

**OXNARD HARBOR DISTRICT
MINUTES**

MONDAY, AUGUST 9, 2010

Raymond E. Fosse, President

Michael A. Plisky, Vice President

Manuel M. Lopez, Commissioner

Jess Herrera, Secretary

Jesse J. Ramirez, Commissioner

The regular meeting of the Oxnard Harbor District, Board of Harbor Commissioners was called to order by Vice President Michael A. Plisky at 5:00 p.m. on Monday, August 9, 2010, at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

Present: Commissioners Herrera, Lopez, and Plisky
Arrived Late: Commissioner Ramirez
Absent: Commissioner Fosse

PUBLIC COMMENTS: None

CONSENT AGENDA:

1. **Minutes**
RECOMMENDATION
Approve the minutes of the regular meeting of July 26, 2010.

Commissioner Herrera moved to approve the Consent Agenda. Commissioner Lopez seconded. The vote was as follows:

AYES: Commissioners Herrera, Lopez, and Plisky

NOES: None

ABSENT: Commissioners Fosse and Ramirez

Vice President Plisky declared the motion carried.

EXECUTIVE DIRECTOR'S REPORT

1. **Management Staff "To Do List"**
RECOMMENDATION
Information.
2. **Discussion of the Revised Calendar of Events**
RECOMMENDATION
Information.

3. **Report pursuant to Oxnard Harbor District Administrative Policy 5230.1B regarding implementation of the District FY 2010 – 2011 Capital Outlay Plan.**

RECOMMENDATION
Information.

The Executive Director discussed and outlined details for the 2010-2011 Capital Outlay Plan.

REPORT DEPUTY EXECUTIVE DIRECTOR - ADMINISTRATION

1. **Report on the Non-Terminal Real Estate Business Line Performance for July 2010**

RECOMMENDATION
Information.

MARKETING AND PUBLIC INFORMATION

1. **Report on upcoming District Events**

RECOMMENDATION
Information.

The Executive Director reported on upcoming District Events including the Oxnard/Port Hueneme Chambers Military Appreciation Mixer to be held on August 19th at the Oxnard Harbor District and the Hueneme Beach Festival to be held on August 21-22.

2. **Discussion of the Public Relations Roadmap**

RECOMMENDATION
Information.

COMMITTEE REPORTS

1. **City/Port Standing Committee**

The Executive Director reported that the City/Port Standing Committee met on Tuesday, July 27th. The City proposed to swap two acres of land in the Market Street area for two acres of land located in the District South Terminal. The land swap concept is being proposed by the City for the development of a hotel in the area. The Executive Director outlined for the Committee some of the difficulties of a land swap.

VENDORS AND PURCHASE ORDERS

1. **Approve Vendors and Purchase Orders in excess of \$10,000 for services and materials pursuant to the FY 2010-2011 Final Operating Budget in accordance with Administration Policy 4205.1B.**

RECOMMENDATION

Approve.

- Home Depot [materials, small equipment and supplies] for the District's Maintenance Department (estimated expenditure) - \$ 10,000. Individual purchases in excess of \$ 500 will require the Executive Director's prior approval.
- Waxie's Enterprises [janitorial supplies] for the District's Maintenance Department (estimated expenditure) - \$ 12,000. Individual purchases in excess of \$ 500 will require the Executive Director's prior approval.
- City of Port Hueneme-Trash Services \$24,000 – This is the District's annual FY 10-11 estimate for trash service expense Department 6000.
- City of Port Hueneme-Water/Sewer Services \$124,800 – This is the District's annual FY 10-11 estimate for water / sewer services associated with the City's Water Bills and the District/City of Port Hueneme Wastewater Service Agreement Department 6000.
- Southern California Edison-Electric Utility \$192,000 – This is the District's annual FY 10-11 estimate for electrical services Department 6000.

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

AYES: Commissioners Herrera, Lopez, and Plisky

NOES: None

ABSENT: Commissioner Fosse and Ramirez

Vice President Plisky declared the motion carried.

Commissioner Ramirez arrived to the Board meeting.

MEMBERSHIPS AND SERVICE CONTRACTS

1. **Report on approved Memberships and Service Contracts approved by the Executive Director in accordance with Oxnard Harbor District Administrative Policy 4205.1B.**

RECOMMENDATION

Information.

The Executive Director reported on approval of Memberships and Service Contracts in accordance with Oxnard Harbor District Administrative Policy 4205.1B as follows:

- Innovative Marketing (Camarillo, CA) for promotional materials for the Hueneme Beach Festival and other events \$ 2,975.39. (Trade Promotion / Event / Hueneme Beach Festival –PIO & Marketing Department 2000)
- American Red Cross – Ventura County Chapter for CPR Training \$ 500.00 (Training Expense-Human Resources Department 1400)
- Time Warner Cable – Internet & cable TV utility \$225/month, \$2,700/year (Monthly service expense – Information Technology Department 5200)
- Central Courier for Agenda Packet delivery services to the Board of Harbor Commissioners - \$ 2,000. (Administrative Costs Department 1000)
- QUEST Staffing Services for temporary staffing needs for vacations and absences of staff members – \$ 2,500 (Temporary Salaries – Department 1000)
- Smart & Final for District kitchen supplies - \$ 3,600 (Supplies – Department 1000). Monthly purchase approved by Executive Assistant. Requires Executive Director approval for any individual item purchased in \$ 500.00 or greater.

DISBURSEMENTS

1. August 9, 2010
RECOMMENDATION
Approve.

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

AYES: Commissioners Herrera, Lopez, Plisky and Ramirez

NOES: None

ABSENT: Commissioner Fosse

Vice President Plisky declared the motion carried.

ADJOURNMENT

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

Meeting adjourned at 5:08 p.m.

Respectfully Submitted,

Bettina L. Schmock
Executive Assistant