



**BOARD OF PORT COMMISSIONERS
MARCH 5, 2025**

Ventura Harbor
GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

ADMIN AGENDA

Adoption of the March 5, 2025 Agenda

**Approval of Minutes
February 19, 2025
Regular Meeting**

**PUBLIC COMMUNICATION
ADMIN AGENDA
ITEMS NOT ON THE AGENDA**

00 : 03 : 00

- Closed Session Report
- Board Communications
- Staff and General Manager Reports

ADMIN AGENDA

CONSENT AGENDA ITEMS

A) Approval of Resolution No. 3524 Accepting the Work of F.C.T. Construction LLC for the Ventura Harbor Village 1567 Spinnaker Drive Facade Renovation Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3524:

- a) Accepting the work of F.C.T Construction LLC for the Façade Renovation Project at 1567 Spinnaker Drive.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

B) Approval of Amendment No. 1 to a Professional Services Agreement with Jensen Design & Survey for Architectural Services

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to a Professional Services Agreement with Jensen Design & Survey, increasing the compensation from \$97,000 to \$140,000 for the engineering, design, permitting, bid support, and construction management for three District improvement projects.

C) Approval of 2025 Lifeguard Services Contract

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to enter into a contract with the Department of Parks and Recreation to provide Lifeguard Services from mid-May 2025 through Labor Day 2025 at Harbor Cove and Surfers Knoll beaches in the amount of \$200,078.50.

PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

**AUTHORIZATION TO EXECUTE AGREEMENTS WITH YARDI
SYSTEMS, INC AND BALANCE ASSETS SOLUTIONS, LLC**

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Authorize the General Manager to execute an Agreement with Yardi Systems, Inc for a three-year term in the amount not to exceed \$55,000 for the first year of the contract.
- b) Authorize the General Manager to execute an Agreement with Balanced Asset Solutions, LLC for a one-year contract not to exceed \$83,475.

**STANDARD
AGENDA
ITEM
1**

Report by:

**Jessica Perkins, Accountant II
Jessica Snipas, Business Ops Analyst II**

OVERVIEW

- Background
- Yardi
 - Accounting Functions
 - Tenant Experience
 - Leasing Functions
- Implementation Specialist
- Fiscal Impact

BACKGROUND: YARDI SYSTEMS, INC.

- In March 2022, the District migrated to MRI Commercial Property accounting software to streamline the accounting and property management processes. Unfortunately, the software presented numerous and continuous challenges.
- As a result of these challenges, in Fall of 2024 staff began researching alternative software solutions, focusing on those with diligent attention to the District's unique and complex requirements.
- Yardi was identified to be sufficiently equipped to handle our needs, while remaining within our desired budget.
- Yardi is a leader in commercial management software. They have experience with public agencies with similar structure.

IMPROVED ACCOUNTING FUNCTIONS

- Yardi is well known to have superior accounting & property management functionalities, including supporting public agencies with similar complexity.
- Yardi Voyager includes all aspects of accounting, such as general ledger, financial statements, accounts payable, accounts receivable and bank statements.
- While MRI has these modules, we encountered difficulties within their processes that were often beyond the knowledge of MRI's support staff.
- The implementation did not meet our needs, and as a result dramatically increased the workload of the accounting department.

TENANT EXPERIENCE – COMMERCIAL CAFE

- Yardi allows for a more user-friendly tenant portal (Commercial Café).
- Tenants will have access to their statements, be able to report sales and make online payments using only one portal.
- Commercial Café allows for the District to post notices, rent reminders, and other communications to the tenants.
- Staff will assist and train the tenants on the new portal, ensuring a smooth transition. Staff will be available for in-person and/or virtual training based on individual needs.

LEASING FUNCTIONS – PART 1: DEAL MANAGER

- Deal Manager is the leads generation module for Yardi.
 - It is used for lead generation up to lease generation.
 - Contains prospective tenant information.
 - Tracks communication.
 - Generates a term sheet.

LEASING FUNCTIONS – PART 2: LEGAL

- Legal is the module that generates, manages, and executes leases.
 - Lease templates and their revisions are stored in this module.
 - It is designed to allow for a complex approval workflow, ensuring each lease is reviewed and approved by the staff and legal.
 - Contains an E-signature tool to streamline the lease execution process.
 - After lease execution, tenant's lease is visible to tenant and staff under their account.

BALANCED ASSETS SOLUTIONS LLC (BAS)

- Staff have determined that it would be in the District's best interest to hire a consultant to perform the accounting software migration to Yardi.
- The usage of a migration specialist will ensure a successful setup of the new software that will best meet the District needs.
- BAS will assume complete accountability and responsibility for the successful implementation and will evaluate the District's needs. They will suggest procedural enhancements, perform all data migration and set up and provide additional training.
- This service will also significantly reduce the amount of staff resources needed during the migration process, enabling staff to continue to focus on their daily workloads.

FISCAL IMPACT-YARDI/BAS

- The cost for Yardi Software is \$25,000 per year, with an annual increase not to exceed CPI for the preceding year. The set-up costs for Yardi are \$29,200. These fees are due upon the execution of the contract.
- The fee for BAS is \$83,475 billed in twelve monthly installments of which the first four months (\$27,825) will be due during the current fiscal year.
- The FY24-25 costs for these services were approved as part of the mid-year budget adjustment at the February 19, 2025 Board meeting.

PUBLIC COMMUNICATION STANDARD ITEM 1

00 : 03 : 00

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**STANDARD
AGENDA
ITEM
1**

Report by:

**Jessica Perkins, Accountant II
Jessica Snipas, Business Ops Analyst II**

**UPDATE ON STATE OF EMERGENCY TO ADDRESS THE
FAILURE OF THE ELEVATOR AT 1591 SPINNAKER DRIVE**

RECOMMENDATION:

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 15, 2025, set forth in Resolution No. 3520.

**STANDARD
AGENDA
ITEM
2**

**Report by:
Justin Fleming, Capital Projects Manager**

PUBLIC COMMUNICATION STANDARD ITEM 2

00 : 03 : 00

**UPDATE ON STATE OF EMERGENCY TO ADDRESS THE
FAILURE OF THE ELEVATOR AT 1591 SPINNAKER DRIVE**

RECOMMENDATION:

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**STANDARD
AGENDA
ITEM
2**

**Report by:
Justin Fleming, Capital Projects Manager**

APPROVAL OF 2025 LIFEGUARD SERVICES CONTRACT

RECOMMENDATION:

That the Board of Port Commissioners authorize the General Manager to enter into a contract with the Department of Parks and Recreation to provide Lifeguard Services from mid-May 2025 through Labor Day 2025 at Harbor Cove and Surfers Knoll beaches in the amount of \$200,078.50.

CONSENT AGENDA ITEM C

Report by:
John Higgins, Harbormaster

CALIFORNIA STATE PARKS LIFEGUARD CONTRACT

- **What is the change in hourly rate?** The competitive job market and lack of interest in many young adults have caused a nationwide shortage of Lifeguards. **The Labor MOU provides: .45 & .50 Increases after July 1, 2025.** (LGI 23.53 -23.98 & LGII 25.78-26.28)
- **What are the off-season coverage issues and how do they result in cost increases?** This wording has provided flexibility for the Port District to provide services outside the typical **90-day summer period**. This could be due to heatwaves, large swells, and school breaks. Generally speaking, we extend the weekends only for an additional month but reserve this option for unexpected weather
- **What are the tower repairs and their costs?** Most towers owned by California State Parks are over 30 years old. New towers cost upwards of 70k and as a result it is often cheaper to make repairs than to purchase new. **Repairs are fiberglass, windows, stainless steel repairs.**

CONTRACT VS VPD PROVIDED LIFEGUARDS

- **State Parks Contract:**

- Convenient services with real value to what we are trying to provide as a Harbor
- We have seen the initial cost of providing Lifeguards grow from 20k to now 200k
- Less impact on our limited HR and Accounting
- Professional service with a strong history of successful service delivery

- **Ventura Port District Program:**

- We pay almost 30% of the contract to other than Lifeguards (Contract/Supervisors)
- The baked in costs essentially are covering all the costs we would incur
- The 30% costs applied to an internal program could provide services year around
- ** Start up costs would be significant and include Towers, Vehicle, Radios, Equipment,&Training **

PUBLIC COMMUNICATION CONSENT ITEM C

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

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CONSENT AGENDA ITEM C

Report by:
John Higgins, Harbormaster



VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT
NEXT MEETING MARCH 19, 2025

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK