



**BOARD OF PORT COMMISSIONERS
JANUARY 17, 2024**

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

ADMIN AGENDA

**Adoption of the
January 17, 2024 Agenda**

**Approval of Minutes
January 3, 2024
Regular Meeting**

PUBLIC COMMUNICATION ADMIN AGENDA ITEMS NOT ON TODAY'S AGENDA

Snooze Options: 30 Seconds | 1 Minute | 5 Minutes | 10 Minutes

00 : 02 : 36

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

ADMIN AGENDA

CONSENT AGENDA ITEMS

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

Recommended Action: Voice Vote.

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

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

Recommended Action: Voice Vote.

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

PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

**STATUS REPORT ON RECENT AND FORECASTED PACIFIC
STORM EVENTS**

RECOMMENDATION:

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

**STANDARD
AGENDA
ITEM
1**

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



SURFERS KNOLL



HARBOR COVE



INNER HARBOR



PICTURES FROM DAN HARDING



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PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

00 : 03 : 00

**STATUS REPORT ON RECENT AND FORECASTED PACIFIC
STORM EVENTS**

RECOMMENDATION:

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

**STANDARD
AGENDA
ITEM
1**

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

**DECLARATION OF DISTRICT PERSONAL PROPERTY AS
SURPLUS AND DISPOSAL OF SAME**

RECOMMENDATION:

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

**STANDARD
AGENDA
ITEM
2**

Report by:

**Brian D. Pendleton, General Manager
Sergio Gonzalez, Facilities Manager**

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

**DECLARATION OF DISTRICT PERSONAL PROPERTY AS
SURPLUS AND DISPOSAL OF SAME**

RECOMMENDATION:

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

**STANDARD
AGENDA
ITEM
2**

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

QUARTERLY UPDATE ON THE VENTURA PORT DISTRICT
5-YEAR OBJECTIVES

RECOMMENDATION:

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

STANDARD
AGENDA
ITEM
3

Report by:

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



Strategies to the 5-Year Objectives

Q2 of FY23-24

Board of Commissioners Meeting

January 17, 2024

Guiding Principles

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

2022-2027 5-Year Objectives

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

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program	CMANC and/or WEDA Meeting attendance	3-4 times per year	Senior Business Operations Manager (SBOM) attended CMANC Officer's trip to DC in October. SBOM attended WEDA conference in October.
	USACE District, Division & HQ meetings and communication	As needed or 2 times per year	SBOM met with USACE South Pacific Division Navigation Program Manager LA District staff regarding 2024 dredge funding (possible gov't shutdown) and Environmental Assessment update schedule (2024).
	Engagement of Lobbyist to provide representation with the Federal Government and Congress	Monthly	Monthly reports from Carpi & Clay and K&L Gates.
	Advocating for full funding of VPD entrance channel in President's Budget	Q1 2023 and annually	Ventura included in President's budget for FY24 at full value. Continued discussion regarding funding in FY25 with Corps staff (\$7.7M anticipated).
2. On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance	Continued Board Role at CMANC	Current Three-Year Term through 2022	SBOM elected as Director and also elected as incoming Chair of CMANC effective July 1, 2023. Currently re-starting several committees which will be updating website and working on establishing new NPO corporation.
	Committee lead and/or Executive Board role at CMANC	By next Board Election Q4 2022	SBOM Chair of CMANC effective July 1, 2023. SBOM attended CMANC Officer's trip to DC.
3. Ventura Port District Dredging	Prepare, submit and receive new permits for inner Harbor Dredging (unrestricted by Santa Clara river conditions)	Q1 2022 to Q2 2023	Water Board permit received. Coastal Commission permit conditionally approved at Commission hearing in December. USACE permit conditionally issued pending final issuance of CCC permit.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Collaborate with business partners and stakeholders through increased engagement, communication, and participation.	Village tenant meetings	Quarterly	Monthly Tenant Newsletters / Tenant Meet Up in November (Virtual)
	Celebrate DEI through recognition of dates and events of cultural significance	Annual Visitation Plan for Ventura Harbor Village Q2 2023	Ongoing content development and recognition to celebrate DEI this quarter: Hispanic Heritage Month dance & music celebration Oct. 15. Dia de Los Muertos display Oct. 29. Chanukah Festival on Dec. 9. Menorah displayed at Harbor Village in December. Christmas recognition with Winter Wonderland & Holiday Marketplace on Dec. 16
	Refresh the Ventura Harbor Village.com website to include dynamic features, the Channel Islands, digital map, and reformatted calendar of events	Q2 2023	No action this quarter.
	Harbor tenant education and advocacy re: implementation of sustainability practices e.g. CA Green Business Network, Surfrider Foundation Ocean Friendly Restaurants program	Q1 2023 tenant meetings and forward	In October, two programs highlighted sustainable practices on land and water: Electric Vehicle Showcase at Ventura Harbor Village with 75+ vehicles sponsored by Sierra Club; and the Hokule'a Hawaiian voyaging canoe made a stop in Ventura Harbor, welcomed by the Chumash community, local halaus, Ventura Harbor outrigger clubs, Ventura Port District, Channel Islands NP, and Ventura Yacht Club, and hosted 1,650 public visitor tours. VPD marketing assisted outrigger clubs with welcome ceremony, cross promotion of the visit.
2. Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs	Collaborate with City, tenants, and stakeholders on updates to Local Coastal Program and General Plan	City organized meetings through Q4 2023	District continues work with City to implement zoning updates in Harbor. HM has continued dialog with the County OES regarding addition of specific wording related to Tsunami & Sea Level Rise Hazards.
	Collaborate with other harbors and special districts on best management practices, legislative impacts and funding opportunities	Monthly	Port of Hueneme successful in grant with VPD as subrecipient – agreement incomplete. GM continues to participate in VCSDA as Executive Committee Member & Treasurer. SBOM & HM maintains various memberships w/Harbormaster, beach and marina associations. Attended MRA and California Shore & Beach Preservation conferences this quarter.
	Collaboration between Port District and law enforcement and emergency services	Ongoing	HM participates in DHS Homeland Security Planning & Response Groups. HM recently participated in regional High Surf Planning & Responses.
	Port Commission updates to Ventura City Council	Bi-Annual	City Council presentation by members of Board and GM on May 8, 2023. Meetings w/ CM in Oct and Deputy CM in Dec. Presentation by Public Works.

