



**CHANNEL ISLANDS HARBOR**  
Ventura County Harbor Department  
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Director

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September 5, 2006

The Honorable John Smiley  
Presiding Judge of the Superior Court  
Ventura County Hall of Justice  
800 S. Victoria Avenue  
Ventura, CA 93009

**SUBJECT: 2005-2006 VENTURA COUNTY GRAND JURY REPORT NO. 5  
VENTURA COUNTY, CHANNEL ISLANDS HARBOR**

Dear Judge Smiley:

I am writing in response to the Grand Jury Report for 2005-2006, related to the Harbor Department. Specifically, the Grand Jury requested that the Department respond to Recommendations 2, 3, 4, and 5.

Recommendation 2: All future Harbor Commission meetings should be video recorded as well as minutes taken and published. (C-12)

Response: Nearly all Harbor Commission meetings had been tape recorded for more than nine years. The practice of video recording Harbor Commission meetings began with the meeting of March 15, 2006.

Recommendation 3: The Harbor Commission should have minutes taken for all future meetings by a secretary who is not a member of the commission, as required by Robert's Rules of Order, which the Harbor Commission has adopted as the format for conducting the Harbor Commission's meetings. (C-12)

Response: As specified in the Enabling Resolution of the Harbor Commission, the Director of the Harbor Department has designated a staff member as Recording Secretary for the Commission for at least the last nine years. The practice will continue in the foreseeable future, unless the Board of Supervisors modifies this term of the Enabling Resolution.

Recommendation 4: The Harbor Commission should use a broader forum in notifying the public of future meetings and cancellations of meetings to increase attendance and interest by the public. (C-12)

Response: The Department actively seeks ways to notify the public. Meeting notices are posted at the County Government Center, and Harbor Administration offices. In addition, meeting notices are mailed to numerous media outlets, the offices of County Supervisors, Harbor lessees, the Grand Jury, the Coast Guard and the Channel Islands Beach Community Services District. The Department will continue to evaluate opportunities to facilitate public involvement.

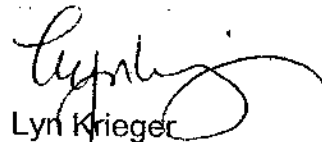
Previously, the determination to cancel Harbor Commission meetings due to lack of a quorum had been made within 24 hours of the scheduled meeting time, as a courtesy to Commissioners who would be traveling from far points of the County to the meeting. However, this presented a challenge in communicating cancellations to the public. Currently, Harbor Commission meetings are held as scheduled and canceled only if a quorum fails to appear at the stated time.

Recommendation 5: The Harbor Department website should include a section devoted to the Harbor Commission agendas, minutes, meeting dates, and locations. (C-12)

Response: The Department is currently evaluating the staffing needed to support a separate web page dedicated to Harbor Commission information. The Department has begun the process to allow staff to make updates to web page content, rather than routing changes through the County Information Systems Department.

We appreciate the interest and support of the Grand Jury.

Sincerely,



Lyn Krieger  
Director

c: Board of Supervisors  
J. Johnston, CEO