

**OXNARD HARBOR DISTRICT  
BOARD MEETING  
MINUTES**

**MONDAY, MARCH 28, 2016**

**Dr. Manuel M. Lopez, President**

**Arlene Fraser, Vice President**

**Jason T. Hodge, Secretary**

**Mary Anne Rooney, Commissioner**

**Jess Herrera, Commissioner**

The regular Board meeting of the Oxnard Harbor District, Board of Harbor Commissioners was called to order by Vice President Arlene Fraser at 5:30 p.m. on Monday, March 28, 2016 at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

**ROLL CALL**

Present: Commissioners Fraser, Herrera, Hodge and Rooney

Absent: Commissioner Lopez

Vice President Fraser announced Item M, Closed Session would be heard first at the agenda.

**CLOSED SESSION**

General Counsel Ruben Duran announced two items will be discussed in Closed Session pursuant to Government Code Section 54956.8, conference with real property negotiators, as listed on the duly-posted agenda. Commissioner Fraser recused herself from participation in the closed due to a conflict of interest related to her employment with Wallenius Wilhelmsen Logistics.

Following Closed Session, Mr. Duran confirmed that the Board (with Vice President Fraser recused and not present) provided direction to staff on both of the items listed on the agenda with no reportable action by the Board.

Open Session began at 6:15 p.m. Commissioner Herrera dismissed himself for the remainder of the Board meeting due to a prior conflict.

**SPECIAL ORDERS**

**1. Best Best & Krieger Attorneys at Law**

Mr. Ruben Duran introduced colleagues from the Government Relations Division of Best Best & Krieger in Washington, DC.

## CONSENT AGENDA

1. **Minutes of the Regular Board Meeting of March 14, 2016**
2. **Revised Calendar of Events**
3. **2016 Oxnard Harbor District Standing Board & Committee Calendar**
4. **Consideration of Ratification and/or Approval of District Disbursements for the period of March 9, 2016 to March 22, 2016**

Motion to approve Consent Items as submitted, Commissioner Hodge; Seconded, Commissioner Rooney.

The vote was as follows:

AYES: Commissioners Fraser, Hodge and Rooney

NOES: None

ABSENT: Commissioners Herrera and Lopez

Vice President Fraser declared the motion carried.

## CEO & PORT DIRECTOR

### 1. **CEO & Port Director's Report**

Ms. Kristin Decas provided a report to the Board of Harbor Commissioners on items of interest including the announcement of new hires; grants; seafarer housing; FEMA training; team building training; AECOM grants; PPA signed for dredging; Shoreside Power; Legislation on WRDA and the World Trade Center event on May 18, 2016.

### 2. **Procurement Schedule**

The Board received a copy of the Oxnard Harbor District's Procurement Schedule.

### 3. **Policy Schedule**

The Board received a copy of the Oxnard Harbor District's Policy Schedule.

### 4. **Consideration of Support for Assembly Bill AB 1657 Air Pollution: Public Ports and Intermodal Terminals**

Motion to approve support for Assembly Bill AB 1657 Air Pollution: Public Ports and Intermodal Terminals, Commissioner Rooney; Seconded, Commissioner Hodge.

The vote was as follows:

AYES: Commissioners Fraser, Hodge and Rooney

NOES: None

ABSENT: Commissioners Herrera and Lopez

Vice President Fraser declared the motion carried.

### 5. **Consideration of Support for Assembly Bill AB 2415 California Renewable Fuels in Freight Act**

Motion to approve support for Assembly Bill AB 2415 California Renewable Fuels in Freight Act, Commissioner Hodge; Seconded, Commissioner Rooney.

The vote was as follows:

AYES: Commissioners Fraser, Hodge and Rooney

NOES: None

ABSENT: Commissioners Herrera and Lopez

Vice President Fraser declared the motion carried.

**6. Discussion of Current Save Open-Space and Agricultural Resources (SOAR) Initiatives in Relation to District Interests**

The Board of Harbor Commissioners discussed the steps to take to address SOAR at the upcoming City of Oxnard's City Council meeting. Commissioners directed staff to speak on behalf of the Board of Harbor Commissioners at the upcoming Oxnard City Council meeting.

**BOARD COMMUNICATION**

The Commissioners reported on meetings attended over the past month and upcoming meetings for April 2016.

**MARKETING AND FOREIGN TRADE ZONE SERVICES**

**1. Report on Upcoming Activities**

The Board received the report on upcoming community events.

**2. Press Report**

The Board received the report on press pertaining to the District.

**3. Consideration of Resolution # 1155 Recognizing Dr. Richard Rush for His Many Contributions to Ventura County on the Occasion of His Retirement**

Motion to approve Resolution # 1155 Recognizing Dr. Richard Rush for His Many Contributions to Ventura County on the Occasion of His Retirement, Commissioner Hodge; Seconded, Commissioner Rooney.

The vote was as follows by roll call:

AYES: Commissioners Fraser, Hodge and Rooney

NOES: None

ABSENT: Commissioners Herrera and Lopez

Vice President Fraser declared the motion carried.

**CHIEF OPERATIONS OFFICER REPORT**

**1. Chief Operations Officer's Update - Oral**

Ms. Birdsey noted Mr. Demers was out of town and there were no items to update.

**2. Consideration For Approval Of Professional Services Agreement With AECOM For Wharf 1, Berths 1 And 2 Deepening 30% Design Services**

Motion to approve Professional Services Agreement with AECOM for Wharf 1, Berths 1 And 2 Deepening 30% Design Services, Commissioner Rooney; Seconded, Commissioner Hodge.

The vote was as follows:

AYES: Commissioners Fraser, Hodge and Rooney

NOES: None

ABSENT: Commissioners Herrera and Lopez

Vice President Fraser declared the motion carried.

**CHIEF FINANCE & ADMINISTRATIVE OFFICER REPORT**

**1. Chief Finance & Administrative Officer's Update**

Mr. Palomares gave an update to the Board of Harbor Commissioners on items of interest.

**2. Treasurers Report**

Motion to accept the Treasurers report for the month of January 2016 as submitted, Commissioner Rooney; Seconded, Commissioner Hodge.

The vote was as follows:

AYES: Commissioners Fraser, Hodge and Rooney

NOES: None

ABSENT: Commissioners Herrera and Lopez

Vice President Fraser declared the motion carried.

**3. Consideration to Adopt Policy #201 Authorizing Use and Assignment of Terminal Space**

**4. Consideration to Adopt Policy #202 Declaration of Security**

Commissioner Hodge requested to hear both Operational policies together.

Motion to adopt Policy #201 Authorizing Use and Assignment of Terminal Space and Policy #202 Declaration of Security, Commissioner Rooney; Seconded, Commissioner Hodge.

The vote was as follows:

AYES: Commissioners Fraser, Hodge and Rooney

NOES: None

ABSENT: Commissioners Herrera and Lopez

Vice President Fraser declared the motion carried.

**5. Consideration to Adopt Policy #405 Travel and Business Expense**

Motion to adopt revised Policy #405 Travel and Business Expense, Commissioner Rooney; Seconded, Commissioner Hodge.

The vote was as follows:

AYES: Commissioners Fraser, Hodge and Rooney

NOES: None

ABSENT: Commissioners Herrera and Lopez

Vice President Fraser declared the motion carried.

**6. Consideration to Adopt Policy #509 Employee Performance Evaluation**

Vice President Fraser noted Item I.6, Consideration to Adopt Policy #509 Employee Performance Evaluation will be pulled from the agenda. The Board did not hear any report or take any action on the item.

7. **Consideration to Repeal Policy #4391 Policies Regarding Lease Documents**
8. **Consideration to Repeal Policy #4410 Terminal Operators vs. Stevedore Operations**

Mr. Palomares requested to hear both policies to repeal together.

Motion to repeal Policy #4391 Policies Regarding Lease Documents and #4410 Terminal Operators vs. Stevedore Operations, Commissioner Hodge; Seconded, Commissioner Rooney.

The vote was as follows:

AYES: Commissioners Fraser, Hodge and Rooney

NOES: None

ABSENT: Commissioners Herrera and Lopez

Vice President Fraser declared the motion carried.

#### **BOARD OF HARBOR COMMISSIONERS COMMENTS**

No Comments

#### **COMMITTEE REPORTS**

Commissioner Fraser noted the Finance Committee met to discuss the overview and budget process for Fiscal Year 2016 and Fiscal Year 2017.

#### **PUBLIC COMMENT**

No Comments

#### **ADJOURNMENT**

There being no further business to come before the Board, President Lopez moved to adjourn the meeting. Meeting adjourned at 6:35 p.m.

Respectfully Submitted,

Michelle Kinnun

Executive Aide/Clerk of the Board