



# 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, MAY 19, 2021**

### **TELECONFERENCE**

#### **5 TELECONFERENCE LOCATIONS**

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

**CLOSED SESSION – 5:30PM**

**REGULAR MEETING – 7:00PM**

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

## **PUBLIC PARTICIPATION OPTIONS**

### **WATCH THE MEETING LIVE**

Join a Zoom meeting LIVE:

<https://us02web.zoom.us/j/86953096952>

Webinar ID: 869 5309 6952

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 – 5:30PM**

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

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

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

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

## **CONVENE IN CLOSED SESSION – 5:35PM**

**CLOSED SESSION AGENDA**

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

- a) Property: **1559 Spinnaker Drive #104**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner  
Ghassan Trad & Wafaa Alwarda dba Harbor Market & Liquor  
Under Negotiation: **Terms of Retail Lease Amendment**
  
- b) Property: **1449 Spinnaker Drive #B**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner  
Andria's Seafood Specialties dba Andria's Seafood Restaurant  
Under Negotiation: **Terms of New Office Lease Agreement (renewal)**
  
- c) Property: **1559 Spinnaker Drive #102**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner  
Louise Gaye Clanton & Tracy Lanquist dba Ventura Swimwear  
Under Negotiation: **Terms of New Retail Lease Agreement (renewal)**
  
- d) Property: **1591 Spinnaker Drive #117B**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner  
Anne Trainoff dba Silhouettes Salon  
Under Negotiation: **Terms of Retail Lease Option**
  
- e) Property: **1410 Angler Ct.**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner  
Kat Jones  
Under Negotiation: **Terms of New Sublease**
  
- f) Property: **1591 Spinnaker Drive #114, #115**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner  
Aaron Running dba Aarmark Beer Gardens  
John, Gillian and Tom Conway dba Deep Sea by Conway Family Wines  
John & Michelle Kimble dba Hula's Island Grill  
Under Negotiation: **Terms of New Restaurant Lease**

**2. Conference with Legal Counsel - Existing Litigation per Government Code Section 54956.9(d)(1):** RDPH Properties, Inc. vs. Ventura Port District; Ventura Co. Sup. Court Case No. 56-2020-00546511-CU-WM-VTA. (verbal report)

**ADJOURNMENT**

**OPEN SESSION – 7:00PM**

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

**PLEDGE OF ALLEGIANCE:** *By Chairman Chris Stephens.*

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

**ADOPTION OF AGENDA (3 minutes)**

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

**APPROVAL OF MINUTES (3 minutes)**

*The Minutes of the May 5, 2021 Regular Meeting will be considered for approval.*

**PUBLIC COMMUNICATIONS (3 minutes)**

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

**CLOSED SESSION REPORT (3 minutes)**

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

**BOARD COMMUNICATIONS (5 minutes)**

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

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

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

**LEGAL COUNSEL REPORT (5 minutes)**

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

**CONSENT AGENDA: (5 minutes)**

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

**A) Approval of Amendment to the Retail Lease Agreement for Ghassan Trad and Wafaa Alwarda dba Harbor Market & Liquor**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve an Amendment to the Retail Lease between the Ventura Port District dba Ventura Harbor Village and Ghassan Trad and Wafaa Alwarda dba Harbor Market & Liquor for the premises located at 1559 Spinnaker Drive #104.

**B) Approval of Option to Silhouettes Retail Lease Agreement**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners authorize the General Manager to approve the Option to Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Anne Trainoff DBA Silhouettes Salon for the premises located at 1591 Spinnaker Drive #117B, consisting of 761 square feet.

**C) Approval of Change Orders for the Fisherman’s Storage Containers Procurement**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve two change orders for the procurement of the Fisherman’s Storage Containers with Container Alliance in the amount of \$8,366.52 and \$6,435.78 for a total of \$14,802.30.

**STANDARD AGENDA:**

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

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3416 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance for a new approximately 5-year Office Lease Agreement with three (3) five (5) year options (for a total of approximately 20 years) between the Ventura Port District dba Ventura Harbor Village and Andria’s Seafood Specialties dba Andria’s Seafood Restaurant in a newspaper of general circulation.

**2) FY2021 – 2022 Budget Study Session**

Recommended Action: Informational.

That the Board of Port Commissioners conduct a FY21–22 Budget Study Session and provide direction to the General Manager in preparation of the forecasted preliminary budget and five-year capital improvement plan.

**3) Approval of Amendment No. 1 to the Employment Agreement for General Manager**

Recommended Action: Roll Call vote.

That the Board of Port Commissioners approve and authorize the Chair to sign Amendment No. 1 to the “At Will Employment Agreement for General Manager”, dated May 1, 2019, increasing the annual base salary to \$197,084 and granting a one-time payment of \$5,000 to General Manager Brian Pendleton.

**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**

*This agenda was posted on Friday, May 14, 2021 by 6:00 p.m. at the Port District Office and online at [www.venturaharbor.com](http://www.venturaharbor.com) - Port District Business - Meetings and Agendas.*

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*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Ventura Port District at (805) 642-8538 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)*



VENTURA  
PORT DISTRICT  
*Established 1952*

# BOARD OF PORT COMMISSIONERS

## MAY 19, 2021

### APPROVAL OF MINUTES

### MAY 5, 2021 REGULAR MEETING

# VENTURA PORT DISTRICT

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## BOARD OF PORT COMMISSIONERS MINUTES OF MAY 5, 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 6:01PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

#### **ROLL CALL:**

#### **Commissioners Present:**

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

#### **Commissioners Absent:**

None.

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

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

#### **Legal Counsel:**

Andy Turner via teleconference

**PUBLIC COMMUNICATIONS:** None.

**CONVENED TO CLOSED SESSION AT 6:03PM.**

**ADJOURNMENT:** Closed Session was adjourned at 6:56PM.

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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 7:01PM 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  
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  
Joe Gonzalez, Capital Improvements Manager via teleconference  
Gloria Adkins, Accounting Manager via teleconference  
Dave Werneburg, Marina Manager via teleconference

**Legal Counsel:**

Andy Turner via teleconference

**ADOPTION OF AGENDA**

**ACTION: Commissioner Brennan moved to adopt the May 5, 2021 agenda.**

**Vice-Chairman Blumenberg seconded. The vote was as follows:**

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

**NOES: None.**

**Motion carried 5-0.**

**APPROVAL OF MINUTES**

The Minutes of the April 21, 2021 Regular Meeting were considered as follows:

**ACTION: Commissioner Brennan moved to approve the minutes of the April 21, 2021 Regular Meeting.**

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

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

**NOES: None.**

**Motion carried 5-0.**

**PUBLIC COMMUNICATIONS:** Derek Turner commented on the high water quality in the harbor but expressed concerns about debris in the Arundell Barranca that could be carried into the harbor during a rain event.

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

**BOARD COMMUNICATIONS:** Commissioner Ashworth reported that he was a guest speaker for the Chamber on VSE. Commissioner Gardina is excited to see Island Packers busy. Commissioner Blumenberg is also happy to see life coming back to the Harbor.

**STAFF AND GENERAL MANAGER REPORTS:** Mr. Pendleton reported that he participated in the City's first General Plan workshop.

**LEGAL COUNSEL REPORT:** None.

**CONSENT AGENDA:**

**A) Approval of Option to Mermaid Gallery Retail Lease Agreement**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners authorize the General Manager to approve the Option to Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tina O'Brien dba Mermaid Gallery for the premises located at 1575 Spinnaker Drive #107B, consisting of 652 square feet.

PUBLIC COMMENT: None.

**ACTION:** Commissioner Brennan moved to authorize the General Manager to approve the Option to Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tina O'Brien dba Mermaid Gallery for the premises located at 1575 Spinnaker Drive #107B, consisting of 652 square feet.

Commissioner Gardina seconded. The vote was as follows:

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

**Motion carried 5-0.**

**B) Approval of Assignment and Assumption of Lease and Consent of Landlord for Baja Bay Surf Taco**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve an Assignment and Assumption of Lease and Consent of Landlord between Ms. Rangel, wife of Rigoberto Lopez Rangel dba Baja Bay Surf Taco and Mr. Ricardo Magana for the premises located at 1567 Spinnaker Drive #104, consisting of 773 square feet.

PUBLIC COMMENT: None.

**ACTION:** Commissioner Brennan moved to approve an Assignment and Assumption of Lease and Consent of Landlord between Ms. Rangel, wife of Rigoberto Lopez Rangel dba Baja Bay Surf Taco and Mr. Ricardo Magana for the premises located at 1567 Spinnaker Drive #104, consisting of 773 square feet.

Commissioner Gardina seconded. The vote was as follows:

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

**Motion carried 5-0.**

**C) Approval of New Retail Lease Agreement for Tuesday Spagnuolo and Vince Spagnuolo dba Lost in Socks**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tuesday Spagnuolo and Vince Spagnuolo dba Lost in Socks at 1575 Spinnaker Drive #107A, consisting of 565 square feet for a five-year term with a four-year option.

**PUBLIC COMMENT:** None.

**ACTION:** Commissioner Brennan moved to approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tuesday Spagnuolo and Vince Spagnuolo dba Lost in Socks at 1575 Spinnaker Drive #107A, consisting of 565 square feet for a five-year term with a four-year option.

Commissioner Gardina seconded. The vote was as follows:

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

**Motion carried 5-0.**

**D) Approval of Notice of Completion for the Ventura Harbor Restroom ADA Remodel at 1559 Spinnaker Drive**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3413:

- a) Accepting the work of Tomar Construction Inc. for the Ventura Harbor Village Restroom ADA Remodel at 1559 Spinnaker Drive; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

**PUBLIC COMMENT:** None.

**ACTION:** Commissioner Brennan moved to adopt Resolution No. 3413 accepting the work of Tomar Construction Inc. for the Ventura Harbor Village Restroom ADA Remodel at 1559 Spinnaker Drive and authorizing staff to prepare and record a Notice of Completion with the Ventura County Recorder.

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

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

**Motion carried 5-0.**

**E) Approval of Notice of Completion for the Inner Harbor Dredging**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3414:

- a) Accepting the work of Mason Construction Company for the Inner Harbor Dredging; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

PUBLIC COMMENT: None.

**ACTION: Commissioner Brennan moved to Commissioners adopt Resolution No. 3414 accepting the work of Mason Construction Company for the Inner Harbor Dredging and authorizing staff to prepare and record a Notice of Completion with the Ventura County Recorder.**

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

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

**Motion carried 5-0.**

**STANDARD AGENDA:**

**1) Approval of Financial Statements and Checks for January through March 2021**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3415 to:

- a) Accept the financial statements for the Quarter ending March 31, 2021; and,
- b) Review the payroll and regular checks for January through March 2021.

Report by Gloria Adkins, Accounting Manager.

PUBLIC COMMENT: None.

**ACTION: Commissioner Blumenberg moved to adopt Resolution No. 3415 to accept the financial statements for the Quarter ending March 31, 2021 and review the payroll and regular checks for January through March 2021, with the revision to page 37.**

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

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

**Motion carried 5-0.**

**2) Board of Port Commissioners Protocols and Policies Manual Update**

Recommended Action: Informational.

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

Report by Jessica Rauch, Clerk of the Board.

PUBLIC COMMENT: Jean Getchell submitted written comment, particularly regarding Closed Session that staff will take into consideration. This document is posted on the District website. Sam Sadove offered several suggestions to incorporate into the manual, particularly regarding references to the Brown Act, that staff will take into consideration.

**ACTION: The Board of Port Commissioners reviewed and discussed updates to the Board of Port Commissioners Protocols and Policies Manual. Staff will take the information discussed and bring back in July.**

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

Recommended Action: Informational.

That the Board of Port Commissioners receive and file the quarterly update on the Ventura Port District 5-Year Objectives.

Report by Brian D. Pendleton, General Manager.

PUBLIC COMMENT: None.

**ACTION: The Board of Port Commissioners received a quarterly update on the Ventura Port District 5-Year Objectives.**

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

Recommended Action: Informational. (Verbal Report)

That the Board of Port Commissioners receive an update on:

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

Report by Brian D. Pendleton, General Manager.

PUBLIC COMMENT: None.

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

**ADJOURNMENT:** The meeting was adjourned at 9:03PM.

The next meeting is Wednesday, May 19, 2021.

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Brian Brennan, Secretary



# BOARD OF PORT COMMISSIONERS

MAY 19, 2021

## DEPARTMENTAL STAFF REPORTS

APRIL 2021

&

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  Draw upon Ventura Harbor area Nat'l. & State parks and wetland areas to enhance ecotourism	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)
			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: May 19, 2021

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

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**CALIFORNIA COASTAL CONSERVANCY FISHERIES GRANT**

**Status: Ongoing**

**Budget: On Budget**

On September 29, 2020, the District received grant documentation from the California Coastal Conservancy for a \$318,600 Fisheries Grant which was accepted by the Board 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 \$318,600. 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.

**1) Modernization of the Fishermen’s Storage Yard**

Per the District’s procurement policy, a notice inviting bids was published for the repaving of the fishmen’s storage yard. The Board awarded this project to Staples Construction Company, Inc. at the January 6<sup>th</sup> meeting. Similarly, the District held a public bid to secure the 26 storage containers for the project and Container Alliance was awarded the procurement at the December 16<sup>th</sup> Board meeting.

Phase one included repaving along the south fence has been completed and we are now thru mid-phase two. Container Alliance has delivered all twenty-six containers into the fishermen’s yard; all containers have been set in place and leveled. All twenty-six containers are ready for usage. Fisherman’s yard management has started to transfer equipment into the new containers. Once all existing containers (old) are completely emptied, they will be hauled out. District staff and fishing storage management are very pleased with the new containers.

Fishermen’s storage management has started and successfully rented most of the new containers. 45 days have been given as a courtesy to all the old tenants that will need to be hauled out, giving them May 23<sup>rd</sup> as the due date. As of today, five of the old existing containers have been hauled out of the yard. Staff continues to work closely with the fishing storage management team, contractors and sub-contractors to continue with a smooth project to be completed before June 30, 2021.



New containers set in place



Removal of five old containers



## 2) Procurement and Installation of a Second Derrick Crane

The unassembled crane has been delivered to the District and is being stored at the Boatyard while the fish pier is being prepped for installation. Staff has worked on the mounting procedures, design, and base fabrication with contractors and engineers. As mentioned before there was a small change of the location of the crane base. This small issue did not interfere with the scope of work or scheduling, and the project continues to move forward. All mounting bases have been poured, waiting for bases to cure. Assembly of the crane has been scheduled for mid-May. This timeline will allow the mounting bases to cure properly.



In addition to the crane installation, a waterproofing application will be applied on all mounting crane base and the mounting brackets that fasten to the crane base to expand longevity on both. Some additional waterproofing wear damage will also be addressed at that time. Staff is obtaining estimates for the waterproofing work. Harbor Offshore has also completed some work to address

some minor stress cracks in the fish pier that are adjacent to both crane locations as well as some horizontal cracks at other locations caused by corrosion. These repairs are important to continue extending the life of the fish pier.

**1567 Re-roofing project**

**Status: Ongoing**

**Budget: On Budget**

The Ventura Port District entered into a contract utilizing OMNIA Partners, one of the largest and most trusted cooperative purchasing organizations for public sector procurement. OMNIA have brought together the nation's two leading cooperative purchasing organizations – National IPA and U.S. Communities – under one roof to form OMNIA Partners, Public Sector. The collective buying power of these unified purchasing cooperatives delivers superior value and savings for public agencies nationwide and special Districts. The Ventura Port District has utilized U.S. Communities on several of our projects in the past, resulting in significant savings. The 1567 re-roofing project was awarded to lowest bidder Garland/DBS, Inc. on February 26<sup>th</sup>.

The re-roofing began on April 27<sup>th</sup> and has continued working with minimum interruptions or impacts. Staff has been working very close with the contractor and tenants to make sure all surrounding businesses have little or no interruptions to their daily business operations.



The reroofing project work consist of the following:

- Removal of existing tile above steep slope roofs and stack neatly for reuse.
- Install two plies R-Mer Seal underlayment.
- Reinstall tiles per specifications with Storm-Lock Tile Tie System.
- Install all edge metal, coping, trim and flashing with 16oz copper.
- Install R-Mer Seal and new two-piece tile above new entrance.
- Install HPR base and stress ply IV mineral over new cricket.
- Install new copper gutters and downspouts over new entrance.

**ADDITIONAL PROJECTS:**

- |                                     |                                |
|-------------------------------------|--------------------------------|
| • VHV trash enclosures project      | Status: Opening bids on May 18 |
| • 1591 Suite 112 ADA entry upgrades | Status: Opening bids on May 26 |
| • 1583 Suite 212 (TI's)             | Status: Completed              |

# 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: May 19, 2021

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

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**POLITICAL ACTIVITIES**

**Background: President’s Budget and the Return of “Earmarks”**

Each year, the Port District works to ensure that the US Army Corps of Engineers receives funding to perform dredging of the Ventura Harbor entrance channel and sand trap in the amount of approximately \$5.8 million. Ideally, Ventura Harbor is specifically named in the President’s Budget when released in early February each year. There are approximately 1,100 Federal Navigation Projects in the US and Ventura Port District competes each year to be included for funding.

In the event that the harbor is not named in the President’s Budget, it is imperative that funding be made available by Congress through the annual appropriations process. The timing of the federal appropriations process starts at the same time every year, but the conclusion of this effort is unpredictable and often passes several months into a new federal fiscal year (or at the end of the calendar year). This can create challenges as the dredging window for work at Ventura Harbor is within the first quarter of the calendar year.

During the beginning of a new President’s term, the new Administration typically has not had adequate time to develop a full President’s Budget. Instead, the Administration is anticipated to provide what is termed a “skinny budget” – this year in early April, which typically includes only a high-level look into the US Army Corps of Engineers funding for the Fiscal Year (Oct 1 through Sept 30). Project-level detail for the Corps is not expected to be released until May which will be the first time the District would know whether or not it has been included in the President’s Budget for Fiscal Year 2022 (Oct 1, 2021 through September 30, 2022).

In addition, the US House of Representatives has decided to allow for earmarks to be requested in the FY2022 appropriations process. Now called “Community Project Funding”, each Congressional District may request no more than ten projects within the entire District in any given Fiscal Year. The Senate has not yet decided whether or not they will follow the House’s lead with respect to earmarks.

**Latest Activities**

Following the activities in March, staff prepared and submitted a FY2022 funding request to Congresswoman Brownley. By May 5<sup>th</sup>, the District was required to submit a similar request to Senator Feinstein. This required the District to seek letters of support from local elected agencies, such as the City of Ventura Mayor Rubalcava, Supervisor LaVere of the County of Ventura Board of Supervisors, and State Assemblymember Bennett in pursuit of securing funds for the Corps to perform harbor entrance dredging in early 2022 in the event that the Port District is not included in the President’s Budget. The General Manager will also need to take similar actions for Senator Padilla, although the form of that request was not known at the time. Both of these actions with follows a programmatic request that was submitted to both Senators Feinstein and Padilla to support robust funding for the Corps’ operation and maintenance budget. All of these efforts have been diligently tracked, prepared and submitted by our dredging advocate, Julie Minerva of Carpi & Clay.

If Ventura Harbor is included in the President’s Budget, the request will be re-evaluated.

### **INNER HARBOR DREDGING – PERMIT AMENDMENTS (Long Term)**

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.

District staff and Rincon Consultants met with staff from the Los Angeles Regional Water Quality Board (LARWQB) to discuss the 2021 permit renewal and the possibility of introducing the amendment language into the renewal application. The meeting was positive, but LARWQB staff noted that it was too early to consider adding the language, even if provisional. They also stated that they would seek to align the next permit with the US Army Corps of Engineers permits. The end result is that, as an interim solution, the LARWQB permit will be extended to January 2023 (when the Army Corps permit expires) with the intention to create a new permit at such time that the Corps issues a new permit to the District. The intent therefore is to continue dialogue with the Corps about changes to the inner harbor dredging conditions as part of a new permit. Staff would ideally like to see a new permit before the 2022 spring dredging cycle, but even if that timeline is not achieved, the condition of the inner harbor stub channel are expected to remain good until at least 2023 (barring any severe deposition of material from the Arundell Barranca).

# 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: May 19, 2021

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

**MAINTENANCE ACTIVITIES**

**COVID-19 MAINTENANCE RESPONSE /UPDATE**

**Status: Ongoing**

**Budget: Over normal operating budget**

The Maintenance Department continues increasing janitorial services throughout the District with a concentration on high-touch surfaces, including restrooms, door handles, etc. in response to the COVID-19 pandemic. Maintenance staff continues to work with shifts staggered to minimize overlap in arrival and departure times. Staff has been provided ready access to reusable washable face coverings and surgical masks, nitrile gloves and disinfectant wipes as required. Staff has continued to self-screen and log all data entry. Morale remains good and Village facilities are kept at a high standard of cleanliness.

All restrooms throughout the Village are open. Hours were reduced based on restaurant hours and to discourage issues with vandalism and theft. As of May 1, 2021, we have opened all the public restrooms at the Village other than the ones being remodeled at 1559. Open restroom hours have been adjusted to close at 11:00 pm and will be adjusted as necessary to suit the operations of village businesses.

**VHV HOIST # 2 INSTALATION**

**Status: ONGOING**

**Budget: Budgeted**

The Maintenance Department is supporting the Capital Projects Manager and Marina Manager in supplying support and coordination on the completion of the installation of the second fish hoist on the fish pier due to extensive experience in previous installations and daily operations. Upon completion of assembly, the Maintenance Department shall configure the controller and oversee the final testing.

Concrete base 30-day cure time elapsed on May 5<sup>th</sup>, 2021. Scheduling preparations are being made to start assembly of the actual hoist tower and legs on Monday, May 10, 2021.

Tower base & leg bases



Tower Base



Underneath mounting bases



## HARBOR COVE BEACH AND SURFERS KNOLL BEACH SAND RELOCATION

Status: Completed

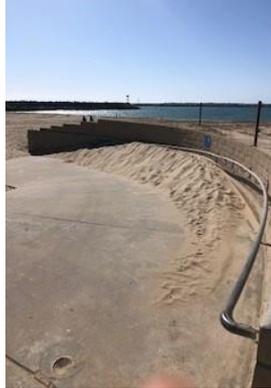
Budget: Budgeted

The sand relocation project was scheduled and performed with the rental of heavy equipment to remove encroaching sand next to the parking lot bearing walls at both Harbor Cove beach and Surfers Knoll beach. Sand was also removed from parking lot walkways and gutters.

Harbor Cove wall



Harbor Cove Walkway



Harbor Cove sand removal completed



Surfers Knoll wall



Surfers Knoll walkway



Surfers Knoll sand removal completed



## LIFEGAURD TOWER PLACEMENT

**Status: Completed**

**Budget: Budgeted**

In coordination with Harbor Patrol and State Lifeguards we maximized the rental of the heavy equipment used to relocate sand at both Harbor Cove and Surfers Knoll to move and relocate the lifeguard towers to their permanent location in preparation of the summer lifeguard season.

Storage location of Lifeguard tower



Relocation of Lifeguard tower



## VHV 1559 Brophy's Roof Damage

**Status: Completed**

**Budget: Not Budgeted/ Pending Brophy's Insurance Claim**

During the January 19, 2021 wind event, damage was caused to the building 1559 tile roof when Brophy's second floor patio awning became dislodged and landed on the north facing side of the roof. With coordination with Brophy's management, arrangements were made by the Port District to complete necessary roofing repairs. The cost of repairs will be reimbursed by Brophy's insurance company.

Damage on 01/19/21



Awning removed



Inception of demo



Completed repair



## VHV 1691 NPS RESERVED PARKING SIGNS

**Status: Completed**

**Budget: Budgeted**

Seven weathered and faded signs were identified, ordered and replaced adjacent to the 1691 building providing the National Park Service dedicated reserved parking. All rusted and weathered poles were removed and replaced with new galvanized ones with new cemented bases.

Weathered faded sign



New replaced sign



Weathered rusted pole



New replaced pole



## CAPITAL PROJECT MANAGER/ PROPERTY MANAGER:

Assisted Capital Projects Manager, Business Operations Manager, and Property Manager with pending tenant improvement projects at VHV 1591 suite #201 and VHV 1583 suite #212. Assisted Capital Projects Manager in the improvement project concerning the VHV 1559 restrooms.

## MARINA/MARKETING DEPARTMENTS:

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

## HARBOR PATROL:

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

## FACILITIES:

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

# DEPARTMENTAL STAFF REPORTS

## FEDERAL

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

#### Goal 1: Safety & Navigation

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### **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

## President Biden Releases FY22 ‘Skinny’ Budget

President Biden has released his FY 2022 budget blueprint to Congress and plans to follow up with a full, detailed budget later this spring. During transitions between administrations, the new administration often uses this skinny budget/full budget two-step approach to provide the new administration with a bit of a grace period to insert broad policy priorities into the annual budget document. But as with any budget proposal under any administration, the budget proposal is just a starting point. It will be up to Congress to set the spending levels for federal agencies and departments through the FY22 appropriations process. Some important funding provisions include:

### US Army Corps of Engineers

- \$6.8 billion for the US Army Corps of Engineers (Corps). This amount is \$1 billion less than what Congress funded the Corps at in the FY21 omnibus appropriations bill, but \$800 million more than the \$5.996 billion proposed by the previous Administration for FY21. Noticeably absent from high-level release is detailed information about how the Administration proposes to fund the major civil works accounts such as construction and operation & maintenance. As well, project specific funding is expected to be released later this spring.

### Department of Transportation

- Includes \$25.6 billion in discretionary funding for the Department of Transportation (DOT), which is a \$317 million increase from FY 2021 enacted funding levels. The budget request also includes an investment in our nation’s transportation infrastructure to “promote greater racial equity and economic inclusion, support good-paying union jobs, expand access to healthy transportation options that reduce greenhouse gas emissions, and protect infrastructure from the impacts of climate change.”

### Environmental Protection Agency

- The President’s budget proposal would provide \$11.2 billion for EPA, representing an increase of a \$2 billion above the Fiscal Year 2021 enacted level. Specifically on the issue of water, the proposal includes the following language:
  - Invests in Critical Water Infrastructure and Creates Jobs. The discretionary request provides a total of \$3.6 billion for water infrastructure, an increase of

\$625 million over the 2021 enacted level. These funds could be used to advance water infrastructure improvement efforts for community water systems, schools, and households, such as repairing up to 180,000 septic systems, as well as broader efforts to improve drinking water and wastewater infrastructure while creating good-paying construction jobs across the Nation and in tribal communities.

- Tackles Per- and Polyfluoroalkyl Substances (PFAS) Pollution. PFAS are a set of man-made chemicals that threaten the health and safety of communities across the Nation, disproportionately impacting historically disadvantaged communities. As part of the President's commitment to tackling PFAS pollution, the discretionary request provides approximately \$75 million to accelerate toxicity studies and research to inform the regulatory development of designating PFAS as hazardous substances and setting enforceable limits for PFAS under the Safe Drinking Water Act. This funding would also provide grants for technical assistance as State and local governments deal with PFAS contamination.

The full request can be found [HERE](#).

## 2020 Census Results Announced

Initially delayed due to COVID-19 limitations, the 2020 census results were delivered to President Biden on April 26. The survey stats reflect that the resident country population was 331,449,281 on April 1, 2020, an increase of 7.4% from 2010 levels. Due to changes in state level demographics, several modifications will be made for apportionment of Congressional seats. As a result of the changes, Texas will gain 2 seats in the House of Representatives, and Florida, Colorado, Montana, North Carolina, and Oregon will gain one seat. California, Illinois, Maine, New York, Pennsylvania, West Virginia, and Ohio will all lose one seat.

## Lawmakers Launch Bipartisan Caucus on SALT Deduction

A bipartisan group of about 30 House members from high-tax states, such as New York, New Jersey, California, and Illinois, launched a caucus focused on advocating for undoing the \$10,000 limit on the state and local tax deductions (SALT). This effort comes as lawmakers press to include repeal of the cap in infrastructure legislation.

## Infrastructure Proposal Update

With Republicans united in opposition to President Biden's American Jobs Plan, a group of moderate Senate Republicans led by Shelley Capito (R-WV) unveiled their \$568 billion infrastructure proposal that focuses on such traditional infrastructure as roads, bridges, transit, rail, ports, broadband, water and inland waterways. The plan would be paid in part from unspecified user fees (including on electric vehicles), unspent state/local COVID relief

dollars, and leveraging private investment. It also states that any infrastructure proposal should shore up any infrastructure-related trust fund facing a revenue shortfall.

The bipartisan Problem Solvers Caucus also unveiled a white paper that outlined areas where Republicans and Democrats could find consensus such as modernizing existing user fees, incentivizing innovation through public private partnerships, and making infrastructure more resilient and investment more accountable to taxpayers. It does not mention rolling back the 2017 corporate tax cuts but does suggest that increasing the gas tax and indexing to inflation is an option to pay for infrastructure as is imposing an annual registration fee on EV and hybrid vehicles. The document also suggested more studies on the feasibility of a mileage-based user fee.

## Surface Transportation Reauthorization

At the Senate Environment & Public Works hearing on April 14<sup>th</sup> on user-based revenue solutions there was support from Republicans and Democrats in further exploring the feasibility of a mileage-based user fee. There was a transportation stakeholder letter that had signatures (31 in total) from both left and right leaning groups to Congress urging support for such a revenue source to replace the gas tax. Both EPW and House Transportation & Infrastructure Committees have announced their intention to hold mark ups of a surface transportation reauthorization proposal by Memorial Day. This markup will provide insight into the larger infrastructure proposal.

## Congressional Earmarks

Senate Appropriations Chairman Leahy (D-VT) announced that the Senate Appropriations Committee will consider earmarks and they will be capped at 1 percent of all discretionary spending; ban earmarks for non-profit entities; require senators to post their requests online; certify they neither they nor their immediate family has a financial interest in their project requests and have the Government Accountability Office audit some earmarks each year. Unlike in the House, there is no limit on the number of earmark requests. Senate Republicans have decided that they will not request any earmarks.

## California High Speed Rail Project

On April 15<sup>th</sup>, several House Republicans sent a letter to Secretary Buttigieg requesting that he justify federal funds going to the CA HSR project. The letter was spearheaded by Rep. Crawford (R-AR) who is the Ranking Member on the Railroad Subcommittee. The letter was cosigned by 11 Members including two from the County delegation: Young Kim and Mike Garcia.

