

**OXNARD HARBOR DISTRICT  
MINUTES**

**MONDAY, FEBRUARY 28, 2011**

**Jess Herrera, President**

**Manuel M. Lopez, Vice President**

**Jason T. Hodge, Commissioner**

**Jesse J. Ramirez, Secretary**

**Mary Anne Rooney, Commissioner**

The regular meeting of the Oxnard Harbor District, Board of Harbor Commissioners was called to order by President Jess Herrera at 5:00 p.m. on Monday, February 28, 2011, at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

**ROLL CALL:**

Present: Commissioners Herrera, Hodge, Ramirez and Rooney

Absent: Commissioner Lopez

**PUBLIC COMMENTS:** Oxnard City Police Officer Eric Sonstegard on behalf of the Oxnard City Police Department and the Oxnard Salvation Army presented plaques of appreciation to Ms. Robin Campos, the Oxnard Harbor District employees and ILWU Local 46 for their contributions to the Salvation Army's Red Kettle Challenge.

**CONSENT AGENDA:**

**1. Minutes**

**RECOMMENDATION**

Approve the minutes of the special meeting of Thursday, February 10, 2011 and the regular meeting of February 14, 2011.

Commissioner Rooney moved to approve the Consent Agenda. Commissioner Hodge seconded. The vote was as follows:

AYES: Commissioners Herrera, Hodge, Ramirez and Rooney

NOES: None

ABSENT: Commissioner Lopez

President Herrera declared the motion carried.

**SPECIAL ORDERS:**

1. **Presentation of Resolutions of Appreciation by the Board of Harbor Commissioners to Commissioner Raymond E. Fosse and Commissioner Michael A. Plisky for their contribution and service to the Oxnard Harbor District.**

**RECOMMENDATION**

Presentation of Resolutions by the Board of Harbor Commissioners

President Herrera presented to Commissioner Raymond E. Fosse and Commissioner Michael A. Plisky Resolutions of Appreciation by the Board of Harbor Commissioners.

President Herrera presented to Mr. Chris Birkelo a certificate of appreciation for his achievement as a member and recipient of the Environmental Restoration Team Award. President Herrera presented Commissioner Rooney and Commissioner Hodge with District service pins.

2. **Presentation by Mr. Jerry Mahoney, Wallenius Wilhelmsen Logistics LLC, on global business activities of WWL**

**RECOMMENDATION**

Presentation for Information Purposes Only.

Mr. Jerry Mahoney, Wallenius Wilhelmsen Logistics LLC gave a presentation on the global business activities of WWL.

3. **Presentation by Manager of Maintenance on the Oxnard Harbor District's Storm Water Prevention Plan and Testing**

**RECOMMENDATION**

Presentation for Information Purposes Only.

The Manager of Maintenance gave a presentation on the Oxnard Harbor District's Storm Water Prevention Plan and Testing. Commissioner Ramirez asked if the runoff water could be captured and recycled.

4. **Authorization to proceed to solicit professional services to support and assist the Oxnard Harbor District to update the 1997 storm water prevention plan**

**RECOMMENDATION**

Authorize the Executive Director to proceed to solicit professional services to support and assist the Oxnard Harbor District to update the 1997 Storm Water Pollution Prevention Plan.

The Executive Director reported on and recommended authorization to proceed to solicit professional services support and assist the Oxnard Harbor District to update the 1997 Storm Water Pollution Prevention Plan. Commissioner Rooney asked if the District had

a policy regarding the bidding process. Commissioner Rooney commented that the District should place higher consideration on vendors that are located within the District. The Board requested that staff prepare a policy for deliberation and discussion regarding giving greater consideration to vendors that are located within the District when possible.

Commissioner Ramirez moved to approve. Commissioner Hodge seconded. The vote was as follows:

AYES: Commissioners Herrera, Hodge, Ramirez and Rooney

NOES: None

ABSENT: Commissioner Lopez

President Herrera declared the motion carried.

**5. Presentation by Manager of Financial Services on Second Quarter Budget to Actual  
RECOMMENDATION  
Information**

The Manager of Financial Services presented the Oxnard Harbor District's Second Quarter Financial Performance Results for the six months ended December 31, 2010.

**6. Report by Deputy Executive Director Finance and Administration regarding Ventura County Maritime Museum request of the Oxnard Harbor District to participate in the Capital Fund Drive  
RECOMMENDATION  
Information only no proposed action.**

The Deputy Executive Director Finance and Administration reported on the Ventura County Maritime Museum request of the Oxnard Harbor District to participate in their Capital Fund Drive. The Deputy Executive Director Finance and Administration also discussed the current contract the District has with the Ventura County Maritime Museum for maintenance of the District's display.

Mr. William Buenger, President, Ventura County Maritime Museum discussed sponsorship opportunities and the desire of the Museum to have the District's support.

The Board directed staff to bring this item back to the Board for consideration.

**GENERAL CORRESPONDENCE**

**1. Correspondence from County of Ventura Elections Division, November 2, 2010 Gubernatorial Election Invoice  
RECOMMENDATION  
Information.**

**EXECUTIVE DIRECTOR'S REPORT**

1. **Management Staff “To Do List”**

**RECOMMENDATION**

Information.

Commissioner Rooney commented if it is necessary to keep the “To Do List” on future agendas. The consensus of the Board was to remove this item from future agendas.

2. **Discussion of Revised Calendar of Events.**

**RECOMMENDATION**

Approve revised Calendar of Events.

The Executive Director reported on and recommended approval of the revised Calendar of Events.

Commissioner Rooney moved to approve. Commissioner Hodge seconded. The vote was as follows:

AYES: Commissioners Herrera, Hodge, and Rooney

NOES: None

ABSENT: Commissioners Lopez and Ramirez

President Herrera declared the motion carried.

3. **Consideration of Resolution No. 1067 – A Resolution of the Board of Harbor Commissioners of the Oxnard Harbor District Amending its Existing Conflict of Interest Code.**

**RECOMMENDATION**

Approve and adopt Resolution No. 1067 - A Resolution of the Board of Harbor Commissioners of the Oxnard Harbor District Amending its Existing Conflict of Interest Code.

The Executive Director reported on and recommended approval and adoption of Resolution No. 1067 - A Resolution of the Board of Harbor Commissioners of the Oxnard Harbor District Amending its Existing Conflict of Interest Code.

Commissioner Rooney moved to approve. Commissioner Hodge seconded. The vote was as follows:

AYES: Commissioners Herrera, Hodge and Rooney

NOES: None

ABSENT: Commissioners Lopez and Ramirez

President Herrera declared the motion carried.

4. **Consideration of Ordinance No. 240 – An Ordinance of the Board of Harbor Commissioners of the Oxnard Harbor District Repealing Ordinance No. 131 and Setting Forth the date and Time for Regular Board Meetings and the Procedure for Revising Such Dates or time for Setting Special Meetings.**

**RECOMMENDATION**

Approve and adopt Ordinance No. 240 - An Ordinance of the Board of Harbor Commissioners of the Oxnard Harbor District Repealing Ordinance No. 131 and Setting Forth the date and Time for Regular Board Meetings and the Procedure for Revising Such Dates or time for Setting Special Meetings

The Executive Director reported on and recommended approval and adoption of Ordinance No. 240 – An Ordinance of the Board of Harbor Commissioners of the Oxnard Harbor District Repealing Ordinance No. 131 and Setting Forth the date and Time for Regular Board Meetings and the Procedure for Revising Such Dates or time for Setting Special Meetings.

Commissioner Hodge moved to approve. Commissioner Rooney seconded. The vote was as follows:

AYES: Commissioners Herrera, Hodge and Rooney

NOES: None

ABSENT: Commissioners Lopez and Ramirez

President Herrera declared the motion carried.

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

Commissioner Rooney reported on her attendance at the CSDA Special District Leadership Academy on February 24 -25, 2011. Commissioner Rooney submitted a written report which is attached hereto.

**REPORT DEPUTY EXECUTIVE DIRECTOR – MARITIME SERVICES**

1. **Report on January Cargo Performance Maritime Service Business Line.**

**RECOMMENDATION**

Information.

The Deputy Executive Director – Maritime Services reported on the January Cargo Performance.

## **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 Award of Contract for the Port-Wide Fiber Optic Network Project**

#### **RECOMMENDATION**

Award the contract for the Port Wide Fiber Optic Network Project to the lowest responsive, responsible bidder, Tetra Tech Construction Services, Inc., for their bid amount of \$620,967.77.

