

**OXNARD HARBOR DISTRICT  
BOARD MEETING  
MINUTES**

**MONDAY, AUGUST 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, August 22, 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. **Consideration to Approve Resolution No. 1163, A Resolution Honoring Kathy Long for Her Lifetime of Achievements and Contributions to Ventura County and the Port of Hueneme**

Motion to approve Consent Resolution No. 1163, a resolution honoring Kathy Long for her lifetime of achievements and contributions to Ventura County and the Port of Hueneme, Commissioner Rooney; Seconded, Commissioner Herrera.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Lopez and Rooney

NOES: None

ABSENT: Commissioner Hodge

President Lopez declared the motion carried.

**CONSENT AGENDA**

1. **Minutes of the Regular Board Meeting of August 8, 2016**

The minutes of August 8, 2016 were revised to reflect the motion was to receive and not a motion to approve Agenda Item 5, the Treasurers Report under the Chief Finance & Administrative Officer section. A revised copy of the minutes were provided to the Board of Harbor Commissioners and the public, prior to the start of the meeting.

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 August 2, 2016 to August 16, 2016**

Motion to approve Consent Items as submitted with the revision to the minutes of August 8, 2016, Commissioner Rooney; Seconded, Commissioner Fraser.

The vote was as follows:

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 - Oral**

Ms. Kristin Decas gave the Commissioners the sad news of the passing of Robert "Bob" Carr. Funeral Arrangements are being made and will update as soon as the information is available.

Ms. Decas updated the Commissioners on the Ventura County Economic Development Association (VCEDA) Outlook Conference and noted that the Port has been the longest partner with VCEDA since its formation. Also noted, the Port will be holding Tariff meetings with Port customers; staff is working on the Community Campaign; the formation of a Non-Profit Corporation to run the Banana Festival, that was independently formed, not through the District; and the renting of NCEL property for business use.

**2. Update on Legislative Advocacy of Townsend Public Affairs**

Ms. Kristin Decas updated the Board of Harbor Commissioners on current legislation.

**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. Commissioner Rooney noted her attendance at the meeting of the Consul Generals of Mexico from Los Angeles and Oxnard. Commissioner Rooney also noted attending the Joint Military Mixer with Commissioner Fraser.

## **BUSINESS DEVELOPMENT**

### **1. Consideration of Sending a Letter of Support to Department of Agriculture Animal and Plant Health Inspection Service, USDA (APHIS) To Amend Rule 7 CFR Part 305, Standardizing Phytosanitary Treatment Regulations**

Motion to approve letter of support to Department of Agriculture Animal and Plant Health Inspection Service, USDA to amend Rule 7 CFR Part 305, Standardizing Phytosanitary Treatment Regulations, Commissioner Rooney; Seconded, Commissioner Herrera.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Lopez and Rooney

NOES: None

ABSENT: Commissioner Hodge

President Lopez declared the motion carried.

### **2. Consideration of Approval of Ground Lease Agreement Between the Oxnard Harbor District and Wallenius Wilhelmsen Logistics**

Item H.2 was pulled from the agenda for further review.

## **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. Ms. Kristin Decas noted there has been a Task Force established for dealing with the cat population on the Port.

## **CHIEF OPERATIONS OFFICER**

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

Mr. John Demers updated the Board of Harbor Commissioners on items of interest including working with the cat Task Force on the challenge of notifying the public on the disadvantages of feeding the cats on Port.

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

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

Mr. Andrew Palomares noted the auditors would be in next week to start the audit on the Port's books.

## **BOARD OF HARBOR COMMISSIONERS COMMENTS**

Commissioner Herrera requested to adjourn tonight's meeting in memory of Bob Carr.

## **COMMITTEE REPORTS**

None.

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

There being no further business to come before the Board, President Lopez moved to adjourn the meeting in memory of Robert “Bob” Carr. Meeting adjourned at 6:35 p.m.

Respectfully Submitted,

Michelle Kinnun  
Executive Aide/Clerk of the Board