



## **VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS**

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

Oscar Peña, General Manager  
Chris Chan, Legal Counsel  
Jessica Rauch, Clerk of the Board

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### **PORT COMMISSION AGENDA REGULAR MEETING JULY 22, 2015 AT 7:00 P.M. VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE, VENTURA, CA**

*A Closed Session of the Board will be held at **5:30PM** 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 convene in **Open Session** at the Port District Office located at 1603 Anchors Way Drive for its Regular Meeting at **7:00P.M.***

#### **ADMINISTRATIVE AGENDA:**

**CALL TO ORDER:** *By Chair, Jim Friedman.*

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

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

#### **ADOPTION OF AGENDA (5 minutes)**

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

#### **APPROVAL OF MINUTES**

*The Minutes of the July 8, 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 (3 minutes)**

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

#### **BOARD COMMUNICATIONS (5 minutes)**

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

**DEPARTMENTAL STAFF REPORTS (10 minutes)**

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

**GENERAL MANAGER REPORT (5 minutes)**

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

**LEGAL COUNSEL REPORT (5 minutes)**

**CONSENT AGENDA: (5 minutes)**

*Matters appearing on the Consent Calendar are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of the Board or the public requests an opportunity to address any given item. Approval by the Board of Consent Items means that the recommendation is approved along with the terms set forth in the applicable staff reports.*

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

Recommended Action: Resolution No. 3281.

That the Board of Port Commissioners adopt Resolution No. 3281 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in May 2015.

**B) Out of Town Travel Request**

Recommended Action: Motion

That the Board of Port Commissioners approves by motion the Out of Town Travel Request for Business Operations Manager, Brian Pendleton.

**C) Extension of Option with Sondermann-Ring Partners**

Recommended Action: Motion.

That the Board of Port Commissioners authorize the General Manager to execute the attached Tenth Amendment to Option Agreement between Ventura Port District and Sondermann-Ring Partners.

**STANDARD AGENDA: (20 minutes)**

**1) Cushman Contracting Corporation Notice of Completion for Launch Ramp Rehabilitation Project (10 minutes)**

Recommended Action: Resolution No. 3282.

That the Board of Port Commissioners adopt Resolution No. 3282, accepting the work of Cushman Contracting Corporation for the Ventura Harbor Public Launch Ramp Rehabilitation Project and authorize staff to prepare and record a Notice of Completion with the office of the Ventura County Recorder.

**2) Award of Bid to J&T Engineering and Construction for the Harbor Village Parking Access Improvements (10 minutes)**

Recommended Action: Motion.

That the Board of Port Commissioners take the following actions:

- a. Award the Ventura Harbor ADA Parking Access Improvements and Optional Parking Lot Pavement Repairs to J&T Engineering and Construction in the amount of \$282,825; and

- b. Accept Jensen Design & Survey, Inc.'s proposal of July 15, 2015 to provide construction supervision and inspection for the parking improvement contract mentioned above for a fee not to exceed \$15,000 as an expansion of their scope of work pursuant to their existing Professional Services Agreement with the Port District.

## **REQUEST FOR FUTURE AGENDA ITEMS**

## **ADJOURNMENT**

*This agenda was posted on Friday, July 17, 2015 at 5:00 p.m.  
at the Port District Office and on the Internet - [www.venturaharbor.com](http://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, JULY 22, 2015**

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

- |                      |                                  |
|----------------------|----------------------------------|
| a) Property:         | <b>Parcel 15, 16 and 18</b>      |
| Negotiating Parties: | Oscar Peña, Chris Chan           |
| Under Negotiation:   | Tenth Option Agreement Amendment |

**2. Per Government Code Section – Potential Litigation:**

- a) **54956.9(d)(2)** - Claim of Bonnie Beck
- b) **54956.9(d)(2) and (e)(2)** – Threatened litigation concerning location of public dock on SRP project.

**JULY 22, 2015**

**BOARD OF PORT COMMISSIONERS**

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**APPROVAL OF THE MINUTES**



## **Minutes of Workshop Meeting of the Ventura Port District Board of Port Commissioners Held July 8, 2015**

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The Workshop Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 11:21AM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

### **Commissioners Present:**

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

### **Commissioners Absent:**

None

### **Port District Staff:**

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

### **Legal Counsel:**

Timothy Gosney

### **AGENDA**

**CALL TO ORDER:** By Chair, Jim Friedman at 11:21AM.

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

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

### **ADOPTION OF AGENDA**

**ACTON:** Commissioner Ashworth moved, seconded by Commissioner Carson and carried by a vote of 4-0 to adopt the July 8, 2015 agenda.

### **APPROVAL OF MINUTES**

The Minutes of June 24, 2015 regular meeting were considered as follows:

**ACTION:** Commissioner Smith moved, seconded by Commissioner Ashworth and carried by a vote of 4-0 to approve the minutes of the June 24, 2015 regular meeting.

**PUBLIC COMMUNICATIONS:** None.

**CLOSED SESSION REPORT:** Mr. Gosney stated that the Board met in closed session; discussed and reviewed only item 2c on the closed session agenda. Staff was given instructions as to how to proceed as appropriate and there was no action taken that is reportable under The Brown Act. After open session, it was announced that the Board would adjourn to closed session to discuss and review the other items on the closed session agenda and reconvene in open session for the closed session report.

**WORKSHOP TOPIC:**

**1) Ventura Harbor Shellfish Production Initiative**

**Recommended Action: Information.**

That the Board of Port Commissioners receive a presentation on the importance to initiate a program for bringing sustainably cultivated shellfish farms to Ventura Harbor and the Ventura Port District's grant application to support the Ventura Shellfish Enterprise.

Vice Chairman, Ev Ashworth has been the leader in creating the Ventura Shellfish Enterprise (VSE), a multi-party collaboration to initiate a program for bringing sustainably cultivated shellfish farms to Ventura Harbor. Vice Chairman Ashworth and his wife Brooke also worked diligently, with VSE and the Ventura Port District to submit a grant application to NOAA through the agency's Sea Grant Program. VSE seeks \$300,000 in Sea Grant funding over a two-year period for the permitting phase of this project. This grant will allow VSE to contract with qualified consultants to develop a permitting strategy and prepare all necessary permit application components, baseline studies and proposed permitting terms and conditions, including necessary mitigation and monitoring, plus the consumer education program.

The Ventura Port District supports the efforts of the VSE to develop sustainably cultivated shellfish farms as a potential of increasing production of domestic shellfish for sustainable food supply independence and is thankful for Vice Chairman Ashworth's efforts in making Ventura Harbor a destination for this project.

The following are the agencies and individuals that have joined together to form the Ventura Shellfish Enterprise and how they will be involved in the process:

Randy Lovell, State Aquaculture Coordinator from the California Department of Fish and Wildlife presented an overview of the Department of Fish and Wildlife's aquaculture initiative and the need for the VSE.

Doug Bush, General Manager and Partner of Cultured Abalone presented an overview of the VSE and the what, where, how, product and value.

Dr. Paul Olin, Aquaculture Specialist at Sea Grant presented an overview of the Sea Grant and a summary of the proposal.

The team from Dudek, Carey Fernandes, David Wickens, Matthew Valerio and Laurie Monarres presented an overview of the permitting paths, an analysis for offshore-state waters shellfish, and key issues that could occur with this project.

Dr. Ralph Imondi from Coastal Marina Biolabs reported on the outreach efforts for this project; the collaborative efforts with the group and coordination with California Department of Public

Health. He also discussed education and outreach activities, including eight workshops and working with the VPD marketing department on social media.

The Commission, staff and the public asked the following questions or made the following comments:

Commissioner Carson

1. Do we have a budget?
  - a. \$300,000 is being asked for and a portion of this funding would go to Dudek, Sea Grant and a law firm. The other agencies are donating their time. This is for a two year period.
2. Once issued parcel permits, is the group run as a non-profit, or do they oversee a for profit enterprise for part of this?
  - a. Ventura Port District will be the holder of the permits and it would be for profit.
3. What are the natural predators of mussels?
  - a. Rock fish, human theft, ducks and bloom toxins.
4. What is the time period for mussel maturity?
  - a. At Prince Edward Island, about 18-24 months. In Ventura area it should be less.

Commissioner Smith

1. This project is for 100, twenty acre parcels, or 2,000 acres, limited to state waters within 3 miles offshore (outer limit); what are the north and south limits of the project from Ventura? Underwater topography? When talking about the Santa Barbara Channel, what is the general area we are referring to?
  - a. Boundaries would be defined by the competitive uses for the space.
  - b. Underwater topography rocky bottom or sandy bottom play an important role.
  - c. Generally 15 miles north and south of Ventura, but it depends on operating cost of the operator.
2. Are we actually issuing underwater leases?
  - a. The Fish and Game Commission would issue leases to the Ventura Port District and the Ventura Port District would then sublease the growing areas.
3. Others besides Ventura Port District can be leaseholders from the State?
  - a. It would not be a monopoly; the District would be granted exclusive use of the parcels that are leased to it.
4. Commissioner Smith also wanted to reiterate that we should inform our elected officials about this project.

Commissioner Friedman

1. Are there any ecological impacts? For example, who is against this?
  - a. Agencies or people competing for the same space.
  - b. Activists that are concerned about marine mammals getting entangled in the equipment.
2. Are these mussels truly organic?
  - a. Yes, they filter algae from the ocean water.
3. Are there any elected representatives that are champions for this? Does it actually get involved with the political process or is this strictly a state agency process all dealt with administratively?
  - a. The joint assembly Resolution passed unanimously in both houses in support of shellfish culture. It is a relatively small industry, so it does not carry with it a whole lot of political capital except in specialized districts. The Chairman of the Joint Committee on Fisheries and Aquaculture, Senator McGuire, is based in

Humboldt and is a supporter. The California Shellfish Initiative itself has support, but nothing has been asked of them.

4. Does the State generate revenue through these leases?
  - a. No, not a real revenue generator.

Harbormaster, John Higgins asked if the algae that was spoken of is also demoic acid? The algae is not demoic acid.

Bob Bartosh commented that he understands that Humboldt Bay Port District is a model for this. This is different because assuming Humboldt Bay has its fields within its jurisdiction; that may not be the case for Ventura Port District. He understands that the Port District has the authority to do that, but does the statute extend to law enforcement and to other things the Port District is required to do to get these leases.

Richard Parsons asked if Sea Otters are a concern. No there has not been a problem.

**ADJOURN TO CLOSED SESSION AT 12:45PM. Commissioner Carson departed prior to Closed Session.**

**RECONVENED IN OPEN SESSION AT 1:20PM.**

**CLOSED SESSION REPORT:** Mr. Gosney stated that the Board met in closed session; discussed and reviewed 1a, 2a, and 2b on the closed session agenda. Staff was given instructions as to how to proceed as appropriate and there was no action taken reportable under The Brown Act.

**ADJOURNMENT:** The meeting was adjourned at 1:25PM.

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Secretary

**JULY 22, 2015**

**BOARD OF PORT COMMISSIONERS**

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**DEPARTMENTAL STAFF REPORTS**

**DREDGING**

**FEDERAL**

**FACILITIES**

**HARBORMASTER**

**MARINA**

**MARKETING**

**PROPERTY MANAGEMENT**

## RWP DREDGING MANAGEMENT

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

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July 22, 2015

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

### **Subject: June-July 2015 Dredging Activities and Special Projects Report**

The Dredging Program Manager's activities for June-July 2015 period are reviewed below:

#### **2016 Federal Dredging Appropriations**

Over the past month there has been no apparent progress by the Congress on the FY2016 Energy and Water (E&W) Development Appropriations Bill. While the House has passed their version of the Bill which includes the Administration's requests (i.e. \$4.83 million for Ventura Harbor) the full Senate has been unable to address E&W. The expectation continues to be that a final E&W Bill will not be adopted by the start of the new fiscal year on October 1, 2016 and that the new year will start with a Continuing Resolution or Omnibus Bill.

#### **Inner Harbor Sediment Sampling**

Preparations are under way for sediment sampling in the inner harbor. The District's dredging permits from the Corps of Engineers and the Los Angeles Regional Water Quality Control Board require sediment sampling every three years. The previous sampling results expired in April 2015. The first step in this process is to have a bathymetric survey of the inner harbor performed. Fugro Pelagos, Inc. is scheduled to perform this work for the District in August for a fee of \$9,500. Once we have the survey results Applied Environmental Technologies (AET) will prepare a sediment sampling and analysis plan (SAP) for submission to the regulatory agencies. Upon approval of the SAP the field sampling will be conducted and the samples forwarded to a laboratory for analysis.

This effort is being coordinated with the City's engineering department for a similar program in the Ventura Keys.

#### **Dredging Monitoring Data**

The annual submittal of monitoring data associated with the dredging of the harbor entrance area as required by the District's dredging permit from the California Coastal Commission has been accomplished (*see attached letter*).

#### **Fish Pier Derrick Crane Installation**

The installation of the one ton derrick crane on the fish pier is under way and is expected to be completed by July 17, 2015. Cushman Contracting Corporation is accomplishing this work under a \$119,575 contract with the Port District.

#### **Ventura Harbor Village Reroofing Project**

Letner Roofing Co. is expected to start the reroofing of 1449 and 1559 Spinnaker Drive in late August under a \$563,405 contract with the Port District.

Respectfully submitted,

*Richard Parsons*

Dredging and Special Projects Consultant

Attachment



BOARD OF PORT COMMISSIONERS  
Jim Friedman, Chairman  
Everard Ashworth, Vice-Chairman  
Bruce E. Smith, Secretary  
Gregory Carson, Commissioner  
Oscar Peña, General Manager

June 30, 2015

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

Re: CDP 4-06-086  
Annual Monitoring Data

Special Conditions 6, 14 and 15 of CDP 4-06-086 authorizing the maintenance dredging program at Ventura Harbor require the annual submission of various monitoring data related to said program. Accordingly, forwarded herewith are the following items:


- 1) 2015 Western Snowy Plover and California Least Tern Monitoring Report prepared by Bowland & Associates and dated June 2015.
- 2) Water Quality Monitoring Report (Final Baseline), Ventura Harbor Maintenance Dredging prepared by Applied Environmental Technologies Inc. dated April 6, 2015.
- 3) Fall 2014 Beach Profile and Bathymetric Survey prepared by Fugro Pelagos, Inc. dated January 20, 2015.

Between July 1, 2014 and June 30, 2015, the maintenance dredging effort at Ventura Harbor included the following project:

- February 13 to March 6, 2015  
A 26 in. hydraulic dredging operation was conducted by the U.S. Army Corps of Engineers in the sand trap and entrance channel. A total of about 778,000 cu. yds. of sand was removed and deposited in the surf zone to the north of the mouth of the Santa Clara River.

Should you have any questions or concerns regarding this matter, please give me a call at 805.649.9759 or on my cell phone at 805.890.8505.

Yours Truly,

  
Richard Parsons  
Dredging Program Manager

cc: City Engineer, City of Ventura (with enclosures)  
City Engineer, City of Oxnard (with enclosures)  
Jeff Cole, USACE (with enclosures)

Encls.

**Ventura Port District**  
1603 Anchors Way Drive, Ventura, CA 93001-4229  
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www.venturaharbor.com





**To: Ventura Port District**  
**From: Carpi Clay**  
**Re: Federal Issues Report June 2015**  
**Date: July 8, 2015**

### **Carpi Clay & Smith Activities**

Here follows a listing of federal activity during the month of June, relevant to the Ventura Port District.

#### **Civil Works Operation and Maintenance Funding**

The President's Annual Budget for FY 2016 provides **\$4,830,000** to enable operation and maintenance dredging of the Harbor. As discussed, the Port District would like to see an additional **\$3,000,000** for this purpose, secured through Congressionally-appropriated Civil Works work plan funds. No additional progress has been made by the Congress in advancing appropriations bills which would confirm the required funding. As previously reported, the Port District has formally requested that the Corps and the Administration include the full Ventura requirements for operation and maintenance dredging in the President's annual budget (released in February of each year) to avoid the necessity of involving the Congress in assigning additional work plans funds. Very little has occurred in this regard, but we will keep the Port District advised of any developments.

**Corps of Engineers, Los Angeles District** – Colonel Kim Colloton will officially leave her post as the Los Angeles District Commander at a Change of Command Ceremony on July 31, 2015. The Colonel's replacement is Colonel Kirk Gibbs. It is our understanding that the Colonel will be available for meetings starting in mid-August. This office recommends the Ventura Port District issue a formal invitation to the Colonel immediately after the Change of Command, requesting he visit the Port to ensure he gets to know Ventura Port District's leadership, current relationship with the Corps and ongoing federal requirements. This is particularly important given our work plan request noted above.

**Appropriations** -- Following its July 4<sup>th</sup> recess, Congress returned to its work on appropriations bills and the expiration of transportation funding which occurs on July 31.

The House continues to pass individual appropriations, but filibusters in the Senate have stopped progress on these bills. Democrats seek to convene a budget summit to increase domestic discretionary spending. So far, congressional Republicans are resisting these efforts, but a Continuing Resolution to keep the government open when the new fiscal year begins is highly probable and a year-end omnibus spending bill is also probable.

The FY2016 Senate Energy and Water Appropriations bill largely mirrors the top-line funding totals of the House-passed bill. It would provide a total of \$35.4 billion, \$1.2 billion above the FY2015 enacted level and \$668 million below the President's request.

For the U.S. Army Corps of Engineers, the Senate bill would provide \$5.5 billion, an increase of \$45 million above the FY2015 enacted level and \$768 million above the President's budget request. The bill includes \$2.5 billion for navigation projects and studies, including \$1.254 billion in funding from the Harbor Maintenance Trust Fund as called for in the Water Resources Reform and Development Act of 2014 (WRRDA). This funding includes \$50 million for WRRDA Section 2106 donor and energy transfer ports.

**Congress Approves Trade Bills** --- Congress ultimately approved two key pieces of trade legislation, which were the President's highest economic priorities.

The first bill is Trade Promotion Authority (TPA) legislation, which grants the President five-year authority to negotiate trade agreements and submit them to Congress for a straight up-or-down vote with no amendments.

The second is Trade Adjustment Assistance (TAA), which provides help to workers displaced by adverse impacts from trade agreements. The two were originally tied together and passed the Senate, but TAA failed in the House when Democrats voted against it in an attempt to scuttle the trade package. House leaders decoupled TAA from TPA and were able to pass both. President Obama signed both into law.

**VENTURA PORT DISTRICT**  
**DEPARTMENTAL STAFF REPORT**

Meeting Date: July 22, 2015

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TO: Board of Port Commissioners  
FROM: Joe A. Gonzalez, Facilities Manager  
SUBJECT: July 2015 Facilities Report

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**I. Maintenance**

- 1) Minor drywall repairs done in Building 1567 Suite 100, damage came from failed drain roof cast iron pipe.
- 2) Filled several cracks on promenade adjacent to 1691 Spinnaker road building.
- 3) Monthly inspection was performed on all fire extinguishers.
- 4) New faucet was installed in 1567 men's restroom.
- 5) Minor tenant improvements were performed in 1583 Suite 104.
- 6) Minor tenant improvements were performed in 1431 building.
- 7) A couple of exterior lights were repaired on building 1431 Spinnaker.
- 8) Hand dryer was repaired at Surfers Knoll restroom.
- 9) Installed new trolley sign at Village's loading zone.
- 10) Performed Recycled water inspection and report as per City of Ventura requirements.
- 11) Worked with Accounting Manager on reporting the yearly waste Manifest to DTSC in Sacramento, CA as per States requirements.
- 12) The South side Harbor Cove beach exterior foot/shower was repaired.
- 13) Harbor Cove, Surfers Knoll, and the launch ramp's public restroom faucets were re-adjusted to provide water conservation.
- 14) East side of Launch ramp parking lot was re-stripped with new paint.
- 15) Rodent proofing was done at Surfers Knoll public restroom facility's janitorial room.
- 16) Sections of 1575 building were painted, due to very faded areas.

**II. Landscaping**

- 1) All sprinklers at Launch ramp landscaping areas have been inspected/adjusted to make sure there is no water waste.
- 2) All sprinklers at Harbor Cove, Surfers knoll landscaping areas have been inspected/adjusted to make sure there is no water waste.
- 3) All exterior sprinklers and drippers on landscaping areas throughout the harbor have been inspected/adjusted.

**III. Marina**

- 1) Water leak was repaired on I-Dock water line.
- 2) Performed monthly inspection on all Ventura Harbor Village Marina's fire hose cabinets on the docks.
- 3) Two fire cabinet's glass window was replaced.
- 4) C-Dock's fire cabinet door lock hardware was replaced.
- 5) E-Dock's fire cabinet door lock hardware was replaced
- 6) Replaced one dock cleat on G-Dock, finger #4.
- 7) Water leak was repaired on I-Dock water line.
- 8) Repaired low voltage lighting on D-Dock's gangway's lighting.
- 9) Replaced two damaged pedestal covers on D-Dock.

#### **IV. Marketing**

Assisted with the following events by setting up tables, banners, reserving parking stalls, etc.:

1) Saturday, June 20

- a. Steel drummer on promenade 1 - 4PM
- b. Hawaiian dance performance/fundraiser (tip jars allowed) at Carousel Stage 1:00 - 2:30
- c. Happy Rainbow Face painting Noon – 4PM near Coffee Dock
- d. Main Lawn-Susan Carr wedding reception 4 – 9PM 150 guests
- e. Blackbeard's party rental - Corrie Cole (graduation) setup on Friday and event rental pick up on Monday
- f. Olsen-Smith wedding. 12PM setup, 6PM ceremony. Surfer's Knoll Beach. 100 guests

2) Sunday, June 21

- a. Happy Rainbow Face painting Noon – 4PM near Coffee Dock
- b. Unkle Monkey performs at the Carousel Stage. 1 – 4PM

3) Friday, June 26

- a. Acala-Snee Wedgewood wedding. Surfer's Knoll. 125 guests. 6PM wedding with setup beginning around 4PM.

4) Saturday, June 27

- a. Steel drummer at carousel stage 1 – 4PM
- b. Happy Rainbow Face painting Noon – 4PM near Coffee Dock
- c. Johnson-Dunn wedding. Harbor Cove Beach. 80 guests. 4PM setup, 7:30PM ceremony
- d. Harsh-Moore Wedgewood wedding. Surfer's Knoll Beach. 65 guests. 4PM setup, 6PM ceremony

5) Sunday, June 28

- a. Breath of Life Triathlon - setup began on Saturday. Bike portion done by noon on Sunday.
- b. Happy Rainbow Face painting Noon – 4PM near Coffee Dock
- c. Soul Surfers perform at the Carousel Stage. 1 – 4PM

#### **V. Construction Projects**

1) 1691 Elevator Modernization

- a. Estimate/Contract is currently being reviewed by ThyssenKrupp Elevator legal counsel.

**VENTURA PORT DISTRICT**  
**DEPARTMENTAL STAFF REPORT**

Meeting Date: July 22, 2015

TO: Board of Port Commissioners  
FROM: John Higgins, Harbormaster  
SUBJECT: July 2015 Harbormaster Report

**I. Department Extremely Busy**

Summer is here and our staff has been extremely busy. The 4<sup>th</sup> of July three day weekend brought large crowds to the Harbor and beach. During this time of the year our Officers make education and safety a priority. Due to our small staff the Officers have to be dynamic and strategic with their efforts so they can readily switch gears to respond to emergencies.

Harbor Patrol Report Statistics April 2015	
In Harbor	29
Out Harbor	11
<b>Total</b>	<b>40</b>
Boating	13
Non-Boat	27
Per in H2O	15
Capsized	1
Flooding	1
H2O Rescue	8
Mech Fail	6
Medical	20
Per in H2O	15
Violation	1
Pumpout	0
Tow	5
Agency Asst	30
Cites	0
Parking	4

**II. Lifeguard Contract**

This summer has seen some of the best weather and warmest water we have had in several years. This has proven to be extremely challenging as crowds continue to grow on the South Beach. The Lifeguards have been extremely busy and possibly overwhelmed with these conditions. The Harbor Patrol continues to be needed on numerous rescues due to the number of victims needing assistance. I will work to put together a more comprehensive report of some of the challenges being presented.

**III. Launch Ramp**

The launch ramp reconfiguration and striping has been completed. We have had the opportunity to monitor the ramp on several busy weekends and the traffic flow has been improved greatly. To date I have not received any complaints or negative feedback from boaters. The new spaces have been utilized and appear to be a possible solution to the longer truck and trailers who visit the harbor.

**IV. Launch Ramp Commercial Activity**

The Harbor has identified that regular commercial activity at the launch ramp is incompatible with the public's ability to freely use the ramp for its intended purpose. An unauthorized vendor attempted to use the ramp and docks for a rental business, which has resulted in numerous complaints, and disputes with the Harbor Patrol. To rectify this issue the Port District will be placing signs referring to Ordinance 44 as our authority to enforce time limits for securing crafts on the dock and penalties for failing to move vessels.

**V. Goleta Oil Spill**

The oil spill support operations concluded in the first weeks of the month of July. Other than a few parking issues with contractor vehicles the Harbor was able to provide valuable support services in the clean-up with minimal inconveniences to the tenants and visitors. The Ventura Harbor Boatyards professional staff and operational capabilities make them a unique asset in our area.

## **VI. Wildlife Responses**

The Harbor Patrol has been increasingly summoned to respond to ill, injured, and deceased wildlife. Unfortunately, these responses cannot be forwarded to other Government Agencies so our staff has been willing to give that extra effort to fulfill the needs of our area. We work with a number of single volunteers who respond to calls at all hours and transport the wildlife great distances without reimbursement. In the spirit of cooperation and to look after the best interest of the wildlife our Officers will routinely capture wildlife and store them until volunteers can respond and take more permanent actions to assist in their rehabilitation. In deceased wildlife situations our Officers will remove the animals from public areas and either relocates them to more appropriate areas. When this is not possible especially on the beach our Officers will bury the wildlife in the best interest of public safety and visitors use enjoyment.

## **VII. Oversized Vehicle Parking Plan Update**

The efforts to mitigate complaints of oversized vehicles in the Harbor have proven very successful. Following the cities Oversized Vehicle definition, ordinance, and assertive Officer Education has resulted in numerous compliments from the tenants and the public. The efforts have opened up numerous spaces that are quickly taken by customers visiting the Harbor. Patrol has temporary passes to issue when good cause exists. The Village parking lot will be the next phase of our efforts but presently we are looking at where we can redirect the vehicles without losing the customer base.

<b>Crime Reports Provided by the Ventura Police Department</b>
Info Not Provided

## **Attachment**

Attachment 1 – Soundings: July 2015

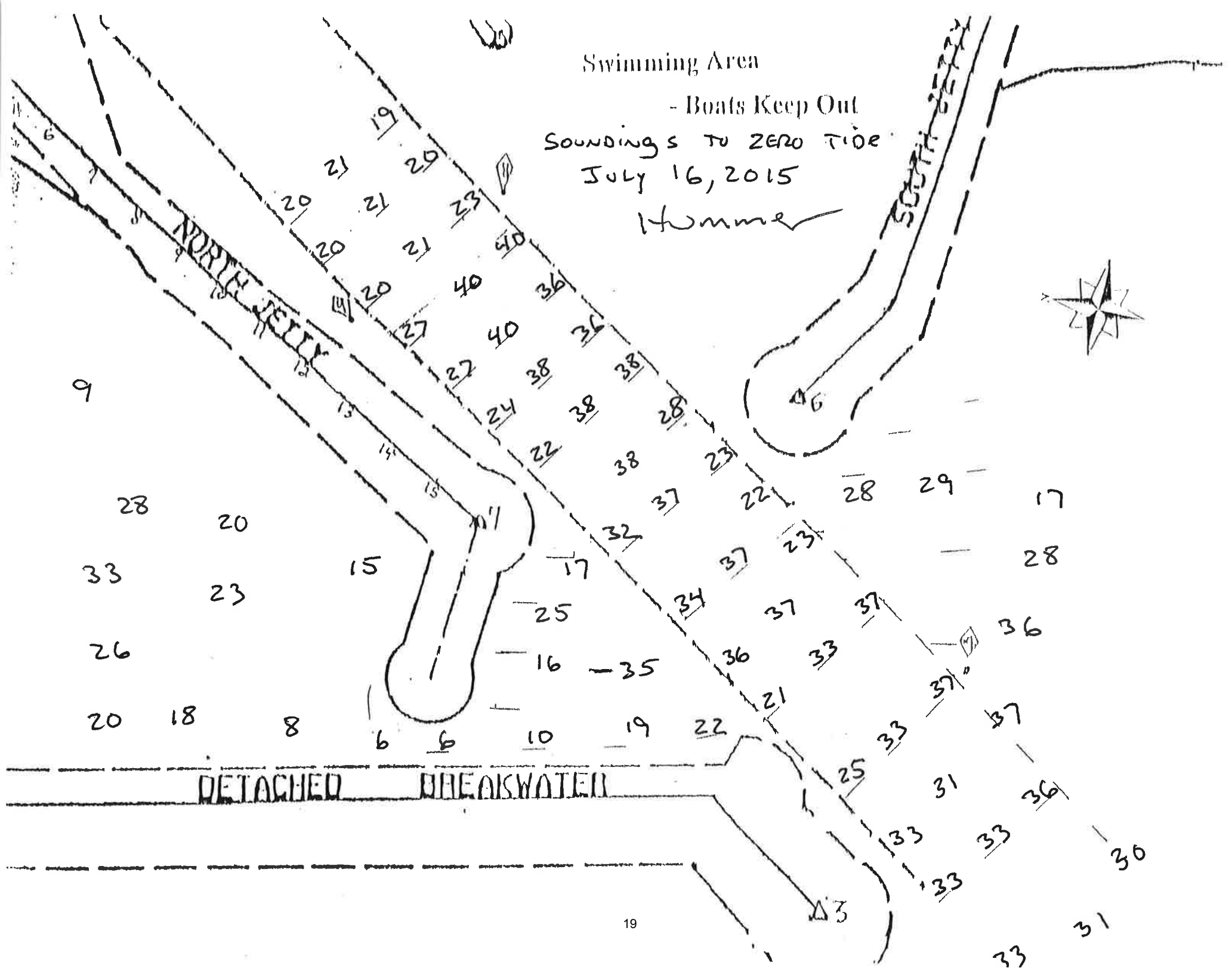
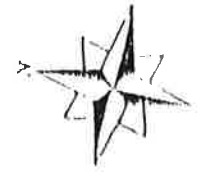
Swimming Area

- Boats Keep Out

SOUNDINGS TO ZERO TIDE

JULY 16, 2015

Hummel



**VENTURA PORT DISTRICT****DEPARTMENTAL STAFF REPORT**

Meeting Date: July 22, 2015

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TO: Board of Port Commissioners  
FROM: Frank Locklear, Marina Manager  
SUBJECT: July 2015 Marina Report

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**I. Fish Pier Jib Crane**

The one ton fish pier derrick crane was delivered to the fish pier on Monday, July 13, 2015. The installation process began immediately. The basic structure is in place as of today, Thursday, July 16<sup>th</sup>. The crane is expected to be ready for commercial fish offloading by Friday, July 24<sup>th</sup>.

**II. Market Squid Offloading**

Significant squid offloading operations began at the harbor during the week of July 6<sup>th</sup>. Between Monday, July 6<sup>th</sup> and Friday, July 10<sup>th</sup>, 2,915,657 lbs. or 1457.8 tons of market squid were offloaded. All three companies, Ventura Packers, Del Mar and State Fish were involved in this activity. The squid is good quality.

Offloading activity for the current week beginning Monday, July 13<sup>th</sup> continues to be vibrant and is projected to be in excess of 300 tons a day.

**III. Ventura Harbor Village Marina Occupancy**

June slip occupancy remained 83% of total usable slips. This number excludes eleven slips on G and H Docks that we do not wish to utilize due to deferred dock maintenance in anticipation of the future replacement of the docks.

Because of the current squid activity, our July occupancy is projected to increase. We are currently hosting an influx of newly arriving large seine vessels and anticipating the arrival of the smaller light boats that generally accompany them.

**VENTURA PORT DISTRICT**  
**DEPARTMENTAL STAFF REPORT**

Meeting Date: July 22, 2015

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TO: Board of Port Commissioners  
FROM: Jennifer Talt Lundin, Marketing Manager  
SUBJECT: July 2015 Marketing Report

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**I. Ventura Harbor Village Sales**

- 1) May 2015 Sales for Village tenants open 12 months: 4.29% overall increase from May 2014, an 11.16% overall increase in revenue to date

**II. Advertising**

- 1) Designed and printed Bill of Rights Tall Ship Posters to promote sails & tours.
- 2) Designed Bill of Rights Tall Ship banner ads to be displayed Ventura web sites.
- 3) 43,647 circ. VC Star 7/10 Time Out ¼ page ad. Pirate Days ad. (\$384)
- 4) 7,000 circ. Coastal View News (Carpinteria) 7/9. ¼ page ad. Pirate Days. (\$220)
- 5) 7,000 circ. Coastal View News (Carpinteria) 7/16. ½ page ad. Pirate Days. (\$364)
- 6) 11,000 circ. Ventura Breeze 7/8. ½ page ad. Pirates Day. (\$650- Buy one, Get one)
- 7) 15,000 circ. Santa Clarita Signal 7/16. ½ pg. Pirate Days ad. (\$517)
- 8) 150,000 circ. Valley Scene Magazine 7/10. ¼ page ad. Pirate Days. (\$315)
- 9) 67,711 circ. The Acorn 7/16. ¼ page BW ad. Pirate Days ad in T.O and Camarillo. (\$290)
- 10) 33,000 circ. VC Reporter 7/16. ½ page ad on Harbor Co-op page. Pirate Days. (\$350)
- 11) 43,647 circ. VC Star 7/17. Time Out ½ page ad. Pirate Days ad. (\$720)
- 12) Printed 500 Pirate Days business cards for distribution at Comic Con San Diego. (\$150)
- 13) Cumulus Media- week of 7/13- Ran 60. sec. Pirate Days radio ad on KBBY & KHAY. 26 spots total- reached 32,600 listeners. (\$1,205)
- 14) Gold Coast Broadcasting-week of 7/13- Ran 60 sec. Pirate Days radio ad on KOCP, KVTa and KFYV. 46 spots total- reached 79,500 listeners. (\$2,150)
- 15) Cumulus Media – one week in June – Ran 60 sec Summer Seaside radio ads on KBBY.

**III. Web Site/ Social Content**

- 1) Facebook: Increased activity from 4<sup>th</sup> of July and Pirate Days, and are now at 10,443 followers – a gain of about 500 new followers since the end of June. 5% increase.
  - a. Top posts:
    - o Celebrate 4<sup>th</sup> of July at Ventura Harbor (paid): 563 likes, 24 comments, 84 shares.
    - o Sunset from Ventura Harbor photo: 780 likes, 29 comments, 131 shares.
    - o Celebrate Pirate Days/Bill of Rights: 89 likes, 5 comments, 21 shares.
  - b. Social Media Campaigns have included: Giveaway contests via #VenturaHarbor, #VisitVentura.
  - c. Paid boost ads on Facebook scheduled for June and July to promote summer seaside
- 2) Twitter: 95 new followers since June 2015.
- 3) Instagram: 194 new followers since June 2015, 8% engagement (increase in shares/interaction).
- 4) Enewsletter – new subscribers from the Ventura County Wine Trail event.
- 5) Invited Mike Lann of Ventura Visitors and Convention Bureau and staff to come and ride the new jet skis to post review on social media.
- 6) Met with 805 Bar & Grilled Cheese staff and Coastal Cone/Parlor staff on tenant's social media campaigns. Promoting July is National Ice Cream month. Gave staff new tools to promote.

#### **IV. On Site Event Rentals / Event Promotions**

- 1) 10<sup>th</sup> Annual Pirate Days production finalized for July 18 & 19. Poster and promotional materials distributed, more engaged Harbor Village tenants with 17 participating with specials and offers specifically for Pirate Days, received \$1,550 in pre-vendor revenue. Expecting high attendance. Organized guard and reserved parking for Island Packers for both days. Two shuttle buses running from Harbor and Schooner Drive. Employee alternative parking organized at Ventura Isla Marina. Communicated with live a boards and residents about cannon fire outside Harbor.
- 2) Filming in Harbor: June 29 at E Dock, one day shoot. (\$630)
- 3) Student Film request, July 21 at Surfers Knoll Beach.
- 4) Blackbeard's rental revenue for 2015-2016 fiscal year has reached \$1,725 for July & August.
- 5) 41 weddings booked for the current fiscal year with estimated \$15,400 revenue.
- 6) 13 on site events for \$4,925 revenue; totaling \$20,325.
- 7) Ventura County Wine Trail Event on July 9<sup>th</sup> at The Collection as part of our participation in the Ventura County Wine Trail Guide. Hosted Ventura Harbor Village booth to promote dining, retail and entertainment options at the Harbor. Collected E-newsletter sign ups and guests participated in "Spin to Win" game for prizes with Ventura Harbor businesses like Wine & Cheese, Wine & Appetizers, Wine Cruise, VIP to Comedy Club, etc.
- 8) Repeat attempts to contact new Executive Director of Turning Points regarding the Kinetic Sculpture race have been unsuccessful. Christy Cantrell, from Kinetic Race, has made multiple similar attempts as well. Kinetic Race in flux for October.
- 9) Post Triathlon Meeting with staff for review. Post Beer Fest Meeting with staff for review.
- 10) Met with Island Packers team about parking solutions and elements for upcoming events.

#### **V. Public Relations/Networking/Outreach**

- 1) Arranged itinerary and activities for Alfredo Martinez on June 23 of National Geographic Magazine – a lead from relationships with the Santa Barbara Conference & Visitors Bureau.
- 2) Developed the July Wavelengths Media Newsletter sent to 1,700 working with Somerville Associates. Mentioned new jet skis, new kayak tours, Pirate Days, Island Packers Wine and Dine Tours, Summer Headquarters for Gear, Ventura Comedy Club's 7<sup>th</sup> Anniversary shows, new art exhibits, and more.
- 3) Half page editorial with photo and event detail for Pirate Days in the Ventura County Star on July 15, 2015.
- 4) Half page editorial on Pirate Days with photo in the July Santa Barbara Family Life Magazine
- 5) Hosted Frontline Tours on June 30 with the California Welcome Center staff and volunteers, included 5 tastes in the tour and retail visits.
- 6) Somerville Associates pitched and received editorial coverage with the Los Angeles Times Blog (Island Packers Cruises), Desert Sun Newspaper Palm Springs, Van Nuys Press San Fernando Valley, Park La Brea News/Beverly Press, 805 Living Magazine, Southern California Life Magazine (see attached), Inland Empire Fun Magazine.
- 7) Somerville Associated distributed Pirate Days press release and helped secured over 14 editorial placements and calendar listings to date.
- 8) Updated and printed the new Ventura Harbor Village Map & Guide for summer (12,000 copies)
- 9) Distribution of all summer materials, rack cards and maps to Harbor venues, area hotels and visitor centers.

Attachment



# The Seaside City of *Ventura*

“Surrounded by rich agricultural land, you'll find fresh seasonal fruits and vegetables year-round, much of it organic and some pesticide-free, filling field stands and locally-owned markets.”



COURTESY OF VENTURA HARBOR VILLAGE

2



BY BRENDA DAVIS PHOTOGRAPHY

3



BY BROD ELLINGER

1

BY LINDA LANG

FROM TOP LEFT CLOCKWISE:  
**1.** A statue of mission founder Junipero Serra watches over the seaside town **2.** Ventura Harbor Village attracts shoppers, diners, boating and water sports enthusiasts year-round. **3.** Surrounded by fertile farmland, residents and visitors enjoy fresh seasonal veggies, fruits and flowers year-round.



BORN OF A SPANISH MISSION OVERLOOKING THE ROLLING WAVES OF THE PACIFIC, THE CITY OF VENTURA AND VENTURA HARBOR VILLAGE EMBODY THE IDYLIC CALIFORNIA LIFESTYLE: THE BALMY YEAR-ROUND CLIMATE, SUN GLISTENING OFF THE WHITE WALLS OF RED TILE-ROOFED BUILDINGS, SPARKLING HARBOR WATERS BUSTLING WITH BOATS AND MARINE LIFE, GLORIOUS PARKS, BEACHES AND A HISTORY RICH IN THE CULTURE AND ARTS OF TODAY AND YESTERDAY.

The city grew up around Mission San Buenaventura, the ninth and last established in 1782 by Spanish missionary Junipero Serra. Its museum houses artifacts guarded by the iconic statue of Father Junipero in the mission gardens while the multi-cultural heritage of Ventura — its name derived from the mission, of course — is still reflected in districts displaying Art Deco, Craftsman, and Victorian architecture.

Downtown, you'll find lots of new shops joining the classic boutiques stocked with everything from women's and men's vintage apparel and 18th century antiques to fine jewelry, furnishings and art galleries. Notables include Betty Belts for sea-inspired jewelry and accessories; Buffalo Exchange's new and recycled fashions; Copperfield's Gift & Rarities; Pacific Ironworks, Patagonia's flagship store for eco-conscious outdoor apparel; fine jewelers such as Ormachea and Van Gundy; B On Main for beach art and décor; and Times Remembered, Ventura's largest antique and collectibles mall.

New restaurants have also joined the scene. For a quick breakfast or lunch, the 1950s-style Busy Bee Café, complete with jukeboxes, is known for its chicken fried steak and eggs and classic Rueben. For dinner, there's New American cuisine at Watermark on Main listed by Zagat; Indian fare at Bollywood; Thai & Peru featuring spicy mint squid and pineapple fried rice; Café Fiore offering rustic Italian in an elegant setting; and Winchesters Grill & Saloon which serves up flat iron steak, elk and buffalo burgers.

Surrounded by rich agricultural land, you'll find fresh seasonal fruits and vegetables year-round, much of it organic and some pesticide-free, filling

CITY OF VENTURA

field stands and locally-owned markets. These carry everything from handmade tamales and fresh breads to free-range eggs, cheeses, sausages, fresh fish, organic beef, herbs, and wide varieties of flowers, fruits and veggies.

Within walking distance of historic downtown is the Ventura County Fairgrounds, which attracts fans of seasonal horseracing, year-round concerts and music festivals. Further down is San Buenaventura State Beach's two miles of sand dunes and picnic tables adjacent to the historic San Buenaventura Pier. Here you can picnic, run, hike, bike, skate, find moped and electric cart rentals at Wheel Fun Rentals while surfers challenge the waves at famed Surfer's Point.

Public art is also an integral part of the Ventura landscape. Beneath the 101 freeway overpass is Tortilla Flats, a colorful collage of multimedia murals on four 15 X 66-foot panels celebrating the neighborhood's blended culture. It was also here that residents once gathered to listen to some of

the 20th century's biggest bands including Tommy Dorsey and artists such as guitarist, singer and songwriter Chuck Berry, one of the pioneers of rock and roll. Ventura's famous Art Walks are also held twice a year in downtown as well as street fairs, holiday celebrations and parades.

**VENTURA HARBOR VILLAGE**

At the end of Spinnaker Drive, which can be reached by car or the new Downtown-Harbor Trolley, is Ventura Harbor Village & The Channel Islands National Park Visitor Center. Built 50 years ago, the village offers 35 shops and dockside restaurants, Village Carousel & Arcade, boat slips, and a wide variety of water sports, boating and sightseeing cruise options.

From Ventura Boat Rentals, you can rent electric boats, pedal boats, surf bikes, kayaks and paddleboards by the hour. Divers, novice and expert, can choose from charters offered by Raptor Dive Charters, Explorer Dive Boat, Spectre Dive



4

BY BROCK ELLINGER

5



BY MIKE LAAN

ON THIS PAGE: **4.** Olivas Adobe, Ventura's last remaining Monterey-style adobe home, is listed on the National Register of Historic Places. **5.** Busy Bee Café is a fun place for steak and eggs, classic Ruebens and Chicago Burgers with pastrami. **6.** Watermark on Main, in a beautifully restored 1920s bank building, stores its liquor and wine in the original bank vault. **7.** Kayaks and other water craft can be rented by the hour.



6

BY MIKE LAAN



7

COURTESY OF VENTURA HARBOR VILLAGE

## CITY OF VENTURA



8

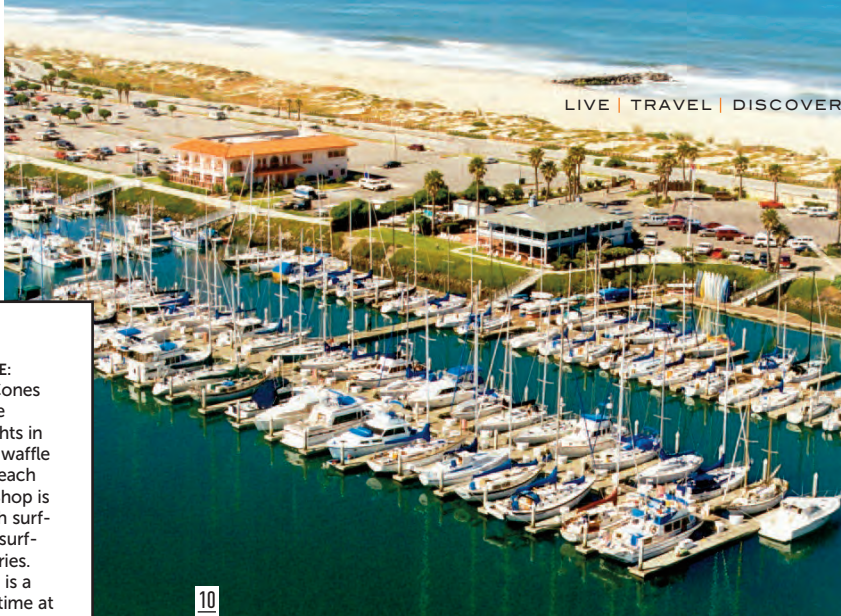
Boat and Peace Dive Boat. Channel Islands Kayak Center rentals of single or double kayaks include paddles, helmets and life vests. If you're looking to cast a line for whitefish, barracuda, halibut or sea bass, Ventura Harbor Sport fishing offers open and private charters now through December while Pacific Sailing Lessons & Charters' has private three-hour seaventures.

Shops and galleries include Beach Break Surf Shop for boards and accessories; Harbor Wind & Kite Company's some 1,000 kites, decorative flags and wind chimes; Hats Unlimited with 1,000 different head covers; Ventura Swimwear; and Barefoot

ON THIS PAGE:  
**8.** Coastal Cones serves its ice cream delights in homemade waffle cones. **9.** Beach Break Surf Shop is stocked with surfboards and surfing accessories. **10.** Boating is a favorite pastime at Ventura Harbor. **11.** The Greek At The Harbor is one of the area's popular dining spots. **12.** Anacapa is one of five islands in Channel Islands National Park.

Boutique's women's apparel. If art is a passion, you can peruse Tina O'Brien Gallery & Studio's collection of fine landscape paintings and Ventura County Potters' Guild, exclusive home of original works by 21 local artists.

Also a working harbor with a thriving fishing industry, fresh catches are supplied daily to the markets and restaurants. Seafood enthusiasts enjoy wonderful waterfront dining spots such as Andria's Seafood Restaurant & Market, voted "Best Seafood in Ventura" by the *Ventura County Star* and *Ventura County Reporter*; Brophy Brothers Restaurant & Clam Bar; and Rhumb Line Sunset Restaurant, ranked among the Top 100 Scenic



10



11

View Restaurants by Open Table Diners, and known for its blackened sea bass, Southern shrimp and grits, and signature Prince Edward Island mussels.

On the ethnic culinary front, you'll find The Greek At The Harbor, complete with belly dancing; Harbor Sushi; Margarita Villa Mexican Restaurant; and whenever the sweet tooth stirs, you can indulge in a French pastry or dessert at Le Petit Café & Bakery or a homemade waffle cone ice

cream treat from Coastal Cone.

As the sun sets, Ventura nightlife awakens with live entertainment. At the Ventura Harbor Comedy Club, catch acts every Wednesday through Sunday with headliners from The Tonight Show, HBO, Comedy Central and David Letterman. And downtown are Music under the Stars Outdoor Summer Concerts at the historic Olivas Adobe on Saturdays, July 11 to September 5.

To find out more about Channel Islands National Park and National Marine Sanctuary, known as "The American's Galapagos," stop in at the park visitor center next to the village. Here you and the kids can learn about the five islands — home to some 2,000 plant species and animals — view a 25-minute video narrated by actor Kevin Costner, and check out Island Packers' sightseeing cruises and excursions to the islands, painted caves and more. ♦



9



12



Ventura is off scenic Highway 101, 60 miles north of Los Angeles. For more info visit [www.visitventuraca.com](http://www.visitventuraca.com) and [www.VenturaHarborVillage.com](http://www.VenturaHarborVillage.com)

**VENTURA PORT DISTRICT**  
**DEPARTMENTAL STAFF REPORT**

Meeting Date: July 22, 2015

TO: Board of Port Commissioners  
FROM: Robin Baer, Property Manager  
SUBJECT: July 2015 Property Report

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**I. Tenant Improvements Underway**

- 1) Wild Local Seafood Co. - 1559 Spinnaker Drive, #105 - We have received approval from Ventura County Environmental Health Department on the restaurant design. The drawings have been resubmitted with the City of Ventura changes as requested, we are waiting on approval. Tenant has selected a contractor and we look forward to a start date.
- 2) The 805 Bar & Grilled Cheese and Copa Cubana - 1575 Spinnaker Drive, #102 - This project is waiting on permit approval from City of Ventura Community Development Department. Estimated opening date is September 2015.

**II. Lease Negotiations In Progress**

- 1) Milano's Italian Restaurant – A new lease has been signed. Tenant is setting up meetings with bar designer and creating the best use of the space. This new location of the bar will allow for 'happy hour' activities and increase revenues. We estimate construction start date in Winter 2015.
- 2) The Greek at the Harbor Restaurant - Working with tenant on a new lease. We are discussing tenant improvement allowance and finalizing proposed lease terms.
- 3) Ventura Boat Rentals/Just for Dreamers – We sent this tenant a Notice of Month-to-Month Tenancy option on June 3, 2015 that allows them to continue operating. We will regroup in January 2016 to determine what type of lease to move forward with for the future.

**III. Special Projects**

- 1) Internet Fiber Technology Project --- COMPLETED.
  - a. Advantage Telecom (independent contractor) has already contacted several tenants and is setting up fiber services for each individual requirement.
  - b. Phase Two - Now that the fiber infrastructure is in place we are working with Horizon Communications to put together an outdoor WiFi design to build on top of this platform.

**IV. Occupancy level at Harbor Village**

Note: Office vacancy reduced 2,760 square feet from last month.

91% Occupied; total vacancy 9%

*Vacancy includes month-to-month art galleries*

Offices 1,294 square feet

Retail 4,734 square feet

Restaurant 1,537 square feet

94% Occupied; total vacancy 6%

*Vacancy does not include month-to-month art galleries*

Offices 1,294 square feet

Retail 2,014 square feet\*

Restaurant 1,537 square feet\*\*

*\*Includes space previously occupied by Cory Tile Art and Munch Photography*

*\*\* Includes Blackbeard's Restaurant*

**JULY 22, 2015**

**BOARD OF PORT COMMISSIONERS**

---

**CONSENT AGENDA ITEM A**

**APPROVAL OF FINANCIAL STATEMENTS AND CHECKS**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM A**  
Meeting Date: July 22, 2015

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

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**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3281:

- a) Accepting the May 2015 financial statements; and
- b) Approving the payroll and regular checks for May 2015.

**DISCUSSION:**

Attached for the Board's review are the financial statements and the regular accounts payable checks for May 2015. Supplementary Notes to the financial statements are located directly behind the Statement of Income and Expense report.

Disbursements

The accounts payable check register for May 2015 is located after all the financial statement documents as Attachment 3. Each check on the register includes a brief description of its purpose. Directly behind the check register, you will find details of the charges made through the District's Chase Bank credit cards for May 2015 as Attachment 4.

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

May 2015 -

- Rasmussen & Associates was paid \$5,953 as a progress payment on the Village roof renovation projection.
- Horizon Communications Tech was paid \$25,564 as a progress payment on the Village Fiber Optic WiFi project.

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 May payroll of \$201,156 represents three regular payroll periods.

**ATTACHMENTS:**

Attachment 1 – Resolution No. 3281

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

Attachment 3 – Accounts Payable Check Register for May 2015

Attachment 4 – Chase Credit Card Charges May 2015



**RESOLUTION NO. 3281**

**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 May 2015;
- B. The following Checks are hereby reviewed:
  - 1) Payroll Checks #8911-8922 and direct deposits inclusive in the amount of \$201,156 for May 2015 salaries, and;
  - 2) Regular Checks #41948-42123 in the amount of \$198,611 for May 2015 expenditures.

**PASSED, APPROVED, AND ADOPTED** at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on July 22<sup>nd</sup>, 2015, Resolution No. 3281 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 May 31, 2015

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
<b>OPERATING REVENUES</b>						
Parcel Lease Income	\$ 235,000	\$ 232,976	\$ (2,024)	\$ 2,825,000	\$ 2,770,506	\$ (54,494)
Dry Storage Income	6,700	7,045	345	73,300	76,495	3,195
Fisherman's Storage	5,800	6,070	270	64,200	63,691	(509)
Parking Income	4,250	7,879	3,629	50,750	57,139	6,389
Miscellaneous Income/Rentals	4,215	505	(3,710)	79,505	70,708	(8,797)
Village Income						
Harbor Village Lease Income	171,250	182,264	11,014	2,021,750	2,079,337	57,587
Commercial Fishing	8,900	15,905	7,005	211,100	240,545	29,445
Miscellaneous Income	495	201	(294)	5,500	4,384	(1,116)
Harbor Event Fees	3,000	1,173	(1,827)	30,000	38,567	8,567
Marketing Booth/Vendor Income	100	95	(5)	8,700	11,667	2,967
Co-Op Advert/Sponsorship	750	0	(750)	15,750	17,225	1,475
Merchants Promo Fund	5,984	6,865	881	74,020	78,958	4,938
Slip Rentals	71,400	71,784	384	778,600	784,096	5,496
Dock Electrical Income	2,000	2,322	322	24,000	29,487	5,487
C A M Income	20,000	21,807	1,807	250,000	252,523	2,523
<b>Total Oper. Revenues</b>	<b>\$ 539,844</b>	<b>\$ 556,891</b>	<b>\$ 17,047</b>	<b>\$ 6,512,175</b>	<b>\$ 6,575,328</b>	<b>\$ 63,153</b>
<b>OPERATING EXPENSES</b>						
<b>Personnel Expenses</b>						
Salaries & Wages						
Regular Salaries	\$ 154,385	\$ 146,295	\$ 8,090	\$ 1,875,615	\$ 1,846,764	\$ 28,851
Part-time Help	11,600	4,313	7,287	79,730	56,901	22,829
Overtime Pay	650	575	75	43,775	34,770	9,005
Holiday Pay	0	0	0	24,875	25,761	(886)
Total Salaries & Wages	\$ 166,635	\$ 151,183	\$ 15,452	\$ 2,023,995	\$ 1,964,196	\$ 59,799
Other personnel expenses						
Retirement Contributions	\$ 34,640	\$ 31,868	\$ 2,772	\$ 423,955	\$ 404,959	\$ 18,996
Payroll Taxes	4,660	2,478	2,182	38,805	31,767	7,038
Worker's Comp Ins.	35,145	35,038	107	280,695	278,960	1,735
OPEB Liability	6,430	6,552	(122)	70,620	70,988	(368)
Medical & Life Ins.	22,480	20,784	1,696	249,016	238,544	10,472
Optional Benefit Plan	16,350	15,451	899	176,610	175,615	995
Uniforms & Tool Allowances	3,825	1,230	2,595	41,200	29,607	11,593
Total - Other Personnel Expenses	\$ 123,530	\$ 113,401	\$ 10,129	\$ 1,280,901	\$ 1,230,440	\$ 50,461
Total Personnel Expenses	\$ 290,165	\$ 264,584	\$ 25,581	\$ 3,304,896	\$ 3,194,636	\$ 110,260

Monthly Report  
(Unaudited)

# ATTACHMENT 2

## Ventura Port District Statement of Income and Expenses For the Period Ended May 31, 2015

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
<b>General Expenses</b>						
Advertising	\$ 1,000	\$ 3,043	\$ (2,043)	\$ 16,000	\$ 7,309	\$ 8,691
Auto Mileage & Allowance	1,250	394	856	13,750	11,243	2,507
Auto/Boat Equip & Maint	8,005	8,049	(44)	124,295	132,017	(7,722)
Bad Debt	0	0	0	36,000	24,375	11,625
Bank Fees & Other Misc	1,300	2,315	(1,015)	14,200	9,633	4,567
Building Maintenance	26,450	2,408	24,042	207,550	147,280	60,270
Bldg Maint-Tenant Improvmnts	25,000	8,990	16,010	205,000	149,223	55,777
Accessibility Improvements	47,750	5,855	41,895	217,250	107,627	109,623
Communications	3,550	3,788	(238)	37,450	40,355	(2,905)
Conferences & Training	3,500	2,277	1,223	48,000	33,603	14,397
Dock Maint. & Repair	2,500	5,117	(2,617)	56,500	40,208	16,292
Village Enhancements	4,000	0	4,000	46,000	19,560	26,440
Equipment Rental	2,950	2,258	692	19,050	9,430	9,620
General Insurance	33,133	33,074	59	240,665	240,370	295
Grounds Maintenance	23,800	4,429	19,371	141,500	85,011	56,489
General Harbor Maintenance	420	0	420	4,620	4,668	(48)
Janitorial Supplies	3,100	3,437	(337)	41,975	38,144	3,831
Land/Building Rental Expense	5,800	5,762	38	64,200	63,691	509
Marketing & Promotions	20,660	5,323	15,337	262,760	216,526	46,234
Memberships & Subscriptions	250	108	142	20,200	18,493	1,707
Office Supplies & Equipment	4,250	2,967	1,283	50,200	25,885	24,315
Computer Equip & Supplies	1,000	1,135	(135)	20,000	9,785	10,215
Operating Supplies	4,350	2,771	1,579	50,150	24,548	25,602
Other Equipment & Repairs	3,530	765	2,765	37,970	29,258	8,712
Professional Services - Legal	15,000	13,646	1,354	225,000	219,755	5,245
Professional/Outside Services	31,625	18,706	12,919	423,491	312,282	111,209
Utilities	20,200	10,373	9,827	337,200	309,010	28,190
Dredging Related Expenses	21,255	14,265	6,990	239,245	213,147	26,098
Total General Expenses	\$ 315,628	\$ 161,255	\$ 154,373	\$ 3,200,221	\$ 2,542,436	\$ 657,785
<b>Total Operating Expenses</b>	\$ 605,793	\$ 425,839	\$ 179,954	\$ 6,505,117	\$ 5,737,072	\$ 768,045
<b>Oper. Income(Loss) Before Deprec.</b>	\$ (65,949)	\$ 131,052	\$ 197,001	\$ 7,058	\$ 838,256	\$ 831,198
Depreciation	\$ 83,000	\$ 82,019	\$ 981	\$ 908,000	\$ 900,857	\$ 7,143
<b>Operating Income (Loss)</b>	\$ (148,949)	\$ 49,033	\$ 197,982	\$ (900,942)	\$ (62,601)	\$ 838,341

Monthly Report  
(Unaudited)  
2

# ATTACHMENT 2

## Ventura Port District Statement of Income and Expenses For the Period Ended May 31, 2015

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
<b>NON-OPERATING REVENUES</b>						
<b>General</b>						
Investment Income (Loss)	\$ 0	\$ 157	\$ 157	\$ 19,000	\$ 30,489	\$ 11,489
Tax Income	5,000	5,314	314	1,005,000	1,013,617	8,617
Intergov't Revenue	0	0	0	0	8,301	8,301
Sale of Fixed Assets	0	0	0	0	12,914	12,914
Total General Non-Oper. Income	\$ 5,000	\$ 5,471	\$ 471	\$ 1,024,000	\$ 1,065,321	\$ 41,321
<b>Special Funding</b>						
DBAW Grants-Misc	\$ 13,500	\$ 3,060	\$ (10,440)	\$ 19,500	\$ 10,563	\$ (8,937)
DBAW Grants-Launch Ramp	0	0	0	0	0	0
Total Special Funding	\$ 13,500	\$ 3,060	\$ (10,440)	\$ 19,500	\$ 10,563	\$ (8,937)
TOTAL NON-OPER. REVENUES	\$ 18,500	\$ 8,531	\$ (9,969)	\$ 1,043,500	\$ 1,075,884	\$ 32,384
<b>NON-OPERATING EXPENSES</b>						
Interest Expense	\$ 1,440	\$ 1,437	\$ 3	\$ 668,560	\$ 675,233	\$ (6,673)
Total Non-Oper. Expenses	\$ 1,440	\$ 1,437	\$ 3	\$ 668,560	\$ 675,233	\$ (6,673)
Non-Operationing Income (Loss)	\$ 17,060	\$ 7,094	\$ (9,966)	\$ 374,940	\$ 400,651	\$ 25,711
CHANGES IN NET POSITION	<u>\$ (131,889)</u>	<u>\$ 56,127</u>	<u>\$ 188,016</u>	<u>\$ (526,002)</u>	<u>\$ 338,050</u>	<u>\$ 864,052</u>

Monthly Report  
(Unaudited)

## ATTACHMENT 2

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

#### Operating Income:

**Parcel Lease Income** – (under budget \$54,494) Under this category for master tenants, there is an aggregate of \$54,494 under budget for the period ending 5/31/15. Some of the contributing factors include:

- The lease transaction fee (\$50,000) for the Ventura Harbor Boatyard will be amortized over the life of the lease (25 years) instead of being included in its entirety as revenue in the month it is received as per discussions with the District's auditors.
- A decrease in the percentage rents received in January from the Boatyard.
- A reduction in boat charters from Parcel 20. The boats were hauled out for annual maintenance in January and February.
- Occupancy levels at Ventura West Marina Phase I dropped 2% to date.
- On the positive side, the revenues from the Four Points Sheraton continue to increase higher than projected.

The parcel lease revenue for the month of May was in-line with the budget.

**Harbor Village Lease Income** – (exceeds budget \$57,587) This increase continues to reflect an increase in percentage rents for retail and restaurant tenants. Some contributing factors include:

- Favorable weather conditions in the past five to six months seem to have been a significant factor in increased sales.
- Ventura Harbor Fuel Dock sales were higher than anticipated for 2014 resulting in higher percentage rents to the District.

**Commercial Fishing** – (exceeds budget \$29,445) This increase continues to reflect income from the offloading of non-squid species of fish.

#### Operating Expenses:

**Personnel Expenses** – (under budget \$110,260) Most of the personnel categories are under budget.

- Regular and Part-time wages - Contingencies included in the budgeted regular and part-time wages for workers compensation coverage were not utilized.
- Retirement Contributions - An error was discovered in the budgeted retirement calculation causing this budget category to be overstated approximately \$10,000.
- Medical Insurance Benefits were affected by the retirement of two employees.

**Advertising** – (under budget \$8,691) This budget item is reduced overall because of streamlining the Parade of Lights party and fewer classified ads.

**Auto/Boat Equip & Maint** – (exceeds budget \$7,722) March expenses are over budget due to cost overruns for work on Patrol Boat 19. The May expenses are right in-line with the budget.

**Bldg Maint** – (under budget \$60,270) The General Manager asked staff to reduce spending in this category.

**Bldg Maint-Tenant Improvements** – (under budget \$55,777) This category is one that is usually divided by twelve months equally. A few of the budgeted TI's were not completed in the current fiscal year and will be brought to the Board for approval as needed in the new fiscal year.

**Accessibility Improvements** – (under budget \$109,623) Improvements at Harbor Village are in the planning stages and will continue into the new fiscal year.

## ATTACHMENT 2

### **Supplementary Notes to Statement of Income and Expenses Continued for the period ending May 31, 2015 – Budget to Actual Analysis**

**Conferences & Training** – (under budget \$14,397) This category is under budget in an attempt to reduce expenses. The General Manager has asked the department managers to focus on key conferences and training programs. Also, the District's Dredging Consultant saved the District over \$4,000 by staying with a friend for both the September 2014 and the March 2015 CMANC Washington DC conferences. The conferences for the month of May are slightly under the budget.

**Dock Maint. & Repair** – (under budget \$16,292) It was determined that repairs would be needed on the Harbor Village docks G & H. Some dock repairs were completed in May and the remaining repairs were carried forward into the new fiscal year.

**Village Enhancements** – (under budget \$26,440) The General Manager asked staff to reduce spending in this category which includes individual tenant awnings.

**Equipment Rental** – (under budget \$9,620) In prior years inclement weather has made it necessary to rent heavy equipment to correct sand movement on the beaches and parking lots between Surfers Knoll and Harbor Cove. This category is under budget for the current year because there was no need to rent the equipment as there was an unusually small amount of sand movement on the beaches.

**Grounds Maintenance** – (under budget \$56,489) The General Manager asked staff to reduce spending in this category which includes outdoor lighting, landscaping/irrigation repairs and signage.

**Marketing and Promotions** – (under budget \$46,234) Marketing anticipates using the remaining funds in this fiscal year to promote and produce events during the summer such as the Pirates Day Festival coming up in July.

**Office Supplies & Equipment** – (under budget \$24,315) This category is divided by twelve months. The General Manager asked staff to reduce spending in this category. The purchase of Boardroom recording/sound equipment (\$10,000) is budgeted in this category. This recording equipment has been purchased and has been posted to capital improvements equipment which has attributed to this expense category being under budget. Security cameras were purchased and installed during the month of May.

**Computer Equipment** – (under budget \$10,215) This category is divided by twelve months. The General Manager asked staff to reduce spending in this category. This budget item includes funds for contingencies to replace failed computer equipment that may come up during the year as well as planned replacement of equipment. The month of May was in-line with the budget.

**Operating Supplies** – (under budget \$25,602) This category is under budget in two departments, Patrol and Harbor Village Marina. Patrol historically purchases operating supplies in May and June so it is anticipated they will use the remainder of their budget. Harbor Village Marina budgeted for Marina software in the current year that is likely to be deferred to the new budget.

**Professional/Outside Services** – (under budget \$111,209) This category is under budget primarily in professional service for the Administration department.

- \$30,000 was budgeted that will not be used (HR/Union services and a parking count survey)
- The State Lifeguard professional service agreement for the summer of 2014 has \$8,000 remaining. Based on prior years, these funds may or may not be charged as the State charges based on actual billable hours for the life guard services.

## ATTACHMENT 2

### **Supplementary Notes to Statement of Income and Expenses Continued for the period ending May 31, 2015 – Budget to Actual Analysis**

**Utilities** - (under budget \$28,190) This category consists of water, electricity, gas and trash expenses.

- Water is under budget by \$3,000 to date, (approximately \$270 per month).
- Electricity is under budget by \$13,500 of which \$3,400 was an unexpected credit received in May (approximately \$900 per month).
- Gas is under budget by \$2,000 to date, and
- Trash is under budget by \$9,500 to date (approximately \$860 per month).

When you break the categories down, the variances are reasonable for 11 months of estimating utility charges.

**Dredging Related Expenses** – (under budget \$26,098) This category is divided by twelve months for the year. Some budget funds will remain at the end of the fiscal year.

# ATTACHMENT 2

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

### CURRENT ASSETS

Cash in Banks	2,537,501
Accounts Receivable	685,583
Notes Receivable	35,329
Taxes Receivable	27,234
Interest Receivable	5,145
Prepaid Expenses	99,411
Inventory of supplies	32,119

**TOTAL CURRENT ASSETS** \$3,422,322

### RESTRICTED ASSETS

Cash - Dredging	3,020,979
Cash - Improvement	4,374,714
Cash - Fisheries Complex	25,024

**TOTAL RESTRICTED ASSETS** \$7,420,717

### FIXED ASSETS

Land	2,342,629
Harbor Improvements	33,171,349
Equipment	1,456,671

Accumulated depreciation (14,285,842)

**NET FIXED ASSETS** \$22,684,807

### OTHER ASSETS

Investments-Unrestricted Reserves	1,491,435
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**TOTAL OTHER ASSETS** \$1,491,435

**TOTAL ASSETS** \$35,019,281

### DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	225,551
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**TOTAL DEFERRED OUTFLOWS OF RESOURCES** \$225,551

### TOTAL ASSETS AND DEFERRED

**OUTFLOWS OF RESOURCES** \$35,244,832

### CURRENT LIABILITIES

Accounts Payable	392,253
Accrued Interest	386,620
Current Portion LT Debt	616,306
Current Portion OPEB Liability	8,676
Accrued Payroll	24,147
Employee Compensated Absences	225,185

**TOTAL CURRENT LIABILITIES** \$1,653,187

### LONG TERM DEBT

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

### OTHER LIABILITIES

OPEB Liability LT	401,989
Unearned Revenue	190,500
Security Deposits	163,675

**TOTAL OTHER LIABILITIES** \$756,164

**TOTAL LIABILITIES** \$16,091,505

### EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	13,537,613
Current Year Retained Earnings	338,050

**TOTAL EQUITY** \$19,153,327

### DEFERRED INFLOW OF RESOURCES

Nothing to report	0
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**TOTAL DEFERRED INFLOW OF RESOURCES** \$0

### TOTAL LIABILITIES, EQUITY, AND

**DEFERRED INFLOW OF RESOURCES** \$35,244,832

## ATTACHMENT 2

### Ventura Port District Cashflow Statement As of May 31, 2015

#### Enterprise Fund

Operating Income	6,575,328
Non-Operating Income	1,075,884
Total Income	<u>\$ 7,651,212</u>
Operating Expenses	6,637,929
Non-Operating Expenses	675,233
Total Expenses	<u>\$ 7,313,162</u>
Change in Net Position-Accrual Basis	\$ 338,050
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(616,306)
Deferred amount on refundings	15,807
Net cash from sale of capital assets	137,086
Acquisitions of Capital Assets	(203,074)
Net Cash provided (used) by Capital & Financing	<u>\$ (666,487)</u>
Operating Income Adjustments:	
Depreciation	900,857
(Increase)decrease in receivables	1,589,947
(Increase)decrease in prepaid Items	164,716
Increase(decrease) in payables	169,000
Increase(decrease) in unearned revenue	79,029
Increase (decrease) in tenant deposits	9,094
Net Cash provided by Operating Activities	<u>\$ 2,912,643</u>
NET Increase (Decrease) in Cash	\$ 2,584,206
Add: Beginning Cash 7/1/14	\$ 8,865,446
Ending Cash at 5/31/15	\$ 11,449,652

Monthly Report  
(Unaudited)

## ATTACHMENT 2

### Ventura Port District Distribution of Cash as of May 31, 2015

<u>Enterprise Fund</u>	Current Balance
<u>Cash</u>	
Cash on Hand (undeposited)	1,261
Cash in Checking (Wells Fargo Bank)	184,430
Cash in County Treasury	<u>16,600</u>
<b>Total Cash Available for Normal Operations</b>	<b>\$ 202,291</b>
 <u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	2,335,209
Stifel Nicolaus	<u>1,491,435</u>
<b>Total Investments Unrestricted Reserves</b>	<b>\$ 3,826,644</b>
 <u>Dredging Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>3,020,979</u>
<b>Total Dredging Reserves</b>	<b>\$ 3,020,979</b>
 <u>Capital Improvement Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>4,374,714</u>
<b>Total Capital Improvement Reserves</b>	<b>\$ 4,374,714</b>
 <u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>25,024</u>
<b>Total Fisheries Complex Reserves</b>	<b>\$ 25,024</b>
 <b>TOTAL CASH AND INVESTMENTS</b>	 <b><u>\$ 11,449,652</u></b>

## ATTACHMENT 2

### Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>5/31/2015</u>	Year to Date Ended <u>5/31/2014</u>	Increase (Decrease)	
<b>Parcel Leases</b>				
Ventura Harbor Marine Assoc	150,168	134,793	15,375	11%
Dave's Fuel Dock	8,431	8,524	(93)	-1%
Sheraton 4 Points-Harbortown	375,050	347,033	28,017	8%
Harbortown Point	72,105	70,670	1,435	2%
Oceans West Marina	257,824	256,296	1,528	1%
Ventura Isle Marina	600,233	604,161	(3,928)	-1%
Ventura Marina Mobile Park	394,538	392,657	1,881	0%
Ventura West Marina	447,016	453,368	(6,352)	-1%
Ventura Yacht Club	107,001	104,903	2,098	2%
Vta Harbor Boatyard	295,853	297,025	(1,172)	0%
Sonderman Ring	60,000	60,000	0	0%
Total Parcel Lease	<u>2,768,219</u>	<u>2,729,430</u>	<u>38,789</u>	1%
Fees & Reimbursements	<u>2,287</u>	<u>-</u>	<u>2,287</u>	
Total Parcel Leases	2,770,506	2,729,430	41,076	2%
<b>Ventura Harbor Village</b>				
Retail Rents	412,608	405,976	6,632	2%
Restaurant Rents	832,909	808,283	24,626	3%
Office Rents	511,418	502,250	9,168	2%
Charters	322,402	313,282	9,120	3%
Total Village	<u>2,079,337</u>	<u>2,029,791</u>	<u>49,546</u>	2%
Commercial Fishing	240,545	303,457	(62,912)	-21%
<b>TOTAL</b>	<b>5,090,388</b>	<b>5,062,678</b>	<b>27,710</b>	<b>1%</b>

Monthly Report  
(Unaudited)

## ATTACHMENT 2

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

	MONTH OF MAY			YEAR TO DATE 5/31			% change FY13-14 to Current Yr
	2012-13	2013-14	Current	2012-13	2013-14	Current	
<b><u>Operating Income</u></b>							
Parcel Leases	222,822	223,689	232,976	2,668,451	2,729,430	2,770,506	2%
Dry Storage	8,276	7,107	7,045	89,180	82,342	76,495	-7%
Other Operating	9,240	14,490	14,454	161,192	170,278	191,538	12%
Harbor Village Leases	182,535	184,019	182,264	2,040,600	2,029,791	2,079,337	2%
Commercial Fishing	12,544	11,661	15,905	170,488	303,457	240,545	-21%
Slips	80,489	72,628	71,784	878,332	831,804	784,096	-6%
CAM	25,999	24,100	21,807	289,340	262,945	252,523	-4%
Marketing	7,418	7,104	6,865	80,468	76,215	78,958	4%
Electrical Slips	2,182	2,332	2,322	28,683	27,438	29,487	7%
Other Operating	5,448	5,626	1,469	49,161	71,126	71,843	1%
<b>Total Operating Income</b>	<b>556,953</b>	<b>552,756</b>	<b>556,891</b>	<b>6,455,895</b>	<b>6,584,826</b>	<b>6,575,328</b>	<b>0%</b>
<b><u>Operating Expenses</u></b>							
Harbor Patrol	92,547	148,954	86,641	875,739	998,393	1,070,963	7%
Maintenance	104,321	90,549	62,965	943,518	1,115,582	1,095,468	-2%
Administration	151,203	159,613	124,818	1,428,020	1,553,790	1,593,006	3%
Marina	60,599	50,311	48,242	652,422	599,114	605,651	1%
C A M	62,365	67,100	67,933	657,851	658,068	756,697	15%
Marketing	31,462	40,439	20,975	361,969	411,777	402,139	-2%
Dredging	12,947	13,923	14,265	237,566	228,228	213,148	-7%
<b>Total Operating Expenses</b>	<b>515,444</b>	<b>570,889</b>	<b>425,839</b>	<b>5,157,085</b>	<b>5,564,952</b>	<b>5,737,072</b>	<b>3%</b>
<b><u>NET OPERATING INCOME</u></b>	<b>41,509</b>	<b>(18,133)</b>	<b>131,052</b>	<b>1,298,810</b>	<b>1,019,874</b>	<b>838,256</b>	<b>-18%</b>
<b><u>Non-operating Income</u></b>							
Interest	-	10,764	157	34,756	97,881	30,489	
Taxes	8,095	8,799	5,314	927,846	974,139	1,013,617	4%
Other	-	-	3,060	24,772	8,942	31,778	
<b>Total Non-operating Income</b>	<b>8,095</b>	<b>19,563</b>	<b>8,531</b>	<b>987,374</b>	<b>1,080,962</b>	<b>1,075,884</b>	<b>0%</b>
<b><u>Non-Operating Expenses</u></b>							
Depreciation	72,911	74,685	82,019	802,114	821,442	900,857	
Debt Service	3,587	1,437	1,437	751,695	702,263	675,233	
Other	1,127	-	-	21,454	-	-	
<b>Total Non-operating Expenses</b>	<b>77,625</b>	<b>76,122</b>	<b>83,456</b>	<b>1,575,263</b>	<b>1,523,705</b>	<b>1,576,090</b>	<b>3%</b>
<b><u>NET NON-OPER. INCOME</u></b>	<b>(69,530)</b>	<b>(56,559)</b>	<b>(74,925)</b>	<b>(587,889)</b>	<b>(442,743)</b>	<b>(500,206)</b>	
<b>TOTAL INCOME (LOSS)</b>	<b>(28,021)</b>	<b>(74,692)</b>	<b>56,127</b>	<b>710,921</b>	<b>577,131</b>	<b>338,050</b>	<b>-41%</b>

Monthly Report  
(Unaudited)

# ATTACHMENT 3

## Accounts Payable Check Register - May 2015

Ventura Port District  
Wells Fargo Checking

6/15/2015

Check	Date	Payee	Name	Description	Amount	Voided Amount
41948	5/7/2015	8251	** Voided **	Check stub used to list invoices		-
41949	5/7/2015	8251	Ventura Water	Water utility usage-bi-monthly	23,775.84	
41950	5/8/2015	1060	AFLAC	Salary reduction benefit - April	362.42	
41951	5/8/2015	1108	Airgas Inc.	Boat fuel filters and misc boat maintenance supplies	176.15	
41952	5/8/2015	1178	American Office Products	Office supplies	44.82	
41953	5/8/2015	1259	Applied Environmental Inc.	Water quality monitoring/testing as required for dredging	975.00	
41954	5/8/2015	1321	Avalon Door & Windows Inc.	Operating supplies	29.56	
41955	5/8/2015	1440	Beacon Marine Chandlery Inc	Operating supplies	81.53	
41956	5/8/2015	1444	Bethany Anderson	Ad production, Pirates Day	125.00	
41957	5/8/2015	1663	Burons Preferred Pumping Inc.	Quarterly grease trap inspection/hydro pump Village main line	1,800.00	
41958	5/8/2015	1676	Carquest Auto Parts	Parts/repairs to maintenance vehicles	15.03	
41959	5/8/2015	1725	C E D	Shop supplies	332.61	
41960	5/8/2015	1762	Canon Financial Services	Copier lease for VPD HDQ and Marketing office	795.50	
41961	5/8/2015	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	764.23	
41962	5/8/2015	2031	County Of Ventura	Annual Hazardous Waste permit fee for 1603 Anchors Way	539.60	
41963	5/8/2015	2202	Dave's Marine Fuel Service	Fuel for Patrol boat	2,931.51	
41964	5/8/2015	2331	Dial Security Inc	Dockmaster/security coverage	1,200.00	
41965	5/8/2015	2336	Diamond Darren Dive Service	Debris removal under Village dock F	65.00	
41966	5/8/2015	2433	Document Systems Inc.	Printer toner	286.63	
41967 - 42015	5/8/2015		** Voided **	Printer jam during 5/8 check run		63,020.13
42016	5/8/2015	2446	DocuProducts	Copier maintenance fees	254.99	
42017	5/8/2015	2448	Downtown Ventura Partners	Marketing - Trolley ads, Apr, May Jun	2,600.00	
42018	5/8/2015	2537	Dunn Edwards	Maintenance paint supplies	91.01	
42019	5/8/2015	2935	Farmer Bros. Co	Coffee supplies	356.61	
42020	5/8/2015	2936	Fast Signs	Accessibility signage	3,728.69	
42021	5/8/2015	2986	Ferguson Enterprises Inc.	Plumbing parts	90.70	
42022	5/8/2015	3050	All That's Fit to Print	Ad production, Jan/Feb 2015	621.88	
42023	5/8/2015	3592	Hansen's Plumbing, Inc.	Three plumbing jobs in Harbor Village	794.61	
42024	5/8/2015	3655	Herald Printing, Ltd.	Marketing - Brochures and Event cards	90.57	
42025	5/8/2015	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	177.14	
42026	5/8/2015	4247	Jani-King of CA Inc.	Janitorial Service in Village	4,965.56	
42027	5/8/2015	4742	Kratos Construction	Fiber/Wi-Fi connection to office suites 1583 and misc TI jobs	4,625.00	

# ATTACHMENT 3

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
42028	5/8/2015	5013	Los Angeles Magazine	Marketing Event/Harbor advertising	2,198.00	
42029	5/8/2015	5016	Lowe's	Operating and TI maintenance supplies	1,341.16	
42030	5/8/2015	5050	MailFinance	VPD HDQ - postage machine rental - quarterly	403.12	
42031	5/8/2015	5155	Major Engineering Marine Inc	Remove/dispose of timber on Parcel 18	1,800.00	
42032	5/8/2015	5213	McMaster-Carr	Shop supplies	77.80	
42033	5/8/2015	5625	Nestle Pure Life	Bottled water service	158.84	
42034	5/8/2015	5945	Office Depot Credit Plan	Office supplies	213.36	
42035	5/8/2015	6194	Pacific Oil Company	Oil Recycling pickup	319.20	
42036	5/8/2015	6440	Port Supply	Boat engine maintenance supplies	235.79	
42037	5/8/2015	6865	Rasmussen & Associates Inc	Village roof renovation project	5,953.75	
42038	5/8/2015	7029	Robert Weinerth	EMT certification reimbursement	177.50	
42039	5/8/2015	7032	Alliant Insurance Services	Annual Crime Insurance Policy renewal	700.00	
42040	5/8/2015	7240	AT&T	Fiber/Wi-Fi services VPD HDQ&Elevator emergency phone service	1,876.67	
42041	5/8/2015	7410	Smith Pipe & Supply Inc.	Village landscape supplies	314.61	
42042	5/8/2015	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		-
42043	5/8/2015	7434	Southern Calif. Edison	Utilities	10,111.15	
42044	5/8/2015	7572	Standard Insurance Company	Group Term Life/Long-term Disab - May	3,200.56	
42045	5/8/2015	7761	The Gas Company	Utilities	599.29	
42046	5/8/2015	8250	Ventura Visitors & Convention	Rent for space in VVC building	232.50	
42047	5/8/2015	8260	Verizon Wireless	Cell phones/services	811.70	
42048	5/8/2015	8263	Ventura Pest Control	Village service	325.00	
42049	5/8/2015	8267	Ventura Harbor Marina & Yacht	Fireboat bottom cleaning	144.45	
42050	5/8/2015	8453	Virtual Pacific Networks	IT Services	4,507.20	
42051	5/8/2015	8500	Warren Takahashi	Marketing Village entertainment	275.00	
42052	5/8/2015	8501	Warren Distributing Inc.	Boat engine maintenance supplies	195.44	
42053	5/8/2015	8651	Yama Lawn Mower Service	Small equipment repair/service	300.47	
42054	5/8/2015	17571	California Door and Hardware	TI - Doors & hardware for 1567 Spinnaker #101	1,534.91	
42055	5/8/2015	40525	Impact Sciences, Inc	Biological testing in harbor as required by pollution control permit	2,242.16	
42056	5/8/2015	44142	Jodi Ilene Farrell	Marketing Village entertainment	300.00	
42057	5/8/2015	48470	Lauren Yuncker	Reimburse mileage	33.36	
42058	5/8/2015	51731	Marco Ramos Painting	TI 1583 Spinnaker #213	3,500.00	
42059	5/8/2015	61731	PPG Architectural Coatings	Painting supplies	40.38	
42060	5/8/2015	Deposits	Georgette Quinn	Refund event deposit	250.00	
42061	5/8/2015	Deposits	Jennifer Kraushaar	Refund event deposit	250.00	
42062	5/12/2015	7762	The Home Depot	Maintenance supplies	110.75	
42063	5/14/2015	3046	Chase	Manager's credit cards April Exp- See attached detail for May 2015	5,566.80	

# ATTACHMENT 3

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
42064	5/21/2015	1036	Accurate First Aid Services	Replenish first aid stations	188.23	
42065	5/21/2015	1058	Advantage Telecom Inc	District phone system/internet	1,263.78	
42066	5/21/2015	1178	American Office Products	Office supplies	142.38	
42067	5/21/2015	1679	Carpi, Clay & Smith	Washington lobbyist - April	5,000.00	
42068	5/21/2015	1725	C E D	Shop supplies	1,426.12	
42069	5/21/2015	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	722.40	
42070	5/21/2015	1925	City Of S. Buenaventura	Trash Service	100.00	
42071	5/21/2015	2331	Dial Security Inc	Dockmaster/security coverage	900.00	
42072	5/21/2015	2604	E.J. Harrison & Sons Inc.	Village trash service - May	3,573.05	
42073	5/21/2015	2751	Empire Cleaning Supply	Janitorial supplies	1,690.55	
42074	5/21/2015	2936	Fast Signs	Dry Storage Banner and 'Fiber Optic' electrical warning stickers	490.36	
42075	5/21/2015	2980	Fausset Printing, LLC	Marketing-printing of Tall Ship postcards	28.00	
42076	5/21/2015	2986	Ferguson Enterprises Inc.	Plumbing parts	166.79	
42077	5/21/2015	3155	Franchise Tax Board	Employee garnishment	146.16	
42078	5/21/2015	3490	Grainger Inc.	Maintenance supplies	258.30	
42079	5/21/2015	3492	Green Thumb International	Plants/gardening materials	194.86	
42080	5/21/2015	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	177.14	
42081	5/21/2015	4089	Intelligent Products	Operating supplies	1,269.86	
42082	5/21/2015	4295	Jensen Design & Survey Inc.	Accessibiltiy parking lot plan-Jan services	4,958.93	
42083	5/21/2015	4410	John Higgins	CBSOA Conference expense reimbursement	975.01	
42084	5/21/2015	5071	Luners Production Services	Marketing event production	306.38	
42085	5/21/2015	5155	Major Engineering Marine Inc	Remove broken pile Village dock D	4,800.00	
42086	5/21/2015	5190	Matilija Water	Reverse osmosis water system May	45.00	
42087	5/21/2015	6178	PERS Long Term Care Program	Salary reduction benefit	242.62	
42088	5/21/2015	6195	Pacific Parking Systems	Launch ramp parking machine software annual maintenance	1,400.00	
42089	5/21/2015	6201	Pamela Griffin	Wellness program instructor	160.00	
42090	5/21/2015	6361	Pitney Bowes	Postage meter lease/Vlg office	34.63	
42091	5/21/2015	6440	Port Supply	Maintenance supplies	276.17	
42092	5/21/2015	6470	LegalShield	Salary reduction benefit	192.30	
42093	5/21/2015	6865	Rasmussen & Associates Inc	Village roof renovation project	3,977.43	
42094	5/21/2015	7000	Richard W. Parsons	Dredging/Project Management services-May	8,888.00	
42095	5/21/2015	7153	Ryan Sutherland	Employee Optional Benefit Plan reimbursement	600.00	
42096	5/21/2015	7210	SEIU Local 721	Union dues for Harbor Patrol	259.64	
42097	5/21/2015	7230	Sage	Fixed Asset software annual maintenance support	884.00	
42098	5/21/2015	7346	Shell Fleet Plus	Fuel for Patrol vehicle	597.50	
42099	5/21/2015	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices	-	-

# ATTACHMENT 3

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
42100	5/21/2015	7434	Southern Calif. Edison	Utilities	7,482.94	
42101	5/21/2015	7719	Teamsters Local No. 186	Union dues for Dockmasters	217.00	
42102	5/21/2015	8202	VCE Services, Inc.	Village parking lot accessibility study	768.56	
42103	5/21/2015	8204	VACCO	VPD HDQ - HVAC repair service	428.36	
42104	5/21/2015	8232	Ventura County APCD (Air Pollution Control District) - Fees HRA State tracking		377.00	
42105	5/21/2015	8241	Ventura County Star	Legal advertising of ordinance and RFP	317.24	
42106	5/21/2015	8244	Ventura Harbor Storage	Fishermen's storage/net repair area	5,762.10	
42107	5/21/2015	8260	Verizon Wireless	Cell phones/services	125.74	
42108	5/21/2015	8260	Verizon Wireless	Cell phones/services	1,010.89	
42109	5/21/2015	8531	Whisenhunt Communication	Public relations services	680.00	
42110	5/21/2015	8715	Zep Sales & Service	Operating supplies	91.43	
42111	5/21/2015	12851	Arion Global, Inc.	Recycle service - batteries and light bulbs	188.00	
42112	5/21/2015	12945	Assurant Employee Benefits	Dental Insurance Premiums	1,137.88	
42113	5/21/2015	17571	California Door and Hardware	TI - Doors and hardware for 1583 Spinnaker #102	439.25	
42114	5/21/2015	40801	** Voided **	Horizon Communications Tech Inc		25,564.05
42115	5/21/2015	42421	Jacob Marquez	Marketing Village entertainment	275.00	
42116	5/21/2015	42471	JaniTek Cleaning Solutions	Janitorial service for National Park Service Offices	1,046.00	
42117	5/21/2015	43451	Jim McKewon Inc.	TI Remodel designs	375.00	
42118	5/21/2015	Conference	FLICS (Film Laisons in CA Statewide) - conference fee		650.00	
42119	5/21/2015	Deposits	Celia Merino	Refund event deposit	250.00	
42120	5/21/2015	Deposits	Sherri Clark	Refund event deposit	250.00	
42121	5/21/2015	76012	Sunbelt Rentals, Inc.	Tracker Dozer rental for cleanup Harbor Cove beach	1,825.81	
42122	5/22/2015	40801	Horizon Communications Tech In	Progress payment of Village Fiber Optic WiFi project	25,564.05	
42123	5/26/2015	Conference	VCSDA (Ventura County Special District Assoc) - Bimonthly meeting fee		15.00	
Bank Account Totals					\$ 198,610.95	\$ 88,584.18
Report Totals					198,610.95	88,584.18

-

# ATTACHMENT 4

## Ventura Port District Chase Business Credit Card Charges May 2015

### Chase Credit Card holders

Oscar Pena, General Manager

Jessica Rauch, Administrative Assistant/Clerk

Jennifer Talt-Lundin, Marketing Manager

Robin Baer, Property Manager

Joe Gonzalez, Facilities Manager

Frank Locklear, Marina Manager

Richard Parsons, Dredging/Project Management Consultant

<u>Staff/Consultant</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Pena	5/12/2015	LAZY DOG RESTAURANT	Business meal	Agenda Review	54.79
Oscar Pena	5/13/2015	VONS Store00024315	Business meal	Commission Snacks	8.00
Oscar Pena	5/14/2015	BROPHY BROS RESTAURANT	Business meal	Commission Lunch	56.03
Oscar Pena	5/20/2015	TLAQUEPAQUE RESTAURANT	Business meal	Staff Meeting	24.68
Oscar Pena	5/26/2015	BROPHY BROS RESTAURANT	Business meal	Commissioner Lunch	43.55
Oscar Pena	3/26/2015	Reversal of fees	Misc	Fees and Interest charges - Reverse	(200.08)
Total General Manager's Expenses					(13.03)
Jessica Rauch	5/13/2015	VONS Store00021642	Business meal	Port Commission Lunch Supplies	17.04
Jessica Rauch	5/13/2015	SQ *VENTURA SANDWICH COMP	Business meal	Port Commission Lunch	64.50
Jessica Rauch	5/26/2015	OFFICE DEPOT #931	Office supplies	Office Supplies	8.59
Jessica Rauch	5/14/2015	EMAGENIT	Training	Excel Training Refund - Robin	(170.00)
Total Administrative Assistant's Expenses					(79.87)
Jennifer Lundin	5/31/2015	FACEBOOK TVNYQ7WA32	Advertising	Facebook Ad Boasts	61.00
Jennifer Lundin	5/31/2015	FACEBOOK QVSY28APE2	Advertising	Facebook Ad Boasts	49.87
Jennifer Lundin	5/23/2015	FACEBOOK DQ8QZ7APE2	Advertising	Facebook Ad Boasts	25.13
Jennifer Lundin	5/22/2015	CTC*CONSTANTCONTACT.COM	Advertising	Enewsletter Database	90.00
Jennifer Lundin	5/21/2015	MAILCHIMP	Advertising	Enewsletter Design Template	75.00
Jennifer Lundin	5/20/2015	FS *AngelCam	Advertising	Web CAM at VPD office	20.00
Jennifer Lundin	5/14/2015	CTC*CONSTANTCONTACT.COM	Advertising	Harbor Views Enewsletter Database	20.00
Jennifer Lundin	5/19/2015	BEACH BREAK SURF SHOP	Conference	Visit California & Sunset Show Shirt	19.30
Jennifer Lundin	5/17/2015	APL* ITUNES.COM/BILL	Conference	CD - Visit California Presentation	8.73

# ATTACHMENT 4

<u>Staff/Consultant</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Lundin	5/16/2015	ENTERPRISE RENT-A-CAR	Conference	Visit California & CCTC Mtg	277.71
Jennifer Lundin	5/15/2015	LIDO RESTAURANT	Conference	CCTC Board Meeting	20.74
Jennifer Lundin	5/15/2015	SHELL OIL 57444586309	Conference	Visit California Presentation	30.01
Jennifer Lundin	5/14/2015	RESIDENCE INNS@CAPITOL PK	Conference	Visit California Presentation	131.42
Jennifer Lundin	5/14/2015	CHEVRON 00308228	Conference	Visit California Presentation - Lunch	13.89
Jennifer Lundin	5/14/2015	CHEVRON 00308228	Conference	Visit California Presentation	48.00
Jennifer Lundin	5/13/2015	CONSERV FUEL 6114	Conference	Visit California Presentation	47.01
Jennifer Lundin	5/13/2015	TARGET 00011205	Conference	Event Tubs for Harbor Presentation	48.58
Jennifer Lundin	5/12/2015	IN *ISLAND PACKERS	Conference	Visit California Presentation Gfts	16.51
Jennifer Lundin	5/12/2015	CASA DE REGALOS	Conference	Visit California Presentation Gfts	29.03
Jennifer Lundin	5/12/2015	WNPA CHANNEL ISLANDS	Conference	Visit California Presentation Gfts	22.51
Jennifer Lundin	5/12/2015	BEACH BREAK SURF SHOP	Conference	Visit California Presentation Gfts	11.58
Jennifer Lundin	5/11/2015	Event Displays & Design	Conference	CCTC Banner - Visit CA - Reimbursed	534.80
Jennifer Lundin	6/2/2015	STU*SHINDIGZ DECORATIO	Event Production	Banners - Pirate Days	60.93
Jennifer Lundin	5/26/2015	TARGET 00002980	Event Production	Bubbles for Village machine	48.31
Total Marketing Manager's Expenses					1,710.06
Robin Baer	5/27/2015	VENTURA COUNTY STAR	Leasing	Subscription Renewal	50.44
Robin Baer	5/27/2015	LOOPNET INC	Leasing	Leasing Ad	159.95
Total Property Manager's Expenses					210.39
Joe Gonzalez	6/1/2015	OFFICE DEPOT #931	Operating Supplies	VPD Maint. Computer mouse	26.86
Joe Gonzalez	5/15/2015	SPRINT STORE #272	Operating Supplies	Joe's cell phone Holster/protector	80.96
Joe Gonzalez	5/4/2015	VERIZON WRLS W2145-01	Operating Supplies	John LaMorena cell phone holster	21.49
Total Facilities Manager's Expenses					129.31
Frank Locklear	5/13/2015	FRY'S ELECTRONICS # 44	Computers	Laptop replacement Joe Gonzlaez	207.04
Frank Locklear	5/12/2015	FRY'S ELECTRONICS # 44	Computers	Server harddrive replacement	96.12
Total Marina Managers Expenses					303.16
Richard Parsons	5/7/2015	HARBOR COVE CAFE	Business lunch	J.Cole-review Army Corps 3yr dredging contract	15.00
Richard Parsons	5/18/2015	SOUTHWES 5262109598691	Conference	CMANC Board of Directors Meeting-June2015	436.00
Total Dredging/Project Management Consultant's Expenses					451.00
					<u>\$ 2,711.02</u>

**JULY 22, 2015**

**BOARD OF PORT COMMISSIONERS**

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**CONSENT AGENDA ITEM B**

**OUT OF TOWN TRAVEL REQUEST**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM B**  
Meeting Date: July 22, 2015

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

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**RECOMMENDATION:**

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

- A) Business Operations Manager, Brian Pendleton travel to San Francisco, California to participate in the JPIA's 20<sup>th</sup> Annual California Risk Management Educational Forum on September 23 to September 25, 2015. This benefits the District by allowing Mr. Pendleton to participate in sessions relating to risk management.

Airline	\$ 173.00
Lodging	\$ 486.22
Meals	\$ 140.00
Mileage	\$ 51.61
Miscellaneous-Parking, etc.	<u>\$ 100.00</u>
TOTAL	\$ 950.83

**JULY 22, 2015**

**BOARD OF PORT COMMISSIONERS**

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**CONSENT AGENDA ITEM C**

**EXTENSION OF OPTION WITH  
SONDERMANN-RING PARTNERS**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM C**  
Meeting Date: July 22, 2015

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TO: Chair and Members of the Board of Port Commissioners  
FROM: Oscar F. Peña, General Manager  
SUBJECT: Extension of Option with Sondermann-Ring Partners

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**RECOMMENDATION:**

That the Board of Port Commissioners authorize the General Manager to execute the attached Tenth Amendment to Option Agreement between Ventura Port District ("the Port") and Sondermann-Ring Partners ("SRP").

**BACKGROUND:**

On September 5, 2002, the Port and SRP entered into an Option Agreement for SRP to lease certain real property owned by the Port. The Option Agreement has since been amended nine times and, under the terms of the Ninth Amendment, the Option Term was extended through August 31, 2015 in exchange for SRP's payment of \$5,000 per month to the Port.

SRP has requested additional time to complete all necessary permits and approvals from the City for construction of the improvements, including obtaining financing commitments. The District recommends that the Board approve the Tenth Amendment to the Option Agreement. If approved, the amendment shall become effective September 1, 2015 and expire February 2016. The option payment shall continue at a rate of \$5,000 per month for the six month extension.

We are grateful to Michael Sondermann for diligently pursuing the Entitlement process over the last thirteen years.

A draft of the proposed Tenth Amendment to Option Agreement is attached for the Board's consideration. Legal Counsel for both the Port and SRP have reviewed and approved the form of the Tenth Amendment.

**ATTACHMENT:**

Attachment 1 - Tenth Amendment

## TENTH AMENDMENT TO OPTION AGREEMENT

This Tenth Amendment to Option Agreement (this Amendment) is entered into and effective as of September 1, 2015, by and between VENTURA PORT DISTRICT, a port district formed under and pursuant to Part 4 of the Harbors and Navigation Code of the State of California ("Port") and Sondermann-Ring Partners-Ventura Harbor, a California limited partnership ("SRP").

### RECITALS

A. SRP and Port previously entered into that certain Option to Lease (the "Option Agreement") dated September 5, 2002, relating to certain real property in the County of Ventura defined in the Option Agreement as the "Premises". (Any capitalized terms in this Amendment not otherwise defined herein shall have the meaning ascribed to such terms in the Option Agreement).

B. The Option Agreement has since been amended nine (9) times and, under the terms of the Ninth Amendment, dated September 1, 2012, the Option Term was extended through August 31, 2015.

C. SRP has requested, and the Port and SRP have agreed to extend the option term six (6) additional months, to February 29, 2016, on the terms and conditions set forth herein.

### AGREEMENTS

Port and SRP hereby agree as follows:

1. Extension of Option Term.

- a. Section 6.7 of the Option Agreement is hereby deleted and the following inserted in place thereof:

"6.7 In the event that the Option Term expires without the Option granted herein being effectively exercised pursuant to Article 12 hereof, SRP shall have the right nevertheless to obtain monthly extensions of the Option Term through February 29, 2016, by delivering a written Notice of Extension to Port pursuant to Section 18.3 not less than three (3) days prior to the expiration of the Option Term, and, thereafter, prior to the expiration of any extension of the Option Term, enclosing a payment in the amount of \$5,000 for each month, or a portion of a month, during the period from September 1, 2015 through February 29, 2016.

## ATTACHMENT 1

SRP may obtain multiple monthly extensions of the Option Term by specifying the extension period in the Notice of Extension and paying the extension fee for the multiple month period. Once the Option Term has expired, however, it may not be reinstated or revived without the express prior agreement of Port. Payments made pursuant to this Section 6.7 shall not be credited against the Holding Fee, nor shall any payments under this Section 6.7 be credited against percentage rent obligations under the Lease.”

- b. Nothing in this Tenth Amendment to Option Agreement is intended to, shall operate to, or shall give SRP the option or right to, extend the Option Term beyond the expiration date of February 29, 2016.

In the event of a conflict or inconsistency between the terms and provisions of this Tenth Amendment and the Option Agreement as previously amended, the terms and provisions of this Amendment shall govern and control.

IN WITNESS WHEREOF, Port and SRP have entered into this TENTH AMENDMENT TO OPTION AGREEMENT as of the day and year first written above.

**SONDERMANN-RING PARTNERS-VENTURA,**  
a California limited partnership

By: Sondermann Enterprises,  
a California corporation, its General Partner

By: \_\_\_\_\_  
Michael B. Sondermann  
President

**VENTURA PORT DISTRICT,**  
a California Port District

By: \_\_\_\_\_  
Oscar F. Peña  
General Manager

**JULY 22, 2015**

**BOARD OF PORT COMMISSIONERS**

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**STANDARD AGENDA ITEM 1**

**CUSHMAN CONTRACTING CORPORATION NOTICE OF  
COMPLETION FOR LAUNCH RAMP REHABILITATION  
PROJECT**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 1**  
Meeting Date: July 22, 2015

---

TO: Board of Port Commissioners  
FROM: Richard Parsons, Project Manager  
SUBJECT: Cushman Contracting Corporation Notice of Completion for Launch Ramp Rehabilitation Project

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**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3282, accepting the work of Cushman Contracting Corporation for the Ventura Harbor Public Launch Ramp Rehabilitation Project and authorize staff to prepare and record a Notice of Completion with the office of the Ventura County Recorder.

**SUMMARY:**

On November 4, 2013, the Ventura Port District entered into a contract with Cushman Contracting Corporation to reconstruct the District's public boat launch ramp. All contract work was completed in late August 2014 at a final cost of \$1,809,524.

While the reconstructed ramp was opened to the public on June 6, 2014, closing out the contract was delayed while efforts to alleviate a circulation problem in the parking lot were pursued with the California Division of Boating and Waterways (DBW), who provided the \$3,000,000 in grant funding for the project. With the recent restriping of a small portion of the lot, that problem has now been alleviated and it is now appropriate to accept Cushman's work and approve the Notice of Completion.

The final cost of the total project with engineering, inspection, permitting and construction is about \$2,225,000. Approximately, \$2,200,000 of that amount is chargeable to the grant.

**ATTACHMENTS:**

Attachment 1 - Resolution No. 3282  
Attachment 2 - Notice of Completion



**RESOLUTION NO. 3282**

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS  
OF THE VENTURA PORT DISTRICT  
ACCEPTING THE WORK OF CUSHMAN CONTRACTING CORPORATION  
UNDER CONTRACT FOR VENTURA PORT DISTRICT  
PUBLIC LAUNCH RAMP CONSTRUCTION PROJECT**

WHEREAS, Oscar F. Peña, General Manager of the Ventura Port District, advised the Board of Port Commissioners of said District that the work of Cushman Contracting Corporation on the project entitled "Ventura Harbor Public Boat Launch Facility Rehabilitation Project" described in the Agreement between Cushman Contracting Corporation and the Ventura Port District, hereinafter referred to as "District", dated November 4, 2013, has been completed and recommends that said work be accepted.

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

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

PASSED, APPROVED and ADOPTED this 22nd day of July 2015.

\_\_\_\_\_  
Chairman

Attest:

\_\_\_\_\_  
Secretary  
(Seal)



Attachment 1

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

I, Oscar Peña, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3282 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 22nd day of July 2015, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 22nd day of July 2015.

---

Secretary

(Seal)

## ATTACHMENT 2

RECORDING REQUESTED BY:  
Ventura Port District

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

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### NOTICE OF COMPLETION

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

#### NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an agent of the owner of the interest stated below.
2. The full name of the owner is Ventura Port District, a public benefit corporation and independent special district organized and existing under the laws of the State of California.
3. The full address of the owner is 1603 Anchors Way Drive, Ventura, CA 93001-4229.
4. The nature of the interest or estate is: fee simple.
5. The full name and full addresses of all co-owners who hold any title or interest with the above-named owner in the property are: Not applicable; there are no co-owners.
6. A work of improvement on the property hereinafter described was completed June 6, 2014.
7. The work accomplished consisted of the reconstruction of the concrete public boat launch ramp at Ventura Harbor.
8. The name of the contractor for the public launch ramp rehabilitation was Cushman Contracting Corporation pursuant to a contract dated November 4, 2013.
9. The property on which said work of improvement was completed is in the City of San Buenaventura, County of Ventura, State of California, and is described as the Ventura Harbor Public Boat Launch Facility.

Ventura Port District

Date: \_\_\_\_\_

By: \_\_\_\_\_

Oscar F. Peña, General Manager

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### VERIFICATION

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

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

Executed on \_\_\_\_\_, at Ventura, California.

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Oscar F. Peña, General Manager

**JULY 22, 2015**

**BOARD OF PORT COMMISSIONERS**

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**STANDARD AGENDA ITEM NO. 2**

**AWARD OF BID TO J&T ENGINEERING AND  
CONSTRUCTION FOR THE HARBOR VILLAGE PARKING  
ACCESS IMPROVEMENTS**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 2**  
Meeting Date: July 22, 2015

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TO: Board of Port Commissioners  
FROM: Richard Parsons, Project Manager  
SUBJECT: Award of Bid to J&T Engineering and Construction for the Harbor Village Parking Access Improvements

---

**RECOMMENDATION:**

That the Board of Port Commissioners take the following actions:

- a. Award the Ventura Harbor ADA Parking Access Improvements and Optional Parking Lot Pavement Repairs to J&T Engineering and Construction in the amount of \$282,825; and
- b. Accept Jensen Design & Survey, Inc.'s proposal of July 15, 2015 to provide construction supervision and inspection for the parking improvement contract mentioned above for a fee not to exceed \$15,000 as an expansion of their scope of work pursuant to their existing Professional Services Agreement with the Port District.

**BACKGROUND:**

On July 15, 2015, the following competitive bids for the Harbor Village Parking Access Improvements were received and opened:

	J&T Engineering and Construction	Heathcote Geotechnical	Berry Engineering Contractors
Access Improvements	\$197,200	\$258,351.17	\$252,518
Pavement Repairs	\$85,625	\$91,160.10	\$109,725
Total Bid	\$282,825	\$349,511.27	\$362,243

The District's current budget includes \$250,000 for the access improvements and \$100,000 for the pavement repairs. It should also be noted that in order to improve truck access to the squid loading areas that Ventura Harbor Boatyard and Del Mar Seafood have pledged a combined total of \$20,900 toward improvements specific to that objective as part of the contract work.

J&T Engineering and Construction is a Camarillo based firm that has performed work for a number of Ventura County Public Agencies and appears to be qualified to perform the work called for under the contract.

The contract documents for the parking improvements were prepared by Jensen Design and Survey. During the Construction phase of the work, the District will require supervision and inspection services. Jensen has provided the District with a proposal dated July 15, 2015, to provide those services for a fee not to exceed \$15,000.

**ATTACHMENTS:**

Attachment 1 – Jensen Design & Survey, Inc. Contract Change Order, dated July 15, 2015



*Delivering excellence through experience*

ATTACHMENT 1

1672 Donlon Street  
Ventura, CA 93003  
Local 805 654-6977  
Fax 805 654-6979  
www.jdscivil.com

July 15, 2015  
J.N. VPD01.4558

Oscar Peña  
Ventura Port District  
1603 Anchors Way Drive  
Ventura, CA 93001-4229

**Subject: Contract Change Order – Construction Administration  
Ventura Harbor Village – ADA Parking Lot Improvements**

Dear Oscar,

We are working with the Ventura Port District to implement parking lot improvements at Ventura Harbor Village that will bring the parking lot into compliance with the current building code as it relates to access for the disabled. The plans have been approved by the City of Ventura and the bids are in.

We will assist the Port District throughout the construction process as well. Our work will entail monitoring construction progress and schedule, reviewing contractor submittals, reviewing and responding to requests for information (RFIs), and preparing record drawings.

We request **\$15,000** for the above scope of work. We would continue to work on an hourly basis as needed. We look forward to continuing to provide engineering and survey services to the Ventura Port District.

Sincerely,  
**Jensen Design & Survey, Inc.**

Susanne M. Cooper, P.E.  
Senior Civil Engineer