VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
REGULAR MEETING
CLOSED SESSION @ 5:30PM
OCTOBER 7, 2026

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

PUBLIC COMMUNICATION
CLOSED SESSION AGENDA

00 : 03 : 00

VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
REGULAR MEETING
OPEN SESSION @ 6:00PM
OCTOBER 7, 2026

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

ADMIN AGENDA

- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

Adoption of the October 7, 2026 Agenda

Approval of Minutes
September 16, 2026
Regular Meeting
September 26, 2026
Public Workshop

PUBLIC COMMUNICATION
ADMIN AGENDA
ITEMS NOT ON THE AGENDA

00 : 03 : 00

ADMIN AGENDA

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

CONSENT AGENDA ITEMS

a) Approval of Out-of-Town Travel Requests

b) Approval of Supplemental Ground Lease Estoppel Certificate and Confirmation for the Benefit of Bank of America, N.A. (Portside Harbor, LLC Ground Lease)

c) Adoption of Resolution No. 3563 Approving the Update to the Ventura Port District Conflict of Interest and Disclosure Code Policy and Rescinding Resolution No. 3541

PUBLIC COMMUNICATION
CONSENT AGENDA

00 : 03 : 00

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BAIT PEN FEASIBILITY STUDY

RECOMMENDATION:

That the Board of Port Commissioners receive a presentation on the outcome of a Bait Pen Feasibility Study prepared for Ventura Harbor.

STANDARD AGENDA ITEM 1

Report by:
Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager

INTRODUCTION

- On November 12, 2025, the Board approved the Parcels 20 and 14 Redevelopment Project.
- The approved project:
  - Did not require live bait pens as a condition of redevelopment.
  - Permitted live bait pens as part of the redeveloped project.
- The approval provided flexibility for future consideration of live bait facilities.

INTRODUCTION

- Following project approval, District staff retained Kimley-Horn to evaluate potential locations for live bait pens within Ventura Harbor.
- The consultant evaluated several potential locations for:
  - Feasibility
  - Site suitability
  - Potential opportunities and constraints

Ventura Port District

Bait Pen Feasibility Study

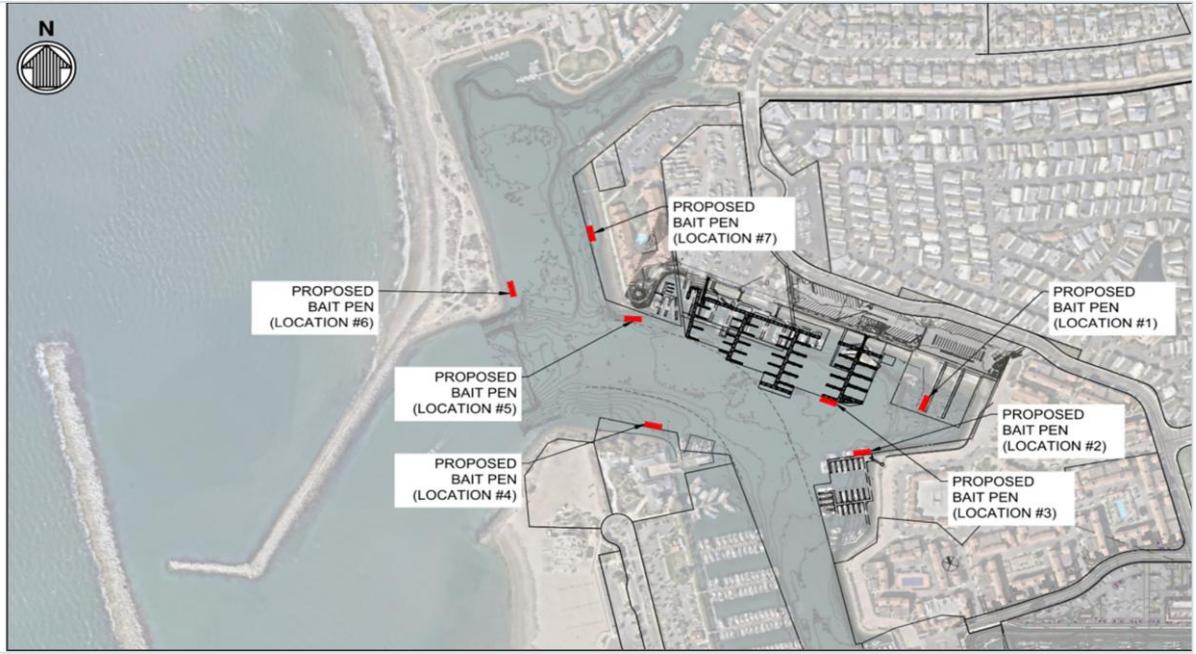
Conceptual Siting Evaluation — Seven Location Alternatives

October 7, 2026

Jerry Holcomb, PE • Project Manager

Seven Candidate Locations

Identified with District staff — evaluated independently



#1 – #3

Launch Ramp Basin

Sheltered back-basin

#4 – #5

Main Channel

Deep water, strong flushing

#6 – #7

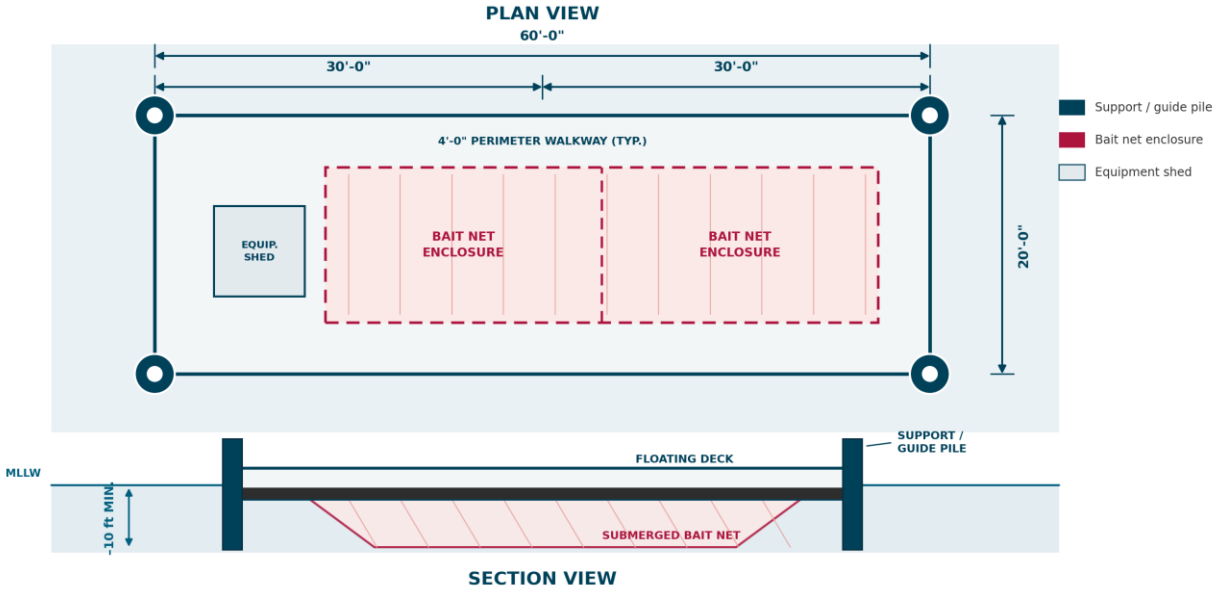
Turning Basin

Remote reaches

EACH PEN FOOTPRINT OVERLAID ON HARBOR BATHYMETRY AND THE EXISTING / PLANNED DOCK LAYOUT

Bait Pen Configuration

Conceptual layout — 20 ft × 60 ft floating pen



Perimeter Walkway

4 ft clear on all sides for crew access

Support Piles

Four corner piles let the pen float with the tide

Equipment Shed

Deck-level space for gear

Bait Net Enclosures

Two bays submerged below –10 ft MLLW

ONE STANDARD FOOTPRINT APPLIED TO ALL SEVEN LOCATIONS FOR AN EQUAL COMPARISON

Evaluation Criteria

Every factor we studied

Navigational Clearance

Water Depth

Water Quality & Circulation

Environmental Resources

Wildlife & Public Nuisance

Adjacent Land & Water Use

Vendor Access & Operations

Regulatory & Permitting

Financial & Revenue

Storm & Wave Exposure

A MULTI-FACTOR EVALUATION — NOT NAVIGATION ALONE

Summary Evaluation

All seven locations

Loc.	Location	Clear Width	Depth	Required	Result	Recommendation
#1	Launch Ramp Basin – attached or near the launch ramp dock	199.7 ft	< –10 ft	204 ft	FAIL	Not feasible
#2	Launch Ramp Basin – attached or near the Portside dock system	182.9 ft	–10 to –12 ft	183 ft	MARGINAL	Not preferred
#3	Kinship Marina – attached or near the future Kinship marina dock system	205.9 ft	–12 ft	183 ft	PASS	Preferred
#4	Main Channel – south of entrance, at or near the NPS dock system	407.4 ft	–15 ft	343 ft	MARGINAL	Not preferred
#5	Main Channel – near the Harbortown Point marina	358.5 ft	–14 ft	343 ft	PASS	Preferred
#6	Turning Basin – south end near the revetment	320.8 ft	–13 ft	343 ft	FAIL	Not feasible
#7	Turning Basin – attached or near the District Long Dock	343.5 ft	< –10 ft	343 ft	MARGINAL	Not feasible

Depths are preliminary and require hydrographic survey verification.

Two locations recommended

#3 and #5 pass every criterion with margin.

Three not feasible

#1 and #7 on depth; #6 on channel width.

Two compromised

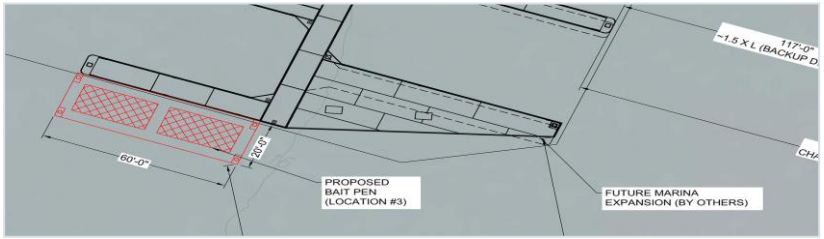
#2 falls ~1 inch short; #4 depends on NPS.

LOCATIONS #3 AND #5 ARE RECOMMENDED FOR ADVANCEMENT

Why Locations #3 and #5

Recommended for advancement

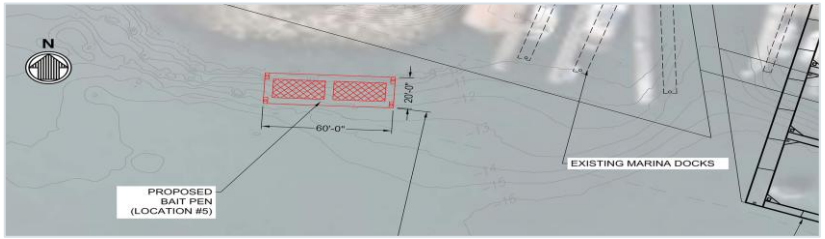
LOCATION #3
Kinship Marina — End-Tie



- 205.9 ft clear — 22.9 ft above minimum
- Adequate depth at –12 ft MLLW
- Shares marina utilities, gangway and mooring
- Lowest capital cost of the alternatives

Trade-off: Will require approval by Kinship Marina and displaces a few outboard slips.

LOCATION #5
Main Channel — Harbortown Point



- 358.5 ft clear — 15.5 ft above minimum
- Adequate depth at –14 ft MLLW
- Best tidal flushing for bait viability
- No conflict with NPS dock or residences

Trade-off: Needs permitting, possible USCG buoy move, and its own on-site management. Additional wildlife will be present at unoccupied locations.

BOTH MEET ALL CLEARANCE AND DEPTH CRITERIA WITH OPERATIONAL ADVANTAGES

Cost and Funding

What it costs — and how it gets paid for

INSTALLED COST RANGE

Location #3	**$300K – $500K**
Location #5	**$500K – $800K**

#3 is lower: attaches to existing marina dock and utilities

WHAT DRIVES THE COST

- **Mooring**
- **Utilities**
- **Structure**
- **Permits**

WAYS TO REDUCE COST

- Smaller footprint
- Ground anchors vs. driven piles
- Attach to existing dock (Loc. #3)

HOW DOES A BAIT OPERATION PENCIL OUT?

Operators in Newport, Dana Point, Redondo Beach and Marina del Rey report that facilities are generally operator-funded — viability depends on a combination of the following:

Anchor Customer

Sportfishing fleet is the main revenue. Seasonal operations?

Ancillary Revenue

Partnership with adjacent services (e.g. supplies, snacks, fuel)

Lease Partnership

District with private operator.

Leverage Capital Assets

Attach to existing infrastructure to reduce costs.

POTENTIAL FUNDING PATHS

Operator-funded

Lease offered to operator to permit, build and run.

Operator secured Grant funding or low-interest loan opportunities

NOAA • California Division of Boating and Waterways

COST IS ORDER-OF-MAGNITUDE — THE FUNDING APPROACH DRIVES WHETHER THE PROJECT MOVES FORWARD

Kimley»Horn
Expect More. Experience Better.

Thank You

Questions & Discussion

Jerry Holcomb, PE • Project Manager, Ports & Maritime

jerry.holcomb@kimley-horn.com • 562.363.5051

PUBLIC COMMUNICATION STANDARD ITEM 1

00 : 03 : 00

BAIT PEN FEASIBILITY STUDY

RECOMMENDATION:

That the Board of Port Commissioners receive a presentation on the outcome of a Bait Pen Feasibility Study prepared for Ventura Harbor.

STANDARD AGENDA ITEM 1

Report by:
Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager

STANDARD AGENDA ITEM 2

Report by:
Brian D. Pendleton, General Manager

LEGAL SERVICES REQUEST FOR PROPOSALS

RECOMMENDATION:

That the Board of Port Commissioners receive a report regarding a Request for Proposals (RFP) for outside legal services to serve as the District's general counsel.

CURRENT LEGAL SERVICES

- The District retains outside legal counsel to provide ongoing legal services supporting:
  - District operations and administration
  - Real estate activities and transactions
  - Contracts and agreements
  - Regulatory compliance
  - Litigation
  - Municipal and harbor-related legal matters
  - Other legal needs arising from District operations
- Daily legal engagement is typically required.
- Not Included in this RFP:
  - Human resources and personnel matters by Liebert Cassidy Whitmore (LCW)

WHY ISSUE A RFP?

The General Manager believes an RFP is appropriate to:

- Ensure the District receives high-quality legal services
- Evaluate firms with relevant public agency and special district experience
- Identify firms with expertise aligned with the District's current and anticipated needs
- Evaluate the qualifications and experience of attorneys who would serve the District
- Establish clear expectations for the scope, approach, responsiveness, and fees for legal services

DESIRED FIRM EXPERIENCE

Qualified firms may demonstrate experience in:

- Public Agency Governance
- Special Districts
- Commercial Real Estate
- Ports & Harbors
- Maritime Law
- Environmental Law
- Municipal and regulatory matters
- Contracts and agreements
- Litigation and dispute resolution

The RFP will establish the scope of services, minimum qualifications, proposal requirements, and evaluation criteria.

PROPOSAL EVALUATION AND SELECTION

Consistent with the District's Procurement and Purchasing Policy, legal services are procured as professional services and awarded based on:

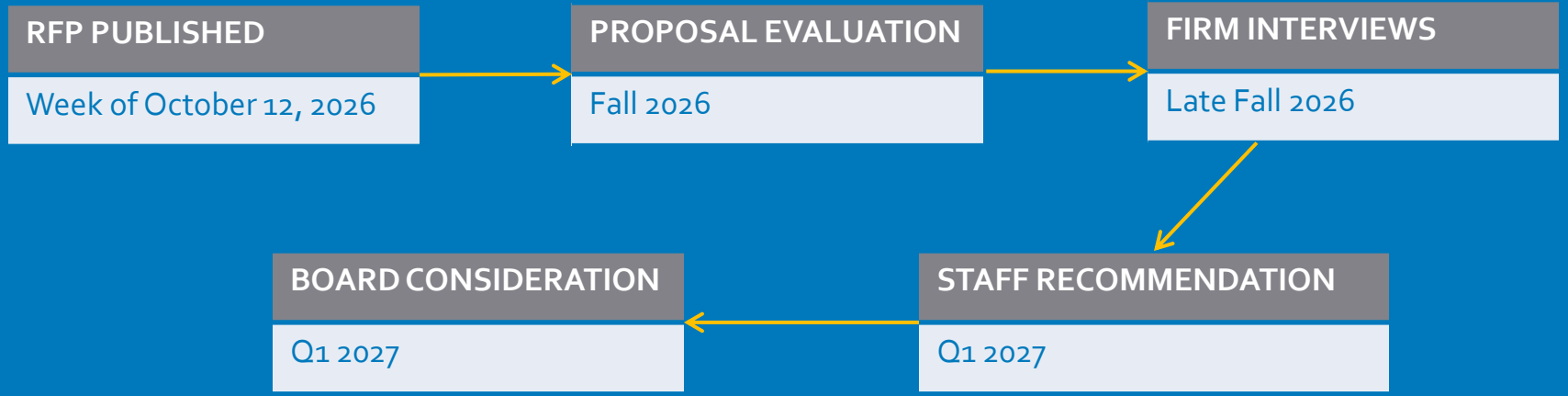
- Demonstrated competence and qualifications for the services to be performed, at fair and reasonable prices to the District.

Proposals will be evaluated based on:

- Firm experience and qualifications
- Understanding of the District's legal needs
- Qualifications of assigned attorney(s)
- Availability and responsiveness
- Proposed approach to providing services
- Fee structure

Next Step:
Following proposal evaluation and interviews, staff will return to the Board with a recommendation for selection and authorization to enter into an agreement.

TIMELINE


RFP PUBLISHED
Week of October 12, 2026
PROPOSAL EVALUATION
Fall 2026
FIRM INTERVIEWS
Late Fall 2026
STAFF RECOMMENDATION
Q1 2027
BOARD CONSIDERATION
Q1 2027

FISCAL IMPACT

- FY 2026-27 Legal Services Budget: $325,000
- RFP Advertising Cost: Approximately $3,000
  - Newspaper noticing required
- Additional outreach through:
  - Industry publications
  - California Special Districts Association (CSDA) network
- No change to the existing legal services budget is proposed as part of the RFP process.

PUBLIC COMMUNICATION STANDARD ITEM 2

00 : 03 : 00

STANDARD AGENDA ITEM 2

Report by:
Brian D. Pendleton, General Manager

LEGAL SERVICES REQUEST FOR PROPOSALS

RECOMMENDATION:

That the Board of Port Commissioners receive a report regarding a Request for Proposals (RFP) for outside legal services to serve as the District's general counsel.

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ADJOURNMENT
NEXT MEETING OCTOBER 21, 2026

Ventura Harbor
GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK