

**OXNARD HARBOR DISTRICT
BOARD OF HARBOR COMMISSIONERS
BUSINESS SERVICES COMMITTEE
(COMMISSIONERS FOSSE AND TAKASUGI)**

**WEDNESDAY, JULY 18, 2007
AT 10:00 AM**

THE FOLLOWING ARE ITEMS OF BUSINESS TO BE DISCUSSED AT THE MEETING OF THE BUSINESS SERVICES COMMITTEE TO BE HELD ON WEDNESDAY, JULY 18, 2007, AT 333 PONOMA STREET, PORT HUENEME, CALIFORNIA.

A. ORAL COMMUNICATION

Opportunity for members of the audience to present information on items within the subject matter jurisdiction of the District.

B. STAFF REPORTS

1. Review of Oxnard Harbor District Administrative Policy No. 7241.1B – Car Allowance and Reimbursement.
2. Review of Oxnard Harbor District Investment Policy No. 7221.1G.
3. Review of Designation of District Treasurer and Deputy Treasurer.

C. HARBOR COMMISSIONERS' COMMENTS

Opportunity for committee members to request information on items within the subject matter jurisdiction of the Business Services Committee.

D. NEXT MEETING DATE

To be determined.

The Oxnard Harbor District complies with the American with Disabilities Act (ADA). A person with a disability who requires a modification or accommodation, including auxiliary aids or services, in order to participate in the meeting should contact the District's Executive Secretary by telephone at (805) 488-3677 as far in advance of the meeting as is reasonably possible.

**BOARD OF HARBOR
COMMISSIONERS**

*Michael A. Plisky
President*

*Jess Herrera
Vice President*

*Nao Takasugi
Secretary*

*Jesse J. Ramirez
Harbor Commissioner*

*Raymond E. Fosse
Harbor Commissioner*

PORT MANAGEMENT

*Anthony J. Taormina
Executive Director*

**OXNARD HARBOR DISTRICT
PORT OF HUENEME
P. O. BOX 608
PORT HUENEME, CALIFORNIA 93044**

**OXNARD HARBOR DISTRICT
ADMINISTRATIVE POLICY NO. 7241.1B**

SUBJECT: Car Allowance and Reimbursement

1. Effective Date:

This Administrative Policy is effective January 1, 2000, upon issuance and approval by the Board of Harbor Commissioners.

Revision Date:

February 14, 2000

2. Supersession:

This policy revises Policy No. 7241.1A dated October 11, 1999.

3. Applicability:

This policy is applicable to all regular, temporary, and part-time employees of the District.

A. A bi-weekly car allowance will be paid to the Executive Director, Deputy Executive Director, Director of Operations and Maintenance, Director of Marketing and Trade Zone Services, Director of Terminal and Multimodal Projects, Controller and Manager of Human Resources to cover the cost of using a privately-owned vehicle for District business.


1) The following cost estimates have been used in determining the amount of the Car Allowance:

Fixed cost, including depreciation (five year life cycle), insurance, license, registration, taxes and finance expenses:	\$4,650.00
Variable cost, including gasoline, oil, maintenance, and tires: (11 cents per mile x 5,000 miles)	\$ 550.00
Total Annual Cost	\$5,200.00
Allowance per Pay Period	\$ 200.00

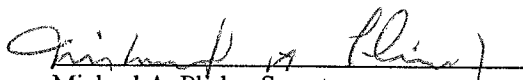
B. Whenever Commissioners or staff members, excluding the Executive Director, Deputy Executive Director, Director of Operations and Maintenance, Director of Marketing and Trade Zone Services, Director of Terminal and Multimodal Projects, Controller and Manager of Human Resources use privately-owned vehicles on authorized District business, they are entitled to reimbursement. The reimbursement rate is that rate established by the Internal Revenue Service.

C. Whenever the Executive Director shall determine that the duties assigned to an employee requires use of a privately-owned vehicle on authorized District business, the Executive Director may authorize that employee to use an automobile not owned by the District for transportation purposes in the performance of the employee's duties and the employee shall be reimbursed in accordance with paragraph B.

APPROVED, ADOPTED AND SIGNED this 14th day of February, 2000



 Jesse J. Ramirez, President
 Board of Harbor Commissioners
 Oxnard Harbor District



 Michael A. Plisky, Secretary
 Board of Harbor Commissioners
 Oxnard Harbor District

OXNARD HARBOR DISTRICT
PORT OF HUENEME
P.O. BOX 608
PORT HUENEME, CALIFORNIA 93044

OXNARD HARBOR DISTRICT
ADMINISTRATIVE POLICY NO. 7221.1G

SUBJECT: Investment Policy

1. **Effective Date:** This Administrative Policy is effective upon adoption.
Revision Date: August 25, 2003
2. **Supersession:**
This policy supersedes Administrative Policy No. 7221.1F Investment Policy.
3. **Basic Policy Objectives:**
The District's investment policy goals in order of importance are: (1) safety of principal, (2) liquidity, and (3) return on investment.
4. **Responsibility:**
The authority of the Board of Harbor Commissioners to invest or reinvest funds of the District and to sell or exchange securities so purchased is delegated to the Treasurer of the District for a period of one year. The Treasurer, serves at the pleasure of the Board of Harbor Commissioners. The Treasurer is assisted by a Deputy Treasurer pursuant to Oxnard Harbor District administrative policy and Harbors and Navigation Code. The Treasurer shall meet regularly with the Executive Director to discuss the District's funding requirements and to report on alternative investment strategies and forecasts of market conditions. No investment transactions involving one million dollars or more shall be executed without the prior approval of the Executive Director.
5. **Acceptable Securities:**
The securities which the District may utilize for investment are established by Section 53601 of the Government Code for the State of California which is incorporated herein by reference. The District may also utilize the Local Agency Investment Fund, an investment pool established by Section 16429.1 of the Government Code and managed by the State of California. Permitted investments for certain portfolios or portions of portfolios may be restricted by covenants related to the District's bonded indebtedness. Under such circumstances, the more restrictive list of investments applies.
6. **Maturities:**
All maturity determinations will be a function of the District's funding requirements and shall comply with Government Code Section 53601.
7. **Safekeeping and Custody:**
The District will utilize the agency/custody services of one or more large banks.
8. **Delivery:**
All transactions involving registered securities shall be conducted as delivery versus payment (DVP) transactions.

9. Reportings:

The Treasurer shall prepare a monthly report pursuant to Section 6071 of the Harbors and Navigation Code and Section 53646 of the Government Code. The monthly report shall be submitted to the Secretary and Board of Harbor Commissioners no later than the end of the month following the reporting date.

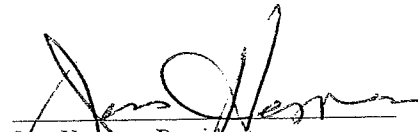
10. Performance Measurements:

The monthly Treasurer's report shall include performance measurements comparing the current month's yield with the State's Local Agency Investment Fund (LAIF).


11. Review and Reconsideration:

This investment policy shall be brought to the Board of Harbor Commissioners for review and reconsideration at an open public meeting in August of each year.

APPROVED, ADOPTED, AND SIGNED this 25th day of August 2003.



Jess Herrera, President
Board of Harbor Commissioners
Oxnard Harbor District



Jesse Ramirez, Secretary
Board of Harbor Commissioners
Oxnard Harbor District

RESOLUTION NO. 970

**A RESOLUTION OF THE BOARD OF HARBOR COMMISSIONERS
OF THE OXNARD HARBOR DISTRICT DESIGNATING TREASURER AND
DEPUTY TREASURER AND AUTHORIZING INVESTMENTS**


The Board of Harbor Commissioners of the Oxnard Harbor District does hereby resolve, determine, and order that:

Section 1: Pursuant to Section 6071 of the Harbors and Navigation Code of the State of California, Judith E. Cofer shall be Treasurer of the Oxnard Harbor District.


Section 2: Virginia Lajom shall be Deputy Treasurer of the Oxnard Harbor District.

Section 3: Judith E. Cofer, Treasurer, and Virginia Lajom, Deputy Treasurer, are designated by the Board of Harbor Commissioners to (i) invest, deposit, and withdraw funds of the Oxnard Harbor District with banks, savings and loans, and other financial institutions; and (ii) to invest District funds through licensed securities broker/dealers pursuant to the Oxnard Harbor District investment policy. This designation shall be effective until August 31, 2007.

APPROVED, ADOPTED AND SIGNED this 26th day of February, 2007.


Michael A. Plisky, President
Board of Harbor Commissioners
Oxnard Harbor District

ATTEST:


Nao Takasugi, Secretary
Board of Harbor Commissioners
Oxnard Harbor District