

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

November 21, 2024
1010 10th Street, Room 2005 (2nd floor conference room)

- ☒ County Counsel Advisor: Lori Sicard
- ☒ Executive Assistant (Recorder): Mila Romo

Voting Members or Alternate Present Marked with an X:

Voting Member

- ☐ Andy Johnson (GSA-Capital Facilities)
- ☒ Chris Barnes (Auditor/Controller)
- ☐ David Leamon (Public Works)
- ☐ Denny Ferreira (Building)
- ☒ Erica Inacio (Chief Executive Office)
- ☐ Kristi Doud (Planning)

Alternate Member

- ☒ Al Valencia (GSA-Capital Facilities)
- ☐ Kamryn Bylsma (Auditor/Controller)
- ☒ Janelle Kostlivy (Public Works)
- ☐ Patrick Cavanah (Chief Executive Office)
- ☒ Angela Freitas (Planning)

Present Member / Alternate, But Not Voting:

- ☒ Andy Johnson (GSA-Capital Facilities)
- ☒ Kamryn Bylsma (Auditor/Controller)

Guests Present:

Tera Chumley, Director of Parks & Recreation; Vinal Chand, Manager IV – Parks & Recreation

A. Meeting called to order at 2:02 p.m. by Chair Chris Barnes

B. Public Comment

- None

C. Roll call: A quorum of membership was established.

D. Action Items:

1. Approval of Minutes from the PFF Committee Meeting from October 17, 2024

Minutes may be voted on by those Members in attendance.

A Motion was made to approve the PFF Committee Meeting Minutes from October 17, 2024

Motion: Valencia | Second: Inacio | Unanimous (5 | 0) | Abstain: :(0)

2. Consider the request from Parks & Recreation office for the use \$470,920 of PFF Funds for the Bonita Pool Project:

Bonita Pool is in the Community of Crows Landing. Pool was built in the 1960's and Renovated in 2000. It was closed in 2010 for failure to meet the Virginia Graeme Baker Act's requirement, Parks and Recreation with the assistance of the General Services Agency are collaborating to replace and expand the existing pool and surrounding amenities.

Stanislaus County Public Facilities Fees Committee
Meeting Minutes – November 21, 2024

Motion: Kostlivy | Second: Valencia | Unanimous (5 | 0) | Abstain:(0)

3. Approval of the PFF Board 2025 Meeting Calendar

2025 PFF Meeting Calendar presented by Mila Romo. Due to the holiday, the meeting for June was pushed to the 4th Thursday of that month.

Motion: Inacio | Second: Kostlivy | Unanimous (5 | 0) | Abstain: :(0)

E. Discussion Items

1. Update on BHRS PFF Waiver request for Dignity Village

Erica Inacio shared information on the request from Behavioral Health & Recovery Services to waive the PFF fees on the Dignity Village Project:

In the PFF Guidelines, there is an exemption section that states, "Public facilities, i.e. state agencies, utilities, fire districts, public schools, public housing agencies, community services district, etc." This exemption would be applied to the request from BHRS to waive the fees as they are a Government/County/Public agency.

2. Update on Ceres Grub Hub Fee Methodology for future reference.

Erica Inacio discussed that the use category of a Grub Hub is not specified on the PFF schedule. A fee methodology that has been created by Public Works is reasonable for the use for a grub hub. It was agreed that this methodology should be documented for future requests.

Using my alternative methodology, I normalized the trip demand by calculating an equivalent "drive-through" from the proposed parking stalls, and the 44 parking stalls were an equivalent of a drive-through with 2 lanes, so that fee would be whatever the calculator does on the PFF calculator, my calculation is \$17,705.34 for the RTIF based on the table 13.7 in the fee docs for Drive-through with 2 lanes.

In terms of the actual issue in RTIF, (not this project) I believe there may be an error causing the drive throughs Trip Demand Factor to be artificially low. I'll need to go back and look at the update documents from 2020. The actual Trip Demand factor for the Drive through should be actually about 60.15, no 3.09, so it's off by a factor of 20. I'm not sure why this is, but there may be an explanation (capping of the fee growth from previous?)

See comparison calculation.

	Primary Trips	Diverted Trips	Total Excluding Pass-by	Average Trip Length	Adjustment factor	PM Peak Hour Trips	Trip Demand Factor
<i>Special Cases</i>	A	B	C=A+B	D	E=C x D / 6.8	F	G=E x F
Drive Through (per lane)	52%	37%	89%	4.5	0.58	5.32	3.09 Adopted
Drive Through (per lane)	52%	37%	89%	4.5	0.58	103.71	60.15 What it should be...

3. Discuss updates needed to Administrative Guidelines for ADU State Law Changes

Deputy County Counsel Lori Sicard wanted to make everyone aware that there are 20 to 40 Bills passed yearly about ADU State Law changes. It was confirmed and acknowledged that the Board Agenda Item in May of 2021 addressed the recent changes. (Attached)

4. Update needed on audit for Modular Business in Patterson.

Stanislaus County Public Facilities Fees Committee
Meeting Minutes – November 21, 2024

Erica Inacio shared that a request was submitted to Work Force Development to perform an audit, we are awaiting an answer on the cost and who will be responsible for payment for the audit.

5. Auditor's Report
Unobligated Cash Balance - \$11,794,253.15

F. Next Regular Meeting:

- Thursday, December 19, 2024 @ 2-3:30 p.m. Meetings will be held in-person at Tenth Street Place, Room 2005 (2nd floor) or TBD.

Meeting adjourned at 2:42 p.m.

Submitted by: Mila Romo, Confidential Assistant IV