

**Stanislaus County  
Public Facilities Fees Committee  
Meeting Minutes**

February 16, 2023  
2:00 p.m.

1010 10<sup>th</sup> Street, Room 2005 (2<sup>nd</sup> floor conference room)

**Voting Members Present:**

Patrick Cavanah – Chair (CEO); Kristin Doud (**Planning/Building**); Dan Wirtz (GSA-Capital Facilities); Chris Barnes (Auditor/Controller); Lori Sicard (County Counsel); Andy Johnson (GSA-Capital Facilities – Alternate); Angelina Souther (Auditor/Controller-Alternate); Tracie Madison (Public Works – Alternate)

**Absent:**

Denny Ferreira (Planning/**Building**); David Leamon (Public Works)

**Also Present:**

Vaughn Maurice (Animal Services Director)  
Norik Naraghi (representative for Thunderbolt Project)  
William Shirley (Recorder)

Meeting called to order at 2:00 p.m. by Chair, Patrick Cavanah.

Public Comment – No public comments.

Roll call: A quorum of membership was established.

Note: Members were informed this meeting is being recorded.

**A. Action Items:**

1. Approval of Minutes from the PFF Committee Meeting on **December 15, 2022**

*Minutes may be voted on by those Members in attendance at the date of the Meeting. Voting Members Present: David Leamon – Chair (Public Works) Patrick Cavanah (CEO); Dan Wirtz (GSA-Capital Facilities); Chris Barnes (Auditor/Controller); Lori Sicard (County Counsel); Krisin Doud (**Planning/Building**)*

A Motion was made to approve the PFF Committee Meeting Minutes of **December 15, 2022**.

Motion: Doud | Second: Wirtz | Unanimous (5 | 0) | Abstain: None

**B. Discussion Items**

1. Consider the Request from Thunderbolt Wood Treating, Inc., Riverbank, to waive the assessed Public Facilities Fees for a metal cover over an existing process/drip pad area of the Thunderbolt facility.

Chair Cavanah noted the Downey Brand memo requesting a PFF fee waiver, in the amount of \$20,300, for the Thunderbolt Project, and explained the fee waiver portion of the PFF Administrative Guidelines. It was also noted that the City of Riverbank approved an impact fee waiver of approximately \$400,000.

Norik Naraghi, representing the Thunderbolt Project, explained that the project would not be expanding the operation, and would not increase the number of employees. The project consists of the construction of a metal cover over the process area. Currently, the process area is uncovered, and they have to capture the rainwater, and it wets the chemicals they are using. During large rain events, they are unable to capture all of the rainwater. The cover will allow them to capture the rainwater and use it in facility processes. Norik clarified that City of Riverbank waived about \$387,000 in development fees, after City of Riverbank staff conducted a review and determined that the project didn't have any impact. The final pending impact fee on this project is the Stanislaus County Public Facilities Fee.

Chair Cavanah inquired as to the amount of City of Riverbank administrative fees. Ms. Naraghi stated that administrative fees were waived, and Thunderbolt was only required to pay for the Building Permit.

Member Doud inquired as to possible exemptions in the PFF Administrative Guidelines that would qualify this project. Member Doud identified Exemption #6 in the Administrative Guidelines as a possible qualifier.

Member Sicard noted that Government Code require that there be a reasonable nexus, or relationship, between the project and the impact fees.

Member Doud motioned that the project is exempt from the full amount of fees and that there is no nexus, according to California Government Code 66000. Member Wirtz seconded the motion.

Motion to Accept: Doud | Second: Wirtz | Unanimous (5 | 0) | Abstain: None

2. Consider the Request from Stanislaus Animal Services Agency to Use Public Facilities Fees Funds to purchase two (2) hybrid vehicles at a cost not to exceed \$42,500 each.

Chair Cavanah noted that Animal Services is experiencing growth in their program, is requesting \$30,600 of PFF funding, and invited Director of Animal Services, Vaughn Maurice, to further elaborate on the request.

Mr. Maurice shared that the department currently has six (6) animal control officers, who primarily enforce licensing, vaccines and backyard breeders. Animal Services estimates that only 1/3 of Stanislaus County households license their dogs. A large portion of the operating budget for Animal Services comes from licensing fees. Animal Services intends to send canvassers out into the community to ensure households are compliant with licensing regulations in the County. The purchase of two (2) new vehicles will be used for the transportation of two teams of two canvassers (4 total) that would work in the community.

Animal Services intends to use PFF funds, along with San Joaquin Air Pollution District funding for the purchase of two (2) vehicles. This would grow the number of Animal Control Officers from 6 Full-Time Equivalent (FTE) officers, to 8 FTE officers, a 33% increase. Based on a 12% population growth, Animal Services calculates that it equates to 36% of department expansion.

Chair Cavanah noted that, historically, the Committee process is to look at population growth, but previously the Committee has considered alternate calculations to growth, such as Parks & Recreation's use of visitor counts to determine PFF funding requests.

Member Wirtz inquired as to previous requests to use PFF funding for the purchase of vehicles, and how calculations were made. Chair Cavanah noted that, in his research, he was unable to locate any previous requests for PFF funding to be used for vehicle purchases. Vehicles are noted as a valid purpose for use of PFF funds.

Chair Cavanah noted that he is uncomfortable with the calculations used in the request. Member Wirtz noted that he would agree to using the population growth calculation as outlined in the request form, which would amount to \$10,200 in funding. Member Johnson proposed that former Chair, Tera Chumley, come in to do a presentation on the PFF Fee Calculator used in the Department Request. Member Wirtz suggested that the Committee provide Animal Services with a minimum number to move forward with the purchasing of the two vehicles. Chair Cavanah proposed that the Committee may look as using a calculation of the growth of the pet population in the County.

Member Wirtz moved to approve \$10,200 in PFF funding towards the purchase of two (2) hybrid vehicles, and revisit other methodologies at a subsequent meeting.

Motion to Accept: Wirtz | Second: Doud | Unanimous (5|0) | Abstain: None

### 3. Auditor's Report

Unobligated Cash Balance - \$17,801,705.24

Member Barnes noted that the Auditor's Office is now recognizing all funds (including Admin fees) collected, and recognizing the expense of Admin fees transferred to the local cities.

### **C. Next Regular Meeting:**

- Thursday, March 16, 2023 @ 2-3:30 p.m. Meetings will be held in-person at Tenth Street Place, Room 2005 (2<sup>nd</sup> floor) or TBD.

Meeting adjourned at 2:30 p.m.

Submitted from recording by: William Shirley, Confidential Assistant IV