



VENTURA
PORT DISTRICT

Established 1952

**BOARD OF PORT COMMISSIONERS
DECEMBER 18, 2024**

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 18, 2024 Agenda

Approval of Minutes
October 16, 2024
November 20, 2024
Regular Meeting

PUBLIC COMMUNICATION ADMIN AGENDA ITEMS NOT ON THE AGENDA

00 : 03 : 00

Change Clock Type
Digital

Duration: 00 03 00

TimeUp Reminder (Optional): -- --

Choose Sound Effect None

Choose TimeUp Sound None

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

ADMIN AGENDA



48TH ANNUAL VENTURA HARBOR
PARADE OF LIGHTS
 DEC. 13 & 14
 6:30PM - 8:00PM

2024 CANDY LAND BOAT PARADE & FIREWORKS

Join us for a sweet celebration seaside

SPARKLING DECOR | FAMILY RIDES | FAUX SNOW | DINING

FOUR POINTS BY SHERATON

AN IHG HOTEL
Ventura Harbor

ANDREA'S Restaurant & Market

Tow A Boat US

DEEPSEA

SUNBELT ENERGY

SAFE HARBOR

ISLAND PACKERS

NAVCCO MARKET

Valley Scene

PORTSIDE VENTURA HARBOR

THE GREEN

WAVCO MARKET

Valley Reporter

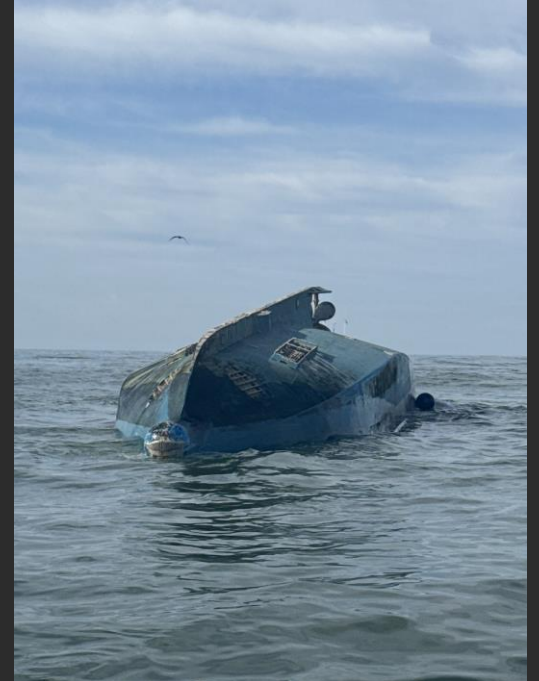
VENTURA HARBOR

VENTURA MARINA

WEATHER PENDING

THE SIGNAL

Learn for info



**PROCLAMATION HONORING JOE GONZALEZ
FOR HIS 38 YEARS OF SERVICE TO THE VENTURA PORT
DISTRICT**

CONSENT AGENDA ITEMS

- A) Approval of Out-of-Town Travel Requests
- B) Approval of a New Office Lease Agreement with Danielle Marie Sanchez dba Danielle Marie Sanchez
- C) Approval of Amendment No. 1 to the Restaurant Lease Agreement with The Boatyard, Inc. dba Boatyard Pub
- D) Approval of Amendment No. 3 to a Service Agreement with Medallion Protective Services for Ventura Harbor Village and Marina
- E) Authorize a Letter of Support for NOAA's Establishment of Shellfish and Seaweed Aquaculture Opportunity Areas Near Ventura Harbor
- F) Authorize a Letter of Support for the Ocean Rainforest Commercial-Scale Kelp Facility in Federal Navigable Waters
- G) Approval of Updates to the Ventura Port District Public and Civic Engagement Plan

CONSENT AGENDA ITEMS

- H) Adoption of Resolution No. 3514 Approving the SEIU-Local 721 MOU Representing Full-Time and Part-Time Harbor Patrol Officers
- I) Adoption of Resolution No. 3515 Approving the Updated Reserve Policy and Rescinding Resolution No. 3225
- J) Adoption of Resolution No. 3516 Approving the Updated Port District Investment Policy and Rescinding Resolution No. 3488
- K) Adoption of Resolution Nos. 3517 and 3518 Approving Updates to the Expense Reimbursement Policies for Employees and Commissioners and Rescinding Resolution Nos. 3473 and 3474

PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

**UPDATE TO THE DISTRICT'S PARKING MANAGEMENT
PROGRAM AND APPROVAL OF SOLICITATION FOR
PARKING MANAGEMENT SERVICES**

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Receive an update on the entitlements for the Parking Management Program.
- b) Receive an update on the final PMP Details.
- c) Approve staff to publish a request for proposals for Parking Management Services.

**STANDARD
AGENDA
ITEM
1**

Report by:

**Todd Mitchell, Deputy General Manager
Ben Verdugo, Dixon Resources Unlimited**

VENTURA PORT DISTRICT UPDATED PARKING MANAGEMENT PROGRAM



Ben Verdugo

Dixon Resources
Unlimited



Todd Mitchell

Ventura Port
District

December 18, 2024

RECOMMENDATIONS:

Receive an update on the entitlements of the Parking Management Program (PMP)

Receive an update on the final PMP details.

Approve Staff to publish a request for proposals from Parking Management Services.

RECAP: WHY IS PAID PARKING NEEDED?

VERY HIGH DEMAND = NEED FOR TURN-OVER

Day of the Week	Summer Occupancy %
Harbor Village Lots Friday:	86%
Harbor Village Lots Saturday:	93%
Harbor Village Lots Sunday:	95%
Beach Lots Friday:	95%
Beach Lots Saturday:	99%
Beach Lots Sunday:	99%

COMPARABLE COASTAL PARKING RATES

Jurisdiction	Location	Operating Hours	Year-round Rates
			Hourly
City of Ventura	Harbor Blvd Parking Structure	10:00am-10:00pm	\$2.00/hr
	On-street	10:00am-9:00pm	\$1.00/hr
City of Oxnard	Beach Parking Lots	Dawn-Dusk	\$1.00/hr
Buenaventura State Beach	Main Lot and Pier Lot	Dawn-Dusk	\$10/Day peak or \$5/Day non-peak
City Port Hueneme	Beach Parking Lots (A, B, C, E)	6:00am-10:00pm	\$2.00/hr or \$8.00/day
	On-street	6:00am-10:00pm	\$2.00/hr or \$8.00/day
Point Mugu State Park	Beach Lots	8:00am - Sunset	\$3.00/hr or \$12/day
City of Laguna Beach	On-street Meters	8:00am-9:00pm	\$2.75-\$4.95/hr (3hr max)
City of Seal Beach	Beach Lots	6:00am-10:00pm	\$2.00/hr
City of Santa Barbara	Off-Street	8:00am-10:00pm	\$3.00/hr
City of Pismo Beach	On-street Parking	10:00am-6:00pm	\$2.00-\$5.00/hr
City of San Luis Obispo	Parking Lots	5:00am-12:00am	\$1.50/hr
	On-street parking	9:00am-9:00pm	\$1.25-\$2.00/hr
City of Del Mar	On-stret Parking	8:00am-10:00pm	\$3.00/hr
City of Manhattan Beach	On-street Parking	8:00am-9:00pm	\$2.00/hr

Parking Management Program:

- Harbor Village
- Harbor Cove Beach
- Surfers Knoll Beach

Parking Component	Friday-Sunday & Holidays	Monday-Thursday
Paid Parking Period	10 AM – 8 PM	
Hourly Fee (up to 4 hours)	\$1.00	Free Parking
All Day Pass (>4 hours)	\$10.00	
ADA Placard or Plates	Same as all other visitors.	

Parking Management Program:

Ventura Harbor North:

- Public Launch Ramp
- 1215 Anchors Way
(current dry boat storage)

Parking Component	7 Days Per Week
Paid Parking Period	24 hours per day
Hourly Fee (up to 4 hours)	\$1.00
All Day Pass (>4 hours)	\$10.00
ADA Placard or Plates	Same as all other visitors.

Entitlements Update

- City of Ventura approved the District's CDP application at a City Director's Hearing on May 23rd
- California Coastal Commission approved the District's CDP application at a Coastal Commission hearing on November 13th.
- Both CDP's came with conditions. Summary:
 - Bilingual signage (signage plan requires approval by Coastal Commission)
 - 5 year term for Coastal Commission CDP
 - No rate increases without approval through permit amendment/new permit.
 - Landscaping along Harbor Blvd (new dry storage) must conform to "Coastal Scenic Drive".
 - Construction related to project only between 8 AM and 5 PM, Mon-Sat

Request For Proposals

- With entitlements in place, staff are working with Dixon to prepare a request for proposals for Parking Management Services.
- Time is of the essence in order for the PMP to be up and running by Memorial Day.
- Note that the issuing of the RFP does not pre-determine anything related to permits for tenants (employees, boat captains) nor validation. Staff will return to the Board for direction on these issues.

Parking Inventory

<u>Ventura Harbor & Beaches: Parking Inventory</u>			
Harbor Village & Beaches		Free Alternatives	
Harbor Village Lots	1056	Spinnaker (on street)*	211
Harbor Cove Beach	239	Dolphin Lot	152
Surfers Knoll Beach	35	Ventura West Marina (Phase 2)**	39
<u>Ventura Harbor North: Parking Inventory</u>			
Public Launch Ramp***	101		
Paid Overflow Lot***	70		
Free Overflow Lot***	39		

- * Estimated since there are no lines on Spinnaker demarking actual parking stalls.
- ** Permit required for overnight Island Packers campers & ferry staff.
- *** Many stalls are designed as pull-through for boaters to use with trailers. Counts at Harbor North reflect the stalls used for vehicles with trailers where available (and not as two stalls).

LICENSE PLATE RECOGNITION SYSTEM (LPR)

- Selected vendor will equip a vehicle with cameras capable of detecting license plates and checking the payment database. 1 hour to patrol entire Village, both beach lots.
- An additional fixed camera is required on Spinnaker and Schooner to start the clock on a grace period (time between parking and paying).
- Visitors paying for parking in one location may move to any other location without paying twice.



HOW TO PAY: PHYSICAL PAY STATIONS

- 15 planned, including 4 that will accept coins.
- All will accept credit cards, Tap, ApplePay, & GooglePay
- Staff is recommending specifying the Flowbird CWD Touchscreen parking machine.
 - This is the same brand of product used by the City of Ventura
 - The touchscreen is very bright and has excellent sensitivity. More resistant to sand than push-buttons.
 - Components are modular and easy to replace when damaged/fail.
 - Excellent performance even with limited cell phone signal.
 - Power-coated stainless-steel housing is optimal for the marine environment.
 - Navigation page is fully customizable.
 - Machines are multilingual and ADA compliant.



HOW TO PAY: VIRTUAL PAYMENT

Virtual Payment Options:

- Pay by Text (text message to a phone number, directed to website)
- Paid parking app (download app w/ QR code and pay via app)
- Virtual payment solution must be able to:
 - Easy switch between languages
 - Guest check out option (minimal user information)
 - Interactive Voice Recording (for people without smart phones)
- Virtual payment solutions charge a premium. The industry convention is to pass this fee (approximately \$.45/transaction) to the user.
- Staff intend the RFP to require vendors propose their preferred virtual payment solution, however the District may elect an alternative.



The Costs of Parking Management

- Upfront Costs include:
 - Procurement of pay stations, vehicle, LPR cameras.
 - Design and fabricate all signs.
 - Installation of all of the above.
 - Creation of Parking Permit Portals for District, all VHV tenants, and all VHV Marina vessel owners.
 - Creation of multilingual webpage for customer information and receiving comments/complaints.
- Separately, District will install some hardline power connections for most pay stations.
- District will also install cell phone signal boosters, if necessary.

The Costs of Parking Management



- Ongoing costs include:
 - Patrol of parking lots & inspect infrastructure.
 - Issue citations & collect.
 - Address customer complaints.
 - Maintain equipment (machines, vehicle, LPR, signs).
 - Vendor staffing for all of the above.
 - Vendor will need dedicated space for spare parts, equipment, uniforms, etc.
 - District will need to dedicate its own staff time to managing the vendor and addressing tenant and public feedback.

The Costs of Parking Management

- Multiple vendors and “Merchant of Record” are between the customer and the District.
- Paying at a kiosk:
 - No fees for cash
 - Credit card requires a “Merchant of Record” fee for all credit card transactions (approximately \$.25/transaction).
- Virtual payment:
 - Same as credit card PLUS ~\$.45/transaction for “convenience fee” (industry terminology).
 - Industry standard is to pass on the convenience fee to the consumer (e.g. City of Ventura does the same).
- Maintenance contracts require reimbursement for vandalism and out-of-warranty failure.

Violations & Citations

- District and tenants have worked diligently to grow Ventura Harbor as a destination of choice.
- Violations and citations have a strong potential to hurt public perception of the District.
- Mitigation Measures:
 - Warning ONLY for first offense for “failure to pay” or “over time limit”
 - Subsequent citations will allow “failure to pay” or “over time limit” a significant discount if paid same day (\$65 reduced to \$15 if paid same day).
 - Citations for illegal parking (red zones, ADA, etc.) will have 50% fine reductions if paid same day.

Public Awareness

- Vendors are experienced in helping educate the public and managing customer experience.
- RFP will include requirements for:
 - Public outreach & education campaign, including social media, regular media, new parking lot signage (bilingual)
 - Development of a VH/VHV landing page for parking information (bilingual).
 - 24/7 1-800 number for customer service via the vendor (bilingual).
 - Link and/or QR codes to register complaints and citation protests (bilingual).



SPINNAKER DRIVE EXCLUDED

- Public street under the jurisdiction of the City of Ventura and therefore excluded from PMP
- This does have potential for visitor impacts and will have to be monitored by VPD and City.
- City would need to pursue its own Coastal Development permit to implement paid parking on Spinnaker.

Ventura Harbor North

- In the process of relocating Dry Boat Storage to Parcel 19A (corner of Harbor Blvd. and Schooner Dr.)
- Boat launch ramp (already paid parking) will be adjusted to conform to the same paid parking system (LPR, \$1/hour, \$10/day).
- Old dry storage will convert to paid parking lot once new dry storage complete.
- ***These lots will be rolled out as a pilot to ensure all systems are working before Village and beaches.***

Ventura Harbor North



Parking Management Contract Type

- Contract will be for a Parking Management service provider.
 - Will procure all equipment (including vehicle), signs, and virtual payment.
 - Will install all machines and signs.
 - Will provide on-site maintenance and enforcement.
 - 24/7 bilingual customer support.
 - Assist District with public messaging.
- Contract will be for 3 years plus 2x 1-year options (aligns with Coastal Commission permit).
- District will own all physical assets at the end of the contract.

Request For Proposals Key Elements

- Dixon assisting the District to ensure the RFP includes a detailed scope of work.
- RFP will state the required pay station type.
- Dixon assisting with establishing bid evaluation criteria (experience, company performance, etc.)
- Contract will be for 3 years plus 2x 1-year options (aligns with Costal Commission permit).
- Bids will include a pricing matrix that reflects total cost of ownership (transaction fees, maintenance, warranties, cell phone fees, collection fees).

**Ventura Harbor Paid Parking Cost Estimate -
Parking Management Services and Asset Procurement**

Component	Vendor	Year 1 Price	Year 2 Price	Year 3 Price	Option Year 1	Option Year 2
Pay-Station Machines (a)						
Pay-Station Machine Installation						
Vehicle & LPR Systems (a)						
Bilingual Signage						
Customer Service Fees						
Virtual Payment Fees						
Enforcement Services						
Management Fees						
Citation Processing Fees						
Merchant of Record Fees						
Credit Card Fees						
Subtotal		\$0	\$0	\$0	\$0	\$0
TOTAL				\$0		\$0

SAMPLE PRICE MATRIX

(a) Includes installation and set up during Year 1. Recurring fees consist of maintenance and warranty.

Other Requirements From Vendors

- Signs, machines, webpages, and app must be multilingual (English & Spanish).
- 24/7 bilingual customer service.
- Users must be able to pay in advance and pay for multiple days (e.g. Island Packers campers)
- Accommodate visitors with no back account.
- License-plate recognition data shared with law enforcement.
- Citations integrated with DMV registration.
- Include a method for collecting public comments/feedback.

Other Requirements From Vendors (Continued)

- **Vendor to be annually evaluated based on Key Performance Indicators:**
 - **Patrols:** Number of trips through the lots, no voids/exclusions in the routes, violations vs. tickets issued. Delivery truck management after 11 AM.
 - **Parking Infrastructure Maintenance:** Inspection of Pay stations & inspection of parking signs/QR codes.
 - **Checks on other infrastructure:** Check EV chargers, trash enclosures, etc. reporting to Facilities.
 - **Customer Help Line:** number of calls? Time to answer?
 - **Parking User Experience Survey Results**

NEXT STEPS

- With Board approval of the program, the District and Dixon will advertise the request for proposals.
- Bidders generally require 45 days for a comprehensive response.
- Bids will be evaluated by District staff and Dixon.
- Staff will return to the Board with recommendation to award contract (likely at February meeting).
- Staff will return to the Board with recommendations related to tenant/employee/boat captain parking permits and validation (i.e. finalizing these items independently from the RFP process).

Questions & Discussion

DIXON
RESOURCES UNLIMITED



Ventura Port District

PUBLIC COMMUNICATION STANDARD ITEM 1

00 : 03 : 00

**UPDATE TO THE DISTRICT'S PARKING MANAGEMENT
PROGRAM AND APPROVAL OF SOLICITATION FOR
PARKING MANAGEMENT SERVICES**

RECOMMENDATION:

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**STANDARD
AGENDA
ITEM
1**

Report by:

**Todd Mitchell, Deputy General Manager
Ben Verdugo, Dixon Resources Unlimited**

**ADOPTION OF RESOLUTION NO. 3519 APPROVING
AMENDMENTS TO THE VENTURA PORT DISTRICT
PROCUREMENT AND PURCHASING POLICY AND
RESCINDING RESOLUTION NO. 3450**

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3519 approving amendments to the Ventura Port District's Procurement and Purchasing Policy and rescinding Resolution No. 3450.

**STANDARD
AGENDA
ITEM
2**

**Report by:
Reid Miller, Lagerlof LLP**

- 1) On November 1, 2024, the District received a letter from the California State Controller Office notifying the District of changes to the Uniform Public Construction Cost Accounting Act (UPCCA) that were implemented by Assembly Bill 2192, including increases to the bid limit threshold prescribed in Public Contract Code (PCC) 22032.
 - PCC 22032(a), as amended by AB 2192, allows “public projects” and “maintenance” work projects that are subject to the UPCCA, and which cost \$75,000 or less, to be performed by employees of a public agency by force account, by negotiated contract, or by purchase order. (Prior to this amendment, the new \$75,000 threshold was set at \$60,000.)
 - Likewise, AB 2192 increased the thresholds under PCC 22032(b) and (c), to allow public projects and maintenance work projects costing (i) up to \$220,000 to be let by contract by the UPCCA’s *informal* bidding procedures; and (ii) over \$220,000 to be let by contract by the UPCCA’s *formal* bidding process.
 - These increases are pursuant to the provisions and benefits found in the UPCCA, and they have been adopted to (i) expedite delivery of public work projects and (ii) reduce bid processing costs.
 - Section III-D of the policy has been updated to reflect these changes.

2) In April 2024, the Office of Management and Budget released revisions to the Uniform Guidance (now called the Guidance for Federal Financial Assistance), which provides guidelines for compliance with federal grant programs. The new guidance became effective on October 1, 2024, and made updates to the Uniform Guidance to streamline and clarify requirements for federal funding.

- Changes have been made to federal procurement standards to streamline the procurement process with respect to procurements funded by federal assistance or awards; this includes adjustments to thresholds and policies to (i) simplify the federal procurement process and (ii) reduce administrative burdens.
- In addition, the “Single Audit threshold” was increased from \$750,000 to \$1,000,000. Accordingly, non-federal and local public agencies that expend less than \$1 million of federal funds in a fiscal year will no longer be required to undergo a Single Audit.
- Sections V-A and V-D of the policy have been updated to reflect these changes.

- 3) Under California law, all workers employed on “public works” projects that (i) cost more than \$1,000 and (ii) are performed under a contract “paid for in whole or in part out of public funds” must be paid the prevailing wage determined by the Director of the Department of Industrial Relations (DIR), according to the type of work and location of the project (the prevailing wage rates are usually based on rates specified in collective bargaining agreements).
- Section VII has been added to the policy to address these requirements.
 - Additionally, two contract addendums have been added to the policy, attached as Exhibits E-1 and E-2, which address California’s prevailing wage requirements. These addendums can be attached to any District contract for a project that is subject to California’s prevailing wage requirements.
 - Exhibit E-1 is intended to be attached to contracts for (i) design professionals and A&E consultants; (ii) small construction projects; and (iii) construction projects that will be performed by contractors who are already familiar with the DIR’s extensive registration and payroll reporting requirements.
 - Exhibit E-2 is intended to be attached to contracts for (i) larger construction projects; and/or (ii) projects performed by contractors who are not already familiar with DIR’s registration and payroll reporting requirements.

4) Changes have also been made throughout the policy to (i) update outdated information and (ii) add cross-references to other sections to make the policy easier to navigate.

PUBLIC COMMUNICATION STANDARD ITEM 2

00 : 03 : 00

**ADOPTION OF RESOLUTION NO. 3519 APPROVING
AMENDMENTS TO THE VENTURA PORT DISTRICT
PROCUREMENT AND PURCHASING POLICY AND
RESCINDING RESOLUTION NO. 3450**

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3519 approving amendments to the Ventura Port District's Procurement and Purchasing Policy and rescinding Resolution No. 3450.

**STANDARD
AGENDA
ITEM
2**

**Report by:
Reid Miller, Lagerlof LLP**

ADOPTION OF RESOLUTION NOS. 3517 AND 3518
APPROVING UPDATES TO THE EXPENSE REIMBURSEMENT
POLICIES FOR EMPLOYEES AND COMMISSIONERS AND
RESCINDING RESOLUTION NOS. 3473 AND 3474

RECOMMENDATION:

That the Board of Port Commissioners adopt:

- a) Resolution No. 3517 approving the updates to the Expense Reimbursement Policy for Employees and rescind Resolution No. 3473.
- b) Resolution No. 3518 approving the updates to the Expense Reimbursement Policy for Commissioners with further revisions and rescind Resolution No. 3474.

CONSENT ITEM K

Report by:
Jessica Rauch, Clerk of the Board

a) Same-Day Events.

- i. Registration Fees. ~~The Department Manager~~The District shall directly pay ~~use their District credit card to directly pay~~ the registration fees associated with attendance at an approved event.
- ii. Transportation.
 - a. Personal Vehicle Mileage. For same-day events with travel, ~~an Employee~~Commissioner shall be reimbursed for costs associated with the use of a personal vehicle to travel to/from an approved event at the then-current IRS Standard Mileage Rates. Mileage calculations will be verified using common mapping tools which is to be attached to the proper request and reporting forms. The District will not reimburse ~~Employees~~Commissioners for any other personal vehicle expenses, including fuel. The start and end point (roundtrip) shall be point of origin to and from the approved destination.

- b. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, an Employee may use regularly scheduled commercial carriers for travel. ~~An Employee~~A Commissioner traveling by train, bus, or taxi should travel by the least-expensive fare available for the date and time of the travel, taking into account scheduling needs and the most direct route. Travel should be planned in advance to permit use of advance fares. The District shall directly pay for such travel arrangements whenever possible. ~~The Department Manager, using their District credit card, shall directly pay for such travel arrangements whenever possible.~~
- c. Rental Vehicle: ~~Employees~~Commissioners using a rental vehicle shall be reimbursed for rental cost and fuel expenses, though mileage reimbursement does not apply.
- iii. Meals. Lunch will be reimbursed for same-day travel that requires ~~an employee~~Commissioner to be away for 6 or more hours from Ventura Harbor. Meals provided as part of the event are not eligible for reimbursement.
- iv. Incidental Expenses. The District shall reimburse ~~an Employee~~Commissioner for toll charges and parking fees up to the actual amount expended. ~~Employees~~Commissioners must provide receipts or documentation for incidental expenses and attach to the expense reporting form. Undocumented payments will not be reimbursed.

PUBLIC COMMUNICATION CONSENT ITEM K

00 : 03 : 00

ADOPTION OF RESOLUTION NOS. 3517 AND 3518
APPROVING UPDATES TO THE EXPENSE REIMBURSEMENT
POLICIES FOR EMPLOYEES AND COMMISSIONERS AND
RESCINDING RESOLUTION NOS. 3473 AND 3474

RECOMMENDATION:

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- b) Resolution No. 3518 approving the updates to the Expense Reimbursement Policy for Commissioners with further revisions and rescind Resolution No. 3474.

**CONSENT
ITEM
K**

Report by:
Jessica Rauch, Clerk of the Board



VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT
NEXT MEETING JANUARY 15, 2025
HAPPY HOLIDAYS!!

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK