



BOARD OF PORT COMMISSIONERS MEETING FEBRUARY 17, 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 February
17, 2021 Agenda

Approval of the Minutes of
the February 3, 2021
Regular Meeting

PUBLIC COMMUNICATION ADMIN AGENDA ITEMS NOT ON TODAY'S AGENDA

00 : 03 : 00

Change Clock Type

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Duration:

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) Appointment of New Dredging Liaison

B) Approval of New Office Lease Agreement for Dr. Srisawai Pattamakom dba Ideal Women's Health Specialists, Inc.

C) Approval of Lease Amendment No. 5 to the Parcel 20 Master Lease

PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

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TimeUp Reminder (Optional):

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**Approval of Notice of Proposed Ordinance for a
New Restaurant Lease Agreement with Options
for Andria's Seafood Specialties dba Andria's
Seafood**

RECOMMENDATION

That the Board of Port Commissioners adopt Resolution No. 3406 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance for a new five (5) year Restaurant Lease Agreement with three (3) five (5) year options (for a total of 20-years) between the Ventura Port District dba Ventura Harbor Village and Andria's Seafood Specialties dba Andria's Seafood Restaurant in a newspaper of general circulation.

Report by Brian D. Pendleton, General Manager.

**STANDARD
AGENDA
ITEM
1**

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

00 : 03 : 00

STANDARD AGENDA ITEM 2

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

RECOMMENDATION

That the Board of Port Commissioners receive an update on the status of Ventura Port District 5-Year Objectives.

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

Ventura Port District

Goals and 5 Year Objectives Quarterly Update

Q2 FY 2020-2020
Board of Commissioners Meeting
February 17, 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

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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 4 virtual conference meetings and 4 virtual CMANC strategic planning meetings.
		USACE District, Division & HQ meetings and communication	As needed or >2 times per year	Meetings in Ventura with USACE LA District & Division staff.
		Engagement of Lobbyist to provide representation with the Federal Government and Congress	Ongoing	Ongoing. Letters of confirmation provided to Congress and Senate to support our retention in federal budget. Coordinated press release w/ Member of Congress Julia Brownley.
		Advocating for inclusion of VPD in President’s Budget	Ongoing	Included in FY21 President’s Budget; \$1.45M in FY21 Work Plan (for FY22).
	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 is currently “DC Talking Points” committee chair and on Strategic Planning ad hoc.
		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	Pursuing 3 permit amendments to remove a restriction associated with river flow. Presented to SC-DMMT.

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	No reportable action. Planned as part of 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 has been completed and is in review stage by Legal and General Manager
		Collaborate with State and Federal agencies for projects, programs & grants	Q4 2020 and ongoing	Sent request letters to officials requesting inclusion of Special Districts in federal COVID relief funding. Conservancy grant funding secured. Working to access Federal Ferry Grant funding. Applied for State grant for launch ramp floating dock maintenance.
	3. Public and Civic Engagement Planning	Develop, Approve a Public and Civic Engagement Plan (PCEP)	Q3 through Q4 2020	Ongoing COVID Messaging; coordination with Business Partners since March 2020, initiate formal PCEP Q1 2021
		Implementation of PCEP	Q1 2021	No reportable action.

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 deferred post-COVID.
		Facilitate meetings/dialogue with District and fishing industry stakeholders	Q2 2020	Virtual meeting with Del Mar, DeLuca, and Silver Bay planned in Q1 of 2021. Quarterly meetings planned post-COVID. Coordinated with industry on 3030 conservation issue.
		Determine appropriate ongoing engagement mechanism between District and stakeholders	Q3 2020	Continuing to evaluate and assess, but options limited primarily to virtual platforms during current COVID environment.
	2. Continue improvements of Commercial Fishing Industry service offerings by District	Complete fishermen storage improvements	Q2 2021	Permits obtained from City in early 2021. Contracts secured for all work. Project under construction to be complete by June 2021.
		Install new hoist at fish pier	Q3 2020	Crane manufacture complete. Final inspection, shipping, and assembly to be completed in Feb/March 2021.
		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 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.
		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	Draft legislation (AB2370) prepared in consultation with LAFCo and Assemblymember Monique Limón. Withdrawn from current legislative session.
		Prepare Navigation Risk Assessment	Q2 2020	Completed and submitted to the USCG.
		Obtain Coastal Commission Consistency Determination	Q4 2020	On-hold pending resolution of LAFCo issue.
		Obtain USACE Permit for VSE	Q2 2021	On-hold pending resolution of LAFCo issue.
	5. VSE Subleasing	Complete first VSE sub-lease	Q2 2022	No reportable action.

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 on review of Bellingham plans. Coordinated with VIM, Bellingham, and City for processing of construction permits. Construction start expected Q1 2021.
		Coordination with Portside on buildout and commercial tenant leasing	Q1 2020 and ongoing	Virtually met with Portside's commercial leasing team. Tenant leads shared with Portside. Parking agreement executed for construction crews at Parcel 19A. Bi-weekly coordination meetings established between GM and Master Tenant.
		Evaluate opportunities with master tenants in conjunction with future projects	Q3 2020 & annually	Parcel 20 assignment w/Option to Derecktor Marine Holdings (DMH) completed and working on transitional items, including lease amendment. Parcel improvement planning underway in 2021.
	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	Finalizing office lease extensions at 1431 and 1691 Spinnaker Dr. Anticipated Q1-Q2 2021. Harbormaster discussing future dock improvements for NPS Marine Division
		Secure lease agreement with GSA for NPS staff	Q2 2021	Finalizing 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	Harbormaster works with State Parks to identify sensitive bird nesting areas post-dredging and throughout the year. Information used to educate public and preserve these areas

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	FY20-21 CIP included \$300k for paid parking infrastructure. Procurement costs deferred 1 yr. due to COVID impacts.
	3. Evaluate pedestrian, bicycling, transit networks and pursue needed improvements, enforcement strategies in partnership with the City	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 Village Sign Program in October 2020. Architect retained for sign blueprints. Construction planned before end of FY20-21
		Complete Harbor Village Wayfinding Signage	Q3 2021	Signage approved by City. Sign specifications being prepared by architect. Refurbishment, painting of Harbor Village parking lot entry signs added to project scope.
		Complete Village Tenant Signage, Awnings	Q2 2024	No reportable action.
		Complete Current ADA Improvements	Q4 2021	1559 Restrooms ADA modification under construction. ADA trash enclosures plan submitted to City planning. District to update ADA compliance report post COVID.
	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	Qtrly. Tenant Meeting planned in-person March '21 (cancelled due to COVID)/ Tenant Survey Distributed for Marketing Input
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 2

00 : 03 : 00

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

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.

Report by Brian D. Pendleton, General Manager

STANDARD
AGENDA
ITEM
3

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

00 : 03 : 00

Change Clock Type

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Duration:

TimeUp Reminder (Optional):

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VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT
NEXT MEETING MARCH 3, 2021

Ventura Harbor

HOME OF THE CHANNEL ISLANDS NATIONAL PARK