

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF JULY 21, 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 6:31PM 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

Commissioners Absent:

Everard Ashworth

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. Closed at 6:32PM.

CONVENED TO CLOSED SESSION AT 6:32PM.

ADJOURNMENT: Closed Session was adjourned at 6:55PM.

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 7:02PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom Meeting.

PLEDGE OF ALLEGIANCE: By Vice-Chairman Blumenberg.

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

Everard Ashworth

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
Jennifer Talt-Lundin, Marketing Manager via teleconference
Sergio Gonzalez, Maintenance Supervisor via teleconference
Joe Gonzalez, Facilities Manager via teleconference

Legal Counsel:

Andy Turner via teleconference

ADOPTION OF AGENDA

ACTION: Commissioner Brennan moved to adopt the July 21, 2021 agenda.

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

AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina

NOES: None

ABSENT: Commissioner Ashworth

Motion carried 4-0.

APPROVAL OF MINUTES

The Minutes of the July 7, 2021 Regular Meeting were considered as follows:

ACTION: Commissioner Brennan moved to approve the minutes of the July 7, 2021 Regular Meeting.

Commissioner Gardina seconded. The vote was as follows:

AYES: Commissioners Stephens, Blumenberg, Gardina, Brennan

NOES: None

ABSENT: Commissioner Ashworth

Motion carried 4-0.

PUBLIC COMMUNICATIONS: None. Closed at 7:04PM.

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

BOARD COMMUNICATIONS: Commissioners Gardina, Blumenberg and Stephens commented on parking issues in the Village and are looking forward to discussing the parking management plan.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton highlighted the projects described in the Capital Projects report. Mr. Mitchell gave a dredging update.

LEGAL COUNSEL REPORT: None.

CONSENT AGENDA:

A) Approval of a Out-of-Town Travel Requests

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the out-of-town travel requests for:

- a) Brian D. Pendleton, General Manager, to attend the California Special Districts Association Annual Conference in Monterey, CA; and
- b) Todd Mitchell, Business Operations Manager, to attend the CMANC Fall Meeting in Santa Cruz, CA; and
- c) Mike Blumenberg, Vice-Chairman and Dredging Liaison, to attend the CMANC Fall Meeting in Santa Cruz, CA.

Public Comment: None.

ACTION: Commissioner Brennan moved to the out-of-town travel request for:

- a) Brian D. Pendleton, General Manager, to attend the California Special Districts Association Annual Conference in Monterey, CA; and
- b) Todd Mitchell, Business Operations Manager, to attend the CMANC Fall Meeting in Santa Cruz, CA; and
- c) Mike Blumenberg, Vice-Chairman and Dredging Liaison, to attend the CMANC Fall Meeting in Santa Cruz, CA.

Vice Chairman Blumenberg seconded. The vote was as follows:

AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina

NOES: None

ABSENT: Commissioner Ashworth

Motion carried 4-0.

B) Approval of a Professional Services Agreement with Rincon Consultants, Inc.

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a Professional Services Agreement with Rincon Consultants, Inc. in the amount of up to \$130,000 for environmental consulting, testing, monitoring, and reporting services.

Public Comment: Sam Sadove asked if this should have gone out to bid. Mr. Pendleton responded that Professional Services agreements do not go out to bid.

ACTION: Commissioner Brennan moved to approve a Professional Services Agreement with Rincon Consultants, Inc. in the amount of up to \$130,000 for environmental consulting, testing, monitoring, and reporting services.

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

AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina

NOES: None

ABSENT: Commissioner Ashworth

Motion carried 4-0.

C) Adoption of Resolution No. 3422 Approving the Updates to the Board of Port Commissioners Protocols and Policies Manual

Recommended Action: Roll Call vote.

That the Board of Port Commissioners adopt Resolution No. 3422 approving the updates to the Board of Port Commissioners Protocols and Policies Manual and rescind Resolution No. 3315.

Public Comment: None.

ACTION: Commissioner Brennan moved to adopt Resolution No. 3422 approving the updates to the Board of Port Commissioners Protocols and Policies Manual and rescind Resolution No. 3315.

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

AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina

NOES: None

ABSENT: Commissioner Ashworth

Motion carried 4-0.

D) Approval of Notice of Completion for the Ventura Harbor Commercial Fishing Equipment Storage Improvement Project

Recommended Action: Roll Call vote.

That the Board of Port Commissioners adopt Resolution No. 3423:

- a) Accepting the work of Staples Construction Company, Inc. for the Ventura Harbor Commercial Fishing Equipment Storage Improvement Project at 1410 Angler Ct.; 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. 3423:
a) Accepting the work of Staples Construction Company, Inc. for the Ventura Harbor Commercial Fishing Equipment Storage Improvement Project at 1410 Angler Ct.; and

- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.**

Vice-Chairman Blumenberg seconded. The vote was as follows:
AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina
NOES: None
ABSENT: Commissioner Ashworth

Motion carried 4-0.

STANDARD AGENDA:

1) Appointment of New Audit Liaison

Recommended Action: Roll Call vote.

That the Board of Port Commissioners appoint an audit liaison to work with staff and CliftonLarsonAllen LLP throughout the FY2020-2021 financial audit process.

Report by Brian D. Pendleton, General Manager.

Public Comment: None.

ACTION: Vice-Chairman Blumenberg moved to appoint Commissioner Brennan as the audit liaison.

Commissioner Gardina seconded. The vote was as follows:

AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina
NOES: None
ABSENT: Commissioner Ashworth

Motion carried 4-0.

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

Recommended Action: Roll Call Vote.

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: Michal Wagner, owner of Andria's Seafood expressed his concerns about employee parking.

ACTION: Commissioner Brennan moved to receive and file the quarterly update on the Ventura Port District 5-Year Objectives.

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

AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina
NOES: None
ABSENT: Commissioner Ashworth

Motion carried 4-0.

3) Award of Bid to JTEC Corporation, Inc. for the Ventura Harbor Village Wayfinding Signage Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners award the Ventura Harbor Village Wayfinding Signage Project to JTEC Corporation, Inc. in the amount of \$90,000.

Report by Joe Gonzalez, Capital Projects Manager.

Public Comment: None. Closed at 7:43PM.

ACTION: Commissioner Gardina moved to award the Ventura Harbor Village Wayfinding Signage Project to JTEC Corporation, Inc. in the amount of \$90,000.

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

AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina

NOES: None

ABSENT: Commissioner Ashworth

Motion carried 4-0.

4) Executive Order N-08-21

Recommended Action: Informational.

That the Board of Port Commissioners:

- a) Receive a status report regarding Executive Order N-08-21 which authorizes members of the public and board members to attend meetings via teleconference (or other electronic means) for health and safety purposes until September 30, 2021; and
- b) Prepare for the transition to in-person public meetings by October 1, 2021 and discuss whether teleconferencing for board members and members of the public will be an option for public meetings held post-pandemic.

Report by Andy Turner, Legal Counsel.

Public Comment: None. Closed at 7:51PM.

ACTION: The Commission gave staff direction and asked to return to the Board with more information at the September 1, 2021 meeting.

5) 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. Closed at 8:07PM.

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

ADJOURNMENT: The meeting was adjourned at 8:10PM.

The next meeting is Wednesday, September 1, 2021.



Brian Brennan, Secretary