

# VENTURA PORT DISTRICT

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## BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF DECEMBER 20, 2023

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### CLOSED SESSION

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

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chair Blumenberg 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:**

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

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

None

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

Brian Pendleton, General Manager  
Todd Mitchell, Sr. Business Operations Manager

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

Tom Bunn, Lagerlof LLP via Zoom

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

0 via zoom; 0 in-person

**PUBLIC COMMUNICATIONS:** None. Closed at 6:01PM.

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

**ADJOURNMENT:** Closed Session was adjourned at 6:49PM.

## **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 7:04PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

**PLEDGE OF ALLEGIANCE:** By Commissioner Brennan.

#### **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  
Gloria Adkins, Accounting Manager  
Joe Gonzalez, Capital Projects Manager  
Sergio Gonzalez, Facilities Manager  
Wayne Hatch, Maintenance Supervisor  
Pat Hummer, Senior Harbor Patrol Officer  
Jessica Snipas, Business Operations Analyst via Zoom  
Jennifer Talt-Lundin, Marketing Manager via Zoom  
Dave Werneburg, Marina Manager via Zoom

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

Tom Bunn, Lagerlof Lawyers LLP via Zoom

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

Councilmember McReynolds, City Council Liaison – Absent

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

1 via zoom; 0 in person

## **ADOPTION OF AGENDA**

**ACTION:** Commissioner Stephens moved to adopt the December 20, 2023 agenda pulling Consent Item B to the Standard Agenda.

Commissioner Rainey seconded. The vote was as follows:

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

**Motion carried 5-0.**

#### **APPROVAL OF MINUTES**

The Minutes of the December 6, 2023 Port Commission Special Meeting were considered as follows:

**ACTION: Vice-Chair Gardina moved to approve the Minutes of the December 6, 2023 Port Commission Special Meeting.**

**Commissioner Brennan seconded. The roll call vote was as follows:**

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

**Motion carried 5-0.**

**PUBLIC COMMUNICATIONS:** None. Closed at 7:07PM.

**CLOSED SESSION REPORT:** Mr. Bunn stated that the Board met in closed session; discussed and reviewed all items on the closed session agenda. Staff was given instructions on how to proceed as appropriate on these matters and there was no action taken that is reportable under The Brown Act.

**BOARD COMMUNICATIONS:** Commissioner Stephens attended and enjoyed the annual Staff Holiday Luncheon. He also was able to attend the Poinsettia Awards and our tenant, Jeff Moorhouse, won an award and spoke highly of Ventura Harbor. Commissioner Rainey also enjoyed attending the annual Staff Holiday Luncheon. Chair Blumenberg commented on an article in the California Diving News that the Santa Barbara Channel earned the official designation as a whale heritage area.

**STAFF AND GENERAL MANAGER REPORTS:** Mr. Pendleton commented on the Parade of Lights and thanked boaters, judges, sponsors and staff for their support and effort. He also spoke about past and upcoming Holiday events at the 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:

- a) Todd Mitchell, Sr. Business Operations Manager to attend Congressional meetings and CMANC Conference from February 13-16, 2024 in Washington DC.



- b) Michael Blumenberg, Commission Chair to attend Congressional meetings and CMANC Conference from February 13-16, 2024 in Washington DC.
- c) Jessica Rauch, Clerk of the Board to attend the JPIA 2024 Risk Management Academy from January 23-25, 2024 in Indian Wells, CA.
- d) Jessica Snipas, Business Operations Analyst to attend the JPIA 2024 Risk Management Academy from January 23-24, 2024 in Indian Wells, CA.

Public Comment: None.

**ACTION:** Commissioner Stephens moved to approve the out-of-town travel requests.

Commissioner Brennan seconded. The vote was as follows:

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

**NOES:** None

**ABSTAINED:** None

**ABSENT:** None

**Motion carried 5-0.**

**B) Adoption of Resolution Nos. 3490 and 3491 Approving Updates to the Expense Reimbursement Policies for Employees and Commissioners and Rescinding Resolution Nos. 3373 and 3374**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt:

- a) Resolution No. 3490 approving the updates to the Expense Reimbursement Policy for Employees and rescind Resolution No. 3473.
- b) Resolution No. 3491 approving the updates to the Expense Reimbursement Policy for Commissioners and rescind Resolution No. 3374.

This item was pulled from the Consent Agenda.

Public Comment: None.

**ACTION:** Commissioner Stephens moved to adopt Resolution No. 3490 approving the updates to the Expense Reimbursement Policy for Employees and Resolution No. 3491 approving the updates to the Expense Reimbursement Policy for Commissioners with the following revision:

**Section 2:**

**“...However, there may be times, where it is infeasible for an employee to obtain approval prior to the overnight travel. In these cases, approval shall may be granted after...”**

**and rescind Resolution No. 3473 and No. 3374.**

Commissioner Brennan seconded. The vote was as follows:

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

**NOES:** None

**ABSTAINED:** None

**ABSENT:** None

**Motion carried 5-0.**

**STANDARD AGENDA:**

**1) Presentation from the City of Ventura's Public Works Department on Ventura Harbor Road Conditions and Managed Parking Implementation**

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation from Ventura's Public Works Department on road conditions within Ventura Harbor, Capital Improvement plans for those roads, and an update on required agreements and ordinances to allow the implementation of Managed Parking in Ventura Harbor.

Presentation by Phil Nelson, Public Works Director; Jeff Herford, Transportation Manager; Peter Sheydayi, Assistant Public Works Director/City Engineer.

Public Comment: Michael Sondermann, owner of Portside Ventura appreciated this discussion and supported improvements to Navigator Dr. in 2024. He also discussed Portside's investment in Anchors Way Dr. and hoped that VenturaWaterPure would return to the street to its prior condition, rather than just patching trenches. Closed at 8:13PM.

**ACTION:**      **The Board of Port Commissioners received a presentation from Ventura's Public Works Department on road conditions within Ventura Harbor, Capital Improvement plans for those roads, and an update on required agreements and ordinances to allow the implementation of Managed Parking in Ventura Harbor.**

**2) Presentation on Parcel 5 Preliminary Design**

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Receive a presentation of a new design concept prepared by RRM Design Group on behalf of the District for the grass lawn area of Parcel 5 between 1591 and 1691 Spinnaker Drive.
- b) Provide comment and direction to the General Manager regarding the proposed design.

Presentation by Lief McKay, Managing Partner and Nick Deitch, Principal from RRM Design Group.

Public Comment: None.

**ACTION:**      **The Board of Port Commissioners received a presentation of a new design concept prepared by RRM Design Group on behalf of the District for the grass lawn area of Parcel 5 between 1591 and 1691 Spinnaker Drive.**

**Commissioner comments were as follows:**

- Wind blocks are important
- Drought tolerant landscaping is needed
- Seek alternatives to Palm trees
- Budget – We need to be “all in” to create a gathering space
- Making this space a destination very important
- Like the clam shell stage



- **Like children's playground**
- **More accommodation – generational – electronic devices – solar – Wi-Fi**
- **Sustainability – Build on Channel Islands National Park Visitor Center – Pull in native plants**
- **Seek alternatives to oversized lawn chairs**
- **Operation and maintenance budget impacts will need to be evaluated**
- **What funding sources are available?**
- **Prevent skateboard grinding on concrete walls**
- **Security considerations will be important**

**3) Consider Participation in the Special District Leadership Foundation's District of Distinction**

Recommended Action: Voice Vote.

That the Board of Port Commissioners consider participating in the Special District Leadership Foundation's District of Distinction.

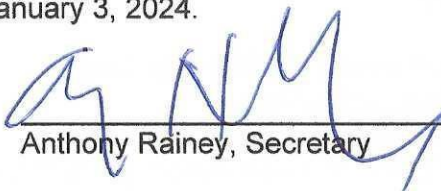
Report by Brian D. Pendleton, General Manager.

Public Comment: None. Closed at 9:26PM.

**ACTION:**      **The Board of Port Commissioners would like more information on trainings and policies. Staff will bring back to a future meeting.**

**ADJOURNMENT:** The meeting was adjourned at 9:27PM.

The next regular meeting is Wednesday, January 3, 2024.

  
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Anthony Rainey, Secretary