

**OXNARD HARBOR DISTRICT
BOARD MEETING
MINUTES
MONDAY, SEPTEMBER 14, 2015**

Jess Herrera, President

Dr. Manuel M. Lopez, Vice President
Jason T. Hodge, Commissioner

Arlene Fraser, Secretary
Mary Anne Rooney, Commissioner

The regular Board meeting of the Oxnard Harbor District, Board of Harbor Commissioners was called to order by President Jess Herrera at 5:30 p.m. on Monday, September 14, 2015 at 333 Ponoma Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

ROLL CALL

Present: Commissioners Fraser, Herrera, Hodge and Rooney (Commissioner Lopez arrived at 5:40 pm)
Absent: None

CONSENT AGENDA

1. **Minutes of the Regular Board Meeting of August 24, 2015 (Motion)**
2. **Revised Calendar of Events (Motion)**
3. **2015 Oxnard Harbor District Standing Board & Committee Calendar (Information)**

Consent Item 4 pulled for discussion.

Motion to approve the Consent Agenda Items 1 through 3 as submitted, Commissioner Rooney; Seconded, Commissioner Hodge.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Hodge and Rooney
NOES: None
ABSENT: Commissioner Lopez

President Herrera declared the motion carried.

4. **Consideration of Ratification and/or Approval of District Disbursements for the period of August 18, 2015 to September 9, 2015 (Information)**

Mr. Andrew Palomares noted the Ratification and/or Approval of District Disbursements format has changed and has since been updated. Legal has reviewed and approved new format. A copy of the new format was given to Commissioners and made available for the public.

Motion to approve Item 4 as submitted, Commissioner Rooney; Seconded, Commissioner Hodge.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Hodge and Rooney
NOES: None
ABSENT: Commissioner Lopez

President Herrera declared the motion carried.

CEO & PORT DIRECTOR

1. CEO & Port Director's Update

Ms. Kristin Decas updated the Board of Harbor Commissioners on the promotion of Christina Birdsey to Director of Operations & Engineering. Ms. Decas also spoke about the upcoming Banana Festival; the Strategic Plan; Sacramento Representation and the Port Security Grant.

(Note: Commissioner Lopez arrived)

2. Update on Banana Festival

Ms. Decas and Ms. Kellie Mehan gave an update to the Board of Harbor Commissioners on the upcoming Banana festival.

3. Update on Trade Mission

Mr. Gus Hein updated the Board of Harbor Commissioners on the upcoming Trade Mission.

4. Procurement Schedule

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

5. Policy Schedule

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

BOARD COMMUNICATION

The Commissioners reported on meetings attended over the past month and upcoming meetings for September 2105.

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 the Association for Unmanned Vehicle Systems International – Channel Islands Chapter's 2nd Annual Symposium Sponsorship

Motion to approve a table sponsorship of the Association for Unmanned Vehicle Systems International Symposium in the amount of \$500, Commissioner Hodge; Seconded, Commissioner Fraser.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Hodge Lopez and Rooney

NOES: None

ABSENT: None

President Herrera declared the motion carried.

CHIEF OPERATIONS OFFICER REPORT

1. Chief Operations Officer's Update - Oral

Mr. Demers gave an update to the Board.

2. Consideration of Approval of Professional Services for Capital Planning Support to CBRE/Whitesone

Motion to approve professional services for capital planning support to CBRE/Whitesone in the amount of \$76,120, Commissioner Hodge; Seconded, Commissioner Fraser.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Hodge Lopez and Rooney

NOES: None

ABSENT: None

President Herrera declared the motion carried.

3. Consideration of Purchase of Mobile Message Boards through Statewide Traffic Safety & Signs

Motion to approve purchase of mobile message boards through Statewide Traffic Safety & Signs in the amount of \$34,000.08, Commissioner Rooney; Seconded, Commissioner Fraser.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Hodge Lopez and Rooney

NOES: None

ABSENT: None

President Herrera declared the motion carried.

CHIEF FINANCE & ADMISTRATIVE OFFICER REPORT

1. Chief Finance & Administrative Officer's Update

Mr. Palomares gave an update to the Board.

2. Consideration of Oxnard Harbor District Administrative Policy No. 401.2 - Investment and Designation of Treasurer Policy as Required Each Year

Mr. Heinz, County Tax Collector gave an overview of the Ventura County Treasury Investment Pool.

Commissioner Rooney noted the need to correct the names as listed of the Oxnard Harbor District and the Ventura County Treasury Investment Pool to their official names.

Motion to approve Oxnard Harbor District Administrative Policy No. 401.2 - Investment and Designation of Treasurer Policy with correction to names, Commissioner Hodge; Seconded, Commissioner Fraser.

The vote was as follows:

AYES: Commissioners Fraser, Herrera, Hodge Lopez and Rooney

NOES: None

ABSENT: None

President Herrera declared the motion carried.

3. Consideration of Resolution No. 1153, A Resolution of the Board of Harbor Commissioners Designating Treasurer and Deputy Treasurer and Authorizing Investments

Motion to approve Resolution No. 1153, A Resolution of the Board of Harbor Commissioners Designating Treasurer and Deputy Treasurer and Authorizing Investments, Commissioner Hodge; Seconded, Commissioner Rooney.

The vote was as follows by roll call:

AYES: Commissioners Fraser, Herrera, Hodge Lopez and Rooney

NOES: None

ABSENT: None

President Herrera declared the motion carried.

4. Consideration of Resolution No. 1154, A Resolution of the Board of Harbor Commissioners to Add Ventura County Treasury Investment Pool to List of Investments Choices

Commissioner Rooney noted the need to correct the names as listed of the Oxnard Harbor District and the Ventura County Treasury Investment Pool to their official names and to correct from Excess fund to General Fund.

Motion to approve, with correction of names, Resolution No. 1154, A Resolution of the Board of Harbor Commissioners to add Ventura County Treasury Investment Pool to list of investments choices, Commissioner Rooney; Seconded, Commissioner Hodge.

The vote was as follows by roll call:

AYES: Commissioners Fraser, Herrera, Hodge Lopez and Rooney

NOES: None

ABSENT: None

President Herrera declared the motion carried.

BOARD OF HARBOR COMMISSIONERS COMMENTS

None.

PUBLIC COMMENT

Mr. Mike Ramirez thanked the Board of Harbor Commissioners for their support of the Special Olympics and showed a video in appreciation.

Mr. Heinz mentioned there was an open spot in the Treasury Oversight Committee.

ADJOURNMENT

There being no further business to come before the Board, President Herrera moved to adjourn the meeting. Meeting adjourned at 6:56 p.m.

Respectfully Submitted,

Michelle Kinnun
Executive Aide/Clerk of the Board