



**BOARD OF PORT COMMISSIONERS
SPECIAL MEETING
DECEMBER 6, 2023**

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

ADMIN AGENDA

Adoption of the December 6, 2023 Agenda

**Approval of Minutes
October 18, 2023
Regular Meeting**

PUBLIC COMMUNICATION ADMIN AGENDA ITEMS NOT ON TODAY'S AGENDA

00 : 03 : 00

Change Clock Type

Digital

Duration:

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03

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TimeUp Reminder (Optional):

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Choose Sound Effect

None

Choose TimeUp Sound

None

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

ADMIN AGENDA

CONSENT AGENDA ITEMS

- A) Adoption of Out-of-Town Travel Requests
- B) Annual Reserve Policy Review
- C) Adoption of Resolution No. 3488 Accepting the Current Ventura Port District Investment Policy and Rescinding Resolution No .3461
- D) Approval of the 2024 Port Commission Meeting Schedule

PUBLIC COMMUNICATION CONSENT AGENDA

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TimeUp Reminder (Optional):

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None

**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.

STANDARD AGENDA ITEM 1

Report by:
Gloria Adkins, Accounting Manager

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

00 : 03 : 00

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TimeUp Reminder (Optional):

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STANDARD AGENDA ITEM 1

Report by:
Gloria Adkins, Accounting Manager

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.

STANDARD AGENDA ITEM 2

Report by:
Jessica Rauch, Clerk of the Board

BACKGROUND

- The PCEP was created as part of the new guiding principles and 5-year objectives developed during the 2019 Goal Setting Workshop
- The purpose of this Plan is to facilitate meaningful community involvement
- The PCEP outlines:
 - District Stakeholders
 - How the District communicates and outreaches to its Stakeholders
 - Who the District collaborates with
 - How the District showcases their efforts in transparency
- The Plan is a living document that has been reviewed annually for updates

UPDATES

- IV. STAKEHOLDERS
 - Added Harbor & Neighboring Residents
 - The Keys
- V. Communication & Outreach
 - 4) Content Development
 - a) Social Media
 - Deleted follower counts as always changing
 - Changed “Twitter” to “X”
 - b) E-Newsletters/Blogs
 - Deleted subscriber count as always changing
 - 6) Community Organization Membership, Participation and/or Presentations
 - Deleted Ventura County Economic Development Association - disbanded

UPDATES

- V. Communication & Outreach
 - 7) Events, Meetings
 - Added Aquaculture Meetings
 - 8) Diversity, Equity, Inclusion (DEI)
 - Added:
 - Celebration of annual multicultural events and dates of significance through marketing recognition and programming.
- VII. TRANSPARENCY
 - 2) Website (venturaharbor.com)
 - Deleted Grand Jury Reports – no longer a page on the website

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

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TimeUp Reminder (Optional):

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STANDARD AGENDA ITEM 2

Report by:
Jessica Rauch, Clerk of the Board



VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT
NEXT MEETING DECEMBER 20, 2023

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK