



BOARD OF PORT COMMISSIONERS DECEMBER 20, 2023

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

ADMIN AGENDA

Adoption of the December 20, 2023 Agenda

Approval of Minutes
December 6, 2023
Special Meeting

PUBLIC COMMUNICATION ADMIN AGENDA ITEMS NOT ON TODAY'S AGENDA

00 : 03 : 00

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TimeUp Reminder (Optional):

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

ADMIN AGENDA

CONSENT AGENDA ITEMS

A) 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, Sr. Business Operations Manager to attend Congressional meetings and CMANC Conference from February 13-16, 2024 in Washington DC.
- b) Michael Blumenberg, Commission Chair to attend Congressional meetings and CMANC Conference from February 13-16, 2024 in Washington DC.
- c) Jessica Rauch, Clerk of the Board to attend the JPIA 2024 Risk Management Academy from January 23-25, 2024 in Indian Wells, CA.
- d) Jessica Snipas, Business Operations Analyst to attend the JPIA 2024 Risk Management Academy from January 23-24, 2024 in Indian Wells, CA.

B) Adoption of Resolution Nos. 3490 and 3491 Approving Updates to the Expense Reimbursement Policies for Employees and Commissioners and Rescinding Resolution Nos. 3373 and 3374

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt:

- a) Resolution No. 3490 approving the updates to the Expense Reimbursement Policy for Employees and rescind Resolution No. 3473.
- b) Resolution No. 3491 approving the updates to the Expense Reimbursement Policy for Commissioners and rescind Resolution No. 3374.

PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

**PRESENTATION FROM THE CITY OF VENTURA'S PUBLIC
WORKS DEPARTMENT ON VENTURA HARBOR ROAD
CONDITIONS AND MANAGED PARKING
IMPLEMENTATION**

RECOMMENDATION:

That the Board of Port Commissioners receive a presentation from Ventura's Public Works Department on road conditions within Ventura Harbor, Capital Improvement plans for those roads, and an update on required agreements and ordinances to allow the implementation of Managed Parking in Ventura Harbor.

STANDARD AGENDA ITEM 1

Report by:

Phil Nelson, Public Works Director
Jeff Herford, Principal Transportation
Engineer

Peter Sheydayi, Assistant Public Works
Director/City Engineer

Presentation to Ventura Port District

Public Works Department

December 20, 2023



Downtown Parking Update



Phil Nelson
Public Works Director



Jeff Hereford
Transportation Manager



Peter Sheydayi
City Engineer

Topics

**Ventura Harbor
Managed Parking
Program**

**5-Year
Pavement
Management
Plan**

Ventura Harbor Managed Parking Program



Managed Parking Program

Coordinate Ventura Harbor Managed Parking Program to Include Spinnaker Drive.

Update City's Muni-Code to Include Spinnaker Drive as Paid Parking.

Enter into a Shared Parking Agreement with City and Port District.

Anticipate City Council Approval at March 26th, 2024 Council Meeting.

Pavement Management Plan FY23-27

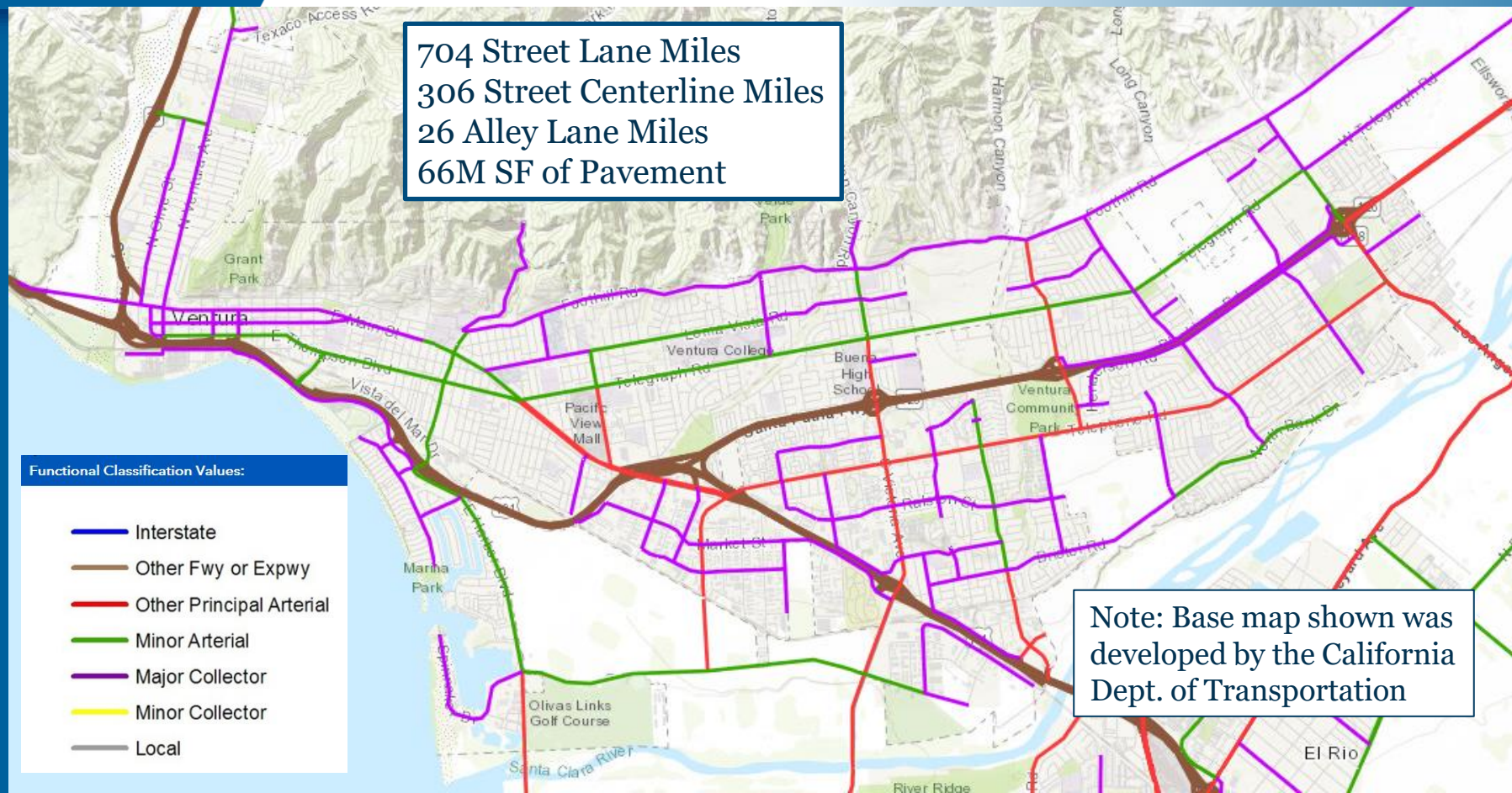
Ventura Streets by Functional Class

704 Street Lane Miles
306 Street Centerline Miles
26 Alley Lane Miles
66M SF of Pavement

Functional Classification Values:

- Interstate
- Other Fwy or Expwy
- Other Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector
- Local

Note: Base map shown was developed by the California Dept. of Transportation



Budget Summary

- **\$4.6 million/year in CIP Paving Projects – Gas Tax and SB1**
 - \$1million/year Slurry/Cape Seal Projects
 - \$3.6million/year Overlay/Reconstruction Budget
- **\$1.7 million/year in PW Operations Pavement Maintenance – Measure O and GF**
 - \$100,000/year in Alley Maintenance
 - \$300,000/year in Asphalt Materials for Paving, Pothole Repairs, and other Maintenance
 - \$1,300,000/year in Operations Budget
 - Pothole Repair/Crack Seal
 - Staff Time + Overhead for Equipment
 - Asphalt Materials for Paving
- **Take Home - \$6.3 Million/Year Total Translates to Approximately 700,000 Square Feet of Overlay Treatment Area and 750,00 Square Feet of Slurry Seal Treatment Area Annually of total 66M Square Feet of Pavement.**

- **Funding allocation by functional classification**
 - Arterials = 60%
 - Collectors = 20%
 - Residentials = 20%
- **Prioritize to prevent “next level” maintenance**

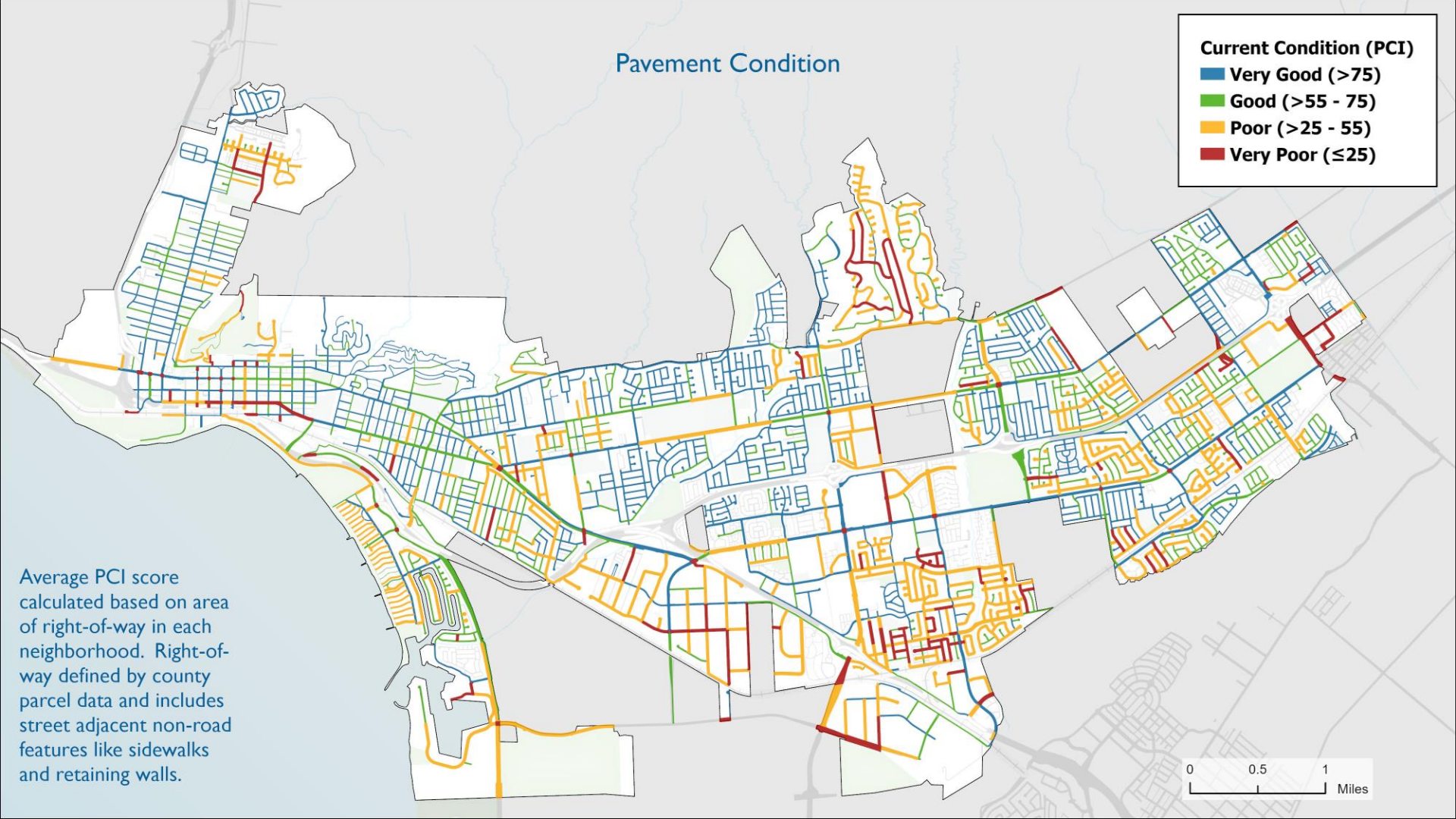
Pavement Condition

Current Condition (PCI)

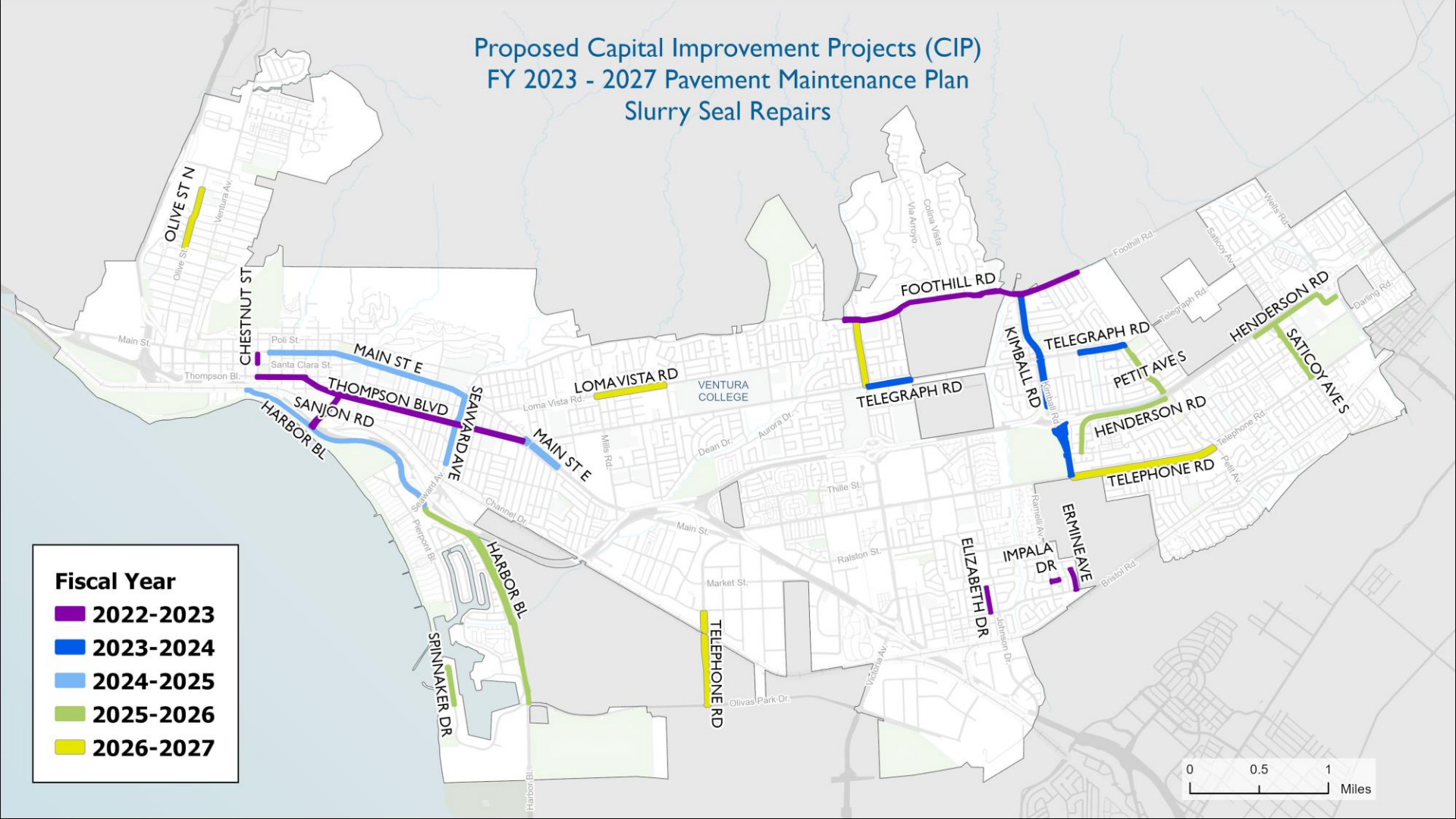
- Very Good (>75)
- Good ($>55 - 75$)
- Poor ($>25 - 55$)
- Very Poor (≤ 25)

Average PCI score calculated based on area of right-of-way in each neighborhood. Right-of-way defined by county parcel data and includes street adjacent non-road features like sidewalks and retaining walls.

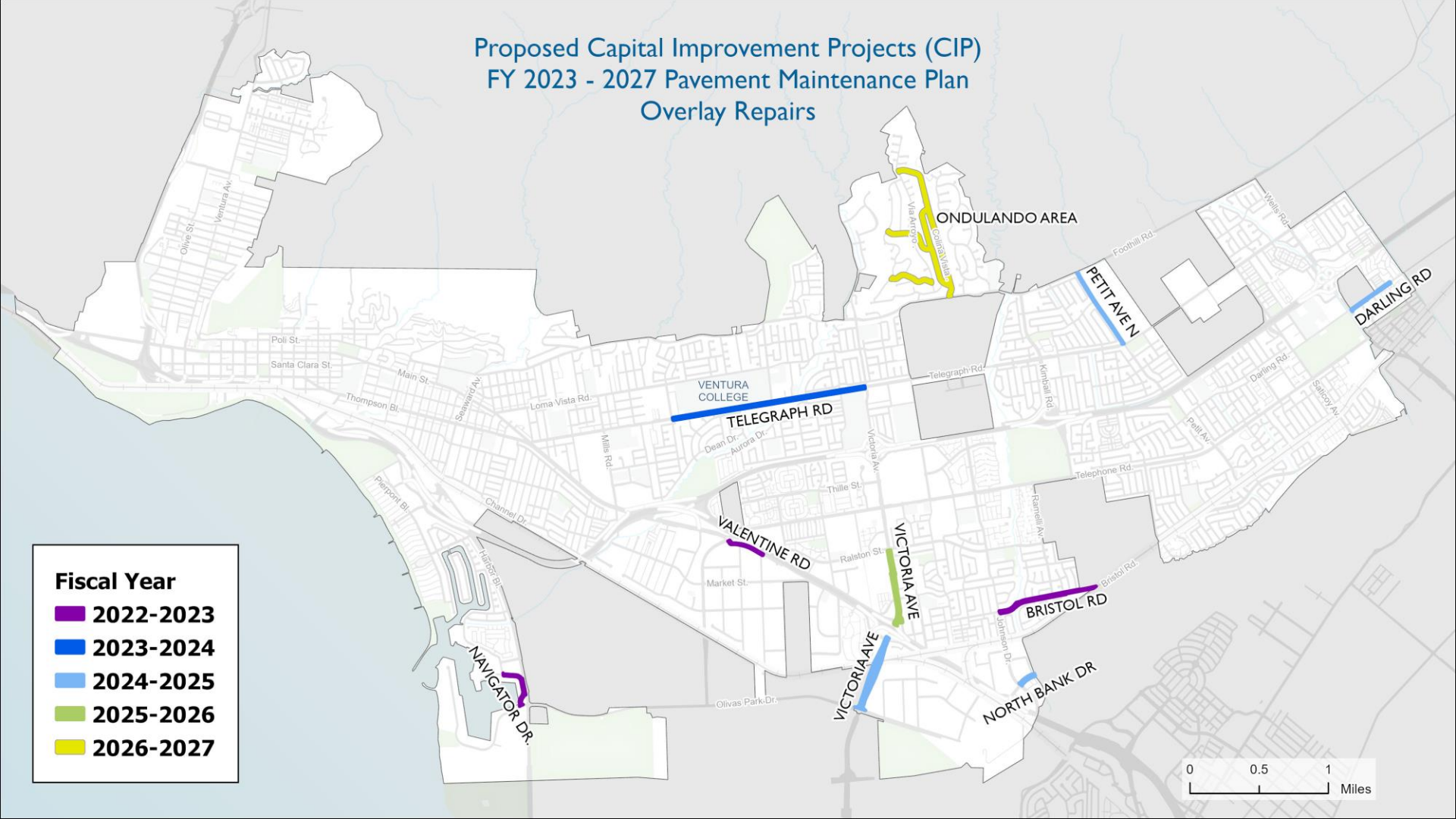
0 0.5 1 Miles



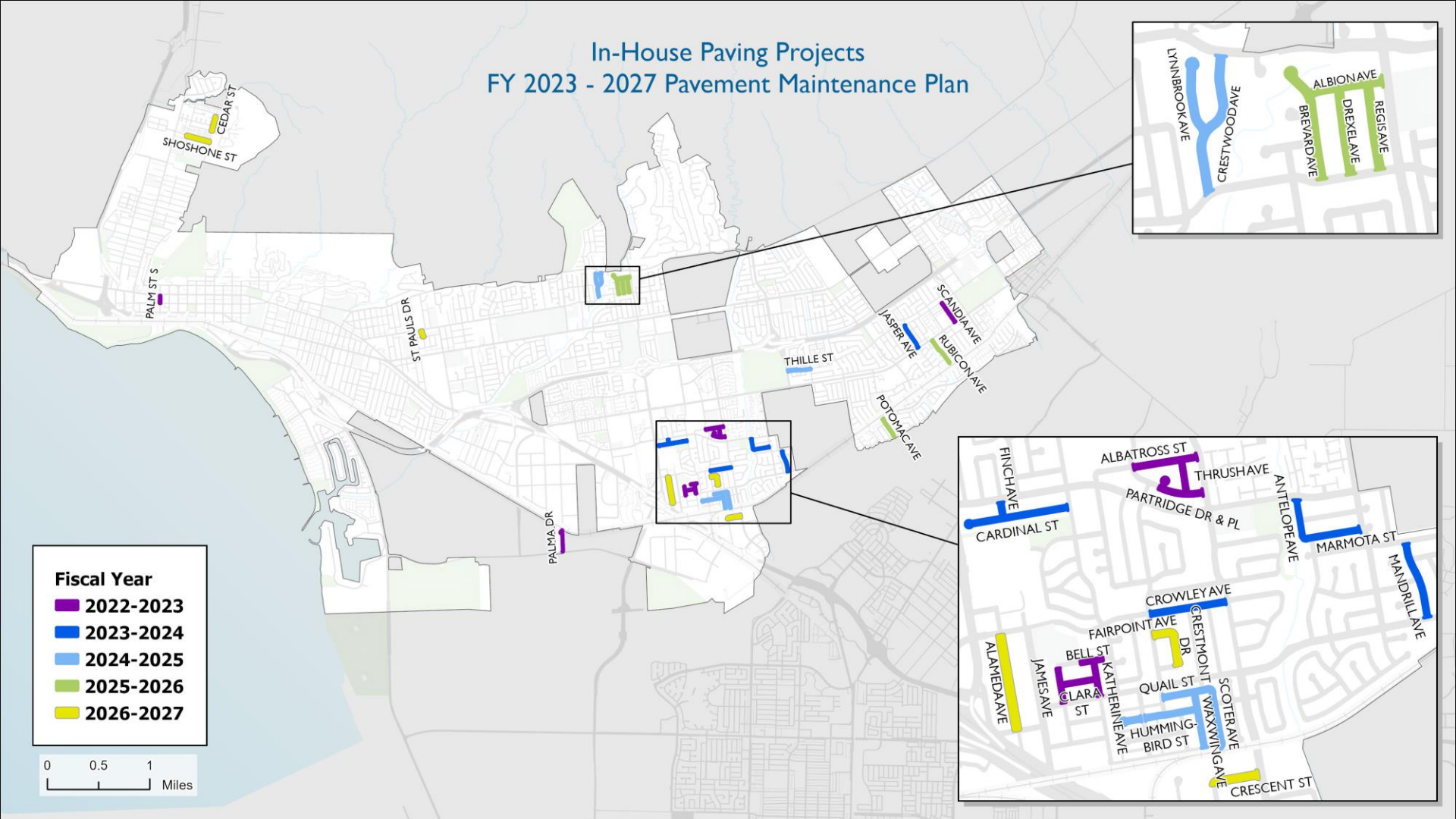
Proposed Capital Improvement Projects (CIP)
FY 2023 - 2027 Pavement Maintenance Plan
Slurry Seal Repairs



Proposed Capital Improvement Projects (CIP)
FY 2023 - 2027 Pavement Maintenance Plan
Overlay Repairs

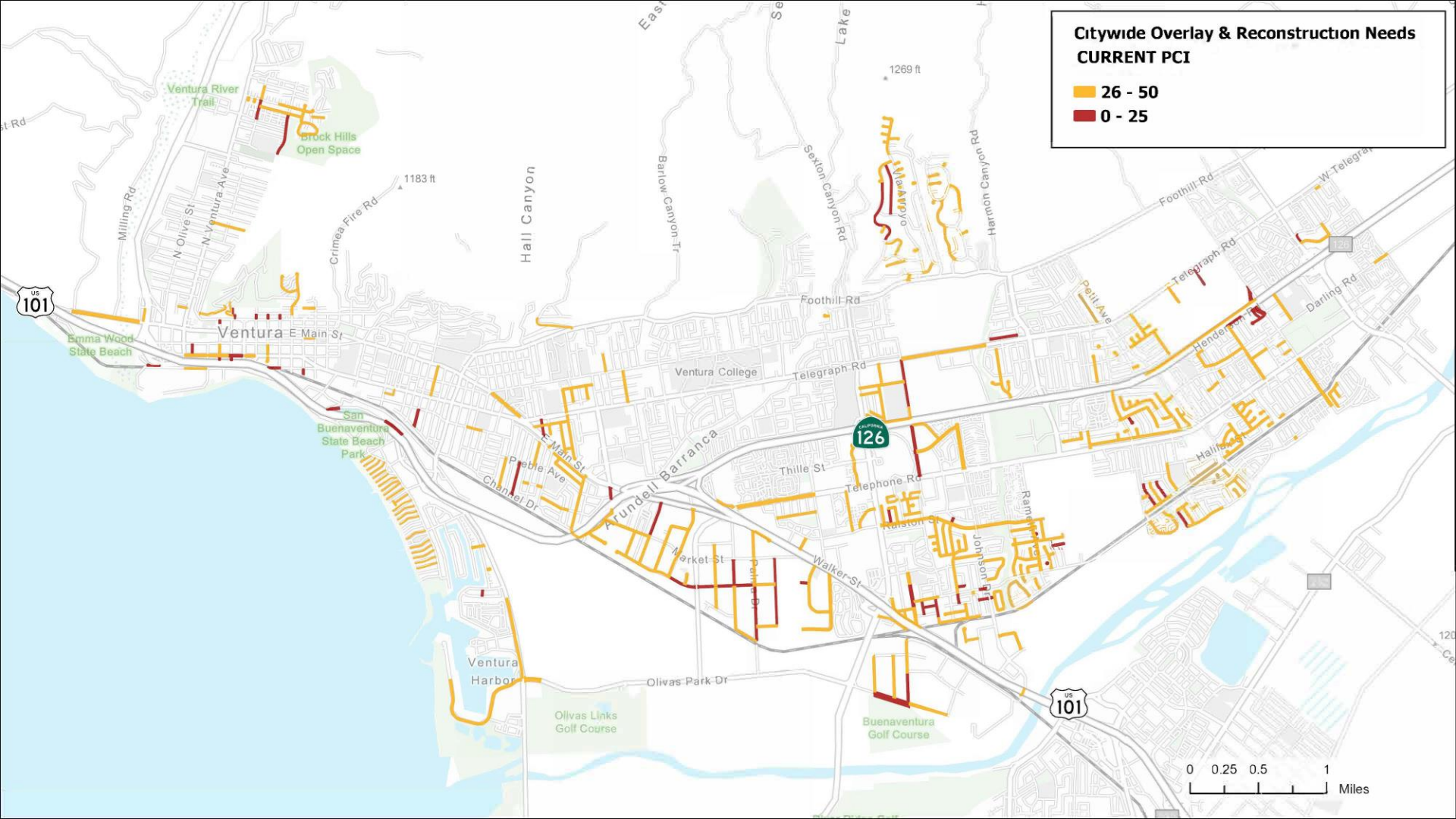


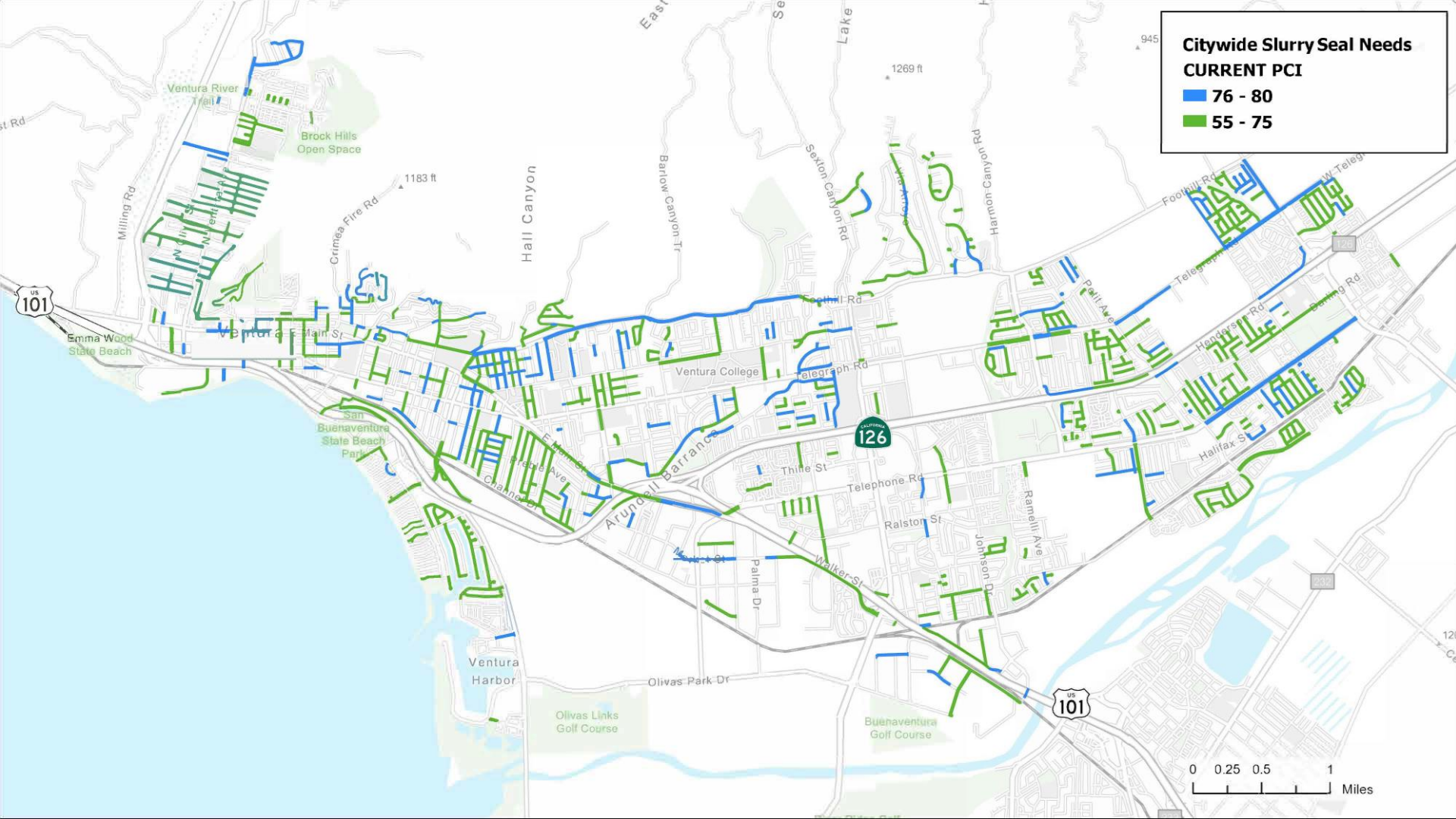
In-House Paving Projects FY 2023 - 2027 Pavement Maintenance Plan



Citywide Overlay & Reconstruction Needs CURRENT PCI

- 26 - 50
- 0 - 25





Pavement Management in the Port Area

Street - Reach	2022 PCI	Proposed Treatment - Status
Anchors Way – Navigator to Schooner	20	Resurfacing - Added to FY24 Project
Anchors Way – Schooner to Beachmont	86	Slurry - Unfunded
Navigator –Anchors Way to End	20	Resurfacing – Added to FY24 Project
Navigator – Spinnaker to Anchors Way	23	Resurfacing – FY24 Project
Schooner – Harbor to Anchors Way	79	Slurry - Unfunded
Spinnaker – Harbor to Island Packers	40	Resurfacing - Unfunded
Spinnaker – Island Packers to End	64	Slurry – FY26 Project





PHOTO: RICH RENDON



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CITY OF
VENTURA

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

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STANDARD AGENDA ITEM 1

Report by:

Phil Nelson, Public Works Director
Jeff Herford, Principal Transportation
Engineer

Peter Sheydayi, Assistant Public Works
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PRESENTATION ON PARCEL 5 PRELIMINARY DESIGN

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Receive a presentation of a new design concept prepared by RRM Design Group on behalf of the District for the grass lawn area of Parcel 5 between 1591 and 1691 Spinnaker Drive.
- b) Provide comment and direction to the General Manager regarding the proposed design.

STANDARD AGENDA ITEM 2

Report by:
Lief McKay, RRM
Nick Deitch, RRM



VENTURA
PORT DISTRICT

Established 1952

Board of Port Commissioners

PARCEL 5 REVITALIZATION

Conceptual Design Presentation

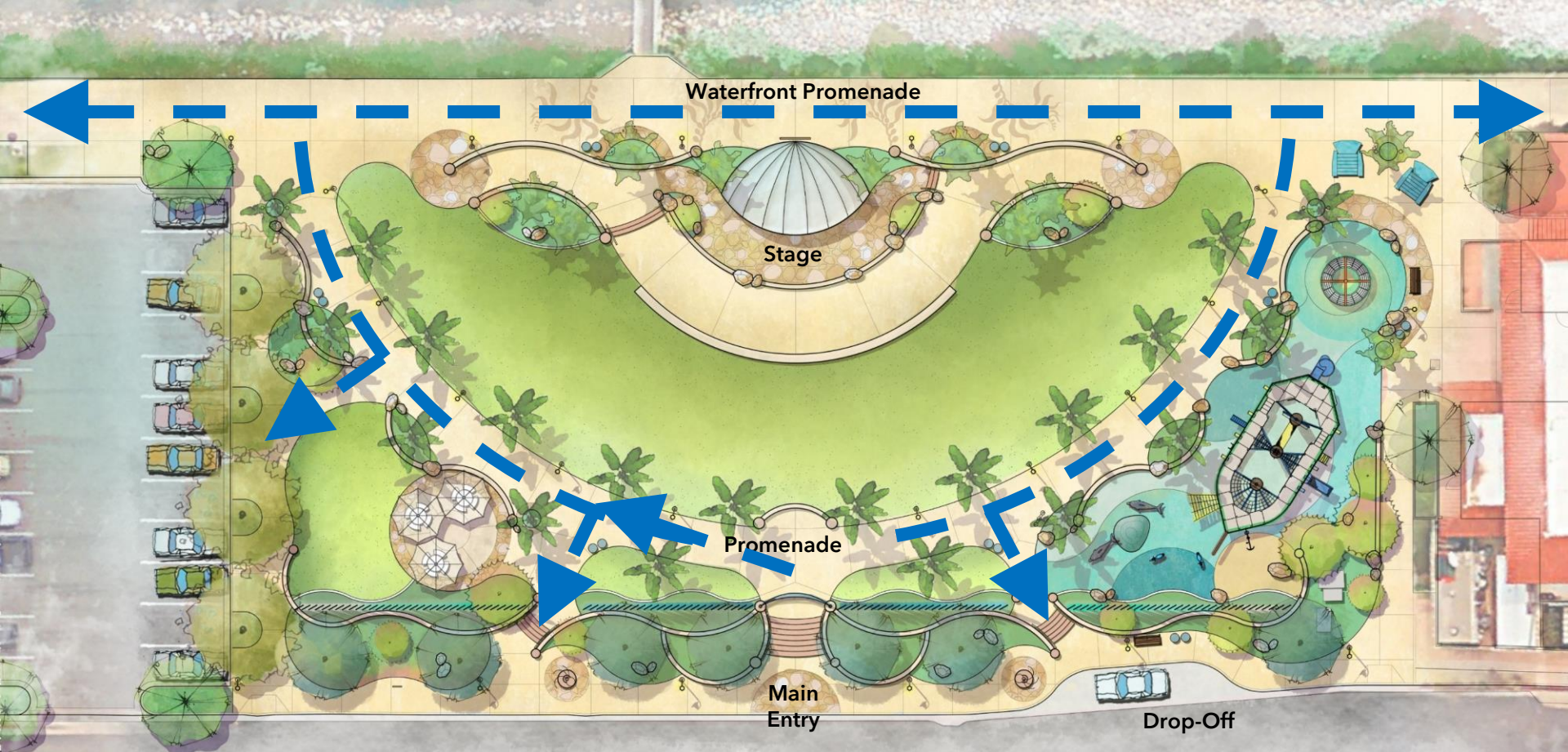


Parcel 5 Revitalization :: Conceptual Design



Parcel 5 Revitalization :: Conceptual Design

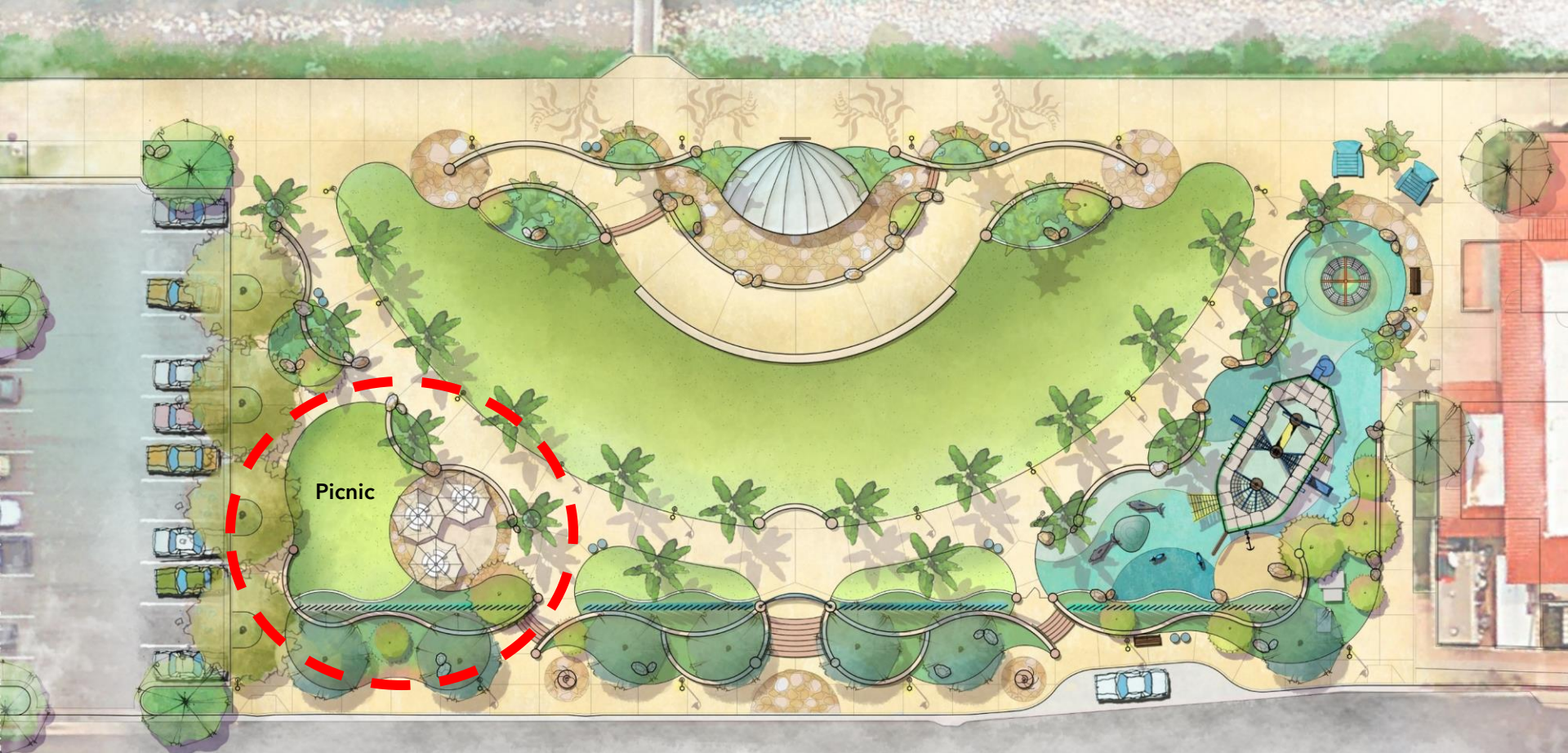


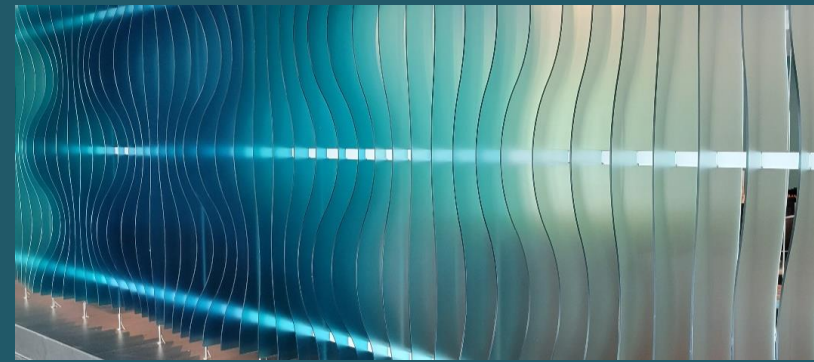




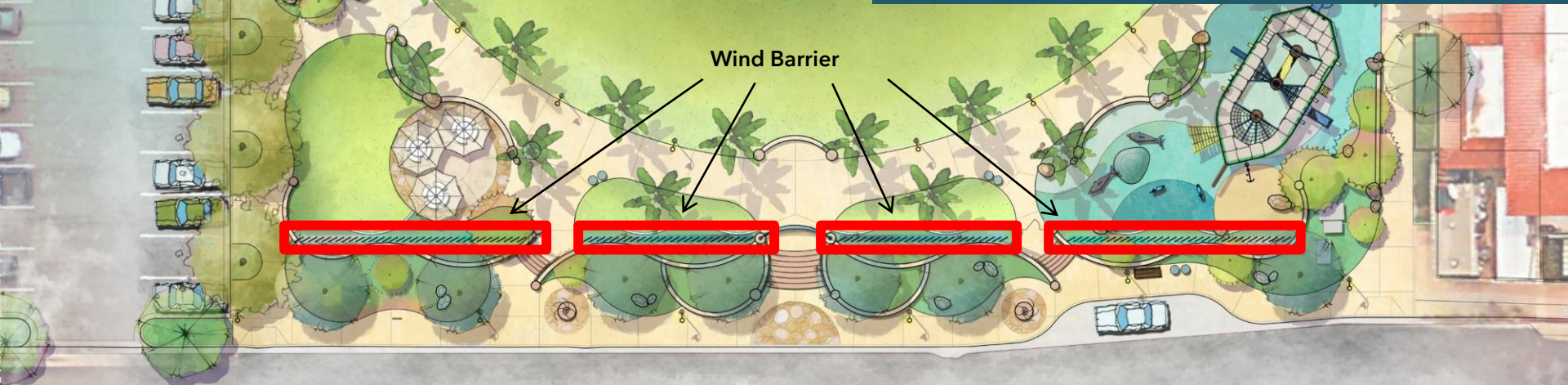
Example of stage canopy







Example of artistic barrier

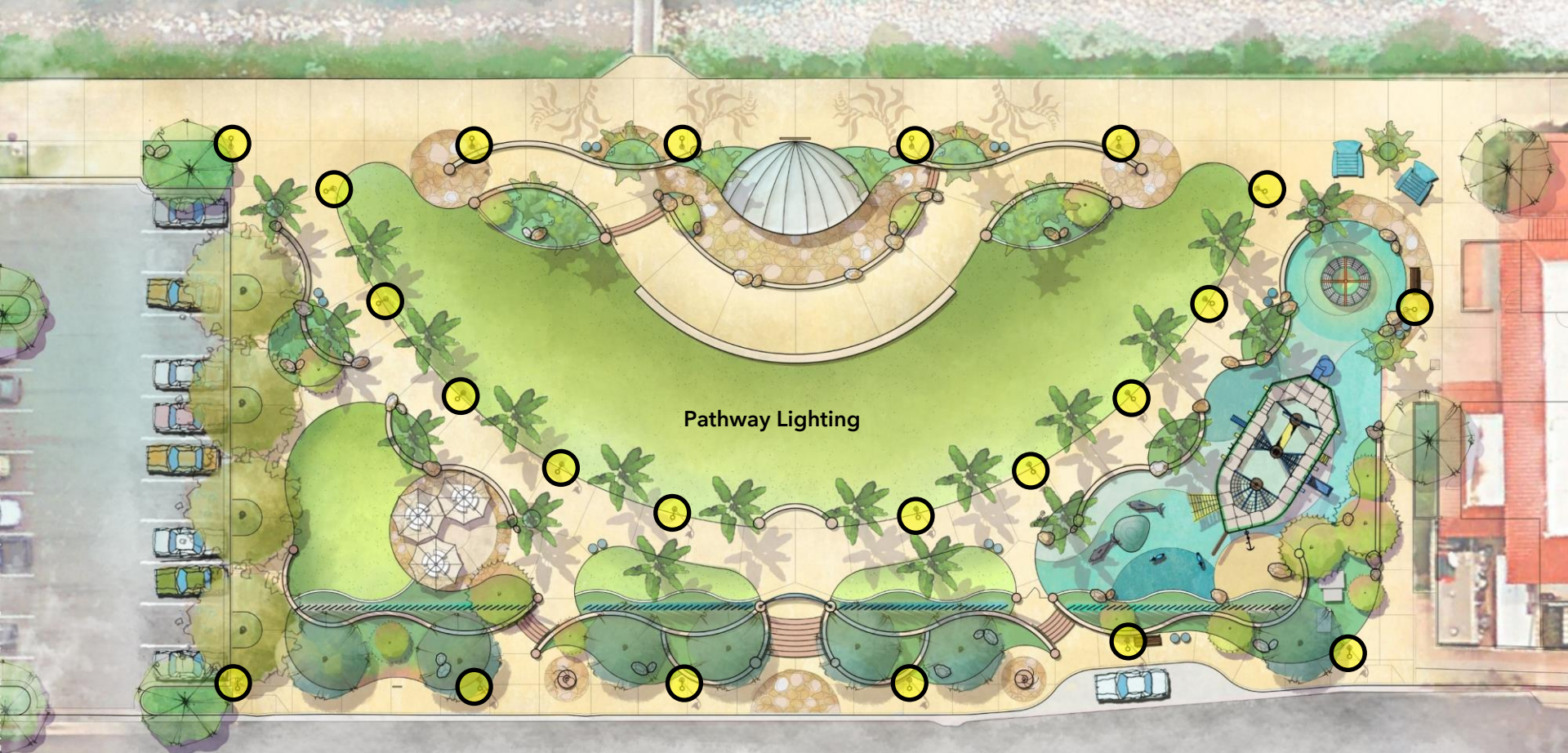


Wind Barrier



Selfie Spot

Art Installations



Pathway Lighting



Play Area

Signature boat focal point with other marine themed features



Play Area

Open edge provides open feel and strong integration with greater park

Ample seating and socializing opportunities

Group activities foster cooperative plan



Flexibility

Space will easily accommodate a variety of uses, such as concerts, movies, and other community events





Sense of Arrival

Layered planting and emphasized points of entry give a strong identity and presence

Elevated grade screens parking lot from within and aids in wind mitigation





Informal Use

Pleasant spaces to
recreate provide a
reason to spend time



Budget

Category	Items Included (partial list)	Totals
BASELINE IMPROVEMENTS	Site grading and underground infrastructure Walkways Walls Furnishings Lighting Landscaping	\$3.75M
SIGNATURE IMPROVEMENTS	Stage Canopy Wind Wall Art Installations Playground	\$3.75M
SOFT COSTS	Permitting, Design, Management, Contingencies	\$1.5M
TOTAL IMPLEMENTATION BUDGET		\$9.0M



Questions



PRESENTATION ON PARCEL 5 PRELIMINARY DESIGN

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Receive a presentation of a new design concept prepared by RRM Design Group on behalf of the District for the grass lawn area of Parcel 5 between 1591 and 1691 Spinnaker Drive.
- b) Provide comment and direction to the General Manager regarding the proposed design.

STANDARD AGENDA ITEM 2

Report by:
Lief McKay, RRM
Nick Deitch, RRM

**CONSIDER PARTICIPATION IN THE SPECIAL DISTRICT
LEADERSHIP FOUNDATION'S DISTRICT OF DISTINCTION**

RECOMMENDATION:

That the Board of Port Commissioners consider participating in the Special District Leadership Foundation's District of Distinction.

STANDARD AGENDA ITEM 3

Report by:
Brian D. Pendleton, General Manager

BACKGROUND

- The District of Distinction is an accreditation program through the Special District Leadership Foundation (SDLF) that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner.
- Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training by Commissioners and executive staff.
- SDLF has five programs Special Districts can apply for to show dedicated excellence in local government.
- Currently, there are no Special Districts in Ventura County who have been awarded the District of Distinction.
- This accreditation is valid for three years.

REQUIREMENT NO. 1

FINANCIAL AUDITS

- Districts must demonstrate they undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.
- Documents to submit are three copies most recent district audits, including financial statements (3 letters) SAS 114 – *The Auditor's Communication with Those Charged with Governance*, SAS 115 – *The Auditor's Communications on Internal Control Related Matters*, and management letter.
- The District has this requirement completed.

REQUIREMENT NO. 2

POLICIES AND PROCEDURES

- Districts must demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual.
- Policies and procedures should focus on governance, ethics, board conduct, district finances, reserves, reimbursement/compensation, etc. Documents to submit are:
 - 1) District's current approved policies and procedures manual.
 - 2) District's Board minute action adopting and/or having reviewed the policies and procedures manual within the past year.
- The District has currently updated/reviewed its Port Commission Policies and Procedures Manual, Investment Policy, Reserve Policy and the Expense Reimbursement Policy for Employees and Commissioners.
- The District has this requirement completed.

REQUIREMENT NO. 3

TRAINING

- Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:
 - Governance Training:
 - Six hours of basic governance training. (new board members and executive staff must completed within the past 5 years) Governance Foundations, offered by CSDA's Special District Leadership Academy satisfies this requirement.
 - Also, Board Member Best Practices (3 hours) plus 2 approved webinars will satisfy this requirement. Approved webinars are: 1) Board Member and District Liability Issues, and Who Does What?; 2) Best Practices in Board Staff Relations.
- Commissioners and staff participating in the program would have to complete these trainings.

REQUIREMENT NO. 3

TRAINING

- Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:
 - Ethics Training: Documentation verifying completion of AB 1234 ethics compliance training within the last two years.
 - The Commission and Management staff completed this training in 2023.
 - The District has this requirement completed.
 - Harassment Prevention Training: Documentation verifying completion of AB 1825 harassment prevention training within the last two years.
 - The Commission would have to take this training, as it is not a mandatory training since Commissioners are volunteers.
 - This training will be up for renewal for all staff in 2024.
 - Staff and Commissioners participating in the program would have to complete this training.

REQUIREMENT NO. 4

OTHER

- Districts must also include the following items with the accreditation application:
 - Commissioner Roster
 - The District has this requirement completed.
 - List of Executive Staff, including titles
 - The District has this requirement completed.
 - Completed accreditation application
 - Will complete once get approval by the Board.
 - Accreditation application fee
 - Will complete once get approval by the Board.
 - Completed SDLF District Transparency Certificate of Excellence
 - The District has this requirement completed.

RECOMMENDED ACTION

- Consider participating in the District of Distinction accreditation program through the Special District Leadership Foundation.
- If participating, choose staff to participate in the program.
- All Commissioners will need to participate in trainings.

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

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VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT
NEXT MEETING JANUARY 3, 2024

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK