



APPROVED

FORT ORD REUSE AUTHORITY
ADMINISTRATIVE COMMITTEE REGULAR MEETING MINUTES
8:30 a.m., Wednesday, December 19, 2018 | FORA Conference Room
920nd Avenue, Suite A, Marina, CA 93933

1. CALL TO ORDER

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

The following members were present:

Craig Malin* (City of Seaside)	Lisa Rheinheimer (Monterey Salinas Transit)
Mike Zeller (TAMC)	Anya Spear (CSUMB)
Patrick Breen (MCWD)	Melanie Beretti* (Monterey County)
Elizabeth Caraker* (City of Monterey)	
Dino Pick* (City of Del Rey Oaks)	
*Voting Member	

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by City Manager Dino Pick.

3. ACKNOWLEDGEMENTS, ANNOUNCEMENTS AND CORRESPONDENCE

- Veteran Town Hall WED, DEC 19, 2018 3:00PM - 4:00PM
Join the executive leadership from the VA Palo Alto Health Care System for a question and updates session. Major General Gourley VA-DoD Outpatient Clinic (Canteen), 201 9th Street, Marina, CA.
- The FORA office will be closed beginning 2:30 pm, Friday, December 21 and will reopen on Wednesday, December 26, 2018.
- California State University Monterey Bay (CSUMB) and the Monterey Bay Ecotourism Region (MBETR) initiative announce the 2nd Monterey Bay Sustainable Hospitality Summit. Sustainability Hospitality Summit January 10 & 11, 2019 at the Portola Hotel and Spa in Monterey, CA.
- Fort Ord Cleanup Community Outreach Events SAT, FEB 2, 2019 Community Involvement Mobile Workshop.
- Impact Area Guided Walking Tour SAT, MAY 4, 2019.
- Impact Area Bus Tour SAT, JULY 13, 2019.
- DART Meetups to begin February 12, 2019 & will occur regularly every other month.
- 2019 Drone Camp June 17-20, 2019 UCMBEST & CSUMB Campus.
- DART Symposium June 21, 2019 @ CSUMB.

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 public comments received.

5. APPROVAL OF MEETING MINUTES **ACTION**
a. December 5, 2018 Meeting Minutes

MOTION: On motion by Committee member Spear and second by Committee member Caraker and carried by the following vote, the Administrative Committee moved to approve the December 5, 2018 regular meeting minutes.

MOTION PASSED UNANIMOUSLY

6. DECEMBER 14, 2018 BOARD MEETING FOLLOW-UP **INFORMATION**
Principal Planner Jonathan Brinkmann reviewed the action taken by the Board at the December 14, 2018 Board meeting, and updated the committee on the three motions of the Transition Plan Resolution that were presented to the Board. Staff responded to questions and comments from the Committee and the public.

This item was for information only.

7. BUSINESS ITEMS **INFORMATION/ACTION**

- a. Report on Selection of Building Removal Consultant
Assistant Executive Officer Steve Endsley provided an update on the RFQ for building removal financing solicitation and selection. Three qualified firms responded and were interviewed by a panel of the Administrative Committee. The Panel deemed all candidate firms qualified and unanimously recommended NHA Advisors. Staff responded to questions and comments from the Committee.

Information item only – no vote taken.

- b. Transition Plan Review
i. Contract Matrix Overview
Assistant Executive Officer Steve Endsley provided an overview on the Transition Plan in regards to the Contract Matrix contract liabilities. Staff responded to questions and comments from the Committee and public. The Administrative Committee directed staff to add additional columns to the contract matrix for assignment, explicit end date, financial/contractual, and status to further discuss the concerns or issues with the contract matrix liabilities at the next scheduled committee meeting.

Information item only – no vote taken.

8. ITEMS FROM MEMBERS

None

9. ADJOURNMENT at: 10:02 a.m.

Minutes Prepared By:
Heidi Lizarbe
Administrative Coordinator