

REVISED
OXNARD HARBOR DISTRICT
BOARD MEETING
MINUTES

MONDAY, AUGUST 8, 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 Vice President Arlene Fraser at 5:30 p.m. on Monday, August 8, 2016 at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

ROLL CALL

Present: Commissioners Fraser, Herrera, Hodge and Rooney

Absent: Commissioner Lopez

Noted, Commissioner Lopez was absent due to health reasons.

CONSENT AGENDA

1. **Minutes of the Regular Board Meeting of June 25, 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 July 20, 2016 to August 02, 2016**

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

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Hodge and Rooney

NOES: None

ABSENT: Commissioner Lopez

Vice President Fraser declared the motion carried.

CEO & PORT DIRECTOR

1. CEO & Port Director's Update - Oral

Ms. Kristin Decas recognized and provided Certificates of Recognition to Ms. Michelle Kinnun for her efforts with the Association of Pacific Ports Conference and Ms. Robin Campos for her efforts in saving the District \$48,000 yearly by taking advantage of different benefit package programs.

2. Update on Legislative Advocacy of Townsend Public Affairs

Ms. Kristin Decas updated the Board of Harbor Commissioners on current legislation including AB 2170 and SB 1338 and other legislation currently being monitored.

3. Procurement Schedule

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

4. 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 August 2016.

BUSINESS DEVELOPMENT

1. Consideration of Approval for Professional Services for the Port of Hueneme’s Tariff with McKasson & Klein LLP

Commissioner Rooney noted the Legal Review and CA Certified boxes had not been checked prior to submittal of the Board package. Legal Counsel noted Legal had reviewed and the attorneys in the firm are licensed to practice law in the State of California. Commissioner Rooney requested staff to check if the firm has met all business license regulations for the City of Port Hueneme.

Motion to approve professional services for the Port of Hueneme’s Tariff with McKasson & Klein LLP in an amount not to exceed \$20,000 in FY2016-2017, Commissioner Hodge; Seconded, Commissioner Rooney.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Hodge and Rooney

NOES: None

ABSENT: Commissioner Lopez

Vice President Fraser declared the motion carried.

2. Consideration of Sponsorship for the 4th Annual Ventura County Farm Day Event of Students for Eco-Education and Agriculture (SEEAG)

Mary Maranville, Founder and Executive Director spoke on behalf of SEEAG.

Motion to approve sponsorship for the 4th Annual Ventura County Farm Day Event of Students for Eco-Education and Agriculture in an amount of \$2,500, Commissioner Rooney; Seconded, Commissioner Hodge.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Hodge and Rooney

NOES: None

ABSENT: Commissioner Lopez

Vice President Fraser declared the motion carried.

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.

3. Consideration of Kathy Long Retirement Event Sponsorship

Commissioner Herrera noted the great working relationship between Kathy Long and the Port of Hueneme during her tenure as Supervisor. Commissioner Rooney was concerned, regarding the payment of sponsorship to be paid to an individual group, Counsel confirmed he had reviewed the District's policy on expenditures related to Port promotion with staff and that the information in the staff report providing sufficient justification for the Board to find the expenditure was appropriate if it chose to do so; he also confirmed that the District could submit payment to an individual or private group as long as the policy was met.

Motion to approve Kathy Long Retirement Event sponsorship in an amount of \$5,000, Commissioner Herrera; Seconded, Commissioner Rooney.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Hodge and Rooney

NOES: None

ABSENT: Commissioner Lopez

Vice President Fraser declared the motion carried.

CHIEF OPERATIONS OFFICER

1. Chief Operations Officer's Update – Oral

Mr. John Demers updated the Board of Harbor Commissioners on items of interest.

2. Consideration of Approval to Execute a Public Works Contract with Summer Construction, Inc. for Seawall Repair Project

Motion to execute a Public Works Contract with Summer Construction, Inc. for Seawall Repair Project, in an amount not to exceed \$34,986, Commissioner Hodge; Seconded, Commissioner Herrera.

The vote was as follows:

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Hodge and Rooney

NOES: None

ABSENT: Commissioner Lopez

Vice President Fraser declared the motion carried.

3. Consideration of Approval for Modification to the Approved Energy Lighting Project, the Purchase of Starlite High Mast Fixtures and Installation by Contractor Facility Solutions Group through NJPA

Motion to rescind Resolution No. 1155, A Resolution of the Board of Harbor Commissioners of the Oxnard Harbor District Authorizing Participation as a Borrower In the California Energy Commission Energy Efficiency Loan Program, Commissioner Herrera; Seconded, Commissioner Hodge.

The vote was as follows by roll call:

AYES: Commissioners Fraser, Herrera, Hodge and Rooney

NOES: None

ABSENT: Commissioner Lopez

Vice President Fraser declared the motion carried.

Motion to approve modification to the approved Energy Lighting Project for the purchase of Starlite high mast fixtures in an amount not to exceed \$31,141.50, and for installation by Contractor Facility Solutions Group through NJPA in an amount not to exceed \$18,589, Commissioner Herrera; Seconded, Commissioner Rooney.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Hodge and Rooney

NOES: None

ABSENT: Commissioner Lopez

Vice President Fraser declared the motion carried.

CHIEF FINANCE & ADMINISTRATIVE OFFICER REPORT

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

No items to report.

2. Notification of 6th Consecutive Finance Award Received from the Government Finance Officers Association (GFOA) For "Certification of Achievement for Excellence In Financial Reporting"

Mr. Andrew Palomares notified the Board of Harbor Commissioners of the District's 6th consecutive finance award received from the Government Finance Officers Association for "Certification of Achievement for Excellence In Financial Reporting". The Board of Harbor Commissioners thanked the leadership of Ms. Kristin Decas and the dedication of Mr. Andrew Palomares and the Finance team.

3. Notification of Bond Rating Upgrade on the District's 2011A and 2011B Bond Debt Issuance

Mr. Andrew Palomares notified the Board of Harbor Commissioners of the District's raised credit rating by Standard & Poor's from "BBB" to "BBB+" while affirming a stable outlook of the District. The Board commended Ms. Decas and Mr. Palomares for their efforts.

4. Consideration of Adoption of Policy – 401.2 Investment and Designation of Treasurer Policy

Motion to approve adoption of Policy – 401.2 Investment and Designation of Treasurer Policy, Commissioner Rooney; Seconded, Commissioner Hodge.

The vote was as follows by roll call:

AYES: Commissioners Fraser, Herrera, Hodge and Rooney

NOES: None

ABSENT: Commissioner Lopez

Vice President Fraser declared the motion carried.

5. Treasurers Reports

Motion to receive Treasurers Reports for the months of February 2016 through June 2016, Commissioner Rooney; Seconded, Commissioner Hodge.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Hodge and Rooney

NOES: None

ABSENT: Commissioner Lopez

Vice President Fraser declared the motion carried.

BOARD OF HARBOR COMMISSIONERS COMMENTS

None.

COMMITTEE REPORTS

None.

PUBLIC COMMENT

None.

CLOSED SESSION

Vice President Fraser announced Item 2, Evaluation of the CEO & Port Director, would not be discussed due to absence of President Lopez and will be discussed at a later time when there is a full board.

General Counsel Ruben Duran announced one items will be discussed in Closed Session pursuant to Government Code Section 54957.6 conference with labor negotiators, as listed on the duly-posted agenda.

Following Closed Session, Mr. Duran announced that the Board had provided direction to its negotiators, with no otherwise reportable action taken.

ADJOURNMENT

There being no further business to come before the Board, Vice President Fraser moved to adjourn the meeting. Meeting adjourned at 7:15 p.m.

Respectfully Submitted,

Michelle Kinnun
Executive Aide/Clerk of the Board