

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF MARCH 5, 2025



CLOSED SESSION

CALL TO ORDER:

The Ventura Port District Board of Port Commissioners Regular Closed Session Meeting was called to order by Vice-Chair Howell 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:

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

Commissioners Absent:

Michael Blumenberg, Chair

Port District Staff:

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

Legal Counsel:

Tom Bunn, Lagerlof, LLP via Zoom
Robert Bailey, 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 6:58PM.

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 Howell 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 Vice-Chair Howell.

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

Michael Blumenberg, Chair

Port District Staff:

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

Legal Counsel:

Tom Bunn, Lagerlof, LLP via Zoom

City of Ventura Liaisons:

Councilmember Duran, City Council Liaison – absent

Number of interested persons:

0 via zoom; 0 in person

ADOPTION OF AGENDA

ACTION: Commissioner Stephens moved to adopt the March 5, 2025 agenda, pulling Consent Item C to the Standard Agenda.

Commissioner Gardina seconded. The vote was unanimous.

APPROVAL OF MINUTES

The minutes of February 19, 2025 were incorrectly agendized and will be considered at the March 19th meeting.

PUBLIC COMMUNICATIONS: None. Closed at 7:02PM.

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 Stephens reported that he attended the Tenant Recognition celebration as well as Vice-Chair Howell.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on the tenant celebration, upcoming events and promotions at Harbor Village and dredging.

CONSENT AGENDA:

A) Approval of Resolution No. 3524 Accepting the Work of F.C.T. Construction LLC for the Ventura Harbor Village 1567 Spinnaker Drive Façade Renovation Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3524:

- a) Accepting the work of F.C.T Construction LLC for the Façade Renovation Project at 1567 Spinnaker Drive.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

Public Comment: None.

ACTION: Commissioner Stephens moved to adopt Resolution No. 3524:
a) **Accepting the work of F.C.T Construction LLC for the Façade Renovation Project at 1567 Spinnaker Drive.**
b) **Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.**

Commissioner Gardina seconded. The vote was as follows:

AYES: Commissioners Howell, Rainey, Stephens, Gardina

NOES: N/A

ABSTAINED: N/A

ABSENT: Chair Blumenberg

Vote carried 4-0.

B) Approval of Amendment No. 1 to a Professional Services Agreement with Jensen Design & Survey for Architectural Services

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to a Professional Services Agreement with Jensen Design & Survey, increasing the compensation from \$97,000 to \$135,000 for the engineering, design, permitting, bid support, and construction management for three District improvement projects.

Public Comment: None.

Note: Recommendation was revised to reflect two additional projects being added to the Amendment.

ACTION: Commissioner Stephens moved to approve Amendment No. 1 to a Professional Services Agreement with Jensen Design & Survey, increasing the compensation from \$97,000 to \$135,000 and add two additional projects for the engineering, design, permitting, bid support, and construction management for three District improvement projects.

Commissioner Gardina. The vote was unanimous.

C) Approval of 2025 Lifeguard Services Contract

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to enter into a contract with the Department of Parks and Recreation to provide Lifeguard Services from mid-May 2025 through Labor Day 2025 at Harbor Cove and Surfers Knoll beaches in the amount of \$200,078.50.

This Item was pulled from the Consent Agenda.

Report by Harbormaster, John Higgins.

Public Comment: None.

ACTION: Commissioner Gardina moved to authorize the General Manager to enter into a contract with the Department of Parks and Recreation to provide Lifeguard Services from mid-May 2025 through Labor Day 2025 at Harbor Cove and Surfers Knoll beaches in the amount of \$200,078.50.

Commissioner Stephens seconded. The vote was unanimous.

STANDARD AGENDA:

1) Authorization to Execute Agreements with Yardi Systems, Inc and Balance Assets Solutions, LLC

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Authorize the General Manager to execute an Agreement with Yardi Systems, Inc for a three-year term in the amount not to exceed \$55,000 for the first year of the contract.
- b) Authorize the General Manager to execute an Agreement with Balance Asset Solutions, LLC for a one-year contract not to exceed \$83,475.

Report by Jessica Perkins, Accountant II and Jessica Snipas, Business Operations Analyst II.

Available via Zoom for questions were Zoheb Osmani, Vice President, Balanced Asset Solutions LLC and Mohamed Hussein, CEO, Balanced Asset Solutions LLC.

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

- ACTION:** **Commissioner Gardina moved to:**
- a) **Authorize the General Manager to execute an Agreement with Yardi Systems, Inc for a three-year term in the amount not to exceed \$55,000 for the first year of the contract.**
 - b) **Authorize the General Manager to execute an Agreement with Balance Asset Solutions, LLC for a one-year contract not to exceed \$83,475.**

Commissioner Stephens seconded. The vote was unanimous.

2) 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 Capital Projects Manager, Jusitn Fleming.

Public Comment: None. Closed at 730PM.

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

Commissioner Stephens seconded. The vote was as follows:

AYES: Commissioners Howell, Rainey, Stephens, Gardina
NOES: N/A
ABSTAINED: N/A
ABSENT: Chair Blumenberg

The motion passed 4-0.

ADJOURNMENT: The meeting was adjourned at 7:39PM.

The next regular meeting is Wednesday, March 19, 2025.



Anthony Rainey, Secretary

