



# 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, OCTOBER 6, 2021

**TELECONFERENCE**  
5 TELECONFERENCE LOCATIONS

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

CLOSED SESSION – 6:00PM

REGULAR MEETING – 7:00PM

**IN ACCORDANCE WITH [AB 361](#), THIS MEETING WILL BE HELD BY TELECONFERENCE, AND THERE WILL NOT BE A PHYSICAL LOCATION FROM WHICH THE PUBLIC MAY ATTEND. THE PUBLIC MAY ONLY ELECTRONICALLY ATTEND THE BOARD OF PORT COMMISSIONERS MEETING AND MAY PROVIDE PUBLIC COMMENT THROUGH THE VIRTUAL MEETING. THE PUBLIC WILL HAVE ACCESS TO REMOTELY OBSERVE THE MEETING AND ADDRESS THE COMMISSION AS OUTLINED BELOW.**

## **PUBLIC PARTICIPATION OPTIONS**

### **WATCH THE MEETING LIVE**

Join a Zoom meeting LIVE:

<https://us02web.zoom.us/j/82007193823>

Webinar ID: 820 0719 3823

1-669-900-6833

1-253-215-8782

### **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, it is encouraged to notify 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.

If you decide to speak during the meeting without notifying the Clerk, attendees can dial \*9 if on the phone or use the 'raise hand' function in Zoom.

<b>CLOSED SESSION – 6:00PM</b>
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**CALL TO ORDER:** *By Chairman Chris Stephens.*

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

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

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

<b>CONVENE IN CLOSED SESSION – 6:05PM</b>
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**CLOSED SESSION AGENDA**

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

- a) Property: **1559 Spinnaker Drive #100, #200, #200B**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner  
Brophy and Sons, Inc. DBA Brophy Bros. Restaurant & Clam Bar  
Under Negotiation: **Terms of Amendment No. 3 to Restaurant Lease Agreement** (verbal)
  
- b) Property: **1404 through 1644 Anchors Way Drive (Parcels 14 and 20)**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner  
Derecktor Marine Holdings, LLC.  
Under Negotiation: **Terms of Amendment No. 6 to Master Lease Agreement** (verbal)
  
- c) Property: **1591 Spinnaker Drive #114, #115**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner  
John, Tom, Gillian Conway DBA Deep Sea by Conway Family Wines  
Under Negotiation: **Terms of Amendment No. 1 to Restaurant Lease Agreement**

**ADJOURNMENT**

<b>OPEN SESSION – 7:00PM</b>
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**CALL TO ORDER:** *By Chairman Chris Stephens.*

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

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

**ADOPTION OF AGENDA (3 minutes)**

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

**APPROVAL OF MINUTES (3 minutes)**

*The Minutes of the September 15, 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.*

*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, Legal Counsel and General Manager will give the Commission updates on important topics or items of general interest if needed.*

**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 No. 3 to Brophy Bros. Restaurant & Clam Bar Restaurant Lease Agreement**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve Amendment No. 3 to the Restaurant Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Brophy and Sons, Inc. dba Brophy Bros. Restaurant & Clam Bar, as it relates to the planned opening of On The Alley at 1559 Spinnaker Drive Suite #100.

**B) Approval of Amendment No. 6 to the Parcel 20 Master Lease Agreement**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve Amendment No. 6 to the Master Lease Agreement for Parcel 20 between the Ventura Port District dba Ventura Harbor Village and Derektor Marine Holdings, LLC. located at 1404 through 1644 Anchors Way Drive.

**STANDARD AGENDA:**

**1) Adoption of Resolution No. 3429 Permitting the Board of Port Commissioners to Conduct Remote Teleconference Meetings Pursuant to AB 361**

Recommended Action: Roll Call vote.

That the Board of Port Commissioners adopt Resolution No. 3429:

- a) Proclaiming a local emergency still exists;
- b) Ratifying the proclamation of a state of emergency by Governor Gavin Newsom; and
- c) Authorizing remote teleconference meetings of the Legislative Bodies of the Ventura Port District for the Period of October 6, 2021 through November 5, 2021 pursuant to Brown Act provisions.

**2) Ventura Harbor Summer 2021 Traffic and Parking Surveys**

Recommended Action: Informational.

That the Board of Port Commissioners receive an informational report prepared by Associated Transportation Engineers regarding the Ventura Harbor Summer 2021 Traffic and Parking Surveys.

**3) Award of Contract for 1567 Spinnaker Drive Buildings B and C Reroofing Project**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners award the 1567 Spinnaker Drive Buildings B and C Reroofing Project to Garland/DBS, Inc. in the amount of \$358,976.

**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 Thursday, September 30, 2021 by 5:00 p.m. at the Port District Office  
and online at [www.venturaharbor.com](http://www.venturaharbor.com) - Port District Business - Meetings and Agendas.*

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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

OCTOBER 6, 2021

APPROVAL OF MINUTES

SEPTEMBER 15, 2021 REGULAR MEETING

# VENTURA PORT DISTRICT

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## BOARD OF PORT COMMISSIONERS MINUTES OF SEPTEMBER 15, 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 6:00PM 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 via teleconference  
Todd Mitchell, Business Operations Manager  
Jessica Rauch, Clerk of the Board

##### **Legal Counsel:**

Andy Turner via teleconference

##### **City of Ventura Liaisons**

Deputy Mayor Joe Schroeder, City Council Liaison – Absent  
Michael Coon, Administrative Liaison – Absent

##### **Number of interested persons: 1**

**PUBLIC COMMUNICATIONS:** None. Closed at 6:03PM

**CONVENED TO CLOSED SESSION AT 6:04PM.**

**ADJOURNMENT:** Closed Session was adjourned at 7:02PM.

## **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 7:06PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom Meeting.

#### **PLEDGE OF ALLEGIANCE: By**

#### **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 via teleconference  
Todd Mitchell, Business Operations Manager  
Jessica Rauch, Clerk of the Board  
Gloria Adkins, Accounting Manager via teleconference  
Jessica Snipas, Business Operations Analyst via teleconference  
John Higgins, Harbormaster via teleconference  
Dave Werneburg, Marina Manager via teleconference  
Sergio Gonzalez, Maintenance Supervisor via teleconference  
Jennifer Talt-Lundin, Marketing Manager via teleconference

#### **Legal Counsel:**

Andy Turner via teleconference

#### **City of Ventura Liaisons**

Deputy Mayor Joe Schroeder, City Council Liaison – Absent  
Michael Coon, Administrative Liaison – Absent

#### **Number of interested persons: 6**

### **ADOPTION OF AGENDA**

**ACTION:** Commissioner Gardina moved to adopt the September 15, 2021 agenda.

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

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



**Motion carried 5-0.**

## **APPROVAL OF MINUTES**

The Minutes of the September 1, 2021 Regular Meeting were considered as follows:

**ACTION:** Vice-Chairman Blumenberg moved to approve the minutes of the September 1, 2021 Regular Meeting.

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

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

**NOES:** None

**ABSTAINED:** Commissioner Ashworth

**Motion carried 4-0-1.**

**PUBLIC COMMUNICATIONS:** Gary King submitted written comment thanking the Harbor Patrol for their continued support of his open water swim group. Closed at 7:09PM.

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

**BOARD COMMUNICATIONS:** Commissioner Ashworth was appreciative of Gary King's written comment, mentioned the Yacht Club beach cleanup, and announced that its beach cleanup day throughout the state of California this Saturday. He also thanked Chair Stephens and Commissioner Gardina for standing for reappointment. Vice-Chairman Blumenberg announced the December 4<sup>th</sup> workshop and asked for feedback from the public on what they would like the Commission to discuss. Chairman Stephens mentioned the Village was well used over the Labor Day holiday and thanked staff for the responsive cleanup and would like to discuss extra services for holiday weekends.

**STAFF AND GENERAL MANAGER REPORTS:** Mr. Pendleton reported on the Chalk Art Festival, the Yacht Club's first beach cleanup and on August 31<sup>st</sup> letters were sent withdrawing the Ventura Shellfish Enterprise Project Application. Mr. Pendleton also introduced new Business Operations Analyst Jessica Snipas. Mr. Turner reported on AB 361.

## **CONSENT AGENDA:**

### **A) Approval of an Out-of-Town Travel Request**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve an out-of-town travel request for Jennifer Talt-Lundin, Marketing Manager, to attend the Central Coast Tourism Council Board Meeting and Workshop in Monterey, CA.

**ACTION:** Commissioner Brennan moved to approve an out-of-town travel request for Jennifer Talt-Lundin, Marketing Manager, to attend the Central Coast Tourism Council Board Meeting and Workshop in Monterey, CA.

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

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

**Motion carried 5-0.**

**B) Approval of a New Office Lease Agreement for John Howard DBA Power & Process Engineers at 1559 Spinnaker Drive #201**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and John Howard DBA Power & Process Engineers for space located at 1559 Spinnaker Drive #201 consisting of approximately 350 square feet for a two (2) year term.

**ACTION:** Commissioner Brennan moved to approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and John Howard DBA Power & Process Engineers for space located at 1559 Spinnaker Drive #201 consisting of approximately 350 square feet for a two (2) year term.

Commissioner Gardina seconded. The vote was as follows:

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

**Motion carried 5-0.**

**C) Approval of Lease Amendment No. 4 to the Ventura Isle Marina Ground Lease**

Recommended Action: Roll Call vote.

That the Board of Port Commissioners approve Lease Amendment No. 4 to the Ground Lease for Ventura Isle Marina between the Ventura Port District dba Ventura Harbor Village and SHM Ventura Isle, LLC.

**ACTION:** Commissioner Brennan moved to approve Lease Amendment No. 4 to the Ground Lease for Ventura Isle Marina between the Ventura Port District dba Ventura Harbor Village and SHM Ventura Isle, LLC.

Commissioner Gardina seconded. The vote was as follows:

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

**Motion carried 5-0.**

**STANDARD AGENDA:**

**1) Adoption of Resolution No. 3428, Approving the Revisions to the Ventura Port District Procurement and Purchasing Policy**

Recommended Action: Roll Call vote.

That the Board of Port Commissioners adopt Resolution No. 3428 approving the revisions to Ventura Port District's Procurement and Purchasing Policy and rescind Resolution No. 3330.  
Report by Jessica Rauch, Clerk of the Board.

Public Comment: None. Closed at 7:27PM.

**ACTION:** Chairman Stephens moved to adopt Resolution No. 3428 approving the revisions to Ventura Port District's Procurement and Purchasing Policy and rescind Resolution No. 3330 with an additional revision as follows:

**IV. EXCEPTIONS TO COMPETITIVE BIDDING**

The following exceptions shall apply to the competitive bidding procedures set forth in Section III(C) above:

**A. Sole Source Procurement**

There may be limited situations where the District requires particular contracts for the purchasing of supplies used in connection with or consumed on any project or work not subject to the UPCCA, for which there is no substantial equivalent and which are, in fact, available from only one vendor, supplier, service provider, or contractor, and therefore, in such situations, the use of competitive bidding may be impractical.

The Board has determined that it is in the District's best interests to authorize the General Manager to engage in sole source procurement under limited circumstances. The General Manager, on behalf of the District, may execute a contract for the purchasing of supplies used in connection with or consumed on any project or work not subject to the UPCCA, on a sole source basis, and without competitive bidding, on the following conditions:

- (1) The General Manager determines, after conducting a good faith review of available sources, that there is only one source for such supplies required by the District.
  - (a) Examples of sole source procurements include, but shall not be limited to, the following:
    - (i) ***Licensed or Patented Applications:*** The vendor, supplier, service provider, or contractor is the sole provider of a licensed, patented, or proprietary application, product, material, supplies, or item required by the District that has unique design or performance features providing superior utility not obtainable from similar vendors, suppliers, service providers, or contractors.
    - (ii) ***Authorized Service Provider, Repair and Warranty Services:*** The District requires service or repair support for such supplies and the vendor, supplier, service provider, or contractor is either a factory authorized warranty service provider or such vendor, supplier, service provider, or contractor is required for warranty services pursuant to the terms and conditions of an existing District contract.
    - (iii) ***Unique Design:*** The District has a specialized need and the vendor, supplier, service provider, or contractor is the sole provider of such supplies

that can meet the District's specialized needs or to perform the intended functions. This includes products with special features essential for the completion of a task or project, or with physical or artistic design characteristics that satisfy aesthetic requirements.

- (iv) ***Trial and Evaluation Projects:*** A limited duration, limited scope, pilot, trial or evaluation of a product, range of products or services. A trial or evaluation project would typically be part of establishing a standard for a District department, or to pilot a particular product or services for a District need.
- (2) Such sole-source contract has been included in the District's then-current fiscal budget.
- (3) The General Manager provides a written report to the Board containing the following information:
  - (a) A brief description of the circumstances surrounding the sole source procurement, and the need for immediate acquisition;
  - (b) A statement and/or justification of the General Manager's good faith determination that a sole source opportunity has been presented to the District; and
  - (c) A brief description of the supplies to be purchased or contracted for, the cost of such purchase or contract, and the name of the sole-source vendor, supplier, service provider, or contractor.
- (4) The Board ~~has approved~~ approves the sole-source contract at the next scheduled workshop or regular or special meeting of the Board.

If such sole source contract has not been previously included in the District's then-current fiscal budget or such contract exceeds the amount budgeted for that particular contract in the District's then-current fiscal budget, such contract shall require prior Board approval.

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

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

**Motion carried 5-0.**

## **2) Parcels 14 and 20 Development Planning Status Report**

### Recommended Action: Informational.

That the Board of Port Commissioners receive an informational report to discuss potential future development of Parcels 14 and 20 located at 1404 through 1644 Anchors Way Drive.

Report by Tom Derecktor and Leonora Valvo, owners of Derecktor Marine Holdings.

Public Comment: Gary Magnone submitted written comment asking if the gate adjacent to Harbortown will be unlocked again sometime in the future to allow the public to walk through.

**ACTION: The Board of Port Commissioners received an information report on potential future development of Parcels 14 and 20 located at 1404 through 1644 Anchors Way Drive.**

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

### Recommended Action: Informational. (Verbal Report)

That the Board of Port Commissioners receive an update on:

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

Report by Brian D. Pendleton, General Manager.

Public Comment: None. Closed at 8:30PM.

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

**ADJOURNMENT:** The meeting was adjourned at 8:38PM.

The next meeting is Wednesday, October 6, 2021.

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Brian Brennan, Secretary



BOARD OF PORT COMMISSIONERS

OCTOBER 6, 2021

CONSENT AGENDA ITEM A

APPROVAL OF AMENDMENT NO. 3 TO  
BROPHY BROS. RESTAURANT & CLAM  
BAR RESTAURANT LEASE AGREEMENT

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM A**  
Meeting Date: October 6, 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 No. 3 to Brophy Bros. Restaurant & Clam Bar Restaurant  
Lease Agreement

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**RECOMMENDATION:**

That the Board of Port Commissioners approve Amendment No. 3 to the Restaurant Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Brophy and Sons, Inc. dba Brophy Bros. Restaurant & Clam Bar, as it relates to the planned opening of On The Alley at 1559 Spinnaker Drive Suite #100.

**SUMMARY:**

The Third Amendment acknowledges the ongoing Covid-19 impacts to Brophy and Sons, Inc. in planning the opening of On The Alley (OTA) due to staffing shortages and construction delays that will necessarily postpone the opening of OTA, scheduled by September 30, per the Second Amendment to Lease.

This Third Amendment provides Brophy and Sons, Inc. with a two-month extension to November 30 to open OTA in Suite #100.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

Brophy and Sons, Inc. has been negatively impacted by the Covid-19 pandemic. Regardless, due to their long-term success at Ventura Harbor and in the region, they have made a significant financial investment in their premises, in particular Suite #200 as part of the reopening of Brophy Bros. Restaurant and Clam Bar, with further improvements planned for Suite #100 for the opening of OTA.

