



APPROVED

**FORT ORD REUSE AUTHORITY**  
**ADMINISTRATIVE COMMITTEE REGULAR MEETING MINUTES**  
**8:30 a.m., Wednesday, November 14, 2018 | FORA Conference Room**  
920<sup>nd</sup> Avenue, Suite A, Marina, CA 93933

**1. CALL TO ORDER**

Co-Chair City of Seaside City Manager Craig Malin called a meeting of the whole to order at 8:30 a.m.

The following members were present:

Dino Pick* (City of Del Rey Oaks)	Lisa Rheinheimer (Monterey Salinas Transit)
Melanie Beretti* (County of Monterey)	Patrick Breen (MCWD)
Hans Uslar* (City of Monterey)	Anya Spear (CSUMB)
Craig Malin* (City of Seaside)	Steve Matarazzo (UCMBEST)

\*Voting Member

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mr. Malin.

**3. ACKNOWLEDGEMENTS, ANNOUNCEMENTS AND CORRESPONDENCE**

There were no acknowledgements, announcements and correspondence.

**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. October 31, 2018 Meeting Minutes

**MOTION:** On motion by Committee member Pick and second by Committee member Malin and carried by the following vote, the Administrative Committee moved to approve the October 31, 2018 regular meeting minutes.

**MOTION PASSED UNANIMOUSLY**

**6. NOVEMBER 9, 2018 BOARD MEETING FOLLOW-UP**

**INFORMATION**

Executive Officer Michael Houlemard reviewed the action taken by the Board at the November 9, 2018 Board meeting including resolutions of acknowledgement/appreciation for departing Board members: Mayor Ralph Rubio, Mayor Jerry Edelen and Mayor Pro Tem Dennis Alexander. Mr. Houlemard also provided an overview of the presentation by Marina Coast Water District General Manager Keith Van Der Maaten regarding the annexation application status, and the Board discussion on the Transition Plan item. Staff responded to questions and comments from the Committee and the public. This item was for information only.

**7. BUSINESS ITEMS  
INFORMATION/ACTION**

a. Transition Planning Update

Assistant Executive Officer Steve Endsley provided an update on Transition Planning efforts including progress consolidating the four resolution versions through jurisdictions attorneys, staff, and Board member comments. Staff responded to questions and comments from the Committee and public. The Administrative Committee directed staff to schedule a special meeting on Wednesday, November 28, 2018 from 9:00 a.m. – 3:00 p.m. to further discuss the various versions of the draft Transition Plan Resolutions.

b. Request for Qualifications (RFQ) Update

- i. Facilitation Services, Transition Plan Implementation Agreements
- ii. Building Removal Financing

Staff provided the Committee with the timeline of the facilitator RFQ that was released on November 6, 2018. Staff indicated that it was anticipated that the announcement of the selected consultant would be made on December 7, 2018 barring any unanticipated delays. Principal Planner Jonathan Brinkmann reminded the Committee of a need for a selection panel for the facilitation services RFQ and also asked for volunteers from the jurisdictions to participate on a selection panel for the Building Removal Financing RFQ.

Staff responded to questions and comments from the Committee and public.

**8. ITEMS FROM MEMBERS**

Mr. Houlemard and Principal Planner Jonathan Brinkmann provided an update on the Habitat Conservation Plan progress and indicated the item would be placed on the December 5, 2018 regular Administrative Committee meeting agenda.

**9. ADJOURNMENT** at 9:15 a.m.

Minutes Prepared By:  
Dominique Davis  
Deputy Clerk