

# VENTURA PORT DISTRICT

---

## BOARD OF PORT COMMISSIONERS MINUTES OF OCTOBER 19, 2022

---



### CLOSED SESSION

#### **CALL TO ORDER:**

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chair 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, Chair  
Michael Blumenberg, Vice-Chair  
Jackie Gardina  
Anthony Rainey

#### **Commissioners Absent:**

Brian Brennan, Secretary

#### **Port District Staff:**

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

#### **Legal Counsel:**

Oliver Yee, Liebert Cassidy Whitmore via Zoom  
Andy Turner, Lagerlof Lawyers LLP

#### **Number of interested persons:**

0 via zoom; 0 in-person

**PUBLIC COMMUNICATIONS:** None.

**CONVENED TO CLOSED SESSION AT 6:02PM**

**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 Chair 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 Andy Turner.

#### **ROLL CALL:**

##### **Commissioners Present:**

Chris Stephens, Chair  
Michael Blumenberg, Vice-Chair  
Jackie Gardina  
Anthony Rainey

##### **Commissioners Absent:**

Brian Brennan, Secretary

##### **Port District Staff:**

Brian Pendleton, General Manager  
Jessica Rauch, Clerk of the Board  
Todd Mitchell, Sr. Business Operations Manager  
Gloria Adkins, Accounting Manager  
Joe Gonzalez, Capital Projects Manager  
Sergio Gonzalez, Facilities Manager  
Jennifer Talt-Lundin, Marketing Manager  
Jessica Snipas, Business Operations Analyst via Zoom  
Dave Werneburg, Marina Manager via Zoom  
Wayne Hatch, Maintenance Supervisor via Zoom

##### **Legal Counsel:**

Andy Turner, Lagerlof Lawyers LLP

##### **City of Ventura Liaisons**

Deputy Mayor Joe Schroeder, City Council Liaison – Present  
Michael Coon, Administrative Liaison – Absent

##### **Number of interested persons:**

5 via zoom; 4 in person

## **ADOPTION OF AGENDA**

**ACTION:** Commissioner Gardina moved to adopt the October 19, 2022 agenda.

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

**AYES: Commissioners Stephens, Blumenberg, Gardina, Rainey**  
**NOES: None**  
**ABSTAINED: None**  
**ABSENT: Commissioner Brennan**

**Motion carried 4-0.**

#### **APPROVAL OF MINUTES**

The Minutes of the October 5, 2022 Regular Meeting were considered as follows:

**ACTION: Commissioner Gardina moved to approve of the October 5, 2022 regular meeting minutes.**

**Vice-Chair Blumenberg seconded. The vote was as follows:**

**AYES: Commissioners Stephens, Blumenberg, Gardina, Rainey**  
**NOES: None**  
**ABSTAINED: None**  
**ABSENT: Commissioner Brennan**

**Motion carried 4-0.**

**PUBLIC COMMUNICATIONS:** Natalie Yanez from Southern California Edison, introduced herself as the District's new Government Relations Manager. Closed at 7:03PM.

**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 to how to proceed. No action was taken that is reportable under The Brown Act.

**BOARD COMMUNICATIONS:** Vice-Chair Blumenberg reported on the CMANC Fall meeting he attended with Mr. Pendleton and Mr. Mitchell.

**STAFF AND GENERAL MANAGER REPORTS:** Mr. Pendleton gave an update on the Halloween Events occurring at the Village.

#### **CONSENT AGENDA:**

##### **A) Rejection of All Bids for the Procurement of Electric Vehicle Charging Units**

Recommended Action: Voice Vote.

That the Board of Port Commissioners reject all bids for the procurement of 25 Electric Vehicle Commercial Charging Stations.

Public Comment: None.

**ACTION: Commissioner Rainey moved to reject all bids for the procurement of 25 Electric Vehicle Commercial Charging Stations.**

**Commissioner Gardina seconded. The vote was as follows:**

**AYES: Commissioners Stephens, Blumenberg, Gardina, Rainey**



**NOES: None**  
**ABSTAINED: None**  
**ABSENT: Commissioner Brennan**

**Motion carried 4-0.**

**B) Award of Bid for the Ventura Harbor Village 1559 and 1691 Spinnaker Drive New Trash Enclosure Project**

Recommended Action: Voice Vote.

That the Board of Port Commissioners award the Ventura Harbor Village 1559 and 1691 Spinnaker Drive New Trash Enclosure Project to Carjul Engineering and Construction Corporation in the amount not to exceed \$177,000.

Public Comment: None.

**ACTION: Commissioner Rainey moved to award the Ventura Harbor Village 1559 and 1691 Spinnaker Drive New Trash Enclosure Project to Carjul Engineering and Construction Corporation in the amount not to exceed \$177,000.**

**Commissioner Gardina seconded. The vote was as follows:**

**AYES: Commissioners Stephens, Blumenberg, Gardina, Rainey**  
**NOES: None**  
**ABSTAINED: None**  
**ABSENT: Commissioner Brennan**

**Motion carried 4-0.**

**C) Rejection of All Bids for the Ventura Harbor Village 1449 Spinnaker Drive Dockmaster Office TI Project**

Recommended Action: Voice Vote.

That the Board of Port Commissioners reject all bids for the Ventura Harbor Village 1449 Spinnaker Drive Dockmaster Office Tenant Improvement (TI) Project.

Public Comment: None.

**ACTION: Commissioner Rainey moved to reject all bids for the Ventura Harbor Village 1449 Spinnaker Drive Dockmaster Office Tenant Improvement (TI) Project.**

**Commissioner Gardina seconded. The vote was as follows:**

**AYES: Commissioners Stephens, Blumenberg, Gardina, Rainey**  
**NOES: None**  
**ABSTAINED: None**  
**ABSENT: Commissioner Brennan**

**Motion carried 4-0.**

**D) Consideration of Claim by Richard Van Gemert**

Recommended Action: Voice Vote.

That the Board of Port Commissioners reject a claim filed against the Ventura Port District on September 1, 2022 by Richard Van Gemert.

Public Comment: None.

**ACTION:** Commissioner Rainey moved to reject a claim filed against the Ventura Port District on September 1, 2022 by Richard Van Gemert.

Commissioner Gardina seconded. The vote was as follows:

**AYES:** Commissioners Stephens, Blumenberg, Gardina, Rainey

**NOES:** None

**ABSTAINED:** None

**ABSENT:** Commissioner Brennan

Motion carried 4-0.

**STANDARD AGENDA:**

**1) Presentation on the VenturaWaterPure Ocean Outfall Project**

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation by the City of Ventura regarding the status of the VenturaWaterPure Ocean Outfall Project.

Report by Alex McIntyre, Ventura City Manager and Linda Sumansky, Program Director, VenturaWaterPure.

Public Comment: None. Closed at 8:05PM.

**ACTION:** The Board of Port Commissioners received a presentation from the City of Ventura regarding the status of the VenturaWaterPure Ocean Outfall Project.

**2) Approval of a Master Service Agreement with CliftonLarsonAllen LLP, related Statements of Work, Software Subscription to Implement and Maintain New Lease Accounting Requirements and Appoint a New Audit Liaison**

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve the Master Service Agreement with CliftonLarsonAllen LLP;
- b) Approve the Statement of Work for GASB 87 lease accounting assistance in the amount of \$71,949;
- c) Approve the Statement of Work to conduct the annual audit for fiscal year ending June 30, 2022 in the amount of \$42,735;
- d) Approve a budget adjustment for specialized lease accounting software to implement and maintain GASB 87 lease requirements in the amount of \$10,000; and
- e) Appoint an audit liaison to work with staff and the audit firm awarded throughout the fiscal year audit process.

Report by Gloria Adkins, Accounting Manager.



Public Comment: None.

- ACTION:** Commissioner Gardina moved to:
- a) Approve the Master Service Agreement with CliftonLarsonAllen LLP;
  - b) Approve the Statement of Work for GASB 87 lease accounting assistance in the amount of \$71,949;
  - c) Approve the Statement of Work to conduct the annual audit for fiscal year ending June 30, 2022 in the amount of \$42,735; and
  - d) Approve a budget adjustment for specialized lease accounting software to implement and maintain GASB 87 lease requirements in the amount of \$10,000.

Commissioner Rainey seconded. The vote was as follows:

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

Motion carried 4-0.

- ACTION:** Commissioner Gardina moved to appoint Commission Rainey as the new audit liaison to work with staff and the audit firm awarded throughout the fiscal year audit process.

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

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

Motion carried 4-0.

### **3) Approval of a Professional Services Agreement with MNS Engineers and Approval to Submit a Caltrans Sustainable Transportation Planning Grant**

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve a Professional Services Agreement with MNS Engineers in the amount of \$30,000 for the preparation of a Sustainable Transportation Planning Grant application, and
- b) Approve that grant's submission to the California Department of Transportation in the amount of \$500,000.

Report by Todd Mitchell, Senior Business Operations Manager.

Public Comment: None.

- ACTION:** Commissioner Gardina moved to:
- a) Approve a Professional Services Agreement with MNS Engineers in the amount of \$30,000 for the preparation of a Sustainable Transportation Planning Grant application, and
  - b) Approve that grant's submission to the California Department of Transportation in the amount of \$500,000.

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

**AYES:** Commissioners Stephens, Blumenberg, Gardina, Rainey

**NOES:** None

**ABSTAINED:** None

**ABSENT:** Commissioner Brennan

**Motion carried 4-0.**

**4) Approval of a Professional Services Agreement with Lagerlof, LLP**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a Professional Services Agreement with Lagerlof, LLP to provide the District with General Counsel Services.

Report by Brian D. Pendleton, General Manager.

Public Comment: None.

- ACTION:** Vice-Chair Blumenberg moved to approve a Professional Services Agreement with Lagerlof, LLP to provide the District with General Counsel Services with the addition of the language "Brown Act" to item 9 of Exhibit A to the Professional Services Agreement.

Commissioner Rainey seconded. The vote was as follows:

**AYES:** Commissioners Stephens, Blumenberg, Gardina, Rainey

**NOES:** None

**ABSTAINED:** None

**ABSENT:** Commissioner Brennan

**Motion carried 4-0.**

**ADJOURNMENT:** The meeting was adjourned at 8:41PM.

The next regular meeting is Wednesday, November 16, 2022.

  
\_\_\_\_\_  
Brian Brennan, Secretary