



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Michael Blumenberg, Chair
Jackie Gardina, Vice-Chair
Anthony Rainey, Secretary
Elizabeth Howell, 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, SEPTEMBER 4, 2024

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

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

PUBLIC PARTICIPATION OPTIONS

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

WATCH THE MEETING LIVE

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

Webinar ID: 832 7632 9300

1-669-900-6833

1-253-215-8782

PUBLIC COMMENT VIA ZOOM

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

SUBMIT PUBLIC COMMENT VIA EMAIL

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

**CLOSED SESSION
6:30PM**

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: **1449 Spinnaker Drive, Suite #D**
District Negotiators: Brian D. Pendleton, Todd Mitchell, Tom Bunn
Negotiating Parties: J. DeLuca Fish Company, Inc. dba J. Deluca Fish Company
Under Negotiation: **Price and Terms of Payment for New Retail Lease Agreement**

- b) Property: **1559 Spinnaker Drive, Suite #105**
District Negotiators: Brian D. Pendleton, Todd Mitchell, Tom Bunn
Negotiating Parties: Wild Local Seafood Co., LLC
Under Negotiation: **Price and Terms of Payment for New Retail Lease Agreement**

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 July 17, 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: Roll Call Vote.

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

- a) Commissioner, Tony Rainey to attend the 2024 Special District Leadership Academy from November 3 – 6, 2024 in San Rafael, CA.
- b) Senior Harbor Patrol Officer, Brendan Donohue to attend the CJPIA Management Academy from September 17 – 19, 2024 in San Diego, CA.
- c) Senior Harbor Patrol Officer, Ryan Sutherland to attend the CJPIA Management Academy from September 17 – 19, 2024 in San Diego, CA.
- d) Facilities Manager, Sergio Gonzalez to attend the CJPIA Annual Risk Management Forum from October 9 – 11, 2024 in Indian Wells, CA.
- e) Harbormaster, John Higgins to attend the CJPIA Annual Risk Management Forum from October 9 – 11, 2024 in Indian Wells, CA.

B) Adoption of Resolution No. 3507 Designating Applicant's Agents for Non-State Agencies for Obtaining Certain Federal Financial Assistance

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3507 approving the designation of applicant's agent for non-state agencies for obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

C) Award of Bid for the FY2024-2025 Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners award the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting Contract to The Holly Workshop in the amount not to exceed \$76,735.

D) Adoption of Resolution No. 3508 Accepting the Work of F.C.T. Construction LLC for the Ventura Harbor Village 1559 and 1583 Spinnaker Drive Restroom Enhancements Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3508:

- a) Accepting the work of F.C.T Construction LLC for the Ventura Harbor Village 1559 and 1583 Spinnaker Drive Restroom Enhancements Project.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

E) Adoption of Resolution No. 3510 Approving the Update to the Ventura Port District Conflict of Interest and Disclosure Code Policy and Rescinding Resolution No. 3457

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3510 approving the update to the Ventura Port District Conflict of Interest Code Policy and rescind Resolution No. 3457.

STANDARD AGENDA:

1) Approval of a Professional Services Agreement with Jensen Design & Survey for Architectural Services

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a Professional Services Agreement with Jensen Design & Survey in the amount of \$97,000 for engineering, survey, design, permitting, bid support, and construction management for three District improvement projects.

2) Consent to Assignment and Amendments of Fueling Facility Lease for 1551 Spinnaker Drive

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

1. Consent to a First Amendment of the Fueling Facility Lease related to the premises located at 1551 Spinnaker Drive to revise the legal description and give clear title to Ventura Harbor Marine Fuel, Inc.
2. Consent to assignment and Second Amendment of Fueling Facility Lease related to the premises located at 1551 Spinnaker Drive, from Ventura Harbor Marine Fuel, Inc. to SHM Ventura Isla, LLC, existing ground lease tenant at 1363 Spinnaker Drive.
3. Authorize the General Manager to execute the First Amendment, Approval of Assignment of Lease, and Second Amendment, and to take or cause to be taken any and all such other actions as the General Manager shall deem necessary, appropriate or desirable in connection with the execution, delivery and performance of the Approval of Assignment of Lease and completion of the proposed assignment upon:
 - a. District Legal Counsel review and approval of supporting transactional documents.
 - b. Commitment to pay out of escrow for the underlying transaction Appreciation Rent in the amount of \$54,000.
 - c. Commitment to reimbursement of the District's legal fees associated with the transaction.

3) Receive and File 2024 Ventura Harbor Survey Results

Recommended Action: Voice Vote.

That the Board of Port Commissioners receive and file the results from the 2024 Ventura Harbor Survey.

4) Review of Saturday, September 14, 2024 Public Workshop

Recommended Action: Voice Vote.

That the Board of Port Commissioners receive a presentation regarding the planning efforts and agenda for the Board’s Saturday, September 14, 2024 Public Workshop.

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

Recommended Action: Voice Vote.

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

ADJOURNMENT

This agenda was posted on Thursday, August 29, 2024 by 6:00p.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
SEPTEMBER 4, 2024**

**APPROVAL OF MINUTES
JULY 17, 2024
REGULAR MEETING**

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF JULY 17, 2024



CLOSED SESSION

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chair Blumenberg at 6:01PM 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
Chris Stephens
Elizabeth Howell

Commissioners Absent:

Anthony Rainey, Secretary

Port District Staff:

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

Legal Counsel:

Reid Miller, Lagerlof, LLP
Pablo De Leon, Lagerlof, LLP
Oliver Yee, Liebert Cassidy Whitmore via Zoom

Number of interested persons:

0 via zoom; 2 in-person

PUBLIC COMMUNICATIONS: Michelle Nosco and Laura Jespersen, from the Buenaventura Art Association spoke about their proposed concept for 1591 Spinnaker Drive #113.

CONVENED TO CLOSED SESSION AT 6:05PM.

ADJOURNMENT: Closed Session was adjourned at 6:35PM.

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 7:02PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Dave Werneburg.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Jackie Gardina, Vice-Chair
Chris Stephens
Elizabeth Howell

Commissioners Absent:

Anthony Rainey, Secretary

Port District Staff:

Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager via Zoom
Sergio Gonzalez, Facilities Manager
Wayne Hatch, Maintenance Supervisor
Ruby Hedrick, Marketing & Events Coordinator II
Pat Hummer, Sr. Harbor Patrol Officer
John Higgins, Harbormaster
Will McReynolds, Management Assistant
Jessica Snipas, Business Operations Analyst via Zoom
Dave Werneburg, Marina Manager

Legal Counsel:

Reid Miller, Lagerlof, LLP
Pablo De Leon, Lagerlof, LLP
Oliver Yee, Liebert Cassidy Whitmore via Zoom

City of Ventura Liaisons:

Councilmember McReynolds, City Council Liaison – Absent

Number of interested persons:

2 via zoom; 2 in person

ADOPTION OF AGENDA

ACTION: Commissioner Stephens moved to adopt the July 17, 2024 agenda.

Commissioner Howell seconded. The vote was unanimous.

APPROVAL OF MINUTES

The Minutes of the June 19, 2024 Port Commission Regular Meeting were considered as follows:

ACTION: Commissioner Stephens moved to approve the Minutes of the June 19, 2024 Regular Meeting.

Vice-Chair Gardina seconded. The vote was unanimous.

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

CLOSED SESSION REPORT: Mr. Miller 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: None. Closed at 7:05PM.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on past and upcoming events and promotions at Harbor Village. Oxnard Fire Chief Alexander Hamilton sent a letter of appreciation to the Harbormaster thanking staff for the use of our facilities and training expertise during the California State Fire Marshal Open Water Rescuer – Basic Course held in May. He also reported on the City Council's consideration of the Net Zero Water Fee Policy. Closed at 7:19PM.

CONSENT AGENDA:

A) Approval of Amendment No. 1 to the Retail Lease Agreement with Louise Gaye Clanton and Tracy Lanquist dba Ventura Swimwear at 1559 Spinnaker Drive #102

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to the Retail Lease between Ventura Port District, a California Special District, dba Ventura Harbor Village and Louise Gaye Clanton and Tracy Lanquist, a general partnership, dba Ventura Swimwear for the premises located at 1559 Spinnaker Drive #102, consisting of 894 square feet.

Public Comment: None. Closed at 7:20PM.

ACTION: Vice-Chair Gardina moved to approve Amendment No. 1 to the Retail Lease between Ventura Port District, a California Special District, dba Ventura Harbor Village and Louise Gaye Clanton and Tracy Lanquist, a general partnership, dba Ventura Swimwear for the premises located at 1559 Spinnaker Drive #102, consisting of 894 square feet.

Commissioner Stephens seconded. The roll call vote carried 4-0.

B) Approval of New Retail Lease Agreement with Hats Unlimited, Inc. dba Hats Unlimited at 1567 Spinnaker Drive #101

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District, a California Special District, dba Ventura Harbor Village and Hats Unlimited, Inc., a California corporation, dba Hats Unlimited for the premises located at 1567 Spinnaker Drive #101, consisting of 1,146 square feet.

Public Comment: None. Closed at 7:20PM.

ACTION: Vice-Chair Gardina moved to approve a new Retail Lease Agreement between the Ventura Port District, a California Special District, dba Ventura Harbor Village and Hats Unlimited, Inc., a California corporation, dba Hats Unlimited for the premises located at 1567 Spinnaker Drive #101, consisting of 1,146 square feet.

Commissioner Stephens seconded. The roll call vote carried 4-0.

C) Approval of a Professional Services Agreement with Rasmussen & Associates for Architectural Services

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a Professional Services Agreement with Rasmussen & Associates in the amount of \$185,000 for the architectural design, permitting, bid support, and construction management for three District improvement projects.

Public Comment: None. Closed at 7:20PM.

ACTION: Vice-Chair Gardina moved to approve a Professional Services Agreement with Rasmussen & Associates in the amount of \$185,000 for the architectural design, permitting, bid support, and construction management for three District improvement projects.

Commissioner Stephens seconded. The roll call vote carried 4-0.

D) Approval of Amendment No. 2 to a Service Agreement with Medallion Protective Services for Ventura Harbor Village and Marina

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 2 to a Service Agreement with Medallion Protective Services to increase the compensation to \$250,000 from \$170,000 and to extend the term of the contract until December 31, 2024 for security services in Ventura Harbor Village and around the Marina.

Public Comment: None. Closed at 7:20PM.

ACTION: Vice-Chair Gardina moved to approve Amendment No. 2 to a Service Agreement with Medallion Protective Services to increase the compensation to \$250,000 from \$170,000 and to extend the term of the contract until December 31, 2024 for security services in Ventura Harbor Village and around the Marina.

Commissioner Stephens seconded. The roll call vote carried 4-0.

E) Award of Bid for the FY2024-2025 Janitorial Supplies Agreement

Recommended Action: Voice Vote.

That the Board of Port Commissioners award the FY2024-2025 Janitorial Supplies Agreement to Imperial Dade in the amount of \$50,000.

Public Comment: None. Closed at 7:20PM.

ACTION: Vice-Chair Gardina moved to award the FY2024-2025 Janitorial Supplies Agreement to Imperial Dade in the amount of \$50,000.

Commissioner Stephens seconded. The roll call vote carried 4-0.

F) Adoption of Resolution No. 3506 Approving the MOU/CBA with Teamsters 186 Representing the Courtesy Dockmaster Unit

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3506 approving the Memorandum of Understanding Collective Bargaining Agreement between the Ventura Port District and the International Brotherhood of Teamsters Local Union No. 186, representing all regular full-time employees classified as the Port District Courtesy Dockmasters.

Public Comment: None. Closed at 7:20PM.

ACTION: Vice-Chair Gardina moved to adopt Resolution No. 3506 approving the Memorandum of Understanding Collective Bargaining Agreement between the Ventura Port District and the International Brotherhood of Teamsters Local Union No. 186, representing all regular full-time employees classified as the Port District Courtesy Dockmasters.

Commissioner Stephens seconded. The roll call vote carried 4-0.

STANDARD AGENDA:

1) Authorize the General Manager to Enter a Subaward Agreement with the Oxnard Harbor District to Receive Grant Funding for the District’s Commercial Fish Landing Modernization Project, Approve the RFP and Project Description That Will be Used to Procure Contracts with Consultants to Complete the Project, and Authorize the General Manager to approve revisions to the Project Documents that are recommended by legal counsel to be consistent with details and requirements provided by Caltrans

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Authorize the General Manager to enter a Subaward Agreement with the Oxnard Harbor District to receive \$15.7 million of awarded grant funds that will be passed through to the Ventura Port District (District), as a sub-grantee of the awarded funds, to fund the planning and construction of the “Ventura Harbor Commercial Fish Landing Site Modernization Project.”
- b) Approve the “Request for Proposals for Professional Environmental Services for CEQA (RFP) and Project Description” (collectively, with the Subaward Agreement, the “Project Documents”) that will be used to procure contracts for services to construct the Project.

- c) Authorize the General Manager to approve revisions to the Project Documents that are recommended by legal counsel to be consistent with details and requirements to be provided by Caltrans.

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

Public Comment: Kristin Decas, Port of Hueneme Director and CEO and Christina Birdsey, Port of Hueneme Chief Operations Officer are in support of this partnership and thanked staff and Counsel for their collaboration on the Subaward Agreement. Brian Bargiel, CEO of Andria's Seafood congratulated all for securing the grant, however, he is concerned about the loss of space that will happen during the construction phase. Closed at 7:40PM.

Commissioner Comments:

- Request further description and schedule of work to be completed within 4-to-5-year term.

ACTION: Commissioner Stephens moved to:

- a) **Authorize the General Manager to enter a Subaward Agreement with the Oxnard Harbor District to receive \$15.7 million of awarded grant funds that will be passed through to the Ventura Port District (District), as a sub-grantee of the awarded funds, to fund the planning and construction of the "Ventura Harbor Commercial Fish Landing Site Modernization Project."**
- b) **Approve the "Request for Proposals for Professional Environmental Services for CEQA (RFP) and Project Description" (collectively, with the Subaward Agreement, the "Project Documents") that will be used to procure contracts for services to construct the Project.**
- c) **Authorize the General Manager to approve revisions to the Project Documents that are recommended by legal counsel to be consistent with details and requirements to be provided by Caltrans.**

Commissioner Howell seconded. The vote was unanimous.

2) Presentation on Parcel 5 Preliminary Design

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

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

Report by Brian D. Pendleton, General Manager and Lief McKay, RRM Design Group.

Public Comment: None.

Commissioner Comments:

- Make sure enough dog refuse bag stations
- Where the car drop off is – instead of stairs make it a ramp

- Wind Study is important
 - Noise from wind block
- Umbrellas for the playground picnic tables
- Would like to see alternative to palm trees
- Like new playground design
- Look at area for staging restrooms for large events
- Like new stage design
- Acoustics

ACTION: Commissioner Stephens moved to authorize the General Manager to work with RRM Design Group to implement adjustments to its updated design concept based on the Commissioners' comments and move forward with the entitlement process.

Commissioner Howell seconded. The vote was unanimous.

ADJOURNMENT: The meeting was adjourned in honor of Ed McCombs at 8:43PM.

The next regular meeting is Wednesday, September 4, 2024.

Anthony Rainey, Secretary



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
SEPTEMBER 4, 2024

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

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) Commissioner, Tony Rainey to attend the 2024 Special District Leadership Academy from November 3 – 6, 2024 in San Rafael, CA.
- b) Senior Harbor Patrol Officer, Brendan Donohue to attend the CJPIA Management Academy from September 17 – 19, 2024 in San Diego, CA.
- c) Senior Harbor Patrol Officer, Ryan Sutherland to attend the CJPIA Management Academy from September 17 – 19, 2024 in San Diego, CA.
- d) Facilities Manager, Sergio Gonzalez to attend the CJPIA Annual Risk Management Forum from October 9 – 11, 2024 in Indian Wells, CA.
- e) Harbormaster, John Higgins to attend the CJPIA Annual Risk Management Forum from October 9 – 11, 2024 in Indian Wells, CA.

SUMMARY:

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

GUIDING PRINCIPLES:

- 5) Building respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.
- 6) Provide exceptional public service and organizational transparency.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR 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.
 - 2) Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects and programs.

BACKGROUND:

2024 Special District Leadership Academy

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. It will provide the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members. Sessions include: governance foundations, setting direction/community leadership, Board's role in human resources and Board's role in finance and fiscal accountability.

CJPIA Management Academy

This academy is designed for the entry-level manager and supervisor and presents participants with unique approaches to help improve the performance, motivation, and commitment of

employees 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, are 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.

CJPIA Annual Risk Management Forum

This Educational Forum is a two-and-a-half-day conference featuring world-class keynotes and sessions presented by risk management experts. The Forum allows members to learn about topics relevant to local government, including legal liability, workers' compensation, and public safety. The event is the one time of year all Authority members can come together and address common issues and share knowledge.

FISCAL IMPACTS:

Travel costs related to these activities are included in the FY24-25 budget.

<u>Special District Leadership Academy</u>	Rainey
Registration	\$720.00
Air Fare	\$198.20
Lodging	\$558.71
Meals	\$380.00
Mileage	\$93.26
Miscellaneous (Transit/Parking)	\$150.00
TOTAL	\$2,100.17

<u>CJPIA Leadership Academy</u>	Donohue	Sutherland
Registration	\$0.00	\$0.00
Lodging	\$0.00	\$0.00
Meals	\$285.00	\$285.00
Mileage	\$237.18	\$237.18
Miscellaneous (Transit/Parking)	\$100.00	\$100.00
TOTAL	\$622.18	\$622.18

<u>CJPIA Annual Risk Management Forum</u>	Gonzalez	Higgins
Registration	\$0.00	\$0.00
Lodging	\$751.16	\$751.16
Meals	\$285.00	\$285.00
Mileage	\$258.62	\$258.62
Miscellaneous (Transit/Parking)	\$100.00	\$100.00
TOTAL	\$1,394.78	\$1,394.78

ATTACHMENTS:

None.



**VENTURA
PORT DISTRICT**
Established 1952

**BOARD OF PORT COMMISSIONERS
SEPTEMBER 4, 2024**

**CONSENT AGENDA ITEM B
APPROVAL OF RESOLUTION NO.
3507 DESIGNATING APPLICANT'S
AGENTS FOR NON-STATE AGENCIES
FOR OBTAINING CERTAIN FEDERAL
FINANCIAL ASSISTANCE**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: September 4, 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: Adoption of Resolution No. 3507 Designating Applicant’s Agents for Non-State Agencies for Obtaining Certain Federal Financial Assistance

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3507 approving the designation of applicant’s agent for non-state agencies for obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

SUMMARY:

The California Governor’s Office of Emergency Services (Cal OES) requires the Designation of Applicant’s Agent Resolution for Non-State Agencies (OES-FPD-130) form. This form facilitates payment processing, should FEMA obligate the four projects submitted by staff for the impacts from the Atmospheric River Rain Events in January 2023 on the harbor. The authorized agent resolution must be voted on and approved at a meeting of the District’s governing body where a quorum is present.

GUIDING PRINCIPLES:

6) Provide exceptional public service and organizational transparency.

5-YEAR OBJECTIVES:

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

BACKGROUND:

On January 18, 2023, the Board of Port Commissioners Declared a State of Emergency due to the atmospheric river storm event. The storm caused the District to incur significant damage throughout the harbor. Therefore, staff submit four project applications to the Federal Emergency Management Agency (FEMA).

After a project is obligated by FEMA, Cal OES processes it, and one of the required documents is the Designation of Applicant’s Agent Resolution for Non-State Agencies (Cal OES 130). This form allows for monies to be allocated to the Port District and is valid for 3 years. On September 1, 2021, the Board of Port Commissioners approved the prior resolution, Resolution 3427, and the OES-FPD-130 form was completed for COVID Pandemic application. Since the prior OES-FPD-130 form expired, staff is requesting a new resolution to complete renewal the form. Note, the authorized agents can be updated at any time within the three years by approval of the Board of Port Commissioners via an updated resolution.

FISCAL IMPACT:

The reimbursement request for the four projects totals \$1,175,868.01.

ATTACHMENTS:

Attachment 1 – Resolution No. 3507



RESOLUTION NO. 3507

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE
VENTURA PORT DISTRICT DESIGNATING APPLICANT’S AGENTS FOR NON-
STATE AGENCIES FOR OBTAINING CERTAIN FEDERAL FINANCIAL ASSISTANCE**

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

Brian D. Pendleton, General Manager, or
John Higgins, Harbormaster, or
Todd Mitchell, Sr. Business Operations Manager

is hereby authorized to execute for and on behalf of the Ventura Port District, a public entity established under the State of California, this application and to file it with the California Governor’s Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT, the Ventura Port District, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor’s Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

THAT, this is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District this 4th day of September 2024, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAINED:

Michael Blumenberg, Chair

ATTEST:

Anthony Rainey, Secretary

ATTACHMENT 1

CERTIFICATION

I, Jessica Rauch, duly appointed and Clerk of the Board of the Ventura Port District, do hereby certify that the above is a true and correct copy of a Resolution passed and approved by the Board of Port Commissioners of the Ventura Port District on the 4th day of September 2024.

Signature

Title



**VENTURA
PORT DISTRICT**
Established 1952

**BOARD OF PORT COMMISSIONERS
SEPTEMBER 4, 2024**

**CONSENT AGENDA ITEM C
AWARD OF BID FOR THE FY2024-
2025 VENTURA HARBOR VILLAGE
AND PORT DISTRICT OUTDOOR
HOLIDAY DECORATIONS AND
LIGHTING**

VENTURA PORT DISTRICT
BOARD COMMUNICATION

CONSENT AGENDA ITEM C
Meeting Date: September 4, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jennifer Talt Lundin, Marketing Manager
SUBJECT: Award of Bid for the FY2024-2025 Ventura Harbor Village and Port District Outdoor
Holiday Decorations and Lighting

RECOMMENDATION:

That the Board of Port Commissioners award the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting Contract to The Holly Workshop in the amount not to exceed \$76,735.

SUMMARY:

The activation of Harbor Village and promenade through the installation of décor for the holidays benefit the Village tenants and enhance the visitor experience. The seasonal décor sets the tone for the Village as a destination and attraction-based marketing efforts that have been proven highly successful. This agreement is inclusive of installation, labor, maintenance, restoration, and storage of the holiday décor and lights, as well as promenade activation of white lights on the bell light poles and illuminated messaging on the marquee signage.

GUIDING PRINCIPLES:

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

5-YEAR OBJECTIVES:

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

BACKGROUND:

The District published a request for bids for the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting on July 19, 2024. A mandatory pre-job walk was conducted on site on July 31, 2024. A public bid opening was held on August 22, 2024. Two (2) bids were received and read aloud per the District's Procurement policies per typical practice, the lowest qualified bid (from They Holly Workshop) was reviewed for errors and omissions. The lowest qualified bid was determined to be responsive, and staff is recommending acceptance of the bid.

District staff continually strives to provide a pleasant shopping, dining, and entertainment experience. Holly Workshop specializes in holiday, streetscape, and electrical installation and upkeep, sensitivity to the Village flora and fauna, and knowledge and adherence to center and safety guidelines pertaining to the Village, promenade, and additional spaces.

FISCAL IMPACT:

The project bid amount was \$74,500 for the program and staff increased the project amount by 3% for any contingencies. This amount, including the contingency, is available for seasonal décor and marketing activation expenses in the approved FY24-25 budget.

ATTACHMENTS:

None.



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
SEPTEMBER 4, 2024

CONSENT AGENDA ITEM D

ADOPTION OF RESOLUTION No. 3508

ACCEPTING THE WORK OF F.C.T.

CONSTRUCTION LLC FOR THE

VENTURA HARBOR VILLAGE

RESTROOM ENHANCEMENTS AT 1559

AND 1583 SPINNAKER DRIVE

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM D
Meeting Date: September 4, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Joe Gonzalez, Capital Projects Manager
SUBJECT: Adoption of Resolution No. 3508 Accepting the Work of F.C.T. Construction LLC for the Ventura Harbor Village 1559 and 1583 Spinnaker Drive Restroom Enhancements Project

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3508:

- a) Accepting the work of F.C.T Construction LLC for the Ventura Harbor Village 1559 and 1583 Spinnaker Drive Restroom Enhancements Project.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

SUMMARY:

On February 7, 2024, the Board awarded a bid to F.C.T Construction LLC (FCT) in the amount of \$450,000 for the Ventura Harbor Village 1559 and 1583 Spinnaker Drive Restroom Enhancements Project. The work is now complete to the satisfaction of the District. The final contract cost for the project is \$ 471,250.00.

GUIDING PRINCIPLES:

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

5-YEAR OBJECTIVES:

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

BACKGROUND:

As of today, the remodel of the 1591, 1567, 1575,1591,1691 and 1559 (upstairs) restrooms have been completed. 1583 and 1559 (downstairs) are now also updated, which will complete the remodeling of all customer-facing common area restrooms maintained by the District.

FISCAL IMPACT:

During construction of the project, staff approved change orders to address unforeseen plumbing issues that were not in the scope of work but discovered once the ceiling drywall was removed. Additionally, underground sewer pipe locations were not accurate per the as-built plans on file for 1583, so the contractor had to saw cut flooring in the adjacent electrical room for pipe replacement. The total cost to perform the change orders was \$21,250.00, which is within 10% of the contract value and therefore did not require separate Board approval.

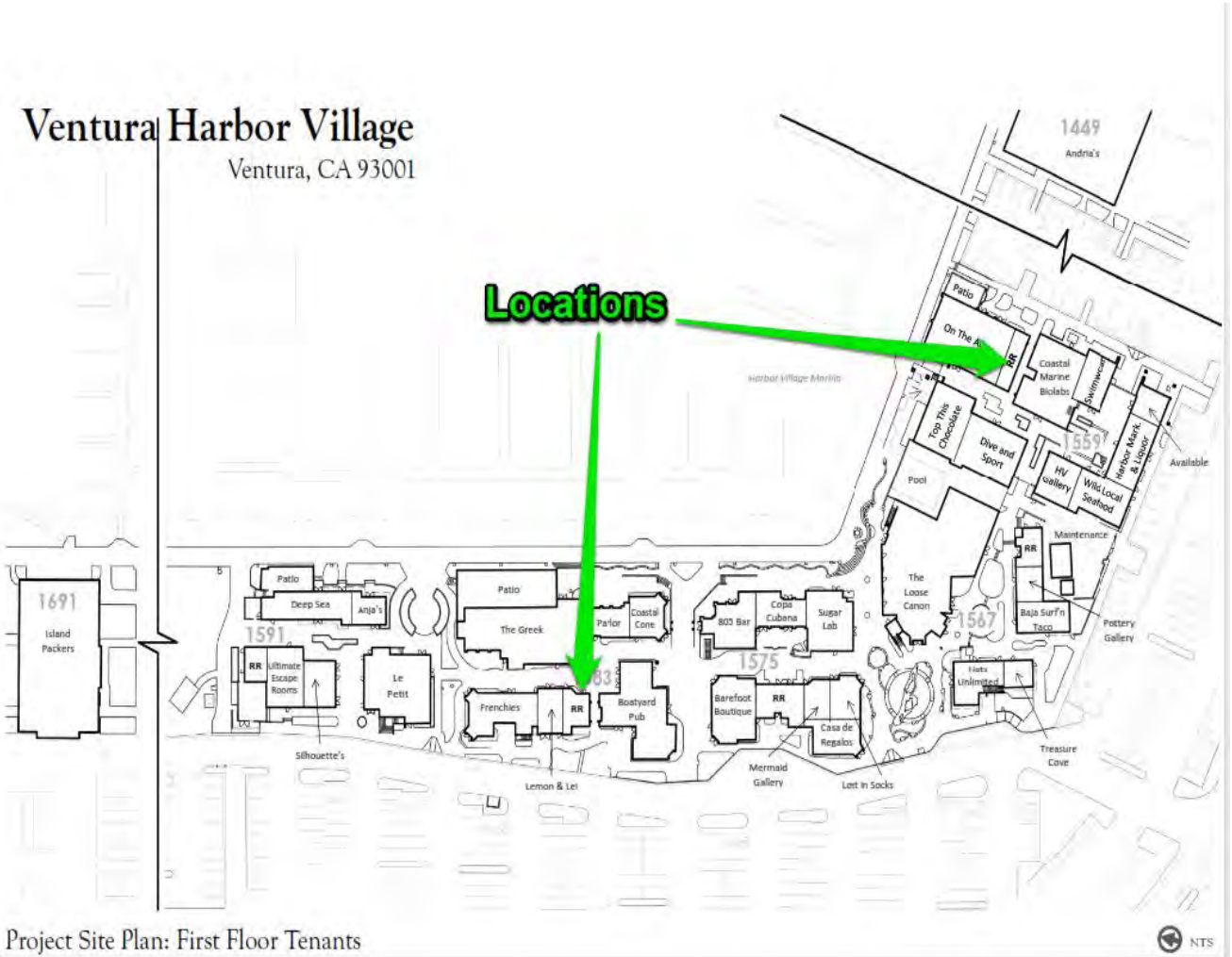
The cost for this project was adopted in FY2023-2024 and adjusted in the Mid-Year budget.

ATTACHMENTS:

- Attachment 1 – Location Map
- Attachment 2 – Resolution No. 3508
- Attachment 3 – Notice of Completion

ATTACHMENT 1 – LOCATION MAP

Ventura Harbor Village
Ventura, CA 93001



Project Site Plan: First Floor Tenants



RESOLUTION NO. 3508

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
ACCEPTING THE WORK OF F.C.T. CONSTRUCTION LLC FOR THE
VENTURA HARBOR VILLAGE 1559 AND 1583 SPINNAKER DRIVE RESTROOM
ENHANCEMENTS PROJECT**

WHEREAS, Brian D. Pendleton, General Manager of the Ventura Port District, advised the Board of Port Commissioners of said District that the work of F.C.T. Construction LLC on the project entitled "Ventura Harbor Village 1559 and 1583 Spinnaker Drive Restroom Enhancements Project" described in the Agreement between F.C.T. Construction LLC and the Ventura Port District, hereinafter referred to as "District", dated February 29, 2024 has been completed and recommends that said work be accepted.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners DETERMINES, and ORDERS as follows:

1. Said work is hereby accepted.
2. Pursuant to the conditions and specifications of the Agreement and upon the recommendation of the General Manager, F.C.T. Construction LLC is released from the obligations under said contract, except as to the conditions of the performance bond, required guarantees and correction of faulty work after payment.
3. The General Manager of the District is hereby directed to execute on behalf of the District or cause to be executed on behalf of the District and be recorded in the office of the Ventura County Recorder a Notice of Completion of said work.
4. The General Manager is hereby directed to send a copy of this Resolution to F.C.T. Construction LLC as the District's Notice of Acceptance of said work.

PASSED, APPROVED and ADOPTED this 4th day of September 2024.

Michael Blumenberg, Chair

Attest:

Anthony Rainey, Secretary

ATTACHMENT 2

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. 3508 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 4th day of September 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 4th day of September 2024.

Anthony Rainey, Secretary

RECORDING REQUESTED BY:
Ventura Port District

AND WHEN RECORDED MAIL TO:
Ventura Port District
1603 Anchors Way Drive
Ventura, CA 93001-4229

NOTICE OF COMPLETION

(Notice pursuant to Civil Code Section 3093, must be recorded within 10 days after completion)

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an agent of the owner of the interest stated below.
2. The full name of the owner is Ventura Port District, a public benefit corporation and independent special district organized and existing under the laws of the State of California.
3. The full address of the owner is 1603 Anchors Way Drive, Ventura, CA 93001-4229.
4. The nature of the interest or estate is: fee simple.
5. The full name and full addresses of all co-owners who hold any title or interest with the above-named owner in the property are: Not applicable; there are no co-owners.
6. A work of improvement on the property hereinafter described was completed on July 18, 2024.
7. The work accomplished consisted of two Ventura Harbor Village Restroom Enhancements at 1559 and 1583 Spinnaker Drive.
8. The name of the contractor for the project is F.C.T. Construction LLC pursuant to the Agreement, dated February 29, 2024.
9. The property on which said work of improvement was completed is in the City of San Buenaventura, County of Ventura, State of California, and is described as Ventura Harbor Village.

Ventura Port District

Date: _____

By: _____
Brian D. Pendleton, General Manager

VERIFICATION

I, the undersigned, say that I am the General Manager of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, at Ventura, California.

Brian D. Pendleton, General Manager



**VENTURA
PORT DISTRICT**
Established 1952

**BOARD OF PORT COMMISSIONERS
SEPTEMBER 4, 2024**

CONSENT AGENDA ITEM E

ADOPTION OF RESOLUTION No. 3510

**APPROVING THE UPDATE TO THE
VENTURA PORT DISTRICT CONFLICT
OF INTEREST AND DISCLOSURE CODE**

POLICY AND RESCINDING

RESOLUTION No. 3457

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM E
Meeting Date: September 4, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Tom Bunn, Lagerlof Lawyers LLP
Jessica Rauch, Clerk of the Board
SUBJECT: Adoption of Resolution No. 3510 Approving the update the Ventura Port District
Conflict of Interest and Disclosure Code Policy and Rescinding Resolution No.
3457

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3510 approving the update to the Ventura Port District Conflict of Interest Code Policy and rescind Resolution No. 3457.

SUMMARY:

Pursuant to Government Code § 87306.5, every local government agency is required to review its conflict of interest code biennially and submit the Local Agency Biennial Notice to its code reviewing body, which is the County of Ventura.

In this review, staff considered whether all positions listed belonged. In discussion with Legal Counsel, it was decided that this policy usually applies to those employees who have decision-making authority over purchasing of supplies costing a material amount. In determining the material amount, staff referred to the District's Procurement and Purchasing Policy Employee Limits Chart. The recommended update excludes positions that are a Level 1 (\$1,000 purchasing limit) and 2 (\$2,500 purchasing limit). These positions include Senior Harbor Patrol Officer, Executive Assistant/Clerk of the Board and Marketing & Events Coordinator II.

Once the Board adopts Resolution No. 3510, approving the new Conflict of Interest and Disclosure Code, it will be transmitted to the County of Ventura, along with a form of Certification signed by the Secretary of the Board for County Board of Supervisor approval.

GUIDING PRINCIPLES:

- 5) Build respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.
- 6) Provide exceptional public service and organizational transparency.

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:

The Political Reform Act (Government Code Sections 81000 – 91015) requires most state and local government officials and employees to publicly disclose their personal assets and income. They must also disqualify themselves from participating in decisions that may affect their personal financial interests. The Fair Political Practices Commission (FPPC) is the State agency responsible for issuing the Statement of Economic Interest (Form 700), and for interpreting the law's provisions. The FPPC does not establish monetary amounts but leaves it up to the agency to determine. Accurate disclosure is essential to monitor whether officials have conflicts of

interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment 1 – Exhibit A Redlined

Attachment 2 – Resolution No. 3510

**EXHIBIT A
REDLINED VERSION**

**CONFLICT OF INTEREST AND DISCLOSURE CODE
OF THE VENTURA PORT DISTRICT**

DESIGNATED POSITIONS

# OF POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
5	Members of the Board of Port Commissioners	1,2	COB
1	General Manager	1,2	COB
1	Deputy General Manager	1,2	COB
1	Harbormaster	2	AC
1	Senior Harbor Patrol Officer	2	AC
1	Business Operations Manager	2	AC
1	Senior Business Operations Manager	2	AC
1	Accounting Manager	2	AC
1	Marketing Manager	2	AC
1	Marina Manager	2	AC
1	Facilities Manager	2	AC
1	Maintenance Supervisor	2	AC
1	Capital Projects Manager	2	AC
1	Executive Assistant/Clerk of the Board	2	AC
1	Marketing & Events Coordinator II	2	AC
Consultants ¹			

- Senior Harbor Patrol Officer, Executive Assistant/Clerk of the Board and Marketing & Events Coordinator II positions were deleted from the Designated Positions.

Notes:

- 1) The Filing Official for the Members of the Board, the General Manager, and Deputy General Manager is the Clerk of the Ventura County Board of Supervisors.
- 2) The Filing Official for all other positions is the Clerk of the Ventura Port District.

¹ The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.



RESOLUTION NO. 3510

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
APPROVING ITS CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes.

WHEREAS, the Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings.

WHEREAS, the terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Ventura Port District, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which set forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Ventura Port District.

WHEREAS, persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A.

WHEREAS, in preparing the form 700, designated filers need only disclose those financial interests falling within the disclosure categories designated for that filer's position as stated in Exhibits A and B.

WHEREAS, pursuant to said Act, the Ventura Port District ("District") adopted its initial conflict of interest code ("Code") which has since been updated and amended several times, with the latest action being the adoption of Board Resolution No. 3457 on September 7, 2022.

WHEREAS, the Board has determined that it is in the best interest of the District to amend the Code in certain particulars excluding certain positions that do not meet a Level 3 or higher for the purchasing of supplies.

WHEREAS, as a result of such an amendment, the Board finds it is desirable and in the best interests of the District to rescind the existing Code and adopt the new Code in the manner set forth herein as Exhibit A.

ATTACHMENT 2

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. 3457, and adopts in its place Exhibit A, Exhibit B and Exhibit C of its Conflict of Interest and Disclosure Code of the Ventura Port District, which are shown on Exhibit A attached hereto.

BE IT FURTHER RESOLVED that those individuals being removed from Exhibit A, shall file Statements of Economic Interests (Leaving Office) with the Clerk of the District within 30 days of the adoption of this Resolution.

BE IT FURTHER RESOLVED that a secretarially certified copy of this Resolution, including the attached Exhibit A, B, and C, shall be forwarded to the Ventura Board of Supervisors as an amendment to the Conflict of Interest and Disclosure Code of the Ventura Port District.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Port Commissioners of Ventura Port District held on the 4th day of September 2024 by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Michael Blumenberg, Chair

ATTEST:

Anthony Rainey, Secretary

ATTACHMENT 2

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 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 4th day of September 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 4th day of September 2024.

Anthony Rainey, Secretary

ATTACHMENT 2

**CERTIFICATION OF THE SECRETARY OF
VENTURA PORT DISTRICT**

I, the undersigned, do hereby certify:

1. I am the duly elected and acting Secretary of the Ventura Port District.
2. The foregoing Resolution approving the new Conflict of Interest and Disclosure Code of the Ventura Port District was adopted at a regular meeting of the Board of Port Commissioners held on September 4, 2024.

IN WITNESS WHEREOF, I have executed this Certificate of Secretary of the District this 4th day of September 2024.

Anthony Rainey, Secretary
Ventura Port District
Board of Port Commissioners

EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS

# OF POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
5	Members of the Board of Port Commissioners	1,2	COB
1	General Manager	1,2	COB
1	Deputy General Manager	1,2	COB
1	Harbormaster	2	AC
1	Business Operations Manager	2	AC
1	Senior Business Operations Manager	2	AC
1	Accounting Manager	2	AC
1	Marketing Manager	2	AC
1	Marina Manager	2	AC
1	Facilities Manager	2	AC
1	Maintenance Supervisor	2	AC
1	Capital Projects Manager	2	AC
Consultants ¹			

Notes:

- 1) The Filing Official for the Members of the Board and the General Manager is the Clerk of the Ventura County Board of Supervisors.
- 2) The Filing Official for all other positions is the Clerk of the Ventura Port District.

¹ The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

EXHIBIT B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*.
- (2) All *interests in real property*.
- (3) All *investments and business positions in business entities*.

Category 2 – REAL PROPERTY

[SEE FORM 700 SCHEDULE B]

All interests in real property, including interests in real property held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 – REGULATION AND PERMITTING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.

**APPENDIX - DESIGNATING OFFICIALS WHO
MANAGE PUBLIC INVESTMENTS**

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

APPLICABLE DEFINITIONS

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) “Other public officials who manage public investments” means:

(A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

(B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) “Management of public investments” means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

DESIGNATED POSITIONS AND FILING OFFICERS

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

# OF POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency’s Clerk [AC])
5	Members of the Board of Port Commissioners	1,2	COB
1	General Manager	1,2	COB
1	Deputy General Manager	1,2	COB
1	Harbormaster	2	AC
1	Business Operations Manager	2	AC
1	Senior Business Operations Manager	2	AC
1	Accounting Manager	2	AC
1	Marketing Manager	2	AC
1	Marina Manager	2	AC
1	Facilities Manager	2	AC
1	Maintenance Supervisor	2	AC
1	Capital Projects Manager	2	AC
Consultants ²			

² The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant’s duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

ATTACHMENT 2
EXHIBIT C - ADDITIONAL CODE PROVISIONS

The following additions to the FPPC Standard Code are hereby incorporated into the Conflict of Interest and Disclosure Code of the Ventura Port District:

DISQUALIFICATION

1. An investment, interest in real property, income or source of income of a designated employee shall not be a basis for disqualification under this Conflict of Interest Code where such interest will foreseeably be affected only by the decisions to fix an ad valorem property tax rate or uniform assessments for the District applicable to the public generally. (Cal. Code of Regs., Title 2, Section 18703)
2. After disqualification, a designated employee may make an appearance, submit information, or express views on the same basis as any other citizen on matters related solely to his personal interest, provided that it is done publicly and provided that the person clearly indicates he is acting in a private capacity.
3. Rule of Necessity: Item No. 1 (above) does not prevent a designated employee from making or participating in the making of a governmental decision to the extent that his participation is legally required for an action or decision to be made. The fact that a designated employee's vote is needed to break a tie does not make this participation legally required for the purposes of this section. The attorney for the District is empowered to advise any designated employee whether or not the "Rule of Necessity" is applicable in any particular instance.

OPINIONS OF COUNSEL AND OF THE COMMISSION

1. Opinion Requests. Any designated employee who is unsure of any right or obligation arising under this Code may, with the prior approval of the General Manager, request a formal opinion or letter of advice from the FPPC or a written opinion from the attorney for the District.
2. Evidence of Good Faith. If an opinion is rendered by the attorney for the District stating the facts and the law upon which the opinion is based, compliance by the designated employee with the conclusions of such an opinion is evidence of good faith in any civil or criminal proceeding brought pursuant to the Political Reform Act of 1974 on this Code but may not be conclusive as to whether the designated employee acted in good faith. The designated employee's good faith compliance with the opinion of the District's attorney shall also act as a complete defense to any disciplinary action that the District may bring under Section 91003.5 of said Act of this Code. A designated employee may also seek an opinion or advice letter from the FPPC pursuant to Government Code Section 83114, which shall act as a complete defense in any subsequent enforcement proceeding brought by the FPPC.

STATUTE OF LIMITATIONS

1. No action based on a disqualification provision of this Code shall be brought pursuant to Government Code Section 91003(b) to restrain the execution of or to set aside official action of the District unless the complaint or petition is filed and served upon the District within 90 days following the official action.

DEFINITIONS

1. The definitions contained in the Political Reform Act of 1974 (Government Code Section 81000 et. seq.) and regulations adopted pursuant thereto are incorporated into this Conflict of Interest Code. Conflict of Interest disclosure reports shall be made on Fair Political Practices Commission Form 700, or any successor forms thereto.



VENTURA
PORT DISTRICT

Established 1952

**BOARD OF PORT COMMISSIONERS
SEPTEMBER 4, 2024**

STANDARD AGENDA ITEM 1

**APPROVAL OF A PROFESSIONAL SERVICES
AGREEMENT WITH JENSEN DESIGN & SURVEY
FOR ARCHITECTURAL SERVICES**

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: Approval of a Professional Services Agreement with Jensen Design & Survey for
Architectural Services

RECOMMENDATION:

That the Board of Port Commissioners approve a Professional Services Agreement with Jensen Design & Survey in the amount of \$97,000 for engineering, survey, design, permitting, bid support, and construction management for three District improvement projects.

SUMMARY:

The proposed Professional Service Agreements (PSA) with Jensen Design & Survey (Jensen) is for three District improvement projects:

1. Lot 19A Improvements
2. Beach Restroom/Shower/Access Improvements
3. Fuel Tank/Commercial Fish area surface and subsurface utility location.

These projects expand upon work already performed by Jensen to develop preliminary conceptual designs under an annual general services PSA.

These projects will take the conceptual design and develop completed design, city permitting, bid support, and construction management of the projects.

GUIDING PRINCIPLES:

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

FIVE-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:

The District will be performing three projects that will require engineering and survey support from a third-party engineering firm. Jensen has continued to demonstrate timely response and excellent familiarity with the City of Ventura's permitting process, both of which are of critical importance to the District to get these projects underway as soon as possible.

1. LOT 19A IMPROVEMENTS:

Jenson is supporting staff with a new layout and use of a parking lot owned and operated by the Port District at the corner of Harbor and Schooner (19A). There are a few improvements Jenson is working on, including a new SCE power connection as well as options for replacing light poles and fixtures for safety and security lighting. Jensen will assist the District in obtaining permits from the City to complete the project.

2. BEACH RESTROOM/SOWER/ACCESS IMPROVEMENTS

Jenson has performed planning-level engineering and design for Harbor Cove beach and Surfers Knoll beach restrooms and showers for improvements to accessibility, repair of failing walls, renovation of existing showers, and construction of a new dais at Harbor Cove. The next scope of work consists of preparing submissions to City building and safety, preparing bid documents, and providing construction support.

3. COMERCIAL FISH AREA SURFACE AND SUBSURFACE UTILITY LOCATION.

The District is preparing for a modernization project for the commercial fish offloading area. Ventura Harbor Marine Fuel's underground fuel tanks and transport lines need to be replaced by the end of 2025. Jensen will perform a survey and underground utility locating to evaluate alternative locations for both that might be advantageous for the modernization project.

FISCAL IMPACTS:

The total estimated cost of the three projects is \$91,775. Staff are recommending a contract amount of \$97,000 to account for approximately 5% in cost uncertainty.

ATTACHMENTS:

None.



**BOARD OF PORT COMMISSIONERS
SEPTEMBER 4, 2024**

**STANDARD AGENDA ITEM 2
CONSENT TO ASSIGNMENT AND
AMENDMENTS OF FUELING FACILITY
LEASE FOR 1551 SPINNAKER DRIVE**

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 2
Meeting Date: September 4, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Pablo De Leon, Lagerlof Lawyers LLP
SUBJECT: Consent to Assignment and Amendments of Fueling Facility Lease for 1551 Spinnaker Drive

RECOMMENDATION:

That the Board of Port Commissioners:

1. Consent to a First Amendment of the Fueling Facility Lease related to the premises located at 1551 Spinnaker Drive to revise the legal description and give clear title to Ventura Harbor Marine Fuel, Inc.
2. Consent to assignment and Second Amendment of Fueling Facility Lease related to the premises located at 1551 Spinnaker Drive, from Ventura Harbor Marine Fuel, Inc. to SHM Ventura Isla, LLC, existing ground lease tenant at 1363 Spinnaker Drive.
3. Authorize the General Manager to execute the First Amendment, Approval of Assignment of Lease, and Second Amendment, and to take or cause to be taken any and all such other actions as the General Manager shall deem necessary, appropriate or desirable in connection with the execution, delivery and performance of the Approval of Assignment of Lease and completion of the proposed assignment upon:
 - a. District Legal Counsel review and approval of supporting transactional documents.
 - b. Commitment to pay out of escrow for the underlying transaction Appreciation Rent in the amount of \$54,000.
 - c. Commitment to reimbursement of the District’s legal fees associated with the transaction.

SUMMARY:

The District’s current lessee for the premises (the “Premises”) located at 1551 Spinnaker Drive is Ventura Harbor Marine Fuel, Inc. (“VHMF”). VHMF has entered into an Agreement of Purchase and Sale of Leasehold Interest and Certain Other Assets dated November 14, 2023 with SH Marinas LLC (“Safe Harbors Marina”), who, by and through an affiliate (SHM Ventura Isle, LLC (“SHM Ventura Isle”)), presently holds the leasehold interest and operates the Ventura Isle Marina located at 1563 Spinnaker Drive. Safe Harbors Marina, bay and through SHM Ventura Isle, will continue to operate the Premises as a fueling service facility for commercial and private vessels. The fuel tanks and pipes/fuel lines used in connection with the fueling service facility are in need of replacement. In connection with the assignment, SHM Ventura Isle shall commit to completing such replacements by December 31, 2026, or as otherwise required by applicable law if sooner.

GUIDING PRINCIPLES:

- 5) Build respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.
- 6) Provide exceptional public service and organizational transparency.

FIVE-YEAR OBJECTIVES:

- 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.

BACKGROUND:

The District entered into a ground lease with VHMF dated April 1, 2015 (“Ground Lease”). On November 17, 2023, VHMF advised the District of its intention to sell the business to Safe Harbor Marinas and requested the District’s consideration to assign the lease. The District and the District’s Legal Counsel evaluated the buyer, which is an existing master tenant of the District’s, and determined the buyer to be qualified. VHMF and Safe Harbor Marinas have indicated their desire to complete the transaction effective September 9th and District staff are recommending approval per the recommendations above.

FISCAL IMPACT:

The District will receive a one-time payment from VHMF in the amount of approximately \$54,000 for the assignment of the lease, as required by the Ground Lease. This one-time payment is “Appreciation Rent” under the Ground Lease and is calculated whenever there is an assignment or change of ownership of the Ground Lease. The methodology for calculation of payment is provided for in the Ground Lease and the parties have agreed to the calculation of the Appreciation Rent. VHMF has been and will continue to reimburse the Port District for its legal fees accrued in connection with the assignment and the related transactions contemplated thereby, as required by the Ground Lease.

ATTACHMENTS:

None.



**BOARD OF PORT COMMISSIONERS
SEPTEMBER 4, 2024**

**STANDARD AGENDA ITEM 3
RECEIVE AND FILE 2024 VENTURA
HARBOR SURVEY RESULTS**

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3
Meeting Date: September 4, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Receive and File 2024 Ventura Harbor Survey Results

RECOMMENDATION:

That the Board of Port Commissioners receive and file the results from the 2024 Ventura Harbor Survey.

SUMMARY:

The General Manager initiated a Ventura Harbor Survey for tenants of the Ventura Port District beginning in 2023 with the intent to make it an annual activity. The 2024 Ventura Harbor Survey was conducted between August 6th and 23rd. Staff provided ongoing reminders during the survey period, which proved helpful in receiving a total of 35 responses from approximately 79 tenants.

GUIDING PRINCIPLES:

6) Provide exceptional public service and organizational transparency.

FIVE-YEAR OBJECTIVES:

- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.
 - 1) Collaborate with business partners and stakeholders through increased engagement, communication, and participation.
 - 3) Public and Civic Engagement Planning

BACKGROUND:

The District's 2024 Ventura Harbor Survey was conducted through Survey Monkey and included 16 questions with the opportunity to rate the District between 1-5 stars, with 1 star the lowest and 5 stars the highest. The survey also provided the opportunity to provide written comments. The survey included a range of topics such as events, communication, harbor improvements, future projects, public safety, property management, administrative functions, leasing, and continued desire to conduct business at Ventura Harbor. Most of the questions were the same or similar to that of last year.

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment 1 – 2024 Ventura Harbor Survey

Q1 Ventura Harbor continues to grow in demand as a location for events. Have you seen this as a positive for your business?

Answered: 35 Skipped: 0

4.1 
average rating



	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	2.86%	5.71%	17.14%	22.86%	51.43%		
	1	2	6	8	18	35	4.14

#	COMMENTS OR SUGGESTIONS:	DATE
1	The boatyard is not normally affected by the events because we rarely work on the weekends. However it is always nice to receive more recognition by a broad range of visitors to Ventura Harbor.	8/23/2024 3:02 PM
2	Hasn't been good or bad for us, but our business not dependent on foot traffic.	8/23/2024 2:17 PM
3	I am a service providing office tenant and special events at the harbor don't equate to business growth	8/23/2024 2:06 PM
4	For several reasons - road closure at Beachmont, lack of retail at Portside, long delays in city permits	8/23/2024 1:40 PM
5	We suggest planning more events during the non-summer months to drive traffic during non-peak seasons	8/23/2024 12:27 PM
6	Generally, events have benefitted traffic to the Harbor and raised awareness of the experiences it has to offer; however, parking is finite at a certain point, so events need to be balanced with regular access.	8/22/2024 10:16 PM
7	We've seen an increase of new people. Especially from the south	8/20/2024 8:01 AM
8	The walk in visitors from the village see our vessels come in and then about 5% come in and ask about the trips	8/18/2024 2:58 PM
9	Keep continuing to gradually grow your community events. An engaged community can only be good for the harbor.	8/17/2024 8:58 AM
10	It's irrelevant for my kind of business. It's nice to see the demand increase.	8/16/2024 11:02 AM
11	Not so much because nothing happens near our location	8/11/2024 7:32 AM
12	Best in the off season or midweek when we have parking, we are already quite full during the summer	8/8/2024 9:17 PM
13	I see continuous improvement and traffic although my business doesn't depend on local traffic	8/8/2024 2:15 PM
14	Harbor has done a tremendous job in partnering/creating events that attract a wide range of audience. The main audience being families / households that dine, play, and shop. It's a win all around for retail, restaurant, and boat rentals. These family-friendly events are always appreciated.	8/7/2024 5:54 AM
15	Neutral	8/6/2024 1:36 PM

Q2 Do you feel the District provides timely information about projects, programs, events at Ventura Harbor?

Answered: 35 Skipped: 0

4.5★
average rating



	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	5.71% 2	8.57% 3	17.14% 6	68.57% 24	35	4.49

#	COMMENTS OR SUGGESTIONS:	DATE
1	Yes, management is very vocal about projects and opportunities.	8/23/2024 2:17 PM
2	We would love to see the weekly newsletter come out on Thursday instead of Friday so we can communicate about goings-on more effectively with our team.	8/23/2024 12:27 PM
3	Thank you for heads up on the Spinnaker repair	8/20/2024 8:01 AM
4	Many times not informed until 30 days or less ahead, however, improved this year.	8/18/2024 2:58 PM
5	Have not experienced the social media component yet but the email system has been very effective.	8/17/2024 8:58 AM
6	Promotional efforts for events like the movie nights have been great.	8/16/2024 11:48 AM
7	I think the harbor has demonstrated excellence in this category in terms of distributing information effectively/efficiently. Nothing but transparency and quick communication from all departments. All hands on deck. Extremely professional. Way to go!	8/7/2024 5:54 AM

Q3 In the past few years, the District has completed a number of improvement projects in the Harbor (such as remodeling all of the public restrooms at Harbor Village). How do you rate the quality of these improvements?

Answered: 35 Skipped: 0

4.3★
average rating

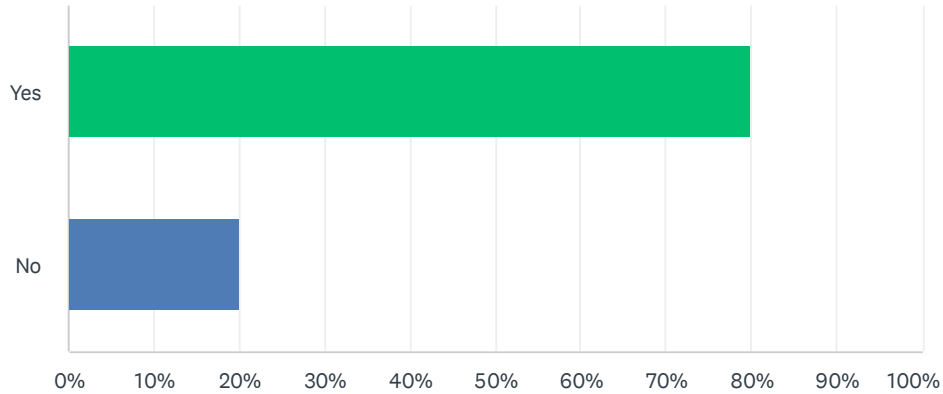


	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	22.86% 8	22.86% 8	54.29% 19	35	4.31

#	COMMENTS OR SUGGESTIONS:	DATE
1	I have not physically seen the restrooms. The modifications that I have seen are nice improvements.	8/23/2024 3:02 PM
2	The work that was done was good work, but those projects don't directly help our business. So for that reason, I would have loved to see the money go into other cost-savings related projects.	8/23/2024 2:17 PM
3	Restrooms are nice and well maintained on a daily basis. Building mounted directories are very difficult to read and need improvements	8/23/2024 2:06 PM
4	We dont really spend that much time in the Village	8/23/2024 1:40 PM
5	Very slow but end result very nice	8/23/2024 3:01 AM
6	Great efforts on signage throughout; though some old, conflicting signage should be removed.	8/22/2024 10:16 PM
7	The new restrooms by the diveshop are beautiful!	8/20/2024 8:01 AM
8	The remodels are nice. Our restrooms need improved and need thorough cleaning (walls, floors etc).	8/18/2024 2:58 PM
9	I am not familiar enough with the referenced to rate them yet.	8/17/2024 8:58 AM
10	The restroom facilities have always been clean and functional, especially when you consider the traffic flow through the harbor on a weekend	8/16/2024 11:48 AM
11	The bathrooms I have seen are great.	8/11/2024 7:32 AM
12	Impressive execution of the 5-year plan, great communication during construction, and lots of great feedback from our employees and customers. Our main KPI is the customer! They are saying five stars!	8/7/2024 5:54 AM

Q4 Have you followed the District’s plans for future projects in Harbor Village (such as managed parking, the redevelopment of 1575 Spinnaker [restaurant], the plans for a new park at the grass lawn, the modernization of the commercial fishing area)?

Answered: 35 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	80.00% 28
No	20.00% 7
TOTAL	35

#	COMMENTS OR SUGGESTIONS:	DATE
1	I hope the park design for the lawn will not make it impossible to host popular and crowd drawing events such as the movie nights, poich parade etc.	8/23/2024 3:54 PM
2	I have not been following all aspects those future projects. I will look into those additional improvements.	8/23/2024 3:02 PM
3	In full support of assistance for the commercial fishing area. Much needed.	8/23/2024 2:17 PM
4	Redevelopment only works if you have future long-lease tenants to occupy. Just because you build it, doesnt mean they are coming	8/23/2024 2:06 PM
5	We appreciate the opportunity to stay involved in planning and to provide feedback. Concerned about medium-term impact of commercial fishing building project.	8/23/2024 12:27 PM
6	no paid parking	8/22/2024 4:18 PM
7	parking would be great idea	8/21/2024 10:08 PM
8	For parking, we need to know more specifics - when, how much, will there be parking permits for employees? Validation for customers, etc.	8/21/2024 1:03 PM
9	Please keep parking free	8/21/2024 10:52 AM
10	am not aware of the plans	8/18/2024 2:58 PM
11	familiar with some of the components but not all that were mentioned.	8/17/2024 8:58 AM
12	We have followed these improvement plans as they all impact our buisness .	8/16/2024 11:48 AM

13	Where do I find the information on those projects?	8/11/2024 7:32 AM
14	I think parking will be tight especially in the summer and as Ventura Harbor becomes a frequent destination	8/8/2024 2:15 PM
15	I think paid parking would be a positive thing for the harbor, as long as businesses could validate parking	8/7/2024 2:15 PM

Q5 If you answered yes to the question above, are you pleased with the direction the District is heading?

Answered: 29 Skipped: 6

4.1★
average rating



	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	0.00%	3.45%	20.69%	37.93%	37.93%		
	0	1	6	11	11	29	4.10

#	COMMENTS OR SUGGESTIONS:	DATE
1	Generally, yes. The Harbor are doing what they can to generate foot traffic and create a unique experience for those coming to the harbor. As somebody that relies on the fisheries, I appreciate all the work the harbor is doing trying to improve our operations. From the potential grant money improvements to the new ice operation, they are definitely listening to the fishermen.	8/23/2024 2:17 PM
2	I think the managed parking concept is a mistake as it will force beach goers onto Spinnaker, causing a safety issue, and more competition for parking, thereby interfering with our events, where we at times host large groups, especially in summer, and need access to offsite parking. feed s at md . It will also e	8/23/2024 2:15 PM
3	I am happy to hear that the proposed EV parking will be underway soon.	8/23/2024 2:06 PM
4	No new restaurants needed. High end unique shopping is better.	8/23/2024 3:01 AM
5	Obviously, paid parking is going to hurt the local restaurants and other businesses.	8/21/2024 1:03 PM
6	Please keep parking free	8/21/2024 10:52 AM
7	Concerned how the paid parking will affect / work for my employees and people visiting my office	8/21/2024 10:34 AM
8	Yes, however special events in summer are difficult to manage for paying customers prebooked to visit here	8/18/2024 2:58 PM
9	I'm not sure about the paid parking in the future.	8/16/2024 11:02 AM
10	Concerns about restaurant business saturation...ie. More restaurant seats without more parking?	8/8/2024 9:17 PM
11	We understand and appreciate the district focusing on solving the parking issue during the peak season. We do have a lot of single (1 person) customers, quick visits to pick up orders, and small tickets. A \$2.00 fee to pick up an \$7 ice cream is more than 20% of the order ticket whereas \$2.00 of \$100 restaurant order is 2%. Also, Will they stop for ice cream after lunch/dinner if the parking timer is going? Also, another concern is that the parking lot is not always full on Fridays in May. We may risk losing customers over a small parking fee during the times where a fee does not solve our 'peak time' issue. We are for the District to implement parking measures, but we are hoping for a surgical approach in the starting. We are hoping the District takes lenient measures in the first year and continue studying the patterns. Possible validation system or first 90min free and a higher rate right when they pass the one hour mark.	8/7/2024 5:54 AM

In addition, maybe starting the parking program on Weekends only in May. Fri-Sun in June and July. Thanks for hearing us out!

Q6 How do you rate the Ventura Port District's overall Harbor Patrol rescue and public safety operations?

Answered: 35 Skipped: 0

4.3★
average rating



	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	5.71% 2	5.71% 2	5.71% 2	14.29% 5	68.57% 24	35	4.34

#	COMMENTS OR SUGGESTIONS:	DATE
1	Having a presence in the harbor makes my employees feel much safer at night when they are closing up.	8/23/2024 3:54 PM
2	I have no experience with them directly, but the mentally ill homeless and transient population is often around, usually yelling or making a mess in the bathrooms. This needs better outreach and control please! And don't say this is a VPD issue, its not, its an outreach issue.	8/23/2024 2:06 PM
3	They don't respond	8/22/2024 6:16 PM
4	need to have a better solution for the resident homeless who hang around and impact businesses	8/22/2024 4:18 PM
5	I think they are doing the best they can . I appreciate it.	8/21/2024 11:18 AM
6	They manage rescue and public safety they do well as requested. Should drive the parking lots more often as it helps prevent crime and parking illegally	8/18/2024 2:58 PM
7	Harbor Patrol is very responsive when an issue arises. It would be nice if there was a better patrol presence at nighttime and on the weekends.	8/16/2024 11:48 AM
8	No rating.	8/16/2024 11:02 AM
9	They have responded when I called them about homeless problems	8/11/2024 7:32 AM
10	Night security is a great improvement	8/8/2024 9:17 PM
11	I don't think it's the fault of Harbor Patrol, but our business has seen an increase in crime in the area	8/7/2024 2:15 PM

12 I have been seeing a lot of cars crash into businesses lately on the news. It may be helpful at some point to have some small, protective barriers by the sidewalk in front of businesses. There is a lot of traffic there and numerous deliveries by large trucks. There is not a lot of room for error if a pedestrian was to get struck by a truck or car or someone to drive through a store front. Just a thought on possible prevention of an accident.

Q7 How do you rate the Ventura Port District's overall property management services, including day-to-day maintenance, upkeep, landscaping, and repairs?

Answered: 35 Skipped: 0

4.3★

average rating



	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	5.71% 2	14.29% 5	25.71% 9	54.29% 19	35	4.29

#	COMMENTS OR SUGGESTIONS:	DATE
1	Any maintenance or repair issues On have had have been immediately responded to.	8/23/2024 3:54 PM
2	Harbor is generally clean and safe. Definitely one of the more pleasant harbors along the coast.	8/23/2024 2:17 PM
3	Nicely done team and always fast response	8/23/2024 2:06 PM
4	Lots of emphasis on keeping the promenade beautiful.	8/23/2024 12:27 PM
5	Landscaping improving but not properly filled in new parking areas as weeds are already coming up	8/23/2024 3:01 AM
6	The bathrooms need more attention and multiple cleanings a day	8/22/2024 6:16 PM
7	The mowing crew do great. Decomposed granite around the side of sidewalks and plant area... No plastic under therefore lots of weeds not maintained. Gravel travels onto the dock ramp and makes ramp dangerous for walking. Effects biosecurity too.	8/18/2024 2:58 PM
8	It's not so well maintained. The courtyard has constant stains on it and should be powerwashed way more often. It should be patrolled for dead plants and garbage. I'm often embarrassed when I come to the courtyard area. Many of the tiles are cracked.	8/11/2024 7:32 AM
9	Wayne is the man!	8/7/2024 2:15 PM
10	5 Stars! Responsive, Professional, and very friendly. Our common areas and bathrooms are always attended to multiple times throughout the day.	8/7/2024 5:54 AM
11	Landscaping upkeep to Anchors Way and the Water Way Barranca need higher budgetary allowance.	8/6/2024 2:18 PM

Q8 Is the District staff responsive to your comments, questions, and concerns regarding your lease, billing/accounting, or other administrative tasks?

Answered: 35 Skipped: 0

4.7★
average rating

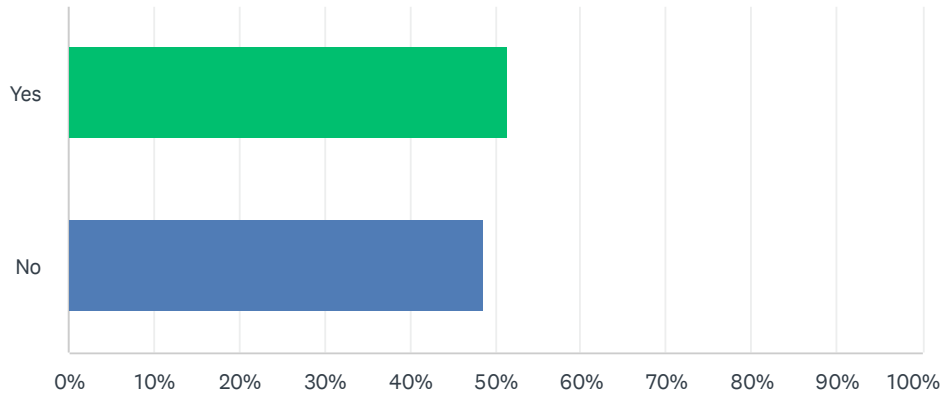


	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	5.71% 2	17.14% 6	77.14% 27	35	4.71

#	COMMENTS OR SUGGESTIONS:	DATE
1	No complaints with district staff. Always responsive and reasonable.	8/23/2024 2:17 PM
2	Always responsive and supportive.	8/22/2024 10:16 PM
3	Yes, some confusion between two departments with billing but now cleared up. Overall good job.	8/18/2024 2:58 PM
4	District staff is very responsive issues regarding lease issue and general inquires or requests for information.	8/17/2024 8:58 AM
5	The staff are incredibly responsive and very helpful. Gloria, Jessica R and Jessica P are all wonderful to work with.	8/16/2024 11:48 AM
6	Communicates before I even have the chance to ask the question. Friendly service and just great people to work with.	8/7/2024 5:54 AM

Q9 In the past year, did you have dialogue with District staff regarding obtaining and/or renewing your commercial lease with the District?

Answered: 35 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	51.43%	18
No	48.57%	17
TOTAL		35

Q10 If you answered yes to the question above, how would you rate the courtesy, professionalism, and transparency of that dialogue?

Answered: 20 Skipped: 15

5.0★
average rating

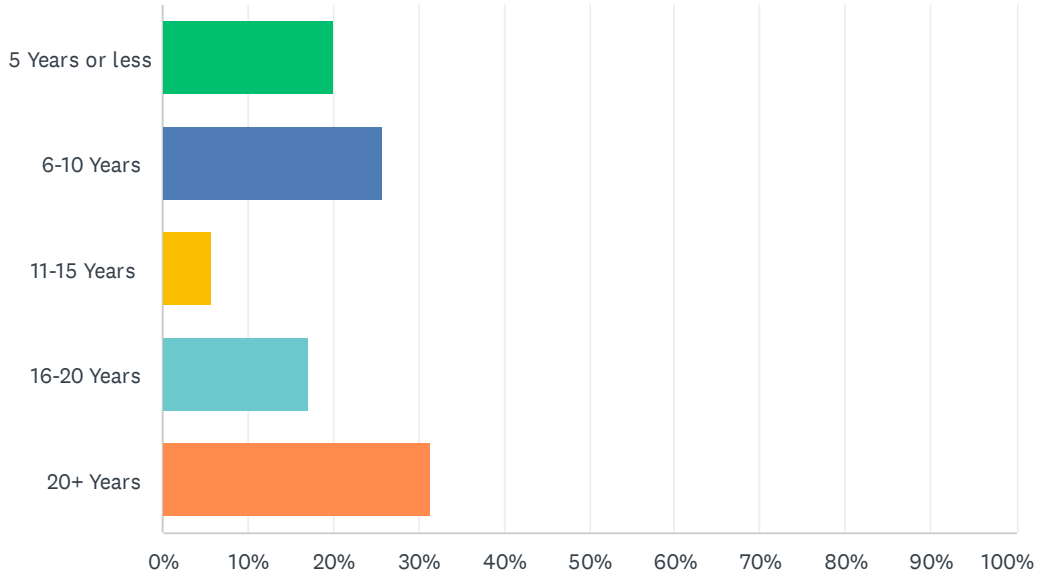


	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	5.00% 1	95.00% 19	20	4.95

#	COMMENTS OR SUGGESTIONS:	DATE
1	Amazing	8/21/2024 11:18 AM
2	Jessica Snipas is a pleasure to work with. She is knowledgeable and always responds to questions in a timely manner.	8/20/2024 4:28 PM
3	Compared with experience t other public agencies, VPD is at the top of the list for courtesy, professionalism, transparency and cooperative spirit	8/17/2024 8:58 AM
4	Pleasant experience and satisfied with the outcome. Night and day difference from prior management. Sets the example in the industry.	8/7/2024 5:54 AM

Q11 As of last year, 2/3 of our tenants have been here for more than 10 years. How long have you been a tenant of the Ventura Port District?

Answered: 35 Skipped: 0



ANSWER CHOICES	RESPONSES
5 Years or less	20.00% 7
6-10 Years	25.71% 9
11-15 Years	5.71% 2
16-20 Years	17.14% 6
20+ Years	31.43% 11
TOTAL	35

Q12 Do you plan to call Ventura Harbor "home" for the foreseeable future?

Answered: 35 Skipped: 0

4.9 
average rating



	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	2.86% 1	8.57% 3	88.57% 31	35	4.86

#	COMMENTS OR SUGGESTIONS:	DATE
1	I hope so.	8/23/2024 2:17 PM
2	However, offices are a bit dated and you should look into exterior door / hardware replacement soon.	8/23/2024 2:06 PM
3	Hoping the parking plan will eliminate the problems with special events, that they park in the whale lot, as well as control timeline of beach customers. All are valuable, however need to be fair with other visitors including paid customers.	8/18/2024 2:58 PM
4	We plan to invest in the harbor and to continue to grow with the harbor and the local community for many decades to come.	8/17/2024 8:58 AM
5	YES if we can continue to afford it.	8/11/2024 7:32 AM
6	Love the harbor	8/8/2024 9:17 PM
7	Home SWEET home!	8/7/2024 5:54 AM

Q13 What is your overall opinion of the Ventura Port District's management of Ventura Harbor?

Answered: 35 Skipped: 0

4.5★
average rating

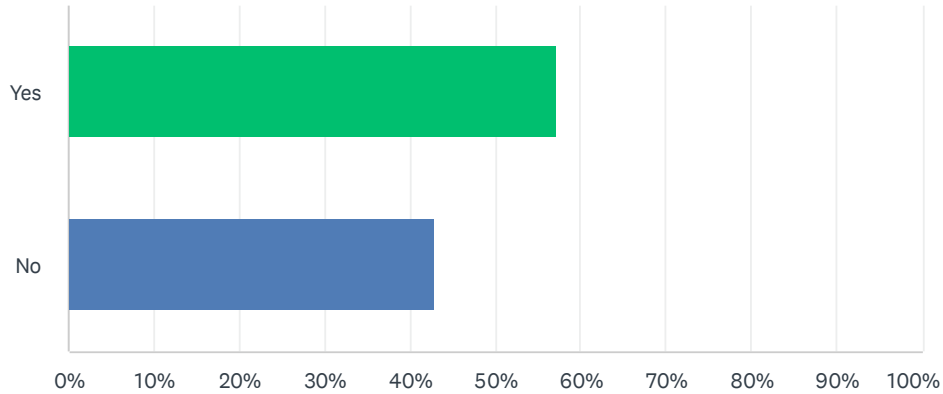


	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	8.57% 3	31.43% 11	60.00% 21	35	4.51

#	COMMENTS OR SUGGESTIONS:	DATE
1	While there is always room to improve, the district has a friendly team that is easy to work with.	8/23/2024 2:17 PM
2	Very satisfied except when we have to manage parking for paid customers to park for a trip to the island. Whether a half day, all day or camper, we need parking for our guests so we can be in business.	8/18/2024 2:58 PM
3	Incentivizing yacht brokers to bring their business to Ventura Harbor would increase overall revenue and vessel quality in the harbor.	8/14/2024 11:25 AM
4	Love what management has done since it changed hands years ago.	8/7/2024 2:15 PM
5	Professional, transparent, adaptable, and quick to execute. Genuinely cares about tenants and visitors concerns. Great culture. Also, shoutout to the board for being aligned/supporting management these past 5 or so years. Harbor is being steered in the right direction.	8/7/2024 5:54 AM

Q14 The District will have a public workshop on September 14th to allow all of our stakeholders to meet with our Board to discuss our current 5-year plans established in 2022. Can we count on you to attend and share your thoughts and ideas?

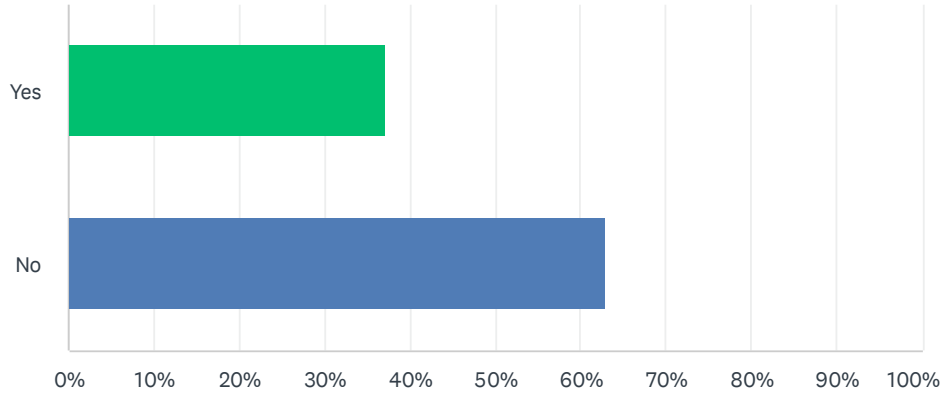
Answered: 35 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	57.14%	20
No	42.86%	15
TOTAL		35

Q15 Did you know that there is now a \$500 recruitment rent credit if you help us enter a new multi-year lease with a new tenant that you refer to us?

Answered: 35 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	37.14%	13
No	62.86%	22
TOTAL		35

Q16 If you were to suggest a type of business the District should recruit to join Harbor Village, what would you suggest?

Answered: 24 Skipped: 11

#	RESPONSES	DATE
1	Beach / sandwich /surf / healthy alternative shop	8/23/2024 4:51 PM
2	A Coffee shop would be nice. Sailboat rentals similar to Santa Barbara Sailing Center	8/23/2024 3:54 PM
3	I would like to see Ventura Harbor become a weekend and week days destination for Southern California boats. Public temporary dockage available for marine tourist coming by water. Maybe mass transit, postings, expressing points of interest and means of getting to those points of interest near the docks. Is there any water-based public transit available to tourist?	8/23/2024 3:02 PM
4	From an entertainment perspective, I wish the harbor had a good BBQ restaurant. From a business perspective, would love to see a dedicated bait + tackle shop somewhere a little more central to harbor village.	8/23/2024 2:17 PM
5	What about a fast food facility or to-go sandwich shop. There are no deli-like facilities nearby and going to Vons is a hassle.	8/23/2024 2:15 PM
6	more food service would be great	8/23/2024 2:06 PM
7	Italian fine dining restaurant.	8/23/2024 12:27 PM
8	High end clothing store like Chico's. Specializing in cruise and beach wear. One of a kind business for Ventura.	8/23/2024 3:01 AM
9	Local hip restaurants/breweries - Fluid State, the Nest, Topa Topa, or other local favorites.	8/22/2024 10:16 PM
10	Anything to fill the vacant spots.	8/22/2024 6:16 PM
11	Activities for Kids and Families like the Juinor Explorers	8/22/2024 4:18 PM
12	Definitely no other Restaurant	8/21/2024 10:08 PM
13	Small Aquarium. Have a second Channel Islands museum, something educational. Or a Sushi restaurant . Also maybe rent out empty spaces to swing dance lessons or salsa lessons, it's festive and draws a happy crowd. Rent it to paint and sip classes, ukulele classes, etc.	8/21/2024 11:18 AM
14	Brewery	8/21/2024 10:52 AM
15	fitness studio	8/20/2024 4:28 PM
16	Another place like Sugar Lab	8/20/2024 8:01 AM
17	Brewery	8/18/2024 2:58 PM
18	Hope to have an answer to that soon but do not have one right now.	8/17/2024 8:58 AM
19	A good coffee shop, there was one in the Harbor, near the Mexican restaurant but they moved location. They were wonderful and a great addition to the harbor.	8/16/2024 11:48 AM
20	not sure.	8/16/2024 11:02 AM
21	Sushi restaurant	8/14/2024 11:25 AM
22	Something Family Friendly like "Build a bear"	8/7/2024 2:15 PM
23	More kid friendly businesses that would attract something for the family.	8/6/2024 2:18 PM
24	A local coffee shoppe	8/6/2024 1:36 PM



VENTURA
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**BOARD OF PORT COMMISSIONERS
SEPTEMBER 4, 2024**

**STANDARD AGENDA ITEM 4
REVIEW OF SATURDAY, SEPTEMBER 14,
2024 PUBLIC WORKSHOP**

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Review of Saturday, September 14, 2024 Public Workshop

RECOMMENDATION:

That the Board of Port Commissioners receive a presentation regarding the planning efforts and agenda for the Board’s Saturday, September 14, 2024 Public Workshop.

SUMMARY:

The District has scheduled a one-day, in-person workshop on Saturday, September 14th from 8am to 12pm consistent with the 5-Year Objectives. The last workshop was held on December 4, 2021. The General Manager in consultation with the Chair and Vice-Chair developed the agenda for the event.

GUIDING PRINCIPLES:

6) Provide exceptional public service and organizational transparency.

FIVE-YEAR OBJECTIVES:

- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.
 - 1) Collaborate with business partners and stakeholders through increased engagement, communication, and participation.
 - 3) Public and Civic Engagement Planning

BACKGROUND:

The District’s 5-Year Objectives adopted by the Board call for a public workshop in 2024. The Board approved Saturday, September 14th for the event. The Workshop will be held at the Ventura Marina Mobile Home Park located at 1215 Anchors Way Drive. The workshop will include a guest speaker, and two break-out sessions, each with two topics. Light refreshments will be served, opportunities to network, and a short break between sessions.

