

**OXNARD HARBOR DISTRICT  
MINUTES**

**MONDAY, FEBRUARY 23, 2009**

**Jesse Ramirez, President**

**Raymond E. Fosse, Vice President**

**Jess Herrera, Commissioner**

**Michael A. Plisky, Secretary**

**Manuel M. Lopez, Commissioner**

The regular meeting of the Oxnard Harbor District, Board of Harbor Commissioners was called to order by President Jesse Ramirez at 5:00 p.m. on Monday, February 23, 2009 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

**CONSENT AGENDA:**

**1. Minutes**

**RECOMMENDATION**

Approve the minutes of the meetings of Monday, February 9, 2009.

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

**SPECIAL ORDERS**

**1. Public Hearing: This is the opportunity for the public to provide comments on the District's Notice of Intent to adopt Tariff Increases.**

**RECOMMENDATION**

Staff recommends that the Board Open the Public Hearing and keep the Public Hearing Open until the next regular Board Meeting (March 9, 2009).

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

2. **Consideration of Ordinance No. 239 – An Ordinance of the Board of Harbor Commissioners of the Oxnard Harbor District increasing rates for Item No. 300 Wharfage, Item No. 301 Wharfage Merchandise NOS, Item No. 245 Dockage, Item No. 325 Wharf Demurrage, and Item 330 Wharf Storage to be effective April 1, 2009**  
**RECOMMENDATION**  
Continue the public hearing and consideration of Ordinance 239 until the next regular Board meeting (March 9, 2009).

The Executive Director recommended that this item be continued at the next meeting of the Board on March 9, 2009.

### **EXECUTIVE DIRECTOR’S REPORT**

1. **Management Staff “To Do List”**  
**RECOMMENDATION**  
Information.
2. **Public Relations Roadmap FY 2007-2008**  
**RECOMMENDATION**  
Information.

Commissioner Herrera inquired as to the status of follow-up questionnaire to the CSUCI Workshop. The Executive Director responded that a questionnaire for attendees has been drafted and that this item will be added to the Management Staff “To Do List”.

3. **Approval of Revised Calendar of Events for FY 2008-2009**  
**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

**4. Navy League of the United States, Channel Islands Council, May 14, 2009, Military Recognition and Awards Dinner**

**RECOMMENDATION**

Place on the 2009 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.

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

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

**5. Resolution No. 1024 – A Resolution of the Board of Harbor Commissioners of the Oxnard Harbor District Honoring Captain Brad “Brick” Conners on the occasion of his retirement from Active Military Service.**

**RECOMMENDATION**

Approve Resolution No. 1024 – A Resolution of the Board of Harbor Commissioners of the Oxnard Harbor District Honoring Captain Brad “Brick” Conners on the Occasion of his retirement from active military service.

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

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

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

**1. Report on attendance at VCSDA Installation Dinner**

The Executive Director reported on attendance by himself and Commissioners Herrera, Plisky, Ramirez, and Fosse at the VCSDA Installation Dinner where Ms. Judith Cofer was installed as President for the coming year. Ms. Cofer commented on her goals and objectives for the VCSDA in 2009. Commissioner Plisky commented that he was pleased to see staff participating in community organizations.

**2. Report on attendance at UCSB Economic Forecast Project**

The Manager of Financial Services reported on his attendance at the UCSB Economic Forecast Project held on February 20, 2009 in Oxnard. The economic forecast reports estimated that the slowdown in the economy would continue through 2010.

The Executive Director reported that a mid-year report for cargo throughput had been distributed to each Board member including proposed cost reductions.

Commissioner Herrera requested that a chart showing total tonnage, revenue tonnage for the last three years be displayed on the wall in the Commissioner's office and updated monthly.

**FACILITIES DEVELOPMENT**

**1. Report on attendance at the California Marine Affairs and Navigation Conference ("CMANC") Winter Meeting (Santa Barbara, CA) and report on and consideration of sponsorship of the upcoming CMANC Washington Week March 23-25, 2009.**

**RECOMMENDATION**

Authorize sponsorship of the CMANC Washington Week in the amount of \$2,500.00. District would be sole sponsor of a reception on Monday, March 23, 2009 and will be recognized as a sponsor of the Golden State Reception on Tuesday, March 24, 2009.

The Director of Facilities Development reported on his attendance at the California Marine Affairs and Navigation Conference (CMANC) Winter Meeting in Santa Barbara and announced that the Port of Hueneme will be the site of the CMANC Mid-Year Meeting in February 2010.

The Director of Facilities Development reported on and recommended sponsorship of the CMANC Washington Week reception in the amount of \$2,500.

Commissioner Fosse expressed his concern that past CMANC receptions were poorly attended and would like to see better attendance and a more prestigious event.

Commissioner Plisky commented on the importance of having staff participation on committees and the respect and recognition that the Port of Hueneme receives by having Mr. Birkelo on the CMANC Board in Washington D.C.

Commissioner Fosse recommended an advance list of California Port attendees be obtained from AAPA and that an invitation to the CMANC reception be sent to each.

The Executive Director asked that each Commissioner inform the Executive Assistant as to which agency meetings and committee meetings they would like to attend during the AAPA and CMANC conferences in Washington D.C.

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

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

**REPORT DEPUTY EXECUTIVE DIRECTOR - ADMINISTRATION**

- 1. January 2009 Treasurer’s Report**  
**RECOMMENDATION**  
Receive the January 2009 Treasurer’s Report.

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

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

- 2. Presentation of proposals for Insurance Brokerage Services and recommendation for selection of Oxnard Harbor District Insurance Broker (Select Insurance Broker and authorize the preparation of Insurance Services Agreement).**  
**RECOMMENDATION**

Authorize the Executive Director to enter into a three year contract, subject to review by legal counsel, for insurance brokerage services with Aon Risk Insurance Services West, Inc. in substantially the form attached. The cost is \$25,000 per year (flat fee basis) plus an additional payment of \$3,000 each year provided all actual insurance policies are complete and received by the District on or before August 1<sup>st</sup> of each contract year.

The Deputy Executive Director – Administration reported on responses received by the District to the RFP for insurance brokerage services. After review of all RFP’s submitted the Deputy Executive Director – Administration and the Manager of Financial Services determined by independent review that Aon Risk Insurance Services West, Inc. scored the highest in their response to the RFP and based on their experience should be awarded the contract.

Commissioner Plisky stated that he did not concur with staff's recommendation and would like to discuss with each insurance provider their responses to the RFP. Commissioner Plisky requested that Driver Alliant, Hugh Woods, Inc. and Aon Risk Insurance Services West, Inc. be asked to present their responses to the RFP for insurance broker services at the next meeting of the Board. Commissioner Plisky asked that a summary of concerns discussed be prepared for the Board.

3. **Consideration of Lease by and Between the Oxnard Harbor District and Main Sail, LLC for Office Space at 105 E. Hueneme Road.**

**RECOMMENDATION**

Authorize the Executive Director to enter into a month to month lease with Mail Sail, LLC for 750 square feet of office space at 105 E. Hueneme Road at a monthly rate of \$637.50 plus utilities.

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

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

**BOARD OF HARBOR COMMISSIONERS COMMENTS**

Commissioner Lopez reported on his attendance at the Association of Pacific Ports Mid Year Conference in Honolulu, Hawaii. Commissioner Lopez reported that he attended the APP Executive Committee meeting where an overview of the conference was discussed. Commissioner Lopez commented on the information shared during the conference which enhanced his knowledge of the maritime industry and the Pacific Rim. Topics at the conference that were covered included the economy, cruise industry, environmental, and security. Commissioner Lopez reported that former Oxnard Harbor District Executive Director, Mr. William Buenger, was awarded life membership in the Association of Pacific Ports.

The Deputy Executive Director – Administration also reported on her attendance at the Association of Pacific Ports Mid Year Conference in Honolulu, Hawaii and presented to the Board a plaque recognizing the Port of Hueneme for their sponsorship.

Commissioner Herrera asked if the lighting at night on Dock 1 was working correctly. The Manager of Maintenance responded that he would check the lighting situation and he would report back at the next meeting of his findings.

## **DISBURSEMENTS**

**1. February 23, 2009**  
**RECOMMENDATION**

Approve.

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

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

NOES: None

ABSENT: None

## **ADJOURNMENT**

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

Meeting adjourned at 6:25 p.m.

Respectfully Submitted,

Bettina L. Schmock  
Executive Assistant