

**OXNARD HARBOR DISTRICT  
BOARD MEETING  
MINUTES**

**MONDAY, February 13, 2017**

**Jason T. Hodge, President**

**Mary Anne Rooney, Vice President**

**Jess Herrera, Secretary**

**Manuel M. Lopez, Commissioner**

**Jess Ramirez, Commissioner**

The regular Board meeting of the Oxnard Harbor District, Board of Harbor Commissioners was called to order by President Jason Hodge at 5:30 p.m. on Monday, February 13, 2017 at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

**ROLL CALL**

Present: Commissioners Herrera, Hodge, Ramirez and Rooney

Absent: Commissioner Lopez

**SPECIAL ORDERS**

**1. Special Recognition**

President Hodge pulled this item from the agenda.

**CONSENT AGENDA**

- 1. Minutes of the Regular Board Meeting of January 23, 2017**
- 2. Revised Fiscal Year 2016-2017 Calendar of Events**
- 3. 2017 Oxnard Harbor District Standing Board & Committee Calendar**
- 4. Consideration of Ratification and/or Approval of District Disbursements for the period of December 20, 2016 to January 18, 2017**

Motion to approve Consent Agenda as submitted, Commissioner Rooney; Seconded, Commissioner Herrera.

The vote was as follows:

AYES: Commissioners Herrera, Hodge, Ramirez and Rooney

NOES: None

ABSENT: Commissioner Lopez

President Hodge declared the motion carried.

**CEO & PORT DIRECTOR**

**1. CEO & Port Director's Update - Oral**

Ms. Kristin Decas gave an update on items of interest to the Board of Harbor Commissioners.

**2. Procurement Schedule**

The Board received a copy of the Oxnard Harbor District's Procurement Schedule. Ms. Decas noted the Audio, Visual, Microphones System RFP bid has closed.

**3. Legislative Update**

Ms. Decas gave an update on legislation to the Board of Harbor Commissioners including an update on the California Maritime Leadership Symposium.

## **BOARD COMMUNICATION**

None.

## **BUSINESS DEVELOPMENT**

### **1. Business Development Update - Oral**

Ms. Dona Lacayo updated the Board of Harbor Commissioners on items of interest including possible exports from the town of Piru, CA and possible exports to Asia.

## **MARKETING AND FOREIGN TRADE ZONE SERVICES**

### **1. Report on Upcoming Activities**

In the absence of Mr. Berg, Ms. Kinnun reported to the Board on upcoming community events.

## **MARITIME OPERATIONS**

### **1. Consideration for Approval of Professional Services Agreement for Environmental Consulting Services with Rincon Consultants, Inc.**

Ms. Kinnun provided the Board and public with a correct copy of the CA certified business license verification.

Motion to approve Professional Services Agreement for environmental consulting services with Rincon Consultants, Inc., in an amount not to exceed \$60,000, Commissioner Rooney; Seconded, Commissioner Ramirez.

The vote was as follows:

AYES: Commissioners Herrera, Hodge, Ramirez and Rooney

NOES: None

ABSENT: Commissioner Lopez

President Hodge declared the motion carried.

### **2. Consideration of Approval of Bid Selection for Design and Installation of Boardroom Audio/Visual System Improvements**

Motion to award a public works contract with Pacific Coast Sound and Communications, Inc. for the design and installation of boardroom audio/visual system improvements, in an amount not to exceed \$68,600, Commissioner Ramirez; Seconded, Commissioner Rooney.

The vote was as follows:

AYES: Commissioners Herrera, Hodge, Ramirez and Rooney

NOES: None

ABSENT: Commissioner Lopez

President Hodge declared the motion carried.

**CHIEF FINANCE & ADMINISTRATIVE OFFICER REPORT**

**1. Chief Finance & Administrative Officer’s Update – Oral**

Mr. Andrew Palomares updated the Board of Harbor Commissioners on items of interest.

**2. A Resolution of the Board of Harbor Commissioners of the Oxnard Harbor District Approving the Restatement of the Oxnard Harbor District Health Reimbursement Arrangement Plan (Adopt Resolution 1168)**

An updated Health Reimbursement Arrangement Plan fixing minor grammatical errors was provided to the Board and public.

Motion to adopt Resolution No. 1168 of the Board of Harbor Commissioners of the Oxnard Harbor District Approving the Restatement of the Oxnard Harbor District Health Reimbursement Arrangement Plan, Commissioner Rooney; Seconded, Commissioner Ramirez.

The vote was as follows by roll call:

AYES: Commissioners Herrera, Hodge, Ramirez and Rooney

NOES: None

ABSENT: Commissioner Lopez

President Hodge declared the motion carried.

**3. Treasurers Report**

Motion to receive the December 2016 Treasurers Report as submitted, Commissioner Rooney; Seconded, Commissioner Herrera.

The vote was as follows by roll call:

AYES: Commissioners Herrera, Hodge, Ramirez and Rooney

NOES: None

ABSENT: Commissioner Lopez

President Hodge declared the motion carried.

**BOARD OF HARBOR COMMISSIONERS COMMENTS**

Commissioner Herrera thanked staff for the 25<sup>th</sup> Anniversary Port of Entry event.

**PUBLIC COMMENT**

Mr. Jim Hensley introduced Cindy O’ Brien a community leader and Commissioner of the Port Hueneme Museum.

**ADJOURNMENT**

There being no further business to come before the Board, President Hodge moved to adjourn the meeting to the next regular meeting. Meeting adjourned at 6:05 p.m.

Respectfully Submitted,

Michelle Kinnun  
Executive Aide/Clerk of the Board