



BOARD OF PORT COMMISSIONERS MEETING JULY 7, 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

> TimeUp Reminder (Optional): -- v
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Choose Sound Effect None v

Choose TimeUp Sound None v

Enable Count Up Combine With Bar Clock

Start

Pause

Stop

Reset

- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

ADMIN AGENDA

**Adoption of the
July 7, 2021 Agenda**

**Approval of the Minutes of
the June 16, 2021
Regular Meeting**

**PUBLIC COMMUNICATION
ADMIN AGENDA
ITEMS NOT ON TODAY'S AGENDA**

00 : 03 : 00

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

ADMIN AGENDA

CONSENT AGENDA

A) Approval of a Professional Services Agreement with Swift Chip, Inc.

B) Approval of a Professional Services Agreement with Carpi & Clay, Inc.

C) Approval of a Professional Services Agreement with K&L Gates

D) Approval of a Professional Services Agreement with Liebert Cassidy Whitmore

E) Adoption of Resolution No. 3419 Updating the Ventura Port District Human Resources Manual

F) Receive and File the Ventura Shellfish Enterprise Annual Report

G) Adoption of Resolution No. 3420 Approving the MOU/CBA with Teamsters 186 Representing the Courtesy Dockmaster Unit

PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

**Adoption of Resolution No. 3421 Approving
the FY2021-2022 Final Budget and Five-Year
Capital Improvement Plan**

RECOMMENDATION

That the Board of Port Commissioners adopt Resolution No. 3421 approving the FY2021–2022 Ventura Port District Final Budget and Five-Year Capital Improvement Plan.

**STANDARD
AGENDA
ITEM
1**

Report by:

Brian D. Pendleton, General Manager

**Todd Mitchell, Business Operations
Manager**

Gloria Adkins, Accounting Manager

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

00 : 03 : 00

STANDARD AGENDA ITEM 2

Report by:

Todd Mitchell, Business Operations Manager

Finding for Contract for EV Charging Station Grant Application

RECOMMENDATION

That the Board of Port Commissioners find, based upon the evidence presented below, that sole-source partnership and procurement with “PlemCo Response to Volkswagen Environmental Mitigation Trust Fund Light-Duty Electric Vehicle Infrastructure Program Call for Projects” via AssetWorks to pursue one or more grant opportunities for procurement and installation of electric vehicle charging stations in Ventura Harbor Village meets the Sole Source Procurement exception to competitive bidding under the District’s Procurement and Purchasing Policy.

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

**Approval of the Ventura Port District Public and
Civic Engagement Plan**

RECOMMENDATION

That the Board of Port Commissioners review, discuss and approve the Ventura Port District Public and Civic Engagement Plan as part of the Ventura Port District's 5-Year Objectives.

**STANDARD
AGENDA
ITEM
3**

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

SUGGESTED ADDITIONS

- Add Swimmers and Surfers to Water Activity Groups under Stakeholders

STAKEHOLDERS	WHO ARE THEY?	WHY INCLUDED?	WHAT DO THEY DO?
Water Activity Groups	Outriggers Paddleboards Kayakers Sailors Commercial & recreational fishers <u>Swimmers</u> <u>Surfers</u>	Care about the condition and health of our water and waterways and benefit from the results of good stewardship.	Benefit from the infrastructure and natural assets of the Harbor. Bring visitors/business to the Harbor. Bring visitors/business to the Harbor.

SUGGESTED ADDITIONS

- Add new category under Stakeholders called “Harbor Residents”

STAKEHOLDERS	WHO ARE THEY?	WHY INCLUDED?	WHAT DO THEY DO?
<u>Harbor Residents</u>	<u>Ventura Marina Mobile Home Park</u> <u>Portside</u> <u>Liveaboard</u>	<u>Members of the</u> <u>Harbor Community</u>	<u>Benefit from the</u> <u>natural assets and</u> <u>amenities of the</u> <u>Harbor. Contribute as</u> <u>members of the</u> <u>Harbor Community.</u>

SUGGESTED ADDITIONS

- Add new category under Stakeholders called “Environmental and Environmental Justice Organizations:

STAKEHOLDERS	WHO ARE THEY?	WHY INCLUDED?	WHAT DO THEY DO?
<p><u>Environmental and Environmental Justice Organizations</u></p>	<p><u>Environmental Defense Center</u> <u>Santa Barbara Channelkeeper</u> <u>Friends of the Earth</u> <u>Wishtoyo Chumash Foundation</u> <u>California Coastal Protection Network</u> <u>Ocean Conservation Research</u> <u>Northwest Atlantic Marine Alliance</u> <u>Oceanic Preservation Society</u> <u>Center for Biological Diversity</u> <u>Seven Circles Foundation</u> <u>Environmental Action Committee of West Marin</u></p>	<p><u>Care about the condition and health of our coastal environment and benefit from the results of good stewardship.</u></p>	<p><u>Work to protect and enhance local environment.</u></p>

SUGGESTED ADDITIONS

- Add new category under Collaboration called “Environmental and Environmental Justice Organizations:

COLLABORATORS	WHO ARE THEY?	HOW DO WE COLLABORATE?
<u>Environmental and Environmental Justice Organizations</u>	<u>Environmental Defense Center</u> <u>Santa Barbara Channelkeeper</u> <u>Friends of the Earth</u> <u>Wishtoyo Chumash Foundation</u> <u>California Coastal Protection Network</u> <u>Ocean Conservation Research</u> <u>Northwest Atlantic Marine Alliance</u> <u>Oceanic Preservation Society</u> <u>Center for Biological Diversity</u> <u>Seven Circles Foundation</u> <u>Environmental Action Committee of West Marin</u>	<u>Participate in public policy, program, and project discussion.</u>

SUGGESTED ADDITIONS

- Section II – Purpose
 - Add “two-way dialogue and communication” into the following sentence:

“The P.C.E.P. also establishes methods for public participation, two-way dialogue and communication, and documentation of the same.

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

00 : 03 : 00

STANDARD AGENDA ITEM 4

Report by:

Brian D. Pendleton, General Manager

Approval of a Professional Services Agreement with Associated Transportation Engineers

RECOMMENDATION

That the Board of Port Commissioners approve a Professional Services Agreement with Associated Transportation Engineers not to exceed \$35,000 to provide traffic counts, parking surveys and parking plan implementation from July 1, 2021 to June 30, 2022.

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 4

00 : 03 : 00

**Adoption of Resolution No. 3422 Approving
the Updates to the Board of Port
Commissioners Protocols and Policies Manual**

RECOMMENDATION

That the Board of Port Commissioners adopt Resolution No. 3422 approving the updates to the Board of Port Commissioners Protocols and Policies Manual and rescind Resolution No. 3315.

**STANDARD
AGENDA
ITEM
5**

**Report by:
Jessica Rauch, Clerk of the Board**

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 5

00 : 03 : 00

STANDARD AGENDA ITEM 6

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 6

00 : 03 : 00

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Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound Alarm



VENTURA
PORT DISTRICT

Established 1952

**ADJOURNMENT
NEXT MEETING JULY 21, 2021**

Ventura Harbor

HOME OF THE CHANNEL ISLANDS NATIONAL PARK