

# OXNARD HARBOR DISTRICT BUSINESS SERVICES COMMITTEE MINUTES

FRIDAY, MAY 6, 2011

**Commissioner Manuel M. Lopez and Commissioner Jason T. Hodge**

A Business Services Committee meeting of the Oxnard Harbor District, Board of Harbor Commissioners was called to order at 1:00 p.m. on Friday, May 6, 2011 at 333 Ponoma Street, Port Hueneme, California.

- A. **ORAL COMMUNICATIONS:** None
- B. **COMMITTEE MEMBERS AND STAFF COMMENTS AND DISCUSSION OF BUSINESS WITHIN THE PURVIEW OF THE BUSINESS SERVICES COMMITTEE:**

The Executive Director reported on the following topics within the purview of the Business Services Committee:

1. **Organization:** The Executive Director reported that the Deputy Executive Director of Finance and Administration announced that she would be retiring effective August 3<sup>rd</sup> and would begin taking vacation time beginning on June 13<sup>th</sup> until her retirement date. The Executive Director reported that in light of potential changes at the Executive Director level this position should not be filled at this time. The Executive Director outlined the distribution of the Deputy Executive Director's job duties to other staff positions.
2. **Executive Director Solicitation:** The Executive Director discussed different approaches for the solicitation of a new Executive Director. The Business Services Committee discussed the use of AAPA, CAPA, APP and other outlets in the search to fill the position of Executive Director. The Business Services Committee requested a draft solicitation be prepared for review by the committee at the next Business Services Committee meeting.
3. **Investment Feasibility:** The Executive Director discussed the use of an outside consultant for managing the District's investments. The Business Services Committee requested that staff formulate a letter to invite investment entities to meet with the committee to discuss their services.
4. **Real Estate:** The Executive Director reported on a 14 acre property currently on the market located at McWane Blvd. and Arcturus Avenue in Oxnard. The Business Services Committee requested that staff explore the current market value of the property.

**C. COMMITTEE RECOMMENDATIONS TO THE BOARD OF HARBOR COMMISSIONERS**

- 1. Recommendation to the Board of Harbor Commissioners regarding a resolution setting health and welfare benefits for Harbor Commissioners for FY 2011/12 (Modifications to Resolution No. 1052). For consideration by the Board of Harbor Commissioners at their May 23, 2011 meeting.**

The Deputy Executive Director Finance and Administration reported on modification to resolution setting health and welfare benefits for Harbor Commissioners for FY 2011/2012. Commissioner Hodge requested staff do a comparison of the District's Harbor Commissioner benefits as they compare to other Special Districts. The Manager of Financial Services will prepare a memo showing the cost of benefits for active and retired commissioners. Staff to verify with retired commissioners that the District is in compliance with appropriate insurance costs.

- 2. Recommendation to the Board of Harbor Commissioners regarding a resolution establishing employment benefits for all employees except as otherwise provided for by the SEIU 721 Memorandum of Understanding. (Modification to Resolution No. 1053 as amended). For consideration by the Board of Harbor Commissioners at their May 23, 2011 meeting.**

The Deputy Executive Director Finance and Administration reported on modification to resolution establishing employment benefits for all employees except as otherwise provided for by the SEIU 721 MOU.

- 3. Recommendation to the Board of Harbor Commissioners regarding placement of CAPA Excess Liability Insurance. Authorizing the Deputy Executive Director Finance and Administration to approve the Oxnard Harbor District's portion of the CAPA Excess Liability Insurance Program. (Action to be taken by the Board of Harbor Commissioners at their May 9, 2011 meeting)**

The Deputy Executive Director Finance and Administration reported on the placement of CAPA Excess Liability Insurance at a cost of \$22,288. The Committee recommended that this matter be sent to the Board with a recommendation to approve.

- 4. Recommendation to the Board of Harbor Commissioners regarding placement of the 2011/2012 Oxnard Harbor District General Liability, Public Officials Liability, Business Automobile Liability, Hull & Machinery, Boiler & Machinery, Property and Terrorism-Property Insurance based upon renewal proposal provided by Aon Risk Insurances Services West, Inc. (Action to be taken by the Board of Harbor Commissioners at their May 9, 2011 meeting)**

The Deputy Executive Director Finance and Administration reported on placement of the District's insurance coverage through Aon Risk Insurance Services West, Inc.. A revised proposal will be available at the Board meeting on Monday, May 9<sup>th</sup>. The Committee reviewed the recommendations made by Aon and staff. The Committee did not make any recommendation for approval by the Board pending the final proposal to be available on Monday, May 9<sup>th</sup>.

**ADJOURNMENT:**

There being no further business to come before the Business Services Committee, Commissioner Hodge moved to adjourn. Commissioner Lopez seconded the motion. Meeting adjourned at 2:45 p.m.

Respectfully Submitted,

Bettina Schmock  
Executive Assistant