



BOARD OF PORT COMMISSIONERS MEETING FEBRUARY 16, 2022

Ventura Harbor
HOME OF THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

ADMIN AGENDA

**Adoption of the
February 16, 2022 Agenda**

**Approval of the Minutes of
the February 2, 2022
Regular Meeting**

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

00 : 03 : 00

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

ADMIN AGENDA

CONSENT AGENDA

A) Adoption of Resolution No. 3443 Accepting the Work of JTEC Corporation for the ADA Access Improvements Project with Six Additive Alternates

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

PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

**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.

**STANDARD
AGENDA
ITEM
1**

Report by:

**Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager**

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

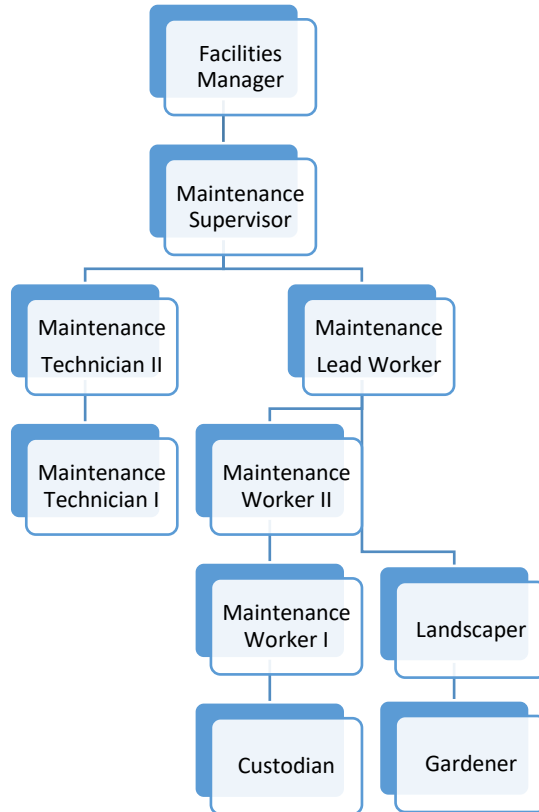
00 : 03 : 00

**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/files/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 5
Proposed Facilities Organizational Chart



PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

00 : 03 : 00

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**STANDARD
AGENDA
ITEM
1**

Report by:

**Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager**

**Approval of 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.

**STANDARD
AGENDA
ITEM
2**

**Report by:
Dave Werneburg, Marina Manager**

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

I Dock



PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

Change Clock Type

Digital

Duration:

00

03

00

TimeUp Reminder (Optional):

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Choose Sound Effect

None

Choose TimeUp Sound

Alarm

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

RECOMMENDATION

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**STANDARD
AGENDA
ITEM
2**

**Report by:
Dave Werneburg, Marina Manager**

**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.

**STANDARD
AGENDA
ITEM
3**

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

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

00 : 03 : 00

**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.

**STANDARD
AGENDA
ITEM
4**

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

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 4

00 : 03 : 00



**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

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	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 Derektor 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

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	As per Civic Engagement goals Q1 20 - Q4 23	GM participated in City initiated stakeholder interviews, offered Harbor as future venue for hosting public meetings, and participated in two General Plan meetings.

V: Harbor Village

OBJECTIVE <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	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.

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 4

00 : 03 : 00

**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.

**STANDARD
AGENDA
ITEM
4**

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

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

RECOMMENDATION

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

**STANDARD
AGENDA
ITEM
5**

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

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 5

00 : 03 : 00



VENTURA
PORT DISTRICT

Established 1952

**ADJOURNMENT
NEXT MEETING MARCH 2, 2022**

Ventura Harbor

HOME OF THE CHANNEL ISLANDS NATIONAL PARK