



## VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Everard Ashworth, Chairman  
Brian Brennan, Vice Chairman  
Chris Stephens, Commissioner  
Jean Getchell, Commissioner

Oscar Peña, General Manager  
Brian Pendleton, Deputy General Manager  
Timothy Gosney, Legal Counsel  
Robbie Armstrong-Dunham, Clerk of the Board

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### PORT COMMISSION AGENDA REGULAR MEETING FEBRUARY 6, 2019 AT 7:00PM VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE VENTURA, CA 93001

A **Closed Session** of the Board will be held at **5:30PM** at the Port District Office located at 1603 Anchors Way Drive, Ventura, CA, to discuss the items on the Attachment to Agenda-Closed Session Conference with Legal Counsel.

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

#### **ADMINISTRATIVE AGENDA:**

**CALL TO ORDER:** By Chair Everard Ashworth

**PLEDGE OF ALLEGIANCE:** By Chair Everard Ashworth.

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

#### **ELECTION OF OFFICERS**

Pursuant to the Harbors and Navigation Code 6241.1 and 6248, the Board shall select a Chairman, Vice Chairman and Secretary.

#### **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](http://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 January 16, 2019 Regular Meeting and January 31, 2019 Special Closed Session 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.*

**STAFF COMMUNICATIONS (5 minutes)**

*Ventura Port District Staff will update the Commission on important topics if needed.*

**LEGAL COUNSEL REPORT (5 minutes)**

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***At this time the Port Commission will adjourn and convene as the  
Board of Directors of the Ventura Port District Public Facilities Corporation***

***Board of Directors of the Ventura Port District  
Public Facilities Corporation***

**AGENDA**

- I. Call to Order the Annual Meeting of the Ventura Port District Public Facilities Corporation*
  - A. Election of Officers*
  - B. Ratify the Minutes of the Meeting held January 10, 2018*
- II. Adjourn the Annual Meeting of the Public Facilities Corporation*

***Reconvene the Regular Meeting of the  
Ventura Port District Board of Port Commissioners***

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**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 New Office Lease Agreement for Tara Pielat dba Rated Sports**

**Recommended Action: Voice Vote.**

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tara Pielaet dba Rated Sports for space located at 1591 Spinnaker Drive #201 consisting of approximately 746 square feet for a two (2) year term with a two (2) year option.

**B) Approval of New Retail Lease Agreement for Silhouettes Salon**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Silhouettes Salon for space located at 1591 Spinnaker Drive #117B consisting of approximately 761 square feet for a two (2) year term with a two (2) year option.

**STANDARD AGENDA:**

**1) Approval of FY 2018-2019 Mid-Year Budget Adjustments and Capital Improvement Plan**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3367, approving the Mid-Year Budget Adjustments for Fiscal Year 2018-19.

**2) Approval of New Professional Services Agreement with Maine Marine Composites**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Professional Service Agreement with 'Maine Marine Composites', in the amount of \$8,250.00 for professional services to provide oceanic engineering analysis related to the Ventura Shellfish Enterprise project.

**REQUEST FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

*This agenda was posted on Friday, February 1, 2019 by 5:00 p.m. at the Port District Office and online at [www.venturaharbor.com](http://www.venturaharbor.com) - Port District Business - Meetings and Agendas.*

*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 6, 2019**

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

- a) Property: **1559 Spinnaker Drive, Suite #201**  
Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney  
Proposed Lessee: Tara Pielaet dba Rated Sports  
Under Negotiation: **New Office Lease Agreement**
- b) Property: **1591 Spinnaker Drive, Suite 117B**  
Negotiating Parties: Oscar Pena, Brian Pendleton, Timothy Gosney  
Proposed Lessee: Silhouettes Salon  
Under Negotiation: **New Retail Lease Agreement**
- c) Property: **1410 Angler Court**  
Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney  
Proposed Lessee: Karen Dupuy dba Harbor Boat and Self-Storage  
Under Negotiation: **New Sublease**  
(Verbal Report)
- d) Property: **Federal Authorized Sea Bottom**  
Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney  
Proposed Lessee: Army Corps of Engineers  
Under Negotiation: **Sea Bottom Aquaculture Master Permit**  
(Verbal Report)
- e) Property: **Parcel 20**  
Negotiating Parties: Oscar Peña, Timothy Gosney, Dominic Nunneri  
Proposed Lessee: Ventura Harbor Marine Assoc., LLC  
Under Negotiation: **Request for Consideration of a New Lease**

- 2. **Conference with Legal Counsel – Anticipated Litigation:** Significant exposure to litigation pursuant to Section 54956.9(d)(1): One (1) case. (Verbal Report)
- 3. **Conference with Legal Counsel – Pending Litigation per Section 54956.9(d)(1):** Chrysiliou Living Trust, et. al, v. Ventura Port District, Case No. 56-2018-CU-PA-VTA. (Verbal Report)
- 4. **Conference with Legal Counsel - Pending Litigation per Government Code Section 54956.9(d)(1):** Rosemary Lazard vs. Ventura Port District; Case No. 56-2017-00500990-CU-PO-VTA. (Verbal Report)
- 5. **Conference with Legal Counsel - Pending Litigation per Government Code Section 54956.9(d)(1):** Sandra Aiken, Ashley Hwang, Janice Hwang, and Priscilla Levy vs. Ventura Port District Public Facilities Corporation DBA Ventura Harbor Village, and Does 1-20 Inclusive, Ventura Superior Court Case No. 56-2018-00513846-CU-MC-VTA.
- 6. **Public Employee Performance Evaluation per Government Code Section 54957:**
  - a) Oscar Peña, General Manager (Verbal Report)



# BOARD OF PORT COMMISSIONERS

FEBRUARY 6, 2019

APPROVAL OF MINUTES

JANUARY 16, 2019

# VENTURA PORT DISTRICT

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## BOARD OF PORT COMMISSIONERS MINUTES OF JANUARY 16, 2019

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The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Everard Ashworth at 7:19PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

### **Commissioners Present:**

Everard Ashworth, Chairman  
Brian Brennan, Vice Chairman  
Chris Stephens  
Jean Getchell

### **Commissioners Absent:**

None.

### **Port District Staff:**

Oscar Peña, General Manager  
Brian Pendleton, Deputy General Manager  
John Higgins, Harbormaster  
Ruby Emery, Marketing Coordinator  
Joe Gonzalez, Facilities Manager  
Gloria Adkins, Accounting Manager  
Robin Baer, Property Manager  
Dave Werneburg, Marina Manager  
Richard Parsons, Consultant  
Jessica Rauch, Clerk of the Board

### **Legal Counsel:**

Timothy Gosney  
Andy Turner

## **AGENDA**

**CALL TO ORDER:** By Chairman Ashworth at 7:12PM.

**PLEDGE OF ALLEGIANCE:** By Commissioner Brennan.

Prior to Roll Call, Mr. Gosney explained that normally the election of officers for the coming year would take place at this time. Under Harbors and Navigation Code Section 6241.1, officers are elected to serve a two-year term. Chairman Ashworth was elected on January 11, 2017 and his two-year term has technically expired. However, the election of officers was not agendized for this meeting since there are only four sitting commissioners, with one vacancy. Mr. Gosney recommended that the Board proceed with the meeting with Chairman Ashworth presiding and plan to agendize the election of officers at an upcoming meeting. By consensus, the Board agreed to proceed on that basis.

**ROLL CALL:** All Commissioners were present.

## **ADOPTION OF AGENDA**

**ACTON:** Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 4-0 to adopt the January 16, 2019 agenda, with the request for the Consent Agenda to follow the Standard Agenda and Items H, I, and J being pulled from the Consent Agenda to the Standard Agenda for questions.

## **APPROVAL OF MINUTES**

The Minutes of the December 12, 2018 Regular Meeting were considered as follows:

**ACTION:** Commissioner Stephens moved, seconded by Commissioner Getchell and carried by a vote of 4-0 to approve the December 12, 2018 Regular Meeting Minutes.

**PUBLIC COMMUNICATIONS:** None.

**CLOSED SESSION REPORT:** Mr. Gosney stated that the Board met in closed session; discussed and reviewed all items except items 4 and 5 on the closed session agenda. Staff was given instructions on how to proceed as appropriate and there was no action taken that is reportable under The Brown Act. The Board will reconvene after open session to review and discuss Items 4 and 5.

**BOARD COMMUNICATIONS:** Commissioner Brennan reported on the CMANC Fall Meeting he, Brian Pendleton and Richard Parsons attended.

**STAFF COMMUNICATIONS:** Mr. Peña acknowledged Harbor Patrol for assisting in a rescue of a surfer and introduced Marketing Coordinator, Ruby Emery. He also reported that due to the Government closure, Channel Islands National Park is closed, however, Island Packers is still doing excursions, weather permitting.

**LEGAL COUNSEL REPORT:** Mr. Gosney reported that the updated Village Lease templates are almost complete.

## **CONSENT AGENDA:**

### **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 the following persons:

- a) Deputy General Manager, Brian Pendleton to travel to Washington, D.C to participate in the CMANC Meeting;
- b) Dredging Consultant, Richard Parsons to travel to Washington, D.C to participate in the CMANC Meeting;
- c) Commissioner, Brian Brennan to travel to Washington, D.C to participate in the CMANC Meeting;
- d) Property Manager, Robin Baer to travel to Beverly Hills, California to participate in the 2019 Entertainment Experience Evolution Conference; and
- e) Marketing Coordinator, Ruby Emery to travel to Los Angeles California to participate in the LA Travel and Adventure Show.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Stephens and carried by a vote of 4-0 to approve the out of town travel requests for Deputy General Manager,

**Brian Pendleton to travel to Washington, D.C to participate in the CMANC Meeting; Dredging Consultant, Richard Parsons to travel to Washington, D.C to participate in the CMANC Meeting; Commissioner, Brian Brennan to travel to Washington, D.C to participate in the CMANC Meeting; Property Manager, Robin Baer to travel to Beverly Hills, California to participate in the 2019 Entertainment Experience Evolution Conference; and Marketing Coordinator, Ruby Emery to travel to Los Angeles California to participate in the LA Travel and Adventure Show.**

**B) Approval of New Restaurant Lease Agreement for MK Enterprises, Inc. dba Margarita Villa Mexican Restaurant**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Restaurant Lease Agreement between the Ventura Port District dba Ventura Harbor Village and MK Enterprises, Inc. dba Margarita Villa Mexican Restaurant for the premises located at 1567 Spinnaker Drive #200 consisting of a total of 1,880 square feet, 1,100 sf of patio and 657 square feet of expanded roof storage space, for a three (3) year term with one separate four (4) year option.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Stephens and carried by a vote of 4-0 to approve a new Restaurant Lease Agreement between the Ventura Port District dba Ventura Harbor Village and MK Enterprises, Inc. dba Margarita Villa Mexican Restaurant for the premises located at 1567 Spinnaker Drive #200 consisting of a total of 1,880 square feet, 1,100 sf of patio and 657 square feet of expanded roof storage space, for a three (3) year term with one separate four (4) year option.

**C) Approval of New Retail Lease Agreement for Health Minded, Corp. dba Frenchies Modern Nail Care**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Health Minded, Corp. dba Frenchies Modern Nail Care for space located at 1583 Spinnaker Drive #105 consisting of approximately 1,410 square feet for a five (5) year term with a one four (4) year option.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Stephens and carried by a vote of 4-0 to approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Health Minded, Corp. dba Frenchies Modern Nail Care for space located at 1583 Spinnaker Drive #105 consisting of approximately 1,410 square feet for a five (5) year term with a one four (4) year option.

**D) Approval of New Retail Lease for Mahesh and Heeru Gehani dba Casa de Regalos**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Mahesh and Heeru Gehani dba Casa de Regalos for space located at 1575 Spinnaker Drive #108 consisting of approximately 990 square feet for a three (3) year term with a one three (3) year option.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Stephens and carried by a vote of 4-0 to approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Mahesh and Heeru Gehani



**dba Casa de Regalos for space located at 1575 Spinnaker Drive #108 consisting of approximately 990 square feet for a three (3) year term with a one three (3) year option.**

Public Comment: Aatish Gehani requested the Board consider extending their lease from 3 years with a 3 year option to 5 years with a 4 year option.

**E) Approval of Office Lease Amendment No. 6 for GSA National Park Service**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Lease Amendment No. 6 to extend the Lease for two more years of Block A and Block D between the Ventura Port District dba Ventura Harbor Village and GSA / National Park Service, for the premises located at 1431 Spinnaker Drive and 1691 Spinnaker Drive #204, 206, 208,101B and 103.

**ACTION: Commissioner Brennan moved, seconded by Commissioner Stephens and carried by a vote of 4-0 to approve Lease Amendment No. 6 to extend the Lease for two more years of Block A and Block D between the Ventura Port District dba Ventura Harbor Village and GSA / National Park Service, for the premises located at 1431 Spinnaker Drive and 1691 Spinnaker Drive #204, 206, 208,101B and 103.**

**F) Approval of First Amendment for Commissioned Desserts, LLC dba Top This Chocolate**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the First Lease Amendment between the Ventura Port District dba Ventura Harbor Village and Commissioned Desserts, LLC dba Top This Chocolate for the premises located at 1559 Spinnaker Drive #109.

**ACTION: Commissioner Brennan moved, seconded by Commissioner Stephens and carried by a vote of 4-0 to approve the First Lease Amendment between the Ventura Port District dba Ventura Harbor Village and Commissioned Desserts, LLC dba Top This Chocolate for the premises located at 1559 Spinnaker Drive #109.**

**G) Termination of Office Lease Agreement for Ron Baldonado dba Virtual Pacific Networks**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the termination of an office lease agreement for Ron Baldonado dba Virtual Pacific Networks, effective February 1, 2019, for the premises located at 1591 Spinnaker Drive #201, consisting of 746 square feet.

**ACTION: Commissioner Brennan moved, seconded by Commissioner Stephens and carried by a vote of 4-0 to approve the termination of an office lease agreement for Ron Baldonado dba Virtual Pacific Networks, effective February 1, 2019, for the premises located at 1591 Spinnaker Drive #201, consisting of 746 square feet.**

**H) Approval of New Professional Services Agreement with Dudek for the 2018 NOAA Sea Grant Tasks**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Professional Services Agreement with Dudek in the amount of \$108,610 for professional services for the Ventura Shellfish Enterprise (VSE) project 2018 Sea Grant Tasks.

Note: This item was pulled from the Consent Agenda.

**ACTION:** Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 4-0 to approve a new Professional Services Agreement with Dudek in the amount of \$108,610 for professional services for the Ventura Shellfish Enterprise (VSE) project 2018 Sea Grant Tasks.

**I) Approval of New Professional Services Agreement with Plauché & Carr, LLP for the 2018 NOAA Sea Grant Tasks**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Professional Services Agreement with Plauché & Carr, LLP in the amount of \$40,000 for professional legal services for the Ventura Shellfish Enterprise (VSE) project 2018 Sea Grant Tasks.

Note: This item was pulled from the Consent Agenda.

**ACTION:** Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 4-0 to approve a new Professional Services Agreement with Plauché & Carr, LLP in the amount of \$40,000 for professional legal services for the Ventura Shellfish Enterprise (VSE) project 2018 Sea Grant Tasks.

**J) Approval of New Professional Services Agreement with Carpi & Clay**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Professional Service Agreement with Carpi & Clay, in the amount of \$60,000 annually, to provide the District with Federal Advocacy Services for 2019.

Note: This item was pulled from the Consent Agenda.

**ACTION:** Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 4-0 to approve a new Professional Service Agreement with Carpi & Clay, in the amount of \$60,000 annually, to provide the District with Federal Advocacy Services for 2019.

**K) Approval of New Professional Services Agreement with Lagerlof, Senecal, Gosney & Kruse LLP**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Professional Services Agreement with Lagerlof, Senecal, Gosney & Kruse LLP, based upon the hourly rates approved by the Board on December 12, 2018, to provide the District with Legal Services.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Stephens and carried by a vote of 4-0 to approve a new Professional Services Agreement with Lagerlof, Senecal, Gosney & Kruse LLP, based upon the hourly rates approved by the Board on December 12, 2018, to provide the District with Legal Services.

**STANDARD AGENDA:**

**1) Approval of Financial Statements and Checks for April through June 2018**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3363 to:

- a) Accept the following draft financial statements for the quarter ended June 30, 2018, pending audit adjustment, and accounting for year-end GASB 68 and 75 journal entries; and
- b) Review the payroll and regular checks for April through June 2018.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Stephens and carried by a vote of 4-0 to adopt Resolution No. 3363 to accepting the draft financial statements for the quarter ended June 30, 2018, pending audit adjustment, and accounting for year-end GASB 68 and 75 journal entries; and review the payroll and regular checks for April through June 2018.

## **2) Approval of Notice of Completion for the Ventura Harbor Village Reroofing Phase II Project**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3364,

- a) Accepting the work of Garland/DBS, Inc. on the Ventura Harbor Village Reroofing Phase II Project; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Stephens and carried by a vote of 4-0 to adopt Resolution No. 3364, accepting the work of Garland/DBS, Inc. on the Ventura Harbor Village Reroofing Phase II Project; and authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

## **3) Approval of Notice of Completion for the Harbor Cove Beach Water Line Repair**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3365,

- a) Accepting the work of Hansen Plumbing on the Harbor Cove Beach Water Line Repair Project; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Stephens and carried by a vote of 4-0 to adopt Resolution No. 3365, accepting the work of Hansen Plumbing on the Harbor Cove Beach Water Line Repair Project; and authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

## **4) Approval of First Cloud, LLC Agreement**

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to provide First Cloud, LLC the approval of:

- A. The Nonexclusive Installation and Service Agreement between Time Warner Cable Enterprises, LLC ("Operator") and First Cloud, LLC ("Owner") that includes; and,
- B. Grant of Easement by and between First Cloud, LLC ("Owner") and Time Warner Cable Enterprises, LLC ("Operator").

**ACTION:** Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 4-0 to authorize the General Manager to provide First Cloud, LLC the approval of the Nonexclusive Installation and Service Agreement between Time Warner Cable Enterprises, LLC ("Operator") and First Cloud, LLC ("Owner") that includes; and, Grant of Easement by and between First Cloud, LLC ("Owner") and Time Warner Cable Enterprises, LLC ("Operator").

Public Comment: Sam Sadove, Owner of Ventura Harbor Marina and Yacht yard is dissatisfied with AT&T and the agreement that the Port made with the Harbor. *"I pay \$700 a month for internet services that is shared among three tenants. That is seven times what is paid for in the Harbor. If there is a way for others to piggyback on something like this and there is an opportunity to have a competitor come in, we very much encourage it happening."*

**5) Approval of New Conflict of Interest and Disclosure Code**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3366 to approve the new Conflict of Interest Code Policy and rescind Resolution No. 3361.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Getchell and carried by a vote of 4-0 to adopt Resolution No. 3366 to approve the new Conflict of Interest Code Policy and rescind Resolution No. 3361.

**6) FY 2018-2019 Harbor Village Leasing Strategy**

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation from Property Manager, Robin Baer on the FY 2018-2019 Harbor Village Leasing Strategy.

**ACTION:** The Board of Port Commissioners received a presentation from Property Manager, Robin Baer on the FY 2018-2019 Harbor Village Leasing Strategy; with the following Commissioner comments:

Commissioner Brennan – Explore regional opportunities; for carousel space, look into discovery zones.

Commissioner Stephens – Food and experience popular with visitors; continue to look at data.

Commissioner Getchell – Retail shopping is an experience; window dressings are important; highlight maritime heritage.

Commissioner Ashworth – Integrate thinking of a Harbor; information kiosks.

**AGENDA PLANNING GUIDE AND REQUEST FOR FUTURE AGENDA ITEMS:** Informational Report on Dredging Strategy.

**ADJOURNED TO CLOSED SESSION AT 8:34PM**

**RECONVENED PUBLIC SESSION AT 9:15PM**

**CLOSED SESSION REPORT:** Chairman Ashworth stated that the Board met in closed session; discussed and reviewed Items 4 and 5 on the closed session agenda. Staff was given instructions as to how to proceed as appropriate and there was no action taken that is reportable under The Brown Act.

**ADJOURNMENT:** The meeting was adjourned at 9:16PM.

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Secretary



# BOARD OF PORT COMMISSIONERS

FEBRUARY 6, 2019

## APPROVAL OF MINUTES

JANUARY 31, 2019

# VENTURA PORT DISTRICT

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## BOARD OF PORT COMMISSIONERS MINUTES OF JANUARY 31, 2019

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The Special Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Everard Ashworth at 4:31PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

### **Commissioners Present:**

Everard Ashworth, Chairman  
Brian Brennan, Vice Chairman  
Chris Stephens

### **Commissioners Absent:**

Jean Getchell

### **Port District Staff:**

Oscar Peña, General Manager  
Robbie Armstrong-Dunham, Clerk of the Board

### **Legal Counsel:**

None.

## **AGENDA**

**CALL TO ORDER:** By Chairman Everard Ashworth at 4:31PM.

**PLEDGE OF ALLEGIANCE:** By Chairman Ashworth.

**ROLL CALL:** Commissioner Getchell was absent.

### **ADOPTION OF AGENDA**

**ACTON:** Commissioner Brennan moved, seconded by Commissioner Stephens and carried by a vote of 3-0 to adopt the January 31, 2019 agenda.

### **PUBLIC COMMUNICATIONS:**

None.

**ADJOURNED TO CLOSED SESSION AT APPROXIMATELY 4:35PM**

### **CLOSED SESSION CONFERENCE**

1. **Public Employee Performance Evaluation per Government Code Section 54957:**
  - a) General Manager

**RECONVENED PUBLIC SESSION AT APPROXIMATELY 5:03PM**

**CLOSED SESSION REPORT:** Chairman Ashworth stated that the Board met in closed session; discussed and reviewed Item 1 on the closed session agenda. Staff was given instructions as to how to proceed as appropriate and there was no action taken that is reportable under The Brown Act.

**ADJOURNMENT:** The meeting was adjourned at 5:05PM.

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Secretary



VENTURA  
PORT DISTRICT

*Established 1952*

BOARD OF DIRECTORS  
PUBLIC FACILITIES CORPORATION  
FEBRUARY 6, 2019

APPROVAL OF MINUTES  
JANUARY 10, 2018 MEETING



**MINUTES OF THE ANNUAL MEETING  
OF THE VENTURA PORT DISTRICT  
PUBLIC FACILITIES CORPORATION  
HELD ON JANUARY 10, 2018**

At 7:10PM, Vice President Brennan called to order the Annual Meeting of the Ventura Port District Public Facilities Corporation. The meeting was held in the offices of the Ventura Port District located at 1603 Anchors Way Drive, Ventura, California.

**ROLL CALL**

Present: Brian Brennan, Vice President  
Chris Stephens, Director  
Jim Friedman, Director  
Nikos Valance, Director

Absent: Everard Ashworth, President

Staff Present: Oscar Peña, Chief Financial Officer and Secretary  
Timothy J. Gosney, Legal Counsel

**APPROVAL OF MINUTES**

ACTION: Director Friedman moved, seconded by Vice President Brennan and carried by a vote of 3-0-1 (Stephens abstained) to ratify the minutes of January 11, 2017.

**ADJOURNMENT**

There were no further items for discussion and at 7:11PM, President Ashworth declared the meeting of the Ventura Port District Public Facilities Corporation adjourned.

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Secretary



BOARD OF PORT COMMISSIONERS

FEBRUARY 6, 2019

CONSENT AGENDA ITEM A

APPROVAL OF NEW OFFICE LEASE  
AGREEMENT FOR TARA PIELAET DBA  
RATED SPORTS

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM A**  
Meeting Date: February 6, 2019

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TO: Board of Port Commissioners  
FROM: Robin Baer, Property Manager  
SUBJECT: Approval of New Office Lease Agreement for Tara Pielaet dba Rated Sports

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**RECOMMENDATION:**

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tara Pielaet dba Rated Sports for space located at 1591 Spinnaker Drive #201 consisting of approximately 746 square feet for a two (2) year term with a two (2) year option.

**SUMMARY:**

Staff has negotiated with this tenant who will now be signing a two-year term lease with one two-year option.

**BACKGROUND:**

Rated Sports Group LP has been providing a full spectrum of creative and event management services for over 7 years with a concentration on building brand awareness and event attendance to the sports community across the USA and Canada.

**FISCAL IMPACT:**

This new lease reflects current market rental rates for office space in the complex. The annual occupancy cost for this tenant's first year is approximately \$14,000. The minimum rent over the two-year term is adjusted annually by a three percent increase and the two-year option is adjusted annually by a two percent increase and then three percent increase. The Port District building improvement costs are estimated to be approximately \$15,000, which would be applied to paint, flooring, electrical, and internet outlets. \$5,000 of this building improvement cost is included in the current FY18-19 budget. The remaining \$10,000 is being requested as part of the proposed mid-year budget adjustments.

**ATTACHMENTS:**

None.



BOARD OF PORT COMMISSIONERS  
FEBRUARY 6, 2019

CONSENT AGENDA ITEM B  
APPROVAL OF NEW RETAIL LEASE  
AGREEMENT FOR SILHOUETTES  
SALON

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM B**  
Meeting Date: February 6, 2019

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TO: Board of Port Commissioners  
FROM: Robin Baer, Property Manager  
SUBJECT: Approval of New Retail Lease Agreement for Silhouettes Salon

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**RECOMMENDATION:**

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Silhouettes Salon for space located at 1591 Spinnaker Drive #117B consisting of approximately 761 square feet for a two (2) year term with a two (2) year option.

**SUMMARY:**

Staff has negotiated with this tenant who will now be signing a two-year term lease with one two-year option.

**BACKGROUND:**

The tenant has been with the Ventura Harbor Village since 2008 and would like to continue their occupancy within the Village. Over time they have offered a variety of beauty services from hair, nails, facials, massage, etc. They are continuously evolving and will still offer hair services, but are updating and adding new trending amenities like eyelash and/or eyebrow services to their beauty menu.

**FISCAL IMPACT:**

This new lease reflects current market rental rates for retail space in the complex. The annual occupancy cost for this tenant's first year is approximately \$14,424. The minimum rent over the two-year term with two-year option is adjusted annually by a three percent step increase for the first two years and the option years. The Port District building improvement costs are estimated to be approximately \$8,000, which would be applied to two windows, installing a supply fan and repair main entrance door. This amount has been included in the FY18-19 budget for the suite.

**ATTACHMENTS:**

None.



# BOARD OF PORT COMMISSIONERS FEBRUARY 6, 2019

## STANDARD AGENDA ITEM 1 APPROVAL OF FISCAL YEAR 2018- 2019 MID-YEAR BUDGET ADJUSTMENTS AND CAPITAL IMPROVEMENT PLAN

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 1**  
Meeting Date: February 6, 2019

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TO: Board of Port Commissioners  
FROM: Oscar Peña, General Manager  
Brian Pendleton, Deputy General Manager  
Gloria Adkins, Accounting Manager  
SUBJECT: Approval of Fiscal Year 2018-2019 Mid-Year Budget Adjustments and Capital Improvement Plan

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**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3367, approving the Mid-Year Budget Adjustments for Fiscal Year 2018-19 effective for 1/1/2019.

**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 2018-19 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 Deputy General 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 \$1,127,900 for the year. This is \$141,600 less than anticipated in the original fiscal year 2018-19 budget. The following outlines the requested adjustments:

Operating Revenue

The operating revenue was increased by \$91,000 for a total of \$8,849,500. This increase was the net effect of increases in Parcel Lease Income and Misc. Income offset by a decrease in Dry Storage Income, Fish Offloading and Harbor Village Marina Slip Rentals as shown below:

- The Parcel Lease Income represents the master tenant leases. This category has increased by \$25,000 as a result of a higher increase in sales from the Ventura Harbor Village Boatyard than originally determined for our budget.
- The Misc. Income/Rentals category has increased \$285,000 primarily due to an increase of fees received from the amended easement agreement with DCOR for their pipeline that runs through the harbor and for an increase to LAIF investment income due to an increased fund balance and increased interest earnings.
- The Dry Storage income has been decreased \$53,000 due to the delay in completing the roadway and lot construction.

## Board Report for Mid-Year Budget Adjustments cont'd,

- The revenue for Harbor Village Marina Slip income was decreased \$66,000 reflecting decreased demand due to the slow squid season. These vessels make up the majority of our transient slip income.
- The Fish Offloading category was decreased \$100,000 to reflect the slow squid season.

### Operating Expenditures

The operating expenses have been increased by \$248,600 for a total of \$5,956,600 and the Harbor Patrol operating expenses have been decreased by \$16,000 for a total of \$1,499,000 for a combined total of \$7,455,600. The operating expense adjustments are the net result of changes in the following categories as explained below:

- Personnel expenses increased \$62,100. This increase primarily reflects a correction to the medical insurance in the Harbor Village Common Area Maintenance (CAM) department in the original budget and a small increase for the cost of the new education and bilingual incentive programs.
- Building Maintenance was increased \$85,000. This was due primarily to refurbishment modifications that were needed in various Harbor Village office suites.
- Grounds Maintenance was increased \$6,000 primarily for supplemental landscaping services needed throughout the Harbor.
- Professional Services-Ventura Shellfish Enterprise (VSE) project was increased \$10,000 for additional engineering consultant services related to the VSE 2018 Sea Grant, funded by the District.
- Professional/Outside Services were increased \$80,500 for additional Information Technology (IT) services.
- Marketing & Promotional expenses increased \$5,000 for a total of \$297,500. This increase was in three categories as explained below:
  - Tourism Outreach, FAM Tours & Meetings increased \$1,500 to host additional on-site media visits, attend an additional travel show and to take advantage of an 'early bird rate' conference fee for Cal Travel Summit conference in the next fiscal year.
  - Entertainment & Music increased \$2,000 to reflect an increase in musicians' rates.
  - Brand Build/Promotions/Campaigns/Events were increased \$1,500 to cover the cost of the unexpected visit from Hikianilia Voyage.
- Total Harbor Patrol expenses were decreased \$16,000 due to a combination of changes in personnel expenses:
  - Regular wages, retirement, medical insurance, and employee benefits were decreased a total of \$71,000 due to a delay in implementing a 24/7 patrol schedule. This new schedule includes the hiring of additional full-time officers. The value of these officers for six months has been removed since we are already half way through the year.
  - Part-time wages were increased \$40,000 to reflect an increase in the usage of the part-time Marine Safety Officers.
  - Overtime wages were increased \$15,000 to bring budget in line with actual expenditures.



## Board Report for Mid-Year Budget Adjustments cont'd,

### Building Tenant Improvements

Building Tenant Improvements were increased by \$186,500 for a total of \$832,500. Attachment 3 included with this report lists the suites to be renovated. These improvements were as a result of negotiated leases.

### Capital Improvement and Accessibility Improvement Plans

The capital improvement projects decreased by \$615,000. Attachment 4 is an adjusted capital improvement and accessibility improvement plan for fiscal year 2018-19. The changes reflected in the attached plan are explained below:

- Item 8 – Fish Pier Resurface – this project has increased \$175,000 bringing the cost up to \$575,000. The Board approved this adjustment on 8/22/2018 when the contract bid was awarded to Garland DBS.
- Item 15 – Harbor Village Trash Enclosure Refurbish – this project was increased by \$15,000 due to an increase in construction costs bringing the cost up to \$80,000.
- Item 16 – New Launch Ramp Pay Station – this \$25,000 project has been increased by \$10,000. This increase will allow for infrastructure changes that will need to be made to support the new equipment.
- Item 17 – Paid Parking Equipment and Infrastructure – the engineering for this project has been deferred to FY20 and the purchase of the equipment and the install has been deferred to FY21.
- Item 22 – 1567 Carousel Building - retro fit for future use – this project has been deferred to FY20 and FY21.
- Items 30 thru 33 – Harbor Village Renovations – these projects are more appropriately categorized for accounting purposes as tenant improvements or building maintenance rather than capital assets.

### Conclusion:

Construction of Portside Ventura Harbor began in January 2017. This new development will add \$300,000 more to District annual revenues and more as the project develops over the next three years. The District will continue to pursue long term planning for development of Parcel 5 and 8 in 2019. The District was awarded approximately \$266,000 in 2018 Sea Grant funds in support of the Ventura Shellfish Enterprise (VSE) project to achieve project approvals. To this end, the District, consultants and volunteer partners prepared and submitted permit and related applications to federal and state agencies for the project, which are currently under review.

Construction is well underway with the 40-room expansion of the Holiday Inn Express with renovations planned for the existing hotel and Four Points Sheraton. Ventura Isle Marina is in the permit application stage to renovate their 528 slip marina. This slip reconfiguration and replacement should improve their occupancy levels and related revenue. The Board approved a new paint and signage program for Harbor Village. Once approved by the City, the District plans to begin the first phase of improvements, which will be repainting of the 9 buildings that comprise Harbor Village. The District also continues to improve universal access throughout the complex. Additionally, several new leases have been approved with existing and new tenants. These improvements and new leases will improve the look, feel and economic vibrancy of Harbor Village.

Board Report for Mid-Year Budget Adjustments cont'd,

Under the leadership of the Board of Port Commissioners, there is a very positive outlook for the future of Ventura Harbor.

**FISCAL IMPACT:**

The overall effect of the above proposed budget adjustments to fiscal year 2018-19 is a reduction of total expenditures by \$286,900. The adjusted budget indicates \$3,667,600 will be utilized from unrestricted reserves to fund capital projects rather than \$3,954,500 reflected in the original budget.

**ATTACHMENTS:**

Attachment 1 – Resolution No. 3367 - Adopt Mid-Year Budget Adjustments Fiscal Year 2018-2019

Attachment 2 – Mid-Year Budget Adjustments for Fiscal Year 2018-2019

Attachment 3 – Mid-Year Tenant Improvements for Fiscal Year 2018-2019

Attachment 4 – Mid-Year Capital Improvement Projects Adjustments for Fiscal Year 2018-2019

Attachment 5 – Mid-Year Budget Cash Flow Projection

## **RESOLUTION NO. 3367**

### **RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE VENTURA PORT DISTRICT ADJUSTING THE 2018-2019 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 2018 - 2019 Fiscal Year Budget effective for January 1, 2019:

#### **ENTERPRISE FUND**

##### **OPERATING REVENUE:**

1. Increase Parcel Lease Income by \$25,000
2. Decrease Dry Storage Income by \$53,000
3. Increase Misc. Income/Rentals by \$285,000
4. Decrease Fish Offloading by \$100,000
5. Decrease Harbor Village Marina Slips by \$66,000

##### **OPERATING EXPENDITURES:**

###### **Personnel Expenses (including Harbor Patrol)**

1. Increase Medical Insurance by \$53,100
2. Increase Optional Benefit Plans by \$9,000
3. Decrease Harbor Patrol Personnel Expenses by \$16,000

###### **General Expenses (including Harbor Patrol)**

4. Increase Building Maintenance by \$85,000
5. Increase Grounds Maintenance by \$6,000
6. Increase Professional Services-Shellfish by \$10,000
7. Increase Professional/Outside Services by \$80,500

###### **Marketing & Promotional Expenses**

8. Increase Tourism Outreach, FAM Tours & Meetings by \$1,500
9. Increase Entertainment & Music by \$2,000
10. Increase Brand Build/Promotions/Campaigns/Events by \$1,500

##### **IMPROVEMENTS:**

1. Increase Building Tenant Improvements by \$186,500
2. Decrease Capital Improvements by \$615,000

GRANTS AND SPECIAL FUNDING:

1. Increase NOAA Grant 2018–Shellfish Aquaculture-2018 by \$140,000

**PASSED, APPROVED AND ADOPTED** by the Board of Port Commissioners, this 6th day of February 2019.

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Chairman

ATTEST:

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Secretary

(Seal)

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

I, Oscar Peña, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3367 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 6th day of February 2019, 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 6<sup>th</sup> day of February 2019.

(Seal)

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Secretary

**VENTURA PORT DISTRICT  
MID-YEAR BUDGET ADJUSTMENTS  
FOR FISCAL YEAR 2018-19  
Effective 1/01/2019**

Line item adjustments shown in Blue

	<u>Actual 2016-17</u>	<u>Budget 2016-17</u>	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Budget 2018-19</u>	<u>Adjustment</u>	<u>Adjusted Budget 2018-19</u>	<u>Comments</u>
<b>OPERATING REVENUE</b>								
Parcel Lease Income	3,147,292	3,100,000	3,371,906	3,290,000	3,470,000	25,000	3,495,000	Boatyard sales higher than anticipated
Portside Partners Lease	240,000	240,000	300,000	300,000	300,000	-	300,000	
Lease appreciation & signing rents	1,200,000	1,200,000	-	-	-	-	-	
Dry Storage Income	121,467	110,000	102,075	120,000	75,000	(53,000)	22,000	Reduction due to delay in reconfiguration project
Commercial Fishermen's Storage	77,295	70,000	73,669	74,000	76,000	-	76,000	
Parking Income	52,625	70,000	52,365	72,000	55,000	-	55,000	
Misc. Income/Rentals	130,409	71,000	207,356	96,000	209,000	285,000	494,000	easement) & a re-evaluation of investment income earned in first six months of FY19
Harbor Village Lease Income								
Retail	486,018	460,000	524,559	485,000	540,000	-	540,000	
Restaurant	1,048,234	965,000	1,083,081	1,100,000	1,124,000	-	1,124,000	
Offices	618,635	630,000	647,010	625,000	700,000	-	700,000	
Charters	357,399	300,000	387,828	370,000	380,000	-	380,000	
Commercial Fishing Premises	156,665	130,000	177,775	150,000	165,000	-	165,000	
Fish Offloading	118,806	100,000	175,556	190,000	210,000	(100,000)	110,000	Slow squid season
Harbor Village Misc. Income	31,056	5,500	8,179	5,500	5,500	-	5,500	
Booth/Vendor Income	11,198	7,500	6,133	7,500	5,000	-	5,000	
Sponsorships	1,600	14,000	13,720	14,000	14,000	-	14,000	
Harbor Event Permits	33,667	34,500	29,535	29,000	30,000	-	30,000	
Harbor Village Marina Slip Rentals	924,330	910,000	915,416	890,000	926,000	(66,000)	860,000	Reduction in transient income due to slow squid season
Harbor Village CAM Income	336,746	305,000	335,366	335,000	357,000	-	357,000	
Harbor Village Merchants Promo Dues	99,621	95,000	102,557	105,000	117,000	-	117,000	
<b>TOTAL OPERATING REVENUE</b>	<b>9,193,063</b>	<b>8,817,500</b>	<b>8,514,086</b>	<b>8,258,000</b>	<b>8,758,500</b>	<b>91,000</b>	<b>8,849,500</b>	
% change from previous years actual	13%	8%	-7%	-10%	3%		4%	
% change before special revenues	6%	1%	7%	3%	3%		4%	

FY18-19 Mid-Year Budget Adjustments Continued, 2/06/2019

	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Budget</u> <u>2018-19</u>	<u>Adjustment</u>	<u>Adjusted</u> <u>Budget</u> <u>2018-19</u>	<u>Comments</u>
<b>OPERATING EXPENDITURES</b>								
<u>Personnel Expenses</u>								
Total Wages	1,596,258	1,646,500	1,707,650	1,707,500	1,873,000	-	1,873,000	
<u>Other Personnel Expenses</u>								
Payroll Taxes & Unemployment	33,826	26,000	29,267	35,000	33,100	-	33,100	
Workers Comp Insurance	67,528	68,000	58,812	69,000	48,500	-	48,500	
Medical & Life Insurance	222,547	224,000	228,817	233,000	194,900	53,100	248,000	To correct error on original budget
Optional Benefit Plans	141,101	149,000	169,139	179,000	175,000	9,000	184,000	To adjust for education incentive program
Retirement Contributions	368,333	378,000	364,721	361,500	394,000	-	394,000	
Totals Other Personnel Expenses	833,335	845,000	850,756	877,500	845,500	62,100	907,600	
Total Personnel Expenses	2,429,593	2,491,500	2,558,406	2,585,000	2,718,500	62,100	2,780,600	
% change from previous years actual	0%	0%	5%	6%	6%		9%	
<u>General Expenses</u>								
Advertising (Public notices)	5,679	7,000	7,192	7,000	7,500	-	7,500	
Leasing / Real Estate	14,919	17,000	19,454	20,000	25,000	-	25,000	
Port District Open House	4,621	4,000	4,500	4,000	4,000	-	4,000	
Auto Mileage & Allowance	10,500	11,500	13,200	14,000	14,000	-	14,000	
Auto Equipment & Maint.	26,870	32,000	19,109	23,000	23,000	-	23,000	
Bad Debt	(12,723)	25,000	(5,258)	18,000	10,000	-	10,000	
Bank Fees & Other Misc.	9,164	15,000	9,210	15,000	15,000	-	15,000	
Building Maintenance	237,665	288,000	400,658	401,000	304,000	85,000	389,000	Tenant suites wear and tear repairs and suite reconfigurations
Communications	48,225	50,000	36,750	45,000	41,500	-	41,500	
Conferences, Meetings & Training	27,363	39,000	18,903	42,500	32,500	-	32,500	
Dock & Fish Pier Maint. & Repairs	37,048	44,500	28,347	44,500	44,500	-	44,500	
Equipment Rental	15,307	21,500	16,417	19,500	17,500	-	17,500	
General Harbor Maintenance	2,691	4,000	1,803	4,000	4,000	-	4,000	
General Liability Insurance	222,873	224,000	249,161	266,000	256,000	-	256,000	
Grounds Maintenance	169,596	154,000	164,886	186,000	118,000	6,000	124,000	Additional landscaping service due to short staff
Grounds Maint.-Special	-	-	-	-	-	-	-	
Janitorial Supplies	43,711	57,000	54,124	61,000	61,000	-	61,000	
Land/Building Rental Expense	71,712	70,000	73,675	74,000	76,000	-	76,000	
Memberships & Subscriptions	19,644	23,000	23,124	21,500	27,000	-	27,000	
Office Computer Equip & Related	12,186	31,000	39,597	49,000	49,000	-	49,000	

FY18-19 Mid-Year Budget Adjustments Continued, 2/06/2019

	Actual 2016-17	Budget 2016-17	Actual 2017-18	Budget 2017-18	Budget 2018-19	Adjustment	Adjusted Budget 2018-19	Comments
<u>General Expenses Continued</u>								
Office Supplies & Equipment	26,515	31,500	23,092	31,500	30,500	-	30,500	
Operating Supplies	24,567	30,500	26,954	26,500	28,000	-	28,000	
Other Equipment & Repairs	51,172	42,000	38,793	45,500	46,000	-	46,000	
Professional Serv. - Auditing	18,000	35,000	19,700	35,000	35,000	-	35,000	
Professional Serv. - Legal	248,083	225,000	248,443	265,000	280,000	-	280,000	
Professional Serv. - Shellfish	36,521	40,000	62,755	117,000	80,000	10,000	90,000	Plauche Carr-\$34k; Dudek-\$30k; Aquaculture-\$15k; Misc expenses \$1k - Added \$10k Engineering consulting services. These expenses are not recovered by the grant
Professional/Outside Services	241,997	320,500	345,220	348,000	328,000	80,500	408,500	Additional IT Services
Prof. Serv/Customer Count Study Survey/leased e	-	-	25,000	35,000	33,000	-	33,000	
Prof. Serv/Downtown Trolley Partnership	24,000	24,000	24,000	25,000	19,500	-	19,500	
Web Site Hosting/ADA & General Maint.	-	-	-	-	13,000	-	13,000	
Uniforms & Tool Allowances	13,621	17,500	14,539	16,500	17,500	-	17,500	
Utilities and Trash	347,901	378,000	360,649	401,500	408,500	-	408,500	
Dredging Related Expenses	219,029	236,000	208,895	244,500	248,500	-	248,500	
Total General Expenses	2,218,457	2,497,500	2,572,892	2,906,000	2,697,000	181,500	2,878,500	
% change from previous years actual	-2%	-2%	16%	31%	5%		12%	
<u>Marketing &amp; Promotional Expenses</u>								
Advertising & Marketing	129,665	137,000	129,346	140,000	150,000	-	150,000	
Ad Production/Graphic Design	19,971	20,000	22,960	20,000	20,000	-	20,000	
Marketing Conversion Study	5,000	10,000	5,000	5,000	-	-	-	
Street Event Banners	7,984	10,500	1,208	2,500	2,500	-	2,500	
Village Maps/Promotional Materials	13,402	15,000	13,107	15,000	15,000	-	15,000	
Certified Rack	2,480	2,500	2,530	2,500	2,500	-	2,500	
Tourism Outreach, FAM Tours & Meetings	4,585	9,500	5,658	9,500	7,500	1,500	9,000	
Entertainment & Music	21,926	20,000	19,508	20,000	25,000	2,000	27,000	
Brand Build/Promotions/Campaigns/Events	56,058	60,000	52,705	50,000	53,000	1,500	54,500	
Content/Web/Paid Social Media	9,559	10,000	19,175	24,000	16,500	-	16,500	
Miscellaneous	43	500	169	500	500	-	500	
Total Marketing & Promotional Expenses	270,673	295,000	271,366	289,000	292,500	5,000	297,500	
% change from previous years actual	2%	3%	0%	7%	8%		10%	
TOTAL OPERATING EXPENDITURES	4,918,723	5,284,000	5,402,664	5,780,000	5,708,000	248,600	5,956,600	
% change from previous years actual	-1%	7%	10%	18%	6%		10%	
Operating Cash Flows In (Out)	4,274,340	3,533,500	3,111,422	2,478,000	3,050,500	(157,600)	2,892,900	



FY18-19 Mid-Year Budget Adjustments Continued, 2/06/2019

	<u>Actual 2016-17</u>	<u>Budget 2016-17</u>	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Budget 2018-19</u>	<u>Adjustment</u>	<u>Adjusted Budget 2018-19</u>	<u>Comments</u>
<b>NON-OPERATING and OTHER EXPENDITURES</b>								
Harbor Patrol expenses not funded by property taxes	57,625	159,500	(8,851)	194,000	265,000	(16,000)	249,000	See Harbor Patrol budget
Cost of Issuance/Rate resetting premium	-	-	-	-	-	-	-	
COP's Interest Payment	451,747	440,000	425,094	440,000	410,000	-	410,000	
Principle Payments on bonds/loans	824,700	825,000	829,100	830,000	855,000	-	855,000	
2018 Dock Project Financing Cost Issuance	-	-	-	-	64,000	-	64,000	
2018 Dock Project Debt Interest Payment	-	-	-	-	120,000	-	120,000	
2018 Dock Project Debt Principle Payment	-	-	-	-	67,000	-	67,000	
<b>TOTAL NON-OPER. EXPENDITURES</b>	<b>1,334,072</b>	<b>1,424,500</b>	<b>1,245,343</b>	<b>1,464,000</b>	<b>1,781,000</b>	<b>(16,000)</b>	<b>1,765,000</b>	
% change from previous years actual	-2%	5%	-7%	10%	43%		42%	
<b>Annual Cash Flows In (Out) from normal operations before any Improvements</b>	<b>2,940,268</b>	<b>2,109,000</b>	<b>1,866,079</b>	<b>1,014,000</b>	<b>1,269,500</b>	<b>(141,600)</b>	<b>1,127,900</b>	
Building Tenant Improvements	156,835	500,000	-	392,000	646,000	186,500	832,500	See Attached Schedule
Accessibility Improvements	1,545,793	1,835,000	341,610	565,000	190,000	-	190,000	See attached Capital Improvement and ADA Accessibility Improvement Plan
Capital Improvements Projects	508,214	1,345,000	994,645	2,318,000	4,388,000	(615,000)	3,773,000	See attached Capital Improvement and ADA Accessibility Improvement Plan
<b>Annual Cash Flows In(out) after Improvements</b>	<b>729,426</b>	<b>(1,571,000)</b>	<b>529,824</b>	<b>(2,261,000)</b>	<b>(3,954,500)</b>	<b>286,900</b>	<b>(3,667,600)</b>	
<b>Improvements funded through Unrestricted Improvement Reserve Fund</b>	<b>(729,426)</b>	<b>1,571,000</b>	<b>(529,824)</b>	<b>2,261,000</b>	<b>3,954,500</b>	<b>(286,900)</b>	<b>3,667,600</b>	
Projected Unrestricted Reserve Balance	\$ 9,136,000	\$ 6,429,000	\$9,208,000	\$ 6,475,000	\$ 5,189,500		\$ 5,540,400	
City National Bank - Restricted funding for Village Marina Dock Renovations					\$ 4,660,000		\$ 4,660,000	

FY18-19 Mid-Year Budget Adjustments Continued, 2/06/2019

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

	Actual 2016-17	Budget 2016-17	Actual 2017-18	Budget 2017-18	Budget 2018-19	Adjustment	Adjusted Budget 2018-19	Comments
Property Taxes and Assessments from County	1,164,937	1,090,000	1,243,004	1,160,000	1,250,000	-	1,250,000	
	7%	0%	7%	0%	1%		1%	
<u>Harbor Patrol Personnel Expenses</u>								
Total Wages	662,420	663,500	691,847	703,000	825,000	5,000	830,000	Net change to increase part-time & overtime, decrease regular wage
Payroll Taxes & Unemployment	11,808	14,500	13,180	16,000	18,000	-	18,000	
Workers Comp Insurance	116,487	117,000	63,078	103,000	92,000	-	92,000	
Medical & Life Insurance	53,450	61,500	60,541	62,000	88,000	(11,000)	77,000	Decrease to reflect delay in 24/7 budgeted work schedule
Optional Benefit Plans	40,865	45,000	47,786	51,000	66,000	(5,000)	61,000	Decrease to reflect delay in 24/7 budgeted work schedule
Retirement Contributions	127,682	122,500	123,245	116,000	137,000	(5,000)	132,000	Decrease to reflect delay in 24/7 budgeted work schedule
Total Harbor Patrol Personnel Expenses	1,012,712	1,024,000	999,677	1,051,000	1,226,000	(16,000)	1,210,000	
% change from previous year actual	-2%	0%	-1%	4%	23%		21%	
<u>Harbor Patrol Other Expenses</u>								
Uniforms	12,603	13,000	14,556	13,000	18,000	-	18,000	
Oil & Fuel Expense	18,805	34,000	22,534	34,000	25,000	-	25,000	
Operating Supplies & Expense	27,533	35,000	20,531	35,000	30,000	-	30,000	
Boat Maintenance	80,275	60,000	100,526	120,000	120,000	-	120,000	
Auto Equip & Maint.	6,844	8,500	6,519	8,500	5,000	-	5,000	
Conferences & Training	4,639	5,000	7,671	7,500	8,000	-	8,000	
Summer Lifeguard Services	59,151	65,000	60,276	80,000	80,000	-	80,000	
Professional Services	-	5,000	1,863	5,000	3,000	-	3,000	
Total Harbor Patrol Other Expenses	209,850	225,500	234,476	303,000	289,000	-	289,000	
% change from previous year actual	37%	48%	12%	44%	23%		23%	
<b>Total Harbor Patrol Expenses</b>	<b>1,222,562</b>	<b>1,249,500</b>	<b>1,234,153</b>	<b>1,354,000</b>	<b>1,515,000</b>	<b>(16,000)</b>	<b>1,499,000</b>	
% change from previous year actual	4%	6%	1%	11%	23%		21%	
Expenditures remaining after Property Tax Revenues were applied are funded from Operating Revenues	(57,625)	(159,500)	8,851	(194,000)	(265,000)	16,000	(249,000)	

FY18-19 Mid-Year Budget Adjustments Continued, 2/06/2019

Expenditures funded by Grants and Special Funding

	<u>Actual 2016-17</u>	<u>Budget 2016-17</u>	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Budget 2018-19</u>	<u>Adjustment</u>	<u>Adjusted Budget 2018-19</u>	<u>Comments</u>
<u>Grants and Special Funding</u>								
NOAA Grant-Shellfish Aquaculture-2018	60,214	65,000	109,590	150,000	67,000	140,000	207,000	\$67k is for 2015 Grant which concluded 8/31/18 New 2018 Grant began 9/1/18 - \$33k-Permit Assignment Strategy; \$90k- Environmental Review; \$17-Grower/Producer Compliance Training
DBAW Grants-abandon vessel & vessel turn-in	21,910	14,000	3,000	5,000	3,000	-	3,000	
DBAW Grants-Boat Equipment	45,557	55,000	-	15,000	-	-	-	
DBAW Grant-Training Expense Reimbursement	-	10,000	-	10,000	-	-	-	
<b>TOTAL GRANTS &amp; SPECIAL FUNDING</b>	<b>127,681</b>	<b>144,000</b>	<b>112,590</b>	<b>180,000</b>	<b>70,000</b>	<b>140,000</b>	<b>210,000</b>	

Projects, Equipment and Training Expenses

NOAA Grant-Shellfish Aquaculture-2018	60,214	65,000	109,590	150,000	67,000	140,000	207,000	\$67k is for 2015 Grant which concluded 8/31/18 New 2018 Grant grant began 9/1/18 - \$33k-Permit Assignment Strategy; \$90k-Environmental Review; \$17-Grower/Producer Compliance Training
Vessel Salvage-Abandoned and Turn-in	21,910	14,000	3,000	5,000	3,000	-	3,000	
Boat Engines & Equipment for new boat	45,557	55,000	-	15,000	-	-	-	
Harbor Patrol Training	-	10,000	-	10,000	-	-	-	
<b>TOTAL PROJECTS &amp; EQUIPMENT</b>	<b>127,681</b>	<b>144,000</b>	<b>112,590</b>	<b>180,000</b>	<b>70,000</b>	<b>140,000</b>	<b>210,000</b>	

Ventura Port District  
FY2018/2019 Building **TENANT Improvements** and **MAINTENANCE Expenses**  
Mid Year Budget Adjustments Effective 1/01/2019

BUILDING	TENANT	SF	TOTAL AMOUNT	DESCRIPTION OF TENANT IMPROVEMENTS	Original Budget Building Tenant Improvements	Adjustments	Adjusted Budget Building Tenant Improvements	Building Maintenance Expenses
1591 Spinnaker Dr #115	BS Taproom	1,537	\$454,000	Tenant responsibility- Kitchen; plumbing; electrical; expansion as per lease	\$454,000	-	\$454,000	-
1591 Spinnaker Dr #112	Le Petit	2,534	\$45,000	Tenant responsibility- Patio concrete flooring ADA requirements, electrical and plumbing for trellis  Maintenance responsibility- ADA Restroom upgrades and flooring	-	\$38,300	\$38,300	\$6,700
1591 Spinnaker Dr #112	Rated Sports	746	\$15,000	Maintenance responsibility- Flooring; paint; electrical; fiber optic internet; ceiling; restroom	-	-	-	\$15,000
1583 Spinnaker Dr #105	Frenchies Nail Salon	1,410	\$106,000	Tenant responsibility- HVAC; ADA; flooring; plumbing; electrical; ceiling; walls  Maintenance responsibility- Cast iron pipe replacements	-	\$100,000	\$100,000	\$6,000
1583 Spinnaker Dr #104?	NEW Vacant Space adjacent to Frenchies	595	\$25,000	Maintenance responsibility- Flooring; paint; electrical; internet; ceiling; relocation of signage	-	-	-	\$25,000
1583 Spinnaker Dr #101	The Greek Restaurant	3,764	\$10,000	Tenant responsibility- Restroom refurbishment inside restaurant	\$10,000	-	\$10,000	-
1575 Spinnaker Dr #108	Relocated Casa de Regalos	990	\$25,500	Maintenance responsibility- Cast iron pipe replacements; flooring; paint; electrical; internet; relocation of awning	-	-	-	\$25,500
1567 Spinnaker Dr #200	Margarita Villa	1,880	\$24,000	Tenant responsibility- 50% cost share of back patio awning cover, interior flooring.  Maintenance responsibility- ADA restroom upgrades; staircase painting and lighting	-	\$17,000	\$17,000	\$7,000
1567 Spinnaker Dr #103	Treasure Cove	342	\$13,200	Maintenance responsibility- Lighting outlets brought up to code; rewire suite for commercial usage; internet; paint	-	-	-	\$13,200
1559 Spinnaker Dr #109	Top This Chocolate	1,380	\$150,000	Tenant responsibility- HVAC, ADA, plumbing, electrical, flooring paint, install double doors, ceiling, walls, water heater	\$150,000	-	\$150,000	-
All Maintenance Projects			\$79,800	Architectural Engineering, Project Management & Contingency - 20% (rounded)**	\$32,000	\$31,200	\$63,200	\$16,600
			<b>\$947,500</b>	<b>TOTAL</b>	<b>\$ 646,000</b>	<b>\$ 186,500</b>	<b>\$ 832,500</b>	<b>\$115,000</b>

\*\* The 20% of architectural engineering management is not calculated on the \$454,000 for 1591 Spinnaker Drive #115. The contractual T1 obligation for 1591 Spinnaker Dr. #115 is \$454,000.

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

Item #	Project Location/Description	*Line item adjustments shown in Blue	Fiscal Yr 18-19	Adjustment 18-19	Adjusted Fiscal Yr 18-19	Fiscal Yr 19-20	Fiscal Yr 20-21	Fiscal Yr 21-22	Fiscal Yr 22-23
1	National Park Service Bldg - Elevator/Modifications							400,000	
2	Harbor Village Bldgs - refurbish elevators (last of the 5 elevators in the Village to be refurbished at this time deferred to FY20)					115,000			
3	Completed - Harbor Village Window Replacement								
4	Harbor Village Bldgs-replace/repair roofs/tiles/gutters - FY19-Bldg 1575 & Bldg 1583 are deferred to FY20					1,700,000			
5	National Park Service Bldg - 1691 Bldg - HVAC systems					100,000			
6	Harbor Village Bldgs - paint all exterior walls/trim/facades/directory signage - partially deferred FY20		450,000		450,000	400,000			
7	Dry Storage Lot - landscaping/irrigation/block wall/fencing including gate & key card system		115,000		115,000				
8	Fish Pier - resurface as needed- adjustment was approved by the Board on the August 22, 2018 when the Garland contract was awarded		400,000	175,000	575,000			400,000	
9	Fish Pier Crane #1 - replace aging crane - deferred to FY19 until after the resurfacing project is complete		150,000		150,000				
10	District Headquarter - replace Maintenance and Patrol vehicles		120,000		120,000		40,000		
11	District Headquarters - replace HVAC condenser unit system					20,000			
12	District Headquarters - emergency generator					70,000			
13	Completed for FY18 - Harbor - all parking lots-repair as needed/slurry coating								400,000
14	Harbor Village Entrance Feature Revitalization & Wayfinding					250,000	-		
15	Harbor Village Trash Enclosures - increase to 1591 trash enclosure for FY19 due to increase in construction costs		65,000	15,000	80,000	65,000	65,000	65,000	65,000
16	New Launch Ramp Pay Station - increase is for frastructure improvements needed to be made to support the new equipment		25,000	10,000	35,000				
17	Paid Parking Equipment and Infrastructure - engineering deferred to FY20 and purchase/install deferred to FY21		25,000	(25,000)	-	25,000	250,000		
18	Village Marina Renovation-Docks D,G,& H - a portion of the construction will be deferred to FY20		2,000,000		2,000,000	2,600,000			
19	Completed - Harbor Cove & Surfers Knoll - public showers refurbishment								
20	Completed the FY18 improvements - Harbor Cove & Surfers Knoll - Brick wall replacement							300,000	
21	Completed - Harbor Village-Marketing/Marina office - HVAC System								
22	1567 Carousel Building-retro-fit for future use - deferred to FY20 & FY21		300,000	(300,000)	-	300,000	450,000		
25	Completed - New air-conditioning unit 1575 Spinnaker Drive (shared cost with tenant)								
26	Relocated to Tenant Improvements - BS Tap Room - Increase the utilities (electrical, water, sewer) to the building TI allowance								
27	Completed - Jet Skis - replace two jet skis for patrol safety								
28	Seismic evaluation with plans/specs for GSA buildings - 1431 Spinnaker and 1691 Spinnaker - deferred to FY19		25,000		25,000			250,000	
29	Harbor Village - Glass wall adjacent to Dive pool		55,000		55,000				
30	Harbor Village - Renovate 1575 Spinnaker Ste 108 - moved to tenant improvements/maintenance		25,000	(25,000)	-				
31	Harbor Village - Renovate 1583 Spinnaker Ste 105 including electrical update - moved to maint. - does not meet capital definition		50,000	(50,000)	-				
32	Harbor Village - Renovate 1567 Spinnaker Ste 104 including electrical update - moved to tenant improvement/maint. - reduced scope of work		115,000	(115,000)	-				
33	Harbor Village - Renovate 1591 Spinnaker Ste 112 including electrical update - moved to tenant improvement/maint. - reduced scope of work		300,000	(300,000)	-				
34	Harbor Village - Main sewer line at 1583 Spinnaker Building - repair/replace as needed		50,000		50,000				
35	Harbor Village - Run fiber optics from outside of building into the building suites (all remaining buildings)		70,000		70,000				
36	Harbor Village - Bike racks		15,000		15,000				
37	Harbor Cove - Entry monument sign		15,000		15,000				
38	Harbor Cove - Convert grass planters to pavers		18,000		18,000				
39	Village Paseo Improvement Project						300,000		
ADA-22	Completed - Carousel Courtyard Revitalization & Phase 3 ADA Accessibility								
ADA-23	Harbor Village - ADA Restroom Improvements - 1591 restrooms are budgeted for FY19		190,000		190,000	275,000	110,000		
ADA-24	Harbor Village - ADA Staircases - stainless steel hand rails deferred to FY20					90,000			
Total Capital Improvement Plan			4,388,000	(615,000)	3,773,000	5,645,000	1,105,000	1,415,000	465,000
Total ADA Improvement Plan			190,000	-	190,000	365,000	110,000	-	-
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS			4,578,000	(615,000)	3,963,000	6,010,000	1,215,000	1,415,000	465,000
Special Funding for Village Marina Dock Renovation (#18 above)			2,000,000		2,000,000	2,600,000			
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS WITH FUNDING			2,578,000	(615,000)	1,963,000	3,410,000	1,215,000	1,415,000	465,000

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

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 forecasted	2019-20 forecasted	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted
<b>Cash Flows In (Out) from normal operations before any Improvements</b>	<b>\$ 1,844,000</b>	<b>\$ 2,940,000</b>	<b>\$ 1,866,000</b>	<b>\$ 1,127,500</b>	<b>\$ 1,036,000</b>	<b>\$ 1,001,000</b>	<b>\$ 1,497,000</b>	<b>\$ 1,602,000</b>	<b>\$ 1,619,000</b>	<b>\$ 1,632,000</b>
<b>Significant Assumptions -</b>										
Cash Flow Out - Tenant Improvements	(295,000)	(157,000)	-	(832,500)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Cash Flow Out - Accessibility Enhancements	(21,000)	(1,546,000)	(341,000)	(190,000)	(365,000)	(110,000)	-	-	-	-
Cash Flow Out - Capital Improvements as per Five Year Plan Projection	(1,624,000)	(508,000)	(995,000)	(3,773,000)	(5,645,000)	(1,105,000)	(1,415,000)	(465,000)	(500,000)	(500,000)
<b>Improvements that will need to be funded through Unrestricted Improvement Reserves</b>	<b>(96,000)</b>	<b>-</b>	<b>-</b>	<b>(3,668,000)</b>	<b>(5,024,000)</b>	<b>(264,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash Flow In after Improvements are completed</b>		<b>729,000</b>	<b>530,000</b>				<b>32,000</b>	<b>1,087,000</b>	<b>1,069,000</b>	<b>1,082,000</b>
<b>Forecasted Unrestricted Reserve Balances</b>										
Forecasted Reserves at beginning of each fiscal year	7,704,000	8,320,000	8,675,000	9,208,000	10,140,000	5,116,000	4,852,000	4,884,000	5,971,000	7,040,000
Improvements funded from Improvement Reserves	(96,000)	-	-	(3,668,000)	(5,024,000)	(264,000)	-	-	-	-
Cash Flow In after Improvements are completed		729,000	530,000				32,000	1,087,000	1,069,000	1,082,000
Cash Flow In from City Natl Bank Loan-Dock Rehab	-	-	-	4,600,000	-	-	-	-	-	-
Cash Flow In from Grant fund reimbursements	37,500	87,000	3,000	-	-	-	-	-	-	-
Forecasted Unrestricted Reserves at end of year	7,645,500	9,136,000	9,208,000	10,140,000	5,116,000	4,852,000	4,884,000	5,971,000	7,040,000	8,122,000
<b>Total All Unrestricted Reserves Forecasted at June 30 each year</b>	<b>7,645,500</b>	<b>9,136,000</b>	<b>9,208,000</b>	<b>10,140,000</b>	<b>5,116,000</b>	<b>4,852,000</b>	<b>4,884,000</b>	<b>5,971,000</b>	<b>7,040,000</b>	<b>8,122,000</b>

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

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 forecasted	2019-20 forecasted	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted
TOTAL Unrestricted Reserves Forecasted at June 30 each year	8,003,000	9,136,000	9,208,000	10,140,000	5,116,000	4,852,000	4,884,000	5,971,000	7,040,000	8,122,000
Reserve Policy Minimum Balance 40% of Expenses at June 30 each year	2,960,000	3,030,000	3,160,000	3,920,000	3,790,000	4,020,000	4,100,000	4,270,000	4,440,000	4,620,000
<b>Unrestricted Capital Improvement Reserves at June 30 each year</b>	<b>5,043,000</b>	<b>6,106,000</b>	<b>6,048,000</b>	<b>6,220,000</b>	<b>1,326,000</b>	<b>832,000</b>	<b>784,000</b>	<b>1,701,000</b>	<b>2,600,000</b>	<b>3,502,000</b>

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

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
	Actual	Actual	Actual	forecasted	forecasted	forecasted	forecasted	forecasted	forecasted	forecasted
<b>Operating Revenue</b>	7,467,000	7,754,000	8,214,000	8,549,500	8,891,000	9,247,000	9,617,000	10,002,000	10,402,000	10,818,000
Portside Partners-SRP minimum rents	60,000	240,000	300,000	300,000	300,000	450,000	756,000	864,000	890,000	917,000
Onetime-VIM appreciation rent & Portside Harbor Option Fee	631,000	1,200,000								
% Increase / -Decrease	5%	4%	6%	4%	4%	4%	4%	4%	4%	4%
<b>Non-Operating Revenue</b> (Includes prop taxes)	1,091,000	1,165,000	1,243,000	1,250,000	1,275,000	1,301,000	1,327,000	1,354,000	1,381,000	1,409,000
% Increase / -Decrease	5%	7%	7%	1%	2%	2%	2%	2%	2%	2%
<b>Total Revenue</b>	<b>9,249,000</b>	<b>10,359,000</b>	<b>9,757,000</b>	<b>10,099,500</b>	<b>10,466,000</b>	<b>10,998,000</b>	<b>11,700,000</b>	<b>12,220,000</b>	<b>12,673,000</b>	<b>13,144,000</b>
% Increase / -Decrease	12.3%	12.0%	-5.8%	3.5%	3.6%	5.1%	6.4%	4.4%	3.7%	3.7%
<b>Operating Expenses</b> (excludes depreciation)										
Operating Expenses	4,632,000	4,700,000	5,194,000	5,708,000	5,993,000	6,293,000	6,608,000	6,938,000	7,285,000	7,649,000
Harbor Patrol Expenses	1,181,000	1,223,000	1,234,000	1,499,000	1,544,000	1,621,000	1,702,000	1,787,000	1,876,000	1,970,000
Harbor dredging & related expense	324,000	219,000	209,000	249,000	260,000	450,000	260,000	260,000	260,000	260,000
Total Operating Expenses	6,137,000	6,142,000	6,637,000	7,456,000	7,797,000	8,364,000	8,570,000	8,985,000	9,421,000	9,879,000
% Increase / -Decrease	1.1%	1.5%	10.5%	9.9%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
<b>Non-operating and Other Expenses</b>										
Principle/Interest & deferred refunding	1,268,000	1,277,000	1,254,000	1,265,000	1,265,000	1,265,000	1,265,000	1,265,000	1,265,000	1,265,000
Principle/Interest/Fees - 2018 Vlg Marina Dock Renovations				251,000	368,000	368,000	368,000	368,000	368,000	368,000
Total Non-operating expenses	1,268,000	1,277,000	1,254,000	1,516,000	1,633,000	1,633,000	1,633,000	1,633,000	1,633,000	1,633,000
% Increase / -Decrease	-1.7%	0.7%	-1.8%	20.9%	7.7%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Total all Expenses</b>	<b>7,405,000</b>	<b>7,419,000</b>	<b>7,891,000</b>	<b>8,972,000</b>	<b>9,430,000</b>	<b>9,997,000</b>	<b>10,203,000</b>	<b>10,618,000</b>	<b>11,054,000</b>	<b>11,512,000</b>
% Increase / -Decrease	1.7%	0.2%	6.4%	13.7%	5.1%	6.0%	2.1%	4.1%	4.1%	4.1%
<b>Cash Flows In (Out) from normal operations before any Improvements</b>	<b>\$ 1,844,000</b>	<b>\$ 2,940,000</b>	<b>\$ 1,866,000</b>	<b>\$ 1,127,500</b>	<b>\$ 1,036,000</b>	<b>\$ 1,001,000</b>	<b>\$ 1,497,000</b>	<b>\$ 1,602,000</b>	<b>\$ 1,619,000</b>	<b>\$ 1,632,000</b>

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



BOARD OF PORT COMMISSIONERS

FEBRUARY 6, 2019

STANDARD AGENDA ITEM 2

VENTURA SHELLFISH ENTERPRISE:  
APPROVAL OF NEW PROFESSIONAL  
SERVICES AGREEMENT WITH MAINE  
MARINE COMPOSITES FOR THE 2018  
NOAA SEA GRANT TASKS



**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 2**  
Meeting Date: February 6, 2019

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TO: Board of Port Commissioners  
FROM: Brian Pendleton, Deputy General Manager  
SUBJECT: Ventura Shellfish Enterprise: Approval of New Professional Services Agreement with Maine Marine Composites for the 2018 NOAA Sea Grant Tasks

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**RECOMMENDATION:**

That the Board of Port Commissioners approve a new Professional Services Agreement with Maine Marine Composites in the amount of \$8,250.00 for professional services for Ventura Shellfish Enterprise (VSE) project 2018 Sea Grant tasks.

**SUMMARY:**

The Professional Service Agreement (PSA) with Maine Marine Composites (MMC) is related to Task 5: Environmental Review pertaining to the Ventura Shellfish Enterprise (VSE) project 2018 NOAA Sea Grant. The PSA will be for the period of February 1, 2019 through June 30, 2019, and extended as necessary. MMC will provide oceanic engineering analysis for the VSE project in response to California Coastal Commission staff's request for additional project information.

**BACKGROUND:**

At the November 14, 2018 Commission meeting, the Board of Port Commissioners authorized the General Manager to sign the Cost Reimbursement Research Sub-Award Agreement for \$169,860 for the Ventura Shellfish Enterprise Project. This represents the first 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 one grant period is from September 1, 2018 to August 31, 2019. 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](http://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 help complete the entitlement process and secure all necessary permits, MMC will provide oceanic engineering analysis for the VSE project. California Coastal Commission (CCC) staff is requesting additional information evaluating the performance of the mussel long-line system under un-stocked conditions and at maximum shellfish cultivation density under both 20-year and 100-year storm events.

MMC Hydrodynamics Engineer Tobias Dewhurst, Ph.D. has specialization in wave-structure interaction, hydrodynamics and aquaculture modeling and will provide the analysis for the District requested by the CCC staff.

#### **FISCAL IMPACTS:**

The Board previously approved 2018 grant funded PSA's with Dudek and Plauché & Carr, LLP.

Additionally, the Board approved \$80,000 in FY18-19 for project related professional services and expenses to supplement 2018 grant funding for the VSE project. Of the \$80,000, staff has entered into PSA's with Dudek for \$45,000 in environmental services, Plauché & Carr, LLP for \$34,000 in legal services and \$1,000 in miscellaneous costs such as public meeting room rentals, etc. This contract amount of \$8,250 is in addition to the \$80,000 previously approved by the Board. Therefore as part of the FY18-19 mid-year budget, an additional \$10,000 has been allocated for a total of \$90,000 in District funded project related professional services and expenses to fund the MMC PSA plus \$1,750 in other miscellaneous expenditures as necessary.

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 one grant period is from September 1, 2018 to August 31, 2019. The total two-year sub-award is \$266,660.

The grant requires a cost-share in the amount of \$136,105 for Year 1. The cost-share is achieved through in-kind contributions of time by Port District staff, consultant and volunteer participants from Coastal Marine Biolabs, The Cultured Abalone and Ashworth Leininger Group. For the 2015 Sea Grant, the in-kind contributions totaled approximately \$400,000 over a three-year period.

#### **ATTACHMENTS:**

None.