



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

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

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

REGULAR MEETING WEDNESDAY, FEBRUARY 19, 2025

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

OPEN SESSION – 7:00PM

PUBLIC PARTICIPATION OPTIONS

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

WATCH THE MEETING LIVE

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

Webinar ID: 832 7632 9300

1-669-900-6833

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PUBLIC COMMENT VIA ZOOM

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

SUBMIT PUBLIC COMMENT VIA EMAIL

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

OPEN SESSION 7:00PM

CALL TO ORDER: *By 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.

APPROVAL OF MINUTES

The Minutes of February 5, 2025 Port Commission Regular Meeting will be considered for approval.

PUBLIC COMMUNICATIONS

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

BOARD COMMUNICATIONS

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

STAFF AND GENERAL MANAGER REPORTS

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

CONSENT AGENDA:

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

A) Approval of Out-of-Town Travel Requests

Recommended Action: Voice Vote.

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

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

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

Recommended Action: Voice Vote.

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

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

Recommended Action: Voice Vote.

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

STANDARD AGENDA:

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

Recommended Action: Roll Call Vote.

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

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

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

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

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

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

Recommended Action: Voice Vote.

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

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

Recommended Action: Roll Call Vote.

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

ADJOURNMENT IN HONOR OF TERRY WILMARTH

This agenda was posted on Friday, February 14, 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
FEBRUARY 19, 2025

APPROVAL OF MINUTES
FEBRUARY 5, 2025
REGULAR MEETINGS

VENTURA PORT DISTRICT

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



CLOSED SESSION

CALL TO ORDER:

The Ventura Port District Board of Port Commissioners Regular Closed Session Meeting was called to order by Secretary Rainey at 6:36PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioner's Present:

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

*Note: Per AB 2449, a Commissioner is able to participate remotely without noticing the teleconference location while traveling on official business for the District. As it states under Board Communications, Vice-Chair Howell was at a conference on behalf of the Ventura Port District.

Commissioners Absent:

Michael Blumenberg, Chair

Port District Staff:

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

Legal Counsel:

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

Number of interested persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: None. Closed at 6:37PM.

CONVENED TO CLOSED SESSION AT 6:38PM.

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 Secretary Rainey at 7:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Secretary Rainey.

ROLL CALL:

Commissioners Present:

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

*Note: Per AB 2449, a Commissioner is able to participate remotely without noticing the teleconference location while traveling on official business for the District. As it states under Board Communications, Vice-Chair Howell was at a conference on behalf of the Ventura Port District.

Commissioners Absent:

Michael Blumenberg, Chair

Port District Staff:

Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Brendan Donohue, Senior Harbor Patrol Officer
Justin Fleming, Capital Projects Manager
Wayne Hatch, Maintenance Supervisor
John Higgins, Harbormaster
Will McReynolds, Management Assistant
Jessica Perkins, Accountant II via Zoom
Jessica Snipas, Business Operations Analyst via Zoom
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:

0 via zoom; 2 in person

ADOPTION OF AGENDA

ACTION: Commissioner Stephens moved to adopt the February 5, 2025 agenda.

Commissioner Gardina seconded. The vote was as follows:

AYES: Commissioners Howell, Rainey, Stephens, Gardina

NOES:

ABSTAINED:

ABSENT: Chair Blumenberg

The motion passed 4-0.

APPROVAL OF MINUTES

The Minutes of October 16, 2024, November 20, 2024, December 18 2024 and January 15, 2025 Board of Port Commissioners' Regular Meetings were considered as follows:

ACTION: Commissioner Gardina moved to approve the Minutes of the October 2, 2024 Regular Meeting.

Commissioner Howell seconded. The vote was unanimous.

PUBLIC COMMUNICATIONS: None.

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

BOARD COMMUNICATIONS: Commissioner Howell announced that she was currently at the National Working Waterfront Network Conference in San Diego.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on the upcoming events and promotions at Harbor Village. Senior Harbor Patrol Officer Brendan Donohue recognized Harbor Patrol Officers Erik Baer, Bobby Crane and Tim Burrows for a rescue that occurred on November 11, 2024. Harbormaster John Higgins recognized Senior Harbor Patrol Officer Brendan Donohue, Harbor Patrol Officer Garret Winter and Marine Safety Officer Edward Warne for a rescue that occurred on December 13, 2024.

CONSENT AGENDA:

A) Approval of Amendment No. 1 to a Professional Services Agreement with Noble Consultants, Inc. for Engineering and Consulting Services

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve Amendment No. 1 to a Professional Services Agreement with Noble Consultants, Inc., increasing the compensation from \$50,000 to \$60,000 for engineering and consulting services.

Public Comment: None.

ACTION: Commissioner Gardina moved to approve Amendment No. 1 to a Professional Services Agreement with Noble Consultants, Inc., increasing the compensation from \$50,000 to \$60,000 for engineering and consulting services.

Commissioner Stephens seconded. The vote was as follows:

AYES: Commissioners Howell, Rainey, Stephens, Gardina

NOES:

ABSTAINED:

ABSENT: Chair Blumenberg

The motion passed 4-0.

B) Approval of a Rental Repayment Plan for Retail, Office and Marina Lease Agreements with Cantrell Aquatics Inc. dba Ventura Dive & Sport

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a rental repayment plan for Retail, Office, and Marina Lease Agreements with Cantrell Aquatics Inc. dba Ventura Dive & Sport.

Public Comment: None.

ACTION: Commissioner Gardina moved to approve a rental repayment plan for Retail, Office, and Marina Lease Agreements with Cantrell Aquatics Inc. dba Ventura Dive & Sport.

Commissioner Stephens seconded. The vote was as follows:

AYES: Commissioners Howell, Rainey, Stephens, Gardina

NOES:

ABSTAINED:

ABSENT: Chair Blumenberg

The motion passed 4-0.

C) Approval of Amendment No. 1 to the Parcel 20 Master Lease

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve Amendment No. 1 to the Master Lease for Parcel 20 between the Ventura Port District and Derecktor Marine Holdings, LLC.

Public Comment: None.

ACTION: Commissioner Gardina moved to approve Amendment No. 1 to the Master Lease for Parcel 20 between the Ventura Port District and Derecktor Marine Holdings, LLC.

Commissioner Stephens seconded. The vote was as follows:

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

The motion passed 4-0.

STANDARD AGENDA:

1) Presentation on California Cooperative Liquid Assets Securities System (CA CLASS) and Authorize the General Manager to Invest Funds with CA CLASS

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Receive a presentation on the California Cooperative Liquid Assets Securities System (CA CLASS).
- b) Authorize the General Manager to invest a portion of the District's reserves with CA CLASS.

Report by Accounting Manager, Gloria Adkins and California CLASS Director, Investment Services Bob Shull.

Public Comment: None.

ACTION: The Board of Port Commissioners received a presentation on the California Cooperative Liquid Assets Securities System.

ACTION: Vice-Chair Howell moved to authorize the General Manager to invest a portion of the District's reserves with CA CLASS.

Commissioner Gardina seconded. The vote was as follows:

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

The motion passed 4-0.

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

Recommended Action: Roll Call Vote.

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

Report by General Manager, Brian D. Pendleton and Capital Projects Manager, Justin Fleming.

Public Comment: None.

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

Commissioner Gardina seconded. The vote was as follows:

AYES: Commissioners Howell, Rainey, Stephens, Gardina

NOES:

ABSTAINED:

ABSENT: Chair Blumenberg

The motion passed 4-0.

ADJOURNMENT: The meeting was adjourned at 7:50PM.

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

Anthony Rainey, Secretary



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

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

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

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

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: February 19, 2025

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

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

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



Construction of the wash down stations continues at a good pace. Electrical conduit has been run, the center island has been poured, bollards have been installed, and asphalt patch back in the parking area continues. Rain will delay the installation of rebar and the concrete pour in this area.

Despite the anticipation of rain, construction for the washdown stations is expected to be completed by the first week of March 2025.



The floating docks were inspected by the District’s engineer from Reid Middleton on January 30th to ensure conformance with the designs. Delivery and installation are anticipated to begin the week of February 17, 2025. Currently, the contractor does not anticipate that the installation will require longer than a week.

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.

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. Staff continue to work with the engineer to ensure that plans move through Building and Safety.

1575 SPINNAKER DR. FACADE RENOVATION

Status: Entitlements Obtained – Construction Plans in Preparation

Budget: On Budget

Staff continue to work with architectural firm Rasmussen & Associates on plans for submittal to City Building and Safety. Due to some additional data studies needed by the architect and design modifications requested by District staff, submission of the plans to the City are now expected to be the last week of February 2025.



The interior demolition is removing dilapidated restaurant fixtures and equipment as well as some non-loadbearing walls over the past month. Staff will work closely with the contractor to finalize any open items prior to signing off completely on demolition.



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 19, 2024

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

OUTER HARBOR DREDGING (FEDERAL NAVIGATION CHANNEL)

Political Advocacy for Federal Dredging

The General Manager and Deputy General Manager will return to Washington DC with CMANC to advocate for FY26 dredging and lay the groundwork for funding of the detached breakwater repair (likely FY27 or FY28).

2025 Dredging

On December 12th, the Corps advertised the solicitation for dredging of Ventura Harbor’s federal channel for the next three years. Bids were opened in January and staff have been informed that a contractor should be awarded the contract the first week of February without issue. While there was some uncertainty regarding whether Presidential Executive Orders might impact dredging, as of January 31, Corps staff were fairly confident that nothing would prevent the dredging proceeding.

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. It is still anticipated that the channel will receive sufficient dredging to avoid draft restrictions through 2025.

2026 Dredging Funding

Despite the President’s Executive Orders halting several federal programs, the work by the Corps (which is part of the Department of Defense) is currently unaffected. Given the historic bipartisan nature of Corps’ Civil Works projects, funding for dredging 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 the Office of Management and Budget, the Corps Headquarters staff, and elected representatives to advocate for continuing to receive full funding in the President’s Budget (rather than through Work Plan supplemental funding).

Detached Breakwater Repair

District staff met with Corps LA District staff regarding the plan for addressing the damage to the detached breakwater. Corps staff have advised that they have allocated sufficient funding from the Ventura Harbor dredging program to perform a “Comprehensive Condition Survey” in the summer of 2025 and to perform a “Plans & Specifications” study for breakwater repairs. Once complete, the Corps will be able to estimate the repair costs and the District staff can begin to advocate for funding the repairs (possibly in 2027, but more likely in 2028). While this is a long period of time, the current condition of the breakwater is not of grave or immediate concern.

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

February 3, 2025

Federal Funding Freeze

On January 27th, acting Director of the Office of Management and Budget (OMB) Matthew Vaeth issued a memo (**M-25-13**) titled *Temporary Pause of Agency Grant, Loan, and Other Financial Assistance Programs*. This memo directed all federal agencies to temporarily pause all federal grants, loans, and other financial assistance programs effective 5:00 pm on January 28th. Prior to the 5:00 pm deadline on the 28th, a legal challenge to the memo was brought before a District Court in Washington, D.C. and a federal judge issued a stay on the funding freeze until February 3rd. On January 29th, OMB issued another memo that rescinded the memo released on the 27th. At the time, it was believed that the rescission of OMB's memo would put an end to the funding freeze. However, about an hour later, White House Press Secretary Karoline Leavitt posted on X, clarifying that rescinding the memo does not, in fact, lift the funding freeze. Following these actions, a coalition of 22 state attorneys general sought a restraining order in a District Court in Rhode Island. They argued that public statements and the X post indicate "the original sweeping spending freeze is still in effect, even if the OMB memo describing it has been pulled." In response, U.S. District Court Judge McConnell stated that he plans to issue a restraining order, stating that withdrawing the "hugely ambiguous" OMB directive is merely a distinction without a difference, "based on comments by the president's press secretary."

President Trump Issues Slate of Executive Orders

President Trump began his second term by issuing a slate of EOs and memoranda affecting a broad swath of federal policy, including the rescission of policies under former President Joe Biden's administration. Notable EOs include:

- **Regulatory Freeze Pending Review**: directs federal agencies to freeze rulemakings, rescind unpublished rules, and postpones the effective date of any previously published rules by 60 days.
- **Declaring a National Emergency at the Southern Border of the United States**: declares a national emergency related to immigration at the US-Mexico border and aligns federal resources to address immigration concerns.
- **Putting People Over Fish: Stopping Radical Environmentalism to Provide Water to Southern California**: directs the Secretaries of Commerce and the Interior to "route more water from the Sacramento-San Joaquin Delta to other parts of the state for use by the people there who desperately need a reliable water supply."

ATTACHMENT 1

- **Emergency Measures to Provide Water Resources in California and Improve Disaster Response in Certain Areas**: directs all federal agencies to take all measures consistent within their authority to ensure adequate water resources in Southern California to manage the wildfires. Directs the Secretary of the Interior to use authorities to increase hydropower generation in the Central Valley Project (CVP) to increase water storage and conveyance. Directs OMB to review “all Federal programs, projects, and activities for all relevant agencies that impact land management, water supply, water storage and delivery, water infrastructure, and disaster preparedness and response.” Directs additional federal aid to restore housing, remove waste, and increase fire preparedness in California, and additional housing and infrastructure aid to areas affected by Hurricane Helene.
- **Unleashing American Energy**: supports the advancement of energy and natural resources projects but also seeks to halt EV programs and grants established by the Bipartisan Infrastructure Law and the Inflation Reduction Act.
- **Declaring a National Energy Emergency**: revokes the Council on Environmental Quality’s authority to tell agencies how to comply with the environmental review process for energy projects.
- **Council to Assess the Federal Emergency Management Agency**: creates a 20-member council to review federal emergency management policies, practices, and authorities to provide “immediate, effective, and impartial response to and recovery from disasters.”
- **Temporary Withdrawal of All Areas on the Outer Continental Shelf from Offshore Wind Leasing and Review of the Federal Government’s Leasing and Permitting Practices for Wind Projects**: rescinds offshore wind leasing areas and directs a review of all permitting for both onshore and offshore wind.
- **Removing Barriers to American Leadership in Artificial Intelligence**: outlines policies and provisions related to artificial intelligence (AI), including the development of an AI Action Plan within 180 days.
- **Establishing and Implementing the President’s “Department of Government Efficiency”**: creates and authorizes the Department of Government Efficiency (DOGE) to be led by Elon Musk.
- **Reforming The Federal Hiring Process and Restoring Merit to Government Service**: part of President Trump’s efforts to remove diversity, equity, and inclusion (DEI) provisions implemented by former President Biden.
- **Keeping Americans Safe in Aviation**: specifically directs the Federal Aviation Administration (FAA) to end all DEI-related practices in the agency’s hiring practices.
- **Immediate Assessment of Aviation Safety**: directs the Secretary of Transportation and Administrator of the FAA to “review all hiring decisions and safety protocols made during” the previous administration and “to take such corrective action as necessary to achieve uncompromised aviation safety.”
- **Return to In-Person Work**: requires federal agencies to begin terminating remote work arrangements and bring the federal workforce back into the office.
- **Hiring Freeze**: orders a federal hiring freeze for civilian positions across the executive branch. Within 90 days, OMB must develop a plan to reduce the federal workforce through efficiency and attrition. The freeze will expire for most agencies once the plan is issued, except for the IRS, where it remains in effect until further notice. The freeze does not apply

to military personnel, positions related to immigration enforcement, national security, public safety, or services for Social Security, Medicare, or Veterans' benefits.

- **Restoring Accountability to Policy-Influencing Position Within the Federal Workforce:** reinstates and expands Schedule F, reclassifying certain federal positions as "Schedule Policy/Career" which allows for the reassignment or dismissal of federal employees in these positions who are deemed underperforming or not aligned with the administration's policies, reversing restrictions imposed by the previous administration.
- **Restoring Accountability for Career Senior Executives:** increases accountability among Senior Executive Service (SES) officials, ensuring they align with the administration's policies. The directive calls for new performance plans, reassignments, restructuring of oversight boards, and potential removal of SES members whose performance is deemed inconsistent with their duties.
- **Reforming the Federal Hiring Process and Restoring Merit to Government Service:** reforms federal hiring practices by emphasizing merit-based recruitment and enhancing efficiency.
- **Ending Radical and Wasteful Government DEI Programs and Preferencing:** terminates federal diversity, equity, inclusion (DEI), and environmental justice programs. All DEI-related positions, programs, mandates, and training, including "Chief Diversity Officer" roles and "equity action plans," are to be ended within 60 days. The Assistant to the President for Domestic Policy will monitor agency compliance, assess barriers to implementation, and recommend additional measures to ensure adherence to the order.
- **Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government:** establishes a federal policy recognizing two immutable biological sexes, male and female, and aims to ensure that all federal policies, regulations, and enforcement actions adhere to this distinction. Federal agencies and departments must use sex-based definitions in all regulations, policies, and official documents. Additionally, federal identification documents (e.g., passports) must reflect biological sex. The order also dissolves the White House Gender Policy Council.
- **Protecting Children from Chemical and Surgical Mutilation:** prohibits federal funding for gender transition procedures, including puberty blockers, hormone treatments, and surgeries, for individuals under 19 years of age. The order also directs federal agencies to review policies related to insurance coverage, restricting the use of federal funds for insurers that cover such treatments for minors, and mandates a review of medical guidelines related to gender dysphoria in children.

President Trump to Address Congress on March 4th

Speaker of the House Mike Johnson (R-LA) [sent a letter](#) to President Trump inviting him to give an address during a Joint Session of Congress on March 4th. This speech will be President Trump's first address to Congress in his second term in office.

Treasury Begins Extraordinary Debt Limit Measures

On January 17th, outgoing Secretary of the Treasury Janet Yellen [sent a letter](#) to Speaker Johnson announcing that the Department of the Treasury (Treasury) will begin extraordinary measures to

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prevent default on the national debt effect January 21st. The *Fiscal Responsibility Act of 2023* ([P.L. 118-5](#)) suspended the debt limit until January 1st of this year, and a new limit was established on January 2nd. The extraordinary measures include temporarily withholding investments in the Civil Service Retirement and Disability Fund and the Postal Service Retiree Health Benefits Fund. Both funds will receive payments once Congress acts to increase or suspend the debt limit. President Trump announced his desire for the debt ceiling to be increased as part of the budget reconciliation package under development by House Republicans.

Trump Cabinet Nominations

The following chart provides the status of President Trump’s nominees for his second Cabinet. Senate Committees continue to hold nomination hearings and committee votes to send nominations to the Senate Floor.

Dept/Agency	Position	Nominee	Confirmation	Acting Official
Agriculture	Secretary	Brooke Rollins	<i>pending</i>	Gary Washington
Commerce	Secretary	Howard Lutnick	<i>pending</i>	Jeremy Pelter
Defense	Secretary	Pete Hegseth	1/24 by a vote of 51-50	N/A
Education	Secretary	Linda McMahon	<i>pending</i>	Denise Carter
Energy	Secretary	Chris Wright	<i>pending</i>	Ingrid Kolb
Health & Human Services	Secretary	Robert F. Kennedy, Jr.	<i>pending</i>	Dorothy Fink
Homeland Security	Secretary	Krisi Noem	1/25 by a vote of 59-34	N/A
Housing & Urban Development	Secretary	Scott Turner	<i>pending</i>	Matt Ammon
Interior	Secretary	Doug Burgum	1/30 by a vote of 79-18	N/A
Justice	Attorney General	Pam Bondi	<i>pending</i>	James McHenry
Labor	Secretary	Lori Chavez-DeReemer	<i>pending</i>	Vince Micone
State	Secretary	Marco Rubio	1/21 by a vote of 99-0	N/A
Transportation	Secretary	Sean Duffy	1/28 by a vote of 77-22	N/A
Treasury	Secretary	Scott Bessent	1/27 by a vote of 68-29	N/A
Veterans Affairs	Secretary	Doug Collins	<i>pending</i>	Todd Hunter

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Central Intelligence Agency	Director	John Ratcliffe	Confirmed 1/23 by a vote of 74-25	N/A
Environmental Protection Agency	Administrator	Lee Zeldin	1/29 by a vote of 56-42	N/A
Office of Management and Budget	Director	Russel Vought	<i>pending</i>	Matthew Vaeth
Office of National Intelligence	Director	Tulsi Gabbard	<i>pending</i>	Stacey Dixon
Small Business Administration	Administrator	Kelly Loeffler	<i>pending</i>	Everett Woodel
United States Trade Representative	Ambassador	Jamieson Greer	<i>pending</i>	Juan Millan
United Nations Representative	Ambassador	Elise Stefanik	<i>pending</i>	Dorothy Shea
White House	Chief of Staff	Susie Wiles	Confirmation not required	N/A

Trump Administration Appointments

President Trump submitted the following Executive Branch nominations to the Senate following his inauguration.

Dept/Agency	Position	Appointee	Previous Government Position
Defense	Secretary of the Army	Daniel Driscoll	Former candidate for Congress
Defense	Secretary of the Air Force	Troy Meink	Principal Deputy Director of the National Reconnaissance Office
Defense	Secretary of the Navy	John Phelan	N/A
Energy	Deputy Secretary	James Danly	FERC Commissioner
Energy	Under Secretary for Science	Dario Gil	N/A
Energy	Under Secretary of Energy	Preston Wells Griffith	Senior Director for Energy and Environment on the National Security Council; Acting Assistant Secretary for International Affairs at the Department of Energy

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EPA	Deputy Secretary	David Fotouhi	EPA Acting General Counsel
EPA	Region 6 Administrator	Scott Mason	Director of the American Indian Environmental Office
EPA	Director of the Office of Air and Radiation	Aaron Szabo	Senior Council for the White House Council on Environmental Quality
Federal Energy Regulatory Commission	Chair	Mark Christie	FERC Commissioner
Federal Trade Commission	Federal Trade Commissioner	Mark Meador	Deputy Chief Counsel for Antitrust and Competition Policy in the Office of Senator Mike Lee (R-UT)
Health & Human Services	Director of National Institutes of Health	Jayanta “Jay” Bhattacharya	N/A
Health & Human Services	Surgeon General	Janette Nesheiwat	N/A
Health & Human Services	Deputy Secretary	James O’Neill	Principal Deputy Secretary of Health & Human Services
Health & Human Services	Director of the Centers for Disease Control and Prevention	David Weldon	Former Republican Representative from Florida’s 15 th Congressional District
Health & Human Services	Administrator of the Centers for Medicare and Medicaid Services	Mehmet Oz	Member of the President's Council on Sports, Fitness, and Nutrition
Health & Human Services	Commissioner of Food and Drugs	Martin Makary	N/A
Homeland Security	Deputy Secretary	Troy Edgar	Chief Financial Officer of DHS
Homeland Security	Commissioner of Customs and Border Protection	Rodney Scott	24 th Chief of US Border Patrol
Housing & Urban Development	Director of the Federal Housing Finance Agency	Bill Pulte	N/A
Interior	Deputy Secretary	Katharine MacGregor	Interior Deputy Secretary
Justice	Deputy Attorney General	Todd Blanche	N/A

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Justice	Assistant Attorney General for the Civil Rights Division	Harmeet Dhillon	N/A
Justice	US Attorney, DC	John Irving	Counsel in the US Attorney's Office, DC
Justice	Director of the FBI	Kash Patel	Chief of Staff to Acting Secretary of Defense Christopher Miller
Labor	Deputy Secretary	Keith Sonderling	Member of the Equal Employment Opportunity Commission
Labor	Deputy Secretary	Steven Gill Bradbury	DOT General Counsel
NASA	Administrator	Jared Isaacman	N/A
OMB	Deputy Director	Dan Bishop	Former Representative from North Carolina's 8 th Congressional District
Office of Personnel Management	Director	Scott Kupor	N/A
Transportation	Acting Administrator of the Federal Aviation Administration	Chris Rocheleau	Deputy Associate Administrator of the FAA for Aviation Safety
Transportation	Administrator of the Federal Railroad Administration	David Fink	N/A
Treasury	Deputy Secretary	Michael Faulkender	Assistant Secretary of the Treasury for Economic Policy
Treasury	Commissioner of Internal Revenue	Billy Long	Former Representative from Missouri's 7 th Congressional District
USDA	Under Secretary for Marketing and Regulatory Programs	Dudley Hoskins	Counsel for the Senate Committee on Agriculture, Nutrition, and Forestry
USDA	Deputy Secretary	Stephen Vaden	Judge of the US Court of International Trade
USDA	Chief of Staff	Kailee Tkacz Buller	Chief of Staff to the Deputy Secretary of Agriculture
USDA	Deputy Chief of Staff	Preston Parry	Executive Assistant to the Director of the Domestic Policy Council

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USDA	Chief of Staff to the Deputy Secretary and Senior Advisor to the Secretary for Food	Jennifer Tiller	N/A
White House	Border Czar	Tom Homan	Acting Director of US Immigration and Customs Enforcement
White House	Chair of the President's Council of Advisors on Science and Technology	David Sacks	N/A
White House	National Security Advisor	Michael Waltz	Representative from Florida's 15 th Congressional District
White House	Chair of the President's Intelligence Advisory Board	Devin Nunes	Former Representative from California's 22 nd Congressional District
White House	Deputy Chief of Staff	Dan Scavino	White House Deputy Chief of Staff for Communications
White House	Deputy Chief of Staff for Communications and Personnel	Taylor Budowich	N/A
White House	Deputy Chief of Staff for Policy, Homeland Security Advisor	Stephen Miller	Senior Advisor to the President
White House	Legislative Affairs Director	James Braid	Chief of Staff for JD Vance as Senator from Ohio
White House	White House Counsel	David Warrington	N/A
White House	Communications Director	Steven Cheung	Special Assistant to the President and Director of Strategic Response
White House	Press Secretary	Karoline Leavitt	N/A

CONGRESSIONAL ACTIVITY

Fix Our Forests Act Passes House. On January 23rd, the House passed the *Fix Our Forests Act* ([H.R. 471](#)) by a vote of 279-141. The bill designates high-risk fire sheds and would expedite environmental reviews for projects that mitigate wildfire threats and increase the scope of forest restoration. It includes provisions to deter lawsuits related to essential forest management activities. The bill would also establish a standard procedure for payment timelines for fire suppression cost-share agreements. The legislation now heads to the Senate for consideration.

House Passes Bipartisan Federal Disaster Coordination Bill. The House passed the *Federal Disaster Assistance Coordination Act* ([H.R. 152](#)) on January 14th by a vote of 405-5. The bipartisan legislation directs the Federal Emergency Management Agency (FEMA) to study and streamline data collection and damage assessments following a natural disaster to ease the application process for federal disaster assistance. The legislation heads to the Senate for consideration.

Rep. LaMalfa Introduces TORCH Act. Representative Doug LaMalfa (R-CA) introduced the *Targeted Operations to Remove Catastrophic Hazards (TORCH) Act* ([H.R. 168](#)). The legislation would expand categorical exclusions from environmental reviews to expedite the thinning of national forests to prevent wildfires. The bill would allow the Department of Agriculture (USDA) to use timber sales to encourage removal of trees in certain areas. The legislation also mentions preventing risks related to insect infestation, disease, and drought as issues that make forests more susceptible to wildfires. The bill was referred to the Committees on Agriculture and Natural Resources for consideration.

Bipartisan Bill Introduced to Increase SALT Deduction Limit. Representative Mike Lawler (R-NY) introduced bipartisan legislation ([H.R. 232](#)) to increase the State and Local Tax (SALT) deduction limit for federal income tax filing to \$100,000 for single filers and \$200,000 for married couples filing jointly. The current SALT deduction limit is \$10,000, or \$5,000 for married couples filing separately, for individuals that itemize income tax deductions. The legislation was referred to the Committee on Ways and Means for consideration.

FEDERAL FUNDING OPPORTUNITIES

FEMA Publishes Safeguarding Tomorrow RLF NOFO. FEMA published a \$178 million [NOFO](#) through the FY25 Safeguarding Tomorrow through Ongoing Risk Mitigation Revolving Loan Fund Program (Safeguarding Tomorrow RLF). States, territories, and tribal governments may apply for funding to capitalize or recapitalize established revolving loan funds to provide low-interest loans to communities needing financial assistance for hazard mitigation projects and activities. Applications are due by September 30th.

