



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Michael Blumenberg, Chair
Elizabeth Howell, Vice-Chair
Anthony Rainey, Secretary
Chris Stephens, Commissioner
Jackie Gardina, Commissioner

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

REGULAR MEETING WEDNESDAY, MARCH 19, 2025

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

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.

OPEN SESSION 7:00PM

CALL TO ORDER: *By Vice-Chair Howell.*

PLEDGE OF ALLEGIANCE: *By Vice-Chair Howell.*

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 February 19, 2025 and March 5, 2025 Port Commission Regular Meetings 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.

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: Voice Vote.

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

- a) Jennifer Talt-Lundin, Marketing Manager to attend the Central Coast Tourism Board Retreat from April 21 – 23, 2025 in Monterey, CA.
- b) Calli Brazerol, Marketing and Events Coordinator I to attend the Central Coast Tourism Board Retreat from April 21 – 23, 2025 in Monterey, CA.
- c) John Higgins, Harbormaster to attend the California Boating Safety Officers Association Conference April 7 – 9 in San Diego, California.

B) Adoption of Resolution No. 3525 Accepting the Work of Bluewater Marine, Inc. for the Ventura Harbor Public Boat Launch Ramp Floating Dock Replacement Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3525:

- a) Accepting the work of Bluewater Marine, Inc. for the removal of the original launch ramps, and the fabrication and installation of new launch ramp docks.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

C) Award of Bid for the 1583 and 1575 Spinnaker Drive Lower Section Reroofing Project

Recommended Action: Voice Vote.

That the Board of Port Commissioners award the 1583 and 1575 Spinnaker Drive Lower Section Reroofing Project to Garland/DBS, Inc. in the amount of \$197,072.

D) Approval of a Professional Services Agreement with WSP USA Inc.

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a Professional Services Agreement with WSP USA, Inc. for a not to exceed value to a total of \$50,000 for the planning and development of modernization options for commercial fishing facilities and operations at Ventura Harbor.

STANDARD AGENDA:

1) Ventura West Marina Redevelopment Project Parcel 17 (APN 080-0-240-325)

Recommended Action: Informational.

That the Board of Port Commissioners receive a report and presentation on the status of the Ventura West Marina Exclusive Negotiating Agreement Parcel 17 Mixed-Use/Residential Redevelopment Project.

2) Approval of Parking Management Professional Services Agreement with LAZ Parking California, LLC

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a Professional Service Agreement with LAZ Parking California, LLC in the amount not to exceed \$2,179,400 to provide Parking Management Services with a 3-year term with two 1-year options.

3) Update on State of Emergency to Address the Failure of the Elevator at 1591 Spinnaker Drive

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Determine by a four-fifths vote that there is a need to continue the emergency action adopted by the Board on January 15, 2025, set forth in Resolution No. 3520.
- b) Approve by majority vote a prorated, partial rent abatement for the three office tenants affected by the elevator being out of service.

ADJOURNMENT

This agenda was posted on Friday, March 14, 2025 by 7:00 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
MARCH 19, 2025**

**APPROVAL OF MINUTES
FEBRUARY 19, 2025
MARCH 5, 2025
REGULAR MEETINGS**

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF FEBRUARY 19, 2025



OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Port District Board of Port Commissioners' Regular Open Session Meeting was called to order by Chair Blumenberg at 7:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Chair Blumenberg.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Elizabeth Howell, Vice-Chair
Anthony Rainey, Secretary
Chris Stephens

Commissioners Absent:

Jackie Gardina

Port District Staff:

Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Ian Ayers, Marine Safety Officer
Brendan Donohue, Senior Harbor Patrol Officer
Justin Fleming, Capital Projects Manager
Sergio Gonzalez, Facilities Manager
John Higgins, Harbormaster
Will McReynolds, Management Assistant
Jessica Perkins, Accountant II via Zoom
Jessica Snipas, Business Operations Analyst via Zoom
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager

Legal Counsel:

Reid Miller, Lagerlof, LLP

City of Ventura Liaisons:

Councilmember Duran, City Council Liaison – absent

Number of interested persons:

0 via zoom; 0 in person

ADOPTION OF AGENDA

ACTION: Vice-Chair Howell moved to adopt the February 19, 2025 agenda.

Commissioner Stephens seconded. The vote was unanimous.

APPROVAL OF MINUTES

The Minutes of February 5, 2025 Board of Port Commissioners' Regular Meetings were considered as follows:

ACTION: Commissioner Stephens moved to approve the Minutes of the February 5, 2025 Regular Meeting.

Commissioner Rainey seconded. The vote carried 3-0-1 (Blumenberg abstained).

PUBLIC COMMUNICATIONS: None. Closed at 7:03PM.

BOARD COMMUNICATIONS: Vice-Chair Howell reported on the NWWN Conference. Closed at 7:07PM.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on the upcoming events and promotions at Harbor Village. Senior Harbor Patrol Officer Brendan Donohue recognized Harbor Patrol Officer George Kabris and Marine Safety Officer Ian Ayers for their response to the search for a missing fisherman.

CONSENT AGENDA:

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) John Higgins, Harbormaster, to attend the JPIA Public Safety Academy from March 11 – 13, 2025 in Huntington Beach, CA.
- b) Brendan Donohue, Senior Harbor Patrol Officer to attend the JPIA Public Safety Academy from March 11 – 13, 2025 in Huntington Beach, CA.

Public Comment: None. Closed at 7:28PM.

ACTION: Commissioner Stephens moved to approve the out-of-town travel requests for:

- a) John Higgins, Harbormaster, to attend the JPIA Public Safety Academy from March 11 – 13, 2025 in Huntington Beach, CA.
- b) Brendan Donohue, Senior Harbor Patrol Officer to attend the JPIA Public Safety Academy from March 11 – 13, 2025 in Huntington Beach, CA.

Vice-Chair Howell seconded. The vote was unanimous.

B) Approval of a New Retail Lease Agreement with Ashley Cook and Alan Cook dba Treasure Cove

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 Ashley Cook and Alan Cook dba Treasure Cove, for the premises located at 1567 Spinnaker Drive, Suite #103, Ventura California 93001, consisting of approximately 342 square feet.

Public Comment: None. Closed at 7:28PM.

ACTION: Commissioner Stephens moved to approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Ashley Cook and Alan Cook dba Treasure Cove, for the premises located at 1567 Spinnaker Drive, Suite #103, Ventura California 93001, consisting of approximately 342 square feet.

Vice-Chair Howell seconded. The vote was unanimous.

C) Approval of Amendment No. 1 to the Professional Services Agreement with Rasmussen & Associates for Engineering and Consulting Services

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to a Professional Services Agreement with Rasmussen & Associates, Inc., increasing the compensation from \$185,000 to \$270,000 and extending the term for the architectural design, permitting, bid support, and construction management for three District improvement projects.

Public Comment: None. Closed at 7:28PM.

ACTION: Commissioner Stephens moved to approve Amendment No. 1 to a Professional Services Agreement with Rasmussen & Associates, Inc., increasing the compensation from \$185,000 to \$270,000 and extending the term for the architectural design, permitting, bid support, and construction management for three District improvement projects.

Vice-Chair Howell seconded. The vote was unanimous.

STANDARD AGENDA:

1) Adoption of Resolution No. 3521 Approving the Financial Statements and Checks for October through December 2024

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3521 to:

- a) Accept the financial statements as revised for the Quarter ending December 31, 2024.
- b) Review the payroll and regular checks for October through December 2024.

Report by Gloria Adkins, Accounting Manager.

Public Comment: None. Closed at 7:32PM.

- ACTION:** Commissioner Stephens moved to adopt Resolution No. 3521 to:
- a) Accept the financial statements for the Quarter ending December 31, 2024.
 - b) Review the payroll and regular checks for October through December 2024.

Commissioner Rainey seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Howell, Rainey, Stephens,

NOES:

ABSTAINED:

ABSENT: Commissioner Gardina

The motion passed 4-0.

2) Adoption of Resolution No. 3522 Approving the Fiscal Year 2024-2025 Mid-Year Budget Adjustments and Capital Improvement Plan and Resolution No. 3523 Establishing the Salary Schedule for the Administrative Services Manager and Accounting Supervisor as Non-Represented Employee of the District Effective July 1, 2025

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3522 approving the Mid-Year Budget Adjustments for Fiscal Year 2024-2025 effective January 1, 2025.
- b) Adopt Resolution No. 3523 establishing the Salary Schedule for the Administrative Services Manager and Accounting Supervisor as a Non-Represented Employee of the District effective July 1, 2025.

Report by Gloria Adkins, Accounting Manager.

Public Comment: None. Closed at 7:32PM.

- ACTION:** Vice-Chair Howell moved to:
- a) Adopt Resolution No. 3522 approving the Mid-Year Budget Adjustments for Fiscal Year 2024-2025 effective January 1, 2025.
 - b) Adopt Resolution No. 3523 establishing the Salary Schedule for the Administrative Services Manager and Accounting Supervisor as a Non-Represented Employee of the District effective July 1, 2025.
 - c) Revise the organizational chart to change the Deputy General Manager to 1 FTE and (Sr.) Business Operations Manager to 0 FTE effective July 1, 2025.

Commissioner Stephens seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Howell, Rainey, Stephens,

NOES:

ABSTAINED:

ABSENT: Commissioner Gardina

The motion passed 4-0.

3) Approval of Amendment No. 2 to the Restaurant Lease Agreement with Aarmark Beer Gardens, Inc. dba The Loose Cannon

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 2 to the Restaurant Lease Agreement with Aarmark Beer Gardens, Inc. a California corporation dba The Loose Cannon, and the Ventura Port District dba Ventura Harbor Village, for the premises located at 1567 Spinnaker Drive, Suite #100 consisting of approximately 5,736 square feet of commercial space and 600 of patio area.

Report by Brian D. Pendleton, General Manager and Todd Mitchell, Deputy General Manager.

Note: Staff gave a presentation clarifying questions from the Commission. The presentation can be found here: <https://venturaharbor.com/board-meeting-documents/>.

Public Comment: None. Closed at 8:22PM.

ACTION: Commissioner Rainey moved to approve Amendment No. 2 to the Restaurant Lease Agreement with Aarmark Beer Gardens, Inc. a California corporation dba The Loose Cannon, and the Ventura Port District dba Ventura Harbor Village, for the premises located at 1567 Spinnaker Drive, Suite #100 consisting of approximately 5,736 square feet of commercial space and 600 of patio area.

Vice-Chair Howell seconded. The vote was unanimous.

4) Update on State of Emergency to Address the Failure of the Elevator at 1591 Spinnaker Drive

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners determine by a four-fifths vote that there is a need to continue the emergency action adopted by the Board on January 15, 2025, set forth in Resolution No. 3520.

Report by Justin Fleming, Capital Projects Manager.

Public Comment: None. Closed at 8:33PM.

ACTION: Commissioner Stephens moved to continue the emergency action adopted by the Board on January 15, 2025, set forth in Resolution No. 3520.

Vice-Chair Howell seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Howell, Rainey, Stephens

NOES:

ABSTAINED:

ABSENT: Commissioner Gardina

The motion passed 4-0.

ADJOURNMENT: The meeting was adjourned in honor of Terry Wilmarth at 7:50PM.

The next regular meeting is Wednesday, March 5, 2025.

Anthony Rainey, Secretary

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF MARCH 5, 2025



CLOSED SESSION

CALL TO ORDER:

The Ventura Port District Board of Port Commissioners Regular Closed Session Meeting was called to order by Vice-Chair Howell at 6:30PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioner's Present:

Elizabeth Howell, Vice-Chair
Anthony Rainey, Secretary
Chris Stephens
Jackie Gardina

Commissioners Absent:

Michael Blumenberg, Chair

Port District Staff:

Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Tom Bunn, Lagerlof, LLP via Zoom
Robert Bailey, Lagerlof, LLP via Zoom

Number of interested persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: None. Closed at 6:31PM.

CONVENED TO CLOSED SESSION AT 6:31PM.

ADJOURNMENT: Closed Session was adjourned at 6:58PM.

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Port District Board of Port Commissioners' Regular Open Session Meeting was called to order by Vice-Chair Howell at 7:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Vice-Chair Howell.

ROLL CALL:

Commissioners Present:

Elizabeth Howell, Vice-Chair
Anthony Rainey, Secretary
Chris Stephens
Jackie Gardina

Commissioners Absent:

Michael Blumenberg, Chair

Port District Staff:

Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Justin Fleming, Capital Projects Manager
Sergio Gonzalez, Facilities Manager
John Higgins, Harbormaster
Will McReynolds, Management Assistant
Jessica Perkins, Accountant II
Jessica Snipas, Business Operations Analyst
Dave Werneburg, Marina Manager via Zoom

Legal Counsel:

Tom Bunn, Lagerlof, LLP via Zoom

City of Ventura Liaisons:

Councilmember Duran, City Council Liaison – absent

Number of interested persons:

0 via zoom; 0 in person

ADOPTION OF AGENDA

ACTION: Commissioner Stephens moved to adopt the March 5, 2025 agenda, pulling Consent Item C to the Standard Agenda.

Commissioner Gardina seconded. The vote was unanimous.

APPROVAL OF MINUTES

The minutes of February 19, 2025 were incorrectly agendized and will be considered at the March 19th meeting.

PUBLIC COMMUNICATIONS: None. Closed at 7:02PM.

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

BOARD COMMUNICATIONS: Commissioner Stephens reported that he attended the Tenant Recognition celebration as well as Vice-Chair Howell.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on the tenant celebration, upcoming events and promotions at Harbor Village and dredging.

CONSENT AGENDA:

A) Approval of Resolution No. 3524 Accepting the Work of F.C.T. Construction LLC for the Ventura Harbor Village 1567 Spinnaker Drive Façade Renovation Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3524:

- a) Accepting the work of F.C.T Construction LLC for the Façade Renovation Project at 1567 Spinnaker Drive.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

Public Comment: None.

ACTION: Commissioner Stephens moved to adopt Resolution No. 3524:
a) Accepting the work of F.C.T Construction LLC for the Façade Renovation Project at 1567 Spinnaker Drive.
b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

Commissioner Gardina seconded. The vote was as follows:

AYES: Commissioners Howell, Rainey, Stephens, Gardina

NOES: N/A

ABSTAINED: N/A

ABSENT: Chair Blumenberg

Vote carried 4-0.

B) Approval of Amendment No. 1 to a Professional Services Agreement with Jensen Design & Survey for Architectural Services

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to a Professional Services Agreement with Jensen Design & Survey, increasing the compensation from \$97,000 to \$135,000 for the engineering, design, permitting, bid support, and construction management for three District improvement projects.

Public Comment: None.

Note: Recommendation was revised to reflect two additional projects being added to the Amendment.

ACTION: Commissioner Stephens moved to approve Amendment No. 1 to a Professional Services Agreement with Jensen Design & Survey, increasing the compensation from \$97,000 to \$135,000 and add two additional projects for the engineering, design, permitting, bid support, and construction management for three District improvement projects.

Commissioner Gardina. The vote was unanimous.

C) Approval of 2025 Lifeguard Services Contract

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to enter into a contract with the Department of Parks and Recreation to provide Lifeguard Services from mid-May 2025 through Labor Day 2025 at Harbor Cove and Surfers Knoll beaches in the amount of \$200,078.50.

This Item was pulled from the Consent Agenda.

Report by Harbormaster, John Higgins.

Public Comment: None.

ACTION: Commissioner Gardina moved to authorize the General Manager to enter into a contract with the Department of Parks and Recreation to provide Lifeguard Services from mid-May 2025 through Labor Day 2025 at Harbor Cove and Surfers Knoll beaches in the amount of \$200,078.50.

Commissioner Stephens seconded. The vote was unanimous.

STANDARD AGENDA:

1) Authorization to Execute Agreements with Yardi Systems, Inc and Balance Assets Solutions, LLC

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Authorize the General Manager to execute an Agreement with Yardi Systems, Inc for a three-year term in the amount not to exceed \$55,000 for the first year of the contract.
- b) Authorize the General Manager to execute an Agreement with Balance Asset Solutions, LLC for a one-year contract not to exceed \$83,475.

Report by Jessica Perkins, Accountant II and Jessica Snipas, Business Operations Analyst II.

Available via Zoom for questions were Zoheb Osmani, Vice President, Balanced Asset Solutions LLC and Mohamed Hussein, CEO, Balanced Asset Solutions LLC.

Public Comment: None. Closed at 7:28PM.

- ACTION:** **Commissioner Gardina moved to:**
- a) **Authorize the General Manager to execute an Agreement with Yardi Systems, Inc for a three-year term in the amount not to exceed \$55,000 for the first year of the contract.**
 - b) **Authorize the General Manager to execute an Agreement with Balance Asset Solutions, LLC for a one-year contract not to exceed \$83,475.**

Commissioner Stephens seconded. The vote was unanimous.

2) Update on State of Emergency to Address the Failure of the Elevator at 1591 Spinnaker Drive

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners determine by a four-fifths vote that there is a need to continue the emergency action adopted by the Board on January 15, 2025, set forth in Resolution No. 3520.

Report by Capital Projects Manager, Jusitn Fleming.

Public Comment: None. Closed at 730PM.

- ACTION:** **Commissioner Gardina moved to continue the emergency action adopted by the Board on January 15, 2025, set forth in Resolution No. 3520.**

Commissioner Stephens seconded. The vote was as follows:

AYES: Commissioners Howell, Rainey, Stephens, Gardina
NOES: N/A
ABSTAINED: N/A
ABSENT: Chair Blumenberg

The motion passed 4-0.

ADJOURNMENT: The meeting was adjourned at 7:39PM.

The next regular meeting is Wednesday, March 19, 2025.

