



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

REGULAR MEETING

WEDNESDAY, FEBRUARY 16, 2022

CLOSED SESSION – 5:30PM

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 PORT DISTRICT ADMINISTRATION OFFICE IS CLOSED TO THE PUBLIC AND WILL NOT BE OPEN FOR THIS MEETING. THE PUBLIC WILL HAVE ACCESS TO REMOTELY OBSERVE THE MEETING AND ADDRESS THE COMMISSION AS OUTLINED BELOW. TO FIND OUT HOW YOU MAY ELECTRONICALLY ATTEND THE BOARD OF PORT COMMISSIONERS MEETING AND PROVIDE PUBLIC COMMENT, PLEASE REFER TO PAGE 2 OF THIS AGENDA.

PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING LIVE

Join a Zoom meeting LIVE:

<https://us02web.zoom.us/j/86230099043>

Webinar ID: 862 3009 9043

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.

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 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.

CLOSED SESSION – 5:30PM

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.*

CONVENE IN CLOSED SESSION – 5:35PM

CLOSED SESSION AGENDA

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

- a) Property: **1583 Spinnaker Drive #105**
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner
Health Minded Corp. DBA Frenchies Modern Nail Care
Under Negotiation: **Terms of COVID-19 Ventura Harbor Rental Abatement and Deferment Program**

- b) Property: **1575 Spinnaker Drive #101, 102, 103**
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner
Andres S. Fernandez, LLC DBA The 805 Bar and Grilled Cheese and The
Copa Cubana
Under Negotiation: **Terms of COVID-19 Ventura Harbor Rental Abatement and Deferment Program**

- c) Property: **1559 Spinnaker Drive #205, 205A, B, C, D, E, 210**
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner
Andy Randy, LLC DBA Ventura Harbor Comedy Club
Under Negotiation: **Terms of COVID-19 Ventura Harbor Rental Abatement and Deferment Program**

- d) Property: **1567 Spinnaker Drive #100**
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner
Ventura Village Carousel Inc.
Under Negotiation: **Terms of COVID-19 Ventura Harbor Rental Abatement and Deferment Program**

ADJOURNMENT

OPEN SESSION – 7:00PM

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.

APPROVAL OF MINUTES (3 minutes)

The Minutes of the February 2, 2022 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.

BOARD COMMUNICATIONS (5 minutes)

Port Commissioner’s may present brief reports on port issues, such as seminars, meetings and literature that would be of interest to the public and/or Commission, as a whole. Port Commissioner’s must provide 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) Adoption of Resolution No. 3443 Accepting the Work of JTEC Corporation for the ADA Access Improvements Project with Six Additive Alternates

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3443:

- a) Accepting the work of JTEC Corporation for the ADA Access Improvements Project with six additive alternates; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

B) Approval of Amendment No. 1 to the Island Packers Lease Agreement

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve Amendment No.1 to the Lease Agreement between the Ventura Port District and Island Packers.

STANDARD AGENDA:

1) Adoption of Resolution No. 3444 Approving the Fiscal Year 2021-2022 Mid-Year Budget Adjustments and Capital Improvement Plan and Resolution No. 3445 Approving Updated Salary Schedule for Non-Represented Employees

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3444 approving the Mid-Year Budget Adjustments for Fiscal Year 2021-2022 effective January 1, 2022; and
- b) Adopt Resolution No. 3445 approving updated salary schedule for non-represented employees.

2) Approval of Change Order Request for the Ventura Harbor Village Marina I-Dock Repair Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a change order request for the Ventura Harbor Village Marina I-Dock Repair Project in the amount of \$38,562.00.

3) Update on State of Emergency due to the Hunga Tonga Tsunami and Emergency Measures to Restore District Assets

Recommended Action: 4/5ths Vote.

That the Board of Port Commissioners determine by a four-fifths vote that there is a need to continue the emergency action adopted by the Board on January 19, 2022, set forth in Resolution No. 3441.

4) Quarterly Update on the Ventura Port District 5-Year Objectives

Recommended Action: Informational.

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

5) Ventura Port District Update as it Relates to COVID-19

Recommended Action: Informational. (Verbal Report)

That the Board of Port Commissioners receive an update on the status of COVID-19 in Ventura County.

ADJOURNMENT

This agenda was posted on Friday, February 11, 2022 by 5:00 p.m. at the Port District Office and online at www.venturaharbor.com - Port District Business - Meetings and Agendas.

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

FEBRUARY 16, 2022

APPROVAL OF MINUTES

FEBRUARY 2, 2022 REGULAR MEETING

VENTURA PORT DISTRICT

**BOARD OF PORT COMMISSIONERS
MINUTES OF FEBRUARY 2, 2022**



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 7:00PM the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Brian D. Pendleton, General Manager.

ROLL CALL:

Commissioners Present:

Chris Stephens, Chairman
Michael Blumenberg, Vice-Chairman via teleconference
Brian Brennan, Secretary via teleconference
Jackie Gardina via teleconference
Everard Ashworth via teleconference

Commissioners Absent:

None.

Port District Staff:

Brian Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Jessica Rauch, Clerk of the Board
Jessica Snipas, Business Operations Analyst via teleconference
Joe Gonzalez, Capital Projects Manager via teleconference
Sergio Gonzalez, Facilities Manager via teleconference
John Higgins, Harbormaster via teleconference
Pat Hummer, Senior Harbor Patrol Officer via teleconference

Legal Counsel:

Andy Turner, Lagerlof Lawyers LLP via teleconference

City of Ventura Liaisons

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

Number of interested persons: 7

ADOPTION OF AGENDA

ACTION: Commissioner Brennan moved to adopt the February 2, 2022 agenda with Consent Item B moved to the Standard agenda.

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

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

Motion carried 5-0.

APPROVAL OF MINUTES

The Minutes of the January 19, 2022 Regular Meeting were considered as follows:

ACTION: Commissioner Gardina moved to approve the minutes of the January 19, 2022 Regular Meeting.

Commissioner Ashworth seconded. The vote was as follows:

AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina, Ashworth
NOES: None
ABSENT: None.

Motion carried 5-0.

PUBLIC COMMUNICATIONS: Sam Sadove reiterated his question from the January 19th meeting regarding the State Lands Commission on the COVID-19 Fiscal Recovery Funds, of which the Port District will receive \$1,060,484. Mr. Sadove specifically seeks an answer to how the funds that are being reimbursed for the uncollected debt from the District's COVID-19 Rental Abatement and Deferment Program will be allocated.

BOARD COMMUNICATIONS: Chairman Stephens announced that Mr. Pendleton was the recipient of the Ventura County Special District Association's 2021 General Manager of the Year award.

STAFF AND GENERAL MANAGER REPORTS: None.

CONSENT AGENDA:

A) Adoption of Resolution No. 3442 Permitting the Board of Port Commissioners to Continue to Conduct Remote Teleconference Meetings Pursuant to AB 361

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3442:

- a) Proclaiming a local emergency persists;
- b) Re-ratifying the proclamation of a state of emergency by Governor Gavin Newsom; and
- c) Re-authorizing remote teleconference meetings of the Legislative Bodies of the Ventura Port District for the period of February 6, 2022 through March 5, 2022 pursuant to Brown Act provisions.

Public Comment: None. Closed at 7:09PM.

ACTION: Commissioner Brennan moved to adopt Resolution No. 3442:
a) Proclaiming a local emergency persists;
b) Re-ratifying the proclamation of a state of emergency by Governor Gavin Newsom; and

- c) **Re-authorizing remote teleconference meetings of the Legislative Bodies of the Ventura Port District for the period of February 6, 2022 through March 5, 2022 pursuant to Brown Act provisions.**

Commissioner Ashworth seconded. The vote was as follows:

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

Motion carried 5-0.

B) Approval of Amendment No. 4 to the Oceans West Development Master Lease

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve Amendment No. 4 to the Master Lease between the Ventura Port District and Oceans West Development.

Pulled from the Consent Agenda.

Report by Todd Mitchell, Senior Business Operations Manager.

Public Comment: None. Closed at 7:16PM.

ACTION: Commissioner Gardina moved to approve Amendment No. 4 to the Master Lease between the Ventura Port District and Oceans West Development.

Commissioner Brennan seconded. The vote was as follows:

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

Motion carried 5-0.

STANDARD AGENDA:

1) Consideration of Proposed Parking Management Program

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners discuss and consider the proposed parking management program, including paid parking, as outlined by Associated Transportation Engineers.

Report by Brian D. Pendleton, General Manager and Scott Schell, Associated Transportation Engineers (ATE).

Public Comment: Michael Wagner, owner of Andria's Seafood, made the following suggestions: he believes that people in kiosks can provide a better customer experience than machines, is ok with 75 minutes free, believes there needs to be a major promotional program explaining our problem versus the beach parking, other means of transportation to the Harbor are needed, and the community should consider the trolley program again. Closed at 7:16PM.

Commissioner comments:

- ADA – can't charge on the street, but can in public lots?
- MOU with the City – important to coordinate with the City
- Village will need strong Wi-Fi
- Proposed pricing too low to motivate turnover?
- Validation scheme – code
- Have kiosks be multilingual
- Outreach – purpose
- Need to consider safety issues if no parking on Spinnaker
- Use kiosks for marketing/advertising
- Events – use other methods for parking outside of Village
- Infrastructure, equipment, enforcement costs?
- Alternative modes of transportation
- Its going to be difficult to identify the activities that warrant special permits

ACTION: Commissioner Ashworth moved to authorize ATE to proceed with next steps 2-4 as proposed.

Commissioner Gardina seconded. The vote was as follows:

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

NOES: None

ABSENT: None.

Motion carried 5-0.

2) Approval of a Professional Services Agreement with Rincon Consultants to Perform a CEQA Environmental Review for the Redevelopment of Parcels 14 and 20

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a Professional Services Agreement with Rincon Consultants, Inc. in the amount of up to \$75,000 for the performance of a California Environmental Quality Act (CEQA) Environmental Review for the redevelopment of Parcels 14 and 20, as proposed by Derecktor Marine Holdings.

Report by Todd Mitchell, Senior Business Operations Manager.

Public Comment: None. Closed at 8:28PM.

ACTION: Commissioner Gardina moved to approve a Professional Services Agreement with Rincon Consultants, Inc. in the amount of up to \$75,000 for the performance of a California Environmental Quality Act (CEQA) Environmental Review for the redevelopment of Parcels 14 and 20, as proposed by Derecktor Marine Holdings.

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

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

NOES: None

ABSENT: None.

Motion carried 5-0.

3) Update on State of Emergency due to the Hunga Tonga Tsunami and Emergency Measures to Restore District Assets

Recommended Action: 4/5ths Vote.

That the Board of Port Commissioners determine by a four-fifths vote that there is a need to continue the emergency action adopted by the Board on January 19, 2022, set forth in Resolution No. 3441.

Report by John Higgins, Harbormaster.

Public Comment: None. Closed at 8:32PM.

ACTION: Commissioner Gardina moved to determine that there is a need to continue the emergency action adopted by the Board on January 19, 2022, set forth in Resolution No. 3441.

Commissioner Brennan seconded. The vote was as follows:

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

NOES: None

ABSENT: None.

Motion carried 5-0.

4) Consideration of Updates to the Ventura Port District Mission Statement, Long-Term Goals and Five-Year Objectives

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners consider updates to the District Mission Statement, Long-Term Goals and Five-Year Objectives resulting from the December 4, 2021 Public Workshop.

Report by Brian D. Pendleton, General Manager.

Public Comment: Deputy Mayor Schroeder asked if there were verbs missing in front of the objective topics. Closed at 8:48PM.

ACTION: The Board of Port Commissioners discussed changes to the Mission Statement, goals and objectives and suggested returning at a future meeting with the new mission statement and continued refinement of the goals and objectives.

5) Ventura Port District Update as it Relates to COVID-19

Recommended Action: Informational. (Verbal Report)

That the Board of Port Commissioners receive an update on the status of COVID-19 in Ventura County.

Report by Brian D. Pendleton, General Manager.

Public Comment: None. Closed at 9:18PM.

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

ADJOURNMENT: The meeting was adjourned at 9:23PM.

The next regular meeting is Wednesday, February 16, 2022.

Brian Brennan, Secretary



BOARD OF PORT COMMISSIONERS

FEBRUARY 16, 2022

DEPARTMENTAL STAFF REPORTS

JANUARY 2022

&

LONG TERM GOALS

5-YEAR OBJECTIVES

INDEX

Ventura Port District - Long Term Goals 5-Year Objectives

Long Term Goals				
#	Category		Sub #	Intent/Strategy
1	Safety & Navigation	Maintain and enhance a safe and navigable harbor	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	Commercial & Recreational Boating & Fishing	Support and promote commercial and recreational boating and fishing.		
3	Economic Vitality	Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.		
4	Sustainability	Promote sustainable use of our natural environment through business practices and programs designed in concert with our tenants, educators, agencies, and interest groups.		
5	Relationships	Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.		
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				
#	Category	Objective	Sub #	Intent/Strategy
D	Harbor Dredging	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
			2	Provide an on-going leadership role and active participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance
			3	Ventura Port District Dredging
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.
			2	Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs
			3	Public and Civic Engagement Planning
F	Commercial Fishing	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
			2	Continue improvements of Commercial Fishing Industry service offerings by District
			3	VSE Project Grant utilization
			4	Complete permitting, regulatory, and legislative approvals for VSE project
			5	VSE Subleasing
M	Master Tenants & Parcels 5+8	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
			2	Evaluate opportunities for Parcels 5 and 8
P	National/State Parks Collaboration	Maintain Channel Islands National Park Service (NPS) presence at Harbor Draw upon Ventura Harbor area Nat'l. & State parks and wetland areas to enhance ecotourism	1	Coordinate with NPS Superintendent and General Services Administration (GSA) to secure long-term leases for NPS personnel currently located at 1441 and 1691 Spinnaker Dr. (Harbor Village)
			2	Coordinate with National & California State Parks to develop destination-based ecotourism offerings
T	Village Parking & Traffic	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
			2	Pursue needed improvements and management plans
			3	Evaluate pedestrian, bicycling, transit networks and pursue needed improvements, enforcement strategies in partnership with the City
V	Harbor Village	Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience	1	Complete Harbor Village refresh programs
			2	Leasing/Property Management Action Plan
			3	Marketing Action Plan

DEPARTMENTAL STAFF REPORTS

CAPITAL PROJECTS

LONG-TERM GOALS:

Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor
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.

Goal 3: Economic Vitality

Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies

Goal 4: Sustainability

Promote sustainable use of our natural environment through business practices and programs designed in concert with our tenants, educators, agencies, and interest groups

Goal 5: Relationships

Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials, and the community.

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.

Objective F: Commercial Fishing

Support current commercial fishing industry central to Ventura's premier working waterfront through: stakeholder engagement, diversification, and infrastructure improvements

2: Continue improvements of Commercial Fishing Industry service offerings by District

Objective V: Harbor Village

Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience.

1: Complete Harbor Village refresh programs

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 16, 2022

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Joe A. Gonzalez, Capital Projects Manager
SUBJECT: January 2022 Capital Projects Report

1575 TRASH ENCLOSURE CONSTRUCTION

Status: Completed

Budget: On Budget

The trash enclosure structure is 100% completed and in service for Ventura Harbor Village tenants to utilize. The only outstanding work element is that the contractor was waiting on good weather to proceed with the re-stripping of the parking lot stalls adjacent to the back side of the trash enclosure. The stripping is scheduled for Mid-February. Staff anticipates having this project 100% completed in late-February.

WAYFINDING SIGN PROJECT

Status: Ongoing

Budget: Under Budget

The Port District's proposed FY21-22 Capital Improvement Budget includes \$150,000 for the manufacture and installation of 11 wayfinding signs within Ventura Harbor Village. Utilizing procedures for advertised public bidding, six contractors attended the pre-bid meeting and the District received two bids for the project with the lowest responsive bid from JTEC Corporation, Inc. to perform the fabrication and installation of the wayfinding signage for \$90,000.

District staff and the consulting architect, Coastal Architects, reviewed the two bids and made the determination that the lowest bidder was responsive, holds all required licenses, and has multiple positive reviews for past work. On July 21, 2021, the Board of Port Commissioners awarded the contract to JTEC Corporation.

Due to the project having impacts to the visitor experience (i.e. construction in multiple locations including along the promenade and impacts to parking for staging), the project was not started until after the summer season had ended.

Because the project is proceeding under budget, District staff added additional work (3 additional Wayfinding signs, cement work adjacent to one sign, and procurement of spare materials) that were brought forward for Board approval at the November 17, 2021 Meeting. All three additional signs have been manufactured and are currently being treated to achieve the architect's designed rust patina appearance. All three additional wayfinding pilasters have been done and are in place; 90% of the extra materials have been delivered to the contractor. The contractor is currently working with staff for the acrylic signage approvals which will be fastened to the metal signs and indicate tenant business names and directions.

Upon installation of the steel sign boards, the clear coating over the rust patina was observed to fail during the rain events over the end of year holidays. JTEC has worked with the product manufacturer to identify a more resilient clear-coat finish in order to preserve the rust patina. JTEC's consultants have recommended a new clear coat product and have applied it with the recommended process. As of today, the new applied clear-coat has withstood the previous rains and it appears to be in good status. There was no additional cost to the District to implement this correction. Staff and VPD Architect have approved several signage samples which are entering production.

1567 BUILDING B and C RE-ROOFING PROJECT

Status: Start-up in Mid-January

Budget: On Budget

On October 6, 2021, the Board awarded the 1567 Spinnaker Drive Buildings B and C Reroofing Project to Garland/DBS, Inc. in the amount of \$358,976. Staff is currently working with Garland/DBS on required documentation. Once received, staff will meet with Garland’s Project Manager to start the process and set the scheduling for this project. Staff anticipates starting this project no later than December (weather permitting). Pre-Construction was held on Monday November 15th. All necessary materials have arrived, all on-site building tenants have been notified that the starting date for this re-roofing project is scheduled for Monday, February 14th. Material has arrived on site and have been securely stored nearby. Staff is scheduled for a final pre-construction site meeting on Tuesday, February 8th to confirm the overall details to have a smooth start to finish project. Staff has been notified that this project will take 4-5 weeks to complete (weather permitting). As of today, the forecast is in our favor to move forward with our starting date of Monday, February 14th. Building 1567 C is scheduled first in the list, then moving to 1567 B, which will also take approximately 4-5 weeks to complete.

PUBLIC LAUNCH RAMP SLURRY/STRIPING PROJECT

Status: Start-up in Mid-February

Budget: On budget

Glad to report that a contract with JTEC Corporation has been signed to move forward with the slurry coating and the re-striping of the public launch ramp parking lot. This improvement project is part of the Capital Improvements 21-22 fiscal year/five-year projection plan. The project is scheduled to start Mid-February for the new slurry coating/re-striping. A pre-construction meeting will be scheduled for the first week of February to make sure all aspects of this project are covered. Staff is also working closely with our Harbormaster to ensure there are no impacts to the public during the launch ramp work. Staff’s goal is to have at least one section of the launch ramp open to the public throughout the project. As of today, weather looks promising to move forward.

ADDITIONAL PROJECTS:

- NPS 1431 (TI’s) Status: 100% Completed
- 1567 Suite 203 (TI’s) Status: 100% Completed
- 1567 Suite 205 (TI’s) Status: On going
- 1591 elevator refurbishment Status: Working with OMNIA Partners to obtain pricing
- Fish pier Crane #1 base replacement Status: Scheduled start April 1st
- 1603 Administration Emergency Generator Status: Architect & Staff working on plans
- 1559 and 1691 Trash Enclosures Status: Architect working on final plans
- VHV ADA Public restrooms project Status: Architect working on final plans
- 1691, 1567, 1575, 1691 RR’s

DEPARTMENTAL STAFF REPORTS

DREDGING

LONG-TERM GOALS:

Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor

- 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

Goal 2: Commercial & Recreational Boating & Fishing

Support and promote commercial and recreational boating and fishing

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 D: Harbor Dredging

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
- 2: Provide on-going leadership role and active participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance.
- 3: Ventura Port District Dredging

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 16, 2022

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: January 2022 Dredging Report

POLITICAL ACTIVITIES

Dredging Procurement by the US Army Corps of Engineers

On November 10th, the US Army Corps of Engineers (Corps) published the Ventura Harbor Maintenance Dredging solicitation (W912PL22B0001) which is the contract vehicle that the Corps uses for performing the dredging of the federal entrance channel and sand trap for 2022, 2023, and 2024. Prior to publication, the Corps team was gracious enough to provide a copy of the solicitation to District staff for review and comment. Several comments were provided by staff as well as by Rincon Consultants and were incorporated into the solicitation before publication.

The bid opening took place on December 10th and only one bid was received (Manson Construction). The bid was deemed to be significantly higher than the Government estimate and therefore the bid was rejected on December 21st. The Corps issued a request for a detailed proposal to Manson Construction which was provided to the Corps on December 27th. The Corps and Manson continued to negotiate the project through most of January with the contract finally signed on February 2nd. Mobilization will begin the following weekend with dredging starting on or near Valentine's Day. During mobilization, Manson will work 7 AM to 3:30 PM, and thereafter 24 hours per day with shift changes at 7 AM, 3 PM, and 11 PM.

Per the contract, dredging is to be completed by March 1st, although technically dredging must be complete by March 15, 2022, to be compliant with the environmental restrictions on sand placement on the beach.

Supplemental Funding for Federal Dredging of Ventura Harbor

In consultation with the Los Angeles District of the Corps, they have been able to "reprogram" funding from another project to partly make up the shortfall in funding. At present, about two thirds of the normal dredging volume can be completed with the funding available, but that is pending successful negotiations between Manson and the Corps per above.

Redistricting

In order to get an updated count of the country's population, the U.S. Constitution requires a federal census every ten years. California uses that census data to redraw the Congressional, State Senate, State Assembly, and State Board of Equalization districts based on population changes. The outcome of the redistricting process has been revealed and the Cities of Ventura and Ojai are being transferred from Congresswoman Julie Brownley to Congressman Salud Carbajal. If not challenged by February 10, the new districts would go into effect for California's 2022 elections. Thankfully, our federal advocacy team has had the opportunity to introduce staff to Congressman Carbajal and he has previously shown support for the Ventura Port District.

INNER HARBOR DREDGING

Permit Amendments (Long Term)

Both the District and the City of Ventura seek to amend the permits which allow the agencies to perform inner harbor maintenance dredging. The amendment would allow placement of inner harbor dredge material south of the harbor entrance on the beach even when the Santa Clara River mouth is closed.

On October 8th, Rincon Consultants provided the Corps a deposition plan responsive to the request of the Dredge Material Management Team meeting on September 22nd. Staff sought the Corps' approval or comments on the proposed deposition plan in order to secure concurrence between all of the regulatory agencies on this method for depositing inner harbor dredge material on the beach (proposed concept is via forming a berm behind which any inner harbor material would be placed to facilitate indirect discharge). This change would become a requirement for future permits issued by the Corps, the Regional Water Quality Control Board, and the California Coastal Commission – therefore concurrence by all agencies is vital. On January 12th, 2022, the Corps provided comment on the proposed methodology, which was constructive and continues to advance this concept forward.

On January 12, 2022, the District and Rincon Consultants had a meeting with the California Coastal Commission to discuss additional items included in the Districts Coastal Development Permit. Since the permit requires an amendment for when the Santa Clara River mouth is closed, it is timely that several other issues with the permit be address, including the obligation for shoreline monitoring (altering locations and timing). The meeting was very positive, and Coastal Commission staff had constructive comments and feedback. Several questions and comments from their technical staff will be sent to us to address and/or respond to the berm methodology proposed. Shoreline monitoring issues will require further discussion over the coming months.

The Coastal Commission has previously expressed their recommendation that our final amended application be submitted by summer of 2022 to achieve approval in time for possible inner harbor dredging in 2023.

ATTACHMENT:

Attachment 1 – January 2022 Federal Advocacy Report by Carpi & Clay

US Army Corps of Engineers Announces Bipartisan Infrastructure Law Work Plan

As a part of the Bipartisan Infrastructure Law, Congress provided the US Army Corps of Engineers (Corps) with nearly \$17 billion and a 60-day timeframe to announce awards for authorized civil works projects. The funding, available for the Corps mission of flood risk reduction, navigation and ecosystem restoration projects, was intended to help the Corps reduce its nearly \$110 billion backlog of authorized projects. Among the list of awards is \$16,000 for the Corps to conduct structural surveys at Ventura Harbor. The full list of awards can be viewed [HERE](#). Note that the BIL work plan is separate and apart from the fiscal year 2022 appropriations process and we expect that a separate Corps work plan for FY22 will be produced once Congress finalizes the FY22 appropriations bills.

Treasury Department Issues Final Rule on Coronavirus State and Local Fiscal Relief Funding

The Department of the Treasury released the final rule for the State and Local Fiscal Recovery Funds (SLFRF) program. The American Rescue Plan Act, which President Biden signed into law in March 2021, provided \$350 billion in funding to state, local, and Tribal governments to support their response to and recovery from the COVID-19 pandemic. The guidance provides additional detail and clarification for each recipient's compliance and reporting responsibilities. [HERE](#) is a link to the final rule and [HERE](#) is a link to the Treasury Department's summary.

White House Releases Bipartisan Infrastructure Law Guidebook

The White House has released a 465-page guidebook on the Bipartisan Infrastructure Law (BIL). This guidebook is a roadmap to the funding available under the law, as well as an explanatory document that shows direct federal spending at the program level. The

guidebook aims to provide information for the funding opportunities included in BIL, such as who is eligible to apply, how to apply, and points of contact within the federal agencies. The full guidebook can be found [HERE](#).

A Look Ahead: Status of FY22 Appropriations and the Build Back Better Act

February in Washington will be focused on how to move both the Fiscal Year 2022 (FY22) appropriations bills and the Build Back Better Act (BBB) forward. The current Continuing Resolution (CR) that is funding the federal government expires on February 18th. Leadership of the House and Senate Appropriations Committee are working to find a path forward. With a less than three weeks before the CR expires, there remains a possibility that Congress will need to pass yet another CR to provide additional time for leadership to come to an agreement on FY22. Turning to BBB, the White House and Congressional Democrats are continuing discussions on how best to advance the Build Back Better Act. President Biden indicated an openness to breaking the legislation up into pieces as a possible path to move the bill forward. The challenge with BBB remains Democrats' ability to find a package that can receive 50 votes in the Senate.

Speaker Pelosi Extends Remote Voting

Speaker of the House Nancy Pelosi (D-CA) has extended the period of remote voting for Members of the House. Remote voting has been extended until February 13th. Remote voting is not allowed in the Senate.

Speaker Pelosi Invites President to Give State of the Union

Speaker Pelosi has invited President Biden to give his annual State of the Union speech on Tuesday, March 1st. Each year, the Speaker of the House formally invites the President to provide a State of the Union speech before a joint session of Congress. This will be President Biden's first State of the Union speech.

EPA Announces Action Plan to Accelerate Cyber-Resilience for the Water Sector

The Environmental Protection Agency (EPA) announced the Industrial Control Systems Cybersecurity Initiative – Water and Wastewater Sector Action Plan to help protect water systems from cyberattacks. The Action Plan focuses on high-impact activities that can be surged within 100 days to safeguard water resources by improving cybersecurity across the water sector. The Water and Wastewater Sector Action Plan focuses on promoting and supporting the water sector's adoption of strategies for the early detection of cyber-threats and allow for the rapid sharing of cyber-threat data across the government in order to

expedite analysis and action. The Action Plan can be found [HERE](#) and includes the following actions:

- Establishing a task force of water sector leaders.
- Implementing pilot projects to demonstrate and accelerate adoption of incident monitoring.
- Improving information sharing and data analysis.
- Providing technical support to water systems.

Federal Funding Announcements

White House Releases Fact Sheet on BIL Competitive Grant Opportunities. The White House has released a fact sheet on competitive grant opportunities funded in the Bipartisan Infrastructure Law (BIL). The fact sheet provides additional information about when Notices of Funding Opportunities (NOFOs) are expected to be released. The fact sheet can be found [HERE](#).

EDA Extends Application Deadline for Good Jobs Challenge. The Economic Development Administration (EDA) has extended the deadline for the Good Job Challenge application until February 10, 2022. The American Rescue Plan Act provided \$500 million for the Good Jobs Challenge program will provide funding to collaborative skills training systems and programs. More information about the Good Jobs Program can be found [HERE](#).

FEMA Extends SAFER Grant Program Application Period. The Federal Emergency Management Agency (FEMA) announced that it is extending the application period for the Staffing for Adequate Fire and Emergency Response (SAFER) grant program until February 4, 2022, at 5:00 pm ET. The SAFER program provides funding directly to fire departments and volunteer firefighter interest organizations to help them increase or maintain the number of trained, "front line" firefighters available in their communities. More information can be found [HERE](#).

Federal Agency Personnel Announcements

FRA Administrator Sworn In. The Senate voted on January 12th to confirm Amit Bose as the Administrator of the Federal Railroad Administration. Bose, who was subsequently sworn in as FRA Administrator, had been serving as the Deputy Administrator since the Spring of last year.

President Resubmits Transportation-Related Nominations. Because of the rules in the Senate on nominations, President Biden was required to resubmit a number of nominations, including the following transportation-related nominations:

- Steven Cliff, to be Administrator of the National Highway Traffic Safety Administration
- Christopher Coes, to be Assistant Secretary of Transportation

- Robert Hampshire, to be Assistant Secretary of Transportation
- Carole Petsonk, to be Assistant Secretary of Transportation
- Ann Philips, to be Administrator of the Maritime Administration
- Samuel Slater, to be a Member of the Board of Directors of the Metropolitan Washington Airports Authority
- Mohsin Syed, to be Assistant Secretary of Transportation
- Max Vekich, to be a Federal Maritime Commissioner
- Victoria Marie Baecher Wassmer, to be Chief Financial Officer, DOT

Federal Agency Regulatory Announcements

White House Launches Made in America Council. The White House has announced the launch of the Made in America Council which will create a regular forum for agencies to strengthen the use of federal procurement and assistance to increase the reliance on domestic supply chains and cut down on Buy American waivers. Celeste Drake in the White House's Office of Management and Budget has been named the Council's Chair. The Council's website can be found [HERE](#).

US Army Corps of Engineers Issues 41 Nationwide Permits. The U.S. Army Corps of Engineers released 41 Nationwide Permits. These permits authorize regulated activities in jurisdictional waters such as surveys, maintenance, aids to navigation, bank stabilization, linear transportation projects, aquatic habitat restoration, temporary construction, cleanup of hazardous and toxic waste, maintenance of flood control facilities, removal of low-head dams, living shorelines, and the newly issued permit for water reuse facilities. These permits will go into effect on February 25, 2022 and will remain in effect until March 2026. More information can be found [HERE](#).

Environmental Protection Agency Updates WOTUS Rule Timeline. The EPA has updated its timeline for releasing a new draft Waters of the U.S. (WOTUS) proposed rule. While the Administration's Unified Regulatory Agenda had indicated a date of February 2022 for the release of the new draft rule, EPA has stated that date will not be met and it will likely be "later this year."

Environmental Protection Agency Releases Draft EJ Plan for Land Protection and Cleanup Programs. The EPA has released a draft Environmental Justice Plan for Land Protection and Cleanup Programs. The Plan highlighting projects, tools, and practices to be applied to the Agency's Office of Land and Emergency Management programs. These programs include Superfund, Brownfields, Emergency Response, Solid Waste Management and Corrective Action, and Underground Storage Tanks. EPA will provide opportunities for meaningful public input at several upcoming virtual and in-person engagement events in 2022. The draft Plan can be found [HERE](#).

##

DEPARTMENTAL STAFF REPORTS

FACILITIES

LONG-TERM GOALS:

Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor
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.

Goal 3: Economic Vitality

Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies

Goal 4: Sustainability

Promote sustainable use of our natural environment through business practices and programs designed in concert with our tenants, educators, agencies, and interest groups

Goal 5: Relationships

Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials, and the community.

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.

Objective F: Commercial Fishing

Support current commercial fishing industry central to Ventura's premier working waterfront through: stakeholder engagement, diversification, and infrastructure improvements

2: Continue improvements of Commercial Fishing Industry service offerings by District

Objective V: Harbor Village

Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience.

1: Complete Harbor Village refresh programs

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 16, 2022

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Sergio Gonzalez, Facilities Manager
SUBJECT: January 2022 Facilities Report

MAINTENANCE ACTIVITIES

COVID-19 MAINTENANCE RESPONSE /UPDATE

Status: Ongoing

Budget: Over normal operating budget

The Maintenance Department continues to maintain increased janitorial services throughout the District with ongoing concentration on high-touch surfaces, including restrooms, door handles, etc. in response to the COVID-19 pandemic. Maintenance staff continues to work with shifts staggered to minimize overlap in arrival and departure times. Staff has been provided ready access to Personal Protective Equipment to limit the transmission of COVID-19 at the workplace.

VHV 1567 #203 FAILED CAST IRON PIPES

Status: Completed

Budget: Not Budgeted (Grounds Maintenance)

During the December rain event a cast iron pipe primary drain line 90-degree connector in the roof soffit failed from corrosion leaking into the VHV 1567 suite #203. Minimal damaged was reported from the leak. Upon inspection it was also determined that the secondary drain line running adjacent to the primary line was still the original as-built cast iron line. Efforts were made to repair the failed section of the primary line and replace the entire secondary line with ABS pipe to prevent any future leaks.

Leaking roof drain



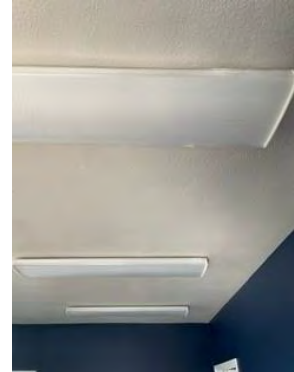
failed cast pipe in soffit



Pipe replaced w/ABS



Completed repair



VHV 1591 COURTYARD PLANTER REFRESH

Status: Completed

Budget: Budgeted (Grounds Maintenance)

VHV 1591 center courtyard planter and frontal round planter were refreshed by removing rubber mulch, cleaning up and adding foliage and finishing off with new decomposed granite ground cover.

Old center planter



Refreshed planter



Old frontal planter



Refreshed frontal planter



VHV 1567 SUITE #203 TENANT IMPROVEMENT

Status: Ongoing

Budget: Budgeted (Building Maintenance)

The Maintenance Department is assisting our Capital Projects Manager in completing the tenant improvement in VHV Suite #203 by replacing hardware (rusted hinges) on the door, repainting the door trim and replacing or updating any lighting needs. Once drywall work is completed by the contractors, the Maintenance Department will give the suite a final cleaning before turning it over to the tenant.

VHV 1567#203 T.I Project



Rusted hinge to be replaced



Inner door trim in need of paint



Staircase to be cleaned



1431 NATIONAL PARK SERVICE TENANT IMPROVEMNT

Status: Completed

Budget: Budgeted (Capital Improvement Project/Building Maintenance)

The Maintenance Department is assisting in various in-house projects at the 1431 National Park Service building in order to reduce costs to the District in using outside contractors. We assisted by removing stained and damaged ceiling tiles and replaced with new ones. Staff also coordinated the removal of all fluorescent and incandescent lighting and upgraded all lamps to LED. We also addressed and repaired plumbing fixtures and drainage issues inside the first-floor restroom. In coordination with NPS, we have upgraded the security system by switching our service from ADT to Dial Security with new hardware (providing security is a condition of leasing to federal agencies). Project completed in mid-January.

1431 NPS



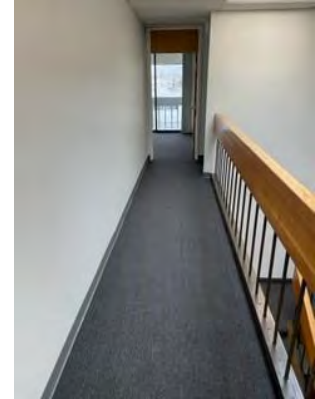
Finished 2nd floor room



New LED lighting



Finished hallway



2022 Tsunami Event

Status: Completed

Budget: Budgeted

Assisted during the Tsunami event by monitoring activity at the VHV docks and helping barricade the Ventura Harbor launch ramp area. Department personnel was directed to assist as need to both Harbor Patrol and the Courtesy Patrol departments.

Monitoring of VHV Docks during event



Launch Ramp Barricaded VHV Docks monitored



CAPITAL PROJECT MANAGER/ PROPERTY MANAGER:

Assisting Capital Projects Manager and Senior Business Operations Manager with tenant improvement projects consisting of 1431 building (National Park Service) and 1567 suite #203.

MARINA/MARKETING DEPARTMENTS:

The Maintenance Department continues to perform monthly inspections on all gangways, docks, fire extinguishers and fire boxes. Also assisted Marketing with banner placement and event staging.

HARBOR PATROL:

Assist in the everyday operations by performing preventive maintenance and on the spot repairs of equipment, vehicles, and vessels.

FACILITIES:

Staff continues to perform everyday maintenance and on the spot repairs throughout the Ventura Harbor Village and other District properties.

DEPARTMENTAL STAFF REPORTS

HARBOR PATROL

LONG-TERM GOALS:

Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor

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.

Goal 2: Commercial & Recreational Boating & Fishing

Support and promote commercial and recreational boating and fishing.

Goal 5: Relationships

Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials, and the community.

Goal 5: 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.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 16, 2022

TO: Board of Port Commissioners
FROM: John Higgins, Harbormaster
Pat Hummer, Senior Patrol Officer
SUBJECT: January 2022 Harbor Patrol Report

POST TSUNAMI

City of Ventura:

The Harbormaster and General Manager met with the City of Ventura and explained the event and damages. In the meeting the Port District committed to supporting the City and offered resilience ideas like adopting the same piling heights back in the Keys. The Harbormaster and General Manager provided a boat tour of the City waterways where damage was documented and turned over to building and safety. Additional meetings continued with the City Emergency Manager and resulted in the Harbor being included in the draft City Hazard Mitigation Plan. This inclusion will allow for the Port District to apply for Hazard Mitigation Grant Monies to prepare and reinforce facilities for both sea level rise and Tsunamis.



Local, State, or Federal Tsunami Relief:

The Harbormaster and General Manager have reached out to the City and County Offices of Emergency Services to inquire if there is a chance that State or Federal monies could be made available to repair Tsunami related damages. We were informed FEMA would require approximately 40 million dollars in damage to open funds. The State was not as high of a threshold, but they were still trying to get a full picture of the damages. The Harbormaster submitted the Ventura Port District Emergency Declaration to VC OES who forwarded it to the State OES.

Tour Cal Office of Geological Survey:

The Harbormaster met with a group of Cal OES and California Geological Survey staff to discuss the Tsunami and its impacts. The Harbormaster provided a boat tour of the Harbor so that proper documentation could be done and included in a later report.

