

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

October 19, 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); Chris Barnes (Auditor/Controller); David Leamon (Public Works); Andy Johnson (GSA-Capital Facilities – Alternate); Kristin Doud (**Planning/Building**); Denny Ferreira (Planning/**Building**)

**Absent:**

Lori Sicard (County Counsel); David Leamon (Public Works); Angelina Souther (Auditor/Controller – Alternate); Tracie Madison (Public Works – Alternate)

**Also Present:**

Ahmad Ghaderi (A&S Engineering); Abi Jara (A&S Engineering); Brian Decker (SC Fuels); Will Shirley (Recorder)

Meeting called to order at 2:01 p.m. by Chair, Patrick Cavanah.

Public Comment – No public comments.

Roll call: A quorum of membership was established.

**A. Action Items:**

1. Approval of Minutes from the PFF Committee Meeting on **September 21, 2023**

*Minutes may be voted on by those Members in attendance at the date of the Meeting. Voting Members Present: Patrick Cavanah (CEO); Chris Barnes (Auditor/Controller); David Leamon (Public Works); Kristin Doud (Building/**Planning**); Andy Johnson (GSA – Capital Facilities); Denny Ferreira (**Building/Planning**)*

A Motion was made to approve the PFF Committee Meeting Minutes of **September 21, 2023**.

Motion: Johnson | Second: Barnes | Unanimous (6 | 0) | Abstain: None

2. Presentation, Discussion, and Action regarding a PFF waiver request from SC Fuels, for a Diesel Exhaust Fluid (DEF) project at 309 S. Tully Road, Turlock

The requestor shared information regarding the need for DEF fluid in diesel trucks, to reduce particulate matter and be compliant with California emission laws. SC fuels is not adding islands to the service station, but rather DEF dispensers to the current island as an additional service to its customers. DEF dispensers are a convenience to existing customers, and without them, those customers would go elsewhere to purchase bottles of DEF from other

stations. The requestor also stated that they do not believe there will be an increase in customer traffic.

Member Leamon asked what the distance would be from the fuel dispenser to the DEF dispenser at the island, and the requestor stated seven (7) feet between the two dispensers.

To gain a better understanding of the potential for additional trip generation to the project, the PFF Committee requested that SC Fuels submit data from other similar project sites which verifies that trip generation was not increased significantly.

Member Leamon motioned, pursuant to the PFF Administrative Guidelines, Section III.B.2, that the Chief Building Official and Public Works Director will determine if there is a difference between trip generation data, and if so will work to determine a fee. The motion also gives the PFF Chair the authorization to issue a letter to City of Turlock requesting a Building Permit be issued, but not final, until such time as a determination has been made.

Motion: Leamon | Second: Johnson | Unanimous (6 | 0) | Abstain: None

**B. Discussion Items**

1. PFF Annual Report – Fiscal Year Ending June 30, 2023

Member Barnes shared the highlights of the Public Facilities Fees Annual Report, including the list of plans for accumulated funds for the various departments with PFF fund balances. The Annual Report will be presented to the Board of Supervisors at a future meeting.

Member Leamon motioned to approve the Annual Report, pending some review by Member Doud. Member Doud has provided her feedback.

Motion: Leamon | Second: Ferreira | Unanimous (6 | 0) | Abstain: None

2. Auditor's Report

Unobligated Cash Balance - \$7,825,290.31

Fees collected of \$1,718,832 show a 3% decrease from the prior year.

**C. Next Regular Meeting:**

- Thursday, November 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 2:45 p.m.

Submitted by: Will Shirley, Confidential Assistant IV