

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

July 17, 2025
1010 10th Street, Room 2005 (2nd floor conference room)

- ☒ County Counsel Advisor: Mobin Bhatti
- ☒ 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)
- ☐ Kristin Doud (Planning)

Alternate Member

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

Present Member / Alternate, But Not Voting:

Maryam Yonan-Kavalan

Guests Present:

Mandip Dhillon – Auditor Controller

A. Meeting called to order at 2:03 p.m. by Member Angela Frietas

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 May 15, 2025
Minutes may be voted on by those Members in attendance.

A Motion was made to approve the PFF Committee Meeting Minutes from May 15, 2025

Motion: Inacio | Second: Leamon | Unanimous (4 | 0) | Abstain: (0)

2. Request from Pacific West Communities – Brad Dickason for a Deferral/Waiver of PFF fees.

Member Inacio clarified that such deferral requests fall under the purview of the Planning Department and do not require consideration by the PFF Committee. As a result, the item was subsequently removed.

Discussion Items

3. Auditor's Report – Report is included in the agenda packet and discussed.

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Unobligated Cash Balance - \$28,193,257.04.

4. Connect Web Page:

A handout was distributed outlining steps to access the updated PFF Connect page, the internal inter-departmental website. The updated site provides departments with access to the following key resources: Document Library (2024 to present), PFF Administrative Guidelines, Program Summary, Tracking Log. During the Department Head meeting, a suggestion was made to include the Auditor's Report in the Quick Links section for quick reference. PFF support staff will update the page and add the link.

5. PFF Program Summary:

A handout summarizing the Public Facilities Fee (PFF) Program for developers was distributed. This summary is intended to be posted on the public website to provide accessible information about the PFF program, including its purpose and how it operates. Member Freitas noted that the Planning Department also maintains a PFF-related webpage. She suggested that the certain aspects be linked or coordinated to ensure consistent and inter-shared information, rather than maintaining separate, potentially redundant sources.

6. Deferral Agreement Retention:

Member Inacio raised the question of where the recorded deferral agreements are currently stored and how the public and developers can best access these documents. In response, Member Freitas clarified that all documents approved by the PFF Committee since 2023 have been maintained by the CEO's Office.

Deputy County Counsel Bhatti will research the appropriate retention period for these documents to ensure compliance with legal and administrative standards. The group also addressed the need for improved tracking processes. It was acknowledged that existing systems require cleanup and updating regarding deferral agreements and related records.

E. Next Regular Meeting:

- Thursday, August 21, 2025 @ 2-3:30 p.m. Meetings will be held in-person at Tenth Street Place, Room 2005 (2nd floor) or TBD.

Meeting adjourned at 2:33 p.m.

Submitted by: Mila Romo, Confidential Assistant IV