MARAD Releases PIDP NOFO. The Maritime Administration (MARAD) released a \$450 million [NOFO](#) through the Port Infrastructure Development Program (PIDP). Grants will support

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infrastructure development, safety enhancements, and operational improvements to enhance port reliability and efficiency by facilitating the movement of goods into, out of, around, or within a port. Applications are due by April 30th.

Reclamation Announces \$95 Million WaterSMART Aquatic Ecosystem Restoration NOFO.

The Bureau of Reclamation (Reclamation) announced a \$95 million [NOFO](#) through the WaterSMART Aquatic Ecosystem Restoration program. Funding will support projects to study, design, and construct collaboratively developed ecosystem aquatic ecosystem restoration projects. Applications are due by April 15th.

Reclamation Announces WaterSMART Cooperative Watershed Management NOFO.

Reclamation announced a [NOFO](#) through Phase I of the WaterSMART Cooperative Watershed Management Program for up to \$300,000 per applicant over a three-year period. Funding will support development activities, watershed restoration planning, and watershed management project design. Applications are due by May 20th.

GRANT AWARD ANNOUNCEMENTS

DOT Announces RAISE Grant Awards. DOT [announced](#) \$1.32 billion in Round 1 awards through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program to 109 projects across the country.

DOT Announces Rural Grant Awards. DOT [announced](#) \$785 million in awards through the Rural Surface Transportation Grant Program (Rural) to invest in transportation projects across the country that will increase mobility, improve safety, and generate regional economic growth in rural communities.

DOT Announces Reconnecting Communities Grant Awards. DOT [announced](#) \$544 million in grants awards or 81 projects through the Reconnecting Communities Pilot discretionary grant program. The program helps to routes between communities in urban, rural, and tribal areas that were cut off by transportation infrastructure decades ago, leaving entire neighborhoods without easy access to opportunities, employment and key resources like schools, medical offices, and places of worship.

DOT Announces Intersection Safety Challenge Winners. DOT [announced](#) the winners of the Intersection Safety Challenge Stage 1B: System Assessment and Virtual Testing. The purpose of the Intersection Safety Challenge, a multi-stage prize competition, is to encourage teams of innovators and end-users to develop, prototype and test intersection safety systems (ISS) that leverage emerging technologies including artificial intelligence (AI) and machine learning (ML) to

identify and mitigate unsafe conditions involving vehicles and vulnerable road users at roadway intersections. DOT awarded 10 teams with prize amounts ranging from \$166,666 to \$750,000, for a total of \$4,000,000 in prize awards.

DOT Announces Modernizing NEPA Challenge Rewards. DOT [announced](#) the winners of the Modernizing National Environmental Policy Act (NEPA) challenge, which rewarded the use of accessible and interactive innovations to make the NEPA review process easier to navigate. Winning projects are aimed at incentivizing collaborative, real-time reviews to save time and improve the quality of NEPA documents. There were nine recipients of \$50,000 each.

FAA Announces AIG Awards. FAA [announced](#) \$332 million for 171 airport projects across 32 states through the Airport Infrastructure Grants (AIG) program. The grants will be used to fund airport planning, development, sustainability, terminal expansions, baggage system upgrades, runway safety enhancements, and noise compatibility projects.

FHWA Announces \$229.9 Million in ER funds. The Federal Highway Administration (FHWA) [announced](#) the release of \$229.9 million in Emergency Relief (ER) funds to 26 states, Guam, and Puerto Rico. The funds will be used to support repair needs following natural disasters, catastrophic events, and extreme weather such as flooding, wildfires, hurricanes, and mudslides. Repairs resulting from these events will receive federal reimbursement funding under the FHWA's Emergency Relief (ER) program.

FHWA Announces Charging and Fueling Infrastructure Program Awards. FHWA [announced](#) \$635 million to 49 projects in 27 states through the Charging and Fueling Infrastructure Program. The grants will help to deploy more than 11,500 EV charging ports and hydrogen and natural gas fueling infrastructure.

FHWA Announces ATIIP Grant Awards. FHWA [announced](#) \$44.5 million in Active Transportation Infrastructure Investment Program (ATIIP) grant awards. The grants help to fund projects that plan, design, and construct projects for connected networks that lead to destinations and make communities safer for bikers and pedestrians while increasing access to public transit.

FRA Announces Railroad Crossing Elimination Grant Awards. The Federal Railroad Administration (FRA) [announced](#) more than \$1.1 billion to 123 rail projects in 41 states through the Railroad Crossing Elimination Grant program. The grants will help fund projects that build railroad overpasses and underpasses, fund safety upgrades that will save lives, and make improvements that aiming to help make safer communities for pedestrians and motorists as well as rail workers and riders.

FTA Publishes FY 2025 Partial-Year Apportionments. The Federal Transit Administration (FTA) [published](#) the FY 2025 partial-year apportionment tables that specify funding to states, urban areas, and tribal governments based on statutory formulas.

FTA Announces Tribal Transit Grant Awards. FTA [announced](#) \$9.6 million in grants to 26 Tribes and Alaska Native communities to improve public transportation systems in 14 states.

HUD Announces \$12 Billion in Allocations through CDBG-DR Program. The Department of Housing and Urban Development (HUD) [announced](#) \$12 billion in allocations through the Community Development Block Grant–Disaster Relief (CDBG-DR) program in 24 states and territories. The funding supports disaster relief and mitigation projects not covered by insurance or other federal or state issues. Allocations were developed based on a formula that considers unmet needs for housing, economic revitalization, and infrastructure plus fifteen percent for mitigation activities.

Reclamation Announces \$41 Million in FY24 WaterSMART Environmental Water Resources Awards. Reclamation [announced](#) \$41 million in grants for 21 projects in 11 states through the WaterSMART Environmental Water Resources program. Funding supports projects that bolster water resources, ecosystem health, and resilience in communities facing drought and other climate-related concerns.

Reclamation Announces \$223.2 Million in Title XVI Water Reclamation, Reuse, and Desalination Grants. Reclamation [announced](#) \$223.2 million in Title XVI Water Reclamation, Reuse, and Desalination grants for 18 projects in 8 states. The projects are expected to create 305,936 acre-feet of recycled water annually through water storage, conservation and conveyance, nature-based solutions, dam safety, water purification and reuse, and desalination.

REGULATORY ACTIONS TAKEN IN JANUARY UNDER THE PREVIOUS ADMINISTRATION

The following actions were taken in January by the prior Administration. It is possible that these actions could be amended or revoked.

EPA Adds Nine Additional PFAS to the Toxic Release Inventory. EPA [automatically added](#) nine per- and polyfluoroalkyl substances (PFAS) to the Toxic Release Inventory (TRI) beginning with reporting year 2025. The automatic addition of PFAS to the TRI is authorized by the FY20 National Defense Authorization Act which provides the framework for additions based on EPA activity related to PFAS. A total of 205 PFAS are now subject to annual TRI reporting requirements.

EPA Releases Draft Sewage Sludge Risk Assessment for PFAS. The EPA released a [Draft Sewage Sludge Risk Assessment for PFOA and PFOS](#) to address potential human health risks related to PFAS. Perfluorooctanoic acid (PFOA) and perfluorooctanesulfonic acid (PFOS) exposure risks may be prevalent with all three methods of disposing of sewage sludge: land application of biosolids, surface disposal in landfills, or incineration. The risk assessment focuses on individuals living on or near impacted sites and those who rely on food crops, animal products, and drinking water at risk of contamination. EPA developed a [landing page](#), a [general fact sheet](#),

a [fact sheet for wastewater treatment plants](#), and a [frequently asked questions document](#) to provide more information. Comments on the draft are due by March 17th.

FHWA Publishes Buy America Requirements for Manufactured Products Final Rule. FHWA published a [final rule](#) that amends FHWA's Buy America regulation to terminate FHWA's general waiver for manufactured products and establish Buy America requirements for manufactured products concerning federal-aid highway projects. The standards for applying Buy America to manufactured products are generally consistent with the Office of Management and Budget's (OMB) guidance implementing the Build America, Buy America Act (BABA) provisions of the Infrastructure Investment and Jobs Act (also known as the Bipartisan Infrastructure Law (BIL)). The final rule is effective on March 17th.

FRA Proposes Buy America Waiver for Tier 0, Tier 1, and Non-Tiered Locomotives. FRA is [proposing to waive](#) Buy America requirements for the purchase of used locomotives that would serve as the underframe or chassis to convert them to all-electric, renewable diesel, battery-powered, or other renewable-energy locomotives. Such projects would remove highly polluting locomotives from the national rail network and replace them with more efficient locomotives that will reduce overall emissions, address environmental burdens on communities, and create domestic jobs. Purchases of these locomotives under FRA-funded projects are subject to FRA's Buy America requirements. However, given the age of these used locomotives, it is difficult and may not be possible to verify whether they are fully compliant with FRA's Buy America requirements. In this general applicability waiver, FRA does not propose to waive the applicable Build America, Buy America Act (BABA) requirements. This proposed waiver would not apply to any other manufactured products, steel, iron, or construction materials. Comments are due by January 28th.

FRA Publishes ERD for CY 2025. FRA [published](#) the emergency relief docket (ERD) for calendar year (CY) 2025.

FTA Publishes Charter Service NPRM. FTA published a [notice of proposed rulemaking](#) (NPRM) that would amend regulations that govern the provision of charter service by recipients of Federal financial assistance. The proposed changes will remove the Federal Financial Assistance Programs listed in an appendix and the guidance in additional appendices and make non-substantive technical edits throughout to remove outdated citations and provide clarity. Comments are due by March 10th.

FTA Publishes Guidance Policy Statement on the Applicability of Drug and Alcohol Testing Program to TNCs. FTA [published](#) a notice that proposes to clarify FTA's policy on the applicability of FTA's drug and alcohol testing program to transportation network companies. FTA proposes to update the Shared Mobility frequently asked questions, published in 2016 on FTA's website, to correct an error that has resulted in the misapplication of what is commonly known as the taxicab exception and clarify when the exception applies. FTA seeks comment from all interested parties. After review and consideration of the comments, FTA will issue a final notice announcing the policy statement and the revised FAQs. Comments are due by February 13th.

FTA Publishes Guidance on Third-Party Contracting. FTA [published](#) the final updated Third-Party Contracting Guidance Circular (C 4220.1G). The updated circular reflects statutory and regulatory changes that have occurred since the last update, provides additional non-binding guidance, and supersedes the previous Third-Party Contracting Guidance Circular C 4220.1F. This notice responds to the comments FTA received on the proposed circular, which was published in the Federal Register on November 27th, 2024. The circular is effective on February 18th.

FWS Seeks Comment on Proposed Critical Habitat for Foothill Yellow-Legged Frog. The Fish & Wildlife Service (FWS) is [seeking public comment](#) on its proposal to designate 760,071 acres of critical habitat for the Foothill Yellow-Legged Frog in California. The proposed includes habitats for four listed and distinct populations: 192,275 acres for the North Feather population (threatened), 307,777 acres for the South Sierra population (endangered), 249,942 acres for the Central Coast population (threatened), and 10,077 acres for the South Coast population (endangered). Comments are due by March 17th.

Reclamation Announces Revisions to NEPA Categorical Exclusions. Reclamation announced [final revisions](#) to seven categorical exclusions under NEPA. The revisions aim to streamline the environmental review process for water-related contracting, use authorizations, financial assistance, loans, and funding activities. The revisions are effective as of January 13th.

Treasury Releases Final 48E(h) Clean Electricity Bonus Credit Rules. The Department of the Treasury (Treasury) released the [final rule](#) and [procedural guidance](#) for the Section 48E(h) Clean Electricity Low-Income Communities Bonus Credit Amount Program. The credit program will allocate bonuses to 1.8 gigawatts of clean electricity generation serving low-income communities annually from 2025 through at least 2032. Applications for Program Year 2025 are due by August 1st and application information is available [HERE](#).

FEDERAL AGENCY ANNOUNCEMENTS AND PERSONNEL CHANGES

President Trump Appoints Acting FAA Administrator. President Trump has appointed Chris Rocheleau as Acting Administrator of the FAA with immediate effect. Rocheleau was initially appointed as Deputy Administrator.

DOE Releases Offshore Wind Action Plan for West Coast. The Department of Energy (DOE) released the “[Action Plan for Offshore Wind Transmission Development in the U.S. West Coast Region](#)” that details challenges and opportunities offshore wind electricity transmission on the West Coast. The Action Plan includes information on connecting the first generation of offshore wind to the grid, supporting Western electric grid development, improving reliability and resilience, and developing an offshore wind energy workforce.

DOE Releases Updated Section 45VH2 GREET Model. DOE [released an update](#) to the 45VH2 Greenhouse gases, Regulated Emissions, and Energy use in Technologies (GREET) model based on the Section 45V clean hydrogen tax credit guidelines announced by Treasury. The model helps calculate well-to-gate emissions for hydrogen production within the specifications of the tax credit guidance and includes all information needed to determine qualification for the 45V tax credit.

DOE Releases New WINDEXchange Guide. DOE's Wind Energy Technologies Office released a [new WINDEXchange guide](#) that summarizes all aspects of the offshore wind industry. The guide is designed for newcomers and industry experts alike and includes information on project design, development, siting, local and tribal government considerations, port and vessel infrastructure, and workforce development resources.

DOT Publishes Annual Transportation Statistics Report. DOT's Bureau of Transportation Statistics published the [2024 Transportation Statistics Annual Report](#). The report presents an overview of the national transportation system, including key indicators regarding safety, system reliability, energy use, and environmental impacts.

DOT Requests Combating Human Trafficking in Transportation Impact Award Nominations. The [annual Combating Human Trafficking in Transportation Impact Award](#) (the award) is a component of DOT's Transportation Leaders Against Human Trafficking initiative that seeks to raise awareness among transportation stakeholders about human trafficking and increase training and prevention to combat crime. The award serves as a platform for transportation stakeholders to creatively develop impactful and innovative counter-trafficking tools, initiatives, campaigns, and technologies that can be shared with the broader community to help stop human trafficking. The award is open to individuals and entities, including non-governmental organizations, transportation industry associations, research institutions, and State and local government organizations. Entrants compete for a cash award of up to \$50,000 to be awarded to the individual(s) or entity selected for creating the most impactful counter-trafficking initiative or technology. Submissions are due by March 7th.

EPA Releases Framework for Permitting Innovation in the Wastewater Sector. EPA issued a ["Framework for Permitting Innovation in the Wastewater Sector"](#) to raise awareness of and prioritize improving permitting processes to address discharges associated with innovative technologies and management strategies.

EPA Releases Q&A Document on Potable Reuse and PFAS. EPA released a question and answer (Q&A) document titled ["Potable Reuse and PFAS."](#) The document was developed in response to the volume of questions related to EPA's rules and regulations on potable water reuse and PFAS.

EPA Releases Environmental Value of Applying Compost Report. EPA issued a report titled ["Environmental Value of Applying Compost: Improving Soil Health for Stormwater Management, Contaminated Site Remediation, Ecosystem Restoration, Landscaping and](#)

Agriculture.” The report summarized the environmental value of compost used across various sectors, including green infrastructure, stormwater management, ecosystem conservation and restoration, contaminated site remediation, and other applications.

FAA Announces Modernization of Pilot Schools Virtual Public Meeting. FAA **announced** a virtual public meeting to solicit input on the modernization of pilot school regulations, a first in a series of meetings. The meeting will be held on March 6th from 10:00 am to 2:00 pm ET.

FTA Publishes Analysis on How Transit Agencies are Working to Reduce Worker Assaults. FTA **published** an analysis that shares information on how transit agencies assess, mitigate, and monitor the safety risk related to assaults on transit workers. The analysis summarizes risk ratings, types of mitigations, and the effectiveness of safety strategies grouped by agency type and size.

FTA Announces 2025 TAM Track System Peer Exchange Applications Are Open. FTA announced that the Transit Asset Management Program (TAM) is now **accepting applications** for a day and a half long in-person peer exchange on how to incorporate TAM practices into their track systems. Applications are due by January 31st.

IRS Announces Filing Extension for Individuals and Businesses Affected by California Wildfires. The Internal Revenue Service (IRS) announced a **2024 tax filing deadline extension** for individuals and businesses affected by the California wildfires that began in early January. Affected taxpayers have until October 15th to file and make federal tax payments.

Reclamation Announces Deputy Regional Director for Lower Colorado Basin Region. Reclamation **announced** that Genevieve Johnson will serve as the Deputy Regional Director for the Lower Colorado Basin region. Johnson previously served as Manager of the Lower Colorado Basin Region Project and Program Office.

President Trump Asks TSA Administrator to Step Down. On Monday, TSA Administrator David Pekoske announced he was informed by President Trump's transition team that his tenure as Administrator would end at the time of Trump's inauguration. Pekoske was originally appointed by Trump in 2017 to a five-year term and reappointed to a second five-year term by President Biden in 2022. President Trump has not yet named a new nominee for the position.

##

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: February 19, 2025

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

MAINTENANCE ACTIVITIES

LAUNCH RAMP WASHDOWN PROJECT

Status: Ongoing

Budget: Budgeted (Capital)

The Maintenance Department is assisting in the Launch Ramp Washdown project by installing electrical and communication connections inside the Launch Ramp restroom utility room. These will allow the washdown machines to accept credit card payments and power the new pressure washing pumps. Maintenance Tech 2 Luis Quezada installed two internal junction boxes and conduits to connect the future feeds from the newly trenched utility lines coming from the new wash down. Project is anticipated to be completed in early February and be ready for the energizing of the washdown components.



LAUNCH RAMP RESTROOM RESTORATION PROJECT

Status: Ongoing

Budget: Budgeted (Building Maintenance)

The Launch Ramp restrooms restoration project continued through January 2025. The contractor prepped and painted all the exterior facade wooden trim and overhang. Replacement of existing doors with new hardware has begun and the entire project should be finished in February. Portable toilets remain on site for public use.



VPD LAUNCH RAMP AND ANCHORS WAY DRIVE PALM'S AND TREE TRIMMING

Status: Completed

Budget: Budgeted (Grounds Maintenance)

Tree trimmer service provider was secured to crown clean trim 49 Mexican Fan palms and crown thin 15 Metro trees located within the Launch Ramp parking lot and adjacent landscaping planters along Anchors Way Drive. Scope of work was performed in preparation for future wind events and to minimize fire hazards.



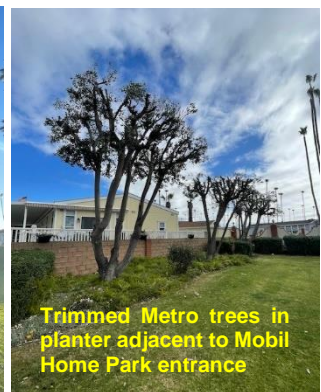
Clump of untrimmed palms on south side of Launch Ramp parking lot



Trimmed palms on south side of Launch Ramp parking lot



Untrimmed Metro trees in planter adjacent to Mobil Home Park entrance



Trimmed Metro trees in planter adjacent to Mobil Home Park entrance

VPD PARCEL 19A PALM TREES TRIMMING

Status: Completed

Budget: Budgeted (Grounds Maintenance)

Tree trimming provider was secured to crown clean trim 18 Mexican palm trees located at parcel 19A in preparation for wind events and minimize fire hazards.



Clump of untrimmed palms on north side of Parcel 19A



Trimmed palms on north side of Parcel 19A



Clump of untrimmed palms on east side of Parcel 19A



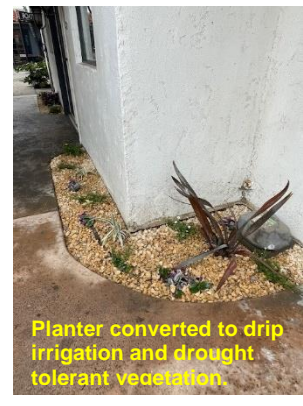
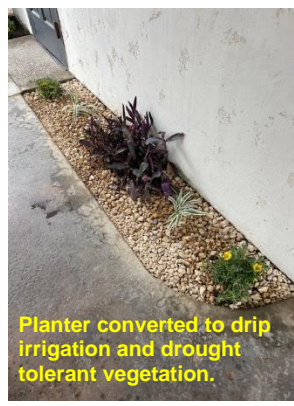
Trimmed palms on east side of Parcel 19A

VHV CONTINUOUS LANDSCAPE CONVERSIONS

Status: Ongoing

Budget: Budgeted (Grounds Maintenance)

The Maintenance Department continues to improve and renovate interior landscaping planters within the VHV. Irrigation will continue to be converted to water conserving drip systems and vegetation will be transitioned to drought tolerant landscaping.



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: February 19, 2025

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

PUBLIC SAFETY

Overview:

January is usually a slower month with the Holidays over and the weather stable for the most part. The Department often uses this time to transition into the spring/summer preparations. Unfortunately, this year this was not the case. Multiple days of historically strong offshore winds, brush fires, and hazardous sea conditions kept the Harbor Patrol staff busy both on land and on the water.



Extremely Dangerous Offshore Winds:

Impact of Strong Winds and Dry Humidity on Ventura Harbor

This year's dangerous strong winds and dry humidity have adversely affected our region. Typically, offshore winds create nuisance conditions around the marinas, blowing off tarps, ripping sails, and causing undesirable boating conditions. With the increasing frequency of strong weather patterns and unexpected challenges, the Harbormaster, in collaboration with the General Manager, has implemented enhanced staffing to ensure our Harbor has sufficient resources when needed. Given the larger Public Safety system's understaffing, it has never been more crucial to ensure our best interests are attended to.

During this month, we increased the typical staffing levels to address these weather challenges. This local investment allowed us to perform our duties effectively and support local agencies. Throughout the month, we remained especially vigilant due to our proximity to the Santa Clara River Bottom. In January, four different brush fires posed a threat to the Harbor. In one instance, Harbor Patrol staff, working with Fire, Police, and City OES, deployed to the South Beach area of the Santa Clara River to evacuate homeless encampments downwind of a fast-moving fire originating near the Olivas Adobe. Our staff successfully accomplished this task and remained available as a local resource for any community needs. Fortunately, the fire was stopped at Harbor Blvd, but Harbor Patrol staff kept the General Manager and Deputy General Manager informed throughout these events to facilitate community communication.

Fortunately, the Harbor itself fared well during the wind events. Other than some damage to some street light banners, there were no significant issues as seen in the past. Areas like the dry storage and marinas were proactive in securing items, thanks to well-forecasted and reported events by local media.

Particularly Dangerous Situation (PDS) Red Flag Warnings
Ventura & Los Angeles Counties

EXTREME RISK – Take Immediate Action

*****3 PDS Areas*****

- PDS Timing: Tuesday 4AM - Noon Wednesday
- Do NOT do anything that could spark a fire
- Have multiple ways to receive evacuation information
- Visit www.firs.ca.gov/prepare: Develop a wildfire action plan
- Peak winds for this next event will be weaker than those last week. Nevertheless, winds will be strong enough to potentially cause explosive fire growth

Weather: 45-70 mph gusts, locally damaging; 8-15% relative humidity

***** Important: Red Flag conditions (though weaker winds) are expected in other areas of Southern California *****

weather.gov/LosAngeles
Weather Forecast Office • Los Angeles/Oxnard, CA
Updated: Sunday January 12, 2025 at 1:30 pm

Follow: @nwslosangeles
Listen: NOAA Weather Radio for Latest Warnings and Forecasts

Marine Safety Officers In Action:



We have invested a significant amount of time and energy into the staff development of our Marine Safety Officers to ensure they can perform their duties safely and at peak levels. On January 20th, during another strong offshore wind event, our staff deployed on the water to conduct an offshore area survey as the winds abruptly increased in intensity. From our experience, these changes can catch smaller craft and human-powered vessels off guard. With our extra staffing, we deployed two boats to cover both the North and South of the Harbor, observing many small boats making a quick

return to the Harbor in increasingly rough conditions.

Harbor Patrol Officer Garret Winter, along with Marine Safety Officers Lilly Armstrong and Ian Ayers, observed a capsized Hobie Cat with two people in the water. They responded to assist, and due to the strong winds, rough conditions, and people in the water, the Harbormaster, Harbor Patrol Officer Mason Alford, and Marine Safety Officer Holden Osborne also responded to assist.



Marine Safety Officer Ian Ayers donned his rescue equipment, including a helmet and wetsuit, and jumped into the water to assist the struggling crew of the catamaran. MSO Ayers was able to help flip the Hobie Cat over, but it soon took off in the wind. MSO Ayers quickly got both passengers back on the Hobie Cat and then boarded himself. He proceeded to take down the front sail to try to get the Hobie Cat under control.



MSO Osborne entered the water equipped with the same rescue gear to assist with stabilizing the vessel, while HPO Winter and MSO Armstrong maneuvered the Fireboat to throw them a handline.

Under the supervision of the Harbormaster and Harbor Patrol staff, the MSO team operated effectively and skillfully to bring the rescue under control. Within a very short time, the vessel was upright, the crew was brought aboard, sails were dropped, and a towline was secured to the vessel. This high level of performance by our MSO staff demonstrated their readiness to contribute and their capability to handle complex rescues with minimal oversight, both safely and effectively.

US Coast Guard Captains License:

Harbor Patrol Officer Garret Winter recently passed the course and will now be applying for the formal credentials for both tonnage and towing endorsement.

Marine Safety Officer Jack Pickett has completed 3 of the 4 tests and will soon be completing the final. Jack will also then be applying for both the tonnage and towing endorsements.

Harbor Patrol Officer Mason Alford, Marine Safety Officers Nick Givens, Ian Ayers, and Eddie Warne are quickly advancing towards taking the final tests. Upon completion, they will apply for both tonnage and towing endorsements.

This online hybrid US Captains course has proven to be an affordable and accessible product that allows more of our staff to become licensed. The online cost compared to the in-person classes are roughly 1:3. The in-person classes also require covering shifts, travel, and their salary while attending. The hybrid is done at work on duty or at home and there are no additional costs. The company has provided the District a regular discount to allow us to train staff at this high level at an affordable price.

PUBLIC SAFETY TRAINING & PUBLIC RELATIONS ACTIVITY

The Harbormaster attended a regional meeting with the US Coast Guard and agencies in Long Beach. The meeting covered commercial towing providers and methods for all agencies to work better together.

The Harbormaster attended a four-hour Tsunami Working group meeting. The meeting went over the recent Northern California Earthquake and Tsunami warning. Much was discussed and the working group will continue to meet to improve our preparedness, communications, and messaging.