Brophy and Sons, Inc. is rebranding Fratelli's (Suite #100) to their successful OTA concept which will also accommodate overflow seating for Brophy Bros. that cannot be met in Suite 200 (e.g. group events). Opening of OTA by September 30 was a condition of the Second Amendment to Lease.

However, due to the ongoing challenges associated with labor availability due to the COVID-19 pandemic, the business has been unable to meet their targeted opening date for OTA in

September. Brophy and Sons, Inc. have utilized the down time to complete some improvements to the space in order to prepare for re-opening with more work to complete.

**FISCAL IMPACT:**

Brophy and Sons, Inc. continues to pay all rents due associated with Suite #100. The continued closure of Suite #100 will reduce the percentage rent (from gross sales) paid by Brophy and Sons, Inc. to the Port District for the duration of the extended closure.

**ATTACHMENTS:**

None.





BOARD OF PORT COMMISSIONERS

OCTOBER 6, 2021

CONSENT AGENDA ITEM B

APPROVAL OF AMENDMENT NO. 6 TO  
THE PARCEL 20 MASTER LEASE  
AGREEMENT

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM B**  
Meeting Date: October 6, 2021

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
Andy Turner, Legal Counsel, Lagerlof, LLP  
SUBJECT: Approval of Amendment No. 6 to the Parcel 20 Master Lease Agreement

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**RECOMMENDATION:**

That the Board of Port Commissioners approve Amendment No. 6 to the Master Lease Agreement for Parcel 20 between the Ventura Port District dba Ventura Harbor Village and Derektor Marine Holdings, LLC. located at 1404 through 1644 Anchors Way Drive.

**SUMMARY:**

To clarify some reporting of percentage rent categories under the new ownership of Parcel 20 and Parcel 14 by Derektor Marine Holdings (DMH), District staff recommends an amendment of the percentage rent schedule implemented in Amendment No. 4 to the Parcel 20 Master Lease.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

Since the purchase of the Dave's Fuel Dock sublease by DMH on December 31, 2020, some inconsistencies of percentage rent reporting were identified in relation to the activities on Parcel 14 versus Parcel 20 that were created when Amendment No. 4 to the Master Lease was adopted on July 1, 2013. Since both Parcels are governed by the same Master Lease, District staff recommends an amendment to the percentage rent schedule to align the schedule between the two parcels. This will remedy some previous inconsistencies and further clarifies some language that was adopted in Amendment No. 5 on February 17, 2021.

**FISCAL IMPACT:**

This change will result in a very minor net benefit to the District in comparison to previous reporting methods.

**ATTACHMENTS:**

None.



# BOARD OF PORT COMMISSIONERS

## OCTOBER 6, 2021

### STANDARD AGENDA ITEM 1

ADOPTION OF RESOLUTION No. 3429

PERMITTING THE BOARD OF PORT  
COMMISSIONERS TO CONDUCT REMOTE  
TELECONFERENCE MEETINGS PURSUANT TO  
AB 361

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 1**  
Meeting Date: October 6, 2021

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Jessica Rauch, Clerk of the Board  
SUBJECT: Adoption of Resolution No. 3429 Permitting the Board of Port Commissioners to  
Conduct Remote Teleconference Meetings Pursuant to AB 361

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**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3429:

- a) Proclaiming a local emergency still exists;
- b) Ratifying the proclamation of a state of emergency by Governor Gavin Newsom; and
- c) Authorizing remote teleconference meetings of the Legislative Bodies of the Ventura Port District for the period of October 6, 2021 through November 5, 2021 pursuant to Brown Act provisions.

**SUMMARY:**

On March 4, 2020, Governor Newsom proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19. On March 17, 2020, Executive Order No. N-29-20 was issued, which suspended portions of the Brown Act relating to in-person meetings and the use of teleconferencing for public meetings. On September 16, 2021, Governor Newsom signed AB 361, which takes effect with the expiration of the Executive Order on September 30, 2021.

If a local agency seeks to continue conducting its meetings in “remote” teleconference manner after September 30<sup>th</sup>, the Commission must adopt a resolution that permits the legislative body to conduct remote teleconference meetings in the manner specified by AB 361 for 30 days.

The Commission also adopted Resolution No. 3392 declaring a local emergency due to the COVID-19 virus for purposes of implementing emergency procurement procedures and applying for federal and state assistance, which is still in effect.

**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:**

AB 361 allows the following:

- While maintaining transparency and public access, local agencies would be able to meet remotely during a declared state of emergency.
- While agencies would still be required to post agendas and meeting information, agencies would not be required to post meeting notices and/or agendas at all teleconference locations when remotely meeting during an emergency.
- While the public must continue to have access to the remote meeting and provided the ability to make public comment, agencies would not be required to make all remote meeting sites accessible to the public, nor include the remote location details in the meeting notice or agenda during a declared state of emergency.
- Additionally, agency board members would not be required to be at remote sites within the territorial bounds of the agency during a declared state of emergency.

This Resolution would permit meeting under the provisions of AB 361 for a maximum period of 30 days. After 30 days, the Board would need to renew its Resolution, consistent with the requirements of AB 361, if the Board desires to continue meeting under the modified Brown Act requirements.

AB 361 sunsets on January 1, 2024.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

Attachment 1 – Resolution No. 3429



**RESOLUTION NO. 3429**

**A RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE VENTURA PORT DISTRICT PROCLAIMING A LOCAL EMERGENCY STILL EXISTS, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF PORT COMMISSIONERS OF THE VENTURA PORT DISTRICT FOR THE PERIOD OF OCTOBER 6, 2021 THROUGH NOVEMBER 5, 2021 PURSUANT TO BROWN ACT PROVISIONS**

WHEREAS, the Ventura Port District (the "District") is committed to preserving and nurturing public access and participation in meetings of the Board of Port Commissioners (the "Board"); and

WHEREAS, all meetings of the District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions still exist in the District, specifically, COVID-19, and its Delta variant, remain highly contagious, and, therefore, a threat to the health, safety and well-being of the District's employees, Commissioners, vendors, contractors, customers and residents; and

WHEREAS, as of September 17, 2021, the County of Ventura has extended its mask mandate for all indoor public settings and businesses to October 19, 2021; and

## ATTACHMENT 1

WHEREAS, the Board does hereby find that a state of emergency still exists within the District's service area as a result of the continuing presence of COVID-19 and has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board does hereby find that the legislative bodies of Ventura Port District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District will continue to provide proper notice to the public regarding all District Board meetings in accordance with Government Code Section 54953(e)(2)(A) and shall provide notice to the public of how they may access any such meeting via call-in number and/or internet link.

NOW, THEREFORE, THE BOARD OF PORT COMMISSIONERS OF THE VENTURA PORT DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency still exists throughout the District, and that conducting District Board meetings virtually will minimize the possible spread of COVID-19 and any variant thereof.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency regarding COVID-19, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager and Board of Port Commissioners of the Ventura Port District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) the expiration of thirty (30) days from the date this Resolution was adopted, as set forth below, or (ii) such time as the Board of Port Commissioners adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board and standing committees of the District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED, APPROVED AND ADOPTED by the Board of Port Commissioners of the Ventura Port District, this 6th day of October 2021, by the following vote:

ATTACHMENT 1

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Chris Stephens, Chairman

ATTEST:

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Brian Brennan, Secretary





# BOARD OF PORT COMMISSIONERS

## OCTOBER 6, 2021

### STANDARD AGENDA ITEM 2

VENTURA HARBOR SUMMER 2021 TRAFFIC  
AND PARKING SURVEYS

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 2**  
Meeting Date: October 6, 2021

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
SUBJECT: Ventura Harbor Summer 2021 Traffic and Parking Surveys

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**RECOMMENDATION:**

That the Board of Port Commissioners receive an informational report prepared by Associated Transportation Engineers regarding the Ventura Harbor Summer 2021 Traffic and Parking Surveys.

**SUMMARY:**

Associated Transportation Engineers ("ATE") has provided traffic counts and parking surveys in the summers of 2012, 2015, 2018 and most recently in 2021. The data collected has been used to determine the volumes of vehicle traffic moving through the Harbor at strategic points and determining demand for parking primarily at Harbor Village, hotels, beaches and adjacent marinas. The Ventura Harbor Summer 2021 Traffic and Parking Surveys report is included as Attachment 1.

**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:**

ATE developed the Port District's Parking Management Plan, which was approved by the Board in January 2017, and included short, mid and long-term parking management recommendations. Over the past several years, the Port District has implemented the short-term recommendations and has continued to gather traffic and parking demand data in anticipation of the need to consider the mid-term recommendations, which include among others, potential paid parking in additional areas of the Harbor.

Successful Implementation of the short-term recommendations included the following:

- Harbor Cove Beach parking lot resurfacing, restriping and ADA improvements
  - 22 additional parking spaces, improved ADA access, and electric vehicle charging stations
- Ventura Isle Marina
  - Partnership to secure 150 long-term parking spaces for visitors, Harbor Village employees and overnight permit parking (e.g. commercial fishers)

- Ventura West Marina Phase II
  - Partnership to secure approximately 40 parking spaces on an annual basis primarily for Island Packers employees and their visitors to the Channel Islands National Park.
  - **These combined efforts including Master Tenant partnerships have increased public visitor parking for Harbor Village, Village Marina and Ventura Harbor Beaches by approximately 212 parking stalls.**
- Parking Policy changes
  - Relocation of commercial fisher crews from Harbor Village to the VIM “Dolphin” lot.
  - Reduction of Ventura Harbor Village employee parking area within Village parking lot.

Below is a summary of the scope of work ATE completed in Summer 2021:

### **Traffic Counts and Parking Surveys (Overview)**

- Conduct 24-hour directional roadway counts at 4 locations along Spinnaker Drive and one location on Schooner Drive to determine 2021 Summer weekday and weekend traffic volumes within the Harbor.
- Review and incorporate the “SkyFii” traffic count data collected by the Ventura Port District within the Harbor Village areas for the period from Memorial Day to Labor Day.
- Compare the count data variations with the data collected from the roadway counts to confirm that the study period represents peak summer conditions.
- Review existing parking demand data, parking regulations and parking policies currently in place at Ventura Harbor.
- Conduct weekday and weekend parking surveys in the Ventura Harbor area (on-street parking and parking lots). Summarize the traffic and parking data in a letter report and submit to the Ventura Port District.

Below is a summary of the scope of work to be completed by ATE moving forward:

### **Parking Program Implementation (Overview)**

Discuss current Harbor Village parking issues, opportunities, and constraints with Port District staff. Parking issues identified previously include:

- Long-term parking
- Employee parking
- Time limit parking
- Parking enforcement
- Beach parking

Review the mid-term parking management strategies outlined in the Parking Management Plan with the Port District. The strategies included:

- Implementation of paid parking (pay by space, pay-and-display, etc.)
- Implementation of time restricted parking
- Providing a limited amount of free parking
- Using variable or “surge” parking fee rates
- Allowing parking validation for customers in the Harbor Village
- Yearly parking pass options
- Implementation of parking enforcement
- Leasing of additional Marina parking spaces

Meet with City of Ventura to review parking options for Spinnaker Drive. Attend meetings with stakeholder groups including Harbor Master and Village tenants, harbor customers, recreational beach users, National Park Service staff, marina slip owners, commercial fisherman groups, and the Port District staff to discuss current and past parking issues, mid-term parking management strategies and possible benefits of implementing a parking management program.

Review alternative transportation options for the harbor, including:

- Improved bicycle facilities
- Gold Coast Transit and harbor shuttle
- Portside development water taxi connection
- Utilization of lot 19A with water taxi and/or land-based shuttle

Based on input received from stakeholder groups, assist Port District staff in developing the mid-term parking management plan options. This will include contacting parking equipment vendors to determine the most appropriate platform for the Port District. Assist Port District staff with developing cost estimates for implementing the parking plan (equipment and staff) and the potential revenue that would be generated via the paid parking enforcement program. Summarize the parking management plan issues and recommendations in a letter report and submit to the Port District. Assist the Port District with developing a Coastal Commission application for the proposed parking program. Attend Port District Board hearings to assist staff in reviewing the recommendations with the Board members.

**FISCAL IMPACTS:**

The Port District retained ATE through a professional services agreement in the amount of \$35,000 to prepare the Ventura Harbor Summer 2021 Traffic and Parking Surveys and the additional tasks as outlined above.

Additionally, there is \$275,000 in the FY21-22 Capital Improvement Budget for parking infrastructure and equipment.

**ATTACHMENTS:**

Attachment 1 - Ventura Harbor Summer 2021 Traffic and Parking Surveys, dated September 28, 2021.



## **ASSOCIATED TRANSPORTATION ENGINEERS**

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Since 1978

Richard L. Pool, P.E.  
Scott A. Schell

September 28, 2021

21053L03

Brian D. Pendleton  
Ventura Port District  
1603 Anchors Way Drive  
Ventura, CA 93001

### ***VENTURA HARBOR SUMMER 2021 TRAFFIC AND PARKING SURVEYS - VENTURA PORT DISTRICT***

Associated Transportation Engineers (ATE) has prepared the following letter summarizing the results of the Summer 2021 traffic counts and parking surveys conducted in the Ventura Harbor.

#### **BACKGROUND**

The Ventura Harbor is a commercial and recreational boat harbor with a full-service marina equipped for live aboard, charter and commercial boat slips. Commercial fishing, boat charters, water sports activities, visitor serving commercial, and hotel uses are located in the harbor. Public beach access is also provided, allowing day-time beach recreation. The various parking areas provided within the harbor are utilized by employees and visitors to the Harbor Village area, commercial fisherman, Island Packers operations, marina tenants, and beach users.

#### **EXECUTIVE SUMMARY**

##### **2018 & 2021 Comparison**

Table 1 presents a comparison of the 2021 traffic volumes (counted in July) at the Ventura Harbor Village area with the data presented in the 2018 traffic and parking study completed by ATE.<sup>1</sup>

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<sup>1</sup> Ventura Harbor Summer 2018 Traffic and Parking Surveys, Associated Transportation Engineers, October 2018

**Table 1**  
**Ventura Harbor Summer 2018 & 2021 Traffic Comparison**

<b>Comparison</b>	<b>2018</b>	<b>2021</b>	<b>Growth</b>	<b>% Change</b>
ADT – 7 days	78,400 ADT	76,100 ADT	-2,300 ADT	- 3%
ADT – Weekdays (M – Th)	9,700 ADT	9,400 ADT	-300 ADT	- 3%
ADT - Friday	11,600 ADT	11,900 ADT	+ 300 ADT	+ 3%
ADT - Saturday	14,500 ADT	13,700 ADT	-800 ADT	- 6%
ADT - Sunday	13,500 ADT	12,900 ADT	-600 ADT	- 4%

As shown in Table 1, the 7-day average daily traffic (ADT) volumes entering and exiting the Ventura Harbor area on Spinnaker Drive decreased by 2,300 vehicles from 2018 to 2021, which represents a 3% decrease. The volumes decreased uniformly on most days, with the exception of Friday, which saw a 3% increase.

Table 2 provides a comparison of the 2021 parking demand data collected in the Harbor Village (HV), Marina, and Hotel parking lots with the 2018 data.

