



Minutes of Regular Meeting of the Ventura Port District Board of Port Commissioners Held March 23, 2016

The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 7:02PM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

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

Commissioners Absent:

None

Port District Staff:

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

Legal Counsel:

Timothy Gosney
Dominic Nunneri

AGENDA

CALL TO ORDER: By Chairman Jim Friedman at 7:02PM.

PLEDGE OF ALLEGIANCE: By Commissioner Friedman.

ROLL CALL: All Commissioners were present.

ADOPTION OF AGENDA

ACTON: Commissioner Smith moved, seconded by Commissioner Carson and carried by a vote of 5-0 to adopt the March 23, 2016 agenda.

APPROVAL OF MINUTES

The Minutes of March 9, 2016 workshop meeting were considered as follows:

ACTION: Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to approve the minutes of the March 9, 2016 workshop meeting.

PUBLIC COMMUNICATIONS: Sam Sadove mentioned to the Commission that the 805 Jet Ski people are telling the public to meet them on Sam's property to ride jet skis. Mr. Sadove has informed his staff of this and told them to contact him if they see him and he will call the police for trespassing.

CLOSED SESSION REPORT: Mr. Gosney 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: Commissioner Ashworth reported on the CMANC Conference in Washington D.C. and his meeting with Aquaculture for the shellfish grant. Commissioner Carson also reported on the CMANC Conference in Washington D.C. and the meeting with NOAA.

DEPARTMENTAL STAFF REPORTS: Mr. Pendleton updated the Commission on the real estate Request for Proposals and parking management strategy. He also introduced new tenant Tuesday Spagnuolo, owner of Addicted to Socks. Mr. Parsons updated the Commission on the current dredging operation.

GENERAL MANAGER REPORT: Mr. Peña reported that staff has been working diligently on the new fiscal year budget. He also congratulated Marina Manager, Frank Locklear on his 10 years with the District and Facilities Manager, Joe Gonzalez on his upcoming 30 years with the District. Mr. Pena reported that ADA Phase 2 will be starting mid-April and that staff met with RRM to discuss the plans for Phase 3.

LEGAL COUNSEL REPORT: None.

CONSENT AGENDA:

A) Approval of New Office Lease Agreement for David A. Richard

Recommended Action: Motion.

That the Board of Port Commissioners approve a new office lease agreement for the premises located at 1591 Spinnaker Drive #205 consisting of 1,050 square feet between the Ventura Port District dba Ventura Harbor Village and David A. Richard for a two-year term.

ACTION: Commissioner Ashworth moved seconded by Commissioner Carson and carried by a vote of 5-0 to approve a new office lease agreement for the premises located at 1591 Spinnaker Drive #205 consisting of 1,050 square feet between the Ventura Port District dba Ventura Harbor Village and David A. Richard for a two-year term.

B) Approval of New Office Lease Agreement for Ron Baldonado

Recommended Action: Motion.

That the Board of Port Commissioners approve a new office lease agreement for the premises located at 1591 Spinnaker Drive #201 consisting of 755 square feet between the Ventura Port District dba Ventura Harbor Village and Ron Baldonado for a two-year term.

ACTION: Commissioner Ashworth moved seconded by Commissioner Carson and carried by a vote of 5-0 to approve a new office lease agreement for the premises located at 1591 Spinnaker Drive #201 consisting of 755 square

feet between the Ventura Port District dba Ventura Harbor Village and Ron Baldonado for a two-year term.

C) Approval of New Retail Lease Agreement for Addicted to Socks

Recommended Action: Motion.

That the Board of Port Commissioners approve a new retail lease agreement for the premises located at 1575 Spinnaker Drive #107A consisting of 565 square feet between the Ventura Port District dba Ventura Harbor Village and Addicted to Socks for a two-year term.

ACTION: Commissioner Ashworth moved seconded by Commissioner Carson and carried by a vote of 5-0 to approve a new retail lease agreement for the premises located at 1575 Spinnaker Drive #107A consisting of 565 square feet between the Ventura Port District dba Ventura Harbor Village and Addicted to Socks for a two-year term.

D) Approval of Out of Town Travel Request

Recommended Action: Motion.

That the Board of Port Commissioners approve the Out of Town Travel Request for Harbormaster, John Higgins.

ACTION: Commissioner Ashworth moved seconded by Commissioner Carson and carried by a vote of 5-0 to approve the Out of Town Travel Request for Harbormaster, John Higgins.

E) Approval of Revisions to Exhibit A of the Procurement and Purchasing Policy

Recommended Action: Motion.

That the Board of Port Commissioners approve the revisions to Exhibit A – Ventura Port District Employee Procurement Status Chart of the Ventura Port District's Procurement and Purchasing Policy.

ACTION: Commissioner Ashworth moved seconded by Commissioner Carson and carried by a vote of 5-0 to approve the revisions to Exhibit A – Ventura Port District Employee Procurement Status Chart of the Ventura Port District's Procurement and Purchasing Policy.

STANDARD AGENDA:

1) Approval of Financial Statements and Checks for the month of January 2016

Recommended Action: Resolution No. 3300.

That the Board of Port Commissioners adopt Resolution No. 3300 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in January 2016.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Carson and carried by a vote of 5-0 to adopt Resolution No. 3300 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in January 2016.

2) Refinancing of the District's DBAW Loans (1998 & 2005)

Recommended Action: Resolution No. 3301.

That the Board of Port Commissioners adopt Resolution No. 3301 approving an installment purchase agreement and a private placement agreement, and authorizing the taking of certain

actions in connection with the execution and delivery of Refunding Certificates of Participation, Series 2016 in the aggregate principal amount not to exceed \$4,850,000.

ACTION: Commissioner Smith moved, seconded by Commissioner Carson and carried by a vote of 5-0 to adopt Resolution No. 3301 approving an installment purchase agreement and a private placement agreement, and authorizing the taking of certain actions in connection with the execution and delivery of Refunding Certificates of Participation, Series 2016 in the aggregate principal amount not to exceed \$4,850,000.

3) Consideration of Adoption of Ordinance No. 50

Recommended Action: Ordinance No. 50.

That the Board of Port Commissioners:

- a) Conduct a public hearing for the purpose of receiving input on proposed Ordinance 50;
- b) Read proposed Ordinance No. 50 for the record; and
- c) Adopt Ordinance No. 50, which authorizes execution of the Lease between Ventura Port District and Del Mar Seafoods, Inc., 1449 Spinnaker Drive #C, #E, and #G.

ACTION: Chairman Friedman opened the public hearing at 7:38PM for the purpose of receiving input on proposed Ordinance 50. The Board Secretary read proposed Ordinance 50 into the record. There were two public comments. The public hearing was closed by Chairman Friedman at 7:41PM.

Public Comment: Mike Byrne, Operations Manager for Del Mar Seafoods, is excited for the new lease and sees that the expansion will be necessary for the future success of the fishing industry. Sam Sadove wanted to make sure that the ice house will be open to all fishermen, not just the Del Mar boats.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Smith and carried by a vote of 5-0 to Adopt Ordinance No. 50, which authorizes execution of the Lease between Ventura Port District and Del Mar Seafoods, Inc., 1449 Spinnaker Drive #C, #E, and #G.

4) Update on Emergency Conditions at 1691 Spinnaker Drive

Recommended Action: 4/5ths vote.

That the Board of Port Commissioners determine by a four-fifths vote that there is a need to continue the emergency action adopted by the Board on January 13, 2016 to award a contract to Letner Roofing Company to replace the tile roof system on 1691 Spinnaker Drive without giving notice for bids to let a contract.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Carson and carried by a vote of 5-0 to determine by a four-fifths vote that there is a need to continue the emergency action adopted by the Board on January 13, 2016 to award a contract to Letner Roofing Company to replace the tile roof system on 1691 Spinnaker Drive without giving notice for bids to let a contract.

5) Approval of New Expense Reimbursement Policy for Ventura Port District Employees

Recommended Action: Resolution No. 3302.

That the Board of Port Commissioners adopt Resolution No. 3302, approving the new Ventura Port District Expense Reimbursement Policy for Employees and rescind Resolution No. 3046.

ACTION: Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to adopt Resolution No. 3302, approving the new Ventura Port District Expense Reimbursement Policy for Employees and rescind Resolution No. 3046.

6) Approval of Revised Expense Reimbursement Policy for Port Commissioners

Recommended Action: Resolution No. 3303.

That the Board of Port Commissioners adopt Resolution No. 3303, revising the Ventura Port District Expense Reimbursement Policy for Members of the Board of Port Commissioners, and rescinding Resolution No. 3266.

ACTION: Commissioner Smith moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to adopt Resolution No. 3303, revising the Ventura Port District Expense Reimbursement Policy for Members of the Board of Port Commissioners, and rescinding Resolution No. 3266 with the following revision:

3. Other Events and Expenditures, ii. Meals:

ii. Meals. A Commissioner shall be reimbursed for the actual cost of meals and incidentals, including tips not to exceed 20% of the subtotal, incurred as part of an outside event approved by the Board, upon approval of the Expense Report by the General Manager pursuant to Section 5. The cost of alcoholic beverages will not be reimbursed and itemized receipts are required for all meals with the Expense Report. The cost of meals taken outside of such events shall be reimbursed up to a maximum of the following amounts per person:

Breakfast.....	\$20.00
Lunch.....	\$30.00
Dinner.....	\$45.00

7) Discussion on Chairman Appointments

Recommended Action: Resolution No. 3303.

That the Board of Port Commissioners discuss and take appropriate action on Chairman Appointments of the Board for liaison positions.

ACTION: Commissioner Smith moved, seconded by Commissioner Valance and carried by a vote of 5-0 to direct staff to clarify in the "Board of Port Commissioners Protocols and Policies Manual" that liaison appointments can be raised by any commissioner and follow the procedure of "Future Agenda Items," by getting consensus then bringing it back at a future meeting for approval.

REQUEST FOR FUTURE AGENDA ITEMS: None.

ADJOURNMENT: The meeting was adjourned at 8:19PM.



Secretary

