



VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS

Chris Stephens, Chairman
Michael Blumenberg, Vice Chairman
Brian Brennan, Secretary
Jackie Gardina, Commissioner
Everard Ashworth, Commissioner

Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Andy Turner, Legal Counsel
Jessica Rauch, Clerk of the Board

PORT COMMISSION AGENDA

REGULAR MEETING
WEDNESDAY, FEBRUARY 17, 2021

TELECONFERENCE
5 TELECONFERENCE LOCATIONS

VENTURA PORT DISTRICT OFFICE
1603 ANCHORS WAY DRIVE
VENTURA, CA 93001

CLOSED SESSION – 5:30PM

REGULAR MEETING – 7:00PM

IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND BE WELL AT HOME ORDER RESULTING FROM THE NOVEL CORONAVIRUS, THE VENTURA PORT DISTRICT ADMINISTRATION BUILDING IS CLOSED TO THE PUBLIC. THIS MEETING IS BEING HELD IN ACCORDANCE WITH THE STATE EMERGENCY SERVICES ACT, THE GOVERNOR'S EMERGENCY DECLARATION, AND THE GOVERNOR'S EXECUTIVE ORDER NO. 25-20 ISSUED ON MARCH 12, 2020 TO ALLOW ATTENDANCE BY MEMBERS OF THE PORT COMMISSION BY TELECONFERENCE IN FULL COMPLIANCE WITH THE BROWN ACT.

PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING LIVE

Join a Zoom meeting LIVE:

<https://us02web.zoom.us/j/82930636667>

Webinar ID: 829 3063 6667

1-669-900-6833

1-877-853-5257

SUBMIT PUBLIC COMMENT VIA EMAIL

If you do not wish to speak live but would like to submit a written comment on a specific agenda item, please do so via email by 4:00PM on the day of the meeting. Please submit your comment to the Clerk of the Board at jrauch@venturaharbor.com.

When sending an email, please indicate in the subject line, the agenda item number (i.e. General Public Comment or Consent Item A). Written comments should be no more than 1000 characters in length. Written comments will be distributed to the Commissioners and will be posted as a supplemental packet on the District's website at <https://venturaharbor.com/board-meetings-minutes/>.

PROVIDE PUBLIC COMMENT LIVE AT THE MEETING USING ZOOM

To speak on a specific agenda item during the live Zoom meeting, please fill out the Public Comment Slip and email the Clerk of the Board at jrauch@venturaharbor.com by 4:00PM on the day of the meeting so you can participate appropriately. You can use one (1) comment slip for multiple items.

If you decide to speak during the meeting and did not fill out a Public Comment slip, attendees can dial *9 if on the phone or use the 'raise hand' function in Zoom.

CLOSED SESSION – 5:30PM

CALL TO ORDER: *By Chairman Chris Stephens.*

ROLL CALL: *By the Clerk of the Board.*

PUBLIC COMMUNICATIONS (3 minutes)

*The Public Communications period is set aside to allow public testimony on items only on the Closed Session Agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair. Attendees can dial *9 or use the 'raise hand' function in Zoom if they would like to speak during public comment periods.*

CONVENE IN CLOSED SESSION – 5:35PM

CLOSED SESSION AGENDA

- 1. Conference with Legal Counsel - Existing Litigation per Government Code Section 54956.9(d)(1):** Baer vs. Ventura Port District.
- 2. Conference with Legal Counsel - Anticipated Litigation per Government Code Section 54956.9(d)(2):** 1 Case.
- 3. Conference with Real Property Negotiators - Per Government Code Section 54956.8:**
 - a) Property: **1591 Spinnaker Drive #201**
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner
Dr. Srisawai Pattamakom dba Ideal Women's Health Specialists, Inc.
Under Negotiation: **Terms of New Office Lease Agreement**
 - b) Property: **1567 Spinnaker Drive #201, #202**
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner
Ted Mechtenberg dba DA VEGA | FISHER | MECHTENBERG LLP
and Brian Cook
Under Negotiation: **Terms of New Office Lease Agreement**
 - c) Property: **1575 Spinnaker Drive #201**
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner
Jeff M. Moorhouse dba Moorhouse Financial Services, Inc.
Under Negotiation: **Terms of New Office Lease Agreement**

ADJOURNMENT

OPEN SESSION – 7:00PM

CALL TO ORDER: *By Chairman Chris Stephens.*

PLEDGE OF ALLEGIANCE: *By Chairman Chris Stephens.*

ROLL CALL: *By the Clerk of the Board.*

ADOPTION OF AGENDA (3 minutes)

Consider and approve, by majority vote, minor revisions to agenda items and/or attachments and any item added to or removed/continued from the Port Commission's agenda. Administrative Reports relating to this agenda and materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the Port District's office located at 1603 Anchors Way Drive, Ventura, CA during business hours as well as on the District's website - www.venturaharbor.com.

APPROVAL OF MINUTES (3 minutes)

The Minutes of the February 6, 2021 Regular Meeting will be considered for approval.

PUBLIC COMMUNICATIONS (3 minutes)

*The Public Communications period is set aside to allow public testimony on items not on today's agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair. Attendees can dial *9 or use the 'raise hand' function in Zoom if they would like to speak during public comment periods.*

CLOSED SESSION REPORT (3 minutes)

Closed Sessions are not open to the public pursuant to the Brown Act. Any reportable actions taken by the Commission during Closed Session will be announced at this time.

BOARD COMMUNICATIONS (5 minutes)

Port Commissioner's may present brief reports on port issues, such as seminars, meetings and literature that would be of interest to the public and/or Commission, as a whole. Port Commissioner's must provide a brief summary and disclose any discussions he or she may have had with any Port District Tenants related to Port District business.

STAFF AND GENERAL MANAGER REPORTS (5 minutes)

Ventura Port District Staff and General Manager will give the Commission updates on important topics or items of general interest if needed.

LEGAL COUNSEL REPORT (5 minutes)

Legal Counsel will report on progress of District assignments and any legislative or judicial matters.

CONSENT AGENDA: (5 minutes)

Matters appearing on the Consent Calendar are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of the Board or the public requests an opportunity to address any given item. Approval by the Board of Consent Items means that the recommendation is approved along with the terms set forth in the applicable staff reports.

A) Appointment of New Dredging Liaison

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners appoint Vice-Chairman Blumenberg as the new dredging liaison.

B) Approval of New Office Lease Agreement for Dr. Srisawai Pattamakom dba Ideal Women's Health Specialists, Inc.

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Dr. Srisawai Pattamakom dba Ideal Women's Health Specialists, Inc. for space located at 1591 Spinnaker Drive #201 consisting of approximately 746 square feet for a five (5) year term with a two (2) year option.

C) Approval of Lease Amendment No. 5 to the Parcel 20 Master Lease

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve Lease Amendment No. 5 to the Master Lease for Parcel 20 between the Ventura Port District dba Ventura Harbor Village and Derecktor Marine Holdings, LLC.

STANDARD AGENDA:

1) Approval of Notice of Proposed Ordinance for a New Restaurant Lease Agreement with Options for Andria's Seafood Specialties dba Andria's Seafood Restaurant

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3406 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance for a new five (5) year Restaurant Lease Agreement with three (3) five (5) year options (for a total of 20-years) between the Ventura Port District dba Ventura Harbor Village and Andria's Seafood Specialties dba Andria's Seafood Restaurant in a newspaper of general circulation.

2) Quarterly Update on the Ventura Port District Goals and 5-Year Objectives

Recommended Action: Informational.

That the Board of Port Commissioners receive an update on the status of Ventura Port District 5-Year Objectives.

3) Ventura Port District Operations Update as it Relates to COVID-19

Recommended Action: Informational. (Verbal Report)

That the Board of Port Commissioners receive an update on:

- a) The COVID-19 Ventura Harbor Rental Abatement and Deferment Program; and,
- b) Status of Ventura Port District operations.

ADJOURNMENT

This agenda was posted on Friday, February 12, 2021 by 5:00 p.m. at the Port District Office and online at www.venturaharbor.com - Port District Business - Meetings and Agendas.

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Ventura Port District at (805) 642-8538 or the California Relay Service at 711 or (800) 855-7100. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)



BOARD OF PORT COMMISSIONERS

FEBRUARY 17, 2021

APPROVAL OF MINUTES

FEBRUARY 6, 2021 REGULAR MEETING

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF FEBRUARY 3, 2021



CLOSED SESSION

CALL TO ORDER:

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

ROLL CALL:

Commissioners Present:

Chris Stephens, Chairman
Michael Blumenberg, Vice Chairman
Brian Brennan, Secretary via teleconference
Jackie Gardina via teleconference
Everard Ashworth via teleconference

Commissioners Absent:

None.

Port District Staff:

Brian Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Andy Turner via teleconference

PUBLIC COMMUNICATIONS: Tom Derecktor, owner of Derecktor Marine Holdings, LLC would like their lease amended to reflect the same procedures for rate adjustments as other marina leases.

CONVENED TO CLOSED SESSION AT 6:34PM.

ADJOURNMENT: Closed Session was adjourned at 6:54PM.

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Chairman Chris Stephens 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 Chairman Blumenberg.

ROLL CALL:

Commissioners Present:

Chris Stephens, Chairman
Michael Blumenberg, Vice Chairman
Brian Brennan, Secretary via teleconference
Jackie Gardina via teleconference
Everard Ashworth via teleconference

Commissioners Absent:

None.

Port District Staff:

Brian Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Jessica Rauch, Clerk of the Board
John Higgins, Harbormaster via teleconference
Dave Werneburg, Marina Manager via teleconference
Joe Gonzalez, Capital Improvements Manager via teleconference
Jennifer Talt-Lundin, Marketing Manager via teleconference
Gloria Adkins, Accounting Manager via teleconference
Robin Baer, Property Manager via teleconference

Legal Counsel:

Andy Turner via teleconference

ADOPTION OF AGENDA

ACTION: Commissioner Blumenberg moved to adopt the February 3, 2021 agenda.

Commissioner Brennan seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.

Motion carried 5-0.

APPROVAL OF MINUTES

The Minutes of the January 20, 2021 Regular Meeting were considered as follows:

ACTION: Commissioner Brennan moved to approve the minutes of the January 20, 2021 Regular Meeting.

Commissioner Gardina seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.

Motion carried 5-0.

PUBLIC COMMUNICATIONS: Deputy Mayor Schroeder, the District's new City Council liaison announced his presence.

CLOSED SESSION REPORT: Mr. Turner stated that the Board met in closed session; discussed and reviewed all items on the closed session agenda. The Board gave direction to staff as how to proceed. No action was taken that is reportable under The Brown Act.

BOARD COMMUNICATIONS: Commissioner Blumenberg took a tour of Portside with Michael Sondermann. Commissioner Brennan would like to pass the dredging liaison role to Commissioner Blumenberg and announced their will be a sand summit on February 18th; for more information visit the BEACON website.

STAFF AND GENERAL MANAGER REPORTS: None.

LEGAL COUNSEL REPORT: None.

CONSENT AGENDA:

A) Approval of New Office Lease Agreement for Sugar Lab Bake Shop, LLC

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Sugar Lab Bake Shop, LLC for space located at 1575 Spinnaker Drive #207 and #208 consisting of approximately 840 square feet for a five (5) year term with a three (3) year option.

Public Comment: None.

ACTION: Commissioner Brennan moved to approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Sugar Lab Bake Shop, LLC for space located at 1575 Spinnaker Drive #207 and #208 consisting of approximately 840 square feet for a five (5) year term with a three (3) year option.

Commissioner Ashworth seconded. The vote was as follows:

AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina, Ashworth.
NOES: None.

Motion carried 5-0.

STANDARD AGENDA:

1) Approval of Fiscal Year 2020-2021 Mid-Year Budget Adjustments and Capital Improvement Plan

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3405, approving the Mid-Year Budget Adjustments for Fiscal Year 2020 - 2021 effective January 1, 2021.

Report by Brian D. Pendleton, General Manager, Gloria Adkins, Accounting Manager, and Todd Mitchell, Business Operations Manager.

Public Comment: Sam Sadove asked about rate increases; reductions in personnel expenses; increase in trash expenditures; the actual and projected total operating revenue differences; and the price of the new fish pier crane.

Closed public comment at 7:32PM.

ACTION: Commissioner Blumenberg moved to adopt Resolution No. 3405, approving the Mid-Year Budget Adjustments for Fiscal Year 2020 - 2021 effective January 1, 2021.

Commissioner Brennan seconded. The vote was as follows:

AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina, Ashworth.
NOES: None.

Motion carried 5-0.

2) Award of Contract for Inner Harbor and Ventura Keys Maintenance Dredging

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners take the following actions:

- A) Find, based upon the evidence presented below, that a contract awarded to Manson Construction Company pursuant to Section 20751.2 of the California Public Contract Code is likely to cost less than a contract awarded pursuant to Section 20751.
- B) Award the Inner Harbor and Ventura Keys Maintenance Dredging contract to Manson Construction Company at a rental rate of \$5,500 per hour in accordance with the Agreement.

Report by Todd Mitchell, Business Operations Manager.

Public Comment: None.

ACTION: Commissioner Brennan moved to find, based upon the evidence presented, that a contract awarded to Manson Construction Company pursuant to Section 20751.2 of the California Public Contract Code is likely to cost less than a contract awarded pursuant to Section 20751; and award the Inner Harbor and Ventura Keys Maintenance Dredging contract to Manson Construction Company at a rental rate of \$5,500 per hour in accordance with the Agreement.

Commissioner Blumenberg seconded. The vote was as follows:

AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina, Ashworth.
NOES: None.

Motion carried 5-0.

3) Approval of Change Order for the Commercial Fishing Equipment Storage Improvement Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a change order for the Commercial Fishing Equipment Storage Improvement Project to Staples Construction Company, Inc. in the amount of up to \$13,885.00.

Report by Joe Gonzalez, Capital Projects Manager.

Public Comment: None.

ACTION: Commissioner Brennan approve a change order for the Commercial Fishing Equipment Storage Improvement Project to Staples Construction Company, Inc. in the amount of up to \$13,885.00.

Commissioner Gardina seconded. The vote was as follows:

**AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina, Ashworth.
NOES: None.**

Motion carried 5-0.

4) Brown Act Presentation Follow-up

Recommended Action: Informational.

That the Board of Port Commissioners receive an update based on comments made during last meeting's presentation from Lagerlof, LLP on the Ralph M. Brown Act.

Report by Andy Turner, Legal Counsel, Lagerlof, LLP.

Public Comment: Sam Sadove provided clarification regarding his January 20th comments and added comments regarding legal counsel's staff report.

Closed public comment at 8:08PM.

ACTION: The Board of Port Commissioners received an update based on comments made during last meeting's presentation from Lagerlof, LLP on the Ralph M. Brown Act.

5) Ventura Port District Operations Update as it Relates to COVID-19

Recommended Action: Informational. (Verbal Report)

That the Board of Port Commissioners receive an update on:

- a) The COVID-19 Ventura Harbor Rental Abatement and Deferment Program; and,
- b) Status of Ventura Port District operations.

Report by Brian D. Pendleton, General Manager.

Public Comment: None.

ACTION: The Board of Port Commissioners received an update on COVID-19 related items.

ADJOURNMENT: The meeting was adjourned at 8:20PM.

The next meeting is Wednesday, February 17, 2021.

Brian Brennan, Secretary



BOARD OF PORT COMMISSIONERS

FEBRUARY 17, 2021

DEPARTMENTAL STAFF REPORTS

JANUARY 2021

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LONG TERM GOALS

5-YEAR OBJECTIVES

INDEX

Ventura Port District - Long Term Goals 5-Year Objectives

Long Term Goals				
#	Category		Sub #	Intent/Strategy
1	Safety & Navigation	Maintain and enhance a safe and navigable harbor	a	Securing funding for dredging the Harbor entrance through the Army Corps of Engineers in coordination with agencies and our elected officials;
			b	Dredging the Inner Harbor and preserving infrastructure;
			c	Providing superior Harbor Patrol, Maintenance, and related District services;
			d	Preserving and enhancing infrastructure, equipment and facilities for a modernized, efficient and safe working harbor.
2	Commercial & Recreational Boating & Fishing	Support and promote commercial and recreational boating and fishing.		
3	Economic Vitality	Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.		
4	Sustainability	Promote sustainable use of our natural environment through business practices and programs designed in concert with our tenants, educators, agencies, and interest groups.		
5	Relationships	Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.		
6	Public Service	Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and a more efficient, effective and public focused organization.		

5 Year Objectives				
#	Category	Objective	Sub #	Intent/Strategy
D	Harbor Dredging	Ensure that annual dredging occurs at the federal Harbor entrance and as needed in the inner Harbor	1	Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program
			2	Provide an on-going leadership role and active participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance
			3	Ventura Port District Dredging
E	Public and Civic Engagement Plan	Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders	1	Collaborate with business partners and stakeholders through increased engagement, communication, and participation.
			2	Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs
			3	Public and Civic Engagement Planning
F	Commercial Fishing	Support current commercial fishing industry central to Ventura's premier working waterfront through: stakeholder engagement, diversification, and infrastructure improvements	1	Reactivate Ventura's commercial fishing association and/or establish fishermen working group as part of improved stakeholder engagement
			2	Continue improvements of Commercial Fishing Industry service offerings by District
			3	VSE Project Grant utilization
			4	Complete permitting, regulatory, and legislative approvals for VSE project
			5	VSE Subleasing
M	Master Tenants & Parcels 5+8	Collaborate with existing and future Master Tenants to maintain, improve, and develop the Harbor	1	Engagement and support of Master Tenants for successful business operations at the Harbor
			2	Evaluate opportunities for Parcels 5 and 8
P	National/State Parks Collaboration	Maintain Channel Islands National Park Service (NPS) presence at Harbor	1	Coordinate with NPS Superintendent and General Services Administration (GSA) to secure long-term leases for NPS personnel currently located at 1441 and 1691 Spinnaker Dr. (Harbor Village)
		Draw upon Ventura Harbor area Nat'l. & State parks and wetland areas to enhance ecotourism	2	Coordinate with National & California State Parks to develop destination-based ecotourism offerings
T	Village Parking & Traffic	Continue to increase and/or maximize visitor parking and traffic circulation during busy periods	1	Evaluate pedestrian, bicycling, transit networks and parking within and around the Harbor
			2	Pursue needed improvements and management plans
			3	Evaluate pedestrian, bicycling, transit networks and pursue needed improvements, enforcement strategies in partnership with the City
V	Harbor Village	Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience	1	Complete Harbor Village refresh programs
			2	Leasing/Property Management Action Plan
			3	Marketing Action Plan

DEPARTMENTAL STAFF REPORTS

CAPITAL PROJECTS

LONG-TERM GOALS:

Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor

c: Providing superior Harbor Patrol, Maintenance, and related District services.

d: Preserving and enhancing infrastructure, equipment, and facilities for a modernized, efficient and safe working harbor.

Goal 3: Economic Vitality

Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies

Goal 4: Sustainability

Promote sustainable use of our natural environment through business practices and programs designed in concert with our tenants, educators, agencies, and interest groups

Goal 5: Relationships

Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials, and the community.

Goal 6: Public Service

Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and a more efficient, effective, and public focused organization.

5-YEAR OBJECTIVES:

Objective E: Public and Civic Engagement Plan

Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders

1: Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

Objective F: Commercial Fishing

Support current commercial fishing industry central to Ventura's premier working waterfront through: stakeholder engagement, diversification, and infrastructure improvements

2: Continue improvements of Commercial Fishing Industry service offerings by District

Objective V: Harbor Village

Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience.

1: Complete Harbor Village refresh programs

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 17, 2021

TO: Board of Port Commissioners
FROM: Todd Mitchell, Business Operations Manager
Joe A. Gonzalez, Capital Projects Manager
SUBJECT: January 2021 Capital Projects Report

CALIFORNIA COASTAL CONSERVANCY FISHERIES GRANT

Status: Ongoing

Budget: Over Budget

On September 29, 2020, the District received grant documentation from the California Coastal Conservancy for a \$318,600 Fisheries Grant which was accepted by the Board of Port Commissioners at its October 7th meeting. The final grant award contract makes relevant costs incurred by the District after May 1, 2020 reimbursable up to \$316,800. The grant is being used to fund two projects: 1) the modernization of the Fishermen's Storage Yard and, 2) the procurement and installation of a second derrick crane for the fish pier. Staff has submitted a draft Work Program to the Conservancy and is awaiting approval which will be followed by an updated budget proposal.

Jensen Design & Survey, Inc. ("Jensen") has received approval from the City of Ventura Planning Department for the project and the plans have been recently approved by the Development Department. The District published the request for bids for the Commercial Fishing Equipment Storage Improvement Project on November 22, 2020. A public bid opening was held on December 17, 2020 per District policy. Four bids were received and reviewed by staff and Jensen for errors and omissions. The Board awarded this project to Staples Construction Company, Inc. at the January 6, 2021 meeting.

On December 3rd, the District had its public bid opening to secure the 26 storage containers needed. The District received two bids and recommended for the lowest bidder to be accepted at the December 16th Board meeting. The procurement contract was executed in early January 2021 with containers anticipated to arrive in March 2021.

Staples Construction "broke ground" on Monday February 8th with an underground survey, saw cutting, and removal of asphalt underway in the first week. So far, it has been a good start, with no interruptions or issues. An on-site meeting was held on Wednesday February 10th with all key players from the construction company, a representative of the storage yard and VPD Staff, to review all the scheduling, statistics to maintain the path to successful project completion.



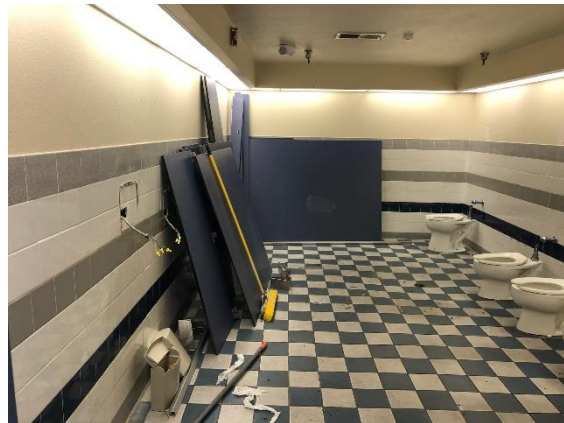
1559 ADA Restrooms upgrade:

Status: Ongoing

Budget: On Budget

On December 16th, the Board of Port Commissioners awarded the Ventura Harbor Village ADA Restroom Remodel Contract for 1559 Spinnaker Drive to Tomar Construction Inc. The project is going as planned with minimum impact to the surrounding tenants and the public. Due to the current COVID-19 crisis, some materials have been delayed, but not significantly affecting the schedule.

As of today, Staff is please with Tomar Construction's performance and communication to staff.



1591 SPINNAKER DRIVE PATIO REMODEL

Status: Completed

Budget: Over budget

The company that was contracted for the installation of the new awning had experienced major difficulties keeping up with their scheduling due to the COVID crisis. This delayed the awning installation. Glad to report that this project is 100% completed. The entire exterior decking was refurbished with new color scheme paint to match the existing buildings. The new color awning is also part of the new color scheme that was approved by the City of Ventura and the Board.

Without awning



With awning



Additional Projects:

- 1591 Suite 207
- 1575 Suite 207 & 208
- 1591 suite 112 ADA entry upgrades
- 1575 suite 104 (Sugar Lab)
- VHV trash enclosures project

Status: Completed within budget

Status: Completed within budget

Status: Waiting on the City for plans approval

Status: Monitoring/Assisting contractors

Status: Under building and safety review

DEPARTMENTAL STAFF REPORTS

DREDGING

LONG-TERM GOALS:

Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor

- a: Securing funding for dredging the Harbor entrance through the Army Corps of Engineers in coordination with agencies and our elected officials
- b: Dredging the inner harbor and preserving infrastructure

Goal 2: Commercial & Recreational Boating & Fishing

Support and promote commercial and recreational boating and fishing

Goal 5: Relationships

Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials, and the community.

5-YEAR OBJECTIVES:

Objective D: Harbor Dredging

Ensure that annual dredging occurs at the federal Harbor entrance and as needed in the inner harbor

- 1: Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program
- 2: Provide on-going leadership role and active participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance.
- 3: Ventura Port District Dredging

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 17, 2021

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
SUBJECT: January 2021 Dredging Report

VENTURA HARBOR ENTRANCE CHANNEL DREDGING

After a month of strong currents and windy weather, Manson Construction updated their estimated volumes of available materials to be dredged during the US Army Corps of Engineers (USACE) upcoming dredging of the federal entrance channel from 270,00 cubic yards to 608,000 cubic yards of sand. This was a significant change in volume, however the current volume is still fairly close to what is typical (average over the past 20 years is 550,000 cubic yards). USACE has sufficient funds to fully perform the dredging.

Inner harbor dredging can only be completed if the Santa Clara River mouth opens.



Sand trap north of the harbor entrance at low tide shows significant in-fill. Image taken by Harbor Patrol on February 10, 2021.

POLITICAL ACTIVITIES

On January 19, 2021, the USACE released their FY21 Work Plan. This plan outlines how the Corps divides up the surplus funds the agency received as part of the final FY21 Consolidated

Appropriations Act (also known as an omnibus when multiple appropriations bills are passed together), which was signed into law on December 27. The maintenance dredging of Ventura Harbor was identified and includes an additional \$1.45 million. Due to the timing of the program, these funds are anticipated to be used for the dredging in early 2022 (although, if needed those funds could be applied to the current dredging cycle). The General Manager provided a quote to Congresswoman Brownley's staff thanking her, which was included in a press release from her office.

Staff and our consultants remain cautiously optimistic about Ventura Harbor being included again in the President's Budget. Typically, with a newly elected president, the detailed budget is not released until May (at which point, we would then know if Ventura Harbor is included).

In the interim, we will seek to lay the groundwork for obtaining additional Work Plan funds in the event that Ventura Harbor is not included in the President's Budget. In several of the last few years, the South Pacific Division has had more funding available than they could execute on, so we will seek to see some of that money reprogrammed for Ventura Harbor.

INNER HARBOR DREDGING – PERMIT AMENDMENTS

Both the Ventura Port District and the City of Ventura seek to amend the permits which allow the agencies to perform inner harbor maintenance dredging. The amendment would allow placement of inner harbor dredge material south of the harbor entrance below the high-tide line even when the Santa Clara river mouth is closed. The District's consultants Rincon Consultants and Jon Moore have provided analyses and reports to support such an amendment.

On December 31, the VPD Dredging Team submitted an amendment request to USACE local regulatory office for review and their discussion with EPA to ensure their satisfaction prior to the District formally applying for a new permit or permit amendment. As the existing USACE permit expires January 25, 2023, the District will be seeking a new permit be issued, although that will be the USACE's decision. The District is awaiting formal feedback. We understand that USACE is fully supportive, but EPA is not in agreement. It is our understanding that USACE intends to resolve the difference of opinions to our benefit without our participation.



Surfer's Knoll beach suffered significant erosion this winter. Santa Clara River mouth (red arrow) remains closed. Image taken by Harbor Patrol on January 14, 2021.

DEPARTMENTAL STAFF REPORTS

FACILITIES

LONG-TERM GOALS:

Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor

c: Providing superior Harbor Patrol, Maintenance, and related District services.

d: Preserving and enhancing infrastructure, equipment, and facilities for a modernized, efficient and safe working harbor.

Goal 3: Economic Vitality

Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies

Goal 4: Sustainability

Promote sustainable use of our natural environment through business practices and programs designed in concert with our tenants, educators, agencies, and interest groups

Goal 5: Relationships

Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials, and the community.

Goal 6: Public Service

Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and a more efficient, effective, and public focused organization.

5-YEAR OBJECTIVES:

Objective E: Public and Civic Engagement Plan

Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders

1: Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

Objective F: Commercial Fishing

Support current commercial fishing industry central to Ventura's premier working waterfront through: stakeholder engagement, diversification, and infrastructure improvements

2: Continue improvements of Commercial Fishing Industry service offerings by District

Objective V: Harbor Village

Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience.

1: Complete Harbor Village refresh programs

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 17, 2021

TO: Board of Port Commissioners
FROM: Todd Mitchell, Business Operations Manager
Sergio Gonzalez, Maintenance Supervisor
SUBJECT: January 2021 Facilities Report

MAINTENANCE ACTIVITIES
COVID-19 MAINTENANCE RESPONSE /UPDATE

Status: Ongoing

Budget: Over normal operating budget

VPD Maintenance Department has responded to the COVID-19 pandemic by increasing janitorial services throughout the District with a concentration on high-touch surfaces, including restrooms, door handles, etc.

Maintenance staff continues to work with shifts staggered to minimize overlap in arrival and departure times. Staff has been provided reusable washable face coverings and surgical masks, nitrile gloves and disinfectant wipes upon request. Staff has continued to self-screen and log all data entry. Morale remains good and Village facilities are kept at a high standard of cleanliness.

Signage has been placed throughout the village addressing the social distancing guidelines. We continue to work with tenants to ensure cooperative compliance with these orders.



All restrooms throughout the Village are open. Hours were reduced based on restaurant hours and to discourage issues with vandalism and theft. As of February 1, 2021, we have opened all the public restrooms at VHV. Open restrooms hours have been adjusted to close at 11:00 pm.

VPD JANUARY 19, 2021 WINDSTORM DAMAGE RESPONSE

Status: Pending

Budget: Not Budgeted/Insurance Claim

On Tuesday January 19, 2021, the District sustained wind damage throughout the harbor:

- We had two trees fall towards Spinnaker Drive that required all staff response to clear the roadway.

- Two other trees were left leaning and were barricaded off to have a tree service company remove them.
- VHV buildings sustained roof tile damage and uplifted flashing. A contractor was obtained to surmise the damage and provide an estimate for repairs.
- At Surfers Knoll Beach, a light pole at the north end of the parking lot was blown over. Light pole was removed, and all the exposed electrical connections were secured.

Contact was made with Sedgwick to initiate an insurance claim and start the process to remedy all damage by approving all obtained estimates. All scope of work is pending final completion by contractors.

Fallen tree @ 1567



Fallen tree @ 1591



Light Pole/Surfers K



Roof tile damage VHV



VENTURA HARBOR VILLAGE SAFETY BOLLARDS REPAINTING

Status: Completed

Budget: Budgeted

Bollards throughout the VHV were repainted with safety yellow paint and strips of reflective tape were added to add visual safety exposure.

Faded bollards



Painted bollards w/reflective tape



Additional painted bollards



ENTRY FEATURE/HARBOR COVE EASEMENT TREE TRIMMING:

Status: Completed

Budget: Budgeted

Pine trees and ice plant ground cover along the Harbor Blvd sidewalk adjacent to the Entry Feature on Ventura Port District property were trimmed to provide better clearance on pathway.

Untrimmed tree #1



Trimmed tree #1



Untrimmed tree #2



Trimmed tree #2



LAUNCH RAMP POLE LIGHTS LED HEAD REPLACEMENT:

Status: Completed

Budget: Budgeted

Staff replaced two dock/water facing LED head lights on lighting poles directly over the Launch Ramp that were damaged due to a circuit short. LED light heads were ordered and replaced after troubleshooting and locating/repairing short.

New LED light heads



Install of LED light head



Install of LED light head



CAPITAL PROJECT MANAGER/ PROPERTY MANAGER:

Assist Capital Project Manager and Property Manager with pending tenant improvement projects at VHV 1575 suite #207/208 and VHV 1591 suite #207.

MARINA/MARKETING DEPARTMENTS:

The Maintenance Department continues to perform monthly inspections on all gangways, docks, fire extinguishers and fire boxes. Assist Marketing Department with banner placement and COVID-19 related signage.

HARBOR PATROL:

Assist in the everyday operations by performing preventive maintenance and on the spot repairs of equipment, vehicles, and vessels.

FACILITIES:

Staff continues to perform everyday maintenance and on the spot repairs throughout the Ventura Harbor Village and other VPD properties.

DEPARTMENTAL STAFF REPORTS

FEDERAL

LONG-TERM GOALS:

Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor

- a: Securing funding for dredging the Harbor entrance through the Army Corps of Engineers in coordination with agencies and our elected officials

Goal 2: Commercial & Recreational Boating & Fishing

Support and promote commercial and recreational boating and fishing

Goal 5: Relationships

Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.

5-YEAR OBJECTIVES:

Objective D: Harbor Dredging

Ensure that annual dredging occurs at the federal Harbor entrance and as needed in the inner harbor

- 1: Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program
2. Provide on-going leadership role and active participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance
- 3: Ventura Port District Dredging

Biden Administration Nominations and Personnel

Now that President Biden has been sworn into office, his Administration has begun moving quickly on filling the roughly 4,000 political appointee positions (1,250 of which require Senate confirmation) throughout the federal agencies. Below is the current status of President Biden's cabinet nominations:

<u>Name</u>	<u>Position</u>	<u>Status</u>
Antony Blinken	Secretary of State	Confirmed by the Senate & sworn into office
Lloyd Austin	Secretary of Defense	Confirmed by the Senate & sworn into office
Janet Yellen	Secretary of Treasury	Confirmed by the Senate & sworn into office
Alejandro Mayorkas	Secretary of Homeland Security	Consideration by the full Senate scheduled for the week of February 1 st
Pete Buttigieg	Secretary of Transportation	Consideration by the full Senate scheduled for the week of February 1 st
Jennifer Granholm	Secretary of Energy	Committee vote scheduled for February 3 rd
Marcia Fudge	Secretary of Housing and Urban Development	Committee hearing held on January 28 th
Gina Raimondo	Secretary of Commerce	Committee hearing held on January 26 th
Michael Regan	Administrator of Environmental Protection Agency	Committee hearing scheduled for February 3 rd
Tom Vilsack	Secretary of Agriculture	Committee hearing scheduled on February 2 nd
Marty Walsh	Secretary of Labor	Committee hearing scheduled on February 4 th
Deb Haaland	Secretary of the Interior	No hearing date set
Denis McDonough	Secretary of Veterans Affairs	No hearing date set
Miguel Cardona	Secretary of Education	No hearing date set
Xavier Becerra	Secretary of Health and Human Services	No hearing date set

Buttigieg Appears Before Senate Commerce

On January 27th the Senate Commerce Committee voted to confirm Pete Buttigieg to be Secretary of Transportation by a vote of 21 to 3. The full Senate is expected to vote on his confirmation on February 2nd. During his confirmation hearing before the Senate Commerce Committee on January 21st, Buttigieg said that his approach as Secretary would be a “bottom up” perspective meaning that he intends to work closely with state and local officials. There were a variety of questions from the Senators but the topics that received the most interest and attention were: increased funding for the BUILD and INFRA grant programs; electric vehicles and EV infrastructure; climate change; permitting reform; and importance of local communities getting their fair share of funding.

Biden Administration Names More DOT Positions

In addition to Cabinet-level nominations, the Biden Administration has announced a number personnel nominations and appointments within the US Department of Transportation. They include:

Polly Trottenberg is nominated to be the Deputy Transportation Secretary. Her confirmation hearing has not yet been scheduled.

Charles Small has been appointed as Deputy Assistant Secretary for Intergovernmental Affairs at DOT. He previously was the director of Mayor Garcetti’s DC office.

Nuria Fernandez has been appointed the Deputy Administrator of the Federal Transit Administration and is soon expected to be nominated as the FTA Administrator. Fernandez was most recently the CEO and general manager of the Santa Clara County Valley Transportation Authority.

Biden Administration Executive Actions

Just one week into the Biden Administration, we have seen the new Administration hit the ground running when it comes to executive actions. To date, President Biden has signed several Executive Orders (EO) and memos to federal agencies, included a few listed below:

Regulatory Freeze Memo

White House Chief of Staff Ron Klain issued a memo to all federal agencies to direct them to freeze all current pending agency regulations until Biden political appointees have had an opportunity to review them.

Modernizing Regulatory Review Memo

President Biden released a memo that directs the Office of Management and Budget to work with federal agencies as soon as possible to produce a set of recommendations to improve and modernize the federal regulatory review process. These recommendations should provide concrete suggestions on how the regulatory review process can promote public

health and safety, economic growth, social welfare, racial justice, environmental stewardship, human dignity, equity, and the interests of future generations. The recommendations should also include proposals that would ensure that regulatory review serves as a tool to affirmatively promote regulations that advance these values. These recommendations should be informed by public engagement with relevant stakeholders. Memo can be found [HERE](#).

Tribal Consultation and Strengthening Nation-to-Nation Relationships Memo

President Biden released a memo that directs all federal agencies have 90 days to submit a plan to the Office of Management and Budget outlining how each agency plans to strengthen tribal consultations. Memo can be found [HERE](#).

Executive Order on Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis

In addition to the memo from Klain discussed above, President Biden issued a separate EO to review a specific environmental rules and regulations issued during the length of the Trump Administration including:

- "Update to the Regulations Implementing the Procedural Provisions of the National Environmental Policy Act," 85 Fed. Reg. 43304 (July 16, 2020)
- "National Primary Drinking Water Regulations: Lead and Copper Rule Revisions," 86 Fed. Reg. 4198 (January 15, 2021).
- "The Navigable Waters Protection Rule: Definition of 'Waters of the United States,'" 85 Fed. Reg. 22250 (April 21, 2020).

EO can be found [HERE](#).

Executive Order to Strengthen Buy America Provisions

President Biden issued an EO to strengthen Buy American provisions for federal agencies, as well as ensure that the federal government spends funds on American-made goods by American workers with American-made component parts. EO can be found [HERE](#).

Executive Order Requiring Masks on Public Transportation and Addressing International Travel Requirements

President Biden signed an EO that requires masks to be worn in compliance with CDC guidelines in or on:

- Airports
- Commercial aircraft
- Trains
- Public maritime vessels, including ferries
- Intercity bus services
- All forms of public transportation

In addition, the EO requires international travelers arriving in the United States to produce proof of a negative COVID-19 test prior to entry.

Proclamation Pausing Construction of Southern Border Wall

President Biden issued a proclamation stating that there is no longer an emergency at the southern border, which results in the pausing of the construction of the border wall, as well as redirecting funds from the border wall. Proclamation can be found [HERE](#).

Legislation Reintroduced Aimed at helping Special Districts

Rep. John Garamendi (D-CA) and Sen. Kyrsten Sinema (D-AZ) both reintroduced their legislation entitled the “Special Districts Provide Essential Services Act” (HR 535 and S 91) that they introduced in the previous Congress. This bill would ensure that special districts are eligible for any additional direct federal financial assistance provided by Congress to state, county, and local governments. Specifically, the bill would provide:

- Eligibility for Coronavirus Relief Fund and Future Federal Assistance: Make special districts eligible for direct federal financial assistance appropriated by Congress in the future, along with state, county, and local governments and subject to the same oversight requirements. This would not apply retroactively to the \$150 billion provided under the CARES Act.
- Access to Municipal Liquidity Facility: Provide special districts access to the Federal Reserve’s Municipal Liquidity Facility, which provides states, counties, and cities federally guaranteed “bridge financing” to offset unexpected short-term revenue shortfalls caused by the current pandemic. Like states, counties, and cities, many special districts serve large populations and have the legal authority to issue short-term tax and revenue anticipation notes. However, special districts are not currently granted direct access to the Municipal Liquidity Facility.

A Look Ahead: Another COVID-19 Relief Package

The primary issue that both Congress and the White House will be focusing on in the coming weeks will be attempting to craft another COVID-19 relief package. Prior to being sworn into office, then President-elect Biden rolled out his proposal for a \$1.9 trillion COVID-19 relief package. President Biden’s proposal includes the following:

- \$350 billion for emergency funds for state, local and tribal governments
- \$5 billion for home energy and water costs and arrears
- \$20 billion for public transit
- \$130 billion for schools re-opening
- \$20 billion for national vaccine program
- Provide over 14 weeks of paid sick and family and medical leave to help parents with additional caregiving responsibilities when a child or loved one’s school or care center is closed; for people who have or are caring for people with COVID-19

symptoms, or who are quarantining due to exposure; and for people needing to take time to get the vaccine

- Reimburse employers with less than 500 employees for the cost of this leave. Extending the refundable tax credit will reimburse employers for 100 percent of the cost of this leave
- Reimburse state and local government for the cost of this leave
- Extend emergency paid leave measures until September 30, 2021

On the Congressional side, at the end of January, Speaker of the House Nancy Pelosi sent a letter to the chairs of all of the House Committees instructing them to begin work on their respective portions of a COVID-19 relief package. The Speaker also indicated that she would like to move quickly on getting a relief package through the House. On the Senate side, a group of ten Republican Senators will be meeting with President Biden to discuss the relief package. These Senators have put together a \$628 billion proposal that they believe can pass the Senate with bipartisan support.

FAA Announces Two New Drone Rules

The Federal Aviation Administration (FAA) has announced two new final rules regulating drones., both of which are effective within 60 days:

- Remote Identification of Unmanned Aircraft – Requires all drones required to register with the FAA must broadcast ID messages directly from the drone that includes the drone ID, latitude/longitude, altitude, and velocity of the drone, along with other information. The rule also provides design and production rules for drone manufacturers.
- Operations Over People and at Night Rule – Establishes four new categories of small drones for routine operations over people and allows for routine operations over moving vehicles. The rule also establishes rules for operations at night.

Federal Agency Regulatory Announcements

FEMA Issues 2021 Preparedness Calendar. FEMA has released its 2021 Preparedness Calendar. This planning tool that marks preparedness activities and provides customizable resources to help promote preparedness throughout the year. These materials are free and can be adapted to address hazards that can impact your local area. Calendar can be found [HERE](#).

FHWA, FRA, and FTA Issues Final Rule Establishing Pilot Program to Eliminate Duplication of Environmental Reviews. FHWA, FRA, and FTA has issued a final rule establishing a pilot DOT Program for Eliminating Duplication of Environmental Reviews. The rule was effective on January 27, 2021.

Federal Agency Grant Announcements/Awards

WaterSMART Small-Scale Water Efficiency Program. The Bureau of Reclamation has announced a funding opportunity for the WaterSMART Small-Scale Water Efficiency Program. Through this funding opportunity, Reclamation provides funding for small-scale on-the-ground projects that seek to conserve, better manage, or otherwise make more efficient use of water supplies. Applicants can request up to \$75,000 in Reclamation funding for projects with a total project cost of \$200,000 or less. Applications are due on March 18.

Water Infrastructure Finance and Innovation Act (WIFIA). The Environmental Protection Agency has announced 55 new projects that have been invited to apply for roughly \$5.1 billion in WIFIA loans. This funding will help finance over \$12 billion in clean water and drinking water infrastructure projects to protect public health and improve water quality. The list of 55 projects can be found [HERE](#).

Diesel Emissions Reduction Act National Grants. The Environmental Protection Agency has announced a funding opportunity for \$46 million for the Diesel Emissions Reduction Act (DERA) National grant program. The DERA program funds projects that achieve significant reductions in diesel emissions, as well as implement programs which incentivize and accelerate the upgrading or retirement of the legacy diesel fleet. Applications are due March 16.

Highway-Railway Crossings Grant Awards. FHWA has announced \$40 million in grants to states to improve safety where highways and rail lines cross.

DEPARTMENTAL STAFF REPORTS

HARBOR PATROL

LONG-TERM GOALS:

Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor

c: Providing superior Harbor Patrol, Maintenance, and related District services.

d: Preserving and enhancing infrastructure, equipment, and facilities for a modernized, efficient and safe working harbor.

Goal 2: Commercial & Recreational Boating & Fishing

Support and promote commercial and recreational boating and fishing.

Goal 5: Relationships

Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials, and the community.

Goal 5: Public Service

Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and a more efficient, effective, and public focused organization.

5-YEAR OBJECTIVES:

Objective E: Public and Civic Engagement Plan

Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders

1: Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

VENTURA PORT DISTRICT DEPARTMENTAL STAFF REPORT

Meeting Date: February 17, 2021

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
John Higgins, Harbormaster
SUBJECT: January 2021 Harbormaster/Harbor Patrol Report

PUBLIC SAFETY

Overview:

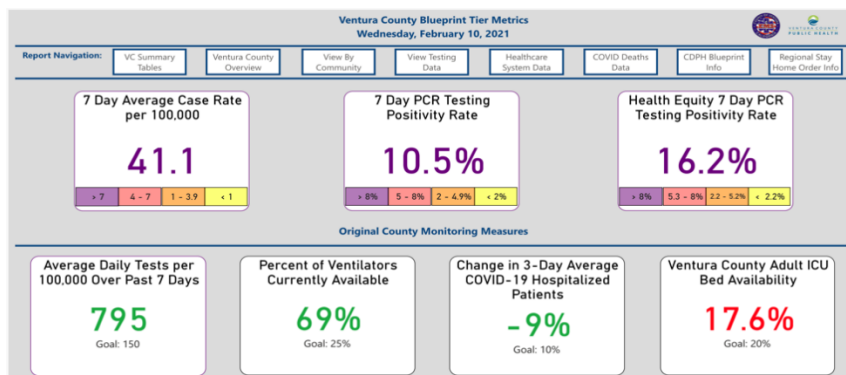
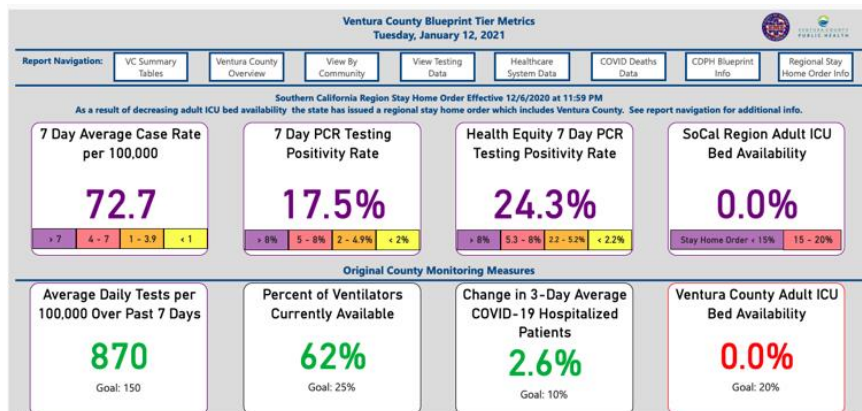
The high surf, tides, and winds continued through the end of January. These conditions presented challenges both within and outside the Harbor. January 19th was an exceptionally windy day, with gusts sustained in the high 30 mph range and gusts recorded up to 56 mph. This strong wind destroyed carports in the mobile home park, toppled trees, damaged awnings in the Village, and caused a 50' catamaran to break free from Ventura Isle Marina. We increased staffing on several of these days, which allowed us to meet these challenges more readily.



COVID-19

Community Overview:

Ventura County has seen a significant decrease in active cases. January 7, 2021 was the peak of active cases with a total of 13,360. As of February 10, 2021, we are down to 2,681 active cases. While we are still away from the next tier, the numbers are improving. Hospital beds are also slowly coming back online. This month's numbers are shown below for comparison from last month.



Ventura County websites
www.vcemergency.com
www.venturarecovers.org
California Website
www.covid19.ca.gov

COVID-19 Vaccinations:

Harbor Patrol staff have received the second vaccine under the County of Ventura's Public Safety EMS program. Several of our staff experienced minor to moderate flu-like symptoms and fevers for the 24-48 hours after the shot. We were able to maintain staffing levels throughout this time, and most everyone was better after the 56-hour mark.

Vaccines are now available to the public in limited numbers under California's Phase 1a program. Phase 1a includes Healthcare Workers and persons aged 64 and older. While the supply of vaccinations remains less than the demand, you can find out more about how to register on the Ventura County Recovers website.

<https://www.venturacountyrecovers.org/vaccine-information/portal/>

BEACHES

Harbor Cove:

We coordinated with the City to remove the beach access mat early in February to make additional room for dredging. Several swim buoys were also removed from the area to ensure the dredging operations can operate efficiently.

During the dredge arrival preparations, Manson assisted the Port District by moving some of the sand drift near the Harbor Cove wall and placing it south of the South Jetty. This sand movement lessened drift into the parking lots and helped provide more beach for the first phase of the beach replenishment. We will work with Manson's heavy equipment operators after the dredging to see if there are additional opportunities to move sand in other appropriate areas.

Due to the State Health Order, the Beach Volleyball Courts remain closed.

South Beach:

The erosion continued through the end of January and into February. During these high tides and swell events several areas within the dunes experienced erosion. This is the first time in several years where the erosion included the active dune field.



Harbor Dredge Info:

I sent out an information flyer to all the marinas and commercial operators advising of the dredge's arrival. At times, the dredging impacts the regular boating traffic, so the document provides information on day shapes, light patterns, and communication methods to ensure safe travel. This document is attached at the end of the report.

UAS Program (Unmanned Aerial System):

During the last month the program has continued to grow. The UAS has been used for continued documentation of the beach erosion, project updates, assisting in a search for a missing person on the beach, and a rescue at Marina Park.



January 19th High Wind Event:

As forecasted, the ENE winds arrived early and strong. The winds were sustained in the mid 30 mph range, with gusts nearing 60 mph throughout the day. The day started busy with a large vessel at Ventura West Marina breaking free and colliding with a California Fish and Wildlife vessel. Around the same time, we received several 911 calls from the Mobile Home Park for damage to roofs and carports. Several boats in the dry storage had also either been damaged or blown over. Our staff assisted the Courtesy Patrol and secured sails, moved trailers, and lifted a mast that had broken when the strong wind blew it off its trailer. As the day progressed, trees on Harbor Boulevard and Spinnaker Drive were also downed by the strong winds. With double the staff, we went from call to call both on land and water.



Just shy of 3pm, Harbor Patrol received a May Day Call that a 50' crewless catamaran at Ventura Isle Marina had broken free in the wind and drifted towards other boats. Fortunately, we were already in the area dealing with other boat and dock issues. Senior Harbor Patrol Officer Pat Hummer and Part-Time Marine Safety Officer Noah Hudgins were on the scene in less than two minutes and went into action. They were able to get lines on the boat and brought it to a nearby dock. Harbor Patrol Officer Tim Burrows and I also responded, and upon assessing the dock's condition we determined the dock could not handle the weight of the boat.

With wind gusts at that time in the 50-mph range, we requested further assistance from local Tow Boat US whose vessel has more horsepower than our Patrol boats. Together we developed a plan not to tow the boat but use the wind and towline from the Towboat to allow for it to blow down to the next slip with greater control. Pat Hummer used the Harbor Patrol boat to pull it away from the dock and provided a brake as Tow Boat US Staff paid out the line. The move was a success and included our Harbor Patrol, Tow Boat US, and Ventura Isle Marina staff. We determined that the affected docks had existing issues and the strong winds and weight of the boat caused the cleats to break free. Both the affected Ventura Isle Marina Docks will soon be replaced in the renovation.

Surrendered and Abandoned Vessel Exchange (SAVE) Grant



The SAVE Grant is a program administered by the California Division of Boating and Waterways. The Division of Boating and Waterways created this program to decrease abandoned watercraft on public lands and waterways. The program provides boat owners who can no longer afford to care for or destroy vessels the opportunity to surrender the boat to designated authorities lawfully. Each year the State opens the grant and agencies apply. Before applying for the grant, I survey the Harbor and work with marinas to determine the needs. At that time, I can attach a request based on the needs of our Harbor. When awarded the grant, I receive no funds but instead must coordinate the bids, disposal, and submit a request for

reimbursement. There is a 10% match that is included but allows for in-kind services that I provide throughout the process. My estimate of needs was \$70,000 at the time of the grant submission. The grant award was delayed due to COVID-19 but included my complete request.

Having had boats at Ventura Isle Marina, Ventura West Marina, Derecktor Ventura, and Channel Islands Harbor, I first sent out bids towards the end of last summer. At that time, none of the local vendors could bid on the destruction of the boats. They all reported robust business and staffing challenges due to COVID-19. I worked for the next couple of months to try to find a solution to the problem. After talking with both Tow Boat US and Derecktor Ventura, they determined they could partner to destroy the boats here in Ventura. The Boatyard in Channel Islands was able to destroy the boat in that Harbor the week before. The total cost of disposing of six boats was roughly \$32,000. I will be preparing the paperwork for submission to the Division of Boating and Waterways in the coming weeks.



The remaining balance is available until September 2021. I already have had four additional boat requests to be included in the program. I am confident that if I can get further cooperation from Tow Boat US and Derecktor Ventura I will be able to use the total amount. Trailered boats are also included in the program and I work directly with Gold Coast Transfer Station in Ventura to destroy these vessels.

VENTURA HARBOR PATROL BLOTTER

Summaries of some more notable calls for service can be found in our bi-weekly blotter. You can request to be included in the email distribution list by emailing: harbormaster@venturaharbor.com or find it online: <https://venturabreeze.com/category/harbor-patrol-blotter/>

Sample Blotter Report: Sunday 1-22 & 1-23:

3:33am: received dispatch to a fall victim at the Ventura Marina Community. Officers responded and assisted VFD/AMR with an 83 y/o female who fell and suffered lacerations to her left hand and left foot. She refused hospital transport.

4:54pm: received report of a semi-truck that drove against traffic from Beachmont to Anchors Way Dr. Officers responded and were able to contact the driver and warn about wrong way traffic. The driver advised he would update his companies GPS so that the mistake does not occur in the future

7:03am: weather observations: rain and a gale warning in the forecast.

5:05pm: received report of a hazard to navigation by the patrol dock, a 30ft-by-30ft trash island of all sorts of debris. Officers were able to remove the hazard and dispose of it. The “island” apparently floated down the barranca in the Keys.

10:03pm: received report of transients in the restrooms of the VHV boatyard. Officers responded and found homeless as reported. 3 persons were removed from the private restrooms and warned about trespassing.

911 CALLS DISPATCHED (CALLS RECEIVED 1/11-2/11)

**** Due to Harbor Patrol Truck CAD issues, not all calls were recorded****

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
		B23, B7, BOAT19, CODE-F5(F5) EMS48, HARB1, LIFEGD2, ME1, MED471, MED474, OR1, OR25, OR53	F5	OCEAN RESCUE LOW	Ventura County Fire Department	135 Shoreline Dr	Ventura	1/11/2021 6:19:19 PM
21-0003326		HARB1, ME102, MED471	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1080 Navigator Dr	Ventura	1/12/2021 7:19:11 PM
21-0004502		HARB1, ME102	F7	FIRE ALARM	Ventura County Fire Department	1210 Anchors Way	Ventura	1/15/2021 4:11:17 PM
21-0004611		HARB1, ME102, MED471	M5	MEDICAL ALARM	Ventura County Fire Department	1215 Anchors Way	Ventura	1/15/2021 11:36:53 PM
21-0005406		HARB1, ME101, ME102, MED471	M5	ASSAULT NON EMD	Ventura County Fire Department	E Harbor Blvd / Schooner Dr	Ventura	1/18/2021 11:35:25 AM
21-0005408		B14, B3, BOAT17, CSTGRD1, EMS63, HARB1, HARB2, LIFEGD2, ME1, ME101, ME102, MED473, MT5, OR1, OR25, OR66, VCAU1	F4	OCEAN RESCUE HIGH	Ventura County Fire Department	34°15'12" / 119°16'8"		1/18/2021 11:38:13 AM
21-0005614		HARB1, ME102	F7	INVESTIGATION	Ventura County Fire Department	1860 Spinnaker Dr	Ventura	1/19/2021 12:14:31 AM
21-0005720		HARB1, HARB2, ME102	F7	HAZARD INVESTIGATION	Ventura County Fire Department	1215 Anchors Way	Ventura	1/19/2021 8:57:18 AM
21-0005773		HARB1	F7	INVESTIGATION	Ventura County Fire Department	1080 NAVIGATOR DR	Ventura	1/19/2021 9:25:38 AM
21-0007120		HARB1	M5	FALL NON EMD	Ventura County Fire Department	1860 Spinnaker Dr	Ventura	1/21/2021 10:53:06 AM
21-0007380		HARB1, ME102, MED471	M7	MEDICAL ALARM	Ventura County Fire Department	1215 Anchors Way	Ventura	1/22/2021 3:32:39 AM
21-0008737		B22, B3, BOAT1, CSTGRD1, EMS48, HARB1, LIFEGD2, ME1, ME7, MED471, OR1	F5	OCEAN RESCUE LOW	Ventura County Fire Department	135 Shoreline Dr	Ventura	1/26/2021 12:28:38 PM
21-0013530		HARB1, HARB2, ME102	F7	FIRE ALARM	Ventura County Fire Department	1080 Navigator Dr	Ventura	2/11/2021 2:52:16 AM



Ventura Harbor Patrol Boater Info

Ventura Port District - Harbor Patrol
1603 Anchors Way Drive,
Ventura CA 93001 Office: 805-642-8618



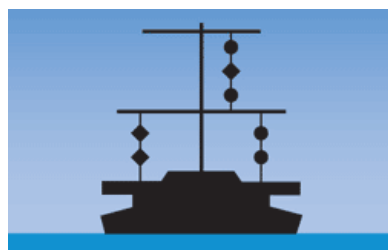
Ventura Harbor Maintenance Dredging Information

During the months of February and March, the **Manson Dredge Company** will be dredging the entrance to Ventura Harbor as well as the sand trap, located to the west of the channel. It is important to be aware of dredge operations and understand their signals in order to avoid an accident.

During the day, dredges will display a ball-diamond-ball in a vertical line, usually on the centerline near the forward portion of the dredge. This signals that you are approaching a vessel with limited maneuverability. The “safe side” will be marked with **two diamonds**. Avoid the “danger side,” marked with **two black balls**. This is the side on which the dredge pipe is connected.

At night, the ball-diamond-ball pattern will instead be represented with a red-white-red pattern. The **two diamonds** of the “safe side” will show **two green lights**, and the **two black balls** of the “danger side” will show **two red lights**.

Do not confuse these with navigation lights, and never pass a dredge until you confirm passing instructions with the **Dredge HR Morris on VHF-FM Channel 16/67**. As with all vessels, the dredge will monitor both Channel 16 and 67, and you can always hail on Channel 16 and switch over to Channel 67.



Safe side
to pass
(Diamonds)

Obstruction
this side
(Balls)



Safe side
to pass
(Green – Go)

Obstruction
this side
(Red – Danger)

Dredge operations involve a considerable number of support vessels that are necessary to move the dredge, relocate anchors and anchor balls, place dredging pipe and connecting flanges, and ferry personnel and supplies. These boats are on the move 24 hours a day, and also have a limited ability to maneuver. Maintain a close lookout, and be prepared for sudden maneuvers by support vessels. You can also reach these vessels on VHF Marine Channels 16/67.

Boaters may also hail the Harbor Patrol on Marine 12/16 for assistance. General Information can be obtained by calling the Harbor Patrol Office Line @ 805-642-8618

DEPARTMENTAL STAFF REPORTS

MARINA

LONG-TERM GOALS:

Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor

c: Providing superior Harbor Patrol, Maintenance, and related District services.

d: Preserving and enhancing infrastructure, equipment, and facilities for a modernized, efficient, and safe working harbor.

Goal 2: Commercial & Recreational Boating & Fishing

Support and promote commercial and recreational boating and fishing.

Goal 5: Relationships

Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials, and the community.

Goal 6: Public Service

Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and a more efficient, effective, and public focused organization.

5-YEAR OBJECTIVES:

Objective E: Public and Civic Engagement Plan

Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders

1: Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

Objective F: Commercial Fishing

Support current commercial fishing industry central to Ventura's premier working waterfront through: stakeholder engagement, diversification, and infrastructure improvements.

2: Continue improvements of Commercial Fishing Industry service offerings by District

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 17, 2021

TO: Board of Port Commissioners
FROM: Todd Mitchell, Business Operations Manager
Dave Werneburg, Marina Manager / Commercial Fisheries
SUBJECT: January 2021 Marina Report

MARINA DEPARTMENT ACTIVITIES

California Market Squid Harvest – Ventura Harbor

- **167 Tons of Market Squid Landed at Ventura Harbor in January 2021**
- 19 – 20 YTD (Starting April 1, 2019): 581 landings, 9,262,965 lbs. / 4,631 tons
- California Squid Season Limit: 118,000 tons

Commercial Fishing

While 167 tons is no home run, it is finally moving the needle in the right direction. Each of our seiners carry permits ranging from 75-200 tons per voyage. On a good day in Ventura, the commercial squid fleet can typically land 1,700 tons. Silver Bay recently installed a second-high velocity pump boosting the capacity to land over 2,500 tons in a day amongst our three fisheries (Del Mar, DeLuca Fish, and Silver Bay). There are numerous encouraging signs that the season may be poised to ramp up. The water temperature is back down to 57-degrees, which is considered a sweet-spot. When the water temps are in the mid-60's, squid tend to go into much deeper waters or further out to sea, both of which are out of range for our fleet. Another positive sign is the frequent sightings of schools of anchovies, which are high in the food chain of squid. Conversely, squid are high in the food chain of seals, a delicate balancing act and a challenge. Some of our southern fleet have been doing well off Catalina. However, those catches are primarily landed in San Pedro. Once harvested, it is critical that the catch be kept fresh and alive when delivered for processing. When transported from the landing location to processing plant, they are portioned into 1-ton bins with a mixture of 75% ice and 25% salt water. Approximately half of our active fleet remains in Northern California and Oregon fishing Dungeness Crab until the season kicks in.

Courtesy Patrol / Dockmasters

The Village continues to experience a significant uptick in transient and homeless population due to the winter days, chilly nights, and strong sea winds. They take refuge under cramped stairwells, closets, restrooms, etc. The Port District has supplemented both our swing shift (4pm to midnight) and graveyard shift (midnight to 8am) with extra Dial Security Officers so that each of these shifts during these challenging winter months are staffed by two personnel, one of our Courtesy Patrol and one Dial Security Officer. During periods of high wind / King Tide events, Courtesy Patrol must also keep a keen watch over all our marina tenants. High winds, surging, etc. can loosen lines, pull shore power cords from their pedestals, etc. However, with the dismantling of holiday décor, Dial Security staffing is likely to be adjusted to reflect anticipated change in need.

VENTURA HARBOR VILLAGE MARINA

Total Slip Count	103	100%
Slips Assigned / Reservations	96	93%
Slips Currently Occupied	63	61%
Slips Available	7	7%

DEPARTMENTAL STAFF REPORTS

MARKETING

LONG-TERM GOALS:

Goal 3: Economic Vitality

Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.

Goal 5: Relationships

Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials, and the community.

Goal 5: Public Service

Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and a more efficient, effective, and public focused organization.

5-YEAR OBJECTIVES:

Objective E: Public and Civic Engagement Plan

Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders

- 1: Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

Objective V: Harbor Village

Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience

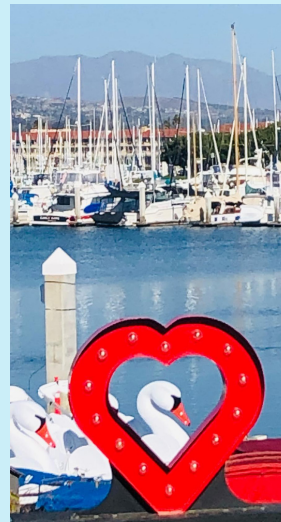
- 3: Marketing Action Plan

JANUARY MARKETING REPORT

Enhance Visitor Experiences

I LOVE THE SEA

I ❤️ the Sea letter installation continues to be one of the **most photographed locations by visitors** in Ventura Harbor Village. Prompts to use Ventura Harbor's hashtag and account tag are displayed on either side of the letters to encourage guests to interact with our social profiles. Seasonal message alterations are a clever way keep Harbor fans coming back to 'SEA' what is displayed next.



SWAN SNEAK PEAK CREATES BUZZ



Harbor Marketing debuted the brand new **Swan Pedal Boats** coming to Ventura Boat Rentals and our online audience went wild with excitement! The posts were **shared over 735 times** and **garnered over 800 comments**. The visually alluring boats are creating buzz for Ventura Harbor and we anticipate them to be a large draw upon launch in February.

SEASIDE BLISS BREAKS

Marketing is incorporating more waterfront video clips on social media for those missing the ocean and needing a reprieve from every day stressors. The calming seaside "bliss breaks" have become a popular escape!

40k

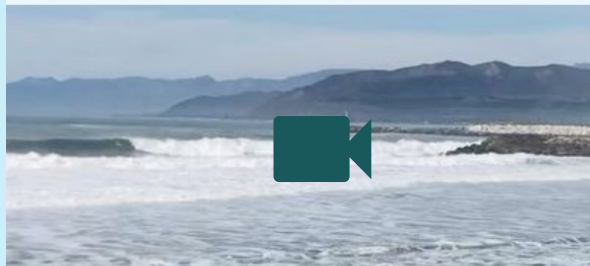
Views

123k

Reach

131k

Impressions



WEDDING / FILM INQUIRIES

A revamp of the popular TV series **MythBusters** has landed its new headquarters in Ventura and have sought out the Ventura Harbor and partners for regular b-roll footage and shoots for new episodes. Additional film inquiries include an Amazon series. Wedding inquiries for beach ceremonies have begun to pick up for 2021 and 2022.



PROMENADE LIGHTING

At the direction of the GM, Marketing has worked with a local decor company to explore **year-round ambiance lighting** for the Harbor Village. The goal is to create a more inviting, **well lit environment** for guests walking the Village & **promenade after dark**.

JANUARY MARKETING REPORT

Engage Customers via Paid Media

DATA DRIVEN DECISIONS

Demographic data is derived from website & social media platform analytics, and campaign performance. The regional drive market influenced strategic marketing messages. The top demographics for **January 2021** are:

Ages

AGES 25 - 54

Markets

LOS ANGELES
VENTURA COUNTY
SANTA CLARITA
BAKERSFIELD
SANTA ANA

Interests

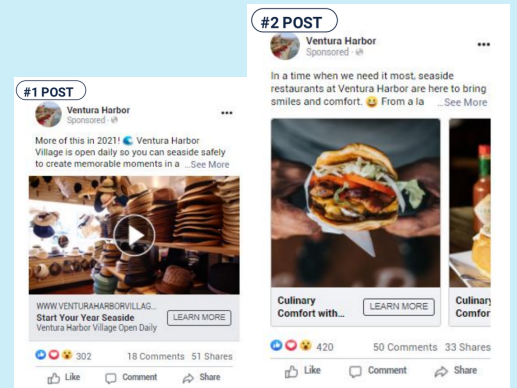
DINE
PATIO DINING
SHOP
PLAY / BEACHES
LIVE WEB CAM
COVID MESSAGING

PLEASE NOTE:

Info on this page is a summary of top results and highlights for the month, it is not reflective of all demographic data/ads for Ventura Harbor overall.

PAID SOCIAL ADS

- 1 Start Your Year Seaside** (video ad):
31,460 Reach | **472** Link Clicks |
\$300 Spend
- 2 Culinary Comfort** (carousel ad):
29,751 Reach | **1,520** Link Clicks |
\$150 Spend
- 3** \$500 spend on **boosted posts** for January social media content



CONTENT CREATION & LEVERAGING INFLUENCERS

Trendi Eats Part 2 focused on **takeout dining** and **boat rentals**. We saw a direct influx of calls interested in Ventura Boat Rentals as well as an immediate increase in social media followers after content launched with Trendi Eats in early January.

@TRENDIEATS

SOCIAL PERFORMANCE
of 2nd harbor food video



161k Reached
179k Impressions



19k Reach
22k Impressions



GOOGLE ADS

Reinstated ads on top searches for Ventura (Things to Do in Ventura, Ventura Restaurants, and more) to highlight Ventura Harbor Village as an attraction towards top of Google search results. Ad presence garnished:
765 click thrus
18,780 impressions
\$500 Spend



VC REPORTER

Digital Banner Ads on VC Reporter Month of January: **69,010** Impressions | **56** Clicks



SEA What is Open
2389 Opens
421 Clicks

Culinary Comfort
2448 Opens
176 Clicks

JANUARY MARKETING REPORT

Social Media & Content Development

RECOVERY MESSAGING

January 2021 social posts were dedicated to sharing OPEN messaging for sectors that were able to resume operations and inspiring harbor imagery to increase visitation.

INSTAGRAM

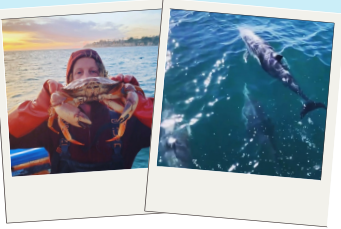
21,233 Followers (↑3%)
15,026 Engagements (↑5%)
533,191 Impressions (↑13%)

FACEBOOK

27,361 Followers (↑2%)
68,655 Engagements (↑60%)
971,651 Impressions (↑17%)

TWITTER

5,522 Followers (↓1%)
159 Engagements (↓14%)
5,840 Impressions (↓26%)



SAMPLE SOCIAL TOPICS INCLUDE:

Scenic overhead photography, takeout meals, self care services resume, island excursions open, Ventura Boat Rentals new swan pedal boats sneak peak, harbor retail product features, seaside sunsets, plus the below...



Ventura Port District Board of Commissioner new roles



Congresswoman Brownley announces harbor funding



Scenic outdoor dining in Ventura Harbor resumes

BLOGS & ENEWSLETTERS

sent to gk subscribers

Culinary Comfort with Ventura Harbor

1,694 opens | **128** clicks



Vitamin D by the Sea

1,454 opens | **106** clicks



4 Ways to Refresh Your Home with the Harbor

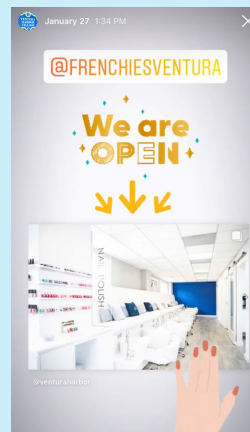
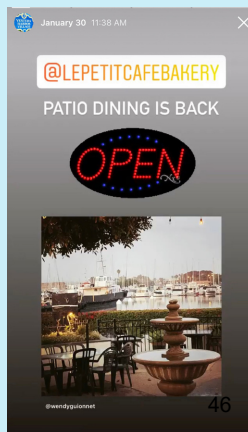
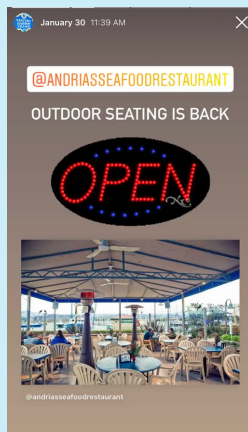
1,345 opens | **83** clicks



SOCIAL MEDIA STORIES IN JANUARY

Total Posted: 95 stories | **Total Impressions: 16k**

Sample Topics: Patio dining & professional care services OPEN, visitor posts, winter sunsets, retail sales & announcements, Coastal Cone's new planet product creations.



More Back OPEN in Ventura Harbor

1,451 opens | **251** clicks



JANUARY MARKETING REPORT

Earned Media & Tourism

PR / MEDIA

Publicist updated the 2021 Media Lists via their Cision media subscription for Ventura Harbor Village

PRESS RELEASE

Island Packers Re-Opening/
Whale Watching Release
sent to 1,541 media outlets.

PRESS COVERAGE

17+

Editorial Coverage Pieces

Coverage inclusive of Los Angeles Times; Yahoo; AOL; Moms LA; SoCalFun Family; Ventura & Santa Barbara County newspapers; KVTa interview and more!

LA
Times

WHALE
WATCHING

Y!

this Winter

Aol.

MOMMY
POPPINS

MOMSLA

VCR

SO CAL FUN
FAMILY



RECOVERY MESSAGING

The Marketing Manager attended virtual meetings with the Central Coast Tourism Council and the Visit California Rural Committee, to share info on the pandemic effects on tourism as well as a focus on marketing tools that are doing well to inform potential visits and current travel trends.

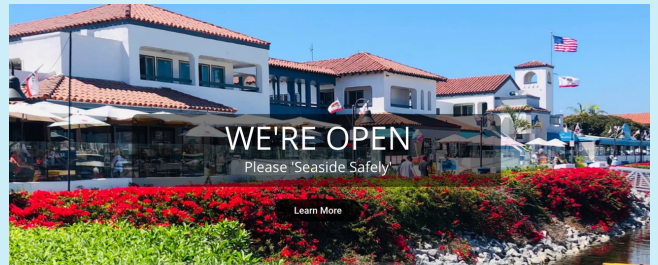
WE'RE OPEN

Messages of "We're Open" **continued** during the Stay at Home order to seaside safely & share what was available for visitors and customers

Promotional Harbor video reinstated on the home page of VenturaHarborVillage.com

VenturaHarbor.com News Story featured "More of This in 2021" which focused on **outdoor spaces, fresh seafood markets & takeout dining options.**

Self Care & Professional Care Services REOPEN campaign launched to support the Harbor Village's services: hair extensions, nail care and hair cut & color.



FOOD SHARE AWARD

Ventura Harbor Village was Awarded for "BEST DECOR" in 2020 CAN-4FREE Food Drive



TENANT OUTREACH

10+ harbor businesses in attendance at January 21st Village Tenant Meet Up. GM reported on Harbor projects and tenants shared on challenges / successes

DEPARTMENTAL STAFF REPORTS

PROPERTY

LONG-TERM GOALS:

Goal 3: Economic Vitality

Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.

Goal 5: Relationships

Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials, and the community.

Goal 5: Public Service

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5-YEAR OBJECTIVES:

Objective E: Public and Civic Engagement Plan

Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders

- 1: Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

Objective V: Harbor Village

Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience

- 1: Complete Harbor Village refresh programs
- 2: Leasing/Property Management Action Plan

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: February 17, 2021

TO: Board of Port Commissioners
FROM: Todd Mitchell, Business Operations Manager
Robin Baer, Property Manager
SUBJECT: January 2021 Property Manager Report

CURRENT TENANT REPORT

1) Harbor Businesses seeking COVID-19 Ventura Harbor Rental Abatement and Deferment Program, Resolution Number 3398 (for the month of December)

- Staff continues to work with tenants on their qualification for the updated plan and/or the updated City Ordinance

2) Sugar Lab Bake Shop – 1575 Spinnaker #105A/B

- Tenant was approved by the Ventura County Health Dept and is waiting for Certificate of Occupancy from the City of Ventura. They plan to be open Mid-February with a grand opening end of the month.

3) Dr. Srisawai Pattamakom – 1591 Spinnaker #201

- Staff has negotiated an office lease with Dr. Srisawai Pattamakom dba Ideal Womens Health Specialists, Inc. The tenant currently operates in Ventura County and sought out a second location to provide OB/GYN outpatient and Medi Spa services.

4) Month-To-Month Tenants --- Staff continues to keep communication lines open, be creative in lease terms and work with these tenants to secure them into long term leases in the near future.

CURRENT AVAILABILITY REPORT

1) 1567 Spinnaker Drive #100

- District has received City of Ventura planning permit to buildout the space
 - Staff is waiting on prospective tenant to submit to District their financial projections, to review and discuss their proposal, layout, and timelines.

2) 1591 Spinnaker Drive #114 & 115. This space is being advertised on our leasing outreach programs listed below. The following upgrades to the space are as follows:

- New interior lighter/brighter paint, including the ceiling
- Repairs to patio siding, along with cleanup of the flooring
- Replacement of torn patio awning highlighting the new approved Village palette color

LEASING OUTREACH

1) Leasing Outreach – Daily exposure with our ads online via LoopNet/CoStar which covers the following:

- Listed on Ventura Harbor Village and Ventura Harbor websites, along with window leasing signage on available properties
- Top three commercial real estate marketplaces:
 - LoopNet, City Feet and Showcase;
 - Email Networking blasts from interested parties
 - 150 plus online newspaper websites including Wall Street Journal
 - 24 Million visitors to these sites /200,000 real estate professionals use CoStar

OCCUPANCY LEVELS AT HARBOR VILLAGE

January 2021

CATEGORY	TOTAL	Harbor	Harbor	Harbor	Harbor	City *	City *
	Square	Vacancy	Vacancy	Available	Available	Vacancy	Available
	Footage	Sq Ft	%	Sq Ft	%	%	%
Office	19,759	789	4%	2,560	13%	20%	44%
Retail	19,409	0	0%	11,784	61%	28%	33%
Restaurant	31,983	1,537	5%	3,927	12%	42%	42%
> Harbor Vacancy --- No tenant or lease							
Office ----		1575 - Martin & Gray					
Retail ---		N/A					
Restaurant ---		1591 -- Blackbeard's					
> Harbor Available --- Tenant on MTM lease, including Harbor Vacancy numbers							
Office ----		1559, 1567, 1575 - Power Processing, Gewirtz, Custom Embroidery					
		Martin & Gray					
Retail ---		1559 -- Comedy Club, HV Gallery					
		1567 -- Carousel , Treasure Cove, Potters Guild					
		1583 -- Lemon & Lei					
Restaurant ---		1575 -- 805 Bar/Copa Cubana					
		1591 #114/#115 -- Blackbeard's					
* City --- Based on comparable square footage within Ventura 93001 area							
** Occupancy Levels for Office -- tend to be lower due to shorter lease terms							
*** City Restaurant vacancy/available as reported by CoStar Program							
**** Definition of available includes MTM status but the District is not taking action to replace tenants on MTM during the pandemic.							

SALES REPORTS

The attached summary for December sales for three categories: restaurants, retail, and charters. The reports compare the monthly sales for 2019 and 2020. They also include year-to-date comparisons. The year-to-date overall sales for Harbor Village Tenants in December were 19.42% down from the same time last year.

ATTACHMENTS:

Attachment 1 – December 2020 Sales Report

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of
December

	<u>December-2020</u>	<u>December-2019</u>	<u>% Change</u>
Restaurants	\$ 583,683	\$ 1,105,869	-47.22%
Retail	\$ 313,492	\$ 389,087	-19.43%
Charters	\$ 106,733	\$ 279,696	-61.84%
Total	\$ 1,003,908	\$ 1,774,652	-43.43%

Year-to-date
January - December

	<u>Jan - Dec 2020</u>	<u>Jan - Dec 2019</u>	<u>% Change</u>
Restaurants	\$ 14,214,578	\$ 16,489,718	-13.80%
Retail	\$ 4,269,658	\$ 4,506,069	-5.25%
Charters	\$ 3,386,374	\$ 6,145,867	-44.90%
Total	\$ 21,870,610	\$ 27,141,654	-19.42%

Quarter-to-date
October - December

	<u>Oct-Dec 2020</u>	<u>Oct-Dec 2019</u>	<u>% Change</u>
Restaurants	\$ 3,012,183	\$ 3,411,413	-11.70%
Retail	\$ 1,076,229	\$ 1,031,687	4.32%
Charters	\$ 860,837	\$ 1,105,525	-22.13%
Total	\$ 4,949,249	\$ 5,548,625	-10.80%



BOARD OF PORT COMMISSIONERS

FEBRUARY 17, 2021

CONSENT AGENDA ITEM A

APPOINTMENT OF
NEW DREDGING LIAISON

VENTURA PORT DISTRICT
BOARD COMMUNICATION

CONSENT AGENDA ITEM A
Meeting Date: February 17, 2021

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Appointment of New Dredging Liaison

RECOMMENDATION:

That the Board of Port Commissioners appoint Vice-Chairman Blumenberg as the new dredging liaison.

SUMMARY:

At the February 6, 2021 Commission meeting, Commissioner Brennan, who currently serves as dredging liaison, asked to appoint Vice-Chair Blumenberg as his replacement.

LONG-TERM GOALS:

- Goal 1: Safety & Navigation
 - Maintain and enhance a safe and navigable harbor
 - A: Securing funding for dredging the Harbor entrance through the Army Corps of Engineers in coordination with agencies and our elected officials

5-YEAR OBJECTIVES:

- Objective D: Harbor Dredging
 - Ensure that annual dredging occurs at the federal Harbor entrance and as needed in the inner Harbor
 - 1: Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program
 - 2: Provide an on-going leadership role and active participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance

BACKGROUND:

The Board appoints one member to serve in the capacity of dredging liaison. Commissioner Brennan has served in this role for the past 3 years. The dredging liaison helps to obtain funding for our annual harbor dredging by attending California Marine Affairs and Navigation Conference (CMANC) meetings throughout California and Washington D.C.

FISCAL IMPACT:

There are costs for travel to CMANC meetings 3 times a year. However, due to COVID, meetings have been virtual.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

FEBRUARY 17, 2021

CONSENT AGENDA ITEM B

APPROVAL OF NEW OFFICE LEASE
AGREEMENT FOR DR. SRISAWAI
PATTAMAKOM DBA IDEAL WOMEN'S
HEALTH SPECIALISTS, INC.

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: February 17, 2021

TO: Board of Port Commissioners
FROM: Todd Mitchell, Business Operations Manager
Robin Baer, Property Manager
SUBJECT: Approval of New Office Lease for Dr. Srisawai Pattamakom dba Ideal Women's Health Specialists, Inc.

RECOMMENDATION:

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Dr. Srisawai Pattamakom dba Ideal Women's Health Specialists, Inc. for space located at 1591 Spinnaker Drive #201 consisting of approximately 746 square feet for a five (5) year term with a two (2) year option.

SUMMARY:

Staff has negotiated an office lease with Dr. Srisawai Pattamakom for 1591 Spinnaker Drive #201. The space is sought by the tenant to provide a second location for OB/GYN outpatient and Medi Spa services.

LONG-TERM GOALS:

- Goal 3: Economic Vitality
 - Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.

5-YEAR OBJECTIVES:

- Objective V: Harbor Village
 - Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience
 - 2: Leasing/Property Management Action Plan

BACKGROUND:

Dr. Srisawai Pattamakom has expressed interest in leasing an office space to expand her business operations within Ventura County and become a Ventura Harbor Village tenant.

The provision of a long-term lease is consistent with the District's objectives to increase the duration of tenancy and ensure a return on investment for the modifications being made. The addition of a third office space will allow the tenant to see more patients and use the space more effectively.

FISCAL IMPACT:

This new lease reflects slightly higher than current market rental rates for offices in the complex to offset tenant-specific improvements required. There will be step increases annually in base rent starting in year two. The additional costs for the tenant-specific needs are recovered over the period of the lease through the slightly higher rental rates.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

FEBRUARY 17, 2021

CONSENT AGENDA ITEM C

APPROVAL OF LEASE AMENDMENT No. 5
TO THE PARCEL 20 MASTER LEASE

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: February 17, 2021

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Andy Turner, Legal Counsel, Lagerlof, LLP
SUBJECT: Approval of Lease Amendment No. 5 to the Parcel 20 Master Lease

RECOMMENDATION:

That the Board of Port Commissioners approve Lease Amendment No. 5 to the Master Lease for Parcel 20 between the Ventura Port District dba Ventura Harbor Village and Derecktor Marine Holdings, LLC.

LONG-TERM GOALS:

- Goal 3: Economic Vitality
 - Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.
- Goal 5: Relationships
 - Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.

5-YEAR OBJECTIVES:

- Objective M: Master Tenants
 - Collaborate with existing and future Master Tenants to maintain, improve, and develop the Harbor.
 - 1: Engagement and support of Master Tenants for successful business operations at the Harbor.

SUMMARY:

Derecktor Marine Holdings has requested the District consider Amendment No. 5 to the Master Lease of Parcel 20. Staff and Legal Counsel have worked with Derecktor to prepare mutually agreeable language for the amendment.

BACKGROUND:

Derecktor Marine Holdings (DMH), the Parcel 20 Master Lessee, has requested the District consider an amendment to the Master Lease.

DMH has outlined their request for the District to consider three key areas to create general consistency with other Master Leases within the Harbor:

- Modify Article 23 of the lease to allow the Master Tenant to:
 - Make price changes to all non-marina activities at their discretion
 - Make price changes to marina activities (such as slip rental pricing) while maintaining consistency with the Harbors and Navigation Code requirement for “fair and reasonable” pricing
- Modify Section 5.3’s Definition of Gross Receipts to exclude charges for sub-metered utilities
- Clarify the definition of two Percentage Rent classifications created in Amendment 4.

Modification of Article 23

Article 23 of the original Master Lease requires publication for every rate change of services and goods sold on Parcel 20. DMH has requested that this requirement be eliminated and that marina-based fees alone be subject to the requirement of: Notification to the District of proposed rate changes, District administrative review of the proposed rate changes for consistency with the requirements of the Harbors and Navigation Code (fairness and reasonableness of rates).

Modification of Section 5.3: Definition of Gross Receipts

At the request of DMH, staff reviewed other Master Leases and confirmed that the charges for utilities to the Master Lessee's subtenants are excluded from the definition of Gross Receipts, meaning that for other Master Tenants, these fees are not subject to percentage rent charges. DMH has requested this change to be consistent with other master tenants and to remove percentage rent on passthrough utility charges.

Clarification of Percentage Rent for Two Category Definitions

DMH has identified two percentage rent categories that require redefinition/reclassification. They have requested the following:

- "Boat Space Rental within Boat Service Facility" shall refer to any non-trailerable boat that needs to be hauled/launched with Travelift/Negative Forklift/Crane and blocked up for support (high cost to move). These boats would be subject to 5.25% Percentage Rent paid to the Port District.
- "Boat Storage on Grade" shall refer to any trailerable boat that is hauled and launched by the Owner using a ramp (a.k.a. "Day Sail" boats). These boats are inexpensive to move and would be subject to 10% Percentage Rent paid to the Port District.

Although the category definitions have been reversed in the past, this change will result in a very minor net benefit to the District.

FISCAL IMPACT:

There are no fiscal impacts to the District other than minor fluctuations associated with the reinterpretation of the two percentage rent categories.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

FEBRUARY 17, 2021

STANDARD AGENDA ITEM 1

APPROVAL OF NOTICE OF PROPOSED
ORDINANCE FOR A NEW RESTAURANT
LEASE AGREEMENT WITH OPTIONS
FOR ANDRIA'S SEAFOOD SPECIALTIES
DBA ANDRIA'S SEAFOOD
RESTAURANT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: February 17, 2021

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Robin Baer, Property Manager
SUBJECT: Approval of Notice of Proposed Ordinance for a New Restaurant Lease Agreement with Options for Andria's Seafood Specialties dba Andria's Seafood Restaurant

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3406 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance for a new five (5) year Restaurant Lease Agreement with three (3) five (5) year options (for a total of 20-years) between the Ventura Port District dba Ventura Harbor Village and Andria's Seafood Specialties dba Andria's Seafood Restaurant in a newspaper of general circulation.

SUMMARY:

Andria's Seafood Specialties dba Andria's Seafood Restaurant (Andria's Seafood) has a 20-year lease that expires on June 1, 2021. District staff and Andria's Seafood have negotiated a lease that is a mutually beneficial, public-private partnership. It includes a 5-year lease with three 5-year options. Due to the potential duration of the lease, the lease must be published via a Notice of Proposed Ordinance in a newspaper of general circulation before the Board can accept the Ordinance for the new lease.

LONG-TERM GOALS:

- Goal 3: Economic Vitality
 - Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.

5-YEAR OBJECTIVES:

- Objective V: Harbor Village
 - Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience
 - 1: Complete Harbor Village refresh program
 - 2: Leasing/Property Management Action Plan

BACKGROUND:

Andria's Seafood opened in Ventura Harbor on May 13, 1982. After nearly forty years in business at the Harbor, they remain a fundamental anchor for attracting guests both locally and from afar.

Negotiations began in early 2020 but were interrupted and delayed due to COVID-19. Both parties were interested in ensuring the lease was negotiated well in advance of the expiration of the current lease. The new lease will go into effect concurrent with the expiration of the current lease on June 1, 2021.

The provision of a long-term lease through options provides business operational security to Andria's Seafood as well as securing this anchor tenant for the District. The inclusion of three,

5-year options with a performance metric for each, ensures continued performance as a pre-condition to exercising each option.

Since this new lease can exceed ten (10) years, the Board of Port Commissioners is required, pursuant to the California Harbors and Navigations Code Section 6270, to authorize and direct staff to publish a notice of its intent to adopt an Ordinance authorizing execution of the lease in the form attached here to. A copy of the Notice of Proposed Ordinance is attached hereto for the Board's consideration.

If the Board of Port Commissioners adopt Resolution No. 3406 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance for the Lease with Options Agreement between Andria's Seafood and the District for a new 20-year lease in a newspaper of general circulation, then the Board may adopt the Ordinance on March 3, 2021 and the new lease will become effective immediately upon the expiration of the existing lease.

FISCAL IMPACT:

This new lease reflects current market rental rates for restaurants in the complex and the increase in percentage rent reflects a hybrid for the sales of food and alcohol consistent with Village restaurants. There will be step increases annually in base rent and promotional fees.

ATTACHMENTS:

Attachment 1 – Resolution No. 3406



RESOLUTION NO. 3406

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT TO APPROVE
A NEW RESTAURANT LEASE AGREEMENT WITH OPTIONS BETWEEN THE VENTURA
PORT DISTRICT AND ANDRIA'S SEAFOOD SPECIALTIES DBA ANDRIA'S SEAFOOD
RESTAURANT**

WHEREAS, the Ventura Port District ("District") is considering entering into a new Lease with options with Andria's Seafood Specialties doing business as Andria's Seafood Restaurant (Andria's), with a commencement date of June 1, 2021, which options will entitle Andria's to a new twenty (20) year lease ("Lease") upon the meeting of certain conditions, as set forth in the Lease;

WHEREAS, the Lease is for a period of five (5) years with three (3) options each for five (5) years for a total of up to twenty (20) years;

WHEREAS, pursuant to the California Harbors and Navigation Code section 6270, a lease of District property for a period of more than ten (10) years must be authorized by ordinance and published in a newspaper of general circulation in Ventura County at least once before final passage (Exhibit A);

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby authorizes and directs District staff to publish a notice of its intent to adopt an ordinance authorizing execution of the Lease and Options as Exhibit B, which is available for inspection at the District Office, to comply with Harbors and Navigation Code section 6270.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of Ventura Port District held this 17th day of February 2021, adopted by the following vote:

AYES:

NOES:

Absent:

Abstain:

Chris Stephens, Chairman

ATTEST:

Brian Brennan, Secretary

EXHIBIT A

**NOTICE OF PROPOSED ORDINANCE
OF THE VENTURA PORT DISTRICT**

(California Harbors and Navigation Code section 6270)

NOTICE IS HEREBY GIVEN that on March 3, 2021 at 7:00PM, a meeting of the Board of Port Commissions of the Ventura Port District will be held at the District office located at 1603 Anchors Way Drive, Ventura, California and virtually via Zoom meeting.

Said meeting of the Board of Port Commissions is, in part, for the purpose of considering the adoption and passage of the following ordinance:

"ORDINANCE NO. 54

**AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT APPROVING A NEW
RESTAURANT LEASE AGREEMENT WITH OPTIONS BETWEEN THE VENTURA PORT
DISTRICT AND ANDRIA'S SEAFOOD SPECIALTIES DBA ANDRIA'S SEAFOOD
RESTAURANT**

(California Harbors and Navigation Code section 6270)

The Board of Port Commissioners of the Ventura Port District hereby ordains as follows:

The General Manager of the Ventura Port District is authorized and directed to execute the New Restaurant Lease between Ventura Port District dba Ventura Harbor Village and Andria's Seafood Specialties dba Andria's Seafood Restaurant with a commencement date of June 1, 2021."

A copy of the proposed lease agreement is available for inspection during regular business hours at the District Office located at 1603 Anchors Way Drive, Ventura, California.

If the foregoing ordinance is adopted upon the majority vote of the Board of Port Commissioners of the Ventura Port District, said ordinance will become effective immediately after final passage.

This Notice is published at the direction of the Board of Port Commissioners pursuant to Resolution No. 3406 duly adopted at the regular meeting of the Board of Port Commissioners of the Ventura Port District held on February 17, 2021.

Brian D. Pendleton, General Manager
Ventura Port District



BOARD OF PORT COMMISSIONERS

FEBRUARY 17, 2021

STANDARD AGENDA ITEM 2

QUARTERLY UPDATE ON THE VENTURA PORT DISTRICT GOALS AND 5-YEAR OBJECTIVES

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 2
Meeting Date: February 17, 2021

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
SUBJECT: Quarterly Update on the Ventura Port District Goals and 5-Year Objectives

RECOMMENDATION:

That the Board of Port Commissioners receive an update on the status of Ventura Port District 5-Year Objectives.

SUMMARY:

The Board provided direction to the General Manager to conduct a Goal Setting Workshop, which was conducted by Management Partners on Saturday, September 14, 2019. In attendance were the Board, District staff and Legal Counsel, Harbor tenants, a member of city council and staff, community leaders and members of the public. The workshop was well attended based on the prior experience of Management Partners in hosting such events.

As a follow-up to the Goal Setting Workshop, Management Partners prepared a written report for the District, which was presented at the November 20, 2019 Board meeting for Commission consideration and stakeholder input. Staff returned over subsequent meetings and during the February 5, 2020 Board meeting, the 5-year Objectives were approved.

Per the 5-Year Objectives, staff is planning a 2021 workshop this fall as the first follow-up to the Goal Setting Workshop. The date and details will be announced once they become available.

The attachment includes updates on all Objectives since they were approved by the Board.

LONG-TERM GOALS:

- Goal 5: Relationships
 - Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.
- Goal 6: Public Service
 - Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and a more efficient, effective and public focused organization.

5-YEAR OBJECTIVES:

- Objective E: Public and Civic Engagement Plan
 - Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders
 - 1: Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

BACKGROUND:

In advance of the Goal Setting Workshop, District staff conducted outreach efforts to the District's Master and Village tenants, City Council and executive staff, Chamber of Commerce, Downtown Ventura Partners, Ventura Visitors and Convention Bureau, the Keys Neighborhood Association,

Pierpont Neighborhood Council, commercial fishing community and VSE stakeholders for their participation at the Workshop.

During the development of the Objectives, the Board requested additional specificity on implementation of the Objectives including the use of the SMART approach:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

As a result, staff prepared the Board Goals and Objectives Workbook which was approved during the February 5, 2020 Board of Commissioners Meeting. The intent of the Workbook is to be a living document that:

- 1) Restates the Mission Statement and Long-Term Goals
- 2) Captures the fundamental 5-Year Objectives identified during the Workshop and subsequent Board meeting discussions
- 3) Includes high-level actions associated with achieving the Objectives:
 - a. Strategy: Sub-section identifying how Objectives can be advanced or achieved
 - b. Action: Actions currently identified to be undertaken to support each strategy
 - c. Milestone: Action timeline(s) associated with each milestone
- 4) Provides a method by which to report updates to the Board on a quarterly or semi-annual basis
- 5) Broadly speaking, seeks to align spending with Goals and 5-Year Objectives

The intent of Staff is to return to the Board of Commissioners on a quarterly basis to provide an update on the status of Objectives and in particular the identified milestones.

FISCAL IMPACT:

In accomplishing goals and objectives, the District will need to continuously evaluate financial impacts primarily through the annual and mid-year budget decisions which include five-year capital improvements plans. This is not a one-time analysis, but rather on-going in nature over the five-year period.

ATTACHMENTS:

Attachment 1 – Board Goals and Objectives Workbook – Quarterly Update (PowerPoint)

Ventura Port District

Goals and 5 Year Objectives

Quarterly Update

Q2 FY 2020-2020
Board of Commissioners Meeting
February 17, 2021

Port District Goals (Current)

The District will provide a rewarding and vibrant coastal marine experience to our residents and visitors through efficient and timely execution of these District Goals.

1. Maintain and enhance a safe and navigable harbor by:
 - a. Securing funding for dredging the Harbor entrance through the Army Corps of Engineers in coordination with agencies and our elected officials;
 - b. Dredging the Inner Harbor and preserving infrastructure;
 - c. Providing superior Harbor Patrol, Maintenance, and related District services;
 - d. Preserving and enhancing infrastructure, equipment and facilities for a modernized, efficient and safe working harbor.
2. Support and promote commercial and recreational boating and fishing.
3. Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.
4. Promote sustainable use of our natural environment through business practices and programs designed in concert with our tenants, educators, agencies, and interest groups.
5. Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.
6. Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and a more efficient, effective and public focused organization.

Port District 5 Year Objectives

In its continuing effort to fulfill its mission and achieve the goals set out above, while managing the daily Harbor operations, the District establishes the following objectives to guide its Commission and staff through the fiscal year 2023-2024:

- Harbor Dredging
- Commercial Fishing
- Harbor Village
- Harbor Parking & Traffic Circulation
- Channel Islands National Park Visitor Center
- Master Tenants & Development Parcels 5 & 8
- Public and Civic Engagement Plan

D: Harbor Dredging – Current Actions/Achievements

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	<i>Progress Report</i>
Ensure that annual dredging occurs at the federal Harbor entrance and as needed in the inner Harbor	1. Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program	CMANC Meeting attendance	3 times per year	Attended 4 virtual conference meetings and 4 virtual CMANC strategic planning meetings.
		USACE District, Division & HQ meetings and communication	As needed or >2 times per year	Meetings in Ventura with USACE LA District & Division staff.
		Engagement of Lobbyist to provide representation with the Federal Government and Congress	Ongoing	Ongoing. Letters of confirmation provided to Congress and Senate to support our retention in federal budget. Coordinated press release w/ Member of Congress Julia Brownley.
		Advocating for inclusion of VPD in President's Budget	Ongoing	Included in FY21 President's Budget; \$1.45M in FY21 Work Plan (for FY22).
	2. On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance	Continued Board Role at CMANC	Ongoing	GM is Board Member.
		Committee lead and/or Executive Board role	By next Board Election	BOM is currently "DC Talking Points" committee chair and on Strategic Planning ad hoc.
		Engagement with CA Association of Port Authorities (CAPA) to evaluate state funding opportunities	Q1 2021	No reportable action.
	3. Ventura Port District Dredging	Transfer of Dredging Knowledge	End of Q2 2020	BOM working with USACE directly. Contract with Rincon for on-call technical support.
		Develop inner Harbor Dredging Strategy	Q3 2020	Pursuing 3 permit amendments to remove a restriction associated with river flow. Presented to SC-DMMT.

E: Public and Civic Engagement Plan

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders	1. Collaborate with business partners and stakeholders through increased engagement, communication, and participation.	Continued tenant meetings (marketing, Staff 1:1, and Commissioner 1:1)	Ongoing quarterly meetings	Calls, emails & virtual meetings with tenants to evaluate COVID-19 impacts. In person meetings with village tenants regarding expanded operations; virtual meetings held by Marketing Dept. w/ tenants.
		Stakeholder budget workshops	Q2 2021 & annually	No reportable action. Planned as part of Board Meetings for FY21-22 budgeting process (May/June 2021).
		Continued Stakeholder Goal-Setting workshops	Q3 2021 & annually	No reportable action. Scheduled for Fall 2021.
	2. Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs	Collaborate with City, tenants and stakeholders on updates to Local Coastal Program and General Plan	Q1 2020 through Q4 2023	GM participated in City initiated stakeholder interviews, offered Harbor as future venue for hosting public meetings.
		Coordinate with City on planning for transit network improvements	Q4 2021 through Q1 2022	Preliminary research, discussion with Ventura County Transportation Commission (VCTC) regarding regional transportation services for the Harbor.
		Collaborate with other commercial/regional harbors and Special Districts	Q2 2020 and ongoing	GM participated in VCSDA sub-committee to develop formal request for COVID-19 relief. GM presented at CSDA Virtual Tour of Special Districts.
		Further collaboration between Harbor Patrol and City Emergency Services for enhanced services in the Harbor	Q1 2021 and ongoing	MOU with Fire Department has been completed and is in review stage by Legal and General Manager
		Collaborate with State and Federal agencies for projects, programs & grants	Q4 2020 and ongoing	Sent request letters to officials requesting inclusion of Special Districts in federal COVID relief funding. Conservancy grant funding secured. Working to access Federal Ferry Grant funding. Applied for State grant for launch ramp floating dock maintenance.
	3. Public and Civic Engagement Planning	Develop, Approve a Public and Civic Engagement Plan (PCEP)	Q3 through Q4 2020	Ongoing COVID Messaging; coordination with Business Partners since March 2020, initiate formal PCEP Q1 2021
		Implementation of PCEP	Q1 2021	No reportable action.

F: Commercial Fishing

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Support current commercial fishing industry central to Ventura's premier working waterfront through stakeholder engagement, diversification, and infrastructure improvements	1. Reactivate Ventura's commercial fishing association and/or establish fishermen working group as part of improved stakeholder engagement	Reach out to our commercial fishing business owners and key industry people	Q1 2020	Ongoing dialogue with three principle squid fisheries is a matter of daily business (also see below). Due to COVID, revitalization of smaller fishing working group deferred post-COVID.
		Facilitate meetings/dialogue with District and fishing industry stakeholders	Q2 2020	Virtual meeting with Del Mar, DeLuca, and Silver Bay planned in Q1 of 2021. Quarterly meetings planned post-COVID. Coordinated with industry on 3030 conservation issue.
		Determine appropriate ongoing engagement mechanism between District and stakeholders	Q3 2020	Continuing to evaluate and assess, but options limited primarily to virtual platforms during current COVID environment.
	2. Continue improvements of Commercial Fishing Industry service offerings by District	Complete fishermen storage improvements	Q2 2021	Permits obtained from City in early 2021. Contracts secured for all work. Project under construction to be complete by June 2021.
		Install new hoist at fish pier	Q3 2020	Crane manufacture complete. Final inspection, shipping, and assembly to be completed in Feb/March 2021.
		Evaluate harbor infrastructure and related amenities to ensure we continue to meet commercial fishing needs	Annually	Conservancy grant funding secured for fish pier maintenance work, second fish hoist, and fishermen's storage improvements. Future projects to include structural improvements to 1449 building to resume ice making capability. Squid pump relocation to be discussed with industry in 2021.

F: Commercial Fishing (Continued)

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Support current commercial fishing industry central to Ventura's premier working waterfront through stakeholder engagement, diversification, and infrastructure improvements	3. VSE Project Grant utilization	Prepare & Approve Operations Plan	Q2 2020	Presented for stakeholder comment at three Board meetings in Fall 2020, and submitted to federal, state regulators. Fiscal & Economic Impact Analysis presented alongside Operations Plan.
		Manage the 2018 CA Sea Grant subaward for the proposed Ventura Shellfish Enterprise (VSE) project	Q3 2020	A one-year, no-cost extension was approved by CA Sea Grant for completion of grant tasks by August 31, 2021.
		Report on Sea Grant Outcome to Board, Stakeholders, CA Sea Grant staff	Q4 2020	Annual report on Sea Grant Outcomes was presented at a Board meeting in July 2020 to VPD Board, stakeholders and submitted to CA Sea Grant.
		Identify and apply for additional grant opportunities	From Q4 2020 onward	No reportable action.
	4. Complete permitting, regulatory, and legislative approvals for VSE project	Address LAFCo issue through State Legislature	Q1 2020 through Q4 2020	Draft legislation (AB2370) prepared in consultation with LAFCo and Assemblymember Monique Limón. Withdrawn from current legislative session.
		Prepare Navigation Risk Assessment	Q2 2020	Completed and submitted to the USCG.
		Obtain Coastal Commission Consistency Determination	Q4 2020	On-hold pending resolution of LAFCo issue.
		Obtain USACE Permit for VSE	Q2 2021	On-hold pending resolution of LAFCo issue.
	5. VSE Subleasing	Complete first VSE sub-lease	Q2 2022	No reportable action.

M: Master Tenants & Development Parcels 5 & 8

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Collaborate with existing and future Master Tenants to maintain, improve, and develop the Harbor	1. Engagement and support of Master Tenants for successful business operations at the Harbor	Coordination with VIM on dock replacement project	Q1 2020 through Q4 2020	Worked with VIM on review of Bellingham plans. Coordinated with VIM, Bellingham, and City for processing of construction permits. Construction start expected Q1 2021.
		Coordination with Portside on buildout and commercial tenant leasing	Q1 2020 and ongoing	Virtually met with Portside's commercial leasing team. Tenant leads shared with Portside. Parking agreement executed for construction crews at Parcel 19A. Bi-weekly coordination meetings established between GM and Master Tenant.
		Evaluate opportunities with master tenants in conjunction with future projects	Q3 2020 & annually	Parcel 20 assignment w/Option to Derecktor Marine Holdings (DMH) completed and working on transitional items, including lease amendment. Parcel improvement planning underway in 2021.
	2. Evaluate opportunities for Parcels 5 and 8	Collaborate with City, tenants and stakeholders on updates to Local Coastal Program and General Plan	Q1 2020 through Q4 2023	GM participated in City initiated stakeholder interviews, offered Harbor as future venue for hosting public meetings.
		Evaluate studies, reports previously prepared as part of development due diligence efforts	Q3 2021 through Q4 2021	No reportable action.
		Evaluate potential land use synergies with master tenants, current uses in conjunction with future development	Q3 2021 through Q4 2023	No reportable action.
		Collaborate with City, CA Coastal Commission and stakeholders ⁷⁴ including NPS to prepare a master plan	Q4 2023 through Q2 2024	No reportable action.

P: National & State Parks Agency Collaboration

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Maintain Channel Islands National Park Service (NPS) presence at Harbor	1. Coordinate with NPS Superintendent and General Services Administration (GSA) to secure long-term leases for NPS personnel currently located at 1431 and 1691 Spinnaker Dr. (Harbor Village)	Identify mutually agreeable improvements as part of new lease planning	Q1 2021	Finalizing office lease extensions at 1431 and 1691 Spinnaker Dr. Anticipated Q1-Q2 2021. Harbormaster discussing future dock improvements for NPS Marine Division
		Secure lease agreement with GSA for NPS staff	Q2 2021	Finalizing office lease extensions at 1431 and 1691 Spinnaker Dr.
	2. Coordinate with NPS Superintendent and General Services Administration (GSA) to evaluate long-term goals and improvement needs for the Channel Islands National Park Visitor Center	Collaborate with NPS Superintendent to identify mutual long-term goals and options at Ventura Harbor for NPS operations, NPS visitor center	Q3 2021 onward	Preliminary discussions with NPS regarding long-term facility needs and Visitor Center master planning.
		Investigate synergies for collaborative improvement of NPS Visitor Center	Q4 2021 onward	Preliminary discussions with NPS regarding long-term facility needs and Visitor Center master planning.
Draw upon Ventura Harbor area Nat'l. & State parks and wetland areas to enhance ecotourism	3. Coordinate with National & California State Parks to develop destination-based ecotourism offerings	Continue collaboration with National & State Parks officials regarding multiple opportunities for enhancing the visitor destination in and around Ventura Harbor	Q2 2024	Harbormaster works with State Parks to identify sensitive bird nesting areas post-dredging and throughout the year. Information used to educate public and preserve these areas

T: Harbor Parking Study & Traffic Circulation

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Continue to increase and/or maximize visitor parking and traffic circulation during busy periods	1. Evaluate pedestrian, bicycling, transit networks and parking within and around the Harbor	Perform update to parking, traffic data once Portside is fully occupied	Q3 2021	New traffic counting system (@ Harbor Village) installed and functioning. Consultant will conduct traffic counts, parking demand analysis Q3 2021.
		Review & update 2017 Parking Study (evaluate/prioritize/schedule short-term, mid-term, and long-term recommendations)	Q4 2021	Consultant will begin review of Parking Study in Q2. Consultant will conduct traffic counts, parking demand analysis Q3 2021.
		Establish Ride-sharing drop-off/pick-up locations within Harbor Village	Q4 2020	Contacted Uber & Lyft: neither company will set defined location in app. Location for signs TBD
		Coordinate with City and Regional Transportation services for expanding public transit options to Harbor	Q4 2021	Harbormaster worked with City of Moorpark to secure first ever Beach Bus to Harbor. City reported they would be returning. City of Thousand Oaks and Santa Clarita may consider future visits.
	2. Pursue needed improvements and management plans	Prepare Parking and Traffic Circulation Plan(s)	Q1 2022	Consultant will begin review of Parking Study in Q2. Consultant will conduct traffic counts, parking demand analysis Q3 2021.
		Identify and budget for Capital Improvements to improve parking and circulation	Q2 2022	FY20-21 CIP included \$300k for paid parking infrastructure. Procurement costs deferred 1 yr. due to COVID impacts.
	3. Evaluate pedestrian, bicycling, transit networks and pursue needed improvements, enforcement strategies in partnership with the City	Coordinate with City on planning for transit network improvements	As per Civic Engagement goals Q4 21 - Q1 22	Preliminary research, discussion with Ventura County Transportation Commission (VCTC) regarding regional transportation services for the Harbor.
		Collaborate with City on updates to Local Coastal Plan and General Plan 76	As per Civic Engagement goals Q1 20 - Q4 23	GM participated in City initiated stakeholder interviews, offered Harbor as future venue for hosting public meetings.

V: Harbor Village

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience	1. Complete Harbor Village refresh programs	Complete Harbor Village Painting	Q3 2020	Project completed with <10% in additional change orders
		Approve Harbor Village Signage, Wayfinding Program	Q4 2020	City DRC approved Village Sign Program in October 2020. Architect retained for sign blueprints. Construction planned before end of FY20-21
		Complete Harbor Village Wayfinding Signage	Q3 2021	Signage approved by City. Sign specifications being prepared by architect. Refurbishment, painting of Harbor Village parking lot entry signs added to project scope.
		Complete Village Tenant Signage, Awnings	Q2 2024	No reportable action.
		Complete Current ADA Improvements	Q4 2021	1559 Restrooms ADA modification under construction. ADA trash enclosures plan submitted to City planning. District to update ADA compliance report post COVID.
		Complete infrastructure upgrades (elevators, roof replacements per CIP)	Q4 2024	No reportable action.
	2. Leasing/Property Management Action Plan	Prepare, approve and implement Annual Leasing/Property Management Action Plan	Annually – Q2	Annual plan for FY21-22 to be presented for Board approval as part of FY21-22 budget review, approval process.
	3. Marketing Action Plan	Engage Village tenants for Marketing Action Plan input	Annually – Q2	Qtrly. Tenant Meeting planned in-person March '21 (cancelled due to COVID)/ Tenant Survey Distributed for Marketing Input
		Prepare, approve and implement Annual Marketing Action Plan	Annually – Q2	Annual plan for FY21-22 to be presented for Board approval as part of FY21-22 budget review, approval process.