

**CITRUS PEST AND DISEASE PREVENTION  
COMMITTEE (CPDPC) WEBINAR MEETING**

**Meeting Minutes  
Wednesday, September 22, 2021**

**Committee Members Present:**

Kevin Ball	Jim Gorden	Dr. Etienne Rabe
Brad Carmen	Nick Hill	Gregorio Rundini
Aaron Dillon	Mark McBroom	Roger Smith
Bob Felts Jr.	James McFarlane	Keith Watkins
John C. Gless	Jared Plumlee	

**Committee Members Absent:**

Craig Armstrong	Ed Civerolo	John Gless
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**CDFA Staff:**

Kelley Aubushon	Marina Kaiser	Briana Russell
Fernando Berber	Sara Khalid	Heather Scheck
Paul Figueroa	Sarah Kraft	Derek Schulz
Alisha Garcia	Daniel Lee	ThuyVy Truong
David Gutierrez	Zachary McCormack	Claudia Vazquez
Victoria Hornbaker	Dr. David Morgan	Jennifer Willems
Laura Irons	Alex Muñiz-Chavez	Amelia Wright
Mathew Jian	Keith Okasaki	Jason Wu
Anmol Joshi	Aleece Richter	

**Guests:**

Price Adams	Mia Neunzig	Greta Varien
Teri Blaser	Margaret O'Neill	Helene Wright
Leah Cochran	Curtis Pate	Qijun Xiang
Lisa Finke	Zach Rissel	Judy Zaninovich
Subhas Hajeri	Cressida Silvers	Sandra Zwaal
Jessica Leslie	Krista Smith	

**Opening Comments**

The committee meeting was called to order at 9:04 am via webinar. Jim Gorden welcomed the committee, staff, and members of the public participating online. There was a quorum for the meeting.

**Public Comments**

There were no public comments.

**APPROVAL OF CONSENT AGENDA ITEMS**

The Consent agenda contained minutes from August 11, 2021 Committee meeting and Committee member term renewals for Keith Watkins, Mark McBroom, Kevin Ball, and Roger Smith.

**Motion:** To approve the consent agenda as presented.

**First:** John C. Gless

**Second:** Keith Watkins

**Motion Carries:** The motion passed unanimously.

## **EXECUTIVE COMMITTEE REPORT**

### **Review and Approve 2021-2022 Committee and Subcommittee Calendars**

Victoria Hornbaker presented and reviewed the 2021-2022 Committee and Subcommittee calendars.

**Motion:** To approve the 2021-2022 Committee and Subcommittee calendars.

**First:** Roger Smith

**Second:** Jared Plumlee

**Motion Carries:** The motion passed unanimously.

## **CPDPC Bylaws Discussion**

Victoria stated that there is an ongoing discussion about making edits to the bylaws in the Executive Committee meetings. Proposed edits to the bylaws include: continuing to have biennial terms for Executive Committee members with a maximum of two consecutive terms in the same office; annual elections or provisions to request Executive Committee members resign if not actively participating in the Executive Committee meetings; expanding the Executive Committee to include the Outreach Subcommittee chair, Science Subcommittee chair, and past Executive Committee chair as voting or ex officio member; and not requiring term limits for Subcommittee chair positions. Dr. Etienne Rabe suggested that the Finance Subcommittee chair should also fulfill the role of Secretary Treasurer of the Committee. Jim commented that the Executive Committee should not expand to include any more members.

## **Upcoming Committee Member Vacancies**

Victoria announced that Ed Civerolo and James McFarlane will resign from their positions as Committee members effective October 1, 2021. She noted that vacancy announcements for the two positions should be posted soon.

## **Subcommittee Attendance Discussion**

Victoria commented that Subcommittee member attendance at the Subcommittee meetings has been low and encouraged members to attend the meetings.

## **FINANCE SUBCOMMITTEE REPORT**

### **Review 2020/2021 Budget Expenditures and Revenue**

Bob Felts, Jr. announced that while James McFarlane will be leaving his position as a Committee member, he has agreed to remain on the Finance Subcommittee.

Bob reported a \$4,956,260 increase in budget expenditure since last month with a total of \$26,314,959 for Fiscal Year (FY) 2020-21. He explained the increase is due to staff salaries and contract invoices. There is a remaining balance of \$15,966,303 with an expected total expenditure of approximately \$32,000,000. He noted that the overage in Central Survey expenditures is because all yellow panel traps are purchased by the Central District for the entire state.

Bob reported that revenue for fiscal year 2020-2021 has increased by \$800,000 since the previous month to a total of \$14,733,703. He noted that the \$16,200,000 projected revenue may be affected by a large amount of fruit being dropped on the ground and not sent to the packinghouses.

## **2021/2022 Funding Sources**

Bob presented FY 2021-22 funding sources. These include a projected 184,450,000 cartons of citrus crops, a carry-in of approximately \$27,000,000 to \$40,000,000 from prior years,

\$12,144,000 from the Citrus Health Response Program (CHRP) funds, \$5,000,000 from the state general funds, and \$225,000 requested for Citrus commodity survey in farm bill funding.

### **2021/2022 Citrus Crop Projections**

Bob stated that while the National Agricultural Statistics Service projected approximately \$188,000,000 total cartons of citrus (all varieties) for FY 2021-22, Citrus Research Board projected only \$184,450,000 total cartons. Dr. Etienne Rabe noted that crop production of mandarins, tangos, and clementine's is lower in the latter half of this year when compared to prior years.

### **Set 2021/2022 Proposed Budget**

Bob stated that the proposed budget for FY 2021-22 is \$44,588,810, approximately 5% higher than the FY 2020-21 budget of \$42,448,158. He explained that this increase is largely due to the restoration of full staff salaries and salary increases following the removal of monthly furlough days. Victoria explained the observed increase in the proposed budget also reflects the additional activities in response to the huanglongbing detections in San Diego County. She noted that the personnel services portion of the proposed budget also includes staff salaries for all currently vacant permanent and seasonal positions. Bob presented the FY 2021-22 total budget summary with the inclusion of \$3,646,298 indirect totaling \$44,588,810 compared to the program budgets summary with indirect removed totaling \$40,942,512. Victoria explained that the CHRP funding from USDA has been granted for multi-pest survey beginning on October 1, 2021, resulting in increased laboratory costs. She stated she has requested additional funding from USDA to offset the increased expenses. Roger Smith inquired whether seasonal positions may be exchanged for additional permanent positions. Victoria explained that the permanent position authority is set at 168 positions and any additional need would have to be requested through a budget change proposal request.

**Motion:** To approve the proposed fiscal year 2021-22 budget for the Citrus Pest and Disease Prevention Division (CPDPD).

**First:** Bob Felts, Jr.

**Second:** Nick Hill

**Motion Carries:** The motion passed unanimously.

### **Set 2021/2022 Assessment Rate**

Bob explained that if the Committee set the assessment rate to \$0.07 per carton, projected revenue should total approximately \$12,911,500 with a combined total of \$30,300,000 to \$30,500,000 for all funding sources, including Citrus Commodity funding, CHRP funding, state general funds, and grower assessment. Bob also explained that the fund condition statement projects an increase of approximately \$10,000,000 in carry-in for FY 2021-22 compared to FY 2020-21. Bob explained that the projected reserve would be between \$27,000,000 and \$41,000,000 with \$15,000,000 in incumbered contracts. Roger Smith inquired whether this reserve would be able to withstand the erosion of revenue that could be caused by a potential freeze of state funding. Bob explained that general and federal funding would still be in place and that the loss of the assessment fund would equal only the \$12,911,500. Jared Plumlee inquired whether there is a minimum required carry-over from prior years. Victoria explained that the aim is to maintain funds to sustain the program for a minimum of six months.

**Motion:** To set assessment rate for Committee FY 2021-22 to \$0.07 per 40-pound equivalent.

**First:** Etienne Rabe

**Second:** Mark McBroom

**Motion Carries:** The motion passed unanimously.

### **Financial Analyst Recommendations**

Leah Cochran from Macias, Gini & O'Connell LLP made recommendations regarding the current manual tracking system of expenditures for CPDPD. Specifically, she recommended that the fund condition statement be presented to the Committee on a biannual basis and that the Committee fiscal year be adjusted to align with the State fiscal year. She also suggested that expenditure tracking be based on FI\$Cal data rather than manual tracking and that the Committee reporting packages should include expenditure summary, expenditure metrics, attachments, revenue summary, revenue metrics, and expenditure actuals.

### **SCIENCE SUBCOMMITTEE REPORT**

#### **Review Sweet Orange Scab Biology and Regulatory Impact Report**

Keith Okasaki reported that the working group is still drafting a Sweet Orange Scab (SOS) biology and regulatory impact report and should be ready by the next Science Subcommittee meeting in November.

### **RECAP OF ACTION ITEMS FROM THIS MEETING**

**ACTION ITEM:** Victoria will add an agenda item for the discussion of member bylaws at the Executive Committee meeting on October 22.

### **CLOSING COMMENTS AND ADJOURNMENT**

There were no closing comments. The meeting adjourned at 10:44 am.