## Building U.S. Infrastructure through Limited Delays and Efficient Reviews (BUILDER) Act

House Republicans have introduced legislation to modernize NEPA to make infrastructure project reviews more efficient and reduce costs as a pathway to economic recovery. The bill is called the Building U.S. Infrastructure through Limited Delays and Efficient Reviews (BUILDER) Act. The bill's sponsors include Minority Leader McCarthy and all of the Republican leadership as well as the Ranking Members of T&I, Appropriations, Energy & Commerce, Natural Resources, Oversight & Government Reform, Rules, Small Business, and Science Committees. Essentially, this is a Republican response to President Biden's infrastructure proposal and will likely be offered as an amendment during the T&I markup of the surface transportation reauthorization next month. Some of the key provisions of the bill include:

- Ensuring practical project review timelines
- Ensuring rigorous environmental scrutiny for proposed actions without delays or excessive costs
- Clarifying duties of federal, state, and local governments when conducting an environmental review and ensuring that project applicants and the public are informed
- Emphasizing early coordination with stakeholders and federal agencies
- Permitting a project sponsor to assist agencies in conducting environmental reviews to help expedite the process and to resolve issues
- Requiring litigants to have participated in a meaningful way in the NEPA process before filing suit and provide a reasonable timeline to file those lawsuits
- Eliminating vague, outdated provisions to make compliance easier

The bill has not yet been assigned a number but the text can be found [here](#).

## House Transportation & Infrastructure Committee Announced Vice Chairs

This week, Transportation and Infrastructure Chair Peter DeFazio (D-OR) announced Subcommittee Vice Chair appointments:

- Rep. Connor Lamb (D-PA) as Vice Chair of the Aviation Subcommittee
- Rep. Jake Auchincloss (D-MA) as Vice Chair of the Coast Guard and Maritime Subcommittee
- Rep. Greg Stanton (D-AZ) as Vice Chair of the Highways and Transit Subcommittee
- Rep. Marilyn Strickland (D-WA) as Vice Chair of the Railroads, Pipelines, and Hazardous Materials Subcommittee
- Rep. Carolyn Bourdeaux (D-GA) as Vice Chair of the Water Resources and Environment Subcommittee

## Administration Nominations and Personnel Update

During March, President Biden successfully confirmed his full core Cabinet. His Administration nominated and confirmed other important officials during April, including:

<b>Department of the Interior</b>	<b>Tanya Trujillo</b> nominated to serve as the Assistant Secretary for the Office of Water and Science
<b>Environmental Protection Agency</b>	<b>Janet McCabe</b> confirmed by Senate and sworn in on April 29 as EPA Deputy Administrator  <b>Radhika Fox</b> nominated to serve as the Assistant Secretary for Water
<b>Federal Emergency Management Agency</b>	<b>Deanne Criswell</b> confirmed by Senate and sworn in on April 26 as FEMA Administrator
<b>Department of Transportation</b>	<b>Polly Trottenberg</b> confirmed by Senate to be Deputy Secretary of DOT on April 13
<b>Department of Transportation</b>	<b>Carlos Monje</b> was nominated to be the Under Secretary for Transportation Policy which is the 3 <sup>rd</sup> highest ranking position at USDOT. Carlos has been serving as a Senior Advisor to the Secretary since January.
<b>Department of Transportation</b>	<b>Amit Bose</b> was nominated to be the Administrator of the Federal Railroad Administration. He has been serving as FRA's Deputy Administrator since January.

## A Look Ahead: Meeting the Memorial Day Deadline

Since the announcement of the Biden-Harris infrastructure package, the “American Jobs Plan”, the elements of the proposal have been heavily debated. A group of Senate Republicans released a \$568 billion infrastructure framework. Additionally, a bipartisan group of Members in the Problem Solvers Caucus also unveiled their own recommendations – both contained many distinctions from the Biden offered proposal. With large differences in the size of the packages, disagreement on the dollar amount and tax provisions, uncertainty in passing Senate parliamentary standards, and lukewarm support from moderate Democrat Senators, many questions need to be answered before the Memorial Day deadline that Democrats have given themselves to officially markup the package. Whether

the official American Jobs Plan is altered drastically or not, we can expect to see meaningful movement late in May.

## Federal Grant Opportunities/Announcements

**DOT Issues NOFO for \$1 Billion in RAISE Grants.** DOT has announced a notice of funding opportunity (NOFO) for \$1 billion of grant funding through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grants. RAISE, was formerly known as BUILD and TIGER grants. Projects for RAISE funding will be evaluated based on merit criteria that include safety, environmental sustainability, quality of life, economic competitiveness, state of good repair, innovation, and partnership. More information can be found [HERE](#).

**DOI Announces \$80 Million in Grants for Wetland Conservation Projects and National Wildlife Refuges.** As part of the allocations, Secretary Haaland announced \$78 million in grants to U.S. Fish and Wildlife to help conserve and restore wetland and associated upland habitats and \$1.8 million from the Migratory Bird Conservation Fund to conserve land in three national refuges for public use and hunt programs. A complete list of the approved projects is available [HERE](#).

## Federal Agency Regulatory Announcements

**FAA Drone Rules Take Effect.** FAA has announced that two drone rules, the Remote ID rule and the Operations Over People rule went into effect starting on April 21, 2021. More information can be found [HERE](#).

**FRA Embarking on Study on Minority-Owned and Women-Owned Business Participation in Rail Projects.** FRA is conducting a nationwide small, minority-owned and woman-owned business disparity study, seeking to determine whether the playing field is level for firms aspiring to win subcontracts from grantees receiving federal funds administered by the agency. The results of the study will be submitted to Congress and will be used to assess how many small and disadvantaged businesses the agency is reaching. More information can be found [HERE](#).

**DHS Issues RFI on Minimum Standards for Driver's Licenses and State-Issued IDs.** DHS has issued a request for information (RFI) to inform an upcoming rulemaking that would address security standards and requirements for the issuance of mobile or digital driver's licenses to enable Federal agencies to accept these credentials for official purposes as defined in the REAL ID Act and regulation. Comments are due by June 18, 2021. More information can be found [HERE](#).

**DHS Announces Extension of Travel Limitations Across Land Ports-of-Entry Along Borders with Canada and Mexico.** DHS has announced it will continue to restrict travel of individuals from Mexico and Canada into the United States at land ports-of-entry. Travel will continue to be limited to "essential travel" as defined by DHS. Restrictions will remain in effect until May 21, 2021. More information can be found [HERE](#) and [HERE](#).

**DHS Announces Extension of REAL ID Full Enforcement Deadline.** Due to COVID-19 logistical challenges, the REAL ID full enforcement date for all 50 states and Washington D.C. is going to be extended to May 3, 2023 from the original date of October 1, 2021.

**EPA Announces Creation of New PFAS Council.** Announced by EPA Administrator Regan, the council will focus on building on EPA's ongoing work to better understand and ultimately reduce the potential risks caused by these chemicals. Radhika Fox, Principal Deputy Assistant Administrator in the Office of Water, was named as one of the council co-chairs.

**White House Launches Drought Relief Working Group.** The Biden-Harris administration recently announced the formation of an Interagency Working Group to address worsening drought conditions and ongoing water shortages, particularly in the Western United States. The Working Group will be co-chaired by the Departments of the Interior and Agriculture and will work in partnership with state, local, and Tribal governments. The full announcement can be found [HERE](#).

**EPA Announces Listening Session on Lead and Copper Rule.** The EPA has announced upcoming public listening sessions and roundtables to ensure that communities and stakeholders can provide their perspectives on protections from lead in drinking water. The goal of public engagement is to obtain further input on EPA's Lead and Copper Rule Revisions (LCRR), including from individuals and communities that are most at-risk of exposure to lead in drinking water. More information about the listening sessions can be found [HERE](#).

# 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: May 19, 2021

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

**PUBLIC SAFETY**

**Overview:**

As more people have been vaccinated and the businesses are allowed to open back up, we continue to see an increase in visitors on land and on the water. While these increases are welcomed, parking again becomes a challenge. As we move forward with our Parking Plan, we will look at opportunities to enhance management of the areas and increase other forms of transportation.

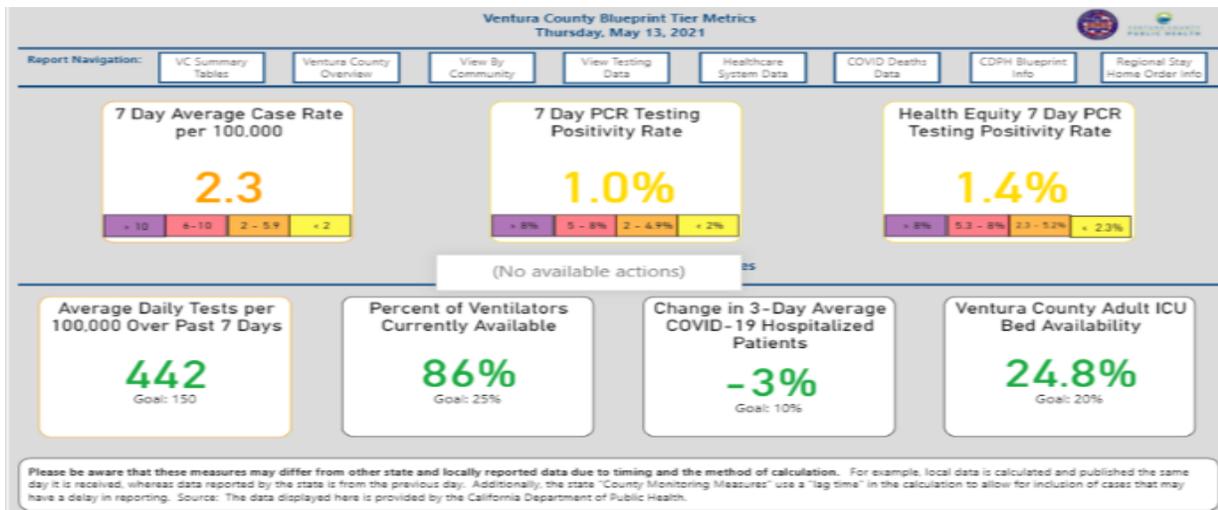


These last few weeks have also been one of wind and adverse weather. It seemed like the small craft flag was flying more days than not. The Ventura Harbor entrance camera was adjusted to capture the flag to increase the chances of more people seeing the warnings. The camera and live weather (KCAVENTU51) from our office are two methods for boaters to have real-time weather conditions.

**COVID-19**

**Community Overview:**

Ventura County is now in the Orange Tier and continues to see the cases decline. The only area blocking us from entering the Yellow Tier is the 7 day average case rate. We are getting closer to the two cases per 100,000 (currently 2.3). With the June 15<sup>th</sup> elimination on the horizon, we may not have to meet this metric.



This week the Pfizer vaccine was approved for children 12 years and older. Vaccination appointments continue to be available at both private and Government locations. Appointments at Government-run locations can be found at [www.venturarecovers.org](http://www.venturarecovers.org) and private appointments can be found both at [www.vaccinefinder.org/search/](http://www.vaccinefinder.org/search/) and <https://myturn.ca.gov/>.

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)

## **BEACHES**

### **Harbor Cove:**

We were able to get the beach access mat on the beach immediately after dredging. This has allowed the public to get their families out to the beach more easily. This device also compliments our beach wheelchair that is available daily by reservations.



We have also seen the schools back on the beach playing doubles volleyball. The sport was sidelined throughout the pandemic due to an early ruling that only allowed the non-existent one-person volleyball. Once these restrictions were lifted, both Ventura College and our local High Schools Boys/Girls tried to salvage a couple of games before the end of the school year.

### **South Beach:**

The wind over the past month has caused additional erosion on South Beach. Fortunately, there is still enough beach for the public to enjoy during the summer. The opportunity for the summers south swell surf events and the summer beach profile to replenish this area is good.

The Lifeguard towers were put out in early May with the help of Maintenance, Harbor Patrol, and State Parks. Using the rented beach grooming equipment, the groups organized and were able to tow the towers out to the sites for the weekend's staffing. John Collins from the Maintenance Department was the dozer operator and was vital to the success of this effort. Harbor Patrol Officers Pat Hummer and George Kabris provided manpower and safety during the move.



Winter Storage Location at Surfers Knoll



Surfers Knoll Groin Tower Moved to Location

**(SAVE) GRANT UPDATE:**

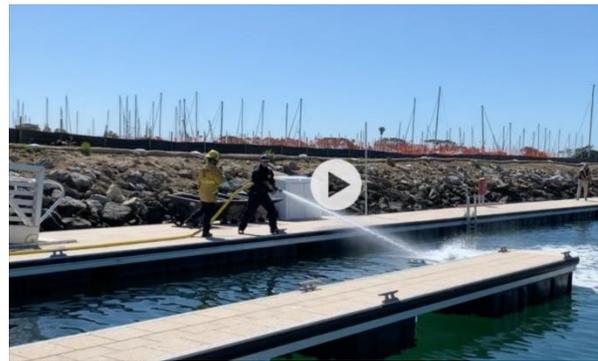
We coordinated with Ventura West Marina and moved the boat off their dock to free the space for a waiting tenant. We worked with the Marina Manager to store it at the Village Docks. Harbor Patrol towed the vessel to the slip at the Village. This provided good training and was a safer location than our long dock. I am waiting for any boatyard to have space to remove and destroy the boat. Currently, Ventura Harbor Boatyard is reporting approximately one month before they could destroy the vessel.



**CITY FIRE:**

**Fire Training:**

We continued the on-site Portside familiarization with City Fire. On April 28<sup>th</sup>, we did a live hose demo of the new dock water supply. The test consisted of two handlines at two different locations within the system to evaluate the flow strength. The test was a success, and the information was shared with the Marina and Portside Development team, which had not seen the system used.



**Boat Fire:**

On May 9<sup>th</sup> at approximately 10:00 am, Ventura Harbor Patrol and County Fire received a report of a boat fire at Ventura West Marina. Multiple units responded, including our fireboat along with Channel Islands Harbors fireboat and many landside units. The fire was still active but contained to the engine room of the vessel upon our arrival. Our Harbor Patrol established a hose line for the City Fire Department, who quickly extinguished the fire. The quick response and resources kept the damage minimal. The strong relations with the City of Ventura Fire Department allowed us to provide this high level of service to our Harbor and its residents.



**VENTURA HARBOR PATROL BLOTTER:**

On Sunday, April 25<sup>th</sup>, in the early evening hours, the Harbor Patrol received an emergency call of a subject in the water 1 mile offshore from Emma Wood Beach. The 911 caller reported the subject is waiving for assistance. The Harbor Patrol responded along with numerous landside units. The conditions were dark, and the sea was somewhat rough as they approached the area. They were able to locate the object and determine it was fishing gear. The units on shore were able to confirm that this was the reported person in distress and that all units were clear to return.



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 at <https://venturabreeze.com/category/harbor-patrol-blotter/>.

**911 CALLS DISPATCHED (29 CALLS RECEIVED 4/13-5/13)**

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
<a href="#">21-0031281</a>		HARB1, ME102	F7	FIRE ALARM	Ventura County Fire Department	1080 Navigator Dr	Ventura	4/14/2021 7:39:35 AM
<a href="#">21-0031409</a>		B20, B4, CRP61, CSTGRD1, E25, EMSA8, HARB1, LIFE602, ME1, MED492, OR25	M7	OCEAN RESCUE LOW	Ventura County Fire Department	5452 W PACIFIC COAST HWY	Seacliff	4/14/2021 3:49:30 PM
<a href="#">21-0032016</a>		HARB1, ME1, MED471	M5	SICK PERSON	Ventura County Fire Department	34°14'36.72"n / 119°15'53.2"w		4/16/2021 5:38:00 PM
<a href="#">21-0033088</a>		HARB1, HARB2, ME102, MED473	M5	FALL NON EMD	Ventura County Fire Department	Anchors Way / Schooner Dr	Ventura	4/22/2021 10:34:41 AM
<a href="#">21-0033739</a>		HARB1, ME102, MED471	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1050 Schooner Dr	Ventura	4/22/2021 7:53:35 PM
<a href="#">21-0033936</a>		HARB1, ME102, MED691	M5	ABDOMINAL PAIN	Ventura County Fire Department	1215 Anchors Way	Ventura	4/23/2021 4:02:09 PM
<a href="#">21-0034141</a>		BOAT17, HARB1, ME102, MED492	M3	TRAUMATIC INJURIES HIGH	Ventura County Fire Department	900-948 Schooner Dr	Ventura	4/24/2021 10:09:09 AM
<a href="#">21-0034426</a>		HARB1, ME102, MED473	M7	SICK PERSON NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	4/25/2021 7:33:24 AM
<a href="#">21-0034503</a>		HARB1, ME102, MED473	M5	STROKE (CVA)	Ventura County Fire Department	1215 Anchors Way	Ventura	4/25/2021 1:37:15 PM
<a href="#">21-0034558</a>		HARB1, ME102, MED471	M5	TRAUMATIC INJURIES NON EMD	Ventura County Fire Department	1575 Spinnaker Dr	Ventura	4/25/2021 5:27:43 PM
<a href="#">21-0034887</a>		HARB1, ME102, MED492	M3	SICK PERSON HIGH	Ventura County Fire Department	1867 Spinnaker Dr	Ventura	4/26/2021 7:11:46 PM
<a href="#">21-0035212</a>		HARB1, ME102, MED471	M3	UNCONSCIOUS/FAINT HIGH	Ventura County Fire Department	1198 Navigator Dr	Ventura	4/27/2021 10:16:53 PM
<a href="#">21-0035329</a>		CPT3, HARB1, HARB2, ME102, ME7, MED471	M7	SICK PERSON NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	4/28/2021 9:43:32 AM
<a href="#">21-0035342</a>		HARB1, ME7	F7	PUBLIC SERVICE	Ventura County Fire Department	1215 Anchors Way	Ventura	4/28/2021 10:32:31 AM
<a href="#">21-0035618</a>		HARB1, ME102, MED473	M5	STROKE (CVA)	Ventura County Fire Department	1215 Anchors Way	Ventura	4/29/2021 7:38:40 AM
<a href="#">21-0035887</a>		HARB1, ME5, MED492, MED662	M3	UNCONSCIOUS/FAINT HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	4/29/2021 7:18:21 PM
<a href="#">21-0035986</a>		HARB1, ME102, MED471	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	4/30/2021 7:06:58 AM
<a href="#">21-0036411</a>		HARB1, ME102, MED471, MED492	M5	SICK PERSON	Ventura County Fire Department	1080 Navigator Dr	Ventura	5/1/2021 11:49:11 AM
<a href="#">21-0036773</a>		HARB1, ME102, MED492	M3	STROKE (CVA) HIGH	Ventura County Fire Department	1400-1999 Spinnaker Dr	Ventura	5/2/2021 3:44:01 PM
<a href="#">21-0036861</a>		HARB1, ME102, MED471	M5	TRAUMATIC INJURIES NON EMD	Ventura County Fire Department	1951 Spinnaker Dr	Ventura	5/2/2021 11:26:06 PM
<a href="#">21-0037015</a>		HARB1, ME102, MED471	M7	TRAUMATIC INJURIES NO CODE	Ventura County Fire Department	1050 Schooner Dr	Ventura	5/3/2021 2:50:02 PM
<a href="#">21-0038329</a>		HARB1, MED664	M7	TRAUMATIC INJURIES NON EMD	Ventura County Fire Department	1953 Spinnaker Dr	Ventura	5/7/2021 9:51:12 PM
<a href="#">21-0039556</a>		HARB1, MED473, MT5	M5	FALL	Ventura County Fire Department	1567 Spinnaker Dr	Ventura	5/8/2021 3:55:41 PM
<a href="#">21-0039741</a>		B15, B3, BE1, BOAT11, BOAT15, E83, HARB1, IV1, ME2, ME3, ME5, ME53, ME5, ME6, MT5, T160	F3	MARINA FIRE	Ventura County Fire Department	1198 Navigator Dr	Ventura	5/9/2021 10:13:17 AM
<a href="#">21-0039192</a>		HARB1, ME5, MED472	M7	SICK PERSON NO CODE	Ventura County Fire Department	1449 SPINNAKER DR	Ventura	5/10/2021 9:38:04 PM
<a href="#">21-0039199</a>		HARB1, ME2, ME5, MED471, MED664	M5	FALL	Ventura County Fire Department	1583 SPINNAKER DR	Ventura	5/10/2021 9:53:12 PM
<a href="#">21-0039586</a>		HARB1, ME5, MED473	M7	SICK PERSON NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	5/12/2021 10:41:01 AM
<a href="#">21-0039757</a>		HARB1, ME5, MED474	M7	FALL NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	5/12/2021 5:56:58 PM
<a href="#">21-0039903</a>		HARB1, MED471, MT5	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	5/13/2021 9:36:31 AM

# 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: May 19, 2021

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

**MARINA DEPARTMENT ACTIVITIES**

**California Market Squid Harvest – Ventura Harbor**

- 2,028,770 pounds (101,439 tons) of squid harvested in local waters in April
- California Squid Season Opened April 1, 2021
- California Squid Season Limit: 118,000 tons

**COMMERCIAL FISHING**

Our Empty Nest Syndrome



**Fishermen go where the fish go!** Squid season opened April 1<sup>st</sup>. In early April, major squid landings were being made in the Monterey Bay area. It did not take long for the word to spread. The only one to score a major win in Ventura Harbor was the Marine Fuel Dock. Everyone loaded up with fuel, provisions and headed north. April and early May have provided abundant harvesting for our fleet up north.

It's not all bad news for Ventura; we landed over 2,000,000 pounds of squid in April. The quality of the product is the best anyone can recall in the past 7-8 years. The industry is confident that our turn will come, and when it does, we will be ready.

**Ventura Harbor Village Marina**

Total Slip Count	103	100%
Slips Assigned	94	91%
Slips Occupied	37	36%
Slips Available	9	9%

**Port District Dry Storage**

Total Spaces	88	100%
Active Contracts	64	73%
Available	24	27%

# 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

# APRIL MARKETING REPORT\*

\*Monthly report showcases samples & highlights of the Ventura Harbor Recovery & Visitor Attraction Plan.

## Enhance Visitor Experiences

### WAVE TO COTTONTAIL BUNNY



Guests waved and safely visited the **Cottontail Bunny** outdoors in front of a pop-up spring floral exhibit on **Saturday, April 3, 2021** from 11am to 1pm. 200+ young visitors offered complimentary activity books + crayons and guests were encouraged to shop for unique items for Easter baskets, spring gifts, & holiday table displays.

### ONSITE DISPLAYS

Marketing extended the Mermaid Installation photo op into April for spring break visitors. Plus, Sun Flags displayed on the Promenade for Easter and Spring as well.



### THE ANNUAL GOLDEN EGG HUNT



The Golden Egg Hunt is a social media campaign hosted on @VenturaHarbor accounts that drove onsite visitation and movement around the Village each week day leading up to Easter (**March 29 - April 2, 2021**). The outdoor, DIY activity taunted prizes from each of the Harbor's sweet spots (**Coastal Cone, Le Petit Bakery, Sugar Lab Bake Shop, Top This Chocolate**) and cross promoted seasonal spring treats. Tons of families arrived in the Village daily for hours to search for the eggs, with an overwhelming response/participation from the community, Marketing boosted the egg count up per day for more opportunities to engage followers. The popularity sparked plans to increase egg quantity & prize offerings in 2022.



**3k** Engaged    **41k** Reached    **43k** Impressions



### FILM & SPECIAL EVENT REVENUE

April Revenue = \$ 925

**8 Beach Weddings** booked & responded to over 36 wedding inquiries in April.

**National Scholastic Surfing Association** competitions finally made a return to Ventura Harbor Beaches in April per Ventura County allowance! More competitions throughout the year to follow (see attendee imagery collaged below)



### SEASIDE SWAN BOATS AT NIGHT



As the popularity of **Ventura Boat Rentals Swan Pedal Boats** continues to gain momentum, Marketing focused on a **new promotional angle**: taking the swans out for a spin after dark. Local videographer, Loren Alan, captured **high res drone footage** of the swans sparkling on the waterfront at night. We released the clip on Instagram and Facebook garnering the following results on a single post!

**1k** Engaged    **15k** Reached



# APRIL 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 April 2021 are:

Ages

AGES 35 - 54

Markets

**LOS ANGELES**  
VENTURA COUNTY  
SANTA CLARITA  
BAKERSFIELD  
OJAI VALLEY

Interests

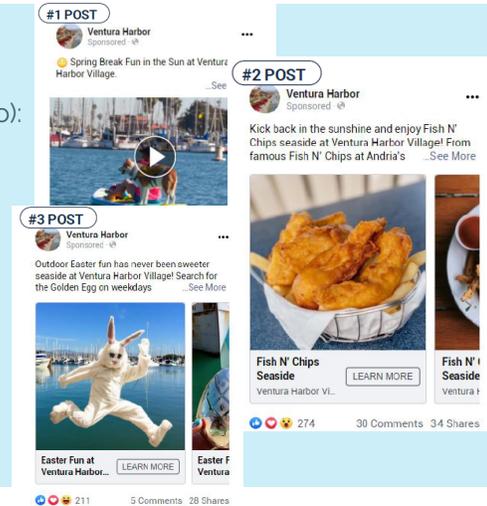
PATIO DINING  
EVENTS CALENDAR  
SHOP & PLAY  
VENTURA BOAT RENTALS  
CHANNEL ISLANDS  
LIVE WEB CAM  
FISH MARKET  
PORTSIDE

**PLEASE NOTE:**

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

### PAID SOCIAL ADS

- 1 Fun in the Sun Spring Break Cont.** (video): **85,319** Reach | **2,701** Link Clicks | \$652
- 2 Fish N' Chips Seaside** (carousel ad): **27,660** Reach | **1,907** Link Clicks | \$200
- 3 Outdoor Easter Fun**: **24,152** Reach | **857** Link Clicks | \$91
- 4 \$500 spend on boosted posts** for April social media content



### LEVERAGING INFLUENCERS

Trendi Eats launched the fifth video of a Harbor series in April. Clip featured comfort foods to **Warm Yourself Seaside** (part 2).

@TRENDIEATS VIDEO 5

- f** **128,970** Reach | **13,473** Engagements
- i** **28,270** Reach | **32,125** Impressions



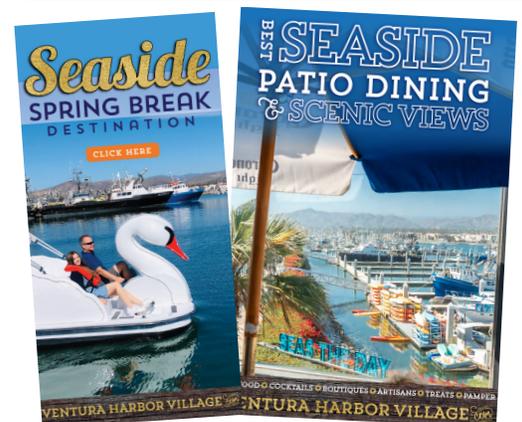
### BILLBOARD ON THE 101

Four-week campaign on Ventura Auto Center Billboard: 855 showings per day for north bound traffic. 8 second slot displayed every 80 seconds.



### APRIL PROMO OUTLETS

- Ventura Auto Center Billboard
- Valley Scene Magazine
- Santa Clarita Signal
- California 101 Guide
- Ventana Magazine
- VC Reporter Digital & E-blasts
- VC Star Digital Banners
- Further outreach on paid social media to 250 miles of Ventura



**Google ADVERTISEMENTS** = 888 click thrus | 16,568 impressions | \$795 Spend

**LOCAL DIGITAL AD INSIGHTS** VCReporter.com: 9k Impressions | 10 Clicks  
VCstar.com: 57k Impressions | 235 Clicks  
VCReporter Eblasts: 2k opens | 151 Clicks

# APRIL MARKETING REPORT

## Social Media & Content Development

### RECOVERY MESSAGING

In April, social disseminated promo for public to wave to the Cottontail Bunny, partake in the Golden Egg Hunt, and encouraged dining, shopping + playing in Ventura Harbor.

### INSTAGRAM

23,484 Followers (↑ 2%)  
12,224 Engagements (↓ 16%)  
388,716 Impressions (↓ 31%)



### FACEBOOK

28,332 Followers (↑ 1%)  
46,062 Engagements (↓ 22%)  
1,023,136 Impressions (↓ 1%)



### TWITTER

5,588 Followers (↑ 1%)  
198 Engagements (↓ 35%)  
8,296 Impressions (↓ 37%)



### BLOGS & E-NEWSLETTERS

sent to 9k+ subscribers

#### Plan a Trip to CINP

1,450 opens | 119 clicks



Laugh, Play, Pamper  
1,652 opens | 179 clicks



Earth Day Seaside  
1,290 opens | 63 clicks



Meet The Makers  
1,586 opens | 199 clicks



Mother's Day  
1,317 opens | 67 clicks



### SAMPLE SOCIAL TOPICS INCLUDE:

Expansion of indoor dining capacity for restaurants, Ventura Harbor Comedy Club reopens, Volleyball courts reopen, Visit Ventura cross promo on Harbor Cove Café festivities, plus the sample Twitter topics below:



Welcome Leo's Fuel & Bait to the Ventura Harbor!



California premium market squid offloading in April.



Ventura Yacht Club Wet Wednesday Races return.

### SOCIAL MEDIA STORIES IN MARCH

Total posts & re-shares: 94 stories

Sample topics: Mother's Day Gift Inspiration, Channel Islands Native Plant Sale, visitor posts, sales & updates from various Harbor businesses who tag @venturaharbor.



### CELEBRATE Mother's Day

1,317 opens | 67 clicks



# APRIL MARKETING REPORT

## Earned Media + Tourism

### PR + PRESS

Somerville Associates: distributed **Ventura Port District Announces Key Decision For Ventura Shellfish Enterprise Project** to key publications & media, resulting in coverage in:



Plus, responded to media requests for imagery, info, and/or radio interviews with:



### MEET THE MAKERS

launched in April to increase visitation + awareness of Village creators. Filmed in Oct. 2020 pivoting for onsite event. Promo held until more reopen in Spring 2021. Statistics coming soon!



### APRIL MEETINGS

- **Tenant Zoom Meet Up** held on April 15th; 14 Village businesses tuned in on Zoom for a GM report, public & civic engagement plan review, & marketing updates,
- **Met with Derektor Ventura** in April to discuss the new Leo's Fuel & Bait and a possible new home for Ventura Harbor's Rock on the Dock at their parcel.
- **Met with Holly Workshop** regarding the final selection and purchase of additional letters for the installation along the Village Promenade. New sign to read 'Ventura Harbor' with an anchor symbol for placemaking.
- **Met with Alliant** to review special event and entertainment insurance & liability coverage options for events and entertainers in the fiscal year ahead.
- **Met with Photographer Brendan Daly** in April to capture/promote a walkable harbor experience spanning from Harbor Cove Beach, around the harbors newly connected promenade, to Harbortown Point Marina Resort & Club.

### MEDIA VISITS RESUME TO OUR AREA



**Ventura Is A Great Destination For EV Owners**  
While working on a story to **BoostEV** for EVs here comes, was looking for a town that was within 200 miles of my home in San Diego and would have a decent charging infrastructure. I wanted to find somewhere fun to show that range anxiety isn't the barrier to weekend getaways that it once was. During the process of researching various destinations I connected with the folks at Ventura who, as a community, have worked hard to embrace sustainability and clean, safe, green local foods. Unsurprisingly they have also invested heavily into installing EV charging stations throughout the community.



**Where To Stay In Ventura**  
We stayed at the Four Points Sheraton Ventura Harbor and this worked well as a middle ground between activities at the beach and harbor as well as being just a few minutes away from downtown. One thing I really liked about this property is that we had a nice balcony overlooking the harbor (you're in an area back from the water, so this is not on the water) while having an outside door. This allowed us to avoid long hotel hallways and get good ventilation in the room.



VENTURA HARBOR HOSTED:  
+ **Greg Aragon** resulting in "A Spring Adventure to Ventura Harbor Village" published in three online publications: HeySoCal.com, SoCalThrills.com, TravelingBoy.com

+ **Todd Elliott** of Coast To Coast Newspaper resulting in coverage of Ventura Boat Rentals & The Greek.

+ **Loretta Berry** of Travel Awaits blog featured Ventura Harbor Village, CINP, & several Harbor amenities.

VISIT VENTURA HOSTED:  
+ **James Hill** of Mantripping.com resulting in coverage of Ventura Harbor electric vehicle charging stations, the Four Points Hotel, and Andria's Seafood.

VISIT OXNARD HOSTED:  
+ **Country Magazine** which featured Channel Islands National Park, and mentioned Ventura Harbor Village, Brophy Bros Restaurant, plus the CINP Visitor Center.



### 9 Incredible Things To Do In Vibrant Ventura,

**2. Harbor Village**  
One of my happy places is Harbor Village in Ventura. It's a one-stop fun, adventure, shopping, and dining destination. With the Pacific



# 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: May 19, 2021

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
SUBJECT: April 2021 Property and Leasing Report

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**CURRENT TENANT REPORT**

- 1) Harbor businesses seeking COVID-19 Ventura Harbor Rental Abatement and Deferment Program, Resolution No. 3410:
  - Program extended for eligible tenants until June 30, 2021
  - Repayment schedule changed as per Resolution
  - Staff continues to work with tenants on their qualification
- 2) Ideal Women's Health (Dr. Srisawai Pattamakom) – 1591 Spinnaker #201
  - Tenant has taken possession of suite.
- 3) Mindful Wealth Management (Randy Patrick) – 1583 Spinnaker #212
  - Tenant has taken possession of suite
- 4) Ventura Swimwear
  - Staff is negotiating a lease renewal
- 5) Andria's Seafood Office
  - Staff is negotiating a lease renewal
- 6) Month-To-Month Tenants
  - Staff continues to work with tenants currently on month-to-month lease terms to secure long-term leases in the coming months; consistent with the District's Leasing Strategy.

**CURRENT AVAILABILITY REPORT**

- 1) 1591 Spinnaker Drive #114 & 115.
  - During the month of April, staff received three competitive proposals for leasing the suite. Staff scheduled virtual meetings with each in early April and have enlisted the support of three outside advisers for that meeting.
- 2) 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.

**LEASING OUTREACH**

- 1) Leasing Outreach – Ongoing 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

April 2021
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CATEGORY	TOTAL Square Footage	Harbor	Harbor	Harbor	Harbor	City *	City *
		Vacancy Sq Ft	Vacancy %	Available Sq Ft	Available %	Vacancy %	Available %
Office	19,759	0	0%	1,299	7%	19%	23%
Retail	22,518	0	0%	12,349	64%	53%	70%
Restaurant	32,197	1,537	5%	3,927	12%	49%	80%
<b>&gt; Harbor Vacancy --- No tenant or lease</b>							
Office ----		None					
Retail ---		None					
Restaurant ---		1591 -- Blackbeard's					
<b>&gt; Harbor Available --- Tenant on MTM lease, including Harbor Vacancy numbers</b>							
Office ----		1559 - Anacapa Consulting, Power Processing					
		1575 - Custom Embroidery					
Retail ---		1559 -- Comedy Club, HV Gallery & Gifts					
		1567 -- Carousel, Treasure Cove, Potter's Guild					
		1583 -- Lemon & Lei					
Restaurant ---		1575 -- 805 Bar/Copa Cubana					
		1591 #114/#115 -- Blackbeard's					
<b>* City --- Based on comparable square footage within Ventura 93001 area</b>							
<b>** Occupancy Levels for Office -- tend to be lower due to shorter lease terms</b>							
<b>*** City Restaurant vacancy/available as reported by CoStar Program</b>							
<b>**** Definition of available includes MTM status but the District is not taking action to replace tenants on MTM during the pandemic.</b>							

## SALES REPORTS

The attached summary of sales for three Harbor Village business categories: restaurants, retail, and charters. The reports compare the monthly sales for 2020 and 2021. They also include year-to-date comparisons. The year-to-date overall sales for Harbor Village Tenants through the month of March were up 11.73% from the same time last year.

## ATTACHMENTS:

Attachment 1 – March 2021 Sales Report

**Ventura Harbor Village  
Tenant Sales Summary**

Month of  
March

	<u>March-2021</u>	<u>March-2020</u>	<u>% Change</u>
Restaurants	\$ 1,579,502	\$ 689,789	128.98%
Retail	\$ 435,307	\$ 159,089	173.62%
Charters	\$ 358,649	\$ 170,785	110.00%
Total	\$ 2,373,458	\$ 1,019,663	132.77%

Year-to-date through March 2021

	<u>Jan - Mar 2021</u>	<u>Jan - Mar 2020</u>	<u>% Change</u>
Restaurants	\$ 3,595,219	\$ 3,129,087	14.90%
Retail	\$ 994,159	\$ 753,929	31.86%
Charters	\$ 581,027	\$ 744,562	-21.96%
Total	\$ 5,170,405	\$ 4,627,578	11.73%



VENTURA  
PORT DISTRICT  
*Established 1952*

BOARD OF PORT COMMISSIONERS

MAY 19, 2021

CONSENT AGENDA ITEM A

APPROVAL OF AMENDMENT TO THE  
RETAIL LEASE AGREEMENT FOR  
GHASSAN TRAD AND WAFAA  
ALWARDA DBA HARBOR MARKET &  
LIQUOR

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM A**  
Meeting Date: May 19, 2021

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
SUBJECT: Approval of Amendment to the Retail Lease Agreement for Ghassan Trad and Wafaa Alwarda dba Harbor Market & Liquor at 1559 Spinnaker Drive #104

---

**RECOMMENDATION:**

That the Board of Port Commissioners approve an Amendment to the Retail Lease between the Ventura Port District dba Ventura Harbor Village and Ghassan Trad and Wafaa Alwarda dba Harbor Market & Liquor for the premises located at 1559 Spinnaker Drive #104.

**SUMMARY:**

This lease amendment will align the lease terms to be consistent with average rental rates in the Village while retaining a percentage rent structure consistent with other retail leases.

**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:**

The Board approved a commercial retail lease with Ghassan Trad and Wafaa Alwarda dba Harbor Market & Liquor at 1559 Spinnaker Drive #104 on April 21, 2021. The new lease incorporates standard lease language regarding percentage rent sales but should have also adjusted other lease terms (base rental rate) to rebalance monthly lease obligations of the tenant. The Amendment accomplishes this and is recommended for approval by staff and the tenant.

**FISCAL IMPACT:**

The overall revenue to the District will be relatively consistent with rent previously earned while incorporating a small increase over the previous year's rates.

**ATTACHMENTS:**

None.



VENTURA  
PORT DISTRICT  
*Established 1952*

**BOARD OF PORT COMMISSIONERS**

**MAY 19, 2021**

**CONSENT AGENDA ITEM B**  
**APPROVAL OF OPTION TO**  
**SILHOUETTES RETAIL LEASE**  
**AGREEMENT**

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**TO:** Board of Port Commissioners  
**FROM:** Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
**SUBJECT:** Approval of Option to Silhouettes Retail Lease Agreement

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**RECOMMENDATION:**

That the Board of Port Commissioners authorize the General Manager to approve the Option to Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Anne Trainoff DBA Silhouettes Salon for the premises located at 1591 Spinnaker Drive #117B, consisting of 761 square feet.

**SUMMARY:**

The authorization will allow the General Manager to waive the condition of sales performance required in the full calendar year prior to the exercise option period. The full calendar year prior was 2020, during the Covid-19 pandemic. This would grant Ms. Trainoff an additional twenty-one months (retroactively executing the two-year option that would have commenced March 1, 2021).

**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:**

Anne Trainoff dba Silhouettes Salon has been a tenant of Ventura Harbor Village since 2008. In March of 2019, the District entered into a two-year lease with a two-year option. The sales performance requirement for the option was not met during 2020, a year of major disruption to the retail business community due to the Covid-19 pandemic. Particularly hard hit was the personal care service industry. Staff is recommending waiving the sales performance requirement and granting the option which would have gone into effect March 1, 2021.

**FISCAL IMPACT:**

This lease is at near average market rental rates for retail space in the complex. The lease has annual Consumer Price Index increase provisions in the base rent for each year during the option period.

**ATTACHMENTS:**

None.



VENTURA  
PORT DISTRICT  
*Established 1952*

**BOARD OF PORT COMMISSIONERS**

**MAY 19, 2021**

**CONSENT AGENDA ITEM C**

**APPROVAL OF CHANGE ORDERS FOR  
THE FISHERMAN'S STORAGE  
CONTAINERS PROCUREMENT**

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

**CONSENT AGENDA ITEM C**  
Meeting Date: May 19, 2021

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TO: Board of Port Commissioners  
FROM: Todd Mitchell, Business Operations Manager  
Joe Gonzalez, Capital Projects Manager  
SUBJECT: Approval of Change Orders for the Fisherman's Storage Containers Procurement

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**RECOMMENDATION:**

That the Board of Port Commissioners approve two change orders for the procurement of the Fisherman's Storage Containers with Container Alliance in the amount of \$8,366.52 and \$6,435.78 for a total of \$14,802.30.

**SUMMARY:**

On December 16, 2020, the Board awarded the Fisherman's Storage Containers Project to Container Alliance in the amount of up to \$100,190.03. After award, staff worked with the supplier and the Ventura Fisherman's Storage Yard on the project and identified the need to add ventilation turbines to the top of each container. Pricing was sought from multiple vendors, but the lowest pricing (\$8,366.52 installed) was available from Container Alliance. Since they were already applying the waterproof sealant to the roofs of the containers and the change order was less than 10% of the total budget, a change order for that work was provided.

During the installation, District staff again coordinated with the Ventura Fisherman's Storage Yard and our engineer regarding placement and leveling of the containers. Although the work was originally planned to be done in house, it was determined that Container Alliance's experience in this regard was going to be advantageous. In addition, tight spacing for placement required utilizing a forklift. Rather than District staff performing these tasks, the experience of the vendor was utilized. The cost for this work was \$6,435.78.

Although both change orders were individually less than the 10% threshold, in combination they are in excess and therefore require approval from the Board.

**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 2016, the California Fish and Game Commission initiated the Coastal Fishing Communities Project in California after a series of stakeholder discussions indicated concerns about impacts to commercial fishing and the sustainability of local fishing communities. These discussions repeatedly highlighted concerns about changing ocean conditions, decreased access to fishing, overall fishery management changes, increased global marketplace competition, changing species diversity and aging infrastructure. The Coastal Fishing Communities Project consisted of a series of in-community meetings from June 2017 to July 2018, including a meeting in Ventura

Harbor in October of 2017. Aging infrastructure and access to gear storage were amongst the many concerns highlighted at that community meeting as a priority to address.

The Ventura Harbor commercial fishing infrastructure and facilities require ongoing investment in order to provide superior and safe services to meet the needs of our commercial fishing industry. The cargo containers and storage area that the commercial fishermen use to store their gear and repair their nets have served the industry for decades and reinvestment is now necessary. In addition, the District is installing a new derrick crane for offloading landings to increase the speed and efficiency of bringing fish to port and moving them to market as well as providing redundancy.

The gear storage and net repair facility enhancement component of the proposed project consists of purchase and installation of twenty-six, 20-foot cargo containers, removal of dilapidated containers and derelict vessels, and repairing asphalt and fencing. The new cargo containers each provide approximately 150 square feet of enclosed storage for commercial fishermen. The removal of derelict vessels from the facility will result in an expansion of gear storage at the facility for participating fishermen. The new cargo containers will be owned by the District. The repairs to asphalt at the gear storage facility are part of the project but will be funded by the District. The project also includes the purchase and installation of a one-ton capacity, electric-powered derrick crane at the commercial fishing pier in the harbor.

The District published the request for bids for the procurement Fisherman's Storage Containers on November 20, 2020. A public bid opening was held on December 3, 2020 per District policy. Two bids were received and the price for each bid was read aloud per District policy.

District staff reviewed the lowest bidder's submission and had the consulting firm Longitude 123 review the bids and provide input for a virtual interview. District staff completed a virtual interview, and the lowest bidder has been determined to be responsive and is recommending accepting the bid from Container Alliance.

The project was identified in the current fiscal year Capital Project budget, however due to the decision to get "one-trip" containers (new except for a single trip after manufacture in Asia), the decision by staff to have a polymer coating (GE Enduris 3500) applied to the container roofs to prolong service life, and due to market shortage of one-trip containers, the project is higher than previously budgeted. The additional work included in these two change orders was not originally budgeted but determined to be valuable services for the project.

**FISCAL IMPACT:**

The California Coastal Conservancy has awarded \$318,600 to the Ventura Port District to complete the project which fully funded the initial procurement of the containers. The work covered in these change orders included an unplanned expense (the ventilation turbines) and work initially planned to be performed in house (leveling) and therefore will be costs contributed by the District to the project.

**ATTACHMENTS:**

None.



# BOARD OF PORT COMMISSIONERS

MAY 19, 2021

## STANDARD AGENDA ITEM 1

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

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 1**  
Meeting Date: May 19, 2021

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

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**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3416 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance for a new approximately 5-year Office Lease Agreement with three (3) five (5) year options (for a total of approximately 20 years) between the Ventura Port District dba Ventura Harbor Village and Andria's Seafood Specialties dba Andria's Seafood Restaurant in a newspaper of general circulation.

**SUMMARY:**

Andria's Seafood Specialties dba Andria's Seafood Restaurant (Andria's Seafood) has entered a new 20-year lease for the restaurant commencing June 1, 2021. Andria's Seafood seeks a coterminous office lease for the suite above the restaurant (current lease expires June 1, 2021). District staff and Andria's Seafood have negotiated a lease that is a mutually beneficial, public-private partnership. It includes a 4-year, 11-month lease with three 5-year options. Due to the potential duration of the lease, the lease must be published via a Notice of Proposed Ordinance in a newspaper of general circulation before the Board can accept the Ordinance for the new lease.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

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

The new lease will go into effect July 1, 2021 and will be coterminous with the restaurant lease.

The provision of a long-term lease through options provides business operational security to Andria's Seafood as well as continuing to work with this anchor tenant for the District. District office leases do not include a performance metric; therefore, the option to extend is at the discretion of the tenant provided they remain in good standing.

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

If the Board of Port Commissioners adopt Resolution No. 3416 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance for the Lease with Options Agreement between Andria's Seafood and the District for a new 19-year, 11-month lease in a newspaper of general circulation, then the Board may adopt the Ordinance on June 16, 2021 and the new lease will become effective July 1, 2021.

**FISCAL IMPACT:**

This new lease reflects an increase over the rates from the previous lease for consistency with rental rates for other offices in the complex. There will be step increases annually during the base period and increases based on the Consumer Price Index for the option years.

**ATTACHMENTS:**

Attachment 1 – Resolution No. 3416



**RESOLUTION NO. 3416**

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

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

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

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

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

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of Ventura Port District held this 19th day of May 2021, adopted by the following vote:

- AYES:
- NOES:
- Absent:
- Abstain:

\_\_\_\_\_  
 Chris Stephens, Chairman

ATTEST:

\_\_\_\_\_  
 Brian Brennan, Secretary

**ATTACHMENT 1  
EXHIBIT A**

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

(California Harbors and Navigation Code section 6270)

NOTICE IS HEREBY GIVEN that on June 16, 2021 at 7:00PM, a meeting of the Board of Port Commissions of the Ventura Port District will be held at the District office located at 1603 Anchors Way Drive, Ventura, California and virtually via Zoom meeting.

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

“ORDINANCE NO. 55

AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS  
OF VENTURA PORT DISTRICT APPROVING A NEW  
OFFICE LEASE AGREEMENT WITH OPTIONS BETWEEN THE VENTURA PORT DISTRICT  
AND ANDRIA’S SEAFOOD SPECIALTIES DBA ANDRIA’S SEAFOOD RESTAURANT  
(California Harbors and Navigation Code section 6270)

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

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

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

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

This Notice is published at the direction of the Board of Port Commissioners pursuant to Resolution No. 3416 duly adopted at the regular meeting of the Board of Port Commissioners of the Ventura Port District held on May 19, 2021.

Brian D. Pendleton, General Manager  
Ventura Port District



# BOARD OF PORT COMMISSIONERS

MAY 19, 2021

## STANDARD AGENDA ITEM 2

FY2021 – 2022 BUDGET STUDY SESSION

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 2**  
Meeting Date: May 19, 2021

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To: Board of Port Commissioners  
From: Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
Gloria Adkins, Accounting Manager  
Subject: FY2021–2022 Budget Study Session

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**RECOMMENDATION:**

That the Board of Port Commissioners conduct a FY21–22 Budget Study Session and provide direction to the General Manager in preparation of the forecasted preliminary budget and five-year capital improvement plan.

**SUMMARY:**

The COVID-19 pandemic brought unexpected impacts and an unprecedented level of uncertainty affecting last year's FY20-21 budgeting process. Forty-one of the businesses in Ventura Harbor needed to defer rent as part of the Board approved Ventura Port District COVID-19 Rental Abatement and Deferment Program with a significant impact to cash receipts for the District. The Program was extended by the Board through June 30, 2021 as the duration and severity of the Covid-19 pandemic was longer and more damaging to certain business sectors than anticipated. In particular, the Portside development, hotels, charters, commercial and recreational fishing/diving, entertainment industry and personal care services were particularly hard hit. However, Harbor businesses proved resilient. While revenues were down as forecasted, very few businesses left the Harbor and most have begun to rebound since March 2021. Therefore, District management anticipates a stabilized revenue picture for FY21-22 as compared to FY20-21.

Before presenting a preliminary budget for FY21-22 to the Board on June 16, 2021, the General Manager and management team is seeking a review of priorities as expressed in the adopted Goals and 5-Year Objectives, and evaluation of the Board approved cost saving measures that were implemented to preserve fiscal liquidity, capital reserves, and bond covenants. The hiring and salary freezes will expire on June 30, 2021 unless otherwise directed by the Board.

**BACKGROUND:**

The budget process began in April at the conclusion of the Midyear Budget as some COVID-19 restrictions began to be lifted. At the direction of the General Manager, Department Managers began preparing budgets anticipating modest increases in operating expenses that had been reduced during the pandemic while updating projections for capital improvements, Village tenant improvements and other discretionary spending. Concurrently, the management team has begun discussing revenue projections with master tenants, and forecasting Village, Village Marina, charters, dry storage, and commercial fishing revenues. This process is ongoing and will likely result in further refinements of projections before the preliminary budget is presented for the Board's consideration.

Preliminary revenue forecasting reflects an 2% increase in operating revenues to \$8,682,000 as compared to the current year's budget (see Chart 1). Preliminary cost forecasting reflects a 0% increase in total operating expenses at \$6,486,178 for the FY21-22(see Chart 2).

Chart 1 – Operating Revenues (Budgeted vs Forecasted)

<b>Fiscal Year</b>	<b>Revenue</b>	<b>% +/-</b>
FY17-18*	\$8,514,086	<7%>
FY18-19	\$8,969,830	5%
FY19-20**	\$8,413,254	<6%>
FY20-21***	\$8,492,795	1%
FY21-22****	\$8,682,000	2%

\* FY17-18 actual revenues were down 7% due to a one-time lease commencement fee paid by Portside Partners in the amount of \$1,200,000 in FY16-17.

\*\* FY19-20 actual revenues were down 6% due to the beginning affects of COVID, a reduction in investment interest earnings and the partial closure of Village Marina slips during the dock renovation.

\*\*\* Current year mid-year budget.

\*\*\*\* FY21-22 preliminary forecast.

Chart 2 – Operating Expenses (Budgeted vs Forecasted)

<b>Fiscal Year</b>	<b>Expenses</b>	<b>% +/-</b>
FY17-18	\$5,788,472	18%
FY18-19	\$6,214,715	7%
FY19-20	\$6,306,806	1%
FY20-21*	\$6,485,750	3%
FY21-22**	\$6,486,178	0%

\* Current year mid-year budget.

\*\* FY21-22 preliminary forecast.

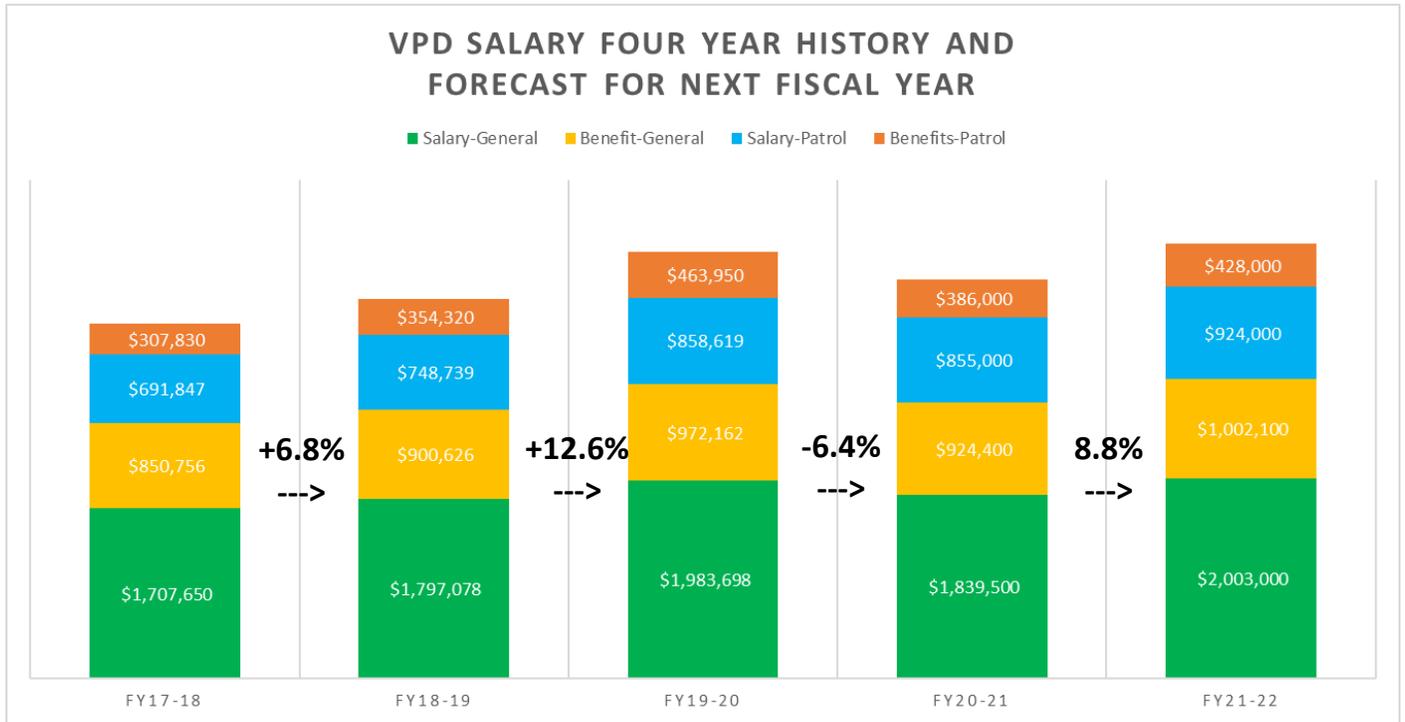
As an enterprise, the District generates approximately 85% of its total revenues from all of the real estate transactions and user fees in the Harbor. In other words, the District receives a minimum rent and/or a percentage of a tenant’s gross sales from all of the business operations in the Harbor (excluding the Channel Islands National Park). The other 15% of non-operating revenues are derived from the Port District’s share of property taxes within the City of Ventura and directed to public safety through Harbor Patrol: Every public agency in the City receives a percentage of these property taxes.

Chart 3 below compares the actual salary and benefit expenses over the last three fiscal years, the mid-year budget for FY20-21, and reflects preliminary forecasting for FY21-22. The preliminary forecasted salary and benefits amount (\$4,357,100) reflects an 8.8% increase over the previous year. This amount includes:

1. Current MOU labor contracts for the Harbor Patrol and Courtesy;
2. Wage increases for all eligible full and part-time employees\* and;
3. Proposed staffing changes;

\*New MOU’s with SEIU and Teamsters will be necessary to effectuate wage increases for represented employees.

Chart 3 - Salary and Benefits Comparison



**STAFFING CONSIDERATIONS**

As part of the FY21-22 budget process, the General Manager is recommending organizational staffing changes that will result in one additional full-time employee, a Senior Harbor Patrol Officer to permanently fill critical shift work. Other changes, not resulting in additional staff counts include the addition of a Capital Projects Manager, a Business Operations Analyst I/II while eliminating the Property Manager and Management Assistant positions, which are currently vacant. Other additions include Senior classifications for both the Business Operations Manager, Marketing & Event Coordinator and Clerk of the Board, which will provide opportunities for future advancement within these classifications. Formal recommendations will come before the Board as part of the budget approval process. Please see Attachments 2 and 3 which show the current and proposed organizational charts.

**REVENUE ASSUMPTIONS**

Management staff has prepared this Budget Study Session with the following assumptions on incoming revenue during the coming Fiscal Year. It is important to note that a key assumption is that the Ventura Port District Rental Abatement and Deferment Program will expire on June 30, 2021 as directed by the Board. In addition, all deferred rent repaid during the coming fiscal year will be paid towards revenue accrued during the current fiscal year. Therefore, rent repayment will be used to correct cash receivables outstanding and will not be recognized as positive revenue income in FY21-22. At the time of this report, staff anticipates that the few remaining businesses still closed due to Covid will reopen by the beginning of the new fiscal year (July 1, 2021).

Staff have made the following general assumptions when projecting revenue:

Revenue Source	Midyear Budget FY20-21*	Preliminary Forecasted FY21-22*	% Change
Parcel Lease Income	\$3,447,000	\$4,000,000	16.0%
Lease Appreciation Rent	\$912,000	\$0	<100%>
Recreational Boating Income*	\$157,500	\$170,500	8.3%
Investment Income	\$90,000	\$25,000	<72.2%>
Harbor Village: Retail	\$450,000	\$540,000	20.0%
Harbor Village: Restaurant	\$980,000	\$1,150,000	17.3%
Harbor Village: Office	\$722,000	\$710,000	<1.7%>
Harbor Village: Charters	\$275,000	\$375,000	36.4%
Commercial Fishing Premises**	\$1,026,000	\$1,151,000	12.2%
Booth/vendor Income	\$750	\$3,000	300.0%
Sponsorships/Co-Op Advertising	\$1,000	\$14,000	1300.0%
Harbor Event Permit Fees	\$15,000	\$35,000	133.3%
CAM Income	\$290,000	\$355,000	22.4%
Merchants Promotion Dues	\$78,000	\$105,000	34.6%
Miscellaneous Sales & Income***	\$48,500	\$48,500	0.0%

\* Includes: Dry storage, launch ramp parking income, boat washdown, commercial ID's.

\*\* Includes: Commercial fish offloading, commercial fish premises, commercial fishermen' storage, and marina slip rentals.

\*\*\* Includes miscellaneous sales, rentals, vending machines, and tenant late fees.

**CAPITAL IMPROVEMENTS:**

Implementing and executing a robust Capital Improvement Plan (CIP) over five years has been a consistent priority to the District. Some of the priorities over recent years have included:

- Accessibility improvements including restrooms at Harbor Village;
- Various roof replacements at Harbor Village;
- Painting of Harbor Village buildings;
- Replacement of Harbor Village Marina Docks C, D, G, & H;
- Fish Pier crane replacement; and,
- Building improvements to increase lease value and to continue to attract tenants

The District's expenditures on Capital Improvement Projects has averaged approximately \$1.8M per year over the past 7 years exclusive of the several key projects including the Village Marina Dock Replacement Project of \$4.4M, Village tenant improvements and an additional \$400k per year over the past 6 years on ADA improvements primarily at the Village.

Due to financial recovery associated with the end of the pandemic as well as carrying forward some capital projects that had been budgeted in FY20-21 but have not been fully completed, the FY21-22 Capital Improvement budget is proposed to be \$2.1M. Future years are budgeted at approximately \$1.6M per year for budgeting purposes but are subject to change based on revenue changes.

### **Capital Improvements: Deferrals/Adjustments**

Staff has identified the following Capital Improvement projects that are being recommended to the Board for consideration in FY21-22.

<b>Capital Improvement Project</b>	<b>Budgeted Cost</b>
1567 Lighthouse building improvements	\$650,000
Paid Parking Infrastructure	\$275,000
1567 B Building Roof replacement	\$250,000
Harbor Village Trash Enclosure (Near 1575 – currently out to bid)	\$150,000
Harbor Village Wayfinding Signs (will go out to bid in June)	\$125,000
1449 Building structural improvements	\$120,000
1591 Elevator Refurbishment	\$120,000
Resurface & Restripe Launch Ramp Parking Lot	\$75,000
Harbor Patrol – Vehicle Replacement	\$45,000
Harbor Cove Light & Poles Replacement	\$45,000
1603 Emergency generator	\$35,000
Beach Lots Retaining Wall & Shower Area Improvements	\$25,000
Fish Hoist #1 – Base Plate Refurbishment	\$25,000
Fuel Pier – Loading Area & Electrical Building Improvements	\$15,000
Harbor Patrol Radio & Communication Upgrades	\$8,000

### **Tenant Improvement**

Beginning with during the previous Fiscal Year, staff is using lease expiration dates, probabilities, and anticipated costs for suite remodeling to estimate a comprehensive budget for District costs associated with addressing tenant turnover. During the previous fiscal year, the Board-approved leasing strategy included focus on tenant retention which has been successful in reducing turnover and thus the need to spend funds on preparing suites for new tenants. As the pandemic comes to an end, staff are working to secure tenants into longer-term leases, which is also another goal of the leasing strategy that provides security for both tenants and the District as well as reduces associated costs.

One of the largest tenant improvements anticipated in FY21-22 described above are the improvements for the National Parks Service office leases in the 1431 and 1691 buildings. Although the cost for these improvements will be spent in the coming fiscal year, over the 5-year term of the lease extension, approximately 90% of the improvements will be fully repaid through an agreed upon increase in the rental rate of the suites.

The FY21-22 budget continues to incorporate non-capital tenant improvements in the Maintenance Budget.

### **Ventura Port District Goals and 5-Year Objectives**

During the February 5, 2020 Board of Commissioners meeting, the Board approved the Ventura Port District Goals and 5-Year Objectives Workbook. Several items of those objectives are regular, ongoing items, however many goals were tied to milestone dates and had fiscal obligations required to achieve.

Staff has reviewed the Objectives set for FY21-22 and have identified the following items originally planned with a key milestone and an anticipated financial obligation required during the coming Fiscal Year:

- Harbor Dredging
  - Obtain amendments to the inner harbor dredging permits

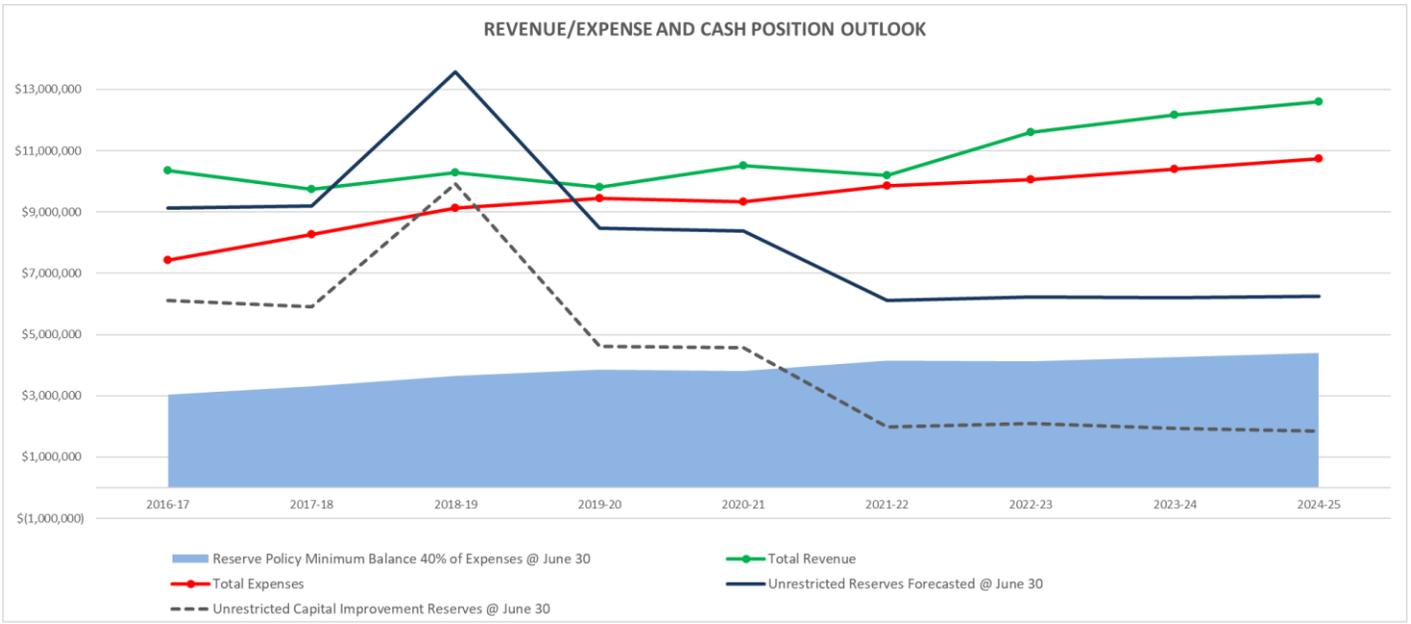
- Public & Civic Engagement Plan
  - Stakeholder budget workshop
  - Stakeholder engagement workshop (fall 2021)
  - Contribute to General Plan Update
  - Continue to Develop, Approve, and Implement a Public Civic Engagement Plan
- Commercial Fishing
  - Reactivate Ventura’s commercial fishing association/fishermen workgroup
  - Complete NOAA Sea Grant Deliverables
- Master Tenants & Parcels 5+8
  - Work with Derecktor Marine Holdings to support development plans
  - Work with Ventura Isle Marina in support of their dock replacement project
  - Work with Ventura Yacht Club in support of their dock replacement project
- National/State Parks Collaboration
  - Work with NPS on future planning collaboration and Visitor Center master planning
  - Work with State Parks on contracted Lifeguard Program
- Harbor Parking & Traffic
  - Evaluate transit networks and parking (including new traffic counting system)
  - Evaluate and institute parking management system (including paid parking)
- Harbor Village
  - Village refresh program (wayfinding signage)
  - Village infrastructure upgrades (elevators, roofs)

**FISCAL IMPACT:**

Below is a summary of the forecasted revenues and expenditures for the FY20-21:

Preliminary Budget Summary

Operating Income	\$8,682,000
Non-operating Income (Property Tax)	<u>1,510,000</u>
Total Income	\$10,192,000
Operating Expenses	\$6,486,178
Non-operating Expenses (Debt Service)	1,608,000
Harbor Patrol / Safety / Launch Ramp	<u>1,770,900</u>
Total Expenditures	\$9,865,078
Cash Flow before Capital Improvement <sup>1</sup>	\$326,922
Capital, ADA, & Tenant Improvements	<u>\$2,589,800</u>
Cash Flow after Capital Improvements	<u><u>\$(2,262,878)</u></u>



\* **Unrestricted Capital Improvement Reserves (dashed line) are reserves in excess of District policy to preserve 40% annual operating costs (i.e. Unrestricted Reserves, which is the dark blue line)**

The FY21-22 forecasted preliminary budget reflects a positive cash flow of \$326,922 from normal operations before improvement expenditures of \$2,589,800. \$2,262,878 of this expense will need to be funded using Unrestricted Reserves. The Revenue/Expense and Cash Position Outlook demonstrates that based on current forecasts, the Unrestricted Reserves (dark blue line) will stay above the District policy threshold (40% of annual operating costs – shown as light blue shaded area) at the end of FY24-25. This preliminary budget forecast meets or exceeds the required bond covenant for net revenues to meet or exceed 115% of the current year debt service.

Staff seeks the opportunity to discuss the FY21-22 forecasted preliminary budget as well as future budgetary impacts relative to:

- Costs
- Revenues
- Capital and tenant improvement expenditures

After the Budget Study Session and direction from the Board, staff will return with a preliminary budget for review at the Port Commission’s June 16, 2021 meeting.

**ATTACHMENTS:**

- Attachment 1 – Projections Forecasted FY21-22
- Attachment 2 – Current VPD Organizational Chart (FY20-21)
- Attachment 3 – Proposed VPD Organizational Chart for FY21-22

# ATTACHMENT 1

## VENTURA PORT DISTRICT HISTORICAL & PROJECTED REVENUE AND EXPENSE CASH FLOWS Minimum Unrestricted Reserves at 40% of Operating Expenses

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Est/Actual	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted	2025-26 forecasted
<b>Cash Flows In (Out) from normal operations before any Improvements</b>	\$ 1,480,000	\$ 1,154,970	\$ 357,402	\$ 1,194,040	\$ 326,922	\$ 1,548,000	\$ 1,779,000	\$ 1,862,000	\$ 1,937,000
<b>Significant Assumptions -</b>									
Cash Flow Out - Tenant Improvements	-	(23,195)	(168,681)	(221,000)	(496,800)	(250,000)	(250,000)	(250,000)	(250,000)
Cash Flow Out - Accessibility Enhancements	(341,000)	-	(110,161)	(110,000)	(130,000)	(150,000)	(125,000)	-	-
Cash Flow Out - Capital Improvements as per 5-Year Plan Projection	(995,000)	(1,747,590)	(5,100,480)	(1,268,700)	(1,963,000)	(1,275,000)	(1,650,000)	(1,550,000)	(1,800,000)
Conservancy Grant Income - Fisherman's Storage & Hoist/Misc Grants				315,000		225,000	225,000		400,000
<b>Improvements that will need to be funded through Unrestricted Improvement Reserves</b>	<b>-</b>	<b>(615,815)</b>	<b>(5,021,920)</b>	<b>(90,660)</b>	<b>(2,262,878)</b>	<b>98,000</b>	<b>(21,000)</b>	<b>62,000</b>	<b>287,000</b>
<b>Cash Flow In after Improvements are completed</b>	<b>144,000</b>								
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>
<b>Forecasted Unrestricted Reserve Balances</b>	Actual	Actual	Actual	forecasted	forecasted	forecasted	forecasted	forecasted	forecasted
Forecasted Reserves at beginning of each fiscal year	9,061,000	9,745,815	13,493,817	8,471,897	8,381,237	6,118,359	6,216,359	6,195,359	6,257,359
Improvements funded from Improvement Reserves	-	(615,815)	(5,021,920)	(90,660)	(2,262,878)	98,000	(21,000)	62,000	287,000
Cash Flow In after Improvements are completed/Debt funding received	144,000	4,445,000	-	-	-	-	-	-	-
Cash Flow In from Grant fund reimbursements	3,000	-	-	-	-	-	-	-	-
Forecasted Unrestricted Reserves at end of year	9,208,000	13,575,000	8,471,897	8,381,237	6,118,359	6,216,359	6,195,359	6,257,359	6,544,359
<b>Total All Unrestricted Reserves Forecasted at June 30 each year</b>	<b>9,208,000</b>	<b>13,575,000</b>	<b>8,471,897</b>	<b>8,381,237</b>	<b>6,118,359</b>	<b>6,216,359</b>	<b>6,195,359</b>	<b>6,257,359</b>	<b>6,544,359</b>

As outlined below, with the proposed expenditures the 40% reserve balance is maintained and the unrestricted Improvement balance remains favorable.

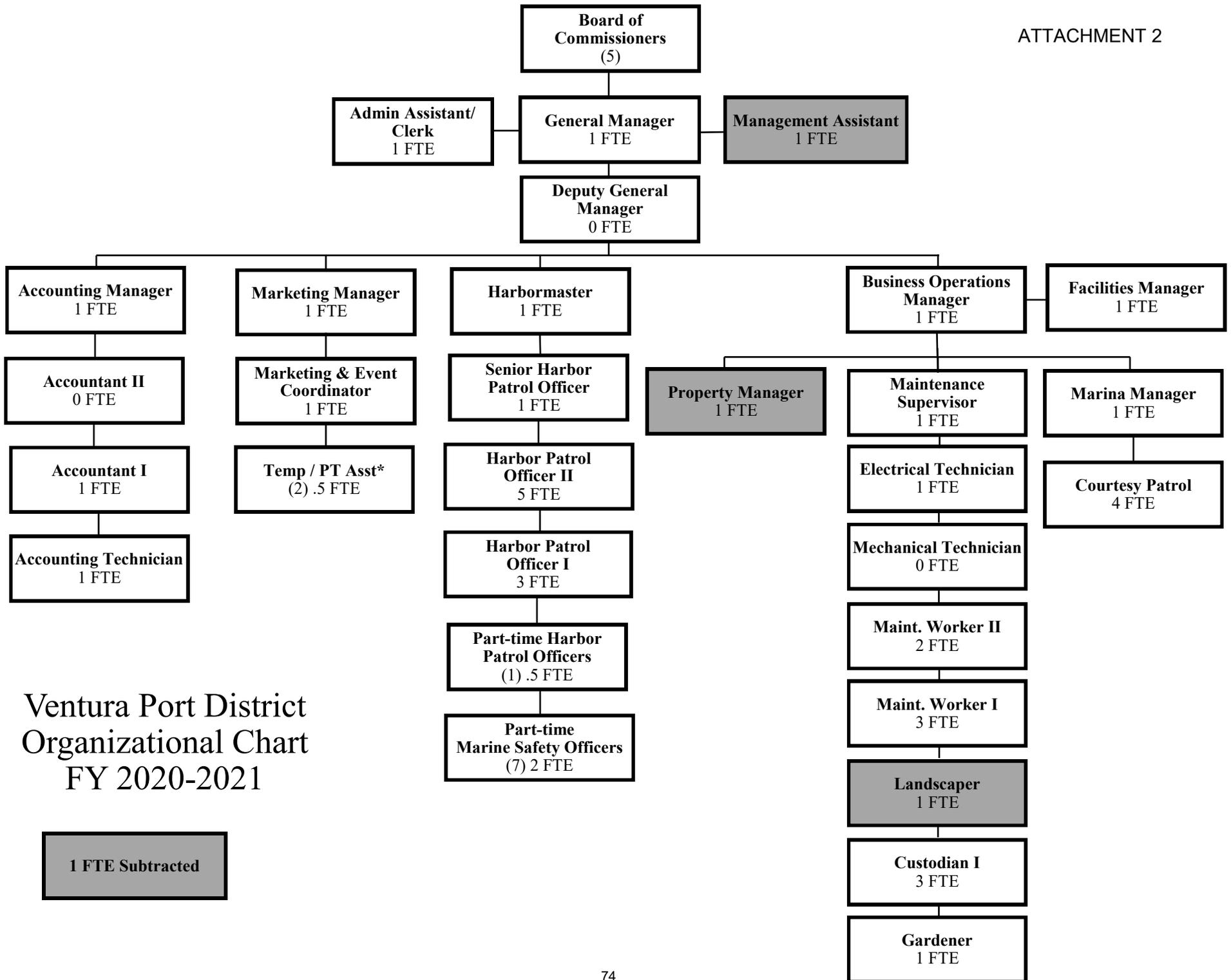
	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Est/Actual	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted	2025-26 forecasted
TOTAL Unrestricted Reserves Forecasted at June 30 each year	9,208,000	13,575,000	8,471,897	8,381,237	6,118,359	6,216,359	6,195,359	6,257,359	6,544,359
Reserve Policy Minimum Balance 40% of Expenses at June 30 each year	3,310,000	3,660,000	3,850,000	3,820,000	4,140,000	4,120,000	4,260,000	4,400,000	4,540,000
<b>Unrestricted Capital Improvement Reserves at June 30 each year</b>	<b>5,898,000</b>	<b>9,915,000</b>	<b>4,621,897</b>	<b>4,561,237</b>	<b>1,978,359</b>	<b>2,096,359</b>	<b>1,935,359</b>	<b>1,857,359</b>	<b>2,004,359</b>

# ATTACHMENT 1

## VENTURA PORT DISTRICT HISTORICAL & PROJECTED CASH FLOWS Minimum Unrestricted Reserves at 40% of Operating Expenses

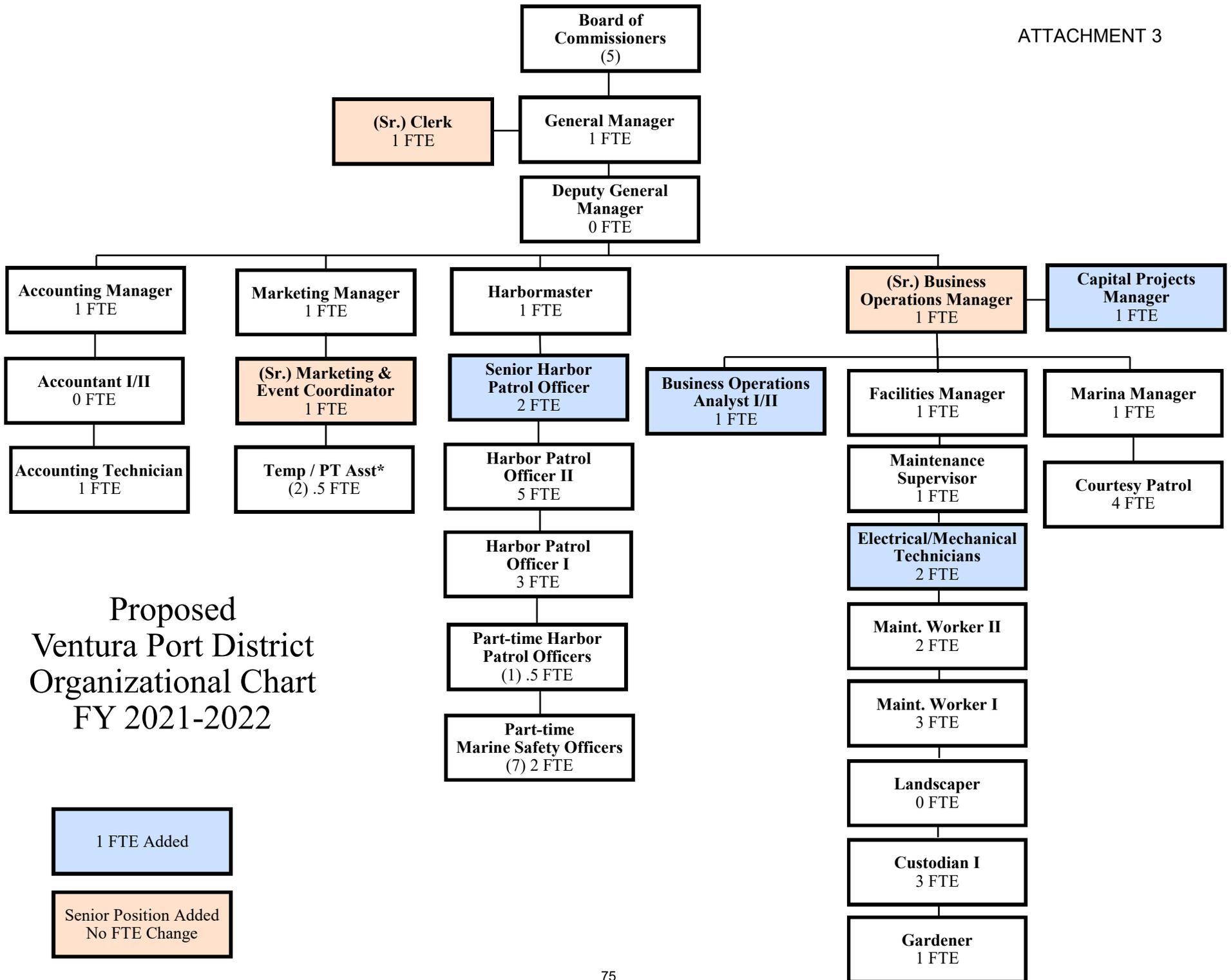
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
	Actual	Actual	Actual	Est/Actual	forecasted	forecasted	forecasted	forecasted	forecasted
<b>Revenue</b>									
Operating Revenue	8,214,000	8,534,830	8,004,754	7,765,035	8,132,000	8,457,000	8,795,000	9,147,000	9,513,000
% Increase / -Decrease Forecasted	5.9%	3.9%	-6.2%	-3.0%	4.7%	4.0%	4.0%	4.0%	4.0%
Portside Partners Forecast	300,000	300,000	307,500	365,000	550,000	1,455,000	1,505,000	1,556,000	1,598,000
Parking Revenue Forecast (Village & Beaches)						150,000	300,000	300,000	300,000
Onetime-Tenant Fees-revised FY2020-21 actual income		135,000	101,000	912,000					
<b>Total Operating Revenues</b>	<b>8,514,000</b>	<b>8,969,830</b>	<b>8,413,254</b>	<b>9,042,035</b>	<b>8,682,000</b>	<b>10,062,000</b>	<b>10,600,000</b>	<b>11,003,000</b>	<b>11,411,000</b>
% Increase / -Decrease Forecasted	-7.4%	5.4%	-6.2%	7.5%	-4.0%	15.9%	5.3%	3.8%	3.7%
Non-Operating Revenue (Includes prop taxes)	1,235,000	1,319,630	1,395,833	1,480,000	1,510,000	1,540,000	1,571,000	1,602,000	1,634,000
% Increase / -Decrease Forecasted	6.0%	6.9%	5.8%	6.0%	2.0%	2.0%	2.0%	2.0%	2.0%
<b>Total All Revenue</b>	<b>9,749,000</b>	<b>10,289,460</b>	<b>9,809,087</b>	<b>10,522,035</b>	<b>10,192,000</b>	<b>11,602,000</b>	<b>12,171,000</b>	<b>12,605,000</b>	<b>13,045,000</b>
% Increase / -Decrease Forecasted	<b>-5.9%</b>	<b>5.5%</b>	<b>-4.7%</b>	<b>7.3%</b>	<b>-3.1%</b>	<b>13.8%</b>	<b>4.9%</b>	<b>3.6%</b>	<b>3.5%</b>
<b>Expenses</b>									
Operating Expenses (excludes Harbor Patrol)	5,572,000	5,956,430	6,117,974	5,827,415	6,249,178	6,468,000	6,727,000	6,996,000	7,276,000
% Increase / -Decrease Forecasted	18.6%	6.9%	2.7%	-4.7%	7.2%	3.5%	4.0%	4.0%	4.0%
Harbor dredging & related expense	209,000	258,280	188,832	343,100	237,000	145,000	151,000	157,000	163,000
% Increase / -Decrease Forecasted	-4.6%	23.6%	-26.9%	81.7%	-30.9%	-38.8%	4.1%	4.0%	3.8%
<b>Sub-Total Operating Expenses (excludes Harbor Patrol)</b>	<b>5,781,000</b>	<b>6,214,710</b>	<b>6,306,806</b>	<b>6,170,515</b>	<b>6,486,178</b>	<b>6,613,000</b>	<b>6,878,000</b>	<b>7,153,000</b>	<b>7,439,000</b>
% Increase / -Decrease Forecasted	17.5%	7.5%	1.5%	-2.2%	5.1%	2.0%	4.0%	4.0%	4.0%
Harbor Patrol Expenses	1,234,000	1,344,760	1,526,915	1,470,100	1,770,900	1,833,000	1,906,000	1,982,000	2,061,000
% Increase / -Decrease Forecasted	0.9%	9.0%	13.5%	-3.7%	20.5%	3.5%	4.0%	4.0%	4.0%
<b>Total Operating Expenses</b>	<b>7,015,000</b>	<b>7,559,470</b>	<b>7,833,721</b>	<b>7,640,615</b>	<b>8,257,078</b>	<b>8,446,000</b>	<b>8,784,000</b>	<b>9,135,000</b>	<b>9,500,000</b>
% Increase / -Decrease Forecasted	14.2%	7.8%	3.6%	-2.5%	8.1%	2.3%	4.0%	4.0%	4.0%
Non-operating and Other Expenses									
Principle/Interest & deferred refunding	1,254,000	1,251,790	1,246,964	1,312,380	1,233,000	1,233,000	1,233,000	1,233,000	1,233,000
Principle/Interest/Fees - 2018 Vlg Marina Dock Renovations		323,230	371,000	375,000	375,000	375,000	375,000	375,000	375,000
<b>Total Non-operating expenses</b>	<b>1,254,000</b>	<b>1,575,020</b>	<b>1,617,964</b>	<b>1,687,380</b>	<b>1,608,000</b>	<b>1,608,000</b>	<b>1,608,000</b>	<b>1,608,000</b>	<b>1,608,000</b>
% Increase / -Decrease Forecasted	-1.8%	25.6%	2.7%	4.3%	-4.7%	0.0%	0.0%	0.0%	0.0%
<b>Total All Expenses</b>	<b>8,269,000</b>	<b>9,134,490</b>	<b>9,451,685</b>	<b>9,327,995</b>	<b>9,865,078</b>	<b>10,054,000</b>	<b>10,392,000</b>	<b>10,743,000</b>	<b>11,108,000</b>
% Increase / -Decrease Forecasted	<b>11.5%</b>	<b>10.5%</b>	<b>3.5%</b>	<b>-1.3%</b>	<b>5.8%</b>	<b>1.9%</b>	<b>3.4%</b>	<b>3.4%</b>	<b>3.4%</b>
<b>Cash Flows In (Out) from normal operations before any Improvements</b>	<b>\$ 1,480,000</b>	<b>\$ 1,154,970</b>	<b>\$ 357,402</b>	<b>\$ 1,194,040</b>	<b>\$ 326,922</b>	<b>\$ 1,548,000</b>	<b>\$ 1,779,000</b>	<b>\$ 1,862,000</b>	<b>\$ 1,937,000</b>

Note: Revenues generated from grants are not included in the Revenue category



Ventura Port District  
Organizational Chart  
FY 2020-2021

1 FTE Subtracted



Proposed  
Ventura Port District  
Organizational Chart  
FY 2021-2022

1 FTE Added

Senior Position Added  
No FTE Change



# BOARD OF PORT COMMISSIONERS

MAY 19, 2021

## STANDARD AGENDA ITEM 3

APPROVAL OF AMENDMENT NO. 1 TO THE  
EMPLOYMENT AGREEMENT FOR GENERAL  
MANAGER

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TO: Board of Port Commissioners  
FROM: Chris Stephens, Chairman  
Brian Brennan, Secretary  
SUBJECT: Approval of Amendment No. 1 to the Employment Agreement for General Manager

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**RECOMMENDATION:**

That the Board of Port Commissioners approve and authorize the Chair to sign Amendment No. 1 to the "At Will Employment Agreement for General Manager", dated May 1, 2019, increasing the annual base salary to \$197,084 and granting a one-time payment of \$5,000 to General Manager Brian Pendleton.

**SUMMARY:**

Effective May 1, 2019, the Board of Port Commissioners entered into an employment agreement with Brian Pendleton to serve as the Port District's General Manager. That agreement calls for the Board of Port Commissioners to annually review the General Manager's performance and consider merit-based salary increases as warranted. In 2019, the Board approved the FY2019-2020 Budget, which included a 3% COLA for all employees, including the General Manager, bringing the salary to \$187,699. The Board completed a performance evaluation in May 2020 and found the General Manager's performance to be excellent. However, with the emerging COVID-19 pandemic, and its associated impacts upon the District's budget, no salary increase was granted.

In preparation for the 2021 performance evaluation, an ad hoc committee consisting of the Chair, Chris Stephens, and Commissioner Brennan was established to lead the Board's performance evaluation process. Through the efforts of the ad hoc committee, and the input of the remainder of the Commissioners in multiple closed sessions, the General Manager's performance evaluation was completed on May 5<sup>th</sup>. The General Manager was again found to be operating at a very high level. Mr. Pendleton has District staff operating in a highly effective and efficient manner, the agencies response to the COVID-19 pandemic has been outstanding and extremely supportive of our tenants, we have continued to attract new tenants while not losing any existing tenants due to the pandemic, and substantial progress has been made toward achieving the District's 5-year objectives. The ad hoc committee believes a 5% salary increase and other consideration is now warranted.

Therefore, the ad hoc committee is recommending the following actions be taken by the Board of Port Commissioners:

1. Approve, and authorize the Chair to sign, an amendment to the "At Will Employment Agreement for General Manager", dated May 1, 2019, as follows:

The first sentence in Section 2, Paragraph A, Salary, is amended to read: "Effective July 1, 2021, Pendleton's annual base salary shall be \$197,084 paid pursuant to VPD's payroll schedule."

2. Grant a one-time payment of \$5,000 to the General Manager, to be issued during the first pay period in Fiscal Year 2022.

**LONG-TERM GOALS:**

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 Board of Port Commissioners is authorized to employ a General Manager of the Ventura Port District by Employment Agreement who shall be responsible for the day-to-day management of the District and the employment of the District personnel subject to Board policy. The qualifications of the General Manager shall meet the requirements established by the Board. The duties of the General Manager shall be determined by the Board, and the General Manager shall be evaluated annually by the Board.

**FISCAL IMPACT:**

The 5% salary increase results in an increase of approximately \$9,435 in personnel costs for FY20212022. In combination with the one-time award of \$5,000, there is an increase in personnel costs of approximately \$17,200 for FY20212022.

**ATTACHMENTS:**

Attachment 1 – Amendment No. 1 to At Will Employment Agreement for General Manager

**AMENDMENT NO. 1**

**TO AT WILL EMPLOYMENT AGREEMENT**

This AMENDMENT NO. 1 TO AT WILL EMPLOYMENT AGREEMENT amends that certain AT WILL EMPLOYMENT AGREEMENT (the “Agreement”) dated and effective, May 1, 2019, by and between Ventura Port District (hereinafter referred to as “VPD”), a political subdivision of the State of California, and Brian D. Pendleton (hereinafter referred to as “Pendleton”).

**RECITALS**

- A. VPD and Pendleton entered into the Agreement with respect to Pendleton’s at will employment with VPD as VPD’S General Manager.
- B. The Agreement provides for an annual review of Pendleton, at which time VPD considers an adjustment to Pendleton’s compensation.
- C. The parties now desire to amend Section 2, paragraph A, Salary.

NOW, THEREFORE, the parties agree as follows:

1. Section 2, paragraph A of the Agreement shall be deleted in its entirety and the following inserted in its place:

“A. **Salary.** Affective July 1, 2021, Pendleton’s annual base salary shall be \$197,084.00 paid pursuant to VPD’s payroll schedule. VPD shall review Pendleton’s salary to consider merit-based increases no later than April 30 of each year. Said review shall include an evaluation of Pendleton’s successful completion of mutually agreeable goals and objectives established by VPD and Pendleton, along with other factors deemed critical to the successful functioning of VPD. The evaluation may be conducted by the VPD Board as a whole or as otherwise agreed upon by the VPD Board. Pendleton shall receive any annual cost-of-living adjustment that other management service level employees may receive. Such adjustment, if any, shall be effective from the date of the decision by the VPD Board and there shall be no retroactive payments or adjustments.”

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ATTACHMENT 1

2. Except for the Amendment set forth above in this Amendment No. 1 to At Will Employment Agreement, the Agreement shall otherwise remain unchanged.

DATED: May \_\_\_\_, 2021

Ventura Port District  
Board of Port Commissioners

\_\_\_\_\_  
Brian D. Pendleton

\_\_\_\_\_  
By: Christopher Stephens, Chairman