

# VENTURA PORT DISTRICT

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**BOARD OF PORT COMMISSIONERS  
REGULAR MEETING MINUTES OF JANUARY 15, 2025**

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## **CLOSED SESSION**

### **CALL TO ORDER:**

The Ventura Port District Board of Port Commissioners Regular Closed Session Meeting was called to order by Vice-Chair Gardina at 6:30PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

### **ROLL CALL:**

#### **Commissioner's Present:**

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

#### **Commissioners Absent:**

Michael Blumenberg, Chair

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

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

#### **Legal Counsel:**

Tom Bunn, Lagerlof, LLP via Zoom

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

0 via zoom; 0 in-person

**PUBLIC COMMUNICATIONS:** None. Closed at 6:31PM.

**CONVENED TO CLOSED SESSION AT 6:31PM.**

**ADJOURNMENT:** Closed Session was adjourned at 7:00PM.

**OPEN SESSION**

**ADMINISTRATIVE AGENDA:**

**CALL TO ORDER:**

The Ventura Port District Board of Port Commissioners' Regular Open Session Meeting was called to order by Vice-Chair Gardina 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 Pat Hummer.

**ROLL CALL:**

**Commissioners Present:**

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

**Commissioners Absent:**

Michael Blumenberg, Chair

**Port District Staff:**

Brian D. Pendleton, General Manager  
Jessica Rauch, Clerk of the Board  
Todd Mitchell, Deputy General Manager  
Gloria Adkins, Accounting Manager  
Brendan Donohue, Senior Harbor Patrol Officer  
Justin Fleming, Capital Projects Manager  
Wayne Hatch, Maintenance Supervisor  
John Higgins, Harbormaster  
Will McReynolds, Management Assistant  
Jessica Snipas, Business Operations Analyst via Zoom  
Jennifer Talt-Lundin, Marketing Manager  
Dave Werneburg, Marina Manager

**Legal Counsel:**

Tom Bunn, Lagerlof, LLP via Zoom

**City of Ventura Liaisons:**

Councilmember Duran, City Council Liaison – Present

**Number of interested persons:**

1 via zoom; 11 in person

## **ADOPTION OF AGENDA**

**ACTION:** Commissioner Stephens moved to adopt the January 15, 2025 agenda, moving Standard Item 3 to 2 and Standard item 2 to 3.

Commissioner Rainey seconded. The vote was unanimous.

**PUBLIC COMMUNICATIONS:** None.

**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:** Commissioner Howell reported that Mike Delaney, Treasurer of the Channel Islands Park Foundation reached out to her wanting to work with Island Packers to install a biosecurity station to clean & disinfect shoes before going to the Islands. She recommended he reach out to staff, which he did.

**STAFF AND GENERAL MANAGER REPORTS:** Mr. Pendleton reported on the upcoming events and promotions at Harbor Village, and introduced the new Capital Projects Manager, Justin Fleming.

## **PROCLAMATION HONORING PAT HUMMER FOR HIS 35 YEARS OF SERVICE**

### **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 requests for:

- a) Dave Werneburg, Marina Manager, to attend the National Working Waterfront Network 2025 Conference from February 3 – February 6, 2025 in San Diego, CA.
- b) Jessica Rauch, Clerk of the Board to attend the 2025 International Institute of Municipal Clerks from May 18 – May 21, 2025 in St. Louis, MO.

Public Comment: None.

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

Commissioner Rainey seconded. The vote was unanimous.

#### **B) Approval of a New Retail Lease Agreement with Feel Good Beauty, Inc. dba Frenchies Modern Nail Care**

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 Feel Good Beauty, Inc. dba “Frenchies Modern Nail Care”, for the premises located at 1583 Spinnaker Drive, Suite #105, Ventura, California 93001, consisting of approximately 1,410 square feet of interior commercial space and approximately 206 square feet of exterior patio space.

Public Comment: None.

**ACTION:** Commissioner Stephens moved to approve a new Retail Lease Agreement between the Ventura Port District dba “Ventura Harbor Village” and Feel Good Beauty, Inc. dba “Frenchie’s Modern Nail Care”, for the premises located at 1583 Spinnaker Drive, Suite #105, Ventura, California 93001, consisting of approximately 1,410 square feet of interior commercial space and approximately 206 square feet of exterior patio space.

Commissioner Rainey seconded. The vote was unanimous.

**STANDARD AGENDA:**

**1) Ventura Port District 5-Year Objectives Quarterly Update**

Recommended Action: Voice Vote.

That the Board of Port Commissioners receive and file the FY24-25 2<sup>nd</sup> Quarter Ventura Port District 5-Year Objectives quarterly update.

Report by General Manager, Brian D. Pendleton.

Public Comment: None. Closed at 7:41PM.

**ACTION:** Commissioner Stephens moved to receive and file the FY24-25 2<sup>nd</sup> Quarter Ventura Port District 5-Year Objectives quarterly update.

Commissioner Howell seconded. The vote was unanimous.

**3) Amend the 5-Year Capital Improvement Budget and Adopt Resolution No. 3520 Declaring a State of Emergency to Address the Failure of the Elevator at 1591 Spinnaker Drive**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

1. Amend the District’s 5-Year Capital Improvement Project budget to add \$185,000 for the modernization of the elevator at 1591 Spinnaker Drive.
2. Adopt Resolution No. 3520, making certain findings as set forth in said Resolution, including, without limitation, the following:
  - A) Declare a State of Emergency due to the failure of the Elevator at 1591 Spinnaker Drive creating a public safety concern.
  - B) Find, based upon the evidence presented, the matter of the conditions of the Ventura Port District requires emergency actions.
  - C) The Board hereby delegates to the District’s General Manager the authority to:
    1. take any action required to respond to the emergency;
    2. submit any and all emergency permit applications and documents required to support obtaining any necessary permits to perform work; and,
    3. to procure the necessary equipment, services, and supplies for the purpose of making the District’s facilities, infrastructure, waterways and adjacent beach areas safe and usable, without giving notice for bids to let contracts.
  - D) The General Manager shall report to the Board of Port Commissioners at its next regularly scheduled meeting the actions taken to respond to the emergency; and,
  - E) The Board will review the emergency action at every regularly scheduled meeting hereafter until the emergency action is terminated, which will be triggered by the District entering into a contract to remedy the issue.

Report by Deputy General Manager, Todd Mitchell and Maintenance Supervisor, Wayne Hatch.

Public Comment: None.

**ACTION:** Commissioner Howell moved to:

1. Amend the District's 5-Year Capital Improvement Project budget to add \$185,000 for the modernization of the elevator at 1591 Spinnaker Drive.
2. Adopt Resolution No. 3520, making certain findings as set forth in said Resolution, including, without limitation, the following:
  - A) Declare a State of Emergency due to the failure of the Elevator at 1591 Spinnaker Drive creating a public safety concern.
  - B) Find, based upon the evidence presented, the matter of the conditions of the Ventura Port District requires emergency actions.
  - C) The Board hereby delegates to the District's General Manager the authority to:
    1. take any action required to respond to the emergency;
    2. submit any and all emergency permit applications and documents required to support obtaining any necessary permits to perform work; and,
    3. to procure the necessary equipment, services, and supplies for the purpose of making the District's facilities, infrastructure, waterways and adjacent beach areas safe and usable, without giving notice for bids to let contracts.
  - D) The General Manager shall report to the Board of Port Commissioners at its next regularly scheduled meeting the actions taken to respond to the emergency; and,
  - E) The Board will review the emergency action at every regularly scheduled meeting hereafter until the emergency action is terminated, which will be triggered by the District completing the repairs.

Commissioner Stephens seconded. The vote was as follows:

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

**NOES:** None.

**ABSENT:** Chair Blumenberg

**ABSTAINED:** None.

**Motion carried 4-0.**

**2) Election of Officers Pursuant to Harbor and Navigation Code Sections 6241.1 and 6248**  
Recommended Action: Voice Vote.

That the Board of Port Commissioners elect the following officers for a two-year term pursuant to Harbor and Navigation Code Sections 6241.1 and 6248:

- a) Chair
- b) Vice-Chair
- c) Secretary

Report by Clerk, Jessica Rauch.

Public Comment: None. Closed at 7:41PM

**ACTION:** Vice Chair Gardina nominated Chair Blumenberg to continue to serve as Chair.

Commissioner Howell seconded.

Commissioner Stephens nominated Commissioner Howell to be Vice-Chair.  
Commissioner Rainey seconded.

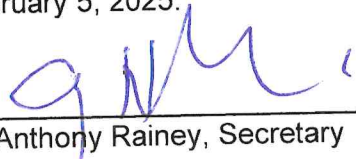
Commissioner Stephens nominated Commissioner Rainey to continue to serve as Secretary.

Vice-Chair Gardina seconded.

The vote was unanimous.

**ADJOURNMENT:** The meeting was adjourned at 8:05PM.

The next regular meeting is Wednesday, February 5, 2025.

  
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Anthony Rainey, Secretary