



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

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

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

REGULAR MEETING WEDNESDAY, DECEMBER 10, 2025

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

CLOSED SESSION – 5:00PM
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.

**CLOSED SESSION
5:00PM**

CALL TO ORDER: *By Chair Blumenberg.*

ROLL CALL: *By the Clerk of the Board.*

PUBLIC COMMUNICATIONS (3 minutes)

The Public Communications period is set aside to allow public testimony on items only on the Closed Session Agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair.

CONVENE IN CLOSED SESSION

CLOSED SESSION AGENDA

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - PER GOVERNMENT CODE SECTION 54956.8:

- a) Property: **1567 Spinnaker Drive #205**
District Negotiators: Brian D. Pendleton, Todd Mitchell, Tom Bunn
Negotiating Parties: Aimee Pointner dba ABC Body Work
Under Negotiation: **Price and Terms of Payment for Office Lease Amendment**

- b) Property: **1551 Spinnaker Drive**
District Negotiators: Brian D. Pendleton, Todd Mitchell, Tom Bunn
Negotiating Parties: SHM Ventura Isle, LLC
Under Negotiation: **Price and Terms of Payment for Lease Option and Easement**

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION PER GOVERNMENT CODE SECTION 54957(B)(1): Brian D. Pendleton, General Manager - Annual Review.

ADJOURNMENT

**OPEN SESSION
6:00PM**

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 November 12, 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 Payments for November 2025

Recommended Action: Voice Vote.

That the Board of Port Commissioners review and approve payments made by check, ACH, and EFT for the month of November 2025.

B) Adoption of Resolution No. 3546 Approving the Updated Ventura Port District Reserve Policy and Rescinding Resolution No. 3515

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3546 Approving the Updated Ventura Port District Reserve Policy and Rescinding Resolution No. 3515.

C) Adoption of Resolution No. 3547 Approving the Updated Ventura Port District Investment Policy and Rescinding Resolution No. 3516

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3547 approving the updated Ventura Port District Investment Policy and rescinding Resolution No. 3516, dated December 18, 2024.

D) Approval of a New Office Lease Agreement with Aimee Pointner dba ABC Body Work

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba “Ventura Harbor Village” and Aimee Pointner dba ABC Body Work, for the premises located at 1567 Spinnaker Drive, Suite #205, Ventura, California 93001, consisting of approximately 267 square feet.

E) Approval of Updates to the Ventura Port District Public and Civic Engagement Plan

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve updates to the Ventura Port District Public and Civic Engagement Plan.

STANDARD AGENDA:

1) Adoption Resolution No. 3548 for the Land and Water Conservation Fund Grant Application for the Ventura Harbor Community Park (Parcel 5) Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3548 for the Land and Water Conservation Fund Grant application for the Ventura Harbor Community Park Project located at the grass lawn area of Parcel 5 between 1591 and 1691 Spinnaker Drive.

2) Receive and File the 2025 Ventura Harbor Survey Results

Recommended Action: Voice Vote.

That the Board of Port Commissioners receive and file the results from the 2025 Ventura Harbor Survey.

ADJOURNMENT

This agenda was posted on Friday, December 5, 2025 by 5:30 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
DECEMBER 10, 2025

APPROVAL OF MINUTES
NOVEMBER 12, 2025
REGULAR MEETING

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF NOVEMBER 12, 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 5:31PM 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
Anthony Rainey, Secretary
Chris Stephens
William Anderson

Commissioners Absent:

None.

Port District Staff:

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

Legal Counsel:

Tom Bunn, Lagerlof, LLP
Alex Rinkus, Lagerlof, LLP

Number of interested persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: None. Closed at 5:32PM.

CONVENED TO CLOSED SESSION AT 5:32PM.

ADJOURNMENT: Closed Session was adjourned at 5:57PM.

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 6:32PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Ev Ashworth

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

None.

Port District Staff:

Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Rauch, Clerk of the Board
Sarah Clancy, Administrative Services Manager
Brendan Donohue, Senior Harbor Patrol Officer
Justin Fleming, Capital Projects Manager
Sergio Gonzalez, Facilities Manager
John Higgins, Harbormaster
Jessica Perkins, Accountant II via Zoom
Jessica Snipas, Business Operations Analyst II
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Supervisor via Zoom

Legal Counsel:

Tom Bunn, Lagerlof, LLP
Alex Rinkus, Lagerlof, LLP

City of Ventura Liaisons:

Councilmember Duran, City Council Liaison – absent

Number of interested persons:

1 via zoom; 7 in person

ADOPTION OF AGENDA

ACTION: Commissioner Stephens moved to adopt the November 12, 2025 agenda.

Commissioner Anderson seconded. The vote was unanimous.

APPROVAL OF MINUTES

ACTION: Vice-Chair Howell moved to approve the October 15, 2025 regular meeting minutes.

Commissioner Stephens seconded. The vote carried 4-0-1 (Rainey abstained).

PUBLIC COMMUNICATIONS: Ev Ashworth, representing the Ventura Yacht Club, hosted the 1925 Fall Opti Regatta and said thank you. He gave a special shout out to Harbor Patrol for helping with the event. Andrew Berner, Secretary of the Hokuloa Outrigger Canoe Club thanked staff for helping submit the Coastal Development Permit to the City and gave an update on club events.

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: Vice-Chair Howell attended the Ventura Unified Blue Tech Academy open house hosted by Harbor Patrol and also expressed concern about the green laser light used to deter birds at Portside. She also attended the Ventura Yacht Club Harbor Patrol appreciation dinner, along with Chair Blumenberg and Commissioner Anderson. Vice-Chair Howell and Commissioner Rainey attended the Ventura County Special District Association meeting. Commissioner Stephens attended the Witches Paddle and thanks staff for such a wonderful event. Closed at 6:14PM

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on upcoming events and promotions at Harbor Village. He also reported on the upcoming winter storm. Closed at 6:28PM.

CONSENT AGENDA:

A) Adoption of Resolution No. 3542 Accepting a \$40,000 Surrendered and Abandoned Vessel Exchange Grant

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3542 accepting a \$40,000 Surrendered and Abandoned Vessel Exchange Grant (SAVE No. C25S0626) offered by the California Division of Boating and Waterways.

Public Comment: None.

ACTION: Commissioner Stephens moved to adopt Resolution No. 3542 accepting a \$40,000 Surrendered and Abandoned Vessel Exchange Grant (SAVE No. C25S0626) offered by the California Division of Boating and Waterways.

Commissioner Rainey seconded. The vote was as follows:

AYES: Blumenberg, Howell, Rainey, Stephens, Anderson

Vote carried 5-0.

B) Adoption of Resolution No. 3543 Accepting a \$110,000 Boating Safety and Enforcement Equipment Grant

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3543 accepting a \$110,000 Boating Safety and Enforcement Grant (BSE No. C25L0619) offered by the California Division of Boating and Waterways.

Public Comment: None.

ACTION: Commissioner Stephens moved to adopt Resolution No. 3543 accepting a \$110,000 Boating Safety and Enforcement Grant (BSE No. C25L0619) offered by the California Division of Boating and Waterways.

Commissioner Rainey seconded. The vote was as follows:

AYES: Blumenberg, Howell, Rainey, Stephens, Anderson

Vote carried 5-0.

C) Approval of Out-of-Town Travel Requests

Recommended Action: Voice Vote.

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

- a) Jennifer Talt Lundin, Marketing Manager to attend the Visit California Outlook Forum from March 9 – March 12, 2026 in Chula Vista, CA.
- b) Ruby Hedrick, Sr. Marketing & Event Coordinator, to attend the Visit California Outlook Forum from March 9 – March 12, 2026 in Chula Vista, CA.
- c) Sarah Clancy, Administrative Services Manager, to attend the California Society of Municipal Finance Officers (CSFMO) Annual Conference from February 23 – February 27, 2026, in Palm Springs, CA.

Public Comment: None.

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

- a) **Jennifer Talt Lundin, Marketing Manager to attend the Visit California Outlook Forum from March 9 – March 12, 2026 in Chula Vista, CA.**
- b) **Ruby Hedrick, Sr. Marketing & Event Coordinator, to attend the Visit California Outlook Forum from March 9 – March 12, 2026 in Chula Vista, CA.**
- c) **Sarah Clancy, Administrative Services Manager, to attend the California Society of Municipal Finance Officers (CSFMO) Annual Conference from February 23 – February 27, 2026, in Palm Springs, CA.**

Commissioner Rainey seconded. The vote was as follows:

AYES: Blumenberg, Howell, Rainey, Stephens, Anderson

Vote carried 5-0.

D) Approval of Payments for October 2025

Recommended Action: Voice Vote.

That the Board of Port Commissioners review and approve payments made by check, ACH, and EFT for the month of October 2025.

Public Comment: None. Closed at

ACTION: Commissioner Stephens moved to review and approve payments made by check, ACH, and EFT for the month of October 2025.

Commissioner Rainey seconded. The vote was as follows:

AYES: Blumenberg, Howell, Rainey, Stephens, Anderson

Vote carried 5-0.

E) 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 \$120,000 from \$60,000 for maintenance dredging environmental consulting, monitoring, and permitting services.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve Amendment No. 1 to a Professional Services Agreement with Rincon Consultants, Inc. to increase the compensation to \$120,000 from \$60,000 for maintenance dredging environmental consulting, monitoring, and permitting services.

Commissioner Rainey seconded. The vote was as follows:

AYES: Blumenberg, Howell, Rainey, Stephens, Anderson

Vote carried 5-0.

F) Authorize the Amendment of FY2025-2026 Capital Improvements & ADA Plan and Procurement of a Contractor for the Surfers Knoll Retaining Wall and Shower Area Improvement ADA Project

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize:

- a) The amendment of the FY25-26 Budget to reallocate funds within the Capital Improvements & ADA Improvements Plan to perform the following project.
- b) The General Manager to procure a contractor for the Surfers Knoll Retaining Wall and Shower Area Improvement project in accordance with the Port District's Procurement Policy (Section IV-B), Piggybacking.

Public Comment: None.

- ACTION:** Commissioner Stephens moved to authorize:
- a) The amendment of the FY25-26 Budget to reallocate funds within the Capital Improvements & ADA Improvements Plan to perform the following project.
 - b) The General Manager to procure a contractor for the Surfers Knoll Retaining Wall and Shower Area Improvement project in accordance with the Port District's Procurement Policy (Section IV-B), Piggybacking.

Commissioner Rainey seconded. The vote was as follows:

AYES: Blumenberg, Howell, Rainey, Stephens, Anderson

Vote carried 5-0.

G) Approval of a Professional Services Agreement with Geosyntec Consultants for Geotechnical Services

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a Professional Services Agreement with Geosyntec Consultants in the amount of \$65,000 for Geotechnical services.

Public Comment: None.

- ACTION:** Commissioner Stephens moved to approve a Professional Services Agreement with Geosyntec Consultants in the amount of \$65,000 for Geotechnical services.

Commissioner Rainey seconded. The vote was as follows:

AYES: Blumenberg, Howell, Rainey, Stephens, Anderson

Vote carried 5-0.

STANDARD AGENDA:

1) Presentation on Ventura Harbor Community Park (Parcel 5) Project Design Status

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation on the current status of the Ventura Harbor Community Park Project located at the grass lawn area of Parcel 5 between 1591 and 1691 Spinnaker Drive.

Report by Brian D. Pendleton, General Manager and Lief McKay, RRM Design Group.

Public Comment: None. Closed at

ACTION: The Board of Port Commissioners received a presentation on the current status of the Ventura Harbor Community Park Project located at the grass lawn area of Parcel 5 between 1591 and 1691 Spinnaker Drive.

The Commission asked staff to re-evaluate ADA access to the park from all entrance areas, including adjacent parking lots, waterfront and through the playground to look for opportunities to improve access without major changes to the current design. Also look to add at least one picnic table near the playground and keep dog waste bag stations around the park.

No action was taken.

2) Adoption of Resolution No. 3544 Approving the 2025 Addendum to the Final Mitigated Negative Declaration, Ventura Port District Project Approval Conditions, and Parcels 20 and 14 (1644 and 1404 Anchors Way) Redevelopment Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3544:

- a) Approving the 2025 Addendum to the Final Initial-Study Mitigated Negative Declaration.
- b) Approving the Ventura Port District Project Approval Conditions.
- c) Approving the Parcels 20 and 14 Redevelopment Project located at 1644 and 1404 Anchors Way.
- d) Authorize the General Manager to File the Notice of Determination with the State Office of Planning and Research and the Ventura County Clerk.

Report by Brian D. Pendleton, General Manager and Jennifer Haddow, Rincon Consultants.

Public Comment: Tim Sessums asked that the project continue to provide live bait. Tom Derektor, owner thanked the Commission and staff for their time and support during this project and discussed the project changes and possible options for the live bait well. Closed at 7:34PM.

ACTION: Stephens moved to adopt Resolution No. 3544:

- a) Approving the 2025 Addendum to the Final Initial-Study Mitigated Negative Declaration.
- b) Approving the Ventura Port District Project Approval Conditions.
- c) Approving the Parcels 20 and 14 Redevelopment Project located at 1644 and 1404 Anchors Way.
- d) Authorize the General Manager to File the Notice of Determination with the State Office of Planning and Research and the Ventura County Clerk.

Rainey seconded. The vote was as follows:

AYES: Rainey, Stephens, Anderson

NO: Blumenberg, Howell

Vote carried 3-2.

3) Rejection of Bids for the 1575 Spinnaker Drive Exterior Façade Improvements Project

Recommended Action: Voice Vote.

That the Board of Port Commissioners reject all bids received for the 1575 Spinnaker Drive

Exterior Façade Improvements Project.

Report by Justin Fleming, Capital Projects Manager and Alex Rinkus, Lagerlof, LLP.

Public Comment: None. Closed at 7:52PM.

ACTION: Commissioner Stephens moved to reject all bids received for the 1575 Spinnaker Drive Exterior Façade Improvements Project.

Commissioner Anderson seconded. The vote was unanimous.

4) Adoption of Resolution No. 3545 Approving the Financial Statements and Checks for July through September 2025

Recommended Action: Voice Vote.

That the Board of Port Commissioners adopts Resolution No. 3545 to:

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

Report by Sarah Clancy, Administrative Services Manager.

Public Comment: None. Closed at 8:08PM.

ACTION: Vice-Chair Howell moved to adopt Resolution No. 3545 to:
a) **Accept the financial statements for the Quarter ending September 2025.**
b) **Review the payroll and regular checks for July through September 2025.**

Commissioner Anderson seconded. The vote was as follows:

AYES: Blumenberg, Howell, Rainey, Stephens, Anderson

Vote carried 5-0.

ADJOURNMENT: The meeting was adjourned in honor of Randy Gravelin, Manager of Andria's at 8:18PM.

The next regular meeting is Wednesday, December 10, 2025.

Anthony Rainey, Secretary



**BOARD OF PORT COMMISSIONERS
DECEMBER 10, 2025**

**DEPARTMENTAL STAFF REPORTS
NOVEMBER 2025
&
GUIDING PRINCIPLES
FIVE-YEAR OBJECTIVES INDEX**

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

5-YEAR OBJECTIVES		STRATEGY	
D)	Ensure dredging occurs annually at the federal Harbor entrance and as needed in the inner Harbor.	1)	Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program
		2)	On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance
		3)	Ventura Port District Dredging
E)	Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.	1)	Collaborate with business partners and stakeholders through increased engagement, communication, and participation.
		2)	Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs
		3)	Public and Civic Engagement Planning
		4)	Updates to District policies to reflect improved transparency and DEI
F)	Support current and future commercial fishing and sustainable aquaculture industries. Maintain and improve working waterfront facilities and infrastructure.	1)	Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor
		2)	Continue improvements of District's Working Waterfront infrastructure
		3)	Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture
M)	Collaborate with Master Tenants and National Park Service to plan, improve, and develop the Harbor in a financially and environmentally sustainable way.	1)	Engagement and support of Master Tenants for successful business operations at the Harbor
		2)	Evaluate opportunities for Parcel Development
		3)	Implement sustainability technologies at the Harbor
		4)	VenturaWaterPure
N)	Maintain and grow Channel Islands National Park Service (NPS) presence and customer visitation to the Harbor.	1)	Work with NPS and harbor visitors regarding enhancement of visitor experience.
		2)	Coordinate with NPS Superintendent to evaluate long-term goals and improvement needs for the Channel Islands National Park Visitor Center
		3)	Coordinate with National & California State Parks, and City to develop destination-based ecotourism offerings
P)	Implement parking management, traffic circulation, and multi-modal transportation strategies.	1)	Work with City to improve access between the City and Harbor
		2)	Evaluate alternative and active methods for people to travel to and within the Harbor and pursue needed improvements and strategies in partnership with the City
		3)	Pursue and implement parking management solutions to increase vehicle circulation
R)	Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.	1)	Utilize grant funding opportunities for sustainable Harbor infrastructure
		2)	Seek additional grant funding for improving/replacing District capital assets.
		3)	Leasing/Property Management
		4)	Update of Financial Management System
		5)	Financial Reporting
V)	Maintain and improve Harbor Village facilities, infrastructure, and amenities.	1)	Ongoing investment in Harbor Village Infrastructure
		2)	Develop and implement an Annual Visitation Plan for Ventura Harbor Village.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: December 10, 2025

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

SPINNAKER MONUMENT SIGN

Status: In Planning

Budget: On Budget

Staff, Coastal Architects, and Dave’s Signs have worked closely to finalize the design and wording for the new Spinnaker Entry Feature Signage project included in the FY2526 CIP. A final design that meets the master sign planning requirements for the harbor has been approved by the architect and the General Manager. This design is currently under review by the City of Ventura and is pending a building permit.



Once the contractor obtains the sign permit, District Facilities’ staff will remove all existing lettering, and prepare the walls for painting. A painting contractor (Mr. Paint) will then do a complete repaint of the existing walls and entry features so that they are in keeping with the Port District’s approved color palette and match the Ventura Harbor North sign. This work is on track to be completed by first quarter of the 2026 calendar year.



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

Status: Construction in Progress

Budget: On Budget

Phase One of the work at the new Dry Storage is now roughly 90% complete, with all vessels having been successfully transferred from the old dry storage to the 19A dry storage lot. After a break in, where an unknown party breached the fence with cutting tools, additional areas of vulnerability were identified by staff, and measures including the installation of extra fencing and the planting of non-permissive landscaping have been undertaken to further bolster the security of the new dry storage lot. The only pending items remaining to successfully complete this phase is the installation of the solar/wired hybrid light poles. These poles are currently being manufactured, and delivery is expected by January 2026. District Staff will be installing these lights.



1575 SPINNAKER DR. FACADE RENOVATION

Status: Construction Plans Approved; In Pre-Bid Stage

Budget: Pending Bids

Staff included this project in the FY 25-26 budget and solicited construction bids with the assistance of architectural firm Rassmussen and Associates. Staff advertised the bids on August 17, 2025, and the Board of Port Commissioners rejected the first round of bids at the recommendation of staff and has sent the project back out to be rebid. A second round of bid walks was conducted on November 19, 2025, with the bid opening scheduled for December 16, 2025.



1559 SPINNAKER DR #101, INTERIOR AND EXTERIOR RENOVATION

Status: Contractor Selected; Mobilization in Progress.

Budget: On Budget

1559 Spinnaker Dr, Unit #101 suffered substantial flood damage from an upper waste line rupture, in January 2024. After two rounds of competitive bidding, Riviera Construction Group was selected to perform the work. The Notice to Proceed was issued on October 31st with work beginning in mid-November. As part of the normally scheduled construction, a new tankless hot water heater is to replace the aging tank system currently located in the downstairs janitor's closet of 1559.

This new tank will serve not only Unit #101, but several other units throughout the 1559 building. Additionally, the 4-inch grease line from the upstairs restaurant was relocated from the wall on the front of the building underground, freeing up space for a new storefront entrance. An updated schedule has been received, with the expected construction completion date of February 18, 2026.



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: December 10, 2025

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

OUTER HARBOR DREDGING (FEDERAL NAVIGATION CHANNEL)
Political Advocacy for Federal Funding

There was no activity principally due to the government shutdown.

2026 Dredging Funding

Despite the shutdown, FY26 dredging funding for Ventura Harbor made progress in November.

On November 24th, the Senate released its FY26 Energy & Water Appropriations bill and report, which includes \$5.98M for Ventura Harbor dredging.

The House version of the FY26 Energy & Water bill had already passed the House Appropriations Committee and the full House of Representatives over the summer. With the concurrence between both bills and the President's budget, this would allow for the Energy & Water bill to be considered in the next "minibus" appropriations package.

Should Energy & Water appropriations not pass prior to dredging, the Federal Government is operating under a "Continuing Resolution", which means that funding appropriated for FY25 (which was also a Continuing Resolution from FY24) will be the same. If so, then Ventura Harbor's dredging funding should continue to be included for FY26.

Detached Breakwater Repair

District staff are awaiting the report from the recent comprehensive condition assessment of the breakwater and jetties (performed by the Corps in September and October). This assessment will be used to determine the specifications and derive a cost estimate for performing the work. Once determined, staff will need to work with our elected officials to request funding.

INNER HARBOR DREDGING

No activity or update this month.

ATTACHMENT:

Attachment 1 – Carpi & Clay Federal Reports (November)

Federal Update

December 1, 2025

Fiscal Year 2026 Appropriations Update

On November 12, President Trump signed [H.R. 5371](#) to end the 43-day federal government shutdown, the longest in U.S. history. After weeks of stalled negotiations and repeated failed attempts to advance a House-passed continuing resolution in the Senate, the impasse broke on November 10 when eight Senate Democrats joined nearly all Republicans to advance a combined continuing resolution and three-bill appropriations minibuss package. The House then approved the package on November 12.

This law funds the government through January 30, 2026, and extends several expiring authorities, including the Farm Bill through September 30, 2026, as well as the National Flood Insurance Program and Temporary Assistance for Needy Families through January 30, 2026. It incorporates a three-bill FY26 appropriations minibuss covering [Agriculture-Rural Development-FDA](#), [Military Construction-Veterans Affairs](#), and the [Legislative Branch](#), all of which include earmarks proposed in the House and Senate. The legislation restores federal capacity to administer SNAP benefits, which had been disrupted during the shutdown, and includes provisions to prevent further federal workforce reductions during the funding period while reinstating roughly 4,200 employees terminated during the lapse. Furloughed federal workers will receive back pay.

While federal agencies resume normal operations, Congress has turned its attention to assembling a second FY26 appropriations package, which may include the Commerce-Justice-Science, Defense, Labor-HHS-Education, and Transportation-HUD bills. Appropriators have just begun to discuss this second package and with the late November release of the Senate FY26 Energy & Water appropriations bill, Energy & Water could become a contender for the second measure of funding bills. **Specifically for the Harbor, the Senate Energy & Water bill includes \$5.98M for annual operation & maintenance dredging.** This funding level reflects the same numbers that were included in the President's FY26 budget proposal to Congress and that were also carried forward in the House FY26 Energy & Water appropriations bill earlier this summer. A chart showing the status of all twelve FY26 appropriations bills follows.

ATTACHMENT 1

FY26 Appropriations Bill	House Subcommittee Allocation (in Billions)	Passed House Committee	Passed House	Passed Senate Committee	Passed Senate	Signed into Law
Agriculture-Rural Development-FDA	\$25.523	June 23 by a 35-27 vote	November 12 by a 222-209 vote	July 10 by a 27-0 vote	August 1 by an 87-9 vote November 12 by a 60-40 vote	November 12
Commerce-Justice-Science	\$76.824	September 10 by a 34-28 vote		July 17 by a 19-10 vote		
Defense	\$831.513	June 12 by a 36-27 vote	July 18 by a 219-202 vote	July 31 by a 26-3 vote		
Energy-Water Development	\$57.300	July 10 by a 35-27 vote	September 4 by a 214-213 vote			
Financial Services-General Government	\$23.198	September 3 by a 35-28 vote				
Homeland Security	\$66.361	June 24 by a 36-27 vote				
Interior-Environment	\$37.971	July 22 by a 33-28 vote		July 24 by a 26-2 vote		
Labor-HHS-Education	\$184.491	September 9 by a 35-28 vote		July 31 by a 26-3 vote		
Legislative Branch	\$6.700	June 26 by a 34-28 vote	November 12 by a 222-209 vote	July 10 by a 26-1 vote	August 1 by an 81-15 vote November 12 by a 60-40 vote	November 12
Military Construction-Veterans Affairs	\$152.091	June 10 by a 36-27 vote	June 25 by a 218-206 vote November 12 by a 222-209 vote	July 26 by a 26-3 vote	August 1 by an 87-9 vote November 12 by a 60-40 vote	November 12
State-Foreign Operations	\$46.218	July 23 by a 35-27 vote				
Transportation-HUD	\$89.910	July 17 by a 35-28 vote		July 24 by a 27-1 vote		

Trump Administration Appointments

President Trump announced additional appointments to his administration in November including the following:

<u>Department/Agency</u>	<u>Position</u>	<u>Appointee</u>
Interior	Director, Bureau of Land Management	Stevan Pearce
Justice	Director, Bureau of Alcohol, Tobacco, Firearms, and Explosives	Robert Cekada
National Aeronautics and Space Administration	Administrator	Jared Isaacman
Nuclear Regulatory Commission	Member	Douglas Weaver

EPA and USACE Propose Revised WOTUS Definition

On November 17, the Environmental Protection Agency (EPA) and U.S. Army Corps of Engineers (USACE) [released](#) a proposed rule to revise the definition of “waters of the United States” (WOTUS) under the *Clean Water Act*. The proposal would narrow the scope of federal jurisdiction by requiring a direct, continuous surface connection or a predictable, consistent flow to a traditional navigable water for most tributaries and wetlands to qualify as WOTUS. EPA and USACE stated that the rule is intended to provide a clear and durable framework consistent with the Supreme Court’s 2023 decision in *Sackett v. EPA*. According to the agencies, the proposal would define key terms such as “relatively permanent,” “continuous surface connection,” and “tributary”; clarify that wetlands must be physically indistinguishable from jurisdictional waters; reaffirm exclusions for certain ditches, prior converted cropland, and waste treatment systems; and add an explicit exclusion for groundwater. The agencies also noted that the proposal incorporates regionally familiar terminology, such as “wet season,” to help determine jurisdiction. Comments are due by January 5, 2026. The agencies will also hold two hybrid public meetings.

Congressional Leaders Release 2026 Calendar

House Majority Leader Steve Scalise (R-LA) and Senate Majority Leader John Thune (R-SD) announced the schedule of in-session days in 2026 for their respective chambers. A combined 2026 congressional calendar can be found [HERE](#). The 2026 calendar looks similar to 2025 with congress proposing almost monthly district work periods.

CONGRESSIONAL LETTERS

Lawmakers Urge EV Investments in Surface Transportation Reauthorization. On November 21, Senator Alex Padilla (D-CA) and Representative Sharice Davids (R-KS) led 88

lawmakers in a [letter](#) urging Senate and House Transportation and Infrastructure Committee and Senate Environment and Public Works Committee leadership to maintain federal investments in electric vehicle (EV) and alternative-fueling infrastructure as Congress works on the next surface transportation reauthorization. The letter stresses that programs, such as the National Electric Vehicle Infrastructure, Charging and Fueling Infrastructure, Carbon Reduction Program, Reduction of Truck Emissions at Port Facilities, and Low or No Emission Grant Programs, were enacted on a bipartisan basis and provide long-term certainty for states, localities, and manufacturers. The lawmakers warn that cuts or delays to these programs would undermine planning for major transportation projects and jeopardize the economic gains from more than \$200 billion in announced domestic EV manufacturing investments since 2022.

Democrats Urge Halt to Reported Plans for New Offshore Oil and Gas Leasing. On October 30, Senators Alex Padilla (D-CA) and Cory Booker (D-NJ) and Representatives Jared Huffman (D-CA) and Frank Pallone (D-NJ) led 12 Senators and 91 Members of Congress in sending a [letter](#) to President Trump and Interior Secretary Burgum urging the abandonment of reported plans to open new offshore oil and gas leases in federal waters. The lawmakers warned that expanding offshore drilling in the Atlantic, Pacific, Arctic, and Eastern Gulf regions could endanger coastal ecosystems, tourism, and fishing industries, while also undermining progress on clean energy development. The letter calls for maintaining existing protections for coastal waters, prioritizing coastal resilience measures such as flood and storm-surge protection, and restoring a clear path for offshore wind projects following recent lease withdrawals.

House Committee Democrats Seek Details on USACE Project Funding Pauses. On October 31, House Transportation and Infrastructure Committee Ranking Member Rick Larsen (D-WA), Subcommittee on Water Resources and Environment Ranking Member Frederica Wilson (D-FL), and all Democratic Members of the Committee sent a [letter](#) to U.S. Army Corps of Engineers (USACE) leadership opposing the Administration’s reported pause or cancellation of more than \$11 billion in funding for authorized water resources projects. The lawmakers expressed concern that the action could increase costs, delay infrastructure work, and impact flood control, navigation, and ecosystem restoration projects across a dozen states. The letter requests a full list of affected projects and an explanation of how the pause aligns with USACE’s statutory mission and recent *Water Resources Development Acts*.

FEDERAL AGENCY ACTIONS AND PERSONNEL CHANGES

OMB and OPM Issue Guidance Requiring Senior Review of Federal Agency Hiring. On November 5, the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) [issued](#) joint guidance implementing President Trump’s October 15 Executive Order, which directs federal agencies to establish Strategic Hiring Committees—comprised primarily of senior political appointees—to review and approve all new federal career hires once the government reopens. Under the policy, agency hiring panels must include the deputy agency head and chief of staff, with authority to approve or deny requests to fill vacancies. Agencies are also required to submit annual staffing plans identifying critical hiring priorities and provide quarterly updates to OMB and OPM on progress and workforce composition. The order does not apply to military personnel or non-career political appointees.

DOE Announces Agency Reorganization Affecting Clean Energy Offices. On November 20, the Department of Energy (DOE) [announced](#) a reorganization that establishes new divisions focused on hydrocarbons, geothermal energy, and fusion and removes several clean-energy and efficiency offices from its organizational chart. The changes include renaming the Loan Programs Office as the Office of Energy Dominance Financing and eliminating the Office of Clean Energy Demonstrations and the Office of Energy Efficiency and Renewable Energy. DOE said the realignment is intended to reflect updated agency priorities, including expanded energy production and continued support for nuclear security and scientific research.

DOT Immigration Condition on Transportation Grants Blocked by Federal Judge. On November 4, Chief Judge John J. McConnell, Jr. of the U.S. District Court for the District of Rhode Island [ruled](#) that the Department of Transportation (DOT) exceeded its statutory authority when it sought to condition all federal transportation grants on state cooperation with federal civil immigration enforcement. In response to a lawsuit filed by 20 states, the court held that the “Immigration Enforcement Condition” was not authorized by Congress, violated the *Administrative Procedure Act*, and exceeded constitutional limits on federal funding conditions. The ruling vacated the condition and has enjoined DOT from enforcing it against the plaintiff states.

Acting FEMA Administrator Resigns. On November 17, Acting Administrator David Richardson resigned from the Federal Emergency Management Agency (FEMA) after roughly six months in the role. Richardson, who also led the Department of Homeland Security’s (DHS) Countering Weapons of Mass Destruction Office, said he plans to return to the private sector. DHS has announced that FEMA Chief of Staff Karen Evans will become acting administrator on December 1. DHS also stated that a forthcoming report from the FEMA Review Council, established earlier this year, will help guide ongoing efforts to reshape FEMA’s mission and operations.

FWS Proposes Four Rules to Revise ESA Regulations. On November 19, the U.S. Fish and Wildlife Service (FWS) [announced](#) four proposed rules affecting *Endangered Species Act* (ESA) listing procedures, interagency consultation, threatened species protections, and critical habitat exclusions. Two proposals were issued jointly with the National Marine Fisheries Service. FWS states the updates are intended to clarify standards for listing and critical habitat designations; restore prior definitions used in ESA section 7 consultations; require species-specific 4(d) rules for threatened species; and reinstate its 2020 approach to evaluating economic, national security, and other impacts when considering critical habitat exclusions. Comments are due by December 22.

Interior Proposes Expansive Offshore Oil and Gas Leasing Plan. On November 20, the Department of the Interior [released](#) a draft proposed 2026–2031 offshore oil and gas leasing program that contemplates up to 34 lease sales across the Outer Continental Shelf. The proposal would open federal waters off California to new leasing for the first time in roughly 40 years and include potential sales along the Gulf Coast. The plan outlines six possible sales off Southern, Central, and Northern California between 2027 and 2030, two sales in the eastern Gulf in 2029 and 2030, and 21 lease sales off Alaska. Interior states the plan is intended to

ATTACHMENT 1

implement a January executive order by President Trump and a February directive from Secretary Burgum directing the Department to accelerate offshore energy development consistent with federal law. Public comments on the draft program are expected to be due by January 22, 2026.

##

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: December 10, 2025

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

MAINTENANCE ACTIVITIES

VHV FRONTAGE ROADWAY TREE REPLACEMENT

Status: Completed

Budget: Budgeted (Grounds Maintenance)

Marina Strawberry trees were planted in the Village parking lot planters in April 2024. Many of these trees had either died or were in decline. The contractor responsible for planting them replaced the trees at their cost in November 2025. Before proceeding, staff had Design Studios, the District's landscape architect, have an arborist inspect the trees and reconfirm the species is tolerant to our environment. A soil report was received before proceeding with replanting. The contractor will provide written care instructions for staff to follow based on their detailed guidelines.



VPD ANCHORS WAY DRIVE BANNER PROJECT

Status: Completed

Budget: Budgeted (Street Banners)

In continuation of the Ventura Port District street banner project, dual banners on spring loaded hardware were installed on 16 poles along Anchors Way Drive to complete the project. Every pole from Navigator Drive to Beachmont Street had banners installed.



VHV 1575 FRONTAGE PARKING LOT PLANTER REHAB

Status: Completed

Budget: Budgeted (Grounds Maintenance)

Contractor was retained to demo existing VHV 1575 frontage parking lot landscaping planter and rehabilitate it consistent with our Landscape Plan. High water consumption sprinklers were removed and transitioned to drip irrigation. Landscape vegetation was replaced with low water, sustainable plants based on the VPD landscaping palette.



VHV 1583 THE GREEK INNER COURTYARD LANDSCAPING PLANTER

Status: Completed

Budget: Budgeted (Grounds Maintenance)

The Maintenance team has completed rehabilitating the VHV 1583 courtyard planter (adjacent to The Greek) to conform with the District's Landscape Plan. Irrigation sprinklers have been converted to drip system. Foliage and hardscape have been replaced based on conceptual design. Low voltage transformers with path of travel lighting and up lights have been added.



VPD MAINTENANCE VEHICLE FLEET 2025 ELECTRIC FORD TRANSITS ACQUISITION

Status: Completed

Budget: Budgeted (Capital Projects)

In early November 2025, the Maintenance Department took delivery of two 2025 all electric Ford Transit vans purchased through the District's Capital Projects. Both vans designated M-60 & M-61 have been upfitted and integrated into the fleet replacing two gas vehicles, which will be surplus per District policy.



VHV PARKING LOT ENTRANCE MONUMENT SIGNS

Status: Completed

Budget: Budgeted (Grounds Maintenance)

The District entered into a vendor agreement with a painting contractor to repair, patch and repaint all four Ventura Harbor Village entrance welcome monument signs. Monument signs 1, 2, 3, and 4 all have been repaired, patched and painted.



FACILITIES:

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

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: December 10, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
John Higgins, Harbormaster
SUBJECT: November 2025 Harbor Patrol Report

PUBLIC SAFETY

Overview:

November brought an increase in surf activity, including one multi-day swell that resulted in noticeable sand movement and loss along South Beach. For the first time, the berm between the South Jetty and Surfers Knoll has taken on a more natural shape, and the significant drop-off previously present is no longer evident. With its current profile, it will be interesting to observe how effectively it withstands larger surf anticipated in December leading up to the start of dredging.



Previously, the berm's steep cliff-like profile caused dramatic scouring, as waves striking the berm led to collapse and accelerated sand loss. The current, more gradual slope should allow for a natural wave run-up, reducing the amount of sand lost during swell events.

Night Activities:

Much of the recent nighttime activity has focused on monitoring recreational lobster fishermen. Each year, we see a significant increase in nighttime lobster fishing both inside and outside the breakwater. The sport is inherently dangerous, as it tends to be most productive during poor conditions.



Compounding the risk, many participants use inexpensive watercraft such as kayaks or small aluminum boats, which are not well suited for carrying additional weight or operating in rough, pitching seas. Harbor Patrol works to educate these boaters and, as part of routine contacts, conducts safety inspections to ensure compliance with minimum safety equipment requirements.

When operators lack the required equipment and the issue cannot be easily resolved, Harbor Patrol is authorized under the Harbors and Navigation Code to terminate the voyage until the vessel meets safety standards.

BEACHES

Harbor Cove:

Harbor Patrol routinely monitors activity at Harbor Cove Beach. Each morning, a core group of cold-water swimmers use the swim buoys as their course. Officers quickly assess the situation and, once confident the swimmers appear competent, move on to other patrol areas. When swimmers drift off course and enter the channel, Officers make contact by boat to advise them of the hazards associated with leaving the designated swim zone.

The group has voluntarily adopted safety measures, including wearing fluorescent swim caps and towing fluorescent buoys. These measures improve visibility and provide flotation should a swimmer encounter difficulty.

South Beach:

Even with some noticeable changes in the beach due to the above average swells there is still approximately 60 yards of sand extending from the base of the dunes to the mean high tide level. This is a bit more than in years past and hopefully will prevent the abrupt cliffs and loss of dunes as we wait for the next dredging cycle.

PORTSIDE BIRD DETERRENT LASERS

Port District staff, including the General Manager, Deputy General Manager, and Harbormaster, met on-site with Portside representatives to address concerns regarding errant nighttime lasers. These lasers are part of the development's bird mitigation program and have proven highly effective in reducing bird congregations and associated droppings within the property. When properly calibrated, the devices use a commercial green laser to sweep rooftops where birds typically gather. The beams deter birds without causing harm, encouraging them to avoid these areas.

However, Harbor Patrol has observed that when the devices deviate from their intended sweep pattern, the lasers can strike vehicles, boats, hotel rooms, and businesses. High winds may contribute to this misalignment, shifting the devices by only a few degrees—enough for the beam to miss rooftops and travel far beyond the harbor until it encounters a solid object. Complaints have increased as these misalignments became more frequent, prompting the meeting.



Portside staff responded promptly by shutting down the two most problematic units until technicians could recalibrate them. They also requested that complaints be forwarded more efficiently to allow quicker adjustments and minimize impacts on harbor users. Harbor Patrol and the Harbormaster will continue monitoring this issue to ensure it is resolved.

OIL SLICK INVESTIGATION AND CONCLUSION

Early in November, Harbor Patrol responded to reports of a large oil sheen offshore. The slick extended several miles along the coast and eventually came ashore near Surfers Knoll. Notifications were made to the appropriate agencies, and samples were collected to determine the source.

The event had an impact on local wildlife, with volunteers assisting in the cleanup and rehabilitation of oiled birds. Testing confirmed the slick was the result of natural seepage, meaning no responsible party was identified.

NOVEMBER RAIN

November was notable for a significant rain event that lasted nearly a week. During this time, the department was busy day and night with a number of responses, including dewatering over 30 vessels, big and small. In total, our area received over 5 inches of rain at the conclusion of the events.



TRAINING

Joint Training with City Fire:

In November, Harbor Patrol hosted three nights of Ocean Rescue Night Operations training with Ventura County Fire agencies, including Ventura, Oxnard, and County Fire. These joint exercises reinforce safe rescue techniques and ensure fire department personnel remain familiar with Harbor Patrol vessels and protocols.

Collaborative training is essential for agencies that do not regularly operate in ocean environments, helping them prepare for real-world emergencies. Harbor Patrol, certified at advanced levels, actively participated in the drills and provided instruction, sharing valuable techniques with less experienced fire personnel.

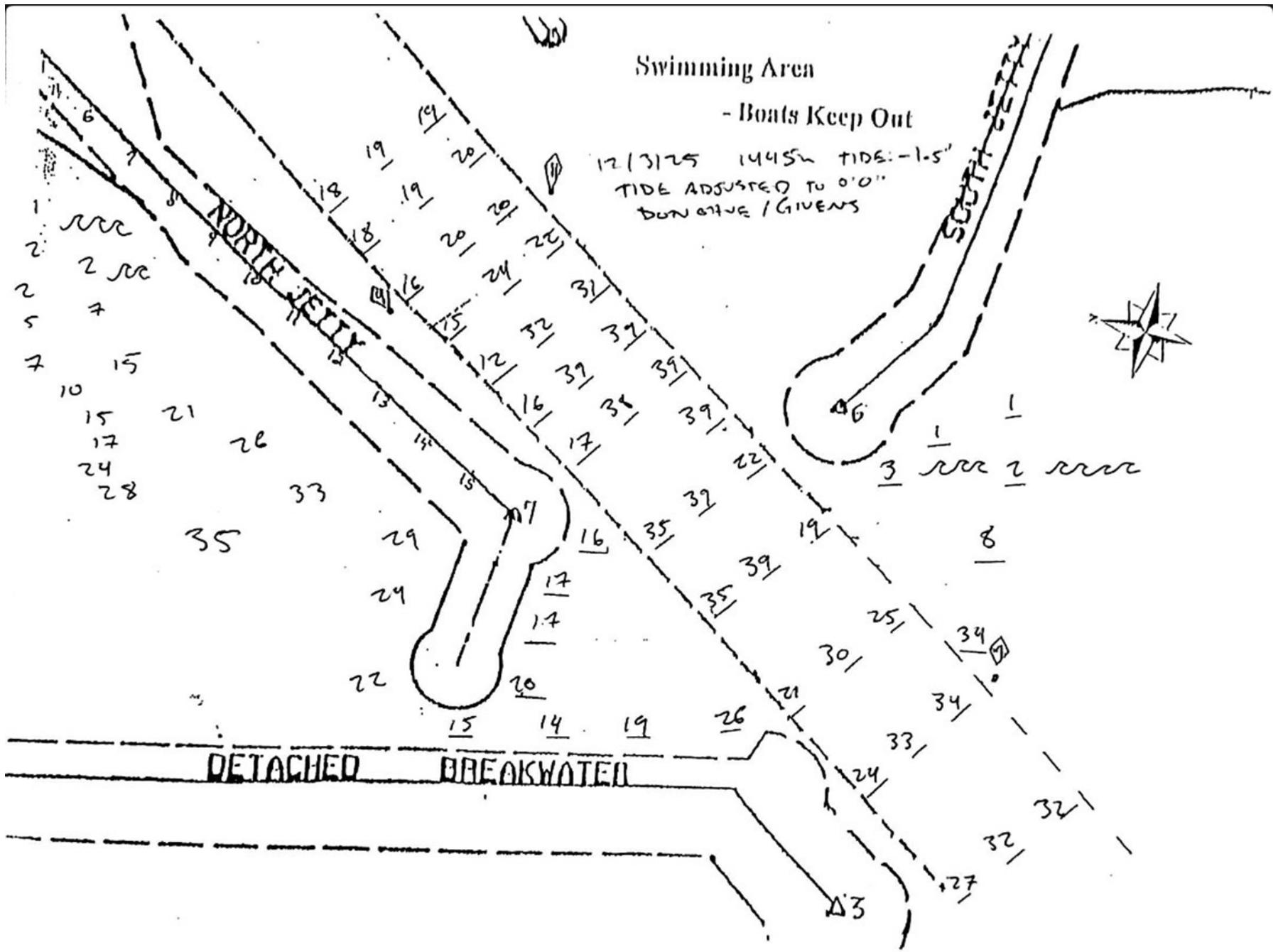


HARBOR PATROL 911 CALLS NOVEMBER (23 CALLS)

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
25-0097088		HARB1, ME2, MED471	M5	UNCONSCIOUS/FAINT	Ventura County Fire Department	1050 Schooner Dr	Ventura	11/8/2025 9:34:47 AM
25-0097742		HARB1, ME2, MED495	M3	FALL HIGH	Ventura County Fire Department	1449 Spinnaker Dr	Ventura	11/8/2025 1:20:52 PM
25-0098815		HARB1, ME2, MED473	M5	FALL NON EMD	Ventura County Fire Department	1215 Anchors Way	Ventura	11/11/2025 11:51:35 AM
25-0098722		HARB1, ME2, MED495	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	1049 Marina Dr	Ventura	11/11/2025 7:35:38 PM
25-0098748		HARB1, MED473, SQ2	M5	OVERDOSE/POISONING NON EMD	Ventura County Fire Department	1800 Spinnaker Dr	Ventura	11/11/2025 9:58:59 PM
25-0099008		HARB1, MED475, SQ2	M5	CHEST PAIN NON TRAUMA	Ventura County Fire Department	1215 Anchors Way	Ventura	11/12/2025 6:52:44 PM
25-0099057		HARB1, MED472, SQ2	M5	MEDICAL ALARM	Ventura County Fire Department	1215 Anchors Way	Ventura	11/12/2025 10:56:39 PM
25-0099383		HARB1, MED473, SQ2	M5	ABDOMINAL PAIN	Ventura County Fire Department	1054 Marina Dr	Ventura	11/14/2025 6:02:22 AM
25-0099472		HARB1, ME1, MED472, MED495	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	1049 Marina Dr	Ventura	11/14/2025 11:43:03 AM
25-0099513		HARB1	F9	TEST CALL	Ventura County Fire Department	1803 Anchors Way	Ventura	11/14/2025 2:26:19 PM
25-0099943		HARB1, ME108, SQ2	F7	PUBLIC SERVICE	Ventura County Fire Department	1050 Schooner Dr	Ventura	11/15/2025 6:13:31 PM
25-0100568		HARB1, MED473, MED475, SQ103	M3	UNCONSCIOUS/FAINT HIGH	Ventura County Fire Department	1198 Navigator Dr	Ventura	11/17/2025 5:15:26 PM
25-0100651		HARB1, ME108	F7	FIRE ALARM	Ventura County Fire Department	1215 Anchors Way	Ventura	11/17/2025 10:55:34 PM
25-0101585		HARB1, MED495, SQ103	M3	CONVULSIONS/SEIZURES HIGH	Ventura County Fire Department	1080 Navigator Dr	Ventura	11/20/2025 9:09:25 PM
25-0101680		HARB1, MED887, SQ103	M7	SICK PERSON NO CODE	Ventura County Fire Department	1050 Schooner Dr	Ventura	11/21/2025 8:26:58 AM
25-0102019		HARB1, ME2, MED474	M5	BEHAVIORAL EMERGENCY NON EMD	Ventura County Fire Department	1583 Spinnaker Dr	Ventura	11/22/2025 11:15:25 AM
25-0102054		HARB1, MED495, SQ2, SQ83	M5	CONVULSIONS/SEIZURES	Ventura County Fire Department	1800 Spinnaker Dr	Ventura	11/22/2025 1:47:28 PM
25-0102188		HARB1, MED473, SQ2	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1516 Anchors Way	Ventura	11/22/2025 10:24:26 PM
25-0102615		HARB1, MED473, SQ2	M5	SICK PERSON	Ventura County Fire Department	1075 Portside Dr	Ventura	11/24/2025 2:20:05 PM
25-0102708		HARB1, MED471, SQ2	M5	SICK PERSON	Ventura County Fire Department	1559 Spinnaker Dr	Ventura	11/24/2025 8:38:05 PM
25-0102790		HARB1, ME108, ME2	F7	SMOKE INVESTIGATION (OUTSIDE)	Ventura County Fire Department	3250-3589 E Harbor Blvd	Ventura	11/25/2025 6:59:13 AM
25-0104078		HARB1, MED474, SQ2	M7	SICK PERSON NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	11/29/2025 1:49:20 PM
25-0104141		B1, HARB1, ME1, ME2, ME5, MT5, SQ2	F8	GAS LEAK/ODOR (COMMERCIAL)	Ventura County Fire Department	1851 Anchors Way	Ventura	11/29/2025 6:55:45 PM

Harbor Entrance Soundings:

Recent surf activity in November deposited a small amount of additional sand into the main channel. Current depths remain excellent and pose no safety concerns. Harbor Patrol will continue routine soundings until formal surveys are conducted in late January or early February and will report any issues if they arise.



**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: December 10, 2025

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Dave Werneburg, Marina Supervisor
SUBJECT: November 2025 Marina Report

MARINA DEPARTMENT ACTIVITIES

Ventura Harbor Village Marina

Total Slip Count	102	100%
Slips Assigned	102	100%
Slips Occupied	81	78%
Slips Available	0	0%

Port District Dry Storage – 19A

Total Spaces	97	100%
Active Contracts	56	58%
Available	41	42%

COMMERCIAL FISHING

California Market Squid Harvest – Ventura Harbor
2025-26 Squid Season opened April 1, 2025

California Market Squid Statistics		
State-wide Seasonal Squid Limit:	118,000 tons	236,000,000 lbs.
Ventura October 2025 Landings	5,696 tons	11,391,598 lbs.
Ventura Season-to-date:	30,696 tons	61,391,958 lbs.

November landings are not yet compiled, although Staff has been told that the month has been a very robust landing period with multiple days exceeding 1,000 tons for Ventura. Both Hueneme and San Pedro have experienced similar abundant landings throughout the month. Four of the six major squid fisheries have now set catch limits for their vessels as freezer space is limited.

The New Dry Boat Storage Is Open for Business

In the final three weeks of November, Dry Storage tenants made their way from the old, Anchors Way facility to the new “19A” facility at the corner of Schooner and Harbor. In addition to the 97 spaces at the new lot, we can also accommodate 16 kayaks/paddleboards. Several tenants elected to sell their boats, a number were unable to meet our insurance requirements, and several deemed unfit (broken trailers, vessels in disrepair, etc.). Several new tenants are scheduled to arrive after the new year (some had to give 30-day notice from the yards where they store their boats now). There is also a sizeable waiting list to work through. Staff are engaged in upgrading security features and more lighting is on the way as well.



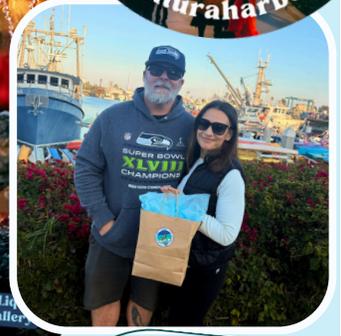
NOVEMBER MARKETING REPORT - *Visitor Experience*

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

EVENTS -

Shop Small Saturday

Visitors enjoyed **live music, gift-card giveaways, kid's activities, the Holiday Harbor Seal search, faux snowfall, and complimentary parking** - promotions that encouraged guests to explore multiple shops and start their holiday purchasing on-site. Retailers reported **strong engagement and boosted sales throughout the afternoon.**



SEASONS GREETINGS DECOR INSTALL -

Holiday **décor** was fully installed throughout the Village, **creating a vibrant, cohesive seasonal atmosphere.** Led by the marketing team, this effort elevates Ventura Harbor Village's appeal as a **top coastal destination for both tourists and local visitors** during the holidays. Now up through **January 4!**



CROSS PROMOTIONS -

Bowl of Thanks/Pottery Market

Over **850 bowls sold, 600 Tasting Passports** circulated to drive diners to **9 participating Village restaurants.** Village Visitor Booth on site.



\$21K+ was raised for Food Share Ventura County and will provide over **60,000 meals!**

ENTERTAINMENT

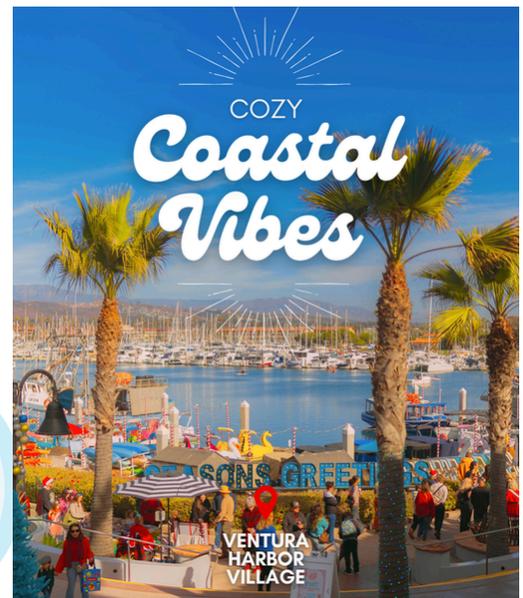
& Music in November:

- November 8** | Colin Kyffin
- November 9** | Sea Hunters
- November 29** | The Gamble
- November 30** | Surfer Joe

VENUE & FILM RENTALS

Annual body surfing competition and 2 film shoots.

November On-Site Rental Income: **\$2k**



NOVEMBER MARKETING REPORT - Content Development

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

SOCIAL MEDIA - Cross Network Performance Metrics *



83k Total Audience	436k Impressions	5k Engagements	1k Link Clicks
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VISUALS - Sampling of Content

Average session duration length on VenturaHarborVillage.com has **grown by 25% in the last year**, as we keep visitors engaged with new visuals on our site. Chatgpt referrals continue to grow as we optimize content as well!



Complimentary Parking cross promoted for Veteran's Day.

COPYWRITE - Enewsletters / Blog Performance

Topics included: **Ventura Pottery Market + Bowl of Thanks, Cozy Coastal Vibes highlighting holiday event schedule, and Shop Small Saturday festivities.** Plus one Village Tenant newsletter reminder on Shop Small Saturday programming + free parking.

4 E-Newsletters	19k Subscribers	18k Opens	489 Link Clicks
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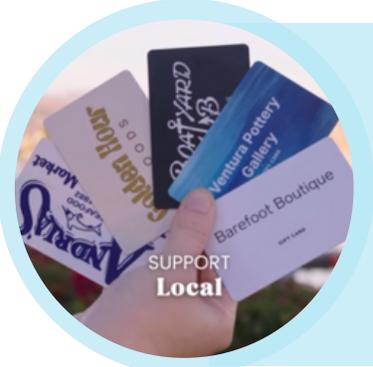
Benchmark: We continue to exceed national average open rates!



REELS - Short Video Compilations

Topics included: **Sunset Timelapse** by Harbor Patrol, **Clam Chowder** in rainy weather, **Island Packers Gift Shop**, **Shop Small Saturday** special event, **Support Local Reminder** featuring every retailer in Ventura Harbor Village. Plus, two paid partnerships with **Instagram influencer @lysseats805** covering **New Village Businesses** and **Bowl of Thanks**. Plus, collab content with **Ventura County Coast on shopping** + local photographers capturing **Scenic Harbor Views + Sunsets**.

12 Reels
152k Views



ADVERTISING - Digital + Print

Meta & traditional advertising efforts featured **Shop Small Saturday**, to encouraging Nov. 29th event participation + supporting local all season. Partnered w/ **Cumulus, Billboard on 101 Freeway, VC Reporter, Valley Scene Magazine, and the City of Ventura** to spread the word! 35

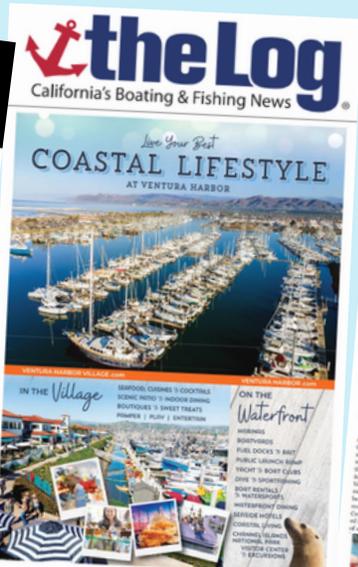


NOVEMBER MARKETING REPORT - Outreach & Stewardship

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

PAID MEDIA OUTREACH & COVERAGE - PT. 2 OF THE LOG & NOVEMBER HIGHLIGHTS

The Log Oct. 24 edition featured multiple stories complimented by a full-page back cover advertisement. In November, a major TV highlight was **CBS Television's "Westways Weekender"**, that featured hosted Editorial Director Jim Benning of **Westways Magazine's** synopsis of his visit to the **Channel Islands with Island Packers** with commentary about wildlife, kayaking, camping, **Ventura Harbor Village, Holiday Inn Express & Suites Ventura Harbor, and Brophy Bros. as a weekend destination.** Ventura Harbor Village featured in preliminary news coverage of December happenings with secured on-air California placements on **Fox Television's Good Day LA, Fox Television News, (Parade of Lights) and ABC Television Los Angeles, (Harbor Holiday Events).**



You don't need to travel far to find holiday spirit in Southern California. Within a few hours of LA, you'll find towns lit with twinkling lights, coastal parades, and mountain getaways that actually feel like winter. Here are some of the best spots to celebrate the season close to home.



6. Ventura Harbor Parade of Lights & Fireworks (Dec. 12-13)



Ohana float at the Ventura Harbor boat parade. Photo credit: Ventura Harbor



50-Plus Fun Things to Do in California During the 2025 Holidays

There's enough going on in California during the holidays to fill up your calendar from now through the New Year. To help you find the best best CALIFORNIA.NOW BLOG / 50 PLUS FUN THINGS TO DO IN CALIFORNIA DURING THE 2025 HOLIDAYS

10 Great 2025 Holiday Boat Parades in California

In December, California's waterfront towns deck more just the halls

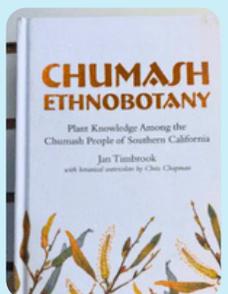
Posted November 2025 by Katrina Hunt



California's coastline may not be known for winter snow, or even freezing temperatures, during the holiday season. But what the **beach towns** lack in snowflakes they make up for in twinkling lights—wrapped around palm trees, strung across boats, and reflecting in

CULTURAL RECOGNITION -

Native American Heritage Month was recognized with a blog highlighting the cultural ties of the **Chumash** and other **Indigenous** communities to our coastal region, and showcased **Island Packers' selection of books, apparel, and educational offerings.**



MEDIA VISIT - Visit California

Ventura Harbor Village hosted **Gwynne Spann, Director of Content Marketing for Visit California** with stay at Holiday Inn Ventura Harbor & enjoyed a VIP Village experience with breakfast, a boat ride, Harbor merch, dinner + dessert. **Referrals from VisitCalifornia.com up 350% in November!**

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: December 10, 2025

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

LEASING HIGHLIGHTS

- Tenant Engagement
 - Staff continue to coordinate with architects, the City, JPIA, and multiple tenants regarding their planning, building, and safety permits.
 - Insurance and business license audits are ongoing.
 - Staff met with five tenants regarding exploring future tenancy, initial inspection, final inspection, site reviews, or space discussions.
 - For the Parking Program, staff continue to respond to all emails sent to parking@venturaharbor.com and address tenant communications.
- Leasing Advertising, Showings, and Executions
 - Staff conducted 2 showings.
 - Advertising: Ads are placed in the Ventura Chamber of Commerce Connection Breakfast as well as on LoopNet and CoStar Diamond Package Listings. (The Diamond Package ensures our listing appears as one of the top results on their websites and is also promoted through banners on other sites.) Note, LoopNet is accessible to the public and CoStar's platform is limited to memberships, which generally are industry professionals, such as brokers.
- Yardi Software
 - Staff has weekly meetings with Balanced Asset Solutions LLC regarding the Yardi migration and have begun the lease data entry and training process.
 - Staff began working with Yardi on the Deal Manager and Commercial Café modules.
 - Staff conducted one tenant portal meeting to assist tenants with registering for the portal. As of 12/1/25, 87% of tenants have registered on the tenant portal, 74% have paid online, and 72% have submitted their sales online.
- Looking Forward: Continuing to Implement Leasing Strategy
 - Staff will need to complete the lease migration process in Yardi, verify the data input into the software, and continue to assist tenants registering on the tenant portal.

CURRENT VACANCY REPORT

- 1) 1559 Spinnaker Drive #101 (Office suite)
 - The prior tenant's lease underwent early termination due to the suite experiencing a flood. The suite required planning/permitting by the City, Notice to Proceed was issued in October, and construction started in November. The goal is for the construction to be completed in the winter of 25-26. Marketing efforts are underway.
- 2) 1567 Spinnaker Drive #205 (Office suite)
 - The previous lease expired on May 31, 2025. While the Board approved a new lease to commence October 1, the tenant was unable to follow through, and the lease was mutually terminated. Marketing efforts have resumed, and the waitlist prospective tenants are being contacted.
- 3) 1575 Spinnaker Drive #101/102/103/105A & B (Restaurant suite)
 - Plans submitted to City to renovate the façade have been approved and bid opening took place in October, however bids were rejected. Bidding round two is underway. Marketing efforts continue.

CURRENT AVAILABILITY REPORT

1) 1575 Spinnaker Drive #204C (Office suite)

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

CATEGORY	TOTAL Square Footage	Harbor Vacancy Sq Ft	Harbor Vacancy %	Harbor Available Sq Ft	Harbor Available %		City * Vacancy %	City * Available %
Office	38,580	2,107	5%	275	1%		16%	19%
Retail	20,260	0	0%	0	0%		16%	17%
Restaurant	33,622	3,720	11%	0	0%		0%	No Data

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

Office: 1559 #101
567 #267
Retail: N/A
Restaurant: 1575 #101/102/103/105 A & B

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

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

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

(Note that total square footage values have been updated as of the April 2023 reporting period to reflect recategorization of some units and the addition of the GSA lease for National Park Service offices which were not previously included).

SALES REPORTS

The attached summary of sales for three Harbor Village business categories: restaurants, retail, and charters. The report compares the monthly sales for 2025 and 2024. They also include year-to-date (YTD) comparisons. The year-to-date overall sales for all Harbor Village Tenants through the month of October are up 5.38% over the same period last year.

ATTACHMENTS:

Attachment 1 – October 2025 Sales Report
Attachment 2 – November LoopNet Activity Report

ATTACHMENT 1

**Ventura Harbor Village
Tenant Sales Summary**

Month of October

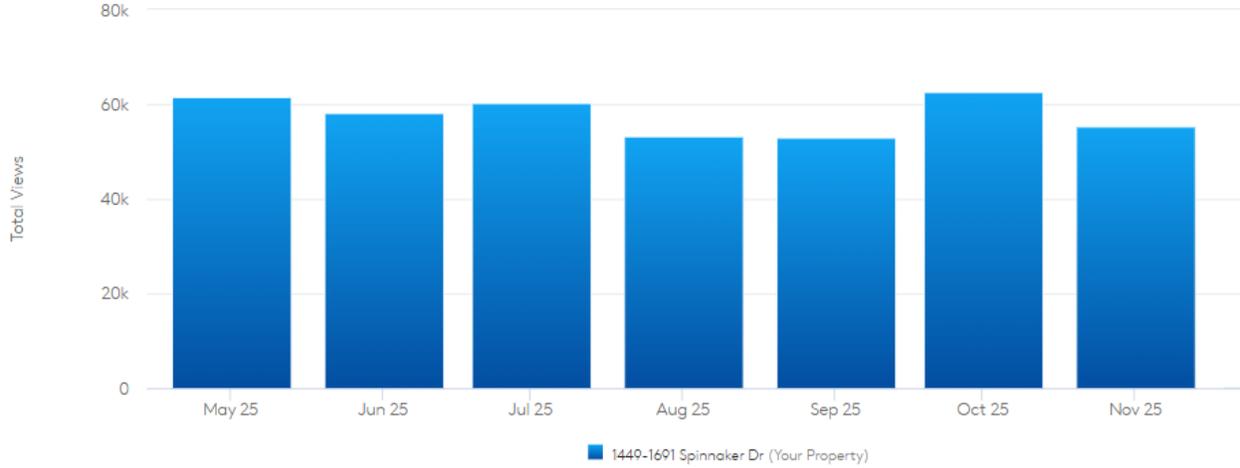
	<u>October-2025</u>	<u>October-2024</u>	<u>% Change</u>
Restaurants	\$ 1,765,645	\$ 1,745,203	1.17%
Retail	\$ 337,028	\$ 366,445	-8.03%
Charters	\$ 923,840	\$ 762,728	21.12%
Total	\$ 3,026,513	\$ 2,874,376	5.29%

Year-to-date through July

	<u>Jan - Oct 2025</u>	<u>Jan - Oct 2024</u>	<u>% Change</u>
Restaurants	\$ 20,264,868	\$ 19,474,487	4.06%
Retail	\$ 4,205,357	\$ 4,552,915	-7.63%
Charters	\$ 8,602,771	\$ 7,355,871	16.95%
Total	\$ 33,072,996	\$ 31,383,273	5.38%

ATTACHMENT 2 LoopNet Activity Report

LoopNet May 2025 – Nov 2025 Listing Activity Report for Total Views



LoopNet Oct 2025 Activity Summary

Activity Summary

Summary of everyone that has seen your property.

11/01/2025 - 11/30/2025

55,445

👁 Total Views

25,427

👤 Unique Prospects

29s

🕒 Average Time on Page

312

📄 Detail Page Views

2.0

👥 Frequency

1h 57m 11s

🕒 Total Time on Page



VENTURA
PORT DISTRICT

Established 1952

BOARD OF PORT COMMISSIONERS
DECEMBER 10, 2025

CONSENT AGENDA ITEM A
APPROVAL OF PAYMENTS FOR
NOVEMBER 2025

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: December 10, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Sarah Clancy, Administrative Services Manager
SUBJECT: Approval of Payments for November 2025

RECOMMENDATION:

That the Board of Port Commissioners review and approve payments made by check, ACH, and EFT for the month of November 2025.

SUMMARY:

Attached for the Board's review is the payment register for November 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.

BACKGROUND:

The accounts payable payment registers for November 2025 can be found as Attachment 1. The register includes a brief description of the purpose for each check.

In attachment 2, staff has provided supplemental information for payment expenditures exceeding \$20,000 that are non-routine, to correspond with the District's check signing policy.

FISCAL IMPACT:

There is no fiscal impact outside of expenditures approved with the FY25-26 Annual Budget.

ATTACHMENTS:

- Attachment 1 – Accounts Payable Payment Registers – November 2025
- Attachment 2 – Non-Routine Expenditures over \$20,000

Payment Register

Period: From 11/01/2025 to 11/30/2025

ATTACHMENT 1

Check/ACH/EFT #	Payee Name	Check Date	Payment Method	Invoice #	Amount	Description
1	CHANNEL ISLANDS BOARTYARD	11/21/2025	EFT			
				001161	415.32	Haul out boat and bottom clean due to oil spill
Total 1					415.32	
2	CYBERCOPY INC.	11/21/2025	EFT			
				B149976	64.65	Movie night paid parking signs
				B151513	172.40	VHV directional restroom signage
Total 2					237.05	
3	DEL MAR BLUE PRINT COMPANY, INC	11/21/2025	EFT			
				632674	350.74	VHV -No skateboarding signage
				632678	603.56	Village Marina-Gangway replacement signage
Total 3					954.30	
4	MAVCCO FUEL	11/21/2025	EFT			
				Oct 25	1,831.46	Boat fuel - Oct 25
				Sep 25	2,258.72	Boat fuel- Sep 25
Total 4					4,090.18	
5	PREMIER PROPERTY PRESERVATION LLC	11/21/2025	EFT			
				187772	5,970.50	VHV monthly janitorial services
Total 5					5,970.50	
6	SUSAN BEJECKIAN PUBLIC RELATIONS	11/21/2025	EFT			
				54	1,800.00	Monthly public relations services
Total 6					1,800.00	
7	VENTURA LOCKSMITHS	11/21/2025	EFT			
				OM1009251	27.48	Maintenance department key duplication
Total 7					27.48	
325	THE GAS COMPANY	11/4/2025	ACH			
				01506002 Nov 25	155.60	14401506002 Nov 25
Total 325					155.60	
326	THE GAS COMPANY	11/4/2025	ACH			
				21506004 Nov 25	54.50	10621506004 Nov 25
Total 326					54.50	
327	THE GAS COMPANY	11/4/2025	ACH			
				24007661 Nov 25	486.43	14824007661 Nov 25
Total 327					486.43	
328	THE GAS COMPANY	11/4/2025	ACH			
				31506000 Nov 25	351.20	10831506000 Nov 25
Total 328					351.20	
329	THE GAS COMPANY	11/4/2025	ACH			
				31506002 Nov 25	107.25	17131506002 Nov 25
Total 329					107.25	
330	VENTURA WATER	11/4/2025	ACH			
				10003300 Oct 25	625.04	10003300 Oct 25
				10010300 Oct 25	192.83	10010300 Oct 25
				10011300 Oct 25	620.73	10011300 Oct 25
				10012300 Oct 25	466.29	10012300 Oct 25
				10013300 Oct 25	570.96	10013300 Oct 25
				10014300 Oct 25	4,916.87	10014300 Oct 25
				10015300 Oct 25	216.81	10015300 Oct 25
				10016300 Oct 25	1,681.75	10016300 Oct 25
				10017300 Oct 25	777.28	10017300 Oct 25
				10018300 Oct 25	1,684.34	10018300 Oct 25
				10019300 Oct 25	233.21	10019300 Oct 25
				10020300 Oct 25	395.45	10020300 Oct 25
				10021300 Oct 25	3,260.74	10021300 Oct 25
				10022300 Oct 25	185.64	10022300 Oct 25
				10024300 Oct 25	911.02	10024300 Oct 25
				10071300 Oct 25	180.97	10071300 Oct 25
				10081300 Oct 25	89.05	10081300 Oct 25
				10082300 Oct 25	516.88	10082300 Oct 25
				10083300 Oct 25	297.05	10083300 Oct 25
				10104300 Oct 25	81.92	10104300 Oct 25
				10108300 Oct 25	186.89	10108300 Oct 25
				10109300 Oct 25	496.85	10109300 Oct 25
				10110300 Oct 25	1,145.20	10110300 Oct 25

Payment Register

Period: From 11/01/2025 to 11/30/2025

ATTACHMENT 1

Check/ACH/EFT #	Payee Name	Check Date	Payment Method	Invoice #	Amount	Description
				10111300 Oct 25	1,896.37	10111300 Oct 25
				41641300 Oct 25	192.09	41641300 Oct 25
				41644300 Oct 25	374.37	41644300 Oct 25
Total 330					22,196.60	
331	SOUTHERN CALIF. EDISON	11/3/2025	ACH			
				10873 OCT25	42.58	OCT25
Total 331					42.58	
333	DATACHECK	11/17/2025	ACH			
				19523	105.00	Credit pulls for leasing application
				19663	70.00	Credit pulls for leasing application
Total 333					175.00	
334	NETCHEX	11/14/2025	ACH			
				202511-5383	771.74	Monthly payroll processing fees - Nov 25
Total 334					771.74	
335	WEX BANK	11/5/2025	ACH			
				107888897	1,002.41	Shell fuel cards -closing date 10/06/25
Total 335					1,002.41	
336	WEX BANK	11/4/2025	ACH			
				107291600-A	703.49	Shell fuel cards -closing date 09/06/25
Total 336					703.49	
337	MISSION SQUARE	11/15/2025	ACH			
				PR 111425	2,524.77	457 employee contributions - PR 111425
Total 337					2,524.77	
338	LOOPNET	11/15/2025	ACH			
				122970670	1,200.00	Professional leasing advertising - Nov 25
Total 338					1,200.00	
339	CALPERS	11/15/2025	ACH			
				PR 111425	2,689.24	SIPS 457 employee contributions - PR 111425
Total 339					2,689.24	
340	C E D	11/20/2025	ACH			
				9009-1063713	-611.91	Credit memo to offset an incorrectly charge to VPD
				9009-1062619	611.91	Incorrectly billed to VPD - a credit memo has been sent to correct
Total 340					0.00	
341	AT&T	11/6/2025	ACH			
				670136810	1,233.85	Administration-Internet Oct 11 - Nov 10
Total 341					1,233.85	
342	CALPERS HEALTH BENEFITS DIVISI	11/7/2025	ACH			
				Nov 25	35,608.43	Health premiums- Nov 25
Total 342					35,608.43	
343	NOBLEGUARD SECURITY INC	11/6/2025	ACH			
				NGSI-VPD-INV100112-03	18,778.40	Village security services-Oct 2025
Total 343					18,778.40	
344	IMPACT SCIENCES, INC	11/6/2025	ACH			
				22577	5,202.50	Parcel 5- CEQA exemption
Total 344					5,202.50	
345	DEL MAR BLUE PRINT COMPANY, INC	11/6/2025	ACH			
				632677	130.50	HV-Parking sign designs
				632676	395.31	VHV -Dolphin lot parking signage
				632679	1,125.89	VHV-ADA parking signage
				632673	3,499.31	VHV-Additional parking information signage
Total 345					5,151.01	
346	NETCHEX	11/26/2025	ACH			
				2086828	125,564.27	PR 112825
Total 346					125,564.27	
347	VISION SERVICE PLAN-(CA)	11/25/2025	ACH			
				824079663	570.68	Employee Vision premiums-Dec 25
Total 347					570.68	

