



Minutes of Special Workshop Meeting of the Ventura Port District Board of Port Commissioners Held February 11, 2015

The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 11:05AM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

Everard G. Ashworth, Vice Chair
Robert J. Bravo
Gregory L. Carson – Arrived at 11:10AM
Jim J. Friedman, Chair
Bruce E. Smith, Secretary

Commissioners Absent:

None

Port District Staff:

Oscar Pena, General Manager
Scott Miller, Harbor Master
Robin Baer, Property Manager
Joe Gonzalez, Facilities Manager
Richard Parsons, Consultant
Gloria Adkins, Fiscal Manager
Jennifer Talt-Lundin, Marketing Manager
Frank Locklear, Marina Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Chris Chan

AGENDA

CALL TO ORDER: By Chair, Jim Friedman at 11:05AM.

PLEDGE OF ALLEGIANCE: By Vice Chair, Ev Ashworth.

ROLL CALL: All Commissioners were present.

ADOPTION OF AGENDA

ACTON: Commissioner Bravo moved, seconded by Commissioner Smith and carried by a vote of 4-0 (Carson absent) to adopt the February 11, 2015 agenda, with the order of the agenda changed so that Item 6 is before Item 5.

APPROVAL OF MINUTES

The Minutes of January 28, 2015 were considered as follows:

- ACTION:** Commissioner Bravo moved, seconded by Commissioner Smith and carried by a vote of 4-0 (Carson absent) to approve the minutes of January 28, 2015, with the following revision:
- Under Legal Counsel Report, change "Four Seasons" to "Four Points Sheraton."

PUBLIC COMMUNICATIONS: Tony and Candee Volaski, owners of the Explorer, commented on the slip eviction notice they received and expressed a desire to stay in the Harbor since business has improved.

BOARD COMMUNICATIONS: Commissioner Smith mentioned that Ventura is a finalist for Sunset Magazine's first ever travel awards program. One of five finalists, Ventura has been selected in the municipal make over/ reinvention category. Winners will be announced on May 25, 2015. Commissioner Ashworth commented that he had coffee with the Mayor and discussed the sister city of Loreto, Mexico, which he will be participating in a volunteer group for.

STAFF COMMUNICATIONS: Mr. Parsons commented that the dredge has arrived this morning and will start work tomorrow. Mr. Pena spoke about vacancies in Harbor Village and how staff is working on finding a new tenant mix and creative balance on the land side and the marina.

CONSENT ITEMS:

1) Approval of New Lease Agreement for Boatyard Café

Recommended Action: Motion

That the Board of Port Commissioners approve by motion a new Restaurant lease agreement between the Ventura Port District dba Ventura Harbor Village and The Boatyard Café, Inc. dba Boatyard Café for the premises located at 1583 Spinnaker Drive #109 consisting of a total of 2,675 square feet for a four year term, with a five year option.

- ACTION:** Commissioner Carson moved, seconded by Commissioner Smith and approved by a vote of 5-0 to approve a new Restaurant lease agreement between the Ventura Port District dba Ventura Harbor Village and The Boatyard Café, Inc. dba Boatyard Café for the premises located at 1583 Spinnaker Drive #109 consisting of a total of 2,675 square feet for a four year term, with a five year option.

2) Approval of New Lease Agreement for Silhouettes Salon

Recommended Action: Motion

That the Board of Port Commissioners approve by motion a new lease agreement between the Ventura Port District dba Ventura Harbor Village and Silhouettes Salon for the premises located at 1591 Spinnaker Drive #117B consisting of a total of 761 square feet for a two year term.

- ACTION:** Commissioner Carson moved, seconded by Commissioner Smith and approved by a vote of 5-0 to approve a new lease agreement between the Ventura Port District dba Ventura Harbor Village and Silhouettes Salon for the premises located at 1591 Spinnaker Drive #117B consisting of a total of 761 square feet for a two year term.

ACTION ITEMS:

3) Approval of Out of Town Travel Requests

Recommended Action: Motion

That the Board of Port Commissioners discuss and take appropriate action on the Out of Town Travel Request(s) for Marketing Manager, Jennifer Talt-Lundin and Board Vice Chairman Ev Ashworth.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 5-0 to approve the out of town travel requests for Marketing Manager, Jennifer Talt-Lundin and Board Vice Chairman Ev Ashworth.

4) Amendment to the Professional Services Agreement with Jensen Design and Survey, Inc. for the Ventura Harbor Village Accessibility Project

Recommended Action: Motion

That the Board of Port Commissioners approve an amendment to the October 21, 2014 Professional Services Agreement between the Ventura Port District and Jensen Design and Survey, Inc., increasing the maximum compensation to \$50,000 to provide engineering and survey services for the Ventura Harbor Village parking lot accessibility project.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Bravo and carried by a vote of 5-0 to approve an amendment to the October 21, 2014 Professional Services Agreement between the Ventura Port District and Jensen Design and Survey, Inc., increasing the maximum compensation to \$50,000 to provide engineering and survey services for the Ventura Harbor Village parking lot accessibility project.

INFORMATION ITEMS:

6) Mid-Year Budget Review and Discussion

Recommended Action: Informational

That the Board of Port Commissioners review, discuss and give staff direction on the proposed Mid-Year Budget.

ACTION: The report presented to the Port Commission reflects expenses already approved by the Board over the last several months and what staff is anticipating for future expenditures. Normal operations are projected to be \$228,000 for cash flow. This is going to be \$473,000 less than staff anticipated at the beginning of the year.

Property revenue will decrease \$180,000 and that is primarily due to vacancies and the institution of new leases in Harbor Village. Operating expenditures will increase \$293,000 because of three significant factors: 1) General liability insurance due to claims against the District. There is an additional \$100,000 to pay for this fiscal year. 2) There is an additional \$190,000 to pay for Workers Compensation. 3) Capital Improvements – There is an increase of \$400,000 for the roofing project in Harbor Village. This brings the total to approximately \$850,000.

Unrestricted reserves are above the 40% minimum required by Board policy. It will be necessary to go into the unrestricted reserves by \$1,839,000; for capital and operating expenses, however, the District is still above the 40% minimum for this fiscal year.

The concerns of the Commission are as follows:

- Harbor Village roofing project costs
 - Staff would like to go out to bid to get exact estimate.
 - Commission has the option to approval as whole, phase into three different projects, or deny completely.
- Reduction in slip rentals
 - Vacancies due to lack of offloading and certain slips not being suitable for commercial use.
- General Liability Insurance has doubled – Why and possibly look at other companies?
 - Due to increase in claims against the District and the District can look into other companies; hasn't been done for many years.

5) Compensation and Benefits Comparison

Recommendation Action: Resolution No. 3263

That the Board of Port Commissioners discuss and take appropriate actions to approve by resolution a 3% adjustment to the bottom of the Non-Represented Employee Salary Range effective January 1, 2015 with adjustments scheduled to the bottom and top of the range equal to the Cost of Living effective January 1, 2016.

ACTION: Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to continue Item 5 to the February 25, 2015 Port Commission meeting.

ADJOURN TO CLOSED SESSION AT 12:08PM

RECONVENE PUBLIC SESSION AT 1:20PM

CLOSED SESSION REPORT: Mr. Chan stated that the Board met in closed session; discussed and reviewed all of the items listed except one lease on the Attachment to Agenda. Staff was given instructions as to how to proceed as appropriate and there was no reportable action taken under The Brown Act.

ADJOURNMENT: The meeting was adjourned at 1:21PM.



Secretary