

**OXNARD HARBOR DISTRICT
BOARD MEETING
MINUTES**

Monday, April 10, 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 President Jason Hodge at 5:35 p.m. on Monday, April 10, 2017 at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

ROLL CALL

Present: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney

Absent: None

SPECIAL ORDERS

1. **Consideration of Resolution No. 1170, A Resolution of the Board of Harbor Commissioners Honoring Willard (Will) D. Berg, Jr. for His Achievements and Contributions to the Oxnard Harbor District/Port of Hueneme Upon His Retirement**

Motion to approve Resolution No. 1170 of the Board of Harbor Commissioners honoring Willard (Will) D. Berg, Jr. for his achievements and contributions to the Oxnard Harbor District/Port of Hueneme upon his retirement, Commissioner Herrera; Seconded, Commissioner Rooney.

The vote was as follows by roll call:

AYES: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney

NOES: None

ABSENT: None

President Hodge declared the motion carried.

2. **Update from Economic Development Collaborative-Ventura County (EDC-VC)**

Mr. Bruce Stenslie, President & CEO of EDC-VC gave the Board of Harbor Commissioners an overview of Ventura County's economic forecast.

CONSENT AGENDA

1. **Minutes of the Regular Board Meeting of March 27, 2017**
2. **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 March 21, 2017 to April 04, 2017**

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

The vote was as follows:

AYES: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney

NOES: None

ABSENT: None

President Hodge 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 the World Trade Event and meeting with the new Port Hueneme Police Chief.

2. **Procurement Schedule**

The Board received a copy of the Oxnard Harbor District's Procurement Schedule. Ms. Decas noted the upcoming projects.

3. **Legislative Update**

Ms. Decas gave an update on legislation to the Board of Harbor Commissioners including the passing of Senate Bill SB1.

4. **Consideration of Support for Senate Bill SB 1 (Beall) Transportation Funding**

President Hodge noted this item was pulled from the agenda due to passing in the Senate.

BOARD COMMUNICATION

Commissioner Herrera and Hodge noted attendance at the American Association of Port Authorities (AAPA). President Hodge also noted the Hueneme Ocean Lifeguard Association United States Lifesaving Association (USLA) Board of Directors meeting was held at the Port's offices. Commissioner Rooney noted her attendance at Regional Defense Partnership for the 21st Century (RDP-21), Ventura County Special Districts Association (VCSDA) and attendance at the Students for Eco-Education and Agriculture (SEEAG)

PUBLIC COMMUNICATION

President Hodge moved Item L.1 Public Communication prior to Item G.

Mr. Casey Graham of Hueneme Ocean Lifeguard Association thanked the Commission and staff for hosting the United States Lifesaving Association (USLA) Southwest Region Spring Board of Directors meeting at the Port's offices on April 6 and 7, 2017.

CHIEF COMMERCIAL OFFICER

1. Consideration of Professional Services Agreement Between the Oxnard Harbor District and AEGIR For Implementation Of Land Strategy Plan

Legal Counsel noted in contract AEGIR is responsible to be in compliance with all local and state laws.

Motion to approve Professional Services Agreement between the Oxnard Harbor District and AEGIR for implementation of Land Strategy Plan in an amount of \$21,750 plus direct expenses, Commissioner Rooney; Seconded, Commissioner Ramirez.

The vote was as follows:

AYES: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney

NOES: None

ABSENT: None

President Hodge declared the motion carried.

MARKETING AND FOREIGN TRADE ZONE SERVICES

1. Report on Upcoming Activities

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

2. Consideration of Support for The Arts Collaborative 2nd Annual Fundraising Dinner

Motion to approve support for The Arts Collaborative 2nd Annual Fundraising Dinner in an amount not to exceed \$1,000, Commissioner Ramirez; Seconded, Commissioner Rooney.

The vote was as follows:

AYES: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney

NOES: None

ABSENT: None

President Hodge declared the motion carried.

CHIEF OPERATIONS OFFICER

1. Consideration of Approval to Award a Public Works Contract with Venco Electric, Inc. For The Del Monte Switchgear Replacement Project

Legal Counsel Ruben Duran noted this approval qualifies for a categorical exemption from further review under the California Environmental Quality Act (CEQA) pursuant to Section 15301 of the CEQA Guidelines (Title 14 C.C.R. § 15301 – Existing Facilities).

Motion to award a Public Works contract with Venco Electric, Inc. for the Del Monte Switchgear Replacement Project in an amount not to exceed \$108,500, Commissioner Rooney; Seconded, Commissioner Ramirez.

The vote was as follows by roll call:

AYES: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney

NOES: None

ABSENT: None

President Hodge declared the motion carried.

DEPUTY EXECUTIVE DIRECTOR, CFO/CAO

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

Mr. Andrew Palomares updated the Board of Harbor Commissioners on items of interest including the recruitment process for three new positions in project management, marketing and public information and the new Health Reimbursement Form to be updated and returned to HR by April 17, 2017.

2. Receive a Single Audit and Independent Auditors’ Report for YE June 30, 2016

Mr. Palomares and Mr. Yang gave an update to the Board of Harbor Commissioners on the Single Audit and Independent Auditors’ Report for Year Ended June 30, 2016 noting the Port received a clean audit.

Motion to receive the Single Audit and Independent Auditors’ Report for Year End June 30, 2016, Commissioner Herrera; Seconded, Commissioner Rooney.

The vote was as follows:

AYES: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney

NOES: None

ABSENT: None

President Hodge declared the motion carried.

3. Treasurers Report

Motion to receive the February 2016 Treasurers Report, Commissioner Rooney; Seconded, Commissioner Herrera.

The vote was as follows:

AYES: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney

NOES: None

ABSENT: None

President Hodge declared the motion carried.

BOARD OF HARBOR COMMISSIONERS COMMENTS

Commissioner Rooney noted attendance at the Finance Committee in which the following items were discussed, Legal Counsel Modification, Budget, and Sponsorship/Membership requests.

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 7:00 p.m.

Respectfully Submitted,

Michelle Kinnun
Executive Aide/Clerk of the Board