

**OXNARD HARBOR DISTRICT  
BOARD MEETING  
MINUTES**

**MONDAY, DECEMBER 12, 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, December 12, 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

**SPECIAL ORDERS**

**1. Special Recognition (Information)**

Ms. Kristin Decas presented a certificate of appreciation to Mr. Andrew Palomares for his excellence in finance management including the following accomplishments: Six consecutive years of receiving the Government Finance Officers Association Award; Preparation of the 2015-16 Comprehensive Annual Financial Report; Clean audits and balanced budgets; His efforts in getting the District's bond rating increase; And for his appointment as Chairman of the American Association of Port Authorities (AAPA) Finance Committee.

**2. Submission of the District's Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended 06-30-16**

Motion to receive the District's Comprehensive Annual Financial Report for Fiscal Year ended 06-30-16 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.

**3. Consideration of Cancellation of the December 26, 2016 Regular Board of Harbor Commissioners Meeting**

Motion to approve cancellation of the December 26, 2016 Regular Board of Harbor Commissioners Meeting, Commissioner Rooney; Seconded, Commissioner Herrera.

The vote was as follows:

AYES: Commissioners Fraser, Herrera and Rooney

NOES: Commissioner Hodge

ABSENT: Commissioner Lopez

Vice President Fraser declared the motion carried.

## **CONSENT AGENDA**

- 1. Minutes of the Regular Board Meeting of November 28, 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 November 16, 2016 to December 06, 2016**

Motion to approve the Consent Agenda 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 gave an update on items of interest to the Board of Harbor Commissioners including an update on her participation at the Yale School of Management CEO Summit.

### **2. Procurement Schedule**

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

## **BOARD COMMUNICATION**

Commissioner Rooney noted appreciation to the Port and its staff for its involvement in the Santa to Sea half marathon. Ms. Rooney also noted her attendance at the Joint Land Use meeting of Naval Base Ventura County. Commissioner Herrera noted his attendance at the Reagan National Defense Forum and the Supervisor Kathy Long retirement event.

## **BUSINESS DEVELOPMENT**

None

## **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 29th Annual Agricultural Transportation Coalition Meeting**

Motion to approve support for 29th Annual Agricultural Transportation Coalition meeting in an amount not to exceed \$3,500, Commissioner Hodge; 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.

4. **Consideration of California Maritime Leadership Symposium Sponsorship**

Motion to approve California Maritime Leadership Symposium sponsorship in an amount not to exceed \$3,500, Commissioner Hodge; 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.

5. **Consideration of 2017 Association of Pacific Ports Sponsorship**

Motion to approve the 2017 Association of Pacific Ports sponsorship in an amount not to exceed \$1,500, Commissioner Hodge; 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.

**CHIEF OPERATIONS OFFICER**

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

No items of note.

2. **Consider Purchase of Shore Power Extension Cable System with Igus Inc.**

Motion to approve purchase of Shore Power Extension Cable System with Igus Inc. in an amount of \$215,700, 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.

**3. Consideration of Professional Services Agreement for Rincon Environmental to Conduct Green House Gas Inventory**

Motion to approve Professional Services Agreement for Rincon Environmental to conduct Green House Gas Inventory in an amount of \$16,000, 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.

**CHIEF FINANCE & ADMINISTRATIVE OFFICER REPORT**

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

Mr. Andrew Palomares updated the Board of Harbor Commissioners on items of interest including the Port's participation in the annual Oxnard Christmas Parade.

**2. Treasurers Report**

Motion to receive the revised September 2016 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.

**BOARD OF HARBOR COMMISSIONERS COMMENTS**

No comments received.

**COMMITTEE REPORTS**

None.

**PUBLIC COMMENT**

None.

**CLOSED SESSION**

General Counsel Ruben Duran announced two items would be discussed in Closed Session pursuant to Government Code Section 54957.6, conference with labor negotiators and Government Code Section 54956.9, initiation of litigation, as listed on the duly-posted agenda.

Following Closed Session, Mr. Duran announced pursuant to Government Code Section 54957.6 conference with labor negotiators, the Board discussed and provided direction to its negotiators, with no reportable action.

Mr. Duran announced pursuant to Government Code Section 54956.9 that the Board discussed one item of potential litigation and no reportable action was taken.

**ADJOURNMENT**

There being no further business to come before the Board, Vice President Fraser moved to adjourn the meeting to the next regular meeting. Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Michelle Kinnun  
Executive Aide/Clerk of the Board