



APPROVED

FORT ORD REUSE AUTHORITY
ADMINISTRATIVE COMMITTEE MEETING MINUTES
8:30 a.m., Wednesday October 16, 2019 | FORA Conference Room
920nd 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)
David Sargenti (MCRFD)
Patrick Breen (MCWD)
Layne Long* (City of Marina)
Anya Spear (CSUMB)
Matt Mogensen (City of Marina)

Jonathan Brinkmann (LAFCO)
Melanie Beretti* (County of Monterey)
Steve Matarazzo (UCSC)
Vicki Nakamura (MPC)
Hans Uslar* (City of Monterey)
Mike Zeller (TAMC)
*Voting member

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Harrison Tregenza.

3. ACKNOWLEDGEMENTS, ANNOUNCEMENTS, AND CORRESPONDENCE

- Assistant Executive Officer Josh Metz announced that the Monterey Bay Opportunity Zone Investment Forum will be held at CSUMB Salinas City Center Friday, November 15, 2019 at 8:00 a.m. For registration and additional information visit www.mboz.org.
- CSUMB Associate Director of Campus Planning Anya Spear reported the University kicked off its academic-year-long 25th Anniversary Celebration.

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. October 2, 2019 Special Meeting Minutes

MOTION: On motion by Committee member Malin, second by Committee member Long and carried by the following vote, the Administrative Committee moved to approve the October 2, 2019 meeting minutes.

MOTION PASSED UNANIMOUSLY

6. OCTOBER 11, 2019 REGULAR BOARD MEETING FOLLOW-UP

Executive Officer Michael Houlemard reviewed the discussion topics of the October 11, 2019 Board Meeting. He reported Senior Project Manager Peter Said provided an overview of the Capital Improvement Program ("CIP"). Mr. Metz stated the Board engaged in an intensive discussion with NHA Advisors consultant Mark Northcross regarding the Building Removal Bond. Mr. Houlemard noted the Board heard an action item intended to correct adoption of a health benefits retention incentive program for FORA's eligible employees. The Board approved payment of these employees' health insurance costs for a designated time (to be determined) following FORA's June 30, 2020 sunset date. Regional Government Services ("RGS") consultant Mi-Ra Park presented the Board with health fund distribution options, including a Health Reimbursement Account ("HRA") or a single lump sum payment. RGS will prepare further administrative cost comparisons to assist the Board in determining the most efficient benefit distribution method.

7. BUSINESS ITEMS

INFORMATION/ACTION

a. Habitat Conservation Plan Status and Schedule

Mr. Houlemard introduced the Habitat Conservation Plan ("HCP") consultant team consisting of the following: Erin Harwayne of Denise Duffy & Associates, Aaron Gabbe of ICF International, Ellen Martin of Economic and Planning Systems ("EPS"), Kendall Flint of RGS, Kristie Reimer of Reimer Associates, and David Willoughby and Jon Giffen of Kennedy, Archer & Giffen. Mr. Metz also noted in attendance were UCSC Natural Reserves Director Gage Dayton and Bureau of Land Management Fort Ord National Monument Manager Eric Morgan, both of whom have played a large leadership role in HCP formation. Mr. Metz credited Mr. Morgan with organizing the Coordinated Resource Management Plan group, which met last month to discuss HCP and Habitat Management Plan ("HMP") amongst the region's resource management agencies.

**Item 7.a.ii. was heard prior to item 7.a.i.*

i. Cost Sensitivity Analysis and Habitat Management Funding

Ms. Martin began by stating the two main goals of her economic presentation: 1) to update the Committee regarding preliminary outcomes of HCP cost sensitivity analysis and 2) to review HCP cost allocation alternatives. She provided an overview of the draft HCP cost structure and financing strategy, HCP sensitivity analysis scenarios ("What-if Analysis") and results and the preliminary Cost Allocation Alternatives. Ms. Martin applied the HCP cost sensitivity analysis to the following hypothetical scenarios; Scenario #1: Delayed Revenues showing a slower absorption and delayed revenues, the HCP cost remains the same, Scenario #2: Delayed Revenues + Early Years Cost Reduction showing cost are reduced in the early years by 5%, 10% and 20%, and the cost returns to baseline assumptions once all development is absorbed, and Scenario #3: Delayed Revenues + Overall Cost Reduction, total permit term and post-permit term cost are reduced by 15% and 25%. Ms. Martin noted all scenarios are hypothetical. Ms. Martin stated the other piece of the analysis that EPS was tasked with was evaluating alternative methods to allocate cost amongst the jurisdictions ie the endowment capitalization requirements. Alternative #1 CFD Revenue represents future development at current CFD rates, and Alternative #2 Developable Acreage included entitled HCP dependent and planned development HCP acreage. The Committee discussed the information provided at length and FORA staff and consultants answered questions from members and the public.

ii. Joint Powers Authority Formation and Schedule

Ms. Harwayne presented a brief background of HCP as it relates to the original HMP agreement between the Army and Fish and Wildlife Services (“FWS”). She summarized the main protections outlined in the HCP public draft, which would cover all base reuse activities within the Plan Area. Ms. Harwayne provided a map indicating the Plan Area’s Borderlands, Habitat Management Areas (“HMA”) and Designated Development Parcels, as well as a map representing HMAs by jurisdiction. Mr. Metz explained several benefits of HCP, namely that it provides Comprehensive and holistic habitat conservation and Incidental Take Permits for local control of state and federal Endangered Species Act compliance. He gave a general overview of the HCP permit process and Mr. Willoughby reviewed the Joint Powers Authority (“JPA”) legal framework and key functions. Mr. Willoughby stated the primary purpose of the JPA is to ensure HCP permit compliance by establishing a governing Board consisting of 14 local and state entity voting members and BLM as an ex-officio member. Mr. Gabbe reviewed the proposed HCP & EIR/EIS schedule and discussed how this schedule will progress alongside the proposed HCP JPA formation schedule. FORA staff and consultants answered questions from the Committee. *Member Long requested more information regarding alternative agreement options to JPA, such as a Memorandum of Understanding (“MOU”). Mrs. Flint agreed to provide the Committee and Board with a comparative analysis of JPA and MOU agreements. Mrs. Flint noted liability issues as the main reason to form a JPA rather than another type of agreement. Mr. Morgan asked whether the JPA would act as FORA’s successor agency regarding California Environmental Quality Act compliance. Staff noted Mr. Morgan’s question and will provide additional information at the next meeting.*

b. Capital Improvement Program

Senior Project Manager Peter Said explained that per the Community Facilities District (“CFD”), FORA is required to perform a biennial fee study. Mr. Said outlined the multiple steps to complete the study, noting its \$50,000 total cost and FORA’s June 30, 2020 sunset date. He asked the Committee to consider a recommendation to the Board to forego the biennial fee study and use those funds for other projects, such as designating jurisdiction CFD replacements.

MOTION: On motion by Committee member Pick, second by Committee member Long and carried by the following vote, the Administrative Committee moved to recommend the Board of Directors not to conduct the biennial fee study.

MOTION PASSED UNANIMOUSLY

**Mr. Said stated staff would come back with biennial fee study fund allocation options for the Committee’s consideration.*

The Committee was provided two transportation project lists; the approved Final Year CIP list and the proposed draft CIP list, which will be used to determine the last/mid-year budget. Mr. Said explained the proposed CIP list was informed by the Transportation Study and discussed the biological studies that must be performed in order to complete the NE-SW Connector road. Mr. Said will return to the next Committee meeting with the CIP transportation list and estimated budget expenses. He explained that upon completion of FORA’s audit staff will determine if any additional funding may be received through Development Fee Program. Staff responded to questions from members.

c. Environmental Services Cooperative Agreement 2020-28 Long Term Obligation Annual Calendar Review and Comment

Senior Program manager Stan Cook reviewed main functions of the Environmental Services Cooperative Agreement (“ESCA”), primarily public safety through munitions removal. Mr. Cook discussed the proposed ESCA Long Term Obligation (“LTO”) Annual Calendar, which outlines the sequence of ESCA LTO reporting, field inspections and meetings. The objective of the ESCA LTO Annual Calendar is to ensure information flow between the Army, Regulators, ESCA LTO Program Management staff and jurisdictions’ staff in order to meet FORA’s (or ESCA successor entity) Army ESCA contractual requirements. Mr. Cook noted the ESCA LTO Annual Calendar also meets ESCA Land Use Control requirements of regularly informing/updating all parties. With support from the Committee Mr. Cook stated he would begin setting up meetings per the ESCA LTO Annual Calendar beginning in January 2020.

8. ITEMS FROM MEMBERS

There were no items from members.

9. ADJOURNMENT at: 10:43 a.m.

Minutes Prepared By:
Natalie Van Fleet
Administrative Assistant