The Director of Facilities Development reported on and recommended awarding the contract for the Port Wide Fiber Optic Network Project to the lowest responsive, responsible bidder, Tetra Tech Construction Services, Inc., for their bid amount of \$620,967.77.

Commissioner Ramirez moved to approve. Commissioner Hodge seconded. The vote was as follows:

AYES: Commissioners Herrera, Hodge, Ramirez and Rooney

NOES: None

ABSENT: Commissioner Lopez

President Herrera declared the motion carried.

### **3. Consideration of Proposed Changes in Project Scope for the TWIC / Main Gate Security Project Phase 3 and Addenda extending the bid date**

#### **RECOMMENDATION**

1. Delete the slurry seal bid item from the project. 2. Add a pavement replacement bid item as a bid additive alternate.

The Director of Facilities Development reported on and recommended to delete the slurry seal bid item from the project and add a pavement replacement bid item as a bid additive alternate.

Commissioner Rooney moved to approve. Commissioner Ramirez seconded. The vote was as follows:

AYES: Commissioners Herrera, Hodge, Ramirez and Rooney

NOES: None

ABSENT: Commissioner Lopez

President Herrera declared the motion carried.

## REPORT DEPUTY EXECUTIVE DIRECTOR - ADMINISTRATION

### 1. January 2011 Treasurer's Report

#### RECOMMENDATION

Receive

Commissioner Rooney moved to receive. Commissioner Ramirez seconded. The vote was as follows:

AYES: Commissioners Herrera, Hodge, Ramirez and Rooney

NOES: None

ABSENT: Commissioner Lopez

President Herrera declared the motion carried.

## MARKETING AND FOREIGN TRADE ZONE SERVICES

### 1. Report on the upcoming activities.

#### RECOMMENDATION

Information.

The Director of Marketing and Public Information reported that the Port Hueneme Chamber of Commerce will hold its Breakfast Meetings at the Paradise Grill in Port Hueneme and the Oxnard Chamber of Commerce will be hosting a lunch on March 25<sup>th</sup> for Mayor Tom Holden's State of the City report.

### 2. Report on the Public Relations Roadmap FY 2010-2011

#### RECOMMENDATION

Information.

The Director of Marketing and Public Information reported on the status of the Public Relations Roadmap FY 2010-2011.

## VENDORS AND PURCHASE ORDERS

### 1. Consideration of vendors and purchase orders for Fiscal Year 2010-2011 in accordance with Oxnard Harbor District Administrative Policy 4205.1B.

#### RECOMMENDATION

Information.

The following vendors and suppliers will provide services, supplies, materials and equipment to the District:

- AT&T – Original Approved Amount \$2000. Modification # 1 is to increase originally approved amount by \$1,000 for grant related expenses on project JOSCS (1783-0000). Total amount approved for this vendor is \$3,000.

- Aswell Trophy – Modification # 3 in amount of \$54.38 – Vessel First Call Plaque – Port Promo – Advertising (6155-2000)
- On Duty Uniforms - Modification #1 in amount of \$745.87. Wharfinger Uniform (Employee Uniforms and Laundry - 4520-6000) - \$ and (Employee Relations – 4540-1400) - \$26.10. Total amount approved for this vendor is \$1152.60.
- Fed-Ex – Modification #1 in amount of \$100.00 (6410-1000 to 6410-1000). Total amount approved for this vendor is \$700.00
- Hasler Inc. – Modification #1 in amount of \$75.00 (6410-1000 to 6410-1000). Total amount approved for this vendor is \$394.00.

Commissioner Rooney moved to approve. Commissioner Hodge seconded. The vote was as follows:

AYES: Commissioners Herrera, Hodge, Ramirez and Rooney

NOES: None

ABSENT: Commissioner Lopez

President Herrera declared the motion carried.

## **DISBURSEMENTS**

1. **February 28, 2011**  
**RECOMMENDATION**  
Approve.

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

AYES: Commissioners Herrera, Hodge, Ramirez and Rooney

NOES: None

ABSENT: Commissioner Lopez

President Herrera declared the motion carried.

## **ADJOURNMENT**

There being no further business to come before the Board, Commissioner Ramirez moved to adjourn the meeting. Commissioner Hodge seconded the motion. Meeting adjourned at 7:35 p.m.

Respectfully Submitted,

Bettina L. Schmock  
Executive Assistant