



# 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

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### REGULAR MEETING

### WEDNESDAY, DECEMBER 20, 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](mailto:jrauch@venturaharbor.com).

<b>CLOSED SESSION</b> <b>6:00PM</b>
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**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.*

<b>CONVENE IN CLOSED SESSION</b>
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**CLOSED SESSION AGENDA**

**1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - PER GOVERNMENT CODE SECTION 54956.8:**

- a) Property: **1583 Spinnaker Drive #101**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Tom Bunn  
The Greek at the Harbor Restaurant, Inc.  
Under Negotiation: **Price and Terms of Payment for New Restaurant Lease Agreement**
- b) Property: **1575 Spinnaker Drive #205**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Tom Bunn  
Students for Eco Education and Agriculture, Inc.  
Under Negotiation: **Price and Terms of Payment for New Office Lease Agreement**
- c) Property: **1575 Spinnaker Drive #105A-B**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Tom Bunn  
The Sugar Lab Bake Shop, LLC dba Sugar Lab Bake Shop  
Under Negotiation: **Price and Terms of Payment for Renegotiation of Restaurant Lease**
- d) Property: **1575 Spinnaker Drive #207, #208**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Tom Bunn  
Sugar Lab Bake Shop, LLC  
Under Negotiation: **Price and Terms of Payment for Renegotiation of Office Lease**

**ADJOURNMENT**

<b>OPEN SESSION</b> <b>7:00PM</b>
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**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](http://www.venturaharbor.com).*

## **APPROVAL OF MINUTES**

*The Minutes of the December 6, 2023 Port Commission Special 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:

- a) Todd Mitchell, Sr. Business Operations Manager to attend Congressional meetings and CMANC Conference from February 13-16, 2024 in Washington DC.
- b) Michael Blumenberg, Commission Chair to attend Congressional meetings and CMANC Conference from February 13-16, 2024 in Washington DC.
- c) Jessica Rauch, Clerk of the Board to attend the JPIA 2024 Risk Management Academy from January 23-25, 2024 in Indian Wells, CA.
- d) Jessica Snipas, Business Operations Analyst to attend the JPIA 2024 Risk Management Academy from January 23-24, 2024 in Indian Wells, CA.

### **B) Adoption of Resolution Nos. 3490 and 3491 Approving Updates to the Expense Reimbursement Policies for Employees and Commissioners and Rescinding Resolution Nos. 3373 and 3374**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt:

- a) Resolution No. 3490 approving the updates to the Expense Reimbursement Policy for Employees and rescind Resolution No. 3473.
- b) Resolution No. 3491 approving the updates to the Expense Reimbursement Policy for Commissioners and rescind Resolution No. 3374.

**STANDARD AGENDA:**

**1) Presentation from the City of Ventura's Public Works Department on Ventura Harbor Road Conditions and Managed Parking Implementation**

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation from Ventura's Public Works Department on road conditions within Ventura Harbor, Capital Improvement plans for those roads, and an update on required agreements and ordinances to allow the implementation of Managed Parking in Ventura Harbor.

**2) Presentation on Parcel 5 Preliminary Design**

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Receive a presentation of a new design concept prepared by RRM Design Group on behalf of the District for the grass lawn area of Parcel 5 between 1591 and 1691 Spinnaker Drive.
- b) Provide comment and direction to the General Manager regarding the proposed design.

**3) Consider Participation in the Special District Leadership Foundation's District of Distinction**

Recommended Action: Voice Vote.

That the Board of Port Commissioners consider participating in the Special District Leadership Foundation's District of Distinction.

**ADJOURNMENT**

*This agenda was posted on December 15, 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 DECEMBER 20, 2023

## APPROVAL OF MINUTES DECEMBER 6, 2023 REGULAR MEETING

# VENTURA PORT DISTRICT

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## BOARD OF PORT COMMISSIONERS SPECIAL MEETING MINUTES OF DECEMBER 6, 2023

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### **CLOSED SESSION**

#### **CALL TO ORDER:**

The Ventura Board of Port Commissioners Special Closed Session Meeting was called to order by Chair Blumenberg at 5:30PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

#### **ROLL CALL:**

##### **Commissioners Present:**

Michael Blumenberg, Chair  
Jackie Gardina, Vice-Chair  
Anthony Rainey, Secretary  
Brian Brennan via Zoom  
Chris Stephens

##### **Commissioners Absent:**

None

##### **Port District Staff:**

Brian Pendleton, General Manager  
Jessica Rauch, Clerk of the Board

##### **Legal Counsel:**

Tom Bunn, Lagerlof LLP  
Jeremy Shulman, Lagerlof LLP  
Matt Pero, Lagerlof LLP

##### **Number of interested persons:**

0 via zoom; 0 in-person

**PUBLIC COMMUNICATIONS:** None. Closed at 5:31PM.

**CONVENED TO CLOSED SESSION AT 5:32PM.**

**ADJOURNMENT:** Closed Session was adjourned at 6:58PM.

## **OPEN SESSION**

### **ADMINISTRATIVE AGENDA:**

#### **CALL TO ORDER:**

The Ventura Board of Port Commissioners Special Open Session Meeting was called to order by Chair Blumenberg at 7:02PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

**PLEDGE OF ALLEGIANCE:** By Gloria Adkins.

#### **ROLL CALL:**

##### **Commissioners Present:**

Michael Blumenberg, Chair  
Jackie Gardina, Vice-Chair  
Anthony Rainey, Secretary  
Brian Brennan via Zoom  
Chris Stephens

##### **Commissioners Absent:**

None

##### **Port District Staff:**

Brian D. Pendleton, General Manager  
Jessica Rauch, Clerk of the Board  
Gloria Adkins, Accounting Manager  
Joe Gonzalez, Capital Projects Manager  
Sergio Gonzalez, Facilities Manager  
Wayne Hatch, Maintenance Supervisor  
John Higgins, Harbormaster  
Pat Hummer, Senior Harbor Patrol Officer  
Jessica Snipas, Business Operations Analyst via Zoom  
Jennifer Talt-Lundin, Marketing Manager  
Dave Werneburg, Marina Manager via Zoom

##### **Legal Counsel:**

Tom Bunn, Lagerlof Lawyers LLP

##### **City of Ventura Liaisons**

Councilmember McReynolds, City Council Liaison – Absent

##### **Number of interested persons:**

0 via zoom; 0 in person

## **ADOPTION OF AGENDA**

**ACTION:** Commissioner Stephens moved to adopt the December 6, 2023 agenda.

Commissioner Rainey seconded. The vote was as follows:

**AYES: Commissioners Blumenberg, Gardina, Rainey, Brennan, Stephens**  
**NOES: None**  
**ABSTAINED: None**  
**ABSENT: None**

**Motion carried 5-0.**

#### **APPROVAL OF MINUTES**

The Minutes of the October 4, 2023 Port Commission Regular Meeting were considered as follows:

**ACTION:** Commissioner Rainey moved to approve the Minutes of the October 18, 2023 Port Commission Regular Meeting.

Vice-Chair Gardina seconded. The roll call vote was as follows:

**AYES: Commissioners Blumenberg, Gardina, Rainey, Brennan, Stephens**  
**NOES: None**  
**ABSTAINED: None**  
**ABSENT: None**

**Motion carried 5-0.**

**PUBLIC COMMUNICATIONS:** None. Closed at 7:04PM.

**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:** Chair Blumenberg mentioned he ran in to Tom Derecktor and they are looking forward to their project moving forward.

**STAFF AND GENERAL MANAGER REPORTS:** Mr. Pendleton announced upcoming Holiday events at the Village. He also announced that the National Fish and Wildlife Foundation awarded the District \$200,000 through the Refugio Beach Oil Spill Settlement (Round II): South Coast Shoreline Parks and Outdoors Recreation Grants Program.

#### **CONSENT AGENDA:**

##### **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:

- a) Garret Winter, Harbor Patrol Officer to attend the Division of Boating and Waterways Rescue Boat Operations Training from November 6, 2023 to November 10, 2023 in Marina Del Rey, CA.
- b) Todd Mitchell, Sr. Business Operations Manager to attend the California Coastal Commission Meeting on December 13, 2023 in Santa Cruz, CA.

c) Brian D. Pendleton, General Manager to attend the 2024 Liebert Cassidy Whitmore Annual Public Sector Employment Law Conference from February 8, 2023 to February 9, 2023 in San Francisco, CA.

This item was pulled from the Consent Agenda.

In referring to a), Vice-Chair Gardina noted that the Commission has approved past travel before, but it does state in the Reimbursement Policy that travel needs to be approved in advance. The Board asked staff to prepare a revision to the travel policy to allow approval to be given retroactively when it is infeasible to obtain approval in advance.

Public Comment: None.

**ACTION: Vice-Chair Gardina moved to approve the Out-of-Town Travel Requests.**

**Commissioner Stephens seconded the vote was as follows:**

**AYES: Commissioners Blumenberg, Gardina, Rainey, Brennan, Stephens**

**NOES: None**

**ABSTAINED: None**

**ABSENT: None**

**Motion carried 5-0.**

**B) Annual Reserve Policy Review**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners accept the current Ventura Port District Reserve Policy, Resolution No. 3225, dated August 28, 2013.

Public Comment: None.

**ACTION: Commissioner Stephens moved to accept the current Ventura Port District Reserve Policy, Resolution No. 3225, dated August 28, 2013.**

**Vice-Chair Gardina seconded. The vote was as follows:**

**AYES: Commissioners Blumenberg, Gardina, Rainey, Brennan, Stephens**

**NOES: None**

**ABSTAINED: None**

**ABSENT: None**

**Motion carried 5-0.**

**C) Adoption of Resolution No. 3488 Accepting the Current Ventura Port District Investment Policy and Rescinding Resolution No. 3461**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3488 accepting the current Ventura Port District Investment Policy and rescinding Resolution No. 3461, dated December 21, 2022.

Public Comment: None.

**ACTION:** Commissioner Stephens moved to adopt Resolution No. 3488 accepting the current Ventura Port District Investment Policy and rescinding Resolution No. 3461, dated December 21, 2022.

Vice-Chair Gardina seconded. The vote was as follows:

**AYES:** Commissioners Blumenberg, Gardina, Rainey, Brennan, Stephens

**NOES:** None

**ABSTAINED:** None

**ABSENT:** None

**Motion carried 5-0.**

**D) Approval of the 2024 Port Commission Meeting Schedule**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the 2024 Port Commission meeting schedule.

Public Comment: None.

**ACTION:** Commissioner Stephens moved to approve the 2024 Port Commission meeting schedule.

Vice-Chair Gardina seconded. The vote was as follows:

**AYES:** Commissioners Blumenberg, Gardina, Rainey, Brennan, Stephens

**NOES:** None

**ABSTAINED:** None

**ABSENT:** None

**Motion carried 5-0.**

**STANDARD AGENDA:**

**1) Adoption of Resolution No. 3489 Approving the Financial Statements and Checks for July 2023 through September 2023**

Recommended Action: Roll Call.

That the Board of Port Commissioners adopts Resolution No. 3489 to:

- a) Accept the financial statements for the Quarter ending September 30, 2023.
- b) Review the payroll and regular checks for July through September 2023.

Report by Gloria Adkins, Accounting Manager.

Public Comment: None. Closed at 7:31PM.

**ACTION:** Vice-Chair Gardina moved to adopt Resolution No. 3489 to:  
a) Accept the financial statements for the Quarter ending September 30, 2023.  
b) Review the payroll and regular checks for July through September 2023.

Commissioner Rainey seconded. The vote was as follows:

**AYES: Commissioners Blumenberg, Gardina, Rainey, Brennan, Stephens**  
**NOES: None**  
**ABSTAINED: None**  
**ABSENT: None**

**Motion carried 5-0.**

**2) Review, Discuss and Approve Updates to the Ventura Port District Public and Civic Engagement Plan**

Recommended Action: Voice Vote.

That the Board of Port Commissioners review, discuss and approve updates to the Ventura Port District Public and Civic Engagement Plan.

Report by Jessica Rauch, Clerk of the Board.

Public Comment: None. Closed at 7:44PM.

**ACTION:** Commissioner Stephens move to approve updates to the Ventura Port District Public and Civic Engagement Plan, with the addition of adding “Grand Jury Protocol Visits” to V. COMMUNICATION & OUTREACH – 7) Events, Meetings.

**Vice-Chair Gardina seconded. The vote was as follows:**

**AYES: Commissioners Blumenberg, Gardina, Rainey, Brennan, Stephens**  
**NOES: None**  
**ABSTAINED: None**  
**ABSENT: None**

**Motion carried 5-0.**

**ADJOURNMENT:** The meeting was adjourned at 7:46PM recognizing Roger Thomson for his years of service as a Dockmaster.

The next regular meeting is Wednesday, December 20, 2023.

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Anthony Rainey, Secretary



# BOARD OF PORT COMMISSIONERS DECEMBER 20, 2023

## DEPARTMENTAL STAFF REPORTS NOVEMBER 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: December 20, 2023

TO: Board of Port Commissioners  
FROM: Todd Mitchell, Sr. Business Operations Manager  
Joe A. Gonzalez, Capital Projects Manager  
SUBJECT: November 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 and will be installed soon. Staff is currently working with contractor on the schedule.

The incoming tenant intends to add two small exterior patios for customer seating. These patio designs 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.

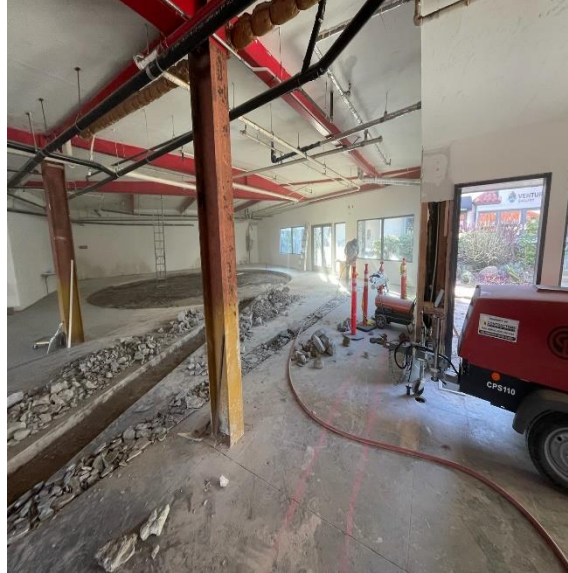


**1567 SPINNAKER DR. SUITE 101, LOOSE CANNON UPDATE**

**Status: On Going**

Loose Cannon has received a Courtesy Inspection Permit from the City, which allows for: trenching, rough plumbing, grease trap and underground electrical only while final plans are approved by the City. Loose Cannon has selected its contractor and has started the trenching.

On December 1<sup>st</sup>, staff received all required documentation for Loose Cannon's contractor to start construction. A pre-construction meeting was held on December 4<sup>th</sup>. Construction broke ground on December 7<sup>th</sup>. We can report that construction is moving quickly. All interior saw cutting for the sewer drains, kitchen grease trap, and bar drains installation has been started. Staff continues to meet with contractor on a regular basis to insure there's no negative impacts for nearby tenants, especially for the restaurant above. Staff is very pleased with the effort that the contractor has implemented during this project to help minimize noise and timing of the noise that normally comes with these types of construction.



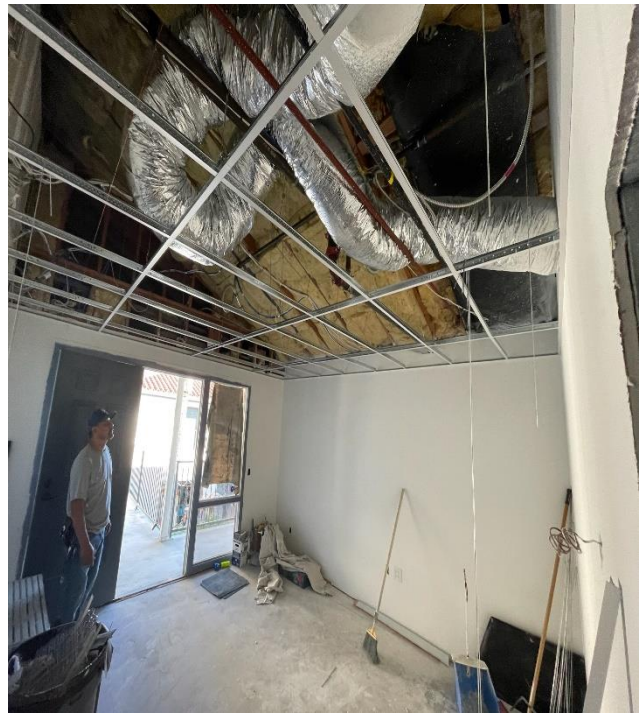
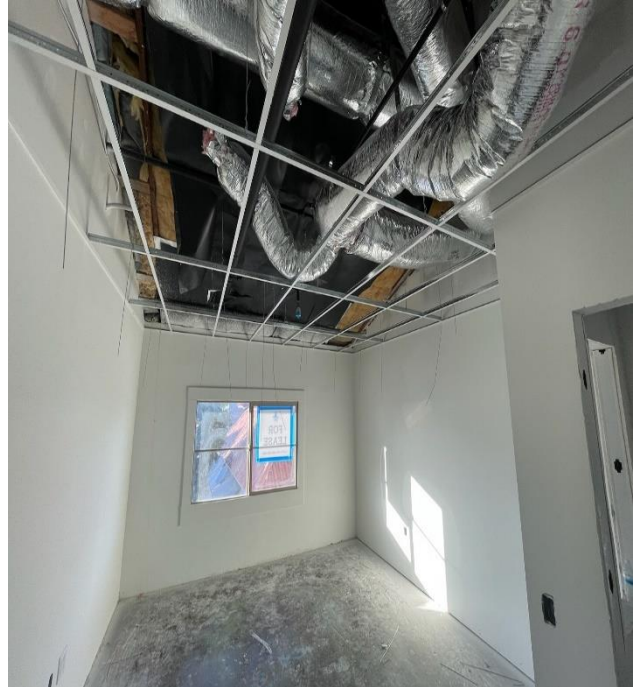
## 1559 BUILDING TENANT IMPROVEMNT

**Status:** On going

**Budget:** On Budget

F.C.T Construction LLC continues to make great progress and demolition is now complete. The metal framing and drywall and HVAC ducting run work has now been completed. Drywall installation passed inspection. Wall texture, primer, and interior painting has been completed. Contractor has also started installing the T-Bar ceiling. The Fire Marshal has requested a 5-year inspection for the exterior fire sprinklers for the entire building. Staff and contractor are currently working with local fire sprinkler companies on obtaining estimates. This current Fire Department request won't interfere with the schedule in place. 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. All City and Fire Department inspections have passed.





## **LAUNCH RAMP WASHDOWN STATION AND THE FLOATING DOCK REPLACEMENT PROJECTS.**

### **Status: On going**

The District is working to complete two capital improvement projects associated with the Ventura Harbor Public Launch Ramp. These two projects are both being funded by a grant from the California State Parks Division of Boating and Waterways. The first project consists of the removal and replacement of the existing boat wash station including the addition of ADA accessibility. The second project is the removal of the existing launch ramp boarding floats and the fabrication and installation of replacement boarding float systems. These are two different projects with different sets of contractor expertise and are therefore being advertised separately.

Both projects were publicly advertised on the third week of November as per the District's Procurement policy for public bidding. The mandatory pre-bid conferences are both scheduled for Thursday, December 7, 2023. The bid openings are both scheduled for Wednesday, January 3, 2024.

### **ADDITIONAL PROJECTS:**

- |  |                                  |
|--|----------------------------------|
| • 1583 & 1559 Restroom remodeling          | Status: Working with architects. |
| • 1575 & 1583 Pass-through repaving        | Status: Working on scheduling.   |
| • 1575 partial reroofing                   | Status: Working on scheduling.   |
| • Ventura Harbor Village Awnings           | Status: On going.                |
| • Additional Mural painting throughout VHV | Status: On going.                |

**VENTURA PORT DISTRICT**  
**DEPARTMENTAL STAFF REPORT**

Meeting Date: December 20, 2023

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Sr. Business Operations Manager  
SUBJECT: November 2023 Dredging Report

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**OUTER HARBOR DREDGING (FEDERAL NAVIGATION CHANNEL)**

**Political Advocacy for Federal Dredge Funding**

With the federal government approving a continuing resolution through January 19, 2024, covering Energy & Water (which is where the US Army Corps of Engineering Civil Works (USACE) budget sits), there is no action required at this time. However, the SBOM did still speak with the LA District staff to request advancing the project funds to ensure that even a government shutdown in January would not disrupt dredging of Ventura Harbor's entrance channel in February of 2024. The LA District staff agreed and formally requested the project be funded the week prior to Thanksgiving. There is very little likelihood at this point that the dredging will be disrupted in 2024. The SBOM has also discussed some of the considerations for USACE's update of the Environmental Impact Statement, which is required in 2024 prior to dredging in 2025. Currently, there is no expectation for any unexpected issues.

For 2025 funding, the SBOM met with Congressman Salud Carbajal during the October CMANC officer's trip to Washington DC. During that meeting, the Congressman committed to providing a letter to the Office of Management and Budget and USACE requesting \$8 million in funding be appropriated to dredge Ventura Harbor in 2025. The letter was sent on November 17<sup>th</sup> and is attached to this report.

**2024 Dredging Funding**

The President's Budget (PBUD) was released on March 9<sup>th</sup> and the Ventura Harbor entrance channel dredging was included in the amount of \$8.471 million 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.

Since then, funding for dredging of Ventura Harbor has also been included in the Senate's appropriations bill and in the House's appropriations bill. Although funding is not truly in place until the federal government passes all its appropriations bills, the inclusion of Ventura Harbor in all three means that dredging in 2024 will be funded unless the government shuts down. Even then, it is possible for the project to get appropriated prior to a shut down, effectively borrowing against the promise of funding. The SBOM has requested that USACE pre-emptively fund the project if a shutdown does take place. That was being processed by USACE prior to Thanksgiving and funding will now be in place even if a shutdown occurs in January.

**2025 Dredging Funding**

The Corps has provided their recommendations on funding to OMB (this is usually not disclosed, nor is the funding amount, however the preliminary figure believed to be needed is \$8M). 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. Therefore, the timing of the letter from Congressman Carbajal to OMB was ideal.

## **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.

Rincon Consultants has completed inner harbor material testing to support inner harbor dredging in early 2024 and presented the results to the Southern California Dredge Material Management Team (SC-DMMT).

The SBOM has had several discussions with FEMA regarding funding of the inner harbor dredging due to the impacts of the atmospheric river storm events. Unfortunately, FEMA has had several staff changes for these events and messaging received from FEMA has been conflicting over the past 9 months. However, guidance has been provided on how the District is to move forward, which will require a competitive open bidding process. Staff is working with Rincon Consultants, Noble Consultants, and Lagerlof to prepare a fully compliant request for bids package that will satisfy FEMA’s requirements and make the project eligible for funding assistance from FEMA and CalOES. It is estimated that about 60% of the total project cost could be reimbursed. However, nothing will be guaranteed until the project is completed, and reimbursement is likely to take a year to receive.

### **Permit Amendments (Long-Term)**

District staff and Rincon Consultants have been working on renewals and amendments to the inner harbor dredging permits.

The California Coastal Commission has agendized the amendment of the Ventura Port District’s inner harbor dredging Coastal Development Permit. The hearing for this item will be in Santa Cruz on December 13th. Once approved, it will automatically trigger the consistency determination for the USACE permit of the same nature and the District will have necessary permits to be able to proceed with inner harbor dredging in 2024.

### **ATTACHMENT:**

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

Attachment 2 – Letter from Congressman Salud Carbajal to OMB and USACE

## Federal Update

December 4, 2023

### Congress Passes Continuing Resolution

Before departing Washington, D.C. for the Thanksgiving holiday, Congress passed a [Continuing Resolution](#) (CR) to allow the federal government to remain funded beyond the November 17<sup>th</sup>. The new CR take a ladder approach to extending federal funding. The CR extends funding across all federal agencies at current fiscal year (FY) 2023 levels, but groups the twelve appropriations bills into the following two groups with two different deadlines:

- Extends the agencies funded under the below bills through **January 19<sup>th</sup>, 2024:**
  - Agriculture-FDA
  - Energy and Water
  - Military Construction-Veterans Affairs
  - Transportation-Housing and Urban Development
- Extends agencies funded under the below bills through **February 2<sup>nd</sup>, 2024:**
  - Commerce-Justice-Science
  - Labor-HHS-Education
  - Defense
  - Financial Services
  - Homeland Security
  - Interior-Environment
  - Legislative Branch
  - State-Foreign Operations

In addition to extending current funding levels for federal agencies, the CR also includes extensions for the following programs:

- Health programs, including funding for community health centers and delay of Medicaid payment cuts to disproportionate share hospitals through January 19<sup>th</sup>
- TANF through February 2<sup>nd</sup>
- NFIP through February 2<sup>nd</sup>
- Farm bill programs through September 30<sup>th</sup>

### 2024 Congressional Calendar Released

The House and Senate released their anticipated schedules for 2024. Since it is an election year, in addition to Congress being in recess the month of August, Congress will



also be in recess the month of October. A combined copy of the calendars can be found [HERE](#). CMANC has scheduled its 2024 Washington fly-in for February 14<sup>th</sup> and 15<sup>th</sup> when the House of Representatives will be in session.

### **Ten Additional Members of Congress Announce Retirement**

In November, there was an uptick in the number of Members of Congress announcing their intent to retire at the end of the 118<sup>th</sup> Congress. Senator Joe Manchin (D-WV) and Representatives Anna Eshoo (D-CA), Tony Cardenas (D-NY), Ken Buck (R-CO), Dan Kildee (D-MI), George Santos (R-NY), Brad Wenstrup (R-OH), Michael Burgess (R-TX), Kay Granger (R-TX), and Derek Kilmer (D-WA) announced they will not seek reelection in 2024. For California, there are six Members that will not be serving in the next Congress. Representatives Napolitano, Cardenas and Eshoo are retiring while Representatives Lee, Porter and Schiff are all giving up their House seats to run for the Senate.

### **White House Announces Supply Chain Resilience Center and Initiatives**

The White House [announced](#) a new Supply Chain Resilience Center (SCRC) housed at the Department of Homeland Security to analyze and prepare with private sector stakeholders to mitigate supply chain disruptions and promote reliable and efficient delivery of goods and services. The SCRC will focus on addressing supply chain risks resulting from threats and vulnerabilities inside US ports and will facilitate two exercises designed to test the resilience of cross-border supply chains in 2024. The White House also convened the first meeting of the White House Council on Supply Chain Resilience and announced initiatives at the Departments of Defense, Commerce, Labor, DOE, DOT, HHS, USDA, and with international partners to ensure supply chain resilience.

### **DOT Announces Multimodal Freight Office**

DOT [announced](#) a new office called the Office of Multimodal Freight Infrastructure and Policy (Multimodal Freight Office). Deputy Assistant Secretary for Multimodal Freight Infrastructure and Policy Allison Dane Camden will lead the new office focused on advancing DOT's Freight Logistics Optimization Works program, developing the National Multimodal Freight Network, reviewing State Freight Plans, and providing technical assistance to state and local government.

### **Bipartisan Infrastructure Law Turns Two**

November 15<sup>th</sup> marked the two-year anniversary of the Bipartisan Infrastructure Law (BIL) becoming law. Since that time, the BIL has provided \$400 billion in funding for more than 40,000 projects across over 4,500 communities in all 50 states. The Department of Transportation estimates that an additional \$131 billion will be awarded in 2024, followed by \$134 billion in 2025 and \$136 billion in 2026, the final year of the 5-year BIL period. In concert with the anniversary the White House released an updated technical assistance guide and other related tools to help local governments better navigate programs under BIL. The updated tools include:

- [Technical Assistance Guide](#)

- [State-by-State Fact Sheets](#)
- [Interactive Map of Projects](#)

## MARAD Announces Port Infrastructure Development Program Awards

The Maritime Administration (MARAD) announced [\\$653 million in awards for 41 projects](#) under the Port Infrastructure Development Program (PIDP). PIDP supports projects with planning support, capital funding, and project management assistance to improve capacity and efficiency of ports in both urban and rural areas. Four ports in California received a total of \$74.56 million in funding for electrification, heavy lift capacity, and infrastructure development projects. The Port's application was not awarded, however Congressman Harder's office is assisting the Port with conducting a debrief to prepare for the next round of PIDP funds.

## EPA Releases \$2 Billion NOFO for Community Change Grants

The Environmental Protection Agency (EPA) released a \$2 billion [Notice of Funding Opportunity](#) (NOFO) for the Environmental and Climate Justice Community Change Grants Program, authorized in the Inflation Reduction Act (IRA). Funding will support projects that promote climate resiliency and adaptation, mitigate climate and health risks, monitor and prevent indoor and outdoor pollution, implement infrastructure upgrades, and develop workforce initiatives. Applications are accepted on a rolling basis through November 21, 2024. There are two application tracks:

- **Community-Driven Investments for Change:** EPA expects to award \$1.96 billion for 150 projects, totaling between \$10 and \$20 million for each awardee.
- **Meaningful Engagement for Equitable Governance:** EPA expects to award \$40 million for 20 projects, totaling between \$1 and \$3 million for each awardee.

## Congressional Letters

**Bipartisan Group of California Members Press USACE for Emergency Levee Repairs in Central Valley.** California Senator Padilla and Representative Doug LaMalfa (R) led a bipartisan group of delegation members on [a letter](#) to Assistant Secretary of the Army for Civil Works Michael Connor urging the U.S. Army Corps of Engineers (USACE) to prioritize and allocate resources for emergency levee repairs in the Central Valley. The letter urges USACE to move quickly given recent predictions by the National Oceanic and Atmospheric Administration (NOAA) of an upcoming wet flood season.

**California Democratic Representatives Urge State Insurance Commissioner to Stabilize Insurance Market.** California Democratic Representatives John Garamendi and Zoe Lofgren led a group of Democratic delegation members in [a letter](#) to California Insurance Commissioner Ricardo Lara (D) responding to the recently announced Sustainable Insurance Strategy and urging action under state law to stabilize the state's insurance market and to protect consumers.

**Senate Majority Leader Schumer Sends “Dear Colleague” On Upcoming Senate Work Period.** Senate Majority Leader Chuck Schumer (D-NY) sent [a “Dear Colleague” letter](#) on the upcoming Senate work period before the holiday break. The letter outlines Leader Schumer plans to bring President Biden’s \$106 billion national security supplemental request to the floor for consideration “as soon as the week of December 4<sup>th</sup>.” The Senate will also move forward with a rule change that will allow military promotions to proceed and will continue to consider Judicial Branch nominees before adjourning the First Session of the 118<sup>th</sup> Congress.

## Federal Funding Opportunities & Announcements

**DOT Publishes \$1.5 Billion RAISE Grant NOFO.** DOT published a \$1.5 billion [NOFO](#) for the FY 2024 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program. The program supports municipalities, tribal governments, counties, and other eligible entities in completing critical freight and passenger transportation infrastructure projects. Applications are due February 28<sup>th</sup>.

**FHWA Publishes PROTECT Formula Q&A.** FHWA published a [questions and answers \(Q&A\) document](#) to provide guidance on the eligible highway projects funded under the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Formula Program.

**NOAA Releases NERRS Collaborative Science Program NOFO.** NOAA released a [NOFO](#) for \$25 million for the National Estuarine Research Reserve System (NERRS) Collaborative Science Program. NOAA is seeking applicants to administer 5-year applied collaborative research projects related to coastal and estuarine resource management. Applications are due February 9<sup>th</sup>.

**NOAA Releases Climate-Ready Workforce NOFO.** NOAA released a [NOFO](#) for \$10 million for the Climate-Ready Workforce for Coastal States and Territories Competition. The competition will fund community partnerships that focus on training and placing individuals into climate resiliency jobs. Applications are due February 13<sup>th</sup>.

## Federal Agency Personnel & Regulatory Announcements

**White House Publishes GHG Emissions Tracking Plan.** The White House Greenhouse Gas Monitoring and Measurement Interagency Working Group published the [“National Strategy to Advance an Integrated U.S. Greenhouse Gas Measurement, Monitoring, and Information System.”](#) The plan aims to streamline the federal government’s greenhouse gas (GHG) emission tracking efforts by improving coordination between federal agencies that monitor GHG emissions.

