

**OXNARD HARBOR DISTRICT  
BOARD MEETING  
MINUTES**

**MONDAY, FEBRUARY 22, 2016**

**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 President Manuel Lopez at 5:30 p.m. on Monday, February 22, 2016 at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

**ROLL CALL**

Present: Commissioners Fraser, Herrera, Rooney and Lopez

Absent: Commissioner Hodge (due to Regional Ocean Rescue training)

**SPECIAL ORDERS**

**1. Annual Announcement of Appointment to Committees of the Oxnard Harbor District**

President Lopez announced the appointment to regular standing committees of the Oxnard Harbor District. The committees were announced as follows, Operations Committee, Commissioners Fraser and Hodge; Business Development Committee, Commissioners Herrera and Rooney; Finance Committee, Commissioners Fraser and Lopez; Government and Public Affairs Committee, Commissioners Herrera and Lopez; and the Special Events Committee, Commissioners Hodge and Rooney.

**CONSENT AGENDA**

1. **Minutes of the Regular Board Meeting of January 25, 2016 and the Special Board Meeting of January 28, 2016**
2. **Revised Calendar of Events**
3. **Consideration of Ratification and/or Approval of District Disbursements for the period of January 18, 2016 to February 16, 2016**

Motion to approve Consent Items as submitted, Commissioner Rooney; Seconded, Commissioner Fraser.

The vote was as follows by roll call:

AYES: Commissioners Fraser, Herrera, Lopez and Rooney

NOES: None

ABSENT: Commissioner Hodge

President Lopez declared the motion carried.

## **CEO & PORT DIRECTOR**

### **1. CEO & Port Director's Update**

Ms. Kristin Decas provided an update to the Board of Harbor Commissioners on items of interest including Financial modeling; Grants from Air Pollution Control District; Port security program; Personnel positions; Legislation; AAPA, NFAC, MTSNAC and CAPA chair positions; Budget and the Deepening project.

### **2. Procurement Schedule**

The Board received a copy of the Oxnard Harbor District's Procurement Schedule.

### **3. Policy Schedule**

The Board received a copy of the Oxnard Harbor District's Policy Schedule.

## **BOARD COMMUNICATION**

The Commissioners reported on meetings attended over the past month and upcoming meetings for March 2016.

## **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.

## **CHIEF OPERATIONS OFFICER REPORT**

### **1. Chief Operations Officer's Update - Oral**

Mr. Demers gave an update to the Board of Harbor Commissioners.

### **2. Consideration of Approval to Participate with National Joint Powers Alliance (NJPA) In an Energy Efficiency Heating, Ventilating, and Air Conditioning (HVAC) Project**

Motion to approve the participation with the National Joint Powers Alliance (NJPA) in an energy efficiency heating, ventilating, and air conditioning (HVAC) project and enter into a contract with Staples Construction Company in an amount not to exceed \$98,000, Commissioner Rooney; Seconded, Commissioner Fraser.

The vote was as follows by roll call:

AYES: Commissioners Fraser, Herrera, Lopez and Rooney

NOES: None

ABSENT: Commissioner Hodge

President Lopez declared the motion carried.

**3. Consideration of Approval to Award California Electric Company for Standby Generator Installation Project**

Commissioner Rooney stated her concern on the percentage of change orders that may be received. She also noted that the company has not been bonded to the full \$75,000. Mr. Demers noted he is confident in the bid from California Electric Company and does not see any reason for any change orders. Mr. Demers also noted the company would be bonded for the full \$75,000 prior to any work being started; the initial bond provided was for the purposes of bidding.

Motion to approve award in an amount of \$74,909 to California Electric Company for the Standby Generator Installation Project, Commissioner Rooney; Seconded, Commissioner Fraser.

The vote was as follows by roll call:

AYES: Commissioners Fraser, Herrera, Lopez and Rooney

NOES: None

ABSENT: Commissioner Hodge

President Lopez declared the motion carried.

**4. Consideration for Approval of Professional Services Agreement With Rincon Consultants for Environmental Consulting Services**

Motion to approve Professional Services Agreement in an amount not to exceed \$50,000 with Rincon Consultants for environmental consulting services, Commissioner Rooney; Seconded, Commissioner Herrera.

The vote was as follows by roll call:

AYES: Commissioners Fraser, Herrera, Lopez and Rooney

NOES: None

ABSENT: Commissioner Hodge

President Lopez declared the motion carried.

**5. Consideration to Approve a Project Partnership Agreement Between the Department of the Army and the Oxnard Harbor District for Design and Construction of the Port Hueneme Navigation Project**

Motion to approve a Project Partnership Agreement between the Department of the Army and the Oxnard Harbor District for design and construction of the Port Hueneme Navigation Project, Commissioner Herrera; Seconded, Commissioner Rooney.

The vote was as follows by roll call:

AYES: Commissioners Fraser, Herrera, Lopez and Rooney

NOES: None

ABSENT: Commissioner Hodge

President Lopez declared the motion carried

## **CHIEF FINANCE & ADMINISTRATIVE OFFICER REPORT**

### **1. Chief Finance & Administrative Officer's Update**

Mr. Palomares updated the Board of Harbor Commissioners.

### **2. Treasurer's Report**

Mr. Palomares noted a typo to the date on the December Treasurer's report. Page 4 Cash Receipts/Disbursement Report should read December 31, 2015 and not November 30, 2015.

Motion to receive the Treasurer's Report for the month of November and December 2015 with the correction of date to the December's report on page 4 Cash Receipts/Disbursement Report to read December 31, 2015, Commissioner Fraser; Seconded, Commissioner Rooney.

The vote was as follows by roll call:

AYES: Commissioners Fraser, Herrera, Lopez and Rooney

NOES: None

ABSENT: Commissioner Hodge

President Lopez declared the motion carried

### **3. Consideration of Policy #208.1 – District Driving**

Mr. Palomares noted the proposed change in the policy is to align with Internal Revenue Services (IRS) regulations.

Motion to approve Policy #208.1 District Driving as submitted, Commissioner Fraser; Seconded, Commissioner Herrera.

The vote was as follows by roll call:

AYES: Commissioners Fraser, Herrera, Lopez and Rooney

NOES: None

ABSENT: Commissioner Hodge

President Lopez declared the motion carried

## **BOARD OF HARBOR COMMISSIONERS COMMENTS**

No Comments

## **COMMITTEE REPORTS**

Commissioner Rooney and Fraser noted their attendance at the Special Events Committee which discussed the upcoming APP Conference at the Port.

## **PUBLIC COMMENT**

No Comments

## **ADJOURNMENT**

There being no further business to come before the Board, President Lopez moved to adjourn the meeting. Meeting adjourned at 6:55 p.m.

Respectfully Submitted,

Michelle Kinnun

Executive Aide/Clerk of the Board