

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF DECEMBER 21, 2022



CLOSED SESSION

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chair Stephens at 6:01PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioners Present:

Chris Stephens, Chair
Michael Blumenberg, Vice-Chair
Brian Brennan, Secretary via Zoom
Jackie Gardina
Anthony Rainey

Commissioners Absent:

None.

Port District Staff:

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

Legal Counsel:

Andy Turner, Lagerlof Lawyers LLP via Zoom

Number of interested persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: None.

CONVENED TO CLOSED SESSION AT 6:03PM.

ADJOURNMENT: Closed Session was adjourned at 6:52PM.

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 Commissioner Rainey.

ROLL CALL:

Commissioners Present:

Chris Stephens, Chair
Michael Blumenberg, Vice-Chair
Brian Brennan, Secretary via Zoom
Jackie Gardina
Anthony Rainey

Commissioners Absent:

None.

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

Legal Counsel:

Andy Turner, Lagerlof Lawyers LLP via Zoom

City of Ventura Liaisons

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

Number of interested persons:

0 via zoom; 0 in person

ADOPTION OF AGENDA

ACTION: Vice-Chair Blumenberg moved to adopt the December 21, 2022 agenda.

Commissioner Brennan seconded. The vote was as follows:

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

Motion carried 5-0.

APPROVAL OF MINUTES

The Minutes of the November 16, 2022 Regular Meeting were considered as follows:

ACTION: Commissioner Gardina moved to approve of the November 16, 2022 regular meeting minutes.

Commissioner Rainey seconded. The vote was as follows:

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

Motion carried 4-0-1.

PUBLIC COMMUNICATIONS: None.

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: Commissioners Rainey and Gardina both enjoyed being judges for the Parade of Lights. Chair Stephens joined the General Manager at the December 12th City Council meeting to bid farewell to the outgoing Councilmembers. He also joined staff at the Chambers Poinsettia awards where the District received the Jewel Key Award. Chair Stephens also enjoyed the Winter Wonderland event at the Village.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on the Parade of Lights.

CONSENT AGENDA:

NOTE: Commissioner Rainey commented on Items B and C and the importance of the two policies. He would like the public to remember that when it comes to budget time that the Board and staff utilize these policies to make decisions. These policies demonstrate the District's fiscal accountability and the Board's responsible fiscal approach to managing the District.

A) Approval of 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) Sr. Business Operations Manager, Todd Mitchell to attend the 2022 JPIA Risk Management Academy in Paso Robles, CA from January 24 to 26, 2023.
- b) Marketing Manager, Jennifer Talt-Lundin to attend the 2023 Visit California Outlook Forum in Sacramento, CA from March 6 to 9, 2023.

- c) Sr. Marketing and Events Coordinator, Ruby Emery to attend the 2023 Visit California Outlook Forum in Sacramento, CA from March 6 to 9, 2023.
- d) Accountant, Jessica Perkins to attend the Government Finance Officers Association Accounting Academy in Newport Beach, CA from February 26 to March 2, 2023.

Public Comment: None.

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

- a) Sr. Business Operations Manager, Todd Mitchell to attend the 2022 JPIA Risk Management Academy in Paso Robles, CA from January 24 to 26, 2023.
- b) Marketing Manager, Jennifer Talt-Lundin to attend the 2023 Visit California Outlook Forum in Sacramento, CA from March 6 to 9, 2023.
- c) Sr. Marketing and Events Coordinator, Ruby Emery to attend the 2023 Visit California Outlook Forum in Sacramento, CA from March 6 to 9, 2023.
- d) Accountant, Jessica Perkins to attend the Government Finance Officers Association Accounting Academy in Newport Beach, CA from February 26 to March 2, 2023.

Commissioner Gardina seconded. The vote was as follows:

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

NOES: None

ABSTAINED: None

Motion carried 5-0.

B) 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 Gardina seconded. The vote was as follows:

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

NOES: None

ABSTAINED: None

Motion carried 5-0.

C) Annual Investment Policy Review

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3461 accepting the updated Ventura Port District Investment Policy and rescind Resolution No. 3404.

Public Comment: None.

ACTION: Commissioner Brennan moved to adopt Resolution No. 3461 accepting the updated Ventura Port District Investment Policy and rescind Resolution No. 3404.

Commissioner Gardina seconded. The vote was as follows:

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

NOES: None

ABSTAINED: None

Motion carried 5-0.

D) Approval of New Office Lease Agreement with Diane Nastasi dba Just About Faces

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 Diane Nastasi dba Just About Faces for the premises located at 1559 Spinnaker Drive #203 consisting of a total of 482 square feet for a three-year term with two three-year options.

Public Comment: None.

ACTION: Commissioner Brennan moved to approve a New Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Diane Nastasi dba Just About Faces for the premises located at 1559 Spinnaker Drive #203 consisting of a total of 482 square feet for a three-year term with two three-year options.

Commissioner Gardina seconded. The vote was as follows:

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

NOES: None

ABSTAINED: None

Motion carried 5-0.

STANDARD AGENDA:

1) Approval of Updates to the Ventura Port District Public and Civic Engagement Plan

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners review and approve updates to the Ventura Port District Public and Civic Engagement Plan.

Report by Brian D. Pendleton, General Manager.

Public Comment: None.

ACTION: Vice-Chair Blumenberg moved to approve updates to the Ventura Port District Public and Civic Engagement Plan with the following additions:

- Add Surfrider to Environmental & Environmental Justice Organizations under Stakeholders and Collaborators.
- Add Ventura County Office of Diversity, Equity & Inclusion to County of Ventura under Collaborators.
- Consider how to incorporate PCEP engagement into Board Reports.

Commissioner Gardina seconded. The vote was as follows:

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

NOES: None

ABSTAINED: None

Motion carried 5-0.

ADJOURNMENT: The meeting was adjourned at 7:26PM.

The next regular meeting is Wednesday, January 4, 2023.



Brian Brennan, Secretary