



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Michael Blumenberg, Chair
Jackie Gardina, Vice-Chair
Anthony Rainey, Secretary
Brian Brennan, Commissioner
Chris Stephens, Commissioner

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

SPECIAL MEETING WEDNESDAY, DECEMBER 6, 2023

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

AND

17553 BROOKVILLE CT.
ROUND HILL, VA 20141

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

1-253-215-8782

PUBLIC COMMENT VIA ZOOM

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

SUBMIT PUBLIC COMMENT VIA EMAIL

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

CLOSED SESSION 5:30PM
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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 LEGAL COUNSEL—EXISTING LITIGATION:

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: Ventura Harbor Restaurant Associates, Inc. and Andria's Seafood Specialties, Inc. v. Ventura Port District

Ventura County Superior Court Case No. 56-2022-00572144-CU-MC-VTA

2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION:

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: Ventura Port District dba Ventura Harbor Village v. Andres S. Fernandez, LLC
Ventura County Superior Court Case No. 56-2023-00575929-CL-UD-VTA (Restaurant)

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

ADJOURNMENT

OPEN SESSION 7:00PM

CALL TO ORDER: *By Chair Michael Blumenberg.*

PLEDGE OF ALLEGIANCE: *By Chair Michael Blumenberg.*

ROLL CALL: *By the Clerk of the Board.*

ADOPTION OF AGENDA

Consider and approve, by majority vote, minor revisions to agenda items and/or attachments and any item added to or removed/continued from the Port Commission's agenda. Administrative Reports relating to this agenda and materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the Port District's office located at 1603 Anchors Way Drive, Ventura, CA during business hours as well as on the District's website - www.venturaharbor.com.

APPROVAL OF MINUTES

The Minutes of the October 18, 2023 Port Commission Regular Meeting will be considered for approval.

PUBLIC COMMUNICATIONS

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

CLOSED SESSION REPORT

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

BOARD COMMUNICATIONS

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

STAFF AND GENERAL MANAGER REPORTS

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

CONSENT AGENDA:

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

A) Approval of Out-of-Town Travel Requests

Recommended Action: Roll Call Vote.

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

- a) Garret Winter, Harbor Patrol Officer to attend the Division of Boating and Waterways Rescue Boat Operations Training from November 6, 2023 to November 10, 2023 in Marina Del Rey, CA.
- b) Todd Mitchell, Sr. Business Operations Manager to attend the California Coastal Commission Meeting on December 13, 2023 in Santa Cruz, CA.
- c) Brian D. Pendleton, General Manager to attend the 2024 Liebert Cassidy Whitmore Annual Public Sector Employment Law Conference from February 8, 2023 to February 9, 2023 in San Francisco, CA.

B) Annual Reserve Policy Review

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners accept the current Ventura Port District Reserve Policy, Resolution No. 3225, dated August 28, 2013.

C) Adoption of Resolution No. 3488 Accepting the Current Ventura Port District Investment Policy and Rescinding Resolution No. 3461

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3488 accepting the current Ventura Port District Investment Policy and rescinding Resolution No. 3461, dated December 21, 2022.

D) Approval of the 2024 Port Commission Meeting Schedule

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the 2024 Port Commission meeting schedule.

STANDARD AGENDA:

1) Adoption of Resolution No. 3489 Approving the Financial Statements and Checks for July 2023 through September 2023

Recommended Action: Roll Call.

That the Board of Port Commissioners adopts Resolution No. 3489 to:

- a) Accept the financial statements for the Quarter ending September 30, 2023.
- b) Review the payroll and regular checks for July through September 2023.

2) Review, Discuss and Approve Updates to the Ventura Port District Public and Civic Engagement Plan

Recommended Action: Voice Vote.

That the Board of Port Commissioners review, discuss and approve updates to the Ventura Port District Public and Civic Engagement Plan.

ADJOURNMENT

*This agenda was posted on December 1, 2023 by 5:30 p.m. at the Port District Office and online at
<https://venturaharbor.com/board-meeting-documents/>*

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Ventura Port District at (805) 642-8538 or the California Relay Service at 711 or (800) 855-7100. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS DECEMBER 6, 2023

APPROVAL OF MINUTES OCTOBER 18, 2023 REGULAR MEETING

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF OCTOBER 18, 2023



CLOSED SESSION

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chair Blumenberg at 6:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Anthony Rainey, Secretary
Brian Brennan
Chris Stephens

Commissioners Absent:

Jackie Gardina, Vice-Chair

Port District Staff:

Brian Pendleton, General Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Tom Bunn, Lagerlof Lawyers LLP

Number of interested persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: Eric Leslie, Director of Marina Operations for Ventura West Marina provided written comment. Comment was posted on the District website and distributed to the Commission.

CONVENED TO CLOSED SESSION AT 6:01PM.

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

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Chair Blumenberg at 7:02PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Victor Dollar.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Anthony Rainey, Secretary
Brian Brennan
Chris Stephens

Commissioners Absent:

Jackie Gardina, Vice-Chair

Port District Staff:

Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager
Sergio Gonzalez, Facilities Manager
Wayne Hatch, Maintenance Supervisor via Zoom
John Higgins, Harbormaster
Pat Hummer, Senior Harbor Patrol Officer via Zoom
Jessica Snipas, Business Operations Analyst
Dave Werneburg, Marina Manager via Zoom

Legal Counsel:

Tom Bunn, Lagerlof Lawyers LLP

City of Ventura Liaisons

Councilmember McReynolds, City Council Liaison – Present

Number of interested persons:

1 via zoom; 1 in person

ADOPTION OF AGENDA

ACTION: Commissioner Stephens moved to adopt the October 18, 2023 agenda.

Commissioner Brennan seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Rainey, Brennan, Stephens

NOES: None
ABSTAINED: None
ABSENT: Vice-Chair Gardina

Motion carried 4-0.

APPROVAL OF MINUTES

The Minutes of the October 4, 2023 Port Commission Regular Meeting were considered as follows:

ACTION: Commissioner Brennan moved to approve the Minutes of the October 4, 2023 Port Commission Regular Meeting.

Commissioner Rainey seconded. The roll call vote was as follows:

AYES: Commissioners Rainey, Brennan, Stephens
NOES: None
ABSTAINED: Chair Blumenberg
ABSENT: Vice-Chair Gardina

Motion carried 4-0.

PUBLIC COMMUNICATIONS: City Council Liaison, Bill McReynolds, updated the Board on current City projects and news. Closed at 7:07PM.

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

BOARD COMMUNICATIONS: Commissioner Rainey reminded everyone that the dog costume contest is on October 28th. Chair Blumenberg attended the Welcome Ceremony for the Hokulea Canoe Voyage and appointed an ad hoc committee for the Parcel 17 lease negotiations, which will consist of Vice-Chair Gardina and Commissioner Stephens.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton announced upcoming Halloween events at the Village.

CONSENT AGENDA:

A) Approval of Out-of-Town Travel Requests

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the Out-of-Town Travel Requests for Sergio Gonzalez, Facilities Manager and Joe Gonzalez, Capital Projects Manager to attend the CJPIA ADA Coordinator Training from November 7, 2023 – November 8, 2023 in Norwalk, CA.

Public Comment: None. Closed at 7:15PM.

ACTION: Commissioner Brennan moved to approve the Out-of-Town Travel Requests.

Commissioner Stephens seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Rainey, Brennan, Stephens

NOES: None

ABSTAINED: None

ABSENT: Vice-Chair Gardina

Motion carried 4-0.

B) Approval of Amendment No. 1 to the Barefoot Boutique Retail Lease Agreement

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve Amendment No. 1 to the Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Barefoot Boutique LLC for the premises located at 1575 Spinnaker Drive #106 A&B, consisting of 1,781 square feet.

Public Comment: None. Closed at 7:15PM.

ACTION: Commissioner Brennan moved to approve Amendment No. 1 to the Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Barefoot Boutique LLC for the premises located at 1575 Spinnaker Drive #106 A&B, consisting of 1,781 square feet.

Commissioner Stephens seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Rainey, Brennan, Stephens

NOES: None

ABSTAINED: None

ABSENT: Vice-Chair Gardina

Motion carried 4-0.

C) Approval of New Office Lease Agreement with Rothstein Insurance Services, Inc. for 1591 Spinnaker Drive #205

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Rothstein Insurance Services, Inc. for the premises located at 1591 Spinnaker Drive #205, consisting of approximately 1,058 square feet, for a four-year term with a one one-year option.

Public Comment: None. Closed at 7:15PM.

ACTION: Commissioner Brennan moved to approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Rothstein Insurance Services, Inc. for the premises located at 1591 Spinnaker Drive #205, consisting of approximately 1,058 square feet, for a four-year term with a one one-year option.

Commissioner Stephens seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Rainey, Brennan, Stephens

NOES: None
ABSTAINED: None
ABSENT: Vice-Chair Gardina

Motion carried 4-0.

D) Adoption of Resolution No. 3487 Accepting a \$81,000 Surrendered and Abandoned Vessel Exchange (SAVE) Grant

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3487 accepting a \$81,000 Surrendered and Abandoned Vessel Exchange (SAVE Contract# C23SO628) offered by the California Division of Boating and Waterways.

Public Comment: None. Closed at 7:15PM.

ACTION: Commissioner Brennan moved to adopt Resolution No. 3487 accepting a \$81,000 Surrendered and Abandoned Vessel Exchange (SAVE Contract # C23SO628) offered by the California Division of Boating and Waterways.

Commissioner Stephens seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Rainey, Brennan, Stephens
NOES: None
ABSTAINED: None
ABSENT: Vice-Chair Gardina

Motion carried 4-0.

STANDARD AGENDA:

1) Holiday Inn Express Renovation Presentation

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation on the recent renovations to the Holiday Inn Express.

Presentation by Victor Dollar, Sr. Vice President, Brighton Management and Pearl Feist, Regional Manager.

Public Comment: None. Closed at 7:34PM.

ACTION: The Board of Port Commissioners received a presentation on the recent renovations to the Holiday Inn Express. Mr. Pendleton noted that Navigator is in the City Plan to be repaved in 2024.

2) Presentation from Gold Coast Transit District

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation from Gold Coast Transit District on current and potential future activities, including discussion and direction to District staff regarding pursuit of mass transit opportunities.

Presentation by Vanessa Rauschenberger, General Manager, Gold Coast Transit District.

Public Comment: Harbormaster John Higgins asked if the nighttime service is available to the Harbor, which it is. Victor Dollar, Sr. Vice President, Brighton Management, is on the Workforce Development Board for Ventura County on the Clean Green Committee and they are already working on training mechanics in hydrogen. Closed at 8:20PM.

ACTION: **The Board of Port Commissioners received a presentation from Gold Coast Transit District on current and potential future activities. The Commission asked staff to send the Short-Range Transit Plan survey to our business partners and their employees for participation. Also, liked the idea of having some of the Parking Management Plan revenue go towards match funds for grant opportunities.**

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

Recommended Action: Voice Vote.

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

Presentation by Brian D. Pendleton, General Manager.

Public Comment: None. Closed at 8:56PM.

ACTION: **The Board of Port Commissioners received and filed the quarterly update on the Ventura Port District 5-Year Objectives.**

ADJOURNMENT: The meeting was adjourned in honor of Denise James at 8:58PM.

The next regular meeting is Wednesday, November 15, 2023.

Anthony Rainey, Secretary



BOARD OF PORT COMMISSIONERS DECEMBER 6, 2023

DEPARTMENTAL STAFF REPORTS OCTOBER 2023 & 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: December 6, 2023

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Joe A. Gonzalez, Capital Projects Manager
SUBJECT: October 2023 Capital Projects Report

1567 SPINNAKER DR. SUITE 101, FACADE RENOVATION

Status: On Going

Budget: On Budget

The contractor has finished installing all windows and doors, including the bi-fold doors, exterior stucco, front entry door, stone veneer and all the exterior lighting. The electrical switch gear has arrived after a seven month wait. Southern California Edison's field Supervisor, the District's Contractor, and staff has met to finalize the boring/trenching for the electrical supply for the suite. The contractor has started the process for the installation of the underground conduits run from Edison's electrical transformer. The underground utilities study results have been received. Due to the study results, trenching has been recommended rather than boring. Staff is currently working with contractor on the trenching schedule.

The incoming tenant intends to add two small exterior patios for customer seating. These patio designs include new fencing and gas lines under the patios. Since the Contractor's scope of work for the District includes pouring new concrete for the patios, this work is being delayed until City plan check has approved the new patios, at which time the gas lines and fences will be incorporated. The additional cost will be paid by the incoming tenant. Staff continues working closely with the tenant and City to help ensure the permits for construction are in hand ASAP.

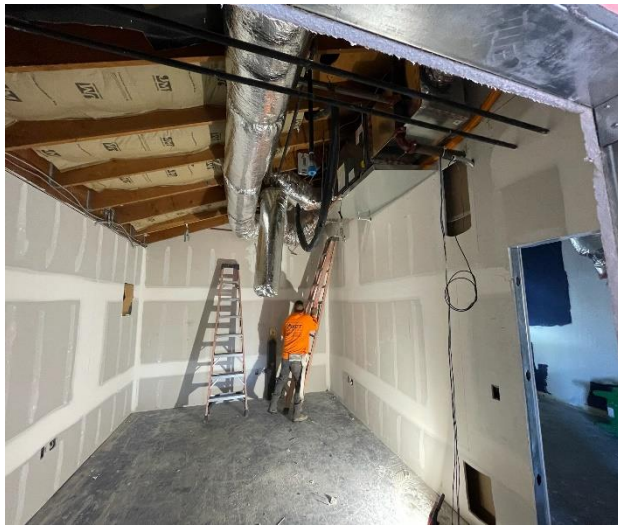


1559 BUILDING TENANT IMPROVEMNT

Status: On going

Budget: On Budget

F.C.T Construction LLC continues to make great progress and demolition is now complete. The metal framing and drywall and HVAC ducting work has started. Construction is going as planned with minimal interruptions to nearby tenants. Staff is very pleased with the effort that F.C.T Construction has implemented during this project to help minimize noise and timing of the noise that normally comes with construction. As of today, there have been no issues. All City and Fire Department inspections have passed.



ADDITIONAL PROJECTS:

- 1583 & 1559 Restroom remodeling
- 1575 & 1583 Pass-through repaving
- 1575 partial reroofing
- Ventura Harbor Village Awnings
- Additional Mural painting throughout VHV

Status: Working with architects.

Status: Working on scheduling.

Status: Working on scheduling.

Status: On going.

Status: On going.

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: December 6, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: October 2023 Dredging Report

OUTER HARBOR DREDGING (FEDERAL NAVIGATION CHANNEL)

Political Advocacy for Federal Dredge Funding

CMANC

On October 19th and 20th, the Executive Board of CMANC visited Washington DC. As the current chair of CMANC's Board, this included the Sr. Business Operations Manager (SBOM). Meetings were held with the Senate Appropriations Energy & Water Subcommittee's professional staff, the House Appropriations Energy & Water Subcommittee's professional staff, Congressman Salud Carbajal, and staff members of Alex Padilla, Grace Napolitano, Katie Porter, Pete Aguilar, Adam Schiff, and Robert Garcia. CMANC also met with the US Army Corps of Engineers (USACE) national leadership including: Assistant Secretary for Management and Budget Office of the Assistant Secretary of the Army for Civil Works, the Director of Civil Works and the Director of Planning. The following week, CMANC met virtually with the President's Office of Management and Budget (OMB).

These meetings all held the same general themes: "Thank you!!" for investing in California Ports and Harbors, making sure the 2025 investments in all ports and harbors in the nation are adequate but also sustainable for the long term (beyond 2025), improve on USACE efficiencies to perform, and (since California is the biggest generator of the Harbor Maintenance Trust Fund) ensure that a fair share of funding continues to come to California Ports and Harbors. All the meetings were positive, and the team was able to continue to demonstrate why California is a leader in this sector: cooperation, collaboration, and making sure California is a good place for the federal government to invest money in navigation.

WEDA

The SBOM attended the Western Dredging Association (WEDA) Pacific Chapter conference. During this meeting, the SBOM was able to meet with the relatively new Deputy District Engineer of the LA District of USACE, Justin Gay (the highest-ranking civilian). Years ago, Mr. Gay was a construction contractor and was involved in the upgrades to the Ventura Harbor jetties in the mid-2000's. The SBOM was also able to meet with LA District Navigation program team members to request early funding of FY24 dredging for Ventura in case of a federal government shutdown. While they were initially unwilling to commit to this, prior to the end of the conference, they confirmed that they would support moving the funding forward since the House Appropriations Committee had approved the project two days prior.

2024 Dredging Funding

The President's Budget (PBUD) was released on March 9th and the Ventura Harbor entrance channel dredging was included in the amount of \$8.471 million to cover:

1. 2024 dredging, which will be slightly higher due to some sand remaining in the sand trap.
2. An update to the Environmental Impact Statement (required every six years).
3. Soliciting for dredging prior to 2025.

Since then, funding for dredging of Ventura Harbor has also been included in the Senate's appropriations bill, and most recently in October, now also in the House's appropriations bill.

Although funding is not truly in place until the federal government passes all its appropriations bills, the inclusion of Ventura Harbor in all three means that dredging in 2024 will be funded unless the government shuts down. Even then, it is possible for the project to get appropriated prior to a shut down, effectively borrowing against the promise of funding. The SBOM has requested that the US Army Corps of Engineers pre-emptively fund the project if a shutdown does take place.

2025 Dredging Funding

The Corps has provided their recommendations on funding to OMB (this is usually not disclosed, nor is the funding amount, however the preliminary figure believed to be needed is \$8M). In the fall timeframe, the President's Office of Management and Budget (OMB) reviews all agency funding requests prior to the "pass back", where OMB generally asks agencies to adjust their budget requests based on the President's priorities. Therefore, the timing of the meetings with OMB as part of CMANC this month were ideal.

INNER HARBOR DREDGING

Atmospheric Rain Events Will Mean Inner Harbor Dredging in 2024

Due to the inflow of sediment during the atmospheric river events in January, it has been determined that the inner harbor will need to be dredged in 2024. The principal area of infill is in the basin between Marina Park and the harbor entrance. This area generally acts as a "sand trap" for material, which it did in this event. There is no hazard to navigation here, but the basin needs to be dredged.

Rincon Consultants has completed inner harbor material testing to support inner harbor dredging in early 2024 and presented the results to the Southern California Dredge Material Management Team (SC-DMMT).

The SBOM has had several discussions with FEMA regarding funding of the inner harbor dredging due to the impacts of the atmospheric river storm events. Unfortunately, FEMA has had several staff changes for these events and progress continues to be slow.

Permit Amendments (Long-Term)

District staff and Rincon Consultants have been working on renewals and amendments to the inner harbor dredging permits with USACE, the Los Angeles Regional Water Quality Control Board, and the California Coastal Commission (CCC) for three years.

The California Coastal Commission is the last agency to complete the permit renewal process and staff understands that the Coastal Commission will consider the proposed amendment at the December Commission hearing. After which, the District will have all permits necessary to conduct inner harbor dredging in 2024.

ATTACHMENT:

Attachment 1 – October 2023 Federal Advocacy Reports by Carpi & Clay

Attachment 2 – Letter from Congressman Carbajal dated November 17, 2023

Federal Update

November 1, 2023

House Elects New Speaker

On October 3rd, for the first time in 113 years, the House voted on a motion to vacate the Speaker of the House. The motion passed by a vote of 216-210, with 8 Republicans joining all Democrats, resulting in Kevin McCarthy (R-CA) being removed as Speaker. Under the rules, the House cannot conduct any activity on the floor until a Speaker is elected which paused legislative action for most of October. As a temporary measure, Rep. Patrick McHenry (R-NC) was appointed as Speaker Pro Tempore and held limited powers while the House Republican caucus worked to get a successor to McCarthy in place. Since October 3rd, the House Republican caucus put forth four candidates for Speaker: House Majority Leader Steve Scalise (R-LA), House Judiciary Committee Chair Jim Jordan (R-OH), House Majority Whip Tom Emmer (R-MN) and Vice Chair of the House Republican Caucus Mike Johnson (R-LA). Neither Scalise, Jordan, or Emmer were able to secure the 218 votes needed to become Speaker. On October 25th, Rep. Mike Johnson was elected Speaker by a vote of 220-209. All Republican Members present voted for Johnson. Speaker Johnson became the first Speaker of the House to come from the state of Louisiana.

FY24 Appropriations Update

The House has resumed consideration of individual appropriations bills and recently passed the Energy and Water Appropriations bill ([H.R. 4394](#)) by a vote of 210-199. The House will continue to work on passing the remaining five FY24 bills next month. Across the Capitol the Senate began consideration of a three-bill minibus package that includes Military Construction-Veterans Affairs, Agriculture, and Transportation-Housing and Urban Development appropriations bills. There have been several votes on amendments, most notably the rejection of an amendment by Senator Mike Braun (R-ID) that would have prohibited earmarks, congressional directed spending, and community project funding.

The federal government is currently being funded through a Continuing Resolution (CR) which is set to expire on November 17th.

White House Sends \$106 Billion Supplemental Request to Congress

The White House submitted a \$106 billion supplemental [funding request](#) to Congress which included the following:

- \$61.4 billion for Ukraine

- \$14.3 billion for Israel
- \$13.6 billion for border security
- \$9.2 billion in humanitarian aid for Ukraine, Israel, and Gaza
- \$7.4 billion for the Indo-Pacific region

White House Sends \$55.9 Billion Domestic Supplemental Request to Congress

The White House submitted an additional \$55.9 billion supplemental [funding request](#) to Congress that includes the following:

- \$23.5 billion for disaster response and recovery
- \$16 billion for childcare programs
- \$6 billion for the Affordable Connectivity Program
- \$6 billion for energy and security programs
- \$1.6 billion for the Low Income Home Energy Assistance Program (LIHEAP)
- \$1.55 billion for State Opioid Response grants
- \$1.05 billion for international food assistance programs
- \$220 million for federal wildland firefighter salaries

Senator Butler Will Not Seek Full Term

Senator Laphonza Butler (D-CA) announced that she will not seek a full six-year term in the Senate in 2024. She will remain in office for the duration of Senator Dianne Feinstein's term, which ends at the end of 2024.

California Senators Receive New Committee Assignments

Senate Majority Leader Chuck Schumer (D-NY) announced new committee assignments for several Democratic Members, including California Senators Butler and Alex Padilla. Senator Butler will serve on the following committees:

- Judiciary
- Banking, Housing, and Urban Affairs
- Homeland Security and Governmental Affairs
- Rules and Administration

Additionally, Senator Padilla will move from the Homeland Security and Governmental Affairs Committee to the Energy and Natural Resources Committee.

House Postpones WRDA Hearing

In October, Assistant Secretary of the Army for Civil Works Michael Connor and USACE Chief of Engineers General Scott Spellmon were set to testify at the House Transportation & Infrastructure Committee's Water Resources Development Act (WRDA) of 2024 hearing titled "[Water Resources Development Acts: Status of Past Provisions and Future Needs](#)." However, the hearing was scheduled at the same time the Republican Conference nominated Speaker Johnson for the position and the hearing started and

ended immediately. Witnesses waited around as the Committee worked to get the hearing back on track, but shortly after 1:30 pm ET the hearing was officially postponed. The Transportation & Infrastructure Committee is expected to reschedule the hearing in the next several weeks, and Speaker Johnson has indicated he would like the House to pass a WRDA 2024 bill by July 2024.

Congressional Letters

Senator Padilla Leads Letter Urging Prioritization of Zero-Emission Medium- and Heavy-Duty Vehicle Infrastructure. Senator Padilla led a letter signed by fourteen senators to the Secretaries of the Departments of Energy (DOE) and Transportation (DOT) urging the Joint Office of Energy and Transportation (Joint Office) to prioritize the deployment of zero-emission medium- and heavy-duty vehicle infrastructure. The letter requests that the Joint Office develop a national plan for zero-emission medium- and heavy-duty infrastructure deployment, coordinate funding opportunities and programs, develop best practices for states and utilities, and promote a national workforce training program. The letter can be found [HERE](#).

Federal Funding Opportunities & Announcements

DOE Awards \$3.46 Billion for Grid Resilience and Innovation Partnerships Program. DOE awarded \$3.46 billion to 58 projects in 44 states through the Grid Resilience and Innovation Partnerships Program. This program funds projects that modernize the electric grid to mitigate impacts of natural disasters and extreme weather events, increase resiliency and reliability of the electric power grid as renewable energy resources are deployed, and deploy electricity transmission, storage, and distribution technologies. The list of funded projects can be found [HERE](#).

DOE Awards \$30 Million for EECBG Program. DOE awarded \$30 million to 28 state, local, and tribal governments through the Energy Efficiency and Conservation Block Grant (EECBG) Program. The funding will support projects that improve energy efficiency and clean energy infrastructure in public and private spaces. The list of funded projects can be found [HERE](#).

DOT Announces Additional \$24 Million for Regional Infrastructure Accelerators Awards. DOT announced an expansion of the Regional Infrastructure Accelerators program to 24 accelerators receiving \$24 million in funding through the Bipartisan Infrastructure Law (BIL). The program helps to inform future work by measuring how different regional models can expedite the development and delivery of transportation projects. The list of funded projects can be found [HERE](#).

DOT Publishes Climate Transportation Research NOFO. DOT published a NOFO for the availability of \$2.5 million for the first year to establish the Climate and Transportation Research Center that advances research to support Administration efforts to reduce greenhouse gas emissions in the transportation sector, incorporate evidence based climate resilience and adaptation measures and features, reduce the lifecycle

greenhouse gas emissions from the project materials, avoid adverse environmental impacts to air or water quality, wetlands, and endangered species, and address the disproportionate negative environmental impacts of transportation on disadvantaged communities, consistent with Executive Order 14008, “Tackling the Climate Crisis at Home and Abroad” (86 FR 7619). Further, DOT seeks to fund a climate and transportation research center that will advance research to support Administration efforts to create proportional impacts to all populations in a project area, remove transportation related disparities to all populations in a project area, and increase equitable access to project benefits, consistent with Executive Order 13985, “Advancing Racial Equity and Support for Underserved Communities Through the Federal Government” (86 FR 7009). Applications are due November 27th and more information can be found [HERE](#).

DOT Announces SS4A Grant Awards. DOT announced \$86 million for 235 projects through the Safe Streets and Roads for All (SS4A) discretionary grant program. The grant awards announced for Round 1 will help fund planning and demonstration projects to help the nation’s cities, counties, metropolitan planning organizations, and tribal governments better understand the safety challenges in their communities, and then begin to identify solutions to make streets, roads, and highways safer for all road users. The list of awards can be found [HERE](#).

EDA Announces 31 Tech Hubs and 29 Strategic Development Grants. The Economic Development Administration (EDA) announced the designation of 31 Tech Hubs as part of the first phase of the agency’s Tech Hubs program. The Tech Hubs program is designed to build regional capacities to manufacture, commercialize, and deploy innovative technologies. EDA also announced 29 Strategic Development Grants (SDG) to promote regional collaboration. The list of Tech Hub designees and SDG recipients can be found [HERE](#).

EPA Announces \$128 Million in Environmental Justice Grants. EPA awarded \$128 million for 186 projects through the Environmental Justice Government-to-Government (EJG2G) Program and the Environmental Justice Collaborative Problem Solving (EJCPS) Program. The agency selected 88 EJG2G recipients to receive \$84.7 million to support state, local, territorial, and tribal government partnerships with community based organizations focused on environmental or public health impacts in environmental justice (EJ) communities. EPA selected 98 EJCPS recipients to receive \$43.3 million to support projects that focus on EJ community resilience, revitalization, and emergency preparedness. The list of EJG2G recipients can be found [HERE](#) and the list of EJCPS recipients can be found [HERE](#).

Federal Permitting Improvement Steering Council Announces \$155 Million for Federal Agency Permitting Review Efficiency and Effectiveness. The Federal Permitting Improvement Steering Council announced \$155 million in funding for federal agencies to improve the efficiency and effectiveness of infrastructure permitting review and authorizations. The funding will support streamlining the permitting process for renewable energy generation, broadband, semiconductor facilities, and electric

transmission projects. The list of federal agencies receiving assistance can be found [HERE](#).

FEMA Releases \$1 Billion Building Resilient Infrastructure and Communities NOFO. The Federal Emergency Management Agency (FEMA) released a \$1 billion Notice of Funding Opportunity (NOFO) for the Building Resilient Infrastructure and Communities program. This program funds hazard mitigation projects. Applications are due February 29th and more information can be found [HERE](#).

FEMA Releases \$800 Million Flood Mitigation Assistance NOFO. FEMA released an \$800 million NOFO for the Flood Mitigation Assistance program. The program funds projects that reduce or eliminate the risk of repetitive flood damage to buildings and structures. Applications are due February 29th and more information can be found [HERE](#).

NOAA Releases \$600,000 Sea Grant Program Disaster Preparedness for Coastal Communities NOFO. The National Oceanic and Atmospheric Administration (NOAA) released a \$600,000 NOFO to support disaster preparedness, response, and recovery initiatives for coastal communities. Applications are due March 13th, and the program is only open to existing Sea Grant program participants. More information can be found [HERE](#).

Federal Agency Personnel & Regulatory Announcements

DOT Adds Data and Mapping Tools. DOT added new data and mapping tools that aim to provide a high-level overview and guidance that may be useful in writing discretionary grant applications and developing projects. The new tools can be found [HERE](#).

EPA Issues Proposed Supplemental Vessel Incidental Discharge Rule. EPA issued its proposed Vessel Incidental Discharge National Standards of Performance supplemental proposed rule. This supplemental proposed rule would create national standards to reduce the environmental impact of discharges from vessels, such as ballast water, that are a normal part of operating commercial vessels. Comments are due December 18th and more information can be found [HERE](#).

EPA Releases Public Engagement Guide for State and Local Governments. EPA published a [guide](#) for state and local governments titled “Capacity Building Through Effective Meaningful Management.” The guide includes tips for conducting outreach and reaching community consensus.

FHWA Publishes EV Infrastructure One-Pagers on Environmental Reviews. FHWA published two electric vehicle (EV) one-pagers with information to help navigate the environmental review process for EV infrastructure:

- [EVs and the National Environmental Policy Act \(NEPA\)](#)
- [EVs and Categorical Exclusions](#)

##



Salud O. Carbajal
24th District, California

November 17, 2023

Ms. Shalanda D. Young
Director
White House Office of Management and Budget
725 17th Street, NW
Washington, DC 20503

Mr. Michael Connor
Assistant Secretary of the Army (Civil Works)
US Department of Defense, Army
108 Army Pentagon
Washington, DC 20310-0108

Dear Director Young and Secretary Connor,

Thank you for your past support of funding to provide maintenance dredging of the Ventura Harbor. This annual dredging is critical to the safe operations of this critical Harbor. I write to request that the Fiscal Year (FY) 2025 budget include at least \$8 million in the US Army Corps of Engineers (Corps) Operation & Maintenance account for the federally authorized Ventura Harbor, CA navigation project.

As you may know, dredging of Ventura Harbor is essential to ensuring continued operations of this critical West Coast fishing hub. This consistent and timely federal investment ensures the harbor's federally authorized channel remains navigable for all, particularly the commercial fishing sector and the intertwined supply chain enterprises.

Ventura Harbor, recognized as the preferred harbor for California market squid landings can be attributed to its deep-draft outer and inner harbor channels, working waterfront infrastructure, as well as its dedication to the commercial fishing fleet. This strategic significance is further amplified by the Port of Hueneme's decision to transition their commercial squid fishing operations to Ventura Harbor, which is anticipated to contribute up to 88% of the state's total squid landings, thereby reinforcing Ventura's position as California's premier commercial fishing harbor.

Ventura Harbor is also a vibrant visitor attraction, boasting hotels, restaurants, and retail establishments, all offering myriad recreational activities and coastal enjoyment. Most notably the Harbor is home to the National Park Service Channel Islands Visitor Center, providing ferry services to the Channel Islands National Park and Marine Sanctuary—a treasure trove of natural beauty and marine biodiversity for public enjoyment.

As you did in FY23 and FY24, I urge the Corps and OMB to continue to ensure full funding for Ventura Harbor's maintenance needs in the President's FY25 budget request. Inclusion of full funding in the President's budget ensures that the dredging is completed during the environmental window, which can be a critical constraint. Ventura Harbor actively supports annual dredging activities by securing required permits which help to ensure that federal dollars

ATTACHMENT 2

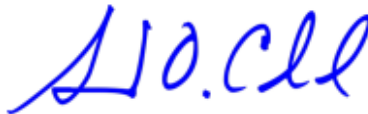
are executed quickly and efficiently. The Harbor values the long-standing partnership they have with the Corps and this close coordination serves as a best practice for other harbors in the nation.

The repercussions of neglecting annual dredging could be catastrophic, potentially leading to a complete harbor closure with significant economic ramifications, especially for the local fishing community. Moreover, such a shutdown would impede public access to the Channel Islands National Park, as the Harbor serves as a vital conduit for the park's concessionaire.

The investment of federal resources in critical economic conduits like Ventura Harbor is of paramount importance. These investments bolster our nation's economic security, enhance recreational and tourism activities, and contribute significantly to the community's fabric. Therefore, I respectfully request that the FY25 budget include at least \$8 million to ensure Ventura Harbor is fully dredged and remains operational to serve industry and the community.

Thank you in advance for your consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. Carbajal", is centered on the page.

Salud Carbajal
Member of Congress

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: December 6, 2023

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Sergio Gonzalez, Facilities Manager
SUBJECT: October 2023 Facilities Report

MAINTENANCE ACTIVITIES

VHV FAILED WINDOWPANES REPLACEMENT PROJECT

Status: Ongoing

Budget: Budgeted (Building Maintenance)

More than 10 years ago, staff began replacement of windows in Harbor Village with Milgard dual pane windows; particularly the offices. Over time, many of the older ones have failed due to salt air entering between the panes and causing discoloration due to the elements.

By the beginning of 2023, 66 windowpanes had failed throughout VHV buildings. These windows are out of warranty. The District opted to replace the panes in kind with Milgard window panels rather than the entire windows with frame, as this is far more economical and less disruptive.

An initial order of 45 Milgard windowpanes was ordered to match the specs and sizes based on each pane's identification number. Of the received windows, 45 have been installed to date by District's Facilities personnel. Final order of 21 windows was made with confirmed measurements and identification tags and delivered late October. Maintenance Supervisor Wayne Hatch will schedule the in-house repairs and coordination with tenants.

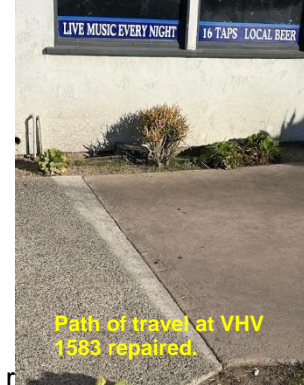


VENTURA HARBOR VILLAGE PATHWAYS

Status: Completed

Budget: Budgeted (Grounds Maintenance)

An onsite inspection and audit were performed by a CJPIA authorized trip hazard removal specialist (Precision Concrete Cutting) throughout all VHV properties paths of travel. After reviewing completed inspection, we entered into a service agreement with Precision Concrete Cutting to remove or repair 80 identified areas of concern.



VHV 1691 WALKWAY LANDSCAPING IMPROVEMENTS

Status: Completed

Budget: Budgeted (Ground Maintenance)

Maintenance staff initiated and completed landscape improvements on VHV 1691 walkway adjacent to the Yacht Club fence line. The hedge was cleared away from the fence and trimmed down and away from walkway. This project was completed as a Maintenance department group effort.



VENTURA HARBOR VILLAGE TENANT SIGNAGE PROJECT

Status: Ongoing

Budget: Budgeted (Building Maintenance)

Maintenance staff has continued to connect newly installed and existing tenant exterior signage lighting to electrical connections to improve visibility, wayfinding, and the general public's experience in the Village after dark.



FACILITIES:

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

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: December 6, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
John Higgins, Harbormaster
SUBJECT: October 2023 Harbor Patrol Report

PUBLIC SAFETY

Harbor Overview:

Activity on the water continues to be strong. While Commercial Fishing has started to ramp up, other sectors have maintained a strong presence. Recreational hoop netting for lobster started in October. This primarily night sport includes dropping a net from a boat adjacent to the rocks to catch a lobster. The Harbor Patrol and Fish and Wildlife Wardens work together to patrol and reduce accidents.



Ventura City, WaterPure project, has created daily challenges for the locals and District staff. On several occasions, Harbor Patrol staff have worked directly with the contractor to make changes to enhance access. The contractor successfully pulled under the Harbor, so the largest disruptions are mostly over. District staff and our locals will be happy when the project is completed, and the Harbor returns to normal operations.

A strong El Nino has been forecasted, and the Harbormaster and Harbor Patrol staff are preparing for adverse conditions. Two additional portable water pumps have been purchased and will be brought into service for vessels taking on water. These two will join another two plus one portable gas-powered dewatering pump. Additional efforts are being placed to enhance our weather observation equipment. Two additional weather stations were purchased and will be placed into service. These will provide the Harbor Patrol and boaters with real-time weather within the Harbor. One device will be installed at the Dockmaster office for the commercial fleet, and the other may be placed in the District office. These two self-contained units specialize in wind readings and allow for the information to be sent to the National Weather Service and streamed online.

Vagrant Boater:

The Harbormaster and Harbor Patrol were finally able to encourage the vagrant boater to depart the Harbor on his own. The boater initially headed south, but the US Coast Guard towed him back to Channel Islands Harbor. He stayed there for less than 72 hours before heading North again. Approximately 24 hours after departing Channel Islands Harbor, he called for US Coast Guard assistance due to storm conditions. The US Coast Guard again responded and towed him into Santa Barbara Harbor. This boat owner has not made significant progress on his boat and/or seamanship skills. The boat is in Santa Barbara, and the owner allegedly plans to anchor in the free anchorage just outside the Harbor.

Vessel Insurance Trends:

Significant changes appear to be occurring in insurance companies and their interest in insuring boats. I have been told many insurance companies no longer offer policies for vessels that are over 20 years old. Without insurance, the Marinas will not allow the owners to remain in the marinas. Unable to sell the boats, the owner's resort to either giving them away on Craigslist or trying to participate in the California Surrendered and Abandoned Vessel Program (SAVE).

We have received notice that the FY23-24 SAVE grant has been funded and we already have seven boat owners wishing to participate. This round will aim to work with Channel Islands Harbor to identify potential derelict vessels and encourage them to participate in the program rather than give them away. Focus will be put on removing vessels in the water. Trailered boats will be included on a case-by-case basis. These are typically cheap to remove but take staff hours to make the arrangements and handle the paperwork.

UCLA Pediatric Residents Retreat Safety Talk:

The Chief Resident from UCLA's Pediatric Residency contacted the Harbor Patrol to see if we could provide a safety talk for their annual retreat here in Ventura. The Harbormaster and Harbor Patrol staff put together an interpretive talk which was delivered at Harbor Cove Beach. In addition to general safety information, Harbor Patrol staff spoke about drowning prevention, learn-to-swim programs, junior lifeguards, sun safety, and common beach injuries.



Harbor Patrol Officers also provided a hands-on training station where the residents had to respond to a person accidentally buried in the sand. The residents were coached on removing sand as a team and safely recovering a victim. The residents performed the task effectively and reported that this was one of the best interactive trainings they have ever had.



The Chief Resident thanked Harbor Patrol Officers, Garret Winter, Taylor Plasch, Ryan Sutherland, and Mark Kidman, for making their retreat training memorable. He further reported that the information was very helpful and would allow their clinicians to better deliver safety information to the families they serve.

Harbor Patrol Appreciation Dinner:

The Ventura Yacht Club hosted their annual Harbor Patrol Appreciation Dinner in late October. Many of the staff were able to attend, and Port Commissioner Brian Brennan was there with members of the club. Vice Commodore John Sugden spoke kindly of the Ventura Port District and Harbor Patrol Staff. The Harbormaster read a note from General Manager Brian Pendleton, who could not attend, and thanked the Vice Commodore and Members for their hospitality. The annual event is very appreciated by the Harbor Patrol Officers. Take-out meals were also provided for the Officers who could not make it because of their shifts.

Peer Support Training:

Three Harbor Patrol Officers participated in a one-day Peer Support Instructor training program. Due to the nature of the job, Harbor Patrol Officers will encounter on-the-job stressors that, if not addressed, can cause significant issues with their quality of life.



In the past several years, mental health and peer support programs have been created to be the first line of help for public safety members to cope better both at work and at home. Our in-house

peer support team will be Harbor Patrol Officer Mark Kidman, Mason Alford, and Brendan Donohue. Additional training will be offered by the County EMS Agency, along with assistance in developing our program. These services are in addition to the Port District Employee Assistance Program already available to all Employees.

Fireboat 1 Emergency Repairs:

During a morning inspection, Harbor Patrol identified a leak in the shaft packing. If left unaddressed, the vessel could risk sinking due to a continuous influx of water. The Harbormaster made immediate arrangements to haul it out at Ventura Harbor Boatyard. It was determined that the leak resulted from the engines being out of alignment and degradation of the shaft. As in many cases with repairs, it was deemed within the Harbor Patrol's best interest to repair both sides and apply a new coat of bottom paint. Shafts had to be special ordered, and the Boatyard



spent several days working to balance the motor shafts and complete the project. Because of the Fireboat's value to our community, Ventura Harbor Boatyard prioritized the project and allocated staff to do the repairs promptly. The boat was put back in service, and shortly after Channel Islands Harbor Patrol boat had to be taken out of service for engine issues. Fortunately, both Harbors communicate the status of our equipment with the hopes of always having at least one boat in service. The repairs were covered under the Harbor Patrol annual vessel maintenance budget.

Dense Fog Mayday Call:

Harbor Patrol Officers received a mayday call from a boater lost in extremely dense fog one evening. Harbor Patrol Officers Bobby Crane and Erik Bear initiated a response and communicated with the boater who could not locate the Harbor. Harbor Patrol Officers located the boater approximately one-quarter of a mile from the Harbor Entrance and to the North of the Harbor. Harbor Patrol Officers slowly escorted the vessel back into the safety of the Harbor.

Harbor Patrol Officer Bobby Crane, who has over 30 years on the job, reported this was the densest fog he has ever encountered on the job. Fortunately, Harbor Patrol staff train regularly on the use of the radar and other safety equipment. More recently, Fire Boat 1 had electronics upgrade to include larger displays so that navigating with the electronics is more user-friendly.

BEACHES

Harbor Cove:

Beach activity remains vibrant at Harbor Cove. Weekdays are typically filled with surfers and locals taking in the scenery and walking along the beach. Weekends bring people from out of the County along with the normal traffic. Outrigger and beach volleyball remain active daily.

The beach wheelchairs and new access trail mat have been stored in the shipping container for winter storage. The already deployed beach access trail mat will also be stored in the trailer before dredging begins. Both the new and old trail will be deployed after dredging and in coordination with beach maintenance grooming.

South Beach:

We have started to see the beginning of the erosion on South Beach. The area between the South Jetty and Surfers Knoll Groin has continued to recede due to the tide, wind, and waves. Further erosion south of Surfers Knoll is expected to gain momentum as we start to experience El Nino-related storms, annual high tides, and forecasted large surf.

Lifeguarding:

The Summer Beach Lifeguard contract ended in early October. Harbor Patrol and Marine Safety Officers continue to do beach safety patrols at least twice daily. During these safety patrols, our staff will make preventative contact with families or swimmers in hazardous areas. These same staff will deploy from the truck on rescues if needed.

The United States Lifesaving Association renewed the Ventura Port District's Ocean Lifeguard and Aquatic Rescue Response Team certification (ARRT). The ARRT certification is for the Harbor Patrol as they respond as part of the larger first response to ocean rescue calls. This certification does not require all staff to be current in the annual 500-meter swim in less than 10 minutes. In addition to the ARRT the District is certified to be an Ocean Lifeguard Agency. This certification is what all the beach lifeguard agencies use throughout the Country. Since we provide the beach safety patrols in addition to the 911 calls, we felt it appropriate also to have the Ocean Lifeguard Agency certification. This will also allow us to start a seasonal beach program should there be a desire from the Board in the future.

SURPLUS BOAT UPDATE

In early November, I spoke with California State Parks Sgt. Tim Senneth regarding the surplus vessels. Sgt. Senneth reported some design issues with the new boats that needed to be rectified by the builder. While they were scheduled to take delivery already, the problems have not been resolved, and they have not accepted any of the four boats that were supposed to be done.



Sgt. Senneth reported he would provide an update if the situation changes, but otherwise were unsure of when they might be available.

US MERCHANT MARINE LICENSE COURSE UPDATE (USCG CAPTAINS LICENSE)

The three remaining members of Harbor Patrol continue to make forward progress on the online course. Each has committed to focusing on the task at least one hour per shift. Harbor Patrol Officer Brendan Donohue, who had already passed the course, also provided some tutoring on the charting area of the test. Charting still relies on using a paper chart, parallel ruler, speed time and distance wheel, dividers, and pencils.

CITY, COUNTY, AND STATE RELATIONS

California Division of Boating & Waterways: Coastal Boat Operator Class:

The Harbormaster participated in instruction of the second DBAW Coastal Boat Operator class at Pillar Point Harbor in Northern California. The class was another success and students from Northern California were able to gain valuable job-related safety training. Due to the success of the class, it was successfully added to the Boating Safety Course Catalog and will be held in Ventura and Pillar Point annually.

City/County Fire:

The Harbormaster had coordinated the Harbor Patrol provide training to Ventura City and County Fire Department Ocean Rescue Programs on two different nights. Similar to past trainings but in the darkness, the rescuers trained in water entries on the South Beach. Additional training included swimming to the boat and boarding it safely at night.

**SOUNDINGS**

No Soundings were performed as we are confident that no new hazards exist.

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: December 6, 2023

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Dave Werneburg, Marina Manager / Commercial Fisheries
SUBJECT: October 2023 Marina Report

MARINA DEPARTMENT ACTIVITIES

Ventura Harbor Village Marina

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

Port District Dry Storage

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

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

COMMERCIAL FISHING

California Market Squid Harvest – Ventura Harbor

2023-24 Squid Season opened April 1, 2023

California Market Squid Statistics		
State-wide Seasonal Squid Limit:	118,000 tons	236,000,000 lbs.
Ventura October Squid Landings:	10 tons	19,285 lbs.
Ventura Season-to-date:	24 tons	48,931 lbs.

Most of the early squid landings in October have been concentrated to the south of Ventura, primarily off Catalina and St. Nicholas with offloading taking place in San Pedro and Terminal Island. However, the early landings in Ventura show much promise. Some early catches were deemed too juvenile and were released back into the ocean. Some samplings were brought back to be assessed by Fish and Wildlife and were shown to be very healthy. November could be the break that the fisheries have been anticipating.

Dry Storage / VenturaWaterPure Project

In part, due to the seasonal weather, there has been minimal activity at either location, Port District Dry Storage or remote dry storage at 19A. There have been a few instances where pipeline assembly on Anchors Way has made difficult entry/exits. All things considered; things are working as expected.

Adieu and Farwell

After nearly 25 years of service, Senior Dockmaster, Roger Thomsen, retired at the end of October. Roger's preferred shift was the graveyard shift, midnight to 8am, making him the night watchman for the marina and Village. He joked with his supervisors over the years that putting him on day shift would be some form of cruel punishment. Roger's efforts over the years included improved oversight of the parking lots at night through citing vehicles (including oversized vehicles) that were violating the ordinances of the District. His efforts have had a lasting positive effect on the security of the Village parking lots.

OCTOBER MARKETING REPORT - *Visitor Experience*

*October 2023 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

EVENT PROMO - *Spooktacular Halloween Weekend*

Halloween weekend was packed full of festive fun in Ventura Harbor Village, featuring non-stop activations:

200+

Paddling Witches
Witches Paddle
Friday, Oct. 27

75+

Costumed Dog Entries
HOWL-O-ween
Saturday, Oct. 28

700+

Costumed Kids/Families
Village Trick or Treat
Sunday, Oct. 29



Halloween activations included face painting, fortune telling, complimentary crafts by LPCC, professional pumpkin carving, custom photo backdrops, skeleton décor, sweet stops, and a Thriller Zombie Flash Mob!

50+

Dancing Zombies
Thriller Flash Mob
Sunday, Oct. 29



19

Skeletons on Display
Seaside Skeleton Hunt
Sunday, Oct. 29



ENTERTAINMENT

Live Music continued on the Village stage to take advantage of Fall sunshine:

Oct. 7: Coco-knotts
Oct 14: Hispanic Heritage cultural music and dance
Oct 22: Steph Revival
Oct 31: DJ Bennett & Morgan



REVENUE - *Venue & Film*

Event & Film Liaison permitted **weddings, car shows, & events** for Ventura Harbor Village & surrounding Harbor beaches. **October 2023 Revenue = \$5285**

OCTOBER MARKETING REPORT - Content Development

*October 2023 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

SOCIAL MEDIA - Cross Network Performance Metrics*



70k

Total Audience

776k

Impressions

39k

Engagements

5.2k

Post Clicks



VISUALS - Sampling of Content

Net Audience grew by over 872 new followers across social platforms in October!



COPYWRITE - Enewsletters / Blog Performance

Topics included: **Vintage Volkswagen Car Show**, **October Seaside Happenings**, **National Seafood Month**, and **Spooktacular Halloween Weekend!**

5

E-Newsletters

18k

Subscribers

37k

Opens

1019

Link Clicks



REELS - Short Video Compilations

Marketing & Events Coordinator II captured original content and repurposed user-generated video to produce a series of stories and reels featuring the **Mermaid Gallery**, the **Hokulea Voyaging Canoe** visit, **Lemon & Lei spooky movie bath bombs**, **HOWL-O-Ween Dog Costume Contest**, and more. Plus the **Halloween Weekend event recap reel** garnered over 23k views and 829 engagements on single post!

4

Reels



59k

Plays

ADVERTISING - Digital & Print

Spooktacular happenings were publicized via paid social, print ad publications, and paid E-newsletters to key target markets via various media outlets, event posters, onsite promo, & more! A large "National Seafood Month" banner reminded visitors, as did digital banners promoting the special culinary month.



OCTOBER MARKETING REPORT -

Outreach & Stewardship

October 2023 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

MEDIA OUTREACH & COVERAGE

The EV & Volkswagen Car Show coverage included **AARP, KEYT Television, VC Reporter, Valley Scene Magazine and more.** Pooch Parade (new date) at the Village was featured in **VC Reporter, Ventura Mom Collective, KCLU, The Patch, Newsbreak and 805 Amigos.** The renowned Voyaging Canoe HÖKŪLE'A to Ventura Harbor received local press coverage in **Ventura Star, VC Reporter, and the Ventura Breeze.** Village Halloween activities / events were a "fan favorite" with widespread on-air television coverage on **KTLA Television Channel 5, Fox Television Channel 11,** (pre and on-site coverage) by **KEYT Television Channels 12, 3, & 11, NBC Television Los Angeles Channel 4, NBC Television Bay Area Channel 4 and NBC Television Channel 7 San Diego.**



CULTURAL RECOGNITION - Dia de Los Muertos

In honor of Dia de Los Muertos, an ofrenda-inspired display in which visitors could take photos was positioned in the back of the hearse at the annual Halloween Trick or Treat event. Marigolds were also placed as well at the Fisherman's Memorial on Dia de Los Muertos.



- Hispanic Heritage Month

In celebration of Hispanic Heritage Month September 15 – October 15 hosted a special musical presentation at Ventura Harbor Village courtyard on October 15 which featured live music -Son Jarocho style, dance performances including a history of the variety of Latin dances performed, plus audience participation.



TOURISM + CULTURAL + SUSTAINABILITY

Hökūle'a voyaging canoe is made a stop in Ventura Harbor! Marketing helped coordinate a **public welcome celebration at Harbor Cove Beach** on Tuesday, Oct. 17th at 4:30pm (featuring **hālau performances, speeches, music and more.**) Thank you to **Ventura Yacht Club** for hosting at their guest dock and opening up for public canoe tour opportunities! The canoe was open for public tours & an estimated **1,650 individuals** visited Hōkūle'a while in Ventura Harbor.



COMMUNITY OUTREACH

Assisted VPD Leasing team with booth décor & Village branding for the Chamber of Commerce Business Mixer.



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: December 6, 2023

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: October 2023 Property and Leasing Report

LEASING HIGHLIGHTS

1) Tenant Engagement

- Tenant portal usage campaign: Continually offering to provide and providing account set-up and step-by-step assistance with the portal process, in addition to the step-by-step instructions emailed.
- Staff have been working with the owner of the Loose Cannon and his architect team to address City permit review comments and finalize the tenant improvement permits.
- Initiated negotiations with existing master tenant for new master lease.
- Continually working on the business license and insurance audit.

2) MRI Property Management Software

- As of 10/31/23, thirty-nine leases have paid rent via the tenant portal.

3) Leasing Advertising, Showings, and Executions

- Showed 1559 #205 to a prospective tenant.
- Showed 1591 #117B to a prospective tenant.
- Leasing opportunities flyer was emailed to Visit Ventura, Women's Economic Ventures, Chamber of Commerce, DEI County Office, City Manager's Office, and Q Collaborative.
- Participated in Chamber of Commerce Business Expo to advertise leasing opportunities.
- Attended a 3-day International Council of Shopping Centers Conference to learn about latest trends shaping the retail industry.
- Attended State of the County presentation and function.

CURRENT VACANCY REPORT

1) 1559 Spinnaker Drive #205A-C (Office suites)

- Previous tenant departed in June 2022. Plans were prepared by an architect to divide the suite into five separate office suites and one restaurant suite (leased to an existing restaurant tenant to expand their back-of-house space). Construction has begun; demolition, framing, drywall, wall & ceiling texture completed; HVAC install 75% complete and suites are being painted. The suites will remain vacant during construction, however leasing efforts have begun, and two out of the six units [#205A-D (office suites) and #205E (restaurant suite)] have been leased.

2) 1591 Spinnaker Drive #117B

- Previous tenant relocated to suite 1559 #103. Marketing efforts were initiated prior to previous tenant move-out. Several showings made since, however no tenant meeting the District's Leasing Strategy Goals have submitted an application to date.

CURRENT AVAILABILITY REPORT

1) 1583 Spinnaker Drive #104A

- Staff met with Tenant in June; Tenant requested to revisit the lease renewal discussion in Nov/Dec to make to an informed decision after summer and fall sales are realized.

2) 1583 Spinnaker Drive #101

- Staff and Tenant have had meetings in June and September and are in negotiations for a new lease.

CATEGORY	TOTAL Square Footage	Harbor Vacancy Sq Ft	Harbor Vacancy %	Previous Month Change		Harbor Available Sq Ft	Harbor Available %	Previous Month Change
Office	38,591	2,392	6%	–		0	0%	↓
Retail	20,196	761	4%	–		500	2%	–
Restaurant	33,622	0	0%	–		3,764	11%	–

> Harbor Vacancy --- No tenant or lease

Office: 1559 #205A-C
 Retail: 1591 #117B
 Restaurant: None

> Harbor Available* --- Tenant on MTM lease, including Harbor Vacancy numbers

Office: None
 Retail: 1583 #104A
 Restaurant: 1583 #101

(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).

Staff will no longer be reporting the comparison between Village occupancy to City occupancy on a monthly basis. Rather than subscribing to the previous service, which continued to escalate significantly in price, starting in 2024 the District will be able to access quarterly data from Coldwell Banker Real Estate CBRE at no cost.

SALES REPORTS

The attached summary of sales for three Harbor Village business categories: restaurants, retail, and charters. The reports compare the monthly sales for 2022 and 2023. They also include year-to-date comparisons.

The year-to-date overall sales for Harbor Village Tenants through the month of September were down 0.82% from the same time last year.

VEHICLE TRAFFIC COUNTS

At the end of September, the traffic counting service provider (SkyFii) underwent restructuring and rebranding. The camera systems used by the District have become obsolete. The new company, Beonic, is replacing the cameras at their cost. However, there will be a data gap until the new camera systems are installed and come online (expected by December 1). Reporting will resume once the systems are operational again.

ATTACHMENTS:

Attachment 1 – September 2023 Sales Report

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of September	<u>September-2023</u>	<u>September-2022</u>	<u>% Change</u>
Restaurants	\$ 2,023,254	\$ 2,064,760	-2.01%
Retail	\$ 498,506	\$ 530,166	-5.97%
Charters	\$ 785,935	\$ 708,807	10.88%
Total	\$ 3,307,695	\$ 3,303,733	0.12%

Year-to-date through September	<u>Jan - Sep 2023</u>	<u>Jan - Sep 2022</u>	<u>% Change</u>
Restaurants	\$ 18,048,433	\$ 17,790,881	1.45%
Retail	\$ 4,491,229	\$ 4,900,480	-8.35%
Charters	\$ 6,109,384	\$ 6,194,876	-1.38%
Total	\$ 28,649,046	\$ 28,886,237	-0.82%

Quarter-to-date July - September	<u>Jul - Sep 2023</u>	<u>Jul - Sep 2022</u>	<u>% Change</u>
Restaurants	\$ 7,416,772	\$ 6,976,036	6.32%
Retail	\$ 1,925,578	\$ 1,959,684	-1.74%
Charters	\$ 2,691,005	\$ 2,650,702	1.52%
Total	\$ 12,033,355	\$ 11,586,422	3.86%



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS DECEMBER 6, 2023

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

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: December 6, 2023

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

RECOMMENDATION:

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

- a) Garret Winter, Harbor Patrol Officer to attend the Division of Boating and Waterways Rescue Boat Operations Training from November 6, 2023 to November 10, 2023 in Marina Del Rey, CA.
- b) Todd Mitchell, Sr. Business Operations Manager to attend the California Coastal Commission Meeting on December 13, 2023 in Santa Cruz, CA.
- c) Brian D. Pendleton, General Manager to attend the 2024 Liebert Cassidy Whitmore Annual Public Sector Employment Law Conference from February 8, 2023 to February 9, 2023 in San Francisco, 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:

- 1) Maintain a safe, navigable, and resilient harbor.
- 6) Provide exceptional public service and organizational transparency.

5-YEAR OBJECTIVE:

- 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.

BACKGROUND:

Division of Boating & Waterways Rescue Boat Operations Training

This course is a series of mini academies for new Harbor Patrol and Marine Safety Personnel. The course is 40 hours and includes both classroom and hands on training in Marine Firefighting. The students wear full personal protective equipment including self-contained breathing apparatus while training in the numerous aspects of firefighting. Upon completion, students will have demonstrated competency in the core skills and knowledge while being better prepared to respond to these emergencies in the future.

December 13th California Coastal Commission Meeting: Santa Cruz

On the Coastal Commission's December 13th Commission Hearing Agenda, Item 16a is a request from the Ventura Port District to modify the Maintenance Dredging Program in outer and inner areas of Ventura Harbor and extend the permit through 2028. Staff believes it is important to have a representative attend this meeting to show our support and be available if any questions arise. This meeting also has virtual participation.

LCW 2024 Public Sector Employment Law Annual Conference

The LCW 2024 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.

FISCAL IMPACTS:

Travel costs related to these activities are included in the FY23-24 budget.

<u>MARINE</u>	WINTER
<u>FIREFIGHTING</u>	
<u>TRAINING</u>	
Registration	N/A
Lodging	\$1,259.95
Meals	\$475.00
Mileage	\$130.00
Miscellaneous	\$100.00
(Transit/Parking)	
TOTAL	\$1,964.95
<u>CA COASTAL</u>	MITCHELL
<u>COMMISSION</u>	
<u>MEETING</u>	
Registration	N/A
Lodging	\$300.00
Meals	\$140.00
Mileage	\$378.59
Miscellaneous	\$100.00
(Transit/Parking)	
TOTAL	\$918.59
<u>2024 LCW</u>	PENDLETON
<u>CONFERENCE</u>	
Registration	\$645.00
Flight	\$167.80
Lodging	\$800.00
Meals	\$235.00
Mileage	N/A
Miscellaneous	\$100.00
(Transit/Parking)	
TOTAL	\$1,947.80

ATTACHMENTS:

None.



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS DECEMBER 6, 2023

CONSENT AGENDA ITEM B ANNUAL RESERVE POLICY REVIEW

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: December 6, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager
SUBJECT: Annual Reserve Policy Review

RECOMMENDATION:

That the Board of Port Commissioners accept the current Ventura Port District Reserve Policy, Resolution No. 3225, dated August 28, 2013.

SUMMARY:

The last review of the Reserve Policy was brought before the Board on December 21, 2022. Legal Counsel and staff have reviewed the current policy and have determined that no changes are necessary at this time.

GUIDING PRINCIPLES:

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

5-YEAR OBJECTIVES:

- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures, and programs.
 - 4) Update to District policies to reflect improved transparency and DEI.
- 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 prudent management of the District requires that reserve funds be established and maintained to fund scheduled and unscheduled expenses. It is good practice to review the Reserve Policy annually.

Currently the District has two reserve funds that are mandated: the Dredging Reserve and the Fisheries Complex Reserve. The Dredging Reserve is mandated by a lawsuit judgment and the Fisheries Complex Reserve is mandated by the language in a tenant lease.

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment 1 - Resolution No. 3225 - Reserve Policy dated August 28, 2013



RESOLUTION NO. 3225

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT ADOPTING A RESERVE POLICY

WHEREAS, the Ventura Port District ("District") manages and operates a commercial and recreational boat harbor in the City of San Buenaventura, for the benefit of the city residents and the public generally; and

WHEREAS, the District maintains funds in unrestricted and restricted accounts for such purposes as capital improvements, debt service and emergency and disaster response; and

WHEREAS, the prudent management of the District requires that reserve funds be established and maintained to fund scheduled and unscheduled expenses, and to identify the amount of funds specifically dedicated for each purpose and to provide periodic review of the reserve funding levels to ensure such levels are and will be adequate to meet the projected needs of the District; and

WHEREAS, the Board of Port Commissioners has previously determined that it is in the best interest of the District to establish dedicated and restricted reserve funds for various purposes and to implement a formal policy regarding the level of funding and use of such reserve fund; and

WHEREAS, the Board of Port Commissioners adopted Resolution No.3190 on June 27, 2012, establishing the Ventura Port District Reserve Policy; and

WHEREAS, the Board of Port Commissioners has determined that it is in the best interest of the District to revise the District's Reserve Policy in the following manner: (i) all unexpended Unrestricted Reserve funds in excess of the minimum reserve amount will be transferred to the Capital Improvement Reserve Fund; and (ii) to allow for the balance of the Capital Improvement Reserve Fund to appreciate if necessary.

NOW THEREFORE, THE BOARD OF PORT COMMISSIONERS OF VENTURA PORT DISTRICT IS HEREBY RESOLVED, that the District's Reserve Policy adopted by Resolution No. 3190 on June 27, 2012 be deleted in its entirety and replaced as follows:



VENTURA PORT DISTRICT RESERVE POLICY

1) The District will maintain sufficient revenues to meet its operating expenses, debt service, depreciation expenses, and prescribed reserves.

2) The District will hold cash and/or investments in reserve as authorized by the District's Investment Policy, and in accordance with state and federal laws.

3) The District reserves should be examined and adjusted each year based on the operating surplus or deficit at the conclusion of each fiscal year, according to reserve fund prioritization.

4) The District will maintain a reserve of cash and/or investments for both unrestricted and restricted purposes as follows:

- **Unrestricted Reserve:** Unrestricted reserve funds are to be used to ensure the continued orderly operation of Ventura Harbor. Such funds are primarily to be used for operations and maintenance within the Harbor and are intended to provide a mechanism for the District to immediately undertake unanticipated operation and maintenance activities and to manage cash-flow fluctuations, including emergency repairs. A minimum reserve equal to 40% of the operating budget will be maintained to ensure service continuity. Any unrestricted reserve funds in excess of such minimum reserve amount that is not expended as of the last day of the then-current fiscal year will be moved to the Capital Improvement Reserve Fund.

The District Accounting Manager should invest unrestricted reserve funds in liquid money market accounts such as LAIF, so that the funds are immediately available for District use.

- **Restricted Reserves:** Restricted reserve funds are to be set in the following amounts and used for the specific purposes for which the restricted reserve funds are created. At the present time, the District maintains the following restricted reserve funds:

- **Capital Improvement Reserve Fund:** The Capital Improvement Reserve Fund is intended to establish available cash assets to fund capital expenditures to support the future capital needs of the District in accordance with the District's Capital Improvement Plan. The level of funding in this reserve fund for the next fiscal year should be established based on the projected need to pay for planned and unplanned capital improvements for such fiscal year. In establishing the level of funding based on the projected need to pay for planned and

unplanned capital improvements for any given fiscal year, the District may, but shall not be obligated to, take into account unexpended reserve funds from year-to-year and accumulations thereon including, but not limited to, any unrestricted reserve funds transferred to the Capital Improvement Reserve Fund. The minimum balance maintained should be at least equal to the asset depreciation for the preceding fiscal year.

- **Dredging Reserve Fund:** The funds in the Dredging Reserve Fund are required to be maintained at a minimum level of \$3,000,000 in order to comply with a judgment entered against the District in 1979. Funds in the Dredging Reserve Fund are to be used solely and only to pay the cost of dredging and related activities to maintain appropriate water depths in the channels into and within the Harbor, and specifically in the Stub Channel providing water access to Ventura Keys.
- **Fisheries Complex Reserve Fund:** Funds deposited in the Fisheries Complex Reserve Fund are intended to provide funding to upgrade and improve the District's commercial fishing pier. The District has a policy of requiring tenants involved in commercial fishing operations to contribute toward the cost of improving the commercial fishing pier when they renew their leases. All payments received from such commercial fishing tenants are deposited in the Fisheries Complex Reserve Fund and will be used to pay the cost of improving and upgrading the pier when it becomes necessary to do so.

The Accounting Manager of the District shall invest funds held in these restricted reserve funds in secure accounts such as LAIF and invested in accordance with the District's investment policy.

5) At least annually the Board should review all reserve accounts and make a determination regarding the continuing need for and purposes of the reserve funds, the appropriate levels of accumulation and the conditions precedent to utilization of the reserve funds.

6) When additional reserve funds are to be established, they should be established by Board resolution, which should include:

- (a) A statement of the purpose for which the reserve is created;
- (b) To the extent possible, specification of minimum and maximum parameters for the accumulation of the monies in the reserve fund; and

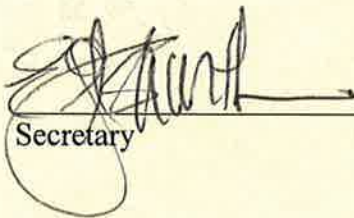
- (c) Specification of the conditions under which reserve funds shall be expended or transferred, consistent with Board directives.

7) This Ventura Port District Reserve Policy shall become effective on the date of its adoption and District staff is hereby directed to take all actions necessary to implement this Policy and to maintain the designated reserve funds.

PASSED AND ADOPTED at a regular meeting of the Board of Port Commissioners of the Ventura Port District held on August 28, 2013


Chairman

ATTEST:


Secretary

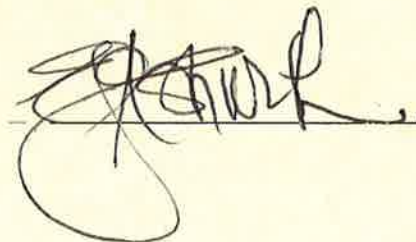
STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF SAN BUENAVENTURA)

I, Everard Ashworth, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3225 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 28th day of August 2013, by the following vote:

AYES: Commissioners Ashworth, Bravo, Friedman, Smith and Chairman Carson
NOES: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 28th day of August 2013.

(Seal)


Secretary



BOARD OF PORT COMMISSIONERS DECEMBER 6, 2023

CONSENT AGENDA ITEM C ADOPTION OF RESOLUTION No. 3488 ACCEPTING THE CURRENT VENTURA PORT DISTRICT INVESTMENT POLICY AND RESCINDING RESOLUTION No. 3461

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: December 6, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager
SUBJECT: Adoption of Resolution No. 3488 Accepting the Current Ventura Port District
Investment Policy and Rescinding Resolution No. 3461

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3488 accepting the current Ventura Port District Investment Policy and rescinding Resolution No. 3461, dated December 21, 2022.

SUMMARY:

The last review of the Investment Policy was brought before the Board on December 21, 2022. Legal Counsel and staff have reviewed the current policy and have determined that no changes are necessary at this time.

GUIDING PRINCIPLES:

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

5-YEAR OBJECTIVES:

- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures, and programs.
 - 4) Update to District policies to reflect improved transparency and DEI.
- 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 Government Code requires that the governing board of every local agency maintain and conduct an annual review of its investment policy. Legal counsel has reviewed the District's current policy to ensure it meets all government code standards. The District's policy outlines the District's investment objectives and describes those instruments in which the District is able to invest, as per State Law.

Currently, all funds not being used for the normal day to day operations of the District are invested with the Local Agency Investment Fund (LAIF). On November 29, 2023, the LAIF daily yield was around 3.87%.

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment 1 – Resolution No. 3461 – Investment Policy dated December 21, 2022 - Redlined
Attachment 2 – Resolution No. 3488 - Investment Policy dated December 06, 2023



RESOLUTION NO. ~~3461~~3488

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF
THE VENTURA PORT DISTRICT
UPDATING ITS INVESTMENT POLICY**

1.0 POLICY

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern;~~and.~~

WHEREAS, the legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 53635 and 53601 et seq.;~~and~~

WHEREAS, the General Manager of the Ventura Port District ("District") must annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Port Commissioners ("Board") at a public meeting;~~and.~~

WHEREAS, Legal Counsel reviewed the current policy, dated December 21, 2022 and has determined that no changes are necessary at this time.

WHEREAS, the Board finds it desirable and in the best interest of the District to rescind the existing Investment Policy, Resolution No. ~~3404~~3461, dated December ~~16~~21, ~~2020-2022~~ and adopt ~~a revised~~Resolution No. 3488. ~~Investment Policy in the manner set forth herein~~that includes no changes to the policy.

NOW THEREFORE, it shall be the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the District's daily cash flow demands and conforming to all statutes governing the investment of District funds.

2.0 SCOPE

This investment policy applies to all financial assets of the District. These funds are accounted for in the annual district audit.

3.0 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing District funds, the primary objectives, in priority order, of the investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2. Liquidity: The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

3. Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code Section 53600, et seq. Overall accountability and authority for implementation of this policy shall remain with the Board of Port Commissioners and overseen by the General Manager. Management responsibility for the investment program is hereby delegated to the General Manager who, where and when appropriate, shall establish written procedures for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and such procedures that are established by the General Manager. The General Manager shall be responsible for all transactions undertaken and shall establish controls to regulate the activities of subordinate officials. Under the provisions of California Government Code Section 53600.3, the General Manager is a trustee and a fiduciary subject to the prudent investor standard.

The District may engage the services of one or more external investment managers to assist in the management of the District's investment portfolio in a manner consistent with the District's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

6.0 ETHICS AND CONFLICTS OF INTEREST

The General Manager and officers and employees involved in the investment process shall refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The General Manager will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the General Manager shall select only broker/dealers who are licensed and in good standing with the California Department of Financial Protection and Innovation, Securities Regulation Division; the Securities and Exchange Commission; the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the General Manager shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Investment Policy.

The District is a local agency authorized to invest surplus monies in the Local Agency Investment Fund (LAIF). LAIF is a special trust fund in the custody of the State Treasurer and the Local Investment Advisory Board created under Government Code Section 16429.2 advises the State Treasurer on the investment and reinvestment of LAIF deposits. Each local agency with LAIF deposits has a separate account within LAIF, but the total deposits in LAIF are managed as a pooled investment account. The securities eligible for LAIF investments are statutorily specified in Government Code Section 16430 and are more conservative than those investments permitted under Government Code Section 53601, which governs the management of invested surplus monies by local agencies. Accordingly, the General Manager need not be concerned with the qualifications of those financial institutions and broker/dealers with whom LAIF transacts business.

Selection of broker/dealers used by an external investment adviser retained by the District will be at the sole discretion of the investment adviser.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

The District's investments are governed by California Government Code, Sections 53600 et seq. Within the investments permitted by the Code, the District seeks to further restrict eligible investments to the guidelines listed below. In the event a discrepancy is found between this policy and the Code, the more restrictive parameters will take precedence. Percentage holding limits and credit rating requirements listed in this section apply at the time the security is purchased.

Any investment currently held at the time the policy is adopted which does not meet the new policy guidelines can be held until maturity and shall be exempt from the current policy. At the time of the investment's maturity or liquidation, such funds shall be reinvested only as provided in the current policy.

The District is empowered by California Government Code Section 53601 et seq. to invest in the following:

- a. Bonds issued by the District.
- b. United States Treasury Bills, Notes, Bonds, and Certificate of Indebtedness.
- c. Registered state warrants or treasury notes or bonds issued by the State of California.
- d. Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of revenues from revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.
- e. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. LAIF is an approved pooled investment account.
- f. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- g. Bankers' acceptances, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchase of bankers' acceptances may not exceed one hundred eighty (180) days' maturity or forty percent (40%) of the District's money that may be invested pursuant to this policy. However, no more than thirty percent (30%) of the District's money can be invested in the bankers' acceptances of any single commercial bank.
- h. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization ("NRSRO"). The entity that issues the commercial paper shall either be:

- (1) organized and operating within the United States as a general corporation, shall have total assets in excess of Five Hundred Million Dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by an NRSRO; or
- (2) organized within the United States as a special purpose corporation, trust, or limited liability company, have program-wide credit enhancements including, but not limited to, over-collateralization, letters of credit, or surety bond, and has commercial paper that is rated "A-1" or higher, or the equivalent, by an NRSRO.
- (3) Eligible commercial paper shall have a maximum maturity of two hundred seventy (270) days or less. The District shall invest no more than twenty-five percent (25%) of its money in eligible commercial paper. The District shall purchase no more than ten percent (10%) of the outstanding commercial paper of any single corporate issue.
- i. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federal or state licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed thirty percent (30%) of the District's money which may be invested pursuant to this policy, subject to the limitations of Government Code Sections 53601(i) and 53638. The Board of Port Commissioners and the General Manager are prohibited from investing District funds, or funds in the District's custody, in negotiable certificates of deposit issued by a state or federal credit union if a member of the Board of Port Commissioners, or any person with investment decision making authority within the District also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.
- j. Repurchase/Reverse Repurchase Agreements of any securities authorized by Section 53601. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two percent (102%) or greater of the funds borrowed against those securities and are subject to the special limits and conditions of California Government Code 53601(j), including that Repurchase Agreements are limited to a maturity of one year and Reverse Repurchase Agreements are limited to a maximum maturity of 92 days.
- k. Placement service deposits, including certificates of deposit, at a commercial bank, savings bank, savings and loan association or credit union that uses a private sector entity that assists in the placement of such deposits shall not in total exceed 50 percent of the District's money, subject to the limitations and requirements of Government Code Section 53638 and 53601.8.
- l. Medium term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five (5) years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes

eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by an NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this policy and shall not exceed thirty percent (30%) of the District's money which may be invested pursuant to this policy.

- m. Shares of beneficial interest issued by diversified management companies (mutual funds) investing in the securities and obligations authorized by this policy, and shares in money market mutual funds, subject to the restrictions of Government Code Section 53601(l). The purchase price of investments under this subdivision shall not exceed twenty percent (20%) of the District's investments under this policy. However, no more than ten percent (10%) of the District's money may be invested in any one mutual fund, except in the case of money market mutual funds. No more than 20% of the District's money may be invested in a single money market mutual fund that either:
 - (1) has attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
 - (2) has retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by California Government Code, Section 53601 and with assets under management in excess of \$500 million.
- n. Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.
- o. Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Government Code Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by Government Code Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank which is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.
- p. Any mortgage pass-through security, collateralized mortgage obligation, mortgage backed or other pay-through bond, equipment lease backed certificate, consumer receivable pass-through certificate, or consumer receivable backed bond of a

ATTACHMENT 1

maximum of five (5) years maturity. Securities eligible for investment under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO. Purchase of securities authorized by this subdivision shall not exceed twenty percent (20%) of the District's money that may be invested pursuant to this policy.

- q. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized under Government Code Section 53601. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible, the joint powers authority issuing the shares must have retained an investment advisor that is registered or exempt from registration with the Securities and Exchange Commission, have not less than five years of experience in investing in the securities and obligations authorized under Government Code Section 53601, and have assets under management in excess of five hundred million dollars (\$500,000,000.00).
- r. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. These types of investments must be rated in a rating category of "AA" or its equivalent or better by an NRSRO and cannot exceed 30% of the District's moneys that may be invested pursuant to Section 53601.
- s. Proposition 1A receivables sold pursuant to California Government Code Section 53999. A "Proposition 1A receivable" constitutes the right to payment of moneys due or to become due to a local agency, pursuant to clause (iii) of subparagraph (B) of paragraph (1) of subdivision (a) of Section 25.5 of Article XIII of the California Constitution and Section 100.06 of the Revenue and Taxation Code.
- t. Commercial paper, debt securities or other obligations of a public bank, as defined in California Government Code Section 57600.
- u. Any other investment security authorized under the provisions of California Government Code Sections 5922 and 53601.

A summary of the limitations and special conditions that apply to each of the above listed investment securities is attached and included by reference in this Investment Policy.

The District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero-interest accrual if held to maturity. Under a provision sunseting on January 1, 2026, securities backed by the U.S. Government that could result in a zero or negative interest accrual if held to maturity are permitted.

9.0 COLLATERALIZATION

All certificates of deposits must be collateralized by United States Treasury Obligations. Collateral must be held by a third-party trustee and valued on a monthly basis. The percentage of collateralizations on repurchase and reverse agreements will adhere to the amount required under California Government Code Section 53601(j)(2).

10.0 SAFEKEEPING AND CUSTODY

All security transactions entered into by the District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement. The only exceptions to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools (e.g., LAIF); (ii) time certificates of deposit; and, (iii) mutual funds and money market mutual funds, since these securities are not deliverable.

11.0 DIVERSIFICATION

The District will diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be reviewed and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- a. Portfolio maturity dates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.

12.0 MITIGATING CREDIT RISK IN THE PORTFOLIO

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The District will mitigate credit risk by adopting the following strategies:

- a. No more than 5% of the total portfolio may be invested in securities of any single issuer, other than the US Government, its agencies and enterprises, LAIF, or unless otherwise specified in this investment policy;
- b. The District may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or District's risk preferences; and,

- c. If securities owned by the District are downgraded by either Moody's or S&P to a level below the quality required by this Investment Policy, the District will review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
 - 1. If a security is downgraded, the General Manager will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
 - 2. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and as deemed necessary reported to the Board of Directors.

13.0 REPORTING

The General Manager shall submit a monthly transaction report to the Board of Port Commissioners within 30 days of the end of the reporting period in accordance with California Government Code Section 53607. In addition, the General Manager shall submit an investment report to the Board of Port Commissioners at least quarterly, which shall be submitted within 30 days following the end of the reporting period covered by the report, and shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for District by third party contracted managers. The report will also include the source of the portfolio valuation. For all funds that are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the District will meet its expenditure obligations for the next six (6) months, as required by Government Code Section 53646(b)(2) and (3), respectively. The General Manager shall maintain a complete and timely record of all investment transactions.

14.0 INVESTMENT POLICY ADOPTION

This policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Port Commissioners. This Investment Policy replaces that which was set forth in Resolution No. ~~3404-3461~~ on December ~~16~~²¹, ~~2020~~²⁰²².

PASSED, APPROVED AND ADOPTED this ~~24st~~^{6th} day of December ~~2023~~²⁰²².

ATTEST:

~~Chris Stephens~~^{Michael Blumenberg}, Chairman

~~Brian Brennan~~^{Anthony Rainey}, Secretary

ATTACHMENT 1

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF SAN BUENAVENTURA)

I, ~~Brian-Brennan~~Anthony Rainey, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. ~~3461~~3488 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the ~~21st~~-6th day of December ~~2022~~2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this ~~21st~~-6th day of December 2023~~2022~~.

~~Brian-Brennan~~Anthony Rainey, Secretary



RESOLUTION NO. 3488

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF
THE VENTURA PORT DISTRICT
UPDATING ITS INVESTMENT POLICY**

1.0 POLICY

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern.

WHEREAS, the legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 53635 and 53601 et seq.

WHEREAS, the General Manager of the Ventura Port District ("District") must annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Port Commissioners ("Board") at a public meeting.

WHEREAS, Legal Counsel reviewed the current policy, dated December 21, 2022 and has determined that no changes are necessary at this time.

WHEREAS, the Board finds it desirable and in the best interest of the District to rescind the existing Investment Policy, Resolution No. 3461, dated December 21, 2022 and adopt Resolution No. 3488 that includes no changes to the policy.

NOW THEREFORE, it shall be the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the District's daily cash flow demands and conforming to all statutes governing the investment of District funds.

2.0 SCOPE

This investment policy applies to all financial assets of the District. These funds are accounted for in the annual district audit.

3.0 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing District funds, the primary objectives, in priority order, of the investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2. Liquidity: The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

3. Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code Section 53600, et seq. Overall accountability and authority for implementation of this policy shall remain with the Board of Port Commissioners and overseen by the General Manager. Management responsibility for the investment program is hereby delegated to the General Manager who, where and when appropriate, shall establish written procedures for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and such procedures that are established by the General Manager. The General Manager shall be responsible for all transactions undertaken and shall establish controls to regulate the activities of subordinate officials. Under the provisions of California Government Code Section 53600.3, the General Manager is a trustee and a fiduciary subject to the prudent investor standard.

The District may engage the services of one or more external investment managers to assist in the management of the District's investment portfolio in a manner consistent with the District's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

6.0 ETHICS AND CONFLICTS OF INTEREST

The General Manager and officers and employees involved in the investment process shall refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The General Manager will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the General Manager shall select only broker/dealers who are licensed and in good standing with the California Department of Financial Protection and Innovation, Securities Regulation Division; the Securities and Exchange Commission; the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the General Manager shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Investment Policy.

The District is a local agency authorized to invest surplus monies in the Local Agency Investment Fund (LAIF). LAIF is a special trust fund in the custody of the State Treasurer and the Local Investment Advisory Board created under Government Code Section 16429.2 advises the State Treasurer on the investment and reinvestment of LAIF deposits. Each local agency with LAIF deposits has a separate account within LAIF, but the total deposits in LAIF are managed as a pooled investment account. The securities eligible for LAIF investments are statutorily specified in Government Code Section 16430 and are more conservative than those investments permitted under Government Code Section 53601, which governs the management of invested surplus monies by local agencies. Accordingly, the General Manager need not be concerned with the qualifications of those financial institutions and broker/dealers with whom LAIF transacts business.

Selection of broker/dealers used by an external investment adviser retained by the District will be at the sole discretion of the investment adviser.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

The District's investments are governed by California Government Code, Sections 53600 et seq. Within the investments permitted by the Code, the District seeks to further restrict eligible investments to the guidelines listed below. In the event a discrepancy is found between this policy and the Code, the more restrictive parameters will take precedence. Percentage holding limits and credit rating requirements listed in this section apply at the time the security is purchased.

Any investment currently held at the time the policy is adopted which does not meet the new policy guidelines can be held until maturity and shall be exempt from the current policy. At the time of the investment's maturity or liquidation, such funds shall be reinvested only as provided in the current policy.

The District is empowered by California Government Code Section 53601 et seq. to invest in the following:

- a. Bonds issued by the District.
- b. United States Treasury Bills, Notes, Bonds, and Certificate of Indebtedness.
- c. Registered state warrants or treasury notes or bonds issued by the State of California.
- d. Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of revenues from revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.
- e. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. LAIF is an approved pooled investment account.
- f. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- g. Bankers' acceptances, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchase of bankers' acceptances may not exceed one hundred eighty (180) days' maturity or forty percent (40%) of the District's money that may be invested pursuant to this policy. However, no more than thirty percent (30%) of the District's money can be invested in the bankers' acceptances of any single commercial bank.
- h. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization ("NRSRO"). The entity that issues the commercial paper shall either be:

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- (1) organized and operating within the United States as a general corporation, shall have total assets in excess of Five Hundred Million Dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by an NRSRO; or
- (2) organized within the United States as a special purpose corporation, trust, or limited liability company, have program-wide credit enhancements including, but not limited to, over-collateralization, letters of credit, or surety bond, and has commercial paper that is rated "A-1" or higher, or the equivalent, by an NRSRO.
- (3) Eligible commercial paper shall have a maximum maturity of two hundred seventy (270) days or less. The District shall invest no more than twenty-five percent (25%) of its money in eligible commercial paper. The District shall purchase no more than ten percent (10%) of the outstanding commercial paper of any single corporate issue.
- i. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federal or state licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed thirty percent (30%) of the District's money which may be invested pursuant to this policy, subject to the limitations of Government Code Sections 53601(i) and 53638. The Board of Port Commissioners and the General Manager are prohibited from investing District funds, or funds in the District's custody, in negotiable certificates of deposit issued by a state or federal credit union if a member of the Board of Port Commissioners, or any person with investment decision making authority within the District also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.
- j. Repurchase/Reverse Repurchase Agreements of any securities authorized by Section 53601. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two percent (102%) or greater of the funds borrowed against those securities and are subject to the special limits and conditions of California Government Code 53601(j), including that Repurchase Agreements are limited to a maturity of one year and Reverse Repurchase Agreements are limited to a maximum maturity of 92 days.
- k. Placement service deposits, including certificates of deposit, at a commercial bank, savings bank, savings and loan association or credit union that uses a private sector entity that assists in the placement of such deposits shall not in total exceed 50 percent of the District's money, subject to the limitations and requirements of Government Code Section 53638 and 53601.8.
- l. Medium term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five (5) years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes

ATTACHMENT 2

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 - (2) has retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by California Government Code, Section 53601 and with assets under management in excess of \$500 million.
- n. Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.
- o. Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Government Code Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by Government Code Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank which is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.
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ATTACHMENT 2

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All certificates of deposits must be collateralized by United States Treasury Obligations. Collateral must be held by a third-party trustee and valued on a monthly basis. The percentage of collateralizations on repurchase and reverse agreements will adhere to the amount required under California Government Code Section 53601(j)(2).

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- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.

12.0 MITIGATING CREDIT RISK IN THE PORTFOLIO

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The District will mitigate credit risk by adopting the following strategies:

- a. No more than 5% of the total portfolio may be invested in securities of any single issuer, other than the US Government, its agencies and enterprises, LAIF, or unless otherwise specified in this investment policy;
- b. The District may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or District's risk preferences; and,

- c. If securities owned by the District are downgraded by either Moody's or S&P to a level below the quality required by this Investment Policy, the District will review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
 1. If a security is downgraded, the General Manager will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
 2. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and as deemed necessary reported to the Board of Directors.

13.0 REPORTING

The General Manager shall submit a monthly transaction report to the Board of Port Commissioners within 30 days of the end of the reporting period in accordance with California Government Code Section 53607. In addition, the General Manager shall submit an investment report to the Board of Port Commissioners at least quarterly, which shall be submitted within 30 days following the end of the reporting period covered by the report, and shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for District by third party contracted managers. The report will also include the source of the portfolio valuation. For all funds that are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the District will meet its expenditure obligations for the next six (6) months, as required by Government Code Section 53646(b)(2) and (3), respectively. The General Manager shall maintain a complete and timely record of all investment transactions.

14.0 INVESTMENT POLICY ADOPTION

This policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Port Commissioners. This Investment Policy replaces that which was set forth in Resolution No. 3461 on December 21, 2022.

PASSED, APPROVED AND ADOPTED this 6th day of December 2023.

Michael Blumenberg, Chair

ATTEST:

Anthony Rainey, Secretary

ATTACHMENT 2

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF SAN BUENAVENTURA)

I, Anthony Rainey, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3488 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 6th day of December 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 6th day of December 2023.

Anthony Rainey, Secretary



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS DECEMBER 6, 2023

CONSENT AGENDA ITEM D APPROVAL OF THE 2024 PORT COMMISSION MEETING SCHEDULE

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM D
Meeting Date: December 6, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
SUBJECT: Approval of 2024 Port Commission Meeting Schedule

RECOMMENDATION:

That the Board of Port Commissioners approve the 2024 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), and November/December (the third Wednesday only). 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 FY23-24 Commission budget totals \$17,200 for meals, supplies, Commissioner trainings, Chamber events and travel. The District will also continue to incur Zoom charges of approximately \$100 per month, which has been approved in the FY23-24 budget.

ATTACHMENTS:

Attachment 1 – 2024 Port Commission Schedule

ATTACHMENT 1
2024 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	Open Session
January 3	5:30PM	7:00PM
January 17	5:30PM	7:00PM
February 7	5:30PM	7:00PM
February 21	5:30PM	7:00PM
March 6	5:30PM	7:00PM
March 20	5:30PM	7:00PM
April 3	5:30PM	7:00PM
April 17	5:30PM	7:00PM
May 1	5:30PM	7:00PM
May 15	5:30PM	7:00PM
June 5	5:30PM	7:00PM
June 19	5:30PM	7:00PM
July 3	5:30PM	7:00PM
July 17	5:30PM	7:00PM
AUGUST DARK		
September 4	5:30PM	7:00PM
September 18	5:30PM	7:00PM
October 2	5:30PM	7:00PM
October 16	5:30PM	7:00PM
November 20	5:30PM	7:00PM
December 18	5:30PM	7:00PM



BOARD OF PORT COMMISSIONERS DECEMBER 6, 2023

STANDARD AGENDA ITEM 1 ADOPTION OF RESOLUTION No. 3489 APPROVING THE FINANCIAL STATEMENTS AND CHECKS FOR JULY 2023 THROUGH SEPTEMBER 2023

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: December 6, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager
SUBJECT: Adoption of Resolution No. 3489 Approving the Financial Statements and Checks
for July 2023 through September 2023

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3489 to:

- a) Accept the financial statements for the Quarter ending September 30, 2023.
- b) Review the payroll and regular checks for July through September 2023.

SUMMARY:

Attached for the Board's review are the financial statements for the quarter ended September 30, 2023, and the check registers for July through September 2023.

GUIDING PRINCIPLES:

- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 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, 2023, shown as Attachment 2, consist of the Statement of Income and Expenses, Supplementary Notes, Balance Sheet, Distribution of Cash, Comparison of Lease Rents, and a Three-Year Comparative Statement of Revenue and Expenses. Implementing the new MRI financial software continues to be more of a challenge than expected to develop our financial statements. We are not able to present the Balance Sheet or Cash Flow statements for this period.

Operational Disbursements

The accounts payable check registers for July through September can be found following 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 check expenditures exceeding \$20,000 that are non-routine below to correspond with the District's check signing policy.

July 2023 –

- F.C.T. Construction was paid \$262,360 on 7/05/23 for seven different projects.
 - A progress payment for services pertaining to the 1567 Spinnaker Drive Lighthouse building façade renovation project.
 - The final payment for the deck repairs and waterproofing at the 1559 Spinnaker Drive building (Brophy's building).
 - Replace and paint seven entry doors for the upstairs 1559 Spinnaker Drive office buildout of old Comedy Club space.
 - Installation of the base and support for the 'I Love the Sea' sign in the Village.
 - Remove the wall mural on the elevator access wall of Margarita Villa at 1567 Spinnaker Drive; installation of the EV charging stations in the maintenance lot at the VPD headquarters; and
 - Install new concrete ramp with a safety bollard adjacent to F dock gangway in the Village.
- F.C.T. Construction was paid \$54,855 on 7/06/23 as a progress payment for the Margarita Villa deck renovation project.
- Carjul Engineering and Construction was paid \$34,189 on 7/19/23 towards the trash enclosure projects located near 1559 and 1691 Spinnaker in the Village parking lot.
- Topper Industries was paid \$20,531 on 7/19/23 for Village I dock repairs and dock lighting.

August 2023 -

- Garland/DBS Inc was paid \$64,768.43 on 8/3/23 as a progress payment on the re-roofing project at 1567 Spinnaker Dr Buildings B & C.
- Lagerlof LLP was paid \$64,830 on 8/3/23 for two months of legal services. This is generally considered a 'routine' payment and not included in the financial report notes. However, in this instance, staff wished to specify that two invoices were included in this check.
- Jensen Design & Survey Inc was paid \$20,614 on 8/17/23 for continued services on several projects – Harbor Cove and Surfers Knoll beach ADA access; launch ramp project, boat wash down renovation project; and electric vehicle charging stations survey planning.

September 2023 –

- Bellingham Marine Ind. Inc was paid \$29,726 on 9/1/23 as a progress payment on the Village dock repairs on E dock slips 17 & 18.
- F.C.T. Construction was paid \$126,825 on 9/14/23 as a progress payment for services pertaining to the office build out for the old Comedy Club space at 1559 Spinnaker Drive and the installation of the mesh covers on the new trash enclosures in the Village parking lot.
- Medallion Protective Services Inc was paid \$29,747 on 9/14/23 for two months of Village security patrol.
- Kia of Ventura was paid \$80,839 on 9/14/23 for the purchase of two 2023 Kia Niro EV electric vehicles for use by maintenance and admin staff.
- Lagerlof LLP was paid \$74,867 on 9/28/23 for two months of legal services. This is generally considered a 'routine' payment and not included in the financial report notes. However, in this instance, staff wished to specify that two invoices were included in this check.

- Rasmussen & Associates was paid \$20,237 on 9/28/23 for services pertaining to Village renovation projections for the 1583 and 1559 Spinnaker restroom renovation; the glass patio wall renovation; and the Margarita Villa deck resurfacing project.
- EV Gateway was paid \$93,324 on 9/28/23 for EV car charging station units; installation hardware and monitoring services.

Details reflecting purchases made using the District's Wells Fargo Commercial credit cards for July through September 2023 are included as Attachment 4.

The Quarterly Treasurer's Report for the period ending September 30, 2023, has been included as Attachment 5. Also included with this Treasurers Report are revised investment portfolio reports for 12/31/22, 3/31/23 and 6/30/23 to correct the balances on the Wells Fargo main checking account for each quarter. Learning the bank reconciliation process in the new MRI accounting system took a very long time to resolve and identify discrepancies in posting periods.

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. The LAIF investments were correctly presented in the original reports.

Payroll Disbursements

The District has 26 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, all three months contain two regular pay periods each. The month of September includes the quarterly accrued compensation pay-off run for all departments.

FISCAL IMPACT:

The Statement of Income and Expenses reflects a positive 'Change in Net Position' of \$541,208 for the period ended September 30, 2023. This change is a result of normal operations.

ATTACHMENTS:

Attachment 1 – Resolution No. 3489

Attachment 2 – Statement of Income and Expenses – Quarter Ended September 30, 2023

Attachment 3 – Accounts Payable Check Registers – July - September 2023

Attachment 4 – Wells Fargo Bank Credit Card Charges – July - September 2023

Attachment 5 – Quarterly Treasurers Report – September 30, 2023 including revised investment portfolios for 12/31/22, 3/31/23 and 6/30/23



RESOLUTION NO. 3489

**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, 2023.
- B. The following Checks are hereby reviewed:
 - 1) Payroll checks and direct deposits #51305-51611 in the amounts of \$181,890 for July 2023 salaries, \$180,762 for August 2023 salaries, and \$204,818 for September 2023 salaries.
 - 2) Regular Checks #56812-57203 in the amounts of \$559,763 for July 2023 expenditures, \$341,732 for August 2023 expenditures, and \$699,472 for September 2023 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on December 6, 2023, Resolution No. 3489 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Michael Blumenberg, Chair

Anthony Rainey, Secretary

ATTACHMENT 2

Ventura Port District

Income Statement-Board

Current Period Includes 3 Months

Std. Budget (STD)

Consolidate all Departments

Accrual

Comparative Income Statement

	Actual	Budget			YTD Actual	YTD Budget		
	Jul - Sep 2023	Jul - Sep 2023	Variance		Jul - Sep 2023	Jul - Sep 2023	Variance	
OPERATING REVENUES								
Parcel Lease Income	1,462,124	1,415,000	47,124	3%	1,462,124	1,415,000	47,124	3%
Dry Storage Income	19,962	19,700	262	1%	19,962	19,700	262	1%
Fisherman's Storage	22,736	22,800	(64)	0%	22,736	22,800	(64)	0%
Parking Income	20,198	16,248	3,950	24%	20,198	16,248	3,950	24%
Harbor Event Fees	16,006	12,500	3,506	28%	16,006	12,500	3,506	28%
Miscellaneous Income/Rentals	12,609	18,049	(5,440)	-30%	12,609	18,049	(5,440)	-30%
Village Income:								
Harbor Village Lease Income	960,327	889,500	70,827	8%	960,327	889,500	70,827	8%
Commercial Fishing	45,734	49,475	(3,741)	-8%	45,734	49,475	(3,741)	-8%
Slip Rentals	266,157	267,000	(843)	0%	266,157	267,000	(843)	0%
Dock Electrical Income	13,514	12,600	914	7%	13,514	12,600	914	7%
Late Fees	11,427	250	11,177	4471%	11,427	250	11,177	4471%
Marketing Booth/Vendor/Sponsorship Income	1,121	2,000	(879)	-44%	1,121	2,000	(879)	-44%
Merchants Promo Fund Dues	29,897	30,200	(303)	-1%	29,897	30,200	(303)	-1%
Common Area Maintenance Income	95,212	94,050	1,162	1%	95,212	94,050	1,162	1%
TOTAL OPERATING REVENUES	2,977,022	2,849,372	127,650	4%	2,977,022	2,849,372	127,650	4%
OPERATING EXPENSES								
Personnel Expenses:								
Salaries and Wages								
Regular Salaries	697,485	726,805	29,320	4%	697,485	726,805	29,320	4%
Part-time Help	20,380	23,208	2,828	12%	20,380	23,208	2,828	12%
Overtime Pay	17,412	26,375	8,963	34%	17,412	26,375	8,963	34%
Holiday Pay	8,163	17,150	8,987	52%	8,163	17,150	8,987	52%
Total Salaries and Wages	743,439	793,538	50,099	6%	743,439	793,538	50,099	6%
Other Personnel Expenses								
Retirement Contributions	165,559	167,466	1,907	1%	165,559	167,466	1,907	1%
Payroll Taxes	12,276	15,041	2,765	18%	12,276	15,041	2,765	18%
Worker's Compensation Insurance	43,251	43,251	0	0%	43,251	43,251	0	0%

ATTACHMENT 2

Ventura Port District

Current Period Includes 3 Months

Consolidated all Departments

Income Statement-Board

Std. Budget (STD)

Accrual

Comparative Income Statement

	Actual	Budget	Variance		YTD Actual	YTD Budget	Variance	
	Jul - Sep 2023	Jul - Sep 2023			Jul - Sep 2023	Jul - Sep 2023		
OPEB Liability	3,624	3,750	126	3%	3,624	3,750	126	3%
Medical and Life Insurance	76,206	81,753	5,547	7%	76,206	81,753	5,547	7%
Optional Benefit Plan	71,456	73,614	2,158	3%	71,456	73,614	2,158	3%
Uniform Expenses and Tool Allowances	6,074	8,650	2,576	30%	6,074	8,650	2,576	30%
Total Other Personnel Expenses	378,447	393,525	15,078	4%	378,447	393,525	15,078	4%
Total Personnel Expenses	1,121,886	1,187,063	65,177	5%	1,121,886	1,187,063	65,177	5%
GENERAL EXPENSES								
Advertising	5,750	4,500	(1,250)	-28%	5,750	4,500	(1,250)	-28%
Auto/Boat Equipment Maintnace	26,731	36,450	9,719	27%	26,731	36,450	9,719	27%
Bank Fees & Other Miscellaneous Expenses	308	1,500	1,192	79%	308	1,500	1,192	79%
Building Maintenance	17,935	34,005	16,070	47%	17,935	34,005	16,070	47%
Building Maint.-Tenant Improvements	143,523	288,000	144,477	50%	143,523	288,000	144,477	50%
Communications & WiFi Services	11,099	16,950	5,851	35%	11,099	16,950	5,851	35%
Conferences, Meetings & Trainings	14,293	25,900	11,607	45%	14,293	25,900	11,607	45%
Dock Maintenance & Repairs	13,689	16,248	2,559	16%	13,689	16,248	2,559	16%
Equipment Rental	5,307	6,350	1,043	16%	5,307	6,350	1,043	16%
General Insurance	101,001	101,001	0	0%	101,001	101,001	0	0%
Grounds Maintenance	19,618	30,255	10,637	35%	19,618	30,255	10,637	35%
Maintenance Contingency	10,116	20,001	9,885	49%	10,116	20,001	9,885	49%
Janitorial Supplies	19,106	18,000	(1,106)	-6%	19,106	18,000	(1,106)	-6%
Land/Building Rental Expense	22,736	22,800	64	0%	22,736	22,800	64	0%
Marketing & Promotions	55,304	73,200	17,896	24%	55,304	73,200	17,896	24%
Memberships, Cloud Based Subscriptions	18,602	28,099	9,497	34%	18,602	28,099	9,497	34%
Office/Computer Equipment & Supplies	15,505	13,200	(2,305)	-17%	15,505	13,200	(2,305)	-17%
Operating Supplies	17,019	20,774	3,755	18%	17,019	20,774	3,755	18%
Other Equipment & Repairs	6,634	10,625	3,991	38%	6,634	10,625	3,991	38%
Prof. Services-Legal, Judgements, Settlements	36,258	75,000	38,742	52%	36,258	75,000	38,742	52%
Prof. Services/Outside Services	285,979	320,973	34,994	11%	285,979	320,973	34,994	11%

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 2023	Budget Jul - Sep 2023	Variance		YTD Actual Jul - Sep 2023	YTD Budget Jul - Sep 2023	Variance	
Prof. Services-Comm. Fishing & Aquaculture Advo	10,624	22,500	11,876	53%	10,624	22,500	11,876	53%
Utilities	117,405	125,011	7,606	6%	117,405	125,011	7,606	6%
Dredging Related Expense	52,873	54,750	1,877	3%	52,873	54,750	1,877	3%
Total General Expenses	1,027,416	1,366,092	338,676	25%	1,027,416	1,366,092	338,676	25%
Total Operating Expenses	2,149,302	2,553,155	403,853	16%	2,149,302	2,553,155	403,853	16%
Operating Income (Loss)	827,721	296,217	531,504	179%	827,721	296,217	531,504	179%
NONOPERATING REVENUES								
General								
Investment Income (Loss)	175,218	0	175,218	0%	175,218	0	175,218	0%
Tax Income	56,906	55,000	1,906	3%	56,906	55,000	1,906	3%
Inter-government Income	14,189	0	14,189	0%	14,189	0	14,189	0%
TOTAL NONOPERATING REVENUES	246,313	55,000	191,313	348%	246,313	55,000	191,313	348%
NONOPERATING EXPENSES								
Interest Expenses	202,825	207,012	4,187	2%	202,825	207,012	4,187	2%
Depreciation Expense	330,000	330,000	0	0%	330,000	330,000	0	0%
Total Non-operating Expenses	532,825	537,012	4,187	1%	532,825	537,012	4,187	1%
Non-operating Income (Loss)	(286,512)	(482,012)	195,500	41%	(286,512)	(482,012)	195,500	41%
CHANGES IN NET POSITION	541,209	(185,795)	727,004	391%	541,209	(185,795)	727,004	391%

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending September 30, 2023 – Budget to Actual Analysis

Many budget line items are not equally distributed over the course of a given year. In these circumstances, staff attempts to specify the period for planned expenditures or follow seasonal patterns when distributing the annual budget by month. However, where timing of expenses are uncertain, those line items are divided equally through the year which can result in variances by quarter.

This first quarter of the fiscal year reflects an increase in both operating revenues and operating expenses over the same quarter last year. The revenue budget for fiscal year 2023-2024 remains on the conservative side given the uncertainties of the current economy.

Operating Income:

Parcel Lease Income – (exceeds budget \$47,124) This category reflects the cumulative balance for master tenant's rents. This variance reflects a 3% increase over the budget for the quarter. This variance is due primarily to Ventura Isle Marina's sales exceeding our projections for this quarter.

Harbor Village Lease Income – (exceeds budget \$70,827) This category reflects retail, restaurants, offices, and charters. Overall this category is over budget by 8% for the quarter. This variance is a net result of restaurant sales exceeding the budget primarily in September and charter sales exceeding the budget primarily in August.

Operating Expenses:

Personnel Expenses – (under budget \$65,177) This variance is the net effect of salaries and wages being under budget \$50,099 and other personnel expenses being under budget \$15,078.

- Regular wages are under budget by \$29,320. This category is distributed evenly throughout the year based on 2 or 3 paychecks per month, as appropriate. The main cause for this variance is in the Marketing and Marina departments. Marketing began recruiting for their new fulltime position in November. This position was budgeted for the full year. Marina wages are down due to the unplanned retirement of a Dockmaster.
- The overtime category is under budget by \$8,963. This category is budgeted evenly by quarter (divided by 4).
- Holiday pay (quarterly buy-out) is under budget \$8,987. This category is budgeted evenly by quarter (divided by 4).
- Other personnel expenses are under budget \$15,078. A portion of this variance is directly affected by the timing for the hiring of the new Marketing recruit. The remainder of the variance is expected to drop once recruitment is completed.

Building Maintenance – (under budget \$16,070) This budget line was divided by 12 and spread evenly thru the year. Building maintenance includes planned and unplanned repairs. The timing is not always clear, so the budget is distributed evenly. It is not uncommon for winter storm events to prompt additional spending in this category during the winter months.

Building Tenant Improvements – (under budget \$144,477) This budget line was divided by twelve and distributed evenly thru the year. Tenant Improvements contain both, planned improvement needs, and a contingency for possible needs. The timing of tenant improvements is seldom clear. The facilities department makes the effort to perform in-house labor when staff is available on TI projects creating savings to the District by not hiring outside contractors. The office buildout at 1559 Spinnaker Drive is under way and will use \$100,000 of this variance in October and November.

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending September 30, 2023 – Budget to Actual Analysis

Marketing and Promotions – (under budget \$17,896) 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 are generally some of the bigger events and therefore expenditures in Q2 are likely to reduce the budget surplus.

Legal-Professional Services – (under budget \$38,742) This budget line was divided by twelve and distributed evenly thru the year. Staff has been successful in maintaining a reduction in the need for legal assistance, where possible.

Other Professional/Outside Services - (under budget \$34,994) 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. The majority of this variance is reflected in the Admin department for July.

Non-operating Revenue and Expenses:

Investment Income (exceeds budget \$175,218) This variance is a direct result of the income earned from LAIF investments for this quarter being offset by the fair market value loss on the LAIF investment funds. The fair market value for LAIF is around 98.6% of its cash value for the quarter ending 9/30/23. This is an increase over the same period last year of .6%. Although the District is required to book this fair market value loss, the actual funds in LAIF retain their full cash value. For the current quarter, the fair market value adjustment did not exceed the earnings for the quarter thereby showing a positive income. Given the uncertainty of investment income rates and the changes in fair market at the time of the budget preparation, no investment income was budgeted. This category will be reviewed at mid-year to determine if income should be budgeted.

Inter-governmental Income – (exceeds budget \$14,189) The City of Ventura used FEMA funds to reimburse the District for Harbor Patrol expense for safety and debris clean up in the Ventura Keys waterways during the January 2023 storm conditions. This income was not confirmed at the time of the final budget. It is anticipated that additional grant funding from FEMA will be received later in the fiscal year to reimburse costs associated with the atmospheric river storm impacts.

ATTACHMENT 2

Ventura Port District Balance Sheet For the Period Ended September 31, 2023

CURRENT ASSETS

Cash in Banks	3,837,907
Accounts Receivable	1,027,901
Taxes Receivable	67,905
Interest Receivable	174,365
Prepaid Expenses	558,385
Lease Receivable-Tenant Leases	3,571,457
Inventory of supplies	61,413

TOTAL CURRENT ASSETS \$9,299,333

NONCURRENT ASSETS

Long Term Leasae Receivable-Tenant Leases	47,541,364
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\$47,541,364

RESTRICTED ASSETS

Cash - Dredging	3,023,970
Cash - Improvement	8,332,991
Cash - Fisheries Complex	206,861
Cash - Grant Fund	42,105

TOTAL RESTRICTED ASSETS \$11,605,927

FIXED ASSETS

Land	2,342,629
Harbor Improvements	47,359,087
Equipment	2,192,178
Leased Equipment being Amortized	723,954

52,617,848

Accumulated depreciation (21,455,451)

NET FIXED ASSETS \$31,162,397

TOTAL ASSETS \$99,609,021

DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	129,082
Deferred amount on OPEB	236,021
Deferred amount on pension plan	940,740

TOTAL DEFERRED OUTFLOWS OF RESOURCES \$1,305,843

**TOTAL ASSETS AND DEFERRED
OUTFLOWS OF RESOURCES**

\$100,914,864

CURRENT LIABILITIES

Accounts Payable	773,761
Accrued Interest Payable	174,130
Current Portion of Long Term Debt	1,166,637
Accrued Liabilities	18,548
Current Portion of Compensated Absences	226,872
Accounts Payable-Vendor Leases	93,963

TOTAL CURRENT LIABILITIES \$2,453,911

LONG TERM DEBT

ltd - Notes Payable	9,444,428
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TOTAL LONG TERM DEBT \$9,444,428

OTHER LIABILITIES

OPEB Liability-Long Term	1,449,909
Compensated Absences-Long Term	120,349
Accounts Payable Equipment Lease-Long Term	539,597
Net Pension Liability	1,943,751
Unearned Revenue	72,724
Security Deposits	295,224

TOTAL OTHER LIABILITIES \$4,421,554

TOTAL LIABILITIES \$16,319,893

EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	25,882,685
Current Year Retained Earnings	541,209

TOTAL EQUITY \$31,701,558

DEFERRED INFLOW OF RESOURCES

Deferred amount on OPEB	187,498
Deferred amount from pension plan	1,787,507
Deferred amount from Leases	50,918,408

TOTAL DEFERRED INFLOW OF RESOURCES \$52,893,413

**TOTAL LIABILITIES, EQUITY, AND
DEFERRED INFLOW OF RESOURCES**

\$100,914,864

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Distribution of Cash as of September 30, 2023

	Current Balance
Cash	
Cash on Hand (undeposited)	2,538
Cash in Checking (Wells Fargo)	655,628
Merchant Fund (Wells Fargo)	29,493
Cash in County Treasury	19,476
Grant Checking Account (Wells Fargo)	42,105
Total Cash Available for Normal Operations	<u>\$ 749,240.00</u>
 Investments Unrestricted Reserves	
Local Agency Investment Fund (LAIF)	3,130,772
Total Investments Unrestricted Reserves	<u>\$ 3,130,772</u>
 Capital Improvement Reserves	
Local Agency Investment Fund (LAIF)	8,332,991
Total Capital Improvement Reserves	<u>\$ 8,332,991</u>
 Dredging Reserves	
Local Agency Investment Fund (LAIF)	3,023,970
Total Dredging Reserves	<u>\$ 3,023,970</u>
 Fisheries Complex Reserves	
Local Agency Investment Fund (LAIF)	206,861
Total Fisheries Complex Reserves	<u>\$ 206,861</u>
 TOTAL CASH AND INVESTMENTS	<u><u>\$ 15,443,834</u></u>

ATTACHMENT 2

Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>9/30/2023</u>	Year to Date Ended <u>9/30/2022</u>	Increase (Decrease)	
Parcel Leases				
VHMA/Derecktor Marine	91,134	82,390	8,744	11%
Sheraton 4 Points-Harbortown	230,819	231,987	(1,168)	-1%
Harbortown Point	2,116	1,990	126	6%
Oceans West Marina	102,578	94,522	8,056	9%
Ventura Isle Marina	287,648	237,545	50,103	21%
Ventura Marina Mobile Park	161,277	144,730	16,547	11%
Ventura West Marina	164,037	155,885	8,152	5%
Ventura Yacht Club	38,280	36,179	2,101	6%
Vta Harbor Boatyard	42,231	43,231	(1,000)	-2%
Portside Partners Ventura Harbor	342,004	315,626	26,378	8%
Total Parcel Lease	<u>1,462,124</u>	<u>1,344,085</u>	<u>118,039</u>	9%
Appreciation rent & Option Fee	<u>-</u>	<u>-</u>	<u>0</u>	0%
Total Parcel Leases	1,462,124	1,344,085	118,039	9%
Ventura Harbor Village				
Retail Rents	170,077	170,524	(447)	0%
Restaurant Rents	417,770	399,661	18,109	5%
Office Rents	206,047	196,337	9,710	5%
Charters	166,433	165,400	1,033	1%
Assignment Fees	<u>-</u>	<u>-</u>	<u>-</u>	0%
Total Village	960,327	931,922	28,405	3%
Commercial Fishing	45,734	52,033	(6,299)	-12%
TOTAL	2,468,185	2,328,040	140,145	6%

Quarterly Report
(Unaudited)

ATTACHMENT 2

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

	Quarter Ending September 30th			Year-To-Date September 30th			% change FY22-23 to Current
	2021-22	2022-23	Current	2021-22	2022-23	Current	Current
<u>Operating Income</u>							
Parcel Leases	1,148,200	1,344,086	1,462,124	1,148,200	1,344,086	1,462,124	9%
Dry Storage	22,494	20,176	19,962	22,494	20,176	19,962	-1%
Other Operating	116,743	97,751	55,543	116,743	97,751	55,543	-43%
Harbor Village Leases	936,928	931,922	960,326	936,928	931,922	960,326	3%
Commercial Fishing	56,823	52,033	45,734	56,823	52,033	45,734	-12%
Slips	239,387	262,879	266,157	239,387	262,879	266,157	1%
CAM	92,577	93,499	95,212	92,577	93,499	95,212	2%
Marketing	30,503	28,809	47,023	30,503	28,809	47,023	63%
Electrical Slips	8,827	8,046	13,514	8,827	8,046	13,514	68%
Other Operating	547	5,398	11,427	547	5,398	11,427	112%
Total Operating Income	2,653,029	2,844,599	2,977,022	2,653,029	2,844,599	2,977,022	5%
<u>Operating Expenses</u>							
Harbor Patrol	513,541	500,719	509,147	513,541	500,719	509,147	2%
Maintenance	348,285	398,240	300,620	348,285	398,240	300,620	-25%
Administration	506,220	587,120	681,891	506,220	587,120	681,891	16%
Marina	246,059	246,101	250,921	246,059	246,101	250,921	2%
C A M	209,935	216,468	220,979	209,935	216,468	220,979	2%
Marketing	103,978	109,657	119,133	103,978	109,657	119,133	9%
Dredging	31,498	26,762	66,610	31,498	26,762	66,610	149%
Total Operating Expenses	1,959,516	2,085,067	2,149,301	1,959,516	2,085,067	2,149,301	3%
NET OPERATING INCOME	693,513	759,532	827,721	693,513	759,532	827,721	9%
<u>Non-operating Income</u>							
Interest	5,624	(36,151)	175,218	5,624	(36,151)	175,218	-585%
Taxes	53,415	48,268	56,906	53,415	48,268	56,906	18%
Other-JPIA Insurance Recovery & FEMA		353,637	14,189		353,637	14,189	-96%
Total Non-operating Income	59,039	365,754	246,313	59,039	365,754	246,313	-33%
<u>Non-Operating Expenses</u>							
Depreciation	292,246	299,730	330,000	292,246	299,730	330,000	10%
Debt Service	205,708	218,054	202,825	205,708	218,054	202,825	-7%
Other	-	-	-	-	-	-	0%
Total Non-operating Expenses	497,954	517,784	532,825	497,954	517,784	532,825	3%
NET NON-OPER. INCOME	(438,915)	(152,030)	(286,512)	(438,915)	(152,030)	(286,512)	88%
NET CHANGE IN POSITION	254,598	607,502	541,209	254,598	607,502	541,209	-11%

Quarterly Report
(Unaudited)

ATTACHMENT 3

Accounts Payable Check Register - July 2023

Check	Date	Payee	Name	Description	Amount	Void Amount
56812	07/05/23	000627	F.C.T. Construction	1559 deck repair, 1567 façade, 1559 door replacement, I Love the Sea signage, 1603 elect	262,360.00	
56813	07/06/23	000107	Accurate First Aid Services	Replenish first aid stations	190.40	
56814	07/06/23	000114	AFLAC	Salary reduction benefit	948.74	
56815	07/06/23	000117	Alertline Communications	VPD elevator phone	702.00	
56816	07/06/23	000118	Alexandria Danielson	Marketing-advertising production	137.50	
56817	07/06/23	000122	All That's Fit to Print	Marketing-advertising production	2,712.00	
56818	07/06/23	000141	Aramsco, Inc	Janitorial supplies	3,876.15	
56819	07/06/23	000158	Beacon Marine Chandlery Inc	Operating supplies	10.78	
56820	07/06/23	000161	Bellingham Marine Ind. Inc.	Deposit-electrical poles	8,270.00	
56821	07/06/23	000165	Blue Highways Production LLC	Marketing-advertising	700.00	
56822	07/06/23	000174	Brendan Daly	Marketing-content development	700.00	
56823	07/06/23	000185	Cal Termite & Pest Control	VHV pest control	350.00	
56824	07/06/23	000189	California Electrical Supply	VPD conduit run	177.22	
56825	07/06/23	000198	Carpi & Clay	Washington lobbyist	5,000.00	
56826	07/06/23	000200	Carquest Auto Parts	Misc. auto supplies	43.10	
56827	07/06/23	000214	Cintas Corp #684	Uniforms, rugs, towels	1,245.94	
56828	07/06/23	000239	CyberCopy Inc.	Marketing-maps, banners, promo	121.49	
56829	07/06/23	000241	DATACHECK	Pre employment exams & tenant screening	98.00	
56830	07/06/23	000251	Dial Security Inc	NPS 1431 security monitoring, Courtesy Dockmaster coverage	985.00	
56831	07/06/23	000258	Downtown Ventura Partners	Marketing-advertising	300.00	
56832	07/06/23	000264	Dunn Edwards	Paint @ trash enclosure	544.90	
56833	07/06/23	000265	E.J. Harrison & Sons Inc.	Trash service	9,251.48	
56834	07/06/23	000276	Fast Undercar	Maintenance vehicle M55 repair	109.04	
56835	07/06/23	000280	Ferguson Enterprises Inc.	VHV restroom repair	417.22	
56836	07/06/23	000291	Garden State Fireworks Inc	Marketing-event production	5,800.00	
56837	07/06/23	000302	Grainger Inc.	VPD safety supplies, VPD light bulb stock, Harbor Cove restroom repair	708.92	
56838	07/06/23	000323	Industrial Bolt and Supply	Waypoint sign lights, VHV door hardware	303.64	
56839	07/06/23	000341	John Higgins	Reimburse-medical expense per optional benefit plan	4,200.00	
56840	07/06/23	000377	Liebert Cassidy Whitmore	HR Services	1,700.00	
56841	07/06/23	000404	McCormix Corp.	VPD vehicle fuel	352.43	
56842	07/06/23	000412	Mr. Painting, Inc.	VHV painting	5,390.00	
56843	07/06/23	000413	Muzicraft Inc.	VHV public music	329.50	
56844	07/06/23	000446	Quadient Finance USA Inc	Postage meter refill	500.00	
56845	07/06/23	000449	Rasmussen & Associates Inc	1559 Spinnaker Dr TI's, 1567 Spinnaker Dr deck resurface and patio	7,748.75	
56846	07/06/23	000450	ReadyRefresh	Bottled water service	696.96	
56847	07/06/23	000454	Ricoh USA, Inc. *** VOID ***	printing error		0.00
56848	07/06/23	000455	Rincon Consultants, Inc.	Parcel 20/14	7,500.50	
56849	07/06/23	000471	Searle Creative Group	Marketing-advertising, Admin-website service, Marketing-content development	3,202.50	
56850	07/06/23	000489	Smith Pipe & Supply Inc.	VHV/VPD landscape supplies, Launch ramp repair, 1575 courtyard maintenance	792.06	
56851	07/06/23	000496	Standard Insurance Company	Group Term Life/Long-term Disability	3,509.11	
56852	07/06/23	000522	TargetSolutions Learning	HP online training	1,846.40	
56853	07/06/23	000529	The Flag Factory	Seasonal decor	3,118.13	
56854	07/06/23	000534	The Home Depot Pro Institution	VPD safety supplies	158.70	

ATTACHMENT 3

Accounts Payable Check Register - July 2023

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
56855	07/06/23	000538	ThyssenKrupp Elevator Corp	1583 Spinnaker Dr elevator repair	5,024.10	
56856	07/06/23	000548	Tri-County Office Furniture	Accounting office furniture	5,448.95	
56857	07/06/23	000560	VCSDA - Membership	FY23-24 membership dues	150.00	
56858	07/06/23	000571	Ventura County Reporter	Marketing-advertising	395.00	
56859	07/06/23	000572	Ventura County Star	Bids/new lease notices	803.26	
56860	07/06/23	000578	Ventura Harbor Marine Fuel	Pressure washer fuel	54.40	
56861	07/06/23	000592	Vision Service Plan-(CA)	Employee vision plan	830.64	
56862	07/06/23	000601	West Coast Air Conditioning	VPD HVAC service	740.60	
56863	07/06/23	000627	F.C.T. Construction	Margarita Villa deck project	54,855.00	
56864	07/06/23	000653	American Pacific Mortgage	Tenant security refund	356.00	
56865	07/06/23	000663	Reid Middleton	Boat launch ramp	2,984.00	
56866	07/06/23	000685	WSP USA Inc	Fishing business plan	3,519.74	
56867	07/06/23	000687	RRM Design Group	Parcel 5 design	625.00	
56868	07/06/23	000690	Coastal Copy, Inc	Marina printer lease	90.87	
56869	07/06/23	000691	BFS Group of Calif LLC 1220	1591 Spinnaker Dr patio repair	322.20	
56870	07/19/23	000122	All That's Fit to Print	Marketing-advertising production	1,648.00	
56871	07/19/23	000124	Alliant Insurance Services	Event insurance, annual premium, Marketing-event production	1,987.00	
56872	07/19/23	000134	Andrew Rodriquez	Marketing-entertainment/music	1,800.00	
56873	07/19/23	000141	Aramsco, Inc	Janitorial supplies	3,487.60	
56874	07/19/23	000142	ArchiveSocial Inc	Software-social media	2,988.00	
56875	07/19/23	000158	Beacon Marine Chandlery Inc	VHV bug zappers, dockmaster supplies	53.69	
56876	07/19/23	000181	C E D (California Electrical Distributors)	VHV electrical repair, operating supplies	731.37	
56877	07/19/23	000200	Carquest Auto Parts	Vehicle maintenance	287.62	
56878	07/19/23	000204	CCI Central	Postage machine supplies	43.54	
56879	07/19/23	000214	Cintas Corp #684	Uniforms, rugs, towels	853.54	
56880	07/19/23	000215	The City of Ventura	Trash service	100.00	
56881	07/19/23	000221	Coastal Occupational Medical	Pre employment exams	250.00	
56882	07/19/23	000236	Cumulus Broadcasting Inc.	Marketing-advertising	156.00	
56883	07/19/23	000239	CyberCopy Inc.	Waypoint signage, Marketing-maps, banners	822.45	
56884	07/19/23	000251	Dial Security Inc	Courtesy Dockmaster coverage	464.00	
56885	07/19/23	000264	Dunn Edwards	VHV paint supplies	1,242.59	
56886	07/19/23	000265	E.J. Harrison & Sons Inc.	Trash service	782.05	
56887	07/19/23	000274	Farmer Bros. Co	Coffee supplies	525.86	
56888	07/19/23	000278	Federal Express Corporation	Postage fee	110.95	
56889	07/19/23	000280	Ferguson Enterprises Inc.	1559 Spinnaker Dr restroom repairs	692.35	
56890	07/19/23	000302	Grainger Inc.	Shower repair kit	205.30	
56891	07/19/23	000304	Green Thumb International	VHV gopher traps	31.98	
56892	07/19/23	000310	Health & Human Resource Center	Employee Assistance Program (EAP)	437.64	
56893	07/19/23	000329	Jani-King of CA Inc.	VHV Janitorial service	6,622.85	
56894	07/19/23	000330	JaniTek Cleaning Solutions	Marketing janitorial service, VHV floor scrub, NPS janitorial service	2,152.80	
56895	07/19/23	000347	Jose A. Gonzalez	Reimburse-mileage	67.45	
56896	07/19/23	000354	K & L Gates LLP	Aquaculture advocacy	7,966.13	
56897	07/19/23	000370	Lagerlof LLP	Legal services	1,909.04	

ATTACHMENT 3

Accounts Payable Check Register - July 2023

Check	Date	Payee	Name	Description	Amount	Void Amount
56898	07/19/23	000375	LegalShield	Prepaid legal	83.70	
56899	07/19/23	000397	Marine Recreation Assoc (MRA)	Membership	437.00	
56900	07/19/23	000398	Marine Rescue Products	Beach wheelchair	3,375.00	
56901	07/19/23	000402	Matilija Water	Reverse osmosis/cooler	64.86	
56902	07/19/23	000404	McCormix Corp.	VPD vehicle fuel	648.62	
56903	07/19/23	000428	Passport Labs Inc	Parking citations	313.32	
56904	07/19/23	000436	Photo-Scan of Los Angeles	Key card monthly support	957.95	
56905	07/19/23	000451	Red Wing Shoe Store	VPD safety shoes	1,314.36	
56906	07/19/23	000454	Ricoh USA, Inc.	VPD copier lease	1,261.22	
56907	07/19/23	000456	Ring Central Inc	VPD monthly phones	983.22	
56908	07/19/23	000471	Searle Creative Group	Marketing-advertising, content development	1,496.25	
56909	07/19/23	000475	Sema Connect Inc.	VHV charging station monthly fee	480.00	
56910	07/19/23	000489	Smith Pipe & Supply Inc.	VPD landscape maintenance	83.01	
56911	07/19/23	000508	Sun Life Financial	Dental insurance premiums	1,479.44	
56912	07/19/23	000509	Sunbelt Rentals, Inc.	Utility vehicle rent, scrubber rental, Marketing-advertising	1,834.73	
56913	07/19/23	000515	Susan Bejeckian Public Relations	Marketing-advertising	1,600.00	
56914	07/19/23	000519	Swift Chip, Inc	IT Service, Back up Server, Microsoft Office	10,285.50	
56915	07/19/23	000529	The Flag Factory	Seasonal decor	2,792.96	
56916	07/19/23	000538	ThyssenKrupp Elevator Corp	1559 Spinnaker Dr elevator repair	1,520.75	
56917	07/19/23	000541	Todd Mitchell	Reimburse-medical expense per optional benefit plan	221.44	
56918	07/19/23	000564	Ventura Breeze	Marketing-advertising	560.00	
56919	07/19/23	000578	Ventura Harbor Marine Fuel	Pressure washer fuel	45.15	
56920	07/19/23	000602	West Marine Pro	Boat maintenance	394.77	
56921	07/19/23	000609	Winkler's Appliance Service	1691 Washer repair	225.00	
56922	07/19/23	000640	Carjul Engineering and Construction Corp	1559/1691 trash encl	34,188.60	
56923	07/19/23	000676	Taylor Plasch	Reimburse-mileage	196.50	
56924	07/19/23	000685	WSP USA Inc	Fishing business plan	586.76	
56925	07/19/23	000687	RRM Design Group	Parcel 5 design	623.00	
56926	07/19/23	000691	BFS Group of Calif LLC 1220	VHV window replacement	284.18	
56927	07/19/23	000703	Association of Marina Industries	Membership	275.00	
56928	07/19/23	000704	Topper Industries	I dock deck planks, dock lights	20,530.83	
56929	07/19/23	000707	Friedleys Screen & Glass	VHV window replacement	8,787.99	
56930	07/19/23	000454	Ricoh USA, Inc.	Additional paper usage	103.56	
Total Enterprise Account Check Register					\$ 559,762.79	\$ -
Wells Fargo Grant Account						
no activity						
Total Grant Account Check Register					\$ -	\$ -
Total All Check Registers					\$ 559,762.79	\$ -

ATTACHMENT 3

Accounts Payable Check Register - August 2023

Check	Date	Payee	Name	Description	Amount	Void Amount
56931	08/03/23	000107	Accurate First Aid Services	Replenish first aid	268.89	
56932	08/03/23	000114	AFLAC	Salary reduction benefit	1,197.34	
56933	08/03/23	000141	Aramsco, Inc	VHV janitorial supplies	2,150.18	
56934	08/03/23	000179	Burons Preferred Pumping Inc.	Hydro jetting service	1,595.00	
56935	08/03/23	000181	C E D (California Electrical Distributors)	1591 Spinnaker Dr #117B TI's, VPD shop tool	608.34	
56936	08/03/23	000185	Cal Termite & Pest Control	VHV pest control	350.00	
56937	08/03/23	000214	Cintas Corp #684	Uniforms, rugs, towels	788.18	
56938	08/03/23	000236	Cumulus Broadcasting Inc.	Marketing-advertising	5,200.00	
56939	08/03/23	000239	CyberCopy Inc.	Leasing marketing	103.44	
56940	08/03/23	000242	Dave Werneburg	Reimburse Gym membership	300.00	
56941	08/03/23	000246	Dept. of Parks and Recreation	Lifeguard contract	2,133.62	
56942	08/03/23	000251	Dial Security Inc	Courtesy Dockmaster coverage	464.00	
56943	08/03/23	000258	Downtown Ventura Partners	Marketing-advertising	300.00	
56944	08/03/23	000264	Dunn Edwards	Paint @ trash enclosure	404.04	
56945	08/03/23	000265	E.J. Harrison & Sons Inc.	Trash service	9,020.46	
56946	08/03/23	000274	Farmer Bros. Co	Coffee supplies	293.84	
56947	08/03/23	000275	Fast Signs	Marketing-event production	394.50	
56948	08/03/23	000280	Ferguson Enterprises Inc.	1583 Spinnaker Dr water heater	589.71	
56949	08/03/23	000286	Fourest Tree Service, Inc	VHV tree trimming	15,365.00	
56950	08/03/23	000292	Garland/DBS, Inc	VHV roofing project	64,768.43	
56951	08/03/23	000302	Grainger Inc.	VHV promenade signage, pressure washer parts	405.40	
56952	08/03/23	000329	Jani-King of CA Inc.	VPD fridge cleaning	150.00	
56953	08/03/23	000334	Jensen Design & Survey Inc. *** VOID ***	Incorrect invoice amount		0.00
56954	08/03/23	000368	LA Unified School District	Spanish testing	600.00	
56955	08/03/23	000370	Lagerlof LLP *** VOID ***	Stub used for invoices detail		0.00
56956	08/03/23	000370	Lagerlof LLP	Legal services	64,829.77	
56957	08/03/23	000377	Liebert Cassidy Whitmore	HR services, ERC membership	5,124.50	
56958	08/03/23	000400	Mark Kidman	Reimburse-training	152.50	
56959	08/03/23	000401	Mason Alford	Reimburse-training	152.50	
56960	08/03/23	000402	Matilija Water	Reverse osmosis/cooler	64.86	
56961	08/03/23	000404	McCormix Corp.	Maintenance truck fuel	685.07	
56962	08/03/23	000414	Noble Consultants Inc.	Professional services	468.00	
56963	08/03/23	000446/TX	Quadient Finance USA Inc	VPD postage machine lease	431.66	
56964	08/03/23	000449	Rasmussen & Associates Inc	ADA restroom remodel, 1559 Spinnaker Dr #205-TI's, 1567 Spinnaker roofing project	14,353.75	
56965	08/03/23	000450	ReadyRefresh	Bottled water service	347.58	
56966	08/03/23	000451	Red Wing Shoe Store	VPD Maintenance safety shoes	1,644.46	
56967	08/03/23	000452	Richard Bear	Reimburse-safety shoes	118.51	
56968	08/03/23	000454	Ricoh USA, Inc.	VPD copier lease	659.87	
56969	08/03/23	000454/2	Ricoh USA, Inc.	Additional copy paper usage	82.23	
56970	08/03/23	000455	Rincon Consultants, Inc.	Consulting services, dredge support/permitting	10,971.25	
56971	08/03/23	000458	Robert Weinerth	Reimburse-safety shoes	310.32	
56972	08/03/23	000465	San Diego Magazine, LLC	Marketing-advertising	1,026.00	
56973	08/03/23	000487	SiteOne Landscape Supply,LLC	VHV ground maintenance	1,268.37	

ATTACHMENT 3

Accounts Payable Check Register - August 2023

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
56974	08/03/23	000496	Standard Insurance Company	Group Term Life/Long-term Disability	3,595.39	
56975	08/03/23	000512	Sunrise Music	Marketing-entertainment/music	2,500.00	
56976	08/03/23	000529	The Flag Factory	Seasonal decor	43.60	
56977	08/03/23	000540	Time To Shine	Window washing	7,567.50	
56978	08/03/23	000572	Ventura County Star	Ordinance 59 posting	276.20	
56979	08/03/23	000574	Ventura Harbor Boat Yard	Patrol Boat B1 repairs	2,175.99	
56980	08/03/23	000592	Vision Service Plan-(CA)	Vision Service Plan-(CA) Total:	854.74	
56981	08/03/23	000602	West Marine Pro	Boat parts	199.73	
56982	08/03/23	000609	Winkler's Appliance Service	Washer 3 repair	89.00	
56983	08/03/23	000627	F.C.T. Construction	1591 Spinnaker Dr #117B TI's, 1583 Spinnaker Dr #215 TI's	10,700.00	
56984	08/03/23	000629	Funflicks of Southern California	Marketing-event production	1,628.59	
56985	08/03/23	000631	Creative Coast Productions	Marketing-event production	975.00	
56986	08/03/23	000639	MRI Software LLC	Training/support	3,445.00	
56987	08/03/23	000654	Garret Winter	Reimburse-training	152.50	
56988	08/03/23	000655	Brendan Donohue	Reimburse-training	152.50	
56989	08/03/23	000676	Taylor Plasch	Reimburse-training	152.50	
56990	08/03/23	000690	Coastal Copy, Inc	Marina printer lease	90.87	
56991	08/03/23	000702	AG Designs 805 Inc	Uniforms	1,136.50	
56992	08/03/23	000708	Ideal Womens Health Specialists	Tenant security refund	1,492.00	
56993	08/03/23	000709	Silhouettes Salon	Tenant security refund	1,068.99	
56994	08/03/23	000710	Sincere Sound Design LLC	Marketing-entertainment/music	2,000.00	
56995	08/17/23	000122	All That's Fit to Print	Marketing-advertising production	1,998.00	
56996	08/17/23	000141	Aramsco, Inc	VHV/VPD janitorial supplies	2,811.33	
56997	08/17/23	000158	Beacon Marine Chandlery Inc	Dock chain repair, VPD water fountain	37.65	
56998	08/17/23	000161	Bellingham Marine Ind. Inc.	Dock-electrical pole	8,269.63	
56999	08/17/23	000181	C E D (California Electrical Distributors)	Marketing office repair	235.22	
57000	08/17/23	000189	California Electrical Supply	Maintenance code book	137.47	
57001	08/17/23	000190	California J P I A	Pollution liability	1,689.00	
57002	08/17/23	000198	Carpi & Clay	Washington lobbyist	5,000.00	
57003	08/17/23	000206	Central Coast Tourism Council	Marketing-membership	950.00	
57004	08/17/23	000214	Cintas Corp #684	Uniforms, rugs, towels	1,400.78	
57005	08/17/23	000215	The City of Ventura	Trash service	100.00	
57006	08/17/23	000236	Cumulus Broadcasting Inc.	Marketing-advertising	810.00	
57007	08/17/23	000239	CyberCopy Inc.	Marketing-event production	70.04	
57008	08/17/23	000241	DATACHECK	Tenant screening	35.00	
57009	08/17/23	000251	Dial Security Inc	NPS-1431 Spinnaker Dr security monitoring	289.00	
57010	08/17/23	000265	E.J. Harrison & Sons Inc.	Trash service	850.66	
57011	08/17/23	000275	Fast Signs	Marketing-event production	351.31	
57012	08/17/23	000277	Fausset Printing	Marketing-event production	203.95	
57013	08/17/23	000278	Federal Express Corporation	Postage	43.25	
57014	08/17/23	000280	Ferguson Enterprises Inc.	VHV restroom repair, dock maintenance	490.83	
57015	08/17/23	000304	Green Thumb International	VHV landscape supplies	344.53	
57016	08/17/23	000310	Health & Human Resource Center	Employee Assistance Program (EAP)	244.87	

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Accounts Payable Check Register - August 2023

Check	Date	Payee	Name	Description	Amount	Void Amount
57017	08/17/23	000329	Jani-King of CA Inc.	VHV Janitorial services	6,622.85	
57018	08/17/23	000334	Jensen Design & Survey Inc.	Beach ADA access, boat washdown project, VPD-EV survey, launch ramp & Harbor Cove	20,614.44	
57019	08/17/23	000347	Jose A. Gonzalez	Reimburse-mileage	53.05	
57020	08/17/23	000382	Los Angeles Tourism & Convention Board	Marketing-membership	500.00	
57021	08/17/23	000404	McCormix Corp.	Maintenance truck fuel	495.32	
57022	08/17/23	000413	Muzicraft Inc.	VHV public music	355.04	
57023	08/17/23	000428	Passport Labs Inc	Parking citations	81.07	
57024	08/17/23	000434	Peter Holguin Construction Inc	Dock water spigots	999.00	
57025	08/17/23	000436	Photo-Scan of Los Angeles	Key card monthly support	957.95	
57026	08/17/23	000455	Rincon Consultants, Inc.	Storm dredging	2,714.25	
57027	08/17/23	000456	Ring Central Inc	VPD monthly phone service	983.22	
57028	08/17/23	000482	Sheroes Entertainment	Marketing-event production	400.00	
57029	08/17/23	000509	Sunbelt Rentals, Inc.	Scrubber rental, mast light tower	368.87	
57030	08/17/23	000515	Susan Bejeckian Public Relations	Marketing-advertising	1,600.00	
57031	08/17/23	000538	ThyssenKrupp Elevator Corp	VPD elevator service	4,860.86	
57032	08/17/23	000559	VCSDA	Chapter meeting	25.00	
57033	08/17/23	000563	Ventek International	Park/Pay contract service	2,110.00	
57034	08/17/23	000579	Ventura Harbor Storage	Fisherman Storage	7,578.74	
57035	08/17/23	000602	West Marine Pro	VPD shop stock, Pressure washer repair	362.50	
57036	08/17/23	000616	Zero Waste USA	Dog waste disposal mitts	930.64	
57037	08/17/23	000624	Mavcco Fuel	Boat fuel-July 23	2,645.89	
57038	08/17/23	000627	F.C.T. Construction	1591 # 117B TI's	2,300.00	
57039	08/17/23	000629	Funflicks of Southern California	Marketing-event production	1,628.59	
57040	08/17/23	000631	Creative Coast Productions	Marketing-event production	175.00	
57041	08/17/23	000650	Mr. Tire & Service	Patrol vehicle H2 tire maintenance	310.00	
57042	08/17/23	000687	RRM Design Group	Parcel 5 design	2,500.00	
57043	08/17/23	000691	BFS Group of Calif LLC 1220	Marina dock railing	1,798.84	
57044	08/17/23	000705	Capital One Trade Credit	Pressure washer hose	392.24	
57045	08/17/23	000712	Hose-Man Inc	Maintenance Vehicle M55 hose repair	265.90	
57046	08/17/23	000713	VC Balloons	Marketing-event production	301.70	
Total Enterprise Account Check Register					\$ 341,731.65	\$ -
Wells Fargo Grant Account no activity					Total Grant Account Check Register	\$ - \$ -
Total All Check Registers					\$ 341,731.65	\$ -

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Accounts Payable Check Register - September 2023

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
57047	09/01/23	000109	Actuarial Retirement Consulting LLC	GASB 75 annual OPEB amortization report	500.00	
57048	09/01/23	000114	AFLAC	Salary reduction benefit	1,197.34	
57049	09/01/23	000122	All That's Fit to Print	Marketing-advertising production	300.00	
57050	09/01/23	000141	Aramco, Inc	VHV janitorial supplies, VPD janitorial supplies	3,773.78	
57051	09/01/23	000158	Beacon Marine Chandlery Inc	Miscellaneous boat supplies	144.00	
57052	09/01/23	000161	Bellingham Marine Ind. Inc.	Dock E-Slips 17/18	29,726.00	
57053	09/01/23	000174	Brendan Daly	Marketing-content development	725.00	
57054	09/01/23	000181	C E D (California Electrical Distributors)	Harbor Patrol signs	85.08	
57055	09/01/23	000185	Cal Termite & Pest Control	VHV pest control	350.00	
57056	09/01/23	000189	California Electrical Supply	1559 Spinnaker Dr TI's, VHV light timers	1,175.45	
57057	09/01/23	000200	Carquest Auto Parts	Patrol truck battery	168.08	
57058	09/01/23	000214	Cintas Corp #684	Uniforms, rugs, towels	1,263.39	
57059	09/01/23	000236	Cumulus Broadcasting Inc.	Marketing-advertising	2,640.00	
57060	09/01/23	000239	CyberCopy Inc.	Waypoint signage	645.05	
57061	09/01/23	000258	Downtown Ventura Partners	Marketing-advertising	440.08	
57062	09/01/23	000265	E.J. Harrison & Sons Inc.	Trash service	9,615.08	
57063	09/01/23	000274	Farmer Bros. Co	Coffee supplies	421.37	
57064	09/01/23	000276	Fast Undercar	Courtesy Patrol vehicle V1 maintenance	125.20	
57065	09/01/23	000277	Fausset Printing	Parking passing booklets	210.00	
57066	09/01/23	000280	Ferguson Enterprises Inc.	1591 Spinnaker Dr #117B TI's	234.09	
57067	09/01/23	000302	Grainger Inc.	Dock-hoists switches, VPD absorbent material, VPD shop stock	957.70	
57068	09/01/23	000321	Image Source	Marketing-advertising	251.71	
57069	09/01/23	000323	Industrial Bolt and Supply	1591 Spinnaker Dr building maintenance	145.33	
57070	09/01/23	000330	JaniTek Cleaning Solutions	NPS janitorial service, Marketing janitorial service	1,896.00	
57071	09/01/23	000354	K & L Gates LLP	Aquaculture advocacy	1,122.00	
57072	09/01/23	000366	L.A. Parent	Marketing-advertising	1,800.00	
57073	09/01/23	000375	LegalShield	Prepaid legal	83.70	
57074	09/01/23	000377	Liebert Cassidy Whitmore	HR services	2,076.91	
57075	09/01/23	000383	Lowe's Business Accts/SYNCB	VPD shop stock, VPD shop tool, VHV fence repair, VPD shop supplies, VHV landscaping s	2,953.00	
57076	09/01/23	000402	Matilija Water	Reverse osmosis/cooler	64.86	
57077	09/01/23	000404	McCormix Corp.	Maintenance vehicle fuel	674.97	
57078	09/01/23	000414	Noble Consultants Inc.	Miscellaneous project consulting	468.00	
57079	09/01/23	000431	Pegboard	Accounts Payable check stock reorder	354.15	
57080	09/01/23	000438	Pitney Bowes	Marketing-postage lease	154.80	
57081	09/01/23	000449	Rasmussen & Associates Inc	1559 Spinnakers Dr TI's, 1567 Spinnaker Dr drain repair	1,875.00	
57082	09/01/23	000454	Ricoh USA, Inc.	VPD copier lease	630.61	
57083	09/01/23	000454/2	Ricoh USA, Inc.	Additional copy paper usage fee	92.22	
57084	09/01/23	000476	SEPI Marketing Corp.	Marketing-advertising	889.00	
57085	09/01/23	000489	Smith Pipe & Supply Inc.	Irrigation valve repair, Dock maintenance	186.33	
57086	09/01/23	000491	Southern Calif. Edison	Utilities	96.32	
57087	09/01/23	000496	Standard Insurance Company	Group Term Life/Long-term Disability	3,595.39	
57088	09/01/23	000508	Sun Life Financial	Dental insurance premiums	1,467.56	
57089	09/01/23	000534	The Home Depot Pro Institution	VPD safety supplies	178.62	
57090	09/01/23	000540	Time To Shine	VHV window washing, Marketing office window washing	3,140.00	
57091	09/01/23	000544	Traffic Technologies LLC	VPD signage	262.20	
57092	09/01/23	000592	Vision Service Plan-(CA)	Employee vision plan	842.69	

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Accounts Payable Check Register - September 2023

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
57093	09/01/23	000598	Wanderlust Content Studio LLC	Marketing-advertising	4,724.00	
57094	09/01/23	000602	West Marine Pro	Patrol truck supplies	259.39	
57095	09/01/23	000624	Mavcco Fuel	Boat fuel-Jun 23	1,973.83	
57096	09/01/23	000625	Bennett Schmid	Marketing-entertainment/music	2,000.00	
57097	09/01/23	000628	Channel Watch Marine Services Inc	Tow service - Day Star-slip F01	325.00	
57098	09/01/23	000639	MRI Software LLC	Training/support	585.00	
57099	09/01/23	000685	WSP USA Inc	Fishing business plan	175.20	
57100	09/01/23	000690	Coastal Copy, Inc	Marina printer lease	90.87	
57101	09/01/23	000715	Jones Construction Management	Tenant security refund	2,161.00	
57102	09/01/23	000716	Mirror Media Group, Inc	Marketing-advertising	740.00	
57103	09/07/23	000570	Ventura County Recorder	Notice of Completion (NOC)-ADA restrooms and Village trash enclosures	48.00	
57104	09/14/23	000115	AICPA	Membership fiscal year 23-24	340.00	
57105	09/14/23	000118	Alexandria Danielson	Marketing-advertising production	2,400.00	
57106	09/14/23	000141	Aramsco, Inc	VHV janitorial supplies	2,217.79	
57107	09/14/23	000158	Beacon Marine Chandlery Inc	Miscellaneous boat supplies	12.07	
57108	09/14/23	000198	Carpi & Clay	Washington lobbyist	5,000.00	
57109	09/14/23	000214	Cintas Corp #684	Uniforms, rugs, towels	1,142.92	
57110	09/14/23	000241	DATACHECK	Tenant screening	35.00	
57111	09/14/23	000245	Dept. Of Industrial Relations	VPD elevator inspection	225.00	
57112	09/14/23	000251	Dial Security Inc	NPS 1691/1431 security service	937.00	
57113	09/14/23	000265	E.J. Harrison & Sons Inc.	Trash service	93.00	
57114	09/14/23	000280	Ferguson Enterprises Inc.	Launch ramp restroom	53.33	
57115	09/14/23	000302	Grainger Inc.	VPD Shop stock-batteries, VHV restroom repair	292.43	
57116	09/14/23	000304	Green Thumb International	VHV landscape equipment	425.54	
57117	09/14/23	000329	Jani-King of CA Inc.	VHV Janitorial service	6,622.85	
57118	09/14/23	000330	JaniTek Cleaning Solutions	NPS janitorial service, Marketing janitorial service, 1583 deep clean restroom	4,452.80	
57119	09/14/23	000347	Jose A. Gonzalez	Reimburse-mileage	52.14	
57120	09/14/23	000369	LAFCO	LAFCO-membership	7,536.00	
57121	09/14/23	000404	McCormix Corp.	Maintenance vehicle fuel	871.00	
57122	09/14/23	000413	Muzicraft Inc.	VHV public music	355.04	
57123	09/14/23	000428	Passport Labs Inc	Parking citations	317.67	
57124	09/14/23	000436	Photo-Scan of Los Angeles	Key card monthly support	957.95	
57125	09/14/23	000455	Rincon Consultants, Inc.	Dredge support/permitting	15,488.50	
57126	09/14/23	000456	Ring Central Inc	VPD Monthly phone service	983.22	
57127	09/14/23	000471	Searle Creative Group	Marketing-advertising, content development	2,310.00	
57128	09/14/23	000482	Sheroes Entertainment	Marketing-event production	80.00	
57129	09/14/23	000489	Smith Pipe & Supply Inc.	VHV valve repair	51.56	
57130	09/14/23	000509	Sunbelt Rentals, Inc.	Lifeguard vehicle rental, scrubber rental, sweeper rental	2,808.93	
57131	09/14/23	000511	Sunridge Landscape Maint., Inc	Monthly mowing service, Launch ramp landscape	3,240.00	
57132	09/14/23	000512	Sunrise Music	Marketing-entertainment/music	1,500.00	
57133	09/14/23	000515	Susan Bejeckian Public Relations	Marketing-advertising	1,600.00	
57134	09/14/23	000519	Swift Chip, Inc	IT services, Back-up server, Microsoft Office	10,285.50	
57135	09/14/23	000533	The Home Depot Pro	Harbor Cove restroom repair, VPD shop tools	2,101.38	
57136	09/14/23	000564	Ventura Breeze	Marketing-advertising	560.00	
57137	09/14/23	000571	Ventura County Reporter	Marketing-advertising	695.00	
57138	09/14/23	000572	Ventura County Star	Bid posting-Holiday Décor RFP	981.32	

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Accounts Payable Check Register - September 2023

Check	Date	Payee	Name	Description	Amount	Void Amount
57139	09/14/23	000624	Mavcco Fuel	Boat fuel-Aug 23	2,751.55	
57140	09/14/23	000627	F.C.T. Construction	1559 Spinnaker Dr TI project, VHV trash enclosure	126,825.00	
57141	09/14/23	000670	Quality Windows, Inc	1431 Spinnaker Dr - window repair	1,584.56	
57142	09/14/23	000714	Dixon Resources Unlimited	Paid park infrastructure	2,261.25	
57143	09/14/23	000717	DMA West	Classified ad-Marketing position	100.00	
57144	09/14/23	000718	Medallion Protective Services Inc	VHV Security Patrol	29,747.40	
57145	09/14/23	000719	Dixon Resources Unlimited *** VOID ***	duplicate vendor info in MRI		0.00
57146	09/14/23	000720	Kia of Ventura	Purchase of two 2023 Kia Niro EV vehicles	80,839.20	
57147	09/14/23	000714	Dixon Resources Unlimited	Paid park infrastructure	4,305.70	
57148	09/21/23	000570	Ventura County Recorder	Notice of Completion-Margarita Villa project	24.00	
57149	09/21/23	000686	Department of Justice	Public Facilities Corp annual registration filing	25.00	
57150	09/28/23	000122	All That's Fit to Print	Marketing-advertising production	1,080.00	
57151	09/28/23	000127	Altec Ind. Inc.	Maintenance vehicle M55 repair	127.19	
57152	09/28/23	000141	Aramsco, Inc	VHV janitorial supplies	2,364.73	
57153	09/28/23	000158	Beacon Marine Chandlery Inc	Patrol truck parts	19.54	
57154	09/28/23	000181	C E D (California Electrical Distributors)	1591 Spinnaker Dr #117B water heater	118.53	
57155	09/28/23	000185	Cal Termite & Pest Control	1591 Spinnaker Dr #113 termite treatment, 1559 Spinnaker Dr termite treatment	890.00	
57156	09/28/23	000214	Cintas Corp #684	Uniforms, rugs, towels	1,134.48	
57157	09/28/23	000215	The City of Ventura	Trash service	100.00	
57158	09/28/23	000218	Coastal Architects	Concept design	3,200.00	
57159	09/28/23	000239	CyberCopy Inc.	1567 Spinnaker Dr #201 lettering	135.77	
57160	09/28/23	000250	Destination Innovate, LLC	Marketing-advertising	1,000.00	
57161	09/28/23	000251	Dial Security Inc	NPS 1691/1431 security service, Courtesy Dockmaster coverage	1,864.01	
57162	09/28/23	000264	Dunn Edwards	Overflow lot 19A paint	50.98	
57163	09/28/23	000265	E.J. Harrison & Sons Inc.	Trash service	10,535.85	
57164	09/28/23	000274	Farmer Bros. Co	Coffee supplies	398.33	
57165	09/28/23	000330	JaniTek Cleaning Solutions	NPS-1431 janitorial service	186.54	
57166	09/28/23	000334	Jensen Design & Survey Inc.	Overflow lot 19A new signage and boat wash down project	2,910.00	
57167	09/28/23	000354	K & L Gates LLP	Aquaculture advocacy	1,536.34	
57168	09/28/23	000370	Lagerlof LLP	Legal services - two months	74,866.61	
57169	09/28/23	000375	LegalShield	Prepaid legal	83.70	
57170	09/28/23	000377	Liebert Cassidy Whitmore	HR services	552.50	
57171	09/28/23	000383	Lowe's Business Accts/SYNCB	VPD shop supplies	177.38	
57172	09/28/23	000402	Matilija Water	Reverse osmosis/cooler	64.86	
57173	09/28/23	000404	McCormix Corp.	Maintenance vehicle fuel	420.90	
57174	09/28/23	000428	Passport Labs Inc	Parking citations	80.30	
57175	09/28/23	000442	Poster Compliance Center	Annual HR employee poster subscriptions	452.23	
57176	09/28/23	000449	Rasmussen & Associates Inc	1583 & 1559 Spinnaker Dr restroom repair, VHV glass panel wall, VHV promenade wall	20,237.50	
57177	09/28/23	000454	Ricoh USA, Inc.	VPD copier lease	630.61	
57178	09/28/23	000454/2	Ricoh USA, Inc.	Additional copy paper usage fee	118.18	
57179	09/28/23	000478	Service-Pro Fire Protection	Backflow repair	11,112.00	
57180	09/28/23	000491	Southern Calif. Edison	Utilities	40.01	
57181	09/28/23	000496	Standard Insurance Company	Group Term Life/Long-term Disability	3,595.39	
57182	09/28/23	000508	Sun Life Financial	Dental insurance premiums	1,467.56	
57183	09/28/23	000509	Sunbelt Rentals, Inc.	Sweeper rental	1,040.20	
57184	09/28/23	000519	Swift Chip, Inc	IT services, Back-up server, Microsoft Office	10,285.50	

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Accounts Payable Check Register - September 2023

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
57185	09/28/23	000529	The Flag Factory	Seasonal decor	38.47	
57186	09/28/23	000541	Todd Mitchell	Reimburse-conference travel	422.93	
57187	09/28/23	000556	Valley Scene Magazine	Marketing-advertising	250.00	
57188	09/28/23	000579	Ventura Harbor Storage	Fisherman Storage	7,578.74	
57189	09/28/23	000581	Safe Harbor Ventura Isle	Boat storage	660.00	
57190	09/28/23	000592	Vision Service Plan-(CA)	Employee vision plan	842.69	
57191	09/28/23	000602	West Marine Pro	VPD shop stock	104.95	
57192	09/28/23	000616	Zero Waste USA	Dog waste disposal mitts	930.64	
57193	09/28/23	000628	Channel Watch Marine Services Inc	Boat disposal	12,715.00	
57194	09/28/23	000650	Mr. Tire & Service	Maintenance vehicle M47 tires	583.55	
57195	09/28/23	000690	Coastal Copy, Inc	Marina printer lease	90.87	
57196	09/28/23	000697	EvGateway	EV charging units	93,324.37	
57197	09/28/23	000698	LA Police Gear Inc	Patrol uniforms/polo shirts	416.10	
57198	09/28/23	000721	VINCE M KAPADIA INC	VenturaWaterPure	5,000.00	
57199	09/28/23	000722	Advance Auto Parts Professional	Maintenance vehicle M43 repair, miscellaneous vehicle supplies	192.15	
57200	09/28/23	000723	C&C Designs	Marketing-event production	409.67	
57201	09/28/23	000724	eTrac Inc	Harbor survey	3,985.00	
57202	09/28/23	000725	From Sinks to Sewers Inc	1691 Spinnaker Dr sewer repair	450.00	
57203	09/28/23	000726	PETZGAZETTE.COM	Marketing-advertising	30.00	
Total Enterprise Account Check Register					\$ 699,471.80	\$ -
<u>Wells Fargo Grant Account</u>						
no activity						
Total Grant Account Check Register					\$ -	\$ -
Total All Check Registers					\$ 699,471.80	\$ -

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
July 2023

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	No activity				
Total General Manager's Expenses					-
Todd Mitchell	07/13/23	Icsc-Ny	Conference	ICSC Membership for Jessica Snipas	125.00
Todd Mitchell	07/13/23	Icsc-Ny	Conference	ICSC Conference registration for Jessica Snipas	450.00
Todd Mitchell	07/24/23	Southwest Airlines	Conference	Travel to CMANC Fall Conference in Sacramento	196.96
Total Senior Business Operations Manager's Expenses					771.96
Jessica Rauch	07/28/23	Zoom.Ux	Communication	Virtual communications	108.64
Jessica Rauch	07/28/23	Swift Chip, Inc.	Computer supplies	New Wifi equipment for all offices	1,756.33
Jessica Rauch	07/26/23	USPS	Office supplies	Public Facilities Corp dissolution paperwork mailing	8.56
Jessica Rauch	07/24/23	Iron Mountain	Operating supplies	Iron Mountain shred bin	134.69
Jessica Rauch	07/20/23	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Administrative Assistant's Expenses					2,027.22
Gloria Adkins	No activity				
Total Accounting Manager's Expenses					-
Joe Gonzalez	07/24/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	2.99
Total Capital Projects Manager's Expenses					2.99
Sergio Gonzalez	07/03/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	0.99
Total Maintenance Supervisor's Expenses					0.99

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	07/03/23	Facebook	Advertising	Social media paid ads	596.58
Jennifer Talt-Lundin	07/27/23	Facebook	Advertising	Social media paid ads	900.00
Jennifer Talt-Lundin	07/10/23	Opc Msc*service Fee 024	Event production	Monster Energy Drink permit to give out samples	10.40
Jennifer Talt-Lundin	07/10/23	Opc*ventura Rma	Event production	Monster Energy Drink County Health permit to give out samples	378.00
Jennifer Talt-Lundin	07/20/23	Beacon Marine	Event production	Paint mailbox for Send a Postcard to a Friend program for X Game booth	24.48
Jennifer Talt-Lundin	07/20/23	Harbor Market & Liquor	Event production	Purchase of 2 Monster Energy Drinks to take promo photos for Monster Ener	6.58
Jennifer Talt-Lundin	07/21/23	Office Depot #931	Event production	Supplies for booth for X Games & Village Monster Activation	119.95
Jennifer Talt-Lundin	07/21/23	Visit Ventura	Event production	X Game partner shirts for booth staff for X Games & Village Monster Activati	92.45
Jennifer Talt-Lundin	07/24/23	Smart And Final 390	Event production	Supplies - taffy for booth for X Games & Village Monster Activation	69.95
Jennifer Talt-Lundin	07/24/23	Smart And Final 915	Event production	Supplies - Sunkist candies for Village booth at X Games	32.97
Jennifer Talt-Lundin	07/26/23	Amazon.Com*t67ui5dj2	Event production	Event supplies for August promos & activations	80.36
Jennifer Talt-Lundin	07/31/23	Amazon Marketplace Us	Event production	Event supplies for August promos & activations	102.34
Jennifer Talt-Lundin	07/31/23	Amazon Marketplace Us	Event production	Event supplies for August promos & activations	82.89
Jennifer Talt-Lundin	07/03/23	Sticker Mule	Promotional cards	Ventura Harbor Summer /Fall promo stickers-Seaside State of Mind	962.75
Jennifer Talt-Lundin	07/18/23	Sprout Social, Inc	Web site content	Social analytics	124.74
Jennifer Talt-Lundin	07/24/23	Mailchimp	Web site content	Enewsletter subscription	240.00
Total Marketing Manager's Expenses					3,824.44
Dave Werneburg	07/10/23	Amazon.Com	Office supplies	Miscellaneous office supplies	54.90
Dave Werneburg	07/10/23	Office Depot #931	Office supplies	Miscellaneous office supplies	21.54
Dave Werneburg	07/10/23	Amazon Marketplace Us	Office supplies	Supplies for new Dockmaster office	19.62
Dave Werneburg	07/24/23	Lowes #01941	Office supplies	Miscellaneous office supplies	26.02
Total Marina Manager's Expenses					122.08
John Higgins	07/04/23	Pinkys Tire Service Inc.	Auto Equipment/mainten	RWC trailer tire replacement	171.15
John Higgins	07/07/23	Apple.Com/Bill	Operating supplies	Iphone storage (3 devices)	2.99
John Higgins	07/25/23	Apple.Com/Bill	Operating supplies	Monthly cell phone/iPad back up/storage	2.99
John Higgins	07/17/23	DirectTV	Operating supplies	Communications/news and information	87.99
John Higgins	07/06/23	Bobonis Pmd, Inc.	Training	Staff & Lifeguard training & food	120.37
John Higgins	07/27/23	Safety Tek Inc.	Training	Fire Fit Testing SCBA	1,290.00
John Higgins	07/18/23	Lowes #01734	Vessel maintenance	Boat repair supplies	221.09
John Higgins	07/18/23	Fiberglass Hawaii Ventura	Vessel maintenance	Boat repair supplies	719.26
John Higgins	07/19/23	The Gps Store Inc.	Vessel maintenance	Radio batteries	236.84
John Higgins	07/31/23	Rhotheta International	Vessel maintenance	Part for electronics	128.75
Total Harbormaster's Expenses					2,981.43
Total Wells Fargo Credit Card Expenses					<u>\$ 9,731.11</u>

ATTACHMENT 4

Ventura Port District Wells Fargo Business Credit Card Charges August 2023

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	No activity				
Total General Manager's Expenses					-
Todd Mitchell	08/10/23	Ventura Chamber Of Commerce	Conference	Ventura Chamber of Commerce Taste Event registration	40.00
Todd Mitchell	08/03/23	CMANCS Fall Meeting	Conference	CMANC Fall Conference registration	455.00
Todd Mitchell	08/18/23	Southwest Airlines	Conference	CMANC/Army Corps of Engineers-Div. change of command ceremony	157.96
Todd Mitchell	08/24/23	Eb Asce Copri Los Angeles	Conference	ASCE COPRI LA- Presentation- Wilmington Waterfront Redevelopment	47.86
Todd Mitchell	08/24/23	Lax Smartparking Res	Conference	CMANC/Army Corps of Engineers-Div. change of command ceremony	55.99
Todd Mitchell	08/28/23	Alaska Air	Conference	CMANC Officers trip to Washington DC	258.90
Todd Mitchell	08/31/23	Sq *fish	Conference	CMANC/Army Corps-Div. change of command ceremony-lunch	66.95
Todd Mitchell	08/22/23	USPS Po 0581180051	Office supplies	USPS - send Launch Ramp Plans to DBW	11.45
Total Senior Business Operations Manager's Expenses					1,094.11
Jessica Rauch	08/28/23	Zoom.Ux	Communication	Virtual communications	108.64
Jessica Rauch	08/04/23	Dell Small Business	Computer equipment	Computer monitor for new Marina office	143.87
Jessica Rauch	08/04/23	Dell Small Business	Computer equipment	Two computers for new Marketing staff	586.96
Jessica Rauch	08/04/23	Dell Small Business	Computer equipment	New computer for Marina second station	1,005.44
Jessica Rauch	08/04/23	Dell Small Business	Computer equipment	Battery backups for Marina/Marketing new stations	156.21
Jessica Rauch	08/04/23	Dell Small Business	Computer equipment	Computer supplies for Marina/Marketing computer stations	58.65
Jessica Rauch	08/08/23	Dell Small Business	Computer equipment	New computer for new Marketing staff	1,808.38
Jessica Rauch	08/23/23	Iron Mountain	Operating supplies	Iron Mountain shred bin	160.05
Jessica Rauch	08/21/23	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Administrative Assistant's Expenses					4,047.20
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	08/09/23	City of San Buenaventura	Construction	Launch ramp/boat washdown project permit	184.00
Joe Gonzalez	08/09/23	Psuj *jpmc Fee	Operating supplies	Fee charged	5.34
Joe Gonzalez	08/16/23	Dispute-Psuj *jpmc Fee	Operating supplies	Fee charged reversed	(5.34)
Joe Gonzalez	08/23/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	2.99
Total Capital Projects Manager's Expenses					186.99
Sergio Gonzalez	08/01/23	Carquest 7311	Auto Equipment/maint.	Automotive supplies	41.87
Sergio Gonzalez	08/16/23	Advance Auto Parts	Auto Equipment/maint.	Automotive supplies	50.45
Sergio Gonzalez	08/03/23	Vista Paint Oxnard	Building maintenance	Custom paint for storage container	108.46
Sergio Gonzalez	08/30/23	Bobrick Washroom Equipment	Building maintenance	VHV 1575 Spinnaker restroom baby changing station	216.67
Sergio Gonzalez	08/23/23	Novelty Lights, Inc.	Dock maintenance	VHV dock gangway lighting supplies	950.77
Sergio Gonzalez	08/02/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	0.99
Sergio Gonzalez	08/09/23	Landscape Lighting World	Operating supplies	VHV Low voltage lights	338.88
Sergio Gonzalez	08/07/23	Vons #2431	Training	Snacks for staff - JPIA training on 08/04/23	25.14
Sergio Gonzalez	08/11/23	Vons #2431	Training	Snacks for staff - JPIA training on 08/09/23	31.75
Sergio Gonzalez	08/18/23	California Building Officials	Training	CALBO training registration / Wayne Hatch	585.00
Sergio Gonzalez	08/24/23	Vons #2431	Training	Snacks for staff - JPIA training	68.04
Sergio Gonzalez	08/25/23	Vons #2431	Training	Lunch for staff - JPIA training 08/23/23 (HazWoper)	96.08
Total Maintenance Supervisor's Expenses					2,514.10
Jennifer Talt-Lundin	08/01/23	Facebook	Advertising	Social media paid ads	148.83
Jennifer Talt-Lundin	08/03/23	Office Depot #931	Advertising	Staff calendars for office / office supplies	45.14
Jennifer Talt-Lundin	08/02/23	Los Angeles Tourism	Conferences	LA Tourism Annual Outlook Forum early bird registration	125.00
Jennifer Talt-Lundin	08/02/23	Los Angeles Tourism	Conferences	LA Tourism Annual Outlook Forum early bird registration	125.00
Jennifer Talt-Lundin	08/01/23	Amazon Marketplace Us	Event production	Event supplies for August promos & activations	7.53
Jennifer Talt-Lundin	08/02/23	Amazon Marketplace Us	Event production	805 Day - Taylor Swift Promotion	82.97
Jennifer Talt-Lundin	08/02/23	Amazon Marketplace Us	Event production	805 Day - Taylor Swift Promotion	152.93
Jennifer Talt-Lundin	08/03/23	Michaels Stores 4800	Event production	805 Day - Taylor Swift Promotion	45.71
Jennifer Talt-Lundin	08/04/23	Hats Unlimited	Web site content	Barbie Village shopping social media contest package item	16.48
Jennifer Talt-Lundin	08/04/23	Lost In Socks	Web site content	Barbie Village shopping social media contest package item	14.67
Jennifer Talt-Lundin	08/03/23	Lemon & Lei	Web site content	Barbie Village shopping social media contest package item	8.61
Jennifer Talt-Lundin	08/03/23	Treasure Cove	Web site content	Barbie Village shopping social media contest package item	23.27
Jennifer Talt-Lundin	08/03/23	Barefoot Boutique	Web site content	Barbie Village shopping social media contest package item	15.35
Jennifer Talt-Lundin	08/03/23	Ventura Swimwear	Web site content	Barbie Village shopping social media contest package item	27.80
Jennifer Talt-Lundin	08/03/23	Monday.com	Web site content	Project management	948.00
Jennifer Talt-Lundin	08/07/23	Amazon.com	Web site content	Barbie Village shopping social media contest package item	15.07
Jennifer Talt-Lundin	08/18/23	Sprout Social, Inc	Web site content	Social Media Analytics	124.74
Jennifer Talt-Lundin	08/22/23	Mailchimp	Web site content	Enewsletter subscription	240.00
Total Marketing Manager's Expenses					2,167.10

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Dave Werneburg	08/31/23	Secure Cable Ties	Dock maintenance	Zip ties for dock electric pedestals	39.85
Dave Werneburg	08/01/23	All Thats Fit To Print	Office supplies	Dockmaster's business cards	133.97
Dave Werneburg	08/02/23	Big Lots Stores - #4546	Office supplies	Counter table for new Dockmaster office	92.43
Dave Werneburg	08/10/23	Office Depot #931	Office supplies	Office supplies	103.91
Dave Werneburg	08/10/23	Lowes #01941	Office supplies	Bottled water dispenser	239.26
Dave Werneburg	08/10/23	Amazon Marketplace Us	Office supplies	Under desk keyboard drawer for new desk	76.11
Dave Werneburg	08/31/23	Ebay	Office supplies	Replacement remote pad for Dockmaster's office heater/A/C	18.38
Total Marina Manager's Expenses					703.91
John Higgins	08/15/23	DirectTV	Operating supplies	Communications/news and information	87.99
John Higgins	08/02/23	Dell Business Online	Operating supplies	Dispatch computer - grant funded	764.16
John Higgins	08/07/23	Apple.Com/Bill	Operating supplies	Iphone storage (3 devices)	2.99
John Higgins	08/22/23	Costco.com	Operating supplies	Emergency supplies & trailer supplies	269.32
John Higgins	08/23/23	Costco.com	Operating supplies	Portable lighting (emergency operations & oil spill trailer)	107.73
John Higgins	08/23/23	Costco.com	Operating supplies	Portable battery pack (emergency operations & oil spill trailer)	409.44
John Higgins	08/25/23	Apple.Com/Bill	Operating supplies	Monthly cell phone/iPad back up/storage	2.99
John Higgins	08/07/23	Safety Tek Inc	Training	SCBA Fit Testing	1,290.00
John Higgins	08/21/23	Brophy Bros. - Ventura	Training	Patrol department training & food	49.16
John Higgins	08/22/23	Firehouse Subs	Training	Patrol department training & food	108.76
John Higgins	08/29/23	Hertz #0103002	Training	JPIA training car rental	257.14
John Higgins	08/28/23	Price Ford Of Simi	Vehicle purchase	Deposit on EV truck purchase for Patrol	500.00
Total Harbormaster's Expenses					3,849.68
Total Wells Fargo Credit Card Expenses					<u>\$ 14,563.09</u>

ATTACHMENT 4

Ventura Port District Wells Fargo Business Credit Card Charges September 2023

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	09/19/23	Ventura Chamber Of Commerce	Advertising	Leasing Advertising - Chamber Fall Expo	200.00
Brian Pendleton	09/04/23	Deannas Mobile Notary	Advertising	Notary Services for VenturaWaterPure Easement agreements	105.00
Total General Manager's Expenses					305.00
Todd Mitchell	09/01/23	Oak Peetscoffeet2 6621310	Conference	CMANC/Army Corps-Div. Change of Command Ceremony-breakfast	8.22
Todd Mitchell	09/18/23	Sq *sansei Grill Burbank	Conference	CMANC - lunch	21.74
Todd Mitchell	09/18/23	Bob Hope Airport	Conference	Parking at airport while at CMANC conference	81.00
Total Senior Business Operations Manager's Expenses					110.96
Jessica Rauch	09/04/23	CSDA Career Center	Advertising	Marketing new position job posting - CSDA Career Center	205.00
Jessica Rauch	09/28/23	Zoom.U.S	Communication	Virtual communications	108.64
Jessica Rauch	09/08/23	Valentinos - Ventura	Conference	9.6.23 Commission dinner	101.94
Jessica Rauch	09/21/23	Brophy Bros.	Conference	9.21.23 Commissioners dinner	130.65
Jessica Rauch	09/22/23	Iron Mountain	Operating supplies	Iron Mountain shred bin	177.51
Jessica Rauch	09/20/23	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Administrative Assistant's Expenses					742.74
Gloria Adkins	09/25/23	Government Finance Officers Association	Training	Annual Governmental GAAP Update training	220.00
Total Accounting Manager's Expenses					220.00
Joe Gonzalez	09/12/23	Ebay	Building maintenance	Rust conversion agent	45.57
Joe Gonzalez	09/25/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	2.99
Total Capital Projects Manager's Expenses					48.56

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	09/01/23	Altec Industries, Inc	Auto Equipment/maint.	Repair of M-55 boom truck	172.03
Sergio Gonzalez	09/07/23	Landscape Lighting World	Building maintenance	VHV tenant signage lighting project	415.33
Sergio Gonzalez	09/04/23	Ez Meter	Dock maintenance	Electrical counters for VHV dock pedestals	215.40
Sergio Gonzalez	09/01/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	0.99
Sergio Gonzalez	09/21/23	California Building Officials	Training	CALBO training registration / Luis Quezada	675.00
Sergio Gonzalez	09/21/23	California Building Officials	Training	CALBO training registration / Aaron Loft	585.00
Sergio Gonzalez	09/21/23	California Building Officials	Training	CALBO training registration / Abel Gamino	675.00
Sergio Gonzalez	09/22/23	California Building Officials	Training	CALBO training registration / Martin Lopez	195.00
Total Maintenance Supervisor's Expenses					2,933.75
Jennifer Talt-Lundin	09/01/23	Facebook	Advertising	Social media paid ads	762.41
Jennifer Talt-Lundin	09/07/23	Visit California	Conference	Two registrations for Visit CA Outlook Forum in 2024	1,698.00
Jennifer Talt-Lundin	09/20/23	La Live	Conference	Downtown LA parking garage fore LA Outlook Forum event	35.00
Jennifer Talt-Lundin	09/15/23	Target.Com	Event production	Halloween candy for Halloween Trick or Treat	403.77
Jennifer Talt-Lundin	09/22/23	Sugar Lab Bake Shop	Event production	Mermaid Month KTLA cupcakes for on-air presentation	55.50
Jennifer Talt-Lundin	09/22/23	Spirit Halloween	Event production	Mermaid / Pirate/ Halloween parrot prop	10.76
Jennifer Talt-Lundin	09/26/23	Old Navy	Event production	Shirts for HOWL-O-Ween event	43.10
Jennifer Talt-Lundin	09/18/23	Sprout Social, Inc	Web site content	Social Media Analytics	124.74
Jennifer Talt-Lundin	09/22/23	Mailchimp	Web site content	Enewsletter subscription	240.00
Total Marketing Manager's Expenses					3,373.28
Dave Werneburg	09/14/23	Fastsigns Of Ventura	Dock maintenance	Laminated electrical pedestal cards replacing rusted metal locks	279.87
Dave Werneburg	09/01/23	Office Depot #931	Office supplies	Printer toner, mouse pads, new keyboard/mouse	194.97
Dave Werneburg	09/04/23	Office Depot #931	Office supplies	Returned printer toner - not compatible with this printer	(90.50)
Dave Werneburg	09/04/23	Amazon Marketplace	Office supplies	Markers and magnets for new glass white boards in Dockmaster office	53.82
Dave Werneburg	09/05/23	Big Lots Stores - #4546	Office supplies	Kitchen supplies for Dockmaster office	9.11
Dave Werneburg	09/05/23	Lowes #01941	Office supplies	Electrical extension cords and surge protector power strip	16.70
Dave Werneburg	09/08/23	Amazon.com	Office supplies	Supplies for Dockmaster office	20.64
Dave Werneburg	09/11/23	Office Depot #931	Office supplies	Desk pads, tools, etc. for Dockmaster office	138.00
Dave Werneburg	09/14/23	Keurig Green Mountain	Office supplies	Replacement coffee maker for Dockmaster office	119.05
Dave Werneburg	09/15/23	Container store Oxnard CA	Office supplies	Picture hanging materials for new Dockmaster office	24.01
Dave Werneburg	09/21/23	Lowes #01941	Office supplies	Key rings and key ID tags	18.16
Dave Werneburg	09/21/23	Minute Key	Office supplies	Duplicate keys for 1449 building janitor's closet	8.74
Dave Werneburg	09/25/23	Office Depot #931	Office supplies	Misc. office supplies	58.54
Total Marina Manager's Expenses					851.11
John Higgins	09/04/23	Omni La Costa Resort	Conference	JPIA Conference Lodging	715.89
John Higgins	09/08/23	Hertz #0715001	Conference	JPIA training car rental	354.89
John Higgins	09/15/23	DirectTV	Conference	Communications/news and information	87.99
John Higgins	09/21/23	Ventura County EMS	Conference	EMT License Alford	136.00
John Higgins	09/27/23	Shore And Beach	Conference	Shore & Beach Conference Ventura	296.90
John Higgins	09/06/23	Apple.Com/Bill	Operating supplies	Monthly cell phone/iPad back up/storage	2.99
John Higgins	09/25/23	Apple.Com/Bill	Operating supplies	iPhone storage (3 devices)	2.99
Total Harbormaster's Expenses					1,597.65
Total Wells Fargo Credit Card Expenses					<u>\$ 10,183.05</u>

VENTURA PORT DISTRICT**DEPARTMENTAL STAFF REPORT**

Meeting Date: December 6, 2023

TO: Board of Port Commissioners
 CC: Brian D. Pendleton, General Manager
 FROM: Gloria Adkins, Accounting Manager
 SUBJECT: Quarterly Treasurers Report – September 30, 2023

As of September 30, 2023, the District held cash and investments with a market value of \$15,443,834. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 95% of the September 30, 2023 total fund balance:

Enterprise (Operating) Fund	\$3,130,772
Dredging Reserve Fund	3,023,970
Capital Improvement Fund	8,332,991
Capital Improvement – Fisheries Fund	<u>206,861</u>
Total Funds	\$14,694,594

The Investment Portfolio Report for September 30, 2023 attached herewith includes all of the District's Funds.

Also attached are the revised reports for December 31, 2022, March 31, 2023 and June 30, 2023 to correct the Wells Fargo main checking account balances.

Submitted by: Gloria Adkins
 Gloria Adkins
 Accounting Manager

Date: November 29, 2023

ATTACHMENTS:

- Attachment 1 - Investment Portfolio Report for September 30, 2023
- Attachment 2 - Revised Investment Portfolio Report for December 31, 2022
- Attachment 3 - Revised Investment Portfolio Report for March 31, 2023
- Attachment 4 - Revised Investment Portfolio Report for June 30, 2023
- Attachment 5 - LAIF Performance Report for September 30, 2023

ATTACHMENT 5

ATTACHMENT 1

**Ventura Port District
Investment Portfolio Report
Quarter Ending 9/30/2023**

<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		On Demand	3.59%	14,898,590	14,898,590	95%	14,694,594	LAIF
Total Cash Investments LAIF						\$ 14,898,590	95%	\$ 14,694,594	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo		On Demand	N/A	N/A	655,628	4%	655,628	Wells Fargo
Merchant Services Account	Wells Fargo		On Demand	N/A	N/A	29,493	0.2%	29,493	Wells Fargo
SLC Grant Fund checking	Wells Fargo		On Demand	N/A	N/A	42,105	0.3%	42,105	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	2,538	0.02%	2,538	Ventura Port District
Total Cash Deposits						\$ 729,764	5%	\$ 729,764	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	3.57%	19,476	19,476	0.1%	19,476	Ventura County Treasury
Total Cash in County Treasury						\$ 19,476	0.1%	\$ 19,476	
TOTAL ALL FUNDS						\$ 15,647,830	100%	\$ 15,443,834	

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.

11/29/2023

Submitted by:

ATTACHMENT 5

ATTACHMENT 2

**Ventura Port District
Investment Portfolio Report
Quarter Ending 12/31/2022
AS REVISED 11/29/2023**

<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		On Demand	2.07%	16,434,060	16,434,060	98%	16,128,210	LAIF
Total Cash Investments	LAIF					\$ 16,434,060	98%	\$ 16,128,210	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo	REVISED	On Demand	N/A	N/A	161,313	1%	161,313	Wells Fargo
Merchant Services Account	Wells Fargo		On Demand	N/A	N/A	131,070	0.8%	131,070	Wells Fargo
SLC Grant Fund checking	Wells Fargo		On Demand	N/A	N/A	42,105	0.3%	42,105	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	2,538	0.02%	2,538	Ventura Port District
Total Cash Deposits						\$ 337,026	2%	\$ 337,026	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	2.30%	18,955	18,955	0.1%	18,955	Ventura County Treasury
Total Cash in County Treasury						\$ 18,955	0.1%	\$ 18,955	
TOTAL ALL FUNDS						\$ 16,790,041	100%	\$ 16,484,191	

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.

11/29/2023

Submitted by: Jadkin

ATTACHMENT 5

ATTACHMENT 3

**Ventura Port District
Investment Portfolio Report
Quarter Ending 3/31/2023
AS REVISED 11/29/2023**

<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		On Demand	2.74%	15,365,656	15,365,656	95%	15,158,379	LAIF
Total Cash Investments LAIF						\$ 15,365,656	95%	\$ 15,158,379	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo	REVISED	On Demand	N/A	N/A	634,917	4%	634,917	Wells Fargo
Merchant Services Account	Wells Fargo		On Demand	N/A	N/A	133,900	0.8%	133,900	Wells Fargo
SLC Grant Fund checking	Wells Fargo		On Demand	N/A	N/A	42,105	0.3%	42,105	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	2,538	0.02%	2,538	Ventura Port District
Total Cash Deposits						\$ 813,460	5%	\$ 813,460	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	3.04%	19,068	19,068	0.1%	19,068	Ventura County Treasury
Total Cash in County Treasury						\$ 19,068	0.1%	\$ 19,068	
TOTAL ALL FUNDS						\$ 16,198,184	100%	\$ 15,990,907	

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.

11/29/2023

Submitted by: Jad/Cmi

ATTACHMENT 5

ATTACHMENT 4

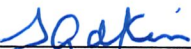
**Ventura Port District
Investment Portfolio Report
Quarter Ending 6/30/2023
AS REVISED 11/29/2023**

<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		On Demand	3.36%	15,973,110	15,973,110	95%	15,730,774	LAIF
Total Cash Investments LAIF						\$ 15,973,110	95%	\$ 15,730,774	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo	REVISED	On Demand	N/A	N/A	701,050	4%	701,050	Wells Fargo
Merchant Services Account	Wells Fargo		On Demand	N/A	N/A	8,397	0.1%	8,397	Wells Fargo
SLC Grant Fund checking	Wells Fargo		On Demand	N/A	N/A	42,105	0.3%	42,105	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	2,538	0.02%	2,538	Ventura Port District
Total Cash Deposits						\$ 754,090	5%	\$ 754,090	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	3.59%	19,253	19,253	0.1%	19,253	Ventura County Treasury
Total Cash in County Treasury						\$ 19,253	0.1%	\$ 19,253	
TOTAL ALL FUNDS						\$ 16,746,453	100%	\$ 16,504,117	

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.

11/29/2023

Submitted by: 



PMIA/LAIF Performance Report as of 10/18/23



Quarterly Performance Quarter Ended 09/30/23

LAIF Apportionment Rate ⁽²⁾ :	3.59
LAIF Earnings Ratio ⁽²⁾ :	0.00009812538629360
LAIF Administrative Cost ^{(1)*} :	0.29
LAIF Fair Value Factor ⁽¹⁾ :	0.986307739
PMIA Daily ⁽¹⁾ :	3.48
PMIA Quarter to Date ⁽¹⁾ :	3.42
PMIA Average Life ⁽¹⁾ :	256

PMIA Average Monthly Effective Yields⁽¹⁾

September	3.534
August	3.434
July	3.305**
June	3.167
May	2.993
April	2.870

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 09/30/23 \$156.4 billion

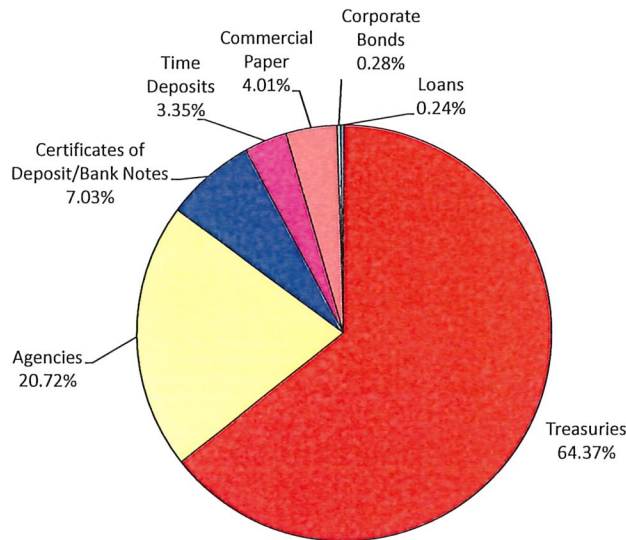


Chart does not include \$2,444,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

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.

** Revised

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



BOARD OF PORT COMMISSIONERS DECEMBER 6, 2023

STANDARD AGENDA ITEM 2 REVIEW, DISCUSS AND APPROVE UPDATES TO THE VENTURA PORT DISTRICT PUBLIC AND CIVIC ENGAGEMENT PLAN

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 2
Meeting Date: December 6, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
SUBJECT: Review, Discuss and Approve Updates to the Ventura Port District Public and Civic Engagement Plan

RECOMMENDATION:

That the Board of Port Commissioners review, discuss and approve updates to the Ventura Port District Public and Civic Engagement Plan.

SUMMARY:

On July 7, 2021, the Board of Port Commissioners (Board) moved to approve the first ever Ventura Port District Public and Civic Engagement Plan (PCEP). On December 21, 2022, staff brought forth additions to the plan, which the Board approved. This plan is a living document for review and update by staff and the Board on an annual basis.

GUIDING PRINCIPLES:

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

5-YEAR 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.
 - 2) Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects and programs.
 - 3) Public and Civic Engagement Planning
 - 4) Updates to District policies to reflect improved transparency and DEI

BACKGROUND:

New stakeholders are identified, and additional communication and outreach efforts included.

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment 1 – Public and Civic Engagement Plan – Redlined
Attachment 2 – Public and Civic Engagement Plan - Clean

**VENTURA PORT DISTRICT
PUBLIC AND CIVIC ENGAGEMENT PLAN**



**Prepared for the
Ventura Port District**

**Prepared by
Brian D. Pendleton, General Manager**

**APPROVED
JULY 7, 2021
UPDATED
DECEMBER 21, 2022
DECEMBER 6, 2023**

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I. INTRODUCTION

The Ventura Port District (“District”) strives to provide engaged, accountable, and effective government. As part of this commitment, the District developed a Public and Civic Engagement Plan (P.C.E.P.) that was approved by the Board on July 7, 2021 and is consistent with the Guiding Principles and 5-Year Objectives adopted by the Board on April 6, 2022 which can be found on the Districts website: <https://venturaharbor.com/mission-vision/>.

II. PURPOSE

The District’s purpose for developing this P.C.E.P is to facilitate meaningful community involvement. This P.C.E.P will answer the following questions:

- Who are the District’s stakeholders?
- How does the District communicate and outreach to [it’sits](#) stakeholders?
- Who does the District collaborate with?
- How does the District showcase their efforts in transparency?

The P.C.E.P is a living document that establishes the approach to civic and public engagement for proposed policies, programs and projects. The P.C.E.P. also establishes methods for public participation, two-way dialogue and communication and documentation of the same.

Further, the District, its Commissioners, and staff seek to formalize through this plan, on-going efforts to strengthen communication, collaboration, and transparency with stakeholders, business partners, and civic leaders.

III. WHAT IS CIVIC AND PUBLIC ENGAGEMENT

The term “Civic Engagement” refers to working to make a difference in the civic life of one’s community and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community, through both political and non-political processes. ([Youth.gov](#)).

The term “Public Engagement” is any process that involves the public in problem solving or decision-making and uses public input to make sustainable and enduring decisions. Public engagement includes all aspects of identifying problems and opportunities, developing alternatives, and making decisions.

Planning for public engagement is a crucial step in ensuring that engagement efforts are effective. The planning process helps local governments refine goals, identify the community’s needs, determine key audiences, and plan for success.

IV. STAKEHOLDERS

Stakeholders play an important role in any governmental organizations decision-making process. The term “stakeholder” refers to one who is involved in or affected by a course of action. ([Merriam-Webster.com](https://www.merriam-webster.com/dictionary/stakeholder)) This includes people who will benefit from the project or action, people who could be negatively impacted, and those who are simply interested.

Below is a list of stakeholder groups and categories with specific examples:

STAKEHOLDERS	WHO ARE THEY?	WHY INCLUDED?	WHAT DO THEY DO?
Ventura Port District Business Partners	Master Tenants Master Subtenants Village Tenants Charters Commercial Fishers District Employees	As business partners, good stewardship of the harbor benefits all as well as the public.	Create value for the public at large in turn generating income, revenue, and jobs.
Harbor & Neighboring Residents	Ventura Marina Mobile Home Park Portside Ventura Harbor Liveaboards The Keys	Members of the Harbor Community	Benefit from the natural assets and amenities of the Harbor. Contribute as members of the Harbor Community.
Visitors	Local Residents Out of City Out of State International	The public are the ultimate beneficiaries of the Port District's assets, infrastructure, and amenities.	Value created by the offerings of the harbor stimulates patronage from the public. Those funds are reinvested for the benefit of the public at large.
Water Activity Groups	Outriggers Paddleboards Kayakers Sailors/boaters Commercial & recreational fishers Swimmers Surfers	Care about the condition and health of our water and waterways and benefit from the results of good stewardship.	Benefit from the infrastructure and natural assets of the Harbor. Bring visitors/business to the Harbor.
Civic Leaders	City of Ventura County of Ventura Ventura County Air Pollution Control District Ventura Local Agency Formation Commission Oxnard Harbor District (Port of Hueneme) State of California State Senate & Assembly US House of Representatives US Senate	Cooperative agencies are essential partners in the success of a Special District.	Many agencies have jurisdictional authority over the District. Many also have access to larger resource pools that can benefit the District and therefore its users and business partners.
Federal & State Agency's	US Army Corps of Engineers (Corps) National Oceanic & Atmospheric Administration (NOAA) US Coast Guard (USCG)	Regulatory and responsible agencies are essential partners in	Many agencies have jurisdictional authority over the District. Many also have access to

ATTACHMENT 1

	California Coastal Commission National Parks Service California State Parks California Department of Fish & Wildlife	the success of a Special District.	larger resource pools that can benefit the District and therefore its users and business partners.
Community Organizations & Non-Profits	Ventura Chamber of Commerce Ventura Visitors & Convention Bureau California Special Districts Association (CSDA) Ventura County Special Districts Association Economic Development Collaborative (EDC) Women's Economic Ventures (WEV) California Central Coast Tourism Cal Travel Association Los Angeles Convention & Visitors Bureau	As a destination for both locals and the traveling public, relationships with economic development partners are crucial to keeping Ventura Harbor competitive for visitation.	Assist in generating awareness and traffic to the harbor. Additional visitation generates revenue for reinvestment in harbor facilities, assets, and amenities.
Environmental & Environmental Justice Organizations	Environmental Defense Center Santa Barbara Channelkeeper Friends of the Earth Wishtoyo Chumash Foundation California Coastal Protection Network Ocean Conservation Research Northwest Atlantic Marine Alliance Oceanic Preservation Society Center for Biological Diversity Seven Circles Foundation Environmental Action Committee of West Marin Surfrider	Care about the condition and health of our coastal environment and benefit from the results of good stewardship.	Work to protect and enhance local environment.

Identifying stakeholders allows for clear communications during periodic updates or policy, program, or project progress meetings. Knowing who stakeholders are and where they fit in the development and implementation phases of a policy, program or project is vital to understanding and effectively addressing their expectations or concerns.

This list is not meant to be all inclusive and will likely expand as new stakeholders are discovered.

V. COMMUNICATION & OUTREACH

Traditionally, communications and outreach refer to strategies used to educate, engage and involve specific stakeholder groups around an agenda or mission. Communication is the development and delivery of a compelling message to critical audiences and outreach is the means by which you reach and deliver your message to those critical audiences. (bscpcenter.org)

The following are the District's methods for how we communicate and outreach information to our stakeholders:

1) Board Meetings

Board meetings provide stakeholders with the opportunity to know what business is being discussed and the opportunity to participate in that discussion. Board meetings are held in-person and via Zoom.

- Board meetings are held twice per month, once in November and December, and typically dark in August. Special meetings can be called by the Board on an as-needed basis.
- The District implemented a hybrid meeting format that allows for both in-person and remote observation to increase stakeholder engagement and participation. As of January 1, 2023, the District will allow for remote participation for public communications.
- Maintain interest lists:
 - Agenda Packets
 - Special Projects and Programs
 - Harbor Village Tenants
 - Master Tenants
 - District Employees

2) Workshops

- Budget
- Guiding Principles and 5-Year Objectives Development Sessions
- Special Projects and Programs

3) Informational Notifications

- Emails from the General Manager
- Tenant Newsletters from Marketing

4) Content Development

a) Social Media

- Instagram ~~27,291~~ followers
- Facebook ~~31,479~~ followers
- ~~Twitter~~ X ~~5,785~~ followers

b) E-Newsletters/Blogs ~~15,614~~ subscribers

c) Short Video Compilations

d) Paid Media

- Digital
 - Print
 - e) Media
 - Press Releases
 - TV Coverage
 - Radio Ads
 - f) Tenant Recognition
 - VC Reporter “Best Of” Awards
 - District Tenant Recognition Celebration
- 5) Websites
- venturaharbor.com (Ventura Port District)
 - Compliance with Americans with Disabilities Act (ADA)
 - Content
 - a. VPD Mission
 - b. History
 - c. Organizational Structure
 - d. Commissioners with Contact Info.
 - e. GM & Managers with Contact Info.
 - f. Board Meeting Agendas, Minutes
 - g. Meeting Archives
 - h. Financial Reports
 - i. Administrative Policies
 - j. News & Events
 - venturaharborvillage.com (Ventura Harbor Village)
 - Compliance with Americans with Disabilities Act (ADA)
 - Content
 - a. Tenant Names, Contact Info.
 - b. Events
 - c. Visitor Information
- 6) Community Organization Membership, Participation and/or Presentations
- Annual Grand Jury Protocol Visit
 - Ventura Chamber of Commerce
 - Ventura Visitors and Convention Bureau
 - Rotary Club (and other service clubs)
 - Pierpont Community Council, The Keys Neighborhood
 - Ventura County and California Special Districts Associations (VCSDA and CSDA)
 - ~~Ventura County Economic Development Association~~
 - California Central Coast Tourism
 - Cal Travel Association
 - Los Angeles Convention & Visitors Bureau

7) Events, [Meetings](#)

- Village Tenant Recognition
- Master and Village Tenant Meetings
- Commercial Fishers Meetings
- [Aquaculture Meetings](#)
- Monthly and Holiday Event Promotions for Visitors
- Employee Recognition Events

8) Diversity, Equity, Inclusion (DEI)

- District Career Opportunities
 - Employee Opportunities posted in Spanish and published in Spanish publications.
- Tenant Cultural Recognition
- Lease Marketing
 - Advertising vacant spaces in LGBTQ/Spanish publications
- [Celebration of annual multicultural events and dates of significance through marketing recognition and programming.](#)

VI. COLLABORATION

The term “collaboration” refers to the act of working together, especially on a goal or shared project. ([Dictionary.com](https://www.dictionary.com)) When used strategically, collaboration produces positive impacts, stakeholders committed to policy or program change, and strengthened capacity of individuals and organizations to effectively work together.

COLLABORATORS	WHO ARE THEY?	HOW DO WE COLLABORATE?
Ventura Port District Business Partners	Master Tenants Master Subtenants Village Tenants Charters Commercial Fishers District Employees	Collaborative teamwork in promoting a positive experience in harbor visitation benefits all partners and returns investment into infrastructure and services for the visiting public.
City of Ventura	Residents Economic Development Committee City Police/Fire Departments City Manager's Office Community Development Department Public Works Department Councilmember & Administrative Liaisons Ventura Water (VenturaWaterPure)	City Council appoints VPD Commissioners. Harbor Patrol and Fire Department MOU. Providing leadership through the appointment of the Board and governance through City codes and regulations.
County of Ventura	Environmental Health Division First District Supervisor's Office Ventura County Air Pollution Control District Ventura Local Agency Formation Commission Oxnard Harbor District (Port of Hueneme) Office of Diversity, Equity & Inclusion	Providing a safe experience to visitors and business patrons is essential to public wellbeing and a positive experience.
Federal & State Agency's	US Army Corps of Engineers (Corps) National Oceanic & Atmospheric Administration (NOAA) US Coast Gard (USCG) California Coastal Commission National Parks Service California State Parks California Department of Fish & Wildlife	Work together to support projects and receive project funding, in particular ensuring that the federal navigation channel remains open.
Ventura Chamber of Commerce	Voice of local businesses when advocating public policy changes that stimulate and sustain growth for business resulting in the creation and retention of jobs	General Manager on Executive Committee and is Chair of Economic Development Committee Harbor Businesses Members

ATTACHMENT 1

Ventura Visitors and Convention Bureau	Promotes the City of Ventura by capturing its spirit and showcasing the city's best attributes every single day. Works to strengthen positive exposure and awareness of the City's as a convention and visitor destination in hopes of increasing local business revenue and stimulating economic growth and development for the community.	General Manager on Executive Committee Board Help promote our Harbor Businesses Include marketing team in marketing events
Beach Erosion Authority for Clean Oceans and Nourishment (BEACON)	California Joint Powers Agency established in 1986 to address coastal erosion, beach nourishment and clean oceans within the Central California Coast from Point Conception to Point Mugu.	The agency promotes beneficial reuse of dredged material for beach nourishment – both of which provide great value to the District via maintaining the navigational channel as well as maintaining harbor beaches, protecting infrastructure, and providing ecological benefit through habitat preservation and restoration.
California Marine Affairs and Navigation Conference (CMANC)	Consortium of California harbors, ports and marine interest groups. Mission is to optimize California maritime benefits by providing advocacy for the maintenance and improvement of California harbors, ports and navigation projects. Works with the California legislature and congressional delegation to make sure California maritime interests are supported by federal and state government.	SBOM on Board, Committee(s)
California Special Districts Association (CSDA)	501c(6) not-for profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.	Provides education and training, legislative advocacy, information for management and operational effectiveness. Letters supporting or opposing certain legislation
Ventura County Special Districts Association (VCSDA)	Since 1974, has been representing over 20 independently governed special districts located in Ventura County. VCSDA's purpose is to promote the efficient, economical and responsive public services offered by the independent special districts of Ventura County—independent special districts governed by a locally elected board of directors.	Chapter of CSDA GM member of Board

ATTACHMENT 1

<p>Community Organizations & Non-Profits</p>	<p>Ventura County Lodging Association Ventura County Special Districts Association Economic Development Collaborative (EDC) Women's Economic Ventures (WEV) California Central Coast Tourism Cal Travel Association Los Angeles Convention & Visitors Bureau</p>	<p>Resources for our Harbor Business Partners for business banking, finance programs. As many harbor businesses are also small businesses, active collaboration with small business resource agencies provides increased access to financing, consulting, and other expert services of particular benefit to small business enterprises.</p>
<p>Environmental & Environmental Justice Organizations</p>	<p>Environmental Defense Center Santa Barbara Channelkeeper Friends of the Earth Wishtoyo Chumash Foundation California Coastal Protection Network Ocean Conservation Research Northwest Atlantic Marine Alliance Oceanic Preservation Society Center for Biological Diversity Seven Circles Foundation Environmental Action Committee of West Marin Surfrider</p>	<p>Participate in public policy, program, and project discussion.</p>

VII. TRANSPARENCY

Transparency is government's obligation to share information with stakeholders that is needed to make informed decisions and hold officials accountable for the conduct of the people's business.

Transparency exists largely on government websites. (American Legislative Exchange Council)

The term "Transparency" is characterized by visibility or accessibility of information especially concerning business practices. ([Merriam-Webster.com](https://www.merriam-webster.com/dictionary/transparency))

Listed below are ways the District is transparent:

1) District Transparency Certificate of Excellence

- Sponsored by Special District Leadership Foundation and California Special Districts Association
- Certificate duration 3 years
 - Awarded January 5, 2022
 - Purpose is to promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

2) Website (venturaharbor.com)

- Transparency Reports
 - Financial Statements and Budgets (3 years)
 - Compensation Transparency
 - ~~Grand Jury Reports~~
 - Administrative Policies
- Enterprise System Catalog (SB272)
 - Requires special districts and other local agencies to create a catalog of their enterprise systems and make it publicly available at their office and online.
 - Defined as software applications or computer systems that collect, store, exchange, and analyze information that the agency uses.
- Port Commission
 - Commissioners and contact information
 - Agendas
 - Staff Reports
- ADA Compliant

3) Public Records Act

In the interest of openness and transparency and in keeping with the public's right of access to all public records in the District's custody and control, and subject to certain exemptions as provided by law, the Ventura

Port District adopted Resolution No. 3468 updating policies and procedures to ensure compliance with the Public Records Act.

4) Board Meetings

- A formal meeting with a presentation and dedicated time for public comment. This is a legislated requirement for municipal decisions, where public notice of the hearing must be given, and all stated opinions are recorded.

VIII. CONCLUSION

The Board approved this Plan on July 7, 2021. The P.C.E.P is a living document for periodic review and update. Staff will continue to review this plan and endeavor to bring to the Board annually for review.

IX. GENERAL CONTACT INFORMATION

The following Ventura Port District personnel will serve as primary contacts for the P.C.E.P.:

- Brian D. Pendleton, General Manager
bpendleton@venturaharbor.com
- Jessica Rauch, Clerk of the Board
jrauch@venturaharbor.com
- John Higgins, Harbormaster
jhiggins@venturaharbor.com
- Todd Mitchell, Sr. Business Operations Manager
tmitchell@venturaharbor.com
- Jennifer Talt-Lundin, Marketing Manager
jtaltlundin@venturaharbor.com

Ventura Port District
1603 Anchors Way
Ventura, CA 93001
(805) 642-8538
venturaharbor.com

**VENTURA PORT DISTRICT
PUBLIC AND CIVIC ENGAGEMENT PLAN**



**Prepared for the
Ventura Port District**

**Prepared by
Brian D. Pendleton, General Manager**

**APPROVED
JULY 7, 2021
UPDATED
DECEMBER 21, 2022
DECEMBER 6, 2023**

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I. INTRODUCTION

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- Who are the District’s stakeholders?
- How does the District communicate and outreach to its stakeholders?
- Who does the District collaborate with?
- How does the District showcase their efforts in transparency?

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The term “Civic Engagement” refers to working to make a difference in the civic life of one’s community and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community, through both political and non-political processes. ([Youth.gov](https://www.youth.gov/)).

The term “Public Engagement” is any process that involves the public in problem solving or decision-making and uses public input to make sustainable and enduring decisions. Public engagement includes all aspects of identifying problems and opportunities, developing alternatives, and making decisions.

Planning for public engagement is a crucial step in ensuring that engagement efforts are effective. The planning process helps local governments refine goals, identify the community’s needs, determine key audiences, and plan for success.

IV. STAKEHOLDERS

Stakeholders play an important role in any governmental organizations decision-making process. The term “stakeholder” refers to one who is involved in or affected by a course of action. (Merriam-Webster.com) This includes people who will benefit from the project or action, people who could be negatively impacted, and those who are simply interested.

Below is a list of stakeholder groups and categories with specific examples:

STAKEHOLDERS	WHO ARE THEY?	WHY INCLUDED?	WHAT DO THEY DO?
Ventura Port District Business Partners	Master Tenants Master Subtenants Village Tenants Charters Commercial Fishers District Employees	As business partners, good stewardship of the harbor benefits all as well as the public.	Create value for the public at large in turn generating income, revenue, and jobs.
Harbor & Neighboring Residents	Ventura Marina Mobile Home Park Portside Ventura Harbor Liveaboards The Keys	Members of the Harbor Community	Benefit from the natural assets and amenities of the Harbor. Contribute as members of the Harbor Community.
Visitors	Local Residents Out of City Out of State International	The public are the ultimate beneficiaries of the Port District’s assets, infrastructure, and amenities.	Value created by the offerings of the harbor stimulates patronage from the public. Those funds are reinvested for the benefit of the public at large.
Water Activity Groups	Outriggers Paddleboards Kayakers Sailors/boaters Commercial & recreational fishers Swimmers Surfers	Care about the condition and health of our water and waterways and benefit from the results of good stewardship.	Benefit from the infrastructure and natural assets of the Harbor. Bring visitors/business to the Harbor.
Civic Leaders	City of Ventura County of Ventura Ventura County Air Pollution Control District Ventura Local Agency Formation Commission Oxnard Harbor District (Port of Hueneme) State of California State Senate & Assembly US House of Representatives US Senate	Cooperative agencies are essential partners in the success of a Special District.	Many agencies have jurisdictional authority over the District. Many also have access to larger resource pools that can benefit the District and therefore its users and business partners.
Federal & State Agency’s	US Army Corps of Engineers (Corps) National Oceanic & Atmospheric Administration (NOAA) US Coast Guard (USCG)	Regulatory and responsible agencies are essential partners in	Many agencies have jurisdictional authority over the District. Many also have access to

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	California Coastal Commission National Parks Service California State Parks California Department of Fish & Wildlife	the success of a Special District.	larger resource pools that can benefit the District and therefore its users and business partners.
Community Organizations & Non-Profits	Ventura Chamber of Commerce Ventura Visitors & Convention Bureau California Special Districts Association (CSDA) Ventura County Special Districts Association Economic Development Collaborative (EDC) Women's Economic Ventures (WEV) California Central Coast Tourism Cal Travel Association Los Angeles Convention & Visitors Bureau	As a destination for both locals and the traveling public, relationships with economic development partners are crucial to keeping Ventura Harbor competitive for visitation.	Assist in generating awareness and traffic to the harbor. Additional visitation generates revenue for reinvestment in harbor facilities, assets, and amenities.
Environmental & Environmental Justice Organizations	Environmental Defense Center Santa Barbara Channelkeeper Friends of the Earth Wishtoyo Chumash Foundation California Coastal Protection Network Ocean Conservation Research Northwest Atlantic Marine Alliance Oceanic Preservation Society Center for Biological Diversity Seven Circles Foundation Environmental Action Committee of West Marin Surfrider	Care about the condition and health of our coastal environment and benefit from the results of good stewardship.	Work to protect and enhance local environment.

Identifying stakeholders allows for clear communications during periodic updates or policy, program, or project progress meetings. Knowing who stakeholders are and where they fit in the development and implementation phases of a policy, program or project is vital to understanding and effectively addressing their expectations or concerns.

This list is not meant to be all inclusive and will likely expand as new stakeholders are discovered.

V. COMMUNICATION & OUTREACH

Traditionally, communications and outreach refer to strategies used to educate, engage and involve specific stakeholder groups around an agenda or mission. Communication is the development and delivery of a compelling message to critical audiences and outreach is the means by which you reach and deliver your message to those critical audiences. (bscpcenter.org)

The following are the District's methods for how we communicate and outreach information to our stakeholders:

1) Board Meetings

Board meetings provide stakeholders with the opportunity to know what business is being discussed and the opportunity to participate in that discussion. Board meetings are held in-person and via Zoom.

- Board meetings are held twice per month, once in November and December, and typically dark in August. Special meetings can be called by the Board on an as-needed basis.
- The District implemented a hybrid meeting format that allows for both in-person and remote observation to increase stakeholder engagement and participation. As of January 1, 2023, the District will allow for remote participation for public communications.
- Maintain interest lists:
 - Agenda Packets
 - Special Projects and Programs
 - Harbor Village Tenants
 - Master Tenants
 - District Employees

2) Workshops

- Budget
- Guiding Principles and 5-Year Objectives Development Sessions
- Special Projects and Programs

3) Informational Notifications

- Emails from the General Manager
- Tenant Newsletters from Marketing

4) Content Development

a) Social Media

- Instagram
- Facebook
- X

b) E-Newsletters/Blogs

c) Short Video Compilations

d) Paid Media

- Digital
 - Print
 - e) Media
 - Press Releases
 - TV Coverage
 - Radio Ads
 - f) Tenant Recognition
 - VC Reporter “Best Of” Awards
 - District Tenant Recognition Celebration
- 5) Websites
- venturaharbor.com (Ventura Port District)
 - Compliance with Americans with Disabilities Act (ADA)
 - Content
 - a. VPD Mission
 - b. History
 - c. Organizational Structure
 - d. Commissioners with Contact Info.
 - e. GM & Managers with Contact Info.
 - f. Board Meeting Agendas, Minutes
 - g. Meeting Archives
 - h. Financial Reports
 - i. Administrative Policies
 - j. News & Events
 - venturaharborvillage.com (Ventura Harbor Village)
 - Compliance with Americans with Disabilities Act (ADA)
 - Content
 - a. Tenant Names, Contact Info.
 - b. Events
 - c. Visitor Information
- 6) Community Organization Membership, Participation and/or Presentations
- Annual Grand Jury Protocol Visit
 - Ventura Chamber of Commerce
 - Ventura Visitors and Convention Bureau
 - Rotary Club (and other service clubs)
 - Pierpont Community Council, The Keys Neighborhood
 - Ventura County and California Special Districts Associations (VCSDA and CSDA)
 - California Central Coast Tourism
 - Cal Travel Association
 - Los Angeles Convention & Visitors Bureau

7) Events, Meetings

- Village Tenant Recognition
- Master and Village Tenant Meetings
- Commercial Fishers Meetings
- Aquaculture Meetings
- Monthly and Holiday Event Promotions for Visitors
- Employee Recognition Events

8) Diversity, Equity, Inclusion (DEI)

- District Career Opportunities
 - Employee Opportunities posted in Spanish and published in Spanish publications.
- Tenant Cultural Recognition
- Lease Marketing
 - Advertising vacant spaces in LGBTQ/Spanish publications
- Celebration of annual multicultural events and dates of significance through marketing recognition and programming.

VI. COLLABORATION

The term “collaboration” refers to the act of working together, especially on a goal or shared project. ([Dictionary.com](https://www.dictionary.com)) When used strategically, collaboration produces positive impacts, stakeholders committed to policy or program change, and strengthened capacity of individuals and organizations to effectively work together.

COLLABORATORS	WHO ARE THEY?	HOW DO WE COLLABORATE?
Ventura Port District Business Partners	Master Tenants Master Subtenants Village Tenants Charters Commercial Fishers District Employees	Collaborative teamwork in promoting a positive experience in harbor visitation benefits all partners and returns investment into infrastructure and services for the visiting public.
City of Ventura	Residents Economic Development Committee City Police/Fire Departments City Manager’s Office Community Development Department Public Works Department Councilmember & Administrative Liaisons Ventura Water (VenturaWaterPure)	City Council appoints VPD Commissioners. Harbor Patrol and Fire Department MOU. Providing leadership through the appointment of the Board and governance through City codes and regulations.
County of Ventura	Environmental Health Division First District Supervisor’s Office Ventura County Air Pollution Control District Ventura Local Agency Formation Commission Oxnard Harbor District (Port of Hueneme) Office of Diversity, Equity & Inclusion	Providing a safe experience to visitors and business patrons is essential to public wellbeing and a positive experience.
Federal & State Agency’s	US Army Corps of Engineers (Corps) National Oceanic & Atmospheric Administration (NOAA) US Coast Gard (USCG) California Coastal Commission National Parks Service California State Parks California Department of Fish & Wildlife	Work together to support projects and receive project funding, in particular ensuring that the federal navigation channel remains open.
Ventura Chamber of Commerce	Voice of local businesses when advocating public policy changes that stimulate and sustain growth for business resulting in the creation and retention of jobs	General Manager on Executive Committee and is Chair of Economic Development Committee Harbor Businesses Members

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Ventura Visitors and Convention Bureau	Promotes the City of Ventura by capturing its spirit and showcasing the city's best attributes every single day. Works to strengthen positive exposure and awareness of the City's as a convention and visitor destination in hopes of increasing local business revenue and stimulating economic growth and development for the community.	General Manager on Executive Committee Board Help promote our Harbor Businesses Include marketing team in marketing events
Beach Erosion Authority for Clean Oceans and Nourishment (BEACON)	California Joint Powers Agency established in 1986 to address coastal erosion, beach nourishment and clean oceans within the Central California Coast from Point Conception to Point Mugu.	The agency promotes beneficial reuse of dredged material for beach nourishment – both of which provide great value to the District via maintaining the navigational channel as well as maintaining harbor beaches, protecting infrastructure, and providing ecological benefit through habitat preservation and restoration.
California Marine Affairs and Navigation Conference (CMANC)	Consortium of California harbors, ports and marine interest groups. Mission is to optimize California maritime benefits by providing advocacy for the maintenance and improvement of California harbors, ports and navigation projects. Works with the California legislature and congressional delegation to make sure California maritime interests are supported by federal and state government.	SBOM on Board, Committee(s)
California Special Districts Association (CSDA)	501c(6) not-for profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.	Provides education and training, legislative advocacy, information for management and operational effectiveness. Letters supporting or opposing certain legislation
Ventura County Special Districts Association (VCSDA)	Since 1974, has been representing over 20 independently governed special districts located in Ventura County. VCSDA's purpose is to promote the efficient, economical and responsive public services offered by the independent special districts of Ventura County—independent special districts governed by a locally elected board of directors.	Chapter of CSDA GM member of Board

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<p style="text-align: center;">Community Organizations & Non-Profits</p>	<p>Ventura County Lodging Association Ventura County Special Districts Association Economic Development Collaborative (EDC) Women's Economic Ventures (WEV) California Central Coast Tourism Cal Travel Association Los Angeles Convention & Visitors Bureau</p>	<p>Resources for our Harbor Business Partners for business banking, finance programs. As many harbor businesses are also small businesses, active collaboration with small business resource agencies provides increased access to financing, consulting, and other expert services of particular benefit to small business enterprises.</p>
<p style="text-align: center;">Environmental & Environmental Justice Organizations</p>	<p>Environmental Defense Center Santa Barbara Channelkeeper Friends of the Earth Wishtoyo Chumash Foundation California Coastal Protection Network Ocean Conservation Research Northwest Atlantic Marine Alliance Oceanic Preservation Society Center for Biological Diversity Seven Circles Foundation Environmental Action Committee of West Marin Surfrider</p>	<p>Participate in public policy, program, and project discussion.</p>

VII. TRANSPARENCY

Transparency is government's obligation to share information with stakeholders that is needed to make informed decisions and hold officials accountable for the conduct of the people's business.

Transparency exists largely on government websites. (American Legislative Exchange Council)

The term "Transparency" is characterized by visibility or accessibility of information especially concerning business practices. ([Merriam-Webster.com](https://www.merriam-webster.com/dictionary/transparency))

Listed below are ways the District is transparent:

1) District Transparency Certificate of Excellence

- Sponsored by Special District Leadership Foundation and California Special Districts Association
- Certificate duration 3 years
 - Awarded January 5, 2022
 - Purpose is to promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.

2) Website (venturaharbor.com)

- Transparency Reports
 - Financial Statements and Budgets (3 years)
 - Compensation Transparency
 - Administrative Policies
- Enterprise System Catalog (SB272)
 - Requires special districts and other local agencies to create a catalog of their enterprise systems and make it publicly available at their office and online.
 - Defined as software applications or computer systems that collect, store, exchange, and analyze information that the agency uses.
- Port Commission
 - Commissioners and contact information
 - Agendas
 - Staff Reports
- ADA Compliant

3) Public Records Act

In the interest of openness and transparency and in keeping with the public's right of access to all public records in the District's custody and control, and subject to certain exemptions as provided by law, the Ventura Port District adopted Resolution No. 3468 updating policies and procedures to ensure compliance with the Public Records Act.

4) Board Meetings

- A formal meeting with a presentation and dedicated time for public comment. This is a legislated requirement for municipal decisions, where public notice of the hearing must be given, and all stated opinions are recorded.

VIII. CONCLUSION

The Board approved this Plan on July 7, 2021. The P.C.E.P is a living document for periodic review and update. Staff will continue to review this plan and endeavor to bring to the Board annually for review.

IX. GENERAL CONTACT INFORMATION

The following Ventura Port District personnel will serve as primary contacts for the P.C.E.P.:

- Brian D. Pendleton, General Manager
bpendleton@venturaharbor.com
- Jessica Rauch, Clerk of the Board
jrauch@venturaharbor.com
- John Higgins, Harbormaster
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- Todd Mitchell, Sr. Business Operations Manager
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- Jennifer Talt-Lundin, Marketing Manager
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