

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF MAY 5, 2021



CLOSED SESSION

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chairman Chris Stephens at 6:01PM 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
Michael Blumenberg, Vice Chairman
Brian Brennan, Secretary via teleconference
Jackie Gardina via teleconference
Everard Ashworth 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

PUBLIC COMMUNICATIONS: None.

CONVENED TO CLOSED SESSION AT 6:03PM.

ADJOURNMENT: Closed Session was adjourned at 6:56PM.

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 7:01PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom Meeting.

PLEDGE OF ALLEGIANCE: By Business Operations Manager, Todd Mitchell.

ROLL CALL:

Commissioners Present:

Chris Stephens, Chairman
Michael Blumenberg, Vice Chairman
Brian Brennan, Secretary via teleconference
Jackie Gardina via teleconference
Everard Ashworth 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
Joe Gonzalez, Capital Improvements Manager via teleconference
Gloria Adkins, Accounting Manager via teleconference
Dave Werneburg, Marina Manager via teleconference

Legal Counsel:

Andy Turner via teleconference

ADOPTION OF AGENDA

ACTION: Commissioner Brennan moved to adopt the May 5, 2021 agenda.

Vice-Chairman Blumenberg seconded. The vote was as follows:

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

NOES: None.

Motion carried 5-0.

APPROVAL OF MINUTES

The Minutes of the April 21, 2021 Regular Meeting were considered as follows:

ACTION: Commissioner Brennan moved to approve the minutes of the April 21, 2021 Regular Meeting.

Commissioner Ashworth seconded. The vote was as follows:

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

NOES: None.

Motion carried 5-0.

PUBLIC COMMUNICATIONS: Derek Turner commented on the high water quality in the harbor but expressed concerns about debris in the Arundell Barranca that could be carried into the harbor during a rain event.

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 Ashworth reported that he was a guest speaker for the Chamber on VSE. Commissioner Gardina is excited to see Island Packers busy. Commissioner Blumenberg is also happy to see life coming back to the Harbor.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported that he participated in the City's first General Plan workshop.

LEGAL COUNSEL REPORT: None.

CONSENT AGENDA:

A) Approval of Option to Mermaid Gallery Retail Lease Agreement

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners authorize the General Manager to approve the Option to Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tina O'Brien dba Mermaid Gallery for the premises located at 1575 Spinnaker Drive #107B, consisting of 652 square feet.

PUBLIC COMMENT: None.

ACTION: Commissioner Brennan moved to authorize the General Manager to approve the Option to Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tina O'Brien dba Mermaid Gallery for the premises located at 1575 Spinnaker Drive #107B, consisting of 652 square feet.

Commissioner Gardina seconded. The vote was as follows:

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

Motion carried 5-0.

B) Approval of Assignment and Assumption of Lease and Consent of Landlord for Baja Bay Surf Taco

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve an Assignment and Assumption of Lease and Consent of Landlord between Ms. Rangel, wife of Rigoberto Lopez Rangel dba Baja Bay Surf Taco and Mr. Ricardo Magana for the premises located at 1567 Spinnaker Drive #104, consisting of 773 square feet.

PUBLIC COMMENT: None.

ACTION: Commissioner Brennan moved to approve an Assignment and Assumption of Lease and Consent of Landlord between Ms. Rangel, wife of Rigoberto Lopez Rangel dba Baja Bay Surf Taco and Mr. Ricardo Magana for the premises located at 1567 Spinnaker Drive #104, consisting of 773 square feet.

Commissioner Gardina seconded. The vote was as follows:

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

Motion carried 5-0.

C) Approval of New Retail Lease Agreement for Tuesday Spagnuolo and Vince Spagnuolo dba Lost in Socks

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tuesday Spagnuolo and Vince Spagnuolo dba Lost in Socks at 1575 Spinnaker Drive #107A, consisting of 565 square feet for a five-year term with a four-year option.

PUBLIC COMMENT: None.

ACTION: Commissioner Brennan moved to approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tuesday Spagnuolo and Vince Spagnuolo dba Lost in Socks at 1575 Spinnaker Drive #107A, consisting of 565 square feet for a five-year term with a four-year option.

Commissioner Gardina seconded. The vote was as follows:

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

Motion carried 5-0.

D) Approval of Notice of Completion for the Ventura Harbor Restroom ADA Remodel at 1559 Spinnaker Drive

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3413:

- a) Accepting the work of Tomar Construction Inc. for the Ventura Harbor Village Restroom ADA Remodel at 1559 Spinnaker Drive; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

PUBLIC COMMENT: None.

ACTION: Commissioner Brennan moved to adopt Resolution No. 3413 accepting the work of Tomar Construction Inc. for the Ventura Harbor Village Restroom ADA Remodel at 1559 Spinnaker Drive and authorizing staff to prepare and record a Notice of Completion with the Ventura County Recorder.

Commissioner Gardina seconded. The vote was as follows:

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

Motion carried 5-0.

E) Approval of Notice of Completion for the Inner Harbor Dredging

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3414:

- a) Accepting the work of Mason Construction Company for the Inner Harbor Dredging; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

PUBLIC COMMENT: None.

ACTION: Commissioner Brennan moved to Commissioners adopt Resolution No. 3414 accepting the work of Mason Construction Company for the Inner Harbor Dredging and authorizing staff to prepare and record a Notice of Completion with the Ventura County Recorder.

Commissioner Gardina seconded. The vote was as follows:

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

Motion carried 5-0.

STANDARD AGENDA:

1) Approval of Financial Statements and Checks for January through March 2021

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3415 to:

- a) Accept the financial statements for the Quarter ending March 31, 2021; and,
- b) Review the payroll and regular checks for January through March 2021.

Report by Gloria Adkins, Accounting Manager.

PUBLIC COMMENT: None.

ACTION: Commissioner Blumenberg moved to adopt Resolution No. 3415 to accept the financial statements for the Quarter ending March 31, 2021 and review the payroll and regular checks for January through March 2021, with the revision to page 37.

Commissioner Brennan seconded. The vote was as follows:

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

Motion carried 5-0.

2) Board of Port Commissioners Protocols and Policies Manual Update

Recommended Action: Informational.

That the Board of Port Commissioners receive and discuss updates to the Board of Port Commissioners Protocols and Policies Manual.

Report by Jessica Rauch, Clerk of the Board.

PUBLIC COMMENT: Jean Getchell submitted written comment, particularly regarding Closed Session that staff will take into consideration. This document is posted on the District website. Sam Sadove offered several suggestions to incorporate into the manual, particularly regarding references to the Brown Act, that staff will take into consideration.

ACTION: The Board of Port Commissioners reviewed and discussed updates to the Board of Port Commissioners Protocols and Policies Manual. Staff will take the information discussed and bring back in July.

3) Quarterly Update on the Ventura Port District Goals and 5-Year Objectives

Recommended Action: Informational.

That the Board of Port Commissioners receive and file the quarterly update on the Ventura Port District 5-Year Objectives.

Report by Brian D. Pendleton, General Manager.

PUBLIC COMMENT: None.

ACTION: The Board of Port Commissioners received a quarterly update on the Ventura Port District 5-Year Objectives.

1) 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.

PUBLIC COMMENT: None.

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

ADJOURNMENT: The meeting was adjourned at 9:03PM.

The next meeting is Wednesday, May 19, 2021.



Brian Brennan, Secretary