



**BOARD OF PORT COMMISSIONERS MEETING
MAY 3, 2023**

Ventura Harbor
GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

ADMIN AGENDA

Adoption of the May 3, 2023 Agenda

**Approval of the Minutes of
April 19, 2023**

**Regular Port Commission Mtg
and**

Public Facilities Corp Mtg

PUBLIC COMMUNICATION ADMIN AGENDA ITEMS NOT ON TODAY'S AGENDA

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

ADMIN AGENDA

CONSENT AGENDA

- A) **Authorization to Execute Three Grants of Easement to Southern California Edison Company**

PUBLIC COMMUNICATION CONSENT AGENDA ITEMS

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**ADOPTION OF ORDINANCE NO. 57 AUTHORIZING
EXECUTION OF AMENDMENT NO. 7 TO THE EXISTING
PARCEL 20 MASTER LEASE AND AN AMENDMENT TO
ASSIGNMENT AND OPTION AGREEMENT BETWEEN THE
VENTURA PORT DISTRICT AND DERECKTOR MARINE
HOLDINGS FOR A NEW 50-YEAR MASTER LEASE FOR
PARCEL 20**

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Conduct a public hearing for the purpose of receiving input on proposed Ordinance No. 57.
- b) Waive reading and direct Clerk to place Ordinance No. 57 in the record of this meeting.
- c) Adopt Ordinance No. 57 authorizing execution of Amendment No. 7 to the existing Parcel 20 Master Lease and an Amendment to the Assignment and Option Agreement between Ventura Port District and Derecktor Marine Holdings for a New 50-Year Master Lease for Parcel 20.

STANDARD AGENDA ITEM 1

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

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

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- City of Ventura intends to break ground on VenturaWaterPure (VWP) by Fall 2023
- VWP needs temporary construction & permanent easements on Parcel 20
- The master tenant of Parcel 20 is Derecktor Marine Holdings (DMH)
 - Current master lease expires 2029
 - 5-year option for new 50-year lease (30 year + 20-year option) expires in 2025
- Due to VWP easement needs, DMH requested District consider an amendment to the 5-year option.
- VWP will result in:
 - Construction on and around the Premises
 - Temporary closures of various areas within the Premises and certain adjacent streets during construction,
 - Building and development restrictions due to potential permanent easements through the Premises in favor of the City, and other unknown impacts

- Proposed amendments will modify and/or eliminate milestones for DMH to exercise the 5-year option.
- Current conditions that must be met for DMH to exercise the 5-year option and implement the new 50-year lease include:
 1. Completion of the California Environmental Quality Act (CEQA) environmental review process for the proposed development project.
 2. Approval of the proposed development project by the Board of Port Commissioners, following the CEQA process.
 3. Completion of project entitlements for the proposed development project (i.e. approvals by the City, Coastal Commission, and all other governing agencies).
 4. Completion of City building plan check.
 5. Demonstration of financing to complete project construction.

- Proposed Amendments to Conditions :
 - Condition 1 retained re: CEQA retained
 - Condition 2 retained re: District approval of project
 - Condition 3 modified such that City determines DMH has submitted a complete application for a Coastal Development Permit (CDP)
 - Condition 4 eliminated re: building plan check
 - Condition 5 would be modified:
 - DMH provide to District evidence that:
 - Adequate financing is likely to be available for the construction of the improvements
 - DMH has the financial ability to carry out and complete the improvements

- Approval Requirements:
 - Current lease and 5-year option for the 50-year lease exceeds ten (10) years
 - Board action required
 - California Harbors and Navigations Code Section 6270
 - Authorize and direct staff to publish a notice of its intent to adopt an Ordinance
- If the Board of Port Commissioners adopt Resolution No. 3470 authorizing the District to publish a Notice of Proposed Ordinance for:
 - Amendment Number 7 to the existing Master Lease
 - Option Agreement for 50-Year Lease in a newspaper of general circulation
- Board consider adoption of Ordinance on May 3, 2023
- Amendments will become effective immediately thereafter

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

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**QUARTERLY UPDATE ON THE VENTURA PORT
DISTRICT 5-YEAR OBJECTIVES**

RECOMMENDATION:

