



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Jim Friedman, Chairman
Everard Ashworth, Vice Chairman
Bruce E. Smith, Commissioner
Gregory Carson, Commissioner
Nikos Valance, Commissioner

Oscar Peña, General Manager
Timothy Gosney, Legal Counsel
Christopher Chan, Legal Counsel
Jessica Rauch, Clerk of the Board

PORT COMMISSION AGENDA REGULAR MEETING DECEMBER 9, 2015 AT 7:00PM VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE, VENTURA, CA

*A Closed Session of the Board will be held at **5:00PM** at the Four Points by Sheraton Hotel – **Captain's Room** 1050 Schooner Drive, Ventura, CA, to discuss the items on the Attachment to Agenda-Closed Session Conference with Legal Counsel.*

*The Board will convene in **Open Session** at the Port District Office located at 1603 Anchors Way Drive for its Regular Meeting at **7:00PM**.*

ADMINISTRATIVE AGENDA:

CALL TO ORDER: *By Chair Jim Friedman.*

PLEDGE OF ALLEGIANCE: *By Chair, Jim Friedman.*

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

ADOPTION OF AGENDA (5 minutes)

Consider and approve, by majority vote, minor revisions to agenda items and/or attachments and any item added to, or removed/continued from the Port Commission's agenda. Administrative Reports relating to this agenda and materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the Port District's office located at 1603 Anchors Way Drive, Ventura, CA during business hours as well as on the District's website - www.venturaharbor.com (Public Notices). Each item on the agenda shall be deemed to include action by an appropriate motion, resolution or ordinance to take action on any item.

APPROVAL OF MINUTES

The Minutes of the November 18, 2015 regular meeting will be considered for approval.

PUBLIC COMMUNICATIONS (3 minutes)

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

CLOSED SESSION REPORT (3 minutes)

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

BOARD COMMUNICATIONS (5 minutes)

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 contacts or meetings he or she may have had with any Port District Tenants.

DEPARTMENTAL STAFF REPORTS (10 minutes)

Ventura Port District Staff will give the Commission reports on their Department.

GENERAL MANAGER REPORT (5 minutes)

The General Manager of the Ventura Port District will report on items of general interest to the Port Commission and members of the public.

LEGAL COUNSEL REPORT (5 minutes)

SPECIAL PRESENTATION TO ROBERT BRAVO

CONSENT AGENDA: (5 minutes)

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 Financial Statements and Checks for the month of October 2015

Recommended Action: Resolution No. 3290.

That the Board of Port Commissioners adopt Resolution No. 3290 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in October 2015.

B) Approval of New Office Lease Agreement for Del Mar Seafoods, Inc.

Recommended Action: Motion.

That the Board of Port Commissioners approve by motion a new office lease agreement for the premises located at 1583 Spinnaker Drive #203B/#206 consisting of 1,015 square feet between the Ventura Port District dba Ventura Harbor Village and Del Mar Seafoods, Inc. for a two-year term.

C) Approval of Out of Town Travel Requests

Recommended Action: Motion.

That the Board of Port Commissioners approve by motion the Out of Town Travel Requests for Consultant, Richard Parsons, Marketing Manager, Jennifer Talt Lundin, and Commissioner Greg Carson.

D) Notice of Completion for the Harbor Village Parking Access Improvements

Recommended Action: Resolution No. 3291.

That the Board of Port Commissioners adopt Resolution No. 3291, accepting the work of J & T Engineering and Construction Company for the Ventura Harbor Village Parking Access Improvements and authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

STANDARD AGENDA:

1) Authorization for Harbor Village Accessibility Improvements Phase II and Phase III

Recommended Action: Motion.

That the Board of Port Commissioners:

- a) Authorize the General Manager to bid Phase 2 incorporating an ADA Path of Travel Accessibility Plan at Harbor Village; and
- b) Approve the conceptual plan for Phase 3 and authorize RRM Design Group to develop a set of construction documents for Phase 3 of the Accessibility Improvements to achieve compliance with the American Disabilities Act.

2) Approval of 2016 Port Commission Workshop Topics

Recommended Action: Motion.

That the Board of Port Commissioners review, discuss and take appropriate action on workshop topics for the 2016 meeting year.

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

*This agenda was posted on Friday, December 4, 2015 at 5:00 p.m.
at the Port District Office and on the Internet - www.venturaharbor.com (Port Commission).*

*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. Notification 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility.
(28 CFR 35.102.35.104 ADA Title II)*

**ATTACHMENT TO PORT COMMISSION AGENDA
CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL**

WEDNESDAY, DECEMBER 9, 2015

1. Conference with Real Property Negotiators - Per Government Code Section 54956.8:

a) Property:	1363 Spinnaker Drive, Parcels 2 & 3
Negotiating Parties:	Oscar Peña, Brian Pendleton, Tim Gosney, Chris Chan
Under Negotiation:	Ventura Isle Marina Lease Assignment

2. Conference with Legal Counsel - Anticipated Litigation per Government Code Section 54956.9(d)(2): Claim of Bonnie Beck

3. Conference with Legal Counsel - Anticipated Litigation per Government Code Section 54956.9(d)(2): One case.

4. Conference with Legal Counsel - Anticipated Litigation per Government Code Section 54956.9(d)(4): One case.

DECEMBER 9, 2015

BOARD OF PORT COMMISSIONERS

APPROVAL OF THE NOVEMBER 18, 2015 MINUTES



Minutes of Regular Meeting of the Ventura Port District Board of Port Commissioners Held November 18, 2015

The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 7:15PM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

Jim Friedman, Chair
Everard Ashworth, Vice Chair
Gregory L. Carson
Bruce E. Smith
Nikos Valance

Commissioners Absent:

None

Port District Staff:

Oscar Peña, General Manager
Brian Pendleton, Business Operations Manager
John Higgins, Harbormaster
Joe Gonzalez, Facilities Manager
Jennifer Talt-Lundin, Marketing Manager
Frank Locklear, Marina Manager
Gloria Adkins, Accounting Manager
Robin Baer, Property Manager
Richard Parsons, Consultant
Jennifer Talt-Lundin, Marketing Manager
Susan Bogue, Marketing Assistant
Jessica Rauch, Clerk of the Board

Legal Counsel:

Timothy Gosney

AGENDA

CALL TO ORDER: By Chairman Jim Friedman

PLEDGE OF ALLEGIANCE: By Vice Chair Ashworth.

ROLL CALL: All Commissioners were present.

ADOPTION OF AGENDA

ACTON: Commissioner Valance moved, seconded by Commissioner Carson and carried by a vote of 5-0 to adopt the November 18, 2015 agenda.

APPROVAL OF MINUTES

The Minutes of October 28, 2015 regular meeting were considered as follows:

ACTION: Commissioner Ashworth moved, seconded by Commissioner Smith and carried by a vote of 4-0-1 (Friedman abstained) to approve the minutes of the October 28, 2015 regular meeting.

PUBLIC COMMUNICATIONS: None.

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

BOARD COMMUNICATIONS: None.

DEPARTMENTAL STAFF REPORTS: Mr. Parsons reported that the new crane has been OSHA certified and is working well.

GENERAL MANAGER REPORT: Mr. Peña formally announced Frank Locklear's promotion to Marina Manager.

LEGAL COUNSEL REPORT: Mr. Gosney updated the Commission on the Verizon Cell Tower, which should be coming forward in December, the Sondermann Ring Project and the Del Mar Lease.

CONSENT AGENDA:

A) Approval of Financial Statements and Checks for the month of September 2015

Recommended Action: Resolution No. 3288.

That the Board of Port Commissioners adopt Resolution No. 3288 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in September 2015.

ACTION: Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to adopt Resolution No. 3288 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in September 2015.

B) Termination of Lease Agreement and Approval of New Retail Lease Agreement for Elizabeth Marino dba Barefoot Boutique

Recommended Action: Motion.

That the Board of Port Commissioners:

- a) Approve by motion the termination of a lease agreement, dated April 1, 2015, for the premises located at 1575 Spinnaker Drive #106B, consisting of 609 square feet; and
- b) Approve by motion a new retail lease agreement for the premises located at 1575 Spinnaker Drive #106A&B, consisting of 1545 square feet between the Ventura Port District dba Ventura Harbor Village and Elizabeth Marino dba Barefoot Boutique for a two-year term with a two-year option.

ACTION: Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to approve the termination of a lease agreement, dated April 1, 2015, for the premises located at 1575 Spinnaker Drive #106B, consisting of 609 square feet; and approve a new retail lease agreement for the premises located at 1575 Spinnaker Drive #106A&B, consisting of 1545 square feet between the Ventura Port District dba Ventura Harbor Village and Elizabeth Marino dba Barefoot Boutique for a two-year term with a two-year option.

C) Termination of Lease Agreement with Harbor Wind & Kite Co.

Recommended Action: Motion.

That the Board of Port Commissioners approve by motion the termination of a lease between Ventura Port District dba Ventura Harbor Village and Sally E. Stride dba Harbor Wind & Kite Co. for the premises located at 1575 Spinnaker Drive #107.

ACTION: Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to approve the termination of a lease between Ventura Port District dba Ventura Harbor Village and Sally E. Stride dba Harbor Wind & Kite Co. for the premises located at 1575 Spinnaker Drive #107.

STANDARD AGENDA:

1) Approval of Agreement with Brandis Tallman LLC for Placement Agent Services (10 minutes)

Recommended Action: Motion.

That the Board of Port Commissioners authorize the General Manager to enter into an agreement for Placement Agent Services with Brandis Tallman LLC (BTLLC) for the purpose of establishing BTLLC as Placement Agent for the 2016 Rate Reset for the 2008 and 2009 Refunding Certificates of Participation (COPs).

ACTION: Commissioner Ashworth moved, seconded by Commissioner Smith and carried by a vote of 5-0 to authorize the General Manager to enter into an agreement for Placement Agent Services with Brandis Tallman LLC (BTLLC) for the purpose of establishing BTLLC as Placement Agent for the 2016 Rate Reset for the 2008 and 2009 Refunding Certificates of Participation (COPs).

2) Coastal Marine Biolabs Quarterly Report (15 minutes)

Recommended Action: Informational.

That the Board of Port Commissioners receive a report from Coastal Marine Biolabs on their organization and supplemental lease requirements.

ACTION: Linda Santschi, Ph.D. and Co-Director of Coastal Marine Biolabs gave a presentation to the Commission on the organization and supplement lease requirements.

3) Proposed Ventura Harbor Marina and Yacht Yard Expansion (15 minutes)

Recommended Action: Resolution No. 3289.

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3289 certifying the Mitigated Negative Declaration and Mitigation Monitoring Program for the Ventura Harbor Marina and Yacht Yard Expansion project;
- b) Approve the Project by Resolution No. 3289 with conditions as depicted in the FINAL IS-MND and contained in Attachments 2 and 3; and
- c) Authorize the General Manager to File the Notice of Determination (NOD) with the State Office of Planning and Research and the Ventura County Clerk.

ACTION: Commissioner Valance moved, seconded by Commissioner Carson and carried by a vote of 4-1 (Ashworth no) to adopt Resolution No. 3289 certifying the Mitigated Negative Declaration and Mitigation Monitoring Program for the Ventura Harbor Marina and Yacht Yard

Expansion project; approve the Project by Resolution No. 3289 with conditions as depicted in the FINAL IS-MND and contained in Attachments 2 and 3; and authorize the General Manager to File the Notice of Determination (NOD) with the State Office of Planning and Research and the Ventura County Clerk.

Following the vote, Commissioner Ashworth explained that while he was very much in favor of the project and saw the real need to upgrade the fuel dock, the Applicant currently was not in compliance with his contractual obligations under the lease with the Port District. Therefore, under the District's policies, Commissioner Ashworth did not see how he could vote for approval. Commissioner Ashworth also shared his view that compliance with contractual obligations must be the basis for any productive business relationship. Commissioner Ashworth believes that all corrective actions were within the power of the Applicant and that the corrective actions could be addressed easily and in short order.

Public Comment: E. Masea Jr. from Clean Seas commented that the facility is in need of improvements and supports the project.

4) Approval of 2016 Port Commission Meeting Schedule (10 minutes)

Recommended Action: Motion.

That the Board of Port Commissioners discuss and take appropriate action on the 2016 Port Commission meeting schedule.

ACTION: Commissioner Carson moved, seconded by Commissioner Valance and carried by a vote of 5-0 to approve the 2016 Port Commission meeting schedule with the following revisions:

- Changing am to pm or pm to am
- Changing April 10 to April 13.

The Commissioners had the following comments:

- Commissioner Carson believes it is not up to the Commission, but up to staff to look at how the AM meetings can be used as an opportunity to vet topics or issues in a more casual setting before it goes on the agenda.
- Commissioner Smith had the following workshop topic ideas:
 - Goals and Objectives be brought back with the Budget in April
 - Marketing Workshop taken separately from the Budget
 - Master Plan Review
 - Village Leasing Marketing Strategy – How the vision is working? Does anything need to be changed?

Commissioner Smith also believes that staff need not dig around just to have a public forum. Sometimes there are too many items on the closed session agenda and perhaps, from time to time, we should allocate more time to the closed session matters.

- Commissioner Ashworth would like to see a water safety workshop or update and also would like to see closed session kept to a minimum.
- Commissioner Friedman believes more and more time is being spent in closed session. Should use second meeting of the month to take pressure off the evening meetings.

- **Commissioner Valance** wanted to draw attention to the fact that the discussion of the calendar is the most substantive discussion the Board has had in public session tonight and thinks that speaks to the issue of closed session versus public session, where the truly substantive issues were raised in closed session and the biggest discussion the Board has had in public session is how to organize the calendar. He wanted to make this statement as a way to reflect on the division of topics between closed session and public session.

5) Harbor Village Events Review (20 minutes)

Recommended Action: Informational.

That the Board of Port Commissioners review Harbor and Harbor Village events to determine benefits and opportunities to the community and the District.

ACTION: The Commission received a presentation on Harbor events from Marketing Manager Jennifer Talt-Lundin.

The Commissioners had the following comments:

1. Commissioner Carson:

- Would like to see a revenue projection for the Blackbeard's space if it was kept as a party rental venue.
- Need to hear back on what our stakeholders are thinking. Are stakeholders being surveyed after each of these events on how business was affected by the event? If not, he would like that to start after each major event.

2. Commissioner Friedman:

- Is interested in seeing Pirate Days moved to a time when the Village is less busy so all of our tenants can benefit because it is not benefitting them on a nice sunny weekend in July when everyone is in the harbor anyway. His opinion is to have it when school is not out.
- A concern about having Pirate Days in June is the weather; June Gloom.

3. Commissioner Valance:

- The problem with Pirate Days is that it brings too many people into the Harbor when it is already busy in the summer. There are long weekends in October, which could mitigate after school activities. If moved to June or even May, there is already beach weather and it would be competing with parking for the beaches.