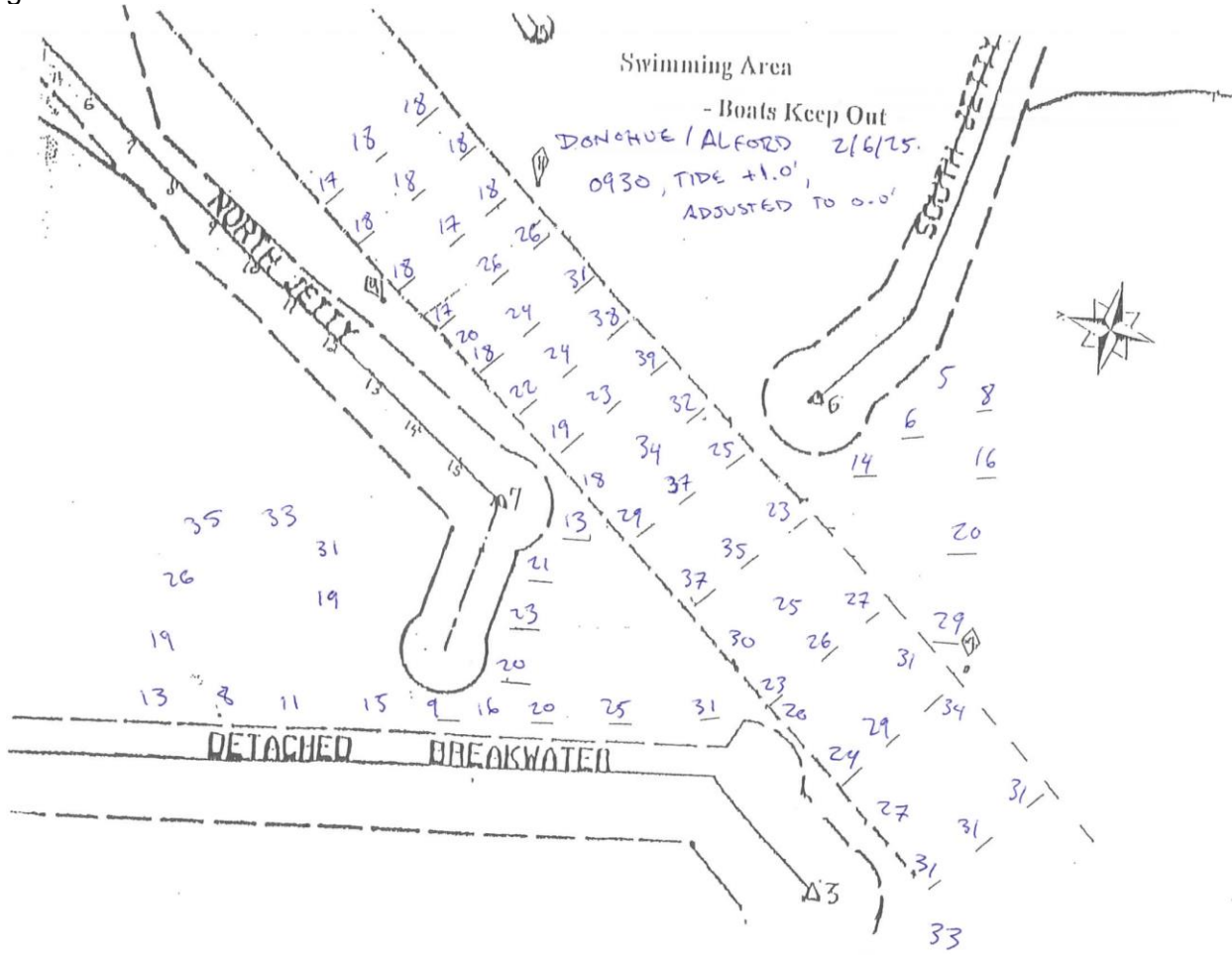
Harbor Patrol Officer Garret Winter performed a public education talk to Lincoln Elementary school here in Ventura. HPO Winter was a big hit last year and was asked to come back to talk to the kids from three different classes. This year HPO Winter performed an outside talk using the Harbor Patrol truck and its numerous safety tools as part of the display. The kids were allowed to see and touch the equipment and even practiced using a recreational walkie talkie to demonstrate calling in an emergency.

911 CALLS DISPATCHED BY VENTURA COUNTY FIRE (DECEMBER)

25-0001116	HARB1, MED473, MED475, SQ2	M5	SICK PERSON	Ventura County Fire Department	1867 Spinnaker Dr	Ventura	1/4/2025 3:47:28 PM
25-0001146	HARB1, MED475, SQ2	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	1/4/2025 5:37:41 PM
25-0001455	HARB1, ME8, MED683	M3	HEART PROBLEM NON EMD	Ventura County Fire Department	1691 Spinnaker Dr	Ventura	1/5/2025 4:42:37 PM
25-0002414	A1, AIRTANKER1, AIRTANKER2, AT01, B1, B13, B17, B19, B26, B27, B29, B3, B30, B31, B61, C11, C12, CALFIRE1, CALFIRE2, CAM3, CPT4, CPT5, DIV11, DIV13-DESK, DIV14, DOZ13, DOZER, DRONE11, E127, E184, E333, E351, E357, E51, E87, EMS48, FCC1, HARB1, IO12, IV13,	F1	BRUSH FIRE AMBULANCE	Ventura County Fire Department	3750 Olivier Park Dr	Ventura	1/8/2025 7:55:34 AM
25-0002552	HARB1, ME7, MED472, MED474	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1363 Spinnaker Dr	Ventura	1/8/2025 10:50:51 AM
25-0002917	HARB1, ME7, SQ2	M7	LIFT ASSIST	Ventura County Fire Department	1215 Anchors Way	Ventura	1/9/2025 2:11:58 AM
25-0004220	B2, B31, B61, BOAT1, BOAT19, EMS42, EMS48, HARB1, LIFE5D1, ME5, ME7, MED475, OR66, SQ2, SQ80	F5	OCEAN RESCUE LOW	Ventura County Fire Department	1675 Spinnaker Dr	Ventura	1/12/2025 1:52:31 PM
25-0004805	BOAT1, HARB1, MED473, SQ2	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	3000 Pierpont Blvd	Ventura	1/13/2025 2:26:29 PM
25-0005904	HARB1, MED473, SQ2	M7	CONVULSIONS/SEIZURES NO CODE	Ventura County Fire Department	1400-1999 Spinnaker Dr	Ventura	1/16/2025 7:34:28 PM
25-0006218	HARB1, ME7	F7	GAS LEAK/ODOR	Ventura County Fire Department	1567 Spinnaker Dr	Ventura	1/17/2025 7:07:31 PM
25-0006726	BOAT19, HARB1	F7	PUBLIC SERVICE	Ventura County Fire Department	1755 Spinnaker Dr	Ventura	1/19/2025 11:04:42 AM
25-0006794	HARB1, ME7, MED471, SQ2	F4	TC	Ventura County Fire Department	S Seaward Ave / Ocean Av	Ventura	1/19/2025 2:29:29 PM
25-0008915	HARB1, MED475, SQ2	M7	DIABETIC PROBLEMS NO CODE	Ventura County Fire Department	1080 Navigator Dr	Ventura	1/19/2025 11:14:41 PM
25-0008962	HARB1, MED473, SQ2	M7	FALL NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	1/20/2025 6:16:08 AM
25-0009137	HARB1, ME5, MED495, MT5	M5	SICK PERSON NON EMD	Ventura County Fire Department	923 Puerto Pl	Ventura	1/25/2025 2:59:26 PM
25-0009597	HARB1, HARB2, MED473, SQ2	M5	CHEST PAIN NON TRAUMA	Ventura County Fire Department	1215 Anchors Way	Ventura	1/27/2025 7:56:27 AM
25-0009885	HARB1, MED473, SQ2	M5	FALL	Ventura County Fire Department	1215 Anchors Way	Ventura	1/28/2025 5:02:32 AM
25-0010296	BOAT19, HARB1, HARB3, MED471, SQ2	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1198 Navigator Dr	Ventura	1/29/2025 12:08:20 PM
25-0010337	HARB1, HARB2	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1198 Navigator Dr	Ventura	1/29/2025 2:21:42 PM
25-0010577	HARB1, MED473, SQ2	M7	HEMORRHAGE/LACERATIONS NO CODE	Ventura County Fire Department	1228 Anchors Way	Ventura	1/30/2025 9:01:03 AM
25-0010881	HARB1, MED473, SQ2	M5	MEDICAL ALARM	Ventura County Fire Department	1215 Anchors Way	Ventura	1/31/2025 8:11:26 AM

CHANNEL DEPTH AND HARBOR PATROL SOUNDINGS

The sand trap continues to fill but the Harbor Entrance remains problem free. Donohue performed a survey with the numbers attached. Formal surveys should begin the coming month as dredging gets closer.



**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: February 19, 2025

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Dave Werneburg, Marina Manager / Commercial Fisheries
SUBJECT: January 2025 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	86	86%
Available	14	14%

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 January 2024 Landings	204 tons	407,896 lbs.
Ventura Season-to-date:	19,707 tons	39,413,956 lbs.

For many of our commercial squid fishers, the 2024-2025 season is over. The counts (size of the squid) are too small. Per state regulations, the 2025-2026 season starts April 1st, just two months away, when the catch limit resets. It is yet to be determined if the region will have a summer squid season; a fair number of vessels are headed to their respective homeports or boatyards for routine maintenance. As noted last month, last year's squid season was strong. While the 2024 numbers are not finalized, 2024 was Ventura's 3rd best in the past decade (after 2017 and 2022).

California Market Squid					
Ventura Landings:					
	Pounds	Tons	Trucks	Value	% of State Total \$
2009	68,968,053	34,484	2,874	\$18,017,756	32%
2010	66,721,872	33,361	2,780	\$15,963,062	22%
2011	64,797,571	32,399	2,700	\$15,535,195	23%
2012	28,741,470	14,371	1,198	\$8,109,347	13%
2013	64,001,799	32,001	2,667	\$20,166,174	27%
2014	36,497,391	18,249	1,521	\$10,931,697	15%
2015	19,273,132	9,637	803	\$5,514,582	23%
2016	17,631,635	8,816	735	\$8,537,422	22%
2017	52,024,133	26,012	2,168	\$25,977,900	38%
2018	14,006,399	7,003	584	\$6,784,750	19%
2019	5,895,721	2,948	246	\$2,884,756	21%
2020	3,912,373	1,956	163	\$1,964,159	8%
2021	22,721,876	11,361	947	\$13,634,077	23%
2022	57,398,982	28,699	2,392	\$34,305,847	41%
2023	11,315,816	5,658	471	\$6,213,645	20%

**Note that truck numbers are calculated and not actual.*

This respite in activity is an ideal time for Staff and our vendors to attend to dock maintenance and repairs, everything from leaky water bibs to whaler boards that have come lose or damaged from storm surges, etc.

Commercial Fish Modernization Project Begins Environmental Review

On December 16, the Port of Hueneme awarded a competitively bid contract to Impact Sciences to perform an environmental review of the commercial fish modernization project – both the phase of construction here in Ventura Harbor as well as the demolition of the facility at the Port of Hueneme. Per the California Environmental Quality Act (CEQA), projects of this nature require an environmental review of the impacts of the project – both the construction but also the ongoing operation of the new facility. The environmental review has kicked off and the study is expected to take several months to complete. During that process, there will be a circulation of the study’s findings to both Port of Hueneme and Ventura Port District stakeholders to solicit their comments on the study’s findings and recommendations.

JANUARY MARKETING REPORT - *Visitor Experience*

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

VISITOR EXPERIENCE -

Sending Love from the Sea

Ventura Harbor Village is spreading love in a big way with the **"Sending TONS of Love"** whale mural honoring the Los Angeles fire victims. In addition, the installation of the seasonal swap to **"I ♥ the Sea"** sign serves as a **tribute to Ventura's vibrant coastal community** during the season of love.



ENTERTAINMENT & Music

January live music on Ventura Harbor Village's Seaside Stage included:

- Jan. 4 | Carla Buffa
- Jan. 18 | Mary White
- Jan. 19 | Warren Takashi



VISITOR EXPERIENCE - *Building 1591 Activation*

The newly available retail space was decked out for the holidays and New Year **bringing warmth and interest to the location**. Leasing reported an increase in inquiries following the décor installation in the building.



REVENUE - *Venue & Film*

January welcomed a **surf competition from West Coast Board Riders 805** and the Annual **Greek Blessing of the Waters Ceremony** hosted by the **St. Demetrios Greek Orthodox Church** followed by a reception at **The Greek Mediterranean Steak & Seafood**.



JANAURY MARKETING REPORT - Content Development

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

SOCIAL MEDIA - Cross Network Performance Metrics*

77k
Total Audience

565k
Impressions

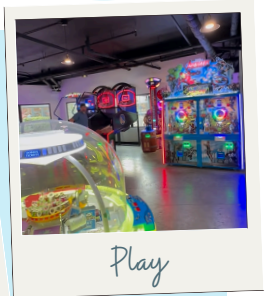
6k
Engagements

5k
Post Clicks



VISUALS - Sampling of Content

Received **over 251k** impressions in January 2024 with **paid social** media campaigns!



COPYWRITE - Enewsletters / Blog Performance

Topics included: a **Welcome to 2025, Fresh Start by the Sea, Martin Luther King Jr. Weekend Seaside**, and information regarding the Year of the Snake **Lunar New Year Scavenger Hunt**. In addition, two tenant newsletters distributed in January.

6
E-Newsletters

17k
Subscribers

27k
Opens

743
Link Clicks



REELS - Short Video Compilations

Marketing & Events Coordinator II captured original content and repurposed user-generated video to produce reels on **MLK Weekend promotions**, coverage of new **Chalk Art in the Village**, and a voiceover reel to garner participation in the **Lunar New Year Scavenger Hunt**.

4
Reels

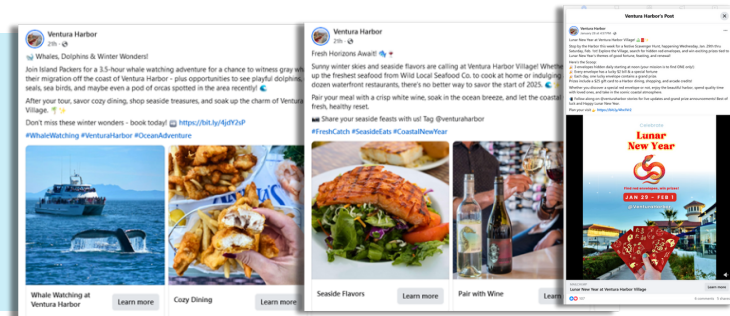
47k
Plays

Lunar New Year Scavenger Hunt



ADVERTISING - Print & Digital

A variety of social media ads ran in January featuring paid campaigns on **Visiting Ventura Harbor for Holiday Break, Winter Sun & Seafood, Whale Watching Excursions, Epiphany, MLK Weekend, and Lunar New Year celebrations.**

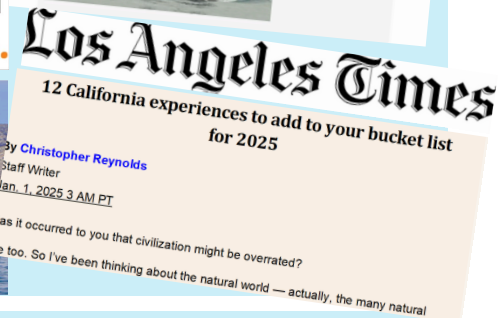
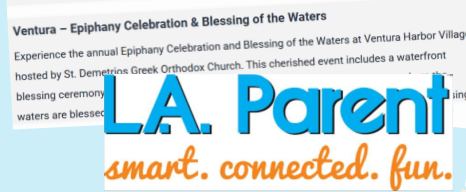


JANUARY MARKETING REPORT - Outreach & Stewardship

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

MEDIA OUTREACH & COVERAGE - New Year Highlights

January coverage featured Epiphany Blessing of the Waters in multiple calendars, and start of Winter Whale Watching season with Island Packers. Online media throughout Southern California producing content on **NBC Television Channel 4** in Los Angeles, San Diego and the San Francisco Bay Area. In addition, editorial coverage appeared in **LA Parent Magazine**, **Visit California**, **Ventura County Coast** and **Visit Camarillo**. Ventura Harbor Village kicked off 2025 with an article in **The Los Angeles Times**, entitled "**12 California Experiences To Add To Your Bucket List For 2025**", and mentioned Ventura Harbor, Scorpion Anchorage and kayaking.



CULTURAL RECOGNITION - Lunar New Year Scavenger Hunt

The **Lunar New Year Scavenger Hunt** was a great success, with **dozens of participants** coming from over 30 miles just to participate and explore the retail spaces to find the lucky red envelopes. **\$100 in gift cards** were awarded to four lucky winners over 4 days.

- 16k** Reached via Digital Promo
- 12** Village Retail Tenants Participated
- \$100** Gift Cards Given as prizes



CULTURAL RECOGNITION -

Martin Luther King Jr.

In honor of MLK Jr. Day, a powerful **Martin Luther King Jr. portrait & quote chalk piece** was created along the Promenade by talented, African American artist, Randall Williams.



TENANTS - January Tenant Meetup

12 businesses joined virtually on **Jan. 23** to connect with fellow tenants, share ideas, and hear the latest plans for 2025 from VPD staff.



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 19, 2025

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: January 2025 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 tenants regarding the Fast Takeaway Signage Project.
 - Insurance and business license audits are ongoing.
- 2) Leasing Advertising, Showings, and Executions
 - Attended the Ventura Chamber of Commerce 2025 Annual Meeting, Connection Breakfast and Ribbon Cutting Events.
 - Attended the Visit Ventura Guide Reveal
 - Ads: Ventura Chamber of Commerce Connection Breakfast as well as LoopNet and CoStar Diamond Package Listings (with the Diamond 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 industry such as brokers.
- 3) Looking Forward: Continuing to Implement Leasing Strategy
 - Complete the first step of the three-step process outlined by the retail consultant.

CURRENT VACANCY REPORT

- 1) 1559 Spinnaker Drive #101 (Office suite)
 - The prior tenant's lease underwent early termination due to the suite experiencing a flood. The suite requires planning/permitting by the City and construction before it will be ready for lease. Marketing efforts are underway.
- 2) 1575 Spinnaker Drive #101/102/103/105A & B (Restaurant suite)
 - Leases underwent early termination. Staff prepared a marketing package for the spaces after consultation with architects and a restaurant consultant. Marketing efforts continue.
- 3) 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. Last month of tenancy is January 2025. Staff continue to advertise the space.

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%		23%	24%
Retail	20,260	801	4%	1,881	9%		21%	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
 Restaurant: N/A

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

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

SALES REPORTS

The attached summary of sales for three Harbor Village business categories: restaurants, retail, and charters. The report compares the monthly sales for 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 December are up 0.08% from the same time last year.

ATTACHMENTS:

Attachment 1 – December 2024 Sales Report
 Attachment 2 – LoopNet Activity Report

ATTACHMENT 1

**Ventura Harbor Village
Tenant Sales Summary**

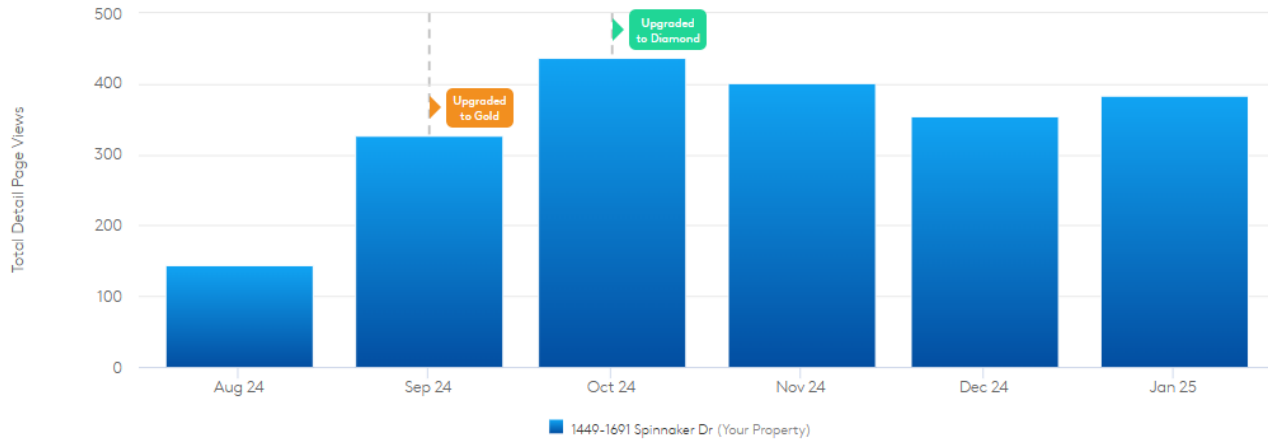
Month of December	<u>December-2024</u>	<u>December-2023</u>	<u>% Change</u>
Restaurants	\$ 1,758,814	\$ 1,641,969	7.12%
Retail	\$ 481,733	\$ 494,435	-2.57%
Charters	\$ 405,108	\$ 393,829	2.86%
Total	\$ 2,645,655	\$ 2,530,233	4.56%

Year-to-date through December	<u>Jan - Dec 2024</u>	<u>Jan - Dec 2023</u>	<u>% Change</u>
Restaurants	\$ 22,747,734	\$ 22,898,729	-0.66%
Retail	\$ 5,648,124	\$ 5,877,181	-3.90%
Charters	\$ 8,042,552	\$ 7,633,968	5.35%
Total	\$ 36,438,410	\$ 36,409,878	0.08%

Quarter-to-date October - December	<u>Oct - Dec 2024</u>	<u>Oct - Dec 2023</u>	<u>% Change</u>
Restaurants	\$ 5,018,450	\$ 4,933,823	1.72%
Retail	\$ 1,224,044	\$ 1,315,655	-6.96%
Charters	\$ 1,687,019	\$ 1,524,584	10.65%
Total	\$ 7,929,513	\$ 7,774,062	2.00%

ATTACHMENT 2 LoopNet Activity Report

LoopNet Aug 2024 – Jan 2025 Listing Activity Report for Total Views

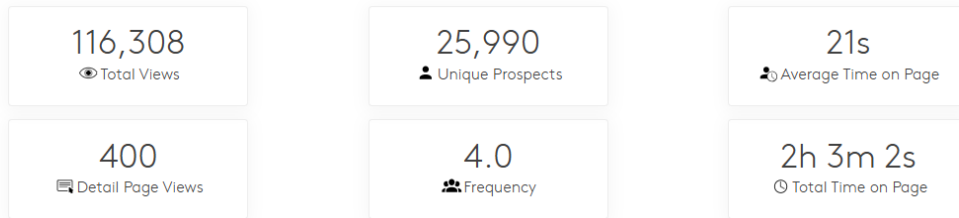


LoopNet Dec 2024 Activity Summary

Activity Summary

01/01/2025 - 01/31/2025

Summary of everyone that has seen your property.





VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
FEBRUARY 19, 2025

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

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: February 19, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
John Higgins, Harbormaster
SUBJECT: Approval of Out-of-Town Travel Requests

RECOMMENDATION:

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

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

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:

JPIA PUBLIC SAFETY ACADEMY

John Higgins, Harbormaster and Brendan Donohue, Senior Harbor Patrol Officer, were accepted into the CA JPIA Public Safety Academy in Huntington Beach, California. The Academy is free to members and will specifically focus on Public Safety Leadership. The multi-day training will provide best practices for managing risk within public safety departments.

Most costs are covered by CA JPIA.

FISCAL IMPACTS:

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

JPIA	HIGGINS	DONOHUE
Registration	N/A	N/A
Lodging	N/A	N/A
Meals	\$95.00	\$95.00
Mileage	\$150.00	\$150.00
Miscellaneous (Transit/Parking)	\$150.00	\$150.00
TOTAL	\$395.00	\$395.00

ATTACHMENTS:

None.



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
FEBRUARY 19, 2025

CONSENT AGENDA ITEM B

APPROVAL OF A NEW RETAIL LEASE
AGREEMENT WITH ASHLEY COOK
AND ALAN COOK DBA TREASURE
COVE

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: February 19, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: Approval of a New Retail Lease Agreement with Ashley Cook and Alan Cook dba
Treasure Cove

RECOMMENDATION:

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

SUMMARY:

The current lease for Ashley Cook and Alan Cook dba "Treasure Cove" expires on February 28, 2025. Tenants are seeking a new three-year lease with one two-year option. If the Board approves the new lease, it will begin on March 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:

Treasure Cove has been a Village retail store since January 1994. Its products include nautical-themed merchandise such as jewelry, ceramics, and other related items. Ashley Cook and Alan Cook purchased Treasure Cove and were assigned the lease from the previous owner on September 22, 2022.

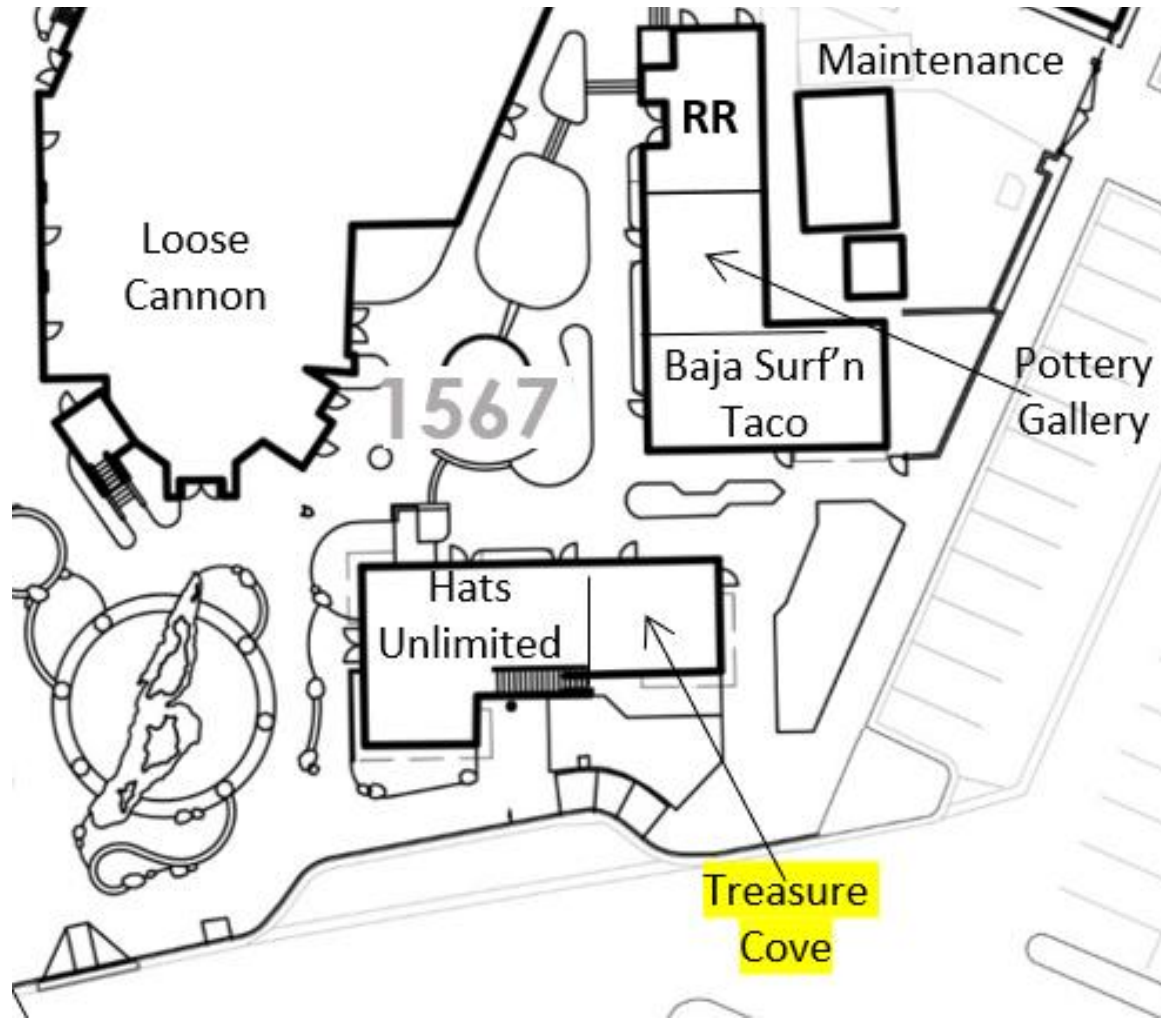
FISCAL IMPACT:

If approved, the lease will undergo annual step increases. The District will install exterior lights to highlight the "Treasure Cove" exterior signage and install new entrance door hardware; the District's estimated cost is \$1,250.

ATTACHMENTS:

Attachment 1 - Location Map

Attachment 1 - Location Map





VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
FEBRUARY 19, 2025

CONSENT AGENDA ITEM C
APPROVAL OF AMENDMENT NO. 1 TO
THE PROFESSIONAL SERVICES
AGREEMENT WITH RASMUSSEN &
ASSOCIATES FOR ENGINEERING AND
CONSULTING SERVICES

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: February 19, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
SUBJECT: Approval of Amendment No. 1 to a Professional Services Agreement with Rasmussen & Associates, Inc. for Engineering and Consulting Services

RECOMMENDATION:

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

SUMMARY:

The District entered into a Professional Service Agreements (PSA) with Rasmussen & Associates, Inc. (Rasmussen) to provide architectural services for three District improvement projects on July 17, 2024. Two of the three projects are completed, however the third project – the façade improvement of 1575 Spinnaker Drive suites 101, 102, 103, 105A/B – are ongoing.

Additional funding is required under this contract to address additional studies and design work required to continue the development of the architectural plans for 1575 Spinnaker Drive.

GUIDING PRINCIPLES:

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

FIVE-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:

On July 17, 2024, the District entered a PSA with Rasmussen for three architectural projects:

1. 1559 Spinnaker Drive, interior division of suites 101 and 102
2. 1575 Spinnaker Drive, façade improvement of suites 101, 102, 103, 105A/B
3. 1591 Spinnaker Drive, interior division of suite 207

Work on projects 1 and 3 is complete.

The 1575 Spinnaker suites were previously occupied by Sugar Lab Bakery, The Copa Cubana, and The 805 Bar and Grilled Cheese. The businesses all ended their tenancy in December 2023 and Rasmussen subsequently prepared a conceptual design which was submitted to the City of Ventura’s Planning Department and Rasmussen assisted with the Design Review Committee and Director’s Hearing approval. The work has proceeded into developing plans for submission to Building and Safety and will continue to move this project through permitting and construction.

For the work being performed during the current Fiscal Year, staff and Rasmussen estimated the cost would be approximately \$102,480. However, the project requires additional funding related to foundation and soil investigations related to the new upper deck. District staff have also

requested that Rasmussen work with a third-party construction estimator to develop a comprehensive cost estimation for the project.

Rasmussen was also tasked with preparing video renderings of the new façade to assist the District's leasing efforts.

These additional services require the addition of \$95,000 to the contract to complete the work required through June 30, 2025.

Also, the current PSA expired June 30, 2024 and needs to be extended to June 30, 2025.

FISCAL IMPACTS:

The architectural work is included as part of the overall Capital Improvement Project budget for the improvements to the 1575 Spinnaker Façade, Patio, and Roof projects (itemized as three different projects in the CIP).

ATTACHMENTS:

None.



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

**STANDARD AGENDA ITEM 1
ADOPTION OF RESOLUTION No. 3521
APPROVING THE FINANCIAL
STATEMENTS AND CHECKS FOR
OCTOBER THROUGH DECEMBER
2024**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: February 19, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager
SUBJECT: Adoption of Resolution No. 3521 Approving the Financial Statements and Checks for October through December 2024

RECOMMENDATION:

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

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

SUMMARY:

Attached for the Board's review are the financial statements for the quarter ending December 31, 2024, and the check registers for October through December 2024.

GUIDING PRINCIPLES:

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

FIVE-YEAR OBJECTIVES:

- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures, and programs.
 - 1) Collaborate with business partners and stakeholders through increased engagement, communication, and participation.
- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
 - 5) Financial reporting

BACKGROUND:

The financial statements for the quarter ending December 31, 2024, shown as Attachment 2, consist of the Statement of Income and Expenses, Balance Sheet, and the Distribution of Cash. I was unable to complete the Supplementary Notes, the Cash Flow Statement, the Comparison of Lease Rents, and the Three-Year Comparative Statement of Revenue and Expenses for this packet. These reports will be in the packet ending March 31, 2025.

Operational Disbursements

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

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

October 2024 –

- Blois Construction LLC was paid \$34,000 on 10/9/24 for the improvement of Parcel 19A.

- Bluewater Marine & Dock Specialist was paid \$82,053.75 on 10/22/24 for the deposit on the Boat launch project.

November 2024 –

- South Coast Shipyard Inc. was paid \$34,181.60 on 11/6/24 for new Harbor Patrol boat repairs.
- Jensen Design & Survey Inc. was paid \$38,785.90 on 11/6/24 for Harbor Cove/Surfers Knoll restrooms and retaining wall project, and 19A parking lot.
- Hansen’s Plumbing was paid \$30,908.40 on 11/20/24 for the launch ramp rehabilitation.

December 2024 –

- F.C.T. Construction was paid \$41,272.50 on 12/5/24 for the 1559/1583 restroom project and 1591 #117B tenant improvement.
- Rasmussen & Associates Inc. was paid \$29,038.75 on 12/5/24 for the 1575 restroom concept, Coastal Marine project, 1559/1591 tenant improvement, 1567 glass wall, and 1559 comedy club.
- The Flag Factory was paid \$47,145.85 on 12/17/24 for the purchase of the annual décor and sign coating for the Village.

Details reflecting purchases made using the District’s Wells Fargo Commercial credit cards for October through December 2024 are included as Attachment 4.

The Quarterly Treasurer’s Report for the period ending December 31, 2024, has been included as Attachment 5. The District currently has all reserve funds invested with the Local Agency Investment Fund (LAIF) pooled money investment account through the State of California, Office of the Treasurer. The LAIF investments were correctly presented in the original reports.

Payroll Disbursements

The District has 26 bi-weekly pay periods per year; ten months of the year will have two regular payroll periods and two months will have three regular pay periods. For this quarter, October contains two regular pay periods and November contains three regular pay periods. The month of December contains 2 regular pay periods and the quarterly accrued compensation pay-off run for all departments.

FISCAL IMPACT:

The Statement of Income and Expenses reflects a positive ‘Change in Net Position’ of \$1,648,442 for the period ended December 31, 2024. This change is a result of normal operations and the receipt of the December property tax allocation from the County.

ATTACHMENTS:

Attachment 1 – Resolution No. 3521

Attachment 2 – Statement of Income and Expenses – Quarter Ended December 31, 2024

Attachment 3 – Accounts Payable Check Registers – October - December 2024

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

Attachment 5 – Quarterly Treasurers Report – December 31, 2024



RESOLUTION NO. 3521

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

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

- A. Accept the Financial Statements for the Quarter ended December 31, 2024.
- B. The following Checks are hereby reviewed:
 - 1) Payroll checks and direct deposits #52843-53181 in the amounts of \$194,042 for October 2024 salaries, \$283,108 for November 2024 salaries, and \$244,683 for December 2024 salaries.
 - 2) Regular Checks #58698-59079 in the amounts of \$404,843 for October 2024 expenditures, \$309,963 for November 2024 expenditures, and \$354,060 for December 2024 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on February 19, 2025, Resolution No. 3521 was adopted by the following vote:

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

NOES:

ABSTAIN:

ABSENT:

Michael Blumenberg, Chair

ATTEST:

Anthony Rainey, Secretary

ATTACHMENT 2

Ventura Port District

Current Period Includes 3 Months

Consolidated all Departments

Comparative Income Statement

Income Statement-Board

Std. Budget (STD)

Accrual

	Actual	Budget			YTD Actual	YTD Budget		
	Oct-Dec 2024	Oct-Dec 2024	Variance		Oct-Dec 2024	Oct- Dec 2024	Variance	
OPERATING REVENUES								
Parcel Lease Income	1,371,007	1,335,000	36,007	3%	2,929,010	2,790,000	139,010	5%
Dry Storage Income	16,941	18,000	(1,059)	-6%	34,689	36,000	(1,311)	-4%
Fisherman's Storage	23,509	23,520	(11)	0%	47,019	47,040	(21)	0%
Parking Income	9,565	13,000	(3,435)	-26%	32,691	32,000	691	2%
Harbor Event Fees	11,337	10,000	1,337	13%	23,506	12,500	11,006	88%
Miscellaneous Income/Rentals	4,192	3,651	541	15%	16,996	19,452	(2,456)	-13%
Village Income:								
Harbor Village Lease Income	864,519	800,700	63,819	8%	1,854,154	1,752,100	102,054	6%
Commercial Fishing	159,486	75,900	83,586	110%	210,684	123,200	87,484	71%
Slip Rentals	276,813	285,000	(8,188)	-3%	550,253	570,000	(19,747)	-3%
Dock Electrical Income	11,455	14,500	(3,045)	-21%	22,225	28,000	(5,775)	-21%
Late Fees	8	250	(242)	-97%	1,936	500	1,436	287%
Marketing Booth/Vendor/Sponsorship Income	9,899	18,000	(8,101)	-45%	14,039	21,500	(7,461)	-35%
Merchants Promo Fund Dues	30,822	31,500	(678)	-2%	61,610	63,000	(1,390)	-2%
Common Area Maintenance Income	100,459	100,200	259	0%	197,375	200,900	(3,525)	-2%
TOTAL OPERATING REVENUES	2,890,011	2,729,221	160,790	6%	5,996,189	5,696,192	299,997	5%
OPERATING EXPENSES								
Personnel Expenses:								
Salaries and Wages								
Regular Salaries	846,740	932,677	85,937	9%	1,544,659	1,715,471	170,812	10%
Part-time Help	41,947	21,921	(20,026)	-91%	60,956	40,752	(20,204)	-50%
Overtime Pay	52,736	30,750	(21,986)	-71%	84,842	61,500	(23,342)	-38%
Holiday Pay	15,072	18,625	3,553	19%	25,810	37,250	11,440	31%
Total Salaries and Wages	956,494	1,003,973	47,479	5%	1,716,267	1,854,973	138,706	7%
Other Personnel Expenses								
Retirement Contributions	217,253	223,244	5,991	3%	418,141	429,752	11,611	3%
Payroll Taxes	18,422	17,170	(1,252)	-7%	29,932	31,728	1,796	6%
Worker's Compensation Insurance	38,250	38,250	0	0%	76,500	76,500	0	0%

ATTACHMENT 2

Ventura Port District

Current Period Includes 3 Months

Consolidated all Departments

Comparative Income Statement

Income Statement-Board

Std. Budget (STD)

Accrual

	Actual	Budget			YTD Actual	YTD Budget		
	Oct-Dec 2024	Oct-Dec 2024	Variance		Oct-Dec 2024	Oct-Dec 2024	Variance	
OPEB Liability	3,297	3,999	702	18%	6,594	7,998	1,404	18%
Medical and Life Insurance	66,370	89,256	22,886	26%	136,586	178,512	41,926	23%
Optional Benefit Plan	76,990	81,771	4,781	6%	144,761	163,532	18,771	11%
Uniform Expenses and Tool Allowances	8,779	7,496	(1,283)	-17%	15,542	14,992	(550)	-4%
Total Other Personnel Expenses	429,361	461,186	31,825	7%	828,055	903,014	74,959	8%
Total Personnel Expenses	1,385,855	1,465,159	79,304	5%	2,544,323	2,757,987	213,665	8%
GENERAL EXPENSES								
Advertising	4,332	4,500	169	4%	6,757	9,000	2,244	25%
Auto/Boat Equipment Maintnace	94,883	64,950	(29,933)	-46%	120,498	112,100	(8,398)	-7%
Bad Debt	624	0	(624)	0%	624	0	(624)	0%
Bank Fees & Other Miscellaneous Expenses	576	1,248	672	54%	1,046	2,500	1,454	58%
Building Maintenance	39,741	42,756	3,015	7%	78,573	85,512	6,939	8%
Building Maint.-Tenant Improvements	148,040	204,000	55,960	27%	160,679	408,000	247,321	61%
Communications & WiFi Services	12,948	14,016	1,068	8%	25,422	28,072	2,650	9%
Conferences, Meetings & Trainings	17,568	25,400	7,832	31%	37,343	52,175	14,832	28%
Dock Maintenance & Repairs	11,756	27,789	16,033	58%	13,246	55,578	42,332	76%
Equipment Rental	5,039	4,123	(916)	-22%	9,515	10,746	1,231	11%
General Insurance	112,500	112,500	0	0%	225,000	225,000	0	0%
Grounds Maintenance	51,929	62,375	10,446	17%	74,619	124,750	50,131	40%
Maintenance Contingency	17,519	22,500	4,981	22%	17,919	45,000	27,081	60%
Janitorial Supplies	11,638	20,124	8,486	42%	31,780	40,248	8,468	21%
Land/Building Rental Expense	23,509	23,520	11	0%	47,019	47,040	21	0%
Marketing & Promotions	188,322	178,215	(10,107)	-6%	247,298	266,330	19,032	7%
Memberships, Cloud Based Subscriptions	34,183	24,499	(9,684)	-40%	69,461	77,498	8,037	10%
Office/Computer Equipment & Supplies	17,241	7,752	(9,489)	-122%	22,297	15,504	(6,793)	-44%
Operating Supplies	20,321	18,723	(1,598)	-9%	37,387	40,046	2,659	7%
Other Equipment & Repairs	13,058	11,624	(1,434)	-12%	23,225	23,248	23	0%
Prof. Services-Legal, Judgements, Settlements	57,476	82,500	25,024	30%	170,705	165,000	(5,705)	-3%
Prof. Services/Outside Services	222,454	316,625	94,171	30%	553,136	700,250	147,114	21%

ATTACHMENT 2

Ventura Port District

Current Period Includes 3 Months

Consolidated all Departments

Comparative Income Statement

Income Statement-Board

Std. Budget (STD)

Accrual

	Actual	Budget			YTD Actual	YTD Budget		
	Oct-Dec 2024	Oct-Dec 2024	Variance		Oct-Dec 2024	Oct-Dec 2024	Variance	
Prof. Services-Comm. Fishing & Aquaculture Advo	580	15,000	14,420	96%	1,694	30,000	28,307	94%
Utilities	122,325	132,367	10,042	8%	259,089	264,730	5,641	2%
Dredging Related Expense	94,861	46,623	(48,238)	-103%	126,965	93,246	(33,719)	-36%
Total General Expenses	1,323,422	1,463,729	140,307	10%	2,361,295	2,921,573	560,278	19%
Total Operating Expenses	2,709,277	2,928,888	219,611	7%	4,905,618	5,679,560	773,942	14%
Operating Income (Loss)	180,734	(199,667)	380,401	191%	1,090,571	16,632	1,073,939	6457%
NONOPERATING REVENUES								
General								
Investment Income (Loss)	148,208	150,000	(1,792)	-1%	420,341	300,000	120,341	40%
Tax Income	971,691	925,000	46,691	5%	1,040,663	994,500	46,163	5%
Other Nonoperating Income	0	0	0	0%	30,000	0	30,000	0%
TOTAL NONOPERATING REVENUES	1,119,899	1,075,000	44,899	4%	1,491,003	1,294,500	196,503	15%
NONOPERATING EXPENSES								
Interest Expenses	8,418	8,418	0	0%	195,532	195,836	304	0%
Depreciation Expense	306,803	431,250	124,447	29%	737,601	862,500	124,899	14%
Total Non-operating Expenses	315,221	439,668	124,447	28%	933,133	1,058,336	125,203	12%
Non-operating Income (Loss)	804,678	635,332	169,346	27%	557,871	236,164	321,707	136%
CHANGES IN NET POSITION	985,412	435,665	549,747	126%	1,648,442	252,796	1,395,646	552%

ATTACHMENT 2

Ventura Port District
Balance Sheet
For the Period Ended June 30, 2024

CURRENT ASSETS		CURRENT LIABILITIES	
Cash in Banks	5,435,343	Accounts Payable	982,560
Accounts Receivable	1,035,401	Accrued Liabilities	115,807
Taxes Receivable	120,912	Accrued Interest Payable	148,881
Interest Receivable	262,148	Current Portion of Long Term Debt	1,228,336
Prepaid Expenses	533,591	Current Portion of Compensated Absences	288,077
Current Portion of Lease Receivable-Tenant Leases	3,236,628	Current Portion of Accounts Payable-Equipment Lease/SBITA	110,487
Inventory of supplies	78,219		
TOTAL CURRENT ASSETS	<u>\$10,702,242</u>	TOTAL CURRENT LIABILITIES	<u>\$2,874,148</u>
NONCURRENT ASSETS		LONG TERM DEBT	
Long Term Portion of Lease Receivable-Tenant Leases	44,381,136	ltd - Notes Payable	9,184,183
	<u>\$44,381,136</u>	TOTAL LONG TERM DEBT	<u>\$9,184,183</u>
RESTRICTED ASSETS		OTHER LIABILITIES	
Cash - Dredging	2,114,894	Long Term Portion of Compensated Absences	92,678
Cash - Improvement	8,755,565	Long Term Portion of Accounts Payable Equipment Lease/SB	376,865
Cash - Fisheries Complex	213,081	Net OPEB Liability	1,005,204
		Net Pension Liability	5,188,832
TOTAL RESTRICTED ASSETS	<u>\$11,083,540</u>	Unearned Revenue	46,918
FIXED ASSETS		Security Deposits	311,072
Land	2,342,629	TOTAL OTHER LIABILITIES	<u>\$7,021,569</u>
Harbor Improvements	48,774,285		
Equipment	2,295,234	TOTAL LIABILITIES	<u>\$19,079,900</u>
Leased Equipment being Amortized	779,295		
	54,191,443	EQUITY	
Accumulated depreciation	(22,262,740)	Contributed Capital	4,632,128
NET FIXED ASSETS	<u>\$31,928,703</u>	Retained Earnings-Reserved	645,536
		Retained Earnings- Unreserved	26,573,176
TOTAL ASSETS	<u>\$98,095,621</u>	Current Year Retained Earnings	2,299,972
		TOTAL EQUITY	<u>\$34,150,812</u>
DEFERRED OUTFLOWS OF RESOURCES		DEFERRED INFLOW OF RESOURCES	
Deferred amount on refunding's	103,826	Deferred amount on OPEB	626,766
Deferred amount on OPEB	162,876	Deferred amount from pension plan	202,619
Deferred amount on pension plan	2,392,271	Deferred amount from Leases	46,686,104
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>\$2,658,973</u>	TOTAL DEFERRED INFLOW OF RESOURCES	<u>\$47,515,489</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		TOTAL LIABILITIES, EQUITY, AND DEFERRED INFLOW OF RESOURCES	
	<u>\$100,754,594</u>		<u>\$100,746,201</u>

Quarterly Report
(Draft Unaudited)

ATTACHMENT 2

Ventura Port District
Distribution of Cash as of December 31, 2024

	Current Balance
Cash	
Cash on Hand (undeposited)	1,475
Cash in Checking (Wells Fargo)	342,733
Merchant Fund (Wells Fargo)	15,058
Cash in County Treasury	21,141
Total Cash Available for Normal Operations	<u>\$ 380,407</u>
Investments Unrestricted Reserves	
Local Agency Investment Fund (LAIF)	5,991,019
Total Investments Unrestricted Reserves	<u>\$ 5,991,019</u>
Capital Improvement Reserves	
Local Agency Investment Fund (LAIF)	8,952,026
Total Capital Improvement Reserves	<u>\$ 8,952,026</u>
Dredging Reserves	
Local Agency Investment Fund (LAIF)	2,168,184
Total Dredging Reserves	<u>\$ 2,168,184</u>
Fisheries Complex Reserves	
Local Agency Investment Fund (LAIF)	217,959
Total Fisheries Complex Reserves	<u>\$ 217,959</u>
TOTAL CASH AND INVESTMENTS	<u><u>\$ 17,709,595</u></u>

ATTACHMENT 3

Accounts Payable Check Register - October 2024

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58698	10/02/24	VCSDA	Chapter meeting	25.00	
58699	10/09/24	3DIGIT MEDIA	Advertising	2,486.00	
58700	10/09/24	ACCURATE FIRST AID SERVICES	Replenish first aid	268.96	
58701	10/09/24	AFLAC	Salary reduction benefit	1,209.43	
58702	10/09/24	ALERTLINE COMMUNICATIONS	VPD elevator phone	702.00	
58703	10/09/24	ARAMSCO, INC	Janitorial supplies	502.06	
58704	10/09/24	BLUE HIGHWAYS PRODUCTION LLC	Advertising	700.00	
58705	10/09/24	C E D	Light fixture covers	1,253.74	
58706	10/09/24	CAL TERMITE & PEST CONTROL	VHV pest control	350.00	
58707	10/09/24	CALIFORNIA ELECTRICAL SUPPLY	1567 Fire riser	129.36	
58708	10/09/24	CINTAS CORP #684	Uniforms, rugs, towels	467.94	
58709	10/09/24	CLIFTON LARSON ALLEN LLP	Lease accounting	3,373.13	
58710	10/09/24	CYBERCOPY INC.	Maps,banners,promo	169.71	
58711	10/09/24	DATACHECK	Pre Employment Screens, Tenant screening	196.00	
58712	10/09/24	DIAL SECURITY INC	NPS 1431 security monitoring	299.00	
58713	10/09/24	DUNN-EDWARDS CORPORATION	Launch ramp paint	265.64	
58714	10/09/24	E.J. HARRISON & SONS INC.	Trash service	1,369.72	
58715	10/09/24	FEDERAL EXPRESS CORPORATION	Postage fee	9.20	
58716	10/09/24	FERGUSON ENTERPRISES INC.	VPD restroom faucet, Launch ramp repair	223.92	
58717	10/09/24	GRAINGER INC.	Shop stock-batteries	96.65	
58718	10/09/24	HDS WHITE CAP CONST. SUPPLY	Operating supplies	522.56	
58719	10/09/24	JANITEK CLEANING SOLUTIONS	NPS 1431/1691 janitorial	70.62	
58720	10/09/24	JENNIFER TALT-LUNDIN	Reimburse-travel	91.12	
58721	10/09/24	LAGERLOF LLP *** VOID ***	Setup problem with bank payee validation service		-
58722	10/09/24	MATILJA WATER	Reverse osmosis/cooler	64.86	
58723	10/09/24	MCCORMIX CORP.	Maintenance vehicle fuel	445.91	
58724	10/09/24	PORTA-STOR	Temporary boathouse storage	140.00	
58725	10/09/24	R P BARRICADE	VPD delineators	1,285.12	
58726	10/09/24	RASMUSSEN & ASSOCIATES INC	1575 concept plan, 1559 concept plan	7,562.50	
58727	10/09/24	READYREFRESH	Bottled water service	371.25	
58728	10/09/24	SEAWORTHY MARINE PRODUCTS	Boat 19 heat exchange and oil cooler	3,019.61	
58729	10/09/24	SEMA CONNECT INC.	Electric car charging station	720.00	
58730	10/09/24	SMITH PIPE & SUPPLY INC.	VHV landscaping	300.71	
58731	10/09/24	STANDARD INSURANCE COMPANY	Group Term Life/Long-term Disability	3,875.27	
58732	10/09/24	SUNBELT RENTALS, INC.	Event production	110.66	
58733	10/09/24	SUSAN BEJECKIAN PUBLIC RELATIONS	Advertising	1,600.00	
58734	10/09/24	SWIFT CHIP, INC	IT services, Back up server, Microsoft	22,392.00	
58735	10/09/24	TIME TO SHINE *** VOID ***	Setup problem with bank payee validation service		-
58736	10/09/24	TRAFFIC TECHNOLOGIES LLC	VHV signage	434.92	
58737	10/09/24	VALLEY SCENE MAGAZINE	Advertising	300.00	
58738	10/09/24	VENTURA COUNTY REPORTER	Advertising	745.00	
58739	10/09/24	VENTURA HARBOR STORAGE	Fisherman Storage rent	7,836.42	
58740	10/09/24	WANDERLUST CONTENT STUDIO LLC	Advertising	4,724.00	
58741	10/09/24	WINKLER'S APPLIANCE SERVICE	VHV washer pump	118.00	
58742	10/09/24	MAVCCO FUEL	Boat fuel-Sep 24	1,311.11	

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Check	Date	Name	Description	Amount	Amount
58743	10/09/24	F.C.T. CONSTRUCTION	1591 # 113-painting	6,250.00	
58744	10/09/24	CREATIVE COAST PRODUCTIONS	Entertainment/Music	800.00	
58745	10/09/24	HAYNES SALES INC *** VOID ***	Setup problem with bank payee validation service		-
58746	10/09/24	ADVANCE AUTO PARTS PROFESSIONAL	Water pump gasket, Boat maintenance	307.43	
58747	10/09/24	JC SWEEPING	VHV parking lot sweeping	730.00	
58748	10/09/24	BLOIS CONSTRUCTION LLC	Parcel 19A improvement	34,000.00	
58749	10/09/24	PREMIER PROPERTY PRESERVATION LLC	Janitorial services	5,970.50	
58750	10/09/24	IMPERIAL DADE	VHV janitorial supplies	349.25	
58751	10/09/24	PACIFIC COAST BUSINESS TIMES	Publication	89.99	
58752	10/17/24	HAYNES SALES INC	Pressure washer repair	1,940.57	
58753	10/21/24	LAGERLOF LLP	Legal services	35,820.65	
58754	10/21/24	MARINE RECREATION ASSOC (MRA)	Annual membership	437.00	
58755	10/22/24	MOLO INC	Annual subscription	34,778.64	
58756	10/22/24	SERGIO GONZALEZ	Reimburse-Travel	258.62	
58757	10/22/24	TODD MITCHELL	Reimburse-Travel	732.55	
58758	10/22/24	BLUEWATER MARINE & DOCK SPECIALIST	Deposit -Boat launch project	82,053.75	
58759	10/24/24	3DIGIT MEDIA	Advertising	2,486.00	
58760	10/24/24	THE ACORN NEWSPAPERS	Advertising	980.00	
58761	10/24/24	ALEJANDRA'S NURSERY	VHV plants	413.98	
58762	10/24/24	ALEXANDRIA DANIELSON	Advertising	731.25	
58763	10/24/24	ARAMSCO, INC	Janitorial supplies	123.98	
58764	10/24/24	C E D	19A electrical repair, 1567 breaker	1,516.57	
58765	10/24/24	CA MARINE SAFETY CHIEFS ASSOC	Lifeguard membership	500.00	
58766	10/24/24	CAL TERMITE & PEST CONTROL	1591 # 113 termite treatment	550.00	
58767	10/24/24	CERTIFIED FOLDER DISPLAY	Advertising	1,375.00	
58768	10/24/24	CINTAS CORP #684	Uniforms, rugs, towels	925.25	
58769	10/24/24	THE CITY OF VENTURA	Trash service	100.00	
58770	10/24/24	CLIFTON LARSON ALLEN LLP	23-24 audit progress payment	2,520.00	
58771	10/24/24	COASTAL OCCUPATIONAL MEDICAL	Pre employment exams	520.00	
58772	10/24/24	CUSTOM AWARDS & ENGRAVING	Event production	77.58	
58773	10/24/24	CYBERCOPY INC.	Maps,banners,promo	852.10	
58774	10/24/24	DOWNTOWN VENTURA PARTNERS	Advertising	900.00	
58775	10/24/24	E.J. HARRISON & SONS INC.	Trash service	418.91	
58776	10/24/24	FARMER BROS. CO	Coffee supplies	563.17	
58777	10/24/24	FAUSSET PRINTING	Parking Passing booklets	294.94	
58778	10/24/24	FERGUSON ENTERPRISES INC.	1591 restroom faucet, VHV toilet valve, VHV flush valve	3,277.94	
58779	10/24/24	JANITEK CLEANING SOLUTIONS	NPS 1431/1691 janitorial, Marketing janitorial	1,896.00	
58780	10/24/24	JENSEN DESIGN & SURVEY INC.	Boat wash project	195.00	
58781	10/24/24	K & L GATES LLP	Aquaculture, Coastal permitting	580.00	
58782	10/24/24	MCMASTER-CARR	VHV dock repair	53.68	
58783	10/24/24	PACIFIC OIL COMPANY	Waste oil disposal	610.00	
58784	10/24/24	PASSPORT LABS INC	Parking citations	228.62	
58785	10/24/24	PHOTO-SCAN OF LOS ANGELES	Monthly key card service	957.95	
58786	10/24/24	POSTER COMPLIANCE CENTER	Payroll poster	495.33	
58787	10/24/24	RASMUSSEN & ASSOCIATES INC	1591 #205 TIs and 1591 #117B TIs	19,110.00	
58788	10/24/24	RED WING SHOE STORE	Maintenance department-Annual safety shoes	150.40	
58789	10/24/24	RINCON CONSULTANTS, INC.	Sand management, Sediment characterization, Dred	8,890.50	
58790	10/24/24	RING CENTRAL INC	VPD - Monthly phone service	983.12	
58791	10/24/24	SEARLE CREATIVE GROUP	Website maintenance	143.75	

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Check	Date	Name	Description	Amount	Amount
58792	10/24/24	SEAWORTHY MARINE PRODUCTS	Boat 19 parts	2,263.00	
58793	10/24/24	SHEROES ENTERTAINMENT	Event production	487.50	
58794	10/24/24	SITEONE LANDSCAPE SUPPLY,LLC	VHV ground gravel	2,187.57	
58795	10/24/24	SMITH PIPE & SUPPLY INC.	1591 irrigation repair	117.20	
58796	10/24/24	SUNBELT RENTALS, INC.	Scrubber rental, Lifeguard vehicle rental	1,480.77	
58797	10/24/24	SUNCAT CREATIONS	Event production	250.00	
58798	10/24/24	SUNRIDGE LANDSCAPE MAINT., INC	Monthly mowing service, Parcel 19A landscape	5,100.00	
58799	10/24/24	SUZAN MATSUKAWA	Event production	215.50	
58800	10/24/24	THE AMGRAPH GROUP	Advertising	7,946.49	
58801	10/24/24	TIME TO SHINE	Contracted window washing	6,645.00	
58802	10/24/24	VENTURA BREEZE	Advertising	560.00	
58803	10/24/24	VENTURA COUNTY REPORTER	Advertising	795.00	
58804	10/24/24	SAFE HARBOR VENTURA ISLE	Pressure washer fuel	72.78	
58805	10/24/24	WEST COAST AIR CONDITIONING	VPD HVAC repair	671.59	
58806	10/24/24	WEST MARINE PRO	Boat dock lines, Boat wiper arm, Boat supplies	1,992.09	
58807	10/24/24	F.C.T. CONSTRUCTION	1559/1567 gate	12,250.00	
58808	10/24/24	CREATIVE COAST PRODUCTIONS	Event production	800.00	
58809	10/24/24	BRENDAN DONOHUE	Reimburse-Travel	387.00	
58810	10/24/24	RRM DESIGN GROUP	Parcel 5 concept	2,626.25	
58811	10/24/24	COASTAL COPY, INC	VPD Administration and Marketing copier leases	625.39	
58812	10/24/24	CAPITAL ONE TRADE CREDIT	Pressure washer part	447.40	
58813	10/24/24	SINCERE SOUND DESIGN LLC	Event production	1,300.00	
58814	10/24/24	VC BALLOONS	Event production	250.00	
58815	10/24/24	MEDALLION PROTECTIVE SERVICES INC	Village security patrol	11,421.80	
58816	10/24/24	C&C DESIGNS	Event production	1,392.30	
58817	10/24/24	EZLEASE LLC	GASB lease subscription	5,000.00	
58818	10/24/24	TK ELEVATOR CORPORATION	1567 elevator repair	587.00	
58819	10/24/24	IDI US INC	1559#109concept plan	600.00	
58820	10/24/24	JC SWEEPING	VHV parking lot sweeping	730.00	
58821	10/24/24	IMPERIAL DADE	Janitorial supplies	3,986.41	
58822	10/24/24	SO CAL SURVEYS, LLC	Boat survey	435.00	
58823	10/24/24	TIMES MEDIA GROUP	Advertising	195.00	
58824	10/24/24	LAW OFFICE OF DEBORAH WILDER	Legal services	371.25	
58825	10/24/24	FIELD AND MARINE WELDING	VHV 1431 container	575.00	
58825	10/24/24	VOID			-
Total Enterprise Account Check Register				404,843.36	-

ATTACHMENT 3

Accounts Payables Check Register - November 2024

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58827	11/06/24	ACCURATE FIRST AID SERVICES	Replenish first aid stations	184.09	
58828	11/06/24	AFLAC	Salary reduction benefit	1,209.43	
58829	11/06/24	ALLIANT INSURANCE SERVICES	Event production	824.00	
58830	11/06/24	Chk nu	VPD janitorial suppl	71.07	
58831	11/06/24	BEACON MARINE CHANDLERY INC	VPD shop stock-zip ties	17.23	
58832	11/06/24	CALIF. SPECIAL DISTRICT ASSOC.	2025 membership	9,548.00	
58833	11/06/24	CINTAS CORP #684	Uniforms, rugs, towels	1,034.49	
58834	11/06/24	CLIFTON LARSON ALLEN LLP	Lease accounting	1,611.75	
58835	11/06/24	CYBERCOPY INC.	Launch ramp signage	77.58	
58836	11/06/24	DATACHECK	Tenant screening	35.00	
58837	11/06/24	DEPT. OF INDUSTRIAL RELATIONS	VPD elevator inspection	225.00	
58838	11/06/24	E.J. HARRISON & SONS INC.	Trash service	10,657.23	
58839	11/06/24	FAST UNDERCAR	M47 starter	154.37	
58840	11/06/24	FOUREST TREE SERVICE, INC	Tree trim/clean	15,775.00	
58841	11/06/24	GRAINGER INC.	VPD safety supplies	79.03	
58842	11/06/24	JENSEN DESIGN & SURVEY INC.	Harbor Cove/Surfers Knoll restrooms and wall project, 19A parking I	38,785.90	
58843	11/06/24	JOHN HIGGINS	Reimburse-medical	795.11	
58844	11/06/24	KELLY CLEANING AND SUPPLIES	Clean VPD administration carpets	805.00	
58845	11/06/24	LEGALSHIELD	Prepaid legal	68.75	
58846	11/06/24	LIEBERT CASSIDY WHITMORE	Human Resources legal services	3,352.00	
58847	11/06/24	MARK GROH	Reimburse-uniform	237.00	
58848	11/06/24	MATILIJA WATER	Reverse osmosis/cooler	71.15	
58849	11/06/24	MCCORMIX CORP.	Maintenance vehicle fuel	381.77	
58850	11/06/24	QUADIANT FINANCE USA INC	VPD postage machine lease	397.78	
58851	11/06/24	RED WING SHOE STORE	Annual maintenance department safety shoes	250.68	
58852	11/06/24	RYAN SUTHERLAND	Reimburse-Travel	106.09	
58853	11/06/24	SIGN-A-RAMA	Harbor Patrol truck decals	1,500.66	
58854	11/06/24	STANDARD INSURANCE COMPANY	Group Term Life/Long-term Disability	3,730.47	
58855	11/06/24	SUN LIFE FINANCIAL	Dental insurance premiums	1,487.06	
58856	11/06/24	SUSAN BEJECKIAN PUBLIC RELATIONS	Advertising	1,600.00	
58857	11/06/24	SWIFT CHIP, INC	IT services, Back up server, Microsoft	11,499.50	
58858	11/06/24	VALLEY SCENE MAGAZINE	Advertising	930.00	
58859	11/06/24	VENTURA BREEZE	Advertising	285.00	
58860	11/06/24	VENTURA COUNTY REPORTER	Advertising	495.00	
58861	11/06/24	VISION SERVICE PLAN-(CA)	Employee vision plan	818.59	
58862	11/06/24	WEST MARINE PRO	Boat safety supplies	227.15	
58863	11/06/24	CREATIVE COAST PRODUCTIONS	Entertainment/Music	1,000.00	
58864	11/06/24	COASTAL COPY, INC	Marina printer lease	90.87	
58865	11/06/24	VC BALLOONS	Event production	250.00	
58866	11/06/24	MARITIME PUBLISHING	Advertising	1,000.00	
58867	11/06/24	TK ELEVATOR CORPORATION	VHV elevator service	5,152.65	
58868	11/06/24	KCRUTS PHOTOGRAPHY	Leasing marketing	350.00	
58869	11/06/24	PREMIER PROPERTY PRESERVATION LLC	Janitorial services	5,970.50	
58870	11/06/24	IMPERIAL DADE	VHV janitorial supplies	2,369.60	
58871	11/06/24	HD SUPPLY, INC	VPD shower head and faucet, VHV water hose	293.41	
58872	11/06/24	CJPIA / CARE OF ATHENS	Disability refund	1,813.26	

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Check	Date	Name	Description	Amount	Amount
58873	11/06/24	SOUTH COAST SHIPYARD INC	New Harbor Patrol boat repairs	34,181.60	
58874	11/06/24	BEST OF THE WEST PLUMBING	Marina shower repair	325.00	
58875	11/06/24	ASHLEY COOK	Reimburse-signage	70.03	
58876	11/06/24	CREATIVE COAST PRODUCTIONS	Entertainment/Music	1,000.00	
58877	11/06/24	CREATIVE COAST PRODUCTIONS	Event production	50.00	
58878	11/06/24	CREATIVE COAST PRODUCTIONS	Entertainment/Music	250.00	
58879	11/06/24	CREATIVE COAST PRODUCTIONS	Entertainment/Music	400.00	
58880	11/06/24	CREATIVE COAST PRODUCTIONS	Entertainment/Music	250.00	
58881	11/19/24	TODD MITCHELL	Reimburse-Travel	894.22	
58882	11/20/24	ALEJANDRA'S NURSERY	1591 Plants	804.37	
58883	11/20/24	ARAMSCO, INC	Janitorial supplies	182.03	
58884	11/20/24	BEACON MARINE CHANDLERY INC	1567 hardware	21.77	
58885	11/20/24	C E D	VHV electrical repair, Light photo cells	57.88	
58886	11/20/24	C.M.A.N.C.	Membership dues	2,300.00	
58887	11/20/24	CAL TERMITE & PEST CONTROL	VHV pest control service	350.00	
58888	11/20/24	CARPI & CLAY	Washington lobbyist	5,000.00	
58889	11/20/24	CINTAS CORP #684	Uniforms,rugs,towels	746.47	
58890	11/20/24	DIAL SECURITY INC	NPS 1431 Fire/security monitoring	299.00	
58891	11/20/24	E.J. HARRISON & SONS INC.	Trash service	93.00	
58892	11/20/24	FARMER BROS. CO	Coffee supplies	612.87	
58893	11/20/24	FENCE FACTORY	Fence-Launch ramp	420.00	
58894	11/20/24	GRAINGER INC.	Rain gear, VPD shop stock-bulbs	744.79	
58895	11/20/24	GREEN THUMB INTERNATIONAL	VPD fountain repair, VHV CAM lighting	169.50	
58896	11/20/24	HANSEN'S PLUMBING, INC.	Launch ramp rehabilitation	30,908.40	
58897	11/20/24	HEALTH & HUMAN RESOURCE CENTER	Employee Assistance Program (EAP)	244.87	
58898	11/20/24	JANITEK CLEANING SOLUTIONS	NPS 1431/1691 janitorial, Marketing -janitorial	1,896.00	
58899	11/20/24	LEGALSHIELD	Prepaid legal	68.75	
58900	11/20/24	MATILJA WATER	Reverse osmosis/cooler	71.15	
58901	11/20/24	MCCORMIX CORP.	Maintenance vehicle fuel	543.21	
58902	11/20/24	MCMMASTER-CARR	Boat supplies, Bird deterrent, VPD shop stock	811.37	
58903	11/20/24	MENDEZ ROOFING INC	1567 Rain gutter	1,950.00	
58904	11/20/24	MUZICRAFT INC.	VHV public music	348.06	
58905	11/20/24	PACIFIC MARINE REPAIR	Boat engine repair	12,173.95	
58906	11/20/24	PASSPORT LABS INC	Parking citations	332.06	
58907	11/20/24	PORTA-STOR	Temporary boathouse storage	280.00	
58908	11/20/24	READYREFRESH	Bottled Water service	236.53	
58909	11/20/24	RINCON CONSULTANTS, INC.	Sand management, Sediment characterization, Dredge support	15,902.75	
58910	11/20/24	RING CENTRAL INC	VPD monthly phone service	983.12	
58911	11/20/24	SEARLE CREATIVE GROUP	Advertising	1,506.25	
58912	11/20/24	SERVICE-PRO FIRE PROTECTION	Fire sprinkler inspection, 1583 elevator repair	4,215.07	
58913	11/20/24	SIGN-A-RAMA	Harbor Patrol boat decals	182.00	
58914	11/20/24	SMITH PIPE & SUPPLY INC.	VHV landscape	228.82	
58915	11/20/24	SUNRIDGE LANDSCAPE MAINT., INC	Monthly mowing service, Entry way clearing	3,540.00	
58916	11/20/24	VENTURA CHAMBER OF COMMERCE	Membership dues	850.00	
58917	11/20/24	VENTURA COUNTY REPORTER	Advertising	225.00	
58918	11/20/24	VENTURA HARBOR STORAGE	Fisherman Storage rent	7,578.74	
58919	11/20/24	SAFE HARBOR VENTURA ISLE	Pressure washer fuel	50.03	
58920	11/20/24	WEST MARINE PRO	Power receptacle, VPD shop stock	1,025.55	
58921	11/20/24	MAVCCO FUEL	Harbor Patrol boat fuel	1,610.50	

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<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
58922	11/20/24	ALYSSA PARK	Advertising	950.00	
58923	11/20/24	TELCOM INC	Boat radio licenses	1,392.00	
58924	11/20/24	RRM DESIGN GROUP	Parcel 5 design	1,936.25	
58925	11/20/24	COASTAL COPY, INC	VPD administration/Marketing copier leases	625.39	
58926	11/20/24	AG DESIGNS 805 INC	Uniforms for temporary employees	586.48	
58927	11/20/24	VC BALLOONS	Event production	62.50	
58928	11/20/24	MEDALLION PROTECTIVE SERVICES INC	Village security patrol	11,430.20	
58929	11/20/24	DAVID RICHARD, ATTORNEY	Tenant security refund	2,700.00	
58930	11/20/24	WHIZCOM MARKETING LLC	Content development	225.00	
58931	11/20/24	JC SWEEPING	VHV parking lot sweeping	730.00	
58932	11/20/24	IMPERIAL DADE	Janitorial supplies	1,260.32	
58933	11/20/24	TIMES MEDIA GROUP	Advertising	195.00	
58934	11/20/24	NATIONAL SCHOLASTIC SURFING	Refund-event cancel	250.00	
58935	11/20/24	ATLANTIS UTILITY INC	Utility consulting	900.00	
58936	11/26/24	ALLIANT INSURANCE SERVICES	Add new Harbor Patrol vessel to policy	749.00	
58937	11/26/24	VCSDA	Chapter meeting	35.00	
58938	11/26/24	LAGERLOF LLP	Legal services	18,869.00	
58939	11/26/24	LIEBERT CASSIDY WHITMORE	Human Resources legal services	2,464.00	
Total Enterprise Account Check Register				309,963.07	-

ATTACHMENT 3

Accounts Payable Check register - December 2024

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58940	12/05/24	7 DAY TIRE STORE	M50 tires	731.74	
58941	12/05/24	ACCURATE FIRST AID SERVICES	Replenish first aid stations	309.54	
58942	12/05/24	AFLAC	Salary reduction benefit	1,209.43	
58943	12/05/24	ALEXANDRIA DANIELSON	Advertising production	806.25	
58944	12/05/24	C E D	Fish hoist repair	53.39	
58945	12/05/24	CAL TERMITE & PEST CONTROL	1559 #200 termite treatment	420.00	
58946	12/05/24	CERTIFIED FOLDER DISPLAY	Maps, banners, promo	728.40	
58947	12/05/24	CINTAS CORP #684	Uniforms, rugs, towels	683.17	
58948	12/05/24	THE CITY OF VENTURA	Trash service	100.00	
58949	12/05/24	CLIFTON LARSON ALLEN LLP	Lease accounting	1,097.25	
58950	12/05/24	CUMULUS BROADCASTING INC.	Advertising	249.96	
58951	12/05/24	CUSTOM AWARDS & ENGRAVING	Event production	271.59	
58952	12/05/24	CYBERCOPY INC.	Maps, banners, promo. Advertising, Launch ramp signag	1,241.57	
58953	12/05/24	DEPT. OF INDUSTRIAL RELATIONS	1567 elevator permit	225.00	
58954	12/05/24	DERECKTOR VENTURA INC.	Boat haul out, Forklift assistance	400.00	
58955	12/05/24	E.J. HARRISON & SONS INC.	Trash service	9,925.04	
58956	12/05/24	FERGUSON ENTERPRISES INC.	1691 faucet	287.12	
58957	12/05/24	GARDEN STATE FIREWORKS INC	Balance-Parade of Lights - fireworks	6,000.00	
58958	12/05/24	GRAINGER INC.	Rain gear	419.79	
58959	12/05/24	HEALTH & HUMAN RESOURCE CENTER	Employee Assistance Program (EAP)	489.74	
58960	12/05/24	J. W. ENTERPRISES	Launch ramp portable restrooms	1,248.31	
58961	12/05/24	JENSEN DESIGN & SURVEY INC.	Fuel pier tank project	14,249.38	
58962	12/05/24	K & L GATES LLP	Aquaculture	72.50	
58963	12/05/24	KARLA ROSS PRODUCTIONS INC. *** VOID ***	Vendor never received		-
58964	12/05/24	MCCORMIX CORP.	Maintenance vehicle fuel	141.42	
58965	12/05/24	MUZICRAFT INC.	VHV public music	348.06	
58966	12/05/24	NOBLE CONSULTANTS INC.	Ventura West Marine channel study	1,160.00	
58967	12/05/24	PACIFIC MARINE REPAIR	Harbor patrol boat repairs	4,210.77	
58968	12/05/24	PATRICK BURDICK	Event production	400.00	
58969	12/05/24	PORTA-STOR	Temporary boathouse storage	140.00	
58970	12/05/24	RASMUSSEN & ASSOCIATES INC	1575 restaurant concept, Coastal Marine project, 1559 T	29,038.75	
58971	12/05/24	SEMA CONNECT INC.	Electric vehicle charging stations	720.00	
58972	12/05/24	SITEONE LANDSCAPE SUPPLY,LLC	VHV landscaping	371.40	
58973	12/05/24	SMITH PIPE & SUPPLY INC.	VPD landscape supplies	308.82	
58974	12/05/24	STANDARD INSURANCE COMPANY	Group Term Life/Long-term Disability	3,487.83	
58975	12/05/24	SUN LIFE FINANCIAL	Dental insurance premiums	1,286.00	
58976	12/05/24	SUNBELT RENTALS, INC.	VHV scrubber rental	353.75	
58977	12/05/24	SUSAN BEJECKIAN PUBLIC RELATIONS	Advertising	1,600.00	
58978	12/05/24	SWIFT CHIP, INC *** VOID ***	Revised invoice total		-
58979	12/05/24	THE FLAG FACTORY	Seasonal décor	447.16	
58980	12/05/24	TIME TO SHINE	Contracted window washing, 1567/1591 screen repairs	3,802.50	
58981	12/05/24	VALLEY SCENE MAGAZINE	Advertising	1,580.00	
58982	12/05/24	VENTURA COUNTY APCD	Permit amendment fee	450.00	
58983	12/05/24	VENTURA COUNTY REPORTER	Advertising	295.00	
58984	12/05/24	VENTURA HARBOR STORAGE	Fisherman Storage rent	7,578.74	
58985	12/05/24	SAFE HARBOR VENTURA ISLE	Pressure washer fuel	50.03	
58986	12/05/24	VENTURA LOCKSMITHS	Re-key 1591 # 207	125.00	
58987	12/05/24	VENTURA RENTAL PARTY CENTER	Event production	80.00	

ATTACHMENT 3

Check	Date	Name	Description	Amount	Amount
58988	12/05/24	VISION SERVICE PLAN-(CA)	Employee vision plan	782.44	
58989	12/05/24	VORTEX INDUSTRIES, INC	VPD roof hatch/door	1,370.09	
58990	12/05/24	WEST COAST AIR CONDITIONING	VPD HVAC maintenance	1,225.05	
58991	12/05/24	WEST MARINE PRO	Harbor Patrol boat supplies	178.74	
58992	12/05/24	AVERY RYAN	Event production	600.00	
58993	12/05/24	MAVCCO FUEL	Boat fuel	2,131.10	
58994	12/05/24	F.C.T. CONSTRUCTION	1559/1583 restroom, 15912 #117B TI	41,272.50	
58995	12/05/24	CHANNEL WATCH MARINE SERVICES INC	Vessel disposal	2,500.00	
58996	12/05/24	CREATIVE COAST PRODUCTIONS	Event production	2,075.00	
58997	12/05/24	SHERWIN-WILLIAMS CO; THE	1591 #207 TI	489.02	
58998	12/05/24	COASTAL COPY, INC	Marina printer lease	90.87	
58999	12/05/24	CAPITAL ONE TRADE CREDIT	Pressure washer part	432.32	
59000	12/05/24	ADVANCE AUTO PARTS PROFESSIONAL	Maintenance vehicle supplies	79.49	
59001	12/05/24	MARITIME PUBLISHING	Advertising	535.00	
59002	12/05/24	GANNETT CALIFORNIA LOCALIQ	Job posting	1,324.50	
59003	12/05/24	WHIZCOM MARKETING LLC	Content development	600.00	
59004	12/05/24	ENGLUND MARINE & INDUSTRIAL SUPPLY	Harbor Patrol boat supplies	451.15	
59005	12/05/24	AUTOWASHMAN	Boat washdown project	2,758.44	
59006	12/05/24	AMERICA TOW & AUTO LLC	Vehicle tow	250.00	
59007	12/05/24	PREMIER PROPERTY PRESERVATION LLC	Janitorial services	5,970.50	
59008	12/05/24	IMPERIAL DADE	Janitorial supplies	1,410.06	
59009	12/05/24	BLUEWATER MARINE & DOCK SPECIALIST	Dock maintenance	3,940.00	
59010	12/05/24	ANTHONY RAINEY	Reimburse-Travel	463.02	
59011	12/05/24	MED-TECH RESOURCE LLC	Harbor Patrol medical supplies	2,255.35	
59012	12/05/24	SB BUBBLE GUY	Event production	420.00	
59013	12/05/24	CREATIVE COAST PRODUCTIONS	Event production	400.00	
59014	12/05/24	SB BUBBLE GUY	Event production	420.00	
59015	12/05/24	E.J. HARRISON & SONS INC.	Trash service	420.39	
59016	12/05/24	CREATIVE COAST PRODUCTIONS	Event production	250.00	
59017	12/05/24	SB BUBBLE GUY	Event production	840.00	
59018	12/05/24	SWIFT CHIP, INC	IT services, Back up server, Microsoft	11,499.50	
59019	12/12/24	GARDEN STATE FIREWORKS INC	City permit fees for fireworks display	1,068.70	
59020	12/12/24	David Richard	Tenant security Refund	2,700.00	
59021	12/17/24	ALL THAT'S FIT TO PRINT	Advertising production	11,547.50	
59022	12/17/24	BEACON MARINE CHANDLERY INC	VPD fountain repair, 1591 #113 lighting	32.03	
59023	12/17/24	C E D	1583 hall light, Portable hoist cord	251.46	
59024	12/17/24	CAL TERMITE & PEST CONTROL	VPD/VHV pest control	350.00	
59025	12/17/24	CALIFORNIA ELECTRICAL SUPPLY	VHV timer switch	303.73	
59026	12/17/24	CALIFORNIA TRAVEL ASSOCIATION	Membership	2,070.00	
59027	12/17/24	CARPI & CLAY	Washington lobbyist	5,000.00	
59028	12/17/24	CINTAS CORP #684	Uniforms, rugs, towels	378.92	
59029	12/17/24	CYBERCOPY INC.	Advertising, event production	247.29	
59030	12/17/24	DATACHECK	Tenant screening	35.00	
59031	12/17/24	DIAL SECURITY INC	NPS 1431/1691 security fire alarm monitoring	962.00	
59032	12/17/24	E.J. HARRISON & SONS INC.	Trash service	90.00	
59033	12/17/24	FOUREST TREE SERVICE, INC	Dune restoration project	5,820.00	
59034	12/17/24	INDUSTRIAL BOLT AND SUPPLY	Dock cleats	1,212.92	
59035	12/17/24	JANITEK CLEANING SOLUTIONS	NPS 1431/1691 janitorial, Marketing janitorial	2,055.59	
59036	12/17/24	JENSEN DESIGN & SURVEY INC.	1575 restaurant concept, 19A improvements, Harbor Co	4,656.25	
59037	12/17/24	JPL CONSTRUCTION INC	VPD generator maintenance	1,500.00	
59038	12/17/24	K & L GATES LLP	Aquaculture-Professional Service Agreement	72.50	

ATTACHMENT 3

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
59039	12/17/24	LEGALSHIELD	Prepaid legal	68.75	
59040	12/17/24	MCCORMIX CORP.	Maintenance vehicle fuel	485.94	
59041	12/17/24	PASSPORT LABS INC	Parking citations	335.57	
59042	12/17/24	PHOTO-SCAN OF LOS ANGELES	Monthly key card service	957.95	
59043	12/17/24	PROFORMA	Harbor Patrol -Jackets	828.60	
59044	12/17/24	READYREFRESH	Bottled Water service	225.88	
59045	12/17/24	RING CENTRAL INC	VPD monthly phone service	983.12	
59046	12/17/24	SERVICE-PRO FIRE PROTECTION	Fire sprinkler inspection	805.00	
59047	12/17/24	SHEROES ENTERTAINMENT	Event production	975.00	
59048	12/17/24	SMITH PIPE & SUPPLY INC.	VPD landscaping, Sign lighting	153.29	
59049	12/17/24	SMOGIES SMOG SHOP	M44 smog	40.00	
59050	12/17/24	STEVE MARTINS WORKING WILDLIFE INC	Event production	2,854.00	
59051	12/17/24	SUNRIDGE LANDSCAPE MAINT., INC	Monthly mowing service	1,800.00	
59052	12/17/24	SWIFT CHIP, INC	IT services, Back up server, Microsoft	11,495.50	
59053	12/17/24	THE FLAG FACTORY	Annual décor, VHV sign coating	47,145.85	
59054	12/17/24	THE GREEK MEDITERRANEAN STEAK	Event production	500.00	
59055	12/17/24	THE SIGNAL	Advertising	800.00	
59056	12/17/24	TIME TO SHINE	Contracted window washing	3,082.50	
59057	12/17/24	VENTANA MONTHLY	Advertising	615.00	
59058	12/17/24	VENTURA COUNTY REPORTER	Advertising	1,140.00	
59059	12/17/24	VENTURA LOCKSMITHS	Keys-VPD shop toolbox	48.49	
59060	12/17/24	WEST COAST AIR CONDITIONING	VPD HVAC repair, 1591 #207 HVAC inspection	827.89	
59061	12/17/24	WEST MARINE PRO	Truck shock cord, VPD shop stock, Boat supplies	1,624.78	
59062	12/17/24	ZERO WASTE USA	Dog waste disposal mitts	930.64	
59063	12/17/24	GOODE TIME PRODUCTIONS LLC	Event production	1,000.00	
59064	12/17/24	MAVCCO FUEL	Boat fuel	2,699.09	
59065	12/17/24	BENNETT SCHMID	Event production	1,400.00	
59066	12/17/24	F.C.T. CONSTRUCTION	1559 office split	18,500.00	
59067	12/17/24	CHANNEL WATCH MARINE SERVICES INC	Vessel disposal	4,800.00	
59068	12/17/24	COASTAL COPY, INC	VPD administration/Marketing copier leases	625.39	
59069	12/17/24	JAKE DAVID	Content development	1,250.00	
59070	12/17/24	DIXON RESOURCES UNLIMITED	Parking consulting	1,890.00	
59071	12/17/24	MEDALLION PROTECTIVE SERVICES INC	Village security patrol	11,644.60	
59072	12/17/24	ADVANCE AUTO PARTS PROFESSIONAL	Harbor Patrol boat maintenance and supplies	563.78	
59073	12/17/24	KENNETH AUSTIN	Parade of Lights winner 2024	300.00	
59074	12/17/24	RICHARD KNUPPEL	Parade of Lights winner 2024	300.00	
59075	12/17/24	IMPERIAL DADE	Janitorial supplies	682.41	
59076	12/17/24	FIELD AND MARINE WELDING	1559 gate repair	600.00	
59077	12/17/24	KATHLEEN THOMPSON	Parade of Lights winner 2024	500.00	
59078	12/17/24	LEE BRIAN BOYLE	Parade of Lights winner 2024	700.00	
59079	12/17/24	SAL TRINGALI	Slip security deposit refund	897.75	
Total Enterprise Account Check Register				354,059.59	-

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
October 2024

Chase Credit Card holders

Brian Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Administrative Assistant/Clerk
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager
Sergio Gonzalez, Maintenance Supervisor
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	No activity				
Total General Manager's Expenses					-
Todd Mitchell	10/01/24	Lyft	Conferences	CMANC DC - Airport to Hotel	53.71
Todd Mitchell	10/02/24	Ushr Longworth Food Court	Conferences	CMANC DC - Breakfast	17.68
Todd Mitchell	10/02/24	Bistro Bis	Conferences	CMANC DC - Dinner	49.65
Todd Mitchell	10/02/24	Rayburn Cafe	Conferences	CMANC DC - Lunch	13.49
Todd Mitchell	10/03/24	SWA Inflight Wifi	Conferences	CMANC DC - Wifi	8.00
Todd Mitchell	10/03/24	Lyft	Conferences	CMANC DC - Office of Management & Budget to Rayburn Building	13.67
Todd Mitchell	10/03/24	Ushr Longworth Food Court	Conferences	CMANC DC - Breakfast	5.55
Todd Mitchell	10/03/24	Lyft	Conferences	CMANC DC - Hotel to Airport	29.39
Todd Mitchell	10/03/24	Teaism Lafayette Park	Conferences	CMANC DC - Lunch	5.20
Todd Mitchell	10/04/24	Dca Reservoir	Conferences	CMANC DC - Dinner	29.43
Total Senior Business Operations Manager's Expenses					225.77
Jessica Rauch	10/09/24	Amsterdam Print & Litho	Advertising	Promotional pens	1,294.05
Jessica Rauch	10/21/24	Association CSDA Careers	Advertising	Capital Projects Manager job posting	285.00
Jessica Rauch	10/21/24	California Building Officials	Advertising	Capital Projects Manager job posting	360.00
Jessica Rauch	10/28/24	Zoom.U.s 888-799-9666	Communications	Virtual Communications	117.00
Jessica Rauch	10/04/24	Margarita Villa	Conferences	10.2.24 Commission Dinner	147.08
Jessica Rauch	10/10/24	Paypal - Liebert Cassidy Whitmore	Conferences	LCW Annual Conference registration - Pendleton	645.00
Jessica Rauch	10/11/24	Hilton Hotel San Diego	Conferences	LCW Conference hotel deposit - Pendleton	359.63
Jessica Rauch	10/18/24	The Loose Cannon	Conferences	10.16.24 Commissioner Dinner	122.46
Jessica Rauch	10/21/24	Iron Mountain	Operating supplies	Iron Mountain shred bin service	226.32
Jessica Rauch	10/21/24	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Administrative Assistant's Expenses					3,575.54

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Gloria Adkins	10/03/24	Government Finance Officers Assoc.	Memberships	GFOA annual membership-Adkins & Perkins	310.00
				Total Accounting Manager's Expenses	310.00
Joe Gonzalez	10/23/24	Apple.Com/Bill	Operating supplies	Cell phone storage	2.99
				Total Capital Projects Manager's Expenses	2.99
Sergio Gonzalez	10/11/24	Gastro Grind Burgers	Conferences	CJPIA Risk Management Training Forum dinner expense	42.57
Sergio Gonzalez	10/11/24	In-N-Out	Conferences	CJPIA Risk Management Training Forum lunch expense	11.26
Sergio Gonzalez	10/14/24	Popeyes #12985	Conferences	CJPIA Training Forum 10/11/24 lunch expense	17.19
Sergio Gonzalez	10/14/24	Grand Hyatt Indian Wells	Conferences	CJPIA Risk Management Training Forum hotel	748.08
Sergio Gonzalez	10/18/24	Vons #2431	Conferences	Snacks for JPIA in person training on 10/17/2024	31.75
Sergio Gonzalez	10/18/24	The Outdoor Plus Co.	Maintenance	VHV Promenade CAM Firepit repair	703.31
Sergio Gonzalez	10/01/24	Apple.Com/Bill	Operating supplies	Cell phone storage	0.99
				Total Maintenance Supervisor's Expenses	1,555.15
Jennifer Talt-Lundin	10/01/24	Facebook	Advertising	Paid social media ads	173.62
Jennifer Talt-Lundin	10/14/24	The Loose Cannon	Advertising	Shooting pretzel for social media	14.38
Jennifer Talt-Lundin	10/24/24	The Loose Cannon	Advertising	Play game card at Loose Cannon for a promotional giveaway	31.00
Jennifer Talt-Lundin	10/02/24	CMT Sacramento 27680016	Conferences	Visit CA rural tourism committee-meeting & workshop	45.00
Jennifer Talt-Lundin	10/03/24	Mohammad Arain	Conferences	Central Coast Visit California Rural Tourism Meeting - uber/taxi	45.30
Jennifer Talt-Lundin	10/03/24	Old Soul Capitol Mall	Conferences	Central Coast Visit California Rural Tourism Meeting	5.10
Jennifer Talt-Lundin	10/04/24	Old Soul Capitol Mall	Conferences	Central Coast Visit California Rural Tourism Meeting meal	14.55
Jennifer Talt-Lundin	10/04/24	Hyatt Centric Sacramento	Conferences	Central Coast Visit California Rural Tourism Meeting hotel	545.92
Jennifer Talt-Lundin	10/02/24	Froggys Fog	Event production	Snow juice for holiday events	710.92
Jennifer Talt-Lundin	10/07/24	Target 00002980	Event production	Halloween event items candy and decor	209.04
Jennifer Talt-Lundin	10/07/24	Party City 1516	Event production	Halloween decor	66.57
Jennifer Talt-Lundin	10/10/24	Great Pacific Pumpkin	Event production	Halloween decor	264.00
Jennifer Talt-Lundin	10/10/24	Petsmart #1144	Event production	Halloween pet costume contest giant bone for grand prize	27.94
Jennifer Talt-Lundin	10/14/24	Target 00002980	Event production	Halloween event items (return)	(21.55)
Jennifer Talt-Lundin	10/18/24	Target.Com	Event production	Halloween event items, decor and more	23.97
Jennifer Talt-Lundin	10/18/24	Target.Com	Event production	Halloween event items, decor and more	394.53
Jennifer Talt-Lundin	10/21/24	Target 00023986	Event production	Halloween event candy, decor and more	597.88
Jennifer Talt-Lundin	10/22/24	Amazon Mark* Tz1fw8r83	Event production	Halloween candy and event items	954.63
Jennifer Talt-Lundin	10/23/24	Otc Brands	Event production	Halloween event items, decor and more	61.10
Jennifer Talt-Lundin	10/23/24	Michaels Stores 4800	Event production	Halloween event items, decor and more	15.05
Jennifer Talt-Lundin	10/23/24	Coastal Cone & Parlor	Event production	Thank you gift card for judge for pet costume contest	20.00
Jennifer Talt-Lundin	10/23/24	Coastal Cone & Parlor	Event production	Thank you gift card for judge for pet costume contest	20.00
Jennifer Talt-Lundin	10/23/24	Coastal Cone & Parlor	Event production	Thank you gift card for judge for pet costume contest	20.00
Jennifer Talt-Lundin	10/24/24	Otc Brands	Event production	Halloween event items	484.85
Jennifer Talt-Lundin	10/28/24	Office Depot #931	Event production	Scavenger hunt materials	12.91
Jennifer Talt-Lundin	10/30/24	Target 00002980	Event production	Halloween returned unused candy and other event items	(163.43)
Jennifer Talt-Lundin	10/22/24	Mailchimp	Web site content	Enewsletter software monthly rate	276.00
Jennifer Talt-Lundin	10/22/24	Apple.Com/Bill	Web site content	iCloud phone storage for Village cell phone	0.99
				Total Marketing Manager's Expenses	4,850.27

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Dave Werneburg	No activity			Total Marina Manager's Expenses	-
John Higgins	10/30/24	Costco Gas #0420	Conferences	Vehicle / Travel Fuel	50.74
John Higgins	10/02/24	Hertzoll 381738184	Conferences	JPIA Training - toll cost - Sutherland	21.10
John Higgins	10/08/24	Ventura County EMS	Conferences	Ventura County EMT License	136.00
John Higgins	10/11/24	Safety Tek Industries Inc	Conferences	SCBAPatrol fit testing services-Crane, Armstrong, Warne, Holden	860.00
John Higgins	10/14/24	Sabatinos Pizza	Conferences	JPIA Training - dinner - Higgins	43.12
John Higgins	10/14/24	Grand Hyatt Indian Wells	Conferences	JPIA Training - hotel - Higgins	748.08
John Higgins	10/16/24	Old Princeton Landing Pub	Conferences	DBAW Training - dinner - Higgins	27.62
John Higgins	10/17/24	Round Table Pizza 109	Conferences	DBAW Training - meal - Higgins	40.08
John Higgins	10/21/24	Oceano Hotel & Spa	Conferences	DBAW - Pillar Point Hotel - Higgins	1,114.45
John Higgins	10/21/24	Brophy Bros. - Ventura	Conferences	Training Meal	28.15
John Higgins	10/22/24	Safety Tek Industries,inc	Conferences	SCBA Fit Testing Patrol x 4	645.00
John Higgins	10/07/24	Apple.Com/Bill	Operating supplies	Phone storage plan	2.99
John Higgins	10/25/24	Apple.Com/Bill	Operating supplies	Tablet storage plan	2.99
John Higgins	10/31/24	Paddle.Net	Operating supplies	Computer software PDF Editor	79.99
John Higgins	10/07/24	Ring Protect Plus Yr	Subscriptions	Building Security Camera Annual Subscription	100.00
John Higgins	10/24/24	Gannett Media Co	Subscriptions	VCSTAR Online Payment	1.00
John Higgins	10/08/24	Stang Industries Inc	Vessel maintenance	Fireboat part	254.78
John Higgins	10/21/24	Sp Marine Parts Express	Vessel maintenance	Vessel parts	112.67
				Total Harbormaster's Expenses	4,268.76
				Total Wells Fargo Credit Card Expenses	<u>\$ 14,788.48</u>

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
November 2024

Chase Credit Card holders

Brian Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Administrative Assistant/Clerk
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager
Sergio Gonzalez, Maintenance Supervisor
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	No activity				
Total General Manager's Expenses					-
Todd Mitchell	No activity				
Total Senior Business Operations Manager's Expenses					-
Jessica Rauch	11/25/24	Times Media Group	Advertising	Capital Projects Manager recruitment posting - VC Reporter	375.00
Jessica Rauch	11/25/24	City of San Buenaventura	Capital projects	City permitting for Harbor Cove Restroom project	483.00
Jessica Rauch	11/25/24	City of San Buenaventura	Capital projects	City permitting for Surfer's Knoll Restroom project	483.00
Jessica Rauch	11/25/24	Fee-City of San Buenaventura	Capital projects	City permitting Service fee - Harbor Cove Restroom project	14.01
Jessica Rauch	11/25/24	Fee-City of San Buenaventura	Capital projects	City permitting service fee - Surfer's Knoll Restroom project	14.01
Jessica Rauch	11/29/24	Zoom.U.s 888-799-9666	Communications	Virtual Communications	117.00
Jessica Rauch	11/18/24	Swift Chip, Inc.	Computer equipment	Replacement SonicWall for Admin Office	2,381.28
Jessica Rauch	11/07/24	Harbor Mart	Conferences	Staff lunch meeting	240.59
Jessica Rauch	11/08/24	Embassy Suites San Rafael	Conferences	Special District Leadership Academy - hotel - Commissioner Rainey	558.72
Jessica Rauch	11/14/24	Liebert Cassidy Whitmore	Conferences	LCW New Vacancies Law webinar/recording	100.00
Jessica Rauch	11/25/24	The Loose Cannon	Conferences	Employee Christmas party	1,351.34
Jessica Rauch	11/27/24	Paypal	Conferences	NWWN Conference Registration-Commissioner Howell	475.00
Jessica Rauch	11/26/24	All Thats Fit To Print	Office supplies	Gold logo stickers for Certificate Folders	240.20
Jessica Rauch	11/21/24	Iron Mountain	Operating supplies	Iron Mountain shred bin service	247.75
Jessica Rauch	11/20/24	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Administrative Assistant's Expenses					7,099.90
Gloria Adkins	11/13/24	Government Finance Office	Conferences	Compensated Absences GASB Statement #101 - Adkins	85.00
Total Accounting Manager's Expenses					85.00
Joe Gonzalez	11/25/24	Apple.Com/Bill	Operating supplies	Cell phone storage	2.99
Total Capital Projects Manager's Expenses					2.99

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Sergio Gonzalez	11/04/24	Water Damage Services	Building maintenance	VHV 1567 #105 - water leak - water damage services-deposit	500.00
Sergio Gonzalez	11/08/24	Water Damage Services	Building maintenance	VHV 1567 #105 - water leak - water damage services - final	2,989.47
Sergio Gonzalez	11/07/24	City of San Buenaventura	Capital projects	City permitting fee for Parcel 9A parking lot project	193.00
Sergio Gonzalez	11/07/24	Fee-City of San Buenaventura	Capital projects	City permitting service fee - Parcel 19A parking lot project	5.60
Sergio Gonzalez	11/07/24	Hilton Costa Mesa Parking	Conferences	CMPA conference - Hilton Costa Mesa parking	19.00
Sergio Gonzalez	11/08/24	In-N-Out Santa Ana	Conferences	CMPA Conference training lunch - S. Gonzalez, Hatch, & Quezada	34.80
Sergio Gonzalez	11/06/24	Ez Meter	Dock maintenance	VHV Marina dock pedestal electrical meter counters	417.73
Sergio Gonzalez	11/01/24	Apple.Com/Bill	Operating supplies	Cell phone storage	0.99
Total Maintenance Supervisor's Expenses					4,160.59
Jennifer Talt-Lundin	11/01/24	Facebook	Advertising	Paid social media ads	882.19
Jennifer Talt-Lundin	11/13/24	The Design Collective	Advertising	Social media content	300.00
Jennifer Talt-Lundin	11/25/24	The Loose Cannon	Advertising	Gift card for giveaway promo at Shop Small Saturday booth	21.00
Jennifer Talt-Lundin	11/13/24	VC Balloons	Event production	Halloween decor	62.50
Jennifer Talt-Lundin	11/15/24	County of Ventura	Event production	County health permits for vendors for Parade of Lights	517.00
Jennifer Talt-Lundin	11/15/24	Michaels Stores 4800	Event production	Parade of Lights - boaters award reception decor	334.43
Jennifer Talt-Lundin	11/15/24	Fee County of Ventura	Event production	County health permits payment processing fee	14.22
Jennifer Talt-Lundin	11/18/24	Target 00032987	Event production	Parade of Lights holiday decor for awards reception	72.08
Jennifer Talt-Lundin	11/20/24	Conway Ice Inc.	Event production	Winter Wonderland ice for ice carving	296.31
Jennifer Talt-Lundin	11/18/24	All Thats Fit To Print	Maps/Banners/Promo	Holiday event promo postcards	334.48
Jennifer Talt-Lundin	11/20/24	Google One	Web site content	Marketing	18.99
Jennifer Talt-Lundin	11/21/24	Mailchimp	Web site content	Enewsletter software monthly rate	276.00
Jennifer Talt-Lundin	11/22/24	Apple.Com/Bill	Web site content	iCloud phone storage for Village cell phone	0.99
Total Marketing Manager's Expenses					3,130.19
Dave Werneburg	No activity				
Total Marina Manager's Expenses					-
John Higgins	11/01/24	Boat-Ed.Com	Conferences	Marine Safety Officer's Boater Card online class	44.95
John Higgins	11/11/24	Firehouse Subs 1634	Conferences	Inhouse vessel repair training & meal	55.46
John Higgins	11/26/24	Ventura County EMS	Conferences	EMT/Paramedic Certification - Warne	96.00
John Higgins	11/29/24	Sp Mariners Learning	Conferences	Captains License Course - Ayers	537.00
John Higgins	11/29/24	Sp Mariners Learning	Conferences	Captains License Course - Warne	537.00
John Higgins	11/07/24	Apple.Com/Bill	Operating supplies	Phone storage plan	2.99
John Higgins	11/25/24	Gannett Media Co	Operating supplies	VCSTAR online subscription	1.00
John Higgins	11/26/24	Apple.Com/Bill	Operating supplies	Tablet storage plan	2.99
John Higgins	11/06/24	The Marina - Portofi	Vessel fuel	Fuel for new vessel pick up at Redondo Beach	331.65
John Higgins	11/01/24	Boat US	Vessel maintenance	Tow Boat Insurance - boat delivery insurance for new vessel	215.00
Total Harbormaster's Expenses					1,824.04
Total Wells Fargo Credit Card Expenses					<u>\$ 16,302.71</u>

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
December 2024

Chase Credit Card holders

Brian Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Administrative Assistant/Clerk
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager
Sergio Gonzalez, Maintenance Supervisor
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	12/11/24	Waterfront Parking - SD	Conferences	Ocean Rainforest Tour	10.50
Brian Pendleton	12/09/24	Gannett Media Co.	Subscriptions	VCSTAR annual online subscription	1.00
Total General Manager's Expenses					11.50
Todd Mitchell	12/10/24	American Society Of Civil Engineers	Office supplies	ASCE Manual of Practice - Small Craft Harbors	95.25
Todd Mitchell	12/27/24	Gannett Media Co.	Subscriptions	VC Star subscription	19.99
Total Senior Business Operations Manager's Expenses					115.24
Jessica Rauch	12/30/24	Zoom.Com 888-799-9666	Communications	Virtual Communications	117.00
Jessica Rauch	12/04/24	Ventura Chamber Of Commerce	Conferences	Poinsettia Awards Registration -Mitchell and Snipas	150.00
Jessica Rauch	12/05/24	California Special District	Conferences	2025 CSDA Records Management Webinar-Rauch	265.00
Jessica Rauch	12/09/24	Brophy Bros. - Ventura	Conferences	Capital Projects Manager Interviewee's lunch	59.00
Jessica Rauch	12/12/24	Liebert Cassidy Whitmore	Conferences	LCW HR-Vacancies webinar #2	100.00
Jessica Rauch	12/19/24	International Institute of Municipal Clerks	Conferences	Registration for IIMC Clerk's Conference-Rauch	650.00
Jessica Rauch	12/20/24	The Greek Mediterranean	Conferences	12.18.24 Commission dinner	205.80
Jessica Rauch	12/23/24	Radwell International	Hoist repairs	Hoist #2 parts	13.35
Jessica Rauch	12/23/24	Radwell International	Hoist repairs	Hoist #2 parts	309.25
Jessica Rauch	12/04/24	All Thats Fit To Print	Office supplies	Commissioner Howell business cards	108.26
Jessica Rauch	12/10/24	Latitudes Gallery	Office supplies	Employee retirement gift	134.70
Jessica Rauch	12/11/24	Office Depot #931	Office supplies	Office supplies	10.76
Jessica Rauch	12/23/24	Iron Mountain	Operating supplies	Iron Mountain shred bin service	647.71
Jessica Rauch	12/20/24	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Administrative Assistant's Expenses					2,789.83
Gloria Adkins	12/16/24	Calif. Society of Municipal Finance Officers	Memberships	Annual membership - Adkins	150.00
Total Accounting Manager's Expenses					150.00
Joe Gonzalez	12/09/24	Fee-City of San Buenaventura	Projects	City Permitting service fee - Parcel 5 Cultural Arts Park	266.25
Joe Gonzalez	12/09/24	City of San Buenaventura	Projects	City Permitting plan check - Parcel 5 Cultural Arts Park	9,180.92
Total Capital Projects Manager's Expenses					9,447.17

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Sergio Gonzalez	12/12/24	Ventura Toyota	Auto repairs	M-49 Transmission repair parts	53.25
Sergio Gonzalez	12/19/24	Vista Paint Oxnard	Building maintenance	Operating supplies	94.50
Sergio Gonzalez	12/10/24	Vandal Stop Products	Capital project	Launch ramp restroom rehab - vandal proof TP dispensers	2,359.38
Sergio Gonzalez	12/03/24	Apple.Com/Bill	Operating supplies	Cell phone storage	0.99
Sergio Gonzalez	12/09/24	Apple.Com/Bill	Operating supplies	Cell phone storage	2.13
Sergio Gonzalez	12/16/24	De La Cruz Mexican Cuisine	Operating supplies	Parade of Lights 12/14/24 - dinner for Maintenance staff	153.07
Sergio Gonzalez	12/16/24	Office Depot #931	Operating supplies	Operating supplies	111.34
Sergio Gonzalez	12/16/24	Vons #2431	Operating supplies	Parade of Lights - refreshments for Maintenance staff	58.94
Sergio Gonzalez	12/16/24	Jersey Mikes 20003	Operating supplies	Parade of Lights 12/13/24 - dinner for Maintenance staff	99.25
Total Maintenance Supervisor's Expenses					2,932.85
Jennifer Talt-Lundin	12/11/24	Hobby Lobby #606	Advertising	Suite enhancements / decor for seasonal displays	184.63
Jennifer Talt-Lundin	12/12/24	Hobby Lobby #606	Advertising	Suite enhancements / decor for seasonal displays	203.78
Jennifer Talt-Lundin	12/16/24	Hobby Lobby #606	Advertising	Suite enhancements / decor for seasonal displays	91.98
Jennifer Talt-Lundin	12/16/24	Hobby Lobby #606	Advertising	Suite enhancements / decor for seasonal displays	(40.95)
Jennifer Talt-Lundin	12/02/24	Facebook	Advertising	Paid social media ads	424.05
Jennifer Talt-Lundin	12/16/24	Facebook	Advertising	Paid social media ads	900.00
Jennifer Talt-Lundin	12/23/24	Brophy Bros. - Ventura	Advertising	Gift cards for visiting influencer itinerary	80.00
Jennifer Talt-Lundin	12/23/24	Coastal Cone & Parlor	Advertising	Gift cards for visiting influencer itinerary	40.00
Jennifer Talt-Lundin	12/23/24	Treasure Cove	Advertising	Gift cards for visiting influencer itinerary	25.00
Jennifer Talt-Lundin	12/23/24	Lemon & Lei	Advertising	Gift cards - Winter Wonderland event & visiting influencer	55.00
Jennifer Talt-Lundin	12/23/24	Barefoot Boutique	Advertising	Gift cards - Winter Wonderland event & visiting influencer	50.00
Jennifer Talt-Lundin	12/23/24	Barefoot Boutique	Advertising	Gift cards for visiting influencer itinerary	25.00
Jennifer Talt-Lundin	12/23/24	The Loose Cannon	Advertising	Gift cards - Winter Wonderland event & visiting influencer	42.00
Jennifer Talt-Lundin	12/23/24	Mermaid Gallery	Advertising	Gift cards for visiting influencer itinerary	30.00
Jennifer Talt-Lundin	12/04/24	Rotary Club Of Ventura	Annual Décor	Annual poinsettias for the harbor offices	222.00
Jennifer Talt-Lundin	12/02/24	Target 00028910	Event production	Parade of Lights - decor for boaters reception	67.50
Jennifer Talt-Lundin	12/04/24	Target 00002980	Event production	Parade of Lights - refreshments for skippers meeting	12.07
Jennifer Talt-Lundin	12/09/24	Amazon Mark* Zr1y87bx0	Event production	Parade of Lights - event décor	96.96
Jennifer Talt-Lundin	12/11/24	Hobby Lobby #606	Event production	Parade of Lights - supplies	139.90
Jennifer Talt-Lundin	12/12/24	Hobby Lobby #606	Event production	Parade of Lights - supplies	111.92
Jennifer Talt-Lundin	12/12/24	West Marine #557	Event production	Parade of Lights - award cleat	6.50
Jennifer Talt-Lundin	12/16/24	Reynaldos European	Event production	Parade of Lights - dinner for staff	30.50
Jennifer Talt-Lundin	12/16/24	Reynaldos European	Event production	Parade of Lights - dinner for staff	2.58
Jennifer Talt-Lundin	12/16/24	Harbor Market & Liquor	Event production	Parade of Lights - refreshments for judges	12.58
Jennifer Talt-Lundin	12/16/24	Brophy Bros. - Ventura	Event production	Parade of Lights - dinner for staff	40.13
Jennifer Talt-Lundin	12/16/24	Hobby Lobby #606	Event production	Parade of Lights - supplies	19.96
Jennifer Talt-Lundin	12/16/24	Smart And Final 915	Event production	Suppliesand candy for December events	320.76
Jennifer Talt-Lundin	12/17/24	Le Petit Cafe & Bakery	Event production	Parade of Lights - refreshments for judges	99.88
Jennifer Talt-Lundin	12/20/24	Target 00002980	Event production	Parade of Lights - refreshments for judges / décor for awards reception	83.48
Jennifer Talt-Lundin	12/23/24	Target 00023986	Event production	Winter Wonderland event supplies-bubbles	21.55
Jennifer Talt-Lundin	12/23/24	Harbor Market & Liquor	Event production	Winter Wonderland event - refreshments for staff	12.58
Jennifer Talt-Lundin	12/23/24	Trader Joes #218	Event production	Winter Wonderland event supplies-Santa sleigh décor	27.99
Jennifer Talt-Lundin	12/04/24	Light Beacon Photo	Web site content	Video of sunset for display on web site	40.00
Jennifer Talt-Lundin	12/19/24	Sprout Social, Inc.	Web site content	Annual subscription for web & digital social analytics	2,003.04
Jennifer Talt-Lundin	12/23/24	Mailchimp	Web site content	Enewsletter software monthly rate	276.00
Jennifer Talt-Lundin	12/23/24	Apple.Com/Bill	Web site content	iCloud phone storage for Village cell phone	0.99
Total Marketing Manager's Expenses					5,759.36

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Dave Werneburg	12/19/24	American Plastics Corp	Hoist repair	Custom made PVC gear for hoist on Fish Pier-Hatch	965.25
Dave Werneburg	12/05/24	Mfcp - Sun Valley	Hoist repair	Rotary limit switch for fish pier-Hatch	2,021.80
Dave Werneburg	12/05/24	Mfcp - Sun Valley	Hoist repair	Replacement rotary limit switch - hoist on fish pier-Hatch	65.67
Dave Werneburg	12/18/24	Office Depot #931	Office supplies	Dymo labels and USB hub replacement for label printers	43.72
Dave Werneburg	12/02/24	Office Depot #931	Office supplies	Misc. office supplies re year end Marina and Dry Storage projects	22.06
Dave Werneburg	12/02/24	Office Depot #931	Office supplies	Custom self-inking stamp re new 2025 Marina rate increases	30.16
Dave Werneburg	12/02/24	Office Depot #931	Office supplies	Special envelopes for Berthing Agreement Project	46.31
Dave Werneburg	12/16/24	Jersey Mikes 20012	Operating supplies	Parade of Lights - dinner for staff	32.66
Dave Werneburg	12/03/24	Barcodes, LLC	Operating supplies	Reorder key cards and fobs for Village and Marina	2,737.80
Dave Werneburg	12/30/24	Lowes #01941	Operating supplies	Small tools for Dockmasters	58.92
Dave Werneburg	12/05/24	Microsoft 365	Subscription	Microsoft Office 365 subscription renewal	99.99
Total Marina Manager's Expenses					6,124.34
John Higgins	12/24/24	Oreilly 3590	Auto maintenance	Misc truck parts	23.08
John Higgins	12/31/24	Boating & Waterways	Conferences	Boating & Waterways Professional Association Membership - Winter	290.00
John Higgins	12/10/24	Ventura County EMS	Conferences	Initial EMT licensing - Osborne	136.00
John Higgins	12/13/24	Brophy Bros. - Ventura	Conferences	Night shift Employee appreciation dinner (missed staff function)	40.45
John Higgins	12/31/24	Live Scan Fresno fingerprints	Conferences	Armstrong fingerprints for EMT	69.00
John Higgins	12/31/24	Pilot Institute	Conferences	UAS Pilot Class - Waller	159.00
John Higgins	12/31/24	Pilot Institute	Conferences	UAS Pilot Class - Armstrong	159.00
John Higgins	12/02/24	Wolfe Communication	Operating supplies	Fire/911 Pagers x 3	1,326.06
John Higgins	12/02/24	Costco.com	Operating supplies	Emergency Operations Center supplies	854.95
John Higgins	12/09/24	Ebay	Operating supplies	Tablet compatible keyboards	107.75
John Higgins	12/09/24	Apple.Com/Bill	Operating supplies	Cell phone storage	2.99
John Higgins	12/09/24	5.11, Inc.	Uniforms	Uniform dress shirts - mens	1,500.96
John Higgins	12/09/24	5.11, Inc.	Uniforms	Uniforms - female	245.13
John Higgins	12/05/24	Pumpagents.Com	Vessel maintenance	Vessel Harborwatch part	189.17
Total Harbormaster's Expenses					5,103.54
Total Wells Fargo Credit Card Expenses					<u>\$ 32,433.83</u>

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 19, 2025


TO: Board of Port Commissioners
CC: Brian D. Pendleton, General Manager
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Quarterly Treasurers Report – December 31, 2024

As of December 31, 2024, the District held cash and investments with a market value of \$17,709,595. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 98% of the December 31, 2024 total fund balance:

Enterprise (Operating) Fund	\$5,991,019
Dredging Reserve Fund	2,168,184
Capital Improvement Fund	8,952,026
Capital Improvement – Fisheries Fund	<u>217,959</u>
Total Funds	\$17,329,188

The Investment Portfolio Report for December 31, 2024 attached herewith includes all of the District's Funds.

Submitted by:  Date: February 14, 2025
Gloria Adkins
Accounting Manager

ATTACHMENTS:

- Attachment 1 - Investment Portfolio Report for December 31, 2024
- Attachment 2 - LAIF Performance Report for December 31, 2024

ATTACHMENT 5

ATTACHMENT 1

Ventura Port District
Investment Portfolio Report
Quarter Ending 12/31/2024

<u>Security Type</u>	<u>Issuer</u>	<u>CUSIP Number</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Par Value</u>	<u>Book Value</u>	<u>Percent of Portfolio</u>	<u>Market Value</u>	<u>Market Value Source</u>
Cash Investments									
State Pool (LAIF)	LAIF-State Treasury	NA	On Demand	4.62%	17,335,742	17,335,742	98%	17,329,188	LAIF
Total Cash Investments LAIF						\$ 17,335,742	98%	\$ 17,329,188	
Cash Deposits									
Demand Deposits-									
Main checking	Wells Fargo		On Demand	N/A	N/A	342,733	2%	342,733	Wells Fargo
Merchant Services Account	Wells Fargo		On Demand	N/A	N/A	15,058	0.1%	15,058	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	1,475	0.01%	1,475	Ventura Port District
Total Cash Deposits						\$ 359,266	2%	\$ 359,266	
Cash in County Treasurer's Pooled Investment Program									
County Treasurer's Pool	Ventura County Treasury		On Demand	4.53%	21,141	21,141	0.1%	21,141	Ventura County Treasury
Total Cash in County Treasury						\$ 21,141	0.1%	\$ 21,141	
TOTAL ALL FUNDS						\$ 17,716,149	100%	\$ 17,709,595	

Notes:

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

12/14/2024

Submitted by: 



PMIA/LAIF Performance Report as of 01/15/25



Quarterly Performance Quarter Ended 12/31/24

LAIF Apportionment Rate ⁽²⁾ :	4.62
LAIF Earnings Ratio ⁽²⁾ :	0.00012664187216722
LAIF Administrative Cost ^{(1)*} :	TBD
LAIF Fair Value Factor ⁽¹⁾ :	0.999621985
PMIA Daily ⁽¹⁾ :	4.40
PMIA Quarter to Date ⁽¹⁾ :	4.48
PMIA Average Life ⁽¹⁾ :	252

PMIA Average Monthly Effective Yields⁽¹⁾

December	4.434
November	4.477
October	4.518
September	4.575
August	4.579
July	4.516

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 12/31/24 \$155.4 billion

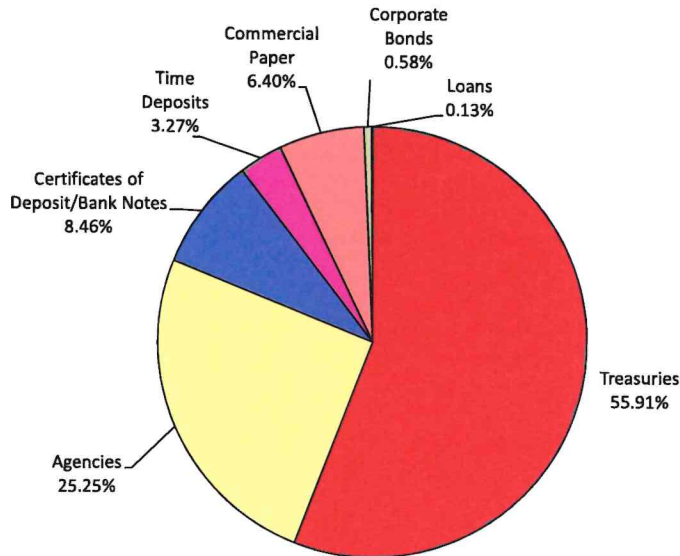


Chart does not include \$1,239,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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

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

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

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



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

STANDARD AGENDA ITEM 2

**ADOPTION OF RESOLUTION No. 3522
APPROVING THE FISCAL YEAR 2024-
2025 MID-YEAR BUDGET
ADJUSTMENTS AND CAPITAL
IMPROVEMENT PLAN AND RESOLUTION
No. 3523 ESTABLISHING THE SALARY
SCHEDULE FOR THE ADMINISTRATIVE
SERVICES MANAGER AND ACCOUNTING
SUPERVISOR AS NON-REPRESENTED
EMPLOYEE OF THE DISTRICT EFFECTIVE
JULY 1, 2025**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: February 19, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Gloria Adkins, Accounting Manager
SUBJECT: Adoption of Resolution No. 3522 Approving the Fiscal Year 2024-2025 Mid-Year Budget Adjustments and Capital Improvement Plan and Resolution No. 3523 Establishing the Salary Schedule for the Administrative Services Manager and Accounting Supervisor as Non-Represented Employee of the District Effective July 1, 2025

RECOMMENDATION:

That the Board of Port Commissioners:

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

SUMMARY:

The Districts annual budget is reviewed at mid-year for any necessary changes. These adjustments are then presented to the Board for discussion and approval. Below, staff has provided an explanation for the adjustments being requested to the FY24-25 budget.

GUIDING PRINCIPLES:

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

5-YEAR OBJECTIVES:

- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures, and programs.
 - 1) Collaborate with business partners and stakeholders through increased engagement, communication, and participation.
- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
 - 5) Financial reporting

BACKGROUND:

The District's fiscal year covers the period of one year from July 1 of one calendar year through June 30 of the following calendar year. The operating budget is an essential component of the management planning and control process. This budget process is required by the Governmental Accounting Standards Board, which has jurisdiction over special districts. The concept of fiscal accountability requires that a government agency justify its actions in the context of budgetary restrictions on the use of its resources.

The General Manager, in collaboration with the Deputy General Manager, the Accounting Manager, and all Department Managers, evaluates the income and expense categories of the

budget at mid-year to determine where adjustments may be necessary. Following this analysis, appropriate adjustments are made to the budget and recommended to the Board for approval.

As a result of this process, net cash flows in from normal operations (operating revenues minus operating expenditures) are projected at \$3,855,060 for the year. This is \$259,000 less than anticipated in the original FY24-25 budget. The following outlines the requested adjustments to operating revenues and operating expenditures:

Operating Revenue

The operating revenues are being increased by \$51,000 for a total of \$12,149,000 (a change of 0.42%).

- Investment Income: \$300,000
 - Additional interest income earned from the District's investments with the Local Agency Investment Fund (LAIF).
- Parking revenue: (\$240,000)
 - The Parking Management Plan start has been delayed while obtaining entitlements and kick-off will be later than originally planned. Revenue projections have been lowered to reflect a later start.
- Harbor Village Revenue – net change: (\$9,000)

Operating Expenditures

The operating expenses are being increased by \$310,000 for a total of \$8,293,940 (a change of 3.88%). This increase is the net effect of the following items as summarized below:

Administration

- Professional Services: \$180,000
 - Personnel recruitment
 - Engineering services including the channel navigation study and a site investigation for the relocation of underground fuel tanks.
 - Accounting software migration
 - Policy Updates
- Software and Subscriptions: \$55,000
 - accounting/leasing software
- Office Supplies: \$10,000
 - Unforeseen IT expenses

Dredging

- \$65,000 for additional technical services related to permitting: dredge material testing, sand management permitting, and monitoring.

Personnel Expenses

- Employee Merit Program
 - The FY24-25 budget provides for a 3.0% merit increase for eligible employees pursuant to the Human Resources Manual. There is no recommended adjustment to the midyear budget.

Building Tenant Improvements

Building tenant improvements budget has been reduced by \$100,000 from the initial FY24-25 budget.

Capital Improvement and Accessibility Improvement Plans

The capital improvement and accessibility projects are adjusted to reflect some changes in the timing and costs of certain projects. Significant proposed changes include the following:

#	Project	Original FY24-25	Proposed FY24-25	Reason for Change
1	1575 Building Façade Improv.	\$1,000,000	\$250,000	Reduction: soft costs plus interior demo only. No construction likely in current FY.
2	Launch Ramp Floating Dock	\$540,000	\$630,000	Cost increased to add work to improve launch ramp restrooms.
4	Promenade Curved Patio Walls	\$250,000	\$0	No construction likely in current FY.
5	Paid Parking Infrastructure	\$175,000	\$200,000	Adds additional cost for parking lot signage.
6	Fish Pier – Fender Camels	\$175,000	\$0	Deferred to next FY.
7	Parcel 19A: Parking Lot/Dry Storage	\$150,000	\$330,000	Significant increase to meet City requirements for landscaping and new electrical pedestal. Also adds additional security measures.
8	Harbor Entrance Feature (Schooner)	\$75,000	\$115,000	Initial cost estimates received from contractors.
11	1575/1583 Pass-Through Repaving	\$60,000	\$75,000	Expanded area of repaving.
12	Lot Resurfacing (Dry Storage)	\$55,000	\$75,000	Additional cost for restriping.
13	1567 B Building Patio Wall Replacement	\$55,000	\$65,000	Contracted cost
15	Harbor Wayfinding Signage	\$30,000	\$42,000	Additional banner signs on streetlights.
17	Harbor Village Elevator Upgrades	\$0	\$185,000	Advanced from FY25-26 to current FY and increased budget.
29	Harbor Cove & Surfers Knoll - Retaining Wall & Shower Area Improvements	\$300,000	\$135,000	Only restroom improvements will be completed prior to end of current FY.

The net change to Capital and ADA expenditures in the current fiscal year is a reduction of \$763,000, largely due to the deferment of the start of construction at 1575 Spinnaker Dr. Attachment 2 is a detailed and complete list of adjusted capital improvements and accessibility improvement plans proposed for the current fiscal year.

CONCLUSION:

Under the leadership of the Board of Port Commissioners, the General Manager maintains a cautiously optimistic view of its continued fiscal stability through today’s economic climate due to solid performance by many of the District’s master business tenants, Village tenants, conservative budgeting, and strong fiscal management. However, business tenants are exposed to a variety of financial challenges associated with inflation, higher operating costs, and evolving consumer purchasing trends to name just a few.

The Village saw the closure of additional retail tenants in 2024, however a new food and entertainment concept “The Loose Cannon” has opened. Office leasing remains strong with no vacancies and one space available. Several master tenants including Derecktor and Ventura Marina West continue to work closely with the District in the planning of near and long-term improvements that will benefit the Harbor. In the meantime, Portside, which is built out, has provided ongoing lease revenue to the District through residential rents and some commercial leasing, primarily in the live-work units. However, restaurant and retail vacancies remain. It is anticipated that ongoing leasing efforts will ultimately result in increased business activity at Portside.

The squid fishing industry experienced a strong first two quarters in the fiscal year but likely will not experience any more notable activity the remainder of the fiscal year.

In the near term, the General Manager is maintaining a cautious approach to recurring revenue forecasts. The District will continue to seek revenue opportunities, including federal and state grants, to offset the increasing number and costs associated with Capital Improvement Projects, inner-harbor dredging, beach erosion, and emergency response needs. That said, the Reserve Policy Minimum Balance is met, with significant additional funds identified in the Unrestricted Reserves Forecast.

Staff across the departments have generally kept overall spending at or below the departmental budgets in most categories, as adopted in the FY24-25 budget. Increases are generally due to requests or direction given by the General Manager to meet District needs or obligations.

FISCAL IMPACT:

The overall net effect of the above proposed budget adjustments to FY24-25 is an increase in revenue as compared to the approved FY24-25 budget. The FY24-25 mid-year budget proposes that \$2,052,740 be utilized from unrestricted reserves and special funding to fund capital projects. This is a decrease of \$673,000 from the original budget of \$2,725,740. The proposed FY24-25 mid-year budget is consistent with the Board's unrestricted fund balance policy and loan covenants.

ATTACHMENTS:

Attachment 1 – Mid-Year Budget Adjustments for FY24-25

Attachment 2 – Mid-Year Capital Improvement Projects Adjustments for FY24-25

Attachment 3 – Revised Organizational Chart

Attachment 4 – Resolution No. 3522

Attachment 5 – Resolution No. 3523

ATTACHMENT 1

VENTURA PORT DISTRICT MID-YEAR BUDGET FOR FISCAL YEAR 2024-2025 Effective 1/01/2025

	<u>Actual 2022-23</u>	<u>Budget 2022-23</u>	<u>Actual 2023-24</u>	<u>Budget 2023-24</u>	<u>Budget 2024-25</u>	Adjustments	<u>Mid-Year Budget 2024-25</u>	<u>Comments</u>
OPERATING REVENUE								
Parcel Lease Income	4,985,182	5,015,000	5,426,763	5,594,000	5,685,000	-	5,685,000	
Lease appreciation & signing rents	-	-	100,000	-	-	-	-	
Ventura Waterpure Project	-	-	624,116	510,000	-	-	-	
Dry Storage Income	74,888	90,000	74,374	70,000	78,000	-	78,000	
Commercial Fishermen's Storage	87,245	88,000	87,316	91,500	94,500	-	94,500	
Parking Income	53,789	65,000	55,921	65,000	300,000	(240,000)	60,000	
State Lands Commission Grant	-	-	-	-	-	-	-	
Misc. Income/Rentals	84,266	102,000	769,783	409,500	405,500	300,000	705,500	
Harbor Village Lease Income		-						
Retail	677,177	655,000	576,832	647,000	647,000	(73,000)	574,000	
Restaurant	1,388,857	1,405,000	1,438,255	1,337,000	1,432,000	26,000	1,458,000	
Offices	822,012	780,000	835,011	831,000	896,500	24,000	920,500	
Charters	476,630	482,000	466,453	476,000	474,500	14,000	488,500	
Commercial Fishing Premises	175,917	185,000	177,295	180,000	173,500	-	173,500	
Fish Offloading	189,950	125,000	82,268	80,000	80,000	-	80,000	
Harbor Village Misc. Income	18,959	3,500	11,227	3,000	3,000	-	3,000	
Booth/Vendor Income	7,227	4,000	8,047	7,000	10,000	-	10,000	
Sponsorships	17,770	16,000	16,631	16,000	16,000	-	16,000	
Harbor Village Marina Slip Rentals	1,229,886	1,040,000	1,277,272	1,090,000	1,256,000	-	1,256,000	
Harbor Village CAM Income	379,270	396,000	372,898	376,000	417,000	-	417,000	
Harbor Village Merchants Promo Dues	118,299	117,000	117,925	110,000	129,500	-	129,500	
TOTAL OPERATING REVENUE	10,787,324	10,568,500	12,518,387	11,893,000	12,098,000	51,000	12,149,000	
% increase / decrease over previous year	3.8%	8.0%	16%	12.5%	1.7%		2.2%	Mid-year Budget FY24-25 over FY23-24
					6.3%			

ATTACHMENT 1

FY24-25 Mid-Year Budget Continued, 1/01/2025

	<u>Actual</u> <u>2022-23</u>	<u>Budget</u> <u>2022-23</u>	<u>Actual</u> <u>2023-24</u>	<u>Budget</u> <u>2023-24</u>	<u>Budget</u> <u>2024-25</u>	Adjustments	<u>Mid-Year</u> <u>Budget</u> <u>2024-25</u>
OPERATING EXPENDITURES							
<u>Personnel Expenses</u>							
Total Wages	2,096,614	2,220,100	2,218,044	2,312,600	2,484,000	-	2,484,000
<u>Other Personnel Expenses</u>							
Payroll Taxes & Unemployment	30,921	42,900	36,051	45,700	43,500	-	43,500
Workers Comp Insurance	105,076	119,800	105,117	115,000	93,000	-	93,000
Medical & Life Insurance	218,698	257,000	242,734	268,000	288,000	-	288,000
Optional Benefit Plans	206,309	218,000	215,822	225,000	253,000	-	253,000
Retirement Contributions	442,935	460,000	463,850	470,000	580,000	-	580,000
Totals Other Personnel Expenses	<u>1,003,939</u>	<u>1,097,700</u>	<u>1,063,574</u>	<u>1,123,700</u>	<u>1,257,500</u>	-	<u>1,257,500</u>
Total Personnel Expenses	<u>3,100,553</u>	<u>3,317,800</u>	<u>3,281,618</u>	<u>3,436,300</u>	<u>3,741,500</u>	-	<u>3,741,500</u>
% increase / decrease over previous year	9%	10%	6%	3.6%	8.9%		8.9% Mid-year Budget FY24-25 over FY23-24
<u>General Expenses</u>							
Advertising (Public notices)	29,903	21,500	26,546	18,000	18,000	-	18,000
Leasing / Real Estate	6,468	21,000	-	-	-	-	-
Auto Mileage & Allowance	2,767	10,000	5,014	10,000	10,000	-	10,000
Auto Equipment & Maintenance.	26,064	31,000	30,807	29,000	29,000	-	29,000
Bad Debt	-	10,000	61,944	10,000	10,000	-	10,000
Bank Fees & Other Miscellaneous	2,667	11,000	2,042	6,000	5,000	-	5,000
Building Maintenance	160,835	201,000	122,051	136,000	171,000	-	171,000
Telephone/WiFi Communications	40,375	35,000	37,194	31,500	43,100	-	43,100
Conferences, Meetings & Training	27,453	69,700	32,611	68,800	69,000	-	69,000
Contingency - Maintenance	238,224	-	68,513	80,000	90,000	-	90,000
Dock & Fish Pier Maint. & Repairs	145,855	198,000	87,539	200,000	165,000	-	165,000
Equipment Rental	13,398	18,500	22,597	19,500	20,500	-	20,500
General Liability Insurance	354,365	380,000	401,507	404,000	450,000	-	450,000
Grounds Maintenance	165,797	159,000	200,825	258,500	273,500	-	273,500
Janitorial Supplies	66,023	75,000	69,759	72,000	80,500	-	80,500
Land/Building Rental Expense	95,834	88,000	83,752	91,500	94,500	-	94,500
Memberships	15,523	21,000	21,126	21,100	22,740	-	22,740
Office Computer Equipment & Related	15,483	20,000	-	-	-	-	-

ATTACHMENT 1

FY24-25 Mid-Year Budget Continued, 1/01/2025

	<u>Actual</u> <u>2022-23</u>	<u>Budget</u> <u>2022-23</u>	<u>Actual</u> <u>2023-24</u>	<u>Budget</u> <u>2023-24</u>	<u>Budget</u> <u>2024-25</u>	Adjustments	Mid-Year <u>Budget</u> <u>2024-25</u>	<u>Comments</u>
<u>General Expenses Continued</u>								
Office/Computer Supplies & Equipment	11,844	20,000	46,799	33,000	31,000	10,000	41,000	
Operating Supplies	51,274	53,500	32,987	45,500	45,500	-	45,500	
Other Equipment & Repairs	41,157	50,200	34,233	46,500	46,500	-	46,500	
Professional Serv. - Auditing & Accounting	63,449	114,000	53,385	80,000	65,000	-	65,000	
Legal - Professional Services, Judgements, Settlements	224,118	300,000	369,607	330,000	330,000	-	330,000	
Prof Serv - Commercial Fishing & Aquaculture Advoc	53,528	80,000	29,314	90,000	60,000	-	60,000	
Professional/Outside Services	554,056	693,000	840,018	909,500	666,500	180,000	846,500	
Professional Services-Parking Management	-	-	-	-	175,000	-	175,000	
Subscriptions - General & Cloud Based Software	83,115	88,500	82,577	93,000	103,000	55,000	158,000	
Uniforms & Tool Allowances	16,899	23,500	20,414	19,000	16,000	-	16,000	
Utilities and Trash	460,415	465,700	453,500	500,500	529,500	-	529,500	
Dredging Related Expenses	163,398	183,000	303,593	292,500	198,000	65,000	263,000	
Total General Expenses	3,130,287	3,441,100	3,540,254	3,895,400	3,817,840	310,000	4,127,840	
% increase / decrease over previous year	21%	6%	13%	13%	-2.0%			6.0% Mid-year Budget FY24-25 over FY23-24
<u>Marketing & Promotional Expenses</u>								
Advertising & Marketing	134,328	138,000	139,445	140,000	144,000	-	144,000	
Ad Production/Graphic Design	23,680	25,000	21,529	30,000	30,000	-	30,000	
Annual Industry Memberships	1,000	3,000	4,250	3,000	3,000	-	3,000	
Office Supplies & Equipment	-	-	1,746	-	3,000	-	3,000	
Street/Event Banners/Banner Production	-	600	-	600	600	-	600	
Maps/Marketing Materials/Certified Rack	13,823	12,300	10,270	12,900	14,000	-	14,000	
Certified Rack Card Distribution Service	-	-	-	-	-	-	-	
Conferences/Meetings/Tourism Outreach, FAM/Media	8,590	11,500	6,040	11,500	11,500	-	11,500	
Entertainment/Music/Village Activation	32,875	34,250	45,001	40,000	42,000	-	42,000	
Brand Build via Promotions/Campaigns/Events	53,144	54,000	77,075	64,000	66,000	-	66,000	
Annual Decorations/Promenade Lighting & Flags	71,437	72,000	72,195	72,000	72,000	-	72,000	
Web/Content Software/Newsletters	25,638	23,500	19,724	23,500	38,500	-	38,500	
Web Content / Logo Research	-	-	-	15,000	-	-	-	
Total Marketing & Promotional Expenses	364,515	374,150	397,275	412,500	424,600	-	424,600	
% increase / decrease over previous year	11%	8%	9%	10%	2.9%			2.9% Mid-year Budget FY24-25 over FY23-24
TOTAL OPERATING EXPENDITURES	6,595,355	7,133,050	7,219,147	7,744,200	7,983,940	310,000	8,293,940	
% increase / decrease over previous year	15%	8%	9%	8.6%	3.1%			
Operating Cash Flows In (Out)	4,191,969	3,435,450	5,299,240	4,148,800	4,114,060	(259,000)	3,855,060	
% increase / decrease over previous year	-10%	8%	26%	21%	-1%			-7% Mid-year Budget FY24-25 over FY23-24

ATTACHMENT 1

FY24-25 Mid-Year Budget Continued, 1/01/2025

	<u>Actual 2022-23</u>	<u>Budget 2022-23</u>	<u>Actual 2023-24</u>	<u>Budget 2023-24</u>	<u>Budget 2024-25</u>	Adjustments	<u>Mid-Year Budget 2024-25</u>
NON-OPERATING and OTHER EXPENDITURES							
Harbor Patrol expenses not funded by property taxes	259,485	446,100	246,230	471,600	764,800	-	764,800
COP's Interest Expense	233,340	242,000	210,644	230,000	199,000	-	199,000
Principal Payments on bonds/loans	998,100	1,004,000	1,022,100	1,023,000	1,044,000	-	1,044,000
2018 Dock Project Debt Interest Expense	195,570	200,000	187,245	191,000	182,000	-	182,000
2018 Dock Project Debt Principle Expense	168,538	168,000	176,782	177,000	186,000	-	186,000
TOTAL NON-OPER. EXPENDITURES	1,855,033	2,060,100	1,843,001	2,092,600	2,375,800	-	2,375,800
% increase / decrease over previous year	10%	8%	-1%	2%	13.5%		13.5%
Annual Cash Flows In (Out) from normal operations before any Improvements							
% increase / decrease over previous year	-21%	8%	48%	50%	-15%		-28% Mid-year Budget FY24-25 over FY23-24
Inner Harbor Maintenance Dredging	-	-	330,025	330,000	-	-	-
Replenish Dredging Reserve Funds					1,000,000	-	1,000,000
Building Tenant Improvements	238,224	435,000	368,045	1,159,500	827,500	(100,000)	727,500
Accessibility Improvements	836,932	950,000	24,444	80,000	300,000	(165,000)	135,000
Capital Improvements Projects	1,715,329	2,446,000	2,244,624	2,211,000	3,110,000	(598,000)	2,512,000
Special Funding	(434,346)	(184,000)	(84,000)	(535,000)	(773,500)	(69,000)	(842,500)
Annual Cash Flows In(out) after Improvements	(19,204)	(2,271,650)	573,101	(1,189,300)	(2,725,740)	673,000	(2,052,740)
Improvements and dredging reserve funded through Unrestricted Improvement Reserve Fund	19,204	2,271,650	(573,101)	1,189,300	2,725,740	(673,000)	2,052,740
Projected Reserve Balance	\$ 12,767,800	\$ 9,013,350	\$ 13,739,012	\$ 11,578,500	\$ 8,852,760		\$ 11,686,272
Dredging Reserve Fund	\$ 3,000,000	\$ 3,000,000	\$ 2,100,000	\$ 1,350,000	\$ 3,000,000		\$ 3,000,000

ATTACHMENT 1

FY24-25 Mid-Year Budget Continued, 1/01/2025

Harbor Patrol Department Expenses funded from Property Taxes and Assessments collected by the County of Ventura

	<u>Actual</u> 2022-23	<u>Budget</u> 2022-23	<u>Actual</u> 2023-24	<u>Budget</u> 2023-24	<u>Budget</u> 2024-25	Adjustments	<u>Mid-Year</u> <u>Budget</u> 2024-25
Property Taxes and Assessments	1,653,669	1,580,000	1,792,605	1,627,000	1,750,000	-	1,750,000
% increase / decrease over previous year	7%	5%	8%	3.0%	7.6%		7.6%
<u>Harbor Patrol Personnel Expenses</u>							
Total Wages	1,058,088	1,080,000	1,134,822	1,139,000	1,264,000	-	1,264,000
Payroll Taxes & Unemployment	17,237	18,600	17,259	19,500	20,600	-	20,600
Workers Comp Insurance	61,711	70,000	69,864	58,000	60,000	-	60,000
Medical & Life Insurance	59,431	76,000	79,228	74,000	85,000	-	85,000
Optional Benefit Plans	92,173	87,000	86,616	94,000	100,000	-	100,000
Retirement Contributions	214,768	219,000	234,053	235,000	286,000	-	286,000
Total Harbor Patrol Personnel Expenses	1,503,408	1,550,600	1,621,842	1,619,500	1,815,600	-	1,815,600
% increase / decrease over previous year	11%	15%	8%	4.4%	12.1%		12.1% Mid-year Budget FY24-25 over FY23-24
<u>Harbor Patrol Other Expenses</u>							
Uniforms	22,092	18,400	19,974	16,000	14,000	-	14,000
Oil & Fuel Expense	36,095	36,500	29,179	36,500	38,000	-	38,000
Telephone/WiFi Communications	1,846	9,600	12,562	9,600	13,000	-	13,000
Operating Supplies & Expense	52,977	30,000	33,322	30,000	32,000	-	32,000
Harbor Maintenance	5,154	4,000	7,830	10,000	7,000	-	7,000
Boat Maintenance	73,104	100,000	103,290	100,000	160,000	-	160,000
Auto Equip & Maint.	5,168	10,000	6,700	10,000	12,000	-	12,000
Conferences & Training	31,728	30,000	27,044	30,000	32,000	-	32,000
Vessel Salvage Expense	24,567	80,000	53,430	80,000	60,000	-	60,000
Summer Lifeguard Services	141,403	137,000	122,137	144,000	158,200	-	158,200
Professional Services	15,612	20,000	1,525	13,000	13,000	-	13,000
Outside Services	-	-	-	-	160,000	-	160,000
Total Harbor Patrol Other Expenses	409,746	475,500	416,993	479,100	699,200	-	699,200
% increase / decrease over previous year	-11%	4%	2%	1%	45.9%		45.9% Mid-year Budget FY24-25 over FY23-24
Total Harbor Patrol Expenses	1,913,154	2,026,100	2,038,835	2,098,600	2,514,800	-	2,514,800
% increase / decrease over previous year	6%	12%	7%	4%	19.8%		19.8% Mid-year Budget FY24-25 over FY23-24
<u>Expenditures remaining after Property Tax</u>							
Revenues were applied are funded from Operating Revenues	(259,485)	(446,100)	(246,230)	(471,600)	(764,800)	-	(764,800)

ATTACHMENT 1

FY24-25 Mid-Year Budget Continued, 1/01/2025

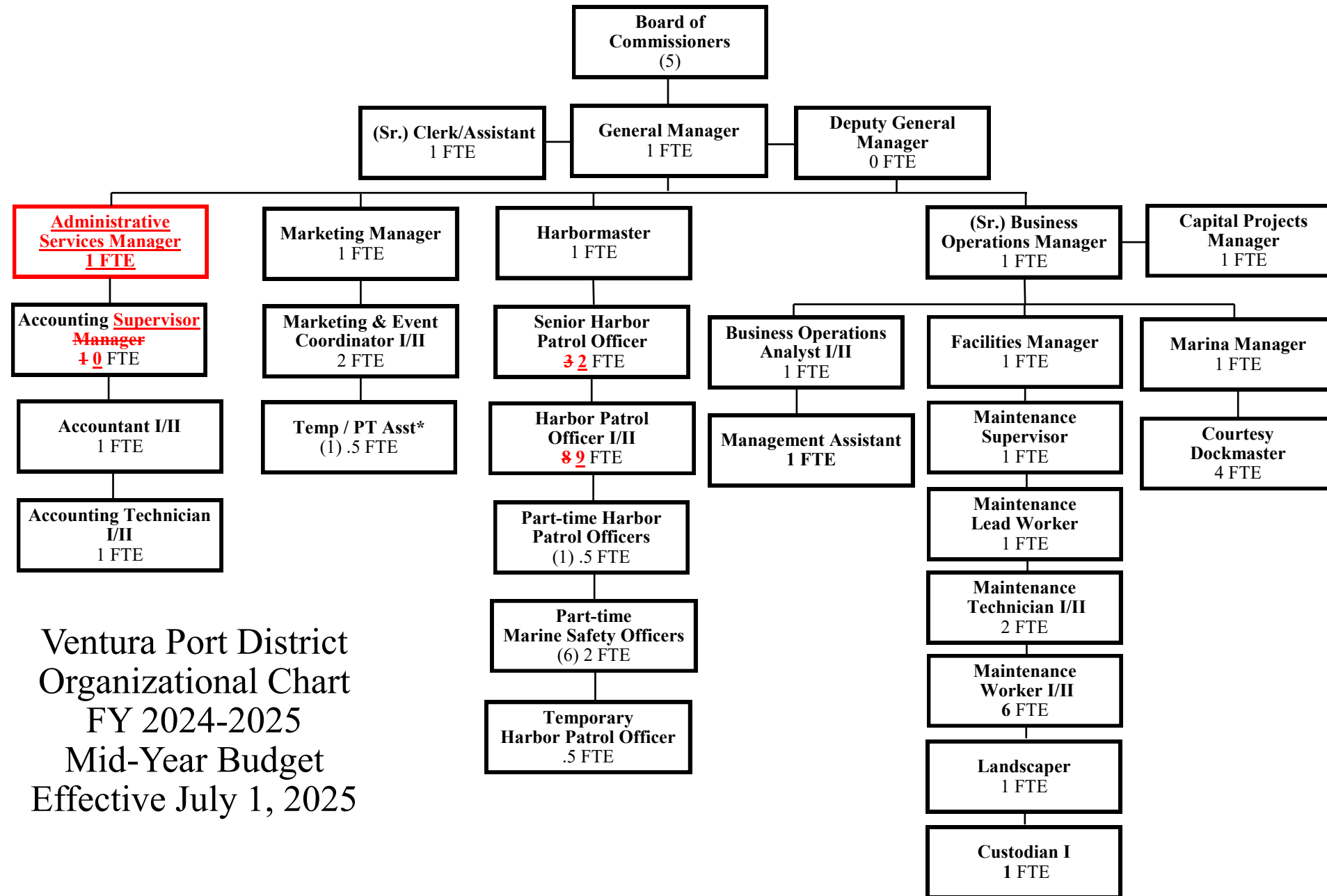
Expenditures funded by Grants and Special Funding have been identified in the Capital Improvements Attachment 2

	<u>Actual 2022-23</u>	<u>Budget 2022-23</u>	<u>Actual 2023-24</u>	<u>Budget 2023-24</u>	<u>Budget 2024-25</u>	Adjustments	<u>Mid-Year Budget 2024-25</u>
<u>Grants and Special Funding</u>							
Dredging Reserve Fund	-	-	250,000	1,000,000	-	-	-
TOTAL GRANTS & SPECIAL FUNDING	-	-	250,000	1,000,000	-	-	-
<u>Projects, Equipment and Training Expenses</u>							
Dredging of Inner Harbor	-	-	250,000	1,000,000	-	-	-
TOTAL PROJECTS & EQUIPMENT	-	-	250,000	1,000,000	-	-	-

MID-YEAR BUDGET ADJUSTMENT

**Capital Improvements and ADA Improvements Plan
Summary of Five Year Projection**

Item #	Dept.	GP	Objective	Project Location/Description	Fiscal Yr 24-25	Mid-Year Adj 24-25	Fiscal Yr 25-26	Fiscal Yr 26-27	Fiscal Yr 27-28	Fiscal Yr 28-29
1	Capital	7	V1	1575 Spinnaker Building Exterior Façade Improvements	1,000,000	250,000	1,650,000			
2	HP	2, 3	R1,2	Launch Ramp Floating Dock Replacement, Washdown Station ADA Improvement, Restroom Upgrades (Grant funded)	540,000	630,000				
3	Capital	7	V1	Harbor Village Bldgs Replace/repair roofs/tiles/gutters - (1575, 1583, 1431 distributed over multiple years)	350,000	350,000	700,000	900,000	250,000	
4	Capital	7	V1	Promenade Curved Wall & Patio Upgrades: 1575 Spinnaker	250,000	0	250,000			
5	Admin	6, 7	P1,2,3	Paid Parking Infrastructure (Procurement of infrastructure expected after all approvals received)	175,000	200,000				
6	Marina	2	F2	Fish Pier - fender camels	175,000	0	175,000			
7	Capital	2,7	V1	Parcel 19A: Parking Lot Lights & Poles & Asphalt	150,000	330,000				
8	Capital	7	V1	Harbor Entrance Feature Revitalization & Wayfinding (Schooner FY23-24, Spinnaker FY24-25)	75,000	115,000	75,000			
9	Admin	6, 7	P3, V1	Ventura Harbor Village - WiFi or Mobile Phone Repeater Infrastructure	75,000	75,000				
10	Capital	3,4,6,7	R1,2; V1	EV Charging Stations (VHV)	65,000	65,000		30,000		
11	Capital	7	V1	1575/1583 Pass-Through Repaving	60,000	75,000				
12	Maint	7	V1	Resurface District Operated Parking Lots (Harbor Village & Beach Lots & etc.)	55,000	75,000	200,000	200,000	250,000	250,000
13	Capital	7	V1	1567 B Building Patio Wall Replacement	55,000	65,000				
14	Capital	7, 8	N2; V1	National Park Service Bldg. - 1691 Bldg. - HVAC systems	40,000	40,000				
15	Capital	7	V1	Harbor Village Wayfinding Signage: Entry Awnings, Parking Lot Entrance Signs, Map Directories	30,000	42,000	50,000	75,000		
16	Maint	6, 7	E; V1	Maintenance/Landscape Trailer Replacement	15,000	15,000				
17	Capital	7	V1	Harbor Village Elevator Upgrade - 1591 Spinnaker (last of the 5 elevators in the Village to be refurbished)		185,000				
18	Maint	4, 6, 7	E	Vehicle Replacement - Maintenance Dept. (2 EV or Plug-in Hybrid in FY25-26 and FY27-28)			100,000		120,000	
19	HP	1, 6	E	Harbor Patrol Long Dock & Harbor Patrol Dock Replacement			50,000	350,000	250,000	
20	Capital	3,4,6,7	E; R1,2; V1	Coastal Trail Program - phased (includes Promenade paving, benches/street furniture, lights & poles)			50,000	250,000	750,000	750,000
21	Marina	2	F2	Fish Pier - maintenance & long-term replacement			50,000			1,000,000
22	Marina	1,6	E	Vehicle Replacement - Courtesy Patrol (EV)			45,000			
23	HP	1, 6	E	Vehicle Replacement - Harbor Patrol Dept. (EV or Hybrid)				100,000		
24	HP	2	E	Resurface Launch Ramp Parking Lot				75,000		
25	Capital	7	V1	Harbor Village Trash Enclosures (1591 Upgrade)				60,000		
26	Capital	7	V1	Parcel 5 Park					1,000,000	1,750,000
27	HP	1, 6	E	Boat Replacement - Harbor Patrol Dept.					1,000,000	
28	Capital	7	V1	Village Paseo Improvement Project (1559/1567)						75,000
29	ADA	7	V1	Harbor Cove & Surfers Knoll - Retaining Wall & Shower Area Improvements (Partially grant funded)	300,000	135,000	200,000		200,000	
30	ADA	7	V1	Handrails Update/Replacements			80,000			
31	ADA	7	V1	ADA Restroom Upgrade - 1691 (Boater's Restroom/Showers)				750,000		
32	ADA	7	V1	1583/1591 ADA Path of Travel Ramps				50,000		
Total Capital Improvement Plan					3,110,000	2,512,000	3,395,000	2,040,000	3,620,000	3,825,000
Total ADA Improvement Plan					300,000	135,000	280,000	800,000	200,000	-
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS					3,410,000	2,647,000	3,675,000	2,840,000	3,820,000	3,825,000
Special Funding from Division of Boating and Waterways Launch Ramp Dock Grant					(500,000)	(500,000)				
Special Funding from National Fish and Wildlife Fund					(200,000)	(200,000)				
Special Funding for EV Charging Stations (CALeVIP & SCE) (deferred due to SCE construction schedule)					(73,500)	(73,500)				
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS WITH FUNDING					2,636,500	1,873,500	3,675,000	2,840,000	3,820,000	3,825,000



Ventura Port District
Organizational Chart
FY 2024-2025
Mid-Year Budget
Effective July 1, 2025



RESOLUTION NO. 3522

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT ADJUSTING THE
2024-2025 FISCAL YEAR BUDGET**

BE IT RESOLVED by the Board of Port Commissioners of the Ventura Port District that the following budget adjustments be made to the 2024-2025 Fiscal Year Budget effective for January 1, 2025:

ENTERPRISE FUND

OPERATING REVENUE:

1. Decrease Parking Income by \$240,000
2. Increase Investment Income by \$300,000
3. Decrease Harbor Village Retail by \$114,000
4. Increase Harbor Village Restaurant by \$26,000
5. Increase Harbor Village Offices by \$24,000
6. Increase Charters by \$14,000

OPERATING EXPENDITURES:

General Expenses

1. Increase Office/Computer Supplies & Equipment by \$10,000
2. Increase Professional/Outside Services by \$180,000
3. Increase Subscriptions/Cloud Based Software by \$55,000
4. Increase Dredging Related Expenses by \$65,000

IMPROVEMENTS:

1. Decrease Building Tenant Improvement by \$100,000
2. Decrease Accessibility Improvements by \$165,000
3. Decrease Capital Improvements by \$598,000
4. Increase FEMA Grant Funding by \$69,000

PASSED, APPROVED AND ADOPTED by the Board of Port Commissioners, this 19th day of February 2025 by the following vote:

AYES:

NOES:

ABSENT:

ATTACHMENT 4

ABSTAINED:

Michael Blumenberg, Chair

ATTEST:

Anthony Rainey, Secretary



RESOLUTION NO. 3523

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT ESTABLISHING THE
SALARY SCHEDULE FOR THE ADMINISTRATIVE SERVICES MANAGER AND
ACCOUNTING SUPERVISOR POSITIONS EFFECTIVE JULY 1, 2025**

BE IT RESOLVED, by the Board of Port Commissioner of the Ventura Port District, that the salary schedules for an Administrative Services Manager and Accounting Supervisor as a non-represented employees of the District as set forth below shall become effective July 1, 2025:

Classification	Monthly Range
Accounting Supervisor*	\$7,572 - \$11,757
Administrative Services Manager*	\$13,333 - \$15,417

*Exempt Employee Status

BE IT FURTHER RESOLVED, that all other rates of pay shall be confined to a Salary Resolution established by the Board and will be based on a range.

BE IT FURTHER RESOLVED, those adjustments within a Pay Range will be based on the Ventura Port District Human Resources Manual.

BE IT FURTHER RESOLVED that each year during the budget process and at such other times as the Board of Port Commissioners shall determine in its discretion, the Board of Port Commissioners shall review the Salary Range Plan to ensure that the specified salary ranges are appropriate for identified positions given the duties and responsibilities of such positions.

PASSED, APPROVED and ADOPTED this 19th day of February 2025 at the regular meeting of the Board of Port Commissioners of the Ventura Port District, Resolution No. 3523 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ATTACHMENT 5

ABSENT:

ATTEST:

Michael Blumenberg, Chair

Anthony Rainey, Secretary



BOARD OF PORT COMMISSIONERS
FEBRUARY 19, 2025

STANDARD AGENDA ITEM 3
APPROVAL OF AMENDMENT NO. 2 TO
THE RESTAURANT LEASE
AGREEMENT WITH AARMARK BEER
GARDENS, INC. DBA THE LOOSE
CANNON

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 3
Meeting Date: February 19, 2025

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Tom Bunn, Lagerlof LLP
SUBJECT: Approval of Amendment No. 2 to a Restaurant Lease Agreement with Aarmark Beer Garden, Inc. dba The Loose Cannon

RECOMMENDATION:

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

SUMMARY:

Due to escalation of construction costs as well as providing a superior build-out, the Tenant invested significantly more than anticipated. The Tenant has requested that the District amend the Lease to increase the reimbursable expense limit to \$180,739.50 from \$80,000.

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:

The Loose Cannon successfully opened for business at Harbor Village in October 2024 and is quickly becoming a new destination for arcade, entertainment and dining, aligning with the District's goals for attracting innovative tenants.

On January 19, 2022, the Board conducted a public hearing and adopted Ordinance No. 56 entering into a new lease between the District and Aarmark Beer Gardens, Inc. for 1567 Spinnaker Drive #100.

Aarmark Beer Gardens Inc. has leased the entire first-floor suite (approximately 5,736 square feet) and provides a mix of entertainment and restaurant for public enjoyment.

On May 1, 2024, the Board approved Amendment No. 1 to the Lease between the District and Aarmark Beer Gardens, Inc. Among the items that were addressed in Amendment No. 1, the District agreed to reimburse the tenant for costs that the original Lease identified as the District's obligation to perform and ensured that all building improvements were performed in compliance with California state law related to prevailing wage and similarly reimbursing the tenant for the

additional costs to do so. The Amendment also addressed the schedule since both the Tenant and District were behind in the performance of their respective work.

Lease Amendment No. 1 did not alter the limit for the reimbursable expenses in the original lease, which was up to \$80,000 towards specific construction tasks.

District Responsibilities Under the Lease

The District's responsibilities included façade improvements, including new doors and windows, upgrading the electrical service, patio work, and roof replacement. Prior to the District starting its work, it experienced delays in obtaining architectural design and required permits from the City. These permits were required prior to the District bidding the work to a contractor; hence the District's improvement responsibilities were late to be completed.

Furthermore, to construct the necessary work efficiently, some of the District and Tenant's improvements are intertwined, such as roof penetrations for the kitchen, rough plumbing, and electrical upgrades. The District contemplated portions of these improvements as its fiscal responsibility under the lease and these were formally ratified as part of Amendment No. 1.

The District's contractor completed many of the building improvements by the beginning of September 2023 and the suite was turned over to the Tenant in October 2023. This is significantly later than was originally contemplated under the Lease. However, a significant element of the project (upgrading the suite's main power) remained incomplete due to parts availability until July 2024.

Tenant Responsibilities Under the Lease

The Tenant was responsible for permitting the development and furnishing of the suite for its operation as an arcade/restaurant. The Lease required the tenant to invest approximately \$651,500 in the performance of the following:

- Architectural/design of Tenant Improvements
- Permits for interior Tenant Improvements
- Electrical lighting fixtures
- Plumbing fixtures and installation
- Kitchen Equipment
- Beer System
- Bar build out
- Interior Tenant Improvements
- Install signage in courtyard and in front of business
- Simulators, Games, Music, TV's
- Furniture
- Security System
- Grease Trap

The Tenant had challenges obtaining the necessary permits from the City preventing a timely start to their tenant improvements. In the spring of 2024, the City did grant a Courtesy Permit allowing the tenant to perform some preliminary tenant improvement work in advance of receiving their building permits but the final permits to complete construction were not approved until September 11, 2024, and open for business October 5, 2024.

Under the original lease, the Tenant was also responsible to perform the following building improvements for which the District would provide a tenant improvement allowance of up to \$80,000:

- Design and install fresh and wastewater rough-in plumbing per tenant kitchen/City Fire Department requirements
- Purchase of ducting and make up air unit (HVAC system components) to support kitchen hood system
- Relocation of fire sprinklers as and if required by the City of San Buenaventura or other governmental agencies

The Tenant has demonstrated that the performance of this work was \$180,739.50 (excluding the supplemental cost of prevailing wage (discussed further below)).

Prevailing Wage

Per California State Law, where public funds are provided to perform construction work, that work is subject to prevailing wage – even if performed by a private entity (such as the Tenant).

Because the District contributed public funds to the building improvements, that work is subject to California Labor Code §1720, which requires that workers on the project be paid prevailing wage. Prevailing wage is determined by the Director of the California Department of Industrial Relations and generally based upon rates specified in collective bargaining agreements for various construction trades.

As this was not contemplated in the original Lease, Lease Amendment No. 1 did make the additional cost to the of the work being subject to prevailing wage reimbursable from the District to the Tenant.

Tenant’s Investment in The Loose Cannon

Aarmark Beer Gardens, Inc. owns and operates the Loose Cannon in Ventura Harbor Village.

As part of the Tenant’s request for additional consideration for its Tenant Improvements under the Lease, the owner of the business provided the following information to the District:

Net Zero Water Fee

In 2016, the City of Ventura implemented the “Water Rights Dedication and Water Resource Net Zero Policy” (“Water Fee”) which assesses significant impact fees for new developments’ water use. VenturaWater, a department of the City of Ventura, assessed the project a Water Fee of \$92,000 based on its assessment that the new use is more intense than previous use. Lease Amendment No. 1 provided for the District to pay this fee as it was a permanent improvement to the building.

In the summer of 2024, the City of Ventura repealed the Net Zero Water Fee which removed this financial obligation from the District.

FISCAL IMPACT:

If approved, the proposed Lease Amendment would increase the dollar value of reimbursable tenant improvements from \$80,000 to \$180,739. While not directly related, the repeal of the Net Zero Water Fee did remove \$92,000 of District obligations. During the course of the work, District staff inadvertently reimbursed the tenant more than was allowed under Amendment No. 1 and therefore Amendment No. 2 would provide a final reimbursement to the Tenant for \$55,334.45.

ATTACHMENTS:

- Attachment 1 – Correspondence from Tenant Regarding Amendment Request
- Attachment 2 – Location Map

Attachment 1 - Correspondence from Tenant Regarding Amendment Request

I appreciate the consideration by Ventura Harbor to recommend additional reimbursement for The Loose Cannon project. The Loose Cannon is committed to continual reinvestment focused on growing our revenue stream and improving our establishment to be a "must visit" location in Ventura County.

INVESTMENT

I wanted to summarize our current investment and our 2025 budgetary spend for The Loose Cannon to highlight our commitment:

- 1) Aarmark Beer Gardens invested almost \$1M prior to opening in October. This far exceeds the required investment per our initial lease terms.
- 2) We have invested an additional \$10,000 in furniture, and are budgeting for adding 2-3 new games which we will be ordering at the Amusement Show in Las Vegas late March. Depending on the games we choose, this investment would be an additional \$50K-75K.
- 3) We are working on internal lighting improvements and added decor to add to the space which will run north of \$25K.

MARKETING

Upon opening, we focused our marketing efforts mainly towards establishing The Loose Cannon as a destination for Birthday parties, corporate events, etc. Basically, we wanted to grab large groups of people to come in and play games, eat food and drink! This has been VERY successful so far. We get calls almost daily to reserve space for groups averaging 30, sometimes as high as 100 people.

We found upon opening that weekdays in the harbor were a bit slow in the off season, so we implemented an all-day happy hour Mon-Fri to motivate people to come out to the harbor at those slower times.

Last week, we just launched our kid's night. Every Wednesday, kids eat for \$5.95. We want to motivate parents to come out on Wednesday nights to spend family night at The Loose Cannon.

As we approach the end of the "slow" season, The Loose Cannon is geared up to make a splash. We intend to perform our "Grand Opening" highlighting the new games we purchase in March. This will allow us to generate excitement coming out of the slow season with intent to carry this momentum into the busier summer months.

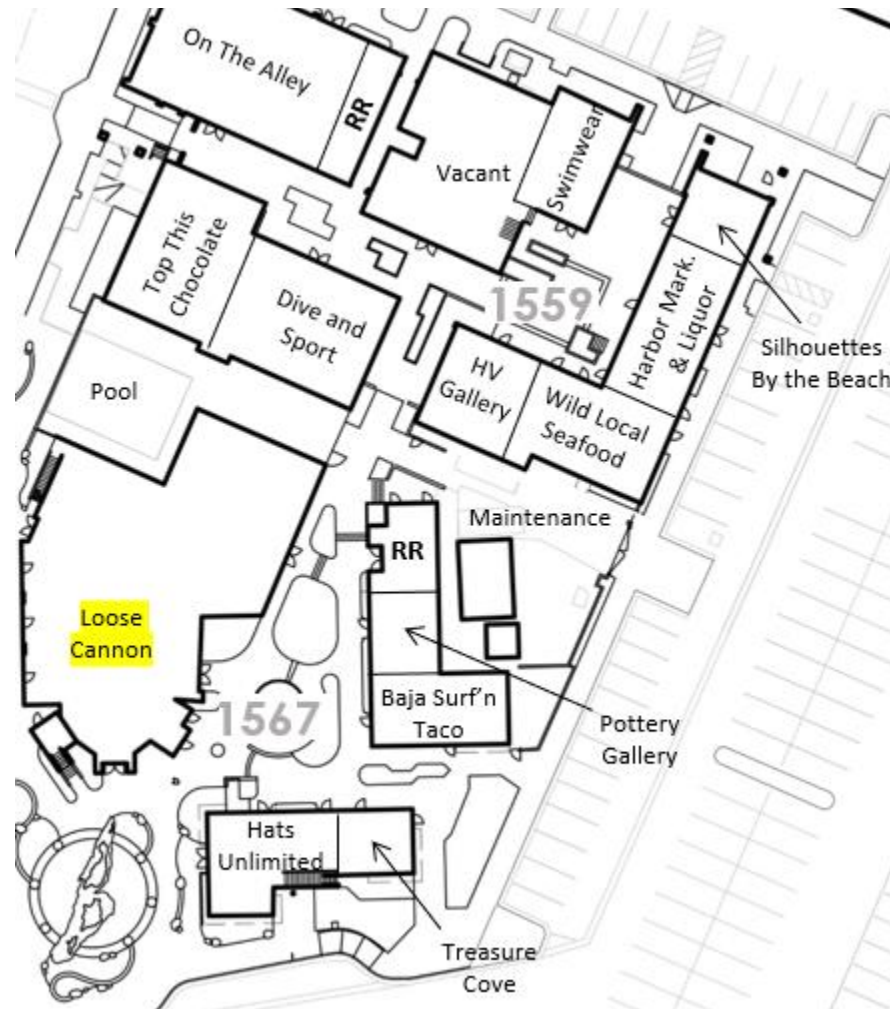
Over time, The Loose Cannon has plans to upgrade a few games on an annual basis to keep the space fresh and we will continue to find ways to keep The Loose Cannon relevant around Ventura County.

I appreciate all the support I have received from the Harbor team and look forward to continuing to build upon that strong relationship moving forward.

Regards,

Aaron Running
President
Aarmark Beer Gardens
aaron@csgsolvang.com

Attachment 2 - Location Map





BOARD OF PORT COMMISSIONERS
FEBRUARY 19, 2025

STANDARD AGENDA ITEM 4
UPDATE ON STATE OF EMERGENCY
TO ADDRESS THE FAILURE OF THE
ELEVATOR AT 1591 SPINNAKER
DRIVE

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 4
Meeting Date: February 19, 2025

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

RECOMMENDATION:

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

SUMMARY:

On January 15, 2025, the adopted Resolution No. 3520 declaring a State of Emergency due to address the failure of an elevator at 1591 Spinnaker Drive and authorizing the General Manager to take emergency measures to respond to impacts to the District. The Board also amended the 5-Year Capital Improvement project budget to include \$185,000 for modernization of this elevator.

GUIDING PRINCIPLES:

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

5-YEAR OBJECTIVES:

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

BACKGROUND:

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

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

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

REASONING FOR CONTINUING EMERGENCY DECLARATION:

Three elevator specialty companies were contacted by the District and competitive quotes were received from two of them: TK Elevator (TKE), and Total Access Elevator (TAE). Ultimately TKE Elevators' bid of \$156,253.77, was recommended to the General Manager.

At the time of this report, District staff negotiated a contract with TKE and finalized the non-fiscal terms of the contract.

A contract has now been executed, consistent with the Board's direction which includes \$100 per day liquidated damages consequence for untimely performance. Staff and TKE estimate that the time to fabricate, rehabilitate, and complete the elevator modernization will take until mid- to late-April. Now that a contract has been executed, and an initial payment has been issued, TKE has begun fabrication and staff is in contact with TKE's project manager, Kim Boyle.

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

FISCAL IMPACT:

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

The bid from TKE for \$156,253.77 has been accepted and the budget allows for additional funds to be available to accommodate any unseen conditions that may arise during the modernization of the elevator.

An initial materials deposit of \$78,126.89 has been issued in order for TKE to begin fabrication.

ATTACHMENTS:

Attachment 1 – Resolution No. 3520



RESOLUTION NO. 3520

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

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

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

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

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

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

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

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

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

ATTACHMENT 1

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

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

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

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

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

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

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

ATTACHMENT 1

5. That the Board will review the emergency action at every regularly scheduled meeting hereafter until the emergency action is terminated, which will be triggered by the District ~~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: Commissioners Gardina, Rainey, Stephens, Howell

NOES:

ABSENT: Chair Blumenberg

ABSTAINED:

Attest:



Anthony Rainey, Secretary



Jackie Gardina, Vice-Chair

ATTACHMENT 1

5. That the Board will review the emergency action at every regularly scheduled meeting hereafter until the emergency action is terminated, which will be triggered by the District completing the repairs.

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

AYES: Commissioners Gardina, Rainey, Stephens, Howell

NOES:

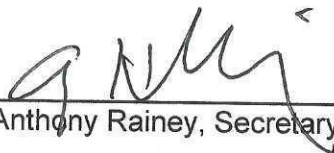
ABSENT: Chair Blumenberg

ABSTAINED:



Jackie Gardina, Vice-Chair

Attest:



Anthony Rainey, Secretary

