

**OXNARD HARBOR DISTRICT
BOARD MEETING
MINUTES**

MONDAY, January 9, 2017

Dr. Manuel M. Lopez, President

Arlene Fraser, Vice President

Jason T. Hodge, Secretary

Mary Anne Rooney, Commissioner

Jess Herrera, Commissioner

The regular Board meeting of the Oxnard Harbor District, Board of Harbor Commissioners was called to order by Vice President Arlene Fraser at 5:30 p.m. on Monday, January 9, 2017 at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

ROLL CALL

Present: Commissioners Fraser, Herrera and Hodge

Absent: Commissioners Lopez and Rooney

Vice President Fraser noted that Commissioner Rooney will not be able to participate at the meeting by conference call.

SPECIAL ORDERS

1. Swearing In of Newly Elected Board of Harbor Commissioners

Commissioner Lopez was not in attendance due to an automobile accident. He will be sworn in at a later date. Ms. Kristin Decas announced Commissioner Ramirez was sworn in at a ceremony prior to the Board meeting. Commissioner Ramirez spoke and thanked all of his volunteers and supporters. Commissioner Ramirez stated he looked forward to serving on the Board of Harbor Commissioners again.

2. Presentation to Outgoing Board of Harbor Commissioner

The Board of Harbor Commissioners and staff presented a plaque and photo to Ms. Arlene Fraser in appreciation of her service on the Board of Harbor Commissioners. Ms. Fraser noted it was a pleasure to serve.

Secretary Hodge took over the meeting. Commissioner Fraser stepped down from the dais and Commissioner Ramirez joined the dais.

3. Nomination and Election – President, Board of Harbor Commissioners

Motion to appoint Commissioner Hodge as President, Commissioner Herrera; Seconded, Commissioner Ramirez.

The vote was as follows:

AYES: Commissioners Herrera, Hodge and Ramirez

NOES: None

ABSENT: Commissioners Lopez and Rooney

Secretary Hodge declared the motion carried.

4. Nomination and Election – Vice President, Board of Harbor Commissioners

Motion to appoint Commissioner Rooney as Vice President, Commissioner Hodge; Seconded, Commissioner Ramirez.

The vote was as follows:

AYES: Commissioners Herrera, Hodge and Ramirez

NOES: None

ABSENT: Commissioners Lopez and Rooney

President Hodge declared the motion carried.

5. Nomination and Election – Secretary, Board of Harbor Commissioners

Motion to appoint Commissioner Herrera as Secretary, Commissioner Hodge; Seconded, Commissioner Ramirez.

The vote was as follows:

AYES: Commissioners Herrera, Hodge and Ramirez

NOES: None

ABSENT: Commissioners Lopez and Rooney

President Hodge declared the motion carried.

6. Comments by Outgoing President of the Board of Harbor Commissioners

No comments received due to absence of outgoing President Lopez.

7. Comments by the Newly Elected President of the Board of Harbor Commissioners

President Hodge thanked the Commissioners for his appointment as President and looks forward to the upcoming year.

8. Comments by Members of the Board of Harbor Commissioners

Commissioner Herrera noted it was a pleasure to serve on the Board with Commissioner Fraser and that he looks forward to serving on the Board again with Commissioner Ramirez.

Tom Figg, Mayor, City of Port Hueneme noted he looked forward to working with the Board of Harbor Commissioners in the upcoming year.

There was a fifteen (15) minute recess following election of officers beginning at 5:50 p.m. The Board reconvened at 6:05 p.m.

9. PUBLIC HEARING - Consideration of Ordinance 241 to Approve Revised Port Schedule No. 8 – Tariff

President Hodge opened the public hearing on the consideration of Ordinance 241 to approve the revised Port Schedule No. 8 – Tariff. Ms. Decas noted Ordinance 241 and the revised Port Schedule No. 8 – Tariff has been made available for public review in accordance with all rules and regulations. Ms. Decas also noted there has been lengthy discussion with all Port customers on the proposed Tariff for over more than two (2) years. President Hodge asked if any members of the public had any comments on the proposed ordinance or revised port schedule, hearing none President Hodge closed the public hearing.

Motion to approve Ordinance 241 and the revised Port Schedule No. 8 – Tariff, Commissioner Herrera; Seconded, Commissioner Ramirez.

The vote was as follows by roll call:

AYES: Commissioners Herrera, Hodge and Ramirez

NOES: None

ABSENT: Commissioners Lopez and Rooney

President Hodge declared the motion carried.

10. PUBLIC HEARING - Approval of Agreement between the Oxnard Harbor District and Voltaic, Inc. for the Installation of Electric Vehicle Charging Stations on District Property Located at 333 Ponomo Street and 105 E. Port Hueneme Road, Port Hueneme, California

President Hodge opened the public hearing on the approval of the agreement between the Oxnard Harbor District and Voltaic, Inc. for the installation of electric vehicle charging stations on district property located at 333 Ponomo Street and 105 E. Port Hueneme Road, Port Hueneme, California. Ms. Birdsey noted this was a sole sourced bid and has been noticed and made available for public review in accordance with all rules and regulations, as set forth in the staff report. President Hodge asked if any members of the public had any comments on the proposed agreement with Voltaic, Inc. for the installation of electric vehicle charging stations on District property, hearing none President Hodge closed the public hearing.

Motion to approve the agreement between the Oxnard Harbor District and Voltaic, Inc. for the installation of electric vehicle charging stations on District property located at 333 Ponomo Street and 105 E. Port Hueneme Road, Port Hueneme, California, Commissioner Herrera; Seconded, Commissioner Ramirez.

The vote was as follows by roll call:

AYES: Commissioners Herrera, Hodge and Ramirez

NOES: None

ABSENT: Commissioners Lopez and Rooney

President Hodge declared the motion carried.

CONSENT AGENDA

1. **Minutes of the Regular Board Meeting of December 12, 2016**
2. **Fiscal Year 2016-2017 Calendar of Events**
3. **Consideration of Ratification and/or Approval of District Disbursements for the period of November 16, 2016 to December 06, 2016**
4. **Consideration of Additions/Amendments to Vendors and Purchase Order Lists for Fiscal Year 2016-2017**

Motion to approve the Consent Agenda as submitted, Commissioner Herrera; Seconded, Commissioner Ramirez.

The vote was as follows:

AYES: Commissioners Herrera, Hodge and Ramirez

NOES: None

ABSENT: Commissioners Lopez and Rooney

President Hodge declared the motion carried.

CEO & PORT DIRECTOR

1. **CEO & Port Director's Update - Oral**

Ms. Kristin Decas gave an update on items of interest to the Board of Harbor Commissioners including an update on the upcoming California Maritime Leadership Symposium.

2. **Procurement Schedule**

The Board received a copy of the Oxnard Harbor District's Procurement Schedule. Ms. Decas noted the Audio, Visual, Microphones System RFP bid will close on January 24, 2017.

3. **Consideration of Exercising of Option to Extend Joint Use Agreement with the Department of the Navy**

Motion to approve the exercise of option to extend the Joint Use Agreement with the Department of the Navy, Commissioner Herrera; Seconded, Commissioner Ramirez.

The vote was as follows:

AYES: Commissioners Herrera, Hodge and Ramirez

NOES: None

ABSENT: Commissioners Lopez and Rooney

President Hodge declared the motion carried.

BOARD COMMUNICATION

None.

BUSINESS DEVELOPMENT

None.

MARKETING AND FOREIGN TRADE ZONE SERVICES

1. **Report on Upcoming Activities**

The Board received the report on upcoming community events.

2. **Press Report**

The Board received the report on press pertaining to the District.

MARITIME OPERATIONS

1. Consideration of Approval of Port Security Grant Fiscal Year 2015 and Associated Projects

Motion to approve the use of funds from the Port Security Grant Fiscal Year 2015 on associated projects to include access control, GIS & network maintenance and enhancements; and JOSCS enhancements & security equipment, Commissioner Herrera; Seconded, Commissioner Ramirez.

The vote was as follows:

AYES: Commissioners Herrera, Hodge and Ramirez

NOES: None

ABSENT: Commissioners Lopez and Rooney

President Hodge declared the motion carried.

2. Consideration of Approval of Port Security Grant Fiscal Year 2016 and Associated Projects

Motion to approve the use of funds from the Port Security Grant Fiscal Year 2016 on associated projects to include Fiber Optic Network Project Phase II; security equipment; and training & exercises, Commissioner Herrera; Seconded, Commissioner Ramirez.

The vote was as follows:

AYES: Commissioners Herrera, Hodge and Ramirez

NOES: None

ABSENT: Commissioners Lopez and Rooney

President Hodge declared the motion carried.

3. Consideration of Approval of Professional Services Agreement with Global Trade & Technology (GT2)

Motion to approve Professional Services Agreement with Global Trade & Technology (GT2) as part of FY 2016 Port Security Grant Program awarded in 2016 for a total project cost of \$108,000, general fund impact for FY 2017 \$27,000 and \$81,000 will be reimbursed by FY 2016 Port Security Grant Program, Commissioner Herrera; Seconded, Commissioner Ramirez.

The vote was as follows:

AYES: Commissioners Herrera, Hodge and Ramirez

NOES: None

ABSENT: Commissioners Lopez and Rooney

President Hodge declared the motion carried.

CHIEF FINANCE & ADMINISTRATIVE OFFICER REPORT

1. Chief Finance & Administrative Officer's Update – Oral

Mr. Andrew Palomares updated the Board of Harbor Commissioners on items of interest including a new provider to the Anthem Blue Cross prescription plan.

2. Treasurers Report

Motion to receive the October 2016 Treasurers Report as submitted, Commissioner Rooney; Seconded, Commissioner Herrera.

The vote was as follows:

AYES: Commissioners Herrera, Hodge and Ramirez

NOES: None

ABSENT: Commissioner Lopez and Rooney

President Hodge declared the motion carried.

BOARD OF HARBOR COMMISSIONERS COMMENTS

Commissioner Herrera noted the Port of Entry status for the Port of Hueneme will be coming up on its 25 year anniversary.

COMMITTEE REPORTS

Commissioner Herrera met with City of Oxnard Mayor Flynn on possible ideas for Port development.

PUBLIC COMMENT

None.

ADJOURNMENT

There being no further business to come before the Board, President Hodge moved to adjourn the meeting to the next regular meeting. Meeting adjourned at 6:40 p.m.

Respectfully Submitted,

Michelle Kinnun
Executive Aide/Clerk of the Board