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

**STANDARD
AGENDA
ITEM
2**

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



**VENTURA
PORT DISTRICT**

Established 1952

Strategies to the 5-Year Objectives

Q3 of FY22-23

Board of Commissioners Meeting

May 3, 2023

Guiding Principles

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

2022-2027 5-Year Objectives

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

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
<p>1. Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program</p>	<p>CMANC and/or WEDA Meeting attendance</p>	<p>3-4 times per year</p>	<p>Board Chair/Dredging Liaison (DL) & Senior Business Operations Manager (SBOM) attended CMANC in Washington DC.</p>
	<p>USACE District, Division & HQ meetings and communication</p>	<p>As needed or 2 times per year</p>	<p>DL & SBOM met with USACE HQ Navigation Manager to emphasize need for full funding in FY24. GM & SBOM met with USACE District personnel several times during 2023 dredging to encourage maximum dredging be completed.</p>
	<p>Engagement of Lobbyist to provide representation with the Federal Government and Congress</p>	<p>Monthly</p>	<p>Monthly reports from Carpi & Clay and K&L Gates. Congressman Carbajal visited Ventura Harbor and had boat tour in Jan 2023. Met again with Carbajal in DC. Met with staff member for Senator Padilla in DC.</p>
	<p>Advocating for full funding of VPD entrance channel in President's Budget</p>	<p>Q1 2023 and annually</p>	<p>Met with OMB as part of CMANC DC meeting in January. Was able to speak to the need for full funding in President's Budget, which was achieved.</p>
<p>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</p>	<p>Continued Board Role at CMANC</p>	<p>Current Three-Year Term through 2022</p>	<p>CMANC election held with SBOM on ballot. Results pending.</p>
	<p>Committee lead and/or Executive Board role at CMANC</p>	<p>By next Board Election Q4 2022</p>	<p>No action this quarter while waiting for election results.</p>
<p>3. Ventura Port District Dredging</p>	<p>Prepare, submit and receive new permits for inner Harbor Dredging (unrestricted by Santa Clara river conditions)</p>	<p>Q1 2022 to Q2 2023</p>	<p>Application submitted to USACE and Water Board permits anticipated any day. Coastal Commission permit application submitted. Several additional requests for information to be responded to in coming quarter.</p>

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Collaborate with business partners and stakeholders through increased engagement, communication, and participation.	Village tenant meetings	Quarterly	Hosted Annual Ventura Harbor Village Tenant Reception on February 23 at Deep Sea Wine & presented annual leasing milestone plaques.
	Celebrate DEI through recognition of dates and events of cultural significance	Annual Visitation Plan for Ventura Harbor Village Q2 2023	Ongoing content development and recognition to celebrate DEI this quarter: Legacy of Martin Luther King Jr. / Black History Month / Lunar New Year/ Women’s History Month / International Women’s Month
	Refresh the Ventura Harbor Village.com website to include dynamic features, the Channel Islands, digital map, and reformatted calendar of events	Q2 2023	No action this quarter.
	Harbor tenant education and advocacy re: implementation of sustainability practices e.g. CA Green Business Network, Surfrider Foundation Ocean Friendly Restaurants program	Q1 2023 tenant meetings and forward	Hosted a Ventura Harbor restaurant presentation by Surfrider Foundation on February 16 for the Ocean Friendly Restaurants / Shared information & incentives from the Green Business Network on the CA Green Business Certification with Village & Harbor tenants.
2. Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs	Collaborate with City, tenants, and stakeholders on updates to Local Coastal Program and General Plan	City organized meetings through Q4 2023	GM coordinated City presentation regarding the General Plan and Local Coastal Program update at the March 15 Board meeting with focus on Harbor land use.
	Collaborate with other harbors and special districts on best management practices, legislative impacts and funding opportunities	Monthly	GM participated in the VCSDA February annual meeting and elections. GM re-elected as Treasurer for two-year term (2023-2025). HM maintains membership in CA Harbormaster & Port Association, Pacific Congress of Harbormasters, Marina Recreation Association, and American Shore and Beach Preservation Association.
	Collaboration between Port District and law enforcement and emergency services	Ongoing	HM participates in DHS Homeland Security Planning & Response Groups. HM has been working with California State Parks for Lifeguard Contract.
	Port Commission updates to Ventura City Council	Bi-Annual	City Council presentation scheduled for May 8 th .

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
3. Public and Civic Engagement Planning	Public Workshop every two years	Q3-Q4 2024	PCEP updated December 2022.
	Mid-term Objective evaluation	Q3-Q4 2024	No action this quarter.
4. Updates to District policies to reflect improved transparency and DEI	Identification and utilization of multi-channel outreach for staff recruitment, solicitation of tenant businesses and contracts	Q3 2022 to Q2 2023	GM attended LCW annual conference in March with training emphasis on employment law and best practices re: DEI in recruiting, hiring and retaining employees. HM sent HPO Taylor Plasch to a Water Women Empowerment event. The event stressed team building, mentoring, and supporting advancement of women in these careers.
	Annual review and updates to HR Manual, Board Protocols Manual, Public and Civic Engagement Plan, and other District policies.	Q3-Q4 and annually	HR Manual update approved by Board on Feb 1. PCEP updated Dec 21, 2022. Brown Act presentation to Board on Feb 15. Additional policy updates planned for next quarter.

F: Support current and future commercial fishing and sustainable aquaculture industries. Maintain and improve working waterfront facilities and infrastructure

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor	Regular engagement with commercial fishing business owners and key industry representatives	Seasonally	HM worked with the commercial fishermen to temporarily store their traps at the end of the lobster season. Staff has worked with the Ventura Sportfishing to ensure parking at the launch ramp during the peak season.
	Engagement with sustainable aquaculture industry interests at Ventura Harbor	As received	As part of District’s planning efforts for modernization of commercial fishing facilities, two aquaculture companies have agreed to participate in consultation regarding what their facility needs would be if offloading at Ventura Harbor.
	Monitor legislative and regulatory changes potentially impacting commercial fishing and sustainable aquaculture	Monthly	K&L Gates Monthly Commercial Fishing & Aquaculture Advocacy Report is routinely distributed to the eight commercial squid fisheries operating in Ventura Harbor and Port of Hueneme. Staff have been following the CARB requirements coming into effect in the near future.
2. Continue improvements of District’s Working Waterfront infrastructure	Maintain existing harbor infrastructure and related amenities to continue to meet commercial fishing needs	Q2 Annual Budget & 5-Year CIP	Commercial marina and fish hoist maintenance projects planned for next quarter. Working with Del Mar for placement of a 3 to 5-ton ice machine to be located on east side of commercial Fish Pier.
	Master planning for growth of commercial fishing and sustainable aquaculture capital improvements	Q1/Q2 2023	Board approved contract with a port planning consultant to receive proposal for development of a micro-masterplan. Site visit and interviews with stakeholders by consultant have begun.
	Identify and pursue grant/funding opportunities to implement capital infrastructure needs for commercial fishing and sustainable aquaculture	Q2 2023 and on-going	Staff has worked with Port of Hueneme and their consultant to apply for grant funding to modernize commercial fishing infrastructure at Ventura Harbor in order to accept all squid offloading from Port of Hueneme. Outcome of application anticipated in May.
3. Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture	Support and endorse NOAA sustainable aquaculture initiatives in the Santa Barbara Channel	Q2/Q3 2023	Initiate review and recommended next steps by KL Gates regarding NOAA’s “Public Scoping Report” released in March summarizing public comments received for the California AOA Notice of Intent to Prepare a Programmatic Environmental Impact Statement for Identification of One or More Aquaculture Opportunity Area(s) in Southern California.
	Knowledge, experience, and technology transfer with aquaculture industry and stakeholders	Ongoing Resource	Maintain resource library on District’s website

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engagement and support of Master Tenants for successful business operations at the Harbor	Work with Master Tenants to help facilitate sustainable capital improvement projects	Tenant specific	District is Lead Agency in environmental review of proposed development for Derecktor Marine Holdings (DMH) and Ventura Yacht Club (VYC). VYC IS/MND approved February 1 st Board meeting. DMH IS/MND public comment period begins in April.
	Coordination with Portside on commercial tenant leasing	Q1 2022 to Q4 2023	GM and SBOM met with Portside to discuss. GM on-going biweekly meetings. Shared traffic count data on Schooner for marketing purposes. Evaluating Portside request for signage at Harbor Blvd and Schooner Dr.
	Strategic planning meetings between master tenants and District staff	Q2 of each year	GM coordinated City presentation regarding the General Plan and Local Coastal Program update at the March 15 Board meeting with focus on Harbor land use. Outreach to tenants to participate in discussion.
2. Evaluate opportunities for Parcel Development	Evaluate master planning opportunities in conjunction with current and future leasehold development	Annually	Met with Ventura West Marina master tenant in March to discuss master planning opportunities for parcel.
	Master planning for Parcel 5 development	Commencing Q2 2023	Board received a presentation in March for previous park venue plans developed for Parcel 5. Board provided preliminary direction to staff.
3. Implement sustainability technologies at the Harbor	Explore renewable energy, energy storage applications Harbor-wide e.g. solar power, EV charging stations, hybrid and electric vehicles	Q2 2023 and forward	SBOM/Capital Projects Manager (CPM) working towards installation of EV chargers. SBOM/CPM met with solar power-generating patio company and introduced to Boatyard Pub who had expressed interest. Monitoring plans. HM subscribed to Govt EV Fleet to stay informed on technology and availability of vehicles.
3. VenturaWaterPure	Continue commitment to help minimize impacts and disruptions caused by the VenturaWaterPure project through ongoing work with City, master tenants, and stakeholders	Q3 2022 to Q3 2024	Multiple meetings between District and City staff re: VenturaWaterPure (VWP) project. City has submitted formal request for appraisals to District. City returned to present status of VWP to Board in March.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with NPS and harbor visitors regarding enhancement of visitor experience.	Collaborate with City, CA Coastal Commission, and stakeholders including NPS to prepare a master plan integrating Parcel 8 into the visitor experience at the Harbor and Visitor’s Center	Q2 2023	No action this quarter. No action anticipated for 2023. Discuss new Action and Milestone.
	Work with NPS and ferry operator on cross-promotional activities to increase attraction of visitors to the Harbor	Q2 2023 to Q2 2024	Paid advertorial piece in California 101 magazine on “More to SEA & Explore at CINP Visitor Center in Ventura Harbor” / CINP Visitor Center inclusion in the Central Coast Visitor Map / PR distributed Island Packers Winter Whale Excursion press release & marketing promoted winter whale watching trips/ Invited CINP Visitor Center to host an info booth in March in Village as part of Spring Break/Mermaid Month
	Work with NPS to provide/upgrade visitor educational signage along pedestrian areas	Q3-Q4 2023	District is providing additional wayfinding signs to be installed along Spinnaker Drive by May. Additional pedestrian signage to be part of Sustainable Transportation Plan
2. Coordinate with NPS Superintendent to evaluate long-term goals and improvement needs for the Channel Islands National Park Visitor Center	Collaborate with NPS Superintendent to identify mutual long-term goals and options at Ventura Harbor for NPS operations, NPS visitor center, and ferry terminal	Ongoing	Meeting in March with NPS and Ventura West Marina to improve signage, access, and parking to Visitor Center. District is providing additional wayfinding signs to be installed along Spinnaker Drive by May.
	Investigate synergies for collaborative improvement of NPS Visitor Center experience	Q3 2023	Meeting in March with NPS and Ventura West Marina to improve signage, access, and parking to Visitor Center. District is providing additional wayfinding signs to be installed along Spinnaker Drive by May.
3. Coordinate with National & California State Parks, and City to develop destination-based ecotourism offerings	Continue collaboration with National & State Parks officials regarding multiple opportunities for enhancing the visitor destination in and around Ventura Harbor	Q2 2024	No action this quarter.
	Explore potential enhancements of Ventura Harbor Ecological Reserve with City (owner)	Q3 2023	No action this quarter. Reevaluate when Sustainable Transportation Planning grant outcome is known.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with City to improve access between the City and Harbor	Work with City Active Transportation Plan Working Group to promote emphasis on improving active transportation access to the Harbor.	Q1-Q4 2022 through City Plan	Worked with City's Transportation department regarding pursuit of Sustainable Transportation Grant. Grant outcome to be published fall 2023.
	Advocate to the City to repave Spinnaker and Navigator Drive.	Q3-Q4 2022 and ongoing	Multiple discussions with City Public Works staff regarding repaving all of Navigator Drive, with tentative support. City is also planning to include Spinnaker Drive in their 5-year CIP.
	Coordinate with City on planning for active transportation network improvements	Q4 2023	Worked with City's Transportation department regarding pursuit of Sustainable Transportation Grant. Grant outcome to be published fall 2023.
2. Evaluate alternative and active methods for people to travel to and within the Harbor and pursue needed improvements and strategies in partnership with the City	Work with City, Ventura County Transportation Commission, and regional transportation services for expanding public transit options to Harbor.	Q4 2023	HM worked with the City of Santa Clarita to provide a beach bus to the Harbor to improve multimodal transportation to the Harbor. HM continued collaboration with the City of Moorpark to do the same.
	Advocate to the City to improve bicycle, pedestrian access, and safety along and crossing Spinnaker Drive.	Q3-Q4 2022 and ongoing	Working with City to improve bicycle lanes on Navigator Drive as part of 2023 City repaving project. Continued involvement with City Active Transportation Plan Working Group.
	Collaborate with master tenants to develop an intra-Harbor pilot program for transportation services e.g. water-taxi and/or shuttle	Q3 2023 to Q3 2024	Portside is researching options for pilot water taxi program in collaboration with District.
3. Pursue and implement parking management solutions to increase vehicle circulation	Obtain necessary agreements and permits to implement managed parking at Harbor Village	Q3 2022 to Q3 2023	Draft MOU provided to City staff for review and comment. City staff have advised that Municipal Code also needs to be changed as it only has paid parking in downtown. District will start preparing CDP application per City direction.
	Identify & budget for Capital Improvements to improve parking & circulation at Harbor Village	Q3 2022 to Q2 2023	Initial cost estimate developed with Sept 21 draft Plan. Updated with consultant and potential provider in March.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Utilize grant funding opportunities for sustainable Harbor infrastructure	Work with SCE, CALeVIP, SLC, and City to complete installation of 21 EV charging stations in Harbor Village per CIP.	Q1 2023	Charger procurement complete. Designs for VPD HQ approved by City and ready for installation. SCE working on final designs for Village.
	Complete installation of 4 EV charging stations at District office for company vehicles per CIP.	Q2 2023	Designs approved by City. Ready for installation.
	Complete procurement of hybrid Harbor Patrol vehicle utilizing SLC grant funds per CIP.	Q3-Q4 2023	Harbormaster preparing to go to bid on a hybrid electric Jeep Wrangler 4x4
	Complete procurement of EV or hybrid Maintenance & Dockmaster vehicles using SLC grant funds per CIP.	2023 and 2024	No action this quarter.
2. Seek additional grant funding for improving/replacing District capital assets.	Establish mechanisms to receive transportation funding from the State and/or Federal governments with emphasis on active transportation.	Q4 2023	Worked with City as partner agency to receive Caltrans Sustainable Transportation Planning Grant. Grant outcome will be published late summer 2023. HM met with Ventura County Fire Department to discuss potentially partnering in a grant for a regional and offshore Fireboat.
	Identify and apply for grants that align with Board-approved 5-year CIP.	Q2 2022 Ongoing	Worked with City as partner agency to receive Caltrans Sustainable Transportation Planning Grant. Grant outcome will be published late summer 2023.
3. Leasing/Property Management	Prepare, approve and implement Annual Leasing/Property Management Action Plan	Q2 2023 and Annually	Annual update next quarter. Most recently completed June 2022.
	Through active marketing, continue to attract a diverse array of businesses and business owners to Ventura Harbor with the goal of expanding the offerings to the public while creating value for the District.	Commencing Q3 2022	Full page Village suite advertisement including in Our Community USA (LGBTQ+ regional service directory)

