



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Michael Blumenberg, Chair
Jackie Gardina, Vice-Chair
Anthony Rainey, Secretary
Brian Brennan, Commissioner
Chris Stephens, Commissioner

Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Tom Bunn, Legal Counsel
Jessica Rauch, Clerk of the Board

REGULAR MEETING WEDNESDAY, MARCH 6, 2024

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

AND

20 E. VICTORIA STREET
SANTA BARBARA, CA 93101

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

PUBLIC PARTICIPATION OPTIONS

MEETINGS WILL BE CONDUCTED IN A HYBRID MODEL WITH BOTH IN-PERSON ATTENDANCE
AND VIRTUAL PARTICIPATION.

WATCH THE MEETING LIVE

<https://us02web.zoom.us/j/83276329300>

Webinar ID: 832 7632 9300

1-669-900-6833

1-253-215-8782

PUBLIC COMMENT VIA ZOOM

To request to speak on an item, use the “raise hand” button to notify the Clerk. The Clerk will announce public speakers and unmute participants to speak. Please be mindful that the meeting will be recorded, and all rules of procedure and decorum apply for in-person attendees and those participating virtually.

SUBMIT PUBLIC COMMENT VIA EMAIL

To submit written comments on a specific agenda item, please do so via email by 4:00PM on the day of the meeting. 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 1,000 characters in length. Written comments will be distributed to the Commission and will be posted as a supplemental packet on the District’s website at <https://venturaharbor.com/board-meeting-documents/>. Please submit your comment to the Clerk of the Board at jrauch@venturaharbor.com.

CLOSED SESSION 6:00PM
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CALL TO ORDER: *By Chair Michael Blumenberg.*

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.

CONVENE IN CLOSED SESSION

CLOSED SESSION AGENDA

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - PER GOVERNMENT CODE SECTION 54956.8:

- a) Property: **Parcel 17, 1198 Navigator Dr., Ventura, CA 93001**
- District Negotiators: Brian D. Pendleton, Todd Mitchell, Tom Bunn, Pablo De Leon, Robert Smith
- Negotiating Parties: TBBW Company, LP
- Under Negotiation: **Price and Terms of Payment for Holdover Letter Agreement, License Agreement and Master Lease**

ADJOURNMENT

OPEN SESSION 7:00PM

CALL TO ORDER: *By Chair Michael Blumenberg.*

PLEDGE OF ALLEGIANCE: *By Chair Michael Blumenberg.*

ROLL CALL: *By the Clerk of the Board.*

ADOPTION OF AGENDA

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

The Minutes of the February 21, 2024 Port Commission Regular Meeting will be considered for approval.

PUBLIC COMMUNICATIONS

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.

CLOSED SESSION REPORT

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

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

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:

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 Amendment No. 1 to Spectrum Pacific West, LLC Fiber Optic Installation and Maintenance Agreement

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to sign Amendment No. 1 to the Spectrum Fiber Optic Installation and Maintenance Agreement with Spectrum Pacific West, LLC (Spectrum), its successors and grants a non-exclusive easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time an underground fiber optics system (Utilities) along Anchors Point Way to Schooner Drive connect to the Harbortown Point Resort for Spectrum services.

B) Approval of a New Office Lease Agreement with Loana Healing LLC at 1559 Spinnaker Drive #208

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Loana Healing LLC for the premises located at 1559 Spinnaker Drive #208 consisting of approximately 468 square feet for a three-year term with one two-year option.

STANDARD AGENDA:

1) Approval of Amendment No. 1 to a Professional Services Agreement with Rincon Consultants, Inc. for Environmental Support Services

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to a Professional Services Agreement with Rincon Consultants, Inc. to increase the compensation to \$230,000 from \$165,000 for maintenance dredging environmental consulting, monitoring, and permitting services.

2) Approval of Amendment No. 1 to a Service Agreement with Medallion Protective Services for Ventura Harbor Village and Marina

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to a Service Agreement with Medallion Protective Services to increase the compensation to \$140,000 from \$50,000 for security services in Ventura Harbor Village and around the Marina.

3) Status Report on Recent and Forecasted Pacific Storm Events

Recommended Action: Informational.

That the Board of Port Commissioners receive a report on recent Pacific winter storm events impacting Ventura.

