



**BOARD OF PORT COMMISSIONERS MEETING
SEPTEMBER 6, 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 September 6, 2023 Agenda

Approval of Minutes

July 19, 2023

Regular Meeting

August 31, 2023

Special Meeting

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

00 : 03 : 00

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

ADMIN AGENDA

CONSENT AGENDA ITEMS

- A) Approval of Out-of-Town Travel Requests
- B) Adoption of Resolution No. 3483 Accepting the Work of Tomar Construction, Inc. for the Ventura Harbor Village ADA Restroom Remodel Project at 1567, 1575 and 1691 Spinnaker Drive
- C) Adoption of Resolution No. 3484 Accepting the Work of Carjul Engineering and Construction Corporation for the Ventura Harbor Village 1559 and 1691 Spinnaker Drive New Trash Enclosure Project
- D) Award of Bid for the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting
- E) Consideration of Claim Received on August 1, 2023

PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

**ADOPTION OF RESOLUTION NO. 3485 APPROVING THE
FINANCIAL STATEMENTS and CHECKS FOR APRIL 2023
THROUGH JUNE 2023**

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3485 to:

- a) Accept the draft financial statements for the Quarter ending June 30, 2023 pending final year-end reconciliations and audit adjustments.
- b) Review the payroll and regular checks for April through June 2023.

**STANDARD
AGENDA
ITEM
1**

**Report by:
Gloria Adkins, Accounting Manager**

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

00 : 07 : 00

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**STANDARD
AGENDA
ITEM
1**

**Report by:
Gloria Adkins, Accounting Manager**

AUTHORIZATION TO PROCURE ELECTRIC VEHICLES FOR THE VENTURA PORT DISTRICT

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Amend the FY23-24 Budget to shift funds between various vehicle procurements within the Capital Improvement Project budget as well as increase the total budget, as to enable the following procurements.
- b) Authorize the General Manager to procure a lift vehicle in the amount of up to \$125,000 for Facilities.
- c) Authorize the General Manager to procure 1 electric vehicle in the amount of up to \$85,000 for Harbor Patrol.
- d) Authorize the General Manager to procure 2 electric vehicles in the amount of up to \$110,000 for Facilities.
- e) Authorize the General Manager to procure 1 electric vehicle in the amount of up to \$50,000 for Administration.

STANDARD AGENDA ITEM 2

Report by:

Todd Mitchell, Sr. Business Ops Manager

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 07 : 00

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STANDARD AGENDA ITEM 2

Report by:

Todd Mitchell, Sr. Business Ops Manager

QUARTERLY UPDATE ON THE VENTURA PORT DISTRICT
5-YEAR OBJECTIVES

RECOMMENDATION:

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

STANDARD
AGENDA
ITEM
3

Report by:
Brian D. Pendleton, General Manager



**VENTURA
PORT DISTRICT**

Established 1952

Strategies to the 5-Year Objectives

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
1. Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program	CMANC and/or WEDA Meeting attendance	3-4 times per year	Senior Business Operations Manager (SBOM) attended CMANC in Morro Bay.
	USACE District, Division & HQ meetings and communication	As needed or 2 times per year	GM & SBOM met with USACE LA District commander and staff at Ventura Harbor on May 22, 2023.
	Engagement of Lobbyist to provide representation with the Federal Government and Congress	Monthly	Monthly reports from Carpi & Clay and K&L Gates.
	Advocating for full funding of VPD entrance channel in President's Budget	Q1 2023 and annually	Ventura included in President's budget for FY24 at full value. During USACE LA District commander visit, reminded of the need for full funding in FY25.
2. On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance	Continued Board Role at CMANC	Current Three-Year Term through 2022	SBOM elected as Director and also elected as incoming Chair of CMANC effective July 1, 2023.
	Committee lead and/or Executive Board role at CMANC	By next Board Election Q4 2022	SBOM elected as Director and also elected as incoming Chair of CMANC effective July 1, 2023.
3. Ventura Port District Dredging	Prepare, submit and receive new permits for inner Harbor Dredging (unrestricted by Santa Clara river conditions)	Q1 2022 to Q2 2023	Water Board permit received. USACE permit effectively approved but will not be issued until late summer. Coastal Commission permit application submitted. Several additional requests for information being prepared for summer submittal.