Anthony Rainey, Secretary



**BOARD OF PORT COMMISSIONERS
MARCH 19, 2025**

**DEPARTMENTAL STAFF REPORTS
FEBRUARY 2025
&
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**

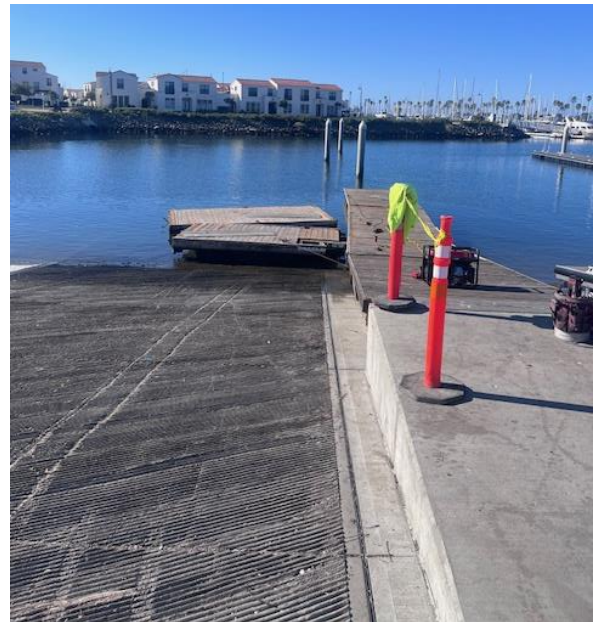
Meeting Date: March 19, 2025

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Justin Fleming, Capital Projects Manager
SUBJECT: February 2025 Capital Projects Report

LAUNCH RAMP WASHDOWN STATION AND FLOATING DOCK REPLACEMENT PROJECTS
Status: Ongoing – Construction Commenced January
Budget: Grant Funded



In January, the District's contractors commenced work on both the washdown station replacement and the fabrication (offsite) of the floating docks for the launch ramp.



Construction of the washdown stations infrastructure is now complete: concrete pads have been poured, bollards have been placed, and the washdown machines have been installed with power connected. Water connection is pending, as is the final set up under the supervision of the wash station manufacturer representative.

Despite rain delays, the full units are expected to be fully operational by the end of March.

Removal of the old floating docks, and delivery and installation of the new docks began February 17th. The work has progressed quickly through the rest of the month, with the first dock being completely installed and signed off on by Staff. The second dock is nearing completion. At this rate of construction, Staff anticipates that a Notice of Completion will likely be issued by the middle of March.

PARCEL 19A NEW DRY BOAT STORAGE & PARKING LOT IMPROVEMENTS PROJECT

Status: Entitlements Obtained – Submitted to Building and Safety

Budget: On Budget

The City of Ventura has approved “Parcel 19A” as a hybrid dry boat storage and overflow parking lot that will accommodate vehicles with boat-trailers.

Updated plan revisions for the addition of electrical service for the new gates, new light fixtures, and updates to landscaping along Harbor Blvd. have been sent to the City’s Building and Safety Department for approval. The project cost for construction will require formal competitive bidding and staff are working with the engineer to prepare bid documents for when the City is ready to issue permits.

1575 SPINNAKER DR. FACADE RENOVATION

Status: Entitlements Obtained – Construction Plans in Preparation

Budget: On Budget

Staff continue to work with architectural firm Rasmussen & Associates on plans for submittal to City Building and Safety. Additional data studies have been conducted by both the architectural team and several engineers. This data has now been reviewed by Rasmussen & Associates, and they are nearing completion of their initial phase of planning. Staff is now expecting their first submittal to be the third week of March 2025.



The interior demolition is removing dilapidated restaurant fixtures and equipment as well as some non-loadbearing walls over the past month. Staff has worked closely with the contractor to finalize any open items and have now signed off completely on the demolition portion of the work.



TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
SUBJECT: February 2025 Dredging Report

OUTER HARBOR DREDGING (FEDERAL NAVIGATION CHANNEL)

Political Advocacy for Federal Dredging

February 9th to 13th, the General Manager and Deputy General Manager traveled to Washington DC with CMANC to advocate for FY26 dredging and lay the groundwork for funding of the detached breakwater repair (likely FY27 or FY28). Staff met with the US Army Corps of Engineers Headquarters staff as well as with the Assistant Secretary to the Army (Civil Works) office (which is the political side of the Corps), the President’s Office of Management and Budget (Civil Works), and several federal Congressional representatives, including Congressman Salud Carbajal.

Opinions of what is to come varied and the only certainty was that more changes are yet to come. CMANC continued to advocate for continued investment of the Harbor Maintenance Trust Fund into navigation (i.e. dredging and breakwater) projects across California and across the nation to sustain commerce and safety.

2025 Dredging

On December 12, 2024, the Corps advertised the solicitation for dredging of Ventura Harbor’s federal channel for the next three years. Manson Construction was awarded the contract on February 10th with mobilization beginning the last week of February and dredging to start in early March.

While there was some uncertainty regarding whether Presidential Executive Orders might impact dredging, as of February 28th, Corps staff were fairly confident that nothing would prevent the dredging proceeding.

There is ample funding appropriated to perform the work, however it is likely that Ventura’s federal channel will not be 100% dredged. It is still anticipated that the channel will receive sufficient dredging to avoid draft restrictions through 2025.

2026 Dredging Funding

Despite the President’s Executive Orders halting several federal programs, the work by the Corps (which is part of the Department of Defense) is currently unaffected. Given the historic bipartisan nature of Corps’ Civil Works projects, industry is optimistic that funding for dredging is not likely to be in jeopardy in 2026, but staff will need to continue to be proactive to ensure Ventura Harbor remains a funding priority for the Corps.

Detached Breakwater Repair

Corps staff have advised that they have allocated sufficient funding from the Ventura Harbor dredging program to perform a “Comprehensive Condition Survey” in the summer of 2025 and to perform a “Plans & Specifications” study for breakwater repairs in 2027 or 2028.

INNER HARBOR DREDGING

Inner harbor dredging was successfully completed in March 2024 and the inner harbor channels are in very good condition for navigation.

ATTACHMENT:

Attachment 1 – Carpi & Clay Federal Report

Federal Update

March 3, 2025

Appropriations Update

With roughly two weeks left until the expiration of the current Continuing Resolution (CR) on March 14th, House and Senate Appropriators are still working to find a path forward for the Fiscal Year (FY) 2025 appropriations bills. However, it is becoming increasingly likely that Congress will need to pass another CR to avoid a government shutdown as bipartisan funding negotiations remain stalled. Negotiations have been hampered by Democrats' concerns that President Trump might block the disbursement of funds included in any final agreement. Even if a top-line deal is reached, appropriators will need additional time to finalize the 12 full-year spending bills, making it unlikely they will be completed before mid-March. Given these challenges, Congress may resort to a CR that extends current funding levels for the remainder of FY25, limiting agencies' ability to launch new initiatives or modify existing programs.

Looking ahead to Fiscal Year 2026, House Appropriations Chair Tom Cole (R-OK) announced that the committee will begin marking up appropriations bills in April. Many Members of Congress are already moving forward with the request process, accepting proposals for programmatic funding, report language, and community project funding (earmarks). Meanwhile, the Senate Appropriations Committee has not yet announced its schedule for the FY26 appropriations process.

House and Senate Pass Separate Budget Resolutions

The House and Senate are advancing competing budget resolutions, both aiming to further the President's agenda. Tuesday evening, the House passed its budget resolution ([H. Con. Res. 14](#)) which includes \$4.5 trillion in tax cuts and over \$1.5 trillion in spending reductions. Earlier this month, the Senate passed its own budget resolution ([S. Con. Res. 7](#)), focusing on border security, defense, and energy spending but excluding an extension of the 2017 tax cuts. The House and the Senate will now need to come together to reconcile the differences in their resolutions.

Federal Employee Reductions

The Department of Government Efficiency (DOGE) has implemented widespread staff reductions across federal agencies as part of a broader effort to streamline operations and reduce spending. These measures have resulted in layoffs affecting both career and probationary employees—totaling roughly 30,000 federal workers across various departments, including independent agencies. [A memo](#) dated February 26th from the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) mandates that agencies develop reorganization plans by

March 13th, focusing on eliminating non-essential positions and reducing management layers. There is growing concern that further job cuts could disrupt government services, particularly those supporting local governments.

Trump Cabinet Nominations

The Senate continues to work through confirming President Trump's cabinet secretaries. The chart below details approval votes for confirmed nominees.

Dept/Agency	Position	Nominee	Confirmation
Agriculture	Secretary	Brooke Rollins	2/13 by a vote of 72-28
Commerce	Secretary	Howard Lutnick	2/18 by a vote of 51-45
Defense	Secretary	Pete Hegseth	1/24 by a vote of 51-50
Education	Secretary	Linda McMahon	<i>pending</i>
Energy	Secretary	Chris Wright	2/3 by a vote of 59-38
Health & Human Services	Secretary	Robert F. Kennedy, Jr.	2/13 by a vote of 52-48
Homeland Security	Secretary	Kristi Noem	1/25 by a vote of 59-34
Housing & Urban Development	Secretary	Scott Turner	2/5 by a vote of 55-45
Interior	Secretary	Doug Burgum	1/30 by a vote of 79-18
Justice	Attorney General	Pam Bondi	2/4 by a vote of 54-46
Labor	Secretary	Lori Chavez-DeReemer	<i>pending</i>
State	Secretary	Marco Rubio	1/21 by a vote of 99-0
Transportation	Secretary	Sean Duffy	1/28 by a vote of 77-22
Treasury	Secretary	Scott Bessent	1/27 by a vote of 68-29
Veterans Affairs	Secretary	Doug Collins	2/4 by a vote of 77-23
Central Intelligence Agency	Director	John Ratcliffe	1/23 by a vote of 74-25
Environmental Protection Agency	Administrator	Lee Zeldin	1/29 by a vote of 56-42
Office of Management and Budget	Director	Russel Vought	2/6 by a vote of 53-47
Office of National Intelligence	Director	Tulsi Gabbard	2/12 by a vote of 52-48
Small Business Administration	Administrator	Kelly Loeffler	2/19 by a vote of 52-46
United States Trade Representative	Ambassador	Jamieson Greer	<i>pending</i>
United Nations Representative	Ambassador	Elise Stefanik	<i>pending</i>
White House	Chief of Staff	Susie Wiles	Confirmation not required

Trump Administration Appointments

President Trump and his Cabinet officials announced the below political appointees in February.

Dept/Agency	Position	Appointee
Agriculture	General Counsel	Tyler Clarkson
Agriculture	Undersecretary for Research, Education, and Economics	Scott Hutchins
Agriculture	Chief of the US Forest Service	Thom Schultz
Commerce	Administrator of the National Oceanic and Atmospheric Administration	Neil Jacobs
Commerce	Assistant Secretary	Taylor Jordan
Energy	Administrator of the Energy Information Administration	Tristan Abbey
Energy	Assistant Secretary for Energy Efficiency and Renewable Energy	Audrey Robertson
Energy	Assistant Secretary for International Affairs	David Eisner
Energy	Chief Financial Officer	Tina Pierce
EPA	Assistant Administrator, Office of Air and Radiation	Aaron Szabo
EPA	Assistant Administrator, Office of Water	Jessica Kramer
EPA	Chief Financial Officer	Catherine Paige Hanson
EPA	General Counsel	Sean Donahue
Health & Human Services	Assistant Secretary for Financial Resources	Gustav Chiarello
Health & Human Services	Assistant Secretary for Legislation	Gary Andres
Health & Human Services	General Counsel	Michael Stuart
Interior	Assistant Secretary for the Office of Water and Science	Andrea Travnicek
Interior	Assistant Secretary of the Interior for Indian Affairs	William Kirkland
Interior	Assistant Secretary of the Interior for Lands and Minerals Management	Leslie Beyer
Interior	Director of the Bureau of Land Management	Kathleen Sgamma
Interior	Director of the Fish and Wildlife Service	Brian Nesvik
Interior	Director of the US Geological Survey	Ned Mamula
Interior	Solicitor	William Doffermyre

ATTACHMENT 1

Office of Management and Budget	Associate Director for Defense	Thomas Williams
Office of Management and Budget	Associate Director for Economic Policy and the Made in America Office	Michael Stumo
Office of Management and Budget	Associate Director for Education, Income Maintenance, and Labor	Anne DeCesaro
Office of Management and Budget	Associate Director for Health	Don Dempsey
Office of Management and Budget	Associate Director for Homeland Security	Brian J. Cavanaugh
Office of Management and Budget	Associate Director for Intelligence and International Affairs	Amaryllis Fox Kennedy
Office of Management and Budget	Associate Director for Justice and Transportation	Katharine Sullivan
Office of Management and Budget	Associate Director for Natural Resources, Energy, Science, and Water	Stuart Levenbach
Office of Management and Budget	Associate Director for Treasury, Housing, Commerce	Mark Calabria
Office of Management and Budget	Executive Associate Director	Daniel Kowalski
Office of Management and Budget	Senior Advisor	Stephen Billy
Transportation	(Acting) Administrator, Federal Aviation Administration	Christopher Rocheleau
Transportation	(Acting) Administrator, Pipeline and Hazardous Materials Safety Administration	Benjamin (Ben) Kochman
Transportation	Administrator of the National Highway Traffic Safety Administration	Jonathan Morrison
Transportation	Assistant to the Secretary and Director of Public Affairs	Alison (Ali) Soule

ATTACHMENT 1

Transportation	Chief Counsel and (Acting) Deputy Administrator, Federal Aviation Administration	William (Liam) McKenna
Transportation	Chief Counsel, Federal Highway Administration	James (Jay) Payne
Transportation	Chief Counsel, Federal Motor Carrier Safety Administration	Jesse Elison
Transportation	Chief Counsel, Federal Railroad Administration	Kyle Fields
Transportation	Chief Counsel, National Highway Traffic and Safety Administration	Peter Simshauser
Transportation	Chief Counsel, Pipeline and Hazardous Materials Safety Administration	Keith Coyle
Transportation	Chief of Staff	Charles (Pete) Meachum
Transportation	Deputy Assistant Secretary for Congressional Affairs (House), Office of Governmental Affairs	Hannah Matesic
Transportation	Deputy Assistant Secretary for Transportation Policy	Loren Smith
Transportation	Deputy Chief of Staff	Ryan McCormack
Transportation	Deputy Secretary	Steven Bradbury
Transportation	Deputy Director of Advance	Michael (Paten) Kidd
Transportation	Director of Advance	Nicholas LaRotonda
Transportation	Director of Communications and Senior Governmental Affairs Officer, Federal Motor Carrier Safety Administration	Matthew Schuck
Transportation	Director of Communications, National Highway Traffic Safety Administration	Sean Rushton
Transportation	Director of Governmental and Legislative Affairs, Federal Transit Administration	Melissa Mejias
Transportation	Director of Public Liaison and Senior Advisor	Ben Siegrist
Transportation	Director of Scheduling	Sydney Fitzpatrick
Transportation	Press Advance, Office of Public Affairs	Madison McCreery
Transportation	Principal Deputy General Counsel	Gregory (Greg) Cote
Transportation	Safety Policy Advisor	Stephen Walling
Transportation	Senior Advisor to the Administrator, Federal Motor Carrier Safety Administration	Adrienne Camire
Transportation	Senior Advisor, Office of the Assistant Secretary for Administration	Barry Plans
Transportation	Senior Advisor, Office of the Secretary	Daniel Abrahamson
Transportation	Senior Advisor, Office of the Secretary	Anne Byrd

ATTACHMENT 1

Transportation	Senior Counselor to the Secretary	Owen Morgan
Transportation	Special Assistant	Monica Morrison
Transportation	Special Assistant, Federal Railroad Administration	John Schultz
Transportation	Special Assistant, National Highway Traffic and Safety Administration	Sofia Dudkovsky
Transportation	Special Assistant, Office of Governmental Affairs	Jonathan Priebe
Transportation	Special Assistant, Office of Research and Technology	Kyle Garrett
Transportation	Special Assistant, Office of the Public Liaison	John Grant Burdette
Transportation	Traveling Press Secretary, Office of Public Affairs	Halee Dobbins
Transportation	White House Liaison	Cale McCoshen
White House	Associate Director in the White House Office of Intergovernmental Affairs	Chase Wilson
White House	Associate Director in the White House Office of Intergovernmental Affairs	Michael Silvio
White House	Associate Director in the White House Office of Intergovernmental Affairs	Sam Martinez
White House	Deputy Assistant to the President and Director of the White House Office of Intergovernmental Affairs	Alex Meyer
White House	Deputy Associate Director in the White House Office of Intergovernmental Affairs	Hope Moreland
White House	Special Assistant to the President and Deputy Director of the White House Office of Intergovernmental Affairs for State Governments	Jared Borg
White House	Special Assistant to the President for Legislative Affairs (House)	Jordan Cox
White House	Special Assistant to the President for Legislative Affairs (House)	Jack Rosemond
White House	Special Assistant to the President for Legislative Affairs (House)	Stephen Siao
White House	Special Assistant to the President for Legislative Affairs (Senate)	Andrew (Drew) Dziedzic
White House	Special Assistant to the President for Legislative Affairs (Senate)	Taylor LaJoie
White House	Special Assistant to the President for Legislative Affairs (Senate)	Natalie McIntyre

White House	Staff Assistant in the White House Office of Intergovernmental Affairs	Elizabeth McAlindon
White House	White House as Coordinator in the White House Office of Intergovernmental Affairs	Finley Varughese
White House	White House as Special Assistant to the President and Deputy Director of the White House Office of Intergovernmental Affairs for Local and Tribal Governments	Christine Serrano Glassner

LEGISLATIVE ACTIVITY AND COMMITTEE ASSIGNMENTS

Senate EPW Passes Brownfields Reauthorization and Recycling Bills. On February 5th, the Senate Committee on Environment and Public Works (EPW) unanimously passed two bills, setting up a vote before the full Senate:

- *Brownfields Reauthorization Act of 2025 (S. 347)*. This bill reauthorizes EPA’s Brownfields Program through FY30 and streamlines the application process to ease the burden for smaller and underserved communities seeking cleanup resources.
- *Strategies to Eliminate Waste and Accelerate Recycling Development (STEWARD) Act (S. 351)*. This legislation would establish the Recycling Infrastructure and Accessibility Program at EPA to expand and improve recycling access in underserved communities by authorizing infrastructure improvements and public-private partnerships. It would also establish standardized data metrics for recycling and composting data to assess and improve waste management systems nationwide.

House Members Reintroduce Bipartisan Water Systems PFAS Liability Protection Act. Representatives Marie Gluesenkamp-Perez (D-WA) and Celeste Maloy (R-UT) reintroduced the *Water Systems PFAS Liability Protection Act (H.R. 1267)*. The legislation would provide guardrails to protect water and wastewater agencies from liabilities related to the EPA CERCLA hazardous substances designation. The bill was referred to the Committees on Energy and Commerce and Transportation and Infrastructure for consideration.

Bipartisan Disaster Recovery and Insurance Crisis Legislation Introduced. California Representatives Mike Thompson (D) and Doug LaMalfa (R) introduced the *Disaster Resiliency and Coverage Act of 2025 (H.R. 1105)* to provide homeowners in disaster-prone areas with incentives to mitigate wildfire and other natural disaster risks. The legislation seeks to incentivize homeowner investment to harden their properties against natural hazards by lowering costs to bring insurers back into the market and lower insurance rates. Specifically, the bill would provide states with funding to provide certain homeowners with up to \$10,000 in specified hazard mitigation project funding and a 30 percent tax credit for mitigation activities conducted by individuals, farms, and businesses. The legislation also establishes that state-administered

disaster resiliency payments from federal emergency agricultural programs are not considered income for federal tax reporting. The legislation was referred to the Committees on Ways and Means and Transportation and Infrastructure for consideration.

Senate Environment and Public Works Committee. The Committee held a hearing titled ‘Improving the Federal Environmental Review and Permitting Processes’. Chair Capito used her opening statement to outline her guiding principles for permitting reform: the legislation must help all types of projects; and the legislation must provide clarity and transparency in the process. However, in a blistering opening statement, Ranking Member Sheldon Whitehouse (D-RI) made it clear that Democrats would not agree to any permitting reforms “unless and until the Trump Administration ends its lawless disregard for Congressional authority and judicial orders”.

The hearing can be viewed [HERE](#) and the witnesses were:

- Leah Pilconis, General Counsel, Associated Contractors of America [Testimony](#)
- Carl Harris, Board Chair, National Association of Homebuilders [Testimony](#)
- Jeremy Harrell, CEO, ClearPath [Testimony](#)
- Nicole Pavia, Director, Clean Energy Development Deployment
Clean Air Task Force [Testimony](#)
- Brent Booker, General President, LIUNA [Testimony](#)

Senate Commerce Committee. The Committee held a confirmation hearing for USDOT Deputy Secretary Nominee Steven Bradbury. No stranger to USDOT, Bradbury served as DOT’s General Counsel under the first Trump Administration as well as Acting Deputy Secretary from September 2019 to the end of the Administration. Additionally, he served as Acting Secretary for the last eight days of the Administration after Secretary Chao tendered her resignation. Democrats used the hearing to express concerns about the Administration’s funding freeze and pauses on various transportation programs and grants. The Committee subsequently voted (15 to 13) to confirm Bradbury and his nomination will soon be considered by the full Senate.

Bradbury’s written testimony is [HERE](#) and the hearing can be viewed [HERE](#).

Senate Environment and Public Works Committee. The Committee held a hearing titled ‘Infrastructure Investment and Jobs Act Implementation and Case Studies’. The Committee heard the experiences of the witnesses in building projects under the IIJA. The Committee was also interested in suggestions of changes to be considered in the upcoming reauthorization and policies and programs that should be kept. All the witnesses noted that they are not getting any clarity from DOT about the funding freeze and how it may be impacting their projects.

The hearing can be viewed [HERE](#) and the witnesses were:

- Russell McMurry, Commissioner, GA Dept of Transportation [Testimony](#)
- Gary Johnson, VP, Granite Construction [Testimony](#)
- Michael Carroll, Dep. Managing Director, Office of Transportation [Testimony](#)

and Infrastructure Systems, City of Philadelphia

CONGRESSIONAL LETTERS

Senate EPW Democrats Request Answers from DOT on NEVI Cuts. Democratic members of the Senate Environment and Public Works Committee (EPW) [sent a letter](#) to Secretary of Transportation Sean Duffy to request answers as to why DOT cut off funding for the National Electric Vehicle Infrastructure (NEVI) Formula Program. The program provides funding to states for installing public zero-emission vehicle charging stations.

California House Delegation Urges FEMA and SBA to Extend Disaster Relief Deadlines until End of Year. All California Members of the House [sent a letter](#) to the Acting Administrators of the Federal Emergency Management Agency (FEMA) and Small Business Administration (SBA) to request an extension of the disaster relief application period for the California Wildfires and Straight-line Winds Major Disaster until the end of 2025. The current deadline applications is March 10, and the lawmakers argue that while “the standard 60-day application period is sufficient for many disasters,” the California wildfires were an “extraordinary [case]” that necessitates an extended relief application timeline.

Reps. Huffman and Larsen Seek Answers on Unscheduled California Water Releases. Representatives Jared Huffman (D-CA), Ranking Member of the House Natural Resources Committee, and Rick Larsen (D-WA), Ranking Member of the House Transportation and Infrastructure Committee, [sent a letter](#) to Defense Secretary Pete Hegseth and Interior Secretary Doug Burgum seeking answers on the US Army Corps of Engineers’ unscheduled release of water from Terminus Dam and Schafer Dam in California’s Central Valley.

FEDERAL AGENCY REGULATORY ACTIONS

CEQ Releases Interim Final Rule on Implementing NEPA Regulations. The Council on Environmental Quality (CEQ) released an [interim final rule](#) (IFR) to remove existing implementation regulations for the National Environmental Policy Act of 1969 (NEPA) to align the NEPA process with President Trump’s Executive Order (EO) titled “[Unleashing American Energy](#).” The IFR removes all NEPA regulations, including [40 CFR parts 1500, 1501, 1502, 1503, 1504, 1505, 1506, 1507, and 1508](#). The effective date of the IFR is April 11th.

FEDERAL AGENCY ANNOUNCEMENTS

President Trump Signs EO on Federal Resources for Local Government Enforcement of Immigration Policies. President Trump signed an EO titled “[Ending Taxpayer Subsidization of Open Borders](#)” that requires local and state governments using federal law enforcement resources to adhere to federal immigration policies set forth by the Trump Administration. This

order mandates all federal agencies to ensure that federal payments to states and localities do not “by design or effect, facilitate the subsidization or promotion of illegal immigration, or abet so-called “sanctuary” policies that seek to shield illegal aliens from deportation.” It also directs federal agencies to enhance eligibility verification systems and identify all federally funded programs through which undocumented immigrants can obtain any form of cash or non-cash public benefits. The order instructs agencies to refer any improper receipt or use of federal benefits to the Department of Justice and the Department of Homeland Security for “appropriate action.”

FEMA Borrows \$2 Billion to Cover NFIP Claims. FEMA [announced](#) that it borrowed \$2 billion from the US Treasury to pay eligible National Flood Insurance Program (NFIP) policyholder claims. According to FEMA, the agency’s “borrowing authority is \$30.425 billion, of which FEMA has already borrowed \$20.525 billion in the aftermath of hurricanes Katrina, Sandy and Harvey between 2005-2017. The debt is now \$22.525 billion.”

FHWA Suspends Approval of State EV Infrastructure Deployment Plans. On February 6, the Federal Highway Administration (FHWA) [issued a memo](#) instructing state transportation directors to suspend all new obligations under the National Electric Vehicle Infrastructure (NEVI) program, pending a policy review by the Department of Transportation's new leadership. This suspension halts the approval of state EV infrastructure deployment plans and the allocation of new funds, though reimbursements for existing projects will continue to prevent financial disruptions. The NEVI program, established under the Infrastructure Investment and Jobs Act (IIJA), allocated \$5 billion for the strategic deployment of EV chargers.

FRA Announces Review of California HSR. The Federal Railroad Administration (FRA) [announced a review](#) of the California High-Speed Rail Authority (CHSRA) to assess whether approximately \$4 billion in federal funding should remain allocated to the high-speed rail project in California’s Central Valley, connecting Merced and Bakersfield. Originally planned for completion in 2020 at a cost of \$33 billion, the full San Francisco to Los Angeles project is now estimated to cost \$106 billion, with the Merced-to-Bakersfield segment exceeding the initial total estimate.

##

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: March 19, 2025

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Sergio Gonzalez, Facilities Manager
SUBJECT: February 2025 Facilities Report

MAINTENANCE ACTIVITIES

LAUNCH RAMP WASHDOWN PROJECT

Status: Ongoing

Budget: Budgeted (Capital – Partially Grant Funded)

The Maintenance Department is assisting in the Launch Ramp Washdown project by installing electrical and communication connections inside the Launch Ramp restroom utility room. These will allow the washdown machines to accept credit card payments and power the new pressure washing pumps but will also allow for installation of security cameras as well as providing security control of the restroom doors (below). Connectivity contractor has installed the cellular gateway inside the chase way and has tested the connection to the washdown machines. We are awaiting the installation of credit card readers on the washdown machines to finalize the work.

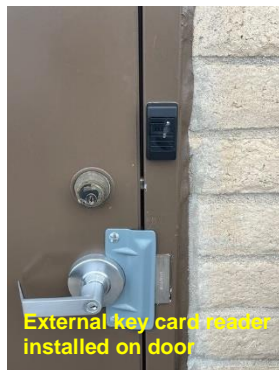


LAUNCH RAMP RESTROOM RESTORATION PROJECT

Status: Ongoing

Budget: Budgeted (Building Maintenance – Partially Grant Funded)

The Launch Ramp restrooms restoration project continued through February 2025. Replacement of existing doors, exterior/interior enhancements with new restroom hardware has been completed. Key card access contractor has initiated installation of system components and will soon finalize system software connections. Portable toilets remain on site for public use.

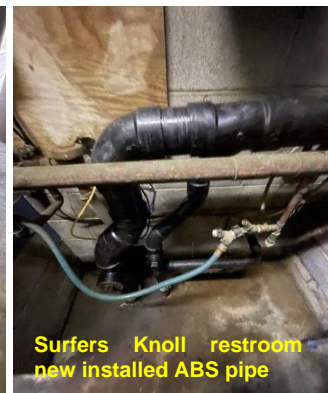
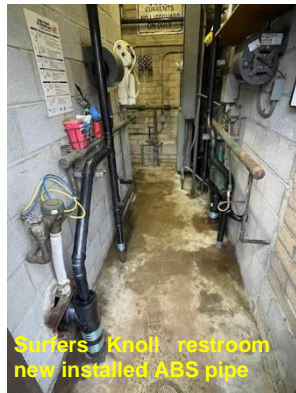


VPD SURFERS KNOLL RESTROOM PLUMBING REPLACEMENT

Status: Completed

Budget: Budgeted (Building Maintenance – Grant Funded)

Service agreement with plumbing contractor was initiated and completed in removing and replacing all existing failing as-built cast iron interior restroom plumbing pipes with new ABS pipes. New support bracing was installed to support such plumbing drain lines.



VPD HARBOR COVE RESTROOM PLUMBING REPLACEMENT

Status: Completed

Budget: Budgeted (Building Maintenance – Grant Funded)

Service agreement with plumbing contractor was initiated and completed in removing and replacing all existing failing as-built cast iron interior restroom plumbing pipes with new ABS pipes. New support bracing was installed to support such plumbing drain lines.

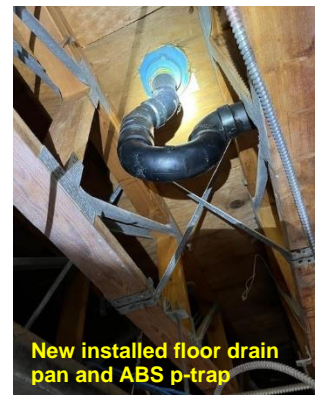


VHV 1591 #205/207 FLOOR DRAIN PANS & P-TRAPS REPLACEMENT

Status: Completed

Budget: Budgeted (Building Maintenance)

Two interconnecting cast iron floor drain pans and p-traps from VHV 1591 suites #205/207 were identified as compromised and scheduled to be removed and replaced with new floor drain pans connected to ABS pipe to prevent future failure.



FACILITIES:

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

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: March 19, 2025

To: Board of Port Commissioners
From: Brian D. Pendleton, General Manager
John Higgins, Harbormaster
SUBJECT: February 2025 Harbor Patrol Report

PUBLIC SAFETY



Overview:



February was a very active month for the Harbormaster and Harbor Patrol staff. Weather, training, maintenance projects, and rescues kept everyone busy. The weather remained a significant factor, with numerous wind events and small craft advisories. During these times, Harbor Patrol staff encountered various issues both inside and outside the Harbor. When time permitted, we continued training new members and full-time staff. This training was effectively applied in several calls this month, including responses to two boat fires, a capsized vessel, several tows, and two watercraft aground south of the Harbor.

The launch ramp project has continued to progress, with the Harbormaster working closely with Port District staff to inform boaters about temporary disruptions and major improvements. The docks were successfully installed, the washdown area is nearly complete, and significant work was done on the restrooms. Boaters were largely supportive of the improvements and adapted well to the minor disruptions.

Harbor Cove:

Harbor Cove remains busy throughout the week and weekends. The High School and College girls beach volleyball is in season and there are multiple schools practicing daily and scholastic competitions on a regular basis. These courts are one of the only dedicated female sized courts in our region. In roughly 2015, beach volleyball became an official sport for both High School and Colleges. Over the years, thousands of kids have enjoyed the sport, and several have been reported to receive college scholarships as a result of their training at these courts.

When the courts are not being used for practice and competition, they are available to the public. Large groups are required to make arrangements to ensure they can enjoy the courts and not be disrupted by school groups.

South Beach:

The beach area between the South Jetty and Surfers Knoll groin has experienced normal erosion since the last dredging. Currently, the area is not accessible by vehicle due to erosion reaching up to the dunes. The upcoming dredging project plans to first apply sand to this area, allowing the pipeline to extend farther south.

The area south of the Surfers Knoll groin is in better condition, with approximately 30-50 yards of sand in front of the dunes. This foundation will enable the sand from the dredge to further reinforce the beach, ensuring a safe and enjoyable beach season.

Ventura City Public Works Director – Tour of Ventura Keys:

The Harbormaster spent just under two hours with Ventura City Public Works Director Charles Ebeling on the water in the Ventura Keys. During this time, the Harbormaster introduced him to the various issues that occur on the City Waterways. Key areas of focus included storm damage, channel depths, and past challenges with multiple dock failures. They also discussed a possible Memorandum of Understanding (MOU) to better coordinate efforts when issues arise.



The following day, during a moderate surf event, another dock failed on Bayshore. Harbor Patrol staff responded promptly, and the Harbormaster coordinated with City staff, including members from the Public Works Department, Emergency Services, Fire, and Code Enforcement, to mitigate the issue.

PUBLIC SAFETY TRAINING

In-house:

In February, the Harbor Patrol staff documented a total of 174 hours of training. This training included online courses, in-house sessions, underway exercises, and external training. We firmly believe that this high level of training enables our staff to perform at peak levels. Our creative approach, utilizing various methods, ensures that everyone has access to training, even if they are working evenings, weekends, or early morning shifts.

US Coast Guard Captain Course:

Several staff members are nearing completion of the US Coast Guard Captains course and are actively taking the final tests. To date, the Port District has provided training for four (4) full-time staff and four (4) part-time staff. Because the course can be taken at the students' leisure online over the course of a year and is very affordable, additional opportunities will be made available to staff as they obtain the minimum number of hours of sea time. The current minimum requirement is 360 days of sea time, which can be obtained prior to working for the Port District and can be on various types of vessels.

The Ventura County Sheriff:

Twenty-two members of the boat team visited the Port District and received training in boat handling, safety protocols, and boat towing. Their part-time program, which started two years ago after receiving a grant for a homeland security vessel, greatly benefited from this training. The deputies, who have other primary assignments and perform this duty as a collateral role, appreciated the opportunity to train together and receive tips and techniques from Harbor Patrol staff, who are on the water daily. The training also included work on the Harbor Patrol boats but primarily focused on how they would perform their duties on their own vessel.



911 CALLS DISPATCHED BY VENTURA COUNTY FIRE (DECEMBER)

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
25-0011454		HARB1, MED471, SQ2	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	2/2/2025 2:14:56 AM
25-0011516		B1, B29, BOAT1, BOAT15, BOAT19, CSTGRD1, E51, HARB1, ME53, ME7, SQ2, VCAU1	F5	BOAT FIRE (OPEN WATER)	Ventura County Fire Department	2904 Pierpont Blvd	Ventura	2/2/2025 9:43:20 AM
25-0011751		HARB1, MED475, SQ2	M7	HEMORRHAGE/LACERATIONS NO CODE	Ventura County Fire Department	1034 Portside Dr	Ventura	2/2/2025 11:11:12 PM
25-0011960		HARB1, HARB3, MED475, SQ2	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	1198 Navigator Dr	Ventura	2/3/2025 2:40:31 PM
25-0012088		HARB1, HARB2, ME7, MED471	M7	FALL NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	2/4/2025 12:36:58 AM
25-0012238		HARB1, HARB2, MED473, SQ2	M7	STROKE (CVA) NO CODE	Ventura County Fire Department	1034 Portside Dr	Ventura	2/4/2025 12:34:11 PM
25-0014510		HARB1, MED475, SQ2	M7	SICK PERSON NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	2/11/2025 5:03:41 PM
25-0015051		HARB1, MED473, SQ2	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	2/13/2025 2:37:51 PM
25-0015225		HARB1, MED473, SQ2	M3	SICK PERSON HIGH	Ventura County Fire Department	1583 Spinnaker Dr	Ventura	2/14/2025 12:27:46 AM
25-0015475		B15, B61, B82, E162, E163, E172, E63, E66, E81, EMS63, HARB1, IV81, ME53, MED665, OXDIV, SQ68, T180, TB1	F3	STRUCTURE FIRE	Ventura County Fire Department	5142 SAVIERS RD	Oxnard	2/14/2025 8:28:47 PM
25-0015499		HARB1, HARB2, ME7, MED475, SQ2	M3	CARDIAC/RESP ARREST/DEATH HIGH	Ventura County Fire Department	1591 Spinnaker Dr	Ventura	2/14/2025 11:06:44 PM
25-0015721		HARB1, MED473, SQ2	M5	FALL NON EMD	Ventura County Fire Department	1215 Anchors Way	Ventura	2/15/2025 6:14:41 PM
25-0016231		HARB1, ME7, MED473, SQ2	M3	BREATHING PROBLEMS NON EMD	Ventura County Fire Department	1591 Spinnaker Dr	Ventura	2/17/2025 4:02:38 PM
25-0016539		HARB1, HARB2, ME5, MED474	F4	TC	Ventura County Fire Department	Spinnaker Dr / Navigator Dr	Ventura	2/18/2025 4:08:35 PM
25-0016971		HARB1, ME2, MED475	M7	ABDOMINAL PAIN NO CODE	Ventura County Fire Department	1228 Anchors Way	Ventura	2/19/2025 7:13:20 PM
25-0017067		HARB1, HARB2, MED473, SQ2	M5	SICK PERSON	Ventura County Fire Department	1215 Anchors Way	Ventura	2/20/2025 7:35:04 AM
25-0017671		HARB1, MED471, SQ2	M5	ABDOMINAL PAIN	Ventura County Fire Department	1215 Anchors Way	Ventura	2/22/2025 4:45:20 AM
25-0018578		HARB1, MED471, SQ2	M7	FALL NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	2/25/2025 1:07:16 AM
25-0019516		HARB1, ME7	F5	FIRE MISC	Ventura County Fire Department	E Harbor Blvd / Spinnaker Dr	Ventura	2/27/2025 9:23:35 PM

CHANNEL DEPTH & HARBOR PATROL SOUNDINGS

No soundings were done due to dredging beginning in early March. Prior Harbor Patrol surveys were consistent with the professional survey done by E-Trac and only showed a moderate amount of sand in the entrance and a moderate amount in the sand trap. The results should put the Harbor in a good position at the conclusion of the dredging operations.

TO: Board of Port Commissioners
 FROM: Todd Mitchell, Deputy General Manager
 Dave Werneburg, Marina Manager / Commercial Fisheries
 SUBJECT: February 2025 Marina Report

MARINA DEPARTMENT ACTIVITIES

Ventura Harbor Village Marina

Total Slip Count	103	100%
Slips Assigned	102	99%
Slips Occupied	89	86%
Slips Available	0	0%

Port District Dry Storage

Total Spaces	94	100%
Active Contracts	86	91%
Available	6	5%

COMMERCIAL FISHING

California Market Squid Harvest – Ventura Harbor

2024-25 Squid Season opened April 1, 2024 closed March 31, 2024

California Market Squid Statistics		
State-wide Seasonal Squid Limit:	118,000 tons	236,000,000 lbs.
Ventura February 2024 Landings	347 tons	694,188 lbs.
Ventura Season-to-date:	20,054 tons	40,108,144 lbs.

For Ventura, the 2024-2025 Squid Season is a wrap. 40-Million pounds, while significantly short of some years past, was enough that most felt they got their fair. Port of Hueneme did approximately 70% of Ventura’s landings, and, in a few short years will add to Ventura’s volume. San Pedro had a relatively good year, though their numbers won’t be officially available until next year. The loser this time around was Monterey. They had no measurable landings this season.

This past month, Staff has been working to improve our engagement with our commercial fishing community. In addition to engagement with our commercial squid fisheries, staff have been engaging with the Ventura County Commercial Fishermen’s Association (VCCFA), which is primarily focused on commercial fisherman in Channel Islands, Ventura Harbor and Santa Barbra Harbor. Our relationship with this group is critical as we work towards our modernization goals.

Commercial Fish Modernization Project: Environmental Review

The Port of Hueneme has awarded a contract to Impact Sciences to perform an environmental review of the commercial fish modernization project – both the phase of construction here in Ventura Harbor as well as the demolition of the facility at the Port of Hueneme. The study continues with initial findings likely available in May.

Staff will be recommending a supplementary design contract with WSP in March.

NATIONAL WORKING WATERFRONT NETWORK – SAN DIEGO

Dave Werneburg, the Marina Manager, attended this conference in early February. National Working Waterfront Network is a relatively young organization. Attendance was about 250 representing 44 states, Canada and Guam. Not only were the East and West Coast represented, but also the Great Lakes, and numerous riverine stakeholders. Some of the main trends and themes were on electrification, decarbonization, and preserving working waterfronts, all of which

are relevant to the District's Long-Term Objectives and 5-Year Goals, especially as we move forward with the Commercial Fish Modernization Project. There were several examples of industry leaders in these fields. There was also heavy emphasis on preserving commercial fishing, especially for the small to mid-sized fisheries, which struggle to compete with the development of waterfront resorts. Another area highlighted was the growing need within the maritime industry in many areas for skilled crafts, not just for mariners at sea, but marine welders, shipwrights, diving technicians, tug operators, specialized marine equipment operators, etc. The Marina Manager believes this is an organization we should continue to track and engage with.

ATTACHMENTS:

Attachment 1 – California Market Squid landing statistics (including 2024 figures).

Attachment 1 – California Market Squid landing statistics (including 2024 figures).

California Market Squid						California Market Squid						California Market Squid				
Ventura Landings:						Port of Hueneme Landings:						State-Wide Landings:				VTA+POH
	Pounds	Tons	Trucks	Value	% of State Total \$		Pounds	Tons	Trucks	Value	% of State Total \$		Pounds	Tons	Value	% of State Total \$
2009	68,968,053	34,484	2,874	\$18,017,756	32%	2009	68,065,229	34,033	2,836	\$18,159,855	32%	2009	205,281,521	102,641	\$56,877,180	64%
2010	66,721,872	33,361	2,780	\$15,963,062	22%	2010	59,191,957	29,596	2,466	\$14,719,877	21%	2010	288,485,939	144,243	\$71,162,963	43%
2011	64,797,571	32,399	2,700	\$15,535,195	23%	2011	58,390,952	29,195	2,433	\$14,619,412	22%	2011	268,195,211	134,098	\$66,593,936	45%
2012	28,741,470	14,371	1,198	\$8,109,347	13%	2012	34,838,462	17,419	1,452	\$10,437,914	16%	2012	215,470,006	107,735	\$63,916,764	29%
2013	64,001,799	32,001	2,667	\$20,166,174	27%	2013	35,619,448	17,810	1,484	\$11,466,871	16%	2013	230,192,507	115,096	\$73,725,236	43%
2014	36,497,391	18,249	1,521	\$10,931,697	15%	2014	34,669,760	17,335	1,445	\$10,887,750	15%	2014	229,443,135	114,722	\$72,889,908	30%
2015	19,273,132	9,637	803	\$5,514,582	23%	2015	15,012,687	7,506	626	\$4,657,030	19%	2015	81,143,778	40,572	\$24,452,754	42%
2016	17,631,635	8,816	735	\$8,537,422	22%	2016	16,480,875	8,240	687	\$8,229,188	21%	2016	81,773,257	40,887	\$39,122,133	43%
2017	52,024,133	26,012	2,168	\$25,977,900	38%	2017	35,458,546	17,729	1,477	\$17,727,013	26%	2017	137,573,010	68,787	\$68,692,060	64%
2018	14,006,399	7,003	584	\$6,784,750	19%	2018	13,630,361	6,815	568	\$6,814,799	19%	2018	73,145,367	36,573	\$35,767,673	38%
2019	5,895,721	2,948	246	\$2,884,756	21%	2019	3,214,710	1,607	134	\$1,589,431	12%	2019	27,198,474	13,599	\$13,472,900	33%
2020	3,912,373	1,956	163	\$1,964,159	8%	2020	1,024,936	512	43	\$508,960	2%	2020	45,082,311	22,541	\$26,111,917	9%
2021	22,721,876	11,361	947	\$13,634,077	23%	2021	12,483,115	6,242	520	\$7,434,659	12%	2021	99,515,953	49,758	\$59,508,475	35%
2022	57,398,982	28,699	2,392	\$34,305,847	41%	2022	45,194,337	22,597	1,883	\$26,929,874	32%	2022	141,248,890	70,624	\$84,394,951	73%
2023	11,315,816	5,658	471	\$6,304,290	21%	2023	8,101,370	4,051	338	\$4,747,594	16%	2023	52,272,252	26,136	\$30,487,990	36%
2024	43,684,796	21,842	1,820	\$23,222,035	34%	2024	33,600,870	16,800	1,400	\$17,792,637	26%	2024	126,430,946	63,215	\$67,854,333	60%
	577,593,019	288,797	24,066	\$ 217,853,049	25%		474,977,615	237,489	19,791	\$ 176,722,864	21%		2,302,452,557	1,151,226	\$ 855,031,173	46%
Data:	https://wildlife.ca.gov/Conservation/Marine/Data-Management-Research/MFDE/Landings-Value-Participation															

FEBRUARY MARKETING REPORT - *Visitor Experience*

February 2025 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

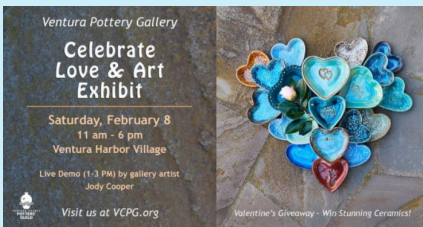
VISITOR EXPERIENCE - *Valentine's Day Weekend*

Visitors indulged in **gourmet chocolates**, **special dining offers**, **wine tasting**, sunset **swan boat rides**, and took hand-in-hand strolls along the **scenic promenade** this holiday weekend. Festivities continued through Feb. 15 with a **"Send a Free Postcard to a Loved One"** at the Village Visitor Booth and a **"Make Your Own Flower Bouquet Bar"** to engage visitors.



CROSS PROMO - *Ventura Pottery Gallery*

40 local artists and **live demonstrations** were held on Feb. 8th as part of the **Love & Art Exhibit**. Marketing helped cross promote! Social garnered nearly **4k impressions** and **20+ clicks**.



“ Our Valentines event was a HUGE success!!!! The sales at the gallery were terrific. Way up from last year! Thank you so much for helping promote the event. We really appreciate your support. - VPG

CROSS PROMO *Barefoot Boutique*

Barefoot Boutique hosted a

Galentine's Day Party on Feb. 9th.

Cross promoted on Village website and social, garnering **5,029 impressions** and **100+ clicks** on the boosted post.



CROSS PROMO - *Coastal Cone Event*

Coastal Cone hosted an Ice Cream social for **City of Ventura Mayor Dr. Jeanette Sanchez-Palacios** and **Deputy Mayor Doug Halter**. Marketing cross promoted on website and social & provided a booth set up for the community meet & greet.

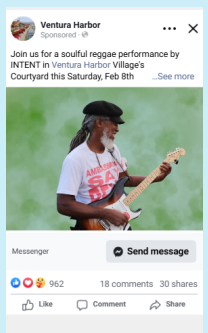


ENTERTAINMENT & Music

February live music featured:

- Feb. 8 | INTENT **** in CINP Courtyard
- Feb. 15 | Tony Lee**
- Feb. 16 | Mark Masson**

INTENT, a special band brought in to celebrate **Black History Month received rave reviews from Village Tenants & attendees! Promoted the experience on social, garnering over **11k views**.

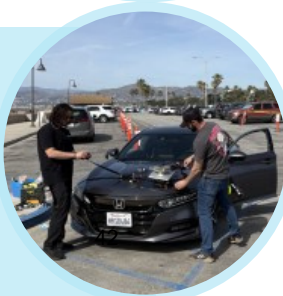


REVENUE - *Venue & Film*

Feb. 2025 Income

1k+

February welcomed a **film for Southern CA Honda**, a **kayaking group**, and a **MERITO Foundation beach fieldtrip**.



FEBRUARY MARKETING REPORT - Content Development

*February 2025 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

SOCIAL MEDIA - Cross Network Performance Metrics*



77k Total Audience	526k Impressions	8k Engagements	5k Post Clicks
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VISUALS - Sampling of Content

Received **over 210k** impressions in February 2025 with **paid social** media campaigns!

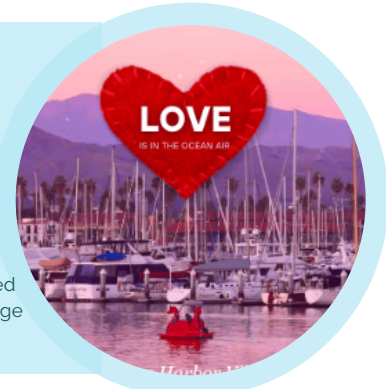


COPYWRITE - Enewsletters / Blog Performance

Topics included: **Ventura Harbor Village February Happenings** (Black History Month Music, Galentine's Parties, Superbowl Viewing, etc.), **Valentine's Week by the Sea**, and **National Clam Chowder Day** eateries.

Benchmark:
Continues to meet or exceed national average open rate!

3 E-Newsletters	17k Subscribers	18k Opens	606 Link Clicks
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GET THE SCOOP ON VENTURA'S STATE OF AFFAIRS

REELS - Short Video Compilations

Marketing & Events Coordinator II captured original content and repurposed user-generated video to produce reels on **Ventura Harbor Village dining**, **National Clam Chowder Day**, **dreamy harbor scenery**. Plus, a remix of **Top This Chocolate** content + collaborative reels with **Coastal Cone** on "Get the Scoop - meet Ventura's Mayor" and a vendor promoting our **Valentine's Weekend Floral Bar** courtyard activation.

6 Reels
36k Plays

ADVERTISING - Print & Digital

A variety of social media ads & boosted content ran in Feb. featuring paid campaigns on **Ventura Pottery live demos**, a **special reggae performance**, **Superbowl viewing locations in the Village**, and **Cozy on the Coast** promo.



FEBRUARY MARKETING REPORT - Outreach & Stewardship

February 2025 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

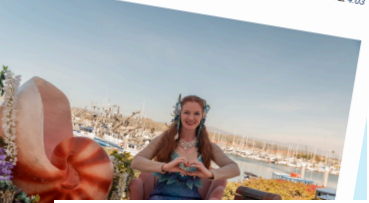
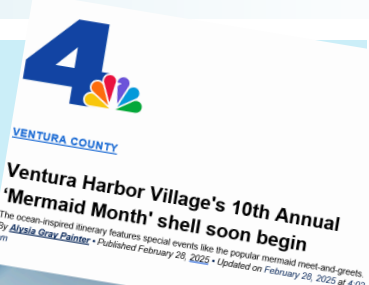
MEDIA OUTREACH & COVERAGE - February Highlights

Seasonal happenings featured in **Fox Television Channel 11 Good Day LA**, **KNBC Television Channel 4 Los Angeles/San Diego/San Francisco Bay Area** (highlighting separate articles about, **Island Packers whale watching and Mermaid Month**), **MSN**, and **She Buys Travel**. Print and online media placements appeared in **Valley Scene Magazine**, **Ventana Magazine**, **Ventura Mom Collective**, **LAFamilyTravel**, and **Visit Ventura**, among others. Distribution of two press releases to media outlets: "Make Waves... 10th Annual "March Is Mermaid Month" and "Take To The Great Outdoors For Island Packers Winter Whale Watching & Excursions To The Channel Islands NP & National Marine Sanctuary".



LOCAL ADVENTURES
TAKE TO THE GREAT OUTDOORS FOR ISLAND PACKERS
WINTER WHALE WATCHING AND EXCURSIONS TO THE CHANNEL ISLANDS NATIONAL PARK AND NATIONAL MARINE SANCTUARY!

By Dillan Marsden
 A winter whale watch excursion is the perfect way to gather with family and friends to witness the inspiring migration of Pacific Gray whales as they travel through the near Anac...
 "This means 10,000 whales are...
 "said President...
 "Locals...
 "village, we invite...
 his "must-see" experience soon as part of their...
 "Get in touch with nature - it is not just...
SoCal On A Shoestring: Three Family Adventures That Won't Break the Bank
 by L.A. Family Travel | Feb 23, 2025 | Family Travel Deals



Fun Things to Do in Southern California for Spring Break
 Story by Kim Orlando



805CALENDAR

The **Ultimate Escape Rooms** are a fun, physical, adventurous way to challenge your mind. Each room has a different theme. There are up to ten people in each room depending on which room you book; when the door locks, you have 60 minutes to solve a series of puzzles using the elements of the room. Recommended for ages 12 and up. Recommended; gift certificates available. Ventura Harbor Village, 1591 Spinnaker Dr. 6600 or click here



Whale of a Time: Gray Giants Turn SoCal Waters into Nature's Greatest Road Trip
 Ever wondered what 20,000 whales on a road trip look like? This winter through mid-April, Island Packers in Ventura is your front-row ticket to the Pacific Gray Whales' version of a cross-country expedition - minus the gas station snacks and "are we there yet?" complaints.

TENANTS - 2025 Village Tenant Reception

20 businesses & over 55 guests joined the **Annual Village Tenant Reception** on **Feb. 27** to honor Village tenants. **2024 milestones were celebrated** and recognized with plaque awards. Complimentary brunch and flowers were shared with all attendees. Vice-Chair Howell and Commissioner Stevens were in attendance.



The Greek Mediterranean Steak & Seafood
 30 years



Hats Unlimited
 30 years



Ventura Swimwear
 25 years



Top This Chocolate
 5 years



The Loose Cannon
 New Business



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: March 19, 2025

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: February 2025 Property and Leasing Report

LEASING HIGHLIGHTS

- 1) Tenant Engagement
 - Staff continue to coordinate with architects, the City, JPIA, and multiple tenants regarding their planning, building, and safety permits.
 - Staff met with a tenant to assist with MRI
 - Staff met with a representative of the Ventura County Assessor's Office regarding possessory interest tax to better understand how those taxes are calculated for District tenants and to allow staff to better communicate the tax liabilities to new and prospective tenants.
 - Insurance and business license audits are ongoing.
- 2) Leasing Advertising, Showings, and Executions
 - Staff attended the Ventura Chamber Board Meeting, Economic Development Meeting, 2025 City Leadership Reception, Connection Breakfast, and one Ribbon Cutting Event.
 - Staff attended District Marketing's Tenant Reception.
 - Conducted one showing.
 - Advertising: Ads are placed in the Ventura Chamber of Commerce Connection Breakfast as well as on LoopNet and CoStar Diamond Package Listings. (The Diamond Package ensures our listing appears as one of the top results on their websites and is also promoted through banners on other sites.) Note, LoopNet is accessible to the public and CoStar's platform is limited to memberships, which generally are industry professionals, such as brokers.
- 3) Looking Forward: Continuing to Implement Leasing Strategy
 - Staff completed the first step of the three-step process outlined by the retail consultant. Step two is currently pending as staff await the consultant's analysis on leasing's marketing and strategy.
 - Staff are beginning to contemplate recommendations for the FY25-26 Leasing Strategy.

CURRENT VACANCY REPORT

- 1) 1559 Spinnaker Drive #101 (Office suite)
 - The prior tenant's lease underwent early termination due to the suite experiencing a flood. The suite requires planning/permitting by the City and construction before it will be ready for lease. Marketing efforts are underway.
- 2) 1575 Spinnaker Drive #101/102/103/105A & B (Restaurant suite)
 - Leases underwent early termination. Staff prepared a marketing package for the spaces after consultation with architects and a restaurant consultant. Marketing efforts continue.
- 3) 1583 Spinnaker Drive #104A (Retail suite)
 - Past tenant decided to close their brick-and-mortar store. Staff continue to advertise the space.
- 4) 1591 Spinnaker Drive #113 (Retail suite)
 - Previous tenant closed business. Marketing efforts began prior to the previous tenant move-out.

CURRENT AVAILABILITY REPORT

- 1) 1559 Spinnaker Drive #109 (Retail suite)
 - The tenant’s lease expired on 10/31/24 and the Board approved a month-to-month lease until April 2025.

- 2) 1575 Spinnaker Drive #204C (Office suite)
 - The tenant is in a month-to-month status because the renovation of the downstairs restaurants is expected to require installation of new ventilation that will pass through a portion of the suite. The staff’s architect has advised this will change the square footage. Therefore, the tenant and District have agreed to keep this unit on a month-to-month basis until the plans for the new restaurant are approved by City Building & Safety.

CATEGORY	TOTAL Square Footage	Harbor Vacancy Sq Ft	Harbor Vacancy %	Harbor Available Sq Ft	Harbor Available %		City * Vacancy %	City * Available %
Office	38,580	1,817	5%	275	1%		22%	24%
Retail	20,260	1,301	6%	1,381	7%		18%	20%
Restaurant	33,622	3,720	11%	0	0%		0%	No Data

> **Harbor Vacancy** --- The suite is unoccupied, and it does not have a lease.

Office: 1559 #101
 Retail: 1591 #113
 1583 #104A
 Restaurant: 1575 #101/102/103/105 A & B

> **Harbor Available** --- (1) MTM leases with existing Tenant in process to renew lease; or
 (2) MTM lease that the suite is available to be leased.

Office: 1575 #204C
 Retail: 1559 #109
 Restaurant: N/A

* **City:** Based on comparable square footage within Ventura 93001 area as reported by CoStar Group.

(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).

SALES REPORTS

The attached summary of sales for three Harbor Village business categories: restaurants, retail, and charters. The report compares the monthly sales for 2025 and 2024. They also include year-to-date comparisons.

The year-to-date overall sales for all Harbor Village Tenants through the month of January are up 10.68% from the same time last year.

ATTACHMENTS:

- Attachment 1 – January 2025 Sales Report
- Attachment 2 – February LoopNet Activity Report

ATTACHMENT 1

**Ventura Harbor Village
Tenant Sales Summary**

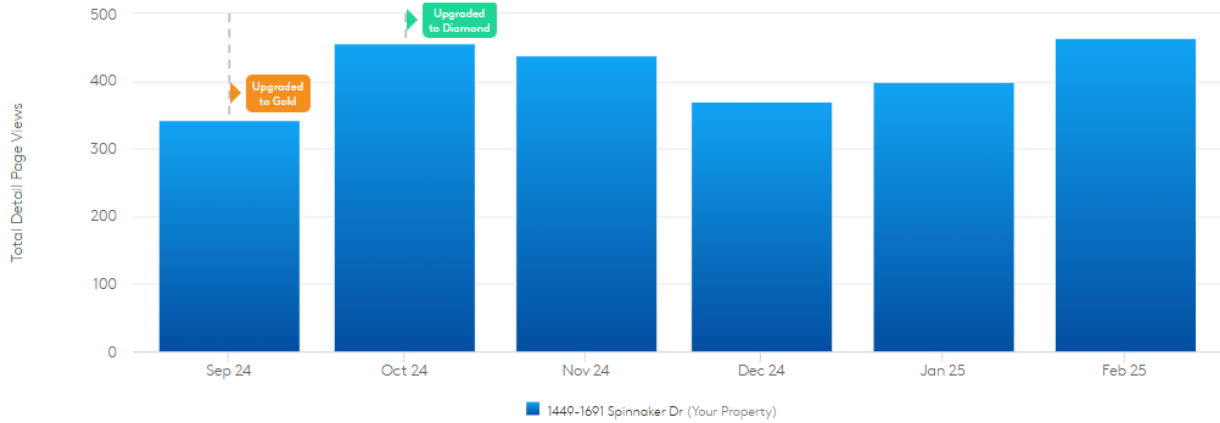
Month of January	<u>January-2025</u>	<u>January-2024</u>	<u>% Change</u>
Restaurants	\$ 1,543,152	\$ 1,400,203	10.21%
Retail	\$ 281,535	\$ 294,686	-4.46%
Charters	\$ 389,808	\$ 305,992	27.39%
Total	\$ 2,214,495	\$ 2,000,881	10.68%

Year-to-date through January

	<u>Jan - Jan 2025</u>	<u>Jan - Jan 2024</u>	<u>% Change</u>
Restaurants	\$ 1,543,152	\$ 1,400,203	10.21%
Retail	\$ 281,535	\$ 294,686	-4.46%
Charters	\$ 389,808	\$ 305,992	27.39%
Total	\$ 2,214,495	\$ 2,000,881	10.68%

ATTACHMENT 2 LoopNet Activity Report

LoopNet Sept 2024 – Feb 2025 Listing Activity Report for Total Views



LoopNet Feb 2025 Activity Summary

Activity Summary

02/01/2025 - 02/28/2025

Summary of everyone that has seen your property.

<p>98,425</p> <p>👁 Total Views</p>	<p>22,693</p> <p>👤 Unique Prospects</p>	<p>22s</p> <p>🕒 Average Time on Page</p>
<p>465</p> <p>📄 Detail Page Views</p>	<p>4.0</p> <p>👥 Frequency</p>	<p>2h 21m 19s</p> <p>🕒 Total Time on Page</p>



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
MARCH 19, 2025

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

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) Jennifer Talt-Lundin, Marketing Manager to attend the Central Coast Tourism Board Retreat from April 21 – 23, 2025 in Monterey, CA.
- b) Calli Brazerol, Marketing and Events Coordinator I to attend the Central Coast Tourism Board Retreat from April 21 – 23, 2025 in Monterey, CA.
- c) John Higgins, Harbormaster to attend the California Boating Safety Officers Association Conference April 7 – 9 in San Diego, California.

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:

- 6) Provide exceptional public service and organizational transparency.

5-YEAR OBJECTIVE:

- 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:

CENTRAL COAST TOURISM BOARD RETREAT

Central Coast Tourism (CCTC) is a collaborative marketing arm which works together to promote visitation to the Central Coast region including Ventura Harbor and the Channel Islands National Park. CCTC provides cooperative marketing programs and advertising opportunities to participate and leverage reach and exposure for Ventura Harbor. The organization relies on volunteers from each of the regions. CCTC is funded in part by Visit California, the marketing arm of the State of California. The annual board retreat includes speakers in the tourism industry, data review, and best practices to discuss and recommend programming for the year forward. Ms. Talt-Lundin serves on the Executive Committee and is on the retreat planning committee. Ms. Brazerol is attending to learn more about cooperative marketing opportunities with CCTC.

California Boating Safety Officer Association

The California Boating Safety Association is hosting their annual conference in San Diego, California April 7th through 9th. The association is composed of Boating Safety Agencies throughout the state of California and its mission is to support the growth and experience of all Boating Safety Agencies. The conference provides information on current trends in training, boating safety, and activities at California State Parks Division of Boating and Waterways. Staff from DBAW attend are on hand to discuss grants and other funding opportunities. In addition to the daily educational seminars there are a host of vendors present which include everything from uniforms to boats. The Harbormasters' attendance is requested so that he may best position us

to receive grant funding and be best educated on what equipment is available to ensure continuous Harbor Patrol operations.

FISCAL IMPACTS:

Travel costs related to these activities are included in the FY24-25 budget.

	TALT-LUNDIN	BRAZEROL
Registration	\$300.00	\$300.00
Lodging	\$340.50	\$340.50
Meals	\$120.00	\$120.00
Mileage	\$295.00	\$418.60
Miscellaneous (Transit/Parking)	\$180.00	\$0.00
TOTAL	\$1,235.50	\$1,179.10

	HIGGINS
Registration	\$300.00
Lodging	\$700.00
Meals	\$270.00
Mileage	\$253.62
Miscellaneous (Transit/Parking)	\$100.00
TOTAL	\$1,623.60

ATTACHMENTS:

None.



VENTURA
PORT DISTRICT
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BOARD OF PORT COMMISSIONERS
MARCH 19, 2025

CONSENT AGENDA ITEM B
ADOPTION OF RESOLUTION No. 3525
ACCEPTING THE WORK OF
BLUEWATER MARINE, INC. FOR THE
VENTURA HARBOR PUBLIC BOAT
LAUNCH RAMP FLOATING DOCK
REPLACEMENT PROJECT

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Justin Fleming, Capital Projects Manager
SUBJECT: Adoption of Resolution No. 3525 Accepting the Work of Bluewater Marine, Inc. for
the Ventura Harbor Public Boat Launch Ramp Floating Dock Replacement Project

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3525:

- a) Accepting the work of Bluewater Marine, Inc. for the removal of the original launch ramps, and the fabrication and installation of new launch ramp docks.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

SUMMARY:

On January 16, 2024, the Board awarded a contract to Bluewater Marine, Inc. (Bluewater Marine) in the amount of \$328,215 for the Ventura Harbor Public Boat Launch Ramp Floating Dock Replacement Project. The work is now complete to the satisfaction of District staff, and it is appropriate to record a Notice of Completion.

GUIDING PRINCIPLES:

- 7) Provide high-quality Harbor and coastal visiting-serving amenities, services, facilities, and infrastructure.

5-YEAR OBJECTIVES:

- V) Maintain and improve Harbor Village facilities, infrastructure, and amenities.
 - 1) Ongoing investment in Harbor Infrastructure

BACKGROUND:

The replacement of the floating launch ramps project was competitively bid in FY23-24. On January 16, 2024, the Board awarded a contract to Bluewater Marine Inc, for the “Ventura Harbor Launch Ramp Floating Dock Replacement Project” in the amount of \$328,215.

Upon conclusion of the project, the final project cost was \$328,215, as no additional work was required.

The work has now been completed to staff satisfaction and, if approved, the final retention payment of \$16,410.00 will be paid to the contractor, Bluewater Marine, 30 days after recording the Notice of Completion.

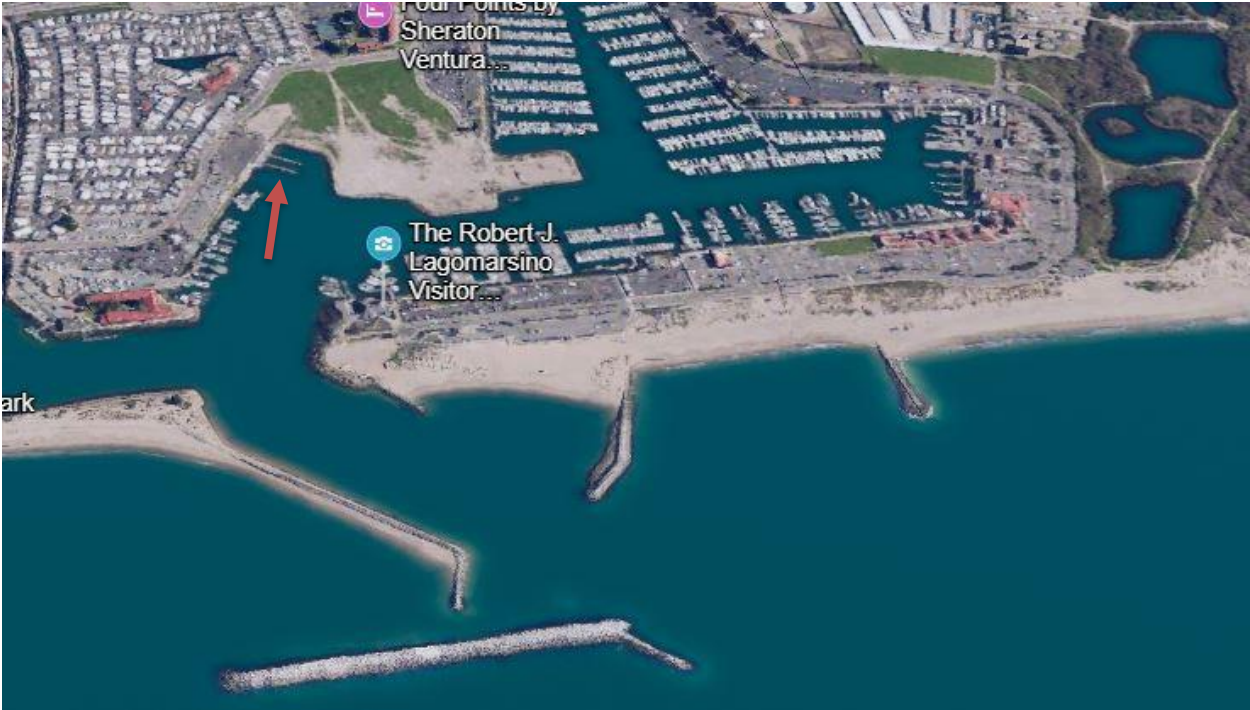
FISCAL IMPACT:

The project was included in the Capital Improvement Plan budget approved by the Board on June 21, 2023, and the project has continued to be included in each subsequent year’s Capital Improvement Budget until completed. This project is portion of work completed under a reimbursable grant from California State Parks Division of Boating and Waterways (DBW) for up to \$890,000 for the replacement of the two 180-foot-long floating docks and ADA-compliant upgrades to the wash down station at the public boat launch ramp.

ATTACHMENTS:

- Attachment 1 – Location Map
- Attachment 2 – Resolution No. 3525
- Attachment 3 – Notice of Completion

ATTACHMENT 1 – LOCATION MAP





RESOLUTION NO. 3525

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
ACCEPTING THE WORK OF BLUEWATER MARINE, INC. FOR THE
VENTURA HARBOR PUBLIC LAUNCH RAMP FLOATING DOCK REPLACEMENT
PROJECT**

WHEREAS, Brian D. Pendleton, General Manager of the Ventura Port District, advised the Board of Port Commissioners of said District that the work of Bluewater Marine, Inc. on the project entitled "Ventura Harbor Public Launch Ramp Floating Dock Replacement Project" described in the Agreement between Bluewater Marine, Inc. and the Ventura Port District, hereinafter referred to as "District", dated February 22, 2024, has been completed and recommends that said work be accepted.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners DETERMINES, and ORDERS as follows:

1. Said work is hereby accepted.
2. Pursuant to the conditions and specifications of the Agreement and upon the recommendation of the General Manager, Bluewater Marine, Inc. is released from the obligations under said contract, except as to the conditions of the performance bond, required guarantees and correction of faulty work after payment.
3. The General Manager of the District is hereby directed to execute on behalf of the District or cause to be executed on behalf of the District and be recorded in the office of the Ventura County Recorder a Notice of Completion of said work.
4. The General Manager is hereby directed to send a copy of this Resolution to Bluewater Marine, Inc. as the District's Notice of Acceptance of said work.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on March 19, 2025, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Michael Blumenberg, Chair

ATTEST:

Anthony Rainey, Secretary

RECORDING REQUESTED BY:
Ventura Port District

AND WHEN RECORDED MAIL TO:
Ventura Port District
1603 Anchors Way Drive
Ventura, CA 93001-4229

NOTICE OF COMPLETION

(Notice pursuant to Civil Code Section 3093, must be recorded within 10 days after completion)

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an agent of the owner of the interest stated below.
2. The full name of the owner is Ventura Port District, a public benefit corporation and independent special district organized and existing under the laws of the State of California.
3. The full address of the owner is 1603 Anchors Way Drive, Ventura, CA 93001-4229.
4. The nature of the interest or estate is: fee simple.
5. The full name and full addresses of all co-owners who hold any title or interest with the above-named owner in the property are: Not applicable; there are no co-owners.
6. A work of improvement on the property hereinafter described was completed on March 4, 2025.
7. The work accomplished consisted of Launch Ramp Floating Dock Replacement.
8. The name of the contractor for the project is Bluewater Marine, Inc. pursuant to the Agreement, dated February 22, 2024.
9. The property on which said work of improvement was completed is in the City of San Buenaventura, County of Ventura, State of California, and is described as Ventura Harbor Village.

Ventura Port District

Date: _____

By: _____
Brian D. Pendleton, General Manager

VERIFICATION

I, the undersigned, say that I am the General Manager of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, at Ventura, California.

Brian D. Pendleton, General Manager



**VENTURA
PORT DISTRICT**
Established 1952

**BOARD OF PORT COMMISSIONERS
MARCH 19, 2025**

**CONSENT AGENDA ITEM C
AWARD OF BID FOR THE 1583 AND
1575 SPINNAKER DRIVE LOWER
SECTION REROOFING PROJECT**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: March 19, 2025

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Justin Fleming, Capital Projects Manager
SUBJECT: Award of Bid for the 1583 and 1575 Spinnaker Drive Lower Section Reroofing Project

RECOMMENDATION:

That the Board of Port Commissioners award the 1583 and 1575 Spinnaker Drive Lower Section Reroofing Project to Garland/DBS, Inc. in the amount of \$197,072.

SUMMARY:

The Port District's FY24-25 Capital Improvement Plan and FY21-22 Budget includes \$350,000 for reroofing of the 1583 and 1575 Spinnaker "Lower Roof Sections". Utilizing procedures established by the U.S. Communities government cooperative contracting process, the District has received a bid from the Garland Company to accomplish the reroofing of both buildings "lower roof sections" for \$197,072

Garland/DBS, Inc. bid includes replacement of the tiled roofs for each building and a 30-year labor and material warranty on the low slope portions and a 5-year warranty on the underlayment on the tile mansard roof sections. The new roofs are expected to last approximately 40 years.

Garland/DBS, Inc. has contracted multiple projects to the District with high quality work, good cooperation, and with reasonable change orders. Therefore, the District anticipates good performance on this project.

LONG-TERM GOALS:

- Goal 3: Economic Vitality
 - Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.

5-YEAR OBJECTIVES:

- Objective V: Harbor Village
 - Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience.
 - 1: Complete Harbor Village refresh programs

BACKGROUND:

In 2012, the Port District retained the Corrough Consulting Group to prepare a Capital Needs Assessment Report to identify the capital needs of all the District's operated facilities within the harbor. One of the primary needs identified in this report was the reroofing of the then 30-year-old roofs of the eight buildings comprising Harbor Village.

Since 2015, the District has been systematically reroofing the buildings in Harbor Village.

As of today, 1575 Spinnaker Drive and 1583 Spinnaker Drive still require reroofing and are distributed over the next three years in the Capital Improvement Plan. The single-story portions of the roof of both buildings are the most in need of reroofing. In addition, with the Boatyard Pub installing an expanded permanent patio, it is timely to address the roof area that will become more

difficult to access after the restaurant completes its project. The project will also improve the waterproofing and access to the parapet where the restaurant's exhaust system is located.

Because of the façade work planned on the eastern side of 1575 Spinnaker (the former restaurant spaces for Sugar Lab, The 805 Bar, and Copa Cubana), the roof work for this area will be integrated into that façade project.

FISCAL IMPACT:

The award of the reroofing contract to the Garland Company in the amount of \$197,072 is less than the FY24-25 budget amount of \$350,000. The existing budget is enough to absorb any unforeseen issues, or potential remediations beyond the scope of work, that may be encountered throughout the course of construction; therefore, no additional adjustments should be required in the budget to meet the needs of reroofing the lower roof sections of either 1583 or 1575 Spinnaker Drive.

ATTACHMENT:

None.



VENTURA
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Established 1952

BOARD OF PORT COMMISSIONERS
MARCH 19, 2025

CONSENT AGENDA ITEM D
Approval of a Professional
Services Agreement with WSP
USA Inc.

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM D
Meeting Date: March 19, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
SUBJECT: Approval of a Professional Services Agreement with WSP USA Inc.

RECOMMENDATION:

That the Board of Port Commissioners approve a Professional Services Agreement with WSP USA, Inc. for a not to exceed value to a total of \$50,000 for the planning and development of modernization options for commercial fishing facilities and operations at Ventura Harbor.

SUMMARY:

Staff is proposing the District enter into a Professional Services Agreement with WSP USA, Inc. (WSP) for the purposes of continuing the planning of the Commercial Fish Modernization Project at Ventura Harbor. This planning effort will continue the design work performed by WSP in 2023 to prepare for the project's grant application. While the project is undergoing its California Environmental Quality Act (CEQA) environmental study, grant funds cannot be expended for design work. In order to keep on schedule, Staff plan to retain WSP again to prepare and submit a Planning Pre-Application in accordance with the recommendation of the City of Ventura's Community Development leadership team.

GUIDING PRINCIPLES:

- 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.

5-YEAR OBJECTIVE:

- F) Support current and future commercial fishing and sustainable aquaculture industries. Maintain and improve working waterfront facilities and infrastructure.
 - 2) Continue improvements of District's Working Waterfront infrastructure.
- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
 - 2) Seek additional grant funding for improving/replacing District capital assets.

BACKGROUND:

California Market Squid

California Market Squid is a significant commercial fishery in California. Per the California Department of Fish and Wildlife, an average of 24.7 million pounds were landed per year with an average value of \$12.9 million dollars per year over the ten-year period through 2024 (refer to Attachment 2). Over the past 10 years, Ventura has accounted for 16.6% of the total fish landings in California by weight and 10.2% by value.

The Port of Hueneme is similarly strong in landings weight and value. If all offloading at the Port of Hueneme were to take place in Ventura Harbor, it would represent 43% of all California squid landing in Ventura.

Ventura Harbor Commercial Fish Offloading Facilities

Ventura Harbor is often the number one harbor in California for commercial fish offloading with the bulk of the catch being California Market Squid. This has become one of the most significant drivers for the federal government to continue the ongoing investment in maintenance dredging of the Ventura Harbor entrance channel.

The commercial offloading facilities are centered around the two-story building portion of the building at 1449 Spinnaker Drive, the Commercial Fish Pier, and a portion of the Ventura Harbor Boatyard. The facilities at 1449 Spinnaker Drive and the Commercial Fish Pier were constructed 44 years ago to serve a different fish market and vastly different unloading volumes.

Port of Hueneme Commercial Fish Offloading Facilities

The Port of Hueneme is also a significant harbor for the offloading of squid. Over the same 2010-2019 period, the Port of Hueneme has landed an average of 20% of the state's squid.

The Port of Hueneme's business has changed considerably over the past ten years and the Port continues to grow significantly in its ability to move cargo. In order to implement the Port of Hueneme's master plan for improved cargo throughput, the Port of Hueneme will need to relocate the commercial fishing operation to other harbor(s) so that they can continue to refine its focus on goods movement.

Ventura Harbor: Commercial Fish Landing Site Modernization Project

The District continues to work to maintain and modernize its working waterfront. The Port of Hueneme and the Ventura Port District have successfully pursued a grant from the California State Transportation Agency (CalSTA) which will facilitate the modernization of the Ventura Harbor commercial fish offloading area. \$15.7 million of state funds will be invested in Ventura Harbor to modernize the facility and allow the absorption of squid offloading from the Port of Hueneme.

WSP's Role in the Initial Site Plan Development

In 2022 through 2023, the District contracted WSP to conduct a site evaluation and planning effort to optimize the existing land owned by the District to increase the throughput of squid from vessels to trucks and to market.

WSP's scope under the previous contract included building a database for the assessment of modernization scenarios, interviews with the squid fisheries both in Ventura and the Port of Hueneme and providing a cost estimation for executing the project for the grant application.

Next Phase: 30% Design

After WSP's scope of work was completed, the project was put on hold while the Port of Hueneme was awarded and entered into agreements with the State of California for the CalSTA grant. At this time, the conceptual design prepared by WSP for the District is under environmental review compliant with the CEQA through a contract with the Port of Hueneme.

The CalSTA grant does not allow the Port of Hueneme to retain an engineer to continue developing the design while the environmental review is underway. However, the deadline for

completing the project in compliance with the grant requires construction completed in the first half of 2028 – which is a very tight deadline.

Staff have met with the City's Community Development leadership and were advised that in order to meet the grant deadlines, the District should be working to promptly submit a Pre-Application. Since that cannot be done without architect and engineering services and since the grant cannot fund that work until the environmental study is complete, Staff will work with WSP to continue the design work and prepare and submit a Planning Pre-Application to the City concurrently with the environmental study.

FISCAL IMPACT:

The Agreement with WSP is on a time-and-materials basis not-to-exceed \$50,000 through December 31, 2025. These funds will not be reimbursable under the CalSTA grant. The contract with WSP will conclude once the grant allows for competitive procurement for architect and engineering services to be awarded to complete all subsequent design work related to the project. This is anticipated to take place in late summer or early fall.

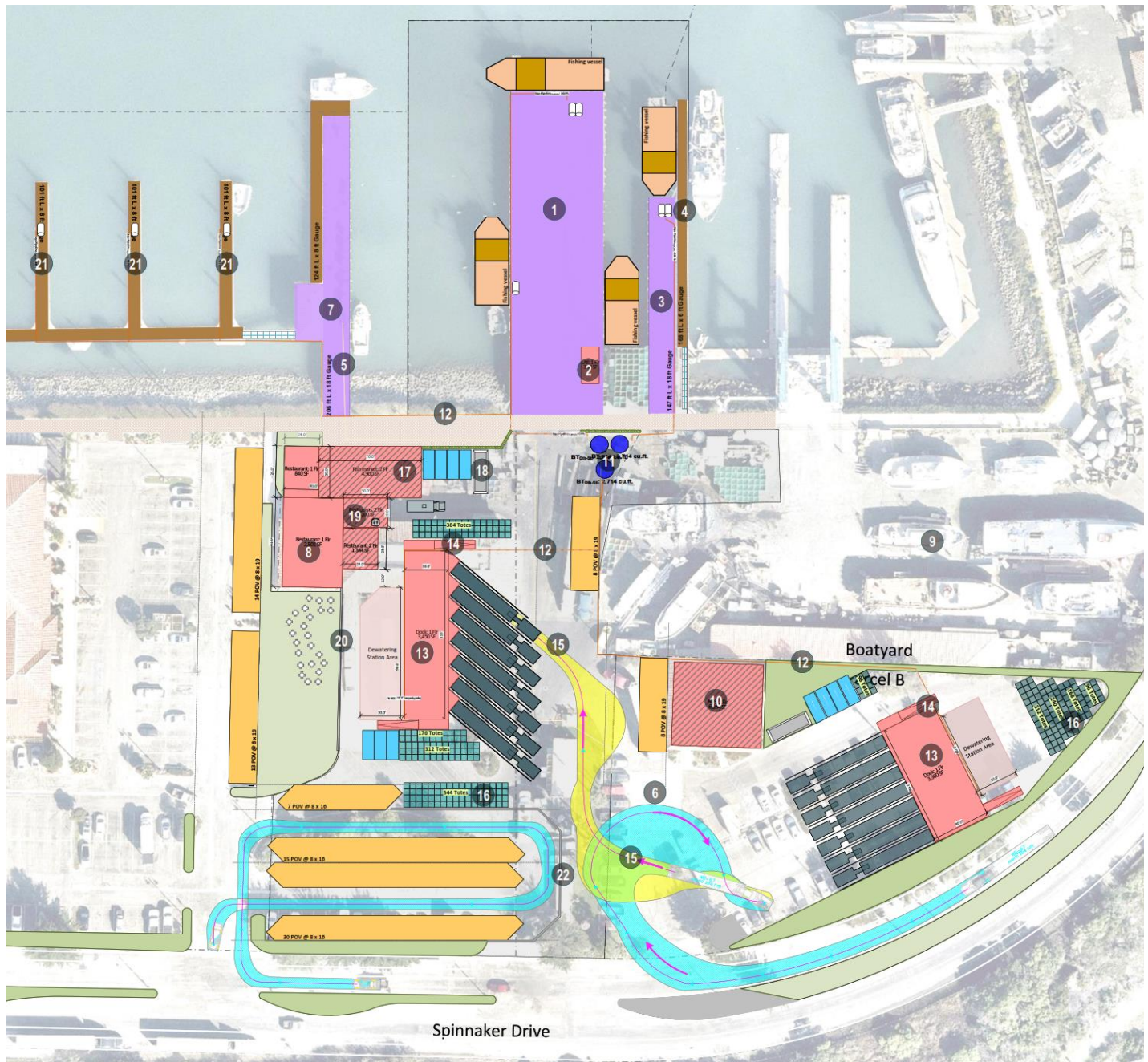
ATTACHMENTS:

Attachment 1 – Site Plans

Attachment 1 – Site Plans



Current Ventura Port District's Commercial Squid Offloading Pumps (Blue) and Sorting Facility (Red)



Layout characteristics

- Loading dock area: 7,240 sq ft
- Number of loading bays: 14
- Dewatering Station area: 4,425 sq ft
- Tote storage gross capacity: 2,328 totes
- Fish market/restrooms area: 6,100 sq ft
- POV parking slot: 95 (-81 from existing)

Layout Keynote

- 1 Main Fishing Pier
- 2 Electrical House
- 3 East Fishing Pier
- 4 Floating dock
- 5 Fuel Pipeline
- 6 Fuel Tank
- 7 Fuel Dock
- 8 Andrea's Restaurant
- 9 Boatyard
- 10 National Park Services Building
- 11 Stick Water Tanks
- 12 Squid/Stick Water Pipelines
- 13 Elevated Loading docks
- 14 Dock Access Ramp
- 15 Apron
- 16 Tote Storage
- 17 Fish Market
- 18 Trash Enclosure
- 19 Restrooms
- 20 Separation Wall
- 21 Additional berthing position and pumps
- 22 Jersey barrier

Concept for Modernized Commercial Squid Offloading/Sorting Facility (Arrows denote truck path of travel)



**BOARD OF PORT COMMISSIONERS
MARCH 19, 2025**

**STANDARD AGENDA ITEM 1
VENTURA WEST MARINA
REDEVELOPMENT PROJECT PARCEL
17 (APN 080-0-240-325)**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: March 19, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
SUBJECT: Ventura West Marina Redevelopment Project Parcel 17 (APN 080-0-240-325)

RECOMMENDATION:

That the Board of Port Commissioners receive a report and presentation on the status of the Ventura West Marina Exclusive Negotiating Agreement Parcel 17 Mixed-Use/Residential Redevelopment Project.

SUMMARY:

The Exclusive Negotiating Agreement (ENA) was entered into as of March 20, 2024, between the District and TBBW Company, L.P., a California limited partnership (“TBBW”), and Aldersgate Investment II LLC, a California limited liability company (“Aldersgate”) (Aldersgate and TBBW collectively, “Developer”). The ENA includes Developer Obligations to meet with District staff regularly and provide information to the District within one year of the effective date of the ENA regarding its project planning and due diligence efforts.

LONG-TERM GOALS:

- Goal 3: Economic Vitality
 - Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.

5-YEAR OBJECTIVES:

- Objective M: Master Tenants
 - Collaborate with existing and future Master Tenants to maintain, improve, and develop the Harbor
 - Engagement and support of Master Tenants for successful business operations at the Harbor.

BACKGROUND:

The business entities:

- TBBW is the current master tenant of Ventura West Marina (Phase 1) located on Lease Parcel 17.
- Beauchamp Realty, Inc. (Beauchamp) is an associated entity of TBBW and the operator of Ventura West Marina.
- Aldersgate is a development partner of TBBW.

TBBW’s lease expired on March 20, 2024, but contained the right of first refusal for a new lease, which TBBW requested.

As approved by the Board on March 20, 2024 TBBW obtained a Holdover Agreement and License Agreement from the District to pursue waterside marina redevelopment plans and activities including environmental review under CEQA; project consideration by the District; regulatory entitlements and approvals; and project financing.

In the meantime, the Holdover Agreement has allowed TBBW to continue to operate the marina in its “as-is” condition, and the License Agreement provides TBBW access to both utilize and maintain the landside facilities and parking necessary to operate the marina.

Exclusive Negotiating Agreement

The Exclusive Negotiating Agreement (ENA) was entered into as of March 20, 2024, between the District and TBBW and Aldersgate, collectively the Developer.

During the negotiation period, the District and Developer agreed to negotiate potential terms, conditions, covenants, restrictions, and agreements of a future agreement or agreements to be entered into between them for Developer’s potential long-term ground lease of the site from District for development of the proposed development.

The ENA is a three-year agreement with provisions for extensions, for a total term of up to six years. The ENA calls for the proposed development and operation of a mixed-use/residential development on the site including the following elements:

- Market-rate and affordable housing
- Retail/office space
- Restaurant space
- Open space

The proposed development will be subject to the California Environmental Quality Act (CEQA), District approvals, land use requirements, and all necessary entitlements.

The Developer meets with District staff regularly to provide updates on the progress in completing Developer Obligations as defined in the ENA. The Developer is also required to attend and participate in annual Board updates. The Developer Obligations also include providing a Community Engagement Plan, conducting Due Dilligence, preparing a Pro Forma and Financing Plan, and submitting a Proposed Development Description and District Processing.

FISCAL IMPACT:

None.

ATTACHMENTS:

- Attachment 1 - Developer Obligation Report
- Attachment 2 - Community Engagement Plan

ATTACHMENT 1

Developer Obligations Report

Comprehensive Analysis and Evaluation Per Section 6 of the Exclusive Negotiating Agreement

Executive Summary

The Ventura West Marina Mixed-Use project is a joint venture between TBBW and Aldersgate Home. The project represents a significant development opportunity with the potential to transform the local waterfront area. This report provides a thorough report of our obligations outlined in the ENA section 6, examining various aspects of the project including community engagement, financial feasibility, and due diligence. With continued thorough planning, regulatory compliance, and effective risk management, the project is poised to become a landmark development in the Ventura waterfront area.

Project Overview (Section 6.6)

The Ventura West Marina Mixed-Use project is designed to create a vibrant, multi-functional asset combining residential, commercial, and recreational facilities. Key components include:

- Residential units: 120 apartments with waterfront views
 - 2nd story pool deck overlooking the harbor
- Commercial space: Approximately 10,000 square feet for retail and office use
- Affordable Housing
 - There will be around 20 units reserved for deed restricted affordable housing. The exact number will be determined as the project progresses through entitlements.
- Recreational amenities: Pocket Parks, enhanced boardwalk, and community spaces
- Sufficient Parking
- Several view corridors protected

Annual Board Update (Section 6.1)

Next Board Meeting Scheduled for: March 19, 2025

Community Engagement Plan (Section 6.2)

Draft Plan

See attached Draft Community Engagement Plan

Due Diligence (Section 6.3)

Project Analysis

Due Diligence and project analysis have been completed, and the project has been deemed viable by both TBBW and Aldersgate. The condition of the site is satisfactory for the project endeavor. Analysis of state and local laws, zoning, general plan, and future general plan updates have been completed and satisfactory.

Residential Market

The overall demand for housing in Ventura is strong and will likely remain strong for the foreseeable future. As long as the SOAR initiative remains in effect, the city of Ventura will continue to struggle with low inventory coupled with the high demand for living in an “affordable” coastal area. Given that our proposed Mixed-use project will provide waterfront residential units that will be affordable in price and deed restriction only further solidifies the feasibility of the development. Comparable properties in the area have shown strong occupancy rates and rental growth.

Commercial Market

The commercial space within the Ventura West Marina project is expected to attract a diverse mix of tenants, including retail stores, restaurants, and professional services. The strategic location and high foot traffic are key factors contributing to attractive market potential. Our goal is to curate synergistic, high quality local vendors and restaurateurs to inhabit the spaces.

Proforma (Section 6.4)

Confidential Proforma

Confidential proforma which includes a detailed budget, cash flow, operating expenses, and project valuation has been provided to the District’s legal counsel. Proforma is subject to change with entitlement and programing changes.

Financing Plan (Section 6.5)

The Ventura West Marina Mixed-Use project demonstrates strong potential for financial success and community benefit. The debt, equity, and permanent financing will cover the entire project and all the programming.

Debt

The project will require a nearly \$50,000,000 investment into the harbor by TBBW and Aldersgate. We estimate that approximately \$33,000,000 will be construction debt. This is based on several assumptions that are likely to change during the course of entitlements (unit count, size of units, programming of building, etc.). The debt ratio will vary depending on many economic factors, but for our current proforma and underwriting, we are assuming 70% of the costs will need to be financed. Given the current lack of entitlements to the site, no construction lenders have been approached about the project yet.

Equity

The project will most likely require an equity infusion of 30% of the cost. Both TBBW and Aldersgate have equity sources, and we will bring in the best source for the project. While it is too soon to begin gathering proposals from equity sources, Aldersgate has gotten tentative interest from the group that is capitalizing several of its current projects.

Permanent Financing

Once construction is complete, and the project is nearing occupancy, a permanent loan, or “take out” loan will be acquired. The project team will seek to find the best terms possible and will need to find a lender that is comfortable with the lease structure of the development. The development team will work closely with the Harbor to ensure that the terms or any such loan meets the requirements of the ENA and other supporting documents.

ATTACHMENT 2

Community Engagement Plan for Ventura West Marina Mixed-Use Development

The Ventura West Marina Mixed-Use Development is a large-scale project along the waterfront in Ventura, California. Its goal is to create a vibrant space combining residential, commercial, and recreational uses. This development promotes economic growth while enhancing the community's connection to the waterfront.

The plan engages key stakeholders, including residents, businesses, environmental groups, and other community organizations, ensuring transparency, inclusivity, and collaboration throughout development.

Key Goals:

1. **Identify and Ensure Stakeholder Involvement:** Actively involve local residents, businesses, and organizations in the development process.
2. **Promote Transparency:** Provide clear, accessible information and updates to the community throughout the project.
3. **Foster Community Support:** Address community concerns and highlight the development's benefits to build trust and positive relationships.
4. **Support Long-Term Sustainability:** Engage in dialogues about environmental stewardship, sustainable building practices, and long-term community health.
5. **Enhance Economic Opportunities:** Maximize local economic benefits, including job creation and support for local businesses.

Stakeholder Identification and Target Audience:

Local Residents: Ventura's residents, particularly those near the harbor and coastal areas.

Business Owners: Local small businesses, particularly those in the tourism, retail, and restaurant industries.

Government Officials: City planners, council members, and other regulatory authorities.

Environmental Groups: Organizations focused on coastal preservation, wildlife conservation, and sustainability.

Tourism and Visitors: Individuals who visit Ventura West Marina and the surrounding waterfront.

Developers and Investors: Individuals and companies directly involved in the development.

Cultural & Arts Groups: Local artists and organizations focused on cultural enrichment.

Spanish Speaking Groups: We will have a Spanish speaking member on our team to ensure that everyone will be able to hear and engage with us in a multilingual atmosphere.

Aside from all the above-mentioned audience, we've identified 5 "key" stakeholders: **Four Points By Sheraton, Holiday Inn Express, Portside, Ventura Chamber of Commerce, and the Ventura Visitors Bureau.**

Engagement Strategies:

1. Public Meetings and Workshops:

- a. Open Houses:** Host multiple open-house sessions throughout the planning, design, and construction phases. These events will allow community members to ask questions, express concerns, and provide input.
- b. Interactive Workshops:** Encourage brainstorming sessions where the community can share ideas about the development, including preferred amenities, design elements, and potential impacts.
- c. Virtual Engagement:** Use online platforms (e.g., webinars, social media) for those who cannot attend in-person events. This will help expand accessibility and foster broader participation.

2. Surveys and Polling:

- a. Pre-Development Survey:** Distribute a survey to capture the community's priorities, concerns, and preferences regarding the mixed-use development.
- b. Ongoing Polling:** Conduct periodic surveys throughout development to gauge community sentiments and gather feedback on design proposals and implementation strategies.

3. Pop-Up Information Booths:

- a.** Set up information booths in high-traffic areas such as local markets, community events, and the marina to provide information, answer questions, and engage with community members.

4. Sponsorships:

- a.** Sponsor local events or create opportunities for the development team to interact with the community through fun, engaging activities.

5. Community-Focused Communication Channels:

- a. Website and social media:** Create and maintain an accessible project website and active social media presence. Regularly update stakeholders with project milestones, upcoming events, and significant changes.
- b. Email Newsletters:** Send monthly or quarterly newsletters to keep the community informed and highlight key developments and opportunities for public input.

- c. Feedback Forms:** Provide feedback forms to allow residents and businesses to voice concerns or provide suggestions anytime.

6. Environmental Education:

- a.** Hold information sessions on how the development will address sustainability and minimize environmental impacts, such as water conservation and energy efficiency.
- b.** Highlight any green building practices and environmental protections.

7. Feedback and Evaluation:

- a. Regular Feedback Loops:** Ensure the community’s input is gathered and integrated into the decision-making process. This can be done through follow-up surveys, public reports, and ongoing dialogue with the advisory council.
- b. Post-Development Evaluation:** After completing major phases, gather feedback through surveys and public meetings to evaluate how well the community’s needs were met and what could be improved moving forward.

Conclusion:

The Ventura West Marina Mixed-Use Development Community Engagement Plan is designed to foster an open and collaborative process that empowers stakeholders to shape the future of the marina and surrounding area. By focusing on inclusivity, transparency, and environmental responsibility, the plan will help ensure the development enhances the local community while aligning with its values and needs.



BOARD OF PORT COMMISSIONERS
MARCH 19, 2025

STANDARD AGENDA ITEM 2
APPROVAL OF PARKING
MANAGEMENT PROFESSIONAL
SERVICES AGREEMENT WITH LAZ
PARKING CALIFORNIA, LLC

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
SUBJECT: Approval of Parking Management Professional Services Agreement with LAZ
Parking California, LLC

RECOMMENDATIONS:

That the Board of Port Commissioners approve a Professional Service Agreement with LAZ Parking California, LLC in the amount not to exceed \$2,179,400 to provide Parking Management Services with a 3-year term with two 1-year options.

SUMMARY:

The Ventura Harbor Parking Management Plan (PMP) includes Harbor Village, beach parking lots, the public launch ramp parking lot, and satellite parking lots. It does not include paid parking on any City streets.

On December 18, 2024, the Board approved the solicitation of a request for proposals for Parking Management Services. District staff published a notice inviting bids on January 6, 2025 and the deadline for submission was February 18. Two bids were received from well-qualified firms and both were interviewed.

District staff, in consultation with consulting firm Dixon Resources Unlimited (Dixon), are recommending the Board approve staff to enter into a contract with LAZ Parking California, LLC (LAZ) for Parking Management Services for a 3-year period with two 1-year options (up to 5-year total Agreement). The costs for the program are based on a blend of fixed costs, hourly service costs, and transaction fees. Based on parking estimates prepared by parking consultant ATE in 2021, the total cost of the program as bid over 3 years will be \$1,269,689 and 5 years will be \$1,981,271. Staff are recommending the inclusion of a 10% contingency bringing the Agreement's not-to-exceed value to \$2,179,400 over five years.

GUIDING PRINCIPLES

7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

FIVE-YEAR OBJECTIVES

P) Implement parking management, traffic circulation, and multi-modal transportation strategies.
3) Pursue and implement parking management solutions to increase vehicle circulation.

BACKGROUND

RECAP: Why Is Paid Parking Needed?

Associated Transportation Engineers (ATE) developed the Port District's Parking Management Study, which was approved by the Board in January 2017, which included short-, mid-, and long-term parking management recommendations.

Optimal Peak Parking Occupancy: 85%

Agencies throughout California are implementing paid parking with the goal of establishing an overall peak parking occupancy rate of 85%. In general, when parking facilities experience

occupancies greater than 85%, users begin to perceive parking as “full” and are likely to spend more time circling to find a space.

Parking Demand at Ventura Harbor

In 2021, ATE completed a third parking survey of Ventura Harbor parking lots.

The peak parking occupancy for Harbor Village lots and beach lots (excluding satellite lots as well as Spinnaker) are listed below:

Day of the Week	2021 Summer Occupancy %
Harbor Village Lots Friday:	86%
Harbor Village Lots Saturday:	93%
Harbor Village Lots Sunday:	95%
Beach Lots Friday:	95%
Beach Lots Saturday:	99%
Beach Lots Sunday:	99%

As shown above, the peak parking occupancy rates are exceptionally high on these days in these areas and exceed the target of 85% occupancy.

THE APPROVED PARKING MANAGEMENT PLAN (PMP)

The goals of the PMP are consistent with the District’s Guiding Principles and 5-Year Objectives and in response to feedback from its tenants, stakeholders, and City:

- To increase parking turnover to maximize the benefit of the harbor and beaches to as many members of the public as possible while minimizing the negative experience when patrons struggle to find a parking space and potentially leave as a result.
- To implement the mid-term strategies of the 2017 Parking Management Study.
- To generate and reinvest recurring revenues in support of Harbor active transportation & transportation planning and operations, and public safety.

PAID PARKING

Where:

Phase 1:

- Public Boat Launch Ramp (currently paid parking)
- 1215 Anchors Way (currently the dry boat storage parking lot) pending completion of construction.

Phase 2:

- Harbor Village
- Harbor Cove Beach
- Surfers Knoll Beach

When:

- Public Launch Ramp and 1215 Anchors Way: 7 Days per week, 24-hours per day
- Harbor Village/Beaches: Free Parking: Monday - Thursday
- Harbor Village/Beaches Paid Parking: 10:00 AM to 8:00 PM on Fridays, Saturdays, Sundays, and Holidays
- Rates (all paid parking locations):

- \$1/hour up to 4 hours*
- \$10/day (greater than 4 hours)
- ADA Placard/Plates will be paid

* As outlined later, Staff plan to provide validation to visitors parking for less than 1 hour for at least the first season of the program.

How to Pay:

- Physical pay stations
- Pay by Text (text message to a phone number)
- Paid parking app (download app w/ QR code and pay via app)

Pay-by-License Plate & License Plate Recognition

The PMP will utilize a pay-by-license plate (PBL) system, similar to the system used at Surfer’s Point in downtown Ventura as well as other areas of California. The program includes the installation of 15 physical pay-stations and will also provide users the option of paying by phone or paying through a mobile phone application. The service provider will deploy enforcement crews with license plate recognition (LPR) equipment and be able to issue warnings and citations and provide citation processing tied into the Department of Motor Vehicles.

Visitors Moving Between Lots

Once a visitor has paid for parking in any location within the PMP, they will be free to move their vehicle to any other location within the PMP without paying again for parking. This is an additional advantage of paying-by-license plate and intended to encourage vehicle turn-over (in particular, vehicles leaving the beaches to visit Harbor Village businesses and vice versa).

PMP ENTITLEMENTS

Coastal Development Permits: City of Ventura and California Coastal Commission

The City of Ventura approved the District’s CDP application for the PMP at a City Director’s Hearing on May 23rd, 2024. While there was a public appeal filed, it was later withdrawn.

The California Coastal Commission approved the District’s CDP application at a Coastal Commission hearing on November 13th, 2024. There were public comments received but none that were relevant to the Commission’s decision.

SOLICITATION FOR REQUEST FOR PROPOSALS (RFP)

With entitlements complete, the Board approved staff to solicit for proposals by a firm to provide comprehensive parking management services. The schedule of the solicitation was as follows:

Event	Date
Notice Inviting Proposals Published	January 6, 2025
Solicitation Documents Published	January 8, 2025
Mandatory Pre-Bid Meeting (virtual)	January 15, 2025 (1 PM PST)
Deadline for Questions	January 21, 2025
Responses for Questions Published	January 28, 2025
Proposal Closing Deadline/Opening of Proposals	February 12, 2025 (2 PM PST)

The Pre-Bid meeting saw seven prime vendors attend. Some vendors advised that they would not be pursuing the contract due to the high-bar of liquidated damages set in the contract for failure to perform.

SELECTION OF VENDOR

Two highly qualified vendors submitted proposals. Staff and Dixon evaluated the received bids and determined that interviews with both firms was warranted. Both interviews were conducted on February 26th.

While both vendors were deemed fully responsive, responsible, and qualified, the bid by LAZ Parking was determined to be the lowest price and best value.

PARKING MANAGEMENT SERVICES BEING PROVIDED BY THE VENDOR

Physical Pay Stations

The RFP required the vendor provide Flowbird CWD Touchscreen machine for the following reasons:

- This is the same brand of product used by the City of Ventura
- The touchscreen is very bright and has excellent sensitivity. More resistant to sand than push-buttons.
- The machines can all accept credit cards, Tap, ApplePay & GooglePay and can be equipped with coin receptors and have a secure safe for coin storage and custody of the coins removed from the machine by the vendor.
- Components are modular and easy to replace when damaged/fail.
- Excellent performance even with limited cell phone signal.
- Powder-coated stainless-steel housing is optimal for the marine environment.
- Navigation page is fully customizable – including use of District logo and information regarding how to receive help.
- Machines are multilingual and ADA compliant.

One feature currently only offered by Flowbird is the ability to integrate citations and remedy citations at the Pay Station on the same day. As discussed under “Mitigating PMP Implementation Impacts”, this would allow the District’s selected vendor to offer a significant discount when citations are paid the same day. Staff believe reducing citation fines for time-related infractions to \$15 and more significant infractions (parking in red zones, ADA stalls, or double parking) could be reduced to 50% of the fine amount, if paid the same day will improve the visitor experience.

The vendor is required to procure, install, maintain, and manage cash collection for all machines.

Virtual Payments

While there is no requirement for the District to provide methods for virtual payment (i.e. paying via text, via QR code, via website, or via app), there are benefits. Virtual payment is preferred by some members of the public due to the convenience. Another benefit is that less use of physical machines means less wear-and-tear.

However, virtual payment options come at an additional cost of \$.35 per transaction. It is the industry standard to pass this fee on to the user as a convenience fee. In most cases, this fee would be triggered even if there were extensions to the time purchased, however with the use of the vendor’s LASGo virtual payment service, there is no additional fee for our visitors who choose to extend their parking session prior to its expiration.

Contract Type

- Contract type will be for a parking management service provider.
 - Procure all equipment (including vehicle), signs, and virtual payment.
 - Install all machines and signs.
 - Provide on-site maintenance and enforcement.
 - Provide 24/7 bilingual customer support.
 - Assist District with public messaging.
- Contract period will be for 3 years plus 2, 1-year options.
- District will own all physical assets at the end of the contract.

Parking Permits

Staff estimate that there are approximately 300 employee vehicles in Harbor Village parking lots during peak days, however there has not been data collection verifying the total counts and associated impacts.

During the initial roll-out of Phase 2 of the PMP, all Village businesses will be provided sufficient parking permits for all of their employees (valid at Harbor Village only). Data collected by the parking vendor will allow staff to make data-driven decisions to guide the reduction of employee permits provided to prioritize customer parking. It is anticipated that a modification could take place as early as Q1 2026.

These reduced permits will be issued to business tenants principally to benefit potential needs for those people with mobility limitations and for those people working late night shifts. The parking vendor will be required to provide our tenants with their own web portal to assign/manage who receives parking permits.

The selected vendor has ample capability to provide the permit management system through their sub-contractor.

MITIGATING PMP IMPLEMENTATION IMPACTS

The Board and Staff are aware of the potential for impacts to the visitor experience as the plan first rolls out. There is the potential for visitors to fail to realize that paid parking has been implemented, to misunderstand which days paid parking is in effect, or to be dissuaded from coming to the Harbor if there is a perception that the paid parking is going to be expensive or difficult. Therefore, the contract includes a number of mitigation measures to address these impacts.

Through these combined measures, Staff anticipates this will result in a significant reduction in citations, a greater level of program compliance, and generally fewer negative experiences for the public, which is the ideal outcome:

Phased Roll-Out

Staff intend the PMP to roll out in phases to test all aspects of the system. Phase 1 will be at the Public Launch Ramp, which currently has paid parking today. The transition to the new paid parking program is unlikely to be a surprise to existing users.

Once Phase 1 is fully and successfully implemented, Staff will return to the Board to report on this and to recommend an intended start date to Phase 2. Phase 2 will implement paid parking throughout Harbor Village and both beaches.

Note that the transition of the old Dry Storage lot into a standard surface parking lot with paid parking requires the completion of the development of the new Dry Storage lot (at the corner of Schooner Dr. and Harbor Blvd.), which will likely proceed on an independent timeline.

Public Information Campaign

The selected parking vendor is experienced in helping educate the public and managing customer experience. The selected service provider is required to assist the District in several elements of public outreach including:

- Development of a Parking Informational webpage on the District's website including a web widget that would take user to the parking landing page.
- Design and production of multilingual informational parking signage (4' x 6' or equivalent) for District parking lots, as required by the District's Coastal Development permits.
- Development of bilingual informational flyers.
- Create social media content for the District to post regarding the PMP.
- Create newspaper advertisements for the District to advertise the PMP.
- "Boots on the ground" ambassadorial support during the initial weeks of paid parking Harbor Village and Harbor Beaches.
- 24/7 1-800 number for customer service via the vendor (bilingual).
- Link and/or QR codes to register complaints and citation protests (bilingual).

Mitigating Citation Impacts

The PMP does not seek to use citations as a revenue source. The LPR systems can provide a method for minimizing the potential for visitors who inadvertently receive a parking ticket through issuing warning tickets. LPR systems can track which license plate numbers have received a citation previously. Therefore, the plan includes the first time any license plate is found failure-to-pay violation, instead of issuing a citation, visitors would be issued an educational warning. Subsequent violations would result in a citation of \$60, consistent with the current citation amount.

The selected pay station model has the ability to allow same-day resolution of citations (discussed under Physical Pay Stations below). This would allow significantly reducing citation fines from \$60 to \$15 for a failure-to-pay or exceeding the time limit. Rather than having a significant negative impact to visitors, a smaller fine still discourages someone from failing to pay but also doesn't leave such a strong negative impact on the visitor experience.

Note that fines for parking in red-zones or illegally parking in ADA accessible spaces will not be subject to this discounted rate.

Free Satellite Parking

The District has agreements with two of its marina tenants to provide free satellite parking for employees and/or visitors. 152 spaces are available at the Dolphin Lot at Ventura Isle Marina and 39 spaces are available at Ventura West Marina II (with free overnight permits issued by Island Packers). As discussed, the PMP also provides for 61 free spaces at the parking lot at the corner of Harbor Blvd. and Schooner Dr., across the street from the Four Points by Sheraton Hotel, which has been used for boat storage since August 2023 to accommodate the City's VenturaWaterPure pipeline project.

Staff is working with Safe Harbor Ventura Isle Marina to address parking management in the Dolphin lot as the program unfolds.

Parking Validation

It should be noted that during all consultation with other municipalities, agencies, vendors, and consultants regarding validation, the feedback has universally recommended not providing validation largely due to abuse (code sharing), confusion, dissatisfaction with the difficulty of implementing, and the effort required by the businesses to assist the customers.

However, Staff and the Board have received a lot of feedback from tenants desiring a mechanism for validation for visitors. This was a major topic of the Board's public workshop on September 14, 2024. It was also a key discussion point when the General Manager and Deputy General Manager met with tenants on February 20, 2025.

During the February 20th meeting, Staff proposed offering 2-hours of validation to patrons of Harbor Village businesses who wish to provide it. The \$2 validation would be shared between the District (\$1.50) and the Tenants (\$.50). But Staff received concerns from the tenants regarding the same challenges and the cost exposure to the tenants. Several tenants raised concerns about very short visits requiring patrons to pay for parking. This validation method also has a significant impact on the net revenue since the transaction fees charged to the District are a very significant portion of the transaction cost for small transactions (generally greater than 20% for \$1 transactions).

After further discussion with Dixon and parking vendors, Staff have determined that the simplest validation offering would be to provide those parking at the Harbor for less than 1 hour, validation of their parking cost (\$1) provided they register their license plate with the pay station or virtual payment system.

Final Validation Program

This is not the same as 1 hour of free parking – instead the District will be providing an incentive for visitors who stay for less than 1 hour. Parking for longer than 1 hour will offer no validation (i.e. not reducing the cost of parking) and extensions of parking will not be subject to the validation.

Visitors not registering their vehicles in the PMP will be flagged by the citation team and warnings or citations will be issued, even if parking for less than 1 hour. This of course will require very thoughtful signage and public education while incentivizing vehicle turnover.

Staff intends to evaluate the validation program by Q1 2026 using data collected by the parking vendor (e.g. occupancy, duration). Nothing prohibits the District from modifying the validation program in the future, reducing the duration of validated time, or even providing its own validation to incentivize visitors during slow periods.

COSTS OF IMPLEMENTING THE PARKING MANAGEMENT PLAN

The RFP required the vendors to complete a comprehensive table outlining all of the various costs of the PMP including upfront costs, annual costs, per-transaction costs, and optional costs. The District investigated the option of paying the capital costs up front versus amortizing those costs over the first 3 years. Therefore, the District will procure the assets upfront since this will save \$32,295 and the District's cash position is adequate to do so.

Upfront Costs include:

- Procurement of pay stations, vehicle, LPR cameras.
- Design and fabricate all signs.
- Installation of all of the above.

- Creation of Parking Permit Portals for District, all VHV tenants, and all VHV Marina vessel owners.
- Creation of multilingual webpage for customer information and receiving comments/complaints.

Separately, the District will install some hardline power connections for pay stations where needed. District will also install cell phone signal boosters, as necessary.

Ongoing costs include:

- Patrol parking lots & inspect infrastructure.
- Issue citations.
- Collect on citations.
- Address customer complaints.
- Maintain equipment.
- Vendor staffing for all of the above.
- Vendor will need dedicated space for spare parts, equipment, uniforms, etc.
- District will need to dedicate its own staff time to managing the vendor and addressing tenant and public feedback.
- Maintenance contracts require reimbursement for vandalism and other out-of-warranty failures.

Transaction Fees:

- Different types of transactions incur different fees.
- Paying at a kiosk:
 - No fees for consumers.
 - Cash fees to the District are fairly significant in order to maintain custody of the cash and to provide secure transportation to the bank. They vary based on the amount of usage and frequency of collecting from machines.
 - Credit cards and debit cards require fees for all transactions that vary based on the amount of the transaction and the card type (estimated average is 8% per transaction). These fees will be at the District's cost.
- Virtual payment:
 - Same as credit card PLUS ~\$.35/transaction for "convenience fee" (industry terminology).
 - Industry standard is to pass on the convenience fee to the consumer (e.g. City of Ventura does the same).

Effects of Validation on Revenue:

Validation, by its nature, will reduce the gross revenue earned by the PMP. There is no certainty as to the actual cost impacts since the proposed free parking for visitors staying less than 1 hour could have a significant impact on visitor behavior. Using the original assumptions for the parking revenue, this validation program will reduce gross revenue by approximately \$140,000 per year.

FISCAL IMPACT:

Based on information provided by the District's parking consultants, the present estimate of gross revenue for the PMP is \$940,000 per year without providing any validation. The validation of parking for visitors staying less than one hour is estimated to reduce gross revenue to \$800,000

The bid by LAZ Parking is a combination of upfront costs, fixed annual costs, and per-transaction costs. The total of these estimated costs to the District is \$1,269,689 for the initial 3-year period and \$1,981,271 if both optional years are elected by the District. Beyond this, there are also

options for the District to increase staffing for peak periods, redundancy of enforcement equipment and vehicle. Therefore, staff recommends the Agreement include a 10% contingency over the 5 years of the Agreement bringing the not-to-exceed value to \$2,179,400.

As proposed, the Net revenue of the program is estimated at \$1,190,000 over the base period of the Agreement and \$2,460,000 including both option years.

Staff anticipate that further costs will be incurred by the program. It is likely that additional District staff may be needed (likely ½ FTE to 1 FTE). In addition, some additional third-party costs are likely to be associated with increased security, increased parking management staff during peak periods, repairs to non-warranty damage to equipment (e.g. vandalism), and transportation services (e.g. shuttles).

ATTACHMENT:

None.



**BOARD OF PORT COMMISSIONERS
MARCH 19, 2025**

**STANDARD AGENDA ITEM 3
UPDATE ON STATE OF EMERGENCY
TO ADDRESS THE FAILURE OF THE
ELEVATOR AT 1591 SPINNAKER
DRIVE**

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3
Meeting Date: March 19, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Justin Fleming, Capital Projects Manager
Sergio Gonzalez, Facilities Manager
SUBJECT: Update on State of Emergency to Address the Failure of the Elevator at 1591 Spinnaker Drive

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Determine by a four-fifths vote that there is a need to continue the emergency action adopted by the Board on January 15, 2025, set forth in Resolution No. 3520.
- b) Approve by majority vote a prorated, partial rent abatement for the three office tenants affected by the elevator being out of service.

SUMMARY:

On January 15, 2025, the adopted Resolution No. 3520 declaring a State of Emergency due to address the failure of an elevator at 1591 Spinnaker Drive and authorizing the General Manager to take emergency measures to respond to impacts to the District.

Staff are also recommending approval of a pro-rated rent abatement of 20% to the three office tenants affected by the elevator being out of service.

GUIDING PRINCIPLES:

- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR OBJECTIVES:

- V) Maintain and improve Harbor Village facilities, infrastructure, and amenities
 - 1) Ongoing investment in Harbor Village Infrastructure

BACKGROUND:

The elevator at 1591 Spinnaker is in need of urgent modernization. While regularly maintained and inspected, the modernization of this elevator is in the District's 5-Year Capital Improvement Plan for FY25-26. This elevator serves three office tenants.

On November 14, 2024, the elevator exhibited issues with operation and a member of the public was temporarily trapped in the elevator. Staff were able to force the elevator open to allow the person out and our service provider was called in to repair the issue. Troubleshooting did not reveal the cause but some minor repairs were conducted and the elevator returned to service on November 19th until a subsequent inspection in December, when it was taken out of service for additional repairs. On January 10th, the elevator once again failed and was taken out of service.

Given the risk of continued use of the elevator and the fact that without it, there is no ADA access to the upstairs suites, on January 15th, the Board approved Resolution No. 3520 declaring an emergency to address this issue and provide the General Manager authority to respond.

Three elevator specialty companies were contacted by the District and competitive quotes were received from two of them. TKE Elevators' bid of \$156,253.77, was recommended to the General Manager and the contract has been executed.

LATEST UPDATE

The initial materials payment has been issued and accepted by TKE, and fabrication has begun. Staff have a site meeting with TKE and their subcontractors scheduled for March 21. On-site construction is still on schedule to commence April 21.

REASONING FOR CONTINUING EMERGENCY DECLARATION:

Per the Board's direction, Staff recommends that the State of Emergency remain in effect until the elevator has returned to service in order to provide the General Manager the ability to take any further action required to promptly return the elevator to service.

FISCAL IMPACT:

The 5-Year Capital Improvement Project Budget included the modernization of the 1591 Spinnaker elevator for \$125,000 in FY25-26. The Board approved a budget increase of \$185,000 at the January 15th meeting to allow for optional additional work, change orders, as well as to account for possible surcharges associated with expediting the work.

The District has received a request for partial rent abatement from one of the affected tenants due to the elevator being out of service. Staff are recommending a 20% rent abatement for the three tenants prorated for the period that the elevator is out of service. Based on the contracted schedule, this would have a fiscal impact to the District of no more than \$5,489. This abatement would be applied retroactively upon completion of the elevator project.

ATTACHMENTS:

Attachment 1 – Resolution No. 3520



RESOLUTION NO. 3520

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE
VENTURA PORT DISTRICT DECLARING A STATE OF EMERGENCY TO ADDRESS THE
FAILURE OF THE ELEVATOR AT 1591 SPINNAKER DRIVE**

WHEREAS, on June 19, 2024, the Ventura Port District's (the "District") Board of Port Commissioners adopted the FY24-25 Budget including the 5-Year Capital Improvement and ADA Improvements Plan.

WHEREAS, said 5-Year Capital Improvement and ADA Improvements Plan included upgrading and modernizing the elevator ("Elevator") at 1591 Spinnaker Drive, which serves three of the District's office tenants and provides ADA access to the second floor and these office suites.

WHEREAS, on November 14, 2024, the Elevator failed and temporarily trapped a member of the public inside until District staff was able to physically force the Elevator doors open so the person could exit the Elevator.

WHEREAS, the District's service provider attempted to diagnose the underlying issue with the Elevator and, after being unable to determine such, performed repairs necessary to return the Elevator to service and recommended modernization of the Elevator.

WHEREAS, on January 10, 2025, the Elevator failed again and temporarily trapped a member of the public inside for a second time

WHEREAS, the District has the authority under the Public Contract Code (§20751.1) to declare an "emergency" condition where immediate action is necessary to protect life, health, or property, and to restore services subject to interruption in the event of another emergency.

WHEREAS, the Public Contract Code and the District's Procurement and Purchasing Policy ("Policy") provide that, where an emergency condition exists, the General Manager is authorized to expend necessary funds and take such action as may be necessary to prevent or mitigate the loss or impairment of life, health, or property without the need for competitive bidding or subsequent Board approval, where applicable.

WHEREAS, under the Policy, in the case of an emergency involving a "public project" under the UPCCA, the terms and conditions of Public Contract Code section 22035 will control.

ATTACHMENT 1

WHEREAS, under section 22035, when an emergency arises that makes repair or replacement necessary, the Board can immediately proceed to replace or repair any public facility without first having to adopt plans or specifications or give notice for informal or competitive bidding with this work being done by day labor under the Board's direction, by contractor, or by a combination of both.

WHEREAS, in case of an emergency, if notice for bids to let contracts will not be given, the public agency shall comply with Chapter 2.5 (commencing with [section 22050](#)).

WHEREAS, under section 22050, in emergency situations, the District, pursuant to a four-fifths (4/5) vote of the Board, can repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies, without giving notice for bids to let contracts under the formal or informal bidding policies the District has adopted under the UPCCA.

WHEREAS, before the Board takes action, it must make a finding, based on substantial evidence set forth in the minutes of the meeting, that the emergency will not allow a delay resulting from the bid process, and that the action is necessary to respond to the emergency.

WHEREAS, if the Board takes action to approve the emergency actions under section 22050, the Board must review the emergency action at every regularly scheduled meeting thereafter until the emergency action is terminated, which will be triggered by the District completing the repair.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners DETERMINES, and ORDERS as follows:

1. Due to (i) multiple failures of the Elevator that have resulted in members of the public becoming temporarily trapped within the Elevator, the malfunctioning Elevator presents a public safety issue, and (ii) the fact that leaving the Elevator out of service restricts ADA access to tenant businesses located on the second floor of the premises, the Board finds that an emergency condition exists.
2. The District determines that the public interest and necessity demand the immediate expenditure of public money to promptly address the failure of the Elevator in order to maintain ADA access to the offices on the second floor of the premises at 1591 Spinnaker Dr.
3. The Board hereby delegates to Brian D. Pendleton, the District's General Manager, the authority to: 1) procure the necessary equipment, services, and supplies for the purpose of returning the Elevator to service, which may include replacing or modernizing all or a portion of the current Elevator, and 2) provide necessary staff resources to do so.
4. 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.

ATTACHMENT 1

5. That 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 completing the repairs.


PASSED, APPROVED and ADOPTED this 15th day of January 2025 by the following vote:

AYES: Commissioners Gardina, Rainey, Stephens, Howell

NOES:

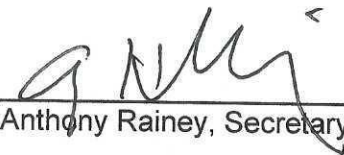
ABSENT: Chair Blumenberg

ABSTAINED:



Jackie Gardina, Vice-Chair

Attest:



Anthony Rainey, Secretary

