

**CALIFORNIA CITRUS PEST AND DISEASE PREVENTION COMMITTEE
FINANCE SUBCOMMITTEE MEETING**

Meeting Minutes
Tuesday, October 7, 2025

Opening:

The Finance Subcommittee webinar was called to order at 9:00 A.M. on October 7, 2025, by Subcommittee Chair Kurt Metheny.

Subcommittee Members Present:

Jay Gillette*	Kurt Metheny*	Jeff Steen*
James McFarlane*		

Subcommittee Members Absent:

Mark McBroom

CDFA Staff and Guests:

Carl Baum*	Keith Okasaki*	ThuyVy Truong*
Dahmoon Maeesomy*	Jeremy Partch*	Keith Watkins*
Alex Muñiz*	Grace Radabaugh*	Jennifer Willems*
Mia Neunzig*	Alisha Rios*	Jason Wu*
Margaret O'Neill*		

*Participated via webinar

Call to Order, Roll Call, Public Comments

Chairman, Kurt Metheny, welcomed Subcommittee members, guests, and staff participating via webinar. Agenda order change: Review of Fiscal Year (FY) 2024-25 Expenditures and Revenue will be presented first and then return to the order listed on the agenda. Agenda item for Expenditures under FY 2024-25 Close will be removed due to redundancy.

Review FY 2024-25 Expenditures

Jason Wu presented the Citrus Pest and Disease Prevention Division (CPDPD) FY 2024-25 approved budget and expenditures. June 2025 closed in the Financial Information System for California (Fi\$Cal) with \$3,198,183 in expenditures. The accounting period used to close the FY called "June 2025 998" closed in Fi\$Cal with \$541,375 in expenditures. July 2025 closed with \$583,022 in expenditures. The FY 2024-25 year-to-date (YTD) total is \$35,334,255 with a remaining balance of \$3,020,550.

Jason presented a funding source summary for the emergency fund (E-Fund) for Huanglongbing in Ventura County (HLB-Ventura), the federally funded Citrus Yellow Vein Clearing Virus Los Angeles (CYVCV-LA), and the federally funded Outreach program. As of the close of FY 2024-25, the YTD expenditures for HLB-Ventura are \$336,314 with a remaining balance of \$1,099,886. The CYVCV-LA agreement of

\$250,000 has been fully expended and billed. The federal outreach program YTD expenditures are \$138,899 with a remaining balance of \$8,345. CPDPD expects to fully expend the remaining balance by the next meeting.

Review FY 2024-25 Revenue

Jason presented the FY 2024-25 revenue. CPDPD received \$2,314,915 in revenue since the last Finance Subcommittee meeting in July 2025, increasing the YTD total to \$17,044,895, representing YTD approximate total of 189,387,722 cartons received.

Jason presented the FY 2024-25 Clean Citrus Nursery Stock Program summary, which has an approved budget authority of \$255,155. CPDPD has recorded \$44,840 in YTD expenditures, bringing the net budget authority to \$210,315. The YTD revenue received for the Clean Citrus Nursery Stock Program is \$162,752.

Fund Condition Statement

Carl Baum presented the Fund Condition Statement (FCS) that was generated by the Budget Office (BO). The FCS is based on the state FY and represents the program's cash status on July 1, 2025. The presented FCS was based on July close numbers for FY 2024-25 and reflects known credits that aren't yet reflected in Fi\$Cal. It also projects future FY numbers based on estimated variables. Based on additional credits not yet posted in Fi\$Cal, the Agricultural Fund (Ag Fund) closed FY 2024-25 with a deficit of \$2,271,974. The deficit is expected to be further reduced by liquidating encumbrances.

Review FY 2025-26 Expenditures

New Fiscal Reports Format

Jason presented the new reporting format for the FY 2025-26 approved budget and expenditures. The approved budget is displayed with expenditures categorized by the following: district and activity, cost type, and funding source. Each district has a designated display, and expenditures are broken down by activity.

July 2025 closed in Fi\$Cal with \$2,327,106 in expenditures. The FY 2025-26 YTD total is \$2,327,106 with a remaining balance of \$30,756,649. One-time fund costs in the amount of \$605,287 have been taken out of the Ag Fund for FY 2025-26 to pay for the program's Pro Rata.

For the district details displays, Jeff Steen requested projected budgets be included for each activity to show which activities are tracking higher or lower expenditures than expected.

Review FY 2025-26 Revenues

New Fiscal Reports Format

Jason presented the new reporting format for FY 2025-26 revenue. The display shows the current crop year and two prior crop years, including assessment rates, YTD revenue, YTD cartons, carton projections for the crop year, and the percentage of carton projection met. CPDPD has not received any assessments for the current crop year, which started on October 1, 2025.

Discussion on Reserves

Kurt Metheny discussed building a reserve fund for the Committee for any unforeseen emergencies or situations. Subcommittee members agreed that it would be financially responsible to make a recommendation to the Full Committee to build a reserve fund. The California Department of Food and Agriculture (CDFA) does not have a reserve fund policy but a reserve that can fund full program operations for six months is recommended. Members agreed that a percentage of the budget would be a good starting goal for the reserve fund amount.

Recommendation to Move to Full Committee: To build a target reserve fund of \$3 million over the next 5 years.

First: Jeff Steen

Second: Kurt Metheny

Vote: The recommendation passed unanimously.

Proposed Finance Subcommittee Calendar

Carl presented the proposed Finance Subcommittee Calendar for 2026. The proposed dates for Finance Subcommittee meetings in 2026 are February 17, May 19, August 25, and November 17. These proposed dates align with Full Committee meetings so that significant information and decisions will be presented at each Full Committee meeting. Subcommittee members unanimously approved the 2026 calendar.

The meeting was adjourned at 10:19 A.M. The next Finance Subcommittee meeting will be held on November 6, 2025, at 10:00 A.M.