



VENTURA
PORT DISTRICT

Established 1952

**BOARD OF PORT COMMISSIONERS
FEBRUARY 21, 2024**

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

ADMIN AGENDA

Adoption of the February 21, 2024 Agenda

**Approval of Minutes
February 7, 2024
Regular Meeting**

**PUBLIC COMMUNICATION
ADMIN AGENDA
ITEMS NOT ON TODAY'S AGENDA**

00 : 03 : 00

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

ADMIN AGENDA

CONSENT AGENDA ITEMS

- A) Approval of Out-of-Town Travel Requests
- B) Authorization to Execute a Funding Agreement for a Grant from the National Fish and Wildlife Foundation for the Refugio Beach Oil Spill Settlement: South Coast Shoreline Parks and Outdoor Recreation Grants Program
- C) Termination of Current Office Lease Agreement for 1559 Spinnaker Drive #101 and Approval of a New Office Lease Agreement for 1559 Spinnaker Drive #205B & C with Coastal Marine Biolabs Integrative Biosciences Program, Inc.

PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

**ADOPTION of RESOLUTION NO. 3492 APPROVING THE
FINANCIAL STATEMENTS AND CHECKS FOR OCTOBER
THROUGH DECEMBER 2023**

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3492 to:

- a) Accept the financial statements for the Quarter ending December 31, 2023.
- b) Review the payroll and regular checks for October through December 2023.

**STANDARD
AGENDA
ITEM
1**

**Report by:
Gloria Adkins, Accounting Manager**

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

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

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**STANDARD
AGENDA
ITEM
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**Report by:
Gloria Adkins, Accounting Manager**

**ADOPTION OF RESOLUTION NO. 3493 APPROVING THE FISCAL
YEAR 2023-2024 MID-YEAR BUDGET ADJUSTMENTS AND
CAPITAL IMPROVEMENT PLAN AND RESOLUTION NO. 3494
ESTABLISHING THE SALARY SCHEDULE FOR ACCOUNTING
TECHNICIAN II AND MANAGEMENT ASSISTANT POSITIONS AS
NON-REPRESENTED EMPLOYEES OF THE DISTRICT EFFECTIVE
JANUARY 1, 2024**

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3493 approving the Mid-Year Budget Adjustments for Fiscal Year 2023-2024 effective January 1, 2024.
- b) Adopt Resolution No. 3494 establishing the Salary Schedule for the Accounting Technician II and Management Assistant positions as Non-Represented Employees of the District effective January 1, 2024.

STANDARD AGENDA ITEM 2

Report by:

**Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager**

OPERATING REVENUES

Fiscal Year	Revenue	% +/-
FY19-20	\$8,413,254	<6%>
FY20-21	\$9,491,185	13%
FY21-22	\$10,394,853	10%
FY22-23*	\$11,407,257	10%
FY23-24**	\$11,893,000	4%

* FY22-23 represents the estimated/actual unaudited financial statements at 6/30/23.

** FY23-24 approved current year budget as adjusted for Mid-Year.

OPERATING EXPENSES

Fiscal Year	Expenses	% +/-
FY19-20	\$6,306,806	1%
FY20-21	\$6,276,863	<0.5%>
FY21-22	\$5,738,258	<9%>
FY22-23*	\$6,334,328	10%
FY23-24**	\$7,744,200	22%