**Table 2**  
**Ventura Harbor Summer 2018 & 2021 Parking Comparison**

<b>Location</b>	<b>2018</b>	<b>% Occ.</b>	<b>2021</b>	<b>% Occ.</b>	<b>Growth</b>	<b>% Change</b>
HV Parking Supply	1,730 Spaces	NA	1,732 Spaces	NA	+ 2 Spaces	0.1%
HV Peak Monday Parking	923 Spaces	53%	924 Spaces	53%	+ 1 Space	0.1%
HV Peak Friday Parking	1,111 Spaces	64%	1,342 Spaces	77%	+ 231 Spaces	21%
HV Peak Weekend Parking	1,577 Spaces	91%	1,491 Spaces	86%	-86 Spaces	-5%
Marina Lots Peak Parking	336 Spaces	43%	363 Spaces	51%	+ 27 Spaces	8%
Hotel Lots	203 Spaces	54%	135 Spaces	32%	-68 Spaces	- 33%
Permits	160 Permits	NA	133 Permits	NA	-27 Permits	-17%

The 2021 parking survey showed that parking occupancies were the same on Monday, went up by 21% on Friday, and went down by 5% on Saturday/Sunday compared to the 2018 levels. The data show that parking continues to be a weekend issue, with the Monday and Friday occupancies below 80%. The peak weekend parking occupancy was 86%, with 241 open spaces. However, most of the empty spaces were in the leased Dolphin lot located in the VIM parking area. Given this, the Squid lot was over 75% occupied, and the remaining Harbor Village lots were over 95% occupied during the peak period. Parking industry standards aim for a 90%-95% occupancy during busy times to prevent undue circulation and congestion.

The parking demands in the Marina lots increased by 27 spaces (8% increase) from 2018 to 2021. The surveys confirmed parking continues to be available in the Marina lots with 51% of spaces occupied during peak weekend periods.

The parking demand at the two hotel lots decreased by 68 spaces (33% decrease) from 2018 to 2021. The hotels continue to have sufficient parking available with 32% of spaces occupied during the peak weekend periods. It is noted that hotel parking demands typically peak in the later evening hours when guests return to the hotel.

The peak number of overnight permits observed in the parking lots decreased by 27 permits (17% decrease) from 2018 to 2021. The Turtle lot accommodated parking primarily from Island Packers users and the Dolphin lot accommodated parking primarily from marina tenants and commercial fishermen. The majority of the permits were observed in the HV 4 lot next to the Island Packers building.

### VENTURA HARBOR SUMMER 2021 TRAFFIC VOLUMES

Traffic counts were conducted at four locations on Spinnaker Drive and one location on Schooner Drive over a 7-day period from July 22 through July 28, 2021 (count data attached for reference). Figure 1 (attached) presents the average daily traffic (ADT) volumes for the weekdays (Monday – Thursday), Friday, Saturday, and Sunday periods. Table 3 summarizes the Summer 2021 ADT volumes for the Ventura Harbor.

**Table 3**  
**Ventura Harbor Existing ADT Volumes – Summer 2021**

<b>Roadway Segment</b>	<b>Mon - Thur Weekday ADT</b>	<b>Friday ADT</b>	<b>Saturday ADT</b>	<b>Sunday ADT</b>	<b>7-day Total</b>
Spinnaker w/o Navigator	9,400	11,900	13,700	12,900	76,100
Spinnaker w/o Lot 1	7,500	9,900	11,600	11,300	62,800
Spinnaker w/o Lot 2	6,400	8,200	9,600	9,500	52,900
Spinnaker n/o Lot 4	3,100	3,800	4,700	4,800	25,700
<i>Estimated Harbor Village Traffic</i>	<i>6,600</i>	<i>8,500</i>	<i>9,900</i>	<i>9,600</i>	<i>54,400</i>
Schooner Drive	3,600	3,900	3,900	4,100	15,500

The data presented in Table 3 show that the total traffic volumes entering and exiting the Ventura Harbor on Spinnaker Drive range from 9,400 ADT on weekdays, 11,900 ADT on Friday, 13,700 on Saturday, and 12,900 ADT on Sunday. The 7-day total for traffic entering and exiting the Harbor is 76,100 ADT. Past the Harbor Village/Island Packers area, the traffic volumes drop to 3,100 ADT on weekdays, 3,800 ADT on Friday, 4,700 ADT on Saturday, and 4,800 Sunday ADT. Based on this data, the Harbor Village area (including the Ventura Isle Marina areas) generates 6,600 ADT on weekdays, 8,500 ADT on Friday, 9,900 ADT on Saturday and 9,600 ADT on Sunday.

The new counts conducted on Schooner Drive show that volumes range from 3,600 ADT (weekday) to 4,100 ADT (Sunday). A portion of these traffic volumes are related to the new Ventura Harbor Portside mixed-use project which was partially occupied during the traffic count period.

## VENTURA HARBOR SUMMER 2021 PARKING SURVEYS - HARBOR VILLAGE

### Existing Harbor Village Parking Supplies

Figure 2 (attached) presents an aerial photograph of the existing parking lots controlled by the Ventura Port District. These include the parking spaces in Lot HV 1 ("Dolphin" Lot) which are leased by the District from the Ventura Isle Marina and accommodates visitor, employee and overnight parking, Lot HV 2 ("Squid" Lot) which is used for employee parking, Lots HV 3 and HV 4 which are the main Harbor Village parking lots used for visitor, boat, and employee parking, and the "Turtle" Lot which is leased from Ventura West Marina II. Lots B 1 (Surfers Knoll) and B 2 (Harbor Cove) are located on the west side of Spinnaker Drive and accommodate public beach and visitor parking. On-street parking is also provided along both sides of Spinnaker Drive, in most, but not all areas, with restricted hours (no parking between 9:00 PM to 5:00 AM). Table 4 summarizes the parking supply provided within the Harbor Village area.

**Table 4**  
**Ventura Harbor Summer 2021 Parking Supply - Harbor Village**

Parking Lot	Location	Use	# of Spaces	% of Total
HV 1	Ventura Isle Marina	Employee/Overnight	152 Spaces	-
HV 2	National Parks Building	Employee	99 Spaces	-
HV 3	Harbor Village South	Visitor/Boat/Employee	560 Spaces	-
HV 4	Harbor Village North	Visitor/Boat/Employee	397 Spaces	-
Turtle	Ventura West Marina II	Employee/Overnight	39 Spaces	-
<b>Subtotal</b>			<b>1,247 Spaces</b>	<b>72 %</b>
B 1	Harbor Cove	Beach/Visitor	239 Spaces	-
B 2	Surfers Knoll	Beach/Visitor	35 Spaces	-
<b>Subtotal</b>			<b>274 Spaces</b>	<b>16 %</b>
Spinnaker	On-Street	Employee/Beach/Visitor	<b>211 Spaces</b>	<b>12 %</b>
<b>TOTAL</b>			<b>1,732 Spaces</b>	<b>100%</b>





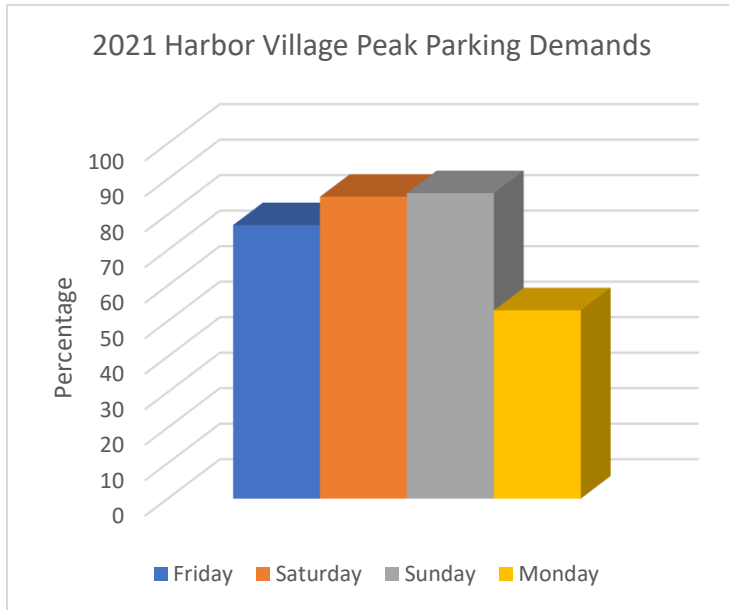
The data presented in Table 4 show that there are 1,732 parking spaces located within the Harbor Village area. Of this total, 1,247 spaces (72%) are located in the five Harbor Village parking lots, 274 spaces (16%) are located in the Harbor Cove and Surfers Knoll lots, and 211 spaces (12%) are located along Spinnaker Drive.

### Harbor Village Parking Demands

Parking occupancy surveys were conducted in the Harbor Village parking lots from Friday, July 23 to Monday July 26 which are representative of the typical summer parking demands (no major events were occurring during the parking studies). Parked vehicles were counted from 11:00 AM to 5:00 PM each day to determine the hourly parking utilization in each lot and identify the peak parking demand periods (parking survey data attached for reference). Table 5 presents the peak parking demands observed in the parking lots serving the Harbor Village area for each of the survey days.

**Table 5**  
**Ventura Harbor Summer 2021 Peak Demands - Harbor Village**

Day/Date	Peak Time	Lots HV 1 – 4 & Turtle Lot (1,247 Spaces)		Lots B 1 - 2 (274 Spaces)		On-street (211 Spaces)		Total (1,732 Spaces)	
		Parking Demand	% Occ.	Parking Demand	% Occ.	Parking Demand	% Occ.	Parking Demand	% Occ.
Friday 7/23	2:00 PM	982	79%	260	95%	94	45%	1,336	77%
Saturday 7/24	2:00 PM	1,052	84%	271	99%	142	67%	1,465	85%
<b>Sunday 7/25</b>	<b>2:00 PM</b>	<b>1,072</b>	<b>86%</b>	<b>269</b>	<b>99%</b>	<b>144</b>	<b>68%</b>	<b>1,485</b>	<b>86%</b>
Monday 7/26	1:00 PM	746	60%	132	48%	43	20%	921	53%



The data presented in Table 5 indicate that public parking in the Harbor Village area is generally available during the peak Friday and Monday periods, with 396 to 811 open spaces. Public parking is less available on Saturdays and Sundays when there were 267 open spaces on Saturday and 247 open spaces on Sunday. It is noted that the majority of the open parking spaces were located in the Dolphin Lot (113 spaces) and along Spinnaker Drive (61 spaces) during the peak weekend parking periods.

## VENTURA HARBOR SUMMER 2021 PARKING SURVEYS - MARINAS

### Existing Marina Parking Supplies

The number of spaces provided in the Ventura Isle Marina (Lot M 1) and Ventura West Marina II (Lot M 2) parking lots were inventoried during the 2021 survey. The location of these lots, which are leased by the District and operated by the marinas, are shown on Figure 2, and the number of spaces in each lot are presented in Table 6.

**Table 6**  
**Ventura Harbor Summer 2021 Parking Supply - Marinas**

Parking Lot	Location	Use	# of Spaces	% of Total
M 1	Ventura Isle Marina	Marina Tenants	450 Spaces	64%
M 2	Ventura West Marina II	Marina Tenants/Visitors	257 Spaces	36%
<b>TOTAL</b>			<b>707 Spaces</b>	<b>100%</b>

The Ventura Isle Marina (VIM) parking lot contains 450 spaces (64%), and the Ventura West II parking lot contains 257 spaces (36%). It is noted that the parking supply for the VIM lot does not include the 152 spaces that are leased by the District and the parking supply for Ventura West II lot does not include the 39 spaces that are leased by the District. Approximately 165 of the parking spaces located in the Ventura West II parking lot are not controlled by access gates and are therefore used informally by the public.

### Marina Parking Demands

Parking occupancy surveys were completed in the two Marina parking lots during the 4-day July period. Table 7 presents the peak parking demands observed in the Marina lots during the survey period.

**Table 7**  
**Ventura Harbor Summer 2021 Peak Parking Demands – Marina Lots**

Day/Date	Peak Time	M 1 VIM (450 Spaces)		M 2 West II (257 Spaces)		Total (707 Spaces)	
		Parking Demand	% Occ.	Parking Demand	% Occ.	Parking Demand	% Occ.
Friday 7/23	1:00 PM	135	30%	143	56%	278	39%
<b>Saturday 7/24</b>	<b>1:00 PM</b>	<b>216</b>	<b>48%</b>	<b>147</b>	<b>57%</b>	<b>363</b>	<b>51%</b>
Sunday 7/25	2:00 PM	193	43%	103	40%	296	42%
Monday 7/26	1:00 PM	147	33%	91	35%	238	34%

The data presented in Table 7 indicate that the Marina lots were 51% occupied during the peak period (Saturday @ 1:00 PM) with 363 occupied parking spaces. The parking survey data suggest that the Marina lots have a significant reserve parking supply (344 open spaces) that could be used to accommodate public parking on peak days. It was noted that the parking spaces in Marina Lot 1 have been reduced in size by 48 spaces due to construction activities.

### VENTURA HARBOR SUMMER 2021 PARKING SURVEYS - HOTELS

#### Existing Hotel Parking Supplies

The parking lots serving the Holiday Inn Express (Hotel 1) and the Sheraton Hotel (Hotel 2) were also surveyed to determine the number of spaces currently present. The locations of these lots are shown on Figure 2 and the inventory results are presented in Table 8.

**Table 8**  
**Ventura Harbor Summer 2021 Parking Supply - Hotels**

Parking Lot	Location	Use	# of Spaces
Hotel 1	Holiday Inn Express	Hotel Guests/Employees	145 Spaces
Hotel 2	Sheraton Hotel	Hotel Guests/Employees	281 Spaces
<b>TOTAL</b>			<b>426 Spaces</b>

Table 8 shows that the Sheraton Hotel has 281 parking spaces and the Holiday Inn Express has 145 parking spaces. It is noted that the parking lot for the Holiday Inn Express has increased in size by 51 spaces due to the removal of the construction activities that were occurring during the 2018 surveys.

### Hotel Parking Demands

Parking occupancy surveys were completed in the two Hotel parking lots during the 4-day July period. Table 9 presents the peak parking demands observed in the Hotel lots during the survey period.

**Table 9**  
**Ventura Harbor Summer 2021 Peak Parking Demands – Hotels**

Date/Time	Peak Time	Holiday Inn (145 Spaces)		Sheraton (281 Spaces)		Total (426 Spaces)	
		Parking Demand	% Occ.	Parking Demand	% Occ.	Parking Demand	% Occ.
Friday 7/23	5:00 PM	46	32%	62	22%	108	25%
<b>Saturday 7/24</b>	<b>5:00 PM</b>	<b>59</b>	<b>41%</b>	<b>76</b>	<b>27%</b>	<b>135</b>	<b>32%</b>
Sunday 7/25	5:00 PM	34	23%	65	23%	99	23%
Monday 7/26	11:00 AM	42	29%	62	22%	104	24%

The data presented in Table 9 indicate that the Hotel lots were 32% occupied during the peak period (Saturday @ 5:00 PM) with 135 occupied parking spaces. The parking survey data suggest that the Hotel lots have a significant reserve parking supply (291 unoccupied parking spaces) that could be used to accommodate public parking on peak days.

### VENTURA HARBOR 2021 PARKING SURVEYS – PARKING PERMITS

There are currently several boat service firms that operate out of Ventura Harbor that provide transportation to the Channel Islands National Park (Island Packers), whale watching trips, and diving/fishing excursions. The Ventura Port District has established long-term (multiple day) parking areas within the harbor that are designated for guests of these boat services. Overnight permits are issued to patrons of Island Packers who visit the Channel Islands, passengers on dive boats that depart on overnight trips, and commercial fisherman that are typically gone for days or weeks at a time. The overnight parking permits are allowed in Lot HV 1, Lot HV 2, Lot HV 4, and the Turtle lot.

Parking permit surveys were conducted in the Ventura Harbor parking in August of 2021. The surveys counted the number of vehicles displaying overnight parking permits (survey data attached for reference). Table 10 shows the results of the parking permit surveys.

