

**OXNARD HARBOR DISTRICT
MINUTES**

MONDAY, FEBRUARY 8, 2010

Raymond E. Fosse, President

Michael A. Plisky, Vice President

Manuel M. Lopez, Commissioner

Jess Herrera, Secretary

Jesse J. Ramirez, Commissioner

The regular meeting of the Oxnard Harbor District, Board of Harbor Commissioners was called to order by President Raymond E. Fosse at 5:00 p.m. on Monday, February 8, 2010, at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

Present: Commissioners Fosse, Herrera, Lopez, Plisky and Ramirez
Absent: None

CONSENT AGENDA:

1. **Minutes**
RECOMMENDATION
Approve the minutes of the meeting of January 25, 2010.

2. **Consideration of modification of Royal Host Catering Truck Permit for new "Hot Truck".**
RECOMMENDATION
Approve the modification to the permit to replace the old catering truck with the new truck License No. 8A90782. This item was withdrawn.

3. **Consideration of the 5th revised page 2 (Cover Sheet) Port Terminal Tariff No. 7 deleting Commissioner Nao Takasugi, adding Commissioner Manuel M. Lopez and making other minor modifications.**
RECOMMENDATION
Approve the 5th Revised Page 2 to the Port Terminal Tariff No. 7.

Commissioner Plisky moved to approve the recommendation. Commissioner Herrera seconded. The vote was as follows:

AYES: Commissioners Fosse, Herrera, Lopez, Plisky and Ramirez
NOES: None
ABSENT: None

President Fosse declared the motion carried.

SPECIAL ORDERS:

1. **Consideration of proposed change in Administrative Policy No. 3176 – A policy of the Board of Harbor Commissioners, Oxnard Harbor District, establishing a “Driving Policy”.**

RECOMMENDATION

Discussion – proposed action at the February 22, 2010 Board Meeting.

The Executive Director reported that the draft copy of Administrative Policy No. 3176 had been distributed to the representatives of the SEIU for comment, and asked if they wish to have a meet and confer but as of this date no response has been received. The Executive Director reported that the policy will be presented to the Board for action at the next meeting.

2. **Consideration of a proposed new Administrative Policy No. 3178 – A policy of the Board of Harbor Commissioners, Oxnard Harbor District, establishing a “Trash Bin and Waste Materials” Policy.**

RECOMMENDATION

Discussion – proposed action at the February 22, 2010 Board Meeting.

The Executive Director reported that copies of the Administrative Policy No. 3178 were distributed for comments to tenants and cargo handlers. The Executive Director reported that the District received a letter dated January 26th from the City of Port Hueneme identifying the authorized code sections for trash pickup by the City. Comments were also received by Mr. Michael Karmelich, NYKCool, Mr. Mark Greaves of Chiquita and Mr. Chuck Caulkins, Del Monte. The policy will be presented to the Board for action at the next meeting. Commissioner Plisky requested staff provide the cost savings to the District from the implementation of this policy.

CORRESPONDENCE

1. **Letter from the Port Hueneme Pilots Association announcing the designation of Captain Ivan Guzman as a Pilot Trainee.**

RECOMMENDATION

Information.

EXECUTIVE DIRECTOR’S REPORT

1. **Management Staff “To Do List”**

RECOMMENDATION

Information.

2. **Public Relations Roadmap FY 2008-2009**

RECOMMENDATION

Information.

3. **Discussion of the Revised Calendar of Events for FY 2009-2010**

RECOMMENDATION

Consider revisions to the Calendar of Events to include events for participation by members of the Board of Harbor Commissioners that are in the public interest or promote the business of the Harbor District.

Commissioner Plisky moved to approve the recommendation. Commissioner Herrera seconded. The vote was as follows:

AYES: Commissioners Fosse, Herrera, Lopez, Plisky and Ramirez

NOES: None

ABSENT: None

President Fosse declared the motion carried.

4. **Consideration of \$2,500 sponsorship and participation at the Navy League of the United States Channel Islands Council Military Recognition and Awards Dinner.**

RECOMMENDATION

Place on the 2010 Calendar of Events for participation by Board of Harbor Commissioners and Management Staff; authorize the Admiral Level Sponsorship at \$2,500; and authorize the presentation of Oxnard Harbor District plaques to the honorees for their selection as outstanding military men/women on Naval Base Ventura County.

President Fosse recused himself from discussion and did not vote on this item as he serves as the Vice President on the Navy League Board. Vice President Plisky presided.

The Executive Director reported on and recommended approval of sponsorship of the Navy League of the United States Channel Islands Council Military Recognition and Awards Dinner at the Admiral Level at a cost of \$2,500.

Commissioner Ramirez moved to approve the recommendation. Commissioner Lopez seconded. The vote was as follows:

AYES: Commissioners Herrera, Lopez, Plisky and Ramirez
NOES: None
ABSENT: None
ABSTAIN: Commissioner Fosse

Vice President Plisky declared the motion carried.

5. Consideration of a Professional Services Agreement with E2 ManageTech, Inc. for services to assist the Oxnard Harbor District in submitting the first Non-compliance Truck Report to the California Air Resources Board.
RECOMMENDATION

Approve a Professional Services Agreement with E2 ManageTech, Inc. for services to assist the Oxnard Harbor District in submitting the first Non-Compliance Truck Report to the California Air Resources Board in a fix fee contract in the amount of \$8,000.

The Executive Director reported on and recommended approval of a Professional Services Agreement with E2 ManageTech, Inc. for services to assist the Oxnard Harbor District in submitting the first Non-Compliance Truck Report to the California Air Resources Board in a fix fee contract in the amount of \$8,000.

Commissioner Ramirez moved to approve the recommendation. Commissioner Herrera seconded. The vote was as follows:

AYES: Commissioners Fosse, Herrera, Lopez, Plisky and Ramirez
NOES: None
ABSENT: None

President Fosse declared the motion carried.

REPORT ON ATTENDANCE AT MEETINGS, ACTIVITIES APPROVED ON THE CALENDAR OF EVENTS, OR CIVIC OR SPECIAL FUNCTIONS

Commissioner Ramirez reported on his attendance at the AAPA Shifting International Trade Routes Conference in Tampa, Florida.

The Executive Director reported that he and Commissioner Herrera attended the Oxnard Chamber of Commerce Installation Gala where Commissioner Herrera performed the installing of officers.

Commissioner Fosse reported on his attendance at the VCSDA Annual Dinner Meeting and recognized the Deputy Executive Director – Administration for serving as President of the VCSDA.

The Deputy Executive Director – Administration reported on her attendance at the World Trade Center Association North American Regional Meeting in San Diego.

The Director of Facilities Development reported on the CMANC Winter Meeting held in Oxnard. Commissioner Fosse requested that a memo be sent to the Oxnard Chamber of Commerce to inform them that the District brought a meeting to Oxnard.

The Executive Director reported he and one hundred and thirty Port Directors met in San Diego with the Maritime Administration and the Secretary of Transportation Ray LaHood to discuss a national port strategy.

FACILITIES DEVELOPMENT

- 1. Capital Outlay Program Status Report and Update**
RECOMMENDATION
Information.

The Director of Facilities Development reported on the status of the TWIC/Main Gate Security Project.

- 2. Consideration of Modification #1 to the Scientific Construction Laboratories, Inc. Professional Services Agreement for continuation of services associated with the M/V Otello incident in the amount of \$25,000.**
RECOMMENDATION

Authorize and approve Modification No. 1 to the Scientific Construction Laboratories, Inc. Professional Services Agreement for continuation of services associated with the M/V Otello incident in the amount of \$25,000.

The Director of Facilities Development reported on and recommended approval of Modification No. 1 to the Scientific Construction Laboratories, Inc. Professional Services Agreement for continuation of services associated with the M/V Otello incident in the amount of \$25,000.

Commissioner Plisky moved to approve the recommendation. Commissioner Lopez seconded. The vote was as follows:

AYES: Commissioners Fosse, Herrera, Lopez, Plisky and Ramirez
NOES: None
ABSENT: None

President Fosse declared the motion carried.

REPORT DEPUTY EXECUTIVE DIRECTOR - ADMINISTRATION

1. **Report on M/V Otello Damages and Claims.**

RECOMMENDATION

Information.

The Deputy Executive Director – Administration reported on the status of the M/V Otello damages and claims.

2. **Report on the Non-Terminal Real Estate Business Line Performance January 2010.**

RECOMMENDATION

Information.

The Deputy Executive Director – Administration reported on the status of the Non-Terminal Real Estate Business Line Performance for January 2010.

3. **Discussion of Proposal for Teambuilding Training for the Oxnard Harbor District from BHI Management Consulting.**

RECOMMENDATION

For information only.

The Executive Director reported that this item will be brought back to the Board at a future date.

4. **Consideration of Requests for Proposals for Audit Services for Fiscal Years 2010, 2011, 2012.**

RECOMMENDATION

Approve Request for Proposal for Audit Services and authorize staff to solicit proposals.

The Manager of Financial Services reported on and recommended approval of a Request for Proposal for Audit Services and to authorize staff to solicit proposals.

Commissioner Plisky moved to approve the recommendation. Commissioner Lopez seconded. The vote was as follows:

AYES: Commissioners Fosse, Herrera, Lopez, Plisky and Ramirez

NOES: None

ABSENT: None

President Fosse declared the motion carried.

5. Consideration of Lease with NRC Environmental Services for Building 434, Improved Land and Boat Slip.

RECOMMENDATION

Approve and Ratify the lease terms as reported and authorize the Executive Director to enter into a lease with NRC Environmental Services, Inc. for Building 434, Improved Land, and Boat Slip, S-17 subject to legal counsel review of the lease language.

The Deputy Executive Director – Administration reported on and recommended to approve and ratify the lease terms as reported and to authorize the Executive Director to enter into a lease with NRC Environmental Services, Inc. for Building 434, Improved Land, and Boat Slip, S-17 subject to legal counsel review of the lease language.

Commissioner Herrera moved to approve the recommendation. Commissioner Ramirez seconded. The vote was as follows:

AYES: Commissioners Fosse, Herrera, Lopez, Plisky and Ramirez
NOES: None
ABSENT: None

President Fosse declared the motion carried.

MARKETING AND PUBLIC INFORMATION

1. Report on upcoming District Events.

RECOMMENDATION

Information.

The Director of Marketing reported on upcoming District Events including Board Workshop on February 9th, Port Hueneme Chamber Breakfast on February 10th and the Oxnard Chamber Breakfast on February 11th. The Director of Marketing also reported that the United Blood Services will be conducting a blood drive at the Port on February 3rd from 10:00 am to 2:00 pm.

COMMITTEE REPORTS

1. City/Port Standing Committee

RECOMMENDATION

Information.

The Executive Director reported that the City/Port Standing Committee met on February 2nd and topics that were discussed included: Wastewater Agreement between the Oxnard Harbor District and the City of Port Hueneme, Radiation Portal status, redesigned traffic

lanes at the main gate and the Aquaculture Park. Commissioner Plisky requested that Aquaculture Park be brought back at a future meeting for discussion by the Board.

UNFINISHED OR DEFERED

Ms. Mary Ann Rooney, Program Director, Economic Development Collaborative – Ventura County, commented on the Global Entrepreneur Training and Trade program offered by the EDC-VC in collaboration with the Oxnard Harbor District. The next class will begin next week for any business who is interested in learning about international trade.

MEMBERSHIPS AND SERVICE CONTRACTS

**1. Consideration of Membership / Service Contracts
RECOMMENDATION**

Approve Memberships and Service Contracts for the services and in the amounts shown on the February 8, 2010 Membership and Service Contract List. (Service Contracts: Champion Fire Systems Modification #2 - \$320.00 Memberships: Ventura County Taxpayers Assoc. Dues \$300.00/Fees \$240.00)

Commissioner Plisky moved to approve the recommendation. Commissioner Herrera seconded. The vote was as follows:

AYES: Commissioners Fosse, Herrera, Lopez, Plisky and Ramirez
NOES: None
ABSENT: None

President Fosse declared the motion carried.

DISBURSEMENTS

**1. February 8, 2010
RECOMMENDATION**
Approve.

Commissioner Plisky moved to approve the recommendation. Commissioner Herrera seconded. The vote was as follows:

AYES: Commissioners Fosse, Herrera, Lopez, Plisky and Ramirez
NOES: None
ABSENT: None

President Fosse declared the motion carried.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Herrera moved to adjourn. Commissioner Plisky seconded the motion.

Meeting adjourned at 6:05 p.m.

Respectfully Submitted,

Bettina L. Schmock
Executive Assistant