ADJOURNMENT

*This agenda was posted on March 1, 2024 by 5:30 p.m. at the Port District Office and online at
<https://venturaharbor.com/board-meeting-documents/>*

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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)*



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS MARCH 6, 2024

APPROVAL OF MINUTES FEBRUARY 21, 2024 REGULAR MEETING

004 VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF FEBRUARY 21, 2024



CLOSED SESSION

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chair Blumenberg at 6:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Jackie Gardina, Vice-Chair
Anthony Rainey, Secretary
Brian Brennan
Chris Stephens

Commissioners Absent:

None

Port District Staff:

Brian Pendleton, General Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Tom Bunn, Lagerlof LLP

Number of interested persons:

0 via zoom; 2 in-person

PUBLIC COMMUNICATIONS: Linda Santschi of Coastal Marine Biolabs agrees with the General Manager's recommendation and hopes the Commission considers the new lease.

CONVENED TO CLOSED SESSION AT 6:03PM.

ADJOURNMENT: Closed Session was adjourned at 6:55PM.

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

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

PLEDGE OF ALLEGIANCE: By Chair Blumenberg.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Jackie Gardina, Vice-Chair
Anthony Rainey, Secretary
Brian Brennan
Chris Stephens

Commissioners Absent:

None

Port District Staff:

Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Sergio Gonzalez, Facilities Manager
Wayne Hatch, Maintenance Supervisor
John Higgins, Harbormaster
Pat Hummer, Senior Harbor Patrol Officer via Zoom
Jessica Perkins, Accountant via Zoom
Jessica Snipas, Business Operations Analyst
Jennifer Talt-Lundin, Marketing Manager via Zoom
Dave Werneburg, Marina Manager via Zoom

Legal Counsel:

Tom Bunn, Lagerlof Lawyers LLP

City of Ventura Liaisons

Councilmember McReynolds, City Council Liaison – Absent

Number of interested persons:

0 via zoom; 3 in person

ADOPTION OF AGENDA

ACTION: Commissioner Stephens moved to adopt the February 21, 2024 agenda.

Commissioner Brennan seconded. The vote was unanimous.

APPROVAL OF MINUTES

The Minutes of the February 7, 2024 Port Commission Regular Meeting were considered as follows:

ACTION: Commissioner Brennan moved to approve the Minutes of the February 21, 2024 Port Commission Regular Meeting.

Commissioner Rainey seconded. The vote was unanimous.

PUBLIC COMMUNICATIONS: Joe Layman from the Hokuloa Outrigger Canoe Club announced upcoming programs and events.

CLOSED SESSION REPORT: Mr. Bunn stated that the Board met in closed session and discussed and reviewed all items on the closed session agenda. Staff was given instructions on how to proceed as appropriate and no action was taken that is reportable under The Brown Act.

BOARD COMMUNICATIONS: Closed at 7:07PM. Reopened at 7:15PM. Chair Blumenberg reported on the CMANC Conference in Washington DC.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on upcoming events at Harbor Village. He also hosted an CSUCI Anthropology class where he discussed commercial fishing and aquaculture.

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 D. Pendleton, General Manager to attend CSDA's 2024 Special Districts Legislative Days from May 21-22, 2024 in Sacramento, CA.
- b) Brian D. Pendleton, General Manager to attend CSDA's 2024 General Manager Leadership Summit from June 23-25, 2024 in Anaheim, CA.
- c) Jessica Perkins, Accountant to attend GFOA Accounting Training from April 14-19, 2024 in Chicago, IL.
- d) Dave Werneburg, Marina Manager to attend JPIA's Management Academy from March 4-7, 2024 in Paso Robles, CA.
- e) Taylor Plasch, Harbor Patrol Officer I to attend the Division of Boating and Waterways Boating Accident Training from March 10-15, 2024 in Wilmington, CA.
- f) Brendan Donohue, Harbor Patrol Officer I to attend the Division of Boating and Waterways Boating Accident Training from March 10-15, 2024 in Wilmington, CA.
- g) Jennifer Talt-Lundin, Marketing Manager to attend the Central Coast Tourism Council Board Retreat from April 21-22, 2024 in Monterey, CA.

Public Comment: None. Closed at 7:19PM.

ACTION: Commissioner Stephens moved to approve the out-of-town travel requests.

Vice-Chair Gardina seconded. The vote was unanimous.

B) Authorization to Execute 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

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to execute a Funding Agreement with the National Fish and Wildlife Foundation to receive \$200,000 for the Refugio Beach Oil Spill Settlement: South Coast Shoreline Parks and Outdoor Recreation Grants Program.

Public Comment: None. Closed at 7:19PM.

ACTION: Commissioner Stephens moved to authorize the General Manager to execute a Funding Agreement with the National Fish and Wildlife Foundation to receive \$200,000 for the Refugio Beach Oil Spill Settlement: South Coast Shoreline Parks and Outdoor Recreation Grants Program.

Vice-Chair Gardina seconded. The vote was unanimous.

C) Termination of Current Office Lease Agreement for 1559 Spinnaker Drive #101 and Approval of a New Office Lease Agreement for 1559 Spinnaker Drive #205B & C with Coastal Marine Biolabs Integrative Biosciences Program, Inc.

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve a termination of an Office Lease Agreement, dated June 1, 2019, between the Ventura Port District dba Ventura Harbor Village and Coastal Marine Biolabs Integrative Biosciences, Inc. for 1559 Spinnaker Drive #101, consisting of approximately 1,979 square feet.
- b) Approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Coastal Marine Biolabs Integrative Biosciences, Inc. for the premises located at 1559 Spinnaker Drive #205 B & C, consisting of approximately 1,027 square feet.

Public Comment: Ralph Imondi of Coastal Marine Biolabs is appreciative of staff for their responsiveness during this time and looks forward to the new lease.

ACTION: Commissioner Stephens moved to:

- a) **Approve a termination of an Office Lease Agreement, dated June 1, 2019, between the Ventura Port District dba Ventura Harbor Village and Coastal Marine Biolabs Integrative Biosciences, Inc. for 1559 Spinnaker Drive #101, consisting of approximately 1,979 square feet.**
- b) **Approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Coastal Marine Biolabs Integrative Biosciences, Inc. for the premises located at 1559 Spinnaker Drive #205 B & C, consisting of approximately 1,027 square feet.**

Vice-Chair Gardina seconded. The vote was unanimous.

STANDARD AGENDA:

1) Adoption of Resolution No. 3492 Approving the Financial Statements and Checks for October through December 2023

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3492 to:

- a) Accept the financial statements for the Quarter ending December 31, 2023.
- b) Review the payroll and regular checks for October through December 2023.

Report by Gloria Adkins, Accounting Manager.

Public Comment: None. Closed at 7:21PM.

ACTION: Commissioner Stephens moved to adopt Resolution No. 3492 to:

- a) Accept the financial statements for the Quarter ending December 31, 2023.
- b) Review the payroll and regular checks for October through December 2023.

Commissioner Brennan seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Brennan, Stephens

NOES: None

ABSTAINED: None

ABSENT: None

Motion carried 5-0.

2) Adoption of Resolution No. 3493 Approving the Fiscal Year 2023-2024 Mid-Year Budget Adjustments and Capital Improvement Plan and Resolution No. 3494 Establishing the Salary Schedule for Accounting Technician II and Management Assistant Positions as Non-Represented Employees of the District Effective January 1, 2024

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3493 approving the Mid-Year Budget Adjustments for Fiscal Year 2023-2024 effective January 1, 2024; and
- b) Adopt Resolution No. 3494 establishing the Salary Schedule for the Accounting Technician II and Management Assistant positions as Non-Represented Employees of the District effective January 1, 2024.

Report by Brian D. Pendleton, General Manager and Gloria Adkins, Accounting Manager.

Public Comment: None. Closed at 7:41PM.

ACTION: Commissioner Stephens moved to:

- a) Adopt Resolution No. 3493 approving the Mid-Year Budget Adjustments for Fiscal Year 2023-2024 effective January 1, 2024 reflecting the changes to the graph on page 93 of the Board packet.

- b) Adopt Resolution No. 3494 establishing the Salary Schedule for the Accounting Technician II and Management Assistant positions as Non-Represented Employees of the District effective January 1, 2024.**

Commissioner Brennan seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Brennan, Stephens

NOES: None

ABSTAINED: None

ABSENT: None

Motion carried 5-0.

3) Status Report on Recent and Forecasted Pacific Storm Events

Recommended Action: Informational.

That the Board of Port Commissioners receive a report on recent Pacific winter storm events impacting Ventura.

Report by John Higgins, Harbormaster.

Public Comment: None.

ACTION: The Board of Port Commissioners receive a report on recent Pacific winter storm events impacting Ventura.

No action was taken.

ADJOURNMENT: The meeting was adjourned at 8:09PM.

The next regular meeting is Wednesday, March 6, 2024.

Anthony Rainey, Secretary



BOARD OF PORT COMMISSIONERS
MARCH 6, 2024

CONSENT AGENDA ITEM A
APPROVAL OF AMENDMENT NO. 1 TO
SPECTRUM PACIFIC WEST, LLC
FIBER OPTIC INSTALLATION AND
MAINTENANCE AGREEMENT

VENTURA PORT DISTRICT
BOARD COMMUNICATION

CONSENT AGENDA ITEM A
Meeting Date: March 6, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
SUBJECT: Approval of Amendment No. 1 to Spectrum Pacific West, LLC Fiber Optic Installation and Maintenance Agreement

RECOMMENDATION:

That the Board of Port Commissioners authorize the General Manager to sign Amendment No. 1 to the Spectrum Fiber Optic Installation and Maintenance Agreement with Spectrum Pacific West, LLC (Spectrum), its successors and grants a non-exclusive easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time an underground fiber optics system (Utilities) along Anchors Point Way to Schooner Drive connect to the Harbortown Point Resort for Spectrum services.

SUMMARY:

On September 16, 2020, the Board authorized the General Manager to sign the Spectrum Fiber Optic Installation and Maintenance Agreement with Spectrum. Spectrum now needs an amendment to the Agreement that adjusts the scope of work to allow for additional excavation work connecting to the existing SCE easement.

This Grant of Easement is necessary for Spectrum to install an independent power supply for the fiber optic service provided to both the Marina Mobile Home Park and Harbortown Point Resort. Staff has worked with Charter Spectrum to produce the easement agreement amendment.

GUIDING PRINCIPLES:

- 5) Build respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity and inclusion.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR OBJECTIVES:

- M) Collaborate with Master Tenants and National Park Service to plan, improve, and develop the Harbor in a financially and environmentally sustainable way.
 - 1) Engagement and support of Master Tenants for successful business operations at the Harbor.

BACKGROUND:

On September 16, 2020, the Ventura Port District entered into a Spectrum Fiber Optic Installation and Maintenance Agreement with Spectrum Pacific West, LLC (Spectrum) which granted a non-exclusive easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time an underground fiber optics system (Utilities) along Anchors Point Way to Schooner Drive connect to the Harbortown Point Resort and the Ventura Marina Mobile Home Park for Spectrum services.

On September 7, 2022, an additional easement was granted by the Ventura Port District to Southern California Edison Company for underground electrical supply systems and communications system (utilities) in Parcel 1 between Anchors Way Drive and the Ventura Marina Community mobile home park.

An amendment to the original agreement with Spectrum is now required to connect the two easements via additional excavation to provide an independent power supply for Spectrum to operate the fiber optic services to both parcels.

Staff worked with Spectrum to obtain plan drawings of the Utility and an easement agreement that is acceptable to both parties. The existing agreement requires that Spectrum maintain the District premises to the reasonable satisfaction of the District and this amendment does not alter that requirement.

FISCAL IMPACTS:

None.

ATTACHMENT:

Attachment 1 – Amendment Easement Addition

ATTACHMENT 1 - Amendment Easement Addition





BOARD OF PORT COMMISSIONERS
MARCH 6, 2024

CONSENT AGENDA ITEM B
APPROVAL OF A NEW OFFICE LEASE
AGREEMENT WITH LOANA HEALING
LLC AT 1559 SPINNAKER DRIVE
#208

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: March 6, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: Approval of New Office Lease Agreement with Loana Healing LLC for 1559
Spinnaker Drive #208

RECOMMENDATION:

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Loana Healing LLC for the premises located at 1559 Spinnaker Drive #208 consisting of approximately 468 square feet for a three-year term with one two-year option.

SUMMARY:

Loana Healing LLC is a prospective new tenant seeking an office lease at Ventura Harbor Village commencing on March 7, 2024.

GUIDING PRINCIPLES:

- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 5) Build respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.

5-YEAR OBJECTIVES:

- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
 - 3) Leasing/Property Management

BACKGROUND:

Lisa Gotwals is the owner of Loana Healing LLC. Ms. Gotwals performs sacred healing sessions and conducts a variety of offerings (including house/space clearing and hosting workshops, retreats, and ceremonies). She completed an application which included a credit check and provided legal counsel sufficient demonstration of financial capability to perform the lease's financial obligations, therefore staff is recommending a new office lease at market rate.

FISCAL IMPACT:

This lease reflects market rate for office rent that includes electricity at Ventura Harbor Village and has annual step increases. The suite is one of the six suites that have been recently renovated in building 1559.

ATTACHMENTS:

Attachment 1 - Location Map

ATTACHMENT 1 – LOCATION MAP





BOARD OF PORT COMMISSIONERS MARCH 6, 2024

STANDARD AGENDA ITEM 1 APPROVAL OF AMENDMENT NO. 1 TO A PROFESSIONAL SERVICES AGREEMENT WITH RINCON CONSULTANTS, INC. FOR ENVIRONMENTAL SUPPORT SERVICES

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: March 6, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: Approval of Amendment No. 1 to a Professional Services Agreement with Rincon Consultants, Inc. for Environmental Support Services

RECOMMENDATION:

That the Board of Port Commissioners approve Amendment No. 1 to a Professional Services Agreement with Rincon Consultants, Inc. to increase the compensation to \$230,000 from \$165,000 for maintenance dredging environmental consulting, monitoring, and permitting services.

SUMMARY:

The proposed First Amendment to the Professional Service Agreements (PSA) with Rincon Consultants, Inc. is to supplement the environmental consulting, permit processing, and project management support that was approved by the Board on June 21, 2023. This amendment increases the amount of the PSA from \$165,000 to \$230,000.

This amendment is to cover services to satisfy the California Coastal Commission in order to receive approval of a new dredging permit and to prepare an application for a new beach sand management permit. Additional services were also required to support the inner harbor dredging bid process, including obtaining environmental authorization.

GUIDING PRINCIPLES:

- 1) Maintain a safe, navigable, and resilient Harbor

FIVE-YEAR OBJECTIVES:

- D) Ensure dredging occurs annually at the federal Harbor entrance and as needed in the inner Harbor.
- 3) Ventura Port District Dredging

BACKGROUND:

Ventura Port District requires the support of an outside consultant on an annual basis to complete the environmental monitoring and reporting for the outer and inner harbor dredging programs as well as providing assistance in obtaining updated permits for sand management at Ventura Harbor beaches. The existing contract also includes services to provide consulting expertise to the Sr. Business Operations Manager (SBOM).

The amendments of dredging permits with the US Army Corps of Engineers and the Los Angeles Regional Water Quality Control Board have been completed.

Discussion with the California Coastal Commission (CCC) required significant additional effort in order to respond to a variety of questions, requests, and comments received upon the CCC's review of the District's Coastal Development Permit (CDP) application. That work is now complete, and the permit has been issued.

Rincon was also instrumental in assisting the District in preparing for inner harbor dredging. This work has included consultation with regulatory and resource agencies (to obtain permission to

move and place the inner harbor material on the beach), additional dredge material testing (for the same), and supporting the SBOM in preparing bid documents for the inner harbor dredging procurement, including answering bidder questions on technical issues. Although this scope of work was originally contemplated in the FY23-24 budget, the level of effort has been significantly higher than budgeted. The expenses incurred for work done to support inner harbor dredging will be submitted to FEMA/CalOES to seek reimbursement.

Staff has also received a letter from the CCC suggesting a new CDP should be developed for management of sand around the beach parking lots and for harbor beaches. Rincon has worked with District staff to develop a sand management plan and CDP application.

Staff is recommending the contract be further amended to allow Rincon to continue to support the SBOM through the performance of the inner harbor dredging and in completing the sand management permitting process.

FISCAL IMPACTS:

The FY23-24 budget originally included \$165,000 for services provided by Rincon. Staff is recommending an increase of \$65,000 to a total of \$230,000. Approximately \$120,000 of the budget will be submitted to FEMA and CalOES to seek reimbursement (with approximately 85% potentially eligible between the two agencies). This increased expense was included in the FY2023-2024 Midyear Budget adopted by the Board on February 21.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS MARCH 6, 2024

STANDARD AGENDA ITEM 2 APPROVAL OF AMENDMENT NO. 1 TO A SERVICE AGREEMENT WITH MEDALLION PROTECTIVE SERVICES FOR VENTURA HARBOR VILLAGE AND MARINA

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 2
Meeting Date: March 6, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Dave Werneburg, Marina Manager
SUBJECT: Approval of Amendment No. 1 to a Service Agreement with Medallion Protective Services for Ventura Harbor Village and Marina

RECOMMENDATION:

That the Board of Port Commissioners approve Amendment No. 1 to a Service Agreement with Medallion Protective Services to increase the compensation to \$140,000 from \$50,000 for security services in Ventura Harbor Village and around the Marina.

SUMMARY:

The District published a request for proposals for the Ventura Harbor Village and Marina security services on May 26, 2023. A public bid opening was held on June 8, 2023, per District policy. The District received and reviewed two bids for the services requested. The District awarded the contract to Medallion Protective Services on June 21, 2023, for the period of July 1, 2023, to June 30, 2024.

Due to a staff member retirement and the need for additional security services during the holiday season, the amount of security utilized is significantly higher than initially budgeted.

GUIDING PRINCIPLE:

7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR OBJECTIVE:

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

BACKGROUND:

The District currently contracts with an outside service company to provide security to supplement the Courtesy Dockmaster unit for one-and-one-half full-time equivalent staff during the 11 PM to 8 AM shift. The service is also available to supplement vacations or increased requirements for special events.

Medallion Protective Services has provided very high-quality service and has been responsive to changes required to meet additional demands for the holiday season and special events.

FISCAL IMPACT:

The initial contract with Medallion Protective Services was for \$50,000, however the FY23-24 budget included up to \$90,000 for outside services. The Mid-Year Budget Adjustment adopted by the Board on February 21st added an additional \$50,000 for security services based on the higher usage. Staff is recommending an increase in the contract value of \$90,000 to a total of \$140,000 reflecting the additional \$40,000 that was available under the originally adopted budget plus the \$50,000 that was added as part of the Mid-Year Budget Adjustment.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS MARCH 6, 2024

STANDARD AGENDA ITEM 3 STATUS REPORT ON RECENT AND FORECASTED PACIFIC STORM EVENTS

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3
Meeting Date: March 6, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
John Higgins, Harbormaster
SUBJECT: Status Report on Recent and Forecasted Pacific Storm Events

RECOMMENDATION:

That the Board of Port Commissioners receive a report on recent Pacific winter storm events impacting Ventura.

SUMMARY:

Severe winter storms continue to hit the Ventura coastline. The District remains vigilant and proactive in preparing, educating, and mitigating these events. Staff continues to evaluate the impacts of events, response efforts and implement additional measures as needed.

Staff will provide a verbal report to the Board on the impacts of the most recent storm as well as provide updates on staff activities to keep the public and tenants informed.

GUIDING PRINCIPLES:

- 1) Maintain a safe, navigable, and resilient harbor.
- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR OBJECTIVES:

- D) Ensure dredging occurs annually at the federal Harbor entrance and as needed in the inner Harbor.
 - 3) Ventura Port District Dredging
- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
 - 1) Utilize grant funding opportunities for sustainable Harbor infrastructure
- V) Maintain and improve Harbor Village facilities, infrastructure, and amenities
 - 1) Ongoing investment in Harbor Village Infrastructure

BACKGROUND:

In response to the series of storms over since December, Staff have met regularly throughout the events to monitor and respond accordingly. Staff has also communicated directly with City, County, and State officials. Public safety warnings continue for the beach area only. Visitors are discouraged from using the lower beach area, traversing the unstable dunes, and staying on rocks and jetties. Post-storm damage assessments revealed minimal inner harbor damage but significant erosion to the beach.

Looking Ahead

While at the time of writing this report, over the immediate forecast is not expected to be of significant consequence, weather patterns remain dynamic. The General Manager continues to provide notifications to staff and tenants regarding anticipated storm risks. Staff has maintained a

focused and assertive beach safety message. Signage remains in place to avoid the lower beach areas, unstable dunes, rock and jetties. Staff will continue to assess future weather impacts and has determined that messaging will need to be in place until dredging begins.

FISCAL IMPACT:

To date, costs are limited to replacing signage or increasing it as needed. There is a high probability of additional storms and associated overtime. The General Manager provided a request for additional funding for Harbor Patrol as part of the Mid-Year Budget adjustment, which the Board approved.

ATTACHMENTS:

None.