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, Sr. Business Operations Manager
Andy Turner, Legal Counsel
Jessica Rauch, Clerk of the Board

REGULAR MEETING

WEDNESDAY, APRIL 6, 2022

VENTURA PORT DISTRICT OFFICE
1603 ANCHORS WAY DRIVE
VENTURA, CA 93001

CLOSED SESSION – 6:00PM
OPEN SESSION – 7:00PM

PUBLIC PARTICIPATION OPTIONS
VIRTUAL VIEWERSHIP ONLY

WATCH THE MEETING LIVE

Watch the meeting LIVE:
https://us02web.zoom.us/j/81405514882
Webinar ID: 814 0551 4882

1-669-900-6833
1-253-215-8782

SUBMIT PUBLIC COMMENT VIA EMAIL

If you will not be participating in person 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/.

CLOSED SESSION – 6:00PM

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 – 6:05PM

CLOSED SESSION AGENDA

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

a) Property: **1583 Spinnaker Drive #203A**
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner
James and Alex Hong dba Coastal Cone
Under Negotiation: **Terms of Amendment No. 1 to Lease Agreement**

2. Conference with Labor Negotiators - Per Government Code Section 54957.6

a) Employee Units: **Full-Time and Part-Time Harbor Patrol Officers**
Groups: Service Employees International Union (SEIU), Local 721
Negotiating Parties: Brian Pendleton, Todd Mitchell, Andy Turner, Oliver Yee
Under Negotiation: **Labor Negotiations**

3. Public Employee Performance Evaluation per Government Code Section 54957(b)(1):
Brian D. Pendleton, General Manager - Annual Review

4. Conference with Labor Negotiators per Government Code Section 54957.6:
Agency Representatives: Chris Stephens and Andy Turner, negotiators
Unrepresented employee: General Manager

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 March 16, 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) Approval of Out-of-Town Travel Request
Recommended Action: Voice Vote.
That the Board of Port Commissioners approve the out-of-town travel requests for Todd Mitchell, Sr. Business Operations Manager, to attend a CMANC meeting with the US DOT Deputy Secretary at the Port of Oakland.

B) Approval of Amendment No. 1 to the Coastal Cone Lease Agreement
Recommended Action: Voice Vote.
That the Board of Port Commissioners approve Amendment No. 1 to the Lease Agreement between the Ventura Port District dba Ventura Harbor Village and James and Alex Hong dba Coastal Cone.

C) Approval of a Change Order Request for the Ventura Harbor Village Reroofing Project to add a Portion of Building 1591
Recommended Action: Voice Vote.
That the Board of Port Commissioners approve a change order request for the Ventura Harbor Village Reroofing Project to add Building 1591 #113, 114, 115 in the amount of $136,620.00.

STANDARD AGENDA:

1) Approval of New Portside Partners Loan

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

a) Approve a new loan for the Portside Partners project;
b) Authorize the General Manager to execute the Ground Lease Estoppel Certificate; and
c) Receive a presentation on the status of Portside.

2) Presentation on the VenturaWaterPure Ocean Outfall Project

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation by the City of Ventura on the VenturaWaterPure Ocean Outfall Project.

3) Determination to End State of Emergency due to the Hunga Tonga Tsunami

Recommended Action: Voice Vote.

That the Board of Port Commissioners determine that there is no longer a need to continue the emergency action adopted by the Board on January 19, 2022, since the emergency conditions have abated, impacts to District assets have been assessed, and all necessary emergency actions have been completed.

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

Recommended Action: Voice 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.

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, April 1, 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)

BOARD OF PORT COMMISSIONERS

APRIL 6, 2022

APPROVAL OF MINUTES

MARCH 16, 2022 REGULAR MEETING

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS
MINUTES OF MARCH 16, 2022

CLOSED SESSION

CALL TO ORDER:
The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Vice-Chairman Blumenberg at 5:30PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

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

Commissioners Absent:
None.

Port District Staff:
Brian Pendleton, General Manager
Jessica Rauch, Clerk of the Board
Todd Mitchell, Sr. Business Operations Manager via teleconference

Legal Counsel:
Andy Turner, Lagerlof Lawyers LLP via teleconference

PUBLIC COMMUNICATIONS: None. Closed at 5:33PM.

CONVENED TO CLOSED SESSION AT 5:35PM.

ADJOURNMENT: Closed Session was adjourned at 6:43PM.

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:
The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Vice-Chairman Blumenberg at 7:00PM the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Commissioner Brennan.

ROLL CALL:

Commissioners Present:
Michael Blumenberg, Vice-Chairman
Brian Brennan, Secretary
Jackie Gardina via teleconference
Everard Ashworth via teleconference

Commissioners Absent:
Chris Stephens, Chairman

Port District Staff:
Brian Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager via teleconference
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Jessica Snipas, Business Operations Analyst via teleconference
Joe Gonzalez, Capital Projects Manager via teleconference
Sergio Gonzalez, Facilities Manager
Dave Werneburg, Marina Manager via teleconference
John Higgins, Harbormaster via teleconference
Pat Hummer, Senior Harbor Patrol Officer via teleconference
Jennifer Talt-Lundin, Marketing Manager via teleconference

Legal Counsel:
Andy Turner, Lagerlof Lawyers LLP via teleconference

City of Ventura Liaisons
Deputy Mayor Joe Schroeder, City Council Liaison – Absent
Michael Coon, Administrative Liaison – Absent

Number of interested persons: 5

ADOPTION OF AGENDA

ACTION: Commissioner Ashworth moved to adopt the March 16, 2022 agenda.

Commissioner Gardina seconded. The vote was as follows:

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

Motion carried 4-0.

APPROVAL OF MINUTES
The Minutes of the February 16, 2022 Regular Meeting were considered as follows:

ACTION: Commissioner Gardina moved to approve the minutes of the February 16, 2022 Regular Meeting.

Commissioner Brennan seconded. The vote was as follows:

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

Motion carried 3-0-1.

PUBLIC COMMUNICATIONS: None. Closed at 7:04PM.

CLOSED SESSION REPORT: Mr. Turner stated that the Board met in closed session; discussed and reviewed all items on the closed session agenda. The Board gave direction to staff as to how to proceed. No action was taken that is reportable under The Brown Act.

BOARD COMMUNICATIONS: Commissioner Brennan appreciated getting notified about the St. Patrick's Day events at the Village. Commissioner Ashworth has been invited to speak at an aquaculture conference in May. Also, NOAA has issued several of their guidance documents on how to permit and advance aquaculture in federal waters. Commissioner Gardina visited the Harbor on Sunday morning and was happy to see it busy. She asked how often the grass gets watered and if drought tolerant landscape has been considered for those spaces. She also asked if it's a requirement for restaurants to recycle. Vice-Chairman Blumenberg reported that he attended a CMANC meeting. He also reported that the Chairman attended the tenant recognition celebration.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on the tenant recognition celebration and Women's History Month. Ms. Talt-Lundin reported on upcoming events at the Village.

CONSENT AGENDA:

A) Adoption of Resolution No. 3446 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. 3446:

a) Re-ratifying the proclamation of a state of emergency by Governor Gavin Newsom; and
b) Re-authorizing remote teleconference meetings of the Legislative Bodies of the Ventura Port District for the period of March 16, 2022 through April 15, 2022 pursuant to Brown Act provisions.

Public Comment: None.

ACTION: Commissioner Brennan moved to adopt Resolution No. 3446:

a) Re-ratifying the proclamation of a state of emergency by Governor Gavin Newsom; and
b) Re-authorizing remote teleconference meetings of the Legislative Bodies of the Ventura Port District for the period of March 16, 2022 through April 15, 2022 pursuant to Brown Act provisions.

Commissioner Gardina seconded. The vote was as follows:

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

Motion carried 4-0.

B) Approval of Out-of-Town Travel Requests

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the out-of-town travel requests for:

a) Todd Mitchell, Business Operations Manager, to attend the 2022 JPIA Leadership Academy in San Diego, CA;
b) Brian Pendleton, General Manager, to attend the 2022 CSDA General Manager Leadership Summit in Coronado, CA;
c) Brian Pendleton, General Manager, to attend the 2022 CSDA Annual Conference in Palm Desert, CA; and
d) Mason Alford, Harbor Patrol Officer I, to attend the Department of Boating and Waterways Rescue Boat Operator Class in Marina Del Rey, CA.

Public Comment: None.

ACTION: Commissioner Brennan moved to approve the out-of-town travel requests for:

a) Todd Mitchell, Business Operations Manager, to attend the 2022 JPIA Leadership Academy in San Diego, CA;
b) Brian Pendleton, General Manager, to attend the 2022 CSDA General Manager Leadership Summit in Coronado, CA;
c) Brian Pendleton, General Manager, to attend the 2022 CSDA Annual Conference in Palm Desert, CA; and
d) Mason Alford, Harbor Patrol Officer I, to attend the Department of Boating and Waterways Rescue Boat Operator Class in Marina Del Rey, CA.

Commissioner Gardina seconded. The vote was as follows:

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

Motion carried 4-0.

C) Adoption of Resolution No. 3447 Accepting the Work of JTEC Corporation for the 1575 Ventura Harbor Trash Enclosure Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3447:

a) Accepting the work of JTEC Corporation for the Ventura Harbor Trash Enclosure at Building 1575 Project; and
b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

Public Comment: None.

