



APPROVED

**FORT ORD REUSE AUTHORITY**  
**ADMINISTRATIVE COMMITTEE MEETING MINUTES**  
**8:30 a.m. Wednesday, December 18, 2019 | FORA Conference Room**  
920<sup>nd</sup> Avenue, Suite A, Marina, CA 93933

**1. CALL TO ORDER**

Co-chair Michael A. Houlemard, Jr. called the meeting to order at 8:30 a.m.

The following were present:

- Dino Pick\* (City of Del Rey Oaks)
- Anya Spear (CSUMB)
- Patrick Breen (MCWD)
- Bill Collins (BRAC)
- Todd Muck (TAMC)
- Craig Malin\* (City of Seaside)
- Lisa Reinheimer (MST)

- Hans Uslar\* (City of Monterey)
- Melanie Beretti\* (County of Monterey)
- Elizabeth Caraker (City of Monterey)
- Steve Matarazzo (UCMBEST)
- Vicki Nakamura (MPC)
- Nicole Hollingsworth (17<sup>th</sup> State Senate)
- \*Voting member

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by City of Monterey City Manager Hans Uslar.

**3. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, AND CORRESPONDENCE**

- Executive Officer Michael Houlemard noted that to date he has co-chaired over 600 Administrative Committee (“AC”) meetings and thanked Committee members for acknowledging his 23 years of service with the Fort Ord Reuse Authority (“FORA”) as he prepares for retirement at the end of the year.
- Mr. Houlemard reported the Board of Directors approved Assistant Executive Officer Joshua Metz as FORA Executive Officer beginning January 1, 2020.
- Doug Yount of Shea Homes reported Marina City Council unanimously approved the Dunes on Monterey Bay Project on December 17, 2019.
- Committee member Dino Pick reported the City of Del Rey Oaks adopted its first Housing Element in 25 years.

**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.*

No public comments were received.

**5. APPROVAL OF MEETING MINUTES**

**ACTION**

- a. December 4, 2019 Meeting Minutes

**MOTION:** On motion by Committee member Malin, second by Committee member Pick and carried by the following vote, the Administrative Committee moved to approve the December 4, 2019 meeting minutes.

**MOTION PASSED UNANIMOUSLY**

## 6. DECEMBER 13, 2019 BOARD MEETING FOLLOW-UP

Mr. Metz reported the Board approved building removal bond draft legal documents at the December 13, 2019 Board meeting and validation action is in process to establish FORA's ability to issue the bonds. Pending the validation action outcome and final document Board review, bond issuance is expected as early as March 2020. Mr. Houlemard noted the County of Monterey ("The County") approved the Public Benefit Hearing and in order to move forward the Board will need to take action to address Monterey County Regional Fire District ("MCRFD") revenue loss. Additional discussion is required between the cities of Seaside, Marina and the County to determine which jurisdiction will "take the lead" as successor agency. Authority Counsel Jon Giffen reported validation action legal documents are being prepared and expects a court opinion by the first quarter of 2020. Mr. Metz noted MCRFD revenue loss and successor agency designation are two key items on the agenda for the January 2, 2020 AC meeting. Senior Project Manager Peter Said stated the Water/Wastewater Oversight Committee will no longer perform Marina Coast Water District ("MCWD") budget reviews and are working on a recommendation to approve MCWD capacity fees. Mr. Houlemard stated MCWD heard concern regarding capacity fee increases and asked that the item be pulled from the Board meeting agenda to allow additional time for discussion.

## 7. BUSINESS ITEMS

## INFORMATION/ACTION

### a. ESCA Long Term Obligation Management Program Update

#### i. Follow up on Draft February 5<sup>th</sup> Initial ESCA Long Term Obligation Management Program Meeting Invitation

Senior Program Manager Stan Cook reported several agencies have submitted questions regarding how some of FORA's foundational documents relate to Environmental Services Cooperative Agreement ("ESCA") successor issues. Mr. Cook stated FORA special counsel Barry Steinberg and George Schlossberg of Kutak Rock LLP will hold an informal workshop at the FORA office on January 9<sup>th</sup> from 9:00 a.m. - 12:00 p.m. to address these concerns. Mr. Houlemard emphasized the need for attendance by representatives of the cities of Del Rey Oaks, Seaside, Marina, Monterey and the County, as well as California State University Monterey Bay ("CSUMB"), University of California Monterey Bay ("UCMBEST") and MCWD, as these agencies may be subject to underlying federal regulatory requirements. Mr. Cook distributed a Draft February 5<sup>th</sup> Initial ESCA Long Term Obligation Management Program Meeting Invitation to the Committee at the December 4<sup>th</sup> AC meeting, and hearing no schedule conflicts, stated the official meeting invitation will go out this week.

#### ii. 2019 Fort Ord Annual Land Use Control Report Status

Mr. Cook introduced Monterey County Assistant Bureau Chief for the Environmental Health Department Ric Encarnacion who is currently collecting all Annual Land Use Control reports for submittal to the Department of Toxic Substances Control ("DTSC") as required by Memorandum of Understanding with the County. Mr. Cook explained in past years the DTSC annual reporting deadline of September 1<sup>st</sup> was informally extended to December 31<sup>st</sup> due to administrative and scheduling conflicts. Mr. Encarnacion will facilitate collection of jurisdictions' signatures on an official DTSC document in order to permanently extend the reporting deadline to December 31<sup>st</sup> going forward. Mr. Encarnacion will collect the required signatures and coordinate with DTSC should the document require amendment. Mr. Cook and staff responded to questions from members.

**b. Habitat Conservation Plan Update**

Mr. Metz stated the Habitat Planning Update item title will be modified to "Habitat Planning Update" and the Joint Powers Authority ("JPA") Formation sub-item title will be modified to "Habitat Working Group" on future agendas as a result of December 13, 2019 Board action.

**i. Draft Habitat Conservation Plan****ii. Joint Powers Authority Formation**

Mr. Houlemard reported the Board approved an ad-hoc committee to meet regularly to address the path forward for habitat management, particularly the following policy-related questions:

- 1) Is there a regional, collective intent to pursue the JPA?
- 2) What are the financial implications for each jurisdiction?
- 3) Is the National Monument included in this process?

Mr. Houlemard noted FORA has \$15.9M budgeted for habitat management, a portion of which funds Authority counsel services, consultant advising and administrative support. Mr. Metz reported an email poll was sent out with three proposed Habitat Working Group meeting dates and AC members discussed possible scheduling alternatives. Staff stated a new poll would go out to participants following the meeting and encouraged prompt responses from recipients.

Denise Duffy & Associates consultant Erin Harwayne reported United States Fish and Wildlife Services ("USFWS") is compiling public comment letters while staff is cataloguing the inquiries and responses. Comment letters will be posted online concurrently as staff responds. Ms. Harwayne stated the National Environmental Policy Act/California Environmental Quality Act process requires the final Environmental Impact Report include all comment letters and responses. Additionally, USFWS requires Notice of Publication for the final Environmental Impact Statement, in addition to a compilation of public comments into a "Frequently Asked Questions" format (generalized inquiries and responses) for publication in the Federal Register.

**c. 2018 Transition Plan Status**

Ms. Flint gave a brief transition plan status update, noting that she is in the process of creating a website containing all Habitat Conservation Plan ("HCP")/JPA related documents and background information, including ESCA documents which affect the Implementing Agreements.

Ms. Flint reported scheduling presentations for each jurisdiction to address specific concerns and estimated adoption of the Implementing Agreements in March 2020. Mr. Houlemard noted additional agenda items must be submitted before the December 31, 2019 Executive Committee meeting in order to be included in the January 10, 2020 Board meeting agenda.

**i. 2020 Committee Meeting Schedule**

The Committee approved the proposed 2020 Administrative Committee Meeting Schedule. Mr. Metz noted the January 10, 2020 Board meeting will be held on a Friday, but all subsequent Board meetings are scheduled for the second Thursday of the month at 2:00 p.m.

**8. ITEMS FROM MEMBERS**

None.

**9. ADJOURNMENT**

Mr. Houlemard's requested the meeting be adjourned in honor of the recovery of the former Fort Ord and future success by jurisdictions moving forward at 9:36 a.m.

Minutes Prepared By:  
Natalie Van Fleet  
Administrative Assistant