



FORT ORD REUSE AUTHORITY

ADMINISTRATIVE COMMITTEE REGULAR MEETING MINUTES

8:15 a.m., Wednesday, December 30, 2014 | FORA Conference Room
920 2nd Avenue, Suite A, Marina CA 93933

1. **CALL TO ORDER**

Chair Houlemard called the meeting to order at 8:24 a.m. The following were present (**voting members*):

Elizabeth Caraker, City of Monterey*
Layne Long, City of Marina*
John Dunn, City of Seaside*
Steve Matarazzo, UCSC
Lyle Shurtleff, BRAC
Wendy Elliot, MCP
Mike Zeller, TAMC

FORA Staff:
Michael Houlemard
Steve Endsley
Lena Spilman

Voting Members Absent: Dan Dawson (City of Del Rey Oaks), Carl Holm (County of Monterey),

2. **PLEDGE OF ALLEGIANCE**

John Dunn led the Pledge of Allegiance.

3. **ACKNOWLEDGEMENTS, ANNOUNCEMENTS AND CORRESPONDENCE**

None.

4. **PUBLIC COMMENT PERIOD**

None.

6. **JANUARY 9, 2015 BOARD MEETING - AGENDA REVIEW**

Chair Houlemard noted that this item would be taken out of order and minute approval would be postponed until a quorum was achieved. Mr. Houlemard reviewed items on the upcoming Board meeting agenda.

Layne Long entered at 8:30 a.m., establishing a quorum.

5. **APPROVAL OF MEETING MINUTES**

a. **October 1, 2014 Administrative Committee Meeting Minutes**

MOTION: John Dunn moved, seconded by Elizabeth Caraker, to approve the October 1, 2014 meeting minutes, as presented.

MOTION APPROVED UNANIMOUSLY

b. **November 5, 2014 Administrative Committee Meeting Minutes**

MOTION: Elizabeth Caraker moved, seconded by Layne Long, to approve the November 5, 2014 meeting minutes, as presented.

MOTION APPROVED UNANIMOUSLY

c. **December 3, 2014 Administrative Committee Meeting Minutes**

The Committee determined to postpone this item to the next meeting.

7. BUSINESS ITEMS

a. 2012-14 Land Use Covenant Reporting Status Update

Chair Houlemard noted that Land Use Covenant Reports were due by December 31, 2014 and that Senior Planner Jonathan Garcia would be contacting jurisdictions to follow-up.

b. FY 15-16 Capital Improvement Program Forecasts

Chair Houlemard reminded members to complete and submit annual development forecasts.

c. Regional Urban Design Guidelines Update

d. January 22, 2015 Trails Symposium Update

Chair Houlemard stated that items 7c and 7d had been sufficiently discussed under Board agenda review.

8. ITEMS FROM MEMBERS

Layne Long requested an update on the status of the Habitat Conservation Plan. Chair Houlemard provided an overview of historical delays and discussed the anticipated timeline for release of the public draft document.

9. ADJOURNMENT

Chair Houlemard adjourned the meeting at 9:06 a.m.