



# **FORT ORD REUSE AUTHORITY**

## **REGULAR EXECUTIVE COMMITTEE MEETING MINUTES**

3:30 p.m., Wednesday, June 4, 2014 | FORA Conference Room  
920 2<sup>nd</sup> Avenue, Suite A, Marina CA 93933

### **1. CALL TO ORDER**

Chair Edelen declared a quorum and called the meeting to order at 3:30 p.m.

Committee Members Present: Chair Edelen, Mayor Rubio, Mayor Pro-Tem O'Connell, Mayor Pendergrass, and Dr. Ochoa. Absent: Supervisor Potter.

Executive Officer Michael Houlemard and Assistant Executive Officer Steve Endsley participated via video conference.

### **2. CLOSED SESSION**

The Committee adjourned into closed session at 3:31 p.m.

#### **a. Conference with Legal Counsel - Existing Litigation, Gov Code 54956.9(a) – 2 Cases**

- i. Keep Fort Ord Wild v. Fort Ord Reuse Authority (FORA), Case Number: M114961**
- ii. The City of Marina v. Fort Ord Reuse Authority, Case Number: M11856**

### **3. REPORT OUT OF CLOSED SESSION**

The Committee reconvened into open session at 3:47 p.m. and Authority Counsel Jon Giffen announced that the Committee had taken no reportable action.

### **4. ACKNOWLEDGEMENTS, ANNOUNCEMENT, AND CORRESPONDENCE**

Mr. Houlemard provided a report on the Association of Defense Communities National Summit in Washington, DC, which he, Supervisor Potter, and Mr. Endsley were currently attending.

### **5. PUBLIC COMMENT PERIOD**

None.

### **6. APPROVAL OF MEETING MINUTES**

#### **a. April 2, 2014 Executive Committee Minutes**

MOTION: Mayor Pendergrass moved, seconded by, Mayor Rubio to approve the minutes as presented.

MOTION PASSED: unanimous.

### **7. AGENDA REVIEW - JUNE 13, 2014 BOARD MEETING**

Mr. Houlemard provided an overview of the June 13<sup>th</sup> draft Board agenda packet. Principal Analyst Robert Norris reviewed the Preston Park Budget and the Committee directed staff to move the item (8g) to the end of the business items. Senior Planner Jonathan Garcia discussed the Administrative Committee's recommendation to postpone the Marina Coast Water District budget item to the July Board meeting in order to allow further Administrative Committee review and coordination on identified policy items. The Committee agreed.

## **8. NEW BUSINESS**

### **a. Review FY 2014/15 Annual Budget**

#### **i. Review Budget/Receive Finance Committee Recommendation**

Mr. Houlemard provided a budget overview and reviewed the Finance Committee recommendations.

#### **ii. Provide Board Recommendation - New Staff Position**

Mr. Houlemard described the proposed Economic Development Specialist position and received input from Committee members. The Committee requested the item be agendized as separate action under the Board budget item, as it was for the Committee. Several Committee members expressed a desire for additional information and clarification regarding the position and the Committee determined not to provide a Board recommendation.

#### **iii. Provide Board Recommendation - Salaries and Benefits**

Mr. Houlemard provided a history of FORA salary ranges and cost of living increases. The Committee requested this action also be agendized separately under the Board Budget item.

MOTION: Mayor Rubio moved, seconded by Mayor Pendergrass, to recommend Board approval of a 2% Cost-of-Living increase for FORA staff.

MOTION PASSED: Ayes: Edelen, Pendergrass, Rubio. Noes: O'Connell.

### **b. Travel Report**

Deputy Clerk Lena Spilman provided an update on the Habitat Conservation Plan meeting in Sacramento on June 23, 2014.

### **c. Purchase Authorizations**

Ms. Spilman presented items requiring Executive Committee approval.

MOTION: Mayor Rubio moved, seconded by Mayor Pendergrass, to approve the items, as presented.

MOTION PASSED UNANIMOUSLY

MOTION: Dr. Ochoa moved, seconded by Mayor Rubio, to direct staff to return a draft policy for Committee consideration regarding the establishment of a de minimus purchasing authority limit for the Executive Officer to approve very nominal cost items not precisely defined within the current expense policy.

MOTION PASSED UNANIMOUSLY

### **d. Monthly Executive Officer Expenditures**

Ms. Spilman stated that this was an informational item that did not require discussion.

## **9. ITEMS FROM MEMBERS**

None

## **10. ADJOURNMENT**

Chair Edelen adjourned the meeting at 4:38 p.m.