



VENTURA
PORT DISTRICT

Established 1952

**BOARD OF PORT COMMISSIONERS
JANUARY 15, 2025**

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

ADMIN AGENDA

Adoption of the January 15, 2025 Agenda

**Approval of Minutes
December 18, 2024
Regular Meeting**

**PUBLIC COMMUNICATION
ADMIN AGENDA
ITEMS NOT ON THE AGENDA**

00 : 03 : 00

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

ADMIN AGENDA

**PROCLAMATION HONORING PAT HUMMER
FOR HIS 35 YEARS OF SERVICE TO THE VENTURA PORT
DISTRICT**

CONSENT AGENDA ITEMS

A) Approval of Out-of-Town Travel Requests

Recommended Action: Voice Vote.

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

- a) Dave Werneburg, Marina Manager, to attend the National Working Waterfront Network 2025 Conference from February 3 – February 6, 2025 in San Diego, CA.
- b) Jessica Rauch, Clerk of the Board to attend the 2025 International Institute of Municipal Clerks from May 18 – May 21, 2025 in St. Louis, MO.

B) Approval of a New Retail Lease Agreement with Feel Good Beauty, Inc. dba Frenchie Modern Nail Care

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba “Ventura Harbor Village” and Feel Good Beauty, Inc. dba “Frenchie’s Modern Nail Care”, for the premises located at 1583 Spinnaker Drive, Suite #105, Ventura, California 93001, consisting of approximately 1,410 square feet of interior commercial space and approximately 206 square feet of exterior patio space.

PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

VENTURA PORT DISTRICT 5-YEAR OBJECTIVES
QUARTERLY UPDATE

RECOMMENDATION:

That the Board of Port Commissioners receive and file the FY24-25 2nd Quarter Ventura Port District 5-Year Objectives quarterly update.

STANDARD
AGENDA
ITEM
1

Report by:

Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager



**VENTURA
PORT DISTRICT**

Established 1952

QUARTERLY UPDATE: Strategies to the 5-Year Objectives

Q2 of FY24-25

Board of Commissioners Meeting

January 15, 2025

Guiding Principles

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

2022-2027 5-Year Objectives

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

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program	CMANC and/or WEDA Meeting attendance	3-4 times per year	Deputy General Manager (DGM) attended CMANC Fall meeting & DC Officers Trip.
	USACE District, Division & HQ meetings and communication	As needed or 2 times per year	Ongoing communication USACE LA District, Division, and HQ regarding permitting conflicts between USACE and LA Regional Water Quality Control Board. Resolution achieved in December.
	Engagement of Lobbyist to provide representation with the Federal Government and Congress	Monthly	Monthly reports from Carpi & Clay. Meetings with Congressman Carbajal and staff for Senators Padilla and Schiff planned for Feb CMANC DC trip for GM and DGM.
	Advocating for full funding of VPD entrance channel in President's Budget	Q1 2023 and annually	2025 funding secured. CMANC DC planned for GM and DGM to advocate for FY26 funding w/USACE, representatives and President's Office of Management and Budget.
2. On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance	Continued Board Role at CMANC	Current Three-Year Term through 2022	DGM re-elected as Chair of CMANC for FY24-25. CMANC spring 2025 meeting will be in Ventura County.
	Committee lead and/or Executive Board role at CMANC	By next Board Election Q4 2022	DGM Chair of CMANC effective July 1, 2023, through June 30, 2025. New bylaws prepared for CMANC Board and presented at fall meeting.
3. Ventura Port District Dredging	Regularly assess and maintain safe navigational conditions within harbor entrance, sand trap, and inner harbor.	Annually	Harbor Patrol performed soundings using Harbor Patrol vessel.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Collaborate with business partners and stakeholders through increased engagement, communication, and participation.	Village tenant meetings	Quarterly	Sent October, November, & December Tenant Newsletters / Board received follow-up report in October to Public Workshop held September 14
	Celebrate DEI through recognition of dates and events of cultural significance	Annual Visitation Plan for Ventura Harbor Village Q2 2023	Cultural Celebrations: Promotion of Dia De Los Muertos (Oct. 27, Nov. 1-2), Native American Heritage Month (Nov.), and Chanukah celebration in the Village (Dec. 26).
	Refresh the Ventura Harbor Village.com website to include dynamic features, the Channel Islands, digital map, and reformatted calendar of events	Q2 2023	Weekly tenant & calendar updates.
	Harbor tenant education and advocacy re: implementation of sustainability practices e.g. CA Green Business Network, Surfrider Foundation Ocean Friendly Restaurants program	Q1 2023 tenant meetings and forward	Hosted Electric Vehicle Showcase on the Village Main Lawn (Oct. 6) and highlighted sustainable Village improvements i.e. EV charging stations in Tenant Newsletter.
2. Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs	Collaborate with City, tenants, and stakeholders on updates to Local Coastal Program and General Plan	City organized meetings through Q4 2023	City Council endorsed draft land use designation map (December '24) that includes Harbor zoning updates as requested by GM. GM, DGM, & HM provided a boat tour to Recreation and Assistant Community Development Director to explain projects and collaborate on future projects and processes within the City.
	Collaborate with other harbors and special districts on best management practices, legislative impacts and funding opportunities	Monthly	District worked with Port of Hueneme (PoH) to solicit and award environmental review contract for commercial fish modernization. GM continues to participate in VCSDA as Treasurer through Feb. '25. DGM & HM maintain various memberships w/Harbormaster, beach and marina associations. HM has worked with Santa Cruz, Santa Barbara to understand changes to their Peace Officer powers. HM applied for the Port District to be standalone Special District in County Hazard Mitigation Plan.
	Collaboration between Port District and law enforcement and emergency services	Ongoing	HM participates in USCG Search and Rescue Meetings, DHS Homeland Security Meetings, and provided Ocean Rescue training for City & County Fire Personnel. HM and staff provided marine safety during the December high surf events. HP staff also trained other public safety on Rescue Watercraft Operation and Boat Deckhand training. HM hosted VC Sheriff and US Border Patrol for a Maritime Smuggling Training. HP staff assisted City with dock damage & boat issues (The Keys) during High Surf Event.
	Port Commission updates to Ventura City Council	Bi-Annual	Chair & GM attended December '24 Council Meeting and presented certificates to outgoing Council members and met new District 7 Council Member.

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	No action this quarter. Next workshop 2026.
	Mid-term Objective evaluation	Q3-Q4 2024	Public and Civic Engagement Plan (PCEP) updated at December 2024 Board Meeting.
4. Updates to District policies to reflect improved transparency and DEI	Identification and utilization of multi-channel outreach for staff recruitment, solicitation of tenant businesses and contracts	Q3 2022 to Q2 2023	Staff entering into contract for retail real estate consulting services (start Jan). Staff has executed contract with CoStar for enhanced real estate marketing. Recruitment for Capital Projects Manager completed. and Maintenance Worker I underway. Maintenance Worker II and multiple Marine Safety Officer recruitments complete. HM maintains an interest card online submission for future recruitments on the vpdhp.org website.
	Annual review and updates to HR Manual, Board Protocols Manual, Public and Civic Engagement Plan, and other District policies.	Q3-Q4 and annually	Brown Act presentation to Board completed Oct 2024.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor	Regular engagement with commercial fishing business owners and key industry representatives	Seasonally	PoH will schedule meeting with fishing business owners moving to Ventura in Q1. HM continues to work with local fisheries to temporarily store equipment during adverse weather and stays involved with VC Commercial Fishing Association as a non-voting member. HM & Staff continues to monitor and communicate with the Squid offloading industry to ensure compatibility with the Port and residents. Issues that are discussed are mostly speed of vessels and lights left on.
	Engagement with sustainable aquaculture industry interests at Ventura Harbor	As received	GM toured Ocean Rainforest kelp farm in Goleta. DGM attended Ocean Rainforest open house. Board authorized public comment letter to Corps regarding application for project near Ventura.
	Monitor legislative and regulatory changes potentially impacting commercial fishing and sustainable aquaculture	Monthly	Staff following recommendations for changes to squid fishery practices for increased sustainability. Staff tracking State legislation for impacts, including CARB, MPA, and 30x30. HM remains active in the Joint Oil/Fisheries Liason Office out of Santa Barbara. This group passes on important information on projects, issues, or changes for the commercial fisheries.
2. Continue improvements of District's Working Waterfront infrastructure	Maintain existing harbor infrastructure and related amenities to continue to meet commercial fishing needs	Q2 Annual Budget & 5-Year CIP	Staff submitted Uplift Grant application for planning the replacement of commercial fish pier (~7 years timeframe). Grant announcement in January.
	Master planning for growth of commercial fishing and sustainable aquaculture capital improvements	Q1/Q2 2023	HM is using this season as a training opportunity for newer staff to better understand future challenges that will be presented with expansion. Areas identified Truck Traffic, Traffic Safety, and Boat Communications and Coordination. Staff also being trained to respond to pollution calls
	Identify and pursue grant/funding opportunities to implement capital infrastructure needs for commercial fishing and sustainable aquaculture	Q2 2023 and on-going	Staff continues to work with PoH to finalize agreement for CalSTA grant funding. Staff applied for Uplift grant for planning the replacement of Commercial Fish Pier. Staff planning to apply for PIDP grant (2025) for fish pier.
3. Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture	Support and endorse NOAA sustainable aquaculture initiatives in the Santa Barbara Channel	Q2/Q3 2023	NOAA has released the Programmatic Environmental Impact Statement (PEIS) for the California Aquaculture Opportunity Area(s) in Southern California. In December, the Board authorized a public letter to NOAA by February 2025.
	Knowledge, experience, and technology transfer with aquaculture industry and stakeholders	Ongoing Resource	Maintain and update venturaharbor.com website to include aquaculture research and proposed project(s) information.

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	Derektor masterplan CDP under review by Coastal Commission. Staff provided historic documentation as requested by master tenant. In November, Board received presentation by TBBW on proposed Parcel 17 marina replacement and authorized hiring of environmental consultant. Meetings with Safe Harbor for VH Marine Fuel Tank replacement.
	Coordination with Portside on commercial tenant leasing	Q1 2022 to Q4 2023	GM conducts biweekly meetings re: commercial leasing, wayfinding signage and monument sign at Harbor Blvd. & Schooner Dr. City Director hearing in Oct. approved the District's monument sign and banner program. Monument sign design submitted to City Building & Safety Division for permits.
	Strategic planning meetings between master tenants and District staff	Q2 of each year	Staff working with Safe Harbor for Marine Fuel Tank replacement in 2025.
2. Evaluate opportunities for Parcel Development	Evaluate master planning opportunities in conjunction with current and future leasehold development	Annually	District staff has monthly meetings with Marina West Lessee TBBW and Aldersgate for Parcel 17 pursuant to ENA for landside development.
	Master planning for Parcel 5 development	Commencing Q2 2023	RRM Design Group's park design submitted to City for DRC review. Awaiting City comments.
3. Implement sustainability technologies at the Harbor	Explore renewable energy, energy storage applications Harbor-wide e.g. solar power, EV charging stations, hybrid and electric vehicles	Q2 2023 and forward	DGM/Capital Projects Manager (CPM) working towards installation of Village EV chargers. 21 broke ground in VHV in September but work incomplete (SCE controls schedule).
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	Port District staff has continued to work with City & Contractor in responding to minor issues and the final patching and paving of Anchors Way Dr. near the old boat storage area. Additional planning was done for the abandonment of the underwater pipe and filling of concrete.

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.	Work with NPS and ferry operator on cross-promotional activities to increase attraction of visitors to the Harbor	Q2 2023 to Q2 2024	Cross-promoted Holiday Caroling Cruises with Island Packers and promoted CINP excursions as holiday gift items.
	Work with NPS to provide/upgrade visitor educational signage along pedestrian areas	Q3-Q4 2023	No action this quarter.
2. Coordinate with NPS Superintendent to evaluate long-term goals and improvement needs for the Channel Islands National Park Visitor Center	Collaborate with NPS Superintendent to identify mutual long-term goals and options at Ventura Harbor for NPS operations, NPS visitor center, and ferry terminal	Ongoing	No action this quarter.
3. Coordinate with National & California State Parks, and City to develop destination-based ecotourism offerings	Continue collaboration with National & State Parks officials regarding multiple opportunities for enhancing the visitor destination in and around Ventura Harbor	Q2 2024	No action this quarter.
	Explore potential enhancements of Ventura Harbor Ecological Reserve with City (owner)	Q3 2023	No action this quarter.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with City to improve access between the City and Harbor	Work with City Active Transportation Plan Working Group to promote emphasis on improving active transportation access to the Harbor.	Q1-Q4 2022 through City Plan	Staff actively researching Coastal Conservancy grant for active/sustainable transportation for “California Coastal Trail” throughout harbor - possibly with City partnership in 2025. Board and staff continue to advocate for City Public Works investment in City streets (including bicycle and pedestrian improvements) within District.
	Advocate to the City to repave Spinnaker and Navigator Drive.	Q3-Q4 2022 and ongoing	City preparing to repave Navigator Dr. and Anchors Way Dr. b/t Navigator and Schooner in January. Working with City staff and contractor to mitigate impacts. Board and staff continue to advocate for City Public Works investment in City streets (including bicycle and pedestrian improvements) within District.
	Coordinate with City on planning for active transportation network improvements	Q4 2023	No action this quarter.
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	No action this quarter.
	Advocate to the City to improve bicycle, pedestrian access, and safety along and crossing Spinnaker Drive.	Q3-Q4 2022 and ongoing	No action this quarter. Navigator repaving (FY 24-25 Q2-Q3) will include improvements to bicycle lanes.
	Collaborate with master tenants to develop an intra-Harbor pilot program for transportation services e.g. water-taxi and/or shuttle	Q3 2023 to Q3 2024	Staff worked with Pegasus Transportation to provide shuttle bus within harbor during Parade of Lights. Driver counted 404 people rode from 19A to Village.
3. Pursue and implement parking management solutions to increase vehicle circulation	Obtain necessary agreements and permits to implement managed parking at Harbor Village	Q3 2022 to Q3 2023	Coastal Development Permit approved in November. All entitlements obtained.
	Implement Parking Management Services	Q1 2025 to Q3 2025	Staff and Dixon Resources (consultant) met with various vendors regarding service and technology options. Solicitation for Parking Management Services being prepared for January advertisement.

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	SCE has broken ground and installed both switch gears. SCE work to be completed in early 2025 and District will install chargers.
	Seek grant funding opportunities to transition to zero-emission equipment.	Q1 2025 and ongoing	Exploring opportunity with VC Air Pollution Control District for lawn and garden equipment exchange program (change to zero-emissions).
	Continue transition of District Fleet Vehicles to Hybrid or EV.	Annually as part of CIP	No action this quarter.
2. Seek additional grant funding for improving/replacing District capital assets.	Establish mechanisms to receive transportation funding from the State and/or Federal governments with emphasis on active transportation.	Q4 2023	Staff actively researching Coastal Conservancy grant for active/sustainable transportation for “California Coastal Trail” throughout harbor - possibly with City partnership in 2025. Board and staff continue to advocate for City Public Works investment in Spinnaker Drive including Class IV separated bike lane.
	Identify and apply for grants that align with Board-approved 5-year CIP.	Q2 2022 Ongoing	Staff applied for Uplift grant for planning the replacement of Commercial Fish Pier. Staff annually applying for SAVE boat disposal program. Staff considering Coastal Conservancy grant for sustainable transportation & PIDP grant (2025) for fish pier.
3. Leasing/Property Management	Prepare, approve and implement Annual Leasing/Property Management Action Plan	Q2 2023 and Annually	Staff continued to meet with leasing consultants to discuss options and receive proposals. Will enter into contract with retail leasing specialist in Jan. Continuing to use CoStar and LoopNet for enhanced property marketing. Overhaul of District’s webpage for leasing.
	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 Q3 2022	Entered into agreement with CoStar and LoopNet for enhanced property marketing. Updated listings on website. Conducted showings and rapid response to all inquiries. Active prospecting outreach. Ongoing attendance at Ventura Chamber Connection monthly breakfasts, Fall Expo, Ribbon Cuttings. Exterior and interior activation and décor from October through December for vacant space in building 1591 suite 113.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
4. Update of Financial Management System	Roll out of new accounting and property management software.	Q4 2022	MRI roll out complete, but software/company performance remains unsatisfactory. Staff have completed interviews with vendors and intend to recommend a new software solution which will be in place by July 1, 2025.
	Implementation of new Tenant Portal with the new accounting/property management software.	Q2 2025 through Q1 2026	No action this quarter.
5. Financial Reporting	Stakeholder budget workshops	Q2 and annually	No action this quarter. Next workshop Q2 2025.
	Periodic reports to Board and public on financial position, audits, and budget.	Quarterly	Staff continues the work on FY23-24 audit and on 10/02/24 presented the Board with the 6/30/2024 draft financial statements pending the completion of the audit.
	Annual review of District bonds, debt position, restructuring opportunities and CalPERS obligations.	Q2 and annually or as needed	Staff met with CLASS investment pool representatives to discuss alternatives to LAIF for portfolio diversification.

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Ongoing investment in Harbor Village Infrastructure	Complete outstanding ADA improvements in Capital Improvement Plan	Q2 2023 and ongoing	Grant funding awarded by NFWF for beach and launch ramp restroom areas, w/ADA access improvements; to be completed in early 2025 (City and CC planning approval obtained - awaiting City building permits). New EV chargers in VHV have added additional ADA parking spaces.
	Evaluate new ADA improvement requirements for District properties and update Capital Improvement Plan to address.	Q4 2024 and ongoing	ADA Parking lot improvement opportunity identified at 1583 Spinnaker Dr. and to be completed in Q1 or Q2 of 2025.
	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	Staff performed minor upgrades to 1591 elevator and looking to accelerate modernization to current FY.
	Complete Village Tenant Signage, Awnings	Q4 2024	Facilities continues to improve lighting to benefit tenant signs. Staff met with consultant regarding “more signs” program to provide additional wayfinding.
	Evaluate opportunities for renewable energy/energy storage infrastructure for Village; implement drought tolerant landscaping and related irrigation systems.	Q3 2022 through Q4 2027	Facilities continued to replace inefficient lighting with LED lighting in several locations in Harbor, including launch ramp restrooms. Facilities planted native plants within beach dunes. Facilities working with landscape architect on additional drought-tolerant landscaping changes.
	Increase internet connectivity throughout harbor.	Q2 2023	Atlantis Utilities implementing new cellular signal services to provide connectivity at Launch Ramp, 19A, and both beach restrooms. Atlantis continuing to test solutions to improve internet connectivity at VHV and beaches.
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	Ongoing fulfillment of VHV approved Visitation Plan.
	Implement seasonal décor at Ventura Harbor Village and Spinnaker Drive	Q4 2022 and annually	Installation of “SEAsons greetings” holiday décor at VHV and harbor entrance on November 19, 2024. Menorah installed by Ventura Chabad.

PUBLIC COMMUNICATION STANDARD ITEM 1

00 : 03 : 00

VENTURA PORT DISTRICT 5-YEAR OBJECTIVES
QUARTERLY UPDATE

RECOMMENDATION:

That the Board of Port Commissioners receive and file the FY24-25 2nd Quarter Ventura Port District 5-Year Objectives quarterly update.

STANDARD
AGENDA
ITEM
1

Report by:

Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager

STANDARD ITEM 3

**AMEND THE 5-YEAR CAPITAL
IMPROVEMENT BUDGET AND
ADOPT RESOLUTION NO. 3520
DECLARING A STATE OF
EMERGENCY TO ADDRESS THE
FAILURE OF THE ELEVATOR AT
1591 SPINNAKER DRIVE**

**Report by:
Todd Mitchell, Deputy General Manager**

RECOMMENDATION:

That the Board of Port Commissioners:

1. Amend the District's 5-Year Capital Improvement Project budget to add \$185,000 for the modernization of the elevator at 1591 Spinnaker Drive.
2. Adopt Resolution No. 3520, making certain findings as set forth in said Resolution, including, without limitation, the following:
 - A) Declare a State of Emergency due to the failure of the Elevator at 1591 Spinnaker Drive creating a public safety concern.
 - B) Find, based upon the evidence presented, the matter of the conditions of the Ventura Port District requires emergency actions.
 - C) The Board hereby delegates to the District's General Manager the authority to:
 1. take any action required to respond to the emergency;
 2. submit any and all emergency permit applications and documents required to support obtaining any necessary permits to perform work; and,
 3. to procure the necessary equipment, services, and supplies for the purpose of making the District's facilities, infrastructure, waterways and adjacent beach areas safe and usable, without giving notice for bids to let contracts.
 - D) The General Manager shall report to the Board of Port Commissioners at its next regularly scheduled meeting the actions taken to respond to the emergency; and,
 - E) The Board will review the emergency action at every regularly scheduled meeting hereafter until the emergency action is terminated, which will be triggered by the District entering into a contract to remedy the issue.

PUBLIC COMMUNICATION STANDARD ITEM 3

00 : 03 : 00

STANDARD ITEM 3

**AMEND THE 5-YEAR CAPITAL
IMPROVEMENT BUDGET AND
ADOPT RESOLUTION NO. 3520
DECLARING A STATE OF
EMERGENCY TO ADDRESS THE
FAILURE OF THE ELEVATOR AT
1591 SPINNAKER DRIVE**

**Report by:
Todd Mitchell, Deputy General Manager**

RECOMMENDATION:

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2. Adopt Resolution No. 3520, making certain findings as set forth in said Resolution, including, without limitation, the following:
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 - C) The Board hereby delegates to the District's General Manager the authority to:
 1. take any action required to respond to the emergency;
 2. submit any and all emergency permit applications and documents required to support obtaining any necessary permits to perform work; and,
 3. to procure the necessary equipment, services, and supplies for the purpose of making the District's facilities, infrastructure, waterways and adjacent beach areas safe and usable, without giving notice for bids to let contracts.
 - D) The General Manager shall report to the Board of Port Commissioners at its next regularly scheduled meeting the actions taken to respond to the emergency; and,
 - E) The Board will review the emergency action at every regularly scheduled meeting hereafter until the emergency action is terminated, which will be triggered by the District entering into a contract to remedy the issue.

**ELECTION OF OFFICERS PURSUANT TO HARBOR AND
NAVIGATION CODE SECTIONS 6241.1 AND 6248**

RECOMMENDATION:

That the Board of Port Commissioners elect the following officers for a two-year term pursuant to Harbor and Navigation Code Sections 6241.1 and 6248:

- a) Chair
- b) Vice-Chair
- c) Secretary

**STANDARD
AGENDA
ITEM
2**

**Report by:
Jessica Rauch, Clerk of the Board**

PUBLIC COMMUNICATION STANDARD ITEM 2

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

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**ELECTION OF OFFICERS PURSUANT TO HARBOR AND
NAVIGATION CODE SECTIONS 6241.1 AND 6248**

RECOMMENDATION:

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- a) Chair
- b) Vice-Chair
- c) Secretary

**STANDARD
AGENDA
ITEM
2**

**Report by:
Jessica Rauch, Clerk of the Board**



VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT
NEXT MEETING FEBRUARY 5, 2025
HAPPY NEW YEAR!

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK