



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, JUNE 4, 2025

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

OPEN SESSION – 6:00PM

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.

<p>OPEN SESSION 6:00PM</p>
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CALL TO ORDER: *By Chair Blumenberg.*

PLEDGE OF ALLEGIANCE: *By Chair Blumenberg.*

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 May 7, 2025 Port Commission Regular Meeting 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.

CLOSED SESSION REPORT

Closed Sessions are not open to the public pursuant to the Brown Act. Any reportable actions taken by the Commission during Closed Session will be announced at this time.

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) Jessica Perkins, Accountant II to attend the Yardi Conference from September 3-5, 2025, in San Diego, CA.
- b) Jessica Snipas, Business Operations Analysis II to attend the Yardi Conference from September 3-5, 2025, in San Diego, CA.

B) Approval of Change Order No. 1 for the 1575/1583 Spinnaker Drive Passthrough Project with F.C.T. Construction, Inc.

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Change Order No. 1 for the 1583/1575 Spinnaker Drive Passthrough Project with F.C.T. Construction, Inc. for expanding the scope of work to modernize these areas and to increase the construction contract from \$74,500.00 to \$151,850.00.

C) Authorize Monthly Reimbursements to the General Manager for Half of Life Insurance Policy Premium to Ensure Compliance with Employment Agreement

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize monthly reimbursements in the amount of \$85.50 to the General Manager to cover half of his personal group term life insurance policy premium to ensure compliance with the General Manager's Employment Agreement.

D) Approval of Assignment and Assumption of Lease from Loana Healing LLC to Kimberly Smith dba Ventura Family Therapy and Stuart Smith

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve an Assignment and Assumption of Lease from Loana Healing LLC to Kimberly Smith dba Ventura Family Therapy and Stuart Smith, for the premises located at 1559 Spinnaker Drive, Suite 208, consisting of approximately 468 square feet.

E) Approval of Assignment and Assumption of Lease from The Island Packers Corporation to Superboat, Inc. dba Island Packers

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Assignment and Assumption of the Charter, Retail, and Dock Lease dated March 1, 2017 as amended (the "Lease") from The Island Packers Corporation to Superboat, Inc. dba Island Packers (Superboat) for the premises located at 1691 Spinnaker Drive, Suite #105B ("Premises"), consisting of approximately 2,666 square feet and 251 linear feet of dock and water area.

F) Termination of Current Office Lease Agreement with Kelly Shirk dba Sugar Lab Bake Shop, LLC and Approval of New Office Lease Agreement with Rated Sports, LLC for 1575 Spinnaker Drive #207 and #208

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve the termination of an Office Lease Agreement, dated February 4, 2021, between the Ventura Port District dba Ventura Harbor Village and Kelly Shirk dba Sugar Lab Bake Shop, LLC, for 1575 Spinnaker Drive #207 and 208, consisting of approximately 840 square feet.
- b) Approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Rated Sports, LLC, for the premises located at 1575 Spinnaker Drive #207 and 208, consisting of approximately 840 square feet.

G) Approval of Amendment No. 1 to the Professional Services Agreement with Moffatt & Nichol, Inc.

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to a Professional Services Agreement with Moffatt & Nichol, Inc. increasing the contract value from \$25,000 by \$170,000 to \$195,000. The contract is on a time-and-materials basis for the assessment of the commercial fishing pier, preliminary design of a replacement fish pier, and grant application support.

STANDARD AGENDA:

1) Receive a Presentation on the Draft IS-MND and Mitigation Monitoring and Reporting Program for the Commercial Fish Modernization Project

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation on the Draft Initial Study - Mitigated Negative Declaration and proposed Mitigation Monitoring and Reporting Program prepared by Impact Sciences on behalf of the Port of Hueneme for the Ventura Harbor Commercial Fish Modernization Project.

2) Adoption of Resolution No. 3529 Approving the Financial Statements and Checks for January through March 2025

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3529 to:

- a) Accept the financial statements for the Quarter ending March 2025.
- b) Review the payroll and regular checks for January through March 2025.

3) Approval of the FY2025-2026 Harbor Village Leasing Strategy and Action Plan

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the FY2024-2025 Harbor Village Leasing Strategy and Action Plan.

4) Approval of the FY2025-2026 Ventura Harbor Village Visitor Attraction Plan

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the FY2025-2026 Ventura Harbor Village Visitor Attraction Plan.

5) Fiscal Year 2025-2026 Budget Study Session

Recommended Action: Voice Vote.

That the Board of Port Commissioners conduct a Fiscal Year 2025–2026 Budget Study Session and provide direction to the General Manager in preparation of the Preliminary Budget and Five-Year Capital Improvement Plan.

ADJOURNMENT

This agenda was posted on Friday, May 30, 2025 by 6:00 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 JUNE 4, 2025

APPROVAL OF MINUTES MAY 7, 2025 REGULAR MEETING

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF MAY 7, 2025



CLOSED SESSION

CALL TO ORDER:

The Ventura Port District Board of Port Commissioners Regular Closed Session Meeting was called to order by Chair Blumenberg at 6:31PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioner's Present:

Michael Blumenberg, Chair
Elizabeth Howell, Vice-Chair
Jackie Gardina

Commissioners Absent:

Anthony Rainey, Secretary
Chris Stephens

Port District Staff:

Todd Mitchell, Deputy General Manager
Jessica Rauch, Clerk of the Board
Will McReynolds, Management Assistant

Legal Counsel:

Tom Bunn, 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 6:32PM.

ADJOURNMENT: Closed Session was adjourned at 6:40PM.

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 7:01PM 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
Jackie Gardina

Commissioners Absent:

Anthony Rainey, Secretary
Chris Stephens

Port District Staff:

Brian D. Pendleton, General Manager arrived at 7:10PM
Todd Mitchell, Deputy General Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Justin Fleming, Capital Projects Manager
Wayne Hatch, Maintenance Supervisor
Will McReynolds, Management Assistant
Jessica Snipas, Business Operations Analyst via Zoom
Dave Werneburg, Marina Manager via Zoom

Legal Counsel:

Tom Bunn, Lagerlof, LLP
Robert Smith, K&L Gates via Zoom

City of Ventura Liaisons:

Councilmember Duran, City Council Liaison – absent

Number of interested persons:

4 via zoom; 3 in person

ADOPTION OF AGENDA

ACTION: Commissioner Gardina moved to adopt the May 7, 2025 agenda.

Vice-Chair Howell seconded. The vote was unanimous.

APPROVAL OF MINUTES

ACTION: Commissioner Gardina moved to adopt the April 16, 2025 regular meeting minutes and the April 23, 2025 special meeting minutes.

Vice-Chair Howell seconded. The vote was unanimous.

PUBLIC COMMUNICATIONS: Andrew Bernes, Hokuloa Outrigger Club, expressed his gratitude and support for the sand management plan. Closed at 7:04PM.

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: None. Closed at 7:05PM.

STAFF AND GENERAL MANAGER REPORTS: Mr. Mitchell gave an update on the sand management plan and reported on upcoming events and promotions at Harbor Village. Mr. Pendleton reported that he had returned from the City Design Review Committee for Parcel 5 which was approved with feedback. He also reported that he attended City Council Tuesday to support Focus Area 1 – Olivas connection. Closed at 7:16PM.

CONSENT AGENDA:

A) Approval of Amendment No. 1 to a Professional Services Agreement with Rincon Consultants, Inc. for Environmental Support Services

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to a Professional Services Agreement with Rincon Consultants, Inc. to increase the compensation to \$200,000 from \$135,000 for maintenance dredging environmental consulting, monitoring, and permitting services.

Public Comment: None.

ACTION: Commissioner Gardina moved to approve Amendment No. 1 to a Professional Services Agreement with Rincon Consultants, Inc. to increase the compensation to \$200,000 from \$135,000 for maintenance dredging environmental consulting, monitoring, and permitting services.

Vice-Chair Howell seconded. The vote was unanimous.

B) Approval of Amendment No. 1 to a Professional Services Agreement with K&L Gates for Special Legal Services

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to a Professional Services Agreement with K&L Gates to increase the compensation to \$110,000 from \$60,000 advocacy for the establishment of aquaculture in proximity to Ventura Harbor and legal support for regulatory agency permitting.

Public Comment: None.

ACTION: Commissioner Gardina moved to approve Amendment No. 1 to a Professional Services Agreement with K&L Gates to increase the compensation to \$110,000 from \$60,000 advocacy for the establishment of aquaculture in proximity to Ventura Harbor and legal support for regulatory agency permitting.

Vice-Chair Howell seconded. The vote was unanimous.

C) Ventura Isle Marina/Fuel Dock: Safe Harbor Marinas Change in Ownership

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

1. Consent to Change in Ownership of SHM Ventura Isle, LLC (“SHM Ventura Isle”) to Poseidon Holdco I L.P., a Delaware limited partnership f/k/a BIP Poseidon Holdco L.P. (“BIP”), an affiliate of Blackstone, Inc.
2. Authorize the General Manager to execute the Consent to Change of Ownership upon:
 - a. District Legal Counsel review of supporting transactional documents.
 - b. Receipt of Appreciation Rent in the amount of approximately \$2,963,266.
 - c. Reimbursement of the District’s legal fees associated with the transaction.

Item was pulled from the Consent Agenda to the Standard Agenda.

Public Comment: None. Closed at 7:25PM.

ACTION: Commissioner Gardina moved to:

1. Consent to Change in Ownership of SHM Ventura Isle, LLC (“SHM Ventura Isle”) to Poseidon Holdco I L.P., a Delaware limited partnership f/k/a BIP Poseidon Holdco L.P. (“BIP”), an affiliate of Blackstone, Inc.
2. Authorize the General Manager to execute the Consent to Change of Ownership upon:
 - a. District Legal Counsel review of supporting transactional documents.
 - b. Receipt of Appreciation Rent in the amount of approximately \$2,963,266.
 - c. Reimbursement of the District’s legal fees associated with the transaction.

Vice-Chair Howell seconded. The vote was unanimous.

STANDARD AGENDA:

1) Report on District Vacancies, Recruitment and Retention Efforts in Compliance with Assembly Bill 2561

Recommended Action: Voice Vote.

That the Board of Port Commissioners receive a report on the District's workforce vacancies, recruitment and retention efforts in compliance with Assembly Bill (“AB”) 2561.

Report by Jessica Rauch, Senior Clerk of the Board.

Public Comment: None.

ACTION: The Board of Port Commissioners received a report on the District's workforce vacancies, recruitment and retention efforts in compliance with Assembly Bill ("AB") 2561.

No action was taken.

2) Adoption of Ordinance No. 61 Approving Amendment No. 2 between the Ventura Port District and The Boatyard, Inc. dba The Boatyard Pub

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Conduct a public hearing for the purpose of receiving input on proposed Ordinance No. 61.
- b) Waive reading and direct Clerk to place Ordinance No. 61 in the record of this meeting.
- c) Adopt Ordinance No. 61 authorizing execution of Amendment No. 2 between Ventura Port District dba Ventura Harbor Village and The Boatyard, Inc. doing business as Boatyard Pub with a commencement date of May 7, 2025.

Report by Todd Mitchell, Deputy General Manager.

Public Comment: None. Closed at 7:41PM.

ACTION: Chair Blumenberg opened the public hearing at 7:39PM for the purpose of receiving input on Ordinance No. 61. The reading of the proposed Ordinance No. 61 was waived. There were no public speakers. The public hearing was closed at 7:41PM.

ACTION: Commissioner Gardina moved to adopt Ordinance No. 61 as follows:

ORDINANCE NO. 61

**AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT APPROVING AMENDMENT NO. 2 TO A RESTAURANT
LEASE AGREEMENT BETWEEN THE VENTURA PORT DISTRICT AND THE BOATYARD,
INC. DBA BOATYARD PUB**

(California Harbors and Navigation Code section 6270)

The Board of Port Commissioners of the Ventura Port District hereby ordains as follows:

The General Manager of the Ventura Port District is authorized and directed to execute Amendment No. 2 to the Restaurant Lease Agreement between Ventura Port District dba Ventura Harbor Village and The Boatyard, Inc. dba Boatyard Pub with a commencement date of May 7, 2025.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on May 7, 2025, 2024. This Ordinance was adopted by the following vote:

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

AYES: Commissioners Blumenberg, Howell, Gardina

NOES: N/A

ABSTAINED: N/A

ABSENT: Commissioners Rainey, Stephens

Motion carried 3-0.

3) Determination to End State of Emergency for Sand Removal and Return within the District

Recommended Action: Voice Vote.

That the Board of Port Commissioners determine that there is no longer a need to continue the emergency action adopted by the Board on April 16, 2025, since the emergency conditions have been abated, impacts to the District have been assessed, and all necessary emergency actions are underway or have been completed.

Report by Brian D. Pendleton, General Manager.

Public Comment: None. Closed at 7:49PM.

ACTION: Vice-Chair Howell moved to determine that there is no longer a need to continue the emergency action adopted by the Board on April 16, 2025, since the emergency conditions have been abated, impacts to the District have been assessed, and all necessary emergency actions are underway or have been completed.

Commissioner Gardina seconded. The vote was unanimous.

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

Recommended Action: Voice 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.

ACTION: The Board of Port Commissioners received an update the condition of the elevator at 1591 Spinnaker Drive. There were only 3 out of 5 Commissioners present, so a vote could not be made.

Legal Counsel reported that if the Commission lacks the 4/5^{ths}, whether it is because someone votes no or they're not here that the emergency is terminated. There does not seem to be any adverse consequences to the emergency ending due to no new contracting and the final inspection happening on Thursday.

ADJOURNMENT: The meeting was adjourned at 7:57PM.

The next regular meeting is Wednesday, May 21, 2025.

Anthony Rainey, Secretary



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
JUNE 4, 2025

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

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: June 4, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jessica Rauch, Senior Clerk of the Board
SUBJECT: Approval of Out-of-Town Travel Requests

RECOMMENDATION:

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

- a) Jessica Perkins, Accountant II to attend the Yardi Conference from September 3-5, 2025, in San Diego, CA.
- b) Jessica Snipas, Business Operations Analysis II to attend the Yardi Conference from September 3-5, 2025, in San Diego, CA.

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:

YARDI CONFERENCE

Staff are migrating to the Yardi platform, an accounting and property management software. In September, Yardi is hosting a conference for businesses. The conference will provide various classes and networking opportunities. Further, staff will be able to meet with a Yardi Expert for a product overview, learn industry trends, and see the latest in Yardi's software innovations.

FISCAL IMPACTS:

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

YARDI CONFERENCE	PERKINS	SNIPAS
Registration	\$1,095.00	\$1,095.00
Hotel	\$1,196.98	\$1,196.98
Transportation	\$133.70	\$133.70
Meals	\$315.00	\$315.00
Miscellaneous	\$150.00	\$150.00
TOTAL	\$2,890.68	\$2,890.68

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS
JUNE 4, 2025

CONSENT AGENDA ITEM B
APPROVAL OF CHANGE ORDER No. 1
FOR THE 1575/1583 SPINNAKER
DRIVE PASSTHROUGH PROJECT WITH
F.C.T. CONSTRUCTION, INC.

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: June 4, 2025

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Justin Fleming, Capital Projects Manager
SUBJECT: Approval of Change Order No. 1 for the 1575/1583 Spinnaker Drive Passthrough Project with F.C.T. Construction, Inc.

RECOMMENDATION:

That the Board of Port Commissioners approve Change Order No. 1 for the 1583/1575 Spinnaker Drive Passthrough Project with F.C.T. Construction, Inc. for expanding the scope of work to modernize these areas and to increase the construction contract from \$74,500.00 to \$151,850.00.

SUMMARY:

Staff is recommending a Change Order to the construction contract with FCT to expand the scope of work and perform additional modernizations to the 1575/1583 Spinnaker Passthrough areas and to expand the amount of the construction contract from \$74,500 to \$151,850.

This amendment would include additional work requested by Staff in order to achieve a more complete and long-lasting modernization to the 1575 and 1583 Spinnaker Dr. Passthrough and includes:

- 1) Adding reinforced grade beams and footings to the concrete pads around 1583 Spinnaker,
- 2) Implementing ADA path of travel enhancements between the parking areas and 1583 Spinnaker Dr.,
- 3) Remove and Replace Concrete by the 1583 Spinnaker Dr. Restrooms out toward the parking areas.
- 4) Addition of a new curb at 1583 Spinnaker Dr. to enclose the back planters.

GUIDING PRINCIPLES:

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

FIVE-YEAR OBJECTIVES:

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

BACKGROUND:

The 1583/1575 Spinnaker Dr. passthrough modernization project is to improve old, spalling concrete paths of travel around 1583 (including the inner courtyard) and between 1583 and 1575. The original scope of modernization undertaken by the Port District was initially solely the concrete removal and replacement in this area. District staff timed the project to coincide with the temporary closure of the Boatyard Pub. F.C.T. Construction (FCT) was selected as the contractor that would carry out this work.

Once work began in this area, Staff identified further items within and adjacent to the project areas that would benefit greatly from performing concurrently, including additional reinforcement of the concrete slabs, addressing ADA access improvements identified by the City of Ventura, and the desire to install a concrete curb to border the planters and keep planter material from extending into the sidewalk.

Therefore, Staff requested that FCT provide pricing on an expanded scope of work. Staff assess the additional cost of for the expanded scope of work to be reasonable and, through the use of the same contractor and concurrent performance, prevents conflicts that could occur by retaining another contractor to continue the project.

Staff has consulted with Lagerlof and this change order is allowable under the District's procurement policy once approved by the Board (per Section III.E (5)).

FISCAL IMPACTS:

The FY24-25 budget originally included \$74,500 for modernization of the 1575/1583 passthrough to be completed by FCT Construction. Staff is recommending an increase of \$77,350 to a total of \$151,850. The funding will come from other projects in the current FY that will not be completed by June 30th.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS
JUNE 4, 2025

CONSENT AGENDA ITEM C
AUTHORIZE MONTHLY
REIMBURSEMENTS TO THE GENERAL
MANAGER FOR HALF OF LIFE
INSURANCE POLICY PREMIUM TO
ENSURE COMPLIANCE WITH
EMPLOYMENT AGREEMENT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: June 4, 2025

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Gloria Adkins, Accounting Manager
SUBJECT: Authorize Monthly Reimbursements to the General Manager for Half of Life Insurance Policy Premium to Ensure Compliance with Employment Agreement

RECOMMENDATION:

That the Board of Port Commissioners authorize monthly reimbursements in the amount of \$85.50 to the General Manager to cover half of his personal group term life insurance policy premium to ensure compliance with the General Manager's Employment Agreement.

SUMMARY:

Staff requests that the Board authorize monthly reimbursements of \$85.50 to be made to the General Manager to cover half of his personal group term life insurance policy premiums. This reimbursement will ensure adequate insurance coverage as per Section H-Life Insurance of his Employment Agreement with the District.

GUIDING PRINCIPLES:

6) Provide exceptional public service and organizational transparency.

5-YEAR OBJECTIVES:

- 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.
- 4) Updates to District policies to reflect improved transparency and DEI.

BACKGROUND:

The group term life insurance provision in the General Manager's Employment Agreement was previously modified to include "at least" one times his total annual "compensation" rather than "salary" to provide greater coverage for his family. However, the District's group policy is capped below his current annual compensation, resulting in inadequate life insurance coverage.

In lieu of being covered by the District's group term life policy, which does not provide sufficient coverage per his employment agreement, he has chosen to obtain a personal term life insurance policy through New York Life. The monthly premium for this policy is \$171.00 and will not change during the 10-year term. He is respectfully requesting the District pay half the monthly fixed premium for his new policy, rather than attempt to modify the existing District group policy or seek an alternative group policy. The District's Standard Insurance policy would be amended to exclude the General Manager from the policy.

FISCAL IMPACT:

Currently the District contributes \$77.06 per month (\$924.72 annually) for his group term life policy. This change will increase the District's contribution by \$8.44 per month to \$85.50 (\$1,026.00 annually).

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS
JUNE 4, 2025

CONSENT AGENDA ITEM D
APPROVAL OF ASSIGNMENT AND
ASSUMPTION OF LEASE FROM LOANA
HEALING LLC TO KIMBERLY SMITH
DBA VENTURA FAMILY THERAPY AND
STUART SMITH

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM D
Meeting Date: June 4, 2025

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: Approval of Assignment and Assumption of Lease from Loana Healing LLC to
Kimberly Smith dba Ventura Family Therapy and Stuart Smith.

RECOMMENDATION:

That the Board of Port Commissioners approve an Assignment and Assumption of Lease from Loana Healing LLC to Kimberly Smith dba Ventura Family Therapy and Stuart Smith, for the premises located at 1559 Spinnaker Drive, Suite 208, consisting of approximately 468 square feet.

SUMMARY:

Ms. Gotwals is a member of Loana Healing LLC and has requested the District consider an Assignment and Assumption of Lease and Consent of Landlord with Kimberly Smith dba Ventura Family Therapy and Stuart Smith.

GUIDING PRINCIPLES:

- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 5) Build respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.

5-YEAR OBJECTIVES:

- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
- 3) Leasing/Property Management

BACKGROUND:

Ms. Gotwals, a member of Loana Healing LLC, has an office lease that is a three-year lease term with one two-year option that started on March 7, 2024. On March 28, 2025, the District was contacted by Ms. Gotwals stating her business may no longer need a brick-and-mortar location and she wanted to explore options for terminating the lease early. Since the lease is midway through the initial lease term, staff suggested a lease assignment to the tenant.

At the present time, the District has a waitlist for small or large offices – but none currently for mid-size offices. Hence, as staff receive mid-size office suite inquiries, staff have been providing Ms. Gotwals's information, with her permission, for them to explore a lease assignment. In April 2025, staff received a letter from Ms. Gotwals requesting the District consider an Assignment and Assumption of Lease with Kimberly Smith dba Ventura Family Therapy and Stuart Smith. An assignment fee was received from Ms. Gotwals, as required under the lease agreement.

Kimberly Smith dba Ventura Family Therapy and Stuart Smith would like to be the assignees of the lease. They have provided staff with a full lease application, underwent a credit check, and the District's legal counsel has verified their reserves. Ms. Smith is an established therapist who has been practicing in Camarillo and is seeking to start a new practice in Ventura. If the Board

approves the lease, the effective date for the assignment and assumption of lease is June 4, 2025.

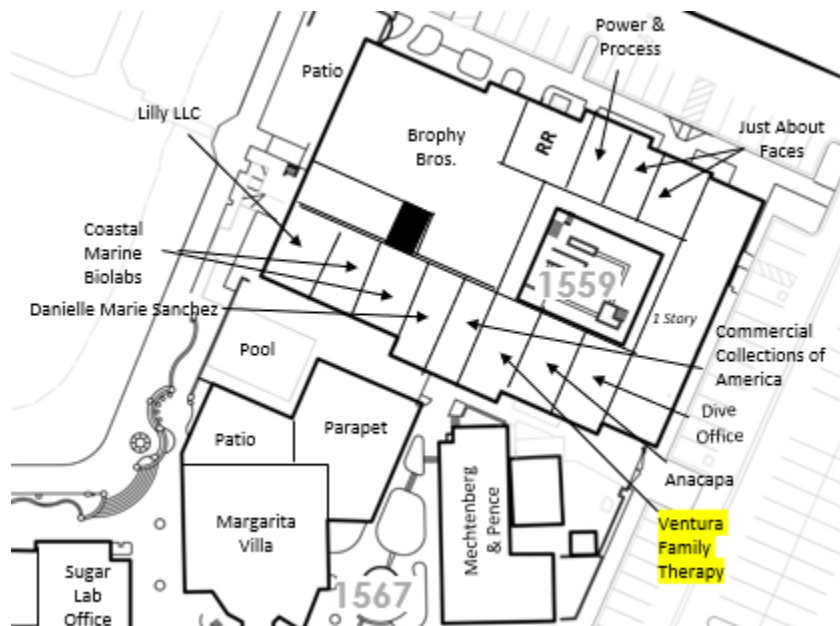
FISCAL IMPACT:

There is no fiscal impact for the Assignment and Assumption of Lease as the suite will be assigned as-is.

ATTACHMENTS:

Attachment 1 - Location Map

Attachment 1 - Location Map





BOARD OF PORT COMMISSIONERS
JUNE 4, 2025

CONSENT AGENDA ITEM E
APPROVAL OF ASSIGNMENT AND
ASSUMPTION OF LEASE FROM THE
ISLAND PACKERS CORPORATION TO
SUPERBOAT, INC. DBA ISLAND PACKERS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM E
Meeting Date: June 4, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: Approval of Assignment and Assumption of Lease from The Island Packers Corporation to Superboat, Inc. dba Island Packers

RECOMMENDATION:

That the Board of Port Commissioners approve Assignment and Assumption of the Charter, Retail, and Dock Lease dated March 1, 2017 as amended (the "Lease") from The Island Packers Corporation to Superboat, Inc. dba Island Packers (Superboat) for the premises located at 1691 Spinnaker Drive, Suite #105B ("Premises"), consisting of approximately 2,666 square feet and 251 linear feet of dock and water area.

SUMMARY:

Island Packers has requested the District consider an Assignment and Assumption of the Lease from The Island Packers Corporation to Superboat and changing the guarantors of the lease.

GUIDING PRINCIPLES:

- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 5) Build respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.

5-YEAR OBJECTIVES:

- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
- 3) Leasing/Property Management

BACKGROUND:

Island Packers has held the Channel Islands National Park ferry concession for over 50 years. The most recent lease between the District and Island Packers was entered into on March 1, 2017 for five years with one four-year option. In 2023, Superboat, Inc. dba Island Packers was successful in the award of another 10-year ferry concession starting in 2024. Mark Connally is the President of Island Packers. Cherryl Connally is the Secretary of Island Packers and also the President of Superboat. Alex Brodie is the Vice-President of Superboat.

The lease assignment transfers the responsibilities of the lease from to reflect this change and replaces Exhibit "E" Guaranty of Lease to the President and Vice-President of Superboat.

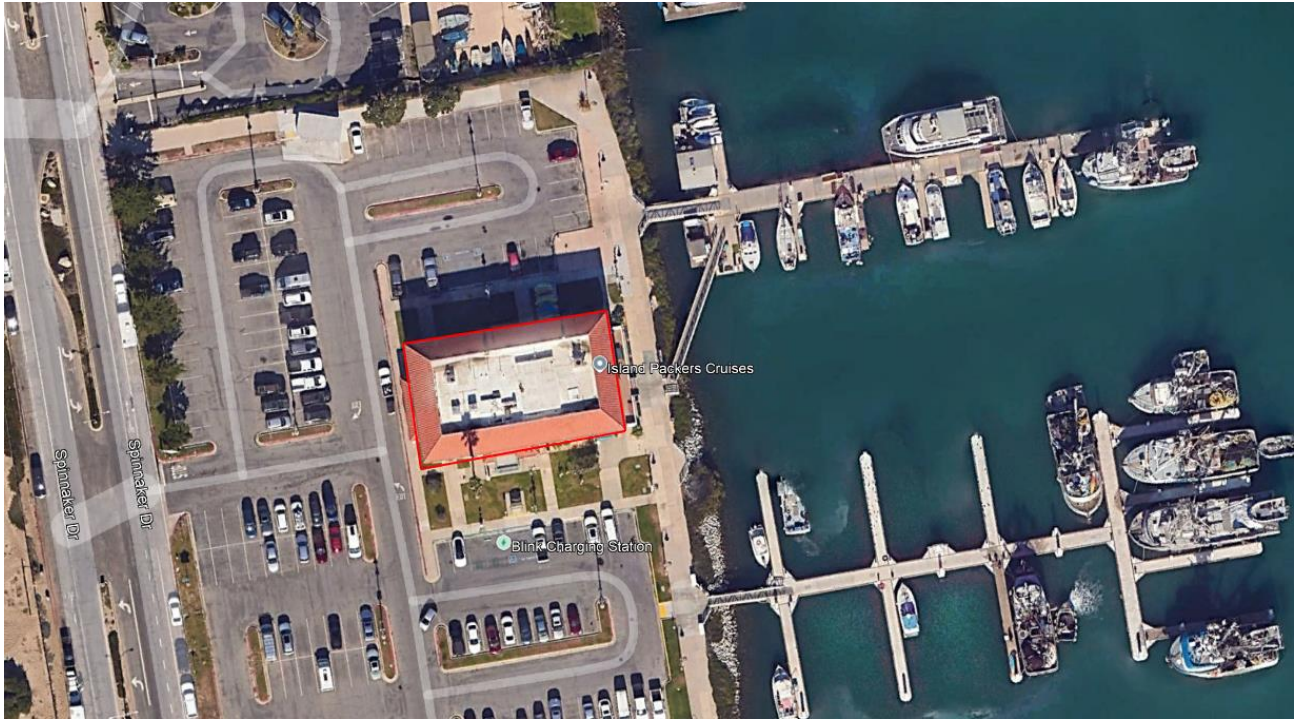
FISCAL IMPACT:

The District has received the \$500 lease evaluation fee required under the lease and payment for out-of-pocket legal services to process the assignment.

ATTACHMENTS:

Attachment 1 - Location Map

Attachment 1 - Location Map





BOARD OF PORT COMMISSIONERS
JUNE 4, 2025

CONSENT AGENDA ITEM F

TERMINATION OF CURRENT OFFICE
LEASE AGREEMENT WITH KELLY SHIRK
DBA SUGAR LAB BAKE SHOP, LLC AND
APPROVAL OF NEW OFFICE LEASE
AGREEMENT WITH RATED SPORTS, LLC
FOR 1575 SPINNAKER DRIVE #207 AND
#208

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM F
Meeting Date: June 4, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deput General Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: Termination of Current Office Lease Agreement with Kelly Shirk dba Sugar Lab Bake Shop, LLC and Approval of New Office Lease Agreement with Rated Sports LLC for 1575 Spinnaker Drive #207 and 208

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Approve the termination of an Office Lease Agreement, dated February 4, 2021, between the Ventura Port District dba Ventura Harbor Village and Kelly Shirk dba Sugar Lab Bake Shop, LLC, for 1575 Spinnaker Drive #207 and 208, consisting of approximately 840 square feet.
- b) Approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Rated Sports, LLC, for the premises located at 1575 Spinnaker Drive #207 and 208, consisting of approximately 840 square feet.

SUMMARY:

Kelly Shirk dba Sugar Lab Bake Shop, LLC has requested early termination of her office lease at 1575 Spinnaker Drive #207 & 208 and Rated Sports, LLC has requested a new two-year office lease with one three-year option at the same location.

GUIDING PRINCIPLES:

- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 5) Build respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.

5-YEAR OBJECTIVES:

- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
 - 3) Leasing/Property Management

BACKGROUND:

Kelly Shirk dba Sugar Lab Bake Shop, LLC has leased two suites at Ventura Harbor Village. The first was a restaurant lease that began on April 1, 2020, and was terminated early on February 7, 2024. The second suite, which is the subject of this Board report, is an 840-square-foot office lease that commenced on February 4, 2021, and is set to expire on January 31, 2026.

When the restaurant lease ended, the regular use of the office suite also ceased. At that time, the tenant indicated that they would be seeking to assign the office lease and provided permission to staff to show the suite if any prospective tenants had interest, as they no longer required the space. The tenant is currently up to date on all obligations related to the office lease.

Rated Sports, LLC contacted staff in search of a suite with a similar layout and approximate square footage of 1575 Spinnaker Drive, Suite #207 and 208. Staff provided a showing, and the prospective tenant has requested entering into a new two-year lease with one three-year option.

Rated Sports, LLC previously held a 1,420-square-foot office lease at Ventura Harbor Village from December 16, 2020, to January 31, 2023, and maintained good standing throughout the tenancy. They vacated the suite due to underutilization of the space but now wish to return to Harbor Village.

Given the prospective tenant's positive prior tenancy, staff recommends early termination of the current office lease held by Kelly Shirk dba Sugar Lab Bake Shop, LLC, and approval of a new office lease for Rated Sports, LLC.

Note, due to the installation of a chase way needed from the 1575 restaurant construction, Rated Sports, LLC is aware that there may be a minor reduction in square footage due to the installation (and therefore a reduction in rent). When this occurs, a lease amendment will be presented to the Board for its consideration.

FISCAL IMPACT:

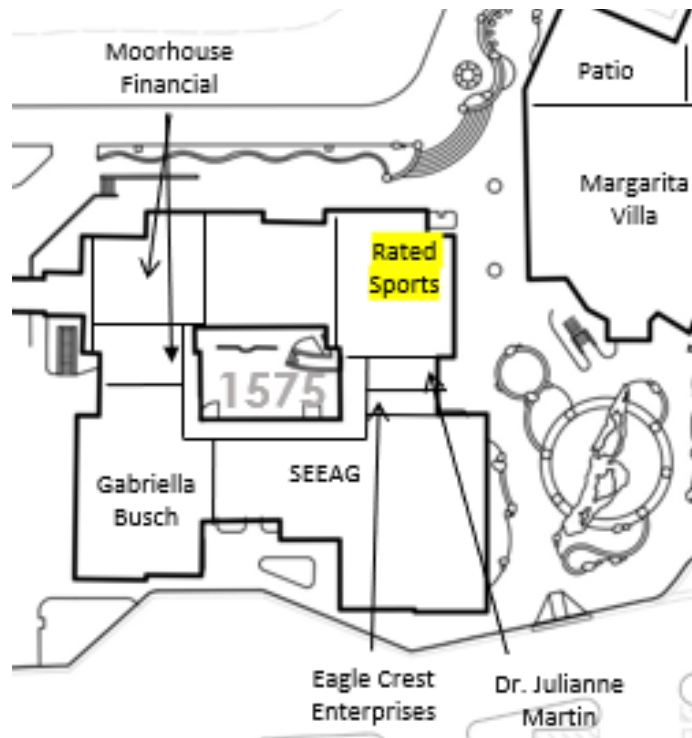
If the Board approves the recommendation, the District will not receive rent for the suite from June 5, 2025 to July 31, 2025 to prepare the suite. However, the prospective tenant's rent will commence on August 1, 2025, and has a step increase from the prior tenant's lease and further secures a tenant under a new lease at market rate.

During the turnover period, the District will conduct necessary maintenance and preparations. This includes painting, new flooring, cleaning, as well as the removal of a sink and existing cast iron pipes. (Note, the sink removal is necessary because the plumbing is connected to the below suite.) The estimated costs for turnover are \$24,100.

ATTACHMENTS:

Attachment 1 – Location Map

Attachment 1 – Location Map





BOARD OF PORT COMMISSIONERS
JUNE 4, 2025

CONSENT AGENDA ITEM G
APPROVAL OF AMENDMENT No. 1 TO
THE PROFESSIONAL SERVICES
AGREEMENT WITH MOFFATT & NICHOL,
INC.

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM G
Meeting Date: June 4, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
SUBJECT: Approval of Amendment No. 1 to Professional Services Agreement with Moffatt & Nichol, Inc.

RECOMMENDATION:

That the Board of Port Commissioners approve Amendment No. 1 to a Professional Services Agreement with Moffatt & Nichol, Inc. increasing the contract value from \$25,000 by \$170,000 to \$195,000. The contract is on a time-and-materials basis for the assessment of the commercial fishing pier, preliminary design of a replacement fish pier, and grant application support.

SUMMARY:

The District had entered into a professional services agreement with Moffatt & Nichol to assess alternatives for replacing the aging commercial fish pier, which is nearing the end of its service life. The amendment to the contract adds several additional scopes of work, including:

1. Site investigation and evaluation of the current fish pier conditions and longevity.
2. Continuation of design of the new commercial fishing pier.
3. Prepare a construction cost estimate.
4. Provide grant funding support in the pursuit of a federal grant.

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:

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.

Since that time, the needs of the industry have pivoted significantly – in particular with the growth of California Market Squid as the predominant fish product. Over the past 10 years, several improvement projects have taken place to extend the service life of the Commercial Fish Pier but the infrastructure continues to age and the pier is no longer ideally fit for its current and potential future uses.

Port Infrastructure Development Program

The United States Maritime Administration (MARAD - a division of the Department of Transportation) has a grant opportunity called the Port Infrastructure Development Program (PIDP). Grants can be for large ports and harbors (greater than \$11M) or small (\$11M or less). PIDP grants are quite competitive, however recent changes to the grant eligibility are favorable to the District's goal of replacing the fish pier, including the addition of language in 2024 identifying "seafood related infrastructure" as eligible for project funding. This grant program will be available in 2025 and 2026 before it could sunset (without an act of Congress).

Staff had MARAD's Mid-Pacific Gateway Regional Director Gus Hein tour the fish pier and discuss the proposed project on February 18, 2025. Having received encouragement to pursue the grant from Mr. Hein, Staff entered into a Professional Services Agreement with Moffatt & Nichol in March to make some preliminary recommendations on a new fish pier design.

Moffatt & Nichol is a professional engineering consultant specializing in waterfront engineering and has seemingly been the most successful firm in assisting ports and harbors in successfully competing for PIDP grant funds.

Staff has met with Moffatt & Nichol several times to review potential design concepts and to visit the site. A diagram of the proposed design is in Attachment 1.

Amendment No. 1

Having completed the initial task, Staff requested a proposal for Moffatt & Nichol to continue to support Staff on the following items:

1. Site investigation and evaluation of the current fish pier conditions and longevity.
2. Continuation of design of the new commercial fishing pier.
3. Prepare a construction cost estimate.
4. Provide grant funding support in the pursuit of a federal grant.

Staff aim to ensure that the fish pier will remain serviceable until it can be replaced, will continue to advance the design prepared, obtain a cost estimate (requirement under PIDP grants), and to utilize Moffatt & Nichol in preparation of a federal grant application. It is Staff's goal to use the collaboration with Moffatt & Nichol to better educate ourselves in the application process to the maximum extent possible. However, there are clearly areas where that firm's expertise in this area will increase the District's ability to compete.

How This Differs from the Commercial Fish Landing Site Modernization Project

While the District continues to work with Port of Hueneme to modernize the land-side of the commercial fishing facility, this study and grant application specifically focus on the fish pier (water-side). The projects are intrinsically related and are part of the overall plan to maintain and modernize its working waterfront. Both projects will allow for improved capacity for squid offloading but also provide more opportunity for other fisheries to operate including possible aquaculture activity.

FISCAL IMPACT:

The original PSA as well as Amendment No. 1 with Moffatt & Nichol is on a time-and-materials basis not-to-exceed \$195,000 through June 30, 2026. These funds will come from a Fisheries Improvement Fund, which was established as part of the leases with Del Mar Seafoods, J. DeLuca Fish Company, and (what is now) the Ventura Boatyard. The execution of this project will likely deplete the remaining funds (\$222,993.71), which are also being used to fund architectural work being performed by WSP for the Commercial Fish Modernization project.

If the grant application is successful, it would provide up to \$11 million in funding but also require a 25% match of non-federal dollars. This would mean a minimum investment by the District of \$2.75 million (unless other non-federal funds can be identified). Completion of the project will likely require 6 to 7 years due to the timeframe required to enter into a funding agreement with MARAD, time required for environmental assessment, entitlement, design, and construction.

ATTACHMENTS:

Attachment 1 – Current Commercial Fish Facility

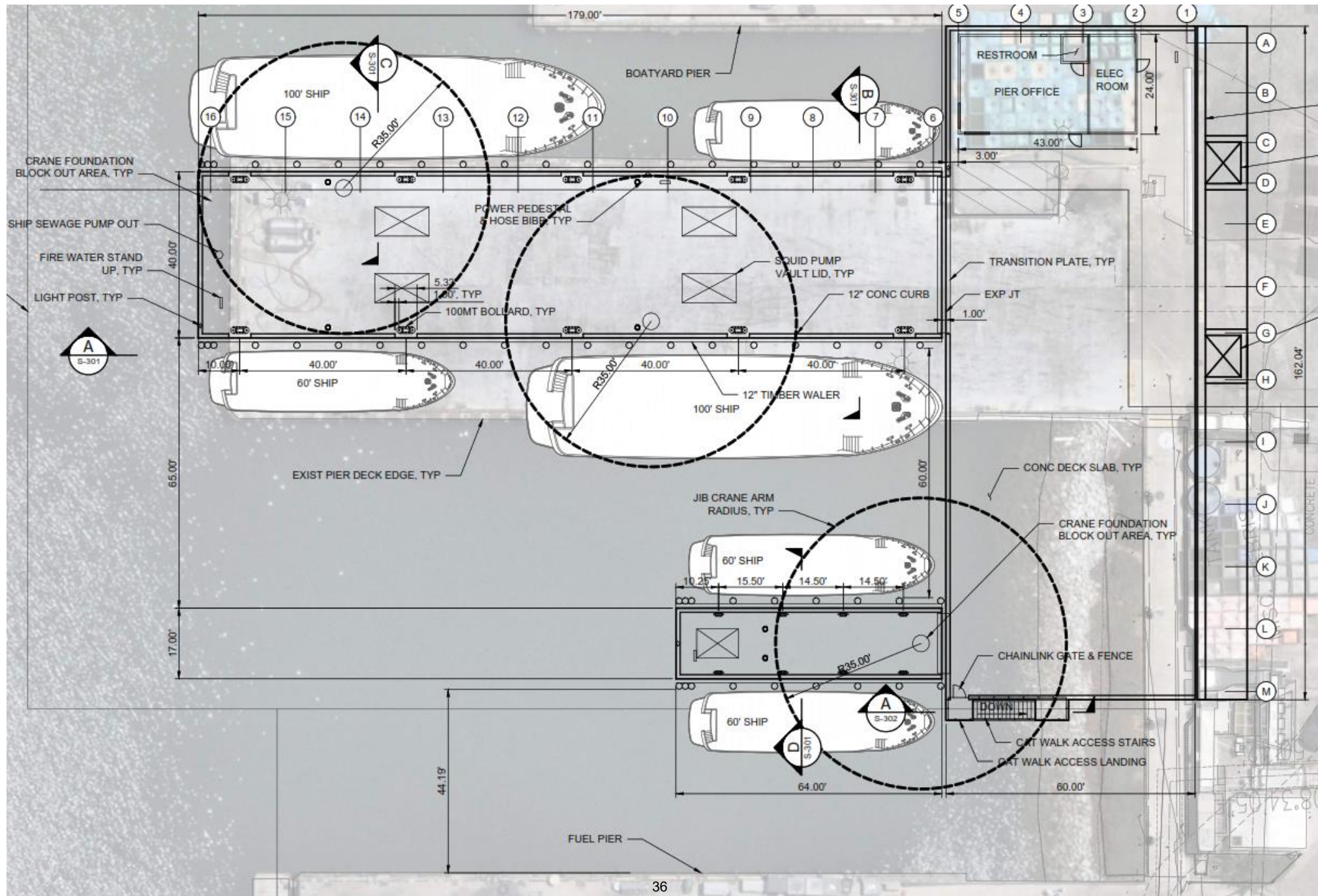
Attachment 2 – Preliminary design of Commercial Fish Pier

Attachment 1 – Site Plans



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

Attachment 2 - Preliminary design of New Commercial Fish Pier





BOARD OF PORT COMMISSIONERS JUNE 4, 2025

STANDARD AGENDA ITEM 1 RECEIVE A PRESENTATION ON THE DRAFT IS-MND AND MITIGATION MONITORING AND REPORTING PROGRAM FOR THE COMMERCIAL FISH MODERNIZATION PROJECT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: June 4, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
SUBJECT: Receive a Presentation on the Draft IS-MND and Mitigation Monitoring and Reporting Program for the Commercial Fish Modernization Project

RECOMMENDATION:

That the Board of Port Commissioners receive a presentation on the Draft Initial Study - Mitigated Negative Declaration and proposed Mitigation Monitoring and Reporting Program prepared by Impact Sciences on behalf of the Port of Hueneme for the Ventura Harbor Commercial Fish Modernization Project.

SUMMARY:

Pursuant to the California Environmental Quality Act (CEQA), an Initial Study - Mitigated Negative Declaration (IS-MND) for the Commercial Fish Modernization Project was prepared by Impact Sciences, Inc. on behalf of the Port of Hueneme, which is acting as the Lead Agency on this project. The District is a Responsible Agency and, therefore, Staff is providing a report to the Board on the CEQA findings. The 30-day public comment period for the IS-MND will end on June 2nd. Impact Sciences will provide a summary of comments received.

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:

In January 2023, the Oxnard Harbor District (Port), which owns and operates the Port of Hueneme, prepared and submitted a grant application for the California State Transportation Agency (CalSTA or Caltrans) grant opportunity entitled the "2022 Port and Freight Infrastructure Program." The Port generously invited the District to participate as a sub-applicant, with the intention of using any awarded funds to fund the modernization of the District's current commercial fish offloading facilities at Ventura Harbor.

On July 6, 2023, the Port was notified that the Ventura Harbor Commercial Fish Landing Site Modernization Project (the Project) was one of the named projects to receive a portion of the Ports and Freight Infrastructure Program (PFIP) funds that had been awarded to qualifying ports.

These awarded funds (the Grant), which will be administered by and passed through from the Port (as the main recipient of the Grant under the PFIP grant) to the District, will be used to fund the relocation of the current fish offloading facilities at the Port of Hueneme to Ventura Harbor, including funding engineering/architect services for the design, permitting, entitlements, and construction of new modernized commercial offloading facilities at the Ventura Harbor that can (1) accommodate existing fish offloading at Ventura Harbor; (2) absorb the fish and squid offloading that currently takes place at the Port of Hueneme as a result of the impending closure of fishing activities at the Port of Hueneme; and (3) add additional capability to offload sustainable aquaculture. After work on the Project at the District is winding down or complete, a portion of the Grant award will be used to fund the (i) demolition of the existing commercial fishing facilities at the Port of Hueneme; and (ii) repaving of the ground areas underneath the existing facilities at the Port of Hueneme that will be demolished.

The relocation of commercial squid fishing from the Port of Hueneme to the Ventura Harbor has notable benefits to both ports while preserving the local product landings of a sustainable fishery, working waterfront, local jobs, and keeping California ports and harbors competitive for federal maintenance investments. Moreover, the Project will modernize the current 40-year-old facility to increase fish offloading capacity and efficiency at Ventura Harbor. This expansion of the Ventura Harbor's fish offloading facilities will benefit the Ventura Harbor by increasing its commercial fisheries throughput capacity and expanding opportunity to receive and offload sustainable aquaculture.

Environmental Review Process

The development plan is subject to the California Environmental Quality Act (CEQA). The Port is acting as Lead Agency and has retained Impact Sciences to perform the environmental review pursuant to CEQA requirements. The District is acting as a Responsible Agency.

An Initial Study was prepared for the project to determine if the project has the potential to result in significant impacts and if so, can those impacts be mitigated to a level of insignificance. The Initial Study determined the Project would result in overall operational benefits related to greenhouse gas emissions, as truck trip lengths would be reduced as a result of the Ventura Harbor's proximity to the US 101 Freeway. The Initial Study identified potential significant impacts for the following areas related to construction: biological resources (nesting birds), cultural resources (unanticipated discovery), paleontological resources (unanticipated discovery), tribal cultural resources (unanticipated discovery). Standard mitigation measures were incorporated for biological resources, cultural resources, paleontological resources, and tribal cultural resources. The project was also found to have the potential to result in operational impacts related to transportation. Mitigation measures were required to address the increase in truck traffic at the Harbor. These measures will require the Port of Hueneme and Ventura Harbor to work in partnership with the City of Ventura to implement a traffic control plan and other necessary safety measures. With implementation of the required measures, all impacts could be reduced to less than significant levels. The Mitigation Monitoring and Reporting Program (MMRP) is provided as Attachment 3 to this report, and details the required mitigation measures, timing of the measure and the responsible party.

Jessica Kirchner, Managing Principal at Impact Sciences, will provide an overview of the CEQA process, summary of the project findings, and public comments received by June 2nd.

On May 2, 2025, the Port of Hueneme published a Notice of Intent to Adopt the IS-MND. This began a 30-day public comment period, which ends on June 2, 2025. During that time, stakeholders and interested parties can contact Port staff regarding the project and/or appear at

a public hearing that is scheduled for June 6, 2025, at 10 AM at the Port of Hueneme. District Staff communicated via email to Ventura Port District interested parties regarding the Notice of Intent and provided a link to the project documents.

The initial Study/Proposed Mitigated Negative Declaration can be viewed on the Port's website at:

<https://www.portofhueneme.org/notice-of-intent-mitigated-negative-declaration-port-of-hueneme-squid-offloading-relocation-project/>

During the preparation of the environmental study, District staff completed a review of the project and the CEQA findings and proposed Mitigation Monitoring and Reporting Program (MMRP). Staff have provided comments during the development of the IS-MND and the MMRP. Staff have no additional questions or comments.

Additional Entitlement/Permit Reviews

Ventura Harbor is in the City of Ventura and coastal zone, which means the City and Coastal Commission will also consider the project for the purpose of issuing entitlements. Additionally, the City of Ventura will review building plans and issue a building permit prior to construction. Staff intend to submit a pre-application to the City to obtain early guidance from City departments.

FISCAL IMPACTS:

The amount being made available under the Subaward Agreement is \$15.7 million. Expenditures are planned through the entire performance period of the Grant with most of the costs being related to construction in the last year of the Project. All grant funding passes from the State to the Port of Hueneme directly to its consultants and contractors – no funds pass through the District. Expenditures in excess of the grant amount would be the responsibility of the District. To prepare the pre-application materials, the District has retained WSP in the amount of up to \$50,000, which will be funded from the Fishing Modernization Fund. This is not reimbursable from the Grant but will help keep the project on schedule.

ATTACHMENTS:

Attachment 1 - Site Plan (Current)

Attachment 2 - Potential Concept for Modernized Commercial Squid Offloading/Sorting Facility

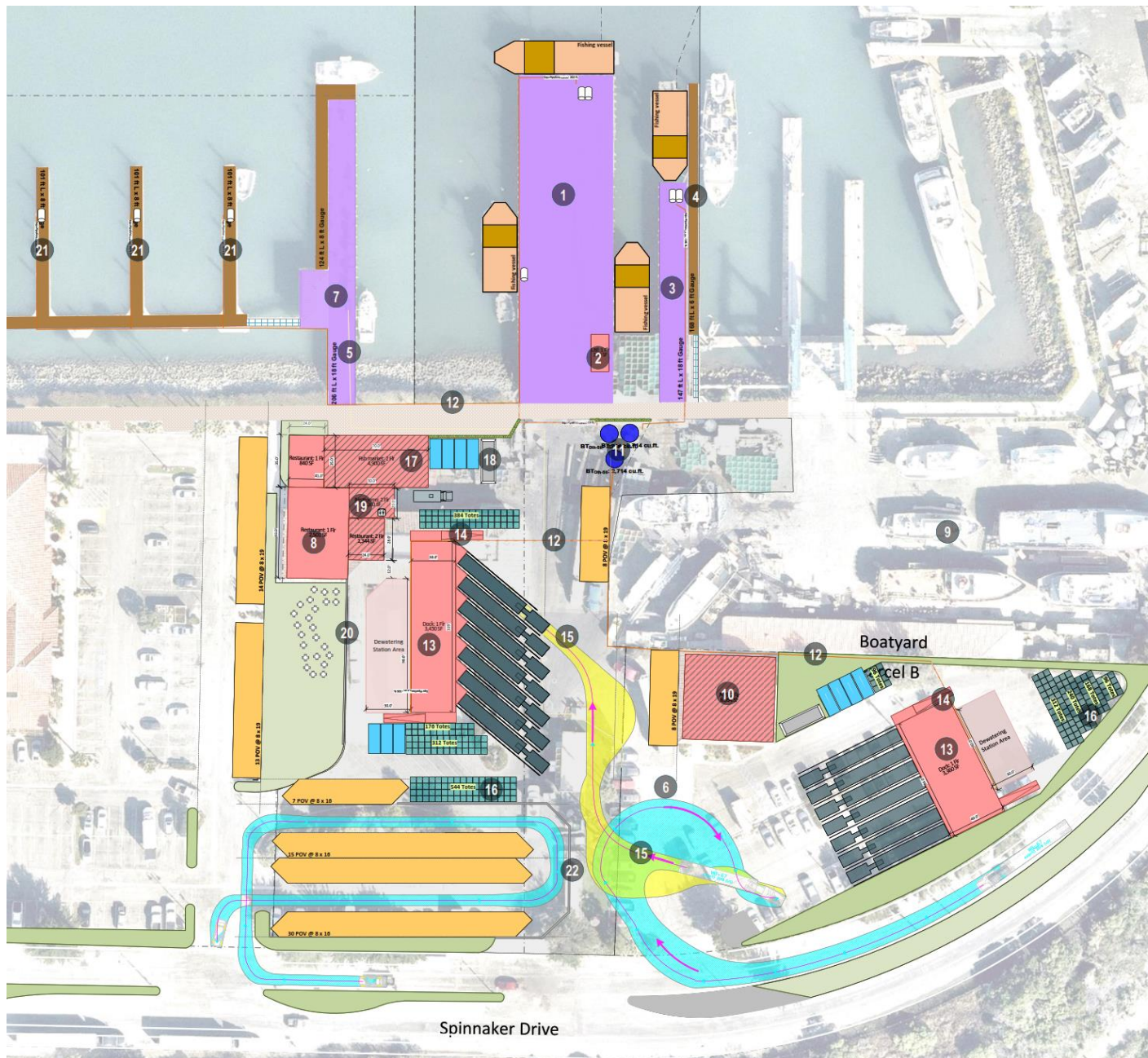
Attachment 3 - Mitigation Monitoring and Reporting Program Summary (Draft)

Attachment 1 – Site Plan (Current)



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

Attachment 2 – Potential Concept for Modernized Commercial Squid Offloading/Sorting Facility



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

IV. MITIGATION MONITORING & REPORTING PROGRAM

1. INTRODUCTION

The California Environmental Quality Act (CEQA) requires that a Lead Agency establish a program to monitor and report on mitigation measures adopted as part of the environmental review process to avoid or reduce the severity and magnitude of potentially significant environmental impacts associated with project implementation. CEQA (Public Resources Code § 21081.6 (a)(1)) requires that a Mitigation Monitoring and Reporting Program (MMRP) be adopted at the time that the Lead Agency determines to carry out a project for which an Initial Study / Mitigated Negative Declaration (IS/MND) has been prepared to ensure that the mitigation measures identified in the IS/MND are fully implemented.

2. MITIGATION MONITORING AND REPORTING PROGRAM DESCRIPTION

Compliance

The Oxnard Harbor District (Lead Agency) would coordinate monitoring activities and document the implementation of mitigation measures. Per Public Resources Code § 15097 (d) of the *State CEQA Guidelines*, Lead and Responsible Agencies may coordinate their mitigation monitoring or reporting programs where possible. Because the Ventura Port District is serving as a Responsible Agency to the Project, the agency would also coordinate monitoring activities occurring within their jurisdiction with the Lead Agency. **Table 4-1, Commercial Fishing Modernization Project Mitigation and Monitoring Reporting Program**, below, identifies the mitigation measures, the monitoring actions, the implementing entities, the responsible parties for monitoring actions, and the timing of mitigation actions. The entity identified as having implementing responsibility has the primary duty to execute the mitigation measures. The “applicant” shall refer to the Lead Agency of the Project. In some instances, this may require contracting for specialized consultant services. In instances where the implementing responsibility is shared between the Applicant and construction contractors, the Applicant would be responsible for ensuring that the mitigation requirements are implemented.

Field Monitoring of Mitigation Measures

Prior to the issuance of grading and building permits, while detailed development plans are being prepared for approval by the Oxnard Harbor District, the Oxnard Harbor District would be responsible for ensuring compliance with mitigation monitoring applicable to the project design phase.

During and following construction of the Project, the Lead Agency would retain qualified inspectors who would be responsible for monitoring the implementation of the mitigation measures. The inspectors would report to the Oxnard Harbor District. The inspectors would be thoroughly familiar with the mitigation measures contained in the MMRP and with construction contract requirements, schedules, standard construction practices, and mitigation techniques. The Lead Agency would be responsible for carrying out the mitigation measures, and would be responsible for reviewing construction plans and equipment staging/access plans and monitoring construction activities to ensure conformance with the adopted mitigation measures. The Oxnard Harbor District would also have the authority to enforce mitigation measures by suspending particular construction activities. The Ventura Port District would also have the authority to review and provide input to construction plans and equipment staging/access plans and monitoring construction activities occurring within the Ventura Harbor.

If any mitigation measures are not being implemented, the Oxnard Harbor District may pursue corrective action. Penalties that may be applied include, but are not limited to, the following: (1) a written notification and request for compliance; (2) withholding of permits; (3) administrative fines; (4) a stop-work order; (5) criminal prosecution and/or administrative fines; (6) forfeiture of security bonds or other guarantees; and (7) revocation of permits or other entitlements.

Changes to Mitigation Measures

The Lead Agency would be permitted to make changes to the MMRP, subject to one of the following findings, documented by evidence included in the record:

- a. The mitigation measure included in the Final IS/MND and MMRP is no longer required because the significant environmental impact identified in the IS/MND has been found not to exist or to occur at a level which makes the impact less than significant as a result of changes in the project, changes in conditions of the environment or other factors.

- or -

- b. The modified or substitute mitigation measure to be included in the MMRP provides a level of environmental protection equal to or greater than that afforded by the mitigation included in the IS/MND and the MMRP; and the modified or substitute mitigation measures do not have significant adverse effects on the environment in addition to, or greater than, those which were considered by the responsible hearing bodies in their decisions on the IS/MND and the Project; and the modified or substitute mitigation measures are feasible, and the Lead Agency through measures included in the MMRP or other procedures can ensure their implementation.

Findings and related documentation supporting the findings involving modifications to mitigation measures shall be maintained in the project file with the MMRP and shall be made available to the public upon request.

Mitigation Monitoring and Reporting Program

Table 4-1 presented on the following pages provides the MMRP for the Project. The MMRP identifies the following:

1. The full text of the mitigation measure(s) applicable to each impact statement;
2. The method and/or process by which the mitigation measure would be implemented; and
3. The timing of implementation of each mitigation measure.

After review and approval of the final MMRP by the Lead Agency, minor changes and modifications to the MMRP are permitted, but can only be made by the Applicant subject to the approval by the Lead Agency through a public hearing. The Lead Agency, in conjunction with any appropriate agencies or departments, would determine the adequacy of any proposed change or modification. The flexibility is necessary in light of the proto-typical nature of the MMRP and the need to protect the environment with a workable program.

Table 4-1
Commercial Fishing Modernization Project
Mitigation Monitoring and Reporting Program

Mitigation Measure	Mitigation Responsibility	Timing
<p>MM BIO-1: Nesting Bird Survey: If Project work is to occur during the typical nesting season (between February 1 and September 31), a nesting bird survey shall be conducted by a biologist prior to the commencement of construction activities at the Ventura Harbor site. Surveys should occur within the Project Site and a 300- foot buffer, as accessible, prior to commencing construction work for the Project. The nesting bird survey must be completed no more than five days prior to work. If work does not begin within five days of the survey date, a subsequent survey must be conducted. If an active nest is discovered, the biologist shall establish an avoidance buffer around the nest until the young have fledged.</p> <p>Nest Avoidance Buffer: If nesting birds are identified during the surveys, the biologist shall determine an appropriate disturbance-free (i.e., no-work-zone) buffer (typically between 100 and 500 feet) depending on the species and Project activities. Buffer zones should be clearly demarcated in the field for avoidance by construction activities. The size of an established buffer may be altered if the biologist conducts behavioral observations and determines the nesting birds would not be affected by the Project activities. If this occurs, the biologist shall prescribe a modified buffer that allows sufficient room to prevent undue disturbance/harassment to the nesting birds. If the buffer is reduced, the biologist shall remain on site to monitor the behavior of the nesting birds during construction in order to ensure that the reduced buffer does not result in take of eggs or nestlings. No construction or earth-moving activity shall occur within the established buffer until it is determined by the biologist that the young have fledged (are no longer dependent on the nest or the adults for feeding) and have attained sufficient flight skills to avoid project construction zones. If a biologist is not hired to monitor the nest, then the full buffer(s) shall be maintained in place from February 1 to September 31. The buffer may be removed, and work may proceed as otherwise planned within the buffer on October 1</p>	The Oxnard Harbor District, Ventura Port District	<p>Monitoring Phase: Pre-construction and construction.</p> <p>Monitoring Frequency: Ongoing.</p>
<p>MM-CUL-1: In the event that previously unidentified cultural resources are encountered during ground disturbing activities, work in the immediate area must halt and a qualified archaeologist (in accordance with City of Ventura standards) must be contacted immediately to evaluate the find. If the discovery proves to be significant under CEQA, the qualified archaeologist shall expeditiously prepare and implement a research design and archaeological data recovery plan that captures those categories of data for which the site is significant in accordance with Section 15064.5 of the <i>CEQA Guidelines</i>.</p>	Oxnard Harbor District, Ventura Port District, City of Ventura	<p>Monitoring Phase: Construction Phase.</p> <p>Monitoring Frequency: Ongoing, during excavation activities.</p>
<p>MM GEO-1: In the event paleontological resources are discovered during construction or grading, all work shall be halted within 50 feet of the discovery and a Paleontological Resource Mitigation Plan shall be prepared by a qualified paleontologist to address assessment and recovery of the resource. A final report documenting any found resources, their recovery, and disposition shall be prepared in consultation with either the Ventura Port District or the Port of Hueneme (depending on location of the find), and a copy of the report shall be provided to the City of Ventura or the City of Port Hueneme, as applicable</p>	Oxnard Harbor District, Ventura Port District	<p>Monitoring Phase: Construction Phase.</p> <p>Monitoring Frequency: Ongoing, during field inspection.</p>

Mitigation Measure	Mitigation Responsibility	Timing
<p>MM TR-1: Prior to issuance of a demolition permit at the Ventura Harbor, the Ventura Harbor, in coordination with the City of Ventura, shall conduct a Level of Service analysis to evaluate the total increase in intersection traffic at the Project driveway and Spinnaker Drive. The LOS analysis shall include at a minimum:</p> <ul style="list-style-type: none"> • Analysis of up to four (4) intersections (including Project driveway) and four (4) roadway segments and truck queuing analysis (on and off site) • Evaluation of existing and existing plus project conditions • Analysis and documentation of traffic conditions, project impacts, and mitigation requirements for cumulative without Project and cumulative with project conditions • Identification of any necessary transportation improvements, including determination if traffic impact mitigation fees are necessary. • Recommendations related to onsite truck queuing and safety 	Oxnard Harbor District, Ventura Port District, City of Ventura (or designee) to jointly prepare the LOS analysis and implement recommendations	<p>Monitoring Phase: Pre-Construction.</p> <p>Monitoring Frequency: Ongoing.</p>
<p>MM TR-2: Prior to the start of demolition activities, the Project Applicant shall prepare and submit a traffic management plan (TMP) for the Ventura Port District, City of Ventura City Engineer, and the Ventura Fire Department for review and approval. The TMP shall include traffic control measures that would minimize impacts to non-truck traffic on Spinnaker Drive. These control measures would include, but are not limited to:</p> <ul style="list-style-type: none"> • In the event that construction activities and equipment require temporary closure of the Spinnaker Drive northbound lane, closure signs and detour signs shall be placed temporarily along the front of the site to help re-route traffic. • Trained personnel shall be retained to serve as traffic control personnel to direct traffic safely through or around a construction zone, especially when heavy equipment is crossing to the site from the construction staging areas. • Fencing shall be installed as appropriate to ensure safe separation of the public from active construction areas. 	Oxnard Harbor District, Ventura Port District, City of Ventura	<p>Monitoring Phase: Pre-Construction.</p> <p>Monitoring Frequency: Ongoing .</p>
<p>MM TCR-1: Retain a Native American Monitor Prior to Commencement of Ground-Disturbing Activities.</p> <ol style="list-style-type: none"> 1. The Project Applicant/Lead Agency shall retain a Native American Monitor from or approved by the appropriate California Native American tribes. The monitor shall be retained prior to the commencement of any "ground-disturbing activity" for the subject project at all project locations (i.e., both on-site and any off-site locations that are included in the project description/definition and/or required in connection with the project, such as public improvement work). "Ground-disturbing activity" shall include, but is not limited to, demolition, pavement removal, potholing, auguring, grubbing, tree removal, boring, grading, excavation, drilling, and trenching. 2. A copy of the executed monitoring agreement shall be submitted to the Lead Agency prior to the earlier commencement of any ground-disturbing activity, or the issuance of any permit necessary to commence a ground-disturbing activity. 3. The monitor will complete daily monitoring logs that will provide descriptions of the relevant ground-disturbing activities, the type of construction activities performed, locations of ground-disturbing activities, soil types, cultural-related materials, and any other facts, conditions, materials, or discoveries of significance to the Tribe. Monitor logs will identify and describe any discovered TCRs, including but not limited to, Native American cultural and historical artifacts, remains, places of significance, etc., (collectively, tribal cultural resources, or "TCR"), as well as any discovered Native 	Oxnard Harbor District, Ventura Port District	<p>Monitoring Phase: Demolition and Construction Phase.</p> <p>Monitoring Frequency: Ongoing during demolition and construction.</p>

Mitigation Measure	Mitigation Responsibility	Timing
<p>American (ancestral) human remains and burial goods. Copies of monitor logs will be provided to the Project Applicant/Lead Agency upon written request to the Tribe.</p> <p>4. On-site tribal monitoring shall conclude upon the latter of the following (1) written confirmation to the appropriate California Native American tribes from a designated point of contact for the Project Applicant/Lead Agency that all ground-disturbing activities and phases that may involve ground-disturbing activities on the project site or in connection with the project are complete; or (2) a determination and written notification by the appropriate California Native American tribes to the Project Applicant/Lead Agency that no future, planned construction activity and/or development/construction phase at the project site possesses the potential to impact the TCRs outlined in this Initial Study/Mitigated Negative Declaration.</p>		
<p>MM TCR-2: Unanticipated Discovery of Tribal Cultural Resource Objects (Non-Funerary/Non-Ceremonial)</p> <p>Upon discovery of any TCRs, all construction activities in the immediate vicinity of the discovery shall cease (i.e., not less than the surrounding 50 feet) and shall not resume until the discovered TCR has been fully assessed by the appropriate California Native American tribe monitor and/or archaeologist. The appropriate California Native American tribe will recover and retain all discovered TCRs in the form and/or manner the Tribe deems appropriate, in the Tribe's sole discretion, and for any purpose the Tribe deems appropriate, including for educational, cultural and/or historic purposes.</p>	Oxnard Harbor District, Ventura Port District	<p>Monitoring Phase: Demolition and Construction Phase.</p> <p>Monitoring Frequency: Ongoing, during demolition and construction.</p>
<p>MM TCR-3: Unanticipated Discovery of Human Remains and Associated Funerary or Ceremonial Objects</p> <ol style="list-style-type: none"> Native American human remains are defined in PRC 5097.98 (d)(1) as an inhumation or cremation, and in any state of decomposition or skeletal completeness. Funerary objects, called associated grave goods in Public Resources Code Section 5097.98, are also to be treated according to this statute. If Native American human remains and/or grave goods are discovered or recognized on the project site, then Public Resource Code 5097.9 as well as Health and Safety Code Section 7050.5 shall be followed. Human remains and grave/burial goods shall be treated alike per California Public Resources Code section 5097.98(d)(1) and (2). Preservation in place (i.e., avoidance) is the preferred manner of treatment for discovered human remains and/or burial goods. Any discovery of human remains/burial goods shall be kept confidential to prevent further disturbance. 	Oxnard Harbor District, Ventura Port District	<p>Monitoring Phase: Demolition and Construction Phase</p> <p>Monitoring Frequency: Ongoing, during demolition and construction.</p>



BOARD OF PORT COMMISSIONERS
JUNE 4, 2025

STANDARD AGENDA ITEM 2
ADOPTION OF RESOLUTION No. 3529
APPROVING THE FINANCIAL
STATEMENTS AND CHECKS FOR
JANUARY THROUGH MARCH 2025

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: June 4, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager
SUBJECT: Adoption of Resolution No. 3529 Approving the Financial Statements and Checks
for January through March 2025

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3529 to:

- a) Accept the financial statements for the Quarter ending March 2025.
- b) Review the payroll and regular checks for January through March 2025.

SUMMARY:

Attached for the Board's review are the financial statements for the quarter ending March 31, 2025, and the check registers for January through March 2025.

GUIDING PRINCIPLES:

- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 6) Provide exceptional public service and organizational transparency.

FIVE-YEAR OBJECTIVES:

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

BACKGROUND:

The financial statements for the quarter ending March 31, 2025, shown as Attachment 2, consist of a Comparative Income Statement, Supplementary Notes, a Balance Sheet, a Cashflow Statement, a Distribution of Cash, a Comparison of Lease Rents and a Three-Year Comparative Statement of Revenue and Expenses.

Operational Disbursements

The accounts payable check registers for January through March can be found following the financial statement documents, as Attachment 3. The registers include a brief description of the purpose for each check.

Staff has provided supplemental information for check expenditures exceeding \$20,000 that are non-routine below to correspond with the District's check signing policy.

January 2025 –

- Alliant Insurance Services was paid \$73,646 on 1/02/25 for the annual marina insurance premium for floating docks and piers.

- Rincon Consultants was paid \$38,753.83 on 1/02/25 as a progress payment on dredging support services, sand management Coastal Development permit support and a sediment characterization study.
- Affordable Contractors Resources was paid \$35,795 on 1/02/25 as a deposit on the tenant improvement to replace doors and windows at Boatyard Pub.
- F.C.T. Construction was paid \$20,000 on 1/02/25 as a progress payment on the launch ramp restroom rehabilitation project.
- F.C.T. Construction was paid \$47,125 on 1/15/25 for the final payment on 1559/1583 Spinnaker Drive building restroom projects at the Village.
- Alliant Insurance Services was paid \$77,838 on 1/29/2025 for annual marina liability insurance premiums
- Jensen Design & Survey was paid \$44,183 on 1/29/25 for progress payments on eight different projects including -
 - The 19A parking lot reconfiguration improvements,
 - Harbor Village Marinel Fuel Pier tank replacement survey,
 - Village Fish Pier survey,
 - Project management on the Launch Ramp Boat Washdown project and,
 - other general engineering.
- Noble Consultants Inc. was paid \$43,961 on 1/29/25 as a progress payment for services on the Ventura West Marina Channel Study.
- Rasmussen & Associates Inc. was paid \$26,993 on 1/29/25 as a progress payment toward the 1575 Spinnaker Drive restaurant concept planning project and the 1559 Spinnaker Drive #101 tenant improvements in the old Coastal Marine Biolabs suite.

February 2025 –

- The Flag Factory was paid \$37,250 on 2/4/25 for the final payment on the Harbor entrance and Harbor Village Christmas décor annual removal and storage.
- TK Elevator Corporation was paid \$78,127 on 2/4/25 for the deposit on the 1583 Spinnaker Drive emergency elevator project.
- Hansens's Plumbing Inc was paid \$48,451 on 2/26/25 for several projects including Harbor Cove and Surfer's Knoll beach restroom plumbing rehabilitation project.
- Rasmussen & Associates Inc. was paid \$22,252 on 2/26/25 as a progress payment for services at 1559 Spinnaker Drive #101 exterior and interior improvements (old Coastal Marine Biolabs suite).
- Rincon Consultants, Inc. was paid \$23,626 on 2/26/25 as a progress payment on dredging support services and a sediment characterization study.
- F.C.T. Construction was paid \$25,000 on 2/26/25 as a progress payment for the Harbor Cove and Surfers Knoll beach interior restroom rehabilitation projects.
- F.C.T, Construction was paid \$66,250 on 2/27/25 for several projects including the interior demolition of the 1575 Spinnaker Drive #101 old 805 Copa restaurant space and a progress payment for the demolition and replacement of the glass wall and patio at 1567 Spinnaker Drive, Surf n Taco suite.

March 2025 –

- Jensen Design & Survey was paid \$23,059 on 3/12/25 for progress payments on several projects including -
 - reconfiguration improvements of lot 19A,
 - Harbor Cove and Surfers Knoll beach access,
 - project management on the launch ramp boat washdown project,
 - reconfiguration of the old Dry Storage lot facility and
 - the inner courtyard passthrough project between 1575/1583 Spinnaker Drive,
- Rasmussen & Associates Inc. was paid \$43,685 on 3/12/25 towards a building and safety plan development at 1575 Spinnaker Drive and as a progress payment for services at 1559 Spinnaker Drive #101 exterior and interior improvements (old Coastal Marine Biolabs suite).
- Bluewater Marine & Dock Specialties was paid \$229,750 on 3/12/25 as a progress payment on the launch ramp dock system float replacement project.
- J & H Engineering General was paid \$155,865 on 3/12/25 as a progress payment on the launch ramp boat washdown project.
- Aarmark Beer Gardens was paid \$55,334 on 3/27/25 as the final payment towards improvements to the Loose Cannon suite buildout as per Amendment 2 of their lease agreement.

Details reflecting purchases made using the District's Wells Fargo Commercial credit cards for January through March 2025 are included as Attachment 4.

The Quarterly Treasurer's Report for the period ending March 31, 2025, has been included as Attachment 5. The District has diversified investments by transferring 31% of the reserves into California Cooperative Liquid Asset Securities System (CA CLASS). CA CLASS is a Joint Powers Authority (JPA) Local Government Investment Pool that was launched in April of 2022. The Local Agency Investment Fund (LAIF) continues to hold 69% of the District's reserves. LAIF is a pooled money investment account through the State of California, Office of the Treasurer.

Payroll Disbursements

The District has 26 bi-weekly pay periods per year; ten months of the year will have two regular payroll periods and two months will have three regular pay periods. For this quarter, January, February, and March contain two regular pay periods each. March also includes the quarterly accrued compensation pay-off run for all departments.

FISCAL IMPACT:

The Statement of Income and Expenses reflects a positive 'Change in Net Position' of \$2,831,329 for the period ended March 31, 2025. This change is a result of normal operations and the receipt of the December property tax allocation from the County.

ATTACHMENTS:

Attachment 1 – Resolution No. 3529

Attachment 2 – Statement of Income and Expenses – Quarter Ended March 31, 2025

Attachment 3 – Accounts Payable Check Registers – January - March 2025

Attachment 4 – Wells Fargo Bank Credit Card Charges – October - December 2024

Attachment 5 – Quarterly Treasurers Report – March 31, 2025



RESOLUTION NO. 3529

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE
VENTURA PORT DISTRICT CONSENTING TO THE ACCEPTANCE OF THE
FINANCIAL STATEMENT AND APPROVAL OF CHECKS**

BE IT RESOLVED by the Board of Port Commissioners of the Ventura Port District, that:

- A. Accept the Financial Statements for the Quarter ended March 31, 2025, as revised.
- B. The following Checks are hereby reviewed:
 - 1) Payroll checks and direct deposits #53182-53478 in the amounts of \$216,577 for January 2025 salaries, \$189,357 for February 2025 salaries, and \$228,555 for March 2025 salaries.
 - 2) Regular Checks #59080-59524 in the amounts of \$741,238 for January 2025 expenditures, \$502,312 for February 2025 expenditures, and \$775,207 for March 2025 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on June 4, 2025, Resolution No. 3529 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Michael Blumenberg, Chair

Anthony Rainey, Secretary

ATTACHMENT 2

Ventura Port District

Current Period Includes 3 Months

Consolidated all Departments

Income Statement-Board

Standard Budget

Accrual

Comparative Income Statement

	Actual	Budget	Variance		YTD Actual	YTD Budget	Variance	
	Jan - Mar 2025	Jan - Mar 2025			Jul 2024 - Mar 2025	Jul 2024 - Mar 2025		
OPERATING REVENUES								
Parcel Lease Income	1,581,077	1,560,000	21,077	1%	4,510,088	4,350,000	160,088	4%
Dry Storage Income	17,108	21,000	(3,892)	-19%	51,797	57,000	(5,203)	-9%
Fisherman's Storage	23,900	23,520	380	2%	70,918	70,560	358	1%
Parking Income	5,134	4,500	634	14%	37,824	36,500	1,324	4%
Harbor Event Fees	4,580	8,500	(3,920)	-46%	28,086	21,000	7,086	34%
Miscellaneous Income/Rentals	1,843	3,201	(1,358)	-42%	18,839	22,653	(3,814)	-17%
Village Income:								
Harbor Village Lease Income	797,373	765,300	32,073	4%	2,651,527	2,517,400	134,127	5%
Commercial Fishing	196,199	84,400	111,799	132%	406,883	207,600	199,283	96%
Slip Rentals	367,479	315,000	52,479	17%	917,732	885,000	32,732	4%
Dock Electrical Income	13,826	14,500	(675)	-5%	36,051	42,500	(6,449)	-15%
Late Fees	1,571	250	1,321	529%	3,508	750	2,758	368%
Marketing Booth/Vendor/Sponsorship Income	10,089	3,250	6,839	210%	24,129	24,750	(621)	-3%
Merchants Promo Fund Dues	30,748	31,800	(1,052)	-3%	92,358	94,800	(2,442)	-3%
Common Area Maintenance Income	101,576	109,500	(7,924)	-7%	298,951	310,400	(11,449)	-4%
TOTAL OPERATING REVENUES	3,152,502	2,944,721	207,781	7%	9,148,691	8,640,913	507,778	6%
OPERATING EXPENSES								
Personnel Expenses:								
Salaries and Wages								
Regular Salaries	737,381	806,926	69,545	9%	2,282,040	2,522,397	240,357	10%
Part-time Help	34,525	18,825	(15,700)	-83%	95,482	59,577	(35,905)	-60%
Overtime Pay	38,960	36,750	(2,210)	-6%	123,802	98,250	(25,552)	-26%
Holiday Pay	21,686	18,625	(3,061)	-16%	47,496	55,875	8,379	15%
Total Salaries and Wages	832,552	881,126	48,574	6%	2,548,820	2,736,099	187,279	7%
Other Personnel Expenses								
Retirement Contributions	197,864	210,093	12,229	6%	616,004	639,845	23,841	4%
Payroll Taxes	18,575	15,064	(3,511)	-23%	48,506	46,792	(1,714)	-4%
Worker's Compensation Insurance	38,250	38,250	0	0%	114,750	114,750	0	0%

ATTACHMENT 2

Ventura Port District

Current Period Includes 3 Months

Consolidated all Departments

Income Statement-Board

Standard Budget

Accrual

Comparative Income Statement

	Actual	Budget	Variance		YTD Actual	YTD Budget	Variance	
	Jan - Mar 2025	Jan - Mar 2025			Jul 2024 - Mar 2025	Jul 2024 - Mar 2025		
OPEB Liability	3,634	3,999	365	9%	10,228	11,997	1,769	15%
Medical and Life Insurance	69,212	89,256	20,044	22%	205,798	267,768	61,970	23%
Optional Benefit Plan	80,306	94,737	14,431	15%	225,067	258,269	33,202	13%
Uniform Expenses and Tool Allowances	4,665	7,496	2,831	38%	20,207	22,488	2,281	10%
Total Other Personnel Expenses	412,505	458,895	46,390	10%	1,240,560	1,361,909	121,349	9%
Total Personnel Expenses	1,245,058	1,340,021	94,963	7%	3,789,380	4,098,008	308,628	8%
GENERAL EXPENSES								
Advertising	10,011	4,500	(5,511)	-122%	16,768	13,500	(3,268)	-24%
Auto/Boat Equipment Maintnace	35,986	65,950	29,964	45%	156,484	178,050	21,566	12%
Bad Debt	0	0	0	0%	624	0	(624)	0%
Bank Fees & Other Miscellaneous Expenses	1,708	1,248	(460)	-37%	2,755	3,748	993	27%
Building Maintenance	22,030	42,756	20,726	48%	100,603	128,268	27,665	22%
Building Maint.-Tenant Improvements	173,270	144,000	(29,270)	-20%	333,949	552,000	218,051	40%
Communications & WiFi Services	11,671	14,016	2,345	17%	37,092	42,088	4,996	12%
Conferences, Meetings & Trainings	19,749	33,075	13,326	40%	57,092	85,250	28,158	33%
Dock Maintenance & Repairs	7,289	87,793	80,504	92%	20,535	143,371	122,836	86%
Equipment Rental	5,265	5,873	608	10%	14,780	16,619	1,839	11%
General Insurance	112,500	112,500	0	0%	337,500	337,500	0	0%
Grounds Maintenance	38,884	62,375	23,491	38%	113,502	187,125	73,623	39%
Maintenance Contingency	13,004	22,500	9,496	42%	30,923	67,500	36,577	54%
Janitorial Supplies	12,141	20,124	7,983	40%	43,921	60,372	16,451	27%
Land/Building Rental Expense	23,900	23,520	(380)	-2%	70,919	70,560	(359)	-1%
Marketing & Promotions	70,214	88,215	18,001	20%	317,513	354,545	37,032	10%
Memberships, Cloud Based Subscriptions	36,048	55,253	19,205	35%	105,509	132,751	27,242	21%
Office/Computer Equipment & Supplies	8,221	16,752	8,531	51%	30,517	32,256	1,739	5%
Operating Supplies	7,145	18,723	11,578	62%	44,532	58,769	14,237	24%
Other Equipment & Repairs	10,784	11,624	840	7%	34,008	34,872	864	2%
Prof. Services-Legal, Judgements, Settlements	67,487	82,500	15,013	18%	238,192	247,500	9,308	4%
Prof. Services/Outside Services	269,740	362,625	92,885	26%	822,876	1,062,875	240,000	23%

ATTACHMENT 2

Ventura Port District

Current Period Includes 3 Months

Consolidated all Departments

Income Statement-Board

Standard Budget

Accrual

Comparative Income Statement

	Actual	Budget	Variance		YTD Actual	YTD Budget	Variance	
	Jan - Mar 2025	Jan - Mar 2025			Jul 2024 - Mar 2025	Jul 2024 - Mar 2025		
Prof. Services-Comm. Fishing & Aquaculture Advo	15,080	15,000	(80)	-1%	16,774	45,000	28,227	63%
Utilities	127,203	132,403	5,201	4%	386,292	397,133	10,841	3%
Dredging Related Expense	68,147	79,125	10,978	14%	195,111	172,371	(22,740)	-13%
Total General Expenses	1,167,475	1,502,450	334,975	22%	3,528,771	4,424,023	895,252	20%
Total Operating Expenses	2,412,533	2,842,471	429,938	15%	7,318,151	8,522,031	1,203,880	14%
Operating Income (Loss)	739,969	102,250	637,719	624%	1,830,541	118,882	1,711,659	1440%
NONOPERATING REVENUES								
General								
Investment Income (Loss)	202,957	150,000	52,957	35%	623,298	450,000	173,298	39%
Tax Income	57,774	40,000	17,774	44%	1,098,437	1,034,500	63,937	6%
Other Nonoperating Income	14,000	0	14,000	0%	44,000	0	44,000	0%
FEMA Relief Funds	65,594	0	65,594	0%	65,594	0	65,594	0%
TOTAL NONOPERATING REVENUES	340,326	190,000	150,326	79%	1,831,329	1,484,500	346,829	23%
NONOPERATING EXPENSES								
Interest Expenses	175,067	176,746	1,679	1%	370,599	372,582	1,983	1%
Depreciation Expense	394,732	431,250	36,518	8%	1,132,333	1,293,750	161,417	12%
Total Non-operating Expenses	569,799	607,996	38,197	6%	1,502,931	1,666,332	163,401	10%
Non-operating Income (Loss)	(229,473)	(417,996)	188,523	45%	328,398	(181,832)	510,230	281%
CHANGES IN NET POSITION	510,497	(315,746)	826,243	262%	2,158,939	(62,950)	2,221,889	3530%

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending March 31, 2025 – Budget to Actual Analysis

Many budget line items are not equally distributed over the course of a given year. In these circumstances, staff attempt to specify the period for planned expenditures or follow seasonal patterns when distributing the annual budget by month. However, where timing of expenses is uncertain, those line items are divided equally through the year which can result in variances by quarter. This report reviews the third quarter for the fiscal year 2024-2025. Operating revenues are up 4% over the same quarter last year, which primarily reflects a successful squid season in the current year. The operating expenses are down 18% this quarter which directly reflects the onetime inner harbor dredging performed in March 2024 that was not necessary in March 2025.

Operating Income:

Parcel Lease Income – (exceeds budget \$160,088) This category reflects the cumulative balance for master tenant's rents. The variance continues to reflect the onetime appreciation rent of \$54,000 that was received in September for the assignment of Ventura Harbor Marine Fuel to Safe Harbor Marine. This type of income is unplanned and therefore not budgeted for. The remainder of the variance falls within a nominal margin of 2%.

Harbor Village Lease Income – (exceeds budget \$134,127) This category reflects retail, restaurants, offices, and charters. As always, staff budgets tenants conservatively. The Majority of this variance is due to higher charter income, which exceeds the budget by 22%. The retail, restaurant, and office categories continue to exceed the budget by about 2 to 3%, which falls within a nominal variance margin.

Commercial Fishing – (exceeds budget \$199,283) This category represents the fisheries building rent and the squid offloading income. This variance primarily represents higher than anticipated squid landings during the second quarter ending 12/31/24 and the third quarter ending 03/31/25. Offloading is budgeted conservatively given the volatile nature of the squid fishing seasons from year to year.

Operating Expenses:

Personnel Expenses – (under budget \$308,628) This variance is the net effect of salaries and wages being under budget \$187,279 and other personnel expenses being under budget \$121,349.

- Salaries and Wages are under budget by \$187,279. This grouping is distributed evenly throughout the year based on 2 or 3 paychecks per month and the timing of the pay out of quarterly accrued compensation, as appropriate. This variance is primarily due to the net of effect of the following:
 - ▣ Regular salaries are under budget by \$240,357. This is primarily due to the unanticipated retirement of two employees in December combined with the continued recruitment process of other budgeted vacancies that have been ongoing throughout the year. Three full-time harbor patrol positions and one maintenance position were successfully filled in May 2025.
 - ▣ Part-time help and Overtime Pay are over budget \$35,905 and \$25,552, respectively. This was primarily due to shift coverage needs as a result of the vacancies referred to above and unexpected medical leaves.
- Other personnel expenses are under budget \$121,349. This variance primarily reflects benefits in Retirement, Medical and Life Insurance and the Optional Benefit Plan that are budgeted but costs were not incurred due to the vacancies and retirements discussed above.

Building Maint. – Tenant Improvements – (under budget \$218,051) This budget line was divided by twelve and distributed evenly through the year. Tenant Improvements contain both planned improvement needs, and a contingency for possible needs. The timing of tenant improvements is seldom clear. In recent years, the facilities department has grown its effort to perform in-house labor when staff are available on TI projects creating savings to the District by not hiring outside contractors. One project which represents the bulk of this variance is the

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending March 31, 2025 – Budget to Actual Analysis

renovation of the former Coastal Marine Biolabs office, which will be converted to retail. Staff are in the bidding process for the project, but construction will not take place before the end of the fiscal year.

Dock Maintenance and Repairs – (under budget \$122,836) This variance reflects work projected for annual dock alignment for C and portions of D docks which had to be deferred as Bellingham had to move some of their crews to the east coast following last year's hurricanes and tropical storms that took out or severely damaged many marinas. Staff anticipate identifying an alternative vendor in the coming fiscal year.

Grounds Maintenance – (under budget \$73,623) This budget line was divided by twelve and distributed evenly through the year. Staff continues to perform landscaping improvements in the Village, which will use some of this variance. There is currently an additional \$40,000 in work currently being undertaken in the current quarter which will also use up some of this variance.

Other Professional/Outside Services - (under budget \$240,000) Except for State Lifeguard Services, this category is distributed evenly throughout the year. Not all services are administered evenly each month but given the disparity of services needed through the various departments, it is not possible to know exactly when all the different services will be needed. This variance is primarily in the admin department.

- Harbor Patrol is under budget \$22,331.
- Maintenance is under budget \$42,569
 - ▣ Window washing, pest control, and parking lot sweeping services are all coming in under budget.
- Admin under budget \$167,396
 - ▣ Recruitment services for the Administrative Services Manager will be billed in June
 - ▣ Dixon parking consultant will send billing in June
 - ▣ A portion of Moffat & Nichol's services have been deferred as the grant application deadline was pushed out to September by the federal government.
 - ▣ Third-party transportation services have been deferred until required.
 - ▣ Economic study will be deferred to next year.
- Marina is under budget \$7,703

Non-operating Revenue and Expenses:

Investment Income - (exceeds budget \$173,298) This category is budgeted conservatively. A modest increase was made to the budget as part of the mid-year budget adjustment in February. The variance continues to be a direct result of the income earned from LAIF investments exceeding projections.

Other Non-operating Income – (exceeds budget \$44,000) Blois Construction entered into a license agreement with the District to temporarily utilize lot 19A while they were performing work for the Ventura Water Pure project in other areas of the harbor. This income was not anticipated.

FEMA Relief Funds – (exceeds budget \$65,594) These funds were applied for during the prior year storm recovery period. The funds were not accrued as income in the prior year nor budgeted in the current year because FEMA had not approved reimbursement of the funds prior to the budget being adopted.

ATTACHMENT 2

Ventura Port District Balance Sheet For the Period Ended March 31, 2025

CURRENT ASSETS		CURRENT LIABILITIES	
Cash in Banks	5,946,911	Accounts Payable	699,776
Accounts Receivable	690,936	Accrued Liabilities	36,348
Taxes Receivable	120,912	Accrued Interest Payable	148,881
Interest Receivable	251,235	Current Portion of Long Term Debt	1,228,336
Prepaid Expenses	302,370	Current Portion of Compensated Absences	288,077
Current Portion of Lease Receivable-Tenant Leases	3,292,711	Current Portion of Accounts Payable-Equipment Lease/SBITA	114,293
Inventory of supplies	78,219		
TOTAL CURRENT ASSETS	\$10,683,294	TOTAL CURRENT LIABILITIES	\$2,515,711
NONCURRENT ASSETS		LONG TERM DEBT	
Long Term Portion of Lease Receivable-Tenant Leases	44,458,185	Ltd - Notes Payable	7,955,847
	\$44,458,185	TOTAL LONG TERM DEBT	\$7,955,847
RESTRICTED ASSETS		OTHER LIABILITIES	
Cash - Dredging	2,196,049	Long Term Portion of Compensated Absences	92,678
Cash - Improvement	9,067,079	Long Term Portion of Accounts Payable Equipment Lease/SB	373,059
Cash - Fisheries Complex	220,760	Net OPEB Liability	1,005,204
		Net Pension Liability	5,188,357
TOTAL RESTRICTED ASSETS	\$11,483,888	Unearned Revenue	6,918
FIXED ASSETS		Security Deposits	301,254
Land	2,342,629	TOTAL OTHER LIABILITIES	\$6,967,470
Harbor Improvements	50,113,411		
Equipment	2,274,234	TOTAL LIABILITIES	\$17,439,028
Leased Equipment being Amortized	779,295		
	55,509,569	EQUITY	
Accumulated depreciation	(23,395,073)	Contributed Capital	4,632,128
NET FIXED ASSETS	\$32,114,496	Retained Earnings-Reserved	645,536
		Retained Earnings- Unreserved	28,927,215
		Changes in Net Position	2,158,939
TOTAL ASSETS	\$98,739,863	TOTAL EQUITY	\$36,363,818
DEFERRED OUTFLOWS OF RESOURCES		DEFERRED INFLOW OF RESOURCES	
Deferred amount on refunding's	78,571	Deferred amount on OPEB	626,766
Deferred amount on OPEB	162,876	Deferred amount from pension plan	202,619
Deferred amount on pension plan	2,391,796	Deferred amount from Leases	46,740,875
TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$2,633,243	TOTAL DEFERRED INFLOW OF RESOURCES	\$47,570,260
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		TOTAL LIABILITIES, EQUITY, AND DEFERRED INFLOW OF RESOURCES	
	\$101,373,106		\$101,373,106

Quarterly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Cashflow Statement As of March 31, 2025

Enterprise Fund

Operating Income	9,148,691
Non-Operating Income	1,831,329
Total Income	\$ 10,980,021
Operating Expenses	7,318,151
Non-Operating Expenses	1,502,931
Total Expenses	\$ 8,821,082
Change in Net Position-Accrual Basis	\$ 2,158,939
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(1,228,336)
Deferred amount on refundings	25,255
Acquisitions/Retirements of Capital Assets	(1,371,770)
Net Cash provided (used) by Capital & Financing	\$ (2,574,851)
Operating Income Adjustments:	
Depreciation/Impairment of assets	1,132,333
(Increase)decrease in receivables	355,378
(Increase)decrease in prepaid Items	231,221
Increase(decrease) in payables	(381,286)
Increase(decrease) in unearned revenue	-
Increase (decrease) in tenant deposits	(9,818)
Net Cash provided by Operating Activities	\$ 1,327,828
NET Increase (Decrease) in Cash	\$ 911,916
Add: Beginning Cash 7/1/24	\$ 16,518,883
Ending Cash at 03/31/25	\$ 17,430,799

Quarterly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Distribution of Cash as of March 31, 2025

	Current Balance
Cash	
Cash on Hand (undeposited)	1,475
Cash in Checking (Wells Fargo)	618,844
Merchant Fund (Wells Fargo)	22,853
Cash in County Treasury	21,412
Total Cash Available for Normal Operations	<u>\$ 664,584</u>
Investments Unrestricted Reserves	
California Cooperative Liquid Asset Securities System (CA CLASS)	5,278,883
Local Agency Investment Fund (LAIF)	3,444
Total Investments Unrestricted Reserves	<u>\$ 5,282,327</u>
Capital Improvement Reserves	
Local Agency Investment Fund (LAIF)	9,067,079
Total Capital Improvement Reserves	<u>\$ 9,067,079</u>
Dredging Reserves	
Local Agency Investment Fund (LAIF)	2,196,049
Total Dredging Reserves	<u>\$ 2,196,049</u>
Fisheries Complex Reserves	
Local Agency Investment Fund (LAIF)	220,760
Total Fisheries Complex Reserves	<u>\$ 220,760</u>
 TOTAL CASH AND INVESTMENTS	 <u><u>\$ 17,430,799</u></u>

ATTACHMENT 2

Ventura Port District Comparison of Lease Rent Not Adjusted for GASB87 Accounting

	Year to Date Ended <u>3/31/2025</u>	Year to Date Ended <u>3/31/2024</u>	Increase (Decrease)	
Parcel Leases				
VHMA/Derecktor Marine	184,921	217,470	(32,549)	-15%
Sheraton 4 Points-Harbortown	537,472	496,867	40,605	8%
Harbortown Point	84,661	85,508	(847)	-1%
Oceans West Marina	327,160	311,466	15,694	5%
Ventura Isle Marina	870,093	838,541	31,552	4%
Ventura Marina Mobile Park	492,410	480,128	12,282	3%
Ventura West Marina	508,311	508,655	(344)	0%
Ventura Yacht Club	119,380	115,521	3,859	3%
Vta Harbor Boatyard	307,896	308,292	(396)	0%
Portside Partners Ventura Harbor	1,023,784	1,009,598	14,186	1%
Total Parcel Lease	<u>4,456,088</u>	<u>4,372,046</u>	<u>84,042</u>	2%
Appreciation rent & Option Fee	<u>54,000</u>	<u>100,000</u>	<u>(46,000)</u>	-46%
Total Parcel Leases	4,510,088	4,472,046	38,042	1%
Ventura Harbor Village				
Retail Rents	468,719	469,613	(894)	0%
Restaurant Rents	1,095,448	1,058,560	36,888	3%
Office Rents	682,006	619,123	62,883	10%
Charters	405,355	352,379	52,976	15%
Assignment Fees	<u>3,000</u>	<u>3,000</u>	<u>(3,000)</u>	0%
Total Village	2,651,528	2,502,675	148,853	6%
Commercial Fishing	406,883	216,828	190,055	88%
TOTAL	7,568,499	7,191,549	376,950	5%

Quarterly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Three Year Comparative For the Current Quarter and Year to Date

	Quarter Ending March 31st			Year-To-Date March 31st			% change FY23-24 to Current
	2022-23	2023-24	Current	2022-23	2023-24	Current	
Operating Income							
Parcel Leases	1,440,057	1,674,321	1,581,077	4,022,572	4,472,045	4,510,088	1%
Assignment/Option Fee	-	-	-	-	-	-	0%
Dry Storage	20,314	18,501	17,108	59,650	57,889	51,797	-11%
Other Operating	26,320	33,844	35,457	174,388	158,248	155,667	-2%
Harbor Village Leases	723,348	719,813	797,373	2,489,326	2,502,676	2,651,527	6%
Commercial Fishing	98,085	91,330	196,199	326,079	216,828	406,883	88%
Slips	366,188	417,552	367,479	896,040	945,504	917,732	-3%
CAM	95,501	91,847	101,576	282,004	282,801	298,951	6%
Marketing	29,944	28,864	30,748	88,120	111,908	92,358	-17%
Electrical Slips	19,601	17,771	13,826	40,402	44,409	36,051	-19%
Other Operating	7,293	10,304	11,660	29,612	41,148	27,637	-33%
Total Operating Income	2,826,651	3,104,147	3,152,503	8,408,193	8,833,456	9,148,691	4%
Operating Expenses							
Harbor Patrol	417,057	460,746	515,806	1,369,855	1,425,759	1,733,448	22%
Maintenance	393,914	348,288	314,405	1,175,785	999,375	965,187	-3%
Administration	603,053	1,009,583	918,219	1,811,422	2,862,327	2,486,881	-13%
Marina	201,733	263,151	211,798	659,658	784,649	657,579	-16%
C A M	222,040	218,483	218,895	661,532	678,106	686,077	1%
Marketing	124,504	155,348	159,721	459,557	503,606	581,868	16%
Dredging	67,709	83,165	73,690	136,370	260,356	207,110	-20%
Special Inner Harbor Dredging	-	1,409,321	-	-	1,409,321	-	-100%
Total Operating Expenses	2,030,010	3,948,085	2,412,534	6,274,179	8,923,499	7,318,150	-18%
NET OPERATING INCOME	796,641	(843,938)	739,969	2,134,014	(90,043)	1,830,541	-2133%
Non-operating Income							
Interest	206,025	184,650	202,957	214,780	614,767	623,298	1%
Taxes	55,268	56,419	57,774	978,275	1,035,810	1,098,437	6%
Other-JPIA Insurance	-	-	-	-	-	-	-
Recovery, FEMA & City of	-	499,280	79,594	355,200	610,771	109,594	-82%
Total Non-operating Income	261,293	740,349	340,325	1,548,255	2,261,348	1,831,329	-19%
Non-Operating Expenses							
Depreciation	294,132	401,777	175,067	891,732	1,051,177	1,132,333	8%
Debt Service	206,628	191,077	394,732	433,101	402,320	370,599	-8%
Other	-	-	-	-	-	-	0%
Total Non-operating Expenses	500,760	592,854	569,799	1,324,833	1,453,497	1,502,932	3%
NET NON-OPER. INCOME	(239,467)	147,495	(229,474)	223,422	807,851	328,397	-59%
NET CHANGE IN POSITION	557,174	(696,443)	510,495	2,357,436	717,808	2,158,938	201%

Quarterly Report
(Unaudited)

ATTACHMENT 3

Accounts Payable Check Register - January 2025

Check	Date	Name	Description	Amount	Void Amount
59080	01/02/25	ACCESS HARDWARE SUPPLY	Launch ramp rehab	7,786.19	
59081	01/02/25	ACCURATE FIRST AID SERVICES	Replenish first aid	176.30	
59082	01/02/25	THE ACORN NEWSPAPERS	Advertising	980.00	
59083	01/02/25	ALLIANT INSURANCE SERVICES	Annual-Floating dock	73,646.00	
59084	01/02/25	ARAMSCO, INC	VPD janitorial supplies	210.81	
59085	01/02/25	BURONS PREFERRED PUMPING INC.	VHV hydro jetting	1,595.00	
59086	01/02/25	C E D	Shop stock-light bulbs	102.73	
59087	01/02/25	CINTAS CORP #684	Uniforms,rugs,towels	384.42	
59088	01/02/25	COASTAL OCCUPATIONAL MEDICAL	Pre employment exams	725.00	
59089	01/02/25	CUMULUS BROADCASTING INC.	Advertising	2,500.00	
59090	01/02/25	CUSTOM AWARDS & ENGRAVING	Retirement plaque-J. Gonzalez	75.43	
59091	01/02/25	E.J. HARRISON & SONS INC.	Trash service	9,707.90	
59092	01/02/25	FARMER BROS. CO	Coffee supplies	456.64	
59093	01/02/25	FERGUSON ENTERPRISES INC.	1691 restroom repair	136.53	
59094	01/02/25	GRAINGER INC.	Shop stock-batteries, rain gear, toilet seat	1,154.03	
59095	01/02/25	HANSEN'S PLUMBING, INC.	1567#105 leak repair and drywall repair	12,860.00	
59096	01/02/25	J. W. ENTERPRISES	Portable toilet rental	1,437.32	
59097	01/02/25	JPL CONSTRUCTION INC	Hoist 1 repair	630.00	
59098	01/02/25	LAGERLOF LLP	Legal services	22,138.30	
59099	01/02/25	LEGALSHIELD	Prepaid legal	68.75	
59100	01/02/25	LIEBERT CASSIDY WHITMORE	Human Resources legal services	3,168.00	
59101	01/02/25	LOS ANGELES TOURISM	Membership	1,000.00	
59102	01/02/25	MATILIJIA WATER	Reverse osmosis/cooler	71.15	
59103	01/02/25	MCCORMIX CORP.	Maintenance vehicle fuel	422.00	
59104	01/02/25	RED WING SHOE STORE	Safety shoes	64.88	
59105	01/02/25	RINCON CONSULTANTS, INC.	Sand management, Dredge support, Sediment characterization	38,753.83	
59106	01/02/25	SMITH PIPE & SUPPLY INC.	VPD irrigation valve	61.42	
59107	01/02/25	STANDARD INSURANCE COMPANY	Group Term Life/Long-term Disability	3,649.59	
59108	01/02/25	SUN LIFE FINANCIAL	Dental insurance premiums	1,467.26	
59109	01/02/25	SUNBELT RENTALS, INC.	Scrubber rental	353.75	
59110	01/02/25	VENTURA HARBOR STORAGE	Fishermans storage rent	515.44	
59111	01/02/25	VISION SERVICE PLAN-(CA)	Employee vision plan	806.54	
59112	01/02/25	WEST MARINE PRO	Boat supplies	525.65	
59113	01/02/25	CHANNEL WATCH MARINE SERVICES INC	Vessel disposal	13,185.00	
59114	01/02/25	CREATIVE COAST PRODUCTIONS	Event production	375.00	
59115	01/02/25	REID MIDDLETON	Launch ramp rehab	302.00	
59116	01/02/25	RRM DESIGN GROUP	Coastal development	3,810.00	
59117	01/02/25	COASTAL COPY, INC	Marina printer lease	90.87	
59118	01/02/25	ADVANCE AUTO PARTS PROFESSIONAL	Automotive supplies	73.33	
59119	01/02/25	WHIZCOM MARKETING LLC	Event production	1,709.72	
59120	01/02/25	JC SWEEPING	VHV lot sweeping	730.00	
59121	01/02/25	IMPERIAL DADE	VHV and VPD janitorial supplies	1,721.48	
59122	01/02/25	TIMES MEDIA GROUP	Advertising	195.00	
59123	01/02/25	SB BUBBLE GUY	Event production	210.00	

ATTACHMENT 3

Accounts Payable Check Register - January 2025

Check	Date	Name	Description	Amount	Void Amount
59124	01/02/25	AFFORDABLE CONTRACTORS RESOURCES	Deposit-Boatyard Pub doors and windows	35,795.00	
59125	01/02/25	STREAMLINE SOFTWARE INC	HP-software subscription	840.00	
59126	01/02/25	PEGASUS TRANSIT INC	POL shuttle service	2,504.70	
59127	01/02/25	BOAT SPECIALISTS	Boat electronics	11,760.91	
59128	01/02/25	MATT ALLPORT	Dry Storage tenant security refund	120.00	
59129	01/02/25	RICHARD BYRON *** VOID ***	Vendor never received		108.00
59130	01/06/25	SEAWORTHY MARINE PRODUCTS	Heat exchanger/cooler	4,394.10	
59131	01/15/25	ACCESS HARDWARE SUPPLY	Launch ramp rehab	4,029.85	
59132	01/15/25	THE ACORN NEWSPAPERS	Advertising	980.00	
59133	01/15/25	AFLAC	Salary reduction benefit	1,209.43	
59134	01/15/25	ALERTLINE COMMUNICATIONS	VPD elevator phone service	702.00	
59135	01/15/25	ARTURO MEDINA *** VOID ***	Bank denied due to glitch, re-issued		600.00
59136	01/15/25	B & R TOOL SUPPLY CO. *** VOID ***	Bank denied due to glitch, re-issued		253.93
59137	01/15/25	BEACON MARINE CHANDLERY INC	Misc boat parts	95.45	
59138	01/15/25	C E D *** VOID ***	Bank denied due to glitch, re-issued		404.02
59139	01/15/25	CAL TERMITE & PEST CONTROL	VHV pest control	350.00	
59140	01/15/25	CARPI & CLAY	Washington lobbyist	5,000.00	
59141	01/15/25	CINTAS CORP #684 *** void ***	Remit stub used to list invoice numbers		-
59142	01/15/25	CINTAS CORP #684	Uniforms,rugs,towels	1,529.20	
59143	01/15/25	THE CITY OF VENTURA	Event production	1,793.47	
59144	01/15/25	CLIFTON LARSON ALLEN LLP	Lease accounting, audit progress payment	8,389.50	
59145	01/15/25	COASTAL ARCHITECTS	Tenant signage	2,687.50	
59146	01/15/25	CUSTOM EMBROIDERY *** VOID ***	Bank denied due to glitch, re-issued		80.60
59147	01/15/25	CYBERCOPY INC.	Wayfinding signage, Event production	528.52	
59148	01/15/25	DATACHECK	Pre employment exams	63.00	
59149	01/15/25	DIAL SECURITY INC	NPS 1431 Fire/security monitoring	299.00	
59150	01/15/25	DUNN-EDWARDS CORPORATION	Paint/primer	692.92	
59151	01/15/25	E.J. HARRISON & SONS INC. *** VOID ***	Bank denied due to glitch, re-issued		1,113.04
59152	01/15/25	FARMER BROS. CO	Coffee supplies	640.33	
59153	01/15/25	FENCE FACTORY	Launch restroom rehab	63.00	
59154	01/15/25	FERGUSON ENTERPRISES INC. *** VOID ***	Bank denied due to glitch, re-issued		287.12
59155	01/15/25	FOUREST TREE SERVICE, INC	Parcel 19 tree trim, Launch ramp area tree trim	14,125.00	
59156	01/15/25	GRAINGER INC.	Safety supplies, VHV restroom lockset	619.94	
59157	01/15/25	GREEN THUMB INTERNATIONAL	VPD fountain repair	7.80	
59158	01/15/25	HANSEN'S PLUMBING, INC.	1559 sewer line, 1559 hydro jetting	2,935.63	
59159	01/15/25	HEALTH & HUMAN RESOURCE CENTER *** VOID ***	Bank denied due to glitch, re-issued		244.87
59160	01/15/25	JANITEK CLEANING SOLUTIONS	1583 tower cleaning, 1431/1691 janitorial, Marketing janitorial	3,336.00	
59161	01/15/25	JESSICA RAUCH	Reimburse-Travel	560.96	
59162	01/15/25	LAGERLOF LLP	Legal services	16,468.58	
59163	01/15/25	MCCORMIX CORP.	Maint vehicle fuel	351.54	
59164	01/15/25	MEREDITH OPERATIONS CORPORATION	Advertising	3,200.00	
59165	01/15/25	MUZICRAFT INC. *** VOID ***	Bank denied due to glitch, re-issued		348.06
59166	01/15/25	PACIFIC COAST CONGRESS OF	Membership	365.00	
59167	01/15/25	PASSPORT LABS INC	Parking citations	290.07	

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Accounts Payable Check Register - January 2025

Check	Date	Name	Description	Amount	Void Amount
59168	01/15/25	PHOTO-SCAN OF LOS ANGELES	Monthly key card service	957.95	
59169	01/15/25	PORTA-STOR	Harbor Patrol storage	140.00	
59170	01/15/25	R P BARRICADE	POL-event production	224.94	
59171	01/15/25	RASMUSSEN & ASSOCIATES INC	1567 glass wall	285.00	
59172	01/15/25	READYREFRESH	Bottled water service	271.52	
59173	01/15/25	SEARLE CREATIVE GROUP	Content development, Advertising	5,965.00	
59174	01/15/25	SUNRIDGE LANDSCAPE MAINT., INC	Monthly mowing service	1,800.00	
59175	01/15/25	SUNRISE MUSIC	Entertainment/Music	1,000.00	
59176	01/15/25	SUSAN BEJECKIAN PUBLIC RELATIONS	Advertising	1,600.00	
59177	01/15/25	THE FLAG FACTORY *** VOID ***	Bank denied due to glitch, re-issued		37,250.00
59178	01/15/25	TIME TO SHINE	Contracted window washing service	3,082.50	
59179	01/15/25	TODD MITCHELL *** VOID ***	Bank denied due to glitch, re-issued		622.00
59180	01/15/25	VENTURA COUNTY REPORTER	Advertising	720.00	
59181	01/15/25	VENTURA HARBOR STORAGE	Fisherman Storage rent	7,836.42	
59182	01/15/25	VENTURA LOCKSMITHS	Restroom rekey	180.00	
59183	01/15/25	WEST MARINE PRO	Boat wiper motor and controller, Boat supplies, Small tools	969.19	
59184	01/15/25	MAVCCO FUEL	Boat fuel	3,126.02	
59185	01/15/25	F.C.T. CONSTRUCTION	Launch ramp rehab	20,000.00	
59186	01/15/25	JAKE DAVID	Content development	1,880.00	
59187	01/15/25	CAPITAL ONE TRADE CREDIT	Pressure washer repair	883.55	
59188	01/15/25	MEDALLION PROTECTIVE SERVICES INC	Village security patrol	20,337.55	
59189	01/15/25	WAYNE HATCH	Reimburse-Travel	860.27	
59190	01/15/25	LANDSCAPE DEVELOPMENT INC *** VOID ***	bank denied due to glitch, re-issued		6,750.00
59191	01/15/25	AUTOWASHMAN	Washdown card reader machine	3,179.32	
59192	01/15/25	CONTRACTOR COMPLIANCE AND MONITORING INC	Labor compliance	110.00	
59193	01/15/25	PREMIER PROPERTY PRESERVATION LLC *** VOID ***	Bank denied due to glitch, re-issued		6,320.50
59194	01/15/25	IMPERIAL DADE *** VOID ***	Bank denied due to glitch, re-issued		2,514.51
59195	01/15/25	SOUTH COAST SHIPYARD INC	Boat inspection	375.00	
59196	01/15/25	F.C.T. CONSTRUCTION	1559/1583 restroom project	47,125.00	
59197	01/29/25	JENNIFER TALT-LUNDIN	Lunar scavenger hunt - \$2 dollar bills	24.00	
59198	01/29/25	ACCURATE FIRST AID SERVICES	Replenish first aid	290.28	
59199	01/29/25	ALL THAT'S FIT TO PRINT	Advertising production	310.00	
59200	01/29/25	ALLIANT INSURANCE SERVICES	Annual premium	77,838.00	
59201	01/29/25	ARAMSCO, INC	Janitorial supplies	372.05	
59202	01/29/25	BEACON MARINE CHANDLERY INC	Pressure washer part	38.70	
59203	01/29/25	C E D	VPD office lighting, launch ramp electrical, Parcel 19 rehab, 159	2,607.13	
59204	01/29/25	CINTAS CORP #684	Uniforms, rugs, towels	751.88	
59205	01/29/25	THE CITY OF VENTURA	Trash service	100.00	
59206	01/29/25	CYBERCOPY INC.	Boat wash project, paid parking infrastructure, event production	256.71	
59207	01/29/25	DOWNTOWN VENTURA PARTNERS	Advertising	900.00	
59208	01/29/25	E.J. HARRISON & SONS INC.	Trash service	9,761.20	
59209	01/29/25	FERGUSON ENTERPRISES INC.	1449 restroom heater	199.34	
59210	01/29/25	GRAINGER INC.	Pressure washer repair	15.87	
59211	01/29/25	HANSEN'S PLUMBING, INC.	1591 mainline block and hydro jetting	5,033.28	

ATTACHMENT 3

Accounts Payable Check Register - January 2025

Check	Date	Name	Description	Amount	Void Amount
59212	01/29/25	INDUSTRIAL BOLT AND SUPPLY	Dock 1 cleat	28.66	
59213	01/29/25	J. W. ENTERPRISES	Launch ramp restroom rehab	709.52	
59214	01/29/25	JANITEK CLEANING SOLUTIONS	Greek tower 2 cleaning	1,440.00	
59215	01/29/25	JENSEN DESIGN & SURVEY INC.	Architectural design and oversight on five capital projects	44,183.36	
59216	01/29/25	K & L GATES LLP	Aquaculture, Ventura West Marina lease	6,017.50	
59217	01/29/25	KARLA ROSS PRODUCTIONS INC.	Event production	1,640.00	
59218	01/29/25	MATILIJA WATER	Reverse osmosis/cooler	71.15	
59219	01/29/25	MCCORMIX CORP.	Maintenance vehicle fuel	245.14	
59220	01/29/25	MUZICRAFT INC.	VHV public music	348.06	
59221	01/29/25	NOBLE CONSULTANTS INC.	Ventura West Marine channel study	43,960.60	
59222	01/29/25	RASMUSSEN & ASSOCIATES INC	1575 concept plan, 1559 TI-Marine Lab	26,992.75	
59223	01/29/25	RINCON CONSULTANTS, INC.	Sand management, Dredge support, Sediment characterization	17,054.03	
59224	01/29/25	RING CENTRAL INC	Monthly phone service	985.94	
59225	01/29/25	SEARLE CREATIVE GROUP	Website maintenance	2,055.00	
59226	01/29/25	SEAWORTHY MARINE PRODUCTS	Raw water pump	2,793.69	
59227	01/29/25	SERVICE-PRO FIRE PROTECTION	VPD elevator test	858.41	
59228	01/29/25	SUNBELT RENTALS, INC.	Scrubber rental	353.75	
59229	01/29/25	SWIFT CHIP, INC	IT services, back up server, Microsoft	11,495.50	
59230	01/29/25	THE AMGRAPH GROUP	Advertising	1,280.00	
59231	01/29/25	TIME TO SHINE	Contracted window washing service	1,820.00	
59232	01/29/25	TRAFFIC TECHNOLOGIES LLC	VHV curb/car stops	524.40	
59233	01/29/25	VCSDA	Chapter meeting	105.00	
59234	01/29/25	VENTURA BREEZE	Advertising	560.00	
59235	01/29/25	VENTURA CHAMBER OF COMMERCE	Chapter breakfast	440.00	
59236	01/29/25	VENTURA LOCKSMITHS	Re-key at launch ramp	34.85	
59237	01/29/25	WEST COAST AIR CONDITIONING	1431 NPS HVAC repair	1,198.05	
59238	01/29/25	WEST MARINE PRO	M32/M38 batteries, boat equipment and supplies, VPD-shop cle	1,080.54	
59239	01/29/25	CHANNEL WATCH MARINE SERVICES INC	Vessel disposal	2,200.00	
59240	01/29/25	TELCOM INC	POL-Radio rentals	320.00	
59241	01/29/25	CASTLE & GRAY INTERNATIONAL INC	Boat wash project	1,250.00	
59242	01/29/25	RRM DESIGN GROUP	Coastal development	243.75	
59243	01/29/25	CAPITAL ONE TRADE CREDIT	Shop tool- Drill	289.85	
59244	01/29/25	LANDSCAPE DEVELOPMENT INC	19A improvements	3,750.00	
59245	01/29/25	GANNETT CALIFORNIA LOCALIQ	Job posting	2,103.51	
59246	01/29/25	JC SWEEPING	VHV lot sweeping	730.00	
59247	01/29/25	IMPERIAL DADE	Janitorial supplies	933.90	
59248	01/29/25	RICHARD BYRON	Dry Storage tenant security refund	108.00	
59249	01/29/25	CALLI BRAZEROL	Reimburse-mileage	53.62	
59250	01/30/25	SWRCB/AFRS	Launch ramp waste permit	2,704.00	
59251	01/30/25	SAFE HARBOR VENTURA ISLE	Pressure washer fuel	51.55	
59252	01/30/25	MARTIN LOPEZ	Reimburse for power washer repair parts	54.61	
Total Enterprise Account Check Register				\$ 741,238.02	\$ 56,896.65

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Accounts Payable Check Register - February 2025

Check	Date	Name	Description	Amount	Void Amount
59253	02/04/25	THE FLAG FACTORY	Balance-Annual decor	37,250.00	
59254	02/04/25	TODD MITCHELL	Reimburse-Travel	622.00	
59255	02/04/25	PREMIER PROPERTY PRESERVATION LLC	Janitorial services	6,320.50	
59256	02/04/25	LIEBERT CASSIDY WHITMORE	Human Resources legal services	6,380.00	
59257	02/04/25	TK ELEVATOR CORPORATION	Deposit-Elevators	78,126.89	
59258	02/13/25	ARTURO MEDINA	Advertising	600.00	
59259	02/13/25	CARPI & CLAY	Washington lobbyist	5,000.00	
59260	02/13/25	COUNTY OF VENTURA	Harbor Patrol truck repair	3,096.10	
59261	02/13/25	CUSTOM EMBROIDERY	Uniforms	80.60	
59262	02/13/25	E.J. HARRISON & SONS INC.	Trash service	1,750.57	
59263	02/13/25	FMP UNIFORM CO.	Uniforms	84.05	
59264	02/13/25	PHOTO-SCAN OF LOS ANGELES	Monthly key card service, Camera repair	1,102.95	
59265	02/13/25	SUNBELT RENTALS, INC.	Scrubber rental	353.75	
59266	02/13/25	SUNRISE MUSIC	Entertainment/Music	1,200.00	
59267	02/13/25	VALLEY SCENE MAGAZINE	Advertising	600.00	
59268	02/13/25	VENTURA CHAMBER OF COMMERCE	Leasing advertising	180.00	
59269	02/13/25	VENTURA HARBOR STORAGE	Fisherman Storage	7,836.42	
59270	02/13/25	VISION SERVICE PLAN-(CA)	Employee vision plan	830.64	
59271	02/13/25	CREATIVE COAST PRODUCTIONS	Event production	650.00	
59272	02/13/25	JESSICA SNIPAS	Reimburse-Travel	280.41	
59273	02/13/25	LANDSCAPE DEVELOPMENT INC	Parcel 19A rehab	6,750.00	
59274	02/13/25	TK ELEVATOR CORPORATION	1559 elevator repair, VPD elevator service	6,350.39	
59275	02/13/25	ENGLUND MARINE & INDUSTRIAL SUPPLY	Nylon rope	529.63	
59276	02/13/25	IMPERIAL DADE	Janitorial supplies	4,806.61	
59277	02/13/25	ATLANTIS UTILITY INC	Annual 5G services	4,500.00	
59278	02/13/25	RETAIL SMART GUYS INC	Lease broker consult	1,247.50	
59279	02/13/25	CIVIC PLUS LLC	Social media records	3,490.00	
59280	02/21/25	STIRRED LLC	Tenant appreciation	1,000.00	
59281	02/26/25	ADAMS PRINTING & GRAPHIC	Advertising production	2,576.33	
59282	02/26/25	AFLAC	Salary reduction benefit	1,209.43	
59283	02/26/25	AMERICAN SHORE & BEACH	Membership	150.00	
59284	02/26/25	ARAMSCO, INC	VPD janitorial supplies	150.78	
59285	02/26/25	B & R TOOL SUPPLY CO.	Bank fee for returned item	12.00	
59286	02/26/25	BEACON MARINE CHANDLERY INC	Boat maintenance	109.11	
59287	02/26/25	C E D	Launch Ramp electrical, VPD multimeter, 1449 light repair	826.21	
59288	02/26/25	CAL TERMITE & PEST CONTROL	VHV pest control	350.00	
59289	02/26/25	CALIFORNIA ELECTRICAL SUPPLY	Boat wash down electrical breakers	1,283.56	
59290	02/26/25	CINTAS CORP #684	Uniforms, rugs, towels	1,127.82	
59291	02/26/25	THE CITY OF VENTURA	Trash service	100.00	
59292	02/26/25	CUSTOM AWARDS & ENGRAVING	Event production	280.15	
59293	02/26/25	CYBERCOPY INC.	Leasing decals, Parking services	203.57	
59294	02/26/25	DIAL SECURITY INC	1431 Fire/security monitoring	299.00	
59295	02/26/25	E.J. HARRISON & SONS INC.	Trash service	10,329.71	

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Accounts Payable Check Register - February 2025

Check	Date	Name	Description	Amount	Void Amount
59296	02/26/25	FARMER BROS. CO	Coffee supplies	617.36	
59297	02/26/25	FENCE FACTORY	Launch ramp restroom temporary fence	63.00	
59298	02/26/25	FERGUSON ENTERPRISES INC.	1569 P traps, Plumbing auger, 1691 faucet	361.88	
59299	02/26/25	FMP UNIFORM CO.	Uniform patches	644.35	
59300	02/26/25	GRAINGER INC.	Rain gear	75.20	
59301	02/26/25	GREEN THUMB INTERNATIONAL	Garden tool repair, 1575 and 1583 landscape	570.22	
59302	02/26/25	HANSEN'S PLUMBING, INC.	1591#205 and 207 drains, Surfers Knoll plumbing, Harbor Cove	48,451.22	
59303	02/26/25	HEALTH & HUMAN RESOURCE CENTER	Employee Assistance Program (EAP)	489.74	
59304	02/26/25	J. W. ENTERPRISES	Launch Ramp restrooms	709.52	
59305	02/26/25	JANITEK CLEANING SOLUTIONS	NPS 1431/1691 janitorial, Marketing janitorial	1,962.37	
59306	02/26/25	JENSEN DESIGN & SURVEY INC.	Boat wash project, Boatyard pub pathway	6,276.25	
59307	02/26/25	LAGERLOF LLP	Legal services	20,003.75	
59308	02/26/25	LEGALSHIELD	Prepaid legal	68.75	
59309	02/26/25	LIEBERT CASSIDY WHITMORE	Human Resources legal services	4,138.50	
59310	02/26/25	MATILIJIA WATER	Reverse osmosis/cooler	69.15	
59311	02/26/25	MCCORMIX CORP.	Maintenance vehicle fuel	537.59	
59312	02/26/25	MUZICRAFT INC.	VHV public music	696.12	
59313	02/26/25	PASSPORT LABS INC	Parking citations	352.23	
59314	02/26/25	PHOTO-SCAN OF LOS ANGELES	Monthly key card service, camera repair	3,277.95	
59315	02/26/25	PORTA-STOR	Harbor Patrol storage	140.00	
59316	02/26/25	QUADIENT FINANCE USA INC	VPD postage machine lease	834.56	
59317	02/26/25	RASMUSSEN & ASSOCIATES INC	1559 exterior improve, Coastal Marine interior	22,252.43	
59318	02/26/25	RINCON CONSULTANTS, INC.	Dredge support, Sediment characterization	23,626.31	
59319	02/26/25	RING CENTRAL INC	Monthly phone service	985.94	
59320	02/26/25	SEAWORTHY MARINE PRODUCTS	Boat parts	287.21	
59321	02/26/25	SERVICE-PRO FIRE PROTECTION	Fire sprinkler inspections	1,829.49	
59322	02/26/25	SHEROES ENTERTAINMENT	Event production	1,490.00	
59323	02/26/25	SMITH PIPE & SUPPLY INC.	Launch ramp irrigation, 19A irrigation repair	256.36	
59324	02/26/25	STANDARD INSURANCE COMPANY	Group Term Life/Long-term Disability	3,881.10	
59325	02/26/25	SUN LIFE FINANCIAL	Dental insurance premiums	2,934.52	
59326	02/26/25	SUNRIDGE LANDSCAPE MAINT., INC	Contracted monthly mowing service	1,800.00	
59327	02/26/25	SUNRISE MUSIC	Event production	250.00	
59328	02/26/25	SUSAN BEJECKIAN PUBLIC RELATIONS	Advertising	1,600.00	
59329	02/26/25	TIME TO SHINE	Contracted window washing	3,082.50	
59330	02/26/25	VENTURA BREEZE	Advertising	560.00	
59331	02/26/25	VENTURA LOCKSMITHS	Rekey 1583 #105	99.70	
59332	02/26/25	WEST MARINE PRO	Boat parts, Uniform boots	2,311.58	
59333	02/26/25	MAVCCO FUEL	Boat fuel	2,284.44	
59334	02/26/25	F.C.T. CONSTRUCTION	Harbor Cove Surfers Knoll restroom	25,000.00	
59335	02/26/25	CHANNEL WATCH MARINE SERVICES INC *** VOID ***	incorrect check number sequence		3,400.00
59336	02/26/25	DARLA BEA MODUGNO	Event production	350.00	
59337	02/26/25	REID MIDDLETON	Launch ramp dock	939.56	
59338	02/26/25	ANACAPA UKULELE	Entertainment/Music	250.00	

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Accounts Payable Check Register - February 2025

Check	Date	Name	Description	Amount	Void Amount
59339	02/26/25	RRM DESIGN GROUP	Parcel 5 PSA	3,436.00	
59340	02/26/25	COASTAL COPY, INC	Administration and Marketing copier lease	625.39	
59341	02/26/25	MEDALLION PROTECTIVE SERVICES INC	Village security patrol	11,500.00	
59342	02/26/25	MAX POWER TECHNOLOGY LLC	Content development	150.00	
59343	02/26/25	GANNETT CALIFORNIA LOCALIQ	Parking services bid, Job posting	3,217.00	
59344	02/26/25	KCRUTS PHOTOGRAPHY	Event production	175.00	
59345	02/26/25	AGRICULTURE/WEIGHTS & MEASURES	Elevator permit# ELE-7-003179	570.50	
59346	02/26/25	AMERICA TOW & AUTO LLC	Marina area tow, Harbor Patrol truck tow	375.00	
59347	02/26/25	REC2TEC SCUBA INSTRUCTION	Harbor Patrol dive training	700.00	
59348	02/26/25	PREMIER PROPERTY PRESERVATION LLC	Janitorial services	5,970.50	
59349	02/26/25	IMPERIAL DADE	Janitorial supplies	1,587.31	
59350	02/26/25	ATLANTIS UTILITY INC	Hardware-5G services	3,910.17	
59351	02/26/25	SB BUBBLE GUY	Event production	800.00	
59352	02/26/25	BOAT SPECIALISTS	Boat parts	1,046.94	
59353	02/26/25	INSIGHT ENVIRONMENTAL INC	1559 build out test, 1575 asbestos test	2,875.00	
59354	02/26/25	GALLION EROSION CONTROL	Sand dune restoration	3,825.00	
59355	02/26/25	SUNRISE MUSIC *** VOID ***	incorrect check number sequence		250.00
59356 - 59374		Printer malfunction			-
59375	02/26/25	SUNRISE MUSIC	Entertainment/Music	250.00	
59376	02/26/25	CHANNEL WATCH MARINE SERVICES INC	Vessel disposal	3,400.00	
59377	02/26/25	SUNRISE MUSIC	Entertainment/Music	250.00	
59378	02/26/25	SUNRISE MUSIC	Entertainment/Music	500.00	
59379	02/26/25	SUNRISE MUSIC	Entertainment/Music	250.00	
59380	02/26/25	SUNRISE MUSIC	Entertainment/Music	250.00	
59381	02/27/25	F.C.T. CONSTRUCTION	1575 #101 demolition, 1567 Surf Taco, 1567 Facade	66,250.00	
59382	02/27/25	C&C DESIGNS	Event production	2,113.02	
59383	02/27/25	PAIGE SCHOUTEN	Entertainment/Music	613.00	
59384	02/27/25	STIRRED LLC	Event production	990.00	
59385	02/27/25	HEALTH & HUMAN RESOURCE CENTER	Employee Assistance Program (EAP)	244.87	
				<u>\$ 502,312.23</u>	<u>\$ 3,650.00</u>

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Accounts Payable Check Register - March 2025

Check	Date	Name	Description	Amount	Void Amount
59386	03/05/25	VENTURA COUNTY RECORDER	Notice of Completion -1567 Facade	25.00	
59387	03/05/25	R & R ENTERPRISES	Event production	1,500.00	
59388	03/12/25	3DIGIT MEDIA	Advertising	1,243.00	
59389	03/12/25	ACCURATE FIRST AID SERVICES	Replenish first aid	190.45	
59390	03/12/25	AFLAC	Salary reduction benefit	1,209.43	
59391	03/12/25	ALEJANDRA'S NURSERY	VHV landscaping	1,095.00	
59392	03/12/25	ALLIANT INSURANCE SERVICES	Event production	527.00	
59393	03/12/25	ARION GLOBAL, INC.	Recycle service-light bulbs and batteries	612.73	
59394	03/12/25	B & R TOOL SUPPLY CO. *** VOID ***	vendor states duplicate payment		253.93
59395	03/12/25	BURONS PREFERRED PUMPING INC.	VHV hydro jetting	1,985.00	
59396	03/12/25	C E D	GFCI receptacles, VPD car charger panel, Electrical vehicle cha	1,257.80	
59397	03/12/25	CALIFORNIA ELECTRICAL SUPPLY	VHV dock pedestals, Electrical Vehicle charging stations	863.30	
59398	03/12/25	CARPI & CLAY	Washington lobbyist	5,000.00	
59399	03/12/25	CINTAS CORP #684	Uniforms, rugs, towels	1,127.82	
59400	03/12/25	THE CITY OF VENTURA	Trash service	100.00	
59401	03/12/25	CLIFTON LARSON ALLEN LLP	Audit progress bill	11,655.00	
59402	03/12/25	COASTAL OCCUPATIONAL MEDICAL	Pre employment exams	130.00	
59403	03/12/25	CYBERCOPY INC.	Privacy window film, Advertising, Maps, promo and banners	2,001.24	
59404	03/12/25	DERECKTOR VENTURA INC.	Hull cleaning	360.00	
59405	03/12/25	DIAL SECURITY INC	1691, 1431 NPS security/alarm monitoring	962.00	
59406	03/12/25	E.J. HARRISON & SONS INC.	Trash service	659.00	
59407	03/12/25	FARMER BROS. CO	Coffee supplies	1,086.41	
59408	03/12/25	FENCE FACTORY	Launch ramp restroom temporary fence	63.00	
59409	03/12/25	FERGUSON ENTERPRISES INC.	1559 toilet/tank	237.10	
59410	03/12/25	GRAINGER INC.	Pressure washer part	30.72	
59411	03/12/25	HANSEN'S PLUMBING, INC.	Surfers Knoll / Harbor Cove plumbing	3,097.35	
59412	03/12/25	HEALTH & HUMAN RESOURCE CENTER	Employee Assistance Program (EAP)	244.87	
59413	03/12/25	HP MEDIA, LLC	Advertising	3,000.00	
59414	03/12/25	INDUSTRIAL BOLT AND SUPPLY	1591 mailbox relocation	23.56	
59415	03/12/25	J. W. ENTERPRISES	Surfers Knoll/ Harbor Cove ADA	251.56	
59416	03/12/25	JANITEK CLEANING SOLUTIONS	1431/1691 janitorial, Marketing janitorial	1,962.37	
59417	03/12/25	JENSEN DESIGN & SURVEY INC.	Boat wash project, Dry Storage reconfig, lot 19A, 1575/1583 pa	23,059.15	
59418	03/12/25	K & L GATES LLP	Aquaculture, Ventura West Marina water side	2,537.50	
59419	03/12/25	KELLY CLEANING AND SUPPLIES	VPD carpet cleaning	820.00	
59420	03/12/25	MCCORMIX CORP.	Maintenance vehicle fuel	279.84	
59421	03/12/25	MUZICRAFT INC.	VHV public music	348.06	
59422	03/12/25	NOBLE CONSULTANTS INC.	Ventura West Marina water side	14,011.00	
59423	03/12/25	PHOTO-SCAN OF LOS ANGELES	Monthly key card service	957.95	
59424	03/12/25	RASMUSSEN & ASSOCIATES INC	Coastal Marine lab, 1575 building and safety development	43,684.78	
59425	03/12/25	READYREFRESH	Bottled water service	615.40	
59426	03/12/25	SEARLE CREATIVE GROUP	Website maintenance	862.50	
59427	03/12/25	SEAWORTHY MARINE PRODUCTS	Boat parts	1,362.48	
59428	03/12/25	SMITH PIPE & SUPPLY INC.	1583 landscape- The Greek	490.22	
59429	03/12/25	STANDARD INSURANCE COMPANY	Group Term Life/Long-term Disability	2,839.15	

ATTACHMENT 3

Accounts Payable Check Register - March 2025

Check	Date	Name	Description	Amount	Void Amount
59430	03/12/25	SUNRIDGE LANDSCAPE MAINT., INC	Contracted monthly mowing service, additional landscape labor	2,132.48	
59431	03/12/25	SUSAN BEJECKIAN PUBLIC RELATIONS	Advertising	1,600.00	
59432	03/12/25	SWIFT CHIP, INC	IT services, Back up server, Microsoft	11,477.50	
59433	03/12/25	VENTURA BREEZE	Advertising	285.00	
59434	03/12/25	VENTURA HARBOR STORAGE	Fisherman Storage rent	7,836.42	
59435	03/12/25	SAFE HARBOR VENTURA ISLE	Pressure washer fuel	89.57	
59436	03/12/25	VENTURA RENTAL PARTY CENTER	Event production	378.64	
59437	03/12/25	VISION SERVICE PLAN-(CA)	Employee vision plan	654.61	
59438	03/12/25	WEST COAST AIR CONDITIONING	VPD-HVAC service	920.00	
59439	03/12/25	WEST MARINE PRO	Boat parts, VPD shop stock-cable ties	114.09	
59440	03/12/25	ZEP SALES & SERVICE	VPD shop stock-aerosols	284.03	
59441	03/12/25	MAVCCO FUEL	Boat fuel	1,931.65	
59442	03/12/25	COASTAL COPY, INC	Marina printer lease	90.87	
59443	03/12/25	MEDALLION PROTECTIVE SERVICES INC	Village security patrol	10,384.50	
59444	03/12/25	C&C DESIGNS	Event production	272.15	
59445	03/12/25	JC SWEEPING	VHV parking lot sweeping	730.00	
59446	03/12/25	PREMIER PROPERTY PRESERVATION LLC	Janitorial services	5,970.50	
59447	03/12/25	IMPERIAL DADE	Janitorial supplies	2,758.53	
59448	03/12/25	BLUEWATER MARINE & DOCK SPECIALIST	Boat launch ramp	229,750.50	
59449	03/12/25	ATLANTIS UTILITY INC	Dry storage lot, video consult, boat wash down internet	4,237.75	
59450	03/12/25	SAFEGUARD BUSINESS SYSTEMS	Accounts Payable check and envelope stock	732.76	
59451	03/12/25	J & H ENGINEERING GENERAL	Boat launch ramp	155,865.17	
59452	03/12/25	ELIZABETH HOWELL	Reimburse - travel	436.41	
59453	03/12/25	TAFT ELECTRIC COMPANY	Electric vehicle charger installs	12,425.00	
59454	03/21/25	SHEROES ENTERTAINMENT	Event production	2,040.00	
59455	03/21/25	CREATIVE COAST PRODUCTIONS	Entertainment/Music	350.00	
59456	03/21/25	DARLA BEA MODUGNO	Event production	350.00	
59457	03/21/25	ANACAPA UKULELE	Event production	250.00	
59458	03/21/25	R & R ENTERPRISES	Event production	800.00	
59459	03/21/25	SB BUBBLE GUY	Event production	800.00	
59460	03/21/25	PETALS & CONFETTI LLC	Event production	475.00	
59461	03/24/25	PETTY CASH FUND	Parking refunds, postage, notary services, paint & pressure was	710.24	
59462	03/27/25	TREADMARK TIRE & SERVICE	Auto radiator	658.68	
59463	03/27/25	ALEXANDRIA DANIELSON	Advertising production	806.25	
59464	03/27/25	ALLIANT INSURANCE SERVICES	Event production	172.00	
59465	03/27/25	ARAMSCO, INC	VPD janitorial supplies	404.90	
59466	03/27/25	B & R TOOL SUPPLY CO.	VPD shop stock-brown locks	658.57	
59467	03/27/25	BEACON MARINE CHANDLERY INC	Plumbing parts	56.81	
59468	03/27/25	CA MARINE SAFETY CHIEFS ASSOC	Lifeguard membership	500.00	
59469	03/27/25	CENTRAL COAST TOURISM COUNCIL	Central Coast conference	600.00	
59470	03/27/25	CINTAS CORP #684	Uniforms, rugs, towels	751.88	
59471	03/27/25	THE CITY OF VENTURA	Trash service	100.00	
59472	03/27/25	CLIFTON LARSON ALLEN LLP	Audit progress bill	17,111.40	
59473	03/27/25	COASTAL ARCHITECTS	Signage review	1,187.50	

ATTACHMENT 3

Accounts Payable Check Register - March 2025

Check	Date	Name	Description	Amount	Void Amount
59474	03/27/25	CYBERCOPY INC.	Wayfinding signage, Launch ramp signage, Advertising	2,229.90	
59475	03/27/25	DEPT. OF INDUSTRIAL RELATIONS	1583 elevator permit	225.00	
59476	03/27/25	E.J. HARRISON & SONS INC.	Trash service	10,794.61	
59477	03/27/25	FOUREST TREE SERVICE, INC	Tree removal	3,200.00	
59478	03/27/25	GRAINGER INC.	VPD shop stock	202.86	
59479	03/27/25	HANSEN'S PLUMBING, INC.	1449 backflow repair	2,991.22	
59480	03/27/25	J. W. ENTERPRISES	Launch ramp restroom rehab	709.52	
59481	03/27/25	JANITEK CLEANING SOLUTIONS	NPS janitorial	185.90	
59482	03/27/25	JPL CONSTRUCTION INC	Hoist 1 repair, VPD generator	2,130.00	
59483	03/27/25	K & L GATES LLP	Aquaculture, Marina lease	10,749.65	
59484	03/27/25	LAGERLOF LLP	Legal services	22,697.50	
59485	03/27/25	LEGALSHIELD	Prepaid legal	68.75	
59486	03/27/25	MATILIJIA WATER	Reverse osmosis/cooler	71.15	
59487	03/27/25	MCCORMIX CORP.	Maintenance vehicle fuel	836.21	
59488	03/27/25	PASSPORT LABS INC	Parking citations	333.38	
59489	03/27/25	RING CENTRAL INC	Monthly phone service	985.94	
59490	03/27/25	RYAN SUTHERLAND	Reimburse-Travel	106.09	
59491	03/27/25	SEAWORTHY MARINE PRODUCTS	Boat exhaust elbow	1,217.84	
59492	03/27/25	SERVICE-PRO FIRE PROTECTION	Fire sprinkler inspection, 1583 elevator repair	1,555.00	
59493	03/27/25	SMITH PIPE & SUPPLY INC.	Entry feature irrigation, Harbor Cove irrigation	94.89	
59494	03/27/25	SUNBELT RENTALS, INC.	Scrubber rental	353.75	
59495	03/27/25	THE AMGRAPH GROUP	Advertising	1,280.00	
59496	03/27/25	THE SIGNAL	Advertising	650.00	
59497	03/27/25	VALLEY SCENE MAGAZINE	Advertising	800.00	
59498	03/27/25	VCSDA	Chapter meeting	35.00	
59499	03/27/25	VENTANA MONTHLY	Advertising	795.00	
59500	03/27/25	VENTURA COUNTY RECORDER	Notice of completion filing-Floating dock	25.00	
59501	03/27/25	VENTURA COUNTY REPORTER	Advertising	230.00	
59502	03/27/25	VENTURA HARBOR STORAGE ENTERPR	Annual pro-rata tax 2024-2025	390.66	
59503	03/27/25	WEST COAST AIR CONDITIONING	VPD HVAC repair	1,224.50	
59504	03/27/25	WEST MARINE PRO	Paint supplies, Shop stock-cable ties	201.04	
59505	03/27/25	YAMA LAWN MOWER SERVICE	VHV landscape equipment and supplies	452.27	
59506	03/27/25	ZEP SALES & SERVICE	Shop stock-aerosols	185.09	
59507	03/27/25	ZERO WASTE USA	Dog waste disposal mitts	978.05	
59508	03/27/25	MRI SOFTWARE LLC	Monthly fees	962.00	
59509	03/27/25	RRM DESIGN GROUP	Parcel 5 concept	8,857.50	
59510	03/27/25	COASTAL COPY, INC	Administration, Marketing and Marina copier leases	1,479.30	
59511	03/27/25	CAPITAL ONE TRADE CREDIT	Small tools, Operating supplies	160.27	
59512	03/27/25	GANNETT CALIFORNIA LOCALIQ	Job postings	4,311.99	
59513	03/27/25	TK ELEVATOR CORPORATION	Elevator service	857.96	
59514	03/27/25	AARMARK BEER GARDENS	Loose Cannon - Prevailing wage	55,334.45	
59515	03/27/25	WHIZCOM MARKETING LLC	Advertising	300.00	
59516	03/27/25	JC SWEEPING	VHV parking lot sweeping	730.00	

ATTACHMENT 3

Accounts Payable Check Register - March 2025

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
59517	03/27/25	THE DESIGN KOLLECTIVE	Advertising	300.00	
59518	03/27/25	IMPERIAL DADE	Janitorial supplies	1,952.52	
59519	03/27/25	ATLANTIS UTILITY INC	Launch ramp consult	500.00	
59520	03/27/25	J & H ENGINEERING GENERAL	Boat wash project	11,024.75	
59521	03/27/25	BOB MURRAY & ASSOCIATES	Recruitment services	3,200.00	
59522	03/27/25	ELYSIAN MEDIA GROUP LLC	Advertising	1,450.00	
59523	03/27/25	KEN ANDERSON	Parking refund	40.00	
59524	03/27/25	EDWARD WARNE	Reimburse-Training	250.00	
				<u>\$ 775,206.61</u>	<u>\$ 253.93</u>

ATTACHMENT 4

Ventura Port District Wells Fargo Business Credit Card Charges January 2025

Chase Credit Card holders

Brian Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Rauch, Executive Assistant/Senior Clerk
Gloria Adkins, Accounting Manager
Sergio Gonzalez, Facilities Manager
Wayne Hatch, Maintenance Supervisor
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	01/02/25	Alaska Air	Conference	CMANC - Washington - travel -extra costs reimbursed by employee	137.98
Brian Pendleton	01/02/25	Alaska Air	Conference	CMANC - Washington - travel	451.20
Brian Pendleton	01/27/25	Amtrak.Com	Conference	LCW Annual Conference - travel	122.00
Brian Pendleton	01/30/25	Brophy Bros. Restaurant	Conference	Lunch meeting with David Armstrong regarding Ocean Rainforest	62.75
Brian Pendleton	01/31/25	Uber	Conference	LCW Annual Conference - travel	20.06
Brian Pendleton	01/06/25	Gannett Media Co.	Subscriptions	VC Star Subscription	1.00
Total General Manager's Expenses					794.99
Todd Mitchell	01/02/25	Alaska Air	Conference	CMANC - Washington - travel	496.20
Todd Mitchell	01/29/25	Washington Week 20	Conference	CMANC - Washington - registration	500.00
Todd Mitchell	01/14/25	Lax Smartparking	Conference	CMANC - Washington - parking LAX	105.39
Todd Mitchell	01/31/25	Amtrak.Com	Conference	So Cal Parking Forum - travel	40.00
Todd Mitchell	01/16/25	ASCE Purchasing	Membership	ASCE Annual Membership Dues	266.00
Todd Mitchell	01/27/25	Gannett Media Co.	Subscriptions	VC Star Subscription	1.00
Total Deputy General Manager's Expenses					1,408.59
Jessica Rauch	01/30/25	Trade Press Media Group	Advertising	FacilitiesNet Job Posting for Maintenance Tech I	411.00
Jessica Rauch	01/28/25	Zoom.Com 888-799-9666	Communication	Virtual communications	117.00
Jessica Rauch	01/10/25	Ventura Chamber Of Commerce	Conference	2025 Chamber Installation - registration - Pendleton	35.00
Jessica Rauch	01/17/25	Valentinos - Ventura	Conference	1.15.25 Commission Dinner	51.75
Jessica Rauch	01/20/25	Liebert Cassidy	Conference	LCW webinar registration - Adkins	100.00
Jessica Rauch	01/06/25	Radwell International	Fisheries repair	Fish hoist crane parts	80.82
Jessica Rauch	01/22/25	IIMC	Membership	International Institute of Municipal Clerks membership	235.00
Jessica Rauch	01/09/25	Harbor Village Gallery	Office supplies	Card's for Pat Hummer Retirement	25.86
Jessica Rauch	01/16/25	Sp Vernal	Office supplies	New office desk - Snipas	1,616.24
Jessica Rauch	01/17/25	All Thats Fit To Print	Office supplies	Business cards - Fleming	108.26
Jessica Rauch	01/17/25	Custom Awards And Engraving	Office supplies	Retirement plaque - Pat Hummer	75.43
Jessica Rauch	01/21/25	Iron Mountain	Operating supplies	Iron Mountain shred bin service	250.29
Jessica Rauch	01/20/25	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Executive Assistant's Expenses					3,125.65

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Gloria Adkins	No activity				
Total Accounting Manager's Expenses					-
Sergio Gonzalez	01/24/25	Allcable Inc	Building maintenance	Launch ramp restroom key card hardware	87.40
Sergio Gonzalez	01/10/25	City of San Buenaventura	Capital project	City permitting plan check - Launch ramp floating dock project	1,410.01
Sergio Gonzalez	01/10/25	City of San Buenaventura	Capital project	City permitting service fee - Launch ramp floating dock project	40.89
Sergio Gonzalez	01/15/25	City of San Buenaventura	Capital project	City planning/construction service fee-Launch ramp washdown project	151.64
Sergio Gonzalez	01/15/25	City of San Buenaventura	Capital project	City permitting service fee - Launch ramp washdown project	4.40
Sergio Gonzalez	01/17/25	City of San Buenaventura	Capital project	City planning/construction fee - Launch ramp washdown project	1,098.21
Sergio Gonzalez	01/17/25	City of San Buenaventura	Capital project	City permitting service fee - Launch ramp washdown project	31.85
Sergio Gonzalez	01/06/25	Apple.Com/Bill	Operating supplies	Cell phone storage	2.99
Total Facilities Manager's Expenses					2,827.39
Wayne Hatch	01/30/25	The Detail Shop Inc.	Equipment repairs	Pressure washer repair parts	131.09
Total Maintenance Supervisor's Expenses					131.09
Jennifer Talt-Lundin	01/29/25	Hobby Lobby #606	Advertising	Suite enhancements / items for empty suite holiday activation	112.90
Jennifer Talt-Lundin	01/30/25	Hobby Lobby #606	Advertising	Suite enhancements / return on items for empty suite holiday activation	(27.83)
Jennifer Talt-Lundin	01/02/25	Facebook	Advertising	Paid social media ads	871.91
Jennifer Talt-Lundin	01/10/25	World Market Ecommerce	Event production	Cultural highlight for Lunar New Year booth	26.19
Jennifer Talt-Lundin	01/20/25	Paypal	Event production	Chalk art activation for MLK Jr. holiday weekend - cultural activation	500.00
Jennifer Talt-Lundin	01/20/25	Michaels Stores 9963	Event production	Return of unused holiday merchandise	(117.00)
Jennifer Talt-Lundin	01/27/25	Target 00032987	Event production	Return on holiday supplies	(16.34)
Jennifer Talt-Lundin	01/29/25	Ventura Swimwear	Event production	Prize for scavenger hunt Lunar New Year red envelope	25.00
Jennifer Talt-Lundin	01/30/25	Brophy Bros. Restaurant	Event production	Prize for scavenger hunt Lunar New Year red envelope	25.00
Jennifer Talt-Lundin	01/30/25	The Loose Cannon	Event production	Prize for scavenger hunt Lunar New Year red envelope	26.00
Jennifer Talt-Lundin	01/31/25	Office Depot #931	Event production	Event supplies - pencils, plastic frames, etc.	23.59
Jennifer Talt-Lundin	01/21/25	Mailchimp	Web site content	Enewsletter software monthly rate	276.00
Total Marketing Manager's Expenses					1,725.42

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Dave Werneburg	01/14/25	Paypal-vFairs	Conference	National Working Waterfront Conference-registration	525.00
Dave Werneburg	01/02/25	Office Depot #931	Office supplies	Supplies for Berthing Agreement project	138.34
Dave Werneburg	01/09/25	Office Depot #931	Office supplies	Oversized envelopes for Berthing Agreement project	87.26
Dave Werneburg	01/15/25	Office Depot #931	Office supplies	Custom stamp for Berthing Agreement project	25.85
Dave Werneburg	01/16/25	Office Depot #931	Office supplies	Refund custom stamp - machine out of order	(25.85)
Total Marina Manager's Expenses					750.60
John Higgins	01/29/25	Fire Supply Depot	Auto maintenance	Fire extinguisher mounts for vehicles	133.85
John Higgins	01/14/25	Ventura County EMS	Conference/Training	EMT licensing - Armstrong	136.00
John Higgins	01/20/25	Smart And Final 916	Conference/Training	SALT training supplies	46.97
John Higgins	01/27/25	Ventura County Ems	Conference/Training	EMT licensing - Ayers	136.00
John Higgins	01/08/25	Sticky Brand	Operating supplies	Public relations supplies	416.27
John Higgins	01/15/25	Currency Conversion Fee	Operating supplies	Emergency Tracking - foreign VAT fee	2.55
John Higgins	01/15/25	Seed Studio	Operating supplies	Emergency Tracking/Communication devices	255.42
John Higgins	01/29/25	Costco Whse #0420	Operating supplies	Office chair	142.01
John Higgins	01/02/25	Currency Conversion Fee	Subscriptions	Harbor Entrance camera foreign VAT Fee	4.86
John Higgins	01/02/25	Ipcamlive	Subscriptions	Harbor Entrance camera annual Subscription	486.00
John Higgins	01/20/25	Firesync	Subscriptions	Fast Spring-Emergency Application subscription	299.00
John Higgins	01/21/25	Redbackboots.Com	Uniforms	Uniform boots	463.34
John Higgins	01/13/25	Stang Industries Inc	Vessel maintenance	Boat parts	254.93
John Higgins	01/21/25	Fire Supply Depot	Vessel maintenance	Fire extinguishers for vessels	947.20
Total Harbormaster's Expenses					3,724.40
Total Wells Fargo Credit Card Expenses					<u>\$ 14,488.13</u>

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
February 2025

Chase Credit Card holders

Brian Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Rauch, Executive Assistant/Senior Clerk
Gloria Adkins, Accounting Manager
Sergio Gonzalez, Facilities Manager
Wayne Hatch, Maintenance Supervisor
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	02/03/25	Hilton Hotel San Diego	Conference	LCW Conference - hotel and 3 meals	394.64
Brian Pendleton	02/03/25	Uber	Conference	LCW Conference - Uber on 1.31.25	15.78
Brian Pendleton	02/11/25	Point The Way Cafe Lax	Conference	CMANC DC - lunch	29.08
Brian Pendleton	02/10/25	Wifionboard Alaska	Conference	CMANC DC - Inflight Wi-Fi	8.00
Brian Pendleton	02/12/25	Metro 081-Arch-Navy Mem	Conference	CMANC DC - Metrorail	12.00
Brian Pendleton	02/11/25	Alaska Air In Flight	Conference	CMANC DC - dinner on flight - no receipt	12.50
Brian Pendleton	02/11/25	United Venture Consor	Conference	CMANC DC - taxi	15.16
Brian Pendleton	02/12/25	Uber	Conference	CMANC DC - Uber	9.92
Brian Pendleton	02/12/25	Corner Bakery	Conference	CMANC DC - lunch	16.48
Brian Pendleton	02/12/25	Uber	Conference	CMANC DC - Uber	8.95
Brian Pendleton	02/13/25	Longworth Food Court	Conference	CMANC DC - lunch	9.58
Brian Pendleton	02/13/25	Longworth Food Court	Conference	CMANC DC - breakfast	6.25
Brian Pendleton	02/14/25	Wifionboard Alaska	Conference	CMANC DC - Wifi	8.00
Brian Pendleton	02/19/25	Alaska Air In Flight	Conference	CMANC DC - lunch on flight - no receipt	12.00
Brian Pendleton	02/21/25	Vons #2431	Conference	2.19.25 Commission snacks	17.97
Brian Pendleton	02/06/25	Gannett Media Co.	Subscriptions	VC Star Subscription	1.00
Total General Manager's Expenses					577.31

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Todd Mitchell	02/11/25	Point The Way Cafe LAX	Conference	CMANC DC - Lunch	25.88
Todd Mitchell	02/11/25	Farmers And Distillers	Conference	CMANC DC - Dinner (Pendleton & Mitchell)	73.55
Todd Mitchell	02/11/25	Alaska Air In Flight	Conference	CMANC DC - Lunch	20.75
Todd Mitchell	02/10/25	Lyft	Conference	CMANC DC - Lyft to hotel	23.65
Todd Mitchell	02/13/25	Ushr Longworth Food Court	Conference	CMANC DC - Breakfast	9.30
Todd Mitchell	02/13/25	The Dubliner	Conference	CMANC DC - Dinner	23.99
Todd Mitchell	02/13/25	Rayburn Cafe	Conference	CMANC DC - Lunch	20.04
Todd Mitchell	02/14/25	Yotel Washington Dc	Conference	CMANC DC - Yotel - Todd Mitchell	945.38
Todd Mitchell	02/17/25	Pepsi @ Dca	Conference	Bottle of water	2.69
Todd Mitchell	02/17/25	Pepsi @ Dca	Conference	Bottle of water	-
Todd Mitchell	02/17/25	Gab Term B Dca	Conference	CMANC DC - Breakfast	13.09
Todd Mitchell	02/14/25	Lyft	Conference	CMANC DC - Lyft to airport from hotel	32.71
Todd Mitchell	02/14/25	Wifionboard Alaska	Conference	CMANC DC - Inflight Wi-Fi	8.00
Todd Mitchell	02/19/25	Alaska Air In Flight	Conference	CMANC DC - lunch	8.75
Todd Mitchell	02/14/25	Yotel Washington Dc	Conference	CMANC DC - Yotel - Brian Pendleton	981.26
Total Deputy General Manager's Expenses					2,189.04
Jessica Rauch	02/28/25	Zoom.Com 888-799-9666	Communications	Virtual Communications	117.00
Jessica Rauch	02/06/25	Harbor Mart	Conference	2.5.25 Commissioner dinner	106.93
Jessica Rauch	02/10/25	Hyatt Regency Mission Bay	Conference	Nat'l Working Waterfront Network conference - hotel - Howell	1,333.20
Jessica Rauch	02/12/25	CLU&KCLU Donations	Conference	CERF Ventura County Economic Forecast Event - Blumenberg	75.00
Jessica Rauch	02/24/25	Liebert Cassidy Whitmore	Conference	LCW webinar registration - Currie	75.00
Jessica Rauch	02/12/25	Sp Vernal	Office supplies	Filing cabinet - Snipas office	374.98
Jessica Rauch	02/14/25	Designs 805 Inc.	Office supplies	Jackets for Fleming & McReynolds	183.18
Jessica Rauch	02/10/25	Iron Mountain	Operating supplies	Iron Mountain shred bin service	(86.22)
Jessica Rauch	02/21/25	Iron Mountain	Operating supplies	Iron Mountain shred bin service	249.41
Jessica Rauch	02/20/25	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Executive Assistant's Expenses					2,447.48
Gloria Adkins	02/11/25	Aatrix Software LLC	Miscellaneous	Annual 1099-Misc filing fees	27.99
Gloria Adkins	02/12/25	Aatrix Software LLC	Miscellaneous	Annual 1099-NEC filing fees	192.51
Total Accounting Manager's Expenses					220.50
Sergio Gonzalez	02/12/25	Novelty Lights, LLC	Grounds maintenance	Entry Feature wall lights	300.84
Sergio Gonzalez	02/28/25	Landscape Lighting World	Grounds maintenance	Low voltage lighting for VPD	867.37
Sergio Gonzalez	02/06/25	Apple.Com/Bill	Operating supplies	Cell phone storage	2.99
Total Facilities Manager's Expenses					1,171.20

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Wayne Hatch	02/21/25	Oreilly 3590	Vehicle maintenance	Maintenance vehicle parts	68.92
Total Maintenance Supervisor's Expenses					68.92
Jennifer Talt-Lundin	02/10/25	Hobby Lobby #606	Advertising	Suite enhancements / items for empty suite activation	598.23
Jennifer Talt-Lundin	02/03/25	Facebook	Advertising	Paid social media ads	787.66
Jennifer Talt-Lundin	02/14/25	Facebook	Advertising	Paid social media ads	900.00
Jennifer Talt-Lundin	02/03/25	Classic Cleaners	Event production	Holiday costumes laundered for annual storage	301.00
Jennifer Talt-Lundin	02/07/25	Ross Stores #91	Event production	Tenant village reception -and mermaid month floral	304.83
Jennifer Talt-Lundin	02/07/25	Evite, Inc.	Event production	Tenant village reception invitation software	68.99
Jennifer Talt-Lundin	02/12/25	Ross Store #2255	Event production	Tenant village reception basket	14.00
Jennifer Talt-Lundin	02/19/25	Amazon.com	Event production	Mermaid month merchandise	23.69
Jennifer Talt-Lundin	02/19/25	Amazon.com	Event production	Mermaid month merchandise	301.65
Jennifer Talt-Lundin	02/19/25	Amazon.com	Event production	Mermaid month merchandise	315.72
Jennifer Talt-Lundin	02/24/25	Lazy Acres 23	Event production	Tenant village reception floral order	945.06
Jennifer Talt-Lundin	02/28/25	Smart And Final 915	Event production	Tenant village reception containers and goodies	51.40
Jennifer Talt-Lundin	02/11/25	Vistaprint	Maps/Banners/Promo	Mermaid Month posters and poster printing	203.41
Jennifer Talt-Lundin	02/17/25	Vistaprint	Maps/Banners/Promo	Mermaid Month posters and poster printing	142.54
Jennifer Talt-Lundin	02/03/25	Office Depot #931	Office supplies	Office supplies	12.87
Jennifer Talt-Lundin	02/03/25	Lumin End Trial Re8aw9	Web site content	eSign document software trial	30.00
Jennifer Talt-Lundin	02/03/25	Lumin Sign Rgmistcx2l	Web site content	eSign document software trial	22.00
Jennifer Talt-Lundin	02/06/25	Canva* l04419-1710895	Web site content	Enewsletter software monthly rate	119.40
Jennifer Talt-Lundin	02/17/25	Google *google One	Web site content	Google drive for photos and documents	99.99
Jennifer Talt-Lundin	02/21/25	Mailchimp	Web site content	Enewsletter software monthly rate	276.00
Jennifer Talt-Lundin	02/28/25	Lumin Sign Rgmistcx2l	Web site content	eSign document software trial	(22.00)
Total Marketing Manager's Expenses					5,496.44
Dave Werneburg	02/14/25	Udemy: Online Courses	Conference	Online training for Dockmasters	14.99
Dave Werneburg	02/10/25	Hyatt Regency Mission Bay	Conference	Nat'l Working Waterfront Network conference - hotel	1,043.28
Dave Werneburg	02/07/25	Hyatt Regency Mission Bay	Conference	Nat'l Working Waterfront Network conference - expense	75.96
Dave Werneburg	02/05/25	Hyatt Regency Mission Bay	Conference	Nat'l Working Waterfront Network conference - Meal	55.97
Dave Werneburg	02/26/25	Office Depot #931	Office supplies	Oversized envelopes for Berthing Agreement project	94.69
Dave Werneburg	02/17/25	Shm Ventura Isle Marina	Uniforms	Foul weather gear for Dockmaster Weinerth- fuel dock	96.96
Total Marina Manager's Expenses					1,381.85
John Higgins	02/28/25	Paddle.Net Windy.Com	Operating supplies	On-line Weather Forecast Subscription	24.99
John Higgins	02/12/25	Nine Hill Technologies	Operating supplies	Drone identification device	310.75
John Higgins	02/17/25	Ventura Isle Marina	Uniforms	Uniform - rain boots - Osborne	215.48
John Higgins	02/10/25	Advance Auto Parts #9483	Vehicle maintenance	Patrol vehicle parts	0.80
John Higgins	02/10/25	Oreilly 3590	Vehicle maintenance	Patrol vehicle parts	173.65
John Higgins	02/18/25	Oreilly 3590	Vehicle maintenance	Patrol vehicle parts	90.45
Total Harbormaster's Expenses					816.12
Total Wells Fargo Credit Card Expenses					<u>\$ 14,368.86</u>

ATTACHMENT 4

Ventura Port District Wells Fargo Business Credit Card Charges March 2025

Chase Credit Card holders

Brian Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Rauch, Executive Assistant/Senior Clerk
Gloria Adkins, Accounting Manager
Sergio Gonzalez, Facilities Manager
Wayne Hatch, Maintenance Supervisor
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	03/20/25	Southwest Airlines	Conference	CSDA Legislative Days - flight	228.96
Brian Pendleton	03/14/25	The Greek Mediterranean	Conference	Lunch meeting - Chris Connolly of Mobile Home Park	40.88
Brian Pendleton	03/06/25	Gannett Media Co.	Subscriptions	VC Star Subscription	1.00
Total General Manager's Expenses					270.84
Todd Mitchell	03/14/25	Currency Conversion Fee	Miscellaneous	Charged in error - reimbursed to District	0.18
Todd Mitchell	03/14/25	Bell Mobility	Miscellaneous	Charged in error - reimbursed to District	18.28
Total Deputy General Manager's Expenses					18.46
Jessica Rauch	03/19/25	Careers In Government	Advertising	Job posting - Administrative Services Manager	295.00
Jessica Rauch	03/19/25	CA Society of Municipal Finance Officers	Advertising	Job posting - Administrative Services Manager	325.00
Jessica Rauch	03/19/25	Association* CSDA Career Center	Advertising	Job posting - Administrative Services Manager	225.00
Jessica Rauch	03/19/25	Your Membership CA CPA	Advertising	Job posting - Administrative Services Manager	299.00
Jessica Rauch	03/19/25	Your Membership	Advertising	Job posting - Administrative Services Manager	499.00
Jessica Rauch	03/21/25	PayPal-League of Women in Government	Advertising	Job posting - Administrative Services Manager	199.00
Jessica Rauch	03/28/25	Western City Magazine	Advertising	Job posting - Administrative Services Manager	300.00
Jessica Rauch	03/28/25	Zoom.Com 888-799-9666	Communications	Virtual Communications	117.00
Jessica Rauch	03/07/25	Thai Fire	Conference	3.5.25 Commission Dinner	133.39
Jessica Rauch	03/20/25	California Special District	Conference	CSDA Legislative Days - registration - Pendleton	395.00
Jessica Rauch	03/21/25	USPS-PO 0581300052	Office supplies	Certified mailing-Ventura West marina CEQA tribal consultant	9.68
Jessica Rauch	03/24/25	Iron Mountain	Operating supplies	Iron Mountain shred bin service	251.18
Jessica Rauch	03/20/25	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Executive Assistant's Expenses					3,067.25
Gloria Adkins	03/27/25	Teamviewer.Com	Subscriptions	Annual subscription for Accounting Manager to work off site	612.00
Total Accounting Manager's Expenses					612.00
Sergio Gonzalez	03/24/25	Vandal Stop Products	Building maintenance	Dispensers for Launch Ramp / Harbor Cove restrooms.	5,010.42
Sergio Gonzalez	03/05/25	Ez Meter	Dock repairs	Electrical meters for VHV dock pedestals	800.30
Sergio Gonzalez	03/06/25	Apple.Com/Bill	Operating supplies	Cell phone storage	2.99
Total Facilities Manager's Expenses					5,813.71

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Wayne Hatch	03/10/25	McC Electrical Supply	Capital projects	EV charging station breakers	3,332.13
Wayne Hatch	03/10/25	McC Electrical Supply	Capital projects	EV charging station breaker mounting bracket	218.50
Wayne Hatch	03/31/25	Shell Oil 10008427014	Grounds maintenance	Propane for parking lot striping	43.47
Wayne Hatch	03/26/25	Shell Oil 10008427014	Grounds maintenance	Propane for parking lot striping	30.32
Wayne Hatch	03/17/25	Allied Power Products, Inc.	Hoist repairs	Hoist 2 VFD replacement	2,318.40
Total Maintenance Supervisor's Expenses					5,942.82
Jennifer Talt-Lundin	03/03/25	Facebook	Advertising	Paid social media ads	243.60
Jennifer Talt-Lundin	03/24/25	Facebook	Advertising	Paid social media ads	900.00
Jennifer Talt-Lundin	03/05/25	Smashburger	Conference	Visit Outlook Forum conference - meal	15.32
Jennifer Talt-Lundin	03/05/25	Smashburger	Conference	Visit Outlook Forum conference - meal	15.10
Jennifer Talt-Lundin	03/06/25	Marriottjw L.A.Live Fd	Conference	Visit Outlook Forum conference - hotel	827.18
Jennifer Talt-Lundin	03/06/25	Marriottjw L.A.Live Fd	Conference	Visit Outlook Forum conference - hotel	827.18
Jennifer Talt-Lundin	03/19/25	PayPal	Entertainment	Mermaid month - chalk art	500.00
Jennifer Talt-Lundin	03/27/25	PayPal	Entertainment	Mermaid month - chalk art	325.00
Jennifer Talt-Lundin	03/03/25	Kohls #0583	Event production	Mermaid month merchandise and selfie station props	15.97
Jennifer Talt-Lundin	03/10/25	Michaels Stores 4800	Event production	Mermaid month - event supplies	216.10
Jennifer Talt-Lundin	03/10/25	Dollar Tree	Event production	Mermaid month - event supplies	2.69
Jennifer Talt-Lundin	03/14/25	Amazon Marketplace	Event production	Mermaid month - event supplies	105.85
Jennifer Talt-Lundin	03/14/25	Amazon Marketplace	Event production	Mermaid month - event supplies	43.08
Jennifer Talt-Lundin	03/17/25	Amazon Marketplace	Event production	Mermaid month event supplies	44.15
Jennifer Talt-Lundin	03/18/25	Amazon Marketplace	Event production	Mermaid month supplies, prizes and new bubble machines	425.78
Jennifer Talt-Lundin	03/18/25	Smart And Final 915	Event production	Soft water taffy for visitor booth	35.97
Jennifer Talt-Lundin	03/20/25	Conaway Ice Inc	Event production	Mermaid month - Ice for ice sculpting	296.31
Jennifer Talt-Lundin	03/21/25	Amazon.com	Event production	Event stanchions	354.24
Jennifer Talt-Lundin	03/13/25	Office Depot #931	Office supplies	Office supplies and scavenger hunt golf pencils	98.62
Jennifer Talt-Lundin	03/05/25	Www.Luminpdf.Com	Web site content	4080-12 Content Development Electronic signature software	22.00
Jennifer Talt-Lundin	03/10/25	Currency Conversion Fee	Web site content	QR code generator software fee	1.63
Jennifer Talt-Lundin	03/10/25	QR-Code-Generator.Com	Web site content	QR code generator software fee	163.37
Jennifer Talt-Lundin	03/17/25	Openai *chatgpt Subscr	Web site content	Content Development enhanced chatgpt options	20.00
Jennifer Talt-Lundin	03/21/25	Survey Monkey	Web site content	Annual survey monkey subscription	468.00
Jennifer Talt-Lundin	03/21/25	Mailchimp	Web site content	Enewsletter software monthly rate	276.00
Total Marketing Manager's Expenses					6,243.14

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Dave Werneburg	03/07/25	Udemy: Online Courses	Conference	Online training for Dockmasters	57.96
Dave Werneburg	03/07/25	Udemy: Online Courses	Conference	Online training for Dockmasters	44.97
Dave Werneburg	03/03/25	Container Store Oxnard	Office supplies	Project binders/holders	43.66
Dave Werneburg	03/19/25	On Demand /Mail Quick	Office supplies	Replacement ink cartridges for mail machine	99.77
Dave Werneburg	03/21/25	Lowes #01734	Office supplies	Large measuring tape for measuring Dry Storage vessels/trailers	34.46
Dave Werneburg	03/26/25	Uline	Office supplies	Extra large floor mat to cover damaged floor tiles - Dockmaster office	273.41
Dave Werneburg	03/27/25	Office Depot #931	Office supplies	Custom rubber stamps for Marina and Dry Storage billing	51.70
Dave Werneburg	03/28/25	Pitney Bowes Inc.	Office supplies	Supplies for Pitney Bowes mail machine	196.73
Total Marina Manager's Expenses					802.66
John Higgins	03/13/25	Beales Texas BBQ	Conference	JPIA Public Safety Academy - meals - Higgins and Donohue	38.41
John Higgins	03/13/25	John S Philly Grill	Conference	JPIA Public Safety Academy - meals - Higgins and Donohue	26.14
John Higgins	03/18/25	Ssdnodes* Strasmore Ss	Conference	Emergency Situational Awareness & Disaster Program	949.15
John Higgins	03/19/25	Brophy Bros. Restaurant	Conference	Harbor Patrol interview panel lunches	55.76
John Higgins	03/19/25	Starbucks Store 05538	Conference	Harbor Patrol interview panel gifts (\$25 per person 6 in total)	150.00
John Higgins	03/21/25	Brophy Bros. Restaurant	Conference	Harbor Patrol interview panel lunches	57.76
John Higgins	03/27/25	City Of Laguna Beach	Conference	Training - parking	9.00
Total Harbormaster's Expenses					1,286.22
Total Wells Fargo Credit Card Expenses					<u>\$ 24,057.10</u>

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: June 4, 2025

TO: Board of Port Commissioners
 CC: Brian D. Pendleton, General Manager
 FROM: Gloria Adkins, Accounting Manager
 SUBJECT: Quarterly Treasurers Report – March 31, 2025

As of March 31, 2025, the District held cash and investments with a market value of \$17,430,799. Funds held in investments represent those not needed for general operating activities. On February 5, 2025, the Board of Commissioners authorized the General Manager to diversify the investment of a portion of the District's reserves with California Cooperative Liquid Asset Securities System (CA CLASS). In March, \$5,270,000 of the District's unrestricted Enterprise Fund was transferred from LAIF into CA CLASS. Investing in CA CLASS offers the District flexibility and diversification of its funds with the potential of competitive interest rates.

Local Agency Investment Fund (LAIF) holds 66% of the March 31, 2025 total fund balance:

Enterprise (Operating) Fund	\$3,444
Dredging Reserve Fund	2,196,049
Capital Improvement Fund	9,067,079
Capital Improvement – Fisheries Fund	<u>220,760</u>
Total Funds	\$11,487,332

California Cooperative Liquid Assets Securities System (CA CLASS) holds 30% of the March 31, 2025 total fund balance:

Enterprise (Operating) Fund	\$5,278,883
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The Investment Portfolio Report for March 31, 2025 attached herewith includes all of the District's Funds.

Submitted by:



Gloria Adkins
 Accounting Manager

Date: May 19, 2025

ATTACHMENTS:

- Attachment 1 - Investment Portfolio Report for March 31, 2025
- Attachment 2 - LAIF Performance Report for March 31, 2025
- Attachment 3 – CA CLASS Schedule of Investments March 31, 2025

ATTACHMENT 5

ATTACHMENT 1

**Ventura Port District
Investment Portfolio Report
Quarter Ending 3/31/2025**

<u>Security Type</u>	<u>Issuer</u>	<u>CUSIP Number</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Par Value</u>	<u>Book Value</u>	<u>Percent of Portfolio</u>	<u>Market Value</u>	<u>Market Value Source</u>
<u>Cash Investments</u>									
State Pool (LAIF)	LAIF-State Treasury	NA	On Demand	4.48%	11,477,585	11,477,585	66%	11,487,332	LAIF
Total Cash Investments LAIF						\$ 11,477,585	66%	\$ 11,487,332	
State Pool (CLASS)	California CLASS		On Demand	4.40%	5,278,883	5,278,883	30%	5,278,883	CLASS
Total Cash Investments CLASS						\$ 5,278,883	30%	\$ 5,278,883	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo		On Demand	N/A	N/A	618,844	4%	618,844	Wells Fargo
Merchant Services Account	Wells Fargo		On Demand	N/A	N/A	22,853	0.1%	22,853	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	1,475	0.01%	1,475	Ventura Port District
Total Cash Deposits						\$ 643,172	4%	\$ 643,172	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	4.53%	21,412	21,412	0.1%	21,412	Ventura County Treasury
Total Cash in County Treasury						\$ 21,412	0.1%	\$ 21,412	
TOTAL ALL FUNDS						\$ 17,421,052	100%	\$ 17,430,799	

Notes:

I certify that this report accurately reflects all of the Districts investments, and is in conformance with the adopted District Investment Policy. Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to the meet the District's budgeted expenditure requirements for the next six months.

05/19/2025

Submitted by: 



PMIA/LAIF Performance Report as of 04/16/25



Quarterly Performance Quarter Ended 3/31/25

LAIF Apportionment Rate ⁽²⁾ :	4.48
LAIF Earnings Ratio ⁽²⁾ :	0.00012266258268207
LAIF Administrative Cost ^{(1)*} :	TBD
LAIF Fair Value Factor ⁽¹⁾ :	1.000849191
PMIA Daily ⁽¹⁾ :	4.30
PMIA Quarter to Date ⁽¹⁾ :	4.34
PMIA Average Life ⁽¹⁾ :	244

PMIA Average Monthly Effective Yields⁽¹⁾

March	4.313
February	4.333
January	4.366
December	4.434
November	4.477
October	4.518

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 3/31/25 \$156.8 billion

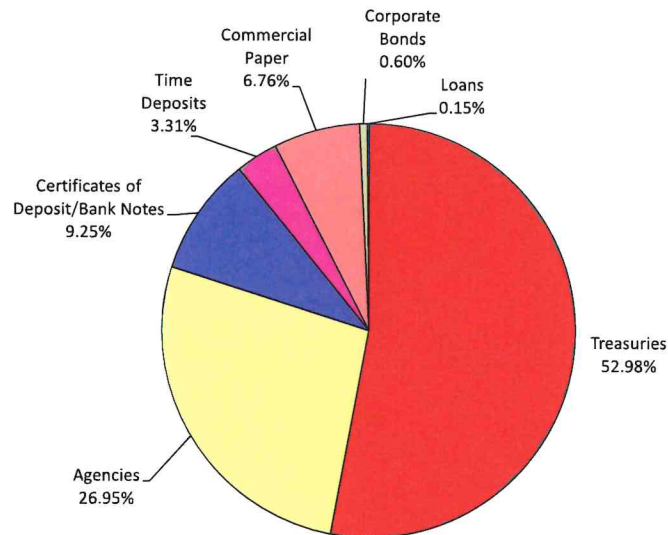


Chart does not include \$1,138,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

ATTACHMENT 5

CALIFORNIA CLASS
Schedule of Investments
03/31/25

Cusip	Security Description	Coupon	Maturity Date	Days to Reset	Maturity	Share/Par	Original Cost	Amortized Cost	Price	Market Value	Unrealized Gain / (Loss)	% of MV	Ratings S&P	YTM	Current Yield
Bank Deposits															
BANKS SAVINGS-DEPOSIT ACCOUNT															
USB DDA	US Bank Overnight Sweep	1.00%	V		1	1,357,494.15	1,357,494.15	1,357,494.15	100.00	1,357,494.15	-	0.08%	A-1	1.00%	1.00%
TOTAL : BANKS SAVINGS-DEPOSIT ACCOUNT						1,357,494.15	1,357,494.15	1,357,494.15		1,357,494.15	-	0.08%			
TOTAL : Bank Deposits						1,357,494.15	1,357,494.15	1,357,494.15		1,357,494.15	-	0.08%			
Certificates of Deposit															
BANKING															
05593DDG5	BNP Paribas New York Branch	4.59%	V	06/10/25	1	5,000,000.00	5,000,000.00	5,000,000.00	100.01	5,000,620.00	620.00	0.28%	A-1	4.59%	4.59%
06051WQM9	Bank of America, N.A.	4.58%	F	07/07/25	98	8,000,000.00	8,000,000.00	8,000,000.00	100.02	8,001,584.00	1,584.00	0.45%	A-1	4.41%	4.58%
06053RAG8	Bank of America, N.A.	4.54%	V	09/04/25	1	20,000,000.00	20,000,000.00	20,000,000.00	100.00	19,999,982.00	(18.00)	1.11%	A-1	4.54%	4.54%
06367DM51	Bank of Montreal Chicago	4.55%	V	04/22/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.01	10,000,540.00	540.00	0.56%	A-1	4.55%	4.55%
06367DP41	Bank of Montreal Chicago	4.53%	V	07/25/25	1	5,000,000.00	5,000,000.00	5,000,000.00	100.00	4,999,994.50	(5.50)	0.28%	A-1	4.53%	4.53%
06367DP58	Bank of Montreal Chicago	4.53%	V	07/28/25	1	9,500,000.00	9,500,000.00	9,500,000.00	100.00	9,499,994.30	(5.70)	0.53%	A-1	4.53%	4.53%
06367DP82	Bank of Montreal Chicago	4.53%	V	08/07/25	1	25,000,000.00	25,000,000.00	25,000,000.00	100.00	24,999,970.00	(30.00)	1.39%	A-1	4.53%	4.53%
13606DGG1	Canadian Imperial Bank of Commerce of N	4.58%	V	12/17/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.00	9,999,982.00	(18.00)	0.56%	A-1	4.58%	4.58%
13606DGJ5	Canadian Imperial Bank of Commerce of N	4.59%	V	12/12/25	1	15,000,000.00	15,000,000.00	15,000,000.00	100.01	15,000,879.00	879.00	0.84%	A-1	4.59%	4.59%
20271EL80	Commonwealth Bank of Australia New Yo	4.56%	V	06/20/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.00	9,999,983.00	(17.00)	0.56%	A-1+	4.56%	4.56%
20271EN21	Commonwealth Bank of Australia New Yo	4.55%	V	09/30/25	1	8,000,000.00	8,000,000.00	8,000,000.00	100.00	7,999,999.20	(0.80)	0.45%	A-1+	4.55%	4.55%
55380U2N6	MUFG Bank Ltd. New York	4.59%	V	04/14/25	1	5,000,000.00	5,000,000.00	5,000,000.00	100.00	5,000,190.00	190.00	0.28%	A-1	4.59%	4.59%
55380U6E2	MUFG Bank Ltd. New York	4.62%	F	05/13/25	43	15,000,000.00	15,000,000.00	15,000,000.00	100.02	15,002,610.00	2,610.00	0.84%	A-1	4.40%	4.62%
55380U7C5	MUFG Bank Ltd. New York	4.57%	V	06/03/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.01	10,001,260.00	1,260.00	0.56%	A-1	4.57%	4.57%
55381BCH9	Mitsubishi UFJ Trust & Banking Corp. New	4.59%	V	08/14/25	1	20,000,000.00	20,000,000.00	20,000,000.00	100.02	20,004,446.00	4,446.00	1.11%	A-1	4.59%	4.59%
55381BFN3	Mitsubishi UFJ Trust & Banking Corp. New	4.53%	V	09/08/25	1	10,000,000.00	10,000,000.00	10,000,000.00	99.99	9,998,989.00	(1,011.00)	0.56%	A-1	4.53%	4.53%
60683DH85	Mitsubishi UFJ Trust & Banking Corp. New	4.54%	V	04/04/25	1	7,000,000.00	7,000,000.00	7,000,000.00	100.00	7,000,035.00	35.00	0.39%	A-1	4.54%	4.54%
60683DP45	Mitsubishi UFJ Trust & Banking Corp. New	4.58%	V	07/14/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.02	10,002,210.00	2,210.00	0.56%	A-1	4.58%	4.58%
60710TG39	Mizuho Bank Ltd. New York	4.53%	V	09/19/25	1	10,000,000.00	10,000,000.00	10,000,000.00	99.97	9,997,120.00	(2,880.00)	0.56%	A-1	4.53%	4.53%
60710TUD1	Mizuho Bank Ltd. New York	4.54%	V	04/02/25	1	7,000,000.00	7,000,000.00	7,000,000.00	100.00	7,000,000.00	-	0.39%	A-1	4.54%	4.54%
60710TVD0	Mizuho Bank Ltd. New York	4.57%	V	04/29/25	1	8,000,000.00	8,000,000.00	8,000,000.00	100.00	8,000,136.00	136.00	0.45%	A-1	4.57%	4.57%
60710TVS7	Mizuho Bank Ltd. New York	4.57%	V	05/09/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.00	10,000,100.00	100.00	0.56%	A-1	4.57%	4.57%
60710TVQ8	Mizuho Bank Ltd. New York	4.64%	V	10/14/25	1	25,000,000.00	25,000,000.00	25,000,000.00	100.00	24,999,952.50	(47.50)	1.39%	A-1	4.64%	4.64%
60710TZE4	Mizuho Bank Ltd. New York	4.57%	V	07/22/25	1	10,000,000.00	9,999,994.98	9,999,996.88	100.02	10,001,825.00	1,828.12	0.56%	A-1	4.57%	4.57%
63253TGK9	National Australia Bank Ltd. New York	4.55%	V	06/18/25	1	20,000,000.00	20,000,000.00	20,000,000.00	100.01	20,002,140.00	2,140.00	1.11%	A-1+	4.55%	4.55%
65558WFJ2	Nordea Bank Abp New York	4.55%	V	06/27/25	1	20,000,000.00	20,000,000.00	20,000,000.00	100.00	20,000,940.00	940.00	1.11%	A-1+	4.55%	4.55%
65558WGK8	Nordea Bank Abp New York	4.51%	V	08/14/25	1	20,000,000.00	20,000,000.00	20,000,000.00	100.00	19,999,966.00	(34.00)	1.11%	A-1+	4.51%	4.51%
65558WHB7	Nordea Bank Abp New York	4.49%	V	10/07/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.00	9,999,987.00	(13.00)	0.56%	A-1+	4.49%	4.49%
65558WHD3	Nordea Bank Abp New York	4.55%	V	12/17/25	1	10,000,000.00	10,000,000.00	10,000,000.00	99.96	9,996,410.00	(3,590.00)	0.56%	A-1+	4.55%	4.55%
69033NDJ1	Oversea-Chinese Banking Corp. Ltd. New Y	4.52%	V	04/25/25	1	5,000,000.00	5,000,000.00	5,000,000.00	100.00	4,999,935.00	(65.00)	0.28%	A-1+	4.52%	4.52%
69033NDW2	Oversea-Chinese Banking Corp. Ltd. New Y	4.54%	V	05/30/25	1	20,000,000.00	20,000,000.00	20,000,000.00	100.01	20,001,020.00	1,020.00	1.11%	A-1+	4.54%	4.54%
78015JX77	Royal Bank of Canada New York	4.54%	V	05/09/25	1	5,000,000.00	5,000,000.00	5,000,000.00	100.00	4,999,920.50	(79.50)	0.28%	A-1+	4.54%	4.54%
86564PU25	Sumitomo Mitsui Trust Bank, Ltd. New Yo	4.57%	V	05/19/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.00	9,999,983.00	(17.00)	0.56%	A-1	4.57%	4.57%
86564PX97	Sumitomo Mitsui Trust Bank, Ltd. New Yo	4.57%	V	06/10/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.00	9,999,985.00	(15.00)	0.56%	A-1	4.57%	4.57%
86565GF54	Sumitomo Mitsui Banking Corp. New York	4.57%	V	05/01/25	1	15,000,000.00	15,000,000.00	15,000,000.00	100.01	15,000,780.00	780.00	0.84%	A-1	4.57%	4.57%
86565GGL8	Sumitomo Mitsui Banking Corp. New York	4.57%	V	06/02/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.02	10,002,110.00	2,110.00	0.56%	A-1	4.57%	4.57%
86565GGU8	Sumitomo Mitsui Banking Corp. New York	4.60%	V	06/09/25	1	5,000,000.00	5,000,000.00	5,000,000.00	100.03	5,001,390.00	1,390.00	0.28%	A-1	4.60%	4.60%
86959THN9	Svenska Handelsbanken New York	4.54%	V	05/16/25	1	5,000,000.00	5,000,000.00	5,000,000.00	100.01	5,000,310.00	310.00	0.28%	A-1+	4.54%	4.54%
86959TKY1	Svenska Handelsbanken New York	4.52%	V	08/11/25	1	20,000,000.00	20,000,000.00	20,000,000.00	100.00	19,999,968.00	(32.00)	1.11%	A-1+	4.52%	4.52%
86959TLC8	Svenska Handelsbanken New York	4.51%	V	08/19/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.00	9,999,983.00	(17.00)	0.56%	A-1+	4.51%	4.51%
89115DS31	The Toronto-Dominion Bank New York	4.57%	V	11/24/25	1	5,000,000.00	5,000,000.00	5,000,000.00	100.00	4,999,925.00	(75.00)	0.28%	A-1	4.57%	4.57%
96130AYR3	Westpac Banking Corp. New York	4.54%	V	06/23/25	1	5,000,000.00	5,000,000.00	5,000,000.00	100.00	5,000,225.00	225.00	0.28%	A-1+	4.54%	4.54%
96130AY51	Westpac Banking Corp. New York	4.53%	V	06/02/25	1	5,000,000.00	5,000,000.00	5,000,000.00	100.00	5,000,085.00	85.00	0.28%	A-1+	4.53%	4.53%
TOTAL : BANKING						482,500,000.00	482,499,994.98	482,499,996.88		482,517,464.00	17,467.12	26.89%			
TOTAL : Certificates of Deposit						482,500,000.00	482,499,994.98	482,499,996.88		482,517,464.00	17,467.12	26.89%			
Commercial Paper															
BANKING															
06054CGM1	BofA Securities Inc.	4.64%	V	05/23/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.02	10,002,040.00	2,040.00	0.56%	A-1	4.64%	4.64%
06054CHL2	BofA Securities Inc.	4.57%	V	04/17/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.00	10,000,360.00	360.00	0.56%	A-1	4.57%	4.57%
06054CHN8	BofA Securities Inc.	4.57%	V	04/23/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.01	10,000,500.00	500.00	0.56%	A-1	4.57%	4.57%
06054NUN9	BofA Securities Inc.			07/22/25	113	5,000,000.00	4,867,118.06	4,930,777.78	98.63	4,931,445.00	667.22	0.27%	A-1	4.49%	4.49%
06741FRM1	Barclays Bank PLC			04/21/25	21	15,000,000.00	14,645,416.67	14,961,666.67	99.74	14,961,600.00	(66.67)	0.83%	A-1+	4.46%	4.46%
06741FSC2	Barclays Bank PLC			05/12/25	42	10,000,000.00	9,766,180.56	9,948,180.56	99.49	9,948,880.00	699.44	0.55%	A-1+	4.47%	4.47%
06741FST5	Barclays Bank PLC			05/27/25	57	3,000,000.00	2,930,536.67	2,978,626.67	99.31	2,979,210.00	583.33	0.17%	A-1+	4.47%	4.47%

ATTACHMENT 5

CALIFORNIA CREDIT
 Capital Finance
 1000000000

Cusip	Security Description	Coupon	Maturity Date	Days to Reset	Maturity	Share/Par	Original Cost	Amortized Cost	Price	Market Value	Unrealized Gain / (Loss)	% of MV	Ratings S&P	YTM	Current Yield
06741FV46	Barclays Bank PLC		08/04/25	126		15,000,000.00	14,669,366.67	14,772,916.67	98.49	14,773,156.50	239.83	0.82%	A-1+	4.45%	4.45%
06741FV1	Barclays Bank PLC		08/15/25	137		10,000,000.00	9,776,333.33	9,833,777.78	98.34	9,834,350.00	572.22	0.55%	A-1+	4.49%	4.49%
06741FWN3	Barclays Bank PLC		09/22/25	175		15,000,000.00	14,664,302.08	14,684,262.50	97.92	14,687,946.00	3,683.50	0.82%	A-1+	4.43%	4.43%
17327AU21	Citigroup Global Markets		07/02/25	93		5,000,000.00	4,866,366.67	4,941,733.33	98.86	4,943,160.00	1,426.67	0.28%	A-1	4.51%	4.51%
17327AU70	Citigroup Global Markets		07/07/25	98		5,000,000.00	4,863,200.00	4,938,566.67	98.81	4,940,746.50	2,179.83	0.28%	A-1	4.47%	4.47%
17327AU96	Citigroup Global Markets		07/09/25	100		3,000,000.00	2,922,125.00	2,963,287.50	98.79	2,963,736.00	448.50	0.17%	A-1	4.47%	4.47%
17327AUJ4	Citigroup Global Markets		07/18/25	109		5,000,000.00	4,868,354.17	4,933,250.00	98.67	4,933,415.00	165.00	0.27%	A-1	4.52%	4.52%
44988KLG2	ING (U.S.) Funding LLC	4.60%	04/29/25	1		5,000,000.00	5,000,000.00	5,000,000.00	100.01	5,000,400.00	400.00	0.28%	A-1	4.60%	4.60%
63763PW2	National Securities Clearing Corp.		09/15/25	168		5,000,000.00	4,886,344.44	4,901,655.55	97.97	4,898,650.00	(3,005.55)	0.27%	A-1+	4.50%	4.50%
89116EXA6	Toronto Dominion Holdings USA Inc.		10/10/25	193		15,000,000.00	14,515,366.67	14,652,800.00	97.74	14,661,097.50	8,297.50	0.82%	A-1	4.37%	4.37%
TOTAL : BANKING						146,000,000.00	143,241,010.99	144,441,501.68		144,460,692.50	19,190.82	8.05%			
TECHNOLOGY HARDWARE															
47816FW56	Johnson & Johnson		09/05/25	158		5,000,000.00	4,892,155.56	4,907,980.56	98.18	4,908,945.50	964.94	0.27%	A-1+	4.28%	4.28%
47816FW80	Johnson & Johnson		09/08/25	161		10,000,000.00	9,781,966.67	9,812,444.45	98.15	9,814,612.00	2,167.55	0.55%	A-1+	4.28%	4.28%
TOTAL : TECHNOLOGY HARDWARE						15,000,000.00	14,674,122.23	14,720,425.01		14,723,557.50	3,132.49	0.82%			
TOTAL : Commercial Paper						161,000,000.00	157,915,133.22	159,161,926.69		159,184,250.00	22,323.31	8.87%			
Asset Backed Commercial Paper															
BANKING															
0347M2U20	Anglesea Funding LLC		07/02/25	93		5,000,000.00	4,891,341.67	4,943,522.22	98.87	4,943,451.00	(71.22)	0.28%	A-1	4.49%	4.49%
0347M2V60	Anglesea Funding LLC		08/06/25	128		10,000,000.00	9,783,666.67	9,844,777.78	98.45	9,845,428.00	650.22	0.55%	A-1	4.48%	4.48%
0347M2V7	Anglesea Funding LLC		08/12/25	134		10,000,000.00	9,780,000.00	9,837,444.44	98.38	9,838,257.00	812.56	0.55%	A-1	4.48%	4.48%
04821T796	Atlantic Asset Securitization LLC		06/09/25	70		10,000,000.00	9,768,455.56	9,912,216.67	99.14	9,914,250.00	2,033.33	0.55%	A-1	4.51%	4.51%
04821T707	Atlantic Asset Securitization LLC		06/13/25	74		5,000,000.00	4,888,125.00	4,954,375.00	99.09	4,954,716.00	341.00	0.28%	A-1	4.51%	4.51%
06741FV18	Bedford Row Funding Corp.		08/20/25	142		7,000,000.00	6,843,935.00	6,879,092.50	98.28	6,879,859.00	766.50	0.38%	A-1+	4.49%	4.49%
07645REX0	Bedford Row Funding Corp.	4.57%	05/28/25	1		7,000,000.00	7,000,000.00	7,000,000.00	100.01	7,000,777.00	777.00	0.39%	A-1+	4.57%	4.57%
07645REY8	Bedford Row Funding Corp.	4.57%	06/27/25	1		5,000,000.00	5,000,000.00	5,000,000.00	100.01	5,000,720.00	720.00	0.28%	A-1+	4.57%	4.57%
07645REZ5	Bedford Row Funding Corp.	4.55%	08/06/25	1		7,000,000.00	7,000,000.00	7,000,000.00	100.01	7,000,483.00	483.00	0.39%	A-1+	4.55%	4.55%
07646KHG8	Bedford Row Funding Corp.	4.55%	04/08/25	1		5,000,000.00	5,000,000.00	5,000,000.00	100.00	4,999,830.00	(170.00)	0.28%	A-1+	4.55%	4.55%
07646KH12	Bedford Row Funding Corp.	4.57%	06/06/25	1		10,000,000.00	10,000,000.00	10,000,000.00	100.01	10,001,090.00	1,090.00	0.56%	A-1+	4.57%	4.57%
07646KH9	Bedford Row Funding Corp.	4.57%	06/16/25	1		8,000,000.00	8,000,000.00	8,000,000.00	100.01	8,001,000.00	1,000.00	0.45%	A-1+	4.57%	4.57%
07646KHL7	Bedford Row Funding Corp.	4.57%	06/17/25	1		3,000,000.00	3,000,000.00	3,000,000.00	100.01	3,000,381.00	381.00	0.17%	A-1+	4.57%	4.57%
07646KHP8	Bedford Row Funding Corp.	4.54%	08/18/25	1		20,000,000.00	20,000,000.00	20,000,000.00	100.00	19,999,966.00	(34.00)	1.11%	A-1+	4.54%	4.54%
07646KHQ6	Bedford Row Funding Corp.	4.54%	08/19/25	1		5,000,000.00	5,000,000.00	5,000,000.00	100.00	4,999,991.50	(8.50)	0.28%	A-1+	4.54%	4.54%
07646KJ35	Bedford Row Funding Corp.	4.54%	09/02/25	1		5,000,000.00	5,000,000.00	5,000,000.00	100.00	4,999,997.50	(2.50)	0.28%	A-1+	4.54%	4.54%
10924HS62	Brighthouse Financial, Inc.		05/06/25	36		8,000,000.00	7,815,168.89	7,964,455.56	99.56	7,964,672.00	216.44	0.44%	A-1+	4.50%	4.50%
10924HT53	Brighthouse Financial, Inc.		06/05/25	66		10,000,000.00	9,768,455.56	9,917,305.56	99.19	9,918,980.00	1,674.44	0.55%	A-1+	4.52%	4.52%
10924HUH5	Brighthouse Financial, Inc.		07/17/25	108		5,000,000.00	4,889,137.50	4,934,462.50	98.67	4,933,635.00	(827.50)	0.27%	A-1+	4.55%	4.55%
10924HUN2	Brighthouse Financial, Inc.		07/22/25	113		5,000,000.00	4,888,525.00	4,931,400.00	98.62	4,930,774.50	(625.50)	0.27%	A-1+	4.53%	4.53%
10924HUQ5	Brighthouse Financial, Inc.		07/24/25	115		10,000,000.00	9,775,825.00	9,860,350.00	98.59	9,858,640.00	(1,710.00)	0.55%	A-1+	4.55%	4.55%
10924HUR3	Brighthouse Financial, Inc.		07/25/25	116		5,000,000.00	4,886,687.50	4,929,562.50	98.57	4,928,705.00	(857.50)	0.27%	A-1+	4.55%	4.55%
11042LRE2	Britannia Funding Co. LLC		04/14/25	14		10,000,000.00	9,762,583.33	9,983,316.67	99.83	9,983,006.00	(310.67)	0.56%	A-1	4.44%	4.44%
11042LS19	Britannia Funding Co. LLC		05/01/25	31		5,000,000.00	4,883,216.67	4,980,750.00	99.62	4,980,750.00	-	0.28%	A-1	4.55%	4.55%
11042LS76	Britannia Funding Co. LLC		05/07/25	37		5,000,000.00	4,884,227.78	4,977,100.00	99.55	4,977,531.00	431.00	0.28%	A-1	4.45%	4.45%
11042LS92	Britannia Funding Co. LLC		05/09/25	39		8,000,000.00	7,810,693.33	7,961,324.44	99.53	7,962,100.80	776.36	0.44%	A-1	4.45%	4.45%
1247P2U2E	CAFCO LLC		07/14/25	105		5,000,000.00	4,875,000.00	4,935,000.00	98.72	4,936,070.00	1,070.00	0.28%	A-1	4.50%	4.50%
15963RDY6	Chariot Funding LLC	4.57%	06/03/25	1		2,000,000.00	2,000,000.00	2,000,000.00	100.01	2,000,138.00	138.00	0.11%	A-1+	4.57%	4.57%
15963REA7	Chariot Funding LLC	4.62%	06/20/25	1		5,000,000.00	5,000,000.00	5,000,000.00	100.02	5,000,885.00	885.00	0.28%	A-1+	4.62%	4.62%
15963REC3	Chariot Funding LLC	4.63%	07/01/25	1		3,000,000.00	3,000,000.00	3,000,000.00	100.00	2,999,999.70	(0.30)	0.17%	A-1+	4.63%	4.63%
15963RED1	Chariot Funding LLC	4.63%	07/02/25	1		3,000,000.00	3,000,000.00	3,000,000.00	100.00	2,999,999.10	(0.90)	0.17%	A-1+	4.63%	4.63%
16115VST7	Charta LLC		05/27/25	57		5,000,000.00	4,880,933.33	4,964,533.33	99.31	4,965,396.50	863.17	0.28%	A-1	4.46%	4.46%
16115VTD1	Charta LLC		06/13/25	74		5,000,000.00	4,885,625.00	4,954,375.00	99.10	4,955,134.00	759.00	0.28%	A-1	4.47%	4.47%
16115VU7E	Charta LLC		07/14/25	105		15,000,000.00	14,625,000.00	14,805,000.00	98.72	14,807,640.00	2,640.00	0.83%	A-1	4.52%	4.52%
16115VUF4	Charta LLC		07/15/25	106		5,000,000.00	4,874,375.00	4,934,375.00	98.71	4,935,275.00	900.00	0.28%	A-1	4.52%	4.52%
17177LU88	Ciesco, LLC		07/11/25	102		10,000,000.00	9,751,250.00	9,873,750.00	98.75	9,875,430.00	1,680.00	0.55%	A-1	4.51%	4.51%
17177LU9F	Ciesco, LLC		07/15/25	106		10,000,000.00	9,748,750.00	9,868,750.00	98.72	9,871,936.00	3,186.00	0.55%	A-1	4.47%	4.47%
19767CTC0	Columbia Funding Co. LLC		06/12/25	73		5,000,000.00	4,886,250.00	4,955,000.00	99.11	4,955,737.00	737.00	0.28%	A-1	4.47%	4.47%
40060VBV5	GTA Funding LLC	4.55%	08/10/25	1		15,000,000.00	15,000,000.00	15,000,000.00	100.00	14,999,400.00	(600.00)	0.84%	A-1	4.55%	4.55%
40060WW32	GTA Funding LLC		09/13/25	156		15,000,000.00	14,674,200.00	14,721,000.00	98.12	14,718,030.00	(2,970.00)	0.82%	A-1	4.48%	4.48%
40060WW81	GTA Funding LLC		09/08/25	161		5,000,000.00	4,888,400.00	4,904,000.00	98.06	4,903,035.00	(965.00)	0.27%	A-1	4.48%	4.48%
40588LS14	Halkin Finance LLC		05/20/25	50		10,000,000.00	9,768,722.22	9,937,388.89	99.39	9,939,259.00	1,870.11	0.55%	A-1	4.46%	4.46%
40588LSM2	Halkin Finance LLC		05/21/25	51		5,000,000.00	4,885,000.00	4,968,055.56	99.38	4,969,024.50	968.94	0.28%	A-1	4.46%	4.46%

ATTACHMENT 5

CALIFORNIA CLASS
Schedule of Investments
03/31/25

Cusip	Security Description	Coupon	Maturity Date	Days to Reset	Maturity	Share/Par	Original Cost	Amortized Cost	Price	Market Value	Unrealized		Ratings		YTM	Current Yield
											Gain / (Loss)	% of MV	S&P			
40588LS7	Halkin Finance LLC		05/27/25	57		8,000,000.00	7,813,955.56	7,942,755.56	99.31	7,944,634.40	1,878.84	0.44%	A-1		4.46%	4.46%
46224KS90	Ionic Funding LLC		05/09/25	39		15,000,000.00	14,830,183.33	14,929,858.33	99.52	14,928,256.50	(1,601.83)	0.83%	A-1		4.50%	4.50%
53944QITJ9	LMA Americas LLC		06/18/25	79		5,000,000.00	4,883,125.00	4,951,250.00	99.03	4,951,680.00	430.00	0.28%	A-1		4.51%	4.51%
53944QU7J3	LMA Americas LLC		07/07/25	98		5,000,000.00	4,888,272.22	4,940,452.78	98.80	4,940,175.00	(277.78)	0.28%	A-1		4.51%	4.51%
53944QU81	LMA Americas LLC		07/08/25	99		12,000,000.00	11,730,380.00	11,855,613.33	98.79	11,854,968.00	(645.33)	0.66%	A-1		4.51%	4.51%
53944QW00	LMA Americas LLC		09/12/25	165		2,784,000.00	2,722,863.36	2,729,210.88	97.99	2,728,150.18	(1,060.70)	0.15%	A-1		4.53%	4.53%
53944QW61	LMA Americas LLC		09/16/25	169		10,000,000.00	9,780,908.33	9,798,866.66	97.97	9,796,856.00	(2,010.66)	0.55%	A-1		4.48%	4.48%
53944QWJ5	LMA Americas LLC		09/18/25	171		10,000,000.00	9,778,688.89	9,795,527.78	97.95	9,794,515.00	(1,012.78)	0.55%	A-1		4.48%	4.48%
55458ESP6	Mackinac Funding Company, LLC		05/23/25	53		5,000,000.00	4,882,319.44	4,966,922.22	99.35	4,967,707.00	784.78	0.28%	A-1		4.48%	4.48%
67983TV52	Old Line Funding LLC		08/05/25	127		10,000,000.00	9,746,297.22	9,847,050.00	98.48	9,848,282.00	1,232.00	0.55%	A-1+		4.43%	4.43%
67983TWB8	Old Line Funding LLC		09/11/25	164		5,000,000.00	4,893,411.11	4,904,011.11	98.05	4,902,526.50	(1,484.61)	0.27%	A-1+		4.43%	4.43%
67984RPL7	Old Line Funding LLC	4.57%	V	06/05/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.01	10,001,440.00	1,440.00	0.56%	A-1+		4.57%	4.57%
67984RPM5	Old Line Funding LLC	4.57%	V	06/17/25	1	15,000,000.00	15,000,000.00	15,000,000.00	100.02	15,002,550.00	2,550.00	0.84%	A-1+		4.57%	4.57%
67984RPN3	Old Line Funding LLC	4.54%	V	09/09/25	1	15,000,000.00	15,000,000.00	15,000,000.00	100.00	14,999,977.50	(22.50)	0.84%	A-1+		4.54%	4.54%
69901MT55	Paradelle Funding LLC		06/05/25	66		8,000,000.00	7,813,746.67	7,933,844.45	99.19	7,935,368.00	1,523.55	0.44%	A-1		4.50%	4.50%
76582JSE5	Ridgefield Funding Co. LLC		05/14/25	44		15,000,000.00	14,646,258.33	14,918,658.33	99.47	14,919,798.00	1,139.67	0.83%	A-1		4.46%	4.46%
76582JWK6	Ridgefield Funding Co. LLC		09/19/25	172		5,000,000.00	4,869,537.50	4,895,262.50	97.94	4,897,246.00	1,983.50	0.27%	A-1		4.45%	4.45%
76582JWW0	Ridgefield Funding Co. LLC		09/30/25	183		5,000,000.00	4,869,805.56	4,889,788.89	97.81	4,890,691.50	902.61	0.27%	A-1		4.46%	4.46%
85520LT47	Starbird Funding Corp.		06/04/25	65		5,000,000.00	4,870,288.89	4,960,088.89	99.21	4,960,563.50	474.61	0.28%	A-1		4.46%	4.46%
85520LT62	Starbird Funding Corp.		06/06/25	67		5,000,000.00	4,869,041.67	4,958,841.67	99.18	4,958,835.00	(6.67)	0.28%	A-1		4.52%	4.52%
88603AHP1	Thunder Bay Funding LLC	4.55%	V	04/23/25	1	7,000,000.00	7,000,000.00	7,000,000.00	100.00	7,000,217.00	217.00	0.39%	A-1+		4.55%	4.55%
88603AHR7	Thunder Bay Funding LLC	4.57%	V	06/02/25	1	12,000,000.00	12,000,000.00	12,000,000.00	100.01	12,001,248.00	1,248.00	0.67%	A-1+		4.57%	4.57%
88603AHS5	Thunder Bay Funding LLC	4.57%	V	06/23/25	1	7,000,000.00	7,000,000.00	7,000,000.00	100.00	6,999,990.20	(9.80)	0.39%	A-1+		4.57%	4.57%
TOTAL : BANKING						512,784,000.00	504,952,633.09	508,850,687.00		508,877,055.38	26,368.38	28.36%				
TOTAL : BANKING						512,784,000.00	504,952,633.09	508,850,687.00		508,877,055.38	26,368.38	28.36%				
TOTAL : Asset Backed Commerical Paper																
Government Bond																
GOVERNMENT SPONSORED																
313082DR3	Federal Home Loan Bank	4.37%	V	04/15/25	1	2,000,000.00	2,000,000.00	2,000,000.00	100.00	1,999,998.08	(1.92)	0.11%	AA+		4.37%	4.37%
313084BP5	Federal Home Loan Bank	4.34%	V	05/28/25	1	20,000,000.00	20,000,000.00	20,000,000.00	100.00	19,999,703.60	(296.40)	1.11%	AA+		4.34%	4.34%
313084DA6	Federal Farm Credit Bank	4.34%	V	05/22/25	1	20,000,000.00	20,000,000.00	20,000,000.00	100.00	19,999,792.40	(207.60)	1.11%	AA+		4.34%	4.34%
313084DB4	Federal Home Loan Bank	4.34%	V	06/23/25	1	20,000,000.00	20,000,000.00	20,000,000.00	100.00	19,999,837.20	(162.80)	1.11%	AA+		4.35%	4.35%
313084DR9	Federal Home Loan Bank	4.35%	V	07/28/25	1	15,000,000.00	15,000,000.00	15,000,000.00	100.00	14,999,836.35	(163.65)	0.84%	AA+		4.35%	4.35%
313084DS7	Federal Home Loan Bank	4.35%	V	08/27/25	1	17,000,000.00	17,000,000.00	17,000,000.00	100.00	16,999,800.76	(199.24)	0.95%	AA+		4.36%	4.36%
313084LS8	Federal Home Loan Bank	4.35%	V	09/15/25	1	15,000,000.00	15,000,000.00	15,000,000.00	100.00	15,000,050.25	50.25	0.84%	AA+		4.35%	4.35%
313084L66	Federal Home Loan Bank	4.34%	V	06/16/25	1	15,000,000.00	15,000,000.00	15,000,000.00	100.00	14,999,994.90	(5.10)	0.84%	AA+		4.34%	4.34%
313084MS7	Federal Home Loan Bank	4.34%	V	07/14/25	1	20,000,000.00	20,000,000.00	20,000,000.00	100.00	19,999,869.00	(131.00)	1.11%	AA+		4.35%	4.35%
313084SK8	Federal Home Loan Bank	4.34%	V	08/07/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.00	9,999,874.80	(125.20)	0.56%	AA+		4.35%	4.35%
313084T35	Federal Home Loan Bank	4.35%	V	09/30/25	1	6,000,000.00	6,000,000.00	6,000,000.00	100.00	6,000,058.14	58.14	0.33%	AA+		4.35%	4.35%
313084T92	Federal Home Loan Bank	4.34%	V	07/02/25	1	10,000,000.00	10,000,000.00	10,000,000.00	100.00	10,000,048.80	48.80	0.56%	AA+		4.34%	4.34%
313084TR2	Federal Home Loan Bank	4.34%	V	07/30/25	1	7,000,000.00	7,000,000.00	7,000,000.00	100.00	6,999,892.62	(107.38)	0.39%	AA+		4.35%	4.35%
313084T24	Federal Home Loan Bank	4.35%	V	09/05/25	1	4,000,000.00	4,000,000.00	4,000,000.00	100.00	3,999,949.16	(50.84)	0.22%	AA+		4.35%	4.35%
3133ERD81	Federal Farm Credit Bank	4.34%	V	04/25/25	1	12,000,000.00	12,000,000.00	12,000,000.00	100.00	11,999,998.20	(1.80)	0.67%	AA+		4.34%	4.34%
3133ERD99	Federal Farm Credit Bank	4.35%	V	05/22/25	1	12,000,000.00	12,000,000.00	12,000,000.00	100.00	11,999,845.68	(154.32)	0.67%	AA+		4.35%	4.35%
3133ERP54	Federal Farm Credit Bank	4.35%	V	06/26/25	1	15,000,000.00	15,000,000.00	15,000,000.00	100.00	14,999,898.15	(101.85)	0.84%	AA+		4.35%	4.35%
3133ERP62	Federal Farm Credit Bank	4.34%	V	05/27/25	1	15,000,000.00	15,000,000.00	15,000,000.00	100.00	14,999,830.20	(169.80)	0.84%	AA+		4.35%	4.35%
TOTAL : GOVERNMENT SPONSORED						235,000,000.00	235,000,000.00	235,000,000.00		234,998,278.29	(1,721.71)	13.10%				
TOTAL : GOVERNMENT SPONSORED						235,000,000.00	235,000,000.00	235,000,000.00		234,998,278.29	(1,721.71)	13.10%				
TOTAL : Government Bond																
Money Market																
MONEY MARKET																
31607A703	Fidelity Government Portfolio - Institution	4.25%	V		1	13,719,703.65	13,719,703.65	13,719,703.65	100.00	13,719,703.65	-	0.76%	AAA		4.25%	4.25%
608919718	Federated Government Obligations - Pren	4.25%	V		1	3,253,363.81	3,253,363.81	3,253,363.81	100.00	3,253,363.81	-	0.18%	AAA		4.25%	4.25%
825252885	InvesCo STIT Government & Agency Portf	4.27%	V		1	17,503,013.55	17,503,013.55	17,503,013.55	100.00	17,503,013.55	-	0.98%	AAA		4.27%	4.27%
857492706	State Street Institutional US Government	4.29%	V		1	28,334,991.00	28,334,991.00	28,334,991.00	100.00	28,334,991.00	-	1.58%	AAA		4.29%	4.29%
949921126	Allspring Government Money Market Fun	4.26%	V		1	1,876,500.62	1,876,500.62	1,876,500.62	100.00	1,876,500.62	-	0.10%	AAA		4.26%	4.26%
TOTAL : MONEY MARKET						64,687,572.63	64,687,572.63	64,687,572.63		64,687,572.63	-	3.61%				
TOTAL : MONEY MARKET						64,687,572.63	64,687,572.63	64,687,572.63		64,687,572.63	-	3.61%				
TOTAL : Money Market																
Repurchase Agreement																
REPURCHASE AGREEMENTS																
RPEH47144	J.P. Morgan Sec. Repo 4.36%, due 04/01/25	4.36%	F	04/01/25	1	145,500,000.00	145,500,000.00	145,500,000.00	100.00	145,500,000.00	-	8.11%	A-1		4.36%	4.36%
RPE502ET8	RBC Capital Markets Repo 4.27%, due 04/01/25	4.27%	F	04/01/25	1	37,100,506.80	37,100,506.80	37,100,506.80	100.00	37,100,506.80	-	2.07%	A-1+		4.27%	4.27%
RPEW02RK4	J.P. Morgan Sec. Repo 4.37%, due 04/01/25	4.37%	F	04/01/25	1	150,000,000.00	150,000,000.00	150,000,000.00	100.00	150,000,000.00	-	8.36%	A-1		4.37%	4.37%

ATTACHMENT 5

CALIFORNIA CLASS
Subordinate Floating Rate
Trust

Cusip	Security Description	Coupon	Maturity Date	Days to Reset	Share/Par	Original Cost	Amortized Cost	Price	Market Value	Unrealized Gain / (Loss)	% of MV	Ratings S&P	YTM	Current Yield
TOTAL : REPURCHASE AGREEMENTS					332,600,506.80	332,600,506.80	332,600,506.80		332,600,506.80	-	18.54%			
TOTAL : Repurchase Agreement					332,600,506.80	332,600,506.80	332,600,506.80		332,600,506.80	-	18.54%			
T-Bill														
U.S. TREASURY BILLS														
912797N26	U.S. Treasury Bill		04/15/25	15	10,000,000.00	9,860,571.67	9,983,596.67	99.83	9,983,481.90	(114.77)	0.56%	A-1+	4.03%	4.03%
TOTAL : U.S. TREASURY BILLS					10,000,000.00	9,860,571.67	9,983,596.67		9,983,481.90	(114.77)	0.56%			
TOTAL : T-Bill					10,000,000.00	9,860,571.67	9,983,596.67		9,983,481.90	(114.77)	0.56%			
Grand Total					1,799,929,573.58	1,788,873,906.54	1,794,141,780.82		1,794,206,103.15	64,322.33	100.00%			



BOARD OF PORT COMMISSIONERS
JUNE 4, 2025

STANDARD AGENDA ITEM 3
APPROVAL OF THE FY2025-2026
HARBOR VILLAGE LEASING
STRATEGY AND ACTION PLAN

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3
Meeting Date: June 5, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Analyst II
Will McReynolds, Management Assistant
SUBJECT: Approval of the FY2025-2026 Harbor Village Leasing Strategy and Action Plan

RECOMMENDATION:

That the Board of Port Commissioners approve the FY2025-2026 Harbor Village Leasing Strategy and Action Plan.

SUMMARY:

Attached is the FY2025–2026 Ventura Harbor Village Leasing Strategy and Action Plan, which outlines how District staff will proceed with new leases and renewals, discuss our process, as well as develop a formal leasing policy in the upcoming fiscal year. The strategy articulates key objectives and goals and details a range of tools and data designed to strengthen Ventura Harbor Village’s position as a distinctive destination for both residents and visitors.

GUIDING PRINCIPLES:

- 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.

5-YEAR OBJECTIVES:

- 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.
 - 3) Public and Civic Engagement Planning
- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
 - 3) Leasing/Property Management
 - 4) Update of Financial Management System

BACKGROUND:

The District’s Guiding Principles and 5-Year Objectives continue to serve as the foundation for the Leasing Strategy and Action Plan. In the upcoming fiscal year, staff will continue to prioritize tenant retention and attraction while maintaining a high-standard leasing process. To further

strengthen this process, staff will also develop a Board-approved leasing policy. While the core actions remain consistent, staff is introducing new data driven strategies and consultants guided actions to more effectively implement these initiatives, positioning Ventura Harbor Village to navigate current economic uncertainties and the evolving retail landscape.

Occupancy in FY2025-2026

In FY 2025-2026, twenty leases are up for renewal or option. Staff anticipates the majority of the tenants will continue their tenancy. As always, staff will perform early engagement with tenants to discuss the partnership to confirm future tenancy or pivot to search for a new tenant.

FY2025-2026 LEASING GOALS:

The attached Plan outlines the staff's proposed updates to the Leasing Goals for the Board's consideration and direction.

FISCAL IMPACT:

For FY2025-2026, the leasing budget will include expenses for advertising, real estate broker fees, leasing consultants, tenant referrals, signage, and data services (i.e. CoStar/Beonic).

ATTACHMENTS:

Attachment 1 – FY2025-2026 Harbor Village Leasing Strategy and Action Plan

ATTACHMENT 1



VENTURA HARBOR VILLAGE LEASING STRATEGY & ACTION PLAN FY25-26

OUTLINE

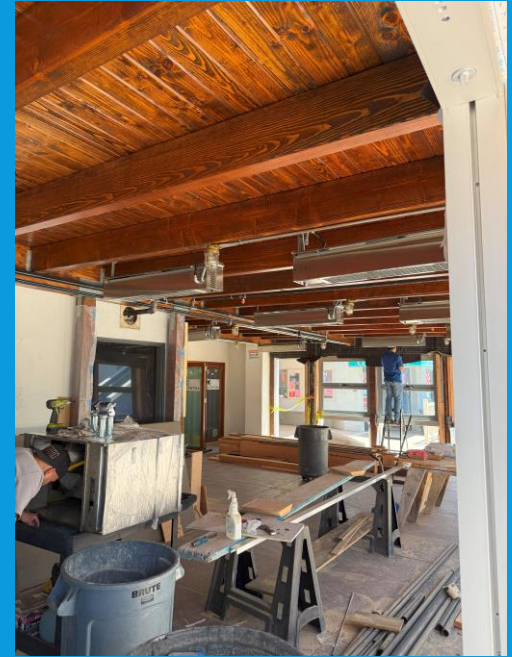
- Ventura Port District's Guiding Principles and 5-Year Objectives
- 5 Revised Goals
- Update on NPS office leases

GOAL 1: TENANT RETENTION & GROWTH

Continue to retain our successful VHV business tenants through:

- Proactively work with tenants to incorporate evolving business needs in financial, spatial, and temporal terms of new leases.
- Partnership investment with tenants to improve leased spaces.

EXAMPLE: BOATYARD PUB IMPROVEMENTS



GOAL 2: VILLAGE ECONOMIC VITALITY

Village economic vitality can be further realized through:

- Reinvestment in Village through Capital Improvements.
- Retain consulting services to provide recommendations to staff & advice for tenant success and recruitment.
- Pursue grant opportunities for Village enhancements.
- Enhance visitor wayfinding, points of interest, and encourage a sense of discovery.
- Continued investment in Village attractions (i.e. Marketing).

U.S. National Sales Productivity and Occupancy Costs by Category
(Rolling 12 Months: April 2024 - March 2025)

Category	Annualized Sales per Square Foot					Occupancy Cost*
	Rolling 12 Months		Calendar Year			Rolling 12 Months
	Sum	YoY % Change	2022	2023	2024	Average
Apparel	\$274	-0.2%	\$265	\$269	\$280	8.8%
Beauty Supplies	\$931	7.0%	\$724	\$860	\$905	4.7%
Craft	\$136	3.0%	\$145	\$133	\$125	12.0%
Department Store	\$280	-16.4%	\$312	\$337	\$302	4.1%
Dollar Store	\$161	10.8%	\$149	\$144	\$153	8.0%
Fast Food	\$782	3.5%	\$712	\$748	\$776	6.4%
Fitness	\$115	-1.4%	\$108	\$117	\$113	20.7%
Hair	\$308	5.1%	\$271	\$286	\$307	14.0%
Home Goods	\$217	6.0%	\$282	\$207	\$219	8.7%
Home Improvement	\$337	4.5%	\$303	\$316	\$343	4.3%
Movie Theater	\$106	-5.9%	\$90	\$112	\$110	24.0%
Pet Supplies	\$324	-10.6%	\$324	\$370	\$341	8.5%
Restaurant	\$651	0.3%	\$629	\$655	\$643	6.7%
Salon	\$443	6.1%	\$417	\$412	\$441	10.5%
Services	\$477	2.9%	\$431	\$446	\$487	9.2%
Shoes	\$261	-2.4%	\$274	\$270	\$263	10.3%
Specialty Food	\$591	4.9%	\$558	\$562	\$585	10.1%
Specialty Restaurant	\$183	-9.8%	\$197	\$201	\$193	14.8%
Specialty Retail	\$418	3.1%	\$466	\$411	\$411	7.3%
Sporting Goods	\$407	11.4%	\$380	\$369	\$363	2.3%
Supermarket	\$630	0.2%	\$600	\$613	\$659	2.5%

Source: Datex Property Solutions

Category descriptions:

Hair: Retailers that principally cut and/or blow-dry hair.

Fast Food: Quick serve and takeaway-focused meals.

Restaurant: Principally sit-down dining focused.

Salon: Retailers that do massage, eyelashes, waxing and nails.

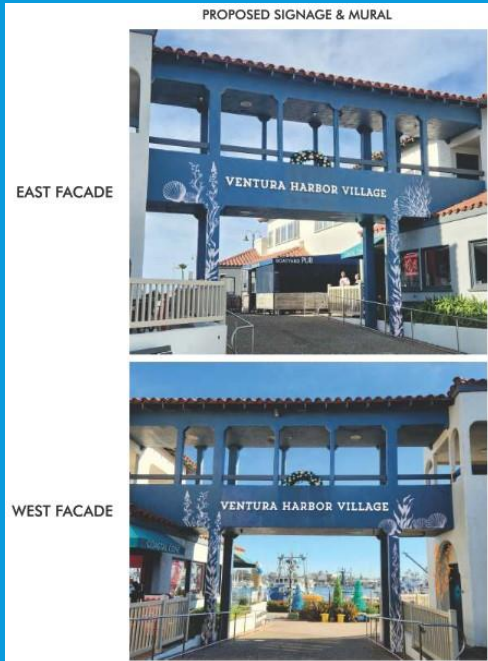
Services: A standalone category capturing all other service retailers including check cashing, insurance, dental, copy/print, weight loss, shipping and wireless.

Specialty Food: Inclusive of juices, ice cream, yogurt and donuts.

Specialty Restaurant: Dining with an integral experience component.

Specialty Retail: Specifically focused on a narrow vertical such as books, parties, backpacking or devices.

EXAMPLE: PROPOSED ARTISTIC MURALS



GOAL 3: TENANT ATTRACTION

Work to recruit innovative, successful, experienced business owners that will enhance the destination experience through:

- Effective advertising and broad outreach.
- Revamped webpages featuring listings, marketing highlights, and business opportunities.
- Business community networking.
- Engage with business brokers.
- Provide financial incentive for Tenant referrals.



VENTURA PORT DISTRICT
Established 1952

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VENTURA HARBOR VILLAGE LEASING

1575 Spinnaker #101 Restaurant



1575 Spinnaker Drive Suite 101

Ventura, CA 93001

Property Type: Restaurant

Lease Rate: Contact for Details

Space Size: 2,745 Square Feet

Features: Outdoor Patio Space, Exterior Facade, Kitchen, Interior Dining Space

Surrounding Businesses: Barefoot Boutique, Lost in Socks, Mermaid Gallery, Casa de Regalos, Future Restaurant Space

[Click Here for Suggested Floor Plan](#)



GOAL 4: LEASING PROCESS

Maintain a high level of leasing process management through continuing to:

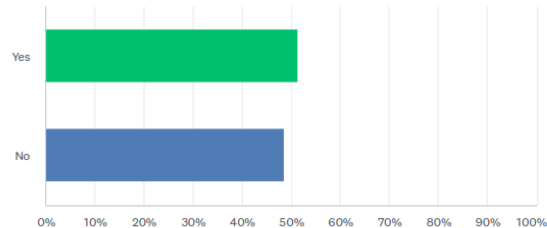
- Provide excellent customer service throughout the full tenant life cycle.
- Timely and courteous response to inquiries.
- Complete annual tenant surveys & implementing improvements.
- Perform data driven decision making.
- Execute market-rate leases.

Next Tenant Survey: August 2025

- Opportunity to receive constructive feedback from our tenants on how to continue to improve.

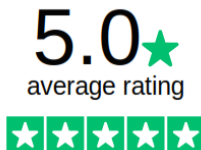
Q9 In the past year, did you have dialogue with District staff regarding obtaining and/or renewing your commercial lease with the District?

Answered: 35 Skipped: 0



Q10 If you answered yes to the question above, how would you rate the courtesy, professionalism, and transparency of that dialogue?

Answered: 20 Skipped: 15



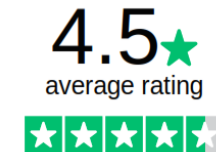
Q12 Do you plan to call Ventura Harbor "home" for the foreseeable future?

Answered: 35 Skipped: 0



Q13 What is your overall opinion of the Ventura Port District's management of Ventura Harbor?

Answered: 35 Skipped: 0



GOAL 5: LEASING POLICY

Continue to improve District's VHV leasing practices through:

- Developing comprehensive, Board-approved Leasing Policy for Village
 - Institute policy for brokers and broker fees.
 - Define tenant minimum qualifications and “tenant in good standing”.
 - Develop policy for tenant modernization requirements and District investments.
 - Establish policy framework for managing short-term pop-up activations.

Staff has identified a policy template as a place to start:



(28)

San Diego Unified Port District
Document No. 75917
Filed 09/11/2023
Office of the District Clerk

BPC Policy No. 355

SUBJECT: REAL ESTATE LEASING POLICY

PURPOSE: To Establish General Policies for Leasing the San Diego Unified Port District (District) Real Estate Assets

INTRODUCTION: The Real Estate Leasing Policy establishes general real estate leasing policies that have been adopted by resolution of the Board of Port Commissioners (Board). The Real Estate Leasing Policy does not supersede the District's existing leases. The attached *Administrative Practices -- Real Estate Leasing*, describes the practices and procedures to be used in establishing rent; conducting rent reviews; extending existing leases and granting options; and states the conditions for the District's approval of subleases, leasehold financing, lease assignment and lease amendment, including processing fees associated with the above. The Practices also state the District's commitment to meet and confer in good faith with the San Diego Port Tenants Association (SDPTA) regarding changes to the Practices and to conduct a public workshop on the changes when requested by the SDPTA.

...AND WHAT ABOUT NPS LEASED SPACE?

GSA has reversed its office lease termination.

10,000 square feet of office space leased by the National Park Service will end April next year.

District needs to work with NPS/GSA on potential plans after the lease expires...

...and/or to prepare the space for lease for current/future tenants.



1431
Spinnaker



1691
Spinnaker





BOARD OF PORT COMMISSIONERS
JUNE 4, 2025

STANDARD AGENDA ITEM 4
APPROVAL OF THE FY2025-2026
VENTURA HARBOR VILLAGE VISITOR
ATTRACTION PLAN

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 4

Meeting Date: June 4, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jennifer Talt Lundin, Marketing Manager
Ruby Emery, Marketing & Events Coordinator II
Calli Brazeros, Marketing & Events Coordinator I
SUBJECT: Approval of FY2025-2026 Ventura Harbor Village Visitor Attraction Plan

RECOMMENDATION:

That the Board of Port Commissioners approve the FY2025-2026 Ventura Harbor Village Visitor Attraction Plan.

SUMMARY:

Staff will share the FY2025-2026 Ventura Harbor Village Visitor Attraction Plan as it pertains to live music and experiential moments, income avenues, continuation of promotional strategies and campaigns, Village signature events and collaborations, and content development.

GUIDING PRINCIPLES:

- 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.

OBJECTIVES:

- 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.
- N) Maintain and grow Channel Islands National Park Service (NPS) presence and customer visitation to the Harbor.
- V) Maintain and improve Harbor Village facilities, infrastructure, and amenities

BACKGROUND:

Ventura Harbor Village continues to thrive as a sought-after seaside destination on California's Central Coast, known for its vibrant blend of shopping, dining, recreation, self-care, fresh seafood, and entertainment. The Village has successfully maintained its appeal through strategic marketing, community-focused programming, and seasonal activations that create an inviting visitor experience.

Building on the growing consumer interest in "retailtainment" and a multifaceted marketing strategy, the marketing team expanded on-site activations and community outreach throughout the fiscal year. In Summer 2024, the Village experienced high engagement, coinciding with Visit Ventura's X Games Drone Show and the launch of a successful Summer Concert Kick-Off. The Summer Village Outdoor Movie Series featured major films such as *Barbie*—the year's highest-grossing release—*The Endless Summer* (celebrating its 60th anniversary), and the family classic *Hook*, shown in September. Fall programming drew strong attendance with National Seafood Month, art festivals, car shows, live music, themed Halloween events for families and pets, and

community-driven activities like California Coastal Cleanup Day. Winter brought continued momentum with signature events including Winter Wonderland & Holiday Marketplace, the Annual Parade of Lights & Fireworks, and the Chanukah Festival. The newly introduced Acoustic Courtyard Concert Series also ran from November through January. With the arrival of Spring, the Village capitalized on an extended six-week Spring Break period. Marketing activations included pop-culture tie-ins such as the “Road to Stagecoach KHAY Ticket Giveaway” featuring line dancing lessons and welcomed the Tall Ship Mystic Whaler to the port. Seasonal highlights included the return of March is Mermaid Month, Harbor is Hopping, and Lunar New Year celebrations. Plus, an on-site Visitor Booth all May coincided with California Tourism Month.

Additionally, the marketing team contributed to the enhancement of the Village experience through colorful new welcome banners along Harbor streets, storefront beautification, the design of eye-catching parking kiosk graphics, and promotion of electric vehicle (EV) charging stations.

With the rise of new technologies, devastating wind and fire impacts, coupled with the ever-changing political and economic landscapes, the marketing team continued to engage in multiple webinars, meetings, and conferences that shed light on trends and the rise of AI to best capture and assist the development of the Visitation plan going forward.

With the support of the Village tenants, the FY2025–2026 Ventura Harbor Village Visitor Attraction Plan aims to capitalize on the vision and extensive advertising efforts across California by collaborating with Visit California, Central Coast Tourism, Ventura County Coast, and Visit Ventura. These cooperative efforts will help expand reach and awareness of Ventura Harbor Village as a “*sun-kissed seaside playground*,” aligning with the statewide brand message, “*The Ultimate Playground*.” In addition, the plan ties into the Central Coast’s “*The Original CA Road Trip*” and Visit California’s new “*California Road Trip*” campaigns by developing fresh, shareable content tailored for multiple platforms and age groups.

Consumer data from 2025 indicates a growing trend toward “nostalgia” marketing, reflecting a desire among audiences to reconnect with places and experiences that evoke positive memories. This emotional connection—built through familiar and sentimental touchpoints—aligns well with what visitors already love about Ventura Harbor Village. The FY2025–2026 Ventura Harbor Village Visitor Attraction Plan will embrace this trend by developing stories, experiences, and events that resonate across multiple generations, evoking cherished seaside memories.

Data from the 2025 Public Survey continues to reveal that “*price & value*” paired with “*one-of-a-kind items*” and an interest in “*unique gifts & souvenirs*” still resonates with consumers, and in response, the FY 2025-2026 Ventura Harbor Village Visitor Attraction Plan will continue to highlight Harbor Village products, artisans, and offerings with a “*Chic-y, Beach-y, Boutique-y*” storytelling campaign. While “*harbor views & ambiance*” and “*menu variety and quality*” top the influence for dine & destination decisions.

The FY2025–2026 Ventura Harbor Village Visitor Attraction Plan maintains a strong focus on outreach, community stewardship, and strategic promotion. Key priorities include support for Channel Islands National Park Visitor Center programming and its concessionaire, live music and entertainment, signature event production, and cross-promotion of both community-wide and tenant-led activities. The plan also emphasizes growth in on-site event rentals and revenue generation, incorporation of pop-culture activations, and distribution of curated content across multiple digital and traditional channels.

Development of the FY2025–2026 Ventura Harbor Village Visitor Attraction Plan incorporated a comprehensive data-driven approach, including Seaside Vacay Public Visitor Survey (3,200+ responses), Village Tenant Survey (72% response), Village tenant input meeting, monthly Village

tenant E-newsletter & event survey feedback, industry trend reports, webinars, conferences, tourism, retail, platform analytics, and marketing resources.

The FY2025–2026 Ventura Harbor Village Visitor Attraction Plan is informed by current market trends, community input, data insights, and shifting consumer behaviors influenced by both economic and environmental factors. It provides a strategic roadmap to sustain and grow visitor engagement, strengthen brand identity, and further establish Ventura Harbor Village as a premier coastal destination. This dynamic plan will serve as a guiding framework for the marketing team to promote the Village as an inviting, story-rich environment where lasting memories are made.

FISCAL IMPACT:

This proposed plan will be included in the FY2025-2026 preliminary budget with possible increases due to the annual uptick in vendor, insurance, event production, entertainment, and advertising costs.

ATTACHMENTS:

Attachment 1 – FY2025 – 2026 Ventura Harbor Village Visitor Attraction Plan



2025 / 2026

Village **VISITOR**
ATTRACTION PLAN

VENTURA HARBOR VILLAGE MARKETING

Harbor Marketing Success

PERFORMANCE METRICS - A YEAR IN REVIEW

- Garnered **196k** users on VenturaHarborVillage.com
- Inspired **617k** website page views from **122** countries
- Grew social media audience to **79k** followers
- Earned over **9 million** impressions on social media
- Posted/produced **90 reels** - including 40 collaborations
- Designed **45** public e-blasts + **11** tenant newsletters
- Grew email audience to **19k** subscribers
- Distributed **12** press releases reaching **23,000+** media
- Earned **500+** editorial features & calendar mentions
- Booked **105** performances with a variety of entertainers
- Produced **17** Ventura Harbor Village signature events
- Celebrated **14** cultural highlights with programming
- Coordinated **28** special event rentals + **14** beach weddings
- Permitted **4** successful film shoots
- Collected over **\$68k** in revenue via permits, vendors & sponsors



VENTURA HARBOR VILLAGE MARKETING STRATEGY IN 2025

The road to building this plan...



DIGITAL VISITOR SURVEY 2025
(3200+ PUBLIC RESPONSES)



CALIFORNIA TOURISM DATA (10+)
CONFERENCES / MEETINGS / REPORTS



VILLAGE TENANT SURVEY 2025
(72% BUSINESS RESPONSES)



MARKETING INDUSTRY WEBINARS (10+)
LEVERAGING AI + TRAVEL FORECASTING



**VILLAGE STAKEHOLDER
INPUT MEET UP**



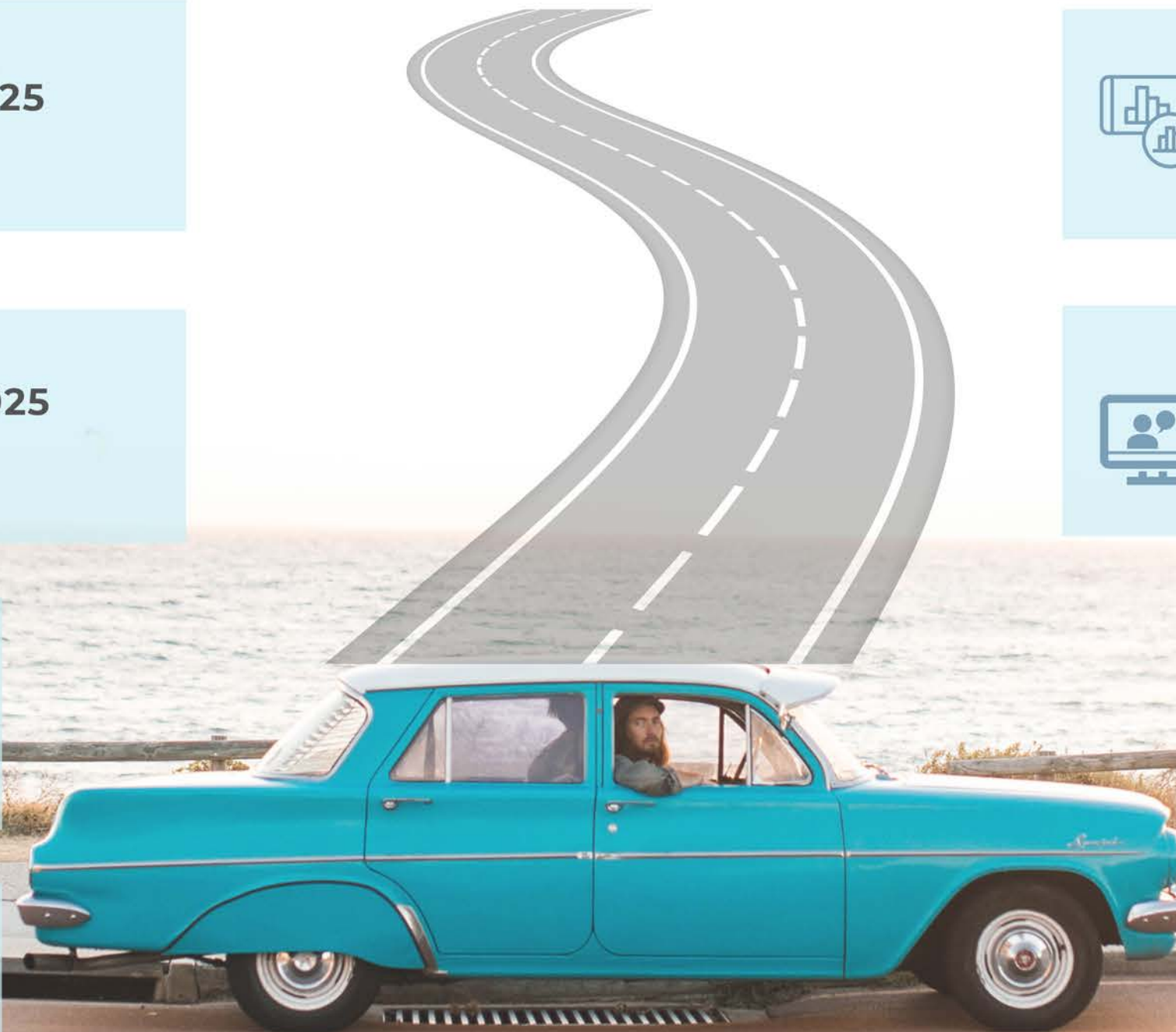
**CUSTOMER REVIEWS,
ENGAGEMENT & ATTENDANCE**



**TRACKING TRENDS
& TOPICAL PROMOTIONS**



RESEARCH & ANALYTICS
VISIT CA FRAMEWORK 25/26



SWOT ANALYSIS OF VENTURA HARBOR VILLAGE IN 2025

STRENGTHS

- Impactful special events
- New businesses to introduce
- Reinvestment + upgrades from tenants
- Ongoing improvement to infrastructure
- Rise in venue permit requests
- Restorative escape from daily stress

OPPORTUNITIES

- Alignment with Visit CA
- Increase frequency of entertainment
- Tenant led promo + activations
- Nostalgia marketing
- Strengthen regional partnerships
- Accurate visitation metrics from paid parking

WEAKNESSES

- Weather unpredictability
- Economic uncertainty + rising costs
- California Wildfire perception
- Highway one closures
- Changing consumer preferences

THREATS

- Decline in international visitation
- Tariffs + supply chain disruptions
- Federal policy shifts
- Perception of new paid parking
- Oversaturation of regional events



SEASIDE VACAY GIVEAWAY RESULTS IN 2025

Entries

Garnered over
3,200 survey
respondents.

Performance

Campaign clicks
outperformed
industry average
by **over 300%**

Congrats

Candance H., a **Gen X mom from Simi Valley**, took home the grand prize (target market!)



The graphic features a background of a blue sky with white clouds. In the center, the text "Seaside VACAY GIVEAWAY" is displayed in a large, white, cursive font for "Seaside" and a bold, white, sans-serif font for "VACAY GIVEAWAY". To the left, a circular inset photo shows a family of six (two adults and four children) standing on a pier with ships in the background. An orange arrow points from the "Congrats" section to this photo. Below the photo, a dark blue banner contains the text: "FREE VENTURA HARBOR HOTEL STAY + WHALE WATCHING TICKETS WITH ISLAND PACKERS + GIFT CARDS TO SHOP, DINE AND PLAY IN THE VILLAGE". At the bottom, a white rounded rectangle contains the website "VENTURAHARBORVILLAGE.COM". On the right side, a green starburst shape contains the text "\$1,000+ PRIZE VALUE".

**Seaside
VACAY
GIVEAWAY**

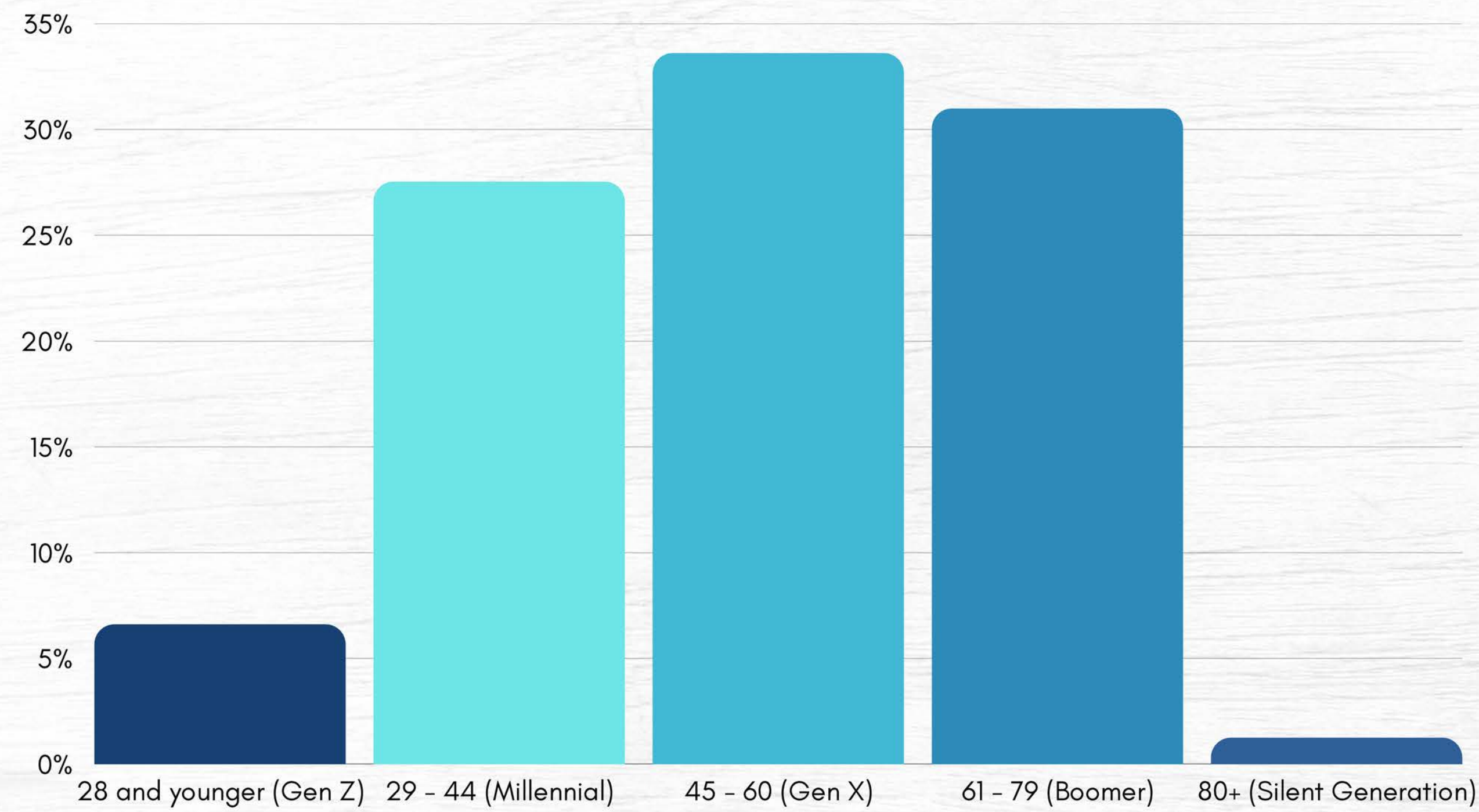
**\$1,000+
PRIZE
VALUE**

FREE VENTURA HARBOR HOTEL STAY
+ WHALE WATCHING TICKETS WITH ISLAND PACKERS
+ GIFT CARDS TO SHOP, DINE AND PLAY IN THE VILLAGE

VENTURAHARBORVILLAGE.COM

PUBLIC SURVEY RESULTS IN 2025

What is your age bracket?

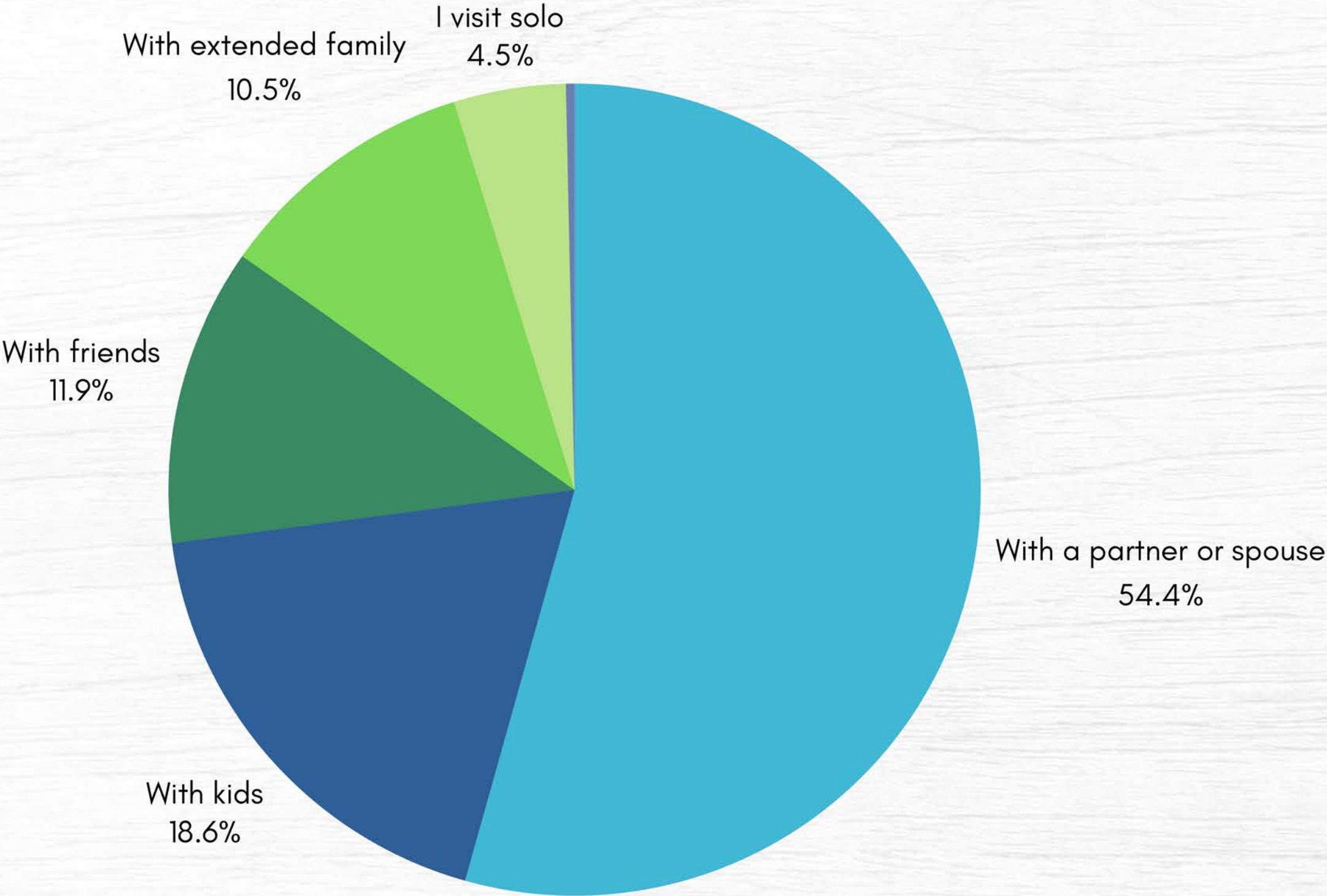


Key Findings

Ages 29 to 79 are our most engaged audience, with **Gen X leading the way**.

PUBLIC SURVEY RESULTS IN 2025

Who do you typically travel with?

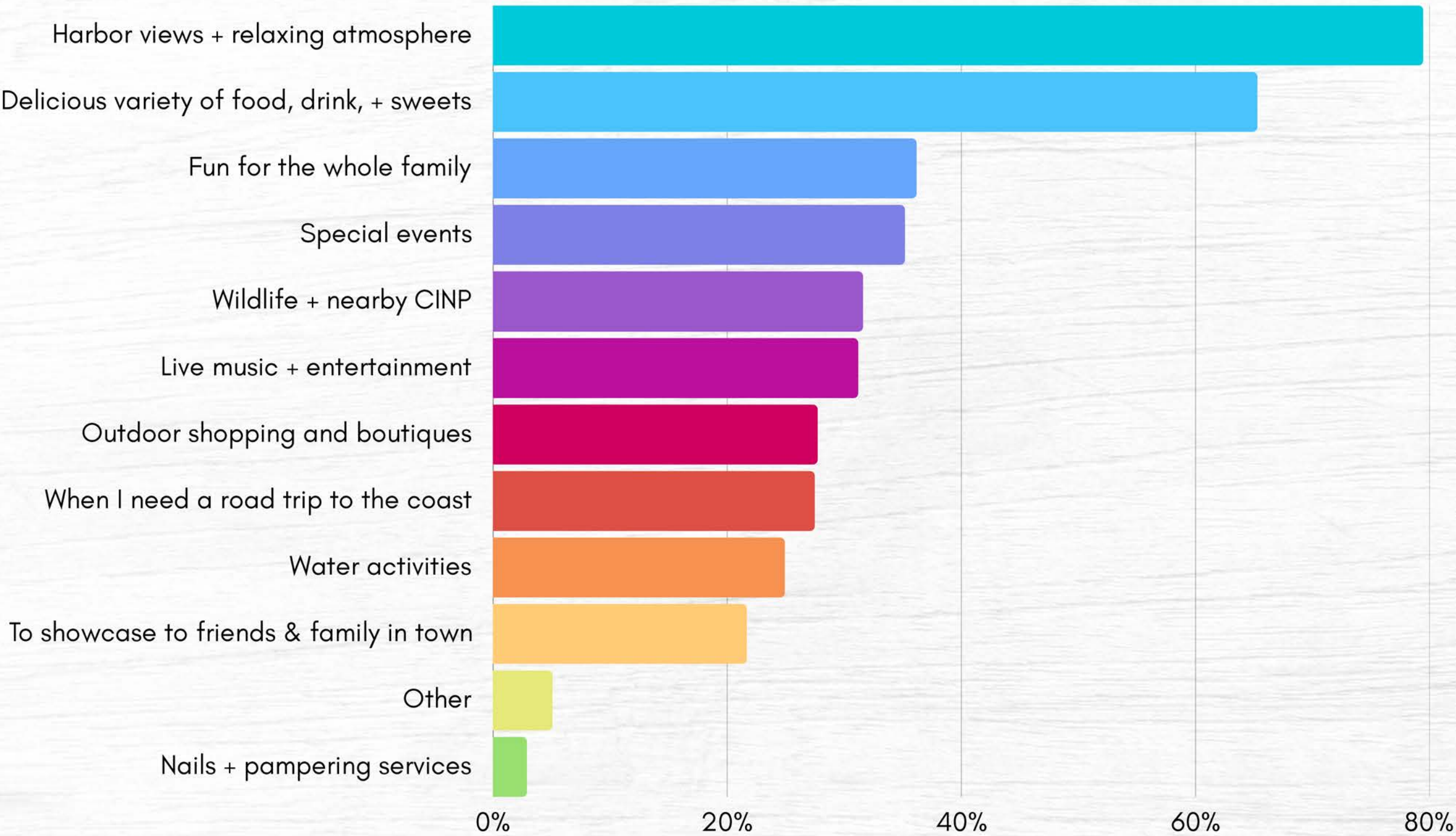


Key Findings

Prioritize finding new ways to attract **couples & families** to the Village, as they are the groups most likely to travel to Ventura Harbor together.

PUBLIC SURVEY RESPONSE IN 2025

What motivates you to visit Ventura Harbor Village? Select your top 3:

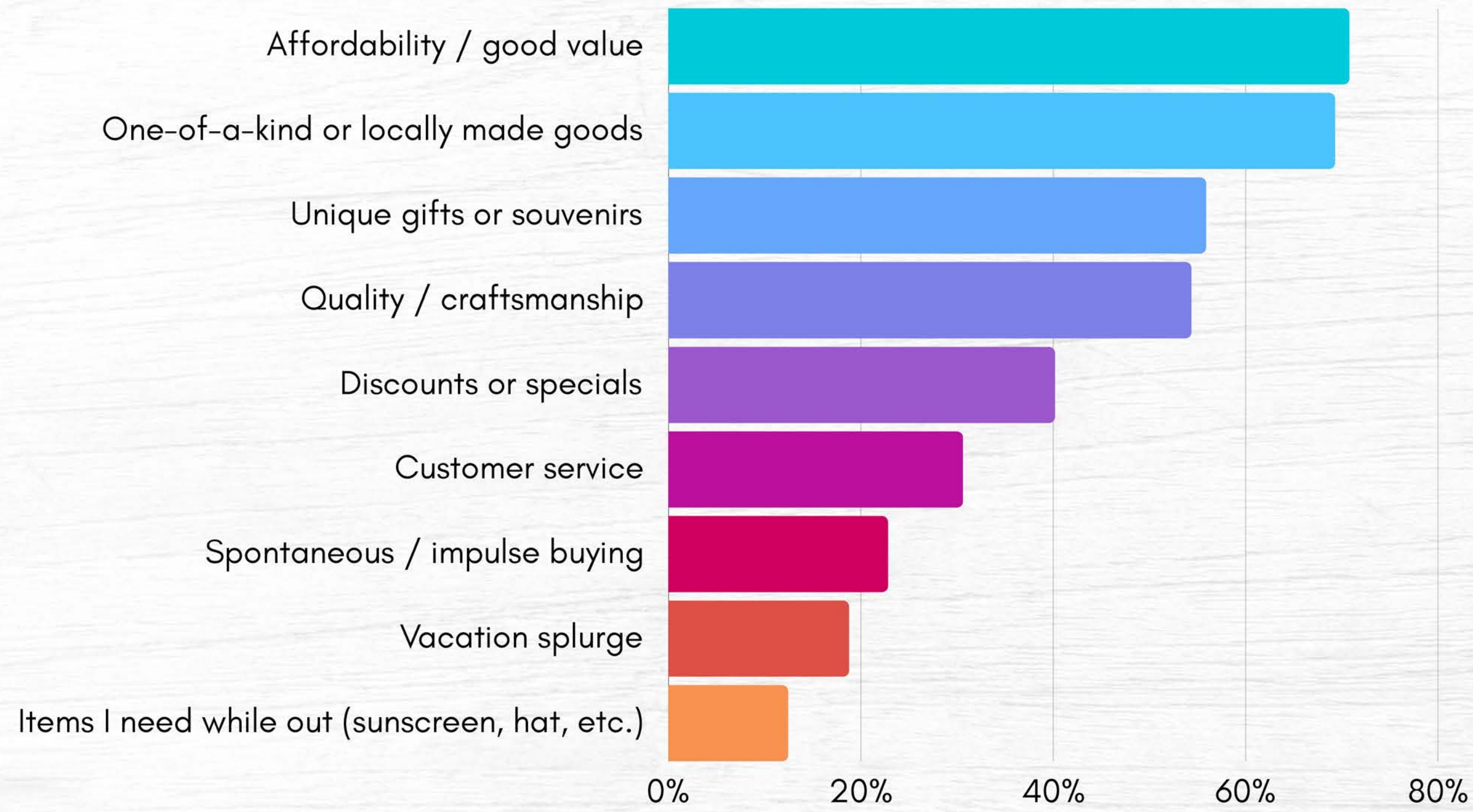


Key Findings

Lean heavily into the **seaside atmosphere and dining** to motivate visitors to come.

PUBLIC SURVEY RESULTS IN 2025

What influences your spending/shopping? Select your top 4.

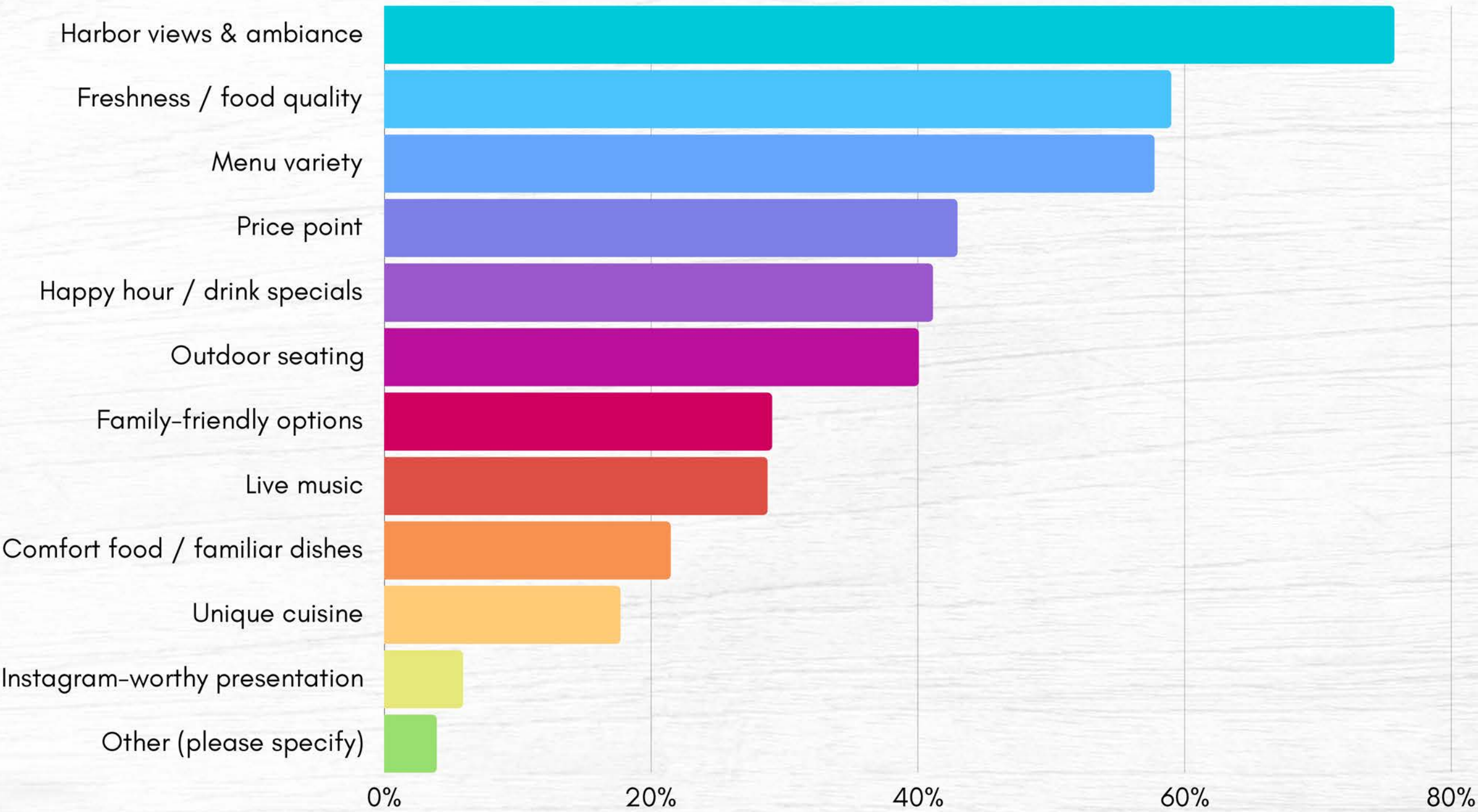


Key Findings

Wise to share **affordable, unique, and handmade** goods from shops to pique interest

PUBLIC SURVEY RESULTS IN 2025

What factors influence where you choose to dine? Select your top 4.



Key Findings

Lean into **coastal atmosphere, quality, and variety** of dining options

LEVERAGING CALIFORNIA TOURISM CAMPAIGNS IN FY 25/26

The logo for "Visit California" is centered in the upper half of the image. The word "visit" is in a smaller, orange, sans-serif font, and "California" is in a larger, blue, sans-serif font. A thick yellow underline is positioned beneath the word "California".

visit
California

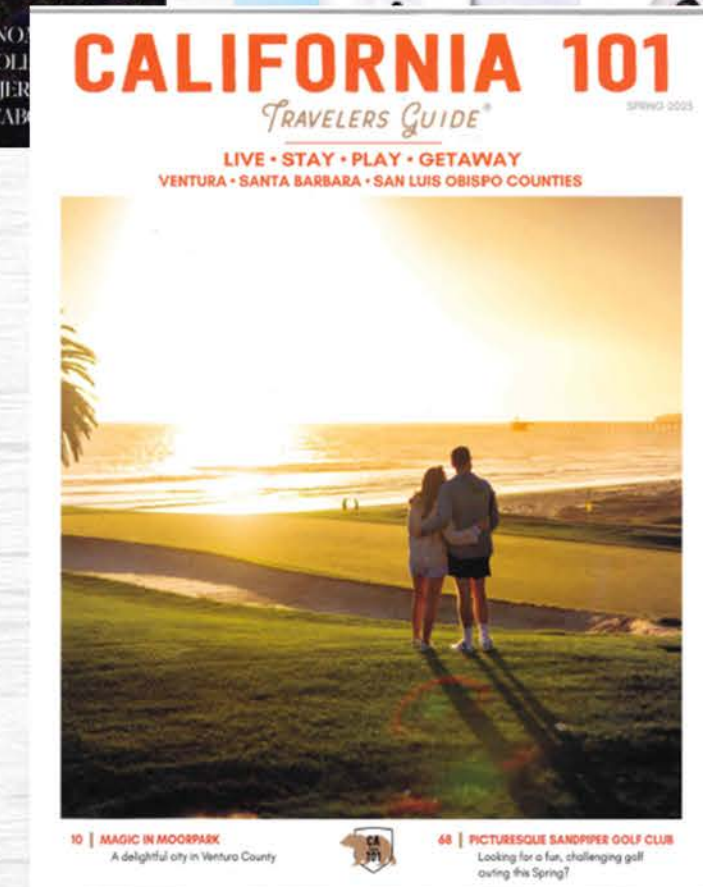
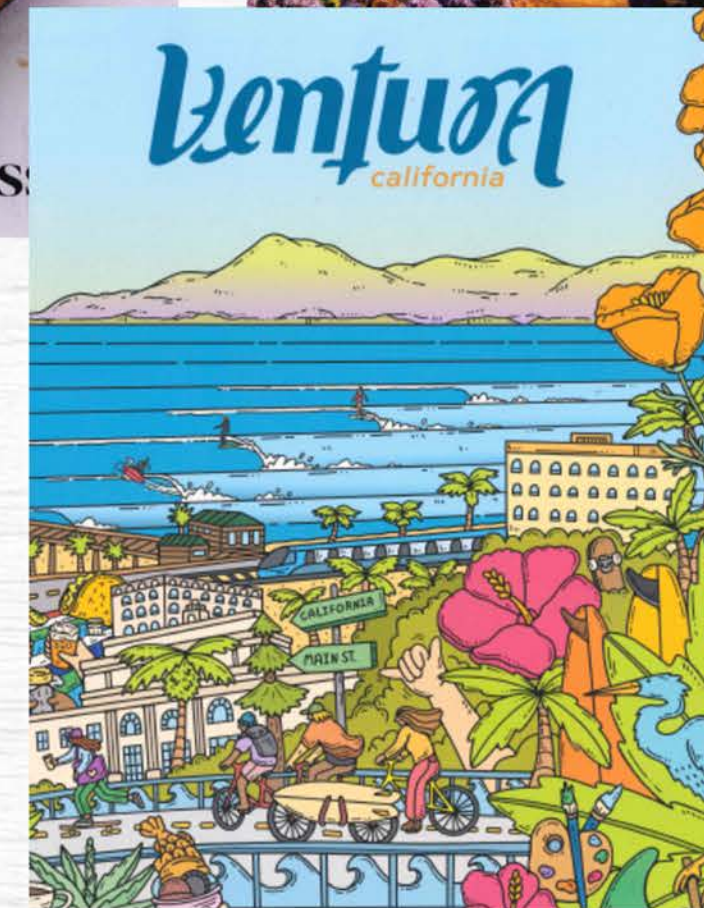
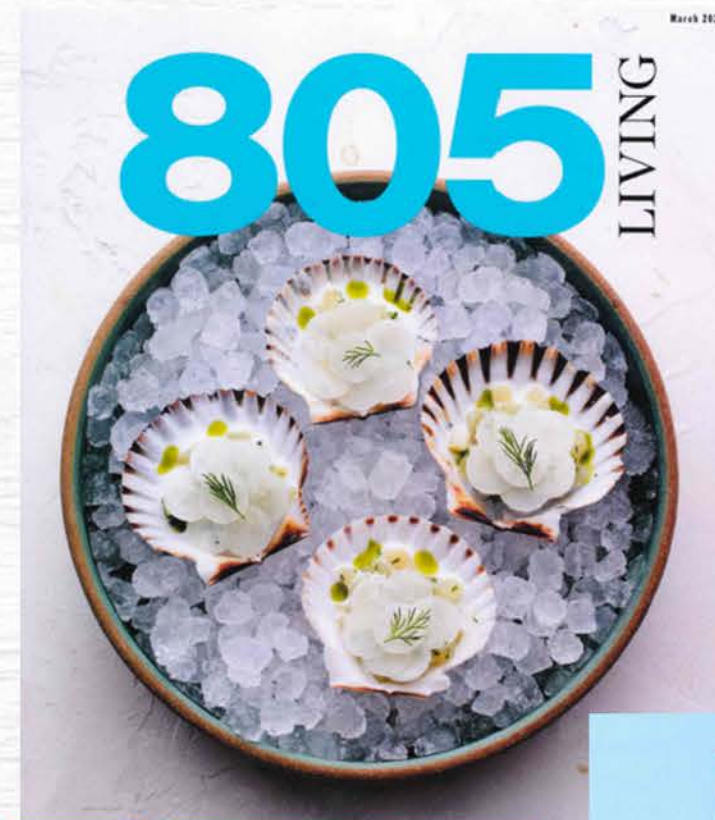
VILLAGE TENANTS WE'RE ASKED:

Visit California's expansive campaigns include "The Ultimate Playground" "Road Trips" and "Childhood Rules." Do you feel Ventura Harbor Village can continue to benefit from participating in collaborative marketing efforts?

VILLAGE TENANTS RESPONSE:

100% YES

VENTURA HARBOR VILLAGE ADS IN CALIFORNIA TOURISM PUBLICATIONS



Travel Partners

help us to reach our key demographics, leverage research & data, share our marketing messages.



LEVERAGING CA TOURISM CAMPAIGN: “THE ULTIMATE PLAYGROUND”



LEVERAGING CA TOURISM CAMPAIGN: “CALIFORNIA ROAD TRIPS”



Road trips continue to resonate

- Highway 1 ★
- Highway 101 ★
- Route 66
- Highway 49
- Historic Route 395
- Pacific Coast Highway ★

Goal:

Develop “Road Trip Must SEA’s” at Ventura Harbor Village on California Road Trips + road trip based itineraries/lists.



Road trips align with the latest travel trends

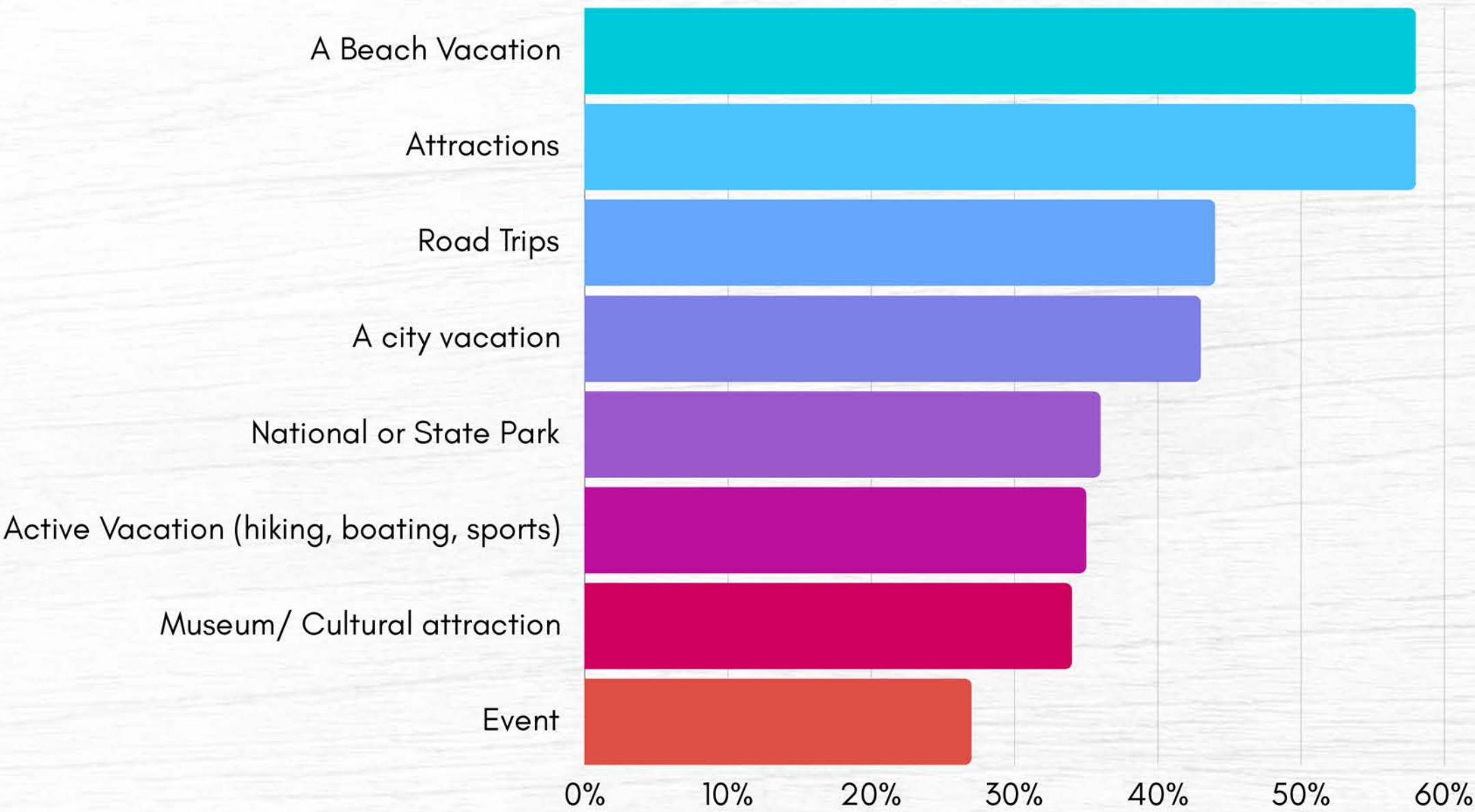


Source: SMARinsights via Visit California Strategic Marketing Framework FY 2025/2026

CALIFORNIA TOURISM DATA IN 2025

Top Drivers for the Types of Family Trips Expected to Take

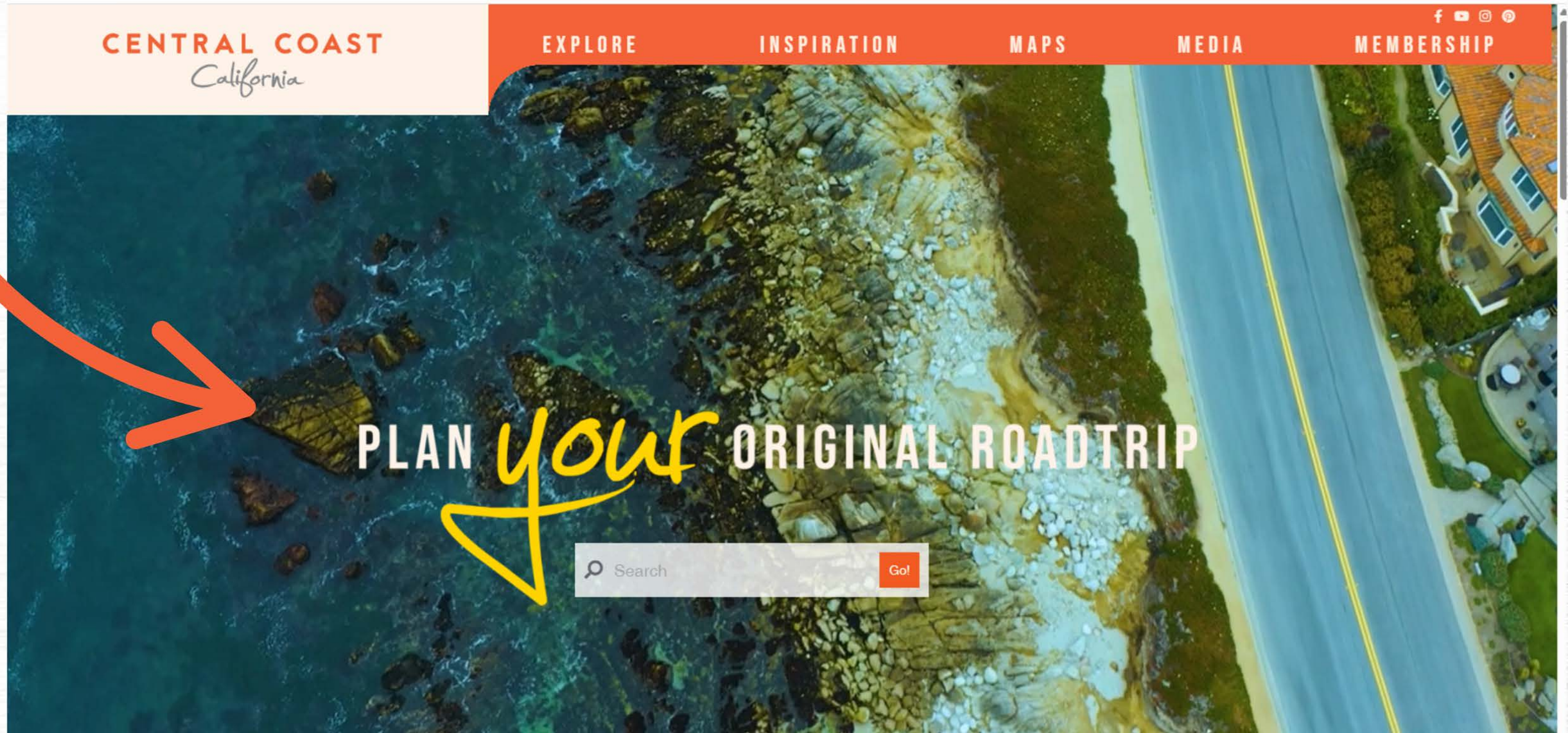
(Global Average among family households who intend to Visit California in the next 12 months)



**Source: SMARInsights: Global Brand Health Study November 2024*

VENTURA HARBOR VILLAGE IS A CENTRAL COAST TOURISM MEMBER & PARTNER

The organizations original tagline!



VENTURA HARBOR + CINP FEATURED IN CENTRAL COAST TOURISM MAP



MARKET RESEARCH & ANALYSIS TELLS US - NOSTALGIA IS IN!



NOSTALGIA MARKETING ON TREND IN 2025



Emotional connection builds loyalty.

“Brands can tap into nostalgia to evoke comfort, familiarity, and deepen engagement.”

– GWI Trends Analyst

NOSTALGIA MARKETING IN HILTON TREND REPORT 2025



#3

reason Americans
travel for leisure is to
“Recreate Memories”



58%

of global travelers **revisit
childhood destinations**
with their kids



49%

**return to the
same place** year
after year.

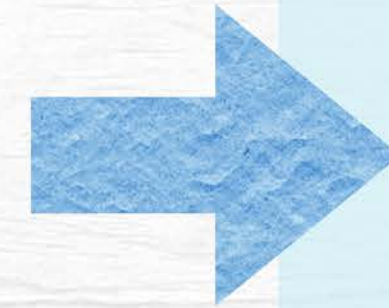
Nostalgia is Driving Travel & Brand Loyalty

133

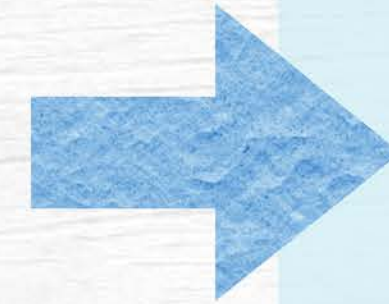
Source: - Hilton Trends Report 2025

Hilton

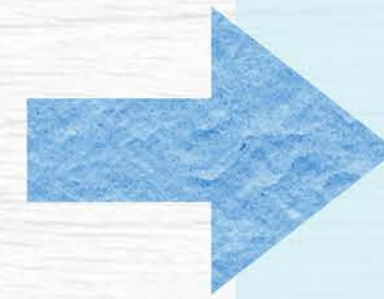
NOSTALGIA MARKETING IDEAS FOR VENTURA HARBOR



Engage our audience with a **contest on sharing Harbor Village throw backs** / seaside memories / nostalgic moments in the Village.



Craft **campaign narratives that evoke childhood trips**, summer vacations, or seaside adventures.



Use **themes, music, visuals, or language from beloved decades** (e.g., 60s surf culture, 80s pop, 90s family vacations)



VILLAGE AUDIENCE ANALYSIS IN 2025

Ventura Harbor Demographic Data

According to VenturaHarborVillage.com website analytics, organic + paid social insights, newsletter subscriber audience data, and our 2025 survey respondents:

Ventura Harbor Village's most active audience is female between the ages of 44 - 59.



AGES



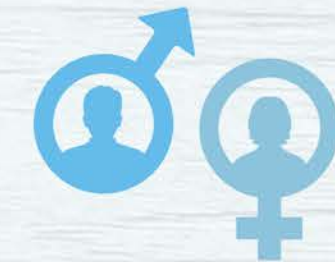
- **GEN X (44-59)**
- **MILLENIAL (28-43)**
- BOOMER (60-78)
- GEN Z (27 & YOUNGER)

MARKETS



- **VENTURA COUNTY**
- **GREATER LA & SAN FERNANDO VALLEY**
- **SANTA CLARITA VALLEY**
- BAKERSFIELD
- INLAND EMPIRE & SAN GABRIEL VALLEY

GENDER



- **FEMALE**
- MALE

TENANT SURVEY RESPONSES IN 2025

Current Demographic

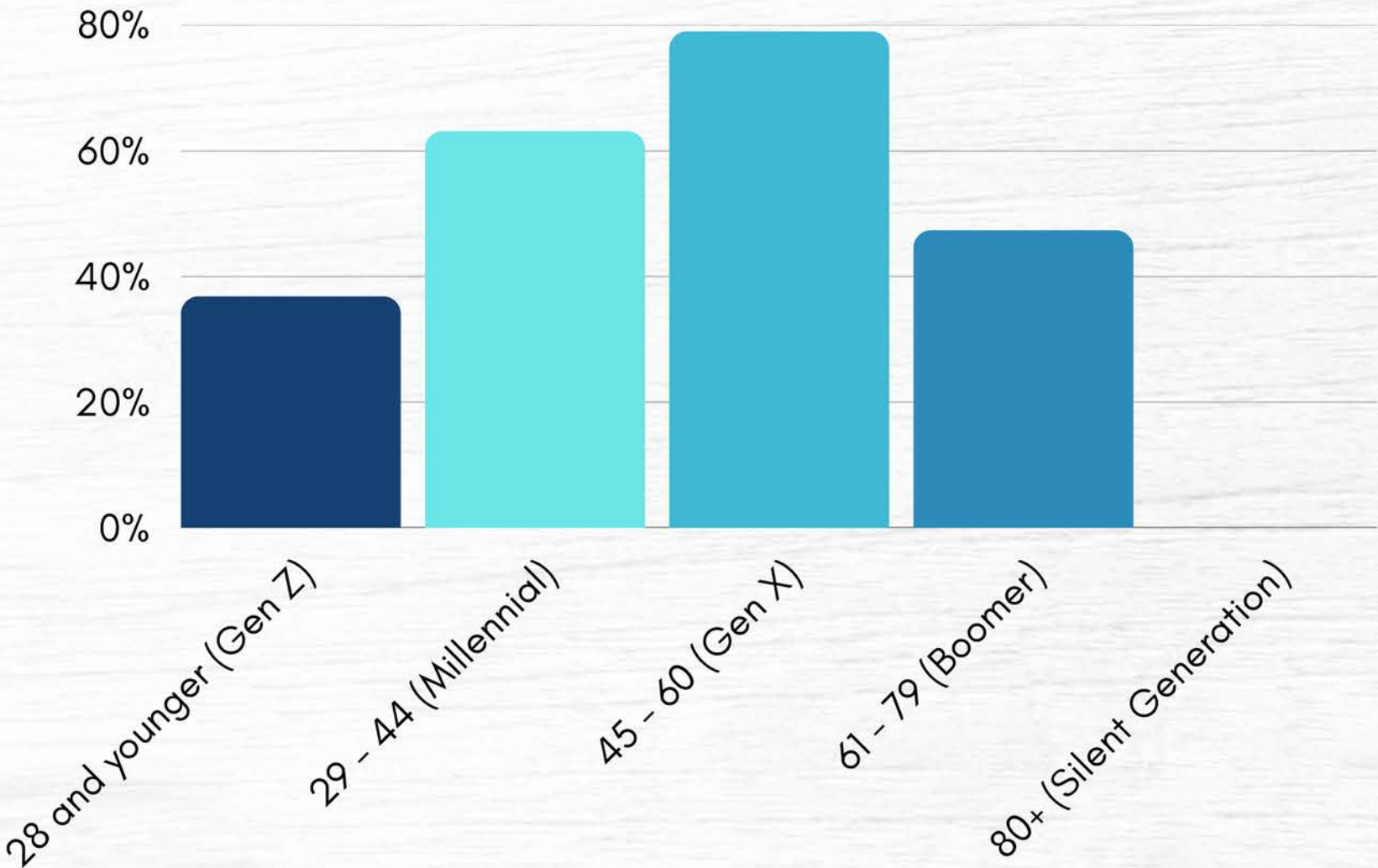
Versus

Goal Demographic

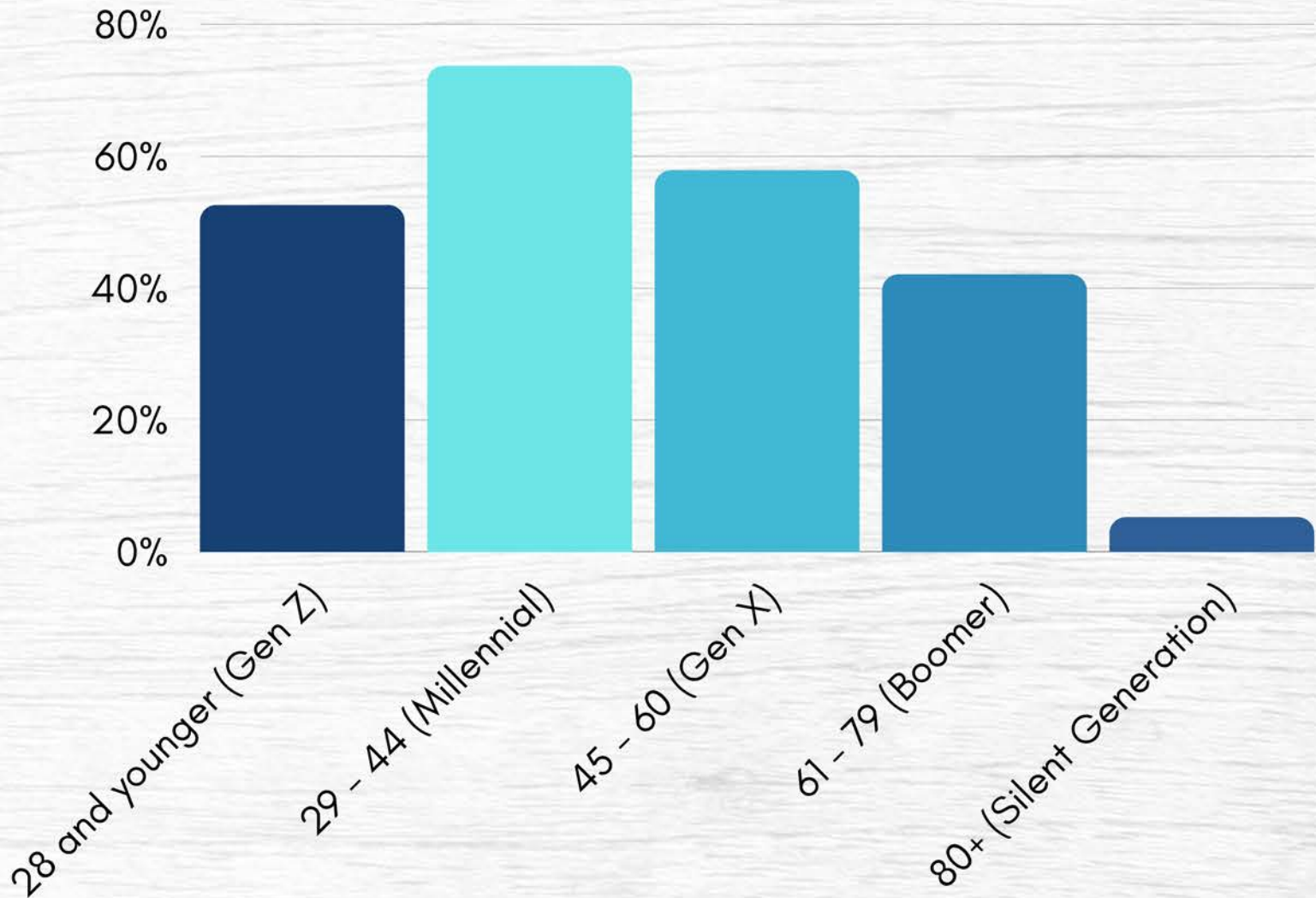
Which age groups do you most frequently see in your business?
Please select top two

Which of the following age groups do you hope to attract?
Please select top two.

Results skewing older



Results skewing younger



MARKETING OBJECTIVES IN FY 25/26



Marketing Objectives

Amplify messages in line with California tourism campaigns and share with tourism partners.

Create innovative content to enhance awareness of Village amenities and evoke cherished seaside memories.

Adapt to ever-changing consumer and economic landscape.

Leverage current trends & culturally relevant happenings to inspire Village visitation.

Entertain & engage Harbor Village visitors & customers.

Support activities, programs, & tours of the Channel Islands National Park & its concessionaire.

Generate positive press & storytelling via traditional & digital outlets.

Collaborate with Village tenants and Harbor stakeholders to host business-lead events and activities for the public.

Highlight new Village offerings, businesses, and event experiences.

Marketing's Multifaceted Approach



Visitor Experience & Event Programming

On-Site Visitor Engagement & Booth Activation / In-House Event Production & Logistics / Live Entertainment & Performer Scheduling / Onsite Vendor Coordination & Communication / Vendor Contracts & Insurance Collection / Family-Friendly Activations (Scavenger Hunts, Crafts) / Giveaway & Contest Execution / Sponsorship Development & Activation / Film, Wedding & Event Venue Permitting / Revenue Collection & Tracking / Creative Photo Op Installations / Holiday & Themed Décor / Storefront Window Enhancements / Promenade Flag & Sign Scheduling / Bubble & Musac Programming / Cultural Celebrations



Content Creation & Brand Messaging

Social Media Management (Posting, Scheduling, Contesting, Engagement) / Content Strategy & Planning / Professional Photography & Video Shoots / Reel Production / Blog Writing & Storytelling / Tenant Product Features & Spotlights / Campaign Messaging & Theming / Creative Writing for Ads, Newsletters & Print Collateral / Collaborative Posts, Stories, & Tenant Reposts



Destination Communications

Ventura Harbor Village Website Updates & Calendar Management / Port District Marketing News Coordination / Village Blog Posts & Seasonal Content / Quarterly Tenant Zoom Meetups / Monthly Tenant E-Newsletters / Weekly Public E-Newsletters / Tourism & Partner Organization Communications / Visitor Center Display Updates / Village Map Production & Distribution / Print Promo Development / Digital Display Banner Designs / Annual Frontline Staff Tour / Annual Tenant Reception Planning / Coffee with the Commissioner Coordination / Parade of Lights Judge Coordination



Advertising, PR & Media Relations

Paid Advertising Strategy, Design & Scheduling / Public Relations & Editorial Outreach / Media Visit Hosting & Influencer Coordination / Campaign Design (Graphics, Layouts, Messaging) / Seasonal Campaign Launches & Holiday Promo / Media Buying & Contract Negotiations / Central Coast Tourism Council Participation / Whale Watching, CINP Excursions & Visitor Center Promo



Analytics, Strategy & Reporting

Marketing Budget Oversight & Allocation / Google Analytics & Website Traffic Reporting / Social Media Performance Analysis / Contest & Engagement Metrics / Media Coverage Tracking & Analysis / Community & Tenant Survey Deployment / Stakeholder Engagement & Feedback Integration / Google Review Monitoring / Monthly Board Report Production

STRATEGY - VISITOR EXPERIENCE IN FY 25/26

Visitor Experience



LIVE MUSIC & ENTERTAINERS

- Program variety of live music offerings
- Expand experiential entertainers



EVENT PROMOTIONS

- Elevate signature events
- Connect with new creative partners



VENUE & FILM RENTALS

- Streamline online permit process
- Expand beach wedding advertising



DESTINATION PLACEMAKING

- Upgrades to Village Visitor Booth •
- Continue to facilitate playful experiences •



VISITOR AMENITIES

- Frequent frontline presence •
- Amp up Waterfront Wednesday •



SEASONAL DECORATIONS

- Showcase our coastal brand •
- Schedule & coordinate Installation •



Measurables: Customer & Tenant Surveys | Social Media Engagement | Fee Revenues | Audience Attendance | Visitor Feedback

VILLAGE SIGNATURE EVENTS & MUSIC SERIES IN FY 25/26

Summer

- Summer Live Music Series
- DJ Seaside Vibe Sessions
- Waterfront Wednesdays
- Seaside Movie Series



Fall

- Seaside Skeleton Hunt
- Village Trick or Treat
- HOWL-O-Ween
- Witches Paddle



Winter

- Village Santa Paddle
- Winter Wonderland
- Parade of Lights & Fireworks
- Tenant Recognition Celebration
- Acoustic Courtyard Concerts



Spring

- Mermaid Month
- Harbor is Hopping
- Earth Day Festivities
- Steel Drum Series

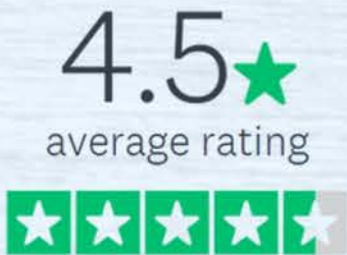


Survey says:

In the 2025 Village Tenant Survey, businesses were asked to rank **top priorities that would enhance the overall visitor experience** at Ventura Harbor Village...

- #1 • Live Music & Entertainers
- #2 • Events & Activations
- #3 • Contesting & Giveaways

+



Village tenants give 4.5 stars to how **valuable onsite events are for bringing in new customers** and increasing revenue.

Live Music on The Waterfront

- 30+ Live Band Weekends
- 8 Waterfront Wednesdays
- 6 Acoustic Courtyard Concerts
- 4 Cultural Live Music Performances
- 20 Summer Seaside Vibe Sessions

SAMPLING OF TENANT ACTIVATIONS IN FY 25/26

Village Visitor Attraction Plan Inclusive of amplifying business offerings & events:



**BOWL OF THANKS
& MARVELOUS MUG**

Ventura Pottery Gallery



PLEIN AIR PAINT OUT

Harbor Village
Gallery & Gifts



**SWIM WITH A MERMAID
WOMEN'S DIVE DAY**

Ventura Dive & Sport



SEA SCAVENGER HUNT

Mermaid Gallery



EPIPHANY

The Greek Mediterranean
Steak & Seafood



CONES WITH A COP

Coastal Cone Ice
Cream



HOLIDAY OPEN HOUSE

Barefoot Boutique



BINGO, PAINT & SIP, ETC.

Deep Sea Wine
Tasting Room



Onsite Rentals, Vendors, & Sponsors Generated in 24/25

\$68K+ Revenue Goal

GENERATED BY FILM,
ONSITE EVENT RENTALS,
VENDOR INCOME, AND
SPONSORSHIP.

30K+ Harbor Visitors

ATTRACTED TO OUR
HARBOR BY THESE
SPECIAL EVENTS &
HAPPENINGS!



STRATEGY - OUTREACH AND STEWARDSHIP IN FY 25/26

Outreach & Stewardship



TOURISM REACH

- Collaborate with Visit CA, Central Coast, Ventura County Coast, & Visit Ventura
- Host Frontline Tour Experiences



SUSTAINABILITY

- Highlight EV charging stations
- Cross promote CINP cleanups
- Host Earth Day Village cleanup



CULTURAL RECOGNITION

- Celebrate DEI via programing
- Recognize diversity in Harbor community



TENANT COMMUNICATIONS

- Coordinate annual tenant celebration
- Produce monthly e-newsletter



MEDIA OUTREACH

- Fulfill media requests
- Reach new audiences via print & digital outlets



CHANNEL ISLANDS

- Inspire visitation to the National Park Visitor Center & Gift Shop



Measurables: Reach & Circulation | Social Media Insights | E-newsletter Open Rates | Editorial Coverage | National Park Service Visitation

STRATEGY - OUTREACH AND STEWARDSHIP IN FY 25/26

Continue to capture attention of national & local media outlets.



Los Angeles Times



Westways



VC Star.

805 LIVING



CULTURAL HIGHLIGHTS IN FY 25/26

Continue to celebrate & recognize via content development and/or programming.



Lunar New Year
Martin Luther King Jr. Day
Black History Month
Women's History Month



Asian Pacific Heritage Month
International Women's Day
National Tourism Month
Cinco De Mayo



Pride Month
Hispanic Heritage Month
Dia De Los Muertos



Native American Heritage Month
Christmas
Chanukah





KPI'S

~~Key Performance Indicators~~

KEEP PEOPLE INTERESTED

KEEP PEOPLE INFORMED

KEEP PEOPLE INVOLVED

KEEP PEOPLE INSPIRED

Content Development



VISUALS

- Prioritize seaside atmosphere + dining
- Build library of professional assets



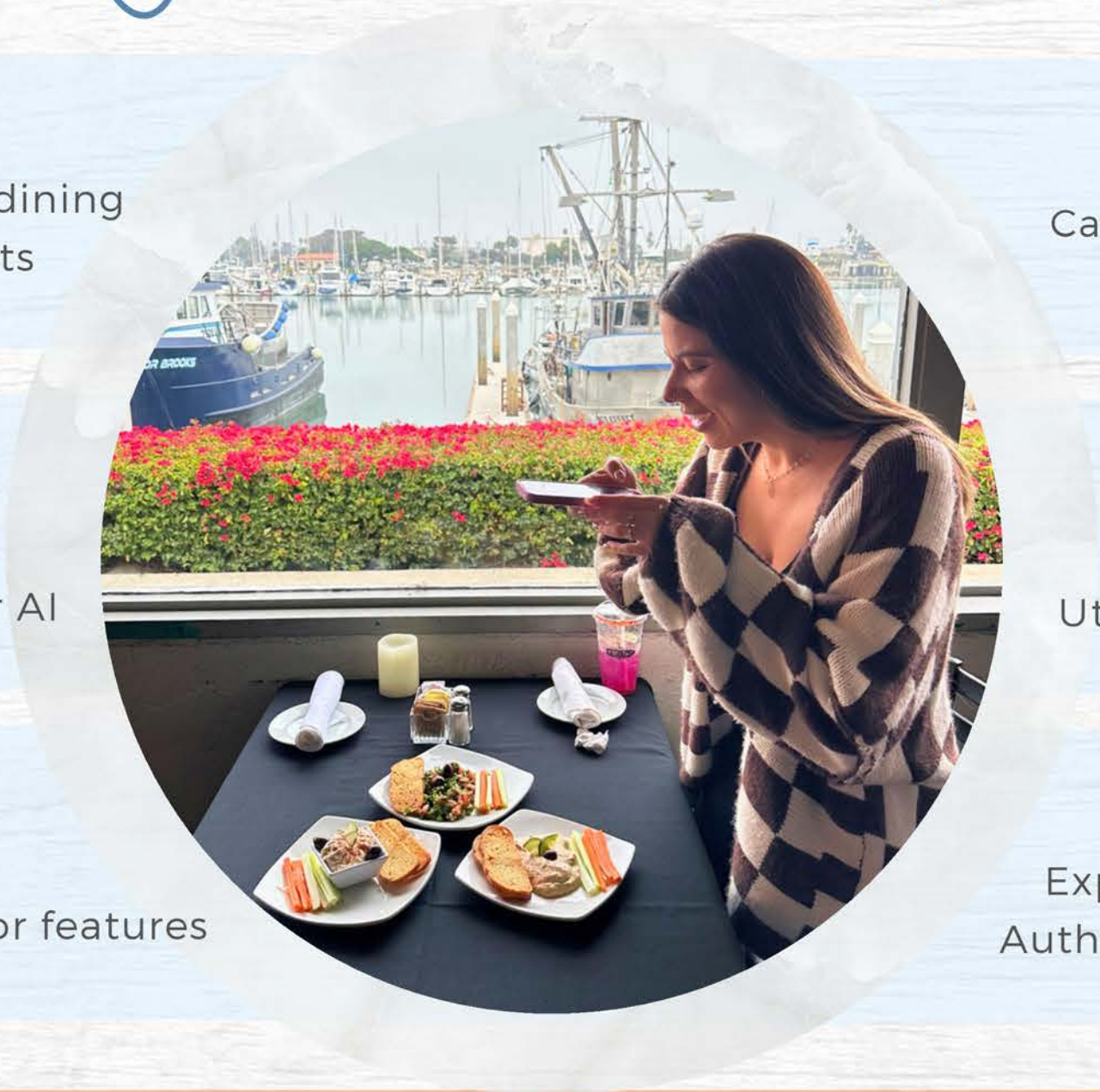
WEBSITE

- Refresh high-traffic pages
- Optimize site as content hub for AI



SOCIAL MEDIA

- Showcase top visitor interests
- Continue to leverage collaborator features



COPYWRITE

- Cater content to feed AI interfaces
- Use “listicles” and answer FAQ



PAID MEDIA

- Target key audience segments
- Utilize platform-specific creatives



INFLUENCERS

- Expand network of micro-creators
- Authentic storytelling via third party

Measurables: Impressions | Engagements | Link Clicks | Google Analytics | Online Audience Growth | Reporting Tools

AI is revolutionizing how users discover + consume content

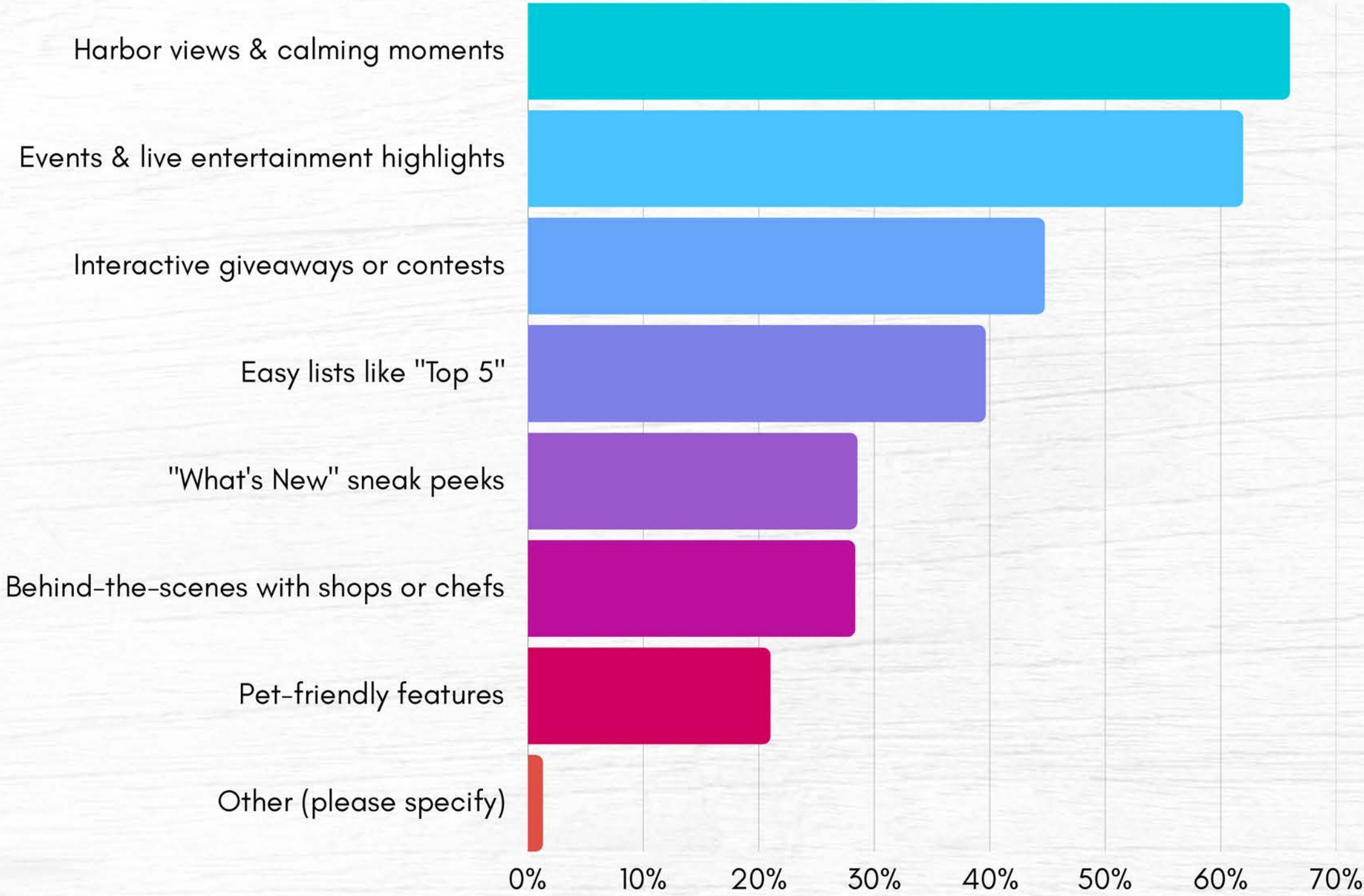
Ventura Harbor Village content creation will now revolve around **optimizing content for AI tools**:

- Create conversational copy
- Develop rich FAQ pages
- Publish evergreen guides + lists
- Include web-res visuals with metadata
- Keep content fresh & fact-based
- Localize content



PUBLIC SURVEY RESULTS IN 2025

Which types of content would you enjoy most from Ventura Harbor Village? Select top 3.

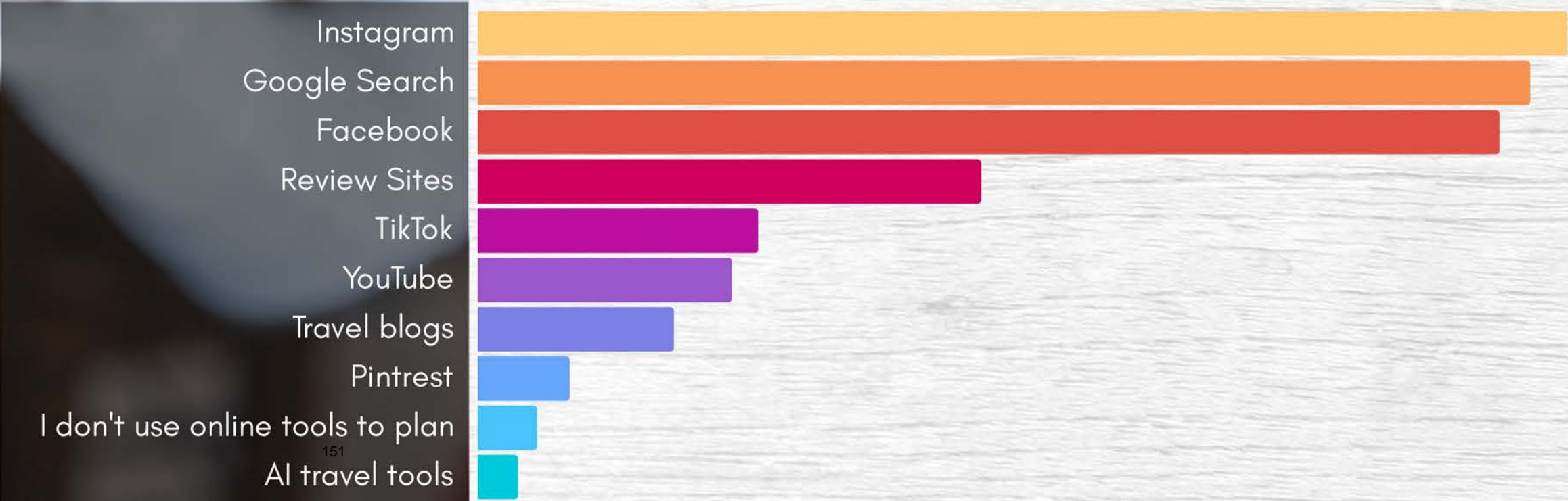




Harbor Content Refresh

New professional photo and video content is essential to ensure we have versatile assets for top platforms.

- Enhances Brand Storytelling
- Improves Campaign Efficiency
- Supports Omnichannel Marketing
- Drives Higher Engagement
- Empowers Partner Collaboration
- Feeds Content-Hungry Platforms our Audience Uses...





A look ahead...

FLUID ATTRACTION MARKETING IN 2025 / 2026:

- Continue to amplify “Sun-kissed Seaside Playground” tagline
- Introduce “Road Trip” itineraries and “Must SEA” lists
- Promote new business openings, such as Boba by the Sea
- Elevate **17** signature Ventura Harbor Village events & **14** cultural activations
- Invest in influencer partnerships and user generated content creators
- Explore re-targeting strategies to capture engaged digital audiences
- Create content that engages AI platforms
- Modernize website as a hub for content distribution across multiple channels
- Generate revenue **(\$68k)** via event rentals, film, vendor income and sponsorships
- Host media and inspire them to share Village stories
- Incentivize tenant event development and participation
- Demonstrate marketing promo perks to business prospects
- Cross promote Island Packers whale watching cruises and CINP excursions
- Continue our office motto:

“Do what you do so well they will want to see it again and bring their friends” - Walt Disney



Thank you



BOARD OF PORT COMMISSIONERS
JUNE 4, 2025

STANDARD AGENDA ITEM 5
FISCAL YEAR 2025-2026 BUDGET
STUDY SESSION

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 5
Meeting Date: June 4, 2025

To: Board of Port Commissioners
From: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Gloria Adkins, Accounting Manager
Subject: Fiscal Year 2025–2026 Budget Study Session

RECOMMENDATION:

That the Board of Port Commissioners conduct a Fiscal Year 2025–2026 (FY25-26) Budget Study Session and provide direction to the General Manager in preparation of the Preliminary Budget and Five-Year Capital Improvement Plan.

SUMMARY:

The Study Session provides the opportunity for Board and stakeholder engagement in the discussion of funding priorities as the budget is being developed. The Study Session will benefit from consideration of Guiding Principles and Five-year Objectives adopted by the Board, before presenting the Preliminary Budget on June 18.

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.

FIVE-YEAR OBJECTIVES

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

- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
- V) Maintain and improve Harbor Village facilities, infrastructure, and amenities.

BACKGROUND:

The current budget process began in May after the conclusion of the Midyear Budget. At the direction of the General Manager, the management team began evaluating expenses which will be presented in detail as part of the Preliminary Budget at the next Board Meeting.

Operating Revenues:

The management team has begun discussing revenue projections with master tenants, and forecasting Village, Village Marina, charters, dry storage, and commercial fishing revenues. This process is on-going, and the revenue and expense projections will be presented as part of the Preliminary Budget presentation to the Board on June 18.

Master Tenants

District staff have been collaborating with Master Tenants on a number of capital improvement projects geared to grow business in the mid to long-term. Staff will conduct an annual check-in regarding projected near-term revenue while developing the Preliminary Budget. In the current fiscal year to date, Master Tenants as a whole have generated an increase of 2% in revenue to the District as described in the third quarter financial report. Additionally, the District received one-time appreciation rent revenues in the current fiscal year of \$2.96M from the acquisition of Safe Harbor Marinas parent company Sun Communities by Blackstone. This revenue was received in the fourth quarter of the fiscal year and therefore not reflected in the 2% increase discussed above.

Harbor Village

After two years in a row of more extreme winter weather, the past year has been a reprieve from the worst of these events. However, larger economic trends of inflation, higher staffing costs, tariff uncertainty, and general consumer concerns are threats to the outlook. In particular, retail businesses are experiencing significant uncertainty (Village retail sales in 2024 were down 3.9% as compared to 2023 and, as of April 2025, year-to-date Village sales in this category are down another 3.2% from the same point in 2024).

These challenging circumstances continue to exert pressure on Harbor Village businesses and as a result there are likely to continue to be vacancies, particularly in the retail sector next fiscal year. The restaurant vacancies at 1575 Spinnaker (former 805 Wine Bar/Copa Cubana and Sugar Lab) are nearing completion of plan review at the City of Ventura and staff anticipate being ready to solicit for construction by late fall. The project, approved by the City's Design Review Committee (DRC), is a major renovation of the building, and given today's costs of construction, the project is likely to cost the District approximately \$3 million to complete – this is in addition to prospective tenant(s) investments to the interior and any negotiated contributions to the work by the District.

Both leasing and marketing strategies will place an emphasis on retaining and attracting Village tenants as well as growing activity in the Village. It should be noted that the staff has been particularly successful in maintaining a low office vacancy rate and completed major improvements at 1567 Spinnaker Dr. As a result, The Loose Cannon restaurant and family fun center opened this fiscal year. The Boatyard Pub is undergoing extensive renovations to front and rear patio areas, along with a kitchen remodel to improve operations.

Commercial Fishing

The commercial fishing industry continues to be highly volatile: the industry rebounded in FY22-23 followed by a very weak FY23-24 and then a strong FY24-25. Commercial fishing landings themselves are not a very significant contributor to Commercial Fishing revenue, which is driven more by leases for their premises, slip revenue, fuel sales, vessel repairs, and other activities related to commercial fishing.

Parking Management Plan

The District has begun implementation of Parking Management Plan (PMP) Phase 1 and intends to roll out Phase 2 (Village and Beaches) by this summer. Expenses associated with the PMP include both upfront costs and ongoing costs. Net revenue in the first year of the program is estimated at \$367,000 and increasing to approximately \$575,000 per year after.

Operating Expenses:

An increase in overall operating expenses is anticipated due to inflationary pressures for ongoing expenses, increased Village marketing events, personnel costs, labor agreements, employee compensation, benefits, and pension costs. Details on expense projections will be presented as part of the Preliminary Budget presentation to the Board on June 18.

Dredging

Due to the sediment deposition in the Harbor during the atmospheric rain events in 2023, the District needed to perform inner harbor dredging in March of 2024. Staff is pursuing FEMA/CalOES grant funding for a portion of the work (estimated ~65%) to be received by FY25-26. Staff budgeted a portion of the total costs to come from operating revenue in FY23-24 and a large portion to come from the Dredging Reserve Fund, which must now be replenished in the current FY24-25 budget by 6/30/2025. Currently the dredging reserve balance (including interest earned throughout the year) is \$2,218,264. This fund will be brought back up to \$3,000,000 by June 30.

Staffing Considerations

As part of the FY24-25 budget process, the General Manager and the management team are evaluating the staffing needs for each department. Formal recommendations will come before the Board as part of the Preliminary Budget. The General Manager seeks to align departmental staffing to meet District goals and objectives and provide career advancement opportunities. . Several recruitments have successfully concluded, while others are ongoing to fill existing vacancies. The General Manager is evaluating staff compensation for the coming fiscal year, including cost of living adjustments, merit increases, and benefits for both represented and unrepresented employees.

California Public Employee Retirement System (CalPERS)

The District will receive a report and presentation by Drew Ballard of Foster & Foster Consulting Actuaries on June 18th regarding the CalPERS actuarial obligations, the Districts plan benefits, and future payment outlook for the District employees' retirement plans. The Unfunded Annual Liability (UAL) due FY25-26 is \$485,910. This is an increase of \$72,552(18%) over the FY24-25 UAL of \$413,358. Foster & Foster anticipated an increase in their model that was presented to the Board last year. The normal cost rate percentage increased slightly by 0.55%. The normal cost rate is a percentage of bi-weekly payroll. Drew will discuss these increases as part of his presentation.

Long-Term Debt

The District will receive a report and presentation by Oppenheimer & Co. Inc. on June 18th regarding current debt. The District was able to take advantage of low interest rates in prior years and either issued debt, or refinanced debt to complete major infrastructure projects including modernization of the VHV Marina, which serves our commercial fishing fleet. Below is a list of current debt:

Purpose of Debt	Rate	Principal Remaining	Years Remaining
2016 Refunding of consolidated DBW loans	3.30%	\$3,034,500	11
2018 Village marina dock renovation Series A – Tax exempt	4.12%	\$1,240,157	13
2018 Village marina dock renovation Series B – Taxable	5.25%	\$2,365,526	13
2021 Refunding of 2008 & 2009 COPs	1.95%	\$2,544,000	2

General Insurance

Recent years have shown significant cost increases in property and liability insurance, for general policies and the marine policies, from 7% to 20% depending on the category. Staff are budgeting for a continued significant increase in the cost of insurance for the District in the coming fiscal year.

FY25-26 Proposed Tenant Improvements:

Staff use lease expiration dates, probabilities, and anticipated costs for suite remodeling to estimate a comprehensive budget for District costs associated with addressing tenant turnover. During the previous fiscal year, the Board-approved leasing strategy included focus on tenant retention which has been successful in reducing turnover and thus the need to spend funds on preparing suites for new tenants. Staff, where possible, continue to secure multi-year terms for new leases and lease renewals, as this provides security and reduces risk for both tenants and District.

For FY25-26, Staff anticipate there could be significant investment required to revitalize office space currently leased by the National Parks Service (NPS). Staff do not have clear visibility into the plans of the NPS but will be meeting with them in the coming weeks to better understand the likely outcome of the expiration of their lease (April 26, 2026). There is also tenant improvements required to convert the former Coastal Marine Biolabs office space into customer-facing retail, which the District is in the process of procuring now (but construction will fall in the coming fiscal year).

GRANT REVENUE

Staff continue to both pursue and spend grant revenue largely towards various capital improvement projects.

In recent years, the District has successfully applied for several grants, including:

- Six grants for electric vehicle charging at three locations at the harbor.
- One grant from California State Parks Division of Boating and Waterways.
- Two grants from the National Fish and Wildlife Fund.

In the past year, an additional grant in the amount of \$15.7 million has been awarded in partnership with the Port of Hueneme to modernize the commercial fish offloading area. The funds will stay with the Port of Hueneme, which will hold all contracts and pay all consultants and contractors.

An additional grant opportunity Staff is planning to pursue in the coming months is a federal Department of Transportation Port Infrastructure Development Program (PIDP) grant to replace the commercial fish pier in 6-8 years' time. The grant would fund up to \$11 million but require a 25% match by the District (~\$2.75 million). Typically, these grants take at least 2 years to complete the award process after submission. This federal grant is available this year and in 2026 and sunsets afterwards.

Staff is actively tracking opportunities for grant funding associated with the development of a park at Parcel 5. State grants for parks fairly consistently prioritize disadvantaged community projects which make it difficult for the District to compete. Harbor Patrol is also in pursuit of grant funding for the Surrendered and Abandoned Vessel Exchange program (SAVE) and for the replacement of the engines in the B-1 Fireboat.

As Ventura Harbor is designated as a US Customs Port of Entry, Staff will also investigate grant opportunities related to the replacement of the Harbor Patrol and Long Dock related to new federal priorities related to security.

Successful grant awards are considered by staff when proposing future projects. However, where the grant outcome is uncertain, the associated projects are typically not considered within the Capital Improvement Plan.

CAPITAL IMPROVEMENTS:

Implementing and executing a robust Capital Improvement and ADA Improvement Plan (CIP) over five years has been a consistent priority to the District. Some of the priorities over recent years have included:

- Ongoing accessibility improvements throughout Harbor Village.
- Various roof replacements at Harbor Village.
- Commercial fishing infrastructure upgrades.
- Building improvements to increase lease value and to continue to attract tenants.

Proposed Capital Improvements and ADA Improvements:

Staff has identified the following major Capital Improvement and ADA Improvement Projects that are being recommended to the Board for discussion and consideration as part of the Budget Study Session based on need and consistent with the District's Guiding Principles and 5-Year Objectives. This is not a complete list, nor is it intended to fund or complete all of these projects in a fiscal year.

Capital Improvement Projects	Budgeted Cost
1575 Spinnaker Building Exterior Façade Improvements (Façade and patio renovation of the former 805 Bar/Copa Cubana/Sugar Lab)	\$ 3,000,000
Parcel 5 Park Development Suggested phasing of: <ul style="list-style-type: none"> • \$100k for completion of design • \$3M for landscape/hardscape development • \$6M for playground, amphitheater, wind wall, picnic area (seek sponsorship/investment, grants) 	\$ 9,100,000
Parcel 19A Conversion (Conversion to Dry Storage w/new gates, lights, new electrical service, landscape)	\$ 500,000
Harbor Entrance Feature: Spinnaker Drive (Revitalize Spinnaker entrance to match new Schooner Entrance)	\$ 125,000

Harbor Patrol Fire Boat (Investment in replacement of the aging Fire Fighting Vessel. ~\$50% deposit in FY25-26, completion in FY26-27)	\$ 1,200,000
Resurface Parking Lots (Surfers Knoll grind & overlay, Old Dry Storage restriping)	\$ 160,000

ADA Improvement Projects	Budgeted Cost
Harbor Cove & Surfers Knoll – Retaining Wall & Shower Area Improvements (\$40,000 of grant funds remaining)	\$ 300,000

Future Projects of Note	Budgeted Cost
Harbor Village Buildings – Roof Replacement (Annually continuing replacement: 1575, 1583, 1431, beach and launch ramp RR)	Distributed
Vehicle replacements: EV and Hybrid (All departments, distributed over multiple years)	Distributed
Fish Pier Replacement (~7 years to complete) (Pursuit of grant funding of \$11M with District match of ~\$2.75M)	\$ 2,750,000
Resurface Parking Lots (Harbor Village & Beach Lots) (Remaining lots distributed over multiple years)	Distributed
Replacement of Harbor Patrol Dock & Long Dock (Will seek grant funding)	\$ 750,000
Coastal Trail Program Revitalization of Promenade (Promenade repaving, benches, street furniture, lights & poles) Sponsorships?	\$1,500,000

RESERVES:

At the present time, the District continues to maintain strong cash reserves. Having received the \$2.96 million appreciation rent payment, the District's reserves include:

- Dredging Reserve: \$3,000,000
- Fisheries Improvement Fund: \$223,000
- Unrestricted Reserve: \$5,360,000
- Estimated Capital Improvement Reserve: \$11,200,000

The Unrestricted Reserve is 40% of the District's operating expenses as of June 30. Based on the current FY24-25 budget, this is: \$5,360,000. The Capital Improvement Reserve is all other remaining reserve funds. Based on early estimates of the cash position at the end of FY24-25, staff approximate the Capital Improvement Reserve to be approximately \$11.2 million at the start of FY25-26.

FISCAL IMPACT:

Staff is presenting this Budget Study Session for the Board to provide policy direction on spending priorities. Staff have identified a number of high-value projects that the District could pursue in the coming 5-year Capital Improvement Plan. However, the CIP must be implemented prudently both in terms of managing the District's reserves as well as capacity to perform alongside all District operations.

ATTACHMENTS:

None.