



VENTURA  
PORT DISTRICT

*Established 1952*

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

**Ventura Harbor**

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

# ADMIN AGENDA

# ADMIN AGENDA

## Adoption of the September 4, 2024 Agenda

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Approval of Minutes  
July 17, 2024  
Regular Meeting

# PUBLIC COMMUNICATION ADMIN AGENDA ITEMS NOT ON THE AGENDA

Snooze Options: [30 Seconds](#) | [1 Minute](#) | [5 Minutes](#) | [10 Minutes](#)

00 : 00 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

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

# ADMIN AGENDA

# CONSENT AGENDA ITEMS

- A) Approval of Out-of-Town Travel Requests
- B) Adoption of Resolution No. 3507 Designating Applicant's Agents for Non-State Agencies for Obtaining Certain Federal Financial Assistance
- C) Award of Bid for the FY2024-2025 Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting
- 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
- 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

# PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

Change Clock Type

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Duration:

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TimeUp Reminder (Optional):

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Choose Sound Effect

None

Choose TimeUp Sound

None

**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.

**STANDARD  
AGENDA  
ITEM  
1**

**Report by:  
Todd Mitchell, Sr. Business Ops Manager**



# PUBLIC COMMUNICATION STANDARD ITEM 1

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

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**STANDARD  
AGENDA  
ITEM  
1**

**Report by:  
Todd Mitchell, Sr. Business Ops Manager**

# 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 insert a legal description for the premises (instead of the existing graphical depiction)
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 Isle, 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.

# STANDARD AGENDA ITEM 2

**Report by:**  
**Pablo De Leon, Legal Counsel**

## **Background – Fueling Facility Lease**

**Premises:** Parcels 3A1 and 3A2, commonly known as 1551 Spinnaker Drive

**Term:** April 1, 2015 – March 31, 2035

**Lessee:** Ventura Harbor Marine Fuel, Inc.

**Use:** Fueling facility

**Assignee – Safe Harbor Marinas, by and through subsidiary, SHM Ventura Isle, LLC**

## **District Transaction Documents:**

- **Approval of Assignment**
- **Amendment to Fueling Facility Lease (inserting legal description)**
- **Second Amendment to Fueling Facility Lease (acknowledging obligation to replace the three (3) existing fuel tanks and pipes and fuel lines)**
- **Quitclaim Deed**
- **Guaranty of Lease (from Safe Harbor Marinas)**

# PUBLIC COMMUNICATION STANDARD ITEM 2

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

**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.

**STANDARD  
AGENDA  
ITEM  
3**

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

| #  | 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   |

35 answered  
0 skipped

**Q1: VENTURA HARBOR  
CONTINUES TO GROW IN  
DEMAND AS A LOCATION FOR  
EVENTS. HAVE YOU SEEN THIS  
AS A POSITIVE FOR YOUR  
BUSINESS?**

4.1

| # | 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   |

35 answered  
0 skipped

**Q2: DO YOU FEEL THE DISTRICT PROVIDES TIMELY INFORMATION ABOUT PROJECTS, PROGRAMS, EVENTS AT VENTURA HARBOR?**

4.5



| #  | 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   |

35 answered  
0 skipped

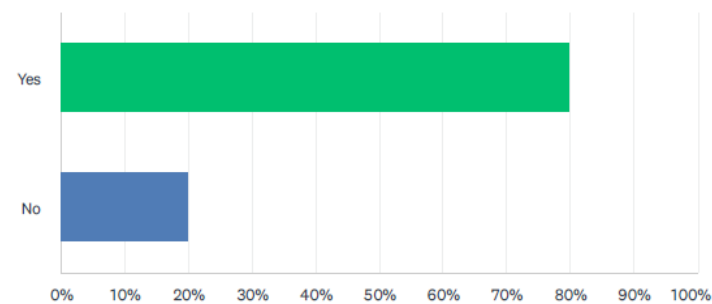
**Q3: IN THE PAST FEW YEARS, THE DISTRICT HAS COMPLETED A NUMBER OF IMPROVEMENT PROJECTS IN THE HARBOR. HOW DO YOU RATE THE QUALITY OF THESE IMPROVEMENTS?**

4.3

35 answered  
0 skipped

## Q4: HAVE YOU FOLLOWED THE DISTRICT'S PLANS FOR FUTURE PROJECTS IN HARBOR VILLAGE?

| #  | 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   |



| #  | 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 | Conscerns 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. In addition, maybe starting the parking program on Weekends only in May. Fri-Sun in June and July. Thanks for hearing us out! | 8/7/2024 5:54 AM   |

29 answered  
6 skipped

Q5: IF YOU ANSWERED YES TO Q4, ARE YOU PLEASED WIT THE DIRECTION THE DISTRICT IS HEADING?

4.1

35 answered  
0 skipped

## Q6: HOW DO YOU RATE THE VENTURA PORT DISTRICT'S OVERALL HARBOR PATROL RESCUE AND PUBLIC SAFETY OPERATIONS?

4.3

| #  | 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.

| #  | 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   |

35 answered  
0 skipped

**Q7: HOW DO YOU RATE THE VENTURA PORT DISTRICT'S OVERALL PROPERTY MANAGEMENT SERVICES, INCLUDING DAY-TO-DAY MAINTENANCE, UPKEEP, LANDSCAPING, AND REPAIRS?**

4.3

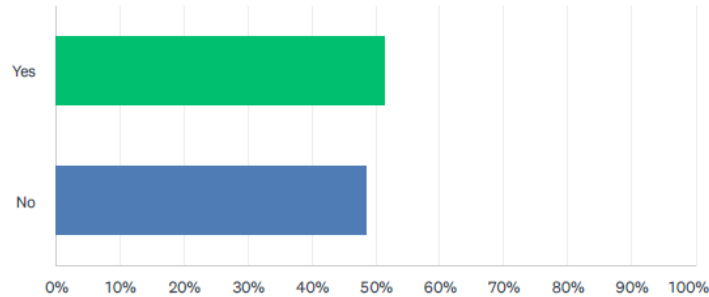
35 answered  
0 skipped

**Q8: IS DISTRICT STAFF  
RESPONSIVE TO YOUR  
COMMENTS, QUESTIONS, AND  
CONCERNS REGARDING YOUR  
LEASE, BILLING  
/ACCOUNTING, OR OTHER  
ADMINISTRATIVE TASKS?**

4.7

| # | 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   |

35 answered  
0 skipped



**Q9: IN THE PAST YEAR, DID YOU HAVE DIALOGUE WITH DISTRICT STAFF REGARDING OBTAINING AND / OR RENEWING YOUR COMMERCIAL LEASE?**

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

20 answered  
15 skipped

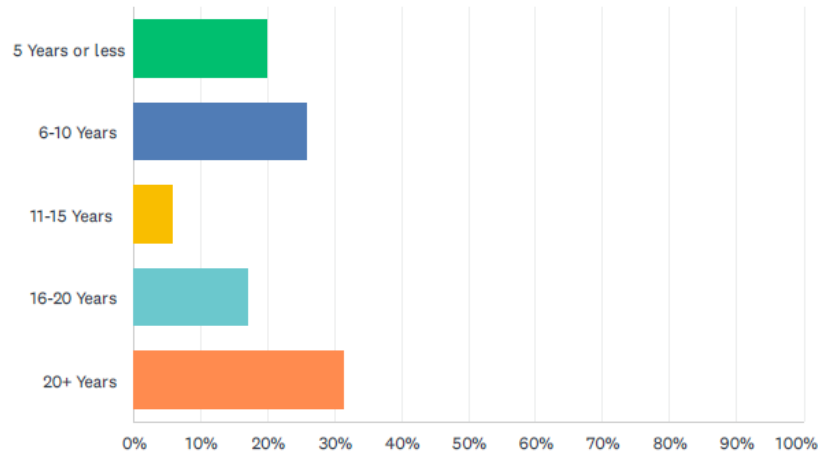
| # | COMMENTS OR SUGGESTIONS:   | DATE               |
|---|--|--------------------|
| 1 | Amazing  | 8/21/2024 11:18 AM |
| 2 | Jessica Snipas is a pleasure to work with. She is knowledgeable and always responds to questions in a timely manner.                               | 8/20/2024 4:28 PM  |
| 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   |

**Q10: IF YOU ANSWERED YES TO Q9, HOW WOULD YOU RATE THE COURTESY, PROFESSIONALISM, & TRANSPARENCY OF THAT DIALOGUE?**

5.0



35 answered  
0 skipped



**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?**

| 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        |

35 answered  
0 skipped

**Q12: DO YOU PLAN TO CALL  
VENTURA HARBOR "HOME"  
FOR THE FORESEEABLE  
FUTURE?**

4.9

| # | 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  |

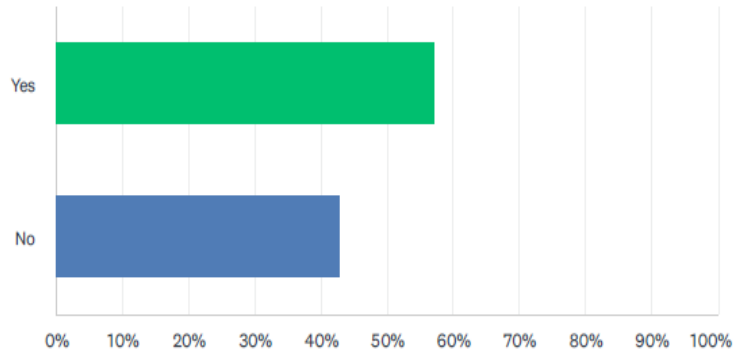
35 answered  
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### Q13: WHAT IS YOUR OVERALL OPINION OF THE VENTURA PORT DISTRICT'S MANAGEMENT OF VENTURA HARBOR?

4.5

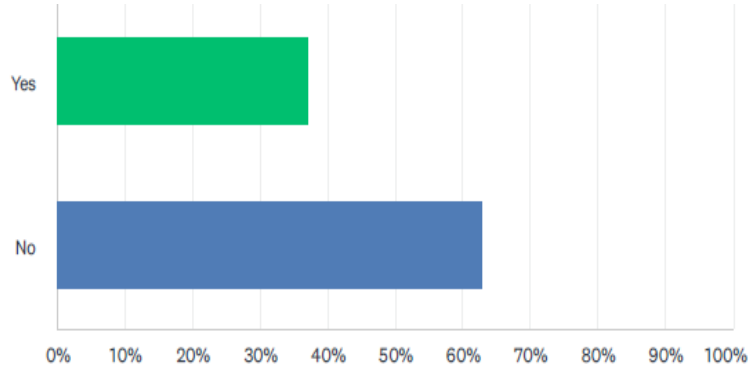
| # | COMMENTS OR SUGGESTIONS:  | DATE               |
|---|---|--------------------|
| 1 | While there is always room to improve, the district has a friendly team that is easy to work with.  | 8/23/2024 2:17 PM  |
| 2 | Very satisfied except when we have to manage parking for paid customers to park 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   |

35 answered  
0 skipped



**Q14: WILL YOU ATTEND  
AND SHARE YOUR  
THOUGHTS AND IDEAS AT  
THE SEPTEMBER 14<sup>TH</sup>  
PUBLIC WORKSHOP?**

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



35 answered  
0 skipped

**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 YOU REFER TO US?**

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

|    |  |                    |
|----|--|--------------------|
| 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   |

24 answered  
11 skipped

**Q16: IF YOU WERE TO SUGGEST A TYPE OF BUSINESS THE DISTRICT SHOULD RECRUIT TO JOIN HARBOR VILLAGE, WHAT WOULD YOU SUGGEST?**

# PUBLIC COMMUNICATION STANDARD ITEM 3

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

**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.

**STANDARD  
AGENDA  
ITEM  
3**

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



**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.

**STANDARD  
AGENDA  
ITEM  
4**

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

- Workshop being held Saturday, September 14<sup>th</sup> from 8AM to Noon
- Will be held at the Ventura Marina Mobile Home Park Community Room
- Parking will be at the Launch Ramp
- The workshop will include:
  - Guest Speaker: Bill Ayub, City Manager, City of Ventura
  - Session 1: Parking Management Implementation  
Harbor Sustainability & Resiliency
  - Session 2: Economic Development  
Public Safety
- Light refreshments will be served, opportunities to network and short breaks in between sessions
- Commissioners will serve as facilitators and be paired with a member of management staff to record feedback from participants for each topic
- There will be a series of prepared questions for each topic to prompt discussion
- Commissioners will be asked to give a brief summary at the end of each session

# PUBLIC COMMUNICATION STANDARD ITEM 4

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

**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.

**STANDARD  
AGENDA  
ITEM  
4**

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

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

**RECOMMENDATION:**

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

**STANDARD  
AGENDA  
ITEM  
5**

**Report by:**

**Brian D. Pendleton, General Manager  
Todd Mitchell, Sr. Business Ops Manager**



**VENTURA  
PORT DISTRICT**

*Established 1952*

# Strategies to the 5-Year Objectives

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Q4 of FY23-24

Board of Commissioners Meeting

September 4, 2024

# Guiding Principles

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- 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

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

**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<br>How will it be achieved   | ACTION<br>Actions to be undertaken  | MILESTONE<br>Action timeline                              | ACHIEVEMENTS<br>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 <sup>th</sup> .  |
| <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   |

**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<br>How will it be achieved                                      | ACTION<br>Actions to be undertaken  | MILESTONE<br>Action timeline | ACHIEVEMENTS<br>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<br>How will it be achieved   | ACTION<br>Actions to be undertaken   | MILESTONE<br>Action timeline  | ACHIEVEMENTS<br>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 <sup>th</sup> 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<br>How will it be achieved  | ACTION<br>Actions to be undertaken   | MILESTONE<br>Action timeline | ACHIEVEMENTS<br>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<br>How will it be achieved  | ACTION<br>Actions to be undertaken  | MILESTONE<br>Action timeline | ACHIEVEMENTS<br>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<br>How will it be achieved   | ACTION<br>Actions to be undertaken   | MILESTONE<br>Action timeline | ACHIEVEMENTS<br>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<br>How will it be achieved   | ACTION<br>Actions to be undertaken  | MILESTONE<br>Action timeline | ACHIEVEMENTS<br>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 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<br>How will it be achieved      | ACTION<br>Actions to be undertaken  | MILESTONE<br>Action timeline | ACHIEVEMENTS<br>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<br>How will it be achieved  | ACTION<br>Actions to be undertaken  | MILESTONE<br>Action timeline | ACHIEVEMENTS<br>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.  |

# PUBLIC COMMUNICATION STANDARD ITEM 5

00 : 03 : 00

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

**RECOMMENDATION:**

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

**STANDARD  
AGENDA  
ITEM  
5**

**Report by:**

**Brian D. Pendleton, General Manager  
Todd Mitchell, Sr. Business Ops Manager**



VENTURA  
PORT DISTRICT

*Established 1952*

**ADJOURNMENT**  
**SEPTEMBER 14, 2024 BOARD WORKSHOP**  
**NEXT MEETING SEPTEMBER 18, 2024**

**Ventura Harbor**

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK