



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, FEBRUARY 21, 2024

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

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

PUBLIC PARTICIPATION OPTIONS

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

WATCH THE MEETING LIVE

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

Webinar ID: 832 7632 9300

1-669-900-6833

1-253-215-8782

PUBLIC COMMENT VIA ZOOM

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

SUBMIT PUBLIC COMMENT VIA EMAIL

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

CLOSED SESSION 6:00PM
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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 REAL PROPERTY NEGOTIATORS - PER GOVERNMENT CODE SECTION 54956.8:

- a) Property: **1559 Spinnaker Drive #101**
District Negotiators: Brian D. Pendleton, Todd Mitchell, Tom Bunn
Negotiating Parties: Coastal Marine Biolabs Integrative Biosciences Programs, Inc.
Under Negotiation: **Price and Terms of Payment for Termination of Office Lease**
- b) Property: **1559 Spinnaker Drive #205B & C**
District Negotiators: Brian D. Pendleton, Todd Mitchell, Tom Bunn
Negotiating Parties: Coastal Marine Biolabs Integrative Biosciences Programs, Inc.
Under Negotiation: **Price and Terms of Payment for New Office Lease**
- c) Property: **1583 Spinnaker Drive, #101**
District Negotiators: Brian D. Pendleton, Todd Mitchell, Tom Bunn
Negotiating Parties: The Greek at the Harbor Restaurant, Inc.
Under Negotiation: **Price and Terms of Payment for New Restaurant Lease**
- d) Property: **1567 Spinnaker Drive, #201 & 202**
District Negotiators: Brian D. Pendleton, Todd Mitchell, Tom Bunn
Negotiating Parties: Da Vega Fisher Mechtenberg LLP and Trinidad Entertainment Corporation
Under Negotiation: **Price and Terms of Payment for New Office Lease**
- e) Property: **1559 Spinnaker Drive, #208**
District Negotiators: Brian D. Pendleton, Todd Mitchell, Tom Bunn
Negotiating Parties: Loana Healing LLC
Under Negotiation: **Price and Terms of Payment for New Office 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 February 7, 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 Out-of-Town Travel Requests

Recommended Action: Voice Vote.

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

- a) Brian D. Pendleton, General Manager to attend CSDA's 2024 Special Districts Legislative Days from May 21-22, 2024 in Sacramento, CA.
- b) Brian D. Pendleton, General Manager to attend CSDA's 2024 General Manager Leadership Summit from June 23-25, 2024 in Anaheim, CA.
- c) Jessica Perkins, Accountant to attend GFOA Accounting Training from April 14-19, 2024 in Chicago, IL.
- d) Dave Werneburg, Marina Manager to attend JPIA's Management Academy from March 4-7, 2024 in Paso Robles, CA.
- e) Taylor Plasch, Harbor Patrol Officer I to attend the Division of Boating and Waterways Boating Accident Training from March 10-15, 2024 in Wilmington, CA.

- f) Brendan Donohue, Harbor Patrol Officer I to attend the Division of Boating and Waterways Boating Accident Training from March 10-15, 2024 in Wilmington, CA.
- g) Jennifer Talt-Lundin, Marketing Manager to attend the Central Coast Tourism Council Board Retreat from April 21-22, 2024 in Monterey, CA.

B) Authorization to Execute a Funding Agreement for a Grant from the National Fish and Wildlife Foundation for the Refugio Beach Oil Spill Settlement: South Coast Shoreline Parks and Outdoor Recreation Grants Program

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to execute a Funding Agreement with the National Fish and Wildlife Foundation to receive \$200,000 for the Refugio Beach Oil Spill Settlement: South Coast Shoreline Parks and Outdoor Recreation Grants Program.

C) Termination of Current Office Lease Agreement for 1559 Spinnaker Drive #101 and Approval of a New Office Lease Agreement for 1559 Spinnaker Drive #205B & C with Coastal Marine Biolabs Integrative Biosciences Program, Inc.

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve a termination of an Office Lease Agreement, dated June 1, 2019, between the Ventura Port District dba Ventura Harbor Village and Coastal Marine Biolabs Integrative Biosciences, Inc. for 1559 Spinnaker Drive #101, consisting of approximately 1,979 square feet.
- b) Approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Coastal Marine Biolabs Integrative Biosciences, Inc. for the premises located at 1559 Spinnaker Drive #205 B & C, consisting of approximately 1,027 square feet.

STANDARD AGENDA:

1) Adoption of Resolution No. 3492 Approving the Financial Statements and Checks for October through December 2023

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3492 to:

- a) Accept the financial statements for the Quarter ending December 31, 2023.
- b) Review the payroll and regular checks for October through December 2023.

2) Adoption of Resolution No 3493 Approving the Fiscal Year 2023-2024 Mid-Year Budget Adjustments and Capital Improvement Plan and Resolution No. 3494 Establishing the Salary Scheduled for Accounting Technician II and Management Assistant Positions as Non-Represented Employees of the District Effective January 1, 2024

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3493 approving the Mid-Year Budget Adjustments for Fiscal Year 2023-2024 effective January 1, 2024; and
- b) Adopt Resolution No. 3494 establishing the Salary Schedule for the Accounting Technician II and Management Assistant positions as Non-Represented Employees of the District effective January 1, 2024.

3) Status Report on Recent and Forecasted Pacific Storm Events

Recommended Action: Informational.

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

ADJOURNMENT

Ventura Port District – Regular Meeting Agenda
February 21, 2024

*This agenda was posted on February 16, 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 FEBRUARY 21, 2024

APPROVAL OF MINUTES
FEBRUARY 7, 2024
REGULAR MEETING

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF FEBRUARY 7, 2024



CLOSED SESSION

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chair Blumenberg at 6:30PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

None

Port District Staff:

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

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 6:31PM.

CONVENED TO CLOSED SESSION AT 6:32PM.

ADJOURNMENT: Closed Session was adjourned at 6:49PM.

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 7:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Harbormaster, John Higgins

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 via Zoom
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Sergio Gonzalez, Facilities Manager via Zoom
Wayne Hatch, Maintenance Supervisor via Zoom
John Higgins, Harbormaster
Pat Hummer, Senior Harbor Patrol Officer via Zoom
Jessica Snipas, Business Operations Analyst via Zoom
Dave Werneburg, Marina Manager 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:

0 via zoom; 0 in person

ADOPTION OF AGENDA

ACTION: Commissioner Stephens moved to adopt the February 7, 2024 agenda.

Commissioner Rainey seconded. The vote was unanimous.

APPROVAL OF MINUTES

The Minutes of the January 17, 2024 Port Commission Regular Meeting were considered as follows:

ACTION: Commissioner Vice-Chair moved to approve the Minutes of the January 17, 2024 Port Commission Regular Meeting.

Commissioner Stephens seconded. The vote was unanimous.

PUBLIC COMMUNICATIONS: None. Closed at 7:02PM.

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

BOARD COMMUNICATIONS: Vice-Chair Gardina thanks staff for keeping the Commissioners up to date on the storms. Chair Blumenberg attend the City's GPAC meeting and City Council Goal Setting Session. He also commented that Portside is getting good coverage in the Breeze newspaper.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on upcoming events at Harbor Village.

CONSENT AGENDA:

A) Termination of Current Restaurant Lease Agreement with The Sugar Lab Bake Shop, LLC dba Sugar Lab Bake Shop for 1567 Spinnaker Drive #105A & #105B

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a termination of an Office Lease Agreement, dated June 1, 2023, between the Ventura Port District dba Ventura Harbor Village and The Sugar Lab Bake Shop, LLC dba Sugar Lab Bake Shop for 1567 Spinnaker Drive #105A & #105B, consisting of approximately 1,330 square feet.

Public Comment: None.

ACTION: Commissioner Brennan moved to approve a termination of an Office Lease Agreement, dated June 1, 2023, between the Ventura Port District dba Ventura Harbor Village and The Sugar Lab Bake Shop, LLC dba Sugar Lab Bake Shop for 1567 Spinnaker Drive #105A & #105B, consisting of approximately 1,330 square feet.

Commissioner Stephens seconded. The vote was unanimous.

B) Award of Bid for the Ventura Harbor Launch Ramp Floating Dock Replacement Project

Recommended Action: Voice Vote.

That the Board of Port Commissioners award the bid from Bluewater Marine, Inc. in the amount of \$328,215.00 for the Ventura Harbor Launch Ramp Floating Dock Replacement Project.

Public Comment: None.

ACTION: Commissioner Brennan moved to award the bid from Bluewater Marine, Inc. in the amount of \$328,215.00 for the Ventura Harbor Launch Ramp Floating Dock Replacement Project.

Commissioner Stephens seconded. The vote was unanimous.

STANDARD AGENDA:

1) Award of Bid for the Ventura Harbor Village Restroom Enhancements at 1559 and 1583 Spinnaker Drive

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- 1) Accept the low bid from F.C.T. Construction, Inc. in the amount of \$450,000.
- 2) Approve a Budget Adjustment to the 5-Year Capital Improvement Plan for the Ventura Harbor Village Restroom Remodel Project at 1559 and 1583 Spinnaker Drive.

Report by Todd Mitchell, Sr. Business Operations Manager.

Public Comment: None.

ACTION: Commissioner Stephens moved to accept the low bid from F.C.T. Construction, Inc. in the amount of \$450,000 and approve a Budget Adjustment to the 5-Year Capital Improvement Plan for the Ventura Harbor Village Restroom Remodel Project at 1559 and 1583 Spinnaker Drive.

Vice-Chair Gardina seconded. The vote was unanimous.

2) Rejection of Bid for the Ventura Harbor Public Boat Wash Down Station Replacement Project

Recommended Action: Voice Vote

That the Board of Port Commissioners reject the bid from ADA General Engineering Inc. in the amount of \$218,500.00 for the Ventura Harbor Public Boat Wash Station Replacement Project.

Report by Todd Mitchell, Sr. Business Operations Manager.

Public Comment: None.

ACTION: Commissioner Brennan moved to reject the bid from ADA General Engineering Inc. in the amount of \$218,500.00 for the Ventura Harbor Public Boat Wash Station Replacement Project.

Commissioner Stephens seconded. The vote was unanimous.

3) Award of Bid for the Ventura Inner Harbor Dredging Project: Two Locations

Recommended Action: Voice Vote.

That the Board of Port Commissioners award the bid from Manson Construction, Inc. in the amount of \$1,333,000 for the Ventura Inner Harbor Dredging: Two Locations Project.

Report by Todd Mitchell, Sr. Business Operations Manager.

Public Comment: None.

ACTION: Commissioner Brennan moved to award the bid from Manson Construction, Inc. in the amount of \$1,333,000 for the Ventura Inner Harbor Dredging: Two Locations Project.

Commissioner Rainey seconded. The vote was unanimous.

4) Status Report on Recent and Forecasted Pacific Storm Events

Recommended Action: Informational.

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

Report by John Higgins, Harbormaster.

Public Comment: None.

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

No action was taken.

ADJOURNMENT: The meeting was adjourned at 8:05PM.

The next regular meeting is Wednesday, February 21, 2024.

Anthony Rainey, Secretary



BOARD OF PORT COMMISSIONERS FEBRUARY 21, 2024

DEPARTMENTAL STAFF REPORTS JANUARY 2024 & 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: February 21, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Joe A. Gonzalez, Capital Projects Manager
SUBJECT: January 2024 Capital Projects Report

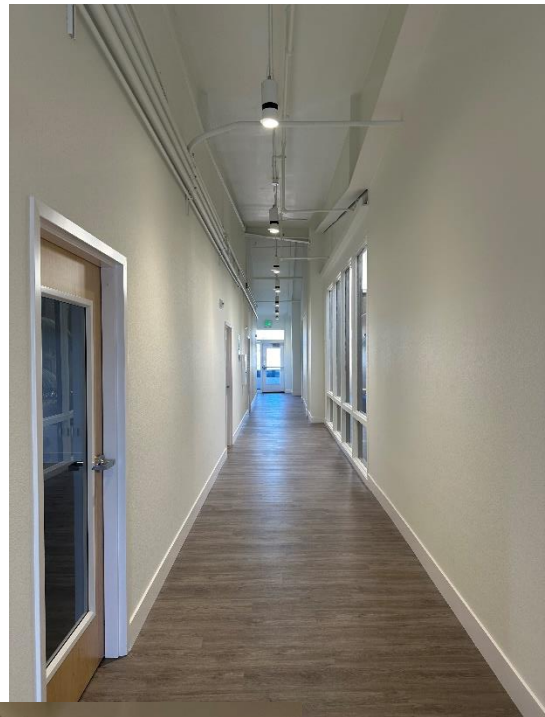
1559 BUILDING TENANT IMPROVEMNT

Status: On going

Budget: On Budget

F.C.T Construction LLC is nearing completion of the tenant improvements. Two of the spaces are already leased and the other three spaces are being showed to prospective 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.



1591 SPINNAKER DR. SUITE #205 TENANT IMPROVEMENT**Status: Completed****Budget: On Budget**

Coordinated with contractors to paint entire suite. Scheduled flooring company to remove existing flooring and carpet and install new Vinyl SPC flooring. Worked in conjunction with Maintenance Department in completing all the required scope of work.

**1567 SPINNAKER DR. SUITE 101, FACADE RENOVATION****Status: On Going****Budget: On Budget**

The last remaining components of the project await the City approving the tenant's improvements permit. The electrical upgrade work will be done in conjunction with the installation of the suite's grease trap to minimize disruption to visitors and nearby tenants. Staff will coordinate between the 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. All in-ground plumbing work inside the suite has been inspected and approved by the City.

Staff continues to work with the City and the tenant's architects in order to obtain building permits issued (anticipated in February).



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 the third week of November as per the District's Procurement policy for public bidding. Both projects had bid openings in January and the recommendations from staff will be brought to the Board on February 7.

ADDITIONAL PROJECTS:

- 1583 & 1559 Restroom remodeling
- 1575 & 1583 Pass-through repaving
- 1575 partial reroofing
- Ventura Harbor Village Awnings
- Additional Mural painting throughout VHV

Status: Bids opened.

Status: Working on scheduling.

Status: Cancelled.

Status: On going.

Status: On going.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 21, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: January 2024 Dredging Report

OUTER HARBOR DREDGING (FEDERAL NAVIGATION CHANNEL)

Political Advocacy for Federal Dredge Funding

With the federal government approving another continuing resolution through March 1, 2024, covering Energy & Water (which is where the US Army Corps of Engineering Civil Works (USACE) budget sits). More importantly, USACE's Los Angeles District has issued the notice to proceed to their dredging contractor to dredge 600,000 yards of material from Ventura Harbor's federal entrance channel.

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 of 600,000 cubic yards, which is higher than it has been in several years.
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.

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. CMANC will also meet with OMB virtually in February.

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 appear to have had minimal impact on the inner harbor dredging conditions. Hydrographic survey work performed for the VenturaWaterPure project was shared with the District and the Marina Park basin is largely unchanged except for a portion in the northwest corner.

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 65-75% 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 took place on January 30, 2024. Four bids were received, with the lowest bid being from Manson for \$1.33 million. Staff are presently working with FEMA on the next steps related to funding assistance.

Permit Amendments: Complete

District staff and Rincon Consultants have been working on renewals and amendments to the inner harbor dredging permits and this effort is finally complete.

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. Those have since been approved by the Coastal Commission and the permits have been issued.

Once approved, this automatically triggered the consistency determination for the USACE permit of the same nature. The District now has the necessary permits to be able to proceed with inner harbor dredging in March of this year.

ATTACHMENT:

Attachment 1 – January 2024 Federal Advocacy Reports by Carpi & Clay

Federal Update

February 1, 2024

Congress Passes Another CR

Still unable to finalize the Fiscal Year 2024 (FY24), Congress passed another short-term Continuing Resolution (CR) to avoid a federal government shutdown. Prior to Thanksgiving, Congress passed a laddered CR that extended current funding levels for a portion of federal agencies until January 19th, and the remainder of federal agencies until February 2nd. This new CR keeps with the laddered approach with the following deadlines for the various appropriations bills:

Extends the agencies funded under the below bills through **March 1st**:

- Agriculture-FDA
- Energy and Water
- Military Construction-Veterans Affairs
- Transportation-Housing and Urban Development

Extends agencies funded under the below bills through **March 8th**:

- Commerce-Justice-Science
- Labor-HHS-Education
- Defense
- Financial Services
- Homeland Security
- Interior-Environment
- Legislative Branch
- State-Foreign Operations

Just this week the leadership of the House and Senate Appropriations Committee announced that they have reached a deal on the top-line funding levels of the twelve FY24 appropriations bills. With the top-line funding levels for the bills in place, the respective subcommittees can now get to work on putting together the final FY24 appropriations bills.

State of the Union Scheduled, FY25 Budget Release to Follow

Speaker of the House Mike Johnson invited President Biden to give the State of the Union address on March 7th. It is the second time in the last two decades that the State of the Union has been scheduled in March and is the latest date for the address in the last

century. With the State of the Union date set, the White House announced that the President intends to release his Fiscal Year 2025 Budget Proposal to Congress on March 11th. The release of the budget is the starting point for the annual appropriations process.

House Ways and Means Committee Releases Bipartisan Tax Package

On January 19th, the House Ways and Means Committee approved the *Tax Relief for American Families and Workers Act of 2024* ([H.R. 7024](#)) by a vote of 40 to 3. The bipartisan tax package resulted from several months of negotiations between House Ways and Means Committee Chair Jason Smith (R-MO) and Senate Finance Committee Chair Ron Wyden (D-OR). The measure would increase the refundable portion of the child tax credit and direct the Treasury Department to redetermine a taxpayer's child tax credit for early filers based on changes made by the measure. It also includes bipartisan priorities to reduce double taxation of US-Taiwanese businesses and extends the boosted low-income housing and disaster relief tax credits. The deal would also end claims for the pandemic-era employee retention tax credit after January 31st and apply penalties for violating due diligence requirements and aiding in understatement of tax liability. The measure also includes other provisions of interest to state and local governments:

- Restores the 12.5% increase to the 9% low-income housing tax credit ceiling on annual state allocations for calendar years 2023 through 2025. States and local agencies could carry over the increased allocations for 2023 for this year's affordable housing projects.
- Makes it easier for bond-financed affordable housing projects to receive a 4% low-income housing tax credit separate from the amounts allocated by a state.
- Extends special rules for deducting certain disaster-related personal casualty losses.
- Any amount received by an individual for expenses, damages, or losses related to a qualified wildlife disaster would be excluded from gross income for tax reporting purposes. The exclusion would apply to compensation received from 2020 through 2025 for any federally declared forest or range fire disaster after December 31st, 2014. It wouldn't apply to losses already covered by insurance.

Now that the bill has passed the Committee, it is awaiting consideration on the floor of the House, which could happen as early as this week.

FEMA Releases Individual Assistance Program Interim Final Rule

The Federal Emergency Management Agency (FEMA) released an [interim final rule](#) (IFR) for the Individual Assistance Program. The IFR aims to increase equity by streamlining application and administrative processes, removing barriers to entry, and increasing eligibility for certain types of assistance through the program. The IFR:

- Establishes the Serious Needs Assistance program;
- Establishes the Displacement Assistance program;
- Removes certain loan application requirements;
- Assists underinsured disaster survivors;
- Simplifies assistance for entrepreneurs;

- Expands habitability criteria;
- Expands accessibility improvements;
- Removes barriers for late applicants;
- Streamlines temporary housing assistance applications;
- Simplifies the appeals process; and
- Improves the DisasterAssistance.gov and the Transitional Sheltering Assistance websites.

The IFR is effective March 22nd and comments are due by July 22nd.

House Approves Resolution Blocking FHWA Buy America Waivers for EV Chargers

On January 11th, the House passed a [resolution](#) by a vote of 209-198 that would overturn a Federal Highway Administration (FHWA) rule regarding Buy America requirements for electric vehicle (EV) chargers. The resolution entitled “*Waiver of Buy America Requirements for Electric Vehicle Chargers*” has already been approved by the Senate in July by a vote of 50-48. It is expected that President Biden will veto the resolution. To override the President’s anticipated veto, two-thirds of both the House and the Senate would need to vote to do so.

Senator Padilla Leads Colleagues Urging Restoration of LIHWAP

Senator Alex Padilla (D-CA) led 24 colleagues in a [letter](#) to the Senate Appropriations Committee urging the restoration of funding for the Low-Income Household Water Assistance Program (LIHWAP) for FY24. The program was created in the American Rescue Plan Act to establish a temporary low-income water assistance program to assist in paying water and wastewater bills during the COVID-19 pandemic. The program’s funding expired last fiscal year, and as a result the letter urges the Appropriations Committee to provide funding for the program in FY24.

Senate Committee Holds NFIP Hearing

On January 25th, the Senate Banking, Housing, and Urban Affairs Committee held a [hearing](#) titled, “Reauthorization of the National Flood Insurance Program: Local Perspectives on Challenges and Solutions.” The hearing focused on reauthorizing the National Flood Insurance Program (NFIP), which is currently set to expire on March 8th unless Congress reauthorizes or extends the program. During the hearing, witnesses testified that the current program is burdensome and broken. Additionally, increased insurance rates have created an affordability issue, and that flooding accounts for two-thirds of the cost of all natural disasters while only four percent of homeowners nationwide carry flood insurance.

Additional Members Announce Departure

In January, more Members of the House announced their intent to resign or retire at the end of the 118th Congress. Rep. Bill Johnson (R-OH) resigned on January 21st to become President of Youngstown State University. Rep. Brian Higgins (D-NY) announced his intent to resign on February 2nd, citing frustration with the institution. Reps. John Curtis

(R-UT), Blaine Luetkemeyer (R-MO), Doug Lamborn (R-CO), Larry Bucshon (R-IN), Greg Pence (R-IN), Jeff Duncan (R-SC), and Kelly Armstrong (R-ND) announced they will not be running for reelection. Additionally, Majority Leader Steve Scalise (R-LA) announced he is undergoing a stem-cell transplant to treat cancer and will be away from Washington until February. As a result, Republicans currently have a 219-213 majority in the House. Finally, California Governor Gavin Newsom scheduled a special election to fill former Speaker of the House Kevin McCarthy's House seat on March 19th. A runoff, if required, would be held on May 21st.

Federal Funding Opportunities & Announcements

DOE Announces VTO Program Grant Awards. The Department of Energy (DOE) [announced](#) \$71 million in Vehicle Technologies Office (VTO) grants to 27 projects that will assist in developing innovative and equitable clean mobility options, and to help supply chain concerns for electric vehicle (EV) batteries, increasing EV drive range. DOE also [announced](#) \$32.5 million in VTO Program grants for 16 projects to help:

- Reduce EV infrastructure soft costs;
- Increase consumer familiarity with electric vehicles (EVs) and their benefits;
- Demonstrate and deploy novel clean transportation solutions, including electric construction vehicles and school buses;
- Provide regional clean transportation outreach, education, and training for underserved communities.

DOE Releases Grid Resilience State and Tribal Formula Grant ALRD. DOE released the FY24 Administrative and Legal Requirements Document (ALRD) for the [Grid Resilience and Tribal Formula Grant program](#), beginning the allocation application and request process. DOE intends to grant \$562 million for projects that modernize the power grid for resilience against wildfires, extreme weather, and other natural disasters. Applications are due by April 17th and FY24 allocations can be found [HERE](#).

DOT Announces Mega Grant Awards. The Department of Transportation (DOT) [announced](#) funding for 11 projects through the National Infrastructure Project Assistance (Mega) Program. The Mega program helps to fund projects that are uniquely large, complex, and difficult to fund under traditional grant programs.

DOT Announces INFRA Grant Awards. DOT [announced](#) funding for 28 projects through the Infrastructure for Rebuilding America (INFRA) grant program. The INFRA grant program funds projects to assist with improving the safety, efficiency, and reliability of the movement of freight and people in both urban and rural areas.

DOT to Host Webinar on New Electric Vehicle Grants and Technical Assistance. DOT is hosting a webinar on new electric vehicle grant opportunities and technical assistance resources on February 14th at 1:00 PM ET. The webinar will feature Deputy Assistant Secretary Polly Trottenberg and other DOT leaders to discuss environmental reviews of EV charging projects, the National Environmental Policy Act (NEPA)

Categorical Exclusion (CE) that DOT adopted from DOE, and the FY24 Low or No Emission Grant program. [Registration](#) is required to attend the webinar.

EPA Announces Grant Funding to Address Indoor Air Pollution at Schools. EPA announced a \$32 million [NOFO](#) aimed at reducing greenhouse gas emissions and improve air quality at K-12 schools in low-income, disadvantage, and tribal communities. EPA seeks national, regional, and multi-state proposals from organizations that will assist schools in developing and implementing Indoor Air Quality Management Plans. Eligible entities include states, territories, Indian Tribes, nonprofit organizations, local governments, and educational agencies. Applications are due March 19th.

EPA Announces \$965 Million for 67 Clean School Bus Grant Program Awards. EPA [awarded](#) \$965 million to 67 applicants through Clean School Bus Program Grant awards. The program supports eligible applicants that purchase zero emission school buses to replace existing internal combustion engine school buses. Applicants may use funding to purchase electric, propane, and compressed natural gas buses, along with related infrastructure.

EPA Announces \$3 Million Centers of Excellence for Stormwater Infrastructure Technologies NOFO. EPA announced a \$3 million [NOFO](#) for the Centers of Excellence for Stormwater Control Infrastructure Technologies Grant Program. The program will fund the establishment and maintenance of regional Centers of Excellence for new and emerging stormwater control infrastructure technologies, with the goal of improving the effectiveness, cost efficiency, and protection of public safety and water quality. EPA is also accepting applications to create and maintain a national electronic clearinghouse to centrally manage data from the Centers of Excellence. Applications are due March 18th.

FEMA Releases \$324 Million Assistance to Firefighters Grant NOFO. FEMA released a \$324 million [NOFO](#) for the Assistance to Firefighters Grant (AFG) program. The primary goal of the AFG is to meet the firefighting and emergency response needs of fire departments and non-affiliated emergency medical service organizations. AFG has awarded funds to help firefighters and other first responders obtain critically needed equipment, protective gear, emergency vehicles, training, and other resources necessary for protecting the public and emergency personnel from fire and related hazards. Applications are due March 8th.

FHWA Publishes Bridge Investment Program, Planning and Bridge Project Grants NOFO. The Federal Highway Administration (FHWA) published a [NOFO](#) for the availability of \$9.7 billion to improve the nation's bridges through the competitive Bridge Investment Program's Planning and Bridge Project categories, which fund bridge planning, repair and replacement projects under \$100 million. The NOFO includes funding for FY 2023-FY 2026 and is soliciting applications for the following categories of projects:

- "Planning" grants for planning, feasibility analyses, and revenue forecasting associated with the development of a project; and,

- “Bridge Project” grants for bridge replacement, rehabilitation, preservation, and

Deadlines for submission:

FY Funding	Planning Application Deadline	Bridge Project Application Deadline
FY 2023 and 2024	February 19, 2024	March 19, 2024
FY 2025	October 1, 2024	November 1, 2024
FY 2026	October 1, 2025	November 1, 2025

FHWA Announces Charging and Fueling Infrastructure Grant Awards. FHWA [announced](#) \$623 million in Charging and Fueling Infrastructure Grant awards to 47 electric vehicle EV charging and alternative-fueling infrastructure projects, including construction of approximately 7,500 EV charging ports.

FHWA Announces Charger Reliability and Accessibility Accelerator Program Grant Awards. FHWA [announced](#) \$148.8 million to 24 entities that will assist in repairing or replacing almost 4,500 broken or non-operational electric vehicle charging ports to improve the reliability of existing charging infrastructure.

FHWA Announces \$729.4 Million in ER Program Funding. FHWA [announced](#) \$729.4 million through the Emergency Relief (ER) Program due to major disaster declarations. FHWA’s ER Program helps address climate change by providing funding to assist states in performing infrastructure repairs following major natural disasters and extreme weather events.

HUD Announces \$3.16 Billion for Continuum of Care Program. The Department of Housing and Urban Development (HUD) [announced](#) 3.16 billion in Continuum of Care (CoC) program awards for over 7,000 housing assistance and supportive services providers. The CoC program provides funding to nonprofit providers, states, tribes, and local governments for permanent and short-term housing assistance, supportive services, planning, data, and other costs.

HUD Releases \$40.25 Million Comprehensive Housing Counseling NOFO. HUD released a \$40.25 million [NOFO](#) for the FY23 Comprehensive Housing Counseling Grant Program. The program will support individuals and families with education and resources to make informed housing decisions and will provide funding for counseling services through HUD-approved agencies on topics such as financial management and literacy, homeownerships, and affordable rental housing. Applications are due February 8th.

Joint Office of Energy and Transportation Announces Ride and Drive Electric Grant Awards. DOE and DOT’s Joint Office of Energy and Transportation (Joint Office) [announced](#) \$46.5 million in Ride and Drive Electric Grant Awards to 30 projects in 16 states. The grants will help fund projects that assist with building a convenient and efficient EV infrastructure for drivers; accelerate a resilient national EV charging network; grow the clean energy workforce; extend the benefits of clean transportation to rural,

urban, and tribal communities; and validate real-world performance and reliability of high-power EV chargers. In addition, the grants fund projects that help to address barriers to charging in multifamily housing facilities, explore new approaches to curbside charging in urban areas, promote seamless connections across modes through e-mobility hubs, and test new incentive structures to provide affordable public charging access.

NOAA Announces \$85 Million Industry Proving Grounds Program. The National Oceanic and Atmospheric Administration (NOAA) [announced](#) the \$85 million Industry Proving Grounds (IGP) program. The program will support the development and use of actionable climate data and information. Specific goals include providing a fuller understanding of historical hail events and supporting partners involved in catastrophic impact modeling and risk assessment to provide better information for the insurance sector.

Federal Agency Personnel & Regulatory Announcements

White House Infrastructure Coordinator Departs. The Administration has announced that White House Infrastructure Coordinator Mitch Landrieu left his position on January 12th to join the President's campaign. A new infrastructure coordinator has not yet been named.

White House Releases National Emerging Contaminants Research Initiative Implementation Plan. The White House Office of Science and Technology Policy's National Emerging Contaminants Research Institute released the [National Emerging Contaminants Research Initiative Implementation Plan](#). The implementation plan will help federal agencies identify and prepare for newly discovered water contaminants that may be harmful for human health, including plastics, disinfectants, industrial solvents, and other manufactured chemicals. The plan includes steps to coordinate research, monitor emerging contaminants, identify mitigation technologies, and communicate risks to the public.

CEQ Extends Comment Deadline for EJ Scorecard RFI. The Council on Environmental Quality (CEQ) [announced](#) an extension to its November 20th Request for Information (RFI) on its Environmental Justice (EJ) Scorecard. The new deadline for comments is February 22nd.

DHS Inspector General Criticizes CISA for Handling of Water/Wastewater Cybersecurity Issues. The Department of Homeland Security (DHS) Inspector General issued a [report](#) entitled "CISA Needs to Improve Collaboration to Enhance Resiliency in the Water and Wastewater Sector." The report criticizes the Cybersecurity and Infrastructure Security Agency (CISA) for a failure to "consistently collaborate" with both EPA and water and wastewater utilities to address cybersecurity threats. Additionally, the report highlights CISA's difficulty with communicating available tools and resources to assist water and wastewater utilities, particularly for smaller agencies.

DOT Publishes RRIF and TIFIA NPRM. DOT published a [NPRM](#) that would implement provisions of the Infrastructure Investment and Jobs Act (IIJA) that expand or modify the authorities applicable to the Railroad Rehabilitation and Improvement Financing (RRIF) and Transportation Infrastructure Finance and Innovation Act (TIFIA) programs, and make other necessary updates, by amending the RRIF program and TIFIA program regulations. Comments are due by February 26th.

DOT Launches TTAC. DOT announced the launch of the [Transforming Transportation Advisory Committee \(TTAC\)](#). TTAC will explore and consider issues related to:

- Pathways to safe, secure, equitable, environmentally friendly, and accessible deployments of emerging technologies.
- Integrated approaches to promote greater cross-modal integration of emerging technologies, in particular applications to deploy automation.
- Policies that encourage innovation to grow and support a safe and productive U.S. workforce, as well as foster economic competitiveness and job quality.
- Approaches and frameworks that encourage the secure exchange and sharing of transformative transportation data, including technologies and infrastructure, across the public and private sectors that can guide core policy decisions across DOT's strategic goals.
- Ways the Department can identify and elevate cybersecurity solutions and protect privacy across transportation systems and infrastructure.
- Other emerging issues, topics, and technologies.

DOT Publishes Final Rule on Civil Penalty Amounts. DOT published a [final rule](#) that provides the statutorily prescribed 2024 adjustment to civil penalty amounts that may be imposed for violations of certain DOT regulations. The rule became effective on December 28th.

DOT Releases 2021-2023 Strategic Plan and Progress Report. DOT released a [report](#) describing the progress the department has made in addressing the strategic goals and challenges facing the transportation system. The report highlights work done in the following areas: safety, economic strength and global competitiveness, equity, climate and sustainability, infrastructure resiliency, innovation, and organizational efficiencies.

DOT Publishes FAQ on Incorporating Accessibility in Transportation Projects. DOT published a new [frequently asked questions](#) (FAQ) for grant applicants to help understand accessibility-related requirements and best practices throughout the transportation project planning process. The FAQ provides insight on how DOT initiatives such as ADA Transition Maps, the Department's Disability Policy Priorities, and the Promising Practices for Meaningful Public Involvement in Transportation Decision-Making guide can be used to advance accessibility in the many projects funded by the Bipartisan Infrastructure Law (BIL) and more.

DOT Seeks Combating Human Trafficking in Transportation Impact Award Nominations. DOT is [seeking nominations](#) for the annual Combating Human

Trafficking in Transportation Impact Award that helps to raise awareness among transportation stakeholders about human trafficking and increase training and prevention to combat the crime. The award serves as a platform for transportation stakeholders to creatively develop impactful and innovative counter-trafficking tools, initiatives, campaigns, and technologies that can help stop these heinous crimes. The award is open to individuals and entities, including non-governmental organizations, transportation industry associations, research institutions, and state and local government organizations. Entrants compete for a cash award of up to \$50,000 to be awarded to the individual(s) or entity selected for creating the most impactful counter-trafficking initiative or technology. Nominations are due by March 11th.

DOT Announces Intersection Safety Challenge Winners. DOT [announced](#) the winners of the Intersection Safety Challenge Stage 1A. The Challenge aims to transform roadway intersection safety by incentivizing new and emerging technologies that identify and address unsafe conditions involving vehicles, and vulnerable road users at intersections.

DOT Publishes Project Readiness Checklist for DOT Discretionary Grant Applicants. DOT published the [Project Readiness Checklist](#), which was created to help project sponsors and grant applicants develop projects that are well positioned to receive federal funding. The checklist provides generalized background and guidance on factors to consider for project readiness including transportation planning requirements, public engagement, and coordination with state or regional implementation partners; working through federal environmental and other compliance requirements; and positioning your organization to manage the project and federal grant processes. The checklist does not constitute a standard, specification, or regulation or create requirements other than those stipulated in statute and regulation.

DOT Publishes RRIF and TIFIA NPRM. DOT published a [notice of proposed rulemaking](#) (NPRM) that would implement provisions of the Infrastructure Investment and Jobs Act that expand or modify the authorities applicable to the Railroad Rehabilitation and Improvement Financing (RRIF) and Transportation Infrastructure Finance and Innovation Act (TIFIA) programs, and make other necessary updates, by amending the RRIF program and TIFIA program regulations. Comments are due by February 26th.

DOT to Host SS4A Technical Assistance Office Hours. In advance of the next Safe Streets and Roads for All (SS4A) grant NOFO, DOT is hosting [technical assistance office hours](#) to answer any questions applicants may have. Entities considering applying for the FY24 SS4A grant program are encouraged to request technical assistance in preparation to apply for the grant.

EPA Assistant Administrator Announces Departure. Assistant EPA Administrator Radhika Fox announced her intention to leave her role at the end of February. EPA has not yet announced who will assume her role following her departure.

EPA Adopts NEPA CE for EV Charging Stations. EPA [adopted](#) DOE's Electric Vehicle Charging Stations CE under the NEPA to use in EPA's program and funding opportunities. The action is effective immediately.

EPA Announces Appointments to Local Government Advisory Committee. EPA [announced](#) 16 new members will join 13 current members on the Local Government Advisory Committee (LGAC). In 2024, LGAC will provide input to the EPA Administrator on the proposed Lead and Copper Rule Improvements, the draft Strategy for Reducing Plastic Pollution, the development of a cumulative impact framework, and improving community-level communication and engagement.

EPA Announces Required TRI Reporting for Seven Additional PFAS. EPA announced that seven additional per- and polyfluoroalkyl substances (PFAS) were automatically added to the [list of chemicals](#) covered by the Toxics Release Inventory (TRI), requiring their reporting. For TRI Reporting Year 2024, reporting is required for these seven additional PFAS, bringing the total PFAS subject to TRI reporting to 196.

EPA Finalizes Significant New Use Rule for Inactive PFAS. EPA issued a [final significant new use rule](#) (SNUR) for 329 PFAS that are designated as inactive on the Toxic Substances Control Act Chemical Substance Inventory. Entities subject to the SNUR will be required to notify EPA at least 90 days before manufacturing, importing, or processing any of the listed chemicals for a new significant use. EPA must review and make an affirmative determination on the notification before the covered entity can begin manufacturing, importing, or processing listed PFAS. The SNUR is effective March 11th.

EPA Releases Amendments to LMWC NSPS and Emissions Guidelines. EPA released a [proposed rule](#) to amend new source performance standards (NSPS) and emissions guidelines for large municipal waste combustion (LMWC) units. The proposed rule would update standards for nine pollutants, including sulfur dioxide and nitrogen oxides, reducing emissions by approximately 14,000 tons per year. The proposed standards would apply to 57 facilities with 152 units that have the capacity to combust more than 250 tons per day of municipal solid waste. Comments on the proposed rule are due March 25th.

EPA Updates Residential Soil Lead Guidance for CERCLA Sites and RCRA Corrective Action Facilities. EPA released [updated guidelines](#) for screening sites and facilities with residential lead exposures under Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and Resource Conservation Recovery Act (RCRA) corrective action authorities. EPA updated the screening level for lead in soil at residential properties from 400 parts per million (ppm) to 200 ppm. At residential properties with multiple sources of lead exposure, EPA will use 100 ppm as the screening level. The guidance is effective immediately, but EPA is accepting feedback on the updated guidelines until March 17th.

EPA, HUD, and DOE Send Joint Letter to Utilities Requesting Energy and Water Usage Data for Multifamily Properties. EPA, HUD, and DOE sent a [letter](#) to utility

regulators requesting that energy and water data be made available to owners of multifamily properties. The letter mentions that utility companies fail to share this data with multifamily property owners which will hinder implementation of Inflation Reduction Act programs like HUD's Green and Resilient Retrofit Program and DOE's Home Efficiency Rebate Program.

EPA, CISA, and FBI Release Cybersecurity Guidance for Water & Wastewater. EPA, CISA, and the Federal Bureau of Investigation (FBI) released joint [guidance](#) to water and wastewater utilities on how to prepare for, detect, contain, and evaluate cybersecurity incidents. The guidance was drafted with input from water utilities, trade associations and state agencies. According to CISA, the goal of the guidance is to help with the following:

- Establishing clear guidance for reporting cyber incidents,
- Connecting utilities with available cybersecurity resources, services, and no-cost trainings,
- Empowering utilities to build a strong cybersecurity baseline to improve cyber resilience and cyber hygiene, and
- Encouraging utilities to integrate into their local cyber communities.

FEMA Seeks Candidates for Emergency Manager Exchange Program. FEMA is seeking candidates for the [Emergency Manager Exchange Program](#). State, local, tribal, and territorial managers are invited to apply for the opportunity to spend 6-months working in FEMA offices across the country to help shape policies and programs. Nominations are due February 9th.

FEMA Announces Technical Mapping Advisory Council Public Meeting. FEMA announced a public hybrid meeting for the Technical Mapping Advisory Council (TMAC) on [February 27-28](#). TMAC makes recommendations to the FEMA Administrator on floodplains and the National Flood Insurance Program.

FEMA Seeks Members for FY23 BRIC Qualitative National Review Panel. FEMA is seeking current government employee volunteers from state, local, tribal, and territorial governments, and other federal agencies to participate on the [FY23 Building Resilient Infrastructure and Communities \(BRIC\) National Review Panel](#). Panelists will review BRIC applications to ensure program criteria are met. Virtual panels will occur from April 8th to May 3rd.

FHWA Publishes MUTCD Final Rule. FHWA published a [final rule](#) that updated the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD). The purpose of this final rule is to revise Standard, Guidance, Option provisions, and supporting information, relating to the traffic control devices in all parts of the MUTCD to improve safety for all road users by promoting uniformity, and to incorporate new provisions that reflect technological advances in traffic control device application. The MUTCD, with these changes incorporated, is being designated as the 11th Edition of the MUTCD. The rule is effective on January 18th.

FHWA Publishes National Performance Management Measures NPRM. FHWA published a [NPRM](#) that makes updates to the National Performance Management Measures regulations to consider impacts of national emergencies on performance achievement, address compliance determinations and penalty assessment for the pavement condition measures, clarify data collection standards and requirements, adjust freight reporting to align with the 4-year update cycle for State Freight Plans in the Bipartisan Infrastructure Law (BIL), and provide select clarifying technical corrections. The rulemaking would also incorporate by reference the Highway Performance Monitoring System (HPMS) Field Manual, which includes updated fields related to the collection of Transportation Performance Management (TPM) data. This rulemaking also would provide for greater opportunities for meaningful safety performance targets and outcomes, consider approaches to alternative safety performance measures, and align performance targets for the three common measures that must be identical with the National Highway Traffic Safety Administration (NHTSA). Comments are due by February 26th.

FHWA Seeks Nominations for Working Group on Covered Resources. FHWA is seeking [nominations](#) to the Working Group on Covered Resources (Working Group). The Working Group will conduct a study on access to covered resources for infrastructure projects. In carrying out the study, the Working Group shall analyze the use of covered resources in transportation projects funded with Federal dollars; how the proximity of covered resources to such projects affects the cost and environmental impact of those projects; whether and how State, Tribal, and local transportation and planning agencies consider covered resources when developing transportation projects; and any challenges for transportation project sponsors regarding access and proximity to covered resources. The Working Group shall submit to the Secretary of Transportation the findings of its study and any recommendations to preserve access to and reduce the costs and environmental impacts of covered resources in infrastructure projects. Nominations are due by March 11th.

FHWA Releases Guidebook on Trails as Resilient Infrastructure. FHWA released a new [guidebook](#) entitled “Trails as Resilient Infrastructure.” The guide includes information on how trails are part of resilient transportation infrastructure, how to plan and design trails to be resilient and sustainable, and the role of trails in emergency planning and response.

FHWA Publishes Proven Safety Countermeasures in Rural Communities Resource. FHWA [published](#) a new resource titled “Proven Safety Countermeasures in Rural Communities.” The resource provides information on 28 Proven Safety Countermeasures to reduce fatal and serious injury crashes on roads nationwide related to speed management, roadway departure, intersections, pedestrians/bicycles, and other cross-cutting issues.

IRS Issues Guidance on the Qualified Alternative Fuel Vehicle Refueling Property Credit. The Internal Revenue Service (IRS) issued [Notice 2024-20](#) which provides guidance on eligible census tracts for the qualified alternative fuel vehicle refueling

property credit and has also announced the intent to propose regulations for the credit. Additionally, the agency has released a [frequently asked questions document related to the alternative fuel vehicle refueling property credit](#). Finally, [DOE has published a mapping tool](#) to help households and businesses quickly identify whether they are eligible for the tax credit under the proposed regulations.

Joint Office of Energy and Transportation Publishes Technical Assistance to Support EV Deployment. The Joint Office, in partnership with FHWA, FTA, and EPA, [published](#) information on the free technical assistance (TA) offered by the Office on the planning, deployment, operation, and maintenance of a national network of electric vehicle chargers, zero-emission fueling infrastructure, and zero-emission transit and school buses. TA is available to states, communities, tribal nations, school districts, and transit agencies.

NOAA Releases Final Update to 2023 Billion-Dollar Disaster Report. NOAA [released](#) final updates to its “2023 Billion-Dollar Weather and Climate Disasters” report. There were 28 weather-related disasters in 2023 that resulted in damages of \$1 billion or more, totaling \$92.9 billion. The total amount may rise once the cost of disasters in December is fully accounted.

NOAA Announces New Land Cover Data for Coastal Communities. NOAA [announced](#) new, higher resolution land cover data for coastal communities to improve resiliency planning. The data also allow year-to-year comparison, so communities can document changes in land cover and associated impacts.

OSHA Releases Emergency Response Standard NPRM. The Occupational Health and Safety Administration (OSHA) released a [NPRM](#) titled “Emergency Response Standard” to replace the existing Fire Brigades Standard. The NPRM would address emergency responders beyond fire brigades and would include programmatic elements to protect emergency responders from various occupational hazards. Comments will be due 90 days following publication of the NPRM in the *Federal Register*.

Reclamation California-Great Basin Region Announces New Principal Deputy Director. The Bureau of Reclamation announced that Adam Nickels will serve as the new Principal Deputy Regional Director for the California-Great Basin Region office. In this new position, Nickels will serve as a Senior Advisor to the Regional Director and Deputy Regional Directors advising on water storage projects, resources issues, compliance, operations and maintenance on aging infrastructure, project management, and planning.

USACE Publishes Updated Planning Assistance to States Program Memo. The U.S. Army Corps of Engineers (USACE) published an [updated memo](#) for the Planning Assistance to States Program. The updates waive the cost share requirement for economically disadvantaged communities, as directed by Section 8119 of the Water Resources Development Act of 2022. The updated memo supersedes the May 2023 memo on the Planning Assistance to States Program.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 21, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Sergio Gonzalez, Facilities Manager
SUBJECT: January 2024 Facilities Report

MAINTENANCE ACTIVITIES

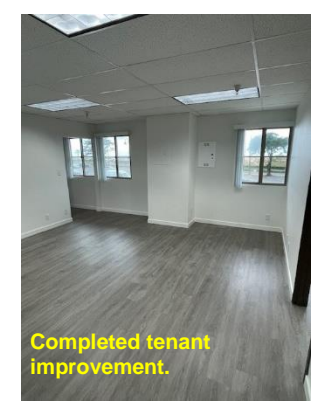
VHV 1591 SUITE #205 TENANT IMPROVEMENT

Status: Completed

Budget: Budgeted (Capital Improvements)

In coordination with the Capital Project Manager, the Maintenance Department assisted in the tenant improvement of VHV 1591 Suite #205 by upgrading the electrical, plumbing and fiber communications throughout the suite. Existing rusted compromised cast iron plumbing was removed and replaced with ABS. Maintenance Department staff removed outdated communication cables and installed new Cat-6 cables to every office wall to connect to newly installed Fiber-optic hub. All electrical outlets were upgraded within the suite. All existing fluorescent lighting was upgrade to new LED lamps. All ceiling tiles were replaced with added insulation. Window blinds were installed throughout the suite.

Restroom fixtures were replaced, and a new faucet vanity was installed. Staff performed the final details be cleaning the entire suite before presenting to new tenant.



STORM PREP FOR MONTH OF JANUARY

Status: Completed

Budget: Budgeted (Grounds Maintenance)

Throughout the month of January, the Maintenance Department prepared for upcoming forecasted storms by monitoring drains throughout VPD properties, preparing, staging, and providing tenants with sandbags when requested. Assisted other departments when necessary and scheduled additional personnel in anticipation of event.



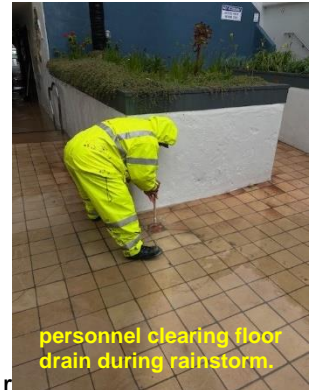
Sandbags prepped and staged in preparation for anticipated storms.



Sandbags staged by requested tenant.



Angel Lopez prepping gutter in anticipation of upcoming storm.



personnel clearing floor drain during rainstorm.

VHV 1575 SUITE #101/#102/#103 ENHANCEMENT

Status: Completed

Budget: Budgeted (Building Maintenance)

Upon possession of VHV 1575 suites #101, #102, and #103 (The 805 /Copa Cubana) the Maintenance Department removed abandoned items inside and outside the premises and removed all signage from walls, windows and awnings.



Removing signage from awning.



Exterior and window signage to be removed.



Interior item left behind to be removed.



Removal of signage from wall with temporary covering for privacy.

VHV 1575 PROMENADE SIDE PATIO CONVERSION

Status: Ongoing

Budget: Budgeted (Grounds Maintenance)

The Maintenance Department in conjunction with the Marketing Department is in the process of converting the vacant promenade side patio into a common area take out eating/sitting zone for public use. Repairs will be performed on the promenade wall to enhance the area before adding ambient lighting and outdoor sitting fixtures.



VHV 1575 patio prior to conversion of common area.



Promenade wall to be repaired prior to conversion of patio.



VHV 1575 patio prior to conversion of common area.



Patio planter to be updated prior to conversion.

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: February 21, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
John Higgins, Harbormaster
SUBJECT: January 2024 Harbor Patrol Report

PUBLIC SAFETY

Overview:

Storm preparation, response, and mitigation have been front and center throughout most of January. Harbor Patrol staff have worked diligently to ensure adequate staffing, efficient response, and coordination with other departments during these times.



We continue to have challenges keeping the launch ramp restrooms clean and safe. Since River Haven was officially closed and the portable restrooms were removed, the daily usage of the launch ramp restrooms has increased exponentially. In addition to the increased use, vandalism, theft, and loitering continue to be a problem. Port District Staff have remained professional and do our best to address the issues, but since it is a public facility, we will continue to face these issues.

January Storms:

El Nino has continued through January with equal power and demonstration of nature's forces. High surf, rain, and wind have been present most of January. Storm totals have reached 7 inches of rain for January.

The Harbormaster took the US Army Corp of Engineers staff out to tour the detached breakwall after the late December storms. The inspection determined that numerous rocks were relocated. They could visually confirm there was damage but stated the process of making repairs would be slower than we would like. Fortunately, there are no failures in the wall's integrity, and the foundation is still robust and suited to handle additional storms.

During this same tour, they reported that while the Surfers Knoll Groin base was exposed and that was not desirable, it was not deemed urgent and would not include any planning for the repair or modifications.

BEACHES

Harbor Cove:

Except for debris and minor erosion, Harbor Cove has fared well from the storms as it is mostly protected from the sea by the jetty and detached breakwall. Activities such as beach volleyball, cold water swimming, and outrigger paddling continue daily, sometimes rain or shine.

We will look at removing the beach access mat trail to make way for the dredge equipment. The trail will be replaced upon completion of the dredging project. Manson Construction usually preps the area and levels the beach as a courtesy to the Harbor and the public.

South Beach:

Additional erosion has occurred but to a moderate level. The Port District continues its electronic sign on Spinnaker advising hazardous conditions. The maintenance staff also continues to stage signage at the beach entrances and dune area advising of the hazards.

The Harbormaster has met with the landside heavy equipment Supervisor for Manson to discuss the challenges they will face in getting sand South of the Surfers Knoll Groin. The Supervisor felt confident that they could utilize some techniques to minimize the deposits of sand between the two jetties as this area is prone to losing the loose sand back into the Harbor Entrance.

SAVE BOAT DISPOSALS

Due to an all-time high interest in the program, a large queue of boats is waiting to be disposed of. Local vendor Tow Boat US has been able to destroy four boats in the past two months and will push to destroy six to nine in the next couple of weeks. Derecktor Boatyard has allocated space and partnered to remove some abandoned vessels simultaneously.

CALIFORNIA STATE PARKS SURPLUS SURF WATCH BOATS

Trying to get to the bottom of the delays, I received a somewhat discouraging update. The vendor contracted to deliver four new boats to California State Parks last December failed to provide one acceptable boat. State Parks Staff reported the vendor attempted to produce the first boat last August, but it was not accepted due to safety and performance issues. They further reported that rather than stopping at the one boat build and addressing the issue, they built another two, replicating the same problem. They now report that three of the four boats cannot be accepted, and they do not have a plan in place to correct the issues.

While we have received the clearance from the State Department of General Services to receive the boats, the timeline appears to be in limbo. If they were to call tomorrow, we could legally accept the boat. More realistically, the transaction may end up in litigation and result in a lengthy waiting period.

I will now focus my efforts on acquiring a new Fireboat. Research has revealed that a new boat will cost much more than previous vessels, and there are limited builders of the specialized crafts. Fortunately, we have first-hand accounts of the performance of one of the three big builders and will not be considering them when we send out bids.

SOUNDINGS:

Harbor Patrol staff have done unofficial soundings on several occasions since the storms and have not identified any significant issues with shoaling.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 21, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Dave Werneburg, Marina Manager / Commercial Fisheries
SUBJECT: January 2024 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 January Squid Landings:	1,189 tons	3,638,265 lbs.
Ventura Season-to-date:	7,230 tons	14,458,401 lbs.

WEATHER

'Super' El Niño is here.

"The current El Niño climate pattern has now attained "***historically strong***" status, federal scientists announced. They also predict that its counterpart, La Niña, will develop in its place later this year.

Both climate patterns have dramatic effects on weather and climate in the U.S. and around the world. A typical wintertime impact of strong El Niños is storminess across the southern tier of the U.S., from California to Florida.

The warmth from the strong El Niño, colloquially called a "super El Niño" coupled with climate change, also helped to boost global temperatures in 2023, as the year ended up as the warmest since accurate weather records began in the late 1800s.

As the transition to La Niña occurs, El Niño will weaken, but its impacts on U.S. weather are expected to persist through April, the Climate Prediction Center said in a statement Thursday. This usually translates into more storminess for the southern tier of the nation, all the way from California to Florida."

- Doyle Rice, Feb 9, 2024

What does this mean for Commercial Fishing?

As for commercial fishing, a lot of head scratching this past year. Traditionally, the squid season starts strong in Northern California, Monterey Bay, etc. Monterey had no squid landings this year. San Pedro fared better than the Central Coast. There have been “up” years and “down” years, but nothing quite like this.

Ventura continues to do some landings, but on the sparse and intermittent side. Because the past couple of seasons have been on the slim side, the market is still buying undersized product simply because there is no other product available. Of course, they are not paying premium prices and, consequently, the fisheries are not paying standard price to the fleet. The resulting impacts are yet to be seen.

January Storm Impacts to Marina

While Harbor Village Marina fared well through some of the early January storms (the marina had one cleat fully ripped out of its footings during heavy surging), Ventura West, located near the Harbor entrance, suffered some major dock damage. In that several of our regular vessels are away from the harbor in northern waters crabbing, staff was able to temporarily host four vessels displaced from Ventura West.

DRY STORAGE

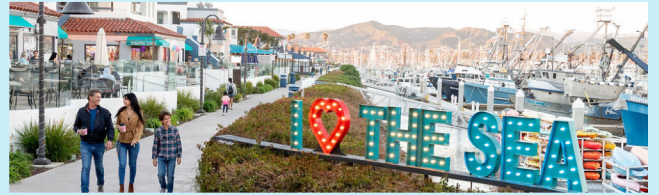
Demand remains brisk for new Dry Storage tenants with a wait list near 100 once the WaterPure Project is complete.

JANUARY MARKETING REPORT - *Visitor Experience*

January 2024 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

VISITOR EXPERIENCE - *Seaside Photo Op*

The **Promenade sign** has been changed out in the New Year to the popular "**I Love the Sea**" for visitors to photograph & enjoy through Valentine's Day & Spring!



VISITOR EXPERIENCE - *Beach Clean Up*

Worked with the team at Channel Islands National Park to cross promote a **community Beach Cleanup** in January on Martin Luther King Jr. Day at Ventura Harbor beaches. Fifty-five volunteers were in attendance and good amount of **small plastics from the storms recovered off the beaches**. Thank you to Emily Zivot at Channel Islands NP for leading the efforts!

VISITOR EXPERIENCE - *Whale Watching*

Harbor marketing boosted the start of **Island Packer's winter whale watching season** via social posts, dedicated E-newsletter, and web site presence.



VISITOR EXPERIENCE - *Walkable Harbor*



With healthy new year resolutions & healthy habits on the mind, guests were encouraged to get steps in seaside with a **scenic walking route through the entire Ventura Harbor!**

ENTERTAINMENT & Music

January live music included:

- January 1 | Ashun
- January 6 | Wais
- January 7 | Tony Lee
- January 13 | Elektrik Love In
- January 14 | Cocoknotts
- January 27 | Kenny Devoe
- January 28 | Kenny Devoe



REVENUE - *Venue & Film*

Event & Film Liaison permitted **The Epiphany Blessings of the Waters** held on January 7th at Harbor Village docks. Plus, routed approvals for upcoming 2024 Events: Female Makers Market (March), Hot Shot Volleyball Tournament (April), Cal Tri Race (May). Jan. Revenue = **\$325**



JANUARY MARKETING REPORT - Content Development

*January 2024 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

SOCIAL MEDIA - Cross Network Performance Metrics*



73k

Total Audience

901k

Impressions

40k

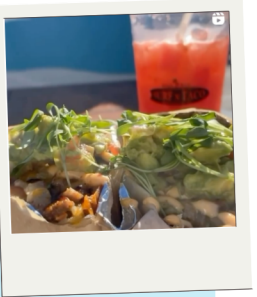
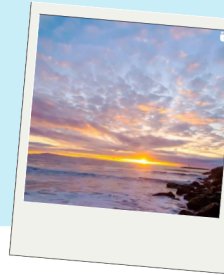
Engagements

2k

Post Clicks

VISUALS - Sampling of Content

Net audience continued to grow in January with an **increase in 1,187 followers!**



COPYWRITE - Enewsletters / Blog Performance

Topics included: **Fresh Fish & Live Music** along the waterfront, **Winter Whale Watching**, and **Warm Winter Vibes** for the "summer weather" we had in late January!

3

E-Newsletters

17k

Subscribers

21k

Opens

880

Link Clicks



CAFE HOPPING
VENTURA COUNTY COAST



REELS - Short Video Compilations

5

Reels



138k

Plays

Marketing & Events Coordinator II captured original content & repurposed user-generated video to produce a series of stories & reels featuring **Baja Bay Surf & Taco**, **Harbor sunsets**, **Whale Watching**, and **Coastal Cone Ice Cream**. Plus, a collaborative reel with **Ventura County Coast** on **Le Petit Cafe**, garnering **89k views!**

ADVERTISING - Print & Digital

Full-page attraction ad on the inside cover of the **2024 Visit Ventura Inspiration Guide**, featuring Ventura Harbor Village as a "must-SEA" stop. Guides are mailed to potential visitors, distributed at the downtown Ventura Visitor Center, CA Welcome Centers, locally & more! Great exposure with several Village businesses in the editorial section. Thank you to those that advertised to further promote Ventura Harbor Village! See spread on next page!

CALIFORNIA
Ventura

JANUARY MARKETING REPORT - Outreach & Stewardship

January 2024 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

MEDIA OUTREACH & COVERAGE - Earned Editorial

Ventura Harbor Village kicked off 2024 with an emphasis on one of the destinations most popular attractions - Channel Islands National Park & Marine Sanctuary. We received significant first quarter coverage for Island Packers seasonal whale watching - plus, tons of December coverage for the Island Packers Holiday Cruises. A Winter Whale Watching press release was also sent, resulting in several editorial pieces - **The Angeles Times, Los Angeles Daily News, Sunset Magazine, Santa Clarita Signal Newspaper** and **VC Reporter**. Other California online and print coverage appeared in **Secret Los Angeles, Only In Your State, Malibu Patch, Kid Tripster, Visit California** and **Visit Ventura**. Plus, **CBS Television Channel 2 + KCAL Television Channel 9** visited the Harbor to shoot a whale watching segment which will air in February 2024.

Sunset

Los Angeles Daily News

LOCAL NEWS

Things to do in the San Fernando Valley, LA area, Jan. 18-25

Explore the creative landscape of the San Fernando Valley and LA area

By HOLLY ANDREWS | h.andrews@ladn.com | Daily News

PUBLISHED: January 18, 2024 at 6:00 a.m. | UPDATED: January 23, 2024 at 1:44 p.m.



Island Packers offers "Winter Whale Watching" excursions, January to early April, departing from Oxnard and Ventura harbors. (Photo courtesy of Bob Forbes and Island Packers)



* SECRET LOS ANGELES

Whale watching in and around Los Angeles is a thrilling local phenomenon that's worth doing at least once in your lifetime. Now that we're well into the winter, **gray whale migration** is about to take off along the California coast. Even from land, you could catch them spouting, slapping their tails (known as "lobtailing") or breaching. We've put together a guide to **local whale migrations and boat tours** in Los Angeles. Read on for everything you need to know.

Van Nuys News Press

Covering the San Fernando Valley & the Greater Los Angeles area

Island Packers Announces Holiday Cruises for 2023 Parade of Lights, Harbor Lights, and Whale Watching



CULTURAL RECOGNITION - Epiphany

The Epiphany event on Sunday, January 7th, drew in crowds to celebrate this **annual blessing of the waters followed by a fundraiser at The Greek Mediterranean Steak & Seafood**. Hosted by St. Demetrios Greek Orthodox Church of Camarillo, the blessing includes diving off the dock for a cross. Thank you to Harbor Patrol for their participation!



VENTURA VISITORS GUIDE

- (continued from last page)



CULTURAL RECOGNITION

- Martin Luther King Jr.

Post **honoring MLK Jr. Day** with a quote relevant to our seaside setting - "We may have all come on different ships, but we're in the same boat now."



450
Engaged

5,332
Reached

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 21, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: January 2024 Property and Leasing Report

LEASING HIGHLIGHTS

- 1) Tenant Engagement
 - Tenant portal usage campaign: Continually taking calls and meetings 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 three different tenants to discuss their respective leases.
 - Staff continues to coordinate with the City and multiple tenants regarding their planning, building, and safety permits.
- 2) MRI Property Management Software
 - As of January 31, 2024, rent has been paid for forty-eight leases via the tenant portal.
- 3) Leasing Advertising, Showings, and Executions
 - Staff met twice with the architect for follow up meetings regarding the Fast-Take-Away Sign Program modification and the 'More Shops' Signage Project at the Village.
 - Continued social media ads on Facebook and Instagram.
 - Attended the Ventura Chamber Connection Breakfast and a fellow member Ribbon Cutting.
 - Staff met with architects regarding the building 1575 project.

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) was completed. 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.
- 3) 1575 Spinnaker Drive #101/102/103
 - Lease underwent early termination. Currently the space is being evaluated by architects and a restaurant consultant to determine optimal space usage.

CURRENT AVAILABILITY REPORT

- 1) 1559 Spinnaker Drive #202B
 - Tenant relocated to 1559 #205E. Leasing efforts began prior to lease expiration.
- 2) 1591 Spinnaker Drive #207
 - The previous tenant's lease expired December 31, 2023. The neighboring tenant (#205) was month-to-month and their lease ended January 5, 2024. Due to the neighboring tenant's newly constructed office completion date being extended, they requested a month-to-month lease for suite #207. The request was for three to four months. Staff is permitted to conduct showings and leasing efforts began prior to lease expiration.

- 3) 1583 Spinnaker Drive #104A
 - Staff met with tenant in June 2023 and in the beginning of January 2024. Tenant requested to continue month-to-month status to continue to evaluate business prior to committing to a long-term lease.
- 4) 1583 Spinnaker Drive #101
 - Staff and tenant have met three times to negotiate terms of a new lease. New lease will begin in April or May.

CATEGORY	TOTAL Square Footage	Harbor Vacancy Sq Ft	Harbor Vacancy %	Harbor Available Sq Ft	Harbor Available %		City * Vacancy %	City * Available %
Office	38,591	2,392	6%	1,726	4%		17%	21%
Retail	20,196	761	4%	500	2%		19%	22%
Restaurant	33,622	2,390	7%	3,764	11%		0%	No Data

> Harbor Vacancy --- No tenant or lease

Office: 1559 #205A-C
 Retail: 1591 #117B
 Restaurant: 1575 #101/102/103

> Harbor Available --- Tenant on MTM lease, including Harbor Vacancy numbers

Office: 1559 #202B
 1591 #207
 Retail: 1583 #104A
 Restaurant: 1583 #101

*** City: Based on comparable square footage within Ventura 93001 area**

**** City Restaurant vacancy/available as reported by CoStar Group**

***** Definition of available includes MTM status**

(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).

Date Source Update: Staff has returned to extracting data from the CoStar Group. CoStar has offered significant discount pricing and has agreed to work with staff to update its database on Village comparable.

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 2023 full year overall sales for all Harbor Village Tenants were up 0.66% from the same time last year.

VEHICLE TRAFFIC COUNTS

Spinnaker Drive Entrance			Schooner Drive Entrance	
Month	January	December	January	December
Car Count	93,311	122,801	38,906	53,143
Busiest Day	Wednesdays: 17,265	Saturdays: 26,579	Fridays: 5,874	Saturdays: 10,238
Busiest Hour	Tuesdays: 5 PM	Fridays: 4 PM	Tuesdays: 4 PM	Fridays: 5 PM

ATTACHMENTS:

Attachment 1 – Dec 2023 Sales Report

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of December	<u>December-2023</u>	<u>December-2022</u>	% <u>Change</u>
Restaurants	\$ 1,649,555	\$ 1,442,664	14.34%
Retail	\$ 486,849	\$ 490,131	-0.67%
Charters	\$ 393,829	\$ 369,080	6.71%
Total	\$ 2,530,233	\$ 2,301,875	9.92%

Year-to-date through December	<u>Jan - Dec 2023</u>	<u>Jan - Dec 2022</u>	% <u>Change</u>
Restaurants	\$ 23,003,364	\$ 22,236,496	3.45%
Retail	\$ 5,785,776	\$ 6,216,834	-6.93%
Charters	\$ 7,633,966	\$ 7,731,747	-1.26%
Total	\$ 36,423,106	\$ 36,185,077	0.66%

Quarter-to-date October - December	<u>Oct - Dec 2023</u>	<u>Oct - Dec 2022</u>	% <u>Change</u>
Restaurants	\$ 4,954,931	\$ 4,445,614	11.46%
Retail	\$ 1,294,547	\$ 1,316,354	-1.66%
Charters	\$ 1,524,584	\$ 1,536,870	-0.80%
Total	\$ 7,774,062	\$ 7,298,838	6.51%



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS FEBRUARY 21, 2024

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

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: February 21, 2023

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

RECOMMENDATION:

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

- a) Brian D. Pendleton, General Manager to attend CSDA's 2024 Special Districts Legislative Days from May 21-22, 2024 in Sacramento, CA.
- b) Brian D. Pendleton, General Manager to attend CSDA's 2024 General Manager Leadership Summit from June 23-25, 2024 in Anaheim, CA.
- c) Jessica Perkins, Accountant to attend GFOA Accounting Training from April 14-19, 2024 in Chicago, IL.
- d) Dave Werneburg, Marina Manager to attend JPIA's Management Academy from March 4-7, 2024 in Paso Robles, CA.
- e) Taylor Plasch, Harbor Patrol Officer I to attend the Division of Boating and Waterways Boating Accident Training from March 10-15, 2024 in Wilmington, CA.
- f) Brendan Donohue, Harbor Patrol Officer I to attend the Division of Boating and Waterways Boating Accident Training from March 10-15, 2024 in Wilmington, CA.
- g) Jennifer Talt-Lundin, Marketing Manager to attend the Central Coast Tourism Council Board Retreat from April 21-22, 2024 in Monterey, CA.

SUMMARY:

Employees and Commissioners are encouraged to attend conferences, meetings, seminars, and other activities that provide an opportunity to be informed concerning matters of interest to the District and their position. The General Manager is recommending staff participate in the events listed herein.

GUIDING PRINCIPLES:

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

5-YEAR OBJECTIVE:

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

BACKGROUND:

CSDA 2024 SPECIAL DISTRICTS LEGISLATIVE DAYS

Special Districts Legislative Days is the an opportunity for all types of special districts, large and small, north and south, rural and urban to come together with one united voice. Issues like revenue, governance, labor, and public works matter to all districts. Attendees will get the opportunity to hear from California's top decision-makers, build partnerships and strengthen the voice of local control.

CSDA 2024 GENERAL MANAGER LEADERSHIP SUMMIT

As a General Manager of a Special District, it is important to remain current on governance best practices, state laws, human resources, operations, pensions, budgeting, risk management, policies, procedures and more. The General Manager Leadership Summit is a way for General Managers to come together with other special district leaders from throughout the state to network and learn more about specific job responsibilities and emerging trends.

GOVERNMENT FINANCE OFFICERS ASSOCIATION ACCOUNTING TRAINING

Accountants and auditors new to the public sector must immediately face the daunting challenge of familiarizing themselves with the highly specialized rules, guidelines, and practices applicable to state and local governments. This intensive four-day workshop, intended for those who already possess at least a basic knowledge of private-sector accounting, combines lecture, discussion, and exercises to help newcomers make this difficult, but essential, transition. Those who successfully complete this seminar should obtain a solid understanding of each of the following:

- Generally accepted accounting principles (GAAP) for state and local governments
- The unique environmental factors that have led to specialized accounting and financial reporting for state and local governments
- Fund accounting
- Measurement focus and basis of accounting
- How to categorize and measure transactions and events
- Government-wide financial reporting
- Component units
- Budgetary reporting
- Elements of an annual comprehensive financial report

This travel was previously approved by the Board on December 21, 2022 for 2023, however, the Ms. Perkins was unable to attend.

JPIA MANAGEMENT ACADEMY

The Management Academy presents participants with unique approaches to help improve employees' performance, motivation, and commitment in an ever more complex and regulated employment environment. Attendees will explore their role as a manager or supervisor, understand how values and ethics impact decisions, be shown a decision-making process appropriate for public sector managers, discuss techniques to provide orientation, training, and delegation, learn the four elements of effective performance appraisals, and engage in role-play reinforcement. Using the Job Person Environment Assessment, attendees are presented with the opportunity to explore their perceptions about the behavioral requirements of their jobs, their preferred behavior patterns, and their work environment.

DBAW BOATING ACCIDENT TRAINING

This course is designed to education patrol officers on technical accident investigation and accident scene management. They will learn how to effectively investigate, document and report a boating accident. Students will perform multiple investigations and reconstructions and become familiar with diagramming as well as navigation rules and operational laws as they apply to boating accidents.

CENTRAL COAST TOURISM COUNCIL BOARD RETREAT

Ms. Talt-Lundin serves on the Executive Committee for the Central Coast Tourism Council (CCTC) to promote visitation to the Central Coast region including Ventura Harbor and Channel Islands National Park. CCTC provides cooperative marketing programs and advertising opportunities to participate and leverage reach and exposure for Ventura Harbor. The Central Coast Tourism Council is funded in part by Visit California - the marketing arm for the State of California. The annual board retreat hosts speakers in the tourism industry, and reviews and makes recommendations for the Central Coast regional programming, initiatives, messaging, and budget for the 2024 -2025 fiscal year ahead.

FISCAL IMPACTS:

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

<u>PENDLETON</u>	<u>LEG DAYS</u>	<u>GM SUMMIT</u>
Registration	\$345.00	\$775.00
Flight	\$191.97	N/A
Lodging	\$493.11	\$800.00
Meals	\$285.00	\$285.00
Mileage	N/A	N/A
Miscellaneous (Transit/Parking)	\$100.00	\$100.00
TOTAL	\$1,415.08	\$1,960.00

<u>GFOA ACCOUNTING TRAINING</u>	<u>PERKINS</u>
Registration	2023 Credit
Lodging	\$1,051.32
Airline	\$563.04
Meals	\$345.00
Mileage	\$89.91
Miscellaneous (Transit/Parking)	\$150.00
TOTAL	\$2,199.27

<u>JPIA MANAGEMENT ACADEMY</u>	<u>WERNEBURG</u>
Registration	\$0.00
Lodging	\$0.00
Meals	\$260.00
Mileage	\$206.36
Miscellaneous (Transit/Parking)	\$100.00
TOTAL	\$566.36

<u>DBAW ACCIDENT TRAINING</u>	<u>PLASCH</u>	<u>DONOHUE</u>
Registration	\$0.00	\$0.00
Lodging	\$1,062.08	\$1,062.08
Meals	\$475.00	\$475.00
Mileage	\$118.59	\$118.59
Miscellaneous (Transit/Parking)	\$100	\$100
TOTAL	\$1,755.67	\$1,755.67

<u>CENTRAL COAST TOURISM COUNCIL BOARD RETREAT</u>	TALT-LUNDIN
Registration	\$250.00
Lodging	\$537.00
Meals	\$90.00
Mileage	\$398.65
Miscellaneous (Transit/Parking)	\$100.00
TOTAL	\$1,375.65

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS
FEBRUARY 21, 2024

CONSENT AGENDA ITEM B
AUTHORIZATION TO EXECUTE A
FUNDING AGREEMENT FOR A GRANT
FROM THE NATIONAL FISH AND
WILDLIFE FOUNDATION FOR THE
REFUGIO BEACH OIL SPILL
SETTLEMENT: SOUTH COAST
SHORELINE PARKS AND OUTDOOR
RECREATION GRANTS PROGRAM

VENTURA PORT DISTRICT
BOARD COMMUNICATION

CONSENT AGENDA ITEM B
Meeting Date: February 21, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: Authorization to Execute a Funding Agreement for a Grant from the National Fish and Wildlife Foundation for the Refugio Beach Oil Spill Settlement: South Coast Shoreline Parks and Outdoor Recreation Grants Program

RECOMMENDATION:

That the Board of Port Commissioners authorize the General Manager to execute a Funding Agreement with the National Fish and Wildlife Foundation to receive \$200,000 for the Refugio Beach Oil Spill Settlement: South Coast Shoreline Parks and Outdoor Recreation Grants Program.

SUMMARY:

The National Fish and Wildlife Foundation (NFWF) received over \$1.7 million from a Refugio Oil Spill Settlement on behalf of the natural resource Trustee agencies to fund projects to compensate the public for loss of use and enjoyment. The District applied for and has the opportunity to receive \$200,000 in grant funds in support of five projects from the Refugio Beach Oil Spill Settlement: South Coast Shoreline Parks and Outdoor Recreation Grants Program.

GUIDING PRINCIPLES:

- 2) 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.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR OBJECTIVES:

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

BACKGROUND:

Over 123,000 gallons of crude oil spilled on May 19, 2015, from an underground pipeline rupturing near Refugio State Beach in Santa Barbara which significantly impacted wildlife, fisheries, recreational use, research, and education along the coast from the Gaviota coast to Los Angeles County. The natural resource Trustee agencies conducted a Natural Resource Damage Assessment to quantify the damage and executed a settlement with the responsible parties. From the settlement the NFWF received more than \$1.7 million to fund projects to compensate the public for loss of use and enjoyment from El Capitan State Beach to Long Beach.

First Grant

The District submitted a pre-proposal on December 6, 2021, and was invited to submit a full proposal and did on April 1, 2022. The District identified six projects for the first grant. Those projects were completed to the satisfaction of NFWF and the grant amount of \$93,301.02 was received by the District in 2023.

Second (Current) Grant

The application process was a two-step process, like the prior grant. The pre-proposal provided a brief description of the projects and answered a questionnaire. The full proposal entailed admin and accounting to complete a more detailed application on the project descriptions, completion of a controls and capabilities questionnaire, and included biographies of the Port of Commissioners as well as the District's financial audit.

The District's proposal was approved by NFWF staff.

With the funding agreement in place, the District will pursue entitlements and permits to perform the work.

FISCAL IMPACT:

The District had previously identified \$75,000 for the improvements to the Harbor Cove & Surfers Knoll - Retaining Wall & Shower Area Improvements project as part of the FY23-24 budget. This grant will add \$200,000 to expand the scope of work including performing additional work at the Launch Ramp restrooms.

Due to the delay in receiving the funding agreement, it is unlikely that the construction work can take place before the end of the current fiscal year (permitting timelines). Therefore, the District anticipates deferment of the project to next fiscal year.

ATTACHMENT:

None.



BOARD OF PORT COMMISSIONERS
FEBRUARY 21, 2024

CONSENT AGENDA ITEM C
TERMINATION OF CURRENT OFFICE
LEASE AGREEMENT FOR 1559
SPINNAKER DRIVE #101 AND
APPROVAL OF NEW OFFICE LEASE
AGREEMENT FOR 1559 SPINNAKER
DRIVE #205 B & C WITH COASTAL
MARINE BIOLABS INTEGRATIVE
BIOSCIENCES, INC.

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: February 21, 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: Termination of Current Office Lease Agreement for 1559 Spinnaker Drive #101 and
Approval of New Office Lease Agreement for 1559 Spinnaker Drive #205 B & C with
Coastal Marine Biolabs Integrative Biosciences, Inc.

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Approve a termination of an Office Lease Agreement, dated June 1, 2019, between the Ventura Port District dba Ventura Harbor Village and Coastal Marine Biolabs Integrative Biosciences, Inc. for 1559 Spinnaker Drive #101, consisting of approximately 1,979 square feet.
- b) Approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Coastal Marine Biolabs Integrative Biosciences, Inc. for the premises located at 1559 Spinnaker Drive #205 B & C, consisting of approximately 1,027 square feet.

SUMMARY:

Coastal Marine Biolabs Integrative Biosciences, Inc. has requested to terminate its office lease at 1559 Spinnaker Drive #101 and originate a new office lease at 1559 Spinnaker Drive #205 B & C.

GUIDING PRINCIPLES:

- 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:

On June 1, 2019, Coastal Marine Biolabs Integrative Biosciences, Inc. (CMB) renewed its lease with the Ventura Port District for a five-year term. The tenant has remained current with rent throughout their tenancy. On January 24, 2024, flooding occurred at 1559 Spinnaker Drive #101 originating from a neighboring tenant's suite and resulting in enough damage to prohibit the tenant from using the suite. Hence, CMB has requested early termination of their current lease and a new lease at a different location at Harbor Village.

FISCAL IMPACT:

If the Board approves the termination rent will be returned to tenant for the affected days in January and all of February. No further rent will be collected through the remainder of the current lease term (March – May 2024).

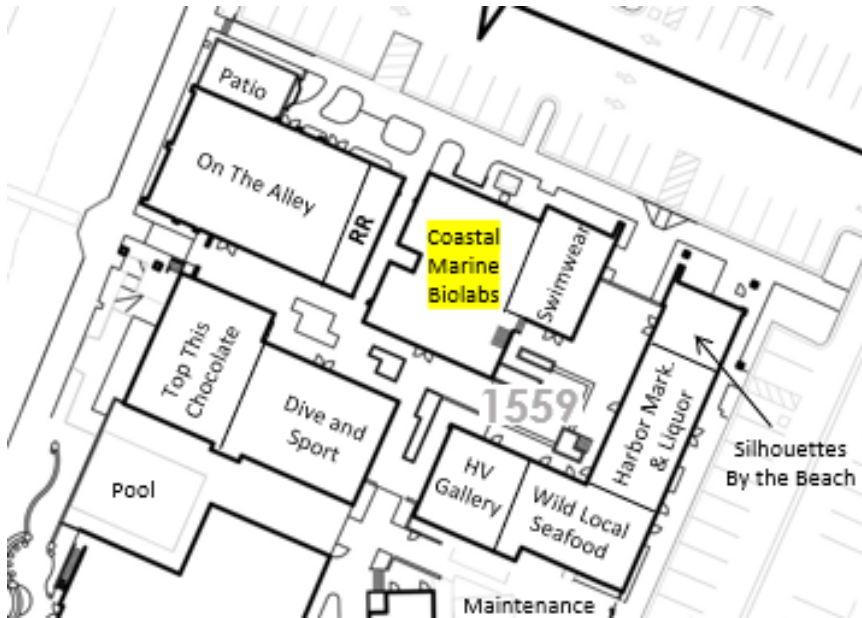
The new lease is for a period of three years, with one, two-year option. The lease is at market rate and will undergo annual step increases.

ATTACHMENTS:

Attachment 1 – Location Map

Attachment 1 – Location Map

1559 Spinnaker Drive #101



1559 Spinnaker Drive #205 B & C





BOARD OF PORT COMMISSIONERS
FEBRUARY 21, 2024

STANDARD AGENDA ITEM 1
ADOPTION OF RESOLUTION No. 3492
APPROVING THE FINANCIAL
STATEMENTS AND CHECKS FOR
OCTOBER THROUGH DECEMBER
2023

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: February 21, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager
SUBJECT: Adoption of Resolution No. 3492 Approving the Financial Statements and Checks
for October through December 2023

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3492 to:

- a) Accept the financial statements for the Quarter ending December 31, 2023.
- b) Review the payroll and regular checks for October through December 2023.

SUMMARY:

Attached for the Board's review are the financial statements for the quarter ended December 31, 2023, and the check registers for October through December 2023.

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.
- 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.
 - 1) Collaborate with business partners and stakeholders through increased engagement, communication, and participation.
- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
 - 5) Financial reporting

BACKGROUND:

The financial statements for the quarter ending December 31, 2023, shown as Attachment 2, consist of the Statement of Income and Expenses, Supplementary Notes, Balance Sheet, Distribution of Cash, Comparison of Lease Rents, and a Three-Year Comparative Statement of Revenue and Expenses.

Operational Disbursements

The accounts payable check registers for October through December can be found following the financial statement documents as Attachment 3. The registers include a brief description of the purpose for each check.

Staff is providing supplemental information for check expenditures exceeding \$20,000 that are non-routine below to correspond with the District's check signing policy.

October 2023 –

- F.C.T. Construction was paid \$127,800 on 10/11/23 for the 1559 tenant improvements.

- F.C.T. Construction was paid \$43,515 on 10/25/23 for the Margarita Villa deck renovation project.
- Dept. of Parks and Recreation was paid \$32,432.09 on 10/11/23 for the May-June 2023 Lifeguard contract.
- Garland/DBS Inc was paid \$25,869.02 on 10/11/23 for retainer on the re-roofing project at 1567 Spinnaker Dr Buildings B & C, VHV trash enclosure, and VHV roof project.
- Tomar Construction was paid \$39,775.52 on 10/25/23 for services related to the VHV ADA restrooms project.

November 2023 –

- Versalift was paid \$120,251 on 11/7/23 for the purchase of a 2023 Versalift boom truck for use by the Maintenance department.
- Rasmussen & Associates was paid \$22,847.14 on 11/9/23 for services pertaining to 1559 tenant improvements, 1567 Margarita Villa deck project, and 1559/1583 Spinnaker Drive restrooms in the Village.
- Ventura Harbor Boat Yard was paid \$27,328.25 on 11/21/23 for repairs to Harbor Patrol boat B1.
- Rincon Consultants, Inc. was paid \$54,556.85 on 11/21/23 for sand management and dredge support.
- F.C.T. Construction was paid \$129,713 on 11/21/23 as a progress payment on the 1559 Spinnaker Drive tenant improvement project.
- Price Ford of Simi Valley was paid \$68,792.67 on 11/29/23 for the purchase of a Ford F150 Lightning for use by Harbor Patrol.

December 2023 –

- F.C.T. Construction was paid \$82,227.60 on 12/6/23 as a progress payment on the 1559 Spinnaker Drive tenant improvement project.
- The Holly Workshop was paid \$45,000 on 12/6/23 for deposit on seasonal holiday décor.
- Kia of Ventura was paid \$80,839 on 9/14/23 for the purchase of two 2023 Kia Niro EV electric vehicles for use by maintenance and admin staff.
- F.C.T. Construction was paid \$32,400 on 12/18/23 as a progress payment on the 1559 Spinnaker Drive tenant improvement project.
- Galpin Ford was paid \$60,268.62 on 12/18/23 for the purchase of a 2023 Ford Van for use by Maintenance department.

Details reflecting purchases made using the District's Wells Fargo Commercial credit cards for October through December 2023 are included as Attachment 4.

The Quarterly Treasurer's Report for the period ending December 31, 2023, has been included as Attachment 5. The District has all reserve funds invested with the Local Agency Investment Fund (LAIF) pooled money investment account through the State of California, Office of the Treasurer. The LAIF investments were correctly presented in the original reports.

Payroll Disbursements

The District has 26 bi-weekly pay periods per year; ten months of the year will have two regular payroll periods and two months will have three regular pay periods. For this quarter, October and November contain two regular pay periods each. The month of December contains 3 pay periods and the quarterly accrued compensation pay-off run for all departments.

FISCAL IMPACT:

The Statement of Income and Expenses reflects a positive 'Change in Net Position' of \$1,414,252 for the period ended December 31, 2023. This change is a result of normal operations and the receipt of the December property tax allocation from the County.

ATTACHMENTS:

Attachment 1 – Resolution No. 3492

Attachment 2 – Statement of Income and Expenses – Quarter Ended December 31, 2023

Attachment 3 – Accounts Payable Check Registers – October - December 2023

Attachment 4 – Wells Fargo Bank Credit Card Charges – October - December 2023

Attachment 5 – Quarterly Treasurers Report – December 31, 2023



RESOLUTION NO. 3492

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE
VENTURA PORT DISTRICT CONSENTING TO THE ACCEPTANCE OF THE
FINANCIAL STATEMENT AND APPROVAL OF CHECKS**

BE IT RESOLVED by the Board of Port Commissioners of the Ventura Port District, that:

- A. Accept the Financial Statements for the Quarter ended December 31, 2023.
- B. The following Checks are hereby reviewed:
 - 1) Payroll checks and direct deposits #51612-51940 in the amounts of \$176,487 for October 2023 salaries, \$183,611 for November 2023 salaries, and \$305,589 for December 2023 salaries.
 - 2) Regular Checks #57204-57535 in the amounts of \$447,878 for October 2023 expenditures, \$646,279 for November 2023 expenditures, and \$437,554 for December 2023 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on February 21, 2024, Resolution No. 3492 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Michael Blumenberg, Chair

Anthony Rainey, Secretary

ATTACHMENT 2

Ventura Port District

Income Statement-Board

Current Period Includes 3 Months

Std. Budget (STD)

Consolidated all Departments

Accrual

Comparative Income Statement

	Actual	Budget			YTD Actual	YTD Budget		
	Oct-Dec 2023	Oct-Dec 2023	Variance		July-Dec 2023	July-Dec 2023	Variance	
OPERATING REVENUES								
Parcel Lease Income	1,335,601	1,245,000	90,601	7%	2,797,725	2,660,000	137,725	5%
Dry Storage Income	19,426	17,300	2,126	12%	39,388	37,000	2,388	6%
Fisherman's Storage	22,736	23,100	(364)	-2%	45,472	45,900	(428)	-1%
Parking Income	15,540	16,248	(708)	-4%	35,739	32,496	3,243	10%
Harbor Event Fees	9,356	9,000	356	4%	25,362	21,500	3,862	18%
Miscellaneous Income/Rentals	5,224	4,699	525	11%	17,833	22,748	(4,915)	-22%
Village Income:								
Harbor Village Lease Income	822,535	821,000	1,535	0%	1,782,862	1,710,500	72,362	4%
Commercial Fishing	79,764	121,475	(41,711)	-34%	125,498	170,950	(45,452)	-27%
Slip Rentals	261,795	269,000	(7,205)	-3%	527,952	536,000	(8,048)	-2%
Dock Electrical Income	13,124	12,500	624	5%	26,638	25,100	1,538	6%
Late Fees	19,417	250	19,167	7667%	30,844	500	30,344	6069%
Marketing Booth/Vendor/Sponsorship Income	21,618	16,500	5,118	31%	22,739	18,500	4,239	23%
Merchants Promo Fund Dues	30,408	30,200	208	1%	60,304	60,400	(96)	0%
Common Area Maintenance Income	95,742	94,050	1,692	2%	190,954	188,100	2,854	2%
TOTAL OPERATING REVENUES	2,752,287	2,680,322	71,965	3%	5,729,310	5,529,694	199,616	4%
OPERATING EXPENSES								
Personnel Expenses:								
Salaries and Wages								
Regular Salaries	823,605	860,250	36,645	4%	1,521,089	1,587,055	65,966	4%
Part-time Help	14,107	16,542	2,435	15%	34,487	39,750	5,263	13%
Overtime Pay	22,830	26,375	3,545	13%	40,242	52,750	12,508	24%
Holiday Pay	16,895	17,150	255	1%	25,058	34,300	9,242	27%
Total Salaries and Wages	877,437	920,317	42,880	5%	1,620,876	1,713,855	92,979	5%
Other Personnel Expenses								
Retirement Contributions	180,419	181,880	1,461	1%	345,978	349,346	3,368	1%
Payroll Taxes	13,734	17,122	3,388	20%	26,010	32,163	6,153	19%
Worker's Compensation Insurance	43,251	43,251	0	0%	86,502	86,502	0	0%

ATTACHMENT 2

Ventura Port District

Income Statement-Board

Current Period Includes 3 Months

Std. Budget (STD)

Consolidated all Departments

Accrual

Comparative Income Statement

	Actual	Budget			YTD Actual	YTD Budget		
	Oct-Dec 2023	Oct-Dec 2023	Variance		July-Dec 2023	July-Dec 2023	Variance	
OPEB Liability	3,624	3,750	126	3%	7,248	7,500	252	3%
Medical and Life Insurance	77,653	81,753	4,100	5%	153,859	163,506	9,647	6%
Optional Benefit Plan	82,000	85,886	3,886	5%	153,456	159,500	6,044	4%
Uniform Expenses and Tool Allowances	7,157	8,850	1,693	19%	13,231	17,500	4,269	24%
Total Other Personnel Expenses	407,837	422,492	14,655	3%	786,284	816,017	29,733	4%
Total Personnel Expenses	1,285,274	1,342,809	57,535	4%	2,407,160	2,529,872	122,712	5%
GENERAL EXPENSES								
Advertising	130	4,500	4,370	97%	5,880	9,000	3,120	35%
Auto/Boat Equipment Maintnace	44,651	44,200	(451)	-1%	71,382	87,325	15,943	18%
Bank Fees & Other Miscellaneous Expenses	515	1,500	985	66%	823	3,000	2,177	73%
Building Maintenance	57,825	34,005	(23,820)	-70%	75,759	68,010	(7,749)	-11%
Building Maint.-Tenant Improvements	435,182	288,000	(147,182)	-51%	578,704	576,000	(2,704)	0%
Communications & WiFi Services	12,411	10,275	(2,136)	-21%	23,510	20,550	(2,960)	-14%
Conferences, Meetings & Trainings	16,823	26,525	9,702	37%	31,116	52,425	21,309	41%
Dock Maintenance & Repairs	14,541	16,248	1,707	11%	28,231	32,496	4,265	13%
Equipment Rental	6,536	3,950	(2,586)	-65%	11,843	10,300	(1,543)	-15%
General Insurance	101,001	101,001	0	0%	202,002	202,002	0	0%
Grounds Maintenance	24,046	30,245	6,199	20%	43,665	60,500	16,835	28%
Sand Management	3,408	0	(3,408)	0%	3,408	0	(3,408)	0%
Maintenance Contingency	5,401	20,001	14,600	73%	15,517	40,002	24,485	61%
Janitorial Supplies	14,740	18,000	3,260	18%	33,847	36,000	2,153	6%
Land/Building Rental Expense	22,736	23,100	364	2%	45,472	45,900	428	1%
Marketing & Promotions	155,027	177,700	22,673	13%	210,330	250,900	40,570	16%
Memberships, Cloud Based Subscriptions	30,161	30,499	338	1%	48,763	58,598	9,835	17%
Office/Computer Equipment & Supplies	4,205	6,600	2,395	36%	19,709	19,800	91	0%
Operating Supplies	13,607	18,374	4,767	26%	30,626	39,148	8,522	22%
Other Equipment & Repairs	11,337	11,625	288	2%	17,971	22,250	4,279	19%
Prof. Services-Legal, Judgements, Settlements	85,347	75,000	(10,347)	-14%	174,880	150,000	(24,880)	-17%
Prof. Services/Outside Services	202,185	289,773	87,588	30%	491,572	610,746	119,174	20%

ATTACHMENT 2

Ventura Port District

Income Statement-Board

Current Period Includes 3 Months

Std. Budget (STD)

Consolidated all Departments

Accrual

Comparative Income Statement

	Actual Oct-Dec 2023	Budget Oct-Dec 2023	Variance		YTD Actual July-Dec 2023	YTD Budget July-Dec 2023	Variance	
Prof. Services-Comm. Fishing & Aquaculture Advo	9,438	22,500	13,062	58%	20,062	45,000	24,938	55%
Utilities	115,205	125,211	10,006	8%	232,610	250,222	17,612	7%
Dredging Related Expense	97,698	56,750	(40,948)	-72%	150,571	111,500	(39,071)	-35%
Total General Expenses	1,484,156	1,435,582	(48,574)	-3%	2,568,254	2,801,674	233,420	8%
Total Operating Expenses	2,769,430	2,778,391	8,961	0%	4,975,414	5,331,546	356,132	7%
Operating Income (Loss)	(17,142)	(98,069)	80,927	83%	753,896	198,148	555,748	280%
NONOPERATING REVENUES								
General								
Investment Income (Loss)	254,899	0	254,899	0%	430,117	0	430,117	0%
Tax Income	922,486	890,000	32,486	4%	979,391	945,000	34,391	4%
Other Nonoperating Income	4,000	0	4,000	0%	4,000	0	4,000	0%
Inter-government Income	0	0	0	0%	14,189	0	14,189	0%
Natl Fish & Wildlife Grant	93,301	0	93,301	0%	93,301	0	93,301	0%
TOTAL NONOPERATING REVENUES	1,274,686	890,000	384,686	43%	1,520,999	945,000	575,999	61%
NONOPERATING EXPENSES								
Interest Expenses	8,418	8,418	0	0%	211,244	215,430	4,186	2%
Depreciation Expense	319,400	330,000	10,600	3%	649,400	660,000	10,600	2%
Total Non-operating Expenses	327,818	338,418	10,600	3%	860,644	875,430	14,786	2%
Non-operating Income (Loss)	946,868	551,582	395,286	72%	660,356	69,570	590,786	849%
CHANGES IN NET POSITION	929,725	453,513	476,212	105%	1,414,252	267,718	1,146,534	428%

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending December 31, 2023 – Budget to Actual Analysis

Many budget line items are not equally distributed over the course of a given year. In these circumstances, staff attempts to specify the period for planned expenditures or follow seasonal patterns when distributing the annual budget by month. However, where timing of expenses are uncertain, those line items are divided equally through the year which can result in variances by quarter.

This first quarter of the fiscal year reflects an increase in both operating revenues and operating expenses over the same quarter last year. The revenue budget for fiscal year 2023-2024 remains on the conservative side given the uncertainties of the current economy.

Operating Income:

Parcel Lease Income – (exceeds budget \$137,725) This category reflects the cumulative balance for master tenant's rents. This variance reflects a 5% increase over the budget. This variance is due primarily to Ventura Isle Marina and Portside's sales exceeding our projections for this quarter.

Harbor Village Lease Income – (exceeds budget \$72,362) This category reflects retail, restaurants, offices, and charters. Overall this category is over budget by 8% for the quarter. \$70,827 of this variance is a net result of restaurant sales exceeding the budget primarily in September and charter sales exceeding the budget primarily in August. The second quarter, October – December, came in as budgeted.

Commercial Fishing – (under budget \$45,452) This category represents a weak squid fishing season for this quarter. A proposed decrease to the budget in this category has been requested.

Operating Expenses:

Personnel Expenses – (under budget \$122,712) This variance is the net effect of salaries and wages being under budget \$92,979 and other personnel expenses being under budget \$29,733.

- Regular wages are under budget by \$65,966. This category is distributed evenly throughout the year based on 2 or 3 paychecks per month, as appropriate. The main cause for this variance continues to be in the Marketing and Marina departments. Marketing began recruiting for their new fulltime position in November. This position was budgeted for the full year. Marina wages are down due to the unplanned retirement of a Dockmaster.
- The overtime category is under budget by \$12,508. This category is budgeted evenly by quarter (divided by 4).
- Holiday pay (quarterly buy-out) is under budget \$9,242. This category is budgeted evenly by quarter (divided by 4).
- Other personnel expenses are under budget \$29,733. A portion of this variance is directly affected by the timing for the hiring of the new Marketing recruit. The remainder of the variance is expected to drop once recruitment is completed.

Marketing and Promotions – (under budget \$40,570) The Marketing Manager attempts to distribute their budget based on scheduled events and advertising promotions. This variance is spread over all categories for this department.

Other Professional/Outside Services - (under budget \$119,174) Except for State Lifeguard Services, this category is distributed evenly throughout the year. Not all services are administered evenly each month but given the disparity of services needed through the various departments, it is not possible to know exactly when all the different services will be needed. This variance is the net effect of the Marina department being over budget due to increased harbor security service needs and all other department being under budget.

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending December 31, 2023 – Budget to Actual Analysis

Non-operating Revenue and Expenses:

Investment Income (exceeds budget \$430,117) This variance is a direct result of the income earned from LAIF investments for the first and second quarters being offset by the fair market value loss on the LAIF investment funds. The fair market value for LAIF is approximately 99.3% of its cash value for the quarter ending 12/31/23. This is an increase over the same period last year of 1.2%. Although the District is required to book this fair market value loss, the actual funds in LAIF retain their full cash value. For the current quarter, the fair market value adjustment did not exceed the earnings for the quarter thereby showing a positive income. Given the uncertainty of investment income rates and the changes in fair market at the time of the budget preparation, no investment income was budgeted. This category will be reviewed at mid-year to determine if income should be budgeted.

Inter-governmental Income – (exceeds budget \$14,189) The City of Ventura used FEMA funds to reimburse the District for Harbor Patrol expense for safety and debris clean up in the Ventura Keys waterways during the January 2023 storm conditions. This income was not confirmed at the time of the final budget. It is anticipated that additional grant funding from FEMA will be received later in the fiscal year to reimburse costs associated with the atmospheric river storm impacts.

Natl Fish & Wildlife Grant – (exceeds budget \$93,301) – Receipt of grant funding from the Refugio Beach Oil Spill Settlement application. NFWF awarded the grant to the District on 9/12/2022.

ATTACHMENT 2

Ventura Port District Balance Sheet For the Period Ended December 31, 2023

CURRENT ASSETS

Cash in Banks	4,845,388
Accounts Receivable	748,977
Taxes Receivable	67,905
Interest Receivable	193,809
Prepaid Expenses	484,675
Lease Receivable-Tenant Leases	3,571,457
Inventory of supplies	61,413

TOTAL CURRENT ASSETS **\$9,973,624**

NONCURRENT ASSETS

Long Term Leasae Receivable-Tenant Leases	47,541,364
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\$47,541,364

RESTRICTED ASSETS

Cash - Dredging	3,051,281
Cash - Improvement	8,408,269
Cash - Fisheries Complex	208,729
Cash - Grant Fund	42,105

TOTAL RESTRICTED ASSETS **\$11,710,384**

FIXED ASSETS

Land	2,342,629
Harbor Improvements	47,181,115
Equipment	2,337,928
Leased Equipment being Amortized	723,954

52,585,626

Accumulated depreciation (21,416,876)

NET FIXED ASSETS **\$31,168,750**

TOTAL ASSETS **\$100,394,122**

DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	120,663
Deferred amount on OPEB	236,021
Deferred amount on pension plan	940,740

TOTAL DEFERRED OUTFLOWS OF RESOURCES **\$1,297,424**

**TOTAL ASSETS AND DEFERRED
OUTFLOWS OF RESOURCES**

\$101,691,546

CURRENT LIABILITIES

Accounts Payable	673,427
Accrued Interest Payable	161,520
Current Portion of Long Term Debt	1,198,882
Accrued Liabilities	32,175
Current Portion of Compensated Absences	259,781
Accounts Payable-Vendor Leases	93,963

TOTAL CURRENT LIABILITIES **\$2,419,748**

LONG TERM DEBT

ltd - Notes Payable	9,412,183
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TOTAL LONG TERM DEBT **\$9,412,183**

OTHER LIABILITIES

OPEB Liability-Long Term	1,449,909
Compensated Absences-Long Term	93,695
Accounts Payable Equipment Lease-Long Term	539,597
Net Pension Liability	1,943,751
Unearned Revenue	55,297
Security Deposits	290,793

TOTAL OTHER LIABILITIES **\$4,373,042**

TOTAL LIABILITIES **\$16,204,972**

EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	25,901,244
Current Year Retained Earnings	1,414,252

TOTAL EQUITY **\$32,593,160**

DEFERRED INFLOW OF RESOURCES

Deferred amount on OPEB	187,498
Deferred amount from pension plan	1,787,507
Deferred amount from Leases	50,918,408

TOTAL DEFERRED INFLOW OF RESOURCES **\$52,893,413**

**TOTAL LIABILITIES, EQUITY, AND
DEFERRED INFLOW OF RESOURCES**

\$101,691,546

ATTACHMENT 2

Ventura Port District Distribution of Cash as of December 31, 2023

	Current Balance
Cash	
Cash on Hand (undeposited)	1,475
Cash in Checking (Wells Fargo)	223,191
Merchant Fund (Wells Fargo)	39,475
Cash in County Treasury	19,719
Grant Checking Account (Wells Fargo)	42,105
Total Cash Available for Normal Operations	<u>\$ 325,965</u>
Investments Unrestricted Reserves	
Local Agency Investment Fund (LAIF)	4,561,528
Total Investments Unrestricted Reserves	<u>\$ 4,561,528</u>
Capital Improvement Reserves	
Local Agency Investment Fund (LAIF)	8,408,269
Total Capital Improvement Reserves	<u>\$ 8,408,269</u>
Dredging Reserves	
Local Agency Investment Fund (LAIF)	3,051,281
Total Dredging Reserves	<u>\$ 3,051,281</u>
Fisheries Complex Reserves	
Local Agency Investment Fund (LAIF)	208,729
Total Fisheries Complex Reserves	<u>\$ 208,729</u>
TOTAL CASH AND INVESTMENTS	<u><u>\$ 16,555,772</u></u>

ATTACHMENT 2

Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>12/31/2023</u>	Year to Date Ended <u>12/31/2022</u>	Increase (Decrease)	
Parcel Leases				
VHMA/Derecktor Marine	152,755	144,818	7,937	5%
Sheraton 4 Points-Harbortown	366,329	344,139	22,190	6%
Harbortown Point	3,997	3,576	421	12%
Oceans West Marina	209,818	192,123	17,695	9%
Ventura Isle Marina	570,031	511,828	58,203	11%
Ventura Marina Mobile Park	320,010	288,669	31,341	11%
Ventura West Marina	336,498	318,072	18,426	6%
Ventura Yacht Club	76,900	74,487	2,413	3%
Vta Harbor Boatyard	84,475	100,382	(15,907)	-16%
Portside Partners Ventura Harbor	676,912	604,421	72,491	12%
Total Parcel Lease	<u>2,797,725</u>	<u>2,582,515</u>	<u>215,210</u>	8%
Appreciation rent & Option Fee	<u>-</u>	<u>-</u>	<u>0</u>	0%
Total Parcel Leases	2,797,725	2,582,515	215,210	8%
Ventura Harbor Village				
Retail Rents	329,261	320,480	8,781	3%
Restaurant Rents	757,434	726,678	30,756	4%
Office Rents	408,678	387,262	21,416	6%
Charters	287,489	283,058	4,431	2%
Assignment Fees	<u>-</u>	<u>48,500</u>	<u>(48,500)</u>	0%
Total Village	1,782,862	1,765,978	16,884	1%
Commercial Fishing	125,498	227,995	(102,497)	-45%
TOTAL	4,706,085	4,576,487	129,598	3%

Quarterly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Three Year Comparative For the Current Quarter and Year to Date

	Quarter Ending December 31st			Year-To-Date December 31st			% change FY22-23 to Current
	2021-22	2022-23	Current	2021-22	2022-23	Current	
<u>Operating Income</u>							
Parcel Leases	1,102,682	1,238,430	1,335,602	2,250,882	2,582,515	2,797,725	8%
Dry Storage	20,997	19,160	19,426	43,491	39,336	39,388	0%
Other Operating	50,253	50,316	52,855	166,995	148,068	124,406	-16%
Harbor Village Leases	785,572	834,056	822,535	1,722,499	1,765,978	1,782,862	1%
Commercial Fishing	76,727	175,962	79,765	133,551	227,995	125,498	-45%
Slips	256,937	266,973	261,795	496,324	529,852	527,952	0%
CAM	92,561	93,005	95,742	185,138	186,503	190,954	2%
Marketing	31,504	29,367	52,026	62,007	58,176	83,043	43%
Electrical Slips	13,428	12,755	13,124	22,255	20,801	26,638	28%
Other Operating	7,879	16,921	19,417	8,426	22,319	30,844	38%
Total Operating Income	2,438,540	2,736,945	2,752,287	5,091,568	5,581,543	5,729,310	3%
<u>Operating Expenses</u>							
Harbor Patrol	350,204	452,073	452,458	863,745	952,792	965,013	1%
Maintenance	404,420	383,632	349,711	752,710	781,872	651,087	-17%
Administration	523,841	650,893	1,114,512	1,033,802	1,208,345	1,852,742	53%
Marina	202,189	211,825	276,543	448,247	457,926	521,498	14%
C A M	197,614	223,027	236,751	407,548	439,495	459,622	5%
Marketing	197,640	225,395	228,873	301,618	335,052	348,258	4%
Dredging	42,803	41,901	110,582	74,300	68,663	177,192	158%
Total Operating Expenses	1,918,711	2,188,746	2,769,430	3,881,970	4,244,145	4,975,412	17%
NET OPERATING INCOME	519,829	548,199	(17,143)	1,209,598	1,337,398	753,898	-44%
<u>Non-operating Income</u>							
Interest	4,870	44,905	254,899	10,494	8,754	430,117	4813%
Taxes	849,173	874,739	922,486	902,588	923,007	979,391	6%
Other-JPIA Insurance Recovery & FEMA	-	-	97,301	-	355,200	111,490	-69%
Total Non-operating Income	854,043	919,644	1,274,686	913,082	1,286,961	1,520,998	18%
<u>Non-Operating Expenses</u>							
Depreciation	298,084	297,870	319,400	590,330	597,600	649,400	9%
Debt Service	8,418	8,418	8,418	214,126	226,473	211,244	-7%
Other	-	-	-	-	-	-	0%
Total Non-operating Expenses	306,502	306,288	327,818	804,456	824,073	860,644	4%
NET NON-OPER. INCOME	547,541	613,356	946,868	108,626	462,888	660,354	43%
NET CHANGE IN POSITION	1,067,370	1,161,555	929,725	1,318,224	1,800,286	1,414,252	-21%

Quarterly Report
(Unaudited)

ATTACHMENT 3

Accounts Payable Check Register - October 2023

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
57204	10/11/23	000107	Accurate First Aid Services	Replenish first aid	431.83	
57205	10/11/23	000114	AFLAC	Salary reduction benefit	1,197.34	
57206	10/11/23	000117	Alertline Communications	Elevator phone svc	702.00	
57207	10/11/23	000118	Alexandria Danielson	Marketing-advertising production	1,087.50	
57208	10/11/23	000122	All That's Fit to Print	Marketing-advertising production	360.00	
57209	10/11/23	000141	Aramco, Inc	VHV janitorial suppl	1,481.99	
57210	10/11/23	000158	Beacon Marine Chandlery Inc	Vehicle decals	40.01	
57211	10/11/23	000185	Cal Termite & Pest Control	VHV pest control	2,250.00	
57212	10/11/23	000198	Carpi & Clay	Washington lobbyist	5,000.00	
57213	10/11/23	000214	Cintas Corp #684	Uniforms, rugs, towels	1,214.95	
57214	10/11/23	000215	The City of Ventura	Trash service	100.00	
57215	10/11/23	000239	CyberCopy Inc.	Maps, banners, promo, signage	44.88	
57216	10/11/23	000246	Dept. of Parks and Recreation	Lifeguard contract May-Jun 23	32,432.09	
57217	10/11/23	000251	Dial Security Inc	1431 Spinnaker Drive security monitoring	299.00	
57218	10/11/23	000258	Downtown Ventura Partners	Marketing-advertising	300.00	
57219	10/11/23	000265	E.J. Harrison & Sons Inc.	Trash service	446.01	
57220	10/11/23	000280	Ferguson Enterprises Inc.	VHV sink repair	79.69	
57221	10/11/23	000292	Garland/DBS, Inc	Roof B & C-Retainer, VHV trash enclosure, VHV roof project	25,869.02	
57222	10/11/23	000302	Grainger Inc.	VPD shop stock	620.17	
57223	10/11/23	000304	Green Thumb International	VHV landscaping	166.77	
57224	10/11/23	000310	Health & Human Resource Center	Employee Assistance Program (EAP)	244.87	
57225	10/11/23	000329	Jani-King of CA Inc.	VHV Janitorial services	6,622.85	
57226	10/11/23	000330	JaniTek Cleaning Solutions	NPS janitorial svc, Marketing office janitorial	1,896.00	
57227	10/11/23	000334	Jensen Design & Survey Inc.	Boat washdown consult	1,965.00	
57228	10/11/23	000347	Jose A. Gonzalez	Reimburse-mileage	41.20	
57229	10/11/23	000375	LegalShield	Prepaid legal-Nov 23	83.70	
57230	10/11/23	000405	McMaster-Carr	Pressure washer repair, VPD shop stock	237.54	
57231	10/11/23	000413	Muzicraft Inc.	VHV public music	355.04	
57232	10/11/23	000436	Photo-Scan of Los Angeles	Key card monthly support	957.95	
57233	10/11/23	000450	ReadyRefresh	Bottled water service	705.17	
57234	10/11/23	000489	Smith Pipe & Supply Inc.	VHV landscape supplies	409.70	
57235	10/11/23	000509	Sunbelt Rentals, Inc.	Lifeguard utility vehicle, power scrubber	1,292.88	
57236	10/11/23	000511	Sunridge Landscape Maint., Inc	Monthly mowing service	1,800.00	
57237	10/11/23	000512	Sunrise Music	Marketing -entertainment/music	600.00	
57238	10/11/23	000529	The Flag Factory	VHV seasonal décor	513.97	
57239	10/11/23	000533	The Home Depot Pro	Operating supplies	768.36	
57240	10/11/23	000540	Time To Shine	VHV window washing	2,755.00	
57241	10/11/23	000541	Todd Mitchell	Reimburse travel expenses	664.54	
57242	10/11/23	000601	West Coast Air Conditioning	HVAC maintenance, VHV HVAC repair	802.98	
57243	10/11/23	000603	WEX Bank	VPD vehicle fuel	1,491.68	
57244	10/11/23	000627	F.C.T. Construction	1559 Tenant Improvements	127,800.00	
57245	10/11/23	000639	MRI Software LLC	Customer support	585.00	
57246	10/11/23	000663	Reid Middleton	Boat launch ramp	4,622.00	
57247	10/11/23	000685	WSP USA Inc	Fishing business plan	1,198.67	
57248	10/11/23	000700	Channel Coast Marine	Boat electronics	1,260.33	
57249	10/11/23	000718	Medallion Protective Services Inc	Courtesy Dockmaster coverage	17,521.00	

ATTACHMENT 3

Accounts Payable Check Register - October 2023

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
57250	10/11/23	000720	Kia of Ventura	Extended warranty on two new vehicle purchase	7,475.00	
57251	10/11/23	000722	Advance Auto Parts Professional	VPD vehicle maintenance	253.06	
57252	10/11/23	000723	C&C Designs	Marketing-event production	409.67	
57253	10/11/23	000725	From Sinks to Sewers Inc	1691 hydro jet	995.00	
57254	10/11/23	000727	Watchtower Solutions, Inc	Membership	1,000.00	
57255	10/25/23	000107	Accurate First Aid Services	Replenish first aid	226.99	
57256	10/25/23	000141	Aramco, Inc	VHV janitorial suppl	3,609.19	
57257	10/25/23	000158	Beacon Marine Chandlery Inc	B19 zinc	39.76	
57258	10/25/23	000165	Blue Highways Production LLC	Marketing-advertising	700.00	
57259	10/25/23	000185	Cal Termite & Pest Control	VHV pest control, Brophy's termite damage	2,390.00	
57260	10/25/23	000186	Calif. Special District Assoc.	Annual membership	9,050.00	
57261	10/25/23	000206	Central Coast Tourism Council	Workshop/meeting	100.00	
57262	10/25/23	000214	Cintas Corp #684	Uniforms, rugs, towels	974.01	
57263	10/25/23	000237	Custom Awards & Engraving	Marketing-event production	64.65	
57264	10/25/23	000239	CyberCopy Inc.	Maps, banners, promo, signage	141.69	
57265	10/25/23	000265	E.J. Harrison & Sons Inc.	Trash service	9,924.77	
57266	10/25/23	000280	Ferguson Enterprises Inc.	VHV faucet repair, Dock water line repair, Fish pier water leak	520.31	
57267	10/25/23	000302	Grainger Inc.	Rubber safety boots, VHV faucet repair	51.13	
57268	10/25/23	000321	Image Source	Marketing-advertising	251.71	
57269	10/25/23	000330	JaniTek Cleaning Solutions	NPS janitorial svc	87.56	
57270	10/25/23	000354	K & L Gates LLP	Aquaculture advocacy	3,894.00	
57271	10/25/23	000370	Lagerlof LLP	Legal services	14,666.00	
57272	10/25/23	000377	Liebert Cassidy Whitmore	HR services	807.50	
57273	10/25/23	000404	McCormix Corp.	VPD vehicle fuel	744.86	
57274	10/25/23	000428	Passport Labs Inc	Parking citations	304.40	
57275	10/25/23	000446	Quadiant Finance USA Inc	VPD Postage lease	71.36	
57276	10/25/23	000454/2	Ricoh USA, Inc.	Additional paper usage	107.22	
57277	10/25/23	000455	Rincon Consultants, Inc.	Dredging support/permitting, Sand management	15,007.93	
57278	10/25/23	000456	Ring Central Inc	VPD monthly phones	990.61	
57279	10/25/23	000508	Sun Life Financial	Dental insurance premiums	1,467.56	
57280	10/25/23	000510	Suncat Creations	Marketing-event production	250.00	
57281	10/25/23	000519	Swift Chip, Inc	IT Service, back up server, Microsoft Office	10,454.60	
57282	10/25/23	000542	Tomar Construction	VHV ADA restrooms	39,775.52	
57283	10/25/23	000564	Ventura Breeze	Marketing-advertising	560.00	
57284	10/25/23	000571	Ventura County Reporter	Marketing-advertising	150.00	
57285	10/25/23	000572	Ventura County Star	Marketing-ad posting	1,137.33	
57286	10/25/23	000592	Vision Service Plan-(CA)	Employee vision plan	842.69	
57287	10/25/23	000602	West Marine Pro	Misc. boat supplies	299.02	
57288	10/25/23	000624	Mavcco Fuel	Boat fuel-Sep 23	1,854.52	
57289	10/25/23	000627	F.C.T. Construction	Margarita Villa deck	43,515.00	
57290	10/25/23	000631	Creative Coast Productions	Marketing-event production	1,475.00	
57291	10/25/23	000640	Carjul Engineering and Construction Corp	VHV trash enclosure	11,507.88	
57292	10/25/23	000659	Darla Bea Modugno	Marketing-event production	400.00	
57293	10/25/23	000710	Sincere Sound Design LLC	Marketing-event production	1,000.00	
57294	10/25/23	000714	Dixon Resources Unlimited	Paid parking infrastructure	5,258.75	
57295	10/25/23	000722	Advance Auto Parts Professional	VPD vehicle supplies, M47 repair	180.74	

ATTACHMENT 3

Accounts Payable Check Register - October 2023

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
57296	10/25/23	000723	C&C Designs	Marketing-event production	1,287.39	
57297	10/25/23	000728	Hokuloa Outrigger Canoe Club	Marketing-event production	125.00	
57298	10/25/23	000729	Brian Hewitt	CPR training class	160.00	
Total Enterprise Account Check Register					\$ 447,878.06	\$ -
<u>Wells Fargo Grant Account</u>						
no activity						
Total Grant Account Check Register					\$ -	\$ -
Total All Check Registers					\$ 447,878.06	\$ -

ATTACHMENT 3

Accounts Payable Check Register - November 2023

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
57299	11/07/23	000734	Versalift	2023 Versalift boom truck purchase	120,251.00	
57300	11/09/23	000114	AFLAC	Salary reduction benefit	1,197.34	
57301	11/09/23	000124	Alliant Insurance Services	Marketing-event production	487.00	
57302	11/09/23	000141	Aramco, Inc	VHV janitorial supplies	1,394.46	
57303	11/09/23	000158	Beacon Marine Chandlery Inc	Misc. truck parts	14.05	
57304	11/09/23	000174	Brendan Daly	Marketing-content development	150.00	
57305	11/09/23	000198	Carpi & Clay	Washington lobbyist	5,000.00	
57306	11/09/23	000214	Cintas Corp #684	Uniforms, rugs, towels	1,094.48	
57307	11/09/23	000217	Clifton Larson Allen LLP	SBITA accounting	406.88	
57308	11/09/23	000239	CyberCopy Inc.	Marketing-maps, banners, promo, signage	77.58	
57309	11/09/23	000241	DATACHECK	Tenant screening	35.00	
57310	11/09/23	000251	Dial Security Inc	Courtesy Dockmaster coverage, 1431 Spinnaker Dr, Village security monitoring	3,452.75	
57311	11/09/23	000258	Downtown Ventura Partners	Marketing-advertising	300.00	
57312	11/09/23	000265	E.J. Harrison & Sons Inc.	Trash service	612.84	
57313	11/09/23	000274	Farmer Bros. Co	Coffee supplies	439.20	
57314	11/09/23	000278	Federal Express Corporation	Postage fee	9.20	
57315	11/09/23	000279	Fence Factory	1559 Spinnaker Drive vinyl fence	5,438.00	
57316	11/09/23	000302	Grainger Inc.	Safety supplies	272.89	
57317	11/09/23	000309	HDS White Cap Const. Supply	Village elevator repair	432.33	
57318	11/09/23	000323	Industrial Bolt and Supply	Fish pier ladder repair	367.73	
57319	11/09/23	000329	Jani-King of CA Inc.	VHV janitorial service	6,622.85	
57320	11/09/23	000330	JaniTek Cleaning Solutions	Janitorial service 1431, 1691, 1575 Spinnaker Drive, Marketing office	7,794.12	
57321	11/09/23	000354	K & L Gates LLP	Aquaculture advocacy	3,828.00	
57322	11/09/23	000361	Kelly Cleaning and Supplies	VPD carpet/upholster cleaning	805.00	
57323	11/09/23	000396	Margarita Villa	Reimburse-stage, door	4,100.00	
57324	11/09/23	000401	Mason Alford	Reimburse travel expenses	45.06	
57325	11/09/23	000402	Matilija Water	Reverse osmosis/cooler	64.86	
57326	11/09/23	000404	McCormix Corp.	Maintenance vehicle fuel	1,255.84	
57327	11/09/23	000413	Muzicraft Inc.	VHV public music	355.04	
57328	11/09/23	000436	Photo-Scan of Los Angeles	Key card monthly sup	957.95	
57329	11/09/23	000446	Quadient Finance USA Inc	VPD Postage lease	431.66	
57330	11/09/23	000449	Rasmussen & Associates Inc	1559 TI's, 1567 deck project, 1559/1583 restrooms	22,847.14	
57331	11/09/23	000450	ReadyRefresh	Bottled water service	342.73	
57332	11/09/23	000454	Ricoh USA, Inc.	VPD copier lease	630.61	
57333	11/09/23	000455	Rincon Consultants, Inc.	Sand management	15,700.75	
57334	11/09/23	000478	Service-Pro Fire Protection	VPD elevator inspection	650.00	
57335	11/09/23	000485	Sign-A-Rama	Vehicle decals	312.77	
57336	11/09/23	000487	SiteOne Landscape Supply,LLC	Fish pier repair	360.36	
57337	11/09/23	000489	Smith Pipe & Supply Inc.	VHV/VPD landscape supplies	406.60	
57338	11/09/23	000496	Standard Insurance Company	Group Term Life/Long-term Disability	4,301.16	
57339	11/09/23	000509	Sunbelt Rentals, Inc.	Lifeguard utility vehicle, scrubber rental, Village sweeper rental	1,950.06	
57340	11/09/23	000512	Sunrise Music	Marketing--entertainment/music	300.00	
57341	11/09/23	000513	Superior Awning, Inc.	Balance 1559 Spinnaker Drive tenant awning	1,094.07	
57342	11/09/23	000515	Susan Bejeckian Public Relations	Marketing-advertising	3,200.00	
57343	11/09/23	000517	Suzan Matsukawa	Marketing-event production	215.50	
57344	11/09/23	000533	The Home Depot Pro	Operating supplies	773.50	

ATTACHMENT 3

Accounts Payable Check Register - November 2023

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
57345	11/09/23	000538	ThyssenKrupp Elevator Corp	Quarterly elevator service	4,860.86	
57346	11/09/23	000540	Time To Shine	Window washing	5,747.50	
57347	11/09/23	000556	Valley Scene Magazine	Marketing-advertising	250.00	
57348	11/09/23	000565	Ventura Chamber Of Commerce	Membership	819.00	
57349	11/09/23	000571	Ventura County Reporter	Marketing-advertising	845.00	
57350	11/09/23	000578	Ventura Harbor Marine Fuel	Pressure washer fuel	85.22	
57351	11/09/23	000579	Ventura Harbor Storage	Fisherman Storage rental fees - Oct/Nov	15,157.48	
57352	11/09/23	000582	Ventura Locksmiths	Maintenance vehicle M47 spare key	25.86	
57353	11/09/23	000602	West Marine Pro	Misc. truck parts, Misc. boat parts	957.70	
57354	11/09/23	000607	William P. Hummer	Reimburse travel expenses - JPIA training	366.14	
57355	11/09/23	000624	Mavcco Fuel	Boat fuel - Oct 23	1,603.71	
57356	11/09/23	000628	Channel Watch Marine Services Inc	Save Grant-vessel disposal	1,200.00	
57357	11/09/23	000631	Creative Coast Productions	Marketing-entertainment/music	1,600.00	
57358	11/09/23	000683	Mike Kimble Plumbing Inc	1691 Spinnaker Drive plumbing repair	760.00	
57359	11/09/23	000690	Coastal Copy, Inc	Marina printer lease	90.87	
57360	11/09/23	000692	Haynes Sales Inc	Pressure washer repair	4,996.65	
57361	11/09/23	000702	AG Designs 805 Inc	Uniform hats/beanies	918.03	
57362	11/09/23	000707	Friedleys Screen & Glass	VHV window handles, VPD shack maintenance, VHV window replacement	6,007.93	
57363	11/09/23	000718	Medallion Protective Services Inc	Courtesy Dockmaster coverage	9,117.00	
57364	11/09/23	000722	Advance Auto Parts Professional	Maintenance M47 repair, supplies	275.23	
57365	11/09/23	000731	National Graphics	Marketing-maps, brochures	155.90	
57366	11/09/23	000733	Wayne Hatch	Reimburse travel expenses - JPIA training	340.34	
57367	11/13/23	000662	Jessica Snipas	Reimburse travel expenses	1,051.29	
57368	11/13/23	000735	Deanna Good	Notary service	100.00	
57369	11/17/23	000541	Todd Mitchell	Reimburse travel expenses	2,104.28	
57370	11/21/23	000101	3Digit Media	Marketing-advertising	1,243.00	
57371	11/21/23	000124	Alliant Insurance Services	Marketing-event fees	174.00	
57372	11/21/23	000131	American Shore & Beach	Membership	150.00	
57373	11/21/23	000141	Aramco, Inc	VHV janitorial supplies	2,591.94	
57374	11/21/23	000153	B & R Tool Supply Co.	Brown lock stock	620.47	
57375	11/21/23	000158	Beacon Marine Chandlery Inc	Misc. truck supplies, seasonal décor hardware, 30 amp dock receptacle	193.88	
57376	11/21/23	000174	Brendan Daly	Marketing-content development	375.00	
57377	11/21/23	000181	C E D	Fish pier electrical panel, electrical supplies for shop and small tools	8,626.86	
57378	11/21/23	000185	Cal Termite & Pest Control	VHV termite treatment	6,250.00	
57379	11/21/23	000214	Cintas Corp #684	Uniforms, rugs, towels	1,409.41	
57380	11/21/23	000215	The City of Ventura	Trash service	100.00	
57381	11/21/23	000265	E.J. Harrison & Sons Inc.	Trash service	779.69	
57382	11/21/23	000274	Farmer Bros. Co	Coffee supplies	413.27	
57383	11/21/23	000278	Federal Express Corporation	Postage fee	9.20	
57384	11/21/23	000302	Grainger Inc.	VPD shop stock, Rain gear	410.59	
57385	11/21/23	000323	Industrial Bolt and Supply	VPD shop stock	14.22	
57386	11/21/23	000330	JaniTek Cleaning Solutions	1691 Spinnaker Drive carpet cleaning	875.00	
57387	11/21/23	000402	Matilija Water	Reverse osmosis/cooler	64.86	
57388	11/21/23	000405	McMaster-Carr	Seasonal decor hardware, parking lot light, pressure washer nozzle	226.29	
57389	11/21/23	000412	Mr. Painting, Inc.	Paint at VHV awning removal	2,550.00	
57390	11/21/23	000428	Passport Labs Inc	Parking citations	301.32	

ATTACHMENT 3

Accounts Payable Check Register - November 2023

Check	Date	Payee	Name	Description	Amount	Void Amount
57391	11/21/23	000455	Rincon Consultants, Inc.	Dredge support, Sand management	54,556.85	
57392	11/21/23	000456	Ring Central Inc	VPD monthly phones	990.61	
57393	11/21/23	000471	Searle Creative Group	Marketing-advertising, content development	498.75	
57394	11/21/23	000489	Smith Pipe & Supply Inc.	Village landscape plumbing supplies	117.70	
57395	11/21/23	000509	Sunbelt Rentals, Inc.	Scissor lift rental	520.08	
57396	11/21/23	000511	Sunridge Landscape Maint., Inc	Monthly mowing service	1,800.00	
57397	11/21/23	000519	Swift Chip, Inc	IT Service, back up service	9,749.00	
57398	11/21/23	000537	Thermal Alliance	1691 Spinnaker Drive condenser removal	600.00	
57399	11/21/23	000554	United States Lifesaving Assoc	USLA agency certificate	1,000.00	
57400	11/21/23	000574	Ventura Harbor Boat Yard	Patrol B1 repairs	27,328.25	
57401	11/21/23	000578	Ventura Harbor Marine Fuel	Pressure washer fuel	76.31	
57402	11/21/23	000602	West Marine Pro	Boat boots, dock-electrical, misc. supplies	457.55	
57403	11/21/23	000616	Zero Waste USA	Dog waste disposal mitts	930.64	
57404	11/21/23	000650	Mr. Tire & Service	Courtesy Dockmaster vehicle repairs	1,019.06	
57405	11/21/23	000685	WSP USA Inc	Fishing business plan	7,146.59	
57406	11/21/23	000687	RRM Design Group	Parcel 5 design	17,344.50	
57407	11/21/23	000693	Jake David	Marketing-advertising	800.00	
57408	11/21/23	000707	Friedleys Screen & Glass	Screen door	355.06	
57409	11/21/23	000714	Dixon Resources Unlimited	Paid parking infrastructure	3,645.00	
57410	11/21/23	000722	Advance Auto Parts Professional	Maintenance vehicle M44 starter, vehicle supplies. Dockmaster V1 battery	402.75	
57411	11/21/23	000730	Church of Jesus Christ of Latter	Event deposit refund	250.00	
57412	11/21/23	000736	Eaton Corporation	Breakers at dock	1,543.09	
57413	11/21/23	000737	Precision Concrete Cutting	VHV -ADA sidewalk repair	8,288.00	
57414	11/21/23	000738	Ready Ricks Underwater Services	Boat hull cleaning	760.00	
57415	11/21/23	000627	F.C.T. Construction	1559 Spinnaker Drive T1 project	129,713.00	
57416	11/29/23	000739	Price Ford of Simi Valley	Ford F150 Lightening truck purchase	68,792.67	
Total Enterprise Account Check Register					\$ 646,278.81	\$ -
Wells Fargo Grant Account no activity					Total Grant Account Check Register	\$ - \$ -
Total All Check Registers					\$ 646,278.81	\$ -

ATTACHMENT 3

Accounts Payable Check Register - December 2023

Check	Date	Payee	Name	Description	Amount	Void Amount
57417	12/06/23	000435	Petty Cash Fund	Marketing-petty cash-POL	200.00	
57418	12/06/23	000532	The Holly Workshop	Deposit for seasonal décor installation & maintenance	45,000.00	
57419	12/06/23	000627	F.C.T. Construction	1559 Spinnaker drive TI project	82,227.60	
57420	12/07/23	000101	3Digit Media	Marketing-advertising	1,243.00	
57421	12/07/23	000107	Accurate First Aid Services	Replenish first aid stations	222.80	
57422	12/07/23	000114	AFLAC	Salary reduction benefit	1,197.34	
57423	12/07/23	000118	Alexandria Danielson	Marketing-advertising-production	1,443.75	
57424	12/07/23	000141	Aramco, Inc	VHV janitorial supplies	2,725.32	
57425	12/07/23	000145	Arturo Medina	Marketing-event production	300.00	
57426	12/07/23	000174	Brendan Daly	Marketing-event production, Content development	2,720.00	
57427	12/07/23	000179	Burons Preferred Pumping Inc.	Quarterly hydro jetting	1,595.00	
57428	12/07/23	000181	C E D (California Electrical Distributors)	Dock breakers, launch ramp LED lamp, dock gangway lighting	2,411.56	
57429	12/07/23	000185	Cal Termite & Pest Control	VPD/VHV pest control	2,100.00	
57430	12/07/23	000198	Carpi & Clay	Washington lobbyist	5,000.00	
57431	12/07/23	000214	Cintas Corp #684	Uniforms, rugs, towels	1,288.94	
57432	12/07/23	000217	Clifton Larson Allen LLP	HR services	805.88	
57433	12/07/23	000238	Custom Embroidery	Uniform patch	530.13	
57434	12/07/23	000239	CyberCopy Inc.	Multiple bid postings, Marketing-maps, banners, brochures	358.08	
57435	12/07/23	000245	Dept. Of Industrial Relations	Village elevator inspections	675.00	
57436	12/07/23	000251	Dial Security Inc	NPS 1691/1431 security	962.00	
57437	12/07/23	000258	Downtown Ventura Partners	Marketing-advertising	300.00	
57438	12/07/23	000265	E.J. Harrison & Sons Inc.	Trash service	9,642.63	
57439	12/07/23	000278	Federal Express Corporation	Postage fee	42.10	
57440	12/07/23	000291	Garden State Fireworks Inc	Balance-fireworks	5,800.00	
57441	12/07/23	000321	Image Source	Marketing-advertising	493.41	
57442	12/07/23	000329	Jani-King of CA Inc.	VHV janitorial service	6,622.85	
57443	12/07/23	000330	JaniTek Cleaning Solutions	NPS janitorial, Marketing janitorial, 1431 Spinnaker Drive - NPS carpet clean	2,446.00	
57444	12/07/23	000333	Jennifer Talt-Lundin *** VOID ***	Correct travel expense reimbursement		(72.18)
57445	12/07/23	000354	K & L Gates LLP	Coastal Commission, permit	1,716.00	
57446	12/07/23	000357	Karla Ross Productions Inc.	Marketing-event production	1,550.00	
57447	12/07/23	000370	Lagerlof LLP	Legal services	15,227.65	
57448	12/07/23	000375	LegalShield	Prepaid legal-Dec 23	68.75	
57449	12/07/23	000377	Liebert Cassidy Whitmore	HR services	3,910.50	
57450	12/07/23	000383	Lowe's Business Accts/SYNCB	Operating supplies	288.55	
57451	12/07/23	000404	McCormix Corp.	Maintenance vehicle fuel	723.13	
57452	12/07/23	000405	McMaster-Carr	Dock access chains	265.85	
57453	12/07/23	000413	Muzicraft Inc.	VHV public music	348.06	
57454	12/07/23	000429	Patrick Burdick	Marketing-event production	400.00	
57455	12/07/23	000448	Randall Williams	Marketing-event production	250.00	
57456	12/07/23	000449	Rasmussen & Associates Inc	1559 TI project, Margarita Villa decking, 1559/1583 restroom	16,315.17	
57457	12/07/23	000450	ReadyRefresh	Bottled water service	285.77	
57458	12/07/23	000454/2	Ricoh USA, Inc.	Additional paper usage fee	127.35	
57459	12/07/23	000471	Searle Creative Group	Marketing-advertising, content development	1,162.50	
57460	12/07/23	000478	Service-Pro Fire Protection	Fire sprinkler inspection	2,545.00	
57461	12/07/23	000482	Sheroes Entertainment	Marketing-event production	960.00	

ATTACHMENT 3

Accounts Payable Check Register - December 2023

Check	Date	Payee	Name	Description	Amount	Void Amount
57462	12/07/23	000489	Smith Pipe & Supply Inc.	1583 and 1575 hose bibb repairs, Harbor Cove irrigation	244.19	
57463	12/07/23	000490	Smogies Smog Shop	M46, M47, M45, M55 and M43 smog	200.00	
57464	12/07/23	000496	Standard Insurance Company	Group Term Life/Long-term Disability	3,642.92	
57465	12/07/23	000501	Steve Martins Working Wildlife Inc	Marketing-event production	2,675.00	
57466	12/07/23	000508	Sun Life Financial	Dental insurance premiums	1,510.82	
57467	12/07/23	000509	Sunbelt Rentals, Inc.	Scrubber rental, rental equipment fuel	308.71	
57468	12/07/23	000515	Susan Bejeckian Public Relations	Marketing-advertising	1,600.00	
57469	12/07/23	000519	Swift Chip, Inc	IT Service, back up server, Microsoft Office	10,855.00	
57470	12/07/23	000556	Valley Scene Magazine	Marketing-advertising	600.00	
57471	12/07/23	000564	Ventura Breeze	Marketing-advertising	1,120.00	
57472	12/07/23	000565	Ventura Chamber Of Commerce	Poinsettia awards	450.00	
57473	12/07/23	000572	Ventura County Star *** VOID ***	Check reported lost by vendor		(2,579.62)
57474	12/07/23	000579	Ventura Harbor Storage	Fisherman Storage rental fees	7,578.74	
57475	12/07/23	000592	Vision Service Plan-(CA)	Employee vision plan	842.69	
57476	12/07/23	000618	Goode Time Productions LLC	Marketing-event production	1,000.00	
57477	12/07/23	000623	Avery Ryan	Marketing-event production	500.00	
57478	12/07/23	000625	Bennett Schmid	Marketing-event production	800.00	
57479	12/07/23	000631	Creative Coast Productions	Marketing-event production	1,900.00	
57480	12/07/23	000632	Pacific Builders *** VOID ***	Invoice correction		(15,531.00)
57481	12/07/23	000664	Anacapa Ukulele	Marketing-event production	400.00	
57482	12/07/23	000668	State Chemical Products	Graffiti removal	591.55	
57483	12/07/23	000690	Coastal Copy, Inc	Marina printer lease	90.87	
57484	12/07/23	000713	VC Balloons	Marketing-event production	172.40	
57485	12/07/23	000718	Medallion Protective Services Inc	Courtesy Dockmaster coverage	12,024.20	
57486	12/07/23	000740	805 Grinch	Marketing-event production	400.00	
57487	12/07/23	000741	Paige Schouten	Marketing-event production	860.00	
57488	12/07/23	000740	805 Grinch	Marketing-event production	400.00	
57489	12/08/23	000632	Pacific Builders	Retainer, 1567 Spinnaker Drive sewer line	12,425.00	
57490	12/18/23	000141	Aramco, Inc	VHV janitorial supplies	2,125.04	
57491	12/18/23	000145	Arturo Medina	Marketing-content development	150.00	
57492	12/18/23	000158	Beacon Marine Chandlery Inc	M58 lettering	10.06	
57493	12/18/23	000181	C E D (California Electrical Distributors)	Shop tool	64.59	
57494	12/18/23	000214	Cintas Corp #684	Uniforms, rugs, towels	1,288.94	
57495	12/18/23	000215	The City of Ventura	Trash service	100.00	
57496	12/18/23	000218	Coastal Architects	VPD monument design	6,897.50	
57497	12/18/23	000237	Custom Awards & Engraving	Marketing-event production	261.84	
57498	12/18/23	000239	CyberCopy Inc.	Marketing-event production	141.85	
57499	12/18/23	000250	Destination Innovate, LLC	Marketing-advertising	2,500.00	
57500	12/18/23	000265	E.J. Harrison & Sons Inc.	Trash service	90.00	
57501	12/18/23	000274	Farmer Bros. Co	Coffee supplies	402.02	
57502	12/18/23	000278	Federal Express Corporation	Postage fee	15.55	
57503	12/18/23	000302	Grainger Inc.	Ballast kit@ launch, bulb stock, safety supplies, hand cart	984.70	
57504	12/18/23	000304	Green Thumb International	VHV landscaping	44.59	
57505	12/18/23	000309	HDS White Cap Const. Supply	VHV sand bags	37.17	
57506	12/18/23	000310	Health & Human Resource Center	Employee Assistance Program (EAP)	244.87	

ATTACHMENT 3

Accounts Payable Check Register - December 2023

Check	Date	Payee	Name	Description	Amount	Void Amount
57507	12/18/23	000330	JaniTek Cleaning Solutions	VHV deep clean restroom, NPS carpet cleaning, NPS janitorial	3,371.62	
57508	12/18/23	000347	Jose A. Gonzalez	Reimburse-mileage	91.05	
57509	12/18/23	000375	LegalShield	Prepaid legal-Jan 24	68.75	
57510	12/18/23	000404	McCormix Corp.	Maintenance vehicle fuel	546.83	
57511	12/18/23	000413	Muzicraft Inc.	VHV public music	197.50	
57512	12/18/23	000436	Photo-Scan of Los Angeles	Key card monthly support	957.95	
57513	12/18/23	000438	Pitney Bowes	Marketing-postage lease	154.80	
57514	12/18/23	000456	Ring Central Inc	VPD monthly phones	990.61	
57515	12/18/23	000477	Sergio Gonzalez	Reimburse-mileage	365.42	
57516	12/18/23	000511	Sunridge Landscape Maint., Inc	Monthly mowing service	3,250.00	
57517	12/18/23	000512	Sunrise Music	Marketing-entertainment/music	200.00	
57518	12/18/23	000538	ThyssenKrupp Elevator Corp	1603 Anchors Way Drive elevator test	281.00	
57519	12/18/23	000540	Time To Shine	Window washing	2,755.00	
57520	12/18/23	000578	Ventura Harbor Marine Fuel	Fuel-pressure washer	239.96	
57521	12/18/23	000627	F.C.T. Construction	1559 Spinnaker drive TI project	32,400.00	
57522	12/18/23	000631	Creative Coast Productions	Marketing-event production	200.00	
57523	12/18/23	000639	MRI Software LLC	Training/support	9,000.59	
57524	12/18/23	000654	Garret Winter *** VOID ***	incorrect vendor		(1,259.95)
57525	12/18/23	000663	Reid Middleton	Boat launch ramp	842.00	
57526	12/18/23	000687	RRM Design Group	Parcel 5 project design	5,074.84	
57527	12/18/23	000690	Coastal Copy, Inc	Admin & Marketing copier lease	625.39	
57528	12/18/23	000701	DJs California Catering Inc	Employee luncheon	1,560.30	
57529	12/18/23	000714	Dixon Resources Unlimited	Paid parking infrastructure	297.50	
57530	12/18/23	000718	Medallion Protective Services Inc	Courtesy Dockmaster coverage	2,100.00	
57531	12/18/23	000744	Galpin Ford	2023 Ford Van purchase	60,268.62	
57532	12/18/23	000745	Final Details LLC	Versalift-rust paint	4,055.00	
57533	12/18/23	000743	Landscape Development Inc	Landscape architects	3,600.00	
57534	12/18/23	000747	Shaw Law Group PC	Legal services	632.00	
57535	12/31/23	000699	Jack Pickett	Replace lost payroll check	378.32	
Total Enterprise Account Check Register					\$ 437,553.53	\$ (19,442.75)
Wells Fargo Grant Account no activity					Total Grant Account Check Register	\$ - \$ -
Total All Check Registers					\$ 437,553.53	\$ (19,442.75)

ATTACHMENT 4

Ventura Port District Wells Fargo Business Credit Card Charges October 2023

Chase Credit Card holders

Brian Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Administrative Assistant/Clerk
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager
Sergio Gonzalez, Maintenance Supervisor
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	10/23/23	Amtrak.com	Conference	Aquaculture Conference - travel	122.00
Brian Pendleton	10/27/23	California Special District Assoc.	Conference	Certified Special District Manager application fee	275.00
Total General Manager's Expenses					397.00
Todd Mitchell	10/10/23	Wpy*edc Sbdc	Conference	State of the County - Jessica Snipas and Todd Mitchell	100.00
Todd Mitchell	10/05/23	CA Shore And Beach	Conference	Registration-California Shore and Beach Preservation H20 conference	296.90
Todd Mitchell	10/20/23	Hilton Hotels La Jolla	Conference	MRA Conference hotel	605.80
Todd Mitchell	10/26/23	Loews Coronado Bay	Conference	MRA Conference meal (dinner)	28.71
Todd Mitchell	10/26/23	WEDA - Pacific Chapter	Conference	Western Dredging Association Pacific Chapter meeting	410.00
Total Senior Business Operations Manager's Expenses					1,441.41
Jessica Rauch	10/30/23	Zoom.us	Communication	Virtual communications	108.64
Jessica Rauch	10/11/23	Target	Conference	Leasing materials for Chamber Business Expo	29.87
Jessica Rauch	10/19/23	Margarita Villa	Conference	10.18.23 Commission Dinner	147.83
Jessica Rauch	10/23/23	Iron Mountain	Operating supplies	Iron Mountain shred bin	181.64
Jessica Rauch	10/20/23	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Administrative Assistant's Expenses					486.98
Gloria Adkins	No activity				
Total Accounting Manager's Expenses					-
Joe Gonzalez	10/25/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	2.99
Joe Gonzalez	10/12/23	Orbitz	Training	JPIA ADA Compliance Training-travel expense	159.88
Total Capital Projects Manager's Expenses					162.87
Sergio Gonzalez	10/23/23	Angelus Block Company	Building maintenance	Repair fish pier electrical room block wall	109.20
Sergio Gonzalez	10/02/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	0.99
Sergio Gonzalez	10/26/23	City of San Buenaventura	Professional services	Coastal Development Permit - VPD paid parking project	3,872.00
Sergio Gonzalez	10/26/23	City of San Buenaventura	Professional services	Coastal Development Permit-VPD paid parking project-service fee	112.29
Sergio Gonzalez	10/12/23	Orbitz	Training	JPIA ADA compliance training-travel expense	159.88
Sergio Gonzalez	10/31/23	Intl Code Council Inc	Training	Building Inspectors test fee	290.00
Sergio Gonzalez	10/20/23	Ventura Toyota	Vehicle maintenance	Repair maintenance vehicle M47	146.86
Total Maintenance Supervisor's Expenses					4,691.22

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Jennifer Talt-Lundin	10/02/23	Facebook	Advertising	Social media boosts & paid ads	363.69
Jennifer Talt-Lundin	10/12/23	Santiagos Produce	Event production	Dog costume contest prize, pumpkins	12.00
Jennifer Talt-Lundin	10/12/23	Santiagos Produce	Event production	Dog costume contest prize, pumpkins	22.30
Jennifer Talt-Lundin	10/12/23	Great Pacific Pumpkin	Event production	Halloween event décor- corn stalks, hay bales, little pumpkins	236.00
Jennifer Talt-Lundin	10/19/23	Amazon Marketplace	Event production	Dog costume contest clips for numbers	18.31
Jennifer Talt-Lundin	10/19/23	Target	Event production	Dog costume contest prize bags	73.07
Jennifer Talt-Lundin	10/19/23	Amazon Marketplace	Event production	Dog costume numbers, trick or treat bags	86.10
Jennifer Talt-Lundin	10/23/23	Office Depot #931	Event production	Sign board materials for an event direction	15.89
Jennifer Talt-Lundin	10/23/23	Petsmart #1144	Event production	Dog costume contest top dog bone	14.00
Jennifer Talt-Lundin	10/24/23	Target	Event production	Dog costume contest prize bags-return	(17.49)
Jennifer Talt-Lundin	10/26/23	Top This Chocolate	Event production	Dog costume contest judges gift - chocolate bars	21.60
Jennifer Talt-Lundin	10/26/23	Sugar Lab Bake Shop	Event production	Dog costume contest doggie prize treats	14.85
Jennifer Talt-Lundin	10/30/23	Reynaldos European & Mexican Food	Event production	Dia De Los Muertos display offerings for event	42.02
Jennifer Talt-Lundin	10/10/23	Amazon.Com	Office supplies	Marketing Coordinator - office chair	269.36
Jennifer Talt-Lundin	10/11/23	Amazon Marketplace	Office supplies	Marketing Coordinator - office furniture	323.23
Jennifer Talt-Lundin	10/18/23	Sprout Social, Inc.	Web site content	Social Media Analytics	124.74
Jennifer Talt-Lundin	10/19/23	Power Technology	Web site content	Web site hosting	100.00
Jennifer Talt-Lundin	10/23/23	Mailchimp	Web site content	Enewsletter subscription	240.00
Total Marketing Manager's Expenses					1,959.67
Dave Werneburg	10/23/23	Office Depot #931	Office supplies	Replacement wireless keyboard/mouse and desk calculator	59.89
Dave Werneburg	10/23/23	Office Depot #931	Office supplies	Printer	354.50
Dave Werneburg	10/23/23	Office Depot #931	Office supplies	Credit return - Office Depot shipped wrong printer	(376.05)
Total Marina Manager's Expenses					38.34
John Higgins	10/16/23	DTV	Communication	Communications/news and information	87.99
John Higgins	10/05/23	California Peace Officer	Conference	Copswest Expo Ontario California 1 day	25.00
John Higgins	10/06/23	Smg-Ontario Convention Center	Conference	Copswest parking	10.00
John Higgins	10/12/23	Safety Unlimited Inc.	Conference	Online Medical Training	25.00
John Higgins	10/24/23	Hertz #0103002	Conference	DBAW course training - Higgins	278.73
John Higgins	10/30/23	Hertz #0710601	Conference	Misc car rental charge	7.84
John Higgins	10/05/23	Firehouse Subs	Operating supplies	Accidental Charge - JH Reimburse VPD	35.32
John Higgins	10/06/23	Apple.Com/Bill	Operating supplies	Monthly cell phone/iPad back up/storage	2.99
John Higgins	10/10/23	Brophy Bros.	Operating supplies	Accidental charge via online app. Higgins submitted payment to VPD.	14.08
John Higgins	10/11/23	Ring Protect Plus Yr	Operating supplies	Ring video storage Port District building	100.00
John Higgins	10/13/23	Easybadges, LLC	Operating supplies	Card readers and fobs for Port District	818.00
John Higgins	10/23/23	FedEx	Operating supplies	Save grant paperwork	16.40
John Higgins	10/25/23	Apple.Com/Bill	Operating supplies	Monthly cell phone/iPad back up/storage	2.99
Total Harbormaster's Expenses					1,424.34
Total Wells Fargo Credit Card Expenses					<u>\$ 10,601.83</u>

ATTACHMENT 4

Ventura Port District Wells Fargo Business Credit Card Charges November 2023

Chase Credit Card holders

Brian Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Administrative Assistant/Clerk
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager
Sergio Gonzalez, Maintenance Supervisor
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	11/03/23	Uber	Conference	Aquaculture Conference - transportation	5.00
Brian Pendleton	11/03/23	Uber	Conference	Aquaculture Conference - transportation	7.86
Brian Pendleton	11/06/23	Uber	Conference	Aquaculture Conference - transportation	10.90
Brian Pendleton	11/06/23	Uber	Conference	Aquaculture Conference - transportation	11.90
Brian Pendleton	11/06/23	Dana Inn & Marina	Conference	Aquaculture Conference - hotel	484.48
Brian Pendleton	11/06/23	Uber	Conference	Aquaculture Conference - transportation	12.16
Total General Manager's Expenses					532.30
Todd Mitchell	11/30/23	City Of Ventura	Conference	Parking fee	4.00
Total Senior Business Operations Manager's Expenses					4.00
Jessica Rauch	11/28/23	Zoom.Us	Communication	Virtual communications	108.64
Jessica Rauch	11/28/23	PayPal	Conference	LCW Annual Employment Law Conference registration-Pendleton	645.00
Jessica Rauch	11/29/23	California Special District Assoc.	Conference	CSDA Records Management Webinar	230.00
Jessica Rauch	11/01/23	Office Depot #931	Office supplies	Binders for City Manager meeting	10.73
Jessica Rauch	11/22/23	Iron Mountain	Operating supplies	Iron Mountain shred bin	183.89
Jessica Rauch	11/20/23	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Administrative Assistant's Expenses					1,197.26
Gloria Adkins	11/02/23	CSMFO	Memberships	Annual membership	135.00
Total Accounting Manager's Expenses					135.00
Joe Gonzalez	11/24/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	2.99
Joe Gonzalez	11/07/23	Orbitz	Training	JPIA - ADA Training - credit from hotel	(1.58)
Joe Gonzalez	11/29/23	El Farolito	Training	JPIA - ADA Training - dinner	20.22
Joe Gonzalez	11/30/23	In-N-Out La Mirada	Training	JPIA - ADA Training - lunch	9.03
Joe Gonzalez	11/30/23	McDonalds	Training	JPIA - ADA Training - breakfast	9.36
Total Capital Projects Manager's Expenses					40.02
Sergio Gonzalez	11/02/23	Apple.Com/Bill	Operating supplies	Monthly work cell back up fee.	0.99
Sergio Gonzalez	11/15/23	6119 El Pollo Loco	Training	JPIA - ADA Training - credit from hotel 11/13/23	(3.14)
Sergio Gonzalez	11/15/23	6119 El Pollo Loco	Training	JPIA Training Registrants Academy - lunch 11/13/23	20.41
Sergio Gonzalez	11/16/23	Eureka Indian Wells	Training	JPIA Training Registrants Academy - dinner 11/13/23	45.00
Sergio Gonzalez	11/16/23	In-N-Out Yucaipa	Training	JPIA Training Registrants Academy - lunch 11/14/23	14.87
Sergio Gonzalez	11/28/23	Int'l Code Council Inc	Training	Building inspectors testing fee - Luis Quezada	290.00
Sergio Gonzalez	11/29/23	El Farolito	Training	JPIA Training Registrants Academy - dinner 11/29/23	26.09
Sergio Gonzalez	11/30/23	In-N-Out La Mirada	Training	JPIA Training Registrants Academy - lunch 11/28/23	12.98
Sergio Gonzalez	11/30/23	McDonalds	Training	JPIA Training Registrants Academy - breakfast 11/29/23	10.24
Sergio Gonzalez	11/30/23	Health Nut	Training	JPIA Training Registrants Academy - lunch 11/29/23	15.28
Total Maintenance Supervisor's Expenses					432.72

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Jennifer Talt-Lundin	11/01/23	Facebook	Advertising	Social media boosts & paid ads	661.15
Jennifer Talt-Lundin	11/09/23	Barefoot Boutique	Advertising	Summer 2024 promotion "Sea le Vie" gift bag	38.36
Jennifer Talt-Lundin	11/13/23	County of Ventura	Event production	Environmental health permit for Parade of Lights	305.00
Jennifer Talt-Lundin	11/13/23	County of Ventura	Event production	Environmental health permit processing fee for Parade of Lights	8.39
Jennifer Talt-Lundin	11/17/23	County of Ventura	Event production	Environmental health permit for parade of lights	187.00
Jennifer Talt-Lundin	11/17/23	County of Ventura	Event production	Environmental health permit processing fee for parade of lights	5.14
Jennifer Talt-Lundin	11/20/23	Vistaprint	Rack cards	Promo rack cards for the holiday events	206.00
Jennifer Talt-Lundin	11/21/23	Vistaprint	Rack cards	Small stickers for holiday	177.34
Jennifer Talt-Lundin	11/20/23	Sprout Social, Inc	Web site content	Social Media Analytics	124.74
Jennifer Talt-Lundin	11/22/23	Mailchimp	Web site content	Enewsletter subscription	240.00
Total Marketing Manager's Expenses					1,953.12
Dave Werneburg	11/03/23	Office Depot #931	Office supplies	Printer and miscellaneous supplies	383.73
Dave Werneburg	11/07/23	The Home Depot #1040	Office supplies	Miscellaneous supplies	26.29
Dave Werneburg	11/30/23	Office Depot #931	Office supplies	Miscellaneous supplies	21.54
Dave Werneburg	11/07/23	Acurite.Com	Operating supplies	AcuRite - weathervane station replacement for 1449	177.77
Dave Werneburg	11/29/23	Kwiktickets.Com	Operating supplies	Reorder of parking hang tags	260.59
Dave Werneburg	11/09/23	Udemy: Online Courses	Training	Udemy Online Course - Excel - Werneburg	24.99
Dave Werneburg	11/09/23	Udemy: Online Courses	Training	Udemy Online Course - Excel - Weinerth	24.99
Dave Werneburg	11/09/23	Udemy: Online Courses	Training	Udemy Online Course - Excel - Groh	24.99
Dave Werneburg	11/09/23	Udemy: Online Courses	Training	Udemy Online Course - Excel - Bear	24.99
Dave Werneburg	11/22/23	Udemy: Online Courses	Training	Udemy Online Course - OneNote	9.99
Dave Werneburg	11/27/23	Udemy: Online Courses	Training	Udemy Online Course - TEAMS	11.99
Dave Werneburg	11/27/23	Udemy: Online Courses	Training	Udemy OnLine Course - Dockmasters	10.99
Total Marina Manager's Expenses					1,002.85
John Higgins	11/09/23	Batteries Plus #0321	Boat maintenance	RWC battery	134.68
John Higgins	11/15/23	DTV	Communication	Communications/news and information	87.99
John Higgins	11/06/23	Apple.Com/Bill	Operating supplies	Monthly cell phone/iPad back up/storage	2.99
John Higgins	11/14/23	Id Enhancements, Inc.	Operating supplies	Access key fobs	492.55
John Higgins	11/22/23	Weatherflow	Operating supplies	Weather Stations	1,077.95
John Higgins	11/27/23	Apple.Com/Bill	Operating supplies	Monthly cell phone/iPad back up/storage	2.99
John Higgins	11/27/23	Currency Conversion Fee	Operating supplies	VAT tax for IPCAMLIVE	4.86
John Higgins	11/27/23	Ipcamlive	Operating supplies	Harbor entrance camera	486.00
John Higgins	11/28/23	Ventura Dive & Sport	Operating supplies	SCBA Bottle Refills	20.00
John Higgins	11/02/23	Ventura County Ems	Training	Professional EMS license - Crane	95.00
John Higgins	11/06/23	Hertz #0710601	Training	JPIA Training car rental - Hummer	319.31
John Higgins	11/06/23	Oceano Hotel & Spa	Training	CA DBAW Coastal Boat Operator Training - lodging -Higgins	778.50
John Higgins	11/09/23	Ventura County Ems	Training	Professional EMS licenses	136.00
John Higgins	11/30/23	City Of Ventura	Training	Training parking fee	10.00
Total Harbormaster's Expenses					3,648.82
Total Wells Fargo Credit Card Expenses					<u>\$ 8,946.09</u>

ATTACHMENT 4

Ventura Port District Wells Fargo Business Credit Card Charges December 2023

Chase Credit Card holders

Brian Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Administrative Assistant/Clerk
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager
Sergio Gonzalez, Maintenance Supervisor
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	No activity				
Total General Manager's Expenses					-
Todd Mitchell	12/04/23	Crowne Plaza Ventura Beach	Conference	Parking fee	6.00
Todd Mitchell	12/01/23	Crowne Plaza Ventura Beach	Conference	Parking fee	10.00
Total Senior Business Operations Manager's Expenses					16.00
Jessica Rauch	12/28/23	Zoom.U.S	Communication	Virtual Communications	108.64
Jessica Rauch	12/01/23	Alaska Air	Conferences	Pendleton LCW conference	167.80
Jessica Rauch	12/08/23	Boatyard Pub	Conferences	12.06.23 Commission dinner	173.39
Jessica Rauch	12/22/23	The Greek Mediterranean Steak & Seafood	Conferences	12.20.23 Commission dinner	188.57
Jessica Rauch	12/11/23	Harbor Mart	Employee appreciation	Gift Card for employee Christmas raffle	25.00
Jessica Rauch	12/11/23	Brophy Bros.	Employee appreciation	Gift Card for employee Christmas raffle	25.00
Jessica Rauch	12/11/23	Coastal Cone & Parlor	Employee appreciation	Gift Card for employee Christmas raffle	25.00
Jessica Rauch	12/12/23	Crave	Employee appreciation	Gift Card for employee Christmas raffle	25.00
Jessica Rauch	12/12/23	Just 4 Dreamers, Inc	Employee appreciation	Gift Card for employee Christmas raffle	85.00
Jessica Rauch	12/22/23	Iron Mountain	Operating supplies	Iron Mountain shred bin	183.89
Jessica Rauch	12/20/23	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Administrative Assistant's Expenses					1,026.29
Gloria Adkins	12/06/23	CSMFO	Memberships	Annual Membership-Perkins	75.00
Gloria Adkins	12/06/23	Government Finance Officers Assoc.	Memberships	Annual Memberships-Adkins & Perkins	310.00
Gloria Adkins	12/22/23	CSMFO	Training	Webinar training Municipal Finance-Perkins	100.00
Gloria Adkins	12/22/23	CSMFO	Training	Webinar training Municipal Finance-Adkins	100.00
Total Accounting Manager's Expenses					585.00
Joe Gonzalez	12/01/23	Ranch Hand BBQ	Conference	JPIA - ADA Coordinator training - Lunch	25.10
Joe Gonzalez	12/01/23	Doubletree Norwalk	Conference	JPIA - ADA Coordinator training - Hotel parking fee	16.54
Joe Gonzalez	12/26/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	2.99
Joe Gonzalez	12/20/23	Training Llc	Training	Regulatory training webinar	149.00
Total Capital Projects Manager's Expenses					193.63
Sergio Gonzalez	12/20/23	Angelus Block Company	Building maintenance	Repair of fish pier electrical room - 1449 Spinnaker Drive	699.21
Sergio Gonzalez	12/01/23	Doubletree Norwalk	Conference	JPIA ADA Coordinator training, parking fee	16.54
Sergio Gonzalez	12/18/23	De La Cruz Mexican Cuisin	Employee appreciation	Dinner for crew working Parade of Lights - 12/15/23	120.69
Sergio Gonzalez	12/18/23	Vons #2164	Employee appreciation	Drinks & snacks for crew working Parade of Lights - 12/15 & 12/16	44.24
Sergio Gonzalez	12/18/23	Jersey Mikes 20003	Employee appreciation	Dinner for crew working Parade of Lights - 12/15/23	77.40
Sergio Gonzalez	12/07/23	Vista Paint Oxnard	Grounds maintenance	Paint & supplies for painting of Harbor Village curbs	548.53
Sergio Gonzalez	12/04/23	Apple.Com/Bill	Operating supplies	Monthly work cell back up fee	0.99
Sergio Gonzalez	12/22/23	CA Dmv 560	Vehicle purchase	DMV Registration of new vehicle M-58	912.00
Sergio Gonzalez	12/22/23	CA Dmv 560	Vehicle purchase	Credit card service fee	19.16
Total Maintenance Supervisor's Expenses					2,438.76

ATTACHMENT 4

Staff Member	Trans Date	Vendor	Category	Detailed Descriptions	Amount
Jennifer Talt-Lundin	12/01/23	Facebook	Advertising	Social media boosts & paid ads	263.81
Jennifer Talt-Lundin	12/26/23	Facebook	Advertising	Social media boosts & paid ads	900.00
Jennifer Talt-Lundin	12/01/23	Big Lots Stores - #4030	Event production	Winter wonderland tags for wish tree	25.90
Jennifer Talt-Lundin	12/04/23	Otc Brands Inc	Event production	Parade of Lights boater reception leis for theme	75.41
Jennifer Talt-Lundin	12/04/23	Froggys Fog	Event production	Parade of Lights and Winter Wonderland snow juice	646.44
Jennifer Talt-Lundin	12/04/23	Office Depot #931	Event production	Office supplies for office/events	77.63
Jennifer Talt-Lundin	12/11/23	City of Ventura	Event production	Parade of Lights fireworks permit	2,352.16
Jennifer Talt-Lundin	12/11/23	City of Ventura	Event production	Parade of Lights fireworks permit	68.21
Jennifer Talt-Lundin	12/11/23	Trader Joe's	Event production	Parade of Lights themed items for boaters reception - centerpieces	64.13
Jennifer Talt-Lundin	12/12/23	Michaels Stores 4800	Event production	Parade of Lights frames for boater awards	81.85
Jennifer Talt-Lundin	12/12/23	Smart And Final 915	Event production	Parade of Lights & Winter Wonderland - snacks & entertainment	83.23
Jennifer Talt-Lundin	12/14/23	Michaels Stores 4800	Event production	Parade of Lights frames for boater awards	21.54
Jennifer Talt-Lundin	12/15/23	Le Petit Cafe & Bakery	Event production	Parade of Lights judges & guest meals	14.65
Jennifer Talt-Lundin	12/15/23	Target 00002980	Event production	Winter Wonderland candy canes for Santa	70.16
Jennifer Talt-Lundin	12/15/23	Le Petit Cafe & Bakery	Event production	Parade of Lights judges & guest meals	53.27
Jennifer Talt-Lundin	12/18/23	Brophy Bros.	Event production	Parade of Lights judges & guest meals	506.24
Jennifer Talt-Lundin	12/18/23	Smart And Final 915	Event production	Parade of Lights judges & guest meals	103.12
Jennifer Talt-Lundin	12/18/23	Reynaldos European & Mexican	Event production	Parade of lights staff meal	27.33
Jennifer Talt-Lundin	12/18/23	Target 00002980	Event production	Winter wonderland supplies returned	(9.99)
Jennifer Talt-Lundin	12/20/23	West Marine #1268	Event production	Parade of lights awards	3.68
Jennifer Talt-Lundin	12/14/23	Green Thumb International	Office supplies	Poinsettias for VPD offices	142.10
Jennifer Talt-Lundin	12/18/23	Sprout Social, Inc	Web site content	Social media analytics	249.00
Jennifer Talt-Lundin	12/19/23	Sprout Social, Inc	Web site content	Social media analytics	1,629.42
Jennifer Talt-Lundin	12/22/23	Mailchimp	Web site content	Enewsletter subscription	276.00
Total Marketing Manager's Expenses					7,725.29
Dave Werneburg	12/07/23	Office Depot #931	Office supplies	Envelopes for Marina & Dry Storage billing	68.43
Dave Werneburg	12/18/23	Smart And Final 740	Office supplies	Miscellaneous office supplies	15.28
Dave Werneburg	12/07/23	West Marine #1268	Operating supplies	New UHF handheld radios for Courtesy Patrol	326.22
Dave Werneburg	12/18/23	Coastal Cone & Parlor	Operating supplies	Meals for Medallion Security team for Parade of Lights	125.58
Dave Werneburg	12/04/23	Microsoft 365	Subscriptions	Annual renewal for MS Office 365	99.99
Total Marina Manager's Expenses					635.50
John Higgins	12/15/23	DTV	Communication	Communications/news and information	87.99
John Higgins	12/18/23	Vons #2431	Employee appreciation	Drinks for Harbor Patrol working Parade of Lights, Friday 12/15 & Saturday 12	67.90
John Higgins	12/18/23	Sharkys Ventura	Employee appreciation	Food for Village staff working Parade of Lights, Friday 12/15 & Saturday 12/16	234.66
John Higgins	12/18/23	Firehouse Subs	Employee appreciation	Food for Harbor Patrol working Parade of Lights, Saturday 12/16	164.86
John Higgins	12/08/23	Apple.Com/Bill	Operating supplies	Monthly cell phone/iPad back up/storage	2.99
John Higgins	12/26/23	Apple.Com/Bill	Operating supplies	Monthly cell phone/iPad back up/storage	2.99
John Higgins	12/22/23	Radior720daysub	Subscriptions	Online scanner subscription & Technical Radio Forum-2 years	60.00
John Higgins	12/27/23	Davis Instruments	Subscriptions	Online weather public streaming for weather station-3 years	275.40
John Higgins	12/27/23	Getstreamline.Com	Subscriptions	Annual website fee - Harbor Patrol	504.00
John Higgins	12/21/23	Atlenco Web	Uniforms	Uniforms	69.70
Total Harbormaster's Expenses					1,470.49
Total Wells Fargo Credit Card Expenses					<u>\$ 14,090.96</u>

ATTACHMENT 5

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 21, 2024

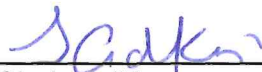
TO: Board of Port Commissioners
CC: Brian D. Pendleton, General Manager
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Quarterly Treasurers Report – December 31, 2023

As of December 31, 2023, the District held cash and investments with a market value of \$16,555,772. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 98% of the December 31, 2023 total fund balance:

Enterprise (Operating) Fund	\$4,561,528
Dredging Reserve Fund	3,051,281
Capital Improvement Fund	8,408,269
Capital Improvement – Fisheries Fund	<u>208,729</u>
Total Funds	\$16,229,807

The Investment Portfolio Report for December 31, 2023 attached herewith includes all of the District's Funds.

Submitted by:  Date: February 14, 2024
Gloria Adkins
Accounting Manager

ATTACHMENTS:

- Attachment 1 - Investment Portfolio Report for December 31, 2023
- Attachment 2 - LAIF Performance Report for December 31, 2023

ATTACHMENT 5

ATTACHMENT 1

**Ventura Port District
Investment Portfolio Report
Quarter Ending 12/31/2023**

<u>Security Type</u>	<u>Issuer</u>	<u>CUSIP Number</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Par Value</u>	<u>Book Value</u>	<u>Percent of Portfolio</u>	<u>Market Value</u>	<u>Market Value Source</u>
<u>Cash Investments</u>									
State Pool (LAIF)	LAIF-State Treasury		On Demand	4.00%	16,335,282	16,335,282	98%	16,229,807	LAIF
Total Cash Investments LAIF						\$ 16,335,282	98%	\$ 16,229,807	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo		On Demand	N/A	N/A	223,191	1%	223,191	Wells Fargo
Merchant Services Account	Wells Fargo		On Demand	N/A	N/A	39,475	0.2%	39,475	Wells Fargo
SLC Grant Fund checking	Wells Fargo		On Demand	N/A	N/A	42,105	0.3%	42,105	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	1,475	0.01%	1,475	Ventura Port District
Total Cash Deposits						\$ 306,246	2%	\$ 306,246	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	4.03%	19,719	19,719	0.1%	19,719	Ventura County Treasury
Total Cash in County Treasury						\$ 19,719	0.1%	\$ 19,719	
TOTAL ALL FUNDS						\$ 16,661,247	100%	\$ 16,555,772	

Notes:

I certify that this report accurately reflects all of the Districts investments, and is in conformance with the adopted District Investment Policy.
Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to the meet the District's budgeted expenditure requirements for the next six months.

2/14/2024

Submitted by: 



PMIA/LAIF Performance Report as of 1/17/24



Quarterly Performance Quarter Ended 12/31/23

LAIF Apportionment Rate ⁽²⁾ :	4.00
LAIF Earnings Ratio ⁽²⁾ :	0.00010932476863589
LAIF Administrative Cost ^{(1)*} :	0.29
LAIF Fair Value Factor ⁽¹⁾ :	0.993543131
PMIA Daily ⁽¹⁾ :	3.96
PMIA Quarter to Date ⁽¹⁾ :	3.81
PMIA Average Life ⁽¹⁾ :	230

PMIA Average Monthly Effective Yields⁽¹⁾

December	3.929
November	3.843
October	3.670
September	3.534
August	3.434
July	3.305**

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 12/31/23 \$158.0 billion

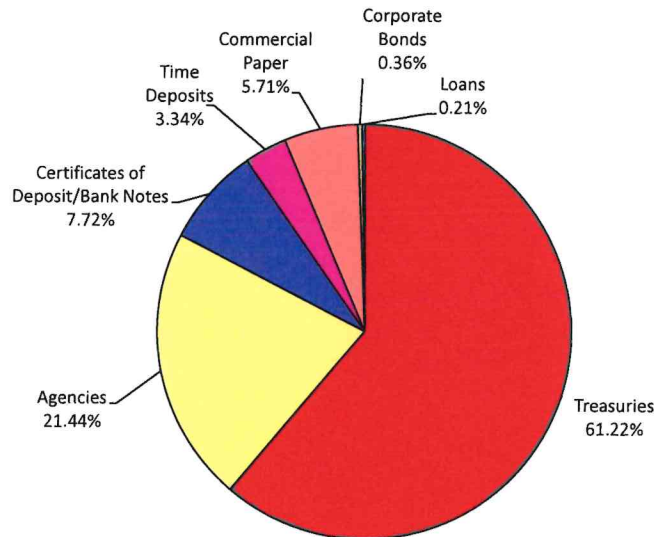


Chart does not include \$2,164,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

** Revised

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



BOARD OF PORT COMMISSIONERS
FEBRUARY 21, 2024

STANDARD AGENDA ITEM 2
ADOPTION OF RESOLUTION No 3493
APPROVING THE FISCAL YEAR 2023-
2024 MID-YEAR BUDGET
ADJUSTMENTS AND CAPITAL
IMPROVEMENT PLAN AND RESOLUTION
No. 3494 ESTABLISHING THE SALARY
SCHEDULED FOR ACCOUNTING
TECHNICIAN II AND MANAGEMENT
ASSISTANT POSITIONS AS NON-
REPRESENTED EMPLOYEES OF THE
DISTRICT EFFECTIVE JANUARY 1, 2024

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: February 21, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Gloria Adkins, Accounting Manager
SUBJECT: Adoption of Resolution No. 3493 Approving the Fiscal Year 2023-2024 Mid-Year Budget Adjustments and Capital Improvement Plan and Resolution No. 3494 Establishing the Salary Schedule for the Accounting Technician II and Management Assistant Positions as Non-Represented Employees of the District Effective January 1, 2024

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3493 approving the Mid-Year Budget Adjustments for Fiscal Year 2023-2024 effective January 1, 2024; and
- b) Adopt Resolution No. 3494 establishing the Salary Schedule for the Accounting Technician II and Management Assistant positions as Non-Represented Employees of the District effective January 1, 2024.

SUMMARY:

The District's annual budget is reviewed at mid-year for any necessary changes. These adjustments are then presented to the Board for discussion and approval. Below, staff has provided an explanation for the adjustments being requested to the FY23-24 budget.

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.
- 6) Provide exceptional public service and organizational transparency.

5-YEAR OBJECTIVES:

- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures, and programs.
 - 1) Collaborate with business partners and stakeholders through increased engagement, communication, and participation.
- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
 - 5) Financial reporting

BACKGROUND:

The District's fiscal year covers the period of one year from July 1 of one calendar year through June 30 of the following calendar year. The operating budget is an essential component of the management planning and control process. This budget process is required by the Governmental Accounting Standards Board, which has jurisdiction over special districts. The concept of fiscal accountability requires that a government agency justify its actions in the context of budgetary restrictions on the use of its resources.

The General Manager, in collaboration with the Senior Business Operations Manager, the Accounting Manager and all Department Managers, evaluates the income and expense categories of the budget at mid-year to determine where adjustments may be necessary.

Following this analysis, appropriate adjustments are made to the budget and recommended to the Board for approval.

As a result of this process, net cash flows in from normal operations (operating revenues minus operating expenditures) are projected at \$4,148,800 for the year. This is \$580,000 more than anticipated in the original FY23-24 budget. The following outlines the requested adjustments to operating revenues and operating expenditures:

Operating Revenue

The operating revenues are being increased by \$726,000 for a total of \$11,893,000 (a change of 6.5%).

- Ventura WaterPure - \$510,000
 - City payments for construction easements, permanent easements and reimbursement of legal fees.
- Investment Income - \$290,000
 - Additional interest income earned from the District's investments with the Local Agency Investment Fund.
- Lease revenue - (\$74,000)
 - Net decrease of lease revenue related to an increase in master tenants and a decrease in both Harbor Village tenants and Village slip tenants.

Operating Expenditures

The operating expenses are being increased by \$146,000 for a total of \$7,744,200 (a change of 1.9%). This increase is the net effect of the following items as summarized below:

Personnel Expenses – (\$29,000)

- Administration
 - Promotional opportunities.
 - Reinstatement of the Management Assistant position. The General Manager did not rehire when this position became vacant in 2020 during the pandemic. The District implemented a hiring freeze at that time. The position will be repositioned to support a growing need for grants and property management support; billing for Village Marina; as well as retain prior duties related to dry (boat) storage management, and issuance of annual Commercial Identification Cards (CID); and, provide public-facing front office support.
- Facilities
 - Promotional opportunities.
- Village Marina
 - Decrease to reflect an employee retirement.
- Employee Merit Program
 - The FY23-24 budget provides for a 2.5% merit increase pursuant to the Human Resources Manual. There is no adjustment to the midyear budget.

Grounds Maintenance – \$5,000

- Facilities

- Increase in grounds maintenance budget to procure patio furniture, plants for 1575 Spinnaker Drive patio activation while vacant.

Professional Services - \$120,000

- Administration
 - Increase in legal fees for leases, and other professional services.
 - Increase in budget for Coastal Development Permit for sand management.
- Dredging Expenses
 - Increase in budget for Coastal Development Permit for inner harbor dredging.
 - Increase in budget for regulatory approvals for inner harbor dredging near the Holiday Inn Express (extra material testing and reporting was required).

Private Security Expenses - \$50,000

- Increase in private security expenses due to service needs during the holiday season, Parade of Lights (POL) weekend, and coverage for staffing vacancy.

Non-Operating Expenditures

The non-operating expenses are being increased by \$20,000 for a total of \$2,092,600 (a change of 1.0%). This increase is the net effect of the following items as summarized below:

Harbor Patrol - \$20,000

- Personnel Expenses
 - Increased overtime expenses due to storm-related response.

Inner-Harbor Maintenance Dredging

Inner-Harbor Maintenance Dredging is being increased by \$830,000 for a total of \$1,330,000 (a change of 166.0%) This increase is the net effect of the following items as summarized below:

Inner-Harbor Maintenance Dredging - \$80,000

Dredging Reserve Fund - \$750,000

- Dredging Expenses
 - The District completed a competitive solicitation for bids to perform inner-harbor dredging. The lowest bid received was \$1,330,000 which is about \$330,000 higher than was anticipated at the time of bidding. Further, it has become apparent that CalOES and FEMA are likely to be delayed in providing any sort of reimbursement of expenses (staff estimates at least 65-75% could be reimbursed by these agencies since dredging is needed years earlier due to the declared disaster in January 2023). Therefore, staff is planning to expend \$330,000 from the current year's operating budget (previously budgeted at \$250,000) and utilize the District's Dredging Reserve to fund the remaining \$1,000,000 (previously budgeted at \$250,000). Per District policy the Dredging Reserve Fund will be replenished within the next fiscal year back to \$3,000,000.

Building Tenant Improvements

Building tenant improvements budget remains unchanged from the original budget.

Capital Improvement and Accessibility Improvement Plans

The capital improvement and accessibility projects are adjusted to reflect some changes in the timing and costs of certain projects. Significant proposed changes include the following:

#	Project	Original FY23-24	Proposed FY23-24	Reason for Change
1	Launch Ramp Floating Dock	\$650,000	\$550,000	Reduction in estimated cost
2	Restroom Upgrades: 1559	\$245,000	\$275,000	Increased scope + soft costs
3	Restroom Upgrades: 1583	\$200,000	\$225,000	Increased scope + soft costs
4	Promenade Curved Patio Walls	\$170,000	\$50,000	Project partially deferred. Soft costs only
5	Paid Parking Infrastructure	\$150,000	\$75,000	Partial deferment (entitlement delays)
6	Harbor Village Bldg. Roofs	\$125,000	\$0	Deferred
9	Harbor Entrance Feature	\$100,000	\$30,000 \$25K	Partial deferment (entitlement delays)
26	Dry Storage Lot Resurfacing	\$0	\$200,000	Project advanced due to WaterPure
33	1575 Building Façade Improv.	\$0	\$25,000 \$50K	New project due to vacancies. Soft costs
34 35	Harbor Cove & Surfers Knoll RR	\$75,000	\$35,000 \$30K	Award of NFWF grant delays start

The table above does not include changes of less than \$25,000. Attachment 2 is a detailed and complete list of adjusted capital improvements and accessibility improvement plans proposed for the current fiscal year.

CONCLUSION:

Under the leadership of the Board of Port Commissioners, the General Manager maintains a cautiously optimistic view of its continued fiscal stability through today's economic climate due to solid performance by many of the District's master business tenants, Village tenants, conservative budgeting, and strong fiscal management. However, business tenants are exposed to financial challenges associated with inflation, higher operating costs, and the impacts of unseasonably wet weather over the past two months.

The Village saw the closure of two restaurant tenants, while a new food and entertainment concept is currently under construction with planned opening later this year. Office leasing remains steady. Several master tenants including Derecktor, Ventura Marina West, and Ventura Yacht Club have been working closely with the District in the planning of near and long-term improvements that will benefit the Harbor. In the meantime, Portside, which is built out, has provided new lease revenue to the District through residential rents and some commercial leasing, primarily in the live-work units. However, restaurant and retail vacancy remain high. It is anticipated that ongoing leasing efforts will bring new businesses to Portside in the coming months.

The squid fishing industry experienced a weak season so far, this fiscal year. The size of squid was a significant detractor in the market demand, but in general landings were a significant reduction from last year. The fishing fleet generally fully occupies the District's marina with a waiting list for additional vessels, however demand appears to be softening somewhat due to the poor fishing season. The District seeks to consolidate regional squid fishery operations and diversify with sustainable aquaculture in the mid-term.

In the near term, the General Manager is maintaining a cautious approach to recurring revenue forecasts. The District will continue to seek revenue opportunities, including federal and state grants, to offset the increasing number and costs associated with Capital Improvement Projects, inner-harbor dredging, beach erosion, and emergency response needs. That said, the Reserve Policy Minimum Balance is met, with significant additional funds identified in the Unrestricted Reserves Forecast.

Staff across the departments have generally kept overall spending at or below the departmental budgets in most categories, as adopted in the FY23-24 budget. Increases are generally due to requests or direction given by the General Manager to meet District needs or obligations. Examples include professional services, security services and inner-harbor dredging.

FISCAL IMPACT:

The overall net effect of the above proposed budget adjustments to FY23-24 is an increase in revenue as compared to the approved FY23-24 budget. The FY23-24 mid-year budget proposes that \$1,189,300 be utilized from unrestricted reserves and special funding to fund capital projects. This is a decrease of \$485,000 from the original budget of \$1,674,300. The proposed FY23-24 mid-year budget is consistent with the Board's unrestricted fund balance policy and loan covenants.

ATTACHMENTS:

- Attachment 1 – Mid-Year Budget Adjustments for FY23-24
- Attachment 2 – Mid-Year Capital Improvement Projects Adjustments for FY23-24
- Attachment 3 – Mid-Year Budget Cash Flow Projection
- Attachment 4 – Resolution No. 3493 – Adjusting the FY23-24 Budget
- Attachment 5 – Revised Organizational Chart
- Attachment 6 – Resolution No. 3494 - Establishing the Salary Schedule for the Accounting Technician II and the Management Assistant Positions

ATTACHMENT 1

VENTURA PORT DISTRICT MID-YEAR BUDGET FOR FISCAL YEAR 2023-24 Effective 1/01/2024

	<u>Actual</u> <u>2021-22</u>	<u>Budget</u> <u>2021-22</u>	<u>Est/Act</u> <u>2022-23</u>	<u>Budget</u> <u>2022-23</u>	<u>Budget</u> <u>2023-24</u>	<u>Adjustments</u>	<u>Mid-year</u> <u>Budget</u> <u>2023-24</u>	<u>Comments</u>
OPERATING REVENUE								
Parcel Lease Income	4,679,722	4,550,000	5,325,835	5,015,000	5,364,000	230,000	5,594,000	
Lease appreciation & signing rents	75,000	-	-	-	-	-	-	
Ventura Waterpure Project	-	-	-	-	-	510,000	510,000	
Dry Storage Income	83,465	90,000	80,744	90,000	70,000	-	70,000	
Commercial Fishermen's Storage	84,602	85,000	87,976	88,000	91,500	-	91,500	
Parking Income	73,882	65,000	53,789	65,000	65,000	-	65,000	
State Lands Commission Grant	143,500	143,500	-	-	-	-	-	
Misc. Income/Rentals	162,871	120,500	392,194	102,000	119,500	290,000	409,500	Includes actual investment income for quarters 1 & 2
Harbor Village Lease Income				-				
Retail	607,016	590,000	710,062	655,000	657,000	(10,000)	647,000	
Restaurant	1,401,170	1,200,000	1,368,498	1,405,000	1,457,000	(120,000)	1,337,000	
Offices	665,962	760,000	783,525	780,000	811,000	20,000	831,000	
Charters	485,505	435,000	465,543	482,000	476,000	-	476,000	
Commercial Fishing Premises	174,940	198,000	184,155	185,000	180,000	-	180,000	
Fish Offloading	163,511	40,000	190,414	125,000	170,000	(90,000)	80,000	
Harbor Village Misc. Income	4,221	3,500	18,959	3,500	3,000	-	3,000	
Booth/Vendor Income	5,905	3,000	7,227	4,000	7,000	-	7,000	
Sponsorships	13,057	14,000	17,770	16,000	16,000	-	16,000	
Harbor Village Marina Slip Rentals	1,067,233	991,000	1,222,997	1,040,000	1,150,000	(60,000)	1,090,000	
Harbor Village CAM Income	379,479	380,000	379,270	396,000	400,000	(24,000)	376,000	
Harbor Village Merchants Promo Dues	123,812	119,000	118,299	117,000	130,000	(20,000)	110,000	
TOTAL OPERATING REVENUE	10,394,853	9,787,500	11,407,257	10,568,500	11,167,000	726,000	11,893,000	
% increase / decrease over previous year	10%	15%	10%	8%	6%			13% Mid-year FY23-24 over Budget FY22-23 4% Mid-year FY23-24 over Est/Act FY22-23

ATTACHMENT 1

FY23-24 Mid-year Budget Continued, 2/21/2024

	<u>Actual 2021-22</u>	<u>Budget 2021-22</u>	<u>Est/Act 2022-23</u>	<u>Budget 2022-23</u>	<u>Budget 2023-24</u>	<u>Adjustments</u>	<u>Mid-year Budget 2023-24</u>	<u>Comments</u>
OPERATING EXPENDITURES								
<u>Personnel Expenses</u>								
Total Wages	1,883,200	2,006,000	2,092,480	2,220,100	2,341,600	(29,000)	2,312,600	
<u>Other Personnel Expenses</u>								
Payroll Taxes & Unemployment	29,207	33,100	31,516	42,900	45,700	-	45,700	
Workers Comp Insurance	117,988	112,000	105,076	119,800	115,000	-	115,000	
Medical & Life Insurance	217,319	249,500	219,906	257,000	268,000	-	268,000	
Optional Benefit Plans	198,340	206,000	205,073	218,000	225,000	-	225,000	
Retirement Contributions	389,922	408,000	442,935	460,000	470,000	-	470,000	
Totals Other Personnel Expenses	952,776	1,008,600	1,004,506	1,097,700	1,123,700	-	1,123,700	
Total Personnel Expenses	2,835,976	3,014,600	3,096,986	3,317,800	3,465,300	(29,000)	3,436,300	
% increase / decrease over previous year	3%	9%	9%	10%	4%			4% Mid-year FY23-24 over Budget FY22-23 11% Mid-year FY23-24 over Est/Act FY22-23
<u>General Expenses</u>								
Advertising (Public notices)	11,419	11,200	29,903	21,500	18,000	-	18,000	
Leasing / Real Estate	15,433	21,000	6,468	21,000	-	-	-	
Auto Mileage & Allowance	7,200	10,000	2,767	10,000	10,000	-	10,000	
Auto Equipment & Maintenance.	24,247	29,300	26,064	31,000	29,000	-	29,000	
Bad Debt	65,274	30,000	-	10,000	10,000	-	10,000	
Bank Fees & Other Miscellaneous	8,912	11,000	3,066	11,000	6,000	-	6,000	
Building Maintenance	130,593	196,000	160,835	201,000	136,000	-	136,000	
Telephone/WiFi Communications	45,291	41,500	40,136	35,000	31,500	-	31,500	
Conferences, Meetings & Training	19,875	50,500	27,453	69,700	68,800	-	68,800	
Contingency - Maintenance	-	-	-	-	80,000	-	80,000	
Dock & Fish Pier Maint. & Repairs	97,720	143,000	149,092	198,000	200,000	-	200,000	
Equipment Rental	9,953	17,000	13,398	18,500	19,500	-	19,500	
General Liability Insurance	315,559	319,000	354,365	380,000	404,000	-	404,000	
Grounds Maintenance	166,714	119,000	165,797	159,000	253,500	5,000	258,500	
Janitorial Supplies	68,603	75,000	66,023	75,000	72,000	-	72,000	
Land/Building Rental Expense	375	85,000	95,834	88,000	91,500	-	91,500	
Memberships	20,222	20,000	15,523	21,000	21,100	-	21,100	
Office Computer Equipment & Related	9,348	22,000	15,483	20,000	10,000	-	10,000	

ATTACHMENT 1

FY23-24 Mid-year Budget Continued, 2/21/2024

	<u>Actual</u> <u>2021-22</u>	<u>Budget</u> <u>2021-22</u>	<u>Est/Act</u> <u>2022-23</u>	<u>Budget</u> <u>2022-23</u>	<u>Budget</u> <u>2023-24</u>	<u>Adjustments</u>	<u>Mid-year</u> <u>Budget</u> <u>2023-24</u>	<u>Comments</u>
<u>General Expenses Continued</u>								
Office Supplies & Equipment	29,579	26,500	11,844	20,000	23,000	-	23,000	
Operating Supplies	39,196	50,000	51,048	53,500	45,500	-	45,500	
Other Equipment & Repairs	55,802	50,200	31,157	50,200	46,500	-	46,500	
Professional Serv. - Auditing & Accounting	28,233	37,000	63,449	114,000	80,000	-	80,000	
Legal - Professional Services, Judgements, Settlemente	174,726	350,000	224,118	300,000	300,000	30,000	330,000	
Professional Serv. - Shellfish (VSE)	45,928	30,000	-	-	-	-	-	
Prof Serv - Commercial Fishing & Aquaculture Advoc	61,920	60,000	53,528	80,000	90,000	-	90,000	
Professional/Outside Services	462,175	609,000	554,056	693,000	819,500	90,000	909,500	
Subscriptions - General & Cloud Based Software	38,184	138,800	83,115	88,500	93,000	-	93,000	
Uniforms & Tool Allowances	16,321	20,500	16,750	23,500	19,000	-	19,000	
Utilities and Trash	431,104	448,000	448,157	465,700	500,500	-	500,500	
Dredging Related Expenses	181,680	212,000	163,398	183,000	242,500	50,000	292,500	
Total General Expenses	2,581,586	3,232,500	2,872,827	3,441,100	3,720,400	175,000	3,895,400	
% increase / decrease over previous year	-19%	-5%	11%	6%	8%			13% Mid-year FY23-24 over Budget FY22-23 36% Mid-year FY23-24 over Est/Act FY22-23
<u>Marketing & Promotional Expenses</u>								
Advertising & Marketing	113,764	126,200	134,328	138,000	140,000	-	140,000	
Ad Production/Graphic Design	26,232	20,000	23,680	25,000	30,000	-	30,000	
Annual Industry Memberships	850	3,700	1,000	3,000	3,000	-	3,000	
Street/Event Banners/Banner Production	4,077	7,200	-	600	600	-	600	
Village Maps/Joint Ads/Brochures/Cert Rack	9,761	10,300	13,823	12,300	12,900	-	12,900	
Conferences/Meetings/Tourism Outreach, FAM/Medi	7,442	8,000	8,590	11,500	11,500	-	11,500	
Entertainment/Music/Village Activation	33,912	34,500	32,875	34,250	40,000	-	40,000	
Brand Build via Promotions/Campaigns/Events	47,046	46,000	53,144	54,000	64,000	-	64,000	
Annual Decorations/Promenade Lighting & Flags	62,139	60,000	71,437	72,000	72,000	-	72,000	
Web Content Development/Social Marketing/Contest	15,473	23,700	25,638	23,500	23,500	-	23,500	
Web Content / Logo Research	-	-	-	-	15,000	-	15,000	
Total Marketing & Promotional Expenses	320,696	339,600	364,515	374,150	412,500	-	412,500	
% increase / decrease over previous year	-3%	3%	14%	10%	10%			10% Mid-year FY23-24 over Budget FY22-23 13% Mid-year FY23-24 over Est/Act FY22-23
TOTAL OPERATING EXPENDITURES	5,738,258	6,586,700	6,334,328	7,133,050	7,598,200	146,000	7,744,200	
% increase / decrease over previous year	-9%	2%	10%	8%	6.5%			9% Mid-year FY23-24 over Budget FY22-23 22% Mid-year FY23-24 over Est/Act FY22-23
Operating Cash Flows In (Out)	4,656,595	3,200,800	5,072,929	3,435,450	3,568,800	580,000	4,148,800	
% increase / decrease over previous year	45%	59%	9%	7%	4%			21% Mid-year FY23-24 over Budget FY22-23 -18% Mid-year FY23-24 over Est/Act FY22-23

ATTACHMENT 1

FY23-24 Mid-year Budget Continued, 2/21/2024

	<u>Actual 2021-22</u>	<u>Budget 2021-22</u>	<u>Est/Act 2022-23</u>	<u>Budget 2022-23</u>	<u>Budget 2023-24</u>	<u>Adjustments</u>	<u>Mid-year Budget 2023-24</u>	<u>Comments</u>
NON-OPERATING and OTHER EXPENDITURES								
Harbor Patrol expenses not funded by property taxes	67,301	299,900	258,035	446,100	451,600	20,000	471,600	Remaining Patrol expenditures are funded from Operating Revenues
COP's Interest Expense	250,920	237,000	233,340	242,000	230,000	-	230,000	
Principal Payments on bonds/loans	1,008,300	1,009,000	998,100	1,004,000	1,023,000	-	1,023,000	
2018 Dock Project Debt Interest Expense	203,375	207,000	195,570	200,000	191,000	-	191,000	
2018 Dock Project Debt Principle Expense	160,682	161,000	168,538	168,000	177,000	-	177,000	
TOTAL NON-OPER. EXPENDITURES	1,690,578	1,913,900	1,853,583	2,060,100	2,072,600	20,000	2,092,600	
% increase / decrease over previous year	6%	14%	10%	8%	1%			2% Mid-year FY23-24 over Budget FY22-23 13% Mid-year FY23-24 over Est/Act FY22-23
Annual Cash Flows In (Out) from normal operations before any Improvements	2,966,017	1,286,900	3,219,345	1,375,350	1,496,200	560,000	2,056,200	
% increase / decrease over previous year	83%	285%	9%	7%	9%			50% Mid-year FY23-24 over Budget FY22-23 -36% Mid-year FY23-24 over Est/Act FY22-23
Inner Harbor Maintenance Dredging	-	-	-	-	250,000	80,000	330,000	
Building Tenant Improvements	221,717	425,000	238,224	435,000	1,159,500	-	1,159,500	
Accessibility Improvements	44,348	30,000	836,932	950,000	110,000	(30,000)	80,000	See Attached Schedule
Capital Improvements Projects	731,426	1,761,000	1,703,579	2,446,000	2,385,000	(174,000)	2,211,000	See Attached Schedule
Special Funding	(1,173,154)	(916,500)	-	(184,000)	(734,000)	199,000	(535,000)	FY23-24 Special funding for EV Charging Stations deferred and Portion of Division of Boating & Waterways Grant deferred
Annual Cash Flows In(out) after Improvements	3,141,680	(12,600)	440,610	(2,271,650)	(1,674,300)	485,000	(1,189,300)	
Improvements funded through Unrestricted Improvement Reserve Fund	(3,141,680)	12,600	(440,610)	2,271,650	1,674,300	(485,000)	1,189,300	
Projected Reserve Balance	\$ 10,368,500	\$ 8,477,400	\$ 12,767,800	\$ 9,013,350	\$ 11,093,500		\$ 11,578,500	
State Lands Commission-received fy21-22	\$ 916,500	\$ -	\$ -	\$ -	\$ -			
Dredging Reserve Fund	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 2,750,000	\$ (750,000)	\$ 2,000,000	

ATTACHMENT 1

FY23-24 Mid-year Budget Continued, 2/21/2024

Harbor Patrol Department Expenses funded from Property Taxes and Assessments collected by the County of Ventura

	<u>Actual 2021-22</u>	<u>Budget 2021-22</u>	<u>Est/Act 2022-23</u>	<u>Budget 2022-23</u>	<u>Budget 2023-24</u>	<u>Adjustments</u>	<u>Mid-year Budget 2023-24</u>	<u>Comments</u>
Property Taxes and Assessments	1,548,615	1,510,000	1,655,119	1,580,000	1,627,000	-	1,627,000	
% increase / decrease over previous year	5%	2%	7%	5%	3%			3% Mid-year FY23-24 over Budget FY22-23 -2% Mid-year FY23-24 over Est/Act FY22-23
<u>Harbor Patrol Personnel Expenses</u>								
Total Wages	912,005	924,000	1,058,088	1,080,000	1,119,000	20,000	1,139,000	
Payroll Taxes & Unemployment	14,447	16,000	17,237	18,600	19,500	-	19,500	
Workers Comp Insurance	58,000	58,000	61,711	70,000	58,000	-	58,000	
Medical & Life Insurance	57,020	76,000	59,431	76,000	74,000	-	74,000	
Optional Benefit Plans	72,240	79,000	92,173	87,000	94,000	-	94,000	
Retirement Contributions	182,864	199,000	214,768	219,000	235,000	-	235,000	
Total Harbor Patrol Personnel Expenses	1,296,576	1,352,000	1,503,408	1,550,600	1,599,500	20,000	1,619,500	
% increase / decrease over previous year	7%	9%	11%	15%	3%			4% Mid-year FY23-24 over Budget FY22-23 8% Mid-year FY23-24 over Est/Act FY22-23
<u>Harbor Patrol Other Expenses</u>								
Uniforms	17,879	14,400	22,092	18,400	16,000	-	16,000	
Oil & Fuel Expense	25,315	31,500	36,095	36,500	36,500	-	36,500	
Telephone/WiFi Communications	-	-	1,846	9,600	9,600	-	9,600	
Operating Supplies & Expense	19,362	24,000	52,977	30,000	30,000	-	30,000	
Harbor Maintenance	2,761	4,000	5,154	4,000	10,000	-	10,000	
Boat Maintenance	96,092	120,000	73,104	100,000	100,000	-	100,000	
Auto Equip & Maint.	6,970	5,000	5,168	10,000	10,000	-	10,000	
Conferences & Training	16,523	21,000	31,728	30,000	30,000	-	30,000	
Vessel Salvage Expense	25,503	80,000	24,567	80,000	80,000	-	80,000	
Summer Lifeguard Services	106,500	142,000	141,403	137,000	144,000	-	144,000	
Professional Services	2,435	16,000	15,612	20,000	13,000	-	13,000	
Total Harbor Patrol Other Expenses	319,340	457,900	409,746	475,500	479,100	-	479,100	
% increase / decrease over previous year	27%	66%	-11%	4%	1%			1% Mid-year FY23-24 over Budget FY22-23 17% Mid-year FY23-24 over Est/Act FY22-23
Total Harbor Patrol Expenses	1,615,916	1,809,900	1,913,154	2,026,100	2,078,600	20,000	2,098,600	
% increase / decrease over previous year	11%	19%	6%	12%	3%			4% Mid-year FY23-24 over Budget FY22-23 10% Mid-year FY23-24 over Est/Act FY22-23

Expenditures remaining after Property Tax

Revenues were applied are funded from Operating Revenues	(67,301)	(299,900)	(258,035)	(446,100)	(451,600)	(20,000)	(471,600)
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ATTACHMENT 1

FY23-24 Mid-year Budget Continued, 2/21/2024

Expenditures funded by Grants and Special Funding have been identified in the Capital Improvements Attachment 2

	<u>Actual 2021-22</u>	<u>Budget 2021-22</u>	<u>Est/Act 2022-23</u>	<u>Budget 2022-23</u>	<u>Budget 2023-24</u>	Adjustments	<u>Mid-year Budget 2023-24</u>	<u>Comments</u>
<u>Grants and Special Funding</u>								
NOAA Grant-Shellfish Aquaculture-2018	23,000	23,000	-	-	-	-	-	
Dredging Reserve Fund	-	-	-	-	250,000	750,000	1,000,000	Funds to be replenished in FY2025-2026
TOTAL GRANTS & SPECIAL FUNDING	23,000	23,000	-	-	250,000	750,000	1,000,000	
<u>Projects, Equipment and Training Expenses</u>								
NOAA Grant-Shellfish Aquaculture-2018	23,000	23,000	-	-	-	-	-	
Dredging of Inner Harbor	-	-	-	-	250,000	750,000	1,000,000	
TOTAL PROJECTS & EQUIPMENT	23,000	23,000	-	-	250,000	750,000	1,000,000	

Capital Improvements and ADA Improvements Plan
Summary of Five Year Projection

Item #	Dept.	Project Location/Description	Fiscal Yr 23-24	Mid-Year 23-24	Fiscal Yr 24-25	Fiscal Yr 25-26	Fiscal Yr 26-27	Fiscal Yr 27-28
1	HP	Launch Ramp Floating Dock Replacement, Washdown Station ADA Improvement, Restroom Upgrades	650,000	550,000	50,000			
2	Capital	Restroom & Interior Plumbing Upgrades: 1559	245,000	275,000				
3	Capital	Restroom & Interior Plumbing Upgrades: 1583	200,000	225,000				
4	Capital	Promenade Curved Wall & Patio Upgrades: 1575 and 1583	170,000	50,000	250,000	250,000		
5	Admin	Paid Parking Infrastructure (Procurement of infrastructure expected after all approvals received)	150,000	75,000	75,000		50,000	
6	Capital	Harbor Village Bldgs.-replace/repair roofs/tiles/gutters - (FY23-24: partial work on 1583+1575, FY24-25:1575, FY25-26: 1583, FY26-27: 1431)	125,000		1,175,000	900,000	250,000	
7	Maintenance	Vehicle Replacement - Lift Vehicle (or equivalent) (Carried forward from FY22-23)	120,000	125,000				
8	Capital	EV Charging Stations (VHV)(Deferred due to SCE schedule)	105,000	105,000			30,000	
9	Capital	Harbor Entrance Feature Revitalization & Wayfinding (Schooner FY23-24, Spinnaker FY24-25)	100,000	25,000	100,000	75,000		
10	HP	Vehicle Replacement - Harbor Patrol Dept. (EV or Hybrid)	95,000	95,000			100,000	
11	Maintenance	Vehicle Replacement - Maintenance Dept. (2 EV or Plug-in Hybrid in FY23-24)	90,000	104,000		100,000		120,000
12	Capital	1575/1583 Pass-Through Repaving	60,000	60,000				
13	HP	Harbor Patrol Boat House Repairs	55,000	55,000				
14	Capital	1567 Spinnaker #100 - Building Improvements (Deferred completion of switch gear installation)	50,000	50,000				
15	Admin	Vehicle Purchase - Administration (EV) (deferred to FY23-24)	45,000	42,000				
16	Capital	Harbor Village Wayfinding Signage, Entry Awnings	37,000	37,000	25,000			
17	HP	Boat Replacement - Harbor Patrol Dept. (Supplement to Insurance Money, deferred to FY23-24)	35,000	35,000				
18	Capital	National Park Service Bldg. - 1691 Bldg. - HVAC systems	33,000	33,000	35,000	70,000		
19	Capital	Harbor Village Trash Enclosures (Wire Mesh Upgrade carried forward)	20,000	20,000				
20	Marina	Fish Pier - fender camels				150,000		
21	Capital	Harbor Village Elevator Upgrade - 1591 Spinnaker (last of the 5 elevators in the Village to be refurbished)				125,000		
22	Admin	Ventura Harbor Village - Mobile Phone Repeater Infrastructure			75,000			
23	Capital	1567 B Building Patio Wall Replacement			55,000			
24	Maintenance	Resurface Parking Lots (Harbor Village & Beach Lots - distributed over multiple years)			50,000	250,000	250,000	
25	Capital	Parking Lot Lights & Poles - Parcel 19A				50,000		
26	Marina	Dry Storage Lot Resurfacing		200,000				
27	Marina	Vehicle Replacement - Courtesy Patrol (EV)				45,000		
28	Marina	Fish Pier - resurfacing				400,000		
29	Capital	Village Paseo Improvement Project				75,000	275,000	
30	Capital	Sustainable Transporation Program - phased (includes paving, furniture, lights & poles)				50,000	250,000	1,500,000
31	HP	Resurface Launch Ramp Parking Lot					75,000	
32	HP	Harbor Patrol Long Dock & Harbor Patrol Dock			50,000	250,000	200,000	
33	Capital	1575 Building Façade Improvements		50,000	750,000			
34	ADA	Harbor Cove & Surfers Knoll - Retaining Wall & Shower Area Improvements (Grant funded)	75,000	30,000	200,000			
35	ADA	1583/1591 ADA Path of Travel Ramps	35,000	50,000				
36	ADA	ADA Restroom Upgrade - 1691 (Boater's Restroom/Shower)					750,000	
37	ADA	Handrails Update/Replacements			80,000			
Total Capital Improvement Plan			2,385,000	2,211,000	2,690,000	2,790,000	1,480,000	1,620,000
Total ADA Improvement Plan			110,000	80,000	280,000	-	750,000	-
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS			2,495,000	2,291,000	2,970,000	2,790,000	2,230,000	1,620,000
Special Funding from Division of Boating and Waterways Launch Ramp Dock Grant			(650,000)	(500,000)				
Special Funding from National Fish and Wildlife Fund					(200,000)			
Special Funding for EV Charging Stations (CALeVIP & SCE) (deferred due to SCE contruction schedule)			(84,000)	(35,000)	(49,000)			
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS WITH FUNDING			1,761,000	1,756,000	2,721,000	2,790,000	2,230,000	1,620,000

ATTACHMENT 3

VENTURA PORT DISTRICT HISTORICAL & PROJECTED REVENUE AND EXPENSE CASH FLOWS Minimum Unrestricted Reserves at **40%** of Operating Expenses

	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Est/Act	2023-24 forecasted	2024-25 forecasted	2025-26 forecasted	2026-27 forecasted	2027-28 forecasted
Cash Flows In (Out) from normal operations before any Improvements	\$ 357,402	\$ 1,620,214	\$ 2,966,017	\$ 3,219,345	\$ 2,056,200	\$ 2,068,000	\$ 2,378,000	\$ 2,485,000	\$ 2,644,000
Significant Assumptions -									
Cash Flow In- JPIA insurance recovery/boat sale				355,200					
Cash Flow In - FEMA Reimburse for Inner Harbor Dredging							850,000		
Cash Flow Out - Reimburse Dredging Improvement Fund for Inner Harbor Dredging						(1,000,000)			
Cash Flow Out - Inner Harbor Dredging					(330,000)				
Cash Flow Out - Tenant Improvements	(168,681)	(134,906)	(221,717)	(238,224)	(1,159,500)	(300,000)	(300,000)	(300,000)	(300,000)
Cash Flow Out - Accessibility Enhancements	(110,161)	(110,000)	(44,348)	(836,932)	(80,000)	(280,000)	-	(750,000)	-
Cash Flow Out - Capital Improvements as per 5-Year Plan Projection	(5,100,480)	(820,703)	(731,426)	(1,703,579)	(2,211,000)	(2,690,000)	(2,790,000)	(1,480,000)	(1,620,000)
EV Charging Station/National Fish&Wildlife/DBW Grants-FY23-24		318,600	1,173,154	-	535,000	249,000	-	-	-
Improvements that will need to be funded through Unrestricted Improvement Reserves	(5,021,920)				(1,189,300)	(1,953,000)		(45,000)	
Cash Flow In after Improvements are completed		873,205	3,141,680	795,810			138,000		724,000
Forecasted Unrestricted Reserve Balances	Actual	Actual	Actual	Est/Act	forecasted	forecasted	forecasted	forecasted	forecasted
Forecasted Reserves at beginning of each fiscal year	13,493,817	7,616,795	8,419,000	11,285,000	12,767,800	11,578,500	9,625,500	9,763,500	9,718,500
Improvements funded from Improvement Reserves	(5,021,920)	-	-	-	(1,724,300)	(1,202,000)	(712,000)	(45,000)	-
Cash Used to reimburse Dredging Improvement Fund	-	-	-	-	-	(1,000,000)	-	-	-
Cash Flow In after Improvements are completed less grant funding	-	873,205	1,692,846	1,482,800	-	-	-	-	724,000
Cash Flow In from Grant fund reimbursements	-	-	1,173,154	-	535,000	249,000	850,000	-	-
Forecasted Unrestricted Reserves at end of year	8,471,897	8,490,000	11,285,000	12,767,800	11,578,500	9,625,500	9,763,500	9,718,500	10,442,500
Total All Unrestricted Reserves Forecasted at June 30 each year	8,471,897	8,490,000	11,285,000	12,767,800	11,578,500	9,625,500	9,763,500	9,718,500	10,442,500

As outlined below, with the proposed expenditures the 40% reserve balance is maintained and the unrestricted Improvement balance remains favorable.

	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Est/Act	2023-24 forecasted	2024-25 forecasted	2025-26 forecasted	2026-27 forecasted	2027-28 forecasted
TOTAL Unrestricted Reserves Forecasted at June 30 each year	8,471,897	8,490,000	11,285,000	12,767,800	11,578,500	9,625,500	9,763,500	9,718,500	10,442,500
Reserve Policy Minimum Balance 40% of Expenses at June 30 each year	3,850,000	3,790,000	3,680,000	4,030,000	5,050,000	4,810,000	4,970,000	5,130,000	5,280,000
Capital Improvement Reserve Fund at June 30 each year	4,621,897	4,700,000	7,605,000	8,737,800	6,528,500	4,815,500	4,793,500	4,588,500	5,162,500

ATTACHMENT 3

VENTURA PORT DISTRICT HISTORICAL & PROJECTED CASH FLOWS Minimum Unrestricted Reserves at 40% of Operating Expenses

	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Est/Act	2023-24 forecasted	2024-25 forecasted	2025-26 forecasted	2026-27 forecasted	2027-28 forecasted
Revenue									
Operating Revenue	8,413,254	9,491,185	10,127,903	11,099,641	11,093,000	11,537,000	11,998,000	12,478,000	12,977,000
% Increase / -Decrease Forecasted	-3.0%	12.8%	6.7%	9.6%	-0.1%	4.0%	4.0%	4.0%	4.0%
Parking Revenue Forecast (Village & Beaches)						300,000	500,000	500,000	500,000
Onetime-Tenant Fees	101,000	912,000	75,000		510,000				
State Lands Commission Income-portion used for operating expenses			143,500						
Total Operating Revenues	8,413,254	9,491,185	10,346,403	11,099,641	11,603,000	11,837,000	12,498,000	12,978,000	13,477,000
% Increase / -Decrease Forecasted	-6.2%	12.8%	9.0%	7.3%	4.5%	2.0%	5.6%	3.8%	3.8%
Non-Operating Revenue (Includes prop taxes)	1,395,833	1,477,535	1,597,065	1,962,735	1,917,000	1,955,000	1,994,000	2,034,000	2,075,000
% Increase / -Decrease Forecasted	5.8%	5.9%	8.1%	22.9%	-2.3%	2.0%	2.0%	2.0%	2.0%
Total All Revenue	9,809,087	10,968,720	11,943,468	13,062,376	13,520,000	13,792,000	14,492,000	15,012,000	15,552,000
% Increase / -Decrease Forecasted	-4.7%	11.8%	8.9%	9.4%	3.5%	2.0%	5.1%	3.6%	3.6%
Expenses									
Operating Expenses (excludes Harbor Patrol)	6,117,974	5,934,685	5,556,578	6,170,930	7,451,700	7,750,000	8,060,000	8,382,000	8,717,000
% Increase / -Decrease Forecasted	2.7%	-3.0%	-6.4%	11.1%	20.8%	4.0%	4.0%	4.0%	4.0%
Harbor dredging & related expense	188,832	342,178	181,680	163,398	292,500	170,000	163,000	163,000	163,000
% Increase / -Decrease Forecasted	-26.9%	81.2%	-46.9%	-10.1%	79.0%	-41.9%	-4.1%	0.0%	0.0%
Sub-Total Operating Expenses (excludes Harbor Patrol)	6,306,806	6,276,863	5,738,258	6,334,328	7,744,200	7,920,000	8,223,000	8,545,000	8,880,000
% Increase / -Decrease Forecasted	1.5%	-0.5%	-8.6%	10.4%	22.3%	2.3%	3.8%	3.9%	3.9%
Harbor Patrol Expenses	1,526,915	1,457,170	1,615,916	1,913,154	2,098,600	2,183,000	2,270,000	2,361,000	2,455,000
% Increase / -Decrease Forecasted	13.5%	-4.6%	10.9%	18.4%	9.7%	4.0%	4.0%	4.0%	4.0%
Total Operating Expenses	7,833,721	7,734,033	7,354,174	8,247,482	9,842,800	10,103,000	10,493,000	10,906,000	11,335,000
% Increase / -Decrease Forecasted	3.6%	-1.3%	-4.9%	12.1%	19.3%	2.6%	3.9%	3.9%	3.9%
Non-operating and Other Expenses									
Principle/Interest & deferred refunding	1,246,964	1,196,726	1,251,364	1,231,440	1,253,000	1,253,000	1,253,000	1,253,000	1,205,000
Principle/Interest/Fees - 2018 Vlg Marina Dock Renovations	371,000	417,747	371,913	364,109	368,000	368,000	368,000	368,000	368,000
Total Non-operating expenses	1,617,964	1,614,473	1,623,277	1,595,549	1,621,000	1,621,000	1,621,000	1,621,000	1,573,000
% Increase / -Decrease Forecasted	2.7%	-0.2%	0.5%	-1.7%	1.6%	0.0%	0.0%	0.0%	-3.0%
Total All Expenses	9,451,685	9,348,506	8,977,451	9,843,031	11,463,800	11,724,000	12,114,000	12,527,000	12,908,000
% Increase / -Decrease Forecasted	3.5%	-1.1%	-4.0%	9.6%	16.5%	2.3%	3.3%	3.4%	3.0%
Cash Flows In (Out) from normal operations before any Improvements	\$ 357,402	\$ 1,620,214	\$ 2,966,017	\$ 3,219,345	\$ 2,056,200	\$ 2,068,000	\$ 2,378,000	\$ 2,485,000	\$ 2,644,000

Note: Revenues generated from grants are not normally included in the Revenue category-a portion SLC used for operating expenditures has been included in fiscal year 21-22



RESOLUTION NO. 3493

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT ADJUSTING THE
2023-2024 FISCAL YEAR BUDGET**

BE IT RESOLVED by the Board of Port Commissioners of the Ventura Port District that the following budget adjustments be made to the 2023-2024 Fiscal Year Budget effective for January 1, 2024:

ENTERPRISE FUND

OPERATING REVENUE:

1. Increase Parcel Lease Income by \$230,000
2. Increase VenturaWaterPure Project by \$510,000
3. Increase Misc. Income by \$290,000
4. Decrease Harbor Village Retail by \$10,000
5. Decrease Harbor Village Restaurant by \$120,000
6. Increase Harbor Village Offices by \$20,000
7. Decrease Fish Offloading by \$90,000
8. Decrease Harbor Village Slip Rentals by \$60,000
9. Decrease Harbor Village CAM Income by \$24,000
10. Decrease Harbor Village Merchants Promo Dues by \$20,000

OPERATING EXPENDITURES:

General Expenses

1. Decrease Total Wages by \$29,000
2. Increase Grounds Maintenance by \$5,000
3. Increase Professional Services-Legal by \$30,000
4. Increase Professional/Outside Services by \$90,000
5. Increase Dredging Related Expenses by \$50,000
6. Increase Harbor Patrol Wages by \$20,000

IMPROVEMENTS:

1. Increase Inner Harbor Maintenance Dredging by \$80,000
2. Decrease Accessibility Improvements by \$30,000
3. Decrease Capital Improvements by \$174,000
4. Decrease Grant Division of Boating & Waterways by \$150,000
5. Decrease Funding for EV Charging Stations by \$49,000
6. Increase Dredging of Inner Harbor by \$750,000

ATTACHMENT 4

PASSED, APPROVED AND ADOPTED by the Board of Port Commissioners, this 21st day of February 2024.

ATTEST:

Michael Blumenberg, Chair

Anthony Rainey, Secretary

ATTACHMENT 4

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF SAN BUENAVENTURA)

I, Anthony Rainey, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3493 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 21st day of February 2024, by the following vote:

AYES:

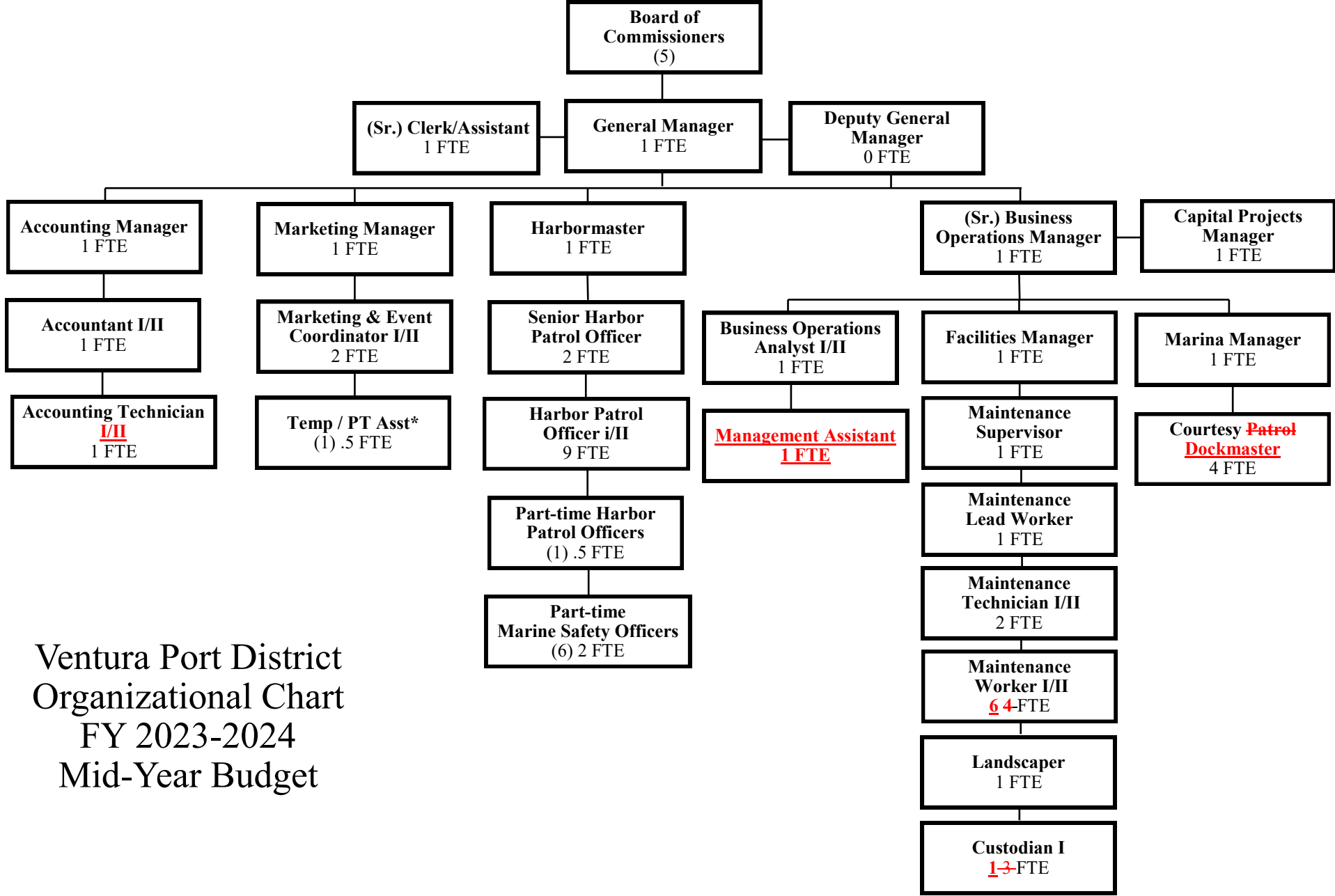
NOES:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 21st day of February 2024.

Anthony Rainey, Secretary





RESOLUTION NO. 3494

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT ESTABLISHING THE
SALARY SCHEDULE FOR THE ACCOUNTING TECHNICIAN II AND MANAGEMENT
ASSISTANT POSITIONS EFFECTIVE JANUARY 1, 2024**

BE IT RESOLVED, by the Board of Port Commissioner of the Ventura Port District, that the salary schedules for an Accounting Technician II and an Administrative Assistant as non-represented employees of the District as set forth below shall become effective January 1 2024:

Classification	Monthly Range
Accounting Technician II	\$4,434 - \$6,786
Management Assistant	\$3,286 - \$5,027

BE IT FURTHER RESOLVED, that all other rates of pay shall be confined to a Salary Resolution established by the Board and will be based on a range.

BE IT FURTHER RESOLVED, those adjustments within a Pay Range will be based on the Ventura Port District Human Resources Manual.

BE IT FURTHER RESOLVED that each year during the budget process and at such other times as the Board of Port Commissioners shall determine in its discretion, the Board of Port Commissioners shall review the Salary Range Plan to ensure that the specified salary ranges are appropriate for identified positions given the duties and responsibilities of such positions.

PASSED, APPROVED and ADOPTED this 21st day of February 2024 at the regular meeting of the Board of Port Commissioners of the Ventura Port District, Resolution No. 3494 was adopted by the following vote:

ATTACHMENT 6

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Michael Blumenberg, Chair

Anthony Rainey, Secretary



BOARD OF PORT COMMISSIONERS FEBRUARY 21, 2024

STANDARD AGENDA ITEM 3 STATUS REPORT ON RECENT AND FORECASTED PACIFIC STORM EVENTS

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3
Meeting Date: February 21, 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:

Severe winter storms continue to hit the Ventura Coastline. The Ventura Port District remains vigilant and proactive in preparing, educating, and mitigating these events. We have evaluated our efforts after each event and have implemented additional measures to be more successful in our efforts. The most significant change will be newly adopted relocating of cars from the Holiday Inn Express to the Sheraton Four Points Hotel when rain is forecasted to exceed 2" of rainfall. The Harbormaster made contact with the Hotel Manager before the arrival of Storm #3 and was assured they plan to follow our recommendations. The General Manager communicated with the City Engineer to request monitoring and clearing of debris as needed of the City's storm drain at the NE corner of Harbor Blvd and Olivas Park Drive.

Staff will provide a verbal report to the Board on the impacts of the most recent storm at the board meeting as well as provide updates on staff activities to keep the public and tenants informed.

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:

In response to the series of storms over recent weeks, Staff have 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.

February Events

Storm #1: On the morning of February 1st, a moderate rainstorm hit our area. Over the morning, rain totals hit as high as 3.5 inches in our area. This large quantity of rain quickly overwhelmed the infrastructure and caused flooding on multiple streets in and around the Harbor. The Harbor Patrol worked with the City to close Navigator Drive after flooding levels hit the entrance to the Holiday Inn Express. Numerous vehicles were flooded in the parking lot, and one needed to be pushed out of the road after it stalled in waist-deep water. The Harbor Patrol also responded to a person trapped in a vehicle on Harbor Blvd at Olivas Park Drive. The driver did not suffer any injuries, and the vehicle was towed.

After the storm was over, District staff worked with our Master Lessees and City Staff to harden our area better for the storm to come. In addition to physical additions of sandbags and other mitigation measures, a plan was implemented to relocate Holiday Inn Express customer vehicles to the higher ground of the Four Point Sheraton parking lot for the subsequent and possibly future storms. Facilities staff have also placed sandbags around vulnerable Harbor Village retail spaces in anticipation of possible high-water levels and wind causing water intrusion into tenant suites.

Storm #2: This event was expected to be stronger than most storms experienced in 2023 and 2024. District staff met in person and communicated online to best prepare for this storm. Harbor Patrol, Maintenance, and Marina increased staffing during the forecasted peak event times, and supervisors committed to being on call and ready to respond.

On Friday, February 2nd, the General Manager held a District manager meeting to discuss the forecasted storm and our multi-layered response plan should there be a need to mobilize an internal Emergency Operations Center. Staff continued to communicate throughout the event and adjusted staffing and responses as necessary.

Storm #3: Ventura County is preparing for another multiple day storm with forecasted wind, rain, and high surf. Surf is forecasted to be 8' to 15' with another long period in the swell. If there is the wind influence on this large surf, we can experience everything from broken docks to hazardous sea conditions. Early rain estimates are again 2" to 5" with chances of +/- 1.5" as a variable. Staff and General Manager have made necessary preparations and notifications to Village Tenants, Harbor Master Lessee's, and Employees. The Harbor Patrol has increased staffing to four people during the peak times from Sunday 2-18 through Wednesday 2-21. Due to the high surf the extra staffing will include specially trained Rescue Watercraft Operators and Rescue Swimmers.

Storm #4: Due to the time being six days out this storm has little information or "confidence" by weather forecasters. They are expecting more information to be available by the next Board Meeting. The Harbormaster will provide a brief update should it appear to be of concern.

Looking Ahead

While the immediate effects of these past storms are over, future challenges are still present. Forecasts include gale winds, king tides, and high surf the second week of January. The General Manager has provided notifications to staff and tenants regarding anticipated storm risks. 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. The General Manager provided a request for additional funding as part of the Mid-Year Budget adjustment.

ATTACHMENTS:

None.