

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF JULY 17, 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
Jackie Gardina, Vice-Chair
Chris Stephens
Elizabeth Howell

Commissioners Absent:

Anthony Rainey, Secretary

Port District Staff:

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

Legal Counsel:

Reid Miller, Lagerlof, LLP
Pablo De Leon, Lagerlof, LLP
Oliver Yee, Liebert Cassidy Whitmore via Zoom

Number of interested persons:

0 via zoom; 2 in-person

PUBLIC COMMUNICATIONS: Michelle Nosco and Laura Jespersen, from the Buenaventura Art Association spoke about their proposed concept for 1591 Spinnaker Drive #113.

CONVENED TO CLOSED SESSION AT 6:05PM.

ADJOURNMENT: Closed Session was adjourned at 6:35PM.

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 7:02PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Dave Werneburg.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Jackie Gardina, Vice-Chair
Chris Stephens
Elizabeth Howell

Commissioners Absent:

Anthony Rainey, Secretary

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 via Zoom
Sergio Gonzalez, Facilities Manager
Wayne Hatch, Maintenance Supervisor
Ruby Hedrick, Marketing & Events Coordinator II
Pat Hummer, Sr. Harbor Patrol Officer
John Higgins, Harbormaster
Will McReynolds, Management Assistant
Jessica Snipas, Business Operations Analyst via Zoom
Dave Werneburg, Marina Manager

Legal Counsel:

Reid Miller, Lagerlof, LLP
Pablo De Leon, Lagerlof, LLP
Oliver Yee, Liebert Cassidy Whitmore 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 July 17, 2024 agenda.

Commissioner Howell seconded. The vote was unanimous.

APPROVAL OF MINUTES

The Minutes of the June 19, 2024 Port Commission Regular Meeting were considered as follows:

ACTION: Commissioner Stephens moved to approve the Minutes of the June 19, 2024 Regular Meeting.

Vice-Chair Gardina seconded. The vote was unanimous.

PUBLIC COMMUNICATIONS: None. Closed at 7:04PM.

CLOSED SESSION REPORT: Mr. Miller 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: None. Closed at 7:05PM.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on past and upcoming events and promotions at Harbor Village. Oxnard Fire Chief Alexander Hamilton sent a letter of appreciation to the Harbormaster thanking staff for the use of our facilities and training expertise during the California State Fire Marshal Open Water Rescuer – Basic Course held in May. He also reported on the City Council's consideration of the Net Zero Water Fee Policy. Closed at 7:19PM.

CONSENT AGENDA:

A) Approval of Amendment No. 1 to the Retail Lease Agreement with Louise Gaye Clanton and Tracy Lanquist dba Ventura Swimwear at 1559 Spinnaker Drive #102

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to the Retail Lease between Ventura Port District, a California Special District, dba Ventura Harbor Village and Louise Gaye Clanton and Tracy Lanquist, a general partnership, dba Ventura Swimwear for the premises located at 1559 Spinnaker Drive #102, consisting of 894 square feet.

Public Comment: None. Closed at 7:20PM.

ACTION: Vice-Chair Gardina moved to approve Amendment No. 1 to the Retail Lease between Ventura Port District, a California Special District, dba Ventura Harbor Village and Louise Gaye Clanton and Tracy Lanquist, a general partnership, dba Ventura Swimwear for the premises located at 1559 Spinnaker Drive #102, consisting of 894 square feet.

Commissioner Stephens seconded. The roll call vote carried 4-0.

B) Approval of New Retail Lease Agreement with Hats Unlimited, Inc. dba Hats Unlimited at 1567 Spinnaker Drive #101

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District, a California Special District, dba Ventura Harbor Village and Hats Unlimited, Inc., a California corporation, dba Hats Unlimited for the premises located at 1567 Spinnaker Drive #101, consisting of 1,146 square feet.

Public Comment: None. Closed at 7:20PM.

ACTION: Vice-Chair Gardina moved to approve a new Retail Lease Agreement between the Ventura Port District, a California Special District, dba Ventura Harbor Village and Hats Unlimited, Inc., a California corporation, dba Hats Unlimited for the premises located at 1567 Spinnaker Drive #101, consisting of 1,146 square feet.

Commissioner Stephens seconded. The roll call vote carried 4-0.

C) Approval of a Professional Services Agreement with Rasmussen & Associates for Architectural Services

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a Professional Services Agreement with Rasmussen & Associates in the amount of \$185,000 for the architectural design, permitting, bid support, and construction management for three District improvement projects.

Public Comment: None. Closed at 7:20PM.

ACTION: Vice-Chair Gardina moved to approve a Professional Services Agreement with Rasmussen & Associates in the amount of \$185,000 for the architectural design, permitting, bid support, and construction management for three District improvement projects.

Commissioner Stephens seconded. The roll call vote carried 4-0.

D) Approval of Amendment No. 2 to a Service Agreement with Medallion Protective Services for Ventura Harbor Village and Marina

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 2 to a Service Agreement with Medallion Protective Services to increase the compensation to \$250,000 from \$170,000 and to extend the term of the contract until December 31, 2024 for security services in Ventura Harbor Village and around the Marina.

Public Comment: None. Closed at 7:20PM.

ACTION: Vice-Chair Gardina moved to approve Amendment No. 2 to a Service Agreement with Medallion Protective Services to increase the compensation to \$250,000 from \$170,000 and to extend the term of the contract until December 31, 2024 for security services in Ventura Harbor Village and around the Marina.

Commissioner Stephens seconded. The roll call vote carried 4-0.

E) Award of Bid for the FY2024-2025 Janitorial Supplies Agreement

Recommended Action: Voice Vote.

That the Board of Port Commissioners award the FY2024-2025 Janitorial Supplies Agreement to Imperial Dade in the amount of \$50,000.

Public Comment: None. Closed at 7:20PM.

ACTION: Vice-Chair Gardina moved to award the FY2024-2025 Janitorial Supplies Agreement to Imperial Dade in the amount of \$50,000.

Commissioner Stephens seconded. The roll call vote carried 4-0.

F) Adoption of Resolution No. 3506 Approving the MOU/CBA with Teamsters 186 Representing the Courtesy Dockmaster Unit

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3506 approving the Memorandum of Understanding Collective Bargaining Agreement between the Ventura Port District and the International Brotherhood of Teamsters Local Union No. 186, representing all regular full-time employees classified as the Port District Courtesy Dockmasters.

Public Comment: None. Closed at 7:20PM.

ACTION: Vice-Chair Gardina moved to adopt Resolution No. 3506 approving the Memorandum of Understanding Collective Bargaining Agreement between the Ventura Port District and the International Brotherhood of Teamsters Local Union No. 186, representing all regular full-time employees classified as the Port District Courtesy Dockmasters.

Commissioner Stephens seconded. The roll call vote carried 4-0.

STANDARD AGENDA:

1) Authorize the General Manager to Enter a Subaward Agreement with the Oxnard Harbor District to Receive Grant Funding for the District's Commercial Fish Landing Modernization Project, Approve the RFP and Project Description That Will be Used to Procure Contracts with Consultants to Complete the Project, and Authorize the General Manager to approve revisions to the Project Documents that are recommended by legal counsel to be consistent with details and requirements provided by Caltrans

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Authorize the General Manager to enter a Subaward Agreement with the Oxnard Harbor District to receive \$15.7 million of awarded grant funds that will be passed through to the Ventura Port District (District), as a sub-grantee of the awarded funds, to fund the planning and construction of the "Ventura Harbor Commercial Fish Landing Site Modernization Project."
- b) Approve the "Request for Proposals for Professional Environmental Services for CEQA (RFP) and Project Description" (collectively, with the Subaward Agreement, the "Project Documents") that will be used to procure contracts for services to construct the Project.

- c) Authorize the General Manager to approve revisions to the Project Documents that are recommended by legal counsel to be consistent with details and requirements to be provided by Caltrans.

Report by Brian D. Pendleton, General Manager and Todd Mitchell, Sr. Business Operations Manager.

Public Comment: Kristin Decas, Port of Hueneme Director and CEO and Christina Birdsey, Port of Hueneme Chief Operations Officer are in support of this partnership and thanked staff and Counsel for their collaboration on the Subaward Agreement. Brian Bargiel, CEO of Andria's Seafood congratulated all for securing the grant, however, he is concerned about the loss of space that will happen during the construction phase. Closed at 7:40PM.

Commissioner Comments:

- Request further description and schedule of work to be completed within 4-to-5-year term.

- ACTION:** **Commissioner Stephens moved to:**
- a) **Authorize the General Manager to enter a Subaward Agreement with the Oxnard Harbor District to receive \$15.7 million of awarded grant funds that will be passed through to the Ventura Port District (District), as a sub-grantee of the awarded funds, to fund the planning and construction of the “Ventura Harbor Commercial Fish Landing Site Modernization Project.”**
 - b) **Approve the “Request for Proposals for Professional Environmental Services for CEQA (RFP) and Project Description” (collectively, with the Subaward Agreement, the “Project Documents”) that will be used to procure contracts for services to construct the Project.**
 - c) **Authorize the General Manager to approve revisions to the Project Documents that are recommended by legal counsel to be consistent with details and requirements to be provided by Caltrans.**

Commissioner Howell seconded. The vote was unanimous.

2) Presentation on Parcel 5 Preliminary Design

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Receive a presentation of an updated 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 and next steps in the site design and entitlement process.

Report by Brian D. Pendleton, General Manager and Lief McKay, RRM Design Group.

Public Comment: None.

Commissioner Comments:

- Make sure enough dog refuse bag stations
- Where the car drop off is – instead of stairs make it a ramp

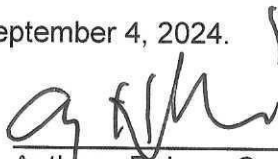
- Wind Study is important
 - Noise from wind block
- Umbrellas for the playground picnic tables
- Would like to see alternative to palm trees
- Like new playground design
- Look at area for staging restrooms for large events
- Like new stage design
- Acoustics

ACTION: Commissioner Stephens moved to authorize the General Manager to work with RRM Design Group to implement adjustments to its updated design concept based on the Commissioners' comments and move forward with the entitlement process.

Commissioner Howell seconded. The vote was unanimous.

ADJOURNMENT: The meeting was adjourned in honor of Ed McCombs at 8:43PM.

The next regular meeting is Wednesday, September 4, 2024.



Anthony Rainey, Secretary