

**OXNARD HARBOR DISTRICT  
MINUTES**

**MONDAY, MARCH 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 5:30 p.m. on Monday, March 28, 2011, at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

**ROLL CALL:**

Present: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney  
Absent: None

**PUBLIC COMMENTS:** None

**CONSENT AGENDA:**

**1. Minutes**

**RECOMMENDATION**

Approve the minutes of the regular meeting of March 14, 2011.

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

AYES: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney

NOES: None

ABSENT: None

President Herrera declared the motion carried.

**GENERAL CORRESPONDENCE**

**1. Economic Development Corporation of Oxnard Second and Third Quarter Reports.**

**RECOMMENDATION**

Information.

## **EXECUTIVE DIRECTOR'S REPORT**

- 1. Report from the Executive Director Regarding on-going Projects and Activities at the Oxnard Harbor District**  
**RECOMMENDATION**  
Information.

The Executive Director reported that after review of the District boundaries it was determined that there is a small trailer park that is inside the boundaries of the City of Oxnard, but not designated as within the District. LAFCO will not accept an application to make the boundaries of the City of Oxnard and the District coterminous and have suggested that when the City has an annexation the District add these small parcels to its boundaries. The Executive Director reported that work is continuing on the strategic plan. The Executive Director presented the findings and recommendations of the 2008 SCAG Truck Study.

- 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 requested that the Fiscal Impact section of this report be updated.

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

AYES: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney

NOES: None

ABSENT: None

President Herrera declared the motion carried.

- 3. Consideration of Modification of the Board of Harbor Commissioners Administrative Policy No. 5402.01A – Committee Structure by removing the World Trade Center Association from the Business Services Committee and establishing an Ad Hoc Committee.**  
**RECOMMENDATION**  
Consideration of action.

The Executive Director reported on and recommended that Administrative Policy No. 5402.01A – Committee Structure be modified by removing the World Trade Center Association from the purview of the Business Services Committee and establishing an Ad Hoc Committee for oversight of the WTC project.

Commissioner Hodge moved to approve modification to Administrative Policy No. 5402.01A. Commissioner Lopez seconded. The vote was as follows:

AYES: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney

NOES: None

ABSENT: None

President Herrera declared the motion carried.

President Herrera appointed Commissioner Rooney and Commissioner Herrera to serve on the Ad Hoc Committee.

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

The Executive Director distributed to the Board a written report from the Director of Facilities Development on attendance at the American Association of Port Authorities and California Marine and Navigation Conference Spring Meetings in Washington D.C.

The Executive Director reported that also during the meetings in Washington D.C. that Commissioner Herrera and Commissioner Rooney presented to the Foreign Trade Zone Board the District's alternative application.

Commissioner Rooney reported on her attendance at the AAPA and CMANC conferences in Washington, DC. Commissioner Rooney commented on the meeting with the US Army Corps of Engineers and their acknowledgment of Chris Birkelo's involvement in the Port's Dredging Project in conjunction with the US Army Corps.

Commissioner Herrera commented on his attendance at the AAPA and CMANC conferences in Washington, DC. Commissioner Herrera commented on presenting the FTZ application. Commissioner Herrera reported on meetings with Congresswoman Loretta Sanchez and the staff of Senator Daniel Inouye.

### **REPORT DEPUTY EXECUTIVE DIRECTOR – MARITIME SERVICES**

1. **Report from the Deputy Executive Director – Maritime Services regarding on-going projects and activities at the Port of Hueneme**  
**RECOMMENDATION**  
Information.

The Deputy Executive Director – Maritime Services reported that the Coastal Trident 2011 Annual Exercise was conducted at the Port on March 23<sup>rd</sup>.

## **FACILITIES DEVELOPMENT**

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

The Executive Director reported on the status of the Fiber Optic Network project and the selection of Fugro to perform the geotechnical survey.

## **REPORT DEPUTY EXECUTIVE DIRECTOR - ADMINISTRATION**

1. **Report on Ongoing Projects and Activities Finance and Administration /**  
**Real Estate Business Line**  
**RECOMMENDATION**  
Information

The Deputy Executive Director – Administration reported on meeting with an appraiser to evaluate District property.

The Deputy Executive Director – Administration reported that letters for the World Trade Center Advisory Committee have been prepared for President Herrera’s signature and distributed to the Board a list of community leaders to be asked to take part in the committee.

Commissioner Rooney requested that the letter and lists be referred to the Ad Hoc Committee for consideration. Commissioner Rooney requested a meeting of the Ad Hoc Committee be scheduled as soon as possible.

The Deputy Executive Director – Administration discussed the preliminary schedule for the budget review process. The Deputy Executive Director – Administration reported that the District’s preliminary budget must be adopted by June 15, 2011 and final budget received by the County Board of Supervisors by August 1, 2011.

Commissioner Rooney recommended that the Board set priorities and objectives for the budget prior to discussion by the Standing Committees. The Executive Director responded that discussion of the budget will be placed on the April 25<sup>th</sup> Board Agenda.

2. **February 2011 Treasurer’s Report**  
**RECOMMENDATION**  
Receive.

Commissioner Ramirez moved to receive the February 2011 Treasurer’s Report. Commissioner Hodge seconded. The vote was as follows:

AYES: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney  
NOES: None  
ABSENT: None

President Herrera declared the motion carried.

Commissioner Rooney asked that the February 2011 Treasurer's Report be returned for discussion at the next meeting of the Board.

## **MARKETING AND FOREIGN TRADE ZONE SERVICES**

### **1. Marketing & Public Relations Updates RECOMMENDATION Information.**

The Director of Marketing & Public Information reported that the first Community Workshop on Transportation will be held on April 20<sup>th</sup> at a location to be determined.

The Director of Marketing & Public Information reported that work continues with The Agency to produce a community directed advertisement for review by the Board.

The Director of Marketing reported that Pacific Coast Business Times Award Reception recognizing the Top 50 Women in Business in Ventura and Santa Barbara Counties will be held on Monday, April 11 at the Fess Parker Doubletree Inn & Resort in Santa Barbara. The Executive Director reported that Commissioner Rooney has been selected as one of the Pacific Coast Business Times Award honorees.

Commissioner Hodge moved to add the Pacific Coast Business Times Award Reception to the Calendar of Events. Commissioner Lopez seconded. The vote was as follows:

AYES: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney  
NOES: None  
ABSENT: None

President Herrera declared the motion carried.

## **BOARD OF HARBOR COMMISSIONERS COMMENTS**

Commissioner Rooney reported that during her agency visits in Washington D.C. that it was indicated that the District needs to be able to provide them with current economic information regarding the port. Commissioner Rooney requested that staff bring back to the Board for consideration the request to have an economic impact study prepared.

## **BOARD OF HARBOR COMMISSIONERS COMMENTS ON DISTRICT ACTIVITIES AND EVENTS**

Commissioner Herrera reported on attendance at the El Concilio Leadership Awards dinner.

Commissioner Hodge reported that he and Commissioner Lopez attended the Oxnard Chamber of Commerce State of the City Luncheon. Commissioner Hodge recognized Cesar Chavez Day and its meaning to the labor movement and farm movement in the local community.

### **VENDORS AND PURCHASE ORDERS (Greater than \$10,000 annually)**

**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:

- The Agency Original Approved Amount \$5,444.00 Modification # 1 is to increase originally approved amount by \$4,819.30 for advertising purposes for design and development of a community advertisement – Port Promo – Advertising. Total amount approved for this vendor is now \$10,263.30 Original amount \$5,444.00 (6155-2000)

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

AYES: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney

NOES: None

ABSENT: None

President Herrera declared the motion carried.

### **VENDORS AND PURCHASE ORDERS (Less than \$10,000 annually)**

**1. Report on vendors and purchase orders for Fiscal Year 2010-2011 in accordance with Oxnard Harbor District Administrative Policy 4205.1B for vendors less than \$10,000 approved by the Executive Director – General.**  
**RECOMMENDATION**

Information.

- EDC-VC - \$100.00 – Annual Meeting Reception & President’s World Trade Initiative – 6120-2000

- ACCOUNT TEMPS - \$4,000 – Additional Services due to delayed return of Senior Accountant on medical leave – 4510-1200

## **DISBURSEMENTS**

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

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

AYES: Commissioners Herrera, Hodge, Lopez, Ramirez and Rooney

NOES: None

ABSENT: None

President Herrera declared the motion carried.

President Herrera called for a five minute recess.

## **CLOSED SESSION**

1. **REAL ESTATE – Pursuant to Government Code Section 54956.8 Real Estate Lease for District Property located at: South Terminal. The District Negotiator is: Anthony J. Taormina. Negotiations are with Dole Fresh Fruit. Under Negotiation: Instructions to negotiator as to price and terms.**

Legal Counsel reported that no action was taken in Closed Session.

2. **Pursuant to Government Code Section 54957(a) - Closed Session with Security Consultants regarding Port Security.**

Legal Counsel reported that no action was taken in Closed Session.

## **ADJOURNMENT**

There being no further business to come before the Board, Commissioner Hodge moved to adjourn the meeting. Commissioner Ramirez seconded the motion. Meeting adjourned at 8:55 p.m.

Respectfully Submitted,

Bettina L. Schmock  
Executive Assistant