Damaged Patrol Boats Status:



Boat 17 (B-17) and Boat 19 (B-19) have been inspected by a Marine Surveyor. Initial results revealed the damage to B-17 may rise to a loss. Due to the replacement value being higher than the survey value, they are requesting an estimate for repairs. Due to the extensive damage an estimate may take some time. B-17, our oldest boat, was a very reliable rescue boat that served the harbor and its many boaters for nearly 40 years.



B-19, which suffered less damage to its rudders, has been inspected by both boatyards and estimates are being prepared. The Harbormaster will be following up with both boatyards this week to see the status of the estimate. The goal would be to initiate the repairs on B-19 as soon as possible.

Ventura Keys:

During the Tsunami, the Harbor Patrol received numerous calls from Ventura Keys homeowners requesting assistance with docks and boats that were breaking loose and floating debris. The patrol helped in any way they could including offering information and contact phone numbers for local dock and gangway repair companies.

BEACHES

Harbor Cove:

The beach at Harbor Cove is popular year-round for families and occasional exercise swimmers (even though the water temperatures are in the low 50's). The swim line buoys were removed by the Tonga Tsunami. The buoy's have all been recovered although it became a search and rescue operation. One was found ½ mile offshore, two were found in the surf at Surfer's Knoll and another was found under the swim step of a vessel near Ventura Harbor Village.

South Beach:

Due to earlier rain, the Santa Clara River started flowing after many months of being an estuary and sanctuary for marine birds and freshwater fish. The flow created a sandspit at the river mouth which created a good surf spot for local surfers. The patrol assisted State Lifeguards at the river mouth with an injured surfer (possible broken clavicle) transporting him back to the parking lot and awaiting AMR ambulance and Ventura Fire paramedics.

UNIQUE OR COMPLEX CALLS/RESCUES

The patrol responded to numerous boating calls in January including:

- 24' sailing vessel sunk in its slip at Ventura West Marina
- 21' aluminum center console fishing vessel capsized at the breakwater at night while fishing for lobsters
- towed a few mechanically disabled vessels back to their slips

CITY DEPARTMENTS

Police:

Patrol was able to assist Ventura Police at their request for a variety of calls, including:

- a missing woman and her dog at the beach – located at 3:00AM by Patrol
- a report from Point Mugu Navy Base that someone was aiming a laser light at passing planes from somewhere in the Harbor – subject never located
- a transient refusing to leave at Harbor Village – transient departed the Harbor at Patrols request
- came upon vehicle versus streetlight at 4:00AM on Spinnaker Dr. – checked occupant for injuries and notified Ventura Police who ended up making a D.U.I arrest.

Fire Department:

The Patrol responded to numerous 911 medical calls, providing basic life support, obtaining vitals and gathering information for Ventura Fire Paramedics. Ventura Fire responded to the harbor during the Tonga tsunami and offered to help in anyway needed.

Fire Department Training:

The Port District has once again made available the parking lot off Harbor for Ladder Truck training. The City was in need of a large unoccupied lot for the newly promoted Engineers and Firefighter's to practice their skills on the larger ladder truck. The training includes driving through a number of coned courses to enhance the new driver's proficiency.

California State Lifeguards:

The Harbormaster and Harbor Patrol have made room for a California State Lifeguard floating rescue watercraft dock. This floating dock will provide for quicker responses by Lifeguards and more efficient staging over multiple days. Previously, the Lifeguards would have to launch a craft either on the beach or at the launch ramp. Now the craft is ready and available during high surf days.

DEPARTMENTAL STAFF REPORTS

MARINA

LONG-TERM GOALS:

Goal 1: Safety & Navigation

Maintain and enhance a safe and navigable harbor
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.

Goal 2: Commercial & Recreational Boating & Fishing

Support and promote commercial and recreational boating and fishing.

Goal 5: Relationships

Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials, and the community.

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.

Objective F: Commercial Fishing

Support current commercial fishing industry central to Ventura's premier working waterfront through: stakeholder engagement, diversification, and infrastructure improvements.

- 2: Continue improvements of Commercial Fishing Industry service offerings by District

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 16, 2022

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Dave Werneburg, Marina Manager / Commercial Fisheries
SUBJECT: January 2022 Marina Report

MARINA DEPARTMENT ACTIVITIES

Ventura Harbor Village Marina

Total Slip Count	103	100%
Slips Assigned	103	100%
Slips Occupied	79	77%
Slips Available	0	0%

Port District Dry Storage

Total Spaces	88	100%
Active Contracts	72	82%
Available	16	18%

Harbor Village Marina (operated by the District) has been fully booked for commercial vessels since June and has a significant wait list.

Fill'er Up:

One of the most vital and essential components of the working waterfront of a commercial fishing harbor is the Ventura Harbor Marine Fuel Facility at 1551 Spinnaker Dr., adjacent to the commercial fish pier. The current facility dates to circa 2003. It has three (3) connected fuel storage tanks totaling 20,000 gallons. Routinely, during peak seasons, they will get up to two truck loads of fuel per day, usually 10,000 to 15,000 daily. This facility provides #2 red dye diesel. Red dye #2 is for off-road use only: marine, agriculture equipment, some aviation, and is non-taxable compared to #4 green diesel found at the service station, which is taxable. Our facility has a series of high speed, 60-gpm pumps. A typical seiner will usually top off with 1,200-3,000 gallons at \$4+/gal. Additionally, they provide oil changes, hydraulic fluids, filters, process used oil, filters, absorbent pads, foul weather gear, etc. The Fuel Dock operates 7-days a week, 7AM to 5PM and is on call 24/7. The Fuel Dock also operates as a mail drop for out-of-area vessels. It is currently staffed by two full-time and two part-time personnel. Vella has been onboard since 2006 and Eric since 2007.

COMMERCIAL FISHING

California Market Squid Harvest – Ventura Harbor

- Ventura Squid Landings for January: 4,878,495#, 2,439 tons
- Landings to date: 27,739,660#, 13,867 tons

ATTACHMENT

Attachment 1 - January Commercial Fishing and Aquaculture Advocacy Report by K&L Gates

The logo for K&L GATES, featuring the text "K&L GATES" in white, sans-serif font on a dark grey rectangular background.

Commercial Fishing & Aquaculture Advocacy
Ventura Port District
Monthly Report – January 2022

Executive Summary

Hopes for progress on the Democratic-driven Build Back Better Act (BBBA) continue to be tempered, as concerns over the scope of the bill and its effects on inflation have all but doomed the Biden Administration's top priority. As you may recall, previous drafts of the bill had included more than \$8 billion in new funding for fisheries-related priorities under National Marine Fisheries Service (NMFS). The Senate leadership has vowed to pursue the legislation through a scaled back and more piecemeal approach, but serious obstacles still remain.

Failures to advance the BBBA, however, have allowed Democratic leaders to shift their focus to passage of Fiscal Year 2022 (FY22) spending bills. Nearly 6 months into the current fiscal year, and still operating under the authority of yet another short-term continuing resolution, top Senate appropriators announced that they had reached an agreement on a framework for the outstanding FY22 appropriations bills. Notably, early drafts of the spending bills in both the House and Senate had called for nearly \$1.1 billion in funding for NMFS (up from \$965 million in FY21), including as much as \$20 million for Aquaculture programs and \$70 million for Pacific Salmon management. Detailed analysis of proposed funding totals for NMFS programs can be found below.

Elsewhere on Capitol Hill, Senators Susan Collins (R-ME) and Angus King (I-ME) announced \$500,000 grant awards to establish a comprehensive Maine aquaculture workforce training program; Water, Oceans, and Wildlife Subcommittee Chairman Jared Huffman (D-CA) introduced legislation to require the identification of salmon conservation areas and salmon strongholds; and Senators Marco Rubio (R-FL) and Rick Scott (R-FL) released statements urging the Department of Commerce to consider waters near Florida as one of the first aquaculture opportunity areas.

ATTACHMENT 1

National Marine Fisheries Service FY22 Senate Appropriations Report (\$ in thousands)							
National Marine Fisheries Service Account	FY22 Senate	FY22 House	FY22 President's Budget	FY21 Enacted	Changes From FY22 House	Changes From FY21 Enacted	Changes From FY22 PBR
Protected Resources Science Management							
Marine Mammals, Sea Turtles and Other Species	\$154,250	\$146,500	\$142,957	\$125,164	\$7,750	\$29,086	\$11,293
Species Recovery Grants	\$8,000	\$7,500	\$17,012	\$7,000	\$500	\$1,000	\$9,012
Pacific Salmon	\$70,000	\$70,500	\$70,425	\$67,000	\$500	\$3,000	\$425
Atlantic Salmon	\$6,733	\$6,500	\$6,733	\$6,500	\$233	\$233	\$0
Subtotal Protected Resources Science Management	\$238,983	\$231,000	\$237,127	\$205,664	\$7,983	\$33,319	\$1,856
Fisheries Science and Management							
Fisheries Management Programs and Services	\$135,427	\$133,750	\$136,782	\$123,836	\$1,677	\$11,591	\$1,355
Fisheries Data Collections, Surveys, and Assessments	\$201,515	\$192,500	\$197,645	\$175,927	\$9,015	\$25,588	\$3,870
Fisheries and Ecosystem Science Programs and Services	\$167,255	\$162,000	\$170,603	\$146,927	\$5,255	\$20,328	\$3,345
Salmon Management Activities	\$66,205	\$66,000	\$62,447	\$62,050	\$205	\$4,155	\$3,758
Regional Councils and Fisheries Commissions	\$43,000	\$43,000	\$42,902	\$41,500	\$0	\$1,500	\$98
Observers and Training	\$58,584	\$55,468	\$53,136	\$55,468	\$3,116	\$3,116	\$5,448
Aquaculture	\$20,000	\$17,500	\$17,878	\$17,500	\$2,500	\$2,500	\$2,122
Interjurisdictional Fisheries Grants	\$3,500	\$3,372	\$3,372	\$3,365	\$128	\$135	\$128
Subtotal Fisheries Science and Management	\$695,486	\$673,590	\$684,765	\$625,573	\$21,896	\$69,913	\$10,721
Habitat Conservation and Restoration	\$60,000	\$61,500	\$99,704	\$57,625	\$1,500	\$2,375	\$39,704
Enforcement	\$79,481	\$78,500	\$77,731	\$75,000	\$981	\$4,481	\$1,750
TOTAL, NMFS	\$1,073,950	\$1,044,590	\$1,099,327	\$964,862	\$29,360	\$109,088	\$25,377

Federal Legislation

The following fisheries-related bills were passed, considered, or introduced this month:

[H.R. 6491-- Salmon FISH Act](#)

Sponsor: Rep. Jared Huffman (D-CA)

Latest Action: 1/25/2022 (*Introduced*)

Summary: A bill to require the identification of salmon conservation areas and salmon strongholds, and for other purposes.

[H.R. 6492-- Climate Resilience Workforce Act](#)

Sponsor: Rep. Pramila Jayapal (D-WA)

Latest Action: 1/25/2022 (*Introduced*)

Summary: To establish a climate resilience workforce, and for other purposes.

[H.R. 3540 -- Chesapeake Bay Science, Education, and Ecosystem Enhancement Act of 2021](#)

Sponsor: Rep. John Sarbanes (D-MD)

Latest Action: 1/20/2022 (*Subcommittee Hearings Held*)

Summary: This bill reauthorizes through FY25 the National Oceanic and Atmospheric Administration's Chesapeake Bay Office and revises requirements concerning the office and its

activities. It also authorizes the office to establish a Chesapeake Bay watershed education and training program as well as a program to support coordinated management, protection, characterization, and restoration of priority habitats and living resources.

[H.R. 4057 -- Albatross and Petrel Conservation Act](#)

Sponsor: Rep. Alan Lowenthal (D-CA)

Latest Action: 1/20/2022 (*Subcommittee Hearings Held*)

Summary: This bill authorizes the United States Fish and Wildlife Service and the National Marine Fisheries Service to issue regulations to implement and enforce the Agreement on the Conservation of Albatrosses and Petrels, done at Cape Town, South Africa, on February 2, 2001.

[H.R. 4092 -- Coastal Habitat Conservation Act of 2021](#)

Sponsor: Rep. Jared Huffman (D-CA)

Latest Action: 1/20/2022 (*Subcommittee Hearings Held*)

Summary: This bill provides statutory authority for the Coastal Program of the U.S. Fish and Wildlife Service. Among other things, the program identifies the most important natural resource problems and solutions in priority coastal ecosystems, and assists in the development and implementation of monitoring protocols to ensure the success of coastal ecosystem restoration and enhancement measures.

[H.R. 4677 -- New York-New Jersey Watershed Protection Act](#)

Sponsor: Rep. Paul Tonko (D-NY)

Latest Action: 1/20/2022 (*Subcommittee Hearings Held*)

Summary: This bill requires the U.S. Fish and Wildlife Service to establish the New York-New Jersey Watershed Restoration Program, a non-regulatory program, to coordinate restoration and protection activities among government entities and conservation partners throughout the watershed.

[H.R. 1415-- Tribal Coastal Resiliency Act](#)

Sponsor: Rep. Derek Kilmer (D-WA)

Latest Action: 1/19/2022 (*Ordered to be Reported*)

Summary: This bill authorizes the Department of Commerce to award competitive grants to Indian tribes to further achievement of tribal coastal zone objectives, including protecting, restoring, or preserving areas in the zone, and implementing any coastal or shoreline stabilization measure for the purpose of public safety, public access, or cultural or historical preservation.

[H.R. 3228-- National Coastal Resilience Data and Services Act](#)

Sponsor: Rep. Nydia Velazquez (D-NY)

Latest Action: 1/19/2022 (*Ordered to be Reported*)

This bill directs the National Oceanic and Atmospheric Administration to develop within NOAA a comprehensive suite of products and services with respect to coastal flood, sea level rise, Great Lakes water level, and vertical land motion data.

[H.R. 2872-- SAFE Act](#)

Sponsor: Rep. Matt Cartwright (D-PA)

Latest Action: 1/19/2022 (*Ordered to be Reported*)

Summary: The bill requires the development of an integrated national approach to help fish, wildlife, and plants adapt to extreme weather changes and climate change. Specifically, the bill requires the President to establish an interagency National Fish, Wildlife, and Plants Climate Adaptation Strategy Joint Implementation Working Group.

On The Hill

The following congressional press releases have implications for activities related to commercial fisheries and aquaculture:

[Rubio, Scott Urge NOAA to Select Waters Near Florida for Aquaculture Opportunity Area](#)

Senators Marco Rubio and Rick Scott released statements after the Department of Commerce's National Oceanic and Atmospheric Administration announced its Aquaculture Opportunity Area Atlas for the Gulf of Mexico, which identifies nine options for the designation of the first aquaculture opportunity area in the Gulf of Mexico, including three locations in waters near Florida. In June 2020, Rubio and Scott urged the Department of Commerce to consider waters near Florida as one of the first aquaculture opportunity areas, following the issuance of President Trump's May 7, 2020 Executive Order, "Promoting American Seafood Competitiveness and Economic Growth," which directed the Department of Commerce to identify Aquaculture Opportunity Areas in the U.S. exclusive economic zone. In addition to one Aquaculture Opportunity Area in the Gulf of Mexico, a separate Aquaculture Opportunity Area will also be selected near the coast of California.

[Collins, King, Announce \\$500,000 to Support Aquaculture Training Program in Maine](#)

Senators Susan Collins and Angus King announced that the Gulf of Maine Research Institute has been awarded \$500,000 by the U.S. Department of Agriculture's National Institute of Food and Agriculture to establish a comprehensive Maine aquaculture workforce training program that will help students pursue careers in the growing field. In launching the program, GMRI will work with the Maine Department of Labor and multiple community colleges to create aquaculture apprenticeship opportunities and new aquaculture courses, allowing participants to gain real-world experience in the field while pursuing a college degree. With this funding, GMRI will develop and pilot a Maine Department of Labor Aquaculture Apprenticeship Program where participants will gain valuable experience, receive mentoring, get trained and tested on defined occupational

competencies, and learn to use cutting-edge technology at Maine's most sophisticated commercial shellfish and sea vegetable farms.

[Delegation Announces Disaster Declarations for Alaska Fisheries](#)

Senators Lisa Murkowski (R-AK) and Dan Sullivan (R-AK) and Congressman Don Young (R-AK) welcomed determinations from the Department of Commerce that fishery disasters have occurred in numerous Alaska fisheries, allowing them to receive critical relief funding from the National Oceanic and Atmospheric Administration. The funding can be distributed to fishermen and their crews, seafood processors, and research initiatives in the impacted regions. In April 2021, the Alaska Delegation sent a letter to Secretary of Commerce Secretary Gina Raimondo in support of the State of Alaska's 2020 fisheries disaster declarations.

[Graves Pushes Biden Administration to Get Disaster Aid to Fishermen](#)

Congressman Garret Graves (R-LA) is pushing Commerce Secretary Gina Raimondo to expedite Fishery Disaster Determination due to major damage related to impacts of Hurricanes Laura, Delta, Zeta, and especially Ida. Graves is also working to reform the disaster designation process for the fishing community. DOC is able to declare the disaster provided by the provisions within the Magnuson-Stevens Fishery Conservation and Management Act and Interjurisdictional Fisheries Act. The declared disaster would provide targeted relief to one of the most impacted sectors of Louisiana's economy. The funds would help both commercial and recreational fishers begin to recover.

[Cantwell Reacts to Alarming NOAA, NASA Climate Reports](#)

Senator Maria Cantwell (D-WA), Chair of the Senate Committee on Commerce, Science, and Transportation, underscored the need for the critical investments in mitigating and adapting to climate change that are included in the Build Back Better Act following the release of separate analyses by the National Oceanic and Atmospheric Administration and National Aeronautics and Space Administration. The analyses found that Earth's global average surface temperature in 2021 was the sixth warmest on record (NASA analysis found 2021 tied for sixth with 2018) and collectively, the past eight years were the eight warmest since modern record keeping began in 1880.

In The Agencies

The following agency press releases have implications for activities related to commercial fisheries and aquaculture:

[Ocean's Influence on Salmon Plays Out in Varied Returns to Different Rivers and Regions](#)

The disparity of 2021 returns among West Coast and Alaska salmon and steelhead reflects the tremendous influence of ocean conditions to affect fish survival. Temperature, currents, prey availability, and nutrients affect West Coast fish stocks differently depending on their size and

health when entering the ocean and where they spend their time. Salmon scientists have long recognized the prominent but highly variable effects of ocean conditions on salmon and steelhead. More than a decade ago, researchers at the Northwest Fisheries Science Center developed a color-coded “stoplight chart.” It ranks the marine factors known to affect salmon returns, sometimes positively, and other times negatively. Many of the indicators have turned more positive over the last year, reflecting cooler ocean conditions that usually improve the productivity of the food web that supports salmon. Scientists noted they were the second-best set of conditions they have seen in the 24 years of tracking them.

[NOAA Fisheries Denies Request for Emergency Action on Bering Sea Salmon Bycatch](#)

NOAA Fisheries has denied a request for emergency action to eliminate Chinook salmon bycatch in the Bering Sea pollock fishery and implement a hard cap on chum salmon bycatch. The agency has determined that this request does not meet the three criteria necessary for NOAA Fisheries to implement an emergency rule. In particular, the petition does not contain information indicating that it meets all of the requirements of the Magnuson-Stevens Act. The petition does not contain any information indicating that the petitioned action is “practicable,” a statutory requirement, nor is the requested action likely to address the emergency from salmon run failures in Western Alaska.

[Army and NOAA to Advance Endangered Species Act Consultations](#)

The U.S. Department of Army’s Office of the Assistant Secretary of the Army for Civil Works and NOAA Administrator have signed a joint resolution memorandum that articulates a national-level clarification on how the effects of projects involving existing structures, such as bulkheads and piers, on listed species and designated critical habitat in Endangered Species Act Section 7 consultations are evaluated. The ESA requires the Army Corps of Engineers to consult with NOAA Fisheries before undertaking work or issuing permits to maintain structures that may affect species or habitat protected by the ESA. Consistent with the agencies’ respective statutory authorities and regulations, the memorandum explains how the agencies consult on infrastructure and maintenance projects that are important to the nation, while protecting species and habitat as required by the ESA. The memorandum explains differing approaches for Corps Civil Works and regulatory permit programs, and outlines when work on existing structures may result in effects to listed species and designated critical habitat.

[NOAA and BOEM Announce Interagency Collaboration to Advance Offshore Wind Energy](#)

NOAA and the Bureau of Ocean Energy Management signed an interagency memorandum in support of the Biden-Harris Administration’s ambitious offshore wind energy goals to advance wind energy responsibly while protecting biodiversity and promoting cooperative ocean use. The Administration set a goal of significantly increasing the nation’s offshore wind energy capacity. This new agreement underscores NOAA’s and BOEM’s commitment to responsibly deploy 30 gigawatts of wind energy production capacity in Federal waters by 2030. The memorandum will help leverage the responsibilities, expertise, and relationships of both NOAA and BOEM in

support of the goal by outlining areas of cooperation, and creating a framework to develop future, more detailed agreements related to specific program areas.

[Catch Shares Improve Fishing Safety](#)

A new study examines how catch share programs can make fishing safer by providing flexibility in when fishermen can fish. Over the past 20 years, NOAA Fisheries adopted catch shares in eight fisheries across the country. These catch shares, or individual fishing quotas, changed the incentives around fisheries by giving each vessel rights to a specific share of the allowable catch. Vessels could then choose how and when to fish for their share. One example is the West Coast groundfish trawl fishery. Before the catch share program, it had a long, drawn-out season in which they could only fish a certain amount per month. Under the catch share program, fishermen condensed their effort into a shorter time window. This illustrates the complex trade-offs that fishers make as they balance expected returns, risks, participation, and constraints throughout their fishing year. Each fisherman, fishery, and region is influenced by a unique set of drivers.

Federal Register Notices

The following fisheries or aquaculture-related rules and regulations were published this month in the Federal Register:

[Pacific Fishery Management Council; Public Meetings and Hearings](#)

Agency: National Marine Fisheries Service

Latest Action: January 31, 2022 (*Request for Comments*)

Summary: The Pacific Fishery Management Council has begun its annual preseason management process for the 2022 ocean salmon fisheries off the U.S. West Coast. This notice informs the public of opportunities to provide comments on the development of 2022 ocean salmon management measures.

[Pacific Fishery Management Council; Public Meeting](#)

Agency: National Marine Fisheries Service

Latest Action: January 12, 2022 (*Notice of Public Meeting*)

Summary: The Pacific Fishery Management Council's Ad Hoc Marine Planning Committee will hold a public meeting on Tuesday February 1, 2022.

[General Provisions for Domestic Fisheries; Application for Exempted Fishing Permit](#)

Agency: National Marine Fisheries Service

Latest Action: January 11, 2022 (*Request for Comments*)

Summary: NMFS has determined that three exempted fishing permit applications warrant further consideration and is requesting public comment on those applications and on the Pacific Fishery Management Council's recommendations following its September 2021 meeting. The EFP

applicants request an exemption from a prohibition on the use of unauthorized gear to harvest highly migratory species under the Fishery Management Plan for West Coast Fisheries for Highly Migratory Species.

[Taking Marine Mammals Incidental to Weapons Testing at Vandenberg Air Force Base](#)

Agency: National Marine Fisheries Service

Latest Action: January 6, 2022 (*Request for Comments*)

Summary: NMFS has received a request from the United States Department of the Air Force for authorization to take marine mammals incidental to 2 years of activity related to testing of the Extended Range Cannon Artillery II system at Vandenberg Air Force Base, California. Pursuant to the Marine Mammal Protection Act, NMFS is requesting comments on its proposal to issue two consecutive one-year incidental harassment authorizations to incidentally take marine mammals during the specified activities.

DEPARTMENTAL STAFF REPORTS

MARKETING

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.

Goal 5: 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.

Objective V: Harbor Village

Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience

- 3: Marketing Action Plan

JANUARY MARKETING REPORT

*Monthly report showcases samples & highlights of the Ventura Harbor Recovery & Visitor Attraction Plan.

Enhance Visitor Experiences

SEASONAL SIGN ROTATION

In January, the nighttime ambience remained vibrant along the Promenade with white lights and the installation of the "I ❤️ the SEA" promenade signage. Within minutes of installation, guests were taking photos with the sign.



FILM & SPECIAL EVENT REVENUE

January
Revenue = \$4,732

Special Events:
Annual Epiphany Service: Blessing of the Waters. Each year the St. Demetrios Greek Orthodox Church of Camarillo leads a procession of clergy, choir and divers from The Greek Restaurant to the dockside nearby. Youths dive into water from the back of a Harbor Patrol vessel to retrieve a floating cross tossed by the priest.

WARM YOURSELF SEASIDE CAMPAIGN

Winter campaign focused on "Warm Yourself Seaside" which gives visitors "20 Ways to Warm Up" on the waterfront and provided inspiration for visitation in 2022. This campaign spans multiple media outlets thru February.



LIVE ENTERTAINMENT

Live music was booked for **New Year's** weekend and on the holiday weekend for **Martin Luther King's** birthday, as were ways to seek comfort by the sea in January.



A regular Harbor musician raved about our destination in a recent promotion:

“ I am very delighted to announce another show at Ventura Harbor Village. This is one of my favorite shows as I get to meet super cheerful visitors walking by who tremendously appreciate my music by the beautiful harbor! This place also consists of various vendors and restaurants which offer delicious foods & drinks as well. ”



JANUARY MARKETING REPORT

Engage Customers via Paid Media

DATA DRIVEN DECISIONS

Demographic data is derived from website & social media platform analytics, and campaign performance. Extended reach back to 250 miles and key drive markets with a continued focus on local advertising. The top demographics for **January 2021** are:

Ages

AGES 25 - 54

Markets

LOS ANGELES
VENTURA COUNTY
SANTA CLARITA
BAKERSFIELD
LONG BEACH

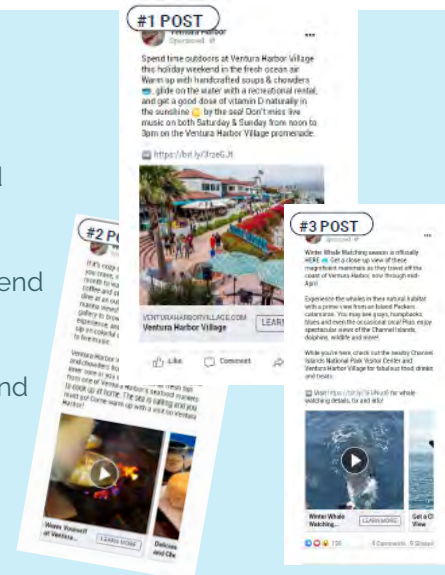
Interests

DINE
EVENTS
PLAY
WHALE WATCHING
CHANNEL ISLANDS
FISH MARKETS

PLEASE NOTE:
Info on this page is a summary of top results and highlights for the month, it is not reflective of all demographic data/ads for Ventura Harbor overall.

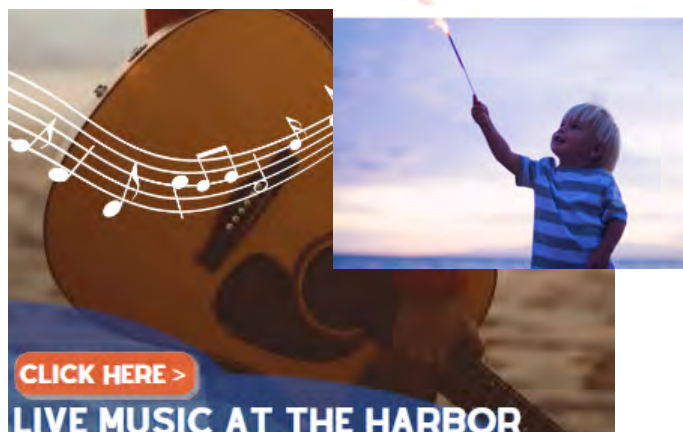
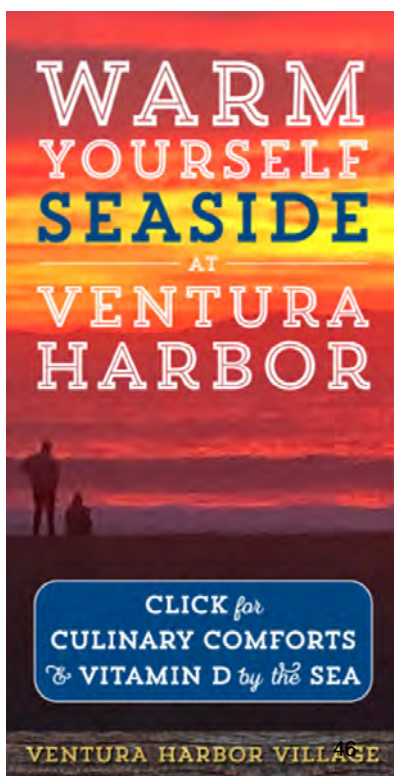
PAID SOCIAL ADS

- 1** **Holiday Weekend Outdoors**
71,407 Reach | 2,161 Clicks | \$200 spend
- 2** **Warm Yourself Seaside (video content)**
31,346 Reach | 1,632 Link Clicks | \$150 spend
- 3** **Winter Whale Watching**
16,985 Reach | 1,610 Link Clicks | \$80 spend
- 4** **Boosted Social Content**
January - \$500 spend



JANUARY PERFORMANCE HIGHLIGHTS

- Facebook garnered close to 4k click thrus to Village website!
- Harbor E-newsletter garnered close to 1K views to VenturaHarborVillage.com
- VenturaHarborVillage.com page views, sessions, and users up 50%+
- Facebook advertisements reached over 120k in key drive markets



JANUARY MARKETING REPORT

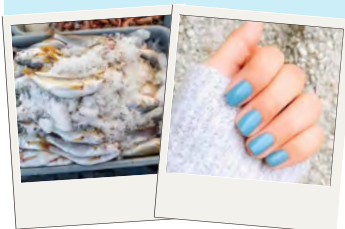
Social Media & Content Development

OVERALL MESSAGING

In January, the primary focus was driving visitation in the new year for new culinary experiences, pampering, refreshing views, holiday live music, whale watching, & more.

INSTAGRAM

25,824 Followers (↑ 1%)
6,742 Engagements (↓ 27%)
241,317 Impressions (↓ 32%)



FACEBOOK

29,428 Followers (↑ 1%)
62,370 Engagements (↑ 3%)
847,475 Impressions (↓ 16%)



TWITTER

5,6725 Followers (↑ 1%)
787 Engagements (↑ 215%)
26,247 Impressions (↑ 400%)



BLOGS & E-NEWSLETTERS

sent to 12k+ subscribers

Martin Luther King Jr. Holiday Weekend
3,821 Opens | 271 clicks



We may have all come on different ships, but we're in the same boat now.

- Dr. Martin Luther King Jr.

Warm Yourself Seaside
3,927 Opens | 218 clicks



Winter Whale Watching
3,845 opens | 270 clicks



Honored the legacy of Dr. Martin Luther King Jr.



Emergency/safety updates regarding the Tonga Tsunami

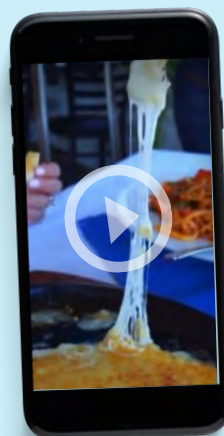


Promotion of Bald Eagle Live Cam streaming from CINP

VIDEO & REELS CONTENT

In January, a combination of user generated video content and clips from paid media visits were shared weekly on Facebook and Instagram, garnering noteworthy reach and interest among our online audience. Each video post (highlighting a variety of topics: harbor scenery, culinary comfort, whale watching & more) averaged over 10k views per post across @venturaharbor channels.

January Video Views
88k



VC REPORTER PAID EBLAST PERFORMANCE

15k email recipients
30% average open rate for Ventura Harbor campaigns in January

MLK Holiday Weekend Cross Promotion
4,275 Opens | 136 clicks

Island Packers Whale Watching Cross Promotion
4,806 Opens | 220 clicks

JANUARY MARKETING REPORT

Sampling for January Media Coverage

VENTURA HARBOR FEATURED IN:

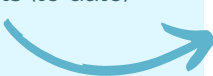
Tsunami Emergency Action Coverage

Editorials Placements included The Log, Noozhawk, Ventura Breeze, VC Star, coverage by Ventura Chamber of Commerce, 805Amigos, and VC Reporter. Plus interviews on radio and TV coverage. six editorial placements



New Entertainment Venue Coverage

Editorials placements included Pacific Business Times, VC Star, Yahoo, MSN, Ventura Breeze, Valley Scene News, Noozhawk, Ventura Breeze, VC Star, KVTA, Reno Gazette Journal, 805Amigos, coverage by Ventura Chamber of Commerce, and 10 additional editorial placements (to date)



Winter Whale Watching

Island Packers garnered over 15 editorial pieces to date with Ventura Harbor publicist distributing to daily & weekly newspapers, magazines and bloggers throughout key markets in California



EDITORIAL COVERAGE

Editorial focus for January featured Winter Whale Watching out of Ventura Harbor with Island Packers tsunami emergency action and resources, and the announcement of new entertainment venue opening in 2023 in the Harbor Village.

Ventura Board of Port Commissioners Pass Emergency Resolution After Tsunami

The board passed a resolution declaring a state of emergency after the Jan. 15 Hunga Tonga Tsunami.

By KENNEDY B. DURAND

VENTURA The Ventura Port District Board of Commissioners approved an emergency resolution on their Jan. 19 meeting after tsunami activity hit the coast, causing damage throughout the harbor.

The board issued a communication "to our staff and guests of Ventura Harbor which declares a state of emergency due to the Hunga Tonga Tsunami and subsequent damage to our harbor. We thank you for your support and assistance in these difficult times."

The Jan. 15, 2022 Hunga Tonga Tsunami triggered a massive surge of water in the harbor. The surge was a tsunami from a volcanic event in the Pacific Ocean and all of our assets are at risk. The surge was a tsunami from a volcanic event in the Pacific Ocean and all of our assets are at risk. The surge was a tsunami from a volcanic event in the Pacific Ocean and all of our assets are at risk.

Local News sponsored by **sansum CLINIC**

POSTED ON JANUARY 20, 2022 | 9:31 PM

Ventura Port District Takes Swift Action Following Tsunami Damage

SOURCE: SUSAN BEJECKIAN FOR VENTURA PORT DISTRICT

Ventura Harbor experienced unpredictable currents and damaging surges following a massive undersea volcanic eruption near Tonga on Jan. 14. As a result, the Ventura Port District Board of Commissioners took immediate action at their Jan. 19 board meeting by approving a State Emergency resolution to restore District assets in the Ventura Harbor.

No injuries were reported in the Ventura area following the Hunga Tonga Tsunami Advisory however, the powerful surges led to damage of both public and private property in the Ventura Harbor and the adjoining Ventura Keys. There are at least two dozen damaged docks at marinas and private residences and two Ventura Harbor Patrol boats have been rendered out of commission.

Ventura Harbor inks lease with restaurant operator for current arcade spot

By Brooke Holland / Thursday, January 27th, 2022 / Comments Off on Ventura Harbor inks lease with restaurant operator for current arcade spot

Share Print Email

After several decades, it's time to say goodbye to the seaside arcade and carousel. The Village Carousel & Arcade, which has been open at Ventura Harbor since 1962, is being replaced by a new restaurant and entertainment venue.

Aarmark Beer Gardens will manage the nearly 5,800-square-foot space. The new venue will be located in the Harbor Village, a new entertainment and restaurant venue in the Harbor Village.

The Ventura Port Commission, a city-appointed board that governs the harbor, approved the lease. Aarmark plans to open the new venue at Harbor Village in 2023. Its name has yet to be announced.

In a statement posted to Facebook on Jan. 21, Ventura Village Carousel said it was "excited to announce that we have secured a new lease for our current location. After many years of trying to secure a new lease in the harbor, searching out

Winter whale watching season begins

Jan 12, 2022 0

Island Packers' whale watching expeditions depart from Ventura Harbor Village.

ONGOING/UPCOMING EVENTS

WINTER WHALE WATCHING | Daily through April 23, 2022. It's the time of year when whales migrate along the Ventura County coastline during their migration from their feeding grounds in Baja. Other species commonly seen include humpback whales, dolphins are year round residents of the area. Island Packers, operating our daily whale watching trips and excursions to the Channel Islands National Monument. Children, 3-12. Kids 2 and under are free. All day trips are \$63-\$120 per adult.

DEPARTMENTAL STAFF REPORTS

PROPERTY

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.

Goal 5: 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.

Objective V: Harbor Village

Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience

- 1: Complete Harbor Village refresh programs
- 2: Leasing/Property Management Action Plan

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 16, 2022

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: January 2022 Property and Leasing Report

CURRENT TENANT REPORT

- 1) Harbor businesses seeking COVID-19 Ventura Harbor Rental Abatement and Deferment Program, Resolution No. 3440 proposed the January 5th Board Meeting:
 - Program concluded June 30, 2021
 - As of June 30, ten businesses had COVID-19 deferred rent, five with balances over \$10,000
 - As of December 31, 2021, six businesses still have COVID-19 deferred rent, four with balances over \$10,000
- 2) Resolution No. 3440 allows extending repayment period for the six tenants who still have outstanding balances through the end of 2022.
- 3) Month-To-Month Tenants
 - There are four tenants on month-to-month status as of January 31st

CURRENT AVAILABILITY REPORT

- 1) 1567 Spinnaker Drive #205
 - Tenant's lease for #203 and #205 ended December 31, 2021
 - A new lease was executed for #203 on December 28, 2021, and commenced on January 1, 2022
 - Modifications to the suite are underway to improve staff access to the roof of that building and separate suite 203 and 205. New leasing efforts will begin in February, but with the long waiting list, 205 is anticipated to be very quick to fill.

LEASING OUTREACH

- 1) Prospective Tenant Waiting List
 - Staff maintains a list of prospective tenants in each class (office, retail, restaurant) and contacts when a vacancy exists
- 2) Leasing Outreach – Ongoing exposure with our ads online via LoopNet/CoStar which covers the following:
 - Listed on Ventura Harbor Village and Ventura Harbor websites, along with window leasing signage on available properties
 - Currently, no listings
 - Top three commercial real estate marketplaces:
 - LoopNet, City Feet, and Showcase
 - Email Networking blasts from interested parties
 - 150 plus online newspaper websites including Wall Street Journal
 - 24 Million visitors to these sites /200,000 real estate professionals use CoStar

OCCUPANCY LEVELS AT HARBOR VILLAGE

CATEGORY	TOTAL Square Footage	Harbor Vacancy Sq Ft	Harbor Vacancy %	Harbor Available Sq Ft	Harbor Available %	City * Vacancy %	City * Available %
Office	19,195	290	2%	482	3%	13%	21%
Retail	22,411	0	0%	10,264	46%	11%	14%
Restaurant	32,015	0	0%	0	0%	8%	8%

> Harbor Vacancy --- No tenant or lease

Office: 1567 - Office
 Retail: None
 Restaurant: None

> Harbor Available --- Tenant on MTM lease, including Harbor Vacancy numbers

Office: 1559 - Center for Contract Compliance
 Retail: 1559 - Comedy Club
 1567 - Carousel
 1591 - Anja's Boutique
 Restaurant: None

*** City: Based on comparable square footage within Ventura 93001 area**

**** City Restaurant vacancy/available as reported by CoStar Program**

***** Definition of available includes MTM status**

SALES REPORTS

The attached summary of sales for three Harbor Village business categories: restaurants, retail, and charters. The reports compare the monthly sales for 2020 and 2021. They also include year-to-date comparisons.

The year-to-date overall sales for Harbor Village Tenants through the month of December were up 52.8% from the same time last year.

VEHICLE TRAFFIC COUNTS

Beginning in the first week of January, a traffic counting camera will be installed on Schooner Drive to track inbound traffic to Ventura Harbor's northern side. Reporting for these figures will begin in February. While the system is being reconfigured to accommodate the new counter, January entry figures are unavailable and will be provided in the next month's report.

ATTACHMENTS:

Attachment 1 – December 2021 Sales Report

ATTACHMENT 1

**Ventura Harbor Village
Tenant Sales Summary**

Month of December	<u>December-2021</u>	<u>December-2020</u>	<u>% Change</u>
Restaurants	\$ 1,323,426	\$ 583,684	126.74%
Retail	\$ 441,462	\$ 313,492	40.82%
Charters	\$ 173,433	\$ 113,003	53.48%
Total	\$ 1,938,321	\$ 1,010,179	91.88%

Year-to-date January - December	<u>Jan - Dec 2021</u>	<u>Jan - Dec 2020</u>	<u>% Change</u>
Restaurants	\$ 20,385,962	\$ 14,214,580	43.42%
Retail	\$ 6,245,295	\$ 4,270,638	46.24%
Charters	\$ 6,817,517	\$ 3,404,644	100.24%
Total	\$ 33,448,774	\$ 21,889,862	52.80%

Quarter-to-date October - December	<u>Oct-Dec 2021</u>	<u>Oct-Dec 2020</u>	<u>% Change</u>
Restaurants	\$ 4,317,705	\$ 3,012,183	43.34%
Retail	\$ 1,300,174	\$ 1,076,229	20.81%
Charters	\$ 1,354,333	\$ 867,107	56.19%
Total	\$ 6,972,212	\$ 4,955,519	40.70%



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS

FEBRUARY 16, 2022

CONSENT AGENDA ITEM A

ADOPTION OF RESOLUTION No.
3443 ACCEPTING THE WORK OF
JTEC CORPORATION FOR THE ADA
ACCESS IMPROVEMENTS PROJECT
WITH SIX ADDITIVE ALTERNATES

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Joe Gonzalez, Capital Projects Manager
SUBJECT: Adoption of Resolution No. 3443 Accepting the Work of JTEC Corporation for the
ADA Access Improvements Project with Six Additive Alternates

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3443:

- a) Accepting the work of JTEC Corporation for the ADA Access Improvements Project with six additive alternates; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

SUMMARY:

On June 16, 2021, the Board awarded a bid to JTEC Corporation in the amount of \$46,800.00 for ADA Access Improvements at Le Petit Café and six additive alternates. The work is now complete to the satisfaction of the District and the final contract cost was \$46,800.00 with no additional change orders.

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

BACKGROUND:

The Americans with Disabilities Act (ADA) provides civil rights protections for individuals with disabilities. The purpose of the ADA is to provide a “clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.” 42 U.S.C.A § 12101(b)(1). The ADA prohibits discrimination in employment, public accommodations, government services, public transportation, and telecommunications.

In 2014 and 2015, the District surveyed buildings and facilities within Ventura Harbor and Ventura Harbor Village with the aid of a consultant to assist the District in achieving compliance with local, state and federal laws and regulations. This included surveys of District assets as well as review of policies, programs, and procedures. The surveys identified physical barriers in Harbor Village buildings and facilities based on ADA Accessibility Guidelines and Title 24 standards. The list of facilities surveyed included:

- District-owned buildings
- District-owned parking lots
- District-owned beaches

FISCAL IMPACT:

The project was awarded to JTEC Corporation at a cost of \$46,800.00. The final contract cost of the project was \$46,800.00. The work was completed before the end of the FY2021-2022 and was approved by the Board at its July 7, 2021 meeting in the 5-Year Capital Improvements Budget.

ATTACHMENTS:

Attachment 1 – Resolution No. 3443
Attachment 2 – Notice of Completion



RESOLUTION NO. 3443

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
ACCEPTING THE WORK OF JTEC CORPORATION
FOR THE ADA ACCESS IMPROVEMENTS PROJECT WITH SIX ADDITIVE
ALTERNATES**

WHEREAS, Brian D. Pendleton, General Manager of the Ventura Port District, advised the Board of Port Commissioners of said District that the work of JTEC Corporation on the project entitled "ADA Access Improvements for Le Petit Café" described in the Agreement between JTEC Corporation and the Ventura Port District, hereinafter referred to as "District", dated July 1, 2021 has been completed and recommends that said work be accepted.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners DETERMINES, and ORDERS as follows:

1. Said work is hereby accepted.
2. Pursuant to the conditions and specifications of the Agreement and upon the recommendation of the General Manager, JTEC Corporation is released from the obligations under said contract, except as to the conditions of the performance bond, required guarantees and correction of faulty work after payment.
3. The General Manager of the District is hereby directed to execute on behalf of the District or cause to be executed on behalf of the District and be recorded in the office of the Ventura County Recorder a Notice of Completion of said work.
4. The General Manager is hereby directed to send a copy of this Resolution to JTEC Corporation as the District's Notice of Acceptance of said work.

PASSED, APPROVED and ADOPTED this 16th day of February 2022.

Chris Stephens, Chairman

Attest:

Brian Brennan, Secretary

ATTACHMENT 1

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF SAN BUENAVENTURA)

I, Brian Brennan, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3438 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 16th day of February 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 16th day of February 2022.

Brian Brennan, Secretary

RECORDING REQUESTED BY:
Ventura Port District

AND WHEN RECORDED MAIL TO:
Ventura Port District
1603 Anchors Way Drive
Ventura, CA 93001-4229

NOTICE OF COMPLETION

(Notice pursuant to Civil Code Section 3093, must be recorded within 10 days after completion)

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an agent of the owner of the interest stated below.
2. The full name of the owner is Ventura Port District, a public benefit corporation and independent special district organized and existing under the laws of the State of California.
3. The full address of the owner is 1603 Anchors Way Drive, Ventura, CA 93001-4229.
4. The nature of the interest or estate is: fee simple.
5. The full name and full addresses of all co-owners who hold any title or interest with the above-named owner in the property are: Not applicable; there are no co-owners.
6. A work of improvement on the property hereinafter described was completed on January 28, 2022.
7. The work accomplished consisted of constructing ADA access improvements located at 1591, 1449, 1431, and 1559 Spinnaker Drive.
8. The name of the contractor for the project is JTEC Corporation pursuant to the Agreement, dated July 1, 2021.
9. The property on which said work of improvement was completed is in the City of San Buenaventura, County of Ventura, State of California, and is described as Ventura Harbor Village.

Ventura Port District

Date: _____

By: _____
Brian D. Pendleton, General Manager

VERIFICATION

I, the undersigned, say that I am the General Manager of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, at Ventura, California.

Brian D. Pendleton, General Manager



**VENTURA
PORT DISTRICT**
Established 1952

BOARD OF PORT COMMISSIONERS

FEBRUARY 16, 2022

CONSENT AGENDA ITEM B

**APPROVAL OF AMENDMENT NO. 1 TO
THE ISLAND PACKERS LEASE
AGREEMENT**

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: Approval of Amendment No.1 to the Island Packers Lease Agreement

RECOMMENDATION:

That the Board of Port Commissioners approve Amendment No.1 to the Lease Agreement between the Ventura Port District and Island Packers.

SUMMARY:

Amendment No 1. to the lease between the District and Island Packers corrects the description of the slips as part of the premises and resolves some conflicting language regarding how slip rates are escalated throughout the period of the lease. The Amendment takes effect March 1, 2022.

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.
- 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 more efficient, effective, and public focused organization.

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:

The District's lease agreement with Island Packers includes both retail space in Ventura Harbor Village as well as for slips at I-Dock. During the processing of Island Packers' lease option, staff reviewed the lease provisions and identified some areas where the description of the slips, rates and methods for increases were inconsistent with current usage and other marina tenants:

- The description of the slip area lists only two slips (I-1A and I-1B) with a total of 251' feet but there are three slips occupied (I-1C), each 80' in length. This appears in multiple locations in the lease document.
- Exhibit H of the lease states both that 1) the rate of increase will occur annually based on the published Consumer Price Index (CPI) and also 2) that the amount of increase shall be "...in such amounts as determined by the Landlord's sole discretion, as approved at a public meeting of the Ventura Port District's Board of Commissioners with an opportunity for public

comment prior to the Board taking action...”. Page 1A of the lease also states the rate of increase shall be based on the CPI.

Staff, with Island Packers’ concurrence, is recommending that the slip rates be adjusted for consistency with all other commercial slip rates in the Ventura Harbor Village Marina (Village Marina). The rate will be based on three 80’ slips. Rate changes will be consistent with Village Marina rates, which are brought to the Board in a public meeting with the opportunity for public comment.

Staff has produced a lease amendment that replaces Page 1A, Exhibit H, and corrects the language describing the premises in Exhibit B which has been reviewed and signed by the owners of Island Packers.

FISCAL IMPACT:

The correction of the slip premises description does not have any fiscal impact. The adjustment of the slip rates to be consistent with other Village Marina tenants will have a positive financial impact as the Village Marina had a rate increase that took effect on February 1, 2022.

ATTACHMENTS:

Attachment 1 – Photo of I-Dock with Slips

ATTACHMENT 1





BOARD OF PORT COMMISSIONERS

FEBRUARY 16, 2022

STANDARD AGENDA ITEM 1

ADOPTION OF RESOLUTION No. 3444
APPROVING THE FISCAL YEAR 2021-2022
MID-YEAR BUDGET ADJUSTMENTS AND
CAPITAL IMPROVEMENT PLAN AND
RESOLUTION No. 3445 APPROVING
UPDATED SALARY SCHEDULE FOR NON-
REPRESENTED EMPLOYEES

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: February 16, 2022

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Gloria Adkins, Accounting Manager
SUBJECT: Adoption of Resolution No. 3444 Approving the Fiscal Year 2021-2022 Mid-Year Budget Adjustments and Capital Improvement Plan and Resolution No. 3445 Approving Updated Salary Schedule for Non-Represented Employees

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3444 approving the Mid-Year Budget Adjustments for Fiscal Year 2021-2022 effective January 1, 2022; and
- b) Adopt Resolution No. 3445 approving updated salary schedule for non-represented employees.

SUMMARY:

The Districts annual budget is reviewed at mid-year for any necessary changes. These adjustments are then presented to the Board for discussion and approval. Below, staff has provided an explanation for the adjustments being requested to the Fiscal Year 2021-22 budget.

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 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:

The District's fiscal year covers the period of one year from July 1 of one calendar year through June 30 of the following calendar year. The operating budget is an essential component of the management planning and control process. This budget process is required by the Governmental Accounting Standards Board, which has jurisdiction over special districts. The concept of fiscal accountability requires that a government agency justify its actions in the context of budgetary restrictions on the use of its resources.

The General Manager, in collaboration with the Senior Business Operations Manager, the Accounting Manager and all Department Managers, evaluates the income and expense categories of the budget at mid-year to determine where adjustments may be necessary. Following this analysis, appropriate adjustments are made to the budget and recommended to the Board for approval.

As a result of this process, net cash flows in from normal operations (operating revenues minus operating expenditures) are projected at \$3,200,800 for the year. This is \$413,500 more than

anticipated in the original Fiscal Year 2021-22 budget. The following outlines the requested adjustments to operating revenues and operating expenditures:

Operating Revenue

The operating revenue is being increased by \$443,500 for a total of \$9,787,500 (a change of +4.7%). This increase reflects the following change:

- Parcel lease income is being increased by \$150,000. This increase is due to a review of the master tenants projected sales.
- State Land Commission Grant added \$143,500. This is the portion of the \$1,060,000 in Covid-19 relief funds awarded to the District for economic recovery at Harbor Village in one or more of the following areas: sponsoring a Harbor job fair to match employers with prospective employees; enhancing destination marketing and advertising; increasing and/or expanding visitor-serving events; and, where appropriate consider individual business assistance.
- The Harbor Village Marina slip income projection has been increased \$150,000. This is largely due to an increase in occupancy but also partly due to a rate increase implemented on 2/1/2022.

Operating Expenditures

The operating expenses are being increased by \$30,000 for a total of \$6,586,700 (a change of less than 1%). This increase is the net effect of the following items as summarized below:

- The dock & fish pier maintenance & repairs category is increased \$15,000 to complete additional repairs in the Village Marina.
- Professional & outside services is increased \$15,000 for increased third-party security services being provided in the Village to cover short-term staffing shortages.

Non-operating Expenditures

Non-operating expenditures related to the COP debt interest increased \$6,000 to more accurately reflect the adjustment to the deferred on refunding amortization as a result of the Series 08 & Series 09 debt refinancing in April 2021.

Harbor Patrol Department

The operating expenses for Harbor Patrol are being increased by \$35,000 for a total of \$1,809,900. This increase reflects changes in the following categories:

- Boat maintenance is increased \$20,000 to cover the anticipated insurance deductibles resulting from tsunami damage to the Patrol vessels.
- Professional services have been increased by \$15,000 for grant research, engineering estimates and support to repair/replace Patrol docks, equipment and/or vehicles

Building Tenant Improvements

Building tenant improvements budget remains unchanged from the original budget. Notably, all tenant improvements required for the National Parks Service office leases are completed.

Capital Improvement and Accessibility Improvement Plans

The capital improvement and accessibility projects are adjusted to reflect some delays affecting project starts/completions before the end of the fiscal year. In addition, the District was successful in its

application and will receive over \$1M in grant funds from the State Lands Commission, which will positively affect the timing of performance of several Capital Improvement and ADA projects identified as being funded by the grant. Attachment 4 is an adjusted capital improvement and accessibility improvement plan for the fiscal year.

Staffing Considerations

As part of the Fiscal Year 2021-2022 midyear budget adjustment, the General Manager is recommending organizational staffing changes that will result in no changes to the total number of full-time equivalent employees. The proposed changes are:

- Add Maintenance Lead Worker
- Reclassify the Electrical and Mechanical Technician positions to Maintenance Technician I
- Add Maintenance Technician II

The Maintenance Department has historically been an opportunity for career development allowing entry level staff to learn on the job, develop technical, managerial, and administrative skills, and to grow into leaders for the department. It is the General Manager's recommendation that, consistent with other recent changes in the organization, more career steps be introduced into the department to further encourage and allow for staff development. Further, the proposed change distributes the oversight and mentorship of staff through more layers in the department encouraging mid-level staff to become accustomed to the responsibilities of leadership earlier in their careers. Lastly, the changes to the Technician positions allows for the Facilities Manager to be more flexible in terms of outside recruitment with more levels and less specificity for the discipline being recruited (for example, allowing for recruitment of a technician specialize in plumbing). These changes anticipate a continued growth in the technical and leadership potential of the department in the years to come.

CONCLUSION:

Despite the ongoing COVID-19 pandemic, including labor shortages and supply chain impacts, the business partners of the District largely continued to show strong resilience through the end of 2021. Some harbor businesses reported some of their best financial success during the pandemic. However, the range of impacts to harbor businesses has been asymmetrical. For example, entertainment businesses in particular faced some of the greatest challenges and limitations on operations.

In a focused effort to retain our Harbor business tenants, the Port District adopted the Covid-19 Rental Abatement and Deferment Program on April 1, 2020. The program has been offered to all Harbor Master (and their subtenants), Village, and Charter Tenants. The number of tenants participating has fluctuated from month to month based on government restrictions in effect during the global pandemic and the resulting impacts to business activity and now only six tenants continue to carry deferred rent. This program has been extended multiple times with the option for repayment now available until December 31, 2022 for those that still require time to repay deferred rent.

Staff across all departments have managed to generally keep overall spending at or below the departmental budgets adopted as part of FY21-22 budget with some surpluses shown in regular salaries as some departments continue to fill vacancies.

Despite a slightly delayed start to the season, the squid fishing industry is experiencing a positive upturn in California Market Squid landings. The fishing fleet is fully occupying the District's marina with a waiting list for additional vessels.

Under the leadership of the Board of Port Commissioners and the General Manager, the District maintains an optimistic view of its continued fiscal growth due to solid performance by many of the District's business tenants, conservative budgeting and strong fiscal management. However, the District will need to continue to increase revenue opportunities, support and diversify commercial fishing to retain and grow our working waterfront while maintaining federal priority for Harbor dredging.

FISCAL IMPACT:

The overall net effect of the above proposed budget adjustments to Fiscal Year 2021-2022 is an increase in revenues and an increase in expenditures as compared to approved Fiscal Year 2021-2022 budget. The proposed Fiscal Year 2021-2022 mid-year budget proposes that \$12,600 be utilized from unrestricted reserves and special funding to fund capital projects rather than the \$1,743,600 as reflected in the original budget. The proposed Fiscal Year 2021-2022 mid-year budget is consistent with the Board's unrestricted fund balance policy and loan covenants.

ATTACHMENTS:

- Attachment 1 – Mid-Year Budget Adjustments for Fiscal Year 2021-2022
- Attachment 2 – Mid-Year Tenant Improvements for Fiscal Year 2021-2022
- Attachment 3 – Mid-Year Capital Improvement Projects Adjustments for Fiscal Year 2021-2022
- Attachment 4 – Mid-Year Budget Cash Flow Projection
- Attachment 5 – Proposed Maintenance Organization Chart
- Attachment 6 – Resolution No. 3444 - Adopt Mid-Year Budget Adjustments Fiscal Year 2021-2022
- Attachment 7 – Resolution No. 3445 – Adopt Salary Schedule Non-represented Employees 3/01/22

ATTACHMENT 1

**VENTURA PORT DISTRICT
MID-YEAR BUDGET ADJUSTMENT
FOR FISCAL YEAR 2021-22
Effective 1/01/2022**

	<u>Actual 2019-20</u>	<u>Budget 2019-20</u>	<u>Actual 2020-21</u>	<u>Budget 2020-21</u>	<u>Budget 2021-22</u>	Adjustments	<u>Adjusted Budget 2021-22</u>	<u>Comments</u>
OPERATING REVENUE								
Parcel Lease Income	3,808,605	3,850,000	3,962,802	3,447,000	4,400,000	150,000	4,550,000	Projecting increased master tenant sales
Lease appreciation & signing rents	100,000	-	912,000	912,000	-	-	-	
Dry Storage Income	43,196	40,000	89,491	95,000	90,000	-	90,000	
Commercial Fishermen's Storage	81,563	82,000	81,768	82,000	85,000	-	85,000	
Parking Income	57,992	55,000	104,980	50,000	65,000	-	65,000	
State Lands Commission Grant	-	-	-	-	-	143,500	143,500	Award
Misc. Income/Rentals	367,062	444,000	91,844	162,500	120,500	-	120,500	
Harbor Village Lease Income								
Retail	499,333	532,000	582,136	450,000	590,000	-	590,000	
Restaurant	1,089,779	1,175,000	1,204,938	980,000	1,200,000	-	1,200,000	
Offices	707,951	713,500	695,861	722,000	760,000	-	760,000	
Charters	303,945	328,000	334,232	275,000	435,000	-	435,000	
Commercial Fishing Premises	177,923	185,000	213,583	183,000	198,000	-	198,000	
Fish Offloading	37,525	30,000	-	20,000	40,000	-	40,000	
Harbor Village Misc. Income	31,053	6,000	1,176	3,500	3,500	-	3,500	
Booth/Vendor Income	6,192	8,000	187	750	3,000	-	3,000	
Sponsorships	15,385	14,500	-	1,000	14,000	-	14,000	
Harbor Village Marina Slip Rentals	693,618	692,000	865,287	741,000	841,000	150,000	991,000	Increased occupancy and slip rate increases
Harbor Village CAM Income	306,961	361,500	286,551	290,000	380,000	-	380,000	
Harbor Village Merchants Promo Dues	85,171	113,500	64,349	78,000	119,000	-	119,000	
TOTAL OPERATING REVENUE	8,413,254	8,630,000	9,491,185	8,492,750	9,344,000	443,500	9,787,500	
	% increase / decrease over previous year	-6%	-2%	13%	-2%	10%	-2%	15% above FY2021 Budget 3% above FY2021 Actual

ATTACHMENT 1

FY21-22 Mid-Year Budget Adjustments Continued, 1/01/2022

	<u>Actual</u> <u>2019-20</u>	<u>Budget</u> <u>2019-20</u>	<u>Actual</u> <u>2020-21</u>	<u>Budget</u> <u>2020-21</u>	<u>Budget</u> <u>2021-22</u>	Adjustments	<u>Adjusted</u> <u>Budget</u> <u>2021-22</u>	<u>Comments</u>
OPERATING EXPENDITURES								
<u>Personnel Expenses</u>								
Total Wages	1,983,698	1,896,500	1,846,033	1,839,500	2,006,000	-	2,006,000	
<u>Other Personnel Expenses</u>								
Payroll Taxes & Unemployment	34,128	32,000	31,613	31,000	33,100	-	33,100	
Workers Comp Insurance	63,111	71,500	104,188	100,000	112,000	-	112,000	
Medical & Life Insurance	232,742	258,000	224,153	237,300	249,500	-	249,500	
Optional Benefit Plans	198,293	204,000	191,544	196,400	206,000	-	206,000	
Retirement Contributions	443,888	444,000	352,938	359,700	408,000	-	408,000	
Totals Other Personnel Expenses	<u>972,162</u>	<u>1,009,500</u>	<u>904,436</u>	<u>924,400</u>	<u>1,008,600</u>	-	<u>1,008,600</u>	
Total Personnel Expenses	<u>2,955,860</u>	<u>2,906,000</u>	<u>2,750,469</u>	<u>2,763,900</u>	<u>3,014,600</u>	-	<u>3,014,600</u>	
% increase / decrease over previous year	10%	5%	-7%	-5%	9%		9%	
<u>General Expenses</u>								
Advertising (Public notices)	5,551	12,500	11,400	12,500	11,200	-	11,200	
Leasing / Real Estate	17,066	31,000	14,824	21,000	21,000	-	21,000	
Port District Open House	3,450	4,500	-	-	-	-	-	
Auto Mileage & Allowance	9,748	13,000	9,138	11,000	10,000	-	10,000	
Auto Equipment & Maintenance.	20,392	28,500	24,889	26,500	29,300	-	29,300	
Bad Debt	77,863	10,000	179,817	10,000	30,000	-	30,000	
Bank Fees & Other Miscellaneous	9,344	12,000	15,096	11,000	11,000	-	11,000	
Building Maintenance	288,398	409,500	138,218	192,500	196,000	-	196,000	
Communications	33,560	41,500	37,749	37,000	41,500	-	41,500	
Conferences, Meetings & Training	24,888	38,800	4,927	8,000	50,500	-	50,500	
Dock & Fish Pier Maint. & Repairs	9,415	61,500	101,216	136,750	128,000	15,000	143,000	Additional Village dock repairs
Equipment Rental	15,398	18,000	14,132	17,500	17,000	-	17,000	
General Liability Insurance	282,431	272,000	300,563	287,700	319,000	-	319,000	
Grounds Maintenance	90,107	115,000	112,381	139,000	119,000	-	119,000	
Janitorial Supplies	61,164	64,000	79,671	70,000	75,000	-	75,000	
Land/Building Rental Expense	80,642	82,000	81,668	82,000	85,000	-	85,000	
Memberships	21,544	22,500	25,734	24,000	20,000	-	20,000	
Office Computer Equipment & Related	45,303	51,000	14,413	25,000	22,000	-	22,000	

ATTACHMENT 1

FY21-22 Mid-Year Budget Adjustments Continued, 1/01/2022

	<u>Actual</u> <u>2019-20</u>	<u>Budget</u> <u>2019-20</u>	<u>Actual</u> <u>2020-21</u>	<u>Budget</u> <u>2020-21</u>	<u>Budget</u> <u>2021-22</u>	<u>Adjustments</u>	<u>Adjusted</u> <u>Budget</u> <u>2021-22</u>	<u>Comments</u>
<u>General Expenses Continued</u>								
Office Supplies & Equipment	25,642	27,500	20,927	26,500	26,500	-	26,500	
Operating Supplies	27,170	28,500	36,896	51,000	50,000	-	50,000	
Other Equipment & Repairs	48,826	53,000	55,930	49,500	50,200	-	50,200	
Professional Serv. - Auditing & Accounting	23,100	25,000	23,726	26,000	37,000	-	37,000	
Legal - Professional Services, Judgements, Settlements	449,435	450,000	473,950	450,000	350,000	-	350,000	
Professional Serv. - Shellfish (VSE)	260,295	273,300	193,776	274,500	30,000	-	30,000	
Prof Serv - Commercial Fishing & Aquaculture Advocacy	-	-	-	-	60,000	-	60,000	
Professional/Outside Services	450,602	488,600	455,930	490,200	577,000	15,000	592,000	Additional coverage - Dial Security
360 Leadership Review	10,000	11,000	-	-	-	-	-	
Board Goal Setting Workshop	13,100	11,000	-	-	12,000	-	12,000	
Prof. Serv/Customer Count Study Survey/leased equip	10,500	10,500	-	-	-	-	-	
Subscriptions - General & Cloud Based Software	517	3,000	1,300	1,000	138,800	-	138,800	
Web Site Hosting/ADA & General Maint.	2,970	13,000	3,173	13,000	5,000	-	5,000	
Uniforms & Tool Allowances	17,413	18,600	17,105	19,500	20,500	-	20,500	
Utilities and Trash	407,884	428,000	406,358	467,000	448,000	-	448,000	
Dredging Related Expenses	188,832	248,500	342,178	409,500	212,000	-	212,000	
Total General Expenses	3,032,550	3,376,800	3,197,085	3,389,150	3,202,500	30,000	3,232,500	
% increase / decrease over previous year	-6%	19%	5%	0%	-6%		-5%	
<u>Marketing & Promotional Expenses</u>								
Advertising & Marketing	143,121	160,000	150,652	136,900	126,200	-	126,200	
Ad Production/Graphic Design	26,782	20,000	22,509	19,200	20,000	-	20,000	
Industry Memberships	-	-	-	-	3,700	-	3,700	
Street/Event Banners/Banner Production	1,500	1,200	1,467	1,200	7,200	-	7,200	
Village Maps/Promotional Materials	10,537	15,800	-	11,500	8,000	-	8,000	
Certified Rack Distribution Service	2,697	2,700	2,795	2,300	2,300	-	2,300	
Conferences/Meetings/Tourism Outreach, FAM/Media Tours	5,596	12,900	418	9,200	8,000	-	8,000	
Entertainment/Music/Village Activation	24,845	25,900	26,139	22,100	34,500	-	34,500	
Brand Build via Promotions/Campaigns/Events	27,185	58,000	40,395	40,000	46,000	-	46,000	
Seasonal Decorations/Promenade Lighting & Flags	59,599	60,000	64,456	65,000	60,000	-	60,000	
Web Content Development/Social Marketing/Contests	16,284	19,500	20,478	21,300	23,700	-	23,700	
Miscellaneous	36	-	-	-	-	-	-	
Total Marketing & Promotional Expenses	318,182	376,000	329,309	328,700	339,600	-	339,600	
% increase / decrease over previous year	5%	16%	3%	-13%	3%		3%	
TOTAL OPERATING EXPENDITURES	6,306,592	6,658,800	6,276,863	6,481,750	6,556,700	30,000	6,586,700	
% increase / decrease over previous year	2%	12%	0%	-3%	1%		2% above FY2021 Budget 5% above FY2021 Actual	
Operating Cash Flows In (Out)	2,106,662	1,971,200	3,214,322	2,011,000	2,787,300	413,500	3,200,800	
% increase / decrease over previous year	-24%	-32%	53%	2%	39%		59%	

ATTACHMENT 1

FY21-22 Mid-Year Budget Adjustments Continued, 1/01/2022

	<u>Actual 2019-20</u>	<u>Budget 2019-20</u>	<u>Actual 2020-21</u>	<u>Budget 2020-21</u>	<u>Budget 2021-22</u>	Adjustments	<u>Adjusted Budget 2021-22</u>	<u>Comments</u>
NON-OPERATING and OTHER EXPENDITURES								
Harbor Patrol expenses not funded by property taxes	131,296	258,000	(20,365)	36,600	264,900	35,000	299,900	Remaining Patrol expenditures are funded from Operating Revenues
COP's Interest Expense	369,507	390,000	287,626	355,000	231,000	6,000	237,000	Correct deferred on loan refunding amortization
Principal Payments on bonds/loans	883,800	890,000	909,100	910,000	1,009,000	-	1,009,000	
2018 Dock Project Financing Cost Issuance	-	-	53,439	-	-	-	-	
2018 Dock Project Debt Interest Expense	218,593	225,000	211,111	215,000	207,000	-	207,000	
2018 Dock Project Debt Principle Expense	146,064	150,000	153,197	160,000	161,000	-	161,000	
TOTAL NON-OPER. EXPENDITURES	1,749,260	1,913,000	1,594,108	1,676,600	1,872,900	41,000	1,913,900	
% increase / decrease over previous year	9%	8%	-9%	-12%	12%		14%	
Annual Cash Flows In (Out) from normal operations before any Improvements	357,402	58,200	1,620,214	334,400	914,400	372,500	1,286,900	
% increase / decrease over previous year	-69%	-95%	353%	475%	173%		285%	
Building Tenant Improvements	168,681	363,300	134,906	296,000	425,000	-	425,000	See Attached Schedule
Accessibility Improvements	110,161	335,000	110,000	110,000	130,000	(100,000)	30,000	See Attached Schedule
Capital Improvements Projects	5,100,480	6,333,000	820,703	1,663,700	2,213,000	(452,000)	1,761,000	See Attached Schedule
Special Funding			(318,600)	(315,000)	(110,000)	(806,500)	(916,500)	FY20-21 Conservancy grant-Fisherman's storage & hoist FY21-22 deferred EV Charging Stations to FY22-23 FY21-22 State Lands Commission Grant
Annual Cash Flows In(out) after Improvements	(5,021,920)	(6,973,100)	873,205	(1,420,300)	(1,743,600)	1,731,000	(12,600)	
Improvements funded through Unrestricted Improvement Reserve Fund	5,021,920	6,973,100	(873,205)	1,420,300	1,743,600	(1,731,000)	12,600	
Projected Unrestricted Reserve Balance	\$ 8,250,101	\$ 6,588,900	\$ 8,490,000	\$ 7,286,597	\$ 6,746,400		\$ 8,477,400	
City National Bank funding for Village Marina Dock Renovati	\$ 221,796	\$ -	\$ -	\$ -	\$ -		\$ -	
Dredging Reserve Fund	\$ 3,000,000	\$ 2,800,000	\$ 3,000,000	\$ 2,775,000	\$ 3,000,000		\$ 3,000,000	

ATTACHMENT 1

FY21-22 Mid-Year Budget Adjustments Continued, 1/01/2022

Harbor Patrol Department Expenses funded from Property Taxes and Assessments collected by the County of Ventura

	<u>Actual</u> <u>2019-20</u>	<u>Budget</u> <u>2019-20</u>	<u>Actual</u> <u>2020-21</u>	<u>Budget</u> <u>2020-21</u>	<u>Budget</u> <u>2021-22</u>	Adjustments	<u>Adjusted</u> <u>Budget</u> <u>2021-22</u>	<u>Comments</u>
Property Taxes and Assessments	1,395,833	1,300,000	1,477,535	1,480,000	1,510,000	-	1,510,000	
% increase / decrease over previous year	6%	4%	6%	14%	2%		2%	
<u>Harbor Patrol Personnel Expenses</u>								
Total Wages	858,619	861,000	839,952	855,000	924,000	-	924,000	
Payroll Taxes & Unemployment	13,491	17,000	14,526	13,000	16,000	-	16,000	
Workers Comp Insurance	59,275	77,500	61,190	55,000	58,000	-	58,000	
Medical & Life Insurance	68,016	82,000	54,997	82,000	76,000	-	76,000	
Optional Benefit Plans	67,967	64,000	71,330	70,000	79,000	-	79,000	
Retirement Contributions	255,201	150,000	164,158	166,000	199,000	-	199,000	
Total Harbor Patrol Personnel Expenses	1,322,569	1,251,500	1,206,153	1,241,000	1,352,000	-	1,352,000	
% increase / decrease over previous year	20%	3%	-9%	-1%	9%		9%	
<u>Harbor Patrol Other Expenses</u>								
Uniforms	15,053	18,000	12,805	14,400	14,400	-	14,400	
Oil & Fuel Expense	28,830	31,500	25,714	25,200	31,500	-	31,500	
Operating Supplies & Expense	28,643	30,000	23,967	24,000	24,000	-	24,000	
Harbor Maintenance	214	4,000	300	4,000	4,000	-	4,000	
Boat Maintenance	68,922	100,000	86,439	80,000	100,000	20,000	120,000	Tsunami damage insurance deductibles
Auto Equip & Maint.	6,286	5,000	5,240	4,000	5,000	-	5,000	
Conferences & Training	10,818	15,000	11,162	16,000	21,000	-	21,000	
Vessel Salvage Expense	-	10,000	1,450	10,000	80,000	-	80,000	
Summer Lifeguard Services	42,228	88,000	83,690	93,000	142,000	-	142,000	
Professional Services	3,566	5,000	250	5,000	1,000	15,000	16,000	Engineering grant research/support
Total Harbor Patrol Other Expenses	204,560	306,500	251,017	275,600	422,900	35,000	457,900	
% increase / decrease over previous year	-16%	5%	23%	-10%	53%		66%	
Total Harbor Patrol Expenses	1,527,129	1,558,000	1,457,170	1,516,600	1,774,900	35,000	1,809,900	
% increase / decrease over previous year	13%	4%	-5%	-3%	17%		19%	
Expenditures remaining after Property Tax Revenues were applied are funded from Operating Revenues	(131,296)	(258,000)	20,365	(36,600)	(264,900)	(35,000)	(299,900)	Remaining Patrol expenditures are funded from Operating Revenues

ATTACHMENT 1

FY21-22 Mid-Year Budget Adjustments Continued, 1/01/2022

Expenditures funded by Grants and Special Funding

	<u>Actual 2019-20</u>	<u>Budget 2019-20</u>	<u>Actual 2020-21</u>	<u>Budget 2020-21</u>	<u>Budget 2021-22</u>	<u>Adjustments</u>	<u>Adjusted Budget 2021-22</u>	<u>Comments</u>
<u>Grants and Special Funding</u>								
NOAA Grant-Shellfish Aquaculture-2018	96,800	96,800	17,711	40,109	23,000	-	23,000	
Dredging Reserve Fund	-	200,000	-	-	-	-	-	
DBAW Grants-abandon vessel & vessel turn-in	-	-	37,608	-	-	-	-	
TOTAL GRANTS & SPECIAL FUNDING	96,800	296,800	55,319	40,109	23,000	-	23,000	

Projects, Equipment and Training Expenses

NOAA Grant-Shellfish Aquaculture-2018	96,800	96,800	17,711	40,109	23,000	-	23,000	
Dredging of Inner Harbor at entrance of Keys	-	200,000	-	-	-	-	-	
Vessel Salvage-Abandoned and Turn-in	-	-	37,608	-	-	-	-	
TOTAL PROJECTS & EQUIPMENT	96,800	296,800	55,319	40,109	23,000	-	23,000	

ATTACHMENT 2

FY21-22 Building Tenant Improvements

Budgeted Items		
Scheduled Improvements	Budgeted District Contribution to Building Tenant Improvements	\$ 284,000.00
Unscheduled Improvements	Renovations due to possible Tenant turnover at lease expiration	\$ 109,000.00
Contingency	Renovations due to unscheduled Tenant turnover (early termination)	\$ 32,000.00
		\$ 425,000

**ATTACHMENT 3
Capital Improvements and ADA Improvements Plan
Summary of Five Year Projection**

Line item adjustments shown in Blue

Item #	Dept.	Project Location/Description	Fiscal Yr 21-22	Fiscal Yr 22-23	Fiscal Yr 23-24	Fiscal Yr 24-25	Fiscal Yr 25-26
1	Capital	1567 Spinnaker #100 - Building Improvements (Construction will span the end of the Fiscal Year)	400,000	325,000			
2	Admin	Paid Parking Infrastructure (Procurement of infrastructure expected after end of the Fiscal Year)	75,000	200,000			
3	Capital	Harbor Village Bldgs.-replace/repair roofs/tiles/gutters - Bldg. 1567 (B & C) + 1591 (FY23-24:1583, FY24-25:1575, and FY25-26:1431)	450,000		900,000	650,000	250,000
9	Capital	EV Charging Stations (Deferred due to SCE schedule)		170,000			
4	Capital	Harbor Village Wayfinding Signage, Entry Awnings	130,000	25,000	25,000		
5	Capital	1449 Building structural improvement	120,000				
6	Capital	Harbor Village Bldgs. - refurbish elevator at 1591 Spinnaker (last of the 5 elevators in the Village to be refurbished)	120,000				
7	Capital	Harbor Village Trash Enclosures (Adjusted timing due to Grant funding)	90,000	350,000			
8	HP	Resurface & Restripe Launch Ramp Parking Lot (Reduced after receiving bids)	50,000				
10	HP	Vehicle Replacement - Harbor Patrol Dept. (Deferred due to limited availability of EV/hybrid vehicles)		85,000			
11	Maintenance	Harbor Cove Lights & Poles Replacement	45,000				
12	Capital	District Headquarters - emergency generator - plans & specs followed by purchase and installation	40,000				
16	HP	Security System - Additional Cameras (FY20-21 Carry Over + additional cameras)	50,000				
13	Maintenance	Harbor Cove & Surfers Knoll - Retaining Wall & Shower Area Improvements (Deferred, will be Grant funded)		175,000			
14	Marina	Fish Hoist #1 - Base Plate Refurbishment (Cost increase)	38,000				
15	Marina	Fuel Pier - Loading Area & Electrical Building Improvements	15,000				
17	HP	Harbor Patrol Radio Repeater and Communication Upgrades	8,000	20,000			
18	HP	Launch Ramp Floating Dock Replacement		250,000			
19	Capital	National Park Service Bldg. - 1691 Bldg. - HVAC systems (Deferred, not yet required)			100,000		
20	Capital	Harbor Village Entrance Feature Revitalization & Wayfinding		50,000	100,000		
21	Marina	Fish Crane - base replacement & repainting (Previously duplicate item)					
22	Capital	1575/1583 Pass-Through Repaving		50,000			
23	Maintenance	Vehicle Replacement - Maintenance Dept. (EV) (Added one vehicle)		80,000			50,000
24	Capital	Parking Lot Lights & Poles - Parcel 19A		30,000			
25	Capital	Promenade Improvement Program - design & permitting first years, phased afterwards (includes paving, furniture, lights & poles)		25,000	50,000	250,000	1,000,000
26	Capital	District Headquarters - replace HVAC condenser unit system & duct work & grills		20,000			
27	Marina	Vehicle Replacement - Courtesy Patrol (EV - increased due to current EV vehicle costs)		40,000			
28	HP	Boat Replacement - Harbor Patrol Dept. - Grant funding will be sought					
29	Capital	Village Paseo Improvement Project			250,000		
30	Maintenance	Resurface Parking Lots (Harbor Village & Beach Lots)				450,000	
31	Maintenance	1603 Anchors Way Building - Repainting & Flashing	50,000				
32	Capital	Promenade Wave Wall Resurfacing & Tiling	40,000				
33	Marina	Dry Storage Lot Resurfacing	30,000				
34	Capital	1431 Fire Detection and Alarm System	10,000				
35	Maintenance	Vehicle Replacement - Lift Vehicle (or equivalent)			60,000		
36	Capital	1583/1591 ADA Path of Travel Ramps			35,000		
36	ADA	ADA Restroom Upgrade - 1691 (Island Packers Guests' Unisex Restroom) (added architectural cost, deferred to group contracting)	10,000	130,000			
37	ADA	ADA Restroom Upgrade - 1575 (added architectural cost)	10,000	150,000			
38	ADA	ADA Restroom Upgrade - 1567 (added architectural cost, advanced one year to group contracting)	10,000	125,000			
Total Capital Improvement Plan			1,761,000	1,895,000	1,520,000	1,350,000	1,300,000
Total ADA Improvement Plan			30,000	405,000	-	-	-
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS			1,791,000	2,300,000	1,520,000	1,350,000	1,300,000
Special Funding for EV Charging Stations (CALeVIP) (deferred due to SCE construction schedule)				(110,000)			
Special Funding for HP Vessel Replacement							
Special Funding for Launch Ramp Floating Docks				(225,000)			
Special Funding from SLC Grant			(916,500)				
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS WITH FUNDING			874,500	1,965,000	1,520,000	1,350,000	1,300,000

ATTACHMENT 4

VENTURA PORT DISTRICT HISTORICAL & PROJECTED REVENUE AND EXPENSE CASH FLOWS Minimum Unrestricted Reserves at **40%** of Operating Expenses

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted	2025-26 forecasted
Cash Flows In (Out) from normal operations before any Improvements	\$ 1,480,000	\$ 1,154,970	\$ 357,402	\$ 1,620,214	\$ 1,286,900	\$ 1,669,000	\$ 2,441,000	\$ 2,385,000	\$ 2,686,000
Significant Assumptions -									
Cash Flow Out - Tenant Improvements	-	(23,195)	(168,681)	(134,906)	(425,000)	(250,000)	(250,000)	(250,000)	(250,000)
Cash Flow Out - Accessibility Enhancements	(341,000)	-	(110,161)	(110,000)	(30,000)	(405,000)	-	-	-
Cash Flow Out - Capital Improvements as per 5-Year Plan Projection	(995,000)	(1,747,590)	(5,100,480)	(820,703)	(1,761,000)	(1,895,000)	(1,520,000)	(1,350,000)	(1,300,000)
Conservancy Grant Income-Fisherman's Storage & Hoist/EV Charging Station Grant/Misc Grants				318,600	916,500	335,000		-	-
Improvements that will need to be funded through Unrestricted Improvement Reserves		(615,815)	(5,021,920)		(12,600)	(546,000)			
Cash Flow In after Improvements are completed	144,000			873,205			671,000	785,000	1,136,000
Forecasted Unrestricted Reserve Balances									
Forecasted Reserves at beginning of each fiscal year	9,061,000	9,745,815	13,493,817	7,616,795	8,490,000	8,477,400	7,931,400	8,602,400	9,387,400
Improvements funded from Improvement Reserves	-	(615,815)	(5,021,920)	-	(12,600)	(546,000)	-	-	-
Cash Flow In after Improvements are completed/Debt funding received	144,000	4,445,000	-	873,205	-	-	671,000	785,000	1,136,000
Cash Flow In from Grant fund reimbursements	3,000	-	-	-	-	-	-	-	-
Forecasted Unrestricted Reserves at end of year	9,208,000	13,575,000	8,471,897	8,490,000	8,477,400	7,931,400	8,602,400	9,387,400	10,523,400
Total All Unrestricted Reserves Forecasted at June 30 each year	9,208,000	13,575,000	8,471,897	8,490,000	8,477,400	7,931,400	8,602,400	9,387,400	10,523,400

As outlined below, with the proposed expenditures the 40% reserve balance is maintained and the unrestricted Improvement balance remains favorable.

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted	2025-26 forecasted
TOTAL Unrestricted Reserves Forecasted at June 30 each year	9,208,000	13,575,000	8,471,897	8,490,000	8,477,400	7,931,400	8,602,400	9,387,400	10,523,400
Reserve Policy Minimum Balance 40% of Expenses at June 30 each year	3,310,000	3,660,000	3,850,000	3,790,000	4,170,000	4,270,000	4,330,000	4,550,000	4,620,000
Unrestricted Capital Improvement Reserves at June 30 each year	5,898,000	9,915,000	4,621,897	4,700,000	4,307,400	3,661,400	4,272,400	4,837,400	5,903,400

ATTACHMENT 4

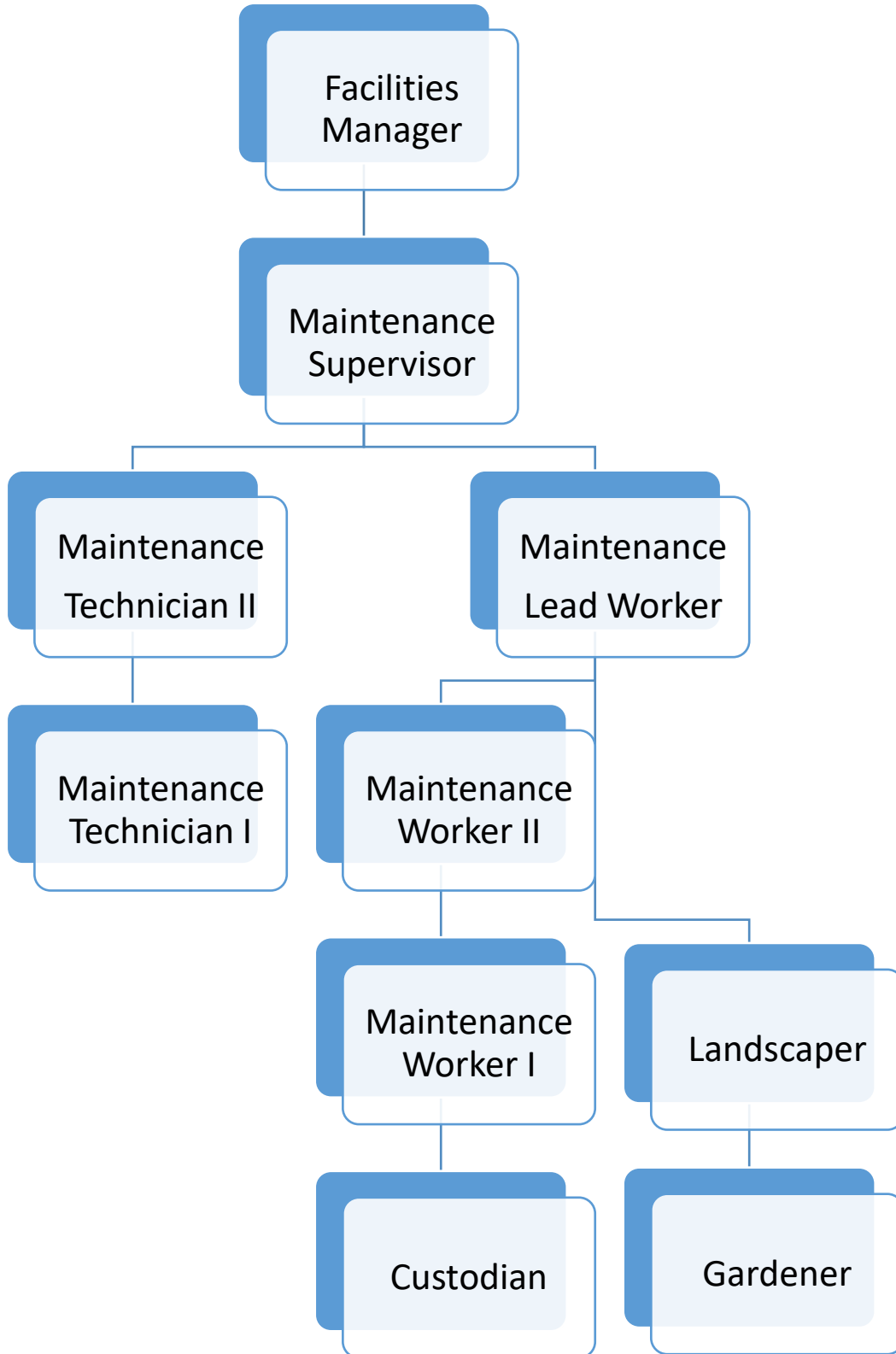
VENTURA PORT DISTRICT HISTORICAL & PROJECTED CASH FLOWS Minimum Unrestricted Reserves at 40% of Operating Expenses

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
	Actual	Actual	Actual	Actual	forecasted	forecasted	forecasted	forecasted	forecasted
Revenue									
Operating Revenue	8,214,000	8,534,830	8,004,754	8,193,485	9,032,500	9,394,000	9,770,000	10,161,000	10,567,000
% Increase / -Decrease Forecasted	5.9%	3.9%	-6.2%	2.4%	10.2%	4.0%	4.0%	4.0%	4.0%
Portside Partners Forecast	300,000	300,000	307,500	385,700	755,000	1,015,000	1,375,000	1,455,000	1,490,000
Parking Revenue Forecast (Village & Beaches)						150,000	300,000	300,000	300,000
Onetime-Tenant Fees-revised FY2020-21 actual income		135,000	101,000	912,000					
Total Operating Revenues	8,514,000	8,969,830	8,413,254	9,491,185	9,787,500	10,559,000	11,445,000	11,916,000	12,357,000
% Increase / -Decrease Forecasted	-7.4%	5.4%	-6.2%	12.8%	3.1%	7.9%	8.4%	4.1%	3.7%
Non-Operating Revenue (Includes prop taxes)	1,235,000	1,319,630	1,395,833	1,477,535	1,510,000	1,540,000	1,571,000	1,602,000	1,634,000
% Increase / -Decrease Forecasted	6.0%	6.9%	5.8%	5.9%	2.2%	2.0%	2.0%	2.0%	2.0%
Total All Revenue	9,749,000	10,289,460	9,809,087	10,968,720	11,297,500	12,099,000	13,016,000	13,518,000	13,991,000
% Increase / -Decrease Forecasted	-5.9%	5.5%	-4.7%	11.8%	3.0%	7.1%	7.6%	3.9%	3.5%
Expenses									
Operating Expenses (excludes Harbor Patrol)	5,572,000	5,956,430	6,117,974	5,934,685	6,374,700	6,598,000	6,862,000	7,136,000	7,421,000
% Increase / -Decrease Forecasted	18.6%	6.9%	2.7%	-3.0%	7.4%	3.5%	4.0%	4.0%	4.0%
Harbor dredging & related expense	209,000	258,280	188,832	342,178	212,000	345,000	151,000	357,000	163,000
% Increase / -Decrease Forecasted	-4.6%	23.6%	-26.9%	81.2%	-38.0%	62.7%	-56.2%	136.4%	-54.3%
Sub-Total Operating Expenses (excludes Harbor Patrol)	5,781,000	6,214,710	6,306,806	6,276,863	6,586,700	6,943,000	7,013,000	7,493,000	7,584,000
% Increase / -Decrease Forecasted	17.5%	7.5%	1.5%	-0.5%	4.9%	5.4%	1.0%	6.8%	1.2%
Harbor Patrol Expenses	1,234,000	1,344,760	1,526,915	1,457,170	1,809,900	1,873,000	1,948,000	2,026,000	2,107,000
% Increase / -Decrease Forecasted	0.9%	9.0%	13.5%	-4.6%	24.2%	3.5%	4.0%	4.0%	4.0%
Total Operating Expenses	7,015,000	7,559,470	7,833,721	7,734,033	8,396,600	8,816,000	8,961,000	9,519,000	9,691,000
% Increase / -Decrease Forecasted	14.2%	7.8%	3.6%	-1.3%	8.6%	5.0%	1.6%	6.2%	1.8%
Non-operating and Other Expenses									
Principle/Interest & deferred refunding	1,254,000	1,251,790	1,246,964	1,196,726	1,239,000	1,239,000	1,239,000	1,239,000	1,239,000
Principle/Interest/Fees - 2018 Vlg Marina Dock Renovations		323,230	371,000	417,747	375,000	375,000	375,000	375,000	375,000
Total Non-operating expenses	1,254,000	1,575,020	1,617,964	1,614,473	1,614,000	1,614,000	1,614,000	1,614,000	1,614,000
% Increase / -Decrease Forecasted	-1.8%	25.6%	2.7%	-0.2%	0.0%	0.0%	0.0%	0.0%	0.0%
Total All Expenses	8,269,000	9,134,490	9,451,685	9,348,506	10,010,600	10,430,000	10,575,000	11,133,000	11,305,000
% Increase / -Decrease Forecasted	11.5%	10.5%	3.5%	-1.1%	7.1%	4.2%	1.4%	5.3%	1.5%
Cash Flows In (Out) from normal operations before any Improvements	\$ 1,480,000	\$ 1,154,970	\$ 357,402	\$ 1,620,214	\$ 1,286,900	\$ 1,669,000	\$ 2,441,000	\$ 2,385,000	\$ 2,686,000

Note: Revenues generated from grants are not included in the Revenue category

Attachment 5

Proposed Facilities Organizational Chart





RESOLUTION NO. 3444

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT ADJUSTING THE
2021-2022 FISCAL YEAR BUDGET**

BE IT RESOLVED by the Board of Port Commissioners of the Ventura Port District that the following budget adjustments be made to the 2021 - 2022 Fiscal Year Budget effective for January 1, 2022:

ENTERPRISE FUND

OPERATING REVENUE:

1. Increase Parcel Lease Income by \$150,000
2. Add State Lands Commission Grant of \$139,000
3. Increase Harbor Village Marina Slips by \$150,000

OPERATING EXPENDITURES:

General Expenses

1. Increase Boat Maintenance by \$20,000
2. Increase Dock & Fish Pier Maint.& Repairs by \$15,000
3. Increase Professional/Outside Services by \$30,000

NON-OPERATING EXPENDITURES

1. Increase COP's Interest Expense by \$6,000

IMPROVEMENTS:

1. Decrease Accessibility Improvements by \$100,000
2. Decrease Capital Improvements by \$422,000
3. Increase Special Funding-State Lands Commission Grant of \$921,000
4. Decrease Special Funding-EV Charging Stations by \$110,000

PASSED, APPROVED AND ADOPTED by the Board of Port Commissioners, this 16th day of February 2022.

Chris Stephens, Chairman

ATTEST:

Brian Brennan, Secretary

ATTACHMENT 6

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF SAN BUENAVENTURA)

I, Brian Brennan, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3444 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 16th day of February 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 16th day of February 2022.

Brian Brennan, Secretary



RESOLUTION NO. 3445

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT ESTABLISHING THE
SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES OF THE
DISTRICT FOR THE FISCAL YEAR 2021-2022**

WHEREAS, on July 1, 2020, the Board of Port Commissioners (the "Board") passed, approved, and adopted at a regular meeting of the Board, Resolution No. 3396, wherein the Board established a salary schedule for non-represented employees for Fiscal Year 2020-2021;

WHEREAS, the Board has determined that it is in the best interest of the District to make changes to the composition of the Maintenance Department including the addition of two new job classifications and retitling one classification; and

WHEREAS, as a result of such amendments, the Board finds it desirable and in the best interest of the District to rescind Resolution No. 3418 and to adopt the revised Resolution No. 3445 in the manner set forth herein; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Port Commissioners of the Ventura Port District that the Salary Schedules set forth below shall become effective March 1, 2022:

Classification	Monthly Range
Accountant I	\$4,478 - \$6,269
Accountant II	\$4,976 - \$6,966
Accounting Manager*	\$6,426 - \$9,835
Accounting Technician	\$3,763 - \$5,758
Administrative Assistant/Clerk of the Board	\$4,426 - \$6,772
Business Operations Analyst I*	\$4,500 - \$6,400
Business Operations Analyst II*	\$5,100 - \$7,200
Business Operations Manager*	\$9,091 - \$11,839

ATTACHMENT 7

Capital Projects Manager*	\$6,724	-	\$10,093
Custodian I	\$2,736	-	\$4,188
Deputy General Manager*	\$10,528	-	\$14,191
Executive Assistant/Clerk of the Board*	\$4,869	-	\$7,449
Facilities Manager*	\$6,296	-	\$9,175
Gardener	\$3,011	-	\$4,607
Harbormaster	\$6,189	-	\$9,473
Landscaper	\$3,610	-	\$5,528
Maintenance Lead Worker	\$4,195		\$7,000
Maintenance Supervisor*	\$5,354	-	\$8,195
Maintenance Technician I	\$4,195	-	\$6,418
Maintenance Technician II	\$4,400	-	\$7,000
Maintenance Worker I	\$3,011	-	\$4,607
Maintenance Worker II	\$3,610	-	\$5,528
Marina Manager*	\$5,299	-	\$8,109
Marketing & Event Coordinator I	\$3,798	-	\$5,037
Marketing & Event Coordinator II	\$4,177	-	\$5,540
Marketing Manager*	\$5,773	-	\$8,836
Mechanical Technician	\$4,195	-	\$6,418
Senior Business Operations Manager*	\$10,000	-	\$13,023
Senior Harbor Patrol Officer	\$5,382	-	\$8,237

*Exempt Employee Status

Part-time & Temporary Employee	Hourly Range	
Dispatcher	\$15.45	- \$20.45
Marine Safety Officer	\$18.19	- \$24.75
Administrative/Marketing Services	\$14.00	- \$25.60

BE IT FURTHER RESOLVED, that the General Manager's salary shall be negotiated with the Board. Any employee with an employment agreement shall have his or her rate of pay or salary established annually through negotiation with the General Manager and/or the Board in conjunction with the annual District budget; and

BE IT FURTHER RESOLVED, that all other rates of pay shall be confined to a Salary Resolution established by the Board and will be based on a range, and

BE IT FURTHER RESOLVED, that adjustments within a Pay Range will be based on individual merit. Merit encompasses an employee's knowledge, experience, ability, and performance, among other factors. A merit increase is considered as being earned by an

ATTACHMENT 7

employee. A merit increase is advancement to a higher rate in the employee's classification pay range. A merit increase is based on satisfactory or better work performance and must be accompanied by a current employee evaluation prepared and signed by the employee's supervisor and signed and approved by the General Manager. The employee shall acknowledge receipt of such evaluation and such salary increase on merit shall be subject to Board approval through the budget process; and

BE IT FURTHER RESOLVED that the District shall continue to contribute a maximum of \$600.00 per month toward the employee's cost of health and dental insurance. The District's Optional Benefit Plan shall continue to be \$475.00 per month. Those employees who choose not to participate in the District's health and dental insurance plans will receive \$216.00 per month as additional salary.

BE IT FURTHER RESOLVED that on July 1, 2018, the District implemented an employee vision plan. The District shall contribute the monthly premiums for said vision plan for the employees and their dependents, as appropriate; and

BE IT FURTHER RESOLVED that the District shall not pay a percentage of the CalPERS Employer Paid Member contribution (EPMC) for the Non-represented Classic Miscellaneous employee group effective July 4, 2018; and

BE IT FURTHER RESOLVED that each year during the budget process and at such other times as the Board of Port Commissioners shall determine in its discretion, the Board of Port Commissioners shall review the Salary Range Plan to ensure that the specified salary ranges are appropriate for identified positions given the duties and responsibilities of such positions.

PASSED, APPROVED and ADOPTED this 16th day of February 2022 at the regular meeting of the Board of Port Commissioners of the Ventura Port District, Resolution No. 3445 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Chris Stephens, Chairman

Brian Brennan, Secretary



BOARD OF PORT COMMISSIONERS

FEBRUARY 2, 2022

STANDARD AGENDA ITEM 2

APPROVAL OF CHANGE ORDER
REQUEST FOR THE VENTURA HARBOR
VILLAGE MARINA I-DOCK REPAIR
PROJECT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: February 16, 2022

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Dave Werneburg, Marina Manager
SUBJECT: Approval of a Change Order Request for the Ventura Harbor Village Marina I-Dock Repair Project

RECOMMENDATION:

That the Board of Port Commissioners approve a change order request for the Ventura Harbor Village Marina I-Dock Repair Project in the amount of \$38,562.00.

SUMMARY:

On May 17, 2021, the District executed a Professional Services Agreement with Bellingham Marine to perform an inspection of all of the dock facilities, provide maintenance recommendations, and to perform needed repairs, both cosmetic and structural, to I-Dock, which is now approaching 17 years old. In the course of replacing and tightening the “thru-rods”, Bellingham identified that the level of corrosion on the rods was very extreme and the level of effort to replace them has proven to far exceed what was anticipated. This unforeseen circumstance is resulting in a change order to account for the increase in labor costs.

LONG-TERM GOALS:

- Goal 1: Safety & Navigation
 - Maintain and enhance a safe and navigable harbor
 - d: Preserving and enhancing infrastructure, equipment, and facilities for a modernized, efficient, and safe working harbor.
- Goal 2: Commercial & Recreational Boating & Fishing
 - Support and promote commercial and recreational boating and fishing

5-YEAR OBJECTIVES:

- Objective F: Commercial Fishing
 - Support current commercial fishing industry central to Ventura’s premier working waterfront through: stakeholder engagement, diversification, and infrastructure improvements
 - 2: Continue improvements of Commercial Fishing Industry service offerings by District.

BACKGROUND:

Ventura Harbor Village Marina is composed of two phases of concrete docks – the most recent being constructed in 2019 and the portion constructed in 2006 as part of the District’s first Dock Renovation and Replacement Project. During the construction of the new docks, Bellingham advised that regular maintenance of the docks should be performed every 2-4 years and the District engaged Bellingham to perform an inspection of all of the dock facilities, provide maintenance recommendations, and perform needed repairs known to be required on I-dock.

I-Dock was part of the initial Dock Renovation and Replacement Project and was installed in 2006, approaching 17 years ago. I-dock is 251’ providing berthing of 240’ on north side for three Island Packer’s vessels and 13 smaller (30’-65’) vessels on south side.

Bellingham's scope of work was to remove and replace damaged or corroded galvanized steel thru-rods on main walkway as needed. Perform level and tighten/loosen thru-rods, align and level floats, and reseal the concrete surface. V-groove, patch and fill: Significant top surface damage were filled, significant cracks were V-grooved and filled. Stress cracks less than .020" generally considered superficial and were not included in this scope of work.

Bellingham scheduled 8-days of uninterrupted work for this project. Due to the extreme rust and corrosion of the main thru-rods (unforeseen condition), the project demands a much more labor-intensive effort to complete. Bellingham was unable to complete the project within the 8-day window.

To verify the change order is reasonable, the District had Noble Consultants (structural engineer) meet with District staff and a representative of Bellingham on site. It was the recommendation of Noble Consultants to proceed with the change order as the continued corrosion could cause spalling that could compromise the dock's deck surface. This change order is for labor only as the District has already paid for the remaining rods to be replaced.

FISCAL IMPACT:

Original service agreement of \$64,571.00 (largely expended at the end of FY20-21 to pay for a marina-wide inspection and to purchase materials) was insufficient to complete the scope of work due to unforeseen conditions. An additional \$38,562.00 is required to complete this repair which can be accommodated within the Marina Department's current fiscal year budget by partially deferring maintenance on another dock into the next fiscal year. Going forward, all docks will be queued for regularly scheduled maintenance.

ATTACHMENTS:

Attachment 1 – Photo of I-Dock

ATTACHMENT 1





BOARD OF PORT COMMISSIONERS

FEBRUARY 2, 2022

STANDARD AGENDA ITEM 3

UPDATE ON STATE OF EMERGENCY
DUE TO THE HUNGA TONGA TSUNAMI
AND EMERGENCY MEASURES TO
RESTORE DISTRICT ASSETS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 3
Meeting Date: February 16, 2022

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
John Higgins, Harbormaster
SUBJECT: Update on State of Emergency due to the Hunga Tonga Tsunami and Emergency Measures to Restore District Assets

RECOMMENDATION:

That the Board of Port Commissioners determine by a four-fifths vote that there is a need to continue the emergency action adopted by the Board on January 19, 2022, set forth in Resolution No. 3441.

SUMMARY:

On January 19, 2022, the Board adopted Resolution No. 3441 declaring a State of Emergency due to the aftermath of Hunga Tonga Tsunami and authorizing the General Manager to take emergency measures to restore Ventura Port District (“District”) assets.

The General Manager and team continue to take responsive action to this emergency. The insurance on-site inspections have been completed, and the repair quotes are in process. More responsive action remains.

LONG-TERM GOALS:

- Goal 1: Safety & Navigation
 - Maintain and enhance a safe and navigable harbor
 - (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.
- Goal 2: Commercial & Recreational Boating & Fishing
 - Support and promote commercial and recreational boating and fishing

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
 - 2: Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs

BACKGROUND:

On January 15, 2022, the Hunga-Tonga-Hunga-Ha'apai underwater volcano erupted creating a tsunami that struck the west coast of Ventura just before 8:00 AM. Although wave heights were between 1-2 feet, very strong surge effects occurred throughout the day. The surge events into and out of the harbor ultimately caused damage to both private and public infrastructure and vessels.

On January 19, 2022, the Board adopted Resolution No. 3441, declaring a State of Emergency due to the aftermath of Hunga Tonga Tsunami and authorizing the General Manager to take emergency measures to restore District assets. As per the Resolution, the General Manager shall report to the Board of Port Commissioners regularly at each meeting the status of the progress until emergency action has been terminated by the Board.

Several on-site inspections have been completed. Sedgwick performed an inspection for JPIA insurance. In addition, to provide repair quotes, Bellingham Marine Industries, Inc., performed an inspection on the docks located in the marina, and Harbor Offshore, Inc., conducted an inspection of both piers located at headquarters. During the Harbor Offshore, Inc. inspection, additional damage was noted to the boathouse, and thus staff notified the adjustor and marine surveyor to include it in his report to Navigators.

The District received a damage appraisal which recommended repair quotes for both vessels. Hence, Harbor Patrol Boats B-17 and B-19 are being evaluated by Ventura Harbor Boatyard.

Additionally, the Harbormaster identified borrow, lease, and purchase options for replacement vessels to operate while B-17 and B-19 are indisposed. The General Manager is pursuing the borrow option first from the City of Oxnard.

At the present time, continuing emergency is a necessity since the District remains in the early stages of recovery.

REASONING FOR CONTINUING EMERGENCY DECLARATION:

The District's internal assessment and insurance on-site inspections have been completed, however emergency action still remains. For instance, the District still awaits repair quotes for the infrastructure and vessels, underwater inspection of the emergency boat dock and boathouse need to be performed, the outcome of Boat B-17 needs to be determined, repairs to Boat B-19 may require emergency procurement to re-establish redundancy of Harbor Patrol's on-water rescue capabilities, insurance claims need to be finalized, and permits for the dock repairs need to be completed.

INSPECTION FINDINGS:

On January 27, 2022, Sedgwick inspected the damage and per a conversation with staff on February 10, stated none of the tsunami affected vessels and marine infrastructure were on the JPIA property schedule.

FISCAL IMPACT:

There is no anticipated cost for the declaration of emergency. The costs associated with damage caused by the tsunami will require additional time to determine, however the District's insurance policies are anticipated to cover the costs (minus applicable deductibles).

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

FEBRUARY 2, 2022

STANDARD AGENDA ITEM 4

QUARTERLY UPDATE ON THE
VENTURA PORT DISTRICT 5-YEAR
OBJECTIVES

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 4
Meeting Date: February 16, 2022

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: Quarterly Update on the Ventura Port District 5-Year Objectives

RECOMMENDATION:

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

SUMMARY:

The Board provided direction to the General Manager to conduct a Goal Setting Workshop, which was conducted by Management Partners on Saturday, September 14, 2019. In attendance were the Board, District staff and Legal Counsel, Harbor tenants, a member of city council and staff, community leaders and members of the public. The workshop was well attended based on the prior experience of Management Partners in hosting such events.

As a follow-up to the Goal Setting Workshop, Management Partners prepared a written report for the District, which was presented at the November 20, 2019 Board meeting for Commission consideration and stakeholder input. Staff returned over subsequent meetings and during the February 5, 2020 Board meeting, the 5-year Objectives were approved.

The attachment includes updates on all Objectives completed in the last quarter.

LONG-TERM GOALS:

- Goal 5: Relationships
 - Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.
- 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:

In the completion of all activities in Harbor Patrol, Marketing, Leasing and Property Management, Maintenance, Marina Management, Capital Projects, Finance, Administration, and day-to-day service to the public, the Port District Staff are guided by both the District's Mission Statement, Long-Term Goals, and, since February 2020, the adopted 5-Year Objectives.

In advance of the Goal Setting Workshop, District staff conducted outreach efforts to the District's Master and Village tenants, City Council and executive staff, Chamber of Commerce, Downtown

Ventura Partners, Ventura Visitors and Convention Bureau, the Keys Neighborhood Association, Pierpont Neighborhood Council, commercial fishing community and VSE stakeholders for their participation at the Workshop.

During the development of the Objectives, the Board requested additional specificity on implementation of the Objectives including the use of the SMART approach:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

As a result, staff prepared the Board Goals and Objectives Workbook which was approved during the February 5, 2020 Board of Commissioners Meeting. The intent of the Workbook is to be a living document that:

- 1) Restates the Mission Statement and Long-Term Goals
- 2) Captures the fundamental 5-Year Objectives identified during the Workshop and subsequent Board meeting discussions
- 3) Includes high-level actions associated with achieving the Objectives:
 - a. Strategy: Sub-section identifying how Objectives can be advanced or achieved
 - b. Action: Actions currently identified to be undertaken to support each strategy
 - c. Milestone: Action timeline(s) associated with each milestone
- 4) Provides a method by which to report updates to the Board on a quarterly basis
- 5) Broadly speaking, seeks to align spending and actions with Goals and 5-Year Objectives

The intent of Staff is to continue to return to the Board of Commissioners on a quarterly basis to provide an update on the status of the 5-Year Objectives and in particular the identified milestones.

FISCAL IMPACT:

In accomplishing goals and objectives, the District will need to continuously evaluate financial impacts primarily through the annual and mid-year budget decisions which include five-year capital improvements plans as well as departmental budgets. This is not a one-time analysis, but rather on-going in nature over the five-year period.

ATTACHMENTS:

Attachment 1 – Board Goals and Objectives Workbook – Quarterly Update (PowerPoint)



**VENTURA
PORT DISTRICT**

Established 1952

Ventura Port District Goals and 5-Year Objectives Quarterly Update

Q2 FY 2021-2022

Board of Commissioners Meeting

February 16, 2022

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 (Current)

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 <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <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	Invited to presented on SLC ARPA Grant Funding received at January CMANC.
		USACE District, Division & HQ meetings and communication	As needed or >2 times per year	Virtual meetings with USACE HQ staff in November.
		Engagement of Lobbyist to provide representation with the Federal Government and Congress	Ongoing	Virtual meetings with Brownley, and staff for Padilla & Feinstein in November. Subsequently, Brownley's office wrote letter of support to President's Office of Management and Budget on our behalf.
		Advocating for inclusion of VPD in President's Budget	Ongoing	\$3.37M included in President's FY21-22 Budget. Brownley letter to OMB advocating for full inclusion in FY22-23 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	GM has discussed this with CMANC Board members.
		Engagement with CA Association of Port Authorities (CAPA) to evaluate state funding opportunities	Q1 2021	Submitted grant application with State Lands Commission for \$1M in COVID-19 Relief Funding – grant awarded for full value. Also applied for Special District cost reimbursement (\$10k granted), but as funds overlap with SLC, funds must be returned.
	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	Several communications with California Coastal Commission on permit amendment with detailed review together scheduled in January.

E: Public and Civic Engagement Plan

ATTACHMENT 1

OBJECTIVE <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <i>Progress Report</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 restrictions continued.
		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	Workshop hosted on December 4, 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	BOM and HM participating in City's Active Transportation Plan. City ATP Pop-ups hosted at Ventura Harbor Village in the fall to obtain harbor stakeholder input.
		Collaborate with other commercial/regional harbors and Special Districts	Q2 2020 and ongoing	GM worked with VCSDA and CSDA 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. Worked with City Waste-Water Outflow Project & River mouth Monitoring. Worked with City to include Harbor in Hazard Mitigation Plan.
		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 (FY22-23 timeframe). 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, approved at July 7, 2021 meeting.
		Implementation of PCEP	98 Q1 2021	Final PCEP approved Q1 2021. PCEP is a living document.

F: Commercial Fishing

OBJECTIVE <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <i>Progress Report</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	Virtual meeting with two of the three principle squid fisheries in October. 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 & Aquaculture Advocacy. Virtual meeting with Del Mar & Silver Bay re: current issues and challenges scheduled for Oct 6.
		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	Project completed in August 2021.
		Evaluate harbor infrastructure and related amenities to ensure we continue to meet commercial fishing needs	Annually	Continued discussion with Del Mar regarding reactivation of the Ice Plant at 1449 Spinnaker Dr. Del Mar also exploring relocating existing squid pumps to maximize efficiency. Silver Bay added a second offloading pump that is now operational. Bottleneck is in loading totes for transport out of the harbor & in cold storage at Port of LA.

F: Commercial Fishing (Continued)

OBJECTIVE <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <i>Progress Report</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 by August 31, 2021. Project team submitted revised deliverables consistent with Board action March 2021 (below). Final reporting now submitted.
		Report on Sea Grant Outcome to Board, Stakeholders, CA Sea Grant staff	Q4 2020	Annual report complete. Final report on Sea Grant outcomes provided to NOAA in August, grant requirements fully completed.
		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	Complete. Board action March 2021 to withdraw permit applications August 2021. On-going - 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

OBJECTIVE <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <i>Progress Report</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	Construction underway but delayed by permitting and SCE. Amendment passed to extend time for completion.
		Coordination with Portside on buildout and commercial tenant leasing	Q1 2020 and ongoing	Bi-weekly coordination meetings established between GM and Master Tenant. Residential occupancy above 95%. 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 Derecktor Marine Holdings (DMH) to review parcel master planning. Initial submission reviewed and taken to Board twice for comment. RFP for CEQA consultant begun. Met with owner and managers of Marina West I & II to discuss parking, NPS, and master planning.
	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	NPS presented to Board and public regarding long-term facility needs and Visitor Center master planning and preliminary interest in Parcel 8.
		Collaborate with City, CA Coastal Commission and stakeholders including NPS to prepare a master plan	Q4 2023 through Q2 2024	NPS presented to Board and public regarding long-term facility needs and Visitor Center master planning and preliminary interest in Parcel 8.

P: National & State Parks Agency Collaboration

OBJECTIVE <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <i>Progress Report</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	Completed spring 2021. Harbormaster discussing Mutual Aid Agreements, & Future joint training opportunities.
		Secure lease agreement with GSA for NPS staff	Q2 2021	Completed spring 2021. Lease extensions at 1431 and 1691 Spinnaker Dr. includes tenant improvements being performed fall 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	NPS presented to Board and public regarding long-term facility needs and Visitor Center master planning and preliminary interest in Parcel 8.
		Investigate synergies for collaborative improvement of NPS Visitor Center	Q4 2021 onward	NPS presented to Board and public regarding long-term facility needs and Visitor Center master planning and preliminary interest in Parcel 8.
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	Contract with State Parks for Lifeguard services in 2021. Harbormaster provided dock space for Lifeguard RWC. Coordinating JR. Lifeguard weekly visits at Harbor Cove. Cont. Bird Monitoring Information Sharing.

T: Harbor Parking Study & Traffic Circulation

ATTACHMENT 1

OBJECTIVE <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <i>Progress Report</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 installed @ VHV. Traffic counts, parking demand analysis performed during Summer 2021. Additional counter will be added at Schooner entrance start of 2022.
		Review & update 2017 Parking Study (evaluate/prioritize/schedule short-term, mid-term, and long-term recommendations)	Q4 2021	Traffic counts, parking demand analysis performed during Summer 2021. Parking consultant has evaluated parking, transportation polices; and provided report w/recommendations to Board October 2021. Parking survey sent out to stakeholders.
		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 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	Parking consultant has evaluated parking, transportation polices; and provided report of recommendations for implementation to Board October 2021. Parking surveys sent out to stakeholders.
		Identify & budget for Capital Improvements to improve parking & 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	BOM and HM participating in Active Transportation Plan. Pop-up meetings hosted at VHV to obtain harbor stakeholder input.
		Collaborate with City on updates to Local Coastal Plan and General Plan 103	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

ATTACHMENT 1

OBJECTIVE <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <i>Progress Report</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.
		Approve Harbor Village Signage, Wayfinding Program	Q4 2020	City DRC approved sign program in October 2020. Wayfinding Sign Procurement solicitation awarded. Fabrication/installation nearly complete (some issues with construction required rework).
		Complete Harbor Village Wayfinding Signage	Q3 2021	See above for status. Refurbishment, painting of Harbor Village parking lot entry signs completed.
		Complete Village Tenant Signage, Awnings	Q2 2024	Tenant signage items being included in new lease agreements - ongoing.
		Complete Current ADA Improvements	Q4 2021	ADA trash enclosures plan submitted to City and second enclosure(1575) complete. Plans for remaining two in development. Final three ADA restroom upgrades in design. Update to ADA compliance report expected soon.
		Complete infrastructure upgrades (elevators, roof replacements per CIP)	Q4 2024	1591 Elevator refurbishment scheduled for 2022. ADA path of travel improvement performed at 1591 building. 1567 B and C building roofs contracted for replacement in early 2022.
	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. No update this quarter.
	3. Marketing Action Plan	Engage Village tenants for Marketing Action Plan input	Annually – Q2	Tenant surveys performed in April 2021 and used for guidance on Marketing Department Action Plan and Budgeting. No update this quarter.
		Prepare, approve and implement Annual Marketing Action Plan	104 Annually – Q2	FY21-22 Visitor Action Plan approved by Board on June 16 as part of FY21-22 budget review/approval process. No update this quarter.