Guest

Speaker: Bill Ayub, City Manager, City of Ventura

Session 1: Parking Management Implementation
Harbor Sustainability & Resiliency

Session 2: Economic Development
Public Safety

Commissioners will serve as Facilitators and be paired with a member of management staff to serve as Co-Facilitator/Scribe to record the feedback from their table participants for each topic. There will be a series of prepared questions for each topic to prompt discussion and feedback. Commissioners will be asked to give a brief summary at the end of each session.

Public parking will be at the launch ramp. The General Manager and staff have begun individual and tenant-wide outreach efforts and will continue to do so leading up to the event. To date, this outreach has included emails, information in the 2024 Ventura Harbor Survey and a notice on the

District's website. The formal agenda will be posted and distributed as part of the regular agenda process. Separately, the Marketing Department will distribute the save the date flyer as part of its weekly newsletter.

FISCAL IMPACT:

There is no budget for this event as the Ventura Marina Mobile Home Park has graciously offered the use of the Community Room for free to the District and all supplies will be reused from the previous workshop.

ATTACHMENTS:

Attachment 1 – Workshop Save the Date Flyer

**DON'T MISS OUT ON DISCUSSIONS
SUCH AS:
PARKING MANAGEMENT
SUSTAINABILITY & RESILIENCY
PUBLIC SAFETY
AND
ECONOMIC DEVELOPMENT!**

**YOUR PARTICIPATION IS VALUABLE IN
HELPING US MAKE VENTURA HARBOR
THE BEST IT CAN BE. THIS IS AN
IMPORTANT OPPORTUNITY TO DISCUSS
TIMELY TOPICS WITH THE BOARD,
MANAGEMENT TEAM AND FELLOW
HARBOR STAKEHOLDERS.
PLEASE JOIN US!
BRIAN PENDLETON, GENERAL MANAGER**

Save The Date

Ventura Port District Board Public Workshop



**VENTURA
PORT DISTRICT**
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**THIS WORKSHOP WILL BE HELD
IN PERSON ONLY.**

**Saturday
09/14**

8:00AM TO NOON

**VENTURA MARINA MOBILE HOME
PARK COMMUNITY ROOM
1215 ANCHORS WAY DRIVE
VENTURA, CA 93001**

**CONTACT JESSICA RAUCH AT
JRAUCH@VENTURAHARBOR.COM
WITH ANY QUESTIONS.**



VENTURA
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**BOARD OF PORT COMMISSIONERS
SEPTEMBER 4, 2024**

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

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 5
Meeting Date: September 4, 2024

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

RECOMMENDATION:

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

SUMMARY:

In the completion of all activities in Harbor Patrol, Marketing, Leasing and Property Management, Maintenance, Marina Management, Capital Projects, Finance, Administration, and day-to-day service to the public, the Port District staff is guided by the District's Mission Statement, Guiding Principles, and Five-Year Objectives. This report attaches the Quarterly Update Workbook which provides an update on achievements related to each strategy associated with the Board's Five-Year Objectives.

GUIDING PRINCIPLES:

6) Provide exceptional public service and organizational transparency.

FIVE-YEAR OBJECTIVES:

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

3) Public and Civic Engagement Planning

BACKGROUND:

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

As a follow-up to the Public Workshop, MP prepared a written report for the District to utilize as a tool to formalize any updates to the District's Mission Statement, Long-Term Goals, and 5-Year Objectives. This report was presented on January 19, 2022. New Guiding Principles (previously known as Long-Term Goals) and updated Five-Year Objectives were adopted on April 6, 2022. On September 29, 2022, the Board considered and adopted strategies for each of the Five-Year Objectives.

During the February 2022 discussion, the Board was supportive of updating the Mission Statement, Long-Term Goals, and Five-Year Objectives. Additionally, the Board provided guidance to the General Manager and requested specificity on implementation of the objectives including the use of the SMART approach through the inclusion of the strategies that were approved by the Board on September 29, 2022. SMART goals are specific, measurable, achievable, relevant, and time-bound, and will continue to be utilized in quarterly reporting as has been past practice, with updates as applicable to reflect the new Guiding Principles. The intent of the Workbook is to be a living document that:

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

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

GOAL ACTION REMOVAL

Each Goal includes multiple Strategies and Actions. Staff suggest that the Board consider the removal of some actions from future reporting as they are either completed or are not anticipated to be completed within the 5-year period from when the goals were adopted in September of 2022. The General Manager proposes that the Board consider following Actions for removal in future reporting:

D: Strategy 3: Ventura Port District Dredging

Action: Prepare, submit and receive new permits for inner Harbor Dredging (unrestricted by Santa Clara river conditions).

Reason: Completed

E: No changes.

F: No changes.

M: Strategy 3: VenturaWaterPure

Action: Continue commitment to help minimize impacts and disruptions caused by the VenturaWaterPure project through ongoing work with City, master tenants, and stakeholders.

Reason: VenturaWaterPure project construction activity is now outside of the harbor.

N: Strategy 1: Work with NPS and harbor visitors regarding enhancement of visitor experience.

Action: Collaborate with City, CA Coastal Commission, and stakeholders including NPS to prepare a master plan integrating Parcel 8 into the visitor experience at the Harbor and Visitor's Center.

Reason: NPS unlikely to move forward within the next 3 years.

Action: Work with NPS to provide/upgrade visitor educational signage along pedestrian areas.

Reason: District has completed its part; NPS to complete its part on their schedule.

N: Strategy 2: Coordinate with NPS Superintendent to evaluate long-term goals and improvement needs for the Channel Islands National Park Visitor Center.

Action: Investigate synergies for collaborative improvement of NPS Visitor Center experience

Reason: Improvements to Visitor Center outside of District's ability to implement.

P: Strategy 1: Work with City to improve access between the City and Harbor.

Action: Coordinate with City on planning for active transportation network improvements.

Reason: Duplicative of Action 1.

R: Strategy 1: Utilize grant funding opportunities for sustainable Harbor infrastructure.

Action: Complete procurement of hybrid Harbor Patrol vehicle utilizing SLC grant funds per CIP.

Reason: Completed.

Action: Complete procurement of EV or hybrid Maintenance & Dockmaster vehicles using SLC grant funds per CIP.

Reason: Completed.

V: No changes.

FISCAL IMPACT:

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

ATTACHMENTS:

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



**VENTURA
PORT DISTRICT**

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Strategies to the 5-Year Objectives

Q4 of FY23-24

Board of Commissioners Meeting

September 4, 2024

Guiding Principles

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

2022-2027 5-Year Objectives

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

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
<p>1. Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program</p>	<p>CMANC and/or WEDA Meeting attendance</p>	<p>3-4 times per year</p>	<p>Senior Business Operations Manager (SBOM) attended CMANC Spring meeting.</p>
	<p>USACE District, Division & HQ meetings and communication</p>	<p>As needed or 2 times per year</p>	<p>USACE LA District Commander & staff came to Ventura Harbor for meeting, review of recent dredging, and discussion for coming season.</p>
	<p>Engagement of Lobbyist to provide representation with the Federal Government and Congress</p>	<p>Monthly</p>	<p>Monthly reports from Carpi & Clay.</p>
	<p>Advocating for full funding of VPD entrance channel in President's Budget</p>	<p>Q1 2023 and annually</p>	<p>Ventura included in President's budget for FY24 for \$8.796M. Letters of support of request sent by Congressman Carbajal, Senator Butler, Senator Padilla.</p>
<p>2. On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance</p>	<p>Continued Board Role at CMANC</p>	<p>Current Three-Year Term through 2022</p>	<p>SBOM re-elected as Chair of CMANC. CMANC spring 2025 meeting will be in Ventura County.</p>
	<p>Committee lead and/or Executive Board role at CMANC</p>	<p>By next Board Election Q4 2022</p>	<p>SBOM Chair of CMANC effective July 1, 2023, through June 30, 2025. New bylaws prepared.</p>
<p>3. Ventura Port District Dredging</p>	<p>Prepare, submit and receive new permits for inner Harbor Dredging (unrestricted by Santa Clara river conditions)</p>	<p>Q1 2022 to Q2 2023</p>	<p>Task completed: Water Board permit received. Coastal Commission permit amendment received. USACE permit received.</p>

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
<p>1. Collaborate with business partners and stakeholders through increased engagement, communication, and participation.</p>	Village tenant meetings	Quarterly	Monthly Tenant Newsletters / Village Tenant Virtual Meet Up in May / Village Tenant Annual Input Survey Completed
	Celebrate DEI through recognition of dates and events of cultural significance	Annual Visitation Plan for Ventura Harbor Village Q2 2023	Ongoing content development/recognition to celebrate DEI this quarter: (May) Asian American & Pacific Islander Heritage Month-Hosted a community fish printing or “Gyotaku “ a traditional Japanese art form of fisherman dating back over 100 yrs, on May 18. In honor of Cinco de Mayo-featured special LA Hispanic band from Los Angeles, CAVA in Village. (May/June) Recognized Mental Wellness Month as home to the Mental Wellness Festival held in June on Village Main Lawn (June) PRIDE recognition: Colorful campaign banners promoting an inclusive destination, commissioned artist for custom chalk art creation with the words “All Welcome” in Village.
	Refresh the Ventura Harbor Village.com website to include dynamic features, the Channel Islands, digital map, and reformatted calendar of events	Q2 2023	Refreshed information on Channel Islands and weekly website updates. Moved the software / backend refresh to Fall of 2024.
	Harbor tenant education and advocacy re: implementation of sustainability practices e.g. CA Green Business Network, Surfrider Foundation Ocean Friendly Restaurants program		Cross promoted 2 Spring Beach Clean Ups on April 21 and on June 8 sponsored by Channel Islands National Park. Celebrated Earth Day with Promotion to spend time in nature, pick up debris before it ends up in the sea, and support sustainable agriculture with a SEEAG (Village tenant) seedling sale along the promenade on April 27 th .
<p>2. Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs</p>	Collaborate with City, tenants, and stakeholders on updates to Local Coastal Program and General Plan	City organized meetings through Q4 2023	City Council endorsed draft land use designation map that includes Harbor zoning updates as requested by GM. HM provided a talk about the Harbor Patrol for VWM.
	Collaborate with other harbors and special districts on best management practices, legislative impacts and funding opportunities	Monthly	Port of Hueneme successful in grant with VPD as subrecipient – subgrant agreement under review. GM continues to participate in VCSDA as Executive Committee Member/Treasurer. SBOM & HM maintains various memberships w/Harbormaster, beach and marina associations. HM has worked with the POH in regional security groups.
	Collaboration between Port District and law enforcement and emergency services	Ongoing	HM participates in USCG Search and Rescue Meetings, DHS Homeland Security Meetings, and provided Ocean Rescue training for City & County Fire Personnel. HM and staff attended a three-day Train-The-Trainer CERT Disaster Worker program allowing Harbor Patrol staff to better train and equip staff and the members of the public to handle disasters. HM has worked with the POH Coastal Trident Training to host a 4-day dive training in Harbor.
	Port Commission updates to Ventura City Council	Bi-Annual	City Council presentation by members of Board, GM, SBOM on Feb 27, 2024.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
3. Public and Civic Engagement Planning	Public Workshop every two years	Q3-Q4 2024	PCEP updated and approved by Board in December 2023. Next Public Workshop scheduled for Saturday, September 14, 2024.
	Mid-term Objective evaluation	Q3-Q4 2024	No action this quarter.
4. Updates to District policies to reflect improved transparency and DEI	Identification and utilization of multi-channel outreach for staff recruitment, solicitation of tenant businesses and contracts	Q3 2022 to Q2 2023	Recruitment for Maintenance Worker I & Maintenance Worker II underway. Management Assistant recruitment complete.
	Annual review and updates to HR Manual, Board Protocols Manual, Public and Civic Engagement Plan, and other District policies.	Q3-Q4 and annually	HR Manual update approved by Board on Feb 1, 2023. PCEP updated Dec 2023. Brown Act presentation to Board on Feb 15, 2023. 2024 annual review of HR Manual completed and approved by Board June 19.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor	Regular engagement with commercial fishing business owners and key industry representatives	Seasonally	Staff will schedule meeting with fishing business owners after Board considers funding agreement with Port of Hueneme. HM continues to work with local fisheries including the newly reorganized Commercial Fishing Association to share info and regional concerns or challenges.
	Engagement with sustainable aquaculture industry interests at Ventura Harbor	As received	Presentation to Board by Ocean Rainforest at the March 20 th meeting. Board supported Ocean Rainforest submission of macro-algae farm application. No action this quarter.
	Monitor legislative and regulatory changes potentially impacting commercial fishing and sustainable aquaculture	Monthly	Staff has been following new legislation for impacts, including CARB, MPA, and 30x30. HM remains active in the Joint Oil/Fisheries Liason Office out of Santa Barbara. This group passes on important information on projects, issues, or changes for the commercial fisheries.
2. Continue improvements of District's Working Waterfront infrastructure	Maintain existing harbor infrastructure and related amenities to continue to meet commercial fishing needs	Q2 Annual Budget & 5-Year CIP	Del Mar and District Staff completed installation of 3-ton ice production unit. System will produce 3 tons on flaked ice on demand. Hours of operation, pricing and distribution being finalized. Will be administered by Del Mar staff.
	Master planning for growth of commercial fishing and sustainable aquaculture capital improvements	Q1/Q2 2023	Staff prepared to schedule meeting with fishing business owners after Board considers funding agreement with Port of Hueneme.
	Identify and pursue grant/funding opportunities to implement capital infrastructure needs for commercial fishing and sustainable aquaculture	Q2 2023 and on-going	Staff has worked with Port of Hueneme to finalize agreements for CalSTA grant funding to modernize commercial fishing infrastructure at Ventura Harbor to accept all squid offloading from Port of Hueneme. Once formalized by agreement, VPD will be able to receive \$16M over 4 years for the modernization project.
3. Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture	Support and endorse NOAA sustainable aquaculture initiatives in the Santa Barbara Channel	Q2/Q3 2023	GM facilitated aquaculture firm presentations to Chamber of Commerce and VPD Board in January and March. Awaiting next public steps in NOAA's California AOA Process for one or more Aquaculture Opportunity Area(s) in Southern California. Draft Programmatic Environmental Impact Statement (PEIS) likely to be released in Fall '24.
	Knowledge, experience, and technology transfer with aquaculture industry and stakeholders	Ongoing Resource	Maintain resource library on District's website.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engagement and support of Master Tenants for successful business operations at the Harbor	Work with Master Tenants to help facilitate sustainable capital improvement projects	Tenant specific	Derecktor project approved by City Design Review Committee on March 20. Board approved agreements with Marina West Lessee TBBW and Aldersgate for Parcel 17 on March 20. Ventura Yacht Club dock replacement project: construction nearly complete.
	Coordination with Portside on commercial tenant leasing	Q1 2022 to Q4 2023	GM conducts biweekly meetings re: commercial leasing as well as topics such as a possible water taxi service and wayfinding signage, and entryway signage at Harbor Blvd. and Schooner Dr. Staff met with City officials re: entryway signage “pathway” for entitlements. Planning Division will process application.
	Strategic planning meetings between master tenants and District staff	Q2 of each year	City Council endorsed draft land use designation map that includes Harbor zoning updates as requested by GM.
2. Evaluate opportunities for Parcel Development	Evaluate master planning opportunities in conjunction with current and future leasehold development	Annually	Board approved letter agreement, license and exclusive negotiating agreement with Marina West Lessee TBBW and Aldersgate for Parcel 17 on March 20, 2024. Project(s) planning underway including monthly meetings with team.
	Master planning for Parcel 5 development	Commencing Q2 2023	Architecture firm RRM Design Group completed first draft preliminary design process and presented to Board in December 2023. Plan being updated and planning grant applied for in June. Presentation to Board planned July 17.
3. Implement sustainability technologies at the Harbor	Explore renewable energy, energy storage applications Harbor-wide e.g. solar power, EV charging stations, hybrid and electric vehicles	Q2 2023 and forward	SBOM/Capital Projects Manager (CPM) working towards installation of EV chargers –4 charge points installed at VPD HQ. 21 more to come in late summer of 2024 to VHV (SCE controls schedule). 4 EV vehicles purchased and delivered in 2023.
3. VenturaWaterPure	Continue commitment to help minimize impacts and disruptions caused by the VenturaWaterPure project through ongoing work with City, master tenants, and stakeholders	Q3 2022 to Q3 2024	VenturaWaterPure (VWP) project ongoing – several on-site meetings primarily with contractors. Some City easements still in place through this quarter.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with NPS and harbor visitors regarding enhancement of visitor experience.	Collaborate with City, CA Coastal Commission, and stakeholders including NPS to prepare a master plan integrating Parcel 8 into the visitor experience at the Harbor and Visitor's Center	Q2 2027	No action this quarter.
	Work with NPS and ferry operator on cross-promotional activities to increase attraction of visitors to the Harbor	Q2 2023 to Q2 2024	December thru April – Cross promote Winter Whale Watching with Island Packers including dedicated Winter Whale Watch contest in March, press release distribution in December, and exposure throughout the season. Cross promoted Beach Clean Up days with CINP in both January and March.
	Work with NPS to provide/upgrade visitor educational signage along pedestrian areas	Q3-Q4 2023	District updated and installed wayfinding signs along Spinnaker Drive in May 2023. Additional wayfinding signage along Harbor, Schooner, and Olivas Park also updated by District in 2023.
2. Coordinate with NPS Superintendent to evaluate long-term goals and improvement needs for the Channel Islands National Park Visitor Center	Collaborate with NPS Superintendent to identify mutual long-term goals and options at Ventura Harbor for NPS operations, NPS visitor center, and ferry terminal	Ongoing	No action this quarter.
	Investigate synergies for collaborative improvement of NPS Visitor Center experience	Q3 2023	District updated and installed wayfinding signs along Spinnaker Drive in May 2023. Additional wayfinding signage along Harbor, Schooner, and Olivas Park also updated by District in 2023. Temporary signage installed at Schooner/Harbor.
3. Coordinate with National & California State Parks, and City to develop destination-based ecotourism offerings	Continue collaboration with National & State Parks officials regarding multiple opportunities for enhancing the visitor destination in and around Ventura Harbor	Q2 2024	No action this quarter.
	Explore potential enhancements of Ventura Harbor Ecological Reserve with City (owner)	Q3 2023	No action this quarter.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with City to improve access between the City and Harbor	Work with City Active Transportation Plan Working Group to promote emphasis on improving active transportation access to the Harbor.	Q1-Q4 2022 through City Plan	Staff continue to contemplate Coastal Conservancy grant for active/sustainable transportation possibly with City partnership. Board and staff continue to advocate for City Public Works investment in Spinnaker Drive including Class IV separated bike lane.
	Advocate to the City to repave Spinnaker and Navigator Drive.	Q3-Q4 2022 and ongoing	City anticipates construction of Navigator and small portion of Anchors Way Dr. in mid to late 2024. No schedule for Spinnaker. GM sent additional letters to City re: 5-Year CIP to repave Spinnaker and complete other roadwork.
	Coordinate with City on planning for active transportation network improvements	Q4 2023	Worked with City's Transportation department regarding pursuit of Sustainable Transportation Grant. Caltrans announced grant was unsuccessful. Staff contemplating Coastal Conservancy grant instead. Board and staff continue to advocate for City Public Works investment in Spinnaker Drive.
2. Evaluate alternative and active methods for people to travel to and within the Harbor and pursue needed improvements and strategies in partnership with the City	Work with City, Ventura County Transportation Commission, and regional transportation services for expanding public transit options to Harbor.	Q4 2023	Staff has redistributed transportation info. re: "Late Night Safe Rides" program to tenants. HM was able to add the City of Thousand Oaks to the Summer Beach Bus program. Feedback from the three cities was positive and each included social media cross advertising to increase the value of the service.
	Advocate to the City to improve bicycle, pedestrian access, and safety along and crossing Spinnaker Drive.	Q3-Q4 2022 and ongoing	No action this quarter. City anticipates construction of Navigator and small portion of Anchors way by late 2024. Board and staff continue to advocate for City Public Works Dept. investment in Spinnaker Drive. Staff provided feedback on the narrowness of Anchors Way near the entrance of Derecktor Marina for bicycle safety. The City added space to accommodate bicyclists.
	Collaborate with master tenants to develop an intra-Harbor pilot program for transportation services e.g. water-taxi and/or shuttle	Q3 2023 to Q3 2024	No action this quarter.
3. Pursue and implement parking management solutions to increase vehicle circulation	Obtain necessary agreements and permits to implement managed parking at Harbor Village	Q3 2022 to Q3 2023	Coastal Development Permit application with City and Coastal Commission (CC) both submitted. Director Hearing with City completed and action ongoing. Responding to CC requests.
	Identify & budget for Capital Improvements to improve parking & circulation at Harbor Village	Q3 2022 to Q2 2023	Initial cost estimate developed with 2022 draft Plan and has since been revised as part of FY24-25 budget process. Final revenue & costs will not be known until solicitation and implementation complete in early 2025.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Utilize grant funding opportunities for sustainable Harbor infrastructure	Work with SCE, CALeVIP, SLC, and City to complete installation of 21 EV charging stations in Harbor Village per CIP.	Q1 2023	Charger procurement complete. SCE to install 21 chargers in Village by October 2024.
	Complete installation of 4 EV charging stations at District office for company vehicles per CIP.	Q2 2023	Installation complete.
	Complete procurement of hybrid Harbor Patrol vehicle utilizing SLC grant funds per CIP.	Q3-Q4 2023	Procurement and delivery complete. HM has worked to establish a contract so that we can utilize the County Fleet Services for repairs and upfitting of vehicles. We recently approved a quote to install the emergency lighting and radios.
	Complete procurement of EV or hybrid Maintenance & Dockmaster vehicles using SLC grant funds per CIP.	2023 and 2024	Three vehicles procured and delivered.
2. Seek additional grant funding for improving/replacing District capital assets.	Establish mechanisms to receive transportation funding from the State and/or Federal governments with emphasis on active transportation.	Q4 2023	Staff continue to contemplate Coastal Conservancy grant for active/sustainable transportation possibly with City partnership. Staff have encouraged City to pursue AIITP grant. Board and staff continue to advocate for City Public Works investment in Spinnaker Drive including Class IV separated bike lane.
	Identify and apply for grants that align with Board-approved 5-year CIP.	Q2 2022 Ongoing	CalSTA grant for Commercial Fish Modernization project successful. Grant application to NFWF Round 2 successful for improvements to beach bathrooms and showers, and public launch ramp bathrooms successful. Staff considering Coastal Conservancy grant for sustainable transportation & PIDP grant (2025) for fish pier.
3. Leasing/Property Management	Prepare, approve and implement Annual Leasing/Property Management Action Plan	Q2 2023 and Annually	Annual update to plan presented and approved by Board on June 5, 2024.
	Through active marketing, continue to attract a diverse array of businesses and business owners to Ventura Harbor with the goal of expanding the offerings to the public while creating value for the District.	Commencing 2022 2023 Q3	Outreach to waitlist prospects, WEV, Ventura Chamber of Commerce, Visit Ventura, City of Ventura Economic Development, and County of Ventura DEI Department regarding available suites. Updated listings on website. Conducted showings and quickly responded to all inquiries. Attended Ventura Chamber Connection monthly breakfasts, Spring Expo, Ribbon Cuttings, and Progressive Mixer. Presented at the Ventura Chamber BizConnect Lunch.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
4. Update of Financial Management System	Roll out of new accounting and property management software.	Q4 2022	MRI roll out complete. MRI Consultant working with staff to troubleshoot software issues.
	Creation and implementation of Tenant Portal to allow tenants to report sales and review lease documents.	Q1 2023	Tenant Portal has been rolled out to all restaurants, retail, and office Village tenants.
	Implementation of online payments for tenants.	Q1 2023	Continued Tenant Portal Usage Campaign to add tenant users to portal and aid tenants, if needed. As of 6/30/24, approximately 53 leases have successfully paid online and if applicable reported sales.
5. Financial Reporting	Stakeholder budget workshops	Q2 and annually	A budget study session for fiscal year 2024-25 was held with the Board during a public meeting on May 15, 2024. The preliminary budget for fiscal year 2024-25 was approved by the Board during a public meeting on June 5, 2024. The final budget for fiscal year 2024-25 was approved by the Board during a public meeting on June 19, 2024.
	Periodic reports to Board and public on financial position, audits, and budget.	Quarterly	Financial statements for Q3 of fiscal year 2023-24 ending 3/31/24 was included in the May 15 Board meeting packet. The Auditors presented the completed financial audit for fiscal year 2022-23 ending 6/30/23 to the Board during a public meeting on June 19, 2024.
	Annual review of District bonds, debt position, restructuring opportunities and CalPERS obligations.	Q2 and annually or as needed	Completed during budget study session with the Board during public meeting on May 15, 2024.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Ongoing investment in Harbor Village Infrastructure	Complete outstanding ADA improvements in Capital Improvement Plan	Q2 2023	ADA parking lot path of travel improvement to be completed. Grant funding awarded by NFWF for beach and launch ramp restroom areas, w/ADA access improvements; to be completed Q4 2024 (currently at City and Coastal Commission for planning approval).
	Evaluate new ADA improvement requirements for District properties and update Capital Improvement Plan to address.	Q4 2024	Engineering design of ADA Path of Travel Ramps between 1583/1591 buildings improvements completed. Construction anticipated in fall of 2024.
	Village Promenade/Trail physical upgrades, including sustainability enhancements	Q4 2024 onwards	No action this quarter.
	Complete infrastructure upgrades (elevators, roof replacements per CIP)	Q4 2024	Remaining building roof improvements distributed over multiple years. Additional projects as per FY24-25 CIP
	Complete Village Tenant Signage, Awnings	Q4 2024	Ongoing progress for Village tenants with implementation of Master Sign Program, including development of take away menu guidelines. Several door-protecting awnings installed. VPD tenant exterior signage lighting project continues to enhance sign visibility at night.
	Evaluate opportunities for renewable energy/energy storage infrastructure for Village; implement drought tolerant landscaping and related irrigation systems.	Q3 2022 through Q4 2027	Landscape architect developed a Village-wide plant palette. New plan focuses on drought tolerant succulents and native plants with specific recommendations per planter type and location.
	Implement WiFi in Harbor Village	Q2 2023	Atlantis Utilities retained to assist in identifying possible solutions to this challenging problem.
2. Develop and implement an Annual Visitation Plan for Ventura Harbor Village.	Submit a proposed Visitation Plan in spring for Board, tenant and stakeholder input and feedback.	Q2 2023 and annually	Presented and board approved FY24-25 Village Visitation Plan on June 5, 2024.
	Implement seasonal décor at Ventura Harbor Village and Spinnaker Drive	Q4 2022 and annually	June installation of new Promenade placemaking signage “ Ventura Harbor” for peak summer visitation.