



BOARD OF PORT COMMISSIONERS MEETING APRIL 20, 2022

Ventura Harbor
HOME OF THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

ADMIN AGENDA

**Adoption of the
April 20, 2022 Agenda**

**Approval of the Minutes of
the April 6, 2022
Regular Meeting**

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

00 : 03 : 00

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

ADMIN AGENDA

CONSENT AGENDA

A) Approval of Out-of-Town Travel Requests

Recommended Action: Voice Vote.

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

- a) Brian Pendleton, General Manager, to attend the California Special Districts Association Legislative Days in Sacramento, CA.
- b) Mason Alford, Harbor Patrol Officer I, to attend the Department of Boating and Waterways Marine Firefighting class in Marina Del Rey, CA.
- c) Mark Kidman, Harbor Patrol Officer I, to attend the Department of Boating and Waterways Marine Firefighting class in Marina Del Rey, CA.

PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

Approval of General Manager Employment Agreement

RECOMMENDATION

That the Board of Port Commissioners approve, and authorize the Chair to sign, an “At Will Employment Agreement for General Manager” with General Manager Brian Pendleton, dated May 1, 2022, with an annual base salary of \$206,938.

STANDARD AGENDA ITEM 1

Report by:
Chris Stephens, Chair

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

00 : 03 : 00

**Quarterly Update on the Ventura Port District
5-Year Objectives**

RECOMMENDATION

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

**STANDARD
AGENDA
ITEM
2**

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

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00



**VENTURA
PORT DISTRICT**

Established 1952

Ventura Port District Goals and 5-Year Objectives Quarterly Update

Q3 FY 2021-2022

Board of Commissioners Meeting

April 20, 2022

Port District Goals (Current)

The District will provide a rewarding and vibrant coastal marine experience to our residents and visitors through efficient and timely execution of these District Goals.

1. Maintain and enhance a safe and navigable harbor by:
 - a. Securing funding for dredging the Harbor entrance through the Army Corps of Engineers in coordination with agencies and our elected officials;
 - b. Dredging the Inner Harbor and preserving infrastructure;
 - c. Providing superior Harbor Patrol, Maintenance, and related District services;
 - d. Preserving and enhancing infrastructure, equipment and facilities for a modernized, efficient and safe working harbor.
2. Support and promote commercial and recreational boating and fishing.
3. Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.
4. Promote sustainable use of our natural environment through business practices and programs designed in concert with our tenants, educators, agencies, and interest groups.
5. Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.
6. Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and a more efficient, effective and public focused organization.

Port District 5-Year Objectives (Current)

In its continuing effort to fulfill its mission and achieve the goals set out above, while managing the daily Harbor operations, the District establishes the following objectives to guide its Commission and staff through the fiscal year 2023-2024:

- Harbor Dredging
- Commercial Fishing
- Harbor Village
- Harbor Parking & Traffic Circulation
- Channel Islands National Park Visitor Center
- Master Tenants & Development Parcels 5 & 8
- Public and Civic Engagement Plan

D: Harbor Dredging – Current Actions/Achievements

OBJECTIVE <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <i>Progress Report</i>
Ensure that annual dredging occurs at the federal Harbor entrance and as needed in the inner Harbor	1. Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program	CMANC Meeting attendance	3 times per year	Presented on SLC ARPA Grant Funding received at January CMANC meeting.
		USACE District, Division & HQ meetings and communication	As needed or >2 times per year	Met with USACE LA District staff virtually and in person during dredging. Confirmed funding appropriations for FY23.
		Engagement of Lobbyist to provide representation with the Federal Government and Congress	Ongoing	Capri & Clay have worked with federal elected representatives to secure Community Funded Projects for FY22. Will also set up meetings with Congressman Carbajal as we are in his District after November elections.
		Advocating for inclusion of VPD in President's Budget	Ongoing	\$4.82M included in President's FY23 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 \$123k in COVID-19 Relief Funding for calendar year 2022 (to be applied to Active Transportation Planning and Maintenance Vehicles. SLC will make a determination in late April.
	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	Proposed plan provided to USACE for comment. After comments received, will send to CCC and Water Board before filing permit amendment applications in next quarter.

E: Public and Civic Engagement Plan

OBJECTIVE <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <i>Progress Report</i>
Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders	1. Collaborate with business partners and stakeholders through increased engagement, communication, and participation.	Continued tenant meetings (marketing, Staff 1:1, and Commissioner 1:1)	Ongoing quarterly meetings	Two additional amendments to COVID-19 program approved by Board this quarter.
		Stakeholder budget workshops	Q2 2021 & annually	Next planned for May 2022 meeting.
		Continued Stakeholder Goal-Setting workshops	Q3 2021 & annually	Workshop hosted on December 4, 2021. Principles & Goals in redevelopment.
	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 several General Plan meetings inc. Feb.-March. Engaged with VenturaWaterPure team w/presentation to Board planned for April.
		Coordinate with City on planning for transit network improvements	Q4 2021 through Q1 2022	BOM and HM ongoing participation in City's Active Transportation Plan. District investigating pursuing its own ATP and seeking grant funding to pursue.
		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 – second round grant applied for. GM is Treasurer for Ventura County Special Districts Association (VCSDA) and participates in bi-monthly meetings. 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 City and Coastal Commission on Tsunami issues including City Code Enforcement to remedy hazardous conditions within the Keys. 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 (grant decision May 5). HM Applied for 1 Federal Homeland Security Grant & 1 State Air Quality Engine Grant.
	3. Public and Civic Engagement Planning	Develop, Approve a Public and Civic Engagement Plan (PCEP)	Q3 through Q4 2020	PCEP second draft prepared for Board review, approved at July 7, 2021 meeting.
		Implementation of PCEP	Q1 2021	Final PCEP approved Q1 2021. PCEP is a living document.

F: Commercial Fishing

OBJECTIVE <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <i>Progress Report</i>
Support current commercial fishing industry central to Ventura's premier working waterfront through stakeholder engagement, diversification, and infrastructure improvements	1. Reactivate Ventura's commercial fishing association and/or establish fishermen working group as part of improved stakeholder engagement	Reach out to our commercial fishing business owners and key industry people	Q1 2020	Virtual meeting with two of the three principle squid fisheries in October. Ongoing dialogue with three principal squid fisheries is a matter of daily business (also see below). Due to COVID, revitalization of smaller fishing working group remains deferred until post-COVID. HM routinely meets with the local, small boat fishermen to hear concerns, share information, and support their efforts.
		Facilitate meetings/dialogue with District and fishing industry stakeholders	Q2 2020	District has engaged K&L Gates for Commercial Fishing & Aquaculture Advocacy. Virtual meeting with Del Mar & Silver Bay re: current issues and challenges held Oct 6.
		Determine appropriate ongoing engagement mechanism between District and stakeholders	Q3 2020	Ongoing.
	2. Continue improvements of Commercial Fishing Industry service offerings by District	Complete fishermen storage improvements	Q2 2021	Project completed in June 2021.
		Install new hoist at fish pier	Q3 2020	Project completed in August 2021.
		Evaluate harbor infrastructure and related amenities to ensure we continue to meet commercial fishing needs	Annually	Continued discussion with Del Mar regarding reactivation of the Ice Plant at 1449 Spinnaker Dr. Del Mar also exploring relocating existing squid pumps to maximize efficiency. Silver Bay added a second offloading pump that is now operational. Bottleneck is in loading totes for transport out of the harbor & in cold storage at Port of LA.

F: Commercial Fishing (Continued)

OBJECTIVE <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <i>Progress Report</i>
Support current commercial fishing industry central to Ventura's premier working waterfront through stakeholder engagement, diversification, and infrastructure improvements	3. VSE Project Grant utilization	Prepare & Approve Operations Plan	Q2 2020	Complete. Presented for stakeholder comment at three Board meetings in Fall 2020, and submitted to federal, state regulators. Fiscal & Economic Impact Analysis presented alongside Operations Plan.
		Manage the 2018 CA Sea Grant subaward for the proposed Ventura Shellfish Enterprise (VSE) project	Q4 2020	Completion of grant tasks by August 31, 2021. Project team submitted revised deliverables consistent with Board action March 2021 (below). Final reporting now submitted.
		Report on Sea Grant Outcome to Board, Stakeholders, CA Sea Grant staff	Q4 2020	Annual report complete. Final report on Sea Grant outcomes provided to NOAA in August, grant requirements fully completed.
		Identify and apply for additional grant opportunities	From Q4 2020 onward	No reportable action.
	4. Complete permitting, regulatory, and legislative approvals for VSE project	Address LAFCo issue through State Legislature	Q1 2020 through Q4 2020	Complete. Board action March 2021 to withdraw permit applications August 2021. On-going - support NOAA aquaculture initiative and collaborate with aquaculture industry.
		Prepare Navigation Risk Assessment	Q2 2020	Complete. Submitted to the USCG.
		Obtain Coastal Commission Consistency Determination	Q4 2020	No further action. See Board action of March 2021.
		Obtain USACE Permit for VSE	Q2 2021	No further action. See Board action of March 2021.
	5. VSE Subleasing	Complete first VSE sub-lease	Q2 2022	No further action. See Board action of March 2021.

M: Master Tenants & Development Parcels 5 & 8

OBJECTIVE <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <i>Progress Report</i>
Collaborate with existing and future Master Tenants to maintain, improve, and develop the Harbor	1. Engagement and support of Master Tenants for successful business operations at the Harbor	Coordination with VIM on dock replacement project	Q1 2020 through Q4 2020	Construction underway but delayed by permitting and SCE. Amendment passed to extend time for completion to July 1, 2022.
		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%. Commercial leasing underway. 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	CEQA consultant retained for environmental review of Derecktor Marine Holdings (DMH) project proposal. Initial submission reviewed and taken to Board twice for comment. Met with owner and managers of Marina West I & II to discuss further discuss 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 several General Plan meetings inc. Feb.-March.
		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	In follow up to NPS presentation to Board and public regarding long-term facility needs, Visitor Center master planning, and preliminary interest in Parcel 8, staff have provided information on entitlement, environmental, and engineering reports in District's possession.
		Collaborate with City, CA Coastal Commission and stakeholders including NPS to prepare a master plan	Q4 2023 through Q2 2024	In follow up to NPS presentation to Board and public regarding long-term facility needs, Visitor Center master planning, and preliminary interest in Parcel 8, staff have provided information on entitlement, environmental, and engineering reports in District's

P: National & State Parks Agency Collaboration

OBJECTIVE <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <i>Progress Report</i>
Maintain Channel Islands National Park Service (NPS) presence at Harbor	1. Coordinate with NPS Superintendent and General Services Administration (GSA) to secure long-term leases for NPS personnel currently located at 1431 and 1691 Spinnaker Dr. (Harbor Village)	Identify mutually agreeable improvements as part of new lease planning	Q1 2021	Completed spring 2021. Harbormaster discussing Mutual Aid Agreements, & Future joint training opportunities.
		Secure lease agreement with GSA for NPS staff	Q2 2021	Completed spring 2021. Lease extensions at 1431 and 1691 Spinnaker Dr. includes tenant improvements now completed.
	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	In follow up to NPS presentation to Board and public regarding long-term facility needs, Visitor Center master planning, and preliminary interest in Parcel 8, staff have provided information on entitlement, environmental, and engineering reports in District's possession.
		Investigate synergies for collaborative improvement of NPS Visitor Center	Q4 2021 onward	In follow up to NPS presentation to Board and public regarding long-term facility needs, Visitor Center master planning, and preliminary interest in Parcel 8, staff have provided information on entitlement, environmental, and engineering reports in District's possession.
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 2022 coming to Board. Harbormaster provided dock space for Lifeguard RWC. Coordinating JR. Lifeguard weekly visits at Harbor Cove. Cont. Bird Monitoring Information sharing.

T: Harbor Parking Study & Traffic Circulation

OBJECTIVE <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <i>Progress Report</i>
Continue to increase and/or maximize visitor parking and traffic circulation during busy periods	1. Evaluate pedestrian, bicycling, transit networks and parking within and around the Harbor	Perform update to parking, traffic data once Portside is fully occupied	Q3 2021	Traffic counts, parking demand analysis performed during Summer 2021. Camera counters at VHV. Additional counter added at Schooner entrance Jan 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 February 2022. Parking survey sent out to stakeholders. Staff meeting with City in March.
		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 February 2022. Parking surveys sent out to stakeholders. Staff meeting with City in March.
		Identify & budget for Capital Improvements to improve parking & circulation	Q2 2022	FY21-22 CIP included \$275k for paid parking infrastructure. Midyear budget amended to include only soft costs for FY21-22 and procurement now FY22-23.
	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 ongoing participation in City's Active Transportation Plan. District investigating pursuing its own ATP and seeking grant funding to pursue.
		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 several General Plan meetings.

V: Harbor Village

OBJECTIVE <i>What to achieve</i>	STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>	ACHIEVEMENTS <i>Progress Report</i>
Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience	1. Complete Harbor Village refresh programs	Complete Harbor Village Painting	Q3 2020	Project completed.
		Approve Harbor Village Signage, Wayfinding Program	Q4 2020	City DRC approved sign program in October 2020. Wayfinding Sign fabrication/installation nearly complete (some delays due to rework required, but no additional cost to District).
		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 submitted to City. 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 and part of 1591 building roofs contracted for replacement in first half of 2022.
	2. Leasing/Property Management Action Plan	Prepare, approve and implement Annual Leasing/Property Management Action Plan	Annually – Q2	Annual plan for FY21-22 approved by Board on June 16 as part of FY21-22 budget review/approval process. No update this quarter.
	3. Marketing Action Plan	Engage Village tenants for Marketing Action Plan input	Annually – Q2	Tenant surveys performed in April 2021 and used for guidance on Marketing Department Action Plan and Budgeting. No update this quarter.
		Prepare, approve and implement Annual Marketing Action Plan	Annually – Q2	FY21-22 Visitor Action Plan approved by Board on June 16 as part of FY21-22 budget review/approval process. No update this quarter.

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

**Quarterly Update on the Ventura Port District
5-Year Objectives**

RECOMMENDATION

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

**STANDARD
AGENDA
ITEM
2**

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

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

RECOMMENDATION

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

**STANDARD
AGENDA
ITEM
3**

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

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 5

00 : 03 : 00



VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT
NEXT MEETING MAY 4, 2022

Ventura Harbor

HOME OF THE CHANNEL ISLANDS NATIONAL PARK