4. Commissioner Ashworth:

- Real time feedback is really helpful and how it is benefitting our tenants and the harbor.
- Know we are doing many events on the weekends, but we need to expand it during the week.
- Would like all events to tie into the harbor, for example, Pirate Days "at the Harbor."
- Should consider an Opening Day or Blessing of the Fleet event.

5. Commissioner Smith:

- There are complaints that our events are competing with signature and City events. Should consider a 3 year calendar of events.
- Calendar of Events on the website should be updated weekly and lessees should be aware of what will directly affect the harbor.
- Feedback – Through social media, good comments are good and make us feel good, however one of the gifts we get is criticism, which is an extreme gift. When someone takes the time to let you know something may not be right, what is really important is that we thoughtfully consider those comments in the context of

everything, to see if there is validity to them; then respond. It would be something we can learn from.

- **For major events, may need to consider a smaller trolley or smaller shuttle service. We have sufficient space, but the problem is getting the people to where the event is.**

Public Comment: Kitty McGinnis, Gallery Manager for Harbor Village Gallery, invited everyone to an Appreciation party on December 13th. She also appreciates working with marketing and the tenant meetings that occur. She appreciates what marketing does to invest in them and they try to give back to the Harbor. Ms. McGinnis has spoken with her artists about more weekly events and thanked the District for allowing them to be at the Harbor. Monica Murrietta, from the American Cancer Society, reported that 2015 was their 6th year holding their event at the Harbor and wanted to thank the Port District for allowing them to be here and look forward to more years to come. 10% of their attendees come from outside of the County, with a 10% growth every year. She appreciates being here. Bruce Silvey, owner of Milano's, has been in the Harbor for 24 years. Pirate Days is by far the busiest Saturday of the summer. He believes that moving that event to a different day will not necessarily be a failure, but it just won't have the attendance to give it the energy it deserves. Concerning Parade of Lights, he personally would prefer the event to be on the last weekend in December before Christmas because no parties are booked that weekend. Also, he does not think we should focus on competing with other events, but should own it as a harbor and focus on things that tie into being a harbor.

REQUEST FOR FUTURE AGENDA ITEMS: None.

ADJOURNMENT: The meeting was adjourned at 9:46PM.

Secretary

DECEMBER 8, 2015
BOARD OF PORT COMMISSIONERS

DEPARTMENTAL STAFF REPORTS

DREDGING
FACILITIES
HARBORMASTER
MARINA
MARKETING
PROPERTY MANAGEMENT

RWP DREDGING MANAGEMENT

Richard W. Parsons
2271 Los Encinos Road
Ojai, California 93023
Phone/Fax (805) 649-9759

December 9, 2015

Board of Port Commissioners
Ventura Port District
1603 Anchors Way Drive
Ventura, CA 93001

Subject: November/December 2015 Dredging Activities and Special Projects Report

The Dredging Program Manager's activities for the mid-November to early December 2015 period are reviewed below:

FY2016 Federal Dredging Appropriations

Despite the budget agreement that the Congress reached in late October, the Congress will be unable to enact the individual appropriations bills prior to the expiration on December 11, 2015 of the Continuing Resolution (CR) which is presently funding government operations. It now appears likely that an Omnibus Appropriation Bill will be the legislative vehicle for funding government operations for the balance of Fiscal Year 2016, although a short term CR may be necessary in order to provide enough time to put the Omnibus Bill together. The hope is that the appropriation issues will be resolved prior to Christmas.

FY2016 Army Corps of Engineers Maintenance Dredging

The L.A. District of the Corps of Engineers is now seeking competitive bids for the next three year federal maintenance dredging of the Ventura Harbor entrance area. The bid opening is scheduled for December 4, 2015 and will be reported to the Board at its December 9, 2015 meeting.

Inner Harbor Sediment Sampling

On October 28, 2015, the interagency Dredged Material Management Team (DMMT) reviewed the District sediment Sampling and Analysis Plan (SAP) that had been prepared by Applied Environmental Technologies (AET). The DMMT requested a few modifications to the SAP, which have now been accomplished and the document resubmitted. We have now received confirmation of the SAP's acceptance. The sampling will probably be accomplished in mid-December 2015.

Harbor Village Accessibility Improvements

All of the concrete and asphalt paving work associated with phase I of the Accessibility Improvements at Harbor Village have been completed. The fabrication problem with the two sets of stainless steel hand rails has been resolved and all work is now finished. The final contract amount is \$310,506.71.

Reroofing of Buildings 1449 and 1559

Letner Roofing is now finishing their work on the reroofing of 1559 and is well under way on the 1449 building. They hope to have all work completed prior to Christmas.

Fish Pier Derrick Crane

The fish pier derrick crane is now in full operation and is receiving favorable reviews from the commercial fishermen. Attached is a report detailing issues associated with the crane acquisition.

Respectfully submitted,

Richard Parsons

Dredging and Special Projects Consultant

Attachment: Crane Report

ATTACHMENT

VENTURA PORT DISTRICT BOARD COMMUNICATION

DATE: November 16, 2015
TO: Board of Port Commissioners
FROM: Richard Parsons
SUBJECT: Review of Sam Sadove's Jib Crane Submittal

At the Port Commission's meeting of October 14, 2015, Sam Sadove submitted to the Board drawings for two jib cranes (attached as Exhibits 1 & 2) that he suggested would be cheaper and could be acquired more quickly than the crane that the District was in the process of buying and having installed on the fish pier. He indicated that the cranes he located had a cost of between \$25,000 and \$85,000. In order to validate Mr. Sadove's claim we contacted *Heco Pacific Manufacturing, Inc.* in Union City, California, the manufacturer named in the drawings submitted by Mr. Sadove.

Price Comparison

The two Heco jib cranes have the following costs: (see Exhibit 3)

- ½ ton jib crane - \$70,000 (exclusive of shipping & installation)
- 2 ton jib crane - \$95,000 (exclusive of shipping & installation)

The 1 ton derrick crane (see Exhibit 4) manufactured by *Allied Power Products, Inc.* in Beaverton, Oregon that the District contracted for through Cushman Contracting Corporation was acquired by Cushman for \$88,323.22 (including shipping). Cushman then had a charge of \$31,251.78 to install the crane.

In reviewing the Heco jib cranes with Cushman, they indicated that because the jib cranes were much heavier the installation would likely require a supplemental concrete base and heavier working equipment and would exceed the cost of the derrick crane installation. Thus the Heco cranes would not be cheaper when installed than the Allied crane.

Operating Requirements

The specifications that the District developed for the derrick crane included the following requirements:

- The crane should be able to lift 1 ton. This lifting capability was arrived at with consideration for OSHA requirements. That agency specifies that cranes lifting over 1 ton must be manned by a qualified operator. Thus anything over 1 ton would require the District to have an operator on call 24 hours a day, seven days a week. That would entail a significant operating cost for the District and was therefore rejected. The Heco 2 ton jib crane would run afoul of this OSHA requirement unless the crane was downgraded while the ½ ton Heco crane simply would not have the desired lifting capacity.
- The crane must be able to lift or lower loads in less than a minute. While this may not seem like a big deal, when a fisherman has 35 or more containers to lift the time adds up. The District therefore specified a line speed of 46FPM (feet per minute). The Allied crane meets that speed and would thus require 1 minute to lift and another to lower for a 2 minutes total per cycle or 70 minutes for 35 bins. The ½ ton Heco crane has a lifting/lowering speed of 21FPM which is less than half the speed of the Allied crane and thus requires about 150 minutes to handle 35 bins. The 2 ton Heco crane is even slower at 14FPM and would require about 220 minutes to handle 35 bins. That is over 3 ½

ATTACHMENT

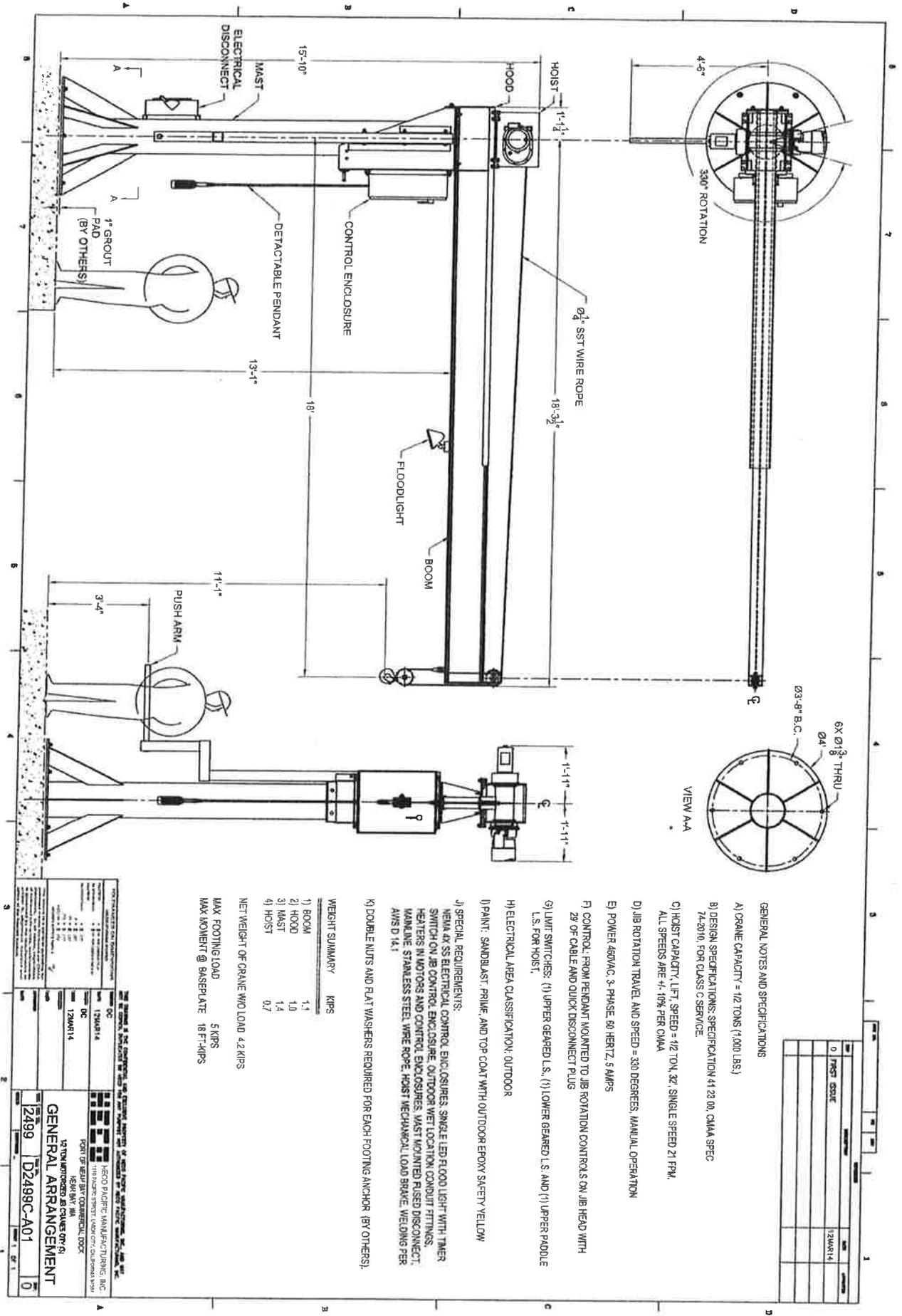
hours to unload just one fishing boat. Completely unacceptable for our commercial fishing operations!

- The crane's hook height above the pier deck needs to be at least 20ft. so that containers with fish products can be stacked on a flatbed truck. The Allied derrick crane meets that requirement. The Heco jib crane's hook height above the deck is only 11ft.

It should thus be clear that the jib cranes manufactured by *Heco Pacific Manufacturing* would not be cheaper than *Allied Power Product's* derrick crane, but more importantly would not have the operating characteristics desired by the Port District and the commercial fishermen utilizing the District's facilities.

Attachments: Exhibits 1-4

ATTACHMENT



0	FIRST SOLE	12MAR14
1		
2		
3		

GENERAL NOTES AND SPECIFICATIONS

- A) CRANE CAPACITY = 1/2 TONS (1,000 LBS.)
- B) DESIGN SPECIFICATIONS: SPECIFICATION 41 23 00, CMAA SPEC 74.2010 FOR CLASS C SERVICE.
- C) HOIST CAPACITY: LIFT SPEED = 4/2 TON, 42, SINGLE SPEED 21 FPM, ALL SPEEDS ARE +/- 10% PER CMAA
- D) JIB ROTATION TRAVEL AND SPEED = 330 DEGREES, MANUAL OPERATION
- E) POWER 480VAC, 3-PHASE, 60 HERTZ, 9 AMPS
- F) CONTROL FROM PENDANT MOUNTED TO JIB ROTATION CONTROLS ON JIB HEAD WITH 29' OF CABLE AND QUICK DISCONNECT PLUG
- G) LIMIT SWITCHES: (1) UPPER GEARED L.S., (1) LOWER GEARED L.S. AND (1) UPPER PADDLE L.S. FOR HOIST.
- H) ELECTRICAL AREA CLASSIFICATION: OUTDOOR
- I) PAINT: SANDBLAST PRIME, AND TOP COAT WITH OUTDOOR EPOXY SAFETY YELLOW
- J) SPECIAL REQUIREMENTS:
 MINIA 4X SS ELECTRICAL CONTROL ENCLOSURES, SINGLE LED FLOOD LIGHT WITH TIMER SWITCH ON JIB CONTROL ENCLOSURE, OUTDOOR WET LOCATION CONDUIT FITTINGS, HEATERS IN MOTORS AND CONTROL ENCLOSURES, MAST MOUNTED FUSED DISCONNECT, MAINLINE STAINLESS STEEL WIRE ROPE, HOIST MECHANICAL LOAD BRAKE, WELDING PER AWS D 14.1
- K) DOUBLE NUTS AND FLAT WASHERS REQUIRED FOR EACH FOOTING ANCHOR (BY OTHERS)

WEIGHT SUMMARY KIPS

1) BOOM	1.1
2) HOOD	1.0
3) MAST	1.4
4) HOIST	0.7

NET WEIGHT OF CRANE W/O LOAD 4.2 KIPS
 MAX FOOTING LOAD 5 KIPS
 MAX MOMENT @ BASEPLATE 18 FT-KIPS

REV	DATE	DESCRIPTION
01	12MAR14	ISSUED FOR PERMIT
02	12MAR14	ISSUED FOR PERMIT

DESIGNED BY: [Signature]
 CHECKED BY: [Signature]
 DRAWN BY: [Signature]

GENERAL ARRANGEMENT
 2499 D2499CA-01

Exhibit 1

ATTACHMENT

From: "John Collins" <jcollins@venturaharbor.com>
Date: Friday, November 13, 2015 9:13 AM
To: "richard parsons" <rwpdredging@hotmail.com>
Attach: Jib Cranes.pdf
Subject: Fwd: Jib Cranes Budgetary Price

Richard

Here you go. The prices are per drawings only. No install or shipping costs. Also you will see that there was no response for a custom built.

Sent from my Verizon 4G LTE Smartphone

----- Forwarded message -----

From: quamrul khan <qkhan@hecopacific.com>
Date: Nov 13, 2015 9:00 AM
Subject: Jib Cranes Budgetary Price
To: John Collins <jcollins@venturaharbor.com>
Cc: Allan Alarab <AAlarab@hecopacific.com>

John:

The budgetary prices you requested are as follows:

- 1) ½-ton jib crane per the drawing attached: \$70,000 each
- 2) 2-ton jib crane per the drawing attached: \$95,000 each

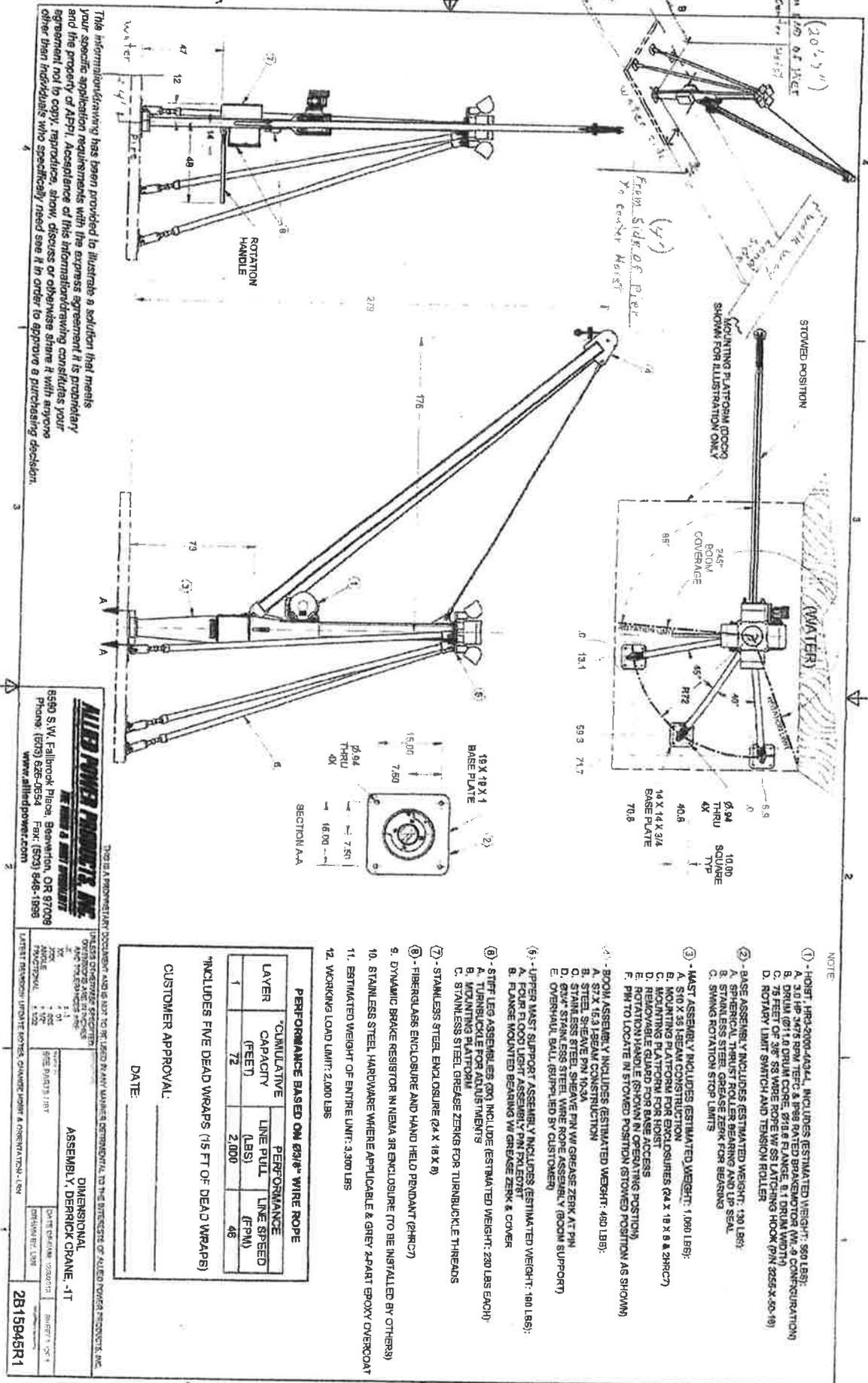
Foundation by others, 20-22 weeks.

Quamrul Khan Project Engineer
HECO Pacific Mfg. Inc.
1510 Pacific St.
Union City, CA 94587
Phone (510) 487 -1155
Fax (510) 487-4466
Visit us at www.hecopacific.com

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Exhibit 3



The information drawing has been provided to illustrate a solution that meets your specific application requirements with the express agreement it is preliminary and the property of Allied Power Products, Inc. Absence of this information drawing constitutes your agreement not to copy, reproduce, show, discuss or otherwise share it with anyone other than individuals who specifically need see it in order to approve a purchasing decision.

ALLIED POWER PRODUCTS, INC.
 THE TOWER & CRANE DIVISION
 8590 S.W. Callbrook Place, Beaverton, OR 97008
 Phone: (503) 626-0554 Fax: (503) 646-1999
 www.alliedpower.com

PERFORMANCE BASED ON 63/8" WIRE ROPE

LAYER	CUMULATIVE CAPACITY (FEET)	PERFORMANCE LINE PULL (LBS)	LINE SPEED (FPM)
1	72	2,000	46

"INCLUDES FIVE DEAD WRAPS (15 FT OF DEAD WRAPS)"

CUSTOMER APPROVAL: _____
 DATE: _____

- NOTE:
- HOIST: HPS-2000-4434L, INCLUDES ESTIMATED WEIGHT: 500 LBS;
 A. 3/8 HP 24VTS PER TEC & PEG RATED BRAKEMOTOR (V1.9 CONFIGURATION)
 B. DRUM (Ø18 DRUM CORE, Ø18 & FLANGE, Ø11 DRUM WIDTH)
 C. Ø18-3/8 WIRE ROPE W/ Ø8 LATCHING HOOK (PN 0255X-50-18)
 D. ROTARY LIMIT SWITCH AND TENSION ROLLER
 - BASE ASSEMBLY INCLUDES ESTIMATED WEIGHT: 100 LBS;
 A. SPHERICAL THRUST ROLLER BEARING AND LIP SEAL
 B. STAINLESS STEEL GREASE ZERK FOR BEARING
 C. SWING ROTATION STOP LIMITS
 - MAST ASSEMBLY INCLUDES ESTIMATED WEIGHT: 1,060 LBS;
 A. 10.00 SQUARE TYP
 B. 10.00 SQUARE TYP
 C. 10.00 SQUARE TYP
 D. 10.00 SQUARE TYP
 E. 10.00 SQUARE TYP
 F. PIN TO LOCATE IN STOWED POSITION (STOWED POSITION AS SHOWN)
 - BOOM ASSEMBLY INCLUDES ESTIMATED WEIGHT: 490 LBS;
 A. Ø14 THRU 4X
 B. Ø14 THRU 4X
 C. Ø14 THRU 4X
 D. Ø14 THRU 4X
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 F. Ø14 THRU 4X
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 Z. Ø14 THRU 4X
 - UPPER MAST SUPPORT ASSEMBLY INCLUDES ESTIMATED WEIGHT: 160 LBS;
 A. FOUR FLOOR LIGHT ASSEMBLY PIN FLOE/DT
 B. FLANGE MOUNTED BEARING W/ GREASE ZERK & COVER
 C. STAINLESS STEEL GREASE ZERK FOR TURNBUCKLE & COVER
 D. STAINLESS STEEL GREASE ZERK FOR TURNBUCKLE & COVER
 E. STAINLESS STEEL GREASE ZERK FOR TURNBUCKLE & COVER
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 Z. STAINLESS STEEL GREASE ZERK FOR TURNBUCKLE & COVER
 - STIFF LEG ASSEMBLIES FOR INCLUDE ESTIMATED WEIGHT: 200 LBS EACH
 A. TURNBUCKLE FOR ADJUSTMENTS
 B. TURNBUCKLE FOR ADJUSTMENTS
 C. STAINLESS STEEL GREASE ZERK FOR TURNBUCKLE & COVER
 D. STAINLESS STEEL GREASE ZERK FOR TURNBUCKLE & COVER
 E. STAINLESS STEEL GREASE ZERK FOR TURNBUCKLE & COVER
 F. STAINLESS STEEL GREASE ZERK FOR TURNBUCKLE & COVER
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 Y. STAINLESS STEEL GREASE ZERK FOR TURNBUCKLE & COVER
 Z. STAINLESS STEEL GREASE ZERK FOR TURNBUCKLE & COVER
 - STAINLESS STEEL ENCLOSURE (24 X 18 X 8)
 - FIBERGLASS ENCLOSURE AND HAND HELD PENDANT (2PK/CT)
 - DYNAMIC BRAKE RESISTOR IN NEMA OR ENCLOSURE (TO BE INSTALLED BY OTHERS)
 - STAINLESS STEEL HARDWARE WHERE APPLICABLE & GREY 2-PART EPOXY OVERCOAT
 - ESTIMATED WEIGHT OF ENTIRE UNIT: 3,300 LBS
 - WORKING LOAD LIMIT: 2,000 LBS

Exhibit 4

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: December 9, 2015

TO: Board of Port Commissioners
FROM: Joe A. Gonzalez, Facilities Manager
SUBJECT: Facilities Report

I. Maintenance

- 1) Prepared, repaired, and setup all Christmas décor throughout the Ventura Harbor Village and Ventura Port District areas.
- 2) Vehicle M-40 monthly inspection was performed.
- 3) VPD shop's air compressor was serviced.
- 4) 1575 Men's restroom automatic sink faucet was serviced.
- 5) Monthly inspection on all Port District fire extinguishers located on common areas, vehicles, etc. were performed.
- 6) Graffiti was removed from 1559 men's restroom.
- 7) Vehicle H-21 had minor electrical repairs performed.
- 8) Both transmissions on Harbor Patrol Vessel B-17 were serviced.
- 9) Exterior night light bulb on building 1575 was replaced.
- 10) Harbor Patrol Vessel B-17 engines was overheating; vessel was repaired.
- 11) Disposed of all E-waste at free E-waste recycle event on November 14.
- 12) Four parking lot light bulbs were replaced at the Ventura Harbor Village parking lots.
- 13) One hand dryer at 1583 Women's restroom was repaired.
- 14) ThyssenKrupp elevator worked on elevator 1591.
- 15) A quarterly fire sprinkler testing was performed at the Ventura harbor Village complex.
- 16) Minor tenant improvement was done at 1575 Suite 106A.

II. Landscaping

- 1) Trimmed several trees throughout the Village for Christmas décor.
- 2) Several low voltage planters' lights were repaired adjacent to 1559 and 1591 buildings.
- 3) Performed the irrigation testing's on all planters for any water waste.

III. Marina

- 1) Repaired water leak underneath the platform of I-Dock.
- 2) E-Dock pedestals #17 and #18 damages were repaired.
- 3) E-Dock new pilings caps on #4 and #5 were installed.
- 4) E-Dock pedestal #7 30-amp outlet was replaced.
- 5) I-Dock gangway lighting was repaired.
- 6) Hoist 1 and 2 received their annual inspections and certifications required for operations.

IV. Marketing

- 1) Assisted the Marketing Department by setting up tables, banners, reserving parking stalls, etc. for 11 events from November 7 through November 21.

V. Construction Projects

- 1) 1691 Elevator Modernization - ThyssenKrupp has ordered all custom fitting interior Cab parts. Modernization of elevator will start immediately upon parts arrival; possibly beginning of January 2016.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: December 9, 2015

TO: Board of Port Commissioners
FROM: John Higgins, Harbormaster
SUBJECT: Harbormaster Report

I. Boating Accident & Fatality

On the evening of November 20th, the Harbor Patrol received a 911 call regarding a boating accident near Marina Park. Harbor Patrol Officers responded and were notified that one victim was missing and the other made it safely to shore. Officer George Kabris entered the water in the darkness and began a search for the victim while additional resources arrived on scene. A very large response including multiple Local, State, and Federal Agencies participated in a very aggressive search, which included landside, surface diving, rescue water craft, helicopters, and boats for approximately 2 hours. The search transitioned to a recovery, which continued for the next two days. The Harbor Patrol Staff has been very involved in search efforts to this day and have communicated with the family throughout this difficult time. We are hopeful that the body will be recovered in the coming weeks and will continue to do several area surface searches each day.

II. UCSB Presentation To College Geography Professors

I was invited by National Weather Service Staff Members to deliver a presentation on Tsunami's and High Surf to a group of California Geography Professors at UCSB. I shared with the Professors our experiences as a small harbor, and as a rescuer in both of the scenarios. The attendees were very interested in the topic delivered and several requested follow up conversations at a later date. The Geography Professor from Ventura College and I exchanged information and we will be working together on future projects.

III. Staff CPR & First Aid Instructors

Taking advantage of our strong relationships with outside agencies we have entered into a no cost agreement with the Ventura County Fire Department to receive CPR & First Aid Instructor training and certification. Four of the Harbor Patrol Officers have begun the process and will complete the training by the end of January. We hope to first train all Port District Employees and then work on expanding our efforts within the local community.

IV. State Parks Meeting & Post Lifeguarding Review

Staff met with State Parks to study the services provided and opportunities to save the Port District money. The meeting was very productive, highlighting the strong working relationship between our agencies. We identified our challenges this summer, as well as, ways to improve services without increasing the cost to the District. The total cost was revealed and came in 10k under the signed contract. This was done with creative staffing and a strong support system from the Harbor Patrol. We will continue to work in the months ahead to develop next year's contract that follows this same philosophy and provides the highest level of service while remaining fiscally responsible.

V. Junior Fall Optimist Regatta Nov 12 & 13

Harbor Patrol Officers were in regular communications with the race organizers due to forecasted adverse weather. On the morning of the 13th, the race was changed to try to allow for the racers to get in some races before the predicted storm arrived. The fleet of Opti racers had departed the harbor around 10:30 am and was offshore on the race course

when a strong cell quickly arrived. Harbor Patrol Officers were already on scene as a protective measure and jumped in to action with winds in excess of 25 mph and dangerously rough sea conditions. One junior sailor was rescued before he went up on the break wall, we responded to a vessel with a line in its prop, and did a search of the course to ensure all of the fleet safely made it back to the harbor. The race was cancelled soon after due to the erratic weather and to ensure the safety of the racers.

VI. Another Notable Rescue

The most challenging calls are those in bad weather and without daylight. Shortly after starting their shift on November 9th, the Harbor Patrol received one of the most challenging calls we get. The emergency radio call came after dusk, in 35 mph winds, and extremely rough sea conditions. The report was from a sailboat under power only which fouled their prop on a lobster line and were adrift. They further reported they missed the harbor entrance, and were quickly drifting towards the beach. Harbor Patrol Officers Bob Crane and Jon Freeman immediately responded by boat and were on scene within minutes just South of the Harbor Entrance, within proximity of the Surfline, and experiencing cresting wind waves. The Officers skillfully were able to successfully affect the rescue in these perilous conditions and safely deliver them back to the Harbor. These Officers actions directly preserved life and property that night and demonstrated the highest caliber of professionalism.

VII. Prop 1 (2014 California Water Bond) Grant Submission

I worked with Rick Wilson of the California Geological Survey and Dr. Rikki Dunsmore of the California Marine Sanctuary Foundation on two complimenting proposals. Rick Wilson was trying to address sea level rise and tsunami issues. Together we determined it would be worthwhile to try to submit a proposal to replace the Port District Long Dock, install new pilings on both facility docks, and purchase a new inflatable Patrol Boat. In this proposal, we were partnering with Crescent City Harbor, USC Tsunami Program, and California Marine Sanctuary Foundation. Rick Wilson decided to pull his submission on the day of the deadline due to unforeseen challenges. The second proposal by Dr. Rikki Dunsmore was submitted and if awarded, would provide funds to purchase, install, and maintain a state of the art bilge water pump out station in the Harbor. I will continue to work with both parties moving forward and continue to pursue grant opportunities for the benefit of the Port District and our boaters.

Soundings Not Available At This Time

Crime Reports Not Provided by the Ventura Police Department
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VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: December 9, 2015

TO: Board of Port Commissioners
FROM: Frank Locklear, Marina Manager
SUBJECT: Marina Report

I. Fish Pier

The new one ton fish pier derrick crane has performed flawlessly since certification on Tuesday, November 10th. Commercial fishermen have expressed their satisfaction with the new crane and its superior lift speed and ease of operation. Due to its location on the North end of the fish pier, the new crane is referred to as the #2 crane.

The original #1 crane, which is located on the South end of the fish pier, was also recertified for use on November 10th. We now have two fully functioning cranes for offloading fish.

II. Market Squid Offloading

November landings of market squid were small and remained sporadic. Other West coast harbors suffered and did no better. Currently 60% of the squid quota remains uncaught. The industry hopes that productive landings will start anew in December and go beyond February.

III. Ventura Harbor Village Marina Occupancy

Ventura Harbor Village slip occupancy exceeded 90% during the month of November.

The squid seiners and their accompanying light boats remain in the harbor in anticipation that the Ventura Harbor will provide the most productive site for market squid landings of the remaining quota.

TO: Board of Port Commissioners
FROM: Jennifer Talt Lundin, Marketing Manager
SUBJECT: Marketing Report

Advertising & Promotions

Ventura Harbor Parade of Lights/ Winter Wonderland

- Banner ads on Harbor web sites
- 2,500 Holiday Events Rack Cards
- 2,000 Parade of Lights/ Winter Wonderland oversized postcards
- 150 11x17 posters, 22x28 posters for Village and Ventura Visitor's Center
- Print ads in: VC Star, VC Reporter, SB Family Life, Happenings Magazine, Santa Clarita Signal, Ventura Breeze, Coastal View News

Ventura Harbor digital Holiday Gift Guide

- Featuring 15 harbor retailers; gift certificates & holiday shopping ideas
- Instagram #Seasidegifts promotion to tie in with digital Holiday Gift Guide
- Paid banner ad on VCStar.com
- Featured on numerous holiday advertisements and promotions

Press/Upcoming Media

- 1,700 media outlets received the following press releases via Somerville Associates:
 - Parade of Lights/Winter Wonderland
 - December Ventura Harbor Events Calendar
 - Ventura Boat Rentals California Sleigh Rides
 - Island Packers' Caroling Cruises
 - December Media Wavelengths press release
- Winter 2015/2016 Harbor Views Newsletter. Distributed in Ventura Breeze on 12/9 (11,000 circulation). 2,000 distributed locally by Harbor Marketing Team

Outreach/Tourism

- In partnership with Ventura County West, last minute request to host Features Editor of Coastal Living Magazine, Marisa Spyker on 12/2 for on the water fun and brief tour (circulation 4.4 million).

Submitted Ventura Harbor images for publication and Instagram

- 150th Trolley Rider promotion with the Downtown Ventura Partners has been extended through December
- Added promotion on venturatrolley.com and downtownventura.org

Social Media Highlights



#VenturaHarbor

- Top 3 Ventura Harbor Facebook Posts:
 - 6K Reach/148 Clicks/527 Likes/Comments/Shares 11/26 *Happy Thanksgiving from Ventura Harbor*
 - 4K Reach/63 Clicks/164 Likes/Comments/Shares 11/26 *Thanksgiving Invitation to visit Harbor*
 - 3.5K Reach/276 Clicks/222 Likes/Comments/Shares 11/22 *California Sleigh Rides*
- November Ventura Harbor Social Media Channels: Increase of followers-213 Facebook (1.7 %), 263 Instagram (10%), and 88 Twitter (2%)
- Crusoe the Celebrity Daschshund: Visit to Ventura Harbor, to promote pet-friendly harbor, resulted in a blog post reaching 525k Facebook follower and picture on Instagram reaching 101K followers
- Hosted "Look Who's Travelling" blog on 11/23 to gather family fun footage in conjunction with Ventura Visitors & Convention Bureau.
- #ShopSmall campaign on for Nov. 28, a national American Express promotions to shop locally-owned businesses

Website & Analytics

Development

- VenturaHarbor.com: 42% visitation increase from Nov. 2014
- E-Newsletters: 6,415 subscribers 15.5% Open Rate (11/24)
- VenturaHarborVillage.com site to launch this week

Upcoming Events

- 39th Annual Ventura Harbor Parade of Lights.
Thank you to the following sponsors: Andria's Seafood Restaurant & Market (Ship's Captain), Four Points By Sheraton/Holiday Inn Express & Suites (Admiral), Ventura Marina Community (Stern), Dave's Fuel Dock (Stern) Boatyard Cafe (People's Choice), Ventura Yacht Club (Stern), Ventura Boat Rentals (Stern), Brophy Brother's Restaurant & Clam Bar (Stern), Ventura Harbor Marina & Yacht Yard and Rhumb Line- The Sunset Restaurant (Starboard), Ventura West Marina (Starboard), Channel Watch Marine/TowBoatU.S (Best Use of Lights & Best Animation), Milano's (In-Kind), The Greek Mediterranean Steak & Seafood (In-Kind). \$10,800 exceeds sponsorship goal
In full event production for the following:
- 12/4: Holiday Character Meet & Greet for kids
- 12/5 : Wonderful World of Wanderlust Kitsch
- 12/11: Holiday Character Meet & Greet for kids
- 12/12: Holley Trolley
- 12/13: Chanukah Festival, Holly Trolley
- 12/18: Parade of Lights & Fireworks, Holiday Character Meet & Greet for kids
- 12/19: Parade of Lights & Fireworks and Winter Wonderland & Holiday Marketplace
- Holiday live music between 12/26-1/3
- Tall Ships visit 1/15-2/8, 2015

- Worked with the Harbor's retail tenants to create a digital Holiday Gift Guide showcasing seaside finds, helpful shopping tips, gift certificates and Winter Wonderland & Holiday Marketplace.
- Built a culinary photo image library of Harbor cuisines for public relations, online, and promotional use
- In communication with Harbor Village Gallery, Ventura County Potters' Guild, Tina O' Brien Gallery & Studio in regards to 12/13 hosting of Gallery Holiday Open Houses
- In communication with Liz Marino, Barefoot Boutique, regarding Holiday Open House and Jewelry Trunk Show on 12/12 & 12/13
- Marketing team met with the new pop-up holiday store: The December Store & More. Added to December media and harbor websites

Time for a getaway day? Try the Ventura Harbor where there are shops, eateries, and even an indoor carousel for the kids! The Harbor also is the headquarters for the Channel Islands National Park."

-Swamijim, Ventura Harbor Village Trip Advisor
11/24/15

Onsite Event Rentals

- Blackbeard's Event Space revenue: \$15,456 since inception May, 2014
- November: 15 additional inquiries for Blackbeard's Event Space— 3 bookings secured, 2 waitlist for availability
- New Car Show inquiry tentative for May

Communications

- Social Media Tenant Workshops held on 11/16 & 11/18 "Visual Branding for Social Media" 20 total attendees (11 businesses)

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: December 9, 2015

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Property Report

I. Tenant Improvements Underway

- 1) Wild Local Seafood Co. - 1559 Spinnaker Drive, #105 – This project is underway and in the final stages of construction. The walls, electrical and plumbing have been completed with equipment to arrive this month. They are working towards final approval from the City. Estimated opening date is January 2016.
- 2) The 805 Bar & Grilled Cheese and Copa Cubana - 1575 Spinnaker Drive, #102 - This project is underway and in construction phase. Estimated opening date is first quarter in 2016.
- 3) Milano's Italian Restaurant – 1575 Spinnaker Drive, #100 – The new designs and drawings for the bar have been approved by the Ventura County Health Department. Construction has begun in the interior patio; the bar and outside patio is the next phase. Estimated remodeling shall be completed by first quarter in 2016.
- 4) The Greek Mediterranean Steak & Seafood – 1583 Spinnaker Drive #101 – The refurbished patio cover is being installed this month. We are working on a new redesign of existing bar area to open up out to the patio area. The contractor is working with the tenant's budget, phases and timeline. Once that is completed, we can move forward on a start date for construction.
- 5) Barefoot Boutique – 1575 Spinnaker Drive, #106A&B – We are working with the tenant on expanding the existing space as part of the new lease to accommodate more mixed use of inventory and comply with accessibility requirements. Demo has started in expanded space. We are waiting for drawings from architect to submit to the City. Estimated completion first quarter in 2016.

II. Leasing

- 1) December Store & More – 1559 Spinnaker Drive, #103 -- Seasonal Holiday store through January. They will be selling Holiday items and other special gifts. All these items are handmade by local Ventura artists.
- 2) Created a leasing packet, which can be printed or found on the website.
- 3) Posting ads online and in publications.
- 4) Overview of FY2015/2016 leasing strategy goals:
 - Obtain monthly, quarterly and annual data from real estate organizations and sources;
 - Procured Co-star for real estate analytics;
 - Decrease vacancies consistent with (or better than) regional averages in each leasing category and Harbor Village as a whole;
 - Convert existing month-to-month tenancies to term tenancies with existing and/or new tenants with established annual rent escalators;
 - Increase annual rental revenue to VPD at (or above) consumer price index;
 - Attendance and participation with real estate, trade shows, webinars and networking events and others as applicable;
 - Annual memberships with leasing, real estate and development organizations;
 - Visit prospective tenant locations and meet with business owners.
- 5) We will be attending the Southern California ICSC Idea Exchange in Los Angeles in January 2016. During this event we will be hosting a Networking table to promote the Ventura Harbor Village and leasing opportunities.

III. Occupancy level at Harbor Village

CATEGORY	Harbor Vacancy Sq Ft	Harbor Vacancy %	Harbor Available Sq Ft	Harbor Available %	City * Vacancy %	City * Available %
Office	0	0%	0	0%	17.5%	25.3%
Retail	1,121	5.7%	5,028	25%	7.7%	11.3%
Restaurant	1,537	4.80%	1,537	4.80%	7.5%	12.8%

*Based on comparable square footage

IV. October Sales Report

November and December sales report will be included in January 2016 report.

The attached summaries provide sales for three categories: restaurants, retail and charters. The reports compare the monthly sales for 2015 and 2014. They also include year-to-date comparisons.

The year-to-date sales for October 2015 were up 6.81% from the same time last year. This increase was due to retail, charters and restaurants.

Attachments

Attachment 1 – October Tenant Sales

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of
October-2015

	<u>October-2015</u>	<u>October-2014</u>	<u>% Change</u>
Restaurants	\$ 1,101,510	\$ 1,041,402	5.77%
Retail	\$ 199,799	\$ 190,282	5.00%
Charters	\$ 463,789	\$ 404,543	14.65%
Total	\$ 1,765,098	\$ 1,636,227	7.88%

Year-to-date through October 2015

	<u>October-2015</u>	<u>October-2014</u>	<u>% Change</u>
Restaurants	\$ 12,851,014	\$ 12,178,628	5.52%
Retail	\$ 2,625,332	\$ 2,457,821	6.82%
Charters	\$ 5,130,055	\$ 4,656,868	10.16%
Total	\$ 20,606,401	\$ 19,293,317	6.81%

DECEMBER 9, 2015

BOARD OF PORT COMMISSIONERS

CONSENT AGENDA ITEM A

APPROVAL OF FINANCIAL STATEMENTS AND CHECKS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: December 9, 2015

TO: Board of Port Commissioners
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Approval of Financial Statements and Checks

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3290 to:

- a) Accept the following financial statements: October 2015; and
- b) Review the payroll and regular checks for October 2015

SUMMARY:

Attached for the Board's review are the financial statements for the fiscal period ending October 31, 2015 and the regular accounts payable checks for the month of October 2015.

BACKGROUND:

The October financial statements consist of Statement of Revenue and Expenses, Supplementary Notes ("Notes"), Balance Sheet, Cash Flow Statement, Distribution of Cash, Comparison of Lease Rent, and a Three Year Comparative Statement of Revenue and Expenses. The Notes reflect significant budget-to-actual variances for the month and for the quarter. The Notes have been placed directly behind the Statement of Income and Expenses report for the month in Attachment 2.

Disbursements

The accounts payable check register for October 2015 is located after all the financial statement documents as Attachment 3. The register includes a brief description of the purpose for each check. Details reflecting the charges made through the District's Chase Bank credit cards for October 2015 were not available at the time of writing this report and will be presented at the January 27 Board meeting.

I have explained some of the major accounts payable check expenditures below. (Regular payments such as monthly service contracts, utilities, legal services, etc. are not shown below as they are recurring each month.):

October 2015 -

- J & T Engineering & Construction was paid \$109,084 on 10/07/15 and \$38,855 on 10/27/2015 as progress payments on the accessibility improvements being performed in the Village parking lot.
- ThyssenKrupp Elevator Corp. was paid \$37,446 on 10/7/15 as a deposit on the elevator renovation contract for the elevator located in the Island Packers building. This deposit triggered the vendor to order the parts needed for the renovation.
- RRM Design Group was paid \$24,298 on 10/7/2015 and \$15,808 on 10/27/2015 as progress payments for their work on the accessibility improvements for the path of travel plans in the Village.
- Wild Local Seafood was paid \$14,500 on 10/08/15 for tenant improvements as per his tenant lease agreement.
- Calif. Special Districts Assoc. (CSDA) was paid \$6,089 on 10/26/2015 for the 2016 annual membership renewal fee.

- Flooring 101 was paid \$9,253 on 10/26/2015 for new flooring and installation in three office suites located in the Village.

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. The payroll of \$193,409 for October 2015 reflects three regular pay periods.

FISCAL IMPACT:

The Statement of Income and Expenses reflects a decrease of \$633,141 in the 'Change in Net Position' for the period ending 10/31/2015. This cumulative decrease in financial position is directly related to two factors; the interest expense being paid out on the annual debt service payments in July and the increase in accessibility improvements July through October. Historically, the 'Change in Net Position' has cumulatively improved as normal operations continue each month. The current year reflects expenses that were not present in prior years.

ATTACHMENTS:

Attachment 1 – Resolution No. 3290

Attachment 2 – Statement of Income Expenses – Period Ended October 31, 2015

Attachment 3 – Accounts Payable Check Register for October 2015



RESOLUTION NO. 3290

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. The Financial Statements for October 2015;
- B. The following Checks are hereby reviewed:
 - 1) Payroll Checks #9005-9022 and direct deposits inclusive in the amount of \$193,409 for October 2015 salaries.
 - 2) Regular Checks #42805-42968 in the amount of \$422,307 for October 2015 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on December 9, 2015, Resolution No. 3290 was adopted by the following vote:

AYES:
 NOES:
 Abstain:
 Absent:

Attest:

Chairman

Secretary

(Seal)



ATTACHMENT 2

**Ventura Port District
Statement of Income and Expenses
For the Period Ended October 31, 2015**

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
OPERATING REVENUES						
Parcel Lease Income	\$ 245,300	\$ 231,182	\$ (14,118)	\$ 985,200	\$ 1,005,252	\$ 20,052
Dry Storage Income	8,100	9,179	1,079	32,400	35,264	2,864
Fisherman's Storage	6,760	5,762	(998)	25,780	23,048	(2,732)
Parking Income	5,000	8,505	3,505	32,000	40,904	8,904
Miscellaneous Income/Rentals	3,900	1,188	(2,712)	21,800	21,244	(556)
Village Income						
Harbor Village Lease Income	197,000	203,484	6,484	864,000	870,692	6,692
Commercial Fishing	33,800	25,100	(8,700)	96,200	84,936	(11,264)
Miscellaneous Income	520	625	105	1,880	1,914	34
Harbor Event Fees	5,300	1,772	(3,528)	17,700	20,525	2,825
Marketing Booth/Vendor Income	10	47	37	3,470	6,341	2,871
Co-Op Advert/Sponsorship	0	0	0	2,400	3,000	600
Merchants Promo Fund	7,000	7,313	313	28,000	28,612	612
Slip Rentals	75,000	71,265	(3,735)	300,000	292,130	(7,870)
Dock Electrical Income	3,000	3,016	16	9,000	8,589	(411)
C A M Income	25,000	25,481	481	98,000	98,531	531
Total Oper. Revenues	\$ 615,690	\$ 593,919	\$ (21,771)	\$ 2,517,830	\$ 2,540,982	\$ 23,152
OPERATING EXPENSES						
Personnel Expenses						
Salaries & Wages						
Regular Salaries	\$ 162,334	\$ 154,146	\$ 8,188	\$ 730,582	\$ 693,199	\$ 37,383
Part-time Help	5,970	4,578	1,392	26,750	24,178	2,572
Overtime Pay	0	592	(592)	13,905	18,574	(4,669)
Holiday Pay	0	0	0	10,000	6,340	3,660
Total Salaries & Wages	\$ 168,304	\$ 159,316	\$ 8,988	\$ 781,237	\$ 742,291	\$ 38,946
Other personnel expenses						
Retirement Contributions	\$ 40,772	\$ 38,748	\$ 2,024	\$ 175,456	\$ 167,325	\$ 8,131
Payroll Taxes	3,060	2,660	400	15,250	13,568	1,682
Worker's Comp Ins.	30,040	30,040	0	120,160	120,160	0
OPEB Liability	10,325	10,315	10	41,300	41,260	40
Medical & Life Ins.	22,213	20,574	1,639	88,852	82,334	6,518
Optional Benefit Plan	16,090	15,733	357	64,360	65,595	(1,235)
Uniforms & Tool Allowances	2,272	2,723	(451)	11,768	12,351	(583)
Total - Other Personnel Expenses	\$ 124,772	\$ 120,793	\$ 3,979	\$ 517,146	\$ 502,593	\$ 14,553
Total Personnel Expenses	\$ 293,076	\$ 280,109	\$ 12,967	\$ 1,298,383	\$ 1,244,884	\$ 53,499

ATTACHMENT 2

**Ventura Port District
Statement of Income and Expenses
For the Period Ended October 31, 2015**

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
General Expenses						
Advertising	\$ 500	\$ 0	\$ 500	\$ 2,000	\$ 591	\$ 1,409
Advertising-Leasing & Real Estate	1,500	1,633	(133)	5,800	3,052	2,748
Auto Mileage & Allowance	1,125	369	756	4,500	3,262	1,238
Auto/Boat Equip & Maint	11,093	4,234	6,859	46,322	26,459	19,863
Bad Debt	0	425	(425)	0	425	(425)
Bank Fees & Other Misc	1,300	779	521	5,100	3,476	1,624
Building Maintenance	23,180	4,071	19,109	97,520	21,318	76,202
Bldg Maint-Tenant Improvments	75,000	35,101	39,899	138,500	127,592	10,908
Accessibility Improvements	130,000	44,688	85,312	280,000	245,703	34,297
Communications	3,600	3,828	(228)	14,400	16,849	(2,449)
Conferences & Training	9,750	2,358	7,392	19,500	7,051	12,449
Dock Maint. & Repair	4,500	1,244	3,256	16,000	5,265	10,735
Village Enhancements	3,000	0	3,000	12,000	0	12,000
Equipment Rental	970	910	60	3,050	2,611	439
General Insurance	26,500	26,500	0	106,000	106,000	0
Grounds Maintenance	6,505	10,940	(4,435)	28,130	27,673	457
General Harbor Maintenance	1,000	0	1,000	2,000	0	2,000
Janitorial Supplies	4,000	2,948	1,052	22,875	15,925	6,950
Land/Building Rental Expense	6,760	6,073	687	25,780	23,360	2,420
Marketing & Promotions	19,693	7,846	11,847	98,512	80,189	18,323
Memberships & Subscriptions	6,050	6,336	(286)	16,275	15,680	595
Office Supplies & Equipment	3,200	2,284	916	13,200	12,342	858
Computer Equip & Supplies	500	208	292	5,450	5,207	243
Operating Supplies	3,560	1,224	2,336	20,540	14,610	5,930
Other Equipment & Repairs	3,395	1,708	1,687	13,640	21,956	(8,316)
Professional Services - Legal	15,000	30,107	(15,107)	78,000	111,158	(33,158)
Professional/Outside Services	46,500	66,172	(19,672)	154,000	141,774	12,226
Utilities	48,865	40,405	8,460	139,170	116,452	22,718
Dredging Related Expenses	47,285	13,888	33,397	92,240	57,133	35,107
Total General Expenses	\$ 504,331	\$ 316,279	\$ 188,052	\$ 1,460,504	\$ 1,213,113	\$ 247,391
Total Operating Expenses	\$ 797,407	\$ 596,388	\$ 201,019	\$ 2,758,887	\$ 2,457,997	\$ 300,890
Oper. Income(Loss) Before Deprec.	\$ (181,717)	\$ (2,469)	\$ 179,248	\$ (241,057)	\$ 82,985	\$ 324,042
Depreciation	\$ 80,100	\$ 80,052	\$ 48	\$ 320,400	\$ 320,207	\$ 193
Operating Income (Loss)	\$ (261,817)	\$ (82,521)	\$ 179,296	\$ (561,457)	\$ (237,222)	\$ 324,235

ATTACHMENT 2

**Ventura Port District
Statement of Income and Expenses
For the Period Ended October 31, 2015**

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
NON-OPERATING REVENUES						
General						
Investment Income (Loss)	\$ 0	\$ 0	\$ 0	\$ 7,500	\$ 9,165	\$ 1,665
Tax Income	<u>4,000</u>	<u>5,697</u>	<u>1,697</u>	<u>27,500</u>	<u>29,026</u>	<u>1,526</u>
Total General Non-Oper. Income	\$ 4,000	\$ 5,697	\$ 1,697	\$ 35,000	\$ 38,191	\$ 3,191
Special Funding						
DBAW Grants-Launch Ramp	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Special Funding	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL NON-OPER. REVENUES	<u>\$ 4,000</u>	<u>\$ 5,697</u>	<u>\$ 1,697</u>	<u>\$ 35,000</u>	<u>\$ 38,191</u>	<u>\$ 3,191</u>
NON-OPERATING EXPENSES						
Interest Expense	\$ 1,440	\$ 1,437	\$ 3	\$ 436,760	\$ 434,110	\$ 2,650
Total Non-Oper. Expenses	\$ 1,440	\$ 1,437	\$ 3	\$ 436,760	\$ 434,110	\$ 2,650
Non-Operationing Income (Loss)	<u>\$ 2,560</u>	<u>\$ 4,260</u>	<u>\$ 1,700</u>	<u>\$ (401,760)</u>	<u>\$ (395,919)</u>	<u>\$ 5,841</u>
CHANGES IN NET POSITION	<u>\$ (259,257)</u>	<u>\$ (78,261)</u>	<u>\$ 180,996</u>	<u>\$ (963,217)</u>	<u>\$ (633,141)</u>	<u>\$ 330,076</u>

ATTACHMENT 2

Supplementary Notes to the Statement of Income and Expense for the period ending October 31, 2015 – Budget to Actual Analysis.

Operating Income:

Parcel Lease Income – (exceeds budget \$20,052) This category reflects the cumulative balance for master tenants. The month of October is under budget by \$14,118. This is primarily because SRP was budgeted to begin paying \$25,000 per month in October instead of the \$5,000 per month they currently pay.

Harbor Village Lease Income – (exceeds budget \$6,692) This category includes retail, restaurant, offices and charters located in the Village. This category is within a reasonable variance amount with the budget for the four months ending 10/31/15.

Commercial Fishing – (under budget \$11,264) Our Marina Manager reports that squid offloading is starting to pick up but is still down from previous years. Therefore, commercial fishing revenue is under budget \$8,700 during the month of October. Historically, we budget for offloading activity from August through November. The variance for this category will continue to grow in the upcoming months reflecting the slow activity.

Slip Rentals – (under budget \$7,870) This category is under budget for the month of October by \$3,735. The slip income for July and August was right in line with our budget. There has been less transient activity during September and October directly related to the inactivity in the squid offloading.

Operating Expenses:

Personnel Expenses – (under budget \$53,499) Most of the personnel categories are under budget.

- Salaries and wages and under budget thru October by \$38,946. This variance continues to reflect contingencies included for MOU obligations, vacation buyouts, shift coverages, etc. The contingencies are spread out equally over all the pay periods.
- The other personnel expenses are under budget by \$14,553. This is primarily reflected in the retirement contributions category as it is under budget \$8,131 thru October. The primary factors are; 1) the District received an unanticipated discount of \$7,080 at the time of payment for paying the 'unfunded liability' portion of the PERS contribution for FY15-16 in one annual lump payment; and 2) a portion of the variance is directly related to the variance in salaries and wages.

Auto/Boat Equip & Maint – (under budget \$19,863) Approximately \$13,000 of this variance is related to boat maintenance. There is \$65,000 budgeted for boat maintenance and repairs in FY15-16. This boat repair expense has been divided by twelve, distributed equally to each month. There has been approximately \$8,600 in repairs to the boats through October 31.

Building Maint – (under budget \$76,202) Staff is re-evaluating this line item as some of these funds are being utilized for unexpected infrastructure improvements such as electrical panel relocation/upgrades, lighting, and suite reconfigurations.

Building Maint-Tenant Improvements – (under budget \$10,908) The year-to-date variance for this category is reasonable. The month of October is under budget by \$39,899 which offsets the variance for the month of September which exceeded the budget by \$29,218. This line item will be reassessed during the mid-year budget review.

Accessibility Improvements – (under budget \$34,297) This category is under budget \$85,315 for the month of October primarily because payment requests that were anticipated to be requested in October where actually requested in September. The Village parking lot project portion of the accessibility improvements is winding down sooner than budgeted.

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the period ending October 30, 2015 – Budget to Actual Analysis

Village Enhancements – (under budget \$12,000) This category is allocated evenly over twelve months. There has been no activity in this category.

Marketing and Promotions – (under budget \$18,323) Marketing's monthly expenditures can vary greatly from the monthly budget distribution based on many factors. Marketing expenses do not always correspond with monthly budget distribution.

Other Equipment & Repairs – (exceeds budget \$8,316) The equipment & repairs expenses do not always correspond with monthly budget distribution. This category is allocated evenly over twelve months.

Professional Services-Legal – (exceeds budget \$33,158) This category exceeds the budget by \$15,107 for the month of October due to unexpected potential litigation.

Professional/Outside Services – (under budget \$12,226) This year to date variance is reasonable. The month of October exceeds the budget by \$19,672 primarily due to a delay in receiving billing for the summer 2015 lifeguard services from the State of California. The first billing was budgeted to arrive in September. The State gave the District a preliminary billing amount that was posted to the month of October causing October to exceed the budget for the month but catching up the year to date variance to an acceptable amount.

Utilities - (under budget \$22,718) This category consists of water, electricity, gas and trash expenses. Usage of utilities is currently under budget due to conservation efforts and no activity related to fish offloading.

- Water is under budget by \$10,860.
- Electricity is under budget by \$5,435.
- Gas is under budget by \$1,583, and
- Trash is under budget by \$4,840 to date.

Dredging – (under budget \$35,107) Dredging regulatory services were budgeted to begin during October for the upcoming harbor dredging in February. Invoices are beginning to show up in the month of November.

ATTACHMENT 2

Ventura Port District Balance Sheet For the Period Ended October 31, 2015

CURRENT ASSETS		CURRENT LIABILITIES	
Cash in Banks	2,134,532	Accounts Payable	480,180
Accounts Receivable	796,725	Accrued Interest	373,390
Notes Receivable	0	Current Portion LT Debt	639,912
Taxes Receivable	50,542	Current Portion OPEB Liability	11,856
Interest Receivable	5,158	Accrued Payroll	37,961
Prepaid Expenses	264,020	Employee Compensated Absences	230,666
Inventory of supplies	35,245	TOTAL CURRENT LIABILITIES	<u>\$1,773,965</u>
TOTAL CURRENT ASSETS	<u>\$3,286,222</u>		
RESTRICTED ASSETS		LONG TERM DEBT	
Cash - Dredging	3,025,584	ltd - Notes Payable	13,018,637
Cash - Improvement	3,305,350	TOTAL LONG TERM DEBT	<u>\$13,018,637</u>
Cash - Fisheries Complex	25,068		
TOTAL RESTRICTED ASSETS	<u>\$6,356,002</u>	OTHER LIABILITIES	
FIXED ASSETS		OPEB Liability LT	441,248
Land	2,342,629	Unearned Revenue	184,667
Harbor Improvements	33,426,708	Security Deposits	169,539
Equipment	1,414,169	TOTAL OTHER LIABILITIES	<u>\$795,454</u>
	37,183,506		
Accumulated depreciation	(14,679,536)	TOTAL LIABILITIES	<u>\$15,588,056</u>
NET FIXED ASSETS	<u>\$22,503,970</u>		
OTHER ASSETS		EQUITY	
Investments-Unrestricted Reserves	1,499,235	Contributed Capital	4,632,128
TOTAL OTHER ASSETS	<u>\$1,499,235</u>	Retained Earnings-Reserved	645,536
		Retained Earnings- Unreserved	13,631,218
		Current Year Retained Earnings	(633,141)
		TOTAL EQUITY	<u>\$18,275,741</u>
TOTAL ASSETS	<u>\$33,645,429</u>		
DEFERRED OUTFLOWS OF RESOURCES		DEFERRED INFLOW OF RESOURCES	
Deferred amount on refundings	218,368	Nothing to report	0
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>\$218,368</u>	TOTAL DEFERRED INFLOW OF RESOURCES	<u>\$0</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$33,863,797</u>	TOTAL LIABILITIES, EQUITY, AND DEFERRED INFLOW OF RESOURCES	<u>\$33,863,797</u>

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Cashflow Statement As of October 31, 2015

Enterprise Fund

Operating Income	2,540,982
Non-Operating Income	38,191
Total Income	<u>\$ 2,579,173</u>
Operating Expenses	2,778,204
Non-Operating Expenses	434,110
Total Expenses	<u>\$ 3,212,314</u>
Change in Net Position-Accrual Basis	\$ (633,141)
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(639,912)
Deferred amount on refundings	5,748
Acquisitions/Retirements of Capital Assets	<u>(422,650)</u>
Net Cash provided (used) by Capital & Financing	\$ (1,056,814)
Operating Income Adjustments:	
Depreciation	320,207
(Increase)decrease in receivables	44,088
(Increase)decrease in prepaid Items	90,296
Increase(decrease) in payables	355,564
Increase(decrease) in unearned revenue	(71,110)
Increase (decrease) in tenant deposits	<u>5,775</u>
Net Cash provided by Operating Activities	\$ 744,820
NET Increase (Decrease) in Cash	\$ (945,135)
Add: Beginning Cash 7/1/15	\$ 10,934,904
Ending Cash at 10/31/15	\$ 9,989,769

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Distribution of Cash as of October 31, 2015

<u>Enterprise Fund</u>	<u>Current Balance</u>
<u>Cash</u>	
Cash on Hand (undeposited)	1,324
Cash in Checking (Wells Fargo Bank)	253,461
Cash in County Treasury	<u>16,664</u>
Total Cash Available for Normal Operations	\$ <u>271,449</u>
<u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	1,863,082
Stifel Nicolaus	<u>1,499,236</u>
Total Investments Unrestricted Reserves	\$ <u>3,362,318</u>
<u>Dredging Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>3,025,584</u>
Total Dredging Reserves	\$ <u>3,025,584</u>
<u>Capital Improvement Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>3,305,350</u>
Total Capital Improvement Reserves	\$ <u>3,305,350</u>
<u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>25,068</u>
Total Fisheries Complex Reserves	\$ <u>25,068</u>
TOTAL CASH AND INVESTMENTS	\$ <u>9,989,769</u>

ATTACHMENT 2

Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>10/31/2015</u>	Year to Date Ended <u>10/31/2014</u>	Increase <u>(Decrease)</u>	
Parcel Leases				
Ventura Harbor Marine Assoc	70,590	68,393	2,197	3%
Dave's Fuel Dock	5,345	4,165	1,180	28%
Sheraton 4 Points-Harbortown	179,955	169,169	10,786	6%
Harbortown Point	3,788	2,802	986	35%
Oceans West Marina	95,070	94,363	707	1%
Ventura Isle Marina	233,215	216,682	16,533	8%
Ventura Marina Mobile Park	144,795	142,686	2,109	1%
Ventura West Marina	163,103	164,476	(1,373)	-1%
Ventura Yacht Club	39,564	38,788	776	2%
Vta Harbor Boatyard	49,827	50,063	(236)	0%
Sonderman Ring	20,000	30,000	(10,000)	-33%
Total Parcel Lease	<u>1,005,252</u>	<u>981,587</u>	<u>23,665</u>	2%
Fees & Reimbursements	<u>-</u>	<u>2,287</u>	<u>(2,287)</u>	
Total Parcel Leases	1,005,252	983,874	21,378	2%
Ventura Harbor Village				
Retail Rents	156,436	166,386	(9,950)	-6%
Restaurant Rents	357,187	344,570	12,617	4%
Office Rents	194,002	186,280	7,722	4%
Charters	163,067	157,270	5,797	4%
Total Village	<u>870,692</u>	<u>854,506</u>	<u>16,186</u>	2%
Commercial Fishing	84,936	106,580	(21,644)	-20%
TOTAL	1,960,880	1,944,960	15,920	1%

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Three Year Comparative For the Month and Year to Date

	MONTH OF OCTOBER			YEAR TO DATE 10/31			% change FY14-15 to Current Yr
	2013-14	2014-15	Current	2013-14	2014-15	Current	
<u>Operating Income</u>							
Parcel Leases	221,523	230,280	231,182	938,316	983,874	1,005,252	2%
Dry Storage	8,040	7,164	9,179	31,558	28,120	35,264	25%
Other Operating	8,262	17,065	15,480	68,387	70,907	85,396	20%
Harbor Village Leases	187,304	194,053	203,484	833,328	854,506	870,692	2%
Commercial Fishing	58,115	29,437	25,100	224,546	106,580	84,936	-20%
Slips	79,028	76,079	71,265	314,554	281,437	292,130	4%
CAM	22,208	24,815	25,481	94,294	99,351	98,531	-1%
Marketing	6,364	7,568	7,313	26,960	30,046	28,612	-5%
Electrical Slips	3,432	2,773	3,016	8,357	7,909	8,589	9%
Other Operating	12,809	7,761	2,419	29,608	34,878	31,580	-9%
Total Operating Income	607,085	596,995	593,919	2,569,908	2,497,608	2,540,982	2%
<u>Operating Expenses</u>							
Harbor Patrol	77,614	139,579	127,524	302,839	422,454	436,837	3%
Maintenance	97,386	85,193	145,442	466,859	362,917	642,569	77%
Administration	128,177	161,116	153,373	524,686	613,308	653,647	7%
Marina	61,725	58,126	55,328	239,968	222,283	217,230	-2%
C A M	62,812	83,380	77,613	235,347	266,968	300,158	12%
Marketing	34,167	34,179	23,220	136,671	149,241	150,423	1%
Dredging	15,490	14,778	13,888	57,814	59,264	57,133	-4%
Total Operating Expenses	477,371	576,351	596,388	1,964,184	2,096,435	2,457,997	17%
<u>NET OPERATING INCOME</u>	129,714	20,644	(2,469)	605,724	401,173	82,985	-79%
<u>Non-operating Income</u>							
Interest	20	302	-	31,058	2,725	9,165	
Taxes	896	5,317	5,697	25,395	26,598	29,026	9%
Other	-	5,000	-	-	17,914	-	
Total Non-operating Income	916	10,619	5,697	56,453	47,237	38,191	-19%
<u>Non-Operating Expenses</u>							
Depreciation	74,446	82,615	80,052	297,752	325,141	320,207	
Debt Service	1,437	1,437	1,437	464,646	449,733	434,110	
Other	-	-	-	-	-	-	
Total Non-Operating Expenses	75,883	84,052	81,489	762,398	774,874	754,317	-3%
<u>NET NON-OPER. INCOME</u>	(74,967)	(73,433)	(75,792)	(705,945)	(727,637)	(716,126)	
TOTAL INCOME (LOSS)	54,747	(52,789)	(78,261)	(100,221)	(326,464)	(633,141)	94%

ATTACHMENT 3

Accounts Payable Check Register - October 2015

Ventura Port District
Wells Fargo Checking

11/02/2015

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
42805	10/1/2015	8205	VCSDA (Vta County Special District's Assoc.)	Bi-monthly meeting attendance fee	20.00	
42806	10/1/2015	1440	Beacon Marine Chandlery Inc	Boat and dock operating supplies	282.98	
42807	10/1/2015	4852	Lagerlof Senecal Gosney	Legal services	21,696.50	
42808	10/1/2015	5016	Lowes ** Voided **	Check stub used to list invoices		-
42809	10/1/2015	5016	Lowe's	Building maintenance and operating supplies	1,328.07	
42810	10/1/2015	5945	Office Depot Credit Plan	Office supplies	147.01	
42811	10/2/2015	1004	Multi Business Systems	Printing - Direct deposit pay stubs & envelope supplies	524.19	
42812	10/2/2015	1762	Canon Financial Services	Copier lease for VPD HDQ and Marketing office	795.50	
42813	10/2/2015	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	177.14	
42814	10/2/2015	7000	Richard W. Parsons	Conference attendance reimbursement	1,310.72	
42815	10/2/2015	7210	SEIU Local 721	Union dues for Harbor Patrol	268.02	
42816	10/2/2015	7240	AT&T	Fiber/Wi-Fi services VPD HDQ&Elevator emergency phone service	1,955.79	
42817	10/2/2015	7572	Standard Insurance Company	Group Term Life/Long-term Disability - September	3,255.93	
42818	10/2/2015	7761	The Gas Company	Utilities	276.60	
42819	10/2/2015	17684	California State Disbursement	Employee deduction plan	317.07	
42820	10/2/2015	PM OneTime	Charles Vanderboom	Refund key deposit	25.00	
42821	10/2/2015	PM OneTime	Fruition Consulting	Refund office tenant deposit	500.00	
42822	10/2/2015		** Voided **	Printer error		-
42823	10/2/2015		** Voided **	Printer error		-
42824	10/2/2015		** Voided **	Printer error		-
42825	10/7/2015	7762	The Home Depot	Operating supplies	154.81	
42826	10/7/2015	42271	J & T Engineering & Construct	Progress payment on accessibility improvements Vlg parking lot	109,083.75	
42827	10/7/2015		** Voided **	Printer error		-
42828	10/7/2015	7768	ThyssenKrupp Elevator Corp	Deposit for elevator renovation project NPS building	37,445.67	
42829	10/7/2015	6687	RRM Design Group Inc.	Village accessibility improvement plans	24,298.02	
42830	10/8/2015	1004	Multi Business Systems	Printing - Accounts Receivable statement stock	490.68	
42831	10/8/2015	1037	Acorn Newspapers	Marketing advertising	477.75	
42832	10/8/2015	1045	ADT Security Services	National Park Service security service	179.85	
42833	10/8/2015	1060	AFLAC	Salary reduction benefit	362.42	
42834	10/8/2015	1178	American Office Products	Office supplies	106.67	
42835	10/8/2015	1182	American Builders Supply	Water leak roof drain repairs	113.79	
42836	10/8/2015	1294	Associated Transportation Engi	Village traffic count/survey	5,600.00	
42837	10/8/2015	1323	Avenue Welding & Support Services	Village D Dock gangway repairs	187.50	
42838	10/8/2015	1385	Ford of Ventura	Maintenance vehicle repair	229.55	

ATTACHMENT 3

Accounts Payable Check Register - October 2015

Ventura Port District
Wells Fargo Checking

11/02/2015

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
42839	10/8/2015	1625	Byrd Locksmithing Inc.	Lock repair-Village 1431 building National Park Service	130.00	
42840	10/8/2015	1676	Carquest Auto Parts	Maintenance vehicle operating supplies	153.99	
42841	10/8/2015	1679	Carpi, Clay & Smith	Washington lobbyist - September	5,000.00	
42842	10/8/2015	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	792.70	
42843	10/8/2015	1925	City Of S. Buenaventura	Trash service	100.00	
42844	10/8/2015	2065	Certified Credit Reporting Inc	Credit reports on prospective tenants	54.00	
42845	10/8/2015	2093	Cumulus Broadcasting Inc.	Marketing radio advertising	1,160.00	
42846	10/8/2015	2100	CyberCopy Inc.	Launch ramp parking lot digital scan	69.66	
42847	10/8/2015	2282	Dept. Of Industrial Relations	Village elevator permits-1559Bldg(Brophys)&1583 Bldg (Greek)	1,350.00	
42848	10/8/2015	2331	Dial Security Inc	Dockmaster/security coverage	400.00	
42849	10/8/2015	2446	DocuProducts	Copier maintenance fees	247.15	
42850	10/8/2015	2537	Dunn Edwards	Operating supplies	34.92	
42851	10/8/2015	2751	Empire Cleaning Supply	Janitorial supplies	1,497.41	
42852	10/8/2015	2936	Fast Signs	Signage-open during construction	309.07	
42853	10/8/2015	3283	GFOA (Government Finance Officers Association) - Annual membership renewal		310.00	
42854	10/8/2015	3490	Grainger Inc.	Hoist parts/dock lighting/misc. operating supplies	1,099.81	
42855	10/8/2015	3655	Herald Printing, Ltd.	Marketing-Rack cards	251.14	
42856	10/8/2015	3752	HLI Systems	Website service/maintenance	550.00	
42857	10/8/2015	4061	Industrial Bolt and Supply	Marketing-Operating supplies	72.89	
42858	10/8/2015	4247	Jani-King of CA Inc.	Janitorial Service in Village	4,965.56	
42859	10/8/2015	4295	Jensen Design & Survey Inc.	Parking lot accessibility services	3,941.25	
42860	10/8/2015	4742	Kratos Construction	Install fiber optics to electrical rooms & office suites Village Bldgs	1,560.00	
42861	10/8/2015	4939	Life-Assist Inc.	Safety supplies - Patrol	216.67	
42862	10/8/2015	4943	Liebert Cassidy Whitmore	Workshop training fees	60.00	
42863	10/8/2015	5190	Matilija Water	Reverse osmosis water system October	45.00	
42864	10/8/2015	5625	ReadyRefresh	Bottled water service	160.43	
42865	10/8/2015	6030	3Digit Media	Leasing advertising	633.00	
42866	10/8/2015	6178	PERS Long Term Care Program	Salary reduction benefit	164.98	
42867	10/8/2015	6194	Pacific Oil Company	Oil Recycling pickup	212.80	
42868	10/8/2015	6442	Poster Compliance Center	Annual payroll poster subscription	74.18	
42869	10/8/2015	7410	Smith Pipe & Supply Inc.	Irrigation/landscaping repair parts	868.00	
42870	10/8/2015	7434	Southern Calif. Edison	Utilities	1,000.69	
42871	10/8/2015	7581	Steve Stafford	Marketing Village entertainment	200.00	
42872	10/8/2015	7581	Steve Stafford	Marketing Village entertainment	275.00	

ATTACHMENT 3

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Ventura Port District
Wells Fargo Checking

11/02/2015

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42873	10/8/2015	7588	Stock Building Supply	Fencing material for beaches	609.80	
42874	10/8/2015	7719	Teamsters Local No. 186	Union dues for Dockmasters	217.00	
42875	10/8/2015	7768	ThyssenKrupp Elevator Corp	Quarterly elevator maintenance	2,968.87	
42876	10/8/2015	8250	Ventura Visitors & Convention	Rent for space in VVC building	232.50	
42877	10/8/2015	8251	Ventura Water	Utilities	666.95	
42878	10/8/2015	8263	Ventura Pest Control	Village service	335.00	
42879	10/8/2015	8453	Virtual Pacific Networks	IT Services	2,150.00	
42880	10/8/2015	8531	Whisenhunt Communication	Public relations services	560.00	
42881	10/8/2015	8551	Williams Automotive Inc.	Maintenance vehicle brake repairs	406.87	
42882	10/8/2015	8651	Yama Lawn Mower Service	Small equipment repair	146.75	
42883	10/8/2015	12911	ASCAP(American Society of Composers,Authors&Publishers)-Marketing	quarterly entertainment permit	478.50	
42884	10/8/2015	16181	Brian Pendleton	Reimburse parking fees-CJPIA conference	16.00	
42885	10/8/2015	24331	Doc Peru	Marketing Village entertainment	300.00	
42886	10/8/2015	42471	JaniTek Cleaning Solutions	Janitorial service for National Park Service Offices	1,046.00	
42887	10/8/2015	48470	Lauren Yuncker	Mileage and travel reimbursement	65.65	
42888	10/8/2015	51731	Marcos Ramos Painting	Village parking lot curb and safety post painting	1,800.00	
42889	10/8/2015	74343	Sommerville Associates	Marketing services	2,000.00	
42890	10/8/2015	76680	Sinclair Sanitary Supply Inc	Graffiti cleaning supplies	73.10	
42891	10/8/2015	77751	The Salty Suites	Marketing Village entertainment	300.00	
42892	10/8/2015	82201	Valley Scene Magazine	Marketing advertising	320.00	
42893	10/8/2015	85401	Wild Local Seafood Co,	Tenant Improvement as per lease	14,500.00	
42894	10/8/2015	Deposits	Best Day Foundation	Refund event deposit	250.00	
42895	10/8/2015	Deposits	John Revis Egizi	Refund event deposit	250.00	
42896	10/8/2015	Deposits	Karen Karr	Refund event deposit	250.00	
42897	10/8/2015	Deposits	Real Life Christian Church	Refund event deposit	250.00	
42898	10/8/2015	Deposits	Vta County Dog Fanciers Assoc	Refund event deposit	250.00	
42899	10/8/2015	PM OneTime	Michael Fesperman	Refund key deposit	25.00	
42900	10/12/2015	us fed con	US Federal Contractor Registration	System for Award Mgmt. (SAM) annual registration assistance	599.00	-
42901	10/26/2015	1036	Accurate First Aid Services	Replenish first aid stations	254.78	
42902	10/26/2015	1058	Advantage Telecom Inc	District phone system/internet	1,366.60	
42903	10/26/2015	1154	Alejandra's Nursery	Landscaping-plants	569.75	
42904	10/26/2015	1178	American Office Products	Office supplies	39.39	
42905	10/26/2015	1769	Calif. Special District Assoc.	2016 Annual Membership Renewal	6,089.00	
42906	10/26/2015	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	804.97	

ATTACHMENT 3

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42907	10/26/2015	2009	Coastal Occupational Medical	Pre-employment physical-Patrol dept.	210.00	
42908	10/26/2015	2295	Destin Thomas Communication	Patrol-hand held radio repairs	88.85	
42909	10/26/2015	2331	Dial Security Inc	Dockmaster/security coverage	1,400.00	
42910	10/26/2015	2433	Document Systems Inc.	Printer toner	64.49	
42911	10/26/2015	2604	E.J. Harrison & Sons Inc.	Trash Service	4,432.42	
42912	10/26/2015	2751	Empire Cleaning Supply	Janitorial supplies	1,216.51	
42913	10/26/2015	2924	FMP Uniform Co.	Patrol uniforms	1,621.97	
42914	10/26/2015	2935	Farmer Bros. Co	Coffee supplies	374.15	
42915	10/26/2015	2980	Fausset Printing, LLC	Marketing-Event cards	49.00	
42916	10/26/2015	2986	Ferguson Enterprises Inc.	Plumbing repair parts	254.62	
42917	10/26/2015	3100	Flooring 101	Village tenant improvement-Flooring for 3 office suites	9,252.68	
42918	10/26/2015	3492	Green Thumb International	Small tools for landscaping	129.49	
42919	10/26/2015	3602	Happenings Magazine	Marketing advertising	281.00	
42920	10/26/2015	3609	Hathaway Perrett Webster Inc.	Legal services	3,982.50	
42921	10/26/2015	4061	Industrial Bolt and Supply	Hoist parts	8.77	
42922	10/26/2015	4852	Lagerlof Senecal Gosney	Legal services	19,601.00	
42923	10/26/2015	5050	MailFinance	VPD Office postage machine rental - quarterly	74.77	
42924	10/26/2015	6178	PERS Long Term Care Program	Salary reduction benefit	164.98	
42925	10/26/2015	6194	Pacific Oil Company	Oil Recycling pickup	442.40	
42926	10/26/2015	6201	Pamela Griffin	Wellness program instructor	160.00	
42927	10/26/2015	6361	Pitney Bowes	Postage meter lease/Vlg office	34.63	
42928	10/26/2015	6440	Port Supply	Boat supplies	161.21	
42929	10/26/2015	6465	Presenting Magazine	Marketing advertising	200.00	
42930	10/26/2015	6470	LegalShield	Salary reduction benefit	166.40	
42931	10/26/2015	7000	Richard W. Parsons	Dredging/Project Management services-October	8,888.00	
42932	10/26/2015	7015	Rick Wilborn	Marketing-Event production Kinetic Sculpture Race	90.00	
42933	10/26/2015	7299	Seaworthy Marina Products	Vessel motor parts	117.50	
42934	10/26/2015	7410	Smith Pipe & Supply Inc.	Irrigation/landscaping repair parts	1,284.73	
42935	10/26/2015	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		-
42936	10/26/2015	7434	Southern Calif. Edison	Utilities	11,709.54	
42937	10/26/2015	8233	Venco Power Sweeping, Inc	Monthly Village Fish Pier cleaning	545.38	
42938	10/26/2015	8241	Ventura County Star	Delivery subscription	62.37	
42939	10/26/2015	8241	Ventura County Star	Marketing advertising	2,083.60	
42940	10/26/2015	8244	Ventura Harbor Storage	Fishermen's storage/net repair area	5,762.10	

ATTACHMENT 3

Accounts Payable Check Register - October 2015

Ventura Port District
Wells Fargo Checking

11/02/2015

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
42941	10/26/2015	8260	Verizon Wireless	Cell phones/services	126.48	
42942	10/26/2015	8260	Verizon Wireless	Cell phones/services	866.15	
42943	10/26/2015	8534	HDS White Cap Const. Supply	Dock hardware and supplies	268.74	
42944	10/26/2015	8542	William P. Hummer	Reimburse Coast Guard License Renewal fee & operating supplies	273.51	
42945	10/26/2015	11471	All Surface Construction Inc	Launch ramp parking markers	1,700.00	
42946	10/26/2015	17684	California State Disbursement	Employee deduction plan	317.07	
42947	10/26/2015	20200	CoStar Realty Information, Inc	Leasing marketing data software	194.40	
42948	10/26/2015	42923	Jerome's Appliance Repair	Boater's laundry dryer repairs	153.52	
42949	10/26/2015	43451	Jim McKewon Inc.	Engineering plans Blackbeard's space	1,050.00	
42950	10/26/2015	75712	Stacey Reed	Staff for Village event	105.00	
42951	10/26/2015	75712	Stacey Reed	Staff for Village event	60.00	
42952	10/26/2015	76600	Silhouettes Salon	Tenant Improvement as per lease	2,500.00	
42953	10/26/2015	79652	Traffic Technologies LLC	No parking signs	54.00	
42954	10/26/2015	82351	Ventura Breeze	Marketing advertising	315.00	
42955	10/26/2015	Deposits	Brittany Carswell	Refund event deposit	250.00	
42956	10/26/2015	Deposits	Melba Ortega	Refund event deposit	250.00	
42957	10/26/2015	Deposits	Sharon Anderson	Refund event deposit	250.00	
42958	10/26/2015	Deposits	Tri County Mustang Club	Refund event deposit	250.00	
42959	10/26/2015	Deposits	Ventura Sports and Race	Refund event deposit	250.00	
42960	10/26/2015	One time	American Cancer Society, Inc.	Refund event deposit	250.00	
42961	10/27/2015	5945	Office Depot Credit Plan	Office supplies	155.24	
42962	10/27/2015	8530	White Nelson Diehl Evans LLP	Progress payment on financial audit services	2,250.00	
42963	10/27/2015	40525	Impact Sciences, Inc	VHMA Parcel 20-Marina expansion EIR and MND review	436.70	
42964	10/27/2015	42271	J & T Engineering & Construct	Progress payment on accessibility improvements Vlg parking lot	38,855.00	
42965	10/27/2015	6687	RRM Design Group Inc.	Village accessibility improvement plans	15,808.12	
42966	10/27/2015	7346	Shell Fleet Plus **Voided**	Vendor paid through website		666.15
42967	10/27/2015		** Voided **	Printer error		-
42968	10/29/2015	10502	ADS Group	Leasing - Site consulting	640.00	
Bank Account Totals					\$ 422,306.75	\$ 666.15

DECEMBER 9, 2015
BOARD OF PORT COMMISSIONERS

CONSENT AGENDA ITEM B
APPROVAL OF DEL MAR OFFICE LEASE

VENTURA PORT DISTRICT
BOARD COMMUNICATION

CONSENT AGENDA ITEM B
Meeting Date: December 9, 2015

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Approval of New Office Lease Agreement for Del Mar Seafoods, Inc.
1583 Spinnaker Drive #203B/#206

RECOMMENDATION:

That the Board of Port Commissioners approve by motion a new office lease agreement for the premises located at 1583 Spinnaker Drive #203B/#206 consisting of 1,015 square feet between the Ventura Port District dba Ventura Harbor Village and Del Mar Seafoods, Inc. for a two-year term.

BACKGROUND:

Del Mar Seafoods, Inc. has been a tenant since 2003. The leased premises are a combination of two office suites totaling 1,015 square feet. We have negotiated with the tenant and they will now be signing a two-year term.

FISCAL IMPACT:

This new lease reflects current market rental rates for office space in the complex. The lease will have a yearly step increases.

We look forward to future success with this tenant. Staff recommends the Board's approval of the new lease transaction.

DECEMBER 9, 2015

BOARD OF PORT COMMISSIONERS

CONSENT AGENDA ITEM C

APPROVAL OF OUT OF TOWN TRAVEL REQUESTS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: December 9, 2015

TO: Board of Port Commissioners
FROM: Oscar F. Peña, General Manager
SUBJECT: Out of Town Travel Requests

RECOMMENDATION:

That the Board of Port Commissioners approve by motion the following out of town travel request:

- A) Consultant, Richard Parsons travel to Marina Del Rey, California to participate in the CMANC Winter meeting on January 20 - 22, 2016. This benefits the District by allowing Mr. Parsons to meet with representatives of other California Ports and Harbors and participate in discussions with the U.S. Army Corps of Engineers about the refining of navigation goals for California and develop the implementation strategy for those goals. Estimated cost for the travel is as follows:

Registration	\$ 350.00
Lodging	\$ 435.82
Meals	\$ 140.00
Mileage	\$ 85.91
Miscellaneous-Parking, etc.	<u>\$ 50.00</u>
TOTAL	\$1,061.73

- B) Consultant, Richard Parsons travel to San Diego, California to attend the California Coastal Commission Meeting on January 13, 14 or 15, 2016 (one day). This benefits the District by allowing Mr. Parsons to participate in the meeting, if need be, for the D, G, and H Docks Renovation project. Estimated cost for the travel is as follows:

Lodging	\$ 435.82
Meals	\$ 140.00
Mileage	\$ 231.15
Miscellaneous-Parking, etc.	<u>\$ 80.00</u>
TOTAL	\$1,001.15

- C) Commissioner, Greg Carson travel to Marina Del Rey, California to participate in the CMANC Winter meeting on January 20 - 22, 2016. This benefits the District by allowing Mr. Carson to meet with representatives of other California Ports and Harbors and participate in discussions with the U.S. Army Corps of Engineers about the refining of navigation goals for California and develop the implementation strategy for those goals. Estimated cost for the travel is as follows:

Registration	\$ 350.00
Lodging	\$ 435.82
Meals	\$ 140.00
Mileage	\$ 73.37
Miscellaneous-Parking, etc.	<u>\$ 50.00</u>
TOTAL	\$1,049.19

- D) Marketing Manager, Jennifer Talt Lundin travel to Long Beach, California to participate in the LA Travel & Adventure Show on February 26 – 28, 2016. This benefits the District by allowing Ms. Lundin to get the Ventura Harbor Village name out to the travel industry, press and consumers. The show highlights visitation to experience the Harbor's amenities, Harbor Hotels, and the Channel Islands National Park via Island Packers. Estimated cost for the travel is as follows:

Registration	\$ 967.00
Lodging	\$ 650.00
Meals	\$ 160.00
Mileage	\$ 100.00
Miscellaneous-Parking, etc.	<u>\$ 44.00</u>
TOTAL	\$1,921.00

DECEMBER 9, 2015

BOARD OF PORT COMMISSIONERS

CONSENT AGENDA ITEM D

NOTICE OF COMPLETION FOR J & T ENGINEERING

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM D
Meeting Date: December 9, 2015

TO: Board of Port Commissioners
FROM: Richard Parsons, Project Manager
SUBJECT: Notice of Completion for the Harbor Village Parking Access Improvements

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3291, accepting the work of J & T Engineering and Construction Company for the Ventura Harbor Village Parking Access Improvements and authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

SUMMARY:

On August 5, 2015, the Ventura Port District entered into a contract with J & T Engineering and Construction to provide parking access improvements. All contract work was completed on December 3, 2015 at a final cost of \$310,506.71.

ATTACHMENTS:

Attachment 1 - Resolution No. 3291
Attachment 2 - Notice of Completion

ATTACHMENT 1



RESOLUTION NO. 3291

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
ACCEPTING THE WORK OF J & T ENGINEERING AND CONSTRUCTION
UNDER CONTRACT FOR THE VENTURA HARBOR
ADA PARKING ACCESS IMPROVEMENTS PROJECT**

WHEREAS, Oscar F. Peña, General Manager of the Ventura Port District, advised the Board of Port Commissioners of said District that the work of J & T Engineering and Construction on the project entitled "Ventura Harbor ADA Parking Access Improvements" described in the Agreement between J & T Engineering and Construction and the Ventura Port District, hereinafter referred to as "District", dated August 5, 2015, has been completed and recommends that said work be accepted.

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

1. Said work is hereby accepted.
2. Pursuant to the conditions and specifications of the Agreement and upon the recommendation of the General Manager, J & T Engineering and Construction is released from the obligations under said contract, except as to the conditions of the performance bond, required guarantees and correction of faulty work after payment.
3. The General Manager of the District is hereby directed to execute on behalf of the District and cause to execute on behalf of the District and be recorded in the office of the Ventura County Recorder a Notice of Completion of said work.
4. The General Manager is hereby directed to send a copy of this Resolution to J & T Engineering and Construction as the District's Notice of Acceptance of said work.

PASSED, APPROVED and ADOPTED this 9th day of December 2015.

Attest:

Chairman

Secretary
(Seal)



ATTACHMENT 1

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF SAN BUENAVENTURA)

I, Oscar Peña, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3292 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 9th day of December 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 9th day of December 2015.

Secretary

(Seal)

ATTACHMENT 2

RECORDING REQUESTED BY:
Ventura Port District

AND WHEN RECORDED MAIL TO:
Ventura Port District
1603 Anchors Way Drive
Ventura, CA 93001-4229

NOTICE OF COMPLETION

(Notice pursuant to Civil Code Section 3093, must be recorded within 10 days after completion)

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an agent of the owner of the interest stated below.
2. The full name of the owner is Ventura Port District, a public benefit corporation and independent special district organized and existing under the laws of the State of California.
3. The full address of the owner is 1603 Anchors Way Drive, Ventura, CA 93001-4229.
4. The nature of the interest or estate is: fee simple.
5. The full name and full addresses of all co-owners who hold any title or interest with the above-named owner in the property are: Not applicable; there are no co-owners.
6. A work of improvement on the property hereinafter described was completed December 3, 2015.
7. The work accomplished consisted of the paving and ADA access improvements at Ventura Harbor Village.
8. The name of the contractor for the public launch ramp rehabilitation was J & T Engineering and Construction pursuant to a contract, dated August 5, 2015.
9. The property on which said work of improvement was completed is in the City of San Buenaventura, County of Ventura, State of California, and is described as the Ventura Port District ADA Parking Access Improvement Plans.

Ventura Port District

Date: _____

By: _____
Oscar F. Peña, General Manager

VERIFICATION

I, the undersigned, say that I am the General Manager of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, at Ventura, California.

Oscar F. Peña, General Manager

DECEMBER 9, 2015

BOARD OF PORT COMMISSIONERS

STANDARD AGENDA ITEM No. 1

**AUTHORIZATION FOR HARBOR VILLAGE ACCESSIBILITY
IMPROVEMENTS PHASE II AND PHASE III**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: December 9, 2015

TO: Board of Port Commissioners
FROM: Oscar Peña, General Manager
SUBJECT: Authorization for Harbor Village Accessibility Improvements Phase 2 and Phase 3

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Authorize the General Manager to bid Phase 2 incorporating an ADA Path of Travel Accessibility Plan at Harbor Village; and
- b) Approve the conceptual plan for Phase 3 and authorize RRM Design Group to develop a set of construction documents for Phase 3 of the Accessibility Improvements to achieve compliance with the American Disabilities Act.

SUMMARY:

Over the last 12 to 18 months the District staff has been working with RRM Design Group to develop construction documents for Phase 2 hardscape improvements for providing ADA route(s) as proposed in the Ventura Harbor Village proposed Path of Travel Accessibility Plan. These types of improvements will be phased over a 3 to 5 year period.

Phase 1 of this process, which was approved by the Board, involved improvements in the parking lot including signage to correct physical barriers that limit accessibility to the programs, activities or services to individuals with disabilities as required by the Americans with Disabilities Act. This phase was completed in November at a cost of \$310,507.

The next two phases focus on the common areas of the Village and the plans begin to define a path of travel throughout the complex that provides access to each business and removes any barriers.

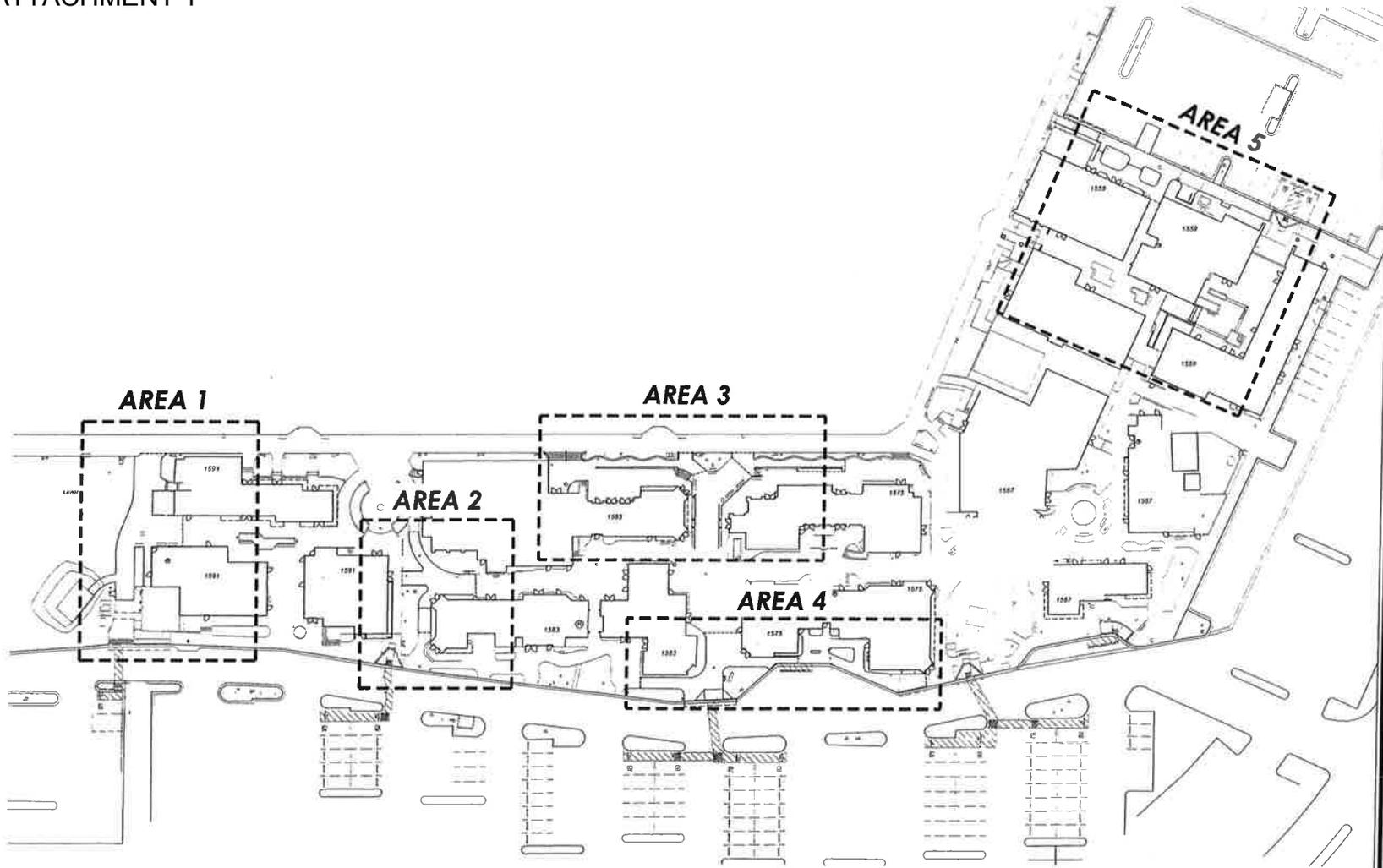
RRM Design Group will provide a presentation of the Phase 2 Improvement Plans that propose to make modifications in five (5) separate areas of the Village complex (Attachment 1). The plans will be submitted to the City's Building Department for review and approval. Then, a bid package will be prepared for circulation to contractors.

The plans for Phase 3 improvements are in a conceptual format and deal specifically with the area around the Carousel building located at 1567 Spinnaker Drive (Attachment 2). RRM Design Group is seeking the Board's and Public input on the plan.

We hope to commence Phase II in the first quarter of 2016. In an effort to minimize the impact of construction activity for the businesses at Harbor Village, improvements will be made during the non-summer months. The funding for Phase II was not budgeted for the 2015-16 fiscal year. During the budget process we did not anticipate getting to this level of plans and specifications that would allow us to begin this phase of improvements. The engineer's estimate for Phase II is \$377,456. Consequently, this amount will be added to the mid-year budget adjustments in January if the Board approves staff's recommendation. In order to obtain a better estimate on Phase III, construction plans are needed to accomplish this task. After input from the Board and the public on Phase III, RRM can begin developing construction documents for demolition and hardscape improvements.

ATTACHMENTS:

- Attachment 1 – Ventura Harbor Village Phase 2 Improvement Plans
- Attachment 2 – Ventura Harbor Village Phase 3 Proposed Improvements



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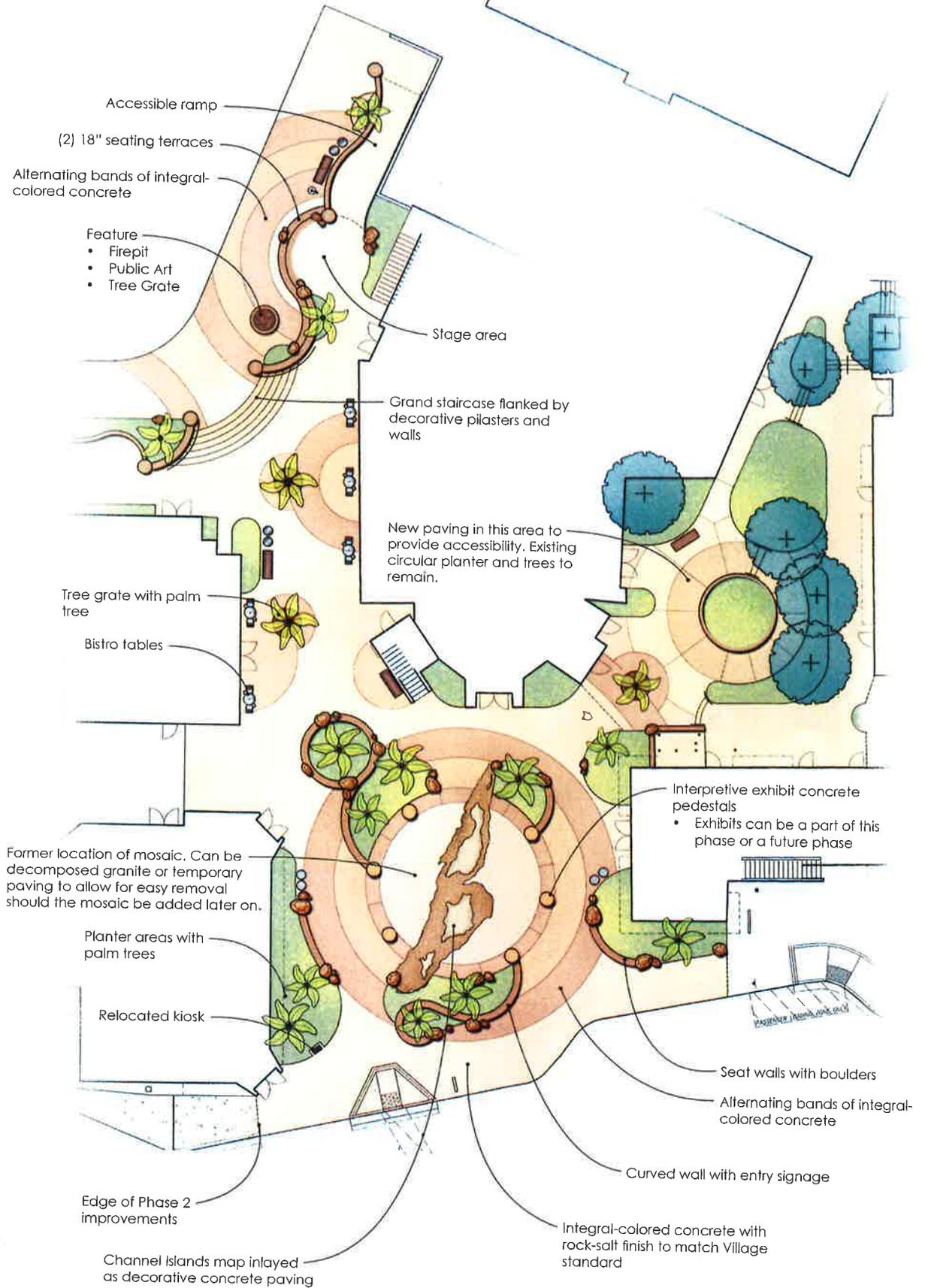
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 San Dimas, CA 91773
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VENTURA HARBOR VILLAGE
 PHASE 2 IMPROVEMENT PLANS
 SITE REFERENCE PLAN

NO.	REVISION	DATE

PROJECT TITLE	
LM	DRAWN BY
AP	CD
DATE	OCTOBER 23, 2015
CAD FILE	REF-PHASE-2.dwg
JOB NUMBER	1313061
DIST	G-101

ATTACHMENT 2



VENTURA HARBOR VILLAGE PHASE 3 PROPOSED IMPROVEMENTS

DECEMBER 9, 2015

BOARD OF PORT COMMISSIONERS

STANDARD AGENDA ITEM NO. 2

APPROVAL OF 2016 PORT COMMISSION

WORKSHOP TOPICS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: December 9, 2015

TO: Board of Port Commissioners
FROM: Jessica Rauch, Clerk of the Board
SUBJECT: Approval of 2016 Port Commission Workshop Topics

RECOMMENDATION:

That the Board of Port Commissioners review, discuss and take appropriate action on workshop topics for the 2016 meeting year.

SUMMARY:

The following are workshop topics the Board and staff have developed for review and approval:

January 13, 2016 – Ventura Harbor Village Parking Strategies

February 10, 2016 – Marketing Department Overview

March 9, 2016 – Development Opportunities for Vacant Parcels 5, 8, 19A

April 13, 2016 – FY 16-17 Budget Workshop #1 / Goals & Objectives

May 11, 2015 – Ordinance 44

June 8, 2015 – FY 16-17 Budget Workshop #2 / Goals & Objectives (if needed)

July 13, 2016 – Tsunami Effects/Safety

September 14, 2016 – VPD Policies Review

October 12, 2016 – Review of Master Plan