

**OXNARD HARBOR DISTRICT
MINUTES**

MONDAY, SEPTEMBER 14, 2009

Jesse Ramirez, President

Raymond E. Fosse, Vice President

Jess Herrera, Commissioner

Michael A. Plisky, Secretary

Manuel M. Lopez, Commissioner

The regular meeting of the Oxnard Harbor District, Board of Harbor Commissioners was called to order by Vice President Ray Fosse at 5:00 p.m. on Monday, September 14, 2009 at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

Present: Commissioners Fosse, Herrera, and Plisky

Absent: Commissioners Lopez and Ramirez

CONSENT AGENDA:

1. Minutes

RECOMMENDATION

Approve the minutes of the meeting of August 24, 2009.

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

AYES: Commissioners Fosse, Herrera and Plisky

NOES: None

ABSENT: Commissioners Lopez and Ramirez

Vice President Fosse declared the motion carried.

CORRESPONDENCE

1. Letter dated August 19, 2009 from Mr. Robert D. Fletcher, Air Resources Board.

RECOMMENDATION

Information.

The Deputy Executive Director – Maritime Services reported on a letter received from the Air Resources Board acknowledging receipt of the NYKCool and Del Monte terminal plans submitted by the District.

2. City of Port Hueneme 1983 and 1987 Settlement Agreement FY 2008-2009 Annual Report

RECOMMENDATION

Receive.

The Deputy Executive Director – Maritime Services reported on and recommended receiving the City of Port Hueneme 1983 and 1987 Settlement Agreement FY 2008-2009 Annual Report. Commissioner Plisky asked that the original report be compared to the revised report that was received prior to the meeting.

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

AYES: Commissioners Fosse, Herrera and Plisky

NOES: None

ABSENT: Commissioners Lopez and Ramirez

Vice President Fosse declared the motion carried.

3. Letter dated August 31, 2009 from Ms. Laura P. Watson, U.S. Department of Labor

RECOMMENDATION

Information.

The Deputy Executive Director – Maritime Services reported on receiving a thank-you letter from Ms. Watson, U.S. Department of Labor, for the District’s support of Sylmar Quallion LLC on their efforts to qualify for federal grant funds.

EXECUTIVE DIRECTOR’S REPORT

1. Management Staff “To Do List”

RECOMMENDATION

Information.

2. Public Relations Roadmap FY 2008-2009

RECOMMENDATION

Information.

3. Discussion of the Revised Calendar of Events for FY 2008-2009

RECOMMENDATION

Information.

Commissioner Herrera commented on the Board reviewing all invitations sent to the District for placement on the Calendar of Events.

REPORT DEPUTY EXECUTIVE DIRECTOR – MARITIME SERVICES

1. **Report on the August Cargo Performance Maritime Services Business Line RECOMMENDATION**
Information.

The Deputy Executive Director – Maritime Services reported on cargo performance for August 2009. Commissioner Plisky requested that the report be reformatted in a table form.

FACILITIES DEVELOPMENT

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

The Director of Facilities Development reported that the contractor has completed phase 1 of the TWIC/Main Gate Security Project. The Director of Facilities Development reported that there have been issues with purchasing the gate guard booth and that this may cause a delay and add additional costs to the project.

2. **Consideration of Proposed Project at District’s Property Located at 5901 Edison Drive, Oxnard, CA RECOMMENDATION**
 1. Find the project exempt from CEQA pursuant to Sections 15301 and 15061(b) of the Guidelines for Implementing CEQA. Direct the filing of a Notice of Exemption with the Ventura County Clerk. 2. Approve the project, including the demolition and/or modification of Building “B” and resurfacing of portions of the property. 3. Authorize the solicitation of professional services to design demolition and/or modification of Building “B” and resurfacing plans and to perform a hazardous materials survey. 4. Authorize the advertisement for bids to demolish and/or modify Building “B” and resurface portions of the property at 5901 Edison Drive.

The Director of Facilities Development reported on and recommended approval of the recommendations as revised. Commissioner Plisky requested that the Board be advised if the project will be modified or demolished.

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

- AYES: Commissioners Fosse, Herrera and Plisky
NOES: None
ABSENT: Commissioners Lopez and Ramirez
Vice President Fosse declared the motion carried.

REPORT DEPUTY EXECUTIVE DIRECTOR - ADMINISTRATION

1. **Report on the Non-Terminal Real Estate Business Line Performance August 2009**

RECOMMENDATION

Information.

The Deputy Executive Director – Administration reported on the current status of the Non-Terminal Real Estate Business Line performance for August 2009.

2. **Consideration of Lease with Irwin Holdings Company for a Portion of the 5901 Edison Drive Property.**

RECOMMENDATION

Authorize the Executive Director to enter into a lease with Irwin Holdings Company for a portion of the District’s property located at 5901 Edison Drive in Oxnard, CA in the lease form substantially attached.

The Deputy Executive Director – Administration reported on and recommended authorizing the Executive Director to enter into a lease with Irwin Holdings Company for a portion of the District’s property located at 5901 Edison Drive in Oxnard, CA.

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

AYES: Commissioners Fosse, Herrera and Plisky

NOES: None

ABSENT: Commissioners Lopez and Ramirez

Vice President Fosse declared the motion carried.

3. **Report on the City of Port Hueneme Proposed Wastewater and Solid Waste Rate Adjustments.**

RECOMMENDATION

Information.

The Deputy Executive Director – Administration reported on the City of Port Hueneme proposed wastewater and solid waste rate adjustments. Commissioner Fosse requested that staff obtain quotes for solid waste removal from outside vendors.

4. **Report on the M/V Otello Damages and Claim**

RECOMMENDATION

Information.

The Deputy Executive Director – Administration reported on the status of the M/V Otello damages and claim.

BOARD OF HARBOR COMMISSIONERS COMMENTS ON DISTRICT ACTIVITIES AND EVENTS

Commissioner Herrera commented on the location of first-aid kits at the District. The Manager of Maintenance reported that first-aid kits are located in the Maintenance Shop, Administration Building, Wharfinger Office, and in District vehicles. The Manager of Maintenance reported that an Employee Safety Committee is held once a month where issues are discussed and each member is responsible for supplying the kit in their location. Commissioner Herrera commented on whether the District should acquire a defibrillator.

DISBURSEMENTS

1. August 24, 2009 RECOMMENDATION

Approve.

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

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

Vice President Fosse declared the motion carried.

Vice President Fosse announced that the Closed Session item had been withdrawn.

ADJOURNMENT

There being no further business to come before the Board, Commissioner Herrera moved to adjourn. Commissioner Plisky seconded the motion.
Meeting adjourned at 5:50 p.m.

Respectfully Submitted,

Bettina L. Schmock
Executive Assistant