



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
Gene Wu, Legal Counsel
Jessica Rauch, Clerk of the Board

REGULAR MEETING WEDNESDAY, SEPTEMBER 2, 2026

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

CLOSED SESSION – 5:30PM
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 5:30PM
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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. Attendees can dial *9 or use the 'raise hand' function in Zoom if they would like to speak during public comment periods.*

CONVENE IN CLOSED SESSION

CLOSED SESSION AGENDA

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

- | | |
|-----------------------|--|
| a) Property: | 1575 Spinnaker Drive #206A |
| District Negotiators: | Brian D. Pendleton, Todd Mitchell, Jessica Snipas, Gene Wu |
| Negotiating Parties: | Hodge Mental Health and Family Therapy Prof. Corp. |
| Under Negotiation: | Price and Terms of Payment for Office Lease |

2. CONFERENCE WITH LEGAL COUNSEL RE EXISTING LITIGATION - CONFIDENTIAL PURSUANT TO GOVERNMENT CODE SECTION 54956.9(D)(1): *Ventura Harbor Restaurant Associates, Inc. v. Ventura Port District, Court of Appeal Case No. B344145; Superior Court Case No. 56-2022-00572144-CU-MC-VTA.*

3. CONFERENCE WITH LABOR NEGOTIATORS PER GOVERNMENT CODE SECTION 54957.6:

Agency Representatives: Michael Blumenberg, Elizabeth Howell, Gene Wu, Oliver Yee, negotiators
Unrepresented employee: General Manager

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 July 15, 2026 Port Commission Regular Meeting and July 15, 2026 Port Commission Special Meeting will be considered for approval.

PUBLIC COMMUNICATIONS

The Public Communications period is set aside to allow public testimony on items not on today's agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair.

CLOSED SESSION REPORT

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

BOARD COMMUNICATIONS

Port Commissioner's may present brief reports on port issues, such as seminars, meetings and literature that would be of interest to the public and/or Commission, as a whole. Port Commissioner's must provide a brief summary and disclose any discussions he or she may have had with any Port District Tenants related to Port District business.

STAFF AND GENERAL MANAGER REPORTS

Ventura Port District Staff, Legal Counsel and General Manager will give the Commission updates on important topics or items of general interest if needed.

CONSENT AGENDA:

Matters appearing on the Consent Calendar are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of the Board or the public requests an opportunity to address any given item. Approval by the Board of Consent Items means that the recommendation is approved along with the terms set forth in the applicable staff reports.

A) Approval of Out-of-Town Travel Requests

Recommended Action: Voice Vote.

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

- a) Deputy General Manager, Todd Mitchell to attend the California Marine Affairs and Navigation Conference, in Sacramento, CA, from September 9-11, 2026.
- b) Harbor Patrol Chief/Harbormaster, John Higgins to attend the California Joint Powers Insurance Association (CJPIA) Risk Management Symposium in Monterey, CA from October 6-9, 2026.
- c) Senior Harbor Patrol Officer, Brendan Donohue to attend the California Joint Powers Insurance Association (CJPIA) Risk Management Symposium in Monterey, CA from October 6-9, 2026.
- d) Facilities Manager, Sergio Gonzalez to attend the California Joint Powers Insurance Association (CJPIA) Risk Management Symposium in Monterey, CA from October 6-9, 2026.
- e) Commissioner William Anderson to attend the CSDA 2026 Special District Leadership Academy on September 13-16, 2026 in San Luis Obispo, CA.
- f) Clerk of the Board, Jessica Rauch to attend the CSDA 2026 Board Secretary/Clerks Conference in Santa Barbara, CA from November 3-5, 2026.
- g) Harbor Patrol Chief/Harbormaster, John Higgins to attend the California Division of Boating – Coastal Boat Operator Course in Pillar Point Harbor, CA from October 18-23, 2026.

B) Declaration of District Personal Property as Surplus and Disposal of Same

Recommended Action: Voice Vote.

That the Board of Port Commissioners declare four vehicles as surplus property and dispose of it in accordance with the Surplus Property Policy approved January 24, 2018.

C) Award of Bid for the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting

Recommended Action: Voice Vote.

That the Board of Port Commissioners award the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting Contract to Holly Workshop in the amount not to exceed \$80,958.

D) Letter of Support for Ocean Rainforest, Inc.'s Coastal Development Permit Application for a Proposed Macro Algae Farm Proximate to Ventura Harbor

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to submit a Letter of Support for Ocean Rainforest, Inc.'s application for a Coastal Development permit from the California Coastal Commission for their proposed project for a commercial macro algae (kelp) farm proximate to Ventura Harbor.

E) Approval of Payments for July 2026

Recommended Action: Voice Vote.

That the Board of Port Commissioners review and approve payments made by check, ACH, and EFT for the month of July 2026.

F) Award of Bid for the 1603 Anchors Way HVAC Improvement and Electrical Upgrade Project

Recommended Action: Voice Vote.

That the Board of Port Commissioners award the 1603 Anchors Way HVAC Improvement and Electrical Upgrade project to ABM Building Solutions in an amount not to exceed \$158,144.99 in accordance with the Port District's Procurement Policy (Section IV-B), Piggybacking.

G) Adoption of Resolution Nos. 3561 and 3562 Approving Updates to the Expense Reimbursement Policies for Employees and Commissioners and Rescinding Resolution Nos. 3417 and 3418

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt:

- a) Resolution No. 3561 approving the updates to the Expense Reimbursement Policy for Employees and rescind Resolution No. 3517.
- b) Resolution No. 3562 approving the updates to the Expense Reimbursement Policy for Commissioners and rescind Resolution No. 3518.

H) Award of Bid for Harbor Patrol Boat-19 Engine Repower Project

Recommended Action: Voice Vote.

That the Board of Port Commissioners award the Harbor Patrol Boat-19 Engine Repower Contract to Santa Barbara Marine Services in the amount not to exceed \$92,594.34.

I) Approval of the Settlement Agreement in the matter of *Ventura Harbor Restaurant Associates, Inc. v. Ventura Port District*

Recommended Action: Voice Vote.

That the Board of Port Commissioners approved the settlement agreement reached in the matter of *Ventura Harbor Restaurant Associates, Inc. v. Ventura Port District*, Court of Appeal Case No. B344145; Superior Court Case No. 56-2022-00572144-CU-MC-VTA.

STANDARD AGENDA:

1) Brown Act Presentation

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation on the Ralph M. Brown Act.

2) Update on the Commercial Fish Modernization Project and Authorize Funding of Activities to Mitigate Operational Impacts to Andria's Seafood

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Receive an update on the Ventura Harbor Commercial Fish Modernization Project.
- b) Authorize the General Manager to provide a letter of commitment to the City of Ventura for the costs of plan check fees for the project.
- c) Amend the 5-Year Capital Improvement Project budget to provide \$127,500 funding for development costs associated with schedule development and an interim operations plan to mitigate operational impacts to Andria's Seafood during the Project's construction.
- d) Authorize the General Manager to enter into a Professional Services Agreement with RNT Architects for the amount of \$67,500.
- e) Authorize the General Manager to enter into a Professional Services Agreement with MCM Construction for the amount of \$30,000.
- f) Authorize the General Manager to enter into a Professional Services Agreement with Sanbell for the amount of \$30,000.

3) Review of Saturday, September 26, 2026 Public Workshop

Recommended Action: Voice Vote.

That the Board of Port Commissioners receive a presentation regarding the planning efforts and provide direction on the draft agenda for the Board's Saturday, September 26, 2026 Public Workshop.

ADJOURNMENT

This agenda was posted on Friday, August 28, 2026 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 SEPTEMBER 2, 2026

APPROVAL OF MINUTES

JULY 15, 2026

REGULAR MEETING

JULY 15, 2026

SPECIAL MEETING

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF JULY 15, 2026



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 5:33PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Elizabeth Howell, Vice-Chair
William Anderson

Commissioners Absent:

Anthony Rainey, Secretary
Chris Stephens

Port District Staff:

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

Legal Counsel:

Tom Bunn, Lagerlof, LLP
Oliver Yee, Liebert Cassidy Whitmore

Number of Interested Persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: None. Closed at 5:33PM.

CONVENED TO CLOSED SESSION AT 5:34PM.

ADJOURNED CLOSED SESSION AT 6:00PM.

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 6:03PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: by Chair Blumenberg.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Elizabeth Howell, Vice-Chair
William Anderson

Commissioners Absent:

Anthony Rainey, Secretary
Chris Stephens

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
Sergio Gonzalez, Facilities Manager
John Higgins, Harbormaster
Jessica Snipas, Business Operations Manager
Dave Werneburg, Marina Supervisor
Greg Williams, Harbor Patrol Officer II

Legal Counsel:

Tom Bunn, Lagerlof, LLP

City of Ventura Liaisons:

Councilmember Duran, City Council Liaison – absent

Number of interested persons:

0 via zoom; 2 in person

ADOPTION OF AGENDA

ACTION: Vice-Chair Howell moved to adopt the July 15, 2026 agenda.

Commissioner Anderson seconded. The vote was unanimous.

APPROVAL OF MINUTES

ACTION: Vice-Chair Howell moved to approve the July 1, 2026 regular meeting minutes.

Commissioner Anderson seconded. The vote was unanimous.

PUBLIC COMMUNICATIONS: Carl Morehouse, Chair of the San Buenaventura Sister City Association provided written comment. Steve Kinney, President of Innovation Technologies Consortium provided written comment. Comments were distributed to the Commission and posted on the website. Closed at 6:22PM.

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 presented the annual District update to the City Council with the Chair, General Manager and Deputy General Manager. Chair Blumenberg followed up with Ventura Port District Liaison Councilmember Duran and District 7 Councilmember Mangone. He also attended the California Coastal Commission meeting, where he met Executive Director, Kate Huckelbridge and District Director, Steve Hudson and listened to the Ocean Rainforest Item. Chair Blumenberg also attended the Downtown July 4th market where he met members of the Sister City Association. Closed at 6:08PM.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on upcoming events and promotions at Harbor Village. Closed at 6:19PM.

CONSENT AGENDA:

A) Approval of Out-of-Town Travel Requests

Recommended Action: Voice Vote.

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

- a) Deputy General Manager, Todd Mitchell, to attend the CSDA 2026 Special District Leadership Academy on September 13-16, 2026 in San Luis Obispo, CA.
- b) Administrative Services Manager, Sarah Clancy, to attend the CJPIA 2026 Human Resources Academy on August 17-20, 2026 in Chula Vista, CA.
- c) Deputy General Manager, Todd Mitchell, to attend the CJPIA 2026 Human Resources Academy on August 17-20, 2026, in Chula Vista, CA.
- d) Business Operations Manager, Jessica Snipas to attend ICSC@WESTERN on September 14-16, 2026 in San Diego, CA.

Public Comment: None. Closed at 6:22PM.

ACTION: Vice-Chair Howell moved to approve the out-of-town travel requests.

Commissioner Anderson seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Howell, Anderson

ABSENT: Commissioners Rainey, Stephens

Vote carried 3-0.

B) Approval of Payments for June 2026

Recommended Action: Voice Vote.

That the Board of Port Commissioners review and approve payments made by check, ACH, and EFT for the month of June 2026.

Public Comment: None. Closed at 6:22PM.

ACTION: Vice-Chair Howell moved to review and approve payments made by check, ACH, and EFT for the month of June 2026.

Commissioner Anderson seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Howell, Anderson

ABSENT: Commissioners Rainey, Stephens

Vote carried 3-0.

C) Approval of Amendment No. 2 to the Retail Lease Agreement with Louise Gaye Clanton and Tracy Lanquist dba “Ventura Swimwear”

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 2 to the Retail Lease Agreement dated May 25, 2021 (the “Lease”) between the Ventura Port District dba “Ventura Harbor Village” and Louise Gaye Clanton and Tracy Lanquist dba “Ventura Swimwear”, for the premises located at 1559 Spinnaker Drive, Suite #102 (“Premises”), consisting of approximately 1,056 square feet.

Public Comment: None. Closed at 6:22PM.

ACTION: Vice-Chair Howell moved to approve Amendment No. 2 to the Retail Lease Agreement dated May 25, 2021 (the “Lease”) between the Ventura Port District dba “Ventura Harbor Village” and Louise Gaye Clanton and Tracy Lanquist dba “Ventura Swimwear”, for the premises located at 1559 Spinnaker Drive, Suite #102 (“Premises”), consisting of approximately 1,056 square feet.

Commissioner Anderson seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Howell, Anderson

ABSENT: Commissioners Rainey, Stephens

Vote carried 3-0.

D) Award of Bid for the FY2026-2027 Security Services at Ventura Harbor Village and Marina

Recommended Action: Voice Vote.

That the Board of Port Commissioners award a bid for the FY2026-2027 Security Services at Ventura Harbor Village and Marina to Luminex Security Group in the amount not to exceed \$175,608 with the future optional years two and three not to exceed \$183,480 and \$197,292 respectively all on a time and materials basis.

Public Comment: Luminex Security Group is honored for this opportunity and looks forward to safeguarding the community. Closed at 6:22PM.

ACTION: Vice-Chair Howell moved to award a bid for the FY2026-2027 Security Services at Ventura Harbor Village and Marina to Luminex Security Group in the amount not to exceed \$175,608 with the future optional years two and three not to exceed \$183,480 and \$197,292 respectively all on a time and materials basis.

Commissioner Anderson seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Howell, Anderson
ABSENT: Commissioners Rainey, Stephens

Vote carried 3-0.

E) Adoption of Resolution No. 3560 Accepting the Work of Riviera Construction for the 1559 Spinnaker Drive Suite 101 Exterior and Interior Improvements Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3560:

- a) Accepting the Work of Riviera Construction for 1559 Spinnaker Drive Suite 101 Exterior and Interior Improvements Project.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

Public Comment: None. Closed at 6:22PM.

ACTION: Vice-Chair Howell moved to adopt Resolution No. 3560:
a) Accepting the Work of Riviera Construction for 1559 Spinnaker Drive Suite 101 Exterior and Interior Improvements Project.
b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

Commissioner Anderson seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Howell, Anderson
ABSENT: Commissioners Rainey, Stephens

Vote carried 3-0.

STANDARD AGENDA:

1) Portside Ventura Update

Recommended Action: Informational.

That the Board of Port Commissioners receive an update on Portside Ventura activities and operations.

Report by Michael Sondermann, Managing Partner of Portside Ventura.

Public Comment: None.

ACTION: The Board of Port Commissioners received an update on Portside Ventura activities and operations.

2) Preparing for the Amendment of Ordinance No. 44

Recommended Action: Informational.

That the Board of Port Commissioners receive a report on Ordinance No. 44 and the Ventura Port District's intent to prepare an amendment of Ordinance No. 44.

Report by Brian D. Pendleton, General Manager and John Higgins, Chief of Harbor Patrol.

Public Comment: None. Closed at 7:15PM.

ACTION: The Board of Port Commissioners received a report on Ordinance No. 44 and the Ventura Port District's intent to prepare an amendment of Ordinance No. 44.

3) Ventura Port District 5-Year Objectives Fiscal Year 2025-2026 Report

Recommended Action: Voice Vote.

That the Board of Port Commissioners receive and file the Ventura Port District 5-Year Objectives report for Fiscal Year 2025-2026.

Report by Brian D. Pendleton, General Manager.

Public Comment: None. Closed at 8:04PM.

ACTION: Vice-Chair Howell moved to accept the Ventura Port District 5-Year Objectives report for Fiscal Year 2025-2026.

Commissioner Anderson seconded. The vote was unanimous.

ADJOURNMENT: The meeting was adjourned at 8:07PM.

The next regular meeting is Wednesday, September 2, 2026.

Anthony Rainey, Secretary

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS SPECIAL MEETING MINUTES OF JULY 15, 2026



CLOSED SESSION

CALL TO ORDER:

The Ventura Port District Board of Port Commissioners Special Closed Session Meeting was called to order by Chair Blumenberg at 5:15PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Elizabeth Howell, Vice-Chair
William Anderson

Commissioners Absent:

Anthony Rainey, Secretary
Chris Stephens

Port District Staff:

Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
Jessica Snipas, Business Operations Manager

Legal Counsel:

Tom Bunn, Lagerlof, LLP
Gene Wu, Lagerlof, LLP

Number of Interested Persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: Closed at 5:15PM.

CONVENED TO CLOSED SESSION AT 5:16PM.

ADJOURNED CLOSED SESSION AT 5:33PM.

CLOSED SESSION REPORT: Mr. Pendleton 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.

Anthony Rainey, Secretary



VENTURA
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BOARD OF PORT COMMISSIONERS SEPTEMBER 2, 2026

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

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: September 2, 2026

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

RECOMMENDATION:

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

- a) Deputy General Manager, Todd Mitchell to attend the California Marine Affairs and Navigation Conference, in Sacramento, CA, from September 9-11, 2026.
- b) Harbor Patrol Chief/Harbormaster, John Higgins to attend the California Joint Powers Insurance Association (CJPIA) Risk Management Symposium in Monterey, CA from October 6-9, 2026.
- c) Senior Harbor Patrol Officer, Brendan Donohue to attend the California Joint Powers Insurance Association (CJPIA) Risk Management Symposium in Monterey, CA from October 6-9, 2026.
- d) Facilities Manager, Sergio Gonzalez to attend the California Joint Powers Insurance Association (CJPIA) Risk Management Symposium in Monterey, CA from October 6-9, 2026.
- e) Commissioner William Anderson to attend the CSDA 2026 Special District Leadership Academy on September 13-16, 2026 in San Luis Obispo, CA.
- f) Clerk of the Board, Jessica Rauch to attend the CSDA 2026 Board Secretary/Clerks Conference in Santa Barbara, CA from November 3-5, 2026.
- g) Harbor Patrol Chief/Harbormaster, John Higgins to attend the California Division of Boating – Coastal Boat Operator Course in Pillar Point Harbor, CA from October 18-23, 2026.

SUMMARY:

Employees and Commissioners are encouraged to attend conferences, meetings, seminars, and other activities that provide an opportunity to be informed concerning matters of interest to the District and their position. The General Manager is recommending commissioners and/or staff participate in the events listed herein.

GUIDING PRINCIPLES:

- 5) Building respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.
- 6) Provide exceptional public service and organizational transparency.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR OBJECTIVE:

- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.
- 2) Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects and programs.

BACKGROUND:**CMANC FALL MEETING**

Deputy General Manager (DGM) Mitchell will travel to Sacramento to participate in the California Marine Affairs and Navigation Conference (CMANC) Fall Meeting. The DGM is an Executive Officer of CMANC. The benefit to the District for this travel is to meet with representatives of both local District and regional Division staff of the US Army Corps of Engineers to continue to advocate for full funding for dredging Ventura Harbor's entrance channel in Federal Fiscal Year 2026 and beyond. The CMANC conference will also enable collaboration with other California Ports and Harbors about the navigation goals for California and develop the implementation strategy for those goals, including Ventura Harbor.

CJPIA ANNUAL RISK MANAGEMENT SYMPOSIUM

Facilities Manager and Harbor Patrol Chief have regularly attended the annual risk management symposium to stay abreast of trends within our risk pool and solutions to common challenges. The 3-day symposium covers a broad range of Risk Management Topics focused on HR, Facilities, Public Safety, & Leadership. In addition to topics delivered during the event, the location provides the opportunity to network with other agencies and develop strong relationships with the CJPIA team members.

