



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

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

Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Tom Bunn, Legal Counsel
Jessica Rauch, Clerk of the Board

REGULAR MEETING WEDNESDAY, NOVEMBER 20, 2024

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

CLOSED SESSION – 5:30PM
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

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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
5:30PM**

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 LABOR NEGOTIATORS - PER GOVERNMENT CODE SECTION 54957.6:

- a) Employee Units: **Full-Time and Part-Time Harbor Patrol Officers**
Groups: Service Employees International Union (SEIU), Local 721
Negotiating Parties: Brian Pendleton, Todd Mitchell, Tom Bunn, Oliver Yee
Under Negotiation: **Labor Negotiations**

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - PER GOVERNMENT CODE SECTION 54956.8:

- a) Property: **1559 Spinnaker Drive #205**
District Negotiators: Brian D. Pendleton, Todd Mitchell, Tom Bunn
Negotiating Parties: Commercial Collections of America, LLC dba CCA
Under Negotiation: **Price and Terms of Payment for New Office Lease Agreement**
- b) Property: **1559 Spinnaker Drive #205A**
District Negotiators: Brian D. Pendleton, Todd Mitchell, Tom Bunn
Negotiating Parties: Danielle Marie Sanchez
Under Negotiation: **Price and Terms of Payment for New Office Lease Agreement**

3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PER GOVERNMENT CODE SECTION 54957(B)(1): General Counsel: Lagerlof LLP.

4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PER GOVERNMENT CODE SECTION 54957(B)(1): Brian D. Pendleton, General Manager - Annual Review.

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.

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 Request

Recommended Action: Voice Vote.

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

- a) General Manager, Brian D. Pendleton to attend the LCW 2025 Annual Public Sector Employment Law Conference from January 29 – January 31, 2025 in San Diego, CA.
- b) Commissioner Elizabeth Howell to attend the to attend the National Working Waterfront Network 2025 Conference from February 3 – February 5, 2025 in San Diego, CA.

B) Approval of a New Restaurant Lease Agreement with Ricardo and Christina Magana dba Baja Bay Surf n Taco

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Restaurant Lease Agreement between the Ventura Port District dba “Ventura Harbor Village” and with Ricardo and Christina Magana dba “Baja Bay Surf n Taco”, for the premises located at 1567 Spinnaker Drive, Suite #104, Ventura, California 93001, consisting of approximately 773 of interior square feet and 623 of patio square feet.

C) Approval of a New Office Lease Agreement with Commercial Collections of America, LLC dba CCA

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba “Ventura Harbor Village” and Commercial Collections of America, LLC dba “CCA”, for the premises located at 1559 Spinnaker Drive, Suite #205, Ventura, California 93001, consisting of approximately 438 square feet.

D) Approval of Amendment No. 1 to the Office Lease Agreement with Elmo Iadevaia

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to the Office Lease dated January 1, 2022 between the Ventura Port District, and Elmo Iadevaia, for the premises located at 1567 Spinnaker Drive, Suite #203, consisting of approximately 370 square feet.

E) Approval of Amendment No. 1 to the Office Lease Agreement with American Pacific Mortgage Corporation

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to the Office Lease dated December 1, 2022 between the Ventura Port District, and American Pacific Mortgage Corporation, for the premises located at 1583 Spinnaker Drive, Suite #213, consisting of approximately 791 square feet.

F) Approval of the 2025 Port Commission Meeting Schedule

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the 2025 Port Commission meeting schedule.

G) Approval of a Professional Services Agreement with Noble Consultants, Inc. for Engineering and Consulting Services

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a Professional Services Agreement with Noble Consultants, Inc. in the amount of \$50,000 for engineering and consulting services.

STANDARD AGENDA:

1) Ventura Yacht Club Dock Replacement Project Presentation

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation on the completion of the Ventura Yacht Club Dock Replacement Project.

2) Ventura West Marina Redevelopment Project Parcel 17 (APN 080-0-240-325)

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve a Professional Services Agreement with Impact Sciences in the amount of \$60,000 for the performance of an environmental review pursuant to the California Environmental Quality Act for the proposed redevelopment of Ventura West Marina Parcel 17.
- b) Receive a presentation and provide preliminary feedback on the proposed redevelopment of Ventura West Marina Parcel 17.

3) Adoption of Resolution No. 3513 Approving the Financial Statements and Checks for July through September 2024

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3513 to:

- a) Accept the draft financial statements for the Quarter ending September 30, 2024, pending final year-end reconciliation adjustments and audit review.
- b) Review the payroll and regular checks for July through September 2024.

4) Ventura Port District 5-Year Objectives Annual Accomplishments and Quarterly Update

Recommended Action: Voice Vote.

That the Board of Port Commissioners

- a) Receive and file the FY23-24 Ventura Port District 5-Year Objectives annual accomplishments.
- b) Receive and file the FY24-25 Ventura Port District 5-Year Objectives update.

5) Election of a Ventura Local Agency Formation Commissioner Representing Special Districts

Recommended Action: Voice Vote.

That the Board of Port Commissioners elect a candidate to fill the four-year term of the Special District Regular Member for the Ventura LAFCo Commission.

ADJOURNMENT

This agenda was posted on Friday, November 15, 2024 by 5:30p.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)



**BOARD OF PORT COMMISSIONERS
NOVEMBER 20, 2024**

**DEPARTMENTAL STAFF REPORTS
OCTOBER 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: November 20, 2024

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

1567 SPINNAKER DR. SUITE 101, FACADE RENOVATION

Status: Ongoing

Budget: On Budget

The exterior electrical upgrades (new switch gear and conduits to the transformer) have been completed and have passed Southern California Edison's (Edison) and City inspection. Edison has determined that its transformer that feeds the new switch gear needs to be upgraded and was scheduled and replaced on October 17th. All effected tenants and staff were advised and received the power outage notice that the replacement was scheduled early in the morning between 1am-3am. There were no issues with the replacement, and it is operational.

Staff is reviewing some punch list items related to the building and anticipates presenting a Notice of Completion to the Board for its consideration of this project in December.

LAUNCH RAMP WASHDOWN STATION AND FLOATING DOCK REPLACEMENT PROJECTS

Status: Ongoing

Budget: Grant Funded

DBW has approved the District's final designs for the Launch Ramp and has issued formal approval. The District's contractors are preparing to commence work once materials are ready and (in the case of the floating docks), the City of Ventura has issued building permits.

A pre-construction meeting for the public washdown project has been scheduled for Monday, November 18th. All parties involved with this project are scheduled to meet on site. This meeting will determine the starting date for this project. Staff would like to break ground as soon as possible.

INSTALLATION OF ELECTRICAL VEHICLE CHARGING UNITS

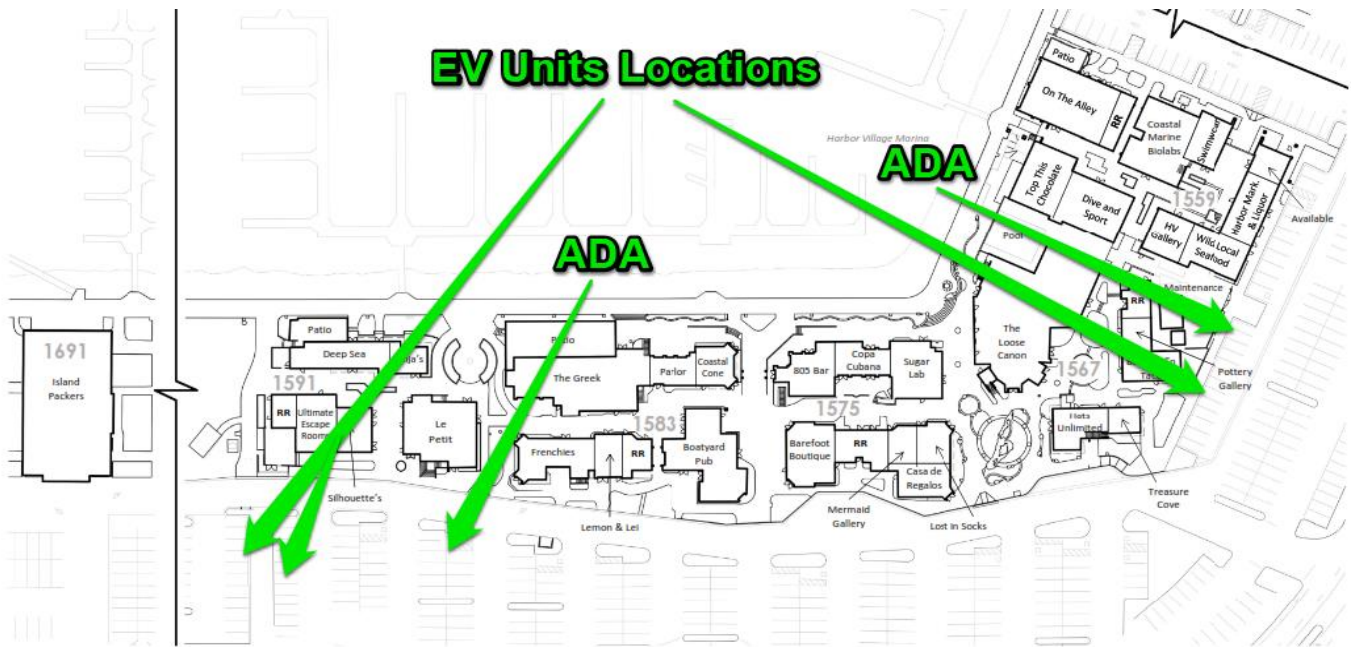
Status: Ongoing

Budget: Grant Funded

The District is working with Edison to complete the installation of 21 charging units at two different locations (1567 and 1591 Spinnaker) within the Ventura Harbor Village parking lot. This project is largely funded by Edison with additional reimbursement coming from the Center for Sustainable Energy (CALeVIP).

While Edison broke ground at both sites in September, their contractor has been notified by Edison that several electrical materials remain on back order, pushing out this project yet again. Staff have been working with Edison and contractors to minimize the fencing as much as possible during this delay. The contractor has removed all the fencing at one location and is currently cleaning the area at the other location for a more presentable look.





PARCEL 19A NEW DRY BOAT STORAGE & PARKING LOT IMPROVEMENTS PROJECT

Status: Ongoing
Budget: On Budget



Removal of grass median and planter

The City of Ventura has approved “Parcel 19A” as a hybrid dry boat storage and overflow parking that will accommodate vehicles with boat-trailers. The parcel was used by the District for dry boat storage during the VenturaWaterPure project.

Some improvements have been completed by Blois at the conclusion of the VenturaWaterPure project and the next phases of work include adding electrical service for the gates, new light fixtures, and updates to landscaping along Harbor Blvd. These plans have been drafted and sent to the City for approval.



Sealing and Painting Completed

1575 SPINNAKER DR. FACADE RENOVATION

Status: Entitlements Obtained
Budget: On Budget

The City’s Design Review Committee (DRC) reviewed the District’s submission during a public hearing on August 21. The architect updated the design per the requirements of the DRC and resubmitted to the City. The City has approved this item at a Director’s Hearing on October 14th.

With approval, staff continues to work with architectural firm Rasmussen & Associates on plans for Building and Safety submittal, which is anticipated by early January 2025.

In the interim, staff are pursuing some interior demolition work to remove dilapidated restaurant fixtures and equipment as well as removing some non-loadbearing walls. Interior demolition is anticipated to start mid-November.



Rendering showing the marina-side of the building.



Second rendering showing the marina-side of the building.

SCHOONER/HARBOR MONUMENT SIGN

Status: Entitlements Obtained

Budget: On Budget

District staff have worked with architectural firm Coastal Architects to update the District’s Master Sign Program to add and include a new monument sign at the corner of Schooner Dr. and Harbor Blvd. The program has been approved by City’s DRC and received final planning approval at a Director’s Hearing on October 14th. Following approval, the District’s architect will submit construction plans to the City for approval. Construction of this project is in the FY24-25 budget.



**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: November 20, 2024

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

OUTER HARBOR DREDGING (FEDERAL NAVIGATION CHANNEL)

Political Advocacy for Federal Dredging

During the CMANC conference in Santa Cruz, CMANC members discussed a permitting issue that has arisen between the Corps and the Los Angeles Regional Water Quality Control Board revolving around language of a Clean Water Act permit. This issue significantly delayed the Corps in soliciting for dredging of Channel Islands Harbor. Delays in commencing dredging at Channel Islands Harbor will have impacts to Ventura Harbor dredging.

CMANC members strategized an approach to this and made this the top priority for the CMANC Executive Board visit to Washington, which took place October 1st and 2nd. The CMANC team was in early communication with the Corps leadership in Headquarters and the meeting held between CMANC and the Corps included the national Director of Civil Works, the national Navigation Chief, and a member of the Corps' legal counsel. CMANC was able to advise the headquarters team of the urgency of the issue and concerns regarding communication between the agencies and shed light on the timing impacts. CMANC also advised that affected member agencies would be recruiting political support to urge resolution.

To that point, during the Washington visit, CMANC was also able to meet with federally elected officials' staff to enlist their support with those members sending letters to leadership of the Corps, the State Water Quality Control Board, and the Los Angeles Regional Water Quality Control Board (Waterboard).

Legal counsel from these agencies met on October 8th to address the issue. The Waterboard issued an amendment for the Corps' consideration on October 11th and called our staff to update them. This was sufficient for the Corps to solicit for the dredging on October 18th. The bids are expected to be opened on November 17th with mobilization to Channel Islands Harbor planned in the first week of December. This delayed start is likely to reduce the quantities dredged from both Channel Islands Harbor and Ventura Harbor.

CMANC, Ventura Port District, Ventura County (Channel Islands Harbor), Port Hueneme (the city), and the Port of Hueneme (the port) will continue to push for timely action through political channels, including: US Congress, US Senate, California State Assembly, and California State Senate (see attached letter from Colonel Baker to Congresswoman Julia Brownley).

The ongoing relationship building of the Ventura Port District with our elected officials and their staff are critical in ensuring their cooperation on these matters.

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. The election is not expected to affect performance of dredging in 2025.

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. The findings of that report show that there are portions of the breakwater with a “D” rating (where A is the best and F is the worst). District staff is beginning to lobby to have the Corps receive funding to perform a “Plans & Specifications” study to evaluate the estimated cost of repairs and prepare specifications for construction. Breakwater repairs generally take more than 5 years to be funded and subsequently executed by the Corps.

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

Attachment 2 – Letter from US Army Corps of Engineers to Congresswoman Julia Brownley

A Look Ahead: Congressional Lame Duck Session

The House and Senate are currently scheduled to return to Washington, D.C., on November 12th to begin the lame duck session. One of the top priorities Congress will focus on is finding a path forward to finish the Fiscal Year (FY) 2025 appropriations bills before the Continuing Resolution (CR) expires in December. The election results will dictate how Congress will choose to complete the pending FY25 appropriations bills during the remainder of the 118th Congress. Additional legislative priorities Congress will likely focus on during the lame duck session include:

- Farm Bill Reauthorization
- FY26 National Defense Authorization Act
- Water Resources Development Act of 2024
- Disaster Supplemental Appropriations bill

Congress is scheduled to adjourn for the end of the year on Friday, December 20th. Any pending bills that are not passed by both the House and the Senate and signed into law by the President by the end of the Congress are considered dead and will have to be reintroduced in the new Congress to be active.

CONGRESSIONAL ACTIVITY

House T&I Leaders Launch Investigation into FEMA's Hurricane Preparedness and Response. House T&I Chair Sam Graves (R-MO) and Subcommittee on Economic Development, Public Buildings, and Emergency Management Chair Scott Perry (R-PA) sent a [letter](#) to the Federal Emergency Management Agency (FEMA) Administrator Deanne Criswell requesting information on FEMA's preparation and strategies for response, as well as its capacity to provide relief for disaster victims. The letter asks for clarity on the involvement of the National Security Council's role with FEMA in response to Hurricanes Helene and Milton, information on changes made this year to the Individual Assistance Program, details of the deployment of FEMA personnel and assets, details on disaster assistance and shelters, the impact of Shelter in Place Program allocations on disaster relief services, documentation on FEMA's "Hurricane Helene: Rumor Response" webpage, and requests for additional funding for the Disaster Relief Account.

House Emergency Management Subcommittee Chairman Requests Information on FEMA’s Storm Modeling Accuracy. House Homeland Security Subcommittee on Emergency Management and Technology Chair Anthony D’Esposito (R-NY) sent a [letter](#) to FEMA Administrator Criswell requesting updated information on the accuracy of EPA’s storm modeling and forecasting in the wake of Hurricane Helene and the storm’s impact on communities in Western North Carolina. The letter asks for responses on FEMA’s resource pre-positioning, forecasting, and modeling adjustments following Hurricane Helene and environmental factors that contributed to extensive damage.

Senators Introduce Bipartisan Disaster Survivors Fairness Act. A bipartisan group of Senators introduced the *Disaster Survivors Fairness Act* ([S. 5067](#)). The bill would provide FEMA with new authorities to increase funding for disaster mitigation projects, enabling FEMA to reimburse states that implement their own post-disaster housing solutions and assist renters. The Senate Committee on Homeland Security and Governmental Affairs approved the bill, and it is now awaiting consideration by the full Senate.

FEDERAL FUNDING OPPORTUNITIES

NCSP+ Releases Third Round of Applications for \$10 Million American-Made Community Power Accelerator Prize. The Department of Energy’s National Community Solar Partnership+ (NCSP+) [released the application](#) for the third round of the American-Made Community Power Accelerator Prize. Competitors can win up to \$400,000 each to support fast-tracked efforts of solar developers to learn, participate, and grow their distributed solar operations. Eligibility for the competition has expanded beyond community solar and now includes other forms of distributed solar energy technology. Applications are due by December 17th.

FHWA Announces \$876 Million PROTECT NOFO. FHWA released an \$876 million [NOFO](#) through the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Program for FYs 24-26. The PROTECT Program funds projects that increase resiliency to natural hazards, climate change, sea level rise, heat waves, flooding, extreme weather events, and other natural disasters for surface transportation. Eligible projects include planning activities, resiliency improvements, community resilience and evacuation plans, and coastal infrastructure improvements. Applications are due by February 24th.

GRANT AWARD ANNOUNCEMENTS

DOE Announces \$43 Million for Industrial Decarbonization. The Department of Energy (DOE) announced \$43 million in awards for 21 projects as part of a cross-sector effort to reduce greenhouse gas emissions across industrial subsectors. A total of [16 projects](#) were selected for \$38.5 million in funding, including electrification of industrial heat, efficient energy use in industrial systems, and decarbonizing organic wastewater and wet waste treatment. An

additional \$5.2 million was awarded to [five projects](#) selected in partnership with the Electrified Processes for Industry without Carbon Institute.

DOE Announces \$2 Billion in GRIP Awards. DOE [announced](#) \$2 billion in awards across 42 states through the Grid Resilience and Innovation Partnerships (GRIP) Program. The program provides funding to mitigate the effects of extreme weather on the power grid, lower electricity costs, and increase grid capacity to meet growing electricity demand.

DOT Announces INFRA and Mega Grant Awards. The Department of Transportation (DOT) announced \$4.2 billion in grants to 44 projects through the National Infrastructure Project Assistance ([Mega](#)) and the Infrastructure for Rebuilding America ([INFRA](#)) grant programs. The program helps fund projects that improve safety, mobility, and economic competitiveness, such as constructing major bridges, expanding port capacity, redesigning interchanges, and more.

EPA Announces \$3 Billion through Clean Ports Program. EPA [announced](#) \$3 billion in awards to 55 ports and harbors nationwide through the Clean Ports Program. Awards were given under two categories: the Zero-Emission Technology Deployment Competition to support zero-emission technology deployment and the Climate and Air Quality Planning Competition to fund climate and air quality planning activities. Funding will support purchasing battery electric and hydrogen-powered port equipment, electric drayage trucks, locomotives, vessels, shore power systems, and solar power generation.

EPA Announces \$125 Million in DERA Grants. EPA [announced](#) \$125 million in grant awards for 70 projects through the Diesel Emissions Reduction Act National Grants Program to upgrade or retire older diesel engines with higher greenhouse gas and particulate matter pollution. Eligible funding uses include retrofitting or replacing existing diesel engines, vehicles, and equipment with EPA and California Air Resources Board-certified engine components and verified retrofit and idle reduction technologies.

EPA Awards \$19 Million in P2 Grants. EPA [announced](#) \$19 million in Pollution Prevention (P2) Program grants to 48 awardees nationwide. The program supports technical assistance for businesses to develop and adopt pollution prevention practices in local communities. Approximately half the awards were funded through the Bipartisan Infrastructure Law (BIL), with the other half funded through EPA's allocations for the P2 Grants Program.

NOAA Announces \$15.3 Million for Climate Projections of Extreme Weather. The National Oceanic and Atmospheric Administration (NOAA) [announced](#) \$15.3 million in funding through the Inflation Reduction Act to provide transparent climate information to the public regarding extreme weather. The funding will support multi-decadal climate projections that consider heavy precipitation, temperature extremes, droughts, and flooding.

NOAA Announces \$22.78 Million for Water-Related Climate Impact Research. NOAA [announced](#) \$22.78 million in funding for NOAA labs, programs, and cooperative institutes to advance research on water-driven climate impacts. Research topics include coastal and inland flooding, inundation mapping and forecasting, and next-generation water modeling activities.

FEDERAL AGENCY REGULATORY ACTIONS

EPA Releases Final Rule to Restore Pesticide Application Exclusion Zone Requirements. EPA published a [final rule](#) that restores pesticide Application Exclusion Zone (AEZ) requirements under the 2015 Agricultural Worker Protection Standard. An AEZ is an area surrounding outdoor pesticide application equipment that prohibits people from entering while pesticides are applied. The rule reinstates AEZ protections, extends protections to neighboring communities, simplifies the requirements, and provides flexibility for family farms.

EPA Issues Proposed Rule to Add PFAS Substances to the TRI. EPA issued a [proposed rule](#) adding 16 individually listed per- and polyfluoroalkyl substances (PFAS) and 15 PFAS categories to the Toxics Release Inventory (TRI) list of toxic chemicals subject to reporting to comply with the FY20 NDAA. The proposed PFAS are being considered due to their toxicity to human health and/or the environment, and the rule would establish a reporting threshold of 100 pounds for manufacturing, processing, or other uses. Comments are due by November 7th.

NOAA Designates Chumash Heritage National Marine Sanctuary. NOAA published a [record of decision](#) designating the Chumash Heritage National Marine Sanctuary. The 4,453 square mile marine sanctuary, proposed by Native American leaders, protects 116 miles of coastline containing kelp forests and wildlife habitats. The sanctuary does not include the Morro Bay offshore wind lease area currently under development, but NOAA will consider boundary changes for the marine sanctuary as the offshore wind industry matures.

FEDERAL AGENCY ANNOUNCEMENTS AND PERSONNEL CHANGES

ASA for Civil Works Michael Connor Resigns. After serving for three years, Assistant Secretary of the Army (ASA) for Civil Works Michael Connor will resign effective November 1st. Jaime Pinkham will assume the role of Acting ASA for Civil Works.

CDC Publishes a Recycled Water Webpage. The Centers for Disease Control and Prevention (CDC) published a new webpage titled "[Recycled Water for Drinking: An Overview](#)" on its Drinking Water Resources site. The webpage presents an accessible overview of recycled water practices in the U.S. for non-scientific audiences and summarizes associated treatment processes and research on the safety of potable reuse.

DOD Publishes 2024-2027 Climate Adaptation Plan. The Department of Defense (DOD) released its [2024-2027 Climate Adaptation Plan](#). The plan includes provisions focusing on reducing logistical burdens in sensitive environments, hardening critical infrastructure to mitigate extreme weather and climate change, and improving supply chain flexibility. The plan also instructs DOD to adapt existing built and natural infrastructure at installations to ensure continued military readiness.

EPA Solicits LGAC Nominations. EPA is requesting [nominations](#) for its Local Government Advisory Committee (LGAC). Eligible nominees include elected officials in local, state, tribal, or territorial government or full-time government employees appointed by an elected official. LGAC members serve two-year terms, and EPA plans to appoint up to twelve new members for the term beginning in January 2025. Nominations are due by November 14th.

EPA Releases 2023 Greenhouse Gas Reporting Program Data. EPA [released](#) 2023 Greenhouse Gas Report Program data from more than 8,100 industrial facilities nationwide. The data shows that greenhouse gas emissions from stationary sources were down 4% from 2022 but still represent approximately half of all emissions.

EPA Accepting Applications for 2025 President’s Environmental Student and Teacher Awards. EPA is accepting applications for the 2025 [President’s Environmental Youth Awards](#) and [Presidential Innovation Awards for Environmental Educators](#). The awards recognize outstanding stewardship and environmental education opportunities by students and teachers to continue encouraging community involvement in environmental protection and advocacy. Applications for both awards are due by January 15th.

Reclamation Breaks Ground on Salton Sea Rehabilitation Project. Reclamation and the California Natural Resource Agency [broke ground](#) on the latest phase of the \$750 million Salton Sea Species Conservation Habitat Project. The project focuses on dust suppression and aquatic habitat restoration while supporting immediate water conservation needs. Reclamation is providing \$250 million in funding over five years, matched by \$500 million from California.

SAMHSA Releases New National Disaster Distress Hotline. The Substance Abuse and Mental Health Services Administration (SAMHSA) released a new [National Disaster Distress Hotline](#). Individuals may call or text 1-800-985-5990 if they are experiencing emotional distress related to natural disasters, including survivors of disasters, loved ones of victims, first responders, rescue and relief workers, clergy, parents, and caregivers.

##

ATTACHMENT 2



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS LOS ANGELES DISTRICT
915 WILSHIRE BOULEVARD SUITE 1109
LOS ANGELES CA 90017-3409

November 5, 2024

The Honorable Julia Brownley
United States House of Representatives
2262 Rayburn House Office Building
Washington, DC 20515

Dear Representative Brownley:

This is in response to your letter to Assistant Secretary of the Army for Civil Works, Mr. Connor, Lieutenant General Graham, Secretary Garcia, and Chairman Esquivel, dated October 7, 2024, concerning the U.S. Corps of Engineers' Channel Islands Harbor maintenance dredging project (Project). Your letter expressed concern with the time it is taking to resolve Clean Water Act section 401 water quality certification issues, causing delays for dredging projects along the coast.

On October 8, 2024, the Corps participated in a meeting with the United States Environmental Protection Agency, California State Water Resources Control Board, and the Los Angeles Regional Water Quality Control Board to find a path forward on the Clean Water Act section 401 water quality certification issues.

Based on discussion during this meeting, on October 11, 2024, the Los Angeles Regional Water Quality Control Board provided the Corps with a draft amendment to the Clean Water Act section 401 water quality certification for this Project that sufficiently addressed the Corps' concerns. While the Corps is still waiting for the final section 401 water quality certification with the agreed upon language, the Corps was able to advertise the contract for the Project on October 18, 2024.

Thank you for your interest in our program. If you have any questions, please reach out to my Navigation and Coastal Branch Chief, Mr. Charles Dwyer, via phone 213-452-3385 or via email at Charles.S.Dwyer@usace.army.mil.

Sincerely,

A handwritten signature in black ink, appearing to read "AJB".

Andrew J. Baker
Colonel, U.S. Army
Commanding

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: November 20, 2024

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

MAINTENANCE ACTIVITIES

VHV 1567 COURTYARD PASEO GATES

Status: Completed

Budget: Budgeted (Grounds Maintenance)

The two wooden gates connecting VHV 1559 and 1567 (controlling access to the dive pool area and the maintenance shack/yard) were replaced. The weathered wooden existing gates were failing from the hinges. New custom powder coated stainless steel framed gates with composite paneling were built and installed to replace such gates.



VHV 1567 ROOF DRAIN RAIN GUTTER REPLACEMENT

Status: Completed

Budget: Budgeted (Building Maintenance)

A metal rain gutter was identified to be failing in front of VHV suite #201. The rain gutter and downspout were entirely replaced with a custom-made copper downspout and gutter. We also had the contracted roofing company add copper metal flashing to the adjoining patio roof cover in the suite down below (1567 #104) to reduce rainwater intrusion into the patio space.



VHV AND ENTRY FEATURE ANNUAL PALM TREE TRIMMING

Status: Completed

Budget: Budgeted (Grounds Maintenance)

89 Mexican Fan palms, 4 Queen palms, 3 King palms, and 1 Canary palms were trimmed per their annual thinning service throughout the District's areas of responsibility at Ventura Harbor Village and the entry feature properties. This service is scheduled annually right after the bird nesting season and before the start of the installation of holiday décor to maximize the lighting effect on District properties and minimize fire hazards.



Untrimmed palms at VHV 1449 parking lot



Trimmed palms at VHV 1449 parking lot



Untrimmed palms at the VHV Channel Islands Courtyard



Trimmed palms at the VHV Channel Islands Courtyard



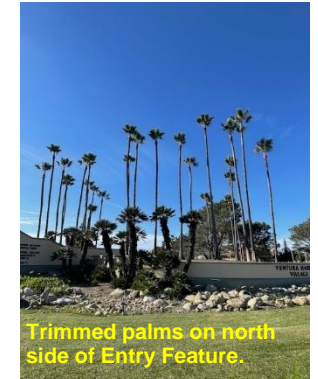
Untrimmed palms at Entry feature next to Navigator Dr.



Trimmed palms at Entry Feature next to Navigator Drive.



Untrimmed palms on north side of Entry feature



Trimmed palms on north side of Entry Feature.

VHV 1591 #112 TREE TRIMMING

Status: Completed

Budget: Budgeted (Grounds Maintenance)

Three Ficus trees were trimmed in the inner patio at VHV 1591 #112 (Le Petit). Two New Zealand Christmas trees on the outside perimeter of the restaurant where also trimmed.



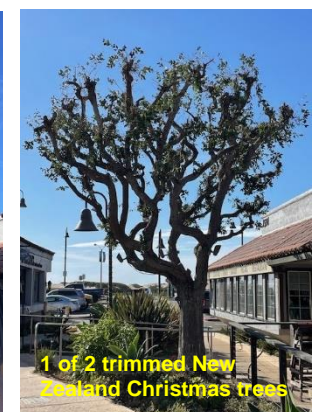
Three Ficus trees untrimmed



Three Ficus tree trimmed



1 of 2 untrimmed New Zealand Christmas trees.



1 of 2 trimmed New Zealand Christmas trees

VHV LANDSCAPING IMPROVEMENTS

Status: Completed

Budget: Budgeted (Grounds Maintenance)

The Maintenance Department, led by Landscaper Manuel Valencia, initiated and completed landscaping improvements at the VHV 1567 center courtyard planter in front of the restrooms and along the surrounding perimeter underneath the windows at VHV 1591 #112 Le Petit restaurant. Improvements of this type will continue throughout the Village in the coming months.



VHV 1691 EXTERIOR BUILDING LIGHTING IMPROVEMENT

Status: Completed

Budget: Budgeted (Building Maintenance)

Two exterior non efficient wall pack lights on the northern wall of the VHV 1691 building were replaced with new efficient LED wall pack lights. The new lights will provide better lighting while conserving energy compared to the old lights.



FACILITIES:

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

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: November 20, 2024

To: Board of Port Commissioners
From: Brian D. Pendleton, General Manager
John Higgins, Harbormaster
SUBJECT: October 2024 Harbor Patrol Report

PUBLIC SAFETY OVERVIEW:



This past month has been busy with activity both on land and on the water. Harbor Patrol has been continuing to focus on training and preparation for the upcoming winter. The Marine Safety Officers have all completed over 200 hours of training and are working alongside our full-time staff covering shifts. This has helped with scheduling and staffing. In addition to the normal training, each one of the new MSO's completed a three-day Rescue Watercraft (RWC) training. This specialized training prepares them to operate safely and effectively in surf environments. The training includes equipment maintenance/repair, slow speed operations, operating in surf, rescuing victims, and high surf rescue. Each MSO will continue to expand their skills in the months ahead with more focused and scenario-based training with our full-time Officers.



Commercial: Harbor Patrol staff have been busy dealing with lobster season and the increase in buoys outside our Harbor and people participating in the sport. California Fish and Wildlife allows traps to be placed in and near the jetties and break walls throughout the state. This sometimes causes additional hazards for boaters as these traps are not required to be lit at night and they often move from their initial placement due to wind and waves. Harbor Patrol has had to respond to several boats who have mistakenly wrapped their props by navigating in the area most frequented by the traps. The Harbormaster and Harbor Patrol staff continue to work with the commercial fishermen to keep their traps out of the channel to the best of their ability. Harbor Patrol will move the traps as necessary when public safety is compromised.

Recreational: The recreational sport of hoop-netting includes dropping baited nets in the evening hours from all sorts of vessels. The lobster tend to leave the rocks in the rougher weather so there is an obvious issue when people ignore weather warnings to increase their chance catching lobster. In addition to this, the District, many years ago, created local ordinances to keep the traps from entering the harbor entrance and becoming a hazard to boaters. We also created safety zones on the outside to protect the fishermen from going up on the rocks. Inevitably, when not closely monitored, the boaters will ignore the safety zone and get close to the rocks on the outside. Harbor Patrol works through education to gain compliance.

FORD LIGHTNING HARBOR PATROL TRUCK:



The upfitting and decals have been completed on the Ford lightning electric truck. The truck is now in service and operates as the Harbormasters vehicle. At full charge the truck reports it can have a range of just under 200 miles. This was the first electric public safety truck that the County fleet set up. They were excited to have done it as they will now be more prepared should other agencies invest in similar vehicles.

VENTURA PORT DISTRICT HARBOR WATCH BOAT:



Early morning of November 4th the Harbormaster and HPO Mason Alford and MSO Ian Ayers drove down to pick up the boat. HPO Mason Alford and the Harbormaster drove the boat back up to Ventura without issue. The vessel experienced different seas with the final stretch from Point Dume to Ventura being into the swell and with winds over 20 knots. The boat performed well and was surprisingly dry considering the conditions.

Now in the Harbor the Harbormaster and staff have been working on getting the necessary equipment installed and situated. Additionally, Officers have begun training on the boat. While the boat is technically not fully in service it is available should we have the need.

In keeping with history the name of the boat will be changed but much of the look will remain the same. The primary use of the vessel will include being a specialty surf rescue boat for our numerous calls along our coastline. The “Lifeguard” will also remain as the Ventura Port District Harbor Patrol is a United States Certified Lifeguard Agency in addition to our numerous specialties. The iconic California surf rescue yellow will stay the same. Keeping with tradition, the “Watch” will remain and we have decided to call it “Harbor Watch 5”. This name will help us determine if there is regional value in changing our other boat names due to regular confusion with the Ventura County Harbor Patrol and Ventura Harbor Patrol both amongst the dispatchers and the public. Adopting a more unique designation will ensure all will be able to communicate more effectively with the community.



COMMERCIAL SQUID FISHERY:

We have seen an increase in the local catch of market squid. With the squid more accessible, the commercial activity has increased both on land and on the water. The Harbormaster and Harbor Patrol staff strive to maintain a balance within the Harbor and have to look after the other tenants and visitors. Over this past month, Harbor Patrol has been routinely contacting the inbound vessels to ensure they are slowing their speed. They have also been monitoring the trucks along Spinnaker Drive to ensure no non essential storage or maintenance is being done on the trucks. There are currently no concerns in these areas but when work is happening simutanously they can affect the quality of life of the tenants and visitors.

In addition to our routine patrols, staff responds to calls and complaints from the public on a weekly basis. Ultimately, the goal is to support business while maintaining the safe and enjoyable harbor experience for all.

EQUIPMENT & MAINTENANCE:

With the addition of the Ford Electric Vehicle and Harbor Watch Boat, there has been the need to purchase numerous supplies. This has also provided us with a chance to look at existing equipment and its condition. Some of the recent purchases included replacing our medical bags, life jackets, lines, radios, and safety equipment. We have been able to save money by making bulk purchases as the vendors are more willing to work on the price with quantity orders.

WEATHER RELATED CALLS:



As we change seasons we start to get more calls for lost items. Mostly the items are errant kayaks, paddleboards, and dock items. Sometimes the items are larger and found in unexpected areas. In late September the Harbor Patrol received a report of a lost inflatable boat. Harbor Patrol Officers were able to



locate the boat under the fish pier and return it to the owner at Ventura Isle Marina.

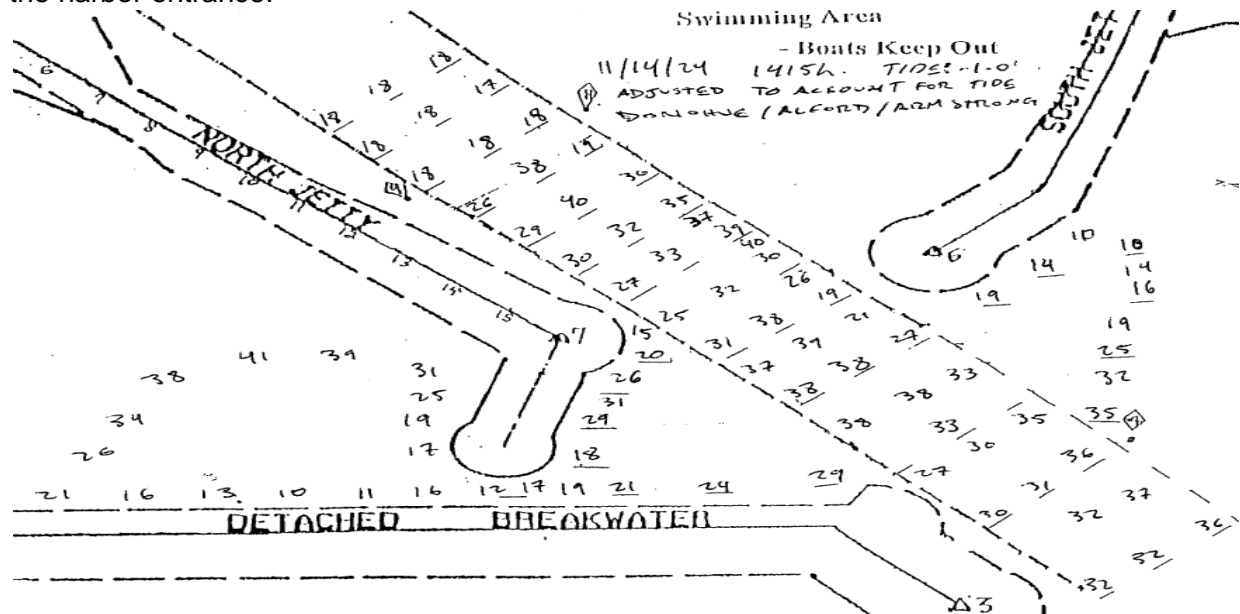
SAVE BOAT DISPOSALS:

Channel Watch Marine was able to dispose of and prep a couple more boats. The Harbormaster has put all inquiries on hold until the current boats and ones on the list have been destroyed. It is possible that the \$80K grant will be exhausted before the September deadline.

The Harbormaster is directing boaters to reach out to Channel Islands Harbor Patrol who received a \$50K grant this year for this same program. Additionally, the Harbormaster will work with people to dispose of the boats on their own when they are on trailers or if there is a timeline that they need to have it done by.

HARBOR ENTRANCE AND SOUNDINGS:

There have been no significant changes in the depths within the harbor entrance or sand trap. We are still seeing depths up to 40' in the sand trap and our normal working depth in all areas of the harbor entrance.



911 Calls Dispatched by Ventura County Fire (October):

24-0063753	LIFEGD1, ME1, ME2, MED473, OR1, OR25, OR66, SQ2, SQ66, VCAU1	F4	OCEAN RESCUE HIGH	Ventura County Fire Department	135 Shoreline Dr	Ventura	10/1/2024 6:20:48 PM
24-0064131	HARB1, ME2, MED471, MED472, SQ2	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1080 Navigator Dr	Ventura	10/2/2024 8:28:48 PM
24-0065714	HARB1, ME2, SQ2	F7	PUBLIC SERVICE	Ventura County Fire Department	1414 Angler Ct	Ventura	10/7/2024 8:46:04 PM
24-0066951	HARB1, ME2, MED475, SQ2	M7	OBVIOUS OR EXPECTED DEATH	Ventura County Fire Department	3750 E Harbor Bl	Ventura	10/8/2024 2:56:00 PM
24-0066123	HARB1, ME2, MED473, SQ2	M1	UNCONSCIOUS/FAINT HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	10/9/2024 6:29:54 AM
24-0066248	HARB1, ME2, MED475	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	10/9/2024 2:34:38 PM
24-0066464	HARB1, HARB3, MED471, SQ2	M3	CHEST PAIN NON TRAUMA NON EMD	Ventura County Fire Department	1901 Spinnaker Dr	Ventura	10/10/2024 10:34:46 AM
24-0066509	HARB1, MED474, SQ2	M3	CHEST PAIN NON TRAUMA HIGH	Ventura County Fire Department	965 Schooner Dr	Ventura	10/10/2024 12:53:51 PM
24-0066653	HARB1, MED473, SQ2	M5	FALL	Ventura County Fire Department	1215 Anchors Way	Ventura	10/10/2024 10:17:22 PM
24-0067069	HARB1, ME2, MED495, SQ2	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	Angler Ct / Spinnaker Dr	Ventura	10/12/2024 10:14:11 AM
24-0067222	HARB1, ME2, MED495, SQ2	M7	FALL NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	10/12/2024 6:35:42 PM
24-0067279	HARB1, ME2, MED471, SQ2	M3	HEART PROBLEM HIGH	Ventura County Fire Department	850 Puerto Pl	Ventura	10/12/2024 10:36:55 PM
24-0067662	HARB1, MED475, SQ2	M3	HEART PROBLEM HIGH	Ventura County Fire Department	864 Schooner Dr	Ventura	10/14/2024 10:06:44 PM
24-0066285	HARB1, MED475, SQ2	M5	FALL	Ventura County Fire Department	1215 Anchors Way	Ventura	10/18/2024 12:51:03 PM
24-0068985	HARB1, HARB2, MED495, SQ2	M3	UNCONSCIOUS/FAINT HIGH	Ventura County Fire Department	1449 Spinnaker Dr	Ventura	10/18/2024 2:06:25 PM
24-0069909	HARB1, HARB2, ME2	F5	FIRE MISC	Ventura County Fire Department	1901 Spinnaker Dr	Ventura	10/21/2024 11:41:57 AM
24-0090157	HARB1, ME5, SQ2	F7	FIRE ALARM	Ventura County Fire Department	1050 Schooner Dr	Ventura	10/22/2024 9:51:58 AM
24-0091389	HARB1, HARB2, MED473, SQ2	M5	SICK PERSON	Ventura County Fire Department	1567 Spinnaker Dr	Ventura	10/26/2024 2:41:20 AM
24-0091815	HARB1, MED475, SQ2	M5	FALL	Ventura County Fire Department	1215 Anchors Way	Ventura	10/26/2024 9:13:53 PM
24-0091689	HARB1, MED473, SQ2	M5	STROKE (CVA)	Ventura County Fire Department	1198 Navigator Dr	Ventura	10/27/2024 6:34:33 AM
24-0091719	HARB1, ME2, MED667, SQ2	M3	CARDIAC/RESP ARREST/DEATH HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	10/27/2024 9:52:21 AM
24-0092796	HARB1, HARB2, ME2, MED475, SQ2	M7	SICK PERSON NO CODE	Ventura County Fire Department	1583 Spinnaker Dr	Ventura	10/30/2024 9:25:47 PM
24-0092820	HARB1, ME2, MED471	M7	FALL NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	10/31/2024 12:21:07 AM
24-0093055	HARB1, ME2, MED473	M5	FALL NON EMD	Ventura County Fire Department	1651 Anchors Way	Ventura	10/31/2024 4:44:42 PM
24-0093738	HARB1, MED475, SQ2	M7	SICK PERSON NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	11/2/2024 9:05:29 PM

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: November 20, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Dave Werneburg, Marina Manager / Commercial Fisheries
SUBJECT: October 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	17	19%

Staff are continuing to plan for the transition of Dry Storage from its current location to the new location at the corner of Harbor Blvd. and Schooner Dr. (19A). Plans have been submitted to the City for the installation of new electricity service for lighting, security, and electric gates which will partition off the Dry Storage from the overflow parking, which shares about 1/3 of the lot. The current projection for populating the new Dry Storage is February/March 2025.

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 October 2024 Landings	2,036 tons	4,071,317 lbs.
Ventura Season-to-date:	3,332 tons	6,662,625 lbs.

The anticipated La Nina condition appears to be manifesting itself, much to the relief of the squid fleet. There have been no notable activity/landings up in Monterey to date, though, historically, the season usually starts in the northern waters. However, San Pedro, Hueneme and Ventura have started seeing landings. Going back to late spring-early summer, the projection was the season would kick in around October. The squid population is highly dependent upon water temperatures and ocean currents.



OCTOBER MARKETING REPORT - *Visitor Experience*

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

EVENT PROMOTION - *Halloween*

The **Witches Paddle** on Oct. 25 kicked off the weekend with over 200 witches gathering at the Village to paddle throughout the harbor. The **Howl-O-Ween Dog Costume Contest** on Oct. 26 featured pups in creative costumes, with treats and prizes from local sponsors like Ventura Pet Barn and VHV businesses. On Oct. 27, 900+ kids explored the village for **Seaside Trick-or-Treat**. Festivities finished with the lively **Thriller Dance** by FitZone Ventura. Another memorable Halloween at the Harbor!



By the numbers:

Estimated Weekend Attendance	Witches on the Waterfront	Registered HOWL Pup Participants	Seaside Trick or Treaters	Zombie Thriller Dancers	Total # of pounds of the jumbo pumpkin carved live onsite by Dawn Reily
4000+	200+	75+	900+	35+	1,486



ENTERTAINMENT & *Music*

October **live music** in the Village included:

- **Oct. 12** | Surfer Joe Band
- **Oct. 19** | Colin Kyffin
- **Oct. 25** | DJ Bennett (Witches Paddle)
- **Oct. 26** | DJ Bennett (HOWL-O-WEEN)
- **Oct. 27** | DJ Bennett (Trick or Treat)



REVENUE - *Wedding, Film, and Venue Rentals*

The total revenue from weddings, vendors, and outside events who utilized Ventura Harbor as their venue in October continues to meet fiscal goals for the year. The Harbor welcomed **three weddings, a professional photography product shoot, one beach cleanup, two car shows, a surf contest, and a baptism.**

Revenue Oct. 2024
= \$5k



OCTOBER MARKETING REPORT - *Content Development*

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

SOCIAL MEDIA - *Cross Network Performance Metrics**

76k
Total Audience

722k
Impressions

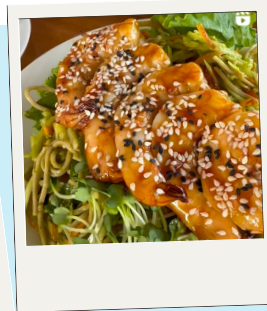
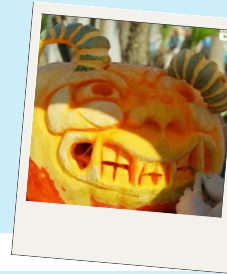
8k
Engagements

5k
Post Clicks



VISUALS - *Sampling of Content*

Paid social ads garnered over **129k impressions in October**, with Seaside Trick or Treat and Witches Paddle video campaigns performing the strongest!



COPYWRITE - *E-newsletters / Blogs*

October e-blasts featured themes such as **Car Shows on the Coast, Hispanic Heritage Month, Halloween Events & Merchandise, Harbor FUN**, & two internal tenant updates.

6
E-Newsletters

18k
Subscribers

27k
Opens

670
Link Clicks



REELS - *Short Video Compilations*

A big month for video content! Sr. Marketing & Event Coordinator produced 4 original reels on: **The Loose Cannon, Brophy Bros. Seafood, Harbor Village Gallery & Gifts, and Cool Off on the Coast** promos + live streamed the **Thriller Zombie Dance** + launched 2 promos on **Halloween events**. Plus, collaborated on two viral reels with **Visit Ventura** featuring **Witches Paddle & The Loose Cannon**. Lastly, coordinated a **National Seafood Month** collab with Influencer @LyssEats + several UGC reposts.

13
Reels

442k
Plays

ADVERTISING - *Print & Digital*

October featured a mix of **digital banners & e-blasts** w/ publishing partners. Plus **print ads** in The Breeze, VC Reporter, and The Acorn. **Online cross promo** of Village business Halloween merchandise + special activities & sales like **Oktoberfest at Boatyard Pub** and **Pumpkin Carving at Deep Sea** as well!



OCTOBER MARKETING REPORT -

Outreach & Stewardship

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

OUTREACH & COVERAGE - PR

Editorials that appeared in online and print, included **The Los Angeles Times** (Circulation: **118,760**), **NBC TV Los Angeles**, **NBC TV San Diego**, **LA Parent Magazine**, **FunWithKidsInLA**, **MomsLA**, **Mommy Poppins**, **Ventura Moms Collective**, **Ventura County Star**, **Ventana Magazine**, **Valley Scene Magazine**, **The Breeze**, **VC Reporter**, and a dedicated issue featuring Ventura Harbor in the Oct. 27 **The Log Newspaper** featuring over 9+ harbor businesses.



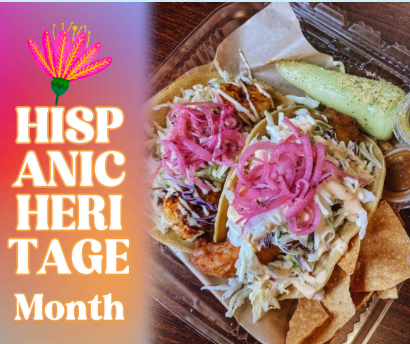
VENTURA COUNTY

Witches and warlocks will cast a splashy spell at Ventura Harbor

The Ventura Harbor Witches Paddle, which is entering its sixth ensorcelled outing, is free to join or spectate.



CULTURAL HIGHLIGHT -



Ruben Estrada & The Martinez Brothers performed in the CINP courtyard on Oct. 5 to celebrate Hispanic Heritage Month.



SUSTAINABILITY - EV Car Show



Annual EV Car Show in October sponsored by Clean Power Alliance and Sierra Club with more than **50+ vehicles** on the Main Lawn.

COMMUNITY OUTREACH - Dia De Los Muertos

Ventura Harbor celebrated **Dia De Los Muertos** with special displays set up to honor our loved ones memories.



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: November 20, 2024

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

LEASING HIGHLIGHTS

- 1) Tenant Engagement
 - Staff continue to coordinate with its architects, the City, JPIA, and multiple tenants regarding their planning, building, and safety permits.
 - Staff continue to negotiate with two tenants regarding their lease.
 - Staff continue to work on the insurance and business license audit.
- 2) Leasing Advertising, Showings, and Executions
 - Ten showings of the available and vacant suites.
 - Attended the Ventura Chamber of Commerce Connection Breakfast and the Fall Business Expo.
 - Staff met with one out of the three leasing consultants, had two meetings with LoopNet, and one meeting with CoStar.

CURRENT VACANCY REPORT

- 1) 1559 Spinnaker Drive #101 (Office suite)
 - The prior tenant's lease underwent early termination due to the suite experiencing a flood. The suite requires planning/permitting by the City and construction before it will be ready for lease. Marketing efforts are underway.
- 2) 1559 Spinnaker Drive #205 (Office suite)
 - Suite #205A was divided into two suites due to demand for smaller suites, hence 886 square feet changed to 438 sf for suite #205 and 448 sf for suite #205A. This is one of the seven (formerly six) newly constructed suites. Marketing efforts began while the suite was under construction.
- 3) 1559 Spinnaker Drive #205A (Office suite)
 - Suite #205A was divided into two suites due to demand for smaller suites, hence 886 square feet changed to 438 sf for suite #205 and 448 sf for suite #205A. This is one of the seven (formerly six) newly constructed suites. Marketing efforts began while the suite was under construction.
- 4) 1575 Spinnaker Drive #101/102/103/105A & B (Restaurant suite)
 - Leases underwent early termination. Staff prepared a marketing package for the spaces after consultation with architects and restaurant consultant, and marketing efforts continue.
- 5) 1591 Spinnaker Drive #113 (Retail suite)
 - Previous tenant closed business. Marketing efforts began prior to the previous tenant move-out.

CURRENT AVAILABILITY REPORT

- 1) 1559 Spinnaker Drive #109 (Retail suite)
 - The tenant's lease expired on 10/31/24 and the Board approved a month-to-month lease until April 2025.
- 2) 1567 Spinnaker Drive #104 (Restaurant Suite)
 - The tenant's lease expired on September 2024 and lease negotiations continued throughout the month of October.

- 3) 1575 Spinnaker Drive #204C (Office suite)
 - The tenant is in a month-to-month status because the renovation of the downstairs restaurants is expected to require installation of new ventilation that will pass through a portion of the suite. The staff's architect has advised this change may reduce square footage. Therefore, the Tenant and District have agreed to keep this unit on a month-to-month basis until the designs for the restaurant's new ventilation system are approved and the reductions to the available space in the suite are known.
- 4) 1583 Spinnaker Drive #104A (Retail suite)
 - Tenant continued to be on month-to-month. Staff continue to advertise the space.

CATEGORY	TOTAL Square Footage	Harbor Vacancy Sq Ft	Harbor Vacancy %	Harbor Available Sq Ft	Harbor Available %		City * Vacancy %	City * Available %
Office	38,580	2,703	7%	275	1%		21%	23%
Retail	20,260	801	4%	1,881	9%		21%	25%
Restaurant	33,622	3,720	11%	773	2%		0%	No Data

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

Office: 1559 #101
 1559 #205
 1559 #205A
 Retail: 1591 #113
 Restaurant: 1575 #101/102/103/105 A & B

> **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: 1575 #204C
 Retail: 1559 #109
 1583 #104A
 Restaurant: 1567 #104

* **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 the month of September are down 0.44% from the same time last year.

VEHICLE TRAFFIC COUNTS

The Beonic traffic counter cameras continue to experience data outages and staff will no longer be reporting on their data.

When implemented, the Parking Management Plan will require different cameras that will be capable of counting vehicles in the same manner as the Beonic cameras have done.

ATTACHMENTS:

Attachment 1 – September 2024 Sales Report

Attachment 2 – LoopNet Listing Activity Report for Total Views

ATTACHMENT 1

**Ventura Harbor Village
Tenant Sales Summary**

Month of September	<u>September-2024</u>	<u>September-2023</u>	<u>% Change</u>
Restaurants	\$ 1,927,454	\$ 2,015,609	-4.37%
Retail	\$ 440,478	\$ 506,151	-12.97%
Charters	\$ 821,645	\$ 785,935	4.54%
Total	\$ 3,189,577	\$ 3,307,695	-3.57%

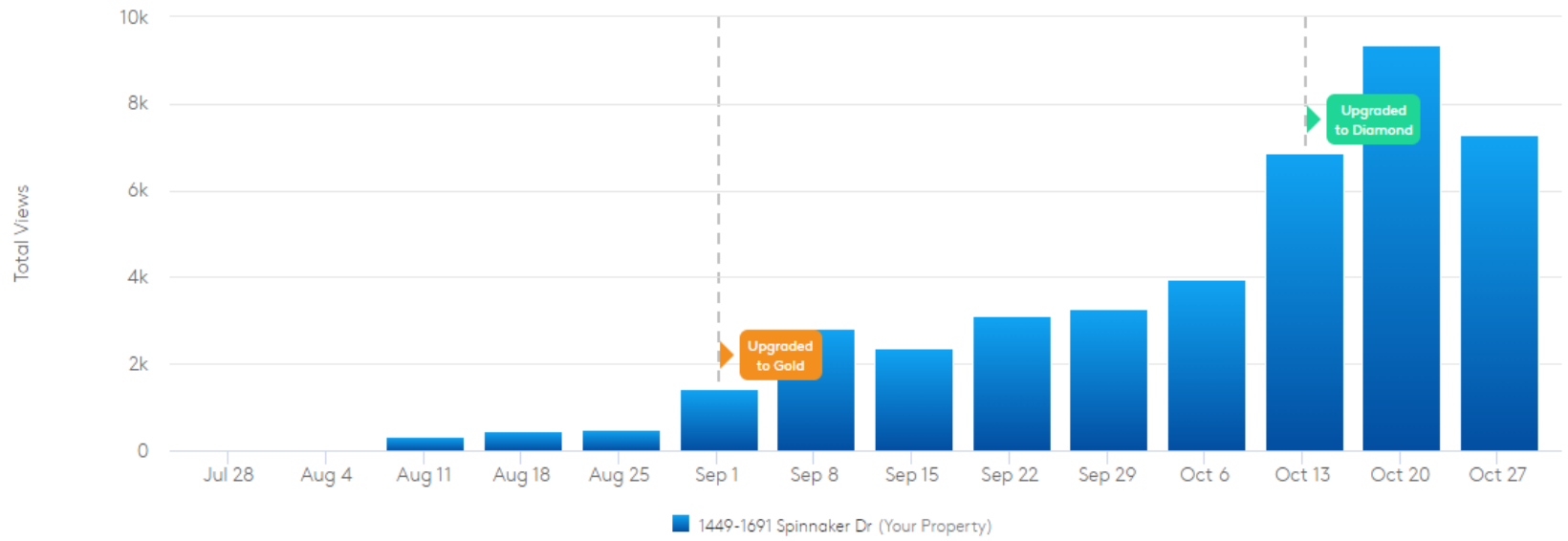
Year-to-date through September

	<u>Jan - Sep 2024</u>	<u>Jan - Sep 2023</u>	<u>% Change</u>
Restaurants	\$ 17,729,284	\$ 17,964,905	-1.31%
Retail	\$ 4,424,080	\$ 4,561,527	-3.01%
Charters	\$ 6,355,533	\$ 6,109,384	4.03%
Total	\$ 28,508,897	\$ 28,635,816	-0.44%

Quarter-to-date
July - September

	<u>Jul - Sep 2024</u>	<u>Jul - Sep 2023</u>	<u>% Change</u>
Restaurants	\$ 7,070,928	\$ 7,392,876	-4.35%
Retail	\$ 1,774,504	\$ 1,949,474	-8.98%
Charters	\$ 2,879,873	\$ 2,691,005	7.02%
Total	\$ 11,725,305	\$ 12,033,355	-2.56%

Attachment 2 – LoopNet Listing Activity Report (Aug – Oct 2024)





VENTURA
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BOARD OF PORT COMMISSIONERS
NOVEMBER 20, 2024

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

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

RECOMMENDATION:

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

- a) General Manager, Brian D. Pendleton to attend the LCW 2025 Annual Public Sector Employment Law Conference from January 29 – January 31, 2025 in San Diego, CA.
- b) Commissioner Elizabeth Howell to attend the to attend the National Working Waterfront Network 2025 Conference from February 3 – February 5, 2025 in San Diego, 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:

LCW 2025 Annual Public Sector Employment Law Conference:

The LCW 2025 Public Sector Employment Law Annual Conference will provide numerous sessions over a two-day period including managing a hybrid workplace; workplace investigations; recruitment and hiring challenges for public safety departments; Fair Labor Standards Act (FLSA) legal update and litigation trends; hiring the best while lawfully building diversity in the work force; and mental health in the workplace amongst others.

National Working Waterfront Network 2025 Conference

The National Working Waterfront Network (NWWN) is a nationwide network of businesses, industry associations, nonprofits, local governments and communities, state and federal agencies, universities, Sea Grant programs, and individuals dedicated to supporting, preserving, and enhancing our nation's working waterfronts and waterways.

The *National Working Waterfront Network's Conference* is the only national event that brings together people from across North America to connect with one another and showcase initiatives that protect and promote working waterfronts. Working waterfronts include waterfront lands,

waterfront infrastructure, and waterways that are used for water-dependent activities, such as ports, marinas, small recreational boat harbors, and fishing docks.

By design, the conference moves around the country to highlight the diversity of our nation’s working waterfronts; to foster a cross-fertilization of ideas, knowledge, and solutions; and to generate strategic partnerships. The National Working Waterfront Network is pleased to be partnering with California Sea Grant to host the 2025 conference.

FISCAL IMPACTS:

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

LCW	PENDLETON
Registration	\$645.00
Lodging	\$638.00
Meals	\$285.00
Mileage	\$238.52
Miscellaneous (Transit/Parking)	\$150.00
TOTAL	\$1,956.52

NWWN	HOWELL
Registration	\$475.00
Lodging	\$600.00
Meals	\$285.00
Mileage	\$250.58
Miscellaneous (Transit/Parking)	\$150.00
TOTAL	\$1,760.58

ATTACHMENTS:

None.



VENTURA
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BOARD OF PORT COMMISSIONERS
NOVEMBER 20, 2024

CONSENT AGENDA ITEM B

APPROVAL OF A NEW RESTAURANT
LEASE AGREEMENT WITH RICARDO
AND CHRISTINA MAGANA DBA BAJA
BAY SURF N TACO

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: Approval of a New Office Restaurant Lease Agreement with Ricardo and Christina Magana dba Baja Bay Surf n Taco

RECOMMENDATION:

That the Board of Port Commissioners approve a new Restaurant Lease Agreement between the Ventura Port District dba “Ventura Harbor Village” and with Ricardo and Christina Magana dba “Baja Bay Surf n Taco”, for the premises located at 1567 Spinnaker Drive, Suite #104, Ventura, California 93001, consisting of approximately 773 of interior square feet and 623 of patio square feet.

SUMMARY:

Ricardo and Christina Magana dba “Baja Bay Surf n Taco” are seeking a restaurant lease located at 1567 Spinnaker Drive, Suite #104. The proposed lease is a new three-year lease with one two-year option. If the Board approves the new office lease, it will begin on December 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:

Ricardo and Christina Magana purchased Baja Bay Surf n Taco in 2021, and the current lease was assigned to them on May 5, 2021. They are currently seeking a new three-year lease with a two-year option.

Their menu entails a variety of Mexican food favorites, and their main dishes are fish/shrimp/tri-tip tacos and burritos made from family recipes past down.

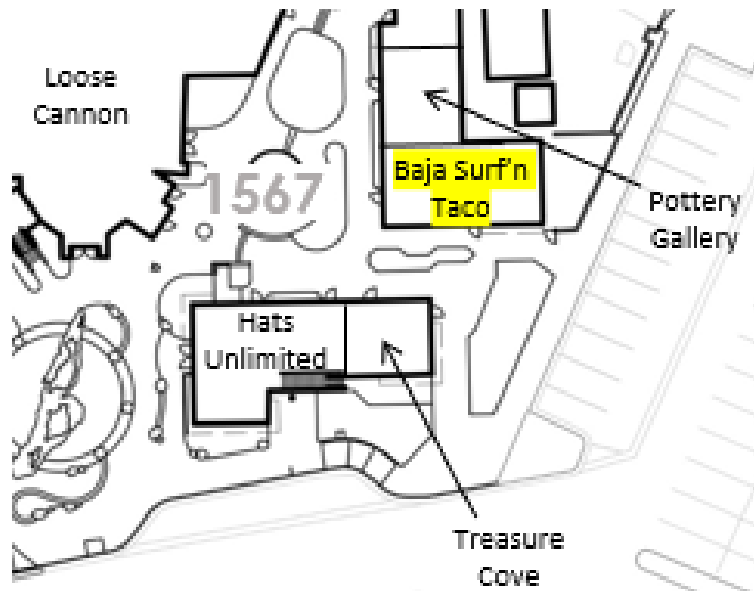
FISCAL IMPACT:

This restaurant lease reflects the market rate at Harbor Village and has Consumer Price Index increases during the option period. There are no District or Tenant improvement requirements for this lease.

ATTACHMENTS:

Attachment 1 – Location Map

Attachment 1 – Location Map





VENTURA
PORT DISTRICT
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BOARD OF PORT COMMISSIONERS
NOVEMBER 20, 2024

CONSENT AGENDA ITEM C
APPROVAL OF A NEW OFFICE LEASE
AGREEMENT WITH COMMERCIAL
COLLECTIONS OF AMERICA, LLC DBA
CCA

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: November 20, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: Approval of a New Office Lease Agreement with Commercial Collections of America, LLC dba CCA

RECOMMENDATION:

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba “Ventura Harbor Village” and Commercial Collections of America, LLC dba “CCA”, for the premises located at 1559 Spinnaker Drive, Suite #205, Ventura, California 93001, consisting of approximately 438 square feet.

SUMMARY:

Commercial Collections of America, LLC is seeking an office lease located at 1559 Spinnaker Drive, Suite #205. The proposed lease is a new three-year office lease with one two-year option. If the Board approves the new office lease, it will begin on December 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:

Commercial Collections of America, LLC (CCA) is an established debt-collecting agency and has private investigator services (licensed to perform assets, location, and surveillance searches). If the lease is approved by the Board, the Harbor Village suite will serve as the sales office for the company.

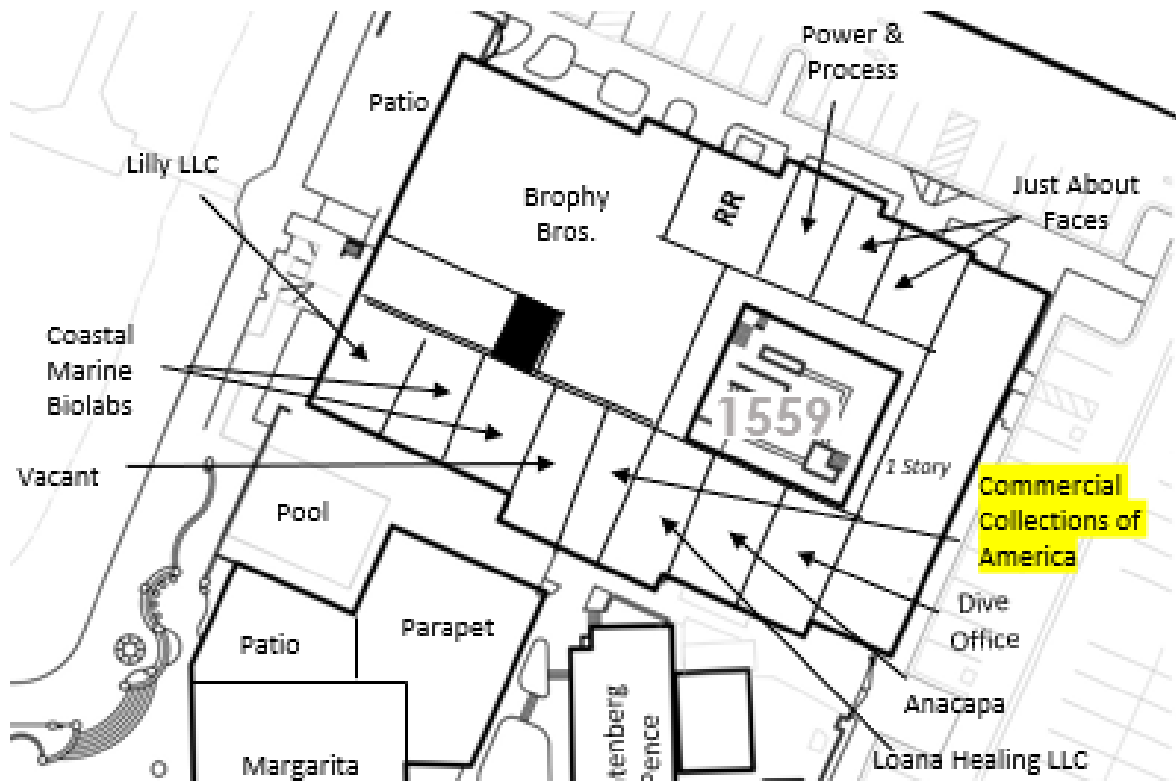
Paul Mora, the CEO of CCA, has completed the application process, underwent a credit check, and the reserve requirement has been verified by staff.

Staff are recommending a new office lease having annual rent increases.

FISCAL IMPACT:

This office lease reflects the market rate at Harbor Village and has annual step increases during the base period with Consumer Price Index increases during the option periods. There are no District or Tenant improvement requirements for this lease.

ATTACHMENTS:
Attachment 1 – Location Map





VENTURA
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BOARD OF PORT COMMISSIONERS
NOVEMBER 20, 2024

CONSENT AGENDA ITEM D
APPROVAL OF AMENDMENT NO. 1 TO
THE OFFICE LEASE AGREEMENT WITH
ELMO IADEVAIA

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM D
Meeting Date: November 20, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: Approval of Amendment No. 1 to the Office Lease Agreement with Elmo Iadevaia

RECOMMENDATION:

That the Board of Port Commissioners approve Amendment No. 1 to the Office Lease dated January 1, 2022 (the "Lease") between the Ventura Port District, and Elmo Iadevaia, for the premises located at 1567 Spinnaker Drive, Suite #203 ("Premises"), consisting of approximately 370 square feet.

SUMMARY:

Staff are recommending a first amendment to the Lease to remove the current dba name.

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:

Elmo Iadevaia has been a tenant since January 2022. He has a 3-year lease term with 2 3-year options, and he desires to exercise his first 3-year option. Recently Mr. Iadevaia sold his company, and he desires to continue the office lease for his personal use, hence staff is recommending the removal of his dba from the Lease to preserve lease accuracy.

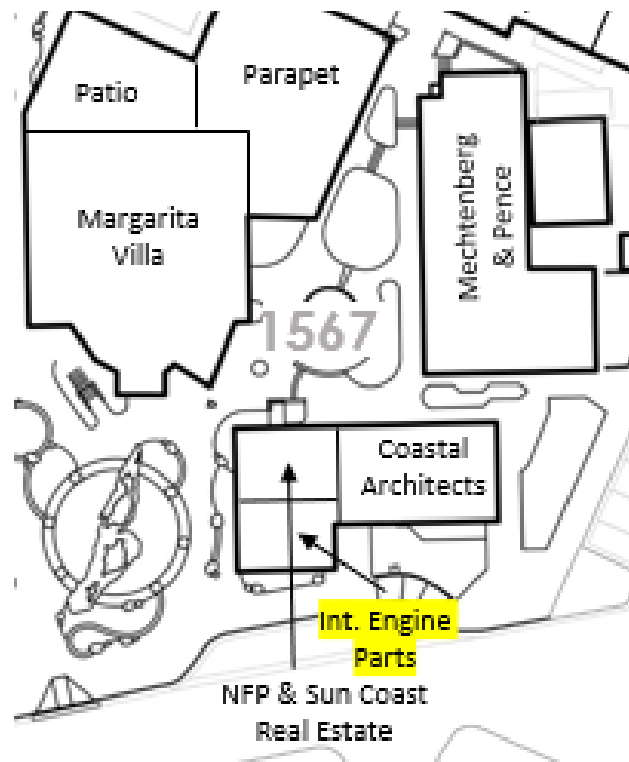
FISCAL IMPACT:

If the Board approves Amendment No. 1, there is no fiscal impact as the rent schedule remains unchanged and there no landlord improvements required.

ATTACHMENTS:

Attachment 1 - Location Map

Attachment 1 - Location Map





VENTURA
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BOARD OF PORT COMMISSIONERS
NOVEMBER 20, 2024

CONSENT AGENDA ITEM E
APPROVAL OF AMENDMENT NO. 1 TO
THE OFFICE LEASE AGREEMENT WITH
AMERICAN PACIFIC MORTGAGE
CORPORATION

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: Approval of Amendment No. 1 to the Office Lease Agreement with American Pacific Mortgage Corporation

RECOMMENDATION:

That the Board of Port Commissioners approve Amendment No. 1 to the Office Lease dated December 1, 2022 (the "Lease") between the Ventura Port District, and American Pacific Mortgage Corporation, for the premises located at 1583 Spinnaker Drive, Suite #213 ("Premises"), consisting of approximately 791 square feet.

SUMMARY:

Staff are recommending a first amendment to the Lease to modify the first and second option terms from having a three-years term length to a two-year term length.

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:

Janette and Michael Quinn have called Ventura Harbor Village their work home since May 2015 under the tenant their name as well as Sierra Pacific Mortgage and American Pacific Mortgage Corporation. They would like to exercise their option, however, are considering retirement and request the options be decreased from two three-year options to two two-year options.

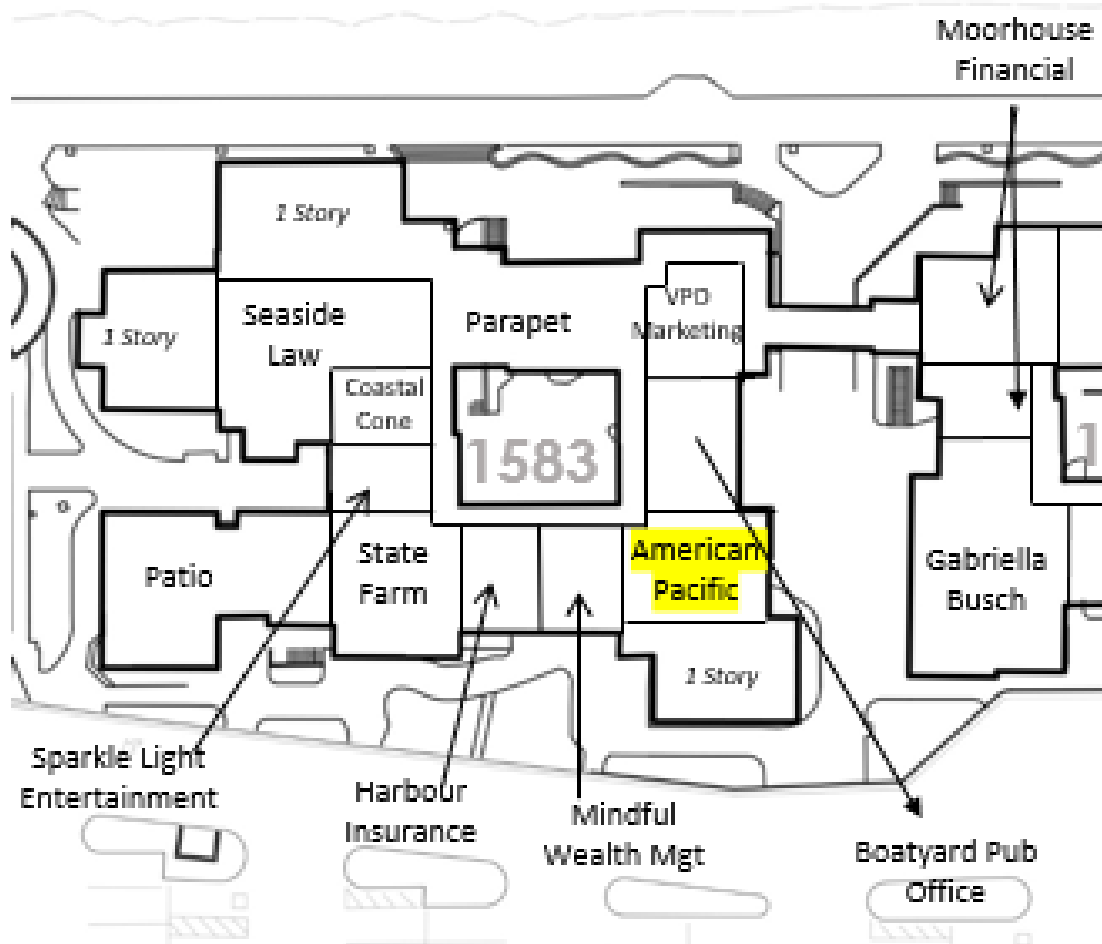
FISCAL IMPACT:

If the Board approves Amendment No. 1, the last year of the first and second options are removed, changing the lease from an eight-year lease (two-year with two three-year options) to a six-year lease (two-year with two two-year options). There are no other modifications in the Lease.

ATTACHMENTS:

Attachment 1 - Location Map

Attachment 1 - Location Map





VENTURA
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BOARD OF PORT COMMISSIONERS
NOVEMBER 20, 2024

CONSENT AGENDA ITEM F
APPROVAL OF THE 2025 PORT
COMMISSION MEETING SCHEDULE

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM F
Meeting Date: November 20, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jessica Rauch, Senior Clerk of the Board
SUBJECT: Approval of 2025 Port Commission Meeting Schedule

RECOMMENDATION:

That the Board of Port Commissioners approve the 2025 Port Commission meeting schedule.

SUMMARY:

The Board of Port Commissioners continues to meet the first and third Wednesday of every month, excluding August (no regular meetings). There is one meeting in November and December that was usually the third Wednesday of the month, but since it is so close to the Holidays, staff recommends moving to the second Wednesday of the month. Also, in 2025, New Years Day falls on the first Wednesday of the month, which will be cancelled.

All meetings are in person and have virtual participation via Zoom.

GUIDING PRINCIPLES:

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

FIVE-YEAR OBJECTIVES:

- 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.

BACKGROUND:

Regular Meetings are held the first and third Wednesday of every month (excluding August) at 7:00PM, with Closed Session before in the Ventura Port District Office located at 1603 Anchors Way Drive, Ventura, California and via Zoom. The Board may, at times, elect to meet at other times and locations within the City and upon such election shall give public notice of the change of location.

Regular Meetings are for approval of Consent and Standard Agenda Items. Special and Emergency meetings of the Board may be called and held from time to time pursuant to the procedures set forth in the Ralph M. Brown Act.

When the day for any regular meeting falls on a legal holiday, the regularly scheduled meeting for that day shall be deemed cancelled unless otherwise directed by the Board. Any meeting of the Board may be cancelled in advance by a majority vote of the Board. From time to time, there may be a need for the General Manager, in consultation with the Chair and Vice-Chair, to cancel a meeting due to lack of agenda items or unplanned Commissioner absences.

FISCAL IMPACT:

The approved FY24-25 Commission budget totals \$16,200 for meals, supplies, Commissioner trainings, Chamber events and travel. The District will also continue to incur Zoom charges of approximately \$117 per month, which has been approved in the FY24-25 budget.

ATTACHMENTS:

Attachment 1 – 2025 Port Commission Schedule

ATTACHMENT 1
 2025 Ventura Port District Board of Port Commissioners Meetings

Dates, times and locations of all meetings may vary. Please check the agenda packet for exact information

Wednesday	Closed Session <i>Time Varies</i>	Open Session
January 15	5:30PM	7:00PM
February 5	5:30PM	7:00PM
February 19	5:30PM	7:00PM
March 5	5:30PM	7:00PM
March 16	5:30PM	7:00PM
April 2	5:30PM	7:00PM
April 16	5:30PM	7:00PM
May 7	5:30PM	7:00PM
May 21	5:30PM	7:00PM
June 4	5:30PM	7:00PM
June 18	5:30PM	7:00PM
July 2	5:30PM	7:00PM
July 16	5:30PM	7:00PM
AUGUST DARK		
September 3	5:30PM	7:00PM
September 17	5:30PM	7:00PM
October 1	5:30PM	7:00PM
October 15	5:30PM	7:00PM
November 12 <small>*2nd Wednesday</small>	5:30PM	7:00PM
December 10 <small>*2nd Wednesday</small>	5:30PM	7:00PM



VENTURA
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Established 1952

BOARD OF PORT COMMISSIONERS
NOVEMBER 20, 2024

CONSENT AGENDA ITEM G
APPROVAL OF A PROFESSIONAL
SERVICES AGREEMENT WITH NOBLE
CONSULTANTS, INC. FOR
ENGINEERING AND CONSULTING
SERVICES

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM G
Meeting Date: November 20, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
SUBJECT: Approval of a Professional Services Agreement with Noble Consultants, Inc. for
Engineering and Consulting Services

RECOMMENDATION:

That the Board of Port Commissioners approve a Professional Services Agreement with Noble Consultants, Inc. in the amount of \$50,000 for engineering and consulting services.

SUMMARY:

The Professional Service Agreements (PSA) with Noble Consultants, Inc. (Noble) is to provide technical civil, structural, and marine engineering and consulting services to District staff. These services are generally utilized in the evaluation of the District's waterfront infrastructure as well as the review of waterfront development plans of the District's master tenants (which is generally a reimbursable cost to the District). This contract includes a harbor-wide evaluation of the navigational channel widths. This PSA is in the amount of \$50,000.

GUIDING PRINCIPLES:

- 1) Maintain a safe, navigable, and resilient Harbor

FIVE-YEAR OBJECTIVES:

- D) Ensure dredging occurs annually at the federal Harbor entrance and as needed in the inner Harbor.
 - 3) Ventura Port District Dredging

BACKGROUND:

Ventura Port District requires the consulting support of an outside consultant on an as-needed basis to assess and evaluate waterfront infrastructure. That infrastructure includes both District-owned assets as well as assets owned by the District's tenants.

The District also requires the evaluation of many master tenant waterfront development projects to ensure they conform to standards set or recommended by such authorities as the American Society of Civil Engineers and the California State Parks Division of Boating and Waterways. These evaluations need to be conducted by professional engineers who are knowledgeable with these standards.

The District has relied upon the professional engineering services and institutional knowledge of Noble for projects of these nature for decades.

The redevelopment of Ventura West Marina Phase 1 is in the planning stages. Noble is providing support to the District in review of the proposed marina plans. In addition to other ongoing engineering tasks, staff is retaining Noble to perform a more comprehensive study of all harbor navigation channels.

FISCAL IMPACTS:

The costs specifically related to the evaluation of the Ventura West Marina are reimbursable costs. The FY24-25 budget did not include costs for the navigational channel study. At this time,

staff can work within the existing Administration budget to execute this PSA. However, staff anticipate this will require an adjustment of the District's Administration budget as part of the Mid-Year Budget.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS
NOVEMBER 20, 2024

STANDARD AGENDA ITEM 1
VENTURA YACHT CLUB DOCK
REPLACEMENT PROJECT
PRESENTATION

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: November 20, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Ventura Yacht Club Dock Replacement Project Presentation

RECOMMENDATION:

That the Board of Port Commissioners receive a presentation on the completion of the Ventura Yacht Club Dock Replacement Project.

SUMMARY:

In May 2022, the Ventura Yacht Club (VYC) determined it was time to replace B and D docks which reached and/or exceeded their expected 40-year service life. In the proposal, the VYC provided details regarding the proposed dock replacement including construction materials, piles and layout. The project was completed in September.

GUIDING PRINCIPLES:

- 6) Provide exceptional public service and organization transparency.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR OBJECTIVES:

- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.
 - 1) Collaborate with business partners and stakeholders through increased engagement, communication, and participation.
- M) Collaborate with Master Tenants and National Park Service to plan, improve, and develop the Harbor in a financially and environmentally sustainable way.
 - 1) Engagement and support of Master Tenants for successful business operations at the Harbor.

BACKGROUND:

VYC was established in 1938 and just celebrated the opening of its 84th yachting season. Situated at 1755 Spinnaker Drive, it consists of a two-story club house and a 91-berth marina. Presently, there is a 12-member Board of Directors which manage the club. Memberships are open to anyone over 18 and there are membership opportunities available. Additionally, there is a vibrant Juniors Program consisting of 30 Junior Members. Membership in the Juniors Program is also open to anyone between the ages of 8 and 18 with parental approval.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS
NOVEMBER 20, 2024

STANDARD AGENDA ITEM 2
VENTURA WEST MARINA
REDEVELOPMENT PROJECT PARCEL
17 (APN 080-0-240-325)

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: November 20, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
SUBJECT: Ventura West Marina Redevelopment Project Parcel 17 (APN 080-0-240-325)

RECOMMENDATION:

That the Board of Port Commissioners:

- 1) Approve a Professional Services Agreement (PSA) with Impact Sciences in the amount of \$60,000 for the performance of an environmental review pursuant to the California Environmental Quality Act (CEQA) for the proposed redevelopment of Ventura West Marina Parcel 17.
- 2) Receive a presentation and provide preliminary feedback on the proposed redevelopment of Ventura West Marina Parcel 17.

SUMMARY:

The TBBW Company, LP (TBBW) is the current master tenant for the Ventura West Marina Parcel 17 and has submitted a preliminary redevelopment plan. As a result, District staff and consultant(s) have provided preliminary analysis and guidance, which is reflected in the updated plan. The proposed redevelopment plan is subject to CEQA environmental review. As such, the District will act as the lead agency to meet the CEQA requirements.

Per the Holdover Agreement and License Agreement with TBBW, the District shall select and retain a qualified consultant to perform the CEQA environmental review at TBBW's cost. The base cost of the CEQA analysis is \$49,260. The Staff is recommending a total contract amount of \$60,000.

LONG-TERM GOALS:

- Goal 3: Economic Vitality
 - Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.

5-YEAR OBJECTIVES:

- Objective M: Master Tenants
 - Collaborate with existing and future Master Tenants to maintain, improve, and develop the Harbor
 - Engagement and support of Master Tenants for successful business operations at the Harbor.

BACKGROUND:

The current master tenant of Ventura West Marina (Phase 1) located on Lease Parcel 17 is TBBW Company, L.P., a California limited partnership (TBBW). Beauchamp Realty, Inc. (Beauchamp) is an associated entity of TBBW and operator of Ventura West Marina. The master tenant's lease expired on March 20, 2024, but contained a right of first refusal for a new lease, which TBBW requested.

As approved by the Board on March 20, TBBW obtained a Holdover Agreement and License Agreement from the District to pursue waterside marina redevelopment plans and activities including environmental review under CEQA; project consideration by the District; regulatory entitlements and approvals; and project financing. In the meantime, the Holdover Agreement has allowed TBBW to

continue to operate the marina in its “as-is” condition, and the License Agreement provides TBBW access to both utilize and maintain the landside facilities and parking necessary to operate the marina. The Holdover Agreement is for a period of three (3) years.

Per the Holdover Agreement with TBBW, the District shall select and retain a qualified environmental consultant to perform a CEQA environmental review at TBBW’s cost. District staff evaluated a proposal received by Impact Sciences who have previously performed a similar scope(s) of work for the District. TBBW has chosen to perform several necessary reports and studies through its team of third-party consultants. The District’s consultant will peer review the reports and studies as part of its scope of work. Staff has briefed TBBW as to the proposed consultant selection and cost.

Since the approval of the Holdover Agreement, TBBW has submitted redevelopment plans for Ventura West Marina Parcel 17 to the District for its review and consideration. District staff retained the services of Thomas Fischetti of Noble Consultants, Inc. to provide analysis and recommendations regarding navigational safety in and around the proposed marina. Additionally, the General Manager, Deputy General Manager, and Harbormaster have reviewed the plans.

The proposed redevelopment will replace the 12.5-acre marina, which is driven by the age and decreasing utility of the existing improvements. The total boat slip count will be similar to the existing marina, but with a reconfigured dock layout, slip mix, amenities, with improved public and ADA access. The project is more fully discussed in the project description. The proposed changes will necessitate a future realignment of the leasehold boundaries.

Noble Consultants evaluated the proposed project design in order to ensure that it meets or exceeds California State Parks Division of Boating and Waterways (DBAW) Guidelines, American Society of Civil Engineers guidelines, and the District’s requirements. The updated plan reflects Noble Consultants’ and District staff analysis. Staff will recommend the District enter a future license agreement when adjusting the leasehold boundaries limiting the use of water space for boat “side ties” adjacent to future marina boundaries. The license agreement will specify which docks can be used for side ties, for what purposes (e.g. slip rental, transient vessels, emergency moorage, etc.) and the limits of vessel sizes to preserve navigational channel width.

FISCAL IMPACT:

The base cost of the CEQA analysis is \$49,260. The environmental consultant could determine that additional studies and/or analysis is necessary to complete the CEQA analysis. Additionally, there may be more meetings and expense reimbursement. Therefore, Staff is recommending a total contract amount of \$60,000.

The CEQA process will trigger tribal consultation and public noticing requirements. Staff estimate this cost to be approximately \$2,500. These costs are above the \$60,000 PSA and will be reimbursable by TBBW.

ATTACHMENTS:

- Attachment 1 - Ventura West Marina Redevelopment Project Description
- Attachment 2 – Ventura West Marina Redevelopment Proposed Marina Layout
- Attachment 3 – Noble Consultants Analysis of Layout and Channel Widths

**Preliminary Project Description
Ventura West Marina Redevelopment Project**

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1. Background and Introduction

Ventura Harbor is located within the City of Ventura and is a 274-acre multiuse recreational and commercial fishing small craft harbor owned and operated by the Ventura Port District (District). The District's property holdings include approximately 122 acres of water area and 152 acres of land.

The TBBW Company, LP (TBBW) is the current master tenant, and original developer, of the 18.5-acre Ventura West Marina located on Ventura Harbor Parcel 17 (APN 080-0-240-325). Ventura Harbor Parcel 17 includes 12.5 acres of waterside amenities which contain the Ventura West Marina and an adjacent 6-acre landside element which contains coastal-related and supportive harbor commercial land uses, marina parking, landscaping, and pedestrian walkways. The site location is shown in Figure 3, pending.

TBBW is approaching the 50th year of its partnership with the District. TBBW supports the shared goals of the District to provide first class facilities for recreational boaters, enhanced coastal public access, sustainable and environmentally friendly business operations, and advancement of long-term economic resiliency to sustain the Harbor, City, and the region.

TBBW is currently proposing to redevelop the waterside 12.5 acres of their Parcel 17 leasehold(s). Project need is driven largely by the age and decreasing utility of the existing improvements and infrastructure onsite. Modernization of Parcel 17 waterside structures and facilities is intended to considerably enhance the visitor experience consistent with TBBW, District and City objectives. No changes are currently proposed for the landside portion of Parcel 17 which is currently under study for a land use planning change as part of the City of Ventura General Plan Update that is currently underway.

2. Draft Project Description

The Ventura Harbor, Ventura West Marina Redevelopment Project (Proposed Project) is a proposed redevelopment project of the waterside portion of Parcel 17 within Ventura Harbor. The Project applicant is TBBW. The proposed improvement project is designed to reflect contemporary regional demographics and meet recreational boating demands for larger and wider boat slips, provide more utility infrastructure on the docks and more services and amenities to enhance and improve the experience of recreational boaters, their families, and visitors to Ventura Harbor. The project is also intended to meet the increased demand for coastal public access to the waterfront and provide improved opportunities to participate in no cost and low-cost recreational activities compared to the current, existing facilities and infrastructure.

The Proposed Project includes the replacement of the existing aged docks and pilings with new state-of-the-art docks and pilings. Replacing and upgrading the existing facilities, which are nearing the end of their useful life, are needed to ensure the marina's long-term continuation of operations for boaters, visitors and the general public. The Proposed Project location is shown in Figure 3, pending.

Proposed Project goals and objectives include the following:

- Provide upgraded dock facilities to better accommodate, promote, and encourage recreational boating for the general public.
- Provide support facilities and amenities to meet demands of modern recreational boaters.

- Provide enhanced opportunities and facilities to promote opportunities for entry level recreational boaters.
- Create a recreational boating environment emphasizing customer service and family enjoyment. Improve coastal public access to the waterfront.
- Create a more energy efficient and more environmentally sustainable marina operation and property.
- Provide capital investment on tidelands that incrementally supports the local waterfront economy.

The Proposed Project has been designed to state-of-the-art standards by incorporating current environmentally sustainable design features that will contribute to the overall character of the marina and Ventura Harbor. Project benefits include upgraded facilities consistent with current ADA standards, energy efficient energy and wastewater systems, increased recycling facilities, increased public access, and water saving plumbing and irrigation systems.

The Proposed Project would be completed in a single phase to minimize disruption to the public and the boating community. Construction of the proposed project is planned to occur in 2026 and will take approximately 12 months to complete.

TBBW is proposing to redevelop the 12.5-acre waterside portion of the site to include the following elements:

- Remove the existing 45-year-old dock system including all floating elements, submerged piles, and related infrastructure
- Install all new, environmentally sustainable state-of-the-art dock systems with a marina slip layout that allows a more diverse range of vessel sizes
- Enhance the existing marina channels to improve navigational flow and accommodate larger vessels
- Average slip size will increase by approximately 1 foot as shown in Table 1
- Total number of slips will change from 387 to approximately 379
- Add new public access and public areas on the docks
- Add electrical charging infrastructure to support electric powered watercraft
- Provide individual wastewater pump out systems for mariners
- Updated dock layout design to insure compliance with CA Dept. of Boating & Waterways Design Guidelines

Waterside improvements would be located within the existing waterside portion of Parcel 17 and largely retain the current dock footprint. The current marina configuration has approximately 302 piles. It is estimated that all existing piles would be removed, and new piles would be installed.

The Existing and Proposed slip layouts are shown in Figure 1, and Figure 2, respectively. A bathymetric survey was conducted in September 2024 (Woolpert Company, 2024). Current maximum bottom depths are 13.8 MLLW, and these depths will be maintained under the Proposed Project.

A biological resources survey of the entire site was conducted in September 2024. No eelgrass was encountered (MTS, 2024). A cultural resources survey was conducted onsite in October 2024. No resources were encountered (Rincon, 2024).

Proposed channel widths are shown in Figure 2. No dredging is planned for the proposed renovation. Preliminary civil engineering reports and geotechnical reports are being prepared to ensure revetments are structurally sound and in stable condition.

The Proposed Project would retain all existing uses within the leasehold and would not add any new uses or significantly expand existing uses.

3. Proposed Project Construction Phasing

Upon determination of final design, the proposed waterside contractor will prepare a Construction Phasing Plan. It is anticipated that the phasing plan will include the usage of a temporary staging area in the parking lot, Figure 4, pending, of approximately 10,000 square feet. The phasing of the waterside improvements, Figure 5, pending, will be structures to provide for minimal distribution of existing boaters.

4. Proposed Public Access Improvements

Figure 6, pending.

5. Technical Studies

As part of the development of the Proposed Project, the following technical information and studies are being prepared:

- Air Quality and Greenhouse Gas Report (RCH, 2024a)
- Bathymetric Survey (Woolpert Company, 2024)
- Biological Resources Report (MTS, 2024)
- Cultural Resources Report (Rincon, 2024)
- Noise Report (RCH, 2024b)
- Traffic Memo (Intersecting Metrics, 2024)

Table 1 - Slip Mix Summary Existing vs Proposed

	Slip	Existing			Proposed		
	Size	Slip Quantity	Linear Feet	% of Ttl Slip Inv	Slip Quantity	Linear Feet	% of Ttl Slip Inv
SIDE TIES	15	0	0	0.0%	54	810	14.2%
	21	0	0	0.0%	26	546	6.9%
SINGLE SLIPS	25	121	3025	31.3%	28	700	7.4%
	33	97	3201	25.1%	48	1584	12.7%
	35	48	1680	12.4%	42	1470	11.1%
	40	47	1880	12.1%	46	1840	12.1%
	43	0	0	0.0%	40	1720	10.6%
	45	43	1935	11.1%	0	0	0.0%
	49	0	0	0.0%	41	2009	10.8%
	52	23	1196	5.9%	0	0	0.0%
	58	0	0	0.0%	41	2378	10.8%
	60	8	480	2.1%	0	0	0.0%
END TIES	25	0	0	0.0%	1	25	0.3%
	33	0	0	0.0%	2	66	0.5%
	35	0	0	0.0%	2	70	0.5%
	40	0	0	0.0%	2	80	0.5%
	43	0	0	0.0%	2	86	0.5%
	49	0	0	0.0%	2	98	0.5%
	58	0	0	0.0%	1	58	0.3%
	66	0	0	0.0%	1	66	0.3%
		387	13397	100%	379	13606	100%
		Avg Slip Size: 34.62			Avg Slip Size: 35.90		

Table 2 - Distribution of Slip Sizes Existing vs Proposed

SLIP	EXISTING		PROPOSED	
Size	Ventura West Marina Totals		Ventura West Marina Totals	
Total Small Slips ($\leq 36'$)	266	68.7%	203	53.6%
Total Large Slips ($> 36'$)	121	31.3%	176	46.4%
	387	100%	379	100%

Figure 1 - Existing Ventura West Marina Layout

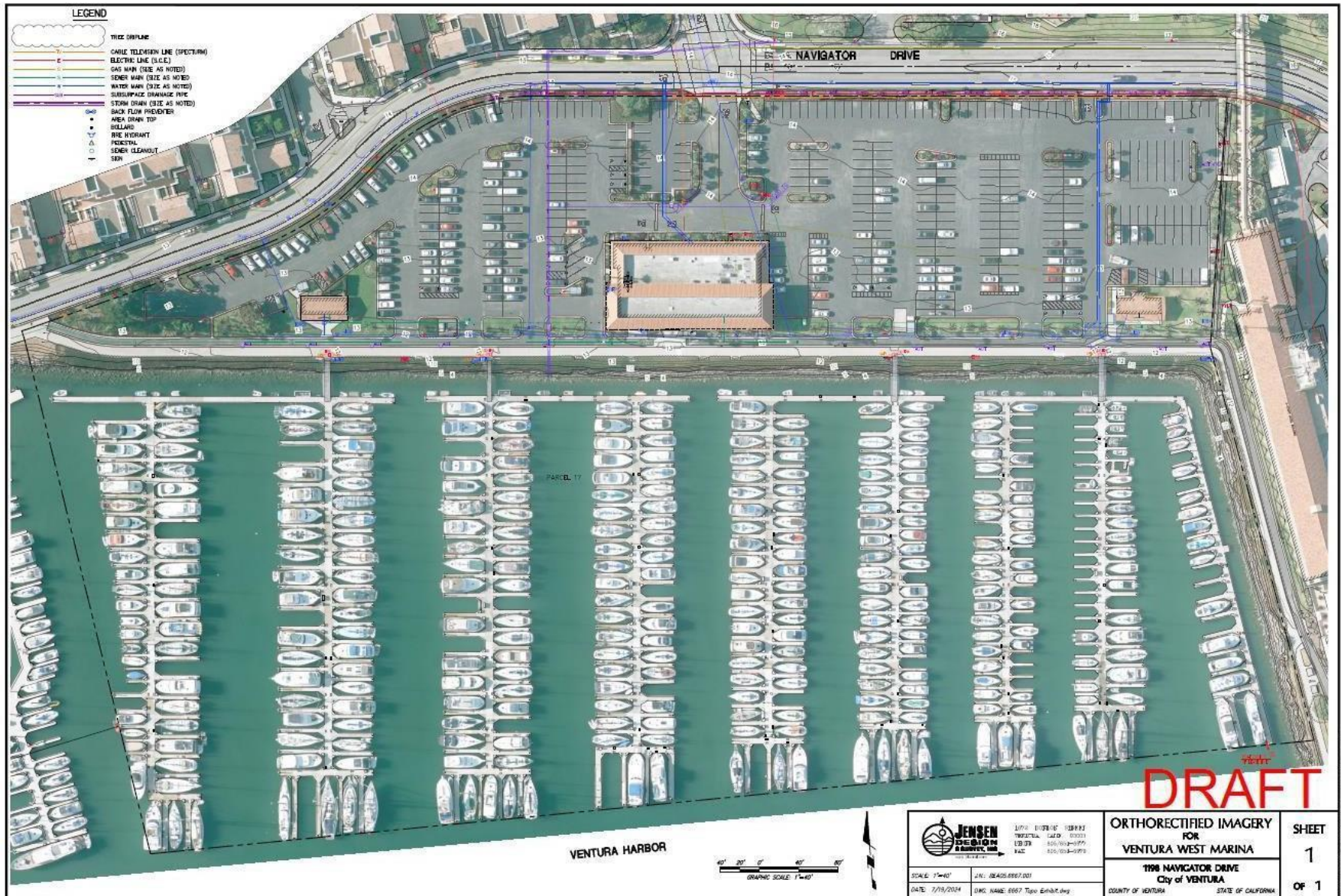


Figure 2 - Proposed Ventura West Marina Slip Layout

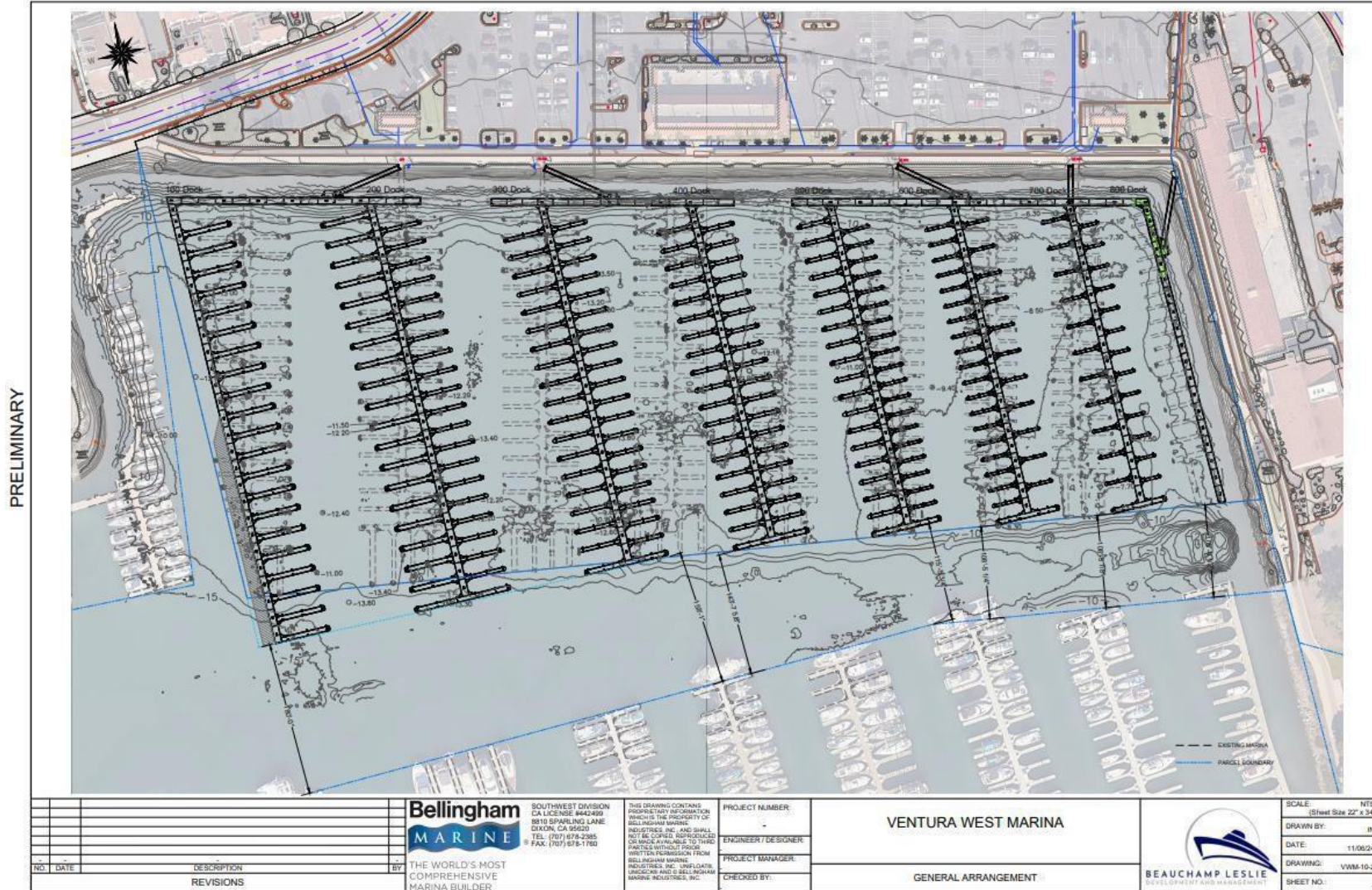


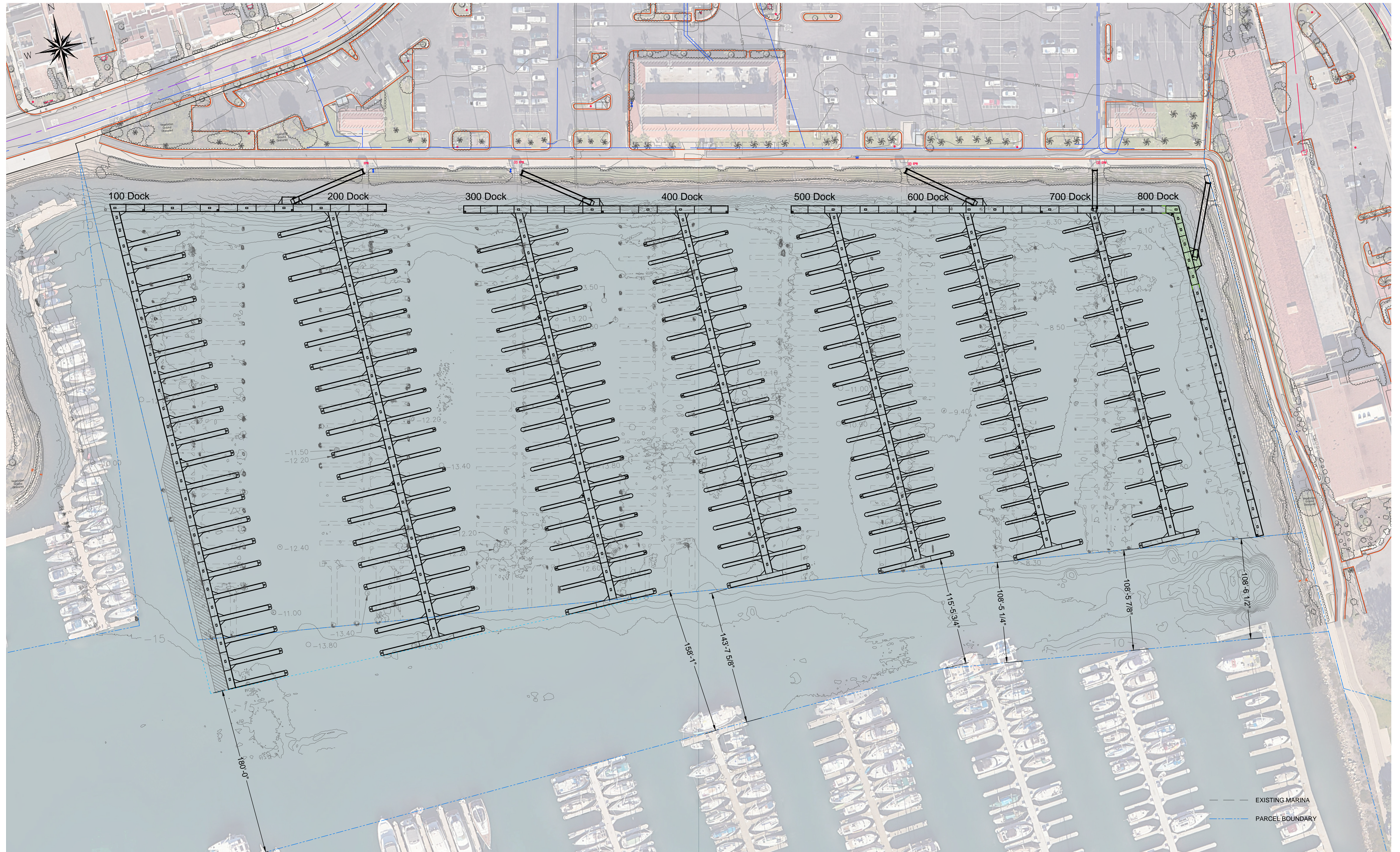
Figure 3 – Project Location

Figure 4 – Proposed Parking Lot Staging Area

Figure 5 – Proposed Phasing of Waterside Improvements

Figure 6 – Proposed Public Access Improvements

PRELIMINARY



NO.	DATE	DESCRIPTION	BY
REVISIONS			



THE WORLD'S MOST COMPREHENSIVE MARINA BUILDER

SOUTHWEST DIVISION
CA LICENSE #442499
8810 SPARLING LANE
DIXON, CA 95620
TEL: (707) 678-2385
FAX: (707) 678-1760

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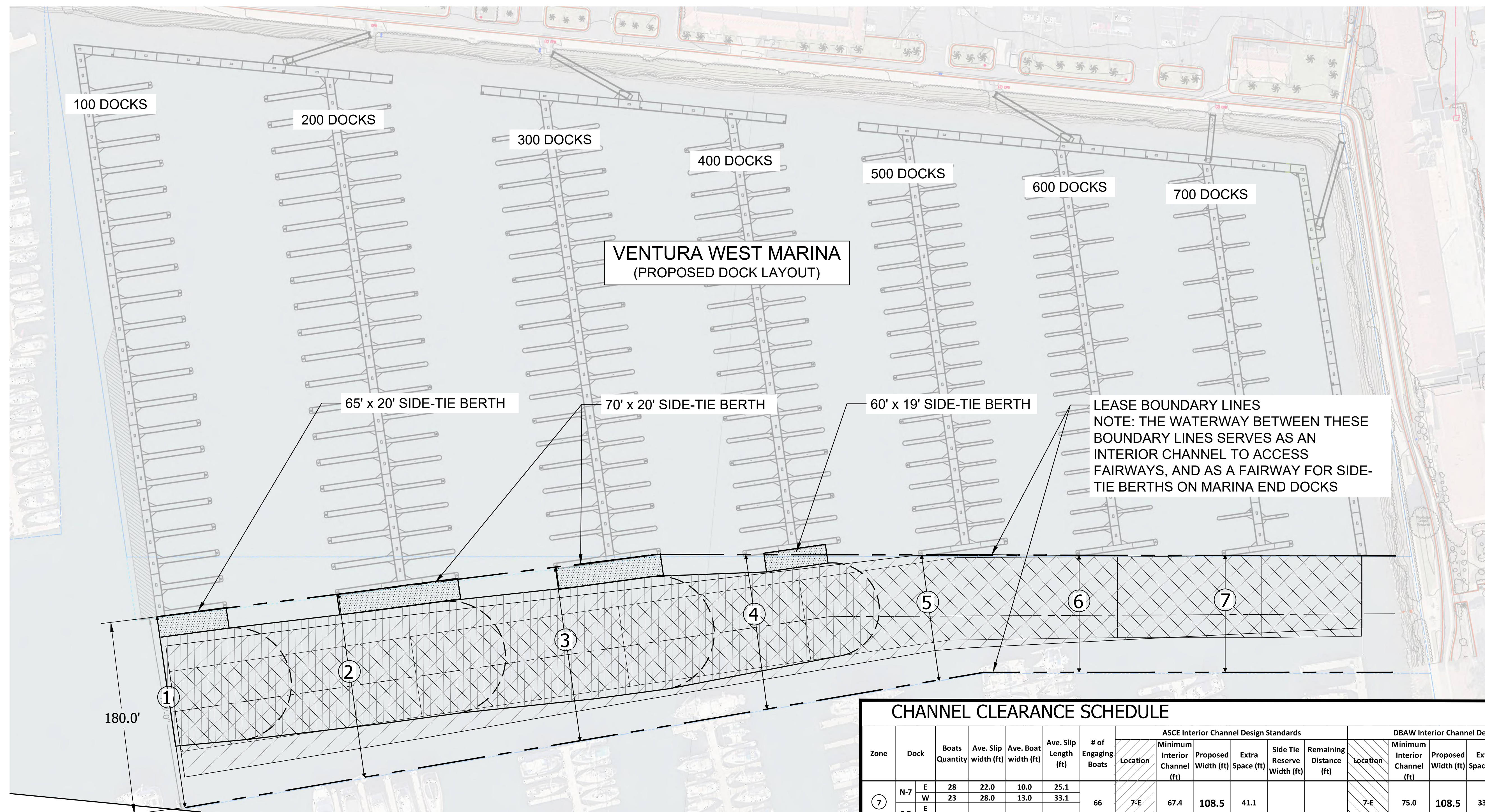
PROJECT NUMBER:	-
ENGINEER / DESIGNER:	
PROJECT MANAGER:	
CHECKED BY:	

VENTURA WEST MARINA

GENERAL ARRANGEMENT



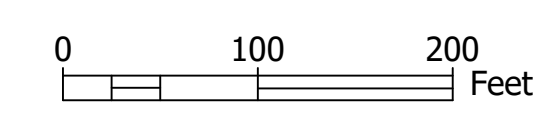
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DRAWN BY:	IN
DATE:	11/06/24
DRAWING:	VWM-10-2
SHEET NO.:	



LEGEND

- INTERIOR CHANNEL LIMITS PER ASCE DESIGN STDS
- INTERIOR CHANNEL LIMITS PER CA DEPT BOATING AND WATERWAYS GUIDELINES
- SIDE TIE BERTHING AREA PER CA DEPT BOATING AND WATERWAYS GUIDELINES
- FAIRWAY LIMITS FOR SIDE-TIE DOCKS PER CA DEPT BOATING AND WATERWAYS GUIDELINES
- CHANNEL CLEARANCE SCHEDULE (REFER TO TABLE FOR CLEARANCE DIMENSIONS)

1 INTERIOR CHANNEL SITE PLAN
1:50



CHANNEL CLEARANCE SCHEDULE

Zone	Dock	Boats Quantity	Ave. Slip width (ft)	Ave. Boat width (ft)	Ave. Slip Length (ft)	# of Engaging Boats	ASCE Interior Channel Design Standards					DBAW Interior Channel Design Guidelines					DBAW Fairway Design Guidelines							
							Location	Minimum Interior Channel (ft)	Proposed Width (ft)	Extra Space (ft)	Side Tie Reserve Width (ft)	Remaining Distance (ft)	Location	Minimum Interior Channel (ft)	Proposed Width (ft)	Extra Space (ft)	Side Tie Reserve Width (ft)	Remaining Distance (ft)	Location	Side Tie Length (ft)	Minimum Interior Channel (ft)	Proposed Width (ft)	Side Tie Reserve Width (ft)	Remaining Distance (ft)
7	N-7 E	28	22.0	10.0	25.1	66	7-E	67.4	108.5	41.1		7-E	75.0	108.5	33.5		7-E		108.5					
	N-7 W	23	28.0	13.0	33.1																			
	S-7 E	15	15.5	13.5	40.0																			
6	N-6 E	23	28.0	13.0	33.1	146	7-W to 6-E	78.2	108.5	30.3		1-W to 6-E	75.0	108.5	33.5		1-W to 6-E		108.5					
	N-6 W	21	15.0	13.0	35.1																			
	S-6 E	17	17.0	15.0	41.0																			
5	N-5 W	19	13.5	11.5	32.0	226	6-W to 5-E	87.4	115.5	28.1		6-W to 5-E	75.0	115.5	40.5		6-W to 5-E		115.5					
	N-5 E	22	15.0	13.0	35.1																			
	S-5 W	19	15.5	13.5	36.0																			
4	N-4 E	19	16.0	14.0	40.1	307	3-W to 4-E	96.2	143.5	47.3	19.0	28.3	3-W to 4-E	75.0	143.5	68.5	19.0	49.5	3-W to 4-E	60.0	90.0	143.5	19.0	34.5
	N-4 W	20	16.5	14.5	43.1																			
	S-4 E	20	16.5	14.5	45.0																			
3	N-3 E	20	16.5	14.5	43.1	396	4-W to 3-E	104.5	161.5	57.0	20.0	37.0	4-W to 3-E	75.0	161.5	86.5	20.0	66.5	4-W to 3-E	70.0	105.0	161.5	20.0	36.5
	N-3 W	20	17.5	15.5	49.1																			
	S-3 E	24	11.5	9.5	35.0																			
2	N-2 W	20	18.5	16.5	58.1	480	3-W to 2-E	115.2	171.0	55.8	20.0	35.8	3-W to 2-E	75.0	171.0	96.0	20.0	76.0	3-W to 2-E	70.0	105.0	171.0	20.0	46.0
	N-2 E	22	17.0	15.0	35.5																			
	S-2 W	21	17.5	15.5	41.5																			
1	N-1 E	21	18.5	16.5	58.1	541	2-W to 1-E	122.6	180.0	57.4	20.0	37.4	2-W to 1-E	75.0	180.0	105.0	20.0	85.0	2-W to 1-E	65.0	105.0	180.0	20.0	55.0
	S-1 W	17	19.0	17.0	54.0																			



11/15/2024

NOBLE CONSULTANTS | **GEC**
2201 DUPONT DRIVE, SUITE 830
IRVINE, CA. 92612
949-752-1530
949-752-8381 (FAX)

NO.	DATE	REVISION

DESIGNED BY: T.J.F.
DRAWN BY: H.B.
CHECKED BY: T.J.F.
APPROV. BY: _____

VENTURA PORT DISTRICT
**VENTURA WEST MARINA
INTERIOR CHANNEL CLEARANCE**
1603 ANCHORS WAY DRIVE, VENTURA CA 93001

SHEET 1 OF 1
JOB NO. 887-XX
SCALE 1" = 50'
DATE 15 NOV 2024



**BOARD OF PORT COMMISSIONERS
NOVEMBER 20, 2024**

**STANDARD AGENDA ITEM 3
ADOPTION OF RESOLUTION No. 3513
APPROVING THE FINANCIAL
STATEMENTS AND CHECKS FOR JULY
THROUGH SEPTEMBER 2024**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 3
Meeting Date: November 20, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager
SUBJECT: Adoption of Resolution No. 3513 Approving the Financial Statements and Checks
for July through September 2024

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3513 to:

- a) Accept the financial statements for the Quarter ending September 30, 2024.
- b) Review the payroll and regular checks for July through September 2024.

SUMMARY:

Attached for the Board's review are the financial statements for the quarter ended September 30, 2024, and the check registers for July through September 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.
- 6) Provide exceptional public service and organizational transparency.

FIVE-YEAR OBJECTIVES:

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

BACKGROUND:

The financial statements for the quarter ending September 30, 2024, shown as Attachment 2, consist of the Statement of Income and Expenses, Supplementary Notes, Balance Sheet, Distribution of Cash, Cash Flow Statement, Comparison of Lease Rents, and a Three-Year Comparative Statement of Revenue and Expenses.

Operational Disbursements

The accounts payable check registers for July through September follow the financial statement documents as Attachment 3. The registers include a brief description of the purpose for each check.

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

July 2024 –

- F.C.T. Construction was paid \$22,720 on 07/03/24 for fire sprinkler system renovations and concrete work on the exterior patio at Loose Cannon as tenant improvements at 1567 Spinnaker Dr.
- Aarmark Beer Gardens was paid \$41,469.36 on 7/11/2024 and \$46,787 on 7/22/2024 for the reimbursement for prevailing wage expenses and upgraded electrical services associated with on-going tenant improvements at 1567 Spinnaker Drive, Loose Canon suite.
- Rincon Consultants, Inc was paid \$48,701 on 7/17/24 for services pertaining to sand management coastal development permit support, storm event dredge activity monitoring, and dredge project management support.
- F.C.T. Construction was paid \$273,687 on 07/17/24 for four different projects -
 - Progress payments for the Façade renovation project at 1567 Spinnaker Drive, Loose Canon suite,
 - Progress payment on the 1559/1583 Spinnaker Drive building restrooms renovation project,
 - Cast iron water pipe replacement located in the 1567 Spinnaker Drive building,
 - ADA parking and path of travel renovation leading to 1567 Spinnaker Drive.

August 2024 –

- Blois Construction was paid \$20,000 on 8/01/2024 as a progress payment for median removal project at lot 19A.
- Reed Mechanical Systems was paid \$33,820 on 8/01/24 for the purchase and installation of new HVAC systems for NPS on the 1691 Spinnaker Drive building.
- Aarmark Beer Gardens was paid \$24,505 on 8/21/24 and \$16,731 on 08/28/24 for the reimbursement of prevailing wage expenses associated with on-going tenant improvements at 1567 Spinnaker Drive, Loose Canon suite.
- Rincon Consultants was paid \$23,403 on 08/29/24 for services pertaining to sand management coastal development permit support and dredge project management support.

September 2024 –

- Molo Inc was paid \$34,779 on 9/10/24. On 10/22/24 a stop payment order was issued when the vendor reported that the check had never been received. The payment was for two one-year subscriptions of the accounting software used by our Marina Manager for Ventura Harbor Village Marina slip accounting and for the Dry Storage facility accounting. Molo Inc specializes in marina accounting software. A new payment will be issued on 10/22/2024.

Additional large value expenditures during this quarter were as follows -

- City National Bank bi-annual debt service payments of \$1,200,305 were paid by wire transfer on 7/22/24. The next installment is due in January 2025.
- CalPERS payment of \$399,982 on 7/22/24 for the annual Unfunded Accrued Liability. The District saved \$13,376 in interest by paying the entire year up front.

Details reflecting purchases made using the District's Wells Fargo Commercial credit cards for July through September 2024 are included as Attachment 4.

The Quarterly Treasurer's Report for the period ending September 30, 2024, is included as Attachment 5. The District has all reserve funds invested with the Local Agency Investment Fund (LAIF) pooled money investment account through the State of California, Office of the Treasurer.

Payroll Disbursements

The District has twenty-six bi-weekly pay periods per year; ten months of the year will have two regular payroll periods and two months will have three regular pay periods. For this quarter, July, August, and September all contain two regular pay periods each. Unique to this quarter, two months contain compensation pay-off runs. July contains the pay-off for all departments of the quarterly accrued compensation hours on 6/30/2024. And September contains the pay-off for all departments of the quarterly accrued compensation hours at 9/17/2024. Two compensation runs in the same quarter is unusual and does not occur very often.

FISCAL IMPACT:

The Statement of Income and Expenses reflects a positive 'Change in Net Position' of \$740,436 for the period ended September 30, 2024. This change is a result of normal operations.

ATTACHMENTS:

Attachment 1 – Resolution No. 3513

Attachment 2 – Statement of Income and Expenses – Quarter Ended September 30, 2024

Attachment 3 – Accounts Payable Check Registers – July through September 2024

Attachment 4 – Wells Fargo Bank Credit Card Charges – July through September 2024

Attachment 5 – Quarterly Treasurers Report – September 30, 2024



RESOLUTION NO. 3513

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

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

- A. Accept the Financial Statements for the Quarter ended September 30, 2024.
- B. The following Checks are hereby reviewed:
 - 1) Payroll checks and direct deposits #52528-52842 in the amounts of \$235,564 for July 2024 salaries, \$185,564 for August 2024 salaries, and \$218,275 for September 2024 salaries.
 - 2) Regular Checks #58306-58696 in the amounts of \$686,679 for July 2024 expenditures, \$518,525 for August 2024 expenditures, and \$250,611 for September 2024 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on November 20, 2024, Resolution No. 3513 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Michael Blumenberg, Chair

Anthony Rainey, Secretary

ATTACHMENT 2

Ventura Port District

Current Period Includes 3 Months

Consolidated all Departments

Comparative Income Statement

Income Statement-Board

Std. Budget (STD)

Accrual

	Actual Jul-Sep 2024	Budget Jul-Sep 2024	Variance		YTD Actual Jul 2024 - Sep 2024	YTD Budget Jul 2024 - Sep 2024	Variance	
OPERATING REVENUES								
Parcel Lease Income	1,558,004	1,455,000	103,004	7%	1,558,004	1,455,000	103,004	7%
Dry Storage Income	17,748	18,000	(252)	-1%	17,748	18,000	(252)	-1%
Fisherman's Storage	23,509	23,520	(11)	0%	23,509	23,520	(11)	0%
Parking Income	22,976	19,000	3,976	21%	22,976	19,000	3,976	21%
Harbor Event Fees	11,806	2,500	9,306	372%	11,806	2,500	9,306	372%
Miscellaneous Income/Rentals	12,623	15,801	(3,178)	-20%	12,623	15,801	(3,178)	-20%
Village Income:								
Harbor Village Lease Income	1,004,644	951,400	53,244	6%	1,004,644	951,400	53,244	6%
Commercial Fishing	51,198	47,300	3,898	8%	51,198	47,300	3,898	8%
Slip Rentals	273,441	285,000	(11,559)	-4%	273,441	285,000	(11,559)	-4%
Dock Electrical Income	10,770	13,500	(2,730)	-20%	10,770	13,500	(2,730)	-20%
Late Fees	1,928	250	1,678	671%	1,928	250	1,678	671%
Marketing Booth/Vendor/Sponsorship Income	4,141	3,500	641	18%	4,141	3,500	641	18%
Merchants Promo Fund Dues	30,788	31,500	(712)	-2%	30,788	31,500	(712)	-2%
Common Area Maintenance Income	96,916	100,700	(3,784)	-4%	96,916	100,700	(3,784)	-4%
TOTAL OPERATING REVENUES	3,120,492	2,966,971	153,521	5%	3,120,492	2,966,971	153,521	5%
OPERATING EXPENSES								
Personnel Expenses:								
Salaries and Wages								
Regular Salaries	697,919	782,794	84,875	11%	697,919	782,794	84,875	11%
Part-time Help	19,010	18,831	(179)	-1%	19,010	18,831	(179)	-1%
Overtime Pay	32,106	30,750	(1,356)	-4%	32,106	30,750	(1,356)	-4%
Holiday Pay	10,739	18,625	7,886	42%	10,739	18,625	7,886	42%
Total Salaries and Wages	759,773	851,000	91,227	11%	759,773	851,000	91,227	11%
Other Personnel Expenses								
Retirement Contributions	200,912	206,508	5,596	3%	200,912	206,508	5,596	3%
Payroll Taxes	11,510	14,558	3,048	21%	11,510	14,558	3,048	21%
Worker's Compensation Insurance	38,250	38,250	0	0%	38,250	38,250	0	0%

ATTACHMENT 2

Ventura Port District

Current Period Includes 3 Months

Consolidated all Departments

Comparative Income Statement

Income Statement-Board

Std. Budget (STD)

Accrual

	Actual Jul-Sep 2024	Budget Jul-Sep 2024	Variance		YTD Actual Jul 2024 - Sep 2024	YTD Budget Jul 2024 - Sep 2024	Variance	
OPEB Liability	3,297	3,999	702	18%	3,297	3,999	702	18%
Medical and Life Insurance	70,216	89,256	19,040	21%	70,216	89,256	19,040	21%
Optional Benefit Plan	67,771	81,761	13,990	17%	67,771	81,761	13,990	17%
Uniform Expenses and Tool Allowances	6,763	7,496	733	10%	6,763	7,496	733	10%
Total Other Personnel Expenses	398,719	441,828	43,109	10%	398,719	441,828	43,109	10%
Total Personnel Expenses	1,158,493	1,292,828	134,335	10%	1,158,493	1,292,828	134,335	10%
GENERAL EXPENSES								
Advertising	2,425	4,500	2,075	46%	2,425	4,500	2,075	46%
Auto/Boat Equipment Maintnace	25,615	47,150	21,535	46%	25,615	47,150	21,535	46%
Bank Fees & Other Miscellaneous Expenses	621	1,252	631	50%	621	1,252	631	50%
Building Maintenance	38,832	42,756	3,924	9%	38,832	42,756	3,924	9%
Building Maint.-Tenant Improvements	12,639	204,000	191,361	94%	12,639	204,000	191,361	94%
Communications & WiFi Services	12,304	14,056	1,752	12%	12,304	14,056	1,752	12%
Conferences, Meetings & Trainings	19,775	26,775	7,000	26%	19,775	26,775	7,000	26%
Dock Maintenance & Repairs	1,490	27,789	26,299	95%	1,490	27,789	26,299	95%
Equipment Rental	4,476	6,623	2,147	32%	4,476	6,623	2,147	32%
General Insurance	112,500	112,500	0	0%	112,500	112,500	0	0%
Grounds Maintenance	22,690	62,375	39,685	64%	22,690	62,375	39,685	64%
Maintenance Contingency	400	22,500	22,100	98%	400	22,500	22,100	98%
Janitorial Supplies	20,142	20,124	(18)	0%	20,142	20,124	(18)	0%
Land/Building Rental Expense	23,509	23,520	11	0%	23,509	23,520	11	0%
Marketing & Promotions	58,726	88,115	29,389	33%	58,726	88,115	29,389	33%
Memberships, Cloud Based Subscriptions	35,278	52,999	17,721	33%	35,278	52,999	17,721	33%
Office/Computer Equipment & Supplies	5,056	7,752	2,696	35%	5,056	7,752	2,696	35%
Operating Supplies	17,066	21,323	4,257	20%	17,066	21,323	4,257	20%
Other Equipment & Repairs	10,167	11,624	1,457	13%	10,167	11,624	1,457	13%
Prof. Services-Legal, Judgements, Settlements	113,229	82,500	(30,729)	-37%	113,229	82,500	(30,729)	-37%
Prof. Services/Outside Services	316,188	383,625	67,437	18%	316,188	383,625	67,437	18%

ATTACHMENT 2

Ventura Port District

Current Period Includes 3 Months

Consolidated all Departments

Income Statement-Board

Std. Budget (STD)

Accrual

Comparative Income Statement

	Actual Jul-Sep 2024	Budget Jul-Sep 2024	Variance		YTD Actual Jul 2024 - Sep 2024	YTD Budget Jul 2024 - Sep 2024	Variance	
Prof. Services-Comm. Fishing & Aquaculture Advo	1,114	15,000	13,887	93%	1,114	15,000	13,887	93%
Utilities	136,764	132,363	(4,401)	-3%	136,764	132,363	(4,401)	-3%
Dredging Related Expense	32,104	46,623	14,520	31%	32,104	46,623	14,520	31%
Total General Expenses	1,023,110	1,457,844	434,734	30%	1,023,110	1,457,844	434,734	30%
Total Operating Expenses	2,181,603	2,750,672	569,069	21%	2,181,603	2,750,672	569,069	21%
Operating Income (Loss)	938,890	216,299	722,591	334%	938,890	216,299	722,591	334%
NONOPERATING REVENUES								
General								
Investment Income (Loss)	272,132	150,000	122,132	81%	272,132	150,000	122,132	81%
Tax Income	68,972	69,500	(528)	-1%	68,972	69,500	(528)	-1%
Inter-government Income	30,000	0	30,000	0%	30,000	0	30,000	0%
FEMA Relief Funds	33,353	0	33,353	0%	33,353	0	33,353	0%
Gain on Sale of Fixed Assets	15,000	0	15,000	0%	15,000	0	15,000	0%
TOTAL NONOPERATING REVENUES	419,457	219,500	199,957	91%	419,457	219,500	199,957	91%
NONOPERATING EXPENSES								
Interest Expenses	187,113	187,418	305	0%	187,113	187,418	305	0%
Depreciation Expense	430,798	431,250	452	0%	430,798	431,250	452	0%
Total Non-operating Expenses	617,911	618,668	757	0%	617,911	618,668	757	0%
Non-operating Income (Loss)	(198,454)	(399,168)	200,714	50%	(198,454)	(399,168)	200,714	50%
CHANGES IN NET POSITION	740,436	(182,869)	923,305	505%	740,436	(182,869)	923,305	505%

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending September 30, 2024 – Budget to Actual Analysis

Many budget line items are not equally distributed over the course of a given year. In these circumstances, staff attempt to specify the period for planned expenditures or follow seasonal patterns when distributing the annual budget by month. However, where timing of expenses is uncertain, those line items are divided equally through the year which can result in variances by quarter. This report reviews the first quarter for the fiscal year 2024-2025. Operating revenues are up 5% over the same quarter last year and the operating expenses are up 2%.

Operating Income:

Parcel Lease Income – (exceeds budget \$103,004) This category reflects the cumulative balance for master tenant's rents. Onetime appreciation rent of \$54,000 was received this quarter from the assignment of Ventura Harbor Marine Fuel to Safe Harbor Marine. This type of income is unplanned and therefore not budgeted for. The remainder of the variance falls within a nominal margin of 3%.

Harbor Village Lease Income – (exceeds budget \$53,244) This category reflects retail, restaurants, offices, and charters. As always, staff budgets tenants conservatively. The retail, restaurant and office categories exceed the budget by about 2 to 3%, which falls within a nominal variance margin. The charter income exceeds the budget by 13% as Island Packers sales were higher than anticipated indicating a stronger performance than the same period in 2023.

Operating Expenses:

Personnel Expenses – (under budget \$134,335) This variance is the net effect of salaries and wages being under budget \$91,227 and other personnel expenses being under budget \$43,109.

- Regular wages are under budget by \$91,227. This category is distributed evenly throughout the year based on 2 or 3 paychecks per month, as appropriate. At this time, the main cause for this variance are position vacancies where recruitments are in process. Those positions were budgeted for the whole year.
- Other personnel expenses are under budget \$43,109. This variance primarily reflects Medical and Life Insurance and the Optional Benefit Plan. Some of the variance is due to the recruitments in process discussed above but the majority seems to be due to the monthly distribution of the budget. I will reevaluate the distribution as the monthly expenses appear to all be in place.

Building Maint. – Tenant Improvements – (exceeds budget \$191,361) This budget line was divided by twelve and distributed evenly through the year. Tenant Improvements contain both planned improvement needs, and a contingency for possible needs. The timing of tenant improvements is seldom clear. In recent years, the facilities department has grown its effort to perform in-house labor when staff is available on TI projects creating savings to the District by not hiring outside contractors.

Grounds Maintenance – (under budget \$39,685) This budget line was divided by twelve and distributed evenly thru the year. This variance is in anticipation of new landscaping along Harbor Blvd. at Parcel 19A beside the new dry boat storage.

Marketing and Promotions – (under budget \$29,389) The Marketing Manager attempts to distribute their budget based on scheduled events and advertising promotions. This variance is spread over all categories for this department. The winter seasonal events include some of the bigger events and therefore expenditures in Q2 are likely to reduce the budget surplus.

Legal-Professional Services – (exceeds budget \$30,729) This budget line was divided by twelve and distributed evenly thru the year. This variance is due to on-going litigations.

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending September 30, 2024 – Budget to Actual Analysis

Other Professional/Outside Services - (under budget \$67,437) Except for State Lifeguard Services, this category is distributed evenly throughout the year. Not all services are administered evenly each month but given the disparity of services needed through the various departments, it is not possible to know exactly when all the different services will be needed. This variance is a combination of the following departments.

- The Patrol department variance of \$21,000 is for security services which will be utilized in the next quarter.
- The Admin department is under budget \$27,000 for this period.
- The Maintenance department is under budget \$14,000 for this period, although again a significant expense will be related to updating the landscaping along Harbor Blvd at Parcel 19A.

Non-operating Revenue and Expenses:

Investment Income - (exceeds budget \$122,132) This variance continues to be a direct result of the income earned from LAIF investments for the year being offset by the fair market value on the LAIF investment funds. This was the first quarter in many years that the fair market value factor actually exceeded 100%. Given the uncertainty of investment income rates and the changes in fair market value at the time of the budget preparation, staff remain very conservative in budgeting this income. As in prior years, this category will be reviewed at mid-year to determine if income should be increased.

Inter-governmental Income – (exceeds budget \$30,000) Blois Construction entered into a license agreement with the District to temporarily utilize lot 19A while they were performing work for the Ventura Water Pure project in other areas of the harbor. This income was initially placed in this category due to the vendors connection to the Waterpure project. It will be reclassified to Other Non-operating Income in the next quarter.

FEMA Relief Funds – (exceeds budget \$33,353) These funds were applied for during the prior year storm recovery period. The funds were not accrued as income in the prior year nor budgeted in the current year because FEMA had not approved reimbursement of the funds prior to the budget being adopted.

Gain of Sale of Fixed Assets – (exceeds budget \$15,000) This income is a vehicle incentive rebate for purchasing an electric truck last year. It was temporarily placed in this account pending the year end accrual of the income into June 2024.

ATTACHMENT 2

Ventura Port District
Balance Sheet
For the Period Ended September 30, 2024

CURRENT ASSETS		CURRENT LIABILITIES	
Cash in Banks	4,994,765	Accounts Payable	614,548
Accounts Receivable	537,596	Accrued Liabilities	20,736
Taxes Receivable	91,367	Accrued Interest Payable	161,924
Interest Receivable	246,587	Current Portion of Long Term Debt	1,198,882
Prepaid Expenses	676,493	Current Portion of Compensated Absences	259,781
Current Portion of Lease Receivable-Tenant Leases	3,518,425	Current Portion of Accounts Payable-Equipment Lease/SBITA	109,453
Inventory of supplies	61,413		
TOTAL CURRENT ASSETS	\$10,126,646	TOTAL CURRENT LIABILITIES	\$2,365,324
NONCURRENT ASSETS		LONG TERM DEBT	
Long Term Portion of Lease Receivable-Tenant Leases	44,620,051	ltd - Notes Payable	8,192,026
	\$44,620,051	TOTAL LONG TERM DEBT	\$8,192,026
RESTRICTED ASSETS		OTHER LIABILITIES	
Cash - Dredging	2,143,567	Long Term Portion of Compensated Absences	93,695
Cash - Improvement	8,852,367	Long Term Portion of Accounts Payable Equipment Lease/SB	462,813
Cash - Fisheries Complex	215,484	Net OPEB Liability	1,230,669
		Net Pension Liability	4,727,919
TOTAL RESTRICTED ASSETS	\$11,211,418	Unearned Revenue	61,172
FIXED ASSETS		Security Deposits	278,805
Land	2,342,629	TOTAL OTHER LIABILITIES	\$6,855,073
Harbor Improvements	48,230,144		
Equipment	2,392,875	TOTAL LIABILITIES	\$17,412,423
Leased Equipment being Amortized	772,444		
	53,738,092	EQUITY	
Accumulated depreciation	(22,695,316)	Contributed Capital	4,632,128
NET FIXED ASSETS	\$31,042,776	Retained Earnings-Reserved	645,536
		Retained Earnings- Unreserved	28,017,175
TOTAL ASSETS	\$97,000,891	Changes in Net Position	740,436
		TOTAL EQUITY	\$34,035,275
DEFERRED OUTFLOWS OF RESOURCES		DEFERRED INFLOW OF RESOURCES	
Deferred amount on refunding's	95,408	Deferred amount on OPEB	441,343
Deferred amount on OPEB	205,178	Deferred amount from pension plan	356,614
Deferred amount on pension plan	2,442,679	Deferred amount from Leases	47,498,501
TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$2,743,265	TOTAL DEFERRED INFLOW OF RESOURCES	\$48,296,458
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		TOTAL LIABILITIES, EQUITY, AND DEFERRED INFLOW OF RESOURCES	
	\$99,744,156		\$99,744,156

Quarterly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District
Distribution of Cash as of September 30, 2024

	Current Balance
Cash	
Cash on Hand (undeposited)	2,485
Cash in Checking (Wells Fargo)	245,976
Merchant Fund (Wells Fargo)	48,357
Cash in County Treasury	20,936
Total Cash Available for Normal Operations	<u>\$ 317,754</u>
Investments Unrestricted Reserves	
Local Agency Investment Fund (LAIF)	4,677,011
Total Investments Unrestricted Reserves	<u>\$ 4,677,011</u>
Capital Improvement Reserves	
Local Agency Investment Fund (LAIF)	8,852,367
Total Capital Improvement Reserves	<u>\$ 8,852,367</u>
Dredging Reserves	
Local Agency Investment Fund (LAIF)	2,143,567
Total Dredging Reserves	<u>\$ 2,143,567</u>
Fisheries Complex Reserves	
Local Agency Investment Fund (LAIF)	215,484
Total Fisheries Complex Reserves	<u>\$ 215,484</u>
TOTAL CASH AND INVESTMENTS	<u><u>\$ 16,206,183</u></u>

ATTACHMENT 2

Ventura Port District Cashflow Statement As of September 30, 2024

Enterprise Fund

Operating Income	3,120,492
Non-Operating Income	419,457
Total Income	\$ 3,539,949
Operating Expenses	2,181,602
Non-Operating Expenses	617,911
Total Expenses	\$ 2,799,513
Change in Net Position-Accrual Basis	\$ 740,436
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(1,021,610)
Deferred amount on refundings	8,418
Acquisitions/Retirements of Capital Assets	(261,258)
Net Cash provided (used) by Capital & Financing	\$ (1,274,450)
Operating Income Adjustments:	
Depreciation/Impairment of assets	430,798
(Increase)decrease in receivables	406,226
(Increase)decrease in prepaid Items	(143,422)
Increase(decrease) in payables	(456,312)
Increase(decrease) in unearned revenue	-
Increase (decrease) in tenant deposits	(1,135)
Net Cash provided by Operating Activities	\$ 236,155
NET Increase (Decrease) in Cash	\$ (297,859)
Add: Beginning Cash 7/1/24	\$ 16,504,043
Ending Cash at 9/30/24	\$ 16,206,184

Quarterly Report
(Unaudited)

ATTACHMENT 2

**Ventura Port District
Comparison of Lease Rent
Not Adjusted for GASB87 Accounting**

	<u>Year to Date Ended 9/30/2024</u>	<u>Year to Date Ended 9/30/2023</u>	<u>Increase (Decrease)</u>	
Parcel Leases				
VHMA/Derecktor Marine	85,600	91,134	(5,534)	-6%
Sheraton 4 Points-Harbortown	242,667	230,819	11,848	5%
Harbortown Point	1,873	2,116	(243)	-11%
Oceans West Marina	106,374	102,578	3,796	4%
Ventura Isle Marina	311,971	287,648	24,323	8%
Ventura Marina Mobile Park	164,180	161,277	2,903	2%
Ventura West Marina	170,124	164,037	6,087	4%
Ventura Yacht Club	39,500	38,280	1,220	3%
Vta Harbor Boatyard	42,231	42,231	0	0%
Portside Partners Ventura Harbor	339,484	342,004	(2,520)	-1%
Total Parcel Lease	<u>1,504,004</u>	<u>1,462,124</u>	<u>41,880</u>	3%
Appreciation rent & Option Fee	54,000	-	54,000	0%
Total Parcel Leases	1,558,004	1,462,124	95,880	7%
Ventura Harbor Village				
Retail Rents	174,775	170,077	4,698	3%
Restaurant Rents	424,266	417,770	6,496	2%
Office Rents	223,456	206,047	17,409	8%
Charters	182,147	166,433	15,714	9%
Assignment Fees	<u>-</u>	<u>-</u>	<u>-</u>	0%
Total Village	1,004,644	960,327	44,317	5%
Commercial Fishing	51,198	45,734	5,464	12%
TOTAL	2,613,846	2,468,185	145,661	6%

Quarterly Report
(Unaudited)

ATTACHMENT 2

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

	<u>Quarter Ending September 30th</u>			<u>Year-To-Date September 30th</u>			<u>% change FY23-24 to Current</u>
	<u>2022-23</u>	<u>2023-24</u>	<u>Current</u>	<u>2022-23</u>	<u>2023-24</u>	<u>Current</u>	
<u>Operating Income</u>							
Parcel Leases	1,344,086	1,462,124	1,504,004	1,344,086	1,462,124	1,504,004	3%
Assignment/Option Fee	-	-	54,000	-	-	54,000	0%
Dry Storage	20,176	19,962	17,748	20,176	19,962	17,748	-11%
Other Operating	97,751	55,543	70,914	97,751	55,543	70,914	28%
Harbor Village Leases	931,922	960,326	1,004,644	931,922	960,326	1,004,644	5%
Commercial Fishing	52,033	45,734	51,198	52,033	45,734	51,198	12%
Slips	262,879	266,157	273,441	262,879	266,157	273,441	3%
CAM	93,499	95,212	96,916	93,499	95,212	96,916	2%
Marketing	28,809	47,023	34,929	28,809	47,023	34,929	-26%
Electrical Slips	8,046	13,514	10,770	8,046	13,514	10,770	-20%
Other Operating	5,398	11,427	1,928	5,398	11,427	1,928	-83%
Total Operating Income	2,844,599	2,977,022	3,120,492	2,844,599	2,977,022	3,120,492	5%
<u>Operating Expenses</u>							
Harbor Patrol	500,719	509,147	563,903	500,719	509,147	563,903	11%
Maintenance	398,240	300,620	296,952	398,240	300,620	296,952	-1%
Administration	587,120	681,891	695,536	587,120	681,891	695,536	2%
Marina	246,101	250,921	224,947	246,101	250,921	224,947	-10%
C A M	216,468	220,979	226,942	216,468	220,979	226,942	3%
Marketing	109,657	119,133	138,537	109,657	119,133	138,537	16%
Dredging	26,762	66,610	34,785	26,762	66,610	34,785	-48%
Total Operating Expenses	2,085,067	2,149,301	2,181,602	2,085,067	2,149,301	2,181,602	2%
NET OPERATING INCOME	759,532	827,721	938,890	759,532	827,721	938,890	13%
<u>Non-operating Income</u>							
Interest	(36,151)	175,218	272,132	(36,151)	175,218	272,132	55%
Taxes	48,268	56,906	68,972	48,268	56,906	68,972	21%
Other-JPIA Insurance							
Recovery, FEMA & City of	353,637	14,189	78,353	353,637	14,189	78,353	452%
Total Non-operating Income	365,754	246,313	419,457	365,754	246,313	419,457	70%
<u>Non-Operating Expenses</u>							
Depreciation	299,730	330,000	430,798	299,730	330,000	430,798	31%
Debt Service	218,054	202,825	187,113	218,054	202,825	187,113	-8%
Other							0%
Total Non-operating Expenses	517,784	532,825	617,911	517,784	532,825	617,911	16%
NET NON-OPER. INCOME	(152,030)	(286,512)	(198,454)	(152,030)	(286,512)	(198,454)	-31%
NET CHANGE IN POSITION	607,502	541,209	740,436	607,502	541,209	740,436	37%

Quarterly Report
(Unaudited)

ATTACHMENT 3

Accounts Payable Check Register - July 2024

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58306	07/03/24	ACCURATE FIRST AID SERVICES	Replenish first aid stations	133.61	
58307	07/03/24	ARAMSCO, INC	Janitorial supplies	2,566.10	
58308	07/03/24	B & R TOOL SUPPLY CO.	Shop stock and locks	1,230.02	
58309	07/03/24	CONSOLIDATED ELECTRICAL DISTRIBUTOR	Fish pier light	50.81	
58310	07/03/24	CALIFORNIA ELECTRICAL SUPPLY	Fish pier	155.61	
58311	07/03/24	CINTAS CORP #684	Uniforms, rugs, towels	947.49	
58312	07/03/24	COUNTY OF VENTURA	Radio and light install, Harbor Patrol truck repair	15,872.81	
58313	07/03/24	DERECKTOR VENTURA INC.	Boat haul cleaning	372.00	
58314	07/03/24	E. J. HARRISON & SONS INC.	Trash service	9,946.51	
58315	07/03/24	GARDEN STATE FIREWORKS INC	Deposit-Parade Of Lights fireworks-24	6,000.00	
58316	07/03/24	GRAINGER INC.	VHV hoist switches	258.30	
58317	07/03/24	JENSEN DESIGN & SURVEY INC.	Boat wash project	810.00	
58318	07/03/24	LIEBERT CASSIDY WHITMORE	ERC/ Annual membership	4,170.00	
58319	07/03/24	LISA KELLY	VHV murals	1,200.00	
58320	07/03/24	MCCORMIX CORP.	Maintenance vehicle fuel	348.28	
58321	07/03/24	MCMASTER-CARR	1559 Spinnaker Drive restroom door	542.62	
58322	07/03/24	MUZICRAFT INC.	VHV public music, equipment repair	516.16	
58323	07/03/24	PORTA-STOR	Harbor Patrol storage supplies	140.00	
58324	07/03/24	RASMUSSEN & ASSOCIATES INC	1559/1583 restroom, 1575 restaurant concept, VPD office concept, 1567 wall	13,612.50	
58325	07/03/24	SMITH PIPE & SUPPLY INC.	1575 Spinnaker Drive drain repair	136.68	
58326	07/03/24	STANDARD INSURANCE COMPANY	Group Term Life/Long-term Disability	3,769.12	
58327	07/03/24	SUN LIFE FINANCIAL	Dental insurance premiums	1,487.06	
58328	07/03/24	SUNBELT RENTALS, INC.	Scrubber rental, lift rental, Lifeguard vehicle	1,444.86	
58329	07/03/24	SUNRIDGE LANDSCAPE MAINT., INC	Monthly mowing contract	1,800.00	
58330	07/03/24	THE AMGRAPH GROUP	Advertising	7,377.95	
58331	07/03/24	THE FLAG FACTORY	Annual décor-California bear flags	2,098.81	
58332	07/03/24	TODD MITCHELL	Reimburse-conference travel	284.87	
58333	07/03/24	VENTURA BREEZE	Advertising	845.00	
58334	07/03/24	VENTURA COUNTY REPORTER	Advertising	550.00	
58335	07/03/24	VENTURA HARBOR STORAGE	Fisherman Storage rent	7,836.42	
58336	07/03/24	VISION SERVICE PLAN-(CA)	Employee vision plan	818.59	
58337	07/03/24	F.C.T. CONSTRUCTION	Patio, fire sprinklers-Loose Cannon	22,720.00	
58338	07/03/24	CREATIVE COAST PRODUCTIONS	Entertainment/Music, event production	2,904.17	
58339	07/03/24	TELCOM INC	Repeater install	8,324.25	
58340	07/03/24	JESSICA SNIPAS	Benefit plan medical expense reimbursement	1,200.00	
58341	07/03/24	REID MIDDLETON	Boat launch ramp	1,539.00	
58342	07/03/24	COASTAL COPY, INC	Administration, Marketing and Marina printer lease	805.31	
58343	07/03/24	BFS GROUP OF CALIF LLC 1220	VHV D dock repair	167.72	
58344	07/03/24	SWANK MOTION PICTURES INC ***VOID***	vendor states paid previously via credit card		(2,025.00)
58345	07/03/24	AG DESIGNS 805 INC	Uniform hats	1,008.54	
58346	07/03/24	C&C DESIGNS	Event production	1,095.00	
58347	07/03/24	SHARPLINE SOLUTIONS INC	Fisheries red line	1,671.29	
58348	07/03/24	VENTURA FRESH FISH	Tenant security deposit refund	180.00	
58349	07/11/24	FUNFLICKS OF SOUTHERN CALIFORNIA	Event production	1,628.59	
58350	07/11/24	AARMARK BEER GARDENS	Prevailing wage reimbursement-Loose Cannon	41,469.36	

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<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58351	07/17/24	ACCURATE FIRST AID SERVICES	Replenish first aid stations	140.13	
58352	07/17/24	THE ACORN NEWSPAPERS	Advertising	980.00	
58353	07/17/24	AFLAC	Salary reduction benefit	1,141.83	
58354	07/17/24	ALEJANDRA'S NURSERY	VHV plants	268.12	
58355	07/17/24	ALERTLINE COMMUNICATIONS	Elevator phone service	702.00	
58356	07/17/24	ALL THAT'S FIT TO PRINT	Advertising production	1,560.00	
58357	07/17/24	ARAMSCO, INC	Janitorial supplies	5,308.99	
58358	07/17/24	BLUE HIGHWAYS PRODUCTION LLC	Advertising	700.00	
58359	07/17/24	C E D	VHV promenade light, NPS 1691 Spinnaker Drive light	866.71	
58360	07/17/24	CAL TERMITE & PEST CONTROL ***VOID***	Vendor returned, states not owed		(1,150.00)
58361	07/17/24	CALIFORNIA ELECTRICAL SUPPLY	VHV shack supplies	17.23	
58362	07/17/24	CARPI & CLAY	Washington lobbyist	5,000.00	
58363	07/17/24	CINTAS CORP #684	Uniforms, rugs, towels	991.01	
58364	07/17/24	COASTAL OCCUPATIONAL MEDICAL	Pre-employment screening	390.00	
58365	07/17/24	CYBERCOPY INC.	Maps, banners, promo, event production	421.31	
58366	07/17/24	DATACHECK	Tenant screening	35.00	
58367	07/17/24	DAVE WERNEBURG	PR correction	125.00	
58368	07/17/24	DEPT. OF INDUSTRIAL RELATIONS	1559 Spinnaker Dr building elevator inspection	225.00	
58369	07/17/24	DIAL SECURITY INC	NPS 1431 Spinnaker Drive monitoring	299.00	
58370	07/17/24	DOWNTOWN VENTURA PARTNERS	Advertising	900.00	
58371	07/17/24	E.J. HARRISON & SONS INC.	Trash service	298.70	
58372	07/17/24	FARMER BROS. CO	Coffee supplies	317.01	
58373	07/17/24	FERGUSON ENTERPRISES INC.	Faucet for NPS 1431 Spinnaker Drive building	442.94	
58374	07/17/24	FOUREST TREE SERVICE, INC	1567 Spinnaker Drive planter rehab	14,004.00	
58375	07/17/24	GRAINGER INC.	VPD shop stock-batteries, VHV hydrant caps, VHV restroom tool organizer	805.81	
58376	07/17/24	GREEN THUMB INTERNATIONAL	VHV landscaping	211.71	
58377	07/17/24	HANSEN'S PLUMBING, INC.	Entry Feature Backflow	3,274.00	
58378	07/17/24	HEALTH & HUMAN RESOURCE CENTER	Employee Assistance Program (EAP)	244.87	
58379	07/17/24	HP MEDIA, LLC	Advertising	3,000.00	
58380	07/17/24	IMAGE SOURCE	Advertising	503.41	
58381	07/17/24	J. W. ENTERPRISES	1559 Spinnaker Drive portable restroom	727.83	
58382	07/17/24	JANITEK CLEANING SOLUTIONS	1431/1691 Spinnaker Drive janitorial, Marketing janitorial	1,896.00	
58383	07/17/24	JENSEN DESIGN & SURVEY INC.	Boatyard sidewalk, Harbor Cove ADA, Dry storage project	2,782.50	
58384	07/17/24	K & L GATES LLP	Aquaculture, VWM lease	1,780.00	
58385	07/17/24	LAFCO	Membership	9,063.00	
58386	07/17/24	MARK GROH	Reimburse-Uniform	186.41	
58387	07/17/24	MATILJA WATER	Reverse osmosis/cooler	64.86	
58388	07/17/24	MCCORMIX CORP.	Maintenance vehicle fuel	426.69	
58389	07/17/24	MCMaster-CARR	VPD shop stock-blank keys	108.39	
58390	07/17/24	MUZICRAFT INC.	VHV public music	348.06	
58391	07/17/24	PACIFIC PARKING SYSTEMS	Pay station machine maintenance	1,470.00	
58392	07/17/24	PASSPORT LABS INC	Parking citations	220.89	
58393	07/17/24	PHOTO-SCAN OF LOS ANGELES	Monthly key card service	957.95	
58394	07/17/24	READYREFRESH	Bottled Water service	319.69	
58395	07/17/24	RINCON CONSULTANTS, INC.	Sand management, dredge support	48,700.71	

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<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58396	07/17/24	ROBERT WEINERTH	Reimburse-work shoes, uniform	413.71	
58397	07/17/24	SEARLE CREATIVE GROUP	Website development, content development	735.00	
58398	07/17/24	SMITH PIPE & SUPPLY INC.	VHV irrigation	174.84	
58399	07/17/24	SUNRISE MUSIC	Entertainment/Music	1,000.00	
58400	07/17/24	THE FLAG FACTORY	Promenade selfie Area	2,192.29	
58401	07/17/24	THE HOME DEPOT PRO	Pressure washer repair	53.98	
58402	07/17/24	TIME TO SHINE	Window washing	9,452.50	
58403	07/17/24	TRAFFIC TECHNOLOGIES LLC	No parking signage	262.20	
58404	07/17/24	UNITED STATES LIFESAVING ASSOC	Membership	800.00	
58405	07/17/24	VALLEY SCENE MAGAZINE	Advertising	600.00	
58406	07/17/24	VENTURA COUNTY REPORTER	Advertising	195.00	
58407	07/17/24	VENTURA HARBOR MARINE FUEL	Pressure washer fuel	103.74	
58408	07/17/24	WEST COAST AIR CONDITIONING	VPD HVAC service	950.00	
58409	07/17/24	WEST MARINE PRO	Boat lifejackets, boat supplies	694.52	
58410	07/17/24	ZERO WASTE USA	Dog waste disposal mitts	930.64	
58411	07/17/24	MAVCCO FUEL	Boat fuel	1,480.41	
58412	07/17/24	F.C.T. CONSTRUCTION	Façade 1567, restrooms 1559/1583, VHV pipe replacement, ADA travel path 1567	273,687.50	
58413	07/17/24	CREATIVE COAST PRODUCTIONS	Event production	400.00	
58414	07/17/24	TELCOM INC	Public safety radio	7,450.91	
58415	07/17/24	MRI SOFTWARE LLC	Training	8,650.00	
58416	07/17/24	COASTAL COPY, INC	Administration, Marketing printer lease	625.39	
58417	07/17/24	JAKE DAVID	Content development	1,681.00	
58418	07/17/24	DJS CALIFORNIA CATERING INC	Employee luncheon	1,987.52	
58419	07/17/24	AG DESIGNS 805 INC	Monument crew shirts/uniforms	2,272.59	
58420	07/17/24	CAPITAL ONE TRADE CREDIT	Pressure washer part	283.38	
58421	07/17/24	FRIEDLEYS SCREEN & GLASS	VHV 1575 Spinnaker Drive replacement window	5,490.34	
58422	07/17/24	DIXON RESOURCES UNLIMITED	Paid park infrastructure	700.00	
58423	07/17/24	MEDALLION PROTECTIVE SERVICES INC	Village Security Patrol	8,712.80	
58424	07/17/24	ADVANCE AUTO PARTS PROFESSIONAL	VPD vehicle maintenance	29.03	
58425	07/17/24	NATIONAL GRAPHICS	Maps, banners	294.17	
58426	07/17/24	PAIGE SCHOUTEN	Advertising production	362.00	
58427	07/17/24	LANDSCAPE DEVELOPMENT INC	19A landscaping	650.00	
58428	07/17/24	WHIZCOM MARKETING LLC	Content development	375.00	
58429	07/17/24	AMERICA TOW & AUTO LLC	VHV vehicle tow	1,290.00	
58430	07/17/24	ERA ARCHITECTS	Façade renovation at 1567 Spinnaker Drive	4,690.00	
58431	07/17/24	FGL ENVIRONMENTAL	GSA water-1691 NPS, GSA water -1691 Common, GSA water 1431 NPS	4,860.00	
58432	07/17/24	LANGKILDE'S FIRE PROTECTION, INC	1691 Spinnaker Drive relocate backflow	9,500.00	
58433	07/17/24	REC2TEC SCUBA INSTRUCTION	Scuba training	1,600.00	
58434	07/22/24	AARMARK BEER GARDENS	Prevailing wage reimbursement-Loose Cannon	46,786.73	
Total Enterprise Account Check Register				\$ 686,679.36	\$ (3,175.00)

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<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58435	08/01/24	ACCURATE FIRST AID SERVICES	Replenish first aid	239.50	
58436	08/01/24	AFLAC	Salary reduction benefit	1,209.43	
58437	08/01/24	ALEJANDRA'S NURSERY	VHV plant project	505.81	
58438	08/01/24	ALL THAT'S FIT TO PRINT	Ad production	1,202.50	
58439	08/01/24	ALLIANT INSURANCE SERVICES	Annual premium	1,007.00	
58440	08/01/24	ARAMSCO, INC	VPD/VHV janitorial supplies	4,381.01	
58441	08/01/24	ASCAP	Entertainment/Music	2,260.00	
58442	08/01/24	CALIFORNIA ELECTRICAL DISTRIBUTORS	VPD exterior electrical, VHV dock lighting	805.05	
58443	08/01/24	CAL TERMITE & PEST CONTROL	VHV pest control service	75.00	
58444	08/01/24	CENTRAL COAST TOURISM COUNCIL	Membership dues	950.00	
58445	08/01/24	CERTIFIED FOLDER DISPLAY	Maps, banners, brochures	728.52	
58446	08/01/24	CINTAS CORP #684	Uniforms, rugs, towels	1,009.83	
58447	08/01/24	THE CITY OF VENTURA	Trash service	100.00	
58448	08/01/24	CUMULUS BROADCASTING INC.	Advertising	2,500.00	
58449	08/01/24	E. J. HARRISON & SONS INC.	Trash service	10,019.70	
58450	08/01/24	FARMER BROS. CO	Coffee supplies	602.48	
58451	08/01/24	FAST UNDERCAR	Vehicle M57 parts	36.68	
58452	08/01/24	FOUREST TREE SERVICE, INC	Fallen branch removal	400.00	
58453	08/01/24	GRAINGER INC.	Portable A/C, Pressure washer part, rain gear, gloves	1,368.18	
58454	08/01/24	HDS WHITE CAP CONST. SUPPLY	Utility cart/dolly, VPD shop stock	1,553.15	
58455	08/01/24	K & L GATES LLP	Special legal counsel	528.00	
58456	08/01/24	LAGERLOF LLP	Legal services	35,368.15	
58457	08/01/24	LEGALSHIELD	Prepaid legal	137.50	
58458	08/01/24	LIEBERT CASSIDY WHITMORE	Human Resources legal services, WPVP training	25,371.50	
58459	08/01/24	MATILJA WATER	Reverse osmosis/cooler	64.86	
58460	08/01/24	MCCORMIX CORP.	Maintenance vehicle fuel	361.13	
58461	08/01/24	R P BARRICADE	Event production	243.28	
58462	08/01/24	RASMUSSEN & ASSOCIATES INC	1559/1583 restrooms, 1559 Comedy Club, 1567 Glass wall, 1575Restaurant plan, 1559 Arc	8,979.94	
58463	08/01/24	RED WING SHOE STORE	VPD maintenance shoes	986.02	
58464	08/01/24	RING CENTRAL INC	Monthly phone service	981.76	
58465	08/01/24	SERVICE-PRO FIRE PROTECTION	Riser repair 1567 Spinnaker Drive	6,798.00	
58466	08/01/24	SHEROES ENTERTAINMENT	Event production, entertainment and music	880.00	
58467	08/01/24	SMITH PIPE & SUPPLY INC.	Entry feature irrigation	119.44	
58468	08/01/24	STANDARD INSURANCE COMPANY	Group Term Life/Long-term Disability	3,306.47	
58469	08/01/24	SUNBELT RENTALS, INC.	VHV scrubber rental	777.95	
58470	08/01/24	SUNRISE MUSIC	Entertainment/music	1,000.00	
58471	08/01/24	SUSAN BEJECKIAN PUBLIC RELATIONS	Advertising	1,600.00	
58472	08/01/24	SWIFT CHIP, INC	Co-pilot-T Mitchell, IT services, Back up server, Microsoft,	11,035.52	
58473	08/01/24	TIME TO SHINE	VHV Bi annual window	1,820.00	
58474	08/01/24	TODD MITCHELL	Benefit plan medical expense reimbursement	799.54	
58475	08/01/24	VALLEY SCENE MAGAZINE	Advertising	300.00	
58476	08/01/24	VENTURA BREEZE	Advertising	560.00	
58477	08/01/24	VENTURA HARBOR MARINE FUEL	Pressure washer fuel	101.07	
58478	08/01/24	VISION SERVICE PLAN-(CA)	Employee vision plan	794.49	
58479	08/01/24	RRM DESIGN GROUP	Parcel 5 design	6,791.00	

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<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58480	08/01/24	COASTAL COPY, INC	Marina printer lease	90.87	
58481	08/01/24	JAKE DAVID	Content development	462.00	
58482	08/01/24	CAPITAL ONE TRADE CREDIT	Pressure washer part	215.47	
58483	08/01/24	SINCERE SOUND DESIGN LLC	Entertainment/music	2,000.00	
58484	08/01/24	MEDALLION PROTECTIVE SERVICES INC	Village Security Patrol	9,043.20	
58485	08/01/24	ADVANCE AUTO PARTS PROFESSIONAL	Maintenance vehicles - M48 and M57 parts	324.52	
58486	08/01/24	WAYNE HATCH	Reimburse-material	183.33	
58487	08/01/24	LANDSCAPE DEVELOPMENT INC	Lot 19A concept plan	8,050.00	
58488	08/01/24	GANNETT CALIFORNIA LOCALIQ	Job posting	1,035.58	
58489	08/01/24	TK ELEVATOR CORPORATION	Elevator repair 1567 Spinnaker Drive building	841.25	
58490	08/01/24	JC SWEEPING	VHV lot sweeping	750.00	
58491	08/01/24	LANGKILDE'S FIRE PROTECTION, INC	NPS drinking fountain	8,490.00	
58492	08/01/24	BLOIS CONSTRUCTION LLC	Lot 19A improvements	20,000.00	
58493	08/01/24	WEINERTH & SONS BEE REMOVAL	VHV bee removal	150.00	
58494	08/01/24	REED MECHANICAL SYSTEMS INC	1691 Spinnaker Drive HVAC and installation	33,820.00	
58495	08/01/24	STANLEY DAVIS	Refund overpayment, slip tenant security refund	576.50	
58496	08/01/24	THE VISION EXPERIENCE	Event production	800.00	
58497	08/05/24	VCSDA	Chapter meeting	25.00	
58498	08/15/24	ALEJANDRA'S NURSERY	Palm tree-VHV 1567 Spinnaker Drive	307.40	
58499	08/15/24	ARAMSCO, INC	VHV janitorial supply	3,661.36	
58500	08/15/24	CALIFORNIA ELECTRICAL DISTRIBUTORS	Light pole receptacle	273.95	
58501	08/15/24	CAL TERMITE & PEST CONTROL	VHV pest control service	350.00	
58502	08/15/24	CARPI & CLAY	Washington lobbyist	5,000.00	
58503	08/15/24	CINTAS CORP #684	Uniforms, rugs, towels	1,415.43	
58504	08/15/24	THE CITY OF VENTURA	Trash service	100.00	
58505	08/15/24	CLIFTON LARSON ALLEN LLP	Final progress payment on FY22-23 audit	18,060.00	
58506	08/15/24	DATACHECK	Pre-employment reports	390.00	
58507	08/15/24	E. J. HARRISON & SONS INC.	Trash service	1,010.65	
58508	08/15/24	GRAINGER INC.	VPD shop stock - bulbs, janitorial supplies	324.30	
58509	08/15/24	GREEN THUMB INTERNATIONAL	Plants/equipment, equipment repair	309.87	
58510	08/15/24	J. W. ENTERPRISES	Restroom project at 1559/1583 Spinnaker Drive	144.53	
58511	08/15/24	JANITEK CLEANING SOLUTIONS	NPS1691-carpet clean, NPS janitorial supplies, NPS janitorial service, Marketing janitorial s	2,622.43	
58512	08/15/24	MCCORMIX CORP.	Maintenance vehicle fuel	422.67	
58513	08/15/24	MCMASER-CARR	Shop supplies	1,504.72	
58514	08/15/24	PORTA-STOR	Dock storage	140.00	
58515	08/15/24	QUADIENT FINANCE USA INC	VPD mail machine lease	397.78	
58516	08/15/24	READYREFRESH	Bottled water service	179.57	
58517	08/15/24	SUNBELT RENTALS, INC.	Lifeguard vehicle, event lighting	1,206.20	
58518	08/15/24	SUNRISE MUSIC	Entertainment/music	1,400.00	
58519	08/15/24	VENTURA HARBOR MARINE FUEL	Pressure washer fuel	49.35	
58520	08/15/24	WEST MARINE PRO	Boat parts, light pole maintenance	944.70	
58521	08/15/24	MAVCCO FUEL	Boat fuel	1,209.74	
58522	08/15/24	F.C.T. CONSTRUCTION	VHV Restroom dividers, 1567 Spinnaker Drive water meter	4,550.00	
58523	08/15/24	CREATIVE COAST PRODUCTIONS	Marketing event	500.00	
58524	08/15/24	BRENDAN DONOHUE	Reimburse-conference travel	186.91	

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<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58525	08/15/24	RRM DESIGN GROUP	Parcel 5 design	6,824.87	
58526	08/15/24	AG DESIGNS 805 INC	Uniforms	230.00	
58527	08/15/24	ADVANCE AUTO PARTS PROFESSIONAL	Vehicle parts	216.45	
58528	08/15/24	MAX POWER TECHNOLOGY LLC	Marketing website hosting	150.00	
58529	08/15/24	RATED SPORTS	VHV tenant security deposit refund	2,599.00	
58530	08/15/24	GANNETT CALIFORNIA LOCALIQ	Bid posting, holiday décor	1,555.54	
58531	08/15/24	TK ELEVATOR CORPORATION	Quarterly elevator service	5,152.54	
58532	08/15/24	WHIZCOM MARKETING LLC	Drone photography	275.00	
58533	08/15/24	CONTRACTOR COMPLIANCE AND MONITOF	Labor compliance service	110.00	
58534	08/15/24	PREMIER PROPERTY PRESERVATION LLC	Janitorial services	5,970.50	
58535	08/15/24	TIM BRADFORD	Dry storage refund rent overpayment	225.00	
58536	08/15/24	LAGERLOF LLP	Legal services	39,890.00	
58537	08/16/24	HEALTH & HUMAN RESOURCE CENTER	Employee Assistance Program (EAP)	244.07	
58538	08/16/24	LEGALSHIELD	Prepaid legal	68.75	
58539	08/16/24	SUN LIFE FINANCIAL	Dental insurance premiums	2,962.24	
58540	08/21/24	AARMARK BEER GARDENS	Prevailing wage reimbursement - Loose Cannon	24,505.52	
58541	08/28/24	AARMARK BEER GARDENS	Prevailing wage reimbursement - Loose Cannon	16,730.97	
58542	08/29/24	ACCURATE FIRST AID SERVICES	Replenish first aid stations	191.28	
58543	08/29/24	ACTUARIAL RETIREMENT CONSULTING LLC	GASB75 annual valuation	2,750.00	
58544	08/29/24	AFLAC	Salary reduction benefit	1,209.43	
58545	08/29/24	ALLIANT INSURANCE SERVICES	Event production	329.00	
58546	08/29/24	CALIFORNIA J P I A	Annual pollution liability	1,878.00	
58547	08/29/24	CINTAS CORP #684	Uniforms, rugs, towels	935.88	
58548	08/29/24	CYBERCOPY INC.	Post signs on Lot 19A & 1575 Spinnaker Drive	284.46	
58549	08/29/24	DERECKTOR VENTURA INC.	Boat bottom cleaning	358.00	
58550	08/29/24	DIAL SECURITY INC	NPS fire/alarm monitoring at 1431 Spinnaker Drive	299.00	
58551	08/29/24	E.J. HARRISON & SONS INC.	Trash service	10,019.70	
58552	08/29/24	FENCE FACTORY	VHV fence signage	170.29	
58553	08/29/24	FERGUSON ENTERPRISES INC.	NPS restroom toilet replacement at 1431 Spinnaker Drive building	603.82	
58554	08/29/24	FOUREST TREE SERVICE, INC	Anchors Way cleanup	5,800.00	
58555	08/29/24	GRAINGER INC.	VHV camera bracket, pressure washer part	335.00	
58556	08/29/24	INDUSTRIAL BOLT AND SUPPLY	VPD outlet hardware	36.10	
58557	08/29/24	JENSEN DESIGN & SURVEY INC.	Harbor Cove/Surfers Knoll ADA, Boat wash project, 19A improvements	9,536.25	
58558	08/29/24	JOHN HIGGINS	Reimburse-conference travel	174.20	
58559	08/29/24	LIEBERT CASSIDY WHITMORE	Human Resources legal services	6,330.50	
58560	08/29/24	LISA KELLY	Mural repair at 1559 Spinnaker Drive building	250.00	
58561	08/29/24	MASON ALFORD	Reimburse-conference travel	311.69	
58562	08/29/24	MCCORMIX CORP.	Maintenance vehicle fuel	371.93	
58563	08/29/24	MUZICRAFT INC.	VHV public music	348.06	
58564	08/29/24	PHOTO-SCAN OF LOS ANGELES	Key card monthly support	957.95	
58565	08/29/24	RASMUSSEN & ASSOCIATES INC	1575 concept plan, 1559/1583 restroom plan	3,682.50	
58566	08/29/24	RED WING SHOE STORE	Annual maintenance shoes	1,216.97	
58567	08/29/24	RINCON CONSULTANTS, INC.	Sand management, dredge support	23,403.50	
58568	08/29/24	RING CENTRAL INC	Monthly phone service	981.76	
58569	08/29/24	SEARLE CREATIVE GROUP	Content development	262.50	

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Check	Date	Name	Description	Amount	Void Amount
58570	08/29/24	SERVICE-PRO FIRE PROTECTION	VPD backflow repair, launch ramp repair	6,140.00	
58571	08/29/24	STANDARD INSURANCE COMPANY	Group Term Life/Long-term Disability	3,658.07	
58572	08/29/24	SUNBELT RENTALS, INC.	VHV scrubber rental, lifeguard vehicle, event production	2,457.62	
58573	08/29/24	SUNRIDGE LANDSCAPE MAINT., INC	Monthly mowing contract	1,800.00	
58574	08/29/24	SUSAN BEJECKIAN PUBLIC RELATIONS	Advertising	1,600.00	
58575	08/29/24	TIME TO SHINE	VHV window washing, VHV screen replacement	3,115.00	
58576	08/29/24	VCSDA - MEMBERSHIP	Membership	150.00	
58577	08/29/24	VENTEK INTERNATIONAL	Annual park/pay machine fees	2,110.00	
58578	08/29/24	VENTURA BREEZE	Advertising	1,120.00	
58579	08/29/24	VENTURA COUNTY REPORTER	Advertising	195.00	
58580	08/29/24	VENTURA HARBOR MARINE FUEL	Pressure washer fuel	52.03	
58581	08/29/24	VENTURA HARBOR STORAGE	Fishermans storage	15,672.84	
58582	08/29/24	SAFE HARBOR VENTURA ISLE	Prevailing wage reimbursement - asphalt repair	7,455.00	
58583	08/29/24	VISION SERVICE PLAN-(CA)	Employee vision plan	818.59	
58584	08/29/24	WEST MARINE PRO	VHV cable pole ties	94.13	
58585	08/29/24	ZEP SALES & SERVICE	VPD shop stock-aeros	798.71	
58586	08/29/24	BENNETT SCHMID	Entertainment/Music	2,500.00	
58587	08/29/24	F.C.T. CONSTRUCTION	1567 Spinnaker Drive floor drain	850.00	
58588	08/29/24	FUNFLICKS OF SOUTHERN CALIFORNIA	Event production	1,628.59	
58589	08/29/24	RRM DESIGN GROUP	Parcel 5 design	3,132.50	
58590	08/29/24	COASTAL COPY, INC	Administration, Marketing and Marina printer lease	716.26	
58591	08/29/24	AG DESIGNS 805 INC	Courtesy Patrol jackets	284.76	
58592	08/29/24	CAPITAL ONE TRADE CREDIT	Shop battery	67.88	
58593	08/29/24	ADVANCE AUTO PARTS PROFESSIONAL	Vehicles M44 brakes & brake drums, M57 wipers, vehicle brake tool	307.87	
58594	08/29/24	LANDSCAPE DEVELOPMENT INC	Landscape design	1,500.00	
58595	08/29/24	IDI US INC	Consulting services	600.00	
58596	08/29/24	JC SWEEPING	VPD/VHV lot sweeping	730.00	
58597	08/29/24	LEMON TREE EMBROIDERY	VHV promenade signage	450.45	
58598	08/29/24	SHOOTING STAR COMMUNICATIONS LLC	Advertising	50.00	
58599	08/29/24	THE DESIGN KOLLECTIVE	Content development	250.00	
58600	08/29/24	IMPERIAL DADE	VHV janitorial supplies	3,303.14	
Total Enterprise Account Check Register				\$ 518,525.40	\$ -

ATTACHMENT 3

Accounts Payable Register - September 2024

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58601	09/10/24	CAL TERMITE & PEST CONTROL	VHV pest control	525.00	
58602	09/10/24	CINTAS CORP #684	Uniforms, rugs, towels	467.94	
58603	09/10/24	COASTAL PIPCO	Lot 19A improvement	81.13	
58604	09/10/24	CYBERCOPY INC.	Harbor Cove signage	124.99	
58605	09/10/24	DIAL SECURITY INC	NPS 1691 security, 1431 alarm monitoring	962.00	
58606	09/10/24	E.J. HARRISON & SONS INC.	Trash service	637.53	
58607	09/10/24	FARMER BROS. CO	Coffee supplies	496.57	
58608	09/10/24	FAST SIGNS	Event production	1,111.97	
58609	09/10/24	FAST UNDERCAR	VPD vehicle wipers	46.45	
58610	09/10/24	GRAINGER INC.	VPD shop stock-bulbs, ground marking chalk	271.24	
58611	09/10/24	HDS WHITE CAP CONST. SUPPLY	VHV ladder	390.99	
58612	09/10/24	JOHN HIGGINS	Reimburse-conference travel	224.08	
58613	09/10/24	K & L GATES LLP	Marina lease, parking project appeal	8,077.50	
58614	09/10/24	LAGERLOF LLP	Legal services	47,502.24	
58615	09/10/24	MARINE RECREATION ASSOC ***VOID***	Vendor never received	-	(437.00)
58616	09/10/24	MOLO INC *** VOID ***	Vendor never received	-	(34,778.54)
58617	09/10/24	MUZICRAFT INC.	VHV public music	348.06	
58618	09/10/24	READYREFRESH	Bottled water service	251.52	
58619	09/10/24	SEARLE CREATIVE GROUP	Content development	420.00	
58620	09/10/24	SHEROES ENTERTAINMENT	Event production	700.00	
58621	09/10/24	SMITH PIPE & SUPPLY INC.	Courtyard repair	26.79	
58622	09/10/24	SUNRISE MUSIC	Entertainment/music	2,700.00	
58623	09/10/24	SWIFT CHIP, INC	Backup server Aug 24	599.00	
58624	09/10/24	TIME TO SHINE	Window washing	3,082.50	
58625	09/10/24	VENTURA COUNTY RECORDER	Notice Of Completion on1559/1583 Spinnaker restroom remodel	25.00	
58626	09/10/24	VENTURA HARBOR BOAT YARD	Boat shaft replacement	7,519.49	
58627	09/10/24	VENTURA HARBOR STORAGE	Fisherman Storage rent	7,836.42	
58628	09/10/24	AG DESIGNS 805 INC	Courtesy Dockmaster uniform	30.00	
58629	09/10/24	CAPITAL ONE TRADE CREDIT	VPD shop tool	103.22	
58630	09/10/24	MEDALLION PROTECTIVE SERVICES INC	Village Security Patrol	11,686.00	
58631	09/10/24	MEDALLION PROTECTIVE SERVICES INC	Village Security Patrol	10,093.60	
58632	09/10/24	FGL ENVIRONMENTAL	1431 Spinnaker Drive NPS water retest	855.00	
58633	09/10/24	REC2TEC SCUBA INSTRUCTION	Training-Winter	800.00	
58634	09/10/24	PREMIER PROPERTY PRESERVATION LLC	Janitorial services	5,970.50	
58635	09/10/24	IMPERIAL DADE	VHV janitorial supplies	403.35	
58636	09/10/24	HD SUPPLY, INC	VPD safety supplies, VHV restroom augers	940.04	
58637	09/10/24	RUTH VILLA ART STUDIO	Advertising	600.00	
58638	09/25/24	ALEJANDRA'S NURSERY	VHV landscaping	455.81	
58639	09/25/24	ARAMSCO, INC	VPD janitorial supplies	147.62	
58640	09/25/24	BEACON MARINE CHANDLERY INC	Boat battery, pressure washer part	87.11	
58641	09/25/24	BOATYARD PUB	VPD workshop	352.45	
58642	09/25/24	BRIAN PENDLETON	Reimburse-conference travel	248.03	
58643	09/25/24	C E D	Lot 19A improvement	1,372.90	

ATTACHMENT 3

Accounts Payable Register - September 2024

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58644	09/25/24	CAL TERMITE & PEST CONTROL	VHV pest control	350.00	
58645	09/25/24	CALIFORNIA ELECTRICAL SUPPLY	Lot 19A improvement and electrical box	166.71	
58646	09/25/24	CARPI & CLAY	Washington lobbyist	10,000.00	
58647	09/25/24	CINTAS CORP #684	Uniforms, rugs, towels	1,403.82	
58648	09/25/24	THE CITY OF VENTURA	Trash service	100.00	
58649	09/25/24	CLIFTON LARSON ALLEN LLP	Lease accounting	4,325.48	
58650	09/25/24	CYBERCOPY INC.	VPD workshop, VHV signage/banners	782.80	
58651	09/25/24	DEPT. OF PARKS AND RECREATION	Lifeguard contract	9,862.56	
58652	09/25/24	E.J. HARRISON & SONS INC.	Trash service	9,380.51	
58653	09/25/24	FARMER BROS. CO	Coffee supplies	568.25	
58654	09/25/24	FEDERAL EXPRESS CORPORATION	Postage fee	14.45	
58655	09/25/24	GREEN THUMB INTERNATIONAL	Equipment repair	144.14	
58656	09/25/24	JANITEK CLEANING SOLUTIONS	1431/1691 janitorial, Marketing/Marina janitorial	1,896.00	
58657	09/25/24	JENSEN DESIGN & SURVEY INC.	Boat wash down project	195.00	
58658	09/25/24	K & L GATES LLP	Aquaculture, Coastal permitting, VMW lease, parking appeal	1,368.67	
58659	09/25/24	LIEBERT CASSIDY WHITMORE	Human Resources legal services	968.00	
58660	09/25/24	MATILIJIA WATER	Reverse osmosis/cooler	64.86	
58661	09/25/24	MCCORMIX CORP.	Maintenance vehicle fuel	710.93	
58662	09/25/24	MR. PAINTING, INC.	Courtyard rail 1559 Spinnaker Drive building	12,600.00	
58663	09/25/24	PASSPORT LABS INC	Parking citations	227.11	
58664	09/25/24	PHOTO-SCAN OF LOS ANGELES	Key card monthly support	957.95	
58665	09/25/24	RASMUSSEN & ASSOCIATES INC	Concept plan	6,675.00	
58666	09/25/24	RINCON CONSULTANTS, INC.	Sediment characterization, sand management, dredge support	7,666.25	
58667	09/25/24	RING CENTRAL INC	Monthly phone service	981.76	
58668	09/25/24	SEARLE CREATIVE GROUP	Content development, advertising, event production	2,451.25	
58669	09/25/24	SMITH PIPE & SUPPLY INC.	1567 shack waterline, 1591 irrigation repair	94.94	
58670	09/25/24	SUN LIFE FINANCIAL	Dental insurance premiums	1,487.06	
58671	09/25/24	SUNBELT RENTALS, INC.	Scrubber rental, lifeguard vehicle	1,393.95	
58672	09/25/24	SUNRIDGE LANDSCAPE MAINT., INC	Monthly mowing contract	1,800.00	
58673	09/25/24	SUNRISE MUSIC	Entertainment/music	200.00	
58674	09/25/24	SUSAN BEJECKIAN PUBLIC RELATIONS	Advertising	1,600.00	
58675	09/25/24	TARGETSOLUTIONS LEARNING	Harbor Patrol-online training	2,807.20	
58676	09/25/24	THE FLAG FACTORY	Seasonal decor	1,898.12	
58677	09/25/24	VALLEY SCENE MAGAZINE	Advertising	600.00	
58678	09/25/24	VENTURA BREEZE	Advertising	570.00	
58679	09/25/24	SAFE HARBOR VENTURA ISLE	Pressure washer fuel	94.28	
58680	09/25/24	VISION SERVICE PLAN-(CA)	Employee vision plan	818.59	
58681	09/25/24	ZERO WASTE USA	Dog waste mitts	930.64	
58682	09/25/24	MAVCCO FUEL	Boat fuel	1,345.29	
58683	09/25/24	R & R ENTERPRISES	Event production	800.00	
58684	09/25/24	RRM DESIGN GROUP	Parcel 5 design	1,108.75	
58685	09/25/24	COASTAL COPY, INC	Administration, Marketing and Marina copiers	771.86	
58686	09/25/24	JAKE DAVID	Advertising	668.00	

ATTACHMENT 3

Accounts Payable Register - September 2024

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58687	09/25/24	CAPITAL ONE TRADE CREDIT	VPD shop ratchet	371.74	
58688	09/25/24	DIXON RESOURCES UNLIMITED	Paid park infrastructure	5,114.84	
58689	09/25/24	ADVANCE AUTO PARTS PROFESSIONAL	Vehicle M47 air compressor and miscellaneous repairs	496.17	
58690	09/25/24	PETZGAZETTE.COM	Advertising	40.00	
58691	09/25/24	AUTOWASHMAN	Boat wash down project	15,500.00	
58692	09/25/24	CUSTOM CONTOUR CONSTRUCTION INC	Lot 19A improvement	11,503.00	
58693	09/25/24	REC2TEC SCUBA INSTRUCTION	Scuba training	800.00	
58694	09/25/24	THE DESIGN KOLLECTIVE	Advertising	300.00	
58695	09/25/24	IMPERIAL DADE	VHV janitorial supplies	4,543.53	
58696	09/25/24	VENTURA SIGNS & SCREEN PRINTING	Signage for 1591 Spinnaker Drive building	517.20	
Total Enterprise Account Check Register				\$ 250,610.70	\$ (35,215.54)

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
July 2024

Chase Credit Card holders

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

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	07/11/24	Brophy Bros. - Ventura	Conferences	Business lunch meeting-VPD & SB Harbor staff	78.56
Total General Manager's Expenses					78.56
Todd Mitchell	07/16/24	Southwest Airlines	Miscellaneous	Charged in error	124.98
Todd Mitchell	07/17/24	Southwest Airlines	Miscellaneous	Reverse above charge	(124.98)
Total Senior Business Operations Manager's Expenses					-
Jessica Rauch	07/29/24	Zoom.U.S	Communications	Virtual Communications	108.64
Jessica Rauch	07/01/24	PayPal	Conferences	LCW-Workplace Violence Prevention Training recordings	84.00
Jessica Rauch	07/19/24	Andria's Seafood	Conferences	07.17.24 Commission dinner	247.70
Jessica Rauch	07/11/24	Coastal Cone & Parlor	Employee appreciation	All staff raffle prize	25.00
Jessica Rauch	07/11/24	Top This Chocolate	Employee appreciation	All staff raffle prize	25.00
Jessica Rauch	07/11/24	Ventura Swimwear	Employee appreciation	All staff raffle prize	25.00
Jessica Rauch	07/11/24	Casa De Regalos	Employee appreciation	All staff raffle prize	24.78
Jessica Rauch	07/12/24	Hats Unlimited-Ventura	Employee appreciation	All staff raffle prize	25.00
Jessica Rauch	07/01/24	Office Depot #931	Office supplies	Laminator pouches for Commercial IDs	6.26
Jessica Rauch	07/15/24	Office Depot #931	Office supplies	Office supplies	111.09
Jessica Rauch	07/22/24	Iron Mountain	Operating supplies	Iron Mountain shred bin service	247.75
Jessica Rauch	07/22/24	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Administrative Assistant's Expenses					949.22
Gloria Adkins	07/16/24	Government Finance Officers Assoc.	Conferences	Webinar - Accepting Credit Card Payments	85.00
Gloria Adkins	07/19/24	Government Finance Officers Assoc.	Conferences	Webinar - Annual GAAP Update - Adkins	135.00
Gloria Adkins	07/19/24	Government Finance Officers Assoc.	Conferences	Webinar - Annual GAAP Update - Perkins	135.00
Gloria Adkins	07/29/24	Government Finance Officers Assoc.	Conferences	GFOA Webinar - Clearly Communicate Numbers - Adkins	70.00
Gloria Adkins	07/29/24	American Institute of CPAs	Memberships	Annual membership	350.00
Total Accounting Manager's Expenses					775.00
Joe Gonzalez	07/23/24	Apple.Com/Bill	Operating supplies	Cell phone storage	2.99
Total Capital Projects Manager's Expenses					2.99
Sergio Gonzalez	07/10/24	Birddog Lighting	Dock maintenance	Led rope lights for VHV marina dock gangways (DW Approved)	714.51
Sergio Gonzalez	07/24/24	Novelty Lights, LLC	Grounds maintenance	LED rope lights for VHV promenade poles	783.61
Sergio Gonzalez	07/02/24	Apple.Com/Bill	Operating supplies	Cell phone storage	0.99
Total Maintenance Supervisor's Expenses					1,499.11

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Jennifer Talt-Lundin	07/01/24	Facebook	Advertising	Paid social media ads	750.01
Jennifer Talt-Lundin	07/10/24	Vistaprint	Advertising	Seaside Movie Night promo cards	186.39
Jennifer Talt-Lundin	07/18/24	Andria's Seafood	Conferences	Hosted Influencer visit "Travel Mom"	50.00
Jennifer Talt-Lundin	07/19/24	Le Petit Cafe & Bakery	Conferences	Hosted Influencer visit "Missy on Madison"	51.50
Jennifer Talt-Lundin	07/19/24	OpC Msc"service Fee 024	Conferences	Hosted Influencer visit "Missy on Madison"	14.22
Jennifer Talt-Lundin	07/19/24	Just 4 Dreamers, Inc	Conferences	Hosted Influencer visit "Missy on Madison"	115.00
Jennifer Talt-Lundin	07/01/24	Amazon Market Place	Entertainment & music	New equipment - umbrellas and bases	116.34
Jennifer Talt-Lundin	07/01/24	Amazon Market Place	Entertainment & music	New equipment - umbrellas and bases	517.08
Jennifer Talt-Lundin	07/01/24	Amazon Market Place	Entertainment & music	New equipment - umbrellas and bases	232.68
Jennifer Talt-Lundin	07/01/24	Amazon Market Place	Entertainment & music	New equipment - umbrellas and bases	210.80
Jennifer Talt-Lundin	07/30/24	Target 00002980	Entertainment & music	Bubbles	61.41
Jennifer Talt-Lundin	07/11/24	Amazon Market Place	Event production	Beach balls for Waterfront Wednesday	28.98
Jennifer Talt-Lundin	07/12/24	Amazon Market Place	Event production	Shells for Waterfront Wednesday	39.83
Jennifer Talt-Lundin	07/19/24	Coastal Cone & Parlor	Event production	VC Environmental Health Permit service fee	30.00
Jennifer Talt-Lundin	07/19/24	OpC"Ventura Rma	Event production	VC Environmental Health Permit for Movie Nights Popcorn	517.00
Jennifer Talt-Lundin	07/22/24	Amazon Market Place	Event production	Barbie Movie Night Costume Contest & décor	156.76
Jennifer Talt-Lundin	07/22/24	Top This Chocolate	Event production	Barbie Movie Night Costume Contest	32.00
Jennifer Talt-Lundin	07/22/24	Amazon Market Place	Event production	Barbie Movie Night Costume Contest & décor	103.50
Jennifer Talt-Lundin	07/26/24	Hats Unlimited-Ventura	Event production	Captain Hat giveaways for Waterfront Wednesday	32.30
Jennifer Talt-Lundin	07/26/24	VC Balloons	Event production	Barbie Movie Night décor	64.65
Jennifer Talt-Lundin	07/22/24	Mailchimp	Web site content	Enewsleter software monthly rate	276.00
Jennifer Talt-Lundin	07/25/24	Apple.Com/Bill	Web site content	iCloud phone storage for Village cell phone	0.99
Total Marketing Manager's Expenses					3,587.44
Dave Werneburg	07/11/24	Office Depot #931	Office supplies	Billing invoices for Marina and Dry Storage	86.73
Dave Werneburg	07/15/24	Office Depot #931	Office supplies	Self-inking return address stamp	29.21
Dave Werneburg	07/26/24	Container Store	Office supplies	Portable project cases	36.02
Dave Werneburg	07/10/24	Minute Key	Operating supplies	Office keys for Dockmaster and Ventura Fish Market	13.11
Dave Werneburg	07/15/24	Smart And Final 740	Operating supplies	Cleaning supplies	27.28
Total Marina Manager's Expenses					192.35
John Higgins	07/15/24	Homes To Suites By Hilton	Conferences	Certified training - Donohue & Alford	621.86
John Higgins	07/15/24	Homes To Suites By Hilton	Conferences	Certified training - Higgins	469.44
John Higgins	07/23/24	Ventura County EMS	Conferences	EMT certification	96.00
John Higgins	07/26/24	Ventura County EMS	Conferences	EMT certification	96.00
John Higgins	07/08/24	Apple.Com/Bill	Operating supplies	Phone/tablet storage	2.99
John Higgins	07/25/24	Apple.Com/Bill	Operating supplies	Phone/tablet storage	2.99
John Higgins	07/26/24	Touchwindow.Com	Operating supplies	Batteries for parking enforcement printer	308.88
John Higgins	07/09/24	Nitecore St	Uniforms	Rescue helmet lights	650.00
John Higgins	07/09/24	Liveactionsafety.Com	Uniforms	Rescue helmet	229.32
John Higgins	07/10/24	Plaza Locksmith	Vehicle maintenance	Truck keys	495.65
John Higgins	07/18/24	Envision Ford Lincoln	Vehicle maintenance	Installation of remote door keypads Patrol vehicles	524.40
John Higgins	07/22/24	Envision Ford Lincoln	Vehicle maintenance	Remote keypads for Patrol vehicles H-1 & H-2	450.00
Total Harbormaster's Expenses					3,947.53
Total Wells Fargo Credit Card Expenses					<u>\$ 11,032.20</u>

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
August 2024

Chase Credit Card holders

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

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	No activity				
Total General Manager's Expenses					-
Todd Mitchell	08/05/24	Santa Cruz Dream Inn	Conferences	CMANC Fall Conference - hotel	294.69
Todd Mitchell	08/14/24	CMANCS Fall Meeting	Conferences	CMANC Fall Conference - registration	1,000.00
Todd Mitchell	08/01/24	Municipal Management Assoc.	Memberships	Annual membership	125.00
Total Senior Business Operations Manager's Expenses					1,419.69
Jessica Rauch	08/02/24	Whizcom Marketing LLC	Advertising	Commissioner Howell's headshot	225.00
Jessica Rauch	08/16/24	Currency Conversion Fee	Aquaculture	Payment currency exchange for a picture used in VSE PowerPoint	6.00
Jessica Rauch	08/16/24	Copyright Agent A/S	Aquaculture	Copyright payment for a picture used in VSE PowerPoint Presentation	600.00
Jessica Rauch	08/28/24	Zoom.U.S	Communications	Virtual Communications	108.64
Jessica Rauch	08/19/24	Renaissance Hotels	Conferences	CSDA Annual Conference - hotel deposit - Pendleton	247.54
Jessica Rauch	08/23/24	Grant Writing USA	Conferences	Grant Writing Training - registration for Snipas & McReynolds	990.00
Jessica Rauch	08/23/24	Liebert Cassidy Whitmore	Conferences	LCW Legislative Round Up webinar-Glitch-registration-reversed 9/3/24	225.00
Jessica Rauch	08/23/24	Liebert Cassidy Whitmore	Conferences	LCW Legislative Round Up webinar-Glitch-registration-reversed 9/3/25	225.00
Jessica Rauch	08/28/24	Liebert Cassidy Whitmore	Conferences	LCW Legislative Round Up webinar - Pendleton, Rauch, Adkins	225.00
Jessica Rauch	08/30/24	Liebert Cassidy Whitmore	Conferences	LCW Labor Negotiations webinar - Mitchell	75.00
Jessica Rauch	08/21/24	Image Source	Office supplies	Commissioner Howell headshot	82.75
Jessica Rauch	08/22/24	Custom Awards And Engraving	Office supplies	Commissioner Howell headshot - name plate	30.17
Jessica Rauch	08/21/24	Bts*Iron Mountain	Operating supplies	Iron Mountain shred bin service	246.87
Jessica Rauch	08/05/24	Srfax 866-554-0263	Subscriptions	E-fax for new Kaiser Health Care protocols	128.40
Jessica Rauch	08/20/24	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Administrative Assistant's Expenses					3,434.37
Gloria Adkins	08/09/24	Government Finance Officers Assoc.	Conference	GFOA training webinar series - Adkins	150.00
Gloria Adkins	08/28/24	AICPA Assn *order	Memberships	AICPA annual membership - Perkins	415.00
Total Accounting Manager's Expenses					565.00
Joe Gonzalez	07/23/24	Apple.Com/Bill	Operating supplies	Cell phone storage	2.99
Total Capital Projects Manager's Expenses					2.99

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Sergio Gonzalez	08/13/24	Ventura Signs & Screen Printing	Capital project	City notice sign-Coastal Dev Permit-Surfers Knoll improvement proj.	579.06
Sergio Gonzalez	08/08/24	California Building Officials	Conference	CALBO Training Registration - M. Lopez	410.00
Sergio Gonzalez	08/12/24	De La Cruz Mexican Cuisine	Conference	JPIA Hazwoper Training on 08/08/2024 - lunch for staff	143.51
Sergio Gonzalez	08/12/24	Vons #2431	Conference	JPIA Hazwoper Training on 08/08/2024 - snacks & drinks	71.42
Sergio Gonzalez	08/19/24	CALBO	Conference	CALBO Training Registration - Gamino & Quezada	1,230.00
Sergio Gonzalez	08/19/24	CALBO	Conference	CALBO Training Registration - Hatch	870.00
Sergio Gonzalez	08/19/24	CALBO	Conference	CALBO Training Registration - A. Lopez & Gil	820.00
Sergio Gonzalez	08/01/24	Apple.Com/Bill	Operating supplies	Cell phone storage	0.99
Total Maintenance Supervisor's Expenses					4,124.98
Jennifer Talt-Lundin	08/12/24	Tst*Boatyard Pub	Advertising	Influencer visit for pooch parade	50.00
Jennifer Talt-Lundin	08/12/24	Coastal Cone & Parlor	Advertising	Influencer visit for pooch parade	20.00
Jennifer Talt-Lundin	08/12/24	Just 4 Dreamers, Inc	Advertising	Influencer visit for pooch parade	46.00
Jennifer Talt-Lundin	08/12/24	Deep Sea Wines	Advertising	Influencer visit for pooch parade	33.06
Jennifer Talt-Lundin	08/19/24	The Design Collective	Advertising	Paid social media creative	250.00
Jennifer Talt-Lundin	08/07/24	LATourism* Los Angeles	Conferences	LA Outlook Forum registration - Talt-Lundin	175.00
Jennifer Talt-Lundin	08/26/24	LATourism* Los Angeles	Conferences	LA Outlook Forum registration - Brazerol	175.00
Jennifer Talt-Lundin	08/05/24	Sq *the Vision Experience	Event production	Outdoor movie screen company deposit	800.00
Jennifer Talt-Lundin	08/08/24	Walmart.Com 8009256278	Event production	Outdoor movie giveaways	36.13
Jennifer Talt-Lundin	08/14/24	Amazon Marketplace	Event production	Outdoor movie supplies for July movie	34.40
Jennifer Talt-Lundin	08/15/24	Amazon Marketplace	Event production	Outdoor movie supplies for July movie	31.17
Jennifer Talt-Lundin	08/19/24	Baja Bay Surf N Taco	Event production	Thank you gift cards-car & booth participants for Outdoor Movie Night	80.00
Jennifer Talt-Lundin	08/19/24	Baja Bay Surf N Taco	Event production	Chips and dip for surf vehicle car owners-Endless Summer movie night	59.26
Jennifer Talt-Lundin	08/05/24	Monday.Com	Web site content	Task software and fillable forms	1,140.00
Jennifer Talt-Lundin	08/22/24	Mailchimp	Web site content	Enewsletter software monthly rate	276.00
Jennifer Talt-Lundin	08/22/24	Apple.Com/Bill	Web site content	iCloud phone storage for Village cell phone	0.99
Total Marketing Manager's Expenses					3,207.01
Dave Weeneburg	08/26/24	Office Depot #931	Office supplies	Office supplies	34.85
Dave Weeneburg	08/16/24	In *All Thats Fit To Print	Office supplies	Business cards	108.26
Total Marina Manager's Expenses					143.11
John Higgins	08/27/24	Argustak	Conferences	Cloud based Tak Server software demo	15.00
John Higgins	08/08/24	Emergency Medical Service	Conferences	EMT certification	300.00
John Higgins	08/26/24	Apple.Com/Bill	Operating supplies	Phone/tablet storage	2.99
John Higgins	08/27/24	Currency Conversion Fee	Operating supplies	VAT currency exchange charge	0.15
John Higgins	08/19/24	Shoppincctv	Operating supplies	Harbor Entrance Camera Replacement	457.94
John Higgins	08/06/24	Apple.Com/Bill	Operating supplies	Phone/tablet storage	2.99
John Higgins	08/06/24	Leaders Rpm	Vessel maintenance	Boat parts	29.84
Total Harbormaster's Expenses					808.91
Total Wells Fargo Credit Card Expenses					<u>\$ 13,706.06</u>

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
September 2024

Chase Credit Card holders

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

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	09/11/24	Gift shop Renaissance Hotels	Conferences	CSDA Annual Conference - dinner	25.10
Brian Pendleton	09/16/24	Renaissance Hotels	Conferences	CSDA Annual Conference -lodging	566.31
Total General Manager's Expenses					591.41
Todd Mitchell	09/18/24	Ventura Chamber Of Commerce	Conferences	Chamber of Commerce - State of the City meeting	60.00
Todd Mitchell	09/27/24	CA Mobility and Parking	Conferences	California Mobility & Parking - 2024 Annual Conference & Tradeshow	725.00
Todd Mitchell	09/27/24	CA Mobility and Parking	Conferences	California Mobility & Parking Association - registration	135.00
Todd Mitchell	09/19/24	United	Conferences	CMANC Fall Conference - flight	273.48
Total Senior Business Operations Manager's Expenses					1,193.48
Jessica Rauch	09/30/24	Zoom.us 888-799-9666	Communications	Virtual Communications	108.64
Jessica Rauch	09/04/24	Liebert Cassidy Whitmore	Conferences	Reimbursement for glitch on registering for LCW Webinar	(225.00)
Jessica Rauch	09/06/24	Brophy Bros. - Ventura	Conferences	9.04.24 Commission Dinner	165.43
Jessica Rauch	09/13/24	Ventura Chamber Of Commerce	Conferences	State of the City Registration for Pendleton	60.00
Jessica Rauch	09/13/24	Liebert Cassidy Whitmore	Conferences	Reimbursement for glitch on registering for LCW Webinar	(225.00)
Jessica Rauch	09/16/24	Coffee Bean & Tea	Conferences	Commission Workshop Supplies	65.85
Jessica Rauch	09/16/24	Ralphs #0664	Conferences	Commission Workshop Supplies	130.30
Jessica Rauch	09/20/24	Thai Fire	Conferences	9.18.24 Commission Dinner - Rainey's meal	24.77
Jessica Rauch	09/20/24	Thai Fire	Conferences	9.18.24 Commission Dinner	130.15
Jessica Rauch	09/12/24	All Thats Fit To Print	Office supplies	Business Cards for Mitchell and McReynolds	153.51
Jessica Rauch	09/12/24	Custom Awards And Engraving	Office supplies	Staff Name tags	116.37
Jessica Rauch	09/23/24	Iron Mountain	Operating supplies	Iron Mountain shred bin service	247.75
Jessica Rauch	09/20/24	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Administrative Assistant's Expenses					771.77
Gloria Adkins	No activity				
Total Accounting Manager's Expenses					-

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Joe Gonzalez	09/24/24	Apple.Com/Bill	Operating supplies	Cell phone storage	2.99
Joe Gonzalez	09/02/24	City of San Buenaventura	Tenant improvements	City of Ventura permit-TI 1591 Spinnaker Dr., Ste 207	2,375.83
Joe Gonzalez	09/02/24	Psvj *jpmc Fee	Tenant improvements	City of Ventura permit fee-TI 1591 Spinnaker Dr., Ste 207	68.90
Total Capital Projects Manager's Expenses					2,447.72
Sergio Gonzalez	09/06/24	City of San Buenaventura	Asset	City of Ventura permit-TI Loose Cannon	421.00
Sergio Gonzalez	09/06/24	Psvj *jpmc Fee	Asset	City of Ventura permit fee-TI Loose Cannon	12.21
Sergio Gonzalez	09/02/24	Apple.Com/Bill	Operating supplies	Cell phone storage	0.99
Total Maintenance Supervisor's Expenses					434.20
Jennifer Talt-Lundin	09/30/24	Facebook	Advertising	Paid social media ads	900.00
Jennifer Talt-Lundin	09/02/24	Facebook	Advertising	Paid social media ads	299.61
Jennifer Talt-Lundin	09/16/24	Southwest	Conferences	Visit CA Rural Tourism committee meeting & workshop - transportation	379.96
Jennifer Talt-Lundin	09/11/24	LA Tourism Los Angeles	Conferences	LA Annual Tourism Outlook - data and trends	175.00
Jennifer Talt-Lundin	09/11/24	Visit California	Conferences	LA Annual tourism Outlook - registration (2 marketing team members)	1,698.00
Jennifer Talt-Lundin	09/25/24	Target 00002980	Event production	Halloween event decorations for 2024	269.38
Jennifer Talt-Lundin	09/26/24	Office Depot #931	Office supplies	Marketing 2025 calendars and file folders	95.44
Jennifer Talt-Lundin	09/23/24	Apple.Com/Bill	Web site content	Boosted social post via Instagram	142.85
Jennifer Talt-Lundin	09/23/24	Mailchimp	Web site content	Enewsletters software monthly rate	276.00
Jennifer Talt-Lundin	09/23/24	Apple.Com/Bill	Web site content	iCloud phone storage for Village cell phone	0.99
Jennifer Talt-Lundin	09/18/24	Vimeo Standard	Web site content	Content Development-video editing software annual fee	240.00
Total Marketing Manager's Expenses					4,477.23
Dave Weeneburg	09/13/24	Office Depot #931	Office supplies	HP laser toner and misc. office supplies	244.41
Total Marina Manager's Expenses					244.41
John Higgins	09/23/24	Sq *subculture Extraordin	Conferences	Newport Meeting With State Parks	39.50
John Higgins	09/23/24	Hertz Car Rental	Conferences	JPIA Training - rental car - Sutherland	195.89
John Higgins	09/06/24	Apple.Com/Bill	Operating supplies	Phone/tablet storage	2.99
John Higgins	09/03/24	Comm Gear Supply	Operating supplies	Radio Cable and Adaptor	160.14
John Higgins	09/06/24	Www Costco Com	Operating supplies	Harbormaster Desktop Computer	1,740.14
John Higgins	09/24/24	Gannett Media Co	Operating supplies	VC Star Online Subscription	1.00
John Higgins	09/25/24	Apple.Com/Bill	Operating supplies	Phone/tablet storage	2.99
John Higgins	09/30/24	Ebay O*23-12111-33747	Operating supplies	Samsung Tablet	403.16
John Higgins	09/30/24	Setcom Corporation	Vessel maintenance	Vessel communications system	6,945.83
Total Harbormaster's Expenses					9,491.64
Total Wells Fargo Credit Card Expenses					<u>\$ 19,651.86</u>

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: November 20, 2024


TO: Board of Port Commissioners
CC: Brian D. Pendleton, General Manager
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Quarterly Treasurers Report – September 30, 2024

As of September 30, 2024, the District held cash and investments with a market value of \$16,206,183. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 98% of the September 30, 2024 total fund balance:

Enterprise (Operating) Fund	\$4,677,011
Dredging Reserve Fund	2,143,567
Capital Improvement Fund	8,852,367
Capital Improvement – Fisheries Fund	<u>215,484</u>
Total Funds	\$15,888,429

The Investment Portfolio Report for September 30, 2024 attached herewith includes all of the District's Funds.

Submitted by:  _____ Date: November 15, 2024
Gloria Adkins
Accounting Manager

ATTACHMENTS:

Attachment 1 - Investment Portfolio Report for September 30, 2024

Attachment 2 - LAIF Performance Report for September 30, 2024

ATTACHMENT 5

ATTACHMENT 1

Ventura Port District
Investment Portfolio Report
Quarter Ending 09/30/2024

<u>Security Type</u>	<u>Issuer</u>	<u>CUSIP Number</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Par Value</u>	<u>Book Value</u>	<u>Percent of Portfolio</u>	<u>Market Value</u>	<u>Market Value Source</u>
<u>Cash Investments</u>									
State Pool (LAIF)	LAIF-State Treasury	NA	On Demand	4.71%	15,855,749	15,855,749	98%	15,888,429	LAIF
Total Cash Investments LAIF						\$ 15,855,749	98%	\$ 15,888,429	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo		On Demand	N/A	N/A	245,976	2%	245,976	Wells Fargo
Merchant Services Account	Wells Fargo		On Demand	N/A	N/A	48,357	0.3%	48,357	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	2,485	0.02%	2,485	Ventura Port District
Total Cash Deposits						\$ 296,818	2%	\$ 296,818	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	4.57%	20,936	20,936	0.1%	20,936	Ventura County Treasury
Total Cash in County Treasury						\$ 20,936	0.1%	\$ 20,936	
TOTAL ALL FUNDS						\$ 16,173,503	100%	\$ 16,206,183	

Notes:

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

11/15/2024

Submitted by: 



PMIA/LAIF Performance Report as of 10/16/24



Quarterly Performance Quarter Ended 09/30/24

LAIF Apportionment Rate ⁽²⁾ :	4.71
LAIF Earnings Ratio ⁽²⁾ :	0.00012912073474208
LAIF Administrative Cost ^{(1)*} :	TBD
LAIF Fair Value Factor ⁽¹⁾ :	1.002061084
PMIA Daily ⁽¹⁾ :	4.58
PMIA Quarter to Date ⁽¹⁾ :	4.56
PMIA Average Life ⁽¹⁾ :	231

PMIA Average Monthly Effective Yields⁽¹⁾

September	4.575
August	4.579
July	4.516
June	4.480
May	4.332
April	4.272

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 9/30/24 \$161.6 billion

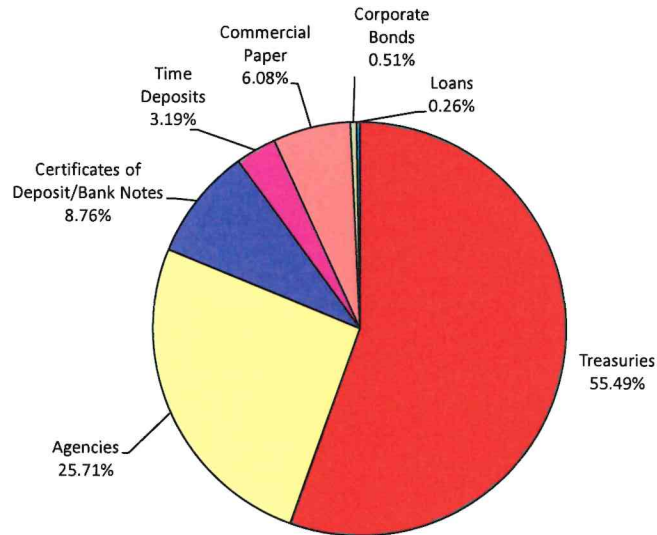


Chart does not include \$1,343,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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

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

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

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



BOARD OF PORT COMMISSIONERS
NOVEMBER 20, 2024

STANDARD AGENDA ITEM 4
VENTURA PORT DISTRICT 5-YEAR
OBJECTIVES ANNUAL
ACCOMPLISHMENTS AND QUARTERLY
UPDATE

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 4
Meeting Date: November 20, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
SUBJECT: Ventura Port District 5-Year Objectives Annual Accomplishments and Quarterly Update

RECOMMENDATION:

That the Board of Port Commissioners

- a) Receive and file the FY23-24 Ventura Port District 5-Year Objectives annual accomplishments.
- b) Receive and file the FY24-25 Ventura Port District 5-Year Objectives update.

SUMMARY:

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

GUIDING PRINCIPLES:

- 6) Provide exceptional public service and organizational transparency.

FIVE-YEAR OBJECTIVES:

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

BACKGROUND:

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

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

During the February 2022 discussion, the Board was supportive of updating the Mission Statement, Long-Term Goals, and Five-Year Objectives. Additionally, the Board provided guidance to the General Manager and requested specificity on implementation of the objectives including the use of the SMART approach through the inclusion of the Strategies that were approved by the Board on September 29, 2022. SMART goals are specific, measurable,

achievable, relevant, and time-bound, and will continue to be utilized in quarterly reporting as has been past practice, with updates as applicable to reflect the new Guiding Principles. The intent of the Workbook is to be a living document that:

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

Annual Achievements

The Board seeks to memorialize annual progress towards meeting the 5-Year Objectives and requested the General Manager implement a methodology to accomplish this, while preserving past achievements. Since the District operates on a fiscal year, it is the intent of the General Manager to return each fall with a Board Report of the prior fiscal year achievements. For consistency purposes, the new report will mirror the format of the current quarterly report. This new report has been included as Attachment 1 for the prior fiscal year (FY23-24), which ended June 30, 2024.

Quarterly Achievements

Staff provides a quarterly update on the status of the Five-Year Objectives and in particular the identified Strategies and Actions achieved. Staff has been providing the quarterly reports for the first two plus years of the current 5-Year Objectives. Moving forward, it is the General Manager's intent to modify the Actions as needed to best meet Board adopted Strategies. When an Action (and its corresponding Milestone and Achievements) is modified, it will be noted in the quarterly report provided to the Board. The quarterly report has been included as Attachment 2 for the first quarter of the current fiscal year (FY24-25), which ended September 30, 2024.

FISCAL IMPACT:

In order to accomplish the Five-Year Goals, the District will need to continuously align financial decision-making with the annual and mid-year budget which includes five-year capital improvements plan as well as departmental budgets.

ATTACHMENTS:

Attachment 1 - Board Five-Year Goals Workbook (FY23-24 Annual Achievements)

Attachment 2 - Board Five-Year Goals Workbook (FY24-25 1st Quarter Achievements)



**VENTURA
PORT DISTRICT**

Established 1952

ANNUAL REPORT ON Strategies to the 5-Year Objectives

FY23-24 ACCOMPLISHMENTS

Board of Commissioners Meeting

November 20, 2024

Guiding Principles

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

2022-2027 5-Year Objectives

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

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
<p>1. Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program</p>	<p>CMANC and/or WEDA Meeting attendance</p>	<p>3-4 times per year</p>	<p>Senior Business Operations Manager (SBOM) attended all four CMANC meetings, including Officers trip to DC.</p>
	<p>USACE District, Division & HQ meetings and communication</p>	<p>As needed or 2 times per year</p>	<p>Ongoing communication with USACE LA District, South Pacific Division, and Headquarters throughout the year, including hosting LA District Commander & staff at Ventura Harbor.</p>
	<p>Engagement of Lobbyist to provide representation with the Federal Government and Congress</p>	<p>Monthly</p>	<p>Monthly reports from Carpi & Clay.</p>
	<p>Advocating for full funding of VPD entrance channel in President's Budget</p>	<p>Q1 2023 and annually</p>	<p>Ventura included in President's budget for FY24 for \$8.796M. Letters of support of the request sent by Congressman Carbajal, Senator Butler, Senator Padilla.</p>
<p>2. On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance</p>	<p>Continued Board Role at CMANC</p>	<p>Current Three-Year Term through 2022</p>	<p>SBOM elected as Director and then Chair. Served as Chair of CMANC for FY23-24 and re-elected as Chair for FY24-25.</p>
	<p>Committee lead and/or Executive Board role at CMANC</p>	<p>By next Board Election Q4 2022</p>	<p>SBOM Chair of CMANC effective July 1, 2023, through June 30, 2025. New bylaws prepared.</p>
<p>3. Ventura Port District Dredging</p>	<p>Prepare, submit and receive new permits for inner Harbor Dredging (unrestricted by Santa Clara river conditions)</p>	<p>Q1 2022 to Q2 2023</p>	<p>Task completed: Water Board permit received. Coastal Commission permit amendment received. USACE permit received.</p>

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
<p>1. Collaborate with business partners and stakeholders through increased engagement, communication, and participation.</p>	Village tenant meetings	Quarterly	Monthly Tenant Newsletters (11) / Village Tenant Virtual Meet Up (3) / Village Tenant Annual Input Survey Completed
	Celebrate DEI through recognition of dates and events of cultural significance	Annual Visitation Plan for Ventura Harbor Village Q2 2023	Celebrated 10 Cultural and heritage recognition events or holidays
	Refresh the Ventura Harbor Village.com website to include dynamic features, the Channel Islands, digital map, and reformatted calendar of events	Q2 2023	Weekly updates to website content. Moved refresh of software to 2025.
	Harbor tenant education and advocacy re: implementation of sustainability practices e.g. CA Green Business Network, Surfrider Foundation Ocean Friendly Restaurants program		Cross promotion of beach clean ups, encouraged Earth Day promotion involvement, sustainable agriculture collaboration with SEEAG (Village tenant), partnership with Surfrider Foundation for public education & engagement at select Village events.
<p>2. Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs</p>	Collaborate with City, tenants, and stakeholders on updates to Local Coastal Program and General Plan	City organized meetings through Q4 2023	Ventura City Council endorsed draft land use designation map that includes Harbor zoning updates as requested by the District.
	Collaborate with other harbors and special districts on best management practices, legislative impacts and funding opportunities	Monthly	Port of Hueneme and District successfully partnered to win a \$15.7M grant to modernize the Commercial Fishing site w/VPD as subrecipient. GM participated in CSDA's local chapter (VCSDA) as Executive Committee Member and Treasurer. DGM & HM maintains various memberships w/Harbormaster, beach and marina associations. HM has worked with the PoH in regional security groups. HM worked to assist other Harbors including Santa Cruz & Pillar Point Harbor on operations.
	Collaboration between Port District and law enforcement and emergency services	Ongoing	HM participates in USCG Search and Rescue Meetings, DHS Homeland Security Meetings, and provided Ocean Rescue training for City & County Fire Personnel. Harbor Patrol staff has provided in excess of 100 hours of specialized training in Ocean Rescue. Harbor Patrol has worked with VPD to address vagrant & camper Issues. HM continues to improve the Harbors self reliance and preparedness and started training staff on ICS/Emergency Operations.
	Port Commission updates to Ventura City Council	Bi-Annual	City Council presentation by Chair, Vice-Chair, GM, SBOM on Feb 27, 2024.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
3. Public and Civic Engagement Planning	Public Workshop every two years	Q3-Q4 2024	Public Workshop completed on Saturday, September 14, 2024. PCEP updated and approved by Board in December 2023.
	Mid-term Objective evaluation	Q3-Q4 2024	No action this year.
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	<p>Staff pursued a variety of channels for tenant recruitments without success (most recruitments this year were via people seeing “for lease” signs). Staff will pivot to working with consultants and enhanced promotion in coming fiscal year.</p> <p>Several recruitments successfully performed. Staff utilized a number of different methods of outreach to advertise job openings (VC Star in paper and online + MaxRecruit, Careerbuilder, Social Media, LinkedIn, Facebook, Cal Travel Association, Destination Marketing Association of the West, California Special Districts Association, GovJobs).</p>
	Annual review and updates to HR Manual, Board Protocols Manual, Public and Civic Engagement Plan, and other District policies.	Q3-Q4 and annually	Annual review of HR Manual complete and update approved by Board on June 19, 2024. PCEP, Reimbursement, Investment, and Reserve Policies updated Dec 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	
	Engagement with sustainable aquaculture industry interests at Ventura Harbor	As received	Ocean Rainforest presented their proposed project at the March 20 th , 2024, Board meeting where the Commission supported their submission of a macro-algae farm application proximate to Ventura Harbor to USACE for consideration. Staff had meeting with Environmental Defense Fund in July to discuss best practices.
	Monitor legislative and regulatory changes potentially impacting commercial fishing and sustainable aquaculture	Monthly	Throughout the year, staff followed new legislation for impacts, including CARB, MPA, and 30x30. HM continued to be active in the Joint Oil/Fisheries Liason Office out of Santa Barbara. This group passes on important information on projects, issues, or changes for the commercial fisheries.
2. Continue improvements of District's Working Waterfront infrastructure	Maintain existing harbor infrastructure and related amenities to continue to meet commercial fishing needs	Q2 Annual Budget & 5-Year CIP	New breakers installed in several marina pedestals to correct defect causing early failure. Del Mar and District Staff completed installation of 3-ton ice production unit. System can produce 3 tons on flaked ice on demand. Hours of operation, pricing and distribution still being finalized. Administered by Del Mar staff.
	Master planning for growth of commercial fishing and sustainable aquaculture capital improvements	Q1/Q2 2023	Staff will schedule meeting with fishing business owners in conjunction with Port of Hueneme. Port of Hueneme to take the lead since it is their tenants being most directly affected by relocation.
	Identify and pursue grant/funding opportunities to implement capital infrastructure needs for commercial fishing and sustainable aquaculture	Q2 2023 and on-going	District collaborated with Port of Hueneme in successful \$15.7M grant application to masterplan and construct commercial fisheries complex at Ventura Harbor. Grant item taken to both agencies' Board of Commissioners for approval.
3. Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture	Support and endorse NOAA sustainable aquaculture initiatives in the Santa Barbara Channel	Q2/Q3 2023	GM facilitated aquaculture firm presentations to Chamber of Commerce and VPD Boards in January & March 2024. Awaiting next public steps in NOAA's California AOA Process for one or more Aquaculture Opportunity Area(s) in Southern California. Draft Programmatic Environmental Impact Statement (PEIS) likely to be released in Fall '24.
	Knowledge, experience, and technology transfer with aquaculture industry and stakeholders	Ongoing Resource ¹²¹	Maintain resource library on District's website for stakeholders.

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	The Derecktor masterplan was approved by the City in FY23-24 (Q3-Q4). The Board approved agreements with Marina West Lessee TBBW and Aldersgate for Parcel 17 in FY23-24 (Q3). Ventura Yacht Club dock replacement project was nearly complete by FY23-24 (Q4). Staff also working with Safe Harbor for VH Marine Fuel tank replacement.
	Coordination with Portside on commercial tenant leasing	Q1 2022 to Q4 2023	GM conducts biweekly meetings with Portside master lessee. This has led to the planning and installation of new North Harbor wayfinding signage by the District. The District worked with City Planning to obtain approval for the installation of a new North Harbor monument sign at Harbor Blvd. and Schooner Drive. DRC & Director's Hearing anticipated in next quarter. Construction planned for FY24-25.
	Strategic planning meetings between master tenants and District staff	Q2 of each year	Ventura City Council endorsed draft land use designation map that includes Harbor zoning updates as requested by the District. Staff worked with Community Development Director to implement zoning updates in Harbor (GP & LCP), including participation in City Council meetings. GM letter to City Council on September 22 nd re: support for proposed land use changes. Chair provided public testimony at September 25 th City Council meeting.
2. Evaluate opportunities for Parcel Development	Evaluate master planning opportunities in conjunction with current and future leasehold development	Annually	Staff and tenant negotiated, then Board approved agreements with Marina West Lessee TBBW and Aldersgate for Parcel 17 in FY23-24 (Q3). Project(s) planning is underway.
	Master planning for Parcel 5 development	Commencing Q2 2023	RRM Design Group completed first draft preliminary design process and presented to Board in December 2023. Plan being updated and planning grant applied for in June. Presentation of second design to Board planned July 17 prior to City submission.
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	4 EV chargers installed at VPD HQ. 21 additional chargers at VHV anticipated for the fall (SCE controls schedule). 4 EV vehicles purchased and delivered in 2023.
3. VenturaWaterPure	Continue commitment to help minimize impacts and disruptions caused by the VenturaWaterPure project through ongoing work with City, master tenants, and stakeholders	Q3 2022 to Q3 2024 ¹²²	City and District negotiated and entered into easement agreements at Aug 31 Special Board meeting. City of Ventura VenturaWaterPure (VWP) project was ongoing throughout FY23-24. District staff worked closely with City to minimize impacts to Harbor tenants during construction.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with NPS and harbor visitors regarding enhancement of visitor experience.	Collaborate with City, CA Coastal Commission, and stakeholders including NPS to prepare a master plan integrating Parcel 8 into the visitor experience at the Harbor and Visitor's Center	Q2 2027	No action in FY23-24.
	Work with NPS and ferry operator on cross-promotional activities to increase attraction of visitors to the Harbor	Q2 2023 to Q2 2024	Consistent cross promotion of whale watching, island visitation, and National Park Visitor Center programming and special events throughout FY23-24. Marketing Department co-hosted booth promoting CINP during X-Games.
	Work with NPS to provide/upgrade visitor educational signage along pedestrian areas	Q3-Q4 2023	No action in FY23-24.
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 in FY23-24. Harbormaster works with NPS staff on a weekly basis to coordinate the loading and unloading of critical supplies to island by way of the landing craft and the use of the launch ramp. Additional relations have included the use of the dirt lot for temporary storage of Chumash trailer and equipment.
	Investigate synergies for collaborative improvement of NPS Visitor Center experience	Q3 2023	District updated and installed wayfinding signs along Spinnaker Drive in FY22-23 (Q4). No additional action FY23-24.
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	Met with Island Packers on multiple occasions to discuss possible opportunities for ferry users. Discussed view corridor limitations with Coastal Commission staff. Marketing Department co-hosted booth promoting CINP during X-Games.
	Explore potential enhancements of Ventura Harbor Ecological Reserve with City (owner)	Q3 2023	No action in FY23-24.

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	Board and staff regularly advocated for City Public Works investment in City streets within District. Restoration of Anchors Way Dr. improved bicycle lanes, at request of District. Navigator repaving (Q1 2025) includes improvements to bicycle lanes. Partial repaving of Spinnaker Dr. by City but did not alter bicycle lanes.
	Advocate to the City to repave Spinnaker and Navigator Drive.	Q3-Q4 2022 and ongoing	Anchors Way Drive b/t Schooner Dr. and Beachmont repaved by VenturaWaterPure project. Navigator Dr. and Anchors Way Dr. b/t Navigator Dr. and Schooner Dr. added to City 5-Year CIP with planned repaving for FY24-25 (Q2-Q3). Board and staff continue to advocate for City Public Works Dept. investment in Spinnaker Dr.
	Coordinate with City on planning for active transportation network improvements	Q4 2023	Worked with City's Transportation department regarding pursuit of Sustainable Transportation Grant. In Aug, Caltrans announced grant was unsuccessful. Staff contemplating Coastal Conservancy grant instead. Board and staff continue to advocate for active transportation improvements to City streets within District.
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	Gold Coast Transit presented to Board and staff distributed transportation info. re: "Late Night Safe Rides" program to tenants. HM coordinated 3 rd year of Summer Beach Bus including being able to add the City of Thousand Oaks. Each including social media cross advertising to increase the use and value of the service.
	Advocate to the City to improve bicycle, pedestrian access, and safety along and crossing Spinnaker Drive.	Q3-Q4 2022 and ongoing	Restoration of Anchors Way Dr. at conclusion of VWP improved bicycle lanes, at request of District. Navigator repaving (Q1 2025) will include improvements to bicycle lanes.
	Collaborate with master tenants to develop an intra-Harbor pilot program for transportation services e.g. water-taxi and/or shuttle	Q3 2023 to Q3 2024	No action this quarter.
3. Pursue and implement parking management solutions to increase vehicle circulation	Obtain necessary agreements and permits to implement managed parking at Harbor Village	Q3 2022 to Q3 2023	Coastal Development Permit application with City and Coastal Commission (CC) submitted and City permit approved at City Director's Hearing. Currently responding to CC requests for fall consideration.
	Identify & budget for Capital Improvements to improve parking & circulation at Harbor Village	Q3 2022 to Q2 2023 124	Initial cost and revenue estimate developed with 2022 draft Plan and has since been revised as part of FY24-25 budget process. Final revenue & costs will not be known until solicitation and implementation complete in early 2025.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Utilize grant funding opportunities for sustainable Harbor infrastructure	Work with SCE, CALeVIP, SLC, and City to complete installation of 21 EV charging stations in Harbor Village per CIP.	Q1 2023	Charger procurement complete. SCE to install 21 chargers in Village in fall of 2024.
	Complete installation of 4 EV charging stations at District office for company vehicles per CIP.	Q2 2023	Installation complete.
	Complete procurement of hybrid Harbor Patrol vehicle utilizing SLC grant funds per CIP.	Q3-Q4 2023	Procurement and delivery complete. HM established a contract with the County Fleet Services for repairs and upfitting of vehicles, which will be used for EV.
	Complete procurement of EV or hybrid Maintenance & Dockmaster vehicles using SLC grant funds per CIP.	2023 and 2024	Three vehicles procured and delivered.
2. Seek additional grant funding for improving/replacing District capital assets.	Establish mechanisms to receive transportation funding from the State and/or Federal governments with emphasis on active transportation.	Q4 2023	Staff continue to contemplate Coastal Conservancy grant for active/sustainable transportation possibly with City partnership. Board and staff continue to advocate for City Public Works investment in City streets within District. HM was able to coordinate receiving a vessel from CA State Parks at no cost to District.
	Identify and apply for grants that align with Board-approved 5-year CIP.	Q2 2022 Ongoing	District collaborated with Port of Hueneme for \$16M grant for Commercial Fish Modernization Project. Grant application to NFWF Round 2 successful for improvements to beach bathrooms/showers and 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	Presented and board approved FY24-25 Leasing/Property management Action Plan in FY23-24 (Q4).
	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 125	Q3

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
4. Update of Financial Management System	Roll out of new accounting and property management software.	Q4 2022	MRI roll out completed. Challenges with MRI resulted in staff bringing MRI specialist to Ventura to help troubleshoot software issues without suitable success. Staff began exploring new accounting and property management software options with intention to change by July 1, 2025.
	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	Throughout year, worked to increase tenant usage of Tenant Portal and aid tenants, as needed. As of 6/30/24, approximately 53 leases have successfully paid online and, if applicable reported sales.
5. Financial Reporting	Stakeholder budget workshops	Q2 and annually	A budget study session was held, and the preliminary and final budgets approved by the Board for FY24-25 in FY23-24 (Q4).
	Periodic reports to Board and public on financial position, audits, and budget.	Quarterly	Financial statements for Q3 of FY23-24 ending 3/31/24 was included in the May 15 Board meeting packet. The Auditors presented the completed financial audit for FY22-23 ending 6/30/23 to the Board during a public meeting on June 19, 2024.
	Annual review of District bonds, debt position, restructuring opportunities and CalPERS obligations.	Q2 and annually or as needed	Completed during the budget study session with the Board in FY23-24 Q4.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Ongoing investment in Harbor Village Infrastructure	Complete outstanding ADA improvements in Capital Improvement Plan	Q2 2023	ADA parking lot path of travel improvement to be completed. Grant funding awarded by NFWF for beach and launch ramp restroom areas, w/ADA access improvements; to be completed Q4 2024 (currently at City and Coastal Commission for planning approval).
	Evaluate new ADA improvement requirements for District properties and update Capital Improvement Plan to address.	Q4 2024	District identified and will remedy required ADA access improvement at parking lot for 1567 Spinnaker.
	Village Promenade/Trail physical upgrades, including sustainability enhancements	Q4 2024 onwards	Annual concrete leveling done to remove tripping hazards. Promenade bougainvillea cut lower for improved visibility for youths and people in wheelchairs. Sand removed from beach lot sidewalks after storm events.
	Complete infrastructure upgrades (elevators, roof replacements per CIP)	Q4 2024	1567 Building C Roof replacement completed. Remaining building roof improvements distributed over multiple years. Additional projects as per FY24-25 CIP
	Complete Village Tenant Signage, Awnings	Q4 2024	Ongoing progress for Village tenants with implementation of Master Sign Program, including development of take away menu guidelines. Several door-protecting awnings installed. VPD tenant exterior signage lighting project continues to enhance sign visibility at night.
	Evaluate opportunities for renewable energy/energy storage infrastructure for Village; implement drought tolerant landscaping and related irrigation systems.	Q3 2022 through Q4 2027	Landscape architect developed a Village-wide plant palette. New plan focuses on drought tolerant succulents and native plants with specific recommendations per planter type and location. Planter refreshes with new palette started. Planting of native species at Surfers Knoll beach planned in Dec.
	Implement WiFi in Harbor Village	Q2 2023	Atlantis Utilities retained to assist in identifying possible solutions to this challenging problem. Likely to pivot to mobile phone signal boosters for better data security.
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.	Q4 2024	Presented Visitation Plan to Board, Village tenants and stakeholder for input and feedback. Board approved FY24-25 Village Visitation Plan in FY23-24.
	Implement seasonal décor at Ventura Harbor Village and Spinnaker Drive	Annually	Coordination install of seasonal activations, decorations, and promenade photo ops throughout the year.



**VENTURA
PORT DISTRICT**

Established 1952

QUARTERLY UPDATE: Strategies to the 5-Year Objectives

Q1 of FY24-25

Board of Commissioners Meeting

November 20, 2024

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	Deputy General Manager (DGM) attended CMANC Fall meeting & DC Officers Trip.
	USACE District, Division & HQ meetings and communication	As needed or 2 times per year	Ongoing communication USACE LA District, Division, and HQ regarding permitting conflicts between USACE and LA Regional Water Quality Control Board.
	Engagement of Lobbyist to provide representation with the Federal Government and Congress	Monthly	Monthly reports from Carpi & Clay.
	Advocating for full funding of VPD entrance channel in President's Budget	Q1 2023 and annually	Ventura included in President's budget for FY24 for \$8.796M. CMANC DC Officers trip was opportunity to advocate for FY25 funding w/USACE, representatives and President's Office of Management and Budget.
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	DGM re-elected as Chair of CMANC for FY24-25. CMANC spring 2025 meeting will be in Ventura County.
	Committee lead and/or Executive Board role at CMANC	By next Board Election Q4 2022	DGM Chair of CMANC effective July 1, 2023, through June 30, 2025. New bylaws prepared for CMANC Board and presented at fall meeting.
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 129	No further actions required.

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	Sent Summer & September Tenant Newsletters / Tenants invited to Public Workshop September 14
	Celebrate DEI through recognition of dates and events of cultural significance	Annual Visitation Plan for Ventura Harbor Village Q2 2023	Cultural Celebrations: Promotion of Hispanic Heritage Month started in mid-September
	Refresh the Ventura Harbor Village.com website to include dynamic features, the Channel Islands, digital map, and reformatted calendar of events	Q2 2023	Weekly tenant & calendar updates. Moved the software / backend refresh to 2025
	Harbor tenant education and advocacy re: implementation of sustainability practices e.g. CA Green Business Network, Surfrider Foundation Ocean Friendly Restaurants program		No action this quarter.
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	City Council endorsed draft land use designation map that includes Harbor zoning updates as requested by GM. HM provided a talk about the Harbor Patrol for VWM.
	Collaborate with other harbors and special districts on best management practices, legislative impacts and funding opportunities	Monthly	District working with Port of Hueneme (PoH) to commence \$15.7M grant-funded modernization of commercial fisheries complex at Ventura Harbor. GM continues to participate in VCSDA as Executive Committee Member/Treasurer through Feb. '25. DGM & HM maintains various memberships w/Harbormaster, beach and marina associations. HM has worked with the PoH in regional security groups.
	Collaboration between Port District and law enforcement and emergency services	Ongoing	HM participates in USCG Search and Rescue Meetings, DHS Homeland Security Meetings, and provided Ocean Rescue training for City & County Fire Personnel. HM and staff attended a three-day Train-The-Trainer CERT Disaster Worker program allowing Harbor Patrol staff to better train and equip staff and the members of the public to handle disasters. HM has worked with the PoH Coastal Trident Training to host a 4-day dive training in Harbor.
	Port Commission updates to Ventura City Council	Bi-Annual	No action this quarter.

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	Public Workshop held Saturday, September 14, 2024.
	Mid-term Objective evaluation	Q3-Q4 2024	No action this quarter.
4. Updates to District policies to reflect improved transparency and DEI	Identification and utilization of multi-channel outreach for staff recruitment, solicitation of tenant businesses and contracts	Q3 2022 to Q2 2023	Staff received proposals for real estate consulting services. Staff has executed contract with CoStar for enhanced real estate marketing. Recruitment for Capital Projects Manager and Maintenance Worker I underway. Maintenance Worker II and multiple Marine Safety Officer recruitments complete.
	Annual review and updates to HR Manual, Board Protocols Manual, Public and Civic Engagement Plan, and other District policies.	Q3-Q4 and annually	Brown Act presentation to Board scheduled for Oct 2024.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor	Regular engagement with commercial fishing business owners and key industry representatives	Seasonally	Staff will schedule meeting with fishing business owners in conjunction with PoH. HM continues to work with local fisheries including the newly reorganized Commercial Fishing Association to share info and regional concerns or challenges.
	Engagement with sustainable aquaculture industry interests at Ventura Harbor	As received	August meeting with Ocean Rainforest. Meet new management team and discuss status of macroalgae farm application.
	Monitor legislative and regulatory changes potentially impacting commercial fishing and sustainable aquaculture	Monthly	Staff following recommendations for changes to squid fishery practices for increased sustainability. Staff has been following new legislation for impacts, including CARB, MPA, and 30x30. HM remains active in the Joint Oil/Fisheries Liason Office out of Santa Barbara. This group passes on important information on projects, issues, or changes for the commercial fisheries.
2. Continue improvements of District's Working Waterfront infrastructure	Maintain existing harbor infrastructure and related amenities to continue to meet commercial fishing needs	Q2 Annual Budget & 5-Year CIP	Staff preparing for arrival of squid fishing fleet prior to start of season.
	Master planning for growth of commercial fishing and sustainable aquaculture capital improvements	Q1/Q2 2023	Staff prepared to schedule meeting with fishing business owners – timing to be led by PoH.
	Identify and pursue grant/funding opportunities to implement capital infrastructure needs for commercial fishing and sustainable aquaculture	Q2 2023 and on-going	Staff continues to work with PoH to finalize agreement for CalSTA grant funding to modernize commercial fishing infrastructure at Ventura Harbor to accept all squid offloading from PoH. Solicitation for environmental review by Port of Hueneme imminent.
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	NOAA is preparing the Programmatic Environmental Impact Statement (PEIS) for the California Aquaculture Opportunity Area(s) in Southern California. Draft to be released in Fall '24.
	Knowledge, experience, and technology transfer with aquaculture industry and stakeholders	Ongoing Resource	September meeting with UCSB to discuss development of a new university website regarding aquaculture development at California's ports and harbors.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engagement and support of Master Tenants for successful business operations at the Harbor	Work with Master Tenants to help facilitate sustainable capital improvement projects	Tenant specific	Derecktor masterplan CDP under review by Coastal Commission. Staff provided historic documents as requested by master tenant. Staff has biweekly meetings with Marina West Lessee TBBW and Aldersgate for Parcel 17 project. Staff also working with Safe Harbor for VH Marine Fuel Tank replacement.
	Coordination with Portside on commercial tenant leasing	Q1 2022 to Q4 2023	GM conducts biweekly meetings re: commercial leasing, wayfinding signage and monument sign at Harbor Blvd. & Schooner Dr. The City's Design Review Committee (DRC) approved the District's monument sign and banner program. City Director hearing planned for October to consider both. Banner program installation planned for Q2 FY24-25. Monument sign construction planned for Q4 FY24-25.
	Strategic planning meetings between master tenants and District staff	Q2 of each year	District staff has biweekly meetings with Marina West Lessee TBBW and Aldersgate for Parcel 17 project. Staff also working with Safe Harbor for VH Marine Fuel Tank replacement.
2. Evaluate opportunities for Parcel Development	Evaluate master planning opportunities in conjunction with current and future leasehold development	Annually	District staff has biweekly meetings with Marina West Lessee TBBW and Aldersgate for Parcel 17 project.
	Master planning for Parcel 5 development	Commencing Q2 2023	RRM Design Group completed second draft preliminary design and presented to Board July 17. Design submitted to City for DRC review. California Parks planning grant applied for but unsuccessful.
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	DGM/Capital Projects Manager (CPM) working towards installation of EV chargers –4 charge points installed at VPD HQ. 21 broke ground in VHV in September (SCE controls schedule). 4 EV vehicles purchased and delivered in 2023.
3. VenturaWaterPure	Continue commitment to help minimize impacts and disruptions caused by the VenturaWaterPure project through ongoing work with City, master tenants, and stakeholders	Q3 2022 to Q3 2024 ¹³³	No action this quarter.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with NPS and harbor visitors regarding enhancement of visitor experience.	Collaborate with City, CA Coastal Commission, and stakeholders including NPS to prepare a master plan integrating Parcel 8 into the visitor experience at the Harbor and Visitor's Center	Q2 2027	No action this quarter.
	Work with NPS and ferry operator on cross-promotional activities to increase attraction of visitors to the Harbor	Q2 2023 to Q2 2024	Cross promotion of Summer Whale Watch Excursions with Island Packers.
	Work with NPS to provide/upgrade visitor educational signage along pedestrian areas	Q3-Q4 2023	No action this quarter.
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	No action this quarter.
3. Coordinate with National & California State Parks, and City to develop destination-based ecotourism offerings	Continue collaboration with National & State Parks officials regarding multiple opportunities for enhancing the visitor destination in and around Ventura Harbor	Q2 2024	No action this quarter.
	Explore potential enhancements of Ventura Harbor Ecological Reserve with City (owner)	Q3 2023	No action this quarter.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with City to improve access between the City and Harbor	Work with City Active Transportation Plan Working Group to promote emphasis on improving active transportation access to the Harbor.	Q1-Q4 2022 through City Plan	Staff continue to contemplate Coastal Conservancy grant for active/sustainable transportation possibly with City partnership in 2025. Board and staff continue to advocate for City Public Works investment in investment in City streets within District.
	Advocate to the City to repave Spinnaker and Navigator Drive.	Q3-Q4 2022 and ongoing	City will repave Navigator Dr. and Anchors Way Dr. b/t Navigator and Schooner added to City 5-Year CIP with planned repaving in FY 24-25 Q2-Q3. Working with City staff and contractor to mitigate impacts. Board and staff continue to advocate for City Public Works investment of City streets within District.
	Coordinate with City on planning for active transportation network improvements	Q4 2023	Staff continue to contemplate Coastal Conservancy grant for active/sustainable transportation possibly with City partnership in 2025.
2. Evaluate alternative and active methods for people to travel to and within the Harbor and pursue needed improvements and strategies in partnership with the City	Work with City, Ventura County Transportation Commission, and regional transportation services for expanding public transit options to Harbor.	Q4 2023	Staff working with 3 rd party to provide shuttle bus within harbor during Parade of Lights. HM has worked annually to increase the visitor ship by way of Summer Beach buses (3 rd year of program now includes the Cities of Santa Clarita, Moorpark, and Thousand Oaks). Multiple buses during the week and weekends for the Summer Months. Feedback from the three cities was positive, and all reported plans on returning in '25. HM will reach out to other cities in early Jan '25 to grow program.
	Advocate to the City to improve bicycle, pedestrian access, and safety along and crossing Spinnaker Drive.	Q3-Q4 2022 and ongoing	No action this quarter. Navigator repaving (FY 24-25 Q2-Q3) will include improvements to bicycle lanes.
	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	District will resume program for shuttle bus service during 2024 Parade of Lights. Program interrupted in 2023 by VenturaWaterPure construction.
3. Pursue and implement parking management solutions to increase vehicle circulation	Obtain necessary agreements and permits to implement managed parking at Harbor Village	Q3 2022 to Q3 2023	Coastal Development Permit application with City approved in May '24. Staff working closely with Coastal Commission with hearing expected in November.
	Identify & budget for Capital Improvements to improve parking & circulation at Harbor Village	Q3 2022 to Q2 2023	Initial cost and revenue estimate revised as part of FY24-25 budget process. Staff working with Dixon Resources (consultant) to meet with various vendors regarding service and technology options.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Utilize grant funding opportunities for sustainable Harbor infrastructure	Work with SCE, CALeVIP, SLC, and City to complete installation of 21 EV charging stations in Harbor Village per CIP.	Q1 2023	Charger procurement complete. SCE to install 21 chargers in Village in fall of 2024 (project broke ground but waiting on SCE to finish).
	Complete installation of 4 EV charging stations at District office for company vehicles per CIP.	Q2 2023	No further action required.
	Complete procurement of hybrid Harbor Patrol vehicle utilizing SLC grant funds per CIP.	Q3-Q4 2023	HM has established a working agreement to utilize the County Fleet services for all Port District equipment. They have completed the upfitting of emergency lights and the EV F-150 is complete and now in service.
	Complete procurement of EV or hybrid Maintenance & Dockmaster vehicles using SLC grant funds per CIP.	2023 and 2024	No action this quarter.
2. Seek additional grant funding for improving/replacing District capital assets.	Establish mechanisms to receive transportation funding from the State and/or Federal governments with emphasis on active transportation.	Q4 2023	Staff continue to contemplate Coastal Conservancy grant for active/sustainable transportation possibly with City partnership. Staff have encouraged City to pursue AIITP grant. Board and staff continue to advocate for City Public Works investment in Spinnaker Drive including Class IV separated bike lane.
	Identify and apply for grants that align with Board-approved 5-year CIP.	Q2 2022 Ongoing	CalSTA grant for Commercial Fish Modernization project successful. Grant application to NFWF Round 2 successful for improvements to beach bathrooms and showers, and public launch ramp bathrooms successful. Staff considering Coastal Conservancy grant for sustainable transportation & PIDP grant (2025) for fish pier.
3. Leasing/Property Management	Prepare, approve and implement Annual Leasing/Property Management Action Plan	Q2 2023 and Annually	Staff met with leasing consultants to discuss options and receive proposals. Entered into agreement with CoStar for enhanced property marketing.
	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	Entered into agreement with CoStar for enhanced property marketing. Updated listings on website. Conducted showings and rapid response to all inquiries. Ongoing attendance at Ventura Chamber Connection monthly breakfasts, Fall Expo, Ribbon Cuttings.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
4. Update of Financial Management System	Roll out of new accounting and property management software.	Q4 2022	MRI roll out complete, but software/company performance remains unsatisfactory. Staff have interviewed multiple vendors with the intent to recommend a new software solution be in place by July 1, 2025.
	Creation and implementation of Tenant Portal to allow tenants to report sales and review lease documents.	Q1 2023	No action this quarter.
	Implementation of online payments for tenants.	Q1 2023	No action this quarter.
5. Financial Reporting	Stakeholder budget workshops	Q2 and annually	No action this quarter.
	Periodic reports to Board and public on financial position, audits, and budget.	Quarterly	Staff is preparing for FY23-24 audit and working on Q1 FY24-25 financial statements.
	Annual review of District bonds, debt position, restructuring opportunities and CalPERS obligations.	Q2 and annually or as needed	Staff met with CLASS investment pool representatives to discuss alternatives to LAIF for portfolio diversification.

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 completed at 1567 Spinnaker. Grant funding awarded by NFWF for beach and launch ramp restroom areas, w/ADA access improvements; to be completed by Q1 2025 (City and CC planning approval obtained - awaiting City building permits).
	Evaluate new ADA improvement requirements for District properties and update Capital Improvement Plan to address.	Q4 2024	ADA Parking lot improvement opportunity identified at 1583 Spinnaker Dr. and to be completed in Q1 or Q2 of 2025. New EV chargers in VHV will add additional ADA parking spaces. Coastal Commission reviewing plans for ADA improvements at Harbor Cove and Surfers Knoll beach.
	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	No action this quarter.
	Complete Village Tenant Signage, Awnings	Q4 2024	Facilities continues to improve lighting to benefit tenant signs. Staff evaluating “more signs” program to provide additional wayfinding.
	Evaluate opportunities for renewable energy/energy storage infrastructure for Village; implement drought tolerant landscaping and related irrigation systems.	Q3 2022 through Q4 2027	Facilities continues to work to implement new plant palette in Village.
	Implement WiFi in Harbor Village	Q2 2023	Atlantis Utilities to provided recommendations for mobile telephone signal strength. Likely to pivot to mobile phone signal boosters for better data security.
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	No action this quarter.
	Implement seasonal décor at Ventura Harbor Village and Spinnaker Drive	Q4 2022 and annually	New Ventura Harbor banner program installation on Spinnaker Drive, Navigator, Harbor Blvd and Schooner. Banners added to Master Sign program and approved by City.



**BOARD OF PORT COMMISSIONERS
NOVEMBER 20, 2024**

**STANDARD AGENDA ITEM 5
ELECTION OF A VENTURA LOCAL
AGENCY FORMATION COMMISSIONER
REPRESENTING SPECIAL DISTRICTS**

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 5
Meeting Date: November 20, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jessica Rauch, Senior Clerk of the Board
SUBJECT: Election of a Ventura Local Agency Formation Commissioner Representing
Special Districts

RECOMMENDATION:

That the Board of Port Commissioners elect a candidate to fill the four-year term of the Special District Regular Member for the Ventura LAFCo Commission.

SUMMARY:

A LAFCo special district regular member's term will be expiring December 31, 2024. As such, an appointment must be made for a new Commissioner for a subsequent four-year term.

At the October 2, 2024, Commission meeting, the Board nominated Commissioner Chris Stephens to be considered as a candidate to fill this term. There are currently three candidates in the running.

GUIDING PRINCIPLE:

5) Build respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.

FIVE-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, programs.

BACKGROUND:

From city limits to cemetery districts, Local Agency Formation Commissions (LAFCos) are independent, quasi-legislative agencies created in 1963 by the California Legislature to control the boundaries of cities and most special districts. In carrying out this function LAFCos are charged with encouraging the orderly formation and expansion of cities and most special districts, preserving agricultural land resources and discouraging urban sprawl.

Each county in California has a LAFCo. LAFCos are independent agencies that are not part of county government and are not under the authority of the County Board of Supervisors. All LAFCos include at least five Commissioners from cities, the county and the public. Many LAFCos, like the Ventura LAFCo, have representatives from special districts as well, although special district membership is optional.

A LAFCo's diversity brings the views, perspectives and experience of various local agencies and the public into the decision-making process. Although members represent constituent groups, each LAFCo Commissioner is independent when weighing and reviewing information and when making determinations.

LAFCoS are generally small in size with a limited number of staff. Each LAFCo has an appointed Executive Officer and Legal Counsel who perform essential duties. A Commission Clerk generally assists the Executive Officer with office management and important proposal processing and public hearing functions.

The Ventura LAFCo generally meets monthly on the third Wednesday of the month with August and December dark. Meetings start at 9:00AM at the Ventura County Government Center Board of Supervisors Hearing Room.

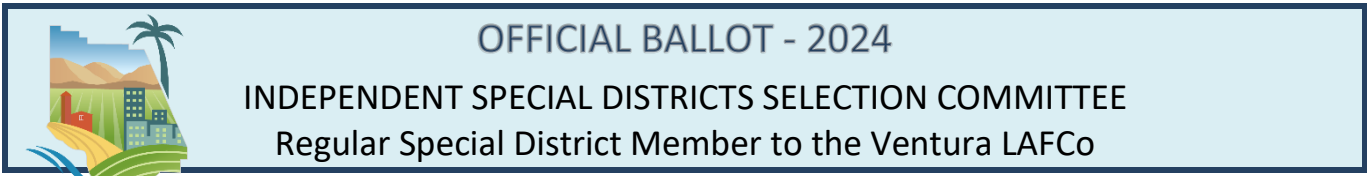
FISCAL IMPACT:

There is no fiscal impact.

ATTACHMENTS:

Attachment 1 – Official Ballot – 2024

Attachment 2 – Candidate Statements



Ventura Port District

This is the Official Ballot for the Independent Special Districts Selection Committee for the purpose of electing the following position to the Ventura LAFCo:

One special district regular member for a four-year term beginning
 January 1, 2025, and ending December 31, 2028.

The election involves four candidates for the special district regular member (listed below in alphabetical order). Please vote for only one candidate. A minimum of 15 qualified ballots must be returned by the deadline to establish a quorum of the independent special districts, pursuant to Government Code Section 56332. The candidate receiving the most votes of the quorum shall be elected. In the event of a tie vote, the outcome will be determined by lot.

PLEASE SIGN AND RETURN THIS BALLOT to the Ventura LAFCo, 801 S. Victoria Avenue, Suite 301, Ventura, CA 93003, or if previous consent has been given to conduct elections via e-mail, send your signed ballot to kai.luoma@ventura.org. All ballots MUST be signed and dated by the district president/chair or presiding officer of the board and received by LAFCo by 5 P.M. Friday, December 6, 2024, to be counted.

As the District President, Chair or Presiding Officer, I duly certify that the Ventura Port District does hereby cast its ballot as follows:

REGULAR LAFCo SPECIAL DISTRICT MEMBER FOR A FOUR-YEAR TERM BEGINNING JANUARY 1, 2025		
✓	(vote for one)	
	Mohammed Hasan	United Water Conservation District
	Steve Huber	United Water Conservation District
	Chris Stephens	Ventura Port District
	William Ulrich	Ojai Valley Sanitary District

 Board President/Chair/Presiding Officer
 Printed Name

 Board President/Chair/Presiding Officer
 Signature

Date: _____

CANDIDATE STATEMENT

**Ventura LAFCo
Special District Regular Member**

Mohammed A. Hasan, P.E.

Thank you for considering me for the Special District Regular Member of Ventura LAFCo. I have served as the Alternate Special District Member on Ventura LAFCo since 2022. As a 50-year resident of Ventura County where my wife and I raised our children, long ago I came to value the role that LAFCo has played in making our county such a beautiful and thriving place. A place where agriculture and open space are highly valued and protected, where urban sprawl is kept at bay, and where our local governments strive to provide quality and efficient services to our residents.

I have served on the board of directors of United Water Conservation District since 2020 and have an extensive background in water, wastewater, and the environment. I am a civil engineer and surveyor, with a couple of graduate degrees from the University of Iowa. I am the owner and principal engineer of Hasan Consultants, which I founded in 1984. Hasan Consultants, located in Ventura, is a civil/environmental engineering and planning firm. Prior to that, I was head of utilities at the City of Oxnard, and a civil engineer with the Ventura Regional Sanitation District. In these roles, I have had the opportunity to work with Ventura LAFCo in different capacities for over 35 years.

I am a co-founder of Ocean Foresters, which assists local coastal communities establish floating reefs for erosion control; vice president of El Concilio Family Services; a Fellow of two national professional societies; a community college instructor and lecturer; and a Paul Harris fellow of Rotary International. In addition, I have been recognized locally and nationally as a leader in water and wastewater, and authored the water book, *Drought is Not a Four-Letter Word*.

I believe my background and expertise in water and wastewater, the environment, and regional planning gives me a good perspective on the mission and role of LAFCo. That perspective is enhanced by my experience working as a private consultant in land use matters, as well as working for cities and special districts. I believe that I can bring a unique perspective to the Ventura LAFCo and would use that perspective to further the mission of Ventura LAFCo to benefit the entire Ventura County.

It would be a tremendous honor to serve on the Ventura LAFCo as a regular member of the commission, and I would greatly appreciate your support.

Stephen H. Huber

1701 N. Lombard Street, Suite 200
Oxnard, CA 93030
(805) 525-4431
SteveH@unitedwater.org

Subj: Ventura LAFCo Special District Regular Member Candidate Statement

Name: **Steve Huber**

Occupation: Director, United Water Conservation District, Division 5

As the United Water Conservation District representative for LAFCo I will be a transparent member, asking questions, and making suggestions to ensure that we best manage our resources for the present and future.

I have strong relationships with local elected officials, Navy leaders, and business leaders in Oxnard and Ventura County, as well as at the state and national level. As past chair of both the City Planning Commission and the Downtown Oxnard Improvement Association, I understand California Code regarding boundaries, spheres of influence, incorporations, annexations, reorganizations, and other changes of organization. I know the importance of running an efficient, productive meeting within the rules of the Brown Act. I understand the role of a Board member in creating policy that best serves our residents. As a former commanding officer of both a Naval Destroyer and the Naval Surface Warfare Center at Port Hueneme, I have experience in dealing with water issues. My successful 30-year Navy career and membership on several community boards have provided me with the experience for this position.

I would be honored to earn your vote.

Steve Huber

Director, Division 5

United Water Conservation District

CHRIS STEPHENS

Nominated by the Ventura Port District Board of Port Commissioners to be a candidate to serve as Special District's regular member on Ventura County LAFCo.

Chris Stephens was appointed to the Ventura Port District Board effective July 1, 2017. He served as Board Chair from 2019 through 2022. Previously, Chris served on the County Planning Commission, the City of Ventura General Plan Visioning Committee and later its Charter Committee

Stephens served 35 years in a number of local government positions. He served as Ventura County's Planning Director and later as the head of its Resource Management Agency. Prior to that he served as the Deputy Executive Director of the Ventura County Transportation Commission. He has been involved with many community organizations and programs and has served as a member of the Hansen Agricultural Trust Advisory Board, the Ag Futures Alliance, Foothill Little League Board, Ventura YMCA Program Committee, and *House Farm Workers!* Board of Directors.

