



FORT ORD REUSE AUTHORITY

REGULAR MEETING

FORT ORD REUSE AUTHORITY (FORA) ADMINISTRATIVE COMMITTEE

Wednesday, August 30, 2017 at 8:30 a.m.

920 2nd Avenue, Suite A, Marina, CA 93933 (FORA Conference Room)

AGENDA

1. CALL TO ORDER/ESTABLISHMENT OF QUORUM

2. PLEDGE OF ALLEGIANCE

3. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, AND CORRESPONDENCE

4. PUBLIC COMMENT PERIOD

Members of the public wishing to address the Committee on matters within its jurisdiction, but not on this agenda, may do so for up to 3 minutes and will not receive Committee action. Whenever possible, written correspondence should be submitted to the Committee in advance of the meeting, to provide adequate time for its consideration.

5. APPROVAL OF MEETING MINUTES

ACTION

a. August 2, 2017 Meeting Minutes

6. SEPTEMBER 8, 2017 DRAFT BOARD MEETING AGENDA

INFORMATION

7. BUSINESS ITEMS

INFORMATION/ACTION

Business items are for Committee discussion, debate, direction to staff, and/or action. Comments from the public are not to exceed 3 minutes or as otherwise determined by the Chair.

a. Caretaker Cost Reimbursement Policy

8. ITEMS FROM MEMBERS

INFORMATION

Receive communication from Committee members as it pertains to future agenda items.

9. ADJOURNMENT

NEXT MEETING: Wednesday, September 13, 2017



FORT ORD REUSE AUTHORITY
ADMINISTRATIVE COMMITTEE REGULAR MEETING MINUTES
8:30 a.m., Wednesday, August 2, 2017 | FORA Conference Room
920 2nd Avenue, Suite A, Marina, CA 93933

1. CALL TO ORDER

Co-Chair, Michael Houlemard called the meeting to order at 8:31 a.m.

The following members were present:

AR = After Roll Call; * = voting member

Craig Malin* (City of Seaside)
Dino Pick* (City of Del Rey Oaks)
Melanie Beretti* (County of Monterey)
Anya Spear (CSUMB)
Steve Matarazzo (UCMBEST)

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Jonathan Brinkmann.

3. ACKNOWLEDGEMENTS, ANNOUNCEMENTS AND CORRESPONDENCE

Principal Planner, Jonathan Brinkmann announced the second screen check for the draft Habitat Conservation Plan has entered a 60 day review period which will end on September 29, 2017. Also, hard copies of the Capital Improvement Program was distributed to the Committee.

Mr. Houlemard advised the Committee that the US Army was considering conducting prescribed burns this year depending on the availability of crews and as weather permitted. Also, the Army planned to host a public meeting regarding the Explanation of Significant difference that occurred in the Comprehensive Environmental Response, Compensation & Liability Act (also known as CERCLA).

Del Rey Oaks City Manager, Dino Pick announced a public meeting held by the City's Economic Development team and Stakeholders regarding the south Boundary Road project would be held on August 8, 2017 at 2:30 p.m.

4. PUBLIC COMMENT PERIOD

Members of the public wishing to address the Administrative Committee on matters within its jurisdiction, but not on this agenda, may do so for up to 3 minutes.

There were no comments received from the public.

5. APPROVAL OF MEETING MINUTES

a. July 19, 2017 Regular Meeting Minutes

MOTION: On motion by Committee member Pick and second by Committee member Beretti and carried by the following vote, the Administrative Committee moved to approve the July 19, 2017 meeting minutes.

MOTION PASSED UNANIMOUSLY

6. JULY 26, 2017 BOARD SPECIAL MEETING/WORKSHOP FOLLOW UP

Mr. Brinkmann provided an overview of the building removal workshop and some of the questions and discussions that the Board had. Workshop participants also provided feedback on the benefits of the workshop.

7. AUGUST 11, 2017 DRAFT BOARD MEETING AGENDA

Mr. Houlemard provided an overview of the items on the draft August 11, 2017 Board agenda. The Groundwater Sustainability Agency presentations were reviewed and the legislative session report from Congressman Jimmy Panetta.

8. BUSINESS ITEMS

a. Caretaker Cost Reimbursement Policy

Mr. Brinkmann reviewed the above mentioned policy and reminded the jurisdictions of the August 31, 2017 deadline.

9. ITEMS FROM MEMBERS

Mr. Houlemard advised the Committee that establishing a date for the transportation workshop was still in progress. The current target date is August 14, 2017 at 3:00 p.m. FORA staff will follow up with confirmation of the workshop date.

10. ADJOURNMENT at 9:05 a.m.

Appendix C: Jurisdiction-Incurred Caretaker Costs Reimbursement Policy

Caretaker costs were first described in the Fiscal Year (FY) 01/02 FORA Capital Improvement Program (CIP) as: “Costs associated with potential delays in redevelopment and represent interim capital costs associated with property maintenance prior to transfer for development.”

FORA Assessment District Counsel opined that FORA Community Facilities District Special Tax payments cannot fund caretaker costs. For this reason, caretaker costs would be funded through FORA’s 50% share of land sale proceeds on former Fort Ord, any reimbursements to those fund balances, or other designated resources.

As a result of the FY 11/12 and FY 12/13 Phase II CIP Review analysis prepared by Economic & Planning Systems, Inc., FORA agreed to reimburse its five member jurisdictions (County of Monterey and Cities of Seaside, Marina, Del Rey Oaks, and Monterey) for these expenses based on past experience, provided sufficient land sale revenue is available and jurisdictions are able to demonstrate property management/caretaker costs. Based on previous agreements between the U.S Army and the City of Marina, City of Seaside and County of Monterey, *examples* of caretaker costs include the following: tree trimming, mowing, pavement patching, centerline/stenciling, barricades, traffic signs, catch basin/storm drain maintenance, vacant buildings, vegetation control/spraying, paving/slurry seal, and administration (10% of total costs).

FY 15/16 caretaker costs funding was limited to the amount listed in the FORA FY 15/16 CIP (**Table 5 – Land Sales Revenue**), which is \$150,000. Future FORA annual CIP’s will establish caretaker costs reimbursement funding as described in the next paragraph.

For implementation, this policy clarifies that FORA funding for caretaker costs shall be determined by allocating a maximum of \$500,000 in the prior fiscal year’s property taxes collected and designated to the FORA CIP. For example, if \$525,000 in property taxes is collected and designated to the FORA CIP during FY 15/16, then FORA will program a maximum of \$500,000 for the five member jurisdictions’ eligible caretaker costs. Each subsequent year, the maximum funding for caretaker costs may be decreased assuming that, as land transfers from jurisdictions to third-party developers, jurisdictions’ caretaker costs will decrease. If FORA does not collect and designate to the CIP sufficient property taxes in a given fiscal year to fund the maximum amount of caretaker costs allowed that fiscal year, the actual amount of property taxes collected and designated to the CIP during the fiscal year shall be used to determine the amount of caretaker costs funding. FORA shall set caretaker costs funding through the approved FORA CIP.

For a member jurisdiction to be eligible for caretaker costs reimbursement:

- 1) Costs must be described using the Caretaker Costs Worksheet (**Exhibit A**) and submitted to FORA by August 31 (1st deadline) and October 31 (2nd deadline) of each year;
- 2) FORA staff must provide a written response within 30 days denying or authorizing, in part or in whole, the Caretaker Costs Worksheet in advance of the expenditure. FORA may request additional information from the member jurisdiction within 15 days of receiving the Caretaker Costs Worksheet. FORA shall provide reasons for caretaker costs reimbursement denial in its written response;

- 3) Eligible costs must be within the total amount approved in the current CIP, which shall be divided into five equal amounts, one for each of the five member jurisdictions. For example, if FORA is able to allocate \$100,000 in caretaker costs in a fiscal year, each jurisdiction shall have the ability to request up to \$20,000 in caretaker cost reimbursements. If a member jurisdiction does not submit a Caretaker Costs Worksheet to FORA by January 31 of each year, it forfeits its caretaker costs allocation for the fiscal year. Such unallocated dollars shall be available through October 31 (2nd deadline) (see #1 above) to the jurisdictions who submitted Caretaker Costs Worksheets to FORA by August 31; and
- 4) FORA staff must verify completion of caretaker costs work items through site visits prior to work initiation and after work completion.

FORA shall establish an emergency set aside of up to \$75,000 in the FY 16/17 CIP budget for urgent and unforeseen caretaker costs. The process for requesting these funds shall be the same as described above except there will not be a deadline for submitting the request.



FORT ORD REUSE AUTHORITY CARETAKER COST WORKSHEET

Date: _____ Jurisdiction: _____

Point of Contact: _____ Contact number/email: _____

Please answer the following questions and submit to the Fort Ord Reuse Authority for a determination of eligibility for caretaker cost reimbursement:

1. Is the property where the Caretaker Costs are planned owned by the jurisdiction?
 - Yes
 - No
2. What is/are the Army Corps of Engineers parcel number(s)? _____
3. Check all Caretaker Cost work item categories that apply to the current request:
 - Tree trimming
 - Mowing
 - Pavement patching
 - Centerline/stenciling
 - Barricades
 - Traffic signs
 - Catch basins/storm drain maintenance
 - Barriers to vacant buildings
 - Vegetation control/spraying
 - Paving/slurry seal
 - Administration (up to 10% of total costs)
 - Other: _____

4. Provide a specific description of the proposed Caretaker Cost work:

5. Provide a description of potential benefit from completion of Caretaker work items (such as improved public health, public safety, reduced fire risk, etc.):

6. Provide a detailed budget of proposed Caretaker Costs with estimated costs (if caretaker work is approved for reimbursement, FORA staff will use this budget to verify work completion and issue reimbursements):

- START -

**DRAFT
BOARD PACKET**



FORT ORD REUSE AUTHORITY

WORKSHOP/REGULAR MEETING

FORT ORD REUSE AUTHORITY (FORA) BOARD OF DIRECTORS

Friday, September 8, 2017 at 1:30 p.m. | 910 2nd Avenue, Marina, CA 93933 (Carpenters Union Hall)

AGENDA

ALL ARE ENCOURAGED TO SUBMIT QUESTIONS/CONCERNS BY NOON SEPTEMBER 7, 2017.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE *(If able, please stand)*

3. TRANSPORTATION WORKSHOP

This portion of the meeting will be conducted as a workshop to discuss the transportation elements of the Capital Improvement Program. Members of the public wishing to address this item may do so for up to 3 minutes or as otherwise determined by the Chair.

4. CLOSED SESSION

- a. Conference with Legal Counsel – Gov. Code 54956.9(a): Keep Fort Ord Wild v. Fort Ord Reuse Authority, Monterey County Superior Court, Case No.:M114961
- b. Conference with Legal Counsel – Gov. Code 54956.9(d)(2) one matter of significant exposure to litigation

5. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

6. ROLL CALL

FORA is governed by 13 voting members: (a) 1 member appointed by the City of Carmel; (b) 1 member appointed by the City of Del Rey Oaks; (c) 2 members appointed by the City of Marina; (d) 1 member appointed by Sand City; (e) 1 member appointed by the City of Monterey; (f) 1 member appointed by the City of Pacific Grove; (g) 1 member appointed by the City of Salinas; (h) 2 members appointed by the City of Seaside; and (i) 3 members appointed by Monterey County. The Board also includes 12 ex-officio non-voting members.

7. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, AND CORRESPONDENCE

8. CONSENT AGENDA

INFORMATION/ACTION

CONSENT AGENDA consists of routine information or action items accompanied by staff recommendation. Information has been provided to the FORA Board on all Consent Agenda matters. The Consent Agenda items are normally approved by one motion unless a Board member or the public request discussion or a separate vote. Prior to a motion, any member of the public or the Board may ask a question or make comment about an agenda item and staff will provide a response. If discussion is requested, that item will be removed from the Consent Agenda and be considered separately at the end of the Consent Agenda.

- a. Approve August 11, 2017 Board Meeting Minutes
- b. Administrative Committee
- c. Veterans Issues Advisory Committee
- d. Public Correspondence to the Board
- e. Transition Task Force Update
- f. Executive Officer Report

9. BUSINESS ITEMS

INFORMATION/ACTION

*BUSINESS ITEMS are for Board discussion, debate, direction to staff, and/or action. Comments from the public are **not to exceed 3 minutes** or as otherwise determined by the Chair.*

- a. Capital Improvement Program Master Services Contracts
 - i. Approve Roadway Design and Construction Management Contract
 - ii. Approve General Engineering Services Contract

10. PUBLIC COMMENT PERIOD

INFORMATION

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11. ITEMS FROM MEMBERS

INFORMATION

Receive communication from Board members as it pertains to future agenda items.

12. ADJOURNMENT

NEXT REGULAR MEETING: OCTOBER 13, 2017 AT 2:00 P.M.

Placeholder for Item 8a

August 11, 2017 Board Meeting Minutes

This attachment will be included in the final Board packet.

FORT ORD REUSE AUTHORITY BOARD REPORT

CONSENT AGENDA

Subject: Administrative Committee

Meeting Date: September 8, 2017

Agenda Number: 8b

INFORMATION/ACTION

RECOMMENDATION:

Receive a report from the Administrative Committee.

BACKGROUND/DISCUSSION:

The Administrative Committee met on August 2, 2017 and the August 16, 2017 meeting was cancelled. The approved minutes for the August 2, 2017 meeting is attached (**Attachment A**).

FISCAL IMPACT:

Reviewed by the FORA Controller_____

Staff time for the Administrative Committee is included in the approved annual budget.

COORDINATION:

Administrative Committee

Prepared by _____ Approved by _____
Dominique L. Jones Michael A. Houlemard, Jr.

Placeholder for Item 8b – Attachment A

**August 2, 2017 Administrative Committee
Meeting Minutes**

This attachment will be included in the final Board packet.

FORT ORD REUSE AUTHORITY BOARD REPORT

CONSENT AGENDA

Subject: Veterans Issues Advisory Committee

Meeting Date: September 8, 2017

Agenda Number: 8c

INFORMATION/ACTION

RECOMMENDATION:

Receive an update from the Veterans Issues Advisory Committee (VIAC).

BACKGROUND/DISCUSSION:

The Veteran's Issues Advisory Committee met on July 27, 2017. The approved minutes for this meeting is attached (**Attachment A**).

FISCAL IMPACT:

Reviewed by FORA Controller _____

Staff time for this item is included in the approved annual budget.

COORDINATION:

VIAC

Prepared by _____
Dominique L. Jones

Approved by _____
Michael A. Houlemard, Jr.

Placeholder for Item 8c – Attachment A

**July 27, 2017 Veterans Issues Advisory Committee
Meeting Minutes**

This attachment will be included in the final Board packet.

FORT ORD REUSE AUTHORITY BOARD REPORT		
CONSENT AGENDA		
Subject:	Public Correspondence to the Board	
Meeting Date:	September 8, 2017	INFORMATION/ACTION
Agenda Number:	8d	

Public correspondence submitted to the Board is posted to FORA's website on a monthly basis and is available to view at <http://www.fora.org/board.html>

Correspondence may be submitted to the Board via email to board@fora.org or mailed to the address below:

FORA Board of Directors
 920 2nd Avenue, Suite A
 Marina, CA 93933

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Placeholder for Item 8e

Transition Task Force Update

This attachment will be included in the final Board packet.

Placeholder for Item 8f

Executive Officer Report

This attachment will be included in the final Board packet.

Placeholder for Item 9a

**Capital Improvement Program Master Services
Contracts**

This attachment will be included in the final Board packet.

- END -

**DRAFT
BOARD PACKET**