CSDA 2026 SPECIAL DISTRICT LEADERSHIP ACADEMY

CSDA's Special District Leadership Academy offers curriculum-based training built around the essential partnership between board members and general managers. Designed for both new and seasoned board members, our groundbreaking curriculum equips attendees with the knowledge and skills necessary to lead effectively and uphold vital governance responsibilities. This conference fosters collaborative leadership and sets a strong foundation for achieving shared goals within your special district.

CSDA 2026 BOARD SECRETARY/CLERK CONFERENCE

As a returning seasoned board secretary or clerk, ongoing education is key to thriving in the Clerk role. CSDA's Board Secretary/Clerk Certificate Program showcases commitment to excellence by offering comprehensive training on the diverse responsibilities and complexities Clerk's face. Returning participants can dive deeper into specialized breakout sessions that reflect the latest developments and trends in the field. Each year brings new opportunities to expand expertise, stay current, and elevate impact.

CALIFORNIA DIVISION OF BOATING COASTAL BOAT OPERATOR

Harbor Patrol Chief/Harbormaster is one of the instructors for the DBAW Coastal Boat Operator. The class is taught twice a year, and the October delivery is in Half Moon Bay, CA. This course is specifically focused on Harbor Patrol and Lifeguard Agencies. The course is five days with an instructor meeting the Sunday before the class starts.

FISCAL IMPACTS:

Travel costs related to these activities are included in the FY26-27 budget.

<u>CMANC FALL</u>	<u>MITCHELL</u>
Registration	\$600.00
Flight	\$355.00
Rental Car	\$200.00
Lodging	\$600.00
Meals	\$285.00
Mileage	\$100.00
Miscellaneous	\$100.00
TOTAL	\$2,240.00

<u>CSDA</u>	<u>ANDERSON</u>
Registration	\$825.00
Flight	N/A
Lodging	\$856.16
Meals	\$285.00
Mileage	\$186.96
Miscellaneous	\$150.00
TOTAL	\$2,303.12

<u>CAJPIA SYMPOSIUM</u>	<u>GONZALEZ</u>	<u>HIGGINS</u>	<u>DONOHUE</u>
Registration	N/A	N/A	N/A
Lodging	\$1,114.81	\$1,114.81	\$1,114.81
Meals	\$380.00	\$380.00	\$380.00
Mileage	\$411.92	\$411.92	\$411.92
Misc./Parking	\$100.00	\$100.00	\$100.00
TOTAL	\$2,006.73	\$2,006.73	\$2,006.73

<u>CSDA CLERK</u>	<u>RAUCH</u>
Registration	\$825.00
Pre-Conference	\$325.00
Lodging	\$0.00
Meals	\$0.00
Mileage	\$150.94
Miscellaneous	\$100.00
TOTAL	\$1,400.94

<u>DBAW COASTAL BOAT OPERATOR</u>	<u>HIGGINS</u>
Registration	N/A
Lodging	\$1,114.45
Meals	\$475.00
Mileage	\$478.00
Miscellaneous	\$0.00
TOTAL	\$2,067.45

ATTACHMENTS:

None.



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
SEPTEMBER 2, 2026

CONSENT AGENDA ITEM B

DECLARATION OF DISTRICT PERSONAL
PROPERTY AS SURPLUS AND DISPOSAL
OF SAME

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: September 2, 2026

TO: Board of Port Commissioners
FROM: Brian Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Sergio Gonzalez, Facilities Manager
SUBJECT: Declaration of District Personal Property as Surplus and Disposal of Same

RECOMMENDATION:

That the Board of Port Commissioners declare four vehicles as surplus property and dispose of it in accordance with the Surplus Property Policy approved January 24, 2018.

SUMMARY:

Managers have conducted an inventory and assessed the value of miscellaneous and outdated property and equipment. It is Staff's opinion that four vehicles (2012 Toyota Tacoma #A408, 2012 Toyota Tacoma #A409, 2013 Toyota Tacoma #A425, and 2014 Toyota Tacoma #A426) may be worth more than \$5,000. Because the General Manager can only surplus items with a value of less than \$5,000 without prior Board approval, staff is asking the Board to approve the 4 Toyota Tacoma trucks as surplus.

GUIDING PRINCIPLES:

6) Provide exceptional public service and organizational transparency.

5-YEAR OBJECTIVES:

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

BACKGROUND:

The District operates waterfront environment is challenging for many of our assets, exposing vehicles to harsh conditions that accelerate wear and corrosion. Constant exposure to the elements like salt water, strong winds, and intense sunlight requires vigilant equipment maintenance. The Ventura Port District continues to replace antiquated, weathered, inefficient gas-powered vehicles with eco-friendly electric and hybrid vehicles. When items are no longer safe or functional, they are retired and replaced.

The District follows a comprehensive assessment process, adhering to the Surplus Policy, ensuring a strategic approach to equipment retirement. Items of inherent value undergo public auction, promoting transparency and potential economic returns for the District.

Surplus Property Policy:

In accordance with the District's Surplus Property Policy, property may be found to be surplus if it is obsolete, non-functional, or no longer necessary for District purposes. Per the Policy, property that has an estimated value under \$5,000 may be disposed of by the General Manager. Where the value is estimated at or greater than \$5,000, the property must be declared surplus by the Board before the General Manager may dispose of it.

The District's Surplus Property Policy can be found on the District's website under Financial Reports: <https://venturaharbor.com/financial-reports/>

Specifically:

<https://venturaharbor.com/wp-content/uploads/2021/11/NEW-Surplus-Property-Policy-1-3-18.pdf>

Determining the exact current value of the 4 Toyota Tacoma's is not precise due to their age, condition, and market demand for a vehicle in their condition. A rough estimate was obtained for each vehicle using the Edmunds.com car value estimator. Because of the uncertainty of the value that can be obtained during an auction, the General Manager is recommending that the vehicles be declared surplus property by the Board.

Once declared surplus, the property may be disposed of by the General Manager using a reputable and experienced professional auctioning service. Staff intend to list the 4 Toyota Tacoma trucks for sale through an online government surplus auction service (GovDeals) following approval by the Board.

FISCAL IMPACT:

The District utilizes GovDeals.com, an online public liquidation platform with no upfront fees. The website manages transactions, paperwork, and charges the buyer a 10% fee for each transaction. The District is responsible for creating postings, providing viewing times, and releasing items. GovDeals.com will send the District proceeds minus their 10% fee. This approach streamlines the process, maximizes returns, and aligns with responsible fiscal practices.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS
SEPTEMBER 2, 2026

CONSENT AGENDA ITEM C

AWARD OF BID FOR THE VENTURA
HARBOR VILLAGE AND PORT DISTRICT
OUTDOOR HOLIDAY DECORATIONS AND
LIGHTING

VENTURA PORT DISTRICT
BOARD COMMUNICATION

CONSENT AGENDA ITEM C
Meeting Date: September 2, 2026

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jennifer Talt Lundin, Marketing Manager
SUBJECT: Award of Bid for the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting

RECOMMENDATION:

That the Board of Port Commissioners award the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting Contract to Holly Workshop in the amount not to exceed \$80,958.

SUMMARY:

The activation of Harbor Village and Promenade through the installation of décor for the holidays benefit the Village tenants and enhance the visitor experience. The seasonal décor sets the tone for the Village as a destination and attraction-based marketing efforts that have been proven highly successful. This service agreement is inclusive of installation, labor, maintenance, restoration, and storage of the holiday décor and lights, as well as promenade activation of white lights on the bell poles and illuminated messaging on the marquee signage.

GUIDING PRINCIPLES:

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

5-YEAR OBJECTIVES:

- V) Maintain and improve Harbor Village facilities, infrastructure, and amenities.

BACKGROUND:

Under the direction of the General Manager, the marketing team strategized, developed, and implemented a cohesive and unique seasonal holiday program five years ago to attract and entertain visitors, customers, and guests. With the introduction of “SEAsOn’s Greetings,” the colorful coastal theme has evolved to include a new marquee sign designed in conjunction with Holly Workshop on the Village Promenade directly across from the Village steps. This popular feature has expanded beyond the holiday season into a year-round placemaking component for the Harbor Village and the Ventura Harbor.

In 2021, the General Manager sought to further activate the evening ambiance with the introduction of the white lights on the Village Promenade during the pandemic. This both elevated the nighttime experience while promoting public safety on the main walking corridor. Examples of these have been provided in Board reports and shared with the Ventura Harbor Village tenants.

The marketing team presented a seasonal décor program in the 2026-2027 Ventura Harbor Village Visitor Attraction Plan, approved by the Board.

The District published a request for bids for the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting on July 24, 2026. A mandatory pre-job walk was conducted on site on August 6, 2026. A public bid opening was held on Thursday, August 20, 2026. Two (2) bids were received and read aloud per the District’s Procurement policies Per typical practice; the lowest qualified bid (from Holly Workshop) was reviewed for errors and omissions. The qualified bid was determined to be responsive, and staff are recommending acceptance of the bid.

District staff continually strive to provide a pleasant shopping, dining, and entertainment experience. Holly Workshop specializes in holiday, streetscape, and electrical installation and upkeep, sensitivity to the Village flora and fauna, and knowledge and adherence to center and safety guidelines pertaining to the Village, promenade, and additional spaces.

FISCAL IMPACT:

The project bid amount was \$78,600 for the program and staff increased the project amount by 3% for any contingencies. This amount is included in the Annual Decorations/Promenade Lighting & Flags for seasonal décor and marketing activation expenses in the approved FY26-27 budget.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS
SEPTEMBER 2, 2026

CONSENT AGENDA ITEM D
LETTER OF SUPPORT FOR OCEAN
RAINFOREST, INC.'S COASTAL
DEVELOPMENT PERMIT APPLICATION
FOR A PROPOSED MACRO ALGAE FARM
PROXIMATE TO VENTURA HARBOR

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM D
Meeting Date: September 2, 2026

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Letter of Support for Ocean Rainforest, Inc.'s Coastal Development Permit
Application for a Proposed Macro Algae Farm Proximate to Ventura Harbor

RECOMMENDATION:

That the Board of Port Commissioners authorize the General Manager to submit a Letter of Support for Ocean Rainforest, Inc.'s application for a Coastal Development permit from the California Coastal Commission for their proposed project for a commercial macro algae (kelp) farm proximate to Ventura Harbor.

SUMMARY:

Ocean Rainforest, Inc. is a subsidiary of the parent company – Ocean Rainforest, Sp/F – with over fifteen years of experience in offshore cultivation of kelp and other seaweed species. Since 2018, Ocean Rainforest has worked within the funding framework of Advanced Research Projects Agency - Energy (ARPA-E) MARINER program through the U.S. Department of Energy to demonstrate the economic and social opportunities of offshore Giant kelp cultivation in the U.S. Having installed an 86-acre demonstration project five miles off the Santa Barbara coast in April/May 2023, Ocean Rainforest applied for a commercial scale permit in federal waters off the coast of Ventura.

Ocean Rainforest's recent presentation to the District, by Doug Bush, Director of California Operations and Kaira Wallace, Regulatory and Engagement Lead, provided a status update on the commercial scale permit application, including a timeline review of progress, and answered questions with respect to the potential impacts or benefits to the District that could stem from such a project.

GUIDING PRINCIPLES:

- 2) Advance the harbor's vibrant, working waterfront in support of commercial and recreational fishing and boating.
- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 4) Establish and implement harbor-wide environmental sustainability policies and practices through collaboration with our business partners.

5-YEAR OBJECTIVES:

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.

BACKGROUND:

The following information is provided by Ocean Rainforest. Since 2018, Ocean Rainforest has worked within the funding framework of Advanced Research Projects Agency - Energy (ARPA-E) MARINER program through the U.S. Department of Energy to demonstrate the economic and social opportunities of offshore cultivation of seaweeds in the U.S. Primed by Ocean Rainforest,

Inc., the MacroSystems project specifically focused on the commercial feasibility of a species named *Macrocystis pyrifera*, more commonly known as Giant Kelp.

During Phase 1 of the cooperative agreement (2018 –2019), the MacroSystems team designed a state-of-the-art cultivation structure that minimally impacts existing marine operations (e.g., navigation, commercial fishing, etc.) and supports ecosystem services in the surrounding environment. In Phase 2 of the ARPA-E contract (2020 – 2023), Ocean Rainforest and partners developed the necessary technology and machinery to de-risk the full chain from propagation to planting, cultivation and harvesting. Their team successfully designed, installed, and operated a hatchery/lab facility. Ocean Rainforest also worked with the Santa Barbara Mariculture Company to conduct a series of smaller scale out-planting trials to demonstrate the capabilities of the design, as well as begin to optimize the factors that significantly affect the economics and scaling up of operations.

In parallel, Ocean Rainforest secured an individual permit from the U.S. Army Corps of Engineers (USACE) and an associated Voluntary Consistency Certification from the California Coastal Commission (CCC) for an 86-acre demonstration project approximately 5 miles off the Santa Barbara Coast. As part of both permits, Ocean Rainforest is required to adhere to strict monitoring protocols – including, but not limited to, infrastructure surveys, marine mammal observation, benthic surveys, commercial fishing activities, etc.

The demonstration project was installed in April 2023 in collaboration with local partners and marine operators in the Santa Barbara/Ventura area. Since then, Ocean Rainforest states they have remained in full compliance with all USACE and CCC special conditions. In that sense, none of the approved third-party providers for infrastructure monitoring have observed damage to the OCU or lost gear. In late December 2023, the OCU also demonstrated excellent survivability in a marine weather event akin to a 50-year storm. Marine Mammal Observers from the Channel Islands Marine and Wildlife Institute (CIMWI) have not observed any negative interaction between the OCU infrastructure and marine wildlife during any of the biweekly monitoring events throughout the project's life. Ocean Rainforest will continue the Marine Mammal Monitoring Program for the duration of the demonstration project period.

With an additional \$4.5 million “Plus Up,” (i.e., Phase 3), Ocean Rainforest has operated and gathered data from the demonstration project with the goal of refining offshore cultivation techniques for Giant kelp. Concurrently, Ocean Rainforest has retrofitted a pilot processing facility outside of Goleta, CA, to support product market development. The company's initial focus will be on animal feed and biostimulant products with the intention to support the state's existing agriculture industry.

In June 2024, Ocean Rainforest submitted an application for an approximately 2,000-acre permit in the Santa Barbara Channel. The area will support a collection of modular ocean cultivation units (OCUs) that consist of similar components to those used at the existing Ocean Rainforest demonstration project site (i.e., anchors, chains, hardware, ropes, and buoys).

Their team recognizes that one of the primary concerns associated with U.S. aquaculture development is the durability and survivability of offshore infrastructure. To address these outstanding questions and further “de-risk” offshore cultivation, Ocean Rainforest is prepared to embrace a sequenced construction schedule. Adopting this approach will better ensure they are able to take advantage of the best available technology while further refining and optimizing system design.

Ultimately, the commercial scale project intends to:

1. Increase the supply of safe, sustainably produced and locally grown seaweed while minimizing potential negative environmental impacts.
2. Enhance and diversify Ventura Harbor as a major west coast resilient and sustainable fishing port and support the local economy through the addition of sustainable aquaculture.
3. Promote diversification of aquaculture practices and leverage the US seafood deficit by creating a new industry.
4. Strengthen public knowledge and understanding of sustainable seaweed farming practices.
5. Advance scientific knowledge and state of the art aquaculture practices through research and innovation.

FISCAL IMPACT:

There are currently no fiscal impacts.

ATTACHMENTS:

Attachment 1 – Letter of Support from the Ventura Port District



September 3, 2026

California Coastal Commission
455 Market Street, Suite 300
San Francisco, CA 94105

RE: Letter of Support - Ocean Rainforest Commercial-Scale Kelp Cultivation Project

Dear Chair and Members of the California Coastal Commission:

On behalf of the Ventura Port District (Port District), I am writing to express our strong support for the Ocean Rainforest project and to encourage the California Coastal Commission to concur that the project is consistent with the Coastal Zone Management Act (CZMA).

The Port District is committed to maintaining and strengthening Ventura Harbor as a thriving working waterfront while supporting responsible economic development, environmental stewardship, and diversification of ocean-based industries. We believe Ocean Rainforest's proposed commercial-scale kelp cultivation, harvesting, and processing operation is well aligned with these goals and represents an important opportunity to advance Ventura Harbor's long-term economic viability.

At full scale, Ocean Rainforest plans to harvest approximately 6,000–11,000 wet tons of giant kelp annually, with the kelp landed at Ventura Harbor, which is owned and operated by the Port District. The company plans to process the kelp into a biostimulant product for agricultural use, with the potential to reduce reliance on conventional fertilizers. Ocean Rainforest estimates that the project could generate an economic impact of approximately \$30–50 million to Ventura County through seaweed cultivation, harvesting, processing, and sales.

The project also presents meaningful opportunities for direct and indirect job creation. During construction, the project is anticipated to generate approximately 150 direct and 350 indirect jobs, followed by approximately 50 direct and 125 indirect jobs during ongoing operations. These employment opportunities, combined with the associated economic activity, would contribute to the development of Ventura County's growing blue economy and establish Ventura as a hub for a new, sustainable ocean-based industry.

Importantly, the project would also support the diversification and long-term stability of Ventura Harbor's commercial landings and maritime industries. Ventura Harbor is home to one of the largest commercial fishing marinas and offloading facilities in the State. California Market Squid is by far the leading product by tonnage landed in Ventura; however, the commercial fishing industry is highly variable from year to year. The Port District's goal is not only to maintain this important working waterfront, but to strengthen it through regional consolidation, diversification of landings, facility modernization, and the development of complementary maritime industries.

1603 Anchors Way Drive Ventura, CA 93001

Tel: (805) 642-8538

www.venturaharbor.com

The Port District believes Ocean Rainforest can coexist successfully with Ventura Harbor's existing commercial fishing operations. The Harbor's infrastructure and offloading facilities provide the capacity to support both the existing squid fishery and the proposed seaweed operation. Rather than competing with established maritime businesses, Ocean Rainforest has the potential to create additional activity and synergies throughout the Harbor, including with commercial fishing operations, restaurants, tourism, marine services, and other waterfront businesses.

The project may also contribute to the continued federal justification and support for harbor dredging and infrastructure improvements. Maintaining adequate depths and reliable maritime infrastructure is essential to the success of Ventura Harbor's commercial fishing fleet and other working-waterfront industries. The addition of a sustainable, ocean-based industry utilizing the Harbor's existing infrastructure further demonstrates the regional and national economic importance of maintaining and investing in Ventura Harbor. Ocean Rainforest's participation in and support of grant applications for Port infrastructure improvements could further strengthen opportunities to secure funding for projects that benefit the broader Harbor community.

The Port District has long supported research and investment in the Santa Barbara Channel to advance a sustainable aquaculture industry. Ocean Rainforest's project represents a natural extension of those efforts and provides an opportunity to translate research and pilot-scale experience into a sustainable commercial enterprise.

In addition to its economic benefits, the project has the potential to provide significant environmental benefits. Cultivation of kelp is widely recognized for its potential to improve water quality, provide habitat, and support marine biodiversity. The project incorporates gear that is not expected to result in marine mammal entanglements, and as noted in the project's Biological Assessment, entanglements associated with seaweed aquaculture gear are exceedingly rare.

The Port District also applauds Ocean Rainforest's early work on its pilot project to evaluate potential environmental impacts. We are encouraged that the U.S. Army Corps of Engineers confirmed that no adverse environmental impacts associated with the pilot project were reported, including no benthic impacts. Based on this experience, the Port District supports expanding the operation to a commercial scale while incorporating a robust reporting, monitoring, and adaptive management program. We understand that Ocean Rainforest has incorporated mitigation and monitoring best management practices that are appropriate for a project of this nature.

The Port District believes that Ocean Rainforest's proposed project represents an important opportunity to strengthen Ventura Harbor's working waterfront, diversify its maritime economy, support federal investment in critical harbor infrastructure, create jobs, and advance the development of a sustainable blue economy. The project is consistent with the Port District's goals of maintaining a viable commercial harbor while encouraging innovative and environmentally responsible ocean-based industries.

For these reasons, the Port District respectfully requests that the California Coastal Commission vote to concur that the Ocean Rainforest project is consistent with the Coastal Zone Management Act (CZMA).

ATTACHMENT 1

The Port District appreciates the Commission's consideration of this important project and looks forward to supporting responsible opportunities that strengthen Ventura Harbor and the broader regional economy while protecting the environmental resources of the Santa Barbara Channel.

Sincerely,

Brian D. Pendleton
General Manager



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
SEPTEMBER 2, 2026

CONSENT AGENDA ITEM E
APPROVAL OF PAYMENTS
FOR JULY 2026

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM E
Meeting Date: September 2, 2026

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Sarah Clancy, Administrative Services Manager
SUBJECT: Approval of Payments for July 2026

RECOMMENDATION:

That the Board of Port Commissioners review and approve payments made by check, ACH, and EFT for the month of July 2026.

SUMMARY:

Attached for the Board's review is the payment register for July 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.
- 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 July 2026 can be found as Attachment 1. The register includes a brief description of the purpose for each check.

In attachment 2, staff have 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 FY26-27 Annual Budget.

ATTACHMENTS:

Attachment 1 – Accounts Payable Payment Registers – July 2026
Attachment 2 – Non-Routine Expenditures over \$20,000

ATTACHMENT 1

Payment Register

Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
352	ADAMS PRINTING & GRAPHIC	7/1/2026		
			2,576.33	Offset printing Village Maps
Total 352			2,576.33	
353	ALEJANDRA'S NURSERY	7/1/2026		
			7,496.91	1559 Landscaping planter rehab
Total 353			7,496.91	
354	ALSCO INC	7/1/2026		
			87.41	Laundrying of uniforms, rugs and towels
			69.54	Laundrying of uniforms, rugs and towels
			8.81	Laundrying of uniforms, rugs and towels
			70.70	Laundrying of uniforms, rugs and towels
			87.41	Laundrying of uniforms, rugs and towels
			69.55	Laundrying of uniforms, rugs and towels
			8.81	Laundrying of uniforms, rugs and towels
			70.70	Laundrying of uniforms, rugs and towels
Total 354			472.93	
355	CHANNEL WATCH MARINE SERVICES INC	7/1/2026		
			3,280.00	SAVE grant-vessel disposal
Total 355			3,280.00	
356	COASTAL COPY, INC	7/1/2026		
			94.02	Marina copier lease
Total 356			94.02	
357	CYBERCOPY INC.	7/1/2026		
			190.61	1575 Full size set of plans for project
			117.99	Trash enclosures-adhesive decals
Total 357			308.60	

ATTACHMENT 1

Payment Register

Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
358	E.J. HARRISON & SONS INC.	7/1/2026		
			1,137.62	Trash service
			2,168.23	Trash service
			6,532.45	Trash service
			437.37	Trash service
			90.00	Trash service-Extra 40-yard bin
Total 358			10,365.67	
359	JANITEK CLEANING SOLUTIONS	7/1/2026		
			51.28	NPS janitorial supplies
Total 359			51.28	
360	MCCORMIX CORP.	7/1/2026		
			84.94	Maintenance vehicle fuel
			95.03	Maintenance vehicle fuel
			348.24	Maintenance vehicle fuel
Total 360			528.21	
361	NOBLEGUARD SECURITY INC	7/1/2026		
			18,234.56	Village security services - Jun 26
Total 361			18,234.56	
362	SANBELL	7/1/2026		
			597.50	Parcel 5 - general engineering services - Apr 26
Total 362			597.50	
363	SITEONE LANDSCAPE SUPPLY,LLC	7/1/2026		
			1,376.30	1559 planter rehab materials
Total 363			1,376.30	

ATTACHMENT 1

Payment Register

Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
364	SUNBELT RENTALS, INC.	7/1/2026		
			1,642.43	Lifeguard utility vehicle rental
Total 364			1,642.43	
365	TARGET SOLUTIONS LEARNING	7/1/2026		
			2,003.80	Annual Harbor Patrol scheduling software
Total 365			2,003.80	
366	TELCOM INC	7/1/2026		
			5,657.95	Harbor Patrol Fire Truck radio upgrade
Total 366			5,657.95	
367	THE FLAG FACTORY	7/1/2026		
			3,671.80	Promenade nautical flags
Total 367			3,671.80	
368	VALLEY SCENE MAGAZINE	7/1/2026		
			800.00	Eblast event -Seaside Vacay and Mystical Whaler
Total 368			800.00	
369	VENTURA LOCKSMITHS	7/1/2026		
			40.95	Duplicate key set
Total 369			40.95	
370	WEST MARINE PRO	7/1/2026		
			80.48	Boat switch pump float
Total 370			80.48	
371	WHIZCOM MARKETING LLC	7/1/2026		
			925.00	Video content - whale watching trip
Total 371			925.00	

ATTACHMENT 1

Payment Register

Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
372	LAGERLOF LLP	7/2/2026		
			11,305.00	Legal services - Apr 26
			200.00	Legal services - Apr 26
			33,280.00	Legal services - Apr 26
Total 372			44,785.00	
373	LAZ KARP ASSOCIATES, LLC	7/2/2026		
			22,180.40	Parking management - monthly fixed fee- May 26 and additional event staffing
Total 373			22,180.40	
374	RIVIERA CONSTRUCTION GROUP	7/2/2026		
			142,431.44	1559 # 101B storefront -prior Coastal Marine Bio Lab location
			22,460.29	1559 # 101 Draw 5
			71,293.90	VPD administration office security renovations
			47,064.90	Demolition of old maintenance shed
Total 374			283,250.53	
375	ACCURATE FIRST AID SERVICES	7/13/2026		
			242.96	Replenish first aid stations
Total 375			242.96	
376	ALSCO INC	7/13/2026		
			87.41	Laundrying service-Uniforms, Rugs and Towels
			69.55	Laundrying service-Uniforms, Rugs and Towels
			8.81	Laundrying service-Uniforms, Rugs and Towels
			70.45	Laundrying service-Uniforms, Rugs and Towels
			87.41	Laundrying service - Uniforms, Rugs and Towels
			69.55	Laundrying service - Uniforms, Rugs and Towels
			8.81	Laundrying service - Uniforms, Rugs and Towels
			70.94	Laundrying service - Uniforms, Rugs and Towels
Total 376			472.93	

ATTACHMENT 1

Payment Register

Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
377	CAL TERMITE & PEST CONTROL	7/13/2026		350.00 VHV pest control services 35.00 1575 termite inspection
Total 377			385.00	
378	CYBERCOPY INC.	7/13/2026		897.02 VHV movie nights promotional materials
Total 378			897.02	
379	DIAL SECURITY INC	7/13/2026		299.00 1431 security and fire monitoring services
Total 379			299.00	
380	E.J. HARRISON & SONS INC.	7/13/2026		663.30 Trash service 90.00 Trash service-extra trash roll off
Total 380			753.30	
381	GRAINGER INC.	7/13/2026		211.98 VPD administration emergency exit light signage
Total 381			211.98	
382	HP MEDIA, LLC	7/13/2026		875.00 One week campaign-Destination advertising 06/24-06/30 2,625.00 3 week campaign- Electronic sign on 101-Desination advertising 07/01-07/24
Total 382			3,500.00	
383	JANITEK CLEANING SOLUTIONS	7/13/2026		1,781.38 1431/1691 janitorial services 239.87 Marketing offices - janitorial services
Total 383			2,021.25	

ATTACHMENT 1

Payment Register

Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
384	LIEBERT CASSIDY WHITMORE	7/13/2026		237.50 HR legal services - May 26
Total 384			237.50	
385	MCCORMIX CORP.	7/13/2026		85.05 Maintenance vehicle fuel 78.59 Maintenance vehicle fuel 214.05 Maintenance vehicle fuel
Total 385			377.69	
386	META DE CAFÉ	7/13/2026		600.00 Harbor Happy Hour production-film and photography
Total 386			600.00	
387	PHOTO-SCAN OF LOS ANGELES	7/13/2026		957.95 Monthly key card and video monitoring 4,774.14 VPD administration front office key card -security remodel
Total 387			5,732.09	
388	PREMIER PROPERTY PRESERVATION LLC	7/13/2026		1,194.10 VHV janitorial services - Jun 26 1,990.17 VHV janitorial services - Jun 26 2,786.23 VHV janitorial services - Jun 26
Total 388			5,970.50	
389	SANBELL	7/13/2026		578.00 1575 engineering support 720.00 Commercial Fisheries Topo survey - Phase II - Jun 26
Total 389			1,298.00	

ATTACHMENT 1

Payment Register

Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
390	SEAORO STUDIOS LLC	7/13/2026	500.00	Ventura Harbor summer video edits
Total 390			500.00	
391	SUNRISE MUSIC	7/13/2026	1,550.00	Live band performances 07/03 and 07/04
Total 391			1,550.00	
392	SUNRISE MUSIC	7/13/2026	300.00	Live music performance - 07/05
Total 392			300.00	
393	THE FLAG FACTORY	7/13/2026	504.27	VHV promenade replacement flags
Total 393			504.27	
394	TIME TO SHINE	7/13/2026	3,562.50	VHV Quarterly window washing services
			3,082.50	VHV monthly contracted window washing services
Total 394			6,645.00	
395	WEST COAST AIR CONDITIONING	7/13/2026	788.62	VPD - HVAC preventative services
			797.00	VPD - HVAC preventative services
Total 395			1,585.62	
396	YARDI SYSTEMS INC	7/13/2026	42.00	Yardi - ACH fees- Jan 26
			20.00	Yardi - ACH fees- Feb 26
			46.00	Yardi - ACH fees- Apr 26
			44.00	Yardi - ACH fees- May 26
Total 396			152.00	

ATTACHMENT 1

Payment Register

Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
640	P. E. R. S.	7/14/2026		-6,218.43 Employee Contributions - PR 052926 -1,939.50 Employee Contributions - PR 052926 -4,396.18 Employee Contributions - PR 052926 -1,453.79 Employee Contributions - PR 052926 -1,174.10 Employee Contributions - PR 052926 -1,081.65 Employee Contributions - PR 052926 -11,742.44 Employee Contributions - PR 052926 -37.20 1959 Survivor Benefit
Total 640			-28,043.29	
603	SOUTHERN CALIF. EDISON	7/21/2026		-760.95 47851 Apr 26 -475.18 63421 Apr 26 -1,360.80 54067 Apr 26 -84.40 27914 Apr 26 -143.54 88160 Apr 26 -252.84 43532 Apr 26 -25.58 26501 Apr 26 -1,082.57 10253 Apr 26 -50.03 10873 Apr 26 -401.84 93625 Apr 26 -204.38 33701 Apr 26 -151.75 94121 Apr 26 -682.91 75747 Apr 26 -56.65 75747 Apr 26 -2.54 75440 Apr 26 -0.88 96751 Apr 26

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT # Vendor	Check Date	Amount	Description
		-148.45	73704 Apr 26
		-559.48	61460 Apr 26
		-587.90	31480 Apr 26
		-732.46	99957 Apr 26
		-5,625.29	94883 Apr 26
		-2,586.06	74392 Apr 26
		-2,935.15	81085 Apr 26
		-587.90	23480 Apr 26
		-249.89	41163 Apr 26
Total 603		-19,749.42	

661	VENTURA WATER	7/7/2026	
		211.20	41641300 Jun 26
		311.16	41644300 Jun 26
		449.28	10003300 Jun 26
		186.89	10010300 Jun 26
		644.49	10011300 Jun 26
		377.19	10012300 Jun 26
		949.52	10013300 Jun 26
		3,997.07	10014300 Jun 26
		377.19	10015300 Jun 26
		1,666.42	10016300 Jun 26
		715.96	10017300 Jun 26
		844.83	10018300 Jun 26
		280.53	10019300 Jun 26
		280.53	10020300 Jun 26
		3,322.06	10021300 Jun 26
		347.88	10022300 Jun 26
		735.60	10024300 Jun 26
		231.09	10071300 Jun 26

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
			100.93	10081300 Jun 26
			483.08	10082300 Jun 26
			221.87	10083300 Jun 26
			81.92	10144300 Jun 26
			186.89	10108300 Jun 26
			327.85	10109300 Jun 26
			1,206.52	10110300 Jun 26
			1,359.82	10111300 Jun 26
Total 661			19,897.77	
662	THE GAS COMPANY	7/7/2026		
			96.98	31506002 Jul 26
			131.84	01506002 Jul 26
			51.85	21506004 Jul 26
			547.61	24007661 Jul 26
			453.86	31506000 Jul 26
Total 662			1,282.14	
663	SOUTHERN CALIF. EDISON	7/1/2026		
			1,049.64	47851 Jun 26
			542.10	63421 Jun 26
			1,324.39	54067 Jun 26
			239.58	88160 Jun 26
			490.10	43532 Jun 26
			57.06	26501 Jun 26
			1,217.92	10253 Jun 26
			96.79	10873 Jun 26
			370.95	93625 Jun 26
			261.20	33701 Jun 26
			209.88	94121 Jun 26
			725.16	75747 Jun 26
			117.99	30433 Jun 26

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT # Vendor	Check Date	Amount	Description
		16.85 25979 Jun 26	
		49.06 75440 Jun 26	
		35.34 69707 Jun 26	
		214.70 73704 Jun 26	
		660.79 61460 Jun 26	
		102.32 83037 Jun 26	
		13.62 04659 Jun 26	
		828.25 99957 Jun 26	
		5,967.95 94883 Jun 26	
		3,097.29 74392 Jun 26	
		3,235.44 81085 Jun 26	
		247.30 01707 Jun 26	
		739.71 23480 Jun 26	
		160.41 41163 Jun 26	
		17.97 96751 Jun 26	
		28.65 31480 Jun 26	
Total 663		22,118.41	
397 ALSCO INC	7/27/2026		
		87.41 Laundering of Uniforms, Rugs and Towels	
		69.78 Laundering of Uniforms, Rugs and Towels	
		8.81 Laundering of Uniforms, Rugs and Towels	
		71.18 Laundering of Uniforms, Rugs and Towels	
		87.41 Laundering of Uniforms, Rugs and Towels	
		193.01 Laundering of Uniforms, Rugs and Towels	
		8.81 Laundering of Uniforms, Rugs and Towels	
		76.57 Laundering of Uniforms, Rugs and Towels	
Total 397		602.98	
398 B & R TOOL SUPPLY CO.	7/27/2026		
		48.12 Arbor and hole saw	
Total 398		48.12	

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
399	CARPI & CLAY	7/27/2026		
			5,000.00	Washington Lobbyist- Jun 26
Total 399			5,000.00	
400	CLEAN FOODS INC	7/27/2026		
			112.64	Coffee supplies
			120.75	Coffee supplies
Total 400			233.39	
401	COASTAL COPY, INC	7/27/2026		
			639.03	Administration/Marketing copier lease
			94.02	Marina copier lease
Total 401			733.05	
402	CUMULUS BROADCASTING INC.	7/27/2026		
			1,750.00	Destination ads advertising
Total 402			1,750.00	
403	CYBERCOPY INC.	7/27/2026		
			71.55	Promotional posters for movie nights
			126.61	Promotional posters-Happy Hour Hangout
Total 403			198.16	
404	E.J. HARRISON & SONS INC.	7/27/2026		
			1,090.66	Trash service
			2,275.94	Trash service
			6,875.28	Trash service
			455.34	Trash service
			455.28	Trash service
			690.55	Trash service
Total 404			11,843.05	

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
405	FAST UNDERCAR	7/27/2026		49.22 Boat-Wiper blade 19.96 Harbor Patrol truck-replacement belt
Total 405			69.18	
406	GRAINGER INC.	7/27/2026		0.56 Toilet paper roller 181.24 Safety supplies-Goggles, sunscreen
Total 406			181.80	
407	JANITEK CLEANING SOLUTIONS	7/27/2026		1,781.38 NPS -Janitorial services 239.87 Marketing office - Janitorial services
Total 407			2,021.25	
408	K & L GATES LLP	7/27/2026		724.50 Coastal Commission Permitting and Marina Lease - Jun 26 15,885.91 Coastal Commission Permitting and Marina Lease - Jun 26
Total 408			16,610.41	
409	LIEBERT CASSIDY WHITMORE	7/27/2026		4,380.00 Annual membership 665.00 HR legal services-Jun 26 4,823.00 HR Legal services -Feb 26 658.00 HR Legal services -Apr 26
Total 409			10,526.00	

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
410	MATILJA WATER	7/27/2026		141.04 Reverse osmosis/water cooler
Total 410			141.04	
411	RRM DESIGN GROUP	7/27/2026		945.00 Parcel 5 - Ventura Cultural Arts Park Phase 1 Final Design - Jun 26
Total 411			945.00	
412	SEARLE CREATIVE GROUP	7/27/2026		1,870.50 Website development, ADA compliance
Total 412			1,870.50	
413	SUNBELT RENTALS, INC.	7/27/2026		1,192.13 Contracted lifeguard vehicle rental
Total 413			1,192.13	
414	SUNRISE MUSIC	7/27/2026		900.00 Live band performances 07/12, 07/19 and 07/26
Total 414			900.00	
415	TELCOM INC	7/27/2026		10,471.15 Harbor Patrol new trucks - radios
Total 415			10,471.15	
416	WEST COAST AIR CONDITIONING	7/27/2026		864.50 1559 # 205 HVAC repair
Total 416			864.50	
417	CALIFORNIA J P I A	7/28/2026		557,256.00 Liability and Workers Comp Insurance FY 26-27 79,218.00 Property Insurance-FY 26-27
Total 417			636,474.00	

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
418	LAGERLOF LLP	7/28/2026		
			7,868.62	Legal services - May 26
			1,920.00	Legal services - May 26
			3,920.00	Legal services - May 26
			270.00	Legal services - May 26
			1,980.00	Legal services - May 26
			46,150.00	Legal services - May 26
			13,015.00	Legal services - Jun 26
			4,050.00	Legal services - Jun 26
			8,800.00	Legal services - Jun 26
			617.06	Legal services - Jun 26
			17,935.00	Legal services - Jun 26
			15,713.55	Legal services - Jun 26
Total 418			122,239.23	
665	NETCHEX	7/15/2026		
			119,610.45	PR 071026
			18,156.68	PR 071026
			4,457.70	PR 071026
			910.06	PR 071026
			7,096.04	PR 071026
Total 665			150,230.93	
666	CALPERS HEALTH BENEFITS DIVISI	7/10/2026		
			36,259.12	Health Insurance Premiums - Jul 26
			1,458.00	Health Insurance Premiums - Jul 26
			35.50	Health Insurance Premiums - Jul 26
Total 666			37,752.62	