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 quarterly Zoom Tenant Meet Up
	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: Cinco de Mayo/Asian Pacific Heritage Month / LGBTQ Pride Month / Juneteenth
	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	Month long campaign to promote new water bottle (Hydration Station) in the Ventura Harbor Village- gave away a reusable water bottle. Information table and hosted a Village Clean Up Event for Earth Day at Ventura Harbor Village + giveaways.
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 worked with Interim Community Development Director to implement zoning updates in Harbor. HM has requested the County OES add Ventura Harbor Tsunami Related Info. to the County Hazard Mitigation Plan to allow for future grant opportunities.
	Collaborate with other harbors and special districts on best management practices, legislative impacts and funding opportunities	Monthly	GM continues to participate in VCSDA 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 coordinated dockage for US Customs & CA Fish & Game
	Port Commission updates to Ventura City Council	Bi-Annual	City Council presentation by members of Board and GM on May 8 th .

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
3. Public and Civic Engagement Planning	Public Workshop every two years	Q3-Q4 2024	No action this quarter. PCEP updated December 2022.
	Mid-term Objective evaluation	Q3-Q4 2024	No action this quarter.
4. Updates to District policies to reflect improved transparency and DEI	Identification and utilization of multi-channel outreach for staff recruitment, solicitation of tenant businesses and contracts	Q3 2022 to Q2 2023	GM attended CSDA's 2023 General Manager Leadership Summit in June with training emphasis on employment law and personnel management including attracting, hiring and retaining employees. Business Operations Analyst met with County Diversity, Equity & Inclusion Manager for info on County initiatives. 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.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor	Regular engagement with commercial fishing business owners and key industry representatives	Seasonally	Consultant WSP has been conducting interviews of squid fishing stakeholders and potential aquaculture businesses regarding future infrastructure needs. HM receives commercial fishing updates as part of a CA Fish & Game Working Group. Staff continues collaboration with the Ventura Sportfishing to ensure public parking at the launch ramp during peak season.
	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 participated in interviews regarding landside facility needs for 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 new legislation for impacts, including CARB, MPA, and 30x30.
2. Continue improvements of District’s Working Waterfront infrastructure	Maintain existing harbor infrastructure and related amenities to continue to meet commercial fishing needs	Q2 Annual Budget & 5-Year CIP	Commercial marina and fish hoist maintenance projects completed. Continuing to work with Del Mar for placement of a 1- to 3-ton ice machine to be located on the 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 continue. Pausing while awaiting outcome of CalSTA grant.
	Identify and pursue grant/funding opportunities to implement capital infrastructure needs for commercial fishing and sustainable aquaculture	Q2 2023 and on-going	Staff has worked with Port of Hueneme and their consultant to apply for CalSTA grant funding to modernize commercial fishing infrastructure at Ventura Harbor in order to accept all squid offloading from Port of Hueneme. Outcome of application pending as of June 30.
3. Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture	Support and endorse NOAA sustainable aquaculture initiatives in the Santa Barbara Channel	Q2/Q3 2023	Ongoing dialogues regarding NOAA’s California AOA Notice of Intent to Prepare a Programmatic Environmental Impact Statement for Identification of One or More Aquaculture Opportunity Area(s) in Southern California, including the “Public Scoping Report” and next steps.
	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 was Lead Agency in environmental review of proposed development for Derecktor Marine Holdings (DMH) IS/MND adopted June 7, 2023.
	Coordination with Portside on commercial tenant leasing	Q1 2022 to Q4 2023	GM biweekly meetings re: commercial leasing as well as topics such as a possible water taxi service and wayfinding signage.
	Strategic planning meetings between master tenants and District staff	Q2 of each year	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. GM followed up with formal requests for land use planning changes to City.
2. Evaluate opportunities for Parcel Development	Evaluate master planning opportunities in conjunction with current and future leasehold development	Annually	Staff coordinated with Ventura West Marina master tenant to present to Board and public on June 21, 2023 re: master planning for parcel development.
	Master planning for Parcel 5 development	Commencing Q2 2023	Board received a presentation in March for previous park venue plans developed for Parcel 5. Staff executed agreement with consultant RRM and has initiated the preliminary design process.
3. Implement sustainability technologies at the Harbor	Explore renewable energy, energy storage applications Harbor-wide e.g. solar power, EV charging stations, hybrid and electric vehicles	Q2 2023 and forward	SBOM/Capital Projects Manager (CPM) working towards installation of EV chargers – 4 charge points being installed at VPD HQ. 21 more to come in winter to VHV (SCE controls schedule). HM continues to stay informed on EV vehicles and advances in EV vessel technology.
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 continue between District and City staff re: VenturaWaterPure (VWP) project. City and District negotiated Right of Entry Agreement for 19A. Appraisal and offer received from City. District has appraisal review planned in next quarter before considering easements at future Board meeting.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with NPS and harbor visitors regarding enhancement of visitor experience.	Collaborate with City, CA Coastal Commission, and stakeholders including NPS to prepare a master plan integrating Parcel 8 into the visitor experience at the Harbor and Visitor's Center	Q2 2023	No action this quarter. No action anticipated for 2023. Discuss new Action and Milestone.
	Work with NPS and ferry operator on cross-promotional activities to increase attraction of visitors to the Harbor	Q2 2023 to Q2 2024	PR secured Island Packers Summer Whale Excursion & return of Harbor Cruise editorial coverage while marketing cross-promoted start of summer whale watching trips and Harbor Cruise dates. Worked with both CINP and IP to schedule an on-air segment with Eye Witness KEY News in LA for trips to the islands and the award of the IP parks contract.
	Work with NPS to provide/upgrade visitor educational signage along pedestrian areas	Q3-Q4 2023	District has updated and installed wayfinding signs along Spinnaker Drive in 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	As follow up to meetings with NPS and Ventura West Marina (to improve signage, access, and parking to Visitor Center), District has updated and installed wayfinding signage along Spinnaker Drive.
	Investigate synergies for collaborative improvement of NPS Visitor Center experience	Q3 2023	District provided additional wayfinding signs along Spinnaker Drive in 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	Continued discussions with City Public Works staff regarding repaving all of Navigator Drive, with tentative support. Board members also advised City Council of need for Spinnaker repaving.
	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 monitored the summer beach bus programs which both appeared to be a success. The buses brought a diverse group of visitors and of all ages. While some participated in beach activities others enjoyed the Harbor.
	Advocate to the City to improve bicycle, pedestrian access, and safety along and crossing Spinnaker Drive.	Q3-Q4 2022 and ongoing	Working with City to improve bicycle lanes on Navigator Drive as part of 2023 City repaving project. 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 and District staff met with company regarding possible pilot water taxi program in fall of 2023. HM has offered suggestions on how we might offer services at a cheaper cost to the 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 provides for paid parking in downtown. District has retained consultant to 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. Board approved retaining consultant for CDP application.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Utilize grant funding opportunities for sustainable Harbor infrastructure	Work with SCE, CALeVIP, SLC, and City to complete installation of 21 EV charging stations in Harbor Village per CIP.	Q1 2023	Charger procurement complete. Designs for VPD HQ approved by City and installation begun. SCE has submitted final designs for Village to City.
	Complete installation of 4 EV charging stations at District office for company vehicles per CIP.	Q2 2023	Designs approved by City. Installation has begun.
	Complete procurement of hybrid Harbor Patrol vehicle utilizing SLC grant funds per CIP.	Q3-Q4 2023	Harbormaster is prepared to make the purchase upon approval from the Commission.
	Complete procurement of EV or hybrid Maintenance & Dockmaster vehicles using SLC grant funds per CIP.	2023 and 2024	Detailed research and analysis for EV options have been conducted. HM investigated Tesla Fleet options, Ford EV options, Chevy EV, and hybrids. Staff have identified manufacturers that will provide strong products and warranties.
2. Seek additional grant funding for improving/replacing District capital assets.	Establish mechanisms to receive transportation funding from the State and/or Federal governments with emphasis on active transportation.	Q4 2023	Worked with City as partner agency to receive Caltrans Sustainable Transportation Planning Grant. Grant outcome will be published late summer 2023.
	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 to plan presented to and approved by Board on June 7, 2023.
	Through active marketing, continue to attract a diverse array of businesses and business owners to Ventura Harbor with the goal of expanding the offerings to the public while creating value for the District.	Commencing Q3 2022	Full page Village suite advertisement including in Our Community USA (LGBTQ+ regional service directory). Website and marketing flyers all include "All are welcomed ." Conducted outreach to Native American Tribes, Visit Ventura, Ventura Chamber of Commerce, and WEV. Advertised on Facebook and Twitter.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
4. Update of Financial Management System	Roll out of new accounting and property management software.	Q4 2022	MRI has completely replaced the old Sage accounting software.
	Creation and implementation of Tenant Portal to allow tenants to report sales and review lease documents.	Q1 2023	Tenant Portal development and training for staff has been completed. Tenant Portal has been rolled out to 38 Village tenants.
	Implementation of online payments for tenants.	Q1 2023	Online payments and sales reporting is now available for Village tenants via the Tenant Portal. Roll out for tenants is continuing in phases to manage tenant inquires and potential issues. Approximately 22 tenants have successfully paid online and if applicable reported sales.
5. Financial Reporting	Stakeholder budget workshops	Q2 and annually	A budget study session was held with the Board during public meeting on May 17, 2023.
	Periodic reports to Board and public on financial position, audits, and budget.	Quarterly	Draft financial statements for fiscal year Q4 (6/30/2023) will be included in the September 6 Board meeting packet. The final audit for the fiscal year ended 6/30/23 is anticipated to be included in the January 17, 2024 Board meeting packet.
	Annual review of District bonds, debt position, restructuring opportunities and CalPERS obligations.	Q2 and annually or as needed	Completed during budget study session with the Board during public meeting on May 17, 2023.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Ongoing investment in Harbor Village Infrastructure	Complete outstanding ADA improvements in Capital Improvement Plan	Q2 2023	3x ADA restroom improvements & 2x ADA compliant trash enclosures projects materially completed during this quarter.
	Evaluate new ADA improvement requirements for District properties and update Capital Improvement Plan to address.	Q2 2024	No action this quarter.
	Village Promenade/Trail physical upgrades, including sustainability enhancements	Q4 2024 onwards	No action this quarter.
	Complete infrastructure upgrades (elevators, roof replacements per CIP)	Q4 2026	1567 Building C Roof replacement completed.
	Complete Village Tenant Signage, Awnings	Q4 2024	Ongoing progress for Village tenants with implementation of Master Sign Program. Several door-protecting awnings on order for replacement.
	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.
	Implement WiFi in Harbor Village	Q2 2023	No action this quarter.
2. Develop and implement an Annual Visitation Plan for Ventura Harbor Village.	Submit a proposed Visitation Plan in spring for Board, tenant and stakeholder input and feedback.	Q2 2023 and annually	Presented and board approved in June : 2023-2024 Village Visitation Plan
	Implement seasonal décor at Ventura Harbor Village and Spinnaker Drive	Q4 2022 and annually	Installation of “Ventura Harbor” promenade sign for summer

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

00 : 07 : 00

Change Clock Type

Digital

Duration: 00 07 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

QUARTERLY UPDATE ON THE VENTURA PORT DISTRICT
5-YEAR OBJECTIVES

RECOMMENDATION:

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STANDARD
AGENDA
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Report by:
Brian D. Pendleton, General Manager



VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT
NEXT MEETING SEPTEMBER 20, 2023

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK