



VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS

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

Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Tom Bunn, Legal Counsel
Jessica Rauch, Clerk of the Board

REGULAR MEETING

WEDNESDAY, JANUARY 17, 2024

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

CLOSED SESSION – 6:30PM
OPEN SESSION – 7:00PM

PUBLIC PARTICIPATION OPTIONS

MEETINGS WILL BE CONDUCTED IN A HYBRID MODEL WITH BOTH IN-PERSON ATTENDANCE
AND VIRTUAL PARTICIPATION.

WATCH THE MEETING LIVE

<https://us02web.zoom.us/j/83276329300>

Webinar ID: 832 7632 9300

1-669-900-6833

1-253-215-8782

PUBLIC COMMENT VIA ZOOM

To request to speak on an item, use the “raise hand” button to notify the Clerk. The Clerk will announce public speakers and unmute participants to speak. Please be mindful that the meeting will be recorded, and all rules of procedure and decorum apply for in-person attendees and those participating virtually.

SUBMIT PUBLIC COMMENT VIA EMAIL

To submit written comments on a specific agenda item, please do so via email by 4:00PM on the day of the meeting. When sending an email, please indicate in the subject line, the agenda item number (i.e. General Public Comment or Consent Item A). Written comments should be no more than 1,000 characters in length. Written comments will be distributed to the Commission and will be posted as a supplemental packet on the District’s website at <https://venturaharbor.com/board-meeting-documents/>. Please submit your comment to the Clerk of the Board at jrauch@venturaharbor.com.

CLOSED SESSION 6:30PM
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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.

CONVENE IN CLOSED SESSION

CLOSED SESSION AGENDA

- 1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION:** (Verbal Report)
(Paragraph (1) of subdivision (d) of Section 54956.9)
Name of case: Ventura Port District dba Ventura Harbor Village v. Andres S. Fernandez, LLC
Ventura County Superior Court Case No. 56-2023-00575929-CL-UD-VTA (Restaurant)
- 2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - PER GOVERNMENT CODE SECTION 54956.8:** (Verbal Report)
 - a) 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**

ADJOURNMENT

OPEN SESSION 7:00PM

CALL TO ORDER: *By Chair Michael Blumenberg.*

PLEDGE OF ALLEGIANCE: *By Chair Michael Blumenberg.*

ROLL CALL: *By the Clerk of the Board.*

ADOPTION OF AGENDA

Consider and approve, by majority vote, minor revisions to agenda items and/or attachments and any item added to or removed/continued from the Port Commission's agenda. Administrative Reports relating to this agenda and materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the Port District's office located at 1603 Anchors Way Drive, Ventura, CA during business hours as well as on the District's website - www.venturaharbor.com.

APPROVAL OF MINUTES

The Minutes of the January 3, 2024 Port Commission Regular Meeting will be considered for approval.

PUBLIC COMMUNICATIONS

The Public Communications period is set aside to allow public testimony on items not on today's agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair.

CLOSED SESSION REPORT

Closed Sessions are not open to the public pursuant to the Brown Act. Any reportable actions taken by the Commission during Closed Session will be announced at this time.

BOARD COMMUNICATIONS

Port Commissioner's may present brief reports on port issues, such as seminars, meetings and literature that would be of interest to the public and/or Commission, as a whole. Port Commissioner's must provide a brief summary and disclose any discussions he or she may have had with any Port District Tenants related to Port District business.

STAFF AND GENERAL MANAGER REPORTS

Ventura Port District Staff, Legal Counsel and General Manager will give the Commission updates on important topics or items of general interest if needed.

CONSENT AGENDA:

Matters appearing on the Consent Calendar are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of the Board or the public requests an opportunity to address any given item. Approval by the Board of Consent Items means that the recommendation is approved along with the terms set forth in the applicable staff reports.

A) Approval of New Office Lease Agreement with Students for Eco Education and Agriculture, Inc. for 1575 Spinnaker Drive #205

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve an Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Students for Eco Education and Agriculture, Inc. dba SEEAG for the premises located at 1575 Spinnaker Drive #205, consisting of approximately 1,326 square feet.

B) Authorization to Exercise Lease Option with Ventura Harbor Storage Enterprises, LLC for the Commercial Fishing Storage Yard at 1410 Angler Ct.

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to exercise the 5-year option for the existing Lease between Ventura Harbor Storage Enterprises, LLC and the Ventura Port District for the Commercial Fishing Storage Yard.

STANDARD AGENDA:

1) Status Report on Recent and Forecasted Pacific Storm Events

Recommended Action: Informational.

That the Board of Port Commissioners receive a report on recent and forecasted Pacific winter storm events impacting Ventura.

2) Declaration of District Personal Property as Surplus and Disposal of Same

Recommended Action: Voice Vote

That the Board of Port Commissioners declare the Ford F-350 Boom Truck as surplus property and dispose of it in accordance with the Surplus Property Policy approved January 24, 2018.

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

Recommended Action: Voice Vote.

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

ADJOURNMENT

This agenda was posted on January 12, 2024 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 JANUARY 17, 2024

APPROVAL OF MINUTES JANUARY 3, 2024 REGULAR MEETING

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF JANUARY 3, 2024



CLOSED SESSION

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chair Blumenberg at 5:32PM 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
Chris Stephens

Commissioners Absent:

None

Port District Staff:

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

Legal Counsel:

Tom Bunn, Lagerlof LLP via Zoom
Jeremy Shulman, Lagerlof LLP via Zoom

Number of interested persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: None. Closed at 5:32PM.

CONVENED TO CLOSED SESSION AT 5:33PM.

ADJOURNMENT: Closed Session was adjourned at 6:03PM.

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Chair Blumenberg at 6:05PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Commissioner Stephens.

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

None

Port District Staff:

Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Clerk of the Board via Zoom
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager
Sergio Gonzalez, Facilities Manager
John Higgins, Harbormaster
Pat Hummer, Senior Harbor Patrol Officer via Zoom

Legal Counsel:

Tom Bunn, Lagerlof Lawyers LLP via Zoom

City of Ventura Liaisons

Councilmember McReynolds, City Council Liaison – Absent

Number of interested persons:

1 via zoom; 2 in person

ADOPTION OF AGENDA

ACTION: Commissioner Brennan moved to adopt the January 3, 2024 agenda.

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.

APPROVAL OF MINUTES

The Minutes of the December 20, 2023 Port Commission Special Meeting were considered as follows:

ACTION: Commissioner Brennan moved to approve the Minutes of the December 20, 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: Yvonne Menard, Vice-President of the Hokuloa Outrigger Canoe Club introduced herself and the club. Also, thanked staff for continued event support. Closed at 6:10PM.

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

BOARD COMMUNICATIONS: None. Closed at 6:11PM.

STAFF AND GENERAL MANAGER REPORTS: None.

CONSENT AGENDA:

A) Approval of Assignment and Assumption of Lease between Ken Caparoni dba State Farm Agent and Ken Caparoni Insurance Agency Inc.

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve an Assignment and Assumption of Lease between Ken Caparoni dba State Farm Agent and Ken Caparoni Insurance Agency Inc., a California corporation, for the premises located at 1583 Spinnaker Drive, suite 210, consisting of approximately 787 square feet.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve an Assignment and Assumption of Lease between Ken Caparoni dba State Farm Agent and Ken Caparoni Insurance Agency Inc., a California corporation, for the premises located at 1583 Spinnaker Drive, suite 210, consisting of approximately 787 square feet.

Commissioner Brennan 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.

B) Approval of New Month-to-Month Office Lease Agreement with David Richard for 1591 Spinnaker Drive #207

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Month-to-Month Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and David Richard for the premises located at 1591 Spinnaker Drive #207, consisting of approximately 1,420 square feet.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve a new Month-to-Month Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and David Richard for the premises located at 1591 Spinnaker Drive #207, consisting of approximately 1,420 square feet.

Commissioner Brennan 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.

STANDARD AGENDA:

1) Status Report on Recent and Forecasted Pacific Storm Events

Recommended Action: Informational.

That the Board of Port Commissioners receive a report on recent and forecasted Pacific winter storm events impacting Ventura.

Report by Brian D. Pendleton, General Manager, Todd Mitchell, Sr. Business Operations Manager and John Higgins, Harbormaster.

Public Comment: None. Closed at 6:55PM.

ACTION: The Board of Port Commissioners received a report on recent and forecasted Pacific winter storm events impacting Ventura.

ADJOURNMENT: The meeting was adjourned at 6:56PM.

The next regular meeting is Wednesday, January 17, 2024.

Anthony Rainey, Secretary



BOARD OF PORT COMMISSIONERS JANUARY 17, 2024

DEPARTMENTAL STAFF REPORTS DECEMBER 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: January 17, 2024

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

1559 BUILDING TENANT IMPROVEMNT

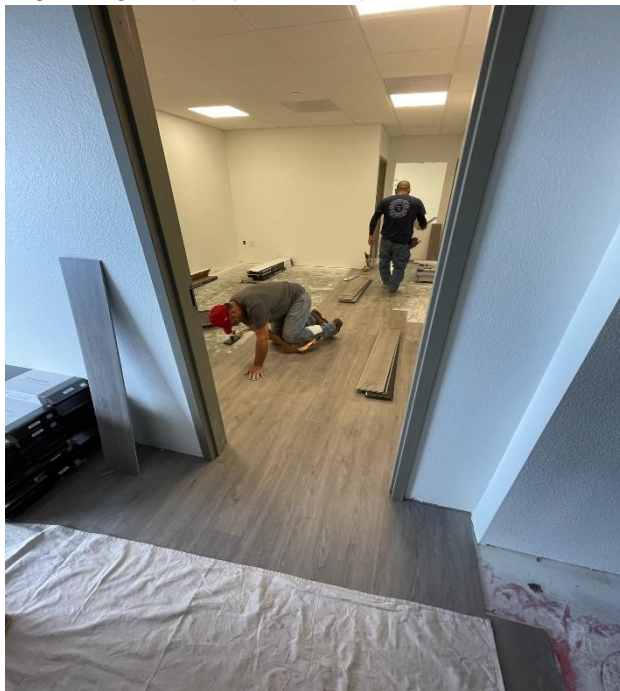
Status: On going

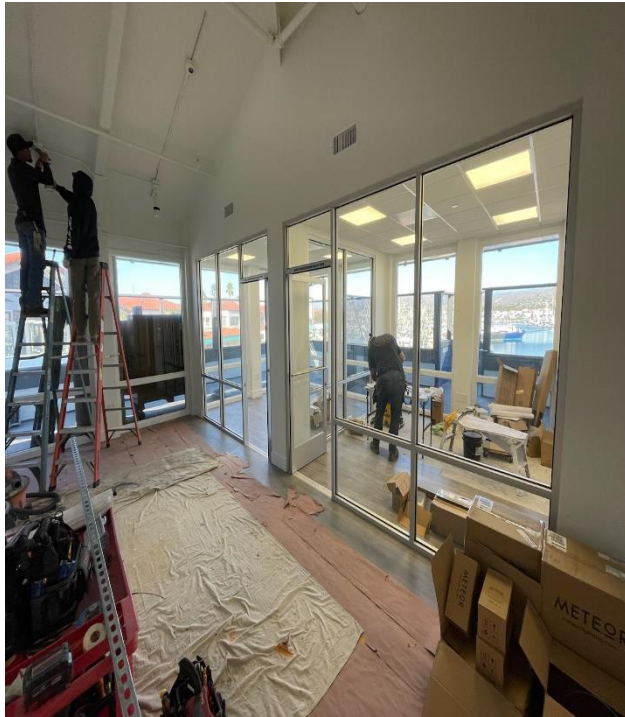
Budget: On Budget

F.C.T Construction LLC continues to make progress and execute high quality work. 90% of the project has been completed, which includes the following: metal framing, drywall & texture, HVAC ducting run work, interior painting, flooring, electrical fixtures, T-Bar and ceiling tiles.

The Fire Marshal has requested a 5-year inspection for the exterior fire sprinklers for the entire building and a local company has been selected to fulfill this requirement. Construction continues to move forward as planned with minimal interruptions to nearby tenants.

Staff is very pleased with the communication and coordination 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 regarding this project have passed.





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 in coordination with the Loose Cannon's (Tenant's) construction schedule (see below). Staff will also coordinate between contractor and surrounding Tenants on the schedule, access, and noise.

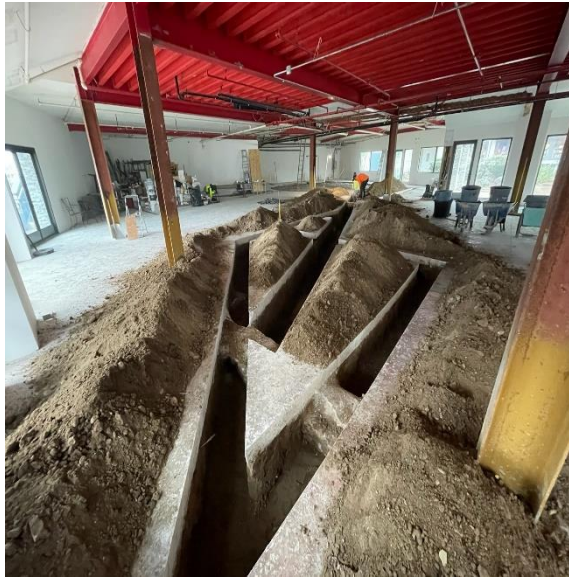
1567 SPINNAKER DR. SUITE 101, LOOSE CANNON UPDATE

Status: On Going

Budget: N/A (Tenant Cost)

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.

On December 1st, staff received all required documentation for Loose Cannon's contractor to start construction. A pre-construction meeting was held on December 4th. Construction broke ground on December 7th. We can report that construction is moving forward. All interior saw cutting for the sewer drains, kitchen grease trap, and bar drains installation has been completed, materials have been ordered, unfortunately due to the recent Holidays, materials are expected to arrive early January, additionally all trenching had to be performed by hand, due to finding too many existing electrical conduits and plumbing underneath the existing cement flooring. Staff continues to meet with the 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 this types of construction.



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 were held on Thursday, December 7, 2023. We had eight bidders present for the mandatory pre-bid conference. The bid openings were both scheduled for Wednesday, January 3, 2024. Due to RFI's coming from the bidders for the Launch ramp floating docks, staff and consultants have decided to extend the bid opening to January 17th to give bidders more time to submit their bid for this component.

ADDITIONAL PROJECTS:

- | | |
|--|--------------------------------|
| • 1583 & 1559 Restroom remodeling | Status: Publicly advertised. |
| • 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: January 17, 2024

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

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. Currently, there is no expectation for any unexpected issues.

2024 Dredging Funding

The President's Budget (PBUD) was released on March 9th 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). No further updates are anticipated until the President's Budget is released in late February. The SBOM will meet with Congressman Carbajal in mid-February as part of CMANC and ask that his staff send another letter to OMB again requesting the \$8M in funding be included in the President's Budget.

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 2023 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.

The strong wave events in late December of 2023 may also have affected the inner harbor dredging conditions. Hydrographic survey work being done for the VenturaWaterPure project will be shared with the District to assess.

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 worked with support from Rincon Consultants, Noble Consultants, and Lagerlof to prepare and advertise 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.

The bid opening will be January 30, 2024.

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 voted in favor of conditionally approving the amendment of the Ventura Port District's inner harbor dredging Coastal Development Permit and extending it by 5-years. The hearing took place on December 13th. Two conditions were imposed by the Commission staff to provide two additional monitoring plans, which have been prepared by Rincon and submitted to the Commission staff for review.

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 – December 2023 Federal Advocacy Reports by Carpi & Clay

Federal Update

December 28, 2023

Fiscal Year 2024 Appropriations Update

Congress left Washington, D.C. for the holiday recess without making further progress on finalizing the Fiscal Year (FY) 2024 appropriations bills. Currently, the federal government is being funded through a laddered Continuing Resolution (CR), which divided the twelve appropriations bills into the following two groups with two distinct deadlines:

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

With the Senate scheduled to return to Washington on January 8th, and the House on January 9th, Members will have a short timeline to take action on the FY24 appropriations bills. If action is not taken, a partial government shutdown could occur on January 19th.

Congress Passes Fiscal Year 2024 National Defense Authorization Act

The House and Senate passed the \$886 billion *National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2024* (**H.R. 2670**). The legislation passed the House by a vote of 310-118 and the Senate by a vote of 87-13. Provisions in the bill include a 5.2% pay raise for armed service members, a monthly bonus for junior enlisted troops, authorization of \$300 million for the Ukrainian Security Assistance initiative, as well as Senator Padilla's (D-CA) Atmospheric Rivers Reconnaissance, Observation and Warning (ARROW) Act. President Biden is expected to sign the bill into law in the coming days.

OMB Releases Fall 2023 Regulatory Agenda

The White House Office of Management and Budget (OMB) released the [Fall 2023 Regulatory Agenda](#). The agenda, released twice a year, lays out the regulations federal departments and agencies plan on working on over the course of the next six months. For the US Army Corps of Engineers (USACE) the Administration intended to conduct regulatory activity on the following items of interest to civil works stakeholders:

- Policy and Procedures for Processing Requests to Alter US Army Corps of Engineers Civil Works Projects Pursuant to 33 U.S.C. 408
- Flood Control Cost-Sharing Requirements Under the Ability to Pay Provision
- Principles, Requirements and Guidelines rulemaking
- P.L. 84-99 final rule

Members of Congress Announce Departures and Retirements

In December, several Members of Congress announced their intent to retire or resign. Most notably, former Speaker of the House Kevin McCarthy (R-CA) announced he will resign from Congress effective December 31st. Representative Bill Johnson (R-OH) intends to resign effective March 15th to assume the role of President of Youngstown State University. Representative Drew Ferguson (R-GA) and North Carolina Representatives Patrick McHenry (R), Kathy Manning (D), and Wiley Nickel (D) announced their intent to retire at the end of the 118th Congress. Additionally, on December 1st, the House voted to expel Representative George Santos (R-NY) by a vote 311-114 following the release of a report by the House Ethics Committee. A special election to fill the seat is scheduled for February 13th.

Federal Funding Opportunities & Announcements

DOE Announces \$37 Million for EV Battery Recycling. The Department of Energy (DOE) released a [NOFO](#) for \$37 million in funding to reduce costs associated with recycling electric vehicle (EV) batteries. Funding will prioritize research, development, and demonstration of second life applications and technologies and processes for final recycling and disposal of EV batteries. Concept papers are due February 7th, and applications are due April 19th.

DOE Releases \$19 Million Community Capacity Building Grant Program NOFO. DOE released a [NOFO](#) for \$19 million through the Community Capacity Building Grant Program. The program supports disadvantaged communities impacted by nuclear defense and research missions that are currently hosting environmental cleanup sites, and grant funding will support projects focused on economic development, revitalization, and community engagement. Applications are due January 25th.

DOI Announces \$72 Million for Salton Sea Restoration. The Department of the Interior (DOI) [announced](#) \$72 million in IRA funding to accelerate restoration of the Salton Sea in California through the state's 10-year Salton Sea Management Plan. From the funding, \$70 million will support expansion of the Species Conservation Habitat Project to create

up to 7,000 acres of aquatic habitats for wildlife and cover exposed lakebed. The remaining \$2 million will support the Torres Martinez Desert Cahuilla Indians over five years to expand technical capacity and fund positions supporting Salton Sea project implementation.

DOT Discretionary Grant Application Tips Webinar. The Department of Transportation (DOT) hosted a webinar on December 5th that spotlighted several new resources to help grantees develop more successful applications for competitive grant programs. The webinar included segments on:

- A new Cost-Benefit Tool that can be used for identifying, quantifying, and comparing expected benefits and cost of an investment, action, or policy. Many DOT grant programs require a benefit-cost analysis; the list can be viewed [HERE](#).
- Updates to the [Rural Grant Application Toolkit](#).
- Tips for including safety elements in grant applications for the Safe Streets for All grant program.

DOT Announces SS4A Grant Awards. The Department of Transportation (DOT) [announced](#) \$817 million for 385 projects through the Safe Streets and Roads for All (SS4A) discretionary grant program. The grant awards announced for Round 2 will fund planning and demonstration projects to help cities, counties, metropolitan planning organizations, and tribal governments better understand the safety challenges in their communities, and then begin to identify solutions to make streets, roads, and highways safer for all road users.

DOT Announces Rural Grant Awards. DOT [announced](#) \$645.3 million for 18 projects through the Rural Surface Transportation Grant Program. The program provides funding for projects that improve and extend surface transportation infrastructure in rural areas with a population over 200,000.

DOT Publishes RAV NOFO. DOT published a [NOFO](#) for \$25 million through the Rural Autonomous Vehicle (RAV) research program. The RAV Program will be used for two awards to accredited non-profit institutions of higher education, or consortia thereof, as cooperative agreements on a competitive basis, to conduct research and to work with rural and Tribal communities to address the additional challenges of bringing the benefits of responsible integration of automated vehicles and associated technologies for air and surface mobility to rural and Tribal communities. Applications are due March 13th.

EPA Releases \$30.7 Million Water Technical Assistance NOFO. The Environmental Protection Agency (EPA) released a \$30.7 million [NOFO](#) through the Training and Technical Assistance to Improve Water Quality and Enable Small Public Water Systems to Provide Safe Drinking Water grant program. The program supports technical assistance for small public water systems to achieve and maintain compliance with the Safe Drinking Water Act (SDWA), provide managerial and/or financial assistance for maintaining SDWA compliance, improve water quality at publicly owned small wastewater

systems, and provide support to improve water quality for private well owners. Applications are due February 2nd.

EPA Publishes \$2 Billion Community Change Grants NOFO. EPA published a [NOFO](#) through the Environmental and Climate Justice Community Change Grant Program for the availability of \$2 billion to fund community-driven projects that address climate challenges and reduce pollution while strengthening communities through thoughtful implementation. There will be two tracks of funding under this opportunity. Track I will fund approximately 150 large, transformational community-driven investment grants of \$10 million to \$20 million. Track II will fund approximately 20 meaningful engagement grants of \$1 million to \$3 million. Applications are due November 21st; however, EPA will evaluate applications on a rolling basis until that date.

EPA Awards \$600 Million through Environmental Justice Thriving Communities Grantmaking Program. EPA [awarded](#) \$600 million to 11 Grantmakers under the Environmental Justice Thriving Communities Grantmaking program. Communities will be able to apply for subgrants through a Grantmaker to fund projects such as small local cleanups, local emergency preparedness and disaster resiliency programs, environmental workforce development programs, fence line air quality and asthma related projects, healthy home programs, and projects that address illegal dumping.

Forest Service Announces \$20 Million Partnership with American Forests. The Forest Service [announced](#) a \$20 million partnership with American Forests to organize and scale climate-adapted reforestation over the next five years. American Forests will assist the Forest Service in prioritizing and planning for reforestation needs, bolstering climate-resilient restoration and reforestation planning by expanding nursery production, growing the forestry workforce, and increasing seed collection capabilities.

FRA Announces Corridor ID Program Grant Awards. FRA [announced](#) the Corridor Identification and Development (Corridor ID) Program, which awards up to \$500,000 for eligible activities to help fund intercity passenger rail development throughout the country. Selections were divided into four categories:

- New High-Speed Rail – Services planned to operate at speeds of up to 186 mph or greater, primarily, or solely on new, dedicated alignment.
- New Conventional Rail – Services generally planned to operate at speeds up to 79-125 mph, and primarily on existing rail alignments shared with other railroad operations (freight or commuter).
- Existing Routes with Extensions – Existing intercity passenger rail services with planned extensions, operating at speeds of up to 79-125mph and primarily on existing shared rail alignments.
- Existing Routes – Existing intercity passenger rail services with planned improvements to frequencies, trip times, stations, or other characteristics.

FTA Announces Ferry Grant Awards. The Federal Transit Administration (FTA) [announced](#) a total of \$220.2 million for 13 projects through the Ferry Service for Rural

Communities Program and the Passenger Ferry Grant Program. The grants will help fund projects that replace old vessels, expand fleets, and build new terminals and docks.

Reclamation Awards \$51 Million through WaterSMART Aquatic Ecosystem Restoration Program. The Bureau of Reclamation [awarded](#) \$51 million to 18 projects through the WaterSMART Aquatic Ecosystem Restoration Program. Grants will fund the study, design, and construction of ecosystem restoration projects to improve the health of fisheries, wildlife, and aquatic habitats through restoration and improved fish passage.

Federal Agency Personnel & Regulatory Announcements

White House Releases Updated List of Programs Covered by Justice40 Initiative. The White House has released an [updated list of federal programs](#) that are covered by the Justice40 Initiative, a goal set by the administration that 40 percent of the overall benefits of certain federal investments go to disadvantaged communities. The list includes programs funded by BIL and IRA.

White House Releases Frontiers of Benefit-Cost Analysis Initiative Report. The White House released its first annual report from the Frontiers of Benefit-Cost Analysis Initiative titled, "[Advancing the Frontiers of Benefit-Cost Analysis: Federal Priorities and Directions for Future Research](#)." The report details how the Initiative will spearhead policy updates to ensure that federal agencies have access to analytical tools and knowledge focused on wildfires and extreme weather, public benefit programs, non-fatal health effects, ecosystem services, information, and transparency. The White House also released a [fact sheet](#) summarizing the report.

BOEM Announces California Floating Offshore Wind PEIS. The Bureau of Ocean Energy Management (BOEM) [announced](#) it will conduct a Programmatic Environmental Impact Study (PEIS) on floating offshore wind farms off the California coast. The study will offer mitigation options for the perceived negative impacts of offshore wind development, including addressing impacts to habitats and broader public concerns.

CDC Updates National Wastewater Surveillance System. The Centers for Disease Control and Prevention (CDC) [updated](#) the National Wastewater Surveillance System (NWSS). NWSS provides data as an early warning to alert system operators of increasing or decreasing levels infectious diseases in a water system.

CEQ Publishes RFI on the Environmental Justice Scorecard. The Council on Environmental Quality (CEQ) published a [request for information](#) (RFI) seeking feedback on Phase One of the Environmental Justice Scorecard, which will inform future versions of the Environmental Justice Scorecard. Comments are due by January 19th.

DOT Establishes ASCR Task Force. DOT [announced](#) the establishment of the Aerospace Supply Chain Resiliency (ASCR) Task Force. The ASCR Task Force includes representatives from 16 specific industry perspectives. ASCR will identify and assess risks to United States aerospace supply chains, including the availability of raw materials

and critical manufactured goods, with respect to major end items produced by the aerospace industry; and the infrastructure of the National Airspace System; and identify best practices and make recommendations to mitigate those risks and support a robust United States aerospace supply chain. ASCR will end when the task force submits its report to Congress.

DOT Launches Tool to Find Local DOT Contacts. DOT launched [an interactive tool](#) to connect local officials to DOT offices within their states. The tool includes local staff at federal agencies such as FHWA, FTA, MARAD, and FMCSA. It also includes information for the state DOT, metropolitan planning organization, or local transit agency.

DOT Launches Transportation Data and Equity Hub. DOT launched the [Transportation Data and Equity Hub](#). The new hub assists in finding tools, metrics, and data to analyze transportation access. It includes a data explorer where users can search for DOT's equity-related data by category or specific variables.

DOT Announces New Virtual Program on AAM. DOT, along with FAA and the DOT Volpe Center will host a virtual program entitled "[Up, Up, and Away: Innovations in Advanced Air Mobility \(AAM\)](#)." The seven-part event series will take place from November 2023 through February 2024. Each forum features leading federal and private sector panelists and is open to the public. The series will consider how to embrace new technologies while ensuring that the aviation system of the future is safer, more efficient, equitable, and sustainable.

EPA Releases Annual PFAS Report. EPA released a report entitled, "[EPA's PFAS Strategic Roadmap: Second Annual Progress Report](#)." The report details EPA's implementation of its PFAS Strategic Roadmap and outlines efforts to restrict, remediate, and research per- and polyfluoroalkyl substances (PFAS), centered around protecting public health.

EPA and USDA Announce Partnership for Rural Wastewater Infrastructure Development. EPA, USDA, and a network of 25 organizations announced a strengthened partnership to develop wastewater infrastructure in rural and underserved communities, focused on affordability, modernization, and ensuring safety. The agencies entered into a [memorandum of understanding](#) (MOU) that will "improve the overall performance and management of decentralized systems, continue collaborative efforts on training and certification, promote public awareness and support education on the management of decentralized systems."

FEMA Releases 2023 National Preparedness Report. FEMA released the [2023 National Preparedness Report](#). The report details the preparedness of local, state, and federal governments with an emphasis on natural disasters.

FHWA Releases FY 2021 Transportation Alternatives Annual Report. FHWA released the [FY 2021 Transportation Alternatives \(TA\) Annual Report](#). The TA set-aside is part of the Surface Transportation Block Grant Program and provides funding for

a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities; construction of turnouts, overlooks, and viewing areas; community improvements such as historic preservation and vegetation management; environmental mitigation related to stormwater and habitat connectivity; recreational trails; safe routes to school projects; and vulnerable road user safety assessments.

FHWA Publishes GHG Final Rule. FHWA published a [final rule](#) that amends regulations governing national performance management measures and establishes a method for the measurement and reporting of greenhouse gas (GHG) emissions associated with transportation (GHG measure). It requires state departments of transportation (State DOT) and metropolitan planning organizations (MPO) to establish declining carbon dioxide targets for the GHG measure and report on progress toward the achievement of those targets. The rule does not mandate how low targets must be. Rather, State DOTs and MPOs have flexibility to set targets that are appropriate for their communities and that work for their respective climate change and other policy priorities, if the targets aim to reduce emissions over time. The rule is effective January 8th.

FHWA Releases Programmatic Mitigation Planning Guidebook. FHWA released the [Programmatic Mitigation Planning Guidebook](#). The guidebook identifies the steps State DOTs and MPOs should consider, in coordination with the appropriate resource and regulatory agencies, to develop and implement a programmatic mitigation plan (PMP). Additionally, it provides connections to the statutory and regulatory requirements as well as Administration priorities, details the economic and environmental benefits of using PMPs, and shares best practices and additional resources for developing and implementing such plans.

FHWA Publishes MPO CMAQ Target Setting and Reporting Fact Sheet. FHWA [published](#) a new 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 Releases 11th Edition MUCTD. FHWA released the 11th Edition of the [Manual on Uniform Traffic Control Devices for Streets and Highways](#) (MUCTD). The updated manual includes information to improve safety for pedestrians, bicyclists, and road users. It is the national standard for traffic signs, signals, and pavement markings that ensures a uniform and predictable environment on roadways.

Forest Service Announces National Forest Land Management Plan Amendment. The Forest Service announced an [amendment](#) to all 128 forest land management plans, in accordance with [Executive Order 14072](#), to conserve and steward old-growth forests on national forests and grasslands. The proposed amendment will require use of the best available science to provide consistent direction related to old-growth forest conditions. Comments are due February 2nd.

FRA Publishes Freight Car Safety Standards NPRM. FRA published a [NPRM](#) that would amend the Freight Car Safety Standards (FCSS) to implement section 22425 of

the Infrastructure Investment and Jobs Act (Act). The Act places certain restrictions on newly built freight cars placed into service in the United States (U.S.) including limiting content that originates from a country of concern (COC) or is sourced from a state-owned enterprise (SOE) and prohibiting the use of sensitive technology that originates from a COC or SOE. The Act mandates that FRA issue a regulation to monitor and enforce industry's compliance with the standards of the Act. Comments are due by February 6th.

FRA Releases Improving Rail in Rural Communities Webpage. FRA released its [Improving Rail in Rural Communities](#) web page to provide resources for rural grant applicants as part of DOT's [Rural Opportunities to Use Transportation for Economic Success](#) (ROUTES) Initiative.

FTA Publishes CY 2024 Drug and Alcohol Random Test Rates. FTA [published](#) the random drug and alcohol percentage rate for calendar year (CY) 2024. The minimum random drug testing rate will remain at 50% random alcohol testing rate will remain at 10%. FTA requires drug and alcohol testing for transit employees performing safety-sensitive functions and for employers to submit annual drug and alcohol testing reports by March 15th of each year.

FTA Releases Proposed General Directive Regarding Assaults on Transit Workers. FTA released a [proposed General Directive](#) on Required Actions Regarding Assaults on Transit Workers. The General Directive would require each transit each subject to the Public Transportation Agency Safety Plans (PTASP) regulation to conduct risk assessments related to assaults on transit workers, would require each transit agency to identify safety risk mitigations or strategies based on safety risk assessments, and would require each transit agency to provide information to FTA on their methods of assessing, mitigating, and monitoring the safety risk related to assaults on transit workers within 60 days of the issuance of the final General Directive. Comments are due February 20th.

FTA Extends Comment Period for Hours of Service and Fatigue Risk Management ANPRM. FTA announced it is extending the comment period deadline for the Transit Worker Hours of Service and Fatigue Risk Management [advanced notice of proposed rulemaking](#) (ANPRM). Comments are due January 29th.

FTA Extends Comment Period for State Safety Oversight NPRM. FTA announced it is extending the comment period deadline for the State Safety Oversight [NPRM](#). Comments are now due February 15th.

National Park Service Announces New Pacific West Regional Director. The National Park Service announced that David Szymanski will serve as Regional Director for the Pacific West Region beginning in January. Szymanski has spent 25 years at NPS and has served as Superintendent of the Santa Monica Mountains National Recreation Area since 2012.

Reclamation Announces New California-Great Basin Regional Director. Reclamation announced that Karl Stock has been selected to serve as the new regional

director of the California-Great Basin region. Stock will succeed Ernest Conant, who will assume the role of senior advisor to the deputy commissioner for operations.

Seven Agencies Release MOU on American Climate Corps. The Departments of Commerce, Labor, DOI, USDA, DOE, EPA, and AmeriCorps entered into an [MOU](#) to serve as a blueprint for the American Climate Corps (ACC). ACC is a workforce development program announced by the Biden Administration to train individuals for clean energy, conservation, and climate related jobs. The MOU includes details on the mission, goals, priorities, and next steps for ACC. Multiple [listening sessions](#) are scheduled throughout January to provide more information on the program.

Treasury and IRS Release Section 45V Clean Hydrogen Tax Credit NPRM. Treasury and IRS released a [NPRM](#) for the Section 45V Clean Hydrogen Tax Credit. The NPRM provides definitions of key terms, including lifecycle GHG emissions, qualified clean hydrogen, and qualified clean hydrogen production facility, and includes guidelines that prevent subsidizing hydrogen production with higher lifecycle GHG emissions than allowed by the IRA. Comments will be due 60 days following its anticipated publication in the *Federal Register* on December 26th.

USACE Releases Annual Section 7001 Report for WRDA. The U.S. Army Corps of Engineers (USACE) released its annual [Section 7001 Report](#) to Congress as part of the Water Resources Development Act (WRDA) development process. The report provides detailed information on future water resource development studies and projects.

##

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: January 17, 2024

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

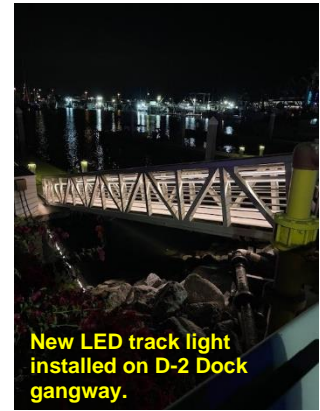
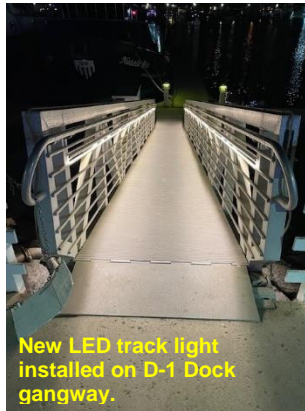
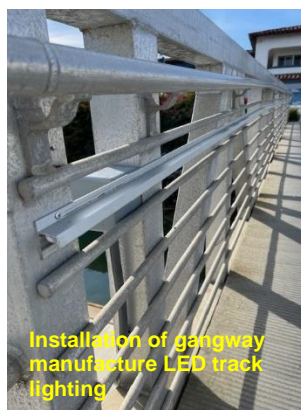
MAINTENANCE ACTIVITIES

VHV DOCK GANGWAY LIGHTING UPGRADE

Status: Completed

Budget: Budgeted (Marina)

In coordination with the Marina Department, the District purchased dedicated LED track lighting made by and for Topper Industries gangways which are used within the VHV docks. The Maintenance Department, led by Tech 2 Luis Quezada proceeded to remove the outdated LED rope lights mounted on the upper head rails on C, D-1, and D-2 dock gangways and install the hardwired Topper Industries LED track light.



VPD FACILITIES ASSISTANCE DURING THE LATE DECEMBER 2023 STORM

Status: Completed

Budget: Budgeted (Contingency)

Maintenance staff assisted the Harbor Patrol Department in the closing and restricting of all public access to the beaches and waterways. In coordination with the Marketing Department which assisted with signage, facilities placed signage throughout all beach path of travels warning pedestrians of the beach hazardous conditions. After the storm, Facilities expedited the cleanup of the southside of the Harbor Cove beach parking lot where debris and sand washed into the lot.



VPD LAUNCH RAMP HEDGE LANDSCAPING

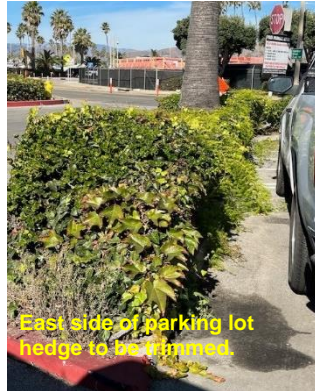
Status: Completed

Budget: Budgeted (Grounds Maintenance)

The Maintenance Department proceeded to trim and clean the hedge between the Launch Ramp parking lot and Anchors Way Drive. This was a group project spearheaded by Landscaper Manuel Valencia



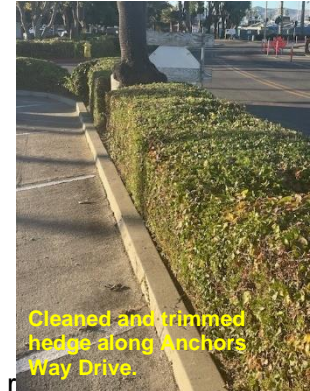
Manuel Valencia leading crew with trimming and cleanup of hedge.



East side of parking lot hedge to be trimmed.



East side of parking lot hedge cleaned and trimmed.



Cleaned and trimmed hedge along Anchors Way Drive.

VPD PARADE OF LIGHTS/ WINTER WONDERLAND PREP/EXECUTION 2023

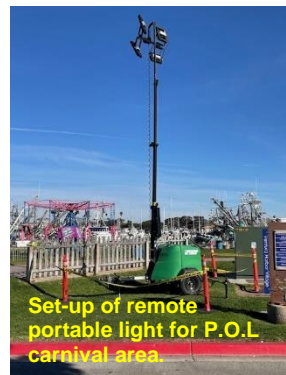
Status: Completed

Budget: Budgeted (Marketing)

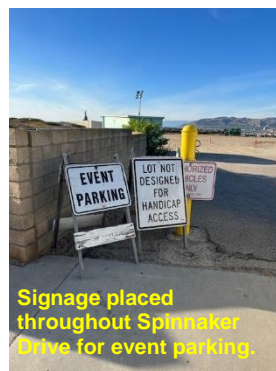
The Maintenance Department assisted the Marketing Department in preparation for and execution of the combined Parade of Lights / Winter Wonderland events by setting up mandated fireworks safety perimeter on Harbor Cove Beach, event parking signage, portable lighting station and other requested set-ups and eventual breakdowns. During the events, Facilities had staff at all levels providing various maintenance and janitorial functions to ensure a high-quality experience for visitors.



Installation of firework safety perimeter for P.O.L.



Set-up of remote portable light for P.O.L. carnival area.



Signage placed throughout Spinnaker Drive for event parking.



Faux grass set up at C.I. courtyard for Winter Wonderland festivities.

VHV 1691 PARADE OF LIGHTS EMERGENCY BACKFLOW REPAIR

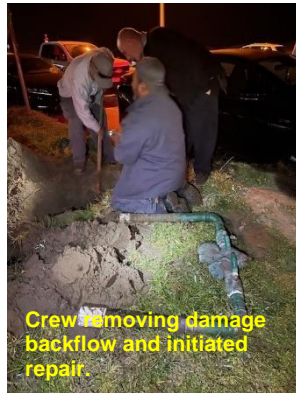
Status: Completed

Budget: Budgeted (Contingency)

During the Saturday, December 16th P.O.L event we had an emergency call-out to repair a damaged backflow servicing the potable water supply to the 1691 building. A vehicle drove over a planter curb and incidentally hit the backflow breaking the 2" water line. We managed to turn off the water and with the efforts of Maintenance Worker 1 Martin Lopez, had the backflow repaired and back in line by Monday, December 18th to minimize the inconvenience to tenants at the VHV 1691 building.



Damaged 2" water line connected to VHV 1691 backflow.



Crew removing damage backflow and initiated repair.



Crew prepping the repair of backflow.



Reinstalled and repaired backflow VHV 1691.

VHV 1559 CURB PAINTING

Status: Completed

Budget: Budgeted (Ground Maintenance)

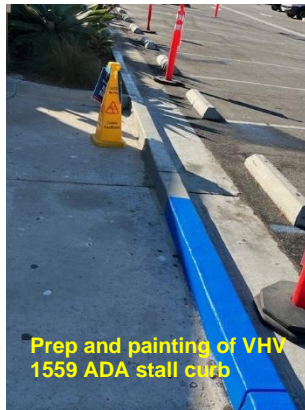
Maintenance staff prepped and repainted the curbs at the VHV 1559 parking lot sectors. We proceed to convert the green painted curbs to concrete/grey. We also prepped and repainted all handicap blue and fire lane red curbs.



VHV 1559 green curb to be repainted concrete grey.



VHV 1559 curb repainted concrete grey.



Prep and painting of VHV 1559 ADA stall curb



Prep and painting of VHV 1559 ADA stall curb

VPD MAINTENANCE ELECTRIC VEHICLE/VAN PURCHASE

Status: Completed

Budget: Budgeted (Capital Improvements)

Staff has secured the procurement and purchase of a new plug-in electric van. A 2023 Ford E-Transit van was purchased to complete the 3 allocated electrical vehicles budgeted for this fiscal year for the Maintenance Department to initiate the transition to an environmentally sustainable fleet.



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: January 17, 2023

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

PUBLIC SAFETY

Overview:

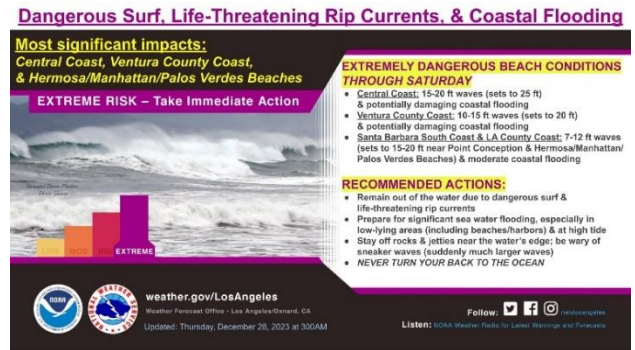
We ended the year with a lot of land and water activity. The Parade of Lights was a success, and Harbor Patrol staff had all hands on duty each night to ensure the success of the event. On land, Harbor Patrol staff staged a truck in the area of the Village due to the large crowds. They assisted with several issues, including a medical emergency near the fire pit. On the water, Harbor Patrol helped keep the flow of the parade on track, assisted boaters, responded to a vessel near the surf, maintained a security zone during the fireworks, and removed the buoys each day.



Typically, Christmas is the point of interest at the end of the month. 2023 decided that the weather wanted to be front and center. Having had the foresight to prepare for possible strong El Nino conditions, Harbor Patrol staff faced each challenge as it presented itself.

Since each event was significant, they will be detailed individually.

DECEMBER STORMS



December 21st Rains:



We finished 2023 with rain, wind, and large surf. The first significant event was the rain event that arrived in the early morning hours of December 21st. While the Harbor fared well during the event the neighboring cities of Port Hueneme and Oxnard experienced up to 6" of water causing numerous flooding incidents. Harbor Patrol remained vigilant during the event as there was also a tornado warning for the region during this same time.



Harbor Patrol staff did note that the Holiday Inn Express experienced flooding and several cars were damaged. No significant issues were noted on the water other than excessive debris.

December 28th High Surf:

A few days later, forecasters began announcing large surf that would arrive around the 28th. With advanced notice, Harbor Patrol increased staffing and prepared equipment. The Harbormaster also communicated with boaters within the Harbor and created specific messaging for the Vietnamese Fishing Fleet, National Parks Service, and Island Packers.

By early morning, Harbor Patrol had responded to a dock failure at Ventura West Phase II marina. Harbor Patrol staff, including the Harbormaster, communicated with the Marina Manager and Tow Boat US to develop a plan to relocate the boats to a safer area of the Harbor. Several boats departed the Harbor against the weather warnings as the swell was building. By noon, the entrance was no longer passable due to the waves reaching 15-25 feet.





12/26/2023

Chủ đề: Cảnh báo sóng cao khẩn cấp cho người chèo thuyền: Tăng nguy cơ tử từ thứ Tư đến Chủ nhật

Các ngư dân thân mến,

Chúng tôi hy vọng bạn khỏe. Chúng tôi muốn thông báo cho bạn về tình trạng sóng cao dự kiến sẽ xảy ra ở các khu vực ven biển của chúng tôi trong bốn ngày tới, bắt đầu từ chiều Thứ Tư cho đến sáng Chủ Nhật.

Trong giai đoạn này, mực nước biển cao có thể làm tăng nguy cơ, đặc biệt là trong thời gian nước thấp và vào buổi tối. Sự kết hợp của những yếu tố này có thể tạo ra những điều kiện khó khăn cho việc chèo thuyền, đòi hỏi bạn phải có sự tỉnh táo và chuẩn bị cao độ.

Hết sức thận trọng: Khi di chuyển trên mặt nước cần hết sức chú ý, đặc biệt là khi thủy triều xuống và vào buổi tối khi tầm nhìn có thể bị giảm.

Theo dõi thời tiết và liên hệ với Lực lượng Bảo vệ Bờ biển Hoa Kỳ trên Kênh Hàng hải 16 để biết các trường hợp khẩn cấp

Giữ an toàn!
Tuần tra cảng Ventura

Harbor Patrol staff deployed a Rescue Water Craft (RWC) and Operator to the Ventura Pier to support the aquatic safety services being provided by California State Parks. Due to the winter season, State Parks did not have the manpower available to staff this hazardous area adequately. Marine Safety Officer Nick Givens is experienced in the large surf and has worked with both agencies for several years. Nick was able to perform numerous rescues of surfers throughout the



day. Video footage from a helmet-mounted camera was posted on Instagram as part of the Harbor Patrol public relations efforts. Several prominent media channels shared the video online and on TV.

Throughout the day the currents within the Harbor strengthened and the enhanced staffing responded to issues on land and on the water. Additional Harbor Patrol staff came in as it was shaping up to be similar to the January 5, 2023 large surf event which created a wave in the Ventura Keys that caused damage to numerous boats and docks. The Harbor Patrol, Marina Manager, as well as Safe Harbor Marina assisted boaters with relocating from the Ventura Keys as a preventative measure. By afternoon the surges were similar to past Tsunamis but fortunately there was no additional damage back in the Keys area or within the larger Harbor.

December 30th High Surf:

Having just had some of the largest waves in history, Harbor Patrol staff used the 29th to enhance our local planning efforts and participate in the City and County Regional Planning. Early in the morning on the 30th, the Harbormaster participated in a 6am meeting at the Ventura County Fairgrounds, where all elements of the weather, available resources, safety messages, and communications methods were discussed. The County opened an Incident Command Post at the Fairgrounds, dividing the coastline into branches. The Harbor Patrol was within the central branch and again partnered with California State Parks.



The surf was gradually building as the sun rose but with less frequency than two days before. The forecasted surf, which was supposed to be larger than the 28th, was still large at 12-16' but smaller and less frequent than the previous event. During the day, our staff remained active within the Harbor with multiple boat and vehicle patrols. Our staff deployed two RWC's to do a coastal assessment of the conditions. They reported that conditions were much more favorable and similar to our normal large surf events. Due to the larger Public Safety presence along the coastline, there were fewer adventurous surfers and aquatic emergencies.

72-Hour High Surf Safety Zone:

Before the 28th, the Harbormaster contacted the US Coast Station Channel Islands and Sector Los Angeles to discuss the possible need for safety messages and possibly a safety closure of the Harbor Entrance should conditions become too dangerous for boaters. The USCG staff were receptive to both ideas and briefed their command staff.



On Thursday the 28th, they began the morning with announcements on the radio of the hazardous conditions. They advised boaters to contact the Harbor Patrol before crossing the harbor entrance due to breaking waves. The Harbormaster provided updates, including when the entrance became too dangerous to cross. A decision was made by the US Coast Guard Captain of the Port, using information from both

Ventura and Channel Islands Harbor Patrols, to create a safety closure of the harbor entrance. This formal process provides the highest warning level for boaters and can result in civil fines for those violating the closure.

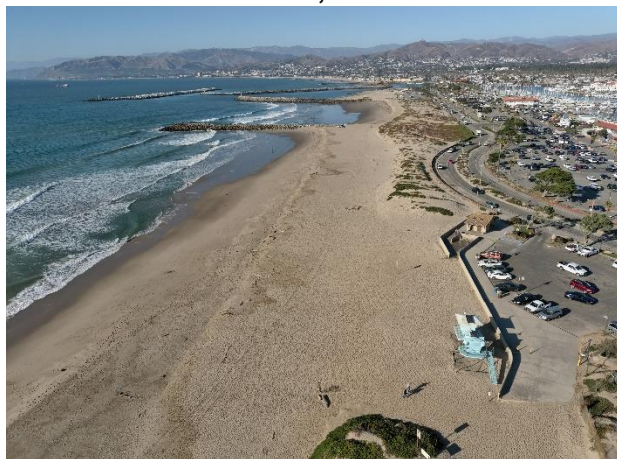
Once the closures were in effect, the neighboring Port of Hueneme opened its Harbor under the Safe Harbor Rule. Being a deep water entrance, the Port did not have the breaking waves that both Channel Islands and Ventura Harbor had. Several boats from Ventura Harbor safely returned to the Port of Hueneme, including Island Packers and Ventura Sportfishing. They maintained this for the next 72 hours until conditions were safe in our area.

On the evening of the 28th, a commercial fishing vessel did not heed the numerous warnings and USCG Safety Closure and tried to enter Channel Islands Harbor. One of the crewmembers fell overboard when it was hit by a wave trying to enter the safety of the Harbor. Numerous public safety agencies responded to the missing fisherman. Tow Boat US staff working on dock damage at Peninsula Marina responded to the South jetty parking lot. While searching the shoreline, they heard the voice of the exhausted fisherman and were able to assist him to shore and summon responders. Miraculously, the fisherman could swim to the beach in full rain waders and under treacherous sea conditions. Other than being exhausted, he did not require further medical attention.

These weather events can be challenging for a small agency, but the teamwork demonstrated by the Harbor Patrol and Port District Staff was exceptional. Working safely in some of the most dangerous ocean conditions can only be done with good equipment, accessible training, proper planning, support from the administration, and, most importantly, a talented group.

BEACHES

December 13, 2023



January 1, 2024



Harbor Cove:

Being mostly protected from the full affects of the sea the inner harbor beach faired pretty well during these past storms. Waves did enter the parking lot near the South West access area or base of the South Jetty. To lessen the dangers to the public the lot remained closed for 72 hours and numerous signs were put in place warning of the dangers. Harbor Cove including the parking lot is open to the public and signs remain noting the hazards on the beach to the South.

South Beach:

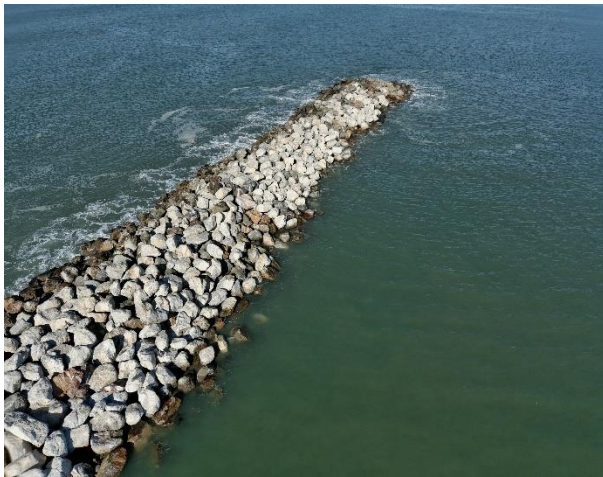
In anticipation of the annual erosion the Harbormaster flew the drone to document the beach before the majority of the erosion occurs. At that time the beach was still healthy with a decent amount of buffer before the dunes would once again be compromised. No formal measurements were performed but both sections along with the groin were well documented. The two storms took away all the buffer and progressed into the dunes in some areas. The base of the groin is now exposed and in several areas there is a cliff in excess of 10'. Maintenance has deployed additional signs and routinely checks to make sure they are present and in good condition several times a day.



January 1, 2024 Base of Groin & Cliff

Breakwall:

The Harbormaster also flew over the detached break wall and took pictures and video on January 1, 2024. There appeared to be several areas of damage, but the structure itself had not failed significantly. The apparent damage was rocks knocked off the structure and into the water. From the overhead, you could see the white rocks that were previously on top of the structure, now submerged on the sand trap side. We shared the images and video with the US Army Corp of Engineers, who have arranged to do an on-site inspection on January 18, 2024.



January 1, 2024 Detached Breakwall – Most Damage Noted On North Tip

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: January 17, 2024

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

California Market Squid Statistics		
State-wide Seasonal Squid Limit:	118,000 tons	236,000,000 lbs.
Ventura December Squid Landings:	2,223 tons	4,445,898 lbs.
Ventura Season-to-date:	5,541 tons	10,820,136 lbs.

Contrast:

2022-2023 December 2022	4,140 tons	8,279,005 lbs.
2022-2023 Season-to-date:	18,082 tons	36,163,170 lbs.

It appears the squid fishing fleet is calling an early end to the 2023-24 Squid Season. For landings in Ventura Harbor, season-to-date, as of December 2023, the fishing companies appear to have experienced a deficit of 25-million pounds compared to last year this time. As indicated in last month's report, the "counts" (number of squid per pound) were creeping up to 16-18 counts, whereas the market is looking for 9-11 per pound, meaning much smaller squid than the market prefers. At the end of the season, some landings were as small as 20-21 per pound. The fisheries slashed their price from \$1,200/ton to \$500-600/ton.

Technically, the season goes until March 31, 2024, and reopens on April 1st. It is possible that within the next three months some fisheries will become active again but it appears the current season is a disappointment to our squid fishers. It is too early to know if there will be long term impacts, however we do that know a couple of seiner vessels and light boats are on the market for sale and there's a potential for a decline in slip revenue to the District.

Dry Storage

Demand remains brisk for new Dry Storage tenants with a wait list near 100 once the WaterPure Project is complete.

DECEMBER MARKETING REPORT - *Visitor Experience*

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

VISITOR EXPERIENCE - *Winter Wonderland and Parade of Lights*

Marketing went all out to produce a BIG weekend for the Harbor Village with **Parade of Lights** and **Winter Wonderland** on Dec. 15 & 16th, 2023! Festivities featured a **record number of boats** for the Hula Holiday themed parade. Plus, **Santa & Mrs. Claus**, live **reindeer**, roaming **musicians**, various **holiday entertainers**, faux **snowfall**, free kids **crafts**, **chalk art**, and more!



25% Increase in attendance (Record visitation per Skyfii data)	54 Registered Boats (Record participation!)	24 Sponsors (Plus, in-kind partners)
600+ Photos with Santa	82 Attended Boat Awards	\$15k Sponsorship Funds

2023

Congrats Parade of Lights Winners

HULA HOLIDAY

Sweepstakes

SWEETSTAKES (SAIL 30' & OVER)
PRANA

SHOWSTOPPER (SAIL 29' & UNDER)
AUSTIN BLUE

PEOPLE'S CHOICE WINNER
STELLA MARIS

SHOWSTOPPER (POWER 25' & UNDER)
ALOHA OHANA

HUMAN POWERED
1st Place: Kukuwava
2nd Place: Pua-Kai

DINGHY/DUFFY
1st Place: Eaglet
2nd Place: Oye Sanchita

POWER 26' & OVER
1st Place: Lone Star II
2nd Place: Isle of Skye

POWER 25' & UNDER
1st Place: The Leo Robbins
2nd Place: Imi Rae

SAIL 30' & OVER
1st Place: Zephyr
2nd Place: Aloko

SAIL 25' & UNDER
1st Place: Eesa
2nd Place: Cabreezy

NON-PROFIT
1st Place: Finalae
2nd Place: Mistral

Sponsors: The Gaze, Ventura Yacht Club, DEEPSEA, Valley Score, SPINNET, FOUR POINTS BY SHERATON, 95.1, PORTSIDE VENTURA HARBOR, ANDRUS, AN 180° HOTEL, SAFE HARBOR, TOWNSHIP, ISLAND PLAYERS, RP BARBERS, 13Reporter.

VISITOR EXPERIENCE - *Santa Paddle*

45+ spirited participants joined us for the Santa Paddle Dec. 17th!



ENTERTAINMENT & Music

December live music included:

- Dec. 15 + 16: Anacapa Ukulele
- Dec. 15 + 16: DJ Bennett
- Dec. 16: Toy Soldier Band
- Dec. 16: Goode Time Carolers
- Dec. 16: Hula Performers
- Dec. 30: Elektrik Love In
- Dec. 31: Jimmy Dale



REVENUE - *Venue & Film*

Event & Film Liaison permitted the **Chabad of Ventura's Chanukah celebration**, held Dec. 9th featuring crafts, refreshments, and celebration in the Village courtyard. Dec. 2023 Revenue = **\$967**



DECEMBER MARKETING REPORT - Content Development

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

SOCIAL MEDIA - Cross Network Performance Metrics*



72k

Total Audience

1.7 mil

Impressions

79k

Engagements

5k

Post Clicks

VISUALS - Sampling of Content

Net audience on social media platforms grew by **2k followers (a 1,200% increase)** in December 2023!



COPYWRITE - Enewsletters / Blog Performance

Topics included: a SEAsons Greetings **December Event lineup**, five ways to **View the Parade of Lights**, Last Minute **Local Gifts**, and **Holiday Break at the Harbor**

6

E-Newsletters

17k

Subscribers

41k

Opens

2k

Link Clicks



REELS - Short Video Compilations

8

Reels



996k

Plays

Marketing & Events Coordinator II captured original content and repurposed user-generated video to produce a series of stories and reels featuring **Santa Paddle**, **Parade of Lights**, **Winter Wonderland**, & **Holiday Shopping**. Plus, reposted Ventura Harbor Patrol content garnering **790k views** and **21k engagements** on single post!

ADVERTISING - Print & Digital

Starting in November and throughout December with promotional focus on holiday shopping & gift ideas via: Dedicated Blog / E-newsletter / Press Release / Organic Social / Paid Social / Holiday Photo Shoots / Reels / Onsite Signage



DECEMBER MARKETING REPORT - Outreach & Stewardship

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

MEDIA OUTREACH & COVERAGE - Holiday Highlights

Ventura Harbor Village rounded out 2023 with spectacular on-air & online television coverage of the coastal destination's holiday events, including **Santa Paddle 2023**, 46th Annual Ventura Harbor **Parade of Lights & Fireworks** and Ventura Harbor **Winter Wonderland & Holiday Marketplace**. Separate editorial placements on each event appeared on **KNBC Television Los Angeles Channel 4**, **KNBC Television San Diego Channel 7** and **KNBC Television Bay Area Channel 4**. Significant on-air segments of the Hula Holiday themed Parade of Lights also appeared on **KCBC Television Channel 2** and **KEYT Television - Channels 3, 12 and 11 - Fox Television** and **ABC Affiliates**.

Other Southern California online & print event exposure appeared in Los Angeles and local media outlets, such as **Los Angeles Daily News**, **Ventura County Star**, **Ventura Breeze**, **VC Reporter**, **Ojai Valley News**, **The Patch** and **Citizens Journal**. Family-friendly online publications, **LA Parent Magazine** and **Mommy Poppins**, also featured Parade of Lights content.

Total Editorial Placements = 25



VENTURA HARBOR VILLAGE VENTURA HARBOR VILLAGE

Ocean-loving elves wanted: Santas plan to paddle around Ventura Harbor



An Event to Remember

Boats, carnival rides, snow and fireworks. Photos by Patricia Schallert and others



NEWS CHANNEL



L.A. Parent
Events, Deals & Kids' Activities



CULTURAL RECOGNITION - Chanukah

Ventura Harbor Village was pleased to once again be a selected location for the Chabad of Ventura's Lighting Ceremony & Festival on Saturday, December 9th following sundown with more than 50 people in attendance.



VENTURA HARBOR PARADE OF LIGHTS SPONSORS!

A special thank you to the all the Ventura Harbor and community businesses that supported Parade of Lights 2023

Admiral Sponsors:

Four Points by Sheraton
Holiday Inn Express & Suites

Sweepstakes Sponsor:

Portside Ventura Harbor

Ship Captains Sponsor:

Andria's Seafood Restaurant & Market

Starboard Sponsors:

Ventura West Marina
Safe Harbor Ventura Isle

Award Sponsors:

The Greek Mediterranean Steak & Seafood
Channel Watch Marine TowBoatUS

Island Packers

Brophy Bros

Deep Sea Wine

Harbor Cove Cafe

Stern Sponsors:

Ventura Yacht Club

Ventura Marine Fuel

Ventura Marina Community

Coastal Cone

Thank You

Media & Community Partners:

Ka Hale Hula 'o Pili alohaokalani o Hilo

Sunbelt Rentals

KHAY + KBBY

Valley Scene Magazine

Santa Clarita Signal

VC Reporter

The Ventura Breeze

RP Barricade

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: January 17, 2024

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

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 two different tenants to discuss their respective leases.
- Staff met with restaurant tenants to launch the Fast-Take-Away Sign Program modification at the Village. The purpose of the project is to modify the Master Sign Program to address the unique needs of these businesses.

2) MRI Property Management Software

- As of December 31, 2023, rent has been paid for forty-five leases via the tenant portal.

3) Leasing Advertising, Showings, and Executions

- Staff continued working on the 'More Shops' Signage Project throughout the Village with an architect.
- Launch social media ads on Facebook and Instagram. *Shout out to – County of Ventura, Ventura Chamber of Commerce, and Visit Ventura, a BIG thank you for reposting on your respective social media!*

CURRENT VACANCY REPORT

1) 1559 Spinnaker Drive #205A-C (Office suites)

- Construction of the five separate office suites and one restaurant addition (leased to an existing restaurant tenant to expand their back-of-house space) will be completed January 2024. The suites have been vacant during construction, however leasing efforts have begun, and two out of the six units 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. New lease will begin in March or April.

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%	-		306	1%	↑
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: 1559 #202B
 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 monthly. 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 November were up 0.03% 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 resumes with data from December 2023, per below.

Spinnaker Drive Entrance			Schooner Drive Entrance	
Month	December	Year over Year	December	Year over Year
Car Count	122,801	+22%	53,143	+20%
Busiest Day	Saturdays: 26,579		Saturdays: 10,238	
Busiest Hour	Fridays: 4 PM		Fridays: 5 PM	

Parade of Lights weekend also brought high visitation, with a total of nearly 26,967 cars over the three days:

- Friday, December 15:
 - 6,322 cars on Spinnaker
 - 2,855 cars on Schooner
- Saturday, December 16:
 - 8,509 cars on Spinnaker
 - 3,337 cars on Schooner
- Sunday, December 17:
 - 4,316 cars on Spinnaker
 - 1,706 cars on Schooner

ATTACHMENTS:

Attachment 1 – Nov 2023 Sales Report

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of November	<u>November-2023</u>	<u>November-2022</u>	<u>% Change</u>
Restaurants	\$ 1,517,468	\$ 1,321,474	14.83%
Retail	\$ 390,463	\$ 371,879	5.00%
Charters	\$ 481,384	\$ 453,218	6.21%
Total	\$ 2,389,315	\$ 2,146,571	11.31%

Year-to-date through November	<u>Jan - Nov 2023</u>	<u>Jan - Nov 2022</u>	<u>% Change</u>
Restaurants	\$ 21,353,809	\$ 20,793,831	2.69%
Retail	\$ 5,298,927	\$ 5,726,702	-7.47%
Charters	\$ 7,240,139	\$ 7,362,667	-1.66%
Total	\$ 33,892,875	\$ 33,883,200	0.03%



BOARD OF PORT COMMISSIONERS
JANUARY 17, 2024

CONSENT AGENDA ITEM A
APPROVAL OF NEW OFFICE LEASE
AGREEMENT WITH STUDENTS FOR
ECO EDUCATION AND AGRICULTURE,
INC. FOR 1575 SPINNAKER DRIVE
#205

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: January 17, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: Approval of New Office Lease Agreement with Students for Eco Education and Agriculture, Inc. dba SEEAG for 1575 Spinnaker Drive #205

RECOMMENDATION:

That the Board of Port Commissioners approve an Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Students for Eco Education and Agriculture, Inc. dba SEEAG for the premises located at 1575 Spinnaker Drive #205, consisting of approximately 1,326 square feet.

SUMMARY:

Students for Eco Education and Agriculture, Inc. dba SEEAG current lease expires at the end of January, and tenant is seeking to continue their tenancy by entering a new lease at Ventura Harbor Village commencing on February 1, 2024.

GUIDING PRINCIPLES:

- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 5) Build respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.

5-YEAR OBJECTIVES:

- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
 - 3) Leasing/Property Management

BACKGROUND:

In August 2023, Jones Construction Management assigned their lease to SEEAG with Board approval. The current lease ends January 31, 2024, and the organization would like to execute a new two-year lease with one two-year option commencing on February 1, 2024.

SEEAG is a nonprofit organization with a mission to educate children on the origins of their field-to-table food and connect children to their local farmland.

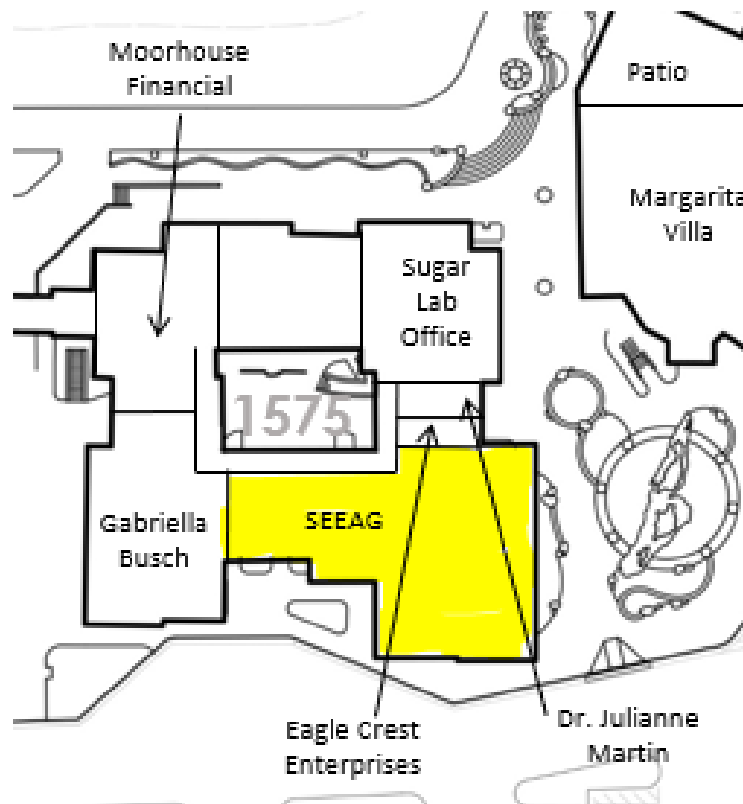
FISCAL IMPACT:

This lease has a step increase from the previous rate and will undergo annual step increases.

ATTACHMENTS:

Attachment 1 - Location Map

ATTACHMENT 1 – LOCATION MAP





BOARD OF PORT COMMISSIONERS
JANUARY 17, 2024

CONSENT AGENDA ITEM B
AUTHORIZATION TO EXERCISE LEASE
OPTION WITH VENTURA HARBOR
STORAGE ENTERPRISES, LLC FOR
THE COMMERCIAL FISHING STORAGE
YARD AT 1410 ANGLER CT.

VENTURA PORT DISTRICT
BOARD COMMUNICATION

CONSENT AGENDA ITEM B
Meeting Date: January 17, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: Authorization to Exercise Lease Option with Ventura Harbor Storage Enterprises, LLC for the Commercial Fishing Storage Yard at 1410 Angler Ct.

RECOMMENDATION:

That the Board of Port Commissioners authorize the General Manager to exercise the 5-year option for the existing Lease between Ventura Harbor Storage Enterprises, LLC and the Ventura Port District for the Commercial Fishing Storage Yard.

SUMMARY:

The District entered into a ground lease for the commercial fishing storage yard adjacent to Ventura Harbor. It is the only facility of its type in the area, and it is an important resource to support the commercial fishers' working waterfront. The original term of the lease concludes June 30, 2024, and the time for the District to exercise its option to extend the lease for an additional five-years is open at this time. Staff is recommending the Board authorize the General Manager to execute the option.

GUIDING PRINCIPLES:

- 2) Advance the harbor's vibrant, working waterfront in support of commercial and recreational fishing and boating.

5-YEAR OBJECTIVE:

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

BACKGROUND:

On May 1, 2019, the Board authorized the District to enter a ground lease with VHS for the 1.22-acre Commercial Fishing Storage yard located at 1410 Angler Ct. This property is not owned by the Port District; this land is owned by Ventura Harbor Storage, LLC (lessor), which was assigned to them by Hobson Brothers, LTD in 1997. The yard has 30 storage containers and items typically stored in this facility includes nets, traps, line, winches, buoys, booms and other assorted fishing gear, as well as, small trailerable boats (17' - 32').

The principal terms of the initial lease agreement were:

Commencement: July 1, 2019
Term: Five-years with one five-year option
Rent: Years 1 and 2 the rental rate shall be \$6,775 per month
Rental Increases: Commencing in year three (3) through year five (5) the rent shall be adjusted annually by the CPI. The rent during the option period shall be subject to the CPI, however, at a rate not to exceed 4% per year.
Improvements: The District will commit to making the following improvements within the first twenty-four (24) months of the initial lease:

- Replacement of twenty, 20' storage containers similar to the type already in use.
- Remove the existing planters on the south side of the premises and

repair those areas.

- Repair curb and gutter areas damaged by tree roots in the southwest area of the premises.
- Fill existing planters on the north side with concrete and leave the planter on the perimeter as is since the elevation of the adjacent property is higher.
- The drivable area will be resealed. The gear storage areas will not be treated.

The District allocated up to \$200,000 for these improvements from its own reserves and grant funding for these improvements. The District's improvements were successfully completed in July 2021.

FISCAL IMPACTS:

There is currently a sublease of the parcel to Katherine Jones DBA Ventura Harbor Fisherman's Storage through the end of the current lease period. If the Board authorizes the execution of the lease option, District staff will work to negotiate a sublease of the yard to Ms. Jones for the term of the option.

The District pays VHS the monthly rental amount, as stated herein. That amount is reimbursed by the sublessee of the fishing storage yard via the terms of the sublease agreement.

As a result of this pass-through arrangement, it is likely there will be little to no fiscal impact for the rental of the property. However, this will not be confirmed until the Board considers the sublease agreement.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS JANUARY 17, 2024

STANDARD AGENDA ITEM 1 STATUS REPORT ON RECENT AND FORECASTED PACIFIC STORM EVENTS

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 1
Meeting Date: January 17, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
John Higgins, Harbormaster
SUBJECT: Status Report on Recent and Forecasted Pacific Storm Events

RECOMMENDATION:

That the Board of Port Commissioners receive a report on recent Pacific winter storm events impacting Ventura.

SUMMARY:

Recent severe winter storms have impacted Ventura, with high tides and surf in and around Ventura County beaches and harbors. As a result, the U.S. Coast Guard closed the Ventura Harbor entrance channel from December 28th through December 31st. Beaches throughout the County were also closed for the 72 hours due to numerous hazards. Port District Staff worked as a team to ensure timely messaging, deployed signage, minimized access to hazardous areas, and continuous public safety presence. As a result, there have been no reported injuries at the Harbor during these events.

GUIDING PRINCIPLES:

- 1) Maintain a safe, navigable, and resilient harbor.
- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR OBJECTIVES:

- D) Ensure dredging occurs annually at the federal Harbor entrance and as needed in the inner Harbor.
 - 3) Ventura Port District Dredging
- 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
- V) Maintain and improve Harbor Village facilities, infrastructure, and amenities
 - 1) Ongoing investment in Harbor Village Infrastructure

BACKGROUND:

Staff has met regularly throughout the events to monitor and respond accordingly. Staff has also communicated directly with City, County, and State officials. Public safety warnings continue for the beach area only. Visitors are discouraged from using the lower beach area, traversing the unstable dunes, and staying on rocks and jetties. A post-storm damage assessment revealed minimal inner harbor damage but significant erosion to the beach.

While the immediate effects of these past storms are over, the long-term challenges are still present. Forecasts include gale winds, king tides, and high surf the second week of January. Rather than pull back on public messaging, staff has maintained a focused and assertive beach safety message. Signage remains in place to avoid the lower beach areas, unstable dunes, rock and jetties. Staff will continue to assess future weather impacts but has determined that at least some form of messaging will need to be in place until dredging begins.

FISCAL IMPACT:

The ongoing costs are limited to replacing signage or increasing it as needed. There is a high probability of additional storms and associated overtime. If projected labor costs exceed the departmental budget, the General Manager will return with a request for additional funding.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS JANUARY 17, 2024

STANDARD AGENDA ITEM 2 DECLARATION OF DISTRICT PERSONAL PROPERTY AS SURPLUS AND DISPOSAL OF SAME

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: January 17, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
John Higgins, Harbormaster
Sergio Gonzalez, Facilities Manager
SUBJECT: Declaration of District Personal Property as Surplus and Disposal of Same

RECOMMENDATION:

That the Board of Port Commissioners declare the Ford F-350 Boom Truck as surplus property and dispose of it in accordance with the Surplus Property Policy approved January 24, 2018.

SUMMARY:

Managers have performed an inventory and assessed the value of miscellaneous and outdated property and equipment collected from unclaimed lost and found, departing tenants and District Departments. It is Staff's opinion that all but the decommissioned boom truck would be worth less than \$5,000. Because the General Manager can only surplus items with a value of less than \$5,000, staff is asking the Board to approve the Boom Truck for surplus.

GUIDING PRINCIPLES:

6) Provide exceptional public service and organizational transparency.

5-YEAR OBJECTIVES:

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

BACKGROUND:

Over the years the Ventura Port District has replaced damaged, antiquated, and unsafe equipment. The District operates in a challenging environment, exposing equipment to harsh conditions that accelerate wear and corrosion. Constant exposure to the elements like salt water, strong winds, and intense sunlight requires vigilant equipment maintenance. When items are no longer safe or functional, they are promptly retired.

The District follows a comprehensive assessment process, adhering to the Surplus Policy, ensuring a strategic approach to equipment retirement. Items of inherent value undergo public auction, promoting transparency and potential economic returns for the District.

Surplus Property Policy:

In accordance with the District's Surplus Property Policy, property may be found to be surplus if it is obsolete, non-functional, or no longer necessary for District purposes. Per the Policy, property that has an estimated value under \$5,000 may be disposed of by the General Manager. Where the value is estimated at or greater than \$5,000, the property must be declared surplus by the Board before the General Manager may dispose of it.

The District's Surplus Property Policy can be found on the District's website under Financial Reports:

<https://venturaharbor.com/financial-reports/>

Specifically:

<https://venturaharbor.com/wp-content/uploads/2021/11/NEW-Surplus-Property-Policy-1-3-18.pdf>

Determining the current value of the Ford F-350 Boom Truck is uncertain due to its age, condition, and market demand for a vehicle in its condition. Because of the uncertainty of the value that can be obtained during an auction, and in an abundance of caution, staff is recommending that the vehicle be declared surplus property by the Board.

Once declared surplus, the property may be disposed of by the General Manager using a reputable and experienced professional auctioning service. Staff intends to list all items including the Ford F-350 for sale through an online government surplus auction service (GovDeals) following approval by the Board.

FISCAL IMPACT:

The District utilizes GovDeals.com, an online public liquidation platform with no upfront fees. The website manages transactions, paperwork, and charges the buyer a 10% fee for each transaction. The District is responsible for creating postings, providing viewing times, and releasing items. GovDeals.com will send the District proceeds minus their 10% fee. This approach streamlines the process, maximizes returns, and aligns with responsible fiscal practices.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS JANUARY 17, 2024

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

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3
Meeting Date: January 17, 2024

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

RECOMMENDATION:

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

SUMMARY:

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

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

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

GUIDING PRINCIPLES:

6) Provide exceptional public service and organizational transparency.

FIVE-YEAR OBJECTIVES:

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

3) Public and Civic Engagement Planning

BACKGROUND:

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

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

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

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

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

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

FISCAL IMPACT:

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

ATTACHMENTS:

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



Strategies to the 5-Year Objectives

Q2 of FY23-24

Board of Commissioners Meeting

January 17, 2024

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 Officer's trip to DC in October. SBOM attended WEDA conference in October.
	USACE District, Division & HQ meetings and communication	As needed or 2 times per year	SBOM met with USACE South Pacific Division Navigation Program Manager LA District staff regarding 2024 dredge funding (possible gov't shutdown) and Environmental Assessment update schedule (2024).
	Engagement of Lobbyist to provide representation with the Federal Government and Congress	Monthly	Monthly reports from Carpi & Clay and K&L Gates.
	Advocating for full funding of VPD entrance channel in President's Budget	Q1 2023 and annually	Ventura included in President's budget for FY24 at full value. Continued discussion regarding funding in FY25 with Corps staff (\$7.7M anticipated).
2. On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance	Continued Board Role at CMANC	Current Three-Year Term through 2022	SBOM elected as Director and also elected as incoming Chair of CMANC effective July 1, 2023. Currently re-starting several committees which will be updating website and working on establishing new NPO corporation.
	Committee lead and/or Executive Board role at CMANC	By next Board Election Q4 2022	SBOM Chair of CMANC effective July 1, 2023. SBOM attended CMANC Officer's trip to DC.
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. Coastal Commission permit conditionally approved at Commission hearing in December. USACE permit conditionally issued pending final issuance of CCC permit.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Collaborate with business partners and stakeholders through increased engagement, communication, and participation.	Village tenant meetings	Quarterly	Monthly Tenant Newsletters / Tenant Meet Up in November (Virtual)
	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: Hispanic Heritage Month dance & music celebration Oct. 15. Dia de Los Muertos display Oct. 29. Chanukah Festival on Dec. 9. Menorah displayed at Harbor Village in December. Christmas recognition with Winter Wonderland & Holiday Marketplace on Dec. 16
	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	In October, two programs highlighted sustainable practices on land and water: Electric Vehicle Showcase at Ventura Harbor Village with 75+ vehicles sponsored by Sierra Club; and the Hokule'a Hawaiian voyaging canoe made a stop in Ventura Harbor, welcomed by the Chumash community, local halaus, Ventura Harbor outrigger clubs, Ventura Port District, Channel Islands NP, and Ventura Yacht Club, and hosted 1,650 public visitor tours. VPD marketing assisted outrigger clubs with welcome ceremony, cross promotion of the visit.
2. Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs	Collaborate with City, tenants, and stakeholders on updates to Local Coastal Program and General Plan	City organized meetings through Q4 2023	District continues work with City to implement zoning updates in Harbor. HM has continued dialog with the County OES regarding addition of specific wording related to Tsunami & Sea Level Rise Hazards.
	Collaborate with other harbors and special districts on best management practices, legislative impacts and funding opportunities	Monthly	Port of Hueneme successful in grant with VPD as subrecipient – agreement incomplete. GM continues to participate in VCSDA as Executive Committee Member & Treasurer. SBOM & HM maintains various memberships w/Harbormaster, beach and marina associations. Attended MRA and California Shore & Beach Preservation conferences this quarter.
	Collaboration between Port District and law enforcement and emergency services	Ongoing	HM participates in DHS Homeland Security Planning & Response Groups. HM recently participated in regional High Surf Planning & Responses.
	Port Commission updates to Ventura City Council	Bi-Annual	City Council presentation by members of Board and GM on May 8, 2023. Meetings w/ CM in Oct and Deputy CM in Dec. Presentation by Public Works.

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 and approved by Board in December 2023.
	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	Recruitment for Marketing & Event Coordinator I conducted in Fall 2023.
	Annual review and updates to HR Manual, Board Protocols Manual, Public and Civic Engagement Plan, and other District policies.	Q3-Q4 annually and	HR Manual update approved by Board on Feb 1. PCEP updated Dec 2023. Brown Act presentation to Board on Feb 15. 2023.

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 nearly completed proposed commercial fish offloading modernization draft design. Staff receives commercial fishing updates as part of a CA Fish & Game Working Group. Staff continues collaboration with the Ventura Sportfishing to ensure public parking at the launch ramp during peak season and during VenturaWaterPure. HM recently granted permission for the lobster fishery to store traps at the launch ramp so that they were not lost in the late December High Surf Event.
	Engagement with sustainable aquaculture industry interests at Ventura Harbor	As received	GM met with two aquaculture companies in November regarding expansion plans, landside facility needs for offloading at Ventura Harbor.
	Monitor legislative and regulatory changes potentially impacting commercial fishing and sustainable aquaculture	Monthly	Staff has been following new legislation for impacts, including CARB, MPA, and 30x30. HM participates in a number of Fisheries groups including the Joint Oil/Fisheries Liason Office out of Santa Barbara. This group passes on important information on projects, issues, or changes for the commercial fisheries.
2. Continue improvements of District’s Working Waterfront infrastructure	Maintain existing harbor infrastructure and related amenities to continue to meet commercial fishing needs	Q2 Annual Budget & 5-Year CIP	New breakers installed in several marina pedestals to correct defect causing early failure. Continuing to work with Del Mar for placement of a 1- to 3-ton ice machine to be located on the commercial Fish Pier (to be complete next quarter). Staff completed installation of a new 100 Amp panel to support both ice production and two new power pedestals on 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 WSP to prepare commercial fish offloading modernization draft design, which is nearing completion.
	Identify and pursue grant/funding opportunities to implement capital infrastructure needs for commercial fishing and sustainable aquaculture	Q2 2023 and on-going	Staff has worked with Port of Hueneme and their consultant to apply for CalSTA grant funding to modernize commercial fishing infrastructure at Ventura Harbor to accept all squid offloading from Port of Hueneme. Port of Hueneme notified on July 6 of award of \$79M. Once formalized by agreement, VPD will be able to receive ~\$15M for the modernization project.
3. Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture	Support and endorse NOAA sustainable aquaculture initiatives in the Santa Barbara Channel	Q2/Q3 2023	Ongoing dialogue re: NOAA’s California AOA Notice of Intent to Prepare a Programmatic Environmental Impact Statement for Identification of One or More Aquaculture Opportunity Area(s) in Southern California. GM was a member of Steering Committee for CA Sea Grant-NCCOS Workshop Nov. 2 nd re: development of broadly accessible aquaculture siting tools and attended aquaculture coordination meetings during the workshop with Port of San Diego, academic researchers, and aquaculture firms.
	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	Staff continues collaboration with Ventura Yacht Club regarding dock replacement project. Construction anticipated Q1 2024.
	Coordination with Portside on commercial tenant leasing	Q1 2022 to Q4 2023	Staff attended holiday activation event at Portside for Parade of Lights. GM biweekly meetings re: commercial leasing as well as topics such as a possible water taxi service and wayfinding signage, and entryway signage at Harbor Blvd. and Schooner Dr.
	Strategic planning meetings between master tenants and District staff	Q2 of each year	District working with City to implement zoning updates in Harbor (GP & LCP), including participation in City Council meetings, and direct dialogue with Council Liaison, CM in October and Deputy CM in December.
2. Evaluate opportunities for Parcel Development	Evaluate master planning opportunities in conjunction with current and future leasehold development	Annually	Staff developed and provided proposed lease terms for current Ventura West Marina master tenant.
	Master planning for Parcel 5 development	Commencing Q2 2023	Architecture firm RRM Design Group completed first draft preliminary design process and presented to Board in December 2023.
3. Implement sustainability technologies at the Harbor	Explore renewable energy, energy storage applications Harbor-wide e.g. solar power, EV charging stations, hybrid and electric vehicles	Q2 2023 and forward	SBOM/Capital Projects Manager (CPM) working towards installation of EV chargers –4 charge points installed at VPD HQ. 21 more to come in early 2024 to VHV (SCE controls schedule). 4 EV vehicles purchased and delivered.
3. VenturaWaterPure	Continue commitment to help minimize impacts and disruptions caused by the VenturaWaterPure project through ongoing work with City, master tenants, and stakeholders	Q3 2022 to Q3 2024	Ongoing meetings continue between District and City staff and contractors re: VenturaWaterPure (VWP) project. City and District negotiated and entered into easement agreements at Aug 31 Special Board meeting.


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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with NPS and harbor visitors regarding enhancement of visitor experience.	Collaborate with City, CA Coastal Commission, and stakeholders including NPS to prepare a master plan integrating Parcel 8 into the visitor experience at the Harbor and Visitor's Center	Q2 2023	No action this quarter. No action anticipated for 2023. Discuss new Action and Milestone.
	Work with NPS and ferry operator on cross-promotional activities to increase attraction of visitors to the Harbor	Q2 2023 to Q2 2024	Island Packers press release on Holiday Harbor Cruises sent to media outlets for coverage. Cross promoted all of December both Island Packers Holiday Harbor Cruises and Island Packers Gift Cards, as well as Gift Shop. Highlighted visits to the Channel Islands in Fall via social media.
	Work with NPS to provide/upgrade visitor educational signage along pedestrian areas	Q3-Q4 2023	District updated and installed wayfinding signs along Spinnaker Drive in May. Additional wayfinding signage along Harbor, Schooner, and Olivas Park now also updated.
2. Coordinate with NPS Superintendent to evaluate long-term goals and improvement needs for the Channel Islands National Park Visitor Center	Collaborate with NPS Superintendent to identify mutual long-term goals and options at Ventura Harbor for NPS operations, NPS visitor center, and ferry terminal	Ongoing	No action this quarter.
	Investigate synergies for collaborative improvement of NPS Visitor Center experience	Q3 2023	District provided additional wayfinding signs along Spinnaker Drive in May. Additional wayfinding signage along Harbor, Schooner, and Olivas Park now also updated.
3. Coordinate with National & California State Parks, and City to develop destination-based ecotourism offerings	Continue collaboration with National & State Parks officials regarding multiple opportunities for enhancing the visitor destination in and around Ventura Harbor	Q2 2024	No action this quarter.
	Explore potential enhancements of Ventura Harbor Ecological Reserve with City (owner)	Q3 2023	No action this quarter.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with City to improve access between the City and Harbor	Work with City Active Transportation Plan Working Group to promote emphasis on improving active transportation access to the Harbor.	Q1-Q4 2022 through City Plan	Worked with City's Transportation department regarding pursuit of Sustainable Transportation Grant. On Aug 31, 2023, Caltrans announced grant was unsuccessful. Debriefed with Caltrans in October. Staff contemplating Coastal Conservancy grant instead.
	Advocate to the City to repave Spinnaker and Navigator Drive.	Q3-Q4 2022 and ongoing	December presentation by City Public Works to Board regarding repaving schedule for Ventura Harbor streets and Parking Management Program. City anticipates construction of Navigator and small portion of Anchors way in mid to late 2024. No schedule for Spinnaker.
	Coordinate with City on planning for active transportation network improvements	Q4 2023	Worked with City's Transportation department regarding pursuit of Sustainable Transportation Grant. On Aug 31, Caltrans announced grant was unsuccessful. Debriefed with Caltrans in October. Staff contemplating Coastal Conservancy grant instead.
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	October presentation by Gold Coast Transit to Board regarding operating areas, expansion criteria, and services. Staff distributed transportation info. re: "Late Night Safe Rides" program to tenants. HM will be reaching out to additional cities to market our Harbor as a summer beach bus destination.
	Advocate to the City to improve bicycle, pedestrian access, and safety along and crossing Spinnaker Drive.	Q3-Q4 2022 and ongoing	Worked with City to improve bicycle lanes and ADA street ramps on Navigator Drive as part of 2024 City repaving project. City anticipates construction of Navigator and small portion of Anchors way in mid to late 2024.
	Collaborate with master tenants to develop an intra-Harbor pilot program for transportation services e.g. water-taxi and/or shuttle	Q3 2023 to Q3 2024	No action this quarter.
3. Pursue and implement parking management solutions to increase vehicle circulation	Obtain necessary agreements and permits to implement managed parking at Harbor Village	Q3 2022 to Q3 2023	Three steps required: 1) MOU with City-under final negotiation. 2) Municipal Code needs to be changed-Council consideration March 2024. 3) CDP application completed and submitted to City by consultant Dixon.
	Identify & budget for Capital Improvements to improve parking & circulation at Harbor Village	Q3 2022 to Q2 2023	Initial cost estimate developed with 2022 draft Plan. Updated with consultant and potential provider in early 2023. Board approved retaining consultant (Dixon) for CDP application and entitlement support per above.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Utilize grant funding opportunities for sustainable Harbor infrastructure	Work with SCE, CALeVIP, SLC, and City to complete installation of 21 EV charging stations in Harbor Village per CIP.	Q1 2023	Charger procurement complete. Designs for VPD HQ approved by City and installation begun. SCE has received permits for Village from City – waiting on supply chain items before install (Q1 2024).
	Complete installation of 4 EV charging stations at District office for company vehicles per CIP.	Q2 2023	Designs approved by City. Installation complete.
	Complete procurement of hybrid Harbor Patrol vehicle utilizing SLC grant funds per CIP.	Q3-Q4 2023	Procurement and delivery complete. Vehicle not yet fully outfitted.
	Complete procurement of EV or hybrid Maintenance & Dockmaster vehicles using SLC grant funds per CIP.	2023 and 2024	Three vehicles procured and delivered.
2. Seek additional grant funding for improving/replacing District capital assets.	Establish mechanisms to receive transportation funding from the State and/or Federal governments with emphasis on active transportation.	Q4 2023	Worked with City's Transportation department regarding pursuit of Sustainable Transportation Grant. On Aug 31, Caltrans announced grant was unsuccessful. Debriefed with Caltrans in October. Staff contemplating Coastal Conservancy grant instead.
	Identify and apply for grants that align with Board-approved 5-year CIP.	Q2 2022 Ongoing	CalSTA grant for Commercial Fish Modernization project successful. Grant application to NFWF Round 2 successful for improvements to beach bathrooms and showers, and public launch ramp bathrooms. Staff considering Coastal Conservancy grant for sustainable transportation & PIDP grant for fish pier.
3. Leasing/Property Management	Prepare, approve and implement Annual Leasing/Property Management Action Plan	Q2 2023 and Annually	Annual update to plan presented and approved by Board on June 7, 2023.
	Through active marketing, continue to attract a diverse array of businesses and business owners to Ventura Harbor with the goal of expanding the offerings to the public while creating value for the District.	Commencing 2022 Q3	Uploaded a new flyer listing availability onto the Leasing page of the VPD website. Distributed the flyer to WEV, Chamber of Commerce, County DEI Office, Visit Ventura, City Manager's Office, and County of Ventura. Launched Facebook and Instagram social media advertisement. Website and marketing flyers all include  or "All are welcomed."

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
4. Update of Financial Management System	Roll out of new accounting and property management software.	Q4 2022	MRI has completely replaced the old Sage accounting software. This update is complete.
	Creation and implementation of Tenant Portal to allow tenants to report sales and review lease documents.	Q1 2023	Tenant Portal has been rolled out to all restaurants, retail, and office Village tenants.
	Implementation of online payments for tenants.	Q1 2023	Online payments and sales reporting is now available for Village tenants via the Tenant Portal. Conducting a Tenant Portal Usage Campaign to continually add tenant users to portal and aid tenants, if needed. As of 12/31/23, approximately 45 leases have successfully paid online and if applicable reported sales.
5. Financial Reporting	Stakeholder budget workshops	Q2 and annually	A budget study session was held with the Board during public meeting on May 17, 2023. Next one will be held in May 2024.
	Periodic reports to Board and public on financial position, audits, and budget.	Quarterly	Financial statements for Q1 of fiscal year 2023-24 ending 09/30/23 was included in the December 6 Board meeting packet. Preparation for the financial audit for fiscal year 2022-23 ending 6/30/23 is still on going.
	Annual review of District bonds, debt position, restructuring opportunities and CalPERS obligations.	Q2 and annually or as needed	Completed during budget study session with the Board during public meeting on May 17, 2023. Next one will be held in May 2024.

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 parking lot path of travel improvement incorporated into Loose Cannon planning submission. To be completed in Q1 of 2024. Grant funding awarded by NFWF for beach and launch ramp restroom areas, including ADA access improvements.
	Evaluate new ADA improvement requirements for District properties and update Capital Improvement Plan to address.	Q4 2024	Evaluating ADA Path of Travel Ramps between 1583/1591 buildings improvements. To be completed in 2024.
	Village Promenade/Trail physical upgrades, including sustainability enhancements	Q4 2024 onwards	No action this quarter.
	Complete infrastructure upgrades (elevators, roof replacements per CIP)	Q4 2024	1575 Building Roof replacement.
	Complete Village Tenant Signage, Awnings	Q4 2024	Ongoing progress for Village tenants with implementation of Master Sign Program. Several door-protecting awnings installed. VPD tenant exterior signage lighting project continues to enhance sign visibility at night.
	Evaluate opportunities for renewable energy/energy storage infrastructure for Village; implement drought tolerant landscaping and related irrigation systems.	Q3 2022 through Q4 2027	Landscape architect retained to develop a Village-wide plant palette. Final plan anticipated Q1, 2024. New plan will focus on drought tolerant succulents and native plants with specific recommendations per planter type and location.
	Implement WiFi in Harbor Village	Q2 2023	SwiftChip has continued exploring options with cellular companies, but no ideal solution. Met with WiFi service provider to evaluate infrastructure needs to support Village-wide WiFi.
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	“SEAsOn’s Greetings” 2023 Holiday Décor Program was up at the Ventura Harbor Village and the Harbor entry at Spinnaker & Harbor Blvd. from November 19, 2023, to January 7, 2024.