



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

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

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

REGULAR MEETING WEDNESDAY, JANUARY 15, 2025

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

CLOSED SESSION – 6:30PM
OPEN SESSION – 7:00PM

PUBLIC PARTICIPATION OPTIONS

MEETINGS WILL BE CONDUCTED IN A HYBRID MODEL WITH BOTH IN-PERSON ATTENDANCE AND VIRTUAL PARTICIPATION.

WATCH THE MEETING LIVE

<https://us02web.zoom.us/j/83276329300>

Webinar ID: 832 7632 9300

1-669-900-6833

1-253-215-8782

PUBLIC COMMENT VIA ZOOM

To request to speak on an item, use the “raise hand” button to notify the Clerk. The Clerk will announce public speakers and unmute participants to speak. Please be mindful that the meeting will be recorded, and all rules of procedure and decorum apply for in-person attendees and those participating virtually.

SUBMIT PUBLIC COMMENT VIA EMAIL

To submit written comments on a specific agenda item, please do so via email by 4:00PM on the day of the meeting. When sending an email, please indicate in the subject line, the agenda item number (i.e. General Public Comment or Consent Item A). Written comments should be no more than 1,000 characters in length. Written comments will be distributed to the Commission and will be posted as a supplemental packet on the District’s website at <https://venturaharbor.com/board-meeting-documents/>. Please submit your comment to the Clerk of the Board at jrauch@venturaharbor.com.

**CLOSED SESSION
6:30PM**

CALL TO ORDER: *By Chair Michael Blumenberg.*

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

PUBLIC COMMUNICATIONS (3 minutes)

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

CONVENE IN CLOSED SESSION

CLOSED SESSION AGENDA

1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION – PER GOVERNMENT CODE PARAGRAPH (1) OF SUBDIVISION (D) OF SECTION 54956.9:

Name of case: Ventura Harbor Restaurant Associates, Inc., et al. vs. Ventura Port District, Ventura Superior Court Case No. 56-2022-00572144-CU-MC-VTA. (verbal report)

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

- a) Property: **1559 Spinnaker Drive #108, #206, Slip C-08**
District Negotiators: Brian D. Pendleton, Todd Mitchell, Tom Bunn
Negotiating Parties: Cantrell Aquatics Inc. dba Ventura Dive & Sport
Under Negotiation: **Price and Terms of Payment for Retail, Office, Marina Lease Agreements**

ADJOURNMENT

**OPEN SESSION
7:00PM**

CALL TO ORDER: *By Chair Michael Blumenberg.*

PLEDGE OF ALLEGIANCE: *By Chair Michael 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.

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.

PROCLAMATION HONORING PAT HUMMER FOR HIS 35 YEARS OF SERVICE

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 Request

Recommended Action: Voice Vote.

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

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

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

Recommended Action: Voice Vote.

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

STANDARD AGENDA:

1) Ventura Port District 5-Year Objectives Quarterly Update

Recommended Action: Voice Vote.

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

2) Election of Officers Pursuant to Harbor and Navigation Code Sections 6241.1 and 6248

Recommended Action: Voice Vote.

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

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

3) Amend the 5-Year Capital Improvement Budget and Adopt Resolution No. 3520 Declaring a State of Emergency to Address the Failure of the Elevator at 1591 Spinnaker Drive

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

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

ADJOURNMENT

This agenda was posted on Friday, January 10, 2025 by 6:30 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
JANUARY 15, 2025

APPROVAL OF MINUTES
DECEMBER 18, 2024
REGULAR MEETINGS

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF DECEMBER 18, 2024



CLOSED SESSION

CALL TO ORDER:

The Ventura Port District Board of Port Commissioners Regular Closed Session Meeting was called to order by Chair Blumenberg at 6:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioner's Present:

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

Commissioners Absent:

None.

Port District Staff:

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

Legal Counsel:

Tom Bunn, Lagerlof, LLP

Number of interested persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: None. Closed at 6:01PM.

CONVENED TO CLOSED SESSION AT 6:01PM.

ADJOURNMENT: Closed Session was adjourned at 6:48PM.

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Port District Board of Port Commissioners' Regular Open Session Meeting was called to order by Chair Blumenberg at 7:02PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Joe Gonzalez.

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

None.

Port District Staff:

Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
Todd Mitchell, Deputy General Manager
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager
Sergio Gonzalez, Facilities Manager
Wayne Hatch, Maintenance Supervisor
John Higgins, Harbormaster
Will McReynolds, Management Assistant
Jessica Snipas, Business Operations Analyst via Zoom
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager via Zoom

Legal Counsel:

Tom Bunn, Lagerlof, LLP

City of Ventura Liaisons:

Councilmember Duran, City Council Liaison – Absent

Number of interested persons:

2 via zoom; 1 in person

ADOPTION OF AGENDA

ACTION: Commissioner Stephens moved to adopt the December 18, 2024 agenda, pulling Items H and K from the from the Consent Agenda.

Commissioner Howell seconded. The vote was unanimous.

PUBLIC COMMUNICATIONS: None. Closed at 7:04PM.

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

ATTORNEY REPORT: Mr. Bunn announced that the District won a significant victory in court last week. The District was sued by a sub-tenant in 2022 whose lawsuit challenged the District's practice of charging percentage rent. The District charges percentage rent to most of its tenants; a common practice in commercial real estate leasing. This lawsuit, however, claimed that percentage rent is not rent at all but a tax on the tenants' income. The CA Constitution, Prop 26, prohibits local agencies from charging taxes without the approval of the voters. The plaintiff said that it considers percentage rent to be a tax and the District was violating Prop 26. The District on the other hand said that percentage rent falls squarely within the definition of rent, which is exempt from Prop 26. Lagerlof filed a motion for summary judgment claiming there were no issues and that the District's interpretation of the constitution was correct. At a hearing on December 9th, the judge agreed with the District's position and granted the motion for summary judgment. The ruling completely disposes of all claims made against the District at the trial court level and allows the District to continue charging percentage rent.

BOARD COMMUNICATIONS: Commissioner Howell had a meeting with the General Manager, Deputy General Manager and Harbormaster on derelict boats. She also had the opportunity to go to the staff Holiday party. Commissioner Rainey had the pleasure of being a judge for the Parade of Lights. Vice-Chair Gardina had the privilege of representing the Board at the Poinsettia Awards where the District and Port Hueneme received the innovation award for the work that was done and the partnership that was created. The CA Legislature also gave the District a Certificate of Recognition. Chair Blumenberg attended the City Council meeting where he got to welcome the two new City Councilmembers and say farewell to Mayor Schroeder and Councilmember Johnson. Closed at 7:11PM.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on the upcoming Holiday events and promotions at Harbor Village, recognized Wayne Hatch, Abel Gamino and Gloria Adkins for their successful completion of the CAJPIA's Supervisors' Essential Skills Program, attended Tuesday's City Council meeting where Mayor Schroeder and Councilmember Johnson were recognized, and announced that Commissioner Stephens was elected as LAFCo Special District Commissioner. Harbormaster, John Higgins gave an update on the commercial fishing boat incident.

PROCLAMATION HONORING JOE GONZALEZ FOR HIS 38 YEARS OF SERVICE

CONSENT AGENDA:

A) Approval of Out-of-Town Travel Request

Recommended Action: Voice Vote.

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

- a) Brian D. Pendleton, General Manager to attend Congressional meetings and CMANC Conference from February 9-13, 2025 in Washington DC.
- b) Todd Mitchell, Deputy General Manager to attend Congressional meetings and CMANC Conference from February 9-13, 2024 in Washington DC.
- c) Jessica Snipas, Business Operations Analyst II to attend the CJPIA Supervisor Academy from January 13-16, 2025 in San Diego, CA.

Public Comment: None.

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

Commissioner Rainey seconded. The vote was unanimous.

B) Approval of a New Office Lease Agreement with Danielle Marie Sanchez dba Danielle Marie Sanchez

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba “Ventura Harbor Village” and Danielle Marie Sanchez dba “Danielle Marie Sanchez”, for the premises located at 1559 Spinnaker Drive, Suite #205A, Ventura, California 93001, consisting of approximately 448 square feet.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve a new Office Lease Agreement between the Ventura Port District dba “Ventura Harbor Village” and Danielle Marie Sanchez dba “Danielle Marie Sanchez”, for the premises located at 1559 Spinnaker Drive, Suite #205A, Ventura, California 93001, consisting of approximately 448 square feet.

Commissioner Rainey seconded. The vote was unanimous.

C) Approval of Amendment No. 1 to the Restaurant Lease Agreement with The Boatyard, Inc. dba Boatyard Pub

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to the Restaurant Lease Agreement dated August 1, 2023 between the Ventura Port District and The Boatyard, Inc. dba Boatyard Pub for the premises located at 1583 Spinnaker Drive, Suite #109, consisting of approximately 2,675 square feet.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve Amendment No. 1 to the Restaurant Lease Agreement dated August 1, 2023 between the Ventura Port District and The Boatyard, Inc. dba Boatyard Pub for the premises located at

1583 Spinnaker Drive, Suite #109, consisting of approximately 2,675 square feet.

Commissioner Rainey seconded. The vote was unanimous.

D) Approval of Amendment No. 3 to a Service Agreement with Medallion Protective Services for Ventura Harbor Village and Marina

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 3 to a Service Agreement with Medallion Protective Services to increase the compensation from \$250,000 to \$330,000 and to extend the term of the contract until June 30, 2025, for security services in Ventura Harbor Village and around the Marina.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve Amendment No. 3 to a Service Agreement with Medallion Protective Services to increase the compensation from \$250,000 to \$330,000 and to extend the term of the contract until June 30, 2025, for security services in Ventura Harbor Village and around the Marina.

Commissioner Rainey seconded. The vote was unanimous.

E) Authorize a Letter of Support for NOAA’s Establishment of Shellfish and Seaweed Aquaculture Opportunity Areas Near Ventura Harbor

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to submit a public comment letter to the National Oceanic and Atmospheric Administration in support of establishment of shellfish and seaweed Aquaculture Opportunity Areas near Ventura Harbor.

Public Comment: None.

ACTION: Commissioner Stephens moved to authorize the General Manager to submit a public comment letter to the National Oceanic and Atmospheric Administration in support of establishment of shellfish and seaweed Aquaculture Opportunity Areas near Ventura Harbor.

Commissioner Rainey seconded. The vote was unanimous.

F) Authorize a Letter of Support for the Ocean Rainforest Commercial-Scale Kelp Facility in Federal Navigable Waters

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to submit a public comment letter to the Army Corps of Engineers in support of the continued processing of the Ocean Rainforest, INC application to conduct commercial-scale cultivation of Giant kelp in federal waters proximate to Ventura Harbor.

Public Comment: Kaira Wallace, Ocean Rainforest, expressed her gratitude for the support that the Port District has provided so far in this process and hopes the Board authorizes the letter of support for the project.

ACTION: Commissioner Stephens moved to authorize the General Manager to submit a public comment letter to the Army Corps of Engineers in support of the continued processing of the Ocean Rainforest, INC application to conduct commercial-scale cultivation of Giant kelp in federal waters proximate to Ventura Harbor.

Commissioner Rainey seconded. The vote was unanimous.

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

Recommended Action: Voice Vote.

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

Public Comment: None.

ACTION: Commissioner Stephens moved to approve updates to the Ventura Port District Public and Civic Engagement Plan.

Commissioner Rainey seconded. The vote was unanimous.

H) Adoption of Resolution No. 3514 Approving the SEIU-Local 721 MOU Representing Full-Time and Part-Time Harbor Patrol Officers

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3514 approving the Memorandum of Understanding Collective Bargaining Agreement between the Ventura Port District and the Service Employees International Union, SEIU-Local 721, representing all regular full-time and part-time employees classified as the Harbor Patrol.

This Item was pulled from the Consent Agenda.

Public Comment: None. Closed at 7:54PM.

ACTION: Commissioner Rainey moved to adopt Resolution No. 3514 approving the Memorandum of Understanding Collective Bargaining Agreement between the Ventura Port District and the Service Employees International Union, SEIU-Local 721, representing all regular full-time and part-time employees classified as the Harbor Patrol with corrections.

Commissioner Howell seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Howell

NOES: None.

ABSTAINED: None.

ABSENT: None.

Motion carried 5-0.

I) Adoption of Resolution No. 3515 Approving the Updated Reserve Policy and Rescinding Resolution No. 3225

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3515 approving the updated Ventura Port District Reserve Policy and rescinding Resolution No. 3225, dated August 28, 2013.

This Item was pulled from the Consent Agenda.

Public Comment: None.

ACTION: Commissioner Stephens moved to adopt Resolution No. 3515 approving the updated Ventura Port District Reserve Policy and rescinding Resolution No. 3225, dated August 28, 2013 with corrections.

Commissioner Rainey seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Howell

NOES: None.

ABSTAINED: None.

ABSENT: None.

Motion carried 5-0.

J) Adoption of Resolution No. 3516 Approving the Updated Ventura Port District Investment Policy and Rescinding Resolution No. 3488

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3516 approving the updated Ventura Port District Investment Policy and rescinding Resolution No. 3488, dated December 6, 2023.

This Item was pulled from the Consent Agenda.

Public Comment: None. Closed at 8:03PM.

ACTION: Commissioner Howell moved to adopt Resolution No. 3516 approving the updated Ventura Port District Investment Policy and rescinding Resolution No. 3488, dated December 6, 2023 with corrections.

Commissioner Stephens seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Howell

NOES: None.

ABSTAINED: None.

ABSENT: None.

Motion carried 5-0.

K) Adoption of Resolution Nos. 3517 and 3518 Approving Updates to the Expense Reimbursement Policies for Employees and Commissioners and Rescinding Resolution Nos. 3473 and 3474

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt:

- a) Resolution No. 3517 approving the updates to the Expense Reimbursement Policy for Employees and rescind Resolution No. 3473.
- b) Resolution No. 3518 approving the updates to the Expense Reimbursement Policy for Commissioners and rescind Resolution No. 3474.

This Item was pulled from the Consent Agenda.

Public Comment: None. Closed at 8:07PM.

ACTION: **Commissioner Stephens moved to:**
a) **Adopt Resolution No. 3517 approving the updates to the Expense Reimbursement Policy for Employees and rescind Resolution No. 3473.**
b) **Adopt Resolution No. 3518 approving the updates to the Expense Reimbursement Policy for Commissioners with corrections and rescind Resolution No. 3474.**
c) **Direct staff to look into a policy for business lunches.**

Commissioner Rainey seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Howell
NOES: None.
ABSTAINED: None.
ABSENT: None.

Motion carried 5-0.

STANDARD AGENDA:

1) Update on the District’s Parking Management Program and Approval for Solicitation for Parking Management Services

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Receive an update on the entitlements for the Parking Management Program (PMP).
- b) Receive an update on the final PMP Details.
- c) Approve staff to publish a request for proposals for Parking Management Services.

Report by Todd Mitchell, Deputy General Manager and Ben Verdugo, Dixon Resources Unlimited.

Public Comment: Jeff Moorhouse of Moorhouse Financial provided written comment that was posted online and distributed to the Commissioners. He is concerned that validation for visitors will not be provided if not settled before Board approval. Brian Bargiel of Andria’s Seafood expressed serious concerns about the Parking Management Program's implementation, emphasizing the importance of addressing details like parking validation. While communication with staff has been positive, Bargiel suggested that the final implementation plan be formally endorsed by both Village tenants and District staff before being presented to the Board. He stressed that Village merchants rely solely

on customers who drive, park, and visit their businesses, warning that reduced visitor traffic due to the program could result in revenue losses, with tenants bearing the greatest impact.

ACTION: The Board of Port Commissioners received an update on the entitlements for the Parking Management Program and the final Program details.

ACTION: Commissioner Stephens moved to authorize staff to publish a request for proposals for Parking Management Services.

Commissioner Rainey seconded. The vote was unanimous.

2) Adoption of Resolution No. 3519 Approving the Amendments to the Ventura Port District Procurement and Purchasing Policy and Rescinding Resolution No. 3450

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3519 approving amendments to the Ventura Port District's Procurement and Purchasing Policy and rescinding Resolution No. 3450.

Report by Reid Miller, Lagerlof.

Public Comment: None. Closed at 9:19PM.

ACTION: Commissioner Howell moved to adopt Resolution No. 3519 approving amendments to the Ventura Port District's Procurement and Purchasing Policy and rescinding Resolution No. 3450 with the substitution of new language for Section IIIB.

Commissioner Rainey seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Howell

NOES: None.

ABSTAINED: None.

ABSENT: None.

Motion carried 5-0.

ADJOURNMENT: The meeting was adjourned at 9:30PM.

The next regular meeting is Wednesday, January 15, 2025.

Anthony Rainey, Secretary



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

**DEPARTMENTAL STAFF REPORTS
DECEMBER 2024
&
GUIDING PRINCIPLES
FIVE-YEAR OBJECTIVES INDEX**

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

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

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: January 15, 2025

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Joe A. Gonzalez, Capital Projects Manager
SUBJECT: December 2024 Capital Projects Report

LAUNCH RAMP WASHDOWN STATION AND FLOATING DOCK REPLACEMENT PROJECTS

Status: Ongoing – Construction Commencing January

Budget: Grant Funded

DBW has approved the District’s final designs for both the Launch Ramp Washdown Station and the Floating Dock Replacement and has issued formal approval. The District’s contractors are preparing to commence work once the City of Ventura has issued building permits. Work is expected to be performed in February.

Construction for the washdown stations is anticipated in the first half of January 2025 for 3-4 weeks.

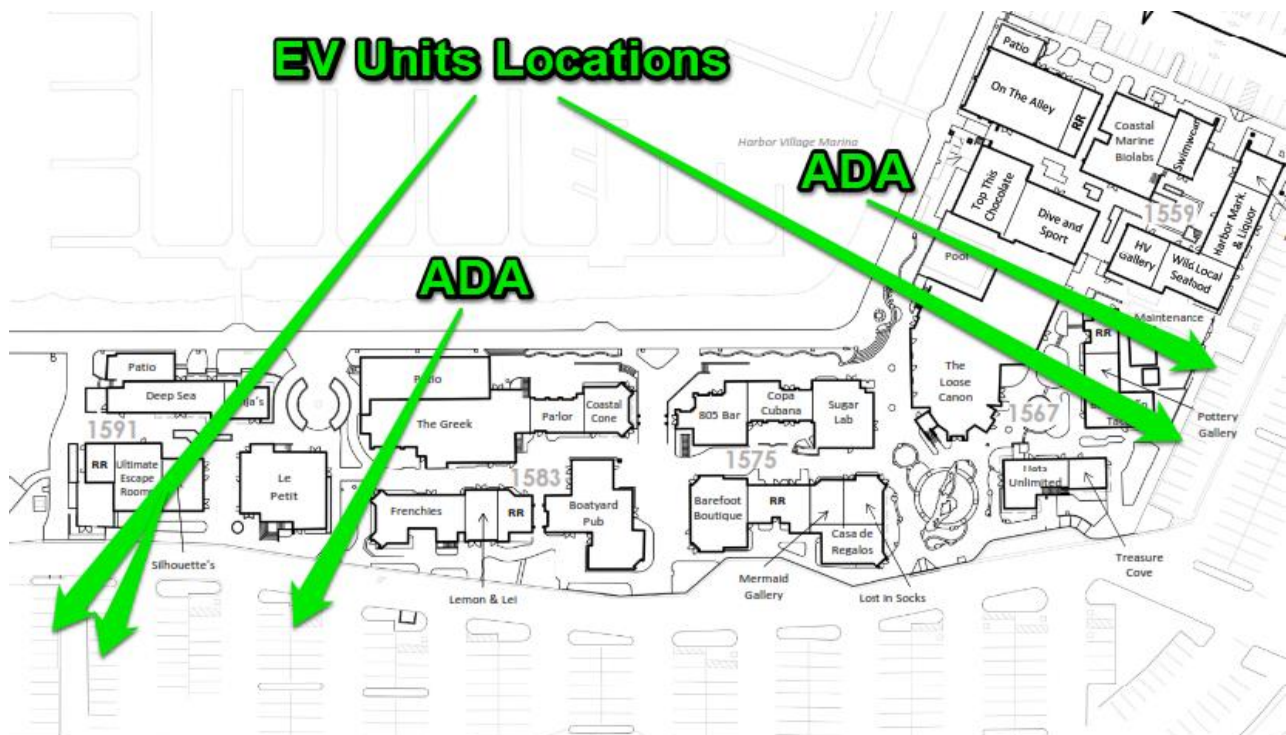
INSTALLATION OF ELECTRICAL VEHICLE CHARGING UNITS

Status: Construction Ongoing

Budget: Grant Funded

The District is working with Edison to complete the installation of 21 charging units at two different locations (1567 and 1591 Spinnaker) within the Ventura Harbor Village parking lot. This project is largely funded by Edison with additional reimbursement coming from the Center for Sustainable Energy (CALeVIP).

Parking lot striping and installation of switch gears (aka breaker panels) is complete. SCE is to return in January to run the wiring prior to the District installing the charger units.



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

Status: Entitlements Obtained – Submitted to Building and Safety

Budget: On Budget

The City of Ventura has approved “Parcel 19A” as a hybrid dry boat storage and overflow parking lot that will accommodate vehicles with boat-trailers. The parcel was used by the District for dry boat storage during the VenturaWaterPure project.

Plans for the addition of electrical service for the new gates, new light fixtures, and updates to landscaping along Harbor Blvd. have been sent to the City’s Building and Safety Department for approval.

1575 SPINNAKER DR. FACADE RENOVATION

Status: Entitlements Obtained – Construction Plans in Preparation

Budget: On Budget

The City’s Design Review Committee (DRC) reviewed the District’s submission during a public hearing on August 21st. The architect updated the design per the requirements of the DRC and resubmitted it to the City. The City approved this item at a Director’s Hearing on October 14th.



With approval, staff continues to work with architectural firm Rasmussen & Associates on plans for submittal to City Building and Safety, which is anticipated by the end of January 2025.

In the interim, staff started interior demolition work mid-November, removing dilapidated restaurant fixtures and equipment as well as some non-loadbearing walls. Staff is working closely with the contractor to minimize the demolition noise.



SCHOONER/HARBOR MONUMENT SIGN

Status: Entitlements Obtained – Submitted to Building and Safety

Budget: On Budget

District staff have worked with architectural firm Coastal Architects to update the District’s Master Sign Program to add and include a new monument sign at the corner of Schooner Dr. and Harbor Blvd. An amendment to the District’s Master Sign Program has been approved by the City’s DRC that includes a new monument sign at the corner of Schooner Dr. and Harbor Blvd. The District’s architect has submitted construction plans to City Building and Safety for approval. Comments from the City have been received and resubmission is planned in early January. Construction of this project is in the FY24-25 budget.



**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: January 15, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
SUBJECT: December 2024 Dredging Report

OUTER HARBOR DREDGING (FEDERAL NAVIGATION CHANNEL)

Political Advocacy for Federal Dredging

With 2025 dredging funds appropriated, staff and its consultant Carpi & Clay are working on advocating for full funding in 2026 as well as seeking funding to repair the detached breakwater.

The General Manager and Deputy General Manager will return to Washington DC with CMANC to advocate for these funding priorities.

2025 Dredging

After delays resulting from permitting issues between the US Army Corps of Engineers (Corps) and the Los Angeles Regional Water Quality Control Board (LA Waterboard), on December 9th, the LA Waterboard published the signed 401 Water Quality Certificate for the US Army Corps of Engineers to perform dredging over the next 6 years.

Subsequently on December 12th, the Corps advertised the solicitation for dredging of Ventura Harbor's federal channel for the next three years. Bids will be opened in January and a contractor selected before the end of January. There is ample funding appropriated to perform the work, however mostly due to the late start in Channel Islands (but also the late solicitation for Ventura), it is likely that Ventura's federal channel will not be 100% dredged unless there are no weather or mechanical interruptions. It is still anticipated that the channel will receive sufficient dredging to avoid draft restrictions through 2025.

2026 Dredging Funding

Given the historic bipartisan nature of Corps' Civil Works projects, funding under the new president is not likely to be in jeopardy in 2026, but staff will need to be proactive to ensure Ventura Harbor remains a funding priority for the Corps. The General Manager and Deputy General Manager will be traveling to Washington DC with CMANC to meet with elected representatives to advocate for continued funding in the President's Budget.

Detached Breakwater Repair

District staff will meet with our Congressional representative during our next CMANC DC visit (mid-February) to request that the Corps receive funding to perform a "Plans & Specifications" study for breakwater repairs.

INNER HARBOR DREDGING

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

ATTACHMENT:

Attachment 1 – Carpi & Clay Federal Report

Federal Update

January 2, 2024

Congress Passes Another Short-Term Continuing Resolution

On December 20th, Congress passed another short-term [Continuing Resolution](#) (CR) that will allow the federal government to remain open and funded until March 14, 2025. The House passed the bill by a vote of 366-34, and the Senate passed the bill by a vote of 85-11. In addition to extending government funding, the CR also included the following provisions:

- \$100 billion in disaster supplemental funding, including:
 - \$31 billion in funding for economic assistance to agriculture producers
 - \$29 billion to replenish the Federal Emergency Management’s Disaster Relief Fund and support response, recovery, and mitigation programs
 - \$12 billion for the Community Development Block Grant Disaster Recovery program administered by the Department of Housing and Urban Development (HUD)
 - \$8.1 billion for the Federal Highway Administration (FHWA) Emergency Relief Program
- \$10 billion for economic aid to farmers
- Extends the 2018 Farm Bill through September 30, 2025
- Extends both the Temporary Assistance for Needy Families program and the National Flood Insurance Program through March 14
- Extends flexibilities to allow for telehealth for Medicare through March 31
- \$1.1 billion for the Community Health Center Fund
- Extends increased Medicare payments to low-volume hospitals until March 31
- Extends the Medicare-dependent hospital program until March 31

Congress Passes 2024 Water Resources Development Act

The House and Senate passed the *Thomas R. Carper Water Resources Development Act of 2024* (WRDA 2024) ([S. 4367](#)). The biannual bill authorizes the U.S. Army Corps of Engineers (Corps or USACE) to conduct studies, programs, construction projects, and research to maintain and enhance ports, harbors, and inland waterways nationwide. The bill includes authorizations for flood mitigation, dredging, waterway restoration, and port infrastructure projects. The House passed the bill by a bipartisan vote of 399-18, and the Senate passed it by a vote of 97-1. A section-by-section summary of the legislation is available [HERE](#).

EDA Reauthorized by Congress

WRDA 2024 [included](#) the *Economic Development Reauthorization Act of 2024* as one of its titles, reauthorizing the Economic Development Administration (EDA) for the first time since 2004. The agency is under the Department of Commerce and provides grants and technical assistance for economic development and workforce training programs in economically disadvantaged communities. Among other provisions, the legislation designates recreation as a priority for EDA funding to improve access to public lands, develop recreation infrastructure, and assist communities depending on the outdoor recreation economy.

Congressional Leaders Set 2025 Schedule

House Majority Leader Steve Scalise (R-LA) and incoming Senate Majority Leader John Thune (R-WY) announced the schedule of in-session days in 2025 for their respective chambers. A combined version of the calendar is available [HERE](#).

119th Congress House Committee Leaders

House Republicans and Democrats announced leaders for committees in the 119th Congress. The chart below lists the Chair and Ranking Member for each committee in the House, with italics indicating a new chair or ranking member. The Speaker of the House appoints leaders and members of the Ethics, House Administration, and Rules Committees following their election in the House on January 3rd.

House Committee	119 th Congress Chair	119 th Congress Ranking Member
Agriculture	Glenn Thompson (R-PA)	<i>Angie Craig (D-MN)</i>
Appropriations	Tom Cole (R-OK)	Rosa DeLauro (D-CT)
Armed Services	Mike Rogers (R-AL)	Adam Smith (D-WA)
Budget	Jodey Arrington (R-TX)	Brendan Boyle (D-PA)
Education & the Workforce	<i>Tim Walberg (R-MI)</i>	Bobby Scott (D-VA)
Ethics	TBD	TBD
Energy & Commerce	<i>Brett Guthrie (R-KY)</i>	Frank Pallone (D-NJ)
Financial Services	<i>French Hill (R-AR)</i>	Maxine Waters (D-CA)
Foreign Affairs	<i>Brian Mast (R-FL)</i>	Gregory Meeks (D-NY)
Homeland Security	Mark Green (R-TN)	Bennie Thompson (D-MS)
House Administration	TBD	TBD
Judiciary	Jim Jordan (R-OH)	<i>Jamie Raskin (D-MD)</i>
Natural Resources	Bruce Westerman (R-AR)	<i>Jared Huffman (D-CA)</i>
Oversight and Accountability	James Comer (R-KY)	<i>Gerry Connolly (D-VA)</i>
Permanent Select Intelligence	Mike Turner (R-OH)	Jim Himes (D-CT)
Rules	TBD	TBD
Science, Space, & Technology	<i>Brian Babin (R-TX)</i>	Zoe Lofgren (D-CA)
Small Business	Roger Williams (R-TX)	Nydia Velazquez (D-NY)
Transportation & Infrastructure	Sam Graves (R-MO)	Rick Larsen (D-WA)
Veterans' Affairs	Mike Bost (R-IL)	Mark Takano (D-CA)

Ways & Means	Jason Smith (R-MO)	Richard Neal (D-MA)
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119th Congress Senate Committee Leaders

Incoming Senate Majority Leader John Thune (R-SD) announced committee leaders in the 119th Congress. The chart below lists the chair for each committee in the Senate. Democrats have not yet announced Ranking Members for committees.

Senate Committee	119 th Congress Chair
Aging	Rick Scott (R-FL)
Agriculture	John Boozman (R-AR)
Appropriations	Susan Collins (R-MN)
Armed Services	Roger Wicker (R-MS)
Banking	Tim Scott (R-SC)
Budget	Lindsey Graham (R-SC)
Commerce, Science, and Transportation	Ted Cruz (R-TX)
Energy and Natural Resources	Mike Lee (R-UT)
Environment and Public Works	Shelley Moore Capito (R-WV)
Ethics	James Lankford (R-KY)
Finance	Mike Crapo (R-ID)
Foreign Relations	Jim Risch (ID)
Health, Education, Labor, and Pensions	Bill Cassidy (R-LA)
Homeland Security and Governmental Affairs	Rand Paul (R-KY)
Judiciary	Chuck Grassley (R-IA)
Indian Affairs	Lisa Murkowski (R-AK)
Intelligence	Tom Cotton (R-AR)
Rules	Mitch McConnell (R-KY)
Small Business	Joni Ernst (R-IA)
Veterans Affairs	Jerry Moran (R-KS)

President Biden Signs Grant Transparency Act into Law House

On December 11th, President Biden signed the *Grant Transparency Act of 2023* (**P.L. 118-140**) into law. The bipartisan legislation stipulates that each notice of funding opportunity (NOFO) include a description of any rating system, evaluation, and selection criteria used by a federal agency to assess grant applications, a statement regarding the use of any weighted scoring methods, and information on any other qualitative or quantitative method an agency uses to evaluate grant applications.

CONGRESSIONAL ACTIVITY

Rep. Huffman Releases Offshore Wind Revenue Sharing Discussion Draft. Representative Jared Huffman (D-CA), released a [discussion draft](#) of a bill titled the *Resilience, Equity, and Sustainability Through Offshore Renewable Energy (RESTORE) Act*. The Treasury currently collects

all revenue from offshore wind activity. The bill would allow Treasury to collect half of the revenue generated by offshore wind production but require the remaining 50% to be distributed for coastal restoration and climate resilience. Of the 50% collected, the discussion draft would require 25% of funding to be administered through the National Oceanic and Atmospheric Administration’s (NOAA) National Ocean and Coastal Security Fund, 15% of the funding would be directed toward Native American communities, 5% for the Land and Water Conservation Fund, and 5% for research on the sustainability of offshore wind. The legislation would also create a “Coastal Conservation and Community Resilience Fund” administered by NOAA. The discussion draft contains provisions similar to an already-introduced Senate measure titled the *Reinvesting In Shoreline Economies and Ecosystems (RISEE) Act (S. 373)*.

FEDERAL FUNDING OPPORTUNITIES

NOAA Releases \$100 Million Habitat Restoration and Coastal Resilience NOFO. NOAA released a \$100 million **NOFO** through the Transformational Habitat Restoration and Coastal Resilience Grants program. Funding will support projects that restore marine, estuarine, coastal, and Great Lakes ecosystems through activities like enhancing coastal wetlands and rebuilding coral reefs. Applications are due by April 16th.

NPS Announces \$450 Million ORLP NOFO. The National Park Service (NPS) released a \$450 million **NOFO** through the Outdoor Recreation Legacy Partnership (ORLP) grant program. ORLP is a competitive, dollar-for-dollar matching grant program that aids urban communities to develop outdoor recreation space. NPS released deadlines for the next five years, with two application deadlines from 2025 through 2029 on June 1st for a yearly Round 1 funding group and November 1st for a yearly Round 2 funding group.

GRANT AWARD ANNOUNCEMENTS

DOL Announces \$99.3 Million for YouthBuild Program. The Department of Labor (DOL) **announced** \$99.3 million in grants to 71 organizations in 31 states through the YouthBuild Program. Funding will support pre-apprenticeships for individuals aged 16-24 who are neither enrolled in school nor in the labor market for construction jobs and other high-demand industries. Projects selected will also provide education and training for rehabilitating affordable housing in underserved communities.

EPA Awards \$1.275 Billion through Community Change Grants Program. The Environmental Protection Agency (EPA) **announced** \$1.275 billion in grants for 84 projects through the Community Change Grants Program. The funding will support disadvantaged community efforts to reduce and prevent air, water, and soil pollution, build resilient infrastructure, and provide workforce development opportunities.

EPA Announces Clean Heavy-Duty Vehicle Grant Program Tentative Selections. EPA **announced** over \$735 million to 70 applications through its first-ever Clean Heavy-Duty Vehicles

Grant program. Proposed replacement vehicles include battery-electric box trucks, cargo trucks, emergency vehicles, refuse/recycling haulers, school buses, shuttle buses, step vans, transit buses, utility vehicles, other vocational vehicles, and several hydrogen fuel cell transit buses.

FEDERAL AGENCY REGULATORY ACTIONS

FHWA, FTA, and FRA Publishes Efficient Environmental Reviews for Project Decision-making and One Federal Decision Interim Guidance. FHWA, FTA, and the Federal Railroad Administration (FRA) published [interim final guidance](#) that explains the environmental review process and best management practices for the surface transportation projects to which the Section 139 environmental review process applies. This Interim Final Guidance supersedes and replaces the SAFETEA-LU Environmental Review Process Final Guidance, jointly issued by FHWA and FTA in 2006. This Interim Final Guidance reflects statutory amendments to the Section 139 environmental review process and includes information on the FRA and railroad projects. The interim final guidance is effective on December 17th. Comments are due by February 18th.

USACE Published Updated PR&G. The US Army Corps of Engineers published [updated guidance](#) for the Principles, Requirements & Guidelines. The new rule governs new USACE investments in water resources and applies to feasibility studies, major rehabilitation reports, studies under the Continuing Authorities Program, and significant operational changes, among other things.

FEDERAL AGENCY ANNOUNCEMENTS AND PERSONNEL CHANGES

Argonne National Laboratory Publishes Facts About EVs. The Argonne National Laboratory published a [Facts About Electric Vehicles webpage](#) where individuals can learn more about EV owner satisfaction, fuel savings, grid benefits, and additional topics.

DOT Publishes National Blueprint for Transportation Decarbonization. DOT published the [USDOT Climate Strategies that Work Playbook](#), which is a resource to help guide cities, regions, industry leaders, philanthropic strategists, and transportation professionals in implementing effective strategies for reducing transportation sector greenhouse gas (GHG) emissions.

EPA Administrator Announces Resignation. EPA Administrator Michael Regan announced he will resign effective December 31st. Jane Nishida will serve as Acting EPA Administrator and Dan Utech will serve as Acting Deputy Administrator until the end of the Biden Administration.

FHWA Publishes NEVI Build Out Certification Guidance. FHWA [published a memorandum](#) on Build-Out Certification outlines the criteria and procedures for states to certify the completion of electric vehicle charging infrastructure along designated Alternative Fuel Corridors, a prerequisite for utilizing National Electric Vehicle Infrastructure (NEVI) Formula Program funds beyond these corridors. The document details the certification process, including necessary documentation and evaluation metrics, to ensure a comprehensive and reliable EV charging network nationwide.

FHWA Publishes NEVI Formula Program Q&A. FHWA published an [updated questions & answers](#) (Q&A) clarifying that the existing NEVI guidance has always allowed for flexibility in charging standards—including use of other connectors, such as J3400—so long as there is a Combined Charging System (CCS) connector. The updates do not represent a change to existing NEVI minimum standards.

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**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: January 15, 2025

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Sergio Gonzalez, Facilities Manager
SUBJECT: December 2024 Facilities Report

MAINTENANCE ACTIVITIES

VPD & VHV 2024 PARADE OF LIGHTS AND WINTER WONDERLAND PREP AND SET UP

Status: Completed

Budget: Budgeted (MARKETING)

The Maintenance Department participated in the prep, staging, and setting up of the 2024 Parade of Lights and following Wonder Wonderland events. The Department's staff assisted with executing the required set ups within the Village under the direction of the Marketing Department. The Department also assisted with the fireworks perimeter set up, mobile lighting staging/placement, and patron parking-related assistance.



Portable mobile lighting for POL carnival area



Parcel 8 overflow parking and lighting set up



Harbor Cove fireworks safety perimeter set up



Winter Wonderland CI Courtyard reindeer set up.

VPD SURFERS KNOLL SAND MANAGEMENT DUNE RESTORATION PROJECT

Status: Ongoing

Budget: Budgeted (Grounds Maintenance)

The Ventura Port District initiated and commenced a dune native vegetation restoration project adjacent to Surfers Knoll beach. A 2,100 square foot area was fenced off on existing dunes. A contractor sourced and planted 237 native plants, per Coastal Commission requirements. An additional contractor was sourced to hydroseed the area with a mixture of 3 native seedlings, again per Coastal Commission requirements. VPD staff will monitor and irrigate as necessary.



Dune restoration perimeter set



Native Plants to be planted



Planting of native plants within perimeter



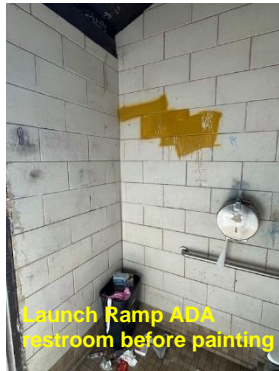
Hydro-seeding within the dune restoration perimeter.

VPD LAUNCH RAMP RESTROOM RESTORATION PROJECT

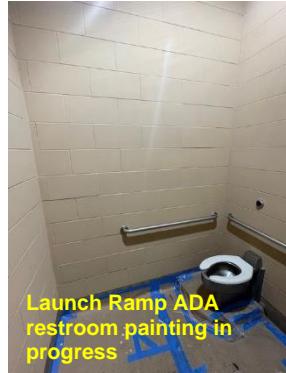
Status: Ongoing

Budget: Budgeted (Building Maintenance)

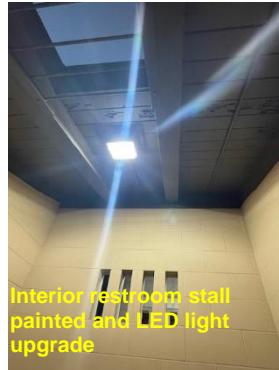
The Launch Ramp restrooms restoration project continued through December. The contractor replaced all existing non-efficient lighting inside and outside the restroom building with new efficient LED lighting. The inner restroom stalls were also prepped and painted. Portable toilets remain on site for public use. Project will be ongoing with the anticipation of all exterior door replacements and exterior painting finished in the month of January.



Launch Ramp ADA restroom before painting



Launch Ramp ADA restroom painting in progress



Interior restroom stall painted and LED light upgrade



Exterior LED lighting upgrade completed

VHV 1691 MARINA WOMEN'S RESTROOM DOOR HARDWARE REPLACEMENT

Status: Completed

Budget: Budgeted (Building Maintenance)

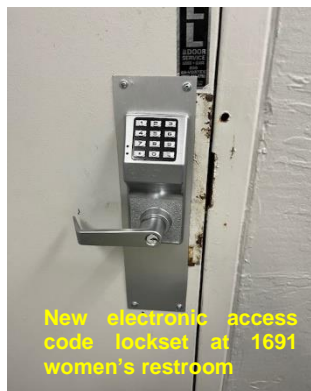
For added security and privacy, Facilities staff replaced the standard passage entry hardware into the VHV 1691 Marina women's restroom/showers with an electronic access code door lockset. Project was initiated and completed in coordination of the Marina Department which oversees access to such restrooms for Marina vessel tenants.



1691 Marina Women's restroom old passage hardware



1691 Marina Women's restroom old passage hardware



New electronic access code lockset at 1691 women's restroom



New electronic access code lockset at 1691 women's restroom

VHV 1591 #114/115 DEEP SEA WINERY SIGN LIGHTING INSTALATION

Status: Completed

Budget: Budgeted (Building)

The Maintenance Department, led by Maintenance Tech-2 Luis Quezada and Lead Worker Abel Gamino, have completed the installation of a dedicated LED strip light to illuminate the Deep Sea Winery sign facing the promenade providing the tenant with better visibility and exposure at night.



Exterior LED strip light being prepped in shop



Led strip light installed at Deep Sea Winery



Installed LED strip light at dusk



Installed LED strip light at dusk

FACILITIES:

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

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: January 15, 2025

To: Board of Port Commissioners
From: Brian D. Pendleton, General Manager
John Higgins, Harbormaster
SUBJECT: December 2024 Harbor Patrol Report

SENIOR HARBOR PATROL OFFICER PAT HUMMER RETIREMENT

I would like to start my report in honor of and to celebrate the retirement of Senior Harbor Patrol Officer Pat Hummer, who has dedicated an incredible 35 years of service to the Ventura Port District Harbor Patrol. With over 40 years in public service, including his previous work with the Channel Islands and Santa Monica Harbor Patrol, SHPO Hummer's retirement is well-deserved. The entire Harbor Patrol and Port District are deeply grateful for his selfless dedication and unwavering commitment to the maritime community.

SHPO Hummer's dedication is truly unmatched. For over 20 years, he remained on call, often responding after hours and on his days off due to his proximity to the harbor. His commitment ensured the harbor was always covered, and during his career, he responded to thousands of calls for service on both land and water. SHPO Hummer was also instrumental in training, navigational aids, public relations, and mentoring new boaters.

There are many accomplishments worthy of note, but they are best delivered by SHPO Hummer himself. Rather than boast, he would likely say he was just doing his job to the best of his ability. This humility does not adequately give credit to the fact that he served exceptionally on numerous occasions. Notably, he responded to the January 31, 2000, Alaska Airlines disaster, working for sixteen continuous hours in extremely rough weather. Ventura Harbor Patrol was the only non-US Coast Guard public safety vessel to initially respond, thanks to the experience and skills of SHPO Hummer and his crew. Years later, on September 2, 2019, he again responded to a maritime disaster when the Dive Boat Conception caught fire. SHPO Hummer staffed the fireboat and transported Ventura County Fire Department personnel to Santa Cruz Island in darkness and fog to attempt to rescue the trapped passengers.

In closing, there is so much to thank retired SHPO Pat Hummer for, as his service to the Port District and maritime community was immeasurable. While he is now retired, we know he will remain vigilant in his new role and finally focus his full attention on his family. We are extremely proud to have had the opportunity to work and learn from Pat. His legacy will live on, and he has undoubtedly left the harbor a better place because of his service.



PUBLIC SAFETY

Overview:

December is always a challenging month for the Harbor Patrol as there are many different areas to be addressed. Often December is when the weather starts to noticeably change, and the storms or larger surf arrive. The Harbormaster and Harbor Patrol spend considerable time trying to stay ahead of these weather events by preparing and upstaffing. This preparation allows us to adequately respond and provide the highest levels of service in the safest feasible way.



The Harbormaster also assessed the Village and with the support of the General Manager increased daily uniformed Security coverage for the month of December. The goal of this enhanced staffing was to provide the safe and enjoyable experience we strive to deliver. During this month, the coverage for security was daily from 12pm till 8pm, and then 10pm till 6am. The uniformed security both walked the Village and patrolled the parking lots in a marked vehicle. During this month they contacted, removed, and summoned the Police for illegal vagrant activity.

Commercial Vessel Accident & Response:

The Commercial Fishing Vessel "Net Effect" accident was a perfect example of how dynamic the responses are for the Harbor Patrol. Our staff are always alert and ready to respond to calls and this accident was a perfect demonstration.

On December 13, 2024, at around 09:59, a distress call was received for a capsized 65ft aluminum squid fishing vessel near Ventura Harbor's detached break wall. SHPO Brendan Donohue, HPO Garret Winter, and MSO Eddie Warne immediately responded in two vessels and upon arrival, they found six people aboard an aluminum boat tender, including four fishermen from the capsized vessel and two bystander rescuers.

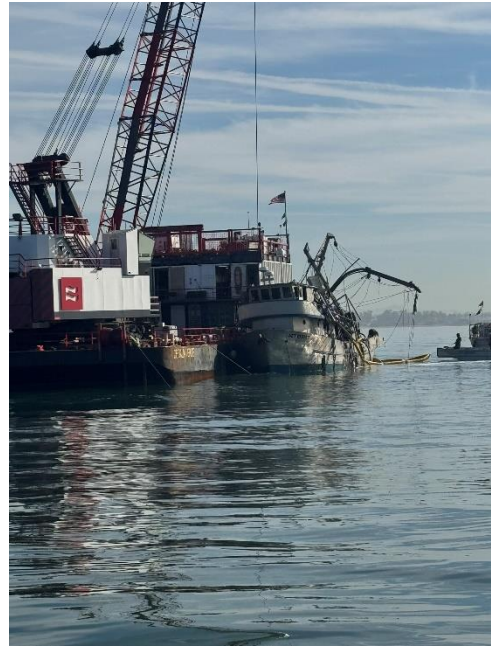


SHPO Donohue assumed the incident command position and notified the Harbormaster of the event. SHPO Donohue coordinated the response of landside First Responders and started to identify the options to mitigate the hazard. The size and location of the vessel posed an immediate and significant hazard to the Harbor. SHPO Donohue worked with Tow Boat US who also responded to assist and had them connect to the vessel and attempt to tow it out into deeper water away from the Harbor entrance. This was effective and helped minimize a navigational hazard and pollution event that would directly affect the Harbor and its boaters.

MSO Warne boarded the tender and performed triage, identifying two injured fishermen and two uninjured. All individuals were transferred to FB-1, and appropriate fire and medical resources were summoned. During the return to the Harbor Patrol long dock, MSO Warne assessed the fishermen. One exhibited severe distress and was treated with oxygen and wrapped in a blanket for shock. The second was in moderate distress, treated for hypothermia and wrapped in a blanket.

Upon arrival at the long dock, the injured were transferred to Ventura City Fire and AMR paramedics. The two uninjured patients refused medical evaluation and were escorted to their dock slips. Warne and Winter then returned to the capsized vessel to perform traffic control and clear navigation hazards until relieved by appropriate resources.

The Harbormaster, who was off duty, responded to the Harbor and notified the General Manager per usual practice with larger events. Both the Harbormaster and General Manager were on scene just outside the Harbor within 20 minutes of the accident in the third vessel and were able to further evaluate the situation and hazards. The Harbormaster assumed command and worked with both Tow Boat US and the US Coast Guard to work on a plan to stabilize the vessel offshore in deeper waters while a salvage plan could be developed. The vessel was towed two miles off the Harbor entrance where it remained secured to Tow Boat for the next 14 hours.



The insurance company ultimately determined they wanted to contract with a large commercial salvage company and so the overturned vessel remained offshore but under direct observation for the next couple of days. The Harbormaster and Harbor Patrol staff remained involved as interested partners but did not have any direct responsibility in the salvage. The Harbormaster, General Manager, and City OES did send letters to the US Coast Guard Captain of the Port to ensure there was a contingency plan in effect if they did not complete the salvage by an identified date where soon after large surf was expected to arrive. Fortunately, the salvage did occur within the timeline and the vessel was ultimately towed back into the Harbor and eventually hauled out at Ventura Boatyard.

The strong relationships between both the Harbor Patrol and Tow Boat US were instrumental in preserving the lives of the accident victims and effectively mitigating the hazards that could have significantly impacted the Harbor and Ventura Coastline. Other agencies involved were Ventura City Fire, AMR Ambulance, US Coast Guard, Ventura County Sheriff, and California Fish & Wildlife OSPR.

Parade of Lights:

The Parade of Lights was another success due to the strong collaboration between all the Port District Staff. From the pre-plans to the awards ceremony there was clear communication and efficient application of resources behind the scenes to ensure the event was something memorable for thousands of people. Like many Port District Departments, the Harbor Patrol used all available employees for the two-night event. The Harbormaster would like to thank the Harbor Patrol and Marine Safety Officers who worked overtime and sacrificed personal time during the holidays to ensure a safe and memorable event.

Santa Paddle:

The Harbor Patrol staff helped provide waterside safety and coordination between the Santa Paddlers. This event drew a record number of participants who covered most of the channel as they paddled to NPS and back. There were no issues noted, and neighboring boats were patient with the many paddlers.

High Surf Event:

The December high surf events were identified by the Harbor Patrol and MSO staff well in advance of their arrival. The Harbormaster has been involved with regional planning and

preparation for over 20 years and took the lead in communicating with our partner agencies. To help with each agency's situational awareness, the Harbormaster incorporated an open communication line via the Signal app. This app allowed the posting of weather and surf forecasts, response plans, agency staffing, current conditions, and areas of operation. This was a vast improvement and allowed for more efficient County coverage and coordination. Agencies that participated in the communications were Ventura Harbor Patrol, Ventura County Fire Department, Ventura City Fire Department, Oxnard Fire Department, and California State Parks staff from Los Angeles, Ventura County, and Santa Barbara Counties.

High Surf Responses:

The Harbor Patrol and Marine Safety Officer staff responded to and provided mutual aid coverage to the Ventura Pier and Ventura Coastline during the multiple day high surf event. Staff performed numerous preventive contacts, assists, and rescues during this time.

High Surf Related Issues - Ventura Keys:

During the first day of the large surf there were again issues in the Ventura Keys with broken docks and vessels breaking free. The Harbormaster worked with Ventura City Emergency Management, Fire Department, and Tow Boat US to respond to and mitigate issues at several separate locations. During this event two docks broke free, and three vessels needed to be moved to safer areas of the harbor.

The City of Ventura has since created a contract with Tow Boat US so that they can respond and assist in an official capacity on behalf of the City of Ventura. While the Harbor Patrol staff will continue to respond to emergencies back in the Keys, this new agreement will allow the Harbor Patrol staff to assist but not become overwhelmed while waiting for a city representative to assume oversight.

PUBLIC SAFETY TRAINING & PUBLIC RELATIONS ACTIVITY

Inhouse: Throughout December, Harbor Patrol focused on training, with a key goal of the Harbormaster beginning to enhance the Marine Safety Officers' proficiency in operating rescue watercrafts (RWCs). Although there is no national standard for advanced operation, we have established internal qualifications: "Operator" and "Specialist."

Currently, we have five Specialists among the full-time staff and two within the part-time MSOs. The Ventura Harbor Patrol boasts the largest number of advanced RWC operators in the county and provides mutual aid to agencies like the California State Parks Lifeguards during extreme surf events.

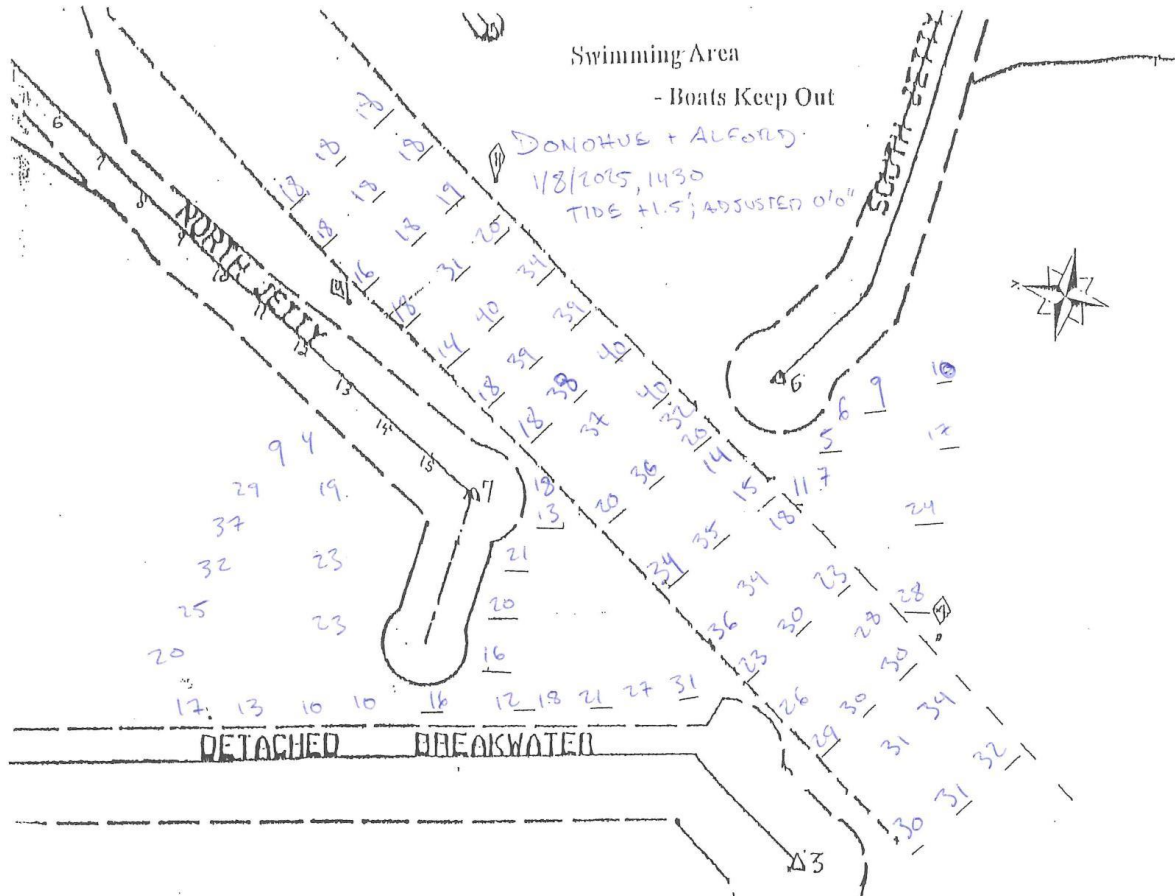
Outside: Harbor Patrol PT MSO Nick Givens, an RWC Specialist, provided training to both California State Parks and Oxnard Fire Department RWC operators on several occasions during the high surf event. Both agencies expressed appreciation to the Harbormaster for supporting the training and improving the safety of their operators.

The Harbor Patrol hosted the Ventura County Sheriff Marine Unit and US Border Patrol for Maritime Smuggling Indicators Training. This US Border Patrol staff delivered the four-hour course in the conference room.

On December 17, 2024, the Ventura Harbor Patrol hosted the Ventura Police Department Explorers. Harbor Patrol staff with the Harbormaster provided a safety talk with the twenty-two explorers and took them on a boat tour of the Harbor. The young men and women are aspiring Public Safety members and appreciated the tour and information.

CHANNEL DEPTH & HARBOR PATROL SOUNDINGS

December marked the first noticeable high surf event and the beginning of significant sand movement. The first impression after the storms surf was the sand trap was easily able to handle the infill. The Harbor entrance did not show any significant issues with depths. SHPO Donohue performed a survey with the numbers attached. Formal surveys should begin the coming month as dredging gets closer.



911 Calls Dispatched by Ventura County Fire (December)

Incident	Case Number	Units	Priority	Problem	Agency	Address	City	Response Date
34210007		HARR1, HARR2, MED471, SQ2	M3	CHEST PAIN NON TRAUMA HIGH	Ventura County Fire Department	34°14'39.20"N / 119°15'42.87"W		11/21/2024 3:21:44 PM
342100718		HARR1, HARR2, ME2, MED475, SQ2	M5	SICK PERSON	Ventura County Fire Department	1563 Spinnaker Dr	Ventura	11/23/2024 6:52:26 PM
342102622		B1 CHAP26, EMS48, HARR1, HARR2, ME2, MED474, SQ2	M5	GUNSHOT NON EMD	Ventura County Fire Department	1581 Spinnaker Dr	Ventura	11/30/2024 10:00:52 AM
342102641		EQ, HARR2, ME1, ME2, ME3, MED471, MED472, MED474, UB	F7	SMOKE INVESTIGATION (OUTSIDE)	Ventura County Fire Department	3750 E HARBOR BL	Ventura	12/11/2024 7:27:58 AM
342103259		HARR2, HARR3, ME1, ME2	F7	SMOKE INVESTIGATION (OUTSIDE)	Ventura County Fire Department	1600 SPINNAKER DR	Ventura	12/21/2024 12:33:11 PM
342103273		HARR1, HARR2, ME3	F7	FIRE ALARM	Ventura County Fire Department	1448 Spinnaker Dr	Ventura	12/23/2024 10:22:51 AM
342103620		HARR2, MED472, SQ2	M5	SICK PERSON	Ventura County Fire Department	Anchor Way / Navigator Dr	Ventura	12/18/2024 7:26:31 AM
342103743		HARR1, HARR2, MED475, SQ2	M3	HEMORRHAGE/LACERATIONS	Ventura County Fire Department	1215 Anchor Way	Ventura	12/26/2024 2:04:36 PM
342105943		HARR1, HARR2, MED475, SQ2	M3	BREATHING PROBLEMS NON EMD	Ventura County Fire Department	1600 SPINNAKER DR	Ventura	12/16/2024 6:58:11 PM
342106289		HARR1, HARR2, MED695, SQ2	M3	BURNS / EXPLOSIONS HIGH	Ventura County Fire Department	947 Schooner Dr	Ventura	12/11/2024 3:21:49 PM
342106746		EQ, SCAT1, SCAT18, EMS48, EMS63, HARR2, ME2, MED471, MED473, SQ2	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1600 Anchor Way	Ventura	12/13/2024 10:01:55 AM
342106771		HARR2, MED423, MED472, SQ2	M5	OVERDOSE/POISONING	Ventura County Fire Department	NAVIGATOR DR / ANCHORS WAY	Ventura	12/13/2024 11:05:12 AM
342106651		HARR2, HARR3, ME2, SQ2	F7	SMOKE INVESTIGATION (OUTSIDE)	Ventura County Fire Department	1600 Spinnaker Dr	Ventura	12/13/2024 4:12:00 PM
342107228		HARR2, MED472, MED475, MED476, SQ2	M3	UNCONSCIOUS/PAIN HIGH	Ventura County Fire Department	1215 Anchor Way	Ventura	12/14/2024 2:12:15 PM
342107689		B1, B15, B17, EMS48, HARR2, LF3021, ME1, ME2, MED473, DR1	F5	OCEAN RESCUE LOW	Ventura County Fire Department	130 Shoreline Dr	Ventura	12/16/2024 7:58:19 AM
342108619		EQ, HARR2, ME2, MED695	M5	FALL	Ventura County Fire Department	1215 Anchor Way	Ventura	12/17/2024 10:08:03 AM
342108195		HARR2, HARR3, ME3, MED475	F1	TC	Ventura County Fire Department	Schooner Dr / E Harbor Blvd	Ventura	12/17/2024 2:43:24 PM
342108281		HARR2, ME2, MED475, SQ2	F1	TC	Ventura County Fire Department	E Harbor Blvd / Spinnaker Dr	Ventura	12/17/2024 7:53:03 PM
342108210		HARR2, HARR3, ME2	F7	SMOKE INVESTIGATION (OUTSIDE)	Ventura County Fire Department	3250-3289 E Harbor Blvd	Ventura	12/18/2024 7:44:36 AM
342108618		HARR2, MED475, SQ2	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	1567 Spinnaker Dr	Ventura	12/18/2024 10:28:04 PM
342109248		HARR2, ME2, MED473	M5	TRAUMATIC INJURIES NON EMD	Ventura County Fire Department	3060 Pierpont Blvd	Ventura	12/20/2024 3:58:08 PM
342109333		HARR2, MED475, SQ2	M5	SICK PERSON	Ventura County Fire Department	1563 Spinnaker Dr	Ventura	12/20/2024 7:53:50 PM
342109371		HARR2, MED695, SQ2	M5	UNCONSCIOUS/PAIN	Ventura County Fire Department	1581 Spinnaker Dr	Ventura	12/20/2024 10:17:30 PM
342109430		HARR2, MED471, SQ2	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1050 Schooner Dr	Ventura	12/21/2024 3:34:40 AM
342109669		B1, B0KT1, HARR1, HARR2, HARR3, ME2, SQ2	F7	ASSIST OTHER AGENCY	Ventura County Fire Department	2818 Bayshore Ave	Ventura	12/22/2024 3:55:38 PM
342111726		HARR1, HARR2, MED473, SQ2	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	1215 Anchor Way	Ventura	12/28/2024 8:22:09 AM
342112730		HARR2, MED475, SQ2	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	34°14'41.52"N / 119°16'13.71"W		12/31/2024 1:12:28 PM

TO: Board of Port Commissioners
 FROM: Todd Mitchell, Deputy General Manager
 Dave Werneburg, Marina Manager / Commercial Fisheries
 SUBJECT: December 2024 Marina Report

MARINA DEPARTMENT ACTIVITIES

Ventura Harbor Village Marina

Total Slip Count	103	100%
Slips Assigned	102	99%
Slips Occupied	106	103%
Slips Available	0	0%

Port District Dry Storage

Total Spaces	88	100%
Active Contracts	71	81%
Available	17	19%

COMMERCIAL FISHING

California Market Squid Harvest – Ventura Harbor

2024-25 Squid Season opened April 1, 2024

California Market Squid Statistics		
State-wide Seasonal Squid Limit:	118,000 tons	236,000,000 lbs.
Ventura November 2024 Landings	8,229 tons	16,407,219 lbs.
Ventura Season-to-date:	19,530 tons	39,006,060 lbs.

December landings surpassed November’s landings even with the fisheries slowing down and suspending fishing from Christmas week through New Year’s. Overall, this season is turning out to be a good one for the industry as a whole, considering both the Port of Hueneme and San Pedro are keeping pace with our Ventura landings. Unusually, there have been no measurable landings yet to the north, including Monterey and Half Moon Bay.

However, squid “counts” and quality began to diminish starting mid-December. Fisheries are generally very competitive in terms of pricing per ton. This season, the going rate has been \$1,200 per ton for marketable catch, which consists of 9-12 counts (number of squid per pound). 13-15 count have been reduced to \$900 per ton and 16+ count are going for \$600 per ton. Due to the smaller catches and lower quality (and therefore rates paid), a number of vessels have made their way north and are fishing crab. Until the smaller squid mature and start spawning, the season may be taking a break until the quality and counts return to premium status. At \$600/ton it is apparently no longer profitable for many vessels to continue fishing, considering that, on average, a seiner uses 25 gallons of fuel per hour. Depending on where the squid are, it may take 5-7+ hours just to get on station and another 5-7+ hours to return, plus



paying a crew of 4-5, providing food/provisions, etc. requiring the industry to make the difficult decision to halt fishing when it is not cost effective.

DRY STORAGE RELOCATION

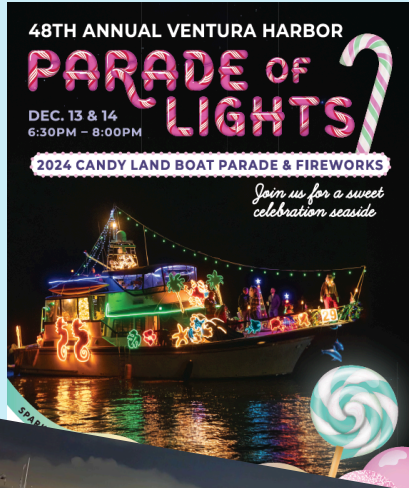
Staff and its architect, Jensen Design & Survey, continue to work to obtain City Building and Safety permits to proceed with the updates to the parking lot at the corner of Harbor Blvd. and Schooner Drive (known as Parcel 19A) in order to begin the process of relocation of the Dry Storage from its current location. Once permits are issued, staff will work with Jensen to solicit contractor services to perform the work. Due to the sequence of the work and the need for SCE to add power service to the lot, there remains a lot of uncertainty regarding the final schedule, which is a source of frustration for our customers, particularly those on the waiting list.

DECEMBER MARKETING REPORT - *Visitor Experience*

December 2024 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

VISITOR EXPERIENCE - 48th Annual Parade of Lights & Fireworks

The **2024 Ventura Harbor Parade of Lights & Fireworks** delighted visitors with this year's theme, "Candy Land" featuring boats adorned in colorful candy-inspired decorations. There was entertainment everyone, including **LED performers, NEW whimsical bubble show, faux snow**, and a **carnival** on the lawn! The boat parade was followed by **fireworks** both nights.



3000+
Attendees

32
Registered
Boats

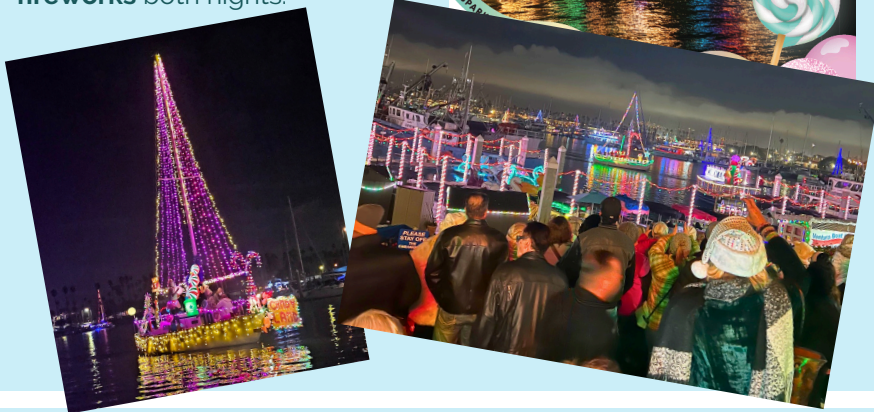
800+
Used Village
Shuttles

22
Sponsors

\$18k
Sponsorship
Funds

70+
Attended
Boat Awards

One Wedding Proposal!



VISITOR EXPERIENCE - Santa Paddle & Winter Wonderland

75+ spirited participants joined us for the **Santa Paddle** Dec. 21th!



Winter Wonderland 2024 was a success and featured **Santa and Mrs. Claus, live reindeer**, enchanting roaming **musicians**, and various **holiday entertainers**. Families enjoyed the magic of **faux snowfall**, a **wish tree**, and **free kids' crafts**, with high attendance from visitors.

\$5000 +
Sales from
Ventura Pottery
Gallery (Highest
sales day ever!)



ENTERTAINMENT & Music

December live music included:

- Dec. 1** | Dylan Brehm
- Dec. 13** | Hot Club
- Dec. 13** | DJ Bennett
- Dec. 14** | DJ Bennett
- Dec. 21** | Toy Soldier Band
- Dec. 21** | Goode Time Carolers
- Dec. 28** | Vanise Terry
- Dec. 29** | Kris Simeon



REVENUE - Venue & Film

Dec. 14 welcomed a **film shoot** on Indigenous Tribes and collaborated with **Ventura Dive & Sport and the Raptor Dive Boat + NEW Holly Jolly Market**, while various other on-site events boosting revenue for local businesses at the harbor.

Total Income
Dec. 2024 = \$1.7k

DECEMBER MARKETING REPORT - Content Development

*December 2024 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

SOCIAL MEDIA - Cross Network Performance Metrics*



72k

Total Audience

1.7 mil

Impressions

79k

Engagements

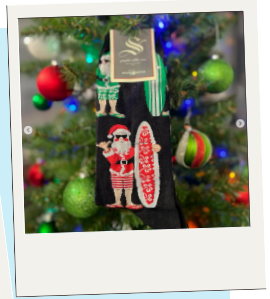
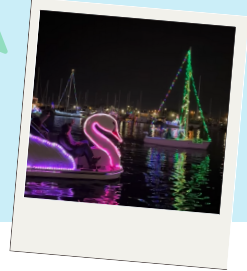
5k

Post Clicks



VISUALS - Sampling of Content

Net audience on social media platforms grew by **2k followers (a 1,200% increase)** in December 2023!



COPYWRITE - Enewsletters / Blog Performance

Topics included: a SEAsons Greetings **December Event lineup**, five ways to **View the Parade of Lights**, Last Minute **Local Gifts**, and **Holiday Break at the Harbor**

6

E-Newsletters

17k

Subscribers

41k

Opens

2k

Link Clicks



REELS - Short Video Compilations

8

Reels



996k

Plays

Marketing & Events Coordinator II captured original content and repurposed user-generated video to produce a series of stories and reels featuring **Santa Paddle**, **Parade of Lights**, **Winter Wonderland**, & **Holiday Shopping**. Plus, reposted Ventura Harbor Patrol content garnering **790k views** and **21k engagements** on single post!

ADVERTISING - Print & Digital

Starting in November and throughout December with promotional focus on holiday shopping & gift ideas via: Dedicated Blog / E-newsletter / Press Release / Organic Social / Paid Social / Holiday Photo Shoots / Reels / Onsite Signage



DECEMBER MARKETING REPORT - Outreach & Stewardship

December 2024 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

MEDIA OUTREACH & COVERAGE

- Holiday Highlights

Ventura Harbor Village rounded out 2024 with winter happenings that were featured in **805 Living Magazine**, **Santa Clarita Signal Newspaper**, **She Buys Travel**, **KTLA Television Channel 5**, **Fox Television Channel 11**, **KNBC Television Channel 4 Los Angeles/San Diego/San Francisco Bay Area** (highlighting separate articles about, Parade of Lights, Santa Paddle 2024) and **KEYT Television Channel 3-12**. Print and online media placements appeared on **KNBC Television Channel 4 in Los Angeles/San Diego/San Francisco Bay Area**, in **Santa Clarita Signal**, **VC Reporter**, **Amigos 805**, and **Visit California**.

Total Event Placements = **62**



805CALENDAR

Desert Sun.

Village Winter Wonderland & Holiday Marketplace, Ventura



A reindeer eats hay as guests line up to take pictures with Santa and Marketplace at Ventura Harbor on Saturday, Dec. 16, 2023. ANTHONY...

activerain Join now play holiday list

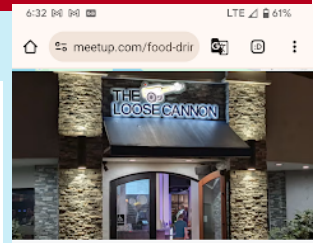
won't want to miss it!

Hanukkah Festival

Finally, how about a little Hanukkah celebration as part of the Ventura Harbor holiday fun? From 3 pm to 4 pm on December 26th, Chabad of Ventura lights the menorah. They also plan on including some fun arts and crafts...



Christmas Weekend 2024 in Los Angeles Top Things To Do: Boat Parades, Holiday Concerts, and More



Details
Come check out the new bar at the Ventura Harbor "The Loose Cannon"-- I'll be there hanging out. There's also the **Parade of Lights 2024** boat parade -- always fun to watch -- and the **fireworks show** at the end to finish the night with a bang!

The Loose Cannon offers over 20 games to choose from, including a couple bowling lanes, 20 draft beers, pizza, burgers, pretzels and more.



COVER STORY
The Best Local Escapes, Road Trips, And Resorts in Southern California

Channel Islands National Park: Dubbed the "Galápagos of North America," this remote park is perfect for kayaking, snorkeling, and wildlife spotting. Accessible via ferry from Ventura or Oxnard, the islands offer day trips or camping for more adventurous visitors.

COMMUNITY INVOLVEMENT

Chanukah Festival & Spark of Love Toy Drive

Cross-promoted **Chabad of Ventura's Chanukah Festival** on Dec. 26 at VHV Courtyard & **Fire Dept. of VC County's Spark of Love Toy Drive** during Winter Wonderland on Dec. 21. Both brought the community together to spread holiday cheer. The toy drive collected **150 toy donations** for local children.



VENTURA HARBOR PARADE OF LIGHTS SPONSORS!

Thank You

A special thank you to the all the Ventura Harbor and community businesses that supported Parade of Lights 2024

Admiral sponsor:

Four Points by Sheraton
Holiday Inn Express & Suites

Sweepstakes sponsor:

Portside Ventura Harbor

Ship's Captain sponsor:

Andria's Seafood Restaurant & Market

Starboard sponsors:

Safe Harbor Ventura Isle
Ventura West Marina

Award sponsors:

The Greek Mediterranean Steak & Seafood
Brophy Bros Restaurant & Clam Bar
TowBoatUS Ventura
Island Packers
Ventura Yacht Club
Deep Sea Wine Tasting Room

Stern sponsors:

Ventura Marina Community
Coastal Cone Ice Cream
Mavcco Market



Community & Media Partners:

Sunbelt Rentals
Cumulus (KBBY / KHAY)
Valley Scene Magazine
VC Reporter
Ventura Breeze
Santa Clarita Signal
RP Barricade

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: January 15, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: December 2024 Property and Leasing Report

LEASING HIGHLIGHTS

- 1) Tenant Engagement
 - Staff continue to coordinate with its architects, the City, JPIA, and multiple tenants regarding their planning, building, and safety permits.
 - Staff met with three tenants regarding various topics.
 - Insurance and business license audits are ongoing.
- 2) Leasing Advertising, Showings, and Executions
 - Attended the Ventura Chamber of Commerce Connection Breakfast and Poinsettia Awards.
 - Staff had another meeting with a new accounting and property management software company.
 - Staff met with an art designer regarding the “More Shops” Signage Project at Harbor Village.
 - Ads: Ventura Chamber of Commerce Connection Breakfast as well as LoopNet and CoStar Diamond Package Listings (with the Daimond Package our listing is posted as one of the first listings to be seen on their websites and banners posted on other sites). Note, LoopNet is for public access and CoStar’s audience is by membership, where members are in the industry such as brokers.
 - Updated leasing page on our websites: <https://venturaharbor.com/leasing-availability/>
 - Our new restaurant animations: <https://youtu.be/EivB3jZRxC4> and <https://youtu.be/Dr45tgvfKw>, which are included in our marketing outreach and online listings.
- 3) Looking Forward: Continuing to Implement Leasing Strategy
 - An agreement with a retail consultant executed and complete the first step of the three-step process outlined by the consultant.
 - Marketing materials sent to brokers and a list of preliminary retailers.

CURRENT VACANCY REPORT

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

CURRENT AVAILABILITY REPORT

- 1) 1559 Spinnaker Drive #109 (Retail suite)
 - The tenant’s lease expired on 10/31/24 and the Board approved a month-to-month lease until April 2025.
- 2) 1575 Spinnaker Drive #204C (Office suite)

- The tenant is in a month-to-month status because the renovation of the downstairs restaurants is expected to require installation of new ventilation that will pass through a portion of the suite. The staff's architect has advised this change may reduce square footage. Therefore, the tenant and District have agreed to keep this unit on a month-to-month basis until the designs for the restaurant's new ventilation system are approved and the reductions to the available space in the suite are known.
- 3) 1583 Spinnaker Drive #104A (Retail suite)
- Tenant is in a month-to-month agreement and has provided their 30-day notice. Staff continue to advertise the space.
- 4) 1583 Spinnaker Drive #105 (Retail suite)
- Tenant and staff are negotiating the terms for a new lease.

CATEGORY	TOTAL Square Footage	Harbor Vacancy Sq Ft	Harbor Vacancy %	Harbor Available Sq Ft	Harbor Available %	City * Vacancy %	City * Available %
Office	38,580	1,817	5%	275	1%	20%	23%
Retail	20,260	801	4%	3,291	16%	19%	22%
Restaurant	33,622	3,720	11%	0	0%	0%	No Data

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

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

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

Office: 1575 #204C
 Retail: 1559 #109
 1583 #104A
 1583 #105
 Restaurant: N/A

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

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

Data Source Update: Staff returned to extracting data from the CoStar Group. CoStar has offered significant discount pricing and has agreed to work with staff to update its database on Village comparable.

SALES REPORTS

The attached summary of sales for three Harbor Village business categories: restaurants, retail, and charters. The report compares the monthly sales for 2024 and 2023. They also include year-to-date comparisons.

The year-to-date overall sales for all Harbor Village Tenants through the month of November are down 0.26% from the same time last year.

VEHICLE TRAFFIC COUNTS

The Beonic traffic counter cameras continue to experience data outages and staff will no longer be reporting on their data.

When implemented, the Parking Management Plan will require different cameras that will be capable of counting vehicles in the same manner as the Beonic cameras have done.

ATTACHMENTS:

Attachment 1 – November 2024 Sales Report

Attachment 2 – LoopNet Activity Report

Attachment 3 – Online Marketing Examples via our LoopNet Diamond Package

ATTACHMENT 1

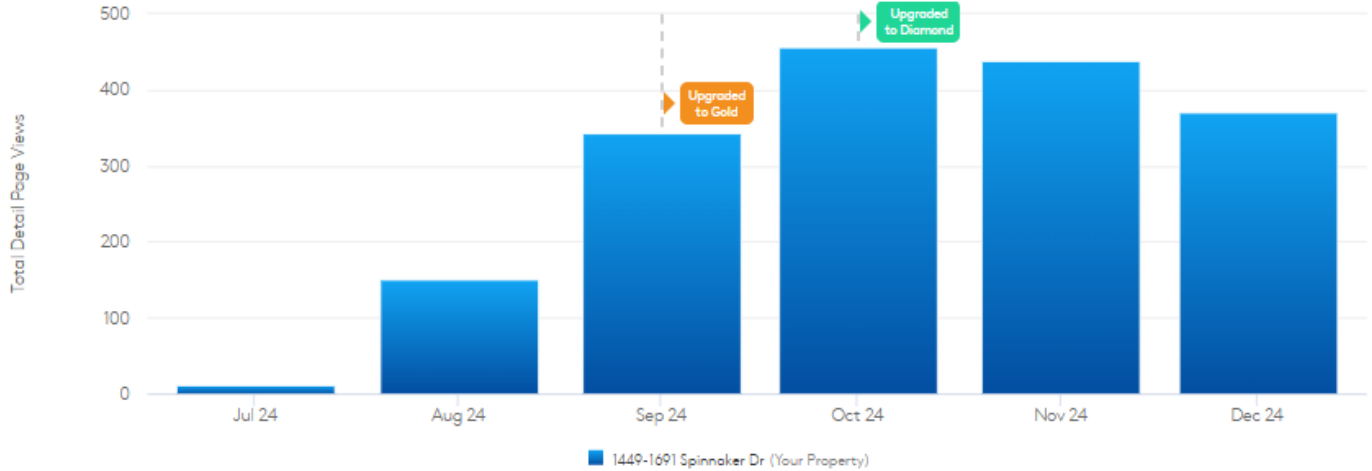
**Ventura Harbor Village
Tenant Sales Summary**

Month of November	<u>November-2024</u>	<u>November-2023</u>	<u>% Change</u>
Restaurants	\$ 1,514,433	\$ 1,511,029	0.23%
Retail	\$ 355,812	\$ 396,902	-10.35%
Charters	\$ 539,237	\$ 481,701	11.94%
Total	\$ 2,409,482	\$ 2,389,632	0.83%

Year-to-date through November	<u>Jan - Nov 2024</u>	<u>Jan - Nov 2023</u>	<u>% Change</u>
Restaurants	\$ 20,988,920	\$ 21,256,759	-1.26%
Retail	\$ 5,166,391	\$ 5,382,747	-4.02%
Charters	\$ 7,637,444	\$ 7,240,139	5.49%
Total	\$ 33,792,755	\$ 33,879,645	-0.26%

ATTACHMENT 2 LoopNet Activity Report

LoopNet Jul 2024 – Dec 2024 Listing Activity Report for Total Views

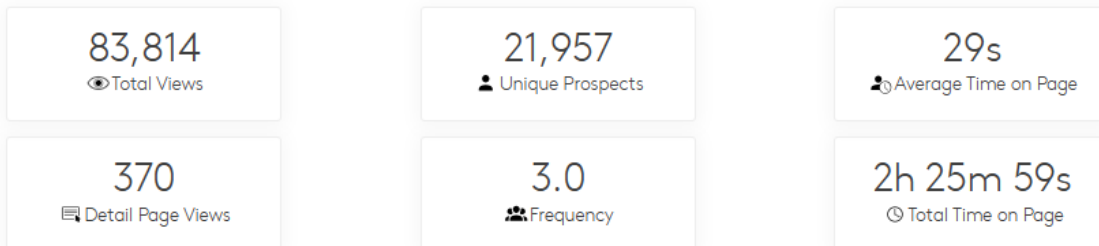


LoopNet Dec 2024 Activity Summary

Activity Summary

12/01/2024 - 12/31/2024

Summary of everyone that has seen your property.

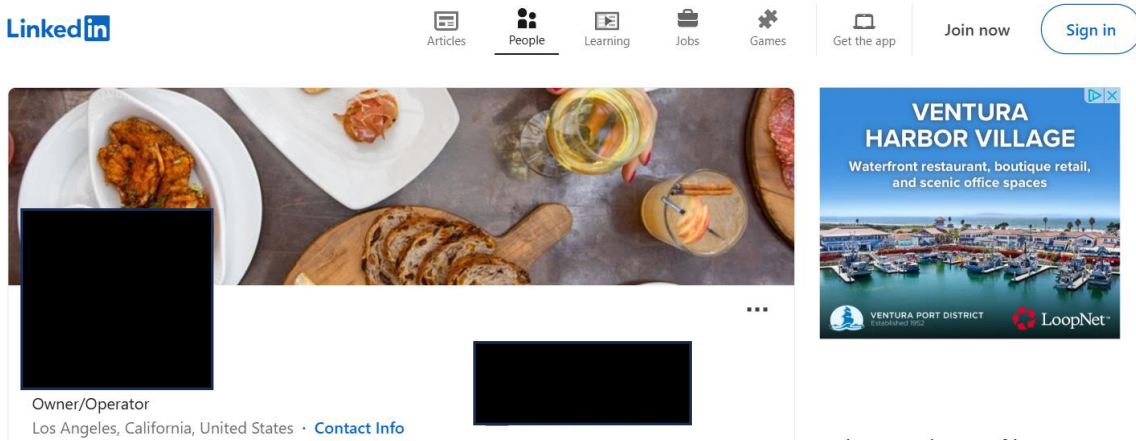


ATTACHMENT 3

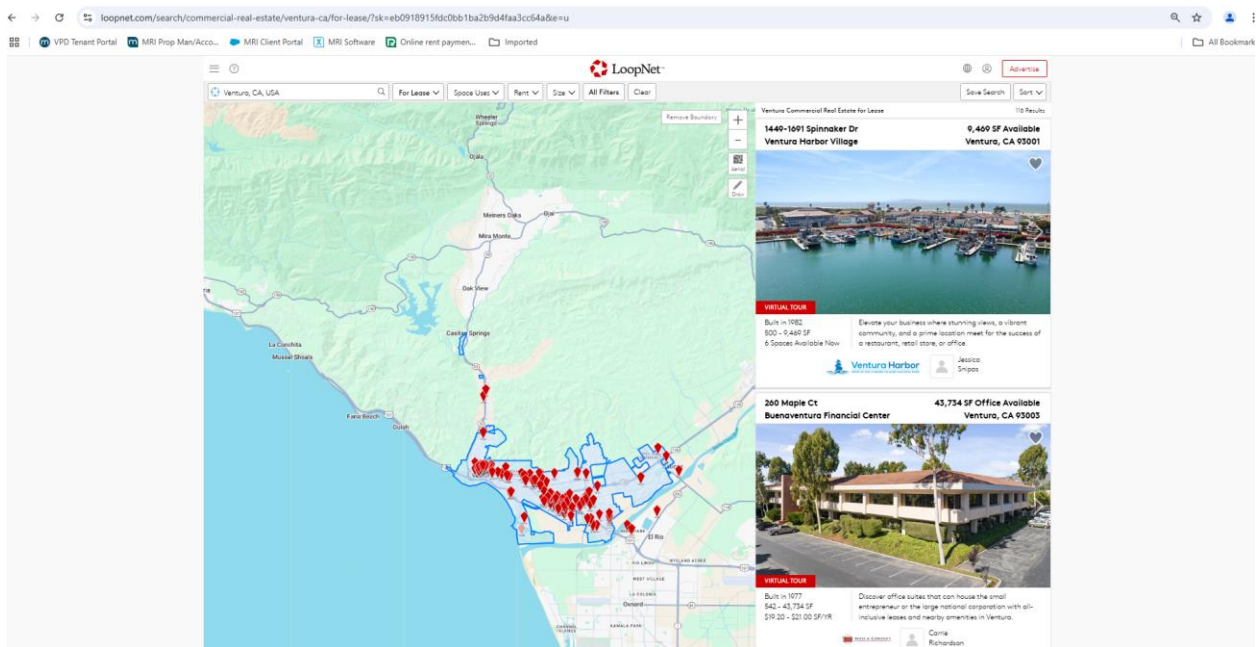
Online Marketing Examples via our LoopNet Diamond Package

Example of a banner

Note: LinkedIn account holder blacked out.



Example of the listing position when searching for a property for lease in Ventura.





VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
JANUARY 15, 2025

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

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: January 15, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchel, Deputy General Manager
SUBJECT: Approval of Out-of-Town Travel Requests

RECOMMENDATION:

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

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

SUMMARY:

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

GUIDING PRINCIPLES:

- 6) Provide exceptional public service and organizational transparency.

5-YEAR OBJECTIVE:

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

BACKGROUND:

National Working Waterfront Network 2025 Conference

The National Working Waterfront Network (NWWN) is a nationwide network of businesses, industry associations, nonprofits, local governments and communities, state and federal agencies, universities, Sea Grant programs, and individuals dedicated to supporting, preserving, and enhancing our nation's working waterfronts and waterways.

The *National Working Waterfront Network's Conference* is the only national event that brings together people from across North America to connect with one another and showcase initiatives that protect and promote working waterfronts. Working waterfronts include waterfront lands, waterfront infrastructure, and waterways that are used for water-dependent activities, such as ports, marinas, small recreational boat harbors, and fishing docks.

By design, the conference moves around the country to highlight the diversity of our nation's working waterfronts; to foster a cross-fertilization of ideas, knowledge, and solutions; and to generate strategic partnerships. The National Working Waterfront Network is pleased to be partnering with California Sea Grant to host the 2025 conference.

2025 International Institute of Municipal Clerks (IIMC) Annual Conference

Attendance at this conference will enable the Clerk to attend a variety of educational sessions, collect resources, and give access to a network of leading industry professionals and colleagues. This year's sessions are specifically designed for Clerk skill-building, professional development, and enrichment. The conference is comprised of diversified programming of educational sessions focused on a wide range of topics including leadership, adaptability, cross-generational teams, work wellness, communication, strategic goal-setting, technological tools and more. All of these sessions will help the Clerk stay ahead of

a challenging and fluctuating environment. These sessions will provide solutions to many issues that municipalities face.

FISCAL IMPACTS:

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

NWWN	WERNEBURG
Registration	\$525.00
Lodging	\$740.06
Meals	\$225.00
Mileage	\$266.00
Miscellaneous (Transit/Parking)	\$160.00
TOTAL	\$1,916.06

IIMC CONFERENCE	RAUCH
Registration	\$650.00
Flight	\$560.96
Lodging	\$778.34
Meals	\$475.00
Mileage	\$88.62
Miscellaneous (Transit/Parking)	\$150.00
TOTAL	\$2,702.92

ATTACHMENTS:

None.



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
JANUARY 15, 2025

CONSENT AGENDA ITEM B
APPROVAL OF A NEW RETAIL LEASE
AGREEMENT WITH FEEL GOOD
BEAUTY, INC. DBA FRENCHIES
MODERN NAIL CARE

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: Approval of a New Retail Lease Agreement with Feel Good Beauty, Inc. dba
Frenchies Modern Nail Care

RECOMMENDATION:

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

SUMMARY:

Feel Good Beauty, Inc. is seeking a retail lease located at 1583 Spinnaker Drive, Suite #105. The proposed lease is a new three-year retail lease with one three-year option. If the Board approves the new retail lease, it will commence on February 1, 2025.

GUIDING PRINCIPLES:

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

5-YEAR OBJECTIVES:

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

BACKGROUND:

Kristina Johnsen is the CEO and Bryan Johnsen is the CFO and secretary of Feel Good Beauty, Inc. dba “Frenchies Modern Nail Care”. They purchased the franchise location in May 2022 and are good standing tenants. Frenchies Modern Nail Care offers a variety of nail services free from chemical smells and harmful products.

Feel Good Beauty, Inc. is seeking a new three-year retail lease with one three-year option. The option is tied to a performance metric.

Staff are recommending a new retail lease having annual rent increases.

FISCAL IMPACT:

This retail lease reflects the market rate at Harbor Village and has annual step increases during the base and option periods.

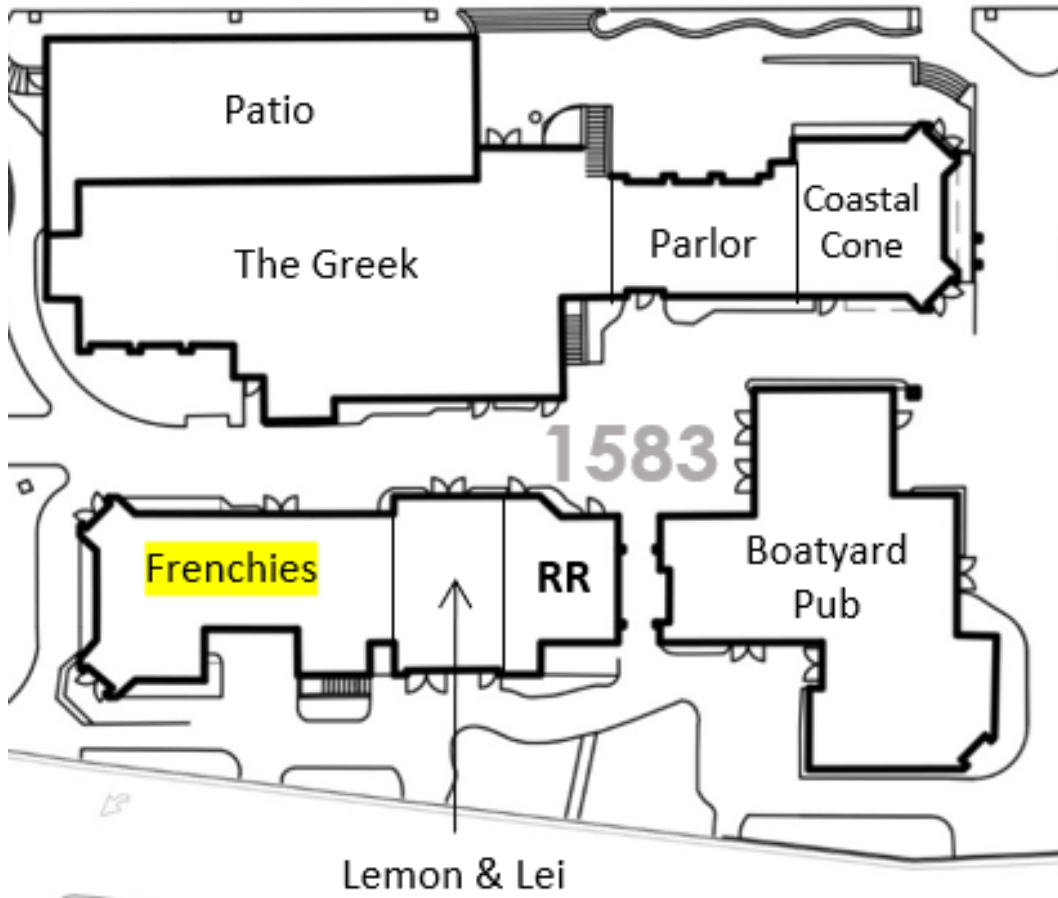
Some tenant improvements will be performed at the District's costs during the base term, including the addition of an awning, fence for the patio area, and hardware upgrades as well as additional fixed cabinetry during the option period. The total improvement cost is estimated to be \$25,500.

ATTACHMENTS:

Attachment 1 – Location Map

ATTACHMENTS:

Attachment 1 – Location Map





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

**STANDARD AGENDA ITEM 1
VENTURA PORT DISTRICT 5-YEAR
OBJECTIVES QUARTERLY UPDATE**

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 1
Meeting Date: January 15, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
SUBJECT: Ventura Port District 5-Year Objectives Quarterly Update

RECOMMENDATION:

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

SUMMARY:

In the completion of all activities in Harbor Patrol, Marketing, Leasing and Property Management, Maintenance, Marina Management, Capital Projects, Finance, Administration, and day-to-day service to the public, the Port District staff is guided by the District's Mission Statement, Guiding Principles, and Five-Year Objectives. This report includes the Quarterly Update Workbook which provides an update on achievements related to each strategy associated with the Board's Five-Year Objectives.

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.
- 3) Public and Civic Engagement Planning

BACKGROUND:

In 2021, the Board provided directions to the General Manager to conduct a Public Workshop. The District retained MP to facilitate the workshop and provide a follow-up report to the Board. The workshop was held on Saturday, December 4, 2021, at the Ventura Marina Mobile Home Park Community Room. In attendance were the Board, District staff and its Legal Counsel, Harbor tenants, and members of the public.

As a follow-up to the Public Workshop, MP prepared a written report for the District to utilize as a tool to formalize any updates to the District's Mission Statement, Long-Term Goals, and 5-Year Objectives. This report was presented on January 19, 2022. New Guiding Principles (previously known as Long-Term Goals) and updated Five-Year Objectives were adopted on April 6, 2022. On September 29, 2022, the Board considered and adopted strategies for each of the Five-Year Objectives.

During the February 2022 discussion, the Board was supportive of updating the Mission Statement, Long-Term Goals, and Five-Year Objectives. Additionally, the Board provided guidance to the General Manager and requested specificity on implementation of the objectives including the use of the SMART approach through the inclusion of the Strategies that were approved by the Board on September 29, 2022. SMART goals are specific, measurable, achievable, relevant, and time-bound, and will continue to be utilized in quarterly reporting as has been past practice, with updates as applicable to reflect the new Guiding Principles. The intent of the Workbook is to be a living document that:

- 1) Restates the Mission Statement and Guiding Principles.
- 2) Captures the fundamental Five-Year Objectives identified during the workshop and subsequent Board meeting discussions.
- 3) Includes high-level actions associated with achieving the Objectives:
 - a. Strategy: Sub-section identifying how Objectives can be advanced or achieved
 - b. Action: Actions currently identified to be undertaken to support each Strategy
 - c. Milestone: Timeline(s) associated with each Milestone
- 4) Provides a method by which to report updates to the Board on a quarterly basis.
- 5) Broadly speaking, seeks to align spending and actions with Guiding Principles and 5-Year Objectives.

Quarterly Achievements

Staff provides a quarterly update on the status of the Five-Year Objectives and in particular the identified Strategies and Actions achieved. Staff has been providing the quarterly reports for the first two plus years of the current 5-Year Objectives. The General Manager will modify the Actions as needed to best meet Board adopted Strategies. When an Action (and its corresponding Milestone and Achievements) is modified or eliminated, it will be noted in the quarterly report provided to the Board. The quarterly report has been included as Attachment 1 for the second quarter of the current fiscal year (FY24-25), which ended December 31, 2024.

MODIFIED OR ELIMINATED ACTIONS

D: Ventura Port District Dredging.

Eliminated Action: Prepare, submit and receive new permits for inner Harbor Dredging (unrestricted by Santa Clara river conditions).

Reason for Elimination: Action has been successfully completed.

New Action: Regularly assess and maintain safe navigational conditions within harbor entrance, sand trap, and inner harbor.

Reason for Action: Establishes action related to monitoring and carrying out the District's needs for dredging.

N: Maintain and grow Channel Islands National Park Service (NPS) presence and customer visitation to the Harbor.

Eliminated Action: Collaborate with City, CA Coastal Commission, and stakeholders including NPS to prepare a master plan integrating Parcel 8 into the visitor experience at the Harbor and Visitor's Center.

Reason for Elimination: District prioritizing resources for Parcel 5 Park, 1575 Spinnaker Dr. Façade and Patio Project, Commercial Fisheries Master Plan and other capital projects. NPS unable to prioritize Parcel 8 project planning.

Eliminated Action: Investigate synergies for collaborative improvement of NPS Visitor Center experience.

Reason for Elimination: Duplicative of retained action - Collaborate with NPS Superintendent to identify mutual long-term goals and options at Ventura Harbor for NPS operations, NPS visitor center, and ferry terminal.

P: Implement parking management, traffic circulation, and multi-modal transportation strategies.
Modified Action: Identify & budget for Capital Improvements to improve parking & circulation at Harbor Village

Revised to: Implement Parking Management Services

Reason for Modification: Action completed: Included in 5-Year Capital Improvement Projects and FY24-25 budget. Solicitation and implementation of program Actions required.

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

Eliminated Action: Complete installation of 4 EV charging stations at District office for company vehicles per CIP.

Reason for Elimination: Action has been successfully completed.

Eliminated Action: Complete procurement of hybrid Harbor Patrol vehicle utilizing SLC grant funds per CIP.

Reason for Elimination: Action has been successfully completed.

Modified Action: Complete procurement of EV or hybrid Maintenance & Dockmaster vehicles using SLC grant funds per CIP.

Revised to: Continue transition of District Fleet Vehicles to Hybrid or EV.

Reason for Modification: SLC funding successfully used for procurement of some EV vehicles, but further transition of fleet to be completed in future years.

New Action: Seek grant funding opportunities to transition to zero-emission equipment.

Reason For Creation: Previously not identified as an action for this Strategy.

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

Modified Action: Creation and implementation of Tenant Portal to allow tenants to report sales and review lease documents.

Revised to: Implementation of new Tenant Portal with the new accounting/property management software.

Reason for Modification: This action was updated to address the need for a new portal for the new accounting software.

Eliminated Action: Implementation of online payments for tenants.

Reason for Elimination: Action has been successfully completed.

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

Modified Action: Implement WiFi in Harbor Village

Revised to: Increase internet connectivity throughout harbor.

Reason for Modification:

Annual Achievements

The Board seeks to memorialize annual progress towards meeting the 5-Year Objectives and requested the General Manager implement a methodology to accomplish this, while preserving past achievements. Since the District operates on a fiscal year, the General Manger will return each fall with a Board Report of the prior fiscal year achievements. For consistency purposes, the new report will mirror the format of the current quarterly report.

FISCAL IMPACT:

In order to accomplish the Five-Year Goals, the District will need to continuously align financial decision-making with the annual and mid-year budget which includes five-year capital improvements plan as well as departmental budgets.

ATTACHMENTS:

Attachment 1 - Board Five-Year Goals Workbook (FY24-25 2nd Quarter Achievements)



**VENTURA
PORT DISTRICT**

Established 1952

QUARTERLY UPDATE: Strategies to the 5-Year Objectives

Q2 of FY24-25

Board of Commissioners Meeting

January 15, 2025

Guiding Principles

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

2022-2027 5-Year Objectives

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

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

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

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Collaborate with business partners and stakeholders through increased engagement, communication, and participation.	Village tenant meetings	Quarterly	Sent October, November, & December Tenant Newsletters / Board received follow-up report in October to Public Workshop held September 14
	Celebrate DEI through recognition of dates and events of cultural significance	Annual Visitation Plan for Ventura Harbor Village Q2 2023	Cultural Celebrations: Promotion of Dia De Los Muertos (Oct. 27, Nov. 1-2), Native American Heritage Month (Nov.), and Chanukah celebration in the Village (Dec. 26).
	Refresh the Ventura Harbor Village.com website to include dynamic features, the Channel Islands, digital map, and reformatted calendar of events	Q2 2023	Weekly tenant & calendar updates.
	Harbor tenant education and advocacy re: implementation of sustainability practices e.g. CA Green Business Network, Surfrider Foundation Ocean Friendly Restaurants program	Q1 2023 tenant meetings and forward	Hosted Electric Vehicle Showcase on the Village Main Lawn (Oct. 6) and highlighted sustainable Village improvements i.e. EV charging stations in Tenant Newsletter.
2. Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs	Collaborate with City, tenants, and stakeholders on updates to Local Coastal Program and General Plan	City organized meetings through Q4 2023	City Council endorsed draft land use designation map (December '24) that includes Harbor zoning updates as requested by GM. GM, DGM, & HM provided a boat tour to Recreation and Assistant Community Development Director to explain projects and collaborate on future projects and processes within the City.
	Collaborate with other harbors and special districts on best management practices, legislative impacts and funding opportunities	Monthly	District worked with Port of Hueneme (PoH) to solicit and award environmental review contract for commercial fish modernization. GM continues to participate in VCSDA as Treasurer through Feb. '25. DGM & HM maintain various memberships w/Harbormaster, beach and marina associations. HM has worked with Santa Cruz, Santa Barbara to understand changes to their Peace Officer powers. HM applied for the Port District to be standalone Special District in County Hazard Mitigation Plan.
	Collaboration between Port District and law enforcement and emergency services	Ongoing	HM participates in USCG Search and Rescue Meetings, DHS Homeland Security Meetings, and provided Ocean Rescue training for City & County Fire Personnel. HM and staff provided marine safety during the December high surf events. HP staff also trained other public safety on Rescue Watercraft Operation and Boat Deckhand training. HM hosted VC Sheriff and US Border Patrol for a Maritime Smuggling Training. HP staff assisted City with dock damage & boat Issues (The Keys) during High Surf Event.
	Port Commission updates to Ventura City Council	Bi-Annual ⁶³	Chair & GM attended December '24 Council Meeting and presented certificates to outgoing Council members and met new District 7 Council Member.

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

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

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

ATTACHMENT 1

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor	Regular engagement with commercial fishing business owners and key industry representatives	Seasonally	PoH will schedule meeting with fishing business owners moving to Ventura in Q1. HM continues to work with local fisheries to temporarily store equipment during adverse weather and stays involved with VC Commercial Fishing Association as a non-voting member. HM & Staff continues to monitor and communicate with the Squid offloading industry to ensure compatibility with the Port and residents. Issues that are discussed are mostly speed of vessels and lights left on.
	Engagement with sustainable aquaculture industry interests at Ventura Harbor	As received	GM toured Ocean Rainforest kelp farm in Goleta. DGM attended Ocean Rainforest open house. Board authorized public comment letter to Corps regarding application for project near Ventura.
	Monitor legislative and regulatory changes potentially impacting commercial fishing and sustainable aquaculture	Monthly	Staff following recommendations for changes to squid fishery practices for increased sustainability. Staff tracking State legislation for impacts, including CARB, MPA, and 30x30. HM remains active in the Joint Oil/Fisheries Liason Office out of Santa Barbara. This group passes on important information on projects, issues, or changes for the commercial fisheries.
2. Continue improvements of District's Working Waterfront infrastructure	Maintain existing harbor infrastructure and related amenities to continue to meet commercial fishing needs	Q2 Annual Budget & 5-Year CIP	Staff submitted Uplift Grant application for planning the replacement of commercial fish pier (~7 years timeframe). Grant announcement in January.
	Master planning for growth of commercial fishing and sustainable aquaculture capital improvements	Q1/Q2 2023	HM is using this season as a training opportunity for newer staff to better understand future challenges that will be presented with expansion. Areas identified Truck Traffic, Traffic Safety, and Boat Communications and Coordination. Staff also being trained to respond to pollution calls
	Identify and pursue grant/funding opportunities to implement capital infrastructure needs for commercial fishing and sustainable aquaculture	Q2 2023 and on-going	Staff continues to work with PoH to finalize agreement for CalSTA grant funding. Staff applied for Uplift grant for planning the replacement of Commercial Fish Pier. Staff planning to apply for PIDP grant (2025) for fish pier.
3. Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture	Support and endorse NOAA sustainable aquaculture initiatives in the Santa Barbara Channel	Q2/Q3 2023	NOAA has released the Programmatic Environmental Impact Statement (PEIS) for the California Aquaculture Opportunity Area(s) in Southern California. In December, the Board authorized a public letter to NOAA by February 2025.
	Knowledge, experience, and technology transfer with aquaculture industry and stakeholders	Ongoing Resource ₆₅	Maintain and update venturaharbor.com website to include aquaculture research and proposed project(s) information.

M: Collaborate with Master Tenants and National Park Service to plan, improve, and develop the Harbor in a financially and environmentally sustainable way.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engagement and support of Master Tenants for successful business operations at the Harbor	Work with Master Tenants to help facilitate sustainable capital improvement projects	Tenant specific	Derecktor masterplan CDP under review by Coastal Commission. Staff provided historic documentation as requested by master tenant. In November, Board received presentation by TBBW on proposed Parcel 17 marina replacement and authorized hiring of environmental consultant. Meetings with Safe Harbor for VH Marine Fuel Tank replacement.
	Coordination with Portside on commercial tenant leasing	Q1 2022 to Q4 2023	GM conducts biweekly meetings re: commercial leasing, wayfinding signage and monument sign at Harbor Blvd. & Schooner Dr. City Director hearing in Oct. approved the District’s monument sign and banner program. Monument sign design submitted to City Building & Safety Division for permits.
	Strategic planning meetings between master tenants and District staff	Q2 of each year	Staff working with Safe Harbor for Marine Fuel Tank replacement in 2025.
2. Evaluate opportunities for Parcel Development	Evaluate master planning opportunities in conjunction with current and future leasehold development	Annually	District staff has monthly meetings with Marina West Lessee TBBW and Aldersgate for Parcel 17 pursuant to ENA for landside development.
	Master planning for Parcel 5 development	Commencing Q2 2023	RRM Design Group’s park design submitted to City for DRC review. Awaiting City comments.
3. Implement sustainability technologies at the Harbor	Explore renewable energy, energy storage applications Harbor-wide e.g. solar power, EV charging stations, hybrid and electric vehicles	Q2 2023 and forward	DGM/Capital Projects Manager (CPM) working towards installation of Village EV chargers. 21 broke ground in VHV in September but work incomplete (SCE controls schedule).
3. VenturaWaterPure	Continue commitment to help minimize impacts and disruptions caused by the VenturaWaterPure project through ongoing work with City, master tenants, and stakeholders	Q3 2022 to Q3 2024	Port District staff has continued to work with City & Contractor in responding to minor issues and the final patching and paving of Anchors Way Dr. near the old boat storage area. Additional planning was done for the abandonment of the underwater pipe and filling of concrete.

N: Maintain and grow Channel Islands National Park Service (NPS) presence and customer visitation to the Harbor.

ATTACHMENT 1

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

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

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

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Utilize grant funding opportunities for sustainable Harbor infrastructure	Work with SCE, CALeVIP, SLC, and City to complete installation of 21 EV charging stations in Harbor Village per CIP.	Q1 2023	SCE has broken ground and installed both switch gears. SCE work to be completed in early 2025 and District will install chargers.
	Seek grant funding opportunities to transition to zero-emission equipment.	Q1 2025 and ongoing	Exploring opportunity with VC Air Pollution Control District for lawn and garden equipment exchange program (change to zero-emissions).
	Continue transition of District Fleet Vehicles to Hybrid or EV.	Annually as part of CIP	No action this quarter.
2. Seek additional grant funding for improving/replacing District capital assets.	Establish mechanisms to receive transportation funding from the State and/or Federal governments with emphasis on active transportation.	Q4 2023	Staff actively researching Coastal Conservancy grant for active/sustainable transportation for "California Coastal Trail" throughout harbor - possibly with City partnership in 2025. Board and staff continue to advocate for City Public Works investment in Spinnaker Drive including Class IV separated bike lane.
	Identify and apply for grants that align with Board-approved 5-year CIP.	Q2 2022 Ongoing	Staff applied for Uplift grant for planning the replacement of Commercial Fish Pier. Staff annually applying for SAVE boat disposal program. Staff considering Coastal Conservancy grant for sustainable transportation & PIDP grant (2025) for fish pier.
3. Leasing/Property Management	Prepare, approve and implement Annual Leasing/Property Management Action Plan	Q2 2023 and Annually	Staff continued to meet with leasing consultants to discuss options and receive proposals. Will enter into contract with retail leasing specialist in Jan. Continuing to use CoStar and LoopNet for enhanced property marketing. Overhaul of District's webpage for leasing.
	Through active marketing, continue to attract a diverse array of businesses and business owners to Ventura Harbor with the goal of expanding the offerings to the public while creating value for the District.	Commencing 2022 Q3	Entered into agreement with CoStar and LoopNet for enhanced property marketing. Updated listings on website. Conducted showings and rapid response to all inquiries. Active prospecting outreach. Ongoing attendance at Ventura Chamber Connection monthly breakfasts, Fall Expo, Ribbon Cuttings. Exterior and interior activation and décor from October through December for vacant space in building 1591 suite 113.

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

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

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

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Ongoing investment in Harbor Village Infrastructure	Complete outstanding ADA improvements in Capital Improvement Plan	Q2 2023 and ongoing	Grant funding awarded by NFWF for beach and launch ramp restroom areas, w/ADA access improvements; to be completed in early 2025 (City and CC planning approval obtained - awaiting City building permits). New EV chargers in VHV have added additional ADA parking spaces.
	Evaluate new ADA improvement requirements for District properties and update Capital Improvement Plan to address.	Q4 2024 and ongoing	ADA Parking lot improvement opportunity identified at 1583 Spinnaker Dr. and to be completed in Q1 or Q2 of 2025.
	Village Promenade/Trail physical upgrades, including sustainability enhancements	Q4 2024 onwards	No action this quarter.
	Complete infrastructure upgrades (elevators, roof replacements per CIP)	Q4 2024	Staff performed minor upgrades to 1591 elevator and looking to accelerate modernization to current FY.
	Complete Village Tenant Signage, Awnings	Q4 2024	Facilities continues to improve lighting to benefit tenant signs. Staff met with consultant regarding “more signs” program to provide additional wayfinding.
	Evaluate opportunities for renewable energy/energy storage infrastructure for Village; implement drought tolerant landscaping and related irrigation systems.	Q3 2022 through Q4 2027	Facilities continued to replace inefficient lighting with LED lighting in several locations in Harbor, including launch ramp restrooms. Facilities planted native plants within beach dunes. Facilities working with landscape architect on additional drought-tolerant landscaping changes.
	Increase internet connectivity throughout harbor.	Q2 2023	Atlantis Utilities implementing new cellular signal services to provide connectivity at Launch Ramp, 19A, and both beach restrooms. Atlantis continuing to test solutions to improve internet connectivity at VHV and beaches.
2. Develop and implement an Annual Visitation Plan for Ventura Harbor Village.	Submit a proposed Visitation Plan in spring for Board, tenant and stakeholder input and feedback.	Q2 2023 and annually	Ongoing fulfillment of VHV approved Visitation Plan.
	Implement seasonal décor at Ventura Harbor Village and Spinnaker Drive	Q4 2022 and annually	Installation of “SEAsons greetings” holiday décor at VHV and harbor entrance on November 19, 2024. Menorah installed by Ventura Chabad.



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

**STANDARD AGENDA ITEM 2
ELECTION OF OFFICERS PURSUANT
TO HARBOR AND NAVIGATION CODE
SECTIONS 6241.1 AND 6248**

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 2
Meeting Date: January 15, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
SUBJECT: Election of Officers Pursuant to Harbor and Navigation Code Sections 6241.1 and 6248

RECOMMENDATION:

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

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

SUMMARY:

The last time the Board elected new officers was January 4, 2023. The term served for officers is 2 years. The current Officers of the Board have served one 2-year term.

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:

Pursuant to the Harbor and Navigations Code, Sections 6241.1. and 6248 state:

“6241.1. Port districts in Ventura County shall be governed by a board of port commissioners consisting of five members appointed by the mayor of the municipal corporation in the district, with the approval of the city council.

The chairperson of the board shall be elected by the commissioners for a term of two years...”

“6248. The board shall select one of its members as vice chairman, who shall preside in the absence of the chairman.

The board shall provide for and select such officers, except the auditor, as it deems necessary to conduct the affairs of the district.”

According to the Board of Port Commissioners Protocols and Policies Manual, updated April 19, 2023, the roles of each officer are as follows:

2.4 Role of Chair

The Chair of the Board is to be elected by the Board of Port Commissioners for a term of two years. (H&N Code Section 6241.1) The Chair shall have the authority to preserve order at all Board meetings, to remove any person from any meeting for disorderly conduct, to enforce the rules of the Board and to determine the order of business.

The Chair shall have the authority to prevent the misuse of motions, or the abuse of any privilege, or obstruction of the business of the Board by ruling any such matter out of order. In so ruling, the Chair shall be courteous and fair and should presume that the moving party is acting in good faith.

The Chair shall attend an agenda review meeting with the General Manager before each Board Meeting either in person or by phone.

2.5 Role of Vice-Chair

In the absence of the Chair or his/her inability to act, the Vice-Chair shall preside at all meetings. The Vice Chair shall attend an agenda review meeting with the General Manager and Chair before each Board Meeting either in person or by phone.

2.6 Role of Secretary

The Secretary ensures the Commission adheres to all adopted policies and must attest and sign all approved minutes, resolutions, and other official documents.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



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

**STANDARD AGENDA ITEM 3
AMEND THE 5-YEAR CAPITAL
IMPROVEMENT BUDGET AND ADOPT
RESOLUTION No. 3520 DECLARING A
STATE OF EMERGENCY TO ADDRESS
THE FAILURE OF THE ELEVATOR AT
1591 SPINNAKER DRIVE**

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3
Meeting Date: January 15, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Sergio Gonzalez, Facilities Manager
SUBJECT: Amend the 5-Year Capital Improvement Budget and Adopt Resolution No. 3520
Declaring a State of Emergency to Address the Failure of the Elevator at 1591
Spinnaker Drive

RECOMMENDATION:

That the Board of Port Commissioners:

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

SUMMARY:

Emergency declarations are contemplated in the District's Procurement and Purchasing Policy to enable the District to coordinate a timely and effective disaster response. If approved, the Board will consider the emergency at subsequent meeting(s) to either continue or terminate the State of Emergency, as circumstances dictate:

C. Emergencies Pursuant to Public Contract Code Section 20751.1, in case of an emergency, the Board may, by resolution passed by a four-fifths vote of all of its members, declare and determine that public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property, and thereupon proceed to expend any sum or enter into a contract involving the expenditure of any sum needed in the emergency without observance of the provisions requiring contracts, bids, or notice for any purchasing of supplies used in connection with or consumed on any project or work not subject to the UPCCA. If notice for bid to let contracts will not be given, the Board shall also comply with Public Contract Code Section 22050. In the case of any emergency

involving a public project or maintenance work under the UCCPA, the terms and conditions set forth in Public Contract Code Section 22035 shall control.

An “emergency” means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

GUIDING PRINCIPLES:

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

5-YEAR OBJECTIVES:

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

BACKGROUND:

The elevator at 1591 Spinnaker appears to be from the original construction of the building in the 1980’s. While regularly maintained and inspected, the modernization of this elevator is in the District’s 5-Year Capital Improvement Plan for FY25-26. This elevator serves three office tenants.

On November 14, 2024, the elevator exhibited issues with operation and a member of the public was temporarily trapped in the elevator. Staff were able to force the elevator open to allow the person out and our service provider was called in to repair the issue. Troubleshooting did not reveal the cause but some minor repairs were conducted and the elevator returned to service on November 19th.

During a subsequent inspection in December, the elevator was again taken out of service for additional attempts to repair. The elevator was again returned to service.

On January 10th, the elevator once again failed and trapped a member of the public inside. District staff were able to cycle power and free the individual. The service provider again returned to inspect and the elevator was taken out of service.

Given the risk to continued use of the elevator and the fact that without it, there is no ADA access to the upstairs suites, Staff believe this issue presents the need for emergency action to restore service as soon as possible.

CIP BUDGET AMENDMENT

The FY24-24 5-Year Capital Improvement Project Budget included the modernization of the 1591 Spinnaker elevator for \$125,000 in FY25-26. Staff have received one informal quotation but with multiple optional additions. Staff have recommended a budget increase of \$185,000 to consider some of the optional additions as well as to account for possible surcharges associated with expediting the work.

REASONING FOR AN EMERGENCY DECLARATION:

Emergency declarations are contemplated in the District’s Procurement and Purchasing Policy to enable the District to coordinate a timely and effective disaster response. Staff is recommending a Declaration of Emergency to delegate authority to the General Manager to expedite the repair and modernization of the elevator prevent any possibility of future entrapment and to return it to service and minimizing ADA accessibility restrictions to the upstairs suites.

Staff have already obtained one informal quotation for the modernization and will obtain another prior to the General Manager selecting a contractor as soon as possible for this imperative work. While costs are an important consideration, the prompt return to service is a critical factor in the determination.

FISCAL IMPACT:

The FY24-24 5-Year Capital Improvement Project Budget included the modernization of the 1591 Spinnaker elevator for \$125,000 in FY25-26. Staff have recommended a budget increase of \$185,000 to consider some of the optional additions as well as to account for possible surcharges associated with expediting the work. Given the pace of design and permitting for 1575 Spinnaker restaurant façade improvements, staff recommend that the elevator project costs be offset by a reduction in the façade project during the remainder of the fiscal year.

As the modernization of the elevator was previously included in the following year of the 5-Year Capital Improvement Plan, the cost of the declared emergency is effectively limited to any additional costs associated with expediting the work.

ATTACHMENTS:

Attachment 1 – Resolution No. 3520



RESOLUTION NO. 3520

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

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

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

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

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

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

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

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

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

ATTACHMENT 1

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

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

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

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

WHEREAS, if the Board takes action to approve the emergency actions under section 22050, the Board must review the emergency action at every regularly scheduled meeting thereafter until the emergency action is terminated, which will be triggered by the District entering into a contract to remedy the issue, in accordance with applicable law and the Policy.

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

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

ATTACHMENT 1

5. That the Board will review the emergency action at every regularly scheduled meeting hereafter until the emergency action is terminated, which will be triggered by the District entering into a contract to remedy the issue, in accordance with applicable law and the Policy. action may be completed by giving notice for bids to let contracts, if necessary.

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

AYES:

NOES:

ABSENT:

ABSTAINED:

Michael Blumenberg, Chair

Attest:

Anthony Rainey, Secretary