PORT COMMISSION AGENDA
REGULAR MEETING
DECEMBER 13, 2017 AT 7:00PM
VENTURA PORT DISTRICT OFFICE
1603 ANCHORS WAY DRIVE
VENTURA, CA 93001

A Closed Session of the Board will be held at 5:30PM 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 Chair Everard Ashworth.

PLEDGE OF ALLEGIANCE: By Chair Everard Ashworth.

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 (Port District Business-Port Commission & Meeting Schedule). 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 November 15, 2017 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, seminars, meetings and literature that would be of interest to the public and/or Commission, as a whole. In addition, Port Commissioners should provide a brief summary and disclose any discussions he or she may have had with any Port District Tenants related to Port District business.

GENERAL MANAGER REPORT (5 minutes)
Ventura Port District General Manager will give the Commission an update on items of general interest to the Port Commission and members of the public.

LEGAL COUNSEL REPORT  (5 minutes)

CONSENT AGENDA:  (3 minutes)
Matters appearing on the Consent Calendar are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of the Board or the public requests an opportunity to address any given item. Approval by the Board of Consent Items means that the recommendation is approved along with the terms set forth in the applicable staff reports.

A) Approval of Out of Town Travel Requests
Recommended Action: Voice Vote.
That the Board of Port Commissioners approve the out of town travel request for Business Operations Manager, Brian Pendleton, Consultant, Richard Parsons, and Commissioner Brian Brennan.

STANDARD AGENDA:

1) Ventura Harbor – Thomas Fire
Recommended Action: Informational.
That the Board of Port Commissioners receive a report on the impacts of the Thomas Fire to Ventura Harbor.

2) Approval of Notice of Completion for the Ventura Harbor Village Window Replacement Project
   Recommended Action: Roll Call.
   That the Board of Port Commissioners adopt Resolution No. 3343,
   a) Accepting the work of Vortex Construction for the Ventura Harbor Village Window Replacement Project; and
   b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

3) Approval of Professional Services Agreement for Richard W. Parsons dba R.W.P. Dredging Management
   Recommended Action: Voice Vote.
   That the Board of Port Commissioners authorize the General Manager to enter into a Professional Services Agreement with Richard W. Parsons dba R.W.P. Dredging Management.
4) Approval of Deputy General Manager Position
   Recommended Action: Roll Call Vote.
   That the Board of Port Commissioners adopt Resolution No. 3344 for the creation of the Deputy General Manager position.

AGENDA PLANNING GUIDE AND REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

This agenda was posted on Friday, December 8, 2017 by 5:00 p.m.
at the Port District Office and on the Internet –
www.venturaharbor.com (Port District Business-Port Commission & Meeting Schedule).

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, DECEMBER 13, 2017

1. Conference with Real Property Negotiators - Per Government Code Section 54956.8:
   a) Property: Parcel 5 and Parcel 8
      Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
      Under Negotiation: Lease Negotiations with H. Parker Hospitality
   b) Property: 1591 Spinnaker Drive #113, #115
      Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
      Under Negotiation: Possible Lease Amendment to Beer and Sausage, LLC
da ba BS Taproom/Beer Season

2. Conference with Legal Counsel – Per Government Code Section 54957(b)(1): To consider the continued employment of the Business Operations Manager, and the terms thereof [excluding compensation].

3. Conference with Legal Counsel – Per Government Code Section 54957(b)(1): To consider the continued employment of the Independent Contractor/Dredging and Project Manager, and the terms thereof [excluding compensation].

4. Conference with Labor Negotiators – Per Government Code 54957.6: Discussion with the District’s designated representatives regarding salary, salary schedule, and/or compensation of an unrepresented employee of the District.
   Agency Designated Representatives: Oscar Pena and Brian Pendleton
   Unrepresented Employee: Independent Contractor/Project Manager


BOARD OF PORT COMMISSIONERS

DECEMBER 13, 2017

APPROVAL OF MINUTES

NOVEMBER 15, 2017 MEETING
The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Everard Ashworth at 7:10PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:
Everard Ashworth, Chairman
Brian Brennan, Vice Chairman
Jim Friedman, Secretary
Nikos Valance
Chris Stephens

Commissioners Absent:
None

Port District Staff:
Oscar Peña, General Manager
Brian Pendleton, Business Operations Manager
Joe Gonzalez, Facilities Manager
Robin Baer, Property Manager
Frank Locklear, Marina Manager
Jennifer Talt-Lundin, Marketing Manager
Jessica Rauch, Clerk of the Board
Richard Parsons, Consultant

Legal Counsel:
Timothy Gosney
Roland Trinh

AGENDA

CALL TO ORDER: By Chairman Everard Ashworth at 7:10PM.

PLEDGE OF ALLEGIANCE: By Commissioner Stephens.

ROLL CALL: All Commissioners were present. Commissioner Brennan left at 8:54PM.

ADOPTION OF AGENDA

ACTON: Commissioner Brennan moved, seconded by Commissioner Stephens and carried by a vote of 5-0 to adopt the November 15, 2017 agenda.
APPROVAL OF MINUTES
The Minutes of October 25, 2017 Regular meeting were considered as follows:

ACTION: Commissioner Stephens moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to approve the minutes of the October 25, 2017 regular meeting.

PUBLIC COMMUNICATIONS: None.