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
4. Update of Financial Management System	Roll out of new accounting and property management software.	Q4 2022	MRI software roll out completed in December for Harbor Village billing to begin January 2023. Tenant Portal roll-out nearly complete. Portal will allow online rent payment for many Village tenants starting in April. Addition of Leasing module and Master Tenants to be done in next quarter. The accounts payable and general ledger modules implemented in December 2022.
	Creation and implementation of Tenant Portal to allow tenants to report sales and review lease documents.	Q1 2023	Tenant Portal training and development. Tenant Portal for Village tenants implemented for a 4/1/2023 start date.
	Implementation of online payments for tenants.	Q1 2023	Online payments now available for Village tenants through Tenant Portal. Roll out for tenants in phases to manage tenant inquires and potential issues. Initial testing with select group of tenants has been successful.
5. Financial Reporting	Stakeholder budget workshops	Q2 and annually	No action this quarter. A budget study session is scheduled with the Board in the next quarter.
	Periodic reports to Board and public on financial position, audits, and budget.	Quarterly	Financial statements for Q4 and the audit for the fiscal year ended 6/30/22 will be included in the April 19 Board meeting packet. The implementation of the new lease accounting requirement was completed in February 2023.
	Annual review of District bonds, debt position, restructuring opportunities and CalPERS obligations.	Q2 and annually or as needed	No action this quarter. Most recently completed June 2022.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Ongoing investment in Harbor Village Infrastructure	Complete outstanding ADA improvements in Capital Improvement Plan	Q2 2023	ADA restroom improvements & ADA compliant trash enclosures projects under construction.
	Evaluate new ADA improvement requirements for District properties and update Capital Improvement Plan to address.	Q2 2024	No action this quarter.
	Village Promenade/Trail physical upgrades, including sustainability enhancements	Q4 2024 onwards	No action this quarter.
	Complete infrastructure upgrades (elevators, roof replacements per CIP)	Q4 2026	1567 Building C Roof replacement commenced in December, 2022.
	Complete Village Tenant Signage, Awnings	Q4 2024	Ongoing progress for Village tenants with implementation of Master Sign Program. Several door-protecting awnings on order for replacement.
	Evaluate opportunities for renewable energy/energy storage infrastructure for Village; implement drought tolerant landscaping and related irrigation systems.	Q3 2022 through Q4 2027	When replenishing vegetation inside planters, the District is planting drought tolerant succulents. Sprinkler irrigation is transitioning to dedicated drip system. Staff have met with solar power generating awning company to discuss options for tenants.
	Implement WiFi in Harbor Village	Q2 2023	No action this quarter.
2. Develop and implement an Annual Visitation Plan for Ventura Harbor Village.	Submit a proposed Visitation Plan in spring for Board, tenant and stakeholder input and feedback.	Q2 2023 and annually	Researching and meeting with potential activations/events/entertainment for potential 2023-2034 Visitation Plan
	Implement seasonal décor at Ventura Harbor Village and Spinnaker Drive	Q4 2022 and annually	SEASON'S GREETINGS Holiday Décor & Lighting program in Village completed. White rope lights reinstalled on Village Promenade. Installation of "I (heart) the SEA" promenade signage.

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

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**APPROVAL OF AMENDMENT NO. 1 TO
AGREEMENT FOR THE VENTURA HARBOR VILLAGE
1559 AND 1691 SPINNAKER DRIVE NEW TRASH
ENCLOSURE PROJECT AND BUDGET ADJUSTMENT
TO THE 5-YEAR CAPITAL IMPROVEMENT PLAN FOR
HARBOR VILLAGE TRASH ENCLOSURES**

RECOMMENDATION:

That the Board of Port Commissioners approve:

- a) Amendment No. 1 to the Agreement with Carjul Engineering and Construction Corporation for the Ventura Harbor Village 1559 and 1691 Spinnaker Drive New Trash Enclosure Project in the amount of \$98,000 for a total of \$275,000.
- b) A Budget Adjustment to the 5-Year Capital Improvement Plan for the Harbor Village Trash Enclosures from \$225,000 to \$275,000.

**STANDARD
AGENDA
ITEM
3**

Report by:

**Todd, Sr. Business Ops Manager
Joe Gonzalez, Capital Projects Manager**

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

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**APPROVAL OF AMENDMENT NO. 1 TO THE AT
WILL EMPLOYMENT AGREEMENT
FOR GENERAL MANAGER**

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Approve and authorize the Chair to sign Amendment No. 1 to the “At Will Employment Agreement for General Manager,” dated May 1, 2022, authorizing a 1.5% merit-based increase to the annual base salary.
- b) Approve and authorize a one-time payment of \$5,000 to General Manager Brian D. Pendleton in recognition of his excellent performance over the past year.
- c) Align evaluation date to consider future merit-based increases to be consistent with other non-represented District employees, as defined by the District’s Human Resources Manual.

**STANDARD
AGENDA
ITEM
4**

Report by:

**Michael Blumenberg, Chair
Jackie Gardina, Vice-Chair**

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 4

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TimeUp Reminder (Optional): --

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VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT
NEXT MEETING MAY 17, 2023

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK