

VENTURA PORT DISTRICT

**BOARD OF PORT COMMISSIONERS
REGULAR MEETING MINUTES OF OCTOBER 2, 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 6:00PM 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
Elizabeth Howell

Commissioners Absent:

None.

Port District Staff:

Brian Pendleton, General Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Reid Miller, Lagerlof, LLP
Tom Bunn, Lagerlof, LLP
Robert Bailey, Lagerlof, LLP

Number of interested persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: None. Closed at 6:01PM

CONVENED TO CLOSED SESSION AT 6:01PM.

ADJOURNMENT: Closed Session was adjourned at 6:57PM.

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 7:01PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Commissioner Stephens.

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

None.

Port District Staff:

Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Calli Brazeros, Marketing & Events Coordinator
Joe Gonzalez, Capital Projects Manager via Zoom
Sergio Gonzalez, Facilities Manager via Zoom
John Higgins, Harbormaster
Will McReynolds, Management Assistant
Jessica Perkins, Accountant via Zoom
Jessica Snipas, Business Operations Analyst
Jennifer Talt-Lundin, Marketing Manager via Zoom
Dave Werneburg, Marina Manager

Legal Counsel:

Reid Miller, Lagerlof, LLP

City of Ventura Liaisons:

Councilmember Duran, City Council Liaison – Present via Zoom

Number of interested persons:

2 via zoom; 4 in person

ADOPTION OF AGENDA

ACTION: Commissioner Howell moved to adopt the October 2, 2024 agenda.

Commissioner Rainey seconded. The vote was unanimous.

APPROVAL OF MINUTES

The Minutes of the September 18, 2024 Board of Port Commissioners' Regular Meeting were considered as follows:

ACTION: Commissioner Howell moved to approve the Minutes of the September 18, 2024 Regular Meeting.

Commissioner Rainey seconded. The vote was unanimous.

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

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: Chair Blumenberg reported he attend Yacht Club dock ribbon cutting and appreciated the invitation. Closed at 7:05PM.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on past and upcoming events and promotions at Harbor Village and mentioned that it is currently spiny lobster season and to check out the fish market.

CONSENT AGENDA:

A) Approval of Out-of-Town Travel Request

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the out-of-town travel request for Maintenance Supervisor Wayne Hatch to attend the California Building Officials Education Week from October 27 - 30, 2024 in Costa Mesa, CA.

Public Comment: None.

ACTION: Vice-Chair Gardina moved to approve the out-of-town travel request for Maintenance Supervisor Wayne Hatch to attend the California Building Officials Education Week from October 27 - 30, 2024 in Costa Mesa, CA.

Commissioner Howell seconded. The vote was unanimous.

STANDARD AGENDA:

1) Adoption of Resolution No. 3511 Approving the Financial Statements and Checks for April through June 2024

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3511 to:

- a) Accept the draft financial statements for the Quarter ending June 30, 2024, pending final year-end reconciliation adjustments and audit review.
- b) Review the payroll and regular checks for April through June 2024.

Report by Gloria Adkins, Accounting Manager.

Public Comment: None. Closed at 7:17PM.

ACTION: Commissioner Howell moved to adopt Resolution No. 3511 to:
a) Accept the draft financial statements for the Quarter ending June 30, 2024, pending final year-end reconciliation adjustments and audit review.
b) Review the payroll and regular checks for April through June 2024.

Commissioner Stephens seconded. The vote was as follows:

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

NOES:

ABSENT:

ABSTAINED:

Motion carried 5-0.

2) Appointment of California JPIA Board Director

Recommended Action: Voice Vote.

That the Board of Port Commissioners appoint one Commissioner to serve as Director for the Joint Powers Insurance Authority (JPIA) Board of Directors.

Report by Jessica Rauch, Clerk of the Board.

Public Comment: None. Closed at 7:21PM.

ACTION: Commissioner Stephens moved to appoint Commissioner Rainey to serve as Director for the JPIA Board of Directors.

Vice-Chair Gardina seconded. The vote was unanimous.

3) Consideration of Nomination of a Port Commissioner to be a LAFCo Special District Regular Member

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Consider the nomination of a Port Commissioner to fill the Regular Special District Member term on the Ventura Local Agency Formation Commission.
- b) If a Commissioner is nominated, adopt a Resolution nominating that Port Commissioner to fill the Regular Special District Member term on the Ventura Local Agency Formation Commission from January 1, 2025 through December 31, 2028.

Report by Jessica Rauch, Clerk of the Board.

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

ACTION: Commissioner Rainey moved to adopt Resolution No. 3512 to nominate Commissioner Stephens to fill the Regular Special District Member term on the Ventura Local Agency Formation Commission from January 1, 2025 through December 31, 2028.

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

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

NOES:

ABSENT:

ABSTAINED:

Motion carried 5-0.

4) Approval of Ventura Harbor Fee Schedules

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the fee schedules effective January 1, 2025 for:

- a) Harbor Village Common Area Maintenance.
- b) Harbor Village Events.
- c) Harbor Village Commercial Marina Slips.
- d) Dry Boat Storage.
- e) Commercial Vendor Identification Cards.

Report by Gloria Adkins, Accounting Manager, Calli Brazerol, Marketing & Events Coordinator, and Dave Werneburg, Marina Manager.

Public Comment: None. Discussion on Common Area Maintenance (CAM) fees closed at 7:33PM. Events closed at 7:47PM. Commercial marina slips, and dry boat storage closed at 8:05PM. Vendor Identification Cards closed at 8:22PM.

ACTION: Commissioner Howell moved to approve the fee schedules as presented, with two caveats: (1) that staff prepare a policy for a minimum increase to CAM fees and report back to the Board, no later than when the District's mid-year budget is presented, with ideas for establishing a minimum CAM fee increase, perhaps via a percentage, and (2), with respect to the proposed

fees for the commercial marina slips, to keep the fee for 55-foot boats at 0% rather than the proposed 4.8% reduction.

Commissioner Rainey proposed that staff also report back on what the full cost recovery target would be for CAM fees and seconded.

Vice-Chair Gardina proposed and requested that the motion be divided in two so each item could be considered separately.

After further discussion, the motion was not moved to a vote and no action was taken.

ACTION: Vice-Chair Gardina moved to approve the fee schedules as presented for common area maintenance, village events, dry boat storage, and vendor identification cards, with direction to staff to report back with information on the delta that was discussed concerning CAM fees.

Commissioner Stephens seconded. The vote was unanimous.

ACTION: Commissioner Howell moved to approve the fee schedule for commercial marina slips subject to an amendment to keep the fee for 55-foot boats at 0%.

The motion was not seconded and failed.

ACTION: Vice-Chair Gardina moved to approve the commercial slip fee schedule as presented.

Commissioner Stephens seconded. The vote was unanimous.

5) Brown Act Presentation

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation from Lagerlof, LLP on the Ralph M. Brown Act.


Presentation by Reid Miller, Legal Counsel, Lagerlof, LLP.

Public Comment: None. Closed at 9:32PM.

ACTION: That the Board of Port Commissioners received a presentation from Lagerlof, LLP on the Ralph M. Brown Act.

ADJOURNMENT: The meeting was adjourned at 9:37PM.

The next regular meeting is Wednesday, October 16, 2024.



Anthony Rainey, Secretary