



VENTURA
PORT DISTRICT

Established 1952

**BOARD OF PORT COMMISSIONERS
SEPTEMBER 3, 2025**

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 3, 2025 Agenda

Approval of Minutes
July 16, 2025
Regular Meetings

**PUBLIC COMMUNICATION
ADMIN AGENDA
ITEMS NOT ON THE AGENDA**

00 : 03 : 00

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

ADMIN AGENDA

CONSENT AGENDA ITEMS

- A) Approval of Out-of-Town Travel Requests
- B) Adoption of Resolution No. 3538 Accepting the Work of Garland/DBS, Inc. for the 1583 and 1575 Spinnaker Drive Lower Section Reroofing Project
- C) Award of Bid for the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting
- D) Approval of a New Office Lease Agreement with Monette Paz Insurance Agency Inc.
- E) Approval of a New Retail Lease Agreement with Feel Good Beauty, Inc. dba The Lash Lounge
- F) Approval of Amendment No. 1 to the Office Lease Agreement with John Howard dba Power & Process Engineers
- G) Approval of Amendment No. 1 to the Retail Lease Agreement with Katherine Sparks-Jones dba Ventura Fresh Fish
- H) Adoption of Resolution No. 3539 Authorizing the Submittal of an Application for Port Infrastructure Development Program in the amount of \$11.25M
- I) Authorization to Procure Electric Vehicles for the Ventura Port District

PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

PARCELS 20 AND 14 (1644 AND 1404 ANCHORS WAY)
REDEVELOPMENT PROJECT UPDATE

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Receive a report and provide comments regarding Parcel 20 and 14 redevelopment project modifications resulting from City of Ventura and California Coastal Commission approvals.
- b) Authorize the General Manager to enter into a Professional Services Agreement with Rincon Consultants to complete a Second Addendum to the California Environmental Quality Act Initial Study/Mitigated Negative Declaration in an amount not to exceed \$35,000.

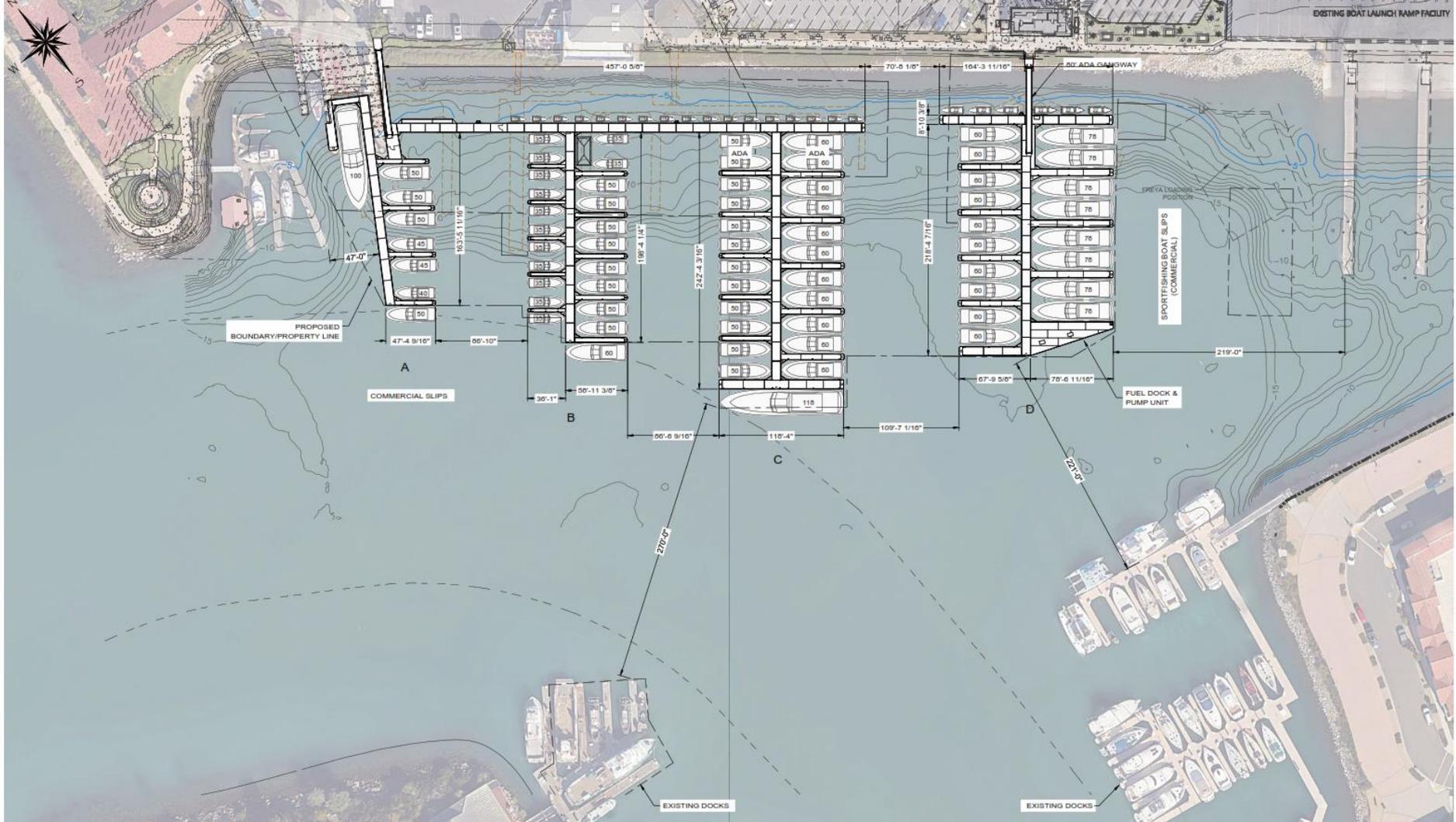
**STANDARD
AGENDA
ITEM
1**

Report by:

**Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager**

Comparison: 2023 Project vs. 2025 Project

Project Elements	2023 Approved Plan	City Director Approved Plan	Coastal Commission Approved Plan	2025 Proposed Plan Revision
Total # of Slips	74	N/A	95	95
Recreational Slips up to 25'	15	N/A	23	23
Recreational Slips 25' to 36'	3	N/A	11	11
Recreational Slips over 36'	43	N/A	50	50
Commercial Slips	13	N/A	11	11
Liveaboard Percentage	10%	N/A	10%	10%
Waterside Office(s)	512 sq ft + 384 sq ft	N/A	384 sq ft	384 sq ft
Public Dock	Yes	N/A	Yes	Yes
Marine Diesel and Gasoline Service	Yes	N/A	Yes	Yes
Proposed Water Side Lease Area (sq. ft.)	100,830 sq ft	N/A	100,830 SF	100,830 sq ft
# of Bait Tanks	4	N/A	0	0
# of Gangways	2	N/A	2	2
Dry Storage Capacity	34	34	N/A	34
Stacked Storage Capacity	80	0*	N/A	0
New Paving Area	47,355 sq ft	47,355 sq ft	N/A	47,355 sq ft
New/Enhanced Hardscape/Landscape	37,000 sq ft	37,000 sq ft	N/A	37,000 sq ft
# of Parking Spaces	137	137	N/A	137
# of Trash Enclosures	2 (1 on District property)	2 (1 on District property)	N/A	2 (1 on District property)
New building Sq. Ft.	9,451 (incl. balconies)	9,451 (incl. balconies)	N/A	9,451 (incl. balconies)
Elevator added to Waters Edge	Yes	No longer Required. Coworking replaced Taproom	N/A	No
New Façade/Paint for Waters Edge	Yes	Yes	N/A	Yes
Paint for Sport Fishing	Yes	Yes	N/A	Yes
Existing Boat Repair Building Renovation	Yes	Yes	N/A	Yes



PROPOSED BOUNDARY/PROPERTY LINE

A
COMMERCIAL SLIPS

B
ADA

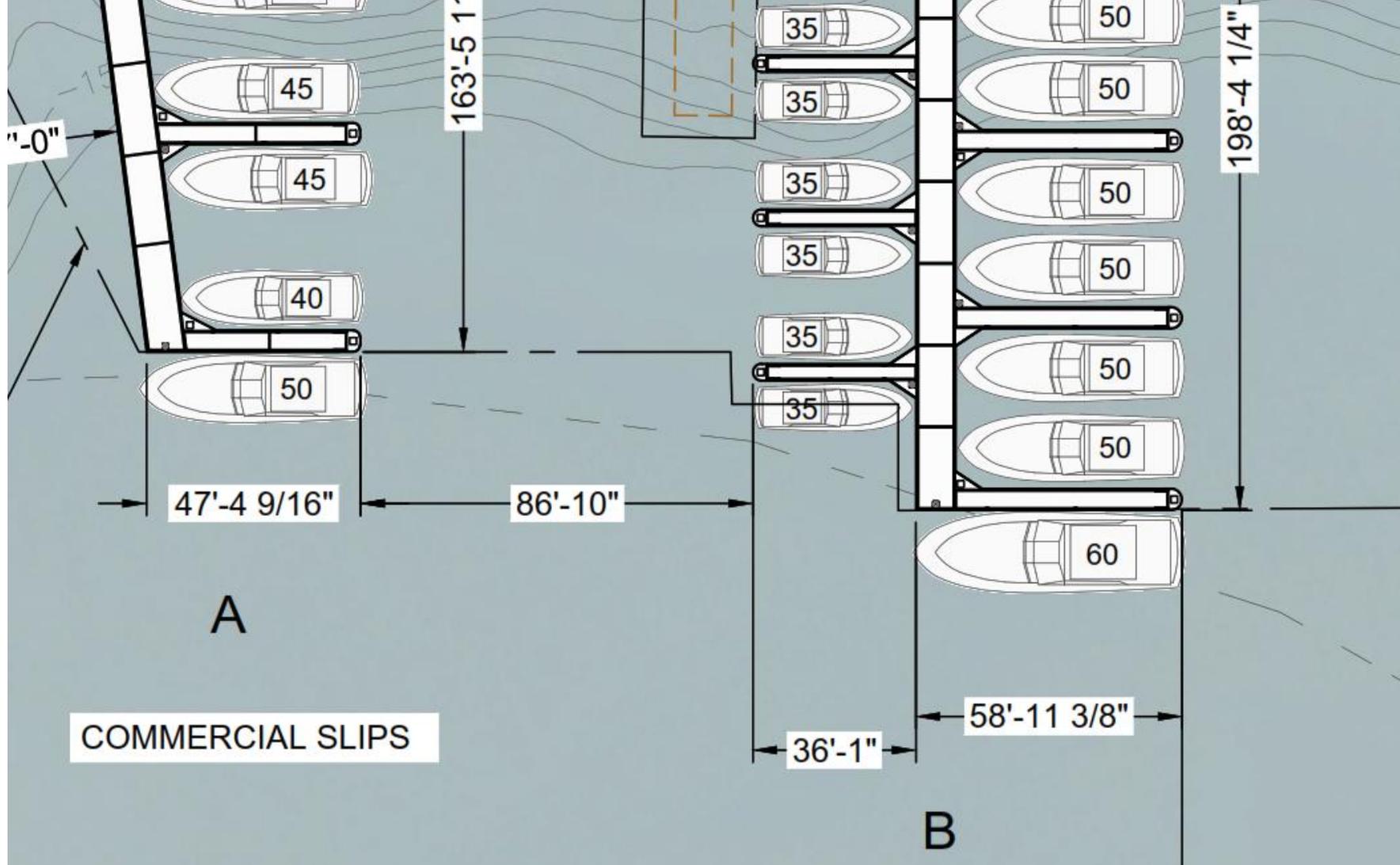
C
ADA

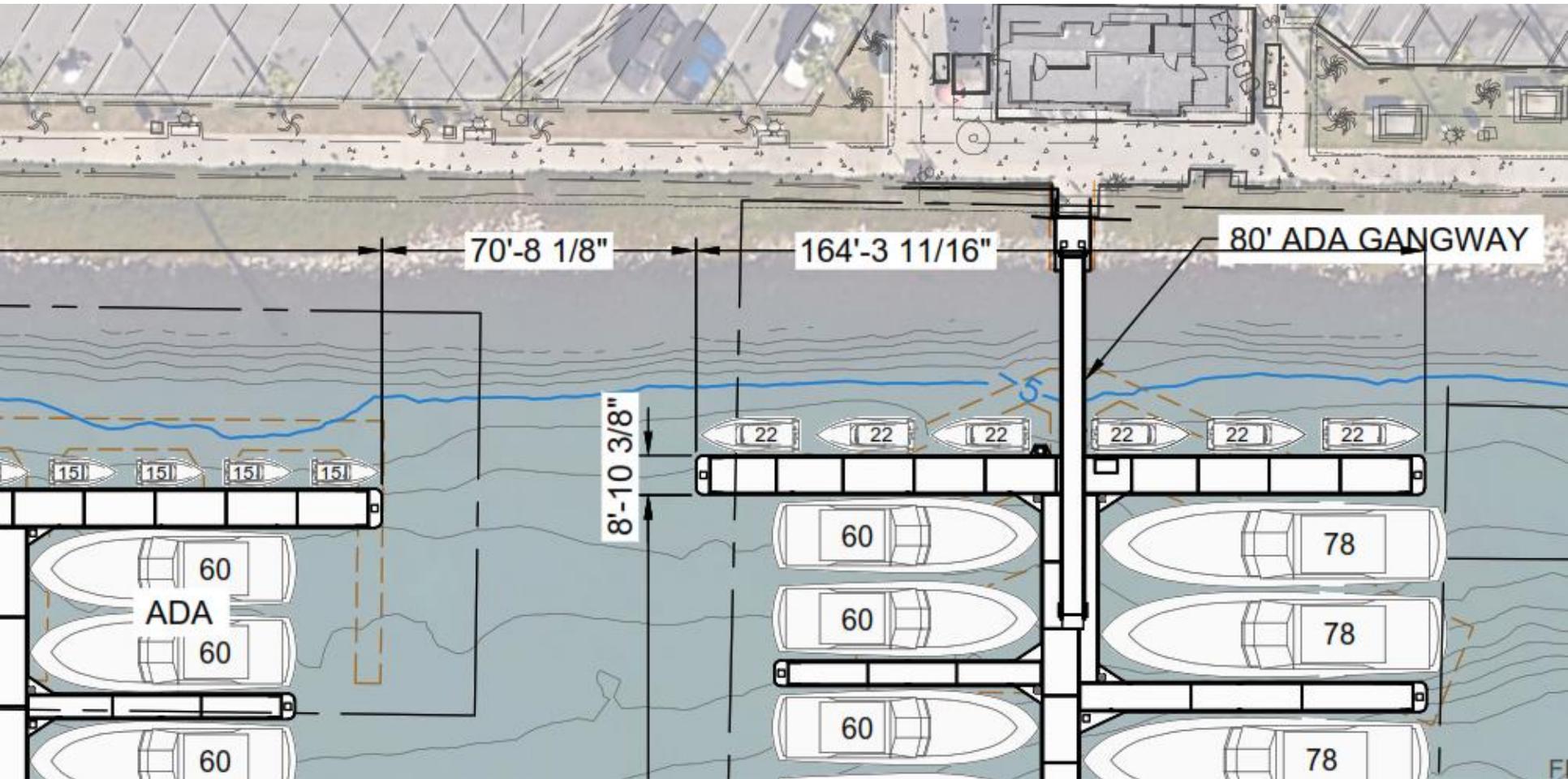
D
SPORTSFISHING BOAT SLIPS (COMMERCIAL)

FUEL DOCK & PUMP UNIT

EXISTING DOCKS

EXISTING DOCKS





DMH/Parcel 20 Marina Status Update

9/3/2025

Brief History

- DMH purchased Parcel 20/14 in October 2020, with the goal of having all of the approvals and entitlements in place by April 2020, and completing the new marina by Dec. 31, 2023; we were a little optimistic!!
- We have invested 5 years and substantial capital to turn a dilapidated property into a ready to build marina
- The Port management has been extremely helpful guiding us through the approval process: CEQA, the City, the 50 yr lease, navigating disruptive hurdles such as running a pipeline through the property, and helping us meet the requirements of the Coastal Commission
- In July 2025 we received unanimous approval by the Coastal Commission, but we had to modify the previous Port-approved marina layout in order to achieve this milestone
- On August 27th we met with the Port, Noble Engineering and Bellingham, where we reviewed the Coastal-approved layout and made some more modifications described below

Modifications

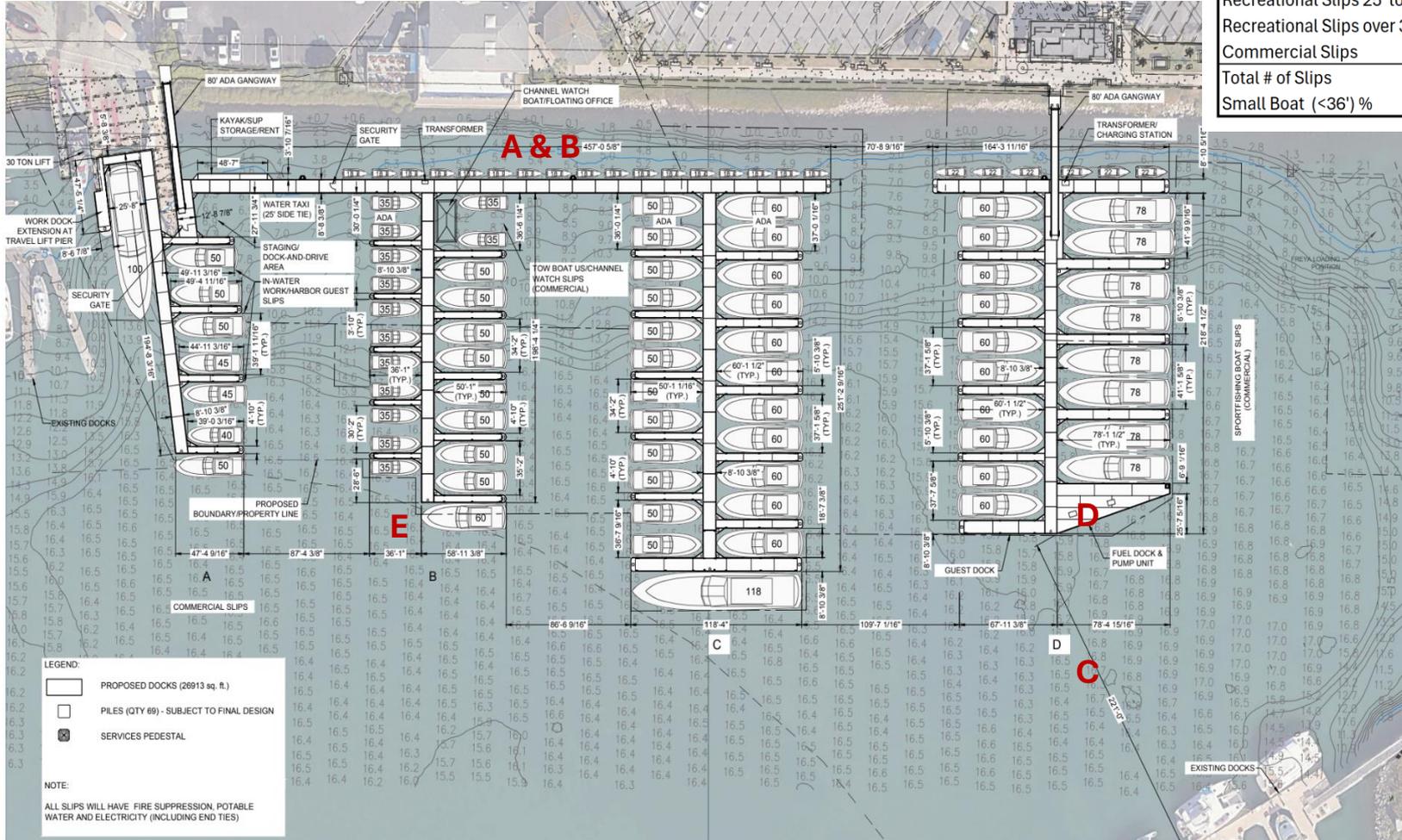
We had to make the following modifications for Coastal, and incorporate subsequent requests from the Port and Noble Engineering. We have done our best to strike a balance for all stakeholders and keep the process moving forward.

Here's a summary:

- A. Coastal required us to increase the small boat mix %. This was accomplished by utilizing the space between the main walkway and the revetment
- B. Noble required us to move the entire marina layout south 10 ft to make room for small boat turn-around on the north side of the main walkway. We also reduced the length of the boats to 15 ft at that location
- C. Coastal required us to increase the channel width to 220 ft at the east end of the marina
- D. The Port requested moving the fuel docks to the south end of "D" dock
- E. At Noble's request, we have reduced the length of "B" dock to avoid a possible channel encroachment
- F. We have stayed outside the channel and within the Port-approved lot lines
- G. The following layout reflects all of the changes above:

Marina Layout VM-6_5-A (Coastal Commission Approved)

Slip Mix Breakdown	2023	2025
Recreational Slips up to 25'	15	23
Recreational Slips 25' to 36'	3	11
Recreational Slips over 36'	43	50
Commercial Slips	13	11
Total # of Slips	74	95
Small Boat (<36') %	24%	36%



PUBLIC COMMUNICATION STANDARD ITEM 1

00 : 03 : 00

PARCELS 20 AND 14 (1644 AND 1404 ANCHORS WAY)
REDEVELOPMENT PROJECT UPDATE

RECOMMENDATION:

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- b) Authorize the General Manager to enter into a Professional Services Agreement with Rincon Consultants to complete a Second Addendum to the California Environmental Quality Act Initial Study/Mitigated Negative Declaration in an amount not to exceed \$35,000.

**STANDARD
AGENDA
ITEM
1**

Report by:

**Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager**

**UPDATE CONCERNING DISTRICT'S APPLICATION FOR
SAND MANAGEMENT COASTAL DEVELOPMENT PERMIT**

RECOMMENDATION:

That the Board of Port Commissioners receive:

- a) Update concerning the District's coastal development permit (CDP) for sand management activities
- b) Ventura Harbor Beach Volleyball Alternative Site Analysis & Report
- c) Provide staff direction concerning the District's proposed approach with Coastal Commission (Commission) regarding the CDP and Beach Volleyball Program.

**STANDARD
AGENDA
ITEM
2**

Report by:

**Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager**

VENTURA HARBOR BEACH VOLLEYBALL ALTERNATIVE SITE ANALYSIS & REPORT

Volleyball Court Alternative Locations Analysis

	Parcel 8	South Jetty Beach	South Beach	Surfers Knoll	Parcel 5 Lawn	South Harbor Cove Beach	Central Harbor Cove Beach	North Harbor Cove Beach	Portside Ventura Harbor
Sufficient Parking ¹	1	2	1	1	2	2	2	2	0
ADA Accessibility ²	1	0	0	2	2	2	2	2	2
Annual erosion, Maintenance ³	1	0	0	0	1	1	1	2	1
Sand replacement challenges ⁴	1	0	1	1	1	2	2	2	1
Below ground site conditions ⁵	1	1	1	1	1	2	2	2	2
Development/ Land Use Constraints ⁶	0	0	0	1	0	0	2	2	0^
Public Safety ⁷	0	0	0	0	2	0	1	2	2
Court Configuration ⁸	2	1	1	1	1	0	1	2	1
Restroom Facility ⁹	0	0	1	2	2	2	2	2	0
Potential Cost ¹⁰	1	0*	0*	0*	1	2	2	2	1

Considerations for Volleyball Court Locations

1. Parking demand for regular activities requires more than >15 spaces. Matches require >60 spaces. Major Tournaments/Events need >100 spaces
2. Volleyball events nearly always bring spectators with mobility restrictions.
3. Harbor Cove Beach is the only beach at Ventura Harbor that does not typically erode all the way to the edge of ESHA each winter. Volleyball training and events cannot take place from late November until March.
4. Sand replacement for some sites can be via dredge material and at other sites via importation. Some sites require no active replacement activity. Dredge material placement can include Arundel and other wood debris that is hazardous to players. Since this is deposited in a sand slurry by the Corps, these materials can be buried in the sand and cannot be found/removed.
5. Below ground site conditions that affect safety - including old asphalt underground, site previously a landfill, buried debris, existing utilities, etc.
6. Conflicts such as: the annual use of the site by the US Army Corps of Engineers, Parcel 5 has been approved by the City of Ventura's Design Review Committee and Director's Hearing for development of a public park, Portside already has development requirements under its CDP, etc.
7. Consideration of impacts on Public safety – access and/or conflicts with lifeguard services, Harbor Patrol access to perform rescues, lack of a suitable cross-walk for pedestrian access, etc.
8. Consideration of the site with regards to court configuration (dimensions, orientation, spacing). Allowance for 9 courts in a 3x3 orientation is optimal. 8 courts are required to be eligible to host State competitions.
9. Proximate location to public restrooms. 2 is ADA compliant within 200', 1 is between 200' and 500' feet, 0 for restrooms >500 feet away.
10. Consideration of the costs to create and maintain the site. Cost is not a disqualifying evaluation criteria.

Site 1: "Parcel 8"

Located at the northward end of Spinnaker Drive, Parcel 8 is an undeveloped lot.



Source: Google Earth, Imagery Date 4/12/2018

Site 2: South Jetty Beach

Located between the South Jetty at the harbor entrance and South Jetty Groin, this site is just south of Harbor Cove Beach. It is generally deemed one of the best surfing beaches, but also dangerous due to the rip currents.



Source: Google Earth, Imagery Date 3/1/2021

Site 3: South Beach

Located between the Groin and Surfers Knoll beach, this site is subject to significant annual erosion.



Source: Google Earth, Imagery Date 3/1/2021



Imagery Date 3/6/2024

Site 4: Surfers Knoll Beach

Located adjacent to Surfers Knoll Beach, this site is subject to significant annual erosion.



Source: Google Earth, Imagery Date 3/6/2024

Site 5: "Parcel 5" Lawn

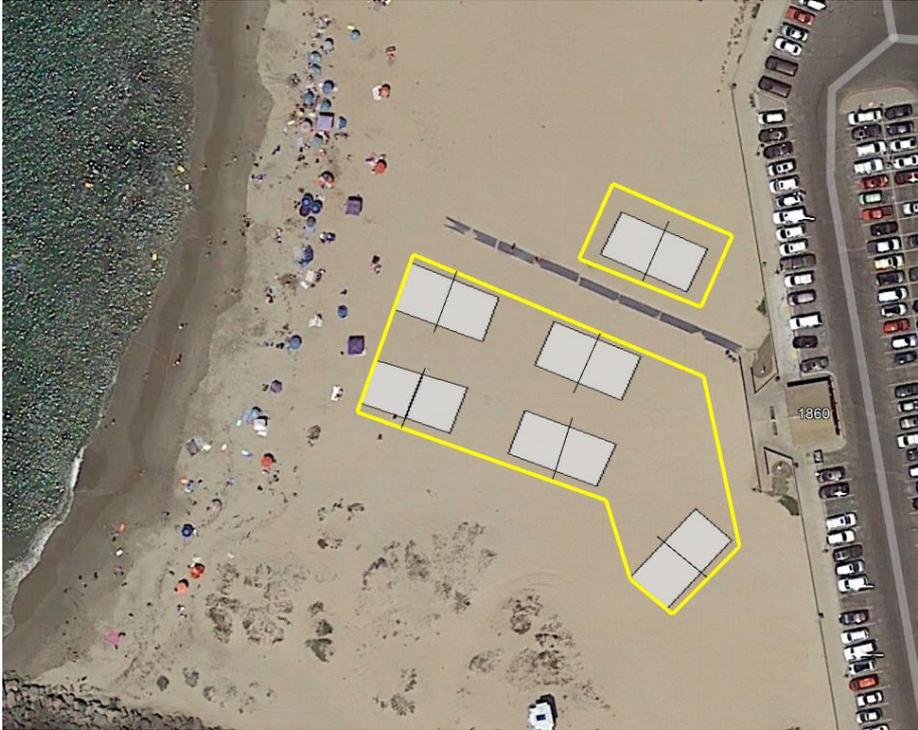
Located within Ventura Harbor Village, "Parcel 5" is a portion of Ventura Harbor's original development Parcel 5 consisting of 0.7 acres of lawn area.



Source: Google Earth, Imagery Date 11/9/2023

Site 6: South Harbor Cove Beach

Located at Harbor Cove Beach, south of the existing court location, this site was proposed by Coastal Commission Staff.



Source: Google Earth, Imagery Date 8/12/2018



Imagery Date 3/1/2021

Site 7: Harbor Cove Beach (Current Location)

Located at Harbor Cove Beach, this is the current location of the beach volleyball courts.



Source: Google Earth, Imagery Date 11/9/2023

Site 8: Modified Harbor Cove Beach

Located at Harbor Cove Beach, the Committee deliberated possible variations in the vicinity of the current location. The depiction below was what the Committee and staff to the Committee determined was the most viable alternative.



Source: Google Earth, Imagery Date 4/2/2025

Site 9: Portside

Located at the Portside mixed-use development within Ventura Harbor, this public park was created as a condition of the City's Coastal Development Permit for developing Portside.



Source: Google Earth, Imagery Date 11/9/2023

PUBLIC COMMUNICATION STANDARD ITEM 2

00 : 03 : 00

**UPDATE CONCERNING DISTRICT'S APPLICATION FOR
SAND MANAGEMENT COASTAL DEVELOPMENT PERMIT**

RECOMMENDATION:

That the Board of Port Commissioners receive:

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- b) Ventura Harbor Beach Volleyball Alternative Site Analysis & Report
- c) Provide staff direction concerning the District's proposed approach with Coastal Commission (Commission) regarding the CDP and Beach Volleyball Program.

**STANDARD
AGENDA
ITEM
2**

Report by:

**Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager**

**APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT
WITH CLIFTONLARSONALLEN LLP AND APPOINTMENT OF
A NEW AUDIT LIAISON**

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Approve the Professional Services Agreement with CliftonLarsonAllen LLP to conduct the annual audit for fiscal year ending June 30, 2025 in the amount not to exceed \$55,768.
- b) Appoint an audit liaison to work with staff and the audit firm awarded throughout the fiscal year audit process.

**STANDARD
AGENDA
ITEM
3**

**Report by:
Sarah Clancy
Administrative Services Manager**

PUBLIC COMMUNICATION STANDARD ITEM 3

00 : 03 : 00

**APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT
WITH CLIFTONLARSONALLEN LLP AND APPOINTMENT OF
A NEW AUDIT LIAISON**

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Approve the Professional Services Agreement with CliftonLarsonAllen LLP to conduct the annual audit for fiscal year ending June 30, 2025 in the amount not to exceed \$55,768.
- b) Appoint an audit liaison to work with staff and the audit firm awarded throughout the fiscal year audit process.

**STANDARD
AGENDA
ITEM
3**

**Report by:
Sarah Clancy
Administrative Services Manager**

**ADOPTION OF RESOLUTION NO. 3540 APPROVING THE
FINANCIAL STATEMENTS AND CHECKS FOR APRIL
THROUGH JUNE 2025**

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3540 to:

- a) Accept the financial statements for the Quarter ending June 2025.
- b) Review the payroll and regular checks for April through June 2025.

**STANDARD
AGENDA
ITEM
4**

**Report by:
Sarah Clancy
Administrative Services Manager**

PUBLIC COMMUNICATION STANDARD ITEM 4

00 : 03 : 00

**ADOPTION OF RESOLUTION NO. 3540 APPROVING THE
FINANCIAL STATEMENTS AND CHECKS FOR APRIL
THROUGH JUNE 2025**

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3540 to:

- a) Accept the financial statements for the Quarter ending June 2025.
- b) Review the payroll and regular checks for April through June 2025.

**STANDARD
AGENDA
ITEM
4**

**Report by:
Sarah Clancy
Administrative Services Manager**

APPROVAL OF AMENDMENT TO 2025 PORT COMMISSION
MEETING SCHEDULE

RECOMMENDATION:

That the Board of Port Commissioners consider an amendment to the 2025 Port Commission meeting schedule to change the regular start time of Open Session Meetings for the Board of Port Commissioner meetings to 6 PM.

STANDARD
AGENDA
ITEM
5

Report by:
Brian D. Pendleton, General Manager

PUBLIC COMMUNICATION STANDARD ITEM 5

00 : 03 : 00

**APPROVAL OF AMENDMENT TO 2025 PORT COMMISSION
MEETING SCHEDULE**

RECOMMENDATION:

That the Board of Port Commissioners consider an amendment to the 2025 Port Commission meeting schedule to change the regular start time of Open Session Meetings for the Board of Port Commissioner meetings to 6 PM.

**STANDARD
AGENDA
ITEM
5**

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



VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT
SEPTEMBER 17, 2025 IS CANCELLED
NEXT MEETING OCTOBER 1, 2025

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK