



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, Deputy General Manager
Reid Miller, Legal Counsel
Jessica Rauch, Clerk of the Board

REGULAR MEETING WEDNESDAY, SEPTEMBER 18, 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: **1591 Spinnaker Drive #207**
District Negotiators: Brian D. Pendleton, Todd Mitchell, Reid Miller
Negotiating Parties: Buenaventura Art Association
Under Negotiation: **Price and Terms of Payment for New Office 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 September 4, 2024 Port Commission Regular Meeting will be considered for approval.

PUBLIC COMMUNICATIONS

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

CLOSED SESSION REPORT

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

BOARD COMMUNICATIONS

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

STAFF AND GENERAL MANAGER REPORTS

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

CONSENT AGENDA:

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

A) Approval of Out-of-Town Travel Requests

Recommended Action: Voice Vote.

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

- a) Harbormaster, John Higgins to attend the CA State Parks Basic Coastal Operator Course from October 13 - 18, 2024 in Pillar Point, CA.
- b) Marketing Manager, Jennifer Talt-Lundin to attend the Visit California Annual Rural Committee meeting from September 30 – October 2, 2024 in Sacramento, CA.
- c) Marketing Manager, Jennifer Talt-Lundin to attend the Visit California Outlook Forum from March 2 – 4, 2025 in Los Angeles, CA.
- d) Marketing and Events Coordinator II, Ruby Hedrick to attend the Visit California Outlook Forum from March 2 – 4, 2025 in Los Angeles, CA.

B) Approval of Amendment No. 2 to the Retail Lease Agreement with Katherine & James E. Adams dba Lemon & Lei

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 2 to the Retail Lease dated September 1, 2021 (the "Lease") between the Ventura Port District, and Katherine Adams and James Adams, dba "Lemon & Lei," for the premises located at 1583 Spinnaker Drive, Suite #104A ("Premises"), consisting of approximately 500 square feet.

C) Approval of a New Retail Lease Agreement with Wild Local Seafood Co. LLC dba Wild Local Seafood Co.

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba "Ventura Harbor Village" and Wild Local Seafood Co. LLC dba "Wild Local Seafood Co.," for the premises located at 1559 Spinnaker Drive, Suite #105, Ventura California 93001 consisting of approximately 1,438 square feet of interior commercial space and 659 square feet of non-exclusive exterior space.

STANDARD AGENDA:

1) Approval of a Professional Services Agreement with CliftonLarsonAllen LLP and Appointment of a new Audit Liaison

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve the Professional Services Agreement with CliftonLarsonAllen LLP to conduct the annual audit for fiscal year ending June 30, 2024 in the amount not to exceed \$50,000.
- b) Appoint an audit liaison to work with staff and the audit firm awarded throughout the fiscal year audit process.

ADJOURNMENT

This agenda was posted on Friday, September 13, 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 18, 2024

APPROVAL OF MINUTES
SEPTEMBER 4, 2024
REGULAR MEETING

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF SEPTEMBER 4, 2024



CLOSED SESSION

CALL TO ORDER:

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

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

None.

Port District Staff:

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

Legal Counsel:

Tom Bunn, Lagerlof, LLP

Number of interested persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: None. Closed at 6:31PM

CONVENED TO CLOSED SESSION AT 6:32PM.

ADJOURNMENT: Closed Session was adjourned at 6:54PM.

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 Vice-Chair Gardina.

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

None.

Port District Staff:

Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Sergio Gonzalez, Facilities Manager via Zoom
Wayne Hatch, Maintenance Supervisor
John Higgins, Harbormaster
Pat Hummer, Sr. Harbor Patrol Officer via Zoom
Will McReynolds, Management Assistant
Jessica Snipas, Business Operations Analyst via Zoom
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager via Zoom

Legal Counsel:

Tom Bunn, Lagerlof, LLP
Pablo De Leon, Lagerlof, LLP via Zoom

City of Ventura Liaisons:

Councilmember Duran, City Council Liaison – Absent

Number of interested persons:

0 via zoom; 7 in person

ADOPTION OF AGENDA

ACTION: Commissioner Stephens moved to adopt the September 4, 2024 agenda.

Commissioner Howell seconded. The vote was unanimous.

APPROVAL OF MINUTES

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

ACTION: Commissioner Howell moved to approve the Minutes of the July 17, 2024 Regular Meeting.

Vice-Chair Gardina seconded. The vote was unanimous.

PUBLIC COMMUNICATIONS: Andrew Berner, with David Livingstone, Secretary and Treasurer of the Hokuloa Outrigger Canoe Club reported on the club's accomplishments and mentioned their storage containers are at their end of life and the dunes are encroaching on them and asked for help on what to do next. Closed at 7:07PM.

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

BOARD COMMUNICATIONS: Vice-Chair Gardina is glad to see the new paving at the beginning of Spinnaker Drive. Closed at 7:08PM.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on past and upcoming events and promotions at Harbor Village. He also mentioned the thank you letter the Harbormaster received from Fire Marshall Joe Morelli, thanking him for the use of our facilities for an offsite planning meeting. Mr. Pendleton announced that Todd Mitchell has been promoted to Deputy General Manager. Closed at 7:13PM.

CONSENT AGENDA:

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.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve the out-of-town travel requests.

Commissioner Howell seconded. The vote was unanimous.

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.

Public Comment: None.

ACTION: Commissioner Stephens moved to 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.

Commissioner Howell seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Howell

NOES:

Motion carried 5-0.

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.

Public Comment: None.

ACTION: Commissioner Stephens moved to 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.

Commissioner Howell seconded. The vote was unanimous.

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.

Public Comment: None.

ACTION: Commissioner Stephens moved to 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.

Commissioner Howell seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Howell

NOES:

Motion carried 5-0.

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.

Public Comment: None.

ACTION: Commissioner Stephens moved to adopt Resolution No. 3510 approving the update to the Ventura Port District Conflict of Interest Code Policy and rescind Resolution No. 3457.

Commissioner Howell seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Howell

NOES:

Motion carried 5-0.

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.

Report by Todd Mitchell, Deputy General Manager.

Public Comment: None.

ACTION: Vice-Chair Gardina moved to 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.

Commissioner Howell seconded. The vote was unanimous.

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 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.

Report by Pablo De Leon, Lagerlof LLP and Todd Mitchell, Deputy General Manager.

Public Comment: None.

ACTION: Commissioner Stephens moved to:
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 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.**

Commissioner Howell seconded. The vote was unanimous.

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.

Report by Brian D. Pendleton, General Manager.

Public Comment: None. Closed at 7:50PM.

ACTION: Commissioner Stephens moved to receive and file the results from the 2024 Ventura Harbor Survey.

Commissioner Rainey seconded. The vote was unanimous.

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.

Report by Brian D. Pendleton, General Manager.

Public Comment: None. Closed at 8:15PM.

ACTION: The Board of Port Commissioners received a report regarding the planning efforts and agenda for the Board's Saturday, September 14, 2024 Public Workshop.

No action was taken.

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.

Report by Brian D. Pendleton, General Manager.

Public Comment: None. Closed at 8:47PM.

ACTION: Commissioner Stephens moved to receive and file the quarterly update on the Ventura Port District 5-Year Objectives.

Vice-Chair Gardina seconded. The vote was unanimous.

ADJOURNMENT: The meeting was adjourned at 9:13PM.

The next regular meeting is Wednesday, September 18, 2024.

Anthony Rainey, Secretary



**BOARD OF PORT COMMISSIONERS
SEPTEMBER 18, 2024**

**DEPARTMENTAL STAFF REPORTS
JULY/AUGUST 2024
&
GUIDING PRINCIPLES
FIVE-YEAR OBJECTIVES INDEX**

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

5-YEAR OBJECTIVES		STRATEGY	
D)	Ensure dredging occurs annually at the federal Harbor entrance and as needed in the inner Harbor.	1)	Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program
		2)	On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance
		3)	Ventura Port District Dredging
E)	Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.	1)	Collaborate with business partners and stakeholders through increased engagement, communication, and participation.
		2)	Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs
		3)	Public and Civic Engagement Planning
		4)	Updates to District policies to reflect improved transparency and DEI
F)	Support current and future commercial fishing and sustainable aquaculture industries. Maintain and improve working waterfront facilities and infrastructure.	1)	Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor
		2)	Continue improvements of District's Working Waterfront infrastructure
		3)	Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture
M)	Collaborate with Master Tenants and National Park Service to plan, improve, and develop the Harbor in a financially and environmentally sustainable way.	1)	Engagement and support of Master Tenants for successful business operations at the Harbor
		2)	Evaluate opportunities for Parcel Development
		3)	Implement sustainability technologies at the Harbor
		4)	VenturaWaterPure
N)	Maintain and grow Channel Islands National Park Service (NPS) presence and customer visitation to the Harbor.	1)	Work with NPS and harbor visitors regarding enhancement of visitor experience.
		2)	Coordinate with NPS Superintendent to evaluate long-term goals and improvement needs for the Channel Islands National Park Visitor Center
		3)	Coordinate with National & California State Parks, and City to develop destination-based ecotourism offerings
P)	Implement parking management, traffic circulation, and multi-modal transportation strategies.	1)	Work with City to improve access between the City and Harbor
		2)	Evaluate alternative and active methods for people to travel to and within the Harbor and pursue needed improvements and strategies in partnership with the City
		3)	Pursue and implement parking management solutions to increase vehicle circulation
R)	Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.	1)	Utilize grant funding opportunities for sustainable Harbor infrastructure
		2)	Seek additional grant funding for improving/replacing District capital assets.
		3)	Leasing/Property Management
		4)	Update of Financial Management System
		5)	Financial Reporting
V)	Maintain and improve Harbor Village facilities, infrastructure, and amenities.	1)	Ongoing investment in Harbor Village Infrastructure
		2)	Develop and implement an Annual Visitation Plan for Ventura Harbor Village.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: September 18, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Joe A. Gonzalez, Capital Projects Manager
SUBJECT: July/August 2024 Capital Projects Report

1567 SPINNAKER DR. SUITE 101, FACADE RENOVATION

Status: On Going
Budget: On Budget

The exterior electrical upgrades (new switch gear and conduits to the transformer) were started in conjunction with the installation of the suite’s grease trap. Staff worked closely with the contractor to manage impacts to common areas to maintain public access and the ADA path of travel during construction. Electrical conduits have been set in place and have passed Edison’s inspection. The switch gear was delivered, installed, and has been inspected and passed by City inspectors; Edison inspection was scheduled for the first week of July. Edison’s final inspection passed; however, the unit has not been energized by Edison. We are expecting it will be energized by the third week of September.

All HVAC materials that have been ordered and delivered on site. The installation of all HVAC units has started and is expected to be completed by Mid-September.

The patio materials arrived and exterior gas lines for the exterior fire pits have been set in place. All fire pits have been set in place. The contractor has prepared and has cement poured for both exterior patios. The installation of the patio fencing has been completed, but the emergency exit gates are not completed in order to provide easy access to the premises for the contractors. These patio gates will be installed prior to the opening date.

Courtyard side patio



Promenade side patio



HVAC Roof equipment



1567 SPINNAKER DR. SUITE 101, LOOSE CANNON UPDATE

Status: On Going

Budget: N/A (Tenant Cost)

The contractor has finished the installation of the grease trap interceptor, inspection has passed, and the contractor has finished all flooring installation and has also finished most of the kitchen equipment installation. All games have been delivered, put together, turned on and tested. Staff continue to work with the City and the tenant’s architects to support the project moving forward. Unfortunately, the tenant’s planned opening for late August had to be pushed to late September due to unforeseen developments with final details.



VENTURA HARBOR VILLAGE RESTROOM ENHANCEMENTS AT 1559/1583 SPINNAKER DRIVE

Status: Complete

Budget: On Budget

On February 7th, the Board accepted the lowest responsive bid from F.C.T. Construction, Inc. for this project. During the rough plumbing process/trenching for the restrooms in 1583, it was discovered that the existing men's plumbing sewer lines from one of the urinals was not laid out per the original historic blueprints. Cast-iron pipes were also discovered that showed end of life expectancy. All cast iron pipes were replaced under a change order with new ABS (plastic materials) for longevity. These conditions set back completion of the project.

1559 location opened to the public before the 4th of July weekend. 1583 opened to the public by Mid-July. The Board approved the Notice of Completion during its September 4th meeting.



LAUNCH RAMP WASHDOWN STATION AND FLOATING DOCK REPLACEMENT PROJECTS

Status: On going

Budget: Grant Funded

The District is working to complete two capital improvement projects associated with the Ventura Harbor Public Launch Ramp, both funded by a grant from the California State Parks Division of Boating and Waterways (DBW). The first project consists of the removal and replacement of the existing boat wash station including the addition of ADA accessibility. The second project is the removal of the existing launch ramp boarding floats and the fabrication and installation of replacement boarding float systems. These are two different projects with different contractors having been awarded separate contracts.

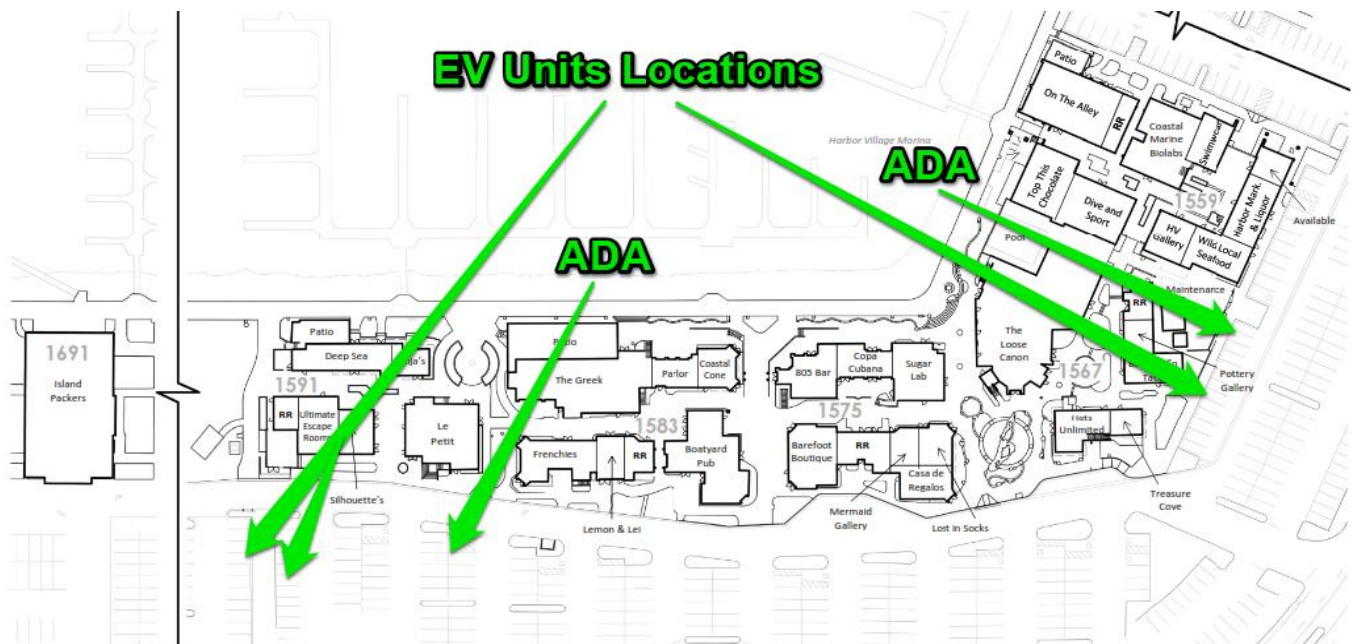
Currently, staff are waiting for DBW to review final designs and issue formal approval before the selected contractors on each project can proceed.

INSTALLATION OF ELECTRICAL VEHICLE CHARGING UNITS

Status: On going

Budget: Grant Funded

The District is working with Edison to complete the installation of 21 charging units at two different locations within the Ventuar Harbor Village parking lot. This project is largely funded by Edison with additional reimbursement coming from the Center for Sustainable Energy (CALeVIP). Edison broke ground in the last week of August. The two locations are located at 1591 and 1567 Spinnaker. Both locations will have ADA accessible chargers. Staff are anticipating having both locations finished by Mid-October and energized shortly thereafter.



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: September 18, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
SUBJECT: July/August 2024 Dredging Report

OUTER HARBOR DREDGING (FEDERAL NAVIGATION CHANNEL)

2025 Dredging Funding

On Monday, March 11th, the President's FY25 budget proposal to Congress was released and included \$8.796M for Ventura Harbor maintenance dredging. This figure appears to fully support the budget recommendations of the LA District of the Corps to complete the next procurement cycle (Q4 of this year) and to perform dredging in early 2025. Staff were invited to provide a review and comment on the dredging's Environmental Assessment update, which has been completed.

Detached Breakwater Repair

The detached breakwater protecting the Ventura Harbor entrance was damaged during storm events in December 2023 through January 2024 with armor rock being displaced. The breakwater is still fully functional, but the displaced armor rock makes the structure more vulnerable to faster deterioration.

District staff evaluated and requested the Corps perform an inspection. Corps staff did a visual inspection in March and returned on July 29 for a more comprehensive inspection. While the Corps has not yet shared their findings, it is anticipated that approximately \$10 million in federal funding will need to be appropriated to perform the repair.

Political Advocacy for Federal Dredge Funding

The District continues to receive full support from all levels of the Corps, the President's Office of Management and Budget, and our federal representative, Congressman Salud Carbajal. Staff of Congressman Carbajal have been advised that repairs to the detached breakwater will need to be funded and have asked that they be requested for FY2026, which Corps staff will have begun planning.

In September, the Deputy General Manager will travel as the Chair of the CMANC to the fall meeting in Santa Cruz and also representing CMANC's Executive Board to Washington DC to meet with federal representatives and their staff to advocate for federal navigation funds for California ports and harbors.

INNER HARBOR DREDGING

Inner harbor dredging was successfully completed in March 2024 and the inner harbor channels are in very good condition for navigation.

ATTACHMENT:

Attachment 1 – Carpi & Clay Federal Report

Federal Update

August 1, 2024

FY25 Appropriations Update & Outlook

In July, the House continued consideration of Fiscal Year (FY) 2025 appropriations bills. The House Appropriations Committee passed all twelve annual bills by July 10th, and Chairman Tom Cole (R-OK) began efforts to pass the bills on the House Floor before adjourning for the August recess. Almost immediately, his plans went awry as the House failed to pass the Legislative Branch funding bill on July 11th. Disagreements on policy provisions in several additional appropriations bills and the slim Republican majority in the House prevented Chairman Cole from achieving his goal of passing all twelve annual spending bills before August 1st.

On the Senate side, the Senate Appropriations Committee passed eleven of the twelve annual bills with bipartisan support. The twelfth bill, the Homeland Security bill, was pulled from consideration before the markup due to concerns regarding funding for the Secret Service. The Senate FY25 Energy & Water bill passed the Committee on August 1st by a unanimous vote. It includes \$10.344 billion for the U.S. Army Corps of Engineers (USACE), compared to the House bill's \$9.96 billion for USACE, and \$3.147 billion in appropriations for the Harbor Maintenance Trust Fund, which matches the House's version of the bill. **For Ventura Harbor, the Senate E&W bill includes the \$8.796 million through the USACE Operation & Maintenance account, matching the amount recommended by President Biden's FY25 Budget Request and the House's version of the bill.**

Both the Senate and the House will return to Washington on September 9th. It is increasingly likely that leaders in both chambers will pivot to a continuing resolution (CR) to fund the government past September 30th, when FY24 funding expires. A CR will likely allow appropriators to push final FY25 funding decisions until after the election. The results of the election will likely dictate whether Congress is able to complete the work within the final months of the 118th Congress or roll it into a new Congress starting in January 2025.

The chart below provides an at-a-glance status of the FY25 appropriations bills.

FY25 Appropriations Bills	House Subcommittee Allocation (in billions)	Senate Subcommittee Allocations (in billions)	Passed House Committee	Passed Senate Committee	Passed House
Agriculture-Rural Development	\$25.873	\$27.049	7/10 by a vote of 29-26	7/11 by a vote of 27-0	

ATTACHMENT 1

Commerce-Justice-Science	\$78.288	\$69.235	7/9 by a vote of 31-26	7/24 by a vote of 26-3	
Defense	\$833.053	\$830.865	6/13 by a vote of 34-25	Markup on 8/1	6/28 by a vote of 217-198
Energy-Water Development	\$59.19	\$61.467	7/9 by a vote of 30-26	Markup on 8/1	
Financial Services	\$23.608	\$21.175	6/13 by a vote of 33-24	Markup on 8/1	
Homeland Security	\$64.805	\$60.516	6/12 by a vote of 33-26		6/28 by a vote of 212-203
Interior-Environment	\$37.739	\$37.65	7/9 by a vote of 29-25	7/24 by a vote of 28-1	7/24 by a vote of 210-205
Labor-HHS	\$186.586	\$198.655	7/10 by a vote of 31-25	Markup on 8/1	
Legislative Branch	\$7.125	\$7.0	6/13 by a vote of 33-24	7/11 by a vote of 27-0	Failed on 7/11 by a vote of 205-213
MilCon-VA	\$147.520	\$148.876	5/23 by a vote of 34-25	7/11 by a vote of 27-0	6/5 by a vote of 209-197
State-Foreign Ops	\$51.713	\$55.705	6/12 by a vote of 31-26	7/24 by a vote of 24-5	6/5 by a vote of 212-200
Transportation-Housing and Urban Development	\$90.4	\$87.707	7/10 by a vote of 31-26	7/24 by a vote of 28-1	

House Passes WRDA 2024 while Senate WRDA Awaits Floor Vote

On July 22nd, the House passed the Water Resources Development Act (WRDA) of 2024 (H.R. 8812) by a vote of 359-13. The bill would authorize nearly \$10 billion in U.S. Army Corps of Engineers (USACE) navigation, hurricane and storm damage risk reduction, flood control, and ecosystem restoration projects nationwide. Following the House, the Senate passed its version of WRDA 2024 (S. 4367) by unanimous consent. The Senate bill includes 81 feasibility studies and authorization for eight new or modified USACE projects. The House and Senate will now conference on the bills and work out differences for a final version that can pass both chambers.