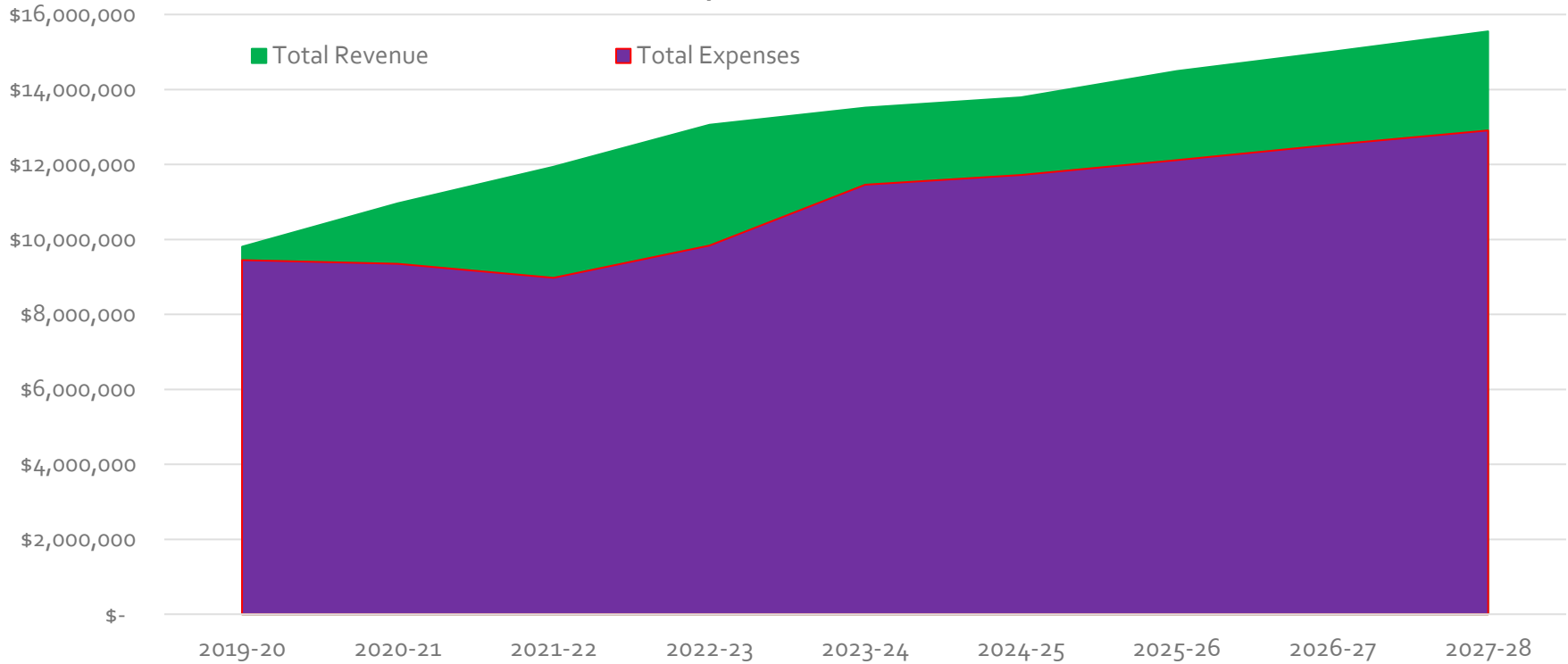
* FY22-23 represents the estimated/actual unaudited financial statements at 6/30/23.

** FY23-24 proposed Mid-Year Adjustment. Represents a net increase of \$146,000 (1.9%) over the approved FY23-24 budget.

Summarized areas of increases/decreases:

- \$29,000 decrease in net personnel expenses to reflect decrease due to retirement, increase promotional opportunities
- \$5,000 for Facilities for grounds maintenance patio furniture, plants for 1575 Spinnaker patio activation while vacant
- \$120,000 for Professional Services related to lease legal fees and Coastal Development Permits
- \$50,000 for Private Security services due to service needs during holiday events and coverage for staffing

REVENUE/EXPENSE OUTLOOK



REVENUE & EXPENSE: 5-YEAR OUTLOOK

NOTABLE CHANGES IN CIP PROJECTS AT MID-YEAR ADJUSTMENT:

#	Project	Original FY23-24	Proposed FY23-24	Reason for Change
1	Launch Ramp Floating Dock	\$650,000	\$550,000	Reduction in estimated cost
2	Restroom Upgrades: 1559	\$245,000	\$275,000	Increased scope + soft costs
3	Restroom Upgrades: 1583	\$200,000	\$225,000	Increased scope + soft costs
4	Promenade Curved Patio Walls	\$170,000	\$50,000	Project partially deferred. Soft costs only
5	Paid Parking Infrastructure	\$150,000	\$75,000	Partial deferment (entitlement delays)
6	Harbor Village Bldg. Roofs	\$125,000	\$0	Deferred
9*	Harbor Entrance Feature	\$100,000	\$30,000 \$25,000	Partial deferment (entitlement delays)
26	Dry Storage Lot Resurfacing	\$0	\$200,000	Project advanced due to WaterPure
33*	1575 Building Façade Improv.	\$0	\$25,000 \$50,000	New project due to vacancies. Soft costs
34 35*	Harbor Cove & Surfers Knoll RR	\$75,000	\$35,000 \$30,000	Award of NFWF grant delays start

* Revised to reflect corrections to the table in the Board Report on page 93

5- Year Capital Improvements and ADA Improvements Plan

Notes and values in blue denote changes since Approved Budget

Item #	Dept.	Project Location/Description	Approved 23-24	Proposed 23-24
1	HP	Launch Ramp Floating Dock Replacement, Washdown Station ADA Improvement, Restroom Upgrades	650,000	550,000
2	Capital	Restroom & Interior Plumbing Upgrades: 1559	245,000	275,000
3	Capital	Restroom & Interior Plumbing Upgrades: 1583	200,000	225,000
4	Capital	Promenade Curved Wall & Patio Upgrades: 1575 and 1583	170,000	50,000
5	Admin	Paid Parking Infrastructure (Procurement of infrastructure expected after all approvals received)	150,000	75,000
6	Capital	Harbor Village Bldgs. -replace/repair roofs/tiles/gutters - (FY23-24: partial work on 1583+1575, FY24-25:1575, FY25-26: 1583, FY26-27: 1431)	125,000	
7	Maintenance	Vehicle Replacement - Lift Vehicle (or equivalent) (Carried forward from FY22-23)	120,000	125,000
8	Capital	EV Charging Stations (VHV)(Deferred due to SCE schedule)	105,000	105,000
9	Capital	Harbor Entrance Feature Revitalization & Wayfinding (Schooner FY23-24, Spinnaker FY24-25)	100,000	25,000
10	HP	Vehicle Replacement - Harbor Patrol Dept. (EV or Hybrid)	95,000	95,000
11	Maintenance	Vehicle Replacement - Maintenance Dept. (2 EV or Plug-in Hybrid in FY23-24)	90,000	104,000
12	Capital	1575/1583 Pass-Through Repaving	60,000	60,000
13	HP	Harbor Patrol Boat House Repairs	55,000	55,000
14	Capital	1567 Spinnaker #100 - Building Improvements (Deferred completion of switch gear installation)	50,000	50,000
15	Admin	Vehicle Purchase - Administration (EV) (deferred to FY23-24)	45,000	42,000
16	Capital	Harbor Village Wayfinding Signage, Entry Awnings	37,000	37,000
17	HP	Boat Replacement - Harbor Patrol Dept. (Supplement to Insurance Money, deferred to FY23-24)	35,000	35,000
18	Capital	National Park Service Bldg. - 1691 Bldg. - HVAC systems	33,000	33,000
19	Capital	Harbor Village Trash Enclosures (Wire Mesh Upgrade carried forward)	20,000	20,000
20	Marina	Fish Pier - fender camels		
21	Capital	Harbor Village Elevator Upgrade - 1591 Spinnaker (last of the 5 elevators in the Village to be refurbished)		
22	Admin	Ventura Harbor Village - Mobile Phone Repeater Infrastructure		
23	Capital	1567 B Building Patio Wall Replacement		
24	Maintenance	Resurface Parking Lots (Harbor Village & Beach Lots - distributed over multiple years)		
25	Capital	Parking Lot Lights & Poles - Parcel 19A		

