

**OXNARD HARBOR DISTRICT  
BOARD MEETING  
MINUTES  
MONDAY, NOVEMBER 23, 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 Secretary Arlene Fraser at 5:35 p.m. on Monday, November 23, 2015 at 333 Ponomo Street, Port Hueneme, California. Following the Pledge of Allegiance, roll call was taken.

**ROLL CALL**

Present: Commissioners Fraser, Hodge, Rooney and Lopez  
Absent: Commissioner Herrera

**CONSENT AGENDA**

1. **Minutes of the Regular Board Meeting of November 9, 2015**
2. **Revised Calendar of Events**
3. **2015 Oxnard Harbor District Standing Board & Committee Calendar**
4. **Consideration of Ratification and/or Approval of District Disbursements for the period of November 5, 2015 to November 18, 2015**
5. **Consideration of Additions/Amendments to Vendors and Purchase Order Lists for Fiscal Year 2015-2016**

Motion to approve Consent Items 1 through 5, Commissioner Rooney; Seconded, Commissioner Hodge.

The vote was as follows:

AYES: Commissioners Fraser, Hodge, Lopez and Rooney

NOES: None

ABSENT: Commissioner Herrera

Secretary Fraser declared the motion carried.

**CEO & PORT DIRECTOR**

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

Ms. Kristin Decas noted we are drafting amendments to the Tariffs, including rates and adjustments. Staff is working with our customers to be open and transparent and to keep them informed. The hope is to bring the adjustments back at a December meeting and then have a Public Hearing in January. Staff will then work with a professional consultant over the course of the next year to do a much more comprehensive and thorough scrub of the Tariff. The Tariff is old and needs updating to remove archaic language. Ms. Decas also noted on grants, we are exploring rigorously Cap and Trade funds to support our Shoreside Power system including new technologies and a cord extension to the existing vault systems. Ms. Decas noted on the

deepening project, the PPA is with the Army Corp for signature. Ms. Decas also noted the upcoming events including the Employee Recognition event and the Holiday Open House.

**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 for Approval of Assignment of Subleases on NCEL Property**

Ms. Decas noted the signature of the Assignment of Subleases on NCEL Property should have been signed by the City of Port Hueneme Surplus Property Authority Manager and not the City Manager. Legal counsel has asked the City for corrected documents reflecting proper signatures by authorized representatives of the City's Surplus Property Authority.

Motion to approve Assignment of Subleases on NCEL Property once signed by the City of Port Hueneme Surplus Property Authority Manager, Commissioner Hodge; Seconded, Commissioner Rooney.

The vote was as follows:

AYES: Commissioners Fraser, Hodge, Lopez and Rooney

NOES: None

ABSENT: Commissioner Herrera

Secretary Fraser declared the motion carried.

**BOARD COMMUNICATION**

The Commissioners reported on meetings attended over the past month and upcoming meetings for December 2015.

**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 Professional Services Agreement with Searle Creative for Special Events, Marketing Services, Web Services and Event Management**

Commissioner Rooney recused herself and stepped out of the meeting during consideration of and voting on this item due to a perceived potential conflict of interest and out of an abundance of caution, though not legally required to do so under the Political Reform Act.

Motion to approve Professional Services Agreement with Searle Creative for Special Events, Marketing Services, Web Services and Event Management, Commissioner Hodge; Seconded, Commissioner Lopez.

The vote was as follows:

AYES: Commissioners Fraser, Hodge, and Lopez

NOES: None

ABSENT: Commissioner Herrera & Rooney

Secretary Fraser declared the motion carried.

## **CHIEF OPERATIONS OFFICER REPORT**

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

Mr. Demers gave an update to the Board of Harbor Commissioners.

### **2. Consideration for Approval of Professional Services Agreement for the Preparation of a Supplemental Environmental Impact Report Related to Cargo Throughput Expansion**

Motion to approve Professional Services Agreement for the Preparation of a Supplemental Environmental Impact Report Related to Cargo Throughput Expansion, Commissioner Rooney; Seconded, Commissioner Hodge.

The vote was as follows:

AYES: Commissioners Fraser, Hodge, Lopez and Rooney

NOES: None

ABSENT: Commissioner Herrera

Secretary Fraser declared the motion carried.

### **3. Consideration for Approval of Professional Services Agreement for Project Management Team Support**

Motion to approve Professional Services Agreement for Project Management Team Support, Commissioner Rooney; Seconded, Commissioner Hodge.

The vote was as follows:

AYES: Commissioners Fraser, Hodge, Lopez and Rooney

NOES: None

ABSENT: Commissioner Herrera

Secretary Fraser declared the motion carried.

## **CHIEF FINANCE & ADMINISTRATIVE OFFICER REPORT**

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

Mr. Palomares updated the Board of Harbor Commissioners.

### **2. Treasurers Report**

Motion to approve the August 2015 Treasurers Report as submitted, Commissioner Hodge; Seconded, Commissioner Rooney.

The vote was as follows:

AYES: Commissioners Fraser, Hodge, Lopez and Rooney

NOES: None

ABSENT: Commissioner Herrera

Secretary Fraser declared the motion carried.

## **BOARD OF HARBOR COMMISSIONERS COMMENTS**

No Comments

**PUBLIC COMMENT**

Mr. Jim Hensley wished the Board of Harbor Commissioners a nice Thanksgiving.

**ADJOURNMENT**

There being no further business to come before the Board, Secretary Fraser moved to adjourn the meeting. Meeting adjourned at 6:06 p.m.

Respectfully Submitted,

Michelle Kinnun

Executive Aide/Clerk of the Board