



ECONOMIC
DEVELOPMENT
COLLABORATIVE

MINUTES

EDC-VC EXECUTIVE COMMITTEE MEETING

March 4, 2026

- Location:** 4001 Mission Oaks Blvd. Suite P, Camarillo, Ca 93012
- Attendance:** Dr. Cynthia Herrera, *Board Chair* — Community Colleges of Ventura County
Bob Engler — City of Thousand Oaks
Harold Edwards—Limoneira Company
Janice Parvin, *Vice Chair* —County of Ventura
Renee Delgado—City of Moorpark
John Bandek—*Economic Development Roundtable Chair*, City of Moorpark
- Absent:** Dee Dee Cavanaugh—City of Simi Valley
Kristin Decas —Port of Hueneme/Oxnard Harbor
Peter Zierhut, *Secretary/Treasurer* — Haas Automation
- Guests:**
- Staff:** Bruce Stenslie—EDC President/CEO
Alondra Gaytan—Director of Strategic Relations
- Call to Order:** 3:41 p.m. Chair Dr. Cynthia Herrera welcomed everyone and expressed thanks for attending.
- Amendment to the Agenda:** N/A
- Public Comment:** N/A

**Approval
of Executive
Committee
Minutes:**

Executive Committee Meeting Minutes, February 4, 2026

Chair Dr. Cynthia Herrera requested a motion to approve the minutes of February 4, 2026, Executive Committee meeting. Janice Parvin moved to approve and file the minutes of February 4, 2026, Executive Committee meeting minutes. Renee Delgado seconded the motion. All members in attendance approved the motion.

Administration

A. Delegation of Authority to the President/CEO for Approving Updated Scopes of Work and Budget with Fall Communications for Website Hosting and Management, not to Exceed \$80,000 annually.

The Executive Committee is asked to delegate authority to the President/CEO to update the Scope of Work and budgets with Fall Communications for website and communications management services for Fiscal Years 2026–2027, not to exceed \$80,000 annually.

In May–June 2024, EDC conducted a competitive procurement process for comprehensive website development, maintenance, and security services supporting the organization’s main website as well as the Film Commission, Broadband Consortium, and Digital Upskilling platforms. Ten proposals were received, with eight meeting baseline requirements. Following panel review and interviews with four finalists, Fall Communications was unanimously selected. The Board previously authorized the President/CEO to enter a contract with Fall Communications for services up to \$100,000 annually.

Since July 2024, Fall Communications has provided satisfactory service. Staff now recommends continuing the partnership through December 31, 2027, with an annual contract amount not to exceed \$80,000, with a current baseline projection of \$65,280 to allow flexibility for potential adjustments. Additional details on service deliverables and projected expenses are provided in the attached summary.

Chair Dr. Cynthia Herrera requested a motion to approve the updated scopes. Bob Engler moved to approve, and John Bandek seconded the motion. All members in attendance approved the motion.

B. Membership Report

Staff provided an overview of current Board composition and recruitment efforts. Per Section 2.2 of the bylaws, the Board may include up to 44 members, consisting of 28 private sector and 16 public sector representatives. The bylaws were amended in 2023 to expand membership capacity in order to accommodate representation from Santa Barbara County and potentially Los Angeles County, reflecting EDC’s broader service territory.

All Ventura County public sector seats are currently filled, while recruitment is underway for up to four public sector representatives from Santa Barbara County. The Board currently includes 23 private sector members out of 28 available seats, including two in-kind memberships. Additionally, VCEDA serves as a full voting, non-paying member of the Board.

The Board may also appoint up to five non-voting Board Liaisons representing key regional organizations. Currently, three liaison positions are filled: Naval Surface Warfare Center-Port Hueneme Division, Ventura County Coast, and the Ventura County Transportation Commission.

Staff shared ongoing recruitment priorities to strengthen representation across several industry sectors, including biotech/life sciences, autonomous systems technology, engineering and construction, finance and real estate, hospitality and arts, transportation and warehousing, and production sectors such as manufacturing and agriculture. Vacant board seats are filled by majority vote of the Board, with the Executive Committee serving as the Nominating Committee under the bylaws. This item was for information purposes. No action needed.

C. Succession Planning, Update and Discussion

Included in the President/CEO's board approved work plan for 2026 is the development and submittal of a succession plan to the Executive Committee. The President/CEO is currently under contract through November of 2027, with last discussion during contract adjustments approved by the Committee in December, an open consideration to review and potentially extend that timeline when next reviewed in Autumn 2026. Most of the recent contract discussion has centered on executive and organizational succession planning. An outline/draft plan elements will be re-sent to Committee members under separate cover prior to the Executive Committee meeting on March 4. Our first discussion of the draft occurred at the Committee's meeting of February 4.

The discussion on the draft is intended to be wide-ranging, inclusive of:

- Talent, leadership and staff development
- Organizational needs/competencies
- Organizational chart/structure
- Program service and design
- Considerations of organizational sustainability, funding
- Other . . .

Finally, this is planned as a first discussion, toward identifying the priority components of the plan and securing inputs from Committee members. This item was for information purposes no action needed.

D. President's Report

Bruce Stenslie provided an overview of the various local, regional, and other community meetings and partnerships. A few updates for board members included upcoming events, and grant opportunities. With interest in the partnership and leveraging of resources.

New and Unfinished Business: N/A

Executive Committee Comments: N/A

Adjournment: At 4:47pm Board Chair Cynthia Herrera thanked everyone for attending and announced the meeting adjourned to April 1, 2026.

Memo

To: Executive Committee
From: Bruce Stenslie
Date: April 1, 2026
Re: Ratification of a Memorandum of Understanding with the Innovation Technologies Consortium

It is recommended that the Executive Committee ratify the President/CEO's signature to a Memorandum of Understanding with the Innovation Technologies Consortium (ITC)

Background: The Innovation Technologies Consortium (ITC) is a public benefit non-profit corporation, dedicated to advancing California's Central Coast as a national destination for the testing, evaluation, and development of next-generation technologies. The ITC was formed in response to gaps in service for hosting firms from outside the region coming to participate in testing and evaluation exercises and for accessing R&D opportunities with the several commands at Naval Base Ventura County and at the Port of Hueneme.

Leadership for forming the ITC is by several of our past economic development partners:

- Steve Kinney, formerly Executive for the Oxnard Economic Development Organization,
- Bill Simmons, long a contract partner on various Navy projects and lead for the launch of our Pacific Coast Broadband Consortium;
- Monica Estrella, our retired grants/contracts manager at EDC, with deep experience in DoD contracting through her prior work in the Inland Empire

That core group is expanding to include other public and private sector leadership.

The ITC, in collaboration with EDC and other stakeholders, will be providing support for the Fathomwerx Proving Ground, serving as a private sector partner to the Navy lead. As noted separately on today's agenda, we are developing complementary roles, ITC and EDC, the ITC taking on activities not in our EDC expertise, most particularly the facilitation and hosting of firms that land in the region for access to our T&E assets. EDC's role concentrates on outreach to local firms for engagement and the attraction and retention of firms that utilize the FPG and related assets.

A significant motivating factor for the establishment of the ITC and for engaging this MOU, is to build local capacity to support the growing volume of Autonomous Systems Testing and Evaluation activity in the region. Without building this capacity, the Navy contracts with groups from outside the region, and we lose the opportunity to invest in more strategic activities for the attraction and retention of firms to grow the local economy. Further, building this capacity and partnership improves our positioning for access to funding, both public and private, in support of our economic development activities.

A copy of the MOU is attached. The MOU includes much more detail on the nature of the partnership and our purposes.

Should you have any questions, please contact me at 805-794-0455, (bruce@edcollaborative.com).

MEMORANDUM OF UNDERSTANDING

Economic Development Collaborative (EDC) & Innovation Technologies Consortium (ITC)

Purpose

This Memorandum of Understanding (MOU) establishes a framework for collaboration between the Economic Development Collaborative (EDC) and the Innovation Technologies Consortium (ITC) to strengthen regional economic competitiveness and technology innovation across Ventura County and California's Central Coast.

Through this partnership, the Parties seek to advance public-private collaboration supporting the research, development, testing and evaluation, and commercialization of emerging technologies. The Parties will work together to accelerate the transition of new technologies from laboratory research to operational deployment and commercial markets while supporting regional economic growth, job creation, and industry innovation.

The Parties

Economic Development Collaborative (EDC)

A regional public/private partnership, EDC serves as the economic development partner of FATHOMWERX and as Partnership Intermediary with Naval Surface Warfare Center Port Hueneme Division and Naval Facilities Engineering and Expeditionary Warfare Center, providing a vehicle for private businesses, entrepreneurs, other non-profits and education institutions to connect strategically to the research and development, testing and evaluation capacities of the Navy, Port of Hueneme and other regional technology transfer stakeholders. EDC's objectives are business and job creation and economic growth generated by the collaboration of public and private sector assets.

Innovation Technologies Consortium (ITC)

The Innovation Technologies Consortium (ITC), a public benefit non-profit corporation, is dedicated to advancing California's Central Coast as a national destination for the testing, evaluation, and development of next-generation technologies. By connecting municipalities, universities, small businesses, the workforce, and the military, ITC works to build an integrated regional innovation ecosystem that promotes sustainable economic growth and accelerates technology readiness and deployment.

Strategic Collaboration Areas

The Parties intend to collaborate in support of initiatives that strengthen the region's technology innovation ecosystem. Areas of collaboration may include:

- Supporting public-private partnerships for the testing, evaluation, and fielding of emerging technologies.
- Coordinating regional prototyping, technology testing and evaluation activities involving industry, academia, and government partners.
- Conducting outreach and engagement with the Navy, industry partners, and regional stakeholders to support innovation initiatives.
- Accelerating the transition of prototype technologies from research environments to commercial development and operational deployment.
- Providing networking opportunities, mentoring, technical assistance, and access to capital to support entrepreneurial growth and industry innovation.
- Facilitating collaboration among Naval Base Ventura County, regional educational institutions, technology companies, and economic development stakeholders to leverage complementary capabilities in research, testing and evaluation, development, prototyping, and technology commercialization.

Responsibilities

Economic Development Collaborative (EDC)

EDC agrees to:

1. Maintain administrative capacity to support activities associated with Fathomwerx, the Fathomwerx Proving Grounds, Innovation Technologies Consortium and related initiatives.
2. Provide business technical assistance services, including support related to access to capital, financing, and investment resources.
3. Coordinate with regional partners to support economic development activities associated with entrepreneurship and technology innovation.
4. Deliver economic development services, business attraction and retention of firms engaged in the testing and evaluation, research and development of autonomous systems and advanced air and sea mobility.
5. Report periodically on partnership activities and outcomes to the Fathomwerx board and Innovation Technologies Consortium.

Innovation Technologies Consortium (ITC)

ITC agrees to:

1. Coordinate with regional stakeholders to support the hosting and conduct of technology testing and evaluation exercises in Ventura County and along the California Central Coast.
2. Engage with Navy and industry partners to identify technology testing requirements and emerging capability needs.
3. Facilitate communication and coordination among stakeholders engaged in regional innovation and testing activities.
4. Support the sharing of information necessary to collect performance metrics and advance economic development initiatives associated with this partnership.

Funding

The Parties may jointly pursue external funding opportunities to support the initiatives described in this MOU.

Nothing in this MOU obligates either Party to provide funding or to enter into any financial commitment. Any specific funding arrangements will be addressed through separate written agreements as appropriate.

Duration and Termination

This MOU shall become effective upon the date of the last signature by the authorized representatives of the Parties and shall remain in effect for a period of twenty-four (24) months.

The Parties may extend this agreement by mutual written consent. Either Party may terminate this MOU by providing thirty (30) days written notice to the other Party.

Indemnification

Each Party shall indemnify and hold harmless the officers, agents, and employees of the other Parties from any loss, cost, expense, claim, or liability arising from injury, death, or property damage caused by the negligent or tortious conduct of the indemnifying Party in the performance of its responsibilities under this MOU.

Severability

If any provision of this MOU is determined to be invalid by a court of competent jurisdiction, such determination shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

Contacts and Notices

All notices and communications related to this MOU shall be directed to:

Bruce Stenslie, President/CEO
Economic Development Collaborative
4001 Mission Oaks Blvd, Suite A1
Camarillo, CA 93012
bruce@edcollaborative.com 805-409-9155

William Simmons, Board Chair
Innovation Technologies Consortium
2512 Baybridge Court
Port Hueneme, CA 93041
bsimmons@iprise.com 805-901-5965

Complete Agreement

This MOU represents the full understanding between the Parties and supersedes any prior discussions or agreements related to the subject matter herein.

Governing Law

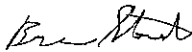
This agreement shall be governed by the laws of the United States of America. In the absence of applicable federal law, the laws of the State of California shall apply.

Signatures

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the dates indicated below.

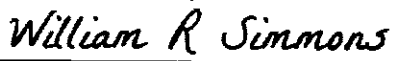
Date: 03 / 19 / 2026

Economic Development Collaborative

By: 
Bruce Stenslie, President / CEO







Date: 03 / 19 / 2026

Innovation Technologies Consortium

By: 
William Simmons, Board Chair

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Document History

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|  SENT | 03 / 18 / 2026 23:16:30 UTC | Sent for signature to Bruce Stenslie (bruce@edcollaborative.com) and Bill Simmons (bill.simmons@fpg.fathomwerx.com) from stephanie@edcollaborative.com IP: 47.180.204.145 |
|  VIEWED | 03 / 19 / 2026 10:51:54 UTC | Viewed by Bill Simmons (bill.simmons@fpg.fathomwerx.com) IP: 47.153.180.172 |
|  SIGNED | 03 / 19 / 2026 10:52:56 UTC | Signed by Bill Simmons (bill.simmons@fpg.fathomwerx.com) IP: 47.153.180.172 |
|  VIEWED | 03 / 19 / 2026 17:58:52 UTC | Viewed by Bruce Stenslie (bruce@edcollaborative.com) IP: 47.181.219.59 |
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|  COMPLETED | 03 / 19 / 2026 17:59:16 UTC | The document has been completed. |