

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF DECEMBER 16, 2020



CLOSED SESSION

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chairman Chris Stephens at 6:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioners Present:

Chris Stephens, Chairman
Brian Brennan, Vice Chairman via teleconference
Jackie Gardina, Secretary via teleconference
Everard Ashworth via teleconference
Michael Blumenberg via teleconference

Commissioners Absent:

None.

Port District Staff:

Brian Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Andy Turner via teleconference
Elsa Sham via teleconference

PUBLIC COMMUNICATIONS: None.

CONVENED TO CLOSED SESSION AT 6:05PM.

ADJOURNMENT: Closed Session was adjourned at 6:50PM.

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Chairman Chris Stephens at 7:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom Meeting.

PLEDGE OF ALLEGIANCE: By General Manager Brian D. Pendleton.

ROLL CALL:

Commissioners Present:

Chris Stephens, Chairman
Brian Brennan, Vice Chairman via teleconference
Jackie Gardina, Secretary via teleconference
Everard Ashworth via teleconference
Michael Blumenberg via teleconference

Commissioners Absent:

None.

Port District Staff:

Brian Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Jessica Rauch, Clerk of the Board
John Higgins, Harbormaster via teleconference
Dave Werneburg, Marina Manager via teleconference
Joe Gonzalez, Capital Improvements Manager via teleconference
Robin Baer, Property Manager via teleconference
Jennifer Talt-Lundin, Marketing Manager via teleconference
Gloria Adkins, Accounting Manager via teleconference

Legal Counsel:

Andy Turner via teleconference
Elsa Sham via teleconference

ADOPTION OF AGENDA

ACTION: Commissioner Brennan moved to adopt the November 18, 2020 agenda.

Commissioner Blumenberg seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.

Motion carried 5-0.

APPROVAL OF MINUTES

The Minutes of the November 18, 2020 Regular Meeting were considered as follows:

ACTION: Commissioner Brennan moved to approve the minutes of October 21, 2020 Regular Meeting, with the following revision on Consent Agenda Item a):

Commissioner Blumenberg requested this item be pulled ~~this item~~ from the Consent Agenda.

Commissioner Gardina seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.

Motion carried 5-0.

PUBLIC COMMUNICATIONS: Derek Turner commented on the Harbor's water quality. Sam Sadove commented on the new public comment rules.

CLOSED SESSION REPORT: Mr. Turner stated that the Board met in closed session; discussed and reviewed all items on the closed session agenda. The Board gave direction to staff as how to proceed. No action was taken that is reportable under The Brown Act.

BOARD COMMUNICATIONS: Commissioner Blumenberg joined the Freedom Boat Club. Commissioner Stephens recognized the departing City Councilmembers.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton recognized Harbormaster, John Higgins, Harbor Patrol Officer, Bobby Crane, Marine Safety Officer, Rocky Lanning and Paul Amaral of Tow Boat US for their quick response involving rescue efforts of two individuals who were victims of an industrial accident on an offshore oil platform. He also recognized two employees, Manuel Valencia and Martin Lopez for their 15 years of service to the Port District. Mr. Pendleton congratulated Robbie Armstrong-Dunham on her retirement effective December 31st. Ms. Talt-Lundin reported on the December events and activities in Harbor Village.

LEGAL COUNSEL REPORT: None.

CONSENT AGENDA

A) Annual Reserve Policy Review

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners accept the current Ventura Port District Reserve Policy, Resolution No. 3225, dated August 28, 2013.

Public Comment: None.

ACTION: Commissioner Brennan moved to accept the current Ventura Port District Reserve Policy, Resolution No. 3225, dated August 28, 2013.

Commissioner Blumenberg seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg

NOES: None.

Motion carried 5-0.

B) Approval of New Office Lease Agreement for Tara Pielaet dba Rated Sports

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tara Pielaet dba Rated Sports for space located at 1591 Spinnaker Drive #207 consisting of approximately 1,420 square feet for a three (3) year term with a three (3) year option.

Public Comment: None.

ACTION: Commissioner Brennan moved to approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tara Pielat dba Rated Sports for space located at 1591 Spinnaker Drive #207 consisting of approximately 1,420 square feet for a three (3) year term with a three (3) year option.

Commissioner Blumenberg seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.

Motion carried 5-0.

