

VENTURA PORT DISTRICT

**BOARD OF PORT COMMISSIONERS
REGULAR MEETING MINUTES OF SEPTEMBER 18, 2024**



CLOSED SESSION

CALL TO ORDER:

The Ventura Port District 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
Anthony Rainey, Secretary
Elizabeth Howell

Commissioners Absent:

Jackie Gardina, Vice-Chair
Chris Stephens

Port District Staff:

Brian Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Reid Miller, Lagerlof, LLP

Number of interested persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: None. Closed at 6:30PM

CONVENED TO CLOSED SESSION AT 6:31PM.

ADJOURNMENT: Closed Session was adjourned at 6:50PM.

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Port District 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 Commissioner Rainey.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Anthony Rainey, Secretary
Elizabeth Howell

Commissioners Absent:

Jackie Gardina, Vice-Chair
Chris Stephens

Port District Staff:

Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Sergio Gonzalez, Facilities Manager
John Higgins, Harbormaster
Will McReynolds, Management Assistant
Jessica Snipas, Business Operations Analyst via Zoom
Dave Werneburg, Marina Manager via Zoom

Legal Counsel:

Reid Miller, Lagerlof, LLP

City of Ventura Liaisons:

Councilmember Duran, City Council Liaison – Absent

Number of interested persons:

0 via zoom; 3 in person

ADOPTION OF AGENDA

ACTION: Commissioner Howell moved to adopt the September 18, 2024 agenda.

Commissioner Rainey seconded. The vote was unanimous.

APPROVAL OF MINUTES

The Minutes of the September 4, 2024 Board of Port Commissioners' Regular Meeting were considered as follows:

ACTION: Commissioner Rainey moved to approve the Minutes of the September 4, 2024 Regular Meeting.

Commissioner Howell seconded. The vote was unanimous.

PUBLIC COMMUNICATIONS: Hall Stratton was thankful for being invited to the workshop and will start attending more regular meetings. He also expressed his concerns about the safety of the pedal boats in the Harbor. Alicia Stratton commented on the Parcel 20/14 Redevelopment project. Closed at 7:14PM. Reopened at 7:14PM Bill Mattson also commented on the Parcel 20/14 Redevelopment project. Closed at 7:17PM.

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: Commissioner Howell and Commissioner Rainey were both pleased with the attendance and participation at the September 14th Public Workshop and commended staff for setting it up and supporting the process. Closed at 7:27PM.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on past and upcoming events and promotions at Harbor Village and congratulated Todd Mitchell on his promotion to Deputy General Manager.

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 the CA State Parks Basic Coastal Operator Course from October 13 - 18, 2024 in Pillar Point, CA.
- b) Marketing Manager, Jennifer Talt-Lundin to attend the Visit California Annual Rural Committee meeting from September 30 – October 2, 2024 in Sacramento, CA.
- c) Marketing Manager, Jennifer Talt-Lundin to attend the Visit California Outlook Forum from March 2 – 4, 2025 in Los Angeles, CA.
- d) Marketing and Events Coordinator II, Ruby Hedrick to attend the Visit California Outlook Forum from March 2 – 4, 2025 in Los Angeles, CA.

Public Comment: None. Closed at 7:29PM.

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

Commissioner Howell seconded. The vote was unanimous.

B) Approval of Amendment No. 2 to the Retail Lease Agreement with Katherine & James E. Adams dba Lemon & Lei

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 2 to the Retail Lease dated September 1, 2021 (the "Lease") between the Ventura Port District, and Katherine Adams and James Adams, dba "Lemon & Lei," for the premises located at 1583 Spinnaker Drive, Suite #104A, consisting of approximately 500 square feet.

Public Comment: None. Closed at 7:29PM.

ACTION: Commissioner Rainey moved to approve Amendment No. 2 to the Retail Lease dated September 1, 2021 (the "Lease") between the Ventura Port District, and Katherine Adams and James Adams, dba "Lemon & Lei," for the premises located at 1583 Spinnaker Drive, Suite #104A, consisting of approximately 500 square feet.

Commissioner Howell seconded. The vote was unanimous.

C) Approval of a New Retail Lease Agreement with Wild Local Seafood Co. LLC dba Wild Local Seafood Co.

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 Wild Local Seafood Co. LLC dba "Wild Local Seafood Co.," for the premises located at 1559 Spinnaker Drive, Suite #105, Ventura California 93001 consisting of approximately 1,438 square feet of interior commercial space and 659 square feet of non-exclusive exterior space.

Public Comment: None. Closed at 7:29PM.

ACTION: Commissioner Rainey moved to approve a new Retail Lease Agreement between the Ventura Port District dba "Ventura Harbor Village" and Wild Local Seafood Co. LLC dba "Wild Local Seafood Co.," for the premises located at 1559 Spinnaker Drive, Suite #105, Ventura California 93001 consisting of approximately 1,438 square feet of interior commercial space and 659 square feet of non-exclusive exterior space.

Commissioner Howell seconded. The vote was unanimous.

STANDARD AGENDA:

1) Approval of a Professional Services Agreement with CliftonLarsonAllen LLP and Appointment of a new Audit Liaison

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve the Professional Services Agreement with CliftonLarsonAllen LLP to conduct the annual audit for fiscal year ending June 30, 2024 in the amount not to exceed \$50,000.
- b) Appoint an audit liaison to work with staff and the audit firm awarded throughout the fiscal year audit process.

Report by Gloria Adkins, Accounting Manager.

Public Comment: None. Closed at 7:31PM.

ACTION: Commissioner Rainey moved to approve the Professional Services Agreement with CliftonLarsonAllen LLP to conduct the annual audit for fiscal year ending June 30, 2024 in the amount not to exceed \$50,000.

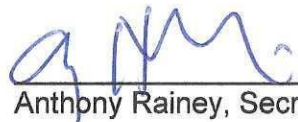
Commissioner Howell seconded. The vote was unanimous.

ACTION: Commissioner Howell moved to appoint Commissioner Rainey to be the audit liaison to work with staff and the audit firm awarded throughout the fiscal year audit process.

Chair Blumenberg seconded. The vote was unanimous.

ADJOURNMENT: The meeting was adjourned at 7:34PM.

The next regular meeting is Wednesday, October 2, 2024.



Anthony Rainey, Secretary