

# VENTURA PORT DISTRICT

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## BOARD OF PORT COMMISSIONERS SPECIAL MEETING MINUTES OF DECEMBER 6, 2023

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### **CLOSED SESSION**

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

The Ventura Board of Port Commissioners Special Closed Session Meeting was called to order by Chair Blumenberg at 5:30PM 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  
Jackie Gardina, Vice-Chair  
Anthony Rainey, Secretary  
Brian Brennan via Zoom  
Chris Stephens

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

None

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

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

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

Tom Bunn, Lagerlof LLP  
Jeremy Shulman, Lagerlof LLP  
Matt Pero, Lagerlof LLP

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

0 via zoom; 0 in-person

**PUBLIC COMMUNICATIONS:** None. Closed at 5:31PM.

**CONVENED TO CLOSED SESSION AT 5:32PM.**

**ADJOURNMENT:** Closed Session was adjourned at 6:58PM.

## **OPEN SESSION**

### **ADMINISTRATIVE AGENDA:**

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

The Ventura Board of Port Commissioners Special 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 Gloria Adkins.

#### **ROLL CALL:**

##### **Commissioners Present:**

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

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

None

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

Brian D. Pendleton, General Manager  
Jessica Rauch, Clerk of the Board  
Gloria Adkins, Accounting Manager  
Joe Gonzalez, Capital Projects Manager  
Sergio Gonzalez, Facilities Manager  
Wayne Hatch, Maintenance Supervisor  
John Higgins, Harbormaster  
Pat Hummer, Senior Harbor Patrol Officer  
Jessica Snipas, Business Operations Analyst via Zoom  
Jennifer Talt-Lundin, Marketing Manager  
Dave Werneburg, Marina Manager via Zoom

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

Tom Bunn, Lagerlof Lawyers LLP

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

Councilmember McReynolds, City Council Liaison – Absent

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

0 via zoom; 0 in person

## **ADOPTION OF AGENDA**

**ACTION:** Commissioner Stephens moved to adopt the December 6, 2023 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 October 4, 2023 Port Commission Regular Meeting were considered as follows:

**ACTION:** Commissioner Rainey moved to approve the Minutes of the October 18, 2023 Port Commission Regular Meeting.

Vice-Chair Gardina 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 7:04PM.

**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:** Chair Blumenberg mentioned he ran in to Tom Derecktor and they are looking forward to their project moving forward.

**STAFF AND GENERAL MANAGER REPORTS:** Mr. Pendleton announced upcoming Holiday events at the Village. He also announced that the National Fish and Wildlife Foundation awarded the District \$200,000 through the Refugio Beach Oil Spill Settlement (Round II): South Coast Shoreline Parks and Outdoors Recreation Grants Program.

#### **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) Garret Winter, Harbor Patrol Officer to attend the Division of Boating and Waterways Rescue Boat Operations Training from November 6, 2023 to November 10, 2023 in Marina Del Rey, CA.
- b) Todd Mitchell, Sr. Business Operations Manager to attend the California Coastal Commission Meeting on December 13, 2023 in Santa Cruz, CA.



c) Brian D. Pendleton, General Manager to attend the 2024 Liebert Cassidy Whitmore Annual Public Sector Employment Law Conference from February 8, 2023 to February 9, 2023 in San Francisco, CA.

This item was pulled from the Consent Agenda.

In referring to a), Vice-Chair Gardina noted that the Commission has approved past travel before, but it does state in the Reimbursement Policy that travel needs to be approved in advance. The Board asked staff to prepare a revision to the travel policy to allow approval to be given retroactively when it is infeasible to obtain approval in advance.

Public Comment: None.

**ACTION:** Vice-Chair Gardina moved to approve the Out-of-Town Travel Requests.

Commissioner Stephens seconded the vote was as follows:

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

**NOES:** None

**ABSTAINED:** None

**ABSENT:** None

**Motion carried 5-0.**

#### **B) Annual Reserve Policy Review**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners accept the current Ventura Port District Reserve Policy, Resolution No. 3225, dated August 28, 2013.

Public Comment: None.

**ACTION:** Commissioner Stephens moved to accept the current Ventura Port District Reserve Policy, Resolution No. 3225, dated August 28, 2013.

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

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

**NOES:** None

**ABSTAINED:** None

**ABSENT:** None

**Motion carried 5-0.**

#### **C) Adoption of Resolution No. 3488 Accepting the Current Ventura Port District Investment Policy and Rescinding Resolution No. 3461**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3488 accepting the current Ventura Port District Investment Policy and rescinding Resolution No. 3461, dated December 21, 2022.

Public Comment: None.

**ACTION:** Commissioner Stephens moved to adopt Resolution No. 3488 accepting the current Ventura Port District Investment Policy and rescinding Resolution No. 3461, dated December 21, 2022.

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

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

**NOES:** None

**ABSTAINED:** None

**ABSENT:** None

**Motion carried 5-0.**

**D) Approval of the 2024 Port Commission Meeting Schedule**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the 2024 Port Commission meeting schedule.

Public Comment: None.

**ACTION:** Commissioner Stephens moved to approve the 2024 Port Commission meeting schedule.

Vice-Chair Gardina 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) Adoption of Resolution No. 3489 Approving the Financial Statements and Checks for July 2023 through September 2023**

Recommended Action: Roll Call.

That the Board of Port Commissioners adopts Resolution No. 3489 to:

- a) Accept the financial statements for the Quarter ending September 30, 2023.
- b) Review the payroll and regular checks for July through September 2023.

Report by Gloria Adkins, Accounting Manager.

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

**ACTION:** Vice-Chair Gardina moved to adopt Resolution No. 3489 to:  
a) Accept the financial statements for the Quarter ending September 30, 2023.  
b) Review the payroll and regular checks for July through September 2023.

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.**

**2) Review, Discuss and Approve Updates to the Ventura Port District Public and Civic Engagement Plan**

Recommended Action: Voice Vote.

That the Board of Port Commissioners review, discuss and approve updates to the Ventura Port District Public and Civic Engagement Plan.

Report by Jessica Rauch, Clerk of the Board.

Public Comment: None. Closed at 7:44PM.

**ACTION:** Commissioner Stephens move to approve updates to the Ventura Port District Public and Civic Engagement Plan, with the addition of adding “Grand Jury Protocol Visits” to V. COMMUNICATION & OUTREACH – 7) Events, Meetings.

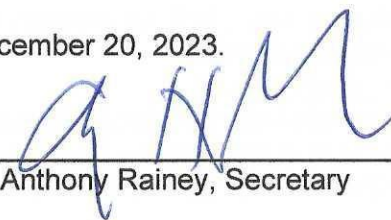
**Vice-Chair Gardina seconded. The vote was as follows:**

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

**Motion carried 5-0.**

**ADJOURNMENT:** The meeting was adjourned at 7:46PM recognizing Roger Thomson for his years of service as a Dockmaster.

The next regular meeting is Wednesday, December 20, 2023.

  
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Anthony Rainey, Secretary