CLOSED SESSION REPORT: Mr. Gosney stated that the Board met in closed session; discussed and reviewed 1a – 1g, 3 and 4 on the closed session agenda. Staff was given instructions on how to proceed as appropriate and there was no action taken that is reportable under The Brown Act. Closed Session Item 2 was not discussed.

BOARD COMMUNICATIONS: None.

STAFF COMMUNICATIONS: None.

LEGAL COUNSEL REPORT: Staff is working on updating Option and Master Lease for Parker Group and working on updating the village lease templates for retail, office and restaurants.

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 request for Marketing Manager, Jennifer Talt-Lundin and Maintenance Supervisor, Sergio Gonzalez.

ACTION: Commissioner Brennan moved, seconded by Commissioner Friedman and carried by a vote of 5-0 to approve the out of town travel request for Marketing Manager, Jennifer Talt-Lundin and Maintenance Supervisor, Sergio Gonzalez.

B) Approval of Office Lease Renewal for Del Mar Seafoods, Inc.
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 Del Mar Seafoods, Inc. for the premises located at 1583 Spinnaker Drive #203B/#206, consisting of a total of 1,015 square feet for a two year term.

ACTION: Commissioner Brennan moved, seconded by Commissioner Friedman 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 Del Mar Seafoods, Inc. for the premises located at 1583 Spinnaker Drive #203B/#206, consisting of a total of 1,015 square feet for a two year term.
C) Approval of New Office Lease Agreement for Seth N. Gewirtz, Ted Mechentenberg dba DA Vega/Fisher/Mechtenberg LLP
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 Seth N. Gewirtz, Ted Mechentenberg dba DA Vega/Fisher/Mechtenberg LLP 1567 Spinnaker Drive #201, consisting of a total of 927 square feet for a three year term with a two year option.

ACTION: Commissioner Brennan moved, seconded by Commissioner Friedman 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 Seth N. Gewirtz, Ted Mechentenberg dba DA Vega/Fisher/Mechtenberg LLP 1567 Spinnaker Drive #201, consisting of a total of 927 square feet for a three year term with a two year option.

D) Approval of New Office Lease Agreement for Raine Industries Inc.
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 Gordon Huckestein, Raine Industries consisting of a total of 660 square feet for a four year term.

ACTION: Commissioner Brennan moved, seconded by Commissioner Friedman 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 Gordon Huckestein, Raine Industries consisting of a total of 660 square feet for a four year term.

E) Approval of New Office Lease Agreement for Jennifer Shook and Laura Kinney
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 Jennifer Shook and Laura Kinney consisting of a total of 455 square feet for a two year term.

ACTION: Commissioner Brennan moved, seconded by Commissioner Friedman 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 Jennifer Shook and Laura Kinney consisting of a total of 455 square feet for a two year term.

F) Appointment of New Dredging Liaison
Recommended Action: Voice Vote.
That the Board of Port Commissioners appoint Vice-Chairman Brennan as the new dredging liaison.

ACTION: Commissioner Brennan moved, seconded by Commissioner Friedman and carried by a vote of 5-0 to appoint Vice-Chairman Brennan as the new dredging liaison.
G) Approval of 2018 Port Commission Meeting Schedule
Recommended Action: Voice Vote.
That the Board of Port Commissioners approve the 2018 Port Commission meeting schedule.

ACTION: Commissioner Brennan moved, seconded by Commissioner Friedman and carried by a vote of 5-0 to approve the 2018 Port Commission meeting schedule.

STANDARD AGENDA:

1) Proposed Assignment of Lease for Coffee Dock & Post
Recommended Action: Voice Vote.
That the Board of Port Commissioners consider the proposed Assignment and Assumption of Lease between Sandra Aiken, Ashley Hwang, Janice Hwang, and Priscilla Levy dba Coffee Dock & Post and Josefina Aguilar for the premises located at 1575 Spinnaker Drive #105 A&B, Ventura, California 93001.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to not approve the proposed Assignment and Assumption of Lease between Sandra Aiken, Ashley Hwang, Janice Hwang, and Priscilla Levy dba Coffee Dock & Post and Josefina Aguilar for the premises located at 1575 Spinnaker Drive #105 A&B, Ventura, California 93001.

2) Approval of Financial Statements and Checks
Recommended Action: Roll Call.
That the Board of Port Commissioners adopts Resolution No. 3341 to:
   a) Accept the following financial statements for the Quarter ended September 30, 2017; and
   b) Review the payroll and regular checks for July through September 2017.

ACTION: Commissioner Brennan moved, seconded by Commissioner Friedman and carried by a vote of 5-0 to adopt Resolution No. 3341 to accept the financial statements for the Quarter ended September 30, 2017; and review the payroll and regular checks for July through September 2017.

3) Approval of Change Order No. 4 and Notice of Completion for the Ventura Harbor Village Accessibility Improvement Project – Phase III
Recommended Action: Roll Call.
That the Board of Port Commissioners take the following action:
   a) Approve contract change order no. 4 in the amount of $12,587.50 to the Agreement dated, November 21, 2016 between the Port District and Viola, Inc.;
   b) Adopt Resolution No. 3342, accepting the work of Viola, Inc. on the Ventura Harbor Village Phase 3 Improvements; and
   c) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

ACTION: Commissioner Brennan moved, seconded by Commissioner Stephens and carried by a vote of 5-0 to approve contract change order no. 4 in the amount of $12,587.50 to the Agreement dated, November 21, 2016 between
the Port District and Viola, Inc.; adopt Resolution No. 3342, accepting the work of Viola, Inc. on the Ventura Harbor Village Phase 3 Improvements; and authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

4) Ventura Shellfish Enterprise Site Selection Alternatives
Recommended Action: Voice Vote.
That the Board of Port Commissioners authorize the General Manager to:

1) Prepare and submit permit applications to the U.S Army Corps of Engineers (USACE) for use of 2,000 acres of sea water bottom in federal waters near Ventura Harbor in Block 665, the area generally depicted and described as Alternative #8 for the Ventura Shellfish Enterprise (VSE) project; and,
2) Prepare and submit all other applications to local, state and federal agencies as required for the VSE project; and,
3) Prepare all necessary surveys, studies, reports and federal environmental review documents as directed by local, state and federal agencies as required for the VSE project; and,
4) Return to the Board if there are any material changes to the proposed locations for federal permits for the VSE project resulting from the permitting and/or environmental review processes.

ACTION: Commissioner Friedman moved, seconded by Commissioner Valance and carried by a 4-0 (Brennan absent) to prepare and submit permit applications to the U.S Army Corps of Engineers (USACE) for use of 2,000 acres of sea water bottom in federal waters near Ventura Harbor in Block 665, the area generally depicted and described as Alternative #8 for the Ventura Shellfish Enterprise (VSE) project; and, prepare and submit all other applications to local, state and federal agencies as required for the VSE project; and, prepare all necessary surveys, studies, reports and federal environmental review documents as directed by local, state and federal agencies as required for the VSE project; and, return to the Board if there are any material changes to the proposed locations for federal permits for the VSE project resulting from the permitting and/or environmental review processes.

Public Comment: Stephanie Caldwell, President of the Ventura Chamber of Commerce said the Chamber and its Board are in favor of this project. John Gingrich, commercial bait fisherman said the federal area is detrimental to bait fishing. Jamie Diamond is torn because the federal area effects sportfishing the least, but negatively effects bait fishing. Andrew Rasmussen, commercial fisherman, does not oppose the project, but opposes the location. Steve Greyshock, fisherman, is in favor of the project and has seen how it works in Portugal. Bernard Friedman, offshore mussel farmer, is wholeheartedly in support of this project. Terry Wilmarth, fisherman, is concerned about the marine life getting tangled in the gear and the gear coming loose during bad weather.

5) Conceptual Approval of a Succession Plan
Recommended Action: Voice Vote.
That the Board of Port Commissioners approve the concept of a succession plan, providing additional input or direction to staff for development of a “final” succession plan.
ACTION: Commissioner Friedman moved seconded by Commissioner Valance and carried by a vote of 4-0 (Brennan absent) to approve the concept of a succession plan, providing additional input or direction to staff for development of a “final” succession plan.

AGENDA PLANNING GUIDE AND REQUEST FOR FUTURE AGENDA ITEMS: Commissioner Brennan asked for a report on marketing travel shows.

ADJOURNMENT: The meeting was adjourned at 9:30PM.

________________________________
Secretary
CONSENT AGENDA ITEM A
APPROVAL OF OUT OF TOWN TRAVEL REQUESTS
RECOMMENDATION:
That the Board of Port Commissioners approve by motion the following out of town travel requests for:

A) Business Operations Manager, Brian Pendleton to travel to San Pedro, California to participate in the CMANC Winter meeting on January 17 – 19, 2018. The benefit to the District for this travel is to meet with representatives of other California Ports and Harbors and participate in discussions with the U.S. Army Corps of Engineers about the refining of navigation goals for California and develop the implementation strategy for those goals. Estimated cost for the travel is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$445.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>$400.32</td>
</tr>
<tr>
<td>Meals</td>
<td>$270.00</td>
</tr>
<tr>
<td>Mileage</td>
<td>$94.70</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,310.02</strong></td>
</tr>
</tbody>
</table>

B) Consultant, Richard Parsons to travel to San Pedro, California to participate in the CMANC Winter meeting on January 17 - 19, 2018. The benefit to the District for this travel is to meet with representatives of other California Ports and Harbors and participate in discussions with the U.S. Army Corps of Engineers about the refining of navigation goals for California and develop the implementation strategy for those goals. Estimated cost for the travel is as follows:

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<tr>
<td>Lodging</td>
<td>$400.32</td>
</tr>
<tr>
<td>Meals</td>
<td>$270.00</td>
</tr>
<tr>
<td>Mileage</td>
<td>$108.07</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,323.39</strong></td>
</tr>
</tbody>
</table>

C) Commissioner Brian Brennan to travel to San Pedro, California to participate in the CMANC Winter meeting on January 17 – 19, 2018. The benefit to the District for this travel is to meet with representatives of other California Ports and Harbors and participate in discussions with the U.S. Army Corps of Engineers about the refining of navigation goals for California and develop the implementation strategy for those goals. Estimated cost for the travel is as follows:

<table>
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<tr>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>*Registration</td>
<td>$445.00</td>
</tr>
<tr>
<td>Lodging</td>
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<tr>
<td>Meals</td>
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<tr>
<td>Mileage</td>
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<tr>
<td>Miscellaneous</td>
<td>$100.00</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$658.73</strong></td>
</tr>
</tbody>
</table>

*Registration will only be for one day; however, I have not gotten the pro-rated rate.
BOARD OF PORT COMMISSIONERS

DECEMBER 13, 2017

STANDARD AGENDA ITEM 1

Ventura Harbor – Thomas Fire
TO: Board of Port Commissioners  
FROM: Brian Pendleton, Business Operations Manager  
SUBJECT: Ventura Harbor – Thomas Fire

RECOMMENDATION:
That the Board of Port Commissioners receive a report on the impacts of the Thomas Fire to Ventura Harbor.

SUMMARY:
Staff will provide updated information on current conditions, impacts and actions taken by the Port District related to the Thomas Fire.

BACKGROUND:
On December 4, 2017, a fast moving active brush fire that started North of Santa Paula along Highway 150 and Bridge Road was pushed by strong east winds toward the City of Ventura. There are more than 2,600 firefighters, 40 to 50 fire departments involved plus cooperating agencies and community partnerships such as businesses and citizens. The fire is currently estimated at 123,000 acres. In the City of Ventura, 85 structures have been identified as damaged and 427 structures have been identified as being destroyed. No buildings have been destroyed at Ventura Harbor.

City of Ventura officials declared a local State of Emergency and Sheriff Geoff Dean declared a County State of Emergency.

FISCAL IMPACT:
None.

ATTACHMENTS:
None.
BOARD OF PORT COMMISSIONERS

DECEMBER 13, 2017

STANDARD AGENDA ITEM 2
APPROVAL OF NOTICE OF COMPLETION FOR THE VENTURA HARBOR VILLAGE WINDOW REPLACEMENT PROJECT
RECOMMENDATION:
That the Board of Port Commissioners adopt Resolution No. 3343,
   a) Accepting the work of Vortex Construction on the Ventura Harbor Village Window Replacement Project; and
   b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

SUMMARY:
On April 12, 2017, the Ventura Port District entered into a contract with Vortex Construction in the amount of $119,009.00 for the Ventura Harbor Village Window Replacement Project. The work is now deemed complete.

BACKGROUND:
For the past ten years, the Ventura Port District has been replacing the original wood windows throughout Harbor Village for energy efficiency, noise reduction, appearance, operational contingency, and maintenance. The project includes the replacement of the remaining 110 windows to vinyl windows located at 1449, 1567, 1575, 1583, 1591 and 1691Spinnaker Drive.

FISCAL IMPACT:
The final construction contract cost for the window replacements is $128,463.16, which is within the budget appropriation for this project for Fiscal Year 17-18 ($130,000.00). There was one change order for $9,454.00 related to installation matters.

ATTACHMENTS:
Attachment 1 – Resolution No. 3343
Attachment 2 – Notice of Completion
RESOLUTION NO. 3343

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
ACCEPTING THE WORK OF VORTEX CONSTRUCTION FOR THE
VENTURA HARBOR VILLAGE WINDOW WINDOW REPLACEMENT PROJECT

WHEREAS, Oscar F. Peña, General Manager of the Ventura Port District, advised
the Board of Port Commissioners of said District that the work of Vortex Construction, on the
project entitled "Ventura Harbor Village Window Replacement Project" described in the
Agreement between Vortex Construction and the Ventura Port District, hereinafter referred to
as "District", dated May 18, 2017 has been completed and recommends that said work be
accepted.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners
DETERMINES and ORDERS as follows:

1. Said work is hereby accepted.
2. Pursuant to the conditions and specifications of the Agreement and upon the
recommendation of the General Manager, Vortex Construction is released
from the obligations under said contract, except as to the conditions of the
performance bond, required guarantees and correction of faulty work after
payment.
3. The General Manager of the District is hereby directed to execute on behalf of
the District, or cause to be executed on behalf of the District, and be recorded
in the office of the Ventura County Recorder a Notice of Completion of said
work.
4. The General Manager is hereby directed to send a copy of this Resolution to
Vortex Construction as the District’s Notice of Acceptance of said work.

PASSED, APPROVED and ADOPTED this 13th day of December 2017.

__________________________________________
Chairman

Attest:

__________________________________________
Secretary
(Seal)
I, Jim Friedman, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3343 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 13th day of December 2017, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 13th day of December 2017.

____________________________
Secretary

(Seal)
NOTICE OF COMPLETION
(Notice pursuant to Civil Code Section 3093, must be recorded within 10 days after completion)

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an agent of the owner of the interest stated below.
2. The full name of the owner is Ventura Port District, a public benefit corporation and independent special district organized and existing under the laws of the State of California.
3. The full address of the owner is 1603 Anchors Way Drive, Ventura, CA 93001-4229.
4. The nature of the interest or estate is: fee simple.
5. The full name and full addresses of all co-owners who hold any title or interest with the above-named owner in the property are: Not applicable; there are no co-owners.
6. A work of improvement on the property hereinafter described was completed on November 14, 2017.
7. The work accomplished consisted of the replacement of 110 windows for 1449, 1567, 1575, 1583, 1591 and 1691.
8. The name of the contractor for the Ventura Harbor Village Window Replacement Project is Vortex Construction pursuant to the Agreement, dated May 18, 2017.
9. The property on which said work of improvement was completed is in the City of San Buenaventura, County of Ventura, State of California, and is described as Ventura Harbor Village.

Ventura Port District

Date: ____________________                    By: ________________________________

Oscar F. Peña, General Manager

VERIFICATION
I, the undersigned, say that I am the General Manager of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on ________________________, at Ventura, California.

___________________________________
Oscar F. Peña, General Manager
BOARD OF PORT COMMISSIONERS

DECEMBER 13, 2017

STANDARD AGENDA ITEM 3
APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR RICHARD W. PARSONS DBA R.W.P. DREDGING MANAGEMENT
TO: Board of Port Commissioners  
FROM: Oscar Peña, General Manager  
SUBJECT: Approval of Professional Services Agreement for Richard W. Parsons dba R.W.P. Dredging Management

RECOMMENDATION:
That the Board of Port Commissioners authorize the General Manager to enter into a Professional Services Agreement with Richard W. Parsons dba R.W.P. Dredging Management.

SUMMARY:
Consultant shall use his best efforts to secure Congressional appropriations to fund the maintenance of the Federal Navigation Project and any other projects supporting navigation for the Ventura Harbor. Additionally, to ensure that dredging work complies with the provisions of all regulatory permits and contracts. Further, to have dredging work performed in a manner which maximizes benefits to the Ventura Harbor.

The Consultant shall also serve as the District’s Project Manager within the Harbor on capital projects as directed by the General Manager of his/her designee.

BACKGROUND:
Mr. Parsons has been providing dredging management services to the District since July 1996. In 2005, the District broadened the scope of service to include project management services for large capital improvement projects.

The basic terms of the new Professional Service Agreement includes the following:
- Monthly fee of $9,999
- Term of the agreement shall be month-to-month
- Thirty day period to renegotiate any terms or condition including termination
- Insurance requirements of broad form general liability not less than $1,000,000 and shall name the District as additional insured
- Consultant is not an agent or employee of the District
- District shall be the owner of any and all plans, correspondence and/or pertinent data gathered or prepared by Consultant
- Consultant shall be required as needed to attend meetings, conferences and other District related activities

Over the last 21 years Mr. Parsons has provided a valuable service to the District for both dredging and project management.

FISCAL IMPACT:
The District shall pay Consultant $9,999.00 per month for the services outlined in Attachment 1. This is a 12.50% increase from the previous monthly fee of $8,888.00, which was established in June 2008.

ALTERNATIVES:
The Board could reject the proposed Professional Services Agreement and direct staff to consider other alternatives. Staff has requested a quote from Noble Consultants for dredging services, as well as, some project management services. Based upon the same or similar services outlined in Attachment 1, Noble Consultants estimates an annual fee of approximately
$203,000 to $290,000. The standard billing rate for Noble is $290 per hour. Additionally, an allowance for reimbursable expenses would be required.

For projected project management expenses (based upon email communication with Jon Moore, P.E.), the fee for this service would range from five to ten percent of the individual project cost. When applied to a capital improvement budget of $750,000 to $1,200,000, the projected fee could be between $37,000 to $120,000 per year.

Noble Consultant would be willing to submit a more formal proposal if requested.

CONCLUSION:
Staff recommends that the Board direct the General Manager to enter into a Professional Services Agreement due to the high level of service provided by this Consultant and the lower fee to provide the necessary services.

ATTACHMENTS:
Attachment 1 – Professional Services Agreement
VENTURA PORT DISTRICT

STANDARD FORM CONTRACT FOR PROFESSIONAL SERVICES AGREEMENT

With

RICHARD W. PARSONS
dba
R.W.P DREDGING MANAGEMENT

THIS AGREEMENT, entered into this 1st day of January 2018, by and between the VENTURA PORT DISTRICT, an independent special district, hereinafter referred to as “DISTRICT” and RICHARD W. PARSONS, dba R.W.P DREDGING MANAGEMENT, hereinafter referred to as “CONSULTANT.”

DISTRICT AND CONSULTANT AGREE AS FOLLOWS:

1. CONSULTANT’S SERVICES. CONSULTANT agrees to perform services set forth in Exhibit A during the term of this Agreement for consulting services.

2. PAYMENT FOR SERVICES. DISTRICT shall pay CONSULTANT $9,999.00 per month, for the services, set forth in Exhibit “A”. CONSULTANT shall provide a monthly statement identifying the specific services provided for that period.

3. TERM OF AGREEMENT. The term of this Agreement shall be month-to-month, commencing January 1, 2018.

4. TIME FOR PERFORMANCE. CONSULTANT shall not perform any work under this Agreement until CONSULTANT furnishes proof of insurance as required under paragraph 9 of this Agreement.

5. STATUS OF CONSULTANT. The DISTRICT and CONSULTANT agree that CONSULTANT, in performing the services herein required, shall act as an independent contractor not as an employee of DISTRICT. CONSULTANT shall have control of all work and the manner in which it is performed. CONSULTANT shall be free to contract for similar services to be performed for other persons or entities while under contract with DISTRICT. CONSULTANT is not an agent or representative of DISTRICT unless expressly authorized to be by the DISTRICT’s Representative. CONSULTANT is not entitled to participate in any pension plan, insurance, bonus or similar benefits DISTRICT provides for its employees.

6. DESIGNATED REPRESENTATIVES:
   - Richard Parsons shall be the designated CONSULTANT Representative and shall be responsible for job performance, negotiations, contractual matters, and coordination with the DISTRICT Representative. CONSULTANT’S professional services shall be actually performed by, or shall be immediately supervised by, the CONSULTANT Representative.
   - The General Manager of the DISTRICT shall be the designated DISTRICT Representative.
7. **ASSIGNMENT.** This Agreement is for the professional services of CONSULTANT. Any attempt by CONSULTANT to assign the benefits or burdens of this Agreement without prior written approval of DISTRICT is prohibited and shall be null and void.

8. **RECORDS AND INSPECTIONS.** CONSULTANT shall provide the DISTRICT with full and accurate records with respect to all services and matters covered under this Agreement.

9. **INSURANCE.** CONSULTANT shall procure and maintain insurance of the type, for the period, with the coverages and limits, and in accordance with the terms, conditions, and requirements (including, but not limited to, the Proof of Insurance requirements) set forth in the attached Exhibit “B” and incorporated into this Agreement.

10. **INDEMNITY FOR NEGLIGENT ACTS.** CONSULTANT shall obtain and maintain a policy of commercial general liability insurance in the amount of $1,000,000 per incident and $2,000,000 aggregate. The DISTRICT shall be named as an additional insured on all policies of insurance. Consultant’s liability for indemnity under this Paragraph 10 is limited to claims made against the DISTRICT, which are covered by, and to the limits of, insurance policies provided to the District.

10a. **NO WARRANTY.** Given the nature of the Professional services to be performed by CONSULTANT, the DISTRICT acknowledges and agrees that CONSULTANT cannot guarantee or warrant that necessary funding or permits for dredging work can or will be obtained due to government restrictions and regulations.

11. **COVENANTS AND CONDITIONS.** Each term and each provision of this Agreement to be performed by CONSULTANT shall be construed to be both a covenant and a condition.

12. **TERMINATION.** At any time, with or without cause, the DISTRICT or CONSULTANT shall have the right to terminate this Agreement by giving thirty (30) days written notice pursuant to Paragraph 19 of this Agreement.

13. **EFFECT OF TERMINATION.** Upon termination as stated in Paragraph 12 of this Agreement, DISTRICT shall be required to compensate CONSULTANT only for work done by CONSULTANT up to and including the date of termination of this Agreement.

14. **OWNERSHIP OF CONSULTANT’S WORK PRODUCT.** DISTRICT shall be the owner of any and all computations, plans, correspondence and/or other pertinent data and information gathered or prepared by CONSULTANT in performance of this Agreement and shall be entitled to possession of the same upon reasonable notice and upon completion of the work under this Agreement, or upon reasonable notice at any earlier or later time when the same may be requested by DISTRICT.

15. **TAXPAYER IDENTIFICATION NUMBER.** CONSULTANT shall provide DISTRICT with a complete Request for Taxpayer Identification Number and Certification, Form W-9 (Rev. 12-87), as issued by the Internal Revenue Service.

16. **NON-APPROPRIATION OF FUNDS.** Payments due and payable to CONSULTANT for current services are within the current budget and within an available, unexhausted and unencumbered appropriation of the DISTRICT. In the event the DISTRICT has not appropriated sufficient funds for payment of CONSULTANT services beyond the current
fiscal year, this Agreement shall cover only those payments for services incurred up to the conclusion of the current fiscal year.

17. **MODIFICATION OF AGREEMENT.** The tasks described in this Agreement and all other terms of this Agreement may be modified only upon mutual written consent of DISTRICT and CONSULTANT.

18. **USE OF TERM “DISTRICT”.** Reference to “DISTRICT” in this Agreement includes General Manager or any authorized representative acting on behalf of DISTRICT.

19. **NOTICES.** All notices given or required to be given pursuant to this Agreement shall be in writing and may be given by personal delivery or by U.S. Mail. Notice sent by U.S. Mail shall be addressed as follows:

   **TO DISTRICT:** Ventura Port District
   Attention: General Manager
   1603 Anchors Way Drive
   Ventura, CA  93001-4229

   **CONSULTANT:** Richard Parsons
   dba R.W.P Dredging Management
   2271 Los Encinos Drive
   Ojai, CA 93023

   and, when addressed in accordance with this paragraph, shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices shall be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

20. **PERMITS AND LICENSES.** CONSULTANT, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

21. **WAIVER.** A waiver by the DISTRICT of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.

22. **GOVERNING LAW.** The terms of this Agreement shall be interpreted according to the laws of the State of California. Should litigation occur, venue shall be in the Superior Court of Ventura County.

23. **INTEGRATED AGREEMENT.** This Agreement represents the entire Agreement between the DISTRICT and the CONSULTANT and all preliminary negotiations and agreements are deemed a part of this Agreement. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. To the extent there is any conflict or inconsistency between the terms of this Agreement and any exhibit attached to this Agreement, the terms and provisions of this Agreement shall govern and control.
24. **ADMINISTRATIVE SUPPORT.** While performing services under this Agreement, the DISTRICT shall provide CONSULTANT secretarial support at no cost. This includes, but is not limited to, permit applications, dredging contracts and monitoring reports, general correspondence related to DISTRICT dredging or project management services. Provided it does not interfere with other DISTRICT operations, CONSULTANT may utilize the DISTRICT’s conference room for his use while performing services under this Agreement.

25. **CUMULATIVE REMEDIES.** All right and remedies of either party hereto are cumulative of each other and of every other right or remedy such party may otherwise have at law or in equity, and the exercise of one or more rights or remedies shall not prejudice or impair the concurrent of subsequent exercise of other rights or remedies.

26. **SEVERABILITY.** If any term or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and in force to the fullest extent permitted by law.

