

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF FEBRUARY 18, 2026



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 5:32PM 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
William Anderson

Commissioners Absent:

Michael Blumenberg, Chair

Port District Staff:

Brian D. Pendleton, General Manager
Jessica Snipas, Business Operations 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.

CONVENED TO CLOSED SESSION AT 5:33PM.

ADJOURNMENT: Closed Session was adjourned at 5:55PM.

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 6:00PM 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

William Anderson

Commissioners Absent:

Michael Blumenberg, Chair

Port District Staff:

Brian D. Pendleton, General Manager

Jessica Rauch, Clerk of the Board

Sarah Clancy, Administrative Services Manager

Brendan Donohue, Senior Harbor Patrol Officer

Justin Fleming, Capital Projects Manager

Sergio Gonzalez, Facilities Manager

Casey Graham, Marine Safety Officer

John Higgins, Harbormaster

Jessica Snipas, Business Operations Manager

Jennifer Talt-Lundin, Marketing Manager

Matt Tevere, Maintenance Supervisor

Dave Werneburg, Marina Supervisor

Greg Williams, Harbor Patrol Officer I

Legal Counsel:

Tom Bunn, Lagerlof, LLP via Zoom

City of Ventura Liaisons:

Councilmember Duran, City Council Liaison – absent

Number of interested persons:

1 via zoom; 0 in person

ADOPTION OF AGENDA

ACTION: Commissioner Rainey moved to adopt the February 18, 2026 agenda.
Commissioner Anderson seconded. The vote was unanimous.

APPROVAL OF MINUTES

ACTION: Commissioner Anderson moved to approve the February 4, 2026 regular meeting minutes.
Commissioner Rainey seconded. The vote carried 3-0-1 (Stephens abstained).

PUBLIC COMMUNICATIONS: None. Closed at 6:01PM.

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 Anderson thanked staff for the Harbor boat tour which was the second part of his orientation. Commissioner Rainey reported on his trip to Washington DC with General Manager for CMANC.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton gave an update on dredging in the Harbor, federal funding and CMANC DC.

CONSENT AGENDA:

A) Approval of Out-of-Town Travel Request(s)

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the out-of-town travel requests for:

- a) Marketing Manager, Jennifer Talt-Lundin to attend the 2026 CCTC Annual Spring Retreat on March 25 - 27, 2026 in Paso Robles, CA.
- b) Marketing and Events Coordinator, Calli Brazzerol to attend the 2026 CCTC Annual Spring Retreat on March 25 - 27, 2026 in Paso Robles, CA.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve the out-of-town travel requests.
Commissioner Anderson seconded. The vote was unanimous.

B) Approval of Payments for January 2026

Recommended Action: Voice Vote.

That the Board of Port Commissioners review and approve payments made by check, ACH, and EFT for the month of January 2026.

Public Comment: None.

ACTION: Commissioner Stephens moved to review and approve payments made by check, ACH, and EFT for the month of January 2026.

Commissioner Anderson seconded. The vote was unanimous.

**C) Approval of Office Lease Amendment No. 9 for GSA National Park Service
1431 Spinnaker Drive and 1691 Spinnaker Drive #204, 206, 208, 101B and 103**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Lease Amendment No. 9 to add an additional two (2) year option to the existing lease and to execute the option at Block A and Block D between the Ventura Port District dba Ventura Harbor Village and GSA / National Park Service for the premises located at 1431 Spinnaker Drive and 1691 Spinnaker Drive #204, 206, 208, 101B and 103.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve Lease Amendment No. 9 to add an additional two (2) year option to the existing lease and to execute the option at Block A and Block D between the Ventura Port District dba Ventura Harbor Village and GSA / National Park Service for the premises located at 1431 Spinnaker Drive and 1691 Spinnaker Drive #204, 206, 208, 101B and 103.

Commissioner Anderson seconded. The vote was unanimous.

STANDARD AGENDA:

1) Adoption of Resolution No. 3549 Approving the Financial Statements for October through December 2025

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3549 accepting the financial statements for the Quarter ending December 2025.

Report by Sarah Clancy, Administrative Services Manager.

Public Comment: None.

ACTION: Commissioner Stephens moved to adopt Resolution No. 3549 accepting the financial statements for the Quarter ending December 2025.

Commissioner Rainey seconded. The vote was as follows:

AYES: Commissioners Howell, Rainey, Stephens, Anderson

NOES:

ABSENT: Chair Blumenberg

Vote carried 4-0.

2) Adoption of Resolution No. 3550 Approving the Fiscal Year 2025-2026 Mid-Year Budget Adjustments and Capital Improvement Plan, Resolution No. 3551 Establishing the Salary Schedule for Non-Represented Employees of the District Effective January 1, 2026 and Rescind Resolution No. 3534

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3550 approving the Mid-Year Budget Adjustments for Fiscal Year 2025-2026 effective January 1, 2026.
- b) Adopt Resolution No. 3551 establishing the Salary Schedule for Non-Represented Employees of the District effective January 1, 2026.
- c) Rescind Resolution No. 3534.

Report by Brian D. Pendleton, General Manager; Sarah Clancy, Administrative Services Manager; Jessica Snipas, Business Operations Manager; Justin Fleming, Capital Projects Manager.

Public Comment: None.

- ACTION:** **Commissioner Stephens moved to:**
- a) **Adopt Resolution No. 3550 approving the Mid-Year Budget Adjustments for Fiscal Year 2025-2026 effective January 1, 2026.**
 - b) **Revise the Organization Chart to read “Deputy Chief Harbormaster of Harbor Patrol.”**
 - c) **Adopt Resolution No. 3551 establishing the Salary Schedule for Non-Represented Employees of the District effective January 1, 2026, revising the schedule to read “Chief of Harbor Patrol/Harbormaster.”**
 - d) **Rescind Resolution No. 3534.**

Commissioner Rainey seconded. The vote was as follows:

AYES: Commissioners Howell, Rainey, Stephens, Anderson

NOES:

ABSENT: Chair Blumenberg

Vote carried 4-0.

3) Development and Implementation of a Ventura Port District Lifeguard Program for Ventura Harbor Beaches

Recommended Action: Informational.

That the Board of Port Commissioners receive a report on a proposal to develop and implement a Ventura Port District ocean lifeguard program and provide direction to staff.

Report by John Higgins, Harbormaster; Brendan Donohue, Senior Harbor Patrol Officer; Sarah Clancy, Administrative Services Manager.

Public Comment: None.

- ACTION:** **The Board of Port Commissioners received a report on a proposal to develop and implement a Ventura Port District ocean lifeguard program.**

ADJOURNMENT: The meeting was adjourned in loving memory of Harbor Patrol Officer, Erik Bear at 8:01PM.

The next regular meeting is Wednesday, March 4, 2026.



Anthony Rainey, Secretary