

**OXNARD HARBOR DISTRICT
MINUTES**

MONDAY, OCTOBER 10, 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, October 10, 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

CONSENT AGENDA:

1. **Minutes of the regular meeting of Monday, September 26, 2011 and the special meeting Friday, September 30, 2011.**

RECOMMENDATION

Approve the minutes of the regular meeting of September 26, 2011 and the special meeting of September 30, 2011.

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

AYES: Commissioners Lopez, Herrera, Hodge, and Ramirez

NOES: None

ABSENT: None

ABSTAIN: Commissioner Rooney

President Herrera declared the motion carried.

SPECIAL ORDERS:

1. **Presentation by E2 Manage Tech regarding Oxnard Harbor District Environmental Policy Framework, including environmental policy statement, guiding principles, policy goals, and program focus areas.**

RECOMMENDATION:

Consider and discussion of the Environmental Framework. Make suggestions and comments to be incorporated into a Policy for consideration by the Oxnard Harbor District Board of Harbor Commissioners at a future meeting.

The Executive Director introduced Mr. Ed Rogan and Mr. Ryan Gragnano representing E2 Manage Tech. The Executive Director reported that this item will be brought back for further discussion and consideration at the next meeting of the Board.

Mr. Ryan Gragnano, E2 Manage Tech presented an Environmental Policy Framework for the Oxnard Harbor District.

GENERAL CORRESPONDENCE:

1. Ventura County Transportation Commission and the City of Thousand Oaks request for support of the State Route (S.R.) 23/U.S. 101 Interchange Improvement Project.

RECOMMENDATION

Approve a letter of support to the City of Thousand Oaks and Ventura County Transportation Commission for funding of the SR 23/U.S. 101 Regional Corridor Improvement project.

Ms. Mina Layba, Legislative Affairs Manager, City of Thousand Oaks, asked the Board for their support of the grant application by the Ventura County Transportation Commission and the City of Thousand Oaks for funding S.R. 23/U.S. 1010 Regional Corridor Improvement through TIGER III Grant.

Commissioner Rooney moved to approve a letter of support to the Ventura County Transportation Commission and the City of Thousand Oaks for TIGER III Grant funding of SR 23/U.S. 101. Commissioner Lopez seconded. The vote was as follows:

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

NOES: None

ABSENT: None

President Herrera declared the motion carried.

2. Correspondence to Congressional representatives supporting full funding for the Diesel Emission Reduction Act (DERA) to support the Oxnard Harbor District Shore Side Power Program.

RECOMMENDATION

Approve a letter to the California U.S. Senators and Ventura County Congressional Delegation urging support for full funding of the Diesel Emissions Reduction Act (DERA).

The Executive Director reported on and recommended approval of a letter to the California U.S. Senators and Ventura County Congressional Delegation urging support for full funding of the Diesel Emissions Reduction Act (DERA).

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

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

President Herrera declared the motion carried.

EXECUTIVE DIRECTOR’S REPORT:

1. Report from the Executive Director regarding on-going projects and activities at the Oxnard Harbor District

RECOMMENDATION

Information.

2. Report on the City of Oxnard 2030 General Plan CD-20.1 Port of Hueneme Trade Enhancement Policy and recommendation of possible substitute language.

RECOMMENDATION

Discuss General Plan Policy Language related to the Port/Industrial Equivalent Policy. Take appropriate actions. Actions may include: 1. Direct the Executive Director to prepare a letter to the City Planning Staff suggesting that the Port/Industrial Equivalent Policy be changed or deleted from the 2030 General Plan. 2. Authorize the President of the Board to prepare a letter to the Mayor and City Council Members suggesting that the Port/Industrial Equivalent Policy be changed or deleted from the 2030 General Plan. 3. Take other appropriate actions.

The Executive reported that on September 28, 2011 the District received from the City of Oxnard a copy of the proposed Goal CD-20.1 Port of Hueneme Trade Enhancement. This policy relates to a goal to foster an economically robust port and harbor-related economic sector. The Executive Director reported on suggested changes to the policy. The Executive Director reported that at 4:00 pm today he received via email a letter from Mr. Williamson accepting the proposed changes and will be presented to City Council.

Commissioner Hodge moved to send a letter to the Mayor and City Council that Policy CD-20.1 be removed from the 2030 General Plan update. Commissioner Rooney seconded. The vote was as follows:

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

President Herrera declared the motion carried.

3. Calendar of Events for FY 2011 – 2012

RECOMMENDATION

Approve revisions.

The Executive Director reported on and recommended approval of the revised Calendar of Events.

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

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

President Herrera declared the motion carried.

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

1. **Report on the Oxnard Chamber of Commerce Business Outlook 2012 Meeting.**
RECOMMENDATION
Information.

The Executive Director reported on his attendance at the Oxnard Chamber of Commerce Business Outlook 2012 Meeting.

Commissioner Hodge reported that he was a distinguished visitor on board the USS Abraham Lincoln which was located off the coast of Mexico.

2. **Report on the California Association of Port Authorities Tariff and Practices and Advisory Committee Meetings – Oakland, CA.**
RECOMMENDATION
Information.

The Executive Director reported that he and the Deputy Executive Director – Maritime Services attended the California Association of Port Authorities Tariff and Practices and Advisory Committee Meetings in Oakland, California. The Deputy Executive Director – Maritime Services assumed the duties as the representative of the Port of Hueneme at future CAPA meetings.

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.

2. **Consideration of the Board of Harbor Commissioners to authorize purchase of two (2) new vehicles to replace existing gasoline vehicles with propane vehicles.**

RECOMMENDATION

Subject to the approval to form of a purchase and sales agreement by the District's Legal Counsel, authorize the Acting Executive Director to execute a purchase and sales agreement for two new work trucks at a cost not to exceed \$84,074.63.

The Manager of Maintenance reported on and recommended the purchase of two new propane trucks from Galpin Ford at a cost not to exceed \$84,074.63.

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

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

NOES: None

ABSENT: None

President Herrera declared the motion carried.

3. **Establishment of a service contract with a propane vendor to supply fuel for the Districts propane vehicles.**

RECOMMENDATION

Subject to review of a vendor service agreement by the District's Legal Counsel, authorize the Executive Director to execute a Service Agreement with Delta Liquid Energy for vehicle propane service at the Oxnard Harbor District.

The Manager of Maintenance reported on and recommended that the Executive Director be authorized to execute a Service Agreement with Delta Liquid Energy for vehicle propane service at the Oxnard Harbor District.

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

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

NOES: None

ABSENT: None

President Herrera declared the motion carried.

FACILITIES DEVELOPMENT

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

RECOMMENDATION

Information.

REPORT DIRECTOR – FINANCE & ADMINISTRATION

1. **Report on the 2011 Bond Refunding and Refinancing process.**
RECOMMENDATION
Information.

The Director of Finance and Administration reported on the status of the 2011 Bond Refunding and Refinancing process.

MARKETING AND FOREIGN TRADE ZONE SERVICES

1. **Report on Upcoming Activities**
RECOMMENDATION
Information.

The Director of Marketing & Public Information reported that the Oxnard Chamber of Commerce Breakfast would be held on October 13th at the Residence Inn and the Port Hueneme Chamber of Commerce Breakfast would be held on October 19th at the Oxnard Harbor District Administration Building. The Director of Marketing reported that the Oxnard Chamber of Commerce Breakfast Meeting on November 10th will feature a presentation on the State of the Port given by President Herrera and that President Herrera will be the presenter at the Port Hueneme Chamber of Commerce Breakfast on November 16th to be held at the Oxnard Harbor District Administration Building.

UNFINISHED OR DEFERRED BUSINESS

1. **Continued from September 26, 2011: Consideration of Proposal for an Agreement for Professional Services with Anthony J. Taormina.**
RECOMMENDATION
Consider the proposal for professional services.

The Executive Director reported that the President of the Board and the District's Legal Counsel, asked that he prepare a proposal to provide transition and continued professional consulting services to the Oxnard Harbor District, the Acting Executive Director and the incoming new Executive Director.

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

AYES: Commissioners Lopez, Herrera, Hodge, and Ramirez

NOES: Commissioner Rooney

ABSENT: None

President Herrera declared the motion carried four votes to one.

2. **Continued from September 26, 2011: Consideration of compensation for Acting Executive Director.**

RECOMMENDATION

Approve Modification #1 to Resolution No. 1075 – A Resolution of the Oxnard Harbor District Establishing Salaries for Fiscal Year 2011-2012 for Employees of the Oxnard Harbor District, excluding those employees covered by the SEIU Memorandum of Understanding.

The Executive Director reported that it is customary to adjust the base salary for employees that are assigned new duties and responsibilities at a higher pay schedule. Effective October 11, 2011, the Board may elect to adjust the Deputy Executive Director – Maritime Services base salary to compensate him for additional duties as Acting Executive Director.

Commissioner Hodge moved to approve a temporary increase to the Deputy Executive Director – Maritime Services base salary to the current salary for the Executive Director at \$188,370.00 until the assignment of a new Executive Director. Commissioner Rooney seconded. The vote was as follows:

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

NOES: None

ABSENT: None

President Herrera declared the motion carried.

BOARD OF HARBOR COMMISSIONERS COMMENTS

Commissioner Rooney requested that a meeting of the Ventura County Railway LLC be scheduled to discuss the issues.

Commissioner Herrera appointed Commissioner Lopez to serve with him on an Ad Hoc Committee to work on the Unity of Effort program.

VENDORS AND PURCHASE ORDERS

1. **The following purchase of services, supplies, materials and equipment has been approved by the Executive Director in accordance with Administrative Policy 4205.1B.**

RECOMMENDATION:

Information.

- Trophies, ETC. – 6110 – 2000 Trade Solicitations - \$1,881.56 FY 2011-2012 Budget (\$ 2,500.00)
- American Red Cross – 4550-1400 – Employee Training - \$1,650.00 FY 2011-2012 Budget (\$5,100)

DISBURSEMENTS

1. **October 10, 2011**
RECOMMENDATION
Approve.

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

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

NOES: None

ABSENT: None

President Herrera declared the motion carried.

CLOSED SESSION

1. **Pursuant to Government Code Section 54957 PERSONNEL MATTERS –**
Discuss Executive Director Recruitment with Consultant

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

ADJOURNMENT

There being no further business to come before the Board, Commissioner Ramirez moved to adjourn the meeting. Commissioner Lopez seconded the motion. Meeting adjourned at 7:25 p.m.

Respectfully Submitted,

Bettina L. Schmock
Executive Assistant/Clerk of the Board