



**FORT ORD REUSE AUTHORITY**  
**ADMINISTRATIVE COMMITTEE REGULAR MEETING MINUTES**  
**8:30 a.m., Wednesday, December 14, 2016 | FORA Conference Room**  
920 2<sup>nd</sup> Avenue, Suite A, Marina, CA 93933

**1. CALL TO ORDER**

Executive Officer, Michael Houlemard called the meeting to order at 8:30 a.m.

The following members were present:

AR = After Roll Call; \* = voting member

Layne Long\* (AR) (City of Marina)  
Elizabeth Caraker\* (City of Monterey)  
Craig Malin\* (City of Seaside)  
Melanie Beretti\* (Monterey County)

Steve Matarazzo (UCMBEST)  
Lisa Rheinheimer (MST)  
Vicki Nakamura (MPC)  
Mike Zeller (TAMC)

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Lisa Rheinheimer.

**3. ACKNOWLEDGEMENTS, ANNOUNCEMENTS AND CORRESPONDENCE**

Mr. Houlemard informed the Committee about correspondence received from the law offices of Stamp | Erickson on December 9, 2016 shortly prior to the Board meeting.

**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.*

Bob Shaffer wished the Administrative Committee and public a Merry Christmas.

**5. APPROVAL OF MEETING MINUTES**

**ACTION**

**a.** November 30, 2016 Regular Meeting Minutes

*MOTION: On motion by Committee member Malin and second by Committee member Beretti and carried by the following vote the Committee approved the November 30, 2016 meeting minutes with correction to item 3a – Acknowledgements, Announcements and Correspondence to reflect that Matt McCluney’s title is “Senior Planner”.*

**MOTION PASSED UNANIMOUSLY**

**6. BUSINESS ITEMS**

**a. Capital Improvement Program (CIP)**

INFORMATION

- i. Development Forecasts Requests**
- ii. Caretaker Costs Reimbursement Policy**

Mr. Brinkmann, Principal Planner, reviewed the Capital Improvement Program items. The jurisdictions were reminded to submit their development forecasts by the end of December 2016. The land use jurisdictions were also reminded that the Caretaker Cost Reimbursement policy has some upcoming deadlines, the first being January 31, 2017. The worksheet is available on FORA's website as appendix C in the CIP document. At the November 30, 2016 Administrative Committee meeting, staff was asked to follow up on a question regarding whether the \$75,000 emergency set aside fund for caretaker cost (no deadline) had been established. Mr. Brinkmann responded that the fund has not yet been established and will be set up during the FORA mid-year budget in early 2017.

**b. Habitat Conservation Plan Update**

Mr. Brinkmann presented a power point presentation that reviewed the background, comment letter (from the US Fish and Wildlife Service dated July 29, 2016), staff's approach to comments and HCP schedule.

**7. ITEMS FROM MEMBERS**

There were no items from members.

**8. ADJOURNMENT**

The meeting was adjourned at 8:48 a.m.