



# BOARD OF PORT COMMISSIONERS MEETING SEPTEMBER 1, 2021

**Ventura Harbor**  
HOME OF THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Roll Call

# CLOSED SESSION AGENDA

# PUBLIC COMMUNICATION CLOSED SESSION AGENDA ITEMS ON TODAY'S AGENDA

00 : 03 : 00

Change Clock Type

Digital

second changed successfully!

Duration: 00 03 00

Second changed successfully!

TimeUp Reminder (Optional): --

--

Choose Sound Effect None

Choose TimeUp Sound None

- Call to Order
- Pledge of Allegiance
- Roll Call

# ADMIN AGENDA

# **ADMIN AGENDA**

**Adoption of the  
September 1, 2021 Agenda**

---

**Approval of the Minutes of  
the July 21, 2021  
Regular Meeting**

**PUBLIC COMMUNICATION  
ADMIN AGENDA  
ITEMS NOT ON TODAY'S AGENDA**

00 : 03 : 00

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

# ADMIN AGENDA

# CONSENT AGENDA

- A) Approval of an Out-of-Town Travel Requests
- B) Approval of Updated Conflict of Interest and Disclosure Code
- C) Approval of Updated Records Retention Policy
- D) Approval of a New Office Lease Agreement for Julianne Martin at 1575 Spinnaker Drive #206A
- E) Approval of a New Retail Lease Agreement for Katherine Adams and James Adams dba Lemon & Lei at 1583 Spinnaker Drive #104A
- F) Approval of a New Office Lease Agreement for Heather Yarian and Barbara Holden dba Miramar International, Inc. at 1575 Spinnaker Drive #206B
- G) Approval of a New Retail Lease Agreement for Hilda Wann dba Treasure Cove at 1567 Spinnaker Drive #103
- H) Approval of a New Restaurant Lease Agreement for Andres Fernandez LLC dba The 805 Bar & Grilled Cheese/Copa Cubana at 1575 Spinnaker Drive #101, 102, and 103



# PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

## Approval of Financial Statements and Checks for April through June 2021

### RECOMMENDATION

That the Board of Port Commissioners adopts Resolution No. 3426 to:

- a) Accept the following draft financial statements for the Quarter ending June 30, 2021, pending final year-end reconciliations and audit adjustments; and,
- b) Review the payroll and regular checks for April through June 2021.

# STANDARD AGENDA ITEM 1

Report by:  
Gloria Adkins, Accounting Manager

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

00 : 03 : 00

# STANDARD AGENDA ITEM 2

Report by:  
John Higgins, Harbormaster

## Approval of Resolution No. 3421 Designating Applicant's Agents for Non-State Agencies for Obtaining Certain Federal Financial Assistance

### RECOMMENDATION

That the Board of Port Commissioners adopt Resolution No. 3427 approving the designation of applicant's agent for non-state agencies for obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

Change Clock Type

Digital

Duration:

00

03

00

TimeUp Reminder (Optional):

--

--

--

Choose Sound Effect

None

Choose TimeUp Sound

None

**Conduct of Meetings Pursuant to Executive  
Order N-08-21**

**RECOMMENDATION**

That the Board of Port Commissioners:

- a) Return to in-person meetings beginning October 1, 2021, pursuant to Executive Order N-08-21;
- b) Continue virtual participation by Zoom through December 31, 2021; and,
- c) Return to the Board in December to determine meeting schedule and format for 2022.

**STANDARD  
AGENDA  
ITEM  
3**

**Report by:**

**Brian D. Pendleton, General Manager**

**Jessica Rauch, Clerk of the Board**

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

00 : 03 : 00

# STANDARD AGENDA ITEM 4

Report by:

Brian D. Pendleton, General Manager

## Ventura Port District Operations as it relates to COVID-19

### RECOMMENDATION

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.



# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 4

00 : 03 : 00



VENTURA  
PORT DISTRICT

*Established 1952*

**ADJOURNMENT**  
**NEXT MEETING SEPTEMBER 15, 2021**

**Ventura Harbor**

HOME OF THE CHANNEL ISLANDS NATIONAL PARK