27. **CONFLICT.** Consultant hereby certifies that it has no business or contractual relationship with any current member of the DISTRICT’s Board of Port Commissioners:

   - Everard Ashworth, Chairman
   - Brian Brennan, Vice Chairman
   - Jim Friedman, Secretary
   - Nikos Valance, Commissioner
   - Chris Stephens, Commissioner

VENTURA PORT DISTRICT

RICHARD W. PARSONS, dba
R.W.P DREDGING MANAGEMENT

By: ______________________________             By: ______________________________
Oscar F. Peña, General Manager         Richard W. Parsons

Date: ____________________________  Date: _____________________________
EXHIBIT “A”
SCOPE OF SERVICES

Consultant Services

To collaborate with the DISTRICT and DISTRICT’s legislative advocate to secure Congressional appropriations to fund the maintenance of the Federal Navigation Project and any other projects supporting navigation for the Ventura Harbor.

Maintain communication with the Los Angeles District, Division and Headquarters of the U.S. Army Corps of Engineers to meet the maintenance needs and funding requirements of the Federal Navigation Project at Ventura Harbor and any other projects associated with the navigable waters of the District.

Consultant shall also provide project management services as directed by the Representative.

Consultant agrees to:

- Advise the DISTRICT’s Legal Counsel and administration of all DISTRICT contracts related to dredging;
- To utilize best efforts to obtain and maintain all regulatory permits required for the Federal Navigation Project, and DISTRICT dredging and any other permits required by the DISTRICT;
- To utilize best efforts to have dredging work performed in a manner which maximizes benefits to the Ventura Harbor and minimizes disruptions while dredging work is being performed. Consultant shall work cooperatively with the Harbormaster to perform this task;
- To utilize best efforts to ensure that dredging work complies with the provisions of all regulatory permits and contracts;
- To utilize best efforts to determine the dredging needs of the inner harbor at Ventura Harbor in light of navigation requirements and, with advice and approval of Representative and the DISTRICT’s legal counsel;
- Serve as one of the DISTRICT’s representatives to the California Marine Affairs and Navigation Conference as authorized by Representative;
- Submit monthly written reports to the DISTRICT on all services performed;
- Provide presentation of reports at regular meetings of the DISTRICT’s Board of Port Commissioners as requested by the Representative;
- Serve as the District’s Project Manager within the harbor and collaborate with District staff on capital projects as directed by the Representative.

Reimbursables

The CONSULTANT shall be reimbursed at direct cost for all photocopying, printing, governmental fees, postage/handling, and messenger charges connected with his services. Clerical charge at $60.00 per hour, if incurred. Out-of-town travel including airfare, or automobile rental, parking fees, meals, hotel accommodations, and other related and approved expenses are reimbursable at direct cost only.
VENTURA PORT DISTRICT PROFESSIONAL SERVICES AGREEMENT

WITH

RICHARD W. PARSONS
dba
R.W.P DREDGING MANAGEMENT

The Consultant shall procure and maintain for the duration of the term of the Agreement limits against claims for injuries to persons or damage to property which may arise from, or in connection with, the performance of the work covered by the Agreement by the Consultant or its employees. Evidence of adequate insurance coverage in the form of a Certificate of Insurance naming the Ventura Port District as additional insured on the policy(ies) of insurance which shall not be canceled without first giving the District ten (10) days’ written notice. The actual policy(ies) shall have the following minimum limits of insurance:

<table>
<thead>
<tr>
<th>COVERAGE PER OCCURRENCE</th>
<th>COMBINED ISO FORM</th>
<th>SINGLE LIMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability</td>
<td>GL 00 02 01 73REV</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Workers’ Compensation (if applicable)</td>
<td></td>
<td>Statutory</td>
</tr>
</tbody>
</table>

Consultant shall provide certificates of insurance naming as additional insured the Ventura Port District (“District”), its officers, officials, employees and representatives.
BOARD OF PORT COMMISSIONERS

DECEMBER 13, 2017

STANDARD AGENDA ITEM 4

APPROVAL OF DEPUTY GENERAL MANAGER POSITION
TO: Board of Port Commissioners  
FROM: Oscar Peña, General Manager  
SUBJECT: Approval of Deputy General Manager Position

RECOMMENDATION:  
That the Board of Port Commissioners adopt Resolution No. 3344 for the creation of the Deputy General Manager position.

SUMMARY:  
Create a new position that will pave the way to a smooth transition of leadership within the organization.

BACKGROUND:  
In the last several months, the Board of Port Commissioners requested that staff develop a new position to assign some of the responsibilities performed by the General Manager. The new job description will clearly identify the work to be performed to avoid any duplication of work between the two positions. The new position will also establish a basis for a succession plan for the position of the General Manager in the future.

It is the intention of the General Manager to promote the District’s Business Operations Manager into this new position effective January 1, 2018. The timing of this promotion is also key to the intended retirement plans of the General Manager, which is slated for the second quarter of 2019. The Deputy General Manager can successfully manage the harbor until a decision is made by the Board on how to move forward to fill the General Manager position. There is no requirement to recruit for this new position.

After the implementation of this promotion, the Business Operations Manager position will not be filled.

ALTERNATIVES:  
The Board could reject the recommendation and ask the General Manager to consider other alternatives.

FISCAL IMPACT:  
The proposed monthly salary range of the Deputy General Manager position is $9,923 - $13,377. This is comparable with other Deputy Directors in the region ($8,900 - $12,300). An adjustment to the mid-year budget will be made to adequately fund this position. This strategy recognizes the skill-set of the Business Operations Manager and encourages retention of talented employees.

ATTACHMENTS:  
Attachment 1 – Resolution No. 3344  
Attachment 2 – Deputy General Manager Job Description  
Attachment 3 – Organizational Chart
RESOLUTION NO. 3344

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT ESTABLISHING THE
SALARY SCHEDULE FOR THE POSTION OF DEPUTY GENERAL MANAGER

BE IT RESOLVED, by the Board of Port Commissioners of the Ventura Port District, that the Salary Schedule for the positions of Deputy General Manager set forth below shall become effective January 1, 2018:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Monthly Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy General Manager*</td>
<td>$9,923 - $13,377</td>
</tr>
</tbody>
</table>

*Exempt Employee Status

BE IT FURTHER RESOLVED, that rates of pay for the non-represented employee identified in this Salary Resolution shall be based on merit.

BE IT 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 per month as additional salary; and

BE IT FURTHER RESOLVED that the District shall continue to pay 1% of the CalPERS Employer Paid Member Contribution (EPMC) for the Non-represented Classic Miscellaneous employee group that was effective July 5, 2017; and

PASSED, APPROVED and ADOPTED this 13th day of December, 2018 at the regular meeting of the Board of Port Commissioners of the Ventura Port District, Resolution No. 3344 was adopted by the following vote:

AYES:  
NOES:  
Abstain:  
Absent:
Attest: ________________________________ Chairman

Secretary ________________________________
Ventura Port District Classification Specification

Date Implemented: January 1, 2018

JOB TITLE: Deputy General Manager
REPORTS TO: General Manager
FLSA: Salaried—Exempt

JOB SCOPE:
The Deputy General Manager plans, organizes, manages and provides leadership to staff in business development, general staff supervision and risk management. Operates with substantial latitude and discretion to develop, implement, and monitor long-term plans, goals, and objectives focused on achieving the District’s mission and Board established goals and priorities. Provide highly complex administrative support to the General Manager. Act for and on behalf of the General Manager in his/her absence; represents the District to the business community and works with other public agencies.

SUPERVISION RECEIVED/EXERCISED
Receives administrative direction from the General Manager. Exercises direct supervision of assigned staff.

ESSENTIAL FUNCTIONS
(Included, but not limited to the following)

- Intergovernmental relations, particularly with City, State and Federal Agencies.
- Implements all required permitting and regulatory compliance requirements.
- Assist in financial planning and analysis, budgeting and budget control activities.
- Assist with the financing of capital projects and any refunding.
- Assist with the economic development of the Harbor.
- Assist with capital project management responsibilities, including coordination with architects, general contractors and staff.
- Prepares, and oversees the preparation of a wide variety of reports, analyses, recommendations, and presentations for the Board of Port Commissioners, District management, and outside agencies.
- Ability to evaluate leases, license agreements, assignment requirements, and general contracts.
- Assist in the preparation of annual and mid-year budgets and budget control activities in collaboration with the General Manager and staff.
- Develops internal and external communication tools for sharing information and promoting business within the District.
- Provides high-level research, analysis, and recommendations to the General Manager, various Department Managers, and the Port Commission on matters relating to policy development, strategies, management planning, and intergovernmental activities.
- Provides leadership to special projects or issues that are complex and/or sensitive and which require coordination between multiple departments or with outside agencies.
- Reviews administrative requests on behalf of the General Manager and assigns follow up to appropriate department managers; resolves routine and complex administrative inquiries, concerns and investigations.
- Provide ongoing status reports to the General Manager, Port Commission, Staff and stakeholders.
- Provides leadership and works with managers to develop and retain highly competent, customer service-oriented staff through evaluation, training and day-to-day management practices that support the District’s mission and values.
- Assist with risk management program development, implementation, and evaluation; safe working behavior principles and practices.
KNOWLEDGE OF:
- Theory, principles, practices and techniques of public and local government administration, applicable federal, state and local laws, codes and regulations; data collection, analysis and report writing techniques; management, financial and public policy issues; techniques of maintaining effective public/staff relations and practices of employee relations, management, supervision and training; encourage staff development and cooperative management practices including performance evaluations.

ABILITY TO:
- Foster a team environment among the various departments; develop and maintain positive public relations with emphasis on customer service; assist in providing effective leadership within the organization; participate in the development implementation and administration of District wide goals, objectives, policies, procedures, work standards and internal controls.
- Work effectively and cooperatively as a team with appointed Port Commissioners, elected officials, the private sector, community groups and Port District and City departments to further the economic vitality of the Ventura Harbor.
- Analyze business plans and financial proformas.
- Handle multiple issues/projects simultaneously.
- Market and promote the District based on defined objectives.
- Mediate, balance and facilitate different points of view to achieve established goals.
- Negotiate and administer contracts and agreements.
- Work independently with minimal supervision.
- Effectively review, supervise, train and evaluate performance of assigned staff.

LICENSES, CERTIFICATIONS, AND EDUCATION:
- Valid Class C driver’s license.
- A combination of education, training and experience equivalent to a bachelor's degree in business or public administration, economics or a related field and five years of increasingly responsible professional/technical knowledge of complex principles, methods, standards and techniques associated with the scope of work of a recognized profession, including two years of supervisory experience, in the public or private sector are required.
- A high proficiency with Microsoft Office 2010 programs and Excel.
- A Master's degree in business real estate or public administration is preferred.

ESSENTIAL PHYSICAL REQUIREMENTS
- Sight as required by DMV licensing

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. 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. This position may require completion of a background investigation to the satisfaction of the Ventura Port District.
Ventura Port District
Organizational Chart
December 2017