



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Chris Stephens, Chairman
Brian Brennan, Vice Chairman
Jackie Gardina, Secretary
Everard Ashworth, Commissioner
Michael Blumenberg, Commissioner

Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Andy Turner, Legal Counsel
Jessica Rauch, Clerk of the Board

PORT COMMISSION AGENDA REGULAR MEETING FEBRUARY 19, 2020 VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE VENTURA, CA 93001

CLOSED SESSION – 5:30PM

CALL TO ORDER: *By Chairman Chris Stephens.*

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

PUBLIC COMMUNICATIONS (3 minutes)

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

CLOSED SESSION – 5:35PM

CLOSED SESSION AGENDA (1 hour 25 minutes)

See Attachment to Agenda-Closed Session Conference with Legal Counsel.

RECONVENE IN OPEN SESSION – 7:00PM

CALL TO ORDER: *By Chairman Chris Stephens.*

PLEDGE OF ALLEGIANCE: *By Chairman Chris Stephens.*

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

ADOPTION OF AGENDA (3 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. 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 (3 minutes)

The Minutes of the February 5, 2020 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 discussions he or she may have had with any Port District Tenants related to Port District business.

DEPARTMENTAL AND GENERAL MANAGERS REPORTS (5 minutes)

Ventura Port District Staff and General Manager will give the Commission reports on their Department and items of general interest to the Port Commission and members of the public.

LEGAL COUNSEL REPORT (5 minutes)

Legal Counsel will report on progress of District assignments and any legislative or judicial matters.

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 Out of Town Travel Requests

Recommended Action: Voice Vote.

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

- a) Harbor Patrolmen, Tucker Zimmerman and Mark Kidman to travel to Marina Del Rey to participate in a rescue boat operator class; and
- b) Harbor Patrolmen, Tucker Zimmerman and Brian Hewitt to travel to Marina Del Ray to participate in a marine firefighting class.

B) Approval of Amendment No. 3 to the Professional Services Agreement with Liebert Cassidy Whitmore for the Review and Revision of the District's Human Resources Manual
Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 3 to the Professional Services Agreement with Liebert Cassidy Whitmore, in the amount of \$4,100, to complete the review and revision of the District's Human Resources Manual approved by the Board on December 18, 2019.

C) Approval of Amendment No. 1 to the Professional Services Agreement with Dudek for the 2018 NOAA Sea Grant Tasks – Year 2

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to the Professional Services Agreement with Dudek for Year 2 Grant funding, in the amount of \$10,800, for the Ventura Shellfish Enterprise Project 2018 Sea Grant tasks.

D) Approval of Amendment No. 1 for two Professional Services Agreements with Plauché & Carr, LLP for Support of the 2018 NOAA Sea Grant Tasks

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve Amendment No. 1 to the Professional Services Agreement with Plauché & Carr, LLP, dated January 17, 2019, for Year 2 Grant funding, in the amount of \$20,000, for the Ventura Shellfish Enterprise Project 2018 Sea Grant; and
- b) Approve Amendment No. 1 to the Professional Services Agreement with Plauché & Carr, LLP, dated July 1, 2019, for District funding, in the amount of \$2,300, for support of the Ventura Shellfish Enterprise Project 2018 Sea Grant tasks.

E) Approval of New Professional Services Agreement with K&L Gates for Continued Legal Services for the Ventura Shellfish Enterprise Project

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Professional Services Agreement with K&L Gates, in the amount of \$35,000, for continued legal services for the Ventura Shellfish Enterprise Project.

F) Approval of Amendment No. 1 to the Professional Services Agreement with Rasmussen & Associates for the Trash Enclosures Improvement Project

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to the Professional Services Agreement with Rasmussen & Associates, in the amount of \$35,650, to provide architectural services to upgrade and/or relocate four trash enclosures in Ventura Harbor Village.

G) Approval of Amendment No. 1 to the Professional Services Agreement with Rasmussen & Associates for the ADA Compliant Restroom Remodels Project

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to the Professional Services Agreement with Rasmussen & Associates, in the amount of \$29,885, to provide architectural services for the remodel or reconstruction of restrooms in various buildings in Ventura Harbor Village.

STANDARD AGENDA:

1) Approval of Financial Statements and Checks for October through December 2019 (10 minutes)

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3385 to:

- a) Accept the following financial statements for the Quarter ended December 31, 2019; and,
- b) Review the payroll and regular checks for October through December 2019.

2) Approval of Fiscal Year 2019 – 2020 Mid-Year Budget Adjustments and Capital Improvement Plan (30 minutes)

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3386, approving the Mid-Year Budget Adjustments for Fiscal Year 2019 – 2020 effective January 1, 2020.

ADJOURNMENT

*This agenda was posted on Thursday, February 13, 2020 by 5:00 p.m. at the Port District Office
and online at www.venturaharbor.com - Port District Business - Meetings and Agendas.*

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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, FEBRUARY 19, 2020

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

- a) Property: **Federal Authorized Sea Bottom**
Negotiating Parties: Brian Pendleton, Todd Mitchell, Andy Turner
Army Corps of Engineers
Under Negotiation: **Sea Bottom Aquaculture Master Permit** (Verbal Report)
- b) Property: **1575 Spinnaker Drive #105A&B**
Negotiating Parties: Brian Pendleton, Todd Mitchell, Andy Turner
Sugar Lab Bake Shop
Under Negotiation: **New Restaurant Lease Agreement** (Verbal Report)
- c) Property: **1559 Spinnaker Drive #205,205A, B, C, D, E, 210**
Negotiating Parties: Brian Pendleton, Todd Mitchell, Andy Turner
Andy Randy, LLC dba Ventura Harbor Comedy Club
Under Negotiation: **Retail Lease Agreement** (Verbal Report)
- d) Property: **1575 Spinnaker Drive #101, 102, 103**
Negotiating Parties: Brian Pendleton, Todd Mitchell, Andy Turner
Andres Fernandez, LLC dba The 805
Under Negotiation: **Restaurant Lease Agreement** (Verbal Report)

2. Conference with Legal Counsel - Potential Litigation per Government Code Section 54956.9(d)(2): Four (4) Cases. (Verbal Report)

3. Conference with Legal Counsel - Potential Litigation per Government Code Section 54956.9(d)(4): One (1) Case. (Verbal Report)



BOARD OF PORT COMMISSIONERS

FEBRUARY 19, 2020

APPROVAL OF MINUTES

FEBRUARY 5, 2020

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF FEBRUARY 5, 2020



CLOSED SESSION

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chairman Chris Stephens at 5:30PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

ROLL CALL:

Commissioners Present:

Chris Stephens, Chairman
Brian Brennan, Vice Chairman (arrived at 5:31PM)
Jackie Gardina, Secretary
Everard Ashworth
Michael Blumenberg

Commissioners Absent:

None

Port District Staff:

Brian Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Robin Baer, Property Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Andy Turner

PUBLIC COMMUNICATIONS: Alison Kenis and Kelly Shirk, owners of Sugar Lab Bake Shop spoke about their business and their hopes to become part of the Ventura Harbor community. Sam Sadove, owner of Ventura Harbor Marina and Yacht Yard commented that the City of Ventura has changed their reporting of closed session litigation items on their agenda. Nima Ghassemitari and Azin Ariaee, owners of Harbor Mart at Channel Islands Harbor submitted written comment for the Board to consider their proposal for the coffee shop space.

CONVENED TO CLOSED SESSION AT 5:37PM.

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

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Chairman Chris Stephens at 7:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

PLEDGE OF ALLEGIANCE: By Commissioner Gardina.

ROLL CALL:

Commissioners Present:

Chris Stephens, Chairman
Brian Brennan, Vice Chairman
Jackie Gardina, Secretary
Everard Ashworth
Michael Blumenberg

Commissioners Absent:

None

Port District Staff:

Brian Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Gloria Adkins, Accounting Manager
John Higgins, Harbormaster
Richard Parsons, Consultant
Jessica Rauch, Clerk of the Board

Legal Counsel:

Andy Turner

ADOPTION OF AGENDA

ACTION: Commissioner Brennan moved, seconded by Commissioner Blumenberg and carried by a vote of 5-0 to adopt the February 5, 2020 agenda.

APPROVAL OF MINUTES

The Minutes of the January 22, 2020 Regular Port Commission Meeting and the Minutes of the January 22, 2020 Public Facilities Corporation Annual Meeting were considered as follows:

ACTION: Commissioner Brennan moved, seconded by Commissioner Blumenberg and carried by a vote of 5-0 to approve the Minutes of the January 22, 2020 Regular Port Commission Meeting and the Minutes of the January 22, 2020 Public Facilities Corporation Annual Meeting.

PUBLIC COMMUNICATIONS: None.

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

BOARD COMMUNICATIONS: Commissioner Ashworth reported that he will be traveling to Honolulu for the annual World Aquaculture Society Conference. He has also been invited to attend a conference in Arlington, Virginia that will look at legal impediments to the structure and leasing of properties to allow for aquaculture offshore. Commissioner Blumenberg reported that he had a good lunch with some of the Village tenants at The Greek, where there was good open discussion. He also asked for a Brown Act presentation to be put on an agenda. Commissioner Brennan rode his bike to the Village over the weekend and asked when Spinnaker Drive is going to be re-paved. He has also noticed many RV's camping overnight and asked if there are any restrictions to prohibit this.

DEPARTMENTAL AND GENERAL MANAGERS REPORTS: Mr. Parsons reported that the dredge is coming in tomorrow and they will start work immediately. Also, the Administration's FY21 budget and FY20 Work Plan will be released next week. Commissioner Blumenberg asked staff about the status of the HR Manual language that needs meet and confer with the Unions and the status of the electric vehicle charging stations.

LEGAL COUNSEL REPORT: None.

CONSENT AGENDA:

A) Approval of Out of Town Travel Requests

Recommended Action: Voice Vote.

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

- A) Business Operations Manager, Todd Mitchell to attend CMANC's Annual Washington Week;
- B) Project Manager, Richard Parsons to attend CMANC's Annual Washington Week; and
- C) Commissioner, Brian Brennan to attend CMANC's Annual Washington Week.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to approve the out of town travel requests for Business Operations Manager, Todd Mitchell to attend CMANC's Annual Washington Week; Project Manager, Richard Parsons to attend CMANC's Annual Washington Week; and Commissioner, Brian Brennan to attend CMANC's Annual Washington Week.

STANDARD AGENDA:

1) Approval of Fiscal Year 2018-2019 Audit

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the acceptance of the Basic Financial Statements and Supplementary Information with Independent Auditor's Report for the Year Ended June 30, 2019, prepared by White Nelson Diehl Evans, LLP.

Report by Accounting Manager, Gloria Adkins and Robert Callahan from White Nelson Diehl Evens.

ACTION: Commissioner Brennan moved, seconded by Commissioner Blumenberg and carried by a vote of 5-0 to approve the acceptance of the Basic Financial Statements and Supplementary Information with Independent Auditor's Report for the Year Ended June 30, 2019, prepared by White Nelson Diehl Evans, LLP.

2) Inner Harbor and Ventura Keys Maintenance Dredging

Recommended Action: Voice Vote.

That the Board of Port Commissioners take the following actions:

- A) Find, based upon the evidence presented below, that a contract awarded to Manson Construction Company pursuant to Section 20751.2 of the California Public Contract Code is likely to cost less than a contract awarded pursuant to Section 20751;
- B) Award the Inner Harbor and Ventura Keys Maintenance Dredging contract to Manson Construction Company at a rental rate of \$5,500 per hour in accordance with the Agreement; and
- C) Approve the Cooperative Agreement for the Maintenance Dredging of the Ventura Keys Stub Channel between the Ventura Port District and the City of Ventura.

Report by Richard Parsons, Project Manager.

Public Comment: Sam Sadove, owner of Ventura Harbor Marina and Yacht Yard offered to help the District remove the shopping carts stuck in the stub channel and asked if any dredging occurs down the fingers of the keys.

ACTION: Commissioner Blumenberg moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to find, based upon the evidence presented, that a contract awarded to Manson Construction Company pursuant to Section 20751.2 of the California Public Contract Code is likely to cost less than a contract awarded pursuant to Section 20751; award the Inner Harbor and Ventura Keys Maintenance Dredging contract to Manson Construction Company at a rental rate of \$5,500 per hour in accordance with the Agreement and revised Exhibit A; and approve the Cooperative Agreement for the Maintenance Dredging of the Ventura Keys Stub Channel between the Ventura Port District and the City of Ventura.

3) Ventura Port District Goals and 5-Year Objectives

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the Ventura Port District 5-Year Objectives.

Report by General Manager, Brian D. Pendleton.

Public Comment: Zoe Taylor provided some suggestions to incorporate into the Objectives, including recommendations regarding metrics, the need for an Economic Impact Study update, additional marketing activities, as well as acknowledgement of several revisions and recent inclusions in the Objectives. She also recommended revisiting past Vision Plans.

ACTION: Commissioner Blumenberg moved, seconded by Commissioner Gardina and carried by a vote of 5-0 to approve the Ventura Port District 5-Year Objectives.

ADJOURNMENT: The meeting was adjourned at 8:30PM.

The next meeting is Wednesday, February 19, 2020.

Jackie Gardina, Secretary



BOARD OF PORT COMMISSIONERS FEBRUARY 19, 2020

DEPARTMENTAL STAFF REPORTS

DREDGING
FEDERAL
FACILITIES
HARBOR PATROL
MARINA
MARKETING
PROPERTY
TREASURER

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 19, 2020

TO: Board of Port Commissioners
FROM: Richard Parsons, Project Manager
SUBJECT: January 2020 Dredging/Special Projects

FY2020 and 2021 Federal Dredging Funds

The Corps of Engineers FY2020 Work Plan was released on February 11, 2020. We are quite pleased that thanks to the efforts of Congresswoman Julia Brownley work plan funds in the amount of \$1,625,000 are included for the maintenance dredging of Ventura Harbor.

The Administration's proposed FY2021 budget was also released on February 11, 2020. It includes \$4,795,000 for the FY2021 maintenance dredging of Ventura Harbor. While the Congress will in the coming months need to determine the final FY2021 appropriations, the inclusion in the Administrations proposed budget represents a significant positive recognition at the federal level of Ventura Harbor's significant role in support of the west coast commercial fishing industry.

FY2020 Corps of Engineers Dredging

The Corps contractor, Manson Construction Company began the maintenance dredging of the harbor's federal channel on February 6, 2020. They expect to complete the channel work on February 13 and move into the sand trap at that point. Their pre-dredge survey indicates that about 360,000 cubic yards are available to be dredged. The federal funds currently available are adequate for that level of effort. The work should be completed by the end of February.

Inner Harbor Dredging

All agreements are now in place for the maintenance dredging of the Pierpont Basin and the Stub Channel. Dredging and Disposal Operations Plans (attached) have been filed with the:

- U.S. Army Corps of Engineers
- U.S. Environmental Protection Agency
- California Coastal Commission

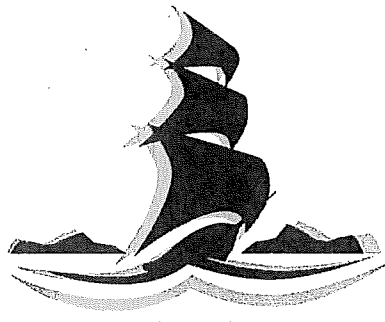
Unfortunately, however, the permit conditions from the above listed agencies require that there must be a minimum flow of 100 cubic feet per second in the Santa Clara River when dredged material from the inner harbor is deposited in the surf zone at the mouth of that river. That flow does not presently exist, and weather projections do not call for any major storms in the near future. When Manson Construction completes their work for the Corps of Engineers and if the river flow does not exist by that time, Manson's equipment will depart. I am attempting to secure some flexibility from the above listed agencies.

Commercial Dock Replacement Project

The power pedestal problems that the District had experienced on the Dock Replacement Project now appear to have been corrected. The 40 additional Eaton power pedestals that the District agreed to acquire in change order No. 4 to Bellingham Marine Industries contract are expected to be installed in March 2020.

Attachments:

Attachment 1 – Letter dated January 31, 2020 to California Coastal Commission
Attachment 2 – February 3, 2020 to USACOE & the USEPA



**VENTURA
PORT DISTRICT**
Established 1952

January 31, 2020

California Coastal Commission
Executive Director
South Central Coast Area
89 California Street, Suite 200
Ventura, CA 93001

Attention: Wesley Horn

RE: Ventura Harbor Dredging and Disposal Operations Plan

Pursuant to Special Condition 2 of Coastal Development Permit No. 4-16-0333 and Coastal Development Permit No. 4-18-0390, the following information is submitted in anticipation of the commencement of a hydraulic dredging operation in the Pierpont Basin and the Stub Channel providing vessel access between the Ventura Keys and Ventura Harbor. Shoal conditions in this channel at the mouth of the Arundell Barranca (see Exhibit 1) are presently a potential threat to navigational safety and could preclude navigation with the next series of high stream flows in the Barranca. It is anticipated about 30,000 cubic yards of material will be removed from the dredging area during the operation that will require about two days to complete and will occur at some point during the period between February 10 and March 15, 2020.

- a) The attached drawings depict the area to be dredged and the deposition site to be utilized. (Exhibit 1)
- b) The dredging operation will utilize the 27-inch barge mounted hydraulic dredge, H.R. Morris, to remove about 30,000 cubic yards of shoal material from the area indicated.
- c) The dredge has a length of 287 feet, a beam of 52 feet and a draft of 13 feet.
- d) It is anticipated that the dredging operation will be accomplished in about 2 days between February 10 and March 15.
- e) The character of the material to be dredged is reviewed in the attached documents:
 - Ventura Keys Connecting Channel Sampling and Analysis Report dated November 5, 2018 prepared by Rincon Consultants (Exhibit 2)
 - Ventura Harbor Sampling and Analysis Report dated November 16, 2018, prepared by Rincon Consultants (Exhibit 3)
- f) Local agencies were not apprised of the availability of dredge material because the Sampling and Analysis Reports indicates that the material is predominantly silt and clay (75.6% and 71%) and thus not suitable for beach placement. The reports conclude, however, that the material to be dredged is suitable for deposition in the surf zone in the vicinity of the mouth of the Santa Clara River.
- g) See (f) above for the receiver site selection criteria.
- h) The results of a pre-dredge dive survey confirming that the invasive algae *Caulerpa Toxifolia* as well as eelgrass are not present in the dredge area is included as Exhibit 4.

1603 Anchors Way Drive Ventura, CA 93001

Tel: (805) 642-8538 / Fax: (805) 658-2249

www.venturaharbor.com

- i) No significant problem is anticipated in the dredging area. Past experience in dredging said area has resulted in only minor quantities of vegetative material and urban debris. When such matter is encountered during dredging, it will be removed on board the dredge and temporarily stored on the deck of the dredge until it can be removed to an onshore debris box for proper upland disposal.

Pursuant to Special Condition 10 of the CDP, a staging plan is reflected in Exhibit 1. It should be noted, however, that the H.R. Morris will be working in the Federal Channel of Ventura Harbor in the February through mid-March 2020 time frame in accordance with ND-0037-18 issued to the U.S. Army Corps of Engineers. Thus, the 28-inch discharge pipe extending about 4,000 feet is already in place as part of the Corps dredging project. Sand ramps are placed over the pipe as the Corps project progresses and thus pedestrian and emergency vehicle access will be accommodated.

Pursuant to Special Condition 12 of the CDP, the following measures will be taken to assure safe public access during the dredging and deposition operations:

- 1) The H.R. Morris will continuously monitor channels 16 and 67 in order to transmit passing instructions to vessel traffic.
- 2) The H.R. Morris will continuously display the signals and lights indicating that a dredging operation is underway.
- 3) All floating pipe will be buoyed and lighted.
- 4) The discharge point will be flagged off and manned continuously when deposition operations are underway.
- 5) The discharge area will be lighted at night.

Finally, included herewith, as required by Special Condition 13 of both CDPs, are copies of permits or authorization for the dredging operation for both the Port District and the City of Ventura from the following agencies:

- The U.S. Army Corps of Engineers (Exhibit 5 and 6)
- The Los Angeles Regional Water Quality Control Board (Exhibit 7 and 8)
- California State Lands Commission (Exhibit 9 and 10)

If you should have any questions regarding the above information or the dredging operations, please call me on my cell phone at (805) 890-8505.

Yours truly,



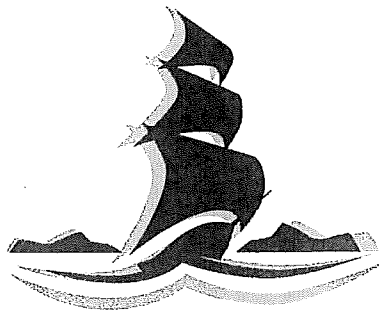
Richard W. Parsons
Project Manager
Ventura Port District

Enclosures:

Exhibit 1. Maintenance Dredging Plan

Exhibit 2. Ventura Keys Connecting Channel Sampling and Analysis Report dated November 5, 2018 prepared by Rincon Consultants

- Exhibit 3. Ventura Harbor Sampling and Analysis Report dated November 16, 2018, prepared by Rincon Consultants
- Exhibit 4. Pre-maintenance dredging eelgrass and *Caulerpa Toxifolia* dated January 27, 2020 prepared by Rincon Consultants
- Exhibit 5. Department of the Army Permit No. SPL-2011-01154-AJS
- Exhibit 6. Department of the Army Permit No. SPL-2007-00872-GLH
- Exhibit 7. Los Angeles Regional Water Quality Control Board Order No. R4-2016-0333
- Exhibit 8. Los Angeles Regional Water Quality Control Board Order No. R4-2019-0038
- Exhibit 9. California State Lands Commission Lease No. PRC 2881.9
- Exhibit 10. California State Lands Commission Lease No. PRC 8786.9



**VENTURA
PORT DISTRICT**
Established 1952

February 3, 2020

Antal Szijj
U. S. Army Corps of Engineers
Regulatory Branch
60 South California Street, Suite 201
Ventura, CA 93001

Alan Ota
U.S. Environmental Protection Agency, Region IX
Dredging and Sediment Management Team (WR-3)
75 Hawthorne St.
San Francisco, CA 94105-3901

Re: Ventura Harbor and Ventura Keys Dredging and Disposal Operations Plan

Pursuant to Special Condition 10 of Permit Number SPL-2011-1154-AJS issued to the Ventura Port District and Special Condition 6 of Permit Number SPL-2007-00872-GLH issued to the City of Ventura, the following information is submitted in the anticipation of the commencement of an hydraulic dredging operation in Area A of Ventura Harbor and the Connecting Channel area of the Ventura Keys (see Exhibit 1). The Ventura Port District is acting as the contract authority for both agencies. It anticipated that about 30,000 cubic yards of material will be removed during the dredging operation that will require about 2 days to complete at some point during the period between February 10 and March 15, 2020.

A). The Ventura Port District's Project Manager, Dredge Site Manager and Inspector is:

Richard W. Parsons
2271 Los Encinos Road
Ojai, California 93023
805.649.9759
805.890.8505 (cell phone)

Manson Construction and Engineering Company's Project Manager is:

Max Oviedo
340 Golden Shore, Suite 310
Long Beach, California 90802
206.619.7729 (cell phone)

The dredged material is pumped hydraulically through a pipeline to the designated deposition site and thus no transport vehicles are involved in the operation.

*1603 Anchors Way Drive Ventura, CA 93001
Tel: (805) 642-8538 / Fax: (805) 658-2249
www.venturaharbor.com*

U. S. Army Corps of Engineers
U. S. Environmental Protection Agency
February 3, 2020
Page 2


- B) The major piece of dredging equipment involved in the operation is the hydraulic pipeline dredge H.R. Morris. Two 50 foot work boats, the Cub and the Pup, move the Morris and the floating pipeline. The Morris utilizes a Trimble GA530 combined with a Trumble GA510 and wirelessly connected to an onshore base station to provide real time kinematic (RTK) horizontal positioning accurate to about 1 inch and E-trac tide gauges for vertical positioning.
- C) The character of the material to be dredged is reviewed in the attached two documents:
- Ventura Keys Connecting Channel Sampling and Analysis Report dated November 5, 2018, prepared by Rincon Consultants (Exhibit 2).
 - Ventura Harbor Sampling and Analysis Report dated November 16, 2018 prepared by Rincon Consultants (Exhibit 3).
- D) Both Sampling and Analysis Reports conclude that the material to be dredged is suitable for deposition in the surf zone in the vicinity of the mouth of the Santa Clara River.
- E) A pre-dredge bathymetric survey dated December, 2019 as well as a dredge plan are depicted on Exhibit 1.
- F) No significant debris problem is anticipated in the dredging areas. Past experience in dredging said areas has resulted in only minor quantities of rock and vegetative matter. When such debris does not pass through the dredge pump it is removed onboard the dredge and then properly disposed of. Debris that does pass through the dredge pump and is thus deposited at the deposition site is recovered by the contractor personnel continuously monitoring the discharge area and then properly disposed of.

Also included with this letter is a copy of the contractor's notification to the 11th Coast Guard District regarding the commencement of dredging operations at Ventura Harbor (Exhibit 4), as well as the results of a dive survey confirming that the invasive algae *Caulerpa Taxifolia* is not present in the dredging area (Exhibit 5) and an eelgrass survey (Exhibit 5).

It should be noted that the dredge H.R. Morris will be engaged in dredging operations at Ventura Harbor in February through mid-March 2020 time frame pursuant to a contract with U.S. Army Corps of Engineers. It is anticipated that the inner harbor dredging for the Port District will be accomplished during this same period when the H.R. Morris becomes available.

If you should have any questions regarding the above information or the dredging operations, please call me at 805.649-9759 or on my cell phone at 805.890.8505

Yours truly,



Richard W. Parsons
Project & Dredge Site Manager and Inspector
Ventura Port District

Encls.

A Look Ahead: President's FY21 Budget and the Appropriations Process

President Trump is scheduled to release his Fiscal Year (FY) 21 budget proposal on Monday, February 10th. Following the release of the President's budget, Congress will hold a series of budget hearing where various administration officials will testify before Congressional committees to discuss their agencies' budgets and answer questions from Members of Congress. These hearing provide a great opportunity for Members of Congress to raise projects and priorities of importance to their districts with top federal agency officials. The President's budget proposal is always the starting point for the annual appropriations process, but it is up to Congress to provide the actual funding.

The release of the President's Budget proposal also kicks off the annual appropriations process in Congress. Members of Congress will be seeking appropriations programmatic requests from constituents in the month of February. The House Appropriations Committee will likely act first on drafting their FY21 appropriations bills and are expected to aim to move bills through the committee relatively quickly. There are indications that the House hopes to have all 12 appropriations bills passed on the House floor by the July 4th Congressional recess.

Treasury Department Releases Final Regulations on Opportunity Zones

The Treasury Department has released final regulations for implementation of the Opportunity Zone program. The Opportunity Zone program was created in the 2017 tax bill to help economically-distressed communities where new investments, under certain conditions, may be eligible for preferential tax treatment. The new regulations provide clarity for Opportunity Zone investors and offer guidelines on topics ranging from how much funding investors must provide to receive the tax benefits to regulations on development of vacant properties. The rules also outline performance metrics to determine whether participants are meeting Opportunity Zone requirements. These regulations will go into effect on February 18th.

Federal Agency Positions/Nominations

Paul Ray was confirmed by the Senate by a vote of 50-44 to serve as the Administrator of the Office of Information and Regulatory Affairs at the Office of Management and Budget.

Peter Gaynor was confirmed by the Senate by a vote of 81-8 to serve as the Administrator of the Federal Emergency Management Agency.

President Trump today **Finch Fulton** to serve as the Assistant Secretary of Transportation. Fulton is currently serving as the deputy assistant secretary for transportation policy.

House Ways & Means Committee Explores Infrastructure Needs

On January 29th the House Ways and Means Committee held a hearing titled “Paving the Way for Funding and Financing Infrastructure Investments.” The goal of the hearing was to examine potential funding and financing options for an infrastructure package. No new ground was broken on this issue despite members repeatedly talking about the need to ‘look for new ways’ to pay for infrastructure. Chairman Neal began the hearing by stating that dynamic scoring should be used on the infrastructure package as that was what was used with the 2017 tax cut legislation. Ranking Member Brady agrees with that statement during his remarks, Chairman Neal also reiterated a conversation he recently had with Treasury Secretary Mnuchin in that Mnuchin said that if the USMCA passes the Congress then the Administration would consider getting an infrastructure package approved as their next priority.

Given the strong representation of Southern California Committee Membership, the Port of Los Angeles and Long Beach factored prominently into a number of statements and questions. Rep. Chu spoke about the importance of freight rail movement and the growing congestion at the Ports of Los Angeles and Long Beach and asked the witnesses if a rail trust fund should be created. One of the witnesses responded by saying that a better approach would be to expand the eligibility for some of the core transportation programs instead of carving out a new program with the limited funding available. Rep. Sanchez said that Los Angeles County voters understand the importance of infrastructure and have repeatedly voted for bond measures and sales tax increases to pay for infrastructure. She said Los Angeles is preparing to host the Olympics in 2028 and that the ‘feds need to have more skin in the game’ to assist getting projects completed. She also used her time to rebut a narrative from Republican members who wondered why their constituents have to pay for infrastructure in other parts of the country. She said that the Ports of Los Angeles and Long Beach are responsible for moving 1/3 of the goods coming into the US and that a reliable transportation network to ship those goods across America is essential as all Americans benefit from efficient movement of goods. Rep. Gomez urged his Committee colleagues to look at infrastructure investment as being in the national interest and not just how it may impact their specific district and constituents. He asked the witnesses how to attract more private capital to infrastructure. One of the witnesses responded by saying that there needs to be a good supply of projects that would generate a return on

investment to be attractive to the private sector and that only a handful of projects nationwide meet that criteria with the vast majority of projects being reliant on direct public investment.

US Army Corps of Engineers Withdraws Water Supply Rule

The US Army Corps of Engineers recently announced that it is withdrawing the "Use of U.S. Army Corps of Engineers (Corps) Reservoir Projects for Domestic, Municipal & Industrial Water Supply," also known as the Water Supply Rule. In 2016, the Corps issued a notice of proposed rulemaking for the Water Supply Rule that sought to clarify the Corps' policies governing the use of its reservoir projects for domestic, municipal and industrial water supply by defining key terms under the Flood Control Act of 1944 and the Water Supply Act of 1958. However, due to several issues raised by stakeholders concerning inconsistent pricing methodologies, reallocation approval levels, agreement approval levels, and difficulty getting real estate instruments, the Corps chose to pull back the rule. The Corps will now consider how best to address water supply issues in order to address stakeholder concerns by simplifying, clarifying and streamlining provisions and processes to achieve better consistency and address long-standing policy issues.

Final WOTUS Rule Released

The Environmental Protection Agency (EPA) and the Corps released the much-anticipated Waters of the US rule, which the Administration is now calling the Navigable Waters Protection Rule (NWPR) to define "waters of the United States." The release of the NWPR completes step 2 of the President's 2017 Executive Order regarding the withdrawal and replacement of the 2015 Obama WOTUS rule. The rule will become effect 60 days after it is officially published in the federal register (which has not happened yet). Once the rule becomes final it is expected that there will be legal challenges. Additionally, EPA and the Corps will be holding a public webinar on February 13th to discuss the rule.

White House Releases Proposed Changes to NEPA

The White House Council on Environmental Quality (CEQ) announced a notice of proposed rulemaking to make changes to the National Environmental Policy Act (NEPA) implementation. CEQ is aiming to modernize and clarify the regulations to facilitate more efficient, effective and timely NEPA reviews by federal agencies. NEPA was signed into law on January 1, 1970 and requires federal agencies to consider the environmental impacts of certain proposed projects. The proposed rule would:

- Establish time limits of two-years for completion of environmental impact statements and one-year for environmental assessments;
- Establish a 300-page limit for environmental impact statements and a 75-page limit for environmental assessments;

- For projects that require multi-agency reviews, establish a lead federal agency to develop a joint review schedule, procedures to elevate delays or disputes, and preparation of a single environmental impact statement and joint record of decision to the extent practicable;
- Exclude non-federal projects from the NEPA review process (those with minimal federal funding or involvement);
- Reduce duplication between federal, state and local governments by facilitating the use of documents required by other statutes or prepared by state or local agencies to comply with NEPA; and
- Eliminate the requirement for analysis of “cumulative” effects from factors agencies must consider, while establishing that effects must be “reasonably foreseeable” and have a direct, causal relationship to the project.

There is currently a 60-day comment period for the notice of proposed rulemaking; however, there are efforts in both Congress and the environmental community to extend the comment period.

House Democrats Release Broad Infrastructure Framework

House Democrats are trying to revive efforts to move a comprehensive infrastructure package with the release of the “Moving Forward” infrastructure framework. This plan would call for \$760 billion in funding over 5 years. The package will include infrastructure relating to surface transportation (roads, transit, rail), airports, Harbor Maintenance Trust Fund, wastewater and drinking water, inland waterways, broadband, education, and housing. As expected, the proposal is a set of high-level principles and not actual bill language. There is no definite time-line for when the package – or pieces of it – will be brought to the House floor for debate. Speaker Pelosi said that “we’ll bring it to the floor when we’re ready”. The proposal does not contain any pay fors to which House Ways and Means Committee Chair Neal said that Democrats would “not volunteer a revenue stream until the Administration reaches agreement with us”.

Similar to infrastructure efforts that occurred in 2019, it is unclear at this time if this package in its current form will be able to move through Congress. In the spring of last year, Congressional leaders went to the White House to meet with the President to talk about the basic structure of an infrastructure package. That meeting did not go well, and as a result, efforts to do an infrastructure package have stalled. House Democrats are hopeful that by releasing this new plan, it will restart discussions with the White House.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 19, 2020

TO: Board of Port Commissioners
FROM: Joe A. Gonzalez, Facilities Manager
SUBJECT: January 2020 Facilities Report

DIVE POOL WALL UPDATE:

Status: Construction 100% Complete; Budget: Under

One of the capital improvements items for this fiscal year is to repair the existing dive pool/promenade wall. The Ventura Port District and Ventura Dive & Sport have entered into agreement for the repairs and are currently working in conjunction to complete the project. With all inspections approved, this project is now 100% completed.



VHV PAINTING PROJECT:

Status: Project 20% Complete; Budget: On Budget

The Ventura Harbor Village paint project is moving along, however unfortunately cold and windy days has slowed down the momentum. We have been experiencing cold days preventing the



paint to cure properly between coats. With all these unfortunate weather conditions, the project is moving slowly. We are currently working on three buildings which are 1591 (The Ultimate Escape Rooms), 1567 (Lighthouse) buildings and 1583 (The Greek Mediterranean Steak & Seafood) buildings, this strategy allows the painting crew to re-locate as weather changes.

We continue to adjust the current painting schedule to reflect the delays we have experienced from the recent weather conditions to help minimize the impact on the Ventura Harbor Village businesses and all future marketing events.

Garland and their subcontractor are currently preparing a proposed change order to address the dry rot located around several windows on 1567 and 1591 buildings. Change order will be based on agreed unit cost in the original proposal and is a foreseen expense.

We continue to be pleased that Garland is considerate of our tenant needs and are working together with staff to accommodate our requests to make this a successful project.

EV STATIONS UPDATE:

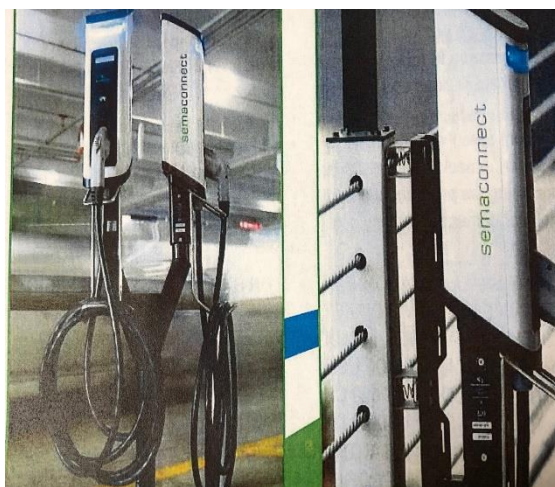
Status: Construction 0% Complete; Budget: No cost

ABM is currently working with the City of Ventura's ADA requirements and Inspectors. Staff was notified this week that there's one more field inspection from the City's inspector, we are told by ABM once they get the green light from the City, the District will be receiving the preliminary installation schedules. We anticipate receiving the installation schedule by the end of this month.

Staff will be working closely with ABM to make sure the rate schedule is sorted at least two weeks before install.



Existing



New

DRY STORAGE PROJECT:

Status: Construction 90% Complete; Budget: Under

Staff has received the second estimate from a local general contractor for the pavers project adjacent to the Dry storage. Staff will start the process for the contract as per the Procurement Policies, we anticipate starting this project by the end of this month. By the accomplishing of the pavers, this will complete the entire Dry storage project.

As seen on the pictures below it shows clearly the need of pavers, and the unsafe location for any vegetation (planters) that would require staff or outside services to maintain on regular basis, staff

took extra consideration on all options and it was recommended to continue with the current City's approved appearance, to have all adjacent areas coordinate with the same look.



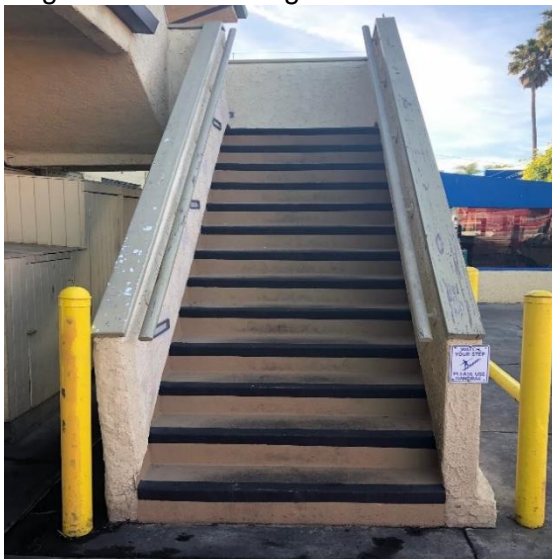
STAIRCASES HANDRAILS CAPITAL IMPROVEMENT PROJECT:

Status: Project 90% Complete; Budget: Under

One of the capital improvement items for this fiscal year is to replace all original wooden staircase handrails that are within the Ventura Harbor Village complex. Glad to report that the project is going as planned and we are ahead of the painting project.

The original wooden handrails will be replaced with 316 Marine grade stainless-steel. All new stainless-steel handrails will be ADA compliant.

Original wooden railing



New ADA compliance railing



MARINA/MARKETING DEPARTMENTS:

The Maintenance Department continues to perform monthly inspections on all gangways, docks, fire extinguishers and fire boxes. They also continue to assist in setup for events and scheduled weddings, installation of banners, flags, etc.

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: February 19, 2020

TO: Board of Port Commissioners
FROM: John Higgins, Harbormaster
SUBJECT: January 2020 Harbormaster/Harbor Patrol Report

PUBLIC SAFETY

Overview:

Winter weather has been relatively mild and our Harbor has been spared from some of the more recent high wind events and dangerous seas. We have also not seen any significant wave events this last month. The King Tides arrived and were not an issue thanks to the relatively calm weather and moderate surf.



On the water we have focused efforts on closely monitoring the hoop net activity. Our staff has made it a point to follow up on lone boaters through the night and confirm they make it safely back to the launch ramp. There have been no significant issues since the earlier accident and our more focused monitoring.

On land our Harbor Patrol has been routinely contacting vagrants in the early morning hours and attempting to discourage them from loitering within Harbor. This continues to be challenging due to the significant growth of illegal campsites behind the River Haven area and its proximity to the Harbor.

BEACHES

Harbor Cove:

We worked with the City of Ventura to remove and store the beach accessibility mat. After dredging has been completed and before the City of Ventura Corporate Games, the mat will be installed again for the Summer season.

South Beach:

Erosion appeared to be on track from last year. As the dredge arrived the ability for our vehicles to transit from Surfers Knoll to Harbor Cove ended due to the erosion. The Dredge arrival and sand replenishment is key to providing public safety access, an area for the public to recreate, and a location for Spring/Summer sensitive bird nesting.

EQUIPMENT

We are currently working on converting our boats to accept shore power. This conversion will preserve our batteries and ensure our equipment is always rescue ready. This work will fall within our existing vessel maintenance budget.

Training/Meetings/MOU's

- * Attended Oxnard Harbor District Safety Committee Meeting
- * Participated in Oxnard College Public Safety Department Stakeholder Meeting
- * Met with Oxnard College Dean of Public Safety Academy about Lifeguard Academy
- * Met with Ventura Keys Homeowners Association Members
- * Met with Lifeguard Supervisor James Bray regarding Summer Lifeguard Contract
- * Met with Ventura City Fire Department to plan joint Marine Firefighting Training in March

- * Harbor Patrol Officers participated in EMT Skills Testing
- * Harbor Patrol Officers received Bi-annual CPR Training

MOU PROJECT

Progress with an updated Fire Department MOU has been delayed as the key member of the Fire Department is out on an injury. Upon his return to work we will resume talks. In the meantime, we continue to operate under the old MOU to provide Fireboat Services.

GRANTS


California Surrendered and Abandoned Vessel Exchange (SAVE) California Parks: The signed contracts and the resolution have been submitted to State Parks. I have followed and they estimate that there will be an additional 3-4 weeks for processing before I receive permission to begin disposals.

BOATER INFO DISTRIBUTED

The annual boating informational flyer has been delivered to all the marina operators, Ventura Keys Association, and commercial vessel operators. This information flyer briefly gives boaters key information to allow for them to transit safely and contact the dredge for questions.

HARBOR ENTRANCE & SOUNDINGS


Dredging is underway and any issues have been identified in the pre-dredging survey and are currently being addressed.



Ventura Harbor Patrol

Boater Info

Ventura Port District - Harbor Patrol
1603 Anchors Way Drive,
Ventura CA 93001 Office: 805-642-8618




Ventura Harbor Maintenance Dredging Information

During the month of February, the **Manson Dredge Company** will be dredging the entrance to Ventura Harbor as well as the sand trap, located to the west of the channel. It is important to be aware of dredge operations and understand their signals in order to avoid an accident.

During the day, dredges will display a **ball-diamond-ball** in a vertical line, usually on the centerline near the forward portion of the dredge. This signals that you are approaching a vessel with limited maneuverability. The "safe side" will be marked with **two diamonds**. **Avoid the "danger side," marked with two black balls. This is the side on which the dredge pipe is connected.**

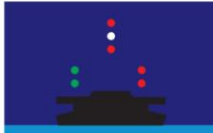
At night, the ball-diamond-ball pattern will instead be represented with a **red-white-red** pattern. The **two diamonds** of the "safe side" will show **two green lights**, and the **two black balls** of the "danger side" will show **two red lights**.

Do not confuse these with navigation lights, and never pass a dredge until you confirm passing instructions with the **Dredge HR Morris** on VHF-FM Channel 16/67. As with all vessels, the dredge will monitor both Channel 16 and 67, and you can always hail on Channel 16 and switch over to Channel 67.



Safe side to pass (Diamonds)

Obstruction this side (Balls)



Safe side to pass (Green - Go)

Obstruction this side (Red - Danger)

Dredge operations involve a considerable number of support vessels that are necessary to move the dredge, relocate anchors and anchor balls, place dredging pipe and connecting flanges, and ferry personnel and supplies. These boats are on the move 24 hours a day, and also have a limited ability to maneuver. Maintain a close lookout, and be prepared for sudden maneuvers by support vessels.

Boaters may also hail the Harbor Patrol on Marine 12/16 for assistance. General Information can be obtained by calling the Harbor Patrol Office Line @ 805-642-8618

911 CALLS DISPATCHED (24 CALLS RECEIVED)

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
20-0004693		HARB1, ME2, MED662	M5	STABBING NON EMD	Ventura County Fire Department	3750 E Harbor Bl	Ventura	1/16/2020 8:10:22 PM
20-0004703		HARB1, ME2, MED474	M7	LIFT ASSIST	Ventura County Fire Department	1215 Anchors Way	Ventura	1/16/2020 8:56:34 PM
20-0005076		HARB1, ME2	F7	PUBLIC SERVICE	Ventura County Fire Department	1860 Spinnaker Dr	Ventura	1/18/2020 7:00:26 AM
20-0005079		HARB1, ME2	F7	INVESTIGATION	Ventura County Fire Department	1901 Spinnaker Dr	Ventura	1/18/2020 7:53:17 AM
20-0005231		HARB1, ME2, MED473	F4	TC	Ventura County Fire Department	3639 E HARBOR BL	Ventura	1/18/2020 4:55:04 PM
20-0005434		HARB1, HARB2, ME5, MED421, MED661	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1215 Anchors Way	Ventura	1/19/2020 11:41:43 AM
20-0005580		HARB1, HARB2, ME2, MED471	M5	STROKE (CVA)	Ventura County Fire Department	1215 Anchors Way	Ventura	1/19/2020 9:28:27 PM
20-0005791		HARB1, ME2, MED471, MED492	M7	SICK PERSON NO CODE	Ventura County Fire Department	1691 Spinnaker Dr	Ventura	1/20/2020 5:13:39 PM
20-0005858		HARB1, ME2, MED471	M3	UNCONSCIOUS/FAINT HIGH	Ventura County Fire Department	1050 SCHOONER DR	Ventura	1/20/2020 11:09:47 PM
20-0005943		HARB1, ME2, MED492	M5	OVERDOSE/POISONING NON EMD	Ventura County Fire Department	1600 Spinnaker Dr	Ventura	1/21/2020 9:05:24 AM
20-0006226		HARB1, ME4, MED471	F4	TC	Ventura County Fire Department	1449 Spinnaker Dr	Ventura	1/22/2020 10:11:57 AM
20-0006244		HARB1, HARB2, ME4, MED492	M7	FALLS NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	1/22/2020 11:33:03 AM
20-0006552		HARB1, HARB2, ME4, MED492	M5	ASSAULT NON EMD	Ventura County Fire Department	3750 E Harbor Bl	Ventura	1/23/2020 12:05:50 PM
20-0007453		HARB1, HARB2, ME2, MED661	M5	BEHAVIORAL EMERGENCY	Ventura County Fire Department	3750 E Harbor Bl	Ventura	1/26/2020 1:51:37 PM
20-0008249		HARB1, ME2, MED471	M3	CHEST PAIN NON TRAUMA HIGH	Ventura County Fire Department	E Harbor Bl / Spinnaker Dr	Ventura	1/29/2020 9:58:17 AM
20-0009921		HARB1, HARB2, ME102, MED471	M5	FALLS	Ventura County Fire Department	1215 Anchors Way	Ventura	2/3/2020 8:05:53 PM
20-0010291		B2, HARB1, ME102, ME5, WT4	F7	INVESTIGATION	Ventura County Fire Department	E Harbor Bl / Olivas Park Dr	Ventura	2/5/2020 7:06:50 AM
20-0010404		HARB1, HARB2, ME102	M7	LIFT ASSIST	Ventura County Fire Department	1215 Anchors Way	Ventura	2/5/2020 3:28:50 PM
20-0010713		HARB1, HARB2, ME7, MED473	M3	OVERDOSE/POISONING HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	2/6/2020 3:17:05 PM
20-0011008		HARB1, ME5	F7	COMMERCIAL FIRE ALARM	Ventura County Fire Department	1651 Anchors Way Dr	Ventura	2/7/2020 11:35:08 AM
20-0011623		HARB1, ME2, MED473	M3	HEART PROBLEM HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	2/9/2020 7:44:15 AM
20-0011750		HARB1, ME2, MED451, MED474, MED662	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	2/9/2020 4:23:14 PM
20-0012087		HARB1, ME2, MED473	M7	FALLS NO CODE	Ventura County Fire Department	2943 Seaview Ave	Ventura	2/10/2020 5:50:58 PM
20-0012321		HARB1, ME2, MED473	M5	STROKE (CVA)	Ventura County Fire Department	2890 Sailor Ave	Ventura	2/11/2020 2:06:48 PM

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 19, 2020

TO: Board of Port Commissioners
FROM: Dave Werneburg, Marina Manager / Commercial Fisheries
SUBJECT: January 2020 Marina Report

COMMERCIAL FISHING

California Market Squid Harvest – Ventura Harbor

- January 2020 – 70 Landings totaling 941 tons.
- 19 - 20YTD (Starting April 1, 2019): 497 landings, 7,611,420 lbs. / 3,805 tons.
- California Squid Season Limit: 118,000 tons.

While landings at Ventura continue to lag, there have been promising signs just south of us. This past week, San Pedro / Long Beach have landed nearly 800 tons from the Catalina area. The quality and size of product being landed, both at Ventura and San Pedro, are better than average and more consistent with market expectations.

OTHER FISHERIES – GENERAL

Coronavirus has had a major impact on our lobster fishery. The current lobster season is scheduled to close March 15, 2020. However, the coronavirus has prematurely brought the season to an early self-directed closure. Lobster, by its very nature, is a “live” market and is primarily exported to the Asian market. The markets have ceased buying or accepting imports. Fish buyers are currently paying only about \$9.00 per pound vs. a typical market price of \$18-\$23 per pound. Our fishermen indicate this barely covers their fuel and operating costs. Most have begun pulling their traps and calling it an early season. Next up...Spot Prawn season.

VENTURA HARBOR VILLAGE MARINA

Total Slip Count	106 / 103 *	100%
Slips Assigned	94	91%
Slips Occupied	87	84%
Slips Available	9	9%

*3 slips not navigable at this time; may require dredging.

Bellingham Marine continues to fine tune some electrical pedestal issues. Overall, the reconfigured Marina has stabilized. Revenue streams are returning to more normal patterns.

Refugio Oil Spill of May 2015: The Refugio Oil Spill of May 2015, which released 143,000 gallons of crude from corroded pipeline, has never been fully repaired, directly impacting numerous platforms in the Santa Barbara corridor. C&C supports the oil platforms with 8 active crew boats. C&C has been a Village Marina tenant since the early 80's, occupying 2 full time slips. Exxon and others have started shuttering operations on their platforms due to limited capacity to offload crude. C&C is removing 5 of 8 crew boats from service, possibly vacating their 2 slips at our Marina.

Vessel Aground: Early morning February 6th, F/V SPERANZA MARIE, 65' aluminum seiner, missed the Harbor's entrance grounding itself on the breakwater. Harbor Patrol and Coast Guard responded; no injuries reported. Preliminary damage assessment underway. No mechanical infrastructures were damaged. Vessel will be out of service for about a month.

MARKETING HIGHLIGHTS

DATE RANGE: JANUARY 1 - JANUARY 31, 2020

PR Highlights

Drafted & distributed Ventura Harbor **Seasonal Whale Watching press release** to 348 media outlets including California dailies, weeklies, freelancers, online media, and magazine editors in Ventura and Santa Barbara Counties. Editorials about Whale Watching appeared in **Ventura County Star Newspaper**, (585,843), **Kid 101**, (544,728), **KEYT Television** in Santa Barbara (187,567 UVP) and **KVTA Radio**, 1590 AM Ventura, **"Girls on the Air."** Highlights of secured editorial coverage included **805 Living Magazine** where retailer **Lemon & Lei** was featured in the publication's Wellness Issue (30,830) and Island Packers and The Channel Islands in **USA Today Newspaper's 10Best.com** (585,842) Drafted and distributed the **Ventura Harbor Village Painting Refresh Project** Press Release to local media; Somerville Associates drafted a **Spring Media Day** itinerary "A Seaside Salute to All Things Authentically Ventura Harbor" and is working with the marketing team, harbor hotel, and Portside on date to move ahead with other business participation. Fulfilled Central Coast Tourism media request to submit **adventure based vendors** at Ventura Harbor inclusive of boating, diving, jetski, sportfishing, whale watching, island excursions, parasailing, rentals, etc.



Community Happenings & Event Inquiry Communications in Progress

Marketing department receives daily inquiries on special events for use of space. Currently coordinating and in discussions for: City of Ventura Corporate Games / Breath of Life Triathlon / NSSA Surfing Competitions / Hokuloa Annual Outrigger Event / World Oceans Day Festival / Santa Barbara Adventure corporate events / Ceviche Chowdown / Oxnard Music Festival / Ventura Art & Street Painting Festival / School Beach Days (multiple) / Mermaid Run / Fit4Mom - Fitzone Fitness Classes / Film Shoots / Beach Weddings (Wedgewood Country Club & private requests weekly) / Rental of Suite 115 in the Village as Event Space.



Event Production (Pre/Post)

- Promotion and coordination of vendors for "2020 Vision Seaside" **Martin Luther King Jr. Holiday Weekend**, inclusive of live music, face painting, and psychic readings.
- Pre-production for **Tenant Mixer Celebration** coordinating caterers, awards, experiential elements, and rentals.
- Pre-production for **Valentines Visitor Booth**, photo backdrop, live music, vendors, and sweet treat giveaways.
- Wrap up of **Parade of Lights** (fulfilling sponsorship agreements) / **Winter Wonderland** / **Santa Paddle** / Decor
- Working with Holly Workshop to create **new decor display messages** on the promenade for future seasons.

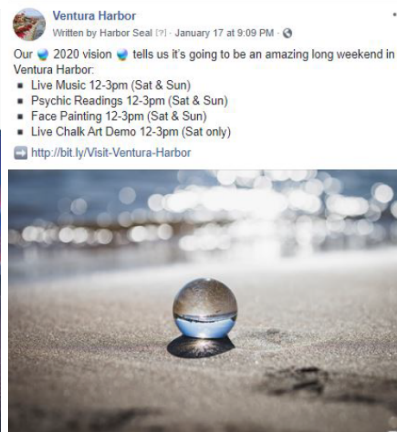
Meetings & Tours

CENTRAL COAST
California

- Portside Ventura Harbor** - Marketing team toured new residential units and facility in progress with the management team. Met publicist & business manager.
- Andria's Seafood team** - update and progress on KEYT TV co-op advertising program. VPD to assist with billing.
- Central Coast Tourism Board Meeting** - secured placement for Ventura Harbor Village on a highlighted ad on the Central Coast map / Update on east coast initiative, Ventura Harbor a bronze sponsor/ Ventura Harbor Village selected as reception site for CCTC Board Retreat in April.

Paid Facebook Advertising Samples for January 2020

See ads to right



HARBOR PROMOTIONS & CONTESTS

DATE RANGE: JANUARY 1 - JANUARY 31, 2020

WARM YOURSELF SEASIDE AT VENTURA HARBOR

GET WARM!



#WARM YOURSELF SEASIDE

is a multi-faceted campaign to encourage visitors to cozy up in the Village when the temperatures drop. Targeted focus on fireside dining, steaming chowder, cocktails, indoor activities, merchandise, & more creating multiple touch points for various businesses.

51,620

TOTAL PEOPLE REACHED
ON VENTURA HARBOR
SOCIAL PLATFORMS
FOR THIS CAMPAIGN

30,000+

IMPRESSIONS FROM
VISIT VENTURA POST
(BOOSTED BLOG
PAID PARTNERSHIP)

\$300

INVESTED IN
SOCIAL DIGITAL
ADVERTISING
AND BOOSTING

466

CLICK THRU'S
TO DEDICATED
WARM YOUR-
SELF WEB PAGE

Campaign features a dedicated page on VenturaHarborVillage.com with 20 Ways to Warm Yourself Seaside. Page featured 29 business with a call out to dine for warm chowders & catch sunsets at harbor restaurant.

Ads & promos include to date Ventana Magazine, Google Ads, Facebook Ads, Enewsletter, Village Map, photo shoot, sunset imagery, social media contest, VC Star banner ads, Chamber Connection Breakfast



SUNSETS & SIPS

Seaside



Photo Contest | Win Great Prizes
VENTURAHARBORVILLAGE.COM



#SUNSETS AND SIPS

The 3rd annual social media photo contest to build user generated content and drive direct foot traffic to Ventura Harbor / happy hour spots in the Village. Three lucky winners who posted impressive sunsets and/or sips were chosen to receive a \$30 gift card to a Ventura Harbor restaurant of their choice. Contest ran Jan. 16th - Jan. 31st.

48

PHOTO CONTEST ENTRIES ON FACEBOOK AND INSTAGRAM
(SEE WINNING PHOTOGRAPHS TO RIGHT & BELOW)

43,668

TOTAL PEOPLE REACHED
ON VENTURA HARBOR
VILLAGE SOCIAL MEDIA
PLATFORMS OVER TWO
WEEK CONTEST PERIOD

5,033

COMBINED LIKES ON USER
GENERATED CONTENT (POSTS
BY VISITORS TO THEIR OWN
NETWORK OF FOLLOWERS -
REACHED MANY NEW
AUDIENCES)



WINNER 1



WINNER 2



WINNER 3



SOCIAL MEDIA PROFILES

DATE RANGE: JANUARY 1 - JANUARY 31, 2020



INSTAGRAM

Sample Imagery Posted



INSTAGRAM METRIC REPORTING UNAVAILABLE FOR JANUARY DUE TO VPD PAYMENT ISSUE

Posts focused on the new year, holiday weekend festivities, new local executive chef at Water's Edge, Warm Yourself Seaside Campaign, Sunsets & Sips Photo Contest, dedicated posts for Parade of Lights Sponsors, etc.



FACEBOOK

Sample Imagery Posted



Followers

24.9K

Impressions

567K

Engagements

21.5K

Demographic Fun Fact

WOMEN BETWEEN THE AGES OF 35-44 WERE THE LEADING FORCE AMONG VENTURA HARBOR FACEBOOK FANS DURING THE MONTH OF JANUARY



TWITTER

Sample topics included:

Followers

5,363

Impressions

15.3K



SAMPLE TWITTER TOPICS: VILLAGE REFRESH PAINTING PROJECT, WELCOME GORDON RESEARCH GROUP, WHALE WATCHING, EPIPHANY BLESSING OF THE WATERS, VENTURA YACHT CLUB BOATING COURSES, VENTURA DIVE & SPORT NEW GLASS WALL, NATIONAL PLAN YOUR VACATION DAY, ETC.

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: February 19, 2020

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: January 2020 Property Manager Report

CURRENT TENANT REPORT

- 1) *Anja's Boutique* – 1591 Spinnaker Drive #113 – Tenant is currently at 1559 Spinnaker #103, while making her transition to the new space at 1591 Spinnaker #113. Estimated opening date for new space is March 2020.
- 2) *Frenchies Nail Salon* – 1583 Spinnaker Drive #105 – Tenant is in the last leg of coordinating the furniture for the space. They still have pending the City of Ventura inspection. Estimated opening first quarter of 2020.

CURRENT AVAILABILITY REPORT

- 1) *Coffee House --- 1575 Spinnaker Drive #105A&B ---* Board has given Staff recommendation to start lease negotiations with prospective tenant.
 - a) Staff has spoken to the second prospective tenant that submitted a business proposal for the Coffee Shop. Staff has shown the Blackbeard's space to them and they declined to move forward with that space.
- 2) *1567 Spinnaker Drive #100* – Staff sent out and posted the RFP packet on December 2nd and 3rd and continuously refreshes these ads to stay in the forefront of services. Pre-bid meetings have already been conducted with some prospective tenants and the question/answer portion was distributed to all prospective tenants as scheduled. Bids are due from prospective tenants' March 2nd.
- 3) *1591 Spinnaker Drive #114 & 115 (formerly BS Taproom) ---* This space is being advertised on all of our leasing outreach programs listed below. Staff is working with restaurant consultant Eric Zackrison and designer Jim McKeown to evaluate and develop options for leasing opportunities as one large space or broken into smaller units. Staff anticipates reporting on recommendations to Board in early March.

LEASING OUTREACH

- A) Leasing Outreach – Daily exposure with our ads online via LoopNet/CoStar which covers the following:
- Top three commercial real estate marketplaces:
 - Craigslist advertisements;
 - LoopNet, City Feet and Showcase and;
 - 150 plus online newspaper websites including Wall Street Journal
 - 24 Million visitors to these sites /200,000 real estate professionals use CoStar

OCCUPANCY LEVELS AT HARBOR VILLAGE

JANUARY 2020							
CATEGORY	TOTAL	Harbor	Harbor	Harbor	Harbor	City *	City *
	Square	Vacancy	Vacancy	Available	Available	Vacancy	Available
	Footage	Sq Ft	%	Sq Ft	%	%	%
Office	19,828	0	0%	0	0%	22%	47%
Retail	22,613	0	0%	6,698	30%	22%	24%
Restaurant	33,220	3,081	9%	3,081	9%	0.00%	6.00%
> Harbor Vacancy --- No tenant or lease							
Office ----		None					
Retail ---		None					
Restaurant ---		1591 / Former BS Tap #114 & #115 and former Coffee Dock #105A&B					
> Harbor Available --- Tenant on MTM lease, including Harbor Vacancy numbers							
Office ----		None					
Retail ---		1567 / Carousel #100, 1583 Lemon & Lei #104A, 1559 Anja's Boutique #103					
Restaurant ---		1591 / Former BS Tap #114 & #115 and former Coffee Dock #105A&B					
* City --- Based on comparable square footage within Ventura 93001 area							
** Occupancy Levels for Office -- tend to be lower due to shorter lease terms							
*** City Restaurant vacancy/available as reported by CoStar Program							

SALES REPORTS

The attached summary for December provides sales for three categories: restaurants, retail and charters. The reports compare the monthly sales for 2018 and 2019. They also include year-to-date comparisons. The year-to-date overall sales for December were down 0.62% from the same time last year.

ATTACHMENTS

Attachment 1 – Sales Summary – December 2019

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of
December-2019

	<u>December-2019</u>	<u>December-2018</u>	<u>% Change</u>
Restaurants	\$ 1,102,084	\$ 1,152,283	-4.36%
Retail	\$ 392,870	\$ 393,806	-0.24%
Charters	\$ 279,696	\$ 348,161	-19.66%
Total	\$ 1,774,650	\$ 1,894,250	-6.31%

Year-to-date through December 2019

	<u>December-2019</u>	<u>December-2018</u>	<u>% Change</u>
Restaurants	\$ 16,436,652	\$ 16,400,595	0.22%
Retail	\$ 4,541,863	\$ 4,602,489	-1.32%
Charters	\$ 6,146,463	\$ 6,292,104	-2.31%
Total	\$ 27,124,978	\$ 27,295,188	-0.62%

VENTURA PORT DISTRICT**DEPARTMENTAL STAFF REPORT**

Meeting Date: February 19, 2020

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

As of December 31, 2019, the District held cash and investments with a market value of \$12,771,195. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 95% of the December 31, 2019 fund balance:

Enterprise (Operating) Fund	\$3,614,574
Dredging Reserve Fund	3,038,139
Capital Improvement Fund	4,827,420
Capital Improvement –Fisheries Fund	170,122
Project Fund-Village Marina	<u>463,925</u>
Total Funds	\$12,114,180

The Investment Portfolio Report for December 31, 2019 attached herewith includes all of the District's Funds.

Submitted by: 
Gloria Adkins
Accounting Manager

Date: February 10, 2020

ATTACHMENTS:

Attachment 1 – Investment Portfolio Report for December 31, 2019
Attachment 2 – LAIF Performance Report for December 31, 2019

ATTACHMENT 1

Ventura Port District Investment Portfolio Report Quarter Ending 12/31/2019

<u>Security Type</u>	<u>Issuer</u>	<u>CUSIP Number</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Par Value</u>	<u>Book Value</u>	<u>Percent of Portfolio</u>	<u>Market Value</u>	<u>Market Value Source</u>
<u>Cash Investments</u>									
State Pool (LAIF)	LAIF-State Treasury		On Demand	2.29%	12,092,772	12,092,772	95%	12,114,180	LAIF
Total Cash Investments LAIF						\$ 12,092,772	95%	\$ 12,114,180	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo		On Demand	N/A	N/A	340,603	3%	340,603	Wells Fargo
Grant Fund checking	Wells Fargo		On Demand	N/A	N/A	174,616	1.4%	174,616	Wells Fargo
Project Fund checking	Wells Fargo		On Demand	N/A	N/A	122,272	1.0%	122,272	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	1,371	0.01%	1,371	Ventura Port District
Total Cash Deposits						\$ 638,862	5%	\$ 638,862	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	2.25%	17,965	18,153	0.1%	18,153	Ventura County Treasury
Total Cash in County Treasury				Estimated*		\$ 18,153	0.1%	\$ 18,153	
TOTAL ALL FUNDS						\$ 12,749,787	100%	\$ 12,771,195	

Notes:

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

*County Interest Apportionment Notice not available at 2/10/2020

2/10/2020

Submitted by:



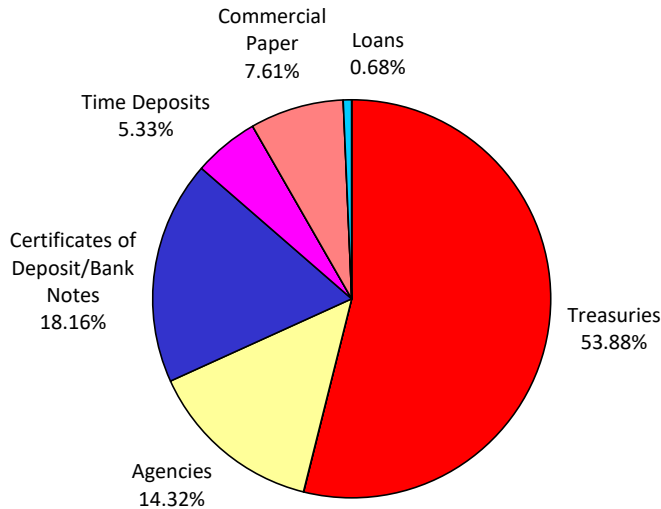
PMIA/LAIF Performance Report as of 01/15/2020



Pooled Money Investment Account Portfolio Composition ⁽¹⁾

12/31/19

\$88.9 billion



Percentages may not total 100% due to rounding

PMIA Average Monthly Effective Yields⁽¹⁾

Dec 2019	2.043
Nov 2019	2.103
Oct 2019	2.190

LAIF Quarterly Performance Quarter Ended 12/31/19

Apportionment Rate ⁽²⁾ :	2.29
Earnings Ratio ⁽²⁾ :	0.0000625008577897
Fair Value Factor ⁽¹⁾ :	1.001770298
Daily ⁽¹⁾ :	2.02%
Quarter to Date ⁽¹⁾ :	2.11%
Average Life ⁽¹⁾ :	226

PMIA Daily Rates⁽¹⁾

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
12/16/19	2.04	2.13	226
12/17/19	2.04	2.13	226
12/18/19	2.04	2.13	227
12/19/19	2.04	2.13	226
12/20/19	2.03	2.12	224
12/21/19	2.03	2.12	224
12/22/19	2.03	2.12	224
12/23/19	2.03	2.12	222
12/24/19	2.03	2.12	225
12/25/19	2.03	2.12	225
12/26/19	2.03	2.12	224
12/27/19	2.03	2.12	227
12/28/19	2.03	2.12	227
12/29/19	2.03	2.12	227
12/30/19	2.03	2.11	224
12/31/19	2.02	2.11	226
01/01/20	2.03	2.03	224
01/02/20	2.00	2.02	231
01/03/20	2.00	2.01	229
01/04/20	2.00	2.01	229
01/05/20	2.00	2.01	229
01/06/20	2.00	2.00	226
01/07/20	1.99	2.00	224
01/08/20	1.99	2.00	224
01/09/20	1.99	2.00	224
01/10/20	1.98	2.00	223
01/11/20	1.98	2.00	223
01/12/20	1.98	2.00	223
01/13/20	1.98	1.99	220
01/14/20	1.97	1.99	221
01/15/20	1.96	1.99	228

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

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

Source:

(1) State of California, Office of the Treasurer

(2) State of California, Office of the Controller



BOARD OF PORT COMMISSIONERS

FEBRUARY 19, 2020

CONSENT AGENDA ITEM A

APPROVAL OF OUT OF
TOWN TRAVEL REQUESTS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: February 19, 2020

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Out of Town Travel Requests

RECOMMENDATION:

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

- A) Harbor Patrolmen, Tucker Zimmerman and Mark Kidman to travel to Marina Del Rey, California to participate in a rescue boat operator class on February 24 – February 28, 2020. Attending this class will teach our Harbor Patrol the proper techniques for operating a boat during an ocean rescue. Staff will apply for reimbursement from the Division of Boating and Waterways for these travel costs, which the District has received in the past. Estimated cost for the travel is as follows:

Registration	\$0.00	
Lodging	\$855.45	*Sharing 1 room
Meals	\$720.00	*Meals for both
Mileage	\$94.30	*May be carpooling
Miscellaneous	\$60.00	
TOTAL (for 2)	\$1,729.75	

- B) Harbor Patrolmen, Tucker Zimmerman and Brian Hewitt to travel to Marina Del Rey, California to participate in a marine firefighting class on March 16 – March 20, 2020. Attending this class will teach our Harbor Patrol the proper techniques for fighting marine fires from the water. Staff will apply for reimbursement from the Division of Boating and Waterways for these travel costs, which the District has received in the past. Estimated cost for the travel is as follows:

Registration	\$0.00	
Lodging	\$791.85	*Sharing 1 room
Meals	\$720.00	*Meals for both
Mileage	\$94.30	*May be carpooling
Miscellaneous	\$60.00	
TOTAL (for 2)	\$1,666.15	



BOARD OF PORT COMMISSIONERS

FEBRUARY 19, 2020

CONSENT AGENDA ITEM B

APPROVAL OF AMENDMENT NO. 3 TO THE
PROFESSIONAL SERVICES AGREEMENT WITH
LIEBERT CASSIDY WHITMORE FOR THE
REVIEW AND REVISION OF THE DISTRICT'S
HUMAN RESOURCES MANUAL

VENTURA PORT DISTRICT
BOARD COMMUNICATION

CONSENT AGENDA ITEM B
Meeting Date: February 19, 2020

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Approval of Amendment No. 3 to the Professional Services Agreement with Liebert Cassidy Whitmore for the Review and Revision of the District's Human Resources Manual

RECOMMENDATION:

That the Board of Port Commissioners approve Amendment No. 3 to the Professional Services Agreement with Liebert Cassidy Whitmore, in the amount of \$4,100, to complete the review and revision of the District's Human Resources Manual approved by the Board on December 18, 2019.

SUMMARY:

Earlier this year the Ventura Port District ("District") retained the law firm Liebert Cassidy Whitmore ("LCW") to review and revise the District's Human Resources Manual ("Manual"). The overall purpose of LCW's review of the Manual was to update the Manual to comply with State and Federal employment laws and clarify ambiguous and/or overbroad language in a manner that comports with District practice and public agency personnel best practices. The Board approved the Human Resources Manual on December 18, 2019.

BACKGROUND:

LCW has extensive experience in representing public sector management in the areas of employment law and labor relations, since 1980. Over the years LCW grew that practice to become California's preeminent public management employment law firm with over 80 attorneys in five offices.

FISCAL IMPACT:

District staff entered into a Professional Services Agreement in March of 2019 for \$20,000. This amount was approved under the FY18-19 budget. In August 2019, staff amended the Agreement to increase the project budget \$5,000, making the total \$25,000. This amount was approved under the FY19-20 budget for annual H.R. legislative updates. The total cost to complete the scope of work was \$29,100, which is \$4,100 above the contract amount previously approved.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

FEBRUARY 19, 2020

CONSENT AGENDA ITEM C

APPROVAL OF AMENDMENT NO. 1 TO
THE PROFESSIONAL SERVICES
AGREEMENT WITH DUDEK FOR THE
2018 NOAA SEA GRANT TASKS –
YEAR 2

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: February 19, 2020

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Ventura Shellfish Enterprise: Approval of Amendment No. 1 to Professional Services Agreement with Dudek for the 2018 NOAA Sea Grant Tasks – Year 2

RECOMMENDATION:

That the Board of Port Commissioners approve Amendment No. 1 to the Professional Services Agreement with Dudek for Year 2 Grant funding, in the amount of \$10,800, for the Ventura Shellfish Enterprise Project 2018 Sea Grant tasks.

SUMMARY:

On January 16, 2019 the Board approved a Professional Service Agreement (PSA) with Dudek for Task 5: Environmental Review pertaining to the Ventura Shellfish Enterprise (VSE) project 2018 NOAA Sea Grant for the period of September 1, 2018 through August 31, 2019 in the amount of \$108,610 (Year 1). Year 2 grant funding for the period of September 1, 2019 through August 31, 2020 is \$10,800, bringing the Agreement total to \$119,410.

BACKGROUND:

At the November 20, 2019 Commission meeting, the Board of Port Commissioners authorized the General Manager to sign the Cost Reimbursement Research Sub-Award Agreement for \$96,800 for the Ventura Shellfish Enterprise Project. This represents the second year's grant amount of the two-year award. The 2018 Sea Grant is for a two-year period on a one-plus-one yearly basis and second year grant funds is contingent upon funding availability. The year two grant period is from September 1, 2019 to August 31, 2020. The total two-year sub-award is \$266,660.

Increasing the supply of safe, sustainably produced domestic seafood is a priority of the State Legislature, NOAA and the U.S. Department of Commerce. The VSE project is a multi-party initiative that seeks to permit twenty 100-acre plots for growing the Mediterranean mussel (*Mytilus galloprovincialis*) via submerged long lines within the Santa Barbara Channel near Ventura Harbor. The Ventura Port District received a substantial NOAA Sea Grant sub-award of \$300,000 in 2015 for the proposed project in support of these goals. As part of the 2015 grant, the VSE team developed a Strategic Permitting Plan previously provided to the Board and made available to stakeholders and the public. This Strategic Permitting Plan provides a great deal of information about project goals, objectives and regulatory requirements and can be found online at venturashellfishenterprises.com. The VSE project objectives include:

- To increase the supply of safe, sustainably produced, and locally-grown shellfish while minimizing potential negative environmental impacts;
- To enhance and sustain Ventura Harbor as a major west coast fishing port and support the local economy;
- To provide economies of scale, pre-approved sub-permit area, and technical support to include small local producers who would not otherwise be able to participate in shellfish aquaculture;
- To provide an entitlement and permitting template for aquaculture projects state-wide;
- To enhance public knowledge and understanding of sustainable shellfish farming practices and promote community collaboration in achieving VSE objectives;
- To advance scientific knowledge and state of the art aquaculture practices through research and innovation.

The proposed project goals and objectives further several of the District's fundamental mission and objectives, as summarized below:

- Maintaining a safe and navigable harbor;
- Diversification of commercial fishing opportunities to benefit the fishing industry and local and regional economies;
- Continued priority (as a commercial fishing harbor) for federal funding appropriations for annual dredging of the federal harbor entrance.

The VSE project, now sited for regulatory review in federal waters proximate to Ventura Harbor, seeks to address several regulatory and planning challenges that create impediments to the expansion of a domestic marine shellfish culture industry in California. The key objectives of the 2018 Sea Grant include:

- Permit Assignment Strategy
- Environmental Review
- Seafood Safety and Quality
- Grower/Producer Compliance Training Program and Information Dissemination
- Project Summary

To complete the entitlement process and secure all necessary permits, Dudek the environmental consultant for the VSE project will continue to provide the following services:

- Environmental Reports and Studies
- Meetings and Agency Coordination
- Finalize List of Best Management Practices
- Coordinate and Draft Permit Language and Permit Special Conditions
- Draft or Review Monitoring Plans
- Draft Operations Plan for regulatory approval

FISCAL IMPACTS:

The grant requires a cost-share in the amount of \$272,210 for the two-year grant period. The cost-share is achieved through in-kind contributions of time by Port District staff and volunteer participants from Coastal Marine Biolabs, The Cultured Abalone and Ashworth Leininger Group.

Separately, by way of information, the Board approved \$100,000 in the FY19-20 Budget for project related professional services and expenses for Dudek to supplement grant funding for the VSE project. This includes \$55,000 for project management support and \$45,000 in supplemental environmental services needed to complete the required tasks as outlined in the grant.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS
FEBRUARY 19, 2020

CONSENT AGENDA ITEM D
APPROVAL OF AMENDMENT No. 1
FOR TWO PROFESSIONAL SERVICES
AGREEMENTS WITH PLAUCHE &
CARR, LLP FOR SUPPORT OF THE
2018 NOAA SEA GRANT TASKS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM D
Meeting Date: February 19, 2020

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Ventura Shellfish Enterprise: Approval of Amendment No. 1 for two Professional Services Agreements with Plauché & Carr, LLP for Support of the 2018 NOAA Sea Grant Tasks

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Approve Amendment No. 1 to the Professional Services Agreement with Plauché & Carr, LLP, dated January 17, 2019, for Year 2 Grant funding, in the amount of \$20,000, for the Ventura Shellfish Enterprise Project 2018 Sea Grant; and
- b) Approve Amendment No. 1 to the Professional Services Agreement with Plauché & Carr, LLP, dated July 1, 2019, for District funding, in the amount of \$2,300, for support of the Ventura Shellfish Enterprise Project 2018 Sea Grant tasks.

SUMMARY:

On January 16, 2019, the Board approved a Professional Services Agreement (PSA) with Plauche & Carr, LLP for Task 4: Permit Assignment Strategy pertaining to the Ventura Shellfish Enterprise (VSE) project 2018 NOAA Sea Grant for the period of September 1, 2018 through August 31, 2019 in the amount of \$40,000 (Year 1). Year 2 grant funding for the period of September 1, 2019 through February 29, 2020 is \$20,000, bringing the Agreement total to \$60,000.

On July 3, 2019, the Board approved a second PSA with Plauché & Carr, LLP for legal services pertaining to the VSE project and related 2018 NOAA Sea Grant in the amount of \$40,000 (District funds). This estimated budget was based on anticipated costs above and beyond the funding allocated by the 2018 Sea Grant and was approved in the FY19-20 budget. The total cost to complete the scope of work is \$42,300, which is \$2,300 above the contract amount previously approved. With the departure of Robert Smith from Plauché & Carr, LLP, this will be the final cost for this PSA, which will be terminating March 1, 2020.

BACKGROUND:

At the November 20, 2019 Commission meeting, the Board of Port Commissioners authorized the General Manager to sign the Cost Reimbursement Research Sub-Award Agreement for \$96,800 for the Ventura Shellfish Enterprise Project. This represents the second year's grant amount of the two-year award. The 2018 Sea Grant is for a two-year period on a one-plus-one yearly basis and second year grant funds is contingent upon funding availability. The year two grant period is from September 1, 2019 to August 31, 2020. The total two-year sub-award is \$266,660.

Increasing the supply of safe, sustainably produced domestic seafood is a priority of the State Legislature, NOAA and the U.S. Department of Commerce. The VSE project is a multi-party initiative that seeks to permit twenty 100-acre plots for growing the Mediterranean mussel (*Mytilus galloprovincialis*) via submerged long lines within the Santa Barbara Channel near Ventura Harbor. The Ventura Port District received a substantial NOAA Sea Grant sub-award of \$300,000 in 2015 for the proposed project in support of these goals. As part of the 2015 grant, the VSE team developed a Strategic Permitting Plan previously provided to the Board and made available to stakeholders and the public. This Strategic Permitting Plan provides a great deal of information about project goals, objectives and regulatory requirements and can be found online at venturashellfishenterprises.com. The VSE project objectives include:

- To increase the supply of safe, sustainably produced, and locally-grown shellfish while minimizing potential negative environmental impacts;
- To enhance and sustain Ventura Harbor as a major west coast fishing port and support the local economy;
- To provide economies of scale, pre-approved sub-permit area, and technical support to include small local producers who would not otherwise be able to participate in shellfish aquaculture;
- To provide an entitlement and permitting template for aquaculture projects state-wide;
- To enhance public knowledge and understanding of sustainable shellfish farming practices and promote community collaboration in achieving VSE objectives;
- To advance scientific knowledge and state of the art aquaculture practices through research and innovation.

The proposed project goals and objectives further several of the District's fundamental mission and objectives, as summarized below:

- Maintaining a safe and navigable harbor;
- Diversification of commercial fishing opportunities to benefit the fishing industry and local and regional economies;
- Continued priority (as a commercial fishing harbor) for federal funding appropriations for annual dredging of the federal harbor entrance.

The VSE project, now sited for regulatory review in federal waters proximate to Ventura Harbor, seeks to address several regulatory and planning challenges that create impediments to the expansion of a domestic marine shellfish culture industry in California. The key objectives of the 2018 Sea Grant include:

- Permit Assignment Strategy
- Environmental Review
- Seafood Safety and Quality
- Grower/Producer Compliance Training Program and Information Dissemination
- Project Summary

FISCAL IMPACTS:

The grant requires a cost-share in the amount of \$272,210 for the two-year grant period. The cost-share is achieved through in-kind contributions of time by Port District staff and volunteer participants from Coastal Marine Biolabs, The Cultured Abalone and Ashworth Leininger Group.

2018 NOAA Sea Grant Year 1 funds for legal services for the period of September 1, 2018 through August 31, 2019 was \$40,000. 2018 Sea Grant Year 2 funds for legal services for the period of September 1, 2019 through February 29, 2020 is \$20,000. The total grant funding for legal services is \$60,000.

Separately, the Board approved \$40,000 in the FY19-20 budget on June 19, 2019 for project related legal professional services and expenses to supplement the grant funding described above for the VSE project. The final contract amount is \$42,300, which is an additional \$2,300 in District funds. Under separate Board communication is a proposed PSA with K&L Gates to continue providing legal services related to the VSE project in the amount of \$35,000 in District funding.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

FEBRUARY 19, 2020

CONSENT AGENDA ITEM E

APPROVAL OF NEW PROFESSIONAL
SERVICES AGREEMENT WITH K&L
GATES FOR CONTINUED LEGAL
SERVICES FOR THE VENTURA
SHELLFISH ENTERPRISE PROJECT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM E
Meeting Date: February 19, 2020

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Approval of New Professional Services Agreement with K&L Gates for Continued Legal Services for the Ventura Shellfish Enterprise Project

RECOMMENDATION:

That the Board of Port Commissioners approve a new Professional Services Agreement with K&L Gates, in the amount of \$35,000, for continued legal services for the Ventura Shellfish Enterprise Project.

SUMMARY:

Legal services for the Ventura Shellfish Enterprise (VSE) Project has been provided by Robert Smith with Plauché & Carr, LLP since 2015. Mr. Smith has departed Plauché & Carr, LLP and joined the firm of K&L Gates, in Seattle as a partner. It is recommended that the District continue to utilize Mr. Smith's expertise in aquaculture for the highly specialized legal tasks associated with this project.

BACKGROUND:

K&L Gates' environmental, land and natural resources practice has over 100 lawyers in the United States, European Union, and Asia Pacific. Nearly 40 lawyers in the US offices alone practice environmental, land use, and natural resources law exclusively. Another 70 lawyers globally contribute their energy, real estate, litigation, government affairs, and other particular knowledge to resolve complex regulatory requirements and help clients anticipate or avoid problems that would impede their objectives or result in costly litigation. K&L Gates draws on experience gained in local and national government, industry, and private practice to provide advice at a strategic, tactical, and detailed level.

FISCAL IMPACTS:

2018 NOAA Sea Grant Year 1 funds for legal services for the period of September 1, 2018 through August 31, 2019 was \$40,000. 2018 Sea Grant Year 2 funds for legal services for the period of September 1, 2019 through February 29, 2020 is \$20,000. The total grant funding for legal services is \$60,000.

Separately, the Board approved \$40,000 in the FY19-20 budget on June 19, 2019 for project related legal professional services and expenses to supplement the grant funding for the VSE project. The final contract amount for Mr. Smith's services with Plauché & Carr, LLP is \$42,300, which is an additional \$2,300 in District funds and the subject of a related Board communication.

The proposed PSA with K&L Gates is to continue providing legal services related to the VSE project in the amount of \$35,000 in District funding for the period of March through June 30, 2020, the end of the fiscal year.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

FEBRUARY 19, 2020

CONSENT AGENDA ITEM F

APPROVAL OF AMENDMENT NO. 1 TO
THE PROFESSIONAL SERVICES
AGREEMENT WITH RASMUSSEN &
ASSOCIATES FOR THE TRASH
ENCLOSURES IMPROVEMENT PROJECT

VENTURA PORT DISTRICT
BOARD COMMUNICATION

CONSENT AGENDA ITEM F
Meeting Date: February 19, 2020

TO: Board of Port Commissioners
FROM: Joe Gonzalez, Facilities Manager
SUBJECT: Approval of Amendment No. 1 to the Professional Services Agreement with Rasmussen & Associates for the Trash Enclosures Improvement Project

RECOMMENDATION:

That the Board of Port Commissioners approve Amendment No. 1 to the Professional Services Agreement with Rasmussen & Associates, in the amount of \$35,650, to provide architectural services to upgrade and/or relocate four trash enclosures in Ventura Harbor Village.

SUMMARY:

On August 16, 2019, District staff entered into a Professional Services Agreement (PSA) with Rasmussen & Associates in the amount of \$4,000 for the preliminary and schematic design phase of the upgrade and/or relocation of four trash enclosures in Ventura Harbor Village. Staff now needs Rasmussen to provide architectural services for the schematic design and entitlement phase, construction document phase, bidding and negotiation phase and construction administration phase for all four enclosures. This new scope of work totals \$35,650, bringing the Agreement total to \$39,650.

BACKGROUND:

On September 4, 2019, the Board approved the Notice of Completion for the Trash Enclosure Improvement Project at 1591 Spinnaker Drive, which is consistent with the Five-Year Capital Improvement Plan. With this PSA, staff continues to make improvements to trash management in Ventura Harbor Village to accommodate updated requirements for Americans with Disabilities Act (ADA) compliance as well as for updated sanitation management requirements.

A recent study performed by Rasmussen & Associates recommends relocating one trash enclosure to a different location to best service all nearby tenants and build a new trash enclosure to service 1691 Spinnaker Drive. The remaining current trash enclosures will be modified to the current City, County Health, and ADA requirements. The City's permitting process now requires all trash enclosures be up to date with the current codes when applying for new restaurant permits.

Trash enclosure construction is budgeted to begin in FY20-21.

FISCAL IMPACT:

The Board approved \$90,000 for this Capital Improvement project under the FY19-20 budget, \$58,174 has already been spent on completed construction.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

FEBRUARY 19, 2020

CONSENT AGENDA ITEM G

APPROVAL OF AMENDMENT NO. 1 TO
THE PROFESSIONAL SERVICES
AGREEMENT WITH RASMUSSEN &
ASSOCIATES FOR THE ADA COMPLIANT
RESTROOM REMODELS PROJECT

VENTURA PORT DISTRICT
BOARD COMMUNICATION

CONSENT AGENDA ITEM G
Meeting Date: February 19, 2020

TO: Board of Port Commissioners
FROM: Joe Gonzalez, Facilities Manager
SUBJECT: Approval of Amendment No. 1 to a Professional Services Agreement with Rasmussen & Associates for the ADA Compliant Restroom Remodels Project

RECOMMENDATION:

That the Board of Port Commissioners approve Amendment No. 1 to the Professional Services Agreement with Rasmussen & Associates, in the amount of \$29,885, to provide architectural services for the remodel or reconstruction of restrooms in various buildings in Ventura Harbor Village.

SUMMARY:

On July 12, 2019, District staff entered into a Professional Services Agreement (PSA) with Rasmussen & Associates in the amount of \$9,800 for the preliminary and schematic design phase for the remodel or reconstruction of nine restrooms in various buildings in Ventura Harbor Village. Staff now needs Rasmussen to provide architectural services for the construction document phase, bidding & negotiation phase, and construction administration phase. This new scope of work totals \$29,885, bringing the Agreement total to \$39,685.

BACKGROUND:

On September 4, 2019, the Board approved the Notice of Completion for the ADA Compliant Restroom Remodel Project at 1591 Spinnaker Drive, which is consistent with the Five-Year Capital Improvement Plan. With this PSA, staff is now on track to complete all essential upgrades to meet the District's obligation regarding ADA compliant restrooms in Ventura Harbor Village.

A recent site accessibility evaluation was performed by Rasmussen & Associates utilizing CASP Services, Inc. The evaluation consisted of an inspection of all public restrooms that are located within Ventura Harbor Village to identify all ADA compliance deficiencies. Staff is recommending the following restrooms be made ADA compliant:

- 1559 Spinnaker Drive family room (1st floor)
- 1559 Spinnaker Drive Men and Women's restrooms (2nd floor)
- 1567 Spinnaker Drive Men and Women's restrooms (1st floor)

This project will be considered Phase 2 and will complete the program.

Also included in this PSA, is a final CASPs inspection for all five restrooms to ensure all modifications are ADA compliant upon completion of construction.

This PSA does not include the actual construction.

FISCAL IMPACT:

The Board approved \$275,000 for this Capital Improvement project under the FY19-20 budget, of which \$200,000 to \$230,000 is estimated to fund construction during this fiscal year.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

FEBRUARY 19, 2020

STANDARD AGENDA ITEM 1

APPROVAL OF FINANCIAL
STATEMENTS AND CHECKS FOR
OCTOBER THROUGH DECEMBER
2019

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: February 19, 2020

TO: Board of Port Commissioners
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Approval of Financial Statements and Checks for October through December 2019

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3385 to:

- a) Accept the following financial statements for the Quarter ended December 31, 2019; and,
- b) Review the payroll and regular checks for October through December 2019.

SUMMARY:

Attached for the Board's review are the financial statements for the quarter ended December 31, 2019 and the check registers for October through December 2019. The attachments reflect the Enterprise Fund and the VSE Aquaculture Grant Fund.

BACKGROUND:

The financial statements for the quarter ending December 31, 2019, shown as Attachment 2, consist of Statement of Income and Expenses, Supplementary Notes, Budget Analysis-Annual Budget Compared to Year-to-Date Income and Expenditures, Balance Sheet, Cash Flow Statement (includes Grant and Dock Project accounts), Distribution of Cash (includes Grant and Dock Project accounts), Comparison of Lease Rents, and a Three-Year Comparative Statement of Revenue and Expenses.

The Ventura Shellfish Enterprise (VSE) Aquaculture Grant Fund Statement of Income and Expenses and the Balance Sheet are included here as Attachment 3. The 2018 VSE aquaculture project expenditure recap report through December 2019 is also included in this attachment. The recap combines grant year one with the first four months of grant year two through December 2019. UCSD has reimbursed the year one grant expenses in full.

The Quarterly Treasurer's Report for the period ending December 31, 2019 has been included in the Staff Report section of the Board packet where it has been historically located.

Operational Disbursements

The accounts payable check registers for October through December are located after all the financial statement documents as Attachment 4. The registers include a brief description of the purpose for each check.

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 2019 -

- Jim McKeown Inc. was paid \$15,000 on 10/10/19 as a progress payment as per his agreement with the District to provide plans and related services for façade renovation and interior improvements to 1567 Spinnaker Drive #100 (Carousel building)
- Frenchies Modern Nail Care was paid \$33,333 on 10/16/19 as a tenant improvement progress payment as stipulated in her lease.

November 2019 -

- Bellingham Marine Ind. Inc. was paid \$459,952 on 11/20/19 as a progress payment on the Village marina dock renovation project.

December 2019 -

- Ventura Harbor Marine Fuel was paid \$16,570 on 12/13/19 to reimburse them for the District's pro-rata share of the electric meter usage shared between the Marine Fuel pier and the Harbor Village Marina C dock slips for one year. During the Harbor Village Marina dock renovation project this year, all slips on C dock were transferred to a District electric meter and are no longer connected to the shared meter.
- Ventura Harbor Boat Yard was paid \$11,253 on 12/23/19 for the haul out, storage, removal of toxic substances and salvage of the fishing vessel that sank in the harbor last year.

Details reflecting purchases made through the District's Chase Bank credit cards for October through December 2019 are included as Attachment 5.

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. This quarter, all three months contain two regular pay periods each. December also includes the quarterly accrued compensation hours pay-off run which accounts for the higher check activity as indicated in Resolution No. 3385.

FISCAL IMPACT:

The Statement of Income and Expenses reflects a positive 'Change in Net Position' of \$301,032 for the period ended December 31, 2019.

ATTACHMENTS:

Attachment 1 – Resolution No. 3385

Attachment 2 – Statement of Income Expenses – Quarter Ended December 31, 2019

Attachment 3 – Aquaculture Fisheries Grant Fund Financial Statements at December 31, 2019

Attachment 4 – Accounts Payable Check Registers – October - December 2019

Attachment 5 – Chase Credit Card Charges October - December 2019



RESOLUTION NO. 3385

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

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

- A. Accept the Financial Statements for the Quarter ended December 31, 2019;
- B. The following Checks are hereby reviewed:
 - 1) Payroll Checks #10009-10080 and direct deposits inclusive in the amounts of \$148,450 for October 2019 salaries, \$149,153 for November 2019 salaries, and \$190,786 for December 2019 salaries.
 - 2) Regular Checks #50702-51185, #1091-1092, and #1029-1037, inclusive in the amounts of \$279,220 for October 2019 expenditures, \$1,069,370 for November 2019 expenditures, and \$327,010 for December 2019 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on February 19, 2020, Resolution No. 3385 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Chris Stephens, Chairman

Jackie Gardina, Secretary

ATTACHMENT 2

Ventura Port District Statement of Income and Expenses For the Period Ended December 31, 2019

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
OPERATING REVENUES						
Parcel Lease Income	\$ 877,300	\$ 886,218	\$ 8,918	\$ 1,859,600	\$ 1,884,276	\$ 24,676
Dry Storage Income	10,150	9,865	(285)	10,600	10,315	(285)
Fisherman's Storage	20,725	20,588	(137)	41,050	40,913	(137)
Parking Income	10,500	10,710	210	29,000	29,731	731
Miscellaneous Income/Rentals	3,500	2,649	(851)	51,800	49,933	(1,867)
Village Income						
Harbor Village Lease Income	652,500	668,818	16,318	1,457,500	1,467,716	10,216
Commercial Fishing	115,825	48,745	(67,080)	164,650	92,475	(72,175)
Miscellaneous Income	1,450	5,825	4,375	2,900	6,067	3,167
Harbor Event Fees	6,000	5,810	(190)	13,200	15,917	2,717
Marketing Booth/Vendor Income	1,500	1,210	(290)	3,400	3,780	380
Co-Op Advert/Sponsorship	13,000	15,385	2,385	13,000	15,385	2,385
Merchants Promo Fund	28,200	27,450	(750)	55,200	54,254	(946)
Slip Rentals	130,000	159,860	29,860	225,000	255,018	30,018
Dock Electrical Income	1,350	3,083	1,733	2,300	4,123	1,823
C A M Income	86,000	86,135	135	170,000	170,110	110
Total Oper. Revenues	\$ 1,958,000	\$ 1,952,351	\$ (5,649)	\$ 4,099,200	\$ 4,100,013	\$ 813
OPERATING EXPENSES						
Personnel Expenses						
Salaries & Wages						
Regular Salaries	\$ 582,918	\$ 581,847	\$ 1,071	\$ 1,262,989	\$ 1,243,871	\$ 19,118
Part-time Help	28,383	15,180	13,203	61,498	30,604	30,894
Overtime Pay	14,875	14,905	(30)	41,750	42,530	(780)
Holiday Pay	11,250	15,217	(3,967)	22,500	23,049	(549)
Total Salaries & Wages	\$ 637,426	\$ 627,149	\$ 10,277	\$ 1,388,737	\$ 1,340,054	\$ 48,683
Other personnel expenses						
Retirement Contributions/Exp	\$ 137,064	\$ 142,009	\$ (4,945)	\$ 296,984	\$ 291,580	\$ 5,404
Payroll Taxes	11,392	9,932	1,460	24,503	21,317	3,186
Worker's Comp Ins.	37,248	37,248	0	74,496	74,496	0
OPEB Liability	(18,330)	(18,746)	416	6,000	4,624	1,376
Medical & Life Ins.	81,999	74,886	7,113	163,998	148,982	15,016
Optional Benefit Plan	66,996	63,016	3,980	133,992	132,017	1,975
Uniforms & Tool Allowances	9,027	8,302	725	18,554	15,055	3,499
Total - Other Personnel Expenses	\$ 325,396	\$ 316,647	\$ 8,749	\$ 718,527	\$ 688,071	\$ 30,456
Total Personnel Expenses	\$ 962,822	\$ 943,796	\$ 19,026	\$ 2,107,264	\$ 2,028,125	\$ 79,139

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Statement of Income and Expenses For the Period Ended December 31, 2019

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
General Expenses						
Advertising	\$ 7,620	\$ 3,884	\$ 3,736	\$ 10,740	\$ 4,438	\$ 6,302
Leasing & Real Estate	7,755	3,726	4,029	15,510	8,486	7,024
Auto Mileage & Allowance	3,000	2,215	785	6,500	4,831	1,669
Auto/Boat Equip & Maint	39,450	32,621	6,829	82,050	65,698	16,352
Bad Debt	2,400	0	2,400	4,800	181	4,619
Bank Fees & Other Misc	3,125	2,855	270	6,250	5,017	1,233
Building Maintenance	102,348	117,190	(14,842)	204,696	205,192	(496)
Communications	10,375	9,202	1,173	20,750	17,357	3,393
Conferences & Training	13,745	13,264	481	28,590	23,344	5,246
Dock Maint. & Repair	15,123	3,740	11,383	30,246	4,895	25,351
Equipment Rental	2,876	2,858	18	8,752	8,186	566
General Insurance	68,001	68,001	0	136,002	136,002	0
Grounds Maintenance	88,749	73,407	15,342	117,498	109,435	8,063
General Harbor Maintenance	999	0	999	1,998	0	1,998
Janitorial Supplies	16,001	11,762	4,239	32,002	26,710	5,292
Judgements & Damages	0	0	0	0	1,122	(1,122)
Land/Building Rental Expense	20,725	20,688	37	41,050	39,992	1,058
Marketing & Promotions	78,375	93,708	(15,333)	158,275	157,591	684
Memberships & Subscriptions	4,750	9,456	(4,706)	16,425	20,841	(4,416)
Office Supplies & Equipment	8,085	7,228	857	18,310	15,972	2,338
Computer Equip & Supplies	2,400	598	1,802	38,200	36,710	1,490
Operating Supplies	14,499	8,119	6,380	28,998	24,843	4,155
Other Equipment & Repairs	13,248	9,869	3,379	26,496	25,647	849
Professional Services - Legal	90,000	148,899	(58,899)	175,000	230,215	(55,215)
Professional/Outside Services	163,430	114,777	48,653	378,860	303,469	75,391
Prof. Serv.-VSE Aquaculture	39,900	85,185	(45,285)	81,200	120,907	(39,707)
Utilities	118,992	131,676	(12,684)	213,984	230,474	(16,490)
Dredging Related Expenses	58,260	51,411	6,849	107,000	98,715	8,285
Total General Expenses	\$ 994,231	\$ 1,026,339	\$ (32,108)	\$ 1,990,182	\$ 1,926,270	\$ 63,912
Total Operating Expenses	\$ 1,957,053	\$ 1,970,135	\$ (13,082)	\$ 4,097,446	\$ 3,954,395	\$ 143,051
Oper. Income(Loss) Before Deprec.	\$ 947	\$ (17,784)	\$ (18,731)	\$ 1,754	\$ 145,618	\$ 143,864
Depreciation	\$ 240,000	\$ 241,660	\$ (1,660)	\$ 474,000	\$ 472,705	\$ 1,295
Operating Income (Loss)	\$ (239,053)	\$ (259,444)	\$ (20,391)	\$ (472,246)	\$ (327,087)	\$ 145,159

Monthly Report
(Unaudited)
2

ATTACHMENT 2

Ventura Port District Statement of Income and Expenses For the Period Ended December 31, 2019

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
NON-OPERATING REVENUES						
General						
Investment Income (Loss)	\$ 90,500	\$ 70,677	\$ (19,823)	\$ 178,000	\$ 150,700	\$ (27,300)
Tax Income	<u>710,000</u>	<u>749,869</u>	<u>39,869</u>	<u>745,000</u>	<u>785,898</u>	<u>40,898</u>
Total General Non-Oper. Income	\$ 800,500	\$ 820,546	\$ 20,046	\$ 923,000	\$ 936,598	\$ 13,598
Special Funding						
DBAW Grants-Misc	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
DBAW Grant-Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Special Funding	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL NON-OPER. REVENUES	<u>\$ 800,500</u>	<u>\$ 820,546</u>	<u>\$ 20,046</u>	<u>\$ 923,000</u>	<u>\$ 936,598</u>	<u>\$ 13,598</u>
NON-OPERATING EXPENSES						
Interest Expense	\$ 6,900	\$ 6,642	\$ 258	\$ 316,000	\$ 308,479	\$ 7,521
Total Non-Oper. Expenses	\$ 6,900	\$ 6,642	\$ 258	\$ 316,000	\$ 308,479	\$ 7,521
Non-Operationing Income (Loss)	<u>\$ 793,600</u>	<u>\$ 813,904</u>	<u>\$ 20,304</u>	<u>\$ 607,000</u>	<u>\$ 628,119</u>	<u>\$ 21,119</u>
CHANGES IN NET POSITION	<u><u>\$ 554,547</u></u>	<u><u>\$ 554,460</u></u>	<u><u>\$ (87)</u></u>	<u><u>\$ 134,754</u></u>	<u><u>\$ 301,032</u></u>	<u><u>\$ 166,278</u></u>

Monthly Report
(Unaudited)

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending December 31, 2019 – Budget to Actual Analysis

Staff makes an attempt to follow seasonal patterns when distributing the annual budget by month whenever it is feasibly possible. Many line items are divided equally through the year and it is difficult to pinpoint causes of variances this early in the fiscal year.

Operating Income:

Parcel Lease Income – (exceeds budget \$24,676) This category reflects the cumulative balance for master tenant's rents. The variance to date is 1.3% of the budget and therefore is in good shape.

Harbor Village Lease Income – (exceeds budget \$10,216) This category reflects Retail, Restaurant, Office and Charters. This is a 0.7% difference for the year and therefore is also in good shape at this time.

Commercial Fish Offloading – (under budget \$72,175) Marina Manager Werneburg has been monitoring the squid migrations closely. Unfortunately, the squid season is much slower than anticipated. Historically offloading picks up in November and December when the squid are available. This income category will be reduced as a part of the mid-year budget adjustments to reflect the extremely slow season.

Slip Rentals – (exceed budget \$30,018) The transient income picked up in December, but it is anticipated that the slip income will not continue at this rate. The slip income has been re-evaluated as part of the mid-year budget adjustments.

Operating Expenses:

Personnel Expenses – (under budget \$79,139)

- Salaries and wages are under budget by \$48,683. The primary reason for this variance continues to be due to the timing of hiring new personnel, the timing of salary changes as per MOU's and the need for part-time employee coverage.
 1. The new Accountant I and the Business Operations Manager positions were both budgeted as fulltime for the entire fiscal year. The employment for these individuals began in late July and early September, respectively.
 2. The annual Harbor Patrol salary increase was effective in late August as per their MOU. This department increase was also budgeted as an annual increase and spread out through the entire fiscal year.
 3. The budget for part-time employees is distributed evenly over the twenty-six pay periods in the year although usage of these employees varies as needed. Patrol will be able to utilize more part-time officers which will help keep the overtime costs to a minimum. Marketing will be utilizing more part-time employees as the spring and summer seasons traditionally bring more events into the harbor.
- Other personnel expenses are under budget by \$30,456. This variance is distributed primarily between Retirement Contributions of \$5,404 and Medical & Life of \$15,016.
 1. The variance in the retirement category is beginning to even out as the first quarter variance was even higher.
 2. The primary reason for the medical & life insurance being under budget continues to be that in the first quarter four new employees were budgeted to utilize the District's health plan. Two

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending December 31, 2019 – Budget to Actual Analysis

of the employees declined as they have coverage elsewhere and the other two were late enrollees.

3. The consequence of these few employees not utilizing the District's medical plan is that the optional benefit plan costs have increased. This increase is not obvious due to a net affect that is created. The bilingual incentive benefit is included in this category but as of today nobody has qualified for the benefit. The increased optional benefit usage by those employees who were budgeted to utilize the insurance and chose not to are using funds that were allocated as bilingual incentive that are not being utilized.

Auto/Boat Equip & Maint – (under budget \$16,352) This variance continues to be primarily in the boat maintenance category. At this time, routine repairs and maintenance have been performed. This category is mostly divided evenly over the twelve-month budget period with a larger allocation in June as a contingency.

Building Maintenance – (exceeds budget \$496) The first quarter overage of \$14,346 was due to various unforeseen maintenance needs due to turnover in office suites. The second quarter seemed to smooth this category out as the variance from the first quarter washed out almost completely by the end of the second quarter.

Marketing and Promotions – (under budget \$684) The Marketing Manager attempts to distribute their budget based on scheduled events and advertising promotions. The first quarter was under budget by \$16,016. The winter events and advertising in the second quarter have utilized this overage bringing them back on track.

Professional Services -Legal – (exceeds budget \$55,215) This variance primarily reflects the second quarter. There was an increase in services related to tenant leases, litigations, and personnel matters. This category is being reviewed as part of the mid-year budget adjustments.

Professional/Outside Services – (under budget \$75,391) In this category, items that can be readily identified as to when they will be expensed are placed in their appropriate budget months. The remaining funds are spread out evenly over the twelve-month budget cycle.

- Approximately \$25,045 of this variance is related to the Administration department. The following services are readily identifiable that have been budgeted but have not been completed as of 12/31/19:
 - \$25,000 remains for the year pertaining to real estate related professionals.
 - \$5,000 is budgeted for time keeping software, tech support and maintenance.
 - \$3,000 is budgeted for OPEB amortization (Other post-employment benefits)
- Approximately \$38,500 of the outside services variance is related to the Maintenance department with the majority of the variance reflecting the first quarter. \$8,500 pertains to the current quarter. The following services were not utilized:
 - \$18,000 is remaining for window washing services pertaining just to the first 6 months of the year.
 - The remaining variance is not readily identifiable at this time.

Professional Services – VSE Aquaculture – (exceeds budget \$39,707) In this category, items that can be readily identified as to when they will be expensed are placed in their appropriate budget months. The remaining funds are spread out evenly over the twelve-month budget cycle. Work on this project slowed down in the first quarter

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending December 31, 2019 – Budget to Actual Analysis

pending the confirmation of the second grant year approval. Once the grant was awarded the work picked up again in the second quarter.

Utilities - (exceeds budget \$16,490) This category consists of water, electricity, gas and trash expenses. Water and electricity represent the largest portions of this variance.

- The water category is over budget about 5%. It is hopeful this category will stabilize.
- The majority of the electrical expense being over budget at this time pertains to the reimbursement of electricity usage to the Ventura Harbor Fuel Pier. The Village marina slips on C dock shared the meter with the Ventura Harbor Fuel Pier. The Fuel Pier was reimbursed for one year of usage in a lump sum payment although the category is divided over twelve months. A portion of this overage is probably also associated with the converting over to Clean Power Alliance.
- The Gas expense is under budget as this category is budgeted with the anticipation of high usage on the Village firepit feature.
- The trash expense is over budget at this time due to higher than expected rate increases. Less pick ups are needed in the winter months which should help even out budget.
 - Water is over budget by \$8,107,
 - Electricity is over budget by \$6,046,
 - Natural Gas under budget by \$1,752 and
 - Trash over budget by \$4,090.

Non-operating Revenue:

Investment Income (under budget \$27,300) This variance is the combined effect of gradually reducing rates on interest earnings and the using down of the fund balance from the Village Marina dock project loan proceeds to complete the renovation.

Tax Income – (exceeds budget \$40,898) This budget item is a conservative estimate. It represents the District's pro-rata share of the Ventura County property tax assessments collected. The District received the first of two large annual property tax installments in December. This first installment is usually the larger of the two received each year from the County.

Non-operating Expenses:

Nothing major to report on during this first quarter of the fiscal year.

ATTACHMENT 2

Ventura Port District Budget Analysis For the Period Ended December 31, 2019

	Current Annual Budget	Current YTD Activity	Remaining Budget	% Remaining	Prior Year Annual Budget	Prior Year YTD Activity	Remaining Budget	% Remaining
INCOME								
Operating Income								
Parcel Lease Income	4,160,000	1,884,276	2,275,724	55	3,795,000	1,761,434	2,033,566	54
Dry Storage Income	55,000	10,315	44,685	81	22,000	900	21,100	96
Fisherman's Storage	82,000	40,913	41,087	50	76,000	37,778	38,222	50
Parking Income	55,000	29,926	25,074	46	55,000	27,510	27,490	50
Miscellaneous Income/Rentals	59,000	50,003	8,997	15	211,000	199,550	11,450	5
Village Income								
Harbor Village Lease Income	2,748,500	1,467,716	1,280,784	47	2,744,000	1,469,621	1,274,379	46
Commercial Fishing	285,000	92,475	192,525	68	275,000	154,805	120,195	44
Miscellaneous Income	6,000	5,802	198	3	5,500	9,487	(3,987)	(72)
Harbor Event Fees	35,000	15,917	19,083	55	30,000	15,014	14,986	50
Marketing Booth/Vendor Income	8,000	3,780	4,220	53	5,000	3,042	1,958	39
Co-Op Advert/Sponsorship	14,500	15,385	(885)	(6)	14,000	14,955	(955)	(7)
Merchants Promo Fund	113,500	54,254	59,246	52	117,000	54,362	62,638	54
Slip Rentals	715,000	255,018	459,982	64	850,000	433,014	416,986	49
Dock Electrical Income	5,000	4,123	877	18	10,000	4,289	5,711	57
C A M Income	361,500	170,110	191,390	53	357,000	176,595	180,405	51
Total Operating Income	\$ 8,703,000	\$ 4,100,013	\$ 4,602,987	53 %	\$ 8,566,500	\$ 4,362,356	\$ 4,204,144	49 %
Non-operating Income								
Investment Income	350,000	150,700	199,300	57	283,000	165,848	117,152	41
Tax Income	1,300,000	785,898	514,102	40	1,250,000	742,491	507,509	41
DBAW Grants	0	0	0	0	3,000	0	3,000	100
Total Non-Operating Income	\$ 1,650,000	\$ 936,598	\$ 713,402	43 %	\$ 1,536,000	\$ 908,339	\$ 627,661	41 %
TOTAL INCOME	\$10,353,000	\$ 5,036,611	\$ 5,316,389	51 %	\$10,102,500	\$ 5,270,695	\$ 4,831,805	48 %
EXPENSES								
Personnel Expenses								
Salaries & Wages	2,757,500	1,340,053	1,417,447	51	2,686,500	1,267,338	1,419,162	53
Retirement Contributions	594,000	291,580	302,420	51	526,000	256,219	269,781	51
Payroll Taxes	49,000	21,317	27,683	56	51,100	21,511	29,589	58
Worker's Comp Ins.	149,000	74,496	74,504	50	140,500	70,440	70,060	50
OPEB Liability	12,000	4,624	7,376	61	96,000	47,448	48,552	51
Medical & Life Ins.	328,000	148,982	179,018	55	313,000	144,303	168,697	54
Other Employee Benefits	268,000	132,017	135,983	51	261,500	114,760	146,740	56
Uniforms & Tool Allowances	36,600	15,055	21,545	59	35,500	12,684	22,816	64
Total Personnel Expenses	\$ 4,194,100	\$ 2,028,124	\$ 2,165,976	52 %	\$ 4,110,100	\$ 1,934,703	\$ 2,175,397	53 %

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Budget Analysis For the Period Ended December 31, 2019

	Current Annual Budget	Current YTD Activity	Remaining Budget	% Remaining	Prior Year Annual Budget	Prior Year YTD Activity	Remaining Budget	% Remaining
General Expenses								
Advertising	48,000	12,924	35,076	73	36,500	16,917	19,583	54
Auto Mileage & Allowance	13,000	4,831	8,169	63	14,000	6,600	7,400	53
Auto/Boat Equip & Maint	165,000	66,819	98,181	60	173,000	72,315	100,685	58
Bad Debt	10,000	181	9,819	98	10,000	0	10,000	100
Bank Fees & Other Misc	12,500	5,017	7,483	60	15,500	4,034	11,466	74
Building Maintenance	409,500	205,192	204,308	50	389,000	207,968	181,032	47
Bldg Maint-Tenant Improvments	206,800	0	206,800	100	198,500	0	198,500	100
Communications	41,500	21,085	20,415	49	41,500	20,448	21,052	51
Conferences & Training	58,800	23,344	35,456	60	43,500	12,469	31,031	71
Dock Maint. & Repair	61,500	4,895	56,605	92	44,500	5,604	38,896	87
Equipment Rental	18,000	8,186	9,814	55	17,500	6,797	10,703	61
General Insurance	272,000	136,002	135,998	50	256,000	127,998	128,002	50
Grounds Maintenance	175,000	109,435	65,565	37	168,900	101,119	67,781	40
General Harbor Maintenance	4,000	0	4,000	100	4,000	0	4,000	100
Janitorial Supplies	64,000	26,710	37,290	58	61,000	26,564	34,436	56
Land/Building Rental Expense	82,000	39,992	42,008	51	76,000	38,137	37,863	50
Marketing & Promotions	316,000	157,591	158,409	50	297,500	122,046	175,454	59
Memberships & Subscriptions	25,500	20,841	4,659	18	27,000	22,706	4,294	16
Office Supplies & Equipment	35,500	15,972	19,528	55	38,500	21,204	17,296	45
Computer Equip & Supplies	43,000	36,710	6,290	15	41,000	29,566	11,434	28
Operating Supplies	58,000	21,514	36,486	63	57,500	20,697	36,803	64
Other Equipment & Repairs	53,000	25,647	27,353	52	46,000	16,898	29,102	63
Professional Services - Legal	350,000	230,215	119,785	34	280,000	166,666	113,334	40
Professional/Outside Services	808,100	423,977	384,123	48	679,000	258,456	420,544	62
Utilities	428,000	230,474	197,526	46	411,500	199,450	212,050	52
Dredging Related Expenses	448,500	98,715	349,785	78	248,500	121,223	127,277	51
Total General Expenses	\$ 4,207,200	\$ 1,926,269	\$ 2,280,931	54 %	\$ 3,675,900	\$ 1,625,882	\$ 2,050,018	56 %
Non-operating Expenses								
Interest Expense	615,000	308,479	306,521	50	530,000	210,660	319,340	60
Amortized Bond Issuance Cost	0	0	0	0	64,000	54,166	9,834	15
Loss on Sale/Retirement of Asset	0	0	0	0	0	4,592	(4,592)	0
Total Non-Oper. Expenses	\$ 615,000	\$ 308,479	\$ 306,521	50 %	\$ 594,000	\$ 269,418	\$ 324,582	55 %
TOTAL EXPENSES	\$ 9,016,300	\$ 4,262,872	\$ 4,753,428	53 %	\$ 8,380,000	\$ 3,830,003	\$ 4,549,997	54 %

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Budget Analysis For the Period Ended December 31, 2019

Current Annual Budget	Current YTD Activity	Budget Funds Remaining
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CAPITAL IMPROVEMENT PROJECTS/EQUIPMENT

Assets -Emergency Generator	\$ 15,000	\$ 0	\$ 15,000
Assets -Fish Pier Crane/Hoist	190,000	1,554	188,446
Patrol Gangway Replacement	0	1,688	(1,688)
Assets-Vlg ADA Staircase Handrai	90,000	20,000	70,000
Assets-Dive Pool Glass Wall	55,000	7,384	47,616
Village Frenchies Buildout	100,000	66,666	33,334
Assets-1559 Improve-Choc Store	100,000	50,000	50,000
Assets-1591 Elevator Refurbish	120,000	0	120,000
Assets-Vlg Parkinglot Trash Enclos	90,000	62,963	27,037
Assets-Village Painting	825,000	2,828	822,172
Assets-1591 #115 Spinnaker Build	300,000	0	300,000
Assets-Carousel Bldg-Renovation	75,000	45,000	30,000
Assets-ADA Restroom Improv-159	0	54,161	(54,161)
Assets-VHV ADA Restroom Impro	275,000	11,563	263,437
Assets-Dry Storage Reconfiguratio	115,000	50,885	64,115
Patrol Gangway Replacement	0	960	(960)
Assets-VHV Marina Part G&H Doc	4,600,000	3,663,221	936,779
Assets-Vlg Dock Electrical Pedesta	<u>120,000</u>	<u>0</u>	<u>120,000</u>
Total Capital Improvements	\$ 7,070,000	\$ 4,038,873	\$ 3,031,127

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Balance Sheet For the Period Ended December 31, 2019

CURRENT ASSETS		CURRENT LIABILITIES	
Cash in Banks	4,096,973	Accounts Payable	460,310
Accounts Receivable	291,133	Accrued Interest Payable	244,640
Intercompany Receivable-Grant Fund	190,615	Current Portion of Long Term Debt	1,029,864
Taxes Receivable	52,447	Current Portion OPEB Liability	9,248
Interest Receivable	67,931	Accrued Liabilities	71,423
Prepaid Expenses	357,026	Current Portion of Compensated Absences	197,371
Inventory of supplies	83,071		
TOTAL CURRENT ASSETS	\$5,139,196	TOTAL CURRENT LIABILITIES	\$2,012,856
RESTRICTED ASSETS		LONG TERM DEBT	
Cash - Dredging	3,038,139	ltd - Notes Payable	14,048,555
Cash - Improvement	4,827,420	TOTAL LONG TERM DEBT	\$14,048,555
Cash - Fisheries Complex	170,121		
Cash - Project Fund-Village Marina	463,926		
TOTAL RESTRICTED ASSETS	\$8,499,606	OTHER LIABILITIES	
FIXED ASSETS		OPEB Liability-Long Term	1,126,650
Land	2,342,629	Compensated Absences-Long Term	39,939
Harbor Improvements	42,294,942	Net Pension Liability	3,484,073
Equipment	1,750,584	Unearned Revenue	270,188
	46,388,155	Security Deposits	278,356
Accumulated depreciation	(17,614,141)	TOTAL OTHER LIABILITIES	\$5,199,206
NET FIXED ASSETS	\$28,774,014	TOTAL LIABILITIES	\$21,260,617
		EQUITY	
		Contributed Capital	4,632,128
		Retained Earnings-Reserved	645,536
		Retained Earnings- Unreserved	16,751,526
		Current Year Retained Earnings	301,032
		TOTAL EQUITY	\$22,330,222
TOTAL ASSETS	\$42,412,816	DEFERRED INFLOW OF RESOURCES	
		Deferred amount from pension plan	168,655
		TOTAL DEFERRED INFLOW OF RESOURCES	\$168,655
DEFERRED OUTFLOWS OF RESOURCES		TOTAL LIABILITIES, EQUITY, AND	
Deferred amount on refundings	201,643	DEFERRED INFLOW OF RESOURCES	
Deferred amount on OPEB	13,360		
Deferred amount on pension plan	1,131,675		
TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$1,346,678		
TOTAL ASSETS AND DEFERRED			
OUTFLOWS OF RESOURCES	\$43,759,494		

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Cashflow Statement As of December 31, 2019

Enterprise Fund (Includes Grant & Project Fund)

Operating Income	4,100,013
Non-Operating Income	997,450
Total Income	<u>\$ 5,097,463</u>
Operating Expenses	4,487,952
Non-Operating Expenses	308,479
Total Expenses	<u>\$ 4,796,431</u>
Change in Net Position-Accrual Basis	\$ 301,032
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(860,262)
Deferred amount on refundings	13,283
Acquisitions/Retirements of Capital Assets	<u>(4,038,872)</u>
Net Cash provided (used) by Capital & Financing	\$ (4,885,851)
Operating Income Adjustments:	
Depreciation/Impairment of assets	472,705
(Increase)decrease in receivables	326,321
(Increase)decrease in prepaid Items	51,041
Increase(decrease) in payables	(399,099)
Increase(decrease) in unearned revenue	(109,648)
Increase (decrease) in tenant deposits	<u>5,262</u>
Net Cash provided by Operating Activities	\$ 346,582
NET Increase (Decrease) in Cash	\$ (4,238,237)
Add: Beginning Cash 7/1/19	\$ 17,009,432
Ending Cash at 12/31/19	\$ 12,771,195

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Distribution of Cash as of December 31, 2019

<u>Enterprise Fund</u>	Current Balance
<u>Cash</u>	
Cash on Hand (undeposited)	1,371
Cash in Checking (Wells Fargo Bank)	340,603
Cash in County Treasury	18,153
Total Cash Available for Normal Operations	<u>\$ 360,127</u>
 <u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	3,614,574
Total Investments Unrestricted Reserves	<u>\$ 3,614,574</u>
 <u>Dredging Reserves</u>	
Local Agency Investment Fund (LAIF)	3,038,139
Total Dredging Reserves	<u>\$ 3,038,139</u>
 <u>Capital Improvement Reserves</u>	
Local Agency Investment Fund (LAIF)	4,827,420
Total Capital Improvement Reserves	<u>\$ 4,827,420</u>
 <u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	170,122
Total Fisheries Complex Reserves	<u>\$ 170,122</u>
 <u>Aquaculture Grant Funds</u>	
Cash in Checking (Wells Fargo Bank)	174,616
Total Aquaculture Grant Funds	<u>\$ 174,616</u>
 <u>Project Fund - Village Marina</u>	
Cash in Checking (Wells Fargo Bank)	122,272
Local Agency Investment Fund (LAIF)	463,925
Total Project Fund Village Marina	<u>\$ 586,197</u>
 TOTAL CASH AND INVESTMENTS	<u><u>\$ 12,771,195</u></u>

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>12/31/2019</u>	Year to Date Ended <u>12/31/2018</u>	Increase (Decrease)	
Parcel Leases				
Ventura Harbor Marine Assoc	118,307	122,159	(3,852)	-3%
Dave's Fuel Dock	6,115	6,055	60	1%
Sheraton 4 Points-Harbortown	291,134	285,739	5,395	2%
Harbortown Point	5,314	4,635	679	15%
Oceans West Marina	178,636	164,639	13,997	9%
Ventura Isle Marina	424,741	374,790	49,951	13%
Ventura Marina Mobile Park	260,060	251,825	8,235	3%
Ventura West Marina	290,420	269,027	21,393	8%
Ventura Yacht Club	66,565	64,377	2,188	3%
Vta Harbor Boatyard	84,484	68,188	16,296	24%
Portside Partners Ventura Harbor	157,500	150,000	7,500	5%
Total Parcel Lease	<u>1,883,276</u>	<u>1,761,434</u>	<u>121,842</u>	7%
Appreciation rent & Option Fee	<u>1,000</u>	<u>-</u>	<u>1,000</u>	
Total Parcel Leases	1,884,276	1,761,434	122,842	7%
Ventura Harbor Village				
Retail Rents	264,476	277,296	(12,820)	-5%
Restaurant Rents	612,156	604,950	7,206	1%
Office Rents	351,669	346,728	4,941	1%
Charters	239,415	240,647	(1,232)	-1%
Total Village	<u>1,467,716</u>	<u>1,469,621</u>	<u>(1,905)</u>	0%
Commercial Fishing	92,475	154,805	(62,330)	-40%
TOTAL	3,444,467	3,385,860	58,607	2%

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Three Year Comparative For the Current Quarter and Year to Date

	Quarter Ending December 31st			Year-To-Date December 31st			% change FY18-19 to Current Yr
	2017-18	2018-19	Current	2017-18	2018-19	Current	
<u>Operating Income</u>							
Parcel Leases	841,674	842,551	885,218	1,741,622	1,761,434	1,883,276	7%
Assignment/Option Fee			1,000			1,000	
Dry Storage	31,588	450	9,865	62,067	900	10,315	1046%
Other Operating	58,513	222,149	33,947	112,380	270,208	120,577	-55%
Harbor Village Leases	631,256	662,569	668,818	1,372,912	1,469,621	1,467,716	0%
Commercial Fishing	142,865	85,140	48,745	217,518	154,805	92,475	-40%
Slips	214,137	224,044	159,860	427,052	433,014	255,018	-41%
CAM	83,639	88,426	86,135	167,264	176,595	170,110	-4%
Marketing	25,803	27,302	27,450	51,474	54,362	54,254	0%
Electrical Slips	4,260	2,757	3,083	9,291	4,289	4,123	-4%
Other Operating	18,390	21,405	28,230	31,436	37,128	41,149	11%
Total Operating Income	2,052,125	2,176,793	1,952,351	4,193,016	4,362,356	4,100,013	-6%
<u>Operating Expenses</u>							
Harbor Patrol	285,747	283,575	319,750	649,751	694,594	778,242	12%
Maintenance	349,381	396,785	386,111	603,009	688,090	724,431	5%
Administration	471,070	513,019	650,213	1,021,776	1,080,860	1,268,187	17%
Marina	168,898	174,195	195,579	334,332	340,355	373,391	10%
C A M	202,778	198,200	215,992	406,530	395,730	432,508	9%
Marketing	137,918	127,362	151,080	252,571	239,734	278,921	16%
Dredging	43,869	65,396	51,410	86,384	121,224	98,715	-19%
Total Operating Expenses	1,659,661	1,758,532	1,970,135	3,354,353	3,560,587	3,954,395	11%
NET OPERATING INCOME	392,464	418,261	(17,784)	838,663	801,769	145,618	-82%
<u>Non-operating Income</u>							
Interest	22,537	105,605	70,677	56,009	165,848	150,700	-9%
Taxes	663,862	709,191	749,869	707,981	742,491	785,898	6%
Other	17,741	-	-	21,604	-	-	0%
Total Non-operating Income	704,140	814,796	820,546	785,594	908,339	936,598	3%
<u>Non-Operating Expenses</u>							
Depreciation	205,432	216,874	241,660	412,043	447,884	472,705	6%
Debt Service	6,642	6,642	6,642	224,015	264,826	308,479	16%
Other				-	4,592	-	-100%
Total Non-operating Expenses	212,074	223,516	248,302	636,058	717,302	781,184	9%
NET NON-OPER. INCOME	492,066	591,280	572,244	149,536	191,037	155,414	-19%
NET CHANGE IN POSITION	884,530	1,009,541	554,460	988,199	992,806	301,032	-70%

Monthly Report
(Unaudited)

ATTACHMENT 3

Ventura Port District
Aquaculture Fisheries Study Grant Fund
Statement of Income, Expense and Change in Net Position
For the Period Ended December 31, 2019

INCOME	
VSE Grant Reimbursement	60,852
TOTAL INCOME	\$60,852
 EXPENSES	
Legal-VSE Grant	4,470
Professional Services	35,414
Miscellaneous Expenses	20,968
TOTAL EXPENSES	\$60,852
 CHANGE IN NET POSITION	
	-

Monthly Report
(Unaudited)

ATTACHMENT 3

**Ventura Port District
Aquaculture Fisheries Study Grant Fund
Balance Sheet
For the Period Ended December 31, 2019**

CURRENT ASSETS		CURRENT LIABILITIES	
Cash in Banks	174,616	Accounts Payable	0
Accounts Receivable-Grant	15,331	Intercompany Payable-Enterprise Fund	190,615
TOTAL CURRENT ASSETS	\$189,947	TOTAL CURRENT LIABILITIES	\$190,615
LONG TERM ASSETS		EQUITY	
Long Term Assets	0	Retained Earnings	(668.00)
TOTAL LONG TERM ASSETS	\$0	Current Year Retained Earnings	0.00
		TOTAL EQUITY	(\$668.00)
TOTAL ASSETS	\$189,947	TOTAL LIABILITIES AND EQUITY	\$189,947

Monthly Report
(Unaudited)

ATTACHMENT 3

Ventura Port District
Ventura Shellfish Enterprise
2018 Sea Grant - Year 1 & 2
Grant period 9/1/2018 - 8/31/2020

Grant Funding

	<u>Grant</u>	<u>Billed</u>	<u>Remaining</u>	<u>Comments</u>
Plauche Carr-Legal - Task 4	60,000.00	60,000.00	-	
Dudek - Task 5 - Environmental Review	119,410.00	119,410.00	-	
Coastal Marine Biolabs - Task 6	39,000.00	-	39,000.00	
Scott Lindell - Task 7	20,500.00	10,242.74	10,257.26	Grower/Producer Compliance Training
Blake Stok - Task 7	24,750.00	10,725.00	14,025.00	
CAPS Media - Task 7	3,000.00	-	3,000.00	
Recap through 12/31/2019	<u>\$ 266,660.00</u>	<u>\$ 200,377.74</u>	<u>\$ 66,282.26</u>	

Direct costs to District

	<u>Contract/Budget</u>	<u>Billed</u>	<u>Remaining</u>	<u>Comments</u>
Plauche & Carr	45,693.83	47,455.14	(1,761.31)	
Dudek - 9% & Project Management Support	145,000.00	63,563.82	81,436.18	
Maine Marine Composites - Engineering Serv	15,150.00	15,150.00	-	Evaluate the performance of mussel longline system under specific conditions
Misc - Engineering Services	1,750.00	1,638.00	112.00	
Braitman & Associates	2,400.00	1,360.00	1,040.00	
Conferences/Travel/Meetings/Supplies	1,000.00	3,446.86	(2,446.86)	
Recap through 12/31/2019	<u>\$ 210,993.83</u>	<u>\$ 132,613.82</u>	<u>\$ 80,141.32</u>	

Combined In-Kind Contributions and Cost Share Contributions

In-Kind Contributions/Value of Volunteered Time

	<u>Grant Requirement</u>	<u>Reported</u>	<u>Remaining</u>	<u>Comments</u>
Ashworth, Ev & Brooke	97,800.00	57,132.50	40,667.50	Volunteered time
Bush, Doug	54,720.00	4,940.00	49,780.00	Volunteered time
Imondi, Ralph	25,600.00	10,550.00	15,050.00	Volunteered time
Parsons, Richard	20,000.00	6,400.00	13,600.00	Paid only as stipulated in Dredging/Project Manager Professional Service Agreement
Pendleton, Brian	48,490.00	48,838.00	(348.00)	Paid regular salary only
Santschi, Linda	25,600.00	10,650.00	14,950.00	Volunteered time
In-Kind Contribution/Volunteered Time thru 12/31/19	<u>\$ 272,210.00</u>	<u>\$ 138,510.50</u>	<u>\$ 133,699.50</u>	

Cost Share Contributions - Grant Year 1

	<u>Grant Requirement</u>	<u>Paid</u>	<u>Remaining</u>	<u>Comments</u>
Dudek - 9% & Project Management Support	-	16,055.00	(16,055.00)	Paid by District - Qualifies as cost share
Maine Marine Composites	-	15,150.00	(15,150.00)	Paid by District - Qualifies as cost share
Braitman & Associates	-	1,360.00	(1,360.00)	Paid by District - Qualifies as cost share
Noble Engineering	-	1,638.00	(1,638.00)	Paid by District - Qualifies as cost share
Cost Share Contributions thru 9/30/19	<u>\$ -</u>	<u>\$ 34,203.00</u>	<u>\$ (34,203.00)</u>	
Total in-Kind and Cost Share Contributions	<u>\$ 272,210.00</u>	<u>\$ 172,713.50</u>	<u>\$ 99,496.50</u>	

ATTACHMENT 4

Accounts Payable Check Register

12/10/2019

Ventura Port District

Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
50702	10/04/19	4852	Lagerlof Senecal Gosney	Legal services	24,204.99	
50703	10/01/19	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
50704	10/01/19	7434	Southern Calif. Edison	Utilities	10,745.08	
50705	10/04/19	1036	Accurate First Aid Services	Replenish first aid stations	208.23	
50706	10/04/19	1045	ADT Security Services	NPS alarm service	179.85	
50707	10/04/19	1060	AFLAC	Salary reduction benefit	1,718.56	
50708	10/04/19	1182	SiteOne Landscape Supply, LLC	VHV landscape granite	755.59	
50709	10/04/19	1440	Beacon Marine Chandlery Inc	Ballast repairs and launch ramp repair parts	34.01	
50710	10/04/19	1676	Carquest Auto Parts	VPD shop stock	164.73	
50711	10/04/19	1725	CED (Consolidated Electrical Distributors) - VPD shop stock		1,452.92	
50712	10/04/19	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	854.26	
50713	10/04/19	1925	City Of S. Buenaventura	Trash service	100.00	
50714	10/04/19	2099	Custom Embroidery	Courtesy Patrol uniforms	191.37	
50715	10/04/19	2100	CyberCopy Inc.	Parcel 20 - digital copies	87.61	
50716	10/04/19	2331	Dial Security Inc	Courtesy Patrol coverage	1,600.00	
50717	10/04/19	2604	E.J. Harrison & Sons Inc.	Trash service	1,776.27	
50718	10/04/19	2751	Empire Cleaning Supply	Janitorial supplies	1,012.45	
50719	10/04/19	2936	** Voided **	Vendor returned check		657.75
50720	10/04/19	2985	Fence Factory	New gate and installation for Dry Storage lot	5,581.00	
50721	10/04/19	2986	Ferguson Enterprises Inc.	Village restroom parts	301.57	
50722	10/04/19	3457	Gov't Finance Officers Assoc.	Annual membership	310.00	
50723	10/04/19	3490	Grainger Inc.	Shop stock, restroom blowers & water heater parts, dock materials	1,018.36	
50724	10/04/19	3492	Green Thumb International	Village landscape décor	85.33	
50725	10/04/19	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	187.56	
50726	10/04/19	4247	Jani-King of CA Inc.	Janitorial service in Village, VPD headquarters	5,417.90	
50727	10/04/19	4293	Jennifer Talt-Lundin	Mileage - conference	95.12	
50728	10/04/19	4295	Jensen Design & Survey Inc.	New development map	260.00	
50729	10/04/19	4862	Peopleready Inc	Maintenance temporary labor service	800.00	
50730	10/04/19	5016	Lowe's	TI materials for two Village suites	406.26	
50731	10/04/19	5190	Matilija Water	Reverse osmosis water system	46.00	
50732	10/04/19	5210	McCormix Corp.	Maintenance vehicle fuel	940.37	
50733	10/04/19	5213	McMaster-Carr	VPD shop parts, stock	72.30	
50734	10/04/19	5505	Muzicraft Inc.	Ambient music in Village	329.50	
50735	10/04/19	5744	Noble Consultants Inc.	Dock project	468.00	
50736	10/04/19	6194	Pacific Oil Company	Waste oil disposal	297.00	
50737	10/04/19	6201	Pamela Griffin	Wellness program	80.00	

ATTACHMENT 4

Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
50738	10/04/19	6865	Rasmussen & Associates Inc	ADA restroom project and Village trash enclosure upgrade	6,237.00	
50739	10/04/19	6900	Red Wing Shoe Store	Employee annual safety shoe purchase	1,493.21	
50740	10/04/19	7294	Service-Pro Fire Protection	Replace fire sprinklers @ 1691 Spinnaker Dr., VHV annual inspection	7,658.12	
50741	10/04/19	7410	Smith Pipe & Supply Inc.	Village fountain repair parts	118.04	
50742	10/04/19	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,846.72	
50743	10/04/19	7581	Steve Stafford	Marketing Village entertainment	250.00	
50744	10/04/19	7777	The Signal	Marketing-advertising	670.00	
50745	10/04/19	7862	Time To Shine	Village and District office window washing service	3,055.00	
50746	10/04/19	7961	Tri-County Office Furniture	Accounting office chairs	1,615.24	
50747	10/04/19	8233	Venco Power Sweeping, Inc	VHV parking lot sweeping	415.38	
50748	10/04/19	8246	Ventura Locksmiths	Janitor door lock @ 1583 Spinnaker Drive	278.28	
50749	10/04/19	8250	Ventura Visitors & Convention	Marketing-advertising	125.00	
50750	10/04/19	8251	Ventura Water	Utilities	496.92	
50751	10/04/19	8501	Warren Distributing Inc.	Maintenance vehicle parts	269.29	
50752	10/04/19	11457	Alexandria Pico	Marketing-ad production	110.00	
50753	10/04/19	12880	Arturo Medina	Website development	100.00	
50754	10/04/19	15785	Blue Tarp Financial Inc.	Dock supplies and mobile washer parts	426.66	
50755	10/04/19	16150	Brendan Daly Photography	Website development	150.00	
50756	10/04/19	16181	Brian Pendleton	Mileage-PCSGA conference	27.14	
50757	10/04/19	20200	CoStar Realty Information, Inc	Leasing marketing data software	1,040.41	
50758	10/04/19	24363	Double R Towing & Auto	Relocate car - dock project	100.00	
50759	10/04/19	25351	Dudek	VSE Aquaculture	4,791.55	
50760	10/04/19	26531	eDistsecurity	Door lock @ 1591 Spinnaker Drive #115	606.18	
50761	10/04/19	42471	JaniTek Cleaning Solutions	NPS janitorial supplies, Mariam cleaning, NPS cleaning	1,781.50	
50762	10/04/19	44132	Joseph M. Ramieri	Marketing Village entertainment	250.00	
50763	10/04/19	46164	Kenneth DeVoe	Marketing Village entertainment	125.00	
50764	10/04/19	50110	Lure Creative Design, Inc	Marketing-advertising	500.00	
50765	10/04/19	61954	Pacific Marine Repair	Boat 1- engine repair	542.77	
50766	10/04/19	61991	P & R Paper Supply Co.	Janitorial supplies	3,364.31	
50767	10/04/19	70075	Ricoh USA, Inc.	Copier page charges - Admin/Marketing	325.34	
50768	10/04/19	76014	Sun Life Financial	Dental insurance premiums	2,007.91	
50769	10/04/19	76705	Swift Chip, Inc	IT Services - Sept	8,935.00	
50770	10/04/19	77050	TargetSolutions Learning	Online training - Patrol	1,887.40	
50771	10/04/19	82201	Valley Scene Magazine	Marketing-advertising	630.00	
50772	10/04/19	84570	Vision Service Plan-(CA)	Employee vision plan	754.03	
50773	10/04/19	84705	Vortex Industries, Inc	VPD shop hanger door	616.88	
50774	10/04/19	85261	West Coast Air Conditioning	HVAC service for Marina/Marketing office	460.10	
50775	10/04/19	85601	Zero Waste USA	Operating supplies-mutt mitts	810.94	
50776	10/10/19	43451	Jim McKeown Inc.	Progress payment-Carousel/Lighthouse building re-configuration	15,000.00	

ATTACHMENT 4

Wells Fargo Enterprise Account

Check	Date	Payee	Name	Description	Amount	Voided Amount
50777	10/10/19	77812	Thermal Alliance	Deposit - HVAC service for VPD main office	800.00	
50778	10/16/19	31650	Frenchies Modern Nail Care	Tenant improvement as per lease agreement	33,333.00	
50779	10/18/19	1037	Acorn Newspapers	Advertising	1,099.73	
50780	10/18/19	1440	Beacon Marine Chandlery Inc	Banner fasteners	37.59	
50781	10/18/19	1676	Carquest Auto Parts	Maintenance vehicle parts	3.81	
50782	10/18/19	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
50783	10/18/19	1725	CED (Consolidated Electrical Distributors) -	Lighting upgrade at 1591 Spinnaker Drive	451.85	
50784	10/18/19	1731	C.A.H.M.P.C. (CA Assoc. Harbor Masters & Port Captains) -	Web employment ad	50.00	
50785	10/18/19	1892	Chemsearch	VPD shop stock	254.67	
50786	10/18/19	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	922.13	
50787	10/18/19	2093	Cumulus Broadcasting Inc.	Marketing-advertising	3,222.50	
50788	10/18/19	2097	Custom awards & Engraving	Marketing-event production	19.40	
50789	10/18/19	2100	CyberCopy Inc.	VHV painting signage	385.15	
50790	10/18/19	2331	Dial Security Inc	Courtesy Patrol coverage	1,000.00	
50791	10/18/19	2448	Downtown Ventura Partners	Marketing-advertising	450.00	
50792	10/18/19	2604	E.J. Harrison & Sons Inc.	Trash service	9,054.15	
50793	10/18/19	2751	Empire Cleaning Supply	Janitorial supplies	480.06	
50794	10/18/19	2935	Farmer Bros. Co	Coffee supplies	292.63	
50795	10/18/19	2936	Fast Signs	Village leasing signage & Dry Storage lot banner	240.82	
50796	10/18/19	2986	Ferguson Enterprises Inc.	Village water heater parts in 1591 Spinnaker Drive #115	615.25	
50797	10/18/19	3050	All That's Fit to Print	Ad production, Business cards, Image purchase	1,588.66	
50798	10/18/19	3490	Grainger Inc.	Shop tools, TI ceiling tiles, Village restroom & trash enclosure repairs	1,145.36	
50799	10/18/19	3492	Green Thumb International	Village landscape décor	153.06	
50800	10/18/19	3592	Hansen's Plumbing, Inc.	Village water valve replacement and leak repairs	2,428.37	
50801	10/18/19	3655	Herald Printing, Ltd.	Marketing-advertising	331.87	
50802	10/18/19	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	187.56	
50803	10/18/19	4247	Jani-King of CA Inc.	VPD monthly Refrigerator cleaning	75.00	
50804	10/18/19	4742	Kratos Construction	Install stairway LED lighting and miscellaneous electrical repairs	6,580.00	
50805	10/18/19	5210	McCormix Corp.	Maintenance vehicle fuel	429.65	
50806	10/18/19	5213	McMaster-Carr	Maintenance supplies	44.46	
50807	10/18/19	5632	MJP Technologies, Inc	IT services for SPAM filtering	112.00	
50808	10/18/19	5744	Noble Consultants Inc.	Services pertaining to Patrol dock gangway, Village, dredging	6,368.03	
50809	10/18/19	7000	Richard Parsons	Dredging/Project Management services	10,296.39	
50810	10/18/19	7296	Searle Creative Group	Marketing-social media web site design	1,971.25	
50811	10/18/19	7354	SSD Systems	Alarm system repairs	253.50	
50812	10/18/19	7961	Tri-County Office Furniture	Office chair-Mitchell	1,051.04	
50813	10/18/19	8244	Ventura Harbor Storage	Fisherman's gear storage	6,775.00	
50814	10/18/19	8246	** Voided **	Incorrect vendor		220.90
50815	10/18/19	8266	Ventura Harbor Marine Fuel	Awning parts @1591 Spinnaker Drive #115	23.06	

ATTACHMENT 4

Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
50816	10/18/19	11415	Alertline Communications	Elevator phone service	648.00	
50817	10/18/19	13851	Balloons To Go	Event production	175.00	
50818	10/18/19	20042	Commissioned Desserts LLC	Advertising-Media gifts	110.00	
50819	10/18/19	30495	5 Day Tire Store	Maintenance vehicle - tires	366.20	
50820	10/18/19	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	1,577.75	
50821	10/18/19	50071	LoopNet	Internet leasing advertising	369.95	
50822	10/18/19	51458	Macaroni Kid	Marketing Village entertainment	100.00	
50823	10/18/19	61954	Pacific Marine Repair	Boat 1-control replacement	7,646.03	
50824	10/18/19	61991	P & R Paper Supply Co.	Janitorial supplies	918.76	
50825	10/18/19	70075	Ricoh USA, Inc.	Copier lease	741.91	
50826	10/18/19	74343	Somerville Associates	Marketing-advertising	2,000.00	
50827	10/18/19	76705	Swift Chip, Inc	IT services -Oct, and server backup monitoring - Sept. & Oct	10,165.00	
50828	10/18/19	82201	Valley Scene Magazine	Marketing-advertising	315.00	
50829	10/18/19	82421	Ventura County	Parking penalties-Sept 2019	125.00	
50830	10/18/19	85219	West Marine Pro	VPD shop stock, Patrol boat parts, dock cleats	668.28	
50831	10/18/19	8246	Ventura Locksmiths	Latch guards @ 1591 Spinnaker Drive trash area	95.90	
50832	10/18/19	8250	Ventura Visitors & Convention	Marketing-advertising	125.00	
Total Enterprise Account Check Register					<u>\$257,328.29</u>	<u>\$878.65</u>

Wells Fargo Grant Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>		<u>Amount</u>	<u>Voided Amount</u>
1091	10/04/19	25351	Dudek	VSE Grant	10,239.52	
Total Grant Account Check Register					<u>\$10,239.52</u>	<u>\$0.00</u>

Wells Fargo Project Fund Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>		<u>Amount</u>	<u>Voided Amount</u>
1029	10/04/19	7013	Rincon Consultants, Inc.	Dock Water quality monitoring	3,160.25	
1030	10/18/19	5744	Noble Consultants Inc.	Dock renovation	4,406.10	
1031	10/18/19	7013	Rincon Consultants, Inc.	Sept dock project services	2,896.25	
1032	10/18/19	17511	CAM Components Co. LLC	Dock letters, numbers	1,190.00	
Total Project Account Check Register					<u>\$11,652.60</u>	<u>\$0.00</u>

Total All Check Registers \$279,220.41 \$878.65

ATTACHMENT 4

Accounts Payable Check Register - November 2019

12/30/2019

Ventura Port District

Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
50834	11/01/19	1060	AFLAC	Salary reduction benefit	1,718.56	
50835	11/01/19	1377	B & R Tool Supply Co.	Hand snake cable	81.32	
50836	11/01/19	1440	Beacon Marine Chandlery Inc	Village trash enclosure parts	13.11	
50837	11/01/19	1725	CED (Consolidated Electrical Distributors) -	LED lighting for launch ramps, staircases and patios	4,176.33	
50838	11/01/19	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	919.93	
50839	11/01/19	1925	City Of S. Buenaventura	Trash service	100.00	
50840	11/01/19	2100	CyberCopy Inc.	Brochures/Event cards	175.04	
50841	11/01/19	2202	Dave's	Patrol boat fuel	1,948.41	
50842	11/01/19	2331	Dial Security Inc	Courtesy Patrol coverage	1,000.00	
50843	11/01/19	2604	E.J. Harrison & Sons Inc.	Trash service	9,098.71	
50844	11/01/19	2751	Empire Cleaning Supply	DS trash receptacle, VHV janitorial supplies	1,527.35	
50845	11/01/19	3050	All That's Fit to Print	Marketing-ad production	1,355.00	
50846	11/01/19	3490	Grainger Inc.	Parts-launch ramp light, VPD shop stock	522.69	
50847	11/01/19	3592	Hansen's Plumbing, Inc.	Waterline maintenance	1,544.65	
50848	11/01/19	4742	Kratos Construction	LED upgrade @ 1591 Spinnaker Drive	4,870.00	
50849	11/01/19	4852	Lagerlof Senecal Gosney	Legal services	26,359.00	
50850	11/01/19	4943	Liebert Cassidy Whitmore	HR manual review	1,496.00	
50851	11/01/19	5016	Lowe's	Tenant improvement and operating supplies	1,363.89	
50852	11/01/19	5050	MailFinance	VPD postage machine property tax recovery	77.22	
50853	11/01/19	5190	Matilija Water	Reverse osmosis water system	46.00	
50854	11/01/19	5210	McCormix Corp.	Maintenance vehicle fuel	712.96	
50855	11/01/19	5213	McMaster-Carr	Awning repairs @ 1591 Spinnaker Drive	40.77	
50856	11/01/19	5231	Mendez Roofing Inc	VHV gutter replacement for three tenants	6,500.00	
50857	11/01/19	5505	Muzicraft Inc.	Ambient music in Village	329.50	
50858	11/01/19	6040	On Duty Uniforms & Equip	Courtesy Patrol uniforms	410.46	
50859	11/01/19	6409	Plauche & Carr	VSE Aquaculture permitting analysis	4,470.00	
50860	11/01/19	6446	PowerHouse Construction Inc.	Installment payment for installation of ADA staircase railings in Village	20,000.00	
50861	11/01/19	6470	LegalShield	Salary reduction benefit	124.55	
50862	11/01/19	6865	Rasmussen & Associates Inc	VHV-ADA restrooms, VHV trash enclosure upgrade, Dive Pool project	7,786.53	
50863	11/01/19	6900	Red Wing Shoe Store	Employee annual safety shoe purchase	713.17	
50864	11/01/19	7032	Alliant Insurance Services	Quarterly Harbor event insurance	356.00	
50865	11/01/19	7434	Southern Calif Edison ** Voided **	Check stub used to list invoices		0.00
50866	11/01/19	7434	Southern Calif. Edison	Utilities	12,977.95	
50867	11/01/19	7572	Standard Insurance Company	Group Term Life/Long-term Disability	4,567.38	
50868	11/01/19	7768	ThyssenKrupp Elevator Corp	Quarterly elevator maintenance service	4,263.16	

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Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
50869	11/01/19	7862	Time To Shine	Village and District office window washing service	3,055.00	
50870	11/01/19	8205	VCSDA (Ventura County Special District Association) - Annual membership		150.00	
50871	11/01/19	8233	Venco Power Sweeping, Inc	Monthly Village parking lot & fish pier sweeping	545.38	
50872	11/01/19	8251	Ventura Water ** Voided **	Check stub used to list invoices		0.00
50873	11/01/19	8251	Ventura Water	Utilities	35,249.42	
50874	11/01/19	8254	Ventura Harbor Storage Enterer	Annual share property tax on fishermen's storage unit	363.18	
50875	11/01/19	8501	Warren Distributing Inc.	Maintenance vehicle- battery	169.04	
50876	11/01/19	8534	HDS White Cap Const. Supply	VHV sidewalk repair materials	371.68	
50877	11/01/19	12880	Arturo Medina	Marketing event production	200.00	
50878	11/01/19	16150	Brendan Daly Photography	Marketing-advertising	50.00	
50879	11/01/19	20021	Coastal View News	Marketing-advertising	322.00	
50880	11/01/19	20178	Complus Data Innovations Inc	Parking citation service	500.00	
50881	11/01/19	25351	Dudek	VSE Aquaculture	8,197.54	
50882	11/01/19	27953	Envisia Learning Inc.	360 Leadership Review survey	195.00	
50883	11/01/19	30495	5 Day Tire Store	Maintenance vehicle -brake inspection	100.95	
50884	11/01/19	42471	JaniTek Cleaning Solutions	NPS janitorial supplies	107.70	
50885	11/01/19	43451	Jim McKeown Inc.	Progress payment-Carousel/Lighthouse building re-configuration	1,500.00	
50886	11/01/19	61991	P & R Paper Supply Co.	Janitorial supplies	1,064.57	
50887	11/01/19	65011	Pueblo Construction, Inc.	ADA restroom project @ 1591 Spinnaker Dr.	16,310.30	
50888	11/01/19	70281	Ring Central Inc	Phone service-Oct	1,035.05	
50889	11/01/19	73005	SEPI Marketing Corp.	Advertising	400.00	
50890	11/01/19	76014	Sun Life Financial	Dental insurance premiums	1,659.27	
50891	11/01/19	79533	Trades United Construction Inc	Valve replacement @ Andrias	366.00	
50892	11/01/19	82201	Valley Scene Magazine	Marketing-advertising	630.00	
50893	11/01/19	82270	Venegas Steel Works, Inc	Bike rack @ 1567 Spinnaker Drive	2,500.00	
50894	11/01/19	84570	Vision Service Plan-(CA)	Employee vision plan	807.40	
50895	11/01/19	85219	West Marine Pro	VPD shop stock	15.39	
50896	11/01/19	85601	Zero Waste USA	Operating supplies-mutt mitts	675.79	
50897	11/07/19	1755	California Electrical Supply	Fiber optic boxes for 1583 Spinnaker Drive and 1449 Spinnaker Drive	769.66	
50898	11/07/19	3592	Hansen's Plumbing, Inc.	Hydro main water line @ 1559 Spinnaker Drive	850.00	
50899	11/07/19	7000	Richard Parsons	Reimburse -CMANC conference	1,004.92	
50900	11/07/19	42419	Jack Peck	Marketing Village entertainment	300.00	
50901	11/07/19	42420	** Voided **	Invoice error		961.09
50902	11/07/19	46164	Kenneth DeVoe	Marketing Village entertainment	165.00	
50903	11/07/19	77855	Todd Mitchell	Reimburse - CMANC conference	1,449.70	
50904	11/07/19	5298	Michael J. Smith	Marketing Village entertainment	300.00	
50905	11/14/19	7818	TOTALFUNDS	Postage	500.00	
50906	11/15/19	1036	Accurate First Aid Services	Replenish first aid stations	331.99	

ATTACHMENT 4

Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
50907	11/15/19	1037	Acorn Newspapers	Marketing-advertising	1,266.00	
50908	11/15/19	1440	Beacon Marine Chandlery Inc	Boat engine flush kit & hose, dock leak repair parts, canvas repairs	188.10	
50909	11/15/19	1676	Carquest Auto Parts	Vehicle parts	6.47	
50910	11/15/19	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
50911	11/15/19	1725	CED (Consolidated Electrical Distributers) - Village parking lot, restroom and staircase lighting		2,216.31	
50912	11/15/19	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	938.90	
50913	11/15/19	2009	Coastal Occupational Medical	New employee fitness for duty exam	295.00	
50914	11/15/19	2093	Cumulus Broadcasting Inc.	Marketing-advertising	2,540.00	
50915	11/15/19	2100	CyberCopy Inc.	Seafood posters, note pads	102.04	
50916	11/15/19	2202	Dave's	Patrol boat fuel	3,447.41	
50917	11/15/19	2282	Dept. of Industrial Relations	Annual elevator inspection permit fee 1583 Spinnaker Drive	225.00	
50918	11/15/19	2287	Dept. of Parks and Recreation	Lifeguard services	59,604.36	
50919	11/15/19	2331	Dial Security Inc	Courtesy Patrol coverage	1,000.00	
50920	11/15/19	2658	Eishun Fukui	Marketing Village entertainment	250.00	
50921	11/15/19	2751	Empire Cleaning Supply	Janitorial supplies	529.60	
50922	11/15/19	2935	Farmer Bros. Co	Coffee supplies	296.83	
50923	11/15/19	2936	Fast Signs	Village plaque for fire-pit	675.92	
50924	11/15/19	2980	Fausset Printing, LLC	Brochures/Event cards	162.50	
50925	11/15/19	2986	Ferguson Enterprises Inc.	Plumbing repair parts and tools	597.63	
50926	11/15/19	3050	All That's Fit to Print	Marketing-ad production	477.78	
50927	11/15/19	3490	Grainger Inc.	Moving pads - Maintenance Dept	19.33	
50928	11/15/19	3492	Green Thumb International	Small hand landscaping tool	47.50	
50929	11/15/19	3592	Hansen's Plumbing, Inc.	Harbor Cove shower stall repair, Surfers Knoll shower stall repair	4,398.00	
50930	11/15/19	3781	The Holly Workshop	Harbor entrance and Village Christmas decorating	24,999.94	
50931	11/15/19	4247	Jani-King of CA Inc.	Janitorial service in Village, VPD headquarters	5,342.90	
50932	11/15/19	4742	Kratos Construction	Tenant improvement @1591 Spinnaker Drive # 113	8,730.00	
50933	11/15/19	4852	Lagerlof Senecal Gosney	Legal services	50,789.25	
50934	11/15/19	5050	MailFinance	VPD postage machine rental	401.23	
50935	11/15/19	5071	Luners Production Services	Marketing event production	294.94	
50936	11/15/19	5213	McMaster-Carr	VPD shop stock	312.29	
50937	11/15/19	5632	MJP Technologies, Inc	IT services for SPAM filtering	112.00	
50938	11/15/19	5744	Noble Consultants Inc.	Fish crane	1,311.00	
50939	11/15/19	6201	Pamela Griffin	Wellness program	80.00	
50940	11/15/19	6446	PowerHouse Construction Inc.	Miscellaneous tenant improvements through out Village	15,070.00	
50941	11/15/19	7296	Searle Creative Group	Marketing-social media web site design	2,517.50	
50942	11/15/19	7410	Smith Pipe & Supply Inc.	VHV landscaping nozzle, VHV irrigation parts, Landscape equipment	201.91	
50943	11/15/19	8235	Ventura Chamber Of Commerce	Membership dues	819.00	
50944	11/15/19	8251	Ventura Water	Utilities	448.83	

ATTACHMENT 4

Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
50945	11/15/19	8267	Ventura Harbor Marina & Yacht	Boat 19-bottom cleaning	144.45	
50946	11/15/19	8551	Williams Automotive Inc.	Maintenance vehicle M47-brakes	593.98	
50947	11/15/19	11457	Alexandria Pico	Marketing-ad production	275.00	
50948	11/15/19	17700	Cal Termite & Pest Control	Ant treatment	149.00	
50949	11/15/19	17805	Certified Employment Screening	New employee screening	62.00	
50950	11/15/19	22900	Destination Creative Group LLC	Advertising	4,252.00	
50951	11/15/19	28661	Eventective, Inc	Advertising	240.00	
50952	11/15/19	42420	Jackie Gardina	Reimburse - PCSGA conference	295.50	
50953	11/15/19	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	1,661.63	
50954	11/15/19	46101	Keene Music Services, LLC	Marketing event production - Winter Wonderland	287.50	
50955	11/15/19	46164	Kenneth DeVoe	Marketing Village entertainment	125.00	
50956	11/15/19	46165	Kenneth Walters	Marketing Village entertainment	300.00	
50957	11/15/19	50071	LoopNet	Internet leasing advertising	19.95	
50958	11/15/19	51891	Matthew Relis	Marketing Village entertainment	300.00	
50959	11/15/19	61954	Pacific Marine Repair	Boat 1- engine repair	808.28	
50960	11/15/19	61991	P & R Paper Supply Co.	Janitorial supplies	663.81	
50961	11/15/19	70075	Ricoh USA, Inc.	Copier page charges - Admin/Marketing	324.20	
50962	11/15/19	70281	Ring Central Inc	Phone service-Nov	1,035.05	
50963	11/15/19	73051	Setcom Corporation	Radio connectors - Patrol	271.08	
50964	11/15/19	76705	Swift Chip, Inc	IT Services, Server Back-up	9,566.00	
50965	11/15/19	79533	Trades United Construction Inc	Replacement ceiling tiles - tenant improvement	990.00	
50966	11/15/19	80958	United States Lifesaving Assoc	Water rescue certification	500.00	
50967	11/15/19	85123	WEX Bank	Patrol vehicle fuel	1,448.31	
50968	11/15/19	85219	West Marine Pro	Dock power plugs, M47-receiver block, B17,B19 strainer baskets	275.74	
50969	11/15/19	85261	West Coast Air Conditioning	HVAC repairs for National Park Service and Village Marina/Marketing office	703.98	
50970	11/15/19	20200	CoStar Realty Information, Inc	Leasing marketing data software	1,040.41	
50971	11/20/19	31650	Frenchies Modern Nail Care	Tenant improvement as per lease agreement	33,333.00	
50972	11/22/19	32740	Garden State Fireworks Inc	Marketing-event production-deposit Parade of Lights fireworks	5,160.00	
50973	11/25/19	7000	Richard Parsons	Dredging/Project Management services	10,296.39	
50974	11/26/19	1049	Adams Printing & Graphic	Marketing-brochures/event cards	1,781.25	
50975	11/26/19	1060	AFLAC	Salary reduction benefit	1,718.56	
50976	11/26/19	1153	Allstar Fire Equipment	Fire turn out gear-Patrol	1,663.39	
50977	11/26/19	1154	Alejandra's Nursery	VHV landscape plants	662.75	
50978	11/26/19	1321	Avalon Door & Windows Inc.	Tenant improvement-hardware @ 1591 Spinnaker Drive # 113	286.60	
50979	11/26/19	1440	Beacon Marine Chandlery Inc	H10-Battery cables	123.80	
50980	11/26/19	1444	Bethany Anderson	Marketing-ad production	825.00	
50981	11/26/19	1676	Carquest Auto Parts	VPD shop stock	79.78	
50982	11/26/19	1725	CED (Consolidated Electrical Distributors) - LED lighting and fiber optic stock		922.88	

ATTACHMENT 4

Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
50983	11/26/19	1826	Central Coast Tourism Council	Marketing-advertising	2,500.00	
50984	11/26/19	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	459.09	
50985	11/26/19	2099	Custom Embroidery	Maintenance- sun safety hats	430.57	
50986	11/26/19	2288	Dept. of Weights & Measure	Annual permit-elevator @ 1567 Spinnaker Drive	620.80	
50987	11/26/19	2331	Dial Security Inc	Courtesy Patrol coverage	400.00	
50988	11/26/19	2448	Downtown Ventura Partners	Marketing-advertising	450.00	
50989	11/26/19	2604	E.J. Harrison & Sons Inc.	Trash service	225.27	
50990	11/26/19	2751	Empire Cleaning Supply	Janitorial supplies	372.90	
50991	11/26/19	2980	Fausset Printing, LLC	Brochures/Event cards	90.00	
50992	11/26/19	3050	All That's Fit to Print	Marketing-ad production	587.50	
50993	11/26/19	3490	Grainger Inc.	Restroom fixtures, misc. shop stock, maintenance-rain gear	456.55	
50994	11/26/19	3592	Hansen's Plumbing, Inc.	Harbor Cove Beach water leak repairs	18,501.90	
50995	11/26/19	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	187.56	
50996	11/26/19	4247	Jani-King of CA Inc.	VPD monthly fridge cleaning	75.00	
50997	11/26/19	4293	Jennifer Talt-Lundin	Petty Cash - boaters lunch	100.00	
50998	11/26/19	4410	John Higgins	Reimburse-HarborMaster Conference and JPIA conference	702.96	
50999	11/26/19	4563	Karla Ross Productions Inc.	Marketing Village entertainment	2,100.00	
51000	11/26/19	5210	McCormix Corp.	Maintenance vehicle fuel	504.43	
51001	11/26/19	5213	McMaster-Carr	VPD shop stock	16.80	
51002	11/26/19	5505	Muzicraft Inc.	Ambient music in Village	329.50	
51003	11/26/19	6201	Pamela Griffin	Wellness program	120.00	
51004	11/26/19	6245	Patrick Burdick	Marketing Village entertainment 12/13 & 12/14	400.00	
51005	11/26/19	6245	Patrick Burdick	Marketing Village entertainment 12/21	400.00	
51006	11/26/19	6409	Plauche & Carr	VSE Aquaculture -professional service	17,415.20	
51007	11/26/19	6442	Poster Compliance Center	2020 Renewal posters	516.88	
51008	11/26/19	6470	LegalShield	Salary reduction benefit	124.55	
51009	11/26/19	7294	Service-Pro Fire Protection	Elevator repairs @ 1567 Spinnaker Drive	593.36	
51010	11/26/19	7296	Searle Creative Group	Marketing-social media web site design	1,662.50	
51011	11/26/19	7410	Smith Pipe & Supply Inc.	Water line repair parts	89.23	
51012	11/26/19	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
51013	11/26/19	7434	Southern Calif. Edison	Utilities	12,801.60	
51014	11/26/19	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,920.68	
51015	11/26/19	7593	Steve Martins Working Wildlife	Marketing event production	2,450.00	
51016	11/26/19	7920	Tyler Geck	Marketing event production	75.00	
51017	11/26/19	8233	Venco Power Sweeping, Inc	Monthly fish pier sweeping	130.00	
51018	11/26/19	8244	Ventura Harbor Storage	Fisherman's gear storage	6,775.00	
51019	11/26/19	8530	White Nelson Diehl Evans LLP	FY 18/19 Audit - progress payment	7,300.00	
51020	11/26/19	8715	Zep Sales & Service	VPD shop stock	420.38	

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Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
51021	11/26/19	11457	Alexandria Pico	Marketing-ad production	220.00	
51022	11/26/19	14411	Bella Vista Designs Inc.	Marketing event production	271.00	
51023	11/26/19	20178	Complus Data Innovations Inc	Parking citation service	500.00	
51024	11/26/19	25351	Dudek	VSE Aquaculture	10,832.00	
51025	11/26/19	32740	Garden State Fireworks Inc	Marketing-event production-Parade of Lights fireworks	4,750.00	
51026	11/26/19	42919	Jessica Howard	Marketing-event production	75.00	
51027	11/26/19	46101	Keene Music Services, LLC	Marketing event production	287.50	
51028	11/26/19	48471	Laura J Little	Marketing event production	75.00	
51029	11/26/19	54455	Mr. Painting, Inc.	Tenant improvement @ 1591 Spinnaker Drive # 113	2,900.00	
51030	11/26/19	61991	P & R Paper Supply Co.	Janitorial supplies	686.38	
51031	11/26/19	70075	Ricoh USA, Inc.	Copier lease	741.91	
51032	11/26/19	72419	SBR Signs & Graphics	Dingy signage	240.24	
51033	11/26/19	74343	Somerville Associates	Marketing public relations services	2,000.00	
51034	11/26/19	74401	Southland Publishing	Marketing-advertising	785.00	
51035	11/26/19	76014	Sun Life Financial	Dental insurance premiums	1,533.63	
51036	11/26/19	76015	Sunridge Landscape Maint., Inc	Landscaping services	1,280.00	
51037	11/26/19	77812	Thermal Alliance	District office - HVAC zoning	5,700.00	
51038	11/26/19	85219	West Marine Pro	Dock water line repair, Uniform jacket	344.97	
Total Enterprise Account Check Register					\$600,287.15	\$961.09

Wells Fargo Grant Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1092	11/26/19	25351	Dudek	VSE Aquaculture Grant	4,715.91	
Total Grant Account Check Register					\$4,715.91	\$0.00

Wells Fargo Project Fund Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1033	11/01/19	3490	Grainger Inc.	Dock renovation	65.13	
1034	11/15/19	5744	Noble Consultants Inc.	Patrol gangway, Dock renovation	4,350.00	
1035	11/20/19	1445	Bellingham Marine Ind. Inc.	Dock renovation - payment 6	459,952.28	
Total Project Account Check Register					\$464,367.41	\$0.00
Total All Check Registers					\$1,069,370.47	\$961.09

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Accounts Payable Check Register - December 2019

Ventura Port District
Wells Fargo Enterprise Account

1/30/2020

Check	Date	Payee	Name	Description	Amount	Voided Amount
51039	12/04/19	7434	Southern Calif. Edison	Utilities	188.25	
51040	12/04/19	19252	City of Ventura	Permit application - VHV sign	2,507.04	
51041	12/13/19	1004	Multi Business Systems	Re-order accounts payable checks	547.32	
51042	12/13/19	1036	Accurate First Aid Services	Replenish first aid stations	202.85	
51043	12/13/19	1151	Altec Industries Inc.	Annual crane inspection and lift truck service and repair	2,268.09	
51044	12/13/19	1440	Beacon Marine Chandlery Inc	Docks maintenance, repairs	39.58	
51045	12/13/19	1444	Bethany Anderson	Advertising production	250.00	
51046	12/13/19	1663	Burons Preferred Pumping Inc.	VHV hydro jet main lines	1,485.00	
51047	12/13/19	1676	Carquest Auto Parts	VPD shop stock	127.53	
51048	12/13/19	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
51049	12/13/19	1725	CED (Consolidated Electrical Distributers) -	LED staircase lighting, shop tools and supplies	548.07	
51050	12/13/19	1892	Chemsearch	Janitorial supply stock	737.16	
51051	12/13/19	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	951.02	
51052	12/13/19	1925	City Of S. Buenaventura	Trash service	100.00	
51053	12/13/19	2093	Cumulus Broadcasting Inc.	Marketing-advertising	1,120.00	
51054	12/13/19	2100	CyberCopy Inc.	Brochures/Event cards	218.62	
51055	12/13/19	2331	Dial Security Inc	Courtesy Patrol coverage	2,312.00	
51056	12/13/19	2604	E.J. Harrison & Sons Inc.	Trash service	9,098.71	
51057	12/13/19	2936	Fast Signs	Marketing-event production	242.44	
51058	12/13/19	2980	Fausset Printing, LLC	Marketing - brochures/event cards, event production	630.00	
51059	12/13/19	2986	Ferguson Enterprises Inc.	Plumbing repair parts	181.92	
51060	12/13/19	3050	All That's Fit to Print	Graphic design	920.00	
51061	12/13/19	3328	George Kabris	Reimburse-Captains license	95.00	
51062	12/13/19	3490	Grainger Inc.	VPS shop stock	46.70	
51063	12/13/19	3492	Green Thumb International	Landscape hand tool, water fountain maintenance	61.99	
51064	12/13/19	3602	Happenings Magazine	Marketing-advertising	410.00	
51065	12/13/19	3655	Herald Printing, Ltd.	Advertising	258.60	
51066	12/13/19	4247	Jani-King of CA Inc.	Janitorial service in Village, VPD headquarters	5,342.90	
51067	12/13/19	4567	Katherine J. Emerick Ph.D.	Pre employment screening	918.00	
51068	12/13/19	4742	Kratos Construction	Tenant improvements and LED lighting upgrades	9,840.00	
51069	12/13/19	4943	Liebert Cassidy Whitmore	Professional services	665.00	
51070	12/13/19	5190	Matilija Water	Reverse osmosis water system	46.00	
51071	12/13/19	5213	McMaster-Carr	Operating supplies	274.87	
51072	12/13/19	5625	ReadyRefresh	Bottled water service	477.96	
51073	12/13/19	5632	MJP Technologies, Inc	IT services for SPAM filtering	112.00	
51074	12/13/19	6865	Rasmussen & Associates Inc	Dive pool wall project	1,108.03	
51075	12/13/19	7032	Alliant Insurance Services	Quarterly Harbor event insurance	245.00	
51076	12/13/19	7294	Service-Pro Fire Protection	VHV sprinkler inspection	735.00	
51077	12/13/19	7296	Searle Creative Group	Marketing-social media web site design	3,827.50	

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Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
51078	12/13/19	7354	SSD Systems	Key card system repair	338.00	
51079	12/13/19	7410	Smith Pipe & Supply Inc.	VHV landscape/irrigation	352.57	
51080	12/13/19	7777	The Signal	Marketing-advertising	450.00	
51081	12/13/19	8228	Ventana Monthly	Marketing-advertising	350.00	
51082	12/13/19	8233	Venco Power Sweeping, Inc	VHV parking lot sweeping	415.38	
51083	12/13/19	8239	Ventura County Reporter	Marketing-advertising	820.00	
51084	12/13/19	8251	Ventura Water	Utilities	494.80	
51085	12/13/19	8266	Ventura Harbor Marine Fuel	Reimburse shared electrical meter expense-Village C dock	16,570.55	
51086	12/13/19	8454	Vogue Sign Company	VHV directory signs	478.50	
51087	12/13/19	8501	Warren Distributing Inc.	VPD truck parts	135.91	
51088	12/13/19	11457	Alexandria Pico	Advertising	385.00	
51089	12/13/19	12880	Arturo Medina	Website development	125.00	
51090	12/13/19	13209	Avery Ryan	Event production	250.00	
51091	12/13/19	15763	Blue Highways Production LLC	Advertising	300.00	
51092	12/13/19	16150	Brendan Daly Photography	Advertising	675.00	
51093	12/13/19	16181	Brian Pendleton	Mileage reimbursement	83.87	
51094	12/13/19	20200	CoStar Realty Information, Inc	Leasing marketing data software	1,040.41	
51095	12/13/19	33851	Gino Lambano	Advertising	950.00	
51096	12/13/19	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	1,577.75	
51097	12/13/19	46141	Kozwel Boatworks	Boat 19- exhaust, gaskets	1,489.16	
51098	12/13/19	50071	LoopNet	Internet leasing advertising	194.95	
51099	12/13/19	51458	Macaroni Kid	Marketing-entertainment	200.00	
51100	12/13/19	51620	Management Partners	Goal setting workshop	5,300.00	
51101	12/13/19	61945	Pacific Coast Congress of Harbormasters & Port Managers - Annual membership		265.00	
51102	12/13/19	61954	Pacific Marine Repair	Boat 1- repairs	1,343.28	
51103	12/13/19	61991	P & R Paper Supply Co.	Janitorial supplies	1,152.42	
51104	12/13/19	64721	Proforma	Uniform decals	34.48	
51105	12/13/19	65051	Pure Light Photography	Event production	1,200.00	
51106	12/13/19	68554	Randall Globerman	Entertainment/music	150.00	
51107	12/13/19	70075	Ricoh USA, Inc.	Copier page charges - Admin/Marketing	258.07	
51108	12/13/19	70115	Robin Bogue	Event production	75.00	
51109	12/13/19	76019	Sure Fire Training Inc	Fire training-Patrol	700.00	
51110	12/13/19	76705	Swift Chip, Inc	IT Services	8,967.00	
51111	12/13/19	82201	Valley Scene Magazine	Marketing-advertising	630.00	
51112	12/13/19	82351	Ventura Breeze	Marketing-advertising	625.00	
51113	12/13/19	84570	Vision Service Plan-(CA)	Employee vision plan	762.64	
51114	12/13/19	85219	West Marine Pro	Courtesy Patrol jackets, boat equipment, shop antenna	1,527.80	
51115	12/13/19	85601	Zero Waste USA	Operating supplies-mutt mitts	699.78	
51116	12/23/19	6409	Plauche & Carr	VSE Aquaculture	15,584.52	
51117	12/23/19	7000	Richard Parsons	Dredging/Project Management services	10,296.39	
51118	12/23/19	1168	Amsterdam Printing	Advertising	433.90	

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Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
51119	12/23/19	1676	Carquest Auto Parts	VPD truck cleaning products	24.45	
51120	12/23/19	1725	CED (Consolidated Electrical Distributers) - Village	Christmas décor	188.14	
51121	12/23/19	1915	Cintas ** Voided **	Vendor reported check lost		849.31
51122	12/23/19	1925	City Of S. Buenaventura	Trash service	100.00	
51123	12/23/19	2202	Dave's	Patrol boat fuel	1,705.53	
51124	12/23/19	2331	Dial Security Inc	Courtesy Patrol coverage	400.00	
51125	12/23/19	2604	E.J. Harrison & Sons Inc.	Trash service	10,210.54	
51126	12/23/19	2751	Empire Cleaning Supply	Janitorial supplies	662.43	
51127	12/23/19	2935	Farmer Bros. Co	Coffee supplies	419.81	
51128	12/23/19	2986	Ferguson Enterprises Inc.	Plumbing repair parts	1,287.05	
51129	12/23/19	3490	Grainger Inc.	Air filters, rain gear, batteries, light bulbs	986.29	
51130	12/23/19	3492	Green Thumb International	VHV landscape soil and compost	387.98	
51131	12/23/19	3967	Island Packers	POL boat tour	3,000.00	
51132	12/23/19	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	187.56	
51133	12/23/19	4247	Jani-King of CA Inc.	VPD monthly fridge cleaning	75.00	
51134	12/23/19	4742	Kratos Construction	LED lighting upgrades Village	2,935.00	
51135	12/23/19	4852	Lagerlof Senecal Gosney	Legal services	58,809.16	
51136	12/23/19	4897	PORAC Legal Defense Fund	Patrol-salary reduction benefit	168.00	
51137	12/23/19	5016	Lowe's	VHV exterior light bulbs	357.75	
51138	12/23/19	5210	McCormix Corp.	Maintenance vehicle fuel	1,037.86	
51139	12/23/19	5213	McMaster-Carr	Patrol vehicle-extra battery install	23.15	
51140	12/23/19	5231	Mendez Roofing Inc	Roof leak and tile repairs	2,400.00	
51141	12/23/19	5505	Muzicraft Inc.	Ambient music in Village	329.50	
51142	12/23/19	6283	Petty Cash Fund	Slip refund, keys, rolled coin, supplies	533.28	
51143	12/23/19	6284	Peace Officers Research Assoc.	Quarterly membership-salary reduction benefit	138.00	
51144	12/23/19	6361	Pitney Bowes	Postage-Marketing postage machine	154.29	
51145	12/23/19	6470	LegalShield	Salary reduction benefit	124.55	
51146	12/23/19	6865	Rasmussen & Associates Inc	Dive shop wall project	814.38	
51147	12/23/19	7230	Sage	Accounting software update & support renewal	6,305.00	
51148	12/23/19	7410	Smith Pipe & Supply Inc.	VHV low voltage wiring	200.42	
51149	12/23/19	7411	Smogies Smog Shop	Annual vehicle smog checks	131.25	
51150	12/23/19	7768	ThyssenKrupp Elevator Corp	Elevator service @ 1567 Spinnaker Drive	515.00	
51151	12/23/19	8233	Venco Power Sweeping, Inc	Monthly Village parking lot & fish pier sweeping	545.38	
51152	12/23/19	8243	Ventura Harbor Boat Yard	VHV sunken boat removal	11,253.01	
51153	12/23/19	8244	Ventura Harbor Storage	Fisherman's gear storage	6,775.00	
51154	12/23/19	8266	Ventura Harbor Marine Fuel	POL - fuel towers	61.62	
51155	12/23/19	8501	Warren Distributing Inc.	Maintenance vehicle oil filters	42.75	
51156	12/23/19	8530	White Nelson Diehl Evans LLP	FY18/19 Audit - progress payment	6,000.00	
51157	12/23/19	17700	Cal Termite & Pest Control	VHV termite treatment	1,200.00	
51158	12/23/19	23351	Diamond A Equipment	Walker mower parts	46.28	
51159	12/23/19	42471	JaniTek Cleaning Solutions	NPS janitorial supplies	118.37	

ATTACHMENT 4

Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
51160	12/23/19	54455	Mr. Painting, Inc.	Drywall repair/paint @ 1567 Spinnaker Drive #204	4,900.00	
51161	12/23/19	61991	P & R Paper Supply Co.	Janitorial supplies	1,124.39	
51162	12/23/19	70075	Ricoh USA, Inc.	Copier lease	741.91	
51163	12/23/19	70281	Ring Central Inc	Phone service	1,035.05	
51164	12/23/19	77812	Thermal Alliance	VPD - new HVAC unit	2,430.69	
51165	12/23/19	85219	West Marine Pro	VPD shop stock	82.78	
51166	12/23/19	2331	Dial Security Inc	Courtesy Patrol coverage	900.00	
51167	12/23/19	2448	Downtown Ventura Partners	Marketing-advertising	400.00	
51168	12/23/19	3050	All That's Fit to Print		2,597.50	
51169	12/23/19	5013	Los Angeles Magazine	Marketing-advertising	4,790.00	
51170	12/23/19	6201	Pamela Griffin	Wellness program	120.00	
51171	12/23/19	7434	Southern Calif Edison ** Voided **	Check stub used to list invoices		0.00
51172	12/23/19	7434	Southern Calif. Edison	Utilities	14,708.87	
51173	12/23/19	8239	Ventura County Reporter	Marketing-advertising	620.00	
51174	12/23/19	8251	Ventura Water ** Voided **	Check stub used to list invoices		0.00
51175	12/23/19	8251	Ventura Water	Utilities	35,092.68	
51176	12/23/19	14411	Bella Vista Designs Inc.	Event production	100.00	
51177	12/23/19	22652	Dennis Raymond Feltwell, Jr.	POL award winner	200.00	
51178	12/23/19	51891	Matthew Relis	Ambient music in Village	300.00	
51179	12/23/19	68551	** Voided **			200.00
51180	12/23/19	74343	Somerville Associates	Marketing-advertising	2,000.00	
51181	12/23/19	82471	Ventura Rental Party Center	Event production	102.27	
51182	12/23/19	One time	Darren Grey	POL award winner	150.00	
51183	12/23/19	One time	Rieman Enterprises	POL award winner	300.00	
51184	12/23/19	One time	Steven Michael Linn	POL award winner	400.00	
51185	12/23/19	One time	Ventura Yacht Club	POL award winner	150.00	
Total Enterprise Account Check Register					<u>\$325,722.20</u>	<u>\$1,049.31</u>

Wells Fargo Grant Account

No activity

Wells Fargo Project Fund Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1036	12/13/19	5744	Noble Consultants Inc.	Dock renovation	702.00	
1037	12/13/19	7013	Rincon Consultants, Inc.	Dock renovation	585.50	
Total Project Account Check Register					<u>\$1,287.50</u>	<u>\$0.00</u>
Total All Check Registers					<u>\$327,009.70</u>	<u>\$1,049.31</u>

ATTACHMENT 5

Ventura Port District Chase Business Credit Card Charges October 2019

Chase Credit Card holders

Brian Pendleton, General Manager
Jessica Rauch, Administrative Assistant/Clerk
Robin Baer, Property Manager
Joe Gonzalez, Facilities Manager
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

Type	Trans Date	Vendor	Category	Detailed Descriptions	Amount
Brian Pendleton	10/03/19	Brophy Brothers Restaurant	Business meal	Lunch with JPIA staff	70.07
Total General Manager's Expenses					70.07
Jessica Rauch	10/02/19	The Greek at the Harbor	Business meal	10/02/19 Commission dinner	189.94
Jessica Rauch	10/17/19	Lucky Thai Cuisine	Business meal	10/16/19 Commission dinner	178.79
Jessica Rauch	10/08/19	LogMeIn, Inc.*GoToMeeting	Communications	Port District teleconference charge	49.00
Jessica Rauch	10/23/19	Amazon.com	Office supplies	General Manager office heater	30.15
Jessica Rauch	10/12/19	Digital Check Corporation	Operating supplies	Check scanner supplies	65.91
Jessica Rauch	10/28/19	Aatrix Software	Operating supplies	Quarterly PR filing overage fee	0.98
Jessica Rauch	10/03/19	Vons	Training	Training snacks	15.66
Total Administrative Assistant's Expenses					530.43
Robin Baer	No Activity				
Total Property Manager's Expenses					0.00
Joe Gonzalez	10/21/19	Bird B Gone	Grounds maintenance	Fish pier bird spikes (pest control)	546.18
Joe Gonzalez	10/11/19	Hyatt Regency Indian Wells	Training	JPIA risk management seminar	839.37
Total Facilities Manager's Expenses					1,385.55
Jennifer Talt-Lundin	10/04/19	PayPal *IP Camera Live	E-Advertising	Harbor web cam	18.00
Jennifer Talt-Lundin	10/17/19	Sprout Social	E-Advertising	Social media platform	99.00
Jennifer Talt-Lundin	10/21/19	Mailchimp *Monthly	E-Advertising	Enewsletter	104.00
Jennifer Talt-Lundin	10/21/19	Dropbox	E-Advertising	Photo share	119.88
Jennifer Talt-Lundin	10/30/19	Facebook Boosted Paid Posts	E-Advertising	Boost Facebook post	500.00

ATTACHMENT 5

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Jennifer Talt-Lundin	10/31/19	Facebook Boosted Paid Posts	E-Advertising	Boost Facebook post	21.06
Jennifer Talt-Lundin	10/01/19	Lost in Socks	Event production	Ventura County Coast thank you	10.33
Jennifer Talt-Lundin	10/01/19	Michaels Stores 4800	Event production	Halloween event selfie station	21.55
Jennifer Talt-Lundin	10/01/19	Barefoot Boutique	Event production	Ventura County Coast thank you	11.75
Jennifer Talt-Lundin	10/09/19	Canva Web Design	Event production	Font purchase	1.00
Jennifer Talt-Lundin	10/16/19	World Market	Event production	Seafood Month photo shoot	26.92
Jennifer Talt-Lundin	10/17/19	Hobby Lobby	Event production	Seafood Month photo shoot	235.18
Jennifer Talt-Lundin	10/22/19	Brophy Bros Restaurant	Event production	Seafood Month contest	50.00
Jennifer Talt-Lundin	10/25/19	Target	Event production	Bubbles	55.90
Jennifer Talt-Lundin	10/25/19	Target	Event production	Halloween events	3.54
Jennifer Talt-Lundin	10/29/19	Hobby Lobby	Event production	Return seafood letters	-213.29
Jennifer Talt-Lundin	10/10/19	FedEx	Event production	Office & shipping	9.05
Jennifer Talt-Lundin	10/17/19	Andria's Seafood Restaurant	Event production	Seafood Month contest	50.00
Jennifer Talt-Lundin	10/17/19	Just 4 Dreamers	Event production	Visit Ventura team host	78.00
Jennifer Talt-Lundin	10/16/19	Central Coast Tourism	Event production	Day Workshop	60.00
Jennifer Talt-Lundin	10/13/19	99 Cent Store	Event production	Bubbles	14.10
Jennifer Talt-Lundin	10/11/19	Etsy	Event production	Halloween selfie station	194.97
Jennifer Talt-Lundin	10/15/19	Oriental Trading	Event production	Halloween events	48.44
Jennifer Talt-Lundin	10/16/19	Great Pacific Pumpkin	Event production	Halloween prizes & décor	165.00
Jennifer Talt-Lundin	10/16/19	Amazon.com	Event production	Halloween events	136.05
Jennifer Talt-Lundin	10/17/19	Amazon.com	Event production	Halloween events	75.40
Jennifer Talt-Lundin	10/17/19	Amazon.com	Event production	Halloween events	20.19
Jennifer Talt-Lundin	10/17/19	Amazon.com	Event production	Halloween events	33.23
Jennifer Talt-Lundin	10/22/19	Target	Event production	Merchandise & inventory	12.99
Jennifer Talt-Lundin	10/24/19	Office Depot	Event production	Office & shipping	7.21
Jennifer Talt-Lundin	10/25/19	Albertson's	Event production	Halloween events	35.15
Jennifer Talt-Lundin	10/29/19	Hobby Lobby	Event production	Halloween décor	21.47
Total Marketing Manager's Expenses					2,026.07
Dave Werneburg	10/22/19	Lowes	Operating supplies	Return	-40.43
Dave Werneburg	10/11/19	Undercurrent News Ltd	Operating supplies	Monthly marine subscription	31.00
Dave Werneburg	10/03/19	Lowes	Operating supplies	Small Cleats	27.69
Dave Werneburg	10/04/19	Lowes	Operating supplies	Cleats	40.43
Total Marina Manager's Expenses					58.69
John Higgins	10/16/19	Staples	Operating supplies	Return desk printer	-484.86
John Higgins	10/24/19	Best Buy	Operating supplies	Computer cord	-26.92

ATTACHMENT 5

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
John Higgins	10/03/19	Coastal Postal and Video	Operating supplies	Postage for item return	20.50
John Higgins	10/15/19	Staples	Operating supplies	Desk printer replacement	323.24
John Higgins	10/15/19	Staples	Operating supplies	Desk printer	484.86
John Higgins	10/21/19	Best Buy	Operating supplies	Computer cord	26.92
John Higgins	10/23/19	Davis Instruments	Operating supplies	Weather station subscription	107.40
John Higgins	10/26/19	APL*Itunes.com/bill	Operating supplies	Phone storage	0.99
John Higgins	10/27/19	APL*Itunes.com/bill	Operating supplies	Phone storage	0.99
John Higgins	10/11/19	Hyatt Regency Indian Wells	Training	Conference hotel	771.18
John Higgins	10/14/19	DTV*Direct TV Service	Operating supplies	TV/News source	61.99
Total Harbormaster's Expenses					1,286.29
Total Chase Credit Card Expenses					<u><u>5,357.10</u></u>

ATTACHMENT 5

Ventura Port District Chase Business Credit Card Charges November 2019

Chase Credit Card holders

Brian Pendleton, General Manager
Jessica Rauch, Administrative Assistant/Clerk
Robin Baer, Property Manager
Joe Gonzalez, Facilities Manager
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

Type	Trans Date	Vendor	Category	Detailed Descriptions	Amount
Brian Pendleton	11/15/19	Hilton Hotel Costa Mesa	Business meal	Pendleton/Ashworth breakfast before PFMC meeting	51.56
Brian Pendleton	11/20/19	La Jolla Shores Hotel	Conference	Sea Grant Site Review meeting	283.01
Total General Manager's Expenses					334.57
Jessica Rauch	11/20/19	Brio Café	Business meal	11/20/19 closed session dinner	181.46
Jessica Rauch	11/08/19	LogMeIn, Inc.*GoToMeeting	Communications	Port District teleconference charge	49.00
Jessica Rauch	11/20/19	Ventura Chamber of Commerce	Conference	2019 Poinsettia Awards - Mitchell & Talt-Lundin	90.00
Jessica Rauch	11/16/19	Civic Info Registration Services	Training	Rauch Clerk's certification class	198.66
Jessica Rauch	11/08/19	Liebert Cassidy Whitmore	Training	Rauch 2020 Legislative Update webinar	75.00
Jessica Rauch	11/08/19	Liebert Cassidy Whitmore	Training	Adkins Worker's Compensation webinar	75.00
Total Administrative Assistant's Expenses					669.12
Robin Baer	No activity				
Total Property Manager's Expenses					0.00
Joe Gonzalez	11/22/19	Novelty Lighting Inc.	Dock maintenance	Dock lighting	1,168.30
Joe Gonzalez	11/21/19	Landscape Lighting World	Grounds maintenance	VHV low Voltage lighting	1,142.39
Joe Gonzalez	11/20/19	Smartdraw Software LLC	Operating supplies	Smart Draw program for Business Operations Manager's desk top	297.00
Joe Gonzalez	11/05/19	Microsoft *Store	Operating supplies	Office 365 yearly subscription- Facilities	99.99
Total Facilities Manager's Expenses					2,707.68

ATTACHMENT 5

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Jennifer Talt-Lundin	11/07/19	Taco Bell	Business meal	Accidental Charge - paid VPD back	7.41
Jennifer Talt-Lundin	11/18/19	The Greek at the Harbor	Business meal	Tenant meeting	65.02
Jennifer Talt-Lundin	11/13/19	Le Petit Café	Business meal	Tenant creative meeting	33.94
Jennifer Talt-Lundin	11/30/19	Facebook Boosted Paid Posts	E-Advertising	Social media paid posts	275.58
Jennifer Talt-Lundin	11/21/19	Mailchimp *Monthly	E-Advertising	Monthly Enewsletter	104.00
Jennifer Talt-Lundin	11/17/19	Sprout Social	E-Advertising	Social media tracking	99.00
Jennifer Talt-Lundin	11/26/19	Le Petit Café	Event production	Holly Village décor	21.00
Jennifer Talt-Lundin	11/26/19	Harbor Village Gallery	Event production	Holiday Shopping Passport prize	10.00
Jennifer Talt-Lundin	11/26/19	Hats Unlimited	Event production	Holiday Shopping Passport prize	11.90
Jennifer Talt-Lundin	11/26/19	Hats Unlimited	Event production	Credit	-15.00
Jennifer Talt-Lundin	11/26/19	Hats Unlimited	Event production	Wrong charge by tenant	15.00
Jennifer Talt-Lundin	11/27/19	The Ultimate Escape Room	Event production	Holiday Shopping Passport prize	20.00
Jennifer Talt-Lundin	11/26/19	Michaels	Event production	Holiday Shopping Passport stamps	129.26
Jennifer Talt-Lundin	11/25/19	Mermaid Gallery	Event production	Holiday Shopping Passport prize	10.00
Jennifer Talt-Lundin	11/26/19	Top This Chocolate	Event production	Holiday Shopping Passport prize	9.00
Jennifer Talt-Lundin	11/26/19	Ventura Potter's Guild	Event production	Holiday Shopping Passport prize	15.00
Jennifer Talt-Lundin	11/26/19	Ventura Dive & Sport	Event production	Holiday Shopping Passport prize	10.72
Jennifer Talt-Lundin	11/26/19	Ventura Dive & Sport	Event production	Holiday Shopping Passport prize	21.55
Jennifer Talt-Lundin	11/26/19	Casa de Regalos	Event production	Holiday Shopping Passport prize	10.75
Jennifer Talt-Lundin	11/26/19	Treasure Cove	Event production	Holiday Shopping Passport prize	8.62
Jennifer Talt-Lundin	11/25/19	Lost in Socks	Event production	Holiday Shopping Passport prize	5.16
Jennifer Talt-Lundin	11/25/19	Barefoot Boutique	Event production	Holiday Shopping Passport prize	10.00
Jennifer Talt-Lundin	11/25/19	Lemon & Lei	Event production	Holiday Shopping Passport prize	10.64
Jennifer Talt-Lundin	11/20/19	Michaels	Event production	Holiday Shopping Passport supply	3.86
Jennifer Talt-Lundin	11/13/19	County Health Dept.	Event production	Permit for Parade of Lights	277.07
Jennifer Talt-Lundin	11/13/19	Water's Edge Restaurant	Event production	Seafood Month Contest prize	50.00
Jennifer Talt-Lundin	11/14/19	Fit To Print	Event production	Rack card printing	241.70
Jennifer Talt-Lundin	11/27/19	Froggy's Fog	Event production	Snow Juice for holiday events	400.21
Jennifer Talt-Lundin	11/13/19	County Health Dept.	Event production	Credit card fee for County Health	5.96
Jennifer Talt-Lundin	11/20/19	PayPal *IP Camera Live	Security camera	Web camera	18.00

ATTACHMENT 5

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Total Marketing Manager's Expenses					1,885.35
Dave Werneburg	11/22/19	Office Depot #931	Office supplies	Miscellaneous office supplies	25.05
Dave Werneburg	11/07/19	Office Depot #931	Office supplies	Miscellaneous office supplies	52.50
Dave Werneburg	11/25/19	Lowes #1734	Operating supplies	Tape for Courtesy Patrol	42.13
Dave Werneburg	11/11/19	Undercurrent News	Operating supplies	Monthly marine subscription	31.00
Total Marina Manager's Expenses					150.68
John Higgins	11/26/19	Amazon Marketplace US	Boat maintenance	Miscellaneous electronic components-boats	60.16
John Higgins	11/18/19	Television equipment Assoc	Communications	Water rescue radio cables-Boat 15 Fire Boat	215.30
John Higgins	11/14/19	DTV*Direct TV Service	Communications	Communication/news TV service *Harbor Patrol	73.99
John Higgins	11/27/19	APL*ITunes.Com/Bill	Operating supplies	Phone storage	0.99
John Higgins	11/26/19	APL*ITunes.Com/Bill	Operating supplies	Phone storage	0.99
John Higgins	11/22/19	Wal-Mart #2032	Operating supplies	Computer cables	64.33
John Higgins	11/22/19	Costco Wholesale #0420	Operating supplies	Desk computer monitors	356.78
John Higgins	11/18/19	Surflife Premium	Operating supplies	Year weather subscription	47.94
John Higgins	11/14/19	Lowes #01734*	Operating supplies	Miscellaneous maintenance supplies	39.76
John Higgins	11/08/19	PayPal *eBay	Operating supplies	Public safety handheld radio	662.48
John Higgins	11/04/19	Amazon Marketplace US	Operating supplies	Magnetic vent covers	20.46
John Higgins	11/03/19	Amazon Marketplace US	Operating supplies	iPad protective case	26.93
John Higgins	11/28/19	Seat Covers Unlimited	Operating supplies	H-2 seat cover	245.60
Total Harbormaster's Expenses					1,815.71
Total Chase Credit Card Expenses					7,563.11

ATTACHMENT 5

Ventura Port District Chase Business Credit Card Charges December 2019

Chase Credit Card holders

Brian Pendleton, General Manager
Jessica Rauch, Administrative Assistant/Clerk
Robin Baer, Property Manager
Joe Gonzalez, Facilities Manager
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	12/05/19	United Valet Parking Inc.	Business meal	Parking for 360 Review meeting with Jay Finkelman	16.00
Total General Manager's Expenses					16.00
Jessica Rauch	12/18/19	Andria's Seafood	Business meal	December 18, 2019 Commissioner dinner	199.69
Jessica Rauch	12/13/19	Valentinos Take & Bake Pizza	Business meal	Parade of Lights party food	369.97
Jessica Rauch	12/11/19	Wood Ranch Ventura	Business meal	Staff holiday party	644.18
Jessica Rauch	12/11/19	Vons	Business meal	Staff holiday party	35.93
Jessica Rauch	12/11/19	Custom Awards and Engraving	Business meal	Staff years of service pins	301.70
Jessica Rauch	12/08/19	LogMeIn, Inc.*GoToMeeting	Business meal	Port District teleconference charge	49.00
Jessica Rauch	12/27/19	Eventbrite CMANC Winter Meeting	Conference	Registration for Mitchell, Brennan & Parsons for CMANC Winter	1,335.00
Jessica Rauch	12/12/19	Smart and Final	Conference	Parade of Lights party supplies	7.96
Jessica Rauch	12/12/19	Smart and Final	Conference	Parade of Lights party food and supplies	72.09
Jessica Rauch	12/06/19	Craigslist.org	Leasing advertising	1567 #100 advertising - San Gabriel Valley	5.00
Jessica Rauch	12/06/19	Craigslist.org	Leasing advertising	1567 #100 advertising - San Fernando Valley	5.00
Jessica Rauch	12/06/19	Craigslist.org	Leasing advertising	1567 #100 advertising - Santa Barbara	5.00
Jessica Rauch	12/06/19	Craigslist.org	Leasing advertising	1567 #100 advertising - Ventura	5.00
Jessica Rauch	12/04/19	Urban Land Institute	Membership	Pendleton annual membership	240.00
Jessica Rauch	12/12/19	Sage	Office supplies	1099 Forms/W2's	247.74
Jessica Rauch	12/17/19	Liebert Cassidy Whitmore	Training	Reimbursement for duplicate Rauch webinar registration	-75.00
Jessica Rauch	12/11/19	Liebert Cassidy Whitmore	Training	Rauch webinar registration	75.00
Total Administrative Assistant's Expenses					3,523.26

ATTACHMENT 5

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Robin Baer	No activity				
Total Property Manager's Expenses					0.00
Joe Gonzalez	12/06/19	Paradise Chevrolet	Auto maintenance	M-57 Auto body repair from incident	1,052.37
Total Facilities Manager's Expenses					1,052.37
Jennifer Talt-Lundin	12/16/19	Reynaldo's	Business meal	Parade judges snack	26.25
Jennifer Talt-Lundin	12/17/19	Sprout Social	Business meal	Social media tracking	99.00
Jennifer Talt-Lundin	12/17/19	Michaels	Business meal	Shopping Passport return	-86.98
Jennifer Talt-Lundin	12/14/19	Fratelli's	E-Advertising	Saturday parade staff	102.79
Jennifer Talt-Lundin	12/15/19	The Greek at the Harbor	E-Advertising	Award brunch expenses	61.88
Jennifer Talt-Lundin	12/17/19	Facebook Boosted Paid Posts	E-Advertising	Social media paid posts	500.00
Jennifer Talt-Lundin	12/19/19	Google *Ads	E-Advertising	Google ad/search engine	350.00
Jennifer Talt-Lundin	12/21/19	Mailchimp *Monthly	E-Advertising	Monthly Enewsletter	104.00
Jennifer Talt-Lundin	12/21/19	Facebook Paid Ads	E-Advertising	Social media paid posts	600.00
Jennifer Talt-Lundin	12/22/19	Google *Ads	E-Advertising	Google ad/search engine	500.00
Jennifer Talt-Lundin	12/26/19	Google *Ads	E-Advertising	Google ad/search engine	500.00
Jennifer Talt-Lundin	12/03/19	PayPal *IP Camera Live	Event production	Web camera	16.20
Jennifer Talt-Lundin	12/03/19	Michaels	Event production	Holiday decor	355.22
Jennifer Talt-Lundin	12/04/19	Ventura Chamber of Commerce	Event production	Connection Breakfast	45.00
Jennifer Talt-Lundin	12/04/19	Ventura Chamber of Commerce	Event production	Poinsettia Awards	60.00
Jennifer Talt-Lundin	12/06/19	Froggy's Fog	Event production	Snow Juice for holidays	403.41
Jennifer Talt-Lundin	12/06/19	Anja's Boutique	Event production	Shopping Passport gift bag	14.93
Jennifer Talt-Lundin	12/07/19	Oriental Trading Company	Event production	Winter Wonderland supplies	96.39
Jennifer Talt-Lundin	12/08/19	Amazon Marketplace	Event production	Boater brunch gift items	39.84
Jennifer Talt-Lundin	12/09/19	Albertsons	Event production	Parade items	27.98
Jennifer Talt-Lundin	12/11/19	City of Ventura - Fire	Event production	Payment for fees	149.80
Jennifer Talt-Lundin	12/12/19	The Greek at the Harbor	Event production	Boater Prize - two night incentive	50.00
Jennifer Talt-Lundin	12/12/19	Coffee Bean & Tea Leaf	Event production	Parade judges coffee	35.90
Jennifer Talt-Lundin	12/12/19	Big Lots	Event production	Holiday décor return	-48.81
Jennifer Talt-Lundin	12/12/19	Facebook Paid Ads	Event production	Paid advertising	500.00
Jennifer Talt-Lundin	12/13/19	The Greek at the Harbor	Event production	Parade judges	50.00
Jennifer Talt-Lundin	12/13/19	Salzers Records	Event production	Holiday music- parade theme	41.32

ATTACHMENT 5

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Jennifer Talt-Lundin	12/13/19	Michaels	Event production	Thank You cards	6.42
Jennifer Talt-Lundin	12/13/19	Canva Design Application	Event production	Santa graphic	1.00
Jennifer Talt-Lundin	12/13/19	Brophy Bros Restaurant	Event production	Boater Prize - two night incentive	50.00
Jennifer Talt-Lundin	12/13/19	West Marine	Event production	Parade award cleat	4.33
Jennifer Talt-Lundin	12/13/19	Big Lots	Event production	Parade give-a-way	27.19
Jennifer Talt-Lundin	12/13/19	Michaels	Event production	Holiday décor return	-118.29
Jennifer Talt-Lundin	12/13/19	Baja Bay	Event production	Friday parade staff dinner	34.00
Jennifer Talt-Lundin	12/20/19	Hats Unlimited	Event production	Santa Paddle contest prize	40.00
Jennifer Talt-Lundin	12/20/19	Smart & Final	Event production	Winter Wonderland supplies	77.25
Jennifer Talt-Lundin	12/20/19	Canva Design Application	Event production	Santa graphic	1.00
Jennifer Talt-Lundin	12/21/19	Just for Dreamers	Event production	Kayak rental for Santa Paddle	17.00
Jennifer Talt-Lundin	12/20/19	CVS	Miscellaneous	Refund-charged in error	-5.95
Jennifer Talt-Lundin	12/20/19	CVS	Miscellaneous	Charged in error	5.95
Jennifer Talt-Lundin	12/03/19	Rotary Club of Ventura	Operating supplies	District poinsettia order	224.00
Total Marketing Manager's Expenses					4,958.02
Dave Werneburg	12/04/19	Microsoft Store	Operating supplies	Office 365 renewal	99.99
Dave Werneburg	12/11/19	Undercurrent News	Operating supplies	Monthly marine subscription	31.00
Total Marina Manager's Expenses					130.99
John Higgins	12/13/19	Baja Fresh 50313	Business meal	Staff food for Parade of Lights (Fri)	96.76
John Higgins	12/14/19	Baja Fresh 50313	Business meal	Staff food for Parade of Lights (Sat)	118.83
John Higgins	12/14/19	DTV*Direct TV Service	Communications	Communication/news TV service *Harbor Patrol	73.99
John Higgins	12/02/19	Embassy Suites Sacramento	Conference	Refund	-189.00
John Higgins	12/26/19	APL*ITunes.Com/Bill	Operating supplies	Patrol #2 phone storage	0.99
John Higgins	12/27/19	APL*ITunes.Com/Bill	Operating supplies	Patrol #1 phone storage	0.99
John Higgins	12/16/19	CE Solutions	Training	Online training	129.00
Total Harbormaster's Expenses					231.56
Total Chase Credit Card Expenses					9,912.20



BOARD OF PORT COMMISSIONERS

FEBRUARY 19, 2020

STANDARD AGENDA ITEM 2

APPROVAL OF FISCAL YEAR 2019 -
2020 MID-YEAR BUDGET
ADJUSTMENTS AND CAPITAL
IMPROVEMENT PLAN

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: February 19, 2020

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, Deputy General Manager
Todd Mitchell, Business Operations Manager
Gloria Adkins, Accounting Manager
SUBJECT: Approval of Fiscal Year 2019-2020 Mid-Year Budget Adjustments and Capital Improvement Plan

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3386, approving the Mid-Year Budget Adjustments for Fiscal Year 2019-2020 effective January 1, 2020.

SUMMARY:

The Districts annual budget is reviewed at mid-year for any necessary changes. These adjustments are then presented to the Board for discussion and approval. Below staff has provided an explanation for the adjustments being requested to the fiscal year 2019-20 budget.

BACKGROUND:

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

The General Manager in collaboration with the Business Operations Manager, the Accounting Manager and all Department Managers evaluate the income and expense categories of the budget at mid-year to determine where adjustments may be necessary. Following this analysis, appropriate adjustments are made to the budget and recommended to the Board for approval.

As a result of this process, cash flows in from normal operations are projected at \$45,200 for the year. This is \$658,300 less than anticipated in the original fiscal year 2019-20 budget. The following outlines the requested adjustments:

Operating Revenue

The operating revenue was decreased by \$436,000 for a total of \$8,617,000. This decrease was the net effect of decreases in the categories below:

- The parcel lease income represents the master tenant leases. This category is decreased by \$175,000 as a result of Portside Partners' longer construction buildout than projected.
- The appreciation rent category is decreased \$135,000 for fiscal year 2019-20. The District received these funds, but they are reflected in the actual income for fiscal year 2018-19 as per generally accepted accounting principles.
- The dry storage lot income is decreased \$15,000 due to delays in Anchors Way roadway and lot reconfiguration. A mix of previous and new tenants have begun repopulating the lot.
- The fish offloading category is decreased \$70,000 to reflect a very slow squid season.

- The revenue for Harbor Village Marina slip income is decreased \$41,000 to reflect some decreased demand due to the very slow squid season. These vessels make up the majority of District transient slip income.

Operating Expenditures

The operating expenses have been increased by \$222,300 for a total of \$6,662,800. The operating expense adjustments are the net result of changes in the following categories as explained below:

- Professional Services-Legal was increased \$100,000 as a result of increased services for real estate, litigation and personnel matters.
- Professional Services-Ventura Shellfish Enterprise (VSE) project was increased \$112,300 for legal consultant services and a navigational risk assessment as required by the U.S. Coast Guard.

Building Tenant Improvements

Building tenant improvements are decreased by \$343,500 for a total of \$363,300. Attachment 3 included with this report lists the buildings to be renovated and the status of the renovation.

Capital Improvement and Accessibility Improvement Plans

The capital improvement and accessibility projects are increased by \$98,000. Attachment 4 is an adjusted capital improvement and accessibility improvement plan for fiscal year 2019-20.

Conclusion:

Construction of Portside Ventura Harbor began in January 2017. This new development adds \$300,000 to District annual revenues in minimum rent that will increase once the project is completed (December 2020 estimated timeframe) and occupied by tenants. The District will continue to pursue long term planning for development of Parcel 5 and 8 in collaboration with the City, tenants and stakeholders as the City embarks on a three-year process to update the General Plan and Local Coastal Program. Commercial fish offloading fees have declined again this year due to poor squid catch and are not anticipated to recover this fiscal year. Market squid typically accounts for approximately 90% of off-loading fees and related slip fees for the Village Marina and therefore forecast revenue has been adjusted.

The District was awarded approximately \$266,000 in 2018 Sea Grant funds in support of the Ventura Shellfish Enterprise (VSE) project to diversify commercial fisheries and maintain priority for federal dredging. To this end, the District, consultants and volunteer partners prepared and submitted permit and related applications to federal and state agencies for the project. The Army Corps of Engineers (Corps) will process the application once the District prepares a navigational risk assessment required by the U.S. Coast Guard and resolves a jurisdictional boundary issue raised by the Ventura Local Agency Formation Commission (LAFCo). The District is working cooperatively with the LAFCo and is pursuing state legislation to resolve the matter.

Construction is complete for the 40-room expansion of the Holiday Inn Express. Renovations of the existing hotel and Four Points Sheraton are underway. Ventura Isle Marina is in the permit application stage to renovate the 528-slip marina. This slip reconfiguration and replacement should continue to improve occupancy levels and related revenue. The Board approved a new paint and signage program for Harbor Village, of which the painting is now underway. The signage program is currently in the City of Ventura design review process. The District also continues to improve universal access throughout Harbor Village.

The Corps of Engineers FY2020 Work Plan includes \$1,625,000 for the maintenance dredging of Ventura Harbor. The Administration's proposed FY2021 budget includes \$4,795,000 for the maintenance dredging of the Harbor. This represents significant positive recognition at the federal level of the Port's significant role in support of the west coast commercial fishing industry. Additionally, the District was successful this month in securing Coastal Conservancy grant funds in an amount up to \$318,600 for commercial fishing storage facility improvements and the purchase of a new fish pier crane. Management will continue to seek additional grant opportunities to leverage District funds and resources for priority projects and programs.

Under the leadership of the Board of Port Commissioners, there is a positive outlook for the future of Ventura Harbor. However, in the near-term revenues are relatively static due to the reasons described above. This impacts the number and timing of capital and tenant improvement projects the District can complete.

FISCAL IMPACT:

The overall effect of the above proposed budget adjustments to fiscal year 2019-20 is a decrease in revenues and an increase in expenditures for a total of \$412,800. The adjusted budget indicates \$6,986,100 will be utilized from unrestricted reserves and special funding to fund capital projects rather than \$6,573,300 reflected in the original budget.

ATTACHMENTS:

- Attachment 1 – Resolution No. 3386 - Adopt Mid-Year Budget Adjustments Fiscal Year 2019-2020
- Attachment 2 – Mid-Year Budget Adjustments for Fiscal Year 2019-2020
- Attachment 3 – Mid-Year Tenant Improvements for Fiscal Year 2019-2020
- Attachment 4 – Mid-Year Capital Improvement Projects Adjustments for Fiscal Year 2019-2020
- Attachment 5 – Mid-Year Budget Cash Flow Projection



RESOLUTION NO. 3386

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT ADJUSTING THE
2019-2020 FISCAL YEAR BUDGET**

BE IT RESOLVED by the Board of Port Commissioners of the Ventura Port District that the following budget adjustments be made to the 2019 - 2020 Fiscal Year Budget effective for January 1, 2020:

ENTERPRISE FUND

OPERATING REVENUE:

1. Decrease Portside Partners Lease Income by \$175,000
2. Decrease Lease Appreciation Income by \$135,000
3. Decrease Dry Storage Income by \$15,000
4. Decrease Fish Offloading by \$70,000
5. Decrease Harbor Village Marina Slips by \$41,000

OPERATING EXPENDITURES:

General Expenses

1. Increase Professional Services-Legal by \$100,000
2. Increase Professional Services-Shellfish by \$112,300
3. Increase 360 Leadership Review by \$10,000

IMPROVEMENTS:

1. Decrease Building Tenant Improvements by \$343,300
2. Decrease Accessibility Improvements by \$30,000
3. Increase Capital Improvements by \$128,000

PASSED, APPROVED AND ADOPTED by the Board of Port Commissioners, this 19th day of February 2020.

Chris Stephens, Chairman

ATTEST:

Jackie Gardina, Secretary

ATTACHMENT 1

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

I, Jackie Gardina, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3386 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 19th day of February 2020, 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 19th day of February 2020.

(Seal)

Jackie Gardina, Secretary

ATTACHMENT 2

VENTURA PORT DISTRICT MID-YEAR BUDGET ADJUSTMENTS FOR FISCAL YEAR 2019-20 Effective 1/01/2020

Line item adjustments shown in Blue

	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Actual 2018-19</u>	<u>Budget 2018-19</u>	<u>Budget 2019-20</u>	Adjustments	<u>Adjusted Budget 2019-20</u>	<u>Comments</u>
OPERATING REVENUE								
Parcel Lease Income	3,371,906	3,290,000	3,508,795	3,495,000	3,550,000	-	3,550,000	
Portside Partners Lease	300,000	300,000	300,000	300,000	475,000	(175,000)	300,000	Slower buildout
Lease appreciation & signing rents	-	-	135,000	-	135,000	(135,000)	-	Rent accrued to FY18-19 income per FASB rules
Dry Storage Income	102,075	120,000	1,800	22,000	55,000	(15,000)	40,000	Reconfiguration delay and smaller footprint
Commercial Fishermen's Storage	73,669	74,000	75,557	76,000	82,000	-	82,000	Sub lease Dupuy - Fisherman's Storage
Parking Income	52,365	72,000	53,482	55,000	55,000	-	55,000	
Misc. Income/Rentals	207,356	96,000	500,125	494,000	409,000	-	409,000	
Harbor Village Lease Income								
Retail	524,559	485,000	509,484	540,000	532,000	-	532,000	
Restaurant	1,083,081	1,100,000	1,167,513	1,124,000	1,175,000	-	1,175,000	
Offices	647,010	625,000	697,427	700,000	713,500	-	713,500	
Charters	387,828	370,000	398,696	380,000	328,000	-	328,000	
Commercial Fishing Premises	177,775	150,000	166,526	165,000	185,000	-	185,000	
Fish Offloading	175,556	190,000	88,809	110,000	100,000	(70,000)	30,000	Extremely slow squid season
Harbor Village Misc. Income	8,179	5,500	10,488	5,500	6,000	-	6,000	
Booth/Vendor Income	6,133	7,500	10,072	5,000	8,000	-	8,000	
Sponsorships	13,720	14,000	15,490	14,000	14,500	-	14,500	
Harbor Event Permits	29,535	29,000	27,220	30,000	35,000	-	35,000	
Harbor Village Marina Slip Rentals	915,416	890,000	842,388	860,000	720,000	(41,000)	679,000	Reduction during construction
Harbor Village CAM Income	335,366	335,000	352,482	357,000	361,500	-	361,500	
Harbor Village Merchants Promo Dues	102,557	105,000	108,476	117,000	113,500	-	113,500	
TOTAL OPERATING REVENUE	8,514,086	8,258,000	8,969,830	8,849,500	9,053,000	(436,000)	8,617,000	
% change from previous years actual	-7%	-10%	5%	4%	1%		-4%	
% change before special revenues	7%	3%	4%	4%	1%		-2%	

ATTACHMENT 2

FY19-20 Mid-Year Budget Adjustments Continued, 2/19/2020

	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Actual 2018-19</u>	<u>Budget 2018-19</u>	<u>Budget 2019-20</u>	<u>Adjustments</u>	<u>Adjusted Budget 2019-20</u>	<u>Comments</u>
OPERATING EXPENDITURES								
<u>Personnel Expenses</u>								
Total Wages	1,707,650	1,707,500	1,797,078	1,856,500	1,896,500	-	1,896,500	
<u>Other Personnel Expenses</u>								
Payroll Taxes & Unemployment	29,267	35,000	28,654	33,100	32,000	-	32,000	
Workers Comp Insurance	58,812	69,000	56,159	48,500	71,500	-	71,500	
Medical & Life Insurance	228,817	233,000	235,189	248,000	258,000	-	258,000	
Optional Benefit Plans	169,139	179,000	177,933	200,500	204,000	-	204,000	Includes educational and bilingual incentives
Retirement Contributions	364,721	361,500	402,691	394,000	444,000	-	444,000	
Totals Other Personnel Expenses	850,756	877,500	900,626	924,100	1,009,500	-	1,009,500	
Total Personnel Expenses	2,558,406	2,585,000	2,697,704	2,780,600	2,906,000	-	2,906,000	
% change from previous years actual	5%	6%	5%	9%	8%		8%	
<u>General Expenses</u>								
Advertising (Public notices)	7,192	7,000	6,266	7,500	12,500	-	12,500	
Leasing / Real Estate	19,454	20,000	24,578	25,000	31,000	-	31,000	
Port District Open House	4,500	4,000	4,319	4,000	4,500	-	4,500	
Auto Mileage & Allowance	13,200	14,000	12,600	14,000	13,000	-	13,000	
Auto Equipment & Maintenance.	19,109	23,000	26,423	23,000	28,500	-	28,500	
Bad Debt	(5,258)	18,000	50,399	10,000	10,000	-	10,000	
Bank Fees & Other Miscellaneous	9,210	15,000	257,833	15,000	12,000	-	12,000	
Building Maintenance	400,658	401,000	537,037	389,000	409,500	-	409,500	
Communications	36,750	45,000	40,217	41,500	41,500	-	41,500	
Conferences, Meetings & Training	18,903	42,500	25,848	32,500	38,800	-	38,800	
Dock & Fish Pier Maint. & Repairs	28,347	44,500	29,447	44,500	61,500	-	61,500	
Equipment Rental	16,417	19,500	18,830	17,500	18,000	-	18,000	
General Harbor Maintenance	1,803	4,000	2,234	4,000	4,000	-	4,000	
General Liability Insurance	249,161	266,000	240,989	256,000	272,000	-	272,000	
Grounds Maintenance	164,886	186,000	176,876	124,000	175,000	-	175,000	
Grounds Maintenance-Special	385,808	400,000	-	-	-	-	-	
Janitorial Supplies	54,124	61,000	49,225	61,000	64,000	-	64,000	
Land/Building Rental Expense	73,675	74,000	76,394	76,000	82,000	-	82,000	Approved ground lease with Hobson, Vance
Memberships & Subscriptions	23,124	21,500	25,657	27,000	25,500	-	25,500	
Office Computer Equipment & Related	39,597	49,000	38,644	49,000	51,000	-	51,000	

ATTACHMENT 2

FY19-20 Mid-Year Budget Adjustments Continued, 2/19/2020

	Actual 2017-18	Budget 2017-18	Actual 2018-19	Budget 2018-19	Budget 2019-20	Adjustments	Adjusted Budget 2019-20	Comments
<u>General Expenses Continued</u>								
Office Supplies & Equipment	23,092	31,500	26,757	30,500	27,500	-	27,500	
Operating Supplies	26,954	26,500	29,924	28,000	28,500	-	28,500	
Other Equipment & Repairs	38,793	45,500	45,325	46,000	53,000	-	53,000	
Professional Serv. - Auditing	19,700	35,000	20,500	35,000	25,000	-	25,000	
Professional Serv. - Legal	248,443	265,000	367,576	280,000	350,000	100,000	450,000	Real estate, litigation, personnel matters
								Plauche Carr-\$42.3k; Dudek-\$100k; K&L Gates-\$35k; Navigational Risk Assessment-\$75k;
Professional Serv. - Shellfish	62,755	117,000	37,823	90,000	161,000	112,300	273,300	Aquaculture Engineering-\$15k; Misc. expenses \$3k; Conferences & travel \$3. These expenses are not recovered by the grant
Professional/Outside Services	345,220	348,000	393,863	408,500	488,600	-	488,600	Additional IT Services
360 Leadership Review	-	-	-	-	1,000	10,000	11,000	As per GM contract - Leadership consultant
Board Goal Setting Workshop	-	-	-	-	11,000	-	11,000	As per GM contract
Prof. Serv/Customer Count Study Survey/leased equip.	25,000	35,000	10,446	33,000	10,500	-	10,500	
Prof. Serv/Downtown Trolley Partnership	24,000	25,000	12,000	19,500	-	-	-	
Web Site Hosting/ADA & General Maint.	-	-	3,912	13,000	13,000	-	13,000	
Uniforms & Tool Allowances	14,539	16,500	13,873	17,500	18,600	-	18,600	
Utilities and Trash	360,649	401,500	377,030	408,500	428,000	-	428,000	
Dredging Related Expenses	208,895	244,500	258,281	248,500	248,500	-	248,500	
Total General Expenses	2,958,700	3,306,000	3,241,126	2,878,500	3,218,500	222,300	3,440,800	
% change from previous years actual	33%	49%	10%	-3%	-1%		6%	
<u>Marketing & Promotional Expenses</u>								
Advertising & Marketing	129,346	140,000	142,667	150,000	160,000	-	160,000	
Ad Production/Graphic Design	22,960	20,000	19,741	20,000	20,000	-	20,000	
Marketing Conversion Study	5,000	5,000	-	-	-	-	-	
Street Event Banners	1,208	2,500	1,571	2,500	1,200	-	1,200	
Village Maps/Promotional Materials	13,107	15,000	10,865	15,000	15,800	-	15,800	
Certified Rack	2,530	2,500	2,581	2,500	2,700	-	2,700	
Tourism Outreach, FAM Tours & Meetings	5,658	9,500	8,158	9,000	12,900	-	12,900	
Entertainment & Music	19,508	20,000	23,852	27,000	25,900	-	25,900	
Brand Build/Promotions/Campaigns/Events	52,705	50,000	50,409	54,500	58,000	-	58,000	
Content/Web/Paid Social Media	19,175	24,000	15,829	16,500	19,500	-	19,500	
Miscellaneous	169	500	212	500	-	-	-	
Total Marketing & Promotional Expenses	271,366	289,000	275,885	297,500	316,000	-	316,000	
% change from previous years actual	0%	7%	2%	10%	15%		15%	
TOTAL OPERATING EXPENDITURES	5,788,472	6,180,000	6,214,715	5,956,600	6,440,500	222,300	6,662,800	
% change from previous years actual	18%	26%	7%	3%	4%		7%	

ATTACHMENT 2

FY19-20 Mid-Year Budget Adjustments Continued, 2/19/2020

	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Actual 2018-19</u>	<u>Budget 2018-19</u>	<u>Budget 2019-20</u>	<u>Adjustments</u>	<u>Adjusted Budget 2019-20</u>	<u>Comments</u>
Operating Cash Flows In (Out)	2,725,614	2,078,000	2,755,115	2,892,900	2,612,500	(658,300)	1,954,200	
% change from previous years actual	-36%	-51%	1%	6%	-5%		-29%	
NON-OPERATING and OTHER EXPENDITURES								
Harbor Patrol expenses not funded by property taxes	(8,851)	194,000	25,126	249,000	254,000	-	254,000	Remaining Patrol expenditures are funded from Operating Revenues
Cost of Issuance/Rate resetting premium	-	-	-	-	-	-	-	
COP's Interest Payment	425,094	440,000	397,690	410,000	390,000	-	390,000	
Principle Payments on bonds/loans	829,100	830,000	854,100	855,000	890,000	-	890,000	
2018 Dock Project Financing Cost Issuance	-	-	54,166	64,000	-	-	-	
2018 Dock Project Debt Interest Payment	-	-	201,278	120,000	225,000	-	225,000	
2018 Dock Project Debt Principle Payment	-	-	67,785	67,000	150,000	-	150,000	
TOTAL NON-OPER. EXPENDITURES	1,245,343	1,464,000	1,600,145	1,765,000	1,909,000	-	1,909,000	
% change from previous years actual	-7%	10%	28%	42%	19%		19%	
Annual Cash Flows In (Out) from normal operations before any Improvements	1,480,271	614,000	1,154,970	1,127,900	703,500	(658,300)	45,200	
% change from previous years actual	-50%	-79%	-22%	-24%	-39%		-96%	
Building Tenant Improvements	-	392,000	23,195	832,500	706,800	(343,500)	363,300	See Attached Schedule
Accessibility Improvements	341,610	565,000	-	190,000	365,000	(30,000)	335,000	See Attached Schedule
Capital Improvements Projects	994,645	2,318,000	1,747,592	3,773,000	6,205,000	128,000	6,333,000	See Attached Schedule
Annual Cash Flows In(out) after Improvements	144,016	(2,661,000)	(615,817)	(3,667,600)	(6,573,300)	(412,800)	(6,986,100)	
Improvements funded through Unrestricted Improvement Reserve Fund	(144,016)	2,661,000	615,817	3,667,600	6,573,300	412,800	6,986,100	
Projected Unrestricted Reserve Balance	\$ 9,208,000	\$ 6,475,000	\$ 9,130,000	\$ 5,540,400	\$ 7,001,700		\$ 6,588,900	
City National Bank funding for Village Marina Dock Renovations			\$ 4,445,000	\$ 4,660,000	\$ -		\$ -	
Dredging Reserve Fund	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 2,800,000		\$ 2,800,000	
			Corrected		Corrected			

ATTACHMENT 2

FY19-20 Mid-Year Budget Adjustments Continued, 2/19/2020

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

	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Actual 2018-19</u>	<u>Budget 2018-19</u>	<u>Budget 2019-20</u>	<u>Adjustments</u>	<u>Adjusted Budget 2019-20</u>	<u>Comments</u>
Property Taxes and Assessments from County	1,243,004	1,160,000	1,319,632	1,250,000	1,300,000	-	1,300,000	
	7%	0%	6%	1%	-1%		-1%	
<u>Harbor Patrol Personnel Expenses</u>								
Total Wages	691,847	703,000	748,739	830,000	861,000	-	861,000	Includes two new full-time employees
Payroll Taxes & Unemployment	13,180	16,000	14,238	18,000	17,000	-	17,000	
Workers Comp Insurance	63,078	103,000	74,019	92,000	77,500	-	77,500	
Medical & Life Insurance	60,541	62,000	64,304	77,000	82,000	-	82,000	
Optional Benefit Plans	47,786	51,000	51,292	61,000	64,000	-	64,000	Includes educational Incentive
Retirement Contributions	123,245	116,000	150,467	132,000	150,000	-	150,000	
Total Harbor Patrol Personnel Expenses	999,677	1,051,000	1,103,059	1,210,000	1,251,500	-	1,251,500	
% change from previous year actual	-1%	4%	10%	21%	13%		13%	
<u>Harbor Patrol Other Expenses</u>								
Uniforms	14,556	13,000	17,813	18,000	18,000	-	18,000	
Oil & Fuel Expense	22,534	34,000	26,372	25,000	31,500	-	31,500	
Operating Supplies & Expense	20,531	35,000	26,657	30,000	30,000	-	30,000	
Boat Maintenance	100,526	120,000	83,979	120,000	100,000	-	100,000	
Auto Equip & Maint.	6,519	8,500	5,968	5,000	5,000	-	5,000	
Conferences & Training	7,671	7,500	9,943	8,000	15,000	-	15,000	
Vessel Salvage Expense	-	-	-	-	10,000	-	10,000	Re-classed from Maintenance Dept./Grant has been applied for
Summer Lifeguard Services	60,276	80,000	68,726	80,000	88,000	-	88,000	
Professional Services	1,863	5,000	2,241	3,000	5,000	-	5,000	
Total Harbor Patrol Other Expenses	234,476	303,000	241,699	289,000	302,500	-	302,500	
% change from previous year actual	12%	44%	3%	23%	25%		25%	
Total Harbor Patrol Expenses	1,234,153	1,354,000	1,344,758	1,499,000	1,554,000	-	1,554,000	
% change from previous year actual	1%	11%	9%	21%	16%		16%	
Expenditures remaining after Property Tax Revenues were applied are funded from Operating Revenues	8,851	(194,000)	(25,126)	(249,000)	(254,000)	-	(254,000)	Remaining Patrol expenditures are funded from Operating Revenues

ATTACHMENT 2

FY19-20 Mid-Year Budget Adjustments Continued, 2/19/2020

Expenditures funded by Grants and Special Funding

	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Actual 2018-19</u>	<u>Budget 2018-19</u>	<u>Budget 2019-20</u>	<u>Adjustments</u>	<u>Adjusted Budget 2019-20</u>	<u>Comments</u>
<u>Grants and Special Funding</u>								
NOAA Grant-Shellfish Aquaculture-2018	109,590	150,000	175,942	207,000	96,800	-	96,800	2018 Grant began 9/1/18 - \$20k-Permit Assignment Strategy; \$10.8k-Environmental Review; \$39k-Seafood Safety & Quality; \$27-Grower/Producer Compliance Training
Dredging Reserve Fund	-	-	-	-	200,000	-	200,000	City of Ventura will reimburse their pro-rata share of the dredging expense. The dredging fund will be reimbursed in FY20-21
DBAW Grants-abandon vessel & vessel turn-in	3,000	5,000	4,272	3,000	-	-	-	
DBAW Grants-Boat Equipment	-	15,000	-	-	-	-	-	
DBAW Grant-Training Expense Reimbursement	-	10,000	-	-	-	-	-	
TOTAL GRANTS & SPECIAL FUNDING	112,590	180,000	180,214	210,000	296,800	-	296,800	
<u>Projects, Equipment and Training Expenses</u>								
NOAA Grant-Shellfish Aquaculture-2018	109,590	150,000	175,942	207,000	96,800	-	96,800	2018 Grant began 9/1/18 - \$20k-Permit Assignment Strategy; \$10.8k-Environmental Review; \$39k-Seafood Safety & Quality; \$27-Grower/Producer Compliance Training
Dredging of Inner Harbor at entrance of Keys	-	-	-	-	200,000	-	200,000	City of Ventura will reimburse their pro-rata share of the dredging expense. The dredging fund will be reimbursed in FY20-21
Vessel Salvage-Abandoned and Turn-in	3,000	5,000	4,272	3,000	-	-	-	
Boat Engines & Equipment for new boat	-	15,000	-	-	-	-	-	
Harbor Patrol Training	-	10,000	-	-	-	-	-	
TOTAL PROJECTS & EQUIPMENT	112,590	180,000	180,214	210,000	296,800	-	296,800	

ATTACHMENT 3

Ventura Port District
FY2019/2020 MID-YEAR Adjustments for Building **TENANT Improvements** and **MAINTENANCE Expenses**
Budget adjustments shown in Blue

BUILDING	TENANT	SF	TOTAL AMOUNT	Mid-Year Updated Amount	DESCRIPTION OF TENANT IMPROVEMENTS & CURRENT STATUS	Original Budget Building Tenant Improvements	Mid-Year Change	Updated Mid-Year	Original Budget Building Maintenance Expenses	Mid-Year Change	Updated Mid-Year
1591 Spinnaker Dr. #115	Vacant	1,537	\$250,000	\$0	Buildout suite - Project moved to capital improvement schedule	\$250,000	(\$250,000)	\$0	\$0		\$0
1591 Spinnaker Dr. #117B	Silhouettes	761	\$4,000	\$4,000	Maintenance responsibility- repair one door access into suite to comply with ADA standards, two new windows that open facing parking lot, -ADA door access is complete, tenant is reconsidering the window project	\$0		\$0	\$4,000		\$4,000
1591 Spinnaker Dr. #112	Le Petit	2,534	\$68,300	\$68,300	Tenant responsibility- Patio concrete flooring ADA requirements, electrical and plumbing for trellis -Construction permit for this renovation is ready for pick up Maintenance responsibility- ADA Main entrance relocation to the South side - Project is pending	\$38,300		\$38,300	\$30,000		\$30,000
1583 Spinnaker Dr. #206 & 203B	Del Mar Seafood - Office	1,015	\$30,000	\$30,000	Maintenance responsibility- Flooring; paint; fiber optic; electrical upgrades; exterior patio refurbishments -Project is pending	\$0		\$0	\$30,000		\$30,000
1583 Spinnaker Dr. #105	Frenchie's Nail Salon	1,410	\$106,000	\$103,000	Tenant responsibility- HVAC; ADA; flooring; plumbing; electrical; ceiling; walls. -2/3 of this TI has been reimbursed to tenant. Maintenance responsibility- Cast iron pipe replacements - Project completed in-house at cost savings	\$100,000		\$100,000	\$6,000	(\$3,000)	\$3,000
1583 Spinnaker Dr. #104B	NEW Lemon & Lei	595	\$25,000	\$28,820	Maintenance responsibility- Flooring; paint; electrical; internet; ceiling; relocation of signage - Project is complete	\$0		\$0	\$25,000	\$3,820	\$28,820
1583 Spinnaker Dr. #101	The Greek Restaurant	3,764	\$10,000	\$10,000	Tenant responsibility- Restroom refurbishment inside restaurant - Project is complete	\$10,000		\$10,000	\$0		\$0
1575 Spinnaker Dr. #105A&B	Coffee Dock & Post	1,330	\$80,000	\$80,000	Trade fixtures and equipment (purchase) - Purchased	\$80,000		\$80,000	\$0		\$0
1567 Spinnaker Dr. #200	Margarita Villa	1,880	\$26,000	\$2,000	Tenant responsibility- 50% cost share of back patio awning cover, interior flooring.- Flooring is complete, the awning has been deferred Maintenance responsibility- ADA restroom upgrades; staircase painting and lighting - Restroom upgrades are pending; staircase is complete	\$24,000	(\$24,000)	\$0	\$2,000		\$2,000
1559 Spinnaker Dr. #202A	Center for Contract Compliance	437	\$25,000	\$0	Maintenance responsibility- Flooring; paint; electrical upgrades; fiber optic. - Lease renewed for one year consequently the work is not necessary at this time	\$0		\$0	\$25,000	(\$25,000)	\$0
1559 Spinnaker Dr. #103	NEW Vacancy (formerly Anja's)	400	\$0	\$2,500	Maintenance responsibility- Flooring; paint; electrical upgrades; fiber optic. - Work is pending	\$0		\$0	\$0	\$2,500	\$2,500
1559 Spinnaker Dr. #207	NEW Anacapa Consulting (formerly Shook/Kinney)	455	\$0	\$6,500	Maintenance responsibility- Flooring; paint; electrical upgrades; fiber optic. - Project is complete	\$0		\$0	\$0	\$6,500	\$6,500
1567 Spinnaker Dr. #204	NEW Shook/Esquivel (formerly iPowerUp)	880	\$0	\$14,270	Maintenance responsibility- Flooring; paint; electrical upgrades; fiber optic. - Project is complete	\$0		\$0	\$0	\$14,270	\$14,270
1591 Spinnaker Dr. #113	NEW Anja's (formerly Island Creations)	787	\$0	\$16,260	Maintenance responsibility- Flooring; paint; electrical upgrades; fiber optic. - Project is complete	\$0		\$0	\$0	\$16,260	\$16,260
1559 Spinnaker Dr. #109	Top This Chocolate	1,380	\$100,000	\$100,000	Tenant responsibility- HVAC, ADA, plumbing, electrical, flooring paint, install double doors, ceiling, walls, water heater-Project is complete and paid in full	\$100,000		\$100,000	\$0		\$0
All Maintenance Projects			\$129,000	\$50,000	Architectural Engineering, Project Management & Contingency - 20% (rounded)	\$104,500	(\$69,500)	\$35,000	\$24,500	(\$9,500)	\$15,000
			\$853,300	\$515,650	TOTAL	\$706,800	(\$343,500)	\$363,300	\$146,500	\$5,850	\$152,350

ATTACHMENT 4

Capital Improvements and ADA Improvements Plan
Summary of Five Year Projection (Revised for Mid-Year Adjustments)

Line item adjustments shown in Blue
New projects for FY2019 - 2024 are shown in dark green

Item #	Project Location/Description	Fiscal Yr 19-20	Mid-Year Adjustment	Adjusted FY 19-20	Fiscal Yr 20-21	Fiscal Yr 21-22	Fiscal Yr 22-23	Fiscal Yr 23-24
1	National Park Service Bldg. - Elevator/Modifications - 1431 Spinnaker Drive Building					400,000		
2	Harbor Village Bldgs. - refurbish elevator at 1591 Spinnaker (last of the 5 elevators in the Village to be refurbished) - Deferred to FY20-21	120,000	(120,000)	-	120,000			
3	Harbor Village Bldgs.-replace/repair roofs/tiles/gutters - FY21-22 Bldg. 1583 & FY22-23 Bldg. 1575 Expenditures deferred and broken up					300,000	300,000	875,000
4	National Park Service Bldg. - 1691 Bldg. - HVAC systems - Project split into two years based on the lease with NPS				50,000	50,000		
5	Harbor Village Bldgs. - paint all exterior walls/trim/facades/directory signage - Increase based on contract; change orders in FY19-20	825,000	373,000	1,198,000	120,000			
6	Village Signage, Awnings, Trellis to complement paint project - Overall budget reduced; expenses distributed over multiple FY's				125,000	75,000		
7	Dry Storage Lot - landscaping/irrigation/block wall/fencing including gate & key card system - Project completed at a cost savings	115,000	(30,000)	85,000				
8	Fish Pier - resurface as needed							
9	Fish Pier Crane #1 - replace aging crane - 30% deposit on crane paid June 2019	190,000		190,000				
10	Vehicle Replacement - Maintenance Dept. - Recent purchases enable this FY20-21 expense to be deferred to FY25-26				-			
11	Vehicle Replacement - Harbor Patrol Dept.					65,000		
12	Boat Replacement - Harbor Patrol Dept. - Second expense deferred. Grant funding will be sought						300,000	
13	District Headquarters - replace HVAC condenser unit system - Deferred to FY20-21				20,000			
14	District Headquarters - emergency generator - Plans & specifications FY20; Equipment & installation FY23-24 - Expense further deferred	15,000		15,000				85,000
15	Harbor - all parking lots-repair as needed/slurry coating (previously completed FY17-18, with touch ups in FY18-19)- Future slurry work deferred							
16	Harbor Village Entrance Feature Revitalization & Wayfinding - Deferred to FY22-23 & FY23-24 - Project price decreased; expense deferred						50,000	125,000
17	Harbor Village Trash Enclosures - Construction cost increase as determined by architect; Construction distributed	90,000		90,000	180,000		180,000	
18	Village Marina Renovation-Docks C, D,G,& H - Construction began May 2019 - Construction savings	4,600,000	(270,000)	4,330,000				
19	Village Marina Electrical Pedestal Replacement on docks not included in renovation for docks C, D, G, & H	120,000		120,000				
20	Harbor Cove & Surfers Knoll - Brick wall replacement - Expense deferred to FY22-23						500,000	
21	Seismic evaluation with plans/specs for GSA buildings - 1431 Spinnaker and 1691 Spinnaker					300,000		
22	Harbor Village - Glass wall adjacent to Dive pool - Cost savings	55,000	(10,000)	45,000				
23	Harbor Village - Main sewer line at 1583 Spinnaker Building - repair/replace as needed - completed in FY18-19	-		-				
24	Village Paseo Improvement Project - Deferred to FY23-24							250,000
25	Fisherman Storage at Ventura Harbor Storage premises - Added engineering to FY19--20		25,000	25,000	200,000			
26	1567 Lighthouse/Carousel Building - Architectural/Design engineering FY19-20; Buildout FY20-21	75,000	-	75,000	600,000			
27	1591 Building - Suites 114/115- Relocated from the Tenant Improvement schedule; Budget reduced		75,000	75,000	125,000			
NEW 28	1559 Building - contingent vacancy improvements		60,000	60,000				
NEW 29	Public Launch Ramp Parking Equipment		25,000	25,000				
ADA-30	Harbor Village - ADA Restroom Improvements	275,000		275,000	110,000			
ADA-31	Harbor Village - ADA Staircase Handrails - Cost savings	90,000	(30,000)	60,000				
Total Capital Improvement Plan		6,205,000	128,000	6,333,000	1,540,000	1,190,000	1,330,000	1,335,000
Total ADA Improvement Plan		365,000	(30,000)	335,000	110,000	-	-	
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS		6,570,000	98,000	6,668,000	1,650,000	1,190,000	1,330,000	1,335,000
Special Funding for Village Marina Dock Renovation (#18 above)		4,600,000	(270,000)	4,330,000				
Special Funding for Electrical Pedestals (#19 above)			120,000	120,000				
Special Funding for Fish Pier Crane (#9 above)			190,000	190,000				
Special Funding for Fishermen's' Storage (#25 above)					69,600			
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS WITH FUNDING		1,970,000	58,000	2,028,000	1,650,000	1,190,000	1,330,000	1,335,000

ATTACHMENT 5

VENTURA PORT DISTRICT
HISTORICAL & PROJECTED REVENUE AND EXPENSE CASH FLOWS
Minimum Unrestricted Reserves at **40%** of Operating Expenses
Includes Village Dock Replacement of \$4.6m with New Debt Service
(20 years @ 5.25 for the taxable component & 4.12% for the tax exempt component)

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 forecasted	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted	2025-26 forecasted
Cash Flows In (Out) from normal operations before any Improvements	\$ 2,940,000	\$ 1,480,000	\$ 1,154,970	\$ 45,200	\$ 1,445,000	\$ 1,760,000	\$ 1,870,000	\$ 1,961,000	\$ 2,051,000	\$ 2,143,000
Significant Assumptions -										
Cash Flow Out - Tenant Improvements	(157,000)	-	(23,195)	(363,300)	(120,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)
Cash Flow Out - Accessibility Enhancements	(1,546,000)	(341,000)	-	(335,000)	(110,000)	-	-	-	-	-
Cash Flow Out - Capital Improvements as per Five Year Plan Projection	(508,000)	(995,000)	(1,747,590)	(6,333,000)	(1,540,000)	(1,190,000)	(1,330,000)	(1,335,000)	(1,355,000)	(1,340,000)
Improvements that will need to be funded through Unrestricted Improvement Reserves	-	-	(615,815)	(6,986,100)	(325,000)	-	-	-	-	-
Cash Flow In after Improvements are completed	729,000	144,000				470,000	440,000	526,000	596,000	703,000
Forecasted Unrestricted Reserve Balances										
Forecasted Reserves at beginning of each fiscal year	8,003,000	9,061,000	9,745,815	13,575,000	6,588,900	6,263,900	6,733,900	7,173,900	7,699,900	8,295,900
Improvements funded from Improvement Reserves	-	-	(615,815)	(6,986,100)	(325,000)	-	-	-	-	-
Cash Flow In after Improvements are completed/Debt funding received	729,000	144,000	4,445,000	-	-	470,000	440,000	526,000	596,000	703,000
Cash Flow In from Grant fund reimbursements	87,000	3,000	-	-	-	-	-	-	-	-
Forecasted Unrestricted Reserves at end of year	8,819,000	9,208,000	13,575,000	6,588,900	6,263,900	6,733,900	7,173,900	7,699,900	8,295,900	8,998,900
Total All Unrestricted Reserves Forecasted at June 30 each year	8,819,000	9,208,000	13,575,000	6,588,900	6,263,900	6,733,900	7,173,900	7,699,900	8,295,900	8,998,900

As outlined below, with the proposed expenditures the 40% reserve balance is maintained and the unrestricted Improvement balance remains favorable.

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 forecasted	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted	2025-26 forecasted
TOTAL Unrestricted Reserves Forecasted at June 30 each year	9,136,000	9,208,000	13,575,000	6,588,900	6,263,900	6,733,900	7,173,900	7,699,900	8,295,900	8,998,900
Reserve Policy Minimum Balance 40% of Expenses at June 30 each year	3,030,000	3,310,000	3,660,000	4,090,000	4,090,000	4,140,000	4,270,000	4,420,000	4,580,000	4,740,000
Unrestricted Capital Improvement Reserves at June 30 each year	6,106,000	5,898,000	9,915,000	2,498,900	2,173,900	2,593,900	2,903,900	3,279,900	3,715,900	4,258,900

ATTACHMENT 5

VENTURA PORT DISTRICT HISTORICAL & PROJECTED CASH FLOWS Minimum Unrestricted Reserves at **40%** of Operating Expenses

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
	Actual	Actual	Actual	forecasted	forecasted	forecasted	forecasted	forecasted	forecasted	forecasted
Operating Revenue	7,754,000	8,214,000	8,534,830	8,317,000	8,819,000	9,208,000	9,576,000	9,959,000	10,357,000	10,771,000
Portside Partners-SRP minimum rents	240,000	300,000	300,000	300,000	1,400,000	1,450,000	1,500,000	1,550,000	1,600,000	1,650,000
Onetime-Portside Harbor Option Fee & Ventura Boatyard Appreciation	1,200,000		135,000							
% Increase / -Decrease	4%	6%	4%	-3%	6%	4%	4%	4%	4%	4%
Non-Operating Revenue (Includes prop taxes)	1,165,000	1,235,000	1,319,630	1,300,000	1,326,000	1,353,000	1,380,000	1,408,000	1,436,000	1,465,000
% Increase / -Decrease	7%	6%	7%	-1%	2%	2%	2%	2%	2%	2%
Total Revenue	10,359,000	9,749,000	10,289,460	9,917,000	11,545,000	12,011,000	12,456,000	12,917,000	13,393,000	13,886,000
% Increase / -Decrease	12.0%	-5.9%	5.5%	-3.6%	16.4%	4.0%	3.7%	3.7%	3.7%	3.7%
Operating Expenses (excludes depreciation)										
Operating Expenses	4,700,000	5,572,000	5,956,430	6,414,800	6,463,000	6,722,000	6,991,000	7,271,000	7,562,000	7,864,000
Harbor Patrol Expenses	1,223,000	1,234,000	1,344,760	1,554,000	1,632,000	1,714,000	1,800,000	1,890,000	1,985,000	2,084,000
Harbor dredging & related expense	219,000	209,000	258,280	248,000	350,000	160,000	140,000	140,000	140,000	140,000
Total Operating Expenses	6,142,000	7,015,000	7,559,470	8,216,800	8,445,000	8,596,000	8,931,000	9,301,000	9,687,000	10,088,000
% Increase / -Decrease	1.5%	18.6%	6.9%	7.7%	0.8%	4.0%	4.0%	4.0%	4.0%	4.0%
Non-operating and Other Expenses										
Principle/Interest & deferred refunding	1,277,000	1,254,000	1,251,790	1,280,000	1,280,000	1,280,000	1,280,000	1,280,000	1,280,000	1,280,000
Principle/Interest/Fees - 2018 Vlg Marina Dock Renovations			323,230	375,000	375,000	375,000	375,000	375,000	375,000	375,000
Total Non-operating expenses	1,277,000	1,254,000	1,575,020	1,655,000	1,655,000	1,655,000	1,655,000	1,655,000	1,655,000	1,655,000
% Increase / -Decrease	0.7%	-1.8%	25.6%	5.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total all Expenses	7,419,000	8,269,000	9,134,490	9,871,800	10,100,000	10,251,000	10,586,000	10,956,000	11,342,000	11,743,000
% Increase / -Decrease	0.2%	11.5%	10.5%	8.1%	2.3%	1.5%	3.3%	3.5%	3.5%	3.5%
Cash Flows In (Out) from normal operations before any Improvements	\$ 2,940,000	\$ 1,480,000	\$ 1,154,970	\$ 45,200	\$ 1,445,000	\$ 1,760,000	\$ 1,870,000	\$ 1,961,000	\$ 2,051,000	\$ 2,143,000

Note: Revenues generated from grants are not included in the Revenue category