

OXNARD HARBOR DISTRICT MINUTES

MONDAY, SEPTEMBER 28, 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 President Jesse Ramirez at 5:00 p.m. on Monday, September 28, 2009 at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

ROLL CALL:

Present: Commissioners Herrera, Lopez, Plisky and Ramirez

Absent: Commissioner Fosse

PUBLIC COMMENTS

Mr. Bruce Stenslie, President, Economic Development Collaborative Ventura County discussed the organizations activities and successes in the local business community.

Mr. Kelly Davis discussed his interest in providing vending machines on the Port for tenant use.

Commissioner Plisky requested that staff review the District's vending policy and return to the Board with a recommendation for amending the policy.

CONSENT AGENDA:

1. **Minutes**

RECOMMENDATION

Approve the minutes of the meeting of September 14, 2009.

2. **Approval of Memorandum of Understanding for Public Safety Diving Services with Oxnard Police Department**

RECOMMENDATION

Approve the MOU for public safety diving services with the Oxnard Police Department.

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

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

President Ramirez declared the motion carried.

SPECIAL ORDERS

- 1. Review and discussion of Annual Financial Report for the Year Ended June 30, 2009 and Activity Reports for the Year Ending June 30, 2009.**
RECOMMENDATION
Receive

The Deputy Executive Director Administration introduced Mr. Charles Z. Fedak, Principal of the Charles Z. Fedak & Company CPA. Mr. Fedak discussed the Annual Financial Report for the Year Ended June 30, 2009 and Activity Reports for the Year Ending June 30, 2009 and responded to questions.

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

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

President Ramirez declared the motion carried.

CORRESPONDENCE

- 1. Letter dated September 8, 2009 from Mr. John M. Lushetsky, Department of Energy.**
RECOMMENDATION
Information.

The Executive Director reported on receiving a thank-you letter from Mr. John M. Lushetsky, U.S. Department of Energy, for the District's support of the Sylmar Quallion LLC grant application, but that their proposal was not among the applicants selected.

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

Consider revisions to the Calendar of Events to include events for participation by members of the Board of Harbor Commissioners that are in the public interest or promote the business of the Harbor District.

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

AYES: Commissioners, Herrera, Lopez, Plisky and Ramirez

NOES: None

ABSENT: Commissioner Fosse

President Ramirez declared the motion carried.

4. **Report and discussion regarding grants and programs associated with the American Recovery & Reinvestment Act (ARRA).**

- a. USDOT Secretary of Transportation Discretionary Transportation Grants.
- b. DHS/FEMA Port Security Grants.
- c. US Army Corps of Engineers.

The Executive Director reported that the District has submitted the \$10 million dollar USDOT Grant under TIGER. The Executive Director reported that the District's project is designated as a TIER II project and that the Governor has put a higher priority on TIER I projects. The District has received notification that the USDOT has received the grant application and the District should be notified by December whether the application has been considered.

The Executive Director reported that the District was rewarded \$2.2 million dollars from the DHS/FEMA Port Security Grant funds.

The Executive Director reported that the US Army Corps of Engineers project to deepen the harbor will depend on receiving funds from the TIGER Grant.

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

1. California Special Districts Association Annual Conference

The Deputy Executive Director – Administration reported on her attendance at the 2009 California Special Districts Association Annual Conference September 21-25.

Commissioner Ramirez suggested that the District purchase books from some of the conference speakers and begin a reading library at the District.

2. Oxnard Chamber Military Appreciation Dinner

The Director of Marketing reported that he and Commissioner Fosse attended the Oxnard Chamber Military Appreciation Dinner held on September 25th.

FACILITIES DEVELOPMENT

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

The Director of Facilities Development reported on the status of the TWIC/Main Gate Security Project. The Director of Facilities Development reported that Customs and Border Protection and Pacific Northwest National will be holding their pre-construction meeting for the installation of the radiation portals on October 13th at the District office.

REPORT DEPUTY EXECUTIVE DIRECTOR - ADMINISTRATION

**1. August 2009 Treasurer's Report
RECOMMENDATION
Receive.**

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

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

President Ramirez declared the motion carried.

2. **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.

MARKETING AND PUBLIC INFORMATION

1. **Report on upcoming District Events.**
RECOMMENDATION
Information.

Ventura County Agricultural Advisory Group Meeting at Limoneira Ranch
Wednesday, October 28, 2009. The Director of Marketing reported that the District will partner with Limoneira in a round table discussion with Ventura County Agricultural Executives regarding ways that the Port can support and serve the agricultural industry. The meeting is scheduled on October 28, 2009 at 10:00 am at the Limoneira Ranch in Santa Paula. Following the meeting a barbeque luncheon will be hosted by the District for participants and key decision makers in the county.

Working Waterfront Group Inaugural Meeting Date to be Determined. The Director of Marketing reported that preliminary work has begun on the formation of a community based group to assist in the promotion of the Port of Hueneme within the District. The San Diego Working Waterfront Group has been identified as a successful organization and they have agreed to give a presentation to local decision makers. The meeting will take place at California Lutheran College at a date to be determined.

Commissioner Herrera commented that an initial meeting should be held with Port customers and users to identify their issues and concerns.

Employee Recognition Luncheon, Wednesday, December 2, 2009. The Secretary/Receptionist reported that the Employee Recognition Luncheon will be held at the District Administration Offices on Wednesday, December 2nd at noon. The event will include a catered lunch, recognition of employee service, Safety Committee awards, games, prizes and gifts for employees.

District Holiday Open House. The Executive Director reported that this year the staff is looking at holding an open house at the District offices as an alternative venue. This will allow for a broader invitation list of customers staff and port users. A date for the event has not been determined.

COMMITTEE REPORTS

1. Budget/Audit Committee

The Manager of Financial Services reported that Mr. Paul Kaymark, Charles Z. Fedak, CPA met with the Budget/Audit Committee to review and discuss the Annual Financial Report for the Year Ended June 30, 2009. Commissioners Fosse and Ramirez were in attendance.

BOARD OF HARBOR COMMISSIONERS COMMENTS

Commissioner Herrera commented on the list of items not included on the Calendar of Events.

DISBURSEMENTS

1. September 28, 2009 RECOMMENDATION

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

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

President Ramirez declared the motion carried.

President Ramirez 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 6:15 p.m.

Respectfully Submitted,

Bettina L. Schmock
Executive Assistant