

**OXNARD HARBOR DISTRICT  
BOARD MEETING  
MINUTES**

**MONDAY, February 27, 2017**

**Jason T. Hodge, President**

**Mary Anne Rooney, Vice President**

**Jess Herrera, Secretary**

**Manuel M. Lopez, Commissioner**

**Jess Ramirez, Commissioner**

The regular Board meeting of the Oxnard Harbor District, Board of Harbor Commissioners was called to order by Vice President Mary Anne Rooney at 5:30 p.m. on Monday, February 27, 2017 at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

**ROLL CALL**

Present: Commissioners Herrera, Ramirez and Rooney

Absent: President Hodge and Commissioner Lopez

**SPECIAL ORDERS**

None

**CONSENT AGENDA**

1. **Minutes of the Regular Board Meeting of February 13, 2017**
2. **Revised Fiscal Year 2016-2017 Calendar of Events**
3. **2017 Oxnard Harbor District Standing Board & Committee Calendar**
4. **Consideration of Ratification and/or Approval of District Disbursements for the period of February 07, 2017 to February 22, 2017**

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

The vote was as follows:

AYES: Commissioners Herrera, Ramirez and Rooney

NOES: None

ABSENT: President Hodge and Commissioner Lopez

Vice President Rooney declared the motion carried.

**CEO & PORT DIRECTOR**

**1. CEO & Port Director's Report**

Ms. Kristin Decas gave an update on items of interest to the Board of Harbor Commissioners including updates on updates on team building exercises for personnel; grants; Coastal Trident; and the railway.

**2. Procurement Schedule**

The Board received a copy of the Oxnard Harbor District's Procurement Schedule. Ms. Decas noted the bid process has been opened for the Del Monte Switchgear Replacement.

**BOARD COMMUNICATION**

None.

**BUSINESS DEVELOPMENT**

None.

**MARKETING AND FOREIGN TRADE ZONE SERVICES**

**1. Report on Upcoming Activities**

Mr. Berg reported to the Board on upcoming community events.

**2. Press Report**

Mr. Berg reported to the Board on recent press related to the District.

**3. Consideration of Support for Oxnard Community College Foundation’s Mariachi Event**

Motion to approve support for Oxnard Community College Foundation’s Mariachi Event in an amount not to exceed \$1,500, Commissioner Herrera; Seconded, Commissioner Ramirez.

The vote was as follows:

AYES: Commissioners Herrera, Ramirez and Rooney

NOES: None

ABSENT: President Hodge and Commissioner Lopez

Vice President Rooney declared the motion carried.

**4. Consideration of Support for Ventura County Ag Week**

Motion to approve support for Ventura County Ag Week in an amount not to exceed \$1,000, Commissioner Ramirez; Seconded, Commissioner Herrera.

The vote was as follows:

AYES: Commissioners Herrera, Ramirez and Rooney

NOES: None

ABSENT: President Hodge and Commissioner Lopez

Vice President Rooney declared the motion carried.

**MARITIME OPERATIONS**

**1. Consideration of Professional Services Agreement for Information Technology Services with NorthSouth LLC**

Motion to approve Professional Services Agreement for information technology services with NorthSouth LLC in an amount not to exceed \$27,700 provisional on providing verification of a current license with the Secretary of State, Commissioner Herrera; Seconded, Commissioner Ramirez.

The vote was as follows:

AYES: Commissioners Herrera, Ramirez and Rooney

NOES: None

ABSENT: President Hodge and Commissioner Lopez

Vice President Rooney declared the motion carried.

Noted, a current license with the Secretary of State was provided.

## **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.

### **2. Consideration of Resolution No. 1167 - A Resolution of the Board of Harbor Commissioners of the Oxnard Harbor District establishing benefits for District Commissioners**

An updated Resolution No. 1167 was provided to the public and Commissioners prior to the Board meeting.

Motion to approve Resolution No. 1167, a Resolution of the Board of Harbor Commissioners of the Oxnard Harbor District establishing benefits for District Commissioners, Commissioner Herrera; Seconded, Commissioner Ramirez.

The vote was as follows:

AYES: Commissioners Herrera, Ramirez and Rooney

NOES: None

ABSENT: President Hodge and Commissioner Lopez

Vice President Rooney declared the motion carried.

### **3. Consideration to Approve Oxnard Harbor District Administrative Policy No. 509, Evaluation of Employee Performance, Superseding Policy No. 12430**

### **4. Consideration to Approve Oxnard Harbor District Administration and Finance Policy No. 402.2 Spending Authority Policy, Superseding Policy 402.1**

Vice President Rooney pulled agenda items 3 and 4 for further review.

## **BOARD OF HARBOR COMMISSIONERS COMMENTS**

None.

## **COMMITTEE COMMENTS**

Vice President Rooney updated the Board of Harbor Commissioners on the Finance Committee meeting prior to the Board meeting. Vice President Rooney noted they discussed the budget cycle and process and capitol projects.

## **PUBLIC COMMENT**

None.

## **ADJOURNMENT**

There being no further business to come before the Board, Vice President Rooney moved to adjourn the meeting to the next regular meeting. Meeting adjourned at 5:55 p.m.

Respectfully Submitted,

Michelle Kinnun

Executive Aide/Clerk of the Board