



## VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

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

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

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### PORT COMMISSION AGENDA REGULAR MEETING JANUARY 22, 2020 VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE VENTURA, CA 93001

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**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 on the Closed Session Agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair.*

<b>CLOSED SESSION – 5:35PM</b>
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**CLOSED SESSION AGENDA (1 hour 25 minutes)**

*See Attachment to Agenda-Closed Session Conference with Legal Counsel.*

<b>RECONVENE IN OPEN SESSION – 7:00PM</b>
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**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](http://www.venturaharbor.com). Each item on the agenda shall be deemed to include action by an appropriate motion, resolution or ordinance to take action on any item.*

**APPROVAL OF MINUTES (3 minutes)**

*The Minutes of the December 18, 2019 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.*

**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.*

**DEPARTMENTAL AND GENERAL MANAGERS REPORTS (5 minutes)**

*Ventura Port District Staff and General Manager will give the Commission reports on their Department and items of general interest to the Port Commission and members of the public.*

**LEGAL COUNSEL REPORT (5 minutes)**

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

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***At this time the Port Commission will adjourn and convene as the  
Board of Directors of the Ventura Port District Public Facilities Corporation***

***Board of Directors of the Ventura Port District  
Public Facilities Corporation***

**AGENDA**

- I. Call to Order the Annual Meeting of the Ventura Port District Public Facilities Corporation*
  - A. Election of New Secretary*
  - B. Ratify the Minutes of the Meeting held February 6, 2019*
  - C. Adoption of Resolution No. 128*
  - D. Adoption of Resolution No. 129*
- II. Adjourn the Annual Meeting of the Public Facilities Corporation*

***Reconvene the Regular Meeting of the  
Ventura Port District Board of Port Commissioners***

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**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) Approval of Out of Town Travel Requests**

Recommended Action: Voice Vote.

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

- A) Property Manager, Robin Baer to attend the Entertainment Experience Evolution in Los Angeles, CA; and,
- B) Marketing Manager, Jennifer Talt-Lundin to attend the Adventure and Travel Consumer Show in Denver, CO and the Visit California Outlook Forum Conference in San Diego, CA.

**B) New Office Lease Agreement for Jennifer Shook and Gilbert Esquivel**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Jennifer Shook and Gilbert Esquivel for the premises located at 1567 Spinnaker Drive #204 consisting of a total of 880 square feet for a two (2) year term with a two (2) year option.

**C) New Retail Lease Agreement for Polski Styl, LLC dba Anja's Boutique**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Polski Styl, LLC dba Anja's Boutique for the premises located at 1591 Spinnaker Drive #113 consisting of a total of 787 square feet for a two (2) year term with a two (2) year option.

**D) Acceptance of \$70,000 Surrendered and Abandoned Vessel Exchange (SAVE) Grant**

Recommended Action: Voice Vote.

That the Board of Port Commissioners adopt Resolution No. 3384 accepting a \$70,000 Surrendered and Abandoned Vessel Exchange (SAVE Contract# C19S0607) offered by the California Division of Boating and Waterways.

**STANDARD AGENDA:**

**1) Approval of Updated Board of Port Commissioners Protocols and Policies Manual  
(20 minutes)**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve updates to the Board of Port Commissioners Protocols and Policies Manual.

**2) Ventura Port District Goals and 5-Year Objectives (30 minutes)**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the Ventura Port District 5-Year Objectives.

**ADJOURNMENT**

Ventura Port District – Regular Meeting Agenda  
January 22, 2020

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*This agenda was posted on Friday, January 17, 2020 by 5:00 p.m. at the Port District Office  
and online at [www.venturaharbor.com](http://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. Notification 48 hours before the meeting will enable the District to make reasonable  
arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)*

**ATTACHMENT TO PORT COMMISSION AGENDA  
CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL**

**WEDNESDAY, JANUARY 22, 2020**

- 1. Conference per Government Code Section 54957(b)(1):** One (1) matter.
  - a) Consideration of process for the 360 evaluation of General Manager
- 2. Conference with Real Property Negotiators - Per Government Code Section 54956.8:**
  - a) Property: **Federal Authorized Sea Bottom**  
Negotiating Parties: Brian Pendleton, Todd Mitchell, Andy Turner  
Army Corps of Engineers  
Under Negotiation: **Sea Bottom Aquaculture Master Permit**
  - b) Property: **1567 Spinnaker Drive #204**  
Negotiating Parties: Brian Pendleton, Todd Mitchell, Andy Turner  
Jennifer Shook and Gilbert Esquivel  
Under Negotiation: **New Office Lease Agreement** (Verbal Report)
  - c) Property: **1591 Spinnaker Drive #113**  
Negotiating Parties: Brian Pendleton, Todd Mitchell, Andy Turner  
Polski Styl, LLC dba Anja's Boutique  
Under Negotiation: **New Retail Lease Agreement** (Verbal Report)
  - d) Property: **1559 Spinnaker Drive #205,205A, B, C, D, E, 210**  
Negotiating Parties: Brian Pendleton, Todd Mitchell, Andy Turner  
Andy Randy, LLC dba Ventura Harbor Comedy Club  
Under Negotiation: **Retail Lease Agreement**
  - e) Property: **1575 Spinnaker Drive #101, 102, 103**  
Negotiating Parties: Brian Pendleton, Todd Mitchell, Andy Turner  
Andres Fernandez, LLC dba The 805  
Under Negotiation: **Restaurant Lease Agreement**
- 3. Conference with Legal Counsel - Potential Litigation per Government Code Section 54956.9(d)(2):** Four (4) Cases. (Verbal Report)
- 4. Conference with Legal Counsel - Potential Litigation per Government Code Section 54956.9(d)(4):** One (1) Case. (Verbal Report)



VENTURA  
PORT DISTRICT  
*Established 1952*

# BOARD OF PORT COMMISSIONERS

## JANUARY 22, 2020

### APPROVAL OF MINUTES

### DECEMBER 18, 2019

# VENTURA PORT DISTRICT

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## BOARD OF PORT COMMISSIONERS MINUTES OF DECEMBER 18, 2019

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### **CLOSED SESSION**

#### **CALL TO ORDER:**

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chairman Chris Stephens at 5:34PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

#### **ROLL CALL:**

##### **Commissioners Present:**

Chris Stephens, Chairman  
Brian Brennan, Vice Chairman (arrived at 5:37PM)  
Jackie Gardina, Secretary  
Everard Ashworth (arrived at 5:35PM)  
Michael Blumenberg

##### **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  
Elsa Sham

**PUBLIC COMMUNICATIONS:** None.

**CONVENED TO CLOSED SESSION AT 5:35PM.**

**ADJOURNMENT:** Closed Session was adjourned at 6:59PM.

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### **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 7:05PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

**PLEDGE OF ALLEGIANCE:** By Todd Mitchell.

**ROLL CALL:**

**Commissioners Present:**

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

**Commissioners Absent:**

None

**Port District Staff:**

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

**Legal Counsel:**

Andy Turner  
Elsa Sham

**ADOPTION OF AGENDA**

**ACTION:** Commissioner Ashworth moved, seconded by Commissioner Gardina and carried by a vote of 5-0 to adopt the December 18, 2019 agenda, with the following revision to Consent Item D's recommendation:

**D) Approval of 2016 Approved Minutes Revisions**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the revisions to the September 14, 2016 regular meeting minutes, October 5, ~~2019~~ 2016 special meeting closed session and open session minutes, October 12, 2016 regular meeting minutes and November 9, 2016 regular meeting minutes.

**APPROVAL OF MINUTES**

The Minutes of the November 20, 2019 Regular Meeting were considered as follows:

**ACTION:** Commissioner Ashworth moved, seconded by Commissioner Gardina and carried by a vote of 5-0 to approve the December 18, 2019 Regular Meeting Minutes.

**PUBLIC COMMUNICATIONS:** Rochelle Cooper, owner of Just 4 Dreamers, thanked the Commission and staff for the holiday decor funding for the new Christmas decorations, which are the prettiest they have been in 15 years.

**CLOSED SESSION REPORT:** Mr. Turner stated that the Board met in closed session; discussed and reviewed all items on the closed session agenda. Staff was given instructions on how to proceed as appropriate on these matters and there was no action taken that is reportable under The Brown Act.

**BOARD COMMUNICATIONS:** Commissioner Brennan attended the Parade of Lights over the weekend and asked who picks up the debris on the beach from the fireworks. Commissioner Blumenberg reported that he toured Ventura West Marina and Coastal Marine Biolabs and that his end of the year work party will be at the Boatyard Pub.

**DEPARTMENTAL AND GENERAL MANAGERS REPORTS:** Mr. Pendleton announced the Employee Years of Service 2019 milestones and reported on the Sunday awards banquet for the Parade of Lights. Ms. Talt-Lundin, Marketing Manager reported on the weekend's events. Ms. Baer, Property Manager reported that Lemon & Lei and Top This Chocolate have been doing well. She also reported that the current vacant spaces are being marketed and staff is hoping for a first quarter opening of Frenchies Nail Salon. Mr. Parsons reported that the appropriation bill is moving forward with healthy work plan funding for FY20-21.

**LEGAL COUNSEL REPORT:** Mr. Turner reported on a litigation matter where a subcontractor of Portside has named the Port District as a defendant under the lease. Portside is obligated to pick up our defense and they are doing so.

#### **CONSENT AGENDA:**

##### **A) Approval of Out of Town Travel Requests**

Recommended Action: Voice Vote.

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

- A) Business Operations Manager, Todd Mitchell to attend the CMANC Winter Meeting in San Pedro, CA;
- B) Consultant, Richard Parsons to attend the CMANC Winter Meeting in San Pedro, CA; and
- C) Commissioner Brian Brennan to attend the CMANC Winter Meeting in San Pedro, CA.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Blumenberg and carried by a vote of 5-0 to approve the out of town travel requests for Business Operations Manager, Todd Mitchell to attend the CMANC Winter Meeting in San Pedro, CA; Consultant, Richard Parsons to attend the CMANC Winter Meeting in San Pedro, CA; and Commissioner Brian Brennan to attend the CMANC Winter Meeting in San Pedro, CA.

##### **B) Annual Reserve Policy Review**

Recommended Action: Voice Vote.

That the Board of Port Commissioners accept the current Ventura Port District Reserve Policy, Resolution No. 3225, dated August 28, 2013.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Blumenberg and carried by a vote of 5-0 to accept the current Ventura Port District Reserve Policy, Resolution No. 3225, dated August 28, 2013.

##### **C) Annual Investment Policy Review**

Recommended Action: Voice Vote.

That the Board of Port Commissioners accept the current Ventura Port District Investment Policy, Resolution No. 3345, dated January 10, 2018.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Blumenberg and carried by a vote of 5-0 to accept the current Ventura Port District Investment Policy, Resolution No. 3345, dated January 10, 2018.

**D) Approval of 2016 Approved Minutes Revisions**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the revisions to the September 14, 2016 regular meeting minutes, October 5, ~~2019~~ 2016 special meeting closed session and open session minutes, October 12, 2016 regular meeting minutes and November 9, 2016 regular meeting minutes.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Blumenberg and carried by a vote of 5-0 to approve the revisions to the September 14, 2016 regular meeting minutes, October 5, 2016 special meeting closed session and open session minutes, October 12, 2016 regular meeting minutes and November 9, 2016 regular meeting minutes, with revision to the recommendation.

**E) Approval of New Retail Lease Agreement for Just 4 Dreamers, Inc.**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Just 4 Dreamers, Inc. for a five-year lease with three-year option.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Blumenberg and carried by a vote of 5-0 to approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Just 4 Dreamers, Inc. for a five-year lease with three-year option.

**F) Approval of New Office Lease Agreement for Bryan McGarry dba Anacapa Consulting**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Bryan McGarry dba Anacapa Consulting for the premises located at 1559 Spinnaker Drive #207 consisting of a total of 455 square feet for a one (1) year term with a one year option.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Blumenberg and carried by a vote of 5-0 to Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Bryan McGarry dba Anacapa Consulting for the premises located at 1559 Spinnaker Drive #207 consisting of a total of 455 square feet for a one (1) year term with a one year option.

**G) Rescheduling of January 2020 Regular Port Commission Meeting**

Recommended Action: Voice Vote.

That the Board of Port Commissioners cancel the January 15, 2020 regular meeting and reschedule it for January 22, 2020.

Public Comment: Sam Sadove asked why cancel the January 15, 2020 meeting when there is a quorum and only one staff member will be absent.



**ACTION:** Commissioner Brennan moved, seconded by Commissioner Blumenberg and carried by a vote of 5-0 to cancel the January 15, 2020 regular meeting and reschedule it for January 22, 2020.

**STANDARD AGENDA:**

**1) Adoption of Resolution No. 3381 Updating the Ventura Port District Human Resources Manual**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3381 updating the Ventura Port District Human Resources Manual;
- b) Direct the General Manager to retain professional consultant services to evaluate the District's human resources procedures and administration and provide recommendations as appropriate.

Report by Jennifer Palagi of Liebert Cassidy Whitmore.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to adopt Resolution No. 3381 updating the Ventura Port District Human Resources Manual and direct the General Manager to retain professional consultant services to evaluate the District's human resources procedures and administration and provide recommendations as appropriate.

**There were two changes to the Human Resources Manual:**

**X. DISCIPLINARY ACTION**

*X-B. Procedures for Taking Disciplinary Action*

4. Final Notice of Disciplinary Action

After the *Skelly* conference and or timely receipt and consideration of the employee's written response, or the expiration of the employee's time to respond to the notice of intent, the General Manager or designee shall:

- a. Dismiss the notice of intent and take no disciplinary action against the employee; or
- b. Modify the intended disciplinary action; or
- c. Prepare and serve upon the employee a final written notice of disciplinary action.

*X-C. Disciplinary Appeal Procedures*

2. Request for Appeal Hearing before a Subcommittee of the Board

After receiving the final decision of the General Manager or designee, the employee may submit a written request for an appeal hearing before a subcommittee of the Board within fourteen business (14) days from receipt of the final notice of discipline. Failure to file a timely written request for an appeal waives the right to an appeal hearing and any appeal of the discipline. The subcommittee of the Board must grant the affected employee a hearing in a contested disciplinary action. Hearings may be held by the subcommittee of the Board or by any authorized representatives. The subcommittee or any authorized representative shall render a final written decision, which in its judgment is just and proper.

**ACTION:** Commissioner Stephens moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to direct staff to meet and confer with the Unions regarding the following additional language:

**VII. BENEFITS**

*VII-E. Vacation*

**2. Maximum Vacation**

The maximum vacation accrual is limited to two hundred fifty (250) hours. Employee is paid off quarterly for hours in excess of 250 hours in his or her vacation accrual bank at the employee's base hourly rate of pay if the employee has taken 80 hours of vacation. When a paid holiday falls during the period of an employee's vacation leave, that day shall not be charged against the employee's vacation accrual.

**2) Approval of Financial Statements and Checks for July through September 2019**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3382 to:

- a) Accept the draft financial statements for the Quarter ended September 30, 2019, with the understanding that the accounting for June 30, 2019 year-end GASB 68 and 75 journal entries are still pending; and,
- b) Review the payroll and regular checks for July through September 2019.

Report by Accounting Manager, Gloria Adkins.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to adopt Resolution No. 3382 to accept the draft financial statements for the Quarter ended September 30, 2019, with the understanding that the accounting for June 30, 2019 year-end GASB 68 and 75 journal entries are still pending; and review the payroll and regular checks for July through September 2019.

**3) Adoption of Resolution No. 3383 for the Creation of a Project Manager Position and Rescind Resolution No. 3375**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3383 for the creation of a Project Manager position in the non-represented salary schedule and to rescind Resolution No. 3375 approved on June 19, 2019.

Report by General Manager, Brian Pendleton.

Public Comment: Sam Sadove was glad to see that staff realizes the impact of this Bill, however, he believes the part-time status of the position needs to be clarified and there needs to be a plan for the future of dredging management.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Blumenberg and carried by a vote of 5-0 to adopt Resolution No. 3383 for the creation of a Project Manager position in the non-represented salary schedule and to rescind Resolution No. 3375 approved on June 19, 2019.

**4) Ventura Port District Five Year Goals and Objectives**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the Ventura Port District Five Year Goals and Objectives.

Report by General Manager, Brian Pendleton.

**ACTION:** The Board of Port Commissioners asked staff to come back to the Board in January incorporating their feedback into the five-year goals and objectives.

**ADJOURNMENT:** The meeting was adjourned at 8:45PM.

The next meeting is Wednesday, January 22, 2019.

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Jackie Gardina, Secretary



VENTURA  
PORT DISTRICT

*Established 1952*

# BOARD OF PORT COMMISSIONERS JANUARY 22, 2020

## DEPARTMENTAL STAFF REPORTS

DREDGING

FEDERAL

FACILITIES

HARBOR PATROL

MARINA

MARKETING

PROPERTY

**VENTURA PORT DISTRICT**  
**DEPARTMENTAL STAFF REPORT**

Meeting Date: January 22, 2020

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TO: Board of Port Commissioners  
FROM: Richard Parsons, Project Manager  
SUBJECT: December 2019/January 2020 Dredging/Special Projects

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**FY2020 Federal Dredging Funds**

During the week before Christmas, Congress finally approved the FY2020 appropriation bills. The Energy and Water Development Appropriations package that was part of those bills includes \$743 million in work plan funds. As a result, it appears likely that the Work Plan will include additional funds for the Corps of Engineers upcoming maintenance dredging of Ventura Harbor when released in February.

The staff continue to advocate that the Federal Administration's proposed FY2021 budget include funding for the maintenance dredging of Ventura Harbor which would represent a significant positive change for the District's position on a national level. The FY2021 budget is also scheduled for release in February and if the Harbor is included, that would lessen the need for FY2020 Work Plan funds.

**FY2020 Corps of Engineers Dredging**

The Los Angeles District of the Corps of Engineers is expected to exercise the option in its contract with Manson Construction Company for the 2<sup>nd</sup> cycle of dredging at Ventura Harbor by January 17<sup>th</sup>. Manson intends to begin its landside mobilization process the week of January 20<sup>th</sup>. Dredging would likely commence in early February and the current level of funding will provide for the removal of about 400,000 cubic yards of material and lasting until approximately mid-March.

**Inner Harbor Dredging**

Contracts and agreements will be brought to the Commission on February 5, 2020 for the maintenance dredging of the Stub Channel and the northern portion of the Pierpont Basin in the February/March 2020 timeframe. The City portion of the Stub Channel will also be dredged as part of this effort. Fugro performed a bathymetric multibeam sonar and topographic lidar survey of the dredge area on December 9, 2019. In January 2020, Noble Consultants will use the survey work to finalize a dredge plan for the work area. In late January, Rincon Consultants will perform an eel grass and Caulerpa survey of the dredge area as required by the various regulatory agencies. Contract discussions are also underway with Manson Construction so that they can accomplish the work while they are in the harbor in February/March as part of their work for the Corps of Engineers.

**Commercial Dock Replacement Project**

Dock replacement has been largely completed as originally contracted. In late December 2019, the District approved change order no. 4 to Bellingham Marine Industries (BMI) contract for the Dock Replacement Project. The change order provides for the acquisition and installation of 40 additional Eaton power pedestals at a cost of \$119,986.00. The pedestals are to be installed on the 40 slips on part of D, all of E and all of F docks at Harbor Village that were not included in the dock replacement project. The 40 pedestals had previously been budgeted at \$120,000.00 in the District's current capital improvement program and the acquisition is consistent with the General Manager's authority set forth in the District's purchasing policy.

Unfortunately, we continue to experience problems with the Eaton power pedestals (see attached letter, dated January 10, 2020). Some items for pedestal electrical connections require replacement at supplier's expense due to manufacturing deficiencies.

We have specified that the 40 additional pedestals are not to be installed until the problems identified by the engineer are corrected to the District's satisfaction.



**Attachments:**

Attachment 1 – Letter dated January 10, 2020 from Noble Consultants





2201 DuPont Drive #830  
Irvine, CA 92612  
(949) 752-1530 Fax (949) 752-8381  
Ronald M. Noble, P.E., President



January 10, 2020

Bellingham Marine Industries South  
8810 Sparing Lane  
Dixon, CA 95620  
Attention: Hal Brunette

**RE: Lighthouse Power Pedestals**  
**Subject: Defective Equipment**

Dear Hal,

As you know, last November we had identified defects in the power pedestals furnished for Ventura Harbor Village Commercial Docks (Contract 7181). Included in that list was the plastic mounting plate connecting the power socket to the pedestal. The flexibility of the plastic mounting plate is of no use when attempting to connect or disconnect a power chord to the pedestal. We appreciate the attempt to remedy this concern, but need to inform you that the metal plate retrofit used to stiffen the plastic socket mount actually makes worst problems with the pedestals.

Although this letter principally addresses power pedestals furnished under the original contract scope and currently installed on the docks, take notice that the 40 additional pedestals purchased under Change Order No. 4 should not leave the factory until this matter is resolved to the Port District's satisfaction.

Here is a brief description of the problem. The repair work undertaken to stiffen the socket mounting plate involved installation of a metal plate overtop the original plastic mounting plate. With the installation complete, it is now apparent that the metal plate retrofit interferes with the power chord connection. Correctly installed, the pedestal socket projects above its connection plate, which allows it to "mate" with the plug and weather cover guard on a vessel's power chord. Rather, because the metal cover plate is installed overtop the original plastic mounting plate; the socket is essentially recessed behind the metal plate. The new metal plate interferes by preventing full insertion of the power cord plug, and without full insertion, the chord cannot be twist-locked into position. We have learned that as tenants become frustrated attempting to connect their boat to the power pedestal, they abandon future attempts to twist-lock the connection and figure the partial plug insertion is acceptable – this is certainly not the case. Twist-lock plugs must be locked to the socket for complete and proper contact between conductors. Left unlocked and put into service, partially connected conductors buildup excessive heat. At one pedestal location, the heat buildup melted and scorched the power chord plug, as shown in the photographs below. Clearly, this situation is hazardous and must be remedied immediately.

**Celebrating 29<sup>th</sup> Anniversary**

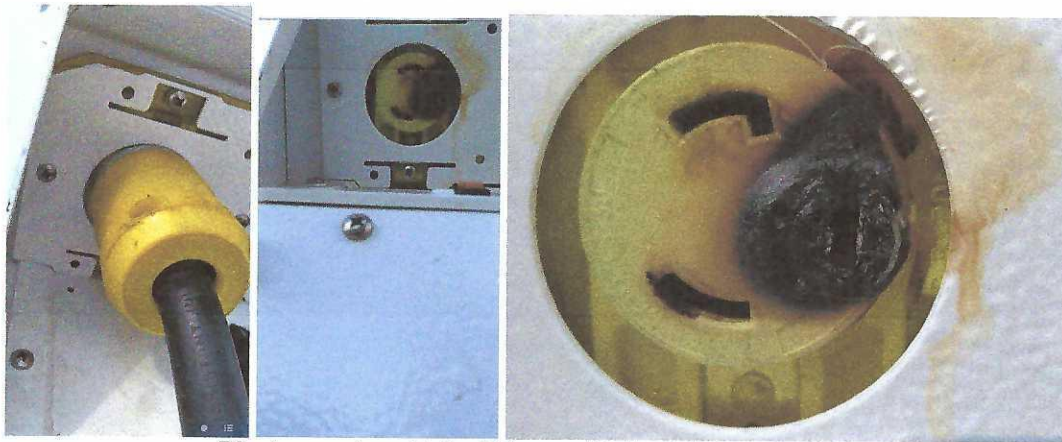
Coastal • Engineering • Economics • Energy • Environmental • GIS • Planning • Transportation

## ATTACHMENT 1

January 10, 2020  
Hal Brunette  
Lighthouse Power Pedestals  
Page 2

The initial pedestal problem and ill-fated repair reflects poorly on the accomplishments of this project. Worst yet, it exposes harbor patrons to unnecessary risk and inconvenience when using the equipment. Harbor Village is not a testing ground for Eaton Power Pedestals; we expect the manufacturer's immediate resolution to this problem, using tried and proven technology with the safety and reliability delivered by the previous generation of Eaton Equipment.

Most concerning to the Port District is the lack of quality control when repairing the power pedestals that left undiscovered this potential danger when returning the equipment to service. This "near miss" serves as a reminder that the performance of the power pedestals must be field verified by qualified technicians following future modifications.



**Photographs: Failed Power Pedestal Connection**

In an effort to resolve this matter quickly, please respond within 7 days of the date of this notice to inform us of the manner and schedule to resolve the deficiencies described above.

Sincerely,  
Noble Consultants, Inc.



Thomas Fischetti, PE  
Principal Engineer

cc: Richard Parsons, Ventura Port District  
John Collins, Ventura Port District



## Congress Finalizes the Fiscal Year 2020 Appropriations Bills

Prior to adjourning for the holiday recess, Congress passed and the President signed into law the final and much-anticipated Fiscal Year (FY20) appropriations bills. The twelve appropriations bills were divided up into two minibuss packages. The first package focused on domestic priorities and international assistance and the second package focused on national security.

With respect to the Harbor's civil works priorities, the Energy & Water Development Act included in the omnibus appropriations bill reflected continued and strong support for the US Army Corps of Engineers (Corps) and its civil works mission. Overall the Corps will receive \$7.65 billion, an increase of \$651.5 million above the FY19 appropriations act and \$2.7 billion more than proposed in the President's FY20 budget. By major account, the Corps is funded at:

- General Investigations: \$151 million, an increase of \$26 million over FY19
- Construction: \$2.681 billion, an increase of \$497 million over FY19
- Operation & Maintenance: \$3.79 billion, a decrease of \$51 million from FY19
- Harbor Maintenance Trust Fund: \$1.63 billion, sixth year that the level meets or exceeds the WRDA spending targets

Now that the FY20 funding bill for the Corps is in place, the Corps will have a minimum of 60-days to produce a work plan. However, based on recent conversations with the Administration, we expect that a work plan will move at an expedited pace to be released either before or to coincide with the release of the President's FY21 budget proposal in early February. The work plan will provide an opportunity to the Harbor to secure annual dredging funding and we have been coordinating appropriately with the Harbor's congressional delegation and the Administration. Specifically, the Harbor is seeking \$5.6 million in FY20 from the Operation and Maintenance account. Congress provided the following O&M funding levels for the Corps to produce its work plan:

- Navigation Maintenance: \$40.156 million (\$16.249 million increase over FY19)
- Deep-Draft Harbor & Channel: \$532.5 million (\$57.5 million increase over FY19)
- Donor & Energy Transfer Ports: \$50 million (same as FY19)
- Inland Waterways: \$55 million (\$15 million increase over FY19)

- Small, Remote or Subsistence Navigation: \$65 million (\$11 million increase over FY19)

The bill also allows for six new start studies, six new start construction projects and opposes any actions or plans to move the Corps from the Department of the Army.

Below are the final programmatic funding levels of interest to the maritime community:

- Corps Harbor Maintenance Trust Fund: \$1.63 billion
- DOT BUILD Program: \$1 billion
- DOT CRISI Program: \$255 million
- MARAD Port Infrastructure Development Program: \$225 million
- FEMA Port Security Grant Program: \$100 million
- EPA Diesel Emissions Reduction Act: \$87 million
- Commerce Economic Development Administration: \$333 million

We will provide updates as grant opportunities for these programs are announced.

## A Look Ahead: What will the new year bring in Washington?

Now that the FY20 appropriations bills are finalized and safely in the rear-view mirror, we can look ahead towards a new year in Washington. The elephant in the room at the federal level for the next eleven months will be the election in November where all Members of the House, one-third of the Senate and the President will all be on the ballot. The November 2020 election will certainly have an impact on activities and decisions in Washington, D.C. over the next several months.

Looking specifically at the potential federal events in the first quarter of 2020, we anticipate that the federal calendar will be quite packed with action, including the following:

- **Impeachment:** Prior to the holiday recess, the House voted to impeach President Trump on charges of abuse of power and obstruction of Congress. As a result, the impeachment process now moves to the Senate. Currently, Senate Majority Leader Mitch McConnell (R-KY) has tentatively blocked off the Senate calendar in the month of January to consider impeachment. An interesting twist on how the Senate process will impact the Democratic Presidential primary: during the Senate process, all Senators must be present. This means that Sens. Bernie Sanders (D-VT), Elizabeth Warren (D-MA), Cory Booker (D-NJ), Michael Bennet (D-CO) and Amy Klobuchar (D-MN) (all of whom are currently seeking the Democratic nomination for President) will be in Washington, D.C. and not out on the campaign trail in January.
- **USMCA:** Also prior to the holiday recess, the House passed the U.S.-Mexico-Canada Agreement (USMCA), the update to the North American Free Trade Agreement

(NAFTA). The Senate will also need to vote on USMCA; however, Majority Leader McConnell has indicated that the Senate will not vote on USMCA until after it has concluded with its impeachment trial.

- **State of the Union Address:** Speaker of the House Nancy Pelosi (D-CA) has invited the President (and he has accepted) to give his annual State of the Union address on Tuesday, February 4<sup>th</sup>. Fun fact: this is the day after the Iowa caucuses.
- **Release of the President's Annual Budget Proposal:** Historically, the President has released his annual budget proposal on the first Monday in February. However, in recent years, that date has slipped anywhere from a couple of weeks to a couple of months. The Office of Management and Budget has yet to indicate when the President is expected to release his FY21 budget proposal; however, given the recent completion of the FY20 appropriations bills, it is expected that we will likely see the President's budget in the first quarter of 2020. The release of the President's budget is what kicks off the annual appropriations process on the Hill.
- **Water Resources Development Act:** The House Transportation and Infrastructure Committee will continue working on their version of Water Resources Development Act (WRDA) in early 2020. The Water Resources and Environment Subcommittee has already announced a second hearing to discuss the House WRDA 2020 proposal on Thursday, January 9<sup>th</sup> and representatives from the Administration are expected to testify. The Senate Environment and Public Works Committee is also expected to continue working on their WRDA 2020 proposal putting the development of WRDA 2020 proposals in line for a possible spring release. WRDA is the authorization vehicle that is likely to carry additional modifications to the Harbor Maintenance Trust Fund.

## Federal Agency Positions/Nominations

**Aurelia Skipwith** was confirmed by the Senate to serve as the Director of the United State Fish and Wildlife Service.

The White House has officially withdrawn the nomination of **Barry Myers** (former CEO of AccuWeather) to be the head of the National Oceanic and Atmospheric Administration (NOAA). Recently, Myers had been undergoing some health issues. Additionally, his nomination was never able to come to a vote by the full Senate. Following the announcement of the withdrawal of Myers' nomination, President Trump announced that he would be nominating **Neil Jacobs** to serve as the NOAA administrator. Jacobs is currently serving as acting administration of NOAA. His nomination will be considered by the Senate Commerce, Science and Transportation Committee, at a date yet to be determined.

The Senate Homeland Security and Governmental Affairs Committee approved the nomination of **Paul Ray** to serve as the Administrator of the Office of Information and

Regulatory Affairs (OIRA) at the Office of Management and Budget. Ray's nomination is now waiting to be approved by the full Senate.

## EPA Extends Comment Period for Lead and Copper Rule

The Environmental Protection Agency (EPA) has announced that it will be extended the comment period on its proposed revision to the Lead and Copper rule for an additional 30 days. The new deadline for submitting public comments is February 12, 2020. In October, EPA released a proposed update to the existing Lead and Copper rule. While EPA is not proposing to change the existing action level of 15 parts per billion (ppb); however, it is proposing a new lead trigger level of 10 ppb, which would compel water systems to identify actions that would reduce lead levels in drinking water. EPA estimates that the total cost of the rule to public water systems will approximately be between \$450 million and \$675 million annually.

## EPA Announces Diesel Emission Reduction Act Grants

The EPA has announced it is now accepting applications for the Diesel Emission Reduction Act (DERA) grant program. The DERA program provides federal funding for projects aimed at reducing emissions from the nation's existing fleet of older diesel engines. Under this current competition, EPA expects to award between 40-60 grant awards for a total of \$44 million. Eligible applicants include local, regional or state governments, as well as port authorities with jurisdiction over transportation or air quality. Applications are due by February 26, 2020.

## Waters of the U.S. Rule Update

In early December, EPA and the US Army Corps of Engineers sent the final rewrite of the Waters of the U.S. (WOTUS) rule to the White House Office of Information and Regulatory Affairs (OIRA) for final review. On average, an OIRA review takes between 30-90 days; however, the OIRA review of the proposed WOTUS rule released in 2018 took 6 months.

## Maritime Provisions in the National Defense Authorization Act

The National Defense Authorization Act (NDAA), S.1790 P.L. 116-92, served as the vehicle for the annual Maritime Administration Authorization Act and includes several items of interest to the maritime community. Among them is the newly re-named Port and Intermodal Improvement Program (PIIP) which is authorized at \$500M annually. PIIP replaces the Port Infrastructure Development Program (PIDP) which received \$225M in the final FY20 omnibus appropriations act. Along with the authorized funding level, PIIP also includes language stating that: "No funds shall be used for a grant award to purchase

fully automated cargo handling equipment that is remotely operated or remotely monitored with or without the exercise of human intervention or control, if the Secretary determines such equipment would result in a net loss of jobs within a port or port terminal.”

In addition, NDAA includes a provision regarding strategic seaports. Section 3515 calls for an assessment of strategic seaports by requiring the Department of Defense to work with MARAD and each strategic seaport to prepare a report on each port’s structural integrity or other deficiencies. These reports would be provided to Congress and each report is required to identify all potential funding sources to make identified improvements. These reports are being conducted to ensure that strategic seaports can meet national security and readiness requirements. In all, there are thirteen strategic seaports.

# 2020 CONGRESSIONAL CALENDAR



Both chambers in session  
 Senate only in session  
 House only in session

**January\*** \*These dates are for the HOUSE ONLY. The Senate has not yet released its January schedule due to uncertainty regarding the impeachment inquiry.

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			<b>1</b> New Year's Day	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b> MLK Day	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b> House Dem retreat	<b>29</b> House Dem retreat	<b>30</b> House Dem retreat	<b>31</b>	

## February

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b> Presidents Day	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

## March

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

## April

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> Passover (begins)	<b>9</b>	<b>10</b> Good Friday	<b>11</b>
<b>12</b> Easter Sunday	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b> Orthodox Easter	<b>20</b>	<b>21</b>	<b>22</b> House GOP retreat	<b>23</b> Ramadan (begins) House GOP retreat	<b>24</b> House GOP retreat	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>		

## May

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b> Eid al-Fitr	<b>25</b> Memorial Day	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
<b>31</b>						

## June

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>				

## July

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b> Independence Day
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b> DNC	<b>14</b> DNC	<b>15</b> DNC	<b>16</b> DNC	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b> Eid al-Adha	

## August

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b> RNC	<b>25</b> RNC	<b>26</b> RNC	<b>27</b> RNC	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b>					

## September

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b> Labor Day	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> Rosh Hashana (begins)	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b> Yom Kippur (begins)	<b>28</b>	<b>29</b>	<b>30</b>			

## October

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
				<b>1</b> FY '21 (begins)	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b> Columbus Day	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

## November

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
<b>1</b>	<b>2</b>	<b>3</b> *ELECTION DAY*	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> Veterans Day	<b>12</b>	<b>13</b>	<b>14</b> Diwali
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Thanksgiving Day	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>					

## December

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> Hanukkah (begins)	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Christmas Day	<b>26</b> Kwanzaa (begins)
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		



**VENTURA PORT DISTRICT**  
**DEPARTMENTAL STAFF REPORT**

Meeting Date: January 22, 2020

TO: Board of Port Commissioners  
FROM: Joe A. Gonzalez, Facilities Manager  
SUBJECT: December 2019 Facilities Report

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**DIVE POOL WALL:**

**Status: Construction 98% Complete; Budget: Under**

One of the capital improvements items for this fiscal year is to repair the existing dive pool/promenade wall. The Ventura Port District and Ventura Dive & Sport have entered into agreement for the repairs and are currently working in conjunction to complete the project. This project is nearly completed, unfortunately bad weather has slightly delayed this project. We are waiting on one gate to be installed before it will 100% completed.



**VHV PAINTING PROJECT:**

**Status: Project 5% Complete; Budget: On Budget**



The Ventura Harbor Village paint project has started, however 'Mother Nature' unfortunately hasn't cooperated. We have been experiencing high winds and rains and there have also been extremely cold days preventing the paint to cure properly between coats. With all these unfortunate weather conditions, the project is moving slowly. We are currently working on two buildings which are 1591 (The Ultimate Escape Rooms) and 1567 (Lighthouse) buildings.

We continue to adjust the current painting schedule to reflect the delays we have experienced from the recent weather conditions to help minimize the impact on the Ventura Harbor Village businesses and all future marketing events.

The next building to be painted will be 1583 (The Greek Mediterranean Steak & Seafood) building. We are pleased that Garland is considerate of our tenant needs and are working together with staff to accommodate our requests to make this a successful project.

### **EV STATIONS UPDATE:**

**Status: Construction 0% Complete; Budget: No cost**



Existing



New

ABM is currently working with the City of Ventura's ADA requirements. All contractors needed for the installation agree with ABM regarding the installation. Once ABM hears back from the City, we will be given an installation date. ABM has all charging stations on hand and are ready for the installation.

### **DRY STORAGE PROJECT:**

**Status: Construction 90% Complete; Budget: Under**

Staff has received only one estimate from a local general contractor for the pavers project adjacent to the Dry storage. So far, several contractors that have been called are on other projects and are not available. Staff is continuing to reach out to contractors to have at least two estimates on hand.

Unfortunately, the location of this area will be too dangerous for staff to maintain if this site is converted to planters. For safety reasons it will be best to continue the effort to have pavers installed on this site.





## **STAIRCASES HANDRAILS CAPITAL IMPROVEMENT PROJECT:**

**Status: Project 50% Complete; Budget: Under**

Original wooden railing



New ADA compliance railing



One of the capital improvement items for this fiscal year is to replace all original wooden staircase handrails that are within the Ventura Harbor Village complex. Glad to report that the project is going as planned and we are ahead of the painting project.

The original wooden handrails will be replaced with 316 Marine grade stainless-steel. All new stainless-steel handrails will be ADA compliant.

### **MARINA:**

Staff continues to perform monthly inspections on all gangways, docks, fire extinguishers and fire boxes.

### **MARKETING:**

The Maintenance Department continues to help the Marketing Department for events and scheduled weddings. Maintenance has also coordinated with Marketing in the installation of banners, flags etc. promoting such events.

**VENTURA PORT DISTRICT**  
**DEPARTMENTAL STAFF REPORT**

Meeting Date: January 22, 2020

TO: Board of Port Commissioners  
FROM: John Higgins, Harbormaster  
SUBJECT: December 2019 Harbormaster/Harbor Patrol Report

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**PUBLIC SAFETY**

**Overview:**

December was a relatively consistent month of calls and Harbor activity. We continue to work with other agencies to provide the highest level of service to the Harbor. While certain challenges exist we remain steadfast in our mission of maintaining a safe and enjoyable harbor.



**Harbor Village and Minor Tornado:**

After a relatively calm day, the tail end of a storm came through our area Christmas night. Our night shift came on duty at 2PM and ended up responding to calls immediately and consistently for the next 10 hours. At approximately 9PM, our Harbor Patrol received a call of some trees knocked over and blocking the street in the area of 1691 Spinnaker Drive. They arrived on scene shortly after the report and found multiple trees downed and scattered debris in the area. After reporting this to me, I made additional notifications to the General Manager and Maintenance Supervisors to request additional assistance. Brian Pendleton, Joe Gonzalez, Sergio Gonzales, and John Collins all responded to assist with a damage assessment and addressed urgent issues like a still energized light pole that was knocked down in the parking lot. The combined efforts of all allowed for us to mitigate a number of pressing issues and do a good assessment of the damage into the early morning.

The entire Port District staff and our businesses reconvened the following morning and worked tirelessly in the next couple of hours to eliminate most all signs that an event happened. Both Andrias Seafood and Just 4 Dreamers Boat Rental staff did an amazing job and were open for business by late morning. Our maintenance and landscaping crew were able to remove all the fallen trees and associated hazards by early afternoon. I continued to receive media inquiries into the following days and happily reported the damage was minimal and everything was already cleaned up.







#### **National Weather Service Assessment:**

Eric Boldt with the National Weather Service and I toured the area and he was able to document the event and develop a report for his staff. He reported that their review of computer models showed no radar indications of the event. He additionally reported this was probably a funnel cloud which is technically the lowest class tornado and could have had winds up to 90 mph. These tend to last for very short durations and because of this don't always show up on their products. He put together a visual of the path of travel which was later confirmed by reviewing the surveillance camera footage off the fuel pier.



### **Navigator Flooding and Stuck Motorist:**

Occasionally during strong downpours Navigator is subject to extreme flooding. On Christmas night during the deluge this area was hit extremely hard. I worked immediately with the hotel to attempt to warn their guests of the rising water and worked with our staff to barricade the street due to no response after a call to the City Streets Division. Unfortunately, a motorist ignored the flooded street and attempted to cross and became disabled in the middle of the flooded area. The driver was stuck inside and refused to try to exit her vehicle due to the height of the water. Harbor Patrol Officer Erik Bear and myself waded out to the car and pushed it out of the flooded water. Several cars within the hotel parking lot were damaged before the flooding subsided around 10PM. The parking lot has signage warning of flooding but unfortunately the staff were unable to move vehicles prior to the rising water.



### **Parade of Lights:**

The Parade of Lights was another success due to the efforts of all. Our Harbor Patrol Staff worked with the US Coast Guard and the City of Ventura to ensure that the event went on in a safe manner. Both nights had large crowds on land as well as the water, but very little issues arose. I want to thank everyone for working together to make this special event safe and enjoyable for all. I also want to acknowledge Pat Hummer for his years of experience and assistance in the planning and implementation of this two day event.

### **BEACHES**

#### **Harbor Cove:**

There have been no significant changes with the beach, parking lot, or sand issues. The beach still sees regular use throughout the week and on weekends. We recently worked with the Out-rigger Club to relocate some of their canoes during our high tide events.

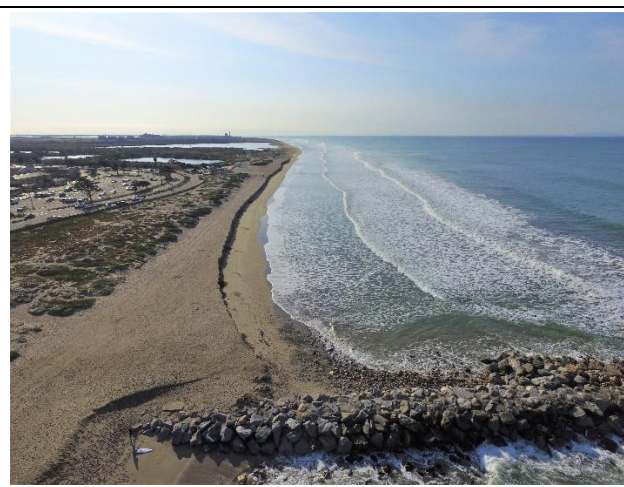
#### **South Beach:**

The South Beach has begun its rapid erosion during the last forty five days, but is still in a better place than last year. The main difference in this years slower receding is less high surf and wind events. The high tides this year have been mostly accompanied by small to moderate surf and calmer winds.

Jan 22<sup>nd</sup> 2019



Jan 15<sup>th</sup> 2020



#### **McGrath (Includes the Santa Clara River Mouth & South Beach):**

The beach erosion and downcoast sand movement caused the Santa Clara River Mouth to seal. The previous opening is now covered with a new berm that no longer allows water to flow into the ocean.

#### **Annual Christmas Bird Count:**

Each year our staff works with the Ventura Chapter of the Audubon to include ocean birds in their Christmas bird count. This year I volunteered my time to take out David Pereska, an avian biologist to do a bird count around our Harbor Entrance and north to Emma Wood Beach. The weather was calm and clear which led to a successful couple of hours of surveying the area. This years results have not been published, but more info can be found at their website: <https://www.venturaaudubon.org/christmas-bird-count>

## **EQUIPMENT**

All equipment is in service and part of our daily operations.

## **EMERGENCY PREPAREDNESS**

I received a response from the City of Ventura which reported they could not do a special CERT class for the Harbor. I will be evaluating our other options and trying to identify dates for local classes. I have included a link for the Ventura County Emergency Preparedness Guide.

<https://s29710.pcdn.co/wp-content/uploads/2019/12/VC-EPG.pdf>

## **TRAINING/MEETINGS/MOU'S**

- Harbor Patrol Staff participated in Rescue Water Craft Training
- Harbormaster & Harbor Patrol Officer Jake Findlay attended Instructor 1 Course
- Entire Harbor Patrol Staff completed several Online Training Modules on Target Solutions

## **GRANTS**

### **California Surrendered and Abandoned Vessel Exchange (SAVE) California Parks:**

I had previously reported on how this program was experiencing a significant delay in the awarding of the grants. Just short of the new year I was notified that we were awarded the grant request, which totaled up to \$70,000. This high number was based on my surveying the Marinas and identifying the Harbors needs. I expect to begin meeting with the Marinas in the coming months to prioritize the projects.

### **Ventura County Homeland Security Grant:**

I am working on a Ventura County Homeland Security Grant that is due on the 25<sup>th</sup> of January. In this highly competitive grant I will be seeking \$54,000 in funding for a mobile emergency generator. I feel this piece of equipment would enhance our buildings emergency power needs, allow for repositioning within the Harbor, and also be available for loan to our neighboring communities during wildfire power outages and disasters.



## 911 CALLS DISPATCHED ( 26 CALLS 12/20-1/16)

Incident	Case Numbers	Unit(s)	Priority	Problem	Agency	Address	City	Response Date
<a href="#">19-0106342</a>		HARB1, HARB2, ME102	F7	INVESTIGATION	Ventura County Fire Department	3250-3589 E Harbor Blvd	Ventura	12/20/2019 6:53:23 AM
<a href="#">19-0106415</a>		HARB1, ME102	F7	COMMERCIAL FIRE ALARM	Ventura County Fire Department	1414 Angler Ct	Ventura	12/20/2019 12:14:56 PM
<a href="#">19-0106768</a>		B1, B22, EMS63, HARB1, HARB2, ME102, ME5, MED471, MT105	F3	TC (HEAVY RESCUE)	Ventura County Fire Department	Olivas Park Dr / E Harbor Blvd	Ventura	12/20/2019 7:40:00 PM
<a href="#">19-0106832</a>		HARB1, ME105, MED472, MED474	M5	DIABETIC PROBLEMS NON EMD	Ventura County Fire Department	1691 SPINNAKER DR	Ventura	12/21/2019 5:44:01 PM
<a href="#">19-0107061</a>		HARB1, ME5, MED471	M7	FALLS NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	12/22/2019 3:50:58 PM
<a href="#">19-0107644</a>		HARB1, ME102, MED664	M7	SICK PERSON NO CODE	Ventura County Fire Department	E Harbor Bl / Olivas Park Dr	Ventura	12/24/2019 12:33:24 PM
<a href="#">19-0107666</a>		B1, B24, BOAT19, CSTGRD1, EMS63, HARB1, LIFEGD2, ME102, MED492, MT5, OR 1	F5	OCEAN RESCUE LOW	Ventura County Fire Department	S Seaward Ave / Pierpont Blvd	Ventura	12/24/2019 1:38:54 PM
<a href="#">19-0107961</a>		HARB1, ME2, MED473	M5	ASSAULT NON EMD	Ventura County Fire Department	3750 E Harbor Bl	Ventura	12/25/2019 2:21:35 PM
<a href="#">19-0107965</a>		HARB1, HARB2, ME2, ME5, MED473	M5	MEDICAL ALARM	Ventura County Fire Department	1583 Spinnaker Dr	Ventura	12/25/2019 2:36:05 PM
<a href="#">19-0108052</a>		HARB1, ME2, MED474	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	12/25/2019 8:31:56 PM
<a href="#">19-0108087</a>		HARB1, HARB2	F7	PUBLIC SERVICE	Ventura County Fire Department	1591 Spinnaker Dr	Ventura	12/25/2019 10:05:34 PM
<a href="#">19-0108291</a>		HARB1, ME102, MED471	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	E Harbor Bl / Olivas Park Dr	Ventura	12/26/2019 12:24:22 PM
<a href="#">19-0108315</a>		HARB1, ME5, MED662	M5	FALLS	Ventura County Fire Department	1050 Schooner Dr	Ventura	12/26/2019 1:29:30 PM
<a href="#">19-0108450</a>		HARB1, ME7, MED472	M3	FALLS HIGH	Ventura County Fire Department	34°14'47" / 119°15'53"		12/26/2019 9:55:31 PM
<a href="#">19-0108629</a>		HARB1, ME5, MED473	M5	UNCONSCIOUS/FAINT	Ventura County Fire Department	1690 Spinnaker Dr	Ventura	12/27/2019 1:38:32 PM
<a href="#">19-0108730</a>		ES6, HARB1, ME105, MED661, MED664, MRE23	M5	CHEST PAIN NON TRAUMA	Ventura County Fire Department	3750 E Harbor Bl	Ventura	12/27/2019 7:02:03 PM
<a href="#">19-0108791</a>		HARB1, ME102, MED471	M3	HEART PROBLEM HIGH	Ventura County Fire Department	1050 Schooner Dr	Ventura	12/28/2019 3:01:39 AM
<a href="#">19-0109785</a>		BOAT6, ES6, HARB1, HARBOR, MED661	M5	FALLS NON EMD	Ventura County Fire Department	Barracuda Way / S Harbor Blvd	Oxnard	12/31/2019 1:07:57 PM
<a href="#">20-0000992</a>		HARB1, ME102, MED471, MED473	M5	UNCONSCIOUS/FAINT	Ventura County Fire Department	1551 Spinnaker Dr	Ventura	1/4/2020 9:20:49 AM
<a href="#">20-0001083</a>		HARB1, ME102, MED471, MED492	M5	FALLS	Ventura County Fire Department	2904 Pierpont Blvd	Ventura	1/4/2020 2:56:28 PM
<a href="#">20-0001480</a>		HARB1, ME102	F5	FIRE MISC	Ventura County Fire Department	3695 E HARBOR BL	Ventura	1/6/2020 3:18:53 AM
<a href="#">20-0002311</a>		HARB1, HARB2, ME2, MED473	M5	FALLS	Ventura County Fire Department	1196 Portside Dr	Ventura	1/8/2020 4:35:50 PM
<a href="#">20-0002563</a>		HARB1, HARB2, ME2, MED473	M3	UNCONSCIOUS/FAINT HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	1/9/2020 1:08:14 PM
<a href="#">20-0002749</a>		HARB1, ME2, MED662	M5	FALLS	Ventura County Fire Department	1215 Anchors Way	Ventura	1/10/2020 8:25:11 AM
<a href="#">20-0003031</a>		HARB1, ME2, MED471	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	2900-bk Seahorse Ave	Ventura	1/11/2020 6:02:34 AM
<a href="#">20-0003903</a>		HARB1, ME2	F7	COMMERCIAL FIRE ALARM	Ventura County Fire Department	1080 Navigator Dr	Ventura	1/14/2020 9:24:13 AM

[illegible]



**VENTURA PORT DISTRICT  
DEPARTMENTAL STAFF REPORT**

Meeting Date: January 22, 2020

TO: Board of Port Commissioners  
FROM: Dave Werneburg, Marina Manager / Commercial Fisheries  
SUBJECT: December 2019 Marina Report

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**Commercial Fishing**

**California Market Squid Harvest – Ventura Harbor**

- November 2019: 125 landings totaling 1,580,979 lbs. / 790 tons.
- December 2019 118 landings totaling 1,734,247lbs. / 867 tons.
- 2019 YTD (Starting April 1, 2019): 427 landings, 5,719,702 lbs. / 2,860 tons.
- California Squid Season Limit: 118,000 tons.

A mild El Niño continues to linger along the California coast keeping the biomass of squid in very deep waters. Cooler waters appear to be making their way south from Oregon which could translate into a promising spring/summer season as last occurred in 2009.

**Ventura Harbor Village Marina**

Total Slip Count	106 *	100%
Slips Assigned	101	97%
Slips Occupied	98	94%
Slips Available	3	2%

- 2 slips not navigable at this time; may require dredging.

An additional 40 electrical pedestals have been ordered as replacements for those installed some 13 years ago when Phase One of Dock Replacement Project took place. At that time, a portion of D-Dock was upgraded as well as all of E and F Docks. The new-replacement power pedestals will bring the marina into full code compliance. The Port Districts Electrical Technician has identified a potential hazard with some of the new power pedestals and is working closely with Bellingham and the manufacturer to resolve related issues. Initially, the new-replacement pedestals were part of the Marina's 5-Year CIP Budget. However, the current Dock Replacement Project came in under budget and is being paid for from available funds. Installation of replacement pedestals will most likely occur in 2nd Quarter 2020.

A major portion of the main lawn area previously designated as a “work yard” for Bellingham during the dock project has been restored and returned to use for the general public.

# MARKETING HIGHLIGHTS

DATE RANGE: DECEMBER 1 - DECEMBER 31, 2019

## PR Highlights

Sommerville Associates distributed press releases on **Ventura Harbor Village Shopping Passport for Small Business Saturday** and **New Year's Eve Village Events/Happenings** to 348 California dailies, weeklies, freelancers, online media, magazine editors, in addition to an announcement of Parade of Lights winners to **The Log** and **Ventura County Star** newspaper. December 2019 editorial coverage, as result of hosted travel blogger visit back in 2019 (Makepeace family) resulted in a blog post in **YTravel Blog** (506k Unique Visitors Per Month (UVPM)). **The Log** newspaper, CA's Boating & Fishing News, published an article on Dry Dock Storage Reopens in Nov. 29th issue. Editorials about Ventura Harbor Parade of Lights & Fireworks, Ventura Harbor Winter Wonderland and Holiday Marketplace and Santa Paddle also appeared in numerous local publications & outlets with highlights being the following: **Los Angeles Times**, (666k Print Weekend Circulation/ 24k UVPM), **MSN.com** (174k UVPM), **NBC TV's "Worth The Drive"** (3.5 million ) and **KEYT TV** (188k UVPM), **Kid101.com** (Los Angeles), **The Log** used a photo highlight of Ventura Harbor's parade in article on Southern California's 2019 Holiday Boat Parade Line Up. **KVTA Radio**, 1590 AM Ventura, **"Girls on the Air,"** live interview with marketing team to promote Harbor's holiday activities.



## Holiday Advertising

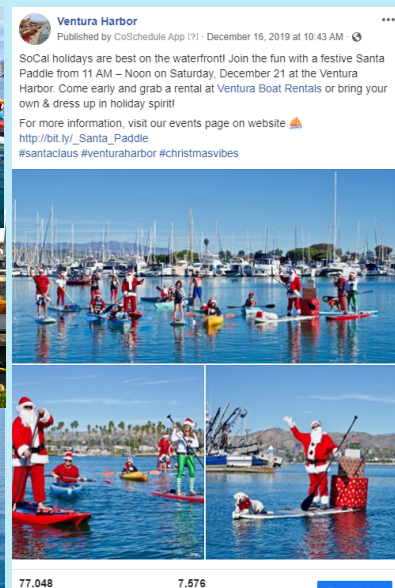
**13 Holiday Print Ads** in 9 regional publications with a 325k distribution  
**2 Harbor Village Enewsletters** sent to 8.8k subscribers with a 14.4% open rate  
**Radio KHAY & B95.1:** 48 on-air ads/60 streaming ads/25 DJ mentions to 138k listeners  
**2 VC Reporter Paid E-blasts** sent to 16k+ subscribers, with a 19% open rate  
**5 Paid Digital Display ads** for VC Star, Santa Clarita Signal, Macaroni Kid (Ventura, Camarillo, Oxnard), Cumulus Broadcasting Sites (Khay, B95.1)  
**5 Published Articles** on Macaroni Kid online events publication featuring Shop Small, Holiday Events, & New Years Eve 2019 to 11.5k+ subscriber base resulting in 8k opens, 3k click thrus, and 19k banner ad impressions  
**100 Event Posters/In-store Signage** featuring Parade & Winter Wonderland  
**2500 Promotional Postcards** featuring Parade & Wonderland  
**2500 Holiday Rack Cards** featuring 6 harbor holiday activities  
 Provided Harbor news/activities/photos to Visit Ventura for **3 blog posts** in December

## Ventura Harbor Santa Paddle

Held Saturday, December 21, 2019 to create a memorable holiday experience on water in sunny Ventura Harbor

- The 3rd annual Santa Paddle increased in participation by 50% with over 45+ paddlers including **YogAqua** in Ventura Harbor.
- One guest drove up from Burbank after finding the event on the harbor website to join in the festive fun!
- Thank you to **Ventura Boat Rentals** for hosting the floating "Santa" & providing an electric boat to keep the photographer afloat.
- Overhead drone video was coordinated to capture the paddle.
- Most festive outfit won a gift card to **Hats Unlimited!**
- Paddlers interacted & sang carols with a weekly ukulele group playing at **Harbor Cove Café**.
- **77k** reached in just a single paid Facebook ad (see post to the right)

**Ventura Port District's very own John Collins joined in with his wife and pups!**



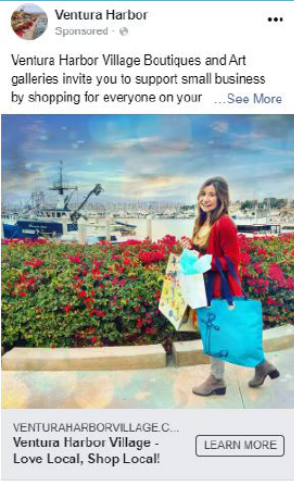


# HARBOR EVENTS & PROMOTIONS

DATE RANGE: DECEMBER 1 - DECEMBER 31, 2019

## HOLIDAY SHOPPING PASSPORT

The objective of the Shopping Passport program was to inspire customers with a fun incentive to move them throughout the Harbor exploring the stores, along with additional exposure for the stores themselves to new customers.



### SOCIAL ADVERTISING

In a single Facebook ad, we reached over 50k individuals and had over 1k click thru's to the Ventura Harbor Village Holiday Shopping Passport Promotion on the website.

**96 COMPLETED PASSPORTS RETURNED**

**3 GRAND PRIZE WINNERS FROM VENTURA, SANTA PAULA, GRANADA HILLS**

**11 PERCENT OF PARTICIPANTS CAME FROM OUTSIDE THE VENTURA / LOS ANGELES MARKET, INCLUDING:** Virginia, Washington, Massachusetts, Southern, Central & Northern CA

**PASSPORT SHOPPER TOP CITIES INCLUDED:** Ventura, Simi Valley, Oxnard, Camarillo, Moorpark, Los Angeles, Santa Clarita, Bakersfield, Carpinteria, and Lancaster



## NEW HARBOR VILLAGE HOLIDAY DECOR

# SEASONS GREETINGS

### Total Holiday Décor Budget 2019: \$60k

Per vision of General Manager & approval of budget by Board, new holiday décor reflective of Harbor Village's "seaside" brand was introduced. Marketing worked with Holly Workshop to research, design, create original pieces, and install a unique holiday program that could withstand both weather & ocean-elements, and complement the Village painting project colors ahead. Blue, aqua, champagne, and green set the tone for sea-inspired décor.

**Visitor Feedback:** "I love this place...especially during the holiday season with all the lights and Christmas tree's up" - Brittany G. on Google Reviews Dec. 2019





# HARBOR EVENTS & PROMOTIONS

DATE RANGE: DECEMBER 1 - DECEMBER 31, 2019



## 43RD ANNUAL VENTURA HARBOR PARADE OF LIGHTS & FIREWORKS

THANKS TO OUR GENEROUS SPONSORS:



**18.5K**

TOTAL COST TO  
PRODUCE 2 DAY EVENT

**14.8K**

TOTAL SPONSORSHIP  
SUPPORT RECEIVED

**147K**

TOTAL PEOPLE  
REACHED ON SOCIAL

**38**

TOTAL BOATER  
PARTICIPANT SIGN UP'S

**THOUSANDS**

OF VISITORS IN  
ATTENDANCE

\*\*MOTIONLOFT NOT AVAILABLE



## WINTER WONDERLAND and holidays marketplace

**WINTER WONDERLAND - DECEMBER 21, 2019**

- Record number of people in attendance since event inception
- Significant increase in paid social media advertising
- Activation of former coffee house as an interactive event space per direction of General Manager
- Incorporated entertainment by local jazz trio from Buena High school
- Santa, Mrs. Claus and their reindeer had over **1,000+** visitors
- Activities included free craft activities by community groups
- 200+ Scavenger hunts to incentivise movement throughout Village
- 30 gallons on snow juice for faux snow wonderland environment

\*\*MOTIONLOFT NOT AVAILABLE FOR EXACT PEDESTRIAN / CAR COUNTS





# SOCIAL MEDIA PROFILES

DATE RANGE: DECEMBER 1 - DECEMBER 31, 2019



## INSTAGRAM

*Sample Imagery Posted*



INSTAGRAM PLATFORM WAS USED TO POST LIVE UPDATES DURING EACH OF THE DECEMBER HOLIDAY EVENTS IN THE VILLAGE, RESULTING IN **42K** IMPRESSIONS OF LIVE & SHARED CONTENT.

*Followers*

16.3K ↗ 2.26%

*Impressions*

291K ↗ 112%

*December Instagram Story Performance*

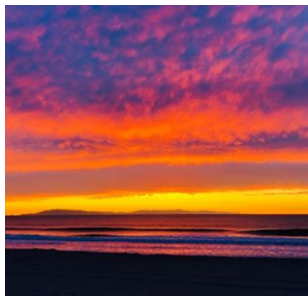
41 STORIES POSTED

42K STORY IMPRESSIONS



## FACEBOOK

*Sample Imagery Posted*



TARGETED FACEBOOK PAID ADVERTISING RESULTED IN INCREASED IMPRESSIONS AND ENGAGEMENTS FROM OUR TOP AUDIENCE CITIES FOR THIS PLATFORM DURING DECEMBER (SEE BELOW).

*Followers*

24.9K ↗ 0.80%

*Impressions*

961K ↗ 116%

*Engagements*

46K ↗ 141%

*Audience Top Cities:*

1. VENTURA
2. OXNARD
3. LOS ANGELES
4. BAKERSFIELD
5. CAMARILLO
6. SIMI VALLEY



## TWITTER

*Sample topics included:*

SAMPLE TWITTER TOPICS: VILLAGE LEASING OPPORTUNITIES, INNOVATIVE BUSINESS OF YEAR RECOGNITION, HOLIDAY CRUISE INFO, EVENT PROMO, HARBOR HOTEL STAYS, VILLAGE TENANT HOLIDAY WISHES, PORTSIDE NOW LEASING.

*Followers*

5,357 ↗ 0.5%

*Impressions*

27.4K



**VENTURA PORT DISTRICT**  
**DEPARTMENTAL STAFF REPORT**

Meeting Date: January 22, 2020

TO: Board of Port Commissioners  
FROM: Robin Baer, Property Manager  
SUBJECT: December 2019 Property Manager Report

---

**CURRENT TENANT REPORT**

- 1) *Anja's Boutique* – 1591 Spinnaker Drive #113 – Tenant is currently at 1559 Spinnaker #103. Tenant has been a positive example of an MTM pop up tenant growing their business to the extent of requiring a larger footprint. They will be increasing their inventory and adding new creations to further their success in this new space.
- 2) *Jennifer Shook and Gilbert Esquivel* – 1567 Spinnaker Drive #204 – Tenant was previously at 1559 Spinnaker #207 and needs to adapt to her growing business, it was necessary to obtain a larger space. She is currently on an MTM lease in this new space for the month of January and has signed a longer lease term effective February 1, 2020 for the Board's approval.
- 3) *Frenchies Nail Salon* – 1583 Spinnaker Drive #105 – Tenant is performing the final touches of paint, fixtures, and furniture for the space. Things are moving along and she looks forward to the City of Ventura inspection. Estimated opening first quarter of 2020.
- 4) *Le Petit Restaurant* – 1591 Spinnaker Drive #112 – Tenant is continuing to work with an architect and City of Ventura to construct drawings for the patio cover/trellis, which also comply with ADA requirements. Project expected to be constructed in conjunction with ADA entrance. Staff will work with tenant to help move the process along.
- 5) *Margarita Villa* – 1567 Spinnaker Drive #200 – Tenant has hit some roadblocks with locating the original building drawings thru the City of Ventura or Landlord, which is crucial to show load capacity of installing a canopy design. Tenant and District are signing an MOU agreement to change the deadline performance date on their lease of tenant improvements for the canopy. They have met all other requirements as per the lease.

**CURRENT AVAILABILITY REPORT**

- 1) *Coffee House --- 1575 Spinnaker Drive #105A&B ---* Staff is actively advertising this space for a prospective tenant.
  - a) The District continues to utilize the outreach programs listed below, along with site visits to like type businesses, email blasts to local realtors and calls/emails to individual requests.
- 2) *1591 Spinnaker Drive #114 & 115 (formerly BS Taproom) ---* This space is being advertised on all of our leasing outreach programs listed below. Staff is working with restaurant consultant Eric Zackrison and designer Jim McKeown to evaluate and develop options for leasing opportunities as one large space or broken into smaller units. Staff anticipates reporting on recommendations to Board in late February or early March.
- 3) *1567 Spinnaker Drive #100* – Staff sent out and posted the RFP packet on December 2<sup>nd</sup> and 3<sup>rd</sup> and continuously refreshes these ads to stay in the forefront of services. Pre-bid meetings have already been conducted with some prospective tenants.

**LEASING OUTREACH**

- A) Leasing Outreach – Daily exposure with our ads online via LoopNet/CoStar which covers the following:
- Top three commercial real estate marketplaces:
    - Craigslist advertisements;
    - LoopNet, City Feet and Showcase and;



- 150 plus online newspaper websites including Wall Street Journal
- 24 Million visitors to these sites /200,000 real estate professionals use CoStar

B) Motionloft Vehicle and Pedestrian Monthly Counts – December 2019 Reports (see attached). We're sad to report that after nearly ten years in business, Motionloft is experiencing financial difficulties that require them to cease operations by January 17, 2020. December will be the last month we will be permitted to obtain these reports. Staff is currently researching other similar businesses to provide us with these types of reports going forward.

## **OCCUPANCY LEVELS AT HARBOR VILLAGE**

DECEMBER 2019							
CATEGORY	TOTAL	Harbor	Harbor	Harbor	Harbor	City *	City *
	Square	Vacancy	Vacancy	Available	Available	Vacancy	Available
	Footage	Sq Ft	%	Sq Ft	%	%	%
Office	19,828	455	2%	455	2%	19%	44%
Retail	22,518	787	3%	8,272	37%	24%	27%
Restaurant	32,197	3,081	9%	3,081	9%	N/A	N/A
> Harbor Vacancy --- No tenant or lease							
Office ---		1559 / Former Jennifer Shook #204					
Retail ---		1591 / Next to Blackbeards #113					
Restaurant ---		1591 / Former BS Tap #114 & #115 and former Coffee Dock #105A&B					
> Harbor Available --- Tenant on MTM lease, including Harbor Vacancy numbers							
Office ---		1559 / Former Jennifer Shook #204					
Retail ---		1567 / Carousel #100, 1583 Lemon & Lei #104A, 1559 Anja's Boutique #103					
		1591 / Next to Blackbeards #113					
Restaurant ---		1591 / Former BS Tap #114 & #115 and former Coffee Dock #105A&B					
* City --- Based on comparable square footage within Ventura 93001 area							
** Occupancy Levels for Office -- tend to be lower due to shorter lease terms							

## **SALES REPORTS**

The attached summary for December provides sales for three categories: restaurants, retail and charters. The reports compare the monthly sales for 2018 and 2019. They also include year-to-date comparisons. The year-to-date overall sales for December were down 0.20% from the same time last year.

## **ATTACHMENTS**

Attachment 1 – Sales Summary – November 2019  
Attachment 2 – Motionloft Reports – December 2019

# ATTACHMENT 1

## Ventura Harbor Village Tenant Sales Summary

Month of  
November-2019

	<u>November-2019</u>	<u>November-2018</u>	<u>% Change</u>
Restaurants	\$ 1,081,311	\$ 1,009,155	7.15%
Retail	\$ 295,272	\$ 297,695	-0.81%
Charters	\$ 307,258	\$ 312,632	-1.72%
Total	\$ 1,683,841	\$ 1,619,482	3.97%

Year-to-date through November 2019

	<u>November-2019</u>	<u>November-2018</u>	<u>% Change</u>
Restaurants	\$ 15,350,172	\$ 15,248,312	0.67%
Retail	\$ 4,132,121	\$ 4,208,683	-1.82%
Charters	\$ 5,866,766	\$ 5,943,943	-1.30%
Total	\$ 25,349,059	\$ 25,400,938	-0.20%

Ventura Port District

Dec 1, 2019 - Dec 31, 2019

3,689

Typical Day

15,398

Sat, Dec 14 - Busiest Day

8,530

Saturday Average

26,472

Typical Week

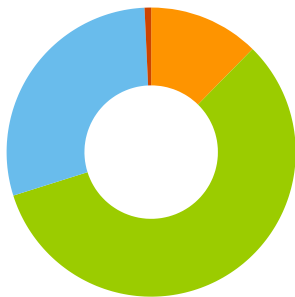
35,702

Peak Week Beginning Sun, Dec 8

114,346

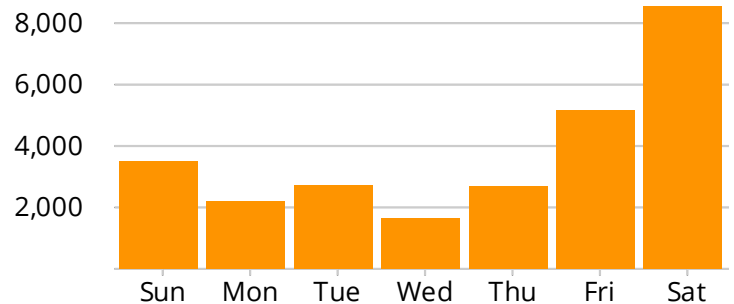
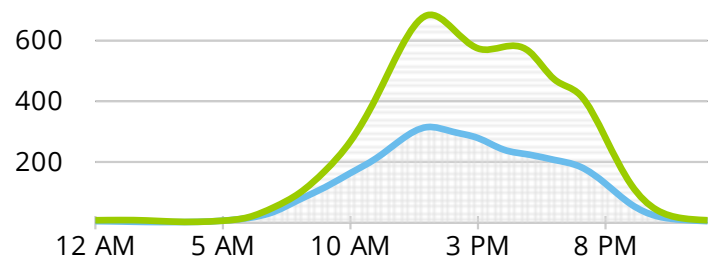
Total Visitors

Average Daily Activity



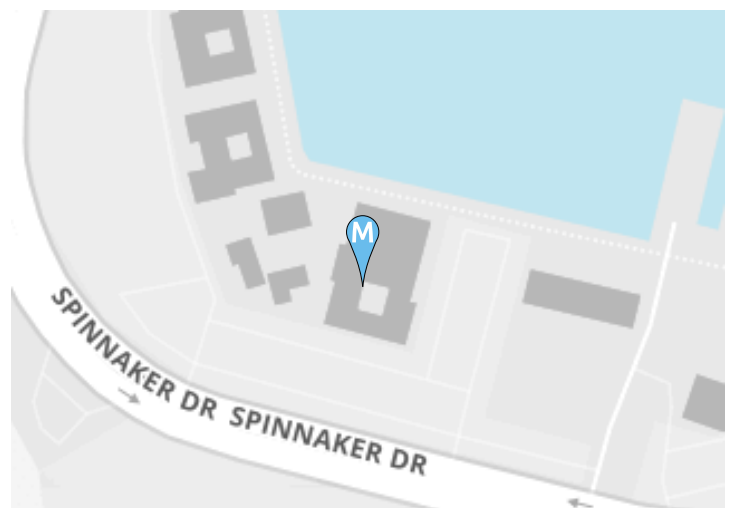
Hours	%	Total
5am - 11am	12%	456
11am - 5pm	58%	2,130
5pm - 11pm	29%	1,074
11pm - 5am	1%	27

Weekdays Weekends



Totals

Week beginning Sun, Dec 1	13,029
Week beginning Sun, Dec 8	35,702
Week beginning Sun, Dec 15	22,968
Week beginning Sun, Dec 22	28,123
Week beginning Sun, Dec 29	14,524



Ventura Port District

Dec 1, 2019 - Dec 31, 2019

4,732

Typical Day

8,521

Sat, Dec 14 - Busiest Day

6,508

Saturday Average

33,453

Typical Week

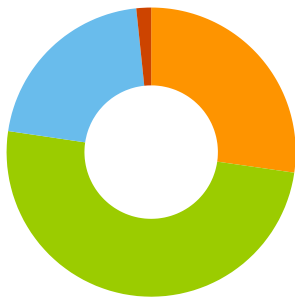
37,143

Peak Week Beginning Sun, Dec 8

146,689

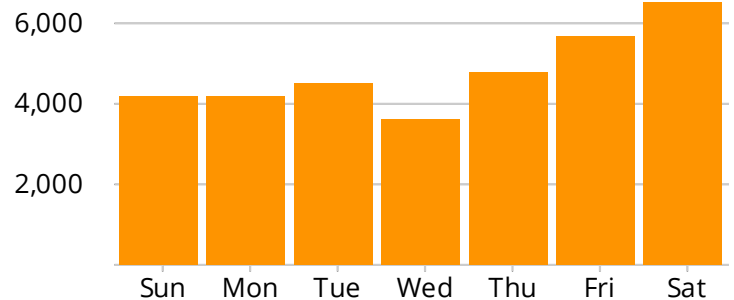
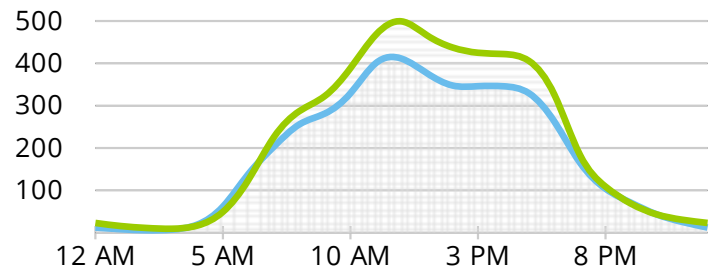
Total Visitors

Average Daily Activity



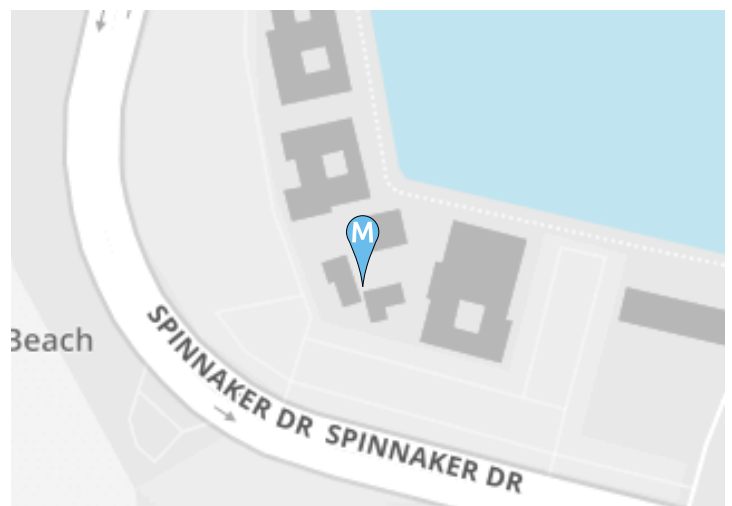
Hours	%	Total
5am - 11am	27%	1,291
11am - 5pm	50%	2,369
5pm - 11pm	21%	995
11pm - 5am	2%	78

Weekdays Weekends



## Totals

Week beginning Sun, Dec 1	30,090
Week beginning Sun, Dec 8	37,143
Week beginning Sun, Dec 15	34,010
Week beginning Sun, Dec 22	30,544
Week beginning Sun, Dec 29	14,902





VENTURA  
PORT DISTRICT

*Established 1952*

BOARD OF DIRECTORS  
PUBLIC FACILITIES CORPORATION  
JANUARY 22, 2020

ITEM A  
ELECTION OF NEW SECRETARY

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**AGENDA ITEM A**  
Meeting Date: January 22, 2020

---

TO: Board of Directors  
FROM: Jessica Rauch, Clerk of the Board  
SUBJECT: Election of New Secretary

---

**RECOMMENDATION:**

That the Board of Directors elect Jackie Gardina as the new Secretary.

**SUMMARY:**

Director Getchell was appointed Secretary on February 6, 2019. With her departure, the Board of Directors needs to elect a new Secretary.

**BACKGROUND:**

The practice of the Board of Directors is to have the Public Facilities Corporation officers be the same as the Board of Port Commissioner Officers. Since Director Gardina is currently the Secretary for the Board of Port Commissioners, it is appropriate to elect her for the Secretary position with the Public Facilities Corporation.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

None.





VENTURA  
PORT DISTRICT

*Established 1952*

BOARD OF DIRECTORS  
PUBLIC FACILITIES CORPORATION  
JANUARY 22, 2020

ITEM B  
MINUTES OF FEBRUARY 6, 2019

**MINUTES OF THE ANNUAL MEETING  
OF THE VENTURA PORT DISTRICT  
PUBLIC FACILITIES CORPORATION  
HELD ON FEBRUARY 6, 2019**

At 7:44PM, President Stephens called to order the Annual Meeting of the Ventura Port District Public Facilities Corporation. The meeting was held in the offices of the Ventura Port District located at 1603 Anchors Way Drive, Ventura, California.

**ROLL CALL**

Present: Chris Stephens, President  
Brian Brennan, Vice President  
Jean Getchell, Director  
Everard Ashworth, Director

Absent: None

Staff Present: Oscar Peña, Chief Financial Officer and Secretary  
Timothy J. Gosney, Legal Counsel  
Robbie Armstrong-Dunham, Clerk of the Board

**ELECTION OF OFFICERS**

ACTION: Director Brennan moved, seconded by Director Getchell and carried by a vote of 4-0 to elect the following officers:  
President – Chris Stephens  
Vice President – Brian Brennan  
Secretary – Jean Getchell

**APPROVAL OF MINUTES**

ACTION: Vice President Brennan moved, seconded by Director Ashworth and carried by a vote of 4-0 to ratify the minutes of January 10, 2018.

**ADJOURNMENT**

There were no further items for discussion and at 7:48PM, President Stephens declared the meeting of the Ventura Port District Public Facilities Corporation adjourned.

---

Secretary



VENTURA  
PORT DISTRICT

*Established 1952*

BOARD OF DIRECTORS

PUBLIC FACILITIES CORPORATION

JANUARY 22, 2020

ITEM C

ADOPTION OF RESOLUTION No. 128

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**AGENDA ITEM C**  
Meeting Date: January 22, 2020

---

TO: Board of Directors  
FROM: Jessica Rauch, Clerk of the Board  
SUBJECT: Adoption of Resolution No. 128

---

**RECOMMENDATION:**

That the Board of Directors adopt Resolution No. 128 authorizing the Board of Port Commissioners to approve the minutes of the Public Facilities Corporation on an annual basis.

**SUMMARY:**

The Public Facilities Corporation meets the first month of every year. The minutes of these meetings do not get approved till the next meeting, which is the following year. This process is insufficient since it is unlikely Directors will recall what took place at that meeting. In such cases, approval of the minutes should be delegated to the Board of Port Commissioners, which a meeting would take place the following month.

**BACKGROUND:**

The Public Facilities Corporation is a non-profit public benefit Corporation organized under the non-profit corporation law of the State of California. This Corporation was formed for the purpose of providing financing to the Ventura Port District.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

Attachment 1 – Resolution No. 128



**RESOLUTION NO. 128**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
VENTURA PORT DISTRICT PUBLIC FACILITIES CORPORATION  
AUTHORIZING THE BOARD OF PORT COMMISSIONERS TO APPROVE THE MINUTES  
OF THE PUBLIC FACILITIES CORPORATION ON AN ANNUAL BASIS**

WHEREAS, the Board of Directors of the Public Facilities Corporation meets the first month of every year; and

WHEREAS, the Board of Directors of the Public Facilities Corporation has in the past approved the annual meeting minutes a year later; and

WHEREAS, it is in the best interest of the Corporation and the public to have the Board of Directors meeting minutes be approved the month after their meeting by the Board of Port Commissioners; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Public Facilities Corporation does hereby authorize the Board of Port Commissioners to approve the minutes of the annual meetings.

PASSED and ADOPTED this 22nd day of January 2020.

\_\_\_\_\_  
Chris Stephens, President

Attest:

\_\_\_\_\_  
Secretary

(Seal)

ATTACHMENT 1

STATE OF CALIFORNIA                    )  
COUNTY OF VENTURA                ) ss.  
CITY OF SAN BUENAVENTURA        )

I, \_\_\_\_\_, Secretary of the Board of Directors of the Ventura Port District Public Facilities Corporation, do hereby certify that the above and foregoing Resolution No. 128 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 22nd day of January 2020, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 22nd day of January 2020.

(Seal)

\_\_\_\_\_  
Secretary





VENTURA  
PORT DISTRICT

*Established 1952*

BOARD OF DIRECTORS

PUBLIC FACILITIES CORPORATION

JANUARY 22, 2020

ITEM D

ADOPTION OF RESOLUTION No. 129

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**AGENDA ITEM D**  
Meeting Date: January 22, 2020

---

TO: Board of Directors  
FROM: Jessica Rauch, Clerk of the Board  
SUBJECT: Adoption of Resolution No. 129

---

**RECOMMENDATION:**

That the Board of Directors adopt Resolution No. 129 appointing Brian D. Pendleton as Chief Financial Officer.

**SUMMARY:**

The Public Facilities Corporation has a President, Vice President, Secretary and Chief Financial Officer. Historically, the Chief Financial Officer has been the current General Manager. With Oscar Peña's retirement, the position is currently vacant.

**BACKGROUND:**

The Chief Financial Officer shall keep and maintain adequate and correct books of account showing the receipts and disbursements of the Corporation, and an account of its cash and other assets, if any. The Chief Financial Officer shall deposit all monies of the Corporation with such depositories as are designated by the Board of Directors, and shall disburse the funds of the Corporation as may be ordered by the Board of Directors, and shall render to the President or the Board of Directors, upon request, statements of the financial condition of the Corporation.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

Attachment 1 – Resolution No. 129



**RESOLUTION NO. 129**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
VENTURA PORT DISTRICT PUBLIC FACILITIES CORPORATION  
APPOINTING BRIAN D. PENDLETON AS CHIEF FINANCIAL OFFICER**

WHEREAS, Oscar Peña has retired from the Ventura Port District, leaving the Chief Financial Officer position vacant; and

WHEREAS, the Board of Directors does hereby find and determine that it is in the best interest of the Corporation and the public to fill the vacancy created by the retirement of Oscar Peña.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors does hereby appoint Brian D. Pendleton as Chief Financial Officer of the Corporation with all the powers and duties attendant thereto, including authority to order the deposit or withdrawal of monies in the Local Agency Investment Fund.

PASSED and ADOPTED this 22nd day of January 2020.

\_\_\_\_\_  
Chris Stephens, President

Attest:

\_\_\_\_\_  
Secretary

ATTACHMENT 1

STATE OF CALIFORNIA                    )  
COUNTY OF VENTURA                 ) ss.  
CITY OF SAN BUENAVENTURA         )

I, \_\_\_\_\_, Secretary of the Board of Directors of the Ventura Port District Public Facilities Corporation, do hereby certify that the above and foregoing Resolution No. 129 was duly passed and adopted by the Board of Directors of said Corporation at a regular meeting thereof held on the 22nd day of January 2020, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 22nd day of January 2020.

\_\_\_\_\_  
Secretary



# BOARD OF PORT COMMISSIONERS

## JANUARY 22, 2020

### CONSENT AGENDA ITEM A

### APPROVAL OF OUT OF TOWN TRAVEL REQUESTS



**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM A**  
Meeting Date: January 22, 2020

TO: Board of Port Commissioners  
FROM: Brian Pendleton, General Manager  
SUBJECT: Approval of Out of Town Travel Requests

---

**RECOMMENDATION:**

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

- A) Property Manager, Robin Baer to travel to Los Angeles, California to participate in the Entertainment Experience Evolution meeting from February 11-12, 2020. The benefit to the District for this travel is to gain knowledge from futurists, developers, retail, dining and entertainment executives who are leading the way to change for the retail real estate industry. Estimated cost for the travel is as follows:

Registration	\$995.00
Lodging	\$600.00
Meals	\$190.00
Mileage	\$79.35
Miscellaneous	\$100.00
<b>TOTAL</b>	<b>\$1,964.35</b>

- B) Marketing Manager, Jennifer Talt-Lundin to travel to San Diego, California to participate in the Visit California Outlook Forum Conference from February 10 – 11, 2020. The benefit to the District for this travel is to learn about the latest trends, marketing tactics and research in the tourism field. Estimated cost for the travel is as follows:

Registration	\$999.00
Lodging	\$1,139.00
Meals	\$40.00
Mileage	\$211.60
Miscellaneous	\$162.00
<b>TOTAL</b>	<b>\$2,551.60</b>

- C) Property Manager, Jennifer Talt-Lundin to travel to Denver, Colorado to participate in the Adventure and Travel Consumer Show from February 21 - 23, 2020. The benefit to the District for this travel is to promote Ventura Harbor as a tourism destination with Visit Ventura County Coast and Ventura County Lodging Association who are paying for the cost of the booth and registration. Estimated cost for the travel is as follows:

Registration	\$0.00
Airline	\$500.00
Lodging	\$510.00
Meals	\$265.00
Mileage	\$78.20
Miscellaneous	\$100.00
<b>TOTAL</b>	<b>\$1,453.20</b>



BOARD OF PORT COMMISSIONERS

JANUARY 22, 2020

CONSENT AGENDA ITEM B

NEW OFFICE LEASE AGREEMENT FOR  
JENNIFER SHOOK AND GILBERT ESQUIVEL

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM B**  
Meeting Date: January 22, 2020

---

TO: Board of Port Commissioners  
FROM: Robin Baer, Property Manager  
SUBJECT: New Office Lease Agreement for Jennifer Shook and Gilbert Esquivel  
1567 Spinnaker Drive #204

---

**RECOMMENDATION:**

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Jennifer Shook and Gilbert Esquivel for the premises located at 1567 Spinnaker Drive #204 consisting of a total of 880 square feet for a two (2) year term with a two (2) year option.

**SUMMARY:**

Ms. Shook's business within the harbor has outgrown the space currently occupied in the Village. We are happy that Ms. Shook wants to continue to be a part of the Ventura Harbor Village family. Staff recommends the Board's approval of the new two (2) year term with a two (2) year option lease transaction.

**BACKGROUND:**

Ms. Shook, CMT is a massage therapist trained in myofascial release, proprioceptive neuromuscular facilitation (PNF), trigger point therapy, acupressure, reflexology and much more. Tenant was previously at 1559 Spinnaker #207 and needs to adapt to her growing business, it was necessary to obtain a larger space. She is currently on an MTM lease in this new space for the month of January and has signed a longer lease term effective February 1, 2020 for the Board's approval.

**FISCAL IMPACT:**

This new lease reflects current market rental rates for office space in the complex. Tenant improvements not to exceed \$18,000.00 for building one interior wall with a door to create a second office space, update all electrical, internet wiring, paint walls and replace carpet within the two office spaces only, other areas to remain with current vinyl/wood flooring. The first-year annual occupancy revenue for this tenant is approximately \$19,008.00. The option years have a two and three percent step increase.

**ATTACHMENTS:**

None.



BOARD OF PORT COMMISSIONERS

JANUARY 22, 2020

CONSENT AGENDA ITEM C

NEW RETAIL LEASE AGREEMENT FOR  
POLSKI STYL, LLC DBA ANJA'S  
BOUTIQUE

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM C**  
Meeting Date: January 22, 2020

---

TO: Board of Port Commissioners  
FROM: Robin Baer, Property Manager  
SUBJECT: New Retail Lease Agreement for Polski Styl, LLC dba Anja's Boutique  
1591 Spinnaker Drive #113

---

**RECOMMENDATION:**

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Polski Styl, LLC dba Anja's Boutique for the premises located at 1591 Spinnaker Drive #113 consisting of a total of 787 square feet for a two (2) year term with a two (2) year option.

**SUMMARY:**

Anja's Boutique has been a month-to-month tenant within Ventura Harbor Village since July 2018 and the business has outgrown the space. We are happy that Anja's Boutique wants to continue to be a part of the Ventura Harbor Village family. Staff recommends the Board's approval of the new two (2) year term with a two (2) year option lease transaction.

**BACKGROUND:**

Tenant is currently at 1559 Spinnaker #103, since July 2018. Tenant has been a positive example of a month-to-month pop up tenant growing their business to the extent of requiring a larger footprint. They will be increasing their inventory and adding new creations to further their success in this new space. She has signed a longer lease term effective February 1, 2020 for the Board's approval.

**FISCAL IMPACT:**

This new lease reflects current market rental rates for retail space in the complex. Landlord shall contribute an amount up to and not to exceed \$20,000.00 towards updating internet wiring, electrical, flooring, paint, door hardware and fire sprinklers. Tenant contribution is an estimated amount of \$4,500.00 funds necessary to cover the cost of constructing a dressing room in compliance with ADA requirements, shelving, and display cases. The first-year annual occupancy cost for this tenant is approximately \$13,224.00. The option year has a two and three percent step increase.

**ATTACHMENTS:**

None.



BOARD OF PORT COMMISSIONERS

JANUARY 22, 2020

CONSENT AGENDA ITEM D

ACCEPTANCE OF \$70,000

SURRENDERED AND ABANDONED  
VESSEL EXCHANGE (SAVE) GRANT



**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM D**  
Meeting Date: January 22, 2020

---

TO: Board of Port Commissioners  
FROM: John Higgins, Harbormaster  
SUBJECT: Acceptance of \$70,000 Surrendered & Abandoned Vessel Exchange (SAVE) Grant

---

**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3384 accepting a \$70,000 Surrendered and Abandoned Vessel Exchange (SAVE Contract# C19S0607) offered by the California Division of Boating and Waterways.

**SUMMARY:**

The Department of Boating and Waterways has awarded the Port District an \$70,000 grant to participate in the Department's Surrendered and Abandoned Vessel Program. The program allows the District to be reimbursed for expenses related to disposing of abandoned or surrendered vessels.

We will work closely with our marinas and dry storage yards to utilize the funds. This program does require a ten percent (10%) match. If the boat is connected to a marina or storage yard, we require them to pay the match. In cases where the boat is abandoned or surrendered to the Port District, we may utilize in kind services to meet the 10% match.

**BACKGROUND:**

This program is part of an expanding effort to discourage the abandonment of vessels on public waterways and lands. Previously when a vessel is abandoned the responsible agency then has to spend manpower trying to find the owner, funding a lien process, and finally funding the destruction of the vessel. By giving the owner a process to turn over the vessel we feel this will lessen the negative impact on the environment, harbors, and government budgets.

**FISCAL IMPACT:**

There is little to no fiscal impact if the vessel is connected to a private marina or outside storage yard. The cost to the Port District otherwise could be 10%, minus in kind services.

**ATTACHMENTS:**

Attachment 1 – Resolution No. 3384



**RESOLUTION NO. 3384**

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS  
OF THE VENTURA PORT DISTRICT ACCEPTING A  
SURRENDERED AND ABANDONED VESSEL EXCHANGE GRANT  
(S.A.V.E. # C19S0607) IN THE AMOUNT OF \$70,000.00 FROM THE  
CALIFORNIA DEPARTMENT OF BOATING AND WATERWAYS**

WHEREAS, the Department of Boating and Waterways is authorized to provide a Surrendered and Abandoned Vessel Exchange Grant (S.A.V.E.) to cities, counties, districts, and other public agencies for the expenses related to disposing of abandoned vessels that have been turned in to the District in lieu of a lien process; and

WHEREAS, the Department of Boating and Waterways has offered the Ventura Port District a \$70,000.00 grant in order to finance part of the program costs with a matching fund requirement requiring the District to match the total amount expended with a ten percent (10%) contribution; and

WHEREAS, it is in the best interest of the public for the Port District to accept the \$70,000.00 Surrendered and Abandoned Vessel Exchange Grant for the aforementioned purposes.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners, by adoption of this Resolution hereby authorizes the execution of the \$70,000.00 Surrendered and Abandoned Vessel Exchange Grant (#C19S0607) offered to the Port District by the California Department of Boating and Waterways.

BE IT FURTHER RESOLVED that the Board of Port Commissioners, by adoption of this Resolution hereby authorizes John Higgins, Harbormaster of the Ventura Port District, to sign on behalf of the Port District the required Standard Agreement.

PASSED and ADOPTED this 22nd day of January 2020.

---

Chris Stephens, Chairman

Attest:

---

Jackie Gardina, Secretary

ATTACHMENT 1

STATE OF CALIFORNIA                    )  
COUNTY OF VENTURA                 ) ss.  
CITY OF SAN BUENAVENTURA         )

I, Jackie Gardina, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3384 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 22nd day of January 2020, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 22nd day of January 2020.

---

Jackie Gardina, Secretary



# BOARD OF PORT COMMISSIONERS

JANUARY 22, 2020

## STANDARD AGENDA ITEM 1

### APPROVAL OF UPDATED BOARD OF PORT COMMISSIONERS PROTOCOLS AND POLICIES MANUAL

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 1**  
Meeting Date: January 22, 2020

---

TO: Board of Port Commissioners  
FROM: Jessica Rauch, Clerk of the Board  
SUBJECT: Approval of Updated Board of Port Commissioners Protocols and Policies Manual

---

**RECOMMENDATION:**

That the Board of Port Commissioners approve updates to the Board of Port Commissioners Protocols and Policies Manual.

**SUMMARY:**

The Protocols and Policies Manual for the Board is updated from time to time to clarify, restate or add new information as applicable.

**BACKGROUND:**

The adoption of written guidelines regarding the conduct of public officials provides a sound foundation on which to build public trust and confidence. The proper operation of the District requires that decisions and policies be made within the proper channels of governmental structure, that public office not be for personal gain, and that the Commissioners remain objective and responsive to the needs of the public and business owners they serve. The purpose of this manual is to set forth protocols and policies that govern the Port Commission and Commission meetings. The intent of this manual is to ensure uniformity of procedure, access to the public, fairness to the public and interested parties, and compliance with legal requirements in all designated matters heard by the Board of Port Commissioners.

**FISCAL IMPACTS:**

None.

**ATTACHMENTS:**

Attachment 1 – Board of Port Commissioners Protocols and Policies Manual - redlined

# **BOARD OF PORT COMMISSIONERS PROTOCOLS AND POLICIES MANUAL**



## **VENTURA PORT DISTRICT**

**Adopted March 25, 2015  
Updated July 27, 2016  
Updated December 12, 2018  
Updated January 22, 2020**



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## **1.0 INTRODUCTION**

### **1.1 Purpose and Intent**

The adoption of written guidelines regarding the conduct of public officials provides a sound foundation on which to build public trust and confidence. The proper operation of the Ventura Port District (“District”) requires that decisions and policies be made within the proper channels of governmental structure, that public office not be for personal gain, and that the Board of Port Commissioners (“Board” or “Commissioner”) remains objective and responsive to the needs of the public and business owners they serve. The purpose of this manual is to set forth protocols and policies that govern the conduct of Board meetings and other District business. The intent of this manual is to ensure uniformity of procedure, access to the public, fairness to the public and interested parties, and compliance with legal requirements in all designated matters heard by the Board.

### **1.2 District Description**

The District was established on April 8, 1952 by an election and majority vote of the citizens of the City of Ventura. On April 15, 1952, the Board of Supervisors of Ventura County, ordered formation of the District pursuant to the Harbors and Navigation Code of the State of California.

The District was organized for the purpose of acquiring, constructing and operating a commercial and recreational boat harbor within the City of Ventura. The District’s legal boundaries encompass all of the City of Ventura as well as some small areas outside the City limits.

The District is the owner and operator of the Ventura Harbor. The Ventura Harbor is a 274 acre multiple use recreational and commercial fishing small craft harbor. Other than the 2.74 acre site owned by the Department of Interior, National Park Service, the District is the sole landowner within the Harbor. The District’s current property holdings include approximately 152 acres of land and 122 acres of water area. The Harbor was initially developed in the early 1960’s and still has approximately 3.74 acres of land area available for development.

The official address and principal place of business of the District is:

VENTURA PORT DISTRICT  
1603 Anchors Way Drive  
Ventura, CA 93001  
(805) 642-8538; Fax (805) 658-2249

### **1.3 Ventura Port District Mission Statement**

The Ventura Port District, home to the Channel Islands National Park, provides a safe and navigable harbor and a seaside destination that benefits residents, visitors, fishermen and boaters to enjoy Ventura Harbor’s exceptional facilities, events and services.

#### **1.4 Ventura Port District Goals**

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.

## 2.0 GOVERNING BODY

### 2.1 Board of Port Commissioners

The Board of Port Commissioners consists of five members appointed by the mayor and City Council of Ventura, who shall govern the Ventura Port District. The Ventura City Council has the authority to remove commissioners from office during their term for cause by a vote of not less than five members of the Council. (H&N Code Section 6241.1)

Commissioners shall not be appointed to the Board of Port Commissioners unless they are, at the time of appointment, a taxpayer within the District and have resided within the District for at least one year. (H&N Code Section 6244)

Commissioners will serve a term of office of four years from the time of appointment. (H&N Code Section 6245)

### 2.2 General Manager

The Board of Port Commissioners is authorized to employ a General Manager of the Ventura Port District by Employment Agreement who shall be responsible for the day-to-day management of the District and the employment of the District personnel subject to Board policy. The qualifications of the General Manager shall meet the requirements established by the Board. The General Manager may also act as Board Secretary or be appointed as the Finance Officer, but no ~~Director~~ Commissioner shall be appointed as General Manager. The duties of the General Manager shall be determined by the Board, and the General Manager, as well as, District Legal Counsel shall be evaluated annually by the Board. *(Added July 27, 2016)*

The General Manager may also acts as "Auditor" pursuant to the California Harbors and Navigation Code Section 6241.1, which states..."An auditor shall be appointed by the board with the approval of the City Council..."

### 2.3 Board Principles

The Board of Port Commissioners recognizes its actions affect the District's ability to fulfill its mission. Listed below are practices deemed essential for the Board to positively affect the District's ability to operate efficiently and effectively. To that end, the members of the Board of Port Commissioners affirm their commitment to act in accordance with the following practices:

1. Act in accordance with the District's Mission.
2. Maintain a high level of integrity and follow through with all commitments, especially with other government agencies.
3. Work only as a Board, with no independent, tangential, or hidden agendas.
4. Always strive for consensus, remembering unanimity is not required.
5. Once the Board has made a decision, acknowledge and act in accordance with it.
6. Understand the Board's role is to set policy and ensure staff understands this, while facilitating staff's ability to implement Board directed policy.
7. Recognize and abide by the separation of responsibilities between the Board, General Manager and Staff.
8. Clearly understand the expectations and the responsibilities of the Board Chair, Vice Chair, and Commissioners.
9. Correctly identify the issues.

10. Realistically select important issues related to the District's mission and worthy of the Board's energies and efforts.
11. Make sure all major policy decisions are well thought out from a legal perspective, all options have been explored, with each advantage and disadvantage, explored and weighed.
12. Communicate all facts accurately and fully.
13. Encourage open discussion by all Board members on all subjects.
14. Ensure everyone has a chance to give and explain his or her point of view.
15. Actively and courteously listen to each other in a genuine effort to understand opposing views.
16. Attend and actively participate in all meetings, keeping absences to a minimum.
17. Come to meetings prepared, having reviewed the materials provided by staff.
18. Ask the General Manager for background information as needed prior to Board meetings.
19. Never hesitate to ask questions at a Board meeting or request additional information, if required.

## **2.4 Responsibilities and Conduct of Commissioners**

### **2.4.1 Oath of Office**

Within ten days of a Commissioners appointment and before performing duties of his or her office, each Commissioner shall take and subscribe to an Oath of Office before the Clerk of the Board, that he or she will support the Constitution of the United States and the Constitution of the State of California, and will faithfully discharge the duties of his or her office according to the best of their ability. (H&N Code Section 6243)

### **2.4.2 Conflict of Interest**

Pursuant to Sections 87200 *et. seq.*, Government Code, newly appointed Commissioners are required to file a "Statement of Economic Interests" within ten days of assuming office; this Statement is filed with both the County and City Clerks offices and at the District office. After the initial statement is filed, each Commissioner is required to file an annual statement, usually after January 1 of each year but no later than April 1 of each year.

A Commissioner is required to conform to the Conflict of Interest provisions of the Political Reform Act, Section 87100 *et. seq.*, California Government Code and the District's Conflict of Interest Code, which regulate financial conflicts of interest. The law imposes the responsibility to avoid financial conflicts of interest upon each Commissioner. Pursuant to state law, each Commissioner must undergo training in the obligations of the law to avoid conflicts of interest and to conform to all other applicable laws including those concerning ethics and conflict of interest.

A Commissioner is required to file a "Leaving Office Statement" within 30 days after leaving office.

### **2.4.3 Ethics Training**

Each Commissioner shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service no later than one year from the first day of service. Thereafter, each Commissioner shall receive the training at least once every two years, without regard to the number of local agencies with which he or she serves. (Gov't Code Section 53235(b))

### **2.4.4 New Board Member Training**

It is recommended that all new Board Members attend the California Special District Association's "How to be an Effective New Board Member" Training. The training has been designed specifically for special district board members and board chairs/presidents in order to provide the tools, background and overall knowledge necessary to help navigate the first year of governing a special district and be an effective leader. This training would qualify for travel and expense reimbursement. ~~(Added July 27, 2016)~~

### **2.4.5 ~~Board~~Commissioner/Clerk of the Board Interaction**

All questions or requests regarding District meetings, travel requests, or forwarding information to staff or other Commissioners must come through the Clerk of the Board.

### **2.4.6 ~~Staff~~Commissioner/~~Staff~~ Interaction**

It is the policy of the Board that all Commissioners will address District staff in a professional, constructive, and considerate manner. This will ensure that Board interactions with staff will have a positive impact on the operations of the District.

Staff Members may act as advisors to the Board and Individual Commissioners and can provide research and administrative services.

Board members have no authority to direct staff to work on projects without the approval of a majority vote of the Board. To operate the District in an effective and professional manner, the General Manager needs to be aware of the projects on which each staff member is working.

With the exception of the General Manager ~~and Legal Counsel~~, the Commission has no authority to supervise or direct the work of staff. Correspondence and requests directed to ~~the~~ staff on behalf of Commissioners should be routed through the Chair and General Manager.

### **2.4.7 Commissioner/~~Port~~ District Tenant Interaction**

In an effort to ensure fair and efficient communication with tenants in the harbor, a Commissioner will provide a brief summary and disclose any contacts he or she may have had with any tenant at a subsequent Board meeting. This brief summary of such contact shall be provided as part of routine reporting during Board Communications at the next District public meeting, as appropriate.

To assure fair and consistent negotiations on all pending leasing agreements, no Commissioner shall discuss any aspect of a lease that is under negotiation or discussion between the tenant and the District General Manager or District staff. Should a tenant wish to meet or confer with a Commissioner at any point



during lease negotiation regarding the terms of a lease, the Commissioner may only do so if a member of the District staff is also present.

#### **2.4.8 Commissioner/Legal Counsel Interaction**

While there will be instances where individual Commissioners have a need to contact District Counsel directly, in general it is preferred that Commissioners first direct their inquiry to the General Manager or his/her designee before involving Counsel.

### **2.5 Role of Chair**

The Chair of the Board is to be elected by the Board of Port Commissioners for a term of two years. (H&N Code Section 6241.1) The Chair shall have the authority to preserve order at all Board meetings, to remove any person from any meeting for disorderly conduct, to enforce the rules of the Board and to determine the order of business.

The Chair shall have the authority to prevent the misuse of motions, or the abuse of any privilege, or obstruction of the business of the Board by ruling any such matter out of order. In so ruling, the Chair shall be courteous and fair and should presume that the moving party is acting in good faith.

The Chair shall attend an agenda review meeting with the General Manager before each Board Meeting either in person or by phone

### **2.6 Role of Vice-Chair**

In the absence of the Chair or his inability to act, the Vice-Chair shall preside at all meetings. The Vice Chair shall attend an agenda review meeting with the General Manager and Chair before each Board Meeting either in person or by phone

### **2.7 Role of Secretary**

The Secretary ensures the Commission adheres to all adopted policies and must attest and sign all approved minutes, resolutions, and other official documents.

### **2.8 Commissioner and Staff Visibility to the Public**

To ensure that Commissioners and ~~senior~~ District staff are easily recognized by the public for District events or events where the Port District is being represented, a Commissioner or ~~senior~~ District staff should wear an appropriate name badge to identify the individual and his or her affiliation with the District. The cost of the name badge will be borne by the District.

#### **2.109 Commissioner Representation at Public Engagements**

In an effort to ensure transparency in the conduct of District business, when possible, Commissioners shall advise the Board in advance, of participation at conferences, meetings, and public speaking engagements in which Commissioners will be representing the District in their official capacity. Participation in such engagements shall be for the purpose of advancing the Board's policies, projects and goals as determined by the Board through its prior approval actions, consistent with other protocols.

## **3.0 PORT COMMISSION MEETINGS** (Updated July 27, 2016)

### **3.1 Meetings**

Meetings of the Board shall be held twice a month, unless directed by the Board; excluding August in the Ventura Port District Office located at 1603 Anchors Way Drive, Ventura, California. The Board may, at times, elect to meet at other times and locations within the City and upon such election shall give public notice of the change of location.

#### **3.1.1 Regular Meetings**

Regular Meetings are held the first and third Wednesday of every month (excluding August). ~~at 7:00PM, with~~ Normally, closed session ~~before~~begins at 5:30PM for public comment on closed session items. Open session begins at 7:00PM. November and December will have only one meeting on the third Wednesday of the month. Regular Meetings are for approval of Consent and Standard Agenda Items. (Updated December 12, 2018)

#### **3.1.2 Special Meetings & Emergency Meetings**

Special and Emergency meetings of the Board may be called and held from time to time pursuant to the procedures set forth in the Ralph M. Brown Act ("Brown Act").

#### **3.1.3 Cancelled Meetings**

When the day for any regular meeting falls on a legal holiday, the regularly scheduled meeting for that day shall be deemed cancelled unless otherwise provided by the Board. Any meeting of the Board may be cancelled in advance by a majority vote of the Board.

### **3.2 Closed Sessions**

The Board may hold closed sessions during any regular or special meeting, or any time otherwise authorized by law, to consider or hear any matter which is authorized by law to be heard or considered in closed session.

The general subject matter for closed session consideration shall be agendized or publicly announced as may be allowed under the Brown Act, before such session is held.

Commissioners may not disclose to any unauthorized person(s) the nature of discussion, any confidential communications or the decision from a closed session unless required by law.

### **3.3 Sub-committees**

In an effort to ensure transparency in the conduct of District business, the use of sub-committees is to be discouraged whenever possible. The District and public are better served when Board meetings are conducted openly. This will ensure that all five Commissioners have an equal opportunity to have input on all issues related to the District.

### 3.4 Board Liaisons

Board Liaison appointments can be raised by any commissioner and will follow the procedure of “Future Agenda Items,” by getting consensus then bringing it back at a future meeting for approval. ~~(Added July 27, 2016)~~

### 3.5 Quorum and Voting

Three members of the Board shall constitute a quorum and three affirmative votes are required for the Board to take action. (H&N Code Section 6270)

Any Commissioner present at a meeting when a question comes up for a vote, should vote for or against the item unless he/she is disqualified from voting and abstains because of a conflict of interest. If the vote is a voice vote, the Chair shall declare the result. The Board may also vote by roll call vote at the request of any Board member. Resolutions and Ordinances require a roll call vote.

#### 3.5.1 Attending Meetings of other Public Agencies, Conferences, Etc.

Any number of Commissioners may attend meetings of other public agencies, conferences, etc.; provided, however, that where a quorum of the Board is present, they do not discuss District business amongst themselves. This does not preclude Commissioners from addressing the governing body or members of a panel at the meeting or event regarding District business.

#### 3.5.2 Social Gatherings

A quorum of the Board may attend or participate in social gatherings or other similar events. However, even when meeting socially, Commissioners should not discuss District business, or the gathering could be deemed a meeting under the Brown Act.

#### 3.5.3 Email, Texting, Instant Messages, and other Electronic Communication

Commissioners and staff must take care not to participate in non-contemporaneous electronic communications that could turn into a serial meeting under the Brown Act. The District encourages the use of email as a one-way communication tool. To this end, Commissioners should not “Reply All” to any emails to avoid a quorum of the Board being involved in the communication. Similarly, staff should be cautious of acting as an intermediary in a serial communication including Commissioners to avoid potential Brown Act violations.

### 3.6 Commissioner Absences

~~When a Commissioner plans on being absent from a meeting, prior notification shall be provided to the Clerk of the Board.~~ In the event a Commissioner is going to be absent from a Board meeting, every effort should be made to advise the Clerk of the Board in advance of that absence. If a Commissioner anticipates an extended absence, he or she should provide advance notice of the absence to the Chair and Clerk so that the Board may plan ahead for and manage any work that might otherwise be assigned to that Commissioner.

### **3.7 Attendance by the Public**

All meetings of the Board, except Closed Sessions, shall be open and public in accordance with the terms, provisions and exceptions consistent with the Brown Act. A public comment period is available for members of the public to raise issues of concern within the Board's jurisdiction or authority at all regular meetings of the Board.

### **3.8 Agendas**

The Clerk of the Board shall prepare, publish and distribute agendas for all meetings. Meeting agendas shall be posted at least 72 hours in advance and topics shall be limited to those on the agenda. Agendas are available on the Ventura Port District Website at <https://venturaharbor.com/board-meetings-minutes/https://venturaharbor.com/port-commission/>.

### **3.9 Minutes and Recordings**

Minutes and recordings of Board meetings will be kept and maintained as follows:

- a. "Action Minutes" will be prepared by the Clerk of the Board for all Commission meetings that are open to the public. Minutes are prepared after each commission meeting by the Clerk of the Board and approved by the Board at a subsequent meeting. These minutes are not actual transcripts of the meetings, but describe only the motion-maker and the contents of the motion, the Commissioner seconding the motion, the vote, and any conditions of approval. The minutes will also reflect the names of public speakers. If a Commissioner desires for a comment to be included in the minutes, it is his or her responsibility to indicate to the Clerk of the Board that the statement is "for the record" before making the comments.
- b. Board meetings are digitally recorded and maintained by the Clerk of the Board in accordance with the District's Record Retention Policy. Members of the public may listen to audio CD's of a meeting upon request to the Clerk of the Board. Copies of CD's may be purchased at the Ventura Port District Office.

#### 4.0 Order of Business (Updated July 26, 2016)

The business of the Commission at its meetings will generally be conducted in accordance with the following order unless otherwise specified on the agenda. A closed session may be held at any time during a meeting consistent with applicable law:

CALL TO ORDER (Closed Session)

ROLL CALL

PUBLIC COMMUNICATION

ADJOURN TO CLOSED SESSION

CALL TO ORDER (Open Session)

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF MINUTES

PUBLIC COMMUNICATIONS

CLOSED SESSION REPORT (If a closed session is conducted)

BOARD COMMUNICATIONS

STAFF COMMUNICATIONS or DEPARTMENTAL STAFF REPORTS

GENERAL MANAGER REPORT

LEGAL COUNSEL REPORT

CONSENT AGENDA

STANDARD AGENDA

ACTION ITEMS

INFORMATIONAL ITEMS

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

**Call to Order** – The Chair opens the public meeting by calling it to order at the appropriate scheduled time.

**Pledge of Allegiance** – The Chair or designee will lead those present at the meeting in the Pledge of Allegiance.

**Roll Call** – The Clerk of the Board will take roll.

**Adoption of the Agenda** – The Board will consider and approve, by majority vote, minor revisions to agenda items and/or attachments and any item added to (in accordance with the requirements of the Brown Act) or removed/continued from the agenda. This motion is approved by voice vote.

**Approval of the Minutes** – The Commission will discuss, make possible amendments to and approve minutes of the past meeting(s).

**Public Communications** – This period is set aside to allow public communications on items not on the agenda, but within the jurisdiction and authority of the District. Each person may address the Board for up to three minutes or at the discretion of the Chair. Each person is required to fill out and return to the Clerk of the Board a speaker slip, which allows the Chair to recognize who would like to speak. No person may speak without first being recognized by the Chair.



**Closed Session Report** – Any reportable actions taken by the Board during Closed Session will be announced at this time by Legal Counsel.

**Board Communications** – This time period is set aside to allow Board members to briefly comment on District issues, such as seminars, meetings, projects and literature that would be of interest to the public and/or District, as a whole.

**Departmental Staff Reports** – District Staff will give the Board reports on their Department activities.

**General Manager Report** - The General Manager will report on items of general interest to the Board and members of the public.

**Legal Counsel Report** – Legal Counsel will report on progress on District assignments and any legislative or judicial matters.

**Consent Agenda** - Matters appearing on the Consent Agenda 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 item identified on the Consent agenda. Approval by the Board of Consent Items means that the recommendation by staff is approved by motion along with the terms set forth in the applicable staff reports.

**Standard Agenda** – The Standard Agenda consists of Action Items and Informational Items.

**Action Items** – In accordance with the Brown Act, the Board may not take action on any item that does not appear on the agenda posted at least 72 hours prior to the meeting, unless the item is added to the agenda in accordance with the Brown Act (Gov't Code Section 54954.2). Staff will give the Board a report, the Board will ask questions, the Chair will call for public comment, then Board discussion and deliberation, and then action may be taken, to be followed by a brief oral summary of the action taken by the Chair or the Board member presiding at the meeting. A voice vote or roll call vote will be taken, unless the item is continued, or no motion or action is taken.

**Informational Items** – Staff will give a report on matters requested by the Board or a Commissioner or on a matter of general interest to the Board. Normally, no action is to be taken on an informational Item.

**Request for Future Agenda Items** – This item is for a Commissioner to request a matter be placed on a future agenda. A consensus of the Board is needed for the request to move forward.

**Adjournment** – The current meeting is adjourned.

## **ACKNOWLEDGEMENTS**

This handbook was based on similar handbooks from other municipalities. We thank the City of Ventura, County of Santa Barbara, Princeton, New Jersey Government, and Newhall County Water District. Also used as references were the Harbors and Navigation Code, Rosenberg's Rules of Order and the Brown Act.

## 5.0 PORT COMMISSION AND PORT DISTRICT POLICIES BY RESOLUTION

### Policies attached:

- 5.1 Records Retention Policy
- 5.2 Lease Negotiation and Administrative Policy
- 5.3 Slip Rate Policy
- 5.4 Capital Assets and Inventory Control Administration Policy
- 5.5 Reserve Policy
- 5.6 Investment Policy
- 5.7 Master Lease/Option Negotiation Administration Policy
- 5.8 Expense Reimbursement Policy for Commissioners
- 5.9 District Conflict of Interest Code (Revised June 2019)
- 5.10 Expense Reimbursement Policy for Employees (Added July 27, 2016)
- 5.11 California Public Records Act Policy and Procedures (Added July 27, 2016)
- 5.12 Sale of Surplus Personal Property (Added July 27, 2016)
- 5.13 Ventura Port District Human Resources Manual  
(Added July 27, 2016) (Revised October 2018)

### Policies not attached:

- Art Donation Policy
- Commercial Identification Card Policy

These policies can be found at the Ventura Port District Office at 1603 Anchors Way Drive, Ventura, California 93001.



BOARD OF PORT COMMISSIONERS

JANUARY 22, 2020

STANDARD AGENDA ITEM 2

VENTURA PORT DISTRICT GOALS AND  
5-YEAR OBJECTIVES

**VENTURA PORT DISTRICT**  
**BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 2**  
Meeting Date: January 22, 2020

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

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**RECOMMENDATION:**

That the Board of Port Commissioners approve the Ventura Port District 5-Year Objectives.

**SUMMARY:**

The Board provided direction to the General Manager to conduct a Goal Setting Workshop. The Goal Setting Workshop was conducted by Management Partners on Saturday, September 14<sup>th</sup> at the Marriott Ventura Beach. 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 as attached, which was presented at the November 20<sup>th</sup> Board meeting for Commission consideration and stakeholder input. Staff returned on December 18<sup>th</sup> with a follow-up report presented to the Board which agreed in principle to the objectives but requested staff provide additional details on timelines and metrics with an anticipated return to the Board by January 22, 2020.

**IMPLEMENTATION:**

The Board requested additional specificity on implementation of the Objectives. Staff has determined that the Board's directions might be best achieved through the SMART approach:

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

As a result, staff has prepared the Board Goals and Objectives Workbook. 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 the Objectives can 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 basis

**BACKGROUND:**

The District entered into a Professional Services Agreement (PSA) with Management Partners (MP) to facilitate the September 14, 2019 Goal Setting Workshop. Management Partners is a professional management consulting firm specializing in helping government organizations improve their operations for more than 20 years. They identify problems and best practices that reveal ways to improve operations and take pride in delivering a quality product designed for implementation.

Founded in 1994, MP has a proven track record providing clients with professional expertise in all aspects of local government management. Because their staff includes leaders and managers with practical experience in all aspects of local government operations, their clients are able to benefit from this knowledge. As consultants, they are committed to first-rate staff work for every single engagement.

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.

The District's Mission Statement, Goals and proposed 5-Year Objectives are attached. Additionally, the District prioritizes programs and projects through adoption of an annual budget and related 5-year Capital Improvement Plan. The District adopted the FY19-20 budget on June 19, 2019 which can be viewed at <https://venturaharbor.com> – Port District Business – Transparency Reports.

**FISCAL IMPACT:**

Funding in the amount of \$11,000 has been included in the FY19-20 budget to conduct a District Goal Setting Workshop. The District entered a PSA with Management Partners in the amount of \$8,900, which was subsequently increased by \$1,900 for a total of \$10,800.

In accomplishing goals and objectives, the District will need to 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 (PowerPoint)

Attachment 2 – Management Partners Workshop Report

# Ventura Port District

## Goals and 5 Year Objectives

FY 2019-2024  
2019 WORKSHOP



# Mission Statement (Current)

The Ventura Port District, home to the Channel Islands National Park, provides a safe and navigable harbor and a seaside destination that benefits residents, visitors, fishermen and boaters to enjoy Ventura Harbor's exceptional facilities, events and services.

# 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
- Aquaculture
- Harbor Parking & Traffic Circulation
- Channel Islands National Park Visitor Center
- Master Tenants & Development Parcels 5 & 8
- Public and Civic Engagement Plan

# Harbor Dredging

OBJECTIVE	STRATEGY	ACTION	MILESTONE
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>
Ensure that annual dredging occurs at the federal Harbor entrance and as needed in the inner Harbor	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
		USACE District, Division & HQ meetings and communication	As needed or >2 times per year
		Engagement of Federal Lobbyist	Ongoing
		Advocating for inclusion of VPD in President's Budget	Ongoing
	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	Continued Board Role at CMANC	Ongoing
		Committee lead and/or Executive Board role	By next Board Election
		Engagement with CA Association of Port Authorities (CAPA) to evaluate state funding opportunities	Q1 2021
	Ventura Port District Dredging	Expand Internal Dredging Knowledge	End of Q2 2020
		Develop inner Harbor Dredging Strategy	Q3 2020

# Commercial Fishing

OBJECTIVE	STRATEGY	ACTION	MILESTONE
<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 and infrastructure improvements	Help 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
		Encourage/facilitate a meeting/dialogue with District and fishing industry stakeholders	Q2 2020
		Determine appropriate ongoing engagement mechanism between District and stakeholders	Q3 2020
	Continue improvements of Commercial Fishing Industry service offerings by District	Complete fishermen storage improvements	Q2 2021
		Install new hoist at fish pier	Q3 2020
		Evaluate harbor infrastructure and related amenities to ensure we continue to meet commercial fishing needs	Annually

# Harbor Village

OBJECTIVE	STRATEGY	ACTION	MILESTONE
<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	Complete Harbor Village refresh programs	Complete Harbor Village Painting	Q3 2020
		Approve Harbor Village Signage/Awnings/Wayfinding Program	Q2 2021
		Complete Harbor Village Wayfinding Signage	Q2 2021
		Complete Village Tenant Signage/Awnings	Q2 2024
		Complete Current ADA Improvements	Q4 2021
		Complete infrastructure upgrades (elevators, roof replacements)	Q4 2024
	Leasing/Property Management Action Planning	Prepare, approve and implement Annual Commercial Leasing Action Plan	Annually – Q3
	Marketing Action Planning	Engage Village tenants for marketing plan input	Annually – Q2
		Prepare, approve and implement Annual Marketing Action Plan	Annually – Q3



# Aquaculture

OBJECTIVE	STRATEGY	ACTION	MILESTONE
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>
Pursue new sustainable aquaculture opportunities to diversify Ventura's commercial fishing industry in support of Ventura's premier working waterfront and continued justification for dredging of the federal Harbor entrance	Grant utilization	Prepare & Approve Operations Plan	Q2 2020
		Manage the 2018 CA Sea Grant subaward for the proposed Ventura Shellfish Enterprise (VSE) project	Q3 2020
		Report on Sea Grant Outcome to Board, Stakeholders, CA Sea Grant staff	Q4 2020
		Identify and apply for additional grant opportunities	From Q4 2020 onward
	Complete permitting, regulatory, and legislative approvals for VSE project	Address LAFCo issue through State Legislature	Q1 2020 through Q4 2020
		Prepare Navigation Risk Assessment	Q2 2020
		Obtain Coastal Commission Consistency Determination	Q4 2020
		Obtain USACE Permit for VSE	Q2 2021

# Harbor Parking Study & Traffic Circulation

OBJECTIVE	STRATEGY	ACTION	MILESTONE
<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	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
		Review & update 2017 Parking Study (evaluate/prioritize/schedule short-term, mid-term, and long-term recommendations)	Q4 2021
	Pursue needed improvements and management plans	Prepare Parking and Traffic Circulation Plan(s)	Q1 2022
		Identify and budget for Capital Improvements to improve parking and circulation	Q2 2022
	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 2021 through Q1 2022
		Collaborate with City on updates to Local Coastal Plan and General Plan	As per Civic Engagement goals Q1 2020 through Q4 2023

# Channel Islands National Park Visitor Center

OBJECTIVE	STRATEGY	ACTION	MILESTONE
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>
Continue to enhance symbiotic relationship with Channel Islands National Park Service (NPS) to enhance visitor experience and maintain tenancy	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)	Identify mutually agreeable improvements as part of new lease planning	Q1 2021
		Secure lease agreement with GSA for NPS staff	Q2 2021
	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
		Investigate synergies for collaborative improvement of NPS Visitor Center	Q4 2021 onward

# Master Tenants & Development Parcels 5 & 8

OBJECTIVE	STRATEGY	ACTION	MILESTONE
<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	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
		Coordination with tenants on proposed improvements	Q1 2020 and ongoing
		Evaluate opportunities with master tenants in conjunction with future projects	Q3 2020 & annually
	Evaluate opportunities for Parcels 5 and 8	Collaborate with City on updates to Local Coastal Plan and General Plan	Q1 2020 through Q4 2023
		Evaluate studies, reports previously prepared as part of development due diligence efforts	Q3 2021 through Q4 2021
		Evaluate potential land use synergies with master tenants, current uses in conjunction with future development	Q3 2021 through Q4 2023
		Collaborate with City, CA Coastal Commission and stakeholders including NPS to prepare a master plan	Q4 2023 through Q2 2024

# Public and Civic Engagement Plan

OBJECTIVE	STRATEGY	ACTION	MILESTONE
<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	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
		Stakeholder budget workshops	Q2 2021 and once annually
		Continued Stakeholder Goal-Setting workshops	Q3 2021 and once annually
	Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs	Collaborate with City on updates to Local Coastal Plan and General Plan	Q1 2020 through Q4 2023
		Coordinate with City on planning for transit network improvements	Q4 2021 through Q1 2022
		Collaborate with other commercial/ regional harbors and Special Districts	Q2 2020 and ongoing
		Collaborate with State and Federal agencies for projects, programs & grants	Q4 2020 and ongoing
	Public and Civic Engagement Planning	Develop, Approve a Public and Civic Engagement Plan (PCEP)	Q3 through Q4 2020
		Implementation of PCEP	Q1 2021



**Ventura Port District**  
**Board of Port Commissioners Workshop**  
**Held September 14, 2019**

**October 2019**

**Management  
Partners**







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## Workshop Report

The Ventura Port District held a public participation workshop on Saturday, September 14, 2019, from 1:00 p.m. to 5:00 p.m. at the Marriott Ventura Beach Hotel.

The workshop provided an opportunity for Port Commissioners to discuss District priorities for the coming year and to strengthen communication between the Commissioners, staff, and stakeholders. This report contains a summary of the results of the workshop.

John Bramble, Special Advisor with Management Partners, facilitated the workshop with support from Julie Hernandez, Senior Management Advisor.

### ***Workshop Overview***

#### **Objectives**

- To identify the Ventura Port District's preliminary list of two- to five-year goals.
- To identify methods to increase and improve communication between Ventura Port District and stakeholders.

#### **Agenda**

- Welcome by the Chair
- Comments by the General Manager
- Review of the agenda
- Icebreaker
- Review District accomplishments and discuss factors contributing to them
- Public comments
- Gather public input regarding the Board's two- to five-year goals
- Brainstorm methods to communicate with stakeholders
- Wrap up and next steps

## **Participants**

### ***Board Commissioners***

**Chairman  
Chris Stephens**



**Vice-Chairman  
Brian Brennan**



**Secretary  
Jackie Gardina**



**Commissioner  
Everard Ashworth**



**Commissioner  
Mike Blumenberg**



### ***Management Staff***

- Brian Pendleton, General Manager
- Robin Baer, Property Manager
- Joe Gonzalez, Facility Manager
- John Higgins, Harbor Master
- Todd Mitchell, Business Operations Manager
- Richard Parsons, District Consultant
- Jessica Rauch, Executive Secretary/Clerk of the Commissioner
- Jennifer Talt-Lundin, Marketing Manager
- Dave Werenburg, Marina Manager

### ***Stakeholders***

The workshop was open to the public and they were encouraged to participate by outreach efforts prior to the event. Approximately 34 members of the public attended.

## Ground Rules

At the start of the workshop, the facilitator suggested several ground rules to help the group have a successful workshop.



- Participate
- Seek consensus
- Listen to understand
- Assume good intent
- Stay focused
- Speak up if we need course correction
- Enjoy the day!

## Bike Rack

The bike rack includes topics that were raised during the workshop but require additional time and attention or were not relevant to the agenda of the day.

## Workshop Preparation

In preparation for the workshop, John Bramble held individual interviews with each Commissioner to learn about their priorities for the coming year. An agenda and PowerPoint presentation were prepared based on the information gathered.

## *Welcome and Opening Comments*

The workshop began by Chairman Chris Stephens welcoming the attendees, conducting a Board roll call, and explaining the importance of the workshop, followed by comments from General Manager, Brian Pendleton.

General Manager Pendleton had helped set the context for the day by further explaining why the workshop is important, reviewing the District's mission statement, and introducing Management Partners facilitators by sharing why the firm had been selected as part of their strategic planning process.

The Chair then held a lottery as to which table the Commissioners and General Manager would sit. The end result was that Commissioners, staff members and members of the public were mixed together in small groups.

## *Icebreaker Exercise*

John Bramble led a bingo icebreaker as a way for the participants to warm-up and get to know each other.





### ***Review of District Accomplishments and Factors Contributing to Them***

The participants (which included Commissioners, staff and members of the public) in the small groups discussed and celebrated some of the accomplishments their District has made.

After their small group discussions, John asked the groups to share some of the factors they thought had either contributed to their success or on the contrary, have hindered them. Below are notes of the discussion.

#### ***Contributing Factors***

- Keeping the Harbor open for boating and fishing.
- The District's plan on painting the buildings; public meetings were held regarding the color palette; partners' support and advocacy agreement.
- Having in-house marketing for the Channel Islands.
- Public engagement and a sense of community.
- Portside Ventura project; the developer's tenacity for 15 years to develop Portside.
- District and business partnerships.
- A variety of restaurants and places to eat with different cuisines.
- A variety of retail stores.
- Public energy – people who are committed to the Harbor.
- The ability to obtain grant funding for needed research and studies.
- Implementation of lifeguard services.
- Restaurants promoting live music and entertainment.
- The Harbor community work well together.
- The ability to keep the Port as a top commercial fishing place in the state.

### ***Hindering Factors***

- Lack of a Parking and Traffic Master Plan, particularly for special events; there needs to be a better traffic flow. It takes two hours to exit from the Parade of Lights which is sometimes the reason why people decide not to come back.
- Lack of public information or the sharing of knowledge about tsunami emergency preparedness.
- Environmental review creates challenges.
- A large number of vacant spaces in the Port's retail area.
- The Harbor is made up of two separate sections, and it is hard to walk or commute between the two places.
- Where's Ventura Harbor Village? Need marketing to promote the Harbor.
- No public transportation to the Harbor.

### **Additional Public Comments**

After the discussion of the District's successes, Chairman Chris Stephens opened the meeting for public comments. Below are highlights from the 10 individuals who spoke at this time.

- The need for the Port District to develop an annual strategic plan with a vision and a set of values.
- Traffic and parking is an issue which creates a loss of customers.
- Speeding traffic is an issue.
- Political flags are not appreciated.
- Businesses who are leasing do not like having a month-to-month lease. They want longer-term leases.
- Common area maintenance is unfair in application; accounting information is not available in terms of what is paid, what is received, and who receives it.
- Partnerships – several of the tenants believe they are Anchor stores and should be appreciated as such.
- Visit Ventura and City of Ventura are proposing to bring X-games (ESPN) to Ventura, and in which the Fairgrounds and Port may become potential partners.
- Take advantage of Ventura's art community by bringing more events to the Harbor.
- History can be used to evaluate current services, such as:
  - Vision study in late 90's – where is it?
  - Study for a Beach Plan should be reviewed.
  - Secure a clear title for parcels to be developed, before marketing them.

- Shellfish project needs to add inclusion for commercial fishermen.
- Be more inclusive by including tenants to help market events; make the financial plan and marketing plan public
- Maintain existing murals.
- Outrigger canoe race annually; need room to grow and store more equipment.
- Given that the weekends are busy and are peak time for businesses, public workshops should be held during the weekday instead of on the weekend – so that businesses can have the opportunity to attend and participate.
- Communication between tenants and Harbor District; tenants feeling constrained in the past and are not always open.
- The Port’s infrastructure is outdated and needs maintenance.
- Need more information on Master Plan for Parcel 20.
- September 4, 2019 pledge request:
  - “Are Leaseholder revenues being used for Shellfish project?”
  - Public stakeholders want commitment for signed pledge by District stating that they will not use leasehold revenues for shellfish project.
- Cooperative working environment between the District and tenants.

### ***Input Regarding the Board’s Two- to Five-Year Goals***

This section of the workshop was to provide Commissioners with public input and develop a consensus on two- to five-year goals at a future Board meeting.

John began with a review of the importance of goal setting and its correlation to establishing team consensus, timing, and performance measurements.

John then reviewed the list of potential goals he had heard during his interviews with Commissioners and the General Manager. The list of potential goals is numbered and detailed in a handout that was distributed for discussion (see *Attachment A*).

After reviewing that list, John asked all workshop participants whether there are any other “potential goals” that should be added to the list before they begin their discussions in small groups. No additional comments were made, so John began the discussion exercise.

**Process.** Each small group was asked to refer to the handout of potential goals (*Attachment A*) and create their list of goals, and then to identify their top eight priorities out of the list they have created.

Table 1 highlights what each team has identified as a priority for the District.

*Table 1. Group Report Outs of District Priorities*

<p><b>Group One</b></p> <ul style="list-style-type: none"> <li>• Build a stronger relationship between the City and District (#6 and #10)</li> <li>• Develop year-round plans for the Harbor as a sustainable gathering place (#9)</li> <li>• Beautification and update Village buildings</li> <li>• Update the painting and landscaping of the Village (#4)</li> <li>• Strengthen relationships with stakeholders (#1) <ul style="list-style-type: none"> <li>○ Give recognition and a level playing field</li> </ul> </li> <li>• Modernize marketing plans <ul style="list-style-type: none"> <li>○ Prioritize calendar</li> </ul> </li> </ul>	<p><b>Group Two</b></p> <ul style="list-style-type: none"> <li>• Weekend parking and as it relates to goal #10</li> <li>• Teamwork and communication with stakeholders (#1)</li> <li>• Cooperation with the City of Ventura (#6)</li> <li>• Make the Harbor an entertainment attraction seven days a week (#10)</li> <li>• Increase marketing to locals and diversifying District entertainment for all ages (#9)</li> <li>• Encourage growth of new liveaboards</li> <li>• Consideration of sea-level change (#8)</li> <li>• Use #7 (diversity of commercial fishing)</li> <li>• Shelve Parcel 5 and 8 (#11)</li> </ul>
<p><b>Group Three</b></p> <ul style="list-style-type: none"> <li>• Increase communication with the City along with greater integration of services (i.e., Police Department and Fire) <ul style="list-style-type: none"> <li>○ Speeding</li> <li>○ Enforcement</li> </ul> </li> <li>• Develop a strong relationship between the town and Port Commissioners</li> <li>• Improve traffic congestion (i.e., transportation), so it can attract more visitors to the Harbor</li> <li>• Wetland awareness – river and harbor ecological tours</li> <li>• Increase visitor foot traffic during off-season times</li> <li>• Vagrancy issues – consider taking humane/effective actions; be assertive with voicing Harbor concerns</li> <li>• Harbor businesses; consider opening businesses at an earlier time</li> <li>• Planning and transparency of the money the District has spent regarding the Shellfish Enterprise project</li> <li>• Parcel 5 and 8 assessment and establishment of goals before furthering the project with more concrete steps</li> <li>• Balancing revenue generation with quality</li> <li>• Continue to engage in Harbor stakeholder meetings on a regular basis</li> </ul>	<p><b>Group Four</b></p> <ul style="list-style-type: none"> <li>• Equity among tenants</li> <li>• Parking: access to parking, shuttle</li> <li>• Transparency on tenant fees</li> <li>• Addressing tenants fear of retribution if they speak up</li> <li>• Leases – consider an easier renewal process</li> <li>• Improve communication between the District and all other stakeholders</li> <li>• Aligning the Districts goals with tenant goals – currently, they are not aligned</li> <li>• Dredging/commercial fishing</li> </ul>

<b>Group Five</b> <ul style="list-style-type: none"><li>• Improve infrastructure for commercial fishing in order to attract aquatic shellfish operations</li><li>• #11 – Development of Parcel 5 and 8, and consider continued implementation of Parking Management Strategy</li><li>• #9 – Develop a plan to make the Village sustainable throughout the year with a diversity in business, entertainment, events and attractions</li><li>• #1 – Strengthen, teamwork, communications relationships between stakeholders, tenants, Commissioners and staff with more informal community/public engagement opportunities</li><li>• Increase/enhance merchant meetings to encourage collaboration among businesses; discuss timing and frequency; “Squid days” farmers market, seafood market</li><li>• Parking and alternate transportation</li></ul>	<b>Group Six</b> <ul style="list-style-type: none"><li>• Transportation<ul style="list-style-type: none"><li>○ Parking</li><li>○ Pedestrian safety</li><li>○ Speed reduction</li></ul></li><li>• Building stronger partnerships<ul style="list-style-type: none"><li>○ City cycling community</li><li>○ Marketing groups</li></ul></li></ul>
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### Commissioners’ Comments on Priorities

After each small group had reported out their priorities, Commissioners then shared their comments about the potential priorities they had heard from the exercise.

Below are the Commissioner’s comments on what they consider to be potential priorities for the District

- Plug-ins for electric vehicles
- Shelve Parcel 5 and 8 development until a Master Plan is created
- Improve the tone of communication and cooperation with other stakeholders; helps with equity; helps with relationships
- Parking and transportation
- More community/public engagement meetings
- Economic vitality
- Marketing
- Sustainable public gathering place (Consider Parcel 5 as potential place)
- Improving and building a relationship with the City
- Sustain fishing operations
- Ventura style – operate within its “mantra”



### ***Brainstorming Methods of Communicating with Stakeholders***

This section of the workshop focused on gathering input about ways of communicating and enhancing transparency between the District and stakeholders. Working in small groups, workshop participants discussed the following questions

- 1. What is presently being done by the District to keep the public informed?*
- 2. Discuss ideas to communicate and enhance transparency with stakeholders.*

Table 2 provides notes from the discussions.

*Table 2. Group Input on District – Stakeholder Communication*

<p><b>Group One</b></p> <ul style="list-style-type: none"> <li>• Consider having a point person of contact for District tenants</li> <li>• Consider having “coffee with the Commissioner”</li> <li>• Face-to-face bi-monthly meetings with key District personnel</li> <li>• Provide more master tenant meetings</li> <li>• Improve monthly newsletter – snail mail maybe</li> <li>• Increase accountability</li> </ul>	<p><b>Group Two</b></p> <ul style="list-style-type: none"> <li>• Staff and commissioners – walk the Harbor; make it a Commissioner goal to meet one person a week</li> <li>• Ventura Harbor in all social media <ul style="list-style-type: none"> <li>○ Who is monitoring it?</li> <li>○ Who is reporting it and what kinds of reporting?</li> <li>○ What kind of action(s) are being done? Or what type of action needs to be done?</li> <li>○ Is the name Ventura Port District confusing to our identity?</li> </ul> </li> <li>• Reconsider business hours in terms of the times they open <ul style="list-style-type: none"> <li>○ Niche</li> <li>○ Restaurants</li> </ul> </li> <li>• Outreach, by targeting the following: fishermen, businesses, retail, activities, liveaboards</li> <li>• Newsletter frequency</li> <li>• Digital notifications (push) parking notifications</li> <li>• Parking monitor system</li> <li>• Create a platform or a place for the public to provide anonymous comments</li> <li>• Need for transparency of common area maintenance fees</li> </ul>
<p><b>Group Three</b></p> <ul style="list-style-type: none"> <li>• How to better communicate:</li> <li>• Harbor Community Council and community group <ul style="list-style-type: none"> <li>○ Revive/activate/meaning?</li> <li>○ Have goals for casual meetings and make it issue-driven</li> </ul> </li> <li>• Inclusion of ad hoc meetings along with more formal meetings</li> <li>• Suggest a City of Ventura liaison to the Port District and have a representative from the voting district where the Port is located</li> </ul>	<p><b>Group Four</b></p> <ul style="list-style-type: none"> <li>• Need to understand how we can “communicate”</li> <li>• Cannot have an atmosphere of “retribution”</li> <li>• Continue to host more public meetings; there is a need for more open forums</li> <li>• Staff should be specific, direct, non-punishing</li> <li>• Find new path for City Council</li> </ul>



### Group Five

- Collaboration with the City of Ventura, Harbor/Village tenants, chamber, committees, visit Ventura, and regional
- Non-formal discussions should be communicated and marketed in terms of time and frequency, workshops, town hall style, electronic news (E-news)
- Tenant to Port District communication
- General Manager update – report back to tenants
- Connect City of Ventura and Harbor marketing efforts to build on each effort and tie City-Harbor
- Harbor Community Council
- Keep dialogue open with inter-government relations (city-county-state-federal)

### Group Six

- Regular communications between tenants and commissioners (walk-arounds)
- Email communications regarding Port activities/actions



## ***Wrap Up and Next Steps***

The workshop concluded with John indicating that a workshop summary report will be prepared by Management Partners to document the discussions and outcomes of the day.

## **Closing Comments**

John invited everyone in the room to share one thing they gained from the session. Brief highlights are provided below.

- New insight
- People care and are involved
- New information
- Commissioners participation and openness (not just listening)
- Broader awareness of issues from all members of the Harbor
- Perceptions of stakeholders
- Information on opportunities and challenges
- Open dialogue
- Format conducive
- Sustainable development principals used
- Surprised and informed by priorities
- Everyone came together
- Communications opened
- Okay not to continually produce – may be too fast to gain feedback (listen)
- Workshop operated well
- Communication improvements seem sincere
  - Increase ethnic public representation in the room
- Focus on solutions
- Communication improvements and being non-judgmental
- Encouraged to see commitment in resolving issues

## **Workshop Evaluations**

At the end of the meeting, participants were invited to complete an evaluation form. ***Attachment B*** contains a consolidation of the responses from Port Commissioners and staff, and ***Attachment C*** contains a consolidation of responses from members of the public.

## Attachment A – Potential List of Goals From Commissioners

The table includes the goals expressed by each Commissioner in their interviews with Management Partners in preparation for the workshop.

*Table 3. List of Commissioner Goals Identified in the Interviews*

Goals
1. Strengthen teamwork between Commissioners, staff and stakeholders and expand transparency with stakeholders.
2. Complete the Board's policies and procedures update.
3. Improve technology for the businesses and residents.
4. Complete the painting of the Village buildings.
5. Develop methods to maintain the financial and economic stability of the District balancing the needs of the harbor, village and fishing equally.
6. Build a plan for stronger relationship between the City of Ventura and the District. This includes: <ul style="list-style-type: none"><li>a. Restart of trolley from downtown to Port.</li><li>b. Meshing the City's General Plan with the Port's strategic plans.</li><li>c. Wayfinding signage.</li><li>d. Improvement of bicycle connections.</li><li>e. Use of the Wastewater Treatment plant property for bird watching.</li></ul>
7. Implement the Ventura Shellfish Enterprise.
8. Evaluate the risks of the rising sea and increased temperatures on plans for the developments in the harbor.
9. Develop plans that will make the Village a sustainable gathering place both on and off season.
10. Evaluate plans to make the Harbor District a quality entertainment attraction with offsite parking and methods to transport people to the Village.
11. Begin marketing Parcels 5 and 8.
12. Evaluate the possible connections of the wetlands, river and harbor as an attraction.
13. Attract low-cost temporary accommodations to capitalize on the Channel Island visitors.
14. Prepare a master plan for Parcel 20 to maximize its economic potential.
15. Develop a marketing plan to obtain an anchor tenant for the Village.
16. Assess the potential for Portside commercial space.

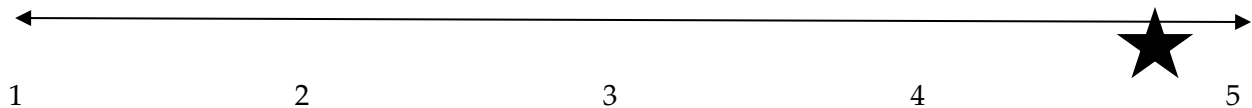
## Attachment B – Workshop Evaluations: Commissioners and Staff

The following is a compilation of eight evaluations from Commissioners and staff members who participated in the workshop.

Overall usefulness of the workshop (**4.75 average score**)

Not Useful

Very Useful



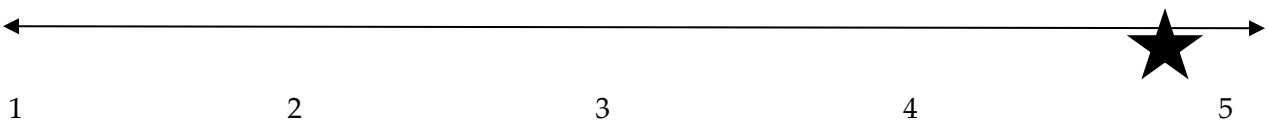
Workshop participant ratings for the overall usefulness of the workshop

Rating	1	2	3	4	5
No. of Responses	0	0	0	2	6

Overall quality of the workshop (**4.63 average score**)

Poor Quality

High Quality



Workshop participant ratings for the overall quality of the workshop

Rating	1	2	3	4	5
No. of Responses	0	0	0	3	5

**The best thing about this workshop was...**

- Input from diverse group of stakeholders.
- It was extremely informative.
- Good amount of time with a good plan to move through. Good to have staff and commissioners at each table.
- Enhanced dialogue.
- Honesty.
- Talking to understand our colleagues.
- Hearing the perceptions of stakeholders.
- Opportunity for open dialogue about important projects/programs

**Something that could have been better...**

- More participation from all stakeholder groups.
- Need a few more breaks.
- It was about right.
- Outline how we will follow up or act. More time.
- Did a great job.

**Other Comments**

- We had a good turnout but several key stakeholder groups including commercial fisherman, weren't represented.

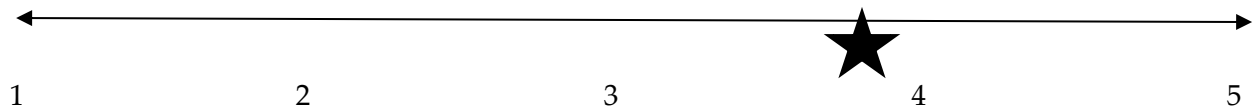
## Attachment C – Workshop Evaluations: Members of Public

The following is a compilation of responses from 10 members of the public who participated in the workshop and completed the evaluation form.

### Overall usefulness of the workshop (3.85 average score)

Not Useful

Very Useful



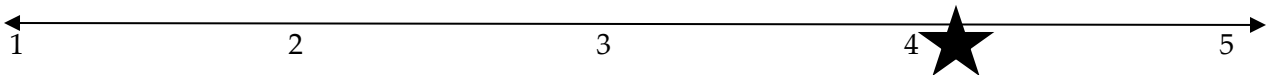
Workshop participant ratings for the overall usefulness of the workshop

Rating	0	1	2	3	4	4.5	5
No. of Responses	1	0	0	1	4	1	3

### Overall quality of the workshop (4.15 average score)

Poor Quality

High Quality



Workshop participant ratings for the overall quality of the workshop

Rating	1	2	3	4	4.5	5
No. of Responses	0	0	1	6	1	2

### The best thing about this workshop was...

- Feeling that things will improve
- Opportunity for many to express their desire for an amazing Harbor and what can make it true, and the consistency of opinion.
- Open dialogue across the spectrum of attendees
- Commissioners really participated by hearing our comments.
- Discussion of ideas, priorities, areas of better cooperation between City.
- Learning about the future of communication with the Ventura Port District Commissioners and [how it] will turn out.
- Change for open communication with Port Commissions.
- Communication between stakeholders, Port staff and Commissioners in an open format.
- Conversation.

- Open discussion of all issues.
- Apparent willingness to work with others. Common themes regarding parking/transportation.

### **Something that could have been better...**

- All is going perfect. Clearly define the next step with many new ideas.
- Not much – objectives were achieved.
- I don't think you need to do better, the time was worthwhile.
- Usefulness of workshop: "time will tell"
- None.
- Have future meetings on a day that is not on a weekend during peak business hours.
- Change table for breakout position, rotate table?
- Shorter workshop, more frequent, bi-yearly?
- More time.
- Drawing conclusions for icebreaker, small table [exercise], large table [exercise was] presented well, [but could have done the following format] "so...now...could be better"

### **Other Comments**

- Thank you!
- Maybe offer prizes for attending to encourage more public participation.
- Nice to see the dialogue.
- Next meeting should be a weekday afternoon or evening. Hold these regularly – want to see if things actually improve as a result of this workshop.
- Communication skills are not a given – probably would benefit from training in conflict resolution.