

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF JUNE 4, 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 6:00PM 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
Elizabeth Howell, Vice-Chair
Chris Stephens

Commissioners Absent:

Anthony Rainey, Secretary
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
Calli Brazeros, Marketing & Events Coordinator I
Sarah Clancy, Administrative Services Manager
Brendan Donohue, Senior Harbor Patrol Officer via Zoom
Justin Fleming, Capital Projects Manager
Ruby Hedrick, Marketing & Events Coordinator II
John Higgins, Harbormaster
Will McReynolds, Management Assistant
Jessica Perkins, Accountant II via Zoom
Jessica Snipas, Business Operations Analyst
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager via Zoom

Legal Counsel:

Tom Bunn, Lagerlof, LLP

City of Ventura Liaisons:

Councilmember Duran, City Council Liaison – absent

Number of interested persons:

1 via zoom; 3 in person

ADOPTION OF AGENDA

ACTION: Vice-Chair Howell moved to adopt the June 4, 2025 agenda.

Commissioner Stephens seconded. The vote was unanimous.

APPROVAL OF MINUTES

ACTION: The approval of the May 7, 2025 regular meeting minutes were continued to the next meeting.

PUBLIC COMMUNICATIONS: None. Closed at 6:03PM.

BOARD COMMUNICATIONS: Vice-Chair Howell attended the California Coastal Commission meeting with staff and the Mystic Whaler reception. Chair Blumenberg attended the CMANC conference. Closed at 6:04PM.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on upcoming events and promotions at Harbor Village. He also gave an update on parking management phase I, the California Coastal Commission meeting and welcomed Sarah Clancy, new Administrative Services Manager.

In regard to the Water's Edge Prop 65 case, Mr. Bunn reported that Counsel made another motion for award of attorney's fees and the court granted that motion in the full amount that was asked for. This was not a given because what they call the American rule is everybody pays their own attorney's fees and they don't get to get paid by the other side even if they win. There are a number of exceptions to that and one of them is that when the lawsuit is about a contract and the contract provides that either side can get attorney's fees if one side can get them if they win, the other side can get them if they win; which they call reciprocity. In this case, the court found the case was on a contract — the sublease — even though the District was not a party to the sublease. Therefore, the District was entitled to its attorney fees.

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) Jessica Perkins, Accountant II to attend the Yardi Conference from September 3-5, 2025, in San Diego, CA.
- b) Jessica Snipas, Business Operations Analysis II to attend the Yardi Conference from September 3-5, 2025, in San Diego, CA.

Public Comment: None. Closed at 6:19PM.

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

Vice-Chair Howell seconded. The vote was unanimous.

B) Approval of Change Order No. 1 for the 1575/1583 Spinnaker Drive Passthrough Project with F.C.T. Construction, Inc.

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Change Order No. 1 for the 1583/1575 Spinnaker Drive Passthrough Project with F.C.T. Construction, Inc. for expanding the scope of work to modernize these areas and to increase the construction contract from \$74,500.00 to \$151,850.00.
Public Comment: None. Closed at 6:19PM.

ACTION: Commissioner Stephens moved to approve Change Order No. 1 for the 1583/1575 Spinnaker Drive Passthrough Project with F.C.T. Construction, Inc. for expanding the scope of work to modernize these areas and to increase the construction contract from \$74,500.00 to \$151,850.00.

Vice-Chair Howell seconded. The vote was unanimous.

C) Authorize Monthly Reimbursements to the General Manager for Half of Life Insurance Policy Premium to Ensure Compliance with Employment Agreement

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize monthly reimbursements in the amount of \$85.50 to the General Manager to cover half of his personal group term life insurance policy premium to ensure compliance with the General Manager's Employment Agreement.

Public Comment: None. Closed at 6:19PM.

ACTION: Commissioner Stephens moved to authorize monthly reimbursements in the amount of \$85.50 to the General Manager to cover half of his personal group term life insurance policy premium to ensure compliance with the General Manager's Employment Agreement.

Vice-Chair Howell seconded. The vote was unanimous.

D) Approval of Assignment and Assumption of Lease from Loana Healing LLC to Kimberly Smith dba Ventura Family Therapy and Stuart Smith

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve an Assignment and Assumption of Lease from Loana Healing LLC to Kimberly Smith dba Ventura Family Therapy and Stuart Smith, for the premises located at 1559 Spinnaker Drive, Suite 208, consisting of approximately 468 square feet.

Public Comment: None. Closed at 6:19PM.

ACTION: Commissioner Stephens moved to approve an Assignment and Assumption of Lease from Loana Healing LLC to Kimberly Smith dba Ventura Family Therapy and Stuart Smith, for the premises located at 1559 Spinnaker Drive, Suite 208, consisting of approximately 468 square feet.

Vice-Chair Howell seconded. The vote was unanimous.

E) Approval of Assignment and Assumption of Lease from The Island Packers Corporation to Superboat, Inc. dba Island Packers

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Assignment and Assumption of the Charter, Retail, and Dock Lease dated March 1, 2017 as amended (the “Lease”) from The Island Packers Corporation to Superboat, Inc. dba Island Packers (Superboat) for the premises located at 1691 Spinnaker Drive, Suite #105B (“Premises”), consisting of approximately 2,666 square feet and 251 linear feet of dock and water area.

Public Comment: None. Closed at 6:19PM.

ACTION: Commissioner Stephens moved to approve Assignment and Assumption of the Charter, Retail, and Dock Lease dated March 1, 2017 as amended (the “Lease”) from The Island Packers Corporation to Superboat, Inc. dba Island Packers (Superboat) for the premises located at 1691 Spinnaker Drive, Suite #105B (“Premises”), consisting of approximately 2,666 square feet and 251 linear feet of dock and water area.

Vice-Chair Howell seconded. The vote was unanimous.

F) Termination of Current Office Lease Agreement with Kelly Shirk dba Sugar Lab Bake Shop, LLC and Approval of New Office Lease Agreement with Rated Sports, LLC for 1575 Spinnaker Drive #207 and #208

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve the termination of an Office Lease Agreement, dated February 4, 2021, between the Ventura Port District dba Ventura Harbor Village and Kelly Shirk dba Sugar Lab Bake Shop, LLC, for 1575 Spinnaker Drive #207 and 208, consisting of approximately 840 square feet.
- b) Approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Rated Sports, LLC, for the premises located at 1575 Spinnaker Drive #207 and 208, consisting of approximately 840 square feet.

Public Comment: None. Closed at 6:19PM.

ACTION: Commissioner Stephens moved to:

- a) Approve the termination of an Office Lease Agreement, dated February 4, 2021, between the Ventura Port District dba Ventura Harbor Village and Kelly Shirk dba Sugar Lab Bake Shop, LLC, for 1575 Spinnaker Drive #207 and 208, consisting of approximately 840 square feet.
- b) Approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Rated Sports, LLC, for the premises located at 1575 Spinnaker Drive #207 and 208, consisting of approximately 840 square feet.

Vice-Chair Howell seconded. The vote was unanimous.

G) Approval of Amendment No. 1 to the Professional Services Agreement with Moffatt & Nichol, Inc.

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to a Professional Services Agreement with Moffatt & Nichol, Inc. increasing the contract value from \$25,000 by \$170,000 to \$195,000. The contract is on a time-and-materials basis for the assessment of the commercial fishing pier, preliminary design of a replacement fish pier, and grant application support.

Public Comment: None. Closed at 6:19PM.

ACTION: Commissioner Stephens moved to approve Amendment No. 1 to a Professional Services Agreement with Moffatt & Nichol, Inc. increasing the contract value from \$25,000 by \$170,000 to \$195,000. The contract is on a time-and-materials basis for the assessment of the commercial fishing pier, preliminary design of a replacement fish pier, and grant application support.

Vice-Chair Howell seconded. The vote was unanimous.

STANDARD AGENDA:

1) Receive a Presentation on the Draft IS-MND and Mitigation Monitoring and Reporting Program for the Commercial Fish Modernization Project

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation on the Draft Initial Study - Mitigated Negative Declaration and proposed Mitigation Monitoring and Reporting Program prepared by Impact Sciences on behalf of the Port of Hueneme for the Ventura Harbor Commercial Fish Modernization Project.

Presentation by Jessica Kirchner, Impact Sciences.

Public Comment: Susim Gedam, Port of Hueneme commented on the partnership between Port of Hueneme and the Ventura Port District and the importance of the commercial fishing modernization project.

ACTION: The Board of Port Commissioners received a presentation on the Draft Initial Study - Mitigated Negative Declaration and proposed Mitigation Monitoring and Reporting Program prepared by Impact Sciences on behalf of the Port of Hueneme for the Ventura Harbor Commercial Fish Modernization Project.

No action was taken.

2) Adoption of Resolution No. 3529 Approving the Financial Statements and Checks for January through March 2025

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3529 to:

- a) Accept the financial statements for the Quarter ending March 2025.
- b) Review the payroll and regular checks for January through March 2025.

Presentation by Gloria Adkins, Accounting Manager.

Public Comment: None. Closed at 6:43PM.

ACTION: **Commissioner Stephens moved to adopt Resolution No. 3529 to:**
 a) Accept the financial statements for the Quarter ending March 2025.
 b) Review the payroll and regular checks for January through March 2025.

Vice Chair Howell seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Howell, Stephens

ABSENT: Commissioners Rainey, Gardina

Motion carried 3-0

3) Approval of the FY2025-2026 Harbor Village Leasing Strategy and Action Plan

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the FY2024-2025 Harbor Village Leasing Strategy and Action Plan.

Presentation by Todd Mitchell, Deputy General Manager; Jessica Snipas, Business Operations Analyst II; Will McReynolds, Management Assistant.

Public Comment: None. Closed at 6:59PM.

ACTION: **Vice-Chair Howell moved to approve the FY2024-2025 Harbor Village Leasing Strategy and Action Plan.**

Commissioner Stephens seconded. The vote was unanimous.

4) Approval of the FY2025-2026 Ventura Harbor Village Visitor Attraction Plan

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the FY2025-2026 Ventura Harbor Village Visitor Attraction Plan.

Presentation by Jennifer Talt-Lundin, Marketing Manager; Ruby Hedrick, Marketing & Events Coordinator II; Calli Brazerol, Marketing & Events Coordinator I.

Public Comment: None.

ACTION: **Commissioner Stephens moved to approve the FY2025-2026 Ventura Harbor Village Visitor Attraction Plan.**

Vice-Chair Howell seconded. The vote was unanimous.

5) Fiscal Year 2025-2026 Budget Study Session

Recommended Action: Voice Vote.

That the Board of Port Commissioners conduct a Fiscal Year 2025–2026 Budget Study Session and provide direction to the General Manager in preparation of the Preliminary Budget and Five-Year Capital Improvement Plan.

Presentation by Brian D. Pendleton, General Manager; Gloria Adkins, Accounting Manager; Todd Mitchell, Deputy General Manager.


Public Comment: None. Closed at 8:09PM.

ACTION: **The Board of Port Commissioners conduct a Fiscal Year 2025–2026 Budget Study Session and provided direction to the General Manager in preparation of the Preliminary Budget and Five-Year Capital Improvement Plan.**

No action was taken.

ADJOURNMENT: The meeting was adjourned at 8:39PM.

The next regular meeting is Wednesday, June 18, 2025.



Anthony Rainey, Secretary

