



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Gregory Carson, Chairman
Jim Friedman, Vice Chairman
Everard Ashworth, Secretary
Robert J. Bravo, Commissioner
Bruce E. Smith, Commissioner

Oscar Peña, General Manager
Timothy J. Gosney, Legal Counsel
Jessica Rauch, Clerk of the Board

PORT COMMISSION AGENDA REGULAR MEETING January 28, 2015 AT 7:00 P.M. 1603 ANCHORS WAY DRIVE, VENTURA, CA

*A Closed Session of the Board will be held at **5:00 p.m.** at the Four Points by Sheraton Hotel – **Schooner Room** adjacent to The gym and spa, 1050 Schooner Drive, Ventura, CA, to discuss the items on the Attachment to Agenda-Closed Session Conference with Legal Counsel.*

*The Board will reconvene in Open Session at the Port District Office located at 1603 Anchors Way Drive for its Regular Meeting at **7:00 P.M.** or as soon thereafter as the Closed Session is concluded.*

CALL TO ORDER: *By Chair, Gregory Carson.*

PLEDGE OF ALLEGIANCE: *By Chair, Gregory Carson.*

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

ELECTION OF OFFICERS

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

SPECIAL PRESENTATION TO OUTGOING CHAIR

ADOPTION OF AGENDA (5 minutes)

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

APPROVAL OF MINUTES

The Minutes of December 17, 2014 and January 14, 2015 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 (5 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.

LEGAL COUNSEL REPORT (5 minutes)

BOARD COMMUNICATIONS (5 minutes)

Port Commissioner's may present brief reports on port issues, such as seminars, meetings and literature that would be of interest to the public and/or Commission, as a whole.

DEPARTMENTAL STAFF REPORTS (10 minutes)

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

GENERAL MANAGER REPORT (5 minutes)

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

SPECIAL RECOGNITION – Captain Paul Amaral (5 minutes)

CONSENT ITEMS: (3 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.

1) Acceptance of Financial Statements for November 2014 and Approval of Payroll and Regular Checks for the month of November 2014

Recommended Action: Resolution No. 3261

That the Board of Port Commissioners approve by Resolution the Financial Statements for November 2014 and the Payroll and Regular Checks for expenses in November 2104.

2) Approval of Out of Town Travel Requests

Recommended Action: Motion

That the Board of Port Commissioners approve by motion the Out of Town Travel Request for Commissioner Bruce Smith.

ACTION ITEMS: (30 minutes)

3) Approval of MOU/CBA with Teamsters 186 Representing the Dockmaster/Security Officer Unit (5 minutes)

Recommended Action: Resolution No. 3262

That the Board of Port Commissioners approve by resolution the Memorandum of Understanding between the Ventura Port District and Teamsters 186 representing the Dockmaster/Security Officer Unit.

4) Approval of Professional Services Agreement with Rasmussen & Associates (5 minutes)

Recommended Action: Motion.

That the Board of Port Commissioners approve the Professional Services Agreement with Rasmussen & Associates in the amount of \$46,000 to provide architectural services for the Ventura Harbor Village Re-Roofing Project.

5) Authorization of Horizon Communications Contract (5 minutes)

Recommended Action: Motion.

That the Board of Port Commissioners approve by motion the authorization of the General Manager to enter into a contract with Horizon Communications to install fiber into nine buildings at the Ventura Harbor Village complex, subject to Legal Counsel's review of the final contract.

6) Approval of 2015 Port Commission Schedule (15 minutes)

Recommended Action: Motion.

That the Board of Port Commissioners discuss and take appropriate action on the 2015 Port Commission meeting schedule.

REQUEST FOR FUTURE AGENDA ITEMS

DEDICATION OF MEETING TO CHUCK STANTON

ADJOURNMENT

*This agenda was posted on Friday, January 23, 2015 at 5:00 p.m.
at the Port District Office and on the Internet - www.venturaharbor.com (Public Notices).*

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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 28, 2015

5:00 P.M.

1. Potential Litigation - Per Government Code Section:

- a) **54956.9(d)(1)** - Bashkiroff v. Ventura Port District, et al.,
Ventura Superior Case No. 56-2013-00442997-CU-PN-VTA
- b) **54956.9(d)(2)** - Claim of Bonnie Beck

2. Per Government Code Section 54956.8 – Conference with Real Property Negotiators:

- | | |
|----------------------|---|
| c) Property: | 1591 Spinnaker Drive |
| Negotiating Parties: | Oscar Pena, Timothy J. Gosney |
| Under Negotiation: | New Lease Terms (Lymbo Gardens) |
|
 | |
| d) Property: | 1591 Spinnaker Drive #117B |
| Negotiating Parties: | Oscar Pena, Timothy J. Gosney |
| Under Negotiation: | New Lease Terms (Silhouettes) |
|
 | |
| e) Property: | 1583 Spinnaker Drive #109 |
| Negotiating Parties: | Oscar Pena, Timothy J. Gosney |
| Under Negotiation: | New Lease Terms (Boatyard Café) |
|
 | |
| f) Property: | Parcels 15, 16, 18 |
| Negotiating Parties: | Oscar Pena, Timothy J. Gosney |
| Under Negotiation: | Sondermann Ring Partners Option/Lease
Negotiations |
|
 | |
| g) Property: | 1575 Spinnaker Drive #101 (805 Bar) |
| | 1575 Spinnaker Drive #102 (Maru Sushi) |
| Negotiating Parties: | Oscar Pena, Timothy J. Gosney,
Andy Fernandez |
| Under Negotiation: | 805 Bar & Grilled Cheese Expansion of
Premises and New Lease Terms |

3. Per Government Code Section 54957:

- h) Legal Counsel Evaluation

JANUARY 28, 2015
BOARD OF PORT COMMISSIONERS

APPROVAL OF MINUTES



Minutes of Regular Meeting of the Ventura Port District Board of Port Commissioners Held December 17, 2014

The regular hearing of the Ventura Board of Port Commissioners was called to order by Chair Gregory Carson at 7:18PM, at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

Everard G. Ashworth, Secretary
Robert J. Bravo
Gregory L. Carson, Chair
Jim J. Friedman, Vice Chair
Bruce E. Smith

Commissioners Absent:

None

Port District Staff:

Oscar Pena, General Manager
Scott Miller, Harbor Master
Robin Baer, Property Manager
Joe Gonzalez, Facilities Manager
Richard Parsons, Consultant
Frank Locklear, Marina Manager
Pat Hummer, Harbor Patrol
Gloria Atkins, Fiscal Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Timothy J. Gosney
Chris Chan

Other City/County Representatives:

Kevin Clerici, Director of Downtown Ventura Partnership

AGENDA

CALL TO ORDER: By Chair, Gregory Carson at 7:18PM.

PLEDGE OF ALLEGIANCE: By Chair, Gregory Carson.

ROLL CALL: All Commissioners were present.

ADOPTION OF AGENDA

ACTON: Commissioner Bravo moved, seconded by Commissioner Friedman and carried by a vote of 5-0 to adopt the December 17, 2014 agenda.

APPROVAL OF MINUTES

ACTION: Commissioner Friedman moved, seconded by Commissioner Bravo and carried by a vote of 4-0-1 (Carson abstained) to approve the minutes of November 19, 2014.

PUBLIC COMMUNICATIONS: Lynn Mikelatos spoke to the improvements she is currently making to The Greek at the Harbor and what she foresees in the future.

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

LEGAL COUNSEL REPORT: Mr. Gosney informed the Commission and staff about the new prevailing wage requirements that are being administered by the Department of Industrial Relations. All contractors or subcontractors wishing to work on a public project need to register with the Department of Industrial Relations. The District cannot grant a contract or accept a bid without the registration information. Counsel will be working with staff to modify all contract documents. Mr. Gosney also warned the Commission and Staff that the District needs to be more diligent in their document review when a Public Records Act Request is received.

BOARD COMMUNICATIONS: Commissioner Carson commented on the Friday Parade of Lights event held at the Ventura Port District Office and stated that the opportunity was to showcase this event and what the District has to offer. Regarding dredging, he mentioned that Senator Dianne Feinstein will not be Chairman of the Water Resources Subcommittee, which means staff will need to build new relationships for funding.

DEPARTMENTAL STAFF REPORTS: Richard Parsons reported on three additional items to his report: 1) His trip to Washington D.C.; 2) With recent rains, there are some concerns that dredging may need to occur and these costs are not in the budget; 3) There will be changes in Congress come January 2015 and staff will not know who the Water Resources Subcommittee Chair and staff will be till then.

GENERAL MANAGER REPORT: Mr. Pena thanked all the Parade of Lights sponsors for their donations and participation for this year's event.

CONSENT ITEMS:

1) Acceptance of Financial Statements for September and October 2014 and Approval of Payroll and Regular Checks for the month of October 2014

Recommended Action: Resolution No. 3259

That the Board of Port Commissioners approve by Resolution the Financial Statements for September and October 2014 and the Payroll and Regular Checks for expenses in October 2104.

2) Approval of Out of Town Travel Requests

Recommended Action: Motion

That the Board of Port Commissioners approve by motion the Out of Town Travel Request(s) for Accounting Manager, Gloria Adkins; Marketing Manager, Jennifer Talt-Lundin; Consultant, Richard Parsons; and Board Chairman Gregory Carson.

ACTION: Commissioner Bravo moved, seconded by Commissioner Smith and carried by a roll call vote of 5-0 to approve items 1 and 2. Resolution No. 3259 is made a part hereof.

INFORMATIONAL ITEMS:

3) Ventura Downtown-Harbor Trolley Update (10 minutes)

Recommended Action: None.

That the Board of Port Commissioners receive an update from Kevin Clerici, Director of the Downtown Ventura Partnership on the Ventura Downtown-Harbor Trolley.

ACTION: Kevin Clerici, Director of the Downtown Ventura Partnership gave the Commission a report on the operations, advertisements, and future of the Ventura Downtown-Harbor Trolley.

ACTION ITEMS:

4) Approval of a new Verizon Cell Tower at the Four Points Sheraton

Recommended Action: Motion

That the Board of Port Commissioners approve by motion a request by Harbor Island Hotel Group LP, as Lessee under that certain Ground Lease with the District dated December 9, 1992, for real property located at 1050 Schooner Drive, Ventura, California, to sublease a portion of such premises to Verizon Wireless to install, operate, repair, and maintain a wireless telecommunications facility and monopalm cell tower, subject to legal counsel's review and approval of the final documents, and to direct staff to claim a categorical exemption pursuant to the State Guidelines for the Implementation of the California Environmental Quality Act (CEQA) Section 15303, New Construction or Conversion of Small Structures.

ACTION: Commissioner Friedman moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to approve by motion a request by Harbor Island Hotel Group LP to sublease a portion of 1050 Schooner Drive, Ventura, California to Verizon Wireless for the construction of a new wireless telecommunications facility and monopalm cell tower, pursuant to the State Guidelines for the Implementation of the California Environmental Quality Act (CEQA) Section 15303, and subject to the review and approval of the final sublease documents by legal counsel.

Public Comment: Scott Miller commented that Verizon services are needed in the Ventura Harbor.

5) Approval of New Restaurant Lease between the Ventura Port District dba Ventura Harbor Village and the Boatyard Café, LLC dba Boatyard Café

Recommended Action: Motion

That the Board of Port Commissioners approve by motion a new Restaurant lease agreement between the Ventura Port District dba Ventura Harbor Village and the Boatyard Café, Inc. dba Boatyard Café for the premises located at 1583 Spinnaker Drive #109 consisting of a total of 2,675 square feet for a four year term with a five year option.

ACTION: Action on this matter is deferred due to a delay in the close of escrow between the Boatyard Cafe and Iversen, Inc. The Commission asked that this item be pulled with the understanding staff will bring it back in January.

6) Approval of new lease for Coffee Dock and Post

Recommended Action: Motion

That the Board of Port Commissioners approve by motion a new Restaurant lease agreement between the Ventura Port District dba Ventura Harbor Village and the Coffee Dock & Post for the premises located at 1575 Spinnaker Drive #105 A/B consisting of a total of 1,330 square feet for an eight (8) year term and upon execution of this lease by the parties, the Coffee Dock & Post lease dated September 1, 2012 and the Windrose Gifts lease dated June 1, 2011 shall be immediately terminated and upon approval of the new lease the old leases, which are on a month-to-month tenancy will be terminated and the new lease will prevail.

ACTION: Commissioner Friedman moved, seconded by Commissioner Bravo and carried by a vote of 5-0 to approve a new Restaurant lease agreement between the Ventura Harbor Village and Coffee Dock and Post.

Public Comment: Janice Hwang, owner of Coffee Dock and Post, thanked the Commission and staff for all the hard work in putting together this lease and making her dream come true.

7) Approval of Flagpole Purchase

Recommended Action: Motion

That the Board of Port Commissioners approve by motion the purchase and installation of a new flagpole from The Flag Factory, in the amount of \$7,825.00, which will be placed near the front entrance to the Ventura Port District Office Facility.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Friedman and carried by a vote of 5-0 to approve the purchase and installation of a new flagpole from The Flag Factory, in the amount of \$7,825.00.

Public Comment: Scott Miller suggested the Commission vote for no yard arm; it is not functional and is a maintenance issue. Bob Bartosh said that yardarm flagpoles were used to give warning and as a public safety organization, it should be the Districts obligation to give warnings with pennants or small craft warning flags.

8) Approval of Facilities Manager Position

Recommended Action: Resolution No.3260

That the Board of Port Commissioners approve by resolution the position and salary range for the position of Facilities Manager.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Bravo and carried by a vote 5-0 to approve the position and salary range for the position of Facilities Manager. Resolution No. 3260 is made a part hereof.

9) Consideration of Potential Changes to Employee Compensation or Benefits

Recommended Action: Motion

That the Board of Port Commissioners consider, discuss and take appropriate action on the potential changes to employee compensation or benefits, as submitted by staff.

ACTION: Commissioner Friedman moved, seconded by Commissioner Ashworth to continue this item to the February 11, 2015 Workshop.

REQUEST FOR FUTURE AGENDA ITEMS: None.

ADJOURNMENT: The meeting was adjourned at 10:22PM.

Secretary



Minutes of Special Workshop Meeting of the Ventura Port District Board of Port Commissioners Held January 14, 2015

The Special Meeting Workshop of the Ventura Board of Port Commissioners was called to order by Chair Gregory Carson at 10:06AM, at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

Everard G. Ashworth, Secretary
Robert J. Bravo
Gregory L. Carson, Chair
Jim J. Friedman, Vice Chair
Bruce E. Smith

Commissioners Absent:

None

Port District Staff:

Oscar Pena, General Manager
Scott Miller, Harbor Master
Robin Baer, Property Manager
Joe Gonzalez, Facilities Manager
Richard Parsons, Consultant
Frank Locklear, Marina Manager
Pat Hummer, Harbor Patrol
Gloria Atkins, Fiscal Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Timothy J. Gosney

AGENDA

CALL TO ORDER: By Chair, Gregory Carson at 10:06AM.

PLEDGE OF ALLEGIANCE: By Chair, Gregory Carson.

ROLL CALL: All Commissioners were present.

ADOPTION OF AGENDA

ACTON: Commissioner Friedman moved, seconded by Commissioner Smith and carried by a vote of 5-0 to adopt the January 14, 2015 agenda, with the revision that Special Action Item 4 be moved to after the Workshop Item.

PUBLIC COMMUNICATIONS: Sally Stride, new owner of Harbor Wind and Kite, introduced herself and invited the Commission to come and visit the store. Commissioner Ashworth reported that he met with Steve James of the Boatyard Café and he is looking forward to the soft opening. Commissioner Carson announced that he would be attending the CMANC Winter Meeting in Long Beach this week with Richard Parsons. Commissioner Friedman announced that Congresswoman Julia Brownley was appointed to the House Transportation and Infrastructure Committee. Richard Parsons reported that the dredging contractor will start mobilizing into the harbor on January 26th and will start dredging the first week of February. Dredging will last all of February to the beginning of March.

SPECIAL ACTION ITEMS:

1) Fiscal Year 2013 – 2014 Audit

Recommended Action: Motion.

That the Board of Port Commissioners approve by motion the acceptance of the Basic Financial Statements and Supplementary Information with Independent Auditor's Report for the Year Ended June 30, 2014, prepared by White Nelson Diehl Evans, LLP.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Bravo and carried by a vote of 5-0 to approve the acceptance of the Basic Financial Statements and Supplementary Information with Independent Auditor's Report for the Year Ended June 30, 2014, prepared by White Nelson Diehl Evans, LLP.

2) New Internet Service Infrastructure

Recommended Action: Motion.

That the Board of Port Commissioners approve by motion a request for \$45,000 to install an internet service infrastructure to improve service for all businesses in Ventura Harbor Village and authorize the General Manager to enter into a contract with Horizon Communications to install fiber into nine buildings at the Ventura Harbor Village complex.

ACTION: Commissioner Smith moved, seconded by Commissioner Friedman and carried by a vote of 5-0 to approve a request for \$45,000 to install an internet service infrastructure to improve service for all businesses in Ventura Harbor Village and continue the authorization of the General Manager to enter into a contract with Horizon Communications to the January 28, 2015 regular meeting.

Public Comment: Scott Miller, Harbormaster, reported that fiber has been installed in the Port District Office Building and it has been a tremendous advantage. Bob Bartosh, owner of the Boatyard Café, believes this would be beneficial to everyone, including his business. They have more data than the coax cable can handle and they would like to provide free Wi-Fi to customers in the future.

3) Relocation of Proposed Flagpole

Recommended Action: Motion.

That the Board of Port Commissioners approve by motion the relocation of the proposed flagpole to a portion of the Harbortown Point Resort leasehold property and to authorize the General Manager to enter into an agreement with the District's Lessee to install and maintain the flagpole at the District's sole expense.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Friedman and carried by a vote of 5-0 to approve the relocation of the proposed flagpole to a portion of the Harbortown Point Resort leasehold property and to authorize the General Manager to enter into an agreement with the District's Lessee to install and maintain the flagpole at the District's sole expense.

WORKSHOP ITEM:

Workshop and Discussion on Ventura Harbor User Fees

Recommended Action: None.

That the Board of Port Commissioners discuss and give direction on staff's recommendations for the increase of various user fees comparable to other regional ports and harbors.

ACTION: The Commission asked staff to do the following things or answer the following questions when this item is brought back to the Board for approval:

- Will the Coast Guard Auxiliary liveaboard inspections be discontinued?
- For fish offloading fees, consider phasing options to raise fees over time.
- Look at the sustainability of the fishing industry in Ventura Harbor.
- What is our overhead factor and crew cost recovery for liveaboard inspections?
- Would liveaboards stop getting inspections if the fee is too high?
- Consider a tiered system for the liveaboard inspection fee.

Public Comment: Terry Wilmarth, a fisherman in the Ventura Harbor asked what he would be getting for his money with these fee increases.

4) Accept and Award Bid for Fish Pier Derrick Crane Installation

Recommended Action: Motion.

That the Board of Port Commissioners accept and award the bid of Cushman Contracting Corporation in the amount of \$119,575.00 for the Fish Pier Derrick Crane Installation Project and authorize the General Manager to sign the contract documents with said contractor on the Port District's behalf.

ACTION: Commissioner Friedman moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to accept and award the bid of Cushman Contracting Corporation in the amount of \$119,575.00 for the Fish Pier Derrick Crane Installation Project and authorize the General Manager to sign the contract documents with said contractor on the Port District's behalf.

Public Comment: Sam Sadove agreed that the crane needs to be replaced.

ADJOURN TO CLOSED SESSION AT APPROXIMATELY 11:30AM: The meeting was adjourned at 11:40AM to Closed Session.

RECONVENE PUBLIC SESSION: Public Session was reconvened at 1:17PM.

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

ADJOURNMENT: The meeting was adjourned at 1:18PM.

Secretary

JANUARY 28, 2015

BOARD OF PORT COMMISSIONERS

DEPARTMENTAL STAFF REPORTS

ACCOUNTING

DREDGING

FACILITIES

HARBORMASTER

MARKETING

PROPERTY MANAGEMENT

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: January 28, 2015

TO: Board of Port Commissioners
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Quarterly Treasurers Report

DISCUSSION:

As of December 31, 2014, the District held cash and investments with a market value of \$9,099,232. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 75% of the December 31, 2014 fund balance:

Enterprise (Operating) Fund	\$ 1,083,708
Dredging Reserve Fund	3,017,106
Capital Improvement Fund	2,671,271
Capital Improvement –Fisheries Fund	<u>25,000</u>
Total Funds	\$6,797,085

The District has \$1,491,360 invested in stable money market and the Federal National Mortgage Association through Stifel Nicolaus. These funds had a net portfolio yield of 0.90%. There has been no activity change in this investment during this quarter.

The Investment Portfolio Report for December 31, 2014 attached herewith includes all of the District's Funds.

Submitted by: 
Gloria Adkins
Accounting Manager

Date: January 15, 2015

ATTACHMENTS:

Attachment 1 – Investment Portfolio Report for December 31, 2014

Attachment 2 – LAIF Performance Report Quarter Ending December 31, 2014

ATTACHMENT 1

**Ventura Port District
Investment Portfolio Report
12/31/2014**

<u>Security Type</u>	<u>Issuer</u>	<u>CUSIP Number</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Par Value</u>	<u>Book Value</u>	<u>Percent of Portfolio</u>	<u>Market Value</u>	<u>Market Value Source</u>
<u>Cash Investments</u>									
State Pool (LAIF)	LAIF-State Treasury		On Demand	0.25%	6,797,085	6,797,085	75%	6,796,952	LAIF
Total Cash Investments LAIF						\$ 6,797,085	75%	\$ 6,796,952	
<u>Cash Investments Stifel Nicolaus</u>									
Federal National Mortgage Association		3136G0Z61	11/14/2017	0.90%	1,500,000	1,500,000	16%	1,484,610	Stifel Nicolaus
Stifel Bank & Trust Money Market Funds				0.03%	6,750	6,750	0%	6,750	Stifel Nicolaus
		Stifel Nicolaus net portfolio yield		0.90%					
Total Investments Stifel Nicolaus						\$ 1,506,750	17%	\$ 1,491,360	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo		On Demand	N/A	N/A	793,125	9%	793,125	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	1,261	0.01%	1,261	Ventura Port District
Total Cash Deposits						\$ 794,386	9%	\$ 794,386	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	0.362%	16,468	16,534	0.18%	16,534	Ventura County Treasury
Total Cash in County Treasury						\$ 16,534	0%	\$ 16,534	
TOTAL ALL FUNDS						\$ 9,114,755	100%	\$ 9,099,232	

Notes:

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

1/15/2015

Submitted by: 



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
01/01/15	0.26	0.26	200
01/02/15	0.27	0.26	207
01/03/15	0.27	0.27	207
01/04/15	0.27	0.27	207
01/05/15	0.27	0.27	209
01/06/15	0.27	0.27	208
01/07/15	0.26	0.27	208
01/08/15	0.27	0.27	211
01/09/15	0.27	0.27	213
01/10/15	0.27	0.27	213
01/11/15	0.27	0.27	213
01/12/15	0.27	0.27	212
01/13/15	0.27	0.27	212
01/14/15	0.27	0.27	212

*Daily yield does not reflect capital gains or losses

LAIF Performance Report

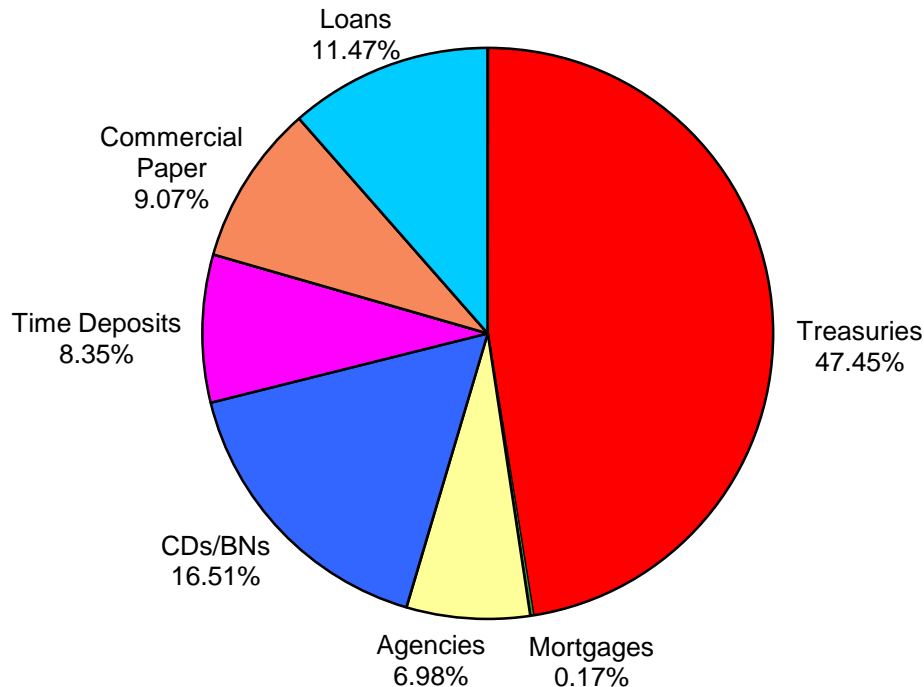
Quarter Ending 12/31/14

Apportionment Rate: 0.25%
 Earnings Ratio: 0.00000696536180771
 Fair Value Factor: 0.99998038
 Daily: 0.26%
 Quarter To Date: 0.26%
 Average Life: 200

PMIA Average Monthly Effective Yields

DEC 2014 0.267%
 NOV 2014 0.261%
 OCT 2014 0.261%

Pooled Money Investment Account Portfolio Composition \$60.3 billion 12/31/14



RWP DREDGING MANAGEMENT

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

January 28, 2015

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

Subject: December 2014-January 2015 Dredging Activities and Special Projects Report

The Dredging Program Manager's activities for December 2014-January 2015 period are reviewed below:

2015 Corps of Engineers Dredging

The Los Angeles District's contractor, Manson Construction Company, for the FY15 maintenance dredging of the harbor's federal channel area has now begun mobilizing its equipment into the harbor and expects to commence the dredging effort during the week of February 2, 2015. Manson's contract presently calls for the dredging of 630,000 cubic yards of material at a cost of \$5,131,000. I remain hopeful that upon completion of the dredging effort that in excess of 700,000 cubic yards of material will have been removed from the federal project area.

2016 Federal Dredging Appropriations

The Port District is continuing to request that \$8 million be included in FY2016 Energy and Water Development Appropriations Bill in order to fund a complete dredging of the harbor's federal channel and sand traps. It is probably unrealistic, however, to expect that the Administration's proposed FY2016 budget, when released in February 2015, will include funding at that level for Ventura Harbor. My expectation is that the proposed funding level may be at about \$4 million. Assuming, however, that the Congress will continue its recent practice of providing funding for Corps "workplan" allocations, the Port District will have possibility of securing increased funding after the FY2016 budget is adopted.

Launch Ramp Rehabilitation

There has been no further progress with the California Division of Boating and Waterways (DBW) relative to the resolution of the parking lot circulation problem caused by the configuration of the new ramp. Now that the holiday period is past us, we intend to again push DBW to approve an appropriate remedy for the problem.

Village Dock Replacements

We have now identified some researchers with the California Sea Grant program who specialize in fisheries issues and who we believe can assist us in addressing the issues raised by the California Coastal Commission staff relative to the Port District's proposed Harbor Village dock reconfiguration project. We need to have further discussion with these individuals before we can bring them on board, however.

ADA Harbor Village Improvements

I am continuing to work with the District's staff to facilitate the efforts of Jensen Design and RRM Design Group in addressing the planning effort needed at Ventura Harbor Village to satisfy the ADA requirements.

Respectfully submitted,

Richard Parsons

Dredging and Special Projects Consultant

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: January 28, 2015

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

LANDSCAPE:

- Adjusted all irrigation clocks, due to the recent rains for water conservation.
- Performed monthly Inspection/tested several Sprinklers throughout the Harbor.
- Trimmed several shrubs/trees throughout the Village to prep for the Christmas decor.
- Trimmed three palm tree's adjacent to 1585 building as per the Property Manager's work order request.

MAINTENANCE:

- Minor tenant improvement was performed in-house on 1583 Suite 211 for new tenant to move in, made all arrangements for flooring installation, installed new window blinds, and prepped all interior walls for painters, removed the interior HVAC unit from closet and converted usable space in closet, and two new interior doors were installed.
- Performed monthly exterior fire sprinkler's inspection for all exterior Village buildings.
- Replaced cracked drain pipe in building 1691 Suite 206.
- Performed minor tenant improvements at the Boatyard Café, as per the request of the Property Manager. Door closures on all exterior doors were installed, replaced door hardware on some exterior doors; all new interior fire sprinklers were installed.
- All doggie dispensers at the launch ramp area and Harbor Cove beach area have been adjusted for easy access.
- Installed Christmas décor throughout the Village.
- Staff is looking into replacing iron railings with Vinyl railing or powder coating railing throughout the Village; in process of obtaining estimates.

MARINA:

- Performed the Monthly gangway inspections at the Village.
- Worked on the floating dock, for the Christmas décor.
- Performed minor repairs on the fish pier crane.
- Performed preventive maintenance on fish pier crane, lubed moving parts, etc.

MARKETING:

- Worked closely with Marketing Department on the Christmas Parade, setting up several areas, preparing for the fireworks shooting area to make sure it complies with the fire Marshal requirements, parking lot reservations for the event, worked closely with the Carnival attendants at the lawn area to ensure public safety.
- Collaborated with the Marketing Department staff on the Winter Wonderland event, setting up the area, provided dedicated parking for entertainers and vendors, and hung up banners.
- Assisted Marketing Department staff by setting up chairs, banners, setting electrical needs on the following events, 12/28/14- Justin Claveria Jazz Trio, 12/27/14- Steve Stafford, 12/28/14- Justin Claveria Jazz Trio.

CAPTIAL IMPROVMENTS UPDATE:

- RE-ROOFING OF VILLAGE BUILDINGS 1431, 1449, and 1559:
Staff is working with Rasmussen & Associates Architects, have finalized plans and specs for this project; the plans have been approved by the City of Ventura. We hope to go out to bid in the first quarter, and then after obtaining the bids they will be submitted to the General Manager for review. *Estimated Cost: \$750,000*
- 1583 ELEVATOR MODERIZATION:
We are in the first phase of this project. Staff is coordinating with ThyssenKrupp Elevator Company, and other companies involved with flooring, electrical, etc. We anticipate receiving all estimates by middle of next month which will be submitted to the General Manager for review. *Estimated Cost: \$100,000*
- 1431 NATIONAL PARKS OFFICES HVAC SYSTEM REPLACEMENT:
Project is 50% completed. The project was set for two phases to minimize impact on National Park workers, and staff is currently coordinating with National Parks Facilities Manager to implement second phase. *Estimated Cost: \$50,000*

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: January 28, 2015

TO: Board of Port Commissioners
 FROM: G. Scott Miller, Harbormaster
 SUBJECT: Harbormaster Report

Ventura West Interim Modernization:

Tile work in the men and women's restrooms is completed and the partitions will soon be installed. Additional work was done to the sidewalk and ADA access points. The customer area of the Harbor Cove Café was retiled over a 2-day period. Many exterior features will be updated with minimal effect to the business. The tile work in the restroom is complete. Installation of the appliances is pending. (ATTACHMENT 2 – Photos taken 1-14-2015)

Launch Ramp Traffic Pattern:

I continue to collaborate with Richard Parsons and Board Chair Greg Carson to present a unified plan to correct the traffic flow issue at the Launch Ramp.

Memorial Service for Avalon Harbor Patrol Officer Tim Mitchell:

Pat Hummer attended a full day of services for Harbor Patrol Officer Tim Mitchell, who died in the line of duty during a storm at Avalon Harbor. Agencies from San Diego to Morro Bay sent representatives with a heavy presence from the Los Angeles Sheriff's and Fire Departments.

Negotiations with Teamsters 186 Representing the Dockmaster-Security Officer Unit

We concluded negotiations on December 30, 2014 with the presentation of a "Last, Best and Final Offer". That offer was modified very slightly and has been ratified by the Unit. This is a separate Agenda Item.

Harbor Patrol Report Statistics December 2014	
In Harbor	30
Out Harbor	4
Total	34
Boating	14
Non-Boat	20
Becalmed	1
Collision	1
Flooding	2
Haz. to Nav.	1
Water Rescue	5
Mech Fail	3
Medical	17
Person in H2O	3
Pollution	1
Search	1
Violation	4
Pumpout	2
Tow	4
Agency Asst	20
Cites	0
Boating	0
Non-Boating	0
Parking	0

Crime Reports Provided by the Ventura Police Department					
12/3/2014	12:06 PM	1339 Spinnaker Drive	Battery	IR242	
12/6/2014	2:01 AM	1198 Navigator	Narcotics	HS11550(A)	
12/6/2014	7:00 PM	1215 Anchors Way	Dead Body - Death Report	DB	
12/14/2014	8:30 AM	1712 Spinnaker Drive	Vehicle Theft	VC10851-AUTO	
12/14/2014	6:10 PM	1449 Spinnaker Drive	Vehicle Theft	VC10851-AUTO	
12/15/2014	9:57 AM	1215 Anchors Way	Dead Body - Death Report	DB	
12/20/2014	7:00 PM	1559 Spinnaker Drive	Burglary-Auto	PD459-AUTO	
12/20/2014	7:00 PM	1559 Spinnaker Drive	Burglary-Auto	PD459-AUTO	
12/20/2014	7:00 PM	1559 Spinnaker Drive	Burglary-Auto	PD459-AUTO	
12/23/2014	4:00 PM	1567 Spinnaker Drive	Burglary-Auto	PC459-AUTO	
12/28/2014	7:42 PM	1575 Spinnaker Drive	Theft	PC484(A)	
12/31/2014	7:31 PM	1651 Anchors Way	Burglary Auto	PC 459(auto)	

Attachments:

Attachment 1 - Soundings dated January 7, 2015
 Attachment 2 – Photos of VWM II Interim Revitalization Project

ATTACHMENT 1

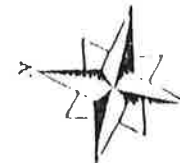
Swimming Area

- Boats Keep Out

JANUARY 7, 2015

0.0 TIDE

Hummer



FULL
SAND
TRAP

NORTH JELLY

SOUTH JELLY

DETACHED

WHEATSWATER

ATTACHMENT 2



Harbor Cove Café — Men's Restroom



Harbor Cove Café — Interior

ADA Compliant Ramp to Sidewalk



ADA Compliant Ramp to Sidewalk



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: January 28, 2015

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

Ventura Harbor Village Sales:

- November 2014 Sales for Village tenants open 12 months: 6.34% increase from October 2014 of \$77k with an 11.25% increase year to date. Village tenant revenue for 2014 continues with an increase of over **\$2 million dollars (\$2,055,615)**

Advertising

- 30,000 circ. **805 Living Magazine** ¼ page New Year's Bliss Seaside ad (Jan. & Feb.) (\$955)
- 150,000 circ. **Valley Scene Magazine** ¼ page New Year's Bliss Seaside ad on Dec. 26 (\$315)
- 45,124 circ. **VC Star** ½ page New Year's Bliss Seaside ad on Dec. 26 issue (\$384)
- 11,000 circ. **Ventura Breeze** ½ page Parade of Lights Thank You Ad on Jan. 7 (sponsor ad)
- 63,000 combined circ. **VC Reporter and Ventana** ¼ page Tall Ships ad in Jan. 15 VC Reporter Issue & January Ventana Issue (\$670)
- 20,000 circ. **SB Family Life** ¼ page Tall Ships ad January Issue (\$325)
- 10,000 circ. **Happenings** ½ page Tall Ships ad January Ventura Issue (\$410)
- 45,124 circ. **VC Star** ¼ page Tall Ship ads Jan. 9 & 11 (\$768 for both)
- 33,000 circ. **VC Reporter** ¼ page Tall Ship ad Jan. 22 (\$325)
- 15,000 circ. **Santa Clarita Signal** ¼ pg. Tall Ships Jan. 14 (\$450)
- 67,711 circ. **The Acorn** ¼ page Tall Ship ad in Thousand Oaks & Camarillo Jan. 15 & 16 (\$490)
- Jan. 15-30 Radio ads for Tall Ship **Cumulus Media** station- KHAY-16,300 daily reach (\$1,800)
- Met with the representatives for VC Reporter to continue to develop a discounted coop for Village tenants and with VC Star rep to determine best strategies and rates for 2015
- New Village map to include Spring events and new businesses (10,000 copies)
- Interior ad in Downtown- Harbor Trolley for Tall Ship visit duration

Web Site/ Social Content

- Facebook posts during the month of December reached more than 200,000 people
- Recent Tall Ships Facebook post received over 18,000 views, increasing visibility of arrival
- Engaging with social media users to post and share Tall Ship images over all channels
- Social Media Coordinator meeting regularly with Village tenants to sit assist with and/or their own social media efforts (both retail and restaurant)
- Updated new Downtown Harbor Trolley hours on websites, posted on social media sites.

On Site Event Rentals / Event Promotions

- Successful visitation to Parade of Lights; however, majority of people arrived after 6pm nightly
- Met with new Executive Director of Turning Point Foundation, Jason Meek, to discuss future of Kinetic Sculpture Race in Ventura Harbor in October- he plans to continue with event
- Secured Indie Feature Film at Ventura Harbor & Village February 2 & 3 – starring Dan Haggerty of Grizzly Adams (Est. \$2,800 revenue)
- Met regarding new event for Harbor scheduled for May 2, 2015 Ventura County Heart Walk (Estimated 700 people participating)
- Met with Corporate Games (City of Ventura) to work in partnership with Harbor businesses

- Tall Ship preparation and promotions for visit from January 13 – February 4 (22 days) including posters, rack cards, print ads, digital ads, radio ads, PR, interviews, tours, and social media
- Organization of Tall Ship VIP reception on Thursday, January 22 featuring a “Taste of the Harbor” reception and seven harbor restaurants
- Hired live entertainment for holiday weekends- Christmas, New Year’s, and MLK, Jr.

Public Relations/Networking/Outreach:

- 37 editorial placements tracked total for Parade of Lights/Winter Wonderland including FOX TV; Examiner.com; San Francisco Chronicle; Elite Magazine (Santa Clarita) and more
- Somerville & Associates wrote and distributed *Sparkling Lights & Winter Nights* press release on Four Points by Sheraton holiday stay rate
- Jan. 17 Tenant meeting Wine, Dine & Jazz, Parade of Lights & Winter Wonderland feedback
- Somerville & Associates and Harbor marketing team met with Boatyard Café to discuss announcement of opening and write a press release on opening scheduled for January release
- Somerville & Associates and Harbor marketing team met with The Greek at the Harbor and The Parlor in January to brainstorm promotional/PR concepts as it pertains to new business focus
- Met with Yvonne Menard, Communications Director for Channel Islands National Park to discuss the National Park Centennial set to launch mid-2015 for the 2016 celebration
- Crafted January Wavelengths Media Newsletter and Somerville Associates distributed to (170 media outlets) included Cory Tile Art, Island Packer’s Whale Watching, Warm Yourself Seaside Chowders/Soups, Epiphany Event, Tall Ships, new Trolley Hours, The Greek After Hours
- Front page Local Section coverage on Jan. 11 Ventura County Star for Epiphany Event at Harbor
- Pre-editorial coverage for Tall Ship coverage story in Local section on Jan. 11 Ventura County Star; front page article/photo in Ventura Breeze Jan. 7-20 edition; article/photo in Santa Barbara Family Life January edition, January Happenings Magazine front cover focus on Tall Ships, VC.com front page on January 11 photo/article; Los Angeles Times; Daily News 724; Beverly Press; Perfect Travel Today
- Somerville Associates and Harbor marketing department prepared itinerary to the Channel Islands (2 days) December 29 & 30 for Conde Nast Traveler writer Jocelyn Zuckerman working with Central Coast Tourism Council. Pitched Harbor Village and dining seaside but focus will be primarily Channel Islands visit

Attachment:

Attachment 1 – 2015 Ventura Harbor Events



 *California's sun-kissed, seaside playground...*

2015 Ventura Harbor/Ventura Harbor Village Events

Ventura Harbor Village, California's seaside playground, boasts year round seaside boutiques, waterfront restaurants, and a variety of festivals, events and live entertainment. Ventura Harbor Village is set in a scenic harbor and fishing marina amid a picturesque walking promenade with stunning coastal views of the California's Pacific Ocean and the Channel Islands National Park.

Tall Ships Hawaiian Chieftain & Lady Washington

Tuesday, January 13, 2015-Thursday, February 4, 2015

Tall Ships docked in the Ventura Harbor offer Dockside Tours, Battle Sails, and Adventure Sails where passengers learn seaworthy history. Tall Ships closed Mondays for training. www.HistoricalSeaport.org

Cottontail Day Festival

Saturday, March 28, 2015, 10am-3pm

Ventura Harbor Village fills with the sights and sounds of families on the Village Main Lawn. \$2 Easter egg hunts are held every 30 minutes for ages 1-7. The Cottontail Bunny can be spotted hopping around giving children a chance to shake hands or grab a hug. Other activities include face painting, petting zoo, hands-on arts & crafts, pony rides and so much more (weather pending). www.VenturaHarborVillage.com

Harbor is Hopping - Dining by the Boats

Sunday, April 5, 2015, Noon-3pm

Hop on over for Springtime celebration and Easter brunch at Harbor restaurants. Kids-come meet & take photos with the Easter Bunny, ride the Village Carousel or play in the arcade, pick up a new spring hat or a kite, and shop in the seaside boutiques while listening to live music at the Village Carousel Stage. www.VenturaHarborVillage.com

Blue & Humpback Whale Watching

Mid April - September 2015

Seasonal feeding patterns offers views of these extraordinary mammals from mid-April through September in the Santa Barbara Channel. Whale Watching cruises offer a chance to view the whales as they travel as well as views of the Channel Islands. In the summer months, Island Packers offers all day whale watching excursion to Santa Rosa Island with a visit to Painted Cave on Santa Cruz Islands north Shore. www.IslandPackers.com

Ventura County Heart Walk

Saturday, May 2, 2015 7am-NOON

The Ventura County Heart Walk celebrates those who have made lifestyle changes to live a healthier life, and encourages everyone to take the pledge while raising the money to fund lifesaving heart research in our community. <http://VenturaHeartwalk.Kintera.org>

-more-

Corporate Games Closing Ceremony

Saturday, May 9, 2015 8am-5pm

The 26th annual Ventura Corporate Games covers 6 weeks of friendly business to business team sports competition for 32 events with 10,00 participants. Once again, Ventura Harbor is hosting the closing ceremonies. www.CityofVentura.net/CorporateGames

Surf N' Suds Beer Festival* NEW!

Saturday, June 20, 2015 11am-5pm

Festival organized by DEEP Surf Magazine. 55+ craft breweries and wineries offer tastings, local surfboard shapers, and live music. Ticketed event. Approximately 1,200 people. Dining at harbor restaurants featured. www.VenturaHarborVillage.com

Summer Sounds Concert Series

Sundays - June 21 through Labor Day (first weekend in September), 2015, 1-4 pm

Soak up the sun while listening to an array of music ranging from Jazz & Soul to Pop & Rock to a blend of Caribbean & Reggae during the Summer Sounds Concert Series every Sunday from 1 to 4 p.m. on the Carousel Stage. www.VenturaHarborVillage.com

Steel Drum at Carousel Stage

Saturdays in July and August 2015, 1-4pm

Fun beachy sounds surround while shopping, dining, or relaxing in the Village. Steel drums kick off the good times July 5. www.VenturaHarborVillage.com

10th Annual Pirate Days Festival

Saturday and Sunday, July 18-19, 2015

Return to the mystical times when the pirates roamed the seas during the 10th Annual Pirate Days Festival. This signature Ventura Harbor Village event celebrates a decade long festival with professional pirate live-action shows, pirate themed activities, treasure hunts, pirate costume contests, pirate vendors and much more. Festival goers of all ages come in Pirateey period costume and wenchy dress. Pirate Marketplace open at 11am and live Pirate entertainment from 1 - 4pm. www.VenturaHarborVillage.com

Rock on the Dock!

Saturdays in September (5, 12, 19, 26) 2015

Every Saturday in September from 4 PM - Dusk, visitors can catch live music performances from Ventura Harbor Village promenade overlooking the water! Dance, enjoy, dine & shop as bands play on a floating dock in the Ventura Harbor. www.VenturaHarborVillage.com

*Note: Events scheduled after June 2015 are subject to board & budget approval.

-more-

Ventura Art and Street Painting Festival

Saturday and Sunday, September 12-13, 2015

Local artists display amazing glass work, jewelry, sculpture, hand created crafts and more outdoors at Ventura Harbor Village Main Lawn during a fun-filled weekend. Street chalk artists create "Chalk for Charity" pieces along the Village Promenade to support FOODShare, plus live music, and art activities throughout the weekend. Admission and Parking are free. www.VenturaHarborVillage.com * Pending organizer application & approval

California Coastal Clean Up

Saturday, September 19, 2015

Bring friends and family to be a part of the 32th Anniversary of California Coastal Cleanup Day! Volunteers will remove debris from the coast, creeks, rivers, lakes and shorelines all around California protecting wildlife from harm while taking care of our environment. www.VenturaHarborVillage.com

Ventura Comedy Festival

Monday, September 21-Sunday, September 27, 2015

Randy Lubas, owner of Ventura Harbor Comedy Club, hosts the bigger, better, funnier 4th Annual Ventura Comedy Festival. A week-long celebration features top headliners performing at multiple venues throughout Ventura and in Ventura Harbor. Celebrity judges select a new champion named "Ventura's Funniest Person". All access passes available and so much more to make Ventura smile! www.VenturaHarborVillage.com

Making Strides Against Breast Cancer 5K Walk

Saturday, October 10, 2015

Join the campaign to celebrate survivorship and eliminate breast cancer this century at the annual Making Strides Against Breast Cancer 5K walk for Ventura County. The walk is noncompetitive scenic walk beginning at Harbor Cove Beach and along the promenade by the Harbor. <http://www.makingstrides.com>

Ponies by the Sea Car Show - Ventura Harbor Village Main Lawn

Sunday, October 11, 2015, 9 am-4pm

Mustangs from all eras will sparkle and shine lined up on the Ventura Harbor Village Main Lawn for the Ponies by the Sea Car Show. Free for spectators, registration fees to display vintage and modern vehicles benefit a favorite select charity. Award ceremony includes People's Choice Classes, Best of Show, Best Paint, Best Engine, and a special "Most Likely to get a Ticket" award given by the California Highway Patrol. www.TriCountyMustangClub.com * Pending organizer application & approval

-more-

Kinetic Sculpture Race - (Benefiting the Turning Point Foundation) - Ventura Harbor
Saturday, October 17, 2015, 10:17am-4pm

Amazing people-powered and hilarious works of art designed to travel over an exciting all-terrain course will race through Ventura Harbor, Creative vehicles trek through harbor water launch, sand mounds, figure eight race track and huge mud pit before making it to the finish line. www.VenturaHarborVillage.com

Thrill the World Halloween Zombie Dance - Ventura Harbor Village Main Lawn
Saturday, October 24, 2015, Time TBD

Zombies roam Ventura Harbor Village as they prepare to perform the classic Michael Jackson "Thriller" simultaneously around the globe for the world record! Sign up to participate as a dancer or come to the Harbor watch zombies by the sea! Proceeds from participants and or dance instruction benefit select charity.

www.ThrilltheWorldVentura.com

HOWL-O-WEEN - Ventura Harbor Village Costume Pet Contest
Saturday, October 24, 2015, NOON

Costumed pets gather at pet-friendly Ventura Harbor Village for a fun and fluffy HOWL-O-WEEN Pet Costume Contest. Prizes for Spookiest, Sea-Worthy, Creative/Original, Best in Show, and more! Every pet gets a "treat", owners can enjoy pet-friendly dining patios, boat rentals, and waterfront hotel stays.

www.VenturaHarborVillage.com

Wine, Dine & Jazz

Sundays in November 2015, Noon - 3pm (Dates TBD)

Free live jazz music from Noon - 3 PM, with a focus on wine events at Ventura Harbor Village harbor-side restaurants. Local, California, Greek, French, wines featured. Participating restaurants offer wine flights, and tastings paired with American, French, Greek, Italian and Coastal Seafood cuisines. www.VenturaHarborVillage.com

California Sleigh Rides

December 1-December 31, 2015, Departs 6pm & 8pm

A ONE HORSE OPEN SLEIGH California-style! Take a California Sleigh Ride through the Ventura Harbor and Ventura Keys with Ventura Boat Rentals! Holiday lights dazzle as they reflect upon the water from boats in the Ventura Harbor, Ventura Harbor Village, and the decked out homes in the Ventura Keys neighborhood! Complimentary hot cocoa & holiday cookies or wintery drinks such as famous "Reindeer Milk" from the onboard bar. Choose between 6pm or 8pm departure times for a one and a half hour tour every night in December. Reservations Required. Call : 805.642.7753. www.VenturaHarborVillage.com

-more-

Chanukah Festival

Sunday, December 6, 2015 2:00-4:30pm

Celebrate Chanukah and enjoy live music, Judaica boutiques, hot lakes, and more!

Presented by Chabad of Oxnard 805.382.4770 www.ChabadofOxnard.com

Cool California Caroling Cruises

Select December Dates 2015

FA LA LA LA LA LA LA LA LA! Warm up your pipes with family and friends on a one hour Island Packers *Caroling Cruise* on select weekday evenings. Start a unique holiday tradition and make new friends aboard a 64' catamaran. Laugh and enjoy serenading the families in the Ventura Harbor and Ventura Keys neighborhood with joyful holiday favorite tunes (singing not required). Advance reservations recommended and bring a scarf!

Call for Tix 805.642.1393. www.VenturaHarborVillage.com

Ventura Harbor Holiday Parade of Lights & Fireworks-Ventura Harbor

Friday, December 18 and Saturday, December 19, 2015 6:30pm

Ventura Harbor celebrates the season with its 39th Annual Holiday Parade of Lights & Fireworks. Theme: Surf, Sand & Santa www.VenturaHarborVillage.com

Winter Wonderland & Holiday Marketplace - Ventura Harbor Village

Saturday, December 19, 2015 1-5pm

Rediscover the joy of holiday shopping while wondering through a festive holiday village at the popular Ventura Harbor's Winter Wonderland & Holiday Marketplace. Come early for fun and festivities including faux snowfall every 15 minutes, visits with Santa & Mrs. Claus, two live reindeer, Dickenson Carolers, and more! The 39th Annual Parade of Lights & Fireworks to follow! www.VenturaHarborVillage.com

Pacific Gray Whale Watching

December 26, 2015-Mid April 2016

Whale Watching Season is here and it's a great time to catch a glimpse of nature up close and personal! Island Packers, Ventura County's official concessionaire to the Channel Islands National Park, is now offering half-day whale watching excursions to view these magnificent mammals. www.IslandPackers.com

All dates subject to change pending final date announcements by organizers.

For annual event details and updates visit VenturaHarborVillage.com, Facebook/Ventura Harbor, join the Beach Club Ventura Harbor Enewsletter, or call (805) 477-0470, ext. 5.

Ventura Harbor Village is located just minutes off the Historic 101 and Highway 1 along California's Central Coast. Take the Seaward Ave. exit, left on Harbor Blvd., and right on Spinnaker Drive. 1583 Spinnaker Drive, Ventura, CA 93001

For Event Info call the Ventura Harbor Event Line: (805) 477-0470, ext. 5,
or visit www.VenturaHarborVillage.com

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: January 28, 2015

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

- I. Tenant Improvements Underway
 - 1) 1559 Spinnaker Drive, #105. Wild Local Seafood Co. Plans being developed with the architect.
 - 2) 1575 Spinnaker Drive, #105 A/B. Coffee Dock & Post construction demo has begun. Estimated re-opening in Spring 2015.
- II. Lease Negotiations In Progress
 - 1) Cory Tile Art – working with tenant on a new lease and relocation of space from a courtyard to the promenade.
 - 2) Milano's Restaurant – working with tenant on a new lease and relocation of their bar. This new location of the bar will improve the atmosphere to allow for happy hour activities and increase revenues.
 - 3) National Park Service – working with tenant on a relocation strategy / expansion. Current lease expires March 2016 for Building 1431.
 - 4) The Greek Restaurant – Working with GM on a new lease for this tenant. We are discussing possible tenant improvement allowance and finalizing proposed lease terms.
- III. Prospective New Leases
 - 1) Met with Tony Tan regarding assignment of lease for Maru Sushi & Grill restaurant space. Mr. Tan previously owned a successful Asian restaurant in Las Vegas, NV for ten years.
 - 2) Met with Harpreet Kaur and Avtar Singh regarding assignment of lease for Maru Sushi & Grill restaurant space. Ms. Kaur currently runs a trucking company out of Oxnard and Mr. Singh owns a market that at one time had a deli that served food.
 - 3) The GM and I have had several meetings with Vincenzo and John Giammanco regarding the large grass lawn area. They are interested in setting up "Lymbo Garden's and Event Center. This would be a modern day outdoor event center that can transform and cater to any occasion. The main goal for the event center would be to create a venue that will be family friendly but also draw an affluent adult demographic age ranging from 28-62 years old.
 - 4) Prospective new lease with 805 Bar & Grilled Cheese to expand into Maru Sushi & Grill. We are currently negotiating terms with this tenant.
- IV. Occupancy level at Harbor Village
 - 92% Occupied; total vacancy 8%
 - Available Space for Lease:*
 - Offices --- 2,760 square feet
 - Retail --- 787 square feet
 - Restaurant--- 1,537 square feet

Coming out of the recession, office and retail leasing is still very slow. The restaurant activity is increasing slightly.

JANUARY 28, 2015
BOARD OF PORT COMMISSIONERS

CONSENT ITEM NO. 1
NOVEMBER 2014 FINANCIAL STATEMENTS,
PAYROLL AND CHECKS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT ITEM 1
Meeting Date: January 28, 2015

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

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3261:

- a) Accepting the November 2014 financial statements; and
- b) Approving the payroll and regular checks for November 2014.

DISCUSSION:

Attached for the Boards review are the financial statements for November 2014. Supplementary Notes to the financial statements are located directly behind the Statement of Income and Expense report.

Staff is in the process of reviewing their current department budgets in anticipation of the need for mid-year budget adjustments. The February board workshop will include time for the Board to review and discuss requested budget adjustments with staff.

Disbursements

The accounts payable check register for November 2014 is located after all the financial statement documents. Each check on the register includes a brief description of its purpose. I have explained some of the major expenditures below. (Regular payments include monthly service contracts, utilities, legal services, etc.):

November 2014 -

- Ventura Water was paid \$29,406 for water and sewer usage throughout the harbor. This service is on a bi-monthly billing schedule.
- Luners Production Services was paid \$5,299 as a down payment towards the upgrade and refurbishment of the sound and recording equipment in the large boardroom.
- Ventura Harbor Storage is paid \$5,762 monthly as per a contract to provide the commercial fishermen a place to store their gear and repair their nets and equipment. This expense is reimbursed to the District monthly through a contract with the fishermen.
- Armstrong Real Estate Advisors was paid \$6,000 for the final payment on his professional service contract pertaining to Village leasing strategies.

Payroll Disbursements

The District has 26 bi-weekly pay periods per year; ten months of the year will have two regular payroll periods and two months will have three regular pay periods. The November payroll of \$130,219 represents two regular payroll periods. The next month, in which, three regular pay periods are present, will be May 2015.

ATTACHMENTS:

Attachment 1 – Resolution No. 3261

Attachment 2 – Statement of Income Expenses – Period Ended November 30, 2014

Attachment 3 – Accounts Payable Check Register for November 2014



RESOLUTION NO. 3261

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

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

- A. The Financial Statements for November 2014;
- B. The following Checks are hereby reviewed:
 - 1) Payroll Checks #8791-8801 and direct deposits inclusive in the amount of \$130,219 for November 2014 salaries, and;
 - 2) Regular Checks #40955-41104 in the amount of \$168,815 for November 2014 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on January 28, 2015, Resolution No. 3261 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 November 30, 2014

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
OPERATING REVENUES						
Parcel Lease Income	\$ 225,000	\$ 217,708	\$ (7,292)	\$ 1,190,000	\$ 1,201,582	\$ 11,582
Dry Storage Income	6,700	7,084	384	33,500	35,205	1,705
Fisherman's Storage	6,200	5,762	(438)	29,400	28,811	(589)
Parking Income	4,250	3,526	(724)	25,250	30,317	5,067
Miscellaneous Income/Rentals	4,215	4,447	232	27,715	25,515	(2,200)
Village Income						
Harbor Village Lease Income	173,250	180,116	6,866	1,012,250	1,034,622	22,372
Commercial Fishing	35,800	30,830	(4,970)	169,000	137,410	(31,590)
Miscellaneous Income	499	340	(159)	2,510	2,096	(414)
Harbor Event Fees	2,200	1,370	(830)	20,500	24,167	3,667
Marketing Booth/Vendor Income	10	21	11	3,200	5,616	2,416
Co-Op Advert/Sponsorship	500	350	(150)	3,050	5,080	2,030
Merchants Promo Fund	7,084	7,134	50	35,420	37,180	1,760
Slip Rentals	77,000	72,287	(4,713)	385,000	353,724	(31,276)
Dock Electrical Income	3,000	3,063	63	12,000	10,972	(1,028)
C A M Income	24,000	22,602	(1,398)	120,000	121,953	1,953
Total Oper. Revenues	\$ 569,708	\$ 556,640	\$ (13,068)	\$ 3,068,795	\$ 3,054,250	\$ (14,545)

OPERATING EXPENSES

Personnel Expenses

Salaries & Wages						
Regular Salaries	\$ 157,425	\$ 154,958	\$ 2,467	\$ 856,615	\$ 844,032	\$ 12,583
Part-time Help	7,170	3,262	3,908	38,080	29,335	8,745
Overtime Pay	750	229	521	16,425	15,169	1,256
Holiday Pay	0	0	0	8,125	5,784	2,341
Total Salaries & Wages	\$ 165,345	\$ 158,449	\$ 6,896	\$ 919,245	\$ 894,320	\$ 24,925
Other personnel expenses						
Retirement Contributions	\$ 35,085	\$ 33,745	\$ 1,340	\$ 193,415	\$ 185,908	\$ 7,507
Payroll Taxes	2,460	3,216	(756)	17,515	14,763	2,752
Worker's Comp Ins.	17,295	17,295	0	86,475	86,475	0
OPEB Liability	6,412	6,531	(119)	32,060	32,060	0
Medical & Life Ins.	22,935	20,683	2,252	114,875	111,467	3,408
Optional Benefit Plan	15,485	15,279	206	77,925	78,430	(505)
Uniforms & Tool Allowances	3,675	953	2,722	18,550	8,144	10,406
Total - Other Personnel Expenses	\$ 103,347	\$ 97,702	\$ 5,645	\$ 540,815	\$ 517,247	\$ 23,568
Total Personnel Expenses	\$ 268,692	\$ 256,151	\$ 12,541	\$ 1,460,060	\$ 1,411,567	\$ 48,493

Monthly Report
(Unaudited)

ATTACHMENT 2
Ventura Port District
Statement of Income and Expenses
For the Period Ended November 30, 2014

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
General Expenses						
Advertising	\$ 2,000	\$ 425	\$ 1,575	\$ 6,000	\$ 975	\$ 5,025
Auto Mileage & Allowance	1,250	1,137	113	6,250	5,218	1,032
Auto/Boat Equip & Maint	20,595	6,160	14,435	77,815	80,340	(2,525)
Bad Debt	0	2,260	(2,260)	3,000	4,996	(1,996)
Bank Fees & Other Misc	1,300	612	688	6,400	3,259	3,141
Building Maintenance	26,450	22,914	3,536	128,850	117,257	11,593
Bldg Maint-Tenant Improvments	25,000	924	24,076	125,000	9,831	115,169
Communications	2,900	2,782	118	14,800	17,819	(3,019)
Conferences & Training	3,300	2,225	1,075	26,700	16,940	9,760
Dock Maint. & Repair	5,100	923	4,177	30,500	15,973	14,527
Village Enhancements	4,000	0	4,000	20,000	802	19,198
Environmental Coordination	0	0	0	500	0	500
Equipment Rental	2,950	906	2,044	7,350	4,650	2,700
General Insurance	12,500	12,500	0	62,500	62,500	0
Grounds Maintenance	35,800	13,000	22,800	166,700	47,756	118,944
General Harbor Maintenance	420	0	420	2,100	2,868	(768)
Janitorial Supplies	2,300	3,279	(979)	15,975	18,248	(2,273)
Land/Building Rental Expense	6,200	5,762	438	29,400	29,118	282
Marketing & Promotions	14,110	17,887	(3,777)	107,165	97,596	9,569
Memberships & Subscriptions	750	1,290	(540)	16,350	16,514	(164)
Office Supplies & Equipment	4,300	2,528	1,772	24,500	13,673	10,827
Computer Equip & Supplies	1,000	2,353	(1,353)	14,000	3,633	10,367
Operating Supplies	4,360	2,298	2,062	24,050	12,746	11,304
Other Equipment & Repairs	3,530	2,013	1,517	16,790	11,343	5,447
Professional Services - Legal	15,000	27,353	(12,353)	83,000	121,397	(38,397)
Professional/Outside Services	30,980	47,458	(16,478)	209,816	210,068	(252)
Utilities	18,525	597	17,928	174,125	135,817	38,308
Dredging Related Expenses	22,750	14,675	8,075	107,750	73,940	33,810
Total General Expenses	\$ 267,370	\$ 194,261	\$ 73,109	\$ 1,507,386	\$ 1,135,277	\$ 372,109
Total Operating Expenses	\$ 536,062	\$ 450,412	\$ 85,650	\$ 2,967,446	\$ 2,546,844	\$ 420,602
Oper. Income(Loss) Before Deprec.	\$ 33,646	\$ 106,228	\$ 72,582	\$ 101,349	\$ 507,406	\$ 406,057
Depreciation	\$ 83,000	\$ 82,161	\$ 839	\$ 410,000	\$ 407,301	\$ 2,699
Operating Income (Loss)	\$ (49,354)	\$ 24,067	\$ 73,421	\$ (308,651)	\$ 100,105	\$ 408,756

Monthly Report
(Unaudited)
2

ATTACHMENT 2
Ventura Port District
Statement of Income and Expenses
For the Period Ended November 30, 2014

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
NON-OPERATING REVENUES						
General						
Investment Income (Loss)	\$ 0	\$ 274	\$ 274	\$ 7,000	\$ 2,999	\$ (4,001)
Tax Income	5,000	1,816	(3,184)	35,000	28,414	(6,586)
Sale of Fixed Assets	0	0	0	0	12,914	12,914
Total General Non-Oper. Income	\$ 5,000	\$ 2,090	\$ (2,910)	\$ 42,000	\$ 44,327	\$ 2,327
Special Funding						
DBAW Grants-Misc	\$ 0	\$ 0	\$ 0	\$ 6,000	\$ 5,000	\$ (1,000)
DBAW Grants-Launch Ramp	0	0	0	0	0	0
Total Special Funding	\$ 0	\$ 0	\$ 0	\$ 6,000	\$ 5,000	\$ (1,000)
TOTAL NON-OPER. REVENUES	\$ 5,000	\$ 2,090	\$ (2,910)	\$ 48,000	\$ 49,327	\$ 1,327
NON-OPERATING EXPENSES						
Interest Expense	\$ 1,440	\$ 1,437	\$ 3	\$ 450,900	\$ 451,170	\$ (270)
Total Non-Oper. Expenses	\$ 1,440	\$ 1,437	\$ 3	\$ 450,900	\$ 451,170	\$ (270)
Non-Operationing Income (Loss)	\$ 3,560	\$ 653	\$ (2,907)	\$ (402,900)	\$ (401,843)	\$ 1,057
CHANGES IN NET POSITION	\$ (45,794)	\$ 24,720	\$ 70,514	\$ (711,551)	\$ (301,738)	\$ 409,813

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expense for the period ending November 30, 2014 – Budget to Actual Analysis.

Operating Income:

Parcel Lease Income – (exceeds budget \$11,582) This overall increase is primarily the result of the terms of the new Ventura Harbor Boatyard lease. These terms were not in place at the time the current budget was created. All lease changes will be addressed during the mid-year budget adjustment in January.

Harbor Village Lease Income – (exceeds budget \$22,372) All categories of Village leases (restaurants, retail, charters, offices) are up slightly over the projected budget for November. The favorable weather conditions still seem to be the main factor for this increase. The 'Comparison of Lease Rent' report enclosed in this financial packet indicates that the Village rent income to the District is up 3% over the previous year at this time with the restaurants being up 5% over last year. The year to date, July through September, Village income was in line with the budget.

Commercial Fishing – (under budget \$31,590) This variance is a continuing result of the non-productive squid season experienced in our harbor this year that ended in November 2014. Although September and October did show a little improvement over July and August, the income was still less than our original projections for the season. We will reduce this income category during the mid-year budget adjustment review in January.

Slip Rentals – (under budget \$31,276) Unfortunately, the squid season this year was not very productive for our harbor. This was a contributing factor to the slip occupancies continuing to be less than budgeted each month. This category will be addressed during the mid-year budget adjustment review.

Operating Expenses:

Personnel Expenses – (under budget \$48,493) Overall the personnel expenses (salaries and benefits) continue to be about normal. The variance is spread out over all of the categories. It is anticipated that these funds will be used over the course of the year. For instance, Regular Salaries catch up to the budget in the month of December. The uniform expense will be utilized by Harbor Patrol for 'fire turnout' gear (\$22k) as requested and approved in the current budget.

Auto/Boat Equip. & Maint – (exceeds budget \$2,525) This category has become more balanced with the year to date budget, but an adjustment may still need to be made in the mid-year budget for the overage on the boat repairs earlier in the year. This expense will be reviewed during the mid-year budget adjustment process.

Bldg Maint-Tenant Improvements – (under budget \$115,169) This category was divided by twelve months. This budget will be utilized as the year progresses and tenant improvement needs are determined for vacant suites and new lease negotiations are in process.

Dock Maint. & Repair – (under budget \$14,527) It was determined that repairs would be needed on the Harbor Village docks but to date the repairs have not been implemented. This expense will be reviewed during the mid-year budget adjustment process to determine if repairs are still necessary.

Village Enhancements – (under budget \$19,198) This expense is temporarily on hold pending accessibility improvement planning.

Grounds Maintenance – (under budget \$118,944) These funds will be utilized throughout the year as more accessibility improvements are completed throughout the harbor.

Marketing and Promotions – (under budget \$9,569) These funds will be utilized in the next few months as the marketing department is preparing for the Parade Of Lights event in December and the arrival of the tall ships in January.

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the period ending November 30, 2014 – Budget to Actual Analysis

Office and Computer Supplies & Equipment – (under budget \$10,827 and \$10,367, respectively) Both of these categories are divided by twelve months. It is anticipated that these funds will be used over the course of the year.

Professional Services-Legal – (exceeds budget \$38,397) This increase is attributed to the many lease transactions currently in progress, such as State Fish Co., Del Mar Seafood, Ventura Harbor Boatyard, Ventura Harbor Fuel Pier, as well as other subleases. This category will be addressed during the mid-year budget adjustment review in January.

Professional/Outside Services – (exceeds budget \$252) These funds are allocated in the budget monthly for each department accordingly, not necessarily evenly divided by twelve months. It is anticipated that these funds will be utilized throughout the year. This category caught up with the budget allocation during the month of November.

Utilities - (under budget \$38,308) Staff budgeted for increases in water and electrical expenses during the squid season. Since the squid season was not very productive, the usage in these areas is down. Also, in the month of November, Southern Calif. Edison (SCE) determined that the District had been over charged on its electrical bills since January 2012. The overcharge was for a city tax that the District is exempt from. SCE applied a one-time credit retro-active back to January 2012 totaling approximately \$17,000 to our billing invoices. Staff will address this reduction during the mid-year budget adjustment review.

Dredging Related Expenses – (under budget \$33,810) This category is divided by twelve and the funds will be utilized as the year progresses. The dredge is currently being used in Channel Islands Harbor and will be relocating to Ventura in the next few months. Testing and biological monitoring will be performed during the dredging process thereby using some of these funds.

ATTACHMENT 2
Ventura Port District
Balance Sheet
For the Period Ended November 30, 2014

CURRENT ASSETS

Cash in Banks	1,326,054
Accounts Receivable	2,211,495
Notes Receivable	63,342
Taxes Receivable	48,494
Interest Receivable	5,138
Prepaid Expenses	122,767
Inventory of supplies	32,118
TOTAL CURRENT ASSETS	\$3,809,408

RESTRICTED ASSETS

Cash - Dredging	3,017,106
Cash - Improvement	2,671,272
Cash - Fisheries Complex	25,000
TOTAL RESTRICTED ASSETS	\$5,713,378

FIXED ASSETS

Land	2,342,629
Harbor Improvements	33,122,299
Equipment	1,427,768
	36,892,696
Accumulated depreciation	-13,792,287
NET FIXED ASSETS	\$23,100,409

OTHER ASSETS

Investments-Unrestricted Reserves	1,481,085
TOTAL OTHER ASSETS	\$1,481,085

TOTAL ASSETS **\$34,104,280**

DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	234,170
TOTAL DEFERRED OUTFLOWS OF RESOURCES	\$234,170

**TOTAL ASSETS AND DEFERRED
OUTFLOWS OF RESOURCES**

\$34,338,450

CURRENT LIABILITIES

Accounts Payable	238,930
Accrued Interest	386,620
Current Portion LT Debt	616,306
Current Portion OPEB Liability	8,676
Accrued Payroll	24,147
Employee Compensated Absences	249,756
TOTAL CURRENT LIABILITIES	\$1,524,435

LONG TERM DEBT

ltd - Notes Payable	13,682,154
TOTAL LONG TERM DEBT	\$13,682,154

OTHER LIABILITIES

OPEB Liability LT	367,801
Unearned Revenue	-
Security Deposits	151,354
TOTAL OTHER LIABILITIES	\$519,155

TOTAL LIABILITIES **\$15,725,744**

EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	13,537,613
Current Year Retained Earnings	(301,738)
TOTAL EQUITY	\$18,513,539

DEFERRED INFLOW OF RESOURCES

Deferred Tenant Revenue	99,167
TOTAL DEFERRED INFLOW OF RESOURCES	\$99,167

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

\$34,338,450

ATTACHMENT 2

Ventura Port District Cashflow Statement As of November 30, 2014

Enterprise Fund

Operating Income	3,054,250
Non-Operating Income	49,327
Total Income	<u>\$ 3,103,577</u>
Operating Expenses	2,954,145
Non-Operating Expenses	451,170
Total Expenses	<u>\$ 3,405,315</u>
Net Income(Loss)-Accrual Basis	\$ (301,738)
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(616,306)
Deferred amount on refundings	7,185
Net cash from sale of capital assets	137,086
Acquisitions of Capital Assets	<u>(125,121)</u>
Net Cash provided (used) by Capital & Financing	\$ (597,156)
Operating Income Adjustments:	
Depreciation	407,301
(Increase)decrease in receivables	14,771
(Increase)decrease in prepaid Items	141,360
Increase(decrease) in payables	6,063
Increase(decrease) in unearned revenue	(12,304)
Increase (decrease) in tenant deposits	<u>(3,227)</u>
Net Cash provided by Operating Activities	\$ 553,964
NET Increase (Decrease) in Cash	\$ (344,930)
Add: Beginning Cash 7/1/14	\$ 8,865,446
Ending Cash at 11/30/14	\$ 8,520,516

**Monthly Report
(Unaudited)**

ATTACHMENT 2

Ventura Port District Distribution of Cash as of November 30, 2014

<u>Enterprise Fund</u>	Current Balance
<u>Cash</u>	
Cash on Hand (undeposited)	1,261
Cash in Checking (Wells Fargo Bank)	524,551
Cash in County Treasury	16,534
Total Cash Available for Normal Operations	\$ 542,346
<u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	783,708
Stifel Nicolaus	1,481,085
Total Investments Unrestricted Reserves	\$ 2,264,793
<u>Dredging Reserves</u>	
Local Agency Investment Fund (LAIF)	3,017,106
Total Dredging Reserves	\$ 3,017,106
<u>Capital Improvement Reserves</u>	
Local Agency Investment Fund (LAIF)	2,671,271
Total Capital Improvement Reserves	\$ 2,671,271
<u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	25,000
Total Fisheries Complex Reserves	\$ 25,000
TOTAL CASH AND INVESTMENTS	\$ 8,520,516

ATTACHMENT 2

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

	MONTH OF NOVEMBER			YEAR TO DATE 11/30			% change FY13-14 to Current Yr
	2012-13	2013-14	Current	2012-13	2013-14	Current	
<u>Operating Income</u>							
Parcel Leases	211,104	211,525	217,708	1,131,737	1,149,841	1,201,582	4%
Dry Storage	8,262	7,705	7,084	40,392	39,263	35,205	-10%
Other Operating	35,296	37,372	13,735	105,445	105,889	84,891	-20%
Harbor Village Leases	176,439	172,205	180,116	1,038,803	1,005,533	1,034,622	3%
Commercial Fishing	21,527	5,767	30,830	87,775	230,313	137,410	-40%
Slips	77,360	74,996	72,287	391,771	389,550	353,724	-9%
CAM	26,378	24,525	22,602	133,229	118,818	121,953	3%
Marketing	7,271	7,020	7,134	36,525	33,980	37,180	9%
Electrical Slips	5,805	3,054	3,063	11,280	11,410	10,972	-4%
Other Operating	2,326	5,129	2,081	21,124	34,608	36,711	6%
Total Operating Income	571,768	549,298	556,640	2,998,081	3,119,205	3,054,250	-2%
<u>Operating Expenses</u>							
Harbor Patrol	69,129	95,337	72,650	399,179	398,174	495,102	24%
Maintenance	85,656	83,978	89,604	397,515	550,837	452,519	-18%
Administration	119,499	156,265	154,977	651,677	680,953	768,288	13%
Marina	56,358	57,951	35,852	292,763	297,919	258,136	-13%
C A M	56,911	63,542	49,300	310,038	298,889	316,266	6%
Marketing	25,498	33,785	33,354	162,733	170,456	182,593	7%
Dredging	14,403	34,644	14,675	89,300	92,459	73,940	-20%
Total Operating Expenses	427,454	525,502	450,412	2,303,205	2,489,687	2,546,844	2%
<u>NET OPERATING INCOME</u>	144,314	23,796	106,228	694,876	629,518	507,406	-19%
<u>Non-operating Income</u>							
Interest	-	260	274	37,311	31,318	2,999	
Taxes	29,011	29,629	1,816	36,374	55,024	28,414	-48%
Other	-	-	-	3,691	-	17,914	
Total Non-operating Income	29,011	29,889	2,090	77,376	86,342	49,327	-43%
<u>Non-Operating Expenses</u>							
Depreciation	72,911	75,111	82,161	364,646	372,864	407,301	
Debt Service	4,714	1,437	1,437	496,685	466,083	451,170	
Other	600	-	-	4,920	-	-	
Total Non-operating Expenses	78,225	76,548	83,598	866,251	838,947	858,471	2%
<u>NET NON-OPER. INCOME</u>	(49,214)	(46,659)	(81,508)	(788,875)	(752,605)	(809,144)	
TOTAL INCOME (LOSS)	95,100	(22,863)	24,720	(93,999)	(123,087)	(301,738)	145%

ATTACHMENT 2

Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>11/30/2014</u>	Year to Date Ended <u>11/30/2013</u>	Increase (Decrease)	
Parcel Leases				
Ventura Harbor Marine Assoc	75,456	65,038	10,418	16%
Dave's Fuel Dock	5,032	5,326	(294)	-6%
Sheraton 4 Points-Harbortown	199,228	176,543	22,685	13%
Harbortown Point	3,647	3,431	216	6%
Oceans West Marina	117,790	115,600	2,190	2%
Ventura Isle Marina	273,762	279,645	(5,883)	-2%
Ventura Marina Mobile Park	178,436	176,965	1,471	1%
Ventura West Marina	205,462	207,422	(1,960)	-1%
Ventura Yacht Club	48,532	47,581	951	2%
Vta Harbor Boatyard	61,950	42,290	19,660	46%
Sonderman Ring	30,000	30,000	0	0%
Total Parcel Lease	<u>1,199,295</u>	<u>1,149,841</u>	<u>49,454</u>	4%
Fees & Reimbursements	<u>2,287</u>	<u>-</u>	<u>2,287</u>	
Total Parcel Leases	1,201,582	1,149,841	51,741	4%
Ventura Harbor Village				
Retail Rents	200,651	196,802	3,849	2%
Restaurant Rents	415,987	397,581	18,406	5%
Office Rents	233,158	231,980	1,178	1%
Charters	184,826	179,170	5,656	3%
Total Village	<u>1,034,622</u>	<u>1,005,533</u>	<u>29,089</u>	3%
TOTAL	2,236,204	2,155,374	80,830	4%

ATTACHMENT 3

Accounts Payable Check Register for November 2014

Ventura Port District
Wells Fargo Checking

12/12/2014

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
40955	11/5/2014	us fed con	Us Federal Contractor Registra	System for Award Maintenance (SAM) Registration Service	599.00	
40956	11/6/2014	1060	AFLAC	Salary reduction benefit	362.42	
40957	11/6/2014	1178	American Office Products	Office supplies	48.65	
40958	11/6/2014	1282	Arjay's	Windor treatment repairs VPD Office	160.00	
40959	11/6/2014	1385	Barber Ford	Vehicle repairs	297.45	
40960	11/6/2014	1440	Beacon Marine Chandlery Inc	Operating supplies for patrol boats	328.31	
40961	11/6/2014	1625	Byrd Locksmithing Inc.	Village elevator access room doors - upgrade/replace hardware	2,996.09	
40962	11/6/2014	1663	Burons Preferred Pumping Inc.	Inspections/repairs Village grease traps	2,000.00	
40963	11/6/2014	1725	C E D (Consolidated Electrical Dist)	Village restroom-1583 Spinnaker- lighting LED fixtures/bulbs	2,424.90	
40964	11/6/2014	1740	CSMFO (Calif. Society Municipal Finance Officers)	Annual Membership dues 2015	110.00	
40965	11/6/2014	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	690.06	
40966	11/6/2014	2174	Dan Harding	Photography during Kinetic Sculpture Event	100.00	
40967	11/6/2014	2202	Dave's Marine Fuel Service	Fuel for Patrol boat	3,192.06	
40968	11/6/2014	2295	Destin Thomas Communication	Patrol - radio repairs	95.68	
40969	11/6/2014	2331	Dial Security Inc	Dockmaster/security coverage	400.00	
40970	11/6/2014	2446	DocuProducts	Copier maint & printer toner/ink cartridges	260.56	
40971	11/6/2014	2448	Downtown Ventura Partners	Marketing Big Belly Ads - November	600.00	
40972	11/6/2014	2751	Empire Cleaning Supply	Janitorial supplies	1,523.96	
40973	11/6/2014	2924	FMP Uniform Co.	Patrol uniforms	359.52	
40974	11/6/2014	2935	Farmer Bros. Co	Coffee supplies	380.68	
40975	11/6/2014	2936	Fast Signs	Village signage	1,156.46	
40976	11/6/2014	2980	Fausset Printing, LLC	Marketing event rack cards	204.00	
40977	11/6/2014	2986	Ferguson Enterprises Inc.	Maintenance supplies, plumbing/parts/fixtures	266.63	
40978	11/6/2014	3592	Hansen's Plumbing, Inc.	Gas line repair 1583 Spinnaker	171.17	
40979	11/6/2014	3609	Hathaway Perrett Webster Inc.	Legal Village leasing issues	780.00	
40980	11/6/2014	4247	Jani-King of CA Inc.	Janitorial Service in Village	4,965.56	
40981	11/6/2014	4293	Jennifer Talt-Lundin	Reimburse use of personal cell phone	50.00	
40982	11/6/2014	4418	Jonathan Stanger	Marketing Village entertainment	325.00	
40983	11/6/2014	4495	Justin Claveria	Marketing Village entertainment	325.00	
40984	11/6/2014	4495	Justin Claveria	Marketing Village entertainment	325.00	
40985	11/6/2014	4939	Life-Assist Inc.	Safety supplies - Patrol	212.42	
40986	11/6/2014	5016	Lowe's	Maintenance supplies	727.50	
40987	11/6/2014	5050	MailFinance	VPD Office postage machine rental - quarterly	403.12	
40988	11/6/2014	5190	Matilija Water	Reverse osmosis water system Oct	45.00	
40989	11/6/2014	5213	McMaster-Carr	Operating supplies	419.59	
40990	11/6/2014	5322	Milano's	Marketing Wine,Dine event	112.87	
40991	11/6/2014	5505	Muzicraft Inc.	Ambient music in Village - Nov	329.50	
40992	11/6/2014	5625	Nestle Pure Life	Bottled water service	179.08	
40993	11/6/2014	5945	Office Depot Credit Plan	Office supplies	271.83	
40994	11/6/2014	6031	** Voided ** 1-800-Conference	Vendor correction		212.80

ATTACHMENT 3

Accounts Payable Check Register for November 2014

Ventura Port District
Wells Fargo Checking

12/12/2014

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
40995	11/6/2014	6284	Peace Officers Research Assoc.	Salary reduction benefit	120.00	
40996	11/6/2014	6440	Port Supply	Vessel and operating supplies	272.32	
40997	11/6/2014	6442	Poster Compliance Center	Payroll mandatory posters	374.33	
40998	11/6/2014	7015	Rick Wilborn	Village/harbor photos	50.00	
40999	11/6/2014	7232	Sage CRE Forms	Payroll tax forms	169.43	
41000	11/6/2014	7240	AT&T	Elevator emergency phone service	390.82	
41001	11/6/2014	7245	Santa Barbara Family Life	Marketing Event/Harbor advertising	325.00	
41002	11/6/2014	7293	ServiceMaster Building Maint	Janitorial service Nat Park Service buildings	1,064.16	
41003	11/6/2014	7294	Service-Pro Fire Protection	Maintain/replace fire extinguishers	665.00	
41004	11/6/2014	7410	Smith Pipe & Supply Inc.	Plumbing parts/fixtures	231.19	
41005	11/6/2014	7434	Southern Calif. Edison	Utilities	2,154.65	
41006	11/6/2014	7572	Standard Insurance Company	Group Term Life/Long-term Disab	3,213.29	
41007	11/6/2014	7588	** Voided ** Stock Building Supply	Check written in error - vendor has a credit balance		0.00
41008	11/6/2014	7761	The Gas Company	Utilities	392.66	
41009	11/6/2014	7762	** Voided ** The Home Depot	Vendor correction		114.05
41010	11/6/2014	7869	T 3 Construction Inc	Install/excavate/plumb a drinking fountain in Carousel courtyard	2,500.00	
41011	11/6/2014	8242	Ventura Dive & Sport	Patrol medical supplies/oxygen refill canistors	100.00	
41012	11/6/2014	8250	Ventura Visitors & Convention	Rent for space in VVC building & Advertising Co-op	632.50	
41013	11/6/2014	8251	** Voided ** Ventura Water	Check stub used to list invoices		0.00
41014	11/6/2014	8251	Ventura Water	Water utility usage-bi-monthly	29,405.86	
41015	11/6/2014	8453	Virtual Pacific Networks	IT Services	3,780.00	
41016	11/6/2014	8551	Williams Automotive Inc.	Parts/repairs to maintenance vehicles	294.97	
41017	11/6/2014	23351	Diamond A Equipment	Walker mower repairs/service	261.83	
41018	11/6/2014	25381	Duncan McIntosh Co., Inc.	Marketing advertising	415.00	
41019	11/6/2014	40525	Impact Sciences, Inc	Fish habitat report required for G&H dock renovation permitting	2,681.65	
41020	11/6/2014	51750	Maris, LLC dba Total Testing	Office skill testing service	140.00	
41021	11/6/2014	59900	Ottson Music Studio	Marketing Village entertainment	300.00	
41022	11/6/2014	62450	Pasadena Weekly	Marketing Event/Harbor advertising	308.50	
41023	11/6/2014	72267	Safechecks	Accounts payable check stock	401.66	
41024	11/6/2014	75712	Stacey Reed	Village events	90.00	
41025	11/6/2014	77920	Tom Buckner	Marketing Village entertainment	300.00	
41026	11/6/2014	77920	Tom Buckner	Marketing Village entertainment	300.00	
41027	11/6/2014	79652	Traffic Technologies LLC	Hardware for signage in Village	54.00	
41028	11/6/2014	82201	Valley Scene Magazine	Marketing Event/Harbor advertising	315.00	
41029	11/6/2014	PM OneTime	Harold Hofmeister	Refund key deposit	25.00	
41030	11/6/2014	PM OneTime	Larry Moore	Refund key deposit	25.00	
41031	11/6/2014	5210	McCormix Corp.	Fuel for maintenance vehicles	683.35	
41032	11/6/2014	6194	Pacific Oil Company	Haul away used oil/cartridges/rags, etc	212.80	
41033	11/6/2014	7762	The Home Depot	Small tools and maintenance supplies	317.01	
41034	11/7/2014	6283	Petty Cash Fund	replenish petty cash fund	690.14	

ATTACHMENT 3

Accounts Payable Check Register for November 2014

Ventura Port District
Wells Fargo Checking

12/12/2014

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
41035	11/10/2014	16141	Bradley Chisholm	Training expense reimbursements	1,383.10	
41036	10/10/2014		Central Contractor Registration (CCR)	- annual requirement to authorize GSA awarded lease payments		0.00
41037	11/19/2014	5071	Luners Production Services	Down payment for Boardroom PA recording system upgrade	5,299.75	
41038	11/20/2014	1058	Advantage Telecom Inc	District phone system/internet	1,862.59	
41039	11/20/2014	1154	Alejandra's Nursery	Plants/shrubs	435.37	
41040	11/20/2014	1168	Amsterdam Printing	Advertising supplies	405.86	
41041	11/20/2014	1178	American Office Products	Office supplies	149.18	
41042	11/20/2014	1321	Avalon Door & Windows Inc.	Repair door access hardware-Village	188.13	
41043	11/20/2014	1492	Big Brand Tire Company	Vehicle repairs	1,140.82	
41044	11/20/2014	1679	Carpi, Clay & Smith	Washington lobbyist - Oct	5,000.00	
41045	11/20/2014	1762	Canon Financial Services	Copier lease for VPD HDQ and Marketing office	860.50	
41046	11/20/2014	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	724.88	
41047	11/20/2014	1925	City Of S. Buenaventura	Trash Service	100.00	
41048	11/20/2014	2009	Coastal Occupational Medical	Pre-employment exam	95.00	
41049	11/20/2014	2065	Certified Credit Reporting Inc	Credit check on potential lessees	27.00	
41050	11/20/2014	2093	Cumulus Broadcasting Inc.	Marketing Event/Harbor advertising	570.00	
41051	11/20/2014	2097	Custom awards & Engraving	Board member name plaques	237.58	
41052	11/20/2014	2100	CyberCopy Inc.	plan document copies	31.93	
41053	11/20/2014	2153	D West Graphics	Business card/letterhead printing	268.75	
41054	11/20/2014	2331	Dial Security Inc	Dockmaster/security coverage	800.00	
41055	11/20/2014	2446	DocuProducts	Final copier sheet overage charge for old Ricoh copier	5.54	
41056	11/20/2014	2537	Dunn Edwards	Maintenance paint supplies	27.91	
41057	11/20/2014	2604	E.J. Harrison & Sons Inc.	Rolloff bin	154.38	
41058	11/20/2014	2751	Empire Cleaning Supply	Janitorial supplies	1,097.31	
41059	11/20/2014	2827	Erik Bear	Training expense reimbursements	1,263.08	
41060	11/20/2014	2935	Farmer Bros. Co	Coffee supplies	344.97	
41061	11/20/2014	2936	Fast Signs	VPD headquarters signage	118.72	
41062	11/20/2014	2980	Fausset Printing, LLC	Marketing event rack cards	290.00	
41063	11/20/2014	2986	Ferguson Enterprises Inc.	Maintenance supplies, plumbing/parts/fixtures	250.60	
41064	11/20/2014	3155	Franchise Tax Board	Payroll expense	319.70	
41065	11/20/2014	3490	Grainger Inc.	Maintenance supplies	427.66	
41066	11/20/2014	3492	Green Thumb International	Plants/gardening materials	183.69	
41067	11/20/2014	3497	Gregory Carson	Mileage/lunch meeting reimbursements	186.77	
41068	11/20/2014	3609	Hathaway Perrett Webster Inc.	Legal Village leasing issues	233.60	
41069	11/20/2014	3752	HLI Systems	Website service/maintenance	293.20	
41070	11/20/2014	4061	Industrial Bolt and Supply	Operating supplies	190.81	
41071	11/20/2014	4852	Lagerlof Senecal Gosney	Legal services	26,436.98	
41072	11/20/2014	4956	Lisa Kelly	Village mural/signage painting	50.00	
41073	11/20/2014	5210	McCormix Corp.	Fuel for maintenance vehicles	477.31	
41074	11/20/2014	5213	McMaster-Carr	Operating supplies	180.04	

ATTACHMENT 3

Accounts Payable Check Register for November 2014

Ventura Port District
Wells Fargo Checking

12/12/2014

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
41075	11/20/2014	6178	PERS Long Term Care Program	Salary reduction benefit	121.31	
41076	11/20/2014	6201	Pamela Griffin	Wellness program instructor	100.00	
41077	11/20/2014	6361	Pitney Bowes	Postage meter lease/Vlg office	34.63	
41078	11/20/2014	6440	Port Supply	Vessel and operating supplies	239.89	
41079	11/20/2014	6470	LegalShield	Salary reduction benefit	192.30	
41080	11/20/2014	7210	SEIU Local 721	Union dues for Harbor Patrol	385.27	
41081	11/20/2014	7291	Security Plus Door Company	Village buildings door hardware replacement/repairs	1,000.53	
41082	11/20/2014	7346	Shell Fleet Plus	Fuel for Patrol vehicle	763.74	
41083	11/20/2014	7434	** Voided ** Southern Calif. Edison	Check stub used to list invoices		0.00
41084	11/20/2014	7434	Southern Calif. Edison	Utilities	9,521.81	
41085	11/20/2014	8233	Venco Power Sweeping, Inc	Parking lot sweeping - Village & Fish Pier	545.38	
41086	11/20/2014	8235	Ventura Chamber Of Commerce	Annual membership dues 2015	780.00	
41087	11/20/2014	8239	Ventura County Reporter	Marketing Event/Harbor advertising	450.00	
41088	11/20/2014	8241	Ventura County Star	Marketing Event/Harbor advertising	2,437.20	
41089	11/20/2014	8244	Ventura Harbor Storage	Fishermans storage/net repair area	5,762.10	
41090	11/20/2014	8251	Ventura Water	Water utility usage-monthly	560.44	
41091	11/20/2014	8258	Ventura County Env. Health	Marketing health permits	372.00	
41092	11/20/2014	8260	Verizon Wireless	Cell phones/services	799.53	
41093	11/20/2014	8263	Ventura Pest Control	Village service	68.00	
41094	11/20/2014	8531	Whisenhunt Communication	Public relations services	393.75	
41095	11/20/2014	8651	Yama Lawn Mower Service	Parts to repair landscaping equipment	226.14	
41096	11/20/2014	11461	AllCal Equipment Services Inc,	Fish pier hoist certification	350.00	
41097	11/20/2014	12851	Arion Global, Inc.	Recycling of light bulbs	113.00	
41098	11/20/2014	12871	Armstrong Real Estate Advisors	Village leasing strategy - Oct	6,000.00	
41099	11/20/2014	74343	Sommerville Associates	Marketing - December services	2,000.00	
41100	11/20/2014	75712	Stacey Reed	Village events	45.00	
41101	11/20/2014	82201	Valley Scene Magazine	Marketing Event/Harbor advertising	315.00	
41102	11/20/2014	82322	Ventura County Economic Dev.	Annual membership dues 2015	400.00	
41103	11/20/2014	82351	Ventura Breeze	Marketing Event/Harbor advertising	315.00	
41104	11/26/2014	7292	Sergio Gonzalez	Training expense reimbursements	553.69	
Bank Account Totals					\$ 168,814.61	\$326.85

JANUARY 14, 2015

BOARD OF PORT COMMISSIONERS

CONSENT ITEM NO. 2

APPROVAL OF OUT OF TOWN TRAVEL REQUEST

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT ITEM 2
Meeting Date: January 28, 2015

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

RECOMMENDATION:

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

- A) Commissioner Bruce Smith travel to Long Beach, California to participate in the LA Travel and Adventure Show with the Ventura Visitor and Convention Bureau from February 21 – February 22, 2015. This benefits the District by allowing Commissioner Smith to help promote visitation to the Ventura Harbor.

Two Day Entrance Fee	\$ 25.00
Meals/Misc. Incidentals	\$ 150.00
Personal Vehicle Mileage	\$ 98.44
Miscellaneous-Parking, etc.	<u>\$ 40.00</u>
TOTAL	\$ 313.44

Note: Pursuant to the Expense Reimbursement Policy, Meal and Incidental Expenses are not to exceed \$115 per day. Funds have been allocated in the FY 2014-15 Budget for training and conferences.

JANUARY 28, 2015

BOARD OF PORT COMMISSIONERS

ACTION ITEM NO. 3

APPROVAL OF MOU/CBA WITH TEAMSTERS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

ACTION ITEM 3
Meeting Date: January 28, 2015

TO: Board of Port Commissioners
FROM: G. Scott Miller, Harbormaster
SUBJECT: Approval of MOU/CBA with Teamsters 186 Representing the
Dockmaster/Security Officer Unit

RECOMMENDATION:

It is Staff's recommendation that the Board of Port Commissioners approve by resolution the Memorandum of Understanding between the Ventura Port District and Teamsters 186 representing the Dockmaster/Security Officer Unit.

BACKGROUND:

The MOU/CBA with the Dockmaster/Security Officer Unit expired on August 31, 2014. Both parties began good faith on August 28, 2014. On December 30, 2014, we reached a Tentative Agreement, ATTACHMENT 1, with changes ***highlighted in bold italics***.

This Tentative Agreement fits within the Board's guidelines and meets the Board's stated objective to provide parity within both represented and non-represented employees.

Changes in MOU:

Term: 36 months from September 1, 2014 to August 30, 2017

Added Table of Contents

Article 3 - Wages: 3% increase to the top of Salary Range retroactive to September 1, 2014. Effective September 1, 2015 increase to top and bottom of the Salary Range equal to the CPI.

Effective September 1, 2016 increase to top and bottom of the Salary Range equal to the CPI.

All employees will receive a performance evaluation on an annual basis and receive adjustments with the range based on merit and the salary guidelines established by the Board of Port Commissioners.

Article 4 – Retirement Contribution: The District will pay the Employee Contribution to the CALPERS for employees hired prior to January 1, 2013 for the duration of the MOU/CBA.

Article 5 – Benefits: Any increase to the Medical Benefits will be extended to the Unit for the duration of the MOU/CBA

Article 6 – 9/80 Workweek Schedule: This implements that same 9/80 schedule that is available to non-represented employees. Harbor Patrol works a 10/40 work schedule

Article 7 – Holidays: If there is any change in the Human Resources Manual regarding Holidays or Personal Holidays, that change will be extended to members of the Dockmaster/Security Officer Unit.

Article 9 – Issued and Equipment Allowance: Specifies the equipment the District will provide members of the unit and provides reimbursement of up to \$200 annually for an employee to purchase additional work related equipment with proof of items purchased.

Article 10 – Conflicts or Changes in Policy: Increases the time period for advanced notification of changes in policies from "15 working days" to "20 working days"

Article 14 – "Validity of MOU" Adds language which was not present in the previous MOU.

The members of the Unit ratified the agreement on January 20, 2015. It will take effect if approved by the Board.

ATTACHMENT:

Attachment 1 – MOU Collective Bargaining Agreement

Attachment 2 – Resolution No. 3262

**MEMORANDUM OF UNDERSTANDING
COLLECTIVE BARGAINING AGREEMENT
INTERNATIONAL BROTHERHOOD OF TEAMSTERS
LOCAL UNION NO. 186
AND
THE VENTURA PORT DISTRICT
Dated: *September 1, 2014 to August 30, 2017***

***MEMORANDUM OF UNDERSTANDING
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PREAMBLE

This is the Memorandum of Understanding (Collective Bargaining Agreement) between the Ventura Port District, hereafter known as the "District" and the duly authorized representative, the International Brotherhood of Teamsters Local Union No. 186, hereafter known as the "Union". It is the result of meeting and conferring in good faith regarding the matters of wages, hours and other terms and conditions of employment for the Dockmaster/Security Unit.

ARTICLE 1 - RATIFICATION

It is agreed that this Memorandum of Understanding has no force or effect until ratified by the Union members of the Unit and approved by the Board of Port Commissioners.

ARTICLE 2 - FORMAL RECOGNITION

The Union is hereby designated as the formally recognized employee organization for all regular full-time and part-time employees occupying the classification of Dockmaster/Security Officer.

ARTICLE 3 - WAGES

The top of the Monthly Salary Range for the Dockmaster/Security position shall be increased by 3% effective September 1, 2014. The salary range will be: \$2,602 to \$3,944

Effective September 1, 2015, the top and bottom of the Range for the Dockmaster/Security position will be increased by the 12-Month Consumer Price Index for the Los Angeles-Riverside-Orange County area as reported by the Bureau of Labor Statistics for March 2015.

Effective September 1, 2016, the top and bottom of the Range for the Dockmaster/Security position will be increased by the 12-Month Consumer Price Index for the Los Angeles-Riverside-Orange County area as reported by the Bureau of Labor Statistics for March 2016.

Each employee will receive a performance evaluation on an annual basis and will receive adjustments within these ranges based on merit within the salary guidelines established by the Board of Port Commissioners

ARTICLE 4- RETIREMENT CONTRIBUTION

The District will pay the Employee Contribution to the CALPERS for employees hired prior to January 1, 2013 for the duration of the MOU/CBA.

New members hired to the unit after January 1, 2013 will be subject to the provisions of "Public Employee Pension Reform Act", including, but not limited to paying 50% of the normal cost of their retirement.

ARTICLE 5- BENEFITS

The District will provide a copy of the existing benefits to the Union and will notify the Union prior to making any changes.

The amount of the Optional Benefit Program will be \$400.00 per month *or as modified by the Board within the Term on this Agreement.*

ARTICLE 6 - HOURS AND DAYS OF WORK

9/80 WORKWEEK SCHEDULE

Employees assigned to shift work may be rotated between the various shifts from time to time. Those assigned to shift work are entitled to one half hour meal period per shift. During the meal period, the employee must be within hearing proximity of the radio system.

The "9/80 Alternative Workweek Schedule" allows an employee to work four (4) 9-hour days plus on (1) 8-hour day in one seven-day period (44 hours) and four (4) 9-hours days in an alternating seven day period (36 hours) without the payment of an overtime rate of compensation. For all employees working a 9/80 work schedule, the workweek shall begin exactly four hours into the 8-hour shift on the day which constitutes their regularly scheduled alternating day off. Participating employees working longer than nine hours but no more than twelve hours in a day pursuant to the alternative workweek schedule, or more than forty hours per workweek, shall be paid an overtime rate of compensation of one and one-half times the regular rate of pay. If a District holiday falls on an employee's regularly scheduled day off while participating in the 9/80 workweek, that employee will accrue nine hours of Comp Time. This Comp Time must be used within two months after the employee receives the approval from the employee's supervisor.

ARTICLE 7 - HOLIDAYS-

If there is any change in the Human Resources Manual regarding Holidays or Personal Holidays, that change will be extended to members of the Dockmaster/Security Officer Unit.

ARTICLE 8 - UNIFORM SERVICE

Each Dockmaster/Security Officer will have the option, at District expense, to utilize a Uniform Service to provide and clean the basic uniform.

ARTICLE 9 - ISSUED EQUIPMENT AND ALLOWANCE

The District will provide and replace as necessary the following essential equipment for each Dockmaster: Belt, shoes, hat, jacket, foul weather gear, flashlight (for swing and graveyard shifts), waterproof VHF radio, and other equipment deemed essential for the job by the Marina Manager. All equipment will be returned to the Port District upon separation from employment.

All Dockmasters will be reimbursed up to \$200.00 per fiscal year, with proof of items purchased related to employment as Dockmaster/Security Officers. This gear will be retained by the employee upon separation from employment. The Marina Manager will maintain allowance records.

ARTICLE 10 - VEHICLE USE

The District will provide one vehicle to the Dockmasters to use on patrol and other job functions. The members of the Unit will be responsible to keep the vehicle clean and fueled. They will report mechanical issues to the Maintenance Department for repair.

ARTICLE 11 - HEALTH AND SAFETY

The District will comply with State and Federal Laws health and safety standards.

ARTICLE 12 - SUCCESSOR AGENCY

In the event the District sells, transfers or assigns property to another entity, be it a public or private agency, the District will use its best efforts to seek the transfer by the successor or entity of existing regular Dockmaster/Security Officer employees and their compensation schedule and benefits.

ARTICLE 13 - CONFLICTS OR CHANGES IN POLICY

It is understood and agreed that the Ventura Port District maintains a Human Resources Manual that applies to all employees of the District who are not members of the Board of Port Commissioners.

If a provision of these policies conflicts with any provision of an applicable collective bargaining agreement entered into by the District and a recognized employee organization, to the extent of such conflict, the provisions of the collective bargaining agreement shall be deemed controlling, unless the policies have been renegotiated more recently.

The District shall provide Teamster Local Union No. 186 with advanced reasonable notice, but in no case less than **(20) twenty working** days, of any proposed changes in policy that could affect wages, hours and other terms and conditions of employment with the intent that the District would meet and confer in good faith.

ARTICLE 14 - VALIDITY of M.O.U.

Should any portion of this MOU be rendered or declared invalid by reason of any existing or subsequently enacted legislation, or by any decree of a court of competent jurisdiction, such invalidation of such portion of this M.O.U. shall not invalidate the remaining portions hereof. They shall remain in full force and effect.

ARTICLE 15 - AGENCY SHOP

The Unit shall establish an Agency Shop. Teamsters Local 186 agrees to indemnify and hold the District harmless against any liability arising from any claims, demands or other action relating to the District's compliance with this section and with compliance with the agency fee obligation. For purposes of this section, Agency Shop shall be as defined in the California Government Code, Section 3502.5 and the provisions of this section relating to payments and administration of Agency Shop shall apply.

ARTICLE 16 - UNION ACCESS

Union Representatives will have reasonable access to the District's premises during working hours to investigate grievances and to discuss disputes. The Union must notify the District or its representative of the Union's intent in advance.

ARTICLE 17- MAINTENANCE OF STANDARDS

No employee shall suffer retaliation, disciplinary action or lose benefits as a result of joining the Union.

ARTICLE 18 - GRIEVANCE PROCEDURE

At the invitation of the represented employee, a Union Representative or Union Steward will participate in the District's Grievance Process, which is outlined in its Human Resources Manual.

ARTICLE 19 - CLASSIFICATIONS

The represented classification is:

- Full-time Dockmaster/Security Officer
- Part-time Dockmaster/Security Officer

ARTICLE 20 - TERM OF AGREEMENT

The term of this agreement shall be from September 1, 2014 to August 30, 2017.

This agreement is hereby agreed to and shall remain in full force and effect after ratification by the employees and approval by the Board of Port Commissioners.

FOR THE EMPLOYER:

Ventura Port District

FOR THE UNION:

International Brotherhood of Teamsters
Local Union No. 186

Oscar Pena, General Manager

Carlos Torres, Business Representative



RESOLUTION NO. 3262

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT APPROVING MEMORANDUM OF
UNDERSTANDING BETWEEN THE VENTURA PORT DISTRICT AND TEAMSTERS
186 REPRESENTING THE DOCKMASTER/SECURITY OFFICER UNIT**

WHEREAS, the Memorandum of Understanding and Collective Bargaining Unit Agreement between the Ventura Port District and Teamsters 186 expired on August 31, 2014; and

WHEREAS, in compliance with the requirements of the Meyers-Milias Brown Act, the Ventura Port District and the Teamsters 186 continued to meet and confer in good faith concerning wages , hours and other terms and conditions of employment; and

WHEREAS, Ventura Port District and the Teamsters 186 have reached agreement on extending the existing MOU with the following changes:

- Term: 36 months from September 1, 2014 to August 30, 2017
- Added Table of Contents
- Article 3 - Wages: 3% increase to the top of Salary Range retroactive to September 1, 2014.
- Effective September 1, 2015 increase to top and bottom of the Salary Range equal to the CPI.
- Effective September 1, 2016 increase to top and bottom of the Salary Range equal to the CPI.
- All employees will receive a performance evaluation on an annual basis and receive adjustments with the range based on merit and the salary guidelines established by the Board of Port Commissioners.
- Article 4 – Retirement Contribution: The District will pay the Employee Contribution to the CALPERS for employees hired prior to January 1, 2013 for the duration of the MOU/CBA.
- Article 5 – Benefits: Any increase to the Medical Benefits will be extended to the Unit for the duration of the MOU/CBA
- Article 6 – 9/80 Workweek Schedule:
- Article 7 – Holidays: If there is any change in the Human Resources Manual regarding Holidays or Personal Holidays that change will be extended to members of the Dockmaster/Security Officer Unit.
- Article 9 – Issued and Equipment Allowance: Specifies the equipment the District will provide members of the unit and provides reimbursement of up to \$200



ATTACHMENT 2

annually for an employee to purchase additional work related equipment with proof of items purchased.

- Article 10 – Conflicts or Changes in Policy: Increases the time period for advanced notification of changes in policies from “15 working days” to “20 working days”
- Article 14 – “Validity of MOU” Adds language which was not present in the previous MOU.

NOW, THEREFORE, BE IT RESOLVED, the Board of Port Commissioners of the Ventura Port District hereby approves the Memorandum of Understanding between the Ventura Port District and the International Brotherhood of Teamsters, Local Union No. 186 for and on behalf of the Dockmaster/Security Officer Unit, effective September 1, 2014 through August 30, 2017;

BE IT FURTHER RESOLVED, that the General Manager and staff are hereby authorized and directed to take such actions as may be reasonably necessary to implement and abide by the Memorandum of Understanding as hereinabove described.

PASSED, APPROVED AND ADOPTED by the Board of Port Commissioners, this 28th day of January 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Chairman

ATTEST:

Secretary

(Seal)

JANUARY 14, 2015

BOARD OF PORT COMMISSIONERS

ACTION ITEM NO. 4

**APPROVAL OF RASMUSSEN & ASSOCIATES
PROFESSIONAL SERVICES AGREEMENT**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

ACTION ITEM 4
Meeting Date: January 28, 2015

TO: Board of Port Commissioners
FROM: Richard Parsons, Project Manager
Joe Gonzalez, Facilities Manager
SUBJECT: Approval of Professional Services Agreement with Rasmussen & Associates
for the Ventura Harbor Village Re-Roofing Project

RECOMMENDATION:

That the Board of Port Commissioners approve the Professional Services Agreement with Rasmussen & Associates in the amount of \$46,000 to provide architectural services for the Ventura Harbor Village Re-Roofing Project.

SUMMARY:

In March of 2014, the local architectural firm of Rasmussen & Associates submitted a proposal to the District to provide the necessary design services and construction oversight for the re-roofing of three of the Harbor Village commercial buildings. The Rasmussen firm was selected for this design effort because their previous work at the Village gave them an intimate knowledge of the structural characteristics of the various buildings in the Village. Their proposal calls for a fee of \$46,000, which exceeds the \$25,000 maximum that the General Manager can approve without Board approval.

At this point, the plans and specifications for the re-roofing are about 98% complete, have been approved by the City Planning Department, and staff anticipates seeking competitive bids for the project next month. To date, Rasmussen has been paid about \$19,000 for their design effort and we anticipate the \$25,000 threshold will be exceeded when we get into the construction phase.

Given these circumstances, staff believes it is clearly in the District's best interest to ratify the agreement with Rasmussen & Associates.

ATTACHMENTS:

Attachment 1 – Professional Services Agreement with Rasmussen & Associates

VENTURA PORT DISTRICT
STANDARD FORM CONTRACT FOR
PROFESSIONAL SERVICES AGREEMENT

With

LARRY RASMUSSEN, INC. DBA RASMUSSEN & ASSOCIATES

THIS AGREEMENT, entered into this **20th day of March 2014**, by and between the **VENTURA PORT DISTRICT**, an independent special district, hereinafter referred to as "DISTRICT" and **LARRY RASMUSSEN, INC. DBA RASMUSSEN & ASSOCIATES**, hereinafter referred to as "CONSULTANT."

DISTRICT AND CONSULTANT AGREE AS FOLLOWS:

1. **CONSULTANT'S SERVICES.** CONSULTANT agrees to perform during the term of this Agreement, the tasks, obligations, and services set forth in the "Scope of Services" attached to and incorporated into this Agreement as Exhibit A.
2. **PAYMENT FOR SERVICES.** The DISTRICT shall pay CONSULTANT for the services performed by CONSULTANT pursuant to the terms of this Agreement the compensation set forth in Exhibit A.
3. **TERM OF AGREEMENT.** The term of this Agreement shall commence March 20, 2014, and shall terminate on or before September 30, 2015.
4. **TIME FOR PERFORMANCE.** CONSULTANT shall not perform any work under this Agreement until CONSULTANT furnishes proof of insurance as required under paragraph 9 of this Agreement
5. **STATUS OF CONSULTANT.** The DISTRICT and CONSULTANT agree that CONSULTANT, in performing the services herein specified, shall act as an independent contractor and shall have control of all work and the manner in which it is performed. CONSULTANT shall be free to contract for similar service to be performed for other persons or entities while under contract with the DISTRICT. CONSULTANT is not an agent or employee of the DISTRICT and is not entitled to participate in any pension plan, insurance, bonus or similar benefits the DISTRICT provides for its employees.
6. **DESIGNATED REPRESENTATIVES:**
 - a) **Jay Lomagno** shall be the designated CONSULTANT Representative and shall be responsible for job performance, negotiations, contractual matters, and coordination with the DISTRICT Representative. CONSULTANT'S professional services shall be actually performed by, or shall be immediately supervised by, the CONSULTANT Representative.
 - b) **Oscar F. Peña** shall be the designated DISTRICT Representative.

7. **ASSIGNMENT.** This Agreement is for the professional services of CONSULTANT. Any attempt by CONSULTANT to assign the benefits or burdens of this Agreement without prior written approval of the DISTRICT shall be prohibited and shall be null and void.
8. **RECORDS AND INSPECTIONS.** The CONSULTANT shall maintain full and accurate records with respect to all services and matters covered under this Agreement. The DISTRICT shall have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities.
9. **INSURANCE.** CONSULTANT shall procure and maintain insurance of the type, for the period, with the coverages and limits, and in accordance with the terms, conditions, and requirements (including, but not limited to the Proof of Insurance requirements) set forth in the Exhibit B and incorporated into this Agreement.
10. **HOLD HARMLESS.** CONSULTANT shall save harmless and indemnify, and, at the DISTRICT'S request, defend the DISTRICT, its officers, officials, employees, agents, representatives, and volunteers from and against any and all claims, demands, actions, damages, expenses, suits, accidents, injuries, liability, or proceedings of any character whatever (including without limitation, reimbursement of reasonable attorney's fees), brought for or on account of, or to the extent resulting from or arising out of or in connection with, any negligent act, error or omission, negligence, wrongful conduct, or other negligent action by CONSULTANT or any of CONSULTANT'S officers, agents, employees, representatives, subconsultants, or subcontractors in connection with or in the performance of this Agreement.
11. **COVENANTS AND CONDITIONS.** Each term and each provision of this Agreement to be performed by CONSULTANT shall be construed to be both a covenant and a condition.
12. **TERMINATION.** At any time, with or without cause, the DISTRICT or CONSULTANT shall have the right to terminate this Agreement by giving written notice pursuant to Paragraph 19 of this Agreement. There shall be no period of grace after giving the notice of termination. Termination shall become effective immediately upon the giving of notice as provided in Paragraph 19 of this Agreement.
13. **EFFECT OF TERMINATION.** Upon termination as stated in Paragraph 12 of this Agreement, the DISTRICT shall be required to compensate CONSULTANT only for work done by CONSULTANT up to and including the date of termination of this Agreement unless the termination is for cause, in which event CONSULTANT need be compensated only to the extent required by law.
14. **OWNERSHIP OF CONSULTANT'S WORK PRODUCT.** The DISTRICT shall be the owner of any and all computations, plans, correspondence and/or other pertinent data and information gathered or prepared by CONSULTANT in performance of this Agreement and shall be entitled to possession of the same upon reasonable notice and upon completion of the work under this Agreement, or upon reasonable notice at any earlier or later time when the same may be requested by the DISTRICT.

15. **TAXPAYER IDENTIFICATION NUMBER.** CONSULTANT shall provide the DISTRICT with a complete Request for Taxpayer Identification Number and Certification, Form V-9 as issued by the Internal Revenue Service.
16. **NON-APPROPRIATION OF FUNDS.** Payments due and payable to CONSULTANT for current services are within the current budget and within an available, unexhausted and unencumbered appropriation of the DISTRICT. In the event the DISTRICT has not appropriated sufficient funds for payment of CONSULTANT services beyond the current fiscal year, this Agreement shall cover only those payments for services incurred up to the conclusion of the current fiscal year.
17. **MODIFICATION OF AGREEMENT.** The tasks described in this Agreement and all other terms of this Agreement may be modified only upon mutual written consent of the DISTRICT and CONSULTANT.
18. **USE OF TERM "DISTRICT".** Reference to the "DISTRICT" in this Agreement includes General Manager or any authorized representative acting on behalf of the DISTRICT.
19. **NOTICES.** All notices given or required to be given pursuant to this Agreement shall be in writing and may be given by personal delivery or by mail. Notice sent by mail shall be addressed as follows:

TO THE DISTRICT: **Ventura Port District**
Attention: Oscar F. Peña, General Manager
1603 Anchors Way Drive
Ventura, CA 93001-4229

TO CONSULTANT: **Larry Rasmussen, Inc. dba Rasmussen & Associates**
Attention: Jay Lomagno, Associate
21 S. California Street, Fourth Floor
Ventura, CA 93001

and, when addressed in accordance with this paragraph, shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices shall be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

20. **PERMITS AND LICENSES.** CONSULTANT, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.
21. **WAIVER.** A waiver by the DISTRICT of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.

ATTACHMENT 1

22. **GOVERNING LAW.** The terms of this Agreement shall be interpreted according to the laws of the State of California. Should litigation occur, venue shall be in the Superior Court of Ventura County.
23. **INTEGRATED AGREEMENT.** This Agreement represents the entire Agreement between the DISTRICT and the CONSULTANT and all preliminary negotiations and agreements are deemed a part of this Agreement. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.
24. **CUMULATIVE REMEDIES.** All right and remedies of either party hereto are cumulative of each other and of every other right or remedy such party may otherwise have at law or in equity, and the exercise of one or more rights or remedies shall not prejudice or impair the concurrent or subsequent exercise of other rights or remedies.
25. **SEVERABILITY.** If any term or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and in force to the fullest extent permitted by law.
26. **CONFLICT.** CONSULTANT hereby certifies that it has no business or contractual relationship with any current member of the DISTRICT'S Board of Port Commissioners:
Gregory Carson, Commissioner
Jim Friedman, Commissioner
Everard Ashworth, Commissioner
Robert Bravo, Commissioner
Bruce Smith, Commissioner

VENTURA PORT DISTRICT

**LARRY RASMUSSEN, INC. DBA
RASMUSSEN & ASSOCIATES #C-4848**

By: _____
Oscar F. Peña, General Manager

By: _____
Larry Rasmussen, President

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4 March 2014

Ventura Port District
1603 Anchors Way Drive
Ventura, CA 93001

Attention: Joe Gonzales

Re: Ventura Harbor Village Re-Roof

Dear Joe,

In accordance with your request, Rasmussen & Associates (Architect) proposes to provide architectural services to Ventura Port District (Client) for the above referenced project. We outline below our understanding of the project scope and our proposed scope of services and the associated fees.

I. Project Scope

The scope of the project consists of the re-roof and repair of three buildings located at 1431, 1449, and 1559 Spinnaker Drive at the Ventura Harbor Village in the Ventura Harbor. The work will consist of the following:

- Remove existing tile roof, replace underlayment roofing and reinstall existing tile. Augmenting with new tile due to breakage as required
- Replace all built-up roofing at flat roofs and parapets. Replace flashing at all roof mounted equipment and curbs.
- Design new roof supports for the cooling towers located at 1559 Spinnaker Drive
- Remove all abandoned roof mounted equipment.
- Repair or replace rotted plywood sheathing as required.
- Repair or replace other wood elements as determined by a pest report obtained by the Owner
- Replace all existing parapet and eave flashing with new material of either copper or stainless steel.
- Replace all existing gutters and downspouts with new material of either copper or stainless steel.
- Add new gutters and downspouts at areas as determined by the Owner.

It is assumed that all existing operating roof mounted equipment will remain and no upgrade or repair of this equipment is a part of the scope of this project.

II. Proposed Scope of Services

Schematic Design Phase

- A. Architect will input the existing roof plan drawings provided by the Client in to AutoCAD format.

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- B. Architect shall survey each building to determine the accuracy of the as-built drawings and to update the drawings with approximate location and size of each piece of roof top mounted equipment.
- C. Architect will document the extent of original gutters and downspouts on each building.
- C. Architect will retain the services of a roofing consultant to evaluate the condition of the existing roof surfaces and make recommendations as required.
- D. Architect will prepare schematic design drawings indicating the extent of roofing replacement and repair along with typical details representative of the general conditions. Additionally the scope of gutter replacement/augmentation will be indicated.
- E. If requested, Architect can have a estimate of construction cost prepared based on the schematic drawings.

Construction Documents Phase

- A. Architect will meet with the Client to review the approved set of schematic design/survey documents.
- B. Based on this meeting, the Architect will prepare construction documents suitable for obtaining building permits and constructing the project. These will include (but are not limited to):
 - Roof plans, limited exterior elevations, specifications, and construction details.
- C. At 50% completion of this phase, Architect will submit the documents for Client review. Architect will make revisions as requested by the Client.
- D. Based on Client approval of the 50% complete construction document set, the Architect shall complete the documents and submit the documents to the City of Ventura for plan check.
- E. Architect shall manage the project through the City's plan check review process. Architect will make minor revisions requested by the Client and any corrections required by the City for issuance of the building permit.

Bidding/Negotiation Phase

- A. Architect will distribute plans and specifications to the Bidders and respond to requests for information. Architect will issue clarification sketches and addenda to the Bidders.

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- B. Architect will assist in evaluating the pricing proposal from the apparent low bidder.

Construction Administration Phase

- A. Architect will make timely response to all Contractor's RFI requests and provide documentation as required.
- B. Architect will review Contractor's submittals and advise Client.
- C. Architect will make periodic visits or as requested by the Client to the site to observe the progress of the work and will advise Client as to its general conformance with the documents.
- D. Architect shall make all noted field revisions to the Construction documents based on Contractor supplied as-built drawings made during the duration of this project.

III. Architect's Compensation

- A. Architect's compensation shall be at standard hourly rates with estimates as indicated in item B., below.

Please note that we have added allowances for structural, electrical, and mechanical engineering in case these services are necessary based on the results of our survey and schematic design phase.

B. Fee

Schematic Design Phase	
Architect	\$8,000
Cost Estimator (allowance)	\$5,000
Construction Document Phase	
Architect	\$12,000
Structural Engineer (allowance)	\$5,000
Electrical Engineer (allowance)	\$2,500
Mechanical Engineer (allowance)	\$2,500
Bidding/Negotiation Phase	\$2,500
Construction Phase	<u>\$8,500</u>
Total Estimated Fee	\$46,000

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C. Hourly Rate Schedule

Senior Principal	\$175.00/hour
Principal	\$152.50/hour
Associate	\$142.50/hour
Senior Architect	\$120.00/hour
Architect	\$110.00/hour
Job Captain	\$90.50/hour
Senior CADD Technician	\$75.00/hour
CADD Technician	\$60.00/hour
Clerical	\$60.00/hour

D. Reimbursables

The Architect is to be reimbursed at 1.15 times direct cost for all photocopying, printing, governmental fees, long distance telephone charges, postage/handling, auto mileage, and messenger charges. Automobile mileage will be charged at \$0.60/mile. Out-of-town travel including airfare, automobile rental, parking fees, meals and accommodations shall be reimbursable expenses.

In-house reproduction services shall be charged as follows:

Large Document Copies (LDC) B&W	\$0.50/sq. ft.
Large Document Copies (LDC) Color	\$3.50/sq. ft.
Large Document Scan	\$1.00/sq. ft.
Computer Plots on Bond	\$1.00/sq. ft.
Computer Plots on Vellum/Coated Paper	\$1.35/sq. ft.
Computer Plots on Mylar	\$2.50/sq. ft.
CD ROM Copy	\$20.00 each
8-1/2 x 11 Photocopies	\$0.10 each
8-1/2 x 11 Color Copies on Bond	\$1.00 each
8-1/2 x 11 Color Copies on Semi-Gloss	\$2.00 each
8-1/2 x 11 Color Copies on Glossy	\$4.00 each

E. Additional Services

Work requested and authorized by the Client beyond the Scope described herein will be considered as Additional Services; i.e., renderings, computer-generated perspectives, leasing area plans, signage programs, models, brochures, government-required as-builts, photographs, award packages, and special presentations. Record drawings, based on input provided by the Client, can be provided at the end of construction and will be considered Additional Services.

Additional services including, but not limited to, those described above shall be billed at the standard office rates listed above.

F. Changes

Changes requested by the Client or Agency after criteria are established for each phase of work, or after acceptance of work as each phase progresses, shall be compensated according to Additional Services. Such compensation shall be in addition to the compensation specified under "Fee" listed above. Payments to be

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made on a monthly basis.

Changes related to revised governmental design criteria or the updating of zoning ordinances, building codes and regulations after the start of this project and other items out of the direct control of the Architect are considered Additional Services.

G. Payment Schedule

The Architect will invoice the Client on a monthly basis in proportion to work completed and reimbursable expenses accumulated. Invoices are payable upon receipt by the Client. Accounts over 30 days old shall incur a service charge of 1% per month and Architect may cease work on the project. Any payment will first be applied to service charges incurred; the remainder of the payment will then be applied to professional fees.

The Architect will assume that the Client finds the invoicing to be accurate and without question unless notified to the contrary within thirty (30) days of the invoice date. The Architect shall be entitled to compensation based on the standard hourly rates for any invoice summaries and/or breakdowns requested by the Client after this thirty (30) day period.

The Architect hereby notifies the Client of his lien rights if payments are not received. In the event fees and expenses are not paid within 30 days of billing, the Architect, at his option, may terminate the contract.

IV. Outline of Responsibilities of the Client

The following services, information, surveys and reports shall be furnished by the Client (at the Client's expense) to effectuate progress on the project. The Architect shall be entitled to rely upon the accuracy and completeness of all reports and data presented.

- A. Legal work (including condominium, use easement, C C & R's and other legal documents that may be required).
- B. Fees required for approvals by agencies having jurisdiction over the project, including surveys, plan check, permits and other fees.
- C. As-built drawings.
- D. Pest Report

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The foregoing is mutually agreed to by:

Client: Ventura Port District

Architect: Larry Rasmussen, Inc.,
dba Rasmussen & Associates
License #C-4848

By: _____

By:



Title: _____

Title: Associate

Date: _____

Date: 4 March 2014

/jl

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Exhibit B

Proof of Insurance Requirements

VENTURA PORT DISTRICT PROFESSIONAL SERVICES AGREEMENT

The Consultant shall procure and maintain for the duration of the term of the Agreement limits against claims for injuries to persons or damage to property which may arise from, or in connection with, the performance of the work covered by the Agreement by the Consultant, her/its employees, agents, representatives, sub-consultants or subcontractors. Evidence of adequate insurance coverage in the form of a Certificate of Insurance naming the Ventura Port District as additional insured on the policy(ies) of insurance which shall not be canceled without first giving the District ten (10) days' written notice. The actual policy(ies) shall have the following minimum limits of insurance:

<u>COVERAGE PER OCCURRENCE</u>	<u>COMBINED ISO FORM</u>	<u>SINGLE LIMIT</u> (Not less than)
Commercial General Liability	GL 00 02 01 73REV	\$1,000,000
Broad Form General Liability	GL 04 04 05 81	\$1,000,000
Business Auto	CA 00 01 01 87	\$1,000,000
Workers' Compensation		Statutory
Employers' Liability		\$1,000,000
Professional Liability/Errors and Omissions		\$1,000,000

Consultant shall provide certificates of insurance naming as additional insured the Ventura Port District ("District"), its officers, officials, employees and representatives.

JANUARY 28, 2015

BOARD OF PORT COMMISSIONERS

ACTION ITEM NO. 5

**AUTHORIZATION OF HORIZON
COMMUNICATIONS CONTRACT**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

ACTION ITEM 5
Meeting Date: January 28, 2015

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Authorization of Horizon Communications Contract

RECOMMENDATION:

That the Board of Port Commissioners approve by motion the authorization of the General Manager to enter into a contract with Horizon Communications to install fiber into nine buildings at the Ventura Harbor Village complex, subject to Legal Counsel's review of the final contract.

BACKGROUND:

On January 14, 2015, the Board approved a request for \$45,000 to install an internet service infrastructure to improve service for all businesses in Ventura Harbor Village. Staff has obtained two estimates to distribute fiber into other building units within the Village complex. Following the Board's approval of the \$45,000, the General Manager and Property Manager began drafting a contract with Horizon Communications. We expect this agreement shall be completed before the end of the month.

FISCAL IMPACT:

Over time the District's revenue for office space may improve and increase the District's overall revenues. Improved occupancy will off-set this expenditure.

JANUARY 28, 2015

BOARD OF PORT COMMISSIONERS

ACTION ITEM NO. 6

APPROVAL OF 2015 PORT COMMISSION SCHEDULE

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

ACTION ITEM 6
Meeting Date: January 28, 2015

TO: Board of Port Commissioners
FROM: Oscar Peña, General Manager
SUBJECT: 2015 Port Commission Meeting Schedule

RECOMMENDATION:

That the Board of Port Commissioners discuss and take appropriate action on the 2015 Port Commission meeting schedule.

BACKGROUND:

In the last year, the Board has expanded the meeting schedule to two meetings per month. The meeting on the second Wednesday of the month was originally set-up as an opportunity to conduct workshops that were primarily informational in nature. There has been a trend at these meetings to include either a closed session or action items to the agenda.

Staff is recommending that the format of the two meetings remain the same as a regular meeting, except that the financial statements and staff reports be included only at the fourth Wednesday of each month. Staff expects the focus of the second Wednesday meeting to be informational items selected by the Board for discussion and could include some action items. The fourth Wednesday will primarily be devoted to administrative reports and specific action items required by the Board on Port District business. There have been advantages to having this flexibility for both meetings.

At this time, staff is requesting input from the Board on potential informational topics. Currently, staff has identified four topics for the second Wednesdays of the month:

- February – Mid-Year Budget and Employee Compensation Benefits
- March – Commission Protocol and Procedures
- April – Leasing Strategies Update
- May – Shell Fish Initiative

There are four informational topics that are needed for this calendar year. We hope the Board can make some suggestions and will consider the proposed format of the two meetings.

ATTACHMENTS:

Attachment 1 – 2015 Port Commission Schedule

Proposed 2015 Ventura Port District Board of Port Commissioners Meetings

Wednesday	Closed Session	Open Session
January 14	12:00 pm	10:00 am Special Meeting/Workshop
January 28	5:00 pm	7:00 pm Regular Meeting
February 11	12:00 pm	10:00 am Regular Meeting
February 25	5:00 pm	7:00 pm Regular Meeting
March 11	12:00 pm	10:00 am Regular Meeting
March 25	5:00 pm	7:00 pm Regular Meeting
April 8	12:00 pm	10:00 am Regular Meeting
April 22	5:00 pm	7:00 pm Regular Meeting
May 13	12:00 pm	10:00 am Regular Meeting
May 27	5:00 pm	7:00 pm Regular Meeting
June 10	12:00 pm	10:00 am Regular Meeting
June 24	5:00 pm	7:00 pm Regular Meeting
July 8	12:00 pm	10:00 am Regular Meeting
July 22	5:00 pm	7:00 pm Regular Meeting
<i>August Summer Recess – No Meetings</i>		
September 9	12:00 pm	10:00 am Regular Meeting
September 23	5:00 pm	7:00 pm Regular Meeting
October 7	12:00 pm	10:00 am Regular Meeting
October 28	5:00 pm	7:00 pm Regular Meeting
November 18	5:00 pm	7:00 pm Regular Meeting
December 16	5:00 pm	7:00 pm Regular Meeting

**Board Meetings and Workshops are held at:
The Ventura Port District Office
1603 Anchors Way Drive
Ventura, CA 93001**