

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF FEBRUARY 19, 2025



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 Chair Blumenberg.

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

Jackie Gardina

Port District Staff:

Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Ian Ayers, Marine Safety Officer
Brendan Donohue, Senior Harbor Patrol Officer
Justin Fleming, Capital Projects Manager
Sergio Gonzalez, Facilities Manager
John Higgins, Harbormaster
Will McReynolds, Management Assistant
Jessica Perkins, Accountant II via Zoom
Jessica Snipas, Business Operations Analyst via Zoom
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager

Legal Counsel:

Reid Miller, Lagerlof, LLP

City of Ventura Liaisons:

Councilmember Duran, City Council Liaison – absent

Number of interested persons:

0 via zoom; 0 in person

ADOPTION OF AGENDA

ACTION: Vice-Chair Howell moved to adopt the February 19, 2025 agenda.

Commissioner Stephens seconded. The vote was unanimous.

APPROVAL OF MINUTES

The Minutes of February 5, 2025 Board of Port Commissioners' Regular Meetings were considered as follows:

ACTION: Commissioner Stephens moved to approve the Minutes of the February 5, 2025 Regular Meeting.

Commissioner Rainey seconded. The vote carried 3-0-1 (Blumenberg abstained).

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

BOARD COMMUNICATIONS: Vice-Chair Howell reported on the NWWN Conference. Closed at 7:07PM.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on the upcoming events and promotions at Harbor Village. Senior Harbor Patrol Officer Brendan Donohue recognized Harbor Patrol Officer George Kabris and Marine Safety Officer Ian Ayers for their response to the search for a missing fisherman.

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) John Higgins, Harbormaster, to attend the JPIA Public Safety Academy from March 11 – 13, 2025 in Huntington Beach, CA.
- b) Brendan Donohue, Senior Harbor Patrol Officer to attend the JPIA Public Safety Academy from March 11 – 13, 2025 in Huntington Beach, CA.

Public Comment: None. Closed at 7:28PM.

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

- a) John Higgins, Harbormaster, to attend the JPIA Public Safety Academy from March 11 – 13, 2025 in Huntington Beach, CA.
- b) Brendan Donohue, Senior Harbor Patrol Officer to attend the JPIA Public Safety Academy from March 11 – 13, 2025 in Huntington Beach, CA.

Vice-Chair Howell seconded. The vote was unanimous.

B) Approval of a New Retail Lease Agreement with Ashley Cook and Alan Cook dba Treasure Cove

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 Ashley Cook and Alan Cook dba Treasure Cove, for the premises located at 1567 Spinnaker Drive, Suite #103, Ventura California 93001, consisting of approximately 342 square feet.

Public Comment: None. Closed at 7:28PM.

ACTION: Commissioner Stephens moved to approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Ashley Cook and Alan Cook dba Treasure Cove, for the premises located at 1567 Spinnaker Drive, Suite #103, Ventura California 93001, consisting of approximately 342 square feet.

Vice-Chair Howell seconded. The vote was unanimous.

C) Approval of Amendment No. 1 to the Professional Services Agreement with Rasmussen & Associates for Engineering and Consulting Services

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to a Professional Services Agreement with Rasmussen & Associates, Inc., increasing the compensation from \$185,000 to \$270,000 and extending the term for the architectural design, permitting, bid support, and construction management for three District improvement projects.

Public Comment: None. Closed at 7:28PM.

ACTION: Commissioner Stephens moved to approve Amendment No. 1 to a Professional Services Agreement with Rasmussen & Associates, Inc., increasing the compensation from \$185,000 to \$270,000 and extending the term for the architectural design, permitting, bid support, and construction management for three District improvement projects.

Vice-Chair Howell seconded. The vote was unanimous.

STANDARD AGENDA:

1) Adoption of Resolution No. 3521 Approving the Financial Statements and Checks for October through December 2024

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3521 to:

- a) Accept the financial statements as revised for the Quarter ending December 31, 2024.
- b) Review the payroll and regular checks for October through December 2024.

Report by Gloria Adkins, Accounting Manager.

Public Comment: None. Closed at 7:32PM.

- ACTION:** Commissioner Stephens moved to adopt Resolution No. 3521 to:
- a) Accept the financial statements for the Quarter ending December 31, 2024.
 - b) Review the payroll and regular checks for October through December 2024.

Commissioner Rainey seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Howell, Rainey, Stephens,

NOES:

ABSTAINED:

ABSENT: Commissioner Gardina

The motion passed 4-0.

2) Adoption of Resolution No. 3522 Approving the Fiscal Year 2024-2025 Mid-Year Budget Adjustments and Capital Improvement Plan and Resolution No. 3523 Establishing the Salary Schedule for the Administrative Services Manager and Accounting Supervisor as Non-Represented Employee of the District Effective July 1, 2025

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3522 approving the Mid-Year Budget Adjustments for Fiscal Year 2024-2025 effective January 1, 2025.
- b) Adopt Resolution No. 3523 establishing the Salary Schedule for the Administrative Services Manager and Accounting Supervisor as a Non-Represented Employee of the District effective July 1, 2025.

Report by Gloria Adkins, Accounting Manager.

Public Comment: None. Closed at 7:32PM.

- ACTION:** Vice-Chair Howell moved to:
- a) Adopt Resolution No. 3522 approving the Mid-Year Budget Adjustments for Fiscal Year 2024-2025 effective January 1, 2025.
 - b) Adopt Resolution No. 3523 establishing the Salary Schedule for the Administrative Services Manager and Accounting Supervisor as a Non-Represented Employee of the District effective July 1, 2025.
 - c) Revise the organizational chart to change the Deputy General Manager to 1 FTE and (Sr.) Business Operations Manager to 0 FTE effective July 1, 2025.

Commissioner Stephens seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Howell, Rainey, Stephens,

NOES:

ABSTAINED:

ABSENT: Commissioner Gardina

The motion passed 4-0.

3) Approval of Amendment No. 2 to the Restaurant Lease Agreement with Aarmark Beer Gardens, Inc. dba The Loose Cannon

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 2 to the Restaurant Lease Agreement with Aarmark Beer Gardens, Inc. a California corporation dba The Loose Cannon, and the Ventura Port District dba Ventura Harbor Village, for the premises located at 1567 Spinnaker Drive, Suite #100 consisting of approximately 5,736 square feet of commercial space and 600 of patio area.

Report by Brian D. Pendleton, General Manager and Todd Mitchell, Deputy General Manager.

Note: Staff gave a presentation clarifying questions from the Commission. The presentation can be found here: <https://venturaharbor.com/board-meeting-documents/>.

Public Comment: None. Closed at 8:22PM.

ACTION: Commissioner Rainey moved to approve Amendment No. 2 to the Restaurant Lease Agreement with Aarmark Beer Gardens, Inc. a California corporation dba The Loose Cannon, and the Ventura Port District dba Ventura Harbor Village, for the premises located at 1567 Spinnaker Drive, Suite #100 consisting of approximately 5,736 square feet of commercial space and 600 of patio area.

Vice-Chair Howell seconded. The vote was unanimous.

4) Update on 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 determine by a four-fifths vote that there is a need to continue the emergency action adopted by the Board on January 15, 2025, set forth in Resolution No. 3520.

Report by Justin Fleming, Capital Projects Manager.

Public Comment: None. Closed at 8:33PM.

ACTION: Commissioner Stephens moved to continue the emergency action adopted by the Board on January 15, 2025, set forth in Resolution No. 3520.

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

AYES: Commissioners Blumenberg, Howell, Rainey, Stephens

NOES:

ABSTAINED:

ABSENT: Commissioner Gardina

The motion passed 4-0.

ADJOURNMENT: The meeting was adjourned in honor of Terry Wilmarth at 7:50PM.

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



Anthony Rainey, Secretary