**Table 10**  
**Ventura Harbor Summer 2021 Peak Demands – Parking Permits**

Day/Date	Peak Time	Lot HV 1	Lot HV 2	Lot HV 3 (a)	Lot HV 4	Turtle	Total
Friday 8/6	11:00 AM	1	4	0	67	38	110
<b>Saturday 8/7</b>	<b>11:00 AM</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>93</b>	<b>33</b>	<b>133</b>
Sunday 8/8	11:00 AM	1	6	0	86	29	122
Monday 8/9	11:00 AM	1	7	0	78	24	110

(a) Not permitted in lot.

As shown in Table 10, the peak parking demand for vehicles displaying parking permits occurred at 11:00 A.M. on Saturday afternoon when 133 vehicles with permits were recorded in the parking lots. The majority of the permits were parked in the HV 4 lot adjacent to the Island Packers facility.

### SKYFII CAMERA TRAFFIC DATA

Ventura Port District hired the “Skyfii” company to install cameras at multiple locations in the Ventura Harbor area to collect traffic and pedestrian volume data. The Skyfii traffic count data collected at the Spinnaker Drive entrance to the harbor was obtained for the period from Memorial Day to Labor Day. The Skyfii data was then compared to the ATE traffic counts conducted in late July for this study. The data used for the analysis included the westbound traffic entering the Ventura Harbor on Spinnaker Drive as the Skyfii camera did not include all of the eastbound traffic lanes exiting the harbor. The location of the Skyfii main entrance camera and the location of the ATE counts are shown on Figure 3. Table 11 provides a comparison of the Skyfii and ATE traffic count data (data attached for reference).

**Table 11**  
**Spinnaker Drive West of Harbor Drive – Westbound Traffic Entering Harbor**

Period	Monday-Thursday	Friday	Saturday	Sunday	Weekly Total
<b>Skyfii June-August(a)</b>	4,872	5,650	7,015	6,515	38,669
<b>ATE Study(b)</b>	4,722	6,016	6,869	6,445	38,216
<b>Peak Week - July(c)</b>	5,180	6,247	7,474	7,146	41,588

(a) Skyfii data collected from Memorial Day to Labor Day, 2021.

(b) ATE Study collected from 7/22/21-7/28/21

(c) Peak July was 7/11/21 - 7/17/21

The data presented in Table 11 show that the weekly count data collected by ATE in late July is essentially identical to the average weekly data collected by Skyfii between Memorial Day and Labor Day. This comparison confirms that the traffic and parking data presented in this study represent average summer conditions within the Ventura Harbor. The Skyfii data also show that July is the peak month for traffic volumes within the harbor and that the peak week occurred in early July (7/11/21 - 7/17/21).

Brian D. Pendleton

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September 28, 2021

This concludes our letter summarizing the Summer 2021 traffic counts and parking surveys conducted in the Ventura Harbor.

Associated Transportation Engineers

A handwritten signature in black ink, appearing to read "Scott A. Schell". The signature is fluid and cursive, with the first name "Scott" being more prominent than the last name "Schell".

Scott A. Schell  
Principal Transportation Planner

SAS/GOM

Attachments: Figures 1 - 3  
Traffic Count Data  
Parking Survey Data  
Skyfii Count Data





EXISTING AVERAGE DAILY TRAFFIC VOLUMES

FIGURE 1





ASSOCIATED  
TRANSPORTATION  
ENGINEERS

# PARKING LOT LOCATIONS





SKYFII AND ATE COUNT LOCATIONS

FIGURE 3



ASSOCIATED  
TRANSPORTATION  
ENGINEERS

ATTACHMENT 1

#21053 - VENTURA HARBOR 2021 COUNTS  
ISLAND PACKERS LOT PARKING SURVEY

DATE: FRI. 7/23/2021

TIME	PARKING SURVEY ZONE																	
	HV1	HV2	HV3	HV4	Turtle	B1	B2	ON-STREET	SUB-TOTAL	OCC.	M1	M2	SUB-TOTAL	OCC.	HOTEL 1	HOTEL 2	SUB-TOTAL	OCC.
	152	99	560	397	39	239	35	211	1732	%	450	257	707	%	145	281	426	%
11:00 AM	33	40	304	279	34	186	35	70	981	57%	113	109	222	31%	23	38	61	14%
12:00 PM	37	50	406	303	34	197	34	81	1142	66%	122	120	242	34%	28	42	70	16%
1:00 PM	41	56	482	330	33	231	35	92	1300	75%	135	143	278	39%	31	49	80	19%
2:00 PM	39	63	506	342	32	225	35	100	1342	77%	142	109	251	36%	32	48	80	19%
3:00 PM	35	60	488	319	32	213	35	92	1274	74%	143	99	242	34%	33	50	83	19%
4:00 PM	28	48	486	275	31	115	27	69	1079	62%	111	77	188	27%	40	56	96	23%
5:00 PM	18	31	459	182	24	84	15	37	850	49%	102	60	162	23%	46	62	108	25%

Notes: M1 Parking lot has areas under construction  
Hotel 2 Parking lot has a closed zone

TIME	PEAK PARKING PERMIT SURVEY ZONE															
	HV1			HV2			HV3			HV4			Turtle			Total
	Yellow	Ventura Port	Guest	Yellow	Ventura Port	Guest	Green	Ventura Port	Guest	Green	Ventura Port	Guest	Green	Ventura Port	Guest	
11:00 AM	1			4						60	2	5	38			110

Notes: Additional permit counts were performed two weeks after the initial traffic and parking counts. Fri. 8/6/2021

ATTACHMENT 1

#21053 - VENTURA HARBOR 2021 COUNTS  
ISLAND PACKERS LOT PARKING SURVEY

DATE: SAT. 7/24/2021

TIME	PARKING SURVEY ZONE																	
	HV1	HV2	HV3	HV4	Turtle	B1	B2	ON-STREET	SUB-TOTAL	OCC.	M1	M2	SUB-TOTAL	OCC.	HOTEL 1	HOTEL 2	SUB-TOTAL	OCC.
	152	99	560	397	39	239	35	211	1732	%	450	257	707	%	145	281	426	%
11:00 AM	19	39	495	316	31	193	34	92	1219	70%	162	141	303	43%	42	82	124	29%
12:00 PM	21	45	535	350	33	199	34	112	1329	77%	187	156	343	49%	44	83	127	30%
1:00 PM	34	57	546	372	35	237	35	126	1442	83%	216	147	363	51%	41	80	121	28%
2:00 PM	39	56	547	377	33	236	35	149	1472	85%	194	123	317	45%	40	79	119	28%
3:00 PM	40	58	530	371	33	232	35	150	1449	84%	185	113	298	42%	46	78	124	29%
4:00 PM	32	52	515	338	33	218	35	129	1352	78%	166	102	268	38%	50	77	127	30%
5:00 PM	29	50	498	329	32	209	35	124	1306	75%	152	94	246	35%	59	76	135	32%

Notes: M1 Parking lot has areas under construction  
Hotel 2 Parking lot has a closed zone

TIME	PEAK PARKING PERMIT SURVEY ZONE															
	HV1			HV2			HV3			HV4			Turtle			Total
	Yellow	Ventura Port	Guest	Yellow	Ventura Port	Guest	Green	Ventura Port	Guest	Green	Ventura Port	Guest	Green	Ventura Port	Guest	
11:00 AM	1			4	2					87	1	5	33			133

Notes: Additional permit counts were performed two weeks after the initial traffic and parking counts. Sat. 8/7/2021

ATTACHMENT 1

#21053 - VENTURA HARBOR 2021 COUNTS  
ISLAND PACKERS LOT PARKING SURVEY

DATE: SUN. 7/25/2021

TIME	PARKING SURVEY ZONE																	
	HV1	HV2	HV3	HV4	Turtle	B1	B2	ON-STREET	SUB-TOTAL	OCC.	M1	M2	SUB-TOTAL	OCC.	HOTEL 1	HOTEL 2	SUB-TOTAL	OCC.
	152	99	560	397	39	239	35	211	1732	%	450	257	707	%	145	281	426	%
11:00 AM	25	31	526	353	25	159	34	94	1247	72%	165	100	265	37%	51	26	77	18%
12:00 PM	25	37	536	358	28	182	35	110	1311	76%	168	108	276	39%	47	39	86	20%
1:00 PM	29	43	548	381	30	225	35	129	1420	82%	173	109	282	40%	24	45	69	16%
2:00 PM	38	75	546	383	30	234	35	150	1491	86%	193	103	296	42%	27	43	70	16%
3:00 PM	38	73	544	371	29	234	35	156	1480	85%	191	86	277	39%	27	49	76	18%
4:00 PM	26	73	527	356	27	210	35	151	1405	81%	166	84	250	35%	32	62	94	22%
5:00 PM	21	70	489	336	27	164	35	114	1256	73%	160	81	241	34%	34	65	99	23%

Notes: M1 Parking lot has areas under construction  
Hotel 2 Parking lot has a closed zone

TIME	PEAK PARKING PERMIT SURVEY ZONE															
	HV1			HV2			HV3			HV4			Turtle			Total
	Yellow	Ventura Port	Guest	Yellow	Ventura Port	Guest	Green	Ventura Port	Guest	Green	Ventura Port	Guest	Green	Ventura Port	Guest	
11:00 AM	1			4	2					80	2	4	29			122

Notes: Additional permit counts were performed two weeks after the initial traffic and parking counts. Sun. 8/8/2021

## ATTACHMENT 1

#21053 - VENTURA HARBOR 2021 COUNTS  
ISLAND PACKERS LOT PARKING SURVEYDATE: MON. 7/26/2021

TIME	PARKING SURVEY ZONE																	
	HV1	HV2	HV3	HV4	Turtle	B1	B2	ON-STREET	SUB-TOTAL	OCC.	M1	M2	SUB-TOTAL	OCC.	HOTEL 1	HOTEL 2	SUB-TOTAL	OCC.
	152	99	560	397	39	239	35	211	1732	%	450	257	707	%	145	281	426	%
11:00 AM	38	54	97	261	37	99	23	47	656	38%	129	76	205	29%	42	62	104	24%
12:00 PM	38	56	192	279	37	104	29	51	786	45%	143	87	230	33%	23	42	65	15%
1:00 PM	39	57	324	288	38	102	30	46	924	53%	147	91	238	34%	20	33	53	12%
2:00 PM	40	58	333	283	39	81	18	39	891	51%	119	96	215	30%	28	47	75	18%
3:00 PM	40	51	302	282	39	78	16	46	854	49%	112	87	199	28%	34	57	91	21%
4:00 PM	42	42	292	259	36	66	16	41	794	46%	108	75	183	26%	35	54	89	21%
5:00 PM	42	37	252	234	35	34	13	42	689	40%	112	64	176	25%	49	50	99	23%

Notes: M1 Parking lot has areas under construction  
Hotel 2 Parking lot has a closed zone

TIME	PEAK PARKING PERMIT SURVEY ZONE															
	HV1			HV2			HV3			HV4			Turtle			Total
	Yellow	Ventura Port	Guest	Yellow	Ventura Port	Guest	Green	Ventura Port	Guest	Green	Ventura Port	Guest	Green	Ventura Port	Guest	
11:00 AM	1			5	2					72	3	3	24			110

Notes: Additional permit counts were performed two weeks after the initial traffic and parking counts. Mon. 8/9/2021



## ATTACHMENT 1

Associated Transportation Engineers					
Skyfii Counts - Ventura Harbor Summer 2021 Project #21053					
Memorial Day - Labor Day 2021					
Spinnaker Drive W/O Harbor Drive - Westbound Traffic Entering Harbor					
Week (Sunday-Saturday)	Sunday	Mon-Thurs(a)	Friday	Saturday	Weekly Total
5/30/21 - 6/5/21	6,824	4,527	5,104	6,479	36,516
6/6/21 - 6/12/21	5,756	4,296	5,675	7,340	35,953
6/13/21 - 6/19/21	6,569	5,605	5,981	6,977	41,945
6/20/21 - 6/26/21 (b)	6,615	2,645(b)	5,461	7,113	21,834(b)
6/27/21 - 7/3/21	7,301	5,140	5,988	6,974	40,824
7/4/21 - 7/10/21	5,612	5,519	6,365	8,026	42,077
7/11/21 - 7/17/21	7,146	5,180	6,247	7,474	41,588
7/18/21 - 7/24/21	6,854	5,481	6,283	7,101	42,161
7/25/21 - 7/31/21	6,612	4,773	5,664	7,284	38,652
8/1/21 - 8/7/21	6,838	5,253	5,880	6,736	40,467
8/8/21 - 8/14/21	6,086	4,850	5,995	7,038	38,520
8/15/21 - 8/21/21	6,666	4,576	5,445	6,143	36,556
8/22/21 - 8/28/21	5,509	4,141	5,077	6,413	33,561
8/29/21 - 9/4/21	5,804	3,952	4,914	6,629	33,155
9/5/21 - 9/11/21	7,530	4,919	4,677	7,500	39,384
<b>Average</b>	6,515	4,872	5,650	7,015	38,669
<b>ATE Study(c)</b>	6,445	4,722	6,016	6,869	38,216
<b>Peak July</b>	7,146	5,180	6,247	7,474	41,588

(a) Average of Monday-Thursday Volumes

(b) Excluded 6/21 - 6/24 due to no data available from Skyfii.

(c) ATE Study collected from 7/22/21 - 7/28/21



# BOARD OF PORT COMMISSIONERS

## OCTOBER 6, 2021

### STANDARD AGENDA ITEM 3

AWARD OF CONTRACT FOR 1567 SPINNAKER  
DRIVE BUILDINGS B AND C REROOFING  
PROJECT

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 3**  
Meeting Date: October 6, 2021

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TO: Board of Port Commissioners  
FROM: Todd Mitchell, Business Operations Manager  
Joe Gonzalez, Capital Projects Manager  
SUBJECT: Award of Contract for 1567 Spinnaker Dive Buildings B and C Reroofing Project

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**RECOMMENDATION:**

That the Board of Port Commissioners award the 1567 Spinnaker Drive Buildings B and C Reroofing Project to Garland/DBS, Inc. in the amount of \$358,976.

**SUMMARY:**

The Port District's FY21-22 Capital Improvement Plan and FY21-22 Budget includes \$250,000 for reroofing of the 1567 Spinnaker Drive Building B (Hats Unlimited/Treasure Cove) in FY21-22 and \$250,000 for reroofing of Building C (Pottery Gallery/Baja Bay) in FY22-23. Utilizing procedures established by the U.S. Communities government cooperative contracting process, the District has received a bid from the Garland Company to accomplish the reroofing of both buildings for \$358,976 – a total combined savings of \$141,024 for doing both projects together.

Garland/DBS, Inc. bid includes replacement of the tiled roofs for each building and a 30-year labor and material warranty on the low slope portions and a 5-year warranty on the underlayment on the tile mansard roof sections. The new roofs are expected to last approximately 40 years.

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

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

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

In 2015, the District proceeded to replace the entire roof system at 1449 Spinnaker Drive (Andria's) and at 1559 Spinnaker Drive (Brophy's), as well as the tile mansard at 1691 Spinnaker Drive (Island Packers).



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

Currently, the District's contractor is completing the tiled portion of the roof of 1567 Spinnaker Drive A Building (Margarita Villa/Carousel) at a cost of \$291,982.

Two of the buildings at 1567 Spinnaker Drive (B & C), 1583 Spinnaker Drive (Coffee Dock), part of 1591 Spinnaker Drive and 1575 Spinnaker Drive (The Greek/Boatyard Pub) still require reroofing. The District's Capital Improvement Plan has these roofs distributed over the next five years, including 1567 Spinnaker B building in FY21-22 and C building in FY22-23.

**FISCAL IMPACT:**

The awarding of the reroofing contract to the Garland Company in the amount of \$358,976 is greater than the FY21-22 budget amount of \$250,000, but \$141,024 less than the combined budget for the two buildings over the two fiscal years. If approved by the Board, the FY21-22 Budget, and 5-Year Capital Improvement Plan will be amended at mid-year to reflect these changes.

**ATTACHMENT:**

None.