



**A RESOLUTION BY THE BOARD OF PORT COMMISSIONERS  
OF VENTURA PORT DISTRICT ADOPTING THE VENTURA PORT DISTRICT EXPENSE  
REIMBURSEMENT POLICY FOR COMMISSIONERS**

**RESOLUTION NO. 3518**

WHEREAS, AB 1234 was enacted in order to respond to growing public concern over extensive misuse of public resources by special districts.

WHEREAS, AB 1234 requires that, if a local agency decides to provide expense reimbursement to members of its legislative body, it must adopt a written policy specifying the types of occurrences that qualify a member to receive reimbursement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. 3474, which was previously passed, approved, and adopted by the Board on May 17, 2023, and adopts in its place the Expense Reimbursement Policy for Commissioners attached hereto as Exhibit A.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on this 18<sup>th</sup> day of December 2024, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

\_\_\_\_\_  
Michael Blumenberg, Chair

ATTEST:

\_\_\_\_\_  
Anthony Rainey, Secretary

**EXHIBIT A  
VENTURA PORT DISTRICT  
EXPENSE REIMBURSEMENT POLICY FOR COMMISSIONERS**

The purpose of this Expense Reimbursement Policy for Commissioners ("Policy") is to set forth the procedures of the Ventura Port District ("District") regarding the reimbursement of actual and necessary expenses incurred by the Board of Port Commissioners ("Board") in the performance of official duties for the benefit of the District, pursuant to Government Code sections 53232 et seq.

1. General Principles: Commissioners are encouraged to attend conferences, meetings, seminars, and other activities regarding matters of interest to the District and to further educational goals, which may require a Commissioner to incur an expense on behalf of the District. Commissioners are expected to exercise prudence in all expenditures. Thus, reimbursement shall be made only for actual and necessary expenses that qualify under this Policy. Expenditures that are improper or otherwise not properly accounted for shall not be paid for or reimbursed by the District.
2. Reimbursable Events and Authorized Expenditures: Subject to the restrictions contained within this Policy, Commissioners shall be reimbursed for certain authorized expenditures incurred by Commissioners for the benefit of the District while attending the following events ("Reimbursable Event(s)"):
  - Educational conferences, workshops, seminars and similar events.
  - Regional, state and national meetings or conferences where activities affecting the District's interests are discussed.
  - Other Governmental functions where a Commissioner attends as an authorized representative of the District.

A Reimbursable Event must be approved in advance by a majority vote of the Board at a public meeting. The District shall pay for or reimburse the Commissioner for incurring the following authorized expenditures:

a) Same-Day Events.

- i. Registration Fees. ~~The Department Manager~~ The District shall directly pay ~~use their District credit card to directly pay~~ the registration fees associated with attendance at an approved event.
- ii. Transportation.
  - a. Personal Vehicle Mileage. For same-day events with travel, ~~an Employee~~ Commissioner shall be reimbursed for costs associated with the use of a personal vehicle to travel to/from an approved event at the then-current IRS Standard Mileage Rates. Mileage calculations will be verified using common mapping tools which is to be attached to the proper request and reporting forms. The District will not reimburse ~~Employees~~ Commissioners for any other personal vehicle expenses, including fuel. The start and end point (roundtrip) shall be point of origin to and from the approved destination.

- b. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, an Employee may use regularly scheduled commercial carriers for travel. ~~An Employee~~ Commissioner traveling by train, bus, or taxi should travel by the least-expensive fare available for the date and time of the travel, taking into account scheduling needs and the most direct route. Travel should be planned in advance to permit use of advance fares. The District shall directly pay for such travel arrangements whenever possible. ~~The Department Manager, using their District credit card, shall directly pay for such travel arrangements whenever possible.~~
  - c. Rental Vehicle: ~~Employees~~ Commissioners using a rental vehicle shall be reimbursed for rental cost and fuel expenses, though mileage reimbursement does not apply.
  - iii. Meals. Lunch will be reimbursed for same-day travel that requires an ~~employee~~ Commissioner to be away for 6 or more hours from Ventura Harbor. Meals provided as part of the event are not eligible for reimbursement.
  - iv. Incidental Expenses. The District shall reimburse an ~~Employee~~ Commissioner for toll charges and parking fees up to the actual amount expended. ~~Employees~~ Commissioners must provide receipts or documentation for incidental expenses and attach to the expense reporting form. Undocumented payments will not be reimbursed.
- b) Overnight Events.
- i. Registration Fees. The District shall directly pay the registration fees associated with attendance at a Reimbursable Event.
  - ii. Hotel Expenses. Whenever possible, the District shall directly pay for reasonable lodging expenses incurred by a Commissioner while attending a Reimbursable Event. If the Commissioner makes payments at his or her own expense, the District shall reimburse the Commissioner for reasonable lodging expenses and only for the actual hotel fees incurred, excluding entertainment, or similar personal expenses.
  - iii. Transportation
    - a. Personal Vehicle Mileage. A Commissioner shall be reimbursed for costs associated with the use of a personal vehicle to travel to/from a Reimbursable Event at the then-current IRS Standard Mileage Rates. No reimbursement shall be provided for travel to/from regular or special Board or committee meetings or optional District events. Mileage calculations will be verified using common mapping tools, which is to be attached to the proper request and reporting forms. The District will not reimburse Commissioners for any other personal vehicle expenses, including fuel. The start and end point (roundtrip) shall be point of origin to and from the approved destination.
    - b. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, a Commissioner may use regularly scheduled commercial carriers for travel. A Commissioner traveling by plane, train, rental vehicle, bus, or taxi