C) Approval of New Retail Lease Agreement for Marilyn Ryemon and Annette Cortez dba The Ultimate Escape Rooms

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new retail lease agreement for the premises located at 1591 Spinnaker Drive #117C consisting of 1,291 square feet between the Ventura Port District dba Ventura Harbor Village and The Ultimate Escape Rooms for a five (5) year term with a four (4) year option.

Public Comment: None.

ACTION: Commissioner Brennan moved to approve a new retail lease agreement for the premises located at 1591 Spinnaker Drive #117C consisting of 1,291 square feet between the Ventura Port District dba Ventura Harbor Village and The Ultimate Escape Rooms for a five (5) year term with a four (4) year option.

Commissioner Blumenberg seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.

Motion carried 5-0.

D) Approval of Minute Revisions

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the revision to the October 7, 2020 and October 21, 2020 regular meeting minutes.

Public Comment: None.

ACTION: Commissioner Brennan moved to approve the revision to the October 7, 2020 and October 21, 2020 regular meeting minutes.

Commissioner Blumenberg seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.

Motion carried 5-0.

STANDARD AGENDA:

1) Adoption of Resolution No. 3402 Extending the COVID-19 Ventura Harbor Rental Abatement and Deferment Program

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3402 further extending the COVID-19 Ventura Harbor Rental Abatement and Deferment Program until March 31, 2021.

Report by Brian D. Pendleton, General Manager.

Public Comment: Sam Sadove gave kudos to staff for continuing with this program and reported that the Tenant Working Group will be requesting City Council modify their program.

Closed public comment at 7:38PM.

ACTION: Commissioner Blumenberg moved to adopt Resolution No. 3402 further extending the COVID-19 Ventura Harbor Rental Abatement and Deferment Program until March 31, 2021.

Commissioner Brennan seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.

Motion carried 5-0.

2) Award of Bid for the Ventura Harbor Village Restroom ADA Remodel

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners award the Ventura Harbor Village ADA Restroom Remodel Contract for 1559 Spinnaker Drive to Tomar Construction Inc. in the amount of \$ 97,800.00.

Report by Todd Mitchell, Business Operations Manager.

Public Comment: None.

ACTION: Commissioner Brennan moved to award the Ventura Harbor Village ADA Restroom Remodel Contract for 1559 Spinnaker Drive to Tomar Construction Inc. in the amount of \$ 97,800.00.

Commissioner Gardina seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.

Motion carried 5-0.

3) Award of Bid for Fisherman's Storage Containers Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners award the Fisherman's Storage Containers Project to Container Alliance in the amount of up to \$100,190.03.

Report by Todd Mitchell, Business Operations Manager.

Public Comment: None.

ACTION: Commissioner Brennan moved to award the Fisherman's Storage Containers Project to Container Alliance in the amount of up to \$100,190.03.

Commissioner Blumenberg seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.

Motion carried 5-0.

4) Approval of Financial Statements and Checks for July through September 2020

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3403 to:

- a) Accept the financial statements for the Quarter ending September 30, 2020; and,
- b) Review the payroll and regular checks for July through September 2020.

Report by Todd Mitchell, Business Operations Manager.

Public Comment: None.

ACTION: Commissioner Ashworth moved to adopt Resolution No. 3403 to:
a) Accept the financial statements for the Quarter ending September 30, 2020;
and,
b) Review the payroll and regular checks for July through September 2020.

Commissioner Gardina seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.

Motion carried 5-0.

5) Annual Investment Policy Review

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3404 approving the Ventura Port District Investment Policy and rescinding Resolution No. 3345.

Report by Andy Turner, Legal Counsel, Lagerlof.

Public Comment: None.

ACTION: Commissioner Ashworth moved to adopt Resolution No. 3404 approving the Ventura Port District Investment Policy and rescinding Resolution No. 3345.

Commissioner Brennan seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.

Motion carried 5-0.

6) Ventura Port District Operations Update as it Relates to COVID-19

Recommended Action: Informational. (Verbal Report)

That the Board of Port Commissioners receive an update on:

- a) The COVID-19 Ventura Harbor Rental Abatement and Deferment Program; and,
- b) Status of Ventura Port District operations.

Report by Brian D. Pendleton, General Manager and Todd Mitchell, Business Operations Manager.

Public Comment: Sam Sadove commented that the District should plan on the Stay-at-Home Order being extended to February.

Closed public comment at 8:01PM.

ACTION: The Board of Port Commissioners received an update on COVID-19 related items.

ADJOURNMENT: The meeting was adjourned at 8:02PM.

The next meeting is Wednesday, January 6, 2021.



Brian Brennan, Secretary