



**Minutes of Special Workshop Meeting of the Ventura Port District
Board of Port Commissioners Held March 25, 2015**

The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 7:19PM 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
Jim Friedman, Chair
Bruce E. Smith, Secretary

Commissioners Absent:

None

Port District Staff:

Oscar Peña, General Manager
Scott Miller, Harbor Master
Gloria Adkins, Fiscal Manager
Robin Baer, Property Manager
Frank Locklear, Marina Manager
Pat Hummer, Harbor Patrol
John Higgins, Harbor Patrol
Jessica Rauch, Clerk of the Board

Legal Counsel:

Timothy Gosney

AGENDA

CALL TO ORDER: By Chair, Jim Friedman at 7:19PM.

PLEDGE OF ALLEGIANCE: By Commissioner Carson.

ROLL CALL: All Commissioners were present.

ADOPTION OF AGENDA

ACTON: Commissioner Carson moved, seconded by Commissioner Bravo and carried by a vote of 5-0 to adopt the March 25, 2015 agenda.

APPROVAL OF MINUTES

The Minutes of March 11, 2015 were considered as follows:

ACTION: Commissioner Bravo moved, seconded by Commissioner Smith and carried by a vote of 4-0-1 to (Carson abstained) approve the minutes of March 11, 2015.

PUBLIC COMMUNICATIONS: Harbor Patrolman, John Higgins reported that it is Tsunami preparedness week and the District is more than prepared if a Tsunami were to occur. He also updated the Commission on the juvenile white sharks. Mr. Higgins reported on the success of the Volleyball Courts at Harbor Cove Beach, which he got fully funded by a donation. Sam Sadove updated the Commission on his plan for expansion and improvements to the Boat Yard and fuel dock (parcel 20).

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

LEGAL COUNSEL REPORT: Mr. Gosney reported that his office has created a Public Record Act Policy for the District and it should be coming to the Board for approval next month. He also reported that State Fish filed for bankruptcy.

BOARD COMMUNICATIONS: Commissioner Ashworth announced that Coastal Marine Biolabs will be hosting a smart talk on The Magic of Fluorescence in the Sea, Thursday, March 26th. He also thanked the Commission for allowing him to attend the fisheries conference, which was very successful. Commissioner Ashworth thanked the Port District for allowing the Power Squadron to use the facilities for manager's training. He also announced that he cannot attend the Opening Day for the Ventura Yacht Club on April 11th, but another Commissioner can attend. Commissioner Carson commented on an NPR story he heard about mussel farming and also reported on his trip to Washington DC to attend the CMANC Conference.

DEPARTMENTAL STAFF REPORTS: Richard Parsons gave the Commission a report that the federal dredge project removed 780,000 cubic yards of sand and the harbor entrance is in excellent shape.

GENERAL MANAGER REPORT: Mr. Peña reported that Sondermann Ring Partners got approval on the plan specifications from the City's Design Review Committee (DRC). However, the DRC did not approve the landscape plans.

CONSENT AGENDA:

1) Approval of Financial Statements and Checks for the month of January 2015

Recommended Action: Resolution No. 3267

That the Board of Port Commissioners adopt Resolution No. 3267 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in January 2015.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Carson and carried by a vote of 5-0 to adopt Resolution No. 3267 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in January 2015.

2) 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 Harbor Patrolman, John Higgins and Marketing Manager, Jennifer Talt-Lundin.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Bravo and carried by a vote of 5-0 to approve by motion the Out of Town Travel Requests for Harbor Patrolman, John Higgins and Marketing Manager, Jennifer Talt-Lundin.

STANDARD AGENDA:

1) Approval of Modifications to the Human Resources Manual: Paid Sick Leave

Recommended Action: Resolution No. 3268.

That the Board of Port Commissioners adopt Resolution No. 3268, modifying the Human Resources Manual to comply with provisions of the "Healthy Workplaces, Healthy Families Act of 2014".

ACTION: Commissioner Bravo moved, seconded by Commissioner Carson and carried by a vote of 5-0 to adopt Resolution No. 3268, modifying the Human Resources Manual to comply with provisions of the "Healthy Workplaces, Healthy Families Act of 2014".

2) Approval of Commercial and Recreational Slip Fee Increases

Recommended Action: Resolution No. 3269.

That the Board of Port Commissioners adopt Resolution No. 3269, approving the commercial and recreational slip fee increases.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Smith and carried by a vote of 5-0 to adopt Resolution No. 3269, approving the commercial and recreational slip fee increases.

Public Comment: Jack Wilbur does not believe the fees should increase when the services are considerably less than other marinas. Terry Wilmarth commented that the District has been maintaining the same level of services for some time and if slip fees are increased, boaters will be paying more for less. Cole Walters feels unsafe at the Marina because there have been many break-ins and the accommodations are subpar. John Higgins reiterated Mr. Walters claims about break-ins in the marina and parking lot and the safety issues occurring at the Marina.

3) Harbormaster and Business Operations Manager Positions

Recommended Action: Motion.

That the Board of Port Commissioners approve by motion the recommended changes to the District's organization regarding the position of Harbormaster and Business Operations Manager.

ACTION: Commissioner Smith moved, seconded by Commissioner Carson and carried by a vote of 5-0 to approve the recommended changes to the District's organization regarding the position of Harbormaster and

Business Operations Manager, with direction to staff to look at the overall function of the organizational chart and report back at a later date.

4) Adopt Revised Salary Resolution No. 3270 and Rescind Resolution No. 3263

Recommended Action: Resolution No. 3270.

That the Board of Port Commissioners adopt Resolution No. 3270, which amends the salary range of the Harbormaster position and adds the salary range for the new position of Business Operations Manager and rescind Resolution No. 3263.

ACTION: Commissioner Carson moved, seconded by Commissioner Bravo and carried by a vote of 5-0 to adopt Resolution No. 3270, which amends the salary range of the Harbormaster position and adds the salary range for the new position of Business Operations Manager and rescinds Resolution No. 3263.

5) Approval Board of Port Commissioners Protocols Manual

Recommended Action: Resolution No. 3271.

That the Board of Port Commissioners adopt Resolution No. 3271, approving the Board of Port Commissioners Protocols and Policies Manual.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Smith and carried by a vote of 3-2 (Bravo/Carson no) to adopt Resolution No. 3271, approving the Board of Port Commissioners revised Protocols and Policies Manual with the recent blue and redline changes.

Commissioner Comment: Commissioner Bravo stated for the record that his reason for voting against the Resolution was that the Board does have regular subcommittees (i.e. the audit committee on which he has served for many years) and the discouragement against the use of subcommittees as stated in the manual is inaccurate, unnecessary and that subcommittees do enhance the efficiency of Board operations.

REQUEST FOR FUTURE AGENDA ITEMS: Commissioner Friedman asked that an informational item be brought to the Commission on the safety of the Village Marina. Commissioner Smith asked that an action item be brought to the Commission to consider appointing the General Manager as Board Secretary.

DEDICATION OF MEETING TO SANDFORD WADDELL

ADJOURNMENT: The meeting was adjourned at 10:35PM.


Secretary