Major Gen. Butch Graham Confirmed to be 56th USACE Chief of Engineers

President Biden’s nominee to be the 56th Chief of Engineers, Major General Butch Graham, received a confirmation by the Senate. Current Chief of Engineers Lieutenant General Scott Spellmon’s term expires on September 13th, upon which Major General Graham will assume command. The Chief of Engineers position is a military rotation which occurs every three years.

FEMA Announces Nearly \$1 Billion in BRIC Funding

The Federal Emergency Management Agency (FEMA) announced \$998.8 million in funding for 656 projects through the Building Resilient Infrastructure and Communities (BRIC) program. BRIC provides state, tribal, local, and territorial governments with funding for projects that address current and future natural disaster-related risks, including extreme heat, wildfires, drought, hurricanes, earthquakes, and flooding. The top three project categories funded include \$395 million for 28 flood control projects, \$237 million for 30 utility and infrastructure protection projects, and \$55 million for 129 building code adoption and enforcement projects.

FEMA Finalizes Federal Flood Risk Management Standard

FEMA published a final rule to implement the Federal Flood Risk Management Standard (FFRMS). The final rule expands the flood plain to incorporate current and future risks, states that FEMA will pay for applicable federal cost share to implement FFRMS, and requires the incorporation of flood resilience measures into project designs. FEMA intends to fully implement the new FFRMS, ending partial implementation of the standard since 2021. The final rule is effective on September 9th.

OMB Releases 2024 Spring Regulatory Unified Agenda

The Office of Management and Budget (OMB) released the 2024 Spring Regulatory Unified Agenda. The agenda details the rules and regulations each federal agency is expected to work on or release both short and long-term.

Additional Congressional Activity

House Passes WATER Data Improvement Act. On July 8th, the House passed the Water Monitoring and Tracking Essential Resources (WATER) Data Improvement Act (H.R. 5770) by voice vote. The legislation would extend programs that support U.S. Geological Survey stream gages, authorize new funding for a Department of the Interior groundwater monitoring program, and extend grants for water estimation, measurement, and monitoring technologies and methodologies through FY28. The legislation was transmitted to the Senate for its consideration.

Rep. Harder Calls on FEMA to Respond to Extreme Heat and Wildfire Smoke. Representative Josh Harder (D-CA) sent a letter to FEMA Administrator Deanne Criswell requesting FEMA prioritize funding and programs to respond to extreme heat and wildfire smoke. Specifically, the letter advocates for public assistance funding for emergency actions, including the cost of cooling centers, food, water, air quality equipment, and medical care, individual assistance for extreme heat and wildfire smoke through the agency's Other Needs Assistance and Home Repair Assistance and Personal Property Assistance programs, and that BRIC eligible funding activities should include extreme heat and wildfire mitigation efforts.

Federal Funding Opportunities & Announcements

DOE Announces \$65 Million Connected Communities 2.0 NOFO. DOE announced a \$65 million [notice of funding opportunity](#) (NOFO) through the Connected Communities 2.0 program. The program supports innovative projects that manage growing electrical loads from buildings, transportation, and industry. The focus areas include \$15 million in Vehicle Technologies Office funding for field validation of smart charge management and \$50 million in DOE funding for field validation of grid-edge technologies that can be deployed at scale. Concept papers are due by August 20th and full applications are due by October 10th.

DOT Publishes Reconnecting Communities Pilot NOFO. The Department of Transportation (DOT) published a [NOFO](#) for the availability of \$607 million through the Reconnecting Communities Pilot grant program. The funds will help support planning and capital construction activities that aim to restore community connectivity through removing, retrofitting, mitigating, or replacing highways, roadways, or other infrastructure facilities that create barriers to mobility, access, or economic development. The program aims to advance and support the reconnection of communities divided by transportation infrastructure, prioritizing helping disadvantaged communities improve access to daily needs including jobs, schools, healthcare, grocery stores, and recreation opportunities. Applications are due by September 30th.

DOT Publishes SMART Grants Stage 2 NOFO. DOT published a [NOFO](#) for the availability of \$50 million through Stage 2 of the Strengthening Mobility and Revolutionizing Transportation (SMART) grants program. Funds for the FY24 SMART Grants Program will be awarded competitively to prior 2022 Stage One recipients to implement the plans and prototypes previously developed in Stage One to advance smart city or community technologies and systems to improve transportation efficiency and safety. Only recipients of SMART Stage One Planning and Prototyping Grants or eligible entities designated by Stage One SMART recipients, awarded under the FY22 SMART Stage One NOFO, may apply for this Stage Two Implementation Grant. Applications are due by August 14th.

EPA Announces \$4.3 Billion in Climate Pollution Reduction Grants. The Environmental Protection Agency (EPA) [announced](#) \$4.3 billion in Climate Pollution Reduction Grants to 25 applicants. Projects selected target reducing greenhouse gas emissions in the transportation, electric power, commercial and residential, industrial, agricultural/natural lands, and waste/materials management sectors. Funding supports deploying technologies and programs focused on sector-specific greenhouse gas (GHG) emissions reductions and will help businesses capitalize on new clean energy opportunities.

EPA Announces \$325 Million for Community Change Grants. EPA [announced](#) \$325 million in funding for 21 applicants through the Community Change Grants Program. 17 of the 21 awards were funded under Track I (Community Driven Investments for Change) and the remaining 4 projects were funded under Track II (Meaningful Engagement for Equitable Governance). The [NOFO](#) for the program remains open with an application deadline of November 21st.

EPA Announces \$3.6 Million for Environmental Education Grants. EPA [announced](#) \$3.6 million for 38 organizations through the Environmental Education Grants Program. Funding

supports projects that design, demonstrate, or disseminate environmental education practices, methods, or techniques.

EPA Announces and Funds Four Stormwater Centers of Excellence. EPA [announced](#) \$5 million in grants to establish four new Centers of Excellence for Stormwater Control Infrastructure Technologies and a national clearinghouse for new and emerging stormwater control technologies. The Centers chosen include the University of New Hampshire, the University of Oklahoma, the Board Regents Nevada System of Higher Education, and the Center for Watershed Protection, Inc. The Center for Watershed Protection will house the national clearinghouse for new technology and funding approaches.

EPA Announces \$20 Million for Innovative Water Workforce Development Program. EPA [announced](#) \$20 million for 13 workforce development organizations nationwide through the Water Workforce Development Grant Program. The grants will fund projects that expand public awareness of job opportunities in the drinking and wastewater utility sector and will support the existing workforce, including apprenticeships and internships, educational programs, regional collaborations, integrated learned opportunities, and leadership development.

NOAA Announces \$220 Million for Coastal Resilience Projects. The National Oceanic and Atmospheric Administration (NOAA) [recommended funding](#) 32 habitat and coastal resilience projects nationwide for \$220 million in second-round funding through the Transformational Habitat Restoration and Coastal Resilience program. Funding supports projects that implement novel restoration techniques or efforts that restore habitats in urban ecosystems to benefit underserved communities.

NOAA Announces \$575 Million for Climate Resilience Regional Challenge. NOAA [announced](#) it recommends \$575 million in funding for 19 climate resilience projects nationwide. A total of 11 Planning and Capacity Building awards will support communities and regions initiating or advancing collaborative coastal climate resilience efforts. The remaining eight projects are Implementation awards to acquire vulnerable land, build infrastructure, strengthen existing infrastructure, and update state and local building codes.

NOAA Publishes \$47 Million Marine Debris Removal NOFO. NOAA published a \$47 million [NOFO](#) through the Marine Debris Removal program. The program funds the development and implementation of marine debris assessment, removal, and prevention projects that benefit coastal habitats, waterways, and marine resources. Interested applicants must submit a Letter of Intent (LOI) by September 27th. NOAA will review LOIs and invite applicants to apply for funding by January 31st.

Federal Agency Personnel & Regulatory Announcements

DOE Publishes Report on Harnessing the Flexibility of EV Charging. DOE published a report titled "[The Future of Vehicle Grid Integration: Harnessing the Flexibility of EV Charging.](#)" The report was developed with stakeholder input to outline a shared vision for vehicle-grid integration, where electric vehicles (EVs) are safely and securely connected to,

reliably served by, and harmonized with the electric grid. The report also serves as a guidepost for the transition, offering direction for stakeholders as they develop products, identify opportunities for standardization, and design new policies, rates, and services, among other activities.

DOT Publishes Report on Decarbonizing Transportation. DOT has published a report to Congress, "[Decarbonizing U.S. Transportation](#)." The report responds to Congressional direction to outline DOT's strategy and actions to reduce greenhouse gas emissions in line with our international commitments. The report identifies opportunities for driving further reductions in U.S. transportation GHG emissions.

EPA Releases Updated EJSCREEN Tool. EPA released [EJSCREEN 2.3](#), an updated version of the online screening and mapping tool that incorporates the newest demographic and environmental datasets. EPA holds regular [EJSCREEN Office Hours](#) to review and demonstrate the tool, and the next meeting will be held on August 21st at 12 pm ET.

OSHA Releases Proposed Heat Injury and Illness Prevention NPRM. The Occupational Safety and Health Administration (OSHA) released a [notice of proposed rulemaking](#) (NPRM) on preventing heat injury and illness in outdoor and indoor work settings. The standard would require employers to create a plan to evaluate and control heat hazards in their workplace and clarify employer obligations and the steps necessary to effectively protect employees from hazardous heat. Comments will be due 60 days following publication in the *Federal Register*.

##

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: September 18, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Sergio Gonzalez, Facilities Manager
SUBJECT: July/August 2024 Facilities Report

MAINTENANCE ACTIVITIES

VHV PROMENADE LIGHTING POLES ELECTRICAL & LIGHTING UPGRADES

Status: Completed

Budget: Budgeted (Grounds Maintenance)

The Maintenance Department, led by Maintenance Tech 2, Luis Quezada, has removed the outlet boxes powering the LED rope lights that have been tampered with on 18 poles and relocated the boxes to the tops of the poles making them inaccessible without proper equipment. In the process, we have also upgraded and replaced all the weathered LED rope lights.



VHV 1691 NATIONAL PARK SERVICE DRINKING FOUNTAINS REPLACEMENT

Status: Completed

Budget: Budgeted (Buildings)

After conducting a water testing analysis for 1691 Spinnaker (as required by the lease with National Park Service), it was determined to replace both the first floor and second floor outdated water drinking fountains with new filtered water fountains and adding a water bottle filler on the second floor.



VPD ANCHORS WAY DRIVE AND LAUNCH RAMP LANDSCAPING

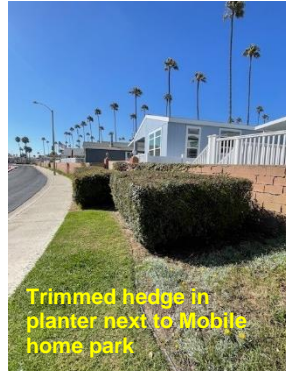
Status: Completed

Budget: Budgeted (Grounds Maintenance)

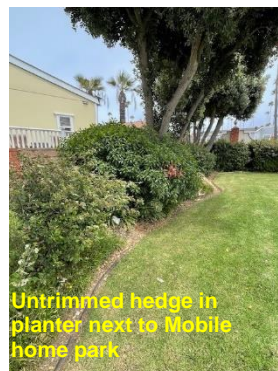
After the VenturaWaterPure project was completed along Anchors Way Drive, a contractor was brought in to trim all the hedges along the dividing wall between the Ventura Marina Mobile Home Park and Anchors Way Drive. The contractor also trimmed all the hedges inside the Launch Ramp parking lot. General landscaping maintenance was also provided to other areas included in the scope of work.



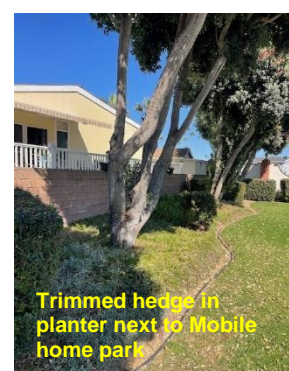
Untrimmed hedge in planter next to Mobile home park



Trimmed hedge in planter next to Mobile home park



Untrimmed hedge in planter next to Mobile home park



Trimmed hedge in planter next to Mobile home park

VHV 1559 SECOND FLOOR JANITORIAL ROOM SINK

Status: Completed

Budget: Budgeted (Grounds Maintenance)

A contractor was retained to replace the failed VHV 1559 second floor janitorial sink with a new floor mop sink. The cast iron through-floor p-trap and 20-feet of cast iron drain line was replaced with ABS pipe. The janitorial room flooring was replaced with new waterproof tiles and cove base.



Demo of the removed sink, plumbing and floor tile



In wall plumbing that needs to be addressed.



Work in progress



New floor mop sink with in wall plumbing repairs and new floor tile and cove base

VPD ENTRY FEATURE IRRIGATION BACKFLOW REPLACEMENT

Status: Completed

Budget: Budgeted (Building)

Two external weatherproof electrical conduits with outlets were installed on retaining walls around the District HQ to provide an electrical connection. An external mounted weatherproof electrical extension reel was installed next to the outlet on the outer wall. Project was led and completed by Maintenance Tech 2 Luis Quezada.



VPD PARCEL 19A PARKING LOT IMPROVEMENTS

Status: On-Going

Budget: Budgeted (Grounds Maintenance)

Maintenance has begun assisting with the Parcel 19A parking lot improvement project by modifying the irrigation system based on design changes and removal of unnecessary grass mediums and planters.



FACILITIES:

Staff continues to perform everyday maintenance and on the spot repairs throughout Ventura Harbor Village, other District properties, equipment, vehicles, and vessels. Also assists other Departments on special projects.

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: September 18, 2024

To: Board of Port Commissioners
From: Brian D. Pendleton, General Manager
John Higgins, Harbor Master
SUBJECT: July/August 2024 Harbor Patrol Report

PUBLIC SAFETY

Overview:

The Ventura Harbor Patrol remained consistently busy both on the water and on land, with summer bringing its own set of compound challenges due to larger crowds. While the typical summer issues persist, the absence of high surf this season has led to fewer lifeguard rescues. However, the steady increase in human-powered paddle craft and rental crafts has posed significant challenges for the Harbor Patrol and the boating public. This trend is expected to continue, necessitating ongoing efforts to ensure access and safety for all groups.



During this two-month period, Harbor Patrol also responded and investigated boating accidents, fuel spills, disabled boats, reported vessel fire, vessels aground, and numerous medical calls and rescues. Harbor Patrol Officers are often first on scene and provide on-scene reports, order additional equipment, triage victims, provide aid, and coordinate incoming units. On the water, there are far fewer resources, so staff have to use their experience and available resources to make the best of the situation. Due to the distance and internal response protocols, our staff perform most of the rescues in our region without the assistance of the Coast Guard.

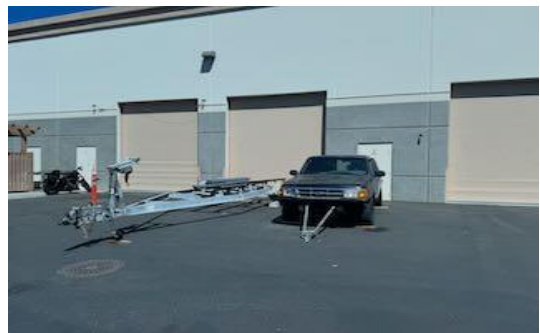




Stolen Trailer Recovered by Harbormaster:

Curtin Maritime’s survey crew, working on the WaterPure Project, had permission to store their trailer at the launch ramp. Just before the project’s completion, they discovered the trailer was missing. The crew notified the Harbor Patrol and Harbormaster, who advised them to contact the Police for a formal report and investigation. Harbor Patrol staff indicated they would monitor the situation but noted that the Police could provide more substantial assistance. A neighboring mobile home park resident provided suspect and vehicle descriptions to the Police, which were included in the report and shared with the Harbormaster.

After 48 hours with no progress, the Harbormaster identified a subject matching the description near the fuel dock. The subject denied involvement but stated the trailer was in Camarillo and provided the address. The Harbormaster immediately drove to the location and confirmed the trailer was stored in an industrial business park. The Harbormaster contacted the Ventura County Sheriff’s Office, which took the report and returned the trailer to Curtin Marine staff.



While the Harbor Patrol directs the public to the Police for such matters, they remain vigilant about Harbor safety and security. The Harbormaster’s recovery of the trailer was conducted responsibly, without direct contact with any persons at the stolen trailer location, and in coordination with local law enforcement.

Summer Beach Bus Update:

The summer beach bus program has concluded successfully for the participating cities of Santa Clarita, Thousand Oaks, and Moorpark. This initiative not only alleviated parking issues but also attracted residents from core demographics, providing valuable free marketing through program staff. Each city’s social media efforts complemented the existing marketing by the Port District, highlighting the benefits of cross-promotion. This collaboration has proven to be an effective way to reach deeper into these communities at little to no cost, promoting the Harbor. Looking ahead, we aim to expand the program to additional cities, with the Harbormaster beginning outreach efforts shortly after the new year.

Launch Ramp Parking:

During the weekends and heat waves, the available launch ramp parking was frequently unavailable, primarily due to the success of Ventura Sportfishing. The Harbor Patrol and Harbormaster worked diligently with employees to encourage customers to double park. However, enforcing double parking proved challenging, especially when multiple cars occupied the front of the stalls without any behind them. Friends arriving together could easily arrange to share a single space, but smaller groups or individuals often faced difficulties. This situation highlighted the need for continued efforts to manage parking effectively during peak times.



SAVE Boat Disposals:

The Harbormaster remains active in trying to help local boaters dispose of their vessels. Due to the other priorities, there was not much progress in actual disposals. There has been planning and the Harbormaster met with both the Channel Islands and Ventura boatyards to see if there was an opportunity to do a bulk disposal. Each were open to the idea and the Harbormaster will be working with Tow Boat US to coordinate the disposals at one of these locations.

Marine Safety Officer Recruitment:

The Marine Safety Officer (MSO) training is progressing well, with the four officers showing strong enthusiasm and quickly absorbing the material. In addition to the initial 40 hours of training, they have been assisting during peak periods. By the time they start covering shifts with the full-time staff, each will have completed over 80 hours of training. The training will continue as they gain more skills, including specialized training in rescue watercraft, basic boat operation, and additional courses from the Division of Boating and online captains courses. The full-time staff are impressed with the group's enthusiasm and look forward to their development.



BEACH WHEELCHAIR PROGRAM

The Beach Wheelchair Program's popularity continues to grow. Previously used a few times per season, the wheelchairs are now used several times a week, with some days seeing multiple wheelchairs in use.

Our wheelchairs are most commonly used by older individuals with limited mobility. Families often report that this service allows them to visit the beach, a place with fond memories and a respite from everyday barriers.

Harbor Patrol staff deliver the wheelchairs to Harbor Cove handicap parking spots and provide usage instructions. They advise users to contact them for pickup, making the process easy for those requesting the chairs.

The Harbormaster has included our information on several public websites. However, the California Coastal Commission was not showing the service at the time of this report. An email was sent to correct this.

COASTAL TRIDENT EXERCISE & COORDINATION

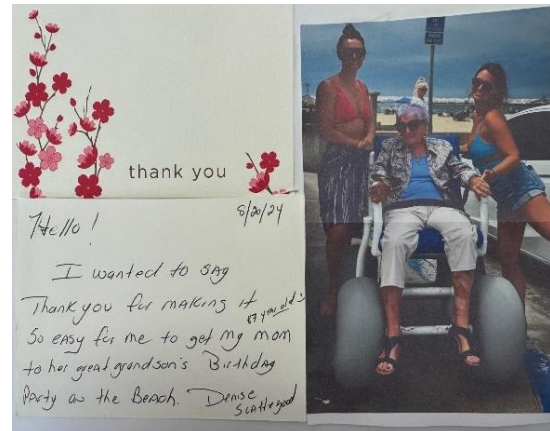
The Harbormaster and Harbor Patrol have participated in the Port of Hueneme's Coastal Trident exercises since their inception. Initially focused on Ventura County, the program now spans several states over several months, involving Military, Federal, State, and Local Agencies. It serves as both a training opportunity and a technology demonstration environment.

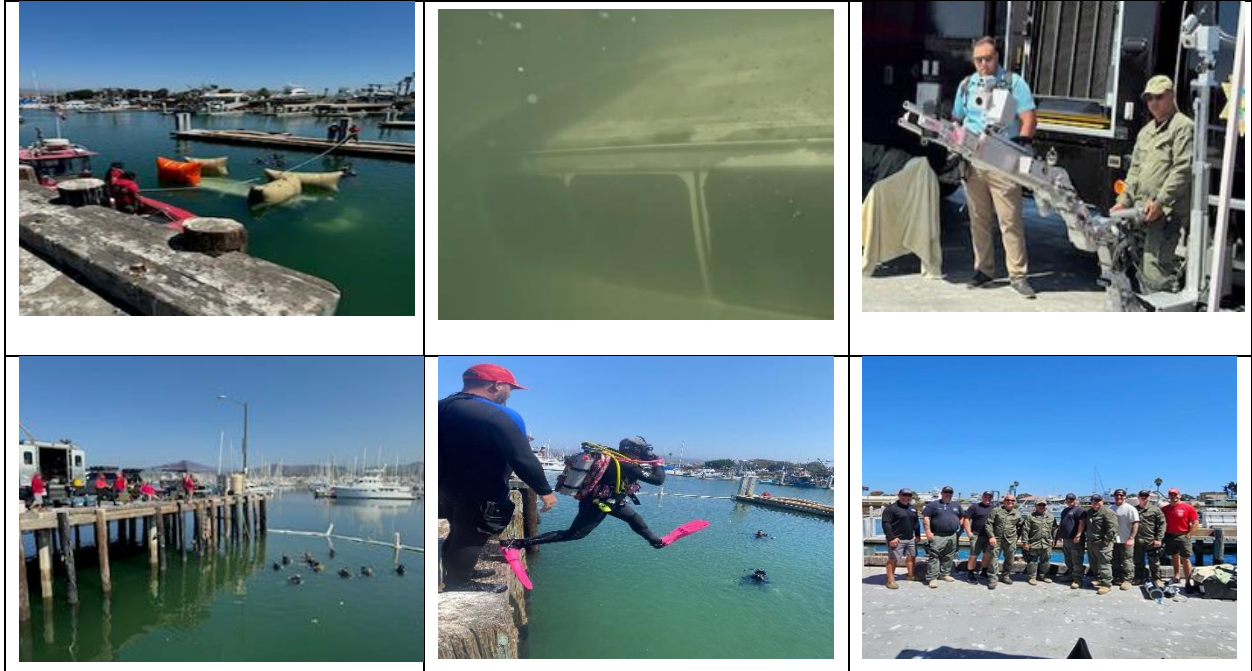
Several months ago, Fathomwerx and Coastal Trident staff approached the Harbormaster about hosting an event in the Harbor, proposing several days of technical diving. The initial plan included a small bus, later changed to a 14-passenger van. After discussions and an onsite visit, the East side of the Fish Offloading Pier was chosen. The General Manager, Deputy General Manager, and Marina Manager supported the exercise.

The Harbormaster and Coastal Trident staff coordinated to ensure the van was prepped for submersion, with all hazardous liquids and fuels removed. On August 21st, the van was delivered to the public launch ramp. There the van was further prepped and submerged without issue. It was then towed to the dive site and submerged in 18 feet of water. This area has a heavy silt bottom and as a result the visibility was reported to be less than 1 foot.



Over the three days, the Ventura County Sheriff Bomb Team, Santa Barbara County Dive Team, and Ventura County Sheriff Search and Rescue Team conducted exercises, including searching for explosive devices, crime scene evidence, and victims. Support teams on the pier conducted additional exercises with advanced sensors and robotics. Divers noted the challenging visibility added extra value to the exercise.





Mid-afternoon on the last day of the training, the van was floated again by Tow Boat US and towed to the launch ramp. By late afternoon all the safety barriers were removed, and the East side of the pier was again available to commercial fishing vessels. This exercise was successful only due to the coordination and can-do attitude of Port District staff and Tow Boat US. Special thanks to Marina Manager, Dave Werneburg and Tow Boat US team lead Carson Shevitz.

TRAINING & PUBLIC EDUCATION

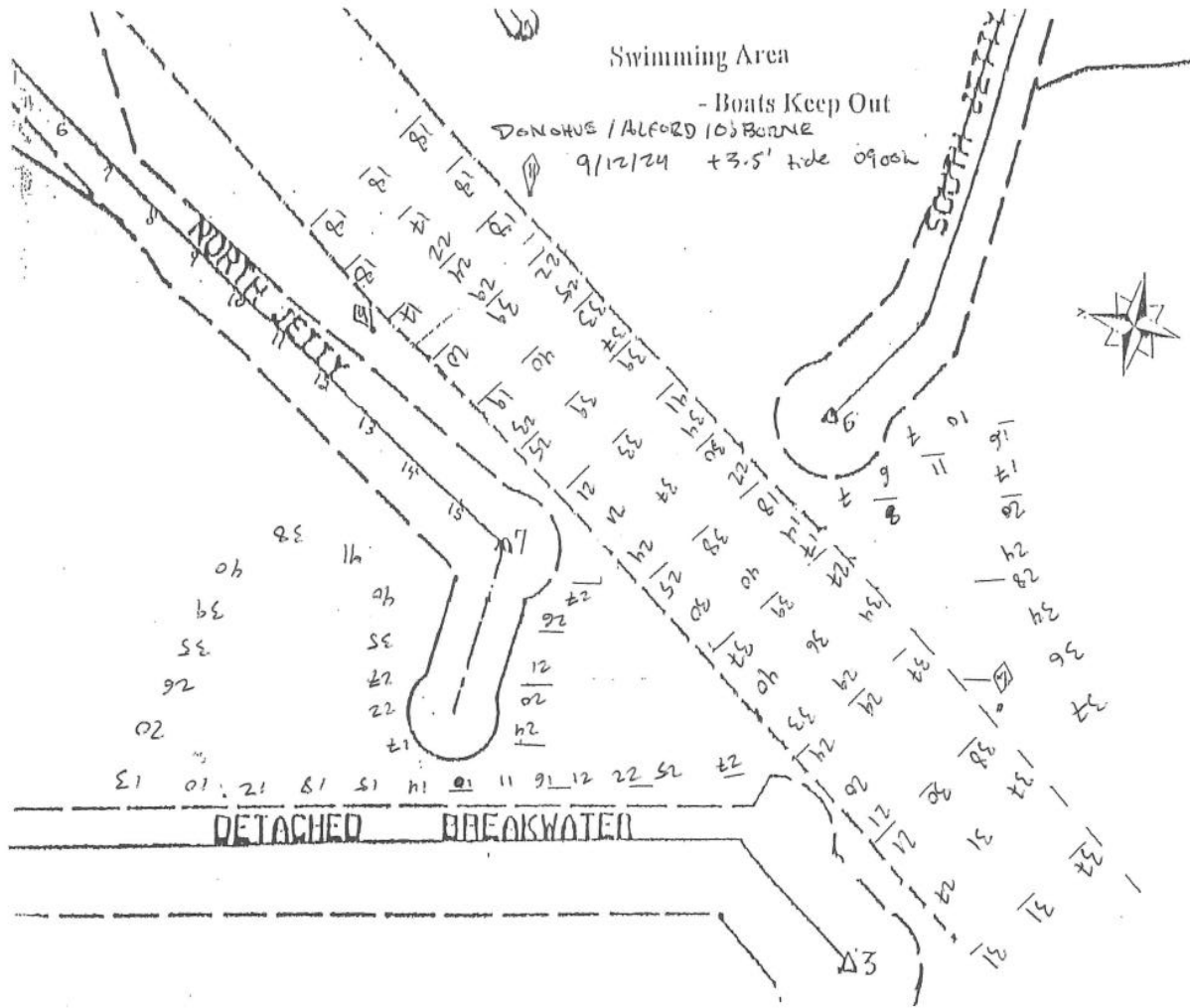


In addition to the in-house training, the Harbor Patrol performed training with local fire departments and Junior Lifeguard Assistants. Harbor Patrol also did a tour with a group of 20 girls (10-16) from a local surf camp. Harbor Patrol staff spoke about water safety and career opportunities.



SOUNDINGS

Soundings were complete for this report and there are no significant shoaling issues noted.



**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: September 18, 2024

TO: Board of Port Commissioners
 FROM: Todd Mitchell, Deputy General Manager
 Dave Werneburg, Marina Manager / Commercial Fisheries
 SUBJECT: July/August 2024 Marina Report

MARINA DEPARTMENT ACTIVITIES

Ventura Harbor Village Marina

Total Slip Count	103	100%
Slips Assigned	102	99%
Slips Occupied	106	103%
Slips Available	0	0%

Port District Dry Storage

Total Spaces	88	100%
Active Contracts	71	81%
Available	0*	0%

* During the VenturaWaterPure project, the District's Dry Storage lot is partially occupied by construction activities as part of the Temporary Construction Easements with the City.

COMMERCIAL FISHING

California Market Squid Harvest – Ventura Harbor

2024-25 Squid Season opened April 1, 2024

California Market Squid Statistics		
State-wide Seasonal Squid Limit:	118,000 tons	236,000,000 lbs.
Ventura July 2024 Landings:	828 tons	1,655,969 lbs.
Ventura August 2024 Landings	449 tons	897,700 lbs.
Ventura Season-to-date:	1,277 tons	2,553,669 lbs.

The squid fishery is off to a slow start this season. Half Moon Bay has reported some activity but not sufficient to lure many takers. Monterey traditionally starts off the season strong, but not this year. A number of landings have taken place down in San Pedro. Water temps are close to 70 degrees, which is relatively warm for squid. All bets for squid fishing is to kick into gear in mid-to-late October.

Splash Time!

This commercial fishing vessel has received a fresh coat of bottom paint, new stripping, and hull touch up. Ready to get “splashed” back into the water and ready to fish.



JULY & AUGUST MARKETING REPORT - *Visitor Experience*

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

EVENT PROMOTION - *Movies*

Ventura Harbor Village's summer movie series, now in its third year, has continued on with two successful community events this summer so far. On **July 20th, Barbie** was screened, featuring a lively **costume contest** with Barbie-themed outfits, cross promo & giveaways of **barbie-pink products** from Village shops, & pink popcorn.

On **August 17th, The Endless Summer** was shown to capture an older nostalgic demographic. The evening featured a live surf band, movie trivia, a display of **vintage surf vehicles**, local surf clubs and **ocean-centric nonprofits** participated, making it a **celebration of surf culture and coastal stewardship**.

The series will conclude on September 21st with a screening of Hook. The movies have proven to contribute to **increased evening traffic for harbor restaurants and sweet shops**.



ENTERTAINMENT - *& Music*



In July & August the Harbor promoted continuous live music to entertain visitors every Wednesday, Saturday, and Sunday for various summer music promotions:

- **WATERFRONT WEDNESDAYS** + midweek visitor booths
- **DJ VIBE SATURDAYS**
- **STEEL DRUM SUNDAYS**



EVENT PROMO - *Pooch Parade*

Canine Adoption and Rescue League (C.A.R.L.) hosted the 24th Annual Pooch Parade on the Village lawn on Sunday, August 18, from 10 a.m. to 3 p.m. C.A.R.L. hosted multiple vendors, a parade, and demos. **Organizers reported best attendance to date!**



CROSS PROMO - *Cones with Cops*

Ventura Police and Coastal Cone hosted their first annual Cones with Cops event on July 23, from 2-3:30 p.m.! 100 free kids' cones were given away to the community & participants were able to mingle with local officers!



REVENUE -

Total revenue from weddings, vendors, and outside events who utilized Ventura Harbor as their venue in July & August =

Venue Revenue
Jul. + Aug.
2024
\$7.1k

JULY & AUGUST MARKETING REPORT - Content Development

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

SOCIAL MEDIA - Cross Network Performance Metrics*

75k
Total Audience

1mil+
Impressions

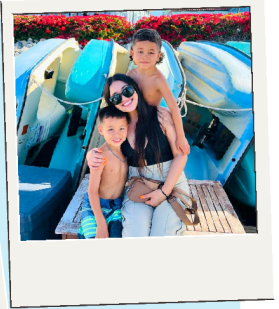
8k
Engagements

7k
Post Clicks



VISUALS - Sampling of Content

Paid social media campaign performance reached nearly **60k** and resulted in over 7k clicks on Harbor content in July & August 2024.



COPYWRITE - Enewsletters / Blogs

July & August e-newsletters featured **Fourth of July, Summer Recommendations, Waterfront Wednesdays, Back to School, Movie Nights**, and internal tenant updates.

8
E-Newsletters

18k
Subscribers

38k
Opens

1.2k
Link Clicks



REELS - Short Video Compilations

Sr. Marketing & Event Coordinator produced 4 original reels featuring **Seaside Movie Night** promo & relevant retail. Collaborated on reels with **Visit Ventura, City of Ventura, Coastal Cone**, and other local **UGC creators** to feature **Cones with a Cop event, harbor sunsets, Margarita Villa views, & more**. Plus, reposted trendy content from **Le Petit!**

14
Reels

134k
Plays



ADVERTISING - Print & Digital

Summer featured a mix of banners & e-blasts w/ digital publishing partners. Plus - posters, cards, new beach signage, floor graphics, and print ads in Ventura Breeze, VC Reporter, & Acorn.



JULY & AUGUST MARKETING REPORT - Outreach & Stewardship

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

OUTREACH & COVERAGE - PR & Editorial

Ventura Harbor Village summer highlights included in a host of articles that appeared in online and print in such publications such as **Ventura County Star**, **Ventura Breeze**, **VC Reporter** and **Fabulous California**. Tracked coverage of Ventura Harbor Village happenings also were featured in **Ojai Valley News**, **Moorpark Acorn** and **LA Parent Magazine**, **Ventura Moms Collective**, **Mommy Poppins**, among others. General editorial mentions of Ventura Harbor Village were in showcased in **AARP**, **Phoenix Magazine**, **Only in Your State** and **Inside Santa Clarita Valley**.

Westways Editor-In-Chief, Jim Benning, informed the Harbor team that the **Channel Islands National Park** was mentioned in a new CBS/KCAL Channel 9 ongoing series entitled "**Westways Weekender**" as a result of Harbor publicist SA/SB Public Relations pitching the Island Packers seasonal cruises. In August, along with Village partners Island Packers and Brophy Bros., **hosted Jenny Peters of the Los Angeles Times**, for trip to the islands and arranged for dinner as part of a special travel supplement due out in the fall.

Los Angeles Times Westways



TOURISM REACH - Waterfront Wednesday

This 6 week midweek promotion (reintroduced in 2024) **engaged tourists & visitors** with spinning wheel giveaways, entertainment, postcards, & incentivized new email subscriptions (along with scavenger hunts for kids) to tie into the **Sun-kissed Seaside Playground** theme.



INFLUENCER COLLAB - @Missyonmadison

Melissa of Missy on Madison has followers interested in a mix of **fashion, travel, and pet content**. She hosted our Barbie costume contest on July 20, and we hosted her & her pups to a VIP Harbor experience **highlighting dog friendly activities + dining** within the Village. She shared with her expansive online audience via a dedicated reel & multiple stories showcasing the destination.



INFLUENCER - @Rowdy_dachshund

A special thank you to Visit Ventura for facilitating a visit by **Rowdy the skateboarding dog!** Rowdy was grand Marshall of the Pooch Parade in Ventura Harbor & was hosted to a stay at pet-friendly Four Points by Sheraton Ventura Harbor, plus **various pet-friendly experiences** throughout Ventura Harbor Village on August 18th, resulting in a **post, reel, and stories** on Rowdy's profile.



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: September 18, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: July/August 2024 Property and Leasing Report

LEASING HIGHLIGHTS

- 1) Tenant Engagement
 - Staff continues to coordinate with the City and multiple tenants regarding their planning, building, and safety permits.
 - Staff met with five tenants regarding their lease.
- 2) Leasing Advertising, Showings, and Executions
 - Staff had eleven appointments to show the available and vacant suites.
 - Staff attended a City of Ventura Design Review Committee Hearing, a City of Ventura Director's Hearing, the Southern California Parking Resource Forum, City of Ventura Water Fee Action Council Meeting, Port of Hueneme Board Meeting, the Ventura Chamber of Commerce Connection Breakfast in July and August, one Ribbon Cutting, and one Chamber BizConnect meeting.
 - Staff had interviews with three different leasing consultants.
 - Staff outreached to local tribes regarding suite availability.
 - Staff met with artists to explore options for signage.

CURRENT VACANCY REPORT

- 1) 1559 Spinnaker Drive #101 (Office suite) – July & August
 - Prior tenant's lease underwent early termination due to the suite experiencing a flood. The tenant leased and relocated to 1559 #205B & C. The suite will have to undergo planning and construction. Marketing efforts have begun. Staff met with insurance adjuster and their contractor.
- 2) 1559 Spinnaker Drive #205A (Office suite) – July & August
 - This is one of the six newly constructed suites. Marketing efforts began while the suite was under construction.
- 3) 1591 Spinnaker Drive #113 (Retail suite) – August
 - Previous tenant closed business. Marketing efforts began prior to previous tenant move-out.
- 4) 1591 Spinnaker Drive #117B (Retail suite) – July & August
 - Previous tenant relocated to suite 1559 #103. Marketing efforts began prior to previous tenant move-out.
- 5) 1575 Spinnaker Drive #101/102/103/105A & B (Restaurant suite) – July & August
 - Leases underwent early termination. Staff prepared a marketing package for the spaces after consultation with architects and restaurant consultant, and marketing efforts have begun.

CURRENT AVAILABILITY REPORT

- 1) 1591 Spinnaker Drive #207 (Office suite) – July & August
 - The previous tenant's lease expired December 31, 2023. The neighboring tenant (#205) was month-to-month and their lease ended January 5, 2024. Due to the neighboring tenant's newly constructed office completion date being extended, they requested a month-to-month lease for suite #207. Initially, the request was for three to four months, but has been updated to fall. Staff are permitted to conduct showings and leasing efforts begun prior to lease expiration.

- 2) 1559 Spinnaker Drive #105 (Retail suite) – August
 - Tenant and staff are negotiating a new lease.
- 3) 1583 Spinnaker Drive #104A (Retail suite) – July & August
 - Staff met with tenant in June 2023 and in the beginning of January 2024. Tenant requested to continue month-to-month status until the fall.

July 2023

CATEGORY	TOTAL Square Footage	Harbor Vacancy Sq Ft	Harbor Vacancy %	Harbor Available Sq Ft	Harbor Available %		City * Vacancy %	City * Available %
Office	38,580	2,865	7%	1,420	4%		19%	24%
Retail	20,260	761	4%	500	2%		20%	25%
Restaurant	33,622	3,720	11%	0	0%		0%	No Data

August

CATEGORY	TOTAL Square Footage	Harbor Vacancy Sq Ft	Harbor Vacancy %	Harbor Available Sq Ft	Harbor Available %		City * Vacancy %	City * Available %
Office	38,580	2,865	7%	1,420	4%		19%	24%
Retail	20,260	1,612	8%	1,938	10%		20%	25%
Restaurant	33,622	3,720	11%	0	0%		0%	No Data

> Harbor Vacancy --- The suite is unoccupied, and it does not have a lease.

- Office: 1559 #101 (July & August)
 1559 #205A (July & August)
- Retail: 1591 #113 (August)
 1591 #117B (July & August)
- Restaurant: 1575 #101/102/103/105 A & B (July & August)

> Harbor Available --- (1) MTM leases with existing Tenant in process to renew lease; or (2) MTM lease that the suite is available to be leased.

- Office: 1591 #207 (July & August)
- Retail: 1559 #105 (August)
 1583 #104A (July & August)
- Restaurant: N/A

*** City: Based on comparable square footage within Ventura 93001 area as reported by CoStar Group.**

(Note that total square footage values have been updated as of the April 2023 reporting period to reflect recategorization of some units and the addition of the GSA lease for National Park Service offices which were not previously included).

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

SALES REPORTS

The attached summary of sales for three Harbor Village business categories: restaurants, retail, and charters. The report compares the monthly sales for 2024 and 2023. They also include year-to-date comparisons.

The year-to-date overall sales for all Harbor Village Tenants through: (1) the month of June are up 1.01% from the same time last year, and (2) the month of July are down 1.36% from the same time last year.

VEHICLE TRAFFIC COUNTS

Once again, the Beonic traffic counter cameras experienced an issue related to lost data. Staff suspect an alternative vendor is likely needed going forward to ensure consistent performance.

Spinnaker Drive Entrance

Schooner Drive Entrance

Month	August	July	August	July
Car Count	148,112	163,502	<i>Data Gap</i>	<i>Data Gap</i>
Busiest Day	Saturdays: 29,762	Wednesdays: 25,216	<i>Data Gap</i>	<i>Data Gap</i>
Busiest Hour	Saturdays: 4 PM	Sundays: 4 PM	Saturdays: 5 pm	Tuesdays: 4 PM

ATTACHMENTS:

- Attachment 1 – June 2024 US National Sales Productivity and Occupancy Costs by Category
- Attachment 2 – June and July 2024 Sales Report

Attachment 1 – June 2024 US National Sales Productivity and Occupancy Costs by Category
 International Council of Shopping Centers: U.S. Health Ratios and Sales Per Square Foot

U.S. National Sales Productivity and Occupancy Costs by Category (Rolling 12-Month July 2023 - June 2024)						
Category	ANNUALIZED SALES PSF					OCCUPANCY COST PERCENTAGE*
	Rolling 12 (July 2023 - June 2024)	YOY % over same period of prior year (July 2023 - June 2024)	Calendar Year 2021	Calendar Year 2022	Calendar Year 2023	Rolling 12-month average (July 2023 - June 2024)
Apparel	\$276	4.1%	\$282	\$265	\$273	8.9%
Beauty Supplies	\$928	17.5%	\$563	\$709	\$865	4.8%
Craft	\$119	-14.1%	\$153	\$144	\$132	12.8%
Department Store	\$304	-5.1%	\$305	\$312	\$337	5.0%
Dollar Store	\$134	-8.0%	\$152	\$147	\$142	8.5%
Drug Store	\$330	-5.9%	\$411	\$380	\$339	6.7%
Fast Food	\$772	3.4%	\$668	\$720	\$759	6.4%
Fitness	\$122	7.6%	\$87	\$107	\$116	19.4%
Hair	\$307	9.2%	\$232	\$272	\$290	13.3%
Home Improvement	\$329	4.9%	\$294	\$303	\$313	3.7%
Movie Theater	\$104	6.8%	\$59	\$90	\$113	25.0%
Pet Supplies	\$324	-11.8%	\$305	\$322	\$372	7.7%
Restaurant	\$643	0.4%	\$581	\$624	\$648	6.7%
Salon	\$442	5.0%	\$402	\$430	\$419	10.2%
Services	\$478	12.4%	\$441	\$433	\$459	9.1%
Shoes	\$272	-0.1%	\$273	\$274	\$271	9.9%
Specialty Food	\$563	1.6%	\$532	\$553	\$560	10.2%
Specialty Restaurant	\$203	5.3%	\$167	\$197	\$200	13.9%
Specialty Retail	\$419	-7.4%	\$422	\$466	\$423	7.4%
Sporting Goods	\$397	4.9%	\$405	\$381	\$383	2.2%

Source: Datex Property Solutions

Category descriptions: Hair—Retailers that principally cut and/or blow-dry hair. Salon—Retailers that do massage, eyelashes, waxing and nails. Specialty Food—Inclusive of juices, ice cream, yogurt and donuts. Fast Food—Quick serve and takeaway-focused meals. Restaurant—Principally sit-down dining focused. Specialty Restaurant—Dining with an integral experience component. Fitness—Gym, yoga and workout facilities. Services—A standalone category capturing all other service retailers including check cashing, insurance, dental, copy/print, weight loss, shipping and wireless. Craft—Retailers focused on arts, crafts and making. Specialty Retail—Specifically focused on a narrow vertical such as books, parties, backpacking or devices.

* Occupancy cost percentage consists of base rent plus triple net.

While every effort is made to ensure the accuracy and reliability of the information contained in this report, ICSC does not guarantee and is not responsible for the accuracy, completeness or reliability of the information contained in this report. Use of such information is voluntary, and reliance on it should only be undertaken after an independent review of its accuracy, completeness, efficiency and timeliness. © 2024 by ICSC, 1251 Avenue of the Americas, New York, NY 10020.

ATTACHMENT 2

**Ventura Harbor Village
Tenant Sales Summary**

Month of June		<u>June-2024</u>	<u>June-2023</u>	<u>% Change</u>
Restaurants	\$	2,485,015	\$ 2,234,615	11.21%
Retail	\$	645,312	\$ 594,879	8.48%
Charters	\$	870,685	\$ 903,816	-3.67%
Total	\$	4,001,012	\$ 3,733,310	7.17%

Year-to-date through June

		<u>Jan - Jun 2024</u>	<u>Jan - Jun 2023</u>	<u>% Change</u>
Restaurants	\$	10,658,356	\$ 10,585,259	0.69%
Retail	\$	2,649,576	\$ 2,612,052	1.44%
Charters	\$	3,475,660	\$ 3,418,379	1.68%
Total	\$	16,783,592	\$ 16,615,690	1.01%

Quarter-to-date
April - June

		<u>Apr - Jun 2024</u>	<u>Apr - Jun 2023</u>	<u>% Change</u>
Restaurants	\$	6,162,998	\$ 6,252,634	-1.43%
Retail	\$	1,572,375	\$ 1,587,904	-0.98%
Charters	\$	2,226,453	\$ 2,465,613	-9.70%
Total	\$	9,961,826	\$ 10,306,151	-3.34%

ATTACHMENT 2

**Ventura Harbor Village
Tenant Sales Summary**

Month of July	<u>July-2024</u>	<u>July-2023</u>	<u>% Change</u>
Restaurants	\$ 2,739,835	\$ 3,098,332	-11.57%
Retail	\$ 738,597	\$ 847,913	-12.89%
Charters	\$ 1,071,399	\$ 1,065,978	0.51%
Total	\$ 4,549,831	\$ 5,012,223	-9.23%

Year-to-date through July	<u>Jan - Jul 2024</u>	<u>Jan - Jul 2023</u>	<u>% Change</u>
Restaurants	\$ 13,398,191	\$ 13,683,590	-2.09%
Retail	\$ 3,388,173	\$ 3,459,968	-2.08%
Charters	\$ 4,547,059	\$ 4,484,358	1.40%
Total	\$ 21,333,423	\$ 21,627,916	-1.36%



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
SEPTEMBER 18, 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) Harbormaster, John Higgins to attend the CA State Parks Basic Coastal Operator Course from October 13 - 18, 2024 in Pillar Point, CA.
- b) Marketing Manager, Jennifer Talt-Lundin to attend the Visit California Annual Rural Committee meeting from September 30 – October 2, 2024 in Sacramento, CA.
- c) Marketing Manager, Jennifer Talt-Lundin to attend the Visit California Outlook Forum from March 2 – 4, 2025 in Los Angeles, CA.
- d) Marketing and Events Coordinator II, Ruby Hedrick to attend the Visit California Outlook Forum from March 2 – 4, 2025 in Los Angeles, 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:

CA DBAW Basic Coastal Operator Course

Mr. Higgins will be one of several instructors for the newly formed CA Division of Boating and Waterways Coastal Boat Operator Course. This course was first created May 2023 in Ventura Harbor and is now on its second delivery in Pillar Point Harbor in San Mateo, CA. The course is designed for Harbor Patrols, Lifeguards, Fire Department and Law Enforcement and covers many aspects of boating safety over a five-day period. The students will receive a course completion showing proficiency in boating safety topics. The Harbormaster will submit reimbursement requests to the DBAW at the conclusion of the course.

Visit California Annual Rural Committee

Visit California's Rural Committee is comprised of Executive Committee members of the California designated tourism regions to collaborate for strategic planning and tactical efforts to leverage Visit California's marketing work plan. The Committee provides insight and sharing of information to assist Visit California in data collection for their marketing efforts to best determine how funds

may be distributed to the rural regions to further tourism and visitation efforts, or along the Central Coast. Central Coast Tourism receives programming grants from Visit California on an annual basis to fund tourism outreach and advertising.

Visit California Outlook Forum

Visit California, the marketing arm of California, hosts an annual Outlook Forum where experts from the travel and attractions sector gather to share insights, experiences, trends, marketing tactics, and research. The conference features immersive sessions and lectures, with opportunities to network with Visit California staff. Visit California works directly to fund the Central Coast Tourism Council, a key partner for Ventura Harbor.

FISCAL IMPACTS:

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

<u>DBAW COURSE</u>	Higgins
Registration	\$0.00
Lodging	\$1,114.45
Meals	\$475.00
Mileage	\$478.38
Miscellaneous (Transit/Parking)	\$100.00
TOTAL	\$2,167.83

<u>VISIT CA RURAL COMMITTEE</u>	Talt-Lundin
Registration	\$0.00
Lodging	\$520.00
Meals	\$65.00
Mileage	\$380.00
Miscellaneous (Transit/Parking)	\$100.00
TOTAL	\$1,065.00

<u>VISIT CA OUTLOOK FORUM</u>	Talt-Lundin	Hedrick
Registration	\$849.00	\$849.00
Lodging	\$700.00	\$700.00
Meals	\$90.00	\$90.00
Mileage	\$112.00	\$95.00
Miscellaneous (Transit/Parking)	\$198.00	\$198.00
TOTAL	\$1,949.00	\$1,932.00

ATTACHMENTS:

None.



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
SEPTEMBER 18, 2024

CONSENT AGENDA ITEM B
APPROVAL OF AMENDMENT NO. 2 TO
THE RETAIL LEASE AGREEMENT WITH
KATHERINE & JAMES E. ADAMS DBA
LEMON & LEI

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
SUBJECT: Approval of Amendment No. 2 to the Retail Lease Agreement with Katherine & James E. Adams dba Lemon & Lei

RECOMMENDATION:

That the Board of Port Commissioners approve Amendment No. 2 to the Retail Lease dated September 1, 2021 (the "Lease") between the Ventura Port District, and Katherine Adams and James Adams, dba "Lemon & Lei," for the premises located at 1583 Spinnaker Drive, Suite #104A ("Premises"), consisting of approximately 500 square feet.

SUMMARY:

Staff is recommending a second amendment to the Lease to increase the remuneration of the District by tenants for each month the Lease continues on a month-to-month basis beyond October 1, 2024.

GUIDING PRINCIPLES:

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

5-YEAR OBJECTIVES:

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

BACKGROUND:

Katie Adams and James Adams (collectively, "Tenants") have been Tenants of the District since September of 2019, when Tenants entered into a month-to-month lease with the District. On September 1, 2021, the Board and Tenants entered into the current Lease for the Premises, which had a 2-year term. At the conclusion of that Lease's original term on August 31, 2023, Tenants were uncertain about the long-term viability of their business at the Premises and their resulting need for the Lease; however, Tenants held over and remained in possession of the Premises with Landlord's permission under a periodic month-to-month tenancy.

In March of 2024, Tenants indicated their business was proving not to be sustainable and stated their intention of terminating the Lease.

In April 2024, a first amendment to the Lease was executed by Tenants and the District, which, among other things, provided Tenants an alternative rent structure for a period of no more than 6 months, between April 1, 2024 and September 30, 2024, where Tenants' total monthly rent was based on percentage rent only (consisting 10% of Tenants' Adjusted Gross Sales), after which, the Lease would terminate, unless Tenants remain in possession of the Premises after September 30, 2024.

Tenants have communicated to District staff that although they are not ready to enter into a long-term lease agreement for a new multi-year term, they are prepared to return to the standard rent structure for retail businesses, on a month-to-month basis. Staff believes this is a preferable situation to the Premises becoming vacant prematurely.

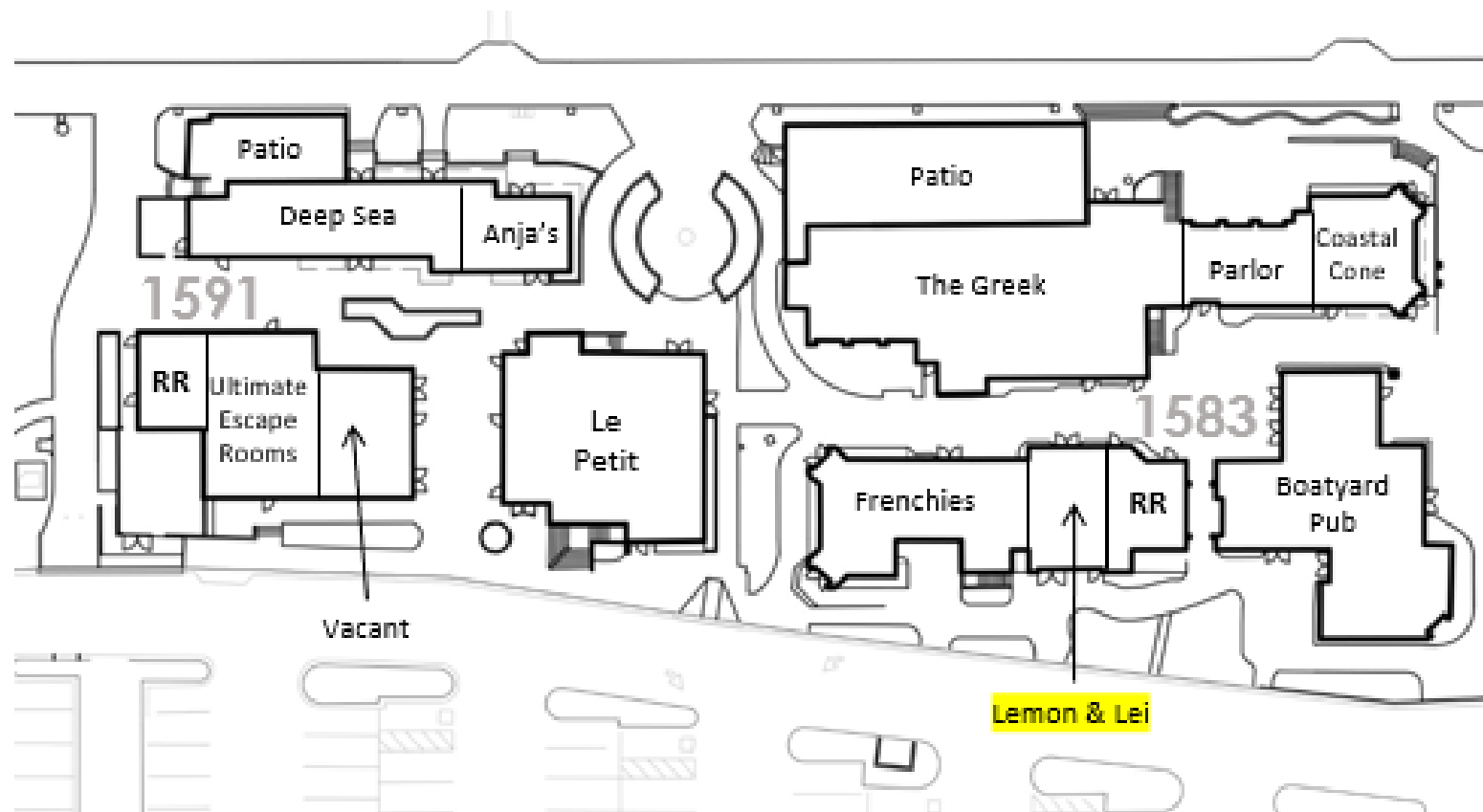
FISCAL IMPACT:

If the Board approves Amendment No. 2 to the Lease and Tenants continue their existing month-to-month tenancy at the Premises at the standard rent structure for retail businesses, the amount of rent generated by Tenants' continued month-to-month tenancy at the Premises would be equivalent to the amount of rent that would be generated by any other retail lease until (i) Tenants are able to possibly commit to a long-term lease of the Premises or (ii) the District enters into a new lease with another tenant for the Premises. If the Premises were vacant, there would be no revenue generated by the Premises until the District can find a new tenant for the Premises.

ATTACHMENTS:

Attachment 1 - Location Map

Attachment 1 - Location Map





VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
SEPTEMBER 18, 2024

CONSENT AGENDA ITEM C
APPROVAL OF NEW RETAIL LEASE
AGREEMENT WITH WILD LOCAL
SEAFOOD CO. LLC DBA WILD LOCAL
SEAFOOD CO.

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: September 18, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
SUBJECT: Approval of a New Retail Lease Agreement with Wild Local Seafood Co. LLC dba
"Wild Local Seafood Co."

RECOMMENDATION:

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba "Ventura Harbor Village" and Wild Local Seafood Co. LLC dba "Wild Local Seafood Co.," for the premises located at 1559 Spinnaker Drive, Suite #105, Ventura California 93001 consisting of approximately 1,438 square feet of interior commercial space and 659 square feet of non-exclusive exterior space.

SUMMARY:

The current lease for Wild Local Seafood Co. expired on July 31, 2024, and they are month-to-month until a new lease is executed. They are seeking a new two-year with two one-year options lease. If the Board approves the new lease, it will begin on October 1, 2023.

GUIDING PRINCIPLES:

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

5-YEAR OBJECTIVES:

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

BACKGROUND:

Wild Local Seafood Co. ("Tenant") is a fish market that intertwines their passion for fishing, sustainability, and environmental impacts by fishing locally to reduce transport miles.

The Tenant has been a good-standing tenant at Ventura Harbor Village since January 1, 2015 (two separate leases over that period). Staff is recommending a new retail lease having a step increase in monthly rent from the current lease.

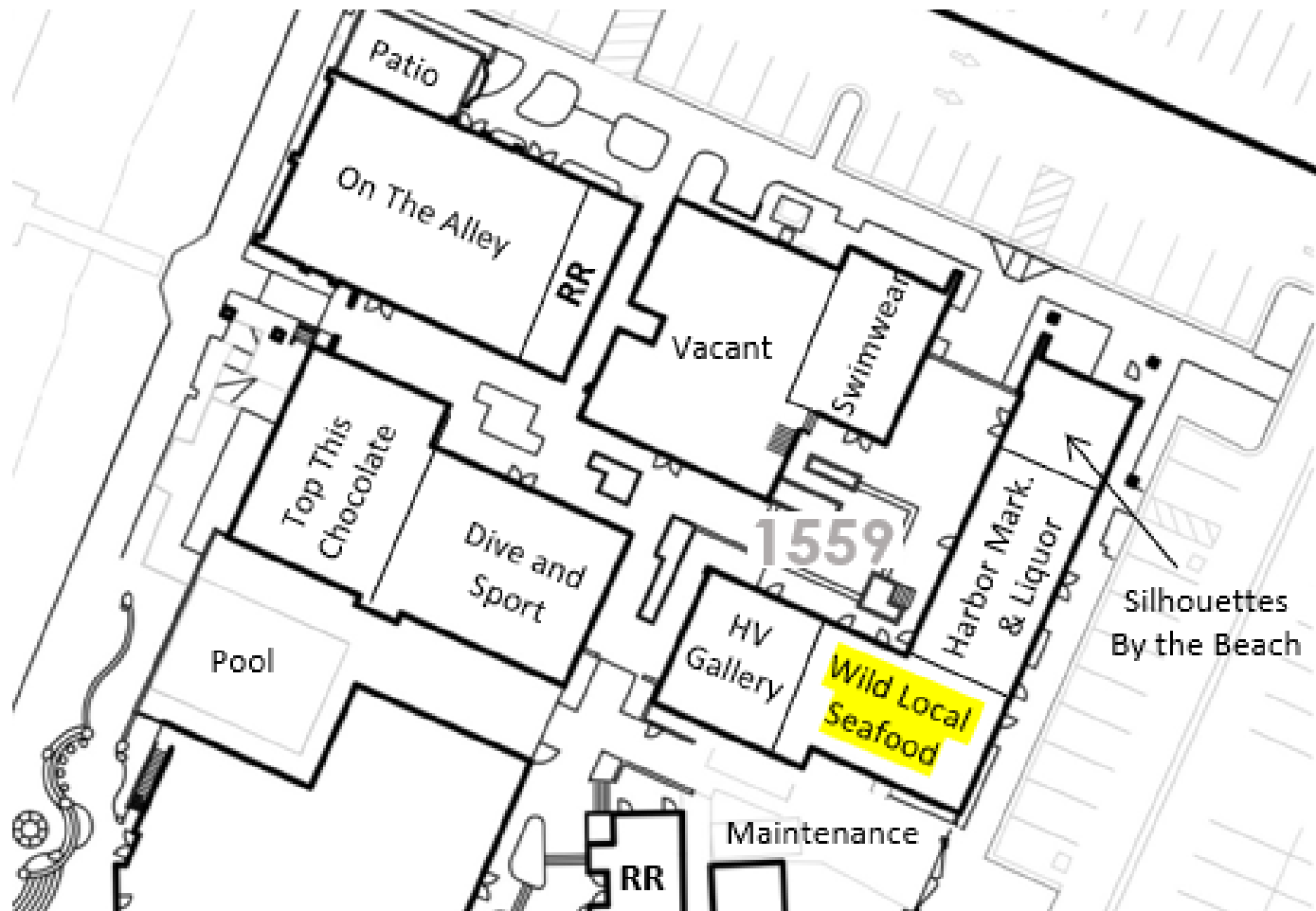
FISCAL IMPACT:

If the Board approves the retail lease, the monthly rent will increase with future annual step increases. The suite will be leased "as is".

ATTACHMENTS:

Attachment 1 - Location Map

Attachment 1 - Location Map





**BOARD OF PORT COMMISSIONERS
SEPTEMBER 18, 2024**

**STANDARD AGENDA ITEM 1
APPROVAL OF A PROFESSIONAL
SERVICES AGREEMENT WITH
CLIFTONLARSONALLEN LLP AND
APPOINTMENT OF A NEW AUDIT LIAISON**

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 1
Meeting Date: September 18, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager
SUBJECT: Approval of a Professional Services Agreement with CliftonLarsonAllen LLP and Appointment of a New Audit Liaison

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Approve the Professional Services Agreement with CliftonLarsonAllen LLP to conduct the annual audit for fiscal year ending June 30, 2024 in the amount not to exceed \$50,000.
- b) Appoint an audit liaison to work with staff and the audit firm awarded throughout the fiscal year audit process.

SUMMARY:

Staff is requesting the Board approve a Professional Services Agreement (PSA) with CliftonLarsonAllen LLP (CLA) for the annual audit of the fiscal year ending June 30, 2024. Staff also requests that the Board appoint a Commissioner to act in the capacity of audit liaison during the fiscal year 2023-2024 financial audit process.

GUIDING PRINCIPLES:

- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 6) Provide exceptional public service and organizational transparency.

5-YEAR OBJECTIVES:

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

BACKGROUND:

The District has contracted directly with CLA to perform the District's annual audits for the past 8 years. The proposed cost of the audit services for fiscal year ending June 30, 2024 is \$49,875. It is anticipated the audit will be completed in December and presented to the Board in January.

The District has contracted with CLA's lease accounting division to evaluate the lease changes during the fiscal year and prepare the GASB87 lease accounting journal entries. This professional service agreement will not exceed \$13,000 and is in the District's current approved budget. There is not a requirement in the District procurement policy to obtain additional Board approval for this PSA. Staff did, however, want to be transparent concerning the usage of a PSA for the same firm for a different scope of work.

Staff is also requesting the Board appoint a Commissioner to act in the capacity of audit liaison to communicate with staff and the audit firm throughout the fiscal year 2023-2024 audit process. The public agency audit liaison function was created to assist and support management in responding effectively to internal and external auditors and other state and federal regulatory agencies. The liaison function is also to provide support and assistance to staff during financial audits. Staff would like to thank Commissioner Rainey for serving in this role for the past couple of years.

The representative from the audit firm awarded to conduct the fiscal year 2023-2024 audit will reach out to staff and the appointed liaison at the beginning of the audit process. This first contact gives the liaison an opportunity to ask questions about the audit process and approach concerns he/she may have about anything to do with the District, the General Manager, staff, internal controls, reporting, policies, etc. with or without staff being present.

As the audit progresses, staff keeps the liaison and the General Manager updated and works through any issues that may arise. The liaison assists management with the review of and response to audit findings and recommendations as needed.

The liaison has the opportunity to review all preliminary drafts of the audit for accuracy and completeness before the final version is presented. Should he/she have any questions or concerns, they can be addressed to staff or to the auditors directly.

FISCAL IMPACT:

There is currently \$65,000 in the FY24-25 budget for auditing and accounting services.

ATTACHMENTS:

None.