

**OXNARD HARBOR DISTRICT  
BOARD MEETING  
MINUTES**

**MONDAY, APRIL 25, 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, April 25, 2016 at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

**ROLL CALL**

Present: Commissioners Fraser, Herrera, Lopez and Rooney

Absent: Commissioner Hodge

**SPECIAL ORDERS**

**1. Presentation of Resolution #1155 Recognizing Dr. Richard Rush for His Many Contributions to Ventura County on the Occasion of His Retirement**

Dr. Richard Rush was presented with Resolution #1155 of the Oxnard Harbor District recognizing Dr. Rush for his contributions to the Oxnard Harbor District and CSUCI on the occasion of his retirement. Dr. Richard Rush stated he was honored to receive the award and truly enjoyed working with the Commissioners and staff of the Port of Hueneme.

**2. Accela Software Presentation**

The Board of Harbor Commissioners received a presentation and demonstration from Kevin Strauss of Accela software. He demonstrated how to display supporting documentation during meetings to allow Commissioners to review, and approve agenda items.

**CONSENT AGENDA**

**1. Minutes of the Regular Board Meeting of April 11, 2016**

**2. Revised Calendar of Events**

**3. 2016 Oxnard Harbor District Standing Board & Committee Calendar**

**4. Consideration of Ratification and/or Approval of District Disbursements for the period of April 5, 2016 to April 18, 2016**

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

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Lopez and Rooney

NOES: None

ABSENT: Commissioners Hodge

President Lopez declared the motion carried.

## **CEO & PORT DIRECTOR**

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

Ms. Kristin Decas gave an update on Water Resources Development Act (WRDA) Legislation and Harbor Maintenance Tax (HMT) funding; the parking study and auto forecast; real estate and the Port Master Plan, submission of the Port Security Grant; and upcoming events including the May 2 Shore Power Ribbon Cutting, the May 18 World Trade Center event and on June 7 the MAST event.

### **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.

### **4. Consider Opposition To Senate Bill 885, An Act To Amend Section 2782 Of The Civil Code, Relating To Contracts**

Motion to oppose Senate Bill 885, An Act To Amend Section 2782 Of The Civil Code, Relating To Contracts, Commissioner Herrera; Seconded, Commissioner Rooney.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Lopez and Rooney

NOES: None

ABSENT: Commissioners Hodge

President Lopez declared the motion carried.

## **BOARD COMMUNICATION**

The Commissioners reported on meetings attended over the past month and upcoming meetings for May 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 Cargo Report**

Mr. Demers presented the Cargo report for the period ending February 29, 2016 to the Board of Harbor Commissioners.

**2. Consideration For Approval Of Professional Services Agreement With Anchor QEA For Environmental And Engineering Support**

Motion to approve Professional Services Agreement with Anchor QEA for environmental and engineering support in an amount not to exceed \$42,000, Commissioner Rooney; Seconded, Commissioner Fraser.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Lopez and Rooney

NOES: None

ABSENT: Commissioners Hodge

President Lopez declared the motion carried.

**3. Consideration For Approval Of Professional Services For Capital Planning Support Phase 2 To CBRE/Whitestone**

Motion to approve Professional Services for Capital Planning Support Phase 2 to CBRE/Whitestone in an amount not to exceed \$31,000, Commissioner Rooney; Seconded, Commissioner Herrera.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Lopez and Rooney

NOES: None

ABSENT: Commissioners Hodge

President Lopez declared the motion carried.

**CHIEF FINANCE & ADMINISTRATIVE OFFICER REPORT**

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

Mr. Palomares gave an update to the Board of Harbor Commissioners on items of interest.

**2. Budget Schedule**

Mr. Palomares presented the FY 2016/17 budget schedule timeline to the Board of Harbor Commissioners.

**BOARD OF HARBOR COMMISSIONERS COMMENTS**

No comments received.

**COMMITTEE REPORTS**

No Committees to report.

**PUBLIC COMMENT**

No public comment.

**CLOSED SESSION**

General Counsel Ruben Duran announced two items will be discussed in Closed Session pursuant to Government Code Sections 57957.6 conference with labor negotiators and 54956.8 conference with real property negotiators, as listed on the duly-posted agenda.

Commissioner Fraser recused herself from the real property negotiations item due to her employment with Wallenius Wilhelmsen Logistics.

Following Closed Session, Mr. Duran announced that the Board provided direction to staff on both items with no reportable action, and that Commissioner Fraser was not present for and did not participate in the item on real property negotiations due to a financial conflict of interest under the Political Reform Act

**ADJOURNMENT**

There being no further business to come before the Board, President Lopez moved to adjourn the meeting. Meeting adjourned at 7:35 p.m.

Respectfully Submitted,

Michelle Kinnun  
Executive Aide/Clerk of the Board