

VENTURA PORT DISTRICT

**BOARD OF PORT COMMISSIONERS
REGULAR MEETING MINUTES OF JUNE 19, 2024**



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
Anthony Rainey, Secretary
Brian Brennan
Chris Stephens

Commissioners Absent:

Jackie Gardina, Vice-Chair

Port District Staff:

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

Legal Counsel:

Tom Bunn, Lagerlof LLP via Zoom
Oliver Yee, Libert Cassidy Whitmore 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 6:50PM.

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 Wayne Hatch.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Anthony Rainey, Secretary
Brian Brennan
Chris Stephens

Commissioners Absent:

Jackie Gardina, Vice-Chair

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
Wayne Hatch, Maintenance Supervisor
Ruby Hedrick, Marketing & Events Coordinator II
John Higgins, Harbormaster
Jessica Snipas, Business Operations Analyst 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:

2 via zoom; 1 in person

ADOPTION OF AGENDA

ACTION: Commissioner Brennan moved to adopt the June 19, 2024 agenda.

Commissioner Stephens seconded. The vote was unanimous.

APPROVAL OF MINUTES

The Minutes of the June 5, 2024 Port Commission Regular Meeting were considered as follows:

ACTION: Commissioner Brennan moved to approve the Minutes of June 5, 2024, Regular Meeting.

Commissioner Rainey seconded. The vote carried 3-0-1. Commissioner Stephens abstained.

PUBLIC COMMUNICATIONS: None. Closed at 7:03PM.

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

BOARD COMMUNICATIONS: Chair Blumenberg commented how nice it is to see the sun and visitors enjoying our beaches.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on upcoming events and promotions at Harbor Village. He also reported on the Anchors Way Drive median complaints.

PRESENTATION HONORING COMMISSIONER BRIAN BRENNAN

CONSENT AGENDA:

A) Approval of Out-of-Town Travel Requests

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the out-of-town travel requests for:

- a) Harbormaster John Higgins to attend FEMA CERT Train-the-Trainer Course July 9-11, 2024 in Riverside, CA.
- b) Senior Harbor Patrol Officer Brendan Donohue to attend FEMA CERT Train-the-Trainer Course July 9-11, 2024 in Riverside, CA.
- c) Harbor Patrol Officer Mason Alford to attend FEMA CERT Train-the-Trainer Course July 9-11, 2024 in Riverside, CA.
- d) Sr. Business Operations Manager, Todd Mitchell to attend CMANC Fall Meeting from September 11 to 13, 2024 in Santa Cruz, CA.
- e) Sr. Business Operations Manager, Todd Mitchell to attend the CMANC Officers Trip from September 30 to October 1, 2024 in Washington, DC.

Public Comment: None.

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

Commissioner Brennan seconded. The vote was unanimous.

B) Award of Bid for the FY2024-2025 Janitorial Services for Ventura Harbor Village Restrooms and District Administration Office

Recommended Action: Voice Vote.

That the Board of Port Commissioners award the FY2024-2025 Janitorial Services Contract to Premier Property Preservation in the amount of \$80,000.

Public Comment: None.

ACTION: Commissioner Stephens moved to award the FY2024-2025 Janitorial Services Contract to Premier Property Preservation in the amount of \$80,000.

Commissioner Brennan seconded. The vote was unanimous.

C) Rejection of All Bids for the FY2024-2025 Security Services for Ventura Harbor Village
Recommended Action: Voice Vote.

That the Board of Port Commissioners reject all bids for FY2024-2025 Security Services for Ventura Harbor Village.

Public Comment: None.

ACTION: Commissioner Stephens moved to reject all bids for FY2024-2025 Security Services for Ventura Harbor Village.

Commissioner Brennan seconded. The vote was unanimous.

D) Approval of Amendment No. 1 to a Professional Services Agreement with Swift Chip, Inc. for Information Technology Services

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to the Professional Services Agreement with Swift Chip, Inc. increasing the amounts to \$122,982 from \$113,500 for July 1, 2024 to June 30, 2025 and \$126,671.46 from \$116,500 for July 1, 2025 to June 30, 2026 to provide information technology services.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve Amendment No. 1 to the Professional Services Agreement with Swift Chip, Inc. increasing the amounts to \$122,982 from \$113,500 for July 1, 2024 to June 30, 2025 and \$126,671.46 from \$116,500 for July 1, 2025 to June 30, 2026 to provide information technology services.

Commissioner Brennan seconded. The vote was unanimous.

E) Approval of Annual Professional Services Agreements for Administrative, Advocacy, Technical, and Legal Support Services

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the Professional Services Agreements with:

- a) Carpi & Clay, Inc. in the amount of \$60,000 to provide the District with federal advocacy services from July 1, 2024 to June 30, 2025.
- b) K&L Gates in the amount of up to \$60,000 to provide advocacy for the establishment of aquaculture in proximity to Ventura Harbor and legal support for regulatory agency permitting from July 1, 2024 to June 30, 2025.
- c) Liebert Cassidy Whitmore in the amount of up to \$60,000 to provide human resources legal services from July 1, 2024 to June 30, 2025.

- d) Rincon Consultants, Inc. in the amount of up to \$135,000 to provide dredging support, inner harbor dredging technical support, and coastal development permitting support from July 1, 2024 to June 30, 2025.
- e) Dixon Consultants, Inc. in the amount of \$50,000 to provide managed parking consulting, permitting, stakeholder engagement, and procurement support from July 1, 2024 to June 30, 2025.
- f) RRM Design Group, Inc. in the amount of \$45,000 to provide architectural design services for the planning of developing the Parcel 5 grass lawn area from July 1, 2024 to June 30, 2025.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve Annual Professional Services Agreements for Administrative, Advocacy, Technical, and Legal Support Services.

Commissioner Brennan seconded. The vote was unanimous.

STANDARD AGENDA:

1) Adoption of Resolution No. 3502 Updating the Ventura Port District Human Resources Manual, Proclaiming June 19th as an Official District Holiday and Rescinding Resolution No. 3463

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3502:

- a) Approving updates to the Ventura Port District Human Resources Manual.
- b) Proclaiming June 19th “Juneteenth” as an official Ventura Port District Holiday.
- c) Rescinding Resolution No. 3463.

Report by Brian D. Pendleton, General Manager and Oliver Lee, Partner, Liebert Cassidy Whitmore.

Public Comment: None.

ACTION: Commissioner Brennan moved to adopt Resolution No. 3502:
a) Approving updates to the Ventura Port District Human Resources Manual.
b) Proclaiming June 19th “Juneteenth” as an official Ventura Port District Holiday.
c) Rescinding Resolution No. 3463.

Commissioner Rainey seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Rainey, Stephens Brennan

NOES:

ABSTAINED:

ABSENT: Vice-Chair Gardina

Vote carried 4-0.

2) Acceptance of Fiscal Year 2022-2023 Audit

Recommended Action: Voice Vote.

That the Board of Port Commissioners accept the Basic Financial Statements and Supplementary Information with Independent Auditor's Report for the Year Ended June 30, 2023, prepared by Clifton Larson Allen, LLP.

Report by Gloria Adkins, Accounting Manager and Bob Callanan, Clifton Larson Allen, LLP.

Public Comment: None. Closed at 7:35PM.

ACTION: Commissioner Stephens moved to accept the Basic Financial Statements and Supplementary Information with Independent Auditor's Report for the Year Ended June 30, 2023, prepared by Clifton Larson Allen, LLP.

Commissioner Brennan seconded. The vote was unanimous.

3) Adoption of Resolution No. 3503 Approving the FY2024-2025 Final Budget for the Harbor Patrol Department

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3503 approving the FY2024-2025 Final Budget for the Harbor Patrol Department.

Report by Brian D. Pendleton, General Manager.

Chair Blumenberg excused himself from this item as his son is employed as a part-time Harbor Patrol Officer and would therefore not participate in the discussion of this item. He passed the gavel to Secretary Rainey and sat in the audience.

Public Comment: None.

ACTION: Commissioner Brennan moved to adopt Resolution No. 3503 approving the FY2024-2025 Final Budget for the Harbor Patrol Department.

Commissioner Stephens seconded. The vote was as follows:

AYES: Commissioners Rainey, Stephens Brennan

NOES:

ABSTAINED: Chair Blumenberg

ABSENT: Vice-Chair Gardina

Vote carried 3-0.

4) Adoption of Resolution No. 3504 and No. 3505 Approving the FY2024-2025 Annual Budget, Five-Year Capital Improvement Plan and Salary Schedule for Non-Represented Employees

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt:

- a) Resolution No. 3504 approving the FY2024-2025 Ventura Port District Annual Budget and Five-Year Capital Improvement Plan.

- b) Resolution No. 3505 approving the FY2024-2025 Salary Schedule for Non-Represented Employees of the District.

Report by Brian D. Pendleton, General Manager; Gloria Adkins, Accounting Manager; Todd Mitchell, Sr. Business Operations Manager.

Public Comment: None. Closed at 8:07PM.

- ACTION:** Commissioner Brennan moved to adopt:
- a) Resolution No. 3504 approving the FY2024-2025 Ventura Port District Annual Budget and Five-Year Capital Improvement Plan.
 - b) Resolution No. 3505 approving the FY2024-2025 Salary Schedule for Non-Represented Employees of the District.

Commissioner Rainey seconded. The vote was as follows:

AYES: Commissioners Blumenberg Rainey, Stephens Brennan

NOES:

ABSTAINED:

ABSENT: Vice-Chair Gardina

Vote carried 4-0.

5) Approval of Cancellation of July 3, 2024 Regular Port Commission Meeting

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the cancellation of the July 3, 2024 meeting.

Report by Jessica Rauch, Clerk of the Board.

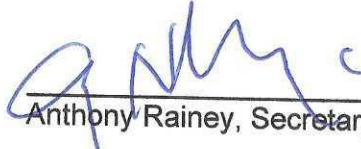
Public Comment: None.

- ACTION:** Commissioner Stephens moved to approve the cancellation of the July 3, 2024 meeting.

Commissioner Brennan seconded. The vote was unanimous.

ADJOURNMENT: The meeting was adjourned at 8:33PM.

The next regular meeting is Wednesday, July 17, 2024.



Anthony Rainey, Secretary