



# BOARD OF PORT COMMISSIONERS MEETING SEPTEMBER 7, 2022

**Ventura Harbor**  
GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

# ADMIN AGENDA

# **ADMIN AGENDA**

**Adoption of the  
September 7, 2022 Agenda**

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**Approval of the Minutes of  
June 29, 2022**

**July 20, 2022**

**Regular Meetings**

**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**
- B) Approval of Updated Conflict of Interest and Disclosure Code**
- C) Consideration of Two Claims Filed on July 20, 2022**
- D) Authorization of a Grant of Easement to Southern California Edison Company**
- E) Rejection of Bids for the FY2022-2023 Janitorial Services for Ventura Harbor Village Restrooms and District Administration Office**
- F) Quarterly Update on the Ventura Port District 5-Year Objectives**

# PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

**Presentation Outlining the Property  
Improvements to Safe Harbor Ventura Isle**

**RECOMMENDATION**

That the Board of Port Commissioners receive a presentation outlining the property improvements to Safe Harbor Ventura Isle.

**STANDARD  
AGENDA  
ITEM  
1**

**Report by:**

**Brian D. Pendleton, General Manager  
Garrett McKinney, Safe Harbor Ventura  
Isle**



# Safe Harbor Ventura Isle Dock Remodel

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*Garrett McKinney | General Manager*

