



**Minutes of Special Workshop Meeting of the Ventura Port District Board of Port Commissioners Held April 22, 2015**

The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 7:07PM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

**Commissioners Present:**

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

**Commissioners Absent:**

None

**Port District Staff:**

Oscar Peña, General Manager  
Scott Miller, Harbor Master  
Robin Baer, Property Manager  
Pat Hummer, Harbor Patrol  
Joe Gonzalez, Facilities Manager  
Jennifer Talt-Lundin, Marketing Manager  
Richard Parsons, Consultant  
Jessica Rauch, Clerk of the Board

**Legal Counsel:**

Timothy Gosney

**AGENDA**

**CALL TO ORDER:** By Chair, Jim Friedman.

**PLEDGE OF ALLEGIANCE:** By Harbormaster, Scott Miller.

**ROLL CALL:** All Commissioners were present.

**ADOPTION OF AGENDA**

**ACTON:** Commissioner Smith moved, seconded by Commissioner Carson and carried by a vote of 4-0 to adopt the April 22, 2015 agenda.

## **APPROVAL OF MINUTES**

The Minutes of April 8, 2015 were considered as follows:

**ACTION:** Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 3-0-1 (Friedman abstained) to approve the minutes of April 8, 2015.

**PUBLIC COMMUNICATIONS:** Deputy Mayor, Erik Nasarenko presented a proclamation on behalf of the City of Ventura and Mayor Heitmann for Harbormaster, Scott Miller's years of service to the Ventura Port District and community. Lynn Mikelatos, owner of The Greek at the Harbor and Margarita Villa, extended an invitation to everyone for Scott Miller's retirement party being held at The Greek.

**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 is working on the agreement for the Mermaid statue donation. Also, a new appellate case recently held that attorney invoices are a confidential communication between attorney and client and therefore not disclosable under the Public Records Act.

**BOARD COMMUNICATIONS:** Commissioner Ashworth gave the Commission an update on the grant proposal that he has been working on.

**DEPARTMENTAL STAFF REPORTS:** Richard Parsons updated the Commission on the federal funding for dredging.

**GENERAL MANAGER REPORT:** Mr. Peña reported announced the passing of longtime fisherman Pete Dupuy and his memorial service will be held May 2<sup>nd</sup>.

## **CONSENT AGENDA:**

### **1) Approval of Financial Statements and Checks for the month of February 2015**

**Recommended Action: Resolution No. 3275.**

That the Board of Port Commissioners adopt Resolution No. 3275 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in February 2015.

**ACTION:** Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 4-0 to adopt Resolution No. 3275 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in February 2015.

### **2) Approval of Out of Town Travel Request**

**Recommended Action: Motion**

That the Board of Port Commissioners approve by motion the Out of Town Travel Request for Consultant, Richard Parsons.

**ACTION:** Commissioner Ashworth moved, seconded by Commissioner Carson and carried by a vote of 4-0 to approve the Out of Town Travel Request for Consultant, Richard Parsons.

**STANDARD AGENDA:**

**1) Consideration of Rejection of Claim by Craig Minton**

**Recommended Action: Motion.**

That the Board of Port Commissioners approve by motion the rejection of a claim filed against the Ventura Port District on February 6, 2015 by Craig Minton and authorize the General Manager to execute and mail a Notice of Rejection to Mr. Minton.

**ACTION:** Commissioner Ashworth moved, seconded by Commissioner Smith and carried by a vote of 4-0 to approve the rejection of a claim filed against the Ventura Port District on February 6, 2015 by Craig Minton and authorize the General Manager to execute and mail a Notice of Rejection to Mr. Minton.

**2) Appointment of General Manager as Secretary of the Board of Port Commissioners**

**Recommended Action: Motion.**

That the Board of Port Commissioners discuss and take appropriate action on the appointment of the General Manager as Secretary of the Board of Port Commissioners.

**ACTION:** Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 4-0 to approve the appointment of the General Manager as Secretary of the Board of Port Commissioners.

**3) Approval of RRM Design Group Agreement for Additional Services**

**Recommended Action: Motion.**

That the Board of Port Commissioners approve by motion the authorization of the General Manager to enter into a \$47,390 Agreement for additional services with RRM Design Group for the Ventura Harbor Village Accessibility Plan Improvements.

**ACTION:** Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 4-0 to approve the authorization of the General Manager to enter into a \$47,390 Agreement for additional services with RRM Design Group for the Ventura Harbor Village Accessibility Plan Improvements.

**4) 2015 Lifeguard Services Contract**

**Recommended Action: Motion.**

That the Board of Port Commissioners review, discuss and take appropriate action on the contract proposed by State Parks to provide Lifeguard Services at Harbor Cove and Surfers Knoll.

**ACTION:** The Commission would like to see staff return at the next meeting with more information on three different proposals from the City of Port Hueneme, the City of Ventura, and State Parks.

**1) 2015 – 2016 Preliminary Budget and Five Year Capital Improvement Plan**

**Recommended Action: Informational.**

That the Board of Port Commissioners review and discuss the 2015 – 2016 Ventura Port District Preliminary Budget and Five Year Capital Improvement Plan.

**ACTION:** The Commission received a report on the 2015 – 2016 preliminary budget and five year capital improvement plan and had the following comments and questions:

**1. Commissioner Carson**

- Page 76, General Expenses, Advertising – Would like more of an explanation for this increase. At this time would not be in favor of this increase; needs to be more comprehensive.
- Page 77, General Expenses Cont'd, Village Enhancements – What budget does this go under? Would like to see a joint effort with both Property Management and Maintenance. Property Management should be involved in this process.
- Page 77, General Expenses Cont'd, Janitorial Supplies - \$8,500 increase; seems large.
- Page 77, General Expenses Cont'd, Prof. Serv/Downtown Trolley Partnership – Are we going to continue with this? Need to bring in more partners. Should be up for discussion.
- Page 77, Marketing & Promotional Expenses, Advertising – In favor of staying around \$131,000, unless there is a justification for the \$9,000 increase.
- Page 78, Non-Operating and Other Expenditures – Is the increase attributed to the Harbormaster salary being part of the Harbor Patrol Department now? Yes.
- Page 78, Building Tenant Improvements – What does this include?
- Page 81, Capital Improvement and Maintenance Projects, Roofs – This wasn't on the radar. Hopes staff is continuing to look at every option.
- \$3M for dock replacement – Loan?
- Page 85, Harbor Village Marina Other Expenses, Grounds Maintenance – More information on the substantial decrease. Needs to be continued. Should be under Property Management, not Maintenance.
- Page 86, Harbor Village Common Area Maintenance (CAM) Other Expenses, Professional/Outside Services – More information; what is this for?
- Page 88, Harbor Dredging and Related Expenses – Thought new position would be covering project management, however, it is 45-50% of this budget; why?

**2. Commissioner Smith**

- Page 76, Harbor Village Lease Income, Retail – Leasing strategy – To assume 100% occupancy is false. Do not know any shopping facility that does not account for 3-5% vacancy at any time because there is always a business going out or coming in. Unanticipated expenses of helping new tenants move in.
- Page 76, General Expenses, Advertising – More information.
- Page 77, Marketing & Promotional Expenses, Advertising – More information on \$9,000 increase.
- Page 76, Personnel Expenses, Total Wages, 5% increase in base pay - Thinks there is a desire to do something since there hasn't been an increase for a while. Should provide a fair living wage increase; 5% should not be end all. Why appropriate at this time?
- Rate increase for the launch ramp parking? Think we will have to increase.
- More information on the cleanup of Parcels 15 and 18; \$28,000 increase?
- Page 84, Purchase/install 10 video cameras – Is that part of the dock security issue? Would like to see the report (on increase security requested by Board) to see if this is the appropriate action, before approval of the budget.

**3. Commissioner Ashworth**

- Think a good idea to expand on clarifications and annotations under comments; especially on items not being thought about. Where are things that won't happen to us?
- Glad to see the cameras are in the budget.
- All share a desire to raise salaries. Would like more detail on how staff looks at the 5% and are there triggers. Be clear on what that pool of money is. What is the timing and how do we implement?
- Urge some caution on assuming 100% occupancy.
- Annotate the advertising.
- Thanked staff for all their hard work.
- Kudos to Gloria.

**4. Commissioner Friedman**

- Employee salary increases – Don't want to make promises to employees can't keep; it is a timing issue. Does not want to commit to an obligation that may not be able to meet because certain assumptions do not come through. Interested in staff take a look at what the City did; employees start paying into retirement.
- Page 76, General Expenses, Advertising – What above and beyond do you typically do? Do you go through a broker?
- Capital Improvement Budget – Reserve fund. Need to be conservative. Not nearly as ambitious as you are; hope to come up with a happy medium.

**ADJOURNMENT:** The meeting was adjourned at 9:34PM.

  
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Secretary