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
667	STANDARD INSURANCE COMPANY	7/10/2026		1,475.95 Life/AD&D/LTD premiums- Jul 26 593.19 Life/AD&D/LTD premiums- Jul 26 1,449.33 Life/AD&D/LTD premiums- Jul 26 360.98 Life/AD&D/LTD premiums- Jul 26 393.27 Life/AD&D/LTD premiums- Jul 26 338.39 Life/AD&D/LTD premiums- Jul 26
Total 667			4,611.11	
668	P. E. R. S.	7/10/2026		200.00 Pers Contribution-Late fee-Delinquent Payroll
Total 668			200.00	
669	SUN LIFE FINANCIAL	7/13/2026		1,279.82 Dental premiums - Jul 26
Total 669			1,279.82	
670	VISION SERVICE PLAN-(CA)	7/13/2026		215.68 Vision Insurance premiums-Jul 26 118.76 Vision Insurance premiums-Jul 26 152.09 Vision Insurance premiums-Jul 26 89.64 Vision Insurance premiums-Jul 26 92.71 Vision Insurance premiums-Jul 26 47.51 Vision Insurance premiums-Jul 26
Total 670			716.39	
671	CALPERS	7/14/2026		3,454.87 Employee 457 contribution- PR 071026
Total 671			3,454.87	

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
672	MISSION SQUARE	7/14/2026		
			2,191.35	Employee 457 contribution- PR 071026
			501.65	Employee 457 contribution- PR 071026
Total 672			2,693.00	
673	NETCHEX	7/15/2026		
			804.58	Monthly payroll processing fee - Jul 26
Total 673			804.58	
674	CITY NATIONAL BANK	7/16/2026		
			36,244.18	Series A and B-Construction of Boat Docks
			24,098.88	Series A and B-Construction of Boat Docks
			64,560.98	Series A and B-Construction of Boat Docks
			58,834.53	Series A and B-Construction of Boat Docks
Total 674			183,738.57	
675	CITY NATIONAL BANK	7/16/2026		
			120,400.00	Refunding of Department of Boating and Waterways loans-series 2016
			46,226.40	Refunding of Department of Boating and Waterways loans-series 2016
Total 675			166,626.40	
676	CITY NATIONAL BANK	7/16/2026		
			848,000.00	City National Bank-Principal and Interest
			16,672.50	City National Bank-Principal and Interest
Total 676			864,672.50	
677	NETCHEX	7/17/2026		
			50,504.89	Comp Pay Out-Q2
			8,331.27	Comp Pay Out-Q2
			1,812.86	Comp Pay Out-Q2
			2,751.36	Comp Pay Out-Q2
Total 677			63,400.38	

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
678	LEGALSHIELD	7/17/2026		69.75 Prepaid legal-Jul 26
Total 678			69.75	
679	AFLAC	7/20/2026		870.74 Aflac premiums-Jun 26 696.06 Aflac premiums-Jun 26
Total 679			1,566.80	
680	P. E. R. S.	7/21/2026		200.00 PERS Contribution-Late Fee-Delinquent Payroll
Total 680			200.00	
681	AMAZON CAPITAL SERVICES	7/13/2026		446.61 Amazon charges - Jun 26 127.00 Amazon charges - Jun 26 1,843.90 Amazon charges - Jun 26 18.26 Amazon charges - Jun 26 795.46 Amazon charges - Jun 26 383.76 Amazon charges - Jun 26 69.54 Amazon charges - Jun 26 36.95 Amazon charges - Jun 26 170.56 Amazon charges - Jun 26
Total 681			3,892.04	

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
682	AMAZON CAPITAL SERVICES	7/13/2026		
			1,642.31	Amazon charges - May 26
			40.93	Amazon charges - May 26
			230.34	Amazon charges - May 26
			21.32	Amazon charges - May 26
			323.07	Amazon charges - May 26
			9.68	Amazon charges - May 26
			97.07	Amazon charges - May 26
			12.22	Amazon charges - May 26
Total 682			2,376.94	
683	LOOPNET	7/14/2026		
			1,200.00	VHV leasing advertising-Jul 26
Total 683			1,200.00	
684	SWIFT CHIP, INC	7/22/2026		
			1,020.00	Server Back-up-Jul 26
			646.00	Microsoft subscriptions-Jul 26
Total 684			1,666.00	
685	AT&T	7/22/2026		
			149.80	Marketing-internet
Total 685			149.80	
686	NETCHEX	7/23/2026		
			121,289.68	PR 072426
			18,549.14	PR 072426
			4,525.92	PR 072426
			888.80	PR 072426
			7,327.39	PR 072426
Total 686			152,580.93	

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
687	WEX BANK	7/23/2026		
			925.33	VPD vehicle fuel
			55.00	VPD vehicle fuel
Total 687			980.33	
688	CALPERS	7/28/2026		
			3,473.09	Employee 457 contribution - PR 072426
Total 688			3,473.09	
689	MISSION SQUARE	7/28/2026		
			2,176.50	Employee 457 contribution - PR 072426
			519.16	Employee 457 contribution - PR 072426
Total 689			2,695.66	
690	COSTAR REALTY INFORMATION, INC	7/28/2026		
			1,013.99	VHV leasing analytics - Jul 26
Total 690			1,013.99	
691	LOWE'S BUSINESS ACCTS/SYNCB	7/13/2026		
			860.80	Statement End Date 061726
			143.55	Statement End Date 061726
Total 691			1,004.35	
692	SEIU LOCAL 721	7/14/2026		
			268.00	Union dues - Jun 26
Total 692			268.00	
693	P. E. R. S.	7/28/2026		
			142,501.00	FY 26 PERS UAL-Safety EE
Total 693			142,501.00	

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
694	P. E. R. S.	7/28/2026		
			382,056.00	FY 27-PERS UAL-Misc EE
Total 694			382,056.00	
696	PITNEY BOWES	7/30/2026		
			200.00	Marketing postage refill
Total 696			200.00	
697	SWIFT CHIP, INC	7/30/2026		
			11,309.53	IT services-Jul 26
Total 697			11,309.53	
698	QUADIENT FINANCE USA INC	7/1/2026		
			326.71	VPD Postage payment
Total 698			326.71	
699	AT&T	7/9/2026		
			1,233.85	Administration-internet - Jul 26
Total 699			1,233.85	
700	WELLS FARGO BUSINESS CREDIT	7/30/2026		
			74.61	Wells Fargo Company Credit Card activity - Jun 26
			66.71	Wells Fargo Company Credit Card activity - Jun 26
			60.58	Wells Fargo Company Credit Card activity - Jun 26
			413.34	Wells Fargo Company Credit Card activity - Jun 26
			233.78	Wells Fargo Company Credit Card activity - Jun 26
			408.00	Wells Fargo Company Credit Card activity - Jun 26
			699.85	Wells Fargo Company Credit Card activity - Jun 26
			375.00	Wells Fargo Company Credit Card activity - Jun 26
			121.18	Wells Fargo Company Credit Card activity - Jun 26
			463.73	Wells Fargo Company Credit Card activity - Jun 26
			19.00	Wells Fargo Company Credit Card activity - Jun 26

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
				2,681.55 Wells Fargo Company Credit Card activity - Jun 26
				2,350.14 Wells Fargo Company Credit Card activity - Jun 26
				2,223.87 Wells Fargo Company Credit Card activity - Jun 26
				5,552.00 Wells Fargo Company Credit Card activity - Jun 26
				1,746.98 Wells Fargo Company Credit Card activity - Jun 26
				11,618.77 Wells Fargo Company Credit Card activity - Jun 26
				268.41 Wells Fargo Company Credit Card activity - Jun 26
				2.99 Wells Fargo Company Credit Card activity - Jun 26
				2,657.43 Wells Fargo Company Credit Card activity - Jun 26
				20.00 Wells Fargo Company Credit Card activity - Jun 26
				1,645.00 Wells Fargo Company Credit Card activity - Jun 26
				1,623.98 Wells Fargo Company Credit Card activity - Jun 26
Total 700			35,326.90	
701	AT&T	7/20/2026		134.19 Harbor Patrol-Landline - Jul 26
Total 701			134.19	
702	P. E. R. S.	7/13/2026		11,525.12 PR 061226
				37.20 PR 061226
				5,984.53 PR 061226
				1,898.78 PR 061226
				4,396.19 PR 061226
				1,427.36 PR 061226
				1,162.57 PR 061226
				1,069.86 PR 061226
Total 702			27,501.61	

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
703	P. E. R. S.	7/17/2026		
			11,735.03	PR 062626
			37.20	PR 062626
			6,174.28	PR 062626
			1,915.71	PR 062626
			4,396.17	PR 062626
			1,486.85	PR 062626
			1,211.03	PR 062626
			1,069.86	PR 062626
Total 703			28,026.13	
61680	ARAMSCO, INC	7/1/2026		
			96.98	VPD janitorial supplies
			1,693.24	Janitorial supplies
			179.95	VPD janitorial supplies
			2,206.54	VPD janitorial supplies
			620.53	Janitorial supplies
			1,383.49	Janitorial supplies
Total 61680			6,180.73	
61681	C E D	7/1/2026		
			17.04	VPD-Administration electrical conduit
			632.55	New Maintenance shed-Electrical components
Total 61681			649.59	
61682	COASTAL ARCHITECTS	7/1/2026		
			322.50	1559 # 101B - Professional tenant signage
Total 61682			322.50	
61683	CREATIVE COAST PRODUCTIONS	7/1/2026		
			800.00	Live band performances 06/20 and 06/21
Total 61683			800.00	

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
61684	DEPT. OF INDUSTRIAL RELATIONS	7/1/2026		
			225.00	1591 elevator conveyance fee
			225.00	1691 elevator conveyance fee
Total 61684			450.00	
61685	FEDERAL EXPRESS CORPORATION	7/1/2026		
			13.30	Postage
Total 61685			13.30	
61686	FERGUSON ENTERPRISES LLC	7/1/2026		
			53.06	VHV restroom faucet repair
			52.80	1449 plumbing parts
Total 61686			105.86	
61687	GREEN THUMB INTERNATIONAL	7/1/2026		
			147.34	VHV landscaping supplies
			838.30	1559 planter rehab-mulch
Total 61687			985.64	
61688	IDI US INC	7/1/2026		
			1,551.06	Leasing consultation-Margarita Villa, Le Petit
Total 61688			1,551.06	
61689	INDUSTRIAL BOLT AND SUPPLY	7/1/2026		
			137.33	Shop stock-hex screws and drill bits
			76.55	Hardware-Eye bolts
			91.80	Shop stock-hex head screws
Total 61689			305.68	
61690	J. W. ENTERPRISES	7/1/2026		
			123.12	Portable toilet rental at Launch ramp
Total 61690			123.12	
61691	JC SWEEPING	7/1/2026		
			810.00	VHV Monthly parking lot sweeping
Total 61691			810.00	

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
61692	LISA KELLY	7/1/2026		120.00 1559 repair hallway mural
Total 61692			120.00	
61693	MUZICRAFT INC.	7/1/2026		348.06 VHV public music
Total 61693			348.06	
61694	QUALITY WINDOWS, INC	7/1/2026		596.29 1431 - NPS glass pane repair
Total 61694			596.29	
61695	RASMUSSEN & ASSOCIATES INC	7/1/2026		155.00 1603 -Administration office security remodel architectural support 9,794.50 1575 exterior facade improvements architectural support 1,035.00 1559 # 101 interior and exterior architectural support
Total 61695			10,984.50	
61696	RING CENTRAL INC	7/1/2026		976.90 Monthly phone service
Total 61696			976.90	
61697	SERVICE-PRO FIRE PROTECTION	7/1/2026		750.00 Annual elevator fire testing
Total 61697			750.00	
61698	SMITH PIPE & SUPPLY INC.	7/1/2026		76.23 1559 planter landscaping 309.64 1559 planter rehab materials 44.69 VHV irrigation supplies 32.86 VPD irrigation supplies 217.04 Maintenance - junction boxes
Total 61698			680.46	
61699	TELCOM INC	7/1/2026		5,657.95 Harbor Patrol Fireboat Tri-Band mobile radio
Total 61699			5,657.95	

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Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
61700	TK ELEVATOR CORPORATION	7/1/2026	348.00	1603 elevator inspection
Total 61700			348.00	
61701	FOUREST TREE SERVICE, INC	7/1/2026	39,941.50	1559 frontage planter landscaping rehab
Total 61701			39,941.50	
61702	GALPIN FORD	7/1/2026	34,681.07	Maintenance Ford Maverick truck
			34,681.07	Maintenance Ford Maverick truck
			34,681.07	Maintenance Ford Maverick truck
			40,547.98	New Lifeguard vehicle
Total 61702			144,591.19	
61703	MCM CONSTRUCTION, INC.	7/1/2026	304,141.97	1575 exterior facade project- Draw 4
			281,933.47	1575 exterior facade project- Draw 3
Total 61703			586,075.44	
61704	CHRISTOPHER LORD DESIGNS, INC.	7/1/2026	12,157.50	Installment 2 - 25% of project total-Wayfinding/Murals signage
Total 61704			12,157.50	
61668	SMITH PIPE & SUPPLY INC.	7/8/2026	-306.38	VHV CAM landscaping supplies
			-419.44	VHV planter irrigation supplies
			-72.41	VHV CAM irrigation supplies
Total 61668			-798.23	
61705	RIVIERA CONSTRUCTION GROUP	7/10/2026	142,431.44	1559 # 101B storefront -prior Coastal Marine Bio Lab location
			22,460.29	1559 # 101 Draw 5
			47,064.90	Demolition of old maintenance shed
Total 61705			211,956.63	

ATTACHMENT 1

Payment Register

Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
61706	RIVIERA CONSTRUCTION GROUP	7/10/2026	71,293.90	VPD administration office security renovations
Total 61706			71,293.90	
61679	RIVIERA CONSTRUCTION GROUP	7/10/2026	-71,293.00	1603 Administration front office remodel
Total 61679			-71,293.00	
61707	ALERTLINE COMMUNICATIONS	7/14/2026	720.00	VPD elevator phone line service
Total 61707			720.00	
61708	ALEXANDRIA DANIELSON	7/14/2026	375.00	VHV Map design and updates
Total 61708			375.00	
61709	ALLIANT INSURANCE SERVICES	7/14/2026	1,123.00	FY 26-27 Crime insurance
Total 61709			1,123.00	
61710	AMERICA'S TIRE	7/14/2026	1,041.33	M60 Transit Van- Replace tires
Total 61710			1,041.33	
61711	ARAMSCO, INC	7/14/2026	25.82	VHV janitorial supplies
			1,214.19	VHV janitorial supplies
			58.40	VHV janitorial supplies
			18.20	VPD janitorial supplies
			904.69	VHV janitorial supplies
			188.19	VHV janitorial supplies
Total 61711			2,409.49	
61712	C E D	7/14/2026	67.67	VPD administration electrical panel fuse
Total 61712			67.67	

ATTACHMENT 1

Payment Register

Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
61713	CENTRAL COAST TOURISM COUNCIL	7/14/2026	950.00	Annual membership dues
Total 61713			950.00	
61714	CREATIVE COAST PRODUCTIONS	7/14/2026	800.00	Live music performances 06/27 and 06/28
Total 61714			800.00	
61715	DUNN-EDWARDS CORPORATION	7/14/2026	1,661.28	VPD painting supplies
Total 61715			1,661.28	
61716	FEDERAL EXPRESS CORPORATION	7/14/2026	32.70	Postage fee
			3.24	Postage-Late fee
Total 61716			35.94	
61717	HD SUPPLY, INC	7/14/2026	-214.30	Merchandise never received-smoke detectors
			85.47	Clear poly sheet
			69.22	Maintenance vehicle fire extinguisher and first aid kit
			-214.30	Merchandise never received-smoke detectors
			429.92	VHV Maintenance shed-New Refrigerator
Total 61717			156.01	
61718	HOKULOA OUTRIGGER CANOE CLUB	7/14/2026	925.00	50% payment for Live Music performance - Kalama Brothers
Total 61718			925.00	
61719	JPL CONSTRUCTION INC	7/14/2026	1,735.00	VPD administration generator shutdown and service
			7,980.00	VHV - 1567 Maintenance Shed entrance gate replacement
Total 61719			9,715.00	

ATTACHMENT 1

Payment Register

Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
61720	KELLY CLEANING AND SUPPLIES	7/14/2026		850.00 VPD administration carpet and upholstery cleaning
Total 61720			850.00	
61721	MUZICRAFT INC.	7/14/2026		348.06 VHV public music
Total 61721			348.06	
61722	PORTA-STOR	7/14/2026		44.37 Temp storage for Maintenance dept tools
Total 61722			44.37	
61723	RANDALL WILLIAMS ART	7/14/2026		300.00 VHV Chalk Art
Total 61723			300.00	
61724	SERVICE-PRO FIRE PROTECTION	7/14/2026		4,699.50 1449 Fire sprinkler repairs 10,004.40 1583 - 5-year completion fire sprinkler certification and repairs
Total 61724			14,703.90	
61725	SHERWIN-WILLIAMS CO; THE	7/14/2026		231.23 VHV paint for tenant relocation during construction
Total 61725			231.23	
61726	SIGN-A-RAMA	7/14/2026		9,100.74 Promenade Trash bin wraps
Total 61726			9,100.74	
61727	SMITH PIPE & SUPPLY INC.	7/14/2026		120.87 VHV landscaping supplies
Total 61727			120.87	
61728	SUNRIDGE LANDSCAPE MAINT., INC	7/14/2026		1,800.00 Monthly contracted mowing services - Jun 26 1,593.00 Additional landscape laborer - Jun 26
Total 61728			3,393.00	

ATTACHMENT 1

Payment Register

Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
61729	TAYLOR M TESTA	7/14/2026		425.00 Photography and video creation -Instagram stories - Jun 26
Total 61729			425.00	
61730	THE CITY OF VENTURA	7/14/2026		100.00 Trash service
Total 61730			100.00	
61731	THE DESIGN KOLLECTIVE	7/14/2026		1,575.00 Creative services/retainer - content creator
Total 61731			1,575.00	
61732	VENTURA COUNTY RECORDER	7/21/2026		25.00 NOC-1559 -#101-exterior and interior improvements project
Total 61732			25.00	
61733	JOHN HIGGINS	7/22/2026		3,620.14 Medical reimbursement FY 25-26
Total 61733			3,620.14	
61734	A SKYLINE COMMUNICATIONS	7/28/2026		1,981.41 IT Services
Total 61734			1,981.41	
61735	ARAMSCO, INC	7/28/2026		91.05 VPD janitorial supplies
Total 61735			91.05	
61736	BLUE HIGHWAYS PRODUCTION LLC	7/28/2026		700.00 Destination Summer Ads and new Business Ads
Total 61736			700.00	
61737	BRIAN PENDLETON	7/28/2026		137.46 Reimburse-Travel CSDA leadership Summit 06/28-06/30
Total 61737			137.46	

ATTACHMENT 1

Payment Register

Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
61738	C E D	7/28/2026		284.46 VPD administration conference room lights 51.15 1559 #101B electrical supplies 31.39 1559 #101B electrical supplies
Total 61738			367.00	
61739	CIVIC PLUS LLC	7/28/2026		4,617.27 Annual social media software subscription
Total 61739			4,617.27	
61740	CONTRACTOR COMPLIANCE AND MONITOR	7/28/2026		119.00 Prevailing Labor/Wage compliance services-Jun 26
Total 61740			119.00	
61741	DJS CALIFORNIA CATERING INC	7/28/2026		2,634.10 July employee Fiscal Year luncheon
Total 61741			2,634.10	
61742	GANNETT CALIFORNIA LOCALIQ	7/28/2026		548.62 Bid advertising-Janitorial services and Security services 1,748.82 Bid advertising-Janitorial services and Security services
Total 61742			2,297.44	
61743	HORN'S BACKFLOW & PLUMBING SERVICE,	7/28/2026		3,207.82 1559 # 101 plumbing repair
Total 61743			3,207.82	
61744	JC SWEEPING	7/28/2026		810.00 VHV parking lot sweeping
Total 61744			810.00	
61745	LAFCO	7/28/2026		11,818.00 FY 26-27 Apportionment
Total 61745			11,818.00	

ATTACHMENT 1

Payment Register

Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
61746	MCMASTER-CARR	7/28/2026		208.22 Shop stock- hose clamps
Total 61746			208.22	
61747	RING CENTRAL INC	7/28/2026		978.97 Monthly phone service
Total 61747			978.97	
61748	SINCERE SOUND DESIGN LLC	7/28/2026		500.00 Live band performance 07/11/26 500.00 Live band performance 07/18/26 500.00 Live band performance 07/25/26
Total 61748			1,500.00	
61749	SMITH PIPE & SUPPLY INC.	7/28/2026		306.38 VHV CAM landscaping supplies 419.44 VHV planter irrigation supplies 72.41 VHV CAM irrigation supplies 183.93 VHV low voltage wire 75.86 VPD landscaping supplies
Total 61749			1,058.02	
61750	SUSAN BEJECKIAN PUBLIC RELATIONS	7/28/2026		1,800.00 Public Relations Services-Jul 26
Total 61750			1,800.00	
61751	THE DESIGN KOLLECTIVE	7/28/2026		1,575.00 Design/Creative elements
Total 61751			1,575.00	
61752	TODD MITCHELL	7/28/2026		145.00 Reimburse-Travel - CSDA leadership Summit 06/27 - 06/30
Total 61752			145.00	

ATTACHMENT 1

Payment Register

Period: From 07/01/2026 to 07/31/2026

Checks/ACH/EFT #	Vendor	Check Date	Amount	Description
61753	VENTURA HARBOR STORAGE	7/28/2026	8,316.99	Fisherman's Storage Rent -Jul 26
Total 61753			8,316.99	
61754	VENTURA WATER STORE	7/28/2026	67.50	Bottled water service
			15.00	Bottled water service
			40.00	Bottled water service
			35.00	Bottled water service
Total 61754			157.50	
61755	GEOSYNTEC CONSULTANTS INC.	7/28/2026	31,212.25	Collection of Geological Data for commercial Fisheries Project Planning-Dec 25
Total 61755			31,212.25	
GRAND TOTAL			4,704,246.18	

ATTACHMENT 2
Non-Routine Expenditures over \$20,000.00 for July 2026

July 2026 –

- Riviera Construction Group was paid \$283,250.53 with EFT number 374 on 07/02/26 – 1559 # 101/101B Storefront. VPD Administration Front Office Security Remodel. Demolition of old Maintenance Shack.
- California JPIA was paid \$636,474.00 with EFT number 417 on 07/28/26 - Fiscal Year 26/27 Liability, Workers Comp and Property Insurances.
- City National Bank was paid \$183,738.57 with EFT number 674 on 07/16/26 – Principal and Interest Debt Payment.
- City National Bank was paid \$166,626.40 with EFT number 675 on 07/16/26 – Principal and Interest Debt Payments.
- City National Bank was paid \$864,672.50 with EFT number 676 on 06/17/26 – Principal and Interest Debt Payment.
- Galpin Ford was paid \$144,591.19 with Check number 61702 on 07/01/26 – Purchase of Three (3) Ford Maverick Trucks for Maintenance Department. One (1) New Lifeguard Vehicle.
- MCM Construction, Inc. was paid \$586,075.44 with Check number 61703 on 07/01/26 – 1575 Exterior Façade Project, Draw 3 and Draw 4.
- Riviera Construction Group was paid \$211,956.63 with Check number 61705 on 07/10/26 - 1559 # 101/101B Storefront. Demolition of old Maintenance Shack.
- Geosyntec Consultants Inc. was paid \$31,212.25 with Check number 61755 on 07/28/26 – Collection of Geological Data for Commercial Fisheries Project Planning.
- CalPERS was paid \$142,501.00 with EFT number 693 on 07/28/26 – Annual UAL Safety EE.
- CalPERS was paid \$382,056.00 with EFT number 694 on 07/28/26 – Annual UAL Misc. EE.
- Fourest Tree Service, Inc. was paid \$39,941.50 with Check number 61701 on 07/01/26 – 1559 Front Planter Landscaping Rehab.



BOARD OF PORT COMMISSIONERS
SEPTEMBER 2, 2026

CONSENT AGENDA ITEM F
AWARD OF BID FOR THE 1603
ANCHORS WAY HVAC IMPROVEMENT
AND ELECTRICAL UPGRADE PROJECT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM F
Meeting Date: September 2, 2026

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Justin Fleming, Capital Projects Manager
SUBJECT: Award of Bid for the 1603 Anchors Way HVAC Improvement and Electrical Upgrade Project

RECOMMENDATION:

That the Board of Port Commissioners award the 1603 Anchors Way HVAC Improvement and Electrical Upgrade project to ABM Building Solutions in an amount not to exceed \$158,144.99 in accordance with the Port District's Procurement Policy (Section IV-B), Piggybacking.

SUMMARY:

Staff received a low bid from a responsive, responsible contractor for the performance of the 1603 Anchors Way HVAC Improvement and Electrical Upgrade Project. The contractor has been selected for the Board's consideration through the piggybacking process, as allowed by the Port District's Procurement Policy, to achieve cost savings and efficiency.

GUIDING PRINCIPLE:

- 1) Maintain a safe, navigable, and resilient harbor.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR OBJECTIVE:

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

BACKGROUND:

On July 1, 2026, the Board approved the Fiscal Year 2026–27 Budget, including the District's five-year Capital Improvement Program (CIP). The approved CIP identified the 1603 Anchors Way HVAC Improvement and Electrical Upgrade Project which will replace the existing HVAC system, upgrade the electrical system, and provide improved zoning and temperature control throughout the facility.

The proposed project will address the existing HVAC system's operational, and efficiency needs while improving the ability to independently control conditioned spaces within the building. The project is intended to provide a more reliable, efficient, and appropriately zoned HVAC system that supports the continued use and functionality of the facility.

Procurement Process

To complete this project, three contractors were solicited for pricing. One was non-responsive, and another submitted an initial bid of \$350,000.00. Due to the quote being significantly higher than budgeted, staff engaged Gordian, a public agency procurement specialist.

The Port District's Procurement Policy (Section IV-B) authorizes the use of piggyback contracting to reduce administrative costs, improve efficiency, and achieve cost savings when prior competitive bidding has already occurred through another public agency.

Through Gordian's success as a procurement specialist in identifying applicable Sourcewell government contractors that meet the needs of public agencies and qualify under the District's Procurement and Purchasing Policy, Staff was able to utilize the piggyback contracting process and obtain a bid from ABM Building Solutions for \$158,144.99, significantly reducing the project cost while still meeting the same project requirements.

FISCAL IMPACT:

The FY 2025–26 Capital Improvement Program (CIP) originally allocated \$320,000 for this project, based on preliminary cost estimates.

Following engagement of a third-party procurement specialist and through the procurement process, the project received a low bid of \$158,144.99, a significant savings from the budgeted amount for the project.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS
SEPTEMBER 2, 2026

CONSENT AGENDA ITEM G

ADOPTION OF RESOLUTION NOS. 3561
AND 3562 APPROVING UPDATES TO THE
EXPENSE REIMBURSEMENT POLICIES
FOR EMPLOYEES AND COMMISSIONERS
AND RESCINDING RESOLUTION NOS.
3417 AND 3418

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM G
Meeting Date: September 2, 2026

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
SUBJECT: Adoption of Resolution Nos. 3561 and 3562 Approving Updates to the Expense Reimbursement Policies for Employees and Commissioners and Rescinding Resolution Nos. 3517 and 3518

RECOMMENDATION:

That the Board of Port Commissioners adopt:

- a) Resolution No. 3561 approving the updates to the Expense Reimbursement Policy for Employees and rescind Resolution No. 3517.
- b) Resolution No. 3562 approving the updates to the Expense Reimbursement Policy for Commissioners and rescind Resolution No. 3518.

SUMMARY:

The purpose of the Expense Reimbursement Policy is to set forth procedures regarding the reimbursement of actual and necessary expenses incurred by District Employees and Commissioners for the benefit of the District. Employees and Commissioners are encouraged to attend conferences, meetings, seminars, and other activities regarding matters of interest to the District and to further educational goals.

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

BACKGROUND:

The refundable or exchangeable fare provision was added to reduce the risk of financial loss when an employee's travel plans change due to unforeseen circumstances, scheduling changes, meeting cancellations, or other business-related needs. While non-refundable or non-exchangeable fares may be less expensive initially, selecting a refundable or exchangeable fare (including fares that can be canceled with a credit towards future travel) when reasonably available can help the District avoid forfeiting the full cost of a ticket or incurring significant changes in fees. The provision is intended to provide Staff the flexibility to prudently select a higher fare where appropriate to balance cost savings with the need for flexibility and responsible stewardship of District funds.

Employee issued uniforms and equipment was added to establish clear and consistent guidelines regarding the provision, reimbursement, replacement, and return of uniforms, safety equipment, tools, and other work-related items required for employees to perform their assigned duties. The provisions are intended to clarify employee and District responsibilities, establish appropriate reimbursement limits and documentation requirements, ensure compliance with applicable safety standards and labor agreements, and promote responsible stewardship of District funds. It also consolidates existing practices into one policy, providing employees and supervisors with a clear and consistent reference.

FISCAL IMPACTS:

None.

ATTACHMENTS:

Attachment 1 – Expense Reimbursement Policy for Employees - Redlined

Attachment 2 – Expense Reimbursement Policy for Commissioners – Redlined

Attachment 3 – Resolution No. 3561

Attachment 4 – Resolution No. 3562



**A RESOLUTION BY THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT ADOPTING THE VENTURA PORT DISTRICT EXPENSE
REIMBURSEMENT POLICY FOR EMPLOYEES**

RESOLUTION NO. ~~3517~~ 3561

WHEREAS, District Employees are encouraged to participate in outside activities and organizations as representatives of the District to further the interests of the District.

WHEREAS, such activities may involve the employee incurring expenses which should be reimbursable by the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. ~~3473~~3517, which was previously passed, approved, and adopted by the Board on ~~May 17, 2023~~December 18, 2024, and adopts in its place the Expense Reimbursement Policy for Employees attached hereto as Exhibit A.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on this ~~18th~~2nd day of ~~December~~September ~~2024~~2025, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Michael Blumenberg, Chair

ATTEST:

Anthony Rainey, Secretary

**EXHIBIT A
VENTURA PORT DISTRICT
EXPENSE REIMBURSEMENT POLICY FOR EMPLOYEES**

The purpose of this Expense Reimbursement Policy for Employees ("Policy") is to set forth the procedures of the Ventura Port District ("District") regarding the reimbursement of actual and necessary expenses incurred by District Employees for the benefit of the District.

1. General Principles: Employees are encouraged to attend conferences, meetings, seminars, and other activities regarding matters of interest to the District and to further educational goals, which may require an employee to incur an expense on behalf of the District. From time to time, employees may need to make purchases of supplies on behalf of the District as well. Employees are expected to exercise prudence in all expenditures. Thus, reimbursement shall be made only for actual and necessary expenses that qualify under this Policy. Expenditures that are improper or otherwise not properly accounted for shall not be paid for or reimbursed by the District.
2. Reimbursable Expenditures: Subject to the restrictions contained in this Policy, Employees will be reimbursed for certain authorized expenditures incurred by Employee for the benefit of the District for the following:
 - Educational conferences, workshops, seminars and similar training events.
 - Regional, state and national meetings or conferences where activities affecting the District's interests are discussed.
 - Other governmental functions where an Employee might attend as an authorized representative of the District.
 - Purchase of supplies for District business purposes.
 - a) Same-Day Events. An employee's attendance at a same-day event (no overnight stay), for which reimbursement is sought, shall be approved in advance by his/her supervisor. Board approval is not required. The District shall pay for or reimburse the Employee for incurring the following authorized expenditures:
 - i. Registration Fees. The Department Manager shall use their District credit card to directly pay the registration fees associated with attendance at an approved event.
 - ii. Transportation.
 - a. Personal Vehicle Mileage. For same-day events with travel, an Employee shall be reimbursed for costs associated with the use of a personal vehicle to travel to/from an approved event at the then-current IRS Standard Mileage Rates. Mileage calculations will be verified using common mapping tools which is to be attached to the proper request and reporting forms. The District will not reimburse Employees for any other personal vehicle expenses, including fuel. The start and end point (roundtrip) shall be point of origin to and from the approved destination.
 - b. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, an Employee may use regularly scheduled commercial carriers for travel. An Employee traveling by train,

bus, or taxi should travel by the least-expensive fare available for the date and time of the travel, taking into account scheduling needs and the most direct route. Travel should be planned in advance to permit use of advance fares. When available and practical, fares should be refundable, exchangeable, or can be cancelled with a credit for future travel. The Department Manager, using their District credit card, shall directly pay for such travel arrangements whenever possible.

- c. Rental Vehicle: Employees using a rental vehicle shall be reimbursed for rental cost and fuel expenses, though mileage reimbursement does not apply.
- iii. Meals. Lunch will be reimbursed for same-day travel that requires an employee to be away for 6 or more hours from Ventura Harbor. Meals provided as part of the event are not eligible for reimbursement.
- iv. Incidental Expenses. The District shall reimburse an Employee for toll charges and parking fees up to the actual amount expended. Employees must provide receipts or documentation for incidental expenses and attach to the expense reporting form. Undocumented payments will not be reimbursed.
- b) Overnight Events. An Employee's attendance at an overnight event, for which reimbursement is sought, must be approved in advance by the Board. The District shall pay for or reimburse the Employee for incurring the following authorized expenditures:
 - i. Registration Fees. The Department Manager shall use their District credit card to directly pay the registration fees associated with attendance at an approved event.
 - ii. Hotel Expenses. Whenever possible, the Department Manager shall use their District credit card to directly pay for reasonable lodging expenses incurred by an Employee while attending an approved event. If the Employee makes payments at his or her own expense, the District shall reimburse the Employee for reasonable lodging expenses and only for the actual hotel fees incurred, excluding entertainment, or similar personal expenses.
 - iii. Transportation.
 - a. Personal Vehicle Mileage. An Employee shall be reimbursed for costs associated with the use of a personal vehicle to travel to/from an approved event at the then-current IRS Standard Mileage Rates. Mileage calculations will be verified using common mapping tools which is to be attached to the proper request and reporting forms. The District will not reimburse Employees for any other personal vehicle expenses, including fuel. The start and end point (roundtrip) shall be point of origin to and from the approved destination.
 - b. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, an Employee may use regularly scheduled commercial carriers for travel. An Employee traveling by plane, train, bus, or taxi should travel by the least-expensive fare available for the date and time of the travel, taking into account scheduling needs and the most direct route. Travel should be planned in advance to permit use of advance fares. When available and practical, fares should be refundable, exchangeable, or can be cancelled with a credit for future travel. The

ATTACHMENT 1

Department Manager, using their District credit card, shall directly pay for such travel arrangements whenever possible.

- c. Rental vehicle. Employees using a rental vehicle shall be reimbursed for rental cost and fuel expenses, though mileage reimbursement does not apply.
- iv. Meals. An Employee shall be allowed the following not to exceed amounts for meals during travel:

Breakfast..... \$20.00
Lunch..... \$30.00
Dinner..... \$45.00

These amounts include sales tax and tip (which is not to exceed 20% pretax total) and are not to be exceeded. An employee may choose to purchase their meal from a restaurant (including fast food), convenience store, gas station, or grocery store. Each meal's receipts must be itemized to receive reimbursement. The cost of non-food items (such as alcoholic beverages) will not be reimbursed. District credit cards shall not be used to purchase alcoholic beverages

If the event registration includes meals, Employees are expected to take advantage of such meals. Employees that attend a conference that includes a meal, but they cannot consume that meal due to dietary, religious, or schedule restrictions for official business, the District may allow the employee to claim the full meal allowance to cover the cost of a substitute meal. An Employee must first make a reasonable effort to make alternative meal arrangements.

Employees may, at their own discretion, exceed the allowable amounts for meals. In cases where this occurs, the employee must pay the District the excess cost if using a District credit card. Employees will only be reimbursed up to the allowable amount when making cash or personal credit card purchases.

- v. Incidental Expenses. The District shall reimburse an Employee for tips actually given, that are reasonable and customary for the service, as well as toll charges and parking fees up to the actual amount expended. Employees may also seek reimbursement for incidental expenses such as water, coffee and/or snacks, however, those costs combined with the employee's meal expenses shall not exceed the per meal reimbursement allowance. Employees must provide receipts or documentation for incidental expenses and attach them to the expense reporting form. Undocumented cash tips and payments will not be reimbursed.

c) Employee Issued Uniforms and Equipment

For employees who are required to wear uniforms or use equipment necessary to perform their daily job duties, the District will provide or reimburse employees for essential uniforms, safety equipment and work-related items, as outlined below.

i. Courtesy Dockmasters

Courtesy Dockmasters may receive or be reimbursed for essential work-related items, including belts, shoes, hat, jacket, foul weather gear, flashlight, waterproof radio, and other equipment deemed essential by the Marina Supervisor.

Each Courtesy Dockmaster is eligible for reimbursement of up to \$300.00 per fiscal year, for eligible work-related items, upon submission of proof of purchase. The Marina Supervisor shall maintain records of each employee's annual allowance.

Upon separation from the Ventura Port District, Courtesy Dockmasters may retain items purchased through the annual allowance.

ii. Harbor Patrol

In accordance with the applicable Memorandum of Understanding (MOU), upon employment as a full-time Harbor Patrol Officer, the District shall issue the employee a uniform consisting of four shirts, four long pants, two pairs of shorts, one jacket, one pair of shoes, foul weather gear and a wetsuit. The District shall replace these items on an as-needed basis.

Full-time Harbor Patrol Officers shall also receive \$50.00 per quarter to purchase work-related items to perform their duties.

Marine Safety Officers, although not covered by the MOU, shall receive the same uniforms and associated safety equipment upon hire and on an as-needed basis.

Upon separation from employment, uniforms are returned, patches removed, and items are disposed of. Uniforms are usually tailored to fit and not suitable for reuse. Larger items such as foul weather gear may be retained by the District for use by existing staff, or when appropriate, for emergency purposes, including assisting individuals experiencing cold exposure.

iii. Facilities Maintenance

Facilities Maintenance employees shall be provided with eleven shirts, eleven pairs of pants, and two jackets through a service agreement with a District approved uniform vendor. The vendor shall service employee uniforms on a weekly basis.

The District shall provide up to \$300.00 per fiscal year per employee for the purchase of safety shoes. All safety shoes must comply with the District's applicable safety requirements.

Facilities Maintenance employees classified as a Maintenance Worker II or above shall be eligible for a quarterly tool allowance of up to \$100.00 for the purchase of basic hand tools necessary to perform their job duties. Basic hand tools required by other Facilities Maintenance staff may be purchased by the Maintenance Supervisor or Facilities Manager upon request and approval.

Upon termination of employment, employees shall return all District-issued uniforms and equipment to the District or the designated uniform service provider, as applicable.

3. Unauthorized Expenditures: In accordance with California law, the District shall not reimburse for personal expenses, non-mileage vehicle expenses, nor for an Employee's guest. The personal portion of any trip before, during or after the authorized District business, or any other unapproved expenses will not be reimbursed.

ATTACHMENT 1

4. Expense Reporting: Expenses incurred by an Employee under this Policy shall be reimbursed only after the Employee seeking reimbursement completes and submits the proper expense reporting documentation currently in use by the District. The documentation must be submitted to the Employee's Supervisor within 30 days after the Employee incurs the expense or completes the travel. The Employee must attach all relevant documentation and receipts authenticating the expenses, such as itemized receipts or proof of payment issued by a hotel, restaurant, or other vendors. Each meal receipt shall be itemized and categorized by meal for reporting purposes. The Employee, Manager and General Manager will be required to review and approve the requested reimbursement.

