

**OXNARD HARBOR DISTRICT
MINUTES**

MONDAY, JUNE 9, 2008

Jess Herrera, President

Nao Takasugi, Vice President
Jesse Ramirez, Secretary

Raymond E. Fosse, Commissioner
Michael A. Plisky, 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, June 9, 2008 at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

Present: Commissioners Herrera, Plisky, Ramirez and Takasugi
Absent: Commissioner Fosse

CONSENT AGENDA:

1. **Minutes**
RECOMMENDATION
Approve the minutes of the regular meeting of Monday, May 27, 2008, and the Budget Committee Meeting of Tuesday, June 3, 2008.

2. **Revised Calendar of Events for FY 2007-2008**
RECOMMENDATION
Approve revisions and additions as indicated on the District's Calendar of Events for FY 2007-2008.

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

AYES: Commissioners Herrera, Plisky, Ramirez and Takasugi.
NOES: None
ABSENT: Commissioner Fosse

GENERAL CORRESPONDENCE

1. **AAPA Port Security Seminar and Exhibition, July 16-18, 2008, Houston, Texas**
RECOMMENDATION
Information only.

2. **Navy League of the United States Channel Islands Council letter and Certificate of Appreciation**

RECOMMENDATION

Information only.

3. **City of Port Hueneme Police Department letter dated May 31, 2008**

RECOMMENDATION

Information only.

The Acting Executive Director reported that the City of Port Hueneme's Police Department is requesting that their Police Department citizen volunteers have access to the Port. Commissioner Plisky asked if this request is being reviewed by staff and that he would like a report back on this item. The Acting Executive Director reported that staff will be in contact with the Port Hueneme Chief of Police regarding this matter and will report back to the Board at the next meeting.

EXECUTIVE DIRECTOR'S REPORT

1. **Report on Traffic Plan**

RECOMMENDATION

Information only.

The Acting Executive Director presented the revised trucker guide and discussed changing the tariff to reflect the road name changes and speed limits within the Port. The Acting Executive Director reported that the District has borrowed from the City of Port Hueneme Police Department an automatic speed limit sign to increase a driver's awareness of their speed.

Commissioner Ramirez suggested that a heavier paper stock be used on the final brochure for durability. The Director of Marketing responded that the final brochure will be printed on a higher grade of paper stock. Commissioner Herrera recommended a larger font be used on key phrases and that the map should be enlarged to show the designated truck routes. Commissioner Herrera suggested that the pamphlet include a message regarding reduced speed when driving through the City.

2. **Consideration to Sell Dock Levelers to Del Norte Distribution**

RECOMMENDATION

Approve and authorize the Executive Director to sell five Kelly Dock Levelers to

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

AYES: Commissioners Herrera, Plisky, Ramirez, and Takasugi

NOES: None

ABSENT: Commissioner Fosse

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

**1. Report on AAPA Harbors Navigation and Environment Seminar.
RECOMMENDATION**

Information only.

The Director of Facilities Development reported on his attendance at the AAPA Harbors Navigation and Environment Seminar in Panama.

**2. Report on APP Fly-in Fly-out Seminar.
RECOMMENDATION**

Information only.

Commissioner Ramirez reported on his attendance at the APP Fly-in Fly-out Seminar in Portland.

FACILITIES DEVELOPMENT

**1. Consideration of Clean Water Act Section 401 Permit Fee Payment to State Water Resources Control Board
RECOMMENDATION**

Authorize the Section 401 Clean Water Act permit fee payment of \$39,500.00 to the State Water Resources Control Board.

Commissioner Plisky requested that staff find out the reason for the fee payment.

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

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

**2. Consideration of Project Completion for the Berth 4 Repair of Impact Damage to Wharf Project
RECOMMENDATION**

Accept the project as complete and direct the recording of the Notice of Completion for the project.

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

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

MARKETING AND PUBLIC INFORMATION

- Report from Mr. Tim Gallagher – Gallagher 20/20 on Public Information and Communication Programs.**
RECOMMENDATION
Information only.

Mr. Tim Gallagher gave a status report on the public relations projects that he is currently working on. Mr. Gallagher introduced Mr. Scott Beebe who is working at the District in the position as Public Information Intern. Mr. Beebe reported on and presented a preliminary outline of the District's electronic newsletter. Commissioner Herrera commented that the community letter should come from members of the Board. Commissioner Ramirez asked if photographs of the Commissioners would be restricted in the newsletter. Legal Counsel responded that it would not be prohibited as long as the outgoing email addresses were fewer than 300 names. Legal Counsel advised that if the email addresses go over 300 names then the newsletter would come under the mass mailing prohibition. If a link to the newsletter is accessed from the website, then it would not be considered under the mass mailing rule. Mr. Beebe indicated that presently there are 125 email addresses. Commissioner Herrera asked Mr. Gallagher to provide the current list of name for the people who are to receive the newsletter.

- Report on Oxnard Heritage Square Concert Series**

The Director of Marketing reported on the Oxnard Heritage Square Concert Series and reported the PVP/Wallenius would be the hosts at the first concert on June 13th.

COMMITTEE REPORTS

- City/Port Standing Committee Report**

Commissioner Plisky reported on the meeting of the City / Port Standing Committee held on May 29th.

- Budget Committee Report**

Commissioner Herrera reported on the meeting of the Budget Committee held on June 3rd.

BOARD OF HARBOR COMMISSIONERS COMMENTS ON DISTRICT ACTIVITIES AND EVENTS

Commissioner Herrera reported on his attendance at the Navy Expo. Commissioner Herrera also reported on his attendance at the Business Work Life Alliance of Ventura County Family Friendly Awards luncheon where the District received two awards. Commissioner Herrera reported on his attendance at the Filipino Independence Dinner Dance and commented that the District should consider sponsoring a table at next year’s event.

BOARD OF HARBOR COMMISSIONERS COMMENTS

Commissioner Plisky asked for the status of the unfunded liability report and whether it is on schedule. The Acting Executive Director responded that staff will report back on this item.

Commissioner Plisky requested to see the District’s fourth television commercial. The Director of Marketing previewed the commercial for the Board.

Commissioner Herrera inquired as to the status of the Metropolitan crane. The Acting Executive Director responded that the crane is scheduled to arrive around June 25-26.

Commissioner Herrera asked if a study has been done on the weight capacity of the docks. Acting Executive Director responded that Metropolitan is responsible to do a study to determine the weight capacity for the cranes on the docks.

Commissioner Herrera requested that the “To Do List” and the “Roadmap” remain permanently on the agenda.

VENDORS AND PURCHASE ORDERS

**1. Venco Western, Inc.
RECOMMENDATION**

Approve.

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

- AYES: Commissioners Herrera, Plisky and Takasugi.
- NOES: None
- ABSENT: Commissioner Fosse

DISBURSEMENTS

1. June 9, 2008

RECOMMENDATION

Approve.

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

AYES: Commissioners Herrera, Plisky and Takasugi.

NOES: None

ABSENT: Commissioner Fosse

ADJOURNMENT

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

Meeting adjourned at 6:05 p.m.

Respectfully Submitted,

Bettina L. Schmock
Executive Assistant