



BOARD OF PORT COMMISSIONERS MEETING MAY 5, 2021

Ventura Harbor
HOME OF THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Roll Call

CLOSED SESSION AGENDA

PUBLIC COMMUNICATION CLOSED SESSION AGENDA ITEMS ON TODAY'S AGENDA

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

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- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

ADMIN AGENDA

**Adoption of the
May 5, 2021 Agenda**

**Approval of the Minutes of
the April 21, 2021
Regular Meeting**

PUBLIC COMMUNICATION ADMIN AGENDA ITEMS NOT ON TODAY'S AGENDA

00 : 03 : 00

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Duration:

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TimeUp Reminder (Optional):

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- Closed Session Report
- Board Communications
- Staff and General Manager Reports
- Legal Counsel Report

ADMIN AGENDA

CONSENT AGENDA

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

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

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

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

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

PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

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Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

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

RECOMMENDATION

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.

**STANDARD
AGENDA
ITEM
1**

**Report by Gloria Adkins,
Accounting Manager**

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

00 : 03 : 00

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Duration:

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TimeUp Reminder (Optional):

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STANDARD AGENDA ITEM 2

Report by Jessica Rauch,
Clerk of the Board

Board of Port Commissioners Protocols and Policies Manual Update

RECOMMENDATION

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

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

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

RECOMMENDATION

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

**STANDARD
AGENDA
ITEM
3**

**Report by Brian D. Pendleton,
General Manager**

Ventura Port District
Goals and 5 Year Objectives
Quarterly Update

Q3 FY 2020-2021
Board of Commissioners Meeting
May 5, 2021

Port District Goals (Current)

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

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

Port District 5 Year Objectives

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

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

D: Harbor Dredging – Current Actions/Achievements

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	<i>Progress Report</i>
Ensure that annual dredging occurs at the federal Harbor entrance and as needed in the inner Harbor	1. Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor’s annual dredging program	CMANC Meeting attendance	3 times per year	Attended CMANC Virtual meeting in Q3.
		USACE District, Division & HQ meetings and communication	As needed or >2 times per year	Meetings in Ventura with USACE LA District staff pre/during/post dredging. Letter to District from GM
		Engagement of Lobbyist to provide representation with the Federal Government and Congress	Ongoing	Ongoing. Letter request for Community Project Funding for dredging sent to Congresswoman Brownley. Tracking return of federal “earmarks”.
		Advocating for inclusion of VPD in President’s Budget	Ongoing	Communicated with OMB during CMANC meeting regarding need to be in President’s Budget
	2. On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance	Continued Board Role at CMANC	Ongoing	GM is Board Member.
		Committee lead and/or Executive Board role	By next Board Election	BOM assisted with moderating/hosting virtual CMANC meetings.
		Engagement with CA Association of Port Authorities (CAPA) to evaluate state funding opportunities	Q1 2021	No reportable action.
	3. Ventura Port District Dredging	Transfer of Dredging Knowledge	End of Q2 2020	BOM working with USACE directly. Contract with Rincon for on-call technical support.
		Develop inner Harbor Dredging Strategy	Q3 2020	Emergency dredging permitting provided opportunity to communicate with regulators on issue and to capture additional data.

E: Public and Civic Engagement Plan

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

F: Commercial Fishing

OBJECTIVE	STRATEGY	ACTION	MILESTON E	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Support current commercial fishing industry central to Ventura's premier working waterfront through stakeholder engagement, diversification, and infrastructure improvements	1. Reactivate Ventura's commercial fishing association and/or establish fishermen working group as part of improved stakeholder engagement	Reach out to our commercial fishing business owners and key industry people	Q1 2020	Ongoing dialogue with three principle squid fisheries is a matter of daily business (also see below). Due to COVID, revitalization of smaller fishing working group remains deferred until post-COVID.
		Facilitate meetings/dialogue with District and fishing industry stakeholders	Q2 2020	Virtual meeting with Del Mar, DeLuca, and Silver Bay planned in Q2 of 2021. Quarterly meetings planned post-COVID. Provided information on CARES Act funding being set aside specifically for Commercial Fishing industry.
		Determine appropriate ongoing engagement mechanism between District and stakeholders	Q3 2020	Continuing to evaluate and assess, but options currently limited due to current COVID environment. Anticipate opportunities to convene meetings in Q3.
	2. Continue improvements of Commercial Fishing Industry service offerings by District	Complete fishermen storage improvements	Q2 2021	Project under construction to be complete by June 2021.
		Install new hoist at fish pier	Q3 2020	Crane delivered, base being fabricated. Installation to be completed in May
		Evaluate harbor infrastructure and related amenities to ensure we continue to meet commercial fishing needs	Annually	Conservancy grant funding secured for fish pier maintenance work, second fish hoist, and fishermen's storage improvements. Future projects to include structural improvements to 1449 building to resume ice making capability. Squid pump relocation to be discussed with industry in mid/late 2021.

F: Commercial Fishing (Continued)

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

M: Master Tenants & Development Parcels 5 & 8

OBJECTIVE	STRATEGY	ACTION	MILESTON E	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Collaborate with existing and future Master Tenants to maintain, improve, and develop the Harbor	1. Engagement and support of Master Tenants for successful business operations at the Harbor	Coordination with VIM on dock replacement project	Q1 2020 through Q4 2020	Worked with VIM, Bellingham and City for processing of construction permits. Construction to begin in April.
		Coordination with Portside on buildout and commercial tenant leasing	Q1 2020 and ongoing	Bi-weekly coordination meetings established between GM and Master Tenant. Board approval of construction loan extension.
		Evaluate opportunities with master tenants in conjunction with future projects	Q3 2020 & annually	Met with Derektor Marine Holdings (DMH) to review preliminary parcel improvement planning. Board approval of Amendment #5 for percentage rent modifications and rate change procedures.
	2. Evaluate opportunities for Parcels 5 and 8	Collaborate with City, tenants and stakeholders on updates to Local Coastal Program and General Plan	Q1 2020 through Q4 2023	GM participated in City initiated stakeholder interviews, offered Harbor as future venue for hosting public meetings.
		Evaluate studies, reports previously prepared as part of development due diligence efforts	Q3 2021 through Q4 2021	No reportable action.
		Evaluate potential land use synergies with master tenants, current uses in conjunction with future development	Q3 2021 through Q4 2023	No reportable action.
		Collaborate with City, CA Coastal Commission and stakeholders including NPS to prepare a master plan	Q4 2023 through Q2 2024	No reportable action.

P: National & State Parks Agency Collaboration

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

T: Harbor Parking Study & Traffic Circulation

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Continue to increase and/or maximize visitor parking and traffic circulation during busy periods	1. Evaluate pedestrian, bicycling, transit networks and parking within and around the Harbor	Perform update to parking, traffic data once Portside is fully occupied	Q3 2021	New traffic counting system (@ Harbor Village) installed and functioning. Consultant will conduct traffic counts, parking demand analysis Q3 2021.
		Review & update 2017 Parking Study (evaluate/prioritize/schedule short-term, mid-term, and long-term recommendations)	Q4 2021	Consultant will begin review of Parking Study in Q2. Consultant will conduct traffic counts, parking demand analysis Q3 2021.
		Establish Ride-sharing drop-off/pick-up locations within Harbor Village	Q4 2020	Contacted Uber & Lyft: neither company will set defined location in app. Location for signs TBD
		Coordinate with City and Regional Transportation services for expanding public transit options to Harbor	Q4 2021	Harbormaster worked with City of Moorpark to secure first ever Beach Bus to Harbor. City reported they would be returning. City of Thousand Oaks and Santa Clarita may consider future visits.
	2. Pursue needed improvements and management plans	Prepare Parking and Traffic Circulation Plan(s)	Q1 2022	Consultant will begin review of Parking Study in Q2. Consultant will conduct traffic counts, parking demand analysis Q3 2021.
		Identify and budget for Capital Improvements to improve parking and circulation	Q2 2022	FY21-22 CIP planned to included \$275k for paid parking infrastructure.
	3. Evaluate pedestrian, bicycling, transit networks and pursue needed improvements, enforcement strategies in partnership with the	Coordinate with City on planning for transit network improvements	As per Civic Engagement goals Q4 21 - Q1 22	Preliminary research, discussion with Ventura County Transportation Commission (VCTC) regarding regional transportation services for the Harbor.
Collaborate with City on updates to Local Coastal Plan and General Plan		As per Civic Engagement goals Q1 20 - Q4 23	GM participated in City initiated stakeholder interviews, offered Harbor as future venue for hosting public meetings.	

V: Harbor Village

OBJECTIVE	STRATEGY	ACTION	MILESTON E	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience	1. Complete Harbor Village refresh programs	Complete Harbor Village Painting	Q3 2020	Project completed with <10% in additional change orders
		Approve Harbor Village Signage, Wayfinding Program	Q4 2020	City DRC approved sign program in October 2020. Signage foundation and lighting plans being developed. Procurement to follow.
		Complete Harbor Village Wayfinding Signage	Q3 2021	See above for status. Refurbishment, painting of Harbor Village parking lot entry signs added to project scope.
		Complete Village Tenant Signage, Awnings	Q2 2024	Tenant signage items being included in new lease agreements - ongoing.
		Complete Current ADA Improvements	Q4 2021	1559 Restrooms ADA modification complete. ADA trash enclosures plan submitted to City and first enclosure to go to bid. District to update ADA compliance report in Q3 2021.
	Complete infrastructure upgrades (elevators, roof replacements per CIP)	Q4 2024	No reportable action.	
	2. Leasing/Property Management Action Plan	Prepare, approve and implement Annual Leasing/Property Management Action Plan	Annually – Q2	Annual plan for FY21-22 to be presented for Board approval as part of FY21-22 budget review, approval process.
	3. Marketing Action Plan	Engage Village tenants for Marketing Action Plan input	Annually – Q2	Tenant surveys planned for April 2021.
Prepare, approve and implement Annual Marketing Action Plan		Annually – Q2	Annual plan for FY21-22 to be presented for Board approval as part of FY21-22 budget review, approval process.	

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

00 : 03 : 00

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Duration: 00 03 00

TimeUp Reminder (Optional): --

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STANDARD AGENDA ITEM 4

Report by Brian D. Pendleton,
General Manager

Ventura Port District Operations as it relates to COVID-19

RECOMMENDATION RECOMMENDATION

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.

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 4

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Duration:

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TimeUp Reminder (Optional):

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VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT
NEXT MEETING MAY 5, 2021

Ventura Harbor

HOME OF THE CHANNEL ISLANDS NATIONAL PARK