5- Year Capital Improvements and ADA Improvements Plan

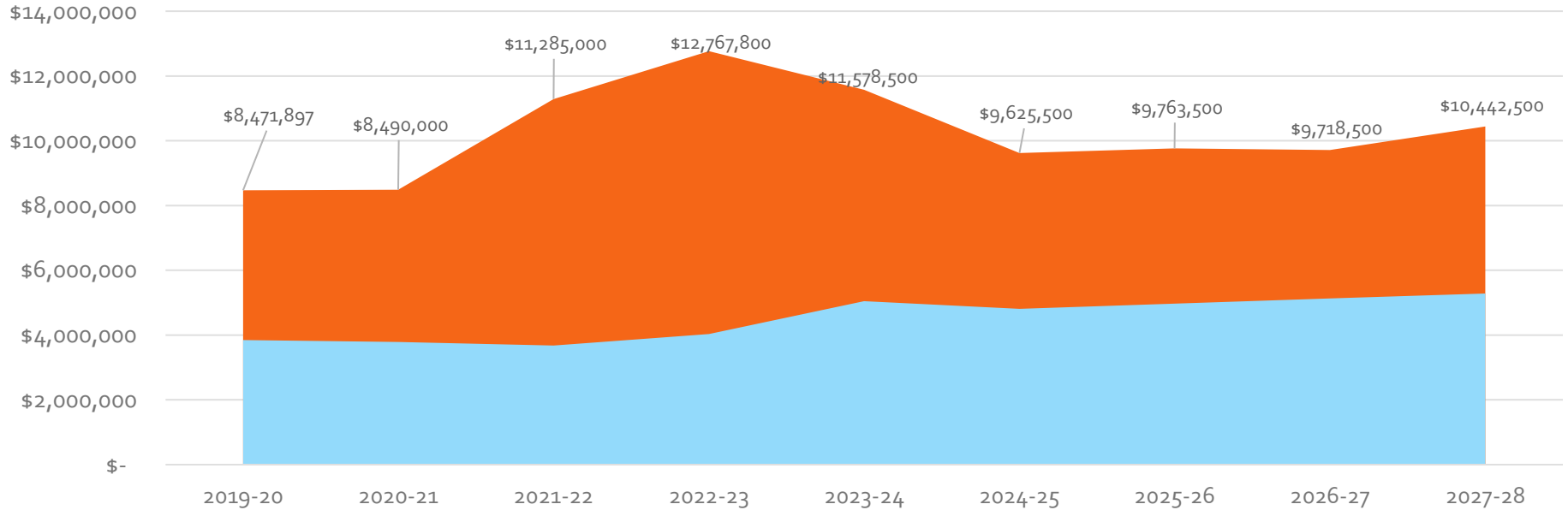
Notes and values in blue denote changes since Approved Budget

Item #	Dept.	Project Location/Description	Approved 23-24	Proposed 23-24
26	Marina	Dry Storage Lot Resurfacing		200,000
27	Marina	Vehicle Replacement - Courtesy Patrol (EV)		
28	Marina	Fish Pier - resurfacing		
29	Capital	Village Paseo Improvement Project		
30	Capital	Sustainable Transportation Program - phased (includes paving, furniture, lights & poles)		
31	HP	Resurface Launch Ramp Parking Lot		
32	HP	Harbor Patrol Long Dock & Harbor Patrol Dock		
33	Capital	1575 Building Façade Improvements		50,000
34	ADA	Harbor Cove & Surfers Knoll - Retaining Wall & Shower Area Improvements (Grant funded)	75,000	30,000
35	ADA	1583/1591 ADA Path of Travel Ramps	35,000	50,000
36	ADA	ADA Restroom Upgrade - 1691 (Boater's Restroom/Showers)		
37	ADA	Handrails Update/Replacements		
Total Capital Improvement Plan			2,385,000	2,211,000
Total ADA Improvement Plan			110,000	80,000
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS			2,495,000	2,291,000
Special Funding from Division of Boating and Waterways Launch Ramp Dock Grant			(650,000)	(500,000)
Special Funding from National Fish and Wildlife Fund				
Special Funding for EV Charging Stations (CALeVIP & SCE) (deferred due to SCE construction schedule)			(84,000)	(35,000)
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS WITH FUNDING			1,761,000	1,756,000

CASH POSITION OUTLOOK

■ Capital Improvement Reserves Forecasted @ June 30

■ Reserve Policy Minimum Balance 40% of Expenses @ June 30



THIS BUDGET FORECAST MEETS OR EXCEEDS THE REQUIRED BOND COVENANT FOR NET REVENUES TO MEET OR EXCEED 115% OF THE CURRENT YEAR DEBT SERVICE.

5-YEAR CASH POSITION OUTLOOK

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

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STANDARD AGENDA ITEM 2

Report by:

**Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager**

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

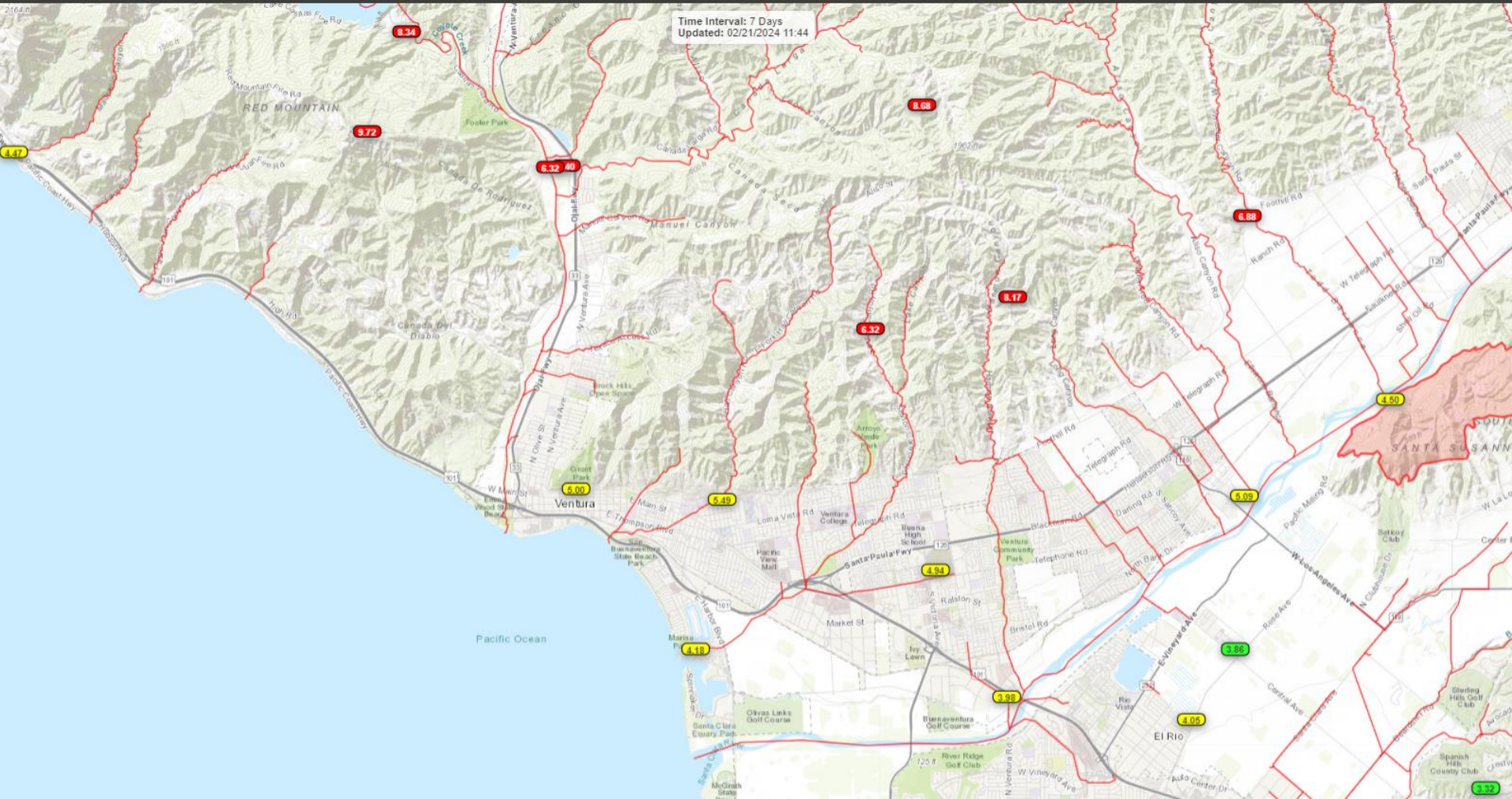
RECOMMENDATION:

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

**STANDARD
AGENDA
ITEM
3**

Report by:

**Brian D. Pendleton, General Manager
John Higgins, Harbormaster**



Official NOAA CPC ENSO Probabilities (issued Feb. 2024)

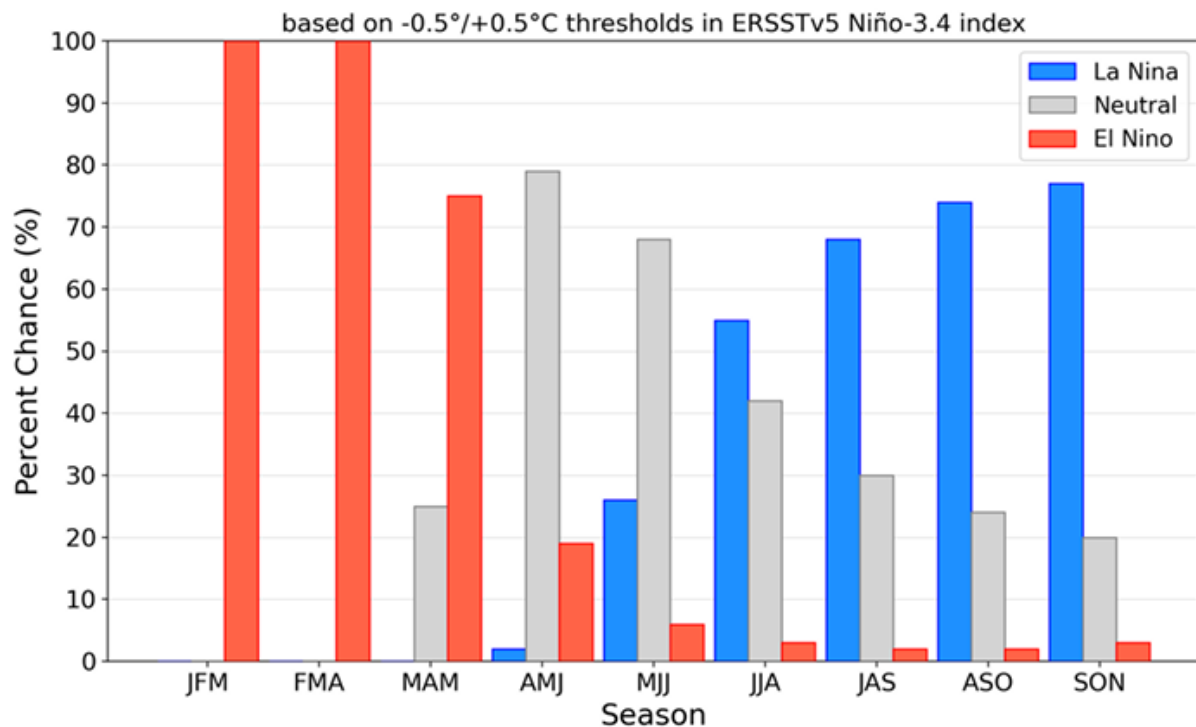


Figure 7. Official ENSO probabilities for the Niño 3.4 sea surface temperature index (5°N - 5°S , 120°W - 170°W). Figure updated 8 February 2024.

EL NIÑO/SOUTHERN OSCILLATION (ENSO) DIAGNOSTIC DISCUSSION

issued by
CLIMATE PREDICTION CENTER/NCEP/NWS

8 February 2024

ENSO Alert System Status: El Niño Advisory / La Niña Watch

Synopsis: A transition from El Niño to ENSO-neutral is likely by April-June 2024 (79% chance), with increasing odds of La Niña developing in June-August 2024 (55% chance).

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

00 : 03 : 00

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

RECOMMENDATION:

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ADJOURNMENT
NEXT MEETING MARCH 6, 2024

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK