

# VENTURA PORT DISTRICT

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## BOARD OF PORT COMMISSIONERS MINUTES OF MARCH 22, 2017

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VENTURA  
PORT DISTRICT  
*Established 1952*

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

### **Commissioners Present:**

Everard Ashworth, Chairman  
Brian Brennan, Vice Chairman  
Jim Friedman, Secretary  
Bruce E. Smith  
Nikos Valance

### **Commissioners Absent:**

None

### **Port District Staff:**

Oscar Peña, General Manager  
Brian Pendleton, Business Operations Manager  
John Higgins, Harbormaster  
Gloria Adkins, Accounting Manager  
Frank Locklear, Marina Manager  
Joe Gonzalez, Facilities Manager  
Robin Baer, Property Manager  
Richard Parsons, Consultant  
Jessica Rauch, Clerk of the Board

### **Legal Counsel:**

Timothy Gosney  
Dominic Nunneri

## **AGENDA**

**CALL TO ORDER:** By Chairman Ev Ashworth at 7:08PM.

**PLEDGE OF ALLEGIANCE:** By Commissioner Brennan.

**ROLL CALL:** All Commissioners were present.

### **ADOPTION OF AGENDA**

**ACTON:** Commissioner Brennan moved, seconded by Commissioner Friedman and carried by a vote of 5-0 to adopt the March 22, 2017 agenda.

### **APPROVAL OF MINUTES**

The Minutes of February 22, 2017 Regular meeting were considered as follows:

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Friedman and carried by a vote of 5-0 to approve the minutes of the February 22, 2017 Regular Meeting.

**PUBLIC COMMUNICATIONS:** Andy Fernandez spoke about his concept for the Coffee Dock and Post space.

**CLOSED SESSION REPORT:** Mr. Gosney stated that the Board met in closed session; discussed and reviewed all items on the closed session agenda. However, the Commission will reconvene after open session for more discussion. Staff was given instructions on how to proceed as appropriate and there was no action taken that is reportable under The Brown Act.

**BOARD COMMUNICATIONS:** Commissioner Ashworth reported that he met with the Pacific Heritage Communities with Mr. Peña on their RFP elements. He also mentioned that the VSE Workshop 3 was last week and talked about his time in Washington D.C. for CMANC and VSE.

**STAFF COMMUNICATIONS:** Mr. Peña mentioned that Mermaid Madness has been going well. Mr. Parsons updated the Commission on Phase 3 and dredging.

**LEGAL COUNSEL REPORT:** None.

**CONSENT AGENDA:**

**A) Approval of Office Lease Amendment for GSA National Park Service**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve lease amendment #5 to extend the lease of Block A and Block D between the Ventura Port District dba Ventura Harbor Village and GSA/National Park Service, for the premises located at 1431 Spinnaker Drive and 1691 Spinnaker Drive #204, 206, 208,101B and 103.

**ACTION:** Commissioner Friedman moved, seconded by Commissioner Smith and carried by a vote of 5-0 to approve lease amendment #5 to extend the lease of Block A and Block D between the Ventura Port District dba Ventura Harbor Village and GSA/National Park Service, for the premises located at 1431 Spinnaker Drive and 1691 Spinnaker Drive #204, 206, 208,101B and 103.

**B) Approval of New Office Lease Agreement for Ken Caparoni dba Ken Caparoni State Farm Agent**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Ken Caparoni dba Ken Caparoni State Farm Agent for the premises located at 1583 Spinnaker Drive #210 consisting of a total of 637 square feet for a three year term.

**ACTION:** Commissioner Friedman moved, seconded by Commissioner Smith and carried by a vote of 5-0 to approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Ken Caparoni dba Ken Caparoni State Farm Agent for the premises located at 1583 Spinnaker Drive #210 consisting of a total of 637 square feet for a three year term.

**C) Approval of Charter, Retail and Dock Lease Agreement for Island Packers, Corp.**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Charter, Retail & Dock Lease Agreement between the Ventura Port District dba Ventura Harbor Village and The Island Packers, Corp dba Island Packers, Corp for the premises located at 1591 Spinnaker Drive #105B consisting of a total of 2,666 square feet for a five-year term with a four year option to extend.

**ACTION:** Commissioner Friedman moved, seconded by Commissioner Smith and carried by a vote of 5-0 to approve a new Charter, Retail & Dock Lease Agreement between the Ventura Port District dba Ventura Harbor Village and The Island Packers, Corp dba Island Packers, Corp for the premises located at 1591 Spinnaker Drive #105B consisting of a total of 2,666 square feet for a five-year term with a four year option to extend.

**D) Approval of Out of Town Travel Requests**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve two out of town travel requests for Harbormaster, John Higgins.

**ACTION:** Commissioner Friedman moved, seconded by Commissioner Smith and carried by a vote of 5-0 to approve two out of town travel requests for Harbormaster, John Higgins.

**E) Approval of Sublease between SHM Ventura Isle, LLC dba Ventura Isle Marina and Ventura County Shuttle, Inc.**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a one year Sublease between SHM Ventura Isle, LLC dba Ventura Isle Marina and Ventura County Shuttle, Inc.

**ACTION:** Commissioner Friedman moved, seconded by Commissioner Smith and carried by a vote of 5-0 to approve a one year Sublease between SHM Ventura Isle, LLC dba Ventura Isle Marina and Ventura County Shuttle, Inc.

**STANDARD AGENDA:**

**1) Approval of Financial Statement and Checks**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3329 to:

- a) Accept the following financial statements for the Quarter ended December 30, 2016; and
- b) Review the payroll and regular checks for October through December 2016.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Smith and carried by a vote of 5-0 to adopt Resolution No. 3329 to accept the following financial statements for the Quarter ended December 30, 2016; and review the payroll and regular checks for October through December 2016.

**2) Approval of Revision to the Ventura Port District's Procurement and Purchasing Policy**  
Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3330, revising the Ventura Port District's Procurement and Purchasing Policy and rescind Resolution No. 3257.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Friedman and carried by a vote of 5-0 to adopt Resolution No. 3330, revising the Ventura Port District's Procurement and Purchasing Policy and rescind Resolution No. 3257.

**3) Approval of Revision to the Board of Port Commissioners Protocols and Policies Manual**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the revision to the Board of Port Commissioners Protocols and Policies Manual.


**ACTION:** Commissioner Smith moved, seconded by Commissioner Friedman and carried by a vote of 5-0 to approve the revision to the Board of Port Commissioners Protocols and Policies Manual.

**AGENDA PLANNING GUIDE AND REQUEST FOR FUTURE AGENDA ITEMS:** None.

At conclusion of the **STANDARD AGENDA**, the Board reconvened in closed session at 7:30PM.

**CLOSED SESSION REPORT:** Mr. Gosney reported that during the reconvened closed session, the Board conducted further discussion on Item 1.c noted on the Attachment to the Agenda, being the real property negotiations under Government Code Section 54956.8 concerning Parcels 5 and 8. In addition, the Board conducted further discussion under Item 2 noted on the Attachment to the Agenda, being the potential litigation matter under Government Code Section 54956.9(d)(2). In both instances, the Board merely gave additional instructions to staff and legal counsel, and there was no reportable action taken under the Brown Act.

**ADJOURNMENT:** The meeting was adjourned at 9:45PM.

  
Secretary