

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF SEPTEMBER 6, 2023



CLOSED SESSION

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chair Blumenberg at 6:30PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

None.

Port District Staff:

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

Legal Counsel:

Tom Bunn, Lagerlof Lawyers LLP
Jeremy Shulman, Lagerlof Lawyers LLP

Number of interested persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: None. Closed at 6:30PM.

CONVENED TO CLOSED SESSION AT 6:30PM.

ADJOURNMENT: Closed Session was adjourned at 6:53PM.

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 Gloria Adkins.

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

None.

Port District Staff:

Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager
Sergio Gonzalez, Facilities Manager
Wayne Hatch, Maintenance Supervisor
John Higgins, Harbormaster
Pat Hummer, Senior Harbor Patrol Officer via Zoom
Will McReynolds, Admin Intern
Jessica Snipas, Business Operations Analyst via Zoom
Jennifer Talt-Lundin, Marketing Manager

Legal Counsel:

Tom Bunn, Lagerlof Lawyers LLP via Zoom

City of Ventura Liaisons

Councilmember McReynolds, City Council Liaison – Absent

Number of interested persons:

2 via zoom; 2 in person

ADOPTION OF AGENDA

ACTION: Commissioner Stephens moved to adopt the September 6, 2023 agenda.

Commissioner Brennan seconded. The vote was as follows:

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

NOES: None

ABSTAINED: None

ABSENT: None

Motion carried 5-0.

APPROVAL OF MINUTES

The Minutes of the July 19, 2023 Port Commission Regular Meeting and August 31, 2023 Port Commission Special Meeting were considered as follows:

ACTION: Commissioner Brennan moved to approve the Minutes of the July 19, 2023 Port Commission Regular Meeting and August 31, 2023 Port Commission Special Meeting.

Commissioner Rainey seconded. The roll call vote was as follows:

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

NOES: None

ABSTAINED: None

ABSENT: None

Motion carried 5-0.

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

CLOSED SESSION REPORT: Mr. Bunn 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 Gardina attended a hula event at Harbor Cove Café that raised funds for the Maui fires.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on past and upcoming events at our beaches and Harbor Village.

CONSENT AGENDA:

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 Sr. Business Operations Manager, Todd Mitchell to attend the US Army Corps of Engineers Relinquishment of Command Ceremony in Sausalito, CA on August 30, 2023, and the CMANC Officers Trip to Washington DC from October 18-20, 2023.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve the out-of-town travel requests for Sr. Business Operations Manager, Todd Mitchell to attend the US Army

Corps of Engineers Relinquishment of Command Ceremony in Sausalito, CA on August 30, 2023, and the CMANC Officers Trip to Washington DC from October 18-20, 2023.

Commissioner Brennan seconded. The vote was as follows:

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

Motion carried 5-0.

B) Adoption of Resolution No. 3483 Accepting the Work of Tomar Construction, Inc. for the Ventura Harbor Village ADA Restroom Remodel Project at 1567, 1575 and 1691 Spinnaker Drive

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3483:

- a) Accepting the work of Tomar Construction, Inc. for the Ventura Harbor Village ADA Restroom Remodel Project at 1567, 1575 and 1691 Spinnaker Drive.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

Public Comment: None.

ACTION: **Commissioner Stephens moved to adopt Resolution No. 3483:**
a) **Accepting the work of Tomar Construction, Inc. for the Ventura Harbor Village ADA Restroom Remodel Project at 1567, 1575 and 1691 Spinnaker Drive.**
b) **Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.**

Commissioner Brennan seconded. The vote was as follows:

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

Motion carried 5-0.

C) Adoption of Resolution No. 3484 Accepting the Work of Carjul Engineering and Construction Corporation for the Ventura Harbor Village 1559 and 1691 Spinnaker Drive New Trash Enclosure Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3484:

- a) Accepting the work of Carjul Engineering and Construction Corporation for the Ventura Harbor Village 1559 and 1691 Spinnaker Drive New Trash Enclosure project.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

Public Comment: None.

- ACTION:** Commissioner Stephens moved to adopt Resolution No. 3484:
- a) Accepting the work of Carjul Engineering and Construction Corporation for the Ventura Harbor Village 1559 and 1691 Spinnaker Drive New Trash Enclosure project.
 - b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

Commissioner Brennan seconded. The vote was as follows:

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

NOES: None

ABSTAINED: None

ABSENT: None

Motion carried 5-0.

D) Award of Bid for the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners award the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting Contract to The Holly Workshop in the amount not to exceed \$71,585.

Public Comment: None.

- ACTION:** Commissioner Stephens moved to award the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting Contract to The Holly Workshop in the amount not to exceed \$71,585.

Commissioner Brennan seconded. The vote was as follows:

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

NOES: None

ABSTAINED: None

ABSENT: None

Motion carried 5-0.

E) Consideration of Claim Received on August 1, 2023

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners reject the claim filed against the Ventura Port District on August 1, 2023 by Cari McCormick.

Public Comment: None.

- ACTION:** Commissioner Stephens reject the claim filed against the Ventura Port District on August 1, 2023 by Cari McCormick.
Commissioner Brennan seconded. The vote was as follows:

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

Motion carried 5-0.

STANDARD AGENDA:

1) Adoption of Resolution No. 3485 Approving the Financial Statements and Checks for April 2023 through June 2023

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3485 to:

- a) Accept the draft financial statements for the Quarter ending June 30, 2023 pending final year-end reconciliations and audit adjustments.
- b) Review the payroll and regular checks for April through June 2023.

Report by Gloria Adkins, Accounting Manager.

Public Comment: None.

ACTION: Commissioner Brennan adopts Resolution No. 3485 to:

- a) **Accept the draft financial statements for the Quarter ending June 30, 2023 pending final year-end reconciliations and audit adjustments.**
- b) **Review the payroll and regular checks for April through June 2023.**

Commissioner Rainey seconded. The vote was as follows:

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

Motion carried 5-0.

2) Authorization to Procure Electric Vehicles for the Ventura Port District

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Amend the FY23-24 Budget to shift funds between various vehicle procurements within the Capital Improvement Project budget as well as increase the total budget, as to enable the following procurements.
- b) Authorize the General Manager to procure a lift vehicle in the amount of up to \$125,000 for Facilities.
- c) Authorize the General Manager to procure 1 electric vehicle in the amount of up to \$85,000 for Harbor Patrol.
- d) Authorize the General Manager to procure 2 electric vehicles in the amount of up to \$110,000 for Facilities.
- e) Authorize the General Manager to procure 1 electric vehicle in the amount of up to \$50,000 for Administration.

Report by Todd Mitchell, Senior Business Operations Manager.

Public Comment: Kent Bullard is in support of procuring electric vehicles.

- ACTION:** Commissioner Brennan moved to:
- a) Amend the FY23-24 Budget to shift funds between various vehicle procurements within the Capital Improvement Project budget as well as increase the total budget, as to enable the following procurements.
 - b) Authorize the General Manager to procure a lift vehicle in the amount of up to \$125,000 for Facilities.
 - c) Authorize the General Manager to procure 1 electric vehicle in the amount of up to \$85,000 for Harbor Patrol.
 - d) Authorize the General Manager to procure 2 electric vehicles in the amount of up to \$110,000 for Facilities.
 - e) Authorize the General Manager to procure 1 electric vehicle in the amount of up to \$50,000 for Administration.

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

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

NOES: None

ABSTAINED: None

ABSENT: None

Motion carried 5-0.

3) Quarterly Update on the Ventura Port District 5-Year Objectives

Recommended Action: Voice 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 and Todd Mitchell, Senior Business Operations Manager.

Public Comment: None. Closed at 7:59PM.

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

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

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

NOES: None

ABSTAINED: None

ABSENT: None

Motion carried 5-0.

ADJOURNMENT: The meeting was adjourned at 8:00PM.

The next regular meeting is Wednesday, September 20, 2023.



Anthony Rainey, Secretary