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

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

F: Support current and future commercial fishing and sustainable aquaculture industries. Maintain and improve working waterfront facilities and infrastructure			
STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor	Regular engagement with commercial fishing business owners and key industry representatives	Seasonally	Consultant WSP has nearly completed proposed commercial fish offloading modernization draft design. Staff receives commercial fishing updates as part of a CA Fish & Game Working Group. Staff continues collaboration with the Ventura Sportfishing to ensure public parking at the launch ramp during peak season and during VenturaWaterPure. HM recently granted permission for the lobster fishery to store traps at the launch ramp so that they were not lost in the late December High Surf Event.
	Engagement with sustainable aquaculture industry interests at Ventura Harbor	As received	GM met with two aquaculture companies in November regarding expansion plans, landside facility needs for offloading at Ventura Harbor.
	Monitor legislative and regulatory changes potentially impacting commercial fishing and sustainable aquaculture	Monthly	Staff has been following new legislation for impacts, including CARB, MPA, and 30x30. HM participates in a number of Fisheries groups including the Joint Oil/Fisheries Liason Office out of Santa Barbara. This group passes on important information on projects, issues, or changes for the commercial fisheries.
2. Continue improvements of District’s Working Waterfront infrastructure	Maintain existing harbor infrastructure and related amenities to continue to meet commercial fishing needs	Q2 Annual Budget & 5-Year CIP	New breakers installed in several marina pedestals to correct defect causing early failure. Continuing to work with Del Mar for placement of a 1- to 3-ton ice machine to be located on the commercial Fish Pier (to be complete next quarter). Staff completed installation of a new 100 Amp panel to support both ice production and two new power pedestals on fish pier.
	Master planning for growth of commercial fishing and sustainable aquaculture capital improvements	Q1/Q2 2023	Board approved contract with a port planning consultant WSP to prepare commercial fish offloading modernization draft design, which is nearing completion.
	Identify and pursue grant/funding opportunities to implement capital infrastructure needs for commercial fishing and sustainable aquaculture	Q2 2023 and on-going	Staff has worked with Port of Hueneme and their consultant to apply for CalSTA grant funding to modernize commercial fishing infrastructure at Ventura Harbor to accept all squid offloading from Port of Hueneme. Port of Hueneme notified on July 6 of award of \$79M. Once formalized by agreement, VPD will be able to receive ~\$15M for the modernization project.
3. Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture	Support and endorse NOAA sustainable aquaculture initiatives in the Santa Barbara Channel	Q2/Q3 2023	Ongoing dialogue re: NOAA’s California AOA Notice of Intent to Prepare a Programmatic Environmental Impact Statement for Identification of One or More Aquaculture Opportunity Area(s) in Southern California. GM was a member of Steering Committee for CA Sea Grant-NCCOS Workshop Nov. 2 nd re: development of broadly accessible aquaculture siting tools and attended aquaculture coordination meetings during the workshop with Port of San Diego, academic researchers, and aquaculture firms.
	Knowledge, experience, and technology transfer with aquaculture industry and stakeholders	Ongoing Resource	Maintain resource library on District’s website

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engagement and support of Master Tenants for successful business operations at the Harbor	Work with Master Tenants to help facilitate sustainable capital improvement projects	Tenant specific	Staff continues collaboration with Ventura Yacht Club regarding dock replacement project. Construction anticipated Q1 2024.
	Coordination with Portside on commercial tenant leasing	Q1 2022 to Q4 2023	Staff attended holiday activation event at Portside for Parade of Lights. GM biweekly meetings re: commercial leasing as well as topics such as a possible water taxi service and wayfinding signage, and entryway signage at Harbor Blvd. and Schooner Dr.
	Strategic planning meetings between master tenants and District staff	Q2 of each year	District working with City to implement zoning updates in Harbor (GP & LCP), including participation in City Council meetings, and direct dialogue with Council Liaison, CM in October and Deputy CM in December.
2. Evaluate opportunities for Parcel Development	Evaluate master planning opportunities in conjunction with current and future leasehold development	Annually	Staff developed and provided proposed lease terms for current Ventura West Marina master tenant.
	Master planning for Parcel 5 development	Commencing Q2 2023	Architecture firm RRM Design Group completed first draft preliminary design process and presented to Board in December 2023.
3. Implement sustainability technologies at the Harbor	Explore renewable energy, energy storage applications Harbor-wide e.g. solar power, EV charging stations, hybrid and electric vehicles	Q2 2023 and forward	SBOM/Capital Projects Manager (CPM) working towards installation of EV chargers –4 charge points installed at VPD HQ. 21 more to come in early 2024 to VHV (SCE controls schedule). 4 EV vehicles purchased and delivered.
3. VenturaWaterPure	Continue commitment to help minimize impacts and disruptions caused by the VenturaWaterPure project through ongoing work with City, master tenants, and stakeholders	Q3 2022 to Q3 2024	Ongoing meetings continue between District and City staff and contractors re: VenturaWaterPure (VWP) project. City and District negotiated and entered into easement agreements at Aug 31 Special Board meeting.


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

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

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

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

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

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

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

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

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

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

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

00 : 03 : 00

QUARTERLY UPDATE ON THE VENTURA PORT DISTRICT
5-YEAR OBJECTIVES

RECOMMENDATION:

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

STANDARD
AGENDA
ITEM
3

Report by:

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



VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT
NEXT MEETING FEBRUARY 7, 2024

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK