



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

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

Oscar Peña, General Manager
Brian Pendleton, Deputy General Manager
Timothy Gosney, Legal Counsel
Jessica Rauch, Clerk of the Board

PORT COMMISSION AGENDA REGULAR MEETING MARCH 20, 2019 AT 7:00PM VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE, VENTURA, CA

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

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

ADMINISTRATIVE AGENDA:

CALL TO ORDER: *By Chairman Chris Stephens.*

PLEDGE OF ALLEGIANCE: *By Chairman Chris Stephens.*

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

ADOPTION OF AGENDA (3 minutes)

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

APPROVAL OF MINUTES (3 minutes)

The Minutes of the February 20, 2019 Regular Meeting will be considered for approval.

PUBLIC COMMUNICATIONS (3 minutes)

The Public Communications period is set aside to allow public testimony on items not on today's agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair.

CLOSED SESSION REPORT (3 minutes)

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

BOARD COMMUNICATIONS (5 minutes)

Port Commissioner's may present brief reports on port issues, such as seminars, meetings and literature that would be of interest to the public and/or Commission, as a whole. Port Commissioner's must provide a brief summary and disclose any discussions he or she may have had with any Port District Tenants related to Port District business.

DEPARTMENTAL AND GENERAL MANAGERS REPORTS (5 minutes)

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

LEGAL COUNSEL REPORT (5 minutes)

CONSENT AGENDA: (5 minutes)

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

A) Approval of Out of Town Travel Requests

Recommended Action: Voice Vote.

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

- 1) Maintenance Supervisor, Sergio Gonzalez to travel to Long Beach, CA to participate in the Annual ManagerPlus Software Training Seminar;
- 2) Harbormaster, John Higgins to travel to Newport, Oregon to participate in the Pacific Congress of Harbormasters Conference; and
- 3) Marketing Manager, Jennifer Talt-Lundin to travel to Monterey, CA to participate in the Central Coast Tourism Annual Board Retreat and Meeting.

B) Approval of 2019 Lifeguard Services Contract

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorizes the General Manager to enter into a contract with State Parks to provide Lifeguard Services from mid-May 2019 through Labor Day 2019 at Harbor Cove and Surfers Knoll beaches for \$88,682.40.

STANDARD AGENDA:

1) Coastal Marine Biolabs Current Activities Presentation (15 minutes)

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation from Coastal Marine Biolabs on their current activities.

2) Approval of Financial Statements and Checks for July through September 2018 (5 minutes)

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3368 to:

- a) Accept the following financial statements for the Quarter ended September 30, 2018; and
- b) Review the payroll and regular checks for July through September 2018.

3) Approval of Notice of Proposed Ordinance No. 52 for the Amendment of Ordinance No. 48 (5 minutes)

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3368 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance No. 52 for the Amendment of Ordinance No. 48 in a newspaper of general circulation.

4) Proposed Lease Management Policy for Ventura Harbor Village (15 minutes)

Recommended Action: Informational Report.

That the Board of Port Commissioners receive an informational report concerning a proposed Lease Management Policy for Ventura Harbor Village.

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

*This agenda was posted on Friday, March 15, 2018 by 5:00 p.m. at the Port District Office
and on the Internet - www.venturaharbor.com.*

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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, MARCH 20, 2019

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

- a) Property: **1410 Angler Court**
Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
Under Negotiation: Karen Dupuy dba Harbor Boat and Self-Storage
New Sublease

- b) Property: **Federal Authorized Sea Bottom**
Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
Under Negotiation: Army Corps of Engineers
Sea Bottom Aquaculture Master Permit
(Verbal Report)

2. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Section 54956.9(d)(4): One (1) case. (Verbal Report)

3. Conference with Legal Counsel – Pending Litigation per Section 54956.9(d)(1): Chrysiliou Living Trust, et. al, v. Ventura Port District, Case No. 56-2018-CU-PA-VTA. (Verbal Report)

4. Conference with Legal Counsel - Pending Litigation per Government Code Section 54956.9(d)(1): Rosemary Lazard vs. Ventura Port District; Case No. 56-2017-00500990-CU-PO-VTA. (Verbal Report)

5. Conference with Legal Counsel - Pending Litigation per Government Code Section 54956.9(d)(1): Sandra Aiken, Ashley Hwang, Janice Hwang, and Priscilla Levy vs. Ventura Port District Public Facilities Corporation DBA Ventura Harbor Village, and Does 1-20 Inclusive, Ventura Superior Court Case No. 56-2018-00513846-CU-MC-VTA. (Verbal Report)

6. Conference per Government Code Section 54957(b)(1): To consider appointment of a General Manager effective May 1, 2019 and to consider appointment of a Business Operations Manager. (Verbal Report)

7. Conference with Labor Negotiators - Per Government Code Section 54957.6:

- a) Employee Units: **Part-Time Harbor Patrol Officers**
Groups: Service Employees International Union (SEIU), Local 721
Negotiating Parties: Oscar Peña, Brian Pendleton, John Higgins, Timothy Gosney
Under Negotiation: **Labor Negotiations**



BOARD OF PORT COMMISSIONERS

MARCH 20, 2019

APPROVAL OF MINUTES

FEBRUARY 20, 2019

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF FEBRUARY 20, 2019



The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Chris Stephens at 7:09PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

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

Commissioners Absent:

None.

Port District Staff:

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

Legal Counsel:

Timothy Gosney

AGENDA

CALL TO ORDER: By Chairman Stephens at 7:09PM.

PLEDGE OF ALLEGIANCE: By Commissioner Ashworth.

ROLL CALL: All Commissioners were present.

ADOPTION OF AGENDA

ACTON: Commissioner Getchell moved, seconded by Commissioner Ashworth and carried by a vote of 4-0 to adopt the February 20, 2019 agenda.

APPROVAL OF MINUTES

The Minutes of the February 6, 2019 Regular Meeting were considered as follows:

ACTION: Commissioner Brennan moved, seconded by Commissioner Getchell and carried by a vote of 4-0 to approve the February 6, 2018 Regular Meeting Minutes.

PUBLIC COMMUNICATIONS: Michael Wagner, owner of Andria's, addressed that in the Audit Report it discussed H. Parker Hospitality no longer pursuing Parcels 5 and 8. He would like to know what the plan is and asked the Commission to not revert to the previous applicants.

CLOSED SESSION REPORT: Mr. Gosney stated that the Board met in closed session; discussed and reviewed all items except Item 2. Counsel and staff were excused for Item 6. Staff was given instructions on how to proceed as appropriate and there was no action taken that is reportable under The Brown Act.

BOARD COMMUNICATIONS: Commissioner Getchell asked to adjourn the meeting in honor of June Campbell, the liveaboard who passed away. She received an email from the Moss Landing Marine Lab, where a Marine Scientist is growing seaweed, which he is selling to high end restaurants. She sent the email to Coastal Marine Biolabs. She also met with General Manager, Oscar Peña and Sam Sadove, owner of the Ventura Harbor Marina and Yacht Yard. There was also a correction to the agenda heading to include the title of Secretary next to her name. Commissioner Ashworth announced that Andy Konigsberg, a Fellow at the UC Bren School is putting together a presentation in August to attract investors to aquaculture.

STAFF COMMUNICATIONS: Mr. Parsons reported that the dredge is late due to bad weather and multiple break downs. Dredging will begin in mid-March and the Army Corps has secured an extension of the permit to the end of April with US Fish and Wildlife and other resource agencies. Mr. Parsons also updated the Commission on the Fish Pier project that was almost complete, but there was an issue that has postponed the completion. Property Manager, Robin Baer, gave a brief summary of her property management report.

LEGAL COUNSEL REPORT: Mr. Gosney updated the Commission and public on the status of the Parcel 5 and 8 developments.

CONSENT AGENDA:

A) Approval of Out of Town Travel Requests

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the out of town travel requests for Senior Harbor Patrolman, Pat Hummer to travel to Sacramento, CA to participate in the California Boating Congress.

ACTION: Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 4-0 to approve the out of town travel requests for Senior Harbor Patrolman, Pat Hummer to travel to Sacramento, CA to participate in the California Boating Congress.

STANDARD AGENDA:

1) Approval of Second Amendment to Professional Services Agreement with Swift Chip (10 minutes)

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the Second Amendment to the Professional Services Agreement with Swift Chip in the amount of \$37,800 for District Information Technology services.

ACTION: Commissioner Brennan moved, seconded by Commissioner Ashworth and carried by a vote of 4-0 to approve the Second Amendment to the Professional Services Agreement with Swift Chip in the amount of \$37,800 for District Information Technology services.

2) Approval of Fiscal Year 2017-2018 Audit (15 minutes)

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the acceptance of the Basic Financial Statements and Supplementary Information with Independent Auditor's Report for the Year Ended June 30, 2018, prepared by White Nelson Diehl Evans, LLP.

ACTION: Commissioner Brennan moved, seconded by Commissioner Ashworth and carried by a vote of 4-0 to approve the acceptance of the Basic Financial Statements and Supplementary Information with Independent Auditor's Report for the Year Ended June 30, 2018, prepared by White Nelson Diehl Evans, LLP.

AGENDA PLANNING GUIDE AND REQUEST FOR FUTURE AGENDA ITEMS: Commissioner Ashworth asked if the Board needs to take sexual harassment training. Commissioner Brennan asked to have a Ventura Shellfish Enterprise presentation and update for the new commissioner.

ADJOURNMENT: The meeting was adjourned in memory of Judy Campbell at 7:57PM.

Secretary



BOARD OF PORT COMMISSIONERS MARCH 20, 2019

DEPARTMENTAL STAFF REPORTS

DREDGING
FEDERAL
FACILITIES
HARBOR PATROL
MARINA
MARKETING
PROPERTY
TREASURER

March 20, 2019

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

Subject: February/March 2019 Dredging Activities and Special Projects Report

The Dredging Program Manager's activities for the February/March 2019 period included the following:

FY2019 Corps of Engineers Dredging

Manson Construction Company will begin mobilizing its dredging equipment into the harbor during the week of March 18 and expects to commence operations during the week of March 25. My expectation is that approximately 550,000 cubic yards of material will be dredged by Manson, which will have a cost of about \$4,700,000 (the mobilization cost is \$1,250,000 and cubic yard cost is \$6.25). The Los Angeles District presently has \$8,370,000 available to fund the dredging at Ventura Harbor so about \$3,600,000 will be carried over to support the 2020 dredging effort.

FY2020 Federal Dredging Funds

The Administration released the details of its FY2020 proposed federal budget on March 12, 2019. As expected the proposed budget did not recommend funding for Ventura Harbor. Fortunately, however, the Administration's position only represents the beginning of the Congressional appropriations process. Over the last several years, the Congress has rather routinely included substantial increases in the appropriation for the Corps of Engineer's civil works program and instructed the Corps to develop a "work program" for the expenditure of those additional funds.

During our recent visit to Washington, D.C. it was repeatedly made clear to us by members of Congress and their staff that the Administration's proposed budget was 'dead on arrival'. Thus, the Port District must continue: 1) to impress upon members of Congress the importance of including work plan funds in the FY2020 appropriations and 2) to work closely with the Corps to ensure that a portion of those funds are allocated to Ventura Harbor.

Fish Pier Deck Repairs

The District's contractor on the Fish Pier Deck Repair project, Garland/DBS has now completed the eastern half of the pier and it looks real good. Work is now proceeding very nicely on the western half and should be finished prior to the end of March.

Ventura Harbor Village Commercial Dock Replacement Project

A combined plan correction package prepared by Noble Consultants and Bellingham Marine Industries (BMI) was submitted to the City's Building Department on February 28, 2019. We are hopeful that the plans will be approved by the City prior to the end of March. Subject to that approval, the fabrication of the concrete dock modules at BMI's Dixon, California plant will start in April. Installation could start in May 2019.

Pavement Repair and Slurry Seal Project

The pavement repair and slurry seal project on the District's parking lots throughout the harbor was substantially completed in May 2018 by Toro Enterprises Inc. However, the District has never accepted the work and is holding a retention in the amount of \$9,224.84 due to several unacceptable conditions. We are finally making some progress with Toro on those issues and could have things resolved within a month.

Respectfully submitted,

Richard Parsons

Dredging and Special Projects Consultant

FY19 Appropriations Update

Following a record-breaking 35-day partial government shutdown, congressional negotiators agreed to a \$333 billion fiscal year 2019 (FY19) government funding bill that will keep federal government agencies and programs open through September 30th – nearly 5 months after FY19 began. The Senate passed the bill 83-16, and the House approved the measure 300-129.

However, because the bill provided just \$1.35 billion for a border wall, far less than the Administration's \$5.7 billion request, the President declared a national emergency to secure funds from other, previously appropriated federal funding sources from the military construction account. This is controversial and is already facing backlash in the Congress and through the courts.

Immigration and border security issues aside, the FY19 omnibus appropriations package provides funds for those agencies and programs that had been operating under a stop-gap Continuing Resolution funding bill. Despite efforts by Senate Appropriations Committee Chairman Richard Shelby, the final bill does not include modifications to the Harbor Maintenance Trust Fund. However, it does include the following funding items of interest to the maritime community:

- \$100 million for the Port Security Grant Program
- Funds 600 new Customs & Border Patrol Officers
- \$87 million for DERA competitive grants
- \$900 million for BUILD
- \$292.7 million for a new MARAD Port Infrastructure Development Program

FY20 President's Budget

Now that all 12 of the FY19 appropriations bills have been signed into law, Congress and the White House will turn their attention to FY20. The release of the President's FY20 budget proposal is slated for mid-March (its release was delayed from early February due to the partial shutdown). Once the President's budget proposal is released, Congress will

begin to hold federal agency budgetary hearing, as well as start to work on the FY20 appropriations bills. Based on comments from the Office of Management and Budget, we anticipate the FY20 budget proposal will be released in two parts. The first release expected to occur the week of March 11th and will provide a high-level look at the federal landscape. The second release, expected the following week, will provide a more granular look at specific accounts and projects.

New WOTUS Proposed Rule Published in the Federal Register

On February 14th the new Environmental Protection Agency (EPA) and the US Army Corps of Engineers (Corps) Waters of the United States (WOTUS) proposed rule was officially posted in the Federal Register. This posting marks the beginning of the 60-day comment period. Additionally, Democratic Members in both the House and the Senate sent letters to the EPA asking that the comment period be extended given the length and complexity of the proposed rule. No word yet on whether there will be an extension; however, the comment period for the 2015 Obama-era rule did receive an extension to the comment period.

Legislation to Permanently Reauthorize LWCF Passes Congress

Both the House and the Senate have passed the “Natural Resources Management Act” (S. 47). This legislation includes a permanent reauthorization of the Land and Water Conservation Fund. The legislation has been sent to President Trump’s desk for his signature. It is expected that the President will sign the bill.

Federal Agency Nominations and Confirmations

The Senate confirmed Andrew Wheeler to be the Administrator of the EPA by a vote of 52-47. Prior to being nominated by the President, Wheeler had been serving as the acting EPA Administrator after the former EPA Administrator Scott Pruitt left the agency. Additionally, President Trump nominated David Bernhardt to be the Secretary of the Department of the Interior (DOI). Like Wheeler, Bernhardt has been serving as the acting DOI Secretary after the former Secretary Ryan Zinke left. The Senate Energy and Natural Resources Committee has yet to set a date for Bernhardt’s confirmation hearing.

House Committee Holds Infrastructure Hearing

On February 7th, the House Transportation and Infrastructure Committee held its first hearing of the 116th Congress entitled “The Cost of Doing Nothing: Why Investing in Our Nation’s Infrastructure Cannot Wait.” The hearing focused on the current state of the nation’s infrastructure, as well as the many different infrastructure needs throughout the country. Witnesses at the hearing included Los Angeles Mayor Eric Garcetti, Minnesota Governor Tim Walz, and former Secretary of the Department of Transportation Ray

LaHood.

This hearing signals the first step by the Committee to begin the discussion about an infrastructure package. Members on both sides of the aisle have expressed a desire and willingness to work together on a bipartisan infrastructure package. Where there is unified agreement that our nation's infrastructure is crumbling and in need of repair, there is disagreement on how best to pay for these much-needed improvements, including discussion on whether or not to raise the gas tax. Until the revenue question is resolved, it will be very difficult for Congress to develop a meaningful infrastructure package.

Supreme Court to Consider 2020 Census Citizenship Question

The Supreme Court announced that it will take up the case regarding whether the 2020 census can include a question about citizenship that could affect the allocation of seats in the House of Representatives and the distribution of billions of dollars in federal money. Arguments will take place in late April, with a decision expected in June.

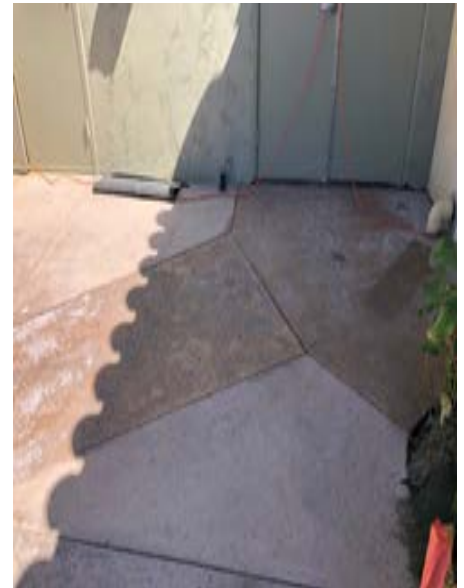
VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: March 20, 2019

TO: Board of Port Commissioners
FROM: Joe A. Gonzalez, Facilities Manager
SUBJECT: February 2019 Facilities Report

FACILITIES:

Staff continues to perform preventive maintenance on certain areas that need immediate attention on Ventura Harbor Village Walkways to prevent water damage. Facilities utilities have been painted to prevent further rusting. Concrete pathways have been re-concreted with added drainage to prevent water intrusion into tenant space.



MARINA:

Staff continues to perform monthly inspections on all gangways, docks, fire extinguishers and fire boxes. The utilities support system under the I-Dock gangway was strengthened by adding stainless steel U-bolts re-securing pipes to uni-strut under gangway.



MARKETING:

The Maintenance Department continues to provide assistance to the Marketing Department for events (Tall Ships/Mermaid Month) and scheduled weddings. Maintenance has also coordinated with Marketing in the installation of banners, flags etc. promoting such events.

ON-GOING PROJECTS:

New Lease Agreements: Staff is working closely with the following tenants on their new lease agreements in regards to facilities upgrades/remodels:

- 1559 Suite 109 (Top This Chocolate)
- 1591 Suite 112 (Le Petit Café Bakery)
- 1591 Suite 117B (Silhouette's)
- 1567 Suite 200 (Margarita Villa)
- 1575 Suite 108 (Beach Break)
- 1583 Suite 104B/105 (Casa De Regalos)

Harbor Cove Pavers Project: Contractor has completed the installation of pavers on the south end planter of parking lot.

BEFORE



AFTER



Harbor Cove & Surfers Knoll sand relocation: Two week project has been completed relocating wind-blown sand from parking lots, sidewalks and block wall back to replenish waterside beaches. Before and after pictures included.

Harbor Cove:

BEFORE



AFTER



Surfers Knoll:

BEFORE



AFTER



VENTURA PORT DISTRICT DEPARTMENTAL STAFF REPORT

Meeting Date: March 20, 2019

TO: Board of Port Commissioners
FROM: John Higgins, Harbormaster
SUBJECT: February 2019 Harbormaster/Harbor Patrol Report

PUBLIC SAFETY

Winter Weather Continues:

We look forward to the longer days ahead and the potential for spring conditions. Until then, we continue to deal with the stronger than normal wind and rain events. Thanks to all the local Marina Managers, there have been no serious issues with sinking vessels. During the strong rains, neglected boats sometimes accumulate water to the point that thru-holes begin to fill with additional water causing the boats to eventually sink in their slips. Together the Harbor Patrol and Marina Managers have done an admirable job staying ahead of this and there have been no significant issues.



Hazards to Navigation:

The local beaches and waters continue to experience debris from the local rivers. A majority of the floating items are the invasive *Arundo* grass that has proliferated the local river bottoms. We have not been able to address the issue along the beach, but to the best of our ability we have been removing it from the water on our routine patrols.

Harbor Entrance:

No significant shoaling has been noted. The sand trap to the best of our estimation has kept up with downcoast sand movement. We are grateful that the dredging is planned to begin later this month.

Landside:

We have been receiving numerous complaints about the state of the Harbor's roads. Our staff also shares the same concerns as the failure in numerous areas is now creating a nuisance to cars and more importantly a serious hazard to bicyclists. The failures in several areas are such that a typical bicycle tire could get caught in the crevices and cause an accident. Deputy General Manager, Brian Pendleton has already sent a letter on behalf of the District reporting the situation. Our staff has also called in to report the potholes on numerous occasions. We have been sharing this number with the public: [pothole hotline at 805-652-4590](tel:805-652-4590)

Police/Fire:

The City Fire Department has assigned Captain Luis Manzano to be the Department Liaison and work closer on mutual issues. He has been very helpful and has a long history of working with the Harbor Patrol. Captain Manzano also is currently the training and equipment specialist and will help us stay up to date with required training and equipment.



BEACHES

Harbor Cove:

The maintenance crew has done a great job removing the sand off the back wall and parking lot. The Outriggers and Volleyball Groups continue to use the beach daily, but general public use has been down due to the weather.

South Beach Dune:

There has been no significant change to the beach. In the area of Surfers Knoll, the maintenance department did a nice job removing sand from the back wall and parking lot. The sand was used to soften the small cliff out from the parking lot and provide for safer access to the water.

911 DISPATCHES (19 CALLS SINCE 2/13/2019)

<u>Incident</u>	<u>Case Number</u>	<u>Units</u>	<u>Priority</u>	<u>Problem</u>	<u>Agency</u>	<u>Address</u>	<u>City</u>	<u>Response Date</u>
<u>19-0012185</u>		HARB1, ME2, MED664	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1559 Spinnaker Dr	Ventura	2/13/2019 9:26:10 AM
<u>19-0012261</u>		HARB1, ME7, MED482	M5	MEDICAL ALARM	Ventura County Fire Department	1215 Anchors Way	Ventura	2/13/2019 3:38:35 PM
<u>19-0013043</u>		HARB1, ME2, MED492	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	2913 Surfrider Ave	Ventura	2/16/2019 11:26:45 AM
<u>19-0013177</u>		HARB1, ME2, MED481	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	2913 Surfrider Ave	Ventura	2/16/2019 8:29:51 PM
<u>19-0013562</u>		HARB1, ME2, MED481	M1	UNCONSCIOUS/FAINT NON EMD	Ventura County Fire Department	1691 Spinnaker Dr	Ventura	2/18/2019 10:44:56 AM
<u>19-0013898</u>		HARB1, ME2, MED482	M5	ASSAULT NON EMD	Ventura County Fire Department	2904 Pierpont Blvd	Ventura	2/19/2019 3:59:14 PM
<u>19-0014105</u>		HARB1, ME1, MED483	M5	BEHAVIORAL EMERGENCY NON EMD	Ventura County Fire Department	1583 Spinnaker Dr	Ventura	2/20/2019 11:00:10 AM
<u>19-0014999</u>		HARB1, ME2, MED481	M3	CHEST PAIN NON TRAUMA HIGH	Ventura County Fire Department	Spinnaker Dr / E Harbor Blvd	Ventura	2/23/2019 2:03:07 PM
<u>19-0015025</u>		HARB1, ME2	M7	LIFT ASSIST	Ventura County Fire Department	2906 Seahorse Ave	Ventura	2/23/2019 3:19:13 PM
<u>19-0016548</u>		HARB1, ME2, MED482	M7	FALLS NO CODE	Ventura County Fire Department	3002 Bayshore Ave	Ventura	2/28/2019 11:07:10 PM
<u>19-0016563</u>		HARB1, ME2, MED662	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	2913 Surfrider Ave	Ventura	3/1/2019 12:02:53 AM
<u>19-0016588</u>		HARB1, ME2, MED481	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	3750 E Harbor Bl	Ventura	3/1/2019 5:50:13 AM
<u>19-0017396</u>		HARB1, ME2, MED481	M5	MEDICAL ALARM	Ventura County Fire Department	1215 Anchors Way	Ventura	3/3/2019 8:16:39 PM
<u>19-0017621</u>		HARB1, ME106, MED663, MED662	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	3/4/2019 3:18:54 PM
<u>19-0017721</u>		HARB1, ME106, MED481	M3	CHEST PAIN NON TRAUMA HIGH	Ventura County Fire Department	3750 E HARBOR BL	Ventura	3/5/2019 12:01:30 AM
<u>19-0017934</u>		HARB1, ME106, MED481	F4	TC	Ventura County Fire Department	E Harbor Bl / Olivas Park Dr	Ventura	3/5/2019 5:26:53 PM
<u>19-0018738</u>		HARB1, MED483, MED665, MT5	M5	TRAUMATIC INJURIES	Ventura County Fire Department	1215 Anchors Way	Ventura	3/8/2019 5:10:48 PM
<u>19-0019201</u>		HARB1, ME2, MED662	M3	CHEST PAIN NON TRAUMA HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	3/10/2019 1:01:40 PM
<u>19-0019488</u>		HARB1, ME2, MED664	M5	TRAUMATIC INJURIES NON EMD	Ventura County Fire Department	1603 Anchors Way Dr	Ventura	3/11/2019 4:21:11 PM

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: March 20, 2019

TO: Board of Port Commissioners
FROM: Dave Werneburg, Marina Manager / Commercial Fisheries
SUBJECT: February 2019 Marina Report

Ventura Harbor Village Marina Occupancy

The marina remains at near 100% occupancy. All squid seiner slips are occupied with some vessels rotating in shared slip arrangements.



Squid Fleet – San Pedro circa '40's

Ventura Harbor Village Squid Production

Ventura Harbor had five (5) squid landings in February totaling 68 tons. However, none of the product met the threshold, in terms of quality and size, to warrant the premium price of \$1,000/ton. The going price ranged from \$600/ton to \$300/ton, with several tons of Pacific Mackerel as bycatch.

The California state-wide quota for Pelagic Market Squid is 118,000 short tons. The past few seasons have been very disappointing. The season opens April 1st of each year and goes until the quota is reached. We have failed to reach the quota in each of the past four seasons. In the 2017 – 2018 season a total of 75,142 short tons were harvested; Ventura's share was approximately 42,450 short tons, 23,000+ was split between San Pedro and Port Hueneme. 9,635 short tons were harvested north of Point Conception. In the 2018 – 2019 season a statewide total of only 31,496 short tons were harvested. It was pretty evenly split between Southern CA and Northern CA with 15,000+ short tons each.

2019 – 2020 season opens April 1st.

Commercial Fishing

The commercial squid fleet is prepping for the new season, mending nets, cleaning fish holds, lining up crew and lightboats.

Lobster season is over March 20th; all traps must be removed by March 26th.

Spot Prawn season opened February 1st and goes through October 31st.

Marketing / Promotions

Date Range: February 1 – February 28, 2019

Meetings & Conferences:

Feb. 11- 12: Visit California Outlook Forum Conference/Industry Updates/Networking/Forward Visiting/Media & Market Updates

Feb. 16 -17: Los Angeles Adventure & Travel Show partner in Ventura County Coast booth to encourage tourism & visitation to Ventura Harbor Village & Channel Islands National Park

Marketing/Public Relations/Social Media Highlights:



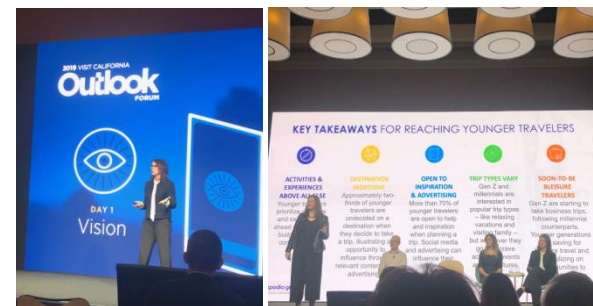
Los Angeles Times



- Chowder Taste received press coverage on NBC.com/LA Times/KEYT Channel 3 News/TasteCaliforniaTravel.com
- Ventura Harbor' shared post of Surfer's Knoll beach with strawberries went viral when reposted by ABC LA/Channel 7 News(97k Facebook reach | 1.7k Instagram Engagement)
- Visit California Social team asked to share Ventura Harbor's post of dolphins near the Channel Islands
- Ventura Harbor posted viral image of snow above sailboats(199k Facebook reach | 1.4k Instagram Engagement)
- Harbor Views Newsletter (Spring Edition) finalized working with Whisenhunt Communications & distributed in the Ventura Breeze newspaper on February 13 (11k copies)
- Ventura Harbor Village's Chowder Taste Press Release distributed by Somerville Associates to media outlets
- Ventura Harbor's March is Mermaid Month Press Release distributed by Somerville Associates to media outlets
- Social posts & website enhancements to announce open positions at the Ventura Port District
- Ventura Harbor Village events & happenings posted to Nextdoor outreach to over 10.5k neighbors
- Paid Blog Post with Visit Ventura for The Top 5 Ways to Warm Yourself Seaside at Ventura Harbor Village reached 26k viewers & 1.1k click thrus, 81% women interested in the blog post via Facebook

LA Travel & Adventure Show

- VPD Marketing Coordinator represented the Ventura County Region as a premier destination & encouraged visitation to Ventura Harbor (shown below)



Visit California Outlook Forum Industry Conference



VPD Marketing Manager / Central Coast Tourism Board at Visit CA Outlook Forum



Marketing Report
February 2019





TALL SHIPS

FEBRUARY 12 - MARCH 5, 2019

VENTURA HARBOR VILLAGE

TALL SHIPS 2019 BY THE NUMBERS

NOTEWORTHY INFO:

TALL SHIPS IN PORT FOR 19 DAYS
8 DAYS OF RAIN & WIND
3 EVENT CANCELLATIONS DUE TO WEATHER
DEPARTED 1 DAY EARLY
FOR SMOOTH SAILING

2,551

DOCKSIDE TOURS

366

SAIL TICKETS SOLD

557

EDUCATIONAL PROGRAM
PARTICIPANTS

115

SCAVENGER HUNTS
DISTRIBUTED

44

NEW E-NEWSLETTER
SUBSCRIBERS

13

ADVERTISING OUTLETS

VC Star All-County
(Print & Banner Ads)
805 Living Magazine
Acorn Newspaper
(Camarillo, Thousand Oaks)
Bakersfield Life Magazine
Ventana Magazine
SB Family Life Magazine
Happenings (Ventura)
Valley Scene Magazine
Ventura Breeze
Cumulus Broadcasting
(KHAY & KBBY)

70

POSTCARDS SENT

National Reach: States in blue as shown below & International Reach: Canada, China, UK, & Mexico



ADVERTISING INITIATIVES:

100 POSTERS | 500 MAGNETS | 2500 RACK CARDS |
10 RADIO BROADCASTING GIVEAWAYS | 4 SOCIAL MEDIA CONTEST GIVEAWAYS



10+

CREW
OFFERS

Special Thanks to our Harbor Village Tenants who offered Tall Ship crew members discounts & specials to make their stay memorable.
Fun Fact: All Tall Ship Crew Members successfully ESCAPED from Ultimate Escape Rooms



Thank you to restaurants who participated & donated to the VIP Tall Ship experience:
805 Bar & Grilled Cheese | Copa Cubana | Fratelli's Pizza & Brew | The Greek Mediterranean Steak & Seafood | Margarita Villa | Le Petit Cafe & Bakery | Coffee Dock & Post



45+

VIP & MEDIA GUESTS
TALL SHIPS RECEPTION

Chowder Taste

IN CELEBRATION OF
NATIONAL
CLAM CHOWDER DAY

SUNDAY
FEBRUARY 24, 2019
11 AM - 3 PM

VENTURA HARBOR VILLAGE



LE PETIT CAFE
& BAKERY

THE GREEK
MEDITERRANEAN
STEAK & SEAFOOD

BOATYARD PUB

805 BAR &
GRILLED CHEESE

BAJA BAY
SURF & TACO

BROPHY BROS.
RESTAURANT
& CLAM BAR

ANDRIA'S
SEAFOOD
RESTAURANT
& MARKET

VENTURA HARBOR VILLAGE

ADVERTISING INITIATIVES:

ONLINE ADS | SIGNAGE & POSTERS | PRINT ADS

SPECIAL THANKS TO PARTICIPATING
RESTAURANTS IN CELEBRATION OF
NATIONAL CLAM CHOWDER DAY



**SOLD OUT
EVENT!**

390 TICKETS SOLD
+ 10 TICKETS COMPED
FOR SOCIAL CONTESTS/
MEDIA HOSTS

\$10.00

PER TICKET

81%
OF DAY'S VISITORS
BETWEEN 11AM - 5PM
VIA MOTIONLOFT

13,857
PEOPLE REACHED ON
INSTAGRAM

6,497
TOTAL CAR COUNT
ON FEB. 24TH
VIA MOTIONLOFT

2,000+
RESPONSES ON FACEBOOK EVENT

Special Note: Increased tickets by 100 from 2018 event and increased price to \$10/ticket. An estimated 100-125 tickets could have been additionally sold.

In only its second year, the Chowder Taste has proven to be a very popular & sought after culinary opportunity. After evaluation of 2019, the Harbor Marketing team recommends a new approach in 2020 if to continue with the Chowder Taste with the primary goals of promoting handcrafted chowder offerings in Ventura Harbor to oversee quality and quantity more efficiently as well as online presales offered.



Web Analytics / Reviews

Date Range: February 1 – February 28, 2019

WEBSITE ANALYTICS

VenturaHarborVillage.com

Pageviews

27,536

Users

10,509

Top Page Views:

- Tall Ships 2019
- Dine
- Chowder Taste
- Events
- Shop
- Play
- Explore



VenturaHarbor.com

Pageviews

13,367

New Users

5,269

Top Page Views:

- Live Webcam at Harbor Entrance
- Jobs
- Restaurants/Food
- Map
- Board Meeting Minutes
- Local Commercial Fish Market



REVIEWS

Organic Google Visitor Ratings for Ventura Harbor



Michele Kurlan

Local Guide · 93 reviews · 6 photos

★★★★★ 4 days ago

Great eats n shops AND THE VIEW!!



Connie Freeman

98 reviews

★★★★★ 3 weeks ago

Hands-down favorite place

Digital Outreach for

Maintenance Job Recruitment

Posted on VenturaHarbor.com homepage

Facebook, Twitter, and Instagram



Ventura Harbor

Published by Harbor Seal (?) · February 27 at 1:53 PM · 🌐

Come join the Harbor Maintenance Team seaside! Work waterfront at Ventura Harbor, Ventura Harbor Village & surrounding beaches.

Recruiting for custodial – check out the job details here 🙌
venturaharbor.com/Jobs/

10,029

People Reached

1,319

Engagements



WE'RE HIRING!

JOIN OUR TEAM

Featured Instagram Stories:

Tall Ships



Le Petit Soup



Wild Local Seafood



Marketing Report February 2019

Social Media Profiles

Date Range: February 1– February 28, 2019

INSTAGRAM

Total Followers

12,908

FOLLOWERS

ENGAGEMENT

Total Followers

 12.9k

Likes Received

 8,938

MOST ENGAGED HASHTAGS

#seattallships

737

#warmyourselfseaside

514

Comments Received

 310

*Viral Posts

1678
Engaged

1389
Engaged

397
Engaged

FACEBOOK

Total Fans

23,010 Total Impressions

 1.1m

Average Daily Users Reached

22,069.3

Total Engagements increased by

 **839.4%**

since previous date range

Engagements

 41k

***NOTE: Engagement increase due to viral posts & amazing response to photos of strawberries washing up on Surfers Knoll Beach & snow on mountains above the Harbor.**

TWITTER

Total Followers

5,086

Organic Impressions increased by

90.6%

since previous date range

Organic Impressions

 17k

Total Engagements

 268

Ventura Harbor @VenturaHarbor · Feb 8

Congratulations to Commissioner Chris Stevens voted at the February 6th Board Meeting as Chairman of the Ventura Port District Board of Directors, and Commissioner Jean Getchell who was voted as Secretary.

25

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: March 20, 2019

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: February 2019 Property Report

TENANT REPORT

- 1) *Top This Chocolate* – 1559 Spinnaker Drive #109 --- Tenant has received City of Ventura permits and have started construction. Estimated opening Summer 2019.
- 2) *NEW Vacant Space* – 1583 Spinnaker Drive #104A -- Staff is in construction phase preparing a move in ready (paint, electrical, flooring) available space to lease. The space is currently listed on multiple sites for leasing (LoopNet, Port District Website, etc.).
- 3) *Frenchies Nail Salon* – 1583 Spinnaker Drive #105 – Tenant is working with an architect to layout and design the space. Staff is working with their team to provide building, utility locations and any other necessary requirements to accommodate the design.
- 4) *Le Petit Restaurant* --- 1591 Spinnaker Drive #112 – Tenant has completed the new flooring and paint inside the space. They are continuing to work with an architect to prepare the drawings for the patio cover/gazebo.

BEFORE



AFTER



- 5) *Margarita Villa* --- 1567 Spinnaker Drive #200 --- Tenant and staff are working together with the awning company for design of the patio cover.
- 6) *Casa de Regalos* --- 1575 Spinnaker Drive #108 – Tenant is working with staff on preparing their new space with the internet and security infrastructure they require, while the walls are exposed and conduit is being updated.
- 7) *Carousel (Lighthouse Building)* --- 1567 Spinnaker Drive #100 -- Staff is creating two options of a new conceptual floorplan with the design team and Jim McKeown. These floorplans provide four different spaces to lease, which would allow for new innovative and creative concepts within the spaces and provide smaller footprints to adapt to trending ideas.

LEASING OUTREACH

- 1) Leasing Outreach – Ventura Harbor Village is 100% leased
 - Daily exposure with our ads online via LoopNet/CoStar which covers the following:
 - Top three commercial real estate marketplaces:
 - LoopNet, CityFeet and Showcase and;
 - 150 plus online newspaper websites including Wall Street Journal
 - 24 Million visitors to these sites
 - 200,000 commercial real estate professional use CoStar services
 - b) Motionloft Vehicle and Pedestrian Counts – February 2019 Report (see attached)
 - c) Tenant Lease Expiration Report – February 2019 (see attached)

SALES REPORTS

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

The year-to-date overall sales for January were down 7.80% from the same time last year.

ATTACHMENTS

- Attachment 1 – Sales Summary --- January 2019
Attachment 2 -- Motionloft Reports – February 2019
Attachment 3 – Tenant Lease Expiration Report – February 2019

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of
01/2019

	<u>January-2019</u>	<u>January-2018</u>	<u>% Change</u>
Restaurants	\$ 979,364	\$ 1,019,877	-3.97%
Retail	\$ 233,449	\$ 224,650	3.92%
Charters	\$ 204,439	\$ 292,659	-30.14%
Total	\$ 1,417,252	\$ 1,537,186	-7.80%

Year-to-date through January 2019

	<u>January-2019</u>	<u>January-2018</u>	<u>% Change</u>
Restaurants	\$ 979,364	\$ 1,019,877	-3.97%
Retail	\$ 233,449	\$ 224,650	3.92%
Charters	\$ 204,439	\$ 292,659	-30.14%
Total	\$ 1,417,252	\$ 1,537,186	-7.80%

Ventura Port District

Feb 1, 2019 - Feb 28, 2019

3,064

Typical Day

10,472

Sun, Feb 24 - Busiest Day

5,636

Saturday Average

21,450

Typical Week

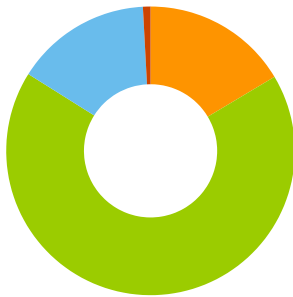
27,979

Peak Week Beginning Sun, Feb 17

85,794

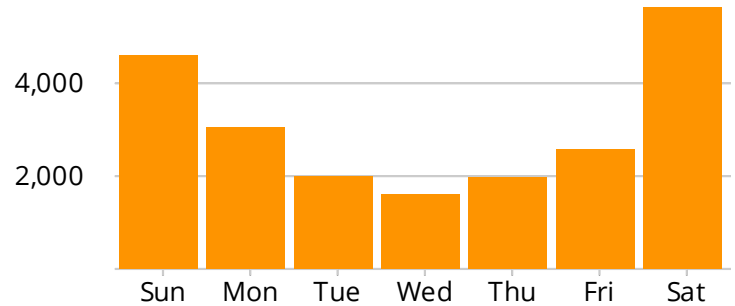
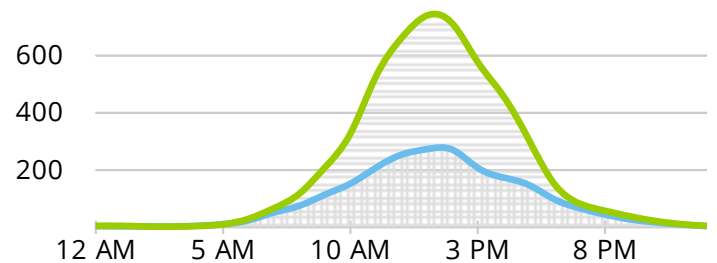
Total Visitors

Average Daily Activity



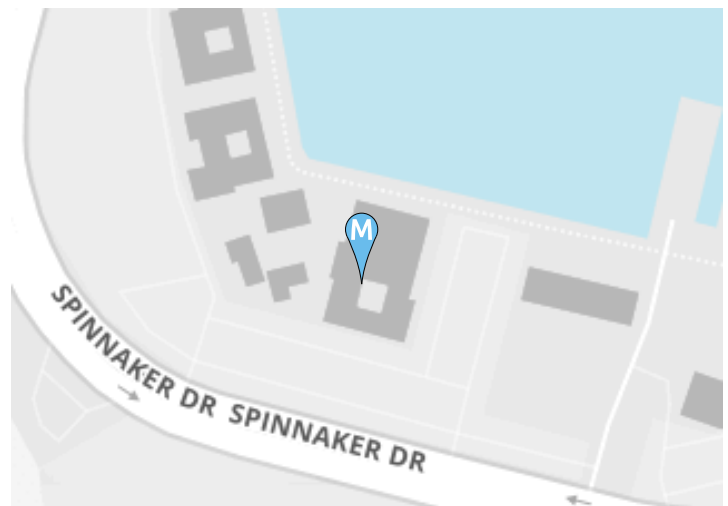
Hours	%	Total
5am - 11am	16%	504
11am - 5pm	67%	2,070
5pm - 11pm	15%	467
11pm - 5am	1%	26

Weekdays Weekends



Totals

Week beginning Sun, Jan 27	3,738
Week beginning Sun, Feb 3	16,708
Week beginning Sun, Feb 10	19,289
Week beginning Sun, Feb 17	27,979
Week beginning Sun, Feb 24	18,080



Ventura Port District

Feb 1, 2019 - Feb 28, 2019

4,724

Typical Day

6,746

Sat, Feb 23 - Busiest Day

5,903

Saturday Average

33,069

Typical Week

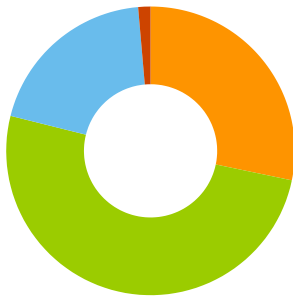
36,033

Peak Week Beginning Sun, Feb 17

132,268

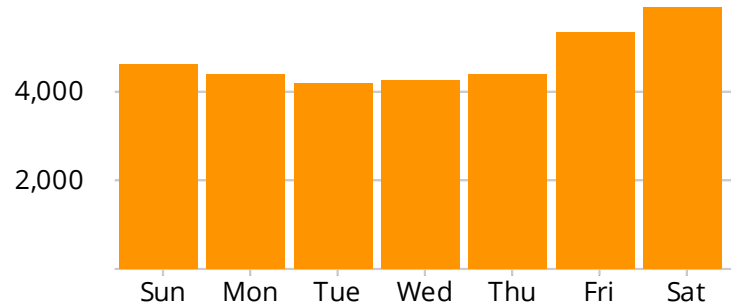
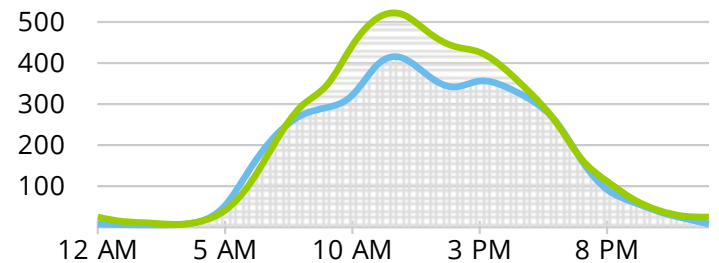
Total Visitors

Average Daily Activity



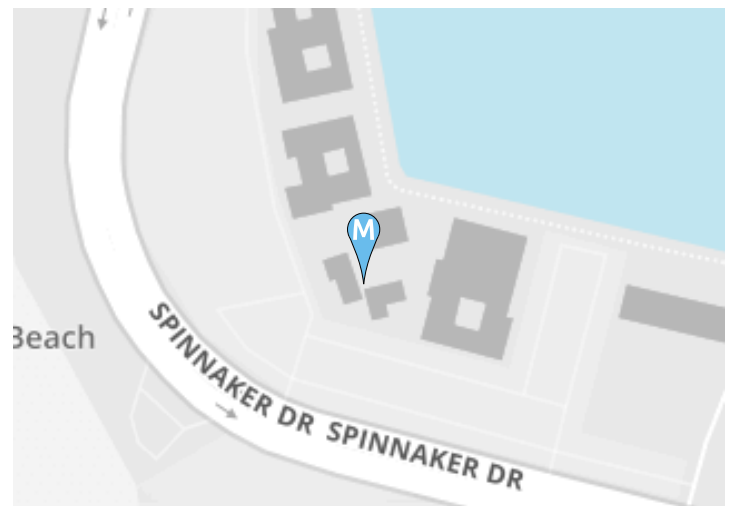
Hours	%	Total
5am - 11am	28%	1,336
11am - 5pm	51%	2,392
5pm - 11pm	20%	932
11pm - 5am	1%	65

Weekdays Weekends



Totals

Week beginning Sun, Jan 27	9,493
Week beginning Sun, Feb 3	30,441
Week beginning Sun, Feb 10	32,682
Week beginning Sun, Feb 17	36,033
Week beginning Sun, Feb 24	23,619



ATTACHMENT 3

VENTURA HARBOR VILLAGE LEASES EXPIRE --- 2018 / 2019

TENANT	SQ FT	TYPE	START	EXPIRES
Coastal Marine Biolabs	1,979	O	6/1/2014	5/31/2019
Kyle & Assoc.	535	O	6/1/2017	5/31/2019
Dr. Ahmad Vahedian	275	O	9/1/2017	8/31/2019
Center for Contract Compliance	437	O	10/1/2017	9/30/2019
Del Mar Seafood-Joe Cappuccio	1,015	O	12/1/2017	11/30/2019
Jennifer Shook/Laura Kinney	455	O	1/1/2018	12/31/2019
Power Processing	350	O	1/1/2019	12/31/2019

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: March 20, 2019

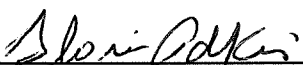
TO: Board of Port Commissioners
CC: Oscar Peña, General Manager
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Quarterly Treasurers Report

As of September 30, 2018, the District held cash and investments with a market value of \$15,835,423. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 98% of the September 30, 2018 fund balance:

Enterprise (Operating) Fund	\$3,696,076
Dredging Reserve Fund	3,007,881
Capital Improvement Fund	4,484,652
Capital Improvement –Fisheries Fund	156,569
Project Fund-Village Marina	<u>4,490,245</u>
Total Funds	\$15,835,423

The Investment Portfolio Report for September 30, 2018 attached herewith includes all of the District's Funds.

Submitted by: 
Gloria Adkins
Accounting Manager

Date: March 14, 2019

ATTACHMENTS:

Attachment 1 – Investment Portfolio Report for September 30, 2018

Attachment 2 - LAIF Performance Report Quarter Ending September 30, 2018

ATTACHMENT 1

Ventura Port District Investment Portfolio Report Quarter Ending 9/30/2018

<u>Security Type</u>	<u>Issuer</u>	<u>CUSIP Number</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Par Value</u>	<u>Book Value</u>	<u>Percent of Portfolio</u>	<u>Market Value</u>	<u>Market Value Source</u>
<u>Cash Investments</u>									
State Pool (LAIF)	LAIF-State Treasury		On Demand	2.16%	15,869,823	15,869,823	98%	15,835,423	LAIF
Total Cash Investments LAIF						\$ 15,869,823	98%	\$ 15,835,423	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo		On Demand	N/A	N/A	173,972	1%	173,972	Wells Fargo
Grant Fund checking	Wells Fargo		On Demand	N/A	N/A	54,608	0.3%	54,608	Wells Fargo
Project Fund checking	Wells Fargo		On Demand	N/A	N/A	110,000	0.7%	110,000	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	1,371	0.01%	1,371	Ventura Port District
Total Cash Deposits						\$ 339,951	2%	\$ 339,951	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	1.96%	17,364	17,364	0.11%	17,364	Ventura County Treasury
Total Cash in County Treasury						\$ 17,364	0.11%	\$ 17,364	
TOTAL ALL FUNDS						\$ 16,227,138	100%	\$ 16,192,738	

Notes:

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

3/14/2019

Submitted by:

Daniel Adkins



**JOHN CHIANG
TREASURER
STATE OF CALIFORNIA**



PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
09/29/18	2.09	2.00	193
09/30/18	2.09	2.00	193
10/01/18	2.11	2.11	205
10/02/18	2.11	2.11	205
10/03/18	2.12	2.11	206
10/04/18	2.12	2.12	206
10/05/18	2.12	2.12	205
10/06/18	2.12	2.12	205
10/07/18	2.12	2.12	205
10/08/18	2.12	2.12	202
10/09/18	2.12	2.12	202
10/10/18	2.13	2.12	202
10/11/18	2.14	2.12	203
10/12/18	2.14	2.12	202
10/13/18	2.14	2.12	202
10/14/18	2.14	2.13	202
10/15/18	2.14	2.13	200
10/16/18	2.15	2.13	198
10/17/18	2.15	2.13	198
10/18/18	2.16	2.13	197
10/19/18	2.16	2.13	197
10/20/18	2.16	2.13	197
10/21/18	2.16	2.13	197
10/22/18	2.16	2.14	199
10/23/18	2.16	2.14	200
10/24/18	2.16	2.14	202
10/25/18	2.16	2.14	200
10/26/18	2.16	2.14	201
10/27/18	2.16	2.14	201
10/28/18	2.16	2.14	201
10/29/18	2.17	2.14	203

*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

LAIF Performance Report

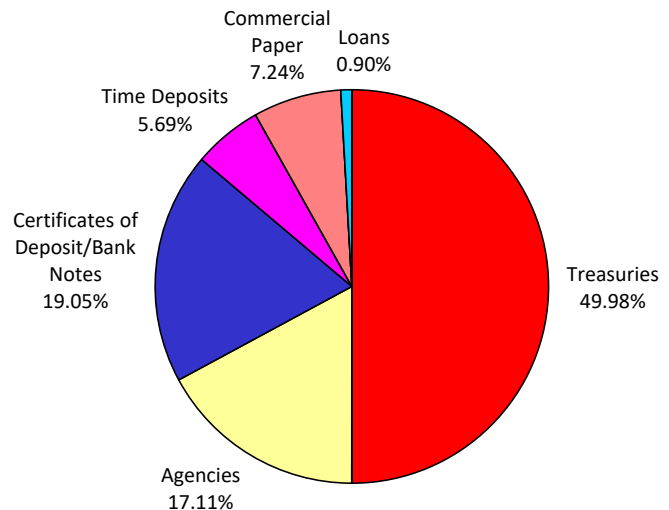
Quarter Ending 09/30/18

Apportionment Rate: 2.16%
 Earnings Ratio: 0.00005909460836489
 Fair Value Factor: 0.997832404
 Daily: 2.09%
 Quarter to Date: 2.00%
 Average Life: 193

**PMIA Average Monthly
Effective Yields**

Sept 2018 2.063
 Aug 2018 1.998
 July 2018 1.944

**Pooled Money Investment Account
Portfolio Composition
09/30/18
\$88.3 billion**



Percentages may not total 100%, due to rounding.

Based on data available as of 10/31/2018



BOARD OF PORT COMMISSIONERS
MARCH 20, 2019

CONSENT AGENDA ITEM A
APPROVAL OF OUT OF
TOWN TRAVEL REQUESTS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: March 20, 2019

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

RECOMMENDATION:

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

- 1) Maintenance Supervisor, Sergio Gonzalez to travel to Long Beach, CA to participate in the Annual ManagerPlus Software Training Seminar on April 10-12, 2019. Attending this training allows Mr. Gonzalez to get hands on training on new software updates and features. Estimated cost for the travel is as follows:

Registration	\$1,800.00
Lodging	Included in Registration
Meals	\$135.00
Mileage	\$100.22
Miscellaneous	\$100.00
TOTAL	\$2,135.22

- 2) Harbormaster, John Higgins to travel to Newport, Oregon to participate in the Pacific Congress of Harbormasters Conference on April 15-19, 2019. Attending this conference allows the Harbormaster to share the District's efforts with the shellfish project, strengthen networking and obtain new information that would benefit the Harbor. Estimated cost for the travel is as follows:

Registration	\$325.00
Transportation	\$317.00
Lodging	\$455.00
Meals	\$250.00
Miscellaneous	\$400.00
TOTAL	\$1,747.00

- 3) Marketing Manager, Jennifer Talt-Lundin to travel to Monterey, CA to participate in the Central Coast Tourism Annual Board Retreat and Meeting on April 17-19, 2019. Ms. Talt-Lundin is on the Central Coast Tourism Board and is required to attend this retreat and meeting. Estimated cost for the travel is as follows:

Registration	\$175.00
Transportation	\$345.00
Lodging	\$525.00
Meals	\$65.00
TOTAL	\$1,110.00



BOARD OF PORT COMMISSIONERS

MARCH 20, 2019

CONSENT AGENDA ITEM B

APPROVAL OF 2019 LIFEGUARD
SERVICES CONTRACT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: March 20, 2019

TO: Board of Port Commissioners
FROM: John Higgins, Harbormaster
SUBJECT: Approval of 2019 Lifeguard Services Contract

RECOMMENDATION:

That the Board of Port Commissioners authorizes the General Manager to enter into a contract with State Parks to provide Lifeguard Services from mid-May 2019 through Labor Day 2019 at Harbor Cove and Surfers Knoll beaches for \$88,682.40.

SUMMARY:

Ventura Harbor and its Beach have now become one of the more popular summer destinations in Ventura. The post dredging results in some of the best sand in the City. Visitors from Ventura, Los Angeles, & Kern Counties flock here to escape the inland heat, partake in the numerous healthy activities, and enjoy the Harbor Villages many amenities.

Placing public safety as a high priority, the Ventura Port District decided to take the lead on providing summer lifeguards at Harbor Cove Beach after the City of Ventura stopped services in 2011. The solution at that time was to contract with California State Parks. Since that time, and after a drowning on the unprotected South Beach in 2014, the services have modestly grown to meet the new demands of this higher population of visitors.

In previous years, as the service was maturing, the contract costs have increased each year. After several years of making necessary changes in staffing, it appears we have finally reached a level where the costs have mostly stabilized. This year's increase is a little over 1% which mostly reflects added personnel costs and the option to continue services as available up till December 31st if needed. We feel this investment in Public Safety has resulted in a return in our investment with reported mid-week sales at the Harbor Village increasing each summer there has been Lifeguard Services.

BACKGROUND:

Ventura Harbor is one of the few locations in Ventura County that provides a complete user experience. Our Harbor, beaches, merchants, restaurants, National Park Headquarters, sport fishing boats, dive boats, and Island Packers give the visitor tremendous value and entertainment in one intimate location. As Southern California history has shown, the beach is a proven valuable commodity and Government Agencies return on investments are strong. Local visitors and outside tourism are attracted to safe lifeguarded beaches and the result is a strong local economy, higher property values, and consistently higher sales taxes. Our investment in a complete lifeguard service for the first time brought us crowds mid-week and after the traditional summer months, which benefits our merchants and restaurants. We expect this trend to continue.

The crowds and environmental conditions were challenging, but with cooperation from the Harbor Patrol, the State Parks Lifeguards performed many rescues and prevented numerous serious incidents. The beach had historically high visitors and challenging conditions, but because of our investment there were no drownings and most rescues were routine in nature.

The Harbor Patrol and State Lifeguards have grown a strong and effective partnership in providing public safety on land and water areas throughout the Ventura coastline. Both agencies

participate in cross training and assist each other throughout the year on routine and emergency calls. We feel our partnership is a model for other small and budget constrained agencies.

Additional Options Researched:

Port District Administered Program

In 2010, 2013, 2017, and 2018, District staff analyzed the potential of incorporating lifeguard services into its Harbor Patrol operation. We considered the following:

- 1) Harbor Patrol staff and services are very compatible with providing lifeguard services;
- 2) The flexibility to provide lifeguard services year around;
- 3) Improved boating safety enforcement with additional trained professionals;
- 4) Expanded prevention and education to both aquatic safety and water sports activity in the area.

The District has staff that could implement and manage the same quality service as contracted with State Parks. In November of 2016, we received certification from the United States Lifesaving Association for the Aquatic Agency Response Team. As a standing member of this association, we would have no problem receiving the certification should we desire to implement an in-house Lifeguard Program. We have consistently been moving in this direction and the implementation of the Marine Safety Officer positions makes the future implementation more realistic. Many of our Marine Safety Officers are Supervisors on the local beaches and run Jr. Lifeguard programs. We have successfully used the Marine Safety Officers to cover the beach on several occasions during the off-season. They have also been used numerous times as Port District Safety during filming permits and special events.

In addition to the Marine Safety Officer positions, we have entered into a partnership with Oxnard College Regional Public Safety Academy to host an annual Lifeguard Academy. The College will pay for the program, provide the instructors, and the recruits would be college students. The Port District would provide the classroom and beaches for the training. This relationship can allow our staff to evaluate the recruits throughout the training and select the top candidates upon completion. This partnership can save agencies a significant amount of money in the training of the new Lifeguards. The program was a great success last year and with several of the graduates getting jobs within Ventura & Santa Barbara Counties.

The biggest challenge for our small agency would be the human resources side of adding the necessary number of new lifeguards. In addition to this challenge, the initial start-up costs to provide a program would not allow for a cost saving for a couple of years due to the initial equipment and lifeguard towers. Most importantly we would need approximately four months to put the plan in motion. We can be prepared to implement a program for the 2020 Summer if requested.

Outside Contracting

We identified that there were no interested agencies.

Partnering with the City of Ventura

The City of Ventura is now at the end of a multi-year contract with California State Parks. I have met with the City on numerous occasions to discuss a partnership. During these discussions the benefits of a partnership were realized and while a partnership would not likely result in a cheaper service, it would allow for greater efficiencies in each of our monies. The added value of having direct control over staffing would allow for off-season coverage that aligns with the

local school holidays. Communications would be more efficient as we already work on common radio frequencies and enhanced training would provide for a higher level service.

Much of the ground-work of how such a joint partnership would work has already taken place. The costs to run the program would mirror existing costs, but allow for programs like Jr. Lifeguards to generate revenue thus lowering the actual costs of providing these services. Meetings with City Department managers have taken place and their input was positive. The working group continues the planning efforts and meets somewhat regularly.

At our last meeting last September, the City advised with the new City Manager they felt it would be appropriate to utilize the last year of their option with California State Parks and resume planning next September.

CONCLUSION:

District Staff recommends entering into another contract with State Parks for \$88,682.40 as proposed. State Parks has done a fantastic job each year, Rescues continue to decrease with Preventative Lifeguarding, and Public Education. The Harbormaster will continue to work with State Parks to ensure that the highest level of service is provided while respecting the need to preserve Port District Funds.

Staff will also continue to work with the City of Ventura Fire and Recreation Departments to plan on a future joint-service concept. I will report back to the Commission should any significant opportunities present themselves.

FISCAL IMPACT:

The Lifeguard Contract for the summer of 2019 is \$88,682.40. This cost reflects a little over 1% change from the previous summer of 2018.

ATTACHMENT:

Attachment 1 – California State Parks Lifeguard Proposal

ATTACHMENT 1

California State Parks

Ocean Lifeguard Service Proposal For the Ventura Port District Area



Background

For over 60 years, California State Parks has been providing professional lifeguarding services along the entire California coastline. The California State Parks Lifeguard service is certified by the United States Lifesaving Association, and is recognized as one of the highest-ranking training academies in the world. The California State Parks Lifeguard service emphasizes the importance of lessening aquatic emergencies through prevention and education. Professional aquatic safety organizations worldwide accept this proactive approach as a proven method to prevent drowning.

The Ventura Port District has contracted with California State Parks for lifeguard services at Harbor Cove and Surfers Knoll for several years. These services have been provided in the mutual interest of regional aquatic safety and providing a cost effective public partnership. This partnership creates relief for the Ventura Port District as it eliminates the need to create an independent lifeguard program.

California State Parks Lifeguards also provide specially trained personnel for dive team, helicopter extraction, and near shore rescue-craft response for use in rapid deployment to the surf zone, as well as underwater searches. The depth of specialized skill and professionalism provided by the California State Parks lifeguard service is unparalleled anywhere in the contiguous United States.

Lifeguard Service Area

This proposal covers two areas within the Ventura Port District:

Harbor Cove Tower

Harbor Cove is a highly visited beach area within Ventura Harbor. It is near Ventura Harbor Village, a 100,000 square foot retail / restaurant complex and adjacent to the Channel Islands National Park Headquarters and Visitor Center. The Four Points Sheraton Harbor Resort and Holiday Inn Express are within walking distance. As the only still water beach in Ventura, this beach is used by tourists and residents alike.

Immediately south of Harbor Cove Beach, the South Jetty creates consistent dangerous rip currents. When combined with high surf events or other hazardous conditions this location can exhibit extremely dangerous conditions to all aquatic users.

Surfers Knoll Tower / Surfers Knoll Beach Mobile Unit

Surfers Knoll Beach is located adjacent to the Ventura Harbor Village entrance. This area includes the popular surfing location called Surfers Knoll. Surfers Knoll is a popular location for outdoor recreation. The rock jetties in this area intensify the ocean currents and swells and make this stretch of coast more dangerous than others in the region.

Lifeguard Coverage Schedule

The scheduling of lifeguard coverage mirrors predictable use patterns and provides adequate coverage for the busy summer season.

The lifeguard coverage schedule below is based on providing a minimum level of lifeguard service on those identified Port District properties. This schedule was formed by expertise of California State Parks lifeguards including their knowledge of use patterns, coastal hazards, experience, statistics, and historic conditions along the Ventura coastline.

Typical Seasonal Lifeguard shifts are 8 hours. The State reserves the right to shorten or lengthen these shifts to maximize public safety. To provide adequate coverage on weekends and holidays during peak use periods, towers will be staffed by two lifeguards.

	May	June	July	August	Sept	Total
Planned hours - Vehicle Patrol	90	300	320	310	110	1,130
Planned hours - Surfers Knoll Tower	72	168	256	248	88	832
Planned hours - Harbor Cove Tower	72	216	328	312	112	1,040

Funds not spent on lifeguard staffing during the pre-planned periods identified above will be used to replace and/or repair equipment used for providing service to the Port District or provide additional shifts as necessary to cover high beach use/large surf events. These additional funds may also be used to provide supplemental training to lifeguard staff to establish and maintain certifications for their respective job classifications.

Lifeguard Service Budget

Temp Help Hourly Costs Including Benefits				
Position		LG Patrol - LG II	Harbor Cove Tower / Surfer Knoll Tower – LG I	
Rate	Hours	\$21.07/hr.	Hours	\$18.22/hr.
May	90	\$1,896.30	72 / 72 (144)	\$2,623.68
June	300	\$6,321.00	216 / 168 (384)	\$6,704.96
July	320	\$6,742.40	328 / 256 (584)	\$10,494.72
August	310	\$6,531.70	312 / 248 (560)	\$10,203.20
September	110	\$2,317.70	112 / 88 (200)	\$1,894.88
	Subtotal	\$23,809.10	Subtotal	\$34,107.84

Temp Help subtotal:		\$57,916.94
Health/Leave Benefits (20%):		\$11,583.38

Temp Help Total:		\$69,500.32
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Supervising LG Cost (10%):		\$6,950.03
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Total Cost of Labor:		\$76,450.35
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Admin Overhead Fee (16%):		\$12,232.05
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Total Contract Cost:		\$88,682.40
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Lifeguard Budget Details

Temp Help Staffing Costs: CA State Parks will provide Seasonal Lifeguards as the primary classification for meeting the lifeguard staffing requirements for this contract. Hourly costs for this classification range from \$18.22 to \$21.07 per hour for the identified employees current active bargaining unit contract. For further contract information reference CSLEA Bargaining Unit 7 contract.

Anticipated Provisional Operating Cost Amendment:

Due to the Seasonal Lifeguard employee bargaining unit (CSLEA Unit 7), lifeguard salaries historically increase per the required negotiated bargaining unit contract. The current contract expires on July 1, 2019. Upon the ratification of the new bargaining unit contract, employee wages will likely increase resulting in increased contract rates.

It is unknown what employee wages will be until the new contract is active. Furthermore, past contracts have seen an average wage increase of 2-4% each fiscal year.

Once the new contract is agreed upon and active, State Parks will notify the Ventura Port District with an amendment containing the new employees' wages. This will result in increased contract cost which directly affect other associated cost inside this contract. The Port District will be retroactively invoiced for the new negotiated rates.

Health & Leave Benefits: This is a flat 20% rate to cover vacation and sick leave benefits earned by Seasonal Lifeguards while working under this contract.

Supervising State Park Peace Officer (Lifeguard): This 10% cost will pay for supervision, daily operations oversight, scheduling, and other planning activities necessary to deploy the lifeguards services described in this contract.

Indirect Cost: California State Administrative Manual requires all Service Contracts to include a 16% Contract Fee to support administrative costs in Sacramento to support this agreement.

Equipment Needs: Port District will provide CA State Parks no later than May 6th the following equipment for its exclusive use for the term of this contract:

1. Use of a Port District 4x4 code 3 vehicle equipped with emergency lights, siren, and PA.

Port District will be responsible for the prompt repair of this equipment as well as normal maintenance needs.

CA State Parks will provide the portable radio and rescue equipment for the vehicle.

CA State Parks will provide two State owned lifeguard towers to be utilized on the locations identified in this contract.

The Port District vehicle will be refueled using the Port District fuel card.

Agreement Term

The term of this agreement will be from notice to proceed to December 31, 2019. The contract amount shall not exceed \$88,682.40.

