



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Chris Stephens, Chairman
Brian Brennan, Vice Chairman
Jean Getchell, Secretary
Everard Ashworth, Commissioner
Jackie Gardina, Commissioner

Oscar Peña, General Manager
Brian Pendleton, Deputy General Manager
Timothy Gosney, Legal Counsel
Jessica Rauch, Clerk of the Board

PORT COMMISSION AGENDA REGULAR MEETING APRIL 3, 2019 AT 7:00PM VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE VENTURA, CA 93001

A **Closed Session** of the Board will be held at **5:00PM** at the Port District Office located at 1603 Anchors Way Drive, Ventura, CA, to discuss the items on the Attachment to Agenda-Closed Session Conference with Legal Counsel.

The Board will convene in **Open Session** at the Port District Office located at 1603 Anchors Way Drive for its Regular Meeting at **7:00PM**.

ADMINISTRATIVE AGENDA:

CALL TO ORDER: *By Chairman Chris Stephens.*

PLEDGE OF ALLEGIANCE: *By Chairman Chris Stephens.*

ROLL CALL: *By the Clerk of the Board.*

ADOPTION OF AGENDA (3 minutes)

Consider and approve, by majority vote, minor revisions to agenda items and/or attachments and any item added to, or removed/continued from the Port Commission's agenda. Administrative Reports relating to this agenda and materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the Port District's office located at 1603 Anchors Way Drive, Ventura, CA during business hours as well as on the District's website - www.venturaharbor.com. Each item on the agenda shall be deemed to include action by an appropriate motion, resolution or ordinance to take action on any item.

APPROVAL OF MINUTES (3 minutes)

The Minutes of the March 20, 2019 Regular Meeting will be considered for approval.

PUBLIC COMMUNICATIONS (3 minutes)

The Public Communications period is set aside to allow public testimony on items not on today's agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair.

CLOSED SESSION REPORT (3 minutes)

Closed Sessions are not open to the public pursuant to the Brown Act. Any reportable actions taken by the Commission during Closed Session will be announced at this time.

BOARD COMMUNICATIONS (5 minutes)

Port Commissioner's may present brief reports on port issues, such as seminars, meetings and literature that would be of interest to the public and/or Commission, as a whole. Port Commissioner's must provide a brief summary and disclose any discussions he or she may have had with any Port District Tenants related to Port District business.

STAFF COMMUNICATIONS (5 minutes)

Ventura Port District Staff will update the Commission on important topics if needed.

LEGAL COUNSEL REPORT (5 minutes)

STANDARD AGENDA:

1) Award of Bid for the Ventura Harbor Village ADA Compliant Restroom Remodel and the Ventura Harbor Village Trash Enclosure Improvements Projects at 1591 Spinnaker Drive (5 minutes)

Recommended Action: Voice Vote.

That the Board of Port Commissioners award the Ventura Harbor Village ADA Compliant Restroom Remodel and Ventura Harbor Village Trash Enclosure Improvements Projects to Pueblo Construction Inc. in the amount of \$149,276.91.

2) Adoption of Resolution No. 3370 for the Creation of an Accountant I and Accountant II Position and Rescind Resolution No. 3355 (10 minutes)

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3370 for the creation of an Accountant I and Accountant II position in the non-represented salary schedule and to rescind Resolution No. 3355 approved on July 11, 2018.

3) Harbor Patrol 24/7 Program (15 minutes)

Recommended Action: Informational.

That the Board of Port Commissioners receive a report from Harbormaster John Higgins on the implementation strategy for the Harbor Patrol 24/7 program.

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

This agenda was posted on Friday, March 29, 2019 by 5:00 p.m. at the Port District Office and online at www.venturaharbor.com - Port District Business - Meetings and Agendas.

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*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Ventura Port District at (805) 642-8538. Notification 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility.
(28 CFR 35.102.35.104 ADA Title II)*

**ATTACHMENT TO PORT COMMISSION AGENDA
CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL**

WEDNESDAY, APRIL 3, 2019

1. Conference with Real Property Negotiators - Per Government Code Section 54956.8:

- a) Property: **1559 Spinnaker Drive #101**
Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
Under Negotiation: Coastal Marine Biolabs Integrative Biosciences Program, Inc.
New Lease
- b) Property: **1410 Angler Court**
Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
Under Negotiation: Ventura Harbor Storage Enterprises, LLC
New Lease
- c) Property: **1410 Angler Court**
Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
Under Negotiation: Karen Dupuy dba Harbor Boat and Self-Storage
New Sublease (Verbal Report)
- d) Property: **Federal Authorized Sea Bottom**
Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
Under Negotiation: Army Corps of Engineers
Sea Bottom Aquaculture Master Permit (Verbal Report)

2. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Section 54956.9(d)(4): One (1) case. (Verbal Report)

3. Conference with Legal Counsel – Pending Litigation per Section 54956.9(d)(1): Chrysiliou Living Trust, et. al, v. Ventura Port District, Case No. 56-2018-CU-PA-VTA. (Verbal Report)

4. Conference with Legal Counsel - Pending Litigation per Government Code Section 54956.9(d)(1): Rosemary Lazard vs. Ventura Port District; Case No. 56-2017-00500990-CU-PO-VTA. (Verbal Report)

5. Conference with Legal Counsel - Pending Litigation per Government Code Section 54956.9(d)(1): Sandra Aiken, Ashley Hwang, Janice Hwang, and Priscilla Levy vs. Ventura Port District Public Facilities Corporation DBA Ventura Harbor Village, and Does 1-20 Inclusive, Ventura Superior Court Case No. 56-2018-00513846-CU-MC-VTA. (Verbal Report)

6. Conference per Government Code Section 54957(b)(1): To consider appointment of a General Manager effective May 1, 2019 and to consider appointment of a Business Operations Manager. (Verbal Report)

7. Conference with Labor Negotiators - Per Government Code Section 54957.6:

- a) Employee Units: **Part-Time Harbor Patrol Officers**
Groups: Service Employees International Union (SEIU), Local 721
Negotiating Parties: Oscar Peña, Brian Pendleton, John Higgins, Timothy Gosney
Under Negotiation: **Labor Negotiations** (Verbal Report)



BOARD OF PORT COMMISSIONERS

APRIL 3, 2019

APPROVAL OF MINUTES

MARCH 20, 2019

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF MARCH 20, 2019



The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Chris Stephens at 7:08PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

Chris Stephens, Chairman
Brian Brennan, Vice Chairman
Jean Getchell, Secretary
Everard Ashworth
Jackie Gardina

Commissioners Absent:

None.

Port District Staff:

Oscar Peña, General Manager
Brian Pendleton, Deputy General Manager
John Higgins, Harbormaster
Joe Gonzalez, Facilities Manager
Gloria Adkins, Accounting Manager
Robin Baer, Property Manager
Dave Werneburg, Marina Manager
Jennifer Talt-Lundin, Marketing Manager
Richard Parsons, Consultant
Jessica Rauch, Clerk of the Board

Legal Counsel:

Timothy Gosney
Collin Spillman

AGENDA

CALL TO ORDER: By Chairman Stephens at 7:08PM.

PLEDGE OF ALLEGIANCE: By Commissioner Brennan.

ROLL CALL: All Commissioners were present.

ADOPTION OF AGENDA

ACTON: Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to adopt the March 20, 2019 agenda.

APPROVAL OF MINUTES

The Minutes of the February 20, 2019 Regular Meeting were considered as follows:

ACTION: Commissioner Brennan moved, seconded by Commissioner Getchell and carried by a vote of 5-0 to approve the February 20, 2018 Regular Meeting Minutes.

PUBLIC COMMUNICATIONS: Michael Wagner, Jim Colomy, Mark McCambly, Kip Whited, Terry Wilmarth, Mark Schowes, and Harvey Taylor expressed their concerns about losing the fisherman's storage lot and agree that it is a huge benefit to the Harbor and its fishermen. Sam Sadove also expressed his concerns about the fisherman's storage lot, would like to see a nationwide recruitment for the replacement of the General Manager and is concerned about the funding reported in The Log for the VSE Project permitting. Orestis Simons also expressed that the fisherman's storage lot is important and he wants to see a change for the better.

CLOSED SESSION REPORT: Mr. Gosney stated that the Board met in closed session; discussed and reviewed all items except Item 6. Staff was given instructions on how to proceed as appropriate and there was no action taken that is reportable under The Brown Act. The Commission will reconvene after open session to review and discuss Item 6.

BOARD COMMUNICATIONS: Commissioner Ashworth reported on his attendance at the World Aquaculture Society Conference in New Orleans. Commissioner Getchell had communications with Michael Wagner, Lynn Mikelatos, Chuck Ormson, Coastal Marine Biolabs, Sam Sadove, Gina Dorrington, Honey Walters and Nicole Gordon. Commissioner Brennan reported on the CMANC meeting in Washington DC.

STAFF COMMUNICATIONS: Mr. Pendleton briefed the Commission on the Washington DC CMANC meeting. He also reported that Coastal Architects has turned in a full submission to the City for the Harbor Village Painting Project and gave a brief update on the VSE project. Mr. Peña gave an update on the Anchors Way Drive improvements. Richard Parsons gave a dredging update.

LEGAL COUNSEL REPORT: None.

CONSENT AGENDA:

A) Approval of Out of Town Travel Requests

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the out of town travel requests for the following employees:

- 1) Maintenance Supervisor, Sergio Gonzalez to travel to Long Beach, CA to participate in the Annual ManagerPlus Software Training Seminar;
- 2) Harbormaster, John Higgins to travel to Newport, Oregon to participate in the Pacific Congress of Harbormasters Conference; and
- 3) Marketing Manager, Jennifer Talt-Lundin to travel to Monterey, CA to participate in the Central Coast Tourism Annual Board Retreat and Meeting.

ACTION: Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to approve the out of town travel requests for Maintenance Supervisor, Sergio Gonzalez to travel to Long Beach, CA to participate in the Annual ManagerPlus Software Training Seminar; Harbormaster, John Higgins to travel to Newport, Oregon to participate in the Pacific Congress of Harbormasters Conference; and Marketing Manager, Jennifer Talt-Lundin to

travel to Monterey, CA to participate in the Central Coast Tourism Annual Board Retreat and Meeting.

B) Approval of 2019 Lifeguard Services Contract

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorizes the General Manager to enter into a contract with State Parks to provide Lifeguard Services from mid-May 2019 through Labor Day 2019 at Harbor Cove and Surfers Knoll beaches for \$88,682.40.

ACTION: Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to authorize the General Manager to enter into a contract with State Parks to provide Lifeguard Services from mid-May 2019 through Labor Day 2019 at Harbor Cove and Surfers Knoll beaches for \$88,682.40.

STANDARD AGENDA:

1) Coastal Marine Biolabs Current Activities Presentation

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation from Coastal Marine Biolabs on their current activities.

ACTION: The Board of Port Commissioners received a presentation on Coastal Marine Biolabs current activities from Linda Santschi, Ph.D. and Ralph Imondi, Ph.D.

Public Comment: Joe Bova and Darcy Duffy shared their support and enthusiasm for the Coastal Marine Biolabs educational program.

2) Approval of Financial Statements and Checks for July through September 2018

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3368 to:

- a) Accept the following financial statements for the Quarter ended September 30, 2018; and
- b) Review the payroll and regular checks for July through September 2018.

ACTION: Commissioner Brennan moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to adopt Resolution No. 3368 to accept the financial statements for the Quarter ended September 30, 2018; and review the payroll and regular checks for July through September 2018.

3) Approval of Notice of Proposed Ordinance No. 52 for the Amendment of Ordinance No. 48

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3368 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance No. 52 for the Amendment of Ordinance No. 48 in a newspaper of general circulation.

ACTION: Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to adopt Resolution No. 3368 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance No. 52 for the Amendment of Ordinance No. 48 in a newspaper of general circulation.

4) Proposed Lease Management Policy for Ventura Harbor Village

Recommended Action: Informational Report.

That the Board of Port Commissioners receive an informational report concerning a proposed Lease Management Policy for Ventura Harbor Village.

ACTION: The Board of Port Commissioners received an information report on a proposed Lease Management Policy for Ventura Harbor Village. The Board gave the following direction:

Commissioner Getchell – Asked how can we equably deal with an entity like Coastal Marine Biolabs, who is a non-profit and provides public education, in contrast to a profitable organization and keep them here?

Commissioner Ashworth – Sees a lot of efficiencies with a standardized lease; thinks the thresholds make perfect sense and staff should move forward with what they are suggesting, however, reviewing leases in closed session and on the consent agenda is a useful tool.

Commissioner Brennan – He concurs with Commissioner Ashworth's comments.

Commissioner Gardina – Sees the efficiencies behind it, but wonders when granting discretion to the General Manager if it's being exercised within a broader strategic plan and priorities set by the Board. Has the Board set forth a larger leasing strategy and leasing priorities so that that discretion is being exercised within that context?

Commissioner Stephens – Consider an appeal process from a tenant if they feel the lease negotiation or lease offer was not appropriate. Also, doesn't think the Board needs to approve tenant equipment replacements that are over the \$25,000 threshold.

Public Comment: Sam Sadove said you need to be cognizant of the financial requirements for the tenants themselves in terms of your terms of lease. Mr. Cooper asked if the District will be governing leasing at the Portside development.

AGENDA PLANNING GUIDE AND REQUEST FOR FUTURE AGENDA ITEMS: Commissioner Getchell asked about a policy regarding release of public information.

ADJOURNED TO CLOSED SESSION AT 9:12PM

RECONVENED PUBLIC SESSION AT 10:30PM

CLOSED SESSION REPORT: Mr. Gosney stated that the Board met in closed session; discussed and reviewed Item 6 on the closed session agenda. Staff was given instructions as to how to proceed as appropriate and there was no action taken that is reportable under The Brown Act.

ADJOURNMENT: The meeting was adjourned at 10:32PM.

Secretary



BOARD OF PORT COMMISSIONERS

APRIL 3, 2019

STANDARD AGENDA ITEM 1

AWARD OF BID FOR THE VENTURA
HARBOR VILLAGE ADA COMPLIANT
RESTROOM REMODEL AND THE
VENTURA HARBOR VILLAGE TRASH
ENCLOSURE IMPROVEMENTS
PROJECTS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: April 03, 2019

TO: Board of Port Commissioners
FROM: Joe Gonzalez, Facilities Manager
SUBJECT: Award of Bid for the Ventura Harbor Village ADA Compliant Restroom Remodel and Trash Enclosure Improvements Projects at 1591 Spinnaker Drive

RECOMMENDATION:

That the Board of Port Commissioners award the Ventura Harbor Village ADA Compliant Restroom Remodel and Ventura Harbor Village Trash Enclosure Improvements Projects to Pueblo Construction Inc. in the amount of \$149,276.91.

SUMMARY:

On March 14, 2019 competitive bids for the Ventura Harbor Village ADA Compliant Restroom Remodel/Trash Enclosure Improvements were received and opened. Six bids were received, and Pueblo Construction Inc. was the apparent low bidder.

BACKGROUND:

The ADA Compliant Restroom Remodel is to upgrade the men's and women's public restrooms to provide for handicap accessibility consistent with the current building code, this project is part of our five year capital improvement plan.

The Trash Enclosure Improvements will modify the existing trash enclosure to enhance the handicap accessibility and to provide a weather resistant roof covering consistent with current environmental requirements.

FISCAL IMPACT:

\$80,000 has been budgeted under the FY2018-2019 Capital Improvements budget for the Ventura Harbor Village Trash Enclosure Improvements. The bid is within this amount at \$58,174.25.

\$190,000 has been budgeted under FY2018-2019 Capital Improvements budget for the Ventura Harbor Village ADA Compliant Restroom Remodel. The bid is within this amount at \$91,102.66.

ATTACHMENTS:

Attachment 1 - Bid Tabulation

ATTACHMENT 1

Project Name: 1591 Spinnaker Dr ADA Restrooms/Trash Enclosure

Date of Bid Opening Date/Time: Thursday, March 14th @ 11AM

Location: Ventura Port District Administration Office

	Bidder's Name:	Bid Item #1 = ADA Restrooms	Bid Item #2 = Trash Enclosure	Total
1	Pueblo Construction Inc.	91,102. ⁶⁶ / ₁₀₀	58,174. ²⁵ / ₁₀₀	149,276. ⁹¹ / ₁₀₀
2	Kipi Inc.	104,448. ⁰⁰ / ₁₀₀	65,900. ⁰⁰ / ₁₀₀	170,348. ⁰⁰ / ₁₀₀
3	G2K Construction Inc.	246,600. ⁰⁰ / ₁₀₀	82,000. ⁰⁰ / ₁₀₀	328,600. ⁰⁰ / ₁₀₀
4	TOMAK Construction Inc.	137,800. ⁰⁰ / ₁₀₀	47,970. ⁰⁰ / ₁₀₀	185,770. ⁰⁰ / ₁₀₀
5	BODAGGER Builders	103,454. ⁰⁰ / ₁₀₀	61,260. ⁰⁰ / ₁₀₀	164,714. ⁰⁰ / ₁₀₀
6	EJS Construction Inc.	113,800. ⁰⁰ / ₁₀₀	58,900. ⁰⁰ / ₁₀₀	172,700. ⁰⁰ / ₁₀₀
7				
8				
9				
10				
11				

Owner:

Ventura Port District
1603 Anchors Way Drive

Ventura, CA 93001

Ph: 805.642.8538

Fx: 805.658.2249

Compiled by: Jessica Rauch

Date: 3/12/19

Project Manager: Joe Gonzalez



BOARD OF PORT COMMISSIONERS

APRIL 3, 2019

STANDARD AGENDA ITEM 2

ADOPTION OF RESOLUTION No.
3370 FOR THE CREATION OF AN
ACCOUNTANT I AND ACCOUNTANT II
POSITION AND RESCIND RESOLUTION
No. 3355