Also, on an annual basis, the District is required under Government Code Section 53065.5 to disclose any reimbursement paid by the District within the immediately preceding fiscal year of each occurrence of \$100 or greater for each individual charge for services or product received. Individual charge includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any Employee. The disclosure requirement shall be fulfilled by including the reimbursement information either in a document published or printed at least annually by a date determined by the District and shall be made available for public inspection.

5. Public Records: All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act and pursuant to Government Code section 53232.3.



**A RESOLUTION BY THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT ADOPTING THE VENTURA PORT DISTRICT EXPENSE
REIMBURSEMENT POLICY FOR COMMISSIONERS**

RESOLUTION NO. 35183562

WHEREAS, AB 1234 was enacted in order to respond to growing public concern over extensive misuse of public resources by special districts.

WHEREAS, AB 1234 requires that, if a local agency decides to provide expense reimbursement to members of its legislative body, it must adopt a written policy specifying the types of occurrences that qualify a member to receive reimbursement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. 34743518, which was previously passed, approved, and adopted by the Board on May 17, 2023December 18, 2024, and adopts in its place the Expense Reimbursement Policy for Commissioners attached hereto as Exhibit A.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on this 18th-2nd day of December-September 20242026, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Michael Blumenberg, Chair

ATTEST:

Anthony Rainey, Secretary

EXHIBIT A
VENTURA PORT DISTRICT
EXPENSE REIMBURSEMENT POLICY FOR COMMISSIONERS

The purpose of this Expense Reimbursement Policy for Commissioners ("Policy") is to set forth the procedures of the Ventura Port District ("District") regarding the reimbursement of actual and necessary expenses incurred by the Board of Port Commissioners ("Board") in the performance of official duties for the benefit of the District, pursuant to Government Code sections 53232 et seq.

1. General Principles: Commissioners are encouraged to attend conferences, meetings, seminars, and other activities regarding matters of interest to the District and to further educational goals, which may require a Commissioner to incur an expense on behalf of the District. Commissioners are expected to exercise prudence in all expenditures. Thus, reimbursement shall be made only for actual and necessary expenses that qualify under this Policy. Expenditures that are improper or otherwise not properly accounted for shall not be paid for or reimbursed by the District.
2. Reimbursable Events and Authorized Expenditures: Subject to the restrictions contained within this Policy, Commissioners shall be reimbursed for certain authorized expenditures incurred by Commissioners for the benefit of the District while attending the following events ("Reimbursable Event(s)"):
 - Educational conferences, workshops, seminars and similar events.
 - Regional, state and national meetings or conferences where activities affecting the District's interests are discussed.
 - Other Governmental functions where a Commissioner attends as an authorized representative of the District.

A Reimbursable Event must be approved in advance by a majority vote of the Board at a public meeting. The District shall pay for or reimburse the Commissioner for incurring the following authorized expenditures:

- a) Same-Day Events.
 - i. Registration Fees. The District shall directly pay the registration fees associated with attendance at an approved event.
 - ii. Transportation.
 - a. Personal Vehicle Mileage. For same-day events with travel, a Commissioner shall be reimbursed for costs associated with the use of a personal vehicle to travel to/from an approved event at the then-current IRS Standard Mileage Rates. Mileage calculations will be verified using common mapping tools which is to be attached to the proper request and reporting forms. The District will not reimburse Commissioners for any other personal vehicle expenses, including fuel. The start and end point (roundtrip) shall be point of origin to and from the approved destination.

ATTACHMENT 2

- b. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, a Commissioner may use regularly scheduled commercial carriers for travel. A Commissioner traveling by train, bus, or taxi should travel by the least-expensive fare available for the date and time of the travel, taking into account scheduling needs and the most direct route. Travel should be planned in advance to permit use of advance fares. When available and practical, fares should be refundable, exchangeable, or can be cancelled with a credit for future travel. The District shall directly pay for such travel arrangements whenever possible.
 - c. Rental Vehicle: Commissioners using a rental vehicle shall be reimbursed for rental cost and fuel expenses, though mileage reimbursement does not apply. Cc
 - iii. Meals. Lunch will be reimbursed for same-day travel that requires a Commissioner to be away for 6 or more hours from Ventura Harbor. Meals provided as part of the event are not eligible for reimbursement.
 - iv. Incidental Expenses. The District shall reimburse a Commissioner for toll charges and parking fees up to the actual amount expended. Commissioners must provide receipts or documentation for incidental expenses and attach to the expense reporting form. Undocumented payments will not be reimbursed.
- b) Overnight Events.
- i. Registration Fees. The District shall directly pay the registration fees associated with attendance at a Reimbursable Event.
 - ii. Hotel Expenses. Whenever possible, the District shall directly pay for reasonable lodging expenses incurred by a Commissioner while attending a Reimbursable Event. If the Commissioner makes payments at his or her own expense, the District shall reimburse the Commissioner for reasonable lodging expenses and only for the actual hotel fees incurred, excluding entertainment, or similar personal expenses.
 - iii. Transportation
 - a. Personal Vehicle Mileage. A Commissioner shall be reimbursed for costs associated with the use of a personal vehicle to travel to/from a Reimbursable Event at the then-current IRS Standard Mileage Rates. No reimbursement shall be provided for travel to/from regular or special Board or committee meetings or optional District events. Mileage calculations will be verified using common mapping tools, which is to be attached to the proper request and reporting forms. The District will not reimburse Commissioners for any other personal vehicle expenses, including fuel. The start and end point (roundtrip) shall be point of origin to and from the approved destination.
 - b. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, a Commissioner may use regularly scheduled commercial carriers for travel. A Commissioner traveling by plane, train, rental vehicle, bus, or taxi should travel by the least-expensive fare available for the date and time of the travel, taking into account scheduling needs and the most direct

ATTACHMENT 2

route. Travel should be planned in advance to permit use of advance fares. When available and practical, fares should be refundable, exchangeable, or can be cancelled with a credit for future travel. The District shall directly pay for such travel arrangements whenever possible.

- c. Rental vehicle. Commissioners using a rental vehicle shall be reimbursed for rental cost and fuel expenses, though mileage reimbursement does not apply.
- iv. Meals. A Commissioner shall be allowed the following not to exceed amounts for meals during travel:

Breakfast.....	\$20.00
Lunch... ..	\$30.00
Dinner.....	\$45.00

These amounts include sales tax and tip (which is not to exceed 20% pretax total) and are not to be exceeded. A Commissioner may choose to purchase their meal from a restaurant (including fast food), convenience store, gas station, or grocery store. All meal receipts must be itemized to receive reimbursement. The cost of non-food items (such as alcoholic beverages) will not be reimbursed.

If the event registration includes meals, Commissioners are expected to take advantage of such meals. Commissioners that attend a conference that includes a meal, but they cannot consume that meal due to dietary, religious, or schedule restrictions for official business, the District may allow the Commissioner to claim the full meal allowance to cover the cost of a substitute meal. Commissioners must first make a reasonable effort to make alternative meal arrangements.

Commissioners may, at their own discretion, exceed the allowable amounts for meals. In cases where this occurs, the Commissioner will only be reimbursed up to the allowable amount when making cash or personal credit card purchases.

- v. Incidental Expenses. The District shall reimburse a Commissioner for tips actually given that are reasonable and customary for the service, as well as toll charges and parking fees up to the actual amount expended. Commissioners may also seek reimbursement for incidental expenses such as water, coffee and/or snacks, however, those costs combined with the Commissioner's meal expenses shall not exceed the per meal reimbursement allowance. Commissioners must provide receipts or documentation for incidental expenses and attach them to the expense reporting form. Undocumented cash tips and payments will not be reimbursed.
3. Unauthorized Expenditures: In accordance with California law, the District shall not reimburse for personal expenses, non-mileage vehicle expenses, nor for a Commissioner's guest. The personal portion of any trip before, during or after the approved District business, or any other unapproved expenses will not be reimbursed.

ATTACHMENT 2

4. **Expense Reporting:** Expenses incurred by a Commissioner under this Policy shall be reimbursed only after the Commissioner seeking reimbursement completes and submits the proper expense reporting documentation currently in use by the District. The documentation must be submitted to the Clerk of the Board within 30 days after the Commissioner incurs the expense or completes the travel. The Commissioner must attach all relevant documentation and receipts authenticating the expenses, such as itemized receipts or proof of payment issued by a hotel, restaurant, or other vendors. Each meal receipt shall be itemized and categorized by meal for reporting purposes. The Clerk of the Board and General Manager shall review and approve the requested reimbursement.

Also, on an annual basis, the District is required under Government Code Section 53065.5 to disclose any reimbursement paid by the District within the immediately preceding fiscal year of each occurrence of \$100 or greater for each individual charge for services or product received. Individual charge includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee. The disclosure requirement shall be fulfilled by including the reimbursement information either in a document published or printed at least annually and shall be made available for public inspection.

5. **Disclosure and Reporting:** To implement the reporting requirements of Government Code Section 53232.3, the Commissioner shall provide a brief report on the event attended for which he or she was reimbursed. If multiple officials attended the same event, a joint report may be made.
6. **Public Records:** All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act and pursuant to Government Code Section 53232.3.



**A RESOLUTION BY THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT ADOPTING THE VENTURA PORT DISTRICT EXPENSE
REIMBURSEMENT POLICY FOR EMPLOYEES**

RESOLUTION NO. 3561

WHEREAS, District Employees are encouraged to participate in outside activities and organizations as representatives of the District to further the interests of the District.

WHEREAS, such activities may involve the employee incurring expenses which should be reimbursable by the District.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. 3517, which was previously passed, approved, and adopted by the Board on December 18, 2024, and adopts in its place the Expense Reimbursement Policy for Employees attached hereto as Exhibit A.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on this 2nd day of September 2026, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Michael Blumenberg, Chair

ATTEST:

Anthony Rainey, Secretary

**EXHIBIT A
VENTURA PORT DISTRICT
EXPENSE REIMBURSEMENT POLICY FOR EMPLOYEES**

The purpose of this Expense Reimbursement Policy for Employees ("Policy") is to set forth the procedures of the Ventura Port District ("District") regarding the reimbursement of actual and necessary expenses incurred by District Employees for the benefit of the District.

1. General Principles: Employees are encouraged to attend conferences, meetings, seminars, and other activities regarding matters of interest to the District and to further educational goals, which may require an employee to incur an expense on behalf of the District. From time to time, employees may need to make purchases of supplies on behalf of the District as well. Employees are expected to exercise prudence in all expenditures. Thus, reimbursement shall be made only for actual and necessary expenses that qualify under this Policy. Expenditures that are improper or otherwise not properly accounted for shall not be paid for or reimbursed by the District.
2. Reimbursable Expenditures: Subject to the restrictions contained in this Policy, Employees will be reimbursed for certain authorized expenditures incurred by Employee for the benefit of the District for the following:
 - Educational conferences, workshops, seminars and similar training events.
 - Regional, state and national meetings or conferences where activities affecting the District's interests are discussed.
 - Other governmental functions where an Employee might attend as an authorized representative of the District.
 - Purchase of supplies for District business purposes.
 - a) Same-Day Events. An employee's attendance at a same-day event (no overnight stay), for which reimbursement is sought, shall be approved in advance by his/her supervisor. Board approval is not required. The District shall pay for or reimburse the Employee for incurring the following authorized expenditures:
 - i. Registration Fees. The Department Manager shall use their District credit card to directly pay the registration fees associated with attendance at an approved event.
 - ii. Transportation.
 - a. Personal Vehicle Mileage. For same-day events with travel, an Employee shall be reimbursed for costs associated with the use of a personal vehicle to travel to/from an approved event at the then-current IRS Standard Mileage Rates. Mileage calculations will be verified using common mapping tools which is to be attached to the proper request and reporting forms. The District will not reimburse Employees for any other personal vehicle expenses, including fuel. The start and end point (roundtrip) shall be point of origin to and from the approved destination.
 - b. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, an Employee may use regularly scheduled commercial carriers for travel. An Employee traveling by train,

ATTACHMENT 3

- bus, or taxi should travel by the least-expensive fare available for the date and time of the travel, taking into account scheduling needs and the most direct route. Travel should be planned in advance to permit use of advance fares. When available and practical, fares should be refundable, exchangeable, or can be cancelled with a credit for future travel. The Department Manager, using their District credit card, shall directly pay for such travel arrangements whenever possible.
- c. Rental Vehicle: Employees using a rental vehicle shall be reimbursed for rental cost and fuel expenses, though mileage reimbursement does not apply.
 - iii. Meals. Lunch will be reimbursed for same-day travel that requires an employee to be away for 6 or more hours from Ventura Harbor. Meals provided as part of the event are not eligible for reimbursement.
 - iv. Incidental Expenses. The District shall reimburse an Employee for toll charges and parking fees up to the actual amount expended. Employees must provide receipts or documentation for incidental expenses and attach to the expense reporting form. Undocumented payments will not be reimbursed.
- b) Overnight Events. An Employee's attendance at an overnight event, for which reimbursement is sought, must be approved in advance by the Board. The District shall pay for or reimburse the Employee for incurring the following authorized expenditures:
- i. Registration Fees. The Department Manager shall use their District credit card to directly pay the registration fees associated with attendance at an approved event.
 - ii. Hotel Expenses. Whenever possible, the Department Manager shall use their District credit card to directly pay for reasonable lodging expenses incurred by an Employee while attending an approved event. If the Employee makes payments at his or her own expense, the District shall reimburse the Employee for reasonable lodging expenses and only for the actual hotel fees incurred, excluding entertainment, or similar personal expenses.
 - iii. Transportation.
 - a. Personal Vehicle Mileage. An Employee shall be reimbursed for costs associated with the use of a personal vehicle to travel to/from an approved event at the then-current IRS Standard Mileage Rates. Mileage calculations will be verified using common mapping tools which is to be attached to the proper request and reporting forms. The District will not reimburse Employees for any other personal vehicle expenses, including fuel. The start and end point (roundtrip) shall be point of origin to and from the approved destination.
 - b. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, an Employee may use regularly scheduled commercial carriers for travel. An Employee traveling by plane, train, bus, or taxi should travel by the least-expensive fare available for the date and time of the travel, taking into account scheduling needs and the most direct route. Travel should be planned in advance to permit use of advance fares. When available and practical, fares should be refundable, exchangeable, or can be cancelled with a credit for future travel. The

ATTACHMENT 3

Department Manager, using their District credit card, shall directly pay for such travel arrangements whenever possible.

- c. Rental vehicle. Employees using a rental vehicle shall be reimbursed for rental cost and fuel expenses, though mileage reimbursement does not apply.
- iv. Meals. An Employee shall be allowed the following not to exceed amounts for meals during travel:

Breakfast.....	\$20.00
Lunch.....	\$30.00
Dinner.....	\$45.00

These amounts include sales tax and tip (which is not to exceed 20% pretax total) and are not to be exceeded. An employee may choose to purchase their meal from a restaurant (including fast food), convenience store, gas station, or grocery store. Each meal's receipts must be itemized to receive reimbursement. The cost of non-food items (such as alcoholic beverages) will not be reimbursed. District credit cards shall not be used to purchase alcoholic beverages

If the event registration includes meals, Employees are expected to take advantage of such meals. Employees that attend a conference that includes a meal, but they cannot consume that meal due to dietary, religious, or schedule restrictions for official business, the District may allow the employee to claim the full meal allowance to cover the cost of a substitute meal. An Employee must first make a reasonable effort to make alternative meal arrangements.

Employees may, at their own discretion, exceed the allowable amounts for meals. In cases where this occurs, the employee must pay the District the excess cost if using a District credit card. Employees will only be reimbursed up to the allowable amount when making cash or personal credit card purchases.

- v. Incidental Expenses. The District shall reimburse an Employee for tips actually given, that are reasonable and customary for the service, as well as toll charges and parking fees up to the actual amount expended. Employees may also seek reimbursement for incidental expenses such as water, coffee and/or snacks, however, those costs combined with the employee's meal expenses shall not exceed the per meal reimbursement allowance. Employees must provide receipts or documentation for incidental expenses and attach them to the expense reporting form. Undocumented cash tips and payments will not be reimbursed.

- c) Employee Issued Uniforms and Equipment

For employees who are required to wear uniforms or use equipment necessary to perform their daily job duties, the District will provide or reimburse employees for essential uniforms, safety equipment and work-related items, as outlined below.

- i. Courtesy Dockmasters

Courtesy Dockmasters may receive or be reimbursed for essential work-related items, including belts, shoes, hat, jacket, foul weather gear, flashlight, waterproof radio, and other equipment deemed essential by the Marina Supervisor.

ATTACHMENT 3

Each Courtesy Dockmaster is eligible for reimbursement of up to \$300.00 per fiscal year, for eligible work-related items, upon submission of proof of purchase. The Marina Supervisor shall maintain records of each employee's annual allowance.

Upon separation from the Ventura Port District, Courtesy Dockmasters may retain items purchased through the annual allowance.

ii. Harbor Patrol

In accordance with the applicable Memorandum of Understanding (MOU), upon employment as a full-time Harbor Patrol Officer, the District shall issue the employee a uniform consisting of four shirts, four long pants, two pairs of shorts, one jacket, one pair of shoes, foul weather gear and a wetsuit. The District shall replace these items on an as-needed basis.

Full-time Harbor Patrol Officers shall also receive \$50.00 per quarter to purchase work-related items to perform their duties.

Marine Safety Officers, although not covered by the MOU, shall receive the same uniforms and associated safety equipment upon hire and on an as-needed basis.

Upon separation from employment, uniforms are returned, patches removed, and items are disposed of. Uniforms are usually tailored to fit and not suitable for reuse. Larger items such as foul weather gear may be retained by the District for use by existing staff, or when appropriate, for emergency purposes, including assisting individuals experiencing cold exposure.

iii. Facilities Maintenance

Facilities Maintenance employees shall be provided with eleven shirts, eleven pairs of pants, and two jackets through a service agreement with a District approved uniform vendor. The vendor shall service employee uniforms on a weekly basis.

The District shall provide up to \$300.00 per fiscal year per employee for the purchase of safety shoes. All safety shoes must comply with the District's applicable safety requirements.

Facilities Maintenance employees classified as a Maintenance Worker II or above shall be eligible for a quarterly tool allowance of up to \$100.00 for the purchase of basic hand tools necessary to perform their job duties. Basic hand tools required by other Facilities Maintenance staff may be purchased by the Maintenance Supervisor or Facilities Manager upon request and approval.

Upon termination of employment, employees shall return all District-issued uniforms and equipment to the District or the designated uniform service provider, as applicable.

3. Unauthorized Expenditures: In accordance with California law, the District shall not reimburse for personal expenses, non-mileage vehicle expenses, nor for an Employee's guest. The personal portion of any trip before, during or after the authorized District business, or any other unapproved expenses will not be reimbursed.

ATTACHMENT 3

4. Expense Reporting: Expenses incurred by an Employee under this Policy shall be reimbursed only after the Employee seeking reimbursement completes and submits the proper expense reporting documentation currently in use by the District. The documentation must be submitted to the Employee's Supervisor within 30 days after the Employee incurs the expense or completes the travel. The Employee must attach all relevant documentation and receipts authenticating the expenses, such as itemized receipts or proof of payment issued by a hotel, restaurant, or other vendors. Each meal receipt shall be itemized and categorized by meal for reporting purposes. The Employee, Manager and General Manager will be required to review and approve the requested reimbursement.

Also, on an annual basis, the District is required under Government Code Section 53065.5 to disclose any reimbursement paid by the District within the immediately preceding fiscal year of each occurrence of \$100 or greater for each individual charge for services or product received. Individual charge includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any Employee. The disclosure requirement shall be fulfilled by including the reimbursement information either in a document published or printed at least annually by a date determined by the District and shall be made available for public inspection.

5. Public Records: All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act and pursuant to Government Code section 53232.3.



**A RESOLUTION BY THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT ADOPTING THE VENTURA PORT DISTRICT EXPENSE
REIMBURSEMENT POLICY FOR COMMISSIONERS**

RESOLUTION NO. 3562

WHEREAS, AB 1234 was enacted in order to respond to growing public concern over extensive misuse of public resources by special districts.

WHEREAS, AB 1234 requires that, if a local agency decides to provide expense reimbursement to members of its legislative body, it must adopt a written policy specifying the types of occurrences that qualify a member to receive reimbursement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. 3518, which was previously passed, approved, and adopted by the Board on December 18, 2024, and adopts in its place the Expense Reimbursement Policy for Commissioners attached hereto as Exhibit A.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on this 2nd day of September 2026, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Michael Blumenberg, Chair

ATTEST:

Anthony Rainey, Secretary

**EXHIBIT A
VENTURA PORT DISTRICT
EXPENSE REIMBURSEMENT POLICY FOR COMMISSIONERS**

The purpose of this Expense Reimbursement Policy for Commissioners ("Policy") is to set forth the procedures of the Ventura Port District ("District") regarding the reimbursement of actual and necessary expenses incurred by the Board of Port Commissioners ("Board") in the performance of official duties for the benefit of the District, pursuant to Government Code sections 53232 et seq.

1. General Principles: Commissioners are encouraged to attend conferences, meetings, seminars, and other activities regarding matters of interest to the District and to further educational goals, which may require a Commissioner to incur an expense on behalf of the District. Commissioners are expected to exercise prudence in all expenditures. Thus, reimbursement shall be made only for actual and necessary expenses that qualify under this Policy. Expenditures that are improper or otherwise not properly accounted for shall not be paid for or reimbursed by the District.
2. Reimbursable Events and Authorized Expenditures: Subject to the restrictions contained within this Policy, Commissioners shall be reimbursed for certain authorized expenditures incurred by Commissioners for the benefit of the District while attending the following events ("Reimbursable Event(s)"):
 - Educational conferences, workshops, seminars and similar events.
 - Regional, state and national meetings or conferences where activities affecting the District's interests are discussed.
 - Other Governmental functions where a Commissioner attends as an authorized representative of the District.

A Reimbursable Event must be approved in advance by a majority vote of the Board at a public meeting. The District shall pay for or reimburse the Commissioner for incurring the following authorized expenditures:

- a) Same-Day Events.
 - i. Registration Fees. The District shall directly pay the registration fees associated with attendance at an approved event.
 - ii. Transportation.
 - a. Personal Vehicle Mileage. For same-day events with travel, a Commissioner shall be reimbursed for costs associated with the use of a personal vehicle to travel to/from an approved event at the then-current IRS Standard Mileage Rates. Mileage calculations will be verified using common mapping tools which is to be attached to the proper request and reporting forms. The District will not reimburse Commissioners for any other personal vehicle expenses, including fuel. The start and end point (roundtrip) shall be point of origin to and from the approved destination.

ATTACHMENT 4

- b. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, a Commissioner may use regularly scheduled commercial carriers for travel. A Commissioner traveling by train, bus, or taxi should travel by the least-expensive fare available for the date and time of the travel, taking into account scheduling needs and the most direct route. Travel should be planned in advance to permit use of advance fares. When available and practical, fares should be refundable, exchangeable, or can be cancelled with a credit for future travel. The District shall directly pay for such travel arrangements whenever possible.
 - c. Rental Vehicle: Commissioners using a rental vehicle shall be reimbursed for rental cost and fuel expenses, though mileage reimbursement does not apply. Cc
 - iii. Meals. Lunch will be reimbursed for same-day travel that requires a Commissioner to be away for 6 or more hours from Ventura Harbor. Meals provided as part of the event are not eligible for reimbursement.
 - iv. Incidental Expenses. The District shall reimburse a Commissioner for toll charges and parking fees up to the actual amount expended. Commissioners must provide receipts or documentation for incidental expenses and attach to the expense reporting form. Undocumented payments will not be reimbursed.
- b) Overnight Events.
- i. Registration Fees. The District shall directly pay the registration fees associated with attendance at a Reimbursable Event.
 - ii. Hotel Expenses. Whenever possible, the District shall directly pay for reasonable lodging expenses incurred by a Commissioner while attending a Reimbursable Event. If the Commissioner makes payments at his or her own expense, the District shall reimburse the Commissioner for reasonable lodging expenses and only for the actual hotel fees incurred, excluding entertainment, or similar personal expenses.
 - iii. Transportation
 - a. Personal Vehicle Mileage. A Commissioner shall be reimbursed for costs associated with the use of a personal vehicle to travel to/from a Reimbursable Event at the then-current IRS Standard Mileage Rates. No reimbursement shall be provided for travel to/from regular or special Board or committee meetings or optional District events. Mileage calculations will be verified using common mapping tools, which is to be attached to the proper request and reporting forms. The District will not reimburse Commissioners for any other personal vehicle expenses, including fuel. The start and end point (roundtrip) shall be point of origin to and from the approved destination.
 - b. Common Carrier Travel. When personal vehicle use for District business is impractical due to time and/or distance, a Commissioner may use regularly scheduled commercial carriers for travel. A Commissioner traveling by plane, train, rental vehicle, bus, or taxi should travel by the least-expensive fare available for the date and time of the travel, taking into account scheduling needs and the most direct

ATTACHMENT 4

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- c. Rental vehicle. Commissioners using a rental vehicle shall be reimbursed for rental cost and fuel expenses, though mileage reimbursement does not apply.
- iv. Meals. A Commissioner shall be allowed the following not to exceed amounts for meals during travel:

Breakfast.....	\$20.00
Lunch... ..	\$30.00
Dinner.....	\$45.00

These amounts include sales tax and tip (which is not to exceed 20% pretax total) and are not to be exceeded. A Commissioner may choose to purchase their meal from a restaurant (including fast food), convenience store, gas station, or grocery store. All meal receipts must be itemized to receive reimbursement. The cost of non-food items (such as alcoholic beverages) will not be reimbursed.

If the event registration includes meals, Commissioners are expected to take advantage of such meals. Commissioners that attend a conference that includes a meal, but they cannot consume that meal due to dietary, religious, or schedule restrictions for official business, the District may allow the Commissioner to claim the full meal allowance to cover the cost of a substitute meal. Commissioners must first make a reasonable effort to make alternative meal arrangements.

Commissioners may, at their own discretion, exceed the allowable amounts for meals. In cases where this occurs, the Commissioner will only be reimbursed up to the allowable amount when making cash or personal credit card purchases.

- v. Incidental Expenses. The District shall reimburse a Commissioner for tips actually given that are reasonable and customary for the service, as well as toll charges and parking fees up to the actual amount expended. Commissioners may also seek reimbursement for incidental expenses such as water, coffee and/or snacks, however, those costs combined with the Commissioner's meal expenses shall not exceed the per meal reimbursement allowance. Commissioners must provide receipts or documentation for incidental expenses and attach them to the expense reporting form. Undocumented cash tips and payments will not be reimbursed.
3. Unauthorized Expenditures: In accordance with California law, the District shall not reimburse for personal expenses, non-mileage vehicle expenses, nor for a Commissioner's guest. The personal portion of any trip before, during or after the approved District business, or any other unapproved expenses will not be reimbursed.

ATTACHMENT 4

4. **Expense Reporting:** Expenses incurred by a Commissioner under this Policy shall be reimbursed only after the Commissioner seeking reimbursement completes and submits the proper expense reporting documentation currently in use by the District. The documentation must be submitted to the Clerk of the Board within 30 days after the Commissioner incurs the expense or completes the travel. The Commissioner must attach all relevant documentation and receipts authenticating the expenses, such as itemized receipts or proof of payment issued by a hotel, restaurant, or other vendors. Each meal receipt shall be itemized and categorized by meal for reporting purposes. The Clerk of the Board and General Manager shall review and approve the requested reimbursement.

Also, on an annual basis, the District is required under Government Code Section 53065.5 to disclose any reimbursement paid by the District within the immediately preceding fiscal year of each occurrence of \$100 or greater for each individual charge for services or product received. Individual charge includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee. The disclosure requirement shall be fulfilled by including the reimbursement information either in a document published or printed at least annually and shall be made available for public inspection.

5. **Disclosure and Reporting:** To implement the reporting requirements of Government Code Section 53232.3, the Commissioner shall provide a brief report on the event attended for which he or she was reimbursed. If multiple officials attended the same event, a joint report may be made.
6. **Public Records:** All documents related to reimbursable agency expenditures are public records subject to disclosure under the California Public Records Act and pursuant to Government Code Section 53232.3.



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS SEPTEMBER 2, 2026

CONSENT AGENDA ITEM H

AWARD OF BID FOR HARBOR PATROL
BOAT-19 ENGINE REPOWER PROJECT

VENTURA PORT DISTRICT
BOARD COMMUNICATION

CONSENT AGENDA ITEM H
Meeting Date: September 2, 2026

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
John Higgins, Harbor Patrol Chief/Harbormaster
SUBJECT: Award of Bid for Harbor Patrol Boat-19 Engine Repower Project

RECOMMENDATION:

That the Board of Port Commissioners award the Harbor Patrol Boat 19 Engine Repower Contract to Santa Barbara Marine Services in the amount not to exceed \$92,594.34.

SUMMARY:

The Ventura Harbor Patrol continues to provide critical rescue and public safety services with its fleet of vessels. Harbor Patrol Boat-19, a custom-built 1988 Seaway vessel, is one of three boats currently in service and remains a vital asset for daily patrols and emergency response operations.

The District published a request for bids for the Harbor Patrol Boat-19 repower on August 7, 2026. Both hard and electronic copies of the bid were distributed to 4 local engine vendors. A public bid opening was held on Tuesday, August 25, 2026 and two bids were received. The lowest qualified bid was provided by Santa Barbara Marine Services. It was reviewed for errors and omissions. The bid was determined to be responsive and the bidder responsible leading to Staff's recommendation.

GUIDING PRINCIPLES:

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

5-YEAR OBJECTIVES:

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

BACKGROUND:

Under the direction of the General Manager, the Harbor Patrol Chief/Harbormaster is tasked with keeping a response-ready Harbor Patrol and Fleet of Vessels.

To extend its service life, the District has periodically invested in major maintenance and engine replacements rather than replacing the vessel, because custom patrol boats are increasingly difficult and expensive to procure. Over its 38 years of service, Boat-19 has required relatively few major repairs beyond scheduled engine repowering.

The loss of Boat-17 several years ago delayed the planned repowering of Boat-19 because Boat-19 was needed for continuous daily operations. Boat-19 has now exceeded the typical engine replacement interval by nearly 1,000 hours, leading to increased maintenance needs and mechanical downtime. To ensure reliable service and operational readiness, repowering the vessel is now necessary.

In 2025 the Harbor Patrol Chief/Harbormaster budgeted the repairs, but due to unforeseen challenges, was delayed in moving forward with the repower project. The budget cost of the repairs was carried over and is a current budgeted item.

If approved by the Board, the work will be done immediately with the goal of having the boat back in service before the holidays and the beginning of the potential adverse weather.

FISCAL IMPACT:

The project bid amount for the repower project was \$88,185.09, and Staff is recommending adding 5% to account for additional scope (shafts and propellers, which were not included in the initial bid and may need to be replaced after the bid is awarded and the components can be more rigorously inspected). This total, including contingency, was included in the Harbor Patrol Vessel Maintenance budget expenses in the approved FY26–27 budget.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS
SEPTEMBER 2, 2026

CONSENT AGENDA ITEM I
APPROVAL OF THE SETTLEMENT
AGREEMENT IN THE MATTER OF
*VENTURA HARBOR RESTAURANT
ASSOCIATES, INC. V. VENTURA PORT
DISTRICT*

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM I
Meeting Date: September 2, 2026

TO: Board of Port Commissioners
FROM: Brian Pendleton, General Manager
Gene Wu, Legal Counsel, Lagerlof
SUBJECT: Approval of the Settlement Agreement in the matter of *Ventura Harbor Restaurant Associates, Inc. v Ventura Port District*

RECOMMENDATION:

That the Board of Port Commissioners approve the settlement agreement reached in the matter of *Ventura Harbor Restaurant Associates, Inc. v. Ventura Port District*, Court of Appeal Case No. B344145; Superior Court Case No. 56-2022-00572144-CU-MC-VTA.

SUMMARY:

The above-captioned lawsuit was initiated by Ventura Harbor Restaurant Associates, dba “Water’s Edge Restaurant and Bar” in 2022 to challenge the constitutionality of the percentage rent provision in the District’s Master Lease for Parcel 20. The Plaintiff is a subtenant in Parcel 20. The District prevailed at the trial court level in December of 2024, ruling that the subject provision did not violate the California Constitution. The trial court awarded the District’s trial court attorney’s fees and costs of \$143,400. Plaintiff appealed the trial court’s decisions on the merits and the award of attorney’s fees. In June of 2026, the Court of Appeal affirmed the trial court’s decisions on both counts.

GUIDING PRINCIPLES:

6) Provide exceptional public service and organizational transparency.

5-YEAR OBJECTIVES:

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

BACKGROUND:

The District prevailed in the above-captioned lawsuit at both the trial and appellate levels. The trial court had already determined the amount of attorney’s fees and costs that the District is entitled to for the trial level case. The District would also be entitled to file a motion for an award of attorney’s fees for its appellate level fees. The fee awards are not self-executing, meaning that the District will need to incur further legal fees to collect the amounts due.

Plaintiff and the District have reached a settlement agreement, subject to the Board’s approval, to bring the litigation to a complete end. The main terms of the settlement agreement are: i) Plaintiff will pay the District a total of \$200,000 in attorney’s fees over a six-month period; ii) Each monthly payment of \$33,333.33 will be due on the first day of the month, starting in October, with a ten percent (10%) late charge, subject to a notice to default and opportunity to cure; and, iii) Plaintiff will cease to assess a percentage rent surcharge, previously listed as a “Harbor Fee,” on its customer’s receipts for the duration of Plaintiff’s current sublease and any future sublease.

Staff and legal counsel recommend the Board approve this settlement agreement as it avoids all future legal fees, most notably collections. Instead, the District will be reimbursed voluntarily by the subtenant for nearly all of its recoverable legal fees and costs incurred in this litigation. To ensure compliance, a ten percent (10%) late charge is built into the settlement agreement. The

settlement also dispels the misperception that the District is directly assessing a surcharge on the subtenant's customers. This last item would not be easily achievable without a settlement.

FISCAL IMPACT:

The District will receive \$200,000 to reimburse its legal fees in the above caption lawsuit over a period of six (6) months in equal installments.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS SEPTEMBER 2, 2026

STANDARD AGENDA ITEM 1 BROWN ACT PRESENTATION

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: September 2, 2026

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Oliver Yee, Liebert Cassidy Whitmore
SUBJECT: Brown Act Presentation

RECOMMENDATION:

That the Board of Port Commissioners receive a presentation on the Ralph M. Brown Act.

SUMMARY:

This presentation will outline the key objectives and topics of the Brown Act. It aims to enhance understanding of the Brown Act, which governs open meetings for local government bodies in California. This presentation is essential for all members of local government to ensure they are well-informed and compliant with the Brown Act, ultimately supporting the principles of open governance.

GUIDING PRINCIPLES:

6) Provide exceptional public service and organizational transparency.

5-YEAR OBJECTIVES:

- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.
- 1) Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

BACKGROUND:

The Brown Act was introduced as state legislation in 1953 and continues to govern the conduct of state and local public agencies within California. The express purpose of the Brown Act is to assure that local government agencies conduct the public's business openly and publicly. In addition to requiring the public's business to be conducted in open, noticed meetings, the Brown Act also extends to the public the right to participate in meetings.

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment 1 – Brown Act Training Powerpoint Presentation



THE BROWN ACT

By: Oliver Yee

Brown Act - Background

- The Brown Act is contained in Gov. Code section 54950, *et seq.*
- Enacted to respond to the then increasing utilization of secret and informal meetings by legislative bodies
- Generally, requires for meetings of legislative bodies to be open and public – “open meeting requirement”

Brown Act

- Guarantees the public's right to attend and participate in meetings of legislative bodies
- Requires that public agency actions “*be taken openly and that their deliberations be conducted openly*”
 - Narrow exceptions apply



Brown Act

- **Presumption: Government business is conducted in the open, subject to limited exceptions**

“The people in delegating authority do not give their public servants the right to decide what is good for the people to know and what is not good for them to know.”

Ralph M. Brown Act, 1953

What is a Meeting?

- Any congregation of a majority of the members of Board
 - same time and place
 - to hear, discuss, or deliberate
 - any item within the subject matter jurisdiction
- Includes:
 - Informal sessions or conferences
 - Telephone conversations for the purpose of making a decision
 - E-mails

A Meeting is NOT

- Individual contacts or conversations that are not serial meetings
- Attendance of a majority of the members at conferences to discuss issues of general interest, so long as no district business is discussed
- Attendance of a majority of the members of the District at purely social or ceremonial occasions

Beware of Serial Meetings

- A serial meeting violates the Brown Act
- “Serial meeting” occurs when there is:
 - A series of communications of any kind among a majority of the members, directly or through intermediaries;
 - To discuss, deliberate or take action on any item of business;
 - That is within the jurisdiction of the legislative body.

Meeting at Diner?

At the District's meeting held earlier in the day, the board discussed potential changes for the use of the recreation room at the service center. After the meeting, four of the five board members went to the local diner for dinner. At dinner, they discussed the latest blockbuster movie. During dessert, one of the members briefly recalled an issue related to his personal use of the recreation room and how it affects his opinion regarding the potential changes to its use.

Did a meeting under the Brown Act occur at the diner?

Closed Session

- Closed sessions are generally prohibited
- Presumption in favor of open session
- Statutory exceptions in Government Code section 54954.5: pending litigation, personnel, labor negotiations/relations, real property transactions
 - Safe harbor language for agendas
- Reporting out varies by exception

Announcement Before Closed Session

- Before conducting a closed session, the legislative body must announce in open session the items to be discussed in closed session and state the general reasons for the closed session
 - Refer to agenda or make announcement orally
 - Make sure to cite statute for closed session

Conducting Closed Session Meetings

- Closed session meetings should usually involve only the members of the legislative body of the agency, plus any additional support staff required or any witnesses required
- Individuals not necessary to the meeting should be excluded

Reporting After Closed Session

- After the closed session, the legislative body must reconvene into open session and report the actions taken in the closed session
- The nature of the report depends on the type of action taken

Confidentiality of Closed Session

- No disclosure of personal recollection of closed session discussions
- A person may not disclose confidential information that was acquired by being present in a closed session
- Sanctions
- Exceptions
 - Informing DA/grand jury re violation
 - Questioning propriety/legality of actions

Case Study – Brown Act



Serial meetings between members of the Legislative Body, either personally or through intermediaries, violates the Brown Act.

Types of Meetings

- Regular meetings
- Special meetings
- Emergency meetings

What is a Regular Meeting?

- Meeting held at a time & place specified by applicable bylaw/rule
- Occurs at a regularly scheduled time
- Agenda posted at least 72 hours prior
- Posting location freely accessible + on agency website (if any)
- Agenda encompasses notice

What is a Special Meeting?

- Meeting called at *any* time by the presiding officer of the legislative body or by a majority of the members
 - Notice posted at least 24 hours before the meeting
 - Notice delivered to members and press at least 24 hours before the meeting
 - Date, time and location of meeting
 - Brief description of matter to be discussed
 - Only matters in notice may be discussed at meeting
 - No special meetings regarding compensation for any local agency executive Gov. Code section 54956(b)

What is an Emergency Meeting?

- Emergency = work stoppage, crippling activity, disaster, or other activity that severely impairs or threatens public health and/or safety
 - No written notice required
 - Notice to media
 - Posting of minutes
 - Limited closed sessions

Running Efficient (and Brown Act Compliant) Meetings

- Time Management

- Permissible Communications With Administrators:

- Between administrators and individual members or group less than a quorum;
 - To convey information or answer questions; *if*
 - Staff does not communicate Board/Council's comments/positions or act as intermediaries.

[Gov. Code § 54952.2(b)(2)]

Running Efficient (and Brown Act Compliant) Meetings

- Disorderly Conduct During Meetings
 - Remind disruptive individual(s) of rules re: willful interruption, proper decorum
 - If disruption continues, may clear the room
 - Media remains if did not participate in disruption
 - Apply procedure for re-admittance of non-disturbing individuals

Limits on Public Comment

- May adopt reasonable regulations for public comment
 - Time limit on particular issues and for each speaker
 - May **not** prohibit public criticism of the staff policies, procedures, programs, services, or acts of the legislative body
 - May prohibit making comments about issues outside of the body's jurisdiction

Teleconferencing & Virtual Meetings

- SB 707 overhauls the teleconferencing rules
 - General Principle: Teleconferencing requires members and the public have the ability to interact, speak, discuss, or deliberate on matters
 - Can impose additional requirements to go above minimum requirements, including for subsidiary bodies

Teleconferencing – § 54953.8 (SB 707)

- Public participation remotely by:
 - Two-way audio visual platform (*e.g.*, Zoom)
 - Two-way telephonic service and a live webcasting of meeting
- Notice of ways public can access remote meeting and offer public comment
- Stop meeting and take no further action in event of disruption
- Allow public comment in real-time
 - Must account for registration with third-party platform if timed public comment periods
- Establish procedure for accommodation requests
- Provide list of meeting locations
- Conduct consistent with applicable civil rights and nondiscrimination laws

§ 54953.8.2 Teleconferencing – State of Emergency

- Teleconferencing permitted during state of emergency or local emergency
 - Local Emergency: condition of extreme peril to persons or property proclaimed by the governing body of the local agency affected within territorial boundaries
- By majority vote, meeting in person during emergency presents imminent risk to health or safety of attendees
- Must make follow-up findings every 45 days if emergency remains active
- May use two-way telephonic without live webcasting

§ 54953.8.3 Teleconferencing – Members Participating Remotely

- In addition to § 54953.8 requirements
 - At least quorum participates in person in singular physical location on agenda, open to public, and within territory of agency
- Member state “just cause” for remote participation at start of meeting
 - Stated in minutes
- Limited to
 - 2 meetings per year if body regularly meets once per month or less
 - 5 meetings per year if meet twice per month
 - 7 meetings per year if meets 3 or more times per month

§ 54953.8.3 Teleconferencing – Members Participating Remotely

- “Just Cause”
 - Childcare or caregiving to child, parent, grandparent, grandchild, sibling, spouse, or domestic partner
 - Contagious illness prevents in-person attendance
 - Physical or Mental condition not subject to disability accommodation
 - Travel while on official business for legislative body or another state or local agency
 - Immunocompromised family members
 - Physical or family medical emergency
 - Military service obligations

Remote Participation by Members

- As disability accommodation or satisfy requirements in Gov. Code, § 54953.8, including 54953.8.1-54953.8.7
- Must publicly disclose before any action is taken
 - Whether any other individuals 18 years of age or older are present in the room at the remote location with the member
 - The general nature of the member's relationship with those individuals
- Must note in minutes specific provision supporting remote participation

Remote Participation by Public

- By public:
 - Access to meeting and agenda
 - Opportunity to attend/participate via two-way audio visual platform or two-way phone + live webcast
 - Ability to directly address legislative body
 - Time public comment periods must fully elapse before closing

Posting Requirements

- Post agenda at least 72 hours before a “regular” meeting
 - 24 hours before a “special” meeting
- Must specify time/location of meeting
- Specify where public can access non-privileged documents distributed to legislative body
- Brief general description of each item
- Include items to be discussed in closed session
- No action may be taken on any item not appearing on the posted agenda

Agendas: Tools for a Well Run Meeting

- Agenda items contain brief description
 - Enough to inform the public
- Provide focus to the Board and the public
- Help Board plan and prioritize
- Improve communication
- Build institutional memory

Public Access: Agenda is Key

- Is The Meeting Properly Agendized?
 - Timely
 - Accessible to public, regardless of time of day
 - States date, time and location
 - Provides brief general description of each item
 - Reflects all meetings commence in public session
 - Includes opportunity for public comment
 - on any matter of public concern
 - within subject matter jurisdiction of the board
 - before or during board's consideration of the item
 - Including closed session items
 - States where public may inspect records

Remedies for Violations of the Brown Act

- District attorney or other interested person may:
 - Bring an action to prevent violations or threatened violations
 - Determine the applicability of the Act to actions or future actions
- Legislative body must be provided the opportunity to cure the violation
- Remedies include attorney fees and costs

Oliver Yee

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BOARD OF PORT COMMISSIONERS SEPTEMBER 2, 2026

STANDARD AGENDA ITEM 2 UPDATE ON THE COMMERCIAL FISH MODERNIZATION PROJECT AND AUTHORIZE FUNDING OF ACTIVITIES TO MITIGATE OPERATIONAL IMPACTS TO ANDRIA'S SEAFOOD

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: September 2, 2026

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Justin Fleming, Capital Projects Manager
SUBJECT: Update on the Commercial Fish Modernization Project and Authorize Funding of
Activities to Mitigate Operational Impacts to Andria's Seafood

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Receive an update on the Ventura Harbor Commercial Fish Modernization Project (Project);
- b) Authorize the General Manager to provide a letter of commitment to the City of Ventura for the costs of Plan Check fees for the project;
- c) Amend the 5-Year Capital Improvement Project budget to provide \$127,500 funding for development costs associated with schedule development and an interim operations plan to mitigate operational impacts to Andria's Seafood during the Project's construction
- d) Authorize the General Manager to enter into a Professional Services Agreement with RNT Architects for the amount of \$67,500.
- e) Authorize the General Manager to enter into a Professional Services Agreement with MCM Construction for the amount of \$30,000.
- f) Authorize the General Manager to enter into a Professional Services Agreement with Sanbell for the amount of \$30,000.

SUMMARY:

The Commercial Fish Modernization Project (Project) completed a significant milestone as of July 31 – the submission of plans to the City of Ventura's Building and Safety department. Having achieved this milestone, the City is prepared to commence plan checks. However, the funds required to perform the plan check process exceed the funding available from the Port of Hueneme's (PoH) allocated design cost for the grant. While the PoH can request a fund transfer from the allocated construction costs, this takes times to secure approval from Caltrans (who administer the grant).

Staff is recommending that the Board take action to advance the plan check by authorizing the General Manager to send a letter of commitment to the City of Ventura guaranteeing payment of the plan check fees in the amount of approximately \$175,000 in the event that Caltrans or the PoH is unable to appropriate the funds for payment. This commitment will allow the City to proceed with plan check now, rather than waiting for a possible intra-grant fund transfer.

The Project's demolition and new construction will have impacts to Andria's Seafood, a tenant of Harbor Village. Part of the restaurant's back-of-house and its offices are within a portion of 1449 Spinnaker's 2-story building that will be demolished. The resulting development will be a much-improved, modernized back-of-house for Andria's with new truck delivery bay, vertical goods mezzanine storage area, employee restroom, and new office space.

Staff require the services of a professional architect, general contractor, and surveyor as part of preconstruction services to mitigate the impacts of this by continuing the development of an interim operational plan and including a highly detailed and phased construction schedule. RNT Architects (RNT) have proposed the architectural scope of work will require approximately

\$60,000 in funding to complete, which Staff has added \$7,500 for contingency as part of the recommendation. MCM Construction has proposed the construction schedule design not to exceed \$30,000, and Sanbell has proposed civil engineering/surveying scope not to exceed \$30,000.

GUIDING PRINCIPLES:

- 2) Advance the harbor's vibrant, working waterfront in support of commercial and recreational fishing and boating.
- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.

5-YEAR OBJECTIVE:

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

BACKGROUND:

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

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

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

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

On May 2, 2025, the PoH held a public hearing on June 6, 2025, where the California Environmental Quality Act (CEQA) IS-MND was adopted.

Staff met with the City's Community Development leadership on several occasions and submitted both Planning Pre-Application and the Planning Application following which, two Design Review Committee (DRC) hearings were held. The PoH selected the architect/engineer team led by KPFF to continue the design begun by the District, which took over in November of 2025 and carried the project to through to the second DRC hearing. The Project was approved by the DRC on March 4, 2026.

On April 13, 2026, the Project went to the City's Director Hearing at which time it was conditionally approved. This allowed the design team to work towards completing the design and submission of the plan set to the City's Building & Safety department, which was completed on July 31, 2026.

NEXT STEPS

With the submission of Plans to the City of Ventura's Building and Safety department, the City is prepared to commence plan checks. However, the funds required to perform the plan check process exceed the funding available from the PoH's allocated design cost for the grant. While the PoH can request a fund transfer from the allocated construction costs, this takes times to secure approval from Caltrans (who administer the grant).

The grant funding cannot retroactively reimburse the District for fronting the permit fees – so if the District paid the fees now, the funds would not be reimbursed.

Therefore, Staff is recommending that the Board take action to advance the plan check by authorizing the General Manager to provide the City a letter of commitment to pay the plan check fees (approximately \$175,000). This will allow the City to proceed with plan check immediately rather than losing the time required to seek Caltrans authorization for funding transfer, and for the Port to make the payment.

Part of KPFF's engineering team includes WM2S, who have completed a preliminary cost estimate to perform the full construction of the Project. WM2S is currently working to develop a cost estimate for the completion of the demolition/construction of the facilities in Ventura Harbor. The estimate is based on the plans submitted to the City on July 31. Direct costs have been estimated at ~\$10 million and ~\$14.4 million with bonds, insurance, escalation, and 5% contingency. This estimate does not include City permit fees (different from plan check fees) as well as several elements for street improvements that were not incorporated in the July 31 submittal. With approximately \$1 million already spent on engineering costs, it is therefore important to acknowledge that the total project cost is very close to the total grant amount, and the Project could exceed the amount available under the grant.

ANDRIA'S INTERIM OPERATIONS PLAN

An anticipated impact of the Project will be business interruption to Andria's Seafood, as a portion of building 1449 Spinnaker that needs to be reconstructed has portions of the back-of-house and offices of Andria's within. Further, the utilities that supply the restaurant pass through the demolition/construction area. Staff have met with Andria's management, the architectural firm RNT, and Ventura County Resource Management Agency (aka County Health Dept.) on two occasions regarding the development of an interim operations plan to make modifications to allow for the restaurant to remain open to diners for most of the Project's demolition and construction

phases. The District needs to retain RNT for more detailed plan development and oversight of the utility planning to ensure that all of the requirements of the County Health Dept. are met to provide Andria's the facilities needed to operate.

Construction of the interim operational requirements are likely to be a blend of components constructed under the grant and at the District's expense. At the present time, the cost for the interim operational requirements is not known but will be developed as part of RNT's scope of work. Also, a key part of RNT's scope of work will be to ensure that the utility plan (including re-routing utilities to serve the restaurant during the Projects' construction) will be optimized to suit both the interim and final operational needs of the restaurant. Depending on phasing and time requirements, it may be that some of these costs may fall outside of the construction schedule and/or scope for the Project and thereby be at the District's expense.

Preconstruction Planning and Interim Operations

To support the successful construction of the project while maintaining ongoing operations at Andria's, a preconstruction team consisting of RNT Architects, MCM General Contracting, and Sanbell (civil engineering/surveying) will be engaged to develop a construction plan and schedule for interim operations of the restaurant. The purpose of this effort is to carefully evaluate the existing conditions, construction requirements, operational needs, site logistics, and sequencing necessary to maintain Andria's operations through the bulk of the construction period.

The preconstruction team will develop a detailed construction schedule and sequencing plan specifically designed to facilitate the interim operations plan once construction begins. This planning effort will identify anticipated impacts to Andria's operations (such as access, circulation, utilities, work areas, health, safety, and other critical operational requirements) and develop plans to mitigate them.

The resulting interim operations plan and detailed construction schedule will play a key role in the overall project's bidding and construction process. This will allow the Port of Hueneme's solicitation for a General Contractor to incorporate these constraints and expectations transparently. Establishing these requirements in advance will provide the successful contractor with a clear understanding of the operational constraints and expectations prior to commencing construction. In addition, features that are determined to require expedited construction can be addressed sooner.

Staff do also anticipate that there are likely tenant improvements required within the portion of Andria's restaurant that will not be reconstructed and thus would likely not fall within the scope of the grant. These would likely be additional expenses for the District. The engineering team's scope of work will more clearly identify these items, and Staff will return to the Board to report on the anticipated fiscal impacts.

By addressing these issues during the preconstruction phase, the project will be better positioned to allow Andria's to maintain continuity of operations while allowing construction to proceed in an efficient and controlled manner.

Other Affected Businesses

The 2-story portion of 1449 Spinnaker is leased to Del Mar Seafoods, J. DeLuca Fish Co for their offices and equipment storage, and Ventura Fresh Fish for their fish market. Staff will be discussing future office, storage, and fish market needs respectively with these three businesses in the coming months and identifying solutions. This portion of the building also hosts the District's

Marina Department and it is Staff's intention that the Marina Department will be relocated to 1431 Spinnaker at the end of the NPS lease.

FISCAL IMPACTS:

The amount being available under the Subaward Agreement is \$15.7 million. Expenditures are planned through the entire performance period of the Grant with most of the costs being related to construction in the last year of the Project. All grant funding passes from the State to the PoH directly to its consultants and contractors – no funds pass through the District.

Expenditures for the construction of the Project facilities in excess of the grant amount will be the responsibility of the District. The District will also be dedicating significant amounts of internal staff time to managing the project, particularly that of the Capital Project Manager who will likely be dedicating the bulk of his time through the completion of construction, as well as time dedicated by the General Manager, Deputy General Manager, Business Operations Manager, and Marina department staff in supporting various phases of the project and leasing of the offloading areas.

Expenditures made by the District directly are not reimbursable under the Grant.

Expenses made by the District to date that are not being reimbursed include: \$255,512.80. Of these expenses, \$222,993.71 was paid for by the Commercial Fisheries Reserve, which was created for this purpose.

If approved by the Board, the letter of commitment will create a contingent liability for the District to fund approximately \$175,000 in plan check fees if not funded by the grant.

The recommendations to enter into professional service agreements require the District to amend the 5-Year CIP and will add an additional cost of \$127,500 to the District which will not be reimbursable under the grant.

Staff do also anticipate that there are likely tenant improvements required within Andria's that would likely not fall within the scope of the grant and would likely be additional expenses for the District. Staff will return to the Board to report on the anticipated fiscal impacts, once known.

ATTACHMENTS:

Attachment 1 – Current Site Plan

Attachment 2 – Submitted Site Plan

Attachment 1 – Current Site Plan



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

Attachment 2 – Submitted Site Plan





BOARD OF PORT COMMISSIONERS SEPTEMBER 2, 2026

STANDARD AGENDA ITEM 3 REVIEW OF SATURDAY, SEPTEMBER 26, 2026 PUBLIC WORKSHOP

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3
Meeting Date: September 2, 2026

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Review of Saturday, September 26, 2026 Public Workshop

RECOMMENDATION:

That the Board of Port Commissioners receive a presentation regarding the planning efforts and provide direction on the draft agenda for the Board's Saturday, September 26, 2026 Public Workshop.

SUMMARY:

The District has scheduled a one-day, in-person workshop on Saturday, September 26th from 8:30am to 12pm consistent with the 5-Year Objectives. The last workshop was held on September 14, 2024. The General Manager, in consultation with the Chair and Vice-Chair, developed a draft agenda for the Board's consideration.

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 5-Year Objectives adopted by the Board call for a public workshop in 2026. The Board approved Saturday, September 26th for the event. The Workshop will be held at the Ventura Marina Mobile Home Park located at 1215 Anchors Way Drive. Breakfast will be provided before the meeting gets underway. The workshop is proposed to include a brief update by the General Manager and Deputy General Manager followed by five topics as listed below and further detailed in the draft agenda. One Commissioner will serve as Facilitator and one District Manager as Co-Facilitator, discussing one topic throughout the morning. Each session will be 20 minutes in length, with a five-minute break between sessions. During the breaks participants will rotate to the next table to discuss the next topic. With this approach, each Commissioner will then provide a summary of their five 20-minute sessions on the topic. Participants will be provided with the opportunity to provide public comments before adjournment.

- Table 1: Development Opportunities
- Table 2: Harbor Village Visitation
- Table 3: Harbor Recreation Priorities
- Table 4: Parcel 5 Cultural Arts Park
- Table 5: Transportation

Parking will be at the Public Launch Ramp and Schooner Drive parking lot. The General Manager and staff have begun individual and tenant-wide outreach efforts and will continue to do so leading up to the event. This will include save the date notifications, flyers and direct outreach. Commissioners are encouraged to do the same. The formal agenda will be posted and distributed via the routine agenda process. Separately, the Marketing Department will distribute the save the date flyer as part of its weekly newsletter.

FISCAL IMPACT:

The Ventura Marina Mobile Home Park has graciously offered the use of the Community Room. Staff included \$1,000 for supplies and breakfast in the FY26-27 Administration budget.

ATTACHMENTS:

Attachment 1 – Draft Agenda

**Ventura Port District
Public Workshop September 26, 2026**

Agenda Outline

- 8:30am Pre-Mtg. Refreshments, Networking Opportunity
- 9:00am Welcome, Call Mtg. to Order, Adopt Agenda (Chair, Board)
- 9:10am Harbor Updates (GM, DGM)
- 9:30am Breakout “Table” Topics (Commissioners, Staff) Rotate Participants
 - **Table 1: Development Opportunities (20 Minutes)**
 - Marinas, Commercial Fishing, Aquaculture, Landside Opportunities, etc. How do we help grow Harbor business and revenue generation for Ventura Harbor?
 - **Table 2: Harbor Village Visitation (20 Minutes)**
 - Restaurants, retail shops, services, events, live music, promotions e.g. weekday specials. What more can District do/offer?
 - **Table 3: Harbor Recreation Priorities (20 Minutes)**
 - Beaches, boating, sportfishing, sailing, surfing, kayaking, paddleboarding whale watching, boat rentals, beach yoga, etc. What are your priorities and interests?
 - **Table 4: Parcel 5 Cultural Arts Park (20 Minutes)**
 - Concerts, movies, special events, cultural events, speaker series, art exhibits, etc. What would you like to see?
 - **Table 5: Transportation**
 - Pedestrian improvements, bicycle improvements, inter- and intra-harbor transportation opportunities.
- 11:30am Commissioner Reports on Breakout Table Topics
- 11:45am Public Comments
- 12pm Adjourn