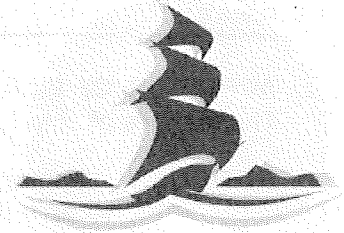


VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF JULY 25, 2018



VENTURA
PORT DISTRICT
Established 1952

The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Everard Ashworth at 7:09PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

Everard Ashworth, Chairman
Jim Friedman, Secretary
Jean Getchell

Commissioners Absent:

Brian Brennan, Vice Chairman
Chris Stephens

Port District Staff:

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

Legal Counsel:

Andy Turner
Dominic Nunneri

AGENDA

CALL TO ORDER: By Chairman Everard Ashworth at 7:09PM.

PLEDGE OF ALLEGIANCE: By Commissioner Friedman.

ROLL CALL: Commissioner Brennan and Stephens were absent.

ADOPTION OF AGENDA

ACTON: Commissioner Getchell moved, seconded by Commissioner Friedman and carried by a vote of 3-0 to adopt the July 25, 2018 agenda.

APPROVAL OF MINUTES

The Minutes of July 11, 2018 Regular meeting were considered as follows:

ACTION: Commissioner Friedman moved, seconded by Commissioner Getchell and carried by a vote of 3-0 to approve the minutes of the July 11, 2018 regular meeting.

PUBLIC COMMUNICATIONS: Vikki Brock spoke about the Pine tree between National Park Visitor Center and Parcel 8. She feels it did not need to be cut down, but could be trimmed appropriately to accommodate whatever needs it was hindering.

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

BOARD COMMUNICATIONS: Commissioner Ashworth reported that he was fortunate to have attended the Change of Command Ceremony for the Army Corps of Engineers.

STAFF COMMUNICATIONS: Mr. Pendleton reported to the Board that ATE had done their vehicle survey in Harbor Village.

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:

- A) Facilities Manager, Joe Gonzalez to attend the CA JPIA Risk Management Educational Forum;
- B) Harbormaster, John Higgins to attend the CA JPIA Risk Management Educational Forum;
- C) Consultant, Richard Parsons to attend the CMANC Fall Meeting;
- D) Commissioner, Brian Brennan to attend the CMANC Fall Meeting;
- E) Deputy General Manager, Brian Pendleton to attend the PCSGA Annual Shellfish Conference;
- F) General Manager, Oscar Peña to attend the PCSGA Annual Shellfish Conference.

ACTION: Commissioner Friedman moved, seconded by Commissioner Getchell and carried by a vote of 3-0 to approve the out of town travel requests for the following employees:

- A) Facilities Manager, Joe Gonzalez to attend the CA JPIA Risk Management Educational Forum;
- B) Harbormaster, John Higgins to attend the CA JPIA Risk Management Educational Forum;
- C) Consultant, Richard Parsons to attend the CMANC Fall Meeting;
- D) Commissioner, Brian Brennan to attend the CMANC Fall Meeting;
- E) Deputy General Manager, Brian Pendleton to attend the PCSGA Annual Shellfish Conference;

F) General Manager, Oscar Peña to attend the PCSGA Annual Shellfish Conference.

B) Approval of Professional Services Agreement with Motionloft, Inc.

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a three year professional services agreement with Motionloft, Inc. for pedestrian and vehicle analytics in the amount of \$31,338.00.

ACTION: Commissioner Friedman moved, seconded by Commissioner Getchell and carried by a vote of 3-0 to approve a three year professional services agreement with Motionloft, Inc. for pedestrian and vehicle analytics in the amount of \$31,338.00.

STANDARD AGENDA:

1) Adoption of Resolution No. 3357 Authorizing the Execution and Delivery by the District of an Installment Sale Agreement and Authorizing the Execution of Other Necessary Documents and Related Actions for the Ventura Harbor Marina Dock Replacement Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3357:

- a) Authorizing the execution and delivery by the District of an Installment Sale Agreement Ventura Harbor Marina Dock Replacement Project; and
- b) Authorizing the execution of other necessary documents and related actions for the Ventura Harbor Marina Dock Replacement Project.

ACTION: Commissioner Getchell moved, seconded by Commissioner Friedman and carried by a vote of 3-0 to adopt Resolution No. 3357 authorizing the execution and delivery by the District of an Installment Sale Agreement Ventura Harbor Marina Dock Replacement Project; and authorizing the execution of other necessary documents and related actions for the Ventura Harbor Marina Dock Replacement Project.

2) Approval of a Professional Services Agreement for Bidding and Construction Phases of the Ventura Harbor Village Marina Dock Replacement Project

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a Professional Services Agreement with Noble Consultants in the amount of \$93,365 to provide engineering services during the bidding and construction phases of the Ventura Harbor Village Marina Dock Replacement Project.

ACTION: Commissioner Friedman moved, seconded by Commissioner Getchell and carried by a vote of 3-0 to approve a Professional Services Agreement with Noble Consultants in the amount of \$93,365 to provide engineering services during the bidding and construction phases of the Ventura Harbor Village Marina Dock Replacement Project.

3) Approval of a New Retail Lease Agreement for Commissioned Desserts, LLC dba Top This Chocolate

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Commissioned Desserts, LLC dba Top This Chocolate for the premises located at 1559 Spinnaker Drive #109 consisting of a total of 1,381 square feet for a three (3) year term with two separate three (3) year options.

ACTION: Commissioner Friedman moved, seconded by Commissioner Getchell and carried by a vote of 3-0 to approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Commissioned Desserts, LLC dba Top This Chocolate for the premises located at 1559 Spinnaker Drive #109 consisting of a total of 1,381 square feet for a three (3) year term with two separate three (3) year options.

Public Comment: Owner, Shana Elson introduced herself and explained her business concept.

4) Consider Possible Award of Contract to the Garland Company, Inc. for the Fish Pier Deck Resurfacing Project

Recommended Action: Voice Vote.

That the Board of Port Commissioners consider possible award of a Fish Pier Deck Resurfacing Contract to the Garland Company, Inc., subject to Legal Counsel's final approval of the contract documents.

ACTION: Commissioner Getchell moved, seconded by Commissioner Friedman and carried by a vote of 3-0 to continue this item to a future meeting.

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

ADJOURNMENT: The meeting was adjourned at 7:57PM.

Secretary 