should travel by the least-expensive fare available for the date and time of the travel, taking into account scheduling needs and the most direct route. Travel should be planned in advance to permit use of advance fares. The District shall directly pay for such travel arrangements whenever possible.

- c. Rental vehicle. Commissioners using a rental vehicle shall be reimbursed for rental cost and fuel expenses, though mileage reimbursement does not apply.
- iv. Meals. A Commissioner shall be allowed the following not to exceed amounts for meals during travel:

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

These amounts include sales tax and tip (which is not to exceed 20% pretax total) and are not to be exceeded. A Commissioner may choose to purchase their meal from a restaurant (including fast food), convenience store, gas station, or grocery store. All meal receipts must be itemized to receive reimbursement. The cost of non-food items (such as alcoholic beverages) will not be reimbursed.

If the event registration includes meals, Commissioners are expected to take advantage of such meals. Commissioners that attend a conference that includes a meal, but they cannot consume that meal due to dietary, religious, or schedule restrictions for official business, the District may allow the Commissioner to claim the full meal allowance to cover the cost of a substitute meal. Commissioners must first make a reasonable effort to make alternative meal arrangements.

Commissioners may, at their own discretion, exceed the allowable amounts for meals. In cases where this occurs, the Commissioner will only be reimbursed up to the allowable amount when making cash or personal credit card purchases.

- v. Incidental Expenses. The District shall reimburse a Commissioner for tips actually given that are reasonable and customary for the service, as well as toll charges and parking fees up to the actual amount expended. Commissioners may also seek reimbursement for incidental expenses such as water, coffee and/or snacks, however, those costs combined with the Commissioner's meal expenses shall not exceed the per meal reimbursement allowance. Commissioners must provide receipts or documentation for incidental expenses and attach them to the expense reporting form. Undocumented cash tips and payments will not be reimbursed.
3. Unauthorized Expenditures: In accordance with California law, the District shall not reimburse for personal expenses, non-mileage vehicle expenses, nor for a Commissioner's guest. The personal portion of any trip before, during or after the approved District business, or any other unapproved expenses will not be reimbursed.

4. Expense Reporting: Expenses incurred by a Commissioner under this Policy shall be reimbursed only after the Commissioner seeking reimbursement completes and submits the proper expense reporting documentation currently in use by the District. The documentation must be submitted to the Clerk of the Board within 30 days after the Commissioner incurs the expense or completes the travel. The Commissioner must attach all relevant documentation and receipts authenticating the expenses, such as itemized receipts or proof of payment issued by a hotel, restaurant, or other vendors. Each meal receipt shall be itemized and categorized by meal for reporting purposes. The Clerk of the Board and General Manager shall review and approve the requested reimbursement.

Also, on an annual basis, the District is required under Government Code Section 53065.5 to disclose any reimbursement paid by the District within the immediately preceding fiscal year of each occurrence of \$100 or greater for each individual charge for services or product received. Individual charge includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee. The disclosure requirement shall be fulfilled by including the reimbursement information either in a document published or printed at least annually and shall be made available for public inspection.

5. Disclosure and Reporting: To implement the reporting requirements of Government Code Section 53232.3, the Commissioner shall provide a brief report on the event attended for which he or she was reimbursed. If multiple officials attended the same event, a joint report may be made.
6. Public Records: All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act and pursuant to Government Code Section 53232.3.

## Jessica Rauch

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**From:** Jeff Moorhouse <Jeff.Moorhouse@raymondjames.com>  
**Sent:** Wednesday, December 18, 2024 10:28 AM  
**To:** Jessica Rauch  
**Subject:** RE: REMINDER! Parking Management RFP on Commission Agenda

Please submit me email reply as I am unable to be at the meeting:

Regarding the following paragraph in the report:

### ***Validation:***

***At this time, there is no final strategy for how validation might be provided. This is an ongoing discussion with tenants, industry, and staff. The RFP will require the service provider to demonstrate that they are able to provide validation but how that will be implemented will be determined by the Board at a later date. Validation, if implemented, will reduce the gross revenue earned by the PMP.***

The parking plan should not be approved until this issue is settled with tenants. I am concerned that the above paragraph utilizes “might be provided” and “if implemented”. By not resolving the validation issue now, the above paragraph suggests parking validation for clients of the Harbor Village tenants may not happen.

Thank you for your consideration.

*Jeff Moorhouse*

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