



# BOARD OF PORT COMMISSIONERS MEETING JULY 21, 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

- Call to Order
- Pledge of Allegiance
- Roll Call

# ADMIN AGENDA

# **ADMIN AGENDA**

**Adoption of the  
July 21, 2021 Agenda**

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**Approval of the Minutes of  
the June 7, 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 Out-of-Town Travel Requests**

**B) Approval of a Professional Services Agreement with Rincon Consultants, Inc.**

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

**D) Approval of Notice of Completion for the Ventura Harbor Commercial Fishing Equipment Storage Improvement Project**



# PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

## Appointment of New Audit Liaison

### RECOMMENDATION

That the Board of Port Commissioners appoint an audit liaison to work with staff and CliftonLarsonAllen LLP throughout the FY2020-2021 financial audit process.

# STANDARD AGENDA ITEM 1

Report by:  
Gloria Adkins, Accounting Manager

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

00 : 03 : 00

# STANDARD AGENDA ITEM 2

Report by:

Brian D. Pendleton, General Manager

Todd Mitchell, Business Operations Manager

## 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.

# 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 Board meeting in Q4. Invited to co-lead on membership ad hoc committee.
		USACE District, Division & HQ meetings and communication	As needed or >2 times per year	Meetings in Ventura with USACE LA District Colonel & staff regarding upcoming Plans & Specs development.
		Engagement of Lobbyist to provide representation with the Federal Government and Congress	Ongoing	\$3.37M in President's Budget. Congresswoman Brownley and Senator Padilla call for Community Project Funding for Ventura Harbor Dredging.
		Advocating for inclusion of VPD in President's Budget	Ongoing	\$3.37M included in President's FY21-22 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 invited to co-lead on membership ad hoc committee.
		Engagement with CA Association of Port Authorities (CAPA) to evaluate state funding opportunities	Q1 2021	GM engaged with Governor's Office of Business and Economic Development regarding COVID-19 Relief Funding opportunity. Information shared with State Lands Commission who will allocate funding.
	3. Ventura Port District Dredging	Transfer of Dredging Knowledge	End of Q2 2020	BOM working with USACE and their contractor directly. Contract with Rincon for on-call technical support.
		Develop inner Harbor Dredging Strategy	Q3 2020	Coordination meeting with USACE & LA Regional Water Quality Control Board set for mid-July.

# 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 circumstances as COVID-19 business restrictions being lifted.
		Stakeholder budget workshops	Q2 2021 & annually	Completed during May 19 Board Meetings for FY21-22 budgeting process (budget completed and approved July 7).
		Continued Stakeholder Goal-Setting workshops	Q3 2021 & annually	No reportable action. Scheduling 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, and participated in two General Plan 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 elected as Treasurer for Ventura County Special Districts Association (VCSDA). Harbormaster on board of Pacific Harbormasters & Port Captains.
		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. Working with Ventura Police on issues within Harbor. Worked with City Code Enforcement to remedy hazardous conditions within the Keys.
		Collaborate with State and Federal agencies for projects, programs & grants	Q4 2020 and ongoing	Working with State Parks regarding grant for launch ramp floating dock replacement. HM Applied for 1 Federal Homeland Security Grant & 1 State Air Quality Engine Grant
	3. Public and Civic Engagement Planning	Develop, Approve a Public and Civic Engagement Plan (PCEP)	Q3 through Q4 2020	PCEP second draft prepared for Board review, approval at July 7, 2021 meeting.
Implementation of PCEP		Q1 2021	Final PCEP approved Q1 2021. PCEP is a living document.	

# F: Commercial Fishing

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	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 principal 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. HM routinely meets with the local small boat fishermen to hear concerns, share information, and support their efforts.
		Facilitate meetings/dialogue with District and fishing industry stakeholders	Q2 2020	District has engaged K&L Gates for Commercial Fishing Advocacy. Virtual meeting with Del Mar, DeLuca, and Silver Bay planned September 2021.
		Determine appropriate ongoing engagement mechanism between District and stakeholders	Q3 2020	Ongoing
	2. Continue improvements of Commercial Fishing Industry service offerings by District	Complete fishermen storage improvements	Q2 2021	Project completed in June 2021.
		Install new hoist at fish pier	Q3 2020	Crane delivered and installed – awaiting final pull-test.
		Evaluate harbor infrastructure and related amenities to ensure we continue to meet commercial fishing needs	Annually	Future projects to include structural improvements to 1449 building to resume ice making capability included in FY21-22 Budget. 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	Complete. 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	Q4 2020	Completion of grant tasks planned by August 31, 2021. Project team submitted revised deliverables consistent with Board action March 2021 (below).
		Report on Sea Grant Outcome to Board, Stakeholders, CA Sea Grant staff	Q4 2020	Complete. Annual report on Sea Grant outcomes was prepared, submitted to CA Sea Grant. Board meeting in July 2021.
		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	Complete. Submitted to the USCG.
		Obtain Coastal Commission Consistency Determination	Q4 2020	No further action. See Board action of March 2021.
		Obtain USACE Permit for VSE	Q2 2021	No further action. See Board action of March 2021.
	5. VSE Subleasing	Complete first VSE sub-lease	Q2 2022	No further action. See Board action of March 2021.



# M: Master Tenants & Development Parcels 5 & 8

<b>OBJECTIVE</b>	<b>STRATEGY</b>	<b>ACTION</b>	<b>MILESTONE</b>	<b>ACHIEVEMENTS</b>
<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 underway.
		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. HM has worked with the Portside Marina Staff to enhance Security & open public human powered watercraft dock.
		Evaluate opportunities with master tenants in conjunction with future projects	Q3 2020 & annually	Regular meetings with Derektor Marine Holdings (DMH) to review parcel master planning. Meeting facilitated between DMH, VPD, City and Coastal Commission for July 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, and participated in two General Plan 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	Preliminary discussions with NPS regarding long-term facility needs and Visitor Center master planning.
		Collaborate with City, CA Coastal Commission and stakeholders including NPS to prepare a master plan	Q4 2023 through Q2 2024	Preliminary discussions with NPS regarding long-term facility needs and Visitor Center master planning.

# 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	Harbormaster discussing future dock improvements for NPS Marine Division, Radio Frequency Agreements, & Future joint training opportunities.
		Secure lease agreement with GSA for NPS staff	Q2 2021	Board approved office lease extensions at 1431 and 1691 Spinnaker Dr. Includes tenant improvements to be performed in fall of 2021.
	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	Under contract with State Parks for 2021 Lifeguard services. Harbormaster participates in California State Parks protected/endangered bird monitoring program.

# 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. Conduct traffic counts, parking demand analysis Summer 2021.
		Review & update 2017 Parking Study (evaluate/prioritize/schedule short-term, mid-term, and long-term recommendations)	Q4 2021	Parking consultant to be retained July 2021. Conduct traffic counts, parking demand analysis Summer 2021; evaluate parking, transportation polices; and provide recommendations for implementation.
		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	City of Moorpark has returned for the second season with a Beach Bus to Harbor. City of Thousand Oaks and Santa Clarita did not offer programs due to COVID but both reported they would consider 2022.
	2. Pursue needed improvements and management plans	Prepare Parking and Traffic Circulation Plan(s)	Q1 2022	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 included \$275k for paid parking infrastructure.
	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, and participated in two General Plan meetings.

# V: Harbor Village

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 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. Wayfinding Sign Procurement solicitation started in June; award and construction to follow.
		Complete Harbor Village Wayfinding Signage	Q3 2021	See above for status. Refurbishment, painting of Harbor Village parking lot entry signs to be completed.
		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 approved by Board on June 16 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 performed in April 2021 to provide guidance on Marketing Department Action Plan and Budgeting.
Prepare, approve and implement Annual Marketing Action Plan		Annually – Q2	FY21-22 Visitor Action Plan approved by Board on June 16 as part of FY21-22 budget review/approval process.	

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

**Award of Bid to JTEC Corporation, Inc. for the  
Ventura Harbor Village Wayfinding Signage  
Project**

**RECOMMENDATION**

That the Board of Port Commissioners award the Ventura Harbor Village Wayfinding Signage Project to JTEC Corporation, Inc. in the amount of \$90,000.

**STANDARD  
AGENDA  
ITEM  
3**

**Report by:  
Joe Gonzalez, Facilities Manager**

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

00 : 03 : 00

# STANDARD AGENDA ITEM 4

Report by:  
Andy Turner, Legal Counsel

## Executive Order N-08-21

### RECOMMENDATION

That the Board of Port Commissioners:

- a) Receive a status report regarding Executive Order N-08-21 which authorizes members of the public and board members to attend meetings via teleconference (or other electronic means) for health and safety purposes until September 30, 2021; and
- b) Prepare for the transition to in-person public meetings by October 1, 2021 and discuss whether teleconferencing for board members and members of the public will be an option for public meetings held post-pandemic.



# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 4

00 : 03 : 00

**Ventura Port District Operations 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.

**STANDARD**  
**AGENDA**  
**ITEM**  
**5**

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

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 5

00 : 03 : 00



VENTURA  
PORT DISTRICT

*Established 1952*

**ADJOURNMENT**  
**NEXT MEETING SEPTEMBER 1, 2021**

**Ventura Harbor**

HOME OF THE CHANNEL ISLANDS NATIONAL PARK