



FORT ORD REUSE AUTHORITY

ADMINISTRATIVE COMMITTEE REGULAR MEETING MINUTES

8:15 a.m., Wednesday, May 21, 2014 | FORA Conference Room
920 2nd Avenue, Suite A, Marina CA 93933

1. **CALL TO ORDER**

Co-chair Houlemard called the meeting to order at 8:20 a.m. The following were present:

Carl Holm, County of Monterey*
Elizabeth Caraker, City of Monterey*
John Dunn, City of Seaside*
Layne Long, City of Marina*
Vicki Nakamura, MPC
Anya Spear, CSUMB
Graham Bice, UCMBEST
Diana Ingersoll, City of Seaside

Patrick Breen, MCWD
Bob Schaffer
Lyle Shurtleff, BRAC
Doug Yount, ADE
Tim O'Halloran, City of Seaside
Kathleen Lee, Supervisor Potter
Andy Sterbenz, Schaaf & Wheeler
Chuck Lande, Marina Heights

FORA Staff:
Michael Houlemard
Steve Endsley
Jim Arnold
Crissy Maras
Jonathan Garcia
Josh Metz

*voting members

2. **PLEDGE OF ALLEGIANCE**

Anya Spear led the Pledge of Allegiance.

3. **ACKNOWLEDGEMENTS, ANNOUNCEMENTS AND CORRESPONDENCE**

Co-Chair Houlemard announced a special joint meeting of the FORA and MCWD Boards of Directors scheduled for May 30, 2014. Graham Bice announced that the UC Regents approved joining the Habitat Conservation Plan (HCP) Region Habitat Cooperative and reaffirmed the endowment payout rate at 4.2%. Co-chair Houlemard thanked Mr. Bice and encouraged other participating jurisdictions to follow UC's lead.

4. **APPROVAL OF MEETING MINUTES**

a. **April 2, 2014 Administrative Committee minutes**

The meeting minutes were unanimously approved as presented.

5. **PUBLIC COMMENT PERIOD**

None.

6. **MAY 16, 2014 BOARD MEETING FOLLOW UP**

Co-Chair Houlemard and FORA Senior Planner Jonathan Garcia led a review of Board actions taken at the May 16, 2014 FORA Board meeting.

7. **OLD BUSINESS**

a. **Review FY 2014/15 Draft Capital Improvement Program**

Mr. Garcia provided a summary sheet of 2013/14 Capital Improvement Program (CIP) revenue collection and expenditures, stating that the land sales fund balance was projected to fund building removal in FY 2014/15. Mr. Garcia noted FORA Board concern regarding the recommended fee decrease. He explained that the proposed fee decrease was directly related to the FORA staff and consultant recommendation to remove the \$21.6M "voluntary contribution" funding to MCWD, as the contribution was not CEQA mandated and there existed no agreement for transfer of FORA fee collection revenue to MCWD. The decrease did not include lowering or removal of any contingencies. FORA staff recommended retaining contingencies until transportation project/HCP planning was finalized.

Mr. Garcia stated that FORA's transportation costs are fixed by the 1997 Base Reuse Plan, reallocated to fully fund on-site projects through the 2005 TAMC study, and annually inflated by the Engineering News Record Construction Cost Index.

FORA staff stated that they would prepare a Board presentation to address five issues: 1) marketing/projections, 2) transportation project timing, 3) MCWD voluntary contribution removal and commensurate fee reduction, 4) ensuring adequate contingencies, and 5) FORA Community Facilities District/development fee calculation review. The Administrative Committee would receive the presentation at their June 4th meeting to provide an opportunity for Committee input prior to the June Board meeting.

b. Regional Urban Design Guidelines Task Force Update

Associate Planner Josh Metz stated that the Request for Qualifications process had advanced to the issuance of Requests for Proposals (RFP) to three qualified respondents. The RUDG Task Force planned to hold a meeting May 29th (10:30 a.m. to 12:30 p.m.) to review the draft meeting outline for the RFP pre-proposal conference, a pre-proposal conference (9:00 a.m. to 11:30 a.m.), and a Task Force meeting (2:00 p.m. to 4:00 p.m.) on June 2nd. Consultant proposals were due June 12th (by 5:00 p.m.) and on June 20th (8:30 a.m. to 12:30 p.m.) the Task Force would conduct consultant interviews as part of the selection process.

8. NEW BUSINESS

a. Discuss FY 2013/14 FORA Annual Report Update

FORA staff distributed sections of the FY 2012/13 annual report to Administrative Committee members, requesting they provide FY 2013/14 updates. The updates were to be included in the full FY 2013/14 Annual Report, which would be available online by the July FORA Board meeting. The updates would also be used in the brochure version of the annual report. Co-Chair Houlemard asked that Administrative Committee members send their updates to Crissy Maras, Crissy@fora.org, by May 28, 2014.

9. ITEMS FROM MEMBERS

None.

10. ADJOURNMENT

Co-Chair Houlemard adjourned the meeting at 9:15 a.m.