

# VENTURA PORT DISTRICT

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## BOARD OF PORT COMMISSIONERS MINUTES OF MAY 17, 2023

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### OPEN SESSION

#### ADMINISTRATIVE AGENDA:

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

The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Chair Blumenberg 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 Jessica Snipas.

##### **ROLL CALL:**

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

Michael Blumenberg, Chair  
Jackie Gardina, Vice-Chair  
Anthony Rainey, Secretary

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

Brian Brennan  
Chris Stephens

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

Brian Pendleton, General Manager  
Todd Mitchell, Sr. Business Operations Manager via Zoom  
Jessica Rauch, Clerk of the Board  
John Higgins, Harbormaster  
Gloria Adkins, Accounting Manager  
Joe Gonzalez, Capital Projects Manager  
Jessica Snipas, Business Operations Analyst  
Sergio Gonzalez, Facilities Manager  
Dave Werneburg, Marina Supervisor via Zoom  
Jessica Perkins, Accountant

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

Andy Turner, Lagerlof Lawyers LLP via Zoom

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

Councilmember McReynolds, City Council Liaison – Absent

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

0 via zoom; 1 in person

## **ADOPTION OF AGENDA**

**ACTION:** Commissioner Rainey moved to adopt the May 17, 2023 agenda.

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

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

**NOES:** None

**ABSTAINED:** None

**ABSENT:** Commissioners Brennan, Stephens

**Motion carried 3-0.**

## **APPROVAL OF MINUTES**

The Minutes of the May 3, 2023 Regular Port Commission Meeting and April 19, 2023 Public Facilities Corporation Meeting were considered as follows:

**ACTION:** Vice-Chair Gardina moved to approve the Minutes of the May 3, 2023 Regular Port Commission meeting and April 19, 2023 Public Facilities Corporation Meeting.

Commissioner Rainey seconded. The vote was as follows:

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

**NOES:** None

**ABSTAINED:** None

**ABSENT:** Commissioners Brennan, Stephens

**Motion carried 3-0.**

**PUBLIC COMMUNICATIONS:** None. Closed at 7:02PM

**BOARD COMMUNICATIONS:** Vice-Chair Gardina, along with Chair Blumenberg and Mr. Pendleton presented to City Council at the May 8<sup>th</sup> meeting. Chair Blumenberg announced that his Commission seat expires June 30<sup>th</sup> and he reapplied, and interviews are on Monday, May 22<sup>nd</sup>.

**STAFF AND GENERAL MANAGER REPORTS:** Mr. Pendleton reported on the current, past and upcoming marketing promotions and events.

## **CONSENT AGENDA:**

**A) Approval of a New Restaurant Lease Agreement with The Sugar Lab Bake Shop, LLC dba Sugar Lab Bake Shop**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a New Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and The Sugar Lab Bake Shop, LLC dba Sugar Lab Bake Shop for the premises located at 1575 Spinnaker Drive #105A-B consisting of a total of 1,330 square feet for a one-year term with two two-year options.

Public Comment: None.

**ACTION:** Vice-Chair Gardina moved to approve a New Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and The Sugar Lab Bake Shop, LLC dba Sugar Lab Bake Shop for the premises located at 1575 Spinnaker Drive #105A-B consisting of a total of 1,330 square feet for a one-year term with two two-year options.

Commissioner Rainey seconded. The vote was as follows:

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

**NOES:** None

**ABSTAINED:** None

**ABSENT:** Commissioners Brennan, Stephens

**Motion carried 3-0.**

**B) Approval of Amendment No. 3 to a Professional Services Agreement with Rincon Consultants, Inc. for Dredging Support Services**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 3 to a Professional Services Agreement with Rincon Consultants, Inc. to increase the compensation to \$105,000 from \$85,000 for maintenance dredging environmental consulting, monitoring and permitting services.

Public Comment: None.

**ACTION:** Vice-Chair Gardina moved to approve Amendment No. 3 to a Professional Services Agreement with Rincon Consultants, Inc. to increase the compensation to \$105,000 from \$85,000 for maintenance dredging environmental consulting, monitoring and permitting services.

Commissioner Rainey seconded. The vote was as follows:

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

**NOES:** None

**ABSTAINED:** None

**ABSENT:** Commissioners Brennan, Stephens

**Motion carried 3-0.**

**C) Approval of a Professional Services Agreement with Jensen Design & Survey, Inc. to Provide Services for the Beach Restrooms and Showers ADA Access Project**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a Professional Services Agreement with Jensen Design & Survey, Inc. in the amount of \$51,500 to perform civil engineering, design, permitting, and construction management services for the Beach Restrooms and Showers ADA Access Project.

Public Comment: None.



**ACTION:** Vice-Chair Gardina moved to approve a Professional Services Agreement with Jensen Design & Survey, Inc. in the amount of \$51,500 to perform civil engineering, design, permitting, and construction management services for the Beach Restrooms and Showers ADA Access Project.

Commissioner Rainey seconded. The vote was as follows:

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

**NOES:** None

**ABSTAINED:** None

**ABSENT:** Commissioners Brennan, Stephens

**Motion carried 3-0.**

#### **STANDARD AGENDA:**

##### **1) Fiscal Year 2023-2024 Budget Study Session**

Recommended Action: Informational.

That the Board of Port Commissioners conduct a Fiscal Year 2023–2024 Budget Study Session and provide direction to the General Manager in preparation of the Preliminary Budget and Five-Year Capital Improvement Plan.

Report by Brian D. Pendleton, General Manager, Mary Beth Redding, Foster & Foster, Inc., Joe Gonzalez, Capital Projects Manager and Gloria Adkins, Accounting Manager.

Public Comment: None.

**ACTION:** The Board of Port Commissioners received a presentation on the upcoming Fiscal Year 2023-2024 Budget and provided feedback to staff.

##### **2) Adoption of Resolution Nos. 3473 and 3474 Approving Updates to the Expense Reimbursement Policies for Employees and Commissioners and Rescinding Resolution Nos. 3302 and 3303**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt:

- a) Resolution No. 3473 approving the updates to the Expense Reimbursement Policy for Employees and rescind Resolution No. 3302.
- b) Resolution No. 3474 approving the updates to the Expense Reimbursement Policy for Commissioners and rescind Resolution No. 3303.

Report by Jessica Rauch, Clerk of the Board.

Public Comment: None.

**ACTION:** Vice-Chair Gardina moved to adopt Resolution Nos. 3473 and 3474 approving the updates to the Expense Reimbursement Policies for Employees and Commissioners, striking out the words “per diem” from Section 2iv. Meals and rescinding Resolution Nos. 3302 and 3303.

Commissioner Rainey seconded. The vote was as follows:

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

**Motion carried 3-0.**

**ADJOURNMENT:** The meeting was adjourned in honor of Chuck Ormson at 9:17PM.

The next regular meeting is Wednesday, June 7, 2023.

  
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Anthony Rainey, Secretary