



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
Jessica Rauch, Clerk of the Board

PORT COMMISSION AGENDA REGULAR MEETING JANUARY 16, 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 Chairman Everard Ashworth.*

PLEDGE OF ALLEGIANCE: *By Chairman Everard Ashworth.*

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 (Port District Business-Meetings & Agendas). Each item on the agenda shall be deemed to include action by an appropriate motion, resolution or ordinance.

APPROVAL OF MINUTES (3 minutes)

The Minutes of the December 12, 2018 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, seminars, meetings and literature that would be of interest to the public and/or Commission, as a whole. In addition, Port Commissioners should 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)

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 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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

STANDARD AGENDA:

1) Approval of Financial Statements and Checks for April through June 2018 (5 minutes)

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts 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.

2) Approval of Notice of Completion for the Ventura Harbor Village Reroofing Phase II Project (5 minutes)

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.

3) Approval of Notice of Completion for the Harbor Cove Beach Water Line Repair (5 minutes)

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.

4) Approval of First Cloud, LLC Agreement (10 minutes)

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").

5) Approval of New Conflict of Interest and Disclosure Code (5 minutes)

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.

6) 2019 Leasing Strategy (15 minutes)

Recommended Action: Informational.

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

AGENDA PLANNING GUIDE AND REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

This agenda was posted on Friday, January 11, 2019 by 5:00 p.m. at the Port District Office and on the Internet – www.venturaharbor.com (Port District Business-Meetings & 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, JANUARY 16, 2019

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

- a) Property: **1567 Spinnaker Drive #200**
Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
Proposed Lessee: MK Enterprises, Inc. dba Margarita Villa Mexican Restaurant
Under Negotiation: **New Restaurant Lease**
- b) Property: **1583 Spinnaker Drive #104B, #105**
Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
Proposed Lessee: Health Minded, Corp dba Frenchies Modern Nail Care
Under Negotiation: **New Retail Lease**
- c) Property: **1575 Spinnaker Drive #108**
Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
Proposed Lessee: Mahesh and Heeru Gehani dba Casa De Regalos
Under Negotiation: **New Retail Lease**
- d) Property: **1431 Spinnaker Drive & 1691 Spinnaker Drive #204,206,208,101B,103**
Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
Proposed Lessee: GSA National Park Service
Under Negotiation: **Lease Amendment**
- e) Property: **1559 Spinnaker Drive #109**
Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
Proposed Lessee: Commissioned Desserts, LLC dba Top This Chocolate
Under Negotiation: **Restaurant Lease First Amendment**
- f) Property: **1559 Spinnaker Drive, Suite #201**
Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
Proposed Lessee: Ron Baldonado dba Virtual Pacific Networks
Under Negotiation: **Office Lease Termination**
- g) 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)
- h) 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)

2. **Conference with Legal Counsel – Anticipated Litigation:** Significant exposure to litigation pursuant to Section 54956.9(d)(4): Two (2) cases. (Verbal Report)
3. **Conference with Legal Counsel – Anticipated 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. **Public Employee Performance Evaluation per Government Code Section 54957:**
 - a) Oscar Peña, General Manager (Verbal Report)



BOARD OF PORT COMMISSIONERS

JANUARY 16, 2019

APPROVAL OF MINUTES

DECEMBER 12, 2018

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF DECEMBER 12, 2018



The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Everard Ashworth at 7:11PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

Everard Ashworth, Chairman
Chris Stephens
Jean Getchell

Commissioners Absent:

Brian Brennan, Vice Chairman

Port District Staff:

Oscar Peña, General Manager
Brian Pendleton, Deputy General Manager
Jennifer Talt-Lundin, Marketing Manager
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

AGENDA

CALL TO ORDER: By Chairman Ashworth at 7:11PM.

PLEDGE OF ALLEGIANCE: By Commissioner Getchell.

ROLL CALL: Commissioner Brennan was absent.

ELECTION OF SECRETARY:

ACTION: Commissioner Stephens moved, seconded by Commissioner Getchell and carried by a vote of 3-0 to elect General Manager, Oscar Peña as Interim Secretary.

ADOPTION OF AGENDA

ACTON: Commissioner Getchell moved, seconded by Commissioner Stephens and carried by a vote of 3-0 to adopt the December 12, 2018 agenda.

APPROVAL OF MINUTES

The Minutes of the November 14, 2018 Regular Meeting were considered as follows:

ACTION: Commissioner Getchell moved, seconded by Commissioner Stephens and carried by a vote of 3-0 to approve the November 14, 2018 Regular Meeting Minutes.

PUBLIC COMMUNICATIONS: Aatish Gehani, owner of Casa de Regalos is in the process of renewing their retail lease and is hoping for a fair and long lease. Rochelle Cooper asked the Board to take into consideration more funding for Holiday décor in the next budget.

CLOSED SESSION REPORT: Mr. Gosney stated that the Board met in closed session; discussed and reviewed all items except item 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 item 5.

BOARD COMMUNICATIONS: Commissioner Ashworth met with the Acting Assistant in Charge of the Naval Ocean Service. They are doing a tour of the various Harbors and the Port of San Diego invited Commissioner Ashworth to attend. We participated in a briefing to the Naval Ocean Service as to the role that their staff has had in the VSE project. Diane Windham, Regional Coordinator from NOAA has made it clear that she is anticipating additional funding for her colleagues to assist in the VSE project moving forward.

STAFF COMMUNICATIONS: Mr. Peña recognized Dave Werneburg for his promotion to Marina Manager. Richard Parsons updated the Board on Federal funding. Marketing Manager, Jennifer Talt-Lundin updated the Board on the Parade of Lights activities, the travel shows she will be attending in 2019 and the Holiday Inn Expansion project.

LEGAL COUNSEL REPORT: Mr. Gosney reported that there have been issues with the Fish Pier Resurfacing Project and has initiated contract termination.

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 Newport Beach, California to participate in the CMANC Winter Meeting;
- b) Dredging Consultant, Richard Parsons to travel to Newport Beach, California to participate in the CMANC Winter Meeting;
- c) Commissioner, Brian Brennan to travel to Newport Beach, California to participate in the CMANC Winter Meeting;
- d) Marketing Manager, Jennifer Talt-Lundin to travel to San Diego, California to participate in the Adventure & Travel Consumer Show with Ventura County Coast; and,
- e) Marketing Manager, Jennifer Talt-Lundin to travel to Palos Verdes, California to participate in the Visit California Annual Outlook Forum.

ACTION: Commissioner Stephens moved, seconded by Commissioner Getchell and carried by a vote of 3-0 to approve the out of town travel requests for Deputy General Manager, Brian Pendleton, Dredging Consultant, Richard Parsons and

Commissioner Brian Brennan to travel to Newport Beach, California to participate in the CMANC Winter Meeting; Marketing Manager, Jennifer Talt-Lundin to travel to San Diego, California to participate in the Adventure & Travel Consumer Show with Ventura County Coast; and, to travel to Palos Verdes, California to participate in the Visit California Annual Outlook Forum.

B) Approval of New Office Lease for Power & Process Engineers

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 Power & Process Engineers for the premises located at 1559 Spinnaker Drive #201 consisting of a total of 350 square feet for a one (1) year term.

ACTION: Commissioner Stephens moved, seconded by Commissioner Getchell and carried by a vote of 3-0 to approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Power & Process Engineers for the premises located at 1559 Spinnaker Drive #201 consisting of a total of 350 square feet for a one (1) year term.

C) Approval of Revised Board of Port Commissioners Protocols and Policies Manual

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve updates to the Board of Port Commissioners Protocols and Policies Manual.

ACTION: Commissioner Stephens moved, seconded by Commissioner Getchell and carried by a vote of 3-0 to approve updates to the Board of Port Commissioners Protocols and Policies Manual.

D) Annual Reserve Policy Review

Recommended Action: Voice Vote.

That the Board of Port Commissioners accept the current Ventura Port District Reserve Policy, Resolution No. 3225, dated August 28, 2013.

ACTION: Commissioner Stephens moved, seconded by Commissioner Getchell and carried by a vote of 3-0 to accept the current Ventura Port District Reserve Policy, Resolution No. 3225, dated August 28, 2013.

E) Annual Investment Policy Review

Recommended Action: Voice Vote.

That the Board of Port Commissioners accept the current Ventura Port District Investment Policy, Resolution No. 3345, dated January 10, 2018.

ACTION: Commissioner Stephens moved, seconded by Commissioner Getchell and carried by a vote of 3-0 to accept the current Ventura Port District Investment Policy, Resolution No. 3345, dated January 10, 2018.

F) Memorandum of Agreement with the City of Ventura for Ventura Harbor Keys Water Quality Monitoring

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to enter into a Memorandum of Agreement with the City of Ventura to provide equal cost sharing for the Ventura Harbor Keys Surface Water Quality Monitoring and Reporting Program in an amount not-to-exceed \$120,000 with the Port District's cost share in an amount not-to-exceed \$60,000 over a 30-month period.

ACTION: Commissioner Stephens moved, seconded by Commissioner Getchell and carried by a vote of 3-0 to authorize the General Manager to enter into a Memorandum of Agreement with the City of Ventura to provide equal cost sharing for the Ventura Harbor Keys Surface Water Quality Monitoring and Reporting Program in an amount not-to-exceed \$120,000 with the Port District's cost share in an amount not-to-exceed \$60,000 over a 30-month period.

G) Consideration of Rejection of Claim by Chrysiliou Living Trust, Chrysiliou Chrysiliou and Belinda Chrysiliou Trustees, and RDPH Properties, Inc.

Recommended Action: Voice Vote.

That the Board of Port Commissioners take action to reject a claim filed against the Ventura Port District on November 5, 2018 by Chrysiliou Living Trust, Chrysiliou Chrysiliou and Belinda Chrysiliou Trustees, and RDPH Properties, Inc. and authorize the General Manager to execute and mail a Notice of Rejection.

ACTION: Commissioner Stephens moved, seconded by Commissioner Getchell and carried by a vote of 3-0 to reject a claim filed against the Ventura Port District on November 5, 2018 by Chrysiliou Living Trust, Chrysiliou Chrysiliou and Belinda Chrysiliou Trustees, and RDPH Properties, Inc. and authorize the General Manager to execute and mail a Notice of Rejection.

H) Approval of Letter to the City Manager Concerning Road Conditions

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a letter to the City Manager concerning road conditions within the Ventura Port District.

ACTION: Commissioner Stephens moved, seconded by Commissioner Getchell and carried by a vote of 3-0 to approve a letter to the City Manager concerning road conditions within the Ventura Port District.

STANDARD AGENDA:

1) Approval of Harbor Village Painting Project

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the Harbor Village paint; awning and patio covers; and signage designs and authorize submission of same to the City of Ventura for review and approval.

ACTION: Commissioner Stephens moved, seconded by Commissioner Getchell and carried by a vote of 3-0 to approve the Harbor Village paint; awning and patio covers; and signage designs and authorize submission of same to the City of Ventura for review and approval.

2) Consideration of Legal Fees

Recommended Action: Voice Vote.

That the Board of Port Commissioners consider for approval the proposed hourly rates for the calendar year 2019, and the proposed range for hourly rates for the calendar year 2020.

ACTION: Commissioner Getchell moved, seconded by Commissioner Stephens and carried by a vote of 3-0 to direct staff to develop a Professional Services Agreement with Lagerlof, Senecal, Gosney & Kruse LLP, which covers 2019 and renegotiation for 2020 around the end of 2019 or by the FY2019-2020 Budget.

3) Parcels 5 and 8 Development

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Receive a report regarding the expiration of the Pre-Option Agreement between the Ventura Port District and H. Parker Hospitality for the development of Parcels 5 and 8; and,
- b) Authorize District Legal Counsel to initiate quiet title actions for Parcels 5 and 8.

ACTION: Commissioner Getchell moved, seconded by Commissioner Stephens and carried by a vote of 3-0 to receive a report regarding the expiration of the Pre-Option Agreement between the Ventura Port District and H. Parker Hospitality for the development of Parcels 5 and 8; and, authorize District Legal Counsel to initiate quiet title actions for Parcels 5 and 8.

AGENDA PLANNING GUIDE AND REQUEST FOR FUTURE AGENDA ITEMS: None.

ADJOURNED TO CLOSED SESSION AT 8:32PM

RECONVENED PUBLIC SESSION AT 9:04PM

CLOSED SESSION REPORT: Chairman Ashworth stated that the Board met in closed session; discussed and reviewed Item 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 9:06PM.

Secretary



BOARD OF PORT COMMISSIONERS JANUARY 16, 2019

DEPARTMENTAL STAFF REPORTS

DREDGING
FEDERAL
FACILITIES
HARBOR PATROL
MARINA
MARKETING
PROPERTY

January 16, 2019

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

Subject: December 2018/January 2019 Dredging Activities and Special Projects Report

The Dredging Program Manager's activities for the December 2018/January 2019 period included the following:

FY2019 Corps of Engineers Dredging

The Los Angeles District of the U.S. Army Corps of Engineers is scheduled to open competitive bids for the FY2019 maintenance dredging of the Ventura Harbor federal channel area on January 17, 2019. The LA District has \$8,370,000 available to fund the dredging effort which I am certain will be quite adequate. It is expected that the work will begin in late February.

Inner Harbor Sediment Sampling

The Southern California Dredge Material Management Team (SCDMMT) has concluded that Areas A, B, and C (i.e., the Stub Channel, the Pierpont Basin, and the Main Channel to the south end of the harbor) are acceptable for surf zone deposition near the Santa Clara River mouth but that Areas D and E (A Basin between Ventura West-Phase 1 and Ventura Isle, and the Launch Ramp area) are not due to slightly elevated levels of DDT. Since I foresee no probable need to perform maintenance dredging in areas D and E within the next three years we can live with that conclusion. When the next sediment sampling episode occurs in three years a bioassay of the sediments in those two areas will be included in the test and analysis protocol.

It should be noted however, that the conclusion by the SCDMMT cannot presently be finalized because the USEPA is a member of SCDMMT and is unable to sign off on the matter due to the government shut down.

Fish Pier Deck Repairs

The District's contractor, Garland/DBS, on the Fish Pier Deck Repair project has now retained a new subcontractor, Thome Waterproofing Co., to complete the project. While the contractor's delay in completing this project is highly annoying, the lack of progress is not presently creating any real problems for the pier deck or for unloading operations on the pier. The 1" to 3" of Dexcelcrete material that was applied to the entire eastern half of the pier has now cured and is a useable surface on an interim basis until a thin water proof membrane and wear surface are applied. At the same time, it appears that the squid season is fading out and thus unloading requirements are declining.

1431 & 1691 Spinnaker Seismic Evaluation

The District entered into a \$12,500 contract with RGSE, Inc. Structural Engineers on January 3, 2019 to perform a seismic evaluation of the Harbor Village buildings at 1431 and 1691 Spinnaker Drive. These buildings are occupied by the National Parks Service and RGSE's services are required in order to assist the District in determining the probable cost of seismically upgrading the buildings to meet federal standards. An onsite building inspection by RGSE was scheduled for January 3, 2019 but had to be cancelled due to government shut down which prevents NPS personnel from opening the building for the inspection.

Pavement Repair and Slurry Seal Project

The pavement repair and slurry seal project on the District's parking lots throughout the harbor was substantially completed in May 2018 by Toro Enterprises Inc. However, the District has never accepted the work and is holding a retention in the amount of \$9,224.84 due to the unacceptable condition of the striping. Despite numerous discussions with Toro the defective work has not been remedied. As a consequence the District's legal counsel has now forwarded a letter to Toro and their surety (Attachment 1).

Respectfully submitted,

Richard Parsons

Dredging and Special Projects Consultant

Attachment.



301 North Lake Avenue
10th Floor
Pasadena, CA 91101-5123
Phone: 626.793.9400
Fax: 626.793.5900
www.lagerlof.com

Established 1908

January 9, 2019

Toro Enterprises Inc.
Attention: Mike Romero
P.O. Box 6285
Oxnard, CA 93031

Re: 2017 Ventura Port District Pavement Repair & Slurry Seal Project

Dear Mr. Romero:

We represent Ventura Port District (District), who has consulted us regarding the above-referenced project (Project). Despite work having been completed in May of 2018, the finished product remains unsatisfactory and will not be accepted by the District in its present condition.

There have been meetings between the District, its engineer and Toro representatives in an effort to understand and solve the problem. Those meetings have not resulted in any improvement to the current status of this Project.

The purpose of this letter is to give you one final opportunity to correct the defective work and get the striping into a condition that is acceptable to the District so that the Project can be closed out.

If Toro does not meet its obligations under its contract with the District, the District will have no choice but to terminate the contract and put Toro's surety on notice that it is responsible for the cost of remediating the defective work to the extent the cost of that remediation exceeds the amount currently being held as retention by the District.

Please contact Mr. Parsons at the District at your earliest opportunity to advise him how you intend to proceed.

Very truly yours,

Andrew D. Turner

clf

cc: Travelers Casualty & Surety Company of America
Attention: Marina Tapia, Attorney-in-Fact
1 Tower Square, Bond/5PB
Hartford, CT 06183

Richard Parsons, Ventura Port District

G:\Ventura Port District\VHV\Accessibility Improvement Project Phase II\ToroEnt01-09-19.docx

FY19 Appropriations Update

Prior to the holidays, 5 of the 12 FY19 appropriations bills had been signed into law. There was a Continuing Resolution (CR) in place to fund the remaining 7 bills. The CR expired on Friday, December 21st. Unfortunately, Congress and the White House were unable to come to a deal on the remaining 7 FY19 appropriations bills (Agriculture; Commerce, Justice Science; Financial Services; Homeland Security; Interior and the Environment; State/Foreign Ops; Transportation, Housing, and Urban Development) or pass another CR by the end of the day on the 21st. As a result, we are now well into a partial government shutdown.

It is important to note, that while several federal agencies are directly impacted by the shutdown, the US Army Corps of Engineers (Corps) is up and running. The bill that funds the Corps, the FY19 Energy & Water Appropriations bill, was passed and signed into law by the President in late September 2018. Dredging at Ventura Harbor has the necessary funds on hand and will proceed.

The current fiscal standoff is centered around funding for a wall at the Southern border. The President wants \$5 billion to be included in the final spending package for the wall at the Southern border. Congressional Democrats have expressed strong opposition to the President's \$5 billion funding request.

The 116th Congress officially began at 12:00 pm on Thursday, January 3rd. Nancy Pelosi, who was elected Speaker of the House, followed through on her promise to put legislation on the floor of the House on January 3rd to reopen the government. However, Senate Majority Leader Mitch McConnell continues to maintain that he will not bring a bill to vote in the Senate until the President has indicated that he will sign it. At the moment, neither side appears to be willing to compromise on a solution nor is it clear how long this shutdown will last. If it lasts past January 21st, it will be the longest government shutdown since the 1980's.

Democrats Announce Committee Leaders for 116th Congress

The House Democrats announced their list of Committee chairs for the 116th Congress:

- Agriculture: Rep. Collin Peterson (MN-7)
- Appropriations: Rep. Nita Lowey (NY-17)
- Armed Services: Rep. Adam Smith (WA-9)
- Education and Labor: Rep. Robert Scott (VA-03)
- Energy and Commerce: Rep. Frank Pallone (NJ-06)
- Financial Services: Rep. Maxine Waters (CA-43)
- Foreign Affairs: Rep. Eliot Engel (NY-16)
- Homeland Security: Rep. Bennie Thompson (MS-02)
- Judiciary: Rep. Jerry Nadler (NY-10)
- Natural Resources: Rep. Raul Grijalva (AZ-03)
- Oversight and Government Reform: Rep. Elijah Cummings (MD-07)
- Science, Space and Technology: Rep. Eddie Bernice Johnson (TX-30)
- Small Business: Rep. Nydia Velaquez (NY-07)
- Transportation and Infrastructure: Rep. Peter DeFazio (OR-04)
- Veterans' Affairs: Rep. Mark Takano (CA-41)
- Ways and Means: Rep. Richie Neal (MA-01)

House democrats will spend the month of January on organizational activities. These efforts will start with reviewing requests from returning Members of Congress to move to new committees, followed by assigning committees to the large and diverse freshman class. This process starts with the “exclusive committees” such as Appropriations, Ways & Means and Energy & Commerce. The House Transportation & Infrastructure Committee expects that they will not know the full make up of their roster until late in January.

The Senate Democrats announced their list of Committee ranking members for the 116th Congress:

- Agriculture: Sen. Debbie Stabenow (MI)
- Appropriations: Sen. Patrick Leahy (VT)
- Armed Services: Sen. Jack Reed (RI)
- Banking: Sen. Sherrod Brown (OH)
- Budget: Sen. Bernie Sanders (VT)
- Commerce, Science and Transportation: Sen. Maria Cantwell (WA)
- Energy and Natural Resources: Sen. Joe Manchin (WV)
- Environment and Public Works: Sen. Tom Carper (DE)
- Finance: Sen. Ron Wyden (OR)
- Foreign Relations: Sen. Bob Menendez (NJ)
- Health, Education, Labor and Pensions: Sen. Patty Murray (WA)
- Homeland Security and Government Affairs: Sen. Gary Peters (MI)

- Judiciary: Sen. Dianne Feinstein (CA)
- Rules: Sen. Amy Klobuchar (MN)
- Small Business: Sen. Ben Cardin (MD)
- Veterans Affairs: Sen. Jon Tester (MT)
- Aging: Sen. Bob Casey (PA)
- Ethics: Sen. Chris Coons (DE)
- Indian Affairs: Sen. Tom Udall (NM)
- Intelligence: Sen. Mark Warner (VA)

House Democrats Create Committee Focused on Climate Change

Nancy Pelosi, the anticipated next Speaker of the House, recently announced the creation of a new Committee in the House to examine climate change. The Select Committee on the Climate Crisis will be chaired by Rep. Kathy Castor (D-FL). The formation of this select committee fulfills a 2018 campaign promise by Pelosi to revive a special committee focused on climate change. It is unclear at this time what the specific mission of the committee will be, as well as if the committee will have the same powers as standing committees, such as issuing subpoenas and drafting legislation.

Secretary Zinke Leaves Department of the Interior

In mid-December, Department of the Interior Secretary Ryan Zinke announced that he would be leaving Interior at the end of the year. Zinke has had a difficult few months at Interior, as he was under investigation for the possible misuse of his office for personal gain. Secretary Zinke's deputy, David Bernhardt, is now the acting secretary. President Trump has yet to nominate a replacement for Zinke, but two names that are floating around as possibilities are former Nevada Senator Dean Heller and former California Congressman Jeff Denham. Once the President officially nominates a candidate, he or she will have a hearing before the Senate Energy and Natural Resources Committee and will have to be confirmed by the full Senate.

EPA/Army Corps of Engineers Release New WOTUS Rule

In mid-December, the Environmental Protection Agency (EPA) and the US Army Corps of Engineers (Corps) released a new Waters of the United States (WOTUS) rule. President Trump issued an Executive Order in 2017 to rescind the 2015 Obama Administration WOTUS rule. Trump also directed the EPA and the Corps to draft a new rule. The Executive Order directed that the agencies use Supreme Court Justice Antonin Scalia opinion's in the *Rapanos v. United States* case in 2006 as a basis for rewriting the rule, in which Scalia argued that federal jurisdiction extends only to water bodies with a permanent flow or non-navigable waterways that connect via surface water with areas with permanent flow. As a result, the new proposed rule is much narrower in scope. According to the EPA and the Corps, the new rule would pull back federal oversight of 51

percent of wetlands and 18 percent of streams. The proposed rule has a 60-day public comment period.

Latest on the 2020 Census

The 2020 census, specifically the decision to add a question regarding citizenship, continues to be a topic of discussion at the federal, state, and local levels. The Census Bureau is working to determine what additional resources it will need to ensure an accurate count and combat any negative impact from the citizenship questions. Additionally, several states, including California, are concerned that the addition of the citizenship question could result in an undercount, which could cost states millions in federal funding. Additionally, there is the concern that undercounting could even result in some states losing a House seat. On the legal front, in late December a federal judge rejected a request from the Trump administration to dismiss a lawsuit challenging its addition of the citizenship question to the 2020 census. This decision will likely pave the way for a trial to determine the constitutionality of the citizenship question.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Joe A. Gonzalez, Facilities Manager
SUBJECT: December 2018 Facilities Report

FACILITIES:

Staff continues to perform preventive maintenance on certain areas that need immediate attention on the Ventura Harbor Village buildings to prevent dry rot damage to existing area. This includes sills, trim, mildew treatment and other areas.



MARINA:

Staff continues to perform monthly inspections on all gangways, docks, fire extinguishers and fire boxes.

MARKETING:

The Maintenance Department continues to provide assistance to the Marketing Department for weddings and events, installation of banners/flyers, and whatever the needs are to make a successful event.

ON-GOING PROJECTS:

New Lease Agreements:

Working closely with the following tenants on their new lease agreements in regards to facilities upgrades/remodels:

- 1559 Suite 109 (Top this Chocolate)
- 1591 Suite 112 (*Le Petit Café Bakery*)
- 1567 Suite 103 (Treasure Cove)

Re-Roofing Phase II (1431, 1591, and 1691): Project is 100% completed final walk thru was on Tuesday December 18th, there was no issues or corrections needed, project was approved.

Harbor Cove beach water line repair: The new water line with new water meter relocation project is 100% completed. Glad to report that the project stayed within budget. Public restrooms facility and showers are back in service for the public.



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: John Higgins, Harbormaster
SUBJECT: December 2018 Harbormaster/Harbor Patrol Report

PUBLIC SAFETY

El Nino:

The National Weather Service/NOAA reported in late December that a mild El Nino was expected to form and continue into spring. We have already seen some huge swells and moderate rain events with more appearing to line up as I write this report. I plan to continue to increase the staffing on these extreme weather events to both ensure proper coverage and introduce the newer members to the more challenging environments.



Harbor Entrance Safety Measures:

One of the primary jobs of the Harbormaster and our Harbor Patrol is risk management within the Harbor. When conditions are extreme, there are a series of safety measures that we can enact to lessen the dangers to boaters. While there are local and state emergency laws that allow for a Harbormaster to restrict traffic, more commonly Harbormasters choose to coordinate with the US Coast Guard. Their process is uniform throughout the nation and known internationally. Bringing the US Coast Guard in on this type of event also gives them more information on the hazards and allows them to direct their resources appropriately should we need assistance.

Level 1: "Notice to Mariners" This is the first and most commonly used process that we utilize. The Notice to Mariners (NTM) advises mariners of important matters affecting navigational safety, including new hydrographic information, changes in channels and aids to navigation, and other important data. The NTM is typically broadcasted on Marine Channel 16 on regular intervals throughout an event. The contents of the message address the issue and instruct Mariners to contact the Harbor Patrol for questions or before attempting to cross the Harbor Entrance.

Level 2: "Safety/Security Zone" A safety zone may be stationary and described by fixed limits, or it may be described as a zone around a vessel in motion. The US Coast Guard Captain of the Port can issue a Safety Zone to restrict boating traffic for Safety or Security reasons. In this Federal Order, the US Coast Guard Captain of the Port may authorize specific traffic within this area. In 2016, we utilized a Safety Zone when our Harbor Entrance become extremely hazardous. During this monthlong shoaling event we were allowed to escort Commercial Traffic in and out of the Harbor when the conditions were calm. This allowed critical vessel movement to continue but restricted recreational traffic. The process was complicated for our local businesses but was successful in ensuring boater safety during a perilous time. The model was copied at both Santa Barbara Harbor & Santa Cruz Harbor later that year. More Info on Ventura Harbor 2016: <http://www.thelog.com/local/ventura-harbor-continues-to-battle-shoaling/>

Level 3: "Harbor Closure" When conditions are consistently perilous we have the option of requesting the US Coast Guard Captain of the Port Los Angeles/Long Beach Order a "Harbor Closure." This This is a Federal Order that all Mariners must abide. During a closure, there is

no allowable vessel traffic. Violations of the Order can result in civil penalties of up to \$20,000. To my knowledge, we have not had to utilize this measure here in the Harbor.

December 17th High Surf Event:

December 17th brought some of the largest winter surf we have seen in the past two years. The morning began with surf in excess of 14 feet throughout the Ventura area. On days like this our main focus is on the Harbor Entrance and ensuring boater safety. We also proactively patrol the beaches to warn people to stay away from the water's edge and avoid the jetties due to the dangers of sneaker waves. The first thing we did that morning was coordinate with the US Coast Guard to issue a "Notice to Mariners" advising of large surf and sometimes breaking waves near the Harbor Entrance. This message was complimented with a request that all traffic contact the Harbor Patrol before attempting to cross the entrance. We also reached out to Channel Islands Harbor who reported much safer entrance conditions and advised them we may have to divert boaters to them if the conditions deteriorate. They reported they had space and were very helpful.

By late morning we had experienced several waves breaking within our Harbor Entrance. These breaking waves were irregular and part of the larger long period sets. I determined that the "Notice to Mariners" was sufficient and there was not a need to explore a "Safety Closure". Throughout the day our Harbor Patrol stood by while four vessels traversed the entrance and at the peak of the swell and tide change they did have to divert one Commercial Fishing Vessel to Channel Islands Harbor.

Harbor Patrol Technical Response:

On these large wave events, matters are complicated when the sun goes down. The ability to see the incoming set waves is drastically reduced. We have a series of thoughtful questions that we go through before deciding we can respond. The process includes the crew experience, the vessel, the sea conditions, wind speed, wave height, and severity of the call. If too many of the categories are not favorable, we will refrain from responding outside the Harbor. Upon starting their shift at 4pm, Harbor Patrol Officers Ryan Sutherland and Tim Burrows observed the sea conditions. Appreciating the difficulty operating in these conditions, they decided to utilize the last hour of daylight to take a boat out and do some training. As part of the training, they entered/exited the Harbor Entrance several times and did a coastal patrol up to the Pier to assess the conditions before returning to the Harbor as darkness fell at 5pm. At the dock, they were debriefing with a State Lifeguard who had spent the day at Surfers Point on the rescue water craft rescuing surfers when a 911 call was received of a surfer in distress at Surfers Point.

Both Officers, having just recently been in the area and with over ten years of job experience, each determined that they could safely respond. The on-duty State Lifeguard also joined them to be a rescue swimmer if needed. I remained in the office to assist with radios and have a second boat should they need assistance.

Fire units were first on scene at the shoreline and interviewed the reporting party who confirmed two surfers were still out beyond the waves after dark. Our Harbor Patrol vessel arrived on the scene when one of the two surfers made it safely to the shore.

Our staff worked skillfully on the outside of the surfline utilizing their searchlights. The second surfer made it safely on to the beach 15 minutes later. After ensuring no other people were in the water, they safely returned to the Harbor.

I am proud that our Harbor Patrol Officers experience allow for them to be a significant resource available to our First Responder community in the maritime domain. To my knowledge, the US Coast Guard does not have a surfboat qualified operator at our local station Channel Islands. Because of this our Harbor Patrol Officers are the only resource available in our area.

Ventura County Audubon Bird Count:

Each year the Harbor Patrol works with California State Parks and the Ventura County Audubon Society to assist with their annual Christmas bird count. Part Time Harbor Patrol Officer Tom Dore has taken the group out for the past four years and has helped the group get a complete count of birds in the Ventura City Area. While this year's bird count has not been finalized, the group mentioned the most exciting bird observed was a parasitic jaeger.



BEACHES

Harbor Cove:

We will be contacting the City to arrange the removal of the accessible ramp prior to the dredging company's arrival. The beach otherwise remains in a stable state and is used throughout the week for numerous outside activities.

South Beach:

The effects of the El Nino have already resulted in significant sand loss along the South Beach. In preparation for this, I utilized my personal drone to take overhead pictures both before and after the swell events. As of January 9th, the beach has receded back just short of the dunes between Surfers Knoll and the Surfers Knoll Jetty. With additional storms forecasted in the coming weeks we expect that the erosion will continue back to the dunes before the annual dredging begins. I plan to do this on a regular basis for my personal knowledge and future sand management strategies.

Attached: Comparison pictures of November/December with updated pictures on 1/10/2019.

TRAINING/MEETINGS/MOU'S



Ventura City Fire Expanded EMT Training:

The entire Ventura Harbor Patrol staff are licensed Emergency Medical Technicians in both the State and County. This certification is the same level of training as many Non-Paramedic Fire Departments. This training requires on-going continuing education and skills updates. This summer Ventura County will expand our ability to practice medicine. Our entire staff attended the first of two four hour modules to prepare ourselves for this implementation. The training included the administration of new medications.

New Meds

Epinephrine:

Narcan:

Glucose:

Treatment

Injection to reverse severe allergic reaction (anaphylactic shock)

Injection or nasty spray to treat heroine/opioid overdoses

Training in reading blood glucose and administering oral glucose

These expanded skills will better assist our First Responders to provide immediate life-saving treatment before the arrival of Paramedics and transport to the hospital.

911 DISPATCHES (30 CALLS SINCE 12/08/2018)

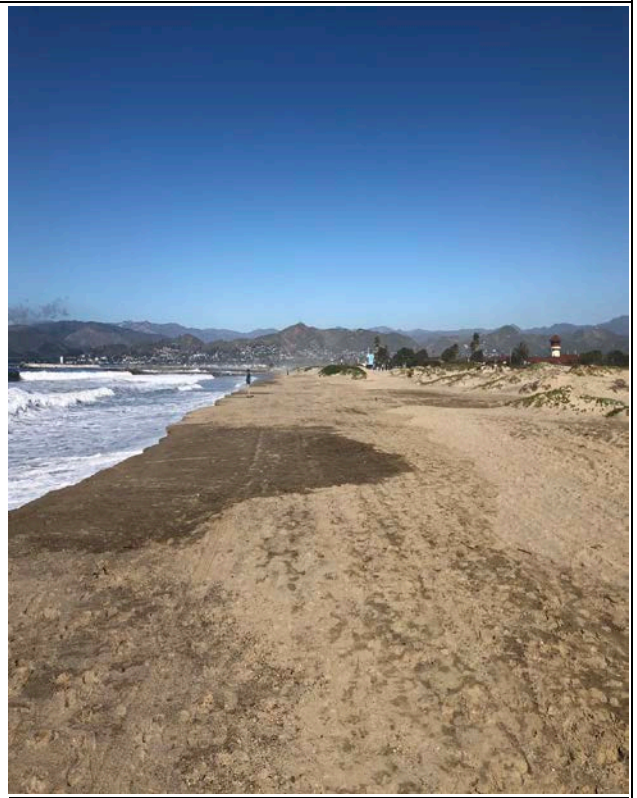
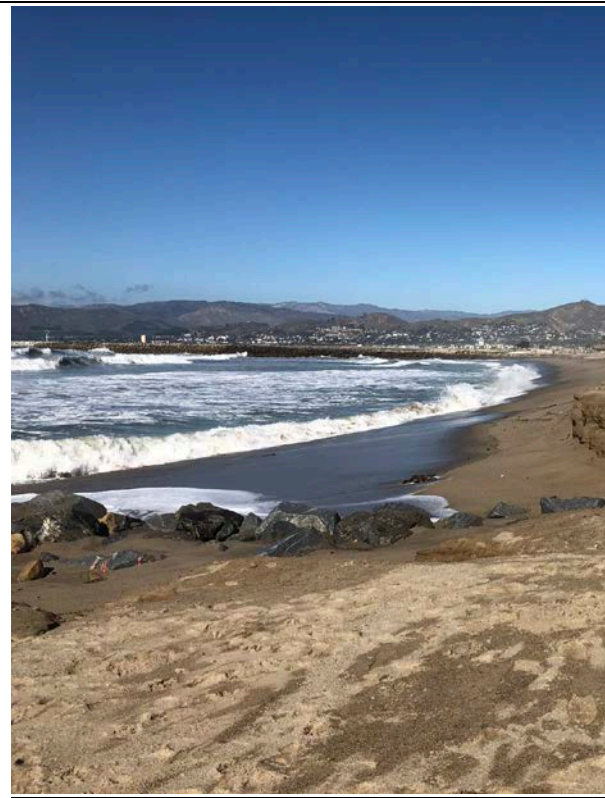
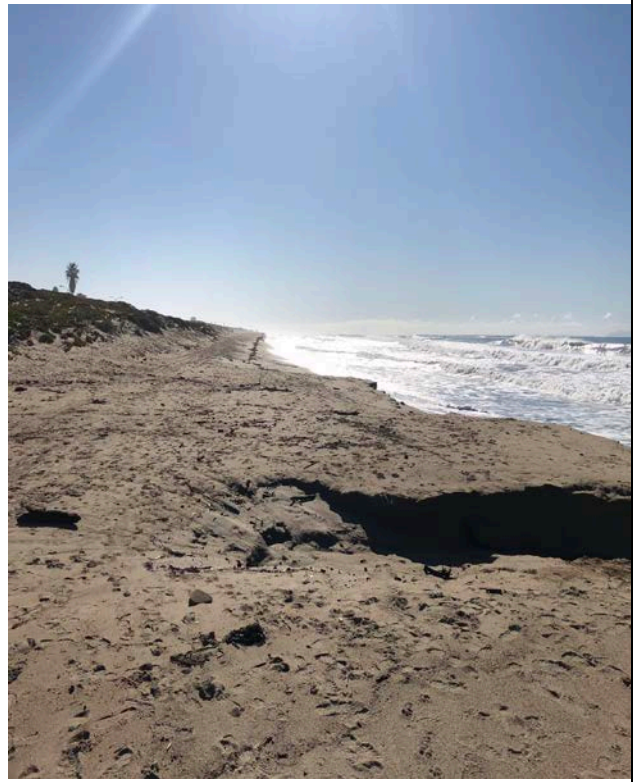
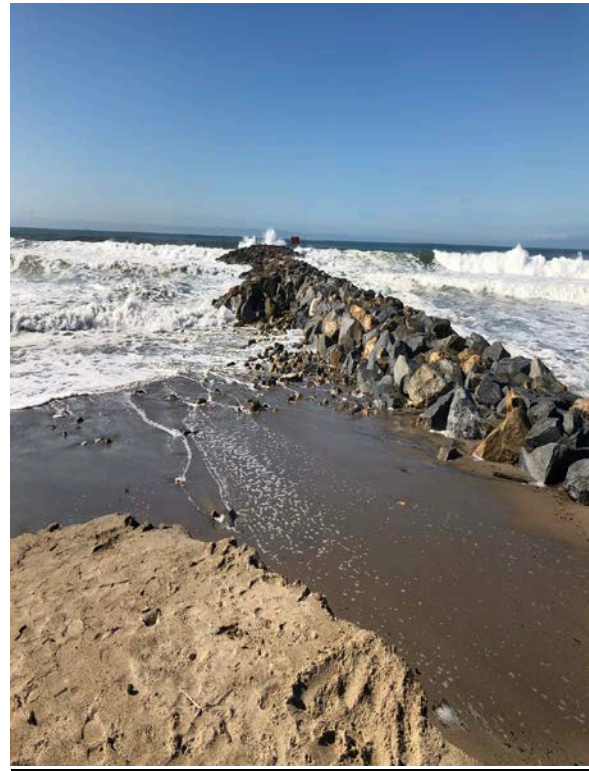
18-0103312	HARB1, ME7, MED481	M7	TRAUMATIC INJURIES NO CODE	Ventura County Fire Department	1198 Navigator Dr	Ventura	12/10/2018 11:17:59 AM
18-0103517	HARB1, ME5, MED662	M3	OVERDOSE/POISONING HIGH	Ventura County Fire Department	2889 Bayshore Ave	Ventura	12/10/2018 10:03:32 PM
18-0103587	B1, B16, B61, HARB1, ME1, ME102, ME106, ME5, MT5, T81	F3	STRUCTURE FIRE	Ventura County Fire Department	3639 E HARBOR BL	Ventura	12/11/2018 9:28:00 AM
18-0103766	HARB1, MT5	F7	PUBLIC SERVICE	Ventura County Fire Department	1559 Spinnaker Dr	Ventura	12/11/2018 6:21:19 PM
18-0103829	HARB1, ME102, MED481	M5	SICK PERSON	Ventura County Fire Department	E Harbor Bl / Olivas Park Dr	Ventura	12/12/2018 2:20:47 AM
18-0104516	HARB1, ME7, MED482	M5	STROKE (CVA)	Ventura County Fire Department	1215 Anchors Way	Ventura	12/14/2018 2:38:01 PM
18-0104766	HARB1, ME2, MED482	M5	TC (INVOLVING PED)	Ventura County Fire Department	2797 SEAHORSE AVE	Ventura	12/15/2018 11:11:32 AM
18-0104856	B27, B3, B4, CSTGRD1, EMS63, HARB1, LIFE-GD2, ME1, ME2, MED481, OR1	F5	OCEAN RESCUE LOW	Ventura County Fire Department	600 E Harbor Blvd	Ventura	12/15/2018 4:03:40 PM
18-0105261	HARB1, ME2	F7	INVESTIGATION	Ventura County Fire Department	1050 Schooner Dr	Ventura	12/17/2018 6:00:13 AM
18-0105437	B1, B25, CSTGRD1, EMS48, HARB1, LIFE-GD2, ME1, ME2, MED421, OR1	F5	OCEAN RESCUE LOW	Ventura County Fire Department	135 SHORELINE DR	Ventura	12/17/2018 5:09:03 PM
18-0107270	HARB1, ME2, MED482	M7	FALLS NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	12/24/2018 2:06:58 PM
18-0107394	HARB1, ME2	F7	INVESTIGATION	Ventura County Fire Department	2797 Seahorse Ave	Ventura	12/24/2018 11:34:02 PM
18-0107427	HARB1, ME2, MED481	M7	SICK PERSON NO CODE	Ventura County Fire Department	1080 Navigator Dr	Ventura	12/25/2018 2:13:01 AM
18-0107490	HARB1, ME5, MED481	M7	SICK PERSON NO CODE	Ventura County Fire Department	2730 Sailor Ave	Ventura	12/25/2018 10:30:43 AM
18-0107491	HARB1, ME2, MED482	M1	CARDIAC/RESP ARREST NON EMD	Ventura County Fire Department	1363 Spinnaker Dr	Ventura	12/25/2018 10:31:32 AM
18-0108276	HARB1, ME2, MED481	M7	FALLS NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	12/28/2018 6:09:28 AM
18-0108359	HARB1, ME2, MED482	M7	SICK PERSON NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	12/28/2018 12:40:54 PM
18-0108739	HARB1, ME2, MED482	M5	HEMORRHAGE/LACERATIONS	Ventura County Fire Department	1215 Anchors Way	Ventura	12/29/2018 8:10:14 PM
18-0108810	HARB1, ME2	F7	COMMERCIAL FIRE ALARM	Ventura County Fire Department	1050 Schooner Dr	Ventura	12/30/2018 3:40:51 AM
18-0108960	AIRSQ7, B1, B13, BOAT1, BOAT19, CSTGRD1, EMS63, HARB1, LIFE-GD2, ME1, ME2, MED481, OR1	F5	OCEAN RESCUE LOW	Ventura County Fire Department	135 SHORELINE DR	Ventura	12/30/2018 3:57:52 PM
18-0109012	HARB1, ME2, MED482, MED483	M3	SICK PERSON HIGH	Ventura County Fire Department	2935 Seaview Ave	Ventura	12/30/2018 6:04:26 PM
19-0000658	HARB1, ME2, MED482	M5	ABDOMINAL PAIN	Ventura County Fire Department	E Harbor Blvd / Schooner Dr	Ventura	1/3/2019 1:01:17 PM
19-0000671	HARB1, ME2, MED482	M5	CHEST PAIN NON TRAUMA	Ventura County Fire Department	1198 Navigator Dr	Ventura	1/3/2019 1:42:54 PM
19-0001659	HARB1, ME2	F7	COMMERCIAL FIRE ALARM	Ventura County Fire Department	1080 Navigator Dr	Ventura	1/7/2019 5:50:33 AM
19-0001764	HARB1, ME2, MED481	M5	ANIMAL BITES/ATTACKS NON EMD	Ventura County Fire Department	Spinnaker Dr / Angler Ct	Ventura	1/7/2019 1:15:43 PM
19-0001782	HARB1	F4	TC	Ventura County Fire Department	Schooner Dr / E Harbor Blvd	Ventura	1/7/2019 2:17:06 PM
19-0001942	HARB1, ME2, MED483	M5	MEDICAL ALARM	Ventura County Fire Department	1215 Anchors Way	Ventura	1/8/2019 1:46:56 AM

November 27th

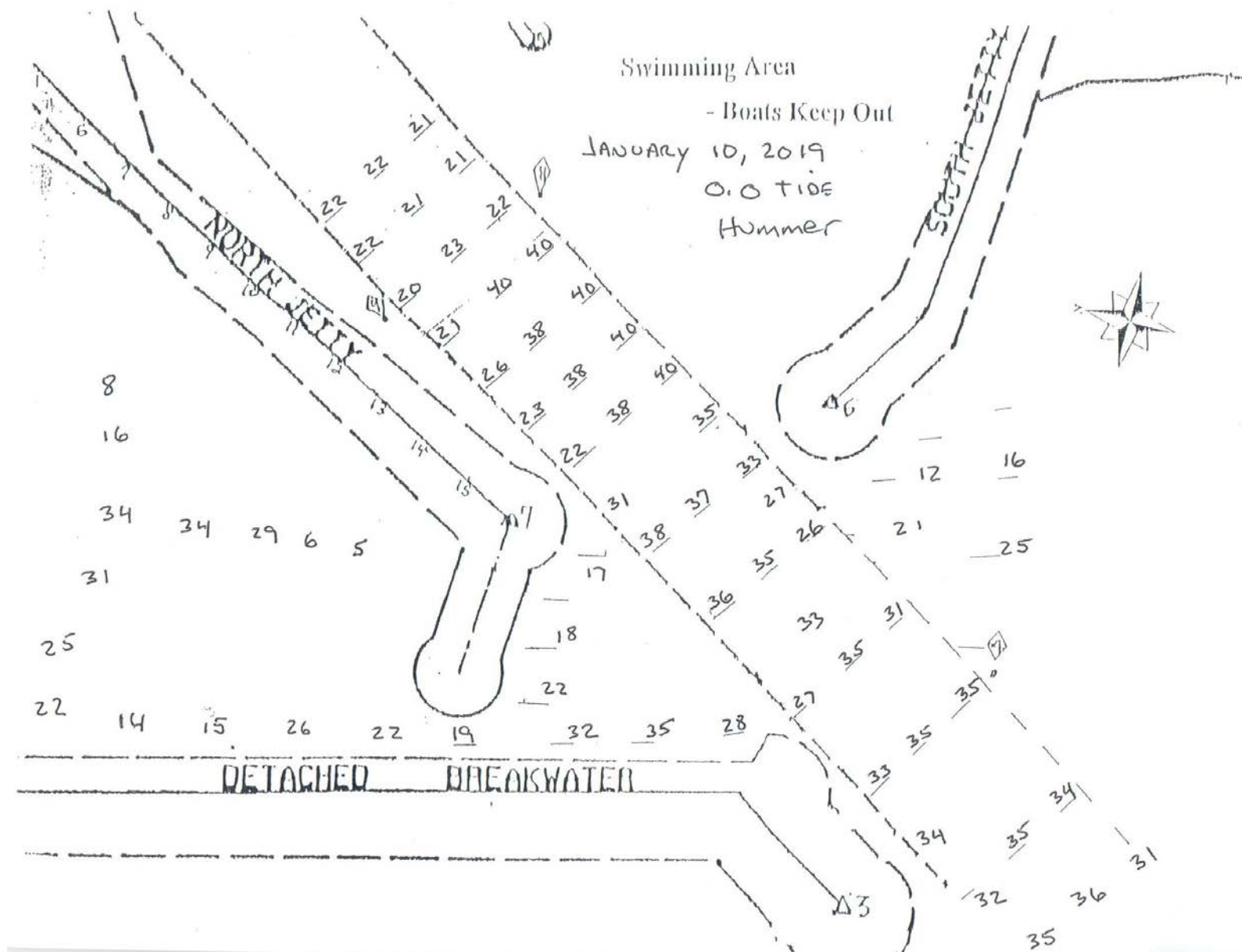


December 3rd





SOUNDINGS



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Dave Werneburg, Marina Manager
SUBJECT: December 2018 Marina Report

Ventura Harbor Squid Production

The December marina tenant slip occupancy is approximately 75%. The commercial fisheries have suspended operations due to small squid size. They will re-evaluate the conditions during the first quarter of the new year. The current squid season continues through March 2019. At last review, approximately 26,000 tons have been landed statewide. This represents 22% of the quota, which is 118,000 tons.

Ventura Harbor Village Marina Occupancy

Ventura Harbor Village Marina has approximately 130 slips; 65 slips are for full time marina tenants and 65 slips are for transient tenants, both seasonal and per diem. Currently, many of our transient tenants have migrated to ports in Northern California. Fishermen go where the fish go, so it's very fluid in terms of predicting occupancy and slip income.

Marketing / Promotions

Date Range: December 1 – December 31, 2018

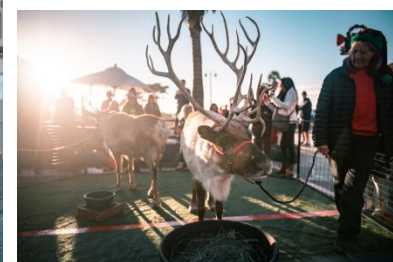
Press Releases & Seasonal Promotions

- Channel Islands National Park press release distributed immediately on government shutdown impact. Worked with Somerville Associates to send Island Packers press release across the Media Wire. Harbor marketing team posted web updates regarding the CINP Visitor Center closure & Island Packers remaining open as the National Park's concessionaire. Social media posts & inquiry responses. Pitching LA media outlets to cover Island Packers excursions are still running.
- Whale Watching season began on December 26 with Island Packers. Updated all information on social & website to actively promote and drive ticket sales.
- Marketing & Maintenance team members decorated an electric boat of Ventura Boat Rentals side tided on the docks for the holiday month providing a new holiday photo opportunity in the Village.
- Holiday entertainment/music lined up for the month of December on Promenade stage.
- Assisted in the promotion of Holiday Cruises in Ventura Harbor including Island Packers Caroling Cruises & Ventura Boat Rental's California Sleigh Rides.



Event Production

- Hosted an impromptu retirement party for Frank Locklear, Marina Manager.
- Tall Ships 2019 visit to Ventura Harbor scheduling & promotional design/components including posters, banners in Harbor Village, web banners, dock scheduling & more. Attached is the draft schedule for the 2019 visit. NOTE: Both ships only in Harbor one week, one ship remaining for two weeks. New type of sails scheduled in 2019. Feb. 13th date for the VIP Sail.
- Parade of Lights 2019 survey out to boaters for date selection. Theme for 2019 voted by boaters at the Boater's Award Brunch: "SEAing is Believing!"
- New location in parking lot for carnival rides for Parade of Lights proved successful & festive. Saturday exit strategy on Spinnaker Drive being reviewed for 2019 funding.
- Organized Winter Wonderland & Holiday Marketplace featuring holiday boutiques, a live radio remote with KHAY 101.7 FM on site at Harbor Village including giveaways to Ventura Comedy Club & Ventura Boat Rentals, live reindeer, over 500 children visited Santa & Mrs. Claus, costumed characters, 5+ hours of faux snowfall, costumed carolers, Lakeshore & Macaroni Kids on site crafts, and more. Live giveaways for one week on KHAY and KBBY morning shows for tickets for California Sleigh Rides & Ventura Comedy Club.



SEA TALL SHIPS

SUN	MON	TUE	WED	THU	FRI	SAT
FEBRUARY						
10 Dockside Tours Adventure Sail	11 President's Day Dockside Tours Battle Sail	12 "Man the Yards" Grand Arrival Dockside Tours	13 Harbor VIP Sail at 4:00 pm	14 Special Event Valentine's Day Sail Dockside Tours	15 Dockside Tours	16 Dockside Tours Adventure Sail Battle Sail
17 Dockside Tours Adventure Sail	18 President's Day Dockside Tours Battle Sail	19 Education Programs	20 Education Programs	21 Dockside Tours	22 CLOSED	23 Dockside Tours Battle Sail
24 Dockside Tours Battle Sail	25 Hawaiian Chieftain Departs	26 Education Programs	27 Education Programs	28 Dockside Tours	1 Dockside Tours	2 Dockside Tours Adventure Sail
3 Dockside Tours Adventure Sail	4 CLOSED	5 Lady Washington Departs	6	7	MARCH	

Tall Ships can always be viewed from the
Seaside Promenade when vessels are not sailing
*Schedule is subject to change and weather pending

THANK YOU
TO OUR
GENEROUS
SPONSORS



FOUR
POINTS
BY SHERATON

Ventura Harbor
Resort



PORTSIDE
VENTURA HARBOR



VENTURA ISLE



Ventura Deal Makers
Channel Watch Marine
TowBoatU.S.



WINTER
WONDERLAND
holiday marketplace
SATURDAY, DECEMBER 15 | 1-5 PM

PHOTOS WITH SANTA & MRS. CLAUS
FESTIVE FAMILY FUN | KIDS CRAFTS
FAUX SNOWFALL | LIVE REINDEER
*1PM - 4:30PM ONLY
HOLIDAY CHARACTERS
DICKENS CAROLERS
CARNIVAL RIDES
TOY SOLDIER BAND
SEASIDE HOLIDAY SHOPPING
SEASIDE EATS & SWEET TREATS



28 Boats Participated

70 New E-Newsletter
Subscribers

110 Thank you Postcards
to First Responders
by Public

10 Advertising Outlets,
Including:

VC Reporter, Ventura Breeze, Valley
Scene Magazine, VC Star, Acorn
(Camarillo/Agoura Hills/TO/Simi Valley)
805 Living Magazine, The Happenings,
Santa Clarita Signal, Santa Barbara
Family Life, Macaroni Kids

2 Broadcast Partners
with Live Radio Remote

JOIN IN THE PARADE WITH YOUR DECORATED BOAT! FREE ENTRY! CASH PRIZES! BOATER BRUNCH & MORE!

FREE ADMISSION & PARKING | PARADE & FIREWORKS WEATHER PENDING

VENTURA HARBOR VILLAGE .com

42.8 K

People Reached on
Instagram Posts

47.6 K

People Reached
on Facebook Posts

123.3 K

People Reached
on Social Event
Listing

400+

People at Harbor
Village Disco Party
Prior to Parade

46%

of Attendance on
Dec 15. for Winter
Wonderland
& Marketplace
(approx. 4,700)

49%

of Attendance on
Dec. 15 for Parade
of Lights at Harbor
Village only
(approx. 5,000)





12,477

Reached on
Instagram Posts

13,562

Reached on
Facebook Posts

Santa Paddle spread good cheer & tidings on the water with impromptu caroling by a Girl Scout Troop visiting the Channel Islands Visitor Center & the Ukulele Club caroling at Harbor Cove Café.



SEASIDE HOLIDAY SHOPPING



Ventana
December Issue
Full Page
Coop Ad

Ventura Swimwear

Barefoot Boutique

Lost in Socks

Ventura Dive &
Sport

Anja's Boutique



Social Media Profiles

Date Range: December 1 – December 31, 2018

INSTAGRAM

Total Followers

12,165

FOLLOWERS

ENGAGEMENT



12.2k

Total Followers

The number of engagements increased by

31.3%

since previous date range

8,679

Likes Received

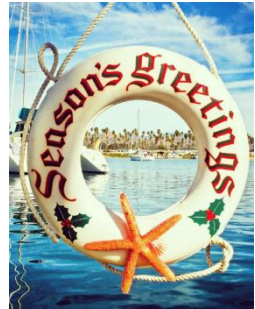
170

Comments Received

FACEBOOK

Total Fans

22,200



Total Impressions

808.8k

Average Daily Users Reached

12,236.1

Total Engagements increased by

30%

since previous date range

4,546

Engagements

TWITTER

Total Followers

5,044

Organic Impressions increased by

15.1k

13.9%

since previous date range

Organic Impressions

153

Total Engagements



Ventura Harbor @VenturaHarbor · 5 Dec 2018

Congresswoman Julia Brownley announced \$14.8 million in federal funding for U.S. Army Corps of Engineers projects in Ventura County including Ventura Harbor that will strengthen local infrastructure. Brownley states, "Ventura Harbor is an essential driver of our local economy."



Marketing Report December 2018

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: December 2018 Property Report

TENANT REPORT

- 1) *Frenchies Modern Nail Care* -- 1583 Spinnaker Drive #105 – A new tenant offering a nail salon concept that strives to have a clean, open and modern environment with extra sterilization without the chemical smells normally associated with nail salons. This store will also be the first Frenchies Nail Salon franchise in California.
- 2) *Casa de Regalos* --- 1575 Spinnaker Drive #108 --- This tenant will be relocating to this new space and offering a sundries gift emporium for all visitors shopping needs.
- 3) *Top This Chocolate* – 1559 Spinnaker Drive #109 -- Tenant drawings have been submitted to City of Ventura planning department last week, awaiting approval. Since there was a four month delay retaining the health department permit, we need to execute a First Amendment to her lease reflecting the date extension for rent and construction commencement dates.
- 4) *Margarita Villa* --- 1567 Spinnaker Drive #200 --- That the Board approve a new Restaurant Lease Agreement, for a three (3) year term with one separate four (4) year option.
- 5) *Ron Baldonado* – 1591 Spinnaker Drive #201 --- Early termination of one-year lease agreement, mutually agreed upon by both tenant and Port District.
- 6) *GSA National Park* --- 1431 Spinnaker Drive and 1691 Spinnaker Drive #204, 206, 208, 101B and 103. That the Board approve Lease Amendment No. 6 to extend the lease for two more years. District Staff is in discussion with the Tenant for a twenty-five-year lease, concurrently during this two-year extension.
- 7) *BS Taproom* --- 1591 Spinnaker Drive #115 – We have no activity on this project.
- 8) *Rhumb Line aka Waters Edge* --- 1510 Anchors Way – We have no activity on this project.

LEASING OUTREACH

- 1) Leasing Outreach – Ventura Harbor Village is 100% occupied
 - Daily exposure with our ads online via Loopnet/Costar which covers the following:
 - 24 Million visitors to these sites
 - 200,000 commercial real estate professional use CoStar services
- 2) Motionloft Vehicle and Pedestrian Traffic Counts – December 2018 Report (see attached)

OCCUPANCY LEVELS AT HARBOR VILLAGE

December 2018

CATEGORY	Harbor Vacancy Sq Ft	Harbor Vacancy %	Harbor Available Sq Ft	Harbor Available %	City * Vacancy %	City * Available %
Office	0	0%	0	0%	9.4%	27.5%
Retail	0	0%	5,932	32%	7%	14.2%
Restaurant	0	0%	1,880	6%	38.2%	40.7%

*Based on comparable square footage

SALES REPORTS

The attached summary for November provides sales for three categories: restaurants, retail and charters. The reports compare the monthly sales for 2018 and 2017. They also include year-to-date comparisons.

The year-to-date overall sales for November were up 4.10% from the same time last year.

ATTACHMENTS

Attachment 1 – Sales Summary --- November 2018

Attachment 2 -- Motionloft Reports – December 2018

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of
11/01//2018

	<u>November-2018</u>	<u>November-2017</u>	<u>% Change</u>
Restaurants	\$ 1,009,155	\$ 1,019,309	-1.00%
Retail	\$ 297,695	\$ 283,125	5.15%
Charters	\$ 312,633	\$ 375,719	-16.79%
Total	\$ 1,619,483	\$ 1,678,153	-3.50%

Year-to-date through November 2018

	<u>November-2018</u>	<u>November-2017</u>	<u>% Change</u>
Restaurants	\$ 15,248,312	\$ 14,833,911	2.79%
Retail	\$ 4,208,683	\$ 3,839,997	9.60%
Charters	\$ 5,943,943	\$ 5,727,003	3.79%
Total	\$ 25,400,938	\$ 24,400,911	4.10%

Ventura Port District

Dec 1, 2018 - Dec 31, 2018

4,199

Typical Day

20,727

Sat, Dec 15 - Busiest Day

8,309

Saturday Average

28,533

Typical Week

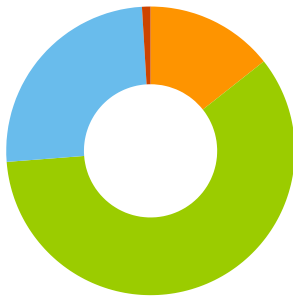
40,293

Peak Week Beginning Sun, Dec 9

130,181

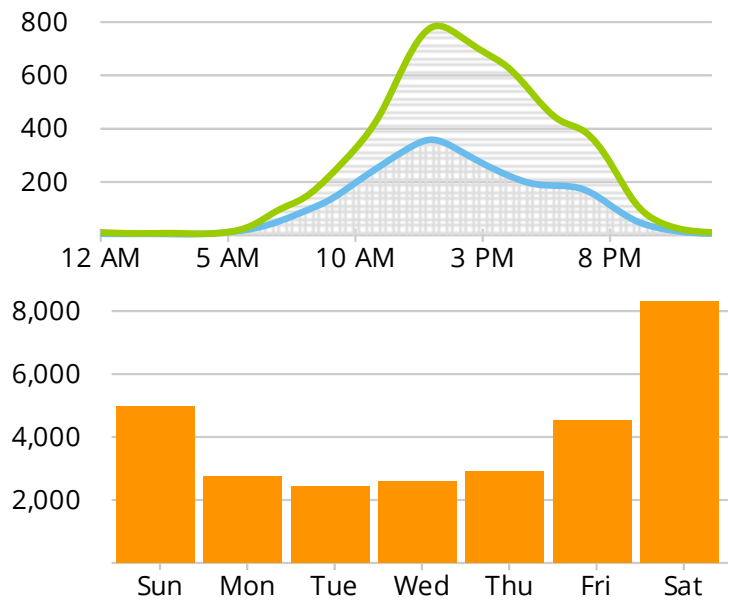
Total Visitors

Average Daily Activity



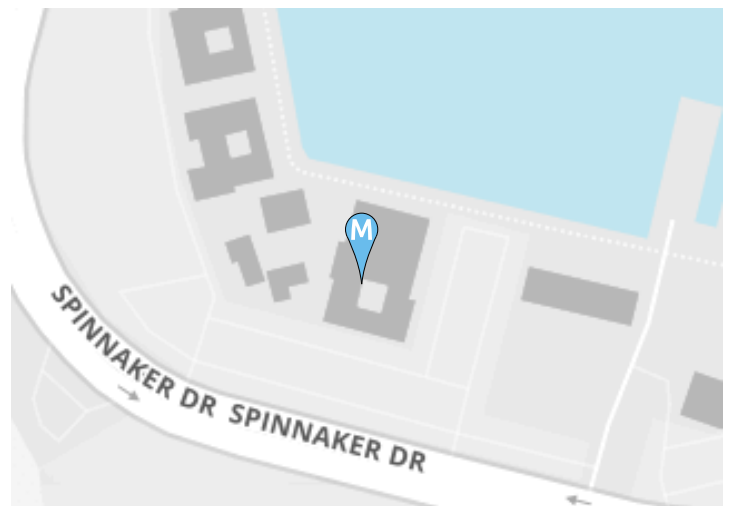
Hours	%	Total
5am - 11am	14%	603
11am - 5pm	59%	2,495
5pm - 11pm	25%	1,061
11pm - 5am	1%	40

Weekdays Weekends



Totals

Week beginning Sun, Nov 25	3,728
Week beginning Sun, Dec 2	18,761
Week beginning Sun, Dec 9	40,293
Week beginning Sun, Dec 16	23,056
Week beginning Sun, Dec 23	33,132
Week beginning Sun, Dec 30	11,211



Ventura Port District

Dec 1, 2018 - Dec 31, 2018

5,037

Typical Day

9,959

Sat, Dec 15 - Busiest Day

6,690

Saturday Average

35,091

Typical Week

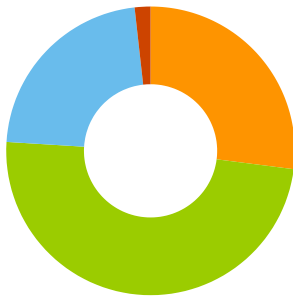
40,313

Peak Week Beginning Sun, Dec 9

156,159

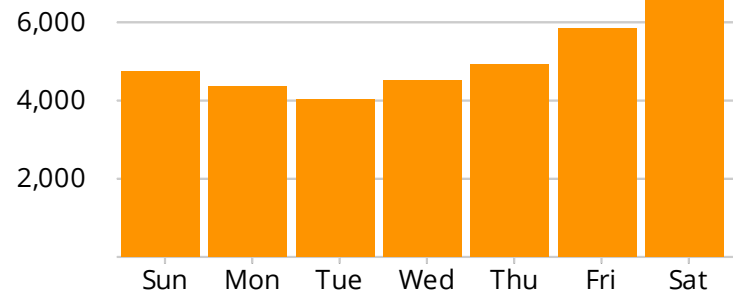
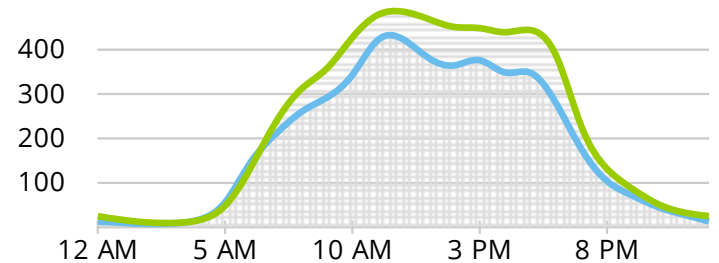
Total Visitors

Average Daily Activity



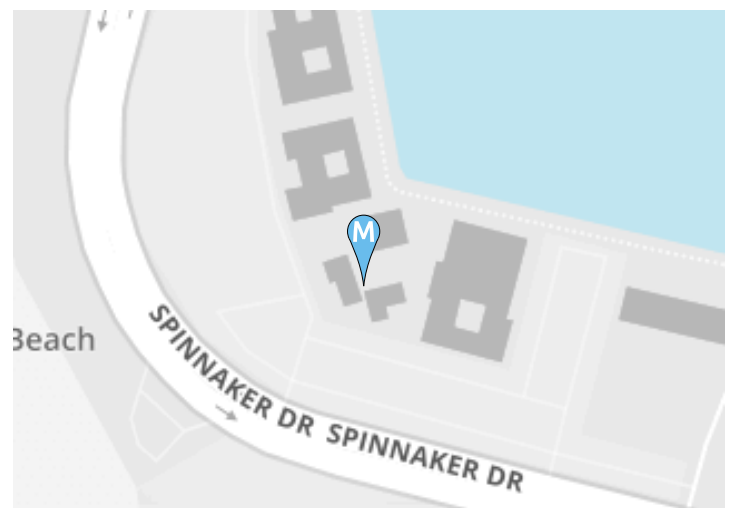
Hours	%	Total
5am - 11am	27%	1,362
11am - 5pm	49%	2,467
5pm - 11pm	22%	1,121
11pm - 5am	2%	89

Weekdays Weekends



Totals

Week beginning Sun, Nov 25	5,757
Week beginning Sun, Dec 2	33,613
Week beginning Sun, Dec 9	40,313
Week beginning Sun, Dec 16	34,286
Week beginning Sun, Dec 23	32,062
Week beginning Sun, Dec 30	10,128





BOARD OF PORT COMMISSIONERS
JANUARY 16, 2019

CONSENT AGENDA ITEM A
APPROVAL OF OUT OF
TOWN TRAVEL REQUESTS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: January 16, 2019

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

RECOMMENDATION:

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

- A) Deputy General Manager, Brian Pendleton to Washington, D.C. to participate in the CMANC Washington Meeting on March 3-7, 2019. Attending this meeting allows the District to send representatives to help educate Congress and The Administration on the value of the system of ports and harbors in California to the Nation and to advocate for full funding in Federal Fiscal Year 2020. Estimated cost for the travel is as follows:

Registration	\$450.00
Airline	\$500.00
Lodging	\$1,600.00
Meals	\$475.00
Mileage	\$60.55
Miscellaneous	\$200.00
TOTAL	\$3,285.55

*Rough Estimate

- B) Consultant, Richard Parsons to travel to Washington, D.C. to participate in the CMANC Washington Meeting on March 3-7, 2019. Attending this meeting allows the District to send representatives to help educate Congress and The Administration on the value of the system of ports and harbors in California to the Nation and to advocate for full funding in Federal Fiscal Year 2020. Estimated cost for the travel is as follows:

Registration	\$450.00
Airline	\$400.00
Meals	\$475.00
Mileage	\$92.80
Miscellaneous	\$200.00
TOTAL	\$1,617.80

*Rough Estimate

- C) Commissioner Brian Brennan to travel to Washington, D.C. to participate in the CMANC Washington Meeting on March 3-7, 2019. Attending this meeting allows the District to send representatives to help educate Congress and The Administration on the value of the system of ports and harbors in California to the Nation and to advocate for full funding in Federal Fiscal Year 2020. Estimated cost for the travel is as follows:

Registration	\$450.00
Airline	\$400.00
Lodging	1,200.00
Meals	\$475.00
Mileage	\$77.49
Miscellaneous	\$200.00
TOTAL	\$2,802.49

*Rough Estimate

- D) Property Manager, Robin Baer to travel to Beverly Hills, CA to participate in the 2019 Entertainment Experience Evolution Conference on February 12-13, 2019. Attending this conference will allow Ms. Baer to understand where today's shoppers spend their money and time, and what keeps shoppers wanting to buy goods and be entertained in a physical environment.. Estimated cost for the travel is as follows:

Registration	\$995.00
Lodging	\$404.56
Meals	\$170.00
Mileage	\$72.50
Misc	\$100.00
TOTAL	\$1,742.06

- E) Marketing Coordinator, Ruby Emery to travel to Los Angeles, CA to participate in the LA Travel & Adventure Show on February 16-17, 2019. Attending this forum allows Ms. Emery to market Harbor Village. Estimated cost for the travel is as follows:

Registration	\$0.00
Lodging	\$338.00
Meals	\$170.00
Mileage	\$77.00
Misc	\$40.00
TOTAL	\$625.00



BOARD OF PORT COMMISSIONERS

JANUARY 16, 2019

CONSENT AGENDA ITEM B

APPROVAL OF NEW RESTAURANT
LEASE AGREEMENT FOR MK
ENTERPRISES, INC. DBA MARGARITA
VILLA MEXICAN RESTAURANT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Approval of New Restaurant Lease Agreement for MK Enterprises, Inc. dba Margarita Villa Mexican Restaurant
1567 Spinnaker Drive #200

RECOMMENDATION:

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.

SUMMARY:

District Staff has worked with the owners to create a new vision for the space. They will be remodeling the interior dining area and back patio space with a brighter, lighter and modern color scheme. A new back patio awning cover will be installed to provide year around dining. The menu will be expanded to offer small plates and happy hour specials.

BACKGROUND:

Margarita Villa has been a tenant since July 2003. The owners consider their restaurant to be a Tex-Mex cuisine with unique flavors that offer a family-oriented atmosphere, music, ocean and harbor view dining.

FISCAL IMPACT:

This new lease reflects current market rental rates for restaurant space in the complex. The annual occupancy cost for this tenant is approximately \$50,712.00. The minimum rent over the three year term is adjusted annually by three percent step increases and the option years by Consumer Price Index (CPI).

The District will be contributing not to exceed \$17,000 towards tenant improvements. This includes 50% cost share with Tenant of back patio awning cover and interior new wood flooring.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

JANUARY 16, 2019

CONSENT AGENDA ITEM C

APPROVAL OF NEW RETAIL LEASE
AGREEMENT FOR HEALTH MINDED,
CORP. DBA FRENCHIES MODERN NAIL
CARE

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Approval of New Retail Lease Agreement for Health Minded, Corp. dba Frenchies Modern Nail Care

RECOMMENDATION:

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.

SUMMARY:

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

BACKGROUND:

Ms. Cross's background has been in the medical/pharmaceutical field for the past twenty-four years. She currently works for Novartis Pharmaceuticals Corporation as the Director of Strategy and Communications, Ophthalmology Field. She previously worked for Amgen, Inc. as the Director, Global Scientific Communications. Ms. Cross has been a resident of Ventura for the past ten years and desires to start her "flagship" Frenchies Modern Nail Care at Ventura Harbor Village. This store will also be the first Frenchies franchise in California. Frenchies franchises are currently located in of Colorado, Florida, Georgia, Kentucky, Maryland, Oregon, Missouri and New Mexico. According to the business plan, the Frenchies difference strives to have a clean, open and airy environment with extra sterilization without the chemical smells normally associated with nail salons.

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 full operating year is approximately \$35,217.00. The minimum rent over the five-year term with four-year option is adjusted annually by a three percent step increase. The Port District building and tenant improvement costs are estimated to be approximately \$100,000, which would be applied to plumbing, electrical, flooring, paint, HVAC, ADA requirements, ceilings and walls.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

JANUARY 16, 2019

CONSENT AGENDA ITEM D

APPROVAL OF NEW RETAIL LEASE FOR
MAHESH AND HEERU GEHANI DBA
CASA DE REGALOS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM D
Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Approval of New Retail Lease Agreement for Mahesh and Heeru Gehani dba Casa de Regalos

RECOMMENDATION:

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.

SUMMARY:

Staff has negotiated with this tenant who will now be signing a three-year term lease with one three-year option in a new down-sized location.

BACKGROUND:

Casa de Regalos has been a tenant since 1995 in approximately 1,856 square feet. The tenant will be downsizing and relocating to a new location within the Village for space located at 1575 Spinnaker Drive #108 consisting of approximately 990 square feet. They will continue to offer a gift emporium of men's, women's and children's wear, TY toys and souvenirs for all visitor shopping needs.

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 \$24,908.00. The minimum rent over the three-year term with three-year option is adjusted annually by a three percent step increase for the first three years and the option years by Consumer Price Index (CPI) with a minimum of 2% increase and a maximum 3% cap. The Port District building improvement costs are estimated to be approximately \$21,000, which would be applied to paint, flooring, electrical, and relocation of their current awning to the new space. This amount has been included in the FY18-19 budget for the suite.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS
JANUARY 16, 2019

CONSENT AGENDA ITEM E
APPROVAL OF OFFICE LEASE
AMENDMENT No. 6 FOR GSA
NATIONAL PARK SERVICE

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM E
Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Office Lease Amendment No. 6 for GSA National Park Service
1431 Spinnaker Drive & 1691 Spinnaker Drive #204, 206, 208, 101B and 103

RECOMMENDATION:

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.

SUMMARY:

The District Staff has negotiated with the Tenant on a two-year lease extension.

BACKGROUND:

The National Park Service has occupied office space at Harbor Village since September 1992. Over the years they have expanded into various buildings throughout the complex and occupy over 10,000 square feet. National Park Service currently maintains their operations in two (2) separate buildings.

With the recommended action, they will continue to occupy two buildings at 1431 and 1691 Spinnaker Drive and the combined square footage is 10,180. This amendment is for an additional twenty-four (24) months with an expiration date of April 30, 2021.

FISCAL IMPACT:

This new amendment reflects a two percent yearly increase for office space in the complex. The annual occupancy cost for this tenant's first year is approximately \$311,955.00. There are no tenant improvements required for this extension. District Staff has also discussed with the Tenant a twenty-five-year lease, after this two-year extension expires. To meet GSA National Park requirements to obtain a longer lease, the Port District will be performing a seismic evaluation on both buildings, which is estimated at approximately \$12,500. This evaluation will require an Engineer to review the buildings and update the 2005 Structural Evaluation Reports. This will determine the capital investment required to bring the buildings up to code for GSA National Park standards. The evaluation amount has been included in the FY18-19 budget.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

JANUARY 16, 2019

CONSENT AGENDA ITEM F

APPROVAL OF FIRST AMENDMENT
FOR COMMISSIONED DESSERTS, LLC
DBA TOP THIS CHOCOLATE

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM F
Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Approval of First Lease Amendment for Commissioned Desserts, LLC dba Top
This Chocolate
1559 Spinnaker Drive #109

RECOMMENDATION:

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.

SUMMARY:

District staff negotiated a First Lease Amendment with the Tenant, to extend the lease monthly rent commencement date to reflect the delay the tenant experienced with the Health Department.

BACKGROUND:

Top This Chocolate has experienced unexpected delays in obtaining approval from the Ventura County Health Department. As a result, construction has been delayed, and the rent commencement dates of the lease need to be amended.

FISCAL IMPACT:

This delay reflects an estimated amount of \$8,510.00 for four months of monthly rental income.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

JANUARY 16, 2019

CONSENT AGENDA ITEM G

TERMINATION OF OFFICE LEASE
AGREEMENT FOR RON BALDONADO
DBA VIRTUAL PACIFIC NETWORKS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM G
Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Termination of Office Lease for Ron Baldonado dba Virtual Pacific Networks
1591 Spinnaker Drive #201

RECOMMENDATION:

That the Board of Port Commissioners approve the early 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.

SUMMARY:

The tenant has requested and the District recommends the termination of this office lease, effective February 1, 2019. The lease was scheduled to terminate May 31, 2019.

BACKGROUND:

Virtual Pacific Networks ("VPN") has been a tenant in Harbor Village since 2013 providing IT services to the Port District.

FISCAL IMPACT:

With this termination, the District will lose \$1,076.35 a month until the vacancy is filled. Property Management is pursuing leasing leads which should result in a short vacancy period. All other office suites are leased.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

JANUARY 16, 2019

CONSENT AGENDA ITEM H

APPROVAL OF NEW PROFESSIONAL
SERVICES AGREEMENT WITH DUDEK
FOR THE 2018 NOAA SEA GRANT
TASKS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM H
Meeting Date: January 16, 2019

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

RECOMMENDATION:

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

SUMMARY:

The Professional Service Agreement (PSA) with Dudek is 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.

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. 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 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

FISCAL IMPACTS:

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.

Additionally, the Board approved \$80,000 in FY18-19 for project related professional services and expenses to supplement 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.

Unknown to staff at this time is whether federal or state agencies tasked with project review (e.g. U.S. Army Corps of Engineers "USACE"; California Coastal Commission) will require additional information, studies, reports or additional levels of environmental review, above what has already been completed or has been anticipated. Staff will track these issues and report to the Board.

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.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS
JANUARY 16, 2019

CONSENT AGENDA ITEM I
APPROVAL OF NEW PROFESSIONAL
SERVICES AGREEMENT WITH
PLAUCHÉ & CARR, LLP FOR THE
2018 NOAA SEA GRANT TASKS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM I
Meeting Date: January 16, 2019

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

RECOMMENDATION:

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

SUMMARY:

The Professional Service Agreement (PSA) with Plauché & Carr, LLP is 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.

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. 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, Plauché & Carr, LLP, the legal consultant for the VSE project will provide the following services:

- Develop Permit Terms
- Drafting and Approval of Sub-Permits
- Legal Analysis of Supplement Environmental Review

FISCAL IMPACTS:

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.

Additionally, the Board approved \$80,000 in FY18-19 for project related professional services and expenses to supplement 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.

Unknown to staff at this time is whether federal or state agencies tasked with project review (e.g. U.S. Army Corps of Engineers "USACE"; California Coastal Commission) will require additional information, studies, reports or additional levels of environmental review, above what has already been completed or has been anticipated. Staff will track these issues and report to the Board.

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.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

JANUARY 16, 2019

CONSENT AGENDA ITEM J

APPROVAL OF NEW PROFESSIONAL
SERVICES AGREEMENT
WITH CARPI & CLAY

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM J
Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Oscar Peña, General Manager
SUBJECT: Approval of New Professional Services Agreement with Carpi & Clay

RECOMMENDATION:

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.

SUMMARY:

In October 2012, the District retained Carpi & Clay to provide federal advocacy and lobbying services to the District for dredging of the Harbor entrance. The firm has demonstrated they have an excellent working relationship with the California Congressional delegation; including Senators Feinstein and Harris. Additionally, their relationship with the Corps of Engineers has been cooperative and successful to the benefit of the District.

BACKGROUND:

Carpi & Clay's core business is focused primarily on representing advancing and protecting the financial, legislative and regulatory interests of California local governments, public agencies and not-for-profit institutions. In the last six months they have been instrumental in assisting the District with securing additional federal dredging funds. As federal funding becomes even more constrained, an effective advocacy and lobbying firm is essential to the District.

FISCAL IMPACT:

The fiscal impact of this service agreement is \$60,000 per year. Any additional expenses such as travel must be approved by the General Manager in advance. Any adjustment to the monthly fee must be approved by the Board of Port Commissioners. The proposed rate represents a good value to the District based upon the level of services we receive from Julie Minerva.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

JANUARY 16, 2019

CONSENT AGENDA ITEM K

APPROVAL OF NEW PROFESSIONAL

SERVICES AGREEMENT

WITH LAGERLOF, SENECA, GOSNEY

& KRUSE LLP

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM K
Meeting Date: January 16, 2019

To: Board of Port Commissioners
From: Oscar Peña, General Manager
Subject: Approval of a new Professional Services Agreement with Lagerlof, Senecal, Gosney & Kruse LLP

RECOMMENDATION:

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.

SUMMARY:

In September 2018, Mr. Gosney submitted a request for an increase in the hourly rates charged by their law firm. The average proposed rate increase for 2019 was 13.87%. Mr. Gosney and Mr. Nunneri will be primarily serving the District.

BACKGROUND:

The monthly retainer for general legal services will be \$3,500.00. General services include attendance at all Board Meetings, serving as a resource and advisor to staff on governmental issues, such as the Brown Act, compliance with the Public Records Act, Political Reform Act compliance, as well as, regular or routine contract work for things such as lifeguard services. Keeping the monthly fee for general services at this level enables the firm to have two lawyers regularly attend Board Meetings without additional cost to the District.

FISCAL IMPACT:

With the proposed increase for 2019, staff's estimate for legal fees could be approximately \$250,000.00. Below is a schedule that reflects the approved rates for the attorneys with Lagerlof, Senecal, Gosney & Krause LLP that could provide services to the District.

	2019 Hourly Rates
Timothy J. Gosney	\$305
Thomas S. Bunn	\$295
Andrew D. Turner	\$285
Dominic J. Nunneri	\$205
Collin Y. Spillman	\$195
Law Clerk/Paralegal	\$175

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS JANUARY 16, 2019

STANDARD AGENDA ITEM 1 APPROVAL OF FINANCIAL STATEMENTS AND CHECKS FOR APRIL THROUGH JUNE 2018

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Approval of Financial Statements and Checks for April through June 2018

RECOMMENDATION:

That the Board of Port Commissioners adopts 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.

SUMMARY:

Attached for the Board's review are the draft financial statements for the quarter ended June 30, 2018 and the check registers for April through June 2018. The attachments reflect the Enterprise Fund and the Aquaculture Grant Fund.

BACKGROUND:

The financial statements consist of Statement of Revenue and Expenses, Budget Analysis Notes, Annual Budget Compared to Year-to-Date Expenditures, Balance Sheet, Cash Flow Statement, Distribution of Cash, Comparison of Lease Rents, and a Three Year Comparative Statement of Revenue and Expenses. This draft version is being presented to the Board as a preliminary look at the fiscal year ended June 30, 2018. Staff and White Nelson Diehl Evans are working together to complete the pension reporting entries as required by GASB and the reports for the June 30, 2018 audit report. The final audit will be presented to the Board at the February 20, 2019 Board meeting.

The financial statements for the Aquaculture Grant Fund are included here as Attachment 3. The 2015 Sea Grant ended on 8/31/2018. The final reimbursement request was paid to the District on 11/5/18 for \$66,833.11. The total reimbursements received through the 2015 Sea Grant was \$264,470.

Operational Disbursements

The accounts payable check registers for April through June 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.):

April 2018 -

- Garland/DBS, Inc was paid \$88,343 on 4/6 for a progress payment on the Village roof renovation project.
- Dept. of Parks and Recreation was paid \$60,276 on 4/11 for the 2017 summer lifeguard services at Harbor Cove Beach
- Noble Consultants Inc. was paid \$21,014 on 4/19 for services related to the condition inspection of the fish pier and the Village dock renovation project.

- Marcos Ramos Painting was paid \$12,215 on 4/19 for seven separate jobs throughout the Village including dry rot repairs and mold remediation on exterior walls and window trims; office remodel repairs/paint of walls and doors; stucco repair/paint inner courtyards.

May 2018 -

- Kratos Construction was paid \$10,000 on 5/3 for office suite renovations at 1567 Spinnaker #201.
- PowerHouse Construction was paid \$20,125 on 5/3 for block wall reconstruction and repairs at Harbor Cove beach.
- Virtual Pacific Networks was paid \$13,779 on 5/17 for IT services, computer equipment and software licensing.
- Hansen's Plumbing, Inc was paid \$18,790 on 5/31 for the final payment on the replacement of the stainless steel showers installed in the beach restrooms.

June 2018 –

- Noble Consultants was paid \$18,364 on 6/13, for services related to the condition inspection of the fish pier.
- Pacific Marine Repair was paid \$19,000 on 6/13 as a deposit towards a new boat engine.
- J & H Engineering General was paid \$12,358 on 6/28 for installation of pavers at the Harbor Cove parking lot.
- Marcos Ramos Painting was paid \$17,575 on 6/28 for ten separate jobs throughout the Harbor including refurbishing of the gangways located at both Harbor Patrol docks; power wash, mold remediation and paint certain exterior walls and planters throughout the Village; and dry rot repairs/paint on wooden gates located in the Village as well as repair/paint iron hinges and latches on said gates.

Details reflecting purchases made through the District's Chase Bank credit cards for April through June 2018 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. April, May and June contained two regular pay periods each. The payroll for the month of June also includes the quarterly accrued compensation hours pay-off run for the fiscal year end.

FISCAL IMPACT:

The Statement of Income and Expenses reflects a positive 'Change in Net Position' of \$1,107,387 for the period ended June 30, 2018. This amount will change to reflect the mandatory pension journal entries when the calculations are completed.

ATTACHMENTS:

Attachment 1 – Resolution No. 3363

Attachment 2 – Statement of Income Expenses – Quarter Ended June 30, 2018

Attachment 3 – Aquaculture Fisheries Grant Fund Financial Statements at June 30, 2018

Attachment 4 – Accounts Payable Check Registers April - June 2018

Attachment 5 – Chase Credit Card Charges April - June 2018

ATTACHMENT 1



RESOLUTION NO. 3363

**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 June 30, 2018;
- B. The following Checks are hereby reviewed:
 - 1) Payroll Checks #9569-9643 and direct deposits inclusive in the amounts of \$133,462 for April 2018 salaries, \$131,894 for May 2018 salaries, and \$161,992 for June 2018 salaries.
 - 2) Regular Checks #47916-48429, in the amounts of \$377,092 for April 2018 expenditures, \$484,098 for May 2018 expenditures, and \$178,430 for June 2018 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on January 16, 2019, Resolution No. 3363 was adopted by the following vote:

AYES:
NOES:
Abstain:
Absent:

Attest:

Chairman

Secretary

(Seal)



ATTACHMENT 2

Ventura Port District Statement of Income and Expenses For the Period Ended June 30, 2018

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
OPERATING REVENUES						
Parcel Lease Income	\$ 786,500	\$ 858,354	\$ 71,854	\$ 3,590,000	\$ 3,671,906	\$ 81,906
Dry Storage Income	30,000	8,584	(21,416)	120,000	102,075	(17,925)
Fisherman's Storage	18,540	18,339	(201)	74,000	73,669	(331)
Parking Income	22,000	12,951	(9,049)	72,000	52,330	(19,670)
Miscellaneous Income/Rentals	3,015	4,982	1,967	46,000	48,302	2,302
Village Income						
Harbor Village Lease Income	663,000	671,686	8,686	2,580,000	2,642,478	62,478
Commercial Fishing	37,800	26,306	(11,494)	340,000	353,331	13,331
Miscellaneous Income	1,365	2,077	712	5,500	9,435	3,935
Harbor Event Fees	7,300	14,695	7,395	29,000	29,535	535
Marketing Booth/Vendor Income	700	2,681	1,981	7,500	6,133	(1,367)
Co-Op Advert/Sponsorship	3,497	600	(2,897)	14,000	13,720	(280)
Merchants Promo Fund	27,000	25,750	(1,250)	105,000	102,557	(2,443)
Slip Rentals	219,000	238,350	19,350	865,000	898,425	33,425
Dock Electrical Income	6,000	1,193	(4,807)	25,000	16,991	(8,009)
C A M Income	84,500	84,176	(324)	335,000	335,366	366
Total Oper. Revenues	\$ 1,910,217	\$ 1,970,724	\$ 60,507	\$ 8,208,000	\$ 8,356,253	\$ 148,253

OPERATING EXPENSES

Personnel Expenses

Salaries & Wages						
Regular Salaries	\$ 506,085	\$ 521,415	\$ (15,330)	\$ 2,193,000	\$ 2,196,212	\$ (3,212)
Part-time Help	17,100	39,503	(22,403)	74,000	89,649	(15,649)
Overtime Pay	20,700	27,483	(6,783)	98,000	99,292	(1,292)
Holiday Pay	11,250	5,799	5,451	45,500	33,356	12,144
Total Salaries & Wages	\$ 555,135	\$ 594,200	\$ (39,065)	\$ 2,410,500	\$ 2,418,509	\$ (8,009)
Other personnel expenses						
Retirement Contributions/Exp	\$ 110,190	\$ 118,786	\$ (8,596)	\$ 477,500	\$ 487,966	\$ (10,466)
Payroll Taxes	10,144	9,492	652	51,000	42,447	8,553
Worker's Comp Ins.	43,030	(7,080)	50,110	172,000	121,890	50,110
OPEB Liability	31,239	30,633	606	124,956	122,736	2,220
Medical & Life Ins.	70,798	70,025	773	283,000	277,357	5,643
Optional Benefit Plan	57,515	55,992	1,523	230,000	216,924	13,076
Uniforms & Tool Allowances	7,765	7,555	210	29,500	29,096	404
Total - Other Personnel Expenses	\$ 330,681	\$ 285,403	\$ 45,278	\$ 1,367,956	\$ 1,298,416	\$ 69,540
Total Personnel Expenses	\$ 885,816	\$ 879,603	\$ 6,213	\$ 3,778,456	\$ 3,716,925	\$ 61,531

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Statement of Income and Expenses For the Period Ended June 30, 2018

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
General Expenses						
Advertising	\$ 1,753	\$ 2,551	\$ (798)	\$ 11,000	\$ 11,692	\$ (692)
Leasing & Real Estate	5,006	5,539	(533)	20,000	19,454	546
Auto Mileage & Allowance	3,515	3,208	307	14,000	13,200	800
Auto/Boat Equip & Maint	86,515	68,339	18,176	200,500	150,142	50,358
Bad Debt	18,000	(6,172)	24,172	18,000	(5,258)	23,258
Bank Fees & Other Misc	3,850	1,927	1,923	15,500	9,210	6,290
Building Maintenance	116,235	132,286	(16,051)	401,000	400,658	342
Bldg Maint-Tenant Improvments	42,000	0	42,000	42,000	0	42,000
Communications	11,250	9,191	2,059	45,000	36,750	8,250
Conferences & Training	15,040	3,730	11,310	65,000	26,573	38,427
Dock Maint. & Repair	12,100	13,160	(1,060)	44,500	28,047	16,453
Village Enhancements	7,500	0	7,500	30,000	0	30,000
Equipment Rental	9,375	5,899	3,476	19,500	16,417	3,083
General Insurance	66,506	49,667	16,839	266,000	249,161	16,839
Grounds Maintenance	35,485	58,646	(23,161)	156,000	164,886	(8,886)
Grounds Maint-Spsl Slurry/Repair	0	385,808	(385,808)	0	385,808	(385,808)
General Harbor Maintenance	1,300	1,803	(503)	4,000	2,103	1,897
Janitorial Supplies	14,750	13,627	1,123	61,000	54,124	6,876
Land/Building Rental Expense	18,540	18,522	18	74,000	73,675	325
Marketing & Promotions	74,650	74,046	604	289,000	271,366	17,634
Memberships & Subscriptions	1,006	2,839	(1,833)	21,500	24,555	(3,055)
Office Supplies & Equipment	9,634	4,266	5,368	39,500	25,189	14,311
Computer Equip & Supplies	10,256	16,815	(6,559)	41,000	37,973	3,027
Operating Supplies	14,800	15,777	(977)	61,000	43,545	17,455
Other Equipment & Repairs	10,880	8,533	2,347	45,500	38,793	6,707
Professional Services - Legal	64,300	71,804	(7,504)	265,000	248,443	16,557
Professional/Outside Services	95,550	122,570	(27,020)	523,000	457,629	65,371
Prof. Serv.-VSE Aquaculture	40,000	7,982	32,018	117,000	62,755	54,245
Utilities	110,480	90,143	20,337	406,500	360,649	45,851
Dredging Related Expenses	59,555	50,264	9,291	244,500	208,895	35,605
Total General Expenses	\$ 959,831	\$ 1,232,770	\$ (272,939)	\$ 3,540,500	\$ 3,416,434	\$ 124,066
Total Operating Expenses	\$ 1,845,647	\$ 2,112,373	\$ (266,726)	\$ 7,318,956	\$ 7,133,359	\$ 185,597
Oper. Income(Loss) Before Deprec.	\$ 64,570	\$ (141,649)	\$ (206,219)	\$ 889,044	\$ 1,222,894	\$ 333,850
Depreciation	\$ 276,000	\$ 232,538	\$ 43,462	\$ 963,000	\$ 895,689	\$ 67,311
Operating Income (Loss)	\$ (211,430)	\$ (374,187)	\$ (162,757)	\$ (73,956)	\$ 327,205	\$ 401,161

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Statement of Income and Expenses For the Period Ended June 30, 2018

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
NON-OPERATING REVENUES						
General						
Investment Income (Loss)	\$ 5,000	\$ 63,798	\$ 58,798	\$ 50,000	\$ 156,514	\$ 106,514
Tax Income	465,000	490,844	25,844	1,160,000	1,218,747	58,747
Intergov't Revenue	0	6,973	6,973	0	27,257	27,257
Sale of Fixed Assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,320</u>	<u>1,320</u>
Total General Non-Oper. Income	\$ 470,000	\$ 561,615	\$ 91,615	\$ 1,210,000	\$ 1,403,838	\$ 193,838
Special Funding						
DBAW Grants-Misc	\$ 15,000	\$ 0	\$ (15,000)	\$ 15,000	\$ 0	\$ (15,000)
DBAW Grant-Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,000</u>	<u>0</u>	<u>(15,000)</u>
Total Special Funding	\$ 15,000	\$ 0	\$ (15,000)	\$ 30,000	\$ 0	\$ (30,000)
TOTAL NON-OPER. REVENUES	<u>\$ 485,000</u>	<u>\$ 561,615</u>	<u>\$ 76,615</u>	<u>\$ 1,240,000</u>	<u>\$ 1,403,838</u>	<u>\$ 163,838</u>
NON-OPERATING EXPENSES						
Interest Expense	\$ 8,700	\$ (4,418)	\$ 13,118	\$ 440,000	\$ 425,094	\$ 14,906
Loss on Sale/Retirement of Assets	<u>0</u>	<u>288,562</u>	<u>(288,562)</u>	<u>0</u>	<u>288,562</u>	<u>(288,562)</u>
Total Non-Oper. Expenses	\$ 8,700	\$ 284,144	\$ (275,444)	\$ 440,000	\$ 713,656	\$ (273,656)
Non-Operationing Income (Loss)	<u>\$ 476,300</u>	<u>\$ 277,471</u>	<u>\$ (198,829)</u>	<u>\$ 800,000</u>	<u>\$ 690,182</u>	<u>\$ (109,818)</u>
CHANGES IN NET POSITION	<u><u>\$ 264,870</u></u>	<u><u>\$ (96,716)</u></u>	<u><u>\$ (361,586)</u></u>	<u><u>\$ 726,044</u></u>	<u><u>\$ 1,017,387</u></u>	<u><u>\$ 291,343</u></u>

Monthly Report
(Unaudited)

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending June 30, 2018 – Budget to Actual Analysis

Please note 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.

Operating Income:

Parcel Lease Income – (exceeds budget \$81,906) This category reflects the cumulative balance for master tenants rents. This variance is within 2% of the annual budget. Ventura Harbor Marine Assoc., Ventura Marina Mobile Home Park and Ventura West Marina all exceeded our budget expectations for the year thereby increasing income to the District.

Dry Storage Income – (under budget \$17,925) The dry boat storage lot was budgeted to be active thru June 2018. The lot actually closed effective 4/1/2018 reflecting a shortfall in the income for this category.

Parking Income – (under budget \$19,670) The parking meter at the launch ramp was out of commission for several months contributing to this category being under budget for the year.

Harbor Village Lease Income – (exceeds budget \$62,478) This category reflects Retail, Restaurant, Office and Charters. This variance is also within 2% of the annual budget. After careful reevaluation of the Village income for the year, it appears this increase is primarily in the Retail, Office and Charters categories. Restaurant income ended the year very close to budget. Retail income exceeded the budget primarily due to Harbor Marine Fuel's revenue being much higher than anticipated thereby increasing percentage rent to the District for the year. Office income exceeds the budget due to the successful renting out of three vacant spaces sooner than was anticipated in the budget. These three spaces were expected to be very difficult to lease. Island Packers charter revenues also came in stronger than anticipated over the prior year.

Commercial Fishing – (exceeds budget \$13,331) This category reflects an increase over the budget which directly related to a onetime lease processing fee paid by Del Mar Seafood during the year.

Slip Rentals – (exceeds budget \$33,425) This category exceeded the anticipated budget due to an increase in transient fee collections while our regular monthly tenants were fishing elsewhere.

Operating Expenses:

Personnel Expenses – (under budget \$61,531)

- Salaries and wages exceeded the budget by \$8,009 for the fiscal year. This year end variance was due to a net of several factors.
 - There was an increase in salaries due to the Admin Dept. bringing in a temporary part-time employee to supplement the accounting department while they were short staffed in April, May and June.
 - Budgeted wage increases for the Harbor Patrol department were deferred to the new fiscal year because the Harbor Patrol MOU negotiations were still in progress at 6/30/18.
 - Budgeted wages in the Maintenance Department for the hiring of a custodian was delayed a couple of months at the beginning of the year.
 - The final significant factor is the quarterly holiday payout expense being lower than anticipated for the year. There is not a clear indicator as to why the holiday pay expense was down.
- Other personnel expenses category is under budget by \$69,540. This variance for the year is primarily due to a decrease in the workers compensation expense but there were several factors resulting in the overall net decrease for the category.
 - Workers compensation insurance premium decreased reflecting a \$50,110 reduction in the expense. JPIA performs an annual retrospective premium evaluation based on claim history, etc. This year's evaluation reflected a reduction in the premium for the District.

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending June 30, 2018 – Budget to Actual Analysis

- Retirement Contributions continue to reflect the Harbor Patrol MOU negotiations having still been in progress at the year end. The budget reflects the Patrol employees paying 6% of their PERS employee contribution. But since MOU negotiations were not final, they continued to pay 4%. This resulted in a higher retirement expense than budgeted.
- Payroll taxes are under budget due to unemployment tax not being as high as anticipated.
- Optional benefit plan is under budget for the year primarily due to the Vision insurance that was included in the FY1718 budget. This benefit did not actually begin until July 2018.

Auto/Boat Equip & Maint – (under budget \$50,358) This variance primarily reflects the Harbor Patrol department. \$34,500 of the variance represents boat maintenance, \$11,500 represents boat fuel purchases and \$2,000 represents maintenance to the patrol vehicles. The remaining variance reflects the vehicles in the Maintenance Department. The Harbormaster reports that he is having an unusually high amount of boat maintenance problems this fiscal year and that the boats were all down at different times; thereby reducing fuel consumption. Also due to the high maintenance problems with the boats, the budgeted plumbing conversion and general maintenance needed on fire boat 1 and the non-skid decking repairs needed on boat 19 were postponed.

Building Maint/Tenant Improvements – (under budget \$42,000) This category is under budget due to delays in the anticipated improvements. These improvements were brought forward into the FY19 budget.

Conferences & Training – (under budget \$38,427) This variance is primarily in the Administration and Harbor Patrol Departments, \$19,700 and \$14,800, respectively. The conference budget for the Administration Department is divided equally by 12 periods. The CMANC conferences for February & March came in under budget by about \$9,000, a few conferences were budgeted that could not be attended for various reasons and a contingency was put in budget for miscellaneous trainings and meetings. The Harbormaster was unable to attend one of his larger conferences due to staffing constraints. Also Patrol was anticipating being funded by a grant to add more training opportunities. This grant did not come through for this year, so the training expected to be reimbursed by a grant was not completed.

Dock Maint. & Repair – (under budget \$16,453) This line item is more of a contingency factor rather than specific budget repairs. A specific repair was not identified for FY2017-18.

Village Enhancements – (under budget \$30,000) This category primarily reflects tenant awnings and signage. These enhancements are pending the final plans on the Village painting project.

Grounds Maint.-Slurry/Repairs – (appears to exceed the budget by \$385,808) This line item was actually in the capital improvement budget for \$400,000. Our auditors reminded me that most agencies do not capitalize these periodic maintenance repairs and slurry projects but rather show them as a routine expense.

Marketing and Promotions – (under budget \$17,634) Marketing's monthly expenditures can vary greatly from the monthly budget distribution based on many factors. The budget is distributed based on scheduled events and advertising promotions. About \$9,600 of this variance is in advertising, ad production and brochures, \$3,800 is in conferences and meetings; and \$4,800 of this variance is in web site design, development and maintenance.

Professional/Outside Services – (under budget \$65,371) In this category, items that can be readily identified as to when they will be expensed are placed in their appropriate budget months. For example, we know exactly when the Trolley partnership is due to be paid, July and January. All remaining funds are spread out evenly over the twelve month budget cycle. This variance represents a net effective of underutilized budget expenses offset by over utilized budget expenses in the various departments.

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending June 30, 2018 – Budget to Actual Analysis

- Approximately \$50,000 of this variance is underutilized in the Administration department. The following services were not utilized at 6/30/18:
 - \$15,000 for an HR manual review (quote as per LCW) - deferred
 - \$10,000 for ATE parking survey's (in FY18-19 budget) - deferred
 - \$5,000 contingency for possible lease finding fees
 - \$5,000 miscellaneous contingency
 - \$15,000 accounting assistance contingency
- Approximately \$17,800 of this variance was underutilized in the Harbor Patrol department.
 - The State Lifeguard services contract for summer 2017 was for a not to exceed amount of \$80,000. The State actually billed the District \$62,200 for this service.
- Approximately \$34,000 of the outside services variance is underutilized in the Maintenance department. The following services were not utilized:
 - \$20,000 cost increases for janitorial services were over budgeted
 - \$10,000 contingency built into budget
- Approximately \$50,500 of the variance exceeds the budget allotted in the Village Marina department.
 - \$53,500 for the Fish Pier condition study was budgeted as part of a capital improvement project of the fish pier. The study concluded that the pier was in decent shape and needed to be resurfaced in places. Therefore this study was not a cost related to an actual improvement of the fish pier.

Professional Services-VSE Aquaculture – (under budget \$54,245) In 2018, NOAA prepared a Coastal Aquaculture Siting and Sustainability (CASS), an objective siting analysis of the VSE project. This analysis was conducted in 2018 leading to a delay in preparation of permit applications by Dudek and Plaque & Carr until after the report was complete.

Utilities - (under budget \$45,851) This category consists of water, electricity, gas and trash expenses. Electricity represents the largest portion of this variance. Staff anticipated higher rate increases in the electricity category when we were creating the FY17-18 budget. We are happy to report that the increase in the electricity rates were not as high as expected. The gas budget was increased to accommodate the new fire pit in the Carousel courtyard for FY18. We budgeted a bit a high. Trash services were increased throughout the year to keep up with the demand in the Village and the beaches. As a whole, water, gas and trash were very close to the budget in each of their categories.

- Water is under budget by \$3,982,
- Electricity is under budget by \$31,440,
- Natural Gas under budget by \$5,790 and
- Trash under budget by \$4,630.

Dredging Related Expenses – (under budget \$35,605) This category includes the professional service contracts for the Dredging/Project Manager and the District's Washington lobbyist. It also consists of regulatory testing and permits mandated for dredging. The variance shown here is primarily in the regulatory requirement expenses. The quantity of testing and monitoring mandated fluctuates from year to year. District maintains a consistent budget each for these expenses as a contingency.

Non-operating Revenue:

Investment Income – (exceeds budget \$106,514) This budget item is very conservative. LAIF continues to earn higher than anticipated rates. It was anticipated to utilize some of the reserves for capital improvements. Several

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending June 30, 2018 – Budget to Actual Analysis

of the capital improvement projects were deferred to the FY19 Budget thereby leaving more funds available to earn interest during the year.

Tax Income – (exceeds budget \$58,747) This budget item is also a conservative estimate. It represents the District's pro-rata share of the Ventura County property tax assessments collected. The District has not yet seen the anticipated property tax loss that the County informed the District may happen.

Intergov't Revenue – (exceeds budget \$27,257) This category reflects the income received from the County based on the Recognized Obligation Payment Schedule (ROPS) for the Redevelopment Property Tax Trust Fund (RPTTF) allocation to the District. This is not a category budgeted by the District.

Special Funding/DBAW Grants – (under budget \$30,000) Funding for training, patrol equipment, and disposal of abandoned vessels did not come thru for FY18.

Non-operating Expenses:

Loss on Retirement of Assets – (not budgeted \$288,562) This expense is to retire assets that did not survive their life expectancy; parking lot slurry/repairs and Village HAVC systems.

ATTACHMENT 2

Ventura Port District DRAFT Budget Analysis - Current Year and Prior Year For the Period Ended June 30, 2018

	Current Year Annual Budget	Current Year YTD Activity	Current Year Remaining Budget	%	Prior Year Annual Budget	Prior Year YTD Activity	Prior Year Remaining Budget	%
INCOME								
Operating Income								
Parcel Lease Income	3,590,000	3,671,906	(81,906)	(2)	4,540,000	4,587,292	(47,292)	(1)
Dry Storage Income	120,000	102,075	17,925	15	110,000	121,467	(11,467)	(10)
Fisherman's Storage	74,000	73,669	331	0	70,000	77,294	(7,294)	(10)
Parking Income	72,000	52,330	19,670	27	70,000	64,122	5,878	8
Miscellaneous Income/Rentals	46,000	48,302	(2,302)	(5)	46,000	58,018	(12,018)	(26)
Village Income								
Harbor Village Lease Income	2,580,000	2,642,478	(62,478)	(2)	2,355,000	2,510,286	(155,286)	(7)
Commercial Fishing	340,000	353,331	(13,331)	(4)	230,000	275,471	(45,471)	(20)
Miscellaneous Income	5,500	9,435	(3,935)	(72)	5,500	9,330	(3,830)	(70)
Harbor Event Fees	29,000	29,535	(535)	(2)	34,500	33,667	833	2
Marketing Booth/Vendor Income	7,500	6,133	1,367	18	7,500	11,198	(3,698)	(49)
Co-Op Advert/Sponsorship	14,000	13,720	280	2	14,000	11,855	2,145	15
Merchants Promo Fund	105,000	102,557	2,443	2	95,000	99,620	(4,620)	(5)
Slip Rentals	865,000	898,425	(33,425)	(4)	880,000	892,170	(12,170)	(1)
Dock Electrical Income	25,000	16,991	8,009	32	30,000	32,160	(2,160)	(7)
C A M Income	335,000	335,366	(366)	0	305,000	336,747	(31,747)	(10)
Total Operating Income	\$ 8,208,000	\$ 8,356,253	\$ (148,253)	(2) %	\$ 8,792,500	\$ 9,120,697	\$ (328,197)	(4) %
Non-operating Income								
Investment Income (Loss)	50,000	156,514	(106,514)	(213)	25,000	75,551	(50,551)	(202)
Tax Income	1,160,000	1,218,747	(58,747)	(5)	1,090,000	1,164,937	(74,937)	(7)
Intergov't Revenue	0	27,257	(27,257)	0	0	18,413	(18,413)	0
Sale of Fixed Assets	0	1,320	(1,320)	0	0	0	0	0
DBAW Grants-Misc	15,000	0	15,000	100	24,000	21,910	2,090	9
DBAW Grant-Equipment	15,000	0	15,000	100	55,000	45,557	9,443	17
City of Ventura	0	0	0	0	0	1,133	(1,133)	0
Total Non-Oper. Income	\$ 1,240,000	\$ 1,403,838	\$ (163,838)	(13) %	\$ 1,194,000	\$ 1,327,501	\$ (133,501)	(11) %
TOTAL INCOME	\$ 9,448,000	\$ 9,760,091	\$ (312,091)	(3) %	\$ 9,986,500	\$ 10,448,198	\$ (461,698)	(5) %
EXPENSES								
Personnel Expenses								
Salaries & Wages	2,410,500	2,418,508	(8,008)	0	2,310,000	2,257,478	52,522	2
Retirement Contributions	477,500	487,966	(10,466)	(2)	500,500	316,404	184,096	37
Payroll Taxes	51,000	42,447	8,553	17	40,500	45,633	(5,133)	(13)
Worker's Comp Ins.	172,000	121,890	50,110	29	185,000	184,015	985	1
OPEB Liability	124,956	122,736	2,220	2	124,280	119,855	4,425	4
Medical & Life Ins.	283,000	277,357	5,643	2	273,000	263,499	9,501	3
Optional Benefit Plan	230,000	216,924	13,076	6	194,000	181,566	12,434	6
Uniforms & Tool Allowances	29,500	29,096	404	1	30,500	27,824	2,676	9
Total Personnel Expenses	\$ 3,778,456	\$ 3,716,924	\$ 61,532	2 %	\$ 3,657,780	\$ 3,396,274	\$ 261,506	7 %

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District DRAFT Budget Analysis - Current Year and Prior Year For the Period Ended June 30, 2018

	Current Year Annual Budget	Current Year YTD Activity	Current Year Remaining Budget	%	Prior Year Annual Budget	Prior Year YTD Activity	Prior Year Remaining Budget	%
EXPENSES CONTINUED								
General Expenses								
Advertising	11,000	11,692	(692)	(6)	11,000	10,300	700	6
Leasing & Real Estate	20,000	19,454	546	3	17,000	14,919	2,081	12
Auto Mileage & Allowance	14,000	13,200	800	6	11,500	10,500	1,000	9
Auto/Boat Equip & Maint	200,500	148,689	51,811	26	189,500	167,648	21,852	12
Bad Debt	18,000	(5,258)	23,258	129	25,000	(12,723)	37,723	151
Bank Fees & Other Misc	15,500	9,210	6,290	41	15,500	9,164	6,336	41
Building Maintenance	401,000	400,658	342	0	258,000	226,144	31,856	12
Bldg Maint-Tenant Improvements	42,000	0	42,000	100	500,000	156,835	343,165	69
Accessibility Improvements	0	0	0	0	60,000	6,758	53,242	89
Communications	45,000	36,750	8,250	18	50,000	48,225	1,775	4
Conferences & Training	65,000	26,486	38,514	59	59,000	32,003	26,997	46
Dock Maint. & Repair	44,500	28,047	16,453	37	44,500	37,047	7,453	17
Village Enhancements	30,000	0	30,000	100	30,000	4,763	25,237	84
Equipment Rental	19,500	16,417	3,083	16	21,500	15,307	6,193	29
General Insurance	266,000	249,161	16,839	6	224,000	222,873	1,127	1
Grounds Maintenance	156,000	550,695	(394,695)	(253)	154,000	169,596	(15,596)	(10)
General Harbor Maintenance	4,000	2,103	1,897	47	4,000	2,692	1,308	33
Janitorial Supplies	61,000	54,124	6,876	11	57,000	43,710	13,290	23
Judgements & Damages	0	1,454	(1,454)	0	0	0	0	0
Land/Building Rental Expense	74,000	73,675	325	0	70,000	71,712	(1,712)	(2)
Marketing & Promotions	289,000	271,366	17,634	6	285,000	270,673	14,327	5
Memberships & Subscriptions	21,500	24,555	(3,055)	(14)	23,000	21,713	1,287	6
Office Supplies & Equipment	39,500	25,189	14,311	36	39,500	29,111	10,389	26
Computer Equip & Supplies	41,000	37,973	3,027	7	23,000	9,893	13,107	57
Operating Supplies	61,000	43,545	17,455	29	65,000	46,484	18,516	28
Other Equipment & Repairs	45,500	38,793	6,707	15	42,000	53,492	(11,492)	(27)
Professional Services - Legal	265,000	248,443	16,557	6	225,000	248,083	(23,083)	(10)
Professional/Outside Services	640,000	520,384	119,616	19	498,500	382,913	115,587	23
Utilities	406,500	360,649	45,851	11	378,000	347,900	30,100	8
Dredging Related Expenses	<u>244,500</u>	<u>208,895</u>	<u>35,605</u>	<u>15</u>	<u>236,000</u>	<u>219,029</u>	<u>16,971</u>	<u>7</u>
Total General Expenses	\$ 3,540,500	\$ 3,416,349	\$ 124,151	4 %	\$ 3,616,500	\$ 2,866,764	\$ 749,736	21 %
Non-Operating Expenses								
Interest Expense	440,000	425,094	14,906	3	440,000	451,747	(11,747)	(3)
Loss on Sale/Retirement of Asse	<u>0</u>	<u>288,562</u>	<u>(288,562)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Non-oper. Expenses	\$ 440,000	\$ 713,656	\$ (273,656)	(62) %	\$ 440,000	\$ 451,747	\$ (11,747)	(3) %
TOTAL EXPENSES	\$ 7,758,956	\$ 7,846,929	\$ (87,973)	(1) %	\$ 7,714,280	\$ 6,714,785	\$ 999,495	13 %

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District
DRAFT Balance Sheet
For the Period Ended June 30, 2018 - Pending Final Audit

CURRENT ASSETS

Cash in Banks	4,013,522
Accounts Receivable	334,344
Intercompany Receivable-Grant Fund	120,000
Notes Receivable	0
Taxes Receivable	50,738
Interest Receivable	57,754
Prepaid Expenses	35,654
Inventory of supplies	65,342
TOTAL CURRENT ASSETS	<u>\$4,677,354</u>

RESTRICTED ASSETS

Cash - Dredging	3,000,000
Cash - Improvement	5,518,187
Cash - Fisheries Complex	154,103
TOTAL RESTRICTED ASSETS	<u>\$8,672,290</u>

FIXED ASSETS

Land	2,342,629
Harbor Improvements	37,074,187
Equipment	1,688,532
	<u>41,105,348</u>
Accumulated depreciation	<u>(16,757,897)</u>
NET FIXED ASSETS	<u>\$24,347,451</u>

TOTAL ASSETS **\$37,697,095**

DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	241,493
Deferred amount on pension plan	1,077,912
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>\$1,319,405</u>

**TOTAL ASSETS AND DEFERRED
OUTFLOWS OF RESOURCES**

\$39,016,500

CURRENT LIABILITIES

Accounts Payable	300,889
Accrued Interest Payable	163,569
Current Portion of Long Term Debt	854,100
Current Portion OPEB Liability	10,962
Accrued Liabilities	59,428
Current Portion of Compensated Absences	151,388
TOTAL CURRENT LIABILITIES	<u>\$1,540,336</u>

LONG TERM DEBT

ltd - Notes Payable	11,342,300
TOTAL LONG TERM DEBT	<u>\$11,342,300</u>

OTHER LIABILITIES

OPEB Liability-Long Term	730,460
Compensated Absences-Long Term	108,564
Net Pension Liability	3,183,350
Unearned Revenue	220,650
Security Deposits	283,746
TOTAL OTHER LIABILITIES	<u>\$4,526,770</u>

TOTAL LIABILITIES **\$17,409,406**

EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	15,085,015
Current Year Retained Earnings	1,017,387

TOTAL EQUITY **\$21,380,066**

DEFERRED INFLOW OF RESOURCES

Deferred amount from pension plan	227,028
TOTAL DEFERRED INFLOW OF RESOURCES	<u>\$227,028</u>

**TOTAL LIABILITIES, EQUITY, AND
DEFERRED INFLOW OF RESOURCES**

\$39,016,500

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Cashflow Statement As of June 30, 2018

Enterprise Fund (Includes Grant Fund)

Operating Income	8,465,843
Non-Operating Income	1,403,838
Total Income	<u>\$ 9,869,681</u>
Operating Expenses	8,138,638
Non-Operating Expenses	713,656
Total Expenses	<u>\$ 8,852,294</u>
Change in Net Position-Accrual Basis	\$ 1,017,387
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(829,100)
Deferred amount on refundings	26,567
Acquisitions/Retirements of Capital Assets	<u>(787,666)</u>
Net Cash provided (used) by Capital & Financing	\$ (1,590,199)
Operating Income Adjustments:	
Depreciation/Impairment of assets	635,660
(Increase)decrease in receivables	(41,636)
(Increase)decrease in prepaid Items	331,407
Increase(decrease) in current debt serv/interest	(11,060)
Increase(decrease) in payables	(188,276)
Increase(decrease) in unearned revenue	8,692
Increase (decrease) in tenant deposits	<u>1,262</u>
Net Cash provided by Operating Activities	\$ 736,049
NET Increase (Decrease) in Cash	\$ 163,237
Add: Beginning Cash 7/1/17	\$ 12,552,144
Ending Cash at 6/30/18	\$ 12,715,381

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Distribution of Cash as of June 30, 2018

<u>Enterprise Fund</u>	Current Balance
<u>Cash</u>	
Cash on Hand (undeposited)	1,521
Cash in Checking (Wells Fargo Bank)	327,933
Cash in County Treasury	<u>17,247</u>
Total Cash Available for Normal Operations	\$ 346,701
 <u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>3,666,821</u>
Total Investments Unrestricted Reserves	\$ 3,666,821
 <u>Dredging Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>3,000,000</u>
Total Dredging Reserves	\$ 3,000,000
 <u>Capital Improvement Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>5,518,187</u>
Total Capital Improvement Reserves	\$ 5,518,187
 <u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>154,103</u>
Total Fisheries Complex Reserves	\$ 154,103
 <u>Aquaculture Grant Funds</u>	
Cash in Checking (Wells Fargo Bank)	<u>29,569</u>
Total Aquaculture Grant Funds	\$ 29,569
 TOTAL CASH AND INVESTMENTS	<u>\$ 12,715,381</u>

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>6/30/2018</u>	Year to Date Ended <u>6/30/2017</u>	Increase (Decrease)	
Parcel Leases				
Ventura Harbor Marine Assoc	223,385	190,085	33,300	18%
Dave's Fuel Dock	9,839	9,810	29	0%
Sheraton 4 Points-Harbortown	509,704	476,724	32,980	7%
Harbortown Point	73,751	72,857	894	1%
Oceans West Marina	321,359	306,311	15,048	5%
Ventura Isle Marina	768,445	658,088	110,357	17%
Ventura Marina Mobile Park	467,751	440,688	27,063	6%
Ventura West Marina	533,506	508,581	24,925	5%
Ventura Yacht Club	124,449	121,463	2,987	2%
Vta Harbor Boatyard	339,717	359,068	(19,351)	-5%
Portside Partners Ventura Harbor	300,000	231,250	68,750	30%
Total Parcel Lease	<u>3,671,906</u>	<u>3,374,925</u>	<u>296,981</u>	9%
Appreciation rent & Option Fee	<u>-</u>	<u>1,202,500</u>	<u>(1,202,500)</u>	
Total Parcel Leases	3,671,906	4,577,425	(905,519)	-20%
Ventura Harbor Village				
Retail Rents	512,909	485,904	27,005	6%
Restaurant Rents	1,094,003	1,048,166	45,837	4%
Office Rents	647,010	618,635	28,375	5%
Charters	388,557	352,375	36,182	10%
Total Village	<u>2,642,478</u>	<u>2,505,080</u>	<u>137,398</u>	5%
Commercial Fishing	353,331	274,297	79,034	29%
TOTAL	<u>6,667,715</u>	<u>7,356,802</u>	<u>(689,087)</u>	-9%

Monthly Report
(Unaudited)

ATTACHMENT 2

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

	Quarter Ending June 30th			Year-To-Date June 30th			% change FY16-17 to Current Yr
	2015-16	2016-17	Current	2015-16	2016-17	Current	
<u>Operating Income</u>							
Parcel Leases	710,512	788,608	858,354	3,168,538	3,374,925	3,671,906	9%
Option Fee	631,676	-	-	631,676	1,202,500	-	
Dry Storage	30,079	29,845	8,584	113,371	121,386	102,075	-16%
Other Operating	37,399	38,676	36,272	211,247	199,434	174,301	-13%
Harbor Village Leases	616,083	642,997	671,686	2,384,870	2,505,080	2,642,478	5%
Commercial Fishing	46,229	70,650	26,306	198,793	274,297	353,331	29%
Slips	224,663	228,801	238,350	891,688	892,170	898,425	1%
CAM	82,055	83,209	84,176	310,271	336,747	335,366	0%
Marketing	23,589	25,290	25,750	88,933	99,620	102,557	3%
Electrical Slips	7,167	8,369	1,193	32,062	32,160	16,991	-47%
Other Operating	11,571	29,853	20,053	73,824	66,050	58,823	-11%
Total Operating Income	2,421,023	1,946,298	1,970,724	8,105,273	9,104,369	8,356,253	-8%
<u>Operating Expenses</u>							
Harbor Patrol	259,307	370,807	276,090	1,181,179	1,252,244	1,234,153	-1%
Maintenance	(52,575)	378,829	771,896	1,289,332	1,234,391	1,689,204	37%
Administration	442,574	431,426	475,343	1,795,129	1,827,002	2,000,208	9%
Marina	164,185	176,395	212,400	653,643	670,160	716,824	7%
C A M	223,473	182,365	194,081	840,429	764,905	788,507	3%
Marketing	123,451	152,494	132,298	478,634	466,147	495,568	6%
Dredging	80,440	63,496	50,265	375,672	219,029	208,895	-5%
Total Operating Expenses	1,240,855	1,755,812	2,112,373	6,614,018	6,433,878	7,133,359	11%
NET OPERATING INCOME	1,180,168	190,486	(141,649)	1,491,255	2,670,491	1,222,894	-54%
<u>Non-operating Income</u>							
Interest	19,337	29,322	63,798	52,549	88,530	156,514	77%
Taxes	444,530	467,681	490,844	1,090,940	1,145,346	1,218,747	6%
Other	9,719	50,622	6,973	107,163	65,103	28,577	-56%
Total Non-operating Income	473,586	547,625	561,615	1,250,652	1,298,979	1,403,838	8%
<u>Non-Operating Expenses</u>							
Depreciation	273,178	203,315	232,538	995,930	842,365	895,689	6%
Debt Service	(15,920)	6,642	(4,418)	668,246	436,294	425,094	-3%
Other	2,626	-	288,562	2,626	-	288,562	
Total Non-operating Expenses	259,884	209,957	516,682	1,666,802	1,278,659	1,609,345	26%
NET NON-OPER. INCOME	213,702	337,668	44,933	(416,150)	20,320	(205,507)	-1111%
NET CHANGE IN POSITION	1,393,870	528,154	(96,716)	1,075,105	2,690,811	1,017,387	-62%

Monthly Report
(Unaudited)

ATTACHMENT 3

Ventura Port District Aquaculture Fisheries Study Grant Fund Balance Sheet For the Period Ended June 30, 2018

CURRENT ASSETS

Cash in Banks	29,569
Accounts Receivable-Grant	109,590
TOTAL CURRENT ASSETS	<u>\$139,159</u>

CURRENT LIABILITIES

Accounts Payable	19,159
Intercompany Payable-Enterprise Fund	120,000
TOTAL CURRENT LIABILITIES	<u>\$139,159</u>

LONG TERM ASSETS

Long Term Assets	0
TOTAL LONG TERM ASSETS	<u>\$0</u>

EQUITY

Retained Earnings	-
Current Year Retained Earnings	0
TOTAL EQUITY	<u>\$0</u>

TOTAL ASSETS

\$139,159

TOTAL LIABILITIES AND EQUITY

\$139,159

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 June 30, 2018

INCOME	
VSE Grant Reimbursement	109,590
TOTAL INCOME	\$109,590
 EXPENSES	
Legal-VSE Grant	11,525
Professional Services	98,065
TOTAL EXPENSES	\$109,590
 CHANGE IN NET POSITION	
	\$0

Monthly Report
(Unaudited)

ATTACHMENT 4

Accounts Payable Check Register - April 2018

Ventura Port District

5/24/18

Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
47916	04/04/18	7434	Southern Calif. Edison	Utilities	115.35	
47917	04/05/18	1060	AFLAC	Salary reduction benefit	1,381.03	
47918	04/05/18	1154	Alejandra's Nursery	Plants for Village planters	745.20	
47919	04/05/18	1321	Avalon Door & Windows Inc.	Hardware - office suite building 1583 #212 Spinnaker	279.45	
47920	04/05/18	1440	Beacon Marine Chandlery Inc	Hooks for patrol radios	24.88	
47921	04/05/18	1663	Burons Preferred Pumping Inc.	VHV grease trap maintenance	2,580.00	
47922	04/05/18	1676	Carquest Auto Parts	Maintenance truck parts	136.13	
47923	04/05/18	1755	California Electrical Supply	Electrical services - building 1567 #202 Spinnaker	131.92	
47924	04/05/18	1820	CE Solutions	Harbor Patrol training	129.00	
47925	04/05/18	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	494.56	
47926	04/05/18	1925	City Of S. Buenaventura	Trash service	100.00	
47927	04/05/18	2202	Dave's	Patrol boat fuel	729.16	
47928	04/05/18	2331	Dial Security Inc	Courtesy Patrol/security coverage	800.00	
47929	04/05/18	2604	E.J. Harrison & Sons Inc.	Trash service	6,487.59	
47930	04/05/18	2751	Empire Cleaning Supply	Janitorial supplies	1,970.34	
47931	04/05/18	2935	Farmer Bros. Co	Coffee supplies	365.95	
47932	04/05/18	2936	Fast Signs	Ventura Isle parking sign	705.55	
47933	04/05/18	2980	Fausset Printing, LLC	Marketing-advertising	113.00	
47934	04/05/18	2983	Federal Express Corporation	Postage	28.74	
47935	04/05/18	3050	All That's Fit to Print	Marketing-ad production	232.50	
47936	04/05/18	3490	Grainger Inc.	Light bulbs at Village docks	199.60	
47937	04/05/18	4742	Kratos Construction	Doors, window, internet hardware-building 1575 #201 Spinnaker	2,835.00	
47938	04/05/18	5083	Oasis Technology Inc.	IT Services	375.00	
47939	04/05/18	5213	McMaster-Carr	Shop stock hardware for dock repairs	736.97	
47940	04/05/18	5625	ReadyRefresh	Bottled water service	22.62	
47941	04/05/18	5995	Ojai Valley News Inc.	Marketing-advertising	200.00	
47942	04/05/18	6194	Pacific Oil Company	Used oil pick up and disposal	55.00	
47943	04/05/18	7410	Smith Pipe & Supply Inc.	Landscaping materials	298.06	
47944	04/05/18	7768	ThyssenKrupp Elevator Corp	Elevator service-1559 Spinnaker building (Brophy's)	1,307.71	
47945	04/05/18	7777	The Signal	Marketing-advertising	484.00	
47946	04/05/18	7862	Time To Shine	Village window screens	880.00	
47947	04/05/18	8251	Ventura Water	Utilities	338.65	
47948	04/05/18	8263	Ventura Pest Control	Village service	348.00	

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Ventura Port District

5/24/18

Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
47949	04/05/18	8453	Virtual Pacific Networks	IT services	4,310.00	
47950	04/05/18	10133	Accountemps	Temporary accounting personnel	994.80	
47951	04/05/18	11415	Alertline Communications	Emergency elevator phone services	630.00	
47952	04/05/18	11570	Amazon Capital Services	VHV low voltage landscape lighting	83.98	
47953	04/05/18	15751	Bob's Towing Service	Maintenance vehicle tow to repair shop	75.00	
47954	04/05/18	16185	Bryanna N. Gonzalez	Marketing-event production	75.00	
47955	04/05/18	17683	California Travel Association	Annual membership	1,656.00	
47956	04/05/18	18861	Chantel Durelli	Marketing-event production	125.00	
47957	04/05/18	20200	CoStar Realty Information, Inc	Leasing marketing data software	952.72	
47958	04/05/18	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	1,174.30	
47959	04/05/18	50071	LoopNet	Internet leasing advertising	369.95	
47960	04/05/18	51731	Marcos Ramos Painting	East pergola; repair/paint walls exterior Village buildings	6,500.00	
47961	04/05/18	61991	P & R Paper Supply Co.	Janitorial supplies	1,048.79	
47962	04/05/18	70075	Ricoh USA, Inc.	Copier page charges: Admin/Marketing	478.11	
47963	04/05/18	75910	Stringer Appliance Repair, Inc	Equipment repairs - building 1691 Spinnaker laundry room	202.87	
47964	04/05/18	76012	Sunbelt Rentals, Inc.	Equipment rental for excess sand removal at beaches and lots	3,090.35	
47965	04/05/18	82471	Ventura Rental Party Center	Marketing-event production	160.00	
47966	04/05/18	85219	West Marine Pro	Boat parts	81.85	
47967	04/05/18	85221	West Coast Aerial Photography ** Voided **	- Wrong vendor - re-issued to West Coast Air Conditioning		188.00
47968	04/05/18	PM OneTime	Andrew Cristofono	Key deposit refund	25.00	
47969	04/05/18	PM OneTime	Clint Crowell	Dry Storage fee & key deposit refund	40.00	
47970	04/05/18	PM OneTime	Daniel Sugden	Key deposit refund	25.00	
47971	04/05/18	PM OneTime	Doug Paris	Key deposit refund	25.00	
47972	04/05/18	PM OneTime	Jeffrey Helm	Key deposit refund	25.00	
47973	04/05/18	PM OneTime	Michael Drake	Key deposit refund	25.00	
47974	04/05/18	PM OneTime	Ray Hoover	Key deposit refund	25.00	
47975	04/05/18	PM OneTime	Robert Lindsay	Refund of prepaid rent and key deposit	643.88	
47976	04/05/18	85261	West Coast Air Conditioning	HVAC services - NPS building	188.00	
47977	04/06/18	32750	Garland/DBS, Inc	Progress payment on the Village roof renovation project	88,343.58	
47978	04/11/18	2287	Dept. of Parks and Recreation	Lifeguard contract	60,276.28	
47979	04/19/18	1037	Acorn Newspapers	Marketing-advertising	792.00	
47980	04/19/18	1215	Andy Anderson Plastering	Plumbing repairs - building 1575 Spinnaker	2,100.00	
47981	04/19/18	1259	Applied Environmental Inc.	Emission reports	1,815.00	

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47982	04/19/18	1440	Beacon Marine Chandlery Inc	Boat supplies	28.03	
47983	04/19/18	1674	Card Integrators	Commissioner/staff ID cards	95.43	
47984	04/19/18	1679	Carpi & Clay	Washington lobbyist	5,000.00	
47985	04/19/18	1725	CED (Consolidated Electrical Distributors)	Fiber optic box, elevator and launch ramp lighting	1,145.97	
47986	04/19/18	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	640.22	
47987	04/19/18	2099	Custom Embroidery	Maintenance uniforms-headwear	220.89	
47988	04/19/18	2331	Dial Security Inc	Courtesy Patrol/security coverage	1,200.00	
47989	04/19/18	2604	E.J. Harrison & Sons Inc.	Trash service	79.98	
47990	04/19/18	2751	Empire Cleaning Supply	Janitorial supplies	618.51	
47991	04/19/18	2936	Fast Signs	VHV Suite address	832.81	
47992	04/19/18	2986	Ferguson Enterprises Inc.	Cast Iron pipe replacements - buildings 1567 & 1591	364.89	
47993	04/19/18	3490	Grainger Inc.	Boat parts, restroom parts, building maint & operating supplies	1,503.50	
47994	04/19/18	3492	Green Thumb International	Village plants/landscaping	858.92	
47995	04/19/18	3592	Hansen's Plumbing, Inc.	Deposit for stainless steel showers-beach restrooms	2,500.00	
47996	04/19/18	4061	Industrial Bolt and Supply	Dock repair hardware	30.39	
47997	04/19/18	4247	Jani-King of CA Inc.	Janitorial Service in Village and VPD headquarters	5,263.94	
47998	04/19/18	4295	Jensen Design & Survey Inc.	Services pertaining to parking lot repair/slurry project	420.00	
47999	04/19/18	4742	Kratos Construction	Ceiling heaters for office suite -building 1575 #201 Spinnaker	1,800.00	
48000	04/19/18	4852	Lagerlof Senecal Gosney	Legal services	17,078.25	
48001	04/19/18	5054	Main Street Banner	VHV promenade flags	1,335.35	
48002	04/19/18	5190	Matilija Water	Reverse osmosis water system	45.00	
48003	04/19/18	5213	McMaster-Carr	Village fire pit repair parts and VPD shop stock	583.76	
48004	04/19/18	5231	Mendez Roofing Inc	Roof repairs - Village buildings 1575 & 1583 Spinnaker	2,700.00	
48005	04/19/18	5505	Muzicraft Inc.	Ambient music in Village	329.50	
48006	04/19/18	5632	MJP Technologies, Inc	IT services for SPAM filtering	110.00	
48007	04/19/18	5744	Noble Consultants Inc.	Services pertaining to Village docks & fish pier inspection	21,014.00	
48008	04/19/18	6178	PERS Long Term Care Program	Salary reduction benefit	448.74	
48009	04/19/18	6201	Pamela Griffin	Wellness program instructor	40.00	
48010	04/19/18	6409	Plauche & Carr	VSE Aquaculture	220.00	
48011	04/19/18	6470	LegalShield	Salary reduction benefit	166.40	
48012	04/19/18	7000	Richard W. Parsons	Dredging/Project Management services	10,294.77	
48013	04/19/18	7029	Robert Weinerth	Employee reimbursement for gear, uniforms and equipment	765.08	
48014	04/19/18	7292	Sergio Gonzalez	Travel reimbursement for training	238.05	

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48015	04/19/18	7294	Service-Pro Fire Protection	Elevator testing in District Headquarters	481.00	
48016	04/19/18	7296	Searle Creative Group	Marketing-social media web site design	2,066.25	
48017	04/19/18	7346	Shell Fleet Plus	Patrol vehicle fuel	730.11	
48018	04/19/18	7410	Smith Pipe & Supply Inc.	Landscaping materials	173.35	
48019	04/19/18	7434	Southern Calif. Edison	Utilities	40.88	
48020	04/19/18	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,394.88	
48021	04/19/18	8241	Ventura County Star	Marketing-advertising	1,874.00	
48022	04/19/18	8241	Ventura County Star	Marketing-advertising	1,228.50	
48023	04/19/18	8243	Ventura Harbor Boat Yard	Patrol boat B19-transmission & miscellaneous repairs	4,657.26	
48024	04/19/18	8244	Ventura Harbor Storage	Fishermen's storage/net repair area	6,113.01	
48025	04/19/18	8250	Ventura Visitors & Convention	Marketing-space rent and advertising	125.00	
48026	04/19/18	8251	Ventura Water **Voided**	Check stub used to list invoices		0.00
48027	04/19/18	8251	Ventura Water	Utilities	27,998.46	
48028	04/19/18	8262	Ventura Isle Marina	Temporary moorage for derelict boat awaiting salvage	110.37	
48029	04/19/18	8267	Ventura Harbor Marina & Yacht	Fireboat maintenance	144.45	
48030	04/19/18	8530	White Nelson Diehl Evans LLP	Progress payment on fiscal year 17 financial audit	400.00	
48031	04/19/18	10133	Accountemps	Temporary accounting personnel	2,652.80	
48032	04/19/18	12945	Assurant Employee Benefits	Dental insurance premiums	1,569.77	
48033	04/19/18	14575	Best Party Ever	Marketing-event production	820.00	
48034	04/19/18	16150	Brendan Daly Photography	Marketing-event photos	200.00	
48035	04/19/18	24481	Downtown Ventura Organization ** Voided **	- Wrong vendor - re-issued to Ventura Downtown Partners		400.00
48036	04/19/18	25351	Dudek	VSE Aquaculture	1,145.63	
48037	04/19/18	27395	Jacobs; Elizabeth	Marketing Village entertainment	135.00	
48038	04/19/18	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	157.50	
48039	04/19/18	44200	JV Custom Iron	Village courtyard railing at building 1591 Spinnaker	5,440.00	
48040	04/19/18	51731	Marcos Ramos Painting	7 projects-window frame repairs; office remodel; exterior walls	12,215.00	
48041	04/19/18	61954	Pacific Marine Repair	Transmission boat repair	630.00	
48042	04/19/18	61991	P & R Paper Supply Co.	Janitorial supplies	465.54	
48043	04/19/18	70075	Ricoh USA, Inc.	Copier lease	741.91	
48044	04/19/18	70281	Ring Central Inc	District phone system	944.20	
48045	04/19/18	70650	SWCA, Incorporated (Soil and Water Conservation Assist)	Harbor water quality monitoring	8,235.73	
48046	04/19/18	74343	Sommerville Associates	Marketing public relations services	2,000.00	
48047	04/19/18	76015	Sunridge Landscape Maint., Inc	Landscape services	1,940.00	

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<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48048	04/19/18	80949	US Public Safety Grp, Inc	Uniform badges	893.97	
48049	04/19/18	85219	West Marine Pro	Boat maintenance supplies	1,049.32	
48050	04/19/18	85261	West Coast Air Conditioning	HVAC replacement - NPS building	4,985.00	
48051	04/19/18	PM OneTime	Clint Crowell	Correction to original Dry Storage tenant fee refund	12.00	
48052	04/19/18	PM OneTime	Craig Finch	Key deposit refund	10.00	
48053	04/19/18	PM OneTime	Gary Valerio	Key deposit refund	25.00	
48054	04/19/18	PM OneTime	Jeffrey Hancock	Key deposit refund	25.00	
48055	04/19/18	PM OneTime	John Gleeson	Key deposit refund	25.00	
48056	04/19/18	PM OneTime	John Schwartz	Key deposit refund	50.00	
48057	04/19/18	PM OneTime	Roger Ohana	Key deposit refund	50.00	
48058	04/19/18	PM OneTime	Tigran Gabrielyan	Key deposit refund	25.00	
48059	04/19/18	PM OneTime	Wave Realty	Tenant vacated - deposit refund	750.00	
48060	04/19/18	2448	Downtown Ventura Partners	Marketing-advertising	400.00	
Total Check Register					\$ 377,091.69	\$ 588.00

Wells Fargo Grant Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1059	04/19/18	25351	Dudek	VSE Aquaculture Grant	12,733.05	
Total Check Register					\$ 12,733.05	\$ -

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Ventura Port District

6/28/18

Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48061	05/02/18	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
48062	05/02/18	7434	Southern Calif. Edison	Utilities	11,327.23	
48063	05/03/18	1036	Accurate First Aid Services	Replenish first aid stations	287.54	
48064	05/03/18	1060	AFLAC	Salary reduction benefit	1,381.03	
48065	05/03/18	1154	Alejandra's Nursery	Plants - VHV planters	255.96	
48066	05/03/18	1182	SiteOne Landscape Supply, LLC	Repair - Harbor Cove	87.72	
48067	05/03/18	1213	Andrias Seafood	Marketing - KCET business lunch	132.25	
48068	05/03/18	1440	Beacon Marine Chandlery Inc	Swim buoy parts	22.84	
48069	05/03/18	1492	Big Brand Tire Company	Vehicle M-28 brake line repair	557.48	
48070	05/03/18	1676	Carquest Auto Parts	Vehicle M-44 rear lamp replacement assembly	123.90	
48071	05/03/18	1725	C E D (Consolidated Electrical Distributors)	Lighting fish pier & office suites, shop stock	2,566.46	
48072	05/03/18	1844	Certex USA Inc.	Replacement & installation of cable at hoist # 2	979.14	
48073	05/03/18	1886	Channel Watch Marine, Inc.	Derelict boat disposal	2,800.00	
48074	05/03/18	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	472.06	
48075	05/03/18	2092	Cummins-Allison Corporation	Cummins JetScan bill counter annual maintenance contract	393.63	
48076	05/03/18	2174	Dan Harding	Marketing-advertising	70.00	
48077	05/03/18	2208	Dave Wilkes Transmissions	Vehicle H-10A transmission repair and service	1,109.94	
48078	05/03/18	2331	Dial Security Inc	Courtesy Patrol/security coverage	400.00	
48079	05/03/18	2604	E.J. Harrison & Sons Inc.	Trash service	7,033.33	
48080	05/03/18	2751	Empire Cleaning Supply	Janitorial supplies	345.73	
48081	05/03/18	2935	Farmer Bros. Co	Coffee supplies	250.95	
48082	05/03/18	2980	Fausset Printing, LLC	Marketing-event production - Superhero Day flyers	165.00	
48083	05/03/18	2986	Ferguson Enterprises Inc.	Village water repair parts, restroom supplies	194.15	
48084	05/03/18	3050	All That's Fit to Print	Marketing-ad production	1,507.50	
48085	05/03/18	3491	The Greek Mediterranean Steak	Board dinner	145.46	
48086	05/03/18	4247	Jani-King of CA Inc.	Janitorial Service in Village and VPD headquarters	5,263.94	
48087	05/03/18	4293	Jennifer Talt-Lundin	Mileage reimbursement	424.61	
48088	05/03/18	4742	Kratos Construction	Village office suite remodel for 1567 #201 Spinnaker	10,000.00	
48089	05/03/18	5016	Lowe's	Operating supplies-building, hardware, shop tools, water	2,439.68	
48090	05/03/18	5050	MailFinance	VPD Office postage machine rental - quarterly	401.23	
48091	05/03/18	5071	Luners Production Services	Marketing-event production	134.69	
48092	05/03/18	5083	Oasis Technology Inc.	IT services	125.00	
48093	05/03/18	5162	ManagerPlus Solutions, LLC	IT- Annual support	1,199.00	

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48094	05/03/18	5210	McCormix Corp.	Fuel for maintenance vehicles and backhoe rental equipment	1,190.73	
48095	05/03/18	5213	McMaster-Carr	VPD metal strapping/buckles shop stock; exterior lighting hardware	518.35	
48096	05/03/18	6178	PERS Long Term Care Program	Salary reduction benefit	224.37	
48097	05/03/18	6201	Pamela Griffin	Wellness program instructor	100.00	
48098	05/03/18	6446	PowerHouse Construction Inc.	Beach block wall repairs	20,125.00	
48099	05/03/18	6865	Rasmussen & Associates Inc	Services pertaining to restroom remodel at 1591 building	6,845.00	
48100	05/03/18	7000	Richard W. Parsons	Conference expense reimbursement	73.00	
48101	05/03/18	7015	Rick Wilborn	Marketing-advertising	250.00	
48102	05/03/18	7296	Searle Creative Group	Marketing-social media web site design	4,203.75	
48103	05/03/18	7410	Smith Pipe & Supply Inc.	Fire pit, landscaping materials	238.96	
48104	05/03/18	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,394.88	
48105	05/03/18	7768	ThyssenKrupp Elevator Corp	Quarterly elevator service maintenance	4,127.71	
48106	05/03/18	7818	TOTALFUNDS	Postage	500.00	
48107	05/03/18	8233	Venco Power Sweeping, Inc	Monthly Village parking lot & fish pier sweeping	545.38	
48108	05/03/18	8243	Ventura Harbor Boat Yard	Repair - Hoist on Fish pier	1,015.17	
48109	05/03/18	8251	Ventura Water	Utilities	286.64	
48110	05/03/18	8263	Ventura Pest Control	Village service	348.00	
48111	05/03/18	8453	Virtual Pacific Networks	IT Services	4,601.39	
48112	05/03/18	8551	Williams Automotive Inc.	Maintenance vehicle fuel pump, injector, oil pan repairs	1,486.76	
48113	05/03/18	10133	Accountemps	Temporary accounting personnel	2,317.88	
48114	05/03/18	11461	AllCal Equipment Services Inc,	Annual hoist # 2 certification Inspection	545.00	
48115	05/03/18	12050	Andrew Hedrick	Marketing Village entertainment	75.00	
48116	05/03/18	12945	Assurant Employee Benefits	Dental insurance premiums	1,569.77	
48117	05/03/18	14580	Blake Stok	VSE Aquaculture	852.50	
48118	05/03/18	15751	Bob's Towing Service	Vehicle M-28 to Big Brand -Tire repair	70.00	
48119	05/03/18	15785	Blue Tarp Financial Inc.	Village shop air reel	79.99	
48120	05/03/18	17685	California Assoc. for Local Economic Development	Annual membership renewal	819.56	
48121	05/03/18	19252	City of Ventura	Trash service	100.00	
48122	05/03/18	20021	Coastal View News	Marketing-advertising	322.00	
48123	05/03/18	20200	CoStar Realty Information, Inc	Leasing marketing data software	952.72	
48124	05/03/18	23351	Diamond A Equipment	Replacement wheels and tires for the Walker ride-on mower	437.74	
48125	05/03/18	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	88.25	
48126	05/03/18	43451	Jim McKeown Inc.	Services pertaining to Le Petit suite infrastructure	5,000.00	

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48127	05/03/18	44150	Joe Beraldo	Marketing-advertising	800.00	
48128	05/03/18	46165	Kenneth Walters	Marketing Village entertainment	250.00	
48129	05/03/18	50071	LoopNet	Internet leasing advertising	369.95	
48130	05/03/18	51731	Marcos Ramos Painting	6 projects-repair/paint walls; staircase; promenade walls; signage	9,700.00	
48131	05/03/18	61991	P & R Paper Supply Co.	Janitorial supplies	825.28	
48132	05/03/18	64391	Porta-Stor	Relocation of storage container	75.00	
48133	05/03/18	85219	West Marine Pro	Safety equipment and shop supplies	271.06	
48134	05/03/18	85261	West Coast Air Conditioning	Preventive HVAC maintenance service-VPD Headquarters & Village	642.17	
48135	05/03/18	85601	Zero Waste USA	Operating supplies-mutt mitts	439.56	
48136	05/03/18	PM OneTime	Andrew Pflaum	Key deposit refund	50.00	
48137	05/03/18	PM OneTime	David Crowe	Key deposit refund	25.00	
48138	05/03/18	PM OneTime	Ed Miedema	Key deposit refund	50.00	
48139	05/03/18	PM OneTime	Eric McGinn	Key deposit refund	25.00	
48140	05/03/18	PM OneTime	Gary Semolich	Key deposit refund	35.00	
48141	05/03/18	PM OneTime	James Deardorff	Key deposit refund	25.00	
48142	05/03/18	PM OneTime	James Hervieux	Key deposit refund	25.00	
48143	05/03/18	PM OneTime	John Francis	Refund security deposit	521.87	
48144	05/03/18	PM OneTime	Merwyn Pamarang	Key deposit refund	25.00	
48145	05/03/18	PM OneTime	Michael Mitchell	Key deposit refund	25.00	
48146	05/03/18	PM OneTime	Mitchell Yount	Key deposit refund	45.00	
48147	05/03/18	PM OneTime	Steve St. Louis	Key deposit refund	25.00	
48148	05/03/18	PM OneTime	Todd Workman	Key deposit refund	25.00	
48149	05/09/18	84800	WM L Morris Chevrolet	Vehicle purchase - Courtesy Patrol (2006 Saturn)	4,870.00	
48150	05/17/18	1036	Accurate First Aid Services	Replenish first aid stations	120.39	
48151	05/17/18	1049	Adams Printing & Graphic	Marketing-brochures	1,772.49	
48152	05/17/18	1168	Amsterdam Printing	Advertising promotional pens	345.90	
48153	05/17/18	1321	Avalon Door & Windows Inc.	Door sweeps-1575 #106 Spinnaker	137.46	
48154	05/17/18	1440	Beacon Marine Chandlery Inc	Swim bouy tackle	23.54	
48155	05/17/18	1653	Buena High School Music Assoc	Marketing Village entertainment	250.00	
48156	05/17/18	1676	Carquest Auto Parts	Vehicle M-10 parts and inventory stock	129.24	
48157	05/17/18	1679	Carpi & Clay	Washington lobbyist	5,000.00	
48158	05/17/18	1725	C E D (Consolidated Electrical Distributors)	Shop operating & LED lighting upgrades	229.44	
48159	05/17/18	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	497.91	

ATTACHMENT 4

Accounts Payable Check Register - May 2018

Ventura Port District

6/28/18

Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48160	05/17/18	2029	Cover 2 Cover Music Inc.	Marketing Village entertainment	320.00	
48161	05/17/18	2031	County Of Ventura	Annual hazardous waste disposal permit for VPD headquarters	634.80	
48162	05/17/18	2331	Dial Security Inc	Courtesy Patrol/security coverage	400.00	
48163	05/17/18	2604	E.J. Harrison & Sons Inc.	Trash service	490.49	
48164	05/17/18	2751	Empire Cleaning Supply	Janitorial supplies	1,340.95	
48165	05/17/18	2983	Federal Express Corporation	Postage	88.83	
48166	05/17/18	2986	Ferguson Enterprises Inc.	Roof drain replacement building 1583 Spinnaker	48.23	
48167	05/17/18	3050	All That's Fit to Print	Marketing-ad production	666.25	
48168	05/17/18	3490	Grainger Inc.	Village fire pit, cell phone accessories, shop stock-batteries	143.08	
48169	05/17/18	3592	Hansen's Plumbing, Inc.	Leak test - NPS building	504.21	
48170	05/17/18	4057	Health & Human Resource Center - Employee Assistance Program (EAP)		354.28	
48171	05/17/18	4852	Lagerlof Senecal Gosney	Legal services	21,303.75	
48172	05/17/18	5190	Matilija Water	Reverse osmosis water system	45.00	
48173	05/17/18	5210	McCormix Corp.	Maintenance vehicle fuel	570.71	
48174	05/17/18	5213	McMaster-Carr	Village stainless steel clamps for 1575 Spinnaker building	92.94	
48175	05/17/18	5625	ReadyRefresh	Bottled water service	250.67	
48176	05/17/18	5632	MJP Technologies, Inc	IT services for SPAM filtering	110.00	
48177	05/17/18	5744	Noble Consultants Inc.	Services pertaining to fish pier inspection & new hoist	6,329.03	
48178	05/17/18	5982	Oilfield Electric Company	Breaker testing at 1567 #101 Spinnaker	220.00	
48179	05/17/18	6178	PERS Long Term Care Program	Salary reduction benefit	224.37	
48180	05/17/18	6194	Pacific Oil Company	Pick up and disposal of used oil	65.00	
48181	05/17/18	6195	Pacific Parking Systems	Maintenance contract-launch ramp pay parking machine/software	1,400.00	
48182	05/17/18	6409	Plauche & Carr	VSE Aquaculture	2,832.50	
48183	05/17/18	6414	Oxnard Convention & Visitors B	Marketing-advertising	750.00	
48184	05/17/18	6470	LegalShield	Salary reduction benefit	166.40	
48185	05/17/18	7229	Sam's Club/GECF	Patrol supplies	674.86	
48186	05/17/18	7230	Sage	Annual accounting software maintenance/updates	1,054.00	
48187	05/17/18	7346	Shell Fleet Plus	Patrol vehicle fuel	959.57	
48188	05/17/18	7720	Double Dog Dare Pro	Marketing-event production	2,500.00	
48189	05/17/18	7762	The Home Depot	Operating supplies-deadbolts and locks	227.22	
48190	05/17/18	8239	Ventura County Reporter	Marketing-advertising	750.00	
48191	05/17/18	8241	Ventura County Star	Marketing-advertising	385.00	
48192	05/17/18	8250	Ventura Visitors & Convention	Marketing-advertising	25.00	

ATTACHMENT 4

Accounts Payable Check Register - May 2018

Ventura Port District

6/28/18

Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48193	05/17/18	8531	Whisenhunt Communication	Public relations services	180.00	
48194	05/17/18	10133	Accountemps	Temporary accounting personnel	2,652.80	
48195	05/17/18	17730	Carpenteria Magazine	Marketing-advertising	695.00	
48196	05/17/18	25351	Dudek	VSE Aquaculture	419.18	
48197	05/17/18	31531	France Publications, Inc	Marketing-advertising	4,200.00	
48198	05/17/18	32750	Garland/DBS, Inc. ** Voided **	Wrong vendor - re-issued to Toro Enterprises, Inc		127,813.90
48199	05/17/18	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	1,439.55	
48200	05/17/18	51731	Marcos Ramos Painting	7 projects-repair/paint exterior doors/windows; stucco mold remediation	8,440.00	
48201	05/17/18	51891	Matthew Relis	Marketing Village entertainment	300.00	
48202	05/17/18	61991	P & R Paper Supply Co.	Janitorial supplies	1,308.14	
48203	05/17/18	70075	Ricoh USA, Inc.	Copier lease	741.91	
48204	05/17/18	70650	SWCA, Incorporated (Soil and Water Conservation Assist)	Harbor water quality monitoring	1,835.00	
48205	05/17/18		** Voided **	Printer error		0.00
48206	05/17/18	75730	Stang Industries, Inc.	Computer repairs	1,176.00	
48207	05/17/18	85261	West Coast Air Conditioning	Rebuild older HVAC unit at 1691 Spinnaker	2,123.67	
48208	05/17/18	PM OneTime	Alfieri Brothers	Dry Storage fee refund	255.00	
48209	05/17/18	PM OneTime	Bob Nathan	Key deposit refund	50.00	
48210	05/17/18	PM OneTime	Brian Kasztelan	Dry storage tenant refund prepaid rent	130.00	
48211	05/17/18	PM OneTime	Byron Cherry	Key deposit refund	25.00	
48212	05/17/18	PM OneTime	Chris Landauer	Dry storage tenant refund prepaid rent	189.00	
48213	05/17/18	PM OneTime	George Kabris	Key deposit refund	25.00	
48214	05/17/18	PM OneTime	Glenn Brainard	Key deposit refund	25.00	
48215	05/17/18	PM OneTime	John Page	Key deposit refund	25.00	
48216	05/17/18	PM OneTime	Jones Construction Management - Refund shipping cost of returned floor tiles to tenant		90.43	
48217	05/17/18	PM OneTime	Kurt Oberst	Key deposit refund	25.00	
48218	05/17/18	PM OneTime	Larry Pate	Key deposit refund	25.00	
48219	05/17/18	PM OneTime	Michael Hallahan	Key deposit refund	25.00	
48220	05/17/18	PM OneTime	Michelle Boroski	Key deposit refund	130.00	
48221	05/17/18	PM OneTime	Paul Reed	Key deposit refund	25.00	
48222	05/17/18	PM OneTime	Peter Melcher	Key deposit refund	67.50	
48223	05/17/18	PM OneTime	Rex Temple	Key deposit refund	25.00	
48224	05/17/18	PM OneTime	Robert Perlow	Key deposit refund	25.00	
48225	05/17/18	PM OneTime	Ron Dietel	Key deposit refund	25.00	

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Accounts Payable Check Register - May 2018

Ventura Port District

6/28/18

Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48226	05/17/18	PM OneTime	Scott Silverstein	Key deposit refund and refund prepaid rent	147.50	
48227	05/17/18	PM OneTime	Todd White	Key deposit refund	26.00	
48228	05/17/18	PM OneTime	Verne Sandwall	Key deposit refund and refund prepaid rent	235.00	
48229	05/17/18	PM OneTime	Victor Hansen	Key deposit refund	25.00	
48230	05/17/18	PM OneTime	Wayne Goldstein	Key deposit refund	10.00	
48231	05/17/18	PM OneTime	William Griffin	Key deposit refund	25.00	
48232	05/17/18		** Voided **	Printer error		0.00
48233	05/17/18	8453	Virtual Pacific Networks	IT Services	13,779.65	
48234	05/17/18	74343	Sommerville Associates	Marketing public relations services	2,000.00	
48235	05/17/18	77921	Tom's Towing	Relocate vehicle as needed for parking lot repairs	2,300.00	
48236	05/17/18	79502	Toro Enterprises, Inc.	Progress payment on pavement repair & slurry project	127,813.90	
48237	05/31/18	1037	Acorn Newspapers	Marketing-advertising	486.00	
48238	05/31/18	1049	Adams Printing & Graphic	Marketing-brochures	571.08	
48239	05/31/18	1060	AFLAC	Salary reduction benefit	1,381.03	
48240	05/31/18	1182	SiteOne Landscape Supply, LLC	Repair-Casa De Regalos	163.57	
48241	05/31/18	1440	Beacon Marine Chandlery Inc	Decal numbers for vehicles, trash can hardware	109.98	
48242	05/31/18	1571	Boatswain's Locker Inc.	Boat 17 maintenance	109.83	
48243	05/31/18	1843	Certified Folder Display	Marketing-advertising	325.00	
48244	05/31/18	1892	Chemsearch FE	Village public restroom supplies	946.80	
48245	05/31/18	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	371.20	
48246	05/31/18	2029	Cover 2 Cover Music Inc.	Marketing Village entertainment	400.00	
48247	05/31/18	2208	Dave Wilkes Transmissions	Vehicle H-10B repairs	271.54	
48248	05/31/18	2331	Dial Security Inc	Courtesy Patrol/security coverage	800.00	
48249	05/31/18	2604	E.J. Harrison & Sons Inc.	Trash service	6,288.75	
48250	05/31/18	2751	Empire Cleaning Supply	Janitorial supplies	403.15	
48251	05/31/18	2935	Farmer Bros. Co	Coffee supplies	319.65	
48252	05/31/18	2936	Fast Signs	Marketing-advertising	197.59	
48253	05/31/18	2980	Fausset Printing, LLC	Marketing-event production - Pirate Day posters	605.00	
48254	05/31/18	3050	All That's Fit to Print	Marketing-ad production	2,282.50	
48255	05/31/18	3100	Flooring 101	New flooring for office suite at 1567 #202 Spinnaker	5,115.70	
48256	05/31/18	3592	Hansen's Plumbing, Inc.	Balance on replacement stainless steel showers for beach restrooms	18,790.00	
48257	05/31/18	4293	Jennifer Talt-Lundin	Event production - petty cash	350.00	
48258	05/31/18	4295	Jensen Design & Survey Inc.	Services pertaining to pavement repair & slurry project	1,955.00	

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Accounts Payable Check Register - May 2018

Ventura Port District

6/28/18

Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48259	05/31/18	4742	Kratos Construction	Replace stairway lighting - building 1567 Spinnaker	2,955.00	
48260	05/31/18	5016	Lowe's	Operating supplies-building, restrooms, hardware, lights, water	1,157.05	
48261	05/31/18	5155	Major Engineering Marine Inc	Dock pile guard replacements at docks H & D	4,111.67	
48262	05/31/18	5210	McCormix Corp.	Maintenance vehicle fuel	486.99	
48263	05/31/18	5213	McMaster-Carr	VPD shop hardware stock, A/C parts for suite 1567 #112 Spinnaker	992.45	
48264	05/31/18	5505	Muzicraft Inc.	Ambient music in Village	329.50	
48265	05/31/18	6178	PERS Long Term Care Program	Salary reduction benefit	224.37	
48266	05/31/18	6201	Pamela Griffin	Wellness program instructor	140.00	
48267	05/31/18	6850	R P Barricade	VPD signs	129.85	
48268	05/31/18	7000	Richard W. Parsons	Dredging/Project Management services	10,294.77	
48269	05/31/18	7032	Alliant Insurance Services	Marketing-event production insurance	686.00	
48270	05/31/18	7296	Searle Creative Group	Marketing-social media web site design	1,211.25	
48271	05/31/18	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
48272	05/31/18	7434	Southern Calif. Edison	Utilities	9,311.09	
48273	05/31/18	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,330.08	
48274	05/31/18	7581	Steve Stafford	Marketing Village entertainment	250.00	
48275	05/31/18	7720	Double Dog Dare Pro	Marketing-event production	7,676.25	
48276	05/31/18	7720	Double Dog Dare Pro	Marketing-event production	5,176.25	
48277	05/31/18	7761	The Gas Company	Utilities	580.52	
48278	05/31/18	8205	VCSDA (Ventura County Special District Association) - Meeting fees		40.00	
48279	05/31/18	8228	Ventana Monthly ** Voided **	Wrong vendor - re-issued to Southland Publishing		685.00
48280	05/31/18	8233	Venco Power Sweeping, Inc	Monthly Village parking lot	415.38	
48281	05/31/18	8239	Ventura Florists ** Voided **	Wrong vendor - re-issued to Southland Publishing		495.00
48282	05/31/18	8244	Ventura Harbor Storage	Fishermen's storage/net repair area	6,113.01	
48283	05/31/18	8250	Ventura Visitors & Convention	Marketing-advertising	805.61	
48284	05/31/18	10133	Accountemps	Temporary accounting personnel	2,434.78	
48285	05/31/18	12945	Assurant Employee Benefits	Dental insurance premiums	1,569.77	
48286	05/31/18	14411	Bella Vista Designs Inc.	Marketing-event production	30.00	
48287	05/31/18	14580	Blake Stok	VSE Aquaculture	1,320.00	
48288	05/31/18	16201	R & R Enterprises	Marketing event production	400.00	
48289	05/31/18	17700	Cal Termite & Pest Control	Village pigeon control system	2,400.00	
48290	05/31/18	18861	Chantel Durelli	Marketing-event production	431.25	
48291	05/31/18	19252	City of Ventura	Trash service	100.00	

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Accounts Payable Check Register - May 2018

Ventura Port District

6/28/18

Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48292	05/31/18	20200	CoStar Realty Information, Inc	Leasing marketing data software	952.72	
48293	05/31/18	42605	Jaycie Lafrican	Marketing Village entertainment	50.00	
48294	05/31/18	45635	Karen Eden	Marketing Village entertainment	300.00	
48295	05/31/18	50071	LoopNet	Internet leasing advertising	369.95	
48296	05/31/18	51731	Marcos Ramos Painting	8 projects-stucco mold repair/paint; refurbish Village entrance signs	5,790.00	
48297	05/31/18	61991	P & R Paper Supply Co.	Janitorial supplies	971.41	
48298	05/31/18	62450	Pasadena Weekly ** Voided **	Wrong vendor - re-issued to Southland Publishing		350.00
48299	05/31/18	64370	Port Royal Privateers	Marketing event production	700.00	
48300	05/31/18	68551	Randalls Art	Marketing event production	150.00	
48301	05/31/18	70075	Ricoh USA, Inc.	Copier page charges: Admin/Marketing	4.47	
48302	05/31/18	70115	Robin Bogue	Marketing event production	100.00	
48303	05/31/18	70281	Ring Central Inc	District phone system	943.97	
48304	05/31/18	73425	Sheroes Entertainment	Marketing Village entertainment	100.00	
48305	05/31/18	73425	Sheroes Entertainment	Marketing Village entertainment	100.00	
48306	05/31/18	79652	Traffic Technologies LLC	Barricades- extra parking	510.74	
48307	05/31/18	79660	Tucker Zimmerman	Reimbursement for RWC training	70.18	
48308	05/31/18	82351	Ventura Breeze	Marketing-advertising	625.00	
48309	05/31/18	85219	West Marine Pro	Boat maint, lights, parts, stock	381.85	
48310	05/31/18	PM OneTime	Dave Wilhite	Key deposit refund	25.00	
48311	05/31/18	PM OneTime	David Hornbaker	Refund security deposit	323.51	
48312	05/31/18	PM OneTime	Fayik Bundhoo	Key deposit refund	25.00	
48313	05/31/18	PM OneTime	Gary Hamel	Key deposit refund	25.00	
48314	05/31/18	PM OneTime	Stephen Lovejoy	Tenant deposit refund and open credits on acct	1,665.89	
48315	05/31/18	PM OneTime	Steve Henderson	Key deposit refund	25.00	
Total Check Register					\$ 484,097.53	\$129,343.90

Wells Fargo Grant Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1060	05/17/18	25351	Dudek	VSE Aquaculture Grant	4,657.60	
Total Check Register					\$ 4,657.60	\$ -

ATTACHMENT 4

Accounts Payable Check Register - June 2018

Ventura Port District

9/19/2018

Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48316	06/01/18	74401	Southland Publishing	Advertising and Promotion	1,530.00	
48317	06/13/18	1178	American Office Products	Office supplies	53.23	
48318	06/13/18	1440	Beacon Marine Chandlery Inc	Miscellaneous parts/hardware for boat repairs	167.42	
48319	06/13/18	1625	Byrd Locksmithing Inc.	Surfers Knoll locksmith services	317.75	
48320	06/13/18	1679	Carpi & Clay	Washington lobbyist	5,000.00	
48321	06/13/18	1725	C E D (Consolidated Electrical Distributors)	Fish pier lighting	30.51	
48322	06/13/18	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	769.31	
48323	06/13/18	2031	County Of Ventura	Annual hazardous waste disposal permit for Village	1,400.10	
48324	06/13/18	2331	Dial Security Inc	Courtesy Patrol/security coverage	2,212.00	
48325	06/13/18	2604	E.J. Harrison & Sons Inc.	Trash service	825.27	
48326	06/13/18	3050	All That's Fit to Print	Marketing-ad production	385.00	
48327	06/13/18	3200	Fugro USA Marine, Inc.	Bathymetry survey as required for dredging	9,500.00	
48328	06/13/18	3490	Grainger Inc.	Vehicle M-55 backup alarm, Village restroom stock	285.19	
48329	06/13/18	3492	Green Thumb International	Village planters & landscape repairs	276.51	
48330	06/13/18	3592	Hansen's Plumbing, Inc.	Village 1567 Spinnaker women's restroom repair	208.94	
48331	06/13/18	3752	HLI Systems	Internet/e-mail services	165.00	
48332	06/13/18	4247	Jani-King of CA Inc.	Janitorial service in Village and VPD headquarters	5,263.94	
48333	06/13/18	4939	Life-Assist Inc.	Medical supplies	547.41	
48334	06/13/18	5190	Matilija Water	Reverse osmosis water system	45.00	
48335	06/13/18	5213	McMaster-Carr	Caster wheels for shop platform	85.27	
48336	06/13/18	5230	Physio-Control, Inc.	Medical supplies	2,353.26	
48337	06/13/18	5625	ReadyRefresh	Bottled water service	154.30	
48338	06/13/18	5744	Noble Consultants Inc.	Fish pier dock assessment	18,364.09	
48339	06/13/18	6040	On Duty Uniforms & Equipment	Harbor Patrol uniforms pants	59.25	
48340	06/13/18	6361	Pitney Bowes	Postage meter lease	154.29	
48341	06/13/18	6409	Plauche & Carr	VSE Aquaculture	577.50	
48342	06/13/18	6470	LegalShield	Salary reduction benefit	166.40	
48343	06/13/18	6865	Rasmussen & Associates Inc	Village Roof, 1591 Spinnaker ADA restrooms & trash enclosure	7,198.42	
48344	06/13/18	7000	Richard W. Parsons	Dredging/Project Management services	10,342.77	
48345	06/13/18	7032	Alliant Insurance Services	Event production insurance	750.00	
48346	06/13/18	7041	Roylan Buoys	White regulatory buoys	1,752.02	
48347	06/13/18	7229	Sam's Club/GECF	Membership renewal	45.00	
48348	06/13/18	7294	Service-Pro Fire Protection	Village quarterly fire sprinkler inspection	735.00	
48349	06/13/18	7410	Smith Pipe & Supply Inc.	VHV parts for irrigation	119.89	
48350	06/13/18	7411	Smogies Smog Shop	Vehicle M-55 smog	43.75	

ATTACHMENT 4

Accounts Payable Check Register - June 2018

Ventura Port District

9/19/2018

Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48351	06/13/18	7762	The Home Depot	Village 1567 Spinnaker door hardware	237.45	
48352	06/13/18	7768	ThyssenKrupp Elevator Corp	VPD headquarters elevator service	1,167.50	
48353	06/13/18	7957	Tri-County Fiberglass	Village trash enclosure	600.00	
48354	06/13/18	8233	Venco Power Sweeping, Inc	Fish pier sweeping	130.00	
48355	06/13/18	8244	Ventura Harbor Storage	Fishermen's storage/net repair area	6,296.40	
48356	06/13/18	8246	Ventura Locksmiths	Additional keys for Courtesy Patrol vehicle	32.33	
48357	06/13/18	8251	Ventura Water	Utilities	388.82	
48358	06/13/18	8453	Virtual Pacific Networks	IT Services	4,481.23	
48359	06/13/18	8501	Warren Distributing Inc.	Maintenance vehicle M-45 battery	101.99	
48360	06/13/18	8531	Whisenhunt Communication	Public relations services	1,275.00	
48361	06/13/18	10041	Murrieta Electric, Inc.	Repair light tower	3,000.00	
48362	06/13/18	10133	Accountemps	Temporary accounting personnel	1,326.40	
48363	06/13/18	11131	AICPA (American Institute of Certified Public Accountants)	Annual membership renewal	275.00	
48364	06/13/18	12050	Andrew Hedrick	Marketing-entertainment	25.00	
48365	06/13/18	17700	Cal Termite & Pest Control	Monthly rodent, fly treatment	1,550.00	
48366	06/13/18	20021	Coastal View News	Marketing-advertising	322.00	
48367	06/13/18	23351	Diamond A Equipment	Lawnmower parts	35.80	
48368	06/13/18	24481	Downtown Ventura Organization	Marketing-advertising	800.00	
48369	06/13/18	42419	Jack Peck	Marketing Village entertainment	300.00	
48370-48385	06/13/18		** Voided **	Printer jam-checks re-printed correctly		33,859.37
48386	06/13/18	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	1,439.55	
48387	06/13/18	42919	Jessica Howard ** Voided **	Error on original invoice - payment corrected and re-issued		200.00
48388	06/13/18	43451	Jim McKeown Inc.	Le Petit infrastructure	840.00	
48389	06/13/18	44132	Joseph M. Ramieri	Village entertainment	250.00	
48390	06/13/18	51731	Marcos Ramos Painting	4 projects -Village balcony decking repairs; suite renovations	8,050.00	
48391	06/13/18	61954	Pacific Marine Repair	Deposit on purchase of new boat engine	19,000.00	
48392	06/13/18	61991	P & R Paper Supply Co.	Janitorial supplies	569.75	
48393	06/13/18	68551	Randall's Art	Marketing Village entertainment	250.00	
48394	06/13/18	70075	Ricoh USA, Inc.	Copier lease	741.91	
48395	06/13/18	73426	Sheryl Jo Bedal	Marketing Village entertainment	360.00	
48396	06/13/18	82201	Valley Scene Magazine	Marketing-advertising-June 2018	900.00	
48397	06/13/18	85219	West Marine Pro	Boat 17 parts	77.49	
48398	06/13/18	85601	Zero Waste USA	Operating supplies-mutt mitts	775.67	
48399	06/13/18	Deposits	Hokuloa Outrigger Canoe Club	Refund event deposit	250.00	
48400	06/13/18	One time	Sarah Nili	Event fee credit	100.00	

ATTACHMENT 4

Accounts Payable Check Register - June 2018

Ventura Port District

9/19/2018

Wells Fargo Enterprise Fund

Check	Date	Payee	Name	Description	Amount	Voided Amount
48401	06/13/18	PM Onetime	Rob Weinerth	Refund tenants credit on acct	55.00	
48402	06/13/18	42919	Jessica Howard	Marketing Village entertainment	100.00	
48403	06/28/18	2029	Cover 2 Cover Music Inc.	Marketing Village entertainment	320.00	
48404	06/28/18	2174	Dan Harding	Marketing-advertising	200.00	
48405	06/28/18	3050	All That's Fit to Print	Marketing-ad production	480.78	
48406	06/28/18	3328	George Kabris	Training renewal reimbursement	109.69	
48407	06/28/18	4410	John Higgins	Reimbursement for supplies, First Aid class	304.77	
48408	06/28/18	4492	Just For Dreamers	Marketing-event production	50.00	
48409	06/28/18	5016	Lowe's	Operating supplies-building, restrooms & miscellaneous	1,162.63	
48410	06/28/18	5071	Luners Production Services	Marketing-event production	522.59	
48411	06/28/18	5210	McCormix Corp.	Maintenance vehicle fuel	519.92	
48412	06/28/18	6201	Pamela Griffin	Wellness program instructor	80.00	
48413	06/28/18	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
48414	06/28/18	7434	Southern Calif. Edison	Utilities	9,263.67	
48415	06/28/18	7581	Steve Stafford	Marketing Village entertainment	300.00	
48416	06/28/18	8239	Ventura County Reporter	Advertising and Promotion	247.50	
48417	06/28/18	8241	Ventura County Star	Marketing-advertising	900.00	
48418	06/28/18	10133	Accountemps	Temporary accounting personnel	4,974.00	
48419	06/28/18	42255	J & H Engineering General	Harbor Cove ground pavers installation	12,358.40	
48420	06/28/18	42419	Jack Peck	Marketing Village entertainment	300.00	
48421	06/28/18	42430	Jade Hendrix-Roach ** Voided **	Entertainer did not perform-payment voided		300.00
48422	06/28/18	51731	Marcos Ramos Painting	10 projects-Patrol dock gangways; mold remediation, gates	17,575.00	
48423	06/28/18	51891	Mathew Relis ** Voided **	Vendor reported check lost - re-issued payment August 2018		300.00
48424	06/28/18	Deposits	Rachelle Cohen	Refund event deposit	250.00	
48425	06/28/18	PM OneTime	Florin Anghel	Key deposit refund and refund prepaid rent	98.50	
48426	06/28/18	PM OneTime	Lance Inove	Key deposit refund and refund prepaid rent	70.00	
48427	06/28/18	PM OneTime	Michael Read	Key deposit refund and refund prepaid rent	207.50	
48428	06/28/18	PM OneTime	Michael Velthoen	Key deposit refund	10.00	
48429	06/28/18	PM OneTime	MITCHELL R. YOUNT	Key deposit refund and refund prepaid rent	136.50	
Total Check Register					\$ 178,429.53	\$ 34,659.37

Wells Fargo Grant Fund

No activity

Total Check Register \$0.00 \$0.00

ATTACHMENT 5

Ventura Port District Chase Business Credit Card Charges April 2018

Chase Credit Card holders

Oscar Peña, General Manager
 Brian Pendleton, Deputy General Manager
 Jessica Rauch, Administrative Assistant/Clerk
 Robin Baer, Property Manager
 Joe Gonzalez, Facilities Manager
 Jennifer Talt-Lundin, Marketing Manager
 Frank Locklear, Marina Manager
 John Higgins, Harbormaster

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Peña	No Activity				-
Total General Manager's Expenses					-
Brian Pendleton	04/18/18	Café Fiore	Business meal	Lunch meeting Commissioner Friedman	54.08
Total Deputy General Manager's Expenses					54.08
Jessica Rauch	04/11/18	YELP, Inc *Eat24 Lucky Thai	Business meal	4/11/18 Board closed session dinner	127.41
Jessica Rauch	04/25/18	Rhumb Line	Business meal	4/25/18 Board closed session dinner	190.41
Jessica Rauch	04/18/18	Liebert Cassidy Whitmore	Training	LCW Webinar-Cafeteria Plans-Accounting Manager	70.00
Total Administrative Assistant's Expenses					387.82
Robin Baer	04/14/18	Ventura County Star	Subscriptions	Online subscription	4.35
Total Property Manager's Expenses					4.35
Joe Gonzalez	04/26/18	Business-in-a-box	Computers	Maintenance software upgrade	99.95
Joe Gonzalez	04/16/18	Applied Powdercoat, Inc	Operating supplies	Village fire pit powder coating	332.25
Total Facilities Manager's Expenses					432.20
Jennifer Talt-Lundin	04/17/18	Sprout Social	Advertising	Social media analytics	99.00
Jennifer Talt-Lundin	04/11/18	Harbor Cove Café	Business meal	VCLA meeting with Island Packers & VCLA	8.62
Jennifer Talt-Lundin	04/13/18	Coffee Dock & Post	Business meal	KCET film shoot	15.07
Jennifer Talt-Lundin	04/18/18	Greek Mediterranean Steak	Business meal	Pirates Day tenant meeting	53.10

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Talt-Lundin	04/27/18	Greek Mediterranean Steak	Business meal	Staff strategy meeting on budget	15.43
Jennifer Talt-Lundin	04/13/18	PAYPAL *Central Coast Tourism	Conferences	Central Coast Tourism Board retreat fee	175.00
Jennifer Talt-Lundin	04/18/18	Root 246	Conferences	Central Coast Tourism Board retreat	43.71
Jennifer Talt-Lundin	04/19/18	Hotel Corque	Conferences	Central Coast Tourism Board retreat	158.18
Jennifer Talt-Lundin	04/05/18	FS *AngelCam	E-Advertising	Harbor web camera	30.00
Jennifer Talt-Lundin	04/06/18	FS *AngelCam	E-Advertising	Live web camera - sunset	30.00
Jennifer Talt-Lundin	04/09/18	CTC*ConstantContact.com	E-Advertising	Harbor Views Enewsletter	20.00
Jennifer Talt-Lundin	04/20/18	FS *AngelCam	E-Advertising	Harbor web camera	20.00
Jennifer Talt-Lundin	04/21/18	Mailchimp *Monthly	E-Advertising	Village Enewsletter	75.00
Jennifer Talt-Lundin	04/30/18	Facebook *S4UXFFSSY2	E-Advertising	Boosted ad posts	77.93
Jennifer Talt-Lundin	04/30/18	Facebook *T4UXFFSSY2	E-Advertising	Boosted ad posts	7.93
Jennifer Talt-Lundin	04/02/18	Target 00002980	Event production	Pirate expense / bubbles	209.96
Jennifer Talt-Lundin	04/05/18	Greek Mediterranean Steak	Event production	Pirates Day budget meeting with Pirate production crew	44.25
Jennifer Talt-Lundin	04/07/18	USPS PO 0513320113	Event production	Social Campaign Prize Contest mailing	12.44
Jennifer Talt-Lundin	04/10/18	Michaels Stores 4800	Event production	Superhero Day promotional items	32.33
Jennifer Talt-Lundin	04/10/18	Michaels Stores 4800	Event production	Superhero Day promotional items - returns	(69.93)
Jennifer Talt-Lundin	04/11/18	STU*Shindigz Decorations	Event production	Superhero Day promotional items	53.98
Jennifer Talt-Lundin	04/13/18	FedEx Office 00050039	Event production	Display posters - Superhero Day	45.19
Jennifer Talt-Lundin	04/19/18	Santa Ynez Valley Hardware	Event production	Events décor	21.54
Jennifer Talt-Lundin	04/22/18	King Soopers #0102	Event production	Superhero rings (giveaways)	2.59
Jennifer Talt-Lundin	04/22/18	King Soopers #0102	Event production	Superhero rings (giveaways)	10.35
Jennifer Talt-Lundin	04/25/18	Amazon Marketplace Payments	Event production	Superhero back drop	48.60
Jennifer Talt-Lundin	04/27/18	Party City	Event production	Superhero Day promotional items	102.29
Jennifer Talt-Lundin	04/29/18	Target 00002881	Event production	Events décor	16.41
Total Marketing Manager's Expenses					1,358.97
Frank Locklear	04/05/18	AT&T *Payment	Communications	Internet connection - Marina / Marketing office	74.00
Frank Locklear	04/09/18	LOGMEIN*GoToMeeting	Communications	Port District teleconference charge	49.00
Frank Locklear	04/04/18	PC Destination	Computer supplies	Software-Microsoft Office Professional (3)	239.97
Frank Locklear	04/05/18	Fry's Electronics #44	Computer supplies	Computer APC-power backup-General Mgr.	79.72
Frank Locklear	04/10/18	Amazon Marketplace Payments	Computer supplies	(3) NETGEAR 24-port managed fiber switches	804.33
Frank Locklear	04/12/18	Adobe Systems	Computer supplies	Software-Adobe Pro	179.88
Frank Locklear	04/14/18	DTV*DirectTV Service	Operating supplies	Direct TV service *Harbor Patrol	19.99
Total Marina Manager's Expenses					1,446.89

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
John Higgins	04/28/18	Chevron 0203465	Auto & boat supplies	Fuel for Patrol truck & jet skis	100.00
John Higgins	04/15/18	APL* iTunes.Com/Bill	Operating supplies	Patrol #1 phone storage	0.99
John Higgins	04/15/18	APL* iTunes.Com/Bill	Operating supplies	Patrol #2 phone storage	0.99
John Higgins	04/20/18	Amazon Marketplace Payments	Operating supplies	Waterproof radio bags	65.94
John Higgins	04/28/18	Seal Skin Covers	Operating supplies	Jet ski covers	233.98
Total Harbormaster's Expenses					401.90
Total Chase Credit Card Expenses					<u>4,086.21</u>

ATTACHMENT 5

Ventura Port District Chase Business Credit Card Charges May 2018

Chase Credit Card holders

Oscar Peña, General Manager

Brian Pendleton, Deputy General Manager

Jessica Rauch, Administrative Assistant/Clerk

Robin Baer, Property Manager

Joe Gonzalez, Facilities Manager

Jennifer Talt-Lundin, Marketing Manager

Frank Locklear, Marina Manager

John Higgins, Harbormaster

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Peña	05/03/18	SQ *Wicked's Brewery	Business meal	Staff meeting	105.09
Oscar Peña	05/16/18	Vons #2431	Business meal	Staff meeting	12.98
Oscar Peña	05/21/18	SQ *Latitudes Fine Art Gallery	Operating supplies	Army Corp. Col. Gibbs goodbye gift	53.88
Total General Manager's Expenses					171.95
Brian Pendleton	05/22/18	Vons #2431	Business meal	Army Corp. Col. Gibbs visit snacks	25.81
Total Deputy General Manager's Expenses					25.81
Jessica Rauch	05/30/18	Craigslist.org	Advertising	Employment advertising-Accounting Tech	25.00
Jessica Rauch	05/09/18	SQ *Ventura Sandwich Company	Business meal	5/9/18 Board closed session dinner	71.43
Jessica Rauch	05/08/18	Michaels Stores 4800	Operating supplies	Island Packers resolution frame	8.61
Jessica Rauch	05/01/18	Aatrix Software	Professional services	Aatrix payroll tax e-file software-annual fee	199.00
Jessica Rauch	05/02/18	Aatrix Software	Professional services	EDD State payroll tax quarterly filling fee	25.25
Jessica Rauch	05/22/18	Lien Machine	Professional services	Boat lien	375.00
Jessica Rauch	05/23/18	Sage Software INC	Professional services	Software support-Accounting	225.00
Total Administrative Assistant's Expenses					929.29
Robin Baer	05/15/18	Ventura County Star	Subscriptions	Online subscription	4.35
Total Property Manager's Expenses					4.35
Joe Gonzalez	05/03/18	Resa Power LLC	Maintenance supplies	Main breaker for1567 Spinnaker Suite 102	436.23
Joe Gonzalez	05/03/18	Verizon Wireless W2145-01	Operating supplies	Maintenance cell phone accessories	96.96
Joe Gonzalez	05/25/18	Costco Wholesale #0420	Operating supplies	Shop portable battery jumper	86.19
Total Facilities Manager's Expenses					619.38

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Talt-Lundin	05/09/18	The Bakersfield California	Advertising	Advertisement /first time	150.00
Jennifer Talt-Lundin	05/09/18	The Bakersfield California	Advertising	Advertisement /first time	500.00
Jennifer Talt-Lundin	05/12/18	Trader Joe's #183 QPS	Advertising	Media visit gift - taffy	28.24
Jennifer Talt-Lundin	05/14/18	Mermaid Gallery	Advertising	Media visit gift	10.00
Jennifer Talt-Lundin	05/17/18	Sprout Social	Advertising	Social media analytics	99.00
Jennifer Talt-Lundin	05/18/18	Ventura Boat Rentals	Advertising	Media visit gift	73.00
Jennifer Talt-Lundin	05/29/18	Ross Stores #91	Advertising	Amgen Tour Booth-taffy	11.84
Jennifer Talt-Lundin	05/07/18	Coffee Dock & Post	Business meal	Meeting with tenant	9.75
Jennifer Talt-Lundin	05/30/18	Hilton Starbucks Coffee	Conference	Cal Travel Summit	10.51
Jennifer Talt-Lundin	05/30/18	Starbucks Store 00574	Conference	Cal Travel Summit	12.65
Jennifer Talt-Lundin	05/31/18	Hilton Hotel San Diego	Conference	Cal Travel Summit	34.00
Jennifer Talt-Lundin	05/31/18	Hilton Hotel San Diego	Conference	Cal Travel Summit	572.70
Jennifer Talt-Lundin	05/05/18	FS *AngelCam	E-Advertising	Harbor web camera	30.00
Jennifer Talt-Lundin	05/06/18	FS *AngelCam	E-Advertising	Live web camera - sunset	30.00
Jennifer Talt-Lundin	05/09/18	CTC*ConstantContact.com	E-Advertising	Harbor Views Enewsletter	20.00
Jennifer Talt-Lundin	05/20/18	FS *AngelCam	E-Advertising	Harbor web camera	20.00
Jennifer Talt-Lundin	05/21/18	Mailchimp *Monthly	E-Advertising	Village Enewsletter	75.00
Jennifer Talt-Lundin	05/31/18	Facebook *PM5SRFAKW2	E-Advertising	Boosted ad posts	1.20
Jennifer Talt-Lundin	05/31/18	Facebook *QM5SRFAKW2	E-Advertising	Boosted ad posts	8.80
Jennifer Talt-Lundin	05/31/18	Facebook *XA4TQFSSY2	E-Advertising	Boosted ad posts	56.67
Jennifer Talt-Lundin	05/31/18	Facebook *YA4TQFSSY2	E-Advertising	Boosted ad posts	18.33
Jennifer Talt-Lundin	05/01/18	Aaron Brothers 82	Event production	Frames for POL awards (SALE)	167.95
Jennifer Talt-Lundin	05/01/18	Goodwill Industries	Event production	Pirates Day - ship wheel	4.99
Jennifer Talt-Lundin	05/04/18	Goodwill Industries	Event production	Pirates Day décor trunks	69.99
Jennifer Talt-Lundin	05/11/18	STU*Shindigz Decorations	Event production	Pirates Day production	143.97
Jennifer Talt-Lundin	05/24/18	OTC Brands	Event production	Pirate Days treasure hunt	729.66
Jennifer Talt-Lundin	05/25/18	FedEx Office 00050039	Event production	Posters	90.38
Jennifer Talt-Lundin	05/31/18	OTC Brands	Event production	Pirate Days treasure room	14.99
Jennifer Talt-Lundin	05/31/18	OTC Brands	Event production	Pirate Days treasure room	107.93
Jennifer Talt-Lundin	05/31/18	STU*Shindigz Decorations	Event production	Pirate Days décor	498.90
Total Marketing Manager's Expenses					3,600.45

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Frank Locklear	05/09/18	LOGMEIN*GoToMeeting	Communications	Port District teleconference charge	49.00
Frank Locklear	05/16/18	Amazon Marketplace Payments	Computer supplies	Fiber optic components	271.96
Frank Locklear	05/17/18	Amazon Marketplace Payments	Computer supplies	Fiber optic switchgear	211.41
Frank Locklear	05/14/18	DTV*DirectTV Service	Operating supplies	Direct TV service *Harbor Patrol	19.99
Frank Locklear	05/18/18	ExtremeTacticalDynamics.com	Operating supplies	Courtesy Patrol car - emergency safety light	32.95
Total Marina Manager's Expenses					585.31
John Higgins	05/11/18	Microsoft Store	Computer supplies	Computer application	3.99
John Higgins	05/11/18	Microsoft Store	Computer supplies	Computer application	3.99
John Higgins	05/13/18	CBI*Cleverbridge Inc	Computer supplies	Computer data recovery software	69.95
John Higgins	05/16/18	CCI*Hotel Reservations	Conference	Harbor Patrol Jet Ski Rescue Training (Hotel)	1,427.80
John Higgins	05/15/18	APL* iTunes.Com/Bill	Operating supplies	Patrol #1 phone storage	0.99
John Higgins	05/15/18	APL* iTunes.Com/Bill	Operating supplies	Patrol #2 phone storage	0.99
John Higgins	05/28/18	CWI*Camping World	Operating supplies	Loaner lifejackets	336.14
John Higgins	05/02/18	National Emblem	Uniforms	Harbor Patrol uniform patches	814.41
Total Harbormaster's Expenses					2,658.26
Total Chase Credit Card Expenses					8,594.80

ATTACHMENT 5

Ventura Port District Chase Business Credit Card Charges June 2018

Chase Credit Card holders

Oscar Peña, General Manager

Brian Pendleton, Deputy General Manager

Jessica Rauch, Administrative Assistant/Clerk

Robin Baer, Property Manager

Joe Gonzalez, Facilities Manager

Jennifer Talt-Lundin, Marketing Manager

Frank Locklear, Marina Manager

John Higgins, Harbormaster

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Peña	06/18/18	Brophy Bros. Restaurant	Business Meal	Meeting with Marketing staff	48.83
Total General Manager's Expenses					48.83
Brian Pendleton	06/26/18	Café Fiore - Ventura	Business Meal	Meeting with Commissioner	45.29
Brian Pendleton	06/07/18	Brophy Bros. Restaurant	Business Meal	Meeting with new City Economic Manager	49.33
Brian Pendleton	06/28/18	ABM Parking World Trade Center	Conference	Parking for VSE meeting-Long Beach	17.50
Total Deputy General Manager's Expenses					112.12
Jessica Rauch	06/13/18	Lucky Thai Cuisine	Business Meal	6/16/18 Board closed session dinner	128.91
Jessica Rauch	06/26/18	Ventura Chamber of Commerce	Business Meal	Chamber breakfast	45.00
Jessica Rauch	06/28/18	The Boatyard Inc	Business Meal	6/27/18 Board closed session dinner	253.75
Jessica Rauch	06/27/18	Custom Awards and Engraving	Operating supplies	Name plate-Commissioner Getchell	22.63
Total Administrative Assistant's Expenses					450.29
Robin Baer	06/15/18	Ventura County Star	Subscriptions	Online subscription	4.35
Total Property Manager's Expenses					4.35
Joe Gonzalez	06/20/18	Ventura Wholesale Electric, Inc	Building maintenance	1567 Spinnaker - exterior LED lighting	329.07
Joe Gonzalez	06/23/18	NeoPlexOnline.com	Operating supplies	Village flags replacements	43.90
Total Facilities Manager's Expenses					372.97

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Talt-Lundin	06/08/18	Ventura Boat Rentals	Advertising	PBS Series Host	78.00
Jennifer Talt-Lundin	06/17/18	Sprout Social	Advertising	Social media analytics	99.00
Jennifer Talt-Lundin	06/18/18	Ventura Boat Rentals	Advertising	Travel Host- Travel gift	23.00
Jennifer Talt-Lundin	06/29/18	Paypal *All That's Fit to Print	Advertising production	Printing- promo cards	148.61
Jennifer Talt-Lundin	06/14/18	Brophy Bros. Restaurant	Business meal	Thank you lunch for Maintenance staff	103.93
Jennifer Talt-Lundin	06/15/18	SQ *Kraken Coffee Company	Business meal	Staff meeting	13.47
Jennifer Talt-Lundin	06/18/18	Brophy Bros. Restaurant	Business meal	Travel Host- Travel	75.00
Jennifer Talt-Lundin	06/01/18	Hilton Starbucks Coffee	Conference	Cal Travel Summit	8.57
Jennifer Talt-Lundin	06/15/18	Lido Restaurant	Conference	Central Coast Tourism Meeting	20.69
Jennifer Talt-Lundin	06/15/18	Lido Restaurant	Conference	Central Coast Tourism Meeting	21.12
Jennifer Talt-Lundin	06/15/18	Lido Restaurant	Conference	Central Coast Tourism Meeting	21.12
Jennifer Talt-Lundin	06/05/18	FS *AngelCam	E-Advertising	Harbor web camera	30.00
Jennifer Talt-Lundin	06/06/18	FS *AngelCam	E-Advertising	Live web camera - sunset	30.00
Jennifer Talt-Lundin	06/09/18	CTC*ConstantContact.com	E-Advertising	Harbor Views Enewsletter	20.00
Jennifer Talt-Lundin	06/20/18	FS *AngelCam	E-Advertising	Harbor web camera	20.00
Jennifer Talt-Lundin	06/21/18	Mailchimp *Monthly	E-Advertising	Village Enewsletter	75.00
Jennifer Talt-Lundin	06/30/18	Facebook *CQLUTJSKW2	E-Advertising	Boosted ad posts	1.46
Jennifer Talt-Lundin	06/30/18	Facebook *DQLUTJSKW2	E-Advertising	Boosted ad posts	18.54
Jennifer Talt-Lundin	06/30/18	Facebook *L7JQZFNSY2	E-Advertising	Boosted ad posts	33.51
Jennifer Talt-Lundin	06/30/18	Facebook *M7JQZFNSY2	E-Advertising	Boosted ad posts	16.49
Jennifer Talt-Lundin	06/05/18	Target 00023986	Event production	Bubbles	109.00
Jennifer Talt-Lundin	06/05/18	The Disney Store #752	Event production	Pirates Day	100.00
Jennifer Talt-Lundin	06/08/18	Amazon Marketplace Payments	Event production	Pirates Day	51.87
Jennifer Talt-Lundin	06/09/18	FedEx Office 00050039	Event production	Pirates Day	82.85
Jennifer Talt-Lundin	06/09/18	Smart N Final 39010103901	Event production	Pirates Day	143.92
Jennifer Talt-Lundin	06/10/18	Harbor Market and Liquor	Event production	Pirates Day - Ice	11.85
Jennifer Talt-Lundin	06/10/18	Pierpont Inn	Event production	Pirates Day - crew accommodations	200.83
Jennifer Talt-Lundin	06/10/18	Pierpont Inn	Event production	Pirates Day - crew accommodations	200.83
Jennifer Talt-Lundin	06/10/18	Smart N Final 91511309150	Event production	Pirates Day -	20.22
Jennifer Talt-Lundin	06/11/18	Margarita Villa	Event production	Pirates Day - Pirates for Hire	167.23
Jennifer Talt-Lundin	06/11/18	SQ *Old Creek Ranch Winery	Event production	Pirates Day - 2 Wine barrel rentals	64.01
Jennifer Talt-Lundin	06/15/18	Reimers Candies	Event production	Seaside Kids Club	149.03
Jennifer Talt-Lundin	06/18/18	SQ *Sheroes Entertainment	Event production	Pirates Day	100.00
Jennifer Talt-Lundin	06/19/18	Target 00010272	Event production	Bubbles	104.95
Jennifer Talt-Lundin	06/25/18	Paypal *All That's Fit to Print	Event production	Seaside Kids Club	77.67
Jennifer Talt-Lundin	06/26/18	Amazon Marketplace Payments	Event production	Seaside Kids Club	8.00

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Talt-Lundin	06/27/18	Amazon Marketplace Payments	Event production	Seaside Kids Club	170.55
Jennifer Talt-Lundin	06/27/18	Amazon Marketplace Payments	Event production	Seaside Kids Club	175.50
Jennifer Talt-Lundin	06/27/18	Amazon Marketplace Payments	Event production	Seaside Kids Club	29.58
Jennifer Talt-Lundin	06/27/18	Amazon Marketplace Payments	Event production	Seaside Kids Club	7.49
Jennifer Talt-Lundin	06/27/18	Smart N Final 39010103901	Event production	Seaside Kids Club	69.18
Jennifer Talt-Lundin	06/28/18	Amazon Marketplace Payments	Event production	Seaside Kids Club	11.69
Jennifer Talt-Lundin	06/29/18	FedEx Office 00050039	Event production	Folding sign board	72.30
Total Marketing Manager's Expenses					2,986.06
Frank Locklear	06/09/18	LOGMEIN*GoToMeeting	Communications	Port District teleconference charge	49.00
Frank Locklear	06/07/18	Fry's Electronics #44	Computer supplies	UPS-power backup supplies and monitors	206.35
Frank Locklear	06/15/18	Fry's Electronics #44	Computer supplies	CyberPower UPS-power backup for exchange server	870.56
Frank Locklear	06/14/18	DTV*DIRECTV SERVICE	Operating supplies	Direct TV service *Harbor Patrol	19.99
Total Marina Manager's Expenses					1,145.90
John Higgins	06/25/18	United States Lifesaving Assoc.	Membership	Membership dues	30.00
John Higgins	06/15/18	APL* iTunes.Com/Bill	Operating supplies	Patrol #1 phone storage	0.99
John Higgins	06/15/18	APL* iTunes.Com/Bill	Operating supplies	Patrol #2 phone storage	0.99
John Higgins	06/18/18	Ventura County EMS	Operating supplies	EMT License Renewal	91.00
John Higgins	06/22/18	SealSkinCovers.com	Operating supplies	Jet Ski cover exchange charge	25.99
John Higgins	06/23/18	Jet World Powersports	Operating supplies	Jet Skis periodic maintenance	478.28
John Higgins	06/23/18	Jet World Powersports	Operating supplies	Jet Skis periodic maintenance	478.28
John Higgins	06/27/18	Bed Bath & Beyond #821	Operating Supplies	Supplies to reduce usage of plastic water bottles	167.95
John Higgins	06/27/18	Costco Wholesale #0420	Operating Supplies	Computer hard drives; bulk sun screen protection; etc.	495.42
John Higgins	06/27/18	Sams Club #6455	Operating Supplies	Misc. supplies including hot/cold water dispenser for office	249.53
John Higgins	06/29/18	Costco Wholesale #0420	Operating Supplies	Insulated water thermos' for staff-replace plastic bottles	60.76
John Higgins	06/11/18	Amazon.com	Uniforms	Patrol uniform pants	129.32
Total Harbormaster's Expenses					2,208.51
Total Chase Credit Card Expenses					7,329.03



BOARD OF PORT COMMISSIONERS
JANUARY 16, 2019

STANDARD AGENDA ITEM 2
APPROVAL OF NOTICE OF
COMPLETION FOR THE VENTURA
HARBOR VILLAGE REROOFING
PHASE II PROJECT

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 2
Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Joe Gonzalez, Facilities Manager
SUBJECT: Approval of Notice of Completion for the Ventura Harbor Village Reroofing Phase II Project

RECOMMENDATION:

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.

SUMMARY:

On October 10, 2017, the Ventura Port District entered into a contract with Garland/DBS, Inc. in the amount of \$638,849.00 for the reroofing of buildings 1431, 1591, and 1691 Spinnaker Drive. The work is now deemed complete.

BACKGROUND:

In 2012, the Port District retained the Corrough Consulting Group to prepare a Capital Needs Assessment Report to identify the capital needs of all of the District's operated facilities within the harbor. One of the primary needs identified in this report was the reroofing of the then 30 year old roofs of the eight retail and office buildings comprising Harbor Village.

In 2015, the District proceeded to replace the entire roof system at 1449 Spinnaker Drive (Andria's) and at 1559 Spinnaker Drive (Brophy's), as well as the tile mansard at 1691 Spinnaker Drive (Island Packers). That work was accomplished at a cost of \$780,764.00. Upon completion of the Phase II work now proposed, there will remain the buildings at 1567 Spinnaker Drive (Hats/Margarita Villa), 1583 Spinnaker Drive (Coffee Dock), and 1575 Spinnaker Drive (The Greek/Boatyard Pub). The District's Capital Improvement Plan has these roofs programed for FY19-20 and FY20-21.

FISCAL IMPACT:

The final cost for the reroofing project is \$133,312.87, which is within the budget appropriation for this project, which was \$660,000.00. There were two change orders on this project.

ATTACHMENTS:

Attachment 1 – Resolution No. 3364
Attachment 2 – Notice of Completion



RESOLUTION NO. 3364

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
ACCEPTING THE WORK OF GARLAND/DBS, INC. FOR THE 1431, 1591 AND 1691
SPINNAKER DRIVE REROOFING PHASE II PROJECT

WHEREAS, Oscar F. Peña, General Manager of the Ventura Port District, advised the Board of Port Commissioners of said District that the work of Garland/DBS, Inc., on the project entitled "Ventura Harbor Village Reroofing Phase II" described in the Agreement between Garland/DBS, Inc. and the Ventura Port District, hereinafter referred to as "District", dated October 10, 2017 has been completed and recommends that said work be accepted.

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

1. Said work is hereby accepted.
2. Pursuant to the conditions and specifications of the Agreement and upon the recommendation of the General Manager, Garland/DBS, Inc. is released from the obligations under said contract, except as to the conditions of the performance bond, required guarantees and correction of faulty work after payment.
3. The General Manager of the District is hereby directed to execute on behalf of the District, or cause to be executed on behalf of the District, and be recorded in the office of the Ventura County Recorder a Notice of Completion of said work.
4. The General Manager is hereby directed to send a copy of this Resolution to Garland/DBS, Inc. as the District's Notice of Acceptance of said work.

PASSED, APPROVED and ADOPTED this 16th day of January 2019.

Attest:

Everard Ashworth, Chairman

Oscar Peña, Secretary



ATTACHMENT 1

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

I, Oscar Peña, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3364 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 16th day of January 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 16th day of March 2019.

Secretary

(Seal)

RECORDING REQUESTED BY:
Ventura Port District

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

NOTICE OF COMPLETION

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

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an agent of the owner of the interest stated below.
2. The full name of the owner is Ventura Port District, a public benefit corporation and independent special district organized and existing under the laws of the State of California.
3. The full address of the owner is 1603 Anchors Way Drive, Ventura, CA 93001-4229.
4. The nature of the interest or estate is: fee simple.
5. The full name and full addresses of all co-owners who hold any title or interest with the above-named owner in the property are: Not applicable; there are no co-owners.
6. A work of improvement on the property hereinafter described was completed on December 19, 2018.
7. The work accomplished consisted of the reroofing of buildings 1431, 1591 and 1691 Spinnaker Drive.
8. The name of the contractor for the Ventura Harbor Village Reroofing Phase II Project is Garland/DBS, Inc. pursuant to the Agreement, dated October 10, 2017.
9. The property on which said work of improvement was completed is in the City of San Buenaventura, County of Ventura, State of California, and is described as Ventura Harbor Village.

Ventura Port District

Date: _____

By: _____
Oscar F. Peña, General Manager

VERIFICATION

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

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

Executed on _____, at Ventura, California.

Oscar F. Peña, General Manager



BOARD OF PORT COMMISSIONERS

JANUARY 16, 2019

STANDARD AGENDA ITEM 3

APPROVAL OF NOTICE OF
COMPLETION FOR THE HARBOR COVE
BEACH WATER LINE REPAIR

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3
Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Joe Gonzalez, Facilities Manager
SUBJECT: Approval of Notice of Completion for the Harbor Cove Beach Water Line Repair

RECOMMENDATION:

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.

SUMMARY:

On October 24, 2017, the Board of Port Commissioners approved a budget adjustment in the amount of \$44,900.00 for the repair of a water line at Harbor Cove Beach. This amount includes the work of Hansen Plumbing and the City of Ventura Water Department. The work is now deemed complete.

BACKGROUND:

The main water line that supplies domestic water to our public restrooms and public showers has fractured; it is 40 years old. The water line starts from the city's water meter that's located across Spinnaker Drive from the Yacht Club, then runs approximately 50' under the sand and dunes towards the beach (West side), turns right (North) going approximately another 25' underneath the sand and dunes, continuing another 100' underneath the parking lot asphalt towards the restroom facility where it connects to the showers and restroom facility. An additional empty electrical conduit and water line will be added for any future usage, which will prevent any future damage to our parking lot asphalt.

The location of the water line fracture is underneath the sand dunes. Staff is working closely with the City's Water Department and Hansen Plumbing to re-locate the City's water meter to a closer location to avoid any disturbance to our existing sand dunes. This section of water line that runs underneath the sand and dunes is the original water supplying line from the original restroom facility to the beach goers. When the new Harbor Cove parking lot and facilities were built in the early 1980's, the new supplying water line was attached to the existing water line that's underneath the sand and sand dunes.

FISCAL IMPACT:

The final cost for this project is \$44,900.00, which was approved by the Board on October 24, 2017. There were no change orders on this project.

ATTACHMENTS:

Attachment 1 – Resolution No. 3365
Attachment 2 – Notice of Completion

ATTACHMENT 1



RESOLUTION NO. 3365

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
ACCEPTING THE WORK OF HANSEN PLUMBING FOR THE
REPAIR OF A WATER LINE AT HARBOR COVE BEACH**

WHEREAS, Oscar F. Peña, General Manager of the Ventura Port District, advised the Board of Port Commissioners of said District that the work of Hansen Plumbing, on the project entitled "Harbor Cove Water Line Repair" described in the Agreement between Hansen Plumbing and the Ventura Port District, hereinafter referred to as "District", dated November 14, 2018 has been completed and recommends that said work be accepted.

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

1. Said work is hereby accepted.
2. Pursuant to the conditions and specifications and upon the recommendation of the General Manager, Hansen Plumbing is released from the obligations under said contract, except as to the conditions of the performance bond, required guarantees and correction of faulty work after payment.
3. The General Manager of the District is hereby directed to execute on behalf of the District, or cause to be executed on behalf of the District, and be recorded in the office of the Ventura County Recorder a Notice of Completion of said work.
4. The General Manager is hereby directed to send a copy of this Resolution to Hansen Plumbing as the District's Notice of Acceptance of said work.

PASSED, APPROVED and ADOPTED this 16th day of January 2019.

Attest:

Everard Ashworth, Chairman

Oscar Peña, Secretary



ATTACHMENT 1

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

I, Oscar Peña, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3365 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 16th day of January 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 16th day of January 2019.

Secretary

(Seal)

RECORDING REQUESTED BY:
Ventura Port District

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

NOTICE OF COMPLETION

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

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an agent of the owner of the interest stated below.
2. The full name of the owner is Ventura Port District, a public benefit corporation and independent special district organized and existing under the laws of the State of California.
3. The full address of the owner is 1603 Anchors Way Drive, Ventura, CA 93001-4229.
4. The nature of the interest or estate is: fee simple.
5. The full name and full addresses of all co-owners who hold any title or interest with the above-named owner in the property are: Not applicable; there are no co-owners.
6. A work of improvement on the property hereinafter described was completed on December 19, 2018.
7. The work accomplished consisted of the repair of a water line at Harbor Cove Beach.
8. The name of the contractor for the Harbor Cove Beach Water Line Repair is Hansen Plumbing pursuant to the Agreement, dated November 14, 2018.
9. The property on which said work of improvement was completed is in the City of San Buenaventura, County of Ventura, State of California, and is described as Ventura Harbor Village.

Ventura Port District

Date: _____

By: _____
Oscar F. Peña, General Manager

VERIFICATION

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

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

Executed on _____, at Ventura, California.

Oscar F. Peña, General Manager



BOARD OF PORT COMMISSIONERS

JANUARY 16, 2019

STANDARD AGENDA ITEM 4

APPROVAL OF FIRST CLOUD, LLC
AGREEMENT

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 4
Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Oscar Peña, General Manager
SUBJECT: Approval of First Cloud, LLC Agreement

RECOMMENDATION:

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").

SUMMARY:

In early December 2018, Eric Peterson, Manager of First Cloud, LLC, the District's Master Lessee of the Ventura Mobile Home Park determined that Time Warner/Spectrum, the local cable franchise was best positioned to provide the mobile home park's television, internet and telephone services.

The term of the agreement shall be January 1, 2019 and expire on January 31, 2023. The agreement shall automatically be renewed for additional successive terms of 1 year unless either party provides written notice of termination not less than 6 months prior to the end of the agreement term then in effect.

With this automatic renewal provision, the grant of easement could extend beyond the current 20-year term of the master lease. However, the tenant has the option to extend the term for an additional 30 years and, if the option is not exercised, the District would take back the premises subject to this easement. The chances the option will not be exercised by this tenant is very small and, if the District took over the site in 2023, it would certainly want to have the cable infrastructure in place to continue to serve residents of the park. Consequently, staff does not object to the granting of the easement by the tenant even if the easement rights might extend beyond the term of the master lease.

BACKGROUND:

First Cloud, LLC is prepared to enter a Nonexclusive Installation and Service Agreement with Time Warner Cable Enterprises, LLC for these services and a Grant of Easement for the underground cables, fiber, internal wiring, conduit and any other equipment or facilities necessary to provide services.

The lease with First Cloud, LLC stipulates under Article 8.5 that *"Lessee agrees that any authorized utility or communications company has the right subject to Lessor's written approval, to place utility lines, cables, pipes, wires, conduits or ductwork where necessary or desirable, through or on the Premises in any manner which will not unnecessarily interfere with Lessee's use of the Premises. Lessee hereby agrees to waive and hold Lessor free and harmless from any and all claims of Lessee and its Subtenants for loss or damage as a result of any negligent act or omission of a utility company in the exercise of any rights granted to it by Lessor."*

Additionally, under Section 33 of the lease, *“Lessor also reserves the right to grant franchises, easements, rights of way and permits in, over, upon through, across and along any and all portions of the Premises...”*.

The lease term for First Cloud, LLC commenced on February 1, 2003 for a twenty (20) year period expiring January 31, 2023. The lease term may be extended for a period of thirty (30) years upon exercise by Lessee. This option is conditioned upon the Lessee’s successful conclusion of the required modernization program required in the lease by the end of the initial twenty (20) year term. The required modernization includes renovation and refurbishing improvements on the premises, including parking areas, the exterior, landscaping and the interior of all buildings and structures, to restore and upgrade all improvements on the premises to ensure they remain in a high quantity competitive “First Class” condition.

Mr. Petersen has advised the General Manager that they are already in the planning process for this modernization program.

There are many benefits to this agreement with Time Warner/Spectrum. The Ventura Marina Mobile Home Park when chosen under the PUC’s Mobile Home Utility Pilot Program for conversion to direct billing will offer the most competitive price to home owners. This Pilot Program is run by the serving utilities under a California Public Utilities Commission that replaces existing gas and electrical systems, then assumes ownership, maintenance and billing responsibility for those systems. While the existing system for television, internet and cable are currently maintained and could last beyond the primary term of the lease, however, the Lessee would like to plan on including Time Warner/Spectrum conduit infrastructure in the same utility trenches when the mobile home park gets chosen for conversion under the Mobile Home Utility Pilot Program. This timing is in line with the required modernization plans required in the lease.

Since Time Warner/Spectrum is the local franchisee, staff recommends that the District approve the nonexclusive Installation and Service Agreement that includes a Grant of Easement by and between First Cloud, LLC and Time Warner Cable Enterprise, LLC.

FISCAL IMPACT:

There is no fiscal impact to the District as this service will be an amenity to the mobile home park residents.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS
JANUARY 16, 2019

STANDARD AGENDA ITEM 5
APPROVAL OF NEW CONFLICT OF
INTEREST AND DISCLOSURE CODE

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDAR AGENDA ITEM 5
Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Jessica Rauch, Clerk of the Board
SUBJECT: Approval of New Conflict of Interest and Disclosure Code

RECOMMENDATION:

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

SUMMARY:

On September 12, 2018, the Board of Port Commissioners approved Resolution No. 3361 to add the Deputy General Manager Position to Exhibit A. After Ventura County Legal review, there were two changes:

- Exhibit C is unnecessary and should be deleted;
- Designated Filers for the Appendix should only state who approves public investments.

District Legal Counsel reviewed and approved these changes and staff recommends approval.

BACKGROUND:

It has been necessary from time to time to amend the District's Conflict of Interest Code to conform its disclosure obligations to recent changes in the law, and to identify new positions within the District for which the job duties entail the making of decisions having a potential financial impact on the District, such that employees holding such positions are required to file disclosure statements under the District's Code.

ATTACHMENTS:

Attachment 1 – Resolution No. 3361 – Redlined
Attachment 2 – Resolution No. 3366

RESOLUTION NO. ~~3364~~3366

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
APPROVING ITS NEW 2018 CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings; and

WHEREAS, the terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Ventura Port District, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which set forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Ventura Port District; and

WHEREAS, persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A; and

WHEREAS, in preparing the form 700, designated filers need only disclose those financial interests falling within the disclosure categories designated for that filer's position as stated in Exhibits A and B; and

WHEREAS, pursuant to said Act, the Ventura Port District ("District") adopted its initial conflict of interest code ("Code") which has since been updated and amended several times, with the latest action being the adoption of Board Resolution No. ~~3347-3361~~ on September ~~28, 2016~~12, 2018; and

WHEREAS, the Board has determined that it is in the best interest of the District to amend the Code in certain particulars outlining new positions in the District; and

WHEREAS, as a result of such amendment, the Board finds it is desirable and in the best interests of the District to rescind the existing Code and adopt the new Code in the manner set forth herein as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. ~~3347-3366~~ and all prior versions of the Code, which were previously passed, approved, and adopted by the Board, and adopts in its place Exhibit A, and Exhibit B ~~and Exhibit C~~ of its Conflict of Interest and Disclosure Code of the Ventura Port District, to include additional positions within the District, which are shown on Exhibit A attached hereto.

ATTACHMENT 1

BE IT FURTHER RESOLVED that those individuals holding newly designated positions, as set forth in Exhibit A, shall file Statements of Economic Interests with the Clerk of the District within 30 days of the adoption of this Resolution.

BE IT FURTHER RESOLVED that a secretari ally certified copy of this Resolution, including the attached Exhibit A, ~~and B, and C,~~ shall be forwarded to the Ventura Board of Supervisors as an amendment to the Conflict of Interest and Disclosure Code of the Ventura Port District.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Port Commissioners of Ventura Port District held on ~~the 12th the 16th~~ day of ~~September January~~ 20198 by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Everard Ashworth, Chairman

ATTEST:

~~Jim Friedman~~Oscar Peña, Secretary

ATTACHMENT 1

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

I, ~~Jim Friedman~~Oscar Peña, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the ~~12th~~16th day of ~~September~~January ~~2018~~2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this ~~12th~~16th day of ~~September~~January 2019~~8~~.

~~Jim Friedman~~Oscar Peña, Secretary

ATTACHMENT 1
CERTIFICATION OF THE SECRETARY OF
VENTURA PORT DISTRICT

I, the undersigned, do hereby certify:

1. I am the duly elected and acting Secretary of the Ventura Port District.
2. The foregoing Resolution approving the new Conflict of Interest and Disclosure Code of the Ventura Port District was adopted at a regular meeting of the Board of Port Commissioners held on ~~September 12, 2018~~ January 16, 2019.

IN WITNESS WHEREOF, I have executed this Certificate of Secretary of the District this ~~12th~~ 16th day of ~~September 2018~~ January 2019.

~~Jim Friedman~~ Oscar Peña, Secretary
Ventura Port District
Board of Port Commissioners

ATTACHMENT 1
EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
5	Members of the Board of Port Commissioners	1,2	COB
1	General Manager	1,2	COB
1	Deputy General Manager	1,2	COB
1	Harbormaster	2	AC
1	Business Operations Manager	2	AC
1	Accounting Manager	2	AC
1	Marketing Manager	2	AC
1	Marina Manager	2	AC
1	Property Manager	2	AC
1	Facilities Manager	2	AC
Consultants¹			

Notes:

- 1) The Filing Official for the Members of the Board and the General Manager is the Clerk of the Ventura County Board of Supervisors.
- 2) The Filing Official for all other positions is the Clerk of the Ventura Port District.

¹ The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

ATTACHMENT 1
EXHIBIT B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

Category 2 – REAL PROPERTY

[SEE FORM 700 SCHEDULE B]

All interests in real property, including interests in real property held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 – REGULATION AND PERMITTING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.

ATTACHMENT 1
**APPENDIX - DESIGNATING OFFICIALS WHO
MANAGE PUBLIC INVESTMENTS**

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

APPLICABLE DEFINITIONS

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) “Other public officials who manage public investments” means:

(A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

(B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) “Management of public investments” means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

DESIGNATED POSITIONS AND FILING OFFICERS

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

# of POSITIONS	POSITION TITLE/CONSULTANT	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
5	Members of the Board of Port Commissioners	COB
1	General Manager	COB
1	Deputy General Manager	COB
1	Harbormaster	AC
1	Business Operations Manager	AC
1	Accounting Manager	AC
1	Marketing Manager	AC
1	Marina Manager	AC
1	Property Manager	AC
1	Facilities Manager	AC
1	Consultant	AC

ATTACHMENT 1
EXHIBIT C – ADDITIONAL CODE PROVISIONS

The following additions to the FPPC Standard Code are hereby incorporated into the Conflict of Interest and Disclosure Code of the Ventura Port District:

DISQUALIFICATION

- ~~1. An investment, interest in real property, income or source of income of a designated employee shall not be a basis for disqualification under this Conflict of Interest Code where such interest will foreseeably be affected only by the decisions to fix an ad-valorem property tax rate or uniform assessments for the District applicable to the public generally. (Cal. Code of Regs., Title 2, Section 18703)~~
- ~~2. After disqualification, a designated employee may make an appearance, submit information, or express views on the same basis as any other citizen on matters related solely to his personal interest, provided that it is done publicly and provided that the person clearly indicates he is acting in a private capacity.~~
- ~~3. Rule of Necessity: Item No. 1 (above) does not prevent a designated employee from making or participating in the making of a governmental decision to the extent that his participation is legally required for an action or decision to be made. The fact that a designated employee's vote is needed to break a tie does not make this participation legally required for the purposes of this section. The attorney for the District is empowered to advise any designated employee whether or not the "Rule of Necessity" is applicable in any particular instance.~~

OPINIONS OF COUNSEL AND OF THE COMMISSION

- ~~1. Opinion Requests. Any designated employee who is unsure of any right or obligation arising under this Code may, with the prior approval of the General Manager, request a formal opinion or letter of advice from the FPPC or a written opinion from the attorney for the District.~~
- ~~2. Evidence of Good Faith. If an opinion is rendered by the attorney for the District stating the facts and the law upon which the opinion is based, compliance by the designated employee with the conclusions of such an opinion is evidence of good faith in any civil or criminal proceeding brought pursuant to the Political Reform Act of 1974 on this Code, but may not be conclusive as to whether the designated employee acted in good faith. The designated employee's good faith compliance with the opinion of the District's attorney shall also act as a complete defense to any disciplinary action that the District may bring under Section 91003.5 of said Act of this Code. A designated employee may also seek an opinion or advice letter from the FPPC pursuant to Government Code Section 83114, which shall act as a complete defense in any subsequent enforcement proceeding brought by the FPPC.~~

STATUTE OF LIMITATIONS

- ~~1. No action based on a disqualification provision of this Code shall be brought pursuant to Government Code Section 91003(b) to restrain the execution of or to set aside official action of the District unless the complaint or petition is filed and served upon the District within 90 days following the official action.~~

DEFINITIONS

- ~~1. The definitions contained in the Political Reform Act of 1974 (Government Code Section 81000 et. seq.) and regulations adopted pursuant thereto are incorporated into this Conflict of Interest Code. Conflict of Interest disclosure reports shall be made on Fair Political Practices Commission Form 700, or any successor forms thereto.~~



RESOLUTION NO. 3366

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
APPROVING ITS NEW 2018 CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings; and

WHEREAS, the terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Ventura Port District, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which set forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Ventura Port District; and

WHEREAS, persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A; and

WHEREAS, in preparing the form 700, designated filers need only disclose those financial interests falling within the disclosure categories designated for that filer's position as stated in Exhibits A and B; and

WHEREAS, pursuant to said Act, the Ventura Port District ("District") adopted its initial conflict of interest code ("Code") which has since been updated and amended several times, with the latest action being the adoption of Board Resolution No. 3361 on September 12, 2018; and

WHEREAS, the Board has determined that it is in the best interest of the District to amend the Code in certain particulars outlining new positions in the District; and

WHEREAS, as a result of such amendment, the Board finds it is desirable and in the best interests of the District to rescind the existing Code and adopt the new Code in the manner set forth herein as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. 3366 and all prior versions of the Code, which were previously passed, approved, and adopted by the Board, and adopts in its place Exhibit A and Exhibit B of its Conflict of Interest and Disclosure Code of the Ventura Port District, to include additional positions within the District, which are shown on Exhibit A attached hereto.



ATTACHMENT 2

BE IT FURTHER RESOLVED that those individuals holding newly designated positions, as set forth in Exhibit A, shall file Statements of Economic Interests with the Clerk of the District within 30 days of the adoption of this Resolution.

BE IT FURTHER RESOLVED that a secretariially certified copy of this Resolution, including the attached Exhibit A and B shall be forwarded to the Ventura Board of Supervisors as an amendment to the Conflict of Interest and Disclosure Code of the Ventura Port District.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Port Commissioners of Ventura Port District held on the 16th day of January 2019 by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Everard Ashworth, Chairman

ATTEST:

Oscar Peña, Secretary

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

ATTACHMENT 2

I, Oscar Peña, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 16th day of January 2019 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 16th day of January 2019.

Oscar Peña, Secretary

ATTACHMENT 2
CERTIFICATION OF THE SECRETARY OF
VENTURA PORT DISTRICT

I, the undersigned, do hereby certify:

1. I am the duly elected and acting Secretary of the Ventura Port District.
2. The foregoing Resolution approving the new Conflict of Interest and Disclosure Code of the Ventura Port District was adopted at a regular meeting of the Board of Port Commissioners held on January 16, 2019.

IN WITNESS WHEREOF, I have executed this Certificate of Secretary of the District this 16th day of January 2019.

Oscar Peña, Secretary
Ventura Port District
Board of Port Commissioners

ATTACHMENT 2
EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS

# of POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
5	Members of the Board of Port Commissioners	1,2	COB
1	General Manager	1,2	COB
1	Deputy General Manager	1,2	COB
1	Harbormaster	2	AC
1	Business Operations Manager	2	AC
1	Accounting Manager	2	AC
1	Marketing Manager	2	AC
1	Marina Manager	2	AC
1	Property Manager	2	AC
1	Facilities Manager	2	AC
Consultants¹			

Notes:

- 1) The Filing Official for the Members of the Board and the General Manager is the Clerk of the Ventura County Board of Supervisors.
- 2) The Filing Official for all other positions is the Clerk of the Ventura Port District.

¹ The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

ATTACHMENT 2
EXHIBIT B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

Category 2 – REAL PROPERTY

[SEE FORM 700 SCHEDULE B]

All interests in real property, including interests in real property held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.

Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

Category 5 – REGULATION AND PERMITTING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

Category 6 – FUNDING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.

ATTACHMENT 2
APPENDIX - DESIGNATING OFFICIALS WHO
MANAGE PUBLIC INVESTMENTS

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all "other officials who manage public investments," are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as "other officials who manage public investments," designates the agency's positions which qualify as such, and states the Filing Officer for each designated position.

APPLICABLE DEFINITIONS

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) "Other public officials who manage public investments" means:

(A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

(B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) "Public investments" means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) "Public moneys" means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) "Management of public investments" means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

ATTACHMENT 2
DESIGNATED POSITIONS AND FILING OFFICERS

Based on the foregoing, the following agency positions and/or consultants qualify as "other officials who manage public investments" and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

# of POSITIONS	POSITION TITLE/CONSULTANT	FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
5	Members of the Board of Port Commissioners	COB
1	General Manager	COB
1	Deputy General Manager	COB



BOARD OF PORT COMMISSIONERS
JANUARY 16, 2019

STANDARD AGENDA ITEM 6
FY 2018-2019
HARBOR VILLAGE LEASING STRATEGY

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 6
Meeting Date: January 16, 2019

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: FY 2018-2019 Harbor Village Leasing Strategy

RECOMMENDATION:

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

SUMMARY:

This leasing strategy articulates the objectives, goals, and describes a variety of tools and metrics to help bolster the Ventura Harbor as a unique destination for local residents and visitors.

BACKGROUND:

Staff has been working diligently on an assessment of the current leasing and marketing conditions at Harbor Village. Understanding the fundamentals such as existing tenant mix, lease expirations, absorption and market position is one of the steps toward developing a comprehensive asset-based strategy that has become a continuous working document.

Attached is the FY 2018-2019 Ventura Harbor Village Leasing Strategy that identifies how District staff has moved forward with new leases and renewals within the complex.

FISCAL IMPACT:

For FY 2018-2019, the Board approved a leasing budget of \$25,000 for advertising and data services (i.e. Loopnet/CoStar) and Motionloft is under a Professional Services Agreement.

ATTACHMENTS:

Attachment 1 – FY 2018-2019 Harbor Village Leasing Strategy

VENTURA PORT DISTRICT HARBOR VILLAGE - LEASING STRATEGY

FY 2018 / 2019

OBJECTIVE

Attract and retain a vibrant, diverse mix of economically viable retail, restaurant and office users through comprehensive, on-going leasing efforts.

GOALS

- Increase annual rental revenue to VPD at (or above) consumer price index.
- Achieve market rental rates consistent with (or higher than) city/regional averages in each leasing category and Harbor Village as a whole.
- Achieve vacancy and available rates consistent with (or lower than) city/regional averages in each leasing category and Harbor Village as a whole.
- Collaborate with existing tenants to modernize suites, evaluate operations and implement industry trends to maximize future success
- Continue to advertise for new and innovative tenants to enhance the Village experience.
- Incorporate a new sign criteria for tenants along with a wayfinding signage program.

Budget

FY2018-19 - \$25,000

DATA SOURCES

Deliverables

- Obtain monthly, quarterly and annual data from the following organizations and sources as well as others as applicable:
 - Motionloft (Vehicle & Pedestrian Data Reports)
 - Harbor Village Rent Roll
 - Harbor Village Sales Report
 - Collect City and regional rental rates (Co-Star)
 - Bureau of Labor Statistics, Consumer Price Index
 - State of the Region Report, Ventura County Civic Alliance
 - Workforce Development Board (WDB) of Ventura County

Schedule

- All other monthly, quarterly and annual data identified above – On-going.

MARKETING

Deliverables

- Ventura Port District will use a variety of marketing strategies to increase its exposure to prospective tenants. Specific channels will include the following:
 - **Web Site:** Include the leasing packet on the Ventura Port District and Ventura Harbor Village websites to generate interest in the available spaces. Implement search engine optimization that contains a number of features including: space information, VPD company profile, location, photo gallery.
 - **E-mail Marketing:** Email promotional blasts for download via VPD email, Loopnet and/or Co-Star systems to Prospective Tenants. This will reinforce brand building among Ventura Port District's target market.

- **Social Networking:** Coordinate with Marketing Department/Social Media to create pages and profiles on the social networking sites: Facebook, Instagram, and Twitter. Social networking sites are an effective way to advertise on the web and generate interest for Ventura Port District from the general public. Research and evaluate ad placements on these sites.
- **Outdoor Marketing:** Property Manager will place leasing signs that are prominently placed for maximum visibility to both foot and vehicle traffic. These signs will notify potential tenants of Ventura Port District's available spaces.

Schedule

- Current and updating on quarterly basis.
- **Leasing Packet:** Create and distribute via web, in person and print ready content generally including the following:
 - Village overview and photos
 - New Developments
 - Site plan
 - Trade Area Demographics
 - Vehicle & Pedestrian Data Reports
 - Marina statistics (4 Marina's) – boat slips, live-aboards
 - Existing tenant list
 - Major employers, employees
 - Harbor Village marketing events and activities

Schedule

- Update quarterly on a regular basis

ADVERTISING**Deliverables**

- Insertion-ready advertisements for local, regional and national trade industry publications
- Web-based advertisements in real estate lease site:
 - LoopNet / CoStar
 - Ventura Harbor and Ventura Harbor Village Websites
 - Craigslist
 - Variety of broker publication newsletters / webpages

Schedule

- Ongoing

REAL ESTATE & TRADE MEMBERSHIPS, CONFERENCES, TRADE SHOWS, AND NETWORKING EVENTS**Deliverables**

- VPD will maintain annual memberships in the following organizations:
 - California Association for Local Economic Development (CALED)
 - International Council of Shopping Centers (ICSC)
 - Urban Land Institute (ULI)

- Attendance and participation with the following organizational events and others as applicable:
 - Ventura Chamber of Commerce (e.g. Economic Development Committee, networking events, etc.)
 - Regional chambers of commerce (e.g. networking events, etc.)
 - California Economic Forecast (e.g. Entrepreneur Economic Forecast)
 - ICSC (e.g. Southern California Idea Exchange, Western Conference & Deal Making)

Schedule

- On-going monthly, quarterly and annual committee, webinar and networking events.
- Annual conference and/or trade show events

DATABASE / CONTACT LIST

Deliverables

- Property Manager will maintain contact database of real estate leasing professionals.

Schedule

- Additions of new contacts – On-going

SITE VISITS

Deliverables

- Property Manager will conduct site visits with prospective tenants (business owners and leasing representatives) and include in staff monthly report.

Schedule

- Site visits, monthly report.

ENTITLEMENT AND TENANT IMPROVEMENT ASSISTANCE

Deliverables

- Provide tenants with small business assistance programs (i.e. EDC-VC, WEV, Score, etc.)
- Provide general information and regulatory contact information regarding entitlement and permitting process for prospective and current tenants.
- Provide coordination assistance with City, County and State regulatory agencies to ensure timely delivery of tenant space.
 - Existing and prospective tenants as necessary.

Schedule

- On-going

TENANT BUSINESS PLANNING

Deliverables

- Provide general assistance with prospective and current tenants regarding sales strategies, marketing and promotional opportunities.

Schedule

- On-going

LEASE EXPIRATIONS LIST**Deliverables**

- Provide Leasing Committee with monthly list and updates (see below)

Schedule

- On-going

VENTURA HARBOR VILLAGE				
LEASES EXPIRE --- 2018 / 2019				
				1/11/2019
TENANT	SQ FT	TYPE	START	EXPIRES
Silhouettes Hair Salon	761	R	2/1/2017	1/31/2019
Ron Baldonado /Virtual Network	746	O	6/1/2018	1/31/2019
Coastal Marine Biolabs	1,979	O	6/1/2014	5/31/2019
Kyle & Assoc.	535	O	6/1/2017	5/31/2019
Dr. Ahmad Vahedian	275	O	9/1/2017	8/31/2019
Center for Contract Compliance	437	O	10/1/2017	9/30/2019
Del Mar Seafood-Joe Cappuccio	1,015	O	12/1/2017	11/30/2019
Jennifer Shook/Laura Kinnev	455	O	1/1/2018	12/31/2019
Power Processing	350	O	1/1/2019	12/31/2019

VILLAGE MAPS -- TENANT USES**Deliverables**

- First and Second Floor Maps outlining use areas (see next page)

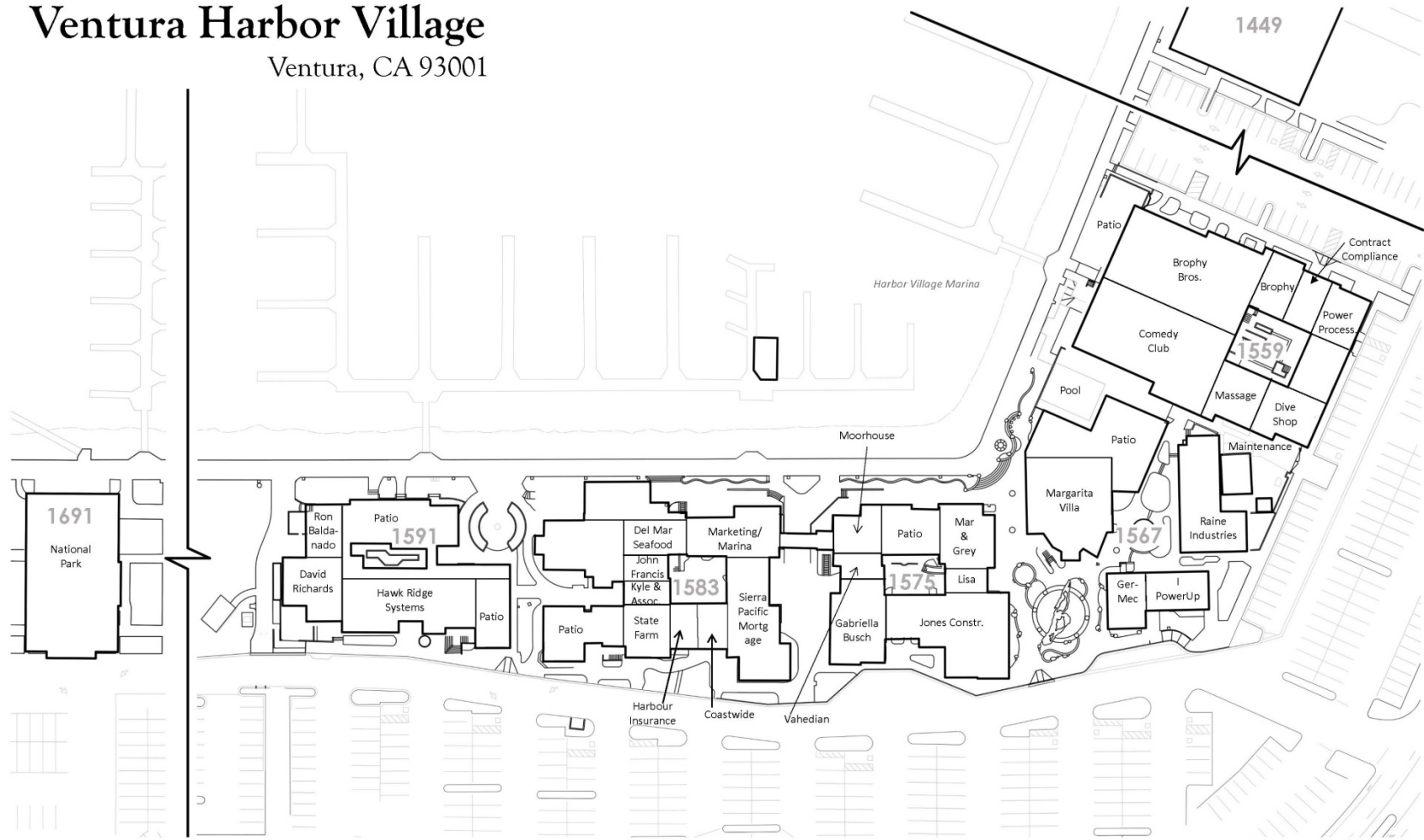
Schedule

- On-going



Ventura Harbor Village

Ventura, CA 93001



Project Site Plan: Second Floor Tenants