ACTION: Commissioner Brennan moved to adopt Resolution No. 3447:

a) Accepting the work of JTEC Corporation for the Ventura Harbor Trash Enclosure at Building 1575 Project; and
b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

Commissioner Gardina seconded. The vote was as follows:

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

Motion carried 4-0.

STANDARD AGENDA:

1) Adoption of Resolution No. 3448 Approving the Financial Statements and Checks for October through December 2021

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3448 to:

a) Accept the draft financial statements for the Quarter ending December 31, 2021; and,
b) Review the payroll and regular checks for October through December 2021.

Report by Gloria Adkins, Accounting Manager.

Public Comment: None.

ACTION: Commissioner Brennan moved to adopt Resolution No. 3448 to:

a) Accept the draft financial statements for the Quarter ending December 31, 2021; and,
b) Review the payroll and regular checks for October through December 2021, as revised.

Commissioner Ashworth seconded. The vote was as follows:

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

Motion carried 4-0.

2) Adoption of Resolution No. 3449 Amending the COVID-19 Ventura Harbor Rental Abatement and Deferment Program

Recommended Action: Roll Call Vote.

The Board adopt Resolution No. 3449 amending the COVID-19 Ventura Harbor Rental Abatement and Deferment Program.

Report by Brian D. Pendleton, General Manager.

Public Comment: Craig Gelfound, Attorney for Randy Lubas, supports the request by Mr. Fernandez for rent abatement in connection with the Ventura Harbor Comedy Club. He stated for the record that Mr. Lubas is not liable personally for any amount of rent beyond March 31, 2020.

ACTION: Commissioner Brennan moved to adopt Resolution No. 3449 amending the COVID-19 Ventura Harbor Rental Abatement and Deferment Program.

Commissioner Gardina seconded. The vote was as follows:

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

Motion carried 4-0.

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.

ACTION: Commissioner Brennan moved that the Board make the determination 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 Gardina seconded. The vote was as follows:

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

Motion carried 4-0.

4) Approval of a Professional Services Agreement with MRI Software

Recommended Action: Informational.

That the Board of Port Commissioners approve a Professional Services Agreement with MRI Software for a three-year term with two-year option in the amount not to exceed $65,000 for the first year of the contract.

Report by Jessica Snipas, Business Operations Analyst.

Public Comment: None.

ACTION: Commissioner Ashworth moved to approve a Professional Services Agreement with MRI Software for a three-year term with two-year option in the amount not to exceed $65,000 for the first year of the contract.

Commissioner Gardina seconded. The vote was as follows:

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

Motion carried 4-0.

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.

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

ADJOURNMENT: The meeting was adjourned at 7:59PM.

The next regular meeting is Wednesday, April 6, 2022.

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Brian Brennan, Secretary

BOARD OF PORT COMMISSIONERS

APRIL 6, 2022

CONSENT AGENDA ITEM A

APPROVAL OF OUT-OF-TOWN TRAVEL REQUEST

VENTURA PORT DISTRICT **CONSENT AGENDA ITEM A**

BOARD COMMUNICATION Meeting Date: April 6, 2022

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Approval of Out-of-Town Travel Request

RECOMMENDATION:
That the Board of Port Commissioners approve the out-of-town travel requests for Todd Mitchell, Sr. Business Operations Manager, to attend a CMANC meeting with the US DOT Deputy Secretary at the Port of Oakland.

SUMMARY:
Senior Business Operations Manager, Todd Mitchell attending a special, in-person meeting with U.S. Deputy Secretary Polly Trottenberg, Department of Transportation (DOT) representing the Ventura Port District and the California Maritime and Navigation Conference (CMANC) on April 4, 2022. Mr. Mitchell will be acting as proxy to the General Manager (as a Board member of CMANC). The meeting will first be amongst the CMANC Board followed by a roundtable discussion with Ms. Trottenberg. The meeting will be a single day with no overnight stay.

Topics of discussion will include:

1. Supply chain issues, solutions, and funding opportunities for ports and harbors in California (including a request for more RAISE/BUILD/TIGER grants that benefit ports and harbors)
2. US Maritime Administration – how will the small shipyard grants program roll out?
3. Improved goods movement funding for commercial fisheries
4. Electric vehicle support infrastructure (how will Congressionally approved funding roll out?)
5. Transit networks (including ferry grants) and what funding opportunities are expanding?

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.
        - d: Preserving and enhancing infrastructure, equipment and facilities for a modernized, efficient and safe working harbor.
- Goal 2: Commercial & Recreation Boating & Fishing
    - Support and promote commercial and recreational boating and fishing.
- Goal 5: Relationships
    - Building 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 D: Harbor Dredging
    - Ensure that annual dredging occurs at the federal 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 CMANC and other relevant organizations in support of federal and state assistance
- 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.

BACKGROUND:

Employees and Commissioners are encouraged to attend conferences, meetings, seminars, and other activities that provide an opportunity to be informed concerning matters of interest to the District and their position.

FISCAL IMPACTS:

Travel costs related to CMANC activities and meetings are included in the FY21-22 budget.

MITCHELL	
Flight	$342.00
Registration	$0.00
Lodging	$0.00
Meals	$45.00
Mileage	$72.00
Miscellaneous	$50.00
TOTAL	**$509.00**

ATTACHMENTS:

None.

BOARD OF PORT COMMISSIONERS

APRIL 6, 2022

CONSENT AGENDA ITEM B

APPROVAL OF AMENDMENT NO. 1 TO THE COASTAL CONE LEASE AGREEMENT

VENTURA PORT DISTRICT **CONSENT AGENDA ITEM B**
BOARD COMMUNICATION Meeting Date: April 6, 2022

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 Coastal Cone Lease Agreement

RECOMMENDATION:
That the Board of Port Commissioners approve Amendment No. 1 to the Lease Agreement between the Ventura Port District dba Ventura Harbor Village and James and Alex Hong dba Coastal Cone.

SUMMARY:
If approved by the Board of Commissioners, Amendment No 1. to the Lease (Amendment) between the District and James and Alex Hong dba Coastal Cone shall add a storage suite of approximately 123 square feet located at 1583 Spinnaker Drive, #203A effective as of April 15, 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.

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 Board approved a commercial lease with James and Alex Hong (Tenants) dba Coastal Cone at 1583 Spinnaker Drive, #102/#104 on April 23, 2015. The Lease has a three-year term commencing on May 1, 2015, with one five-year option. Per the request of the Tenants, Amendment No. 1 will add 1583 Spinnaker Drive, #203A to the Lease to be used as a storage suite for the remainder of the lease.

FISCAL IMPACT:
If the Amendment is approved by the Board, the District will receive rent consistent with the going rate for office leases in Ventura Harbor Village for the storage space.

ATTACHMENTS:
None.

BOARD OF PORT COMMISSIONERS

APRIL 6, 2022

CONSENT AGENDA ITEM C

APPROVAL OF A CHANGE ORDER REQUEST FOR THE VENTURA HARBOR VILLAGE REROOFING PROJECT TO ADD A PORTION OF BUILDING 1591

VENTURA PORT DISTRICT **CONSENT AGENDA ITEM C**
BOARD COMMUNICATION Meeting Date: April 6, 2022

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Joe Gonzalez, Capital Projects Manager
SUBJECT: Approval of a Change Order Request for the Ventura Harbor Village Reroofing Project to add a Portion of Building 1591

RECOMMENDATION:
That the Board of Port Commissioners approve a change order request for the Ventura Harbor Village Reroofing Project to add Building 1591 #113, 114, 115 in the amount of $136,620.00.

SUMMARY:
This change order request is to reroof the tile mansard roof over the first story portion of 1591 Spinnaker Drive, specifically suites #113, 114, 115 (currently Anja's Boutique and Conway Family Wines). This portion of 1591 was not completed in 2017 with the rest of the building due to possible building facade modifications. The approval of this change order will complete the reroofing of this building prior to the opening of Deep Sea.

LONG-TERM GOALS:
- Goal 3: Economic Vitality
    - Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.

5-YEAR OBJECTIVES:
- Objective V: Harbor Village
    - Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience.
        - 1: Complete Harbor Village refresh programs

BACKGROUND:
In 2012, the Port District retained the Corrough Consulting Group to prepare a Capital Needs Assessment Report to identify the capital needs of all the District's operated facilities within the harbor. One of the primary needs identified in this report was the reroofing of the then 30-year-old roofs of the eight retail and office buildings comprising Harbor Village.

In 2015, the District replaced the entire roof system at 1449 Spinnaker Drive (Andria's) and at 1559 Spinnaker Drive (Brophy's), as well as the tile mansard at 1691 Spinnaker Drive (Island Packers).

In 2017, the District replaced the entire roof systems of 1431 Spinnaker Drive (NPS), 1591 Spinnaker Drive (excluding suites #113 through #115), and 1691 (Island Packers/NPS).

In 2021, 1567 Spinnaker Drive Building A (Margarita Villa/Carousel) was completed at a cost of $291,982.

Currently, 1567 Spinnaker Drive Buildings B and C are undergoing roof system replacement. Staff is requesting Board approval to add a portion of 1591 Spinnaker Drive to this scope of work. The change order bid includes replacement of the tiled roofs for each building and a 30-year labor and

material warranty on the low slope portions and a 5-year warranty on the underlayment on the tile mansard roof sections. The new roofs are expected to last approximately 40 years.

1583 Spinnaker Drive (The Greek/Boatyard Pub),1575 Spinnaker Drive (Sugar Lab) still require reroofing. The District's Capital Improvement Plan has these roofs distributed over the next three years.

The District has contracted with Garland/DBS, Inc. on multiple projects with high quality work, good cooperation, and reasonable change orders. Therefore, the District expects and anticipates quality work and strong performance on this project.

FISCAL IMPACT:
The original award of the reroofing contract to the Garland Company in the amount of $358,976 was greater than the FY21-22 budget amount of $250,000, but $141,024 less than the combined budget for the two buildings over two fiscal years.

The Mid-Year Budget adjustment recently approved increased this line item to $450,000. With the currently proposed change order, all three roofing projects will be completed for $495,596, however the scope of work includes replacement of copper gutters, flashing, and downspouts that had not been previously included when amending the Mid-Year Budget.

Adding a portion of 1591 Spinnaker Drive to the current project adds an additional savings of $113,380 versus the anticipated cost of deferring the work to FY25-26 and a total combined savings of $254,404 versus performing all three of the reroofing projects separately over the course of three years.

ATTACHMENTS:
None.

BOARD OF PORT COMMISSIONERS

APRIL 6, 2022

STANDARD AGENDA ITEM 1

APPROVAL OF NEW
PORTSIDE PARTNERS LOAN

VENTURA PORT DISTRICT **STANDARD AGENDA ITEM 1**

BOARD COMMUNICATION Meeting Date: April 6, 2022

TO:	Board of Port Commissioners
FROM:	Brian D. Pendleton, General Manager
	Andy Turner, Legal Counsel, Lagerlof, LLP
SUBJECT:	Approval of New Portside Partners Loan

RECOMMENDATION:

That the Board of Port Commissioners:

a) Approve a new loan for the Portside Partners project;
b) Authorize the General Manager to execute the Ground Lease Estoppel Certificate; and
c) Receive a presentation on the status of Portside

SUMMARY:

Portside Partners has requested that the District process the approval of a new loan to replace the existing construction loan coming due in mid-April 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.

5-YEAR OBJECTIVES:

- Objective M: Master Tenants
    - 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.

BACKGROUND:

The construction loan for the Portside Partners project is nearing its due date. Having largely completed the construction phase of the Portside project, the Master Tenant has obtained conventional financing to replace and pay off the construction loan. Counsel for the District has reviewed and approves the loan documentation.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.

BOARD OF PORT COMMISSIONERS

APRIL 6, 2022

STANDARD AGENDA ITEM 2

PRESENTATION ON THE VENTURAWATERPURE OCEAN OUTFALL PROJECT

VENTURA PORT DISTRICT **STANDARD AGENDA ITEM 2**
BOARD COMMUNICATION Meeting Date: April 6, 2022

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Presentation on the VenturaWaterPure Ocean Outfall Project

RECOMMENDATION:
That the Board of Port Commissioners receive a presentation by the City of Ventura on the VenturaWaterPure Ocean Outfall Project.

SUMMARY:
VenturaWaterPure is the City's potable water reuse program that will recover, treat, and reuse water that is currently being discharged to the Santa Clara River Estuary to provide a new, drought-resilient water supply, improve water quality and meet legal and regulatory requirements.

A new alignment is being considered that overlaps with Ventura Port District property. The City will present the proposed project, alignment and timing. Permanent use of the Port District's property will require future Commission consideration of easements.

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:
The City of Ventura is moving forward with implementation of VenturaWaterPure (VWP), a program that consists of diverting treated wastewater flows from the Ventura Water Reclamation Facility (VWRF), which currently is released to the Santa Clara River Estuary (SCRE), and instead using the diverted flows to create a new source of drinking water. This program allows compliance with the Consent Decree that requires this be implemented by the end of 2025.

The Ocean Outfall and Conveyance Main will convey concentrate, a byproduct of the advanced purification process, to the ocean. The majority of the construction work will be completed within City Right-of-Way or at Marina Park. A new alignment is being considered that overlaps with the Ventura Port District property. Permanent use of the Port District's property will require future Commission consideration of easements.

FISCAL IMPACT:
There will likely be fiscal impacts (loss of revenue) to the District and at least one or more Master Tenants due to business disruptions during construction. The City has advised staff it will compensate for such losses.

ATTACHMENTS:
Attachment 1 – City Powerpoint Presentation

Ocean Outfall
Ventura Port District Board Meeting

PHOTOS: Isabel Gomes and Brenda Acosta

VENTURA WATER pure

April 6, 2022

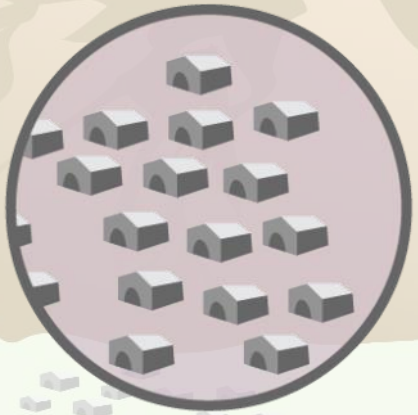
1. VenturaWaterPure Project Overview
2. Project Scope of Work
3. Construction Work Area
4. Schedule
5. Next Steps

VenturaWaterPure Overview

- Consent Decree Driven
- Project Components
  - Advanced Water Purification Facility (AWPF)
  - Ocean Outfall and Conveyance Main
  - Groundwater Injection Wells
  - Pipelines
  - Wetlands
  - Improvements Ventura Water Reclamation Facility (VWRF)

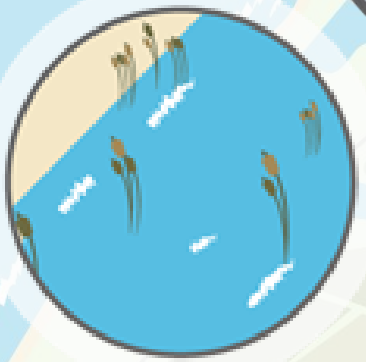
EXISTING TREATMENT FLOW

Ventura Community



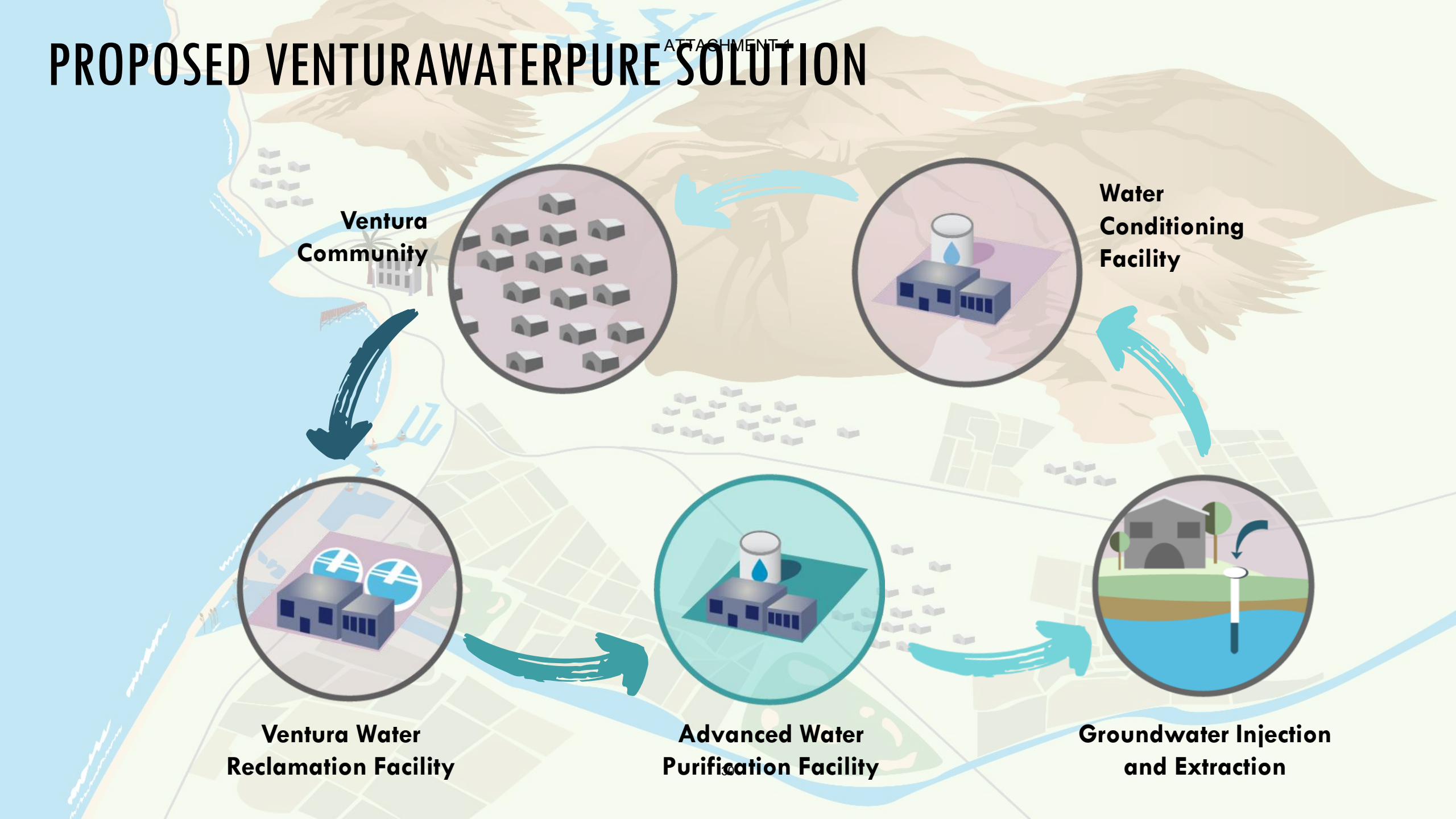
Ventura Water Reclamation Facility

Highly treated water is discharged to the **estuary.**



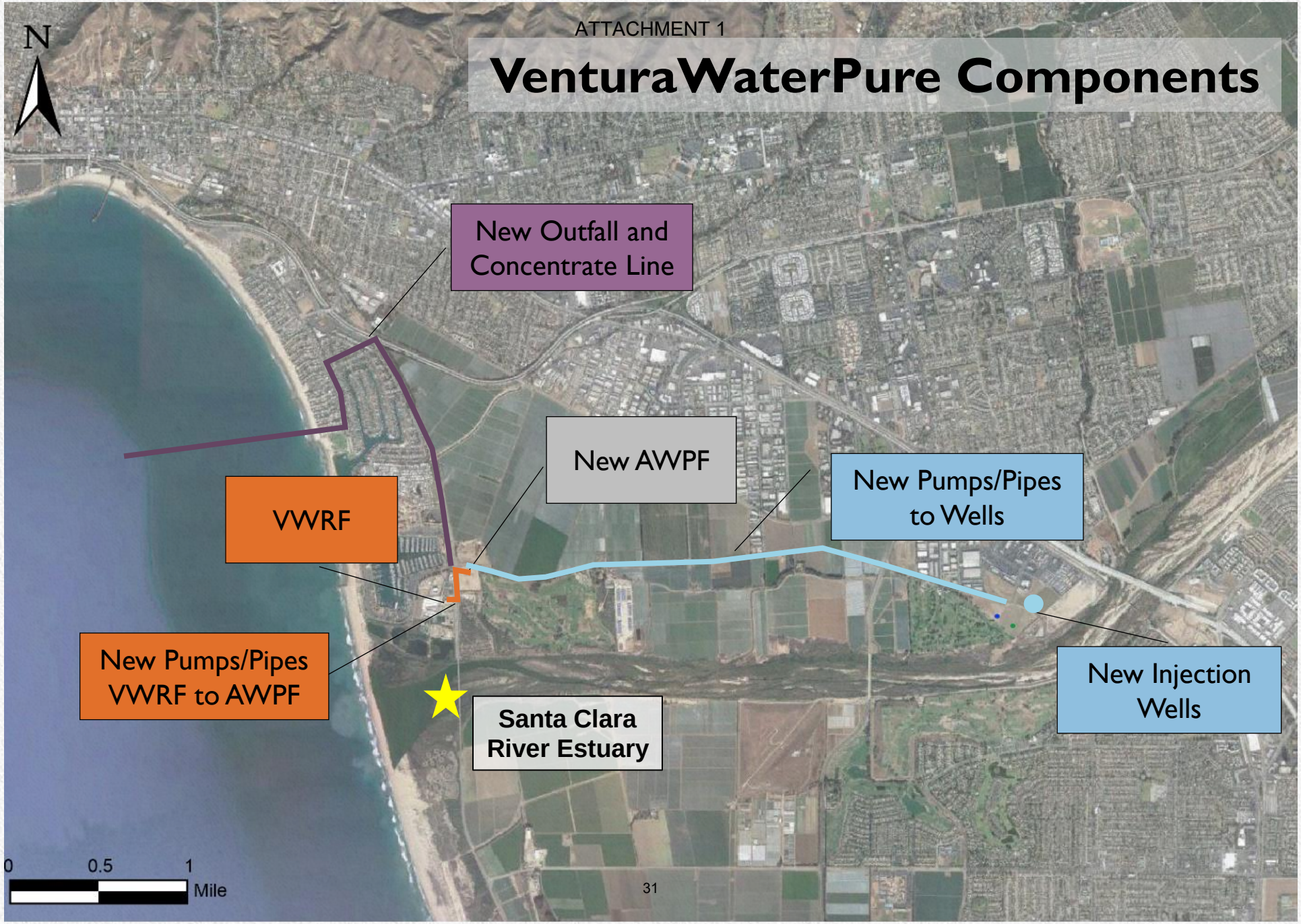
Approximately 3% of treated water is **recycled** and used for irrigation.

PROPOSED VENTURAWATERPURE SOLUTION



ATTACHMENT 1

VenturaWaterPure Components



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Ocean Outfall vs. Conveyance Main

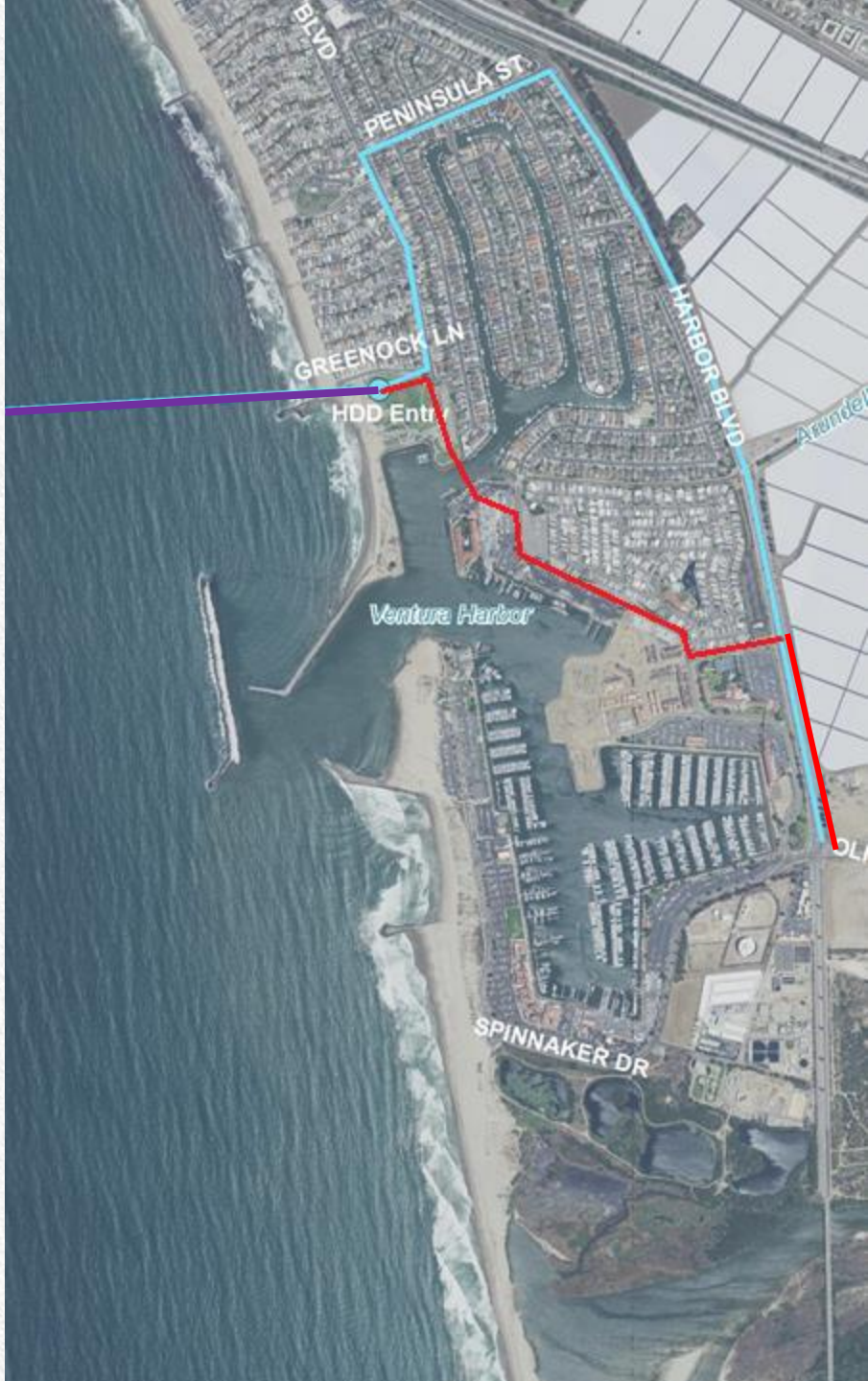
ATTACHMENT 1

Ocean Outfall

- Pipeline from Marina Park out to the ocean (Purple Line)

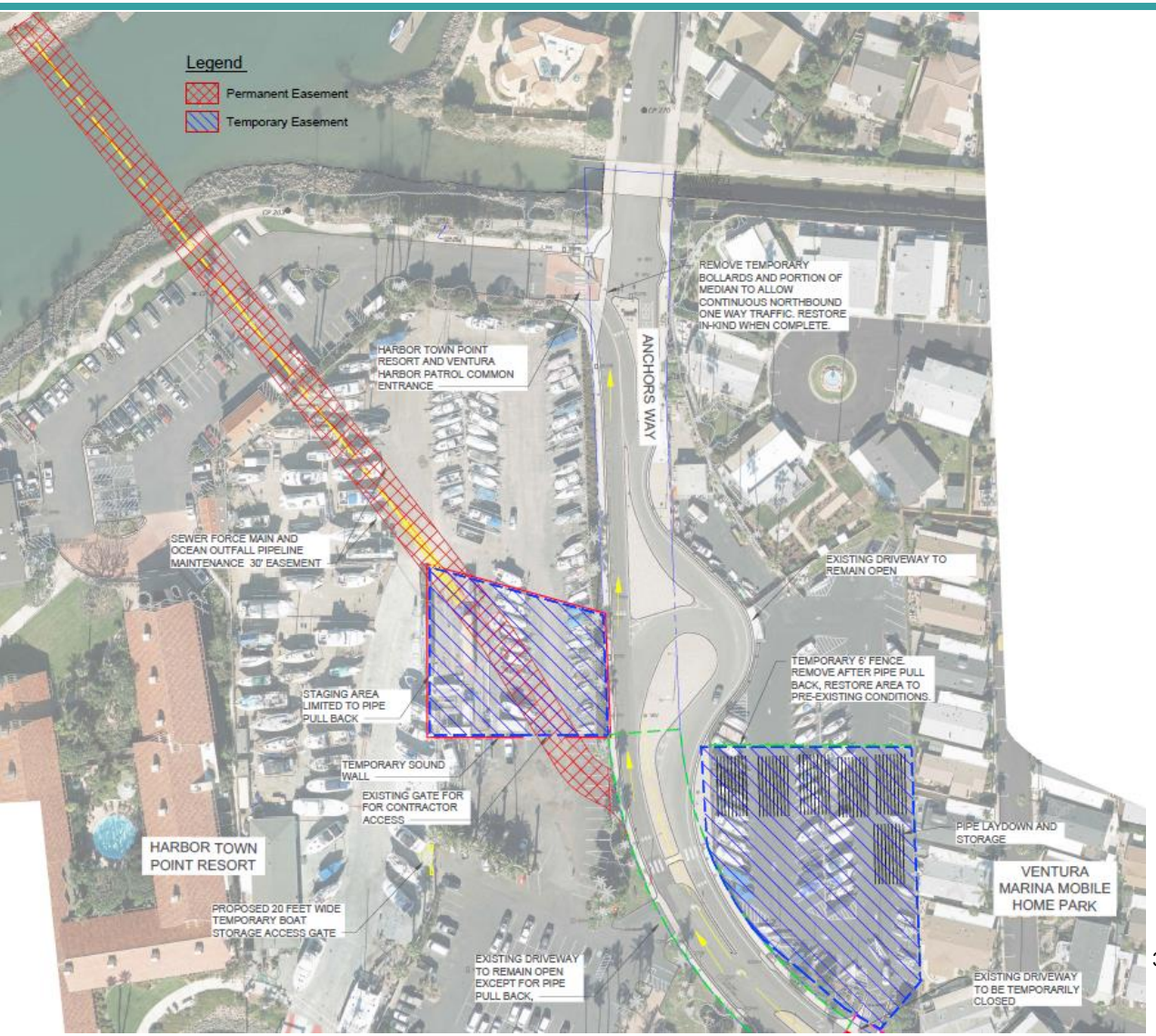
Conveyance Main

- Pipeline from the Advanced Water Purification Facility to Marina Park
- Two Alignments Considered
  - Blue Line: 12,000 ft
  - Red Line: 7,300 ft
- Temporary and Permanent Easements from Ventura Port District
- Construction Challenges to be Mitigated
  - Boat Storage Yard
  - Traffic Control
  - Impact to Residence/Businesses



ATTACHMENT 1

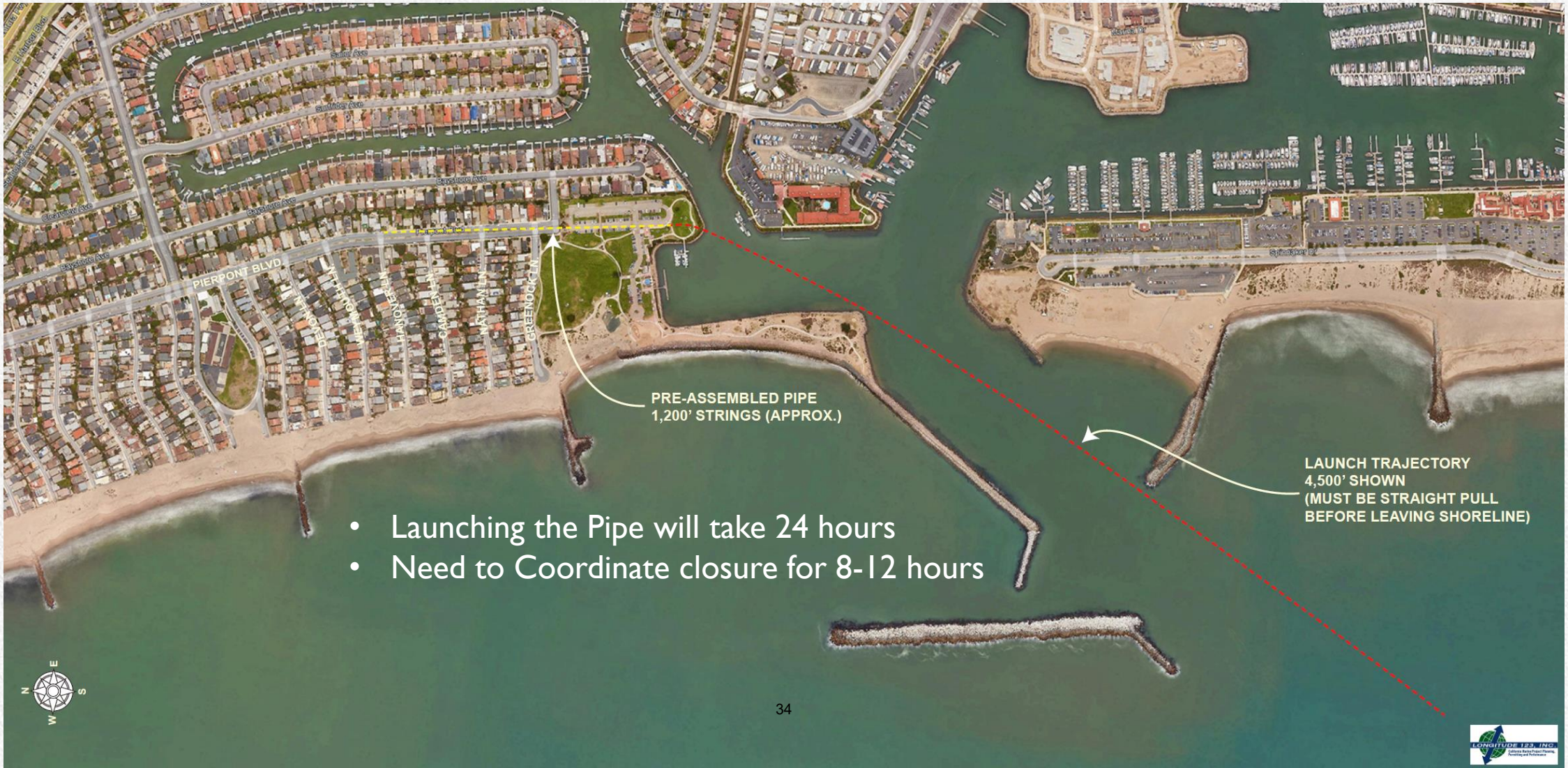
Construction Work Area



- Start Work – October 2023
- Temporary Work Area
  - 2-3 Month Duration
  - Temporary Construction Easements
  - Fully Secured (Fenced)
  - Sound Wall
  - Traffic Control
- Permanent 20- to 30-foot-wide Easement
- Some existing water & wastewater utilities/easements eliminated

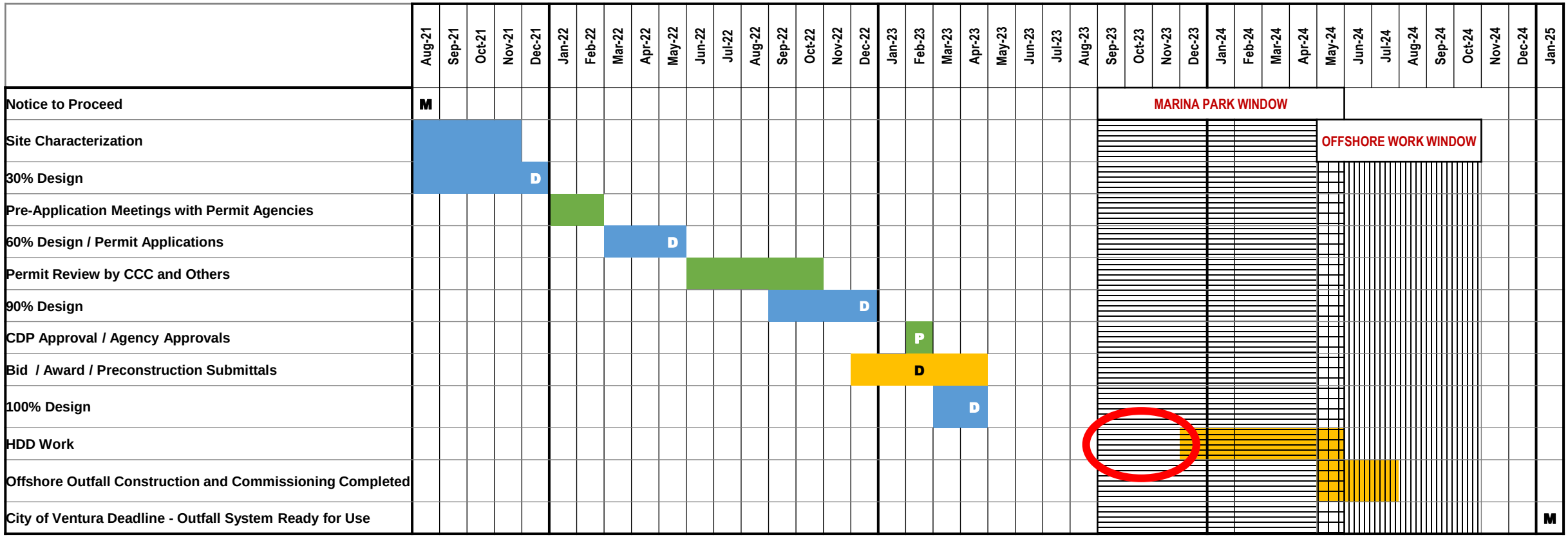
ATTACHMENT 1

Ocean Outfall Scope of Work



ATTACHMENT 1

Schedule



Legend **M** MILESTONE **D** DELIVERABLE **P** PERMIT APPROVAL BLUE CONSULTANT GREEN PERMIT AGENCY YELLOW CONTRACT ACTIVITY

Next Steps

- Submit 60% Design to Permitting Agencies
- Plan Mitigation Measures
  - Boatyard Storage
  - Traffic Control
- Easement Management
  - Temporary Construction Easements
  - Permanent Utility Easement
  - Vacate Existing Easements

- Questions?

BOARD OF PORT COMMISSIONERS

APRIL 6, 2022

STANDARD AGENDA ITEM 3

DETERMINATION TO END STATE OF EMERGENCY DUE TO THE HUNGA TONGA TSUNAMI

VENTURA PORT DISTRICT **STANDARD AGENDA ITEM 3**
BOARD COMMUNICATION Meeting Date: April 6, 2022

TO:	Board of Port Commissioners
FROM:	Brian D. Pendleton, General Manager Todd Mitchell, Sr. Business Operations Manager John Higgins, Harbormaster
SUBJECT:	Determination to End State of Emergency due to the Hunga Tonga Tsunami

RECOMMENDATION:
That the Board of Port Commissioners determine that there is no longer a need to continue the emergency action adopted by the Board on January 19, 2022, since the emergency conditions have abated, impacts to District assets have been assessed, and all necessary emergency actions have been completed.

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.

Since that time, the General Manager completed several action items and emergency measures are no longer needed.

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 reported to the Board of Port Commissioners at each meeting since the adoption and at this point in time open items remain, however there is no need for the emergency action to continue.

CURRENT UPDATES:
Since the last meeting, the District executed an agreement with the City of Oxnard for a borrowed vessel and insurance has been bound. Currently, the borrowed vessel is being inspected by Boat Specialists in Ventura prior to Harbor Patrol using the vessel. Regarding the outcome of B-17, negotiations between the insurance company are ongoing, however those negotiations are not deemed to be of an emergency now that a temporary vessel has been provided by the City of Oxnard. The repairs for Vessel B-19 remain underway and should be completed within the next 10 to 12 weeks (specialized parts require fabrication).

After Harbor Offshore conducted a visual top-side inspection of the Emergency Long Dock and the Harbor Patrol Dock, a dive inspection was recommended to evaluate the underwater conditions of the docks. The dive inspection was quoted at $10,117.80, which was authorized by Navigators (the District's insurer). The dive inspection was completed by Harbor Offshore on March 24th and 25th and although the District awaits the written report, staff have been advised verbally that the necessary repairs are not of an emergency nature. At this time, staff is estimating $50,000 in repairs.

Repairs to the Ventura Harbor Village Commercial Marina damage have been quoted at $8,928 by Bellingham Marine and the quote was sent to the Navigators adjustor for processing.

FISCAL IMPACT:
The repair cost for B-19 is $16,200.42; the District will pay the $10,000 deductible. Repair costs to the long dock and Harbor Patrol dock will be approximately $50,000.00 (awaiting final report and updated proposal from Harbor Offshore) and repairs for the Ventura Harbor Village Commercial Marina is $8,928.00. The District is responsible for the $5,000 deductible. Total costs associated with damage caused by the tsunami will require additional time to determine.

ATTACHMENTS:
None.

BOARD OF PORT COMMISSIONERS

APRIL 6, 2022

STANDARD AGENDA ITEM 4

CONSIDERATION OF UPDATES TO THE VENTURA PORT DISTRICT MISSION STATEMENT, LONG-TERM GOALS AND FIVE-YEAR OBJECTIVES

VENTURA PORT DISTRICT **STANDARD AGENDA ITEM 4**
BOARD COMMUNICATION Meeting Date: April 6, 2022

TO:	Board of Port Commissioners
FROM:	Brian D. Pendleton, General Manager
SUBJECT:	Consideration of Updates to the Ventura Port District Mission Statement, Long-Term Goals and Five-Year Objectives

RECOMMENDATION:
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.

SUMMARY:
The General Manager retained Management Partners to facilitate a Public Workshop on Saturday, December 4, 2021. As a follow-up to the Public Workshop, Management Partners prepared a written report for the District to utilize as a tool to formalize any updates to the District's Mission Statement, Long-Term Goals and Five-Year Objectives. This report was presented on January 19, 2022. As a result, the General Manager prepared draft changes to these documents initially discussed on February 2, 2022, and as further revised for the Board's discussion and consideration on April 6th.

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:
The Board held a Goal Setting Workshop on September 14, 2019, with Management Partners (MP) retained as facilitator for the event. MP subsequently prepared and presented a report to the Board in early 2020. The Board then formalized the 5-Year Objectives and staff provides quarterly reports on the progress of each.

In 2021, the Board provided direction to the General Manager to conduct a second Public Workshop. The District retained MP to facilitate the Workshop and provide a follow-up report to the Board. The Workshop was held on Saturday, December 4, 2021, at the Ventura Marina Mobile Home Park Community Room. In attendance were the Board, District staff and its legal counsel, Harbor tenants, and members of the public.

In February's discussion, the Board was supportive of updating the Mission Statement, Long-Term Goals and Five-Year Objectives and provided guidance to the General Manager. The Mission Statement was revised to retain reference to the Channel Islands National Park, the

Long-Term Goals were renamed Guiding Principles and further expanded to discuss harbor and coastal visitor-serving amenities. The Five-Year Objectives were revised to replace a singular title for each with a statement and further updated to complement the Guiding Principles. The use of SMART goals that are specific, measurable, achievable, relevant and time-bound will continue to be utilized in quarterly reporting as has been past practice, with updates as applicable to reflect the new Guiding Principles. See the most recent quarterly report to the Board included as Attachment 5 for your reference as to current practice.

FISCAL IMPACT:
Funding in the amount $12,000 was included in the FY21-22 budget for MP meeting preparation and facilitation.

In updating long-term goals and five-year objectives, the District will need to evaluate potential financial impacts. This analysis will help to inform annual and mid-year budget decisions and five-year capital improvement plans. This is not a one-time analysis, but rather on-going in nature over the five-year period.

ATTACHMENTS:
Attachment 1 – Mission Statement
Attachment 2 – Guiding Principles
Attachment 3 – Five-Year Objectives
Attachment 4 – Management Partners Workshop Report
Attachment 5 – Five-Year Objectives Quarterly Report (Dated February 16, 2022)

ATTACHMENT 1

Ventra Port District
Mission Statement

Current

The Ventura Port District, home to the Channel Islands National Park, is committed to providing a safe and navigable harbor and a seaside destination with exceptional facilities, events and services that benefits residents, visitors, fishermen and boaters.

Proposed

The Ventura Port District is committed to providing a safe harbor that is an inviting inclusive seaside destination and gateway to the Channel Islands National Park, with exceptional facilities for fishers, boaters, residents, and visitors.

ATTACHMENT 2

Current Long-Term Goals

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.

Proposed Guiding Principles

1) Maintain a safe, navigable, and resilient harbor.
2) Advance the harbor's vibrant, working waterfront in support of commercial and recreational fishing and boating.
3) Grow financial sustainability through a diverse, reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budget and expense management and reporting.
4) Establish and implement harbor-wide environmental sustainability policies and practices.
5) Build respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.
6) Provide exceptional public service and organizational transparency.
7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.
8) Support the Channel Islands National Park in its efforts to provide a first-class visitor center and ferry boat services to the islands.

ATTACHMENT 3

Ventura Port District
5-Year Objectives

Current

- Harbor Dredging
    - Ensure that annual dredging occurs at the federal Harbor entrance and as needed in the inner Harbor
- Commercial Fishing
    - Support current commercial fishing industry central to Ventura's premier working waterfront through stakeholder engagement, diversification, and infrastructure improvements
- Harbor Village
    - Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience
- Harbor Parking Study & Circulation
    - Continue to increase and/or maximize visitor parking and traffic circulation during busy periods
- National & State Parks Agency 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
- Master Tenants & Development Parcels 5 & 8
    - Collaborate with existing and future Master Tenants to maintain, improve, and develop the Harbor
- Public and Civic Engagement Plan
    - Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders

Proposed

D. Ensure dredging occurs annually at the federal Harbor entrance and as needed in the inner Harbor.

E. Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.

F. Support current and future commercial fishing and sustainable aquaculture industries.

M. Collaborate with Master Tenants and National Park Service to plan, improve, and develop the Harbor in a financially and environmentally sustainable way.

N. Maintain and grow Channel Islands National Park Service (NPS) presence and customer visitation to the Harbor.

P. Implement parking management, traffic circulation, and multi-modal transportation strategies.

R. Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.

V. Maintain and improve Harbor Village facilities, infrastructure, and amenities.

ATTACHMENT 4

Ventura Port District
Board Workshop
Held December 4, 2021

December 2021

Management Partners

Table of Contents

Workshop Report **1**
Workshop Overview 1
Opening Comments 3
Recent Accomplishments 4
Commissioner Interview Themes and Upcoming Challenges 5
Issues and Challenges Exercise 5
Goal Setting 6
Staying on Course with Goals 8
Wrap Up and Next Steps 8
Attachment A: Summary of Table Discussions **10**
Attachment B: Summary of Workshop Evaluations **13**

Workshop Report

The Ventura Port District (VPD) held a Board workshop on December 4, 2021 at the Ventura Marina Mobile Home Park Community Room, from 9:00 a.m. – 12:00 p.m. The workshop provided an opportunity for the Board of Port Commissioners to identify issues and challenges, set long-term goals and five-year objectives for the port district, and strengthen their teamwork. This report contains a summary of the results of the workshop.

The workshop was facilitated by John Bramble (Special Advisor) and Julie Hernandez (Senior Management Advisor) with Management Partners.

Workshop Overview

Objectives

- Obtain public input regarding issues and challenges facing the Ventura Port District
- Obtain initial Board input regarding annual priorities (to be approved at a future Board meeting)

Agenda

- Welcome from the Chairman
- Review purpose of the workshop with the General Manager
- Public comment

- Overview of workshop objectives, agenda and ground rules
- Review accomplishments from 2019 through 2021 and present board interview themes and upcoming challenges
- Discussion and public input regarding district issues and future challenges
- Public comment on the issues and challenges over the next 5 and 25 years
- Discuss and identify amendments to the long-terms goals and five-year objectives
- Review takeaways from the workshop and next steps

Participants

Board of Commissioners

Chris Stephens
Commissioner and Chairman

Mike Blumenberg
Commissioner and Vice Chairman

Brian Brennan
Commissioner and Secretary

Everard Ashworth
Commissioner

Jackie Gardina
Commissioner

Executive Staff

- Brian Pendleton, General Manager
- Jessica Rauch, Clerk of the Board
- John Higgins, Harbormaster
- Jennifer Talt-Lundin, Marketing Manager
- Joe Gonzalez, Capital Projects Manager
- Todd Mitchell, Business Operations Manager

There were nine community and/or stakeholders present at the session. The stakeholders also participated in the table discussions.

Workshop Ground Rules

At the start of the workshop, the facilitators suggested several ground rules to help the group have a successful workshop.

- Abide by health protocols
- Be curious
- Listen to understand
- Speak one at a time
- Show respect for all
- Participate in the dialogue

Workshop Preparation

In preparation for the workshop, John Bramble held interviews with Board members, and discussed the workshop with the General Manager. An agenda, handouts, and PowerPoint presentation were prepared.

Opening Comments

The workshop began with a welcome by Chairman Chris Stephens, who thanked the participants for attending the workshop. General Manager Brian Pendleton welcomed everyone and thanked the Board for participating in the day's discussions. The Board then welcomed public comments. No public comments were presented.

After Board members and staff introduced themselves and shared what they hoped they would learn from the workshop, John Bramble provided an overview of the day to establish a shared understanding of the workshop's purpose and objectives. He reviewed ground rules for the day, along with objectives and agenda for the workshop. John also explained the purpose of the "bike rack," which is a time management tool that tracks items that are raised but will not receive attention during the workshop. The following items were added to the bike rack during the session:

- Mission statement adoption
- Homeless issues at the harbor

Recent Accomplishments

John reviewed the accomplishments that were mentioned during the Board interviews. These accomplishments are listed below.

- Constructed new commerical docks
- Reached decision on Ventura Shellfish Enterprise (VSE) project and completed sea grant
- No loss of tenants due to COVID
- Negotiated master lease for parcels 14 and 20
- Dredged the harbor with federal assistance
- General Manager continued to build a cohesive team
- Adopted a public and civic engagement plan
- Completed painting of the Village and added awnings

Commissioner Interview Themes and Upcoming Challenges

John reviewed the District's upcoming challenges that were mentioned during Commissioner interviews. The three overriding themes that emerged are listed below.

1. Achieving environmental sustainability (pertaining to climate change and rising sea levels) in all of the goals for the District
2. Implementing inclusionary practices by the Board
3. Assuring financial stability for the District

Additional challenges and issues that were identified were:

- Securing funding for continued dredging of the harbor
- Implementing parking and wayfinding solutions
- Developing an environmental sustainability plan for the Board to consider while approving new plans
- Creating an inclusive environment for stakeholders and the community
- Continuing to build relationships with other agencies
- Maintaining the Port's economic viability and finances for capital projects

Issues and Challenges Exercise

John divided the Commissioners, staff and members of the public into three small groups, to identify and list issues and challenges facing the District in the next 5 years and 25 years. A summary of the table discussions is provided in Attachment A. The small groups then prioritized their top three challenges and reported out to the larger

group. The small groups identified the following issues and challenges facing the district in the next ***25 years***.

- Create a unique experience and attraction at the harbor
- Develop parcels
- Effective political force that advocates for the harbor
- Generation shifts
- Federal, state, and local regulations that impact the Port
- Resources (energy and economics)
- Environmental sustainability and climate change
- Transportation
- Working waterfront and commercial fishing enterprise as a business

The small groups identified the following issues and challenges facing the district in the next ***five years***.

- Participate in City General Plan and coastal programs
- Development plan
- Harbor as an attraction
- Infrastructure
- Regulatory (mapping the process)
- Environmental sustainability – energy
- Transportation Master Plan
- Working waterfront

This section of the workshop concluded with public comment on the upcoming challenges that Commissioners identified. After taking public comment, staff and Commissioners had a brief stretch break.

Goal Setting

John reviewed the Board's mission statement and the identified accomplishments and challenges to set the foundation for discussing and agreeing upon goals.

Identifying Preliminary Goals

John invited each Commissioner to share three goals for the next 5 and 25 years. These goals were listed on a flipchart and are provided below.

25-Year Goals and Objectives

1. Anticipate generational shifts of interest
2. Adapt to climate change practices
3. Adopt environmental sustainability practices in all capital projects
4. Become a more prominent political force.
5. Consider energy resources and regulations
6. Create a unique experience for the visitors to the Port
7. Develop vacant parcels
8. Enhance a working waterfront for commercial fishing enterprises
9. Improve transportation to the Port District
10. Coordination in the planning for National Park Service expansion

Five-Year Goals and Objectives

1. Attractions to the Village and Port
    - Water taxis
    - Geocaching, plaques and docents
    - Floating water show
    - Coordinate *Island of the Blue Dolphins* theme
1. Prepare a Coastal Master Plan as it effects the Harbor
2. Prepare a Development Master Plan.
3. Prepare a Transportation Master Plan
4. Prepare an Environmental Sustainability Plan
5. Prepare an Infrastructure Master Plan
6. Regulatory Issues for commercial partners (mapping the process)

Staying on Course with Goals

The purpose of this segment of the workshop was to identify ways to follow through on the goals and objectives the Commissioners identified. John discussed four strategies for staying on course with goals.

- Review the General Manager's quarterly reports at Board meetings, including updates on progress related to goals
- Review goals and objectives during the budget process
- Discuss and confirm how Commissioners will deal with requests from the public on new initiatives
- Discuss the frequency of workshops

Wrap Up and Next Steps

John Bramble provided the workshop participants with a review of the day's agenda and the agreements that were reached. He explained that Management Partners would prepare and submit this summary report.

To conclude the workshop, each Commissioner was asked to offer one valuable takeaway from the day's discussions. The comments that were shared are listed below.

- The overall perception of the harbor by the community is important.
- The Commission should help navigate the regulatory process, not impede it.
- The Commissioners can work together.

- There are regulatory processes from all agencies and governments that impact the district.
- Climate change and environmental sustainability is a primary concern for all Commissioners.
- The common purpose among Commissioners is clear and strong.

Upon the conclusion of the workshop, participants were asked to complete a brief survey about the workshop. A summary of the survey responses is provided in Attachment B.

Attachment A: Summary of Table Discussions

In three small groups, workshop participants discussed the challenges and issues facing VPD in the next 25 years and the next five years. A summary of these discussions is below.

Tables	25 Year Issues and Challenges	5 Year Issues and Challenges

Table 1	• Transportation access and wayfinding
	• Ongoing need for dredging
	• Environmental sustainability
	  ○ Climate change and California State Lands Commission
	  ○ Adaptation
	  ○ Sustainable practice – Electric Vehicle charging and fleet
	  ▪ Trash catchers/collection (prevent trash in the water)
	  ▪ Runoff quality control
	• Unique experience/attraction
	  ○ Disney on Water or Bellagio water show
	  ○ Create curiosity
		• Transportation
		  ○ Uber and Lyft (3 zones)
		  ○ Active Transportation Plan (ATP)
		  ○ Downtown Transportation Connection
		  ○ Parking: paid, reserved?
		  ○ Water taxi
		  ○ Safe and controlled cycling
		• Attraction
		  ○ National Park Service (NPS) – support their efforts to develop
		  ○ Maintain a safe environment
		  ○ Leverage regional hotels
		  ○ Water taxi – adds to experience
		  ○ How to increase dwell time to see more of the harbor
		  ○ Geocaching
		  ○ Plaques along waterfront – education about working waterfront (pictures and video)
		  ○ Fishing open house/festival
		  ○ Docents
		  ○ Parade of lights/Christmas decorations
		  ○ Inclusive events, more events, culture, and education
		  ○ Harbor Day – anniversary celebration of creation
		  ○ National Marina Day
		  ○ Water show (floating)
		  ○ Concerts/public gathering area
		  ○ Wine walking? Permit?
		  ○ Transportation
		  ○ Environmental sustainability/climate change
		  ○ Progressive dining
		  ○ Increase local awareness
		  ○ Book “Island of the Blue Dolphins” theme for annual boat show
		  ○ Types of whales and marine life

Table 2	• Sea level rise/climate change
	  ○ Fishing
		• Simplify regulations/streamline
		  ○ Map the process for master tenants

Tables	25 Year Issues and Challenges	5 Year Issues and Challenges

	• Infrastructure, resources, energy
	• Maintain boating enthusiasm
	  ○ Investment in training (e.g., fishing, boatyards)
	  ○ Generational shift for boating and commercial fishing experiences
	• Economic issues (federal, state, local)
	• Regulatory issues (fishing, permits)
	• City-Harbor relationship
	• Small business viability
		• Transportation Master Plan
		  ○ Cars/bikes/pedestrians/safety/water taxi
		• City General Plan/Local Coastal Program
		• Environmental sustainability plan, energy
		• Dredging permit, marina coordination
		• Harbor-based internships and training programs
		• Support National Parks Master Plan

Table 3	• Inflation – master lease holders and downward
	  ○ How will this affect the future of business and financial viability?
	  ○ Income for Ventura Port District is 85%-87% leasehold revenues
	• Importance of working waterfront
	  ○ Maintain and grow the vitality
	• Strong political relationships; continue to inform, communicate and advocate
	• Climate change/rising sea levels
	  ○ What does this entail to build towards the issues and concerns?
	• Coastal accessibility
	  ○ How does the VPD support and continue to focus on this important community asset?
	• Maintain mixed use harbor with working waterfront
	• Channel Islands National Park Gateway / Home of the National Park
	  ○ Continued planning, visitor services, education, and accessibility
	  ○ Amplified messaging and draw of the islands boating/visitors
	• Attract excellent staff and Harbor team
	• Develop parcels
	  ○ 5 years – Parcels 14, 20 – approve Master Plan
	  ○ 5-25 years (Parcel 8) –National Park Service potential partnerships
	  ○ Parcel near Village -Parcel 5 – coordinate with City, Coastal Commission, and stakeholders
	▪ Vision of 5 years
		• Climate
		  ○ Electrify transportation
		  ▪ Land/water (both)
		  ▪ Charging stations in Harbor
		  ○ Hybrid options
		  ○ Work with NPS on options for emission-free services for contracts and transportation
		  ○ Carbon neutral (if possible, carbon negative)
		  ▪ Aquaculture and commercial fishing
		  ○ Solar energy / opportunities landside for master tenants/Ventura Port District (VPD)
		  ○ Grant opportunities for conversions for waterside transportation
		  ○ Electric options (intra-harbor transportation, Island Packers Cruises)
		  ○ Infrastructure (potential solutions)
		  ○ Conduct a study on the effects of coastal resiliency in the Ventura Harbor and development plan
		  ○ Evaluation of shared-use parking strategies
		• Development Plan
		  ○ Finalize development of Parcel 20 to introduce new technologies that support climate concerns and goals
		  ○ Evaluate a timetable with Parcel 8 with NPS
		  ▪ Synergy with educational programs/institutions to encourage visitation to NPS/visitor center

Tables	25 Year Issues and Challenges	5 Year Issues and Challenges
		○ Develop plan for Parcel 5 with City, Coastal Commission and stakeholders that are visitor/serving ▪ Park, amplify outdoor experiences, entertain, and educate ▪ Both interactive and restful • Working waterfront ○ Strong advocacy of commercial fishing and aquaculture ○ Funding partnerships and grant opportunities for climate, parking, parcel development

Attachment B: Summary of Workshop Evaluations

Ventura Port District

Board Workshop Held December 4, 2021

Consolidated Workshop Evaluations

The best thing about this workshop was...

- Positive policy discussion
- Open facilitation of idea generation and call to action
- Small group interactions
- Information
- Open discussions – no restrictions
- Medium-sized tables - good instructions and goals – great facilitator
- Well formatted
- Proposed ideas to enhance the Port District
- Developing a common purpose – informal conversations
- Clear communication among all participants
- Open dialogue between VPD Commissions, staff, and public
- Sticking to time
- Breadth of ideas
- A good turnout given the situation
- Interacting with the Commission
- Seeing/meeting players face-to-face
- Brainstorming with public
- Time effective
- Great group discussion – the involvement with Commissioners, Port staff, major lease holders, and public

Some thing(s) which could have been better...

- No more COVID
- Shorter length of session
- More participation
- Coffee (but not your fault)
- Coffee
- Microphone for everyone
- Coffee
- The directions could have been clearer at beginning – big picture
- Can't think of any
- More participants
- More attendance

- Seating that all faced front
- Snacks/drinks
- Could have used another 30 minutes on 5-year and maybe some specific comparison to previous 5-year
- Zoom attendance viewed by in-person attendees on the projector

What elements of the session will be most useful to you?

- Goal setting
- Follow-up to action items
- Brainstorming and idea creation
- Understanding future plans
- The fact the harbor is willing to spend money making the Village more attractive
- Hearing the commonalities of issues discussed
- Common goals
- Getting to know the Commission's ideas
- Priority setting
- Public feedback
- All
- Common major issues
- Small group discussions
- Understanding key objectives
- Connections
- New, in-depth knowledge with the harbor's challenges
- Table input
- The report and translation into updating 5-year
- Breakout sessions with the group

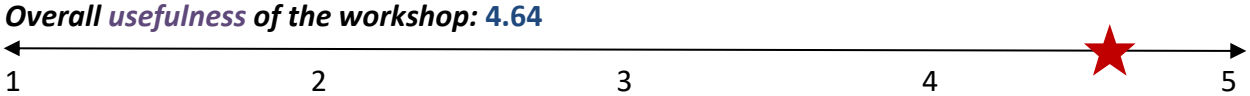
I'm glad that the facilitator(s)...

- Were supportive of speakers, dialogue
- Kept on the timeframe and schedules
- Asked me to join
- Were flexible and all inclusive
- Kept the morning rolling
- Facilitated
- Kept us on task/time
- Were very helpful and helped make it very interactive
- Kept the group on schedule while keeping the focus on the participants
- Kept things moving and made sure all participate
- Were flexible
- Kept us on track
- Were organized – stayed on track
- Took notes and kept us on track
- Were very time conscious and efficient
- Had an organized delivery system for productivity

I wish the facilitator(s) would have...

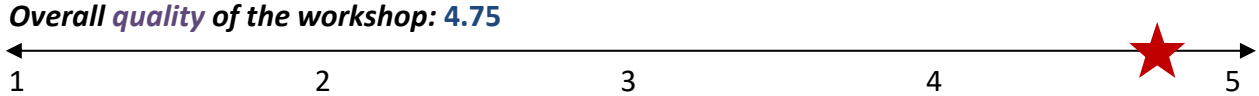
- All good
- Nothing comes to mind
- He did great!

***Overall usefulness of the workshop:* 4.64**



Not Useful **Very Useful**

***Overall quality of the workshop:* 4.75**



Poor Quality **High Quality**

OTHER COMMENTS:

- Thank you
- Excellent workshop
- Well organized and executed through level of efficiency and effectiveness. I would like to see this as an ongoing process/event.

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 *What to achieve*	STRATEGY *How will it be achieved*	ACTION *Actions to be undertaken*	MILESTONE *Action timeline*	ACHIEVEMENTS *Progress Report*
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 5

OBJECTIVE *What to achieve*	STRATEGY *How will it be achieved*	ACTION *Actions to be undertaken*	MILESTONE *Action timeline*	ACHIEVEMENTS *Progress Report*
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 *What to achieve*	STRATEGY *How will it be achieved*	ACTION *Actions to be undertaken*	MILESTONE *Action timeline*	ACHIEVEMENTS *Progress Report*
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 *What to achieve*	STRATEGY *How will it be achieved*	ACTION *Actions to be undertaken*	MILESTONE *Action timeline*	ACHIEVEMENTS *Progress Report*
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 *What to achieve*	STRATEGY *How will it be achieved*	ACTION *Actions to be undertaken*	MILESTONE *Action timeline*	ACHIEVEMENTS *Progress Report*
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 *What to achieve*	STRATEGY *How will it be achieved*	ACTION *Actions to be undertaken*	MILESTONE *Action timeline*	ACHIEVEMENTS *Progress Report*
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 5

OBJECTIVE *What to achieve*	STRATEGY *How will it be achieved*	ACTION *Actions to be undertaken*	MILESTONE *Action timeline*	ACHIEVEMENTS *Progress Report*
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

ATTACHMENT 5

OBJECTIVE *What to achieve*	STRATEGY *How will it be achieved*	ACTION *Actions to be undertaken*	MILESTONE *Action timeline*	ACHIEVEMENTS *Progress Report*
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.