Payment Register

Period: From 11/01/2025 to 11/30/2025

ATTACHMENT 1

Check/ACH/EFT #	Payee Name	Check Date	Payment Method	Invoice #	Amount	Description
348	P. E. R. S.	11/24/2025	ACH			
				PR 103125	10,589.81	EE Contributions PR 103125
				PR 103125	15,084.40	Employee contributions-PR 103125
				PR 103125	36.16	Service credit purchase
				PR 103125	39.06	Survivor benefit PR 103125
Total 348					25,749.43	
349	AT&T	11/24/2025	ACH			
				Nov 25-Mktg	149.80	Marketing-Internet-Nov 25
Total 349					149.80	
350	SWIFT CHIP, INC	11/24/2025	ACH			
				29300	1,020.00	Backup server-Nov 25
				29292	10,555.96	IT services-Nov 25
				29303	622.00	Microsoft subscriptions-Nov 25
Total 350					12,197.96	
351	LEGALSHIELD	11/14/2025	ACH			
				Aug 25	68.75	Prepaid legal- Aug 25
				Nov 25	53.80	Prepaid legal- Nov 25
				Oct 25	68.75	Prepaid legal- Oct 25
				Sep 25	68.75	Prepaid legal- Sep 25
Total 351					260.05	
352	NETCHEX	11/13/2025	ACH			
				2077397	123,016.39	PR 111425
Total 352					123,016.39	
353	STANDARD INSURANCE COMPANY	11/12/2025	ACH			
				Nov 25	4,139.97	Life Insurance premiums-Nov 25
Total 353					4,139.97	
354	SUN LIFE FINANCIAL	11/10/2025	ACH			
				Oct 25	1,235.24	Dental premiums - Nov 25
Total 354					1,235.24	
355	CALIFORNIA STATE DISBURSEMENT UNIT	11/13/2025	ACH			
				103125	411.55	Employee garnishment PE 102825
Total 355					411.55	
356	CALIFORNIA STATE DISBURSEMENT UNIT	11/13/2025	ACH			
				111325	111.28	Employee garnishment PE 111125
Total 356					111.28	
357	VERIZON WIRELESS	11/28/2025	ACH			
				6127849414	1,109.02	Cell phones Oct 07 - Nov 06 2025
Total 357					1,109.02	
358	SEIU LOCAL 721	11/6/2025	ACH			
				Oct 25	477.39	SEIU dues - Oct 25
Total 358					477.39	
359	RINCON CONSULTANTS, INC.	11/6/2025	ACH			
				69183	2,876.00	Parcel 20-CEQA addendum
				69171	6,197.00	Sand management - Sep 25
Total 359					9,073.00	
360	THERMAL ALLIANCE	11/6/2025	ACH			
				1 8538	9,260.00	15599 # 109 HVAC -replace AC unit with heat pump
Total 360					9,260.00	
361	MISSION SQUARE	11/3/2025	ACH			
				PR 102125	2,524.77	457 contributions PR 103125
Total 361					2,524.77	
362	AT&T	11/20/2025	ACH			
				Nov 25-HP	236.17	arbor Patrol-Landline-Nov 25
Total 362					236.17	
363	LOWE'S BUSINESS ACCTS/SYNCB	11/13/2025	ACH			
				Oct 25	1,339.96	Statement closing date 10.17.25
Total 363					1,339.96	

Payment Register

Period: From 11/01/2025 to 11/30/2025

ATTACHMENT 1

Check/ACH/EFT #	Payee Name	Check Date	Payment Method	Invoice #	Amount	Description
364	EMPLOYEE PAYROLL CHECK	11/3/2025	ACH			
				54256	1,863.57	Employee payroll check PE 10.31.25
Total 364					1,863.57	
365	EMPLOYEE PAYROLL CHECK	11/7/2025	ACH			
				54229	45.77	Employee PR check
Total 365					45.77	
366	EMPLOYEE PAYROLL CHECK	11/17/2025	ACH			
				54301	1,976.69	Employee PR check PE 111425
Total 366					1,976.69	
367	AMAZON CAPITAL SERVICES	11/24/2025	ACH			
				99431475	1,103.30	Amazon charges
Total 367					1,103.30	
368	EMPLOYEE PAYROLL CHECK	11/14/2025	ACH			
				54339	1,625.92	Employee PR check PR 110325
Total 368					1,625.92	
369	VISION SERVICE PLAN-(CA)	11/25/2025	ACH			
				823688745	813.42	Vision premiums for Oct 25
Total 369					813.42	
370	AMAZON CAPITAL SERVICES	11/3/2025	ACH			
				99547136	1,208.70	Amazon charges
Total 370					1,208.70	
61005	ALERTLINE COMMUNICATIONS	11/4/2025	VOID			
				70103	-702.00	VPD elevator phone line service
Total 61005					-702.00	
61090	VENTURA COUNTY REPORTER	11/17/2025	VOID			
				2025Sci-17547	-975.00	Best of Ventura and email blast
				2025-156336	-230.00	Email blast for October events
Total 61090					-1,205.00	
61091	VENTURA LOCKSMITHS	11/14/2025	VOID			
				OM1009251	-27.48	Duplicate double sided key for maintenance
Total 61091					-27.48	
61102	ACCURATE FIRST AID SERVICES	11/5/2025	Check			
				B-45125	255.05	Replenish first aid stations
Total 61102					255.05	
61103	ALERTLINE COMMUNICATIONS	11/5/2025	Check			
				70103	702.00	VPD elevator phone line service
Total 61103					702.00	
61104	ALLIANT INSURANCE SERVICES	11/5/2025	Check			
				3288435	184.00	Holiday bundled exhibitor event
Total 61104					184.00	
61105	ALSCO INC	11/5/2025	Check			
				LLOS2479837	183.25	Laundering of rugs, shop towels and uniforms
Total 61105					183.25	
61106	ALYSSA PARK	11/5/2025	Check			
				2025023	500.00	Bowl of Thanks 2025 Instagram reel
Total 61106					500.00	
61107	ARAMSCO, INC	11/5/2025	Check			
				S7361306.001	674.39	Janitorial supplies
				S7374074.001	1,045.83	Janitorial supplies
Total 61107					1,720.22	
61108	B & R TOOL SUPPLY CO.	11/5/2025	Check			
				1901018959	1,059.23	VPD custom brown and red locks
Total 61108					1,059.23	
61109	BOB MURRAY & ASSOCIATES	11/5/2025	Check			
				11201	3,200.00	Recruitments services-Commercial Fisheries Manager
				11314	4,592.85	Recruitments services-Commercial Fisheries Manager
Total 61109					7,792.85	
61110	BURONS PREFERRED PUMPING INC.	11/5/2025	Check			
				38922	1,995.00	VHV hydro jetting services
Total 61110					1,995.00	
61111	CREATIVE COAST PRODUCTIONS	11/5/2025	Check			
				00052	500.00	Trick or Treat event -additional staffing 10/26
Total 61111					500.00	

Payment Register

Period: From 11/01/2025 to 11/30/2025

ATTACHMENT 1

Check/ACH/EFT #	Payee Name	Check Date	Payment Method	Invoice #	Amount	Description
61112	CREATIVE COAST PRODUCTIONS	11/5/2025	Check			
				00053	100.00	Trick or Treat event -additional staff 10/26ing
Total 61112					100.00	
61113	CREATIVE COAST PRODUCTIONS	11/5/2025	Check			
				00042A	150.00	Movie Night -additional staffing 09/06/25
Total 61113					150.00	
61114	CREATIVE COAST PRODUCTIONS	11/5/2025	Check			
				00042B	150.00	Movie Night -additional staffing 10/11/25
Total 61114					150.00	
61115	CREATIVE COAST PRODUCTIONS	11/5/2025	Check			
				00044	800.00	Live band performances at promenade stage 11/08 and 11/09
Total 61115					800.00	
61116	CREATIVE COAST PRODUCTIONS	11/5/2025	Check			
				00050	800.00	Live band performances at promenade stage 11/29 and 11/30
Total 61116					800.00	
61117	CYBERCOPY INC.	11/5/2025	Check			
				B151170	413.76	DRC signage for Commercial Fish project
				B150966	970.28	Halloween-Floor graphics and ads
Total 61117					1,384.04	
61118	FAST UNDERCAR	11/5/2025	Check			
				01UH6789	109.95	Harbor Patrol truck 1 repair parts
				01UH6793	44.99	Harbor Patrol truck 1 repair parts
Total 61118					154.94	
61119	FERGUSON ENTERPRISES INC.	11/5/2025	Check			
				5836053	643.97	1583 janitorial room water heater replacement
				5505152	43.87	Harbor Cove restroom toilet seats
				SC669775	3.68	September service fee
Total 61119					691.52	
61120	GARDEN STATE FIREWORKS INC	11/5/2025	Check			
				20251027-D	6,000.00	Deposit-Parade of Lights fireworks show-12/12 and 12/13
Total 61120					6,000.00	
61121	GARLAND/DBS, INC	11/5/2025	Check			
				427852416755-Ret	4,332.50	1575/1583 roofing-Ret
Total 61121					4,332.50	
61122	GARLAND/DBS, INC	11/5/2025	Check			
				427852415770	6,798.05	1575/1583 lower roof sections-RET
Total 61122					6,798.05	
61123	GRAINGER INC.	11/5/2025	Check			
				9689406669	193.11	1559 elevator UPC battery
				9690348256	3,787.60	Maintenance department plumbing auger replacement
				9691088083	55.83	Truck buckets safety straps
				9691089552	278.72	Truck buckets safety straps
				9606683804	105.17	VPD - maintenance shop supplies-Absorbents
				9681692522	29.11	VPD maintenance shop supplies-Disposable gloves and hydration drink powder mix
				9682773214	340.24	VPD shop stock-Emergency light reflectors
				9685181126	114.33	VPD shop supplies-Disposable gloves
Total 61123					4,904.11	
61124	HANSEN'S PLUMBING, INC.	11/5/2025	Check			
				31894	2,149.93	1583-Emergency hydro jetting
Total 61124					2,149.93	
61125	JAKE DAVID	11/5/2025	Check			
				287	1,032.00	Video footage of three fall events
Total 61125					1,032.00	
61126	JANITEK CLEANING SOLUTIONS	11/5/2025	Check			
				57673A	1,729.49	1431/1691 NPS monthly janitorial services
				57674A	232.88	Marketing office monthly janitorial services
Total 61126					1,962.37	
61127	JENNIFER TALT-LUNDIN	11/5/2025	Check			
				101625	113.40	Reimbursement-Mileage for 2025 LA Outlook Forum
Total 61127					113.40	
61128	K & L GATES LLP	11/5/2025	Check			
				100228134	14,329.00	Coastal Commission Permitting-Sep 25
Total 61128					14,329.00	
61129	MARITIME PUBLISHING	11/5/2025	Check			
				2025-94391	1,000.00	Full page ad in Ventura issue magazine The Log
Total 61129					1,000.00	
61130	MATILJA WATER	11/5/2025	Check			
				Oct 25	69.15	Reverse osmosis and water cooler
Total 61130					69.15	

Payment Register

Period: From 11/01/2025 to 11/30/2025

ATTACHMENT 1

Check/ACH/EFT #	Payee Name	Check Date	Payment Method	Invoice #	Amount	Description
61131	MOFFATT & NICHOL	11/5/2025	Check			
				00803488	20,921.25	Channel Navigation study review and Parcel 17 Marina review
Total 61131					20,921.25	
61132	MUZICRAFT INC.	11/5/2025	Check			
				200549	348.06	VHV public music
Total 61132					348.06	
61133	PROFORMA	11/5/2025	Check			
				B185015596A	215.50	Harbor Patrol reflective logo patch for uniforms
Total 61133					215.50	
61134	RING CENTRAL INC	11/5/2025	Check			
				CD_001217305	977.12	VPD monthly phone services
Total 61134					977.12	
61135	RRM DESIGN GROUP	11/5/2025	Check			
				2998-04-PR25-1	11,188.15	Cultural Arts Park phase I
Total 61135					11,188.15	
61136	SEARLE CREATIVE GROUP	11/5/2025	Check			
				25432	3,076.25	2 months of paid digital social ads and web maintenance
				25375	597.75	Website development services
				25431	455.75	Website maintenance
Total 61136					4,129.75	
61136	SEARLE CREATIVE GROUP	11/5/2025	Check			
				25432	-3,076.25	2 months of paid digital social ads and web maintenance
				25375	-597.75	Website development services
				25431	-455.75	Website maintenance
Total 61136					-4,129.75	
61137	SMITH PIPE & SUPPLY INC.	11/5/2025	Check			
				4315553	92.17	VPD landscaping supplies
Total 61137					92.17	
61138	SUNBELT RENTALS, INC.	11/5/2025	Check			
				169812654-0005	1,040.20	Lifeguard vehicle rental
Total 61138					1,040.20	
61139	SUNRIDGE LANDSCAPE MAINT., INC	11/5/2025	Check			
				101021	1,992.40	Additional landscape labor
				101002	1,800.00	Monthly contracted mowing service
Total 61139					3,792.40	
61140	THE ACORN NEWSPAPERS	11/5/2025	Check			
				2025-150305	1,060.00	Halloween event ads
Total 61140					1,060.00	
61141	TIME TO SHINE	11/5/2025	Check			
				69165	301.66	VHV window screen replacement
Total 61141					301.66	
61142	TRI-COUNTY OFFICE FURNITURE	11/5/2025	Check			
				204011	1,480.31	Office chair-Clancy
Total 61142					1,480.31	
61143	VALLEY SCENE MAGAZINE	11/5/2025	Check			
				000223	400.00	Eblast ads for Halloween events
Total 61143					400.00	
61144	VCSDA	11/5/2025	Check			
				2026 membership	9,930.00	2026 membership renewal
Total 61144					9,930.00	
61145	VENTURA CHAMBER OF COMMERCE	11/5/2025	Check			
				61495099577	850.00	Membership dues
Total 61145					850.00	
61146	VENTURA COUNTY REPORTER	11/5/2025	Check			
				2025-156337	210.00	Halloween event ads
				2025-156338	230.00	Halloween event ads
Total 61146					440.00	
61147	WEST COAST AIR CONDITIONING	11/5/2025	Check			
				IAC5789	370.00	1559 HVAC repair
Total 61147					370.00	
61148	WEST MARINE PRO	11/5/2025	Check			
				376218	204.66	Exterior flood lights for boats
Total 61148					204.66	
61149	WHIZCOM MARKETING LLC	11/5/2025	Check			
				1121	325.00	Howl-o-Ween parade photos
				1122	325.00	Trick or Treat event photos
Total 61149					650.00	

Payment Register

Period: From 11/01/2025 to 11/30/2025

ATTACHMENT 1

Check/ACH/EFT #	Payee Name	Check Date	Payment Method	Invoice #	Amount	Description
61150	ZERO WASTE USA	11/5/2025	Check			
				782641	978.05	Dog waste disposable bags
Total 61150					978.05	
61151	DIAL SECURITY INC	11/5/2025	Check			
				515463	299.00	1431 NPS monthly security and alarm monitoring
Total 61151					299.00	
61152	GRAINGER INC.	11/5/2025	Check			
				960668304	105.17	VPD shop supplies-Absorbent material and windshield washer fluid
Total 61152					105.17	
61153	SEARLE CREATIVE GROUP	11/5/2025	Check			
				25432	3,076.25	2 months of paid digital social ads and web maintenance
				25375	597.75	Website development services
				25431	488.75	Website maintenance
Total 61153					4,162.75	
61154	FRANCHISE TAX BOARD	11/6/2025	Check			
				Oct 25	300.00	Employee garnishment-Oct 25
Total 61154					300.00	
61155	VEHICLE REGISTRATION COLLECTIONS	11/6/2025	Check			
				7JUA28620211-PE 102825	499.73	Employee garnishment-PE 102825
Total 61155					499.73	
61156	ALEJANDRA'S NURSERY	11/19/2025	Check			
				740	1,042.06	1583 landscape plants
				058541	241.31	1583 landscape plants
Total 61156					1,283.37	
61157	ALEXANDRIA DANIELSON	11/19/2025	Check			
				VH111301	1,332.50	Holiday graphic design work and image purchase
Total 61157					1,332.50	
61158	ALSCO INC	11/19/2025	Check			
				LLOS2477790	128.48	Laundering of rugs, shop towels and uniforms
				LLOS2486013	209.55	Laundering of rugs, shop towels and uniforms
Total 61158					338.03	
61159	ARAMSCO, INC	11/19/2025	Check			
				57374074.002	91.05	Launch ramp janitorial supplies
				57335918.002	49.84	VHV janitorial supplies
				57361306.002	47.95	VHV janitorial supplies
				57386560.001	1,008.08	VHV janitorial supplies
				5399535.001	818.92	VHV janitorial supplies
				57327933.002	183.11	VPD janitorial supplies
				57386560.002	140.89	VPD janitorial supplies
Total 61159					2,339.84	
61160	BATTERIES PLUS - VENTURA	11/19/2025	Check			
				P86467235	414.14	Back up batteries for Elevator and Key Card controls
Total 61160					414.14	
61161	CAL TERMITE & PEST CONTROL	11/19/2025	Check			
				80724	565.00	1567#201 dry wood termite treatment
Total 61161					565.00	
61162	CALIFORNIA ELECTRICAL SUPPLY	11/19/2025	Check			
				9009-1063582	655.41	Replacement photo cells for dock pedestals
Total 61162					655.41	
61163	COASTAL ARCHITECTS	11/19/2025	Check			
				102121	1,075.00	Architectural support at Spinnaker entrance feature
Total 61163					1,075.00	
61164	COASTAL COPY, INC	11/19/2025	Check			
				1171689	625.39	Administration and Marketing copier leases
Total 61164					625.39	
61165	CREATIVE COAST PRODUCTIONS	11/19/2025	Check			
				00046	900.00	Winter Wonderland event-additional staffing 12/12-12/13
Total 61165					900.00	
61166	DAVES SIGNS	11/19/2025	Check			
				10776A	1,025.03	Balance due-Schooner entrance letters
Total 61166					1,025.03	
61167	DIXON RESOURCES UNLIMITED	11/19/2025	Check			
				4822	2,937.50	On-Call Parking Management Consultancy-Aug 25
				4908	235.00	On-Call Parking Management Consultancy-Oct 25
Total 61167					3,172.50	
61168	E.J. HARRISON & SONS INC.	11/19/2025	Check			
				Stmt 110625	416.67	Trash service
				Stmt 101725B	437.37	Trash service
Total 61168					854.04	

Payment Register

Period: From 11/01/2025 to 11/30/2025

ATTACHMENT 1

Check/ACH/EFT #	Payee Name	Check Date	Payment Method	Invoice #	Amount	Description
61169	FARMER BROS. CO	11/19/2025	Check			
				50500840	732.14	Coffee supplies
Total 61169					732.14	
61170	FAST UNDERCAR	11/19/2025	Check			
				01UJ4844	140.33	M45 starter replacement
				01UJ7701	-57.60	Refund-M45 core return
Total 61170					82.73	
61171	FENCE FACTORY	11/19/2025	Check			
				684101	616.75	Flanged poles for parking signage
Total 61171					616.75	
61172	FERGUSON ENTERPRISES INC.	11/19/2025	Check			
				5882264	5.95	Washers for faucet repair
Total 61172					5.95	
61173	GARDEN STATE FIREWORKS INC	11/19/2025	Check			
				20251027-B	6,000.00	Balance due-Parade of Lights fireworks display 12/12-12/13
Total 61173					6,000.00	
61174	INDUSTRIAL BOLT AND SUPPLY	11/19/2025	Check			
				268564-1	303.32	VHV parking signage hardware
Total 61174					303.32	
61175	JC SWEEPING	11/19/2025	Check			
				1076	730.00	VPD/VHV monthly contract parking lot sweeping
Total 61175					730.00	
61176	KELLY CLEANING AND SUPPLIES	11/19/2025	Check			
				69739746	820.00	VPD administration carpet cleaning
Total 61176					820.00	
61177	LAGERLOF LLP	11/19/2025	Check			
				214703	55,167.29	Legal services-Oct 25
				212499	23,970.00	Legal services-Sep 25
Total 61177					79,137.29	
61178	MCCORMIX CORP.	11/19/2025	Check			
				34593	371.78	VPD maintenance vehicle fuel
				34083	601.64	VPD maintenance vehicle fuel
Total 61178					973.42	
61179	MCMaster-CARR	11/19/2025	Check			
				53926413	768.79	Launch ramp-repair washdown machine
				53932467	55.01	Maintenance supplies-drill arbors and hole saws
				53800940	222.26	VPD shop stock-electrical connectors
				54789608	90.47	VPD shop stock-nuts and bolts
Total 61179					1,136.53	
61180	MOFFATT & NICHOL	11/19/2025	Check			
				00804485	1,949.51	Inner Harbor navigation study - Oct 25
Total 61180					1,949.51	
61181	MR. PAINTING, INC.	11/19/2025	Check			
				3102	7,200.00	VHV entrance signs-prep and paint
Total 61181					7,200.00	
61182	PHOTO-SCAN OF LOS ANGELES	11/19/2025	Check			
				36542	957.95	Monthly key card and camera support
Total 61182					957.95	
61183	QUADIENT FINANCE USA INC	11/19/2025	Check			
				P2091772	84.35	Administration mail machine property tax
				Q2069949	873.56	Administration postage machine lease-2 quarters-May-Aug and Nov-Feb
Total 61183					957.91	
61184	RASMUSSEN & ASSOCIATES INC	11/19/2025	Check			
				21298	22,502.50	1575 Spinnaker Dr -Facade design
				21407	2,207.50	1575 Spinnaker Dr- bid support
				21408	9,651.16	1603 front office security upgrade design
Total 61184					34,361.16	
61185	RED WING SHOE STORE	11/19/2025	Check			
				20251113001710	187.68	Safety shoes-F. Villasenor
Total 61185					187.68	
61186	SAFE HARBOR VENTURA ISLE	11/19/2025	Check			
				7102984	49.52	Landscape paring knives
Total 61186					49.52	
61187	SANBELL	11/19/2025	Check			
				7045	374.00	Surfers Knoll beach access improvement site walk
Total 61187					374.00	
61188	SITEONE LANDSCAPE SUPPLY,LLC	11/19/2025	Check			
				160207224-001	7.60	Finance charge
Total 61188					7.60	

Payment Register

Period: From 11/01/2025 to 11/30/2025

ATTACHMENT 1

Check/ACH/EFT #	Payee Name	Check Date	Payment Method	Invoice #	Amount	Description
61189	SMITH PIPE & SUPPLY INC.	11/19/2025	Check			
				4311968	33.77	1583 irrigation valve repair
Total 61189					33.77	
61190	SUNBELT RENTALS, INC.	11/19/2025	Check			
				175989991-0001	867.91	JPIA- Lift rental training class for Maintenance
				141206174-0036	353.75	Monthly scrubber rental
Total 61190					1,221.66	
61191	SUNRIDGE LANDSCAPE MAINT., INC	11/19/2025	Check			
				110125	1,594.00	Additional landscape labor
				110225	1,800.00	Monthly contracted mowing service
Total 61191					3,394.00	
61192	THE CITY OF VENTURA	11/19/2025	Check			
				CINV-00001122	100.00	Trash service
Total 61192					100.00	
61193	TIME TO SHINE	11/19/2025	Check			
				63412	3,082.50	VHV monthly window washing service
Total 61193					3,082.50	
61194	TIMES MEDIA GROUP	11/19/2025	Check			
				2025-150300	280.00	Digital banners for village promotion
Total 61194					280.00	
61195	TK ELEVATOR CORPORATION	11/19/2025	Check			
				5003180516	1,179.70	1559 emergency elevator repair
				3008991474	5,616.37	VPD quarterly elevator maintenance contract
Total 61195					6,796.07	
61196	TRAFFIC TECHNOLOGIES LLC	11/19/2025	Check			
				41493-CM	131.10	VHV parking lot stencil-Tenant Parking only
Total 61196					131.10	
61197	UPKEEP TECHNOLOGIES INC	11/19/2025	Check			
				INV00090799	993.31	Additional subscriptions for new employees
Total 61197					993.31	
61198	VENTURA COUNTY REPORTER	11/19/2025	Check			
				2025ci-17547	975.00	Best of Ventura and email blast
				2025-156336	230.00	Email blast for October events
Total 61198					1,205.00	
61199	WSP USA INC	11/19/2025	Check			
				40265877	21,411.45	Architectural design services
Total 61199					21,411.45	
61200	C E D	11/20/2025	Check			
				9009-1062479	319.36	VPD fuses for car charger electrical panel
Total 61200					319.36	
61201	E.J. HARRISON & SONS INC.	11/20/2025	Check			
				Stmt 101725	1,326.60	Trash service
Total 61201					1,326.60	
61202	FEDERAL EXPRESS CORPORATION	11/20/2025	Check			
				9-067-33829	46.79	Postage fees
Total 61202					46.79	
61203	GANNETT CALIFORNIA LOCALIQ	11/20/2025	Check			
				0007308779	1,431.44	1575 Improvements bid notice
Total 61203					1,431.44	
61204	GREEN THUMB INTERNATIONAL	11/20/2025	Check			
				543207	53.30	CAM landscaping plants
Total 61204					53.30	
61205	J. W. ENTERPRISES	11/20/2025	Check			
				400349	181.12	Temporary restroom at launch ramp
Total 61205					181.12	
61206	VENTURA HARBOR STORAGE	11/20/2025	Check			
				Oct 25	8,080.13	Fishermens storage rent
				Nov 25	8,080.13	Fishermens storage rent
Total 61206					16,160.26	
61207	WEST MARINE PRO	11/20/2025	Check			
				3803309	69.40	Antenna mount for boat
				3794997	201.33	Boat supplies-Zinc
				3762178	204.66	Flood light brackets for boats
				3700753	265.38	Hose, pump, switch for boat repair
Total 61207					740.77	
Grand Total					768,550.65	

ATTACHMENT 2
Non-Routine Expenditures over \$20,000.00 for November 2025

November 2025 –

- Moffet & Nichol was paid \$20,921.25 with check number 61131 on 11/05/25 – Channel Navigation study review and Parcel 17 Marina review
- Rasmussen & Associates Inc was paid \$34,361.16 with check number 61184 on 11/19/25 – 1575 Spinnaker Dr bid support, 1575 Spinnaker Dr façade design, and 1603 front office security upgrade design
- WSP USA Inc was paid \$21,411.45 with check number 61199 on 11/19/25 – Architectural design services to continue to advance the design of the Commercial Fish Modernization project and prepare for City Design Review Committee hearing.



**VENTURA
PORT DISTRICT**
Established 1952

**BOARD OF PORT COMMISSIONERS
DECEMBER 10, 2025**

CONSENT AGENDA ITEM B

**ADOPTION OF RESOLUTION No. 3546
APPROVING THE UPDATED VENTURA
PORT DISTRICT RESERVE POLICY AND
RESCINDING RESOLUTION No. 3515**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: December 10, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Sarah Clancy, Administrative Services Manager
Alex Rinkus, Lagerlof LLP
SUBJECT: Adoption of Resolution No. 3546 Approving the Updated Ventura Port District Reserve Policy and Rescinding Resolution No. 3515

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3546 Approving the Updated Ventura Port District Reserve Policy and Rescinding Resolution No. 3515.

SUMMARY:

The last review of the Reserve Policy was brought before the Board on December 18, 2024, which included minor changes to correct typographical and grammatical errors and to bring the policy current prior to the resolution approved in 2013. Legal Counsel and staff have reviewed the current policy and recommend minor revisions to improve clarity regarding applicable legal investment restrictions and to provide appropriate flexibility for Board decision-making within statutory limits.

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.

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) Update to District policies to reflect improved transparency and DEI.
- 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 prudent management of the District requires that reserve funds be established and maintained to fund scheduled and unscheduled expenses. It is good practice to review the Reserve Policy annually.

Currently the District has two reserve funds that are mandated: the Dredging Reserve and the Fisheries Complex Reserve. The Dredging Reserve is mandated by a lawsuit judgment and the Fisheries Complex Reserve is mandated by the language in a tenant lease.

FISCAL IMPACT:

None.

ATTACHMENTS:

- Attachment 1 – Resolution No. 3515 Redlined
- Attachment 2 – Resolution No. 3546



RESOLUTION NO. 35453546

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT ADOPTING A RESERVE POLICY**

WHEREAS, the Ventura Port District (“District”) manages and operates a commercial and recreational boat harbor in the City of San Buenaventura, for the benefit of the city residents and the public generally.

WHEREAS, the District maintains funds in unrestricted and restricted accounts for such purposes as capital improvements, debt service and emergency and disaster response.

WHEREAS, the prudent management of the District requires that reserve funds be established and maintained to fund scheduled and unscheduled expenses, and to identify the amount of funds specifically dedicated for each purpose and to provide periodic review of the reserve funding levels to ensure such levels are and will be adequate to meet the projected needs of the District.

WHEREAS, the Board of Port Commissioners has previously determined that it is in the best interest of the District to establish dedicated and restricted reserve funds for various purposes and to implement a formal policy regarding the level of funding and use of such reserve funds.

WHEREAS, the Board of Port Commissioners adopted Resolution No. 3190 on June 27, 2012, establishing the Ventura Port District Reserve Policy.

WHEREAS, the Board of Port Commissioners has determined that it is in the best interest of the District to revise the District’s Reserve Policy in the following manner: (i) all unexpended Unrestricted Reserve funds in excess of the minimum reserve amount will be transferred to the Capital Improvement Reserve Fund; and (ii) to allow for the balance of the Capital Improvement Reserve Fund to appreciate.

NOW THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. 32253515, which was previously passed, approved and adopted by the Board on August 28, 2013 December 18, 2024, and adopts in its place the Ventura Port District Reserve Policy attached hereto as Exhibit A.

ATTACHMENT 1

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District this ~~18th~~-10th day of December 20254, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Michael Blumenberg, Chair

ATTEST:

Anthony Rainey, Secretary

EXHIBIT A
VENTURA PORT DISTRICT RESERVE POLICY

1) The District will maintain sufficient revenues to meet its operating expenses, debt service, depreciation expenses, and prescribed reserves.

2) The District will hold cash and/or investments in reserve as authorized by the District's Investment Policy, and in accordance with State and Federal laws, and all applicable legal and contractual restrictions (including bond or lease covenants, grant conditions, and court judgments).

3) The District reserves should be examined and adjusted each year based on the operating surplus or deficit at the conclusion of each fiscal year, according to reserve fund prioritization.

4) The District will maintain a reserve of cash and/or investments for both unrestricted and restricted purposes as follows:

- **Unrestricted Reserve:** Unrestricted reserve funds are to be used to ensure the continued orderly operation of Ventura Harbor. Such funds are primarily to be used for operations and maintenance within the Harbor and are intended to provide a mechanism for the District to immediately undertake unanticipated operation and maintenance activities and to manage cash-flow fluctuations, including emergency repairs. A minimum reserve equal to 40% of the operating budget will be maintained to ensure service continuity. Any unrestricted reserve funds in excess of such minimum reserve amount that is not expended as of the last day of the then-current fiscal year will may be moved to the Capital Improvement Reserve Fund upon Board action following the close of such fiscal year (and after completion of year-end accounting), provided the District determines it will continue to meet projected cash flow and operating needs.

The District Administrative Services Accounting Manager should invest unrestricted reserve funds in liquid money market accounts such as LAIF and/or other highly liquid pooled investment programs or accounts permitted under the District's Investment Policy, so that the funds are immediately available for District use.

- **Restricted Reserves:** Restricted reserve funds are to be set in the following amounts and used for ~~the specifics~~specific purposes for which the restricted reserve funds are created. At the present time, the District maintains the following restricted reserve funds:

- **Capital Improvement Reserve Fund:** The Capital Improvement Reserve Fund is intended to establish available cash assets to fund capital expenditures of the District in accordance with the District's Capital Improvement Plan. The level of funding in this reserve fund for the next fiscal year should be established based on the projected need to pay for planned and unplanned capital improvements for such fiscal year. In establishing the level of funding based on the

ATTACHMENT 1

projected need to pay for planned and unplanned capital improvements for any given fiscal year, the District may, but shall not be obligated to, take into account unexpended reserve funds from year-to-year and accumulations thereon including, but not limited to, any unrestricted reserve funds transferred to the Capital Improvement Reserve Fund. The minimum balance maintained should be at least equal to the asset depreciation for the preceding fiscal year.

- **Dredging Reserve Fund:** The funds in the Dredging Reserve Fund are required to be maintained at a minimum level of \$3,000,000 in order to comply with a judgment entered against the District in 1979. Funds in the Dredging Reserve Fund are to be used solely and only to pay the cost of dredging and related activities to maintain appropriate water depths in the channels into and within the Harbor, and specifically in the Stub Channel providing water access to Ventura Keys.
- **Fisheries Complex Reserve Fund:** Funds deposited in the Fisheries Complex Reserve Fund are intended to provide funding to upgrade and improve the District's commercial fishing pier. The District has a policy of requiring tenants involved in commercial fishing operations to contribute toward the cost of improving the commercial fishing pier when they renew their leases. All payments received from such commercial fishing tenants are deposited in the Fisheries Complex Reserve Fund and will be used to pay the cost of improving and upgrading the pier when it becomes necessary to do so.

The Accounting Administrative Services Manager of the District shall invest funds held in these restricted reserve funds in secure accounts such as LAIF and/or other highly liquid pooled investment programs or accounts permitted under the District's Investment Policy and invested in accordance with the District's investment policy.

5) At least annually the Board should review all reserve accounts and make a determination regarding the continuing need for and purposes of the reserve funds, the appropriate levels of accumulation and the conditions precedent to utilization of the reserve funds.

6) When additional reserve funds are to be established, they should be established by Board resolution, which should include:

- (a) A statement of the purpose for which the reserve is created.;
- (b) To the extent possible, specification of minimum and maximum parameters for the accumulation of the monies in the reserve fund; ~~and~~.
- (c) Specification of the conditions under which reserve funds shall be expended or transferred, consistent with Board directives.

7) This Ventura Port District Reserve Policy shall become effective on the date of its adoption and District staff are hereby directed to take all actions necessary to implement this Policy and to maintain the designated reserve funds.



RESOLUTION NO. 3546

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT ADOPTING A RESERVE POLICY**

WHEREAS, the Ventura Port District (“District”) manages and operates a commercial and recreational boat harbor in the City of San Buenaventura, for the benefit of the city residents and the public generally.

WHEREAS, the District maintains funds in unrestricted and restricted accounts for such purposes as capital improvements, debt service and emergency and disaster response.

WHEREAS, the prudent management of the District requires that reserve funds be established and maintained to fund scheduled and unscheduled expenses, and to identify the amount of funds specifically dedicated for each purpose and to provide periodic review of the reserve funding levels to ensure such levels are and will be adequate to meet the projected needs of the District.

WHEREAS, the Board of Port Commissioners has previously determined that it is in the best interest of the District to establish dedicated and restricted reserve funds for various purposes and to implement a formal policy regarding the level of funding and use of such reserve funds.

WHEREAS, the Board of Port Commissioners adopted Resolution No. 3190 on June 27, 2012, establishing the Ventura Port District Reserve Policy.

WHEREAS, the Board of Port Commissioners has determined that it is in the best interest of the District to revise the District’s Reserve Policy in the following manner: (i) all unexpended Unrestricted Reserve funds in excess of the minimum reserve amount will be transferred to the Capital Improvement Reserve Fund; and (ii) to allow for the balance of the Capital Improvement Reserve Fund to appreciate.

NOW THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. 3515, which was previously passed, approved and adopted by the Board on December 18, 2024, and adopts in its place the Ventura Port District Reserve Policy attached hereto as Exhibit A.

ATTACHMENT 2

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District this 10th day of December 2025, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Michael Blumenberg, Chair

ATTEST:

Anthony Rainey, Secretary

EXHIBIT A
VENTURA PORT DISTRICT RESERVE POLICY

1) The District will maintain sufficient revenues to meet its operating expenses, debt service, depreciation expenses, and prescribed reserves.

2) The District will hold cash and/or investments in reserve as authorized by the District's Investment Policy, and in accordance with State and Federal laws, and all applicable legal and contractual restrictions (including bond or lease covenants, grant conditions, and court judgments).

3) The District reserves should be examined and adjusted each year based on the operating surplus or deficit at the conclusion of each fiscal year, according to reserve fund prioritization.

4) The District will maintain a reserve of cash and/or investments for both unrestricted and restricted purposes as follows:

➤ **Unrestricted Reserve:** Unrestricted reserve funds are to be used to ensure the continued orderly operation of Ventura Harbor. Such funds are primarily to be used for operations and maintenance within the Harbor and are intended to provide a mechanism for the District to immediately undertake unanticipated operation and maintenance activities and to manage cash-flow fluctuations, including emergency repairs. A minimum reserve equal to 40% of the operating budget will be maintained to ensure service continuity. Any unrestricted reserve funds in excess of such minimum reserve amount that is not expended as of the last day of the then-current fiscal year may be moved to the Capital Improvement Reserve Fund upon Board action following the close of such fiscal year (and after completion of year-end accounting), provided the District determines it will continue to meet projected cash flow and operating needs.

The District Administrative Services Manager should invest unrestricted reserve funds in liquid money market accounts such as LAIF and/or other highly liquid pooled investment programs or accounts permitted under the District's Investment Policy, so that the funds are immediately available for District use.

➤ **Restricted Reserves:** Restricted reserve funds are to be set in the following amounts and used for specific purposes for which the restricted reserve funds are created. At the present time, the District maintains the following restricted reserve funds:

- **Capital Improvement Reserve Fund:** The Capital Improvement Reserve Fund is intended to establish available cash assets to fund capital expenditures of the District in accordance with the District's Capital Improvement Plan. The level of funding in this reserve fund for the next fiscal year should be established based on the projected need to pay for planned and unplanned capital improvements for such fiscal year. In establishing the level of funding based on the projected need to pay for planned and unplanned capital improvements for any given fiscal year, the District may, but shall

ATTACHMENT 2

not be obligated to, take into account unexpended reserve funds from year-to-year and accumulations thereon including, but not limited to, any unrestricted reserve funds transferred to the Capital Improvement Reserve Fund. The minimum balance maintained should be at least equal to the asset depreciation for the preceding fiscal year.

- **Dredging Reserve Fund:** The funds in the Dredging Reserve Fund are required to be maintained at a minimum level of \$3,000,000 in order to comply with a judgment entered against the District in 1979. Funds in the Dredging Reserve Fund are to be used solely and only to pay the cost of dredging and related activities to maintain appropriate water depths in the channels into and within the Harbor, and specifically in the Stub Channel providing water access to Ventura Keys.

- **Fisheries Complex Reserve Fund:** Funds deposited in the Fisheries Complex Reserve Fund are intended to provide funding to upgrade and improve the District's commercial fishing pier. The District has a policy of requiring tenants involved in commercial fishing operations to contribute toward the cost of improving the commercial fishing pier when they renew their leases. All payments received from such commercial fishing tenants are deposited in the Fisheries Complex Reserve Fund and will be used to pay the cost of improving and upgrading the pier when it becomes necessary to do so.

The Administrative Services Manager of the District shall invest funds held in these restricted reserve funds in secure accounts such as LAIF and/or other highly liquid pooled investment programs or accounts permitted under the District's Investment Policy and invested in accordance with the District's investment policy.

5) At least annually the Board should review all reserve accounts and make a determination regarding the continuing need for and purposes of the reserve funds, the appropriate levels of accumulation and the conditions precedent to utilization of the reserve funds.

6) When additional reserve funds are to be established, they should be established by Board resolution, which should include:

- (a) A statement of the purpose for which the reserve is created.
- (b) To the extent possible, specification of minimum and maximum parameters for the accumulation of the monies in the reserve fund.
- (c) Specification of the conditions under which reserve funds shall be expended or transferred, consistent with Board directives.

7) This Ventura Port District Reserve Policy shall become effective on the date of its adoption and District staff are hereby directed to take all actions necessary to implement this Policy and to maintain the designated reserve funds.



**VENTURA
PORT DISTRICT**
Established 1952

**BOARD OF PORT COMMISSIONERS
DECEMBER 10, 2025**

CONSENT AGENDA ITEM C

**ADOPTION OF RESOLUTION No. 3547
APPROVING THE UPDATED VENTURA
PORT DISTRICT INVESTMENT POLICY
AND RESCINDING RESOLUTION No.
3516**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: December 10, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Sarah Clancy, Administrative Services Manager
Alex Rinkus, Lagerlof LLP
SUBJECT: Adoption of Resolution No. 3547 Approving the Updated Ventura Port District Investment Policy and Rescinding Resolution No. 3516

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3547 approving the updated Ventura Port District Investment Policy and rescinding Resolution No. 3516, dated December 18, 2024.

SUMMARY:

The last review of the Investment Policy was brought before the Board on December 18, 2024, where changes were recommended to further clarify provisions related to potential conflicts of interest and prohibited investments, as well as correcting grammatical errors and to bring the policy current prior to the resolution approved in 2023. Legal Counsel and staff have reviewed the current policy and recommend adding a paragraph on the use of CA Class for investments under Section 7.0 Authorized Financial Institutions and Dealers.

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.

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) Update to District policies to reflect improved transparency and DEI.
- 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 Government Code requires that the governing board of every local agency maintain and conduct an annual review of its investment policy. Legal counsel has reviewed the District's current policy to ensure it meets all government code standards. The District's policy outlines the District's investment objectives and describes those instruments in which the District is able to invest, as per State Law.

Currently, all operational reserve funds of the District are invested with California CLASS and funds not being used for the normal day-to-day operations of the District are invested with the Local Agency Investment Fund (LAIF).

On November 30, 2025, the CA Class and LAIF daily yields were around 4.04% and 4.07%, respectively.

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment 1 – Resolution No. 3516 Redlined

Attachment 2 – Resolution No. 3547



RESOLUTION NO. 35163547

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF
THE VENTURA PORT DISTRICT UPDATING ITS INVESTMENT POLICY**

1.0 POLICY

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern.

WHEREAS, the legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 53601 et seq. and 53635.

WHEREAS, the General Manager of the Ventura Port District ("District") must annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Port Commissioners ("Board") at a public meeting.

WHEREAS, the Board finds it desirable and in the best interest of the District to rescind the existing Investment Policy, Resolution No. 34883516, dated December 618, 2023-2024 and adopt Resolution No. 35163547.

NOW THEREFORE, it shall be the policy of the District to invest funds in a manner which will provide minimum acceptable risk and maximize potential returns while meeting the District's daily cash flow demands and conforming to all statutes governing the investment of District funds.

2.0 SCOPE

This investment policy ("Policy") applies to all financial assets of the District. These funds are accounted for in the annual district audit.

3.0 PRUDENCE

Investments shall be made with judgment and care, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived, under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers

ATTACHMENT 1

acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing District funds, the primary objectives, in priority order, of the investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2. Liquidity: The investment portfolio shall remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

3. Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code Section 53600 et seq. Overall accountability and authority for implementation of this policy shall remain with the Board of Port Commissioners and overseen by the General Manager. Management responsibility for the investment program is hereby delegated to the General Manager who, where and when appropriate, shall establish written procedures for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and such procedures that are established by the General Manager. The General Manager shall be responsible for all transactions undertaken and shall establish controls to regulate the activities of subordinate officials. Under the provisions of California Government Code Section 53600.3, the General Manager is a trustee and a fiduciary subject to the prudent investor standard.

The District may engage the services of one or more external investment managers to assist in the management of the District's investment portfolio in a manner consistent with the District's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

6.0 ETHICS AND CONFLICTS OF INTEREST

The General Manager and officers and employees involved in the investment process shall refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The General Manager, officers and employees involved with the investment function shall disclose to the Board of Port Commissioners any personal financial interest with a financial institution, broker or investment issuer conducting business with the District. The General Manager, officers and employees shall further disclose to the Board of Port Commissioners any personal financial interest in any entity related to the investment performance of the District's portfolio.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The General Manager shall maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list shall also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the General Manager shall select only broker/dealers who are licensed and in good standing with the California Department of Financial Protection and Innovation, Securities Regulation Division; the Securities and Exchange Commission; the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the General Manager shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Investment Policy.

The District is a local agency authorized to invest surplus monies in the Local Agency Investment Fund (LAIF). LAIF is a special trust fund in the custody of the State Treasurer and the Local Investment Advisory Board created under Government Code Section 16429.2 advises the State Treasurer on the investment and reinvestment of LAIF deposits. Each local agency with LAIF deposits has a separate account within LAIF, but the total deposits in LAIF are managed as a pooled investment account. The securities eligible for LAIF investments are statutorily specified in Government Code Section 16430 and are more conservative than those investments permitted under Government Code Section 53601, which governs the management of invested surplus monies by local agencies. Accordingly, the General Manager need not be concerned with the qualifications of those financial institutions and broker/dealers with whom LAIF transacts business.

[The District may also place a portion of its operational reserve funds in the California Cooperative Liquid Assets Securities System \("California CLASS"\), a joint powers authority investment pool established under Government Code Section 6500 et seq. California CLASS invests exclusively in securities authorized for local agencies under Government Code Section 53601 and is structured to comply with the requirements applicable to pooled investments under Government Code Section 53635 and Section 53601\(p\). As a JPA-sponsored investment program composed solely of California public agencies, California CLASS provides daily liquidity, competitive market](#)

yields, and a portfolio limited to high-quality, statutorily permitted instruments. Participation in California CLASS does not require the District to evaluate the qualifications of individual broker/dealers used by the program, as these are selected and overseen by the program's governing body and investment adviser.

Selection of broker/dealers used by an external investment adviser retained by the District will be at the sole discretion of the investment adviser.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

The District's investments are governed by California Government Code Section 53600 et seq. Within the investments permitted by the Code, the District seeks to further restrict eligible investments to the guidelines listed below. In the event a discrepancy is found between this policy and the Code, the more restrictive parameters shall take precedence. Percentage holding limits and credit rating requirements listed in this section apply at the time the security is purchased.

Any investment currently held at the time the policy is adopted which does not meet the new policy guidelines can be held until maturity and shall be exempt from the current policy. At the time of the investment's maturity or liquidation, such funds shall be reinvested only as provided in the current policy.

The District is empowered by California Government Code Section 53601 et seq. to invest in the following:

- a. Bonds issued by the District.
- b. United States Treasury Bills, Notes, Bonds, and Certificate of Indebtedness.
- c. Registered state warrants or treasury notes or bonds issued by the State of California.
- d. Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of revenues from revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.
- e. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. LAIF is an approved pooled investment account.
- f. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- g. Bankers' acceptances, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchase of bankers' acceptances may not exceed one hundred eighty (180) days' maturity or forty percent (40%) of the District's money that may be invested pursuant to this policy. However, no more than

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thirty percent (30%) of the District's money can be invested in the bankers' acceptances of any single commercial bank.

- h. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization ("NRSRO"). The entity that issues the commercial paper shall either be:
 - (1) organized and operating within the United States as a general corporation, shall have total assets in excess of Five Hundred Million Dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by an NRSRO; or
 - (2) organized within the United States as a special purpose corporation, trust, or limited liability company, have program-wide credit enhancements including, but not limited to, over-collateralization, letters of credit, or surety bond, and has commercial paper that is rated "A-1" or higher, or the equivalent, by an NRSRO.

Eligible commercial paper shall have a maximum maturity of two hundred seventy (270) days or less. The District shall invest no more than twenty-five percent (25%) of its money in eligible commercial paper. The District shall purchase no more than ten percent (10%) of the outstanding commercial paper of any single corporate issue.
- i. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federal or state licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed thirty percent (30%) of the District's money which may be invested pursuant to this policy, subject to the limitations of Government Code Sections 53601(i) and 53638. The Board of Port Commissioners and the General Manager are prohibited from investing District funds, or funds in the District's custody, in negotiable certificates of deposit issued by a state or federal credit union if a member of the Board of Port Commissioners, or any person with investment decision making authority within the District also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.
- j. Repurchase/Reverse Repurchase Agreements of any securities authorized by Section 53601. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two percent (102%) or greater of the funds borrowed against those securities and are subject to the special limits and conditions of California Government Code 53601(j), including that Repurchase Agreements are limited to a maturity of one year and Reverse Repurchase Agreements are limited to a maximum maturity of ninety-two (92) days.
- k. Placement service deposits, including certificates of deposit, at a commercial bank, savings bank, savings and loan association or credit union that uses a private sector entity that assists in the placement of such deposits shall not in total exceed 50 percent (50%) of the District's money, subject to the limitations and requirements of Government Code Sections 53601.8 and 53638.

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- l. Medium term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five (5) years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by an NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this policy and shall not exceed thirty percent (30%) of the District's money which may be invested pursuant to this policy.
- m. Shares of beneficial interest issued by diversified management companies (mutual funds) investing in the securities and obligations authorized by this policy, and shares in money market mutual funds, subject to the restrictions of Government Code Section 53601(l). The purchase price of investments under this subdivision shall not exceed twenty percent (20%) of the District's investments under this policy. However, no more than ten percent (10%) of the District's money may be invested in any one mutual fund, except in the case of money market mutual funds. No more than twenty percent (20%) of the District's money may be invested in a single money market mutual fund that either:

 - (1) has attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
 - (2) has retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five (5) years' experience investing in the securities and obligations authorized by California Government Code, Section 53601 and with assets under management in excess of \$500 million.
- n. Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.
- o. Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Government Code Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by Government Code Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank which is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.

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- p. Any mortgage pass-through security, collateralized mortgage obligation, mortgage backed or other pay-through bond, equipment lease backed certificate, consumer receivable pass-through certificate, or consumer receivable backed bond of a maximum of five (5) years maturity. Securities eligible for investment under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO. Purchase of securities authorized by this subdivision shall not exceed twenty percent (20%) of the District's money that may be invested pursuant to this policy.
- q. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized under Government Code Section 53601. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible, the joint powers authority issuing the shares must have retained an investment advisor that is registered or exempt from registration with the Securities and Exchange Commission, have not less than five (5) years of experience in investing in the securities and obligations authorized under Government Code Section 53601, and have assets under management in excess of five hundred million dollars (\$500,000,000.00).
- r. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five (5) years or less, and eligible for purchase and sale within the United States. These types of investments must be rated in a rating category of "AA" or its equivalent or better by an NRSRO and cannot exceed thirty percent (30%) of the District's moneys that may be invested pursuant to Section 53601.
- s. Proposition 1A receivables sold pursuant to California Government Code Section 53999. A "Proposition 1A receivable" constitutes the right to payment of moneys due or to become due to a local agency, pursuant to clause (iii) of subparagraph (B) of paragraph (1) of subdivision (a) of Section 25.5 of Article XIII of the California Constitution and Section 100.06 of the Revenue and Taxation Code.
- t. Commercial paper, debt securities or other obligations of a public bank, as defined in California Government Code Section 57600.
- u. Any other investment security authorized under the provisions of California Government Code Sections 5922 and 53601.

A summary of the limitations and special conditions that apply to each of the above listed investment securities is attached and included by reference in this Investment Policy.

The District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero-interest accrual if held to maturity. Under a provision sunseting on January 1, 2026, securities backed by the U.S. Government that could result in a zero or negative interest accrual if held to maturity are permitted. Additional prohibited investments shall include: (i) investment in futures and options; (ii) trading securities for the sole purpose of speculating on the future direction of interest rates; (iii) purchasing or selling securities on margin; (iv) the use of reverse repurchase

agreements as a form of leverage, securities lending or any other form of borrowing or leverage; (v) the purchase of foreign currency denominated securities; and (vi) the purchase of a security with a forward settlement date exceeding forty-five (45) days from the time of the investment.

9.0 COLLATERALIZATION

All certificates of deposits must be collateralized by United States Treasury Obligations. Collateral must be held by a third-party trustee and valued on a monthly basis. The percentage of collateralizations on repurchase and reverse agreements shall adhere to the amount required under California Government Code Section 53601(j)(2).

10.0 SAFEKEEPING AND CUSTODY

All security transactions entered into by the District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement. The only exceptions to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools (e.g., LAIF); (ii) time certificates of deposit; and, (iii) mutual funds and money market mutual funds, since these securities are not deliverable.

11.0 DIVERSIFICATION

The District shall diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be reviewed and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- a. Portfolio maturity dates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.

12.0 MITIGATING CREDIT RISK IN THE PORTFOLIO

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The District shall mitigate credit risk by adopting the following strategies:

- a. No more than five percent (5%) of the total portfolio may be invested in securities of any single issuer, other than the US Government, its agencies and enterprises, LAIF, or unless otherwise specified in this Policy.
- b. The District may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or District's risk preferences.

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- c. If securities owned by the District are downgraded by either Moody's or S&P to a level below the quality required by this Investment Policy, the District shall review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
 1. If a security is downgraded, the General Manager shall use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
 2. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio shall be monitored and as deemed necessary reported to the Board of Directors.

13.0 REPORTING

The General Manager shall submit a monthly transaction report to the Board of Port Commissioners within thirty (30) days of the end of the reporting period in accordance with California Government Code Section 53607. In addition, the General Manager shall submit an investment report to the Board of Port Commissioners at least quarterly, which shall be submitted within thirty (30) days following the end of the reporting period covered by the report, and shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for District by third party contracted managers. The report shall also include the source of the portfolio valuation. For all funds that are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the District shall meet its expenditure obligations for the next six (6) months, as required by Government Code Section 53646(b)(2) and (3), respectively. The General Manager shall maintain a complete and timely record of all investment transactions.

14.0 INVESTMENT POLICY ADOPTION

This policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Port Commissioners. This Investment Policy replaces that which was set forth in Resolution No. ~~3488-3516~~ on December ~~618, 2023~~2024.

ATTACHMENT 1

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Port Commissioners of the Ventura Port District this 10⁸th day of December 202⁵₄, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Michael Blumenberg, Chair

ATTEST:

Anthony Rainey, Secretary



RESOLUTION NO. 3547

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF
THE VENTURA PORT DISTRICT UPDATING ITS INVESTMENT POLICY**

1.0 POLICY

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern.

WHEREAS, the legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of California Government Code Sections 53601 et seq. and 53635.

WHEREAS, the General Manager of the Ventura Port District ("District") must annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Port Commissioners ("Board") at a public meeting.

WHEREAS, the Board finds it desirable and in the best interest of the District to rescind the existing Investment Policy, Resolution No. 3516, dated December 18, 2024 and adopt Resolution No. 3547.

NOW THEREFORE, it shall be the policy of the District to invest funds in a manner which will provide minimum acceptable risk and maximize potential returns while meeting the District's daily cash flow demands and conforming to all statutes governing the investment of District funds.

2.0 SCOPE

This investment policy ("Policy") applies to all financial assets of the District. These funds are accounted for in the annual district audit.

3.0 PRUDENCE

Investments shall be made with judgment and care, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived, under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers

ATTACHMENT 2

acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 OBJECTIVES

When investing, reinvesting, purchasing, acquiring, exchanging, selling and managing District funds, the primary objectives, in priority order, of the investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

2. Liquidity: The investment portfolio shall remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

3. Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

5.0 DELEGATION OF AUTHORITY

Authority to manage the investment program is derived from California Government Code Section 53600 et seq. Overall accountability and authority for implementation of this policy shall remain with the Board of Port Commissioners and overseen by the General Manager. Management responsibility for the investment program is hereby delegated to the General Manager who, where and when appropriate, shall establish written procedures for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and such procedures that are established by the General Manager. The General Manager shall be responsible for all transactions undertaken and shall establish controls to regulate the activities of subordinate officials. Under the provisions of California Government Code Section 53600.3, the General Manager is a trustee and a fiduciary subject to the prudent investor standard.

The District may engage the services of one or more external investment managers to assist in the management of the District's investment portfolio in a manner consistent with the District's objectives. Such external managers may be granted discretion to purchase and sell investment securities in accordance with this Investment Policy. Such managers must be registered under the Investment Advisers Act of 1940.

6.0 ETHICS AND CONFLICTS OF INTEREST

The General Manager and officers and employees involved in the investment process shall refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The General Manager, officers and employees involved with the investment function shall disclose to the Board of Port Commissioners any personal financial interest with a financial institution, broker or investment issuer conducting business with the District. The General Manager, officers and employees shall further disclose to the Board of Port Commissioners any personal financial interest in any entity related to the investment performance of the District's portfolio.

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The General Manager shall maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list shall also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the General Manager shall select only broker/dealers who are licensed and in good standing with the California Department of Financial Protection and Innovation, Securities Regulation Division; the Securities and Exchange Commission; the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the General Manager shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Investment Policy.

The District is a local agency authorized to invest surplus monies in the Local Agency Investment Fund (LAIF). LAIF is a special trust fund in the custody of the State Treasurer and the Local Investment Advisory Board created under Government Code Section 16429.2 advises the State Treasurer on the investment and reinvestment of LAIF deposits. Each local agency with LAIF deposits has a separate account within LAIF, but the total deposits in LAIF are managed as a pooled investment account. The securities eligible for LAIF investments are statutorily specified in Government Code Section 16430 and are more conservative than those investments permitted under Government Code Section 53601, which governs the management of invested surplus monies by local agencies. Accordingly, the General Manager need not be concerned with the qualifications of those financial institutions and broker/dealers with whom LAIF transacts business.

The District may also place a portion of its operational reserve funds in the California Cooperative Liquid Assets Securities System ("California CLASS"), a joint powers authority investment pool established under Government Code Section 6500 et seq. California CLASS invests exclusively in securities authorized for local agencies under Government Code Section 53601 and is structured to comply with the requirements applicable to pooled investments under Government Code Section 53635 and Section 53601(p). As a JPA-sponsored investment program composed solely of California public agencies, California CLASS provides daily liquidity, competitive market

ATTACHMENT 2

yields, and a portfolio limited to high-quality, statutorily permitted instruments. Participation in California CLASS does not require the District to evaluate the qualifications of individual broker/dealers used by the program, as these are selected and overseen by the program's governing body and investment adviser.

Selection of broker/dealers used by an external investment adviser retained by the District will be at the sole discretion of the investment adviser.

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

The District's investments are governed by California Government Code Section 53600 et seq. Within the investments permitted by the Code, the District seeks to further restrict eligible investments to the guidelines listed below. In the event a discrepancy is found between this policy and the Code, the more restrictive parameters shall take precedence. Percentage holding limits and credit rating requirements listed in this section apply at the time the security is purchased.

Any investment currently held at the time the policy is adopted which does not meet the new policy guidelines can be held until maturity and shall be exempt from the current policy. At the time of the investment's maturity or liquidation, such funds shall be reinvested only as provided in the current policy.

The District is empowered by California Government Code Section 53601 et seq. to invest in the following:

- a. Bonds issued by the District.
- b. United States Treasury Bills, Notes, Bonds, and Certificate of Indebtedness.
- c. Registered state warrants or treasury notes or bonds issued by the State of California.
- d. Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of revenues from revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.
- e. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. LAIF is an approved pooled investment account.
- f. Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by, or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- g. Bankers' acceptances, otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchase of bankers' acceptances may not exceed one hundred eighty (180) days' maturity or forty percent (40%) of the District's money that may be invested pursuant to this policy. However, no more than

ATTACHMENT 2

thirty percent (30%) of the District's money can be invested in the bankers' acceptances of any single commercial bank.

- h. Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization ("NRSRO"). The entity that issues the commercial paper shall either be:
 - (1) organized and operating within the United States as a general corporation, shall have total assets in excess of Five Hundred Million Dollars (\$500,000,000), and shall issue debt, other than commercial paper, if any, that is rated in a rating category of "A" or its equivalent or higher by an NRSRO; or
 - (2) organized within the United States as a special purpose corporation, trust, or limited liability company, have program-wide credit enhancements including, but not limited to, over-collateralization, letters of credit, or surety bond, and has commercial paper that is rated "A-1" or higher, or the equivalent, by an NRSRO.

Eligible commercial paper shall have a maximum maturity of two hundred seventy (270) days or less. The District shall invest no more than twenty-five percent (25%) of its money in eligible commercial paper. The District shall purchase no more than ten percent (10%) of the outstanding commercial paper of any single corporate issue.
- i. Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association, or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federal or state licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed thirty percent (30%) of the District's money which may be invested pursuant to this policy, subject to the limitations of Government Code Sections 53601(i) and 53638. The Board of Port Commissioners and the General Manager are prohibited from investing District funds, or funds in the District's custody, in negotiable certificates of deposit issued by a state or federal credit union if a member of the Board of Port Commissioners, or any person with investment decision making authority within the District also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.
- j. Repurchase/Reverse Repurchase Agreements of any securities authorized by Section 53601. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two percent (102%) or greater of the funds borrowed against those securities and are subject to the special limits and conditions of California Government Code 53601(j), including that Repurchase Agreements are limited to a maturity of one year and Reverse Repurchase Agreements are limited to a maximum maturity of ninety-two (92) days.
- k. Placement service deposits, including certificates of deposit, at a commercial bank, savings bank, savings and loan association or credit union that uses a private sector entity that assists in the placement of such deposits shall not in total exceed 50 percent (50%) of the District's money, subject to the limitations and requirements of Government Code Sections 53601.8 and 53638.

ATTACHMENT 2

- l. Medium term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five (5) years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by an NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this policy and shall not exceed thirty percent (30%) of the District's money which may be invested pursuant to this policy.
- m. Shares of beneficial interest issued by diversified management companies (mutual funds) investing in the securities and obligations authorized by this policy, and shares in money market mutual funds, subject to the restrictions of Government Code Section 53601(l). The purchase price of investments under this subdivision shall not exceed twenty percent (20%) of the District's investments under this policy. However, no more than ten percent (10%) of the District's money may be invested in any one mutual fund, except in the case of money market mutual funds. No more than twenty percent (20%) of the District's money may be invested in a single money market mutual fund that either:

 - (1) has attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) NRSROs; or
 - (2) has retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five (5) years' experience investing in the securities and obligations authorized by California Government Code, Section 53601 and with assets under management in excess of \$500 million.
- n. Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.
- o. Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Government Code Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by Government Code Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank which is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.

ATTACHMENT 2

- p. Any mortgage pass-through security, collateralized mortgage obligation, mortgage backed or other pay-through bond, equipment lease backed certificate, consumer receivable pass-through certificate, or consumer receivable backed bond of a maximum of five (5) years maturity. Securities eligible for investment under this subdivision shall be rated in a rating category of "AA" or its equivalent or better by an NRSRO. Purchase of securities authorized by this subdivision shall not exceed twenty percent (20%) of the District's money that may be invested pursuant to this policy.
- q. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized under Government Code Section 53601. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible, the joint powers authority issuing the shares must have retained an investment advisor that is registered or exempt from registration with the Securities and Exchange Commission, have not less than five (5) years of experience in investing in the securities and obligations authorized under Government Code Section 53601, and have assets under management in excess of five hundred million dollars (\$500,000,000.00).
- r. United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five (5) years or less, and eligible for purchase and sale within the United States. These types of investments must be rated in a rating category of "AA" or its equivalent or better by an NRSRO and cannot exceed thirty percent (30%) of the District's moneys that may be invested pursuant to Section 53601.
- s. Proposition 1A receivables sold pursuant to California Government Code Section 53999. A "Proposition 1A receivable" constitutes the right to payment of moneys due or to become due to a local agency, pursuant to clause (iii) of subparagraph (B) of paragraph (1) of subdivision (a) of Section 25.5 of Article XIII of the California Constitution and Section 100.06 of the Revenue and Taxation Code.
- t. Commercial paper, debt securities or other obligations of a public bank, as defined in California Government Code Section 57600.
- u. Any other investment security authorized under the provisions of California Government Code Sections 5922 and 53601.

A summary of the limitations and special conditions that apply to each of the above listed investment securities is attached and included by reference in this Investment Policy.

The District shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero-interest accrual if held to maturity. Under a provision sunseting on January 1, 2026, securities backed by the U.S. Government that could result in a zero or negative interest accrual if held to maturity are permitted. Additional prohibited investments shall include: (i) investment in futures and options; (ii) trading securities for the sole purpose of speculating on the future direction of interest rates; (iii) purchasing or selling securities on margin; (iv) the use of reverse repurchase

agreements as a form of leverage, securities lending or any other form of borrowing or leverage; (v) the purchase of foreign currency denominated securities; and (vi) the purchase of a security with a forward settlement date exceeding forty-five (45) days from the time of the investment.

9.0 COLLATERALIZATION

All certificates of deposits must be collateralized by United States Treasury Obligations. Collateral must be held by a third-party trustee and valued on a monthly basis. The percentage of collateralizations on repurchase and reverse agreements shall adhere to the amount required under California Government Code Section 53601(j)(2).

10.0 SAFEKEEPING AND CUSTODY

All security transactions entered into by the District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement. The only exceptions to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools (e.g., LAIF); (ii) time certificates of deposit; and, (iii) mutual funds and money market mutual funds, since these securities are not deliverable.

11.0 DIVERSIFICATION

The District shall diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be reviewed and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- a. Portfolio maturity dates shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities of investments, marketable United States Treasury bills or other cash equivalent instruments such as money market mutual funds.

12.0 MITIGATING CREDIT RISK IN THE PORTFOLIO

Credit risk is the risk that a security or a portfolio will lose some or all of its value due to a real or perceived change in the ability of the issuer to repay its debt. The District shall mitigate credit risk by adopting the following strategies:

- a. No more than five percent (5%) of the total portfolio may be invested in securities of any single issuer, other than the US Government, its agencies and enterprises, LAIF, or unless otherwise specified in this Policy.
- b. The District may elect to sell a security prior to its maturity and record a capital gain or loss in order to improve the quality, liquidity or yield of the portfolio in response to market conditions or District's risk preferences.

ATTACHMENT 2

- c. If securities owned by the District are downgraded by either Moody's or S&P to a level below the quality required by this Investment Policy, the District shall review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio.
 1. If a security is downgraded, the General Manager shall use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors.
 2. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio shall be monitored and as deemed necessary reported to the Board of Directors.

13.0 REPORTING

The General Manager shall submit a monthly transaction report to the Board of Port Commissioners within thirty (30) days of the end of the reporting period in accordance with California Government Code Section 53607. In addition, the General Manager shall submit an investment report to the Board of Port Commissioners at least quarterly, which shall be submitted within thirty (30) days following the end of the reporting period covered by the report, and shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for District by third party contracted managers. The report shall also include the source of the portfolio valuation. For all funds that are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the District shall meet its expenditure obligations for the next six (6) months, as required by Government Code Section 53646(b)(2) and (3), respectively. The General Manager shall maintain a complete and timely record of all investment transactions.

14.0 INVESTMENT POLICY ADOPTION

This policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Port Commissioners. This Investment Policy replaces that which was set forth in Resolution No. 3516 on December 18, 2024.

ATTACHMENT 2

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Port Commissioners of the Ventura Port District this 10th day of December 2025, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Michael Blumenberg, Chair

ATTEST:

Anthony Rainey, Secretary



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
DECEMBER 10, 2025

CONSENT AGENDA ITEM D

APPROVAL OF A NEW OFFICE LEASE
AGREEMENT WITH AIMEE POINTNER
DBA ABC BODY WORK

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM D
Meeting Date: December 10, 2025

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: Approval of a New Office Lease Agreement with Aimee Pointner dba ABC Body Work

RECOMMENDATION:

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba "Ventura Harbor Village" and Aimee Pointner dba ABC Body Work, for the premises located at 1567 Spinnaker Drive, Suite #205, Ventura, California 93001, consisting of approximately 267 square feet.

SUMMARY:

Aimee Pointner dba ABC Body Work is seeking an office lease located at 1567 Spinnaker Drive, Suite #205. The proposed lease is a new two-year office lease with one three-year option. If the Board approves the new office lease, it will begin on January 1, 2026.

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. Pointner's business entails body work such as strengthening & conditioning, holistic nutrition, wellness coaching, and micro-point stimulation therapy. She completed the application process, underwent a credit check, and provided the reserve requirement.

Staff is recommending a new office lease having annual rent increases.

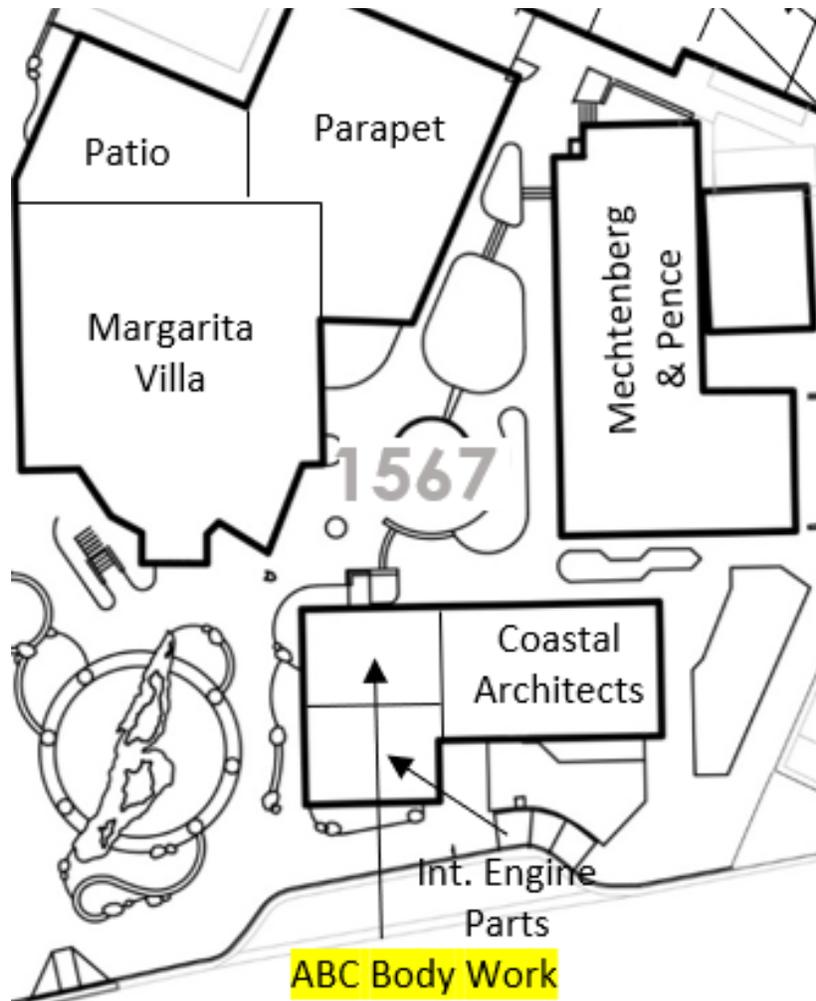
FISCAL IMPACT:

This office lease reflects the market rate at Harbor Village and has annual step increases during the base period with Consumer Price Index increases during the option periods. There are no District or tenant improvement requirements for this lease.

ATTACHMENTS:

Attachment 1 – Location Map

ATTACHMENTS:
Attachment 1 – Location Map





VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
DECEMBER 10, 2025

CONSENT AGENDA ITEM E
APPROVAL OF UPDATES TO THE
VENTURA PORT DISTRICT PUBLIC AND
CIVIC ENGAGEMENT PLAN

VENTURA PORT DISTRICT
BOARD COMMUNICATION

CONSENT AGENDA ITEM E
Meeting Date: December 10, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
SUBJECT: Approval of Updates to the Ventura Port District Public and Civic Engagement Plan

RECOMMENDATION:

That the Board of Port Commissioners approve updates to the Ventura Port District Public and Civic Engagement Plan.

SUMMARY:

On July 7, 2021, the Board of Port Commissioners (Board) moved to approve the first ever Ventura Port District Public and Civic Engagement Plan (PCEP). On December 21, 2022 and December 6, 2023, staff brought forth additions to the plan, which the Board approved. This plan is a living document for review and update by staff and the Board on an annual basis.

GUIDING PRINCIPLES:

- 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.

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.
 - 2) Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects and programs.
 - 3) Public and Civic Engagement Planning
 - 4) Updates to District policies to reflect improved transparency and DEI

BACKGROUND:

The following updates were made:

- V. COMMUNICATION & OUTREACH
 - Added section regarding “Annual Tenant Surveys”
- VII. TRANSPARENCY
 - Added section for Annual Tenant Surveys

A clean version of the Plan will be posted on the website: <https://venturaharbor.com/board-meeting-documents/> once approved by the board.

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment 1 – Public and Civic Engagement Plan – Redlined

**VENTURA PORT DISTRICT
PUBLIC AND CIVIC ENGAGEMENT PLAN**



**VENTURA
PORT DISTRICT**
Established 1952

**Prepared for the
Ventura Port District**

**Prepared by
Brian D. Pendleton, General Manager**

**APPROVED
JULY 7, 2021
UPDATED
DECEMBER 21, 2022
DECEMBER 6, 2023
DECEMBER 18, 2024
DECEMBER 10, 2025**

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I. INTRODUCTION

The Ventura Port District (“District”) strives to provide engaged, accountable, and effective government. As part of this commitment, the District developed a Public and Civic Engagement Plan (P.C.E.P.) that was approved by the Board on July 7, 2021, and is consistent with the Guiding Principles and 5-Year Objectives adopted by the Board on April 6, 2022, which can be found on the Districts website: <https://venturaharbor.com/mission-vision/>.

II. PURPOSE

The District’s purpose for developing this P.C.E.P is to facilitate meaningful community involvement. This P.C.E.P will answer the following questions:

- Who are the District’s stakeholders?
- How does the District communicate and outreach to its stakeholders?
- Who does the District collaborate with?
- How does the District showcase their efforts in transparency?

The P.C.E.P is a living document that establishes the approach to civic and public engagement for proposed policies, programs and projects. The P.C.E.P. also establishes methods for public participation, two-way dialogue and communication and documentation of the same.

Further, the District, its Commissioners, and staff seek to formalize through this plan, on-going efforts to strengthen communication, collaboration, and transparency with stakeholders, business partners, and civic leaders.

III. WHAT IS CIVIC AND PUBLIC ENGAGEMENT

The term “Civic Engagement” refers to working to make a difference in the civic life of one’s community and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community, through both political and non-political processes. (Youth.gov).

The term “Public Engagement” is any process that involves the public in problem solving or decision-making and uses public input to make sustainable and enduring decisions. Public engagement includes all aspects of identifying problems and opportunities, developing alternatives, and making decisions.

Planning for public engagement is a crucial step in ensuring that engagement efforts are effective. The planning process helps local governments refine goals, identify the community’s needs, determine key audiences, and plan for success.

IV. STAKEHOLDERS

Stakeholders play an important role in any governmental organizations decision-making process. The term “stakeholder” refers to one who is involved in or affected by a course of action. (Merriam-Webster.com) This includes people who will benefit from the project or action, people who could be negatively impacted, and those who are simply interested.

Below is a list of stakeholder groups and categories with specific examples:

STAKEHOLDERS	WHO ARE THEY?	WHY INCLUDED?	WHAT DO THEY DO?
Ventura Port District Business Partners	Master Tenants Master Subtenants Village Tenants Charters Commercial Fishers District Employees	As business partners, good stewardship of the harbor benefits all as well as the public.	Create value for the public at large in turn generating income, revenue, and jobs.
Harbor & Neighboring Residents	Ventura Marina Mobile Home Park Portside Ventura Harbor Liveaboards The Keys	Members of the Harbor Community	Benefit from the natural assets and amenities of the Harbor. Contribute as members of the Harbor Community.
Visitors	Local Residents Out of City Out of State International	The public are the ultimate beneficiaries of the Port District’s assets, infrastructure, and amenities.	Value created by the offerings of the harbor stimulates patronage from the public. Those funds are reinvested for the benefit of the public at large.
Water Activity Groups	Outriggers Paddleboards Kayakers Sailors/boaters Commercial & recreational fishers Swimmers Surfers	Care about the condition and health of our water and waterways and benefit from the results of good stewardship.	Benefit from the infrastructure and natural assets of the Harbor. Bring visitors/business to the Harbor.
Civic Leaders	City of Ventura County of Ventura Ventura County Air Pollution Control District Ventura Local Agency Formation Commission Oxnard Harbor District (Port of Hueneme) State of California State Senate & Assembly US House of Representatives US Senate	Cooperative agencies are essential partners in the success of a Special District.	Many agencies have jurisdictional authority over the District. Many also have access to larger resource pools that can benefit the District and therefore its users and business partners.
Federal & State Agency’s	US Army Corps of Engineers (Corps) National Oceanic & Atmospheric Administration (NOAA) US Coast Guard (USCG)	Regulatory and responsible agencies are essential partners in	Many agencies have jurisdictional authority over the District. Many also have access to

ATTACHMENT 1

	<p>California Coastal Commission National Parks Service California State Parks California Department of Fish & Wildlife</p>	<p>the success of a Special District.</p>	<p>larger resource pools that can benefit the District and therefore its users and business partners.</p>
<p>Community Organizations & Non-Profits</p>	<p>Ventura Chamber of Commerce Ventura Visitors & Convention Bureau California Special Districts Association (CSDA) Ventura County Special Districts Association Economic Development Collaborative (EDC) Women's Economic Ventures (WEV) California Central Coast Tourism Cal Travel Association Los Angeles Convention & Visitors Bureau</p>	<p>As a destination for both locals and the traveling public, relationships with economic development partners are crucial to keeping Ventura Harbor competitive for visitation.</p>	<p>Assist in generating awareness and traffic to the harbor. Additional visitation generates revenue for reinvestment in harbor facilities, assets, and amenities.</p>
<p>Environmental & Environmental Justice Organizations</p>	<p>Environmental Defense Center Santa Barbara Channelkeeper Friends of the Earth Wishtoyo Chumash Foundation California Coastal Protection Network Ocean Conservation Research Northwest Atlantic Marine Alliance Oceanic Preservation Society Center for Biological Diversity Seven Circles Foundation Environmental Action Committee of West Marin Surfrider</p>	<p>Care about the condition and health of our coastal environment and benefit from the results of good stewardship.</p>	<p>Work to protect and enhance local environment.</p>

Identifying stakeholders allows for clear communications during periodic updates or policy, program, or project progress meetings. Knowing who stakeholders are and where they fit in the development and implementation phases of a policy, program or project is vital to understanding and effectively addressing their expectations or concerns.

This list is not meant to be all inclusive and will likely expand as new stakeholders are discovered.

V. COMMUNICATION & OUTREACH

Traditionally, communications and outreach refer to strategies used to educate, engage and involve specific stakeholder groups around an agenda or mission. Communication is the development and delivery of a compelling message to critical audiences and outreach is the means by which you reach and deliver your message to those critical audiences. (bscpcenter.org)

The following are the District's methods for how we communicate and outreach information to our stakeholders:

1) Board Meetings

- Board meetings provide stakeholders with the opportunity to know what business is being discussed and the opportunity to participate in that discussion. Board meetings are held in-person and via Zoom.
- Board meetings are held twice per month, once in November and December, and typically dark in August. Special meetings can be called by the Board on an as-needed basis.
- The District implemented a hybrid meeting format that allows for both in-person and remote observation to increase stakeholder engagement and participation.
- Maintain interest lists:
 - Agenda Packets
 - Special Projects and Programs
 - Harbor Village Tenants
 - Master Tenants
 - District Employees

2) Workshops

- Budget
- Guiding Principles and 5-Year Objectives Development Sessions
- Special Projects and Programs

3) Informational Notifications

- Emails from the General Manager
- Tenant Newsletters from Marketing

4) Content Development

a) Social Media

- Instagram
- Facebook
- X

b) E-Newsletters/Blogs

c) Short Video Compilations

d) Paid Media

ATTACHMENT 1

- Digital
 - Print
 - e) Media
 - Press Releases
 - TV Coverage
 - Radio Ads
 - f) Tenant Recognition
 - VC Reporter “Best Of” Awards
 - District Tenant Recognition Celebration
- 5) Websites
- venturaharbor.com (Ventura Port District)
 - Compliance with Americans with Disabilities Act (ADA)
 - Content
 - a. VPD Mission
 - b. History
 - c. Organizational Structure
 - d. Commissioners with Contact Info.
 - e. GM & Managers with Contact Info.
 - f. Board Meeting Agendas, Minutes
 - g. Meeting Archives
 - h. Financial Reports
 - i. Administrative Policies
 - j. News & Events
 - Parking Management Program Information
 - venturaharborvillage.com (Ventura Harbor Village)
 - Compliance with Americans with Disabilities Act (ADA)
 - Content
 - a. Tenant Names, Contact Info.
 - b. Events
 - c. Visitor Information
 - Parking Management Program Information
- 6) Community Organization Membership, Participation and/or Presentations
- Annual Grand Jury Protocol Visit
 - Ventura Chamber of Commerce
 - Ventura Visitors and Convention Bureau
 - Rotary Club (and other service clubs)
 - Pierpont Community Council, The Keys Neighborhood
 - Ventura County and California Special Districts Associations (VCSDA and CSDA)
 - California Central Coast Tourism
 - Cal Travel Association
 - Los Angeles Convention & Visitors Bureau

7) Events, Meetings

- Village Tenant Recognition
- Master and Village Tenant Meetings
- Commercial Fishers Meetings
- Aquaculture Meetings
- Grand Jury Protocol Visits
- Monthly and Holiday Event Promotions for Visitors
- Employee Recognition Events

8) Diversity, Equity, Inclusion (DEI)

- District Career Opportunities
 - Employee opportunities posted in Spanish and published in Spanish publications.
- Tenant Cultural Recognition
- Lease Marketing
 - Advertising vacant spaces in LGBTQ/Spanish publications
- Celebration of annual multicultural events and dates of significance through marketing recognition and programming.

9) Annual Tenant Surveys

- Annual Operations/Management Survey
- Ventura Harbor Village Market Data Survey

VI. COLLABORATION

The term “collaboration” refers to the act of working together, especially on a goal or shared project. (Dictionary.com) When used strategically, collaboration produces positive impacts, stakeholders committed to policy or program change and strengthened capacity of individuals and organizations to effectively work together.

COLLABORATORS	WHO ARE THEY?	HOW DO WE COLLABORATE?
Ventura Port District Business Partners	Master Tenants Master Subtenants Village Tenants Charters Commercial Fishers District Employees	Collaborative teamwork in promoting a positive experience in harbor visitation benefits all partners and returns investment into infrastructure and services for the visiting public.
City of Ventura	Residents Economic Development Committee City Police/Fire Departments City Manager’s Office Community Development Department Public Works Department Councilmember & Administrative Liaisons Ventura Water (VenturaWaterPure)	City Council appoints VPD Commissioners. Harbor Patrol and Fire Department MOU. Providing leadership through the appointment of the Board and governance through City codes and regulations.
County of Ventura	Environmental Health Division First District Supervisor’s Office Ventura County Air Pollution Control District Ventura Local Agency Formation Commission Oxnard Harbor District (Port of Hueneme) Office of Diversity, Equity & Inclusion	Providing a safe experience to visitors and business patrons is essential to public wellbeing and a positive experience. Commissioner on LAFCo Board.
Federal & State Agency’s	US Army Corps of Engineers (Corps) National Oceanic & Atmospheric Administration (NOAA) US Coast Gard (USCG) California Coastal Commission National Parks Service California State Parks California Department of Fish & Wildlife	Work together to support projects and receive project funding, in particular ensuring that the federal navigation channel remains open.
Ventura Chamber of Commerce	Voice of local businesses when advocating public policy changes that stimulate and sustain growth for business resulting in the creation and retention of jobs	Deputy General Manager on Board. Harbor Businesses Members

ATTACHMENT 1

<p>Ventura Visitors and Convention Bureau</p>	<p>Promotes the City of Ventura by capturing its spirit and showcasing the city's best attributes every single day. Works to strengthen positive exposure and awareness of the City's as a convention and visitor destination in hopes of increasing local business revenue and stimulating economic growth and development for the community.</p>	<p>General Manager is Board President and on Executive Committee. Help promote our Harbor Businesses. Include marketing team in marketing events.</p>
<p>Beach Erosion Authority for Clean Oceans and Nourishment (BEACON)</p>	<p>California Joint Powers Agency established in 1986 to address coastal erosion, beach nourishment and clean oceans within the Central California Coast from Point Conception to Point Mugu.</p>	<p>The agency promotes beneficial reuse of dredged material for beach nourishment – both of which provide great value to the District via maintaining the navigational channel as well as maintaining harbor beaches, protecting infrastructure, and providing ecological benefit through habitat preservation and restoration.</p>
<p>California Marine Affairs and Navigation Conference (CMANC)</p>	<p>Consortium of California harbors, ports and marine interest groups. Mission is to optimize California maritime benefits by providing advocacy for the maintenance and improvement of California harbors, ports and navigation projects. Works with the California legislature and congressional delegation to make sure California maritime interests are supported by federal and state government.</p>	<p>Deputy General Manager on Board, Committee(s)</p>
<p>California Special Districts Association (CSDA)</p>	<p>501c(6) not-for profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.</p>	<p>Provides education and training, legislative advocacy, information for management and operational effectiveness. Letters supporting or opposing certain legislation</p>
<p>Ventura County Special Districts Association (VCSDA)</p>	<p>Since 1974, has been representing over 20 independently governed special districts located in Ventura County. VCSDA's purpose is to promote the efficient, economical and responsive public services offered by the independent special districts of Ventura County— independent special districts governed by a locally elected board of directors.</p>	<p>Chapter of CSDA General Manager member of Board</p>

ATTACHMENT 1

<p>Community Organizations & Non-Profits</p>	<p>Ventura County Lodging Association Ventura County Special Districts Association Economic Development Collaborative (EDC) Women's Economic Ventures (WEV) California Central Coast Tourism Cal Travel Association Los Angeles Convention & Visitors Bureau</p>	<p>Resources for our Harbor Business Partners for business banking, finance programs. As many harbor businesses are also small businesses, active collaboration with small business resource agencies provides increased access to financing, consulting, and other expert services of particular benefit to small business enterprises.</p>
<p>Environmental & Environmental Justice Organizations</p>	<p>Environmental Defense Center Santa Barbara Channelkeeper Friends of the Earth Wishtoyo Chumash Foundation California Coastal Protection Network Ocean Conservation Research Northwest Atlantic Marine Alliance Oceanic Preservation Society Center for Biological Diversity Seven Circles Foundation Environmental Action Committee of West Marin Surfrider</p>	<p>Participate in public policy, program, and project discussion.</p>

VII. TRANSPARENCY

Transparency is government's obligation to share information with stakeholders that is needed to make informed decisions and hold officials accountable for the conduct of the people's business.

Transparency exists largely on government websites. (American Legislative Exchange Council)

The term "Transparency" is characterized by visibility or accessibility of information especially concerning business practices. ([Merriam-Webster.com](https://www.merriam-webster.com/dictionary/transparency))

Listed below are ways the District is transparent:

- 1) District Transparency Certificate of Excellence
 - Sponsored by Special District Leadership Foundation and California Special Districts Association
 - Purpose is to promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.
 - Certificate duration 3 years
 - Awarded January 5, 2022
- 2) Website (venturaharbor.com)
 - Transparency Reports
 - Financial Statements and Budgets (3 years)
 - Compensation Transparency
 - Administrative Policies
 - Enterprise System Catalog (SB272)
 - Requires special districts and other local agencies to create a catalog of their enterprise systems and make it publicly available at their office and online.
 - Defined as software applications or computer systems that collect, store, exchange, and analyze information that the agency uses.
 - Port Commission
 - Commissioners contact information
 - Agendas
 - Staff Reports
 - Minutes
 - Audio recordings of meetings
 - Meeting archives
 - Ethics training completion certificates
 - Board Protocols and Policies Manual and other Board policies
 - ADA Compliant
 - Compliment/Complaint Form

3) Public Records Act

In the interest of openness and transparency and in keeping with the public's right of access to all public records in the District's custody and control, and subject to certain exemptions as provided by law, the Ventura Port District adopted Resolution No. 3468 updating policies and procedures to ensure compliance with the Public Records Act.

4) Board Meetings

A formal meeting with a presentation and dedicated time for public comment. This is a legislated requirement for municipal decisions, where public notice of the hearing must be given, and all stated opinions are recorded.

5) Annual Tenant Surveys

Administration staff creates and sends an annual survey to all tenants regarding the Ventura Port Districts operations and management. The results are are presented to the Board of Port Commissioners at a public meeting.

Marketing staff creates and sends an annual survey to all tenants regarding Ventura Harbor Village Market Data. The results are incorporated into the Marketing Plan, which is presented to the Board of Port Commissioners at a public meeting.

VIII. CONCLUSION

The Board approved this Plan on July 7, 2021. The P.C.E.P is a living document for periodic review and update. Staff will continue to review this plan and endeavor to bring to the Board annually for review.

IX. GENERAL CONTACT INFORMATION

The following Ventura Port District personnel will serve as primary contacts for the P.C.E.P.:

- Brian D. Pendleton, General Manager
bpendleton@venturaharbor.com
- Jessica Rauch, Clerk of the Board
jrauch@venturaharbor.com
- John Higgins, Harbormaster
jhiggins@venturaharbor.com
- Todd Mitchell, Deputy General Manager
tmitchell@venturaharbor.com
- Jennifer Talt-Lundin, Marketing Manager
jtaltlundin@venturaharbor.com

Ventura Port District
1603 Anchors Way
Ventura, CA 93001
(805) 642-8538
venturaharbor.com



BOARD OF PORT COMMISSIONERS
DECEMBER 10, 2025

STANDARD AGENDA ITEM 1
ADOPTION RESOLUTION No. 3548
FOR THE LAND AND WATER
CONSERVATION FUND GRANT
APPLICATION FOR THE VENTURA
HARBOR COMMUNITY PARK
(PARCEL 5) PROJECT

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 1
Meeting Date: December 10, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: Adopt Resolution No. 3548 for the Land and Water Conservation Fund Grant
Application for the Ventura Harbor Community Park (Parcel 5) Project

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3548 for the Land and Water Conservation Fund grant application for the Ventura Harbor Community Park Project located at the grass lawn area of Parcel 5 between 1591 and 1691 Spinnaker Drive.

SUMMARY:

The Land and Water Conservation Fund (LWCF) provides matching grant funds for the acquisition and development of land to create outdoor recreation. Staff is in the LWCF grant application process for the development of the Ventura Harbor Community Park Project. By the Board adopting this resolution, it provides the approval of the application and the availability of eligible matching funds, both of which are required at this stage in the application process.

GUIDING PRINCIPLES:

- 2) 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.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

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.
 - 1) Utilize grant funding opportunities for sustainable Harbor infrastructure.
 - 2) Seek additional grant funding for improving/replacing District capital assets.
- V) Maintain and improve Harbor Village facilities, infrastructure, and amenities.
 - 1) Ongoing investment in Harbor Village Infrastructure

BACKGROUND:

The District's 5-Year Objectives calls for master planning and development of a portion of Parcel 5 from a passive, open space, to an activated gathering place managed by the District. Given the high cost of developing this high-quality public amenity, Staff is seeking grants to help fund this effort.

Congress authorized the establishment of the LWCF Grant-In-Aid program, which is administered by the California Department of Parks and Recreation. LWCF grants provide funding for the acquisition or development of land to create new outdoor recreation opportunities that support the health and wellness of Californians. For the 2025 LWCF grant cycle, LWCF, in partnership with

the Office of Grants and Local Services (OGALS) and the National Park Service (NPS), has \$35 million available for applicants.

In August 2025, Staff applied for the grant. The application process includes a 6-mo initial review (estimated by February 2026), post selection Federal requirements completion (varies from six months to over a year), followed by a submission to NPS for review and approval (estimated between six months to 2 years). Before the NPS submission, the applicant must certify by resolution the approval of the application and availability of matching funds; hence, the current recommendation. (For grant application purposes, the park has been dubbed the Ventura Harbor Community Park. The Board may discuss formal name adoption at later date.)

The Ventura Harbor Community Park Project current total estimated project cost is \$5,907,831 in project costs that fall within the project site and are eligible for reimbursement and/or consideration of the mandated 50% match. The grant request is \$2,953,635 with a minimum grant request of \$2,500,00. If awarded the grant, the District is required to:

- 1) Formally parcel out the 0.84-acre site and designate it as a park perpetually,
- 2) Match the donation with at least 50% of matching funds (of non-federal sources),
- 3) The District must cash-flow the project and submit receipts for reimbursement for the amount awarded (the grant is not paid in advance), and
- 4) Break ground after NPS review and approval.

Note that costs that fall outside of the park site itself (such as improvements to the parking lot or nearby restrooms) are excluded from consideration in this grant.

Entitlement Status - Completed

The project was evaluated for compliance with the California Environmental Quality Act (CEQA) and deemed exempt by Impact Sciences, the District's consultant.

The park project was reviewed by the City's Design Review Committee (DRC) and approved. The park project was also approved at the City Director's Hearing and issued a Coastal Development Permit (CDP) in May 2025.

FISCAL IMPACTS:

If awarded the grant, the District would receive between \$2,500,000 to \$2,953,635 toward the current total project cost of \$5,907,831 (note that this does not include the costs to construct a band shell nor a wind wall). Because grant funds are distributed on a reimbursement basis, the District must cash-flow the project upfront. Staff estimate another \$150,000 for needed improvements to the parking lot (ADA parking and access) and other grant requirements. Further, improvements to the restrooms in 1591 will need to be considered to address higher usage once the park is completed.

The current 5-Year Capital Improvement Plan has earmarked \$4.25 million in District funds towards the project hard and soft costs through FY27-28. Award of the grant would significantly assist with ensuring that the District can execute this project while adhering to District reserve policies.

ATTACHMENTS:

Attachment 1 – Resolution 3548



RESOLUTION NO. 3548

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF
THE VENTURA PORT DISTRICT APPROVING THE APPLICATION
FOR THE LAND AND WATER CONSERVATION FUND VENTURA HARBOR COMMUNITY
PARK PROJECT**

WHEREAS, the Congress under Public Law 88-578 has authorized the establishment of a federal Land and Water Conservation Fund Grant-In-Aid program, providing matching funds to the State of California and its political subdivisions for acquiring lands and developing Facilities for public outdoor recreation purposes.

WHEREAS, the California Department of Parks and Recreation is responsible for administration of the program in the State, setting up necessary rules and procedures governing applications by local agencies under the program.

WHEREAS, the applicant certifies by resolution the approval of the application and the availability of eligible matching funds prior to submission of the application to the State.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby:

1. Approves the filing of an application for Land and Water Conservation Fund assistance for the proposed Ventura Harbor Community Park.
2. Certifies that the applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide.
3. Agrees to abide by 54 U.S.C. §200305(f)(3) which requires, "No property acquired or developed with assistance under this section shall, without the approval of the Secretary, be converted to other than public outdoor recreation use. The Secretary shall approve a conversion only if the Secretary finds it to be in accordance with the then-existing comprehensive statewide outdoor recreation plan and only on such conditions as the Secretary considers necessary to ensure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location."
4. Certifies that said agency has matching funds from eligible source(s) and can finance 100 percent of the project, which up to half may be reimbursed.
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules,

ATTACHMENT 1

- regulations and guidelines.
6. Appoints the General Manager as agent of the applicant to conduct all negotiations and execute and submit all documents, including, but not limited to, applications, contracts, amendments, payment requests, and compliance with all applicable current state and federal laws which may be necessary for the completion of the aforementioned project.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District, this 10th day of December 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Michael Blumenberg, Chair

ATTEST:

Anthony Rainey, Secretary



VENTURA
PORT DISTRICT

Established 1952

BOARD OF PORT COMMISSIONERS
DECEMBER 10, 2025

STANDARD AGENDA ITEM 2
RECEIVE AND FILE THE 2025
VENTURA HARBOR SURVEY RESULTS

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 2
Meeting Date: December 10, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Receive and File 2025 Ventura Harbor Survey Results

RECOMMENDATION:

That the Board of Port Commissioners receive and file the results from the 2025 Ventura Harbor Survey.

SUMMARY:

The General Manager initiated a Ventura Harbor Survey for tenants of the Ventura Port District beginning in 2023 with the intent to make it an annual activity. The 2025 Ventura Harbor Survey was conducted between November 4th and 22nd. Staff provided ongoing reminders during the survey period, which proved helpful in receiving a total of 45 responses (an increase of 10 over 2024) from approximately 79 tenants.

GUIDING PRINCIPLES:

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.
 - 3) Public and Civic Engagement Planning

BACKGROUND:

The District's 2025 Ventura Harbor Survey was conducted through Survey Monkey and included 11 questions with the opportunity to rate the District between 1-5 stars, with 1 star the lowest and 5 stars the highest. The survey also provided the opportunity to provide written comments. The survey included a range of topics such as events, communication, harbor improvements, future projects, public safety, property management, administrative functions, leasing, and continued desire to conduct business at Ventura Harbor. Most questions were the same or similar to that of previous years, although a new question was introduced regarding the parking program.

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment 1 – 2025 Ventura Harbor Survey

Q1 Ventura Port District continues to add resources for marketing, advertising, entertainment and both District and third-party events. Do you support these investments?

Answered: 45 Skipped: 0

4.3★
average rating



	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	2.22%	2.22%	15.56%	20.00%	60.00%	45	4.33
	1	1	7	9	27		

#	COMMENTS OR SUGGESTIONS:	DATE
1	Love the new social media promotions!	11/21/2025 5:08 PM
2	When the event is to our best advantage we do support as well as for the merchants	11/20/2025 1:20 PM
3	Fully support this. A busy harbor is good for all concerned.	11/20/2025 11:27 AM
4	The marketing within the harbor and newsletters looks great. Not sure what type of marketing is outside of the harbor?	11/18/2025 9:50 AM
5	Heard about movie glitches from customers - bummer.	11/14/2025 4:54 PM
6	The Port District has been an excellent partner in marketing and advertising our events.	11/14/2025 12:12 PM
7	we Work well with the marketing department	11/14/2025 7:58 AM
8	Yes we need more events this brings people to the harbor especially doing winter months.	11/8/2025 7:26 AM
9	I love the many activities and events but it usually hurts my business with customers. Maybe if I could be included in the kid focused ones that would help.	11/7/2025 9:06 AM
10	Spreading the events into a weekend experience examples such as the Halloween and Parade of Lights/Winter Wonderland create such a buzz, great for content, and strategic move. Great job Jennifer & Ruby!	11/7/2025 8:40 AM
11	Always happy to promote our beautiful Harbor!	11/7/2025 8:29 AM
12	Not applicable for us.	11/5/2025 8:54 AM
13	I am impartial	11/4/2025 5:51 PM

Q2 Do you feel the District provides timely information about improvement projects, programs, events, and activities at Ventura Harbor?

Answered: 45 Skipped: 0

4.4★
average rating



	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	4.44% 2	4.44% 2	4.44% 2	24.44% 11	62.22% 28	45	4.36

#	COMMENTS OR SUGGESTIONS:	DATE
1	Would like to know of the events at least 90 days ahead with details of times and location. Allows us to schedule our times for boats to be earlier or later or move trip(s) to Oxnard Harbor to avoid the traffic.No, events could be informed earlier than one to two weeks in advance. Need to know times and location. Recommend to avoid summer, weekends, holidays. Also the people running the venue, and the participants to stage away from the Harbor Village. Should utilize the lot by hotel and provide a shuttle for the event as well The vendor or company running the venue should hire a electric cart to shuttle guests from Dolphin lot to the venue.	11/20/2025 1:20 PM
2	yes, we appreciate the broad type and timely communication sent out by the District	11/20/2025 11:27 AM
3	You usually do great. But once or twice folks have showed up to do exterior work with no notice (e.g., scraping paint off our exterior windows). Not a big deal but it concerned the staff on duty at the time.	11/14/2025 12:12 PM
4	yes, communication has always been very good	11/14/2025 7:58 AM
5	We had a lot of issues with construction and a mess being left behind. In front of our restaurant	11/8/2025 7:26 AM
6	Responsive, shares information fast, and very transparent.	11/7/2025 8:40 AM
7	In the affirmative	11/4/2025 5:51 PM
8	most information for events is confusing, with constant corrections at the last minute and lack of clear understanding.	11/4/2025 4:49 PM

Q3 In the past few years, the District has completed a number of improvement projects in the Harbor (such as building/restroom remodeling at Harbor Cove and Surfers Knoll Beaches, Launch Ramp, and Village). How do you rate the quality of these improvements?

Answered: 45 Skipped: 0

4.4★
average rating



	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	8.89% 4	37.78% 17	53.33% 24	45	4.44

#	COMMENTS OR SUGGESTIONS:	DATE
1	Good	11/20/2025 1:20 PM
2	All projects have been done with high quality, and well communicated. I sense that the Harbor wants to move faster and do more however, outside pressures potentially introduce delays.	11/20/2025 11:27 AM
3	I would love to see better lighting around the walkways near 1575....when it gets dark early, I have heard comments people and staff feel less safe.	11/14/2025 4:47 PM
4	I should be able to skip a question if I dont have direct experience with the item. My rating is simply because I didnt have a N/A option	11/14/2025 2:07 PM
5	Have not used these new facilities so can not rate them	11/14/2025 1:34 PM
6	Great job on improving the harbor	11/14/2025 11:23 AM
7	very clean, done well	11/14/2025 7:58 AM
8	High quality improvements and the VPD staff/board has been completing these projects at a higher clip / higher quality than in the past. Most of all, the projects are focused on strategic goals (building a brand of family fun, shop, and dine). I believe this has been positioning the harbor well to stay competitive before the Karls Project enters the market. Hope the lawn park project comes to life, huge value to destination/family harbor brand.	11/7/2025 8:40 AM
9	They are acceptable	11/4/2025 5:51 PM

Q4 The Port District continues to implement parking management policies and programs including new paid parking at the Village, beaches, and launch ramp. How would you rate the District’s efforts, communication and coordination with tenants regarding these initiatives?

Answered: 45 Skipped: 0

3.9★

average rating



	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	13.33%	6.67%	11.11%	17.78%	51.11%		
	6	3	5	8	23	45	3.87

#	COMMENTS OR SUGGESTIONS:	DATE
1	I feel parking should be free in the off season. It is hard to get locals here now on the weekends	11/21/2025 4:42 PM
2	Customer Service should be highest priority! Weekends need someone at Island Packers and the Harbor Village to assist with kiosk for customers to pay for parking. Often problems and not our responsibility to do their job. Lazz benefits or the port from our paid customers going on the boats. There also needs to be a solution to assist travelers visiting here to see all National Parks in large RV's and Sprinters. Often they go out to the island with us and then that evening leave to drive to another Natl Park. Should have a "marked" designated area for buses as we bring in large schools winter and spring months as well as tour buses arrive in harbor as well to shop and dine.	11/20/2025 1:20 PM
3	I believe the District has exceeded expectations when communicating the "why" for the effort and has "listened" and adapted the rollout such that citizens are heard and the District goals are achieved.	11/20/2025 11:27 AM
4	The drawback for the new parking program is that our business is having to park our company van away from the office which creates challenges for our day to day work.	11/18/2025 9:50 AM
5	Placement of a kiosk directly in front of our business's front door was poor planning. I would have rated lower if I could.	11/18/2025 8:51 AM
6	We've been talking parking for some time now and I expect we will continue to talk about paid parking.	11/14/2025 4:54 PM
7	Having an all hands on deck presence with Port staff on "opening Saturday" was a great idea.	11/14/2025 1:34 PM
8	I know it's hard to impose attentional cost for parking but i think is needs to be done to keep everything up	11/14/2025 7:58 AM
9	I feel the paid parking is not good for our business.	11/8/2025 7:26 AM
10	VPD has really listened our input in the development of the parking plan. The program has been executed with a great amount of resources to support the customer / tenant experience. We saw VPD staff on site throughout the whole day for a few weeks. Other than that, our Friday sales that usually has more locals/regulars than the weekend has dropped significantly.	11/7/2025 8:40 AM

Overall, the program works and has been executed 10X better than when the Port District attempted to implement a program a decade ago.

11	I hear a lot of people (customers) are confused about the parking. I have had to help a few people on the weekdays that are not sure if they need to pay or not.	11/5/2025 9:51 AM
12	Communication is fine, the new parking system was unnecessary just as previous attempts were.	11/5/2025 8:07 AM
13	Communication has been adequate	11/4/2025 5:51 PM

Q5 The Port District has increased resources for Harbor Patrol and private security. How do you rate the Ventura Port District's overall public safety operations, emergency preparedness and Harbor-wide communications?

Answered: 44 Skipped: 1

4.4★
average rating



	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	2.27% 1	20.45% 9	15.91% 7	61.36% 27	44	4.36

#	COMMENTS OR SUGGESTIONS:	DATE
1	Love having security patrol at night. Vagrants and theft were starting to rise, and my staff hates being confronted in the dumpsters throwing trash away at closing.	11/21/2025 5:08 PM
2	We really appreciate the added security. It helps with the homeless situation	11/21/2025 5:03 PM
3	For us, Jessica Rausch in the District office and John Higgins in the Harbor Patrol have provided excellent service. They are both responsive and communicative. Can't say enough good things about the quality of response for the Harbor Patrol.	11/20/2025 11:27 AM
4	For our safety it is great to see that there are not as many homeless in the area	11/18/2025 9:50 AM
5	I don't feel qualified to have an opinion regarding this.	11/14/2025 12:12 PM
6	Harbor patrol has always been very responsive with help when needed	11/14/2025 7:58 AM
7	We experience and feel the extra resources. We can sleep better at night.	11/7/2025 8:40 AM
8	The increased measures for safety and security is much needed	11/4/2025 5:51 PM

Q6 How do you rate the Port District's overall property management services, including day-to-day maintenance, upkeep, landscaping, and repairs?

Answered: 45 Skipped: 0

4.2 
average rating



	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	2.22%	4.44%	22.22%	17.78%	53.33%	45	4.16
	1	2	10	8	24		

#	COMMENTS OR SUGGESTIONS:	DATE
1	Repairs and issues like the flooding of the restrooms that then flood my business have been responded to very quickly.	11/21/2025 5:08 PM
2	When we have a problem, we receive immediate response. Bathrooms could be cleaner. They need a major bath of heavy cleansing on walls and behind the toilets.	11/20/2025 1:20 PM
3	Property always looked well maintained. Public restrooms need to be cleaned more often or on a better schedule. Many mornings they are not clean until afternoon. I do not feel comfortable and sometime safe sharing restrooms with the general public. Offices should have a dedicated private restroom dedicated for only workers.	11/18/2025 9:50 AM
4	Forced to install dark blue awnings with no support or ability to maintain and clean. Was told the entire port district would be shifting to this color and so far there is ZERO compliance.	11/18/2025 8:51 AM
5	Signage for my business is very limited. My customers have a very hard time finding my office. Honestly this was a huge part of why we decided to move out of the harbor. Because of this difficulty my customers are often late for their visits.	11/18/2025 8:14 AM
6	Had an emergency where I needed to call maintenance. Received a voicemail and never received a return call.	11/16/2025 12:15 PM
7	The window cleaning service bends and destroys screens. There are delays in getting them repaired or replaced.	11/15/2025 3:14 PM
8	Spinnaker Dr continues to need improvements and upkeep, its appearance doesn't reflect on the Village as a whole	11/14/2025 4:54 PM
9	We have recently been experiencing a problem with rodents. We do what we can to protect our space, but it might be a building issue over which we have no control or access. In just the past week we experienced a serious stench in our back room and couldn't locate a source. I suspect it was in the walls. Might it be time to have pest control assess the properties?	11/14/2025 12:12 PM
10	The Harbor crew are the best!	11/7/2025 8:29 AM
11	Restrooms by the main lawn are not maintained at times & could use a remodel in the future.	11/7/2025 8:12 AM
12	The Port has been very responsive to any issues we have, responds in a timely manner, both management and staff have boots on the ground monitoring, planning, maintaining the village. Well done!	11/4/2025 7:07 PM

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13	The day to day involvement is evident by the presence of the maintenance workers	11/4/2025 5:51 PM
14	Bathrooms need more cleaning during peek hours	11/4/2025 4:49 PM
15	I think current head gardener needs a raise. And he needs an extra hand. Lots of weeds lately. The landscaping is very important . Like Disneyland.	11/4/2025 4:31 PM

Q7 How would you rate the District staff's responsiveness, courtesy, and professionalism, regarding your lease, (e.g. lease obligations, renewal, etc.), billing, portal technical support, and other administrative tasks?

Answered: 45 Skipped: 0

4.6★
average rating

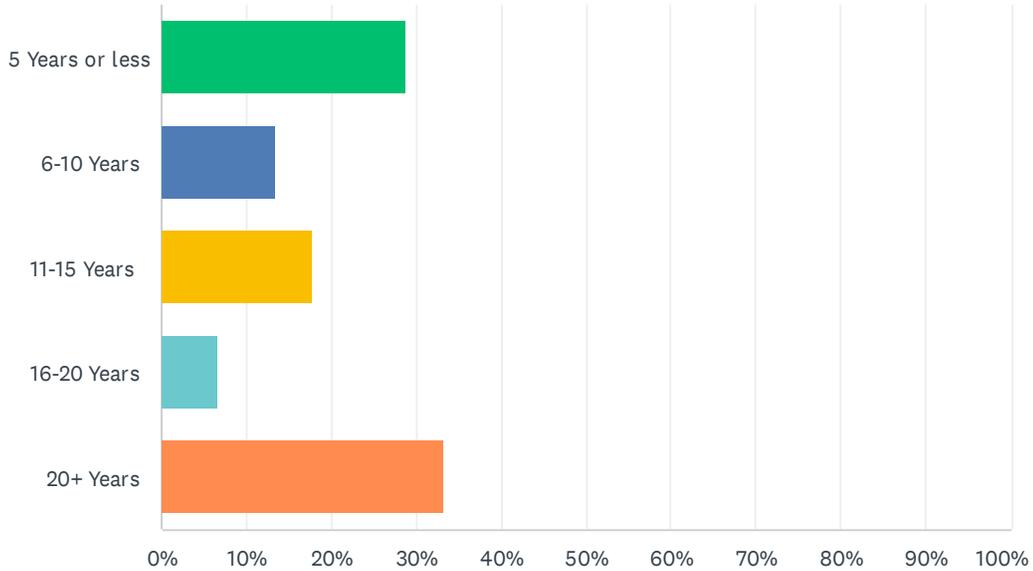


	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	4.44% 2	0.00% 0	6.67% 3	13.33% 6	75.56% 34	45	4.56

#	COMMENTS OR SUGGESTIONS:	DATE
1	Jessica Snipas really helped me with the portal	11/21/2025 5:03 PM
2	We find the District Staff to be responsive and communicative. All issues (not many) are responded to and resolved quickly	11/20/2025 11:27 AM
3	Jessica P is wonderful to work with. She is always professional, kind and very responsive.	11/18/2025 9:50 AM
4	Very responsive and available on lease obligations and issues. Not a lot of occasions for admin, billing or portal tec support.	11/14/2025 1:34 PM
5	Communication is excellent	11/14/2025 7:58 AM
6	Jessica Snipas is excellent - always professional and friendly.	11/13/2025 4:39 PM
7	I have felt a lack of support with my business. I have communicated very openly about how my business is struggling and I don't feel there's been useful support/help. Marketing support is a big concern.	11/7/2025 9:06 AM
8	We appreciate the huge investment in tenant support such as MRI / Yardi. Glad harbor was quick to recognize and shift to the Yardi portal. Its been very easy to use and saves headache/time. VPD Staff (both Jessicas, Todd) very professional and great to work with, super focused/efficient on finding solutions.	11/7/2025 8:40 AM
9	Jessica Snipas is amazing! Friendly and always keeping us in the loop	11/7/2025 8:29 AM
10	Very professional management, good to work with	11/5/2025 8:54 AM
11	The administrative staff has always been responsive	11/4/2025 5:51 PM

Q8 Two-thirds of our tenants have been here for more than 10 years. How long have you been a tenant of the Ventura Port District?

Answered: 45 Skipped: 0



ANSWER CHOICES	RESPONSES	
5 Years or less	28.89%	13
6-10 Years	13.33%	6
11-15 Years	17.78%	8
16-20 Years	6.67%	3
20+ Years	33.33%	15
TOTAL		45

Q9 Do you plan to call Ventura Harbor "home" for the foreseeable future?

Answered: 45 Skipped: 0

4.6 
average rating



	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	2.22%	2.22%	6.67%	15.56%	73.33%	45	4.56
	1	1	3	7	33		

#	COMMENTS OR SUGGESTIONS:	DATE
1	Do not plan on going anywhere!	11/21/2025 5:08 PM
2	Yes, Ventura Harbor is our home port. However, we have outgrown our location, will need to expand in other harbors as not enough parking if want to grow.	11/20/2025 1:20 PM
3	Yes, we are invested in the growth and harbor as a destination and look forward to being in the harbor for many decades.	11/20/2025 11:27 AM
4	We are moving thanks.	11/18/2025 8:14 AM
5	I will stay at the Harbor until I retire!!	11/15/2025 3:14 PM
6	Definitely	11/14/2025 12:12 PM
7	More generations to follow	11/14/2025 11:23 AM
8	Yes, the harbor is a great attraction for our guests	11/14/2025 7:58 AM
9	Just being more open to the need of the business.	11/8/2025 7:26 AM
10	Unfortunately not with my forecast. I would love to stay but I am not doing well, rent is too high for what I'm bringing in and half of my business plan can't be implemented due to lack of support and marketing with the harbor and other businesses.	11/7/2025 9:06 AM
11	Until I retire!	11/7/2025 8:29 AM
12	All said and done, Ventura Harbor is a special place with honest management, we are all lucky to be here	11/4/2025 7:07 PM
13	In the affirmative	11/4/2025 5:51 PM
14	Yes	11/4/2025 4:31 PM

Q10 What is your overall opinion of the Ventura Port District's management of Ventura Harbor?

Answered: 45 Skipped: 0

4.4★
average rating



	LOWEST	(NO LABEL)	(NO LABEL)	(NO LABEL)	HIGHEST	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	6.67% 3	6.67% 3	22.22% 10	64.44% 29	45	4.44

#	COMMENTS OR SUGGESTIONS:	DATE
1	good	11/20/2025 1:20 PM
2	paper towels for bathrooms. i'm not sure all restaurant employees properly wash and dry hands with dryers. since no paper towels	11/18/2025 9:31 AM
3	Very good to work with ...	11/18/2025 8:51 AM
4	Overall, the District management is available, responsive and communicates very clearly. They are very effective at balancing their role of a public agency and the role of "partnering" with their tenants to help keep businesses successful.	11/14/2025 1:34 PM
5	Overall it is excellent. Staff is always helpful and responsive.	11/14/2025 12:12 PM
6	Again communication with staff has been excellent over the years	11/14/2025 7:58 AM
7	Great group in management	11/13/2025 4:39 PM
8	It would be great if there was a monthly/bi-monthly meeting where all the businesses in the harbor are invited to attend with the management team. It's an open forum where we can discuss areas of struggle, areas of success, how we can benefit each other and any additional support we may recommend.	11/7/2025 9:06 AM
9	Quick to execute, great collaborators, strategically focused, supportive.	11/7/2025 8:40 AM
10	Todd, Jessica and the team do a GREAT job for us!	11/7/2025 8:29 AM
11	As tenants we don't have a choice but to use the public bathroom. There have been numerous instances of people smoking in it, showering in the sinks and leaving it a mess, and in general could be cleaned more often.	11/5/2025 9:51 AM
12	Very professional, fair, accessible	11/5/2025 8:54 AM
13	The betterments and improvements are a testimony	11/4/2025 5:51 PM

Q11 What type of business would you suggest the District recruit to join Ventura Harbor?

Answered: 29 Skipped: 16

#	RESPONSES	DATE
1	Food / Bakery	11/22/2025 7:12 AM
2	I hear people mention there isn't a great place to grab coffee.	11/21/2025 5:08 PM
3	A great Italian restaurant	11/21/2025 5:03 PM
4	Brewery Parking Structure	11/20/2025 1:20 PM
5	maybe not so much a business but an event coordinator that could create events that would attract people to the harbor.	11/20/2025 11:27 AM
6	a new restaurant would be nice	11/18/2025 9:31 AM
7	Unknown	11/18/2025 8:51 AM
8	quality operators of any sort... QUALITY	11/18/2025 8:19 AM
9	Professional offices but you need to provide more signage to retain them. Lack of signage for my business was a huge part of leaving.	11/18/2025 8:14 AM
10	A coffee shop	11/16/2025 12:15 PM
11	Some kid and teen friendly businesses.	11/15/2025 3:14 PM
12	Michael always suggests that you add "fine Italian dining"	11/14/2025 4:54 PM
13	Fitness, Pilates, Yoga	11/14/2025 4:47 PM
14	Restaurant(s), Entertainment, Something, Anything to fill the empty business spaces at Portside Apartments.	11/14/2025 2:24 PM
15	We need a cafe and restaurant added in the north harbor	11/14/2025 2:07 PM
16	This a good question but we don't have a answer right now. Perhaps we will submit some post-survey suggestions later.	11/14/2025 1:34 PM
17	Art galleries.	11/14/2025 12:12 PM
18	Coffee / Bakery Jazz lounge	11/14/2025 11:23 AM
19	Anything that would involve families, entertainment, shops etc.	11/14/2025 7:58 AM
20	More unique makers like Pottery Guild. Market the harbor by filming our many commercial boats off loading squid in early morning hours and show live and replays on port district and tenants' websites. We are unique in many ways. Highlight that.	11/7/2025 1:10 PM
21	Yoga, Pilates, fitness of some sorts	11/7/2025 9:06 AM
22	A quality coffee house!	11/7/2025 8:29 AM
23	Entertainment	11/5/2025 2:08 PM
24	We need a coffee shop and workspace! A great cup of coffee and some simple food and a cozy place to bring your laptop in the morning would be great, and I think would draw people to the harbor in the morning and throughout the work day.	11/5/2025 9:51 AM
25	Some attraction, like they have in Newport Beach pier. That will add to tourism for the restaurants.	11/5/2025 8:54 AM
26	People like to shop so cool fun local artsy retail like the new one next to Deapsea offer good entertainment for people visiting the harbor.	11/4/2025 7:07 PM

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27	We need a "real" coffee shoppe	11/4/2025 5:51 PM
28	more food options	11/4/2025 4:49 PM
29	Toy store! Or Kids craft room in summer by the space near ice cream parlor. Wish Business like Red Brick Gallery would give classes there. Or Salsa and swing dance lessons space. Reach out to swing dance club. They would all go out to lunch and dinner too. Would be very popular, All the people from Marina park would be interested. You could reach out to ventura recreation department.	11/4/2025 4:31 PM