



# **VENTURA PORT DISTRICT**

## **BOARD OF PORT COMMISSIONERS**

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

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

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### **PORT COMMISSION AGENDA**

**REGULAR MEETING**  
**WEDNESDAY, JANUARY 20, 2021**

**TELECONFERENCE**  
**5 TELECONFERENCE LOCATIONS**

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

**CLOSED SESSION – 6:30PM**

**REGULAR MEETING – 7:00PM**

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

## **PUBLIC PARTICIPATION OPTIONS**

### **WATCH THE MEETING LIVE**

Join a Zoom meeting LIVE:

<https://us02web.zoom.us/j/84747461698>

Webinar ID: 847 4746 1698



**UPDATED ZOOM LOGIN INFO**

1-669-900-6833

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### **SUBMIT PUBLIC COMMENT VIA EMAIL**

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

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

### **PROVIDE PUBLIC COMMENT LIVE AT THE MEETING USING ZOOM**

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

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

## **CLOSED SESSION – 6:30PM**

**CALL TO ORDER:** *By Chairman Chris Stephens.*

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

### **PUBLIC COMMUNICATIONS (3 minutes)**

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

<b>CONVENE IN CLOSED SESSION – 6:35PM</b>
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**CLOSED SESSION AGENDA**

**1. Conference with Real Property Negotiators - Per Government Code Section 54956.8:**

- |                      |  |
|----------------------|--|
| a) Property:         | <b>1575 Spinnaker Drive #207, #208</b>   |
| Negotiating Parties: | Brian D. Pendleton, Todd Mitchell, Andy Turner<br>Kelly Shirk dba Sugar Lab Bake Shop, LLC |
| Under Negotiation:   | <b>Terms of New Office Lease Agreement</b>   |

**ADJOURNMENT**

<b>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).*

**APPROVAL OF MINUTES (3 minutes)**

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

*The Minutes of the January 6, 2021 Public Facilities Corporation Annual Meeting will be considered for approval.*

**PUBLIC COMMUNICATIONS (3 minutes)**

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

**CLOSED SESSION REPORT (3 minutes)**

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

**BOARD COMMUNICATIONS (5 minutes)**

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

**STAFF AND GENERAL MANAGER REPORTS (5 minutes)**

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

**LEGAL COUNSEL REPORT (5 minutes)**

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

**CONSENT AGENDA: (5 minutes)**

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

**A) Approval of Second Amendment to Brophy Bros. Restaurant & Clam Bar Restaurant Lease Agreement**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the Second Amendment to the Lease between the Ventura Port District and Brophy and Sons, Inc. DBA Brophy Bros. Restaurant & Clam Bar.

**STANDARD AGENDA:**

**1) Approval of a Cooperative Agreement between the Ventura Port District and City of San Buenaventura for Maintenance Dredging of the Ventura Keys Stub Channel and Inner Harbor**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the Cooperative Agreement for the Maintenance Dredging of the Ventura Keys Stub Channel between the Port District and the City of San Buenaventura.

**2) Award of Contract for 1567 Spinnaker Drive Building A Reroofing Project**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners award the 1567 Spinnaker Drive Building A Reroofing Project contract to Garland/DBS, Inc. in the amount of \$291,982.

**3) Brown Act Presentation**

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation from Lagerlof, LLP on the Ralph M. Brown Act.

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

Recommended Action: Informational. (Verbal Report)

That the Board of Port Commissioners receive an update on:

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

**ADJOURNMENT IN HONOR OF RIGOBERTO CARDONA**

*This agenda was posted on Friday, January 15, 2021 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.*

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





# BOARD OF PORT COMMISSIONERS

## JANUARY 20, 2021

### APPROVAL OF MINUTES

JANUARY 6, 2021 REGULAR MEETING

JANUARY 6, 2021 PUBLIC FACILITIES

CORPORATION ANNUAL MEETING

# VENTURA PORT DISTRICT

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## BOARD OF PORT COMMISSIONERS MINUTES OF JANUARY 6, 2021

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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 6:30PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

#### **ROLL CALL:**

#### **Commissioners Present:**

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

#### **Commissioners Absent:**

None.

#### **Port District Staff:**

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

#### **Legal Counsel:**

Andy Turner via teleconference  
Elsa Sham via teleconference

**PUBLIC COMMUNICATIONS:** Sam Sadove recommended that staff should send out a notice to tenants about what is occurring at Brophy's.

**CONVENED TO CLOSED SESSION AT 6:33PM.**

**ADJOURNMENT:** Closed Session was adjourned at 6:55PM.

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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 7:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom Meeting.

**PLEDGE OF ALLEGIANCE:** By Business Operations Manager, Todd Mitchell.

**ROLL CALL:**

**Commissioners Present:**

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

**Commissioners Absent:**

None.

**Port District Staff:**

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

**Legal Counsel:**

Andy Turner via teleconference  
Elsa Sham via teleconference

**ELECTION OF OFFICERS**

**ACTION:** Commissioner Ashworth moved to reappoint Commissioner Stephens as Chairman and appoint Commissioner Blumenberg as Vice Chairman.

Commissioner Gardina seconded. The vote was as follows:

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

**Motion carried 5-0.**

**ACTION:** Commissioner Ashworth moved to appoint Commissioner Brennan as Secretary.

Commissioner Gardina seconded. The vote was as follows:

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

**Motion carried 5-0.**

## **ADOPTION OF AGENDA**

**ACTION:** Commissioner Blumenberg moved to adopt the January 6, 2021 agenda.

Commissioner Brennan seconded. The vote was as follows:

**AYES:** Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg

**NOES:** None.

**Motion carried 5-0.**

## **APPROVAL OF MINUTES**

The Minutes of the December 16, 2020 Regular Meeting were considered as follows:

**ACTION:** Commissioner Ashworth moved to approve the minutes of the December 16, 2020 Regular Meeting.

Commissioner Brennan seconded. The vote was as follows:

**AYES:** Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg

**NOES:** None.

**Motion carried 5-0.**

**PUBLIC COMMUNICATIONS:** None.

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

**BOARD COMMUNICATIONS:** Commissioner Ashworth referenced a communication of gratitude from Coastal Cone owner Alex Hong.

**STAFF AND GENERAL MANAGER REPORTS:** Mr. Pendleton also cited Alex Hong's correspondence and reported on the unfortunate passing of Rigoberto Lopez Rangel, owner of Baja Bay Surf Taco, and Dave Hodge, employee at Harbor Village Gallery & Gifts.

**LEGAL COUNSEL REPORT:** None.

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**The Port Commission adjourned and convened as the Board of Directors of the Ventura Port District Public Facilities Corporation at 7:18PM.**

**The Board of Directors of the Ventura Port District Public Facilities Corporation adjourned and reconvened the Regular Meeting of the Ventura Port District Board of Port Commissioners at 7:22PM.**

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**STANDARD AGENDA:**

**1) Approval of Fiscal Year 2019-2020 Audit**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the acceptance of the Basic Financial Statements and Supplementary Information with Independent Auditor's Report for the Year Ended June 30, 2020, prepared by Clifton Larson Allen, LLP.

Report by Gloria Adkins, Accounting Manager and Nitin Patel, CPA, CliftonLarsonAllen LLP.

Public Comment: None.

**ACTION: Commissioner Ashworth moved to approve the acceptance of the Basic Financial Statements and Supplementary Information with Independent Auditor's Report for the Year Ended June 30, 2020, prepared by Clifton Larson Allen, LLP.**

**Commissioner Brennan seconded. The vote was as follows:**

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

**Motion carried 5-0.**

**2) Award of Bid for the Commercial Fishing Equipment Storage Improvement Project**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners award the Commercial Fishing Equipment Storage Improvement Project to Staples Construction Company, Inc. in the amount of up to \$74,471.00.

Report by Todd Mitchell, Business Operations Manager.

Public Comment: None.

**ACTION: Commissioner Brennan moved to award the Commercial Fishing Equipment Storage Improvement Project to Staples Construction Company, Inc. in the amount of up to \$74,471.00.**

**Commissioner Blumenberg seconded. The vote was as follows:**

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

**Motion carried 5-0.**

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

Recommended Action: Informational. (Verbal Report)

That the Board of Port Commissioners receive an update on:

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

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

Public Comment: Sam Sadove commented that the District should consider extending the payment schedule for the tenants under the City Ordinance.

Closed public comment at 7:46PM.

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

**ADJOURNMENT:** The meeting was adjourned in honor of Rigoberto Lopez Rangel, owner of Baja Bay Surf Taco and Dave Hodge, employee at Harbor Village Gallery & Gifts at 8:50PM.

The next meeting is Wednesday, January 20, 2021.

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Brian Brennan, Secretary

# VENTURA PORT DISTRICT

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## PUBLIC FACILITIES CORPORATION MINUTES OF JANUARY 6, 2021 ANNUAL MEETING

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### CALL TO ORDER:

At 7:18PM, 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 and via Zoom.

### ROLL CALL

Present: Chris Stephens, President  
Michael Blumenberg, Vice President, via teleconference  
Brian Brennan, Secretary, via teleconference  
Jackie Gardina, Director, via teleconference  
Everard Ashworth, Director, via teleconference

Absent: None

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

Legal Counsel: Andy Turner via teleconference  
Elsa Sham via teleconference

### A. ELECTION OF OFFICERS

**ACTION:** Director Ashworth moved to re-elect Director Stephens as President, elect Director Blumenberg as Vice President and elect Director Brennan as Secretary.

Director Gardina seconded. The vote was as follows:

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

**Motion carried 5-0.**

**ADJOURNMENT:** The meeting was adjourned at 7:22PM.

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Brian Brennan, Secretary





# BOARD OF PORT COMMISSIONERS

JANUARY 20, 2021

## DEPARTMENTAL STAFF REPORTS

DECEMBER 2020

&

LONG TERM GOALS

5-YEAR OBJECTIVES

INDEX

**Ventura Port District - Long Term Goals 5-Year Objectives**

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

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

# DEPARTMENTAL STAFF REPORTS

## CAPITAL PROJECTS

### **LONG-TERM GOALS:**

#### Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor

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

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

#### Goal 3: Economic Vitality

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

#### Goal 4: Sustainability

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

#### Goal 5: Relationships

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

#### Goal 6: Public Service

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

### **5-YEAR OBJECTIVES:**

#### Objective E: Public and Civic Engagement Plan

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

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

#### Objective F: Commercial Fishing

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

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

#### Objective V: Harbor Village

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

1: Complete Harbor Village refresh programs

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

Meeting Date: January 20, 2021

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TO: Board of Port Commissioners  
FROM: Todd Mitchell, Business Operations Manager  
Joe A. Gonzalez, Capital Projects Manager  
SUBJECT: December 2020 Capital Projects Report

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***CALIFORNIA COASTAL CONSERVANCY FISHERIES GRANT***

**Status: Ongoing**

**Budget: Over Budget**

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

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

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

***1559 ADA Restrooms upgrade:***

**Status: Ongoing**

**Budget: On Budget**

On December 16<sup>th</sup>, the Board of Port Commissioners awarded the Ventura Harbor Village ADA Restroom Remodel Contract for 1559 Spinnaker Drive to Tomar Construction Inc. Staff is currently working closely with Tomar Construction on scheduling, which we anticipate starting by mid-January. This project consists of three restroom remodels: one restroom on the first floor and two restrooms on the second floor. Staff is working closely with nearby tenants that utilize these restrooms to make sure this project comes with minimum negative impact for them and the public.

***1591 SPINNAKER DRIVE PATIO REMODEL***

**Status: Ongoing**

**Budget: Over budget**

The company installing the new awning is experiencing major difficulties keeping up with their scheduling due to the COVID crisis. The District has now been given a new installation date of Tuesday, January 12<sup>th</sup>. Staff is please on the outcome of the refurbishment and the new look that aligns well with our new Village color scheme. Staff is looking forward to having this project 100% completed and continues to work closely with the awning company.



New refurbished patio without awning

#### **ONGOING CAPITAL PROJECTS:**

##### ***Ventura Harbor Village Additional Painting***

Staff continues to work with local painting companies on several items within the Village, e.g., metal handrails, monument entry signage, common area signage, ADA contrasting stripes on common area steps, etc. These items were not part of the District's Painting Project scope of work; these items were planned for staff to complete in-house. Due to COVID, Maintenance staff are currently concentrating on the safety of the public by cleaning and sanitizing the public areas more often. This unforeseen development has resulted in the need to outsource this project at modest increase in anticipated cost.

##### ***VPD Elevators***

Two of the Village elevators had yearly inspections from the State of California Department of Industrial Relations Division of Occupational Safety and Health. Staff worked closely with ThyssenKrupp Elevator services and the State to address the 1559 and 1567 elevators preliminary orders from the State's yearly inspection. Glad to report that all needed remedies have been completed and both elevators are 100% in compliance.

##### ***Additional Projects:***

- |                                     |  |
|-------------------------------------|--|
| • 1591 suite 207                    | Status: Ongoing Tenant improvements            |
| • 1575 Suite 207 & 208              | Status: Ongoing Tenant Improvements            |
| • 1591 suite 112 ADA entry upgrades | Status: Waiting on the City for plans approval |
| • 1575 suite 104 (Sugar Lab)        | Status: Monitoring/Assisting contractors       |
| • VHV trash enclosures project      | Status: Waiting on City for plan review        |

# DEPARTMENTAL STAFF REPORTS

## DREDGING

### LONG-TERM GOALS:

#### Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor

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

#### Goal 2: Commercial & Recreational Boating & Fishing

Support and promote commercial and recreational boating and fishing

#### Goal 5: Relationships

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

### 5-YEAR OBJECTIVES:

#### Objective D: Harbor Dredging

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

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

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

Meeting Date: January 20, 2021

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
SUBJECT: December 2020 Dredging Report

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**VENTURA HARBOR ENTRANCE CHANNEL DREDGING**

On December 23, Manson Construction provided estimated volumes of materials to be dredged during the US Army Corps of Engineers (USACE) upcoming dredging of the federal entrance channel of approximately 270,00 cubic yards of sand. This is lower than the typical volume, however winter wave action between now and the planned start date for dredging (currently February 1, 2021), is anticipated to bring additional material. Still, the overall dredging program (and associated sand placement south of the entrance) will be less volume than is typical (average over the past 20 years is 550,000 cubic yards).

**INNER HARBOR DREDGING – PERMIT AMENDMENTS**

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

On December 9, Rincon Consultants presented on behalf of the Ventura Port District and the City of Ventura to the Southern California Dredged Material Management Team (DMMT) regarding the joint request to amend the USACE inner harbor and Ventura Keys dredging permits. The presentation had been distributed to the DMMT in advance of the meeting and most of the time slot was dedicated to fielding questions about the request. The Environmental Protection Agency identified that the requested amendment could create a conflict with Section 404 of the Clean Water Act (CWA) due to the high ratio of fine grain sediment within the inner harbor. During the meeting, EPA provided constructive advice on how to adjust the amendment to be compliant – specifically by limiting material placement to within two weeks of the federal channel dredging (which is largely coarse grain sand) and by limiting the volume and require placement immediately before or after the federal dredging. This would only apply when the Santa Clara river mouth is closed or flowing at a low rate.

The VPD Dredging Team (including VPD BOM, Rincon Consultants, and Jon Moore) have since revised the amendment request using a technical report produced by Jon Moore demonstrating that inner harbor dredging (VPD and City of Ventura) should allow placement of at least 48,000 cubic yards annually when conducted within 14 days of the USACE federal dredging. This volume exceeds the amount typically moved (which is generally under 30,000 cubic yards every 3 to 5 years) and would always be adequate to clear the inner harbor near the Arundell Barranca.

On January 31, the VPD Dredging Team submitted this revised amendment request to USACE local regulatory office for review and their discussion with EPA to ensure their satisfaction prior to the District formally applying for a new permit or permit amendment. As the existing USACE permit expires January 25, 2023, the District will be seeking a new permit be issued, although that will be the USACE's decision.

Upon preliminary approval by USACE, the District will be seeking the same amendment as part of a permit renewal from the Los Angeles Regional Water Quality Control Board permit, as the



existing permit expires on September 30, 2021. Following that, the VPD Dredging Team will seek the same amendment of the California Coastal Commission Coastal Development Permit, which expires April 18, 2026.

### **POLITICAL ACTIVITIES**

In communication with the USACE, the District has determined that the total cost of the federal channel dredging in 2022 is likely to escalate due to the contract being rebid this coming summer. Currently, the estimated cost is likely between \$5.4 and \$5.8 million and therefore this figure is being communicated to both federal appropriators and federally elected officials for the purpose of inclusion in the next President's Budget Request.

District staff will be coordinating with CMANC and our consultant Carpi & Clay to set up meetings with Congresswoman Brownley, Senator Feinstein, and Senator Padilla, the latter of which has been appointed to finish Vice-President-elect Harris' term, and will likely be unfamiliar with the needs of the Ventura Port District.

# DEPARTMENTAL STAFF REPORTS

## FACILITIES

### **LONG-TERM GOALS:**

#### Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor

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

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

#### Goal 3: Economic Vitality

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

#### Goal 4: Sustainability

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

#### Goal 5: Relationships

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

#### Goal 6: Public Service

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

### **5-YEAR OBJECTIVES:**

#### Objective E: Public and Civic Engagement Plan

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

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

#### Objective F: Commercial Fishing

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

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

#### Objective V: Harbor Village

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

1: Complete Harbor Village refresh programs

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

Meeting Date: January 20, 2021

TO: Board of Port Commissioners  
FROM: Todd Mitchell, Business Operations Manager  
Sergio Gonzalez, Maintenance Supervisor  
SUBJECT: December 2020 Facilities Report

**MAINTENANCE ACTIVITIES**

**COVID-19 MAINTENANCE RESPONSE /UPDATE:**

**Status: Ongoing      Budget: Over normal operating budget**

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

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

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



All restrooms throughout the Village are open, hours were reduced based on restaurant hours and to discourage issues with vandalism and theft. As of January 5, 2021, we have opened all the public restrooms at VHV.

### VHV 1559 TRASH ENCLOSURE PAINTING:

**Status: Completed Budget: Budgeted**

We have painted the exterior walls and doors to the VHV 1559 trash enclosure to match the newly completed paint color scheme throughout the Village.

Old color west side



New color west side



Old color east side



New color east side



### VENTURA HARBOR VILLAGE FISH PIER SIGNS/POSTS REPLACEMENTS:

**Status: Completed Budget: Budgeted**

We identified three double sided signs with posts in need of replacement at the VHV fish pier. Replaced all six deteriorated 4' x 4' signposts with new pressure treated posts. Replaced all twelve faded damaged signs with updated reflective signage with the Marina Managers approved verbiage.

Removed outdated sign



Damage & faded sign



New updated sign with post





### **VHV PROMENADE SEASON GREETING SIGN ELECTRICAL:**

**Status: Completed    Budget: Not Budgeted**

Upon the installation of the "SEASONS GREETINGS" sign, electrical was provided to the signs' light bulbs via an extension cord hanging overhead from a light pole adjacent to the sign on the other side of the walkway. We identified an underground route to provide a dedicated outlet to the sign and the palm tree across the sign which also did not have a dedicated outlet and was using an extension cord powering its Christmas light décor.

Moving forward, both features now have a dedicated outlet tied into our night lighting circuit providing for future marketing events and Xmas décor.

Sign prior to electrical upgrade



New dedicated outlet sign



New outlet for palm next to sign



### **VHV 1567 MEN'S/WOMEN'S RESTROOM WATER HEATER:**

**Status: Completed    Budget: Not Budgeted**

We identified a failing 12-gallon electric water heater servicing the VHV 1567 men's and women's restrooms. We ordered an exact replacement and removed the failed unit and replumbed and rewired new unit for service.

Failed unit installed 02/20/14



Removed failed unit



New unit installed 12/23/20



**CAPITAL PROJECT MANAGER/ PROPERTY MANAGER:**

Assist Capital Projects Manager and Property Manager with pending projects.

**MARINA/MARKETING DEPARTMENTS:**

The Maintenance Department continues to perform monthly inspections on all gangways, docks, fire extinguishers and fire boxes. Assist Marketing department with banner placement and COVID-19 related signage. Extra efforts were made in coordination with the Marketing Department to assist in preparation of the Xmas decor by assuring electrical connections and necessary décor mounting hardware were in place for installation contractor.

**HARBOR PATROL:**

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

**FACILITIES:**

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

# DEPARTMENTAL STAFF REPORTS

## FEDERAL

### **LONG-TERM GOALS:**

#### Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor

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

#### Goal 2: Commercial & Recreational Boating & Fishing

Support and promote commercial and recreational boating and fishing

#### Goal 5: Relationships

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

### **5-YEAR OBJECTIVES:**

#### Objective D: Harbor Dredging

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

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



## End of the Year Omnibus Package

In late December, Congress passed and the President signed into law a \$1.4 trillion Fiscal Year 2021 end of the year omnibus package. This package contains all twelve FY21 appropriations bills, the final Water Resources Development Act of 2020 and additional COVID-19 relief. Before the holidays we provided the Harbor with a separate document tracking all FY21 appropriations competitive grants and funding opportunities that were contained in the appropriations portion of the massive end of the year omnibus package. Below we highlight details of the long awaited additional COVID-19 relief package.

### **Unemployment Insurance: \$120 Billion**

- Federal Pandemic Unemployment Compensation (FPUC): provides an additional \$300/week starting December 26<sup>th</sup> and ending March 14, 2021
- Pandemic Unemployment Assistance (PUA): extends PUA for self-employed, freelancers, gig workers, and part-time workers until April 5, 2021
- Pandemic Emergency Unemployment Compensation (PEUC): extends PEUC which provides additional benefits when regular state benefits run out until April 5, 2021

### **Direct Payments to Individuals: \$160 Billion**

- One-time payments of \$600 for individuals making up to \$75,000 and \$1,200 for couples making up to \$150,000, as well as an extra \$600 per eligible child dependent.

### **Extension of Paid Leave Credits**

- Extends refundable payroll tax credits for paid sick and family leave that was established in the Families First Coronavirus Response Act, through March 31, 2021

### **Paycheck Protection Program: \$284 billion**

- Extends PPP through March 31, 2021
- Creates a set-aside for very small businesses with 10 or fewer employees
- Allows for small businesses in the restaurant and hospitality industries to receive larger awards of 3.5 times average total monthly payroll, rather than 2.5 times

### **Grants for Shuttered Venue Operators: \$15 billion**

- SBA grants up to \$10 million to live venues, independent movie theaters, and cultural institutions to address the economic effects of the pandemic
- Can be used for payroll, rent, utilities, and PPE

**Transportation Sectors: \$45 billion**

- Transit agencies: \$14 billion
- Airports: \$2 billion
- Highways: \$10 billion
- Airlines: \$15 billion

**Emergency Rental Assistance: \$25 billion**

- Extends eviction moratorium until January 31, 2021
- Allows for funding to be used to pay utilities bills, both current and previously owed

**Low-Income Water Utility Bill Assistance: \$638 million**

- A new program that will help low-income families cover the costs of their drinking water and wastewater utility bills
- Provides grants to states and tribes, who in turn will provide funds to owners or operators of public water systems or treatment works to reduce arrearages and rates to low-income households

**Extension of the deadline to states and local government to use CRF funds from the CARES Act until December 31, 2021****Education: \$81.88 billion**

- Governors Emergency Education Relief Fund: \$4.05 billion
- Elementary and Secondary School Emergency Relief Fund (public K-12 schools): \$54.3 billion

**FEMA Disaster Relief Fund: \$2 billion****Agriculture Assistance: \$13 billion**

- \$11.1875 billion for COVID-related assistance to support agricultural producers, growers, processors, specialty crops, non-specialty crops, dairy, livestock, poultry, and contract livestock and poultry producers and other purposes.
- \$100 million for Specialty Crop Block Grants
- \$100 million for Local Agriculture Marketing Program

**Nutrition**

- Temporarily increases SNAP's monthly benefits for 6-months and requires report on redemption rates during benefits increase period
- \$400 million for The Emergency Food Assistance Program
- \$175 million for Older Americans Act "Meals on Wheels" Nutrition Services and extends certain nutrition flexibilities

**Department of Health and Human Services: \$73 billion**

- CDC: \$8.75 billion for vaccines
- Substance Abuse and Mental Health Services Administration: \$4.25 billion
  - Mental Health Services Block Grant: \$1.65 billion
  - Substance Abuse and Prevention Treatment Block Grant: \$1.65 billion

- Emergency Grants to States: \$240 million
- Administration for Children and Families: \$10.25 billion
  - Child Care and Development Block Grant: \$10 billion
  - Head Start: \$250 million
- Public Health and Social Services Emergency Fund: \$48.345 billion
  - Child Care and Development Block Grant: \$10 billion
  - Head Start: \$250 million

## Congress Passes WRDA Bill

The final WRDA 2020 hitched a ride on the end of the year omnibus package. Last minute disputes regarding the draw down rate of the Harbor Maintenance Trust Fund nearly scuttled WRDA's path, however aggressive weekend efforts by the port community ensured WRDA a spot in the final omnibus. The WRDA bill provides policy direction and project authorizations for the U.S. Army Corps of Engineers (Corps) and continues Congress's biennial approval of WRDA. The 2020 WRDA bill includes the following:

- Authorizes 46 Chief's Reports for construction
- Authorizes 27 feasibility studies for new water resources development projects
- Directs the Corps to conduct six river basin studies
- Makes adjustments to the distribution of the Harbor Maintenance Trust Fund (Section 101) and allows for in-water expanded uses for donor and energy ports (Section 102). More specifically for HMT WRDA does the following:
  - Appropriation of the full prior year HMT revenues, roughly \$1.8 billion annually
  - Funding from the \$9.3 billion in unspent tax collections starting at an additional \$600 million in FY 2022. This amount increases at \$100 million per year for several years.
  - Revisions to current funding groups: 13% for Great Lakes (was 10%), 15% for emerging harbors (was 10%), 12% for Donor and Energy Transfer ports (in addition to the present \$50 million)
  - A new funding assurance group was established, National Port Readiness Network members – 17% of HMT revenues. (These ports received 16-18% of HMT revenues between 2016 and 2020.)
  - Expands in-water uses for Donor & Energy Ports (a top priority for San Pedro Bay Ports)
  - Set an implementation date of October 1, 2022 for these changes
- Allows for calculation in sea level rise benefits for Corps projects
- Directs the Corps to finalize the Principles, Requirements, and Guidelines

## Biden Administration Cabinet Secretary Nominations

President-elect Biden and Vice President-elect Harris have continued to move forward with the transition process. To date, here are the following individuals that President-elect Biden has announced he plans to nominate for cabinet-level positions:

- Secretary of State: Antony Blinken (Served as Deputy Secretary of State during the Obama Administration)
- Secretary of Defense: Lloyd Austin (Retired 4-star Army General)
- Secretary of Homeland Security: Alejandro Mayorkas (Deputy Secretary of Homeland Security in the Obama Administration)
- Secretary of the Treasury: Janet Yellen (Former Chair of the Council of Economic Advisors; former Chair of the Federal Reserve)
- Secretary of the Interior: Congresswoman Deb Haaland (D-NM)
- Secretary of Energy: Jennifer Granholm (former Governor of Michigan)
- Administrator of the Environmental Protection Agency: Michael Regan (Secretary of the North Carolina Department of Environmental Quality)
- Secretary of Agriculture: Tom Vilsack (former Secretary of Agriculture in the Obama Administration)
- Secretary of Housing and Urban Development: Congresswoman Marcia Fudge (D-OH)
- Secretary of Veterans Affairs: Denis McDonough (White House Chief of Staff, Deputy National Security Advisor, and Chief of Staff of the National Security Council during the Obama-Biden Administration)
- Secretary of Transportation: Pete Buttigieg (former Mayor of South Bend, IN)
- Secretary of Education: Dr. Miguel Cardona (Connecticut's Commissioner of Education)
- Secretary of Health and Human Services: Xavier Becerra (California Attorney General and former Member of Congress)

## **EPA Launches New Clearinghouse for Environmental Finance**

In mid-December, the Environmental Protection Agency (EPA) launched the Clearinghouse for Environmental Finance (Clearinghouse), an online database of land, air, and water information. This new Clearinghouse catalogues available funding, financing, and instructional resources to aid communities in their efforts to improve environmental conditions. The new Clearinghouse includes over 1,800 funding and financing opportunities and information resources. The Clearinghouse can be accessed at [www.epa.gov/chef](http://www.epa.gov/chef).

## **FEMA Proposal to Drastically Change Disaster Aid to States under Public Assistance Program**

The Federal Emergency Management Agency (FEMA) is proposing a rule to substantively revise the “Estimated cost of the assistance” disaster declaration factor that FEMA uses to review a Governor's request for a major disaster under the Public Assistance Program. According to the proposed rule, FEMA is proposing revisions to this factor to “more accurately assess the disaster response capabilities of the 50 States, the District of Columbia, and the U.S. territories (States), and to respond to the direction of Congress in the Disaster Recovery Reform Act of 2018, which requires FEMA to review its disaster declaration factors and update them via rulemaking, as appropriate.” Under the proposed rule, a state's financial status and ability would be factored in when determining whether or not to approve an aid request. States in a better financial position would have to demonstrate a higher level of damage than states with struggling financial positions in order to receive aid. This proposal

would be one of the most significant revisions to federal disaster policy in almost 50 years. The proposed rule is open for comments until February 12, 2021.

## FAA Issues Two Final Rules on Drones

In late December, the Federal Aviation Administration (FAA) issued two final rules regarding Unmanned Aircraft (UA) aka drones. The first rule entitled the “Remote Identification of Unmanned Aircraft” focuses on taking additional steps to integrate the UAs into the National Airspace System. The second rule entitled the “Operation of Unmanned Aircraft Systems Over People” allows for routine operations over people and routine operations at night under certain circumstances. Both rules will become effective 60 days after publication in the Federal Register, which is expected to occur in January of 2021.

## DOT Launches Regional Infrastructure Accelerators Program

The Department of Transportation (DOT) has announced the launch of a new demonstration program to establish several Regional Infrastructure Accelerators which will expedite delivery of transportation infrastructure projects through innovative finance and delivery methods. DOT is soliciting applications to designate Accelerators that will serve defined geographic areas, act as a resource to qualified entities within the designated areas and demonstrate the effectiveness of these Accelerators to expedite the delivery of eligible projects through Federal credit assistance programs, including Transportation Infrastructure Finance and Innovation Act (TIFIA) and other innovative financing methods. A total of \$5 million is available for the program.

## Federal Agency Regulatory Announcements

**DOT Issues NPRM Updating NEPA Procedures.** The Department of Transportation (DOT) has issued a notice of proposed rulemaking (NPRM) that updates and codifies its internal order establishing the responsibilities and procedures for complying with the National Environmental Policy Act (NEPA). The proposal updates DOT’s procedures in response to the Council on Environmental Quality’s final rule updating its NEPA Procedures. Comments were due by December 23, 2020.

**FHWA Announces Comprehensive Pedestrian Safety Action Plan.** The Federal Highway Administration (FHWA) has released a Pedestrian Safety Action Plan with a goal of reducing pedestrian injuries and fatalities on the nation’s roads. The plan promotes the expanded use of countermeasures, technology, and data-driven practices to address pedestrian fatalities and injuries.

**FHWA Issues NPRM to Allow More Flexible Design Standards to Repair the Nation’s Freeways and Interstates.** FHWA has published a notice of proposed rulemaking to allow state departments of transportation more flexibility with design standards to repair the nation’s freeways and interstate highways. The rule allows states to develop design standards for resurfacing, restoration and rehabilitation (RRR) projects for freeways,



including those on the interstate system. The change would allow states to develop RRR freeway projects using a performance-based, flexible approach. Comments were due by December 24, 2020.

**FHWA Issues NPRM on State Highway Agency EEO Programs.** The FHWA has issued a notice of proposed rulemaking that removes outdated and duplicative regulations requiring State highway agencies to submit to FHWA, on an annual basis, Equal Employment Opportunity (EEO) Program plans for FHWA approval. Currently, FHWA is responsible for oversight of State highway agencies' EEO programs, which include collection and analysis of internal employment data, development of an internal affirmative action hiring plan, and contractor compliance reporting. These regulations overlap with, and are duplicative of, other Federal requirements enforced by other Federal agencies. Elimination of these regulations would reduce administrative and monetary burdens on Federal-aid recipients. Comments are due by January 29, 2021.

**FRA Issues Final Rule on State Highway-Rail Grade Crossing Action Plans.** FRA has issued a final rule that requires 40 States and the District of Columbia to develop and implement highway-rail grade crossing action plans. This final rule also requires ten States that developed highway-rail grade crossing action plans as required by the Rail Safety Improvement Act of 2008 and FRA's implementing regulation to update their plans and submit reports to FRA describing actions they have taken to implement them. The final rule is effective January 13, 2021.

**CBP Releases 2021-2026 Strategy.** The U.S. Customs and Border Protection (CBP) has published its Strategy 2021-2026, which introduces new mission and vision statements for the agency along with a commitment to prioritize 12 strategic objectives across the agency. The full document can be found [HERE](#).

**FTA and FRA Announce Adoption of FHWA's Nationwide Net Benefit and Historic Bridges Programmatic Evaluations.** FTA and FRA have jointly issued a notice to adopt FHWA's nationwide programmatic Section 4(f) evaluations for certain transportation projects having a net benefit to Section 4(f) properties (Nationwide Net Benefit Programmatic Evaluation) and for certain transportation projects that use historic bridges (Nationwide Historic Bridges Programmatic Evaluation). These nationwide Section 4(f) programmatic evaluations would provide the Agencies with an alternative to the individual Section 4(f) evaluation process for demonstrating compliance with Section 4(f) requirements, as applicable. The adoption of these evaluations is effective on January 7, 2021.

# DEPARTMENTAL STAFF REPORTS

## HARBOR PATROL

### **LONG-TERM GOALS:**

#### Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor

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

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

#### Goal 2: Commercial & Recreational Boating & Fishing

Support and promote commercial and recreational boating and fishing.

#### Goal 5: Relationships

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

#### Goal 5: Public Service

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

### **5-YEAR OBJECTIVES:**

#### Objective E: Public and Civic Engagement Plan

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

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



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

Meeting Date: January 20, 2021

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
John Higgins, Harbormaster  
SUBJECT: December 2020 Harbormaster/Harbor Patrol Report

**PUBLIC SAFETY**

**Overview:**

The most significant events over this past month have been the high tides and surf. This combination has resulted in substantial erosion along the beaches and an increase in 911 calls. Only one of these events created hazardous harbor entrance conditions, and as a result, we closed the launch ramp for the night to recreational hoop netting. By the next day, the surf had decreased, and we re-opened it with minimal inconvenience to boaters.

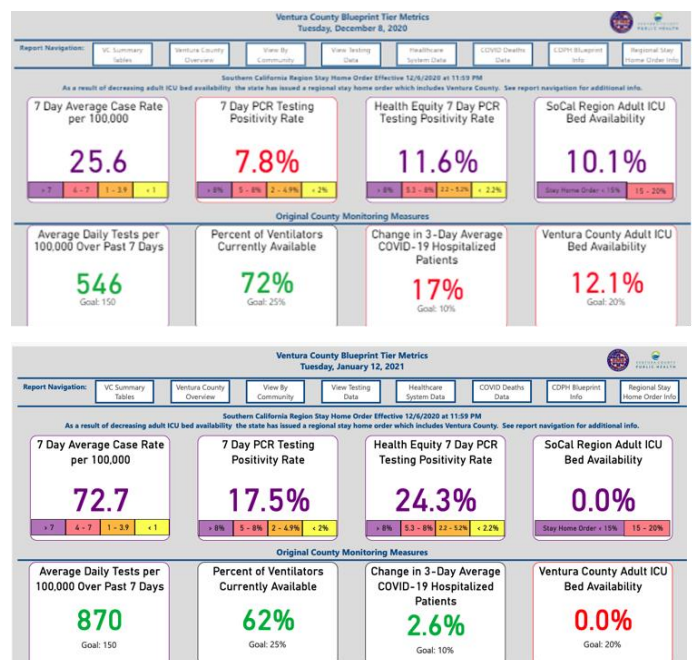


**COVID-19**

**Community Overview:**

Like the rest of the State, Ventura County has seen a significant increase in positive COVID-19 cases. Below is a comparison from last month's report and shows that locally the cases have increased and are now starting to stress our system. This will more than likely continue to be the case as the expected next wave of Christmas and New Years' infections test positive. These numbers will more than likely result in Ventura County remaining in the most restrictive tier for the near future.

Ventura County websites:  
[www.vcemergency.com](http://www.vcemergency.com) and  
[www.venturarecovers.org](http://www.venturarecovers.org)  
California Website: [www.covid19.ca.gov](http://www.covid19.ca.gov)



**COVID-19 Vaccinations:**

Harbor Patrol staff as 911 First Responders qualified for the first round of vaccinations. Members received the Moderna vaccine on December 29<sup>th</sup> and will return for the second vaccine later this month. While we will have received the vaccine, our staff will continue to wear masks in public and the workplace to set an example and provide maximum protection.

I have received inquiries from local business owners about getting their staff vaccines. I have shared that the first round of vaccines is being issued by the County Health Care Agency and follow the State tiers. As more vaccines become available, they will be administered privately through CVS, Walgreens, and their doctors. Below is a link to the County process, which is consistent with the State.

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

## **BEACHES**

### **Harbor Cove:**

Because Harbor Cove beach is protected within the Harbor there is very little erosion from the recent wave activity. We did see some water runoff due to the high tides but overall, there has been little change. Also, due to the State Health Order, the beach volleyball courts remain closed.

### **South Beach:**

The rapid erosion due to the high surf and tides has eroded most all the available beach from the Surfers Knoll Groin to Surfers Knoll. I was able to get overhead pictures of January 31, 2019 and 2020. The erosion was slightly more this year and since has surpassed years before. The area between the South Jetty and Surfers Knoll Groin is included in having been eroded more than in years past.



### **UAS Program (Unmanned Aerial System):**

In addition to documenting the erosion and other Port District projects, I have been training with both the City Police and Fire Department. On both occasions, the area was just behind River Haven, where a series of suspicious fires started. The Port Districts DJI Mavic Enterprise has

a thermal camera and can efficiently identify hot spots and provide a reasonable estimation of the fire's size. During one of the events, two more fires were quickly identified. In a matter of minutes, we were able to fly over the area and determine that they were small campfires that



did not require a large fire response. The existing fire personnel made contact with the responsible parties and efficiently extinguished the illegal fire.

#### **VENTURA HARBOR PATROL BLOTTER:**

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

#### **Sample Blotter Report - Sunday 1-10-2021:**

5:45am, High Surf Advisory, surf 8-11ft with sets to 15ft later today.

12:08pm, dispatched to an Ocean Rescue at the Ventura Pier for a missing surfer. Officers responded in Rescue B-19 to assist searching for a diabetic patient who went surfing and was last seen four hours ago. After searching with multiple agencies, the patient was found safe, tired from surfing for four hours.

3:00pm, received a request for assistance with a large group of surfers caught outside the pier unable to return to shore because of the large and increasing surf. Officers responded in Rescue B-19 and assisted State Parks with escorting the group of inexperienced surfers to the shore near Sanjon rd.

4:08pm, dispatched to an Ocean Rescue, individual threatening to jump off the end of the pier, refusing to leave. Officers responded in Rescue B-19 & RWC to assist VPD & State Parks with suicidal individual. Convinced him to not jump.

8:26pm, observed waves breaking across the entrance as a large vessel outbound breached through a set of waves. Contacted US coast guard and advised of the hazardous conditions and requesting a securite (hazardous condition) announcement on VHF 16.

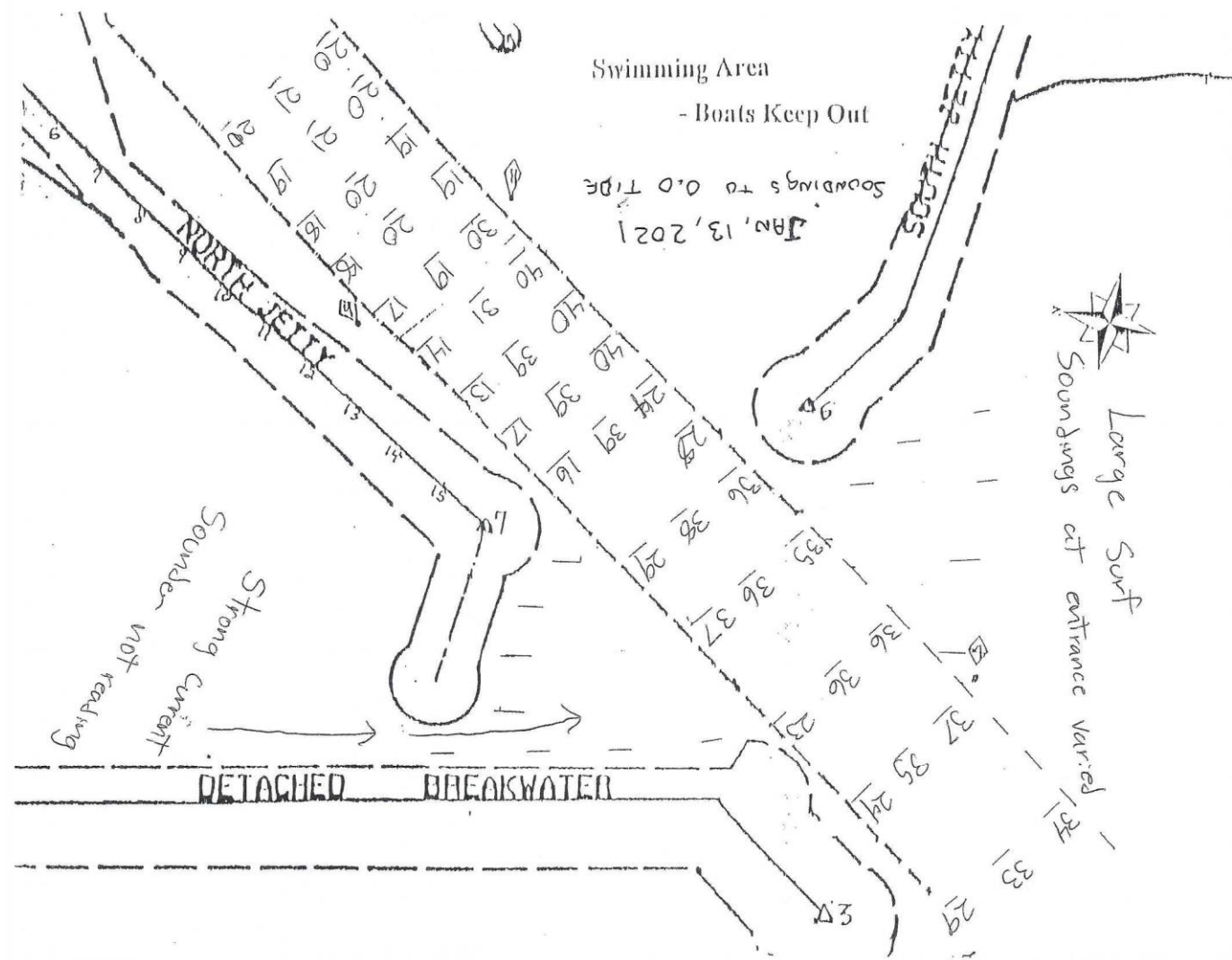
## 911 CALLS DISPATCHED (32 CALLS RECEIVED 12/11-1/11)

**\*\* 8 Ocean Rescue & 1 Structure Fire \*\***

20-0106807		B0A11, B1, MED471, MT5, U1	M7	DIABETIC PROBLEMS NO CODE	Ventura County Fire Department	1363 SPINNAKER DR	Ventura	12/21/2020 7:32:51 AM
20-0107429		HARB1, ME2, MED472, MED473	M5	OVERDOSE/POISONING NON EMD	Ventura County Fire Department	1215 Anchors Way	Ventura	12/22/2020 7:40:11 PM
20-0107542		HARB1, ME2, MED471	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1215 Anchors Way	Ventura	12/23/2020 7:45:14 AM
20-0107644		HARB1, ME2, MED662	M7	OBVIOUS OR EXPECTED DEATH	Ventura County Fire Department	1215 Anchors Way	Ventura	12/23/2020 12:15:09 PM
20-0107965		HARB1, ME2, MED663	M7	FALL NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	12/24/2020 10:27:00 AM
20-0108058		B1, B14, B23, B28, B61, E165, E25, E64, E65, E66, E84, EMS63, HARB1, HARB2, IV2, LA65, ME106, ME161, ME2, ME3, ME53, ME6, MED474, MRE23, MT5, T64, T61, T68	F3	STRUCTURE FIRE	Ventura County Fire Department	1414 Angler Ct	Ventura	12/24/2020 3:30:30 PM
20-0108306		HARB1, ME2, MED471	M5	FALL	Ventura County Fire Department	1215 Anchors Way	Ventura	12/25/2020 11:58:13 AM
20-0108389		B1, B15, CSTGRD1, EMS48, HARB1, LIFEOD2, ME1, ME106, ME2, MED492, MT5, OR1	F4	OCEAN RESCUE HIGH	Ventura County Fire Department	34°16'27.27"n / 119°18'19.54"w	Ventura	12/25/2020 4:23:50 PM
20-0108798		HARB1, ME2, MED471	M7	SICK PERSON NO CODE	Ventura County Fire Department	1000 Navigator Dr	Ventura	12/27/2020 3:10:16 AM
20-0108893		B15, B2, BOAT19, CSTGRD1, EMS42, EMS63, HARB1, LIFEOD2, ME1, ME2, MED662, MT5, OR1	F5	OCEAN RESCUE LOW	Ventura County Fire Department	135 Shoreline Dr	Ventura	12/27/2020 12:25:33 PM
20-0108947		B15, B2, CSTGRD1, EMS63, HARB1, LIFEOD2, ME2, MED471, MED473, MT5, OR1	F5	OCEAN RESCUE LOW	Ventura County Fire Department	135 Shoreline Dr	Ventura	12/27/2020 3:50:07 PM
20-0109422		HARB1, ME2, MED471	M7	FALL NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	12/29/2020 3:11:11 AM
20-0109725		HARB1, ME2, MED472	M5	BEHAVIORAL EMERGENCY	Ventura County Fire Department	1080 Navigator Dr	Ventura	12/29/2020 7:42:22 PM
21-0000041		HARB1, ME2	F7	FIRE ALARM	Ventura County Fire Department	1414 Angler Ct	Ventura	1/1/2021 2:58:50 AM
21-0000067		HARB1, ME2	F7	INVESTIGATION	Ventura County Fire Department	Spinnaker Dr / E Harbor Bl	Ventura	1/1/2021 7:08:34 AM
21-0000445		HARB1, ME2, MED471	M3	UNCONSCIOUS/FAINT HIGH	Ventura County Fire Department	1583 Spinnaker Dr	Ventura	1/2/2021 11:28:38 AM
21-0001165		HARB1, ME2, MED472	M1	CARDIAC/RESP ARREST NON EMD	Ventura County Fire Department	1215 Anchors Way	Ventura	1/4/2021 4:00:44 PM
21-0001881		HARB1, ME2, MED474	M5	FALL	Ventura County Fire Department	1215 Anchors Way	Ventura	1/7/2021 3:12:48 AM
21-0001966		HARB1, ME7, MED471	M5	ASSAULT NON EMD	Ventura County Fire Department	1050 Schooner Dr	Ventura	1/7/2021 10:49:59 AM
21-0002212		B3, B33, CSTGRD1, EMS48, EMS63, HARB1, LIFEOD2, ME1, ME2, MED472, MT5, OR1	F5	OCEAN RESCUE LOW	Ventura County Fire Department	450 E Harbor Blvd	Ventura	1/8/2021 7:31:14 AM
21-0002926		B2, B22, BOAT19, CSTGRD1, EMS63, HARB1, LIFEOD2, ME1, ME2, MED471, OR1	F4	OCEAN RESCUE HIGH	Ventura County Fire Department	1-199 Shoreline Dr	Ventura	1/10/2021 12:07:54 PM
21-0002981		B2, B20, B66, BOAT19, CPT9, CSTGRD1, EMS63, HARB1, LIFEOD2, ME1, ME161, ME2, ME25, MED471, MED472, OR1, OR25, OR66, VCAU1	F4	OCEAN RESCUE HIGH	Ventura County Fire Department	135 Shoreline Dr	Ventura	1/10/2021 3:07:46 PM
21-0002996		B2, B22, BOAT19, CSTGRD1, EM4, EMS63, HARB1, LIFEOD2, ME2, MED471, OR1	F5	OCEAN RESCUE LOW	Ventura County Fire Department	600 E Harbor Blvd	Ventura	1/10/2021 4:08:03 PM
21-0003328		B23, B7, BOAT19, CSTGRD1, EMS42, EMS48, HARB1, LIFEOD2, ME1, MED471, MED474, OR1, OR25, OR53	F5	OCEAN RESCUE LOW	Ventura County Fire Department	135 Shoreline Dr	Ventura	1/11/2021 6:10:19 PM
21-0003594		HARB1, ME102, MED471	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1080 Navigator Dr	Ventura	1/12/2021 7:19:11 PM



## Harbor Entrance Soundings



# DEPARTMENTAL STAFF REPORTS

## MARINA

### **LONG-TERM GOALS:**

#### Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor

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

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

#### Goal 2: Commercial & Recreational Boating & Fishing

Support and promote commercial and recreational boating and fishing.

#### Goal 5: Relationships

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

#### Goal 6: Public Service

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

### **5-YEAR OBJECTIVES:**

#### Objective E: Public and Civic Engagement Plan

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

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

#### Objective F: Commercial Fishing

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

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

**VENTURA PORT DISTRICT  
DEPARTMENTAL STAFF REPORT**

Meeting Date: January 20, 2021

TO: Board of Port Commissioners  
FROM: Todd Mitchell, Business Operations Manager  
Dave Werneburg, Marina Manager / Commercial Fisheries  
SUBJECT: December 2020 Marina Report

**MARINA DEPARTMENT ACTIVITIES**

**California Market Squid Harvest – Ventura Harbor**

- No commercial squid landings in December for Ventura Harbor
- 19 – 20 YTD (Starting April 1, 2019): 581 landings, 9,262,965 lbs. / 4,631 tons
- California Squid Season Limit: 118,000 tons

**Commercial Fishing**

While there were no commercial squid landings in Ventura in December, there continues to be active fishing in Monterey and a number of landings in San Pedro for squid harvested near Catalina. Several of our fleet have returned to Northern California to fish crab until squid activity re-emerges. This squid season officially closes March 31, 2021, but the 2021-2022 season starts April 1, 2021. Some 10-12 years ago we enjoyed a very robust summer squid season and hit the state's 118,000-ton limit by Thanksgiving. Seasons have become less and less predictable.

The COVID pandemic has very adversely impacted not only our squid harvest but also most of our smaller, independent fishermen. The primary issue for this segment is there is simply no market to sell their catch to. Our smaller, independent fishermen sell to commercial fish buyers who, in turn, provision the restaurant trade. Demand has diminished; restaurants are closed, and while some are doing take-out, fresh fish has such a short self-life if not flash frozen, buyers have no sustainable markets to sell to.

**Courtesy Patrol / Dockmasters**

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

**VENTURA HARBOR VILLAGE MARINA**

Total Slip Count	103	100%
Slips Assigned / Reservations	90	87%
Slips Currently Occupied	72	70%
Slips Available	13	13%

# DEPARTMENTAL STAFF REPORTS

## MARKETING

### **LONG-TERM GOALS:**

#### Goal 3: Economic Vitality

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

#### Goal 5: Relationships

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

#### Goal 5: Public Service

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

### **5-YEAR OBJECTIVES:**

#### Objective E: Public and Civic Engagement Plan

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

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

#### Objective V: Harbor Village

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

- 3: Marketing Action Plan



# DECEMBER MARKETING REPORT

## Enhance Visitor Experiences

### HOLIDAY FOOD DRIVE

Ventura Harbor participated in the 2020 Can-Tree Holiday Food Drive to benefit Food Share of Ventura County. Donations collected & themed trees built onsite in one afternoon.



# 20+

Media mentions in response to press release sent out



# 144

Reindeer antler headbands distributed to ignite festive photos



# 1,100+

Total food items donated within 5 hour timeframe



# 3,000+

Total views on festive video recap + time lapse of tree building



### WAVE TO SANTA

At the Can-Tree Holiday Food Drive, Santa & Mrs. Claus were on hand to wave & welcome guests in the Village from a sleigh within a roped off area in the center of the Channel Islands Courtyard in the Village.



### BUBBLES GALORE

Instead of faux snow in a concentrated area, commercial bubble machines were brought in to create a magical experiences for 2 weekends in Dec. Bubbles throughout Village evoked smiling faces & fun memories for all.

### SEASONS GREETINGS VIDEO

Working with Steel Cut Productions and participating Harbor Village businesses, a holiday video highlighting décor, gifts, and seasonal seaside magic was launched across all platforms (including Facebook, Insta, Stories, Youtube, Harbor Websites, digitals ads etc.).

**Viewed more than 97,300 times!**



### SHOPPING PASSPORT

**600+** Passports Handed Out  
**17** Retailers Participated  
**69** Stamped Passports Returned  
**2** Grand Prizes Awarded to Ventura & Santa Clarita residents (top markets)<sub>41</sub>

### PANDEMIC PIVOTS

Due to updated Ventura County restrictions, select events were cancelled:

- 2 Weddings (cancelled)
- Santa & Elf Paddle (cancelled)
- Visit with Santa & Live Reindeer (cancelled)





# DECEMBER MARKETING REPORT

## Engage Customers via Paid Media

### DATA DRIVEN DECISIONS

Demographic data is derived from website & social media platform analytics, and campaign performance. The regional drive market influenced strategic marketing messages. The top demographics for December 2020 are:

*Ages*

AGES 25 - 54

*Markets*

**LOS ANGELES  
VENTURA COUNTY  
SANTA ANA  
SANTA CLARITA**

*Interests*

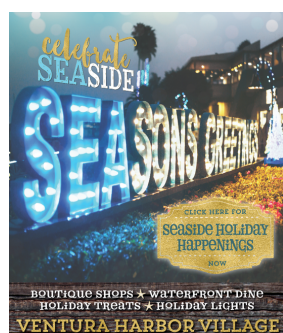
**EVENTS  
DINING / SHOPPING  
PARADE CANCELLATION  
FA LA LA LOCAL MARKET  
PRIVATE BOAT TOURS  
LIVE WEB CAM  
COVID MESSAGING**

#### PLEASE NOTE:

The data above is a summary of top results for the month, it is not reflective of all demographic data for Ventura Harbor overall.

### PAID ADVERTISING WITH LOCAL & REGIONAL REACH

- 805 Living Magazine Print Ad
- Acorn (Camarillo) Print Ad
- California 101 Magazine Full Editorial
- Santa Clarita Signal Print Ad
- Ventura Breeze Print Ad
- Ventana Magazine Print Ad
- VC Reporter Print Ad
- VC Reporter Paid Eblast
- VC Reporter Digital Ads (all month)
- VC Star Digital Ads (all month)
- Macaroni Kid Paid Digital Article
- Facebook Paid Ads ( x3)
- Instagram/FB Boosted Posts (x10)
- Downtown Ventura Big Belly Ads
- Ventura RV Park Welcome Booklet Ad
- Visit Ventura Digital Web Banner
- Visit Ventura Boosted Blog Content
- Visit Ventura Onsite Display & Maps





# DECEMBER MARKETING REPORT

## Social Media & Content Development

### RECOVERY MESSAGING

December 2020 social posts were dedicated to safe ways to enjoy the holiday season with Ventura Harbor retail, restaurants, activities, light displays, and outdoor décor.

#### INSTAGRAM

20,666 Followers (↑ 2%)  
14,332 Engagements (↑ 19%)  
471,966 Impressions (↑ 27%)



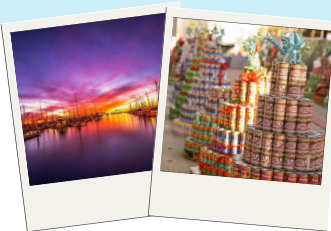
#### FACEBOOK

26,766 Followers (↑ 1%)  
43,028 Engagements (↑ 50%)  
828,996 Impressions (↑ 32%)



#### TWITTER

5,570 Followers (↑ 1%)  
183 Engagements (↑ 12%)  
7,858 Impressions (↓ 11%)



#### SAMPLE SOCIAL TOPICS INCLUDE:

Virtual ways to connect with family for the holidays with Ventura Harbor, seasonal decorations in the fresh sea air, unique gift picks, updates on safe holiday festivities, takeout meals, seaside sunsets, plus the below...



KEYT Coverage of Village Can-Tree Food Drive



CA Coastal Conservancy grant public messaging



Harbor restaurant takeout options for the Holidays

### SOCIAL MEDIA STORIES IN NOVEMBER

Total Posted: 97 stories | Total Impressions: 16.5k (↑ 70%)

Sample Topics: Stocking Stuffers, Takeout Meals & treats, Food Drive live coverage, Seaside Safety messaging, Holiday Shopping Passport, Fa La La LOCAL Market

### PAID SOCIAL ADS

#### FACEBOOK ADS

Seasons Greetings (video ad):

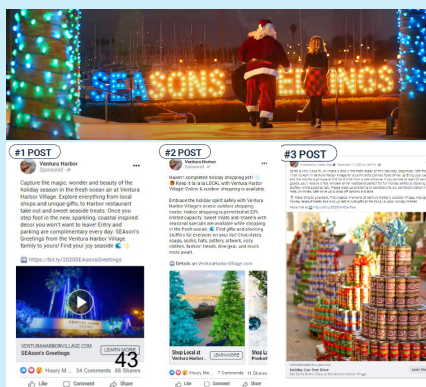
46,582 Reach | 2,846 Link Clicks | \$400 Spend

Fa La La LOCAL Holiday Market (carousel ad):

24,903 Reach | 494 Link Clicks | \$150 Spend

Seaside Santa & Can-Tree Food Drive (ad):

7,396 Reach | 207 Link Clicks | \$50 Spend



### BLOGS & ENEWSLETTERS sent to gk subscribers

Magic of the Holidays

1,487 opens | 212 clicks



Fa La La LOCAL Market

1,218 opens | 105 clicks



Harbor Holiday Happenings

1,294 opens | 103 clicks



Food Drive Thank You

1,320 opens | 87 clicks



# DECEMBER MARKETING REPORT

## Earned Media & Tourism

### PRESS RELEASES

- 1 Last Minute Ways To Celebrate Holidays at Ventura Harbor Village
- 2 Holiday Can Tree Food Drive at Ventura Harbor Village with link to video
- 3 Island Packers Holiday Gift Certificates for Excursions & Whale Watching

### PRESS COVERAGE

25+

Editorial Coverage Pieces

featuring all of Decembers festivities from Seasons Greetings to Santa Paddle to Can-Tree Food Drive.



### RECOVERY MESSAGING

At the start of December with a more stringent Shelter at Home in place across California, the marketing team again reinvented holiday activities and promotions launching a **Fa LA LA Local Marketplace** to keep locally-owned & operated business top of mind during the holiday season. Santa Paddle was reimagined to **Ventura Santa & Elf Paddle** working with Visit Ventura to highlight unique happening (canceled due to Covid) and highlighted **Takeout** messaging for restaurants again.

### FA LA LA LOCAL CONTEST FOR DRIVE MARKET

"Tell us your favorite Harbor shop or restaurant + tag friends"  
Andria's Gift Certs presented as the Prizes in December to 2 Winners.  
14 different businesses mentioned.



PRIZE

7,700+

Individuals Reached

76

Total Entries

### VILLAGE TENANT OPENINGS

- Met with Sugar Lab on Grand Opening promotional highlights for Dec. 19th (postponed)
- Opening signage created for Hair Extensions by Shirley



### TOURISM OUTREACH

Visit Ventura - Blog Ventura Harbor posted "Season's Greetings from Ventura Harbor" blog with video and images (7,000 impressions)

Meeting with Central Coast Team Members and Visit California marketing / social team on pandemic effects and programming

Banner ad on Visit Ventura tourism website for month of December:



CLICK HERE

# DEPARTMENTAL STAFF REPORTS

## PROPERTY

### **LONG-TERM GOALS:**

#### Goal 3: Economic Vitality

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

#### Goal 5: Relationships

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

#### Goal 5: Public Service

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

### **5-YEAR OBJECTIVES:**

#### Objective E: Public and Civic Engagement Plan

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

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

#### Objective V: Harbor Village

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

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

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

Meeting Date: January 20, 2021

---

TO: Board of Port Commissioners  
FROM: Todd Mitchell, Business Operations Manager  
Robin Baer, Property Manager  
SUBJECT: December 2020 Property Manager Report

---

**CURRENT TENANT REPORT**

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

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

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

- Tenant continues to experience additional delays from the So Cal Gas Company, City of Ventura and construction. Tenant estimates Grand Opening for February 2021, depending on Covid health orders and obtaining certificate of occupancy permits.

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

**CURRENT AVAILABILITY REPORT**

1) *1567 Spinnaker Drive #100*

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

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

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

**LEASING OUTREACH**

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

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



## OCCUPANCY LEVELS AT HARBOR VILLAGE

December 2020

CATEGORY	TOTAL	Harbor	Harbor	Harbor	Harbor	City *	City *
	Square	Vacancy	Vacancy	Available	Available	Vacancy	Available
	Footage	Sq Ft	%	Sq Ft	%	%	%
Office	19,759	789	4%	2,560	13%	20%	40%
Retail	19,409	0	0%	11,784	61%	24%	32%
Restaurant	31,983	1,537	5%	3,927	12%	56%	56%
> Harbor Vacancy --- No tenant or lease							
Office ----		1575 - Martin & Gray					
Retail ---		N/A					
Restaurant ---		1591 -- Blackbeard's					
> Harbor Available --- Tenant on MTM lease, including Harbor Vacancy numbers							
Office ----		1559, 1567,1575 - Power Processing, Gewirtz, Custom Embroidery					
		Martin & Gray					
Retail ---		1559 -- Comedy Club, HV Gallery					
		1567 -- Carousel , Treasure Cove, Potters Guild					
		1583 -- Lemon & Lei					
Restaurant ---		1575 -- 805 Bar/Copa Cubana					
		1591 #114/#115 -- Blackbeard's					
* City --- Based on comparable square footage within Ventura 93001 area							
** Occupancy Levels for Office -- tend to be lower due to shorter lease terms							
*** City Restaurant vacancy/available as reported by CoStar Program							
**** Definition of available includes MTM status but the District is not taking action							
to replace tenants on MTM during the pandemic.							

## SALES REPORTS

The attached summary for November sales for three categories: restaurants, retail, and charters. The reports compare the monthly sales for 2019 and 2020. They also include year-to-date comparisons. The year-to-date overall sales for Harbor Village Tenants in November were 17.69% down from the same time last year.

## ATTACHMENTS:

Attachment 1 – November 2020 Sales Report

# ATTACHMENT 1

## Ventura Harbor Village Tenant Sales Summary

Month of  
11/2020

	<u>November-2020</u>	<u>November-2019</u>	<u>% Change</u>
Restaurants	\$ 967,480	\$ 1,070,568	-9.63%
Retail	\$ 322,692	\$ 307,282	5.01%
Charters	\$ 312,585	\$ 307,258	1.73%
Total	\$ 1,602,757	\$ 1,685,108	-4.89%

Year-to-date through November 2020

	<u>November-2020</u>	<u>November-2019</u>	<u>% Change</u>
Restaurants	\$ 13,630,894	\$ 15,383,849	-11.39%
Retail	\$ 3,956,166	\$ 4,116,981	-3.91%
Charters	\$ 3,279,641	\$ 5,851,068	-43.95%
Total	\$ 20,866,701	\$ 25,351,898	-17.69%





BOARD OF PORT COMMISSIONERS

JANUARY 20, 2021

CONSENT AGENDA ITEM A

APPROVAL OF SECOND AMENDMENT TO  
BROPHY BROS. RESTAURANT & CLAM BAR  
RESTAURANT LEASE AGREEMENT

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM A**  
Meeting Date: January 20, 2021

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
SUBJECT: Approval of Second Amendment to Brophy Bros. Restaurant & Clam Bar  
Restaurant Lease Agreement

---

**RECOMMENDATION:**

That the Board of Port Commissioners approve the Second Amendment to the Lease between the Ventura Port District and Brophy and Sons, Inc. DBA Brophy Bros. Restaurant & Clam Bar.

**SUMMARY:**

The Second Amendment will authorize the General Manager to use Brophy Bros. Restaurant & Clam Bar (Brophy Bros.) 2019 sales, rather than 2020 sales to meet the lease sales performance metric to exercise the second 5-year option in 2021 due to Covid-19 impacts and provide a third 5-year option beginning in 2026.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

Brophy Bros. has been negatively impacted by the Covid-19 pandemic. Regardless, due to their long-term success at Ventura Harbor and in the region, they are prepared to make a significant financial investment in their premises, in particular Suites 100 and 200. However, the second 5-year option in their lease contains a sales performance metric for 2020 that the business was unable to achieve due to the impacts of the Covid-19 pandemic. In 2019, their sales exceeded the performance metric. The Second Amendment will authorize the General Manager to use the 2019 sales performance in approving the second 5-year option effective October 23, 2021. The Second Amendment will also provide for a third 5-year option beginning in 2026 through 2031 with a fixed base rent and promotional fee. This will allow Brophy Bros. the additional time necessary to recapture and profit from their investment and provide both parties the opportunity to benefit from this highly successful public-private partnership at Harbor Village.

Formal plans for Suite 200 have been submitted and approved by the City and Port District. Suite 200 improvements include flooring, walls, plumbing, lighting, ceiling, walk-ins, stainless steel back bar, and electrical systems. Completion is anticipated by June 30, 2021. Suite 100 improvements may include patio floor, walls and patio covering, furniture, fixtures and equipment, and possible modifications to interior circulation for better integration of Suites 100-200 for customers and staff. Completion is anticipated by September 30, 2021.

Brophy Bros. is rebranding Fratelli's (Suite 100) to their successful On the Alley concept which serves breakfast, lunch and dinner and will accommodate overflow seating for Brophy Bros. that cannot be met in Suite 200 (e.g. group events).

**FISCAL IMPACT:**

This lease reflects current market rental rates for restaurant space in the complex. The lease has annual step increase provisions in the base rent and promotional fees during the first and second options but will remain fixed during the third option period. This is in consideration of the significant capital investment of several hundred thousand dollars that Brophy Bros. will make in Suites 100 and 200 in 2021. The Port District's contribution to the capital and tenant improvements is \$0.

**ATTACHMENTS:**

None.



# BOARD OF PORT COMMISSIONERS

JANUARY 20, 2021

## STANDARD AGENDA ITEM 1

APPROVAL OF A COOPERATIVE  
AGREEMENT BETWEEN THE VENTURA  
PORT DISTRICT AND CITY OF SAN  
BUENAVENTURA FOR MAINTENANCE  
DREDGING OF THE VENTURA KEYS  
STUB CHANNEL AND INNER HARBOR

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

**STANDARD AGENDA ITEM 1**  
Meeting Date: January 20, 2021

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
SUBJECT: Approval of a Cooperative Agreement between the Ventura Port District and City of San Buenaventura for Maintenance Dredging of the Ventura Keys Stub Channel and Inner Harbor

---

**RECOMMENDATION:**

That the Board of Port Commissioners approve the Cooperative Agreement for the Maintenance Dredging of the Ventura Keys Stub Channel between the Port District and the City of San Buenaventura.

**SUMMARY:**

The Ventura Port District and the City of San Buenaventura (City) share responsibility for maintaining access to the Ventura Keys through maintenance dredging of the Ventura Keys Stub Channel. This cooperative agreement between the two agencies has been prepared to allow the District to enter into a contract with the dredging contractor executing the federal navigation channel dredging to also dredge the Stub Channel and allow the costs for that work to be shared with the City and remains in effect until either party terminates it.

**LONG-TERM GOALS:**

- Goal 1: Safety & Navigation
  - Maintain and enhance a safe and navigable harbor
    - (a) Securing funding for dredging the Harbor entrance through the Army Corps of Engineers in coordination with agencies and our elected officials
    - (b) Dredging the Inner Harbor and preserving infrastructure;
    - (c) Providing superior Harbor Patrol, Maintenance, and related District services;
    - (d) Preserving and enhancing infrastructure, equipment, and facilities for a modernized, efficient and safe working harbor.
- Goal 2: Commercial & Recreational Boating & Fishing
  - Support and promote commercial and recreational boating and fishing

**5-YEAR OBJECTIVES:**

- Objective D: Harbor Dredging
  - Ensure that annual dredging occurs at the federal Harbor entrance and as needed in the inner Harbor
    - 3: Ventura Port District Dredging
- Objective E: Public and Civic Engagement Plan
  - Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders
    - 2: Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs

**BACKGROUND:**

The U.S. Army Corps of Engineers (USACE) advertised an Invitation for Bids No. W912PL-19-B-001 for the Ventura Harbor Maintenance Dredging on December 2018 (the complete bid solicitation is available for inspection in the Port District office). The bids received by the USACE were opened on January 17, 2019, and the selected low bidder was Manson Construction Co. for three years of maintenance dredging through 2021.

Section 20751.2 of the Public Contract Code includes the following language:

*Notwithstanding Section 20751, the board of the Ventura Port District may award a contract for the performance of dredging work within the district's boundaries without competitive bidding, provided that both of the following apply:*

- a) The dredging contractor was selected through a federal competitive bidding process for a federal dredging project then underway in the County of Ventura.*
- b) The board makes written findings, based on substantial evidence in the record, that the contract awarded pursuant to this section is likely to cost less than a contract awarded pursuant to Section 20751.*

Manson is presently in the process of mobilizing for the Corps of Engineers project and expects to begin dredging the Ventura Harbor federal navigation channel in early February 2021. With the Manson equipment already in the harbor and mobilized at the Corps expense, it is inconceivable that the District could secure a less costly bid for the dredging work by securing its own competitive bids.

This allows the District to enter into a contract with the USACE selected dredging contractor to perform dredging of the Ventura Keys Stub Channel. With the approval of this agreement, the District can cost share the expense with the City of Ventura.

Bathymetric surveys in the northern portion of the Pierpont Basin and the Stub Channel providing vessel access to the Ventura Keys indicate that it would be prudent now to perform maintenance dredging in those areas.

Attachment 1 is the Cooperative Agreement for Maintenance Dredging of the Ventura Keys Stub Channel between the Ventura Port District and the City of San Buenaventura. The city's prorate share of the dredging cost shall be based upon the proportionate volume of material removed from the City's waterway versus the total volume of material removed from both the District and City water areas.

The Cooperative Agreement has been approved as to form by the Port District's legal counsel and the City Attorney. The Ventura City Council is expected to approve the agreement on January 25, 2021.

**FISCAL IMPACT:**

When executed, the 2021 inner harbor/stub channel dredging contract with Manson Construction is expected to have a cost of \$300,000, with approximately \$225,000 being the District's anticipated portion. The funds for that expenditure are available in the District's Dredging Reserve. The City's prorate share is expected to be about \$75,000.

**ATTACHMENTS:**

Attachment 1 – Cooperative Agreement between VPD and City of Ventura

**COOPERATIVE AGREEMENT FOR  
MAINTENANCE DREDGING OF THE VENTURA KEYS  
CITY OF SAN BUENAVENTURA AGREEMENT No.**

This Cooperative Agreement for the Maintenance Dredging of the Ventura Keys ("AGREEMENT") is entered into by and between the Ventura Port District ("DISTRICT"), and the City of San Buenaventura ("CITY"), individually referred to as "Party" and collectively as "Parties."

**WHEREAS**, DISTRICT proposes to conduct maintenance dredging operations within Ventura Harbor in water areas adjacent to the CITY's Ventura Key to remove shoal conditions having a potentially deleterious effect on vessel navigation; and

**WHEREAS**, CITY owns and maintains the waterways within the Ventura Keys; and

**WHEREAS**, CITY is desirous of having DISTRICT utilize its contractor to remove shoal material from the Ventura Keys Stub Channel; and

**WHEREAS** CITY proposes to pay to DISTRICT the CITY's prorata share of the dredging cost attributable to the cost of removing shoal material from the Ventura Keys but not exceed an amount established by the City prior to the commencement of the operation; and

**WHEREAS**, DISTRICT expects to have its dredging contractor conduct dredging operations in future years;

**NOW, THEREFORE,** in consideration of the promises and covenants contained herein, the Parties agree as follows:

A. DISTRICT agrees to:

1. Cause the maintenance dredging operation within the CITY waterway to be conducted in compliance with the following regulatory requirements or their successors:

Department of the Army Permit No. SPL-2007-00872-GLH dated April 10, 2019

Coastal Development Permit No. 4-18-0390 dated July 10, 2019

State Lands Commission Lease No. PRC 8786.9, dated December 3, 2019

Los Angeles Regional Water Quality Control Board Order No. R4-2019-0038 dated March 14, 2019

2. Award a contract for the maintenance dredging work in accordance with Section 20751.2 of the Public Contract Code.
3. Cause the contractor for the dredging operation to name the CITY and its officials, officers, agents, and employees as additional insureds on all insurance policies that the contractor obtains for PROJECT.
4. Invite CITY to attend all preconstruction conferences and all final inspections for the dredging operation held with contractor.
5. Coordinate with CITY in responding to public comments and concerns regarding the dredging operations or impacts that may directly affect City residents or the general public.
6. After completion of the dredging operation, submit an invoice to CITY for the CITY's prorata share of the total cost of the operation, including equipment mobilization, digging, surveying, and monitoring. CITY's prorata share shall be based upon the



ATTACHMENT 1

proportionate volume of material removed from the CITY's waterway versus the total volume of material removed from both the DISTRICT and CITY water areas.

B. CITY agrees to:

1. Advise the DISTRICT of the CITY's maximum funding commitment for each dredging episode prior to the commencement of that episode.
2. Pay to DISTRICT its prorata share of the total cost of the maintenance dredging operation as set forth in Section A.6, above.
3. Attend any construction progress meetings that include any issues pertaining to CITY improvements.

C. HOLD HARMLESS AND INDEMNIFICATION:

1. CITY agrees to indemnify, defend, and hold harmless DISTRICT, its agents, officials, officers, representatives, and employees, from and against all claims, lawsuits, liabilities, or damages of whatever nature arising out of or in connection with, or relating in any manner to any wrongful act or omission of CITY, its agents, employees, subcontractors, and employees thereof, pursuant to the performance or non-performance of this AGREEMENT.

2. DISTRICT agrees to indemnify, defend, and hold harmless CITY, its agents, officials, officers, representatives, and employees, from and against all claims, lawsuits, liabilities, or damages of whatever nature arising out of or in connection with, or relating in any manner to any wrongful act or omission of DISTRICT, its agents, employees, subcontractors, and employees thereof, pursuant to the performance or non-performance of this AGREEMENT.

D. TERMINATION. This AGREEMENT shall continue from year to year but may be terminated by either party upon the giving of thirty (30) days' notice to the other party in accordance with Section G, below, except that termination notice may not be given during the dredging operation.

E. ENTIRE AGREEMENT. This AGREEMENT contains the entire AGREEMENT of the Parties hereto with respect to the matters contained herein, and supersedes any prior

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ATTACHMENT 1

agreement or understanding, oral or written. This AGREEMENT may be amended, modified, or otherwise altered, or its provisions waived, only upon mutual consent of the Parties by written amendment.

F. ASSIGNMENT. This AGREEMENT may not be assigned by either Party without the written consent of the other, which consent shall not be unreasonably withheld, and any assignment without such written consent shall be void.

G. NOTICES. All notices must be given in writing, delivered in person, by telecopier, commercial courier, or registered or certified mail. All notices will be deemed given on the date personally delivered or transmitted by telecopy, or 24 hours after delivery to any commercial courier for overnight delivery, or 48 hours after deposit into the United States Mail. Notices must be addressed to the Parties at the following addresses, unless timely changed by a written notice delivered to the other Party.

TO DISTRICT:

VENTURA PORT DISTRICT  
1603 Anchors Way Drive  
Ventura, CA 93001  
Attention: General Manager  
Ph: (805) 642-8538

TO CITY:

CITY OF SAN BUENAVENTURA  
501 Poli Street  
San Buenaventura, CA, 93001  
Attention: Public Works Director  
Ph: (805) 654-77

H. INTERPRETATION. This AGREEMENT will be construed under the laws of the State of California, and will not be strictly construed for or against either Party as a result of their joint preparation of this AGREEMENT

I. NO IMPLIED AGENCY. No Party to this AGREEMENT is the agent of the other Party and nothing in this AGREEMENT may be construed as permitting or authorizing either Party to this AGREEMENT to act in any capacity as an agent of the other. Furthermore, nothing in this AGREEMENT may be construed as creating a partnership or joint venture between the Parties. Notwithstanding the foregoing, the Parties acknowledge that they are

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ATTACHMENT 1

undertaking the PROJECT for their mutual benefit, and the Parties agree to execute such further agreements and documents and take such further actions as may be reasonably necessary to implement this AGREEMENT.

J. NO THIRD PARTY BENEFICIARY. Except as expressly set forth herein, this AGREEMENT is not intended to benefit any person or entity not a party hereto.

IN WITNESS WHEREOF, the undersigned authorized representatives of the Parties have executed this AGREEMENT, which shall be effective on the date last signed below.

**VENTURA PORT DISTRICT**

\_\_\_\_\_  
Brian Pendleton  
General Manager


**CITY OF SAN BUENAVENTURA**

\_\_\_\_\_  
ALEX D. MCINTYRE  
City Manager

ATTEST:

\_\_\_\_\_  
Antoinette M. Mann, MMC CRM  
City Clerk

APPROVED AS TO FORM:  
Gregory G. Diaz, City Attorney

 11/5/2021  
\_\_\_\_\_  
Gregory G. Diaz      Date  
City Attorney

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BOARD OF PORT COMMISSIONERS

JANUARY 20, 2021

STANDARD AGENDA ITEM 2

AWARD OF CONTRACT FOR 1567

SPINNAKER DRIVE BUILDING A

REROOFING PROJECT

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 2**  
Meeting Date: January 20, 2021

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TO: Board of Port Commissioners  
FROM: Todd Mitchell, Business Operations Manager  
Joe Gonzalez, Capital Projects Manager  
SUBJECT: Award of Contract for 1567 Spinnaker Drive Building A Reroofing Project

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**RECOMMENDATION:**

That the Board of Port Commissioners award the 1567 Spinnaker Drive Building A Reroofing Project to Garland/DBS, Inc. in the amount of \$291,982.

**SUMMARY:**

The Port District's FY20-21 Capital Improvement Budget includes \$300,000 for reroofing of the 1559 Spinnaker Drive Building A (Margarita Villa & the Ventura Village Carousel). Utilizing procedures established by the U.S. Communities government cooperative contracting process, the District has received a bid from the Garland Company to accomplish the reroofing project for \$291,982.

The Garland/DBS, Inc. bid includes replacement of the tiled portion of the roof (the parapet is not included in this scope of work) and a 30-year labor and material warranty on the low slope portions and a 5-year warranty on the underlayment on the tile mansard roof sections. The new roof is expected to last approximately 40 years.

Garland/DBS, Inc. has contracted multiple projects to the District with high quality work, good cooperation, and with reasonable change orders. Therefore, the District anticipates good performance on this project.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

- Objective V: Harbor Village
  - Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience.
    - 1: Complete Harbor Village refresh programs

**BACKGROUND:**

In 2012, the Port District retained the Corrough Consulting Group to prepare a Capital Needs Assessment Report to identify the capital needs of all of the District's operated facilities within the harbor. One of the primary needs identified in this report was the reroofing of the then 30-year-old roofs of the eight retail and office buildings comprising Harbor Village.

In 2015, the District proceeded to replace the entire roof system at 1449 Spinnaker Drive (Andria's) and at 1559 Spinnaker Drive (Brophy's), as well as the tile mansard at 1691 Spinnaker Drive (Island Packers). That work was accomplished at a cost of \$780,764.00.

In 2017, the District proceeded to replace the entire roof systems of 1431 Spinnaker Drive (NPS), 1591 Spinnaker Drive (excluding a portion over suites #113 through #115), and 1691 (Island Packers/NPS).

Upon completion of the Phase II work, the buildings at 1567 Spinnaker Drive (Hats/Margarita Villa), 1583 Spinnaker Drive (Coffee Dock), part of 1591 Spinnaker Drive and 1575 Spinnaker Drive (The Greek/Boatyard Pub) still require reroofing. The District's Capital Improvement Plan has these roofs distributed over the next five years.

In FY20-21, the District budgeted to replace the roof of 1567 Spinnaker, Building A, in which the tenants Margarita Villa and the Ventura Village Carousel are located. This roof replacement does not include the area known as the parapet, which is asphalt shingles behind the Margarita Villa patio. This portion of the roof will be replaced during the renovation to the building which will add four HVAC units to this area and is budgeted for FY21-22.

**FISCAL IMPACT:**

The awarding of the reroofing contract to the Garland Company in the amount of \$291,982 is within the budget amount of \$300,000.

**ATTACHMENT:**

Attachment 1 – Garland/DBS Inc. Proposal #25-CA-200640 01/07/2021



**Garland/DBS, Inc.**  
**3800 East 91<sup>st</sup> Street**  
**Cleveland, OH 44105**  
**Phone: (800) 762-8225**  
**Fax: (216) 883-2055**



## **ROOFING MATERIAL AND SERVICES PROPOSAL**

**Ventura Port District**  
**Ventura Harbor Village**  
**1567 Spinnaker Drive**  
**Ventura, CA 93001**

**Date Submitted: 01/07/2021**

**Proposal #: 25-CA-200640**

**MICPA # PW1925**

**California General Contractor License #: 949380**

Purchase orders to be made out to: Garland/DBS, Inc.

**Please Note:** The following budget/estimate is being provided according to the pricing established under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA) with Racine County, WI and OMNIA Partners, Public Sector (U.S. Communities). The line item pricing breakdown from Attachment C: Bid Form should be viewed as the maximum price an agency will be charged under the agreement. Garland/DBS, Inc. administered an informal competitive process for obtaining quotes for the project with the hopes of providing a lower market-adjusted price whenever possible.

### **Scope of Work:**

#### **Tile Roof Section - Original Section**

1. Remove existing tile above steep slope roofs and stack neatly for reuse.
2. Install 2 plies R-Mer Seal underlayment.
3. Reinstall tiles per specifications attached with Storm-Lock Tile Tye System.
4. Install all edge metal, coping, trim and flashing with 16oz copper.

#### **Additional Tile Roof Section & BUR Cricket**

1. Install R-Mer Seal and new 2 piece tile above new entrance
2. Install HPR Base and Stress Ply IV Mineral over new cricket
3. Install new Copper Gutters and Downspouts over new entrance

<b>Proposal Price Based Upon Market Experience:</b>	<b>\$ 291,982</b>
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### **Garland/DBS Price Based Upon Local Market Competition:**

<b>Western States Roofing Inc.</b>	<b>\$ 291,982</b>
<b>L&amp;L Roofing Inc.</b>	<b>\$ 329,665</b>
<b>Commercial Roofing Systems Inc.</b>	<b>\$ 571,861</b>

### **Unforeseen Site Conditions:**

Wood Blocking (Nailer) Replacement (per Linear Foot)	\$ 4.45
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## ATTACHMENT 1

Additional Insulation Replacement (per Square Foot)	\$	4.85
Decking Replacement (per Square Foot)	\$	4.45

Potential issues that could arise during the construction phase of the project will be addressed via unit pricing for additional work beyond the scope of the specifications. This could range anywhere from wet insulation, to the replacement of deteriorated wood nailers. Proposal pricing valid 60 days from proposal date listed above.

### **Clarifications/Exclusions:**

1. Permits are excluded.
2. Bonds are included.
3. Plumbing, Mechanical, Electrical work is excluded.
4. Masonry work is excluded.
5. Interior Temporary protection is excluded.
6. Any work not exclusively described in the above proposal scope of work is excluded.

If you have any questions regarding this proposal, please do not hesitate to call me at my number listed below.

Respectfully Submitted,

*Matt Egan*

Matt Egan  
Garland/DBS, Inc.  
(216) 430-3662





# BOARD OF PORT COMMISSIONERS

## JANUARY 20, 2021

### STANDARD AGENDA ITEM 3 BROWN ACT PRESENTATION

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 3**  
**Meeting Date: January 20, 2021**

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Andrew D. Turner, Legal Counsel, Lagerlof, LLP  
SUBJECT: Brown Act Presentation

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**RECOMMENDATION:**

That the Board of Port Commissioners receive a presentation from Lagerlof, LLP on the Ralph M. Brown Act.

**SUMMARY:**

During the January 22, 2020 Board of Port Commissioners meeting, the Board requested the preparation of a presentation on the Ralph M. Brown Act (Brown Act) and its governance of District board meetings.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

The Brown Act was introduced as state legislation in 1953 and continues to govern the conduct of state and local public agencies within California. The express purpose of the Brown Act is to assure that local government agencies conduct the public's business openly and publicly. In addition to requiring the public's business to be conducted in open, noticed meetings, the Brown Act also extends to the public the right to participate in meetings.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

None.