



# BOARD OF PORT COMMISSIONERS MEETING OCTOBER 18, 2023

**Ventura Harbor**  
GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

# ADMIN AGENDA

# **ADMIN AGENDA**

## **Adoption of the October 18, 2023 Agenda**

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**Approval of Minutes  
October 4, 2023  
Regular Meeting**

**PUBLIC COMMUNICATION  
ADMIN AGENDA  
ITEMS NOT ON TODAY'S AGENDA**

00 : 03 : 00

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

# ADMIN AGENDA

# CONSENT AGENDA ITEMS

- A) Adoption of Out-of-Town Travel Requests
- B) Approval of Amendment No. 1 to the Barefoot Boutique Retail Lease Agreement
- C) Approval of a New Office Lease Agreement with Rothstein Insurance Services, Inc. for 1591 Spinnaker Drive #205
- D) Adoption of Resolution No. 3487 Accepting a \$81,000 Surrendered and Abandoned Vessel Exchange (SAVE) Grant

# PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

## HOLIDAY INN EXPRESS RENOVATION PRESENTATION

### RECOMMENDATION:

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

# STANDARD AGENDA ITEM 1

Report by:

Victor Dollar, Senior Vice President  
Pearl Feist, Regional Manager  
Danny Efron, Holiday Inn Express  
Operations Manager





# Ventura Harbor

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.



# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

00 : 03 : 00

## 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.

# STANDARD AGENDA ITEM 2

Report by:  
Vanessa Rauschenberger, General Manager,  
Gold Coast Transit District



## **GOLD COAST TRANSIT DISTRICT**

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



# MISSION AND VALUES

*“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

## 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



Gold Coast Transit District  
CELEBRATING 50 YEARS



# 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

## SRTP PROJECT *Timeline*



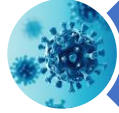
# Stakeholder Roles

- 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



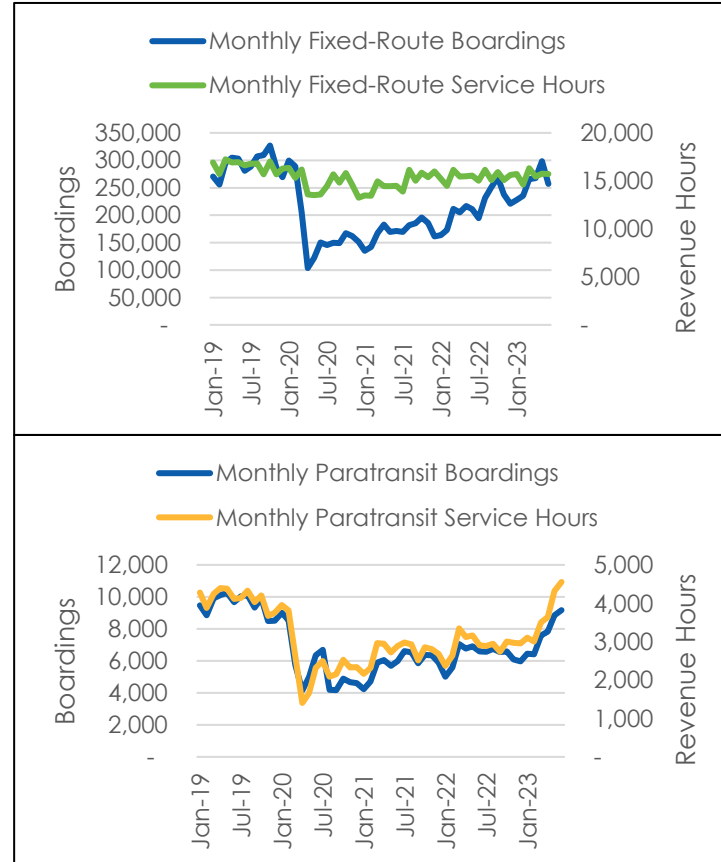
Funding Challenges



Zero Emission Bus Implementation

# COVID-19 Impacts

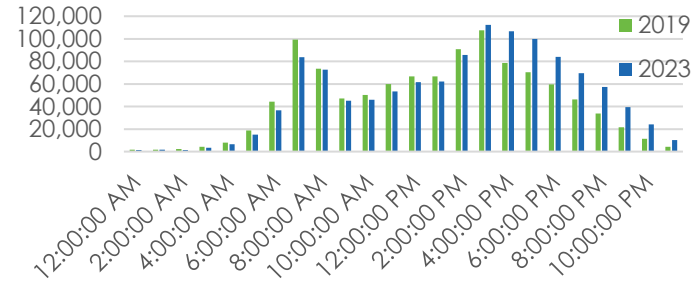
- **Ridership Recovery**
  - Fixed-Route and paratransit have worked back to pre-pandemic levels
- **Service Levels Consistent**
  - Fixed-Route service recovered quickly
  - Paratransit service tracks with demand
- **One-Time Stimulus Funds Running Out**



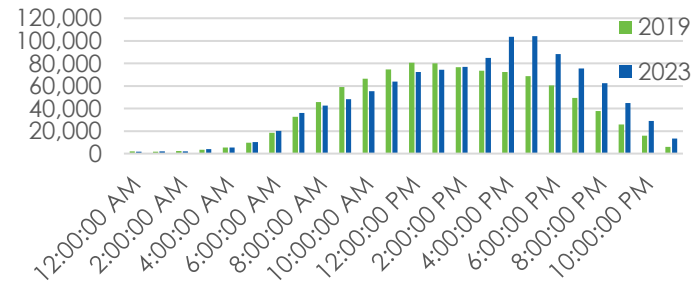
# Travel Patterns

- 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



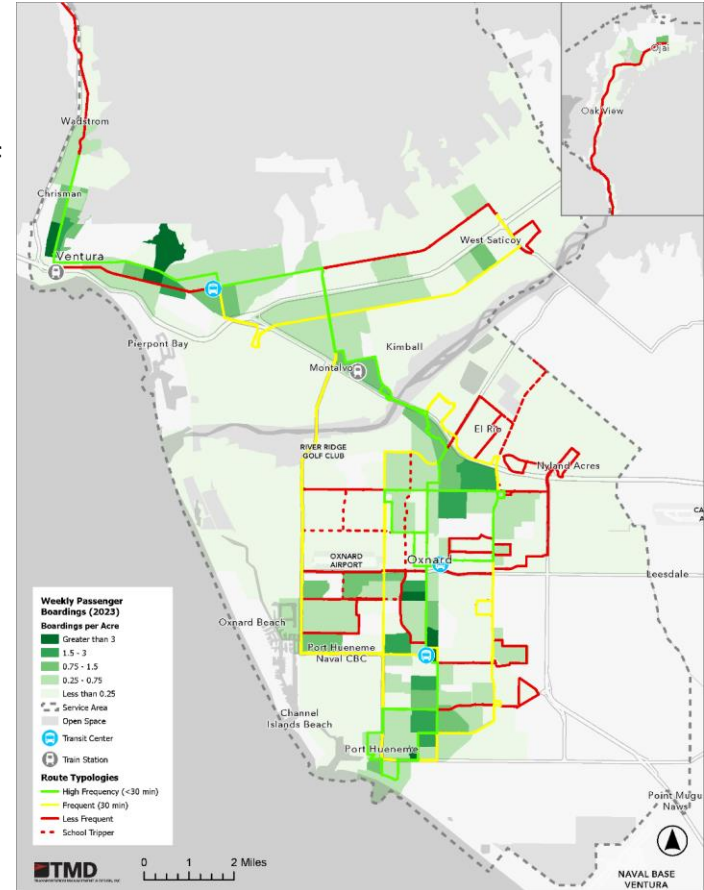
Youth Ridership



New Riders

# Existing System

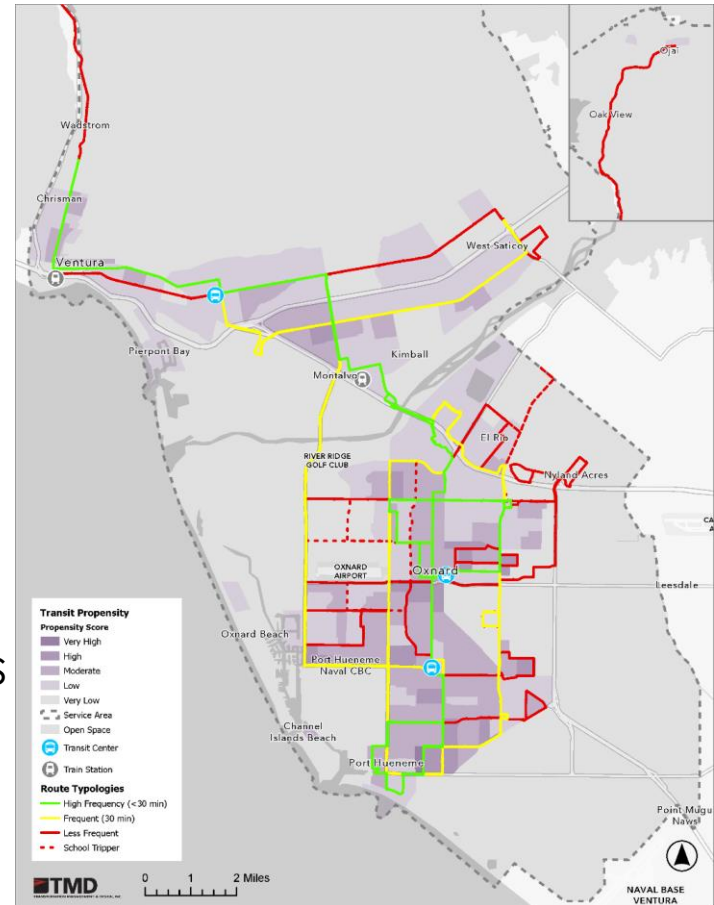
- **Route Ridership**
  - Route 6 accounts for 25% of ridership
  - Routes 1, 4, & 6 account for 50%
- **Key Corridors**
  - Main St
  - Ventura Avenue
  - C Street/Saviers Rd
- **Transit Centers**
  - Oxnard Transit Center
  - C Street Transfer Center
  - Ventura Transit Center



# Transit Propensity

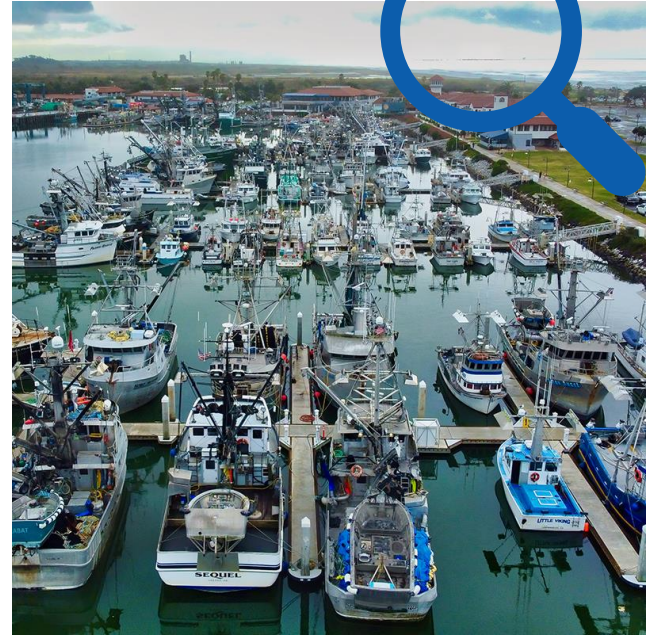
## Includes:

- 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](http://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](http://www.GCTD.org)



Follow Us

## PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

**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.

**STANDARD**  
**AGENDA**  
**ITEM**  
**3**

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





**VENTURA  
PORT DISTRICT**

*Established 1952*

# Strategies to the 5-Year Objectives

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Q1 of FY23-24

Board of Commissioners Meeting

October 18, 2023

# Guiding Principles

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- 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

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- 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	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 <sup>th</sup> / 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 <sup>th</sup> . 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 <sup>nd</sup> re: development of broadly accessible aquaculture siting tools.
	Knowledge, experience, and technology transfer with aquaculture industry and stakeholders	Ongoing Resource	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 <sup>nd</sup> re: support for proposed land use changes. Chair provided public testimony at September 25 <sup>th</sup> 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 <sup>th</sup> 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 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 Q3 2022	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 <sup>th</sup> . New “Seaside State of Mind” mural installed at the 1575 Building.

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

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Change Clock Type

Digital

Duration:

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TimeUp Reminder (Optional):

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VENTURA  
PORT DISTRICT

*Established 1952*

ADJOURNMENT IN HONOR OF DENISE JAMES  
NEXT MEETING NOVEMBER 15, 2023

**Ventura Harbor**

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK