



VENTURA  
PORT DISTRICT

*Established 1952*

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

**Ventura Harbor**

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

# ADMIN AGENDA

# **ADMIN AGENDA**

## **Adoption of the APRIL 17, 2024 Agenda**

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**Approval of Minutes  
April 3, 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

**ADOPTION OF ORDINANCE NO. 60 FOR A NEW 10-YEAR  
LEASE BETWEEN THE VENTURA PORT DISTRICT AND THE  
GREEK AT THE HARBOR RESTAURANT, INC. DBA THE  
GREEK MEDITERRANEAN STEAK & SEAFOOD**

**RECOMMENDATION:**

That the Board of Port Commissioners

- a) Conduct a public hearing for the purpose of receiving input on proposed Ordinance No. 60.
- b) Waive reading and direct Clerk to place Ordinance No. 60 in the record of this meeting.
- c) Adopt Ordinance No. 60 authorizing execution of a new Restaurant Lease Agreement between Ventura Port District dba Ventura Harbor Village and The Greek at the Harbor Restaurant, Inc. dba The Greek Mediterranean Steak & Seafood with a commencement date of May 1, 2024.

# STANDARD AGENDA ITEM 1

Report by:  
Jessica Snipas, Business Operations Analyst

# PUBLIC COMMUNICATION STANDARD ITEM 1

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TimeUp Reminder (Optional):

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None

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# STANDARD AGENDA ITEM 1

Report by:  
Jessica Snipas, Business Operations Analyst



**ACCEPTANCE OF BID FOR THE VENTURA HARBOR PUBLIC  
BOAT WASH DOWN STATION REPLACEMENT PROJECT**

**RECOMMENDATION:**

That the Board of Port Commissioners:

- a) Accept the bid from J & H Engineering General Contractors, Inc. in the amount of \$160,000.00.
- b) Approve staff to procure two washdown units in the amount of \$31,843.94 for the Ventura Harbor Public Boat Wash Station Replacement Project.

**STANDARD  
AGENDA  
ITEM  
2**

**Report by:  
Joe Gonzalez, Capital Projects Manager**

# PUBLIC COMMUNICATION STANDARD ITEM 2

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TimeUp Reminder (Optional):

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None

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**STANDARD  
AGENDA  
ITEM  
2**

**Report by:  
Joe Gonzalez, Capital Projects Manager**

**QUARTERLY UPDATE ON THE VENTURA PORT DISTRICT**  
**5-YEAR OBJECTIVES**

**RECOMMENDATION:**

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

**STANDARD**  
**AGENDA**  
**ITEM**  
**3**

**Report by:**

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



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PORT DISTRICT**

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# Strategies to the 5-Year Objectives

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Q3 of FY23-24

Board of Commissioners Meeting

April 17, 2024

# Guiding Principles

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

# 2022-2027 5-Year Objectives

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

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program	CMANC and/or WEDA Meeting attendance	3-4 times per year	Senior Business Operations Manager (SBOM) attended CMANC DC trip in February.
	USACE District, Division & HQ meetings and communication	As needed or 2 times per year	SBOM met with USACE LA District staff for weekly meetings regarding dredging of outer harbor and coordination for inner harbor monitoring in February and March.
	Engagement of Lobbyist to provide representation with the Federal Government and Congress	Monthly	Monthly reports from Carpi & Clay and K&L Gates.
	Advocating for full funding of VPD entrance channel in President's Budget	Q1 2023 and annually	Ventura included in President's budget for FY24 for \$8.796M. Letters of support of request sent by Congressman Carbajal, Senator Butler, Senator Padilla.
2. On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance	Continued Board Role at CMANC	Current Three-Year Term through 2022	SBOM current Chair of CMANC. Working with several committees which have updated the website and planned the May CMANC meeting in San Diego.
	Committee lead and/or Executive Board role at CMANC	By next Board Election Q4 2022	SBOM Chair of CMANC effective July 1, 2023.
3. Ventura Port District Dredging	Prepare, submit and receive new permits for inner Harbor Dredging (unrestricted by Santa Clara river conditions)	Q1 2022 to Q2 2023	Task completed: Water Board permit received. Coastal Commission permit amendment received. USACE permit received.



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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
<p>1. Collaborate with business partners and stakeholders through increased engagement, communication, and participation.</p>	Village tenant meetings	Quarterly	Monthly Tenant Newsletters / Winter Tenant Virtual Meet Up on February 22/ Annual Tenant Recognition Reception Hosted on February 29.
	Celebrate DEI through recognition of dates and events of cultural significance	Annual Visitation Plan for Ventura Harbor Village Q2 2023	Ongoing content development and recognition to celebrate DEI this quarter: (January) Asian Heritage Month – Chinese New Year Scavenger Hunt in Village ; (February) Black History Month – Chalk art featuring Female Black Astronaut; ((March) Recognized International Women’s Month with female owners, manager and staff photo & ad in Ventana Magazine / Women’s History Month with blog post on the Lone Woman of San Nicolas Island, an inspiration for the novel <i>Island of the Blue Dolphin</i> to purchase at CINP Visitor Center
	Refresh the Ventura Harbor Village.com website to include dynamic features, the Channel Islands, digital map, and reformatted calendar of events	Q2 2023	No action this quarter.
	Harbor tenant education and advocacy re: implementation of sustainability practices e.g. CA Green Business Network, Surfrider Foundation Ocean Friendly Restaurants program		Cross promoted two Beach Clean Ups sponsored by Channel Islands National Park on Martin Luther King, Jr. Day at Ventura Harbor Beaches and on March 23 <sup>rd</sup> (cancelled due to inclement weather) as part of Mermaid Month.
<p>2. Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs</p>	Collaborate with City, tenants, and stakeholders on updates to Local Coastal Program and General Plan	City organized meetings through Q4 2023	City Council endorsed draft land use designation map that includes Harbor zoning updates as requested by GM. HM met with the County OES and The Port of Hueneme to explore options for an amendment to the County HMP
	Collaborate with other harbors and special districts on best management practices, legislative impacts and funding opportunities	Monthly	Port of Hueneme successful in grant with VPD as subrecipient – subgrant agreement under review. GM continues to participate in VCSDA as Executive Committee Member/Treasurer. SBOM & HM maintains various memberships w/HarborMaster, beach and marina associations. HM has worked with the POH in regional security groups.
	Collaboration between Port District and law enforcement and emergency services	Ongoing	HM participates in USCG Search and Rescue Meetings, DHS Homeland Security Meetings, Maintains Regional TLO status , Coordinates with NPS & State Parks.
	Port Commission updates to Ventura City Council	Bi-Annual	City Council presentation by members of Board, GM, SBOM on Feb 27, 2024.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
3. Public and Civic Engagement Planning	Public Workshop every two years	Q3-Q4 2024	PCEP updated and approved by Board in December 2023. Next Public Workshop tentatively scheduled for Saturday, September 14, 2024.
	Mid-term Objective evaluation	Q3-Q4 2024	No action this quarter.
4. Updates to District policies to reflect improved transparency and DEI	Identification and utilization of multi-channel outreach for staff recruitment, solicitation of tenant businesses and contracts	Q3 2022 to Q2 2023	Recruitment for Maintenance Worker I and Management Assistant has begun.
	Annual review and updates to HR Manual, Board Protocols Manual, Public and Civic Engagement Plan, and other District policies.	Q3-Q4 annually and	HR Manual update approved by Board on Feb 1, 2023. PCEP updated Dec 2023. Brown Act presentation to Board on Feb 15, 2023. 2024 annual review of HR Manual underway, consideration by Board in May.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor	Regular engagement with commercial fishing business owners and key industry representatives	Seasonally	Staff standing by to schedule meeting with fishing business owners after Board considers funding agreement with Port of Hueneme. HM continues to work with local fisheries to accommodate temporary storage of traps along with loading and unloading before and after lobster season.
	Engagement with sustainable aquaculture industry interests at Ventura Harbor	As received	Presentation to Board by Ocean Rainforest at March 20 <sup>th</sup> meeting.
	Monitor legislative and regulatory changes potentially impacting commercial fishing and sustainable aquaculture	Monthly	Staff has been following new legislation for impacts, including CARB, MPA, and 30x30. HM participates in a number of Fisheries groups including the Joint Oil/Fisheries Liason Office out of Santa Barbara. This group passes on important information on projects, issues, or changes for the commercial fisheries.
2. Continue improvements of District's Working Waterfront infrastructure	Maintain existing harbor infrastructure and related amenities to continue to meet commercial fishing needs	Q2 Annual Budget & 5-Year CIP	Staff completed installation of a new 100 Amp panel to support both ice production and two new power pedestals on fish pier. Del Mar delivered new 2-Ton ice machine late March. Installation to be completed by late April 2024.
	Master planning for growth of commercial fishing and sustainable aquaculture capital improvements	Q1/Q2 2023	Staff standing by to schedule meeting with fishing business owners after Board considers funding agreement with Port of Hueneme.
	Identify and pursue grant/funding opportunities to implement capital infrastructure needs for commercial fishing and sustainable aquaculture	Q2 2023 and on-going	Staff has worked with Port of Hueneme and their consultant to apply for CalSTA grant funding to modernize commercial fishing infrastructure at Ventura Harbor to accept all squid offloading from Port of Hueneme. Port of Hueneme notified on July 6 of award of \$79M. Staff standing by to schedule meeting with fishing business owners after Board considers funding agreement with Port of Hueneme. Once formalized by agreement, VPD will be able to receive \$15.7M for the modernization project.
3. Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture	Support and endorse NOAA sustainable aquaculture initiatives in the Santa Barbara Channel	Q2/Q3 2023	GM facilitated aquaculture firm presentations to Chamber of Commerce and VPD Board in January and March. Awaiting next public steps in NOAA's California AOA Notice of Intent to Prepare a Programmatic Environmental Impact Statement for Identification of One or More Aquaculture Opportunity Area(s) in Southern California.
	Knowledge, experience, and technology transfer with aquaculture industry and stakeholders	Ongoing Resource	Maintain resource library on District's website

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engagement and support of Master Tenants for successful business operations at the Harbor	Work with Master Tenants to help facilitate sustainable capital improvement projects	Tenant specific	Derecktor project approved by City Design Review Committee on March 20. Board approved agreements with Marina West Lessee TBBW and Aldersgate for Parcel 17 on March 20. Ventura Yacht Club dock replacement project: construction anticipated Q2.
	Coordination with Portside on commercial tenant leasing	Q1 2022 to Q4 2023	GM conducts biweekly meetings re: commercial leasing as well as topics such as a possible water taxi service and wayfinding signage, and entryway signage at Harbor Blvd. and Schooner Dr. Staff met with City officials re: entryway signage “pathway” for entitlements.
	Strategic planning meetings between master tenants and District staff	Q2 of each year	City Council endorsed draft land use designation map that includes Harbor zoning updates as requested by GM.
2. Evaluate opportunities for Parcel Development	Evaluate master planning opportunities in conjunction with current and future leasehold development	Annually	Board approved letter agreement, license and exclusive negotiating agreement with Marina West Lessee TBBW and Aldersgate for Parcel 17 on March 20, 2024. Project(s) planning underway.
	Master planning for Parcel 5 development	Commencing Q2 2023	Architecture firm RRM Design Group completed first draft preliminary design process and presented to Board in December 2023. Plan being updated and further dialogue anticipated with City and Coastal Commission. Presentation to Board planned by June 30.
3. Implement sustainability technologies at the Harbor	Explore renewable energy, energy storage applications Harbor-wide e.g. solar power, EV charging stations, hybrid and electric vehicles	Q2 2023 and forward	SBOM/Capital Projects Manager (CPM) working towards installation of EV chargers –4 charge points installed at VPD HQ. 21 more to come in late summer of 2024 to VHV (SCE controls schedule). 4 EV vehicles purchased and delivered in 2023.
3. VenturaWaterPure	Continue commitment to help minimize impacts and disruptions caused by the VenturaWaterPure project through ongoing work with City, master tenants, and stakeholders	Q3 2022 to Q3 2024	VenturaWaterPure (VWP) project ongoing – several on-site meetings primarily with contractors. City easements will be extended.


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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with NPS and harbor visitors regarding enhancement of visitor experience.	Collaborate with City, CA Coastal Commission, and stakeholders including NPS to prepare a master plan integrating Parcel 8 into the visitor experience at the Harbor and Visitor's Center	Q2 2027	No action this quarter.
	Work with NPS and ferry operator on cross-promotional activities to increase attraction of visitors to the Harbor	Q2 2023 to Q2 2024	December thru April – Cross promote Winter Whale Watching with Island Packers including dedicated Winter Whale Watch contest in March, press release distribution in December, and exposure throughout the season. Cross promoted Beach Clean Up days with CINP in both January and March.
	Work with NPS to provide/upgrade visitor educational signage along pedestrian areas	Q3-Q4 2023	District updated and installed wayfinding signs along Spinnaker Drive in May 2023. Additional wayfinding signage along Harbor, Schooner, and Olivas Park also updated by District in 2023.
2. Coordinate with NPS Superintendent to evaluate long-term goals and improvement needs for the Channel Islands National Park Visitor Center	Collaborate with NPS Superintendent to identify mutual long-term goals and options at Ventura Harbor for NPS operations, NPS visitor center, and ferry terminal	Ongoing	No action this quarter.
	Investigate synergies for collaborative improvement of NPS Visitor Center experience	Q3 2023	District updated and installed wayfinding signs along Spinnaker Drive in May 2023. Additional wayfinding signage along Harbor, Schooner, and Olivas Park also updated by District in 2023.
3. Coordinate with National & California State Parks, and City to develop destination-based ecotourism offerings	Continue collaboration with National & State Parks officials regarding multiple opportunities for enhancing the visitor destination in and around Ventura Harbor	Q2 2024	No action this quarter.
	Explore potential enhancements of Ventura Harbor Ecological Reserve with City (owner)	Q3 2023	No action this quarter.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with City to improve access between the City and Harbor	Work with City Active Transportation Plan Working Group to promote emphasis on improving active transportation access to the Harbor.	Q1-Q4 2022 through City Plan	Worked with City's Transportation department regarding pursuit of Sustainable Transportation Grant. Caltrans announced grant was unsuccessful. Staff contemplating Coastal Conservancy grant instead. Board and staff continue to advocate for City Public Works investment in Spinnaker Drive.
	Advocate to the City to repave Spinnaker and Navigator Drive.	Q3-Q4 2022 and ongoing	City anticipates construction of Navigator and small portion of Anchors Way Dr. in mid to late 2024. No schedule for Spinnaker. GM sent letter to City re: 5-Year CIP to repave Spinnaker and complete other roadwork.
	Coordinate with City on planning for active transportation network improvements	Q4 2023	Worked with City's Transportation department regarding pursuit of Sustainable Transportation Grant. Caltrans announced grant was unsuccessful. Staff contemplating Coastal Conservancy grant instead. Board and staff continue to advocate for City Public Works investment in Spinnaker Drive.
2. Evaluate alternative and active methods for people to travel to and within the Harbor and pursue needed improvements and strategies in partnership with the City	Work with City, Ventura County Transportation Commission, and regional transportation services for expanding public transit options to Harbor.	Q4 2023	Staff has redistributed transportation info. re: "Late Night Safe Rides" program to tenants. HM was able to add the City of Thousand Oaks to the Summer Beach Bus program.
	Advocate to the City to improve bicycle, pedestrian access, and safety along and crossing Spinnaker Drive.	Q3-Q4 2022 and ongoing	No action this quarter. City anticipates construction of Navigator and small portion of Anchors way by late 2024. Board and staff continue to advocate for City Public Works Dept. investment in Spinnaker Drive.
	Collaborate with master tenants to develop an intra-Harbor pilot program for transportation services e.g. water-taxi and/or shuttle	Q3 2023 to Q3 2024	No action this quarter.
3. Pursue and implement parking management solutions to increase vehicle circulation	Obtain necessary agreements and permits to implement managed parking at Harbor Village	Q3 2022 to Q3 2023	Three steps underway: 1) MOU with City for Spinnaker Dr. 2) City Municipal Code change for Spinnaker Dr. 3) CDP application completed and submitted to City by consultant Dixon. Hearing scheduled for April 25.
	Identify & budget for Capital Improvements to improve parking & circulation at Harbor Village	Q3 2022 to Q2 2023	Initial cost estimate developed with 2022 draft Plan. Updated with consultant and potential provider in early 2023. Will require further analysis and based on project approvals.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Utilize grant funding opportunities for sustainable Harbor infrastructure	Work with SCE, CALeVIP, SLC, and City to complete installation of 21 EV charging stations in Harbor Village per CIP.	Q1 2023	Charger procurement complete. Designs for VPD HQ approved by City and installation begun. SCE has received permits for Village from City – waiting on supply chain items before install (mid-/late-summer 2024).
	Complete installation of 4 EV charging stations at District office for company vehicles per CIP.	Q2 2023	Installation complete.
	Complete procurement of hybrid Harbor Patrol vehicle utilizing SLC grant funds per CIP.	Q3-Q4 2023	Procurement and delivery complete. HM has worked to establish a contract so that we can utilize the County Fleet Services for repairs and upfitting of vehicles. We recently approved a quote to install the emergency lighting and radios.
	Complete procurement of EV or hybrid Maintenance & Dockmaster vehicles using SLC grant funds per CIP.	2023 and 2024	Three vehicles procured and delivered.
2. Seek additional grant funding for improving/replacing District capital assets.	Establish mechanisms to receive transportation funding from the State and/or Federal governments with emphasis on active transportation.	Q4 2023	Worked with City's Transportation department regarding pursuit of Sustainable Transportation Grant. On Aug 31, Caltrans announced grant was unsuccessful. Debriefed with Caltrans in October. Staff contemplating Coastal Conservancy grant instead.
	Identify and apply for grants that align with Board-approved 5-year CIP.	Q2 2022 Ongoing	CalSTA grant for Commercial Fish Modernization project successful. Grant application to NFWF Round 2 successful for improvements to beach bathrooms and showers, and public launch ramp bathrooms. Staff considering Coastal Conservancy grant for sustainable transportation & PIDP grant (2025) for fish pier.
3. Leasing/Property Management	Prepare, approve and implement Annual Leasing/Property Management Action Plan	Q2 2023 and Annually	Annual update to plan presented and approved by Board on June 7, 2023. Plan to be updated in Q4 for Board consideration during FY24-25 Budget process.
	Through active marketing, continue to attract a diverse array of businesses and business owners to Ventura Harbor with the goal of expanding the offerings to the public while creating value for the District.	Commencing 2022 Q3	Uploaded listing availability onto the Leasing page of the VPD website. Advertising email blast sent to WEV, Chamber of Commerce, County DEI Office, Visit Ventura, City Manager's Office, County of Ventura, and people/businesses on the waitlist. Continued to run Facebook and Instagram social media advertisement. Marketing material includes  or "All are welcomed."

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
4. Update of Financial Management System	Roll out of new accounting and property management software.	Q4 2022	MRI has completely replaced the old Sage accounting software. This update is complete. Staff working with MRI to receive additional technical support and training.
	Creation and implementation of Tenant Portal to allow tenants to report sales and review lease documents.	Q1 2023	Tenant Portal has been rolled out to all restaurants, retail, and office Village tenants.
	Implementation of online payments for tenants.	Q1 2023	Online payments and sales reporting is now available for Village tenants via the Tenant Portal. Conducting a Tenant Portal Usage Campaign to continually add tenant users to portal and aid tenants, if needed. As of 3/31/24, approximately 51 leases have successfully paid online and if applicable reported sales.
5. Financial Reporting	Stakeholder budget workshops	Q2 and annually	A budget study session was held with the Board during public meeting on May 17, 2023. Next one will be held on May 15, 2024.
	Periodic reports to Board and public on financial position, audits, and budget.	Quarterly	Financial statements for Q2 of fiscal year 2023-24 ending 12/31/23 was included in the February 21 Board meeting packet. The Auditors have completed their field work and are now working on the financial audit for fiscal year 2022-23 ending 6/30/23.
	Annual review of District bonds, debt position, restructuring opportunities and CalPERS obligations.	Q2 and annually or as needed	Completed during budget study session with the Board during public meeting on May 17, 2023. Next one will be held on May 15, 2024.



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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Ongoing investment in Harbor Village Infrastructure	Complete outstanding ADA improvements in Capital Improvement Plan	Q2 2023	ADA parking lot path of travel improvement to be completed by Q4 2024. Grant funding awarded by NFWF for beach and launch ramp restroom areas, w/ADA access improvements; to be completed Q4 2024.
	Evaluate new ADA improvement requirements for District properties and update Capital Improvement Plan to address.	Q4 2024	Engineering design of ADA Path of Travel Ramps between 1583/1591 buildings improvements completed. Construction anticipated in 2024.
	Village Promenade/Trail physical upgrades, including sustainability enhancements	Q4 2024 onwards	No action this quarter.
	Complete infrastructure upgrades (elevators, roof replacements per CIP)	Q4 2024	1575 Building Roof replacement deferred to FY24-25.
	Complete Village Tenant Signage, Awnings	Q4 2024	Ongoing progress for Village tenants with implementation of Master Sign Program, including development of fast-take away menu guidelines. Several door-protecting awnings installed. VPD tenant exterior signage lighting project continues to enhance sign visibility at night.
	Evaluate opportunities for renewable energy/energy storage infrastructure for Village; implement drought tolerant landscaping and related irrigation systems.	Q3 2022 through Q4 2027	Landscape architect developed a Village-wide plant palette. New plan focuses on drought tolerant succulents and native plants with specific recommendations per planter type and location.
	Implement WiFi in Harbor Village	Q2 2023	SwiftChip has continued exploring options with cellular companies, but no ideal solution. Met with WiFi service provider to evaluate infrastructure needs to support Village-wide WiFi. Implementation appears extremely challenging and costly.
2. Develop and implement an Annual Visitation Plan for Ventura Harbor Village.	Submit a proposed Visitation Plan in spring for Board, tenant and stakeholder input and feedback.	Q2 2023 and annually	Presented and board approved in June: FY23-24 Village Visitation Plan. FY 24-25 Draft Plan to be presented 2024 Q4.
	Implement seasonal décor at Ventura Harbor Village and Spinnaker Drive	Q4 2022 and annually	March “seaside theme” photo op installation for March is Membership Month in the Village. Nautical flags displayed in March on Village Promenade.

# PUBLIC COMMUNICATION STANDARD ITEM 3

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**QUARTERLY UPDATE ON THE VENTURA PORT DISTRICT**  
**5-YEAR OBJECTIVES**

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**Report by:**

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



VENTURA  
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ADJOURNMENT  
NEXT MEETING MAY 1, 2024

**Ventura Harbor**

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK