



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, OCTOBER 18, 2023

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

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
--

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: **1198 Navigator Drive (Parcel 17)**
- Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Tom Bunn
TBBW Company, L.P.
- Under Negotiation: **Price and Terms of Payment for New Master Lease for Ventura West Marina (Phase 1)**

2. Public Employee Performance Evaluation per Government Code Section 54957(b)(1):
General Counsel: Lagerlof LLP.

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 October 4, 2023 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 Out-of-Town Travel Requests

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the out-of-town travel requests for Sergio Gonzalez, Facilities Manager and Joe Gonzalez, Capital Projects Manager to attend the CJPIA ADA Coordinator Training from November 7, 2023 – November 8, 2023 in Norwalk, CA.

B) Approval of Amendment No. 1 to the Barefoot Boutique Retail Lease Agreement

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve Amendment No. 1 to the Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Barefoot Boutique LLC for the premises located at 1575 Spinnaker Drive #106 A&B, consisting of 1,781 square feet.

C) Approval of New Office Lease Agreement with Rothstein Insurance Services, Inc. for 1591 Spinnaker Drive #205

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Rothstein Insurance Services, Inc. for the premises located at 1591 Spinnaker Drive #205, consisting of approximately 1,058 square feet, for a four-year term with a one one-year option.

D) Adoption of Resolution No. 3487 Accepting a \$81,000 Surrendered and Abandoned Vessel Exchange (SAVE) Grant

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3487 accepting a \$81,000 Surrendered and Abandoned Vessel Exchange (SAVE Contract# C23SO628) offered by the California Division of Boating and Waterways.

STANDARD AGENDA:

1) Holiday Inn Express Renovation Presentation

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation on the recent renovations to the Holiday Inn Express.

2) Presentation from Gold Coast Transit District

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation from Gold Coast Transit District on current and potential future activities, including discussion and direction to District staff regarding pursuit of mass transit opportunities.

3) Quarterly Update on the Ventura Port District 5-Year Objectives

Recommended Action: Voice Vote.

That the Board of Port Commissioners receive and file the quarterly update on the Ventura Port District 5-Year Objectives.

ADJOURNMENT IN HONOR OF DENISE JAMES, WIFE OF STEVE JAMES.

*This agenda was posted on October 13, 2023 by 5:30 p.m. at the Port District Office and online at
<https://venturaharbor.com/board-meeting-documents/>*

*♦
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 OCTOBER 18, 2023

APPROVAL OF MINUTES OCTOBER 4, 2023 REGULAR MEETING

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF OCTOBER 4, 2023



CLOSED SESSION

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Vice-Chair Gardina at 6:45PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioners Present:

Jackie Gardina, Vice-Chair
Anthony Rainey, Secretary
Brian Brennan

Commissioners Absent:

Michael Blumenberg, Chair
Chris Stephens

Port District Staff:

Brian Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Tom Bunn, Lagerlof Lawyers LLP via Zoom

Number of interested persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: None.

CONVENED TO CLOSED SESSION AT 6:46PM.

ADJOURNMENT: Closed Session was adjourned at 6:59PM.

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Vice-Chair Gardina 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 Commissioner Rainey.

ROLL CALL:

Commissioners Present:

Jackie Gardina, Vice-Chair
Anthony Rainey, Secretary
Brian Brennan

Commissioners Absent:

Michael Blumenberg, Chair
Chris Stephens

Port District Staff:

Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Susan Bogue, Film & Event Liaison
Joe Gonzalez, Capital Projects Manager via Zoom
Sergio Gonzalez, Facilities Manager
Wayne Hatch, Maintenance Supervisor via Zoom
John Higgins, Harbormaster
Jessica Snipas, Business Operations Analyst via Zoom
Jennifer Talt-Lundin, Marketing Manager via Zoom
Dave Werneburg, Marina Manager

Legal Counsel:

Tom Bunn, Lagerlof Lawyers LLP via Zoom

City of Ventura Liaisons

Councilmember McReynolds, City Council Liaison – Absent

Number of interested persons:

1 via zoom; 0 in person

ADOPTION OF AGENDA

ACTION: Commissioner Brennan moved to adopt the October 4, 2023 agenda.

Commissioner Rainey seconded. The vote was as follows:

AYES: Commissioners Gardina, Rainey, Brennan

NOES: None

ABSTAINED: None

ABSENT: Commissioners Blumenberg, Stephens

Motion carried 3-0.

APPROVAL OF MINUTES

The Minutes of the September 20, 2023 Port Commission Regular Meeting were considered as follows:

ACTION: Commissioner Brennan moved to approve the Minutes of the September 20, 2023 Port Commission Regular Meeting.

Commissioner Rainey seconded. The roll call vote was as follows:

AYES: Commissioners Gardina, Rainey, Brennan

NOES: None

ABSTAINED: None

ABSENT: Commissioners Blumenberg, Stephens

Motion carried 3-0.

PUBLIC COMMUNICATIONS: None. Closed at 7:02PM.

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

BOARD COMMUNICATIONS: None.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton announced upcoming events at the Village and recognized the VC Reporter's Best of winners.

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) Wayne Hatch, Maintenance Supervisor to attend the CA JPIA Management Academy from October 23, 2023 - October 26, 2023 in Indian Wells, California.
- b) Pat Hummer, Senior Harbor Patrol Officer to attend the CA JPIA Management Academy from October 23, 2023 - October 26, 2023 in Indian Wells, California.

- c) Jennifer Talt-Lundin, Marketing Manager to attend the Visit California Outlook Forum from March 10, 2024 - March 13, 2024 in Rancho Mirage, CA.
- d) Ruby Hedrick, Marketing & Events Coordinator II to attend the Visit California Outlook Forum from March 10, 2024 - March 13, 2024 in Rancho Mirage, CA.
- e) John Higgins, Harbormaster to attend and instruct a California Division of Boating Coastal Boat Operator Class October 29, 2023 - November 3, 2023 at Pillar Point Harbor, San Mateo, California.
- f) Sergio Gonzalez, Facilities Manager to attend the JPIA Training Registrants Academy from November 13, 2023 - November 14, 2023 in Indian Wells, CA.
- g) Brian D. Pendleton, General Manager to attend Sea Grant – NCCOS California Aquaculture Siting and Sustainability Workshop on November 2, 2023 in San Diego, CA.

Public Comment: None.

ACTION: Commissioner Brennan moved to approve the Out-of-Town travel requests.

Commissioner Rainey seconded. The roll call vote was as follows:

AYES: Commissioners Gardina, Rainey, Brennan

NOES: None

ABSTAINED: None

ABSENT: Commissioners Blumenberg, Stephens

Motion carried 3-0.

STANDARD AGENDA:

1) Approval of Fee Increases for Harbor Village Operations

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve fee increases effective January 1, 2024 for:

- a) Harbor Village Common Area Maintenance.
- b) Harbor Village Commercial Marina Slips.
- c) Harbor Village Events.

Report by Gloria Adkins, Accounting Manager, Dave Werneburg, Marina Manager, Susan Bogue, Film & Events Liaison and John Higgins, Harbormaster.

Public Comment: Burt Handy spoke about outdoor water usage and how the district should evaluate water usage by their customers.

ACTION: Commissioner Rainey moved to approve fee increases effective January 1, 2024 for:

- a) Harbor Village Common Area Maintenance.
- b) Harbor Village Commercial Marina Slips.
- c) Harbor Village Events.

Commissioner Brennan seconded. The roll call vote was as follows:

AYES: Commissioners Gardina, Rainey, Brennan

NOES: None

ABSTAINED: None
ABSENT: Commissioners Blumenberg, Stephens

Motion carried 3-0.

ADJOURNMENT: The meeting was adjourned in honor of Senator Dianne Feinstein at 7:50PM.

The next regular meeting is Wednesday, October 18, 2023.

Anthony Rainey, Secretary



BOARD OF PORT COMMISSIONERS OCTOBER 18, 2023

DEPARTMENTAL STAFF REPORTS SEPTEMBER 2023 & GUIDING PRINCIPLES FIVE-YEAR OBJECTIVES INDEX

GUIDING PRINCIPLES	
1)	Maintain a safe, navigable, and resilient harbor.
2)	Advance the harbor's vibrant, working waterfront in support of commercial and recreational fishing and boating.
3)	Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
4)	Establish and implement harbor-wide environmental sustainability policies and practices through collaboration with our business partners.
5)	Build respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.
6)	Provide exceptional public service and organizational transparency.
7)	Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.
8)	Support the Channel Islands National Park in its efforts to provide a first-class visitor center, educational resources, and ferry boat services to the islands.

5-YEAR OBJECTIVES		STRATEGY	
D)	Ensure dredging occurs annually at the federal Harbor entrance and as needed in the inner Harbor.	1)	Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program
		2)	On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance
		3)	Ventura Port District Dredging
E)	Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.	1)	Collaborate with business partners and stakeholders through increased engagement, communication, and participation.
		2)	Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs
		3)	Public and Civic Engagement Planning
		4)	Updates to District policies to reflect improved transparency and DEI
F)	Support current and future commercial fishing and sustainable aquaculture industries. Maintain and improve working waterfront facilities and infrastructure.	1)	Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor
		2)	Continue improvements of District's Working Waterfront infrastructure
		3)	Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture
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
		2)	Evaluate opportunities for Parcel Development
		3)	Implement sustainability technologies at the Harbor
		4)	VenturaWaterPure
N)	Maintain and grow Channel Islands National Park Service (NPS) presence and customer visitation to the Harbor.	1)	Work with NPS and harbor visitors regarding enhancement of visitor experience.
		2)	Coordinate with NPS Superintendent to evaluate long-term goals and improvement needs for the Channel Islands National Park Visitor Center
		3)	Coordinate with National & California State Parks, and City to develop destination-based ecotourism offerings
P)	Implement parking management, traffic circulation, and multi-modal transportation strategies.	1)	Work with City to improve access between the City and Harbor
		2)	Evaluate alternative and active methods for people to travel to and within the Harbor and pursue needed improvements and strategies in partnership with the City
		3)	Pursue and implement parking management solutions to increase vehicle circulation
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
		2)	Seek additional grant funding for improving/replacing District capital assets.
		3)	Leasing/Property Management
		4)	Update of Financial Management System
		5)	Financial Reporting
V)	Maintain and improve Harbor Village facilities, infrastructure, and amenities.	1)	Ongoing investment in Harbor Village Infrastructure
		2)	Develop and implement an Annual Visitation Plan for Ventura Harbor Village.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: October 18, 2023

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Joe A. Gonzalez, Capital Projects Manager
SUBJECT: September 2023 Capital Projects Report

1567 SPINNAKER DR. SUITE 101, FACADE RENOVATION

Status: On Going

Budget: On Budget

The contractor has finished installing all windows and doors, including the bi-fold doors, exterior stucco, front entry door, stone veneer and all the exterior lighting. The electrical switch gear has arrived after a seven month wait. Edison's field Supervisor, Contractor and staff has met to finalize the boring/trenching for the electrical supply for the incoming tenant. The contractor has started the process for the installation of the underground conduits run from Edison's electrical transformer. The underground utilities study results have been received. Due to the study results, trenching has been recommended rather than boring. Staff is currently working with contractor on the trenching schedule.

The incoming tenant intends to add two small exterior patios for customer seating. These patio designs will include new fencing and gas lines under the patios. Since the Contractor's scope of work for the District includes pouring new concrete for the patios, this work is being delayed until City plan check has approved the new patios, at which time the gas lines and fences will be incorporated. The additional cost will be paid by the incoming tenant. Staff is working closely with the tenant and City to help ensure the permits for construction are in hand ASAP.



1567 BUILDING A WATERPROOFING

Status: Completed

Budget: On Budget

The Capital Improvements Plan for the previous fiscal year included roof replacement for the equipment area behind the Margarita Villa (Suite 200) patio. In addition, the rear (east) patio of Margarita Villa was due for resurfacing of waterproofing material.

The restaurant's patio and adjacent equipment roof work is 100% complete. The construction work for the project had its final inspection by City inspectors and District consultants. Staff presented the Notice of Completion to the Board for approval on September 20th.



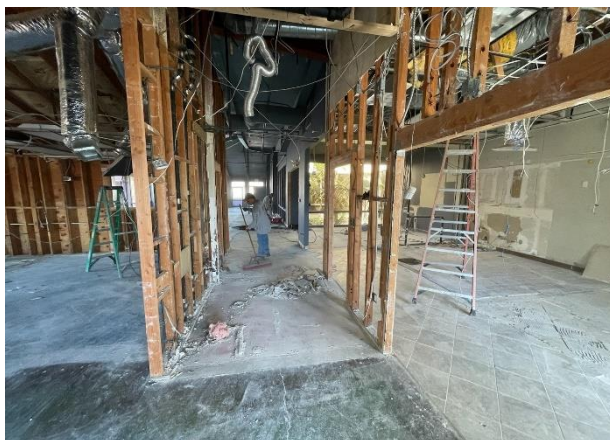
1559 BUILDING TENANT IMPROVEMNT

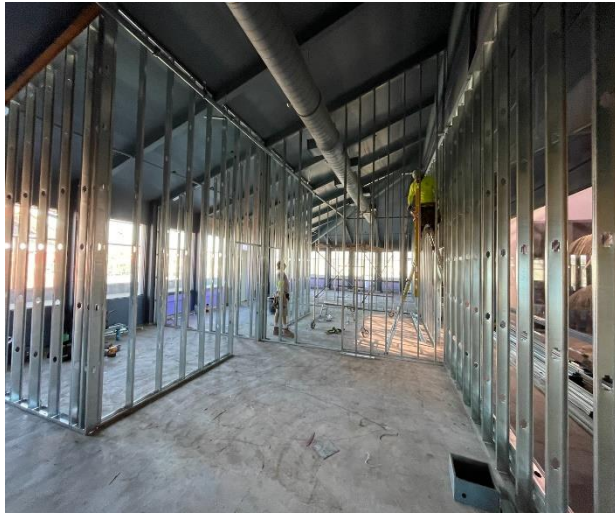
Status: On going

Budget: On Budget

The Tenant Improvement Budget for the current fiscal year includes the Improvement Modernization Project of approximately 4,000 square feet of office space located at 1559 Spinnaker Drive. The plans divide the suite into five separate office spaces.

F.C.T Construction LLC has started work and demolition has been completed including all debris hauled out. The metal framing and HVAC ducting work has started. Construction is going as planned with minimal interruptions to nearby tenants. Staff is very pleased with the effort that F.C.T Construction has implemented during this project to help minimize noise and timing of the noise that normally comes with construction. As of today, there have been no issues.





VPD EV CHARGING STATIONS

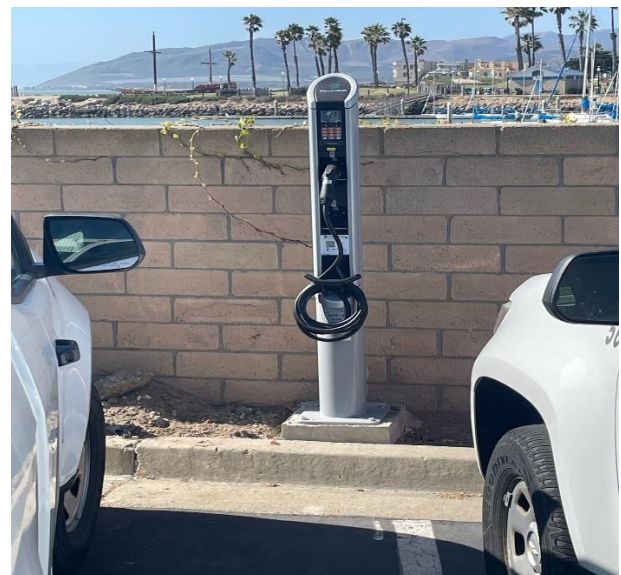
Status: Completed

Budget: On budget

In spring of 2021, staff was advised by interested stakeholders of three EVC grant opportunities for the procurement and installation of EVC stations for public use. The District pursued all three opportunities and were successful with two: Southern California Edison's Charge Ready Program (SCE Charge Ready) and the CALeVIP, which is funded by the California Energy Commission and implemented by the Center for Sustainable Energy. Both have confirmed that funds have been reserved for the project.

There will be a total of 25 ports spread over three sites, including 21 in Harbor Village and 4 at the District office.

The District contracted a local contractor for the Ventura Port District EV Charging units project installation, that consisted of installing three EV charging stations (one with a dual port). The installation is now 100% complete. Staff is working closely with our service provider to have the EV units energized and in service.



ADDITIONAL PROJECTS:

- 1583 & 1559 Restroom remodeling
- 1575 & 1583 Pass-through repaving
- Promenade curve walls project
- 1575 partial reroofing

Status: Working with architects.

Status: Working on scheduling.

Status: Working with architects.

Status: Working on estimates.

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: October 18, 2023

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
SUBJECT: September 2023 Dredging Report

OUTER HARBOR DREDGING (FEDERAL NAVIGATION CHANNEL)

2024 Dredging Funding

The PBUD was released on March 9th and the Ventura Harbor entrance channel dredging was included in the amount of \$8.471 million – an exceptional amount for the harbor’s maintenance dredging. This amount is anticipated to cover:

1. 2024 dredging, which will be slightly higher due to some sand remaining in the sand trap.
2. An update to the Environmental Impact Statement (required every six years).
3. Soliciting for dredging prior to 2025.

At this time, the principal concern would be whether or not a government shutdown between now and the completion of dredging could delay, interrupt, or cancel the dredging activity.

2025 Dredging Funding

The Corps is believed to have provided their recommendations on funding to OMB (this is usually not disclosed, nor is the funding amount). In the fall timeframe, the President’s Office of Management and Budget (OMB) reviews all agency funding requests prior to the “pass back”, where OMB generally asks agencies to adjust their budget requests based on the President’s priorities.

The District has re-engaged the local Corps Los Angeles District to discuss an appropriate funding amount for FY25 with the intention of discussion during the upcoming dredging program. The preliminary figure believed to be needed is \$7.7M. Over the summer, staff has also communicated with the local LA District to update the funding justification language. The Sr. BOM was able to converse with the Navigation Program chief at the CMANC fall meeting in September regarding Ventura Harbor’s funding request and received very optimistic indications. The Sr. BOM will have the opportunity to engage with Corps HQ and OMB during the CMANC Officers Trip to Washington DC in October.

INNER HARBOR DREDGING

Atmospheric Rain Events Will Mean Inner Harbor Dredging in 2024

Due to the inflow of sediment during the atmospheric river events in January, it has been determined that the inner harbor will need to be dredged in 2024. The principal area of infill is in the basin between Marina Park and the harbor entrance. This area generally acts as a “sand trap” for material, which it did in this event. There is no hazard to navigation here, but the basin needs to be dredged.

District staff are in discussions with FEMA regarding emergency funding being made available for the work. In order to perform the work, permits for inner harbor dredging must be obtained and sent to FEMA. Staffing change-over at FEMA is slowing down confirmation on the amount that inner harbor dredging will be reimbursed.

Permit Amendments (Long-Term)

District staff and Rincon Consultants (Rincon) have been working on renewals and amendments to the inner harbor dredging permits with the Corps and the Los Angeles Regional Water Quality Control Board for over two years.

The Water Board issued a new permit in April and the Corps' permit is unofficially completed, but due to Corp staff workload, the permit itself began preparation in August and was anticipated in September. It is still anticipated imminently.

On February 22nd, Rincon submitted a Coastal Development Permit application to the California Coastal Commission (CCC) to mirror the updated Corps and Water Board permits. After many meetings and multiple supplementary responses, the CCC has indicated that the permit will be brought to the CCC for their consideration at their October 12th hearing. At the time of this report, the item was not on the agenda and may instead appear on the November hearing agenda.

ATTACHMENT:

Attachment 1 – September 2023 Federal Advocacy Reports by Carpi & Clay



Federal Update

September 29, 2023

Federal Government Funding Update

Both the House and the Senate continue to work on separate proposals to keep the government open through a continuing resolution (CR). The Senate released a proposal earlier this week that would fund the government at current levels through November 17th. The proposal also includes funding for Ukraine, FEMA disaster relief, and several program extensions including authorizing the Federal Aviation Administration (FAA), National Flood Insurance Program (NFIP), the Temporary Assistance for Needy Families, the Supplemental Nutrition Program for Women, Infants, and Children (WIC). The House proposal would only keep the government open until October 31st and rather than maintaining current year spending it cuts spending by thirty percent. The House proposal also includes several border security provisions that passed the House earlier this year.

With the House and Senate proposals far apart, it looks increasingly likely that the government will shut down on October 1st. If Congress eventually does reach agreement on a CR, work will still need to continue on all twelve Fiscal Year 2024 (FY24) appropriations bills in order for the government to be funded for the remainder of the new fiscal year.

EPA and Corps Publish Update to WOTUS Rule

The Environmental Protection Agency (EPA) and the U.S. Army Corps of Engineers (Corps) released an update to the Water of the United States (WOTUS) rule. The U.S. Supreme Court decision in May in the *Sackett v. EPA* case required the Corps and EPA to amend the rule to address language regarding wetlands protections. In the updated rule, the definition for wetlands that are regulated under WOTUS are only those wetlands with relatively permanent surface water connections to larger waterways. Additionally, EPA and the Corps did not put the amended rule out for public comment, citing the “good cause” exception of the *Administrative Procedure Act* as the agencies claim the rule was being amended to comply with the Supreme Court ruling. The updated rule was published in the *Federal Register* on September 8th, effective immediately, and more information can be found [HERE](#).

Bipartisan Senators Propose Disaster Recovery Office

Senators Padilla (D-CA) and John Boozman (R-AR) introduced the *Office of Disaster Recovery and Resilience Act* ([S. 2779](#)) to establish an office of the same name at the Economic Development Administration (EDA). The Office would assist with short- and long-term economic recovery in

communities affected by natural disasters and oversee recovery and resilience programs at EDA. The bill was referred to the Senate Committee on Environment and Public Works.

Federal Funding Opportunities & Announcements

DOE Publishes Domestic Conversion Grant Program NOFO. The Department of Energy (DOE) published the notice of funding opportunity (NOFO) for the Domestic Conversion Grant Program. The program provides cost-shared grants to help support the domestic production of efficient hybrid, plug-in electric hybrid, plug-in electric drive, and hydrogen fuel cell electric vehicles. Concept papers are due November 1st, and applications are due January 9th. More information can be found [HERE](#).

DOE Announces Advanced Technology Vehicles Manufacturing Loan Program. DOE announced \$10 billion in loan authority for the Advanced Technology Vehicles Manufacturing Loan Program. This program focuses on automotive manufacturing conversion projects in communities that currently host manufacturing facilities. Project applications will be reviewed considering criteria that ensure that projects minimize risks to project success. More information can be found [HERE](#).

EPA Releases \$4.6 Billion Climate Pollution Reduction Grants NOFO. EPA published a \$4.6 billion NOFO for the Climate Pollution Reduction Grants program. This program will fund implementation of state, municipality, tribal, or territory-specific climate action plans developed under a planning grant. The [General Competition](#) application deadline is April 1st.

EPA Releases \$3.6 Million Environmental Education Local Grant NOFO. EPA released a \$3.6 million in NOFOs by EPA Region for the 2023 Environmental Education Local Grant Program. Each of the ten EPA Regions has \$360,000 in funding available to support projects in all EPA regions that design, demonstrate, and/or disseminate environmental education practices, methods, or techniques. Applications are due November 8th. Application information for all Regions can be found [HERE](#).

EPA Announces Solar for All NOFO Update. EPA updated its Solar for All NOFO with new guidance for project applicants and a new application deadline. Applicants must submit projects that do not exceed project size guidelines and must include the total population of census tracts identified by the [Climate and Economic Justice Screening Tool](#) as disadvantaged within the proposed geographical area of the project. The new deadline for applications is October 12th. The updated NOFO can be found [HERE](#).

FHWA Publishes EV Charger Reliability and Accessibility Accelerator NOFO. The Federal Highway Administration (FHWA) published a \$100 million NOFO through the Electric Vehicle Charger Reliability and Accessibility Accelerator to repair and replace existing but non-operational electric vehicle (EV) charging infrastructure. Applications are due November 13th. More information can be found [HERE](#).

Forest Service Awards \$1 Billion for Urban and Community Forestry Program. The Forest Service announced \$1 billion in awards for 385 projects in all 50 states, the District of Columbia, and several territories and tribes as part of the Urban and Community Forestry Program. The funding will support projects that plant and maintain trees to increase the effectiveness of urban tree canopies and to improve access to nature for urban and suburban communities. Program information and the list of awardees can be found [HERE](#).

NOAA Releases \$24 Million Marine Debris Removal NOFO. The National Oceanic and Atmospheric Administration (NOAA) released a \$24 million NOFO for the Marine Debris Removal Program. This program supports large marine debris removal projects that improve coastal and marine environmental resilience and prevent the re-accumulation of marine debris. Applications are due February 23rd. More information can be found [HERE](#).

NOAA Releases \$4 Million Marine Debris Interception Technologies NOFO. NOAA released a \$4 million NOFO for the Marine Debris Interception Technologies Program. The program provides funding to support the installation, monitoring, and maintenance of proven marine debris interception technologies on protected coastlines and in coastal communities. Applications are due May 15th. More information can be found [HERE](#).

Federal Agency Personnel & Regulatory Announcements

FEMA Publishes RFI on Management and Administration of Preparedness Grants. The Federal Emergency Management Agency (FEMA) released a Request for Information (RFI) seeking stakeholder feedback on its management and administration of preparedness grant programs. FEMA is seeking suggestions on streamlining the application and customer service processes, program accessibility, and equity. Comments are due November 7th. More information can be found [HERE](#).

FEMA Designates 483 Community Disaster Resilience Zones. FEMA announced that 483 census tracts nationwide are designated as Community Disaster Resilience Zones as directed by the *Community Disaster Resilience Zones Act of 2022* (P.L. 117-255). Designated zones have priority access to federal funding for resilience and mitigation projects. FEMA considered natural hazard risk from a national and state level and considered specific concerns for coastal, inland, urban, suburban, and rural communities when determining designations. An interactive map of the designated census tracts and more information can be found [HERE](#).

FEMA and FCC Announce Test of Nationwide Emergency Alert System. FEMA and the Federal Communications Commission (FCC) scheduled a test of the Nationwide Emergency Alert System for October 4th at 2:20 pm ET. Cell towers will broadcast the signal for approximately 30 minutes to all phones within range. More information can be found [HERE](#).

FHWA Publishes Study on the Use of UAS to Enhance Transportation Infrastructure. FHWA published a study titled “Use of Unmanned Aircraft Systems (UAS) to Enhance the Design,

Construction, Inspection, and Maintenance of Transportation Infrastructure.” The study identifies opportunities to adopt UAS to enhance the design, construction, inspection, and maintenance of transportation infrastructure, thereby benefiting the highway transportation and digital construction sectors. The study can be found [HERE](#).

NHTSA and HHS Partner on Heat-Related Illness EMS Activation Surveillance Dashboard. NHTSA and the Department of Health and Human Services (HHS) Office of Climate Change and Health Equity (OCCHE) launched the Heat-Related EMS Activation Surveillance Dashboard (EMS HeatTracker). EMS HeatTracker will help public health officials ensure that outreach and medical aid reach target populations and help decision-makers prioritize community resilience investments. Additionally, the tracker can help state, regional, and local government officials determine where to prioritize heat mitigation strategies such as urban canopy development, parks, and cool roofs, along with intervention resources like cooling centers and outreach to at-risk populations during periods of extreme heat. The EMS HeatTracker can be found [HERE](#).

NOAA Releases August 2023 Climate Assessment Report. NOAA released a report titled “Assessing the U.S. Climate in August 2023” that details a total of 23 separate billion-dollar weather and climate events in the first eight months of 2023. The report can be found [HERE](#).

STB Publishes Reciprocal Switching for Inadequate Service NPRM. The Surface Transportation Board (STB) issued a notice of proposed rulemaking (NPRM) that would provide for the prescription of reciprocal switching agreements to address inadequate rail service, as determined using objective standards based on a carrier’s original estimated time of arrival, transit time, and first-mile and last-mile service. To help implement the new regulations, the NPRM proposes (1) to require Class I carriers to submit certain data, which would be publicly accessible and generalized; and (2) to adopt a new requirement that, upon written request by a customer, a rail carrier must provide to that customer individualized, machine-readable service data. The NPRM proposes that—when an incumbent rail carrier’s service fails to meet the performance standards, the incumbent carrier lacks an affirmative defense, and the prescription of a reciprocal switching agreement would be practicable and would allow access to an alternate rail carrier through prescription of a reciprocal switching agreement. Reciprocal switching agreements would be in place for a minimum of two years and a maximum of four years. Comments are due by October 23rd. More information can be found [HERE](#).

##

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: October 18, 2023

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Sergio Gonzalez, Facilities Manager
SUBJECT: September 2023 Facilities Report

MAINTENANCE ACTIVITIES

VHV FAILED WINDOWPANES REPLACEMENT PROJECT

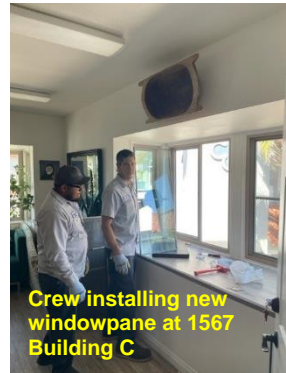
Status: Ongoing

Budget: Budgeted (Building Maintenance)

More than 10 years ago, staff began replacement of windows in Harbor Village with Milgard dual pane windows; particularly the offices. Over time, many of the older ones have failed due to salt air entering between the panes and causing discoloration due to the elements.

By the beginning of 2023, 66 windowpanes had failed throughout VHV buildings. These windows are out of warranty. The District opted to replace the panes in kind with Milgard window panels rather than the entire windows with frame, as this is far more economical and less disruptive.

An initial order of 45 Milgard windowpanes was ordered to match the specs and sizes based on each pane's identification number. Of the received windows, 45 have been installed to date by District's Facilities personnel. Final order of 21 windows has been made with confirmed measurements and identification tags. Maintenance Supervisor Wayne Hatch has scheduled the in-house repairs and coordination with tenants.



VPD MAINTENANCE/ADMINISTRATION EV VEHICLE PURCHASE

Status: Completed

Budget: Budgeted (Capital Improvements)

Staff has secured the procurement and purchase of two 100% sustainable electric vehicles. Two identical EV's (2023 Kia Wind EV) were purchased, one for the Maintenance Department and the other for the Administration Department.

Coupled with the installation of the 4 charging stations inside the VPD lot, this initiates the process of converting the fleet to sustainable vehicles moving forward.



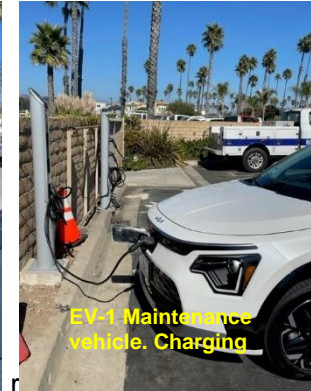
EV-2 Administration vehicle. 2023 Kia Niro



EV-1 Maintenance vehicle. 2023 Kia Niro.



EV-1 Maintenance vehicle. 2023 Kia Niro



EV-1 Maintenance vehicle. Charging

VHV 1691 LANDSCAPING IMPROVEMENTS

Status: Completed

Budget: Budgeted (Ground Maintenance)

Maintenance staff initiated and completed landscaping improvements surrounding the VHV 1691 building. Rubber mulch was removed along the building planters and replaced with DG ground cover while incorporating drip irrigation for sustainability and water conservation. New vegetation was not added in anticipation of the forthcoming VPD plant pallet by the contracted landscape architect.



Before picture of planter next to Island Packers entrance.



After picture of planter next to Island Packers entrance.



After picture of planter next to Island Packers entrance.



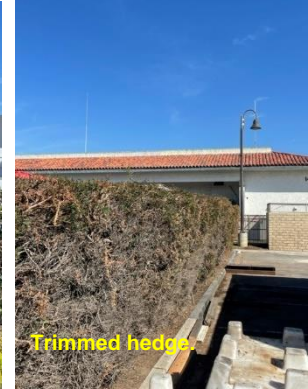
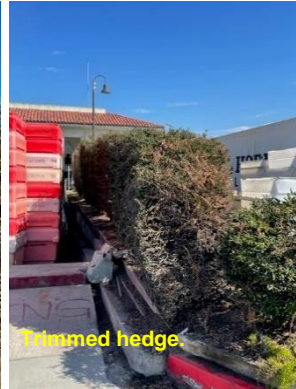
Completed planter next to VHV 1691 main entrance

HARBOR VILLAGE 1449 LANDSCAPING IMPROVEMENTS

Status: Completed

Budget: Budgeted (Ground Maintenance)

Maintenance staff reduced and trimmed the dividing hedge in between the VHV 1449 loading dock and 1449 driveway. A general cleanup of the hedge planter and adjacent loading dock area was completed in line with this project.

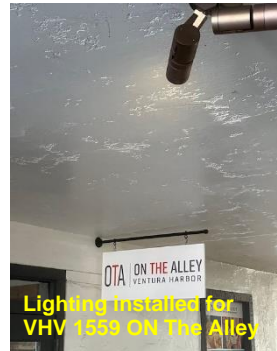


VENTURA HARBOR VILLAGE TENANT SIGNAGE PROJECT

Status: Ongoing

Budget: Budgeted (Building Maintenance)

Maintenance staff has continued to connect newly installed and existing tenant exterior signage lighting to electrical connections to improve visibility, wayfinding, and the general public experience after dark.



FACILITIES:

Staff continues to perform everyday maintenance and on the spot repairs throughout Ventura Harbor Village, other District properties, equipment, vehicles, and vessels. Also assists other Departments on special projects.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: October 18, 2023

TO: Board of Port Commissioners
FROM: John Higgins, Harbormaster
Pat Hummer, Senior Patrol Officer
SUBJECT: September Harbor Patrol Report

PUBLIC SAFETY

Overview:

Harbor Patrol has completed another summer and now prepares for the fall and winter weather changes. The two patrol boats and rescue trucks are in good shape.



Vagrant Boaters:

As reported last month, the Harbormaster and Harbor Patrol have been working with a sailboat owner at the launch ramp.

The US Coast Guard terminated his voyage and issued a civil judgment restricting him to port until the deficiencies were corrected. The boat owner was able to obtain all the required safety equipment to rig his vessel to sail.



The Harbormaster and Harbor Patrol continue to work with the boat owner and hope to see him sail away safely into the sunset. Even a local sailor offered his help and gave assistance in raising the mast along with securing the rigging.

BEACHES

Harbor Cove:

Even though the large crowds of summer are over, there is still many locals that enjoy the peace, quiet and beauty of the beach.

South Beach:

The beach south of the Surfer's Knoll jetty appears to be in good shape as the seasonal south swells deposited some sand and the mild west swells didn't remove a noticeable amount. As the fall and winter storms arrive we can expect to see the beach erode.

Lifeguarding:

The State Lifeguards once again did an excellent job protecting the many beach goers. They are finishing their seasonal contract, continuing guarding on September weekends only.

HIGHLIGHTS FROM THE MONTHLY BLOTTER

9/5 3:36am: Received report of a disabled 42ft motor vessel adrift in the mid harbor area. Officers responded in Fireboat, towed vessel to its slip VWM G-dock.

9/7 10:02pm: Officers working with Ventura PD to assist an individual living in his RV near the village and trying to find options for parking his vehicles.

9/9 2:13pm: Dispatched to an ocean rescue, capsized kayak 8 miles offshore. Officers responded in Fireboat with multiple agencies. Dewatered the kayak for VC sheriff so they could transport it to the owner in CI harbor who was pulled from the water by VC sheriff helicopter. No injuries sustained by victim.

9/11 11:55pm: Heard a loud explosion, receiving multiple calls inquiring about it. After investigation, US coast guard called it was a event from Vanderberg.

9/19 1:40pm: Received report of a older female attempting to cross the road near the launch ramp. Officers responded and were able to assist her to a nearby bench.

9/29 6:00pm: Lobster season begins. Officers taking Fish & Wildlife wardens out to check on lobster fishing regulation violations. Issued several warnings, observed approximately 180 hoop nets deployed just in the sandtrap area.

OPENING OF LOBSTER SEASON

Friday, September 29th at 6:00PM the season opened for California Spinny Lobsters. As in previous years, Harbor Patrol monitors the activity at the breakwater, often providing safety inspections while enforcing the local rules, such as, keeping a safe distance from the breakwater in case of emergency.

TRAINING

Four Officers, Mark Kidman, Brendan Donohue, Taylor Plasch and Garret Winter were able to attend a one week class offered at Ventura College.

PC 832: Arrest, Search, and Seizure

This course covered the fundamentals of law enforcement embracing all those subject areas that will enhance an officer's ability to perform as a member of a police or allied agency. Subjects covered were: criminal law; laws of arrest, search and seizure; moral, legal and safety aspects in use of firearms; and, community relations. Required for state certification under Peace Officers Standards and Training (P.O.S.T.) guidelines.

CITY, COUNTY AND STATE RELATIONS

City/County Fire & Police:

Once again, Harbor Patrol staff provided training to the Ventura County Fire Department Ocean Rescue Program. The training involved boat familiarization and rescue techniques. Rescuers practiced bringing victims onto the boat and deploying off the boat for rescues

SOUNDINGS

Attachment 1

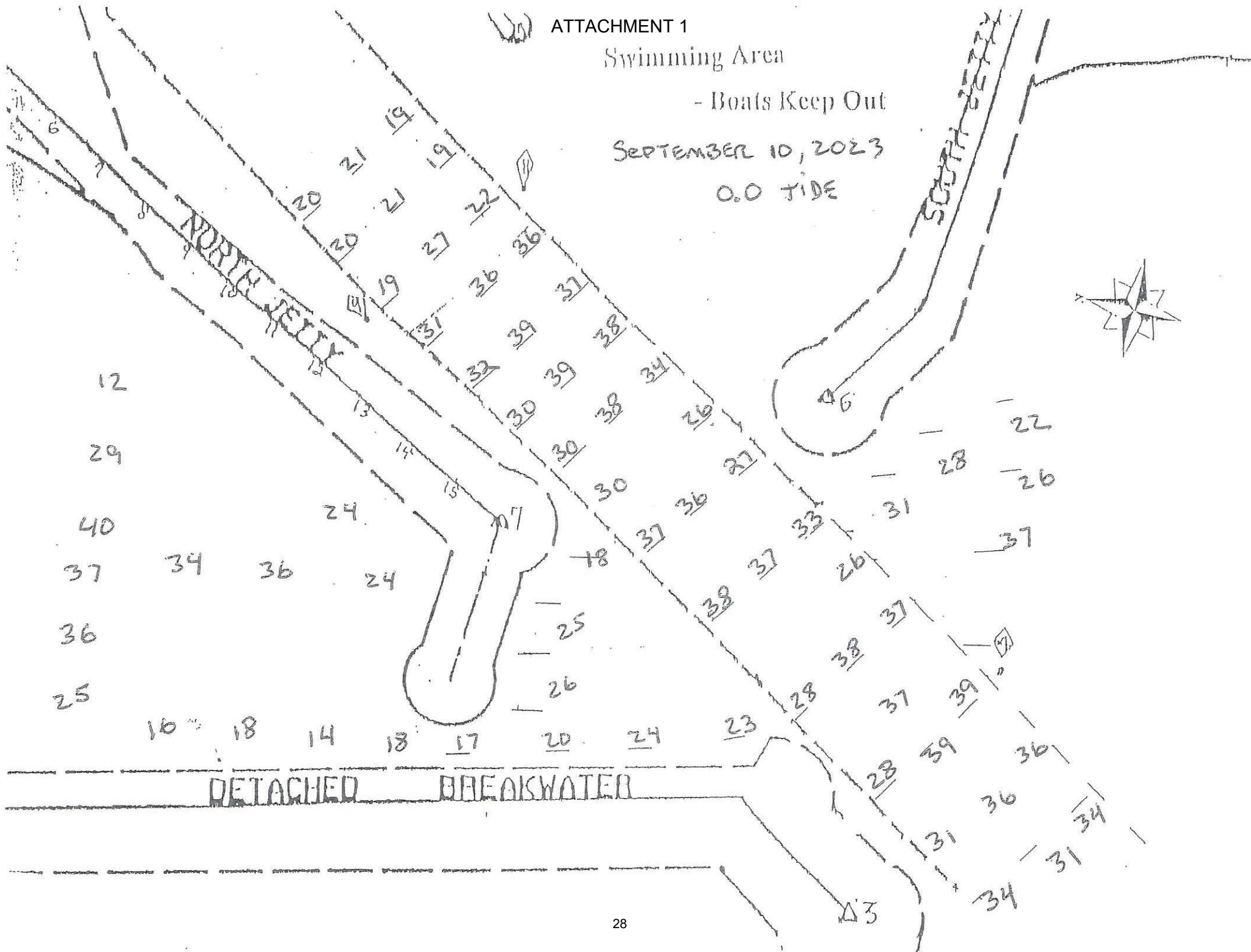
ATTACHMENT 1

Swimming Area

- Boats Keep Out

SEPTEMBER 10, 2023

O.O TIDE



**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: October 18, 2023

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Dave Werneburg, Marina Manager / Commercial Fisheries
SUBJECT: September 2023 Marina Report

MARINA DEPARTMENT ACTIVITIES

Ventura Harbor Village Marina

Total Slip Count	103	100%
Slips Assigned	102	99%
Slips Occupied	83	80%
Slips Available	0	0%

Port District Dry Storage

Total Spaces	88	100%
Active Contracts	71	81%
Available	0	0%

COMMERCIAL FISHING

California Market Squid Harvest – Ventura Harbor

- 2023-24 Squid Season opened April 1, 2023

California Market Squid Statistics		
State-wide Seasonal Squid Limit:	118,000 tons	236,000,000 lbs.
Ventura September Squid Landings:	0 tons	0 lbs.
Ventura Season-to-date:	14,823 tons	29,646 lbs.

There have been no significant commercial squid landings to date for the 2023-2024 season. Water temperature has been running near 64-degrees, which is still too warm. Several light boats have been scouting around the islands with numerous sightings of favorable conditions. With the projected El Nino conditions to continue, prognosis is for a very robust squid season ahead.

On the Rocks

In early morning hours of September 15th, F/V PACIFIC KNIGHT, a J DeLuca Fishing Co. vessel, crashed onto the south/west portion of Catalina Island. All five crew members survived without serious injuries. The crew were assisted by other local fishermen and U.S. Coast Guard. Vessel deemed a total loss.



SEPTEMBER MARKETING REPORT - *Visitor Experience*

*September 2023 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.



EVENT PROMO - *Ventura Art & Street Painting Fest*

The Annual Ventura Art & Street Painting Festival was held once again on the 2nd weekend of Sept. for two days - complete with an array of **artisan vendors** and **20+ chalk paint artists** along the Village Promenade. The art filled weekend also featured the **Marvelous Mug Marketplace at Ventura Pottery Gallery** + live entertainment booked.

*Calculated via Skyfii

13k+ Patrons Counted at Harbor Village over 2 days



EVENT PROMO - *Rams on the 1*

NFL team the **Los Angeles Rams** choose Harbor Cove Beach as the Labor Day destination for "**Rams on the 1**" in Ventura! Rams NFL social reached more than 60k, a huge highlight for our destination. The promotion attracted **400-500 fans** for **prizes, live mariachis, Cheerleaders, & game tickets given away** at the 3-hour beach event - visitors patronized the Village as well! Rams team shared "Ventura Harbor Cove was the best-looking beach in Ventura!"

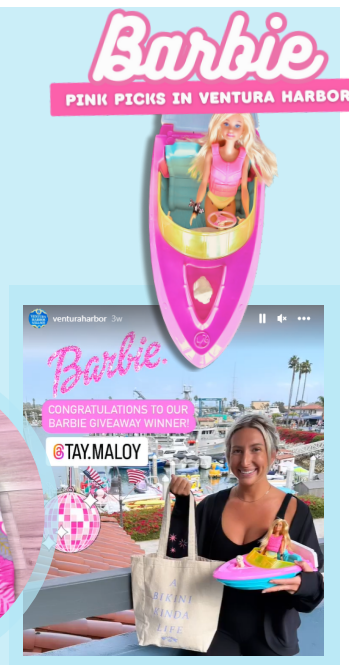


TRENDING CROSS PROMO -

Barbie-inspired pink products cross-promoted in a giveaway highlighting select Village businesses: **Lemon & Lei, Barefoot Boutique, Ventura Swimwear, Lost in Socks, Hats Unlimited, & Treasure Cove.**

Giveaway by the Numbers:

- **14k** Reached
- **1K** Engaged
- **500+** Entries on Harbor social channels



ENTERTAINMENT - *Music*

Live Music Series continued on **Saturday's in September** on the Seaside Stage from noon to 3pm:

Sept. 9: Preston Smith
Sept. 10: Forbidden Fruit
Sept. 16: Teka (pictured below)

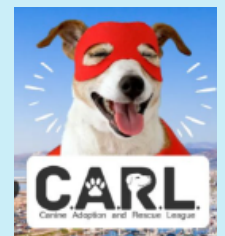


Sept. 23: Unkle Monkey
Sept. 30: CocoKnots (rescheduled due to weather)



REVENUE - *Venue & Film*

Event & Film Liaison permitted **weddings (3), beach visits (1), and events (6)** in September for Ventura Harbor Village and surrounding Harbor beaches. On Sept. 24th, the Village welcomed **C.A.R.L. Pooch Parade** for fun on the Main Lawn to encourage canine adoption & showcase Ventura Harbor Village as a pet-friendly destination. **September 2023 Revenue = \$5,725**



SEPTEMBER MARKETING REPORT - Content Development

*September 2023 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

SOCIAL MEDIA - Cross Network Performance Metrics*

41k

Total Audience

761k

Impressions

37k

Engagements

1.3k

Post Clicks



* NOTE: Data collection software error for Instagram in September. Metrics above are not reflective of all platforms.



VISUALS - Sampling of Content

Growth continued in September with **15% increase** in engagement rate (per impression) on social posts!



COPYWRITE - Enewsletters / Blog Performance

Topics included: **Labor Day Weekend** on the Waterfront, Ventura **Art & Street Painting Festival**, **Coastal Cleanup / Pooch Parade**, and **Electric Vehicle Showcase**

4

E-Newsletters

18k

Subscribers

29k

Opens

900

Link Clicks



REELS - Short Video Compilations

Marketing & Events Coordinator II captured original content & repurposed user generated video to produce a series of stories and reels on the start of **Hispanic Heritage Month**, Fun on the **Portside Promenade**, and **Top This Chocolate!** Plus, tested a new "remix" feature giving us the opportunity to repost a **Visit California's** content of **Ventura Boat Rental's** Swan Pedal Boat experience!

4
Reels



17k
Plays

ADVERTISING - Digital & Print

Ventura Harbor Village recognized in **VC Reporter's Best of 2023 poll** as a Reader Recommended attraction for "**Fun for Adults & Kids**"! Congrats to the individual Harbor businesses recognized in the poll as well!

31



SEPTEMBER MARKETING REPORT - Outreach & Stewardship

September 2023 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

SUSTAINABILITY - California Coastal Cleanup Day

Thank you to the Channel Islands National Park for leading this year's California Coastal Clean-Up Day at Surfers Knoll, Harbor Cove Beach and South Jetty. Beaches reported fairly clean, with the exception of microplastics. Harbor marketing team cross-promoted - we thank the **94+ volunteers** that collected a total of **84 pounds of debris**. Thank you for keeping our beaches and oceans clean today and throughout the year!

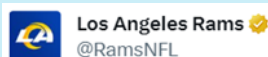


MEDIA OUTREACH - PR & Editorial Coverage

Ventura Harbor Village welcomed California's "secret summer" with warm weather and a new line-up of "Endless Summer" seasonal events. The editorial exposure put the seaside destination at the forefront with coverage that of both Island Packers/Channel Islands, and a Channel Island kayaking story which aired Labor Day weekend on **ABC Television Los Angeles**. Labor Day "Rams on the 1" received TV and online coverage for Ventura Harbor. Plus, widespread placements for Harbor events in **AARP Magazine**, **Los Angeles Daily News**, **LA Parent Magazine** and on **NBC Television Los Angeles**, **NBC Television San Diego** and **NBC Television Bay Area**, among other local top mentions that appeared in **Ventura County Star Newspaper** and **Ventura Breeze**. The 23rd Annual Pooch Parade at Ventura Harbor Village was featured in **VC Reporter**, **Ventura Mom Collective**, **KCLU**, **The Patch**, **Newsbreak** and **805 Amigos**. A Central Coast Fall Road Trip travel feature in **Los Angeles Times** (with a reach of more than 200,00+ in print and online) highlighted Island Packers, Channel Islands, and Brophy Bros Restaurant.

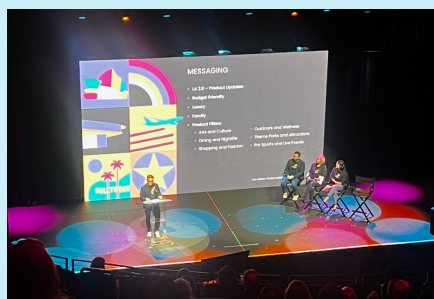


VC Star.



TOURISM

Marketing Manager and Marketing & Events Coordinator II attended the annual **Visit LA Outlook Forum** for updates on **economic spend & forecast for travelers** in 2024, **key marketing trends**, & more.



Los Angeles Times

12 glorious spots to take in the crisp 70-degree air on a Central Coast road trip

BY EDWIN

SEPT. 1, 2023



Score a reservation at Brophy Bros. for all-day seafood dinner

Just to be clear, there were never any for named Brophy. The name was made of

Brophy Bros. Restaurant

Since there are no services on the islands, the

See marine mammals galore on a half-day Channel Islands cruise

Since there are no services on the islands, the

32

EV Showcase kicks off National Drive Electric Week



AARP

CENTRAL COAST California

DRIVE ELECTRIC National Drive Electric Week

Conejo Valley GUIDE

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: October 18, 2023

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: September 2023 Property and Leasing Report

LEASING HIGHLIGHTS

- 1) Tenant Engagement
 - Tenant portal usage campaign: Continually offering to provide account set-up and step-by-step assistance with the portal process, in addition to the step-by-step instructions emailed.
 - Met with five tenants to assist with tenant portal set-up.
 - Continually working on the business license and insurance audit.
 - Held a follow-up meeting with existing long-term tenant regarding mutual goals as part of a possible future new lease.
- 2) MRI Property Management Software
 - As of 10/11/23, rent has been paid for thirty-eight leases via the tenant portal.
- 3) Leasing Advertising, Showings, and Executions
 - Showed 1559 #205 to prospect tenant.
 - Signed lease for 1559 #205D. Two out of the six suites being renovated have leases.

CURRENT VACANCY REPORT

- 1) 1559 Spinnaker Drive #205A-C (Office suites)
 - Previous tenant departed in June 2022. Plans were prepared by an architect to divide the suite into five separate office suites and one restaurant suite (leased to an existing restaurant tenant to expand their back-of-house space). Construction has begun; demolition stage completed; framing, drywall, and HVAC in process. The suite will remain vacant during construction, however leasing efforts have begun, and two out of the six units [#205A-D (office suites) and #205E (restaurant suite)] have been leased.
- 2) 1591 Spinnaker Drive #117B
 - Previous tenant relocated to suite 1559 #103. Marketing efforts began prior to previous tenant move-out.

CURRENT AVAILABILITY REPORT

- 1) 1591 Spinnaker Drive #205
 - After eighteen years of tenancy, tenant purchased their own office, and will move in when construction is complete. District agreed to go month-to-month until move out.
 - New lease for a new tenant is being presented to Board at this meeting.
- 2) 1583 Spinnaker Drive #104A
 - Staff met with Tenant in June, Tenant requested to revisit the lease renewal discussion in Nov/Dec to make an informed decision after summer and fall sales are realized.
- 3) 1583 Spinnaker Drive #101
 - Staff and Tenant have had meetings in June and September and are in negotiations for a new lease.

CATEGORY	TOTAL Square Footage	Harbor Vacancy Sq Ft	Harbor Vacancy %	Harbor Available Sq Ft	Harbor Available %		City * Vacancy %	City * Available %
Office	38,591	2,392	6%	1,058	3%		17%	19%
Retail	20,196	761	4%	500	2%		16%	20%
Restaurant	33,622	0	0%	3,764	11%		0%	No Data

> Harbor Vacancy --- No tenant or lease

Office: 1559 #205A-C
 Retail: 1591 #117B
 Restaurant: None

> Harbor Available --- Tenant on MTM lease, including Harbor Vacancy numbers

Office: 1591 #205
 Retail: 1583 #104A
 Restaurant: 1583 #101

* City: Based on comparable square footage within Ventura 93001 area

** City Restaurant vacancy/available as reported by CoStar Program

*** Definition of available includes MTM status

(Note that total square footage values have been updated as of the April reporting period to reflect recategorization of some units and the addition of the GSA lease for National Park Service offices which were not previously included).

SALES REPORTS

The attached summary of sales for three Harbor Village business categories: restaurants, retail, and charters. The reports compare the monthly sales for 2022 and 2023. They also include year-to-date comparisons.

The year-to-date overall sales for Harbor Village Tenants through the month of August were down 0.94% from the same time last year.

VEHICLE TRAFFIC COUNTS

Although Labor Day weekend was stronger in 2022, in general September visitation was higher in 2023.

	Spinnaker Drive Entrance		Schooner Drive Entrance	
Month	August	September	August	September
Car Count	161,282	126,295	58,149	47,569
Busiest Day	Saturdays: 27,394	Saturdays: 24,936	Thursdays: 9,049	Fridays: 7,719
Busiest Hour	Saturdays: 1 PM	Sundays: 12 PM	Thursdays: 5 PM	Wednesdays: 5 PM

ATTACHMENTS:

Attachment 1 – August 2023 Sales Report

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of August			% Change
	<u>August-2023</u>	<u>August-2022</u>	
Restaurants	\$ 2,286,782	\$ 2,265,909	0.92%
Retail	\$ 587,563	\$ 634,911	-7.46%
Charters	\$ 839,091	\$ 898,289	-6.59%
Total	\$ 3,713,436	\$ 3,799,109	-2.26%

Year-to-date through August

			% Change
	<u>Jan - Aug 2023</u>	<u>Jan - Aug 2022</u>	
Restaurants	\$ 16,025,179	\$ 15,726,121	1.90%
Retail	\$ 3,992,724	\$ 4,370,314	-8.64%
Charters	\$ 5,323,449	\$ 5,486,069	-2.96%
Total	\$ 25,341,352	\$ 25,582,504	-0.94%



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS OCTOBER 18, 2023

CONSENT AGENDA ITEM A APPROVAL OF OUT-OF-TOWN TRAVEL REQUESTS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: October 18, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Approval of Out-of-Town Travel Requests

RECOMMENDATION:

That the Board of Port Commissioners approve the out-of-town travel requests for Sergio Gonzalez, Facilities Manager and Joe Gonzalez, Capital Projects Manager to attend the CJPIA ADA Coordinator Training from November 7, 2023 – November 8, 2023 in Norwalk, CA.

SUMMARY:

Employees and Commissioners are encouraged to attend conferences, meetings, seminars, and other activities that provide an opportunity to be informed concerning matters of interest to the District and their position. The General Manager is recommending staff participate in the events listed herein.

GUIDING PRINCIPLES:

- 6) Provide exceptional public service and organizational transparency.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR OBJECTIVE:

- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.
- V) Maintain and improve Harbor Village facilities, infrastructure, and amenities.
 - 1) Ongoing investment in Harbor Village Infrastructure

BACKGROUND:

California JPIA ADA Coordinator Training

This course introduces accessibility requirements and the role of public entities to comply with the Americans with Disabilities Act (ADA) and related accessibility standards and accessibility requirements of the ADA, methods to comply with the ADA, and ways to reduce the risk of discrimination towards person with disabilities. Participants will learn the job functions of the ADA Coordinator, which include effective, accessible communication, tracking data such as complaints and grievances, managing the public input process, developing policies (e.g. emergency evacuations, alternate formats) and implementing and overseeing the entities self-evaluation and transition plan.

FISCAL IMPACTS:

Travel costs related to these activities are included in the FY23-24 budget.

<u>JPIA MANAGEMENT ACADEMY</u>	J. GONZALEZ	<u>JPIA MANAGEMENT ACADEMY</u>	S. GONZALEZ
Registration	\$0.00	Registration	\$0.00
Lodging	\$159.88	Lodging	\$159.88
Meals	\$170.00	Meals	\$170.00
Mileage	\$108.73	Mileage	\$108.73
Miscellaneous (Transit/Parking)	\$50.00	Miscellaneous (Transit/Parking)	\$50.00
TOTAL	\$488.61	TOTAL	\$488.61

ATTACHMENTS:

None.



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS OCTOBER 18, 2023

CONSENT AGENDA ITEM B APPROVAL OF AMENDMENT No. 1 TO THE BAREFOOT BOUTIQUE RETAIL LEASE AGREEMENT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: October 18, 2023

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 Amendment No. 1 to the Barefoot Boutique Retail Lease Agreement

RECOMMENDATION:

That the Board of Port Commissioners approve Amendment No. 1 to the Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Barefoot Boutique LLC for the premises located at 1575 Spinnaker Drive #106 A&B, consisting of 1,781 square feet.

SUMMARY:

The First Amendment to Lease will clarify the period of measurement for the sales performance required to exercise the Lease's Option to be the full calendar year prior to the exercise Option period. The full calendar year prior was 2022, during which the business achieved the sales performance metric. This would grant Barefoot Boutique LLC (Barefoot Boutique) the ability to exercise the Lease's Option of four additional years commencing October 1, 2023.

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:

Elizabeth Marino's Barefoot Boutique has been a good standing tenant for over a decade, joining the Harbor Village (Village) in June of 2013. Since that time, the business has grown considerably in the Village, and expanded with an additional location in Santa Barbara. In October of 2018, the District and Ms. Marino entered a new five-year lease with four-year option.

Staff is recommending this amendment be approved by the Board to clarify the performance metric period to be the calendar year prior to the Option, which is consistent with the new standard for Village retail and restaurant leases. With this clarification via the amendment, the performance metric for the option has been achieved. If approved, this action would continue the lease until September 30, 2027, per the lease's original Option.

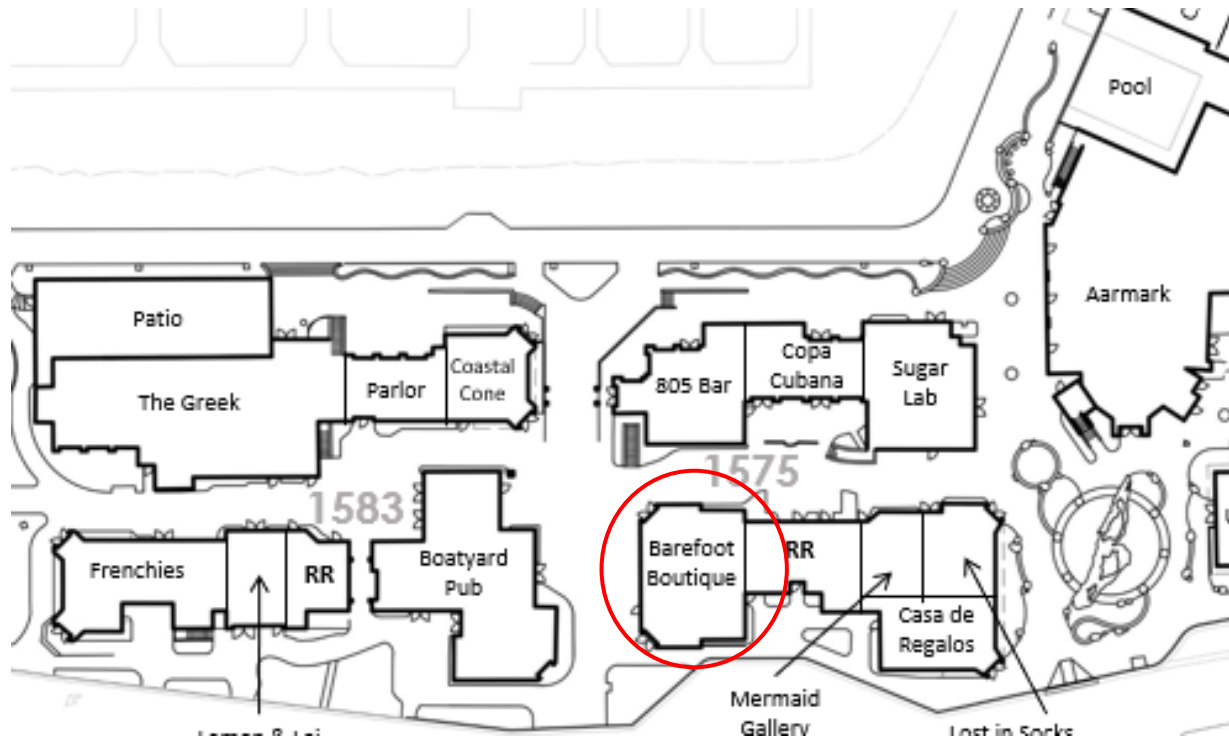
FISCAL IMPACT:

The lease has annual step increase provisions in the base rent for each year during the Option period.

ATTACHMENTS:

Attachment 1 - Location Map

ATTACHMENT 1 – LOCATION MAP





BOARD OF PORT COMMISSIONERS
OCTOBER 18, 2023

CONSENT AGENDA ITEM C
APPROVAL OF NEW OFFICE LEASE
AGREEMENT WITH ROTHSTEIN
INSURANCE SERVICES, INC. FOR 1591
SPINNAKER DRIVE #205

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: October 18, 2023

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 Rothstein Insurance Services, Inc.
for 1591 Spinnaker Drive #205

RECOMMENDATION:

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Rothstein Insurance Services, Inc. for the premises located at 1591 Spinnaker Drive #205, consisting of approximately 1,058 square feet, for a four-year term with a one one-year option.

SUMMARY:

Rothstein Insurance Services, Inc. is a prospective new tenant seeking an office lease at Ventura Harbor Village commencing in February 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:

Rothstein Insurance Services, Inc., offers commercial, small business, construction, contractor, marine liability, first acceptance insurance as well as offers risk management. Barry Rothstein is the CEO and is a tenant referral. Mr. Rothstein completed an application which included a credit check and provided legal counsel sufficient demonstration of financial capability to perform the lease's financial obligations, hence staff is recommending a new lease at market rate.

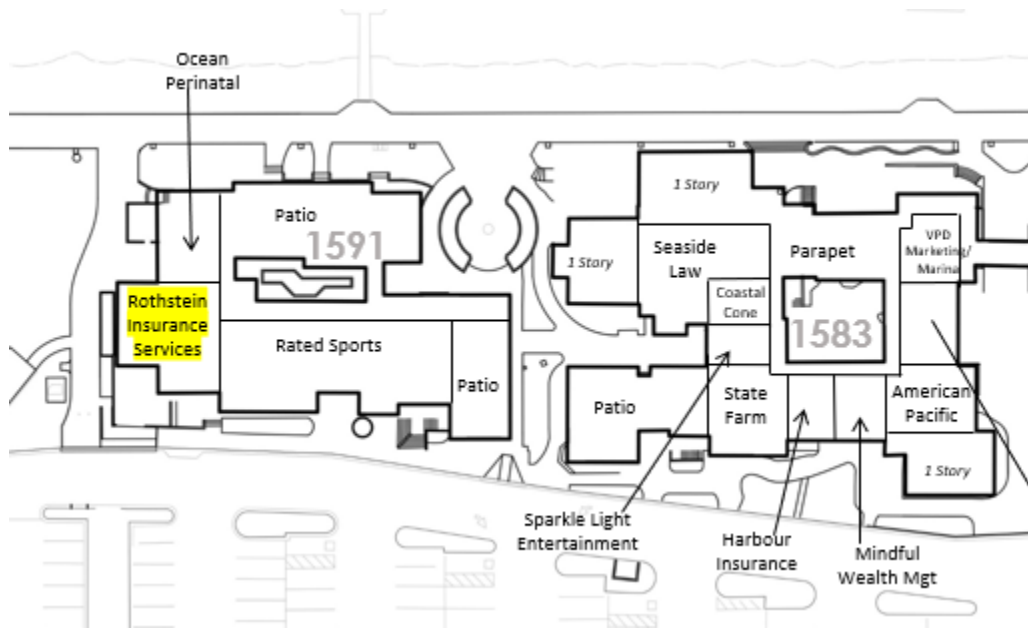
FISCAL IMPACT:

This lease reflects market rate for office rent at Ventura Harbor Village with annual increases. This suite will be turned over to the new tenant as vanilla shell ready; flooring and fiber optics will be installed, suite will be painted, electrical work, and minor electrical work and restroom upgrades.

ATTACHMENTS:

Attachment 1 - Location Map

ATTACHMENT 1 – LOCATION MAP





BOARD OF PORT COMMISSIONERS OCTOBER 18, 2023

CONSENT AGENDA ITEM D ADOPTION OF RESOLUTION No. 3487 ACCEPTING A \$81,000 SURRENDERED AND ABANDONED VESSEL EXCHANGE (SAVE) GRANT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM D
Meeting Date: October 18, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
John Higgins, Harbormaster
SUBJECT: Adoption of Resolution No. 3487 Accepting a \$81,000 Surrendered and Abandoned Vessel Exchange (SAVE C23SO628) Grant

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3487 accepting a \$81,000 Surrendered and Abandoned Vessel Exchange (SAVE Contract# C23SO628) offered by the California Division of Boating and Waterways.

SUMMARY:

The Department of Boating and Waterways has awarded the Port District an \$81,000 grant to participate in the Department's Surrendered and Abandoned Vessel Program. The program allows the District to be reimbursed for expenses related to disposing of abandoned or surrendered vessels.

We will work closely with our marinas and dry storage yards to utilize the funds. This program does require a ten percent (10%) match. If the boat is connected to a marina or storage yard, we require them to pay the match. In cases where the boat is abandoned or surrendered to the Port District, we may utilize in-kind services to meet the 10% match.

GUIDING PRINCIPLES:

6) Provide exceptional public service and organizational transparency.

5-YEAR OBJECTIVES:

E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.

- 1) Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

BACKGROUND:

This program is part of an expanding effort to discourage the abandonment of vessels on public waterways and lands. Previously when a vessel is abandoned the responsible agency then has to spend manpower trying to find the owner, funding a lien process, and finally funding the destruction of the vessel. By giving the owner a process to turn over the vessel we feel this will lessen the negative impact on the environment, harbors, and government budgets.

FISCAL IMPACT:

There is little to no fiscal impact if the vessel is connected to a private marina or outside storage yard. The cost to the Port District otherwise could be 10%, minus in-kind services.

ATTACHMENTS:

Attachment 1 – Resolution No. 3487



RESOLUTION NO. 3487

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT ACCEPTING A
SURRENDERED AND ABANDONED VESSEL EXCHANGE GRANT
(S.A.V.E. # C23SO628) IN THE AMOUNT OF \$81,000.00 FROM THE
CALIFORNIA DEPARTMENT OF BOATING AND WATERWAYS**

WHEREAS, the Department of Boating and Waterways is authorized to provide a Surrendered and Abandoned Vessel Exchange Grant (S.A.V.E.) to cities, counties, districts, and other public agencies for the expenses related to disposing of abandoned vessels that have been turned in to the District in lieu of a lien process; and

WHEREAS, the Department of Boating and Waterways has offered the Ventura Port District a \$81,000.00 grant in order to finance part of the program costs with a matching fund requirement requiring the District to match the total amount expended with a ten percent (10%) contribution; and

WHEREAS, it is in the best interest of the public for the Port District to accept the \$81,000.00 Surrendered and Abandoned Vessel Exchange Grant for the aforementioned purposes.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners, by adoption of this Resolution hereby authorizes the execution of the \$81,000.00 Surrendered and Abandoned Vessel Exchange Grant (#C23SO628) offered to the Port District by the California Department of Boating and Waterways.

BE IT FURTHER RESOLVED that the Board of Port Commissioners, by adoption of this Resolution hereby authorizes John Higgins, Harbormaster of the Ventura Port District, to sign on behalf of the Port District the required Standard Agreement.

PASSED, APPROVED AND ADOPTED by the Board of Port Commissioners of the Ventura Port District, this 18th day of October 2023.

Attest:

Michael Blumenberg, Chair

Anthony Rainey, Secretary

ATTACHMENT 1

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF SAN BUENAVENTURA)

I, Anthony Rainey, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3487 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 18th day of October 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 18th day of October 2023.

Anthony Rainey, Secretary



BOARD OF PORT COMMISSIONERS OCTOBER 18, 2023

STANDARD AGENDA ITEM 1 HOLIDAY INN EXPRESS RENOVATION PRESENTATION

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: October 18, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Holiday Inn Express Renovation Presentation

RECOMMENDATION:

That the Board of Port Commissioners receive a presentation on the recent renovations to the Holiday Inn Express.

SUMMARY:

The Holiday Inn Express property is part of a Master Lease agreement between the District and Joseph Fan, President and managed by Brighton Management. Several years ago, the hotel was expanded south to add an additional 40 guest rooms. Since that time, hotel management initiated a remodel of the original building which is now complete.

GUIDING PRINCIPLES:

- 6) Provide exceptional public service and organization transparency.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR OBJECTIVES:

- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.
 - 1) Collaborate with business partners and stakeholders through increased engagement, communication, and participation.
- 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:

The Holiday Inn Express remodel included enhancements to all public spaces, including fitness center, meeting room, corridors and guest rooms. The timeline of the renovations was extended due to corrosion of the cast iron sewer pipes, likely caused from exposure to saltwater causing pipe deterioration. The hotel management team consulted a structural engineer prior to excavating along concrete footings to remove pipes and installing new plumbing on the first floor. The remodeling and infrastructure work is complete.

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment 1 – PowerPoint Presentation



Ventura Harbor

ATTACHMENT 1

1080 NAVIGATOR DRIVE, VENTURA CA

EXPECT MORE WHERE IT MATTERS



BREAKFAST ON US

Always kick start your day right! Enjoy our free breakfast complete with fresh, hot, and healthy options to fuel you for the day ahead



ROOM DESIGNED TO DELIVER A GREAT NIGHTS SLEEP

Our guest rooms offer comfortable beds, plush duvets, and your choice of firm and soft pillows



SPACE TO CONNECT

Whatever the occasion, we're ready for your group. Perfectly designed for your family reunion, meeting, sports team and more. We offer flexible spaces to suit the occasion

The Holiday Inn Express Ventura Harbor has recently finished a 3.5 million renovation on the North building. The renovation began in the fall of 2022 and ended spring 2023 taking a total of 8 months due to unexpected complication with the sewer line which extended the full length of the building below the hallway



Brighton Management and ownership invested in the following renovations to the three-story North building creating a new-build look and feel:
Enhancements to all public space, including fitness center, meeting room, corridors and guest rooms. Update to hotel exterior by painting façade and landscaping.



Refreshingly streamlined guestrooms that provide comforts and features that allow guests to be productive during their stay and have a great night's sleep, including a built-in niche which houses the under-counter refrigerator, microwave, coffee maker, and extra supplies in one central location that's away from the guest bed to reduce noise and enhance quality of sleep, multiple points of power conveniently located throughout the room, and functional storage allowing guests to live out of their suitcase or unpack into a variety of storage options.



Danny Efron, who joined the hotel team in October 2022 as the new Operations Manager, will oversee hotel operations to ensure a fantastic guest experience.





BOARD OF PORT COMMISSIONERS OCTOBER 18, 2023

STANDARD AGENDA ITEM 2 PRESENTATION FROM GOLD COAST TRANSIT DISTRICT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: October 18, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: Presentation from Gold Coast Transit District

RECOMMENDATION:

That the Board of Port Commissioners receive a presentation from Gold Coast Transit District on current and potential future activities, including discussion and direction to District staff regarding pursuit of mass transit opportunities.

SUMMARY:

Gold Coast Transit District's (GCTD) General Manager, Vanessa Rauschenberger will give a presentation on 1) GCTD's current operating areas, 2) how GCTD's services expand and what would be required for service to be provided to Ventura Harbor, and 3) information of the "Late Night Safe Rides" program, which is currently able to serve Ventura Harbor. This will include discussion between GCTD and the Board on the potential for expanding public transit service to Ventura Harbor.

GCTD is a Ventura County Special District that provides public fixed-route and paratransit service in the cities of Ojai, Oxnard, Port Hueneme, Ventura and the unincorporated areas of Ventura County. GCTD is the largest public transportation operator in Ventura County. The fleet includes 61 buses and 26 paratransit vehicles all powered by clean natural gas supplied by an on-site CNG fueling station.

GUIDING PRINCIPLES:

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

5-YEAR OBJECTIVES:

- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.
 - 1) Collaborate with business partners and stakeholders through increased engagement, communication, and participation.
 - 2) Collaborate with City, regional, state and federal agency officials in pursuit of mutually beneficial projects, programs.
- V) Maintain and improve Harbor Village facilities, infrastructure, and amenities.
 - 1) Ongoing investment in Harbor Village Infrastructure.

BACKGROUND:

Since 1973, GCTD has been operating public transit in west Ventura County, serving the cities of Ojai, Oxnard, Port Hueneme, Ventura and the County areas connecting these cities. This year, GCTD celebrates 50 years of service to these communities. As the largest transit operator in Ventura County, GCTD operates 20 fixed routes, with an annual ridership of nearly 3 million. Additionally, GCTD operates origin to destination public transit for seniors over the age of 65 and people with disabilities that prevent them from using the fixed-route bus service. Similarly, GCTD has expanded its innovative service planning with the introduction of

additional demand-response services open to the public, called Flexible Services. This family of services includes Health Zones, Go Now On-Demand Rides, Late Night Safe Rides, and soon to be added, Sunrise Service.

To date, their most successful flexible service is Late Night Safe Rides, a shared ride, demand-response service available to anyone over the age of 16 who requires transportation within the GCTD service area between the hours of 7pm to 12am. Since this service is flexible, meaning it does not run along their fixed-route lines, this service can travel anywhere in our service area, including the Ventura Harbor. The service is intended to provide passengers an affordable and safe option during late night hours, in particular essential workers in fields such as hospitality and health care, who may get off from work late at night when bus service runs less frequently. This provides them a safe ride home in the late-night hours.

For new program or projects, GCTD welcomes feedback from stakeholders and the public all year long. We have a dedicated staff of Planners that research and vet each request. Some requests such as improvements within our existing service area that relate to bus stops, service hours, frequency, can be implemented within a shorter timeline. Factors like service quality, available funding, operational resources, are all considered. For requests outside of our current service area but within jurisdictional borders, GCTD staff meet with interested parties, conduct public outreach to gauge community support, and in some cases draft tentative service plans to formulate a more detailed response.

Typically, GCTD includes service requests of this nature in its Short-Range Transit Plan - an operational and efficiency analysis that plans for 5-10 years into the future. This allows staff to have a list of "shelf ready" projects available to use when applying for funding opportunities. These opportunities typically arise every two years, and support from the community including letters and data illustrating a true need for service, are critically important to the success of a grant application.

GCTD just launched its latest Short Range Transit Plan to include the next five years of service planning, 2024-2029, so now is the best time to submit a request for service and meet with staff to fully develop an idea for future realization. GCTD has launched a website and online survey to gather input and invites members of the community to participate by visiting: <http://www.gctd.org/SRTP24>

Presently, there is no public bus service to Ventura Harbor. The current GCTD service route map and schedule can be found here: <https://www.gctd.org/getting-around/routes-schedules/>

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment 1 – PowerPoint Presentation



GOLD COAST TRANSIT DISTRICT

Vanessa Rauschenberger, General Manager
Ventura Port District Presentation
October 18, 2023

MISSION AND VALUES

ATTACHMENT 1

“Serving, Moving, and Connecting People to Opportunity – One Ride at a Time. ”



Vision: Revolutionize transportation in Ventura County by leading initiatives that improve the rider experience, achieve clean air, and drive economic vitality.

ABOUT US

ATTACHMENT 1

Fixed Route

61 buses

20 Routes

4 am-10 pm (7-Days)

\$1.50 one-ride

3+ million annual trips



GO ACCESS & Flexible Services

- ADA/65+ Paratransit (ACCESS)
- Late Night Safe Rides
- Health "Zones"
- GO Now Microtransit

26 paratransit vans

4 am-11 pm (7-Days)

\$2-\$12 per ride (varies)

100K+ annual trips



WHAT IS THE SRTP?

- Work Plan for Short and Long-Term Transit Improvements
- Informs Local & Regional Plans
- Supports applications for funding
- Last SRTP completed in 2015



PROJECT TIMELINE

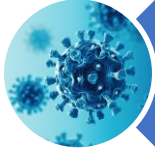


Stakeholder Roles

- Let us know what you have heard from your constituents regarding public transportation.
- Help us get the word out regarding our survey.



Challenges



COVID-19 Ridership Impacts



Changing Travel Patterns



Bus Operator Shortage



Funding Challenges

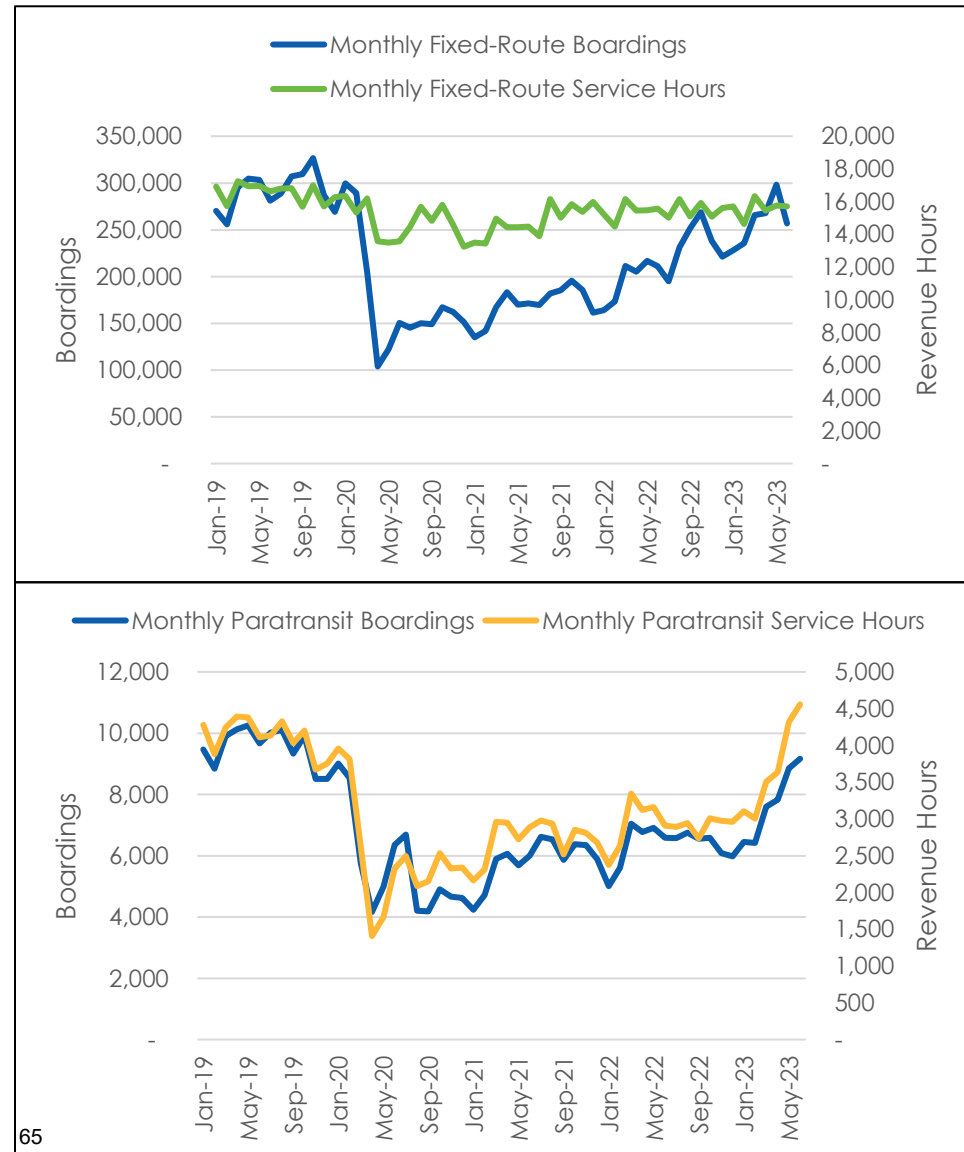


Zero Emission Bus Implementation

COVID-19 Impacts

ATTACHMENT 1

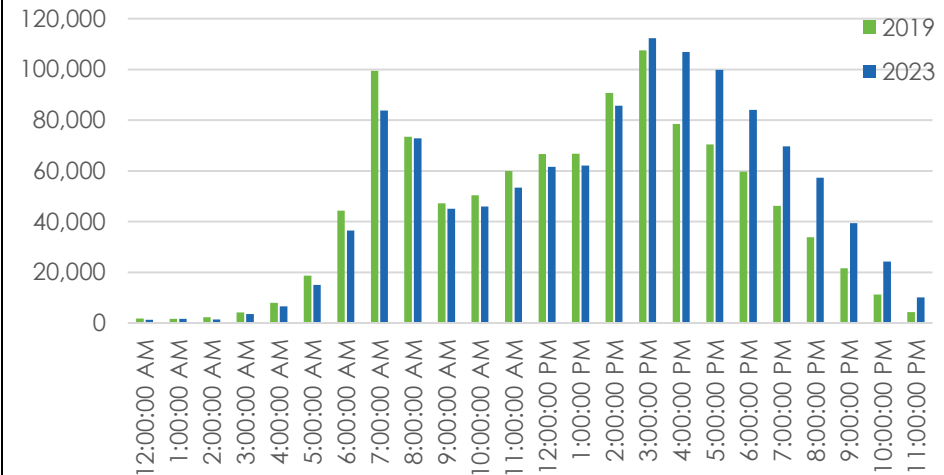
- **Ridership Recovery**
 - Fixed-Route and paratransit have worked back to pre-pandemic levels
- **Service Levels Consistent**
 - Fixed-Route service recovered quickly
 - Paratransit service tracks with demand
- **One-Time Stimulus Funds Running Out**



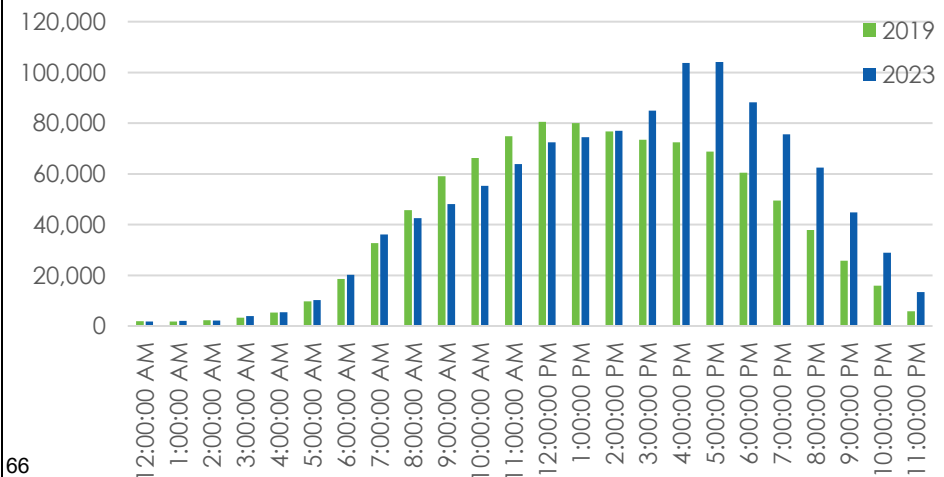
Travel Patterns

- Data based on all trip activity
- Trips in GCTD service area have increased since 2019
 - Weekend 15.8%
 - Weekday 10.4%
- Shift in trips from morning and midday to evening

Weekday Trips by Hour (2019 vs 2023)



Weekend Trips by Hour (2019 vs 2023)



Opportunities



Match Service to
New Trip Patterns



High Quality Transit
Corridor



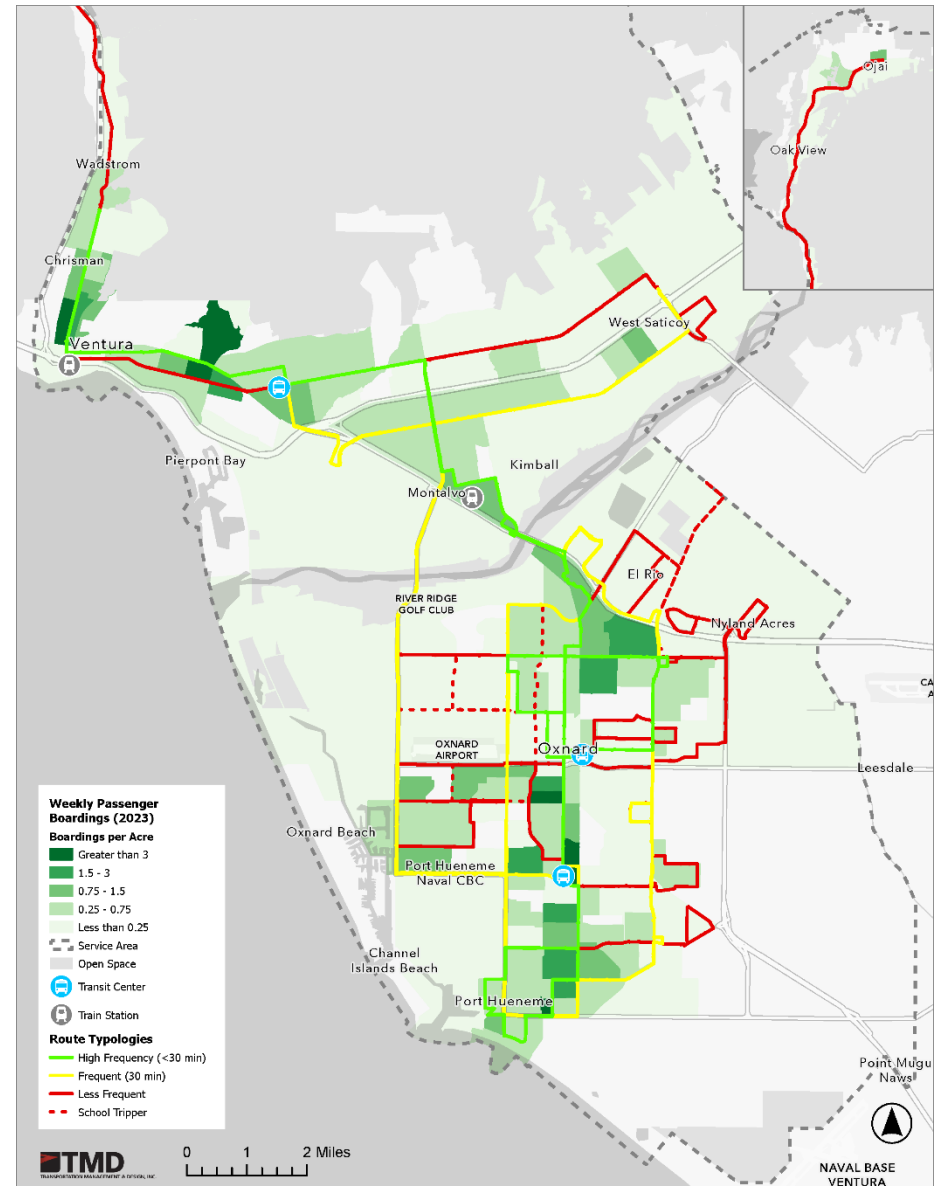
Youth Ridership



New Riders

Existing System

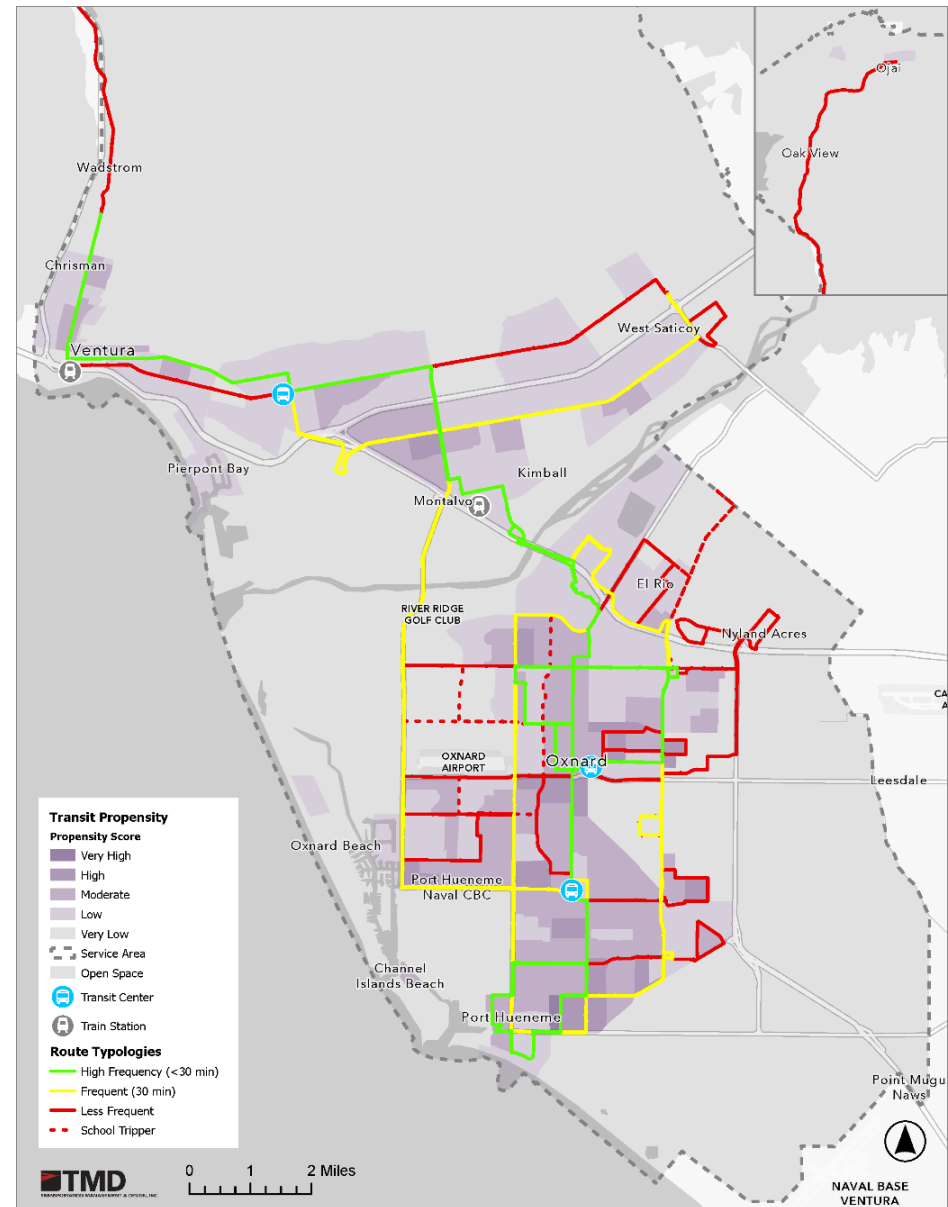
- **Route Ridership**
 - Route 6 accounts for 25% of ridership
 - Routes 1, 4, & 6 account for 50%
- **Key Corridors**
 - Main St
 - Ventura Avenue
 - C Street/Saviers Rd
- **Transit Centers**
 - Oxnard Transit Center
 - C Street Transfer Center
 - Ventura Transit Center



Transit Propensity

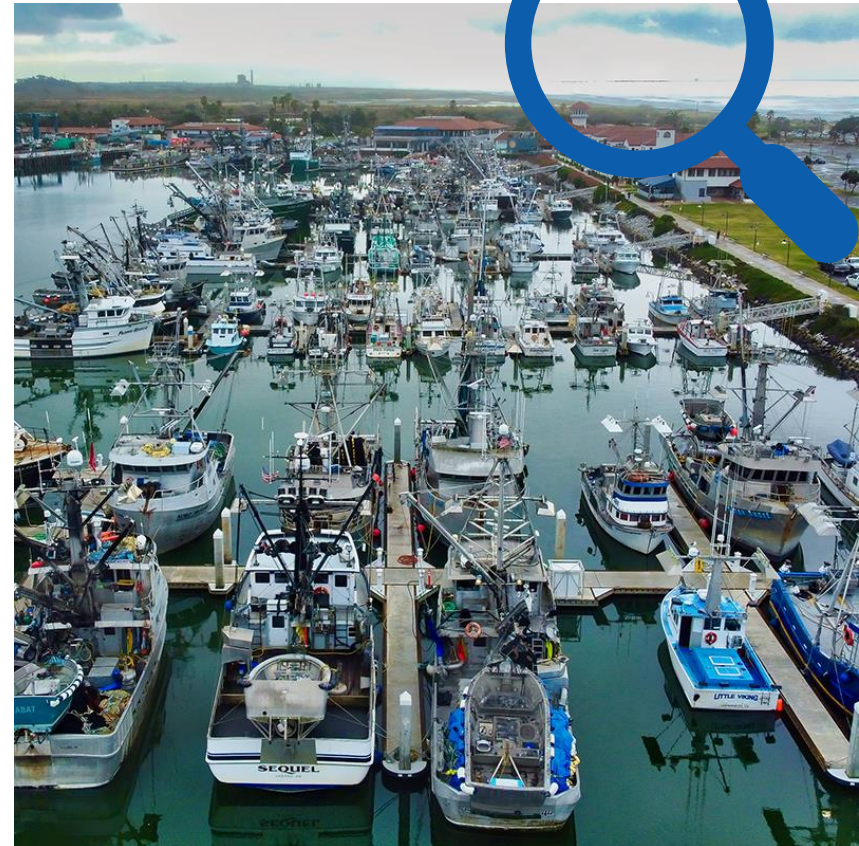
Includes:

- Population
- Jobs
- Youth Residents
- College-Aged Residents
- Low-Income Individuals
- Senior Residents
- Minority Residents
- Persons with Disabilities
- Zero-Vehicle Households
- All Trip Activity
- Intersection Density



Where Should We Focus?

- Which of the following is most important to you or your constituents when considering whether to use public transit?
- What does GCTD currently do well and where can we improve?



Next Steps

- Complete the Survey
- Assist with Community Survey distribution
- Provide Feedback on Draft Recommendations
- More information available on our website:
www.gctd.org/SRTP24



<https://arcg.is/ri0mz1>



Serving, Moving and Connecting People to Opportunity – One Ride at a Time.

THANK YOU.

Contact:
vanessa@gctd.org
(805)483-3959

www.GCTD.org



Follow Us



BOARD OF PORT COMMISSIONERS OCTOBER 18, 2023

STANDARD AGENDA ITEM 3 QUARTERLY UPDATE ON THE VENTURA PORT DISTRICT 5-YEAR OBJECTIVES

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3
Meeting Date: October 18, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: Quarterly Update on the Ventura Port District 5-Year Objectives

RECOMMENDATION:

That the Board of Port Commissioners receive and file the quarterly update on the Ventura Port District 5-Year Objectives.

SUMMARY:

The General Manager retained Management Partners (MP) to facilitate a Public Workshop on Saturday, December 4, 2021. As a follow-up to the Public Workshop, MP prepared a written report for the District to utilize as a tool to formalize any updates to the District's Mission Statement, Long-Term Goals, and 5-Year Objectives. This report was presented on January 19, 2022. New Guiding Principles (previously known as Long-Term Goals) and updated Five-Year Objectives were adopted on April 6, 2022.

On September 29, 2022, the Board considered and adopted strategies for each of the Five-Year Objectives.

This report attaches the Quarterly Update Workbook which provides an update on achievements related to each strategy associated with the Board's Five-Year Objectives.

GUIDING PRINCIPLES:

6) Provide exceptional public service and organizational transparency.

FIVE-YEAR OBJECTIVES:

E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.

3) Public and Civic Engagement Planning

BACKGROUND:

In the completion of all activities in Harbor Patrol, Marketing, Leasing and Property Management, Maintenance, Marina Management, Capital Projects, Finance, Administration, and day-to-day service to the public, the Port District staff is guided by the District's Mission Statement, Guiding Principles, and Five-Year Objectives.

In 2021, the Board provided direction to the General Manager to conduct a Public Workshop. The District retained MP to facilitate the workshop and provide a follow-up report to the Board. The workshop was held on Saturday, December 4, 2021, at the Ventura Marina Mobile Home Park Community Room. In attendance were the Board, District staff and its Legal Counsel, Harbor tenants, and members of the public.

During the February 2022 discussion, the Board was supportive of updating the Mission Statement, Long-Term Goals, and Five-Year Objectives. Additionally, the Board provided guidance to the General Manager and requested specificity on implementation of the objectives including the use of the SMART approach through the inclusion of the strategies that were approved by the Board on September 29, 2022. SMART goals are specific, measurable,

achievable, relevant, and time-bound, and will continue to be utilized in quarterly reporting as has been past practice, with updates as applicable to reflect the new Guiding Principles. The intent of the Workbook is to be a living document that:

- 1) Restates the Mission Statement and Guiding Principles
- 2) Captures the fundamental Five-Year Objectives identified during the workshop and subsequent Board meeting discussions
- 3) Includes high-level actions associated with achieving the Objectives:
 - a. Strategy: Sub-section identifying how Objectives can be advanced or achieved
 - b. Action: Actions currently identified to be undertaken to support each strategy
 - c. Milestone: Action timeline(s) associated with each milestone
- 4) Provides a method by which to report updates to the Board on a quarterly basis
- 5) Broadly speaking, seeks to align spending and actions with Guiding Principles and 5-Year Objectives

The intent of staff is to continue to return to the Board on a quarterly basis to provide an update on the status of the Five-Year Objectives and in particular the identified strategies and actions achieved.

FISCAL IMPACT:

In accomplishing goals and strategies, the District will need to continuously evaluate financial impacts primarily through the annual and mid-year budget decisions which include five-year capital improvements plans as well as departmental budgets.

ATTACHMENTS:

Attachment 1 – Board Five-Year Goals Workbook – Quarterly Update (PowerPoint)



Strategies to the 5-Year Objectives

Q1 of FY23-24

Board of Commissioners Meeting

October 18, 2023

Guiding Principles

- 1) Maintain a safe, navigable, and resilient harbor.
- 2) Advance the harbor's vibrant, working waterfront in support of commercial and recreational fishing and boating.
- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 4) Establish and implement harbor-wide environmental sustainability policies and practices through collaboration with our business partners.
- 5) Build respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.
- 6) Provide exceptional public service and organizational transparency.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.
- 8) Support the Channel Islands National Park in its efforts to provide a first-class visitor center, educational resources, and ferry boat services to the islands.

2022-2027 5-Year Objectives

- D) Ensure **dredging** occurs annually at the federal Harbor entrance and as needed in the inner Harbor.
- E) Encourage public and civic **engagement**; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.
- F) Support current and future commercial **fishing** and sustainable aquaculture industries. Maintain and improve working waterfront facilities and infrastructure.
- M) Collaborate with **Master Tenants** and National Park Service to plan, improve, and develop the Harbor in a financially and environmentally sustainable way.
- N) Maintain and grow Channel Islands **National Park Service** (NPS) presence and customer visitation to the Harbor.
- P) Implement **parking management**, traffic circulation, and multi-modal transportation strategies.
- R) Seek opportunities to grow **revenues** and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
- V) Maintain and improve Harbor **Village** facilities, infrastructure, and amenities.

D: Ensure dredging occurs annually at the federal Harbor entrance and as needed in the inner Harbor.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program	CMANC and/or WEDA Meeting attendance	3-4 times per year	Senior Business Operations Manager (SBOM) attended CMANC in Sacramento in September. SBOM will attend WEDA conference in October.
	USACE District, Division & HQ meetings and communication	As needed or 2 times per year	SBOM met with USACE South Pacific Division Navigation Program Manager at CMANC to discuss. Also communicating with LA District regarding Environmental Assessment update schedule (2024).
	Engagement of Lobbyist to provide representation with the Federal Government and Congress	Monthly	Monthly reports from Carpi & Clay and K&L Gates.
	Advocating for full funding of VPD entrance channel in President's Budget	Q1 2023 and annually	Ventura included in President's budget for FY24 at full value. During CMANC meeting, discussed funding in FY25 with Corps staff (\$7.7M anticipated).
2. On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance	Continued Board Role at CMANC	Current Three-Year Term through 2022	SBOM elected as Director and also elected as incoming Chair of CMANC effective July 1, 2023.
	Committee lead and/or Executive Board role at CMANC	By next Board Election Q4 2022	SBOM Chair of CMANC effective July 1, 2023.
3. Ventura Port District Dredging	Prepare, submit and receive new permits for inner Harbor Dredging (unrestricted by Santa Clara river conditions)	Q1 2022 to Q2 2023 79	Water Board permit received. USACE permit effectively approved but will not be issued until late summer. Coastal Commission permit to be approved at Commission hearing in November or December.

E: Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Collaborate with business partners and stakeholders through increased engagement, communication, and participation.	Village tenant meetings	Quarterly	Monthly Tenant Newsletters / Next Meet Up in November
	Celebrate DEI through recognition of dates and events of cultural significance	Annual Visitation Plan for Ventura Harbor Village Q2 2023	Ongoing content development and recognition to celebrate DEI this quarter: July 4 th / California Surf Day / National Beach Day / Hispanic Heritage Month (Sept-Oct)
	Refresh the Ventura Harbor Village.com website to include dynamic features, the Channel Islands, digital map, and reformatted calendar of events	Q2 2023	No action this quarter.
	Harbor tenant education and advocacy re: implementation of sustainability practices e.g. CA Green Business Network, Surfrider Foundation Ocean Friendly Restaurants program	Q1 2023 tenant meetings and forward	Cross Promotion of California Clean-Up Day with Channel Islands National Park staff and invitation to the public
2. Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs	Collaborate with City, tenants, and stakeholders on updates to Local Coastal Program and General Plan	City organized meetings through Q4 2023	District continues work with Interim Community Development Director to implement zoning updates in Harbor. HM has requested the County OES add Ventura Harbor Tsunami Related Info. to the County Hazard Mitigation Plan to allow for future grant opportunities.
	Collaborate with other harbors and special districts on best management practices, legislative impacts and funding opportunities	Monthly	Port of Hueneme successful in grant with VPD as subrecipient. GM continues to participate in VCSDA as Executive Committee Member and Treasurer. HM maintains membership in CA Harbormaster & Port Association, Pacific Congress of Harbormasters, Marina Recreation Association, and American Shore and Beach Preservation Association.
	Collaboration between Port District and law enforcement and emergency services	Ongoing	HM participates in DHS Homeland Security Planning & Response Groups. HM has coordinated dockage for US Customs & CA Fish & Game
	Port Commission updates to Ventura City Council	Bi-Annual	City Council presentation by members of Board and GM on May 8 th . Meetings w/ Council liaison and newly appointed City Manager in Oct.

E: Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
3. Public and Civic Engagement Planning	Public Workshop every two years	Q3-Q4 2024	No action this quarter. PCEP updated December 2022.
	Mid-term Objective evaluation	Q3-Q4 2024	No action this quarter.
4. Updates to District policies to reflect improved transparency and DEI	Identification and utilization of multi-channel outreach for staff recruitment, solicitation of tenant businesses and contracts	Q3 2022 to Q2 2023	Expanded outreach re: Marketing & Event Coordinator I position through VC Star in paper and online + MaxRecruit, Careerbuilder, Social Media, Facebook, Cal Travel Association, Destination Marketing Association of the West, California Special Districts Association. Recruitment underway.
	Annual review and updates to HR Manual, Board Protocols Manual, Public and Civic Engagement Plan, and other District policies.	Q3-Q4 annually and	HR Manual update approved by Board on Feb 1. PCEP updated Dec 21, 2022. Brown Act presentation to Board on Feb 15.

F: Support current and future commercial fishing and sustainable aquaculture industries. Maintain and improve working waterfront facilities and infrastructure			
STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor	Regular engagement with commercial fishing business owners and key industry representatives	Seasonally	Consultant WSP has been conducting interviews of squid fishing stakeholders and potential aquaculture businesses regarding future infrastructure needs, including virtual meeting with Port of Hueneme fisheries. HM receives commercial fishing updates as part of a CA Fish & Game Working Group. Staff continues collaboration with the Ventura Sportfishing to ensure public parking at the launch ramp during peak season and during VenturaWaterPure.
	Engagement with sustainable aquaculture industry interests at Ventura Harbor	As received	As part of planning efforts for modernization of commercial fishing facilities, two aquaculture companies participated in interviews regarding landside facility needs for offloading at Ventura Harbor. Staff had meeting with Environmental Defense Fund in July to discuss best practices.
	Monitor legislative and regulatory changes potentially impacting commercial fishing and sustainable aquaculture	Monthly	Staff has been following new legislation for impacts, including CARB, MPA, and 30x30.
2. Continue improvements of District’s Working Waterfront infrastructure	Maintain existing harbor infrastructure and related amenities to continue to meet commercial fishing needs	Q2 Annual Budget & 5-Year CIP	New breakers installed in several marina pedestals to correct defect causing early failure. Continuing to work with Del Mar for placement of a 1- to 3-ton ice machine to be located on the commercial Fish Pier (to be complete next quarter).
	Master planning for growth of commercial fishing and sustainable aquaculture capital improvements	Q1/Q2 2023	Board approved contract with a port planning consultant to receive proposal for development of a micro-masterplan, which is nearing completion. Final interview with Port of Hueneme fisheries in October and first draft plan to be delivered by end of October.
	Identify and pursue grant/funding opportunities to implement capital infrastructure needs for commercial fishing and sustainable aquaculture	Q2 2023 and on-going	Staff has worked with Port of Hueneme and their consultant to apply for CalSTA grant funding to modernize commercial fishing infrastructure at Ventura Harbor to accept all squid offloading from Port of Hueneme. Port of Hueneme notified on July 6 of award of \$79M. Once formalized, VPD will be able to receive ~\$15M for the modernization project.
3. Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture	Support and endorse NOAA sustainable aquaculture initiatives in the Santa Barbara Channel	Q2/Q3 2023	Ongoing dialogue re: NOAA’s California AOA Notice of Intent to Prepare a Programmatic Environmental Impact Statement for Identification of One or More Aquaculture Opportunity Area(s) in Southern California. GM is on Steering Committee for CA Sea Grant-NCCOS Workshop Nov. 2 nd re: development of broadly accessible aquaculture siting tools.
	Knowledge, experience, and technology transfer with aquaculture industry and stakeholders	Ongoing Resource	82 Maintain resource library on District’s website

M: Collaborate with Master Tenants and National Park Service to plan, improve, and develop the Harbor in a financially and environmentally sustainable way.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engagement and support of Master Tenants for successful business operations at the Harbor	Work with Master Tenants to help facilitate sustainable capital improvement projects	Tenant specific	District working with City to amend General Plan and Local Coastal Program to update zoning to enable future developments (Mixed-use & updated Harbor Commercial).
	Coordination with Portside on commercial tenant leasing	Q1 2022 to Q4 2023	Staff attended Ribbon Cutting events at Portside. GM biweekly meetings re: commercial leasing as well as topics such as a possible water taxi service and wayfinding signage.
	Strategic planning meetings between master tenants and District staff	Q2 of each year	District working with Interim Community Development Director to implement zoning updates in Harbor (GP & LCP), including participation in City Council meetings. GM letter to City Council on September 22 nd re: support for proposed land use changes. Chair provided public testimony at September 25 th City Council meeting.
2. Evaluate opportunities for Parcel Development	Evaluate master planning opportunities in conjunction with current and future leasehold development	Annually	Staff developing proposed lease terms for current Ventura West Marina master tenant.
	Master planning for Parcel 5 development	Commencing Q2 2023	Staff executed agreement with architecture firm RRM Design Group and initiated preliminary design process. GM planning for Q4 Board conceptual design presentation.
3. Implement sustainability technologies at the Harbor	Explore renewable energy, energy storage applications Harbor-wide e.g. solar power, EV charging stations, hybrid and electric vehicles	Q2 2023 and forward	SBOM/Capital Projects Manager (CPM) working towards installation of EV chargers –4 charge points installed at VPD HQ. 21 more to come in early 2024 to VHV (SCE controls schedule). 2 EV vehicles purchased, with 1 more being built for delivery approximately Q4.
3. VenturaWaterPure	Continue commitment to help minimize impacts and disruptions caused by the VenturaWaterPure project through ongoing work with City, master tenants, and stakeholders	Q3 2022 to Q3 2024	Ongoing meetings continue between District and City staff re: VenturaWaterPure (VWP) project. City and District negotiated and entered into easement agreements at Aug 31 Special Board meeting.

N: Maintain and grow Channel Islands National Park Service (NPS) presence and customer visitation to the Harbor.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with NPS and harbor visitors regarding enhancement of visitor experience.	Collaborate with City, CA Coastal Commission, and stakeholders including NPS to prepare a master plan integrating Parcel 8 into the visitor experience at the Harbor and Visitor's Center	Q2 2023	No action this quarter. No action anticipated for 2023. Discuss new Action and Milestone.
	Work with NPS and ferry operator on cross-promotional activities to increase attraction of visitors to the Harbor	Q2 2023 to Q2 2024	PR secured third segment to promote Channel Islands National Park and Islands Packers which ran on Eyewitness News on Labor Day Weekend re: kayak trips to the Channel Islands. Marketing worked with CINP on California Clean Up Day and cross promoted Island Packers Harbor Cruises monthly.
	Work with NPS to provide/upgrade visitor educational signage along pedestrian areas	Q3-Q4 2023	District updated and installed wayfinding signs along Spinnaker Drive in May. Additional wayfinding signage along Harbor, Schooner, and Olivas Park now also updated.
2. Coordinate with NPS Superintendent to evaluate long-term goals and improvement needs for the Channel Islands National Park Visitor Center	Collaborate with NPS Superintendent to identify mutual long-term goals and options at Ventura Harbor for NPS operations, NPS visitor center, and ferry terminal	Ongoing	No action this quarter.
	Investigate synergies for collaborative improvement of NPS Visitor Center experience	Q3 2023	District provided additional wayfinding signs along Spinnaker Drive in May. Additional wayfinding signage along Harbor, Schooner, and Olivas Park now also updated.
3. Coordinate with National & California State Parks, and City to develop destination-based ecotourism offerings	Continue collaboration with National & State Parks officials regarding multiple opportunities for enhancing the visitor destination in and around Ventura Harbor	Q2 2024	Met with Island Packers to discuss possible opportunities for ferry users. Discussed view corridor limitations with Coastal Commission staff.
	Explore potential enhancements of Ventura Harbor Ecological Reserve with City (owner)	Q3 2023	No action this quarter.

P: Implement parking management, traffic circulation, and multi-modal transportation strategies.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with City to improve access between the City and Harbor	Work with City Active Transportation Plan Working Group to promote emphasis on improving active transportation access to the Harbor.	Q1-Q4 2022 through City Plan	Worked with City's Transportation department regarding pursuit of Sustainable Transportation Grant. On Aug 31, Caltrans announced grant was unsuccessful. Debrief with Caltrans in October. Staff contemplating Coastal Conservancy grant instead.
	Advocate to the City to repave Spinnaker and Navigator Drive.	Q3-Q4 2022 and ongoing	Continued discussions with City Public Works staff regarding repaving all of Navigator Drive, with tentative support at September 26 th meeting. Project expanded to include Anchors Way Dr. b/t Navigator and Schooner. Prelim. City construction schedule 2024 Q2-Q3.
	Coordinate with City on planning for active transportation network improvements	Q4 2023	Worked with City's Transportation department regarding pursuit of Sustainable Transportation Grant. On Aug 31, Caltrans announced grant was unsuccessful. Debrief with Caltrans in October.
2. Evaluate alternative and active methods for people to travel to and within the Harbor and pursue needed improvements and strategies in partnership with the City	Work with City, Ventura County Transportation Commission, and regional transportation services for expanding public transit options to Harbor.	Q4 2023	HM monitored the summer beach bus programs which both appeared to be a success. The buses brought a diverse group of visitors and of all ages. While some participated in beach activities others enjoyed the Harbor.
	Advocate to the City to improve bicycle, pedestrian access, and safety along and crossing Spinnaker Drive.	Q3-Q4 2022 and ongoing	Working with City to improve bicycle lanes on Navigator Drive as part of 2023 City repaving project. Prelim. City construction schedule 2024 Q2-Q3.
	Collaborate with master tenants to develop an intra-Harbor pilot program for transportation services e.g. water-taxi and/or shuttle	Q3 2023 to Q3 2024	No action this quarter.
3. Pursue and implement parking management solutions to increase vehicle circulation	Obtain necessary agreements and permits to implement managed parking at Harbor Village	Q3 2022 to Q3 2023	Three steps required: 1) MOU with City – draft provided to City staff 2) Municipal Code needs to be changed – City staff have advised this should happen Q4 2023. 3) CDP application nearly complete by consultant Dixon. Submission to City/Coastal Commission by October.
	Identify & budget for Capital Improvements to improve parking & circulation at Harbor Village	Q3 ⁸⁵ 2022 to Q2 2023	Initial cost estimate developed with 2022 draft Plan. Updated with consultant and potential provider in early 2023. Board approved retaining consultant (Dixon) for CDP application and entitlement support per above.

R: Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Utilize grant funding opportunities for sustainable Harbor infrastructure	Work with SCE, CALeVIP, SLC, and City to complete installation of 21 EV charging stations in Harbor Village per CIP.	Q1 2023	Charger procurement complete. Designs for VPD HQ approved by City and installation begun. SCE has received permits for Village from City.
	Complete installation of 4 EV charging stations at District office for company vehicles per CIP.	Q2 2023	Designs approved by City. Installation complete.
	Complete procurement of hybrid Harbor Patrol vehicle utilizing SLC grant funds per CIP.	Q3-Q4 2023	Harbormaster proceeding with purchase having received approval from the Board.
	Complete procurement of EV or hybrid Maintenance & Dockmaster vehicles using SLC grant funds per CIP.	2023 and 2024	Detailed research and analysis for EV options have been conducted. HM investigated Tesla Fleet options, Ford EV options, Chevy EV, and hybrids. Staff have identified manufacturers that will provide strong products and warranties.
2. Seek additional grant funding for improving/replacing District capital assets.	Establish mechanisms to receive transportation funding from the State and/or Federal governments with emphasis on active transportation.	Q4 2023	Worked with City's Transportation department regarding pursuit of Sustainable Transportation Grant. On Aug 31, Caltrans announced grant was unsuccessful. Debrief with Caltrans in October. Staff contemplating Coastal Conservancy grant instead.
	Identify and apply for grants that align with Board-approved 5-year CIP.	Q2 2022 Ongoing	CalSTA grant for Commercial Fish Modernization project successful. Grant application to NFWF Round 2 submitted this quarter for improvements to beach bathrooms/showers, and public launch ramp bathrooms. Staff considering Coastal Conservancy grant for sustainable transportation.
3. Leasing/Property Management	Prepare, approve and implement Annual Leasing/Property Management Action Plan	Q2 2023 and Annually	Annual update to plan presented and approved by Board on June 7, 2023.
	Through active marketing, continue to attract a diverse array of businesses and business owners to Ventura Harbor with the goal of expanding the offerings to the public while creating value for the District.	Commencing 2022 Q3	Advertising push coming soon entailing – Updating website; conducting outreach to WEV, Chamber of Commerce, County DEI Office, Visit Ventura, and City Manager's Office; and advertising on Facebook, Instagram and X with Marketing team's assistance. Website and marketing flyers all include "All are welcomed."

R: Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
4. Update of Financial Management System	Roll out of new accounting and property management software.	Q4 2022	MRI has completely replaced the old Sage accounting software.
	Creation and implementation of Tenant Portal to allow tenants to report sales and review lease documents.	Q1 2023	Tenant Portal has been rolled out to all restaurants, retail, and office Village tenants.
	Implementation of online payments for tenants.	Q1 2023	Online payments and sales reporting is now available for Village tenants via the Tenant Portal. Conducting a Tenant Portal Usage Campaign to continually add tenant users to portal and provide assistance if needed. As of 9/30/23, approximately 35 leases have successfully paid online and if applicable reported sales.
5. Financial Reporting	Stakeholder budget workshops	Q2 and annually	A budget study session was held with the Board during public meeting on May 17, 2023.
	Periodic reports to Board and public on financial position, audits, and budget.	Quarterly	Financial statements for Q1 of fiscal year 2023-24 ending 9/30/23 will be included in the November 15 Board meeting packet. Preparation for the financial audit for fiscal year 2022-23 ending 6/30/23 is on going.
	Annual review of District bonds, debt position, restructuring opportunities and CalPERS obligations.	Q2 and annually or as needed	Completed during budget study session with the Board during public meeting on May 17, 2023.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Ongoing investment in Harbor Village Infrastructure	Complete outstanding ADA improvements in Capital Improvement Plan	Q2 2023	3x ADA restroom improvements & 2x ADA compliant trash enclosures projects completed in Q2 2023. Additional ADA parking lot path of travel to be performed next quarter.
	Evaluate new ADA improvement requirements for District properties and update Capital Improvement Plan to address.	Q2 2024	No action this quarter.
	Village Promenade/Trail physical upgrades, including sustainability enhancements	Q4 2024 onwards	No action this quarter.
	Complete infrastructure upgrades (elevators, roof replacements per CIP)	Q4 2026	1567 Building C Roof replacement completed.
	Complete Village Tenant Signage, Awnings	Q4 2024	Ongoing progress for Village tenants with implementation of Master Sign Program. Several door-protecting awnings on order for replacement. Initiation of VPD tenant exterior signage lighting project to enhance sign visibility at night.
	Evaluate opportunities for renewable energy/energy storage infrastructure for Village; implement drought tolerant landscaping and related irrigation systems.	Q3 2022 through Q4 2027	When replenishing vegetation inside planters, the District is planting drought tolerant succulents. Sprinkler irrigation is transitioning to dedicated drip system. Entered into a contract with landscape architect to provide a dedicated plant pallet for future landscaping improvements.
	Implement WiFi in Harbor Village	Q2 2023	No action this quarter.
2. Develop and implement an Annual Visitation Plan for Ventura Harbor Village.	Submit a proposed Visitation Plan in spring for Board, tenant and stakeholder input and feedback.	Q2 2023 and annually	Presented and board approved in June: 2023-2024 Village Visitation Plan
	Implement seasonal décor at Ventura Harbor Village and Spinnaker Drive	Q4 2022 and annually	RFP awarded for “Season’s Greetings” 2023 Holiday Décor Program to install by November 19 th . New “Seaside State of Mind” mural installed at the 1575 Building.