**CEQ Issues Environmental Justice Scorecard RFI.** The Council on Environmental Quality (CEQ) released a [Request for Information](#) (RFI) on Phase One of the Environmental Justice Scorecard to inform further development. The RFI solicits feedback on improving the Scorecard, additional metrics to measure progress, and qualitative information preferences. Comments are due January 19<sup>th</sup>.

**DOE Publishes RFI on Progression to Net-Zero Emission Propulsion Technologies for the Rail Sector.** DOE published a [request for information \(RFI\)](#) to solicit feedback from industry, academia, research laboratories, government agencies, other stakeholders, and the public on issues related to alternative propulsion technology advancement within the rail sector and achieving net-zero GHG emissions. Comments are due by January 12<sup>th</sup>.

**DOT IG Releases Report on FY 2024 DOT's Top Management Challenges.** DOT's Office of Inspector General (DOT IG) released a report titled, "[DOT's FY 2024 Top Management Challenges](#)." The report identified the top management challenges for FY 2024 as aviation safety, surface transportation safety, air traffic control and airspace modernization, surface transportation infrastructure, contract and grant fund stewardship, financial management, information security, fraud prevention and detection,

**DOT Issues Notice of Rights and Protections under Federal Antidiscrimination and Whistleblower Protection Laws.** DOT issued a [Notice of Rights and Protections](#) Title II of the Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act of 2002). In doing so, DOT notified all employees, former employees, and applicants for federal employment of the rights and protections available to them under the Federal Anti-discrimination and Whistleblower Protection Laws.

**DOT Publishes 2022 Survey of Equity Practices in the Transportation Planning Process.** DOT published a [2022 Survey](#) of State DOTs and Metropolitan Planning Organizations (MPOs) to understand how these agencies consider equity in transportation planning and programming activities. Based on the analysis of survey responses, DOT set the baseline for the KPI at 6% (3/52) of State DOTs and 20% (42/214) of Transportation Management Area (TMA)-Serving MPOs self-report that they have an equity screening component in their transportation planning and programming processes for all funding sources.

**DOT Announces Webinar on New Benefit-Cost Analysis Tool and Updated Rural Grant Application Toolkit.** DOT announced a [webinar](#) to discuss the new [Benefit-Cost Analysis Tool](#) as well as the updated Rural Grant Application Toolkit. The webinar will be held on December 5<sup>th</sup> at 3:00 PM ET.

**EPA Issues RFI for Products Used in Water Infrastructure Programs.** EPA released an [RFI](#) for Products and Categories of Products Used in Water Infrastructure Programs. EPA intends to use the information collected to develop funding programs subject to Build America, Buy America (BABA) Act requirements and ensure the agency has accurate information on the domestic availability of products used in the construction, alteration, and/or maintenance of water infrastructure. Comments are due December 20<sup>th</sup>.

**EPA Launches National Environmental Youth Advisory Council.** EPA announced the appointment of 16 members to the newly-formed [National Environmental Youth](#)

**Advisory Council.** The Council will provide policy advice and guidance to EPA regarding the agency's efforts to address environmental issues impacting youth.

**FEMA and CISA Release Cyber Incidents Planning Guidance.** The Federal Emergency Management Agency (FEMA) and the Cybersecurity and Infrastructure Security Agency (CISA) released an [incident planning guide](#) for emergency managers. The guide provides state, local, tribal, and territorial emergency managers with knowledge of cyber incidents to promote cyber preparedness efforts in their jurisdictions. It is intended to support emergency management personnel collaboratively prepare for a cyber incident and support the development of a cyber incident response plan.

**FEMA Publishes Post-Disaster Equity Guide for Local Officials.** FEMA published a [new guide](#) for local officials to assist in equitable recovery after a disaster. The guide provides information on identifying needs, establish partnerships, leverage new opportunities, conduct strategic public engagement, and promote equitable disaster recovery.

**FHWA Publishes Updated CMAQ Applicability Tables.** The Federal Highway Administration (FHWA) published the [Mid-Point Applicability Determination](#) for the Congestion Mitigation and Air Quality Improvement Program (CMAQ) Traffic Congestion and CMAQ On-Road Mobile Source Emissions Measures on its Congestion Mitigation and Air Quality program website. These performance measures are required for certain State DOTs and MPOs under the Moving Ahead for Progress in the 21st Century Act and the Fixing America's Surface Transportation (FAST) Act. As required in 23 CFR Part 490.105(e)(8)(iii) and (e)(9)(v), FHWA published the updated October 1, 2023, applicability tables to reflect changes that occurred after October 1<sup>st</sup>, 2021, and on or before October 1<sup>st</sup>, 2023, as of the mid-point of the second performance period.

**FHWA Publishes MPO CMAQ Target Setting and Reporting Fact Sheet.** FHWA published a new [Metropolitan Planning Organization \(MPO\) Congestion Mitigation and Air Quality Improvement \(CMAQ\) Program Target Setting and Reporting Fact Sheet](#). The fact sheet assists MPOs to understand reporting requirements, target setting process and timeline.

**FHWA Publishes GHG Performance Measure Final Rule.** FHWA published a [final rule](#) that establishes a greenhouse gas (GHG) performance measure for State Departments of Transportation (State DOTs) and Metropolitan Planning Organizations (MPOs). The measure is part of the National Highway Performance Program and assesses the percent change in carbon dioxide (CO<sub>2</sub>) emissions on the National Highway System relative to 2022 levels (23 CFR 490.507(b)). The rule is effective on December 23<sup>rd</sup>.

**FHWA Publishes RFI on the Status of the EV Charger Industry.** On February 21<sup>st</sup>, 2023, FHWA established a BABA implementation plan by publishing a temporary public interest waiver of Buy America requirements for steel, iron, manufactured products, and construction materials in electric vehicle (EV) chargers. This short-term, temporary waiver was structured to enable EV charger acquisition and installation to immediately proceed



while also ensuring the application of Buy America to EV chargers by the phasing out of the waiver over time. While promulgating the final waiver, FHWA announced that it would conduct biannual RFIs to receive information on the status of the EV charger industry. [Requests for comment](#) include, but are not limited to, the number of chargers recently produced by EV charger manufacturers, projections on chargers expected to be produced, and the number of EV chargers recently purchased by recipients of Federal financial assistance and projected to be purchased by recipients of Federal financial assistance soon. Comments are due December 26<sup>th</sup>.

**FHWA Publishes EVC Reliability and Accessibility Accelerator Q&A.** FHWA published a [Questions and Answers \(Q&A\)](#) to help provide technical assistance to those seeking to apply to the Electric Vehicle Charger Reliability and Accessibility Accelerator program.

**FHWA Publishes New Transportation Assets Management Resources.** FHWA published three Transportation Asset Management publications including:

- [Linking Transportation Asset Management, Transportation Performance Management and Performance-Based Planning and Programming](#)
- [Identifying and Managing Financial Risks in a Transportation Asset Management Plan \(TAMP\)](#)
- [Equity Considerations in Asset Management: Case Studies](#)

**FRA Issues Safety Advisory to Review and Implement New Predictive Weather Modeling and Proactive Safety Processes Across National Rail Network to Prevent Weather-Related Accidents and Incidents.** FRA is issuing a [safety advisory](#) in response to rail accidents/incidents reported to FRA as having been caused in whole or in part by severe weather conditions or weather-related events. The safety advisory recommends that railroads review existing policies, procedures, and operating rules related to predicting, monitoring, communicating, and operating during severe weather conditions or subsequent to extreme weather events. The safety advisory also recommends that railroads collaborate to develop best practices for utilizing weather forecasting technologies, predictive weather models, and weather-related action plans throughout the industry.

**FRA Launches Justice40 Rail Explorer Tool.** FRA has launched the [Justice40 Rail Explorer Tool](#), an interactive web application that combines data from DOT's Equitable Transportation Community (ETC) Explorer, the North American Rail Network (NARN), FRA's Grade Crossing Inventory, and the 2020 Census. The tool allows users to understand rail infrastructure and potential improvement projects in the context of the surrounding communities.

##      ##      ##



**Salud O. Carbajal**  
**24th District, California**

November 17, 2023

Ms. Shalanda D. Young  
Director  
White House Office of Management and Budget  
725 17th Street, NW  
Washington, DC 20503

Mr. Michael Connor  
Assistant Secretary of the Army (Civil Works)  
US Department of Defense, Army  
108 Army Pentagon  
Washington, DC 20310-0108

Dear Director Young and Secretary Connor,

Thank you for your past support of funding to provide maintenance dredging of the Ventura Harbor. This annual dredging is critical to the safe operations of this critical Harbor. I write to request that the Fiscal Year (FY) 2025 budget include at least \$8 million in the US Army Corps of Engineers (Corps) Operation & Maintenance account for the federally authorized Ventura Harbor, CA navigation project.

As you may know, dredging of Ventura Harbor is essential to ensuring continued operations of this critical West Coast fishing hub. This consistent and timely federal investment ensures the harbor's federally authorized channel remains navigable for all, particularly the commercial fishing sector and the intertwined supply chain enterprises.

Ventura Harbor, recognized as the preferred harbor for California market squid landings can be attributed to its deep-draft outer and inner harbor channels, working waterfront infrastructure, as well as its dedication to the commercial fishing fleet. This strategic significance is further amplified by the Port of Hueneme's decision to transition their commercial squid fishing operations to Ventura Harbor, which is anticipated to contribute up to 88% of the state's total squid landings, thereby reinforcing Ventura's position as California's premier commercial fishing harbor.

Ventura Harbor is also a vibrant visitor attraction, boasting hotels, restaurants, and retail establishments, all offering myriad recreational activities and coastal enjoyment. Most notably the Harbor is home to the National Park Service Channel Islands Visitor Center, providing ferry services to the Channel Islands National Park and Marine Sanctuary—a treasure trove of natural beauty and marine biodiversity for public enjoyment.

As you did in FY23 and FY24, I urge the Corps and OMB to continue to ensure full funding for Ventura Harbor's maintenance needs in the President's FY25 budget request. Inclusion of full funding in the President's budget ensures that the dredging is completed during the environmental window, which can be a critical constraint. Ventura Harbor actively supports annual dredging activities by securing required permits which help to ensure that federal dollars

## ATTACHMENT 2

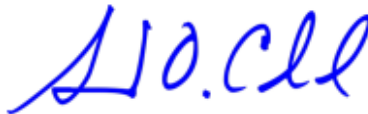
are executed quickly and efficiently. The Harbor values the long-standing partnership they have with the Corps and this close coordination serves as a best practice for other harbors in the nation.

The repercussions of neglecting annual dredging could be catastrophic, potentially leading to a complete harbor closure with significant economic ramifications, especially for the local fishing community. Moreover, such a shutdown would impede public access to the Channel Islands National Park, as the Harbor serves as a vital conduit for the park's concessionaire.

The investment of federal resources in critical economic conduits like Ventura Harbor is of paramount importance. These investments bolster our nation's economic security, enhance recreational and tourism activities, and contribute significantly to the community's fabric. Therefore, I respectfully request that the FY25 budget include at least \$8 million to ensure Ventura Harbor is fully dredged and remains operational to serve industry and the community.

Thank you in advance for your consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. Carbajal", is centered on the page.

Salud Carbajal  
Member of Congress



**VENTURA PORT DISTRICT**  
**DEPARTMENTAL STAFF REPORT**

Meeting Date: December 20, 2023

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

**MAINTENANCE ACTIVITIES**

**VHV 1691 VENTURA HARBOR VILLAGE CHRISTMAS DÉCOR ELECTRICAL PREP**

**Status: Completed**

**Budget: Budgeted (BUILDING Maintenance)**

Maintenance staff initiated and completed identified electrical repairs and upgrades in anticipation of this year's 2023 Christmas lighting décor installation at the Ventura Harbor Village. Working in conjunction with the décor install contractor, our staff installed additional exterior outlets for lighted reefs and repaired outlets throughout the village.



Staff installing exterior outlet and anchor eye bolts for new 1583 reef.



Exterior outlet and anchor eye bolts installed.



New exterior outlet for Xmas reef installed at VHV 1659 Courtyard entrance.



Courtyard exterior outlet repaired in preparation for lighting décor.

**VHV FISH PIER ELECTRICAL ROOM WALL IMPROVEMENT**

**Status: Completed**

**Budget: Budgeted (Grounds Maintenance)**

In preparation for a future electrical upgrade inside the VHV Fish Pier electrical room, an unnecessary vent was removed. The removed vent void was filled with matching cinder block to provide a future mounting surface for conduit and hardware.



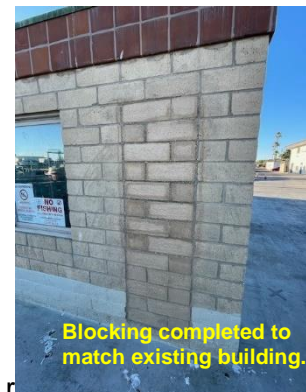
Vent to be removed for future electrical upgrade at fish pier electrical room.



Vent removed with temporary board securing building.



Beginning of blocking of removed vent void.



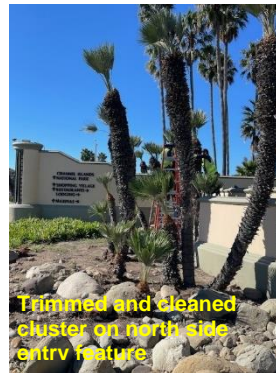
Blocking completed to match existing building.

## VPD ENTRY FEATURE SMALL PALM CLUSTERS TRIMMING

**Status:** Ongoing

**Budget:** Budgeted (Grounds Maintenance)

In preparation for the 2023 Christmas lighting décor at the VPD Entry Feature, a contractor was sourced to trim and clean all the small palm clusters next to the walls to facilitate installation and enhance the lighting for the holiday season.



## VHV FISH PIER EXTERIOR DAMAGED ELECTRICAL JUNCTION BOX

**Status:** Completed

**Budget:** Budgeted (Grounds Maintenance)

An above ground exterior electrical junction box on the VHV fish pier next to hoist #2 was found damaged and compromised. Maintenance Lead Worker Abel Gamino and Maintenance Tech 2 Luis Quezada expedited and completed the repair to avoid any delays to fisheries.





## VHV 1567 CHANNEL ISLANDS COURTYARD PALM TREES

**Status: Completed**

**Budget: Budgeted (Ground Maintenance)**

An electric scissor lift was rented for a day to have maintenance staff trim and thin the eight palm trees located at the 1567 Channel Islands courtyard in preparation for the installation of the 2023 Christmas holiday lighting décor. Task was spearheaded and completed by Landscaper Manuel Valencia.



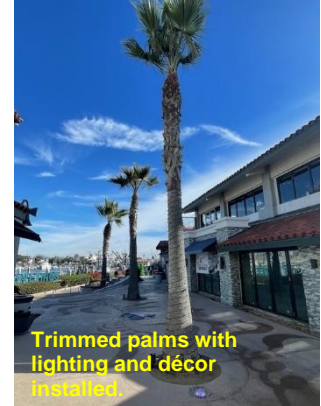
Palms to be trimmed in preparation of Xmas lighting decor install.



Trimmed palms with lighting and decor installed.



Palms to be trimmed in preparation of Xmas lighting decor install.



Trimmed palms with lighting and decor installed.

## VPD MAINTENANCE AERIAL LIFT VEHICLE/VAN PURCHASE

**Status: Ongoing**

**Budget: Budgeted (Capital Improvements)**

Staff has secured the procurement and purchase of a new Versalift (Vantel-29-NE) telescopic aerial platform lift build on a new 2023 Dodge Promaster 3500 Low Roof Van to supersede and eventually replaced existing 2008 Ford F350 bucket truck.



New aerial lift van to be designated M-58



New 2023 Versalift Dodge Aerial lift.



New 2023 Versalift Dodge Aerial lift.



New 2023 Versalift Dodge Aerial lift.

## FACILITIES:

Staff continues to perform everyday maintenance and on 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: December 20, 2023

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
John Higgins, Harbormaster  
SUBJECT: November 2023 Harbor Patrol Report

**PUBLIC SAFETY**

**Harbor Overview:**

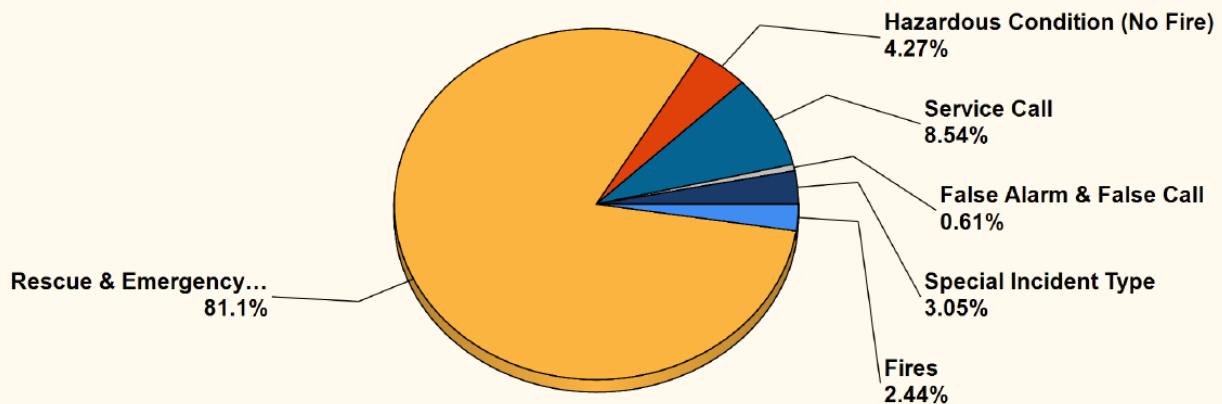


We continue to prepare for the forecasted winter ahead. Harbor Patrol staff have been focusing on ensuring our equipment is serviceable and in a ready state. Several of our staff who have undergone additional specialized training in the operation of the Rescue Water Craft (aka RWC or jetski) have been regularly training on these specialized rescue tools so that they can operate in the larger surf. The smaller and nimble craft can effectively work in the surfline to rescue swimmers and surfers in distress. We currently have two rescue water crafts, with one always in the water and the other on a trailer as a backup.



On land, we have been very busy with medical calls and other calls for service. We are on track to reach 340 911 dispatches for the year. With approximately 30 monthly dispatches, our small Harbor Patrol is busier than some Fire Stations that cover larger areas. Harbor Patrol almost always arrives first on the scene, and as Emergency Medical Technicians can start an assessment and begin lifesaving treatments.

911 Dispatch Breakdown



## **BEACHES**

### **Harbor Cove:**

We will look at removing the beach access mat in the next couple of weeks to allow access to the dredge equipment later in February. Additionally, activity remains robust, and there have been no issues with sand buildup along the wall.

Ventura County Sheriff Dive Team was approved for underwater training this past weekend. The evolutions included underwater search patterns for a small object and a simulated drowning victim. To ensure there was no misunderstanding from the public, we requested they display "Training In Progress" signs and have someone available to answer public questions at all times. We have found this ensures the public does not misinterpret this training and has a better appreciation of our Public Safety Members' level of preparedness for calls for service.

### **South Beach:**

Here are some overhead pictures of South Beach during a minus tide taken on December 13<sup>th</sup>. Overall, we see a decent amount of sand for this time of the year. This is primarily due to last year's rains and the sediment deposited off the river mouth. This summer, south swells, and the typical beach profile added sand to our area, providing an additional buffer for the beginning of winter.

In addition to the extra sand, we have not yet had a series of large surf events mixed with strong winds. While the mystery of the El Nino storms to come is in our thoughts, we at least can be comforted with more sand available than in the past couple of years at this time.



## **BOAT FIRES**

Harbor Patrol responded to two different boat fires in November. In each response, our highly trained staff arrived first on scene, effectively minimizing loss and protecting the public.

The first fire was a 50' unoccupied sportfisher docked at Portside Marina. Our staff arrived with the Fireboat and observed light smoke from the engine compartment. Harbor Patrol worked to gain access to the area. They also assisted the Fire Department in determining the issue, which was a small electrical issue, resolved by unplugging the shore power. Damage was contained to a small area, and the owner and Marina will work together to fix the problem.



The second fire was an occupied 50' liveaboard boat at Ventura West Marina. The occupants discovered a strong smell of smoke from their engine compartment and contacted 911. The Harbormaster responded by truck, and Harbor Patrol Officers Mark Kidman and Mason Alford responded in the Fireboat. Arriving on the scene first, the Harbormaster confirmed there were no injuries, and Harbor Patrol Officer Mason Alford was able to access the engine room and discovered a small fire in the back of the compartment and used a fire extinguisher to put out the fire and contain the damage to the vessel. The City Fire Department arrived shortly after and confirmed the fire was limited to that area. They determined it resulted from a hair appliance overloading a circuit in the panel. Damage was minimal due to the quick Harbor Patrol response and effective coordination with the City Fire Department.

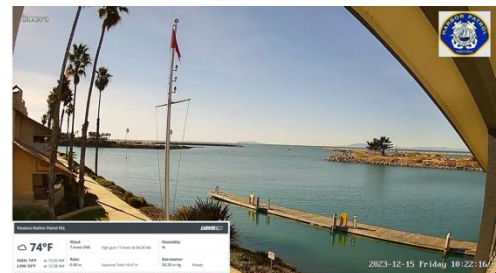


## **OFFSHORE WINDS**

We have recently had a number of offshore days. These weather events caused Harbor Patrol to remain on guard. The most extensive efforts are to warn the small boaters heading to the Channel Islands. When they leave the Harbor, the nearshore waters are relatively calm due to the shadowing of the coastline. When they finally get farther offshore, the conditions rapidly degrade due to these gusting winds affecting the water. The conditions often create short-period cresting waves in rapid succession.

Typically, the boater realizes the conditions are bad and then tries to return to the Harbor. They face the strong winds and sea conditions pushing them offshore as they return. The trip back to shore is often slow and unsettling.

Harbor Patrol utilizes several methods during these events to warn the boaters before departing the Harbor. In addition to the personal contacts, we usually try to post warnings at the Launch Ramp and fly our Small Craft Flags at our office. Our online streaming camera shows the current wind and the flag advisories. Each of our two weather stations also streams the present condition to several real-time weather websites.



**VENTURA PORT DISTRICT  
DEPARTMENTAL STAFF REPORT**

Meeting Date: December 20, 2023

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

**MARINA DEPARTMENT ACTIVITIES**

**Ventura Harbor Village Marina**

Total Slip Count	103	100%
Slips Assigned	102	99%
Slips Occupied	106	103%
Slips Available	0	0%

**Port District Dry Storage**

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

\* During the VenturaWaterPure project, the District's Dry Storage lot is partially occupied by construction activities as part of the Temporary Construction Easements with the City.

**COMMERCIAL FISHING**

**California Market Squid Harvest – Ventura Harbor**

2023-24 Squid Season opened April 1, 2023

<b>California Market Squid Statistics</b>		
<b>State-wide Seasonal Squid Limit:</b>	118,000 tons	236,000,000 lbs.
<b>Ventura November Squid Landings:</b>	3,163 tons	6,325,307 lbs.
<b>Ventura Season-to-date:</b>	3,187 tons	6,374,238 lbs.

November turned out to be a good month, especially considering many of the squid fishing vessels that berth here continued to land in San Pedro and Terminal Island. Near the end of November, the counts (number of squid per pound) were edging up to be 16-18 per pound. These are considered too small for the market. The Market prefers plumper 8-11 counts per pound. A few vessels are taking a break and will resume in the spring; they will temporarily go north and fish crab until things pick up again.

**Dry Storage / VenturaWaterPure Project**

In part, due to the seasonal weather, there has been minimal activity at either location, Port District Dry Storage or remote dry storage at 19A. There have been a few instances where pipeline assembly on Anchors Way has made difficult entry/exits. All things considered; things are working as expected.

Staff has met several times with our engineering consultants to assess a significant reconfiguration of the District's Dry Storage Facility once we return to our space on Anchors Way. The initial configuration did not adequately match the demand. Similar to our reconfiguration of the Village Marina in 2019-20, when we replaced small slips with bigger slips. We anticipate providing a few larger dry storage "slips" because we can put small vessels into big slips but cannot put big vessels in small slips. If all goes to plan with VenturaWaterPure, mid-spring will see renewed activity as we resume more regular operations. Staff is also evaluating related issues with Parcel 19A.

# NOVEMBER MARKETING REPORT - *Visitor Experience*

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

## VISITOR EXPERIENCE - *SEAsons Greetings Holiday Décor Installed*

Inspired by the coastal hues of aqua, blue, green, silver, gold and white, the **twinkling seasonal décor** is on display at both the Ventura Harbor front entrance at Harbor Blvd. & Spinnaker Dr. and throughout Ventura Harbor Village with **colorful trees, sea pearls, reindeer, wreaths** and the **lit Seasons Greetings sign** on the Promenade.



## VISITOR EXPERIENCE

For **Shop Small Saturday**, Ventura Harbor Village paid for an on-air radio campaign + **live radio remote broadcast** with **KRUZ 103.3 FM** to encourage visitation. Village gift cards, theme park tix and a trip to Vegas were **giveaways** by Cumulus Broadcasting! Although the weather was quite windy, **many locals arrived to participate & Shop Small!**



## ENTERTAINMENT

November Performances included:

### Veterans Day Weekend:

November 11: Surfer Joe  
November 12: Morrison Drive

### Thanksgiving Weekend:

November 25: Vanise Terry  
November 26: Teresa Russell



## REVENUE - *Venue & Film*

Event & Film Liaison permitted multiple weddings and the **Ventura Body Surfing Classic** with over 75 participants on Ventura Harbor beaches. November 2023 Revenue = **\$1,768**





# NOVEMBER MARKETING REPORT - Content Development

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

## SOCIAL MEDIA - Cross Network Performance Metrics\*



70k

Total Audience

564k

Impressions

24k

Engagements

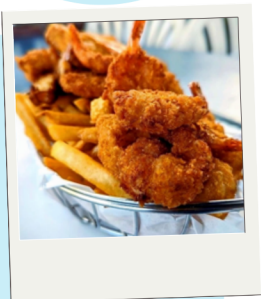
1k

Post Clicks



## VISUALS - Sampling of Content

Attracted over **11k new digital visitors** on the Ventura Harbor Village website in November!



## COPYWRITE - Enewsletters / Blog Performance

Topics included: **Shop Small Saturday** promotions with Kruz 103.3, Village **retail gift inspiration** & the 2023 holiday event lineup! Plus, a tenant newsletter + call for content.

2

E-Newsletters

18k

Subscribers

7k

Opens

177

Link Clicks



## REELS - Short Video Compilations

Marketing & Events Coordinator II captured original content and repurposed user-generated video to produce a series of stories and reels featuring **fall fashion, scenic harbor views, Baja Bay Surf & Taco, Body Surf competition, Boatel on the Water,** and a **Parade of Lights** teaser. Plus a Village **Holiday Décor** reel garnered over 18k views and 1,551 engagements on single post!

7

Reels

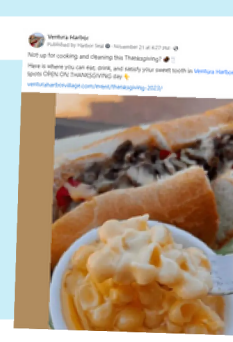
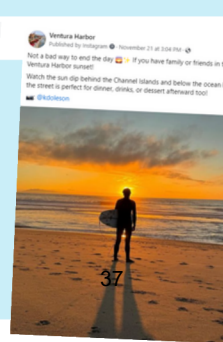


60k

Plays

## POPULAR POSTS:

**Sugar Lab** on Holiday Baking Championship, plus harbor **food, seiners,** and **sunsets!**





# NOVEMBER MARKETING REPORT - Outreach & Stewardship

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

## MEDIA OUTREACH & COVERAGE

With the holidays right around the corner, Ventura Harbor Village is getting in the holiday spirit by sharing a sparkling line-up of events, including **Santa Paddle 2023**, the **46th Annual Ventura Harbor Parade of Lights & Fireworks** and **Ventura Harbor Winter Wonderland & Holiday Marketplace** highlighting something for both family and friends. Holiday press releases distributed by Harbor publicist to more than 1,500 media outlets for "**Re-Discover The Magic of The Holiday Season Seaside At Ventura Harbor Village**" and "**Island Packers Announces Holiday Cruises for 2023 Parade of Lights, Harbor Lights, and Whale Watching**"

With these seasonal happenings, came preliminary editorial coverage of the festivities, with articles in several well-known parenting publications, including **Ventura County Mom Collective**, **Trekaroo**, **Moms LA**, **Mommy Poppins** and **SoCal City Kids**.

Other Southern California online and print event exposure also appeared in **Santa Clarita Valley Signal**, **The Log Newspaper**, **The Patch in Malibu**, **Conejo Valley Guide**, **The Places Where We Go**, **Day Trippen**, **SoCal Field Trips**, and post event coverage in **Ventura Breeze** regarding Voyaging Canoe HÖKŪLE' in Ventura Harbor.



Island Packers announces schedule for Ventura Harbor holiday cruises, whale watching



**SoCal Field Trips**

The Best Holiday Boat Parades in Southern California (2023)



Ventura Harbor Parade of Lights & Fireworks 2023

**VENTURA BREEZE**

November 1, 2023  
Hökule'a - Moananuiākea Voyage:  
Celebrating Culture and Education



## SUSTAINABILITY

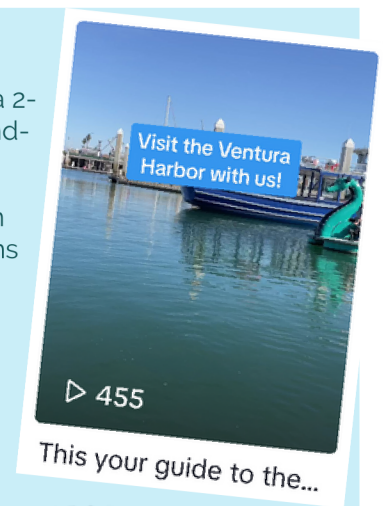
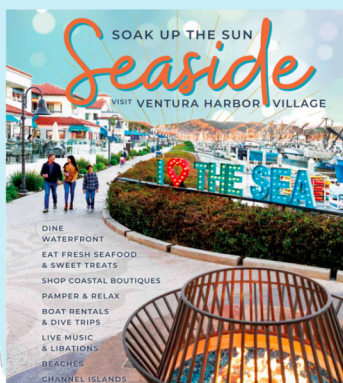
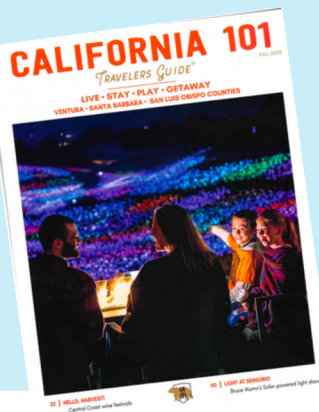
A look back at October, the **Electric Vehicle Showcase** hosted it's EV enthusiast event on the Village Main Lawn. Sponsored by the **Sierra Club**, hundreds participated and engaged in conversation + viewed latest models. **75+ vehicles** on display.



## TOURISM

Promoted Ventura Harbor Village as a destination in the **Fall California 101 Magazine** with a 2-page spread **featuring harbor amenities**, waterfront dining, and 'seaside state of mind round-up' that is distributed throughout the Ventura, Santa Barbara and San Luis Obispo counties.

Marketing & Events Coordinator II, Ruby Hedrick, assisted Visit Ventura with an onsite visit in November to several Village restaurants, activities and shops. Visit Ventura, Communications & PR Coordinator Julie Madsen created & posted a **Village overview to Tik Tok**.



CALIFORNIA  
**Ventura**  
TikTok

**VENTURA PORT DISTRICT**  
**DEPARTMENTAL STAFF REPORT**

Meeting Date: December 20, 2023

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

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**LEASING HIGHLIGHTS**

1) Tenant Engagement

- Tenant portal usage campaign: Continually offering and taking calls to provide account set-up and step-by-step assistance with the portal process, in addition to the step-by-step instructions emailed.
- Continually working on the business license and insurance audit.
- Staff met with a tenant to conduct a mid-lease check in and to discuss opportunities for public/private partnerships for future improvements.
- Staff have scheduled a meeting with fast-take-away restaurant tenants in the Village to discuss ideas for modifying the Master Sign Program to address the unique needs of these businesses.

2) MRI Property Management Software

- As of 11/30/23, rent has been paid for forty-four leases via the tenant portal.

3) Leasing Advertising, Showings, and Executions

- Initiated the 'More Shops' Signage Project throughout the Village with an architect.

**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 is ~80% complete. 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) 1583 Spinnaker Drive #104A

- Staff met with Tenant in June and will meet again in the beginning of January. Tenant had requested to revisit the lease renewal discussion after summer and fall sales are realized.

2) 1583 Spinnaker Drive #101

- Staff and Tenant have met three times to negotiate terms of a new lease. Negotiations should conclude next month.

CATEGORY	TOTAL Square Footage	Harbor Vacancy Sq Ft	Harbor Vacancy %	Previous Month Change		Harbor Available Sq Ft	Harbor Available %	Previous Month Change
Office	38,591	2,392	6%	-		0	0%	-
Retail	20,196	761	4%	-		500	2%	-
Restaurant	33,622	0	0%	-		3,764	11%	-

**> 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: None  
 Retail: 1583 #104A  
 Restaurant: 1583 #101

*(Note that total square footage values have been updated as of the April 2023 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).*

Staff will no longer be reporting the comparison between Village occupancy to City occupancy on a monthly basis. Rather than subscribing to the previous service, which continued to escalate significantly in price, starting in 2024 the District will be able to access quarterly data from Coldwell Banker Real Estate (CBRE) at no cost. Staff are also seeking alternative paid data sources that provide better value with better localized and specific data.

**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 October were down 0.91% from the same time last year.

**VEHICLE TRAFFIC COUNTS**

At the end of September, the traffic counting service provider (SkyFii) underwent restructuring and rebranding. The camera systems used by the District have become obsolete. The new company, Beonic, is replacing the cameras at their cost. However, there will be a data gap until the new camera systems are installed and come online (which was completed November 27). Reporting will resume in January 2024 starting with data from December 2023.

**ATTACHMENTS:**

Attachment 1 – October 2023 Sales Report

# ATTACHMENT 1

## Ventura Harbor Village Tenant Sales Summary

Month of October	<u>October-2023</u>	<u>October-2022</u>	<u>% Change</u>
Restaurants	\$ 1,732,506	\$ 1,681,475	3.03%
Retail	\$ 417,235	\$ 454,342	-8.17%
Charters	\$ 649,371	\$ 714,573	-9.12%
Total	\$ 2,799,112	\$ 2,850,390	-1.80%

### Year-to-date through October

	<u>Jan - Oct 2023</u>	<u>Jan - Oct 2022</u>	<u>% Change</u>
Restaurants	\$ 19,780,939	\$ 19,472,357	1.58%
Retail	\$ 4,908,464	\$ 5,354,824	-8.34%
Charters	\$ 6,758,755	\$ 6,909,449	-2.18%
Total	\$ 31,448,158	\$ 31,736,630	-0.91%



VENTURA  
PORT DISTRICT  
*Established 1952*

# BOARD OF PORT COMMISSIONERS DECEMBER 20, 2023

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

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM A**  
Meeting Date: December 20, 2023

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

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**RECOMMENDATION:**

That the Board of Port Commissioners approve the out-of-town travel requests for:

- a) Todd Mitchell, Sr. Business Operations Manager to attend Congressional meetings and CMANC Conference from February 13-16, 2024 in Washington DC.
- b) Michael Blumenberg, Commission Chair to attend Congressional meetings and CMANC Conference from February 13-16, 2024 in Washington DC.
- c) Jessica Rauch, Clerk of the Board to attend the JPIA 2024 Risk Management Academy from January 23-25, 2024 in Indian Wells, CA.
- d) Jessica Snipas, Business Operations Analyst to attend the JPIA 2024 Risk Management Academy from January 23-24, 2024 in Indian Wells, 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:**

- 1) Maintain a safe, navigable, and resilient harbor.
- 6) Provide exceptional public service and organizational transparency.

**5-YEAR OBJECTIVE:**

- 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.

**BACKGROUND:**

**CMANC WASHINGTON DC**

Chairman Blumenberg (Dredging Liaison) and Sr. Business Operations Manager Mitchell will travel to Washington DC to participate meetings with Members of Congress, federal Senators, their staff, and to participate in the CMANC Meeting from February 13 to February 16. The benefit to the District for this travel is to meet with representatives of all three branches of federal government to educate them of the value of the system of ports and harbors in California to the Nation and to advocate for full funding for dredging Ventura Harbor's entrance channel in Federal Fiscal Year 2025 and beyond. The CMANC conference will also enable collaboration with other California Ports and Harbors and participation in discussions with the U.S. Army Corps of Engineers about the navigation goals for California and develop the implementation strategy for those goals, including Ventura Harbor. It is also an opportunity for in-person strategy meetings with our consultant Carpi & Clay.

**JPIA 2024 RISK MANAGEMENT ACADEMY**

Senior Clerk of the Board Rauch and Business Operations Analyst Snipas will travel to Indian Wells to attend the Risk Management Academy. This Academy will provide the essential building blocks to develop, establish, and embed risk management as a business process within your agency. Participants will learn to manage better their agency risk by understanding the basic concepts, principles, and applications of risk management. Also, participants will gain a better

understanding of The Authority tools and resources, along with skills necessary to achieve buy in from upper management to create and support a healthy risk management culture.

**FISCAL IMPACTS:**

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

<b><u>CMANC WASHINGTON DC</u></b>	<b>MITCHELL</b>	<b>BLUMENBERG</b>
Registration	\$495.00	\$495.00
Flight	\$600.00	\$600.00
Lodging	\$707.69	\$707.69
Meals	\$380.00	\$380.00
Mileage	\$95.00	\$95.00
Miscellaneous (Transit/Parking)	\$150.00	\$150.00
<b>TOTAL</b>	<b>\$2,427.69</b>	<b>\$2,427.69</b>

<b><u>JPIA RISKMANAGEMENT ACADEMY</u></b>	<b>RAUCH</b>	<b>SNIPAS</b>
Registration	\$0.00	\$0.00
Lodging	\$350.00	\$350.00
Meals	\$195.00	\$195.00
Mileage	N/A	\$216.15*
Miscellaneous (Transit/Parking)	\$100.00	\$100.00
<b>TOTAL</b>	<b>\$645.00</b>	<b>\$861.15</b>

\*Staff will carpool and is hoping to take the new electric vehicle.

**ATTACHMENTS:**

None.





# BOARD OF PORT COMMISSIONERS DECEMBER 20, 2023

## CONSENT AGENDA ITEM B ADOPTIONS OF RESOLUTION NOS. 3490 AND 3491 APPROVING UPDATES TO THE EXPENSE REIMBURSEMENT POLICIES FOR EMPLOYEES AND COMMISSIONERS AND RESCINDING RESOLUTION NOS. 3373 AND 3374

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM B**  
Meeting Date: December 20, 2023

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Jessica Rauch, Clerk of the Board  
SUBJECT: Adoption of Resolution Nos. 3490 and 3491 Approving Updates to the Expense Reimbursement Policies for Employees and Commissioners and Rescinding Resolution Nos. 3373 and 3374

---

**RECOMMENDATION:**

That the Board of Port Commissioners adopt:

- a) Resolution No. 3490 approving the updates to the Expense Reimbursement Policy for Employees and rescind Resolution No. 3473.
- b) Resolution No. 3491 approving the updates to the Expense Reimbursement Policy for Commissioners and rescind Resolution No. 3374.

**SUMMARY:**

The purpose of the Expense Reimbursement Policy is to set forth procedures regarding the reimbursement of actual and necessary expenses incurred by District Employees and Commissioners for the benefit of the District. Employees and Commissioners are encouraged to attend conferences, meetings, seminars, and other activities regarding matters of interest to the District and to further educational goals.

**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.
  - 4) Updates to District policies to reflect improved transparency and DEI

**BACKGROUND:**

On May 17, 2023, the Board updated the two policies to reflect improved clarity as well as additional direction for staff and separately for Commissioners, particularly in relation to travel. The approved updates simplified these policies and provided additional specificity for various procurements with updated guidance for reporting.

One further change to both policies is recommended. The addition of language that allows for Board approval of travel that has already occurred.

**FISCAL IMPACTS:**

None.

**ATTACHMENTS:**

Attachment 3 – Expense Reimbursement Policy for Employees - Redlined  
Attachment 4 – Expense Reimbursement Policy for Commissioners – Redlined  
Attachment 5 – Resolution No. 3490  
Attachment 6 – Resolution No. 3491



**A RESOLUTION BY THE BOARD OF PORT COMMISSIONERS  
OF VENTURA PORT DISTRICT ADOPTING THE VENTURA PORT DISTRICT EXPENSE  
REIMBURSEMENT POLICY FOR EMPLOYEES**

**RESOLUTION NO. ~~3473~~3490**

WHEREAS, District ~~e~~Employees are encouraged to participate in outside activities and organizations as a representative of the District to further the interests of the District.

WHEREAS, such activities may involve the employee incurring expenses which should be reimbursable by the District.

WHEREAS, the California State Legislature adopted Assembly Bill No. 1234 which establishes certain minimum requirements regarding expenses and reimbursements to members of the governing boards of special districts.

WHEREAS, on November 17, 1982, the Board of Port Commissioners (the "Board") adopted Resolution No. 2033, establishing a Travel and Expense Policies and Procedures for Commissioners and Employees.

WHEREAS, on December 14, 2005, the Board adopted Resolution No. 3046, establishing a Commissioners' and Employees' Expense Reimbursement Policy; ~~and~~.

WHEREAS, on August 13, 2014, the Board approved a separate Expense Reimbursement Policy for Commissioners but did not approve a new Expense Reimbursement Policy for Employees.

WHEREAS, on March 23, 2016, the Board adopted Resolution No. 3302 approving a new employee policy to reflect the same rules and regulations as the Commissioner Policy.

WHEREAS, on May 17, 2023, the Board adopted Resolution No. 3473 approving a new Expense Reimbursement Policy for Employees that improved clarity and simplified language and rescinded Resolution No. 3302.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. ~~3302~~3473, which was previously passed, approved, and adopted by the Board on ~~December 14, 2005~~May 17, 2023, and adopts in its place the Expense Reimbursement Policy for Employees attached hereto as Exhibit A.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on ~~May 17, 2023~~December 20, 2023, by the following vote:

ATTACHMENT 1

Ayes:

Noes:

Abstained:

Absent:

---

Michael Blumenberg, Chair

ATTEST:

---

Anthony Rainey, Secretary

**EXHIBIT A  
VENTURA PORT DISTRICT  
EXPENSE REIMBURSEMENT POLICY FOR EMPLOYEES**

The purpose of this Expense Reimbursement Policy for Employees ("Policy") is to set forth the procedures of the Ventura Port District ("District") regarding the reimbursement of actual and necessary expenses incurred by District Employees for the benefit of the District.

1. General Principles: Employees are encouraged to attend conferences, meetings, seminars, and other activities regarding matters of interest to the District and to further educational goals, which may require an employee to incur an expense on behalf of the District. From time to time, employees may need to make purchases of supplies on behalf of the District as well. Employees are expected to exercise prudence in all expenditures. Thus, reimbursement shall be made only for actual and necessary expenses that qualify under this Policy. Expenditures that are improper or otherwise not properly accounted for shall not be paid for or reimbursed by the District.
2. Reimbursable Expenditures: Subject to the restrictions contained in this Policy, Employees will be reimbursed for certain authorized expenditures incurred by Employee for the benefit of the District for the following:
  - a. Educational conferences, workshops, seminars and similar training events.
  - b. Regional, state and national meetings or conferences where activities affecting the District's interests are discussed.
  - c. Other governmental functions where an Employee might attend as an authorized representative of the District.
  - d. Purchase of supplies for District business purposes.

An employee's attendance at an overnight event, for which reimbursement is sought, must be approved in advance by the Board. However, there may be times, where it is infeasible for an employee to obtain approval prior to the overnight travel. In these cases, approval shall be granted after. The District shall pay for or reimburse the Employee for incurring the following authorized expenditures:

- i. Registration Fees. The Department Manager shall use their District credit card to directly pay the registration fees associated with attendance at an approved event.
- ii. Hotel Expenses. Whenever possible, the Department Manager shall use their District credit card to directly pay for reasonable lodging expenses incurred by an Employee while attending an approved event. If the Employee makes payments at his or her own expense, the District shall reimburse the Employee for reasonable lodging expenses and only for the actual hotel fees incurred, excluding entertainment, or similar personal expenses.
- iii. Personal Vehicle Mileage. An Employee shall be reimbursed for costs associated with the use of a personal vehicle to travel to/from an approved event at the then-current IRS Standard Mileage Rates. Mileage calculations will be verified using common mapping tools which is to be attached to the proper request and reporting

## ATTACHMENT 1

forms. The District will not reimburse Employees for any other personal vehicle expenses. The start and end point (roundtrip) shall be point of origin to and from the approved destination.

- iv. Meals. An Employee shall be allowed the following not to exceed amounts for meals during travel:

Breakfast.....	\$20.00
Lunch.....	\$30.00
Dinner.....	\$45.00

These amounts include sales tax and tip (which is not to exceed 20% pretax total) and are not to be exceeded. All meal receipts must be itemized to receive reimbursement. If the event registration includes meals, Employees are expected to take advantage of such meals. The cost of alcoholic beverages will not be reimbursed.

Employees that attend a conference that includes a meal, but they cannot consume that meal due to dietary, religious, or schedule restrictions for official business, the District may allow the employee to claim the full meal allowance to cover the cost of a substitute meal. An Employee must first make a reasonable effort to make alternative meal arrangements.

- v. Incidental Allowance. The District shall reimburse an Employee for tips actually given, that are reasonable and customary for the service, as well as toll charges and parking fees up to the actual amount expended. Employees must provide receipts or documentation for incidental expenses and attach to the expense reporting form. Undocumented cash tips and payments will not be reimbursed.
  - vi. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, an Employee may use regularly scheduled commercial carriers for travel. An Employee traveling by plane, train, rental vehicle, bus, or taxi should travel by the least-expensive fare available for the date and time of the travel, taking into account scheduling needs and the most direct route. Travel should be planned in advance to permit use of advance fares. The Department Manager, using their District credit card, shall directly pay for such travel arrangements whenever possible.
- 3. Unauthorized Expenditures: In accordance with California law, the District shall not reimburse for personal expenses, non-mileage vehicle expenses, nor for an Employee's guest. The personal portion of any trip before, during or after the authorized District business, or any other unapproved expenses will not be reimbursed.
  - 4. Expense Reporting: Expenses incurred by an Employee under this Policy shall be reimbursed only after the Employee seeking reimbursement completes and submits the proper expense reporting documentation currently in use by the District. The documentation must be submitted to the Employee's Supervisor within 30 days after the Employee incurs the expense or completes the travel. The Employee must attach all relevant documentation and receipts authenticating the expenses, such as itemized receipts or proof of payment issued by a hotel, restaurant, or other vendors. The



## ATTACHMENT 1

Employee, Manager and General Manager will be required to review and approve the requested reimbursement.

5. Public Records: All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act and pursuant to Government Code section 53232.3.



**A RESOLUTION BY THE BOARD OF PORT COMMISSIONERS  
OF VENTURA PORT DISTRICT ADOPTING THE VENTURA PORT DISTRICT EXPENSE  
REIMBURSEMENT POLICY FOR COMMISSIONERS**

**RESOLUTION NO. ~~3474~~3491**

WHEREAS, AB 1234 was enacted in order to respond to growing public concern over extensive misuse of public resources by special districts.

WHEREAS, AB 1234 requires that, if a local agency decides to provide expense reimbursement to members of its legislative body, it must adopt a written policy specifying the types of occurrences that qualify a member to receive reimbursement.

WHEREAS, on August 13, 2014, the Board of Port Commissioners (the "Board") adopted Resolution No. 3249, wherein the Board approved an expense reimbursement policy for Board Commissioners (the "Policy").

WHEREAS, on March 11, 2015, the Board rescinded Resolution No. 3249, and adopted Resolution No. 3266 setting forth the amended Policy.

WHEREAS, on March 23, 2016, the Board adopted Resolution No. 3303 updating the policy and rescinding Resolution No. 3266.

WHEREAS, on May 17, 2023, the Board adopted Resolution No. 3474 approving a new Expense Reimbursement Policy for Commissioners that improved clarity and simplified language and rescinded Resolution No. 3303.

WHEREAS, the Board has determined that it is in the best interest of the District to again amend said Policy outlining the reimbursement rules and procedures for specific expenses incurred by Board Commissioners while conducting District business.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. ~~3303~~3474, which was previously passed, approved, and adopted by the Board on ~~March 23, 2016~~May 17, 2023, and adopts in its place the Expense Reimbursement Policy for Commissioners attached hereto as Exhibit A.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on ~~May 17, 2023~~December 20, 2023, by the following vote:

Ayes:

Noes:

Abstained:

Absent:

ATTACHMENT 2

ATTEST:

---

Michael Blumenberg, Chair

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Anthony Rainey, Secretary

**EXHIBIT A  
VENTURA PORT DISTRICT  
EXPENSE REIMBURSEMENT POLICY FOR COMMISSIONERS**

The purpose of this Expense Reimbursement Policy for Commissioners ("Policy") is to set forth the procedures of the Ventura Port District ("District") regarding the reimbursement of actual and necessary expenses incurred by the Board of Port Commissioners ("Board") in the performance of official duties for the benefit of the District, pursuant to Government Code sections 53232 et seq.

1. General Principles: Commissioners are encouraged to attend conferences, meetings, seminars, and other activities regarding matters of interest to the District and to further educational goals, which may require a Commissioner to incur an expense on behalf of the District. Commissioners are expected to exercise prudence in all expenditures. Thus, reimbursement shall be made only for actual and necessary expenses that qualify under this Policy. Expenditures that are improper or otherwise not properly accounted for shall not be paid for or reimbursed by the District.
2. Reimbursable Events and Authorized Expenditures: Subject to the restrictions contained within this Policy, Commissioners shall be reimbursed for certain authorized expenditures incurred by Commissioners for the benefit of the District while attending the following events ("Reimbursable Event(s)"):
  - a. Educational conferences, workshops, seminars and similar events.
  - b. Regional, state and national meetings or conferences where activities affecting the District's interests are discussed.
  - d. Other Governmental functions where a Commissioner attends as an authorized representative of the District.

A Reimbursable Event must be approved in advance by a majority vote of the Board at a public meeting. However, there may be times, where it is infeasible for an Commissioner to obtain approval prior to the overnight travel. In these cases, approval shall be granted after. The District shall pay for or reimburse the Commissioner for incurring the following authorized expenditures:

- i. Registration Fees. The District shall directly pay the registration fees associated with attendance at a Reimbursable Event.
- ii. Hotel Expenses. Whenever possible, the District shall directly pay for reasonable lodging expenses incurred by a Commissioner while attending a Reimbursable Event. If the Commissioner makes payments at his or her own expense, the District shall reimburse the Commissioner for reasonable lodging expenses and only for the actual hotel fees incurred, excluding entertainment, or similar personal expenses.
- iii. Personal Vehicle Mileage. A Commissioner shall be reimbursed for costs associated with the use of a personal vehicle to travel to/from a Reimbursable Event at the then-current IRS Standard Mileage Rates. No reimbursement shall be provided for travel to/from regular or special Board or committee meetings or optional District events. Mileage calculations will be verified using common

## ATTACHMENT 2

mapping tools, which is to be attached to the proper request and reporting forms. The District will not reimburse Commissioners for any other personal vehicle expenses. The start and end point (roundtrip) shall be point of origin to and from the approved destination.

- iv. Meals. A Commissioner shall be allowed the following not to exceed amounts for meals during travel:

Breakfast.....	\$20.00
Lunch... ..	\$30.00
Dinner.....	\$45.00

These amounts include sales tax and tip (which is not to exceed 20% pretax total) and are not to be exceeded. All meal receipts must be itemized to receive reimbursement. If the event registration includes meals, Commissioners are expected to take advantage of such meals. The cost of alcoholic beverages will not be reimbursed.

Commissioners that attend a conference that includes a meal, but they cannot consume that meal due to dietary, religious, or schedule restrictions for official business, the District may allow the Commissioner to claim the full meal allowance to cover the cost of a substitute meal. Commissioners must first make a reasonable effort to make alternative meal arrangements.

- v. Incidental Allowance. The District shall reimburse a Commissioner for tips actually given that are reasonable and customary for the service, as well as toll charges and parking fees up to the actual amount expended. Commissioners must provide receipts or documentation for incidental expenses and attach to the expense reporting form. Undocumented cash tips and payments will not be reimbursed.
  - vi. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, a Commissioner may use regularly scheduled commercial carriers for travel. A Commissioner traveling by plane, train, rental vehicle, bus, or taxi should travel by the least-expensive fare available for the date and time of the travel, taking into account scheduling needs and the most direct route. Travel should be planned in advance to permit use of advance fares. The District shall directly pay for such travel arrangements whenever possible.
- 3. Unauthorized Expenditures: In accordance with California law, the District shall not reimburse for personal expenses, non-mileage vehicle expenses, nor for a Commissioner's guest. The personal portion of any trip before, during or after the approved District business, or any other unapproved expenses will not be reimbursed.
  - 4. Expense Reporting: Expenses incurred by a Commissioner under this Policy shall be reimbursed only after the Commissioner seeking reimbursement completes and submits the proper expense reporting documentation currently in use by the District. The documentation must be submitted to the Clerk of the Board within 30 days after the Commissioner incurs the expense or completes the travel. The Commissioner must attach all relevant documentation and receipts authenticating the expenses, such as itemized receipts or proof of payment issued by a hotel, restaurant, or other

## ATTACHMENT 2

vendors. The Clerk of the Board and General Manager shall review and approve the requested reimbursement.

5. Disclosure and Reporting: To implement the reporting requirements of Government Code section 53232.3, the Commissioner shall provide a brief report on the event attended for which he or she was reimbursed. If multiple officials attended the same event, a joint report may be made.
6. Public Records: All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act and pursuant to Government Code section 53232.3.





**A RESOLUTION BY THE BOARD OF PORT COMMISSIONERS  
OF VENTURA PORT DISTRICT ADOPTING THE VENTURA PORT DISTRICT EXPENSE  
REIMBURSEMENT POLICY FOR EMPLOYEES**

**RESOLUTION NO. 3490**

WHEREAS, District employees are encouraged to participate in outside activities and organizations as a representative of the District to further the interests of the District.

WHEREAS, such activities may involve the employee incurring expenses which should be reimbursable by the District.

WHEREAS, the California State Legislature adopted Assembly Bill No. 1234 which establishes certain minimum requirements regarding expenses and reimbursements to members of the governing boards of special districts.

WHEREAS, on November 17, 1982, the Board of Port Commissioners (the "Board") adopted Resolution No. 2033, establishing a Travel and Expense Policies and Procedures for Commissioners and Employees.

WHEREAS, on December 14, 2005, the Board adopted Resolution No. 3046, establishing a Commissioners' and Employees' Expense Reimbursement Policy.

WHEREAS, on August 13, 2014, the Board approved a separate Expense Reimbursement Policy for Commissioners but did not approve a new Expense Reimbursement Policy for Employees.

WHEREAS, on March 23, 2016, the Board adopted Resolution No. 3302 approving a new employee policy to reflect the same rules and regulations as the Commissioner Policy.

WHEREAS, on May 17, 2023, the Board adopted Resolution No. 3473 approving a new Expense Reimbursement Policy for Employees that improved clarity and simplified language and rescinded Resolution No. 3302.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. 3473, which was previously passed, approved, and adopted by the Board on May 17, 2023, and adopts in its place the Expense Reimbursement Policy for Employees attached hereto as Exhibit A.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on December 20, 2023, by the following vote:

ATTACHMENT 3

Ayes:

Noes:

Abstained:

Absent:

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Michael Blumenberg, Chair

ATTEST:

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Anthony Rainey, Secretary

**EXHIBIT A  
VENTURA PORT DISTRICT  
EXPENSE REIMBURSEMENT POLICY FOR EMPLOYEES**

The purpose of this Expense Reimbursement Policy for Employees ("Policy") is to set forth the procedures of the Ventura Port District ("District") regarding the reimbursement of actual and necessary expenses incurred by District Employees for the benefit of the District.

1. General Principles: Employees are encouraged to attend conferences, meetings, seminars, and other activities regarding matters of interest to the District and to further educational goals, which may require an employee to incur an expense on behalf of the District. From time to time, employees may need to make purchases of supplies on behalf of the District as well. Employees are expected to exercise prudence in all expenditures. Thus, reimbursement shall be made only for actual and necessary expenses that qualify under this Policy. Expenditures that are improper or otherwise not properly accounted for shall not be paid for or reimbursed by the District.
2. Reimbursable Expenditures: Subject to the restrictions contained in this Policy, Employees will be reimbursed for certain authorized expenditures incurred by Employee for the benefit of the District for the following:
  - a. Educational conferences, workshops, seminars and similar training events.
  - b. Regional, state and national meetings or conferences where activities affecting the District's interests are discussed.
  - c. Other governmental functions where an Employee might attend as an authorized representative of the District.
  - d. Purchase of supplies for District business purposes.

An employee's attendance at an overnight event, for which reimbursement is sought, must be approved in advance by the Board. However, there may be times, where it is infeasible for an employee to obtain approval prior to the overnight travel. In these cases, approval shall be granted after. The District shall pay for or reimburse the Employee for incurring the following authorized expenditures:

- i. Registration Fees. The Department Manager shall use their District credit card to directly pay the registration fees associated with attendance at an approved event.
- ii. Hotel Expenses. Whenever possible, the Department Manager shall use their District credit card to directly pay for reasonable lodging expenses incurred by an Employee while attending an approved event. If the Employee makes payments at his or her own expense, the District shall reimburse the Employee for reasonable lodging expenses and only for the actual hotel fees incurred, excluding entertainment, or similar personal expenses.
- iii. Personal Vehicle Mileage. An Employee shall be reimbursed for costs associated with the use of a personal vehicle to travel to/from an approved event at the then-current IRS Standard Mileage Rates. Mileage calculations will be verified using common mapping tools which is to be attached to the proper request and reporting

### ATTACHMENT 3

forms. The District will not reimburse Employees for any other personal vehicle expenses. The start and end point (roundtrip) shall be point of origin to and from the approved destination.

- iv. Meals. An Employee shall be allowed the following not to exceed amounts for meals during travel:

Breakfast.....	\$20.00
Lunch.....	\$30.00
Dinner.....	\$45.00

These amounts include sales tax and tip (which is not to exceed 20% pretax total) and are not to be exceeded. All meal receipts must be itemized to receive reimbursement. If the event registration includes meals, Employees are expected to take advantage of such meals. The cost of alcoholic beverages will not be reimbursed.

Employees that attend a conference that includes a meal, but they cannot consume that meal due to dietary, religious, or schedule restrictions for official business, the District may allow the employee to claim the full meal allowance to cover the cost of a substitute meal. An Employee must first make a reasonable effort to make alternative meal arrangements.

- v. Incidental Allowance. The District shall reimburse an Employee for tips actually given, that are reasonable and customary for the service, as well as toll charges and parking fees up to the actual amount expended. Employees must provide receipts or documentation for incidental expenses and attach to the expense reporting form. Undocumented cash tips and payments will not be reimbursed.
  - vi. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, an Employee may use regularly scheduled commercial carriers for travel. An Employee traveling by plane, train, rental vehicle, bus, or taxi should travel by the least-expensive fare available for the date and time of the travel, taking into account scheduling needs and the most direct route. Travel should be planned in advance to permit use of advance fares. The Department Manager, using their District credit card, shall directly pay for such travel arrangements whenever possible.
- 3. Unauthorized Expenditures: In accordance with California law, the District shall not reimburse for personal expenses, non-mileage vehicle expenses, nor for an Employee's guest. The personal portion of any trip before, during or after the authorized District business, or any other unapproved expenses will not be reimbursed.
  - 4. Expense Reporting: Expenses incurred by an Employee under this Policy shall be reimbursed only after the Employee seeking reimbursement completes and submits the proper expense reporting documentation currently in use by the District. The documentation must be submitted to the Employee's Supervisor within 30 days after the Employee incurs the expense or completes the travel. The Employee must attach all relevant documentation and receipts authenticating the expenses, such as itemized receipts or proof of payment issued by a hotel, restaurant, or other vendors. The

### ATTACHMENT 3

Employee, Manager and General Manager will be required to review and approve the requested reimbursement.

5. Public Records: All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act and pursuant to Government Code section 53232.3.



**A RESOLUTION BY THE BOARD OF PORT COMMISSIONERS  
OF VENTURA PORT DISTRICT ADOPTING THE VENTURA PORT DISTRICT EXPENSE  
REIMBURSEMENT POLICY FOR COMMISSIONERS**

**RESOLUTION NO. 3491**

WHEREAS, AB 1234 was enacted in order to respond to growing public concern over extensive misuse of public resources by special districts.

WHEREAS, AB 1234 requires that, if a local agency decides to provide expense reimbursement to members of its legislative body, it must adopt a written policy specifying the types of occurrences that qualify a member to receive reimbursement.

WHEREAS, on August 13, 2014, the Board of Port Commissioners (the "Board") adopted Resolution No. 3249, wherein the Board approved an expense reimbursement policy for Board Commissioners (the "Policy").

WHEREAS, on March 11, 2015, the Board rescinded Resolution No. 3249, and adopted Resolution No. 3266 setting forth the amended Policy.

WHEREAS, on March 23, 2016, the Board adopted Resolution No. 3303 updating the policy and rescinding Resolution No. 3266.

WHEREAS, on May 17, 2023, the Board adopted Resolution No. 3474 approving a new Expense Reimbursement Policy for Commissioners that improved clarity and simplified language and rescinded Resolution No. 3303. WHEREAS, the Board has determined that it is in the best interest of the District to again amend said Policy outlining the reimbursement rules and procedures for specific expenses incurred by Board Commissioners while conducting District business.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. 3474, which was previously passed, approved, and adopted by the Board on May 17, 2023, and adopts in its place the Expense Reimbursement Policy for Commissioners attached hereto as Exhibit A.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on December 20, 2023, by the following vote:

Ayes:

Noes:

Abstained:

Absent:



ATTACHMENT 4

ATTEST:

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Michael Blumenberg, Chair

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Anthony Rainey, Secretary

**EXHIBIT A  
VENTURA PORT DISTRICT  
EXPENSE REIMBURSEMENT POLICY FOR COMMISSIONERS**

The purpose of this Expense Reimbursement Policy for Commissioners ("Policy") is to set forth the procedures of the Ventura Port District ("District") regarding the reimbursement of actual and necessary expenses incurred by the Board of Port Commissioners ("Board") in the performance of official duties for the benefit of the District, pursuant to Government Code sections 53232 et seq.

1. General Principles: Commissioners are encouraged to attend conferences, meetings, seminars, and other activities regarding matters of interest to the District and to further educational goals, which may require a Commissioner to incur an expense on behalf of the District. Commissioners are expected to exercise prudence in all expenditures. Thus, reimbursement shall be made only for actual and necessary expenses that qualify under this Policy. Expenditures that are improper or otherwise not properly accounted for shall not be paid for or reimbursed by the District.
2. Reimbursable Events and Authorized Expenditures: Subject to the restrictions contained within this Policy, Commissioners shall be reimbursed for certain authorized expenditures incurred by Commissioners for the benefit of the District while attending the following events ("Reimbursable Event(s)"):
  - a. Educational conferences, workshops, seminars and similar events.
  - b. Regional, state and national meetings or conferences where activities affecting the District's interests are discussed.
  - d. Other Governmental functions where a Commissioner attends as an authorized representative of the District.

A Reimbursable Event must be approved in advance by a majority vote of the Board at a public meeting. However, there may be times, where it is infeasible for an Commissioner to obtain approval prior to the overnight travel. In these cases, approval shall be granted after. The District shall pay for or reimburse the Commissioner for incurring the following authorized expenditures:

- i. Registration Fees. The District shall directly pay the registration fees associated with attendance at a Reimbursable Event.
- ii. Hotel Expenses. Whenever possible, the District shall directly pay for reasonable lodging expenses incurred by a Commissioner while attending a Reimbursable Event. If the Commissioner makes payments at his or her own expense, the District shall reimburse the Commissioner for reasonable lodging expenses and only for the actual hotel fees incurred, excluding entertainment, or similar personal expenses.
- iii. Personal Vehicle Mileage. A Commissioner shall be reimbursed for costs associated with the use of a personal vehicle to travel to/from a Reimbursable Event at the then-current IRS Standard Mileage Rates. No reimbursement shall be provided for travel to/from regular or special Board or committee meetings or

## ATTACHMENT 4

optional District events. Mileage calculations will be verified using common mapping tools, which is to be attached to the proper request and reporting forms. The District will not reimburse Commissioners for any other personal vehicle expenses. The start and end point (roundtrip) shall be point of origin to and from the approved destination.

- iv. Meals. A Commissioner shall be allowed the following not to exceed amounts for meals during travel:

Breakfast.....	\$20.00
Lunch... ..	\$30.00
Dinner.....	\$45.00

These amounts include sales tax and tip (which is not to exceed 20% pretax total) and are not to be exceeded. All meal receipts must be itemized to receive reimbursement. If the event registration includes meals, Commissioners are expected to take advantage of such meals. The cost of alcoholic beverages will not be reimbursed.

Commissioners that attend a conference that includes a meal, but they cannot consume that meal due to dietary, religious, or schedule restrictions for official business, the District may allow the Commissioner to claim the full meal allowance to cover the cost of a substitute meal. Commissioners must first make a reasonable effort to make alternative meal arrangements.

- v. Incidental Allowance. The District shall reimburse a Commissioner for tips actually given that are reasonable and customary for the service, as well as toll charges and parking fees up to the actual amount expended. Commissioners must provide receipts or documentation for incidental expenses and attach to the expense reporting form. Undocumented cash tips and payments will not be reimbursed.
  - vi. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, a Commissioner may use regularly scheduled commercial carriers for travel. A Commissioner traveling by plane, train, rental vehicle, bus, or taxi should travel by the least-expensive fare available for the date and time of the travel, taking into account scheduling needs and the most direct route. Travel should be planned in advance to permit use of advance fares. The District shall directly pay for such travel arrangements whenever possible.
- 3. Unauthorized Expenditures: In accordance with California law, the District shall not reimburse for personal expenses, non-mileage vehicle expenses, nor for a Commissioner's guest. The personal portion of any trip before, during or after the approved District business, or any other unapproved expenses will not be reimbursed.
  - 4. Expense Reporting: Expenses incurred by a Commissioner under this Policy shall be reimbursed only after the Commissioner seeking reimbursement completes and submits the proper expense reporting documentation currently in use by the District. The documentation must be submitted to the Clerk of the Board within 30 days after the Commissioner incurs the expense or completes the travel. The Commissioner must attach all relevant documentation and receipts authenticating the expenses,

#### ATTACHMENT 4

such as itemized receipts or proof of payment issued by a hotel, restaurant, or other vendors. The Clerk of the Board and General Manager shall review and approve the requested reimbursement.

5. Disclosure and Reporting: To implement the reporting requirements of Government Code section 53232.3, the Commissioner shall provide a brief report on the event attended for which he or she was reimbursed. If multiple officials attended the same event, a joint report may be made.
6. Public Records: All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act and pursuant to Government Code section 53232.3.



# BOARD OF PORT COMMISSIONERS DECEMBER 20, 2023

## STANDARD AGENDA ITEM 1 PRESENTATION FROM THE CITY OF VENTURA'S PUBLIC WORKS DEPARTMENT ON VENTURA HARBOR ROAD CONDITIONS AND MANAGED PARKING IMPLEMENTATION

**VENTURA PORT DISTRICT**  
**BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 1**  
Meeting Date: December 20, 2023

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Phil Nelson, Director of Public Works, City of Ventura  
SUBJECT: Presentation from the City of Ventura's Public Works Department on Ventura Harbor Road Conditions and Managed Parking Implementation

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**RECOMMENDATION:**

That the Board of Port Commissioners receive a presentation from Ventura's Public Works Department on road conditions within Ventura Harbor, Capital Improvement plans for those roads, and an update on required agreements and ordinances to allow the implementation of Managed Parking in Ventura Harbor.

**SUMMARY:**

District staff has been in communication with the City's Public Works department on several important issues for the Harbor:

- Condition of City streets within Ventura Harbor, including their schedule in the City's Capital Improvement and Pavement Management budget cycles
- Collaboration on managed parking for Spinnaker Drive, Harbor Village, and Harbor beach parking lots
- Sustainable and active transportation improvements

Staff has invited the Public Works Department to present to the Board and public on these topics to inform all parties of respective priorities, responsibilities, and timelines and allow for discussion.

**GUIDING PRINCIPLES:**

- 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.

**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:**

Several of the Ventura Harbor streets need repaving. These streets are owned and maintained by the City of Ventura, who intends to make some improvements in 2024 to Navigator Drive and a portion of Anchors Way Dr. Other streets such as Spinnaker Dr. do not have a current schedule. Public Works staff will discuss the status of these improvements, considerations for project prioritization and funding.

The District has been pursuing the implementation of a comprehensive parking management plan for several years. One aspect of this plan includes payment for parking in and around Harbor



Village and beaches. Spinnaker Dr. would also be part of the parking management program, however it is owned and maintained by the City of Ventura. As such, several actions must be taken by City Council and the District Board for this to occur. Staff and respective legal counsel from the City and District have been working towards a parking management agreement for both parties. Additionally, the City must approve an ordinance to allow pay for parking on Spinnaker Dr. Public Works staff will provide an update on the status of these actions.

There continue to be opportunities to collaborate in planning efforts for sustainable and active transportation improvements, such as bicycle and pedestrian paths, trails, and intra-harbor transportation.

**FISCAL IMPACTS:**

None.

**ATTACHMENTS:**

None.



# BOARD OF PORT COMMISSIONERS DECEMBER 20, 2023

## STANDARD AGENDA ITEM 2 PRESENTATION ON PARCEL 5 PRELIMINARY DESIGN

**VENTURA PORT DISTRICT**  
**BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 2**  
Meeting Date: December 20, 2023

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Senior Business Operations Manager  
SUBJECT: Presentation on Parcel 5 Preliminary Design

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**RECOMMENDATION:**

That the Board of Port Commissioners:

- a) Receive a presentation of a new design concept prepared by RRM Design Group on behalf of the District for the grass lawn area of Parcel 5 between 1591 and 1691 Spinnaker Drive.
- b) Provide comment and direction to the General Manager regarding the proposed design.

**SUMMARY:**

Based on discussion at the most recent stakeholder workshop in December 2021, and adoption of the Guiding Principles and 5-Year Objectives in 2022, the Board, stakeholders and staff discussed the possibility of upgrading the grass lawn from a passive, open space, to an activated gathering place managed by the District. Specifically, the District's 5-Year Objectives call for master planning for development of Parcel 5 (grass lawn area) to begin this year.

After presenting the 2012 designs to the Board in March of 2023, staff has worked with RRM to further refine the design and incorporate several additional elements:

- Provide a new, first-class attraction to Harbor Village that inspires a sense of destination for multiple generations of visitors.
- Incorporates features that support greater activation of the space through events and entertainment.
- That seeks to mitigate the impacts of prevailing winds.
- That incorporates sustainability and moderates the maintenance costs.
- That includes consideration of accessibility and inclusivity.

**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.
- V) Maintain and improve Harbor Village facilities, infrastructure, and amenities.
  - 1) Ongoing investment in Harbor Village Infrastructure

**BACKGROUND:**

In 2011, the District engaged the services of RRM Design Group to assist them in two ways relative to the Harbor Village:

1. Provide immediate solutions to accessibility (ADA) deficiencies throughout the Village.
2. Provide a comprehensive and cohesive long-term vision for the revitalization of the public spaces from the Fisherman's Memorial to – and inclusive of – Parcel 5.

The work produced over the next year culminated in the 2012 Ventura Harbor Village Landscape Master Plan. This plan focused on activating the village's numerous paseos and courtyards and making wayfinding more intuitive to visitors by implementing a consistent design vocabulary throughout.

After the completion of the Master Plan, the initial phase, the entry plaza in front of the former lighthouse building, was successfully implemented. Since then, the District has completed or is completing a series of other common area improvements from new wayfinding signage to ADA parking, path of travel, restrooms, and trash enclosures. The District has also been working with a few existing and one new tenant who seek to improve and/or expand outdoor restaurant seating in the Village.

During this time the District received approval for a new Village paint scheme, new signage program, awning criteria and reroofing. The construction of these many improvements was the subject of a 2022 "Jewel Key" Poinsettia Award presented by the Ventura Chamber of Commerce to the District.

Based on discussion at the most recent stakeholder workshop in December 2021, and adoption of the Guiding Principles and 5-Year Objectives in 2022, the Board, stakeholders and staff discussed the possibility of upgrading the grass lawn from a passive, open space, to an activated gathering place managed by the District to draw residents and visitors alike to the Village.

To further this discussion, staff asked RRM to revisit the earlier plans and present them again to the Board in March of this year to receive comment from the Board and public on whether this remains the appropriate direction for this parcel. Having received confirmation, staff continued working with RRM to further refine the design.

**2023 Design Updates**

The design updates and refinements performed in 2023 were done interactively between RRM and District staff from various departments. Key drivers to these refinements took direction from the District's Long-Term Objectives, 5-Year Goals, Marketing Plan, and Leasing Plan. Department managers were also able to share their input on the design features, which provided very valuable and insightful input for the current design.

The main design features include:

- A performance stage and shell/canopy. This element is oriented to maximize audience enjoyment; the stage has the beautiful backdrop of the marina, and the prevailing wind and setting sun is at people's backs. The structure itself needs further visioning; there is an opportunity to create a unique, signature element that is iconic and provides the site with a strong identity.
- Approximately 50% reduction in irrigated lawn. The proposed lawn is gently sloped and oriented to the stage for picnic-style audience seating.

- Children and families are catered to with the inclusion of a custom designed play area at the south end (near the restrooms). This space will have a marine theme, and a large play ship inspired by the squid fleet will be main attraction. The playground will play a pivotal role in activating the village, especially in typically quieter times of the day/week.
- A 10-foot-wide palm-lined promenade that is fully accessible and accommodates vehicles for special events such as seasonal markets arcs along the length of the site. This – and other – walkways will be illuminated for evening strolls and feel safe and comfortable.
- The edge along the parking lot has been raised by a combination of decorative walls and earth sculpting, which achieves several goals: it assists in mitigating the prevailing winds for users, allows the site to slope back down to the stage for an improved viewing experience, screens the parking lot, and creates a strong gateway and sense of arrival with the addition of ornamental planting and signage.

In the past few months, staff have also met with staff representatives of the City and California Coastal Commission to share some of the initial ideas and to gather input to inform the application for a Coastal Development Permit. Generally, both agencies' staff understand the public benefit of this proposed development.

#### **FISCAL IMPACTS:**

The District retained RRM Design Group in an amount not to exceed \$40,000 as part of Professional Services Agreement (PSA) in June 2023. That PSA includes the next phases to support further design work and submissions for entitlement. Additional expenses will be required to perform an environmental impact assessment through another consulting firm and then solicitation. Staff also anticipates the need to employ a consultant to assist in obtaining grant funding to execute construction of the project, which RRM has estimated at \$7.5 million for construction with an additional \$1.5 million in soft costs, based on the design presented.

#### **ATTACHMENTS:**

Attachment 1 – Location Map

Attachment 2 – RRM Preliminary Design

Attachment 1 – Location Map





ATTACHMENT 2



VENTURA  
PORT DISTRICT

*Established 1952*

Board of Port Commissioners

# PARCEL 5 REVITALIZATION

## Conceptual Design Presentation



Parcel 5 Revitalization :: Conceptual Design

75

1

 rrm design  
group

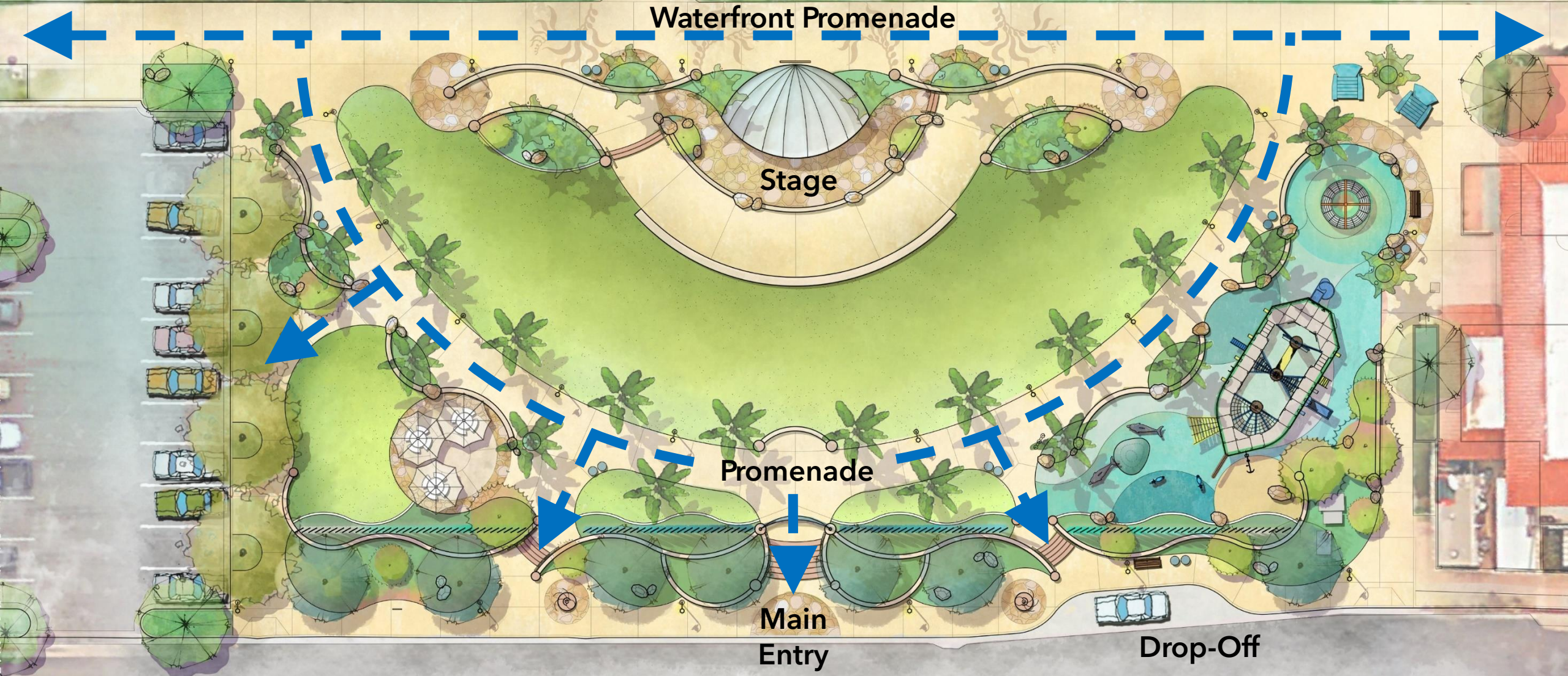
December 20, 2023















Example of stage canopy

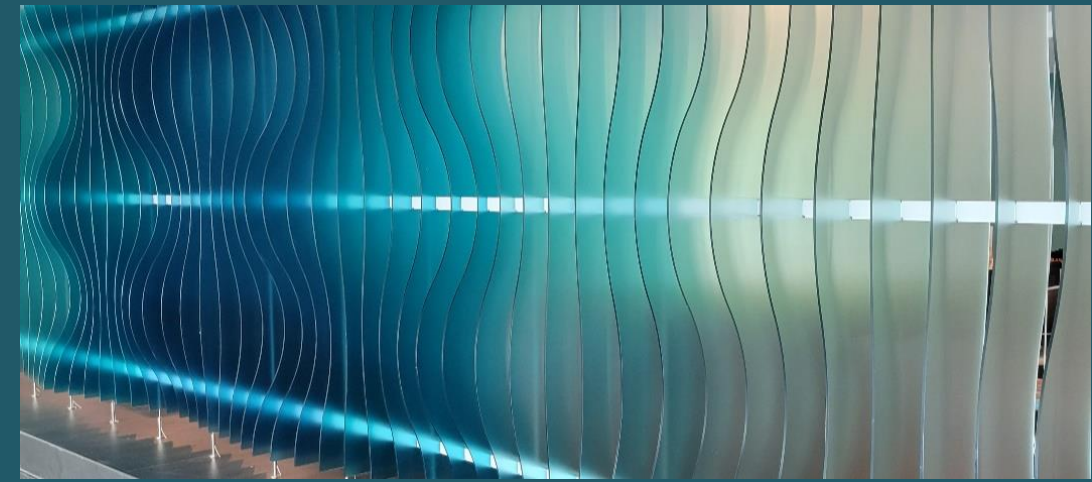




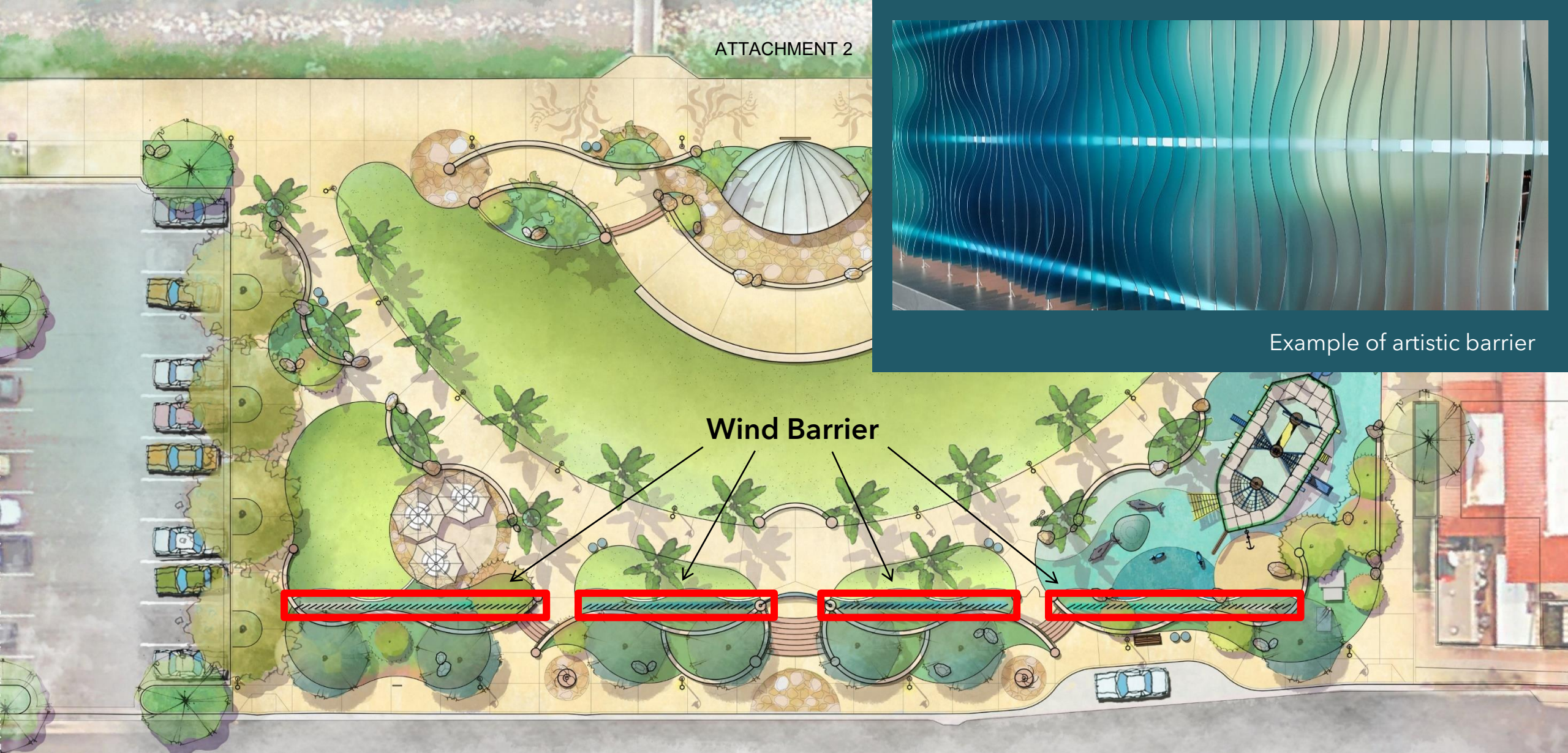






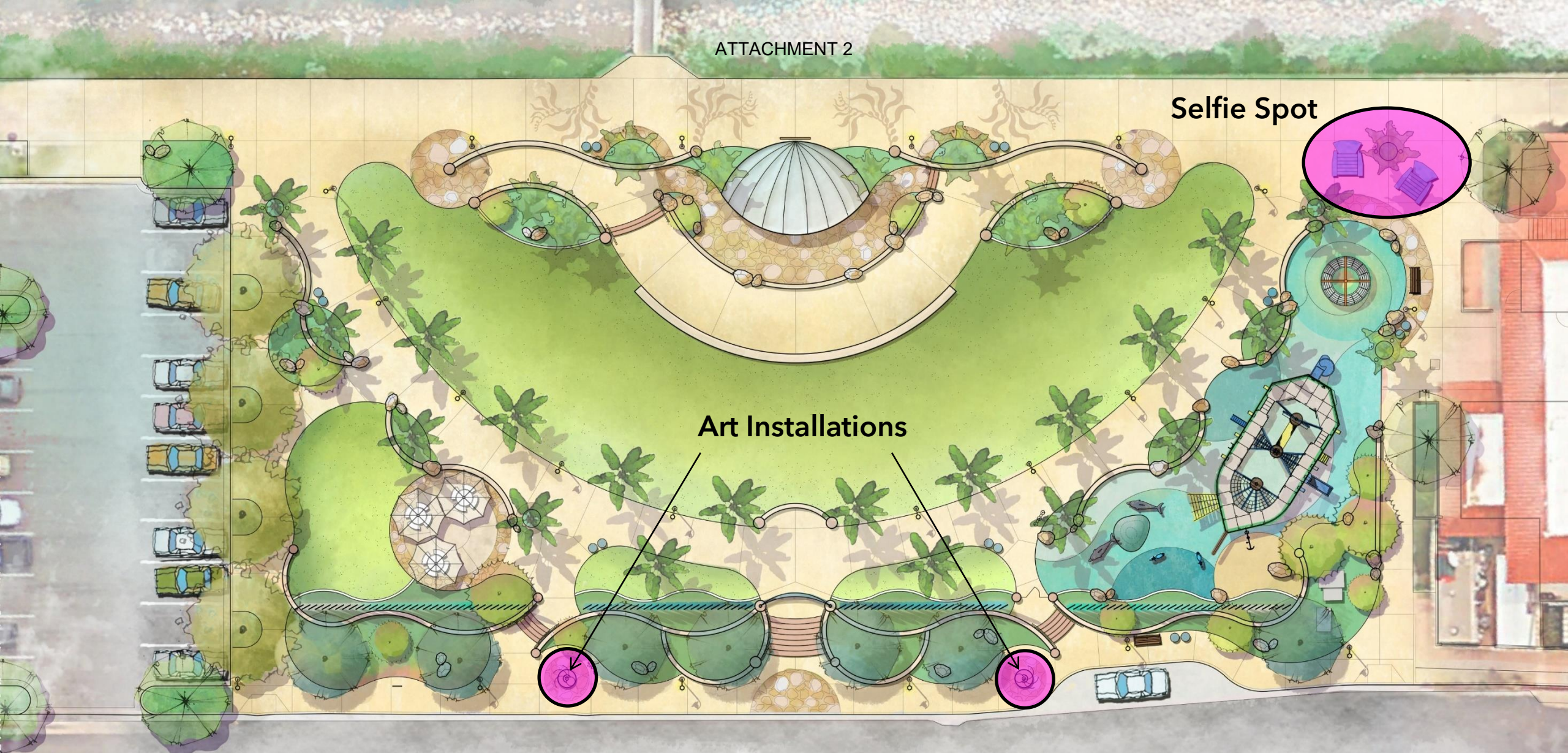


Example of artistic barrier

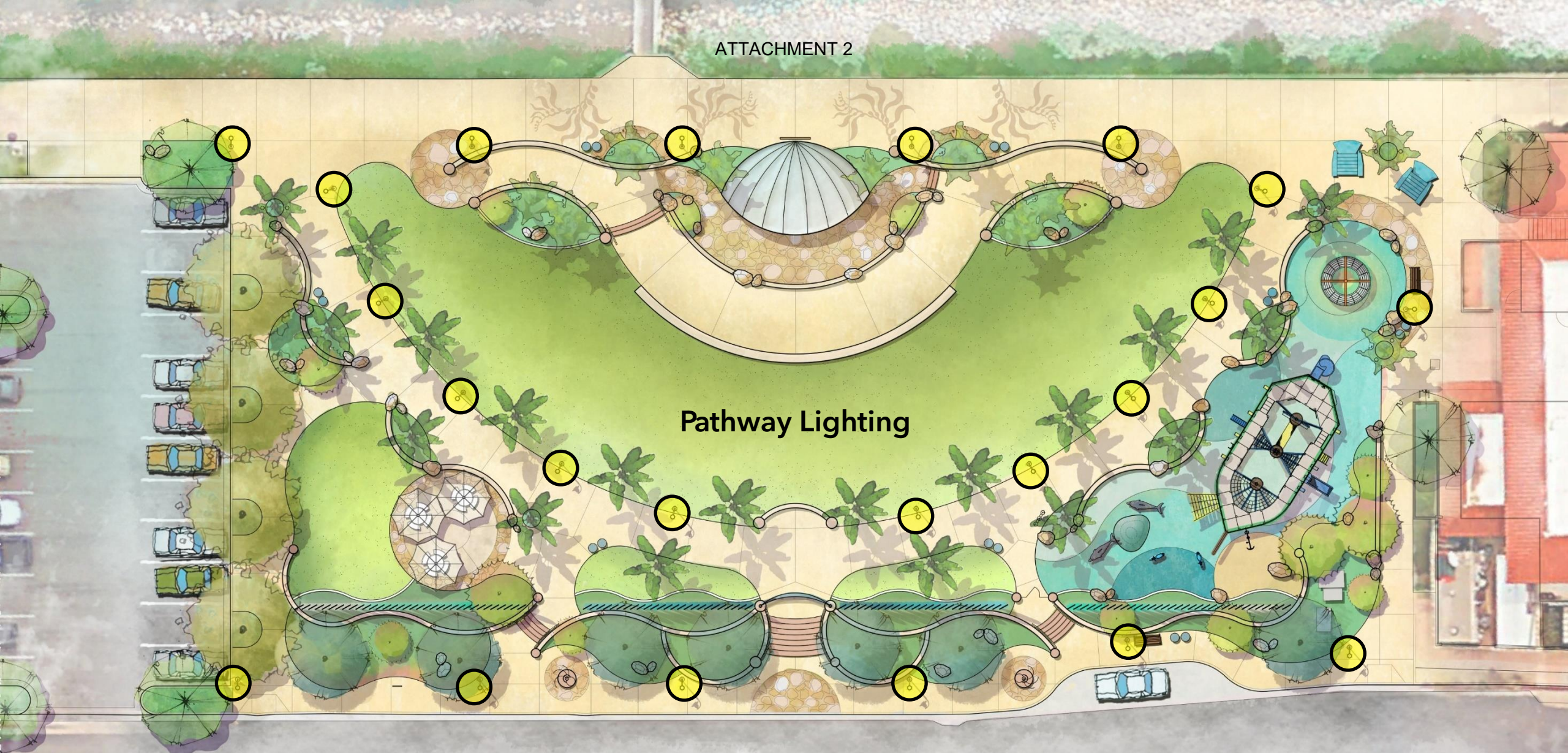


Wind Barrier









Pathway Lighting



## Play Area

Signature boat focal point with other marine themed features





## Play Area

Open edge provides open feel and strong integration with greater park

Ample seating and socializing opportunities

Group activities foster cooperative plan





## Flexibility

Space will easily accommodate a variety of uses, such as concerts, movies, and other community events





## Sense of Arrival

Layered planting and emphasized points of entry give a strong identity and presence

Elevated grade screens parking lot from within and aids in wind mitigation





## Informal Use

Pleasant spaces  
to recreate  
provide a reason  
to spend time









# Budget

Category	Items Included (partial list)	Totals
BASELINE IMPROVEMENTS	Site grading and underground infrastructure Walkways Walls Furnishings Lighting Landscaping	\$3.75M
SIGNATURE IMPROVEMENTS	Stage Canopy Wind Wall Art Installations Playground	\$3.75M
SOFT COSTS	Permitting, Design, Management, Contingencies	\$1.5M
<b>TOTAL IMPLEMENTATION BUDGET</b>		<b>\$9.0M</b>





# Questions







# BOARD OF PORT COMMISSIONERS DECEMBER 20, 2023

## STANDARD AGENDA ITEM 3 CONSIDER PARTICIPATION IN THE SPECIAL DISTRICT LEADERSHIP FOUNDATION'S DISTRICT OF DISTINCTION

**VENTURA PORT DISTRICT**  
**BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 3**  
Meeting Date: December 20, 2023

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Jessica Rauch, Clerk of the Board  
SUBJECT: Consider Participation in the Special District Leadership Foundation's District of Distinction

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**RECOMMENDATION:**

That the Board of Port Commissioners consider participating in the Special District Leadership Foundation's District of Distinction.

**SUMMARY:**

In 2022, the District was awarded the Special District Leadership Foundation's (SDLF) District Transparency Certificate of Excellence. SDLF has five programs Special Districts can apply for to show dedicated excellence in local government. Currently, there are no Special Districts in Ventura County who have been awarded the District of Distinction. This accreditation is valid for three years.

**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 City, regional, state and federal agency officials in pursuit of mutually beneficial projects and programs.

**BACKGROUND:**

The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training by Commissioners and executive staff.

The requirements are:

1. Financial Audits

Districts must demonstrate they undergo regular financial audits, have no major deficiencies and apply any recommendations to future years. Documents to submit are three copies most recent district audits, including financial statements (3 letters) SAS 114 – *The Auditor's Communication with Those Charged with Governance*, SAS 115 – *The Auditor's Communications on Internal Control Related Matters*, and management letter. Each audit, including findings and recommendations, will be reviewed by a member of the Certification & Audit Review Advisory Committee. Committee members are volunteers from the special district community, including controllers, directors of finance and CSDM certified general managers.

## 2. Policies and Procedures

Districts must demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual. Policies and procedures should focus on governance, ethics, board conduct, district finances, reserves, reimbursement/compensation, etc. Documents to submit are: 1) District's current approved policies and procedures manual; 2) District's Board minute action adopting and/or having reviewed the policies and procedures manual within the past year.

## 3. Training

Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:

- Governance Training: Six hours of basic governance training. (new board members and executive staff must completed within the past 5 years) Governance Foundations, offered by CSDA's Special District Leadership Academy satisfies this requirement. Also, Board Member Best Practices (3 hours) plus 2 approved webinars will satisfy this requirement. Approved webinars are: 1) Board Member and District Liability Issues, and Who Does What?; 2) Best Practices in Board Staff Relations.
- Ethics Training: Documentation verifying completion of AB 1234 ethics compliance training within the last two years.
- Harassment Prevention Training: Documentation verifying completion of AB 1825 harassment prevention training within the last two years.

## 4. Other

Districts must also include the following items with the accreditation application:

- Commissioner Roster
- List of Executive Staff, including titles
- Completed accreditation application
- Accreditation application fee
- Completed SDLF District Transparency Certificate of Excellence

Most of these items we currently have and are already complete. Two items would need completion: the Governance Training (all would need to take) and Harassment Prevention Training (staff is due in 2024 and Commissioners would need to take as well).

## **FISCAL IMPACTS:**

The accreditation application fee is \$450. There may also be fees for trainings. There is room in the FY23-24 Budget to include these fees.

## **ATTACHMENTS:**

None.