



**Minutes of Regular Meeting of the Ventura Port District
Board of Port Commissioners Held September 9, 2015**

The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 12:35PM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

Jim Friedman, Chair
Gregory L. Carson
Bruce E. Smith
Nikos Valance

Commissioners Absent:

Everard Ashworth, Vice Chair

Port District Staff:

Oscar Peña, General Manager
John Higgins, Harbormaster
Brian Pendleton, Business Operations Manager
Joe Gonzalez, Facilities Manager
Gloria Adkins, Accounting Manager
Frank Locklear, Marina Manager
Jennifer Talt-Lundin, Marketing Manager
Richard Parsons, Consultant
Robbie Armstrong-Dunham, Management Assistant
Jessica Rauch, Clerk of the Board

Legal Counsel:

Chris Chan

AGENDA

CALL TO ORDER: By Chair, Jim Friedman at 12:35PM.

PLEDGE OF ALLEGIANCE: By Commissioner Valance.

ROLL CALL: Commissioner Ashworth was absent.

ADOPTION OF AGENDA

ACTON: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 4-0 to adopt the September 9, 2015 agenda.

APPROVAL OF MINUTES

The Minutes of July 22, 2015 regular meeting were considered as follows:

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 4-0 to approve the minutes of the July 22, 2015 regular meeting.

PUBLIC COMMUNICATIONS: Michael Wagner, owner of Andria's, updated the Commission on the wooden nickel promotion program he initiated. Sandra and Janice, owners of Coffee Dock and Post, believe there needs to be more money for marketing efforts. John Cooke, Mobile Home Liaison, attended Pirates Day with his grandchildren and was taken aback when a pirate made a comment about tips.

CLOSED SESSION REPORT: Mr. Chan stated that the Board met in closed session; discussed and reviewed all items 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.

BOARD COMMUNICATIONS: None.

DEPARTMENTAL STAFF REPORTS: Richard Parsons, Project Manager, updated the Commission on the Village Accessibility Improvements, the Jib Crane and the re-roofing project. Gloria Adkins, Accounting Manager, reported on the audit. Brian Pendleton, Business Operations Manager, reported that staff is implementing an expanded leasing strategy and making great efforts to market our vacancies.

LEGAL COUNSEL REPORT: None.

CONSENT AGENDA: (5 minutes)

A) Approval of New Restaurant Lease Agreement for The Greek Mediterranean Steak & Seafood

Recommended Action: Motion

That the Board of Port Commissioners approves by motion a new Restaurant lease agreement between the Ventura Port District dba Ventura Harbor Village and the Greek at the Harbor Restaurant, Inc. dba The Greek Mediterranean Steak & Seafood for the premises located at 1583 Spinnaker Drive #101 consisting of a total of 3,765 square feet for a three (3) year term with a five (5) year option to extend.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 4-0 to approve a new Restaurant lease agreement between the Ventura Port District dba Ventura Harbor Village and the Greek at the Harbor Restaurant, Inc. dba The Greek Mediterranean Steak & Seafood for the premises located at 1583 Spinnaker Drive #101 consisting of a total of 3,765 square feet for a three (3) year term with a five (5) year option to extend.

Public Comment: Lynn Mikelatos, owner of The Greek, reported that The Greek now has new menus and a wireless POS system. She is very excited for the future and her goal is to double sales.

B) Approval of New Office Lease Agreement for Ahmad Vahedian, Ph.D.

Recommended Action: Motion

That the Board of Port Commissioners approves by motion a new Office lease agreement between the Ventura Port District dba Ventura Harbor Village and Ahmad Vahedian, Ph.D for the premises located at 1575 Spinnaker Drive #204C consisting of a total of 275 square feet for a two (2) year term.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 4-0 to approve a new Office lease agreement between the Ventura Port District dba Ventura Harbor Village and Ahmad Vahedian,

Ph.D for the premises located at 1575 Spinnaker Drive #204C consisting of a total of 275 square feet for a two (2) year term.

C) Approval of Out of Town Travel Requests

Recommended Action: Motion

That the Board of Port Commissioners approve by motion the Out of Town Travel Requests for Consultant, Richard Parsons, Harbormaster, John Higgins, and Electrician, John Collins.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 4-0 to approve the Out of Town Travel Requests for Consultant, Richard Parsons, Harbormaster, John Higgins, and Electrician, John Collins.

D) Approval of New Conflict of Interest and Disclosure Code

Recommended Action: Resolution No. 3283.

That the Board of Port Commissioners adopt Resolution No. 3283 to approve the new Conflict of Interest Code Policy and rescind Resolution No. 3060 and all prior versions of the Code, which were previously passed, approved, and adopted by the Board.

ACTION: Commissioner Carson moved, seconded by Commissioner Valance and carried by a vote of 4-0 to adopt Resolution No. 3283 approving the new Conflict of Interest Code Policy and rescind Resolution No. 3060 and all prior versions of the Code, which were previously passed, approved, and adopted by the Board.

E) Annual Investment Policy Review

Recommended Action: Resolution No. 3284.

That the Board of Port Commissioners adopt Resolution No. 3284, which reflects minor changes to the Ventura Port District's Investment Policy and rescind Resolution No. 3253.

ACTION: Commissioner Carson moved, seconded by Commissioner Valance and carried by a vote of 4-0 to adopt Resolution No. 3284, which reflects minor changes to the Ventura Port District's Investment Policy and rescind Resolution No. 3253.

STANDARD AGENDA: (10 minutes)

1) Approval of Professional Services Agreement with Applied Environmental Technologies, Inc.

Recommended Action: Motion.

That the Board of Port Commissioners authorize the General Manager to enter into a Professional Services Agreement for \$30,150 with Applied Environmental Technologies, Inc. to conduct sediment sampling and analyses within the Ventura Harbor navigation channels.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 4-0 to authorize the General Manager to enter into a Professional Services Agreement for \$30,150 with Applied Environmental Technologies, Inc. to conduct sediment sampling and analyses within the Ventura Harbor navigation channels.

REQUEST FOR FUTURE AGENDA ITEMS: Commissioner Smith got consensus from the Commission to have an overall marketing workshop, including special events, which was discussed at the last meeting.

ADJOURNMENT: The meeting was adjourned at 1:18PM.



Secretary