

**OXNARD HARBOR DISTRICT  
MINUTES**

**MONDAY, DECEMBER 8, 2008**

**Jess Herrera, President**

**Nao Takasugi, Vice President**  
**Jesse Ramirez, Secretary**

**Raymond E. Fosse, Commissioner**  
**Michael A. Plisky, Commissioner**

The regular meeting of the Oxnard Harbor District, Board of Harbor Commissioners was called to order by President Jess Herrera at 5:00 p.m. on Monday, December 8, 2008 at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

**ROLL CALL:**

Present: Commissioners Fosse, Herrera, Plisky, Ramirez and Takasugi

**CONSENT AGENDA:**

1. **Minutes**  
**RECOMMENDATION**  
Approve the minutes of the regular meeting of Monday, November 24, 2008.
  
2. **Revised Calendar of Events**  
**RECOMMENDATION**  
Approve the Consent Calendar including revisions and additions as indicated on the District's Calendar of Events for FY 2008-2009.

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

AYES: Commissioners Fosse, Herrera, Plisky, Ramirez and Takasugi  
NOES: None

**CORRESPONDENCE**

1. **AAPA Cruise Seminar, February 18-20, 2009, Mazatlan, Mexico.**  
**RECOMMENDATION**  
Information only.

## EXECUTIVE DIRECTOR'S REPORT

### 1. Management Staff "To Do List"

#### RECOMMENDATION

Information.

The Executive Director reported that the City/Port Standing Committee discussed the concept for a tribute area to waterfront workers in an area located on the Waterfront Promenade. The Executive Director reported that a media day is being planned for December or January to cover the District's dredging project.

### 2. Public Relations Roadmap FY 2007-2008

#### RECOMMENDATION

Information.

The Executive Director reported on his meeting with Mr. Tim Gallagher to discuss key activities that he will be supporting staff on.

### 3. Consideration of Resolution No. 1021 – A Resolution of the Board of Harbor Commissioners of the Oxnard Harbor District approving an application for funding from the California Port Homeland Security Program for FY 2008 and authorizing the execution of a grant agreement and any amendments thereto with the State of California for the purpose of the Grant.

#### RECOMMENDATION

Approve and adopt Resolution No. 1021.

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

AYES: Commissioners Fosse, Herrera, Plisky, Ramirez and Takasugi

NOES: None

### 4. Report on annual security exercise and training.

#### RECOMMENDATION

Information.

The Executive Director reported that during the next two days the District's staff will be involved in security training and exercise. The exercise will take place in the District office and will not disrupt port operations.

**5. Consideration of extension of services with the Oxnard Economic Development Corporation through June 30, 2009.**

**RECOMMENDATION**

Approval of an extension of services with EDCO from November 1, 2008 through June 30, 2009 in the amount of \$1,000 per month to be paid equally from the Oxnard Harbor District and from the Ventura County Railway.

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

AYES: Commissioners Fosse, Herrera, Plisky, Ramirez and Takasugi

NOES: None

**6. Consideration of participation in a February 2009 Trade Mission to China being lead by Lt. Governor John Garamendi**

**RECOMMENDATION**

If the Board approves participation in this Trade Mission, staff will prepare appropriate briefing book for the Board President and make appropriate travel arrangements.

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

AYES: Commissioners Fosse, Herrera, Plisky, Ramirez and Takasugi

NOES: None

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

The Executive Director reported that the District's customer holiday dinner will be held on December 11<sup>th</sup> at the Topa Tower Club and that the District's employee recognition luncheon will be held on December 17<sup>th</sup> at the District office.

**REPORT DEPUTY EXECUTIVE DIRECTOR – MARITIME SERVICES**

**1. Consideration of redrafted lease with Metropolitan Stevedore Company for certain leased areas.**

**RECOMMENDATION**

Approve the execution of a redrafted lease with Metropolitan Stevedoring Company on a month-to-month basis for 2,370 square feet of Warehouse Space in Building 434 and various outside improved areas consisting of 6,744 square feet.

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

AYES: Commissioners Fosse, Herrera, Plisky, Ramirez and Takasugi

NOES: None

**2. Consideration of month to month lease with Marine Terminals for certain leased areas.**

**RECOMMENDATION**

Approve the preparation and execution of a month to month lease with Marine Terminals for 1,624 square feet, for the same uses as Metropolitan Stevedoring Company, in the amount of \$.80 per square foot per month.

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

AYES: Commissioners Fosse, Herrera, Plisky, Ramirez and Takasugi

NOES: None

**FACILITIES DEVELOPMENT**

**1. Consideration of Computer Network Enhancement, Computer Replacement and Security Communication Program**

**RECOMMENDATION**

1. Approve the Computer Network Enhancement, Computer Replacement and Security Communication Program and set a program budget of \$70,000.
2. Authorize the purchase of components and software as summarized above.

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

AYES: Commissioners Fosse, Herrera, Plisky, Ramirez and Takasugi

NOES: None

**REPORT DEPUTY EXECUTIVE DIRECTOR - ADMINISTRATION**

**1. Report on John Laing Homes Repayment Schedule**

**RECOMMENDATION**

Information.

The Deputy Executive Director – Administration reported that the District has not received the seventh payment of \$40,000 from John Laing Homes and has requested information on the expected date payment will be made.

**2. Consideration of Resolution No. 1022 – A Resolution of the Board of Harbor Commissioners of the Oxnard Harbor District concerning the pick up of employee contributions to the Public Employee Retirement System.**

**RECOMMENDATION**

Approve Resolution No. 1022.

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

AYES: Commissioners Fosse, Herrera, Plisky, and Takasugi

NOES: None

ABSENT: Commissioner Ramirez

## **COMMITTEE REPORTS**

### **1. City / Port Standing Committee Meeting.**

The Executive Director reported that the City/Port Standing Committee met on December 4, 2008 and discussed the waterfront worker memorial, and potential vehicle access or relocation of the ILWU Hall. The Executive Director reported that no action was taken.

## **BOARD OF HARBOR COMMISSIONERS COMMENTS ON DISTRICT ACTIVITIES AND EVENTS**

Commissioner Plisky inquired as to when the audit report was due and when will it be completed. The Executive Director reported that a meeting of the Audit Committee has been scheduled for December 23<sup>rd</sup> to review the final draft audit report. The Deputy Executive Director Administration reported that the audit report is complete and that the final report has been received. The Deputy Executive Director – Administration responded that the report is late due in part to changes in accounting processes and the loss of accounting staff during this period. Commissioner Plisky commented that the Board should have been notified of the delay in receiving the report. Commissioner Fosse reported that the Audit Committee will meet with the auditors prior to the public meeting with staff.

Commissioner Ramirez announced that this meeting would be Commissioner Takasugi's last Board meeting.

Commissioner Fosse moved to cancel the December 22, 2008 Board meeting. Commissioner Ramirez seconded. The vote was as follows:

AYES: Commissioners Fosse, Herrera, Plisky, Ramirez and Takasugi

NOES: None

**DISBURSEMENTS**

**1. December 8, 2008**

**RECOMMENDATION**

Approve.

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

AYES: Commissioners Fosse, Herrera, Plisky, Ramirez and Takasugi

NOES: None

**CLOSED SESSION**

**1. Pursuant to Government Code Section 54957 – PERSONNEL MATTERS.**

Legal Counsel reported that no action was taken in closed session.

**ADJOURNMENT**

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

Meeting adjourned at 6:15 p.m.

Respectfully Submitted,

Bettina L. Schmock  
Executive Assistant