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 2
Meeting Date: April 3, 2019

TO: Board of Port Commissioners
FROM: Brian Pendleton, Deputy General Manager
Gloria Adkins, Accounting Manager
SUBJECT: Adoption of Resolution No. 3370 for the Creation of an Accountant I and
Accountant II Position and Rescind Resolution No. 3355

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3370 for the creation of an Accountant I and Accountant II position in the non-represented salary schedule and to rescind Resolution No. 3355 approved on July 11, 2018.

SUMMARY:

Create two new positions in the Accounting Department to better accommodate the needs of the department, develop a career pathway for current and future employees and better meet the accounting needs of the District.

BACKGROUND:

In light of the retirement of a long standing Accounting Technician, staff took the opportunity to re-evaluate the needs of the Accounting Department. The department currently consists of three positions, the Accounting Manager and two Accounting Technicians. The second Accounting Technician was approved on July 11, 2018 with the adoption of the fiscal year 2018-19 budget.

As part of the re-evaluation, a review and survey was conducted using the City of Ventura, the City of Oxnard and the County of Ventura to evaluate the other agencies' accounting positions, job descriptions, and pay ranges. The addition of the Accountant I and Accountant II positions create the opportunity for advancement with the District and bring a skill set that will better serve the needs of the department. The two new proposed job descriptions are based on positions available in all three agencies surveyed. Staff believes that the skill set these two job descriptions bring to the District will be beneficial to the department and District operations.

It is staff's intention to recruit one person for the Accountant I position, thereby maintaining three employees in the department. The Accountant II position will remain open allowing for future career advancement in the department. The job descriptions clearly identify the work to be performed and provide the pathway to grow with the District.

FISCAL IMPACT:

Staffing levels will remain at three for the department. Due to the longevity and therefore compensation of the retired Accounting Technician, there will not be a fiscal impact for the first year.

The proposed monthly salary range of the Accountant I position is \$4,221 - \$5,909 and the range for the Accountant II position is \$4,690 - \$6,566. To be competitive with the other agencies, these two salary ranges match those of the County of Ventura for the same positions, while the cities of Oxnard and Ventura are higher.

ATTACHMENTS:

Attachment 1 – Resolution No. 3370
Attachment 2 – Accountant I Job Description
Attachment 3 – Accountant II Job Description



RESOLUTION NO. 3370

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE VENTURA PORT DISTRICT ESTABLISHING THE SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES OF THE DISTRICT FOR THE FISCAL YEAR 2018-2019

WHEREAS, on July 11, 2018, the Board of Port Commissioners (the "Board") passed, approved, and adopted at a regular meeting of the Board, Resolution No. 3355, wherein the Board established a salary schedule for non-represented employees for Fiscal Year 2018-19;

WHEREAS, the Board has determined that it is in the best interest of the District to amend the salary schedule to include two new classifications, Accountant I and Account II;

WHEREAS, as a result of such amendments, the Board finds it desirable and in the best interest of the District to rescind Resolution No. 3355 and to adopt the revised Resolution No.3370 in the manner set forth herein; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Port Commissioners of the Ventura Port District that the Salary Schedules set forth below shall become effective April 3, 2019:

Classification	Monthly Range
Accountant I	\$4,221 - \$5,909
Accountant II	\$4,690 - \$6,566
Accounting Manager*	\$6,058 - \$9,271
Accounting Technician	\$3,547 - \$5,428
Administrative Assistant/Clerk*	\$4,171 - \$6,383
Business Operations Manager*	\$8,006 - \$11,159
Custodian I	\$2,579 - \$3,948
Deputy General Manager*	\$9,923 - \$13,377
Electrical Technician	\$3,954 - \$6,049
Facilities Manager*	\$5,935 - \$8,648
Gardener	\$2,837 - \$4,342

Harbormaster	\$5,834 - \$8,930
Landscaper	\$3,403 - \$5,211
Maintenance Supervisor*	\$5,047 - \$7,724
Maintenance Worker I	\$2,838 - \$4,342
Maintenance Worker II	\$3,403 - \$5,211
Management Assistant	\$2,891 - \$4,423
Marina Manager*	\$4,995 - \$7,644
Marketing & Event Coordinator	\$3,579 - \$4,748
Marketing Manager*	\$5,441 - \$8,329
Mechanical Technician	\$3,954 - \$6,049
Property Manager*	\$5,935 - \$8,648
Senior Harbor Patrol Officer	\$5,073 - \$7,764

*Exempt Employee Status

Temporary Employee	Hourly Range
Dispatcher	\$15.00 - \$19.85
Administrative/Marketing Services	\$11.00 - \$24.85

BE IT FURTHER RESOLVED, that the General Manager's salary shall be negotiated with the Board. Any employee with an employment agreement shall have his or her rate of pay or salary established annually through negotiation with the General Manager and/or the Board in conjunction with the annual District budget; and

BE IT FURTHER RESOLVED, that all other rates of pay shall be confined to a Salary Resolution established by the Board and will be based on a range, and

BE IT FURTHER RESOLVED, that adjustments within a Pay Range will be based on individual merit. Merit encompasses an employee's knowledge, experience, ability, and performance, among other factors. A merit increase is considered as being earned by an employee. A merit increase is advancement to a higher rate in the employee's classification pay range. A merit increase is based on satisfactory or better work performance and must be accompanied by a current employee evaluation prepared and signed by the employee's supervisor and signed and approved by the General Manager. The employee shall acknowledge receipt of such evaluation and such salary increase on merit shall be subject to Board approval through the budget process; and

BE IT FURTHER RESOLVED that the District shall continue to contribute a maximum of \$600.00 per month toward the employee's cost of health and dental insurance. The District's Optional Benefit Plan shall continue to be \$475.00 per month. Those employees who choose not to participate in the District's health and dental insurance plans will receive \$216.00 as additional salary.

BE IT FURTHER RESOLVED that the District has implemented an employee vision plan effective July 1, 2018. The District shall contribute the monthly premiums for said vision plan for the employees and their dependents, as appropriate; and

BE IT FURTHER RESOLVED that the District shall no longer pay a percentage of the CalPERS Employer Paid Member contribution (EPMC) for the Non-represented Classic Miscellaneous employee group effective July 4, 2018; and

BE IT FURTHER RESOLVED that each year during the budget process and at such other times as the Board of Port Commissioners shall determine in its discretion, the Board of Port Commissioners shall review the Salary Range Plan to ensure that the specified salary ranges are appropriate for identified positions given the duties and responsibilities of such positions.

PASSED, APPROVED and ADOPTED this 3rd day of April, 2019 at the regular meeting of the Board of Port Commissioners of the Ventura Port District, Resolution No. 3370 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chris Stephens, Chairman

Attest:

Jean Getchell, Secretary

(Seal)

Ventura Port District

Classification Specification

Date Revised: April 03, 2019

JOB TITLE: ACCOUNTANT I

FLSA: Hourly—Non-Exempt

JOB SCOPE:

Under general supervision, receives training to perform and assist with professional accounting duties; compliance review; budgeting; grant accounting; financial analysis/reporting in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards; and performs related duties including bookkeeping, payroll and human resources.

This position is an entry-level classification in professional accounting. After two years of experience as an Accountant I, personnel in this position would be eligible to move up to the Accountant II position at the discretion of the Accounting Manager. The Accountant II position is differentiated by years of experience, independence exercised, and complexity of assignments handled.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Accounting Manager. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(includes but are not limited to the following)*

Accounting, Reporting and Bookkeeping

- Participates in the maintenance and analysis of all general ledger accounts and account sub-systems such as accounts payable, accounts receivable, payroll, fixed assets, and revenues.
- Participates in the budget preparation process; prepare budget worksheets for revenues, payroll and administrative expenses.
- Participates in the preparation of financial statements, schedules, and other statistical and financial reports.
- Participates in fund analysis by reviewing assigned general ledger accounts; makes adjustments, corrects errors and/or contacts other departments regarding issues.
- Interpret grant award agreements and monitors for compliance. Maintains support and expenditure documentation.
- Participates in the processing of accounts receivables, tenant accounts, posting of charges, payments, adjustments, billing, and reconciling of accounts; sets up new tenants, interpret and implement lease accounting and maintain tenant information.
- Participates in the processing of accounts payable, including verifying properly classified expenditures, posting invoices, and processing payments to vendors.

Managing Employee Benefits and Payroll Processing

- Maintains employee records and files directly related to salaries, payroll processing and workers compensation claims.
- Process workers' compensation claims and maintain updated employee claim packets.

ATTACHMENT 2

- Maintain and update status of workers' compensation claims; monitor and update employee return to work status, including limitations; coordinate with employee supervisors and General Manager.
- Provide administrative assistance on various employee benefit programs; answer employee questions and assist them in filing claims for benefits; interact with benefit plan providers to resolve coverage and claims issues on behalf of the employees; coordinate open enrollment activities.
- Prepare and file quarterly and annual payroll tax returns.
Participates in the processing of CalPERS payroll reporting; maintain employee CalPERS memberships.
- Process payroll time sheets; audits and reconciles payroll time sheets; processes payroll checks, deductions and taxes; maintains and monitors holiday, vacation, sick and special compensation ledgers; gathers and compiles information; which will effect employee payroll checks, including changes in salary, promotions, address changes and tax dependent changes.

ADDITIONAL JOB DUTIES:

- Assists customers, departments, and employees by providing fiscal information and answering questions.
- Performs a variety of general clerical duties, including answering the telephone, typing, maintaining files and records, copying, and processing the mail as needed.
- Receives and responds to complaints and questions from the general public relating to assigned area of responsibility, reviews problems and recommends corrective actions; prepare summary reports as required.
- Performs other related work as required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

KNOWLEDGE OF:

- Generally accepted accounting and auditing principles.
- Internal auditing principles and procedures related to accounts payable, accounts receivable, payroll and cash management.
- Advanced bookkeeping practices, including general ledger and fund accounting; double entry and accrual accounting.
- Basic principles of computerized accounting systems.
- Modern office procedures, practices, methods and equipment.

ABILITY TO:

- Analyze accounting procedures.
- Prepare a variety of budgets, financial statements, reports and analyzes.
- Reconcile financial documents and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the course of work.

ATTACHMENT 2

SKILL TO:

- Operate an office computer and a variety of word processing, spreadsheet, and software applications, including payroll and other financial systems.

EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS:

- A combination of education, training and experience equivalent to a bachelor's degree in accounting, or business administration with emphasis in accounting, and at least one year of professional accounting experience.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The person in this position works primarily in an indoor office environment, but may be required to travel to meet with others or for training purposes. Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

This position description is not a contract, and it is not intended to show every detail of the duties and responsibilities of the job. It is provided only to supply a general idea of what the position entails.

Ventura Port District

Classification Specification

Date Revised: April 03, 2019

JOB TITLE: ACCOUNTANT II

FLSA: Hourly—Non-Exempt

JOB SCOPE:

Under general supervision, perform and assist with professional accounting duties; compliance review; budgeting; grant accounting; and financial analysis/reporting in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards; and performs related duties including bookkeeping, payroll and human resources.

This position is a fully experienced journey-level classification in professional accounting. After two years of experience, Accountant I has the opportunity to move up to the Accountant II position at the discretion of the Accounting Manager. The Accountant II position is differentiated by years of experience, independence exercised, and complexity of assignments handled.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Accounting Manager. Incumbents do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(includes but are not limited to the following)*

Accounting, Reporting and Bookkeeping

- Maintains and analyzes all general ledger accounts and account sub-systems such as accounts payable, accounts receivable, payroll, fixed assets, and revenues.
- Participates in the budget preparation process; prepare budget worksheets for revenues, payroll and administrative expenses.
- Prepares financial statements, schedules, and other statistical and financial reports.
- Participates in fund analysis by reviewing assigned general ledger accounts; makes adjustments, corrects errors and/or contacts other departments regarding issues.
- Interpret grant award agreements and monitors for compliance. Maintains support and expenditure documentation.
- Participates in the processing of accounts receivables, tenant accounts, posting of charges, payments, adjustments, billing, and reconciling of accounts; sets up new tenants, interpret and implement lease accounting and maintain tenant information.
- Participates in the processing of accounts payable, including verifying properly classified expenditures, posting invoices, and processing payments to vendors.

Managing Employee Benefits and Payroll Processing

- Maintains employee records and files directly related to salaries, payroll processing and workers compensation claims.
- Process workers' compensation claims and maintain updated employee claim packets.
- Maintain and update status of workers' compensation claims; monitor and update employee return to work status, including limitations; coordinate with employee supervisors and General Manager.

ATTACHMENT 3

- Provide administrative assistance on various employee benefit programs; answer employee questions and assist them in filing claims for benefits; interact with benefit plan providers to resolve coverage and claims issues on behalf of the employees; coordinate open enrollment activities.
- Prepare and file quarterly and annual payroll tax returns.
- Prepare and file CalPERS contributions and reports; maintain employee CalPERS memberships.
- Processes payroll time sheets; audits and reconciles payroll time sheets; processes payroll checks, deductions and taxes; maintains and monitors holiday, vacation, sick and special compensation ledgers; gathers and compiles information; which will effect employee payroll checks, including changes in salary, promotions, address changes and tax dependent changes.

ADDITIONAL JOB DUTIES:

- Assists customers, departments, and employees by providing fiscal information and answering questions.
- Performs a variety of general clerical duties, including answering the telephone, typing, maintaining files and records, copying, and processing the mail as needed.
- Receives and responds to complaints and questions from the general public relating to assigned area of responsibility, reviews problems and recommends corrective actions; prepare summary reports as required.
- Performs other related work as required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

KNOWLEDGE OF:

- Generally Accepted Accounting Principles and Procedures (GAAP).
- Generally Accepted Auditing Standards (GAAS).
- Government Accounting Standards Board (GASB).
- Principles of financial methods of municipal government accounting and auditing.
- Internal auditing principles and procedures related to accounts payable, accounts receivable, payroll and cash management.
- Advanced bookkeeping practices, including general ledger and fund accounting; double entry and accrual accounting.
- Principles of computerized accounting systems.
- Modern office procedures, practices, methods and equipment.

ABILITY TO:

- Analyze accounting procedures.
- Recognize and resolve accounting, auditing, and internal control situations.
- Prepare a variety of budgets, financial statements, reports and analyzes.
- Reconcile financial documents and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the course of work.

SKILL TO:

- Operate an office computer and a variety of word processing, spreadsheet, and software applications, including payroll and other financial systems.

EXPERIENCE, EDUCATION, LICENSES, AND CERTIFICATIONS:

- A combination of education, training and experience equivalent to a bachelor's degree in accounting, or business administration with emphasis in accounting, and at least two years of professional accounting experience.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The person in this position works primarily in an indoor office environment, but may be required to travel to meet with others or for training purposes. Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

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BOARD OF PORT COMMISSIONERS

APRIL 3, 2019

STANDARD AGENDA ITEM 3

HARBOR PATROL 24/7 PROGRAM

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3

Meeting Date: April 3, 2019

TO: Board of Port Commissioners
FROM: Oscar Peña, General Manager
SUBJECT: Harbor Patrol 24/7 Program

RECOMMENDATION:

That the Board receive a report from Harbormaster John Higgins on the implementation strategy for the 24/7 Harbor Patrol program.

SUMMARY:

In the budget for the FY2018-19, the Board allocated \$135,000 in the budget for additional Harbor Patrol staffing to extend the operation to a 24/7 schedule. At that time, management anticipated the need for three additional full-time employees.

The District's Harbormaster has developed a schedule that consists of a twelve hour work schedule instead of the current 10 hour shifts worked by Harbor Patrol staff.

The Harbor Patrol under the leadership of John Higgins is prepared to implement this new 24/7 program.

BACKGROUND:

To successfully operate a 24/7 program, two new full-time (F/T) Harbor Patrol Officers I will be added to the eight officers already employed. The recruitment process will include qualified personnel within the Port District organization. In addition to the two new hires, the existing part-time Harbor Patrol Officers will be utilized for approximately 48 hours weekly in the 24/7 program.

The projected annual payroll (salary only) required for the 24/7 program is \$147,722. We believe the higher estimate is attributed to the increased wages and related benefits such as the nighttime differential which was approved in the last MOU for the F/T Harbor Patrol.

A meeting is scheduled with the SEIU to satisfy the 'meet and confer' requirements of the existing MOU. The SEIU is already aware of the change to a 24/7 schedule. The next steps are to meet and confer on:

- The proposed 12hr. shifts
- Start/Stop times
- Identify differential times
- Reach agreement on establishing overtime parameters

The transition to a twelve (12) hour schedule is a change to our employees and organization. As a result, both the General Manager and Deputy GM want to implement this twelve hour shift program on a six month trial period to evaluate the outcome of such an operation. Therefore, six months from the commencement of this program, the General Manager and Harbormaster will meet to evaluate benefits of the program. This will also allow us to re-evaluate any staffing issues related to the 24/7 program.

In considering the implementation of this 24/7 program, much time was allocated to compare a 10hr. shift vs 12hr. shifts. This trial period will also allow us to revisit this alternative if necessary.

Harbormaster John Higgins will provide any additional information required by the Board. I am grateful for all the input we received from most of the full-time Harbor Patrol on various scheduling ideas.

FISCAL IMPACT:

On a staffing level there will be a need for approximately \$25,000 for salary requirements for May and June. A more detailed budget will be prepared for the FY2019-20 budget to be approved by the Board.

ATTACHMENTS:

None