## *Ventura Isle dock replacement*

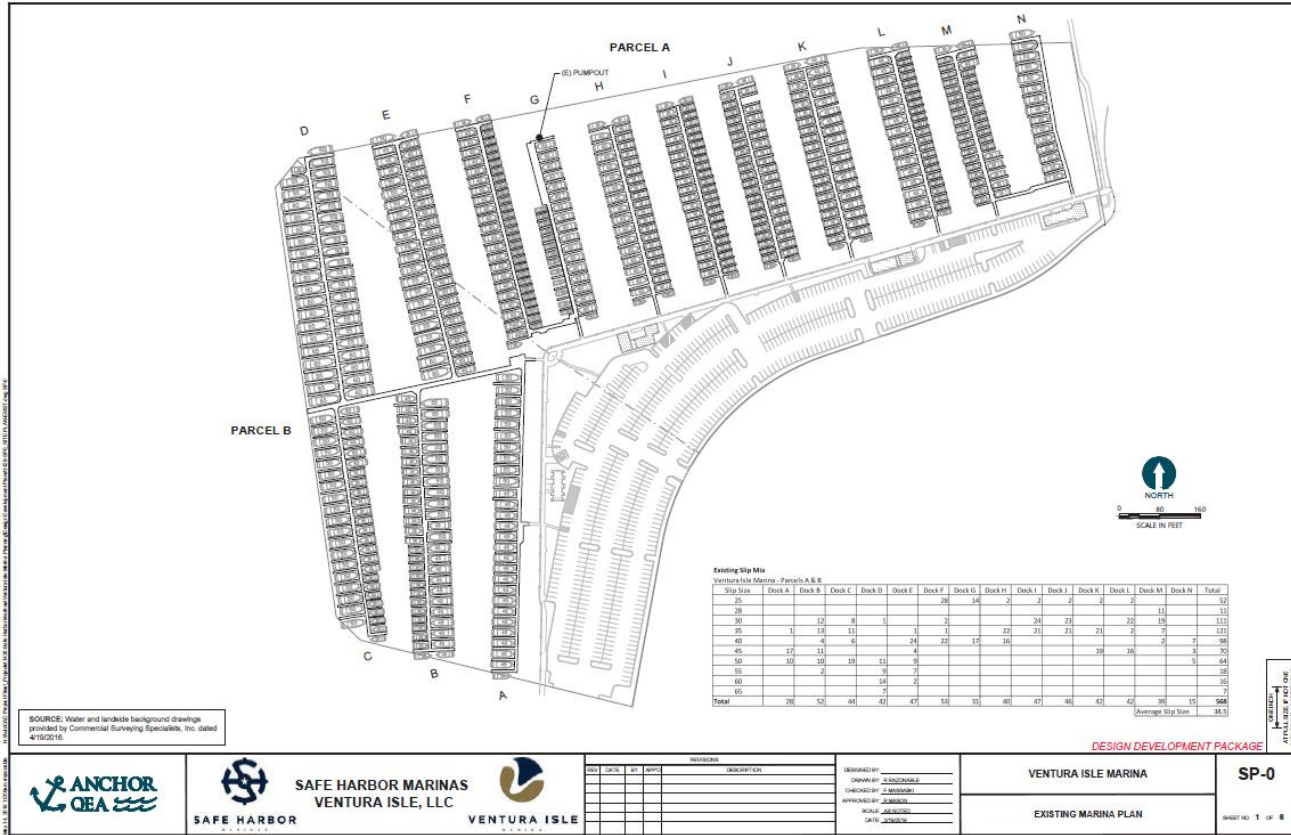
### **Project Background:**

- Marina was acquired April 2016 with the requirement to replace 5 existing docks
- Design & Permitting began right away and spanned from 2016 to April 2021
- Construction timeline April 2021 to March 2022
- Project budget approximately \$7 mil

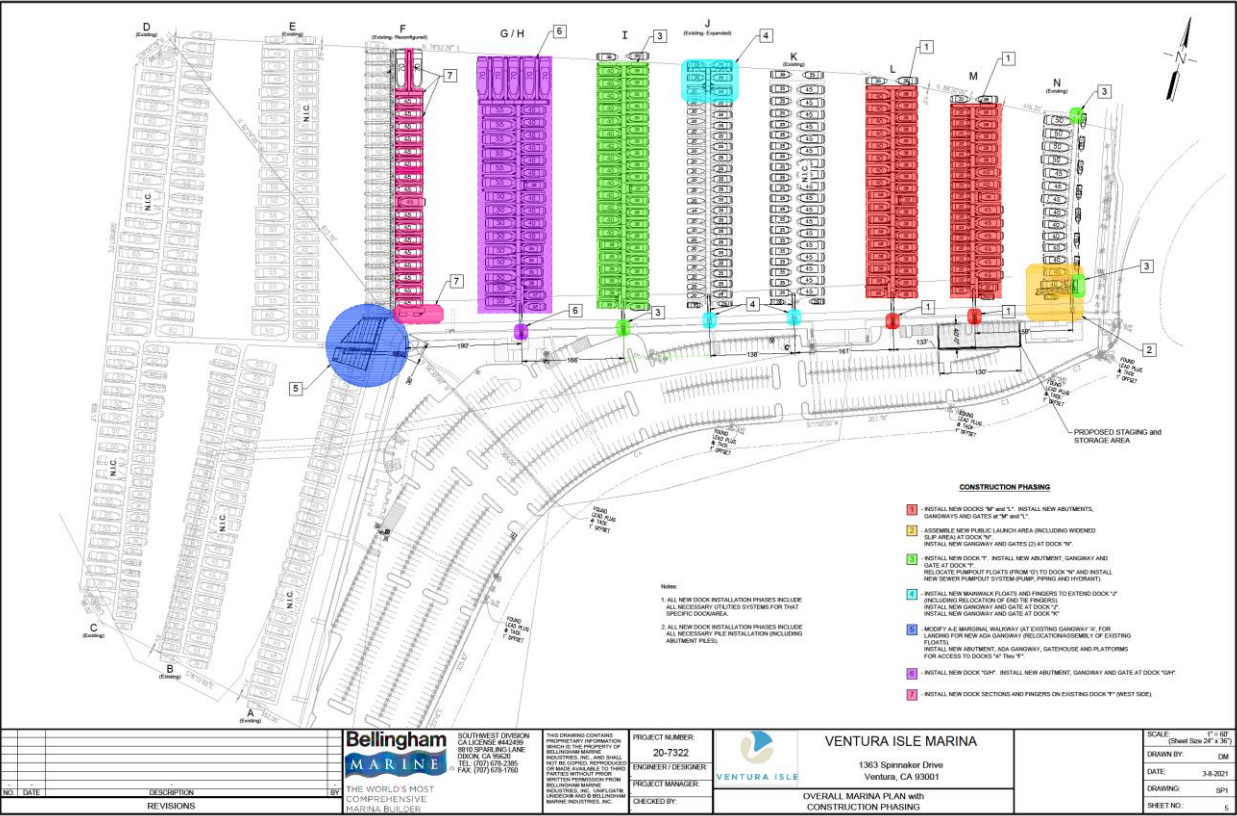
### **Project Details:**

- Final bid selection included Bellingham & Bluewater – BMI was awarded the project
- Project permit approvals dependent on ADA improvements, and public access
- Final WI-FI bid selection included Tengo & Beacon – Tengo was awarded the project
- Gates & Ramps were constructed by Topper

*Site map before*



Site map after

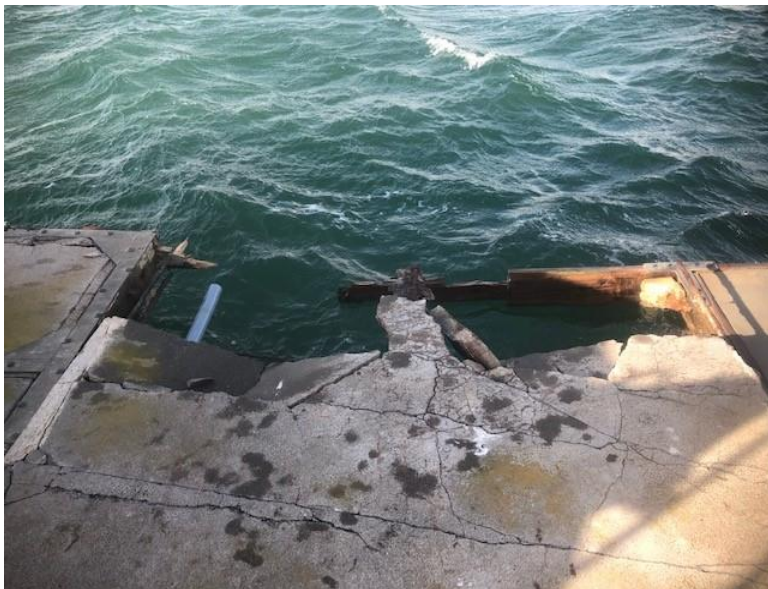


## *Pre-Construction Condition*





## *Pre-Construction Condition*



## *Dock Construction*

15



### B-E Gate Pre-Construction



### B-G ADA Gate Post Construction





Automatic Gate at B-G docks



High Security Glass Pannels



Demo of existing H dock



New H Dock



M Dock Pre-Construction



M Dock Post Construction





## *Upgraded Utilities*

### Electrical Infrastructure



### Final Electrical Design



New state of the art WI-FI



## Member Float Pre-Construction



## ADA Gangway Installation





## Member Float Construction



## Member Float Post Construction



## *Opportunities for added value*

02  
4

Traeger BBQ's & Outdoor Seating



Member float Ambiance





## *Highlights Of Ventura Isle dock re-build*

- ADA Access to 50% of The Marina's Docks
- 1 Gig internet speed with Tengo WI-FI
- Fiberoptic cable backbone on all Marina WI-FI, Gate Access Systems, and Security Cameras
- Upgraded glass dock gates and non-slip gangways
- Promenade concrete repairs
- Landscape upgrades
- Upgraded dock power (single phase 240 system)
- Dock upgrades with bull nose fingers and single cast design
- Public Kayak/ Dinghy/ SUP launch facility
- Member Lounge Float with Treager Grills

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

00 : 03 : 00

**Rejection of Bids for the Ventura Harbor Village**  
**1567 Spinnaker Drive Facade Renovation**  
**Project**

**RECOMMENDATION**

That the Board of Port Commissioners reject all bids received for the Ventura Harbor Village building 1567 Façade Renovation Project.

**STANDARD**  
**AGENDA**  
**ITEM**  
**2**

**Report by:**

**Todd Mitchell, Sr. Business Operations  
Manager**

**Joe Gonzalez, Capital Projects Manager**

## PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

**Consideration of Proposed Strategies to the  
Ventura Port District 5-Year Objectives**

**RECOMMENDATION**

That the Board of Port Commissioners approve the proposed strategies in support of the 5-Year Objectives.

**STANDARD  
AGENDA  
ITEM  
3**

**Report by:**

**Brian D. Pendleton, General Manager  
Todd Mitchell, Sr. Business Operations  
Manager**



**VENTURA  
PORT DISTRICT**

*Established 1952*

# Implementing Updates to 5-Year Goals

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Beginning Q3 of 2022

Board of Commissioners Meeting

September 7, 2022

# Guiding Principles

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- 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 reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 4) Establish and implement harbor-wide environmental sustainability policies and practices through collaboration with our business partners.
- 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, educational resources, and ferry boat services to the islands.

# 2022-2027 5-Year Objectives

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- 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. Maintain and improve working waterfront facilities and infrastructure.
- 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.



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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline
1. Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program	CMANC and/or WEDA Meeting attendance	3 times per year
	USACE District, Division & HQ meetings and communication	As needed or 2 times per year
	Engagement of lobbyist to provide representation with the Federal Government and Congress	Ongoing
	Advocating for full funding of VPD entrance channel in President's Budget	Ongoing
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
	Committee lead and/or Executive Board role at CMANC	By next Board Election
3. Ventura Port District Dredging	Prepare, submit and receive new permits for inner Harbor Dredging (unrestricted by Santa Clara river conditions)	Complete in Q1 2023

**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.**

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline
1. Collaborate with business partners and stakeholders through increased engagement, communication, and participation.	Engage Village tenants in developing the Marketing Action Plan and quarterly meetings	Quarterly
	Celebrate DEI through recognition of dates and events of cultural significance	Planned annually, implemented throughout
	Refresh the Ventura Harbor Village.com website to include dynamic features, the Channel Islands, digital map, and reformatted calendar of events	Q2 2023
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	Ongoing through Q4 2023
	Collaborate with other harbors and special districts	Ongoing
	Collaboration between Port District and government emergency services	Ongoing
	Partner with State and Federal agencies for projects, programs, and grants	Ongoing

**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.**

STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>
3. Public and Civic Engagement Planning	Public Workshop every two years	Q3 2024
	2024 Mid-term Objective evaluation	Midterm
4. Updates to District policies to reflect improved transparency and DEI	Identification and utilization of multi-channel outreach for staff recruitment, solicitation of tenant businesses and contracts	Q1 2023
	Annual review and updates to HR Manual, Board Protocols Manual, Public and Civic Engagement Plan, and other District policies.	Annually

## F: Support current and future commercial fishing and sustainable aquaculture industries. Maintain and improve working waterfront facilities and infrastructure

STRATEGY <i>How will it be achieved</i>	ACTION <i>Actions to be undertaken</i>	MILESTONE <i>Action timeline</i>
1. Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor	Regular engagement with commercial fishing business owners and key industry representatives	Seasonally
	Engagement with sustainable aquaculture industry interests at Ventura Harbor	As received
	Monitor legislative and regulatory changes potentially impacting commercial fishing and sustainable aquaculture	Ongoing
2. Continue improvements of District's Working Waterfront infrastructure	Maintain existing harbor infrastructure and related amenities to continue to meet commercial fishing needs	Annually
	Masterplan for growth of commercial fishing and sustainable aquaculture capital improvements	Q1 2023
	Identify and pursue grant/P3 opportunities to implement capital infrastructure needs for commercial fishing and sustainable aquaculture	Q2 2023
3. Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture	Support and endorse NOAA sustainable aquaculture initiatives in the Santa Barbara Channel	Ongoing
	Knowledge, experience, and technology transfer with aquaculture industry and stakeholders	Ongoing

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline
1. Engagement and support of Master Tenants for successful business operations at the Harbor	Work with Master Tenants to help facilitate sustainable capital improvement projects	Tenant specific
	Coordination with Portside on commercial tenant leasing	Ongoing
	Strategic planning meetings between master tenants and District staff	Q2 of each year
2. Evaluate opportunities for Parcel Development	Evaluate master planning opportunities in conjunction with current and future leasehold development	Annually
	Master planning for Parcel 5 development	Commencing Q2 2023
3. VenturaWaterPure	Continue commitment to help minimize impacts and disruptions caused by the VenturaWaterPure project through ongoing work with City, master tenants, and stakeholders	Ongoing through completion

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline
1. Work with NPS and harbor visitors regarding enhancement of visitor experience.	Collaborate with City, CA Coastal Commission, and stakeholders including NPS to prepare a master plan integrating Parcel 8 into the visitor experience at the Harbor and Visitor's Center	Q2 2023
	Work with NPS and ferry operator on cross-promotional activities to increase attraction of visitors to the Harbor	Ongoing
	Work with NPS to provide/upgrade visitor educational signage along pedestrian areas	Q3 2023
2. Coordinate with NPS Superintendent 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, and ferry terminal	Ongoing
	Investigate synergies for collaborative improvement of NPS Visitor Center experience	Q3 2023
3. Coordinate with National & California State Parks, and City 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
	Explore potential enhancements of Ventura Harbor Ecological Reserve with City (owner)	Q3 2023

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline
1. Work with City to improve access between the City and Harbor	Work with City Active Transportation Plan Working Group to promote emphasis on improving active transportation access to the Harbor.	Ongoing participation until City adopts Plan
	Advocate to the City to repave Spinnaker and Navigator Drive.	Ongoing until repaving performed
	Coordinate with City on planning for active transportation network improvements	Q4 2023
2. Evaluate alternative and active methods for people to travel to, from and within the Harbor and pursue needed improvements and strategies in partnership with the City	Work with City, Ventura County Transportation Commission, and regional transportation services for expanding public transit options to Harbor.	Q4 2023
	Advocate to the City to improve bicycle, pedestrian access, and safety along and crossing Spinnaker Drive.	Ongoing
	Collaborate with master tenants to offer intra-Harbor transportation services e.g. water-taxi and/or shuttle	Q2 2024
3. Pursue and implement parking management solutions to increase vehicle circulation	Obtain necessary agreements and permits to implement managed parking at Harbor Village	Q2 2023
	Identify & budget for Capital Improvements to improve parking & circulation at Harbor Village	Q2 2023

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline
1. Utilize grant funding opportunities for sustainable Harbor infrastructure	Work with SCE, CALeVIP, SLC, and City to complete installation of 21 EV charging stations in Harbor Village per CIP.	Q1 2023
	Complete installation of 4 EV charging stations at District office for company vehicles per CIP.	Q2 2023
	Complete procurement of hybrid Harbor Patrol vehicle utilizing SLC grant funds per CIP.	Mid/late 2023
	Complete procurement of EV or hybrid Maintenance & Dockmaster vehicles using SLC grant funds per CIP.	2023 and 2024
2. Seek additional grant funding for improving/replacing District capital assets.	Establish mechanisms to receive transportation funding from the State and/or Federal governments with emphasis on active transportation.	Q4 2023
	Identify and apply for grants that align with Board-approved 5-year CIP.	Ongoing
3. Leasing/Property Management	Prepare, approve and implement Annual Leasing/Property Management Action Plan	Annually – Q2
	Through active marketing, continue to attract a diverse array of businesses and business owners to Ventura Harbor with the goal of expanding the offerings to the public while creating value for the District.	Commencing Q1 2023 or when availability exceeds waitlist



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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline
4. Update of Financial Management System	Roll out of new accounting and property management software.	Q4 2022
	Creation and implementation of Tenant Portal to allow tenants to report sales and review lease documents.	Q1 2023
	Implementation of online payments for tenants.	Q1 2023
5. Financial Reporting	Stakeholder budget workshops	Annually
	Periodic reports to Board and public on financial position, audits, and budget.	Quarterly
	Annual review of District bonds, debt position, and restructuring opportunities.	Annually or as required

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline
1. Ongoing investment in Harbor Village Infrastructure	Complete outstanding ADA improvements in Capital Improvement Plan	Q2 2023
	Evaluate new ADA improvement requirements for District properties and update Capital Improvement Plan to address.	Q2 2024
	Village Promenade/Trail physical upgrades, including sustainability enhancements	Q4 2024 onwards
	Complete infrastructure upgrades (elevators, roof replacements per CIP)	Q4 2026
	Complete Village Tenant Signage, Awnings	Q4 2024
	Evaluate opportunities for renewable energy/energy storage infrastructure for Village	Q4 2022 through Q4 2027
	Implement WiFi in Harbor Village	Q2 2023
2. Develop and implement an Annual Visitation Plan for Ventura Harbor Village.	Submit a proposed Visitation Plan in Spring for Board input and feedback.	Q2 2023 and annually
	Implement seasonal décor at Ventura Harbor Village and Spinnaker Drive	Q4 2022 and annually





# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

00 : 03 : 00

**Authorize Execution of a Funding Agreement  
for a Grant from the National Fish and Wildlife  
Foundation for the Refugio Beach Oil Spill  
Settlement: South Coast Shoreline Parks and  
Outdoor Recreation Grants Program**

**RECOMMENDATION**

That the Board of Port Commissioners authorize the General Manager to execute a Funding Agreement with the National Fish and Wildlife Foundation to receive \$93,301.02 for the Refugio Beach Oil Spill Settlement: South Coast Shoreline Parks and Outdoor Recreation Grants Program.

# STANDARD AGENDA ITEM 4

Report by:  
**Todd Mitchell, Sr. Business Operations  
Manager**

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 4

00 : 03 : 00

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Change Clock Type

Digital

Duration:

00

03

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TimeUp Reminder (Optional):

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Choose Sound Effect

None

Choose TimeUp Sound

None



VENTURA  
PORT DISTRICT

*Established 1952*

ADJOURNMENT IN HONOR OF COUNTY SUPERVISOR  
CARMEN RAMIREZ AND BOB BARTOSH  
NEXT MEETING SEPTEMBER 21, 2022

**Ventura Harbor**

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK