

**OXNARD HARBOR DISTRICT
BOARD MEETING**

MINUTES

MONDAY, NOVEMBER 14, 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, November 14, 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 the District's Fiscal Year Ended 6-30-16 Performance Results and Presentation of the Annual Audit by the District's Auditors**

Ms. Kristin Decas and Mr. Andrew Palomares gave an overview and highlights of the District's financial performance for the fiscal year ended June 30, 2016. Mr. Palomares noted the Comprehensive Annual Financial Report (CAFR) was not completed at this time and would be ready in approximately a month. Mr. Paul Kaymark of The Pun Group, LLP and auditor for the District informed the Commissioners the District received a clean audit.

Motion to receive the District's fiscal year ended June 30, 2016 performance results and presentation of the annual audit, Commissioner Herrera; Seconded, Commissioner Fraser.

The vote was as follows by roll call:

AYES: Commissioners Fraser, Herrera, Lopez and Rooney

NOES: None

ABSENT: Commissioner Hodge

President Lopez declared the motion carried.

2. **Consideration of Casting the Official Ballot in the Runoff Election for the Alternate Member of the Ventura Local Agency Formation Commission**

Motion to cast the District's vote for Mike Mishler in the runoff election for the Alternate Special District Member to the Ventura LAFCo, Commissioner Rooney; Seconded, Commissioner Fraser.

The vote was as follows by roll call:

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 October 10, 2016**
2. **Revised Fiscal Year 2016-2017 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 September 20, 2016 to November 8, 2016**
5. **Consideration of Additions/Amendments to Vendors and Purchase Order Lists for Fiscal Year 2016-2017**

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: Commissioner Hodge

President Lopez declared the motion carried.

CEO & PORT DIRECTOR

1. CEO & Port Director's Update - Oral

Ms. Kristin Decas gave an update on items of interest to the Board of Harbor Commissioners including announcing Mr. Will Berg has qualified for a seat on the Port Hueneme City Council. Ms. Decas noted that both the District and Mr. Berg have consulted with Legal Counsel to confirm there is no incompatible offices concern. Ms. Decas also noted upcoming events including the SilverStrand Golf tournament, the Port's Holiday Open House, Oxnard's Holiday Parade, the Parade of Lights and the Santa to the Sea race.

2. Procurement Schedule

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

3. Legislative Update

Ms. Kristin Decas gave an update on items of interest to the Board of Harbor Commissioners on current and upcoming legislation.

BOARD COMMUNICATION

The Commissioners reported on meetings attended over the past month and upcoming meetings for November 2016. Commissioners Arlene Fraser, Jess Herrera and Mary Anne Rooney attended the American Association of Port Authorities New Orleans conference. Commissioners Rooney and Fraser both congratulated the Maritime Advanced Systems Training (MAST) team on the informative and educational event that was held at the Port.

BUSINESS DEVELOPMENT

Nothing to report.

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 Support for Port Hueneme Museum & Historical Society

The Board of Harbor Commissioners discussed the proposed yearly sponsorship of support for the Port Hueneme Museum & Historical Society. The Commissioners requested additional information to be able to make a decision if the District would be able to support the museum. The Commissioners agreed to approve the request for the sponsorship of the veteran's events for the reasons set forth in the staff report.

Motion to approve sponsorship for the Port Hueneme Museum & Historical Society veteran's events in an amount not to exceed \$400, Commissioner Rooney; Seconded, Commissioner Herrera.

The vote was as follows by roll call:

AYES: Commissioners Fraser, Herrera, Lopez and Rooney

NOES: None

ABSENT: Commissioner Hodge

President Lopez 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 including the the deepening project, EDA grant, Joint Use with the Navy and the Aquaculture property.

CHIEF FINANCE & ADMINISTRATIVE OFFICER REPORT

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

Mr. Andrew Palomares had no additional updates.

BOARD OF HARBOR COMMISSIONERS COMMENTS

Members of the Board of Harbor Commissioners congratulated Will Berg on winning the election for the Port Hueneme City Council, welcomed back Ms. Dona Lacayo, and thanked Commissioner Fraser for her service to the District along with congratulating Commissioner Lopez on his re-election.

COMMITTEE REPORTS

None.

PUBLIC COMMENT

None.

CLOSED SESSION

None.

ADJOURNMENT

There being no further business to come before the Board, President Herrera [?] moved to adjourn the meeting in Memory of Tony V. Grey, former Commissioner of the Oxnard Harbor District. Meeting adjourned at 6:22 p.m.

Respectfully Submitted,

Michelle Kinnun
Executive Aide/Clerk of the Board