DRAFT



BOARD OF PORT COMMISSIONERS

MARCH 20, 2019

STANDARD AGENDA ITEM 1 COASTAL MARINE BIOLABS CURRENT ACTIVITIES PRESENTATION

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 1
Meeting Date: March 20, 2019

TO: Board of Port Commissioners
FROM: Linda Santschi, Ph.D. and Ralph Imondi, Ph.D.
SUBJECT: Coastal Marine Biolabs Current Activities Presentation

RECOMMENDATION:

That the Board of Port Commissioners receive a presentation from Coastal Marine Biolabs on their current activities.

SUMMARY:

Coastal Marine Biolabs (CMB) will discuss the following:

- Recent grant award from the National Institutes of Health. (\$1.2M; July 1, 2019 through June 30, 2024)
- Ongoing collaborations with local School Districts.
- Ongoing role in the Ventura Shellfish Enterprise.

BACKGROUND:

CMB is a private, 501(c)(3), research-based science education organization that provides innovative field and laboratory-based learning experiences for high school students. Under the mentorship of CMB scientists, students use many of the key technological cornerstones of modern scientific discovery to explore contemporary questions that lie at the frontiers of scientific knowledge.

CMB joined the Ventura Harbor family in April 2007 in the 1559 Building, Suite 101 with a one year lease. After termination, CMB was a month-to-month tenant until 2011 when the lease was re-stated for three years. In June 2014, a new five year lease was created with it ending May 31, 2019.

FISCAL IMPACTS:

None.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

MARCH 20, 2019

STANDARD AGENDA ITEM 2

APPROVAL OF FINANCIAL
STATEMENTS AND CHECKS FOR JULY
THROUGH SEPTEMBER 2018

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: March 20, 2019

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

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3368 to:

- a) Accept the following financial statements for the Quarter ended September 30, 2018;
and
- b) Review the payroll and regular checks for July through September 2018.

SUMMARY:

Attached for the Board's review are the financial statements for the quarter ended September 30, 2018 and the check registers for July through September 2018.

BACKGROUND:

The financial statements for the quarter ending September 30, 2018 consist of Statement of Revenue and Expenses, Balance Sheet, Distribution of Cash, Comparison of Lease Rents, and a Three Year Comparative Statement of Revenue and Expenses. The budget items in the attached reports reflect the approved mid-year budget adjustments where appropriate.

The financial statements for the Aquaculture Grant Fund are included here as Attachment 3.

Operational Disbursements

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

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

July 2018 -

- California JPIA was paid \$268,483 on 7/2 for the annual general liability insurance and workers compensation premiums.
- Pacific Marine Repair was paid \$21,274 on 7/2 for a Patrol boat engine and installation.
- Toro Enterprises, Inc. was paid \$47,458 on 7/2 as a progress payment on the pavement repair project which began in FY17-18.
- Beacon Marine Electronics was paid \$10,875 on 7/12 for new Garmin electronic devices for Harbor Patrol.
- Kratos Construction was paid \$11,635 on 7/12 for six electrical repair jobs throughout the Village with the majority of the expense going towards the new suite buildout in the 1559 Spinnaker building, soon to be Top This Chocolate.

August 2018 -

- Marcos Ramos Painting was paid \$9,150 on 8/9 for four separate jobs; gate and pole refurbishment at both Harbor Cove and Surfers Knoll; mold remediation on concrete in Village; and dry rot repair on staircase in Village.
- California JPIA was paid \$22,323 on 8/23 for the premium on the District All Risk Property Insurance.
- Downtown Ventura Partners was paid \$12,400 on 8/23 as per the trolley partnership for the period July thru December 2018 and for advertising.
- Ventura Harbor Boat Yard was paid \$17,582 on 8/23 for engine work and other repairs to Patrol boat 17.

September 2018 -

- Associated Transportation Engineering was paid \$7,600 on 9/6/18 for services pertaining to the parking study and vehicle count.
- Noble Consultants was paid \$23,977 on 9/6 and \$11,365 on 9/14 for services related to the Village dock renovation of slips C, D, G & H and services related to the condition inspection of the fish pier.
- Accountemps was paid \$7,366.39 on 9/6 for temporary accounting staff while an employee was on medical leave.
- Coastal Architects was paid \$7,500 on 9/6 for services pertaining to the Village painting project.
- Jensen Design & Survey, Inc. was paid \$8,215 on 9/21 for services pertaining to Parcels 5 & 8; dry storage lot renovation and the pavement lot repair project.
- Wm L. Morris Chevrolet was paid \$47,900 on 9/25 for two new maintenance trucks as approved in the FY18-19 budget.

Details reflecting purchases made through the District's Chase Bank credit cards for July through September 2018 are included as Attachment 5.

Payroll Disbursements

The District has 26 bi-weekly pay periods per year; ten months of the year will have two regular payroll periods and two months will have three regular pay periods. July and September contain two regular pay periods each. The month of August contains three payroll periods. The month September also includes the quarterly accrued compensation hours pay-off run.

FISCAL IMPACT:

The Statement of Income and Expenses reflects a negative 'Change in Net Position' of \$16,739 for the period ended September 30, 2018.

ATTACHMENTS:

Attachment 1 – Resolution No. 3368

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

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

Attachment 4 – Accounts Payable Check Registers July - September 2018

Attachment 5 – Chase Credit Card Charges July – September 2018



RESOLUTION NO. 3368

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

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

- A. Accept the Financial Statements for the Quarter ended September 30, 2018;
- B. The following Checks are hereby reviewed:
 - 1) Payroll Checks #9644-9714 and direct deposits inclusive in the amounts of \$131,120 for July 2018 salaries, \$204,045 for August 2018 salaries, and \$162,691 for September 2018 salaries.
 - 2) Regular Checks #47916-48894, in the amounts of \$691,729 for July 2018 expenditures, \$259,949 for August 2018 expenditures, and \$366,181 for September 2018 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on March 20, 2019, Resolution No. 3368 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 September 30, 2018

	<----- Quarter (3 mos) ----->			<----- Year-to-Date ----->		
	Budget	Activity	Variance	Budget	Activity	Variance
OPERATING REVENUES						
Parcel Lease Income	\$ 900,000	\$ 918,882	\$ 18,882	\$ 900,000	\$ 918,882	\$ 18,882
Dry Storage Income	450	450	0	450	450	0
Fisherman's Storage	18,900	18,889	(11)	18,900	18,889	(11)
Parking Income	19,500	21,025	1,525	19,500	21,025	1,525
Miscellaneous Income/Rentals	10,645	8,145	(2,500)	10,645	8,145	(2,500)
Village Income						
Harbor Village Lease Income	768,300	807,052	38,752	768,300	807,052	38,752
Commercial Fishing	70,800	69,665	(1,135)	70,800	69,665	(1,135)
Miscellaneous Income	1,345	825	(520)	1,345	825	(520)
Harbor Event Fees	7,500	12,663	5,163	7,500	12,663	5,163
Marketing Booth/Vendor Income	1,500	1,985	485	1,500	1,985	485
Co-Op Advert/Sponsorship	0	250	250	0	250	250
Merchants Promo Fund	27,700	27,061	(639)	27,700	27,061	(639)
Slip Rentals	210,000	208,970	(1,030)	210,000	208,970	(1,030)
Dock Electrical Income	2,400	1,532	(868)	2,400	1,532	(868)
C A M Income	87,000	88,170	1,170	87,000	88,170	1,170
Total Oper. Revenues	\$ 2,126,040	\$ 2,185,564	\$ 59,524	\$ 2,126,040	\$ 2,185,564	\$ 59,524
OPERATING EXPENSES						
Personnel Expenses						
Salaries & Wages						
Regular Salaries	\$ 643,520	\$ 594,663	\$ 48,857	\$ 643,520	\$ 594,663	\$ 48,857
Part-time Help	34,120	43,498	(9,378)	34,120	43,498	(9,378)
Overtime Pay	20,450	17,447	3,003	20,450	17,447	3,003
Holiday Pay	10,875	4,641	6,234	10,875	4,641	6,234
Total Salaries & Wages	\$ 708,965	\$ 660,249	\$ 48,716	\$ 708,965	\$ 660,249	\$ 48,716
Other personnel expenses						
Retirement Contributions/Exp	\$ 137,457	\$ 132,848	\$ 4,609	\$ 137,457	\$ 132,848	\$ 4,609
Payroll Taxes	13,421	11,223	2,198	13,421	11,223	2,198
Worker's Comp Ins.	35,220	35,220	0	35,220	35,220	0
OPEB Liability	24,000	23,724	276	24,000	23,724	276
Medical & Life Ins.	75,456	73,299	2,157	75,456	73,299	2,157
Optional Benefit Plan	62,459	58,618	3,841	62,459	58,618	3,841
Uniforms & Tool Allowances	8,835	6,395	2,440	8,835	6,395	2,440
Total - Other Personnel Expenses	\$ 356,848	\$ 341,327	\$ 15,521	\$ 356,848	\$ 341,327	\$ 15,521
Total Personnel Expenses	\$ 1,065,813	\$ 1,001,576	\$ 64,237	\$ 1,065,813	\$ 1,001,576	\$ 64,237

Monthly Report
(Unaudited)

ATTACHMENT 2

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

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
General Expenses						
Advertising	\$ 1,875	\$ 1,019	\$ 856	\$ 1,875	\$ 1,019	\$ 856
Leasing & Real Estate	6,255	8,364	(2,109)	6,255	8,364	(2,109)
Auto Mileage & Allowance	3,700	3,392	308	3,700	3,392	308
Auto/Boat Equip & Maint	47,281	52,861	(5,580)	47,281	52,861	(5,580)
Bank Fees & Other Misc	3,900	2,087	1,813	3,900	2,087	1,813
Building Maintenance	75,500	73,899	1,601	75,500	73,899	1,601
Communications	10,380	10,660	(280)	10,380	10,660	(280)
Conferences & Training	4,900	4,775	125	4,900	4,775	125
Dock Maint. & Repair	9,624	1,489	8,135	9,624	1,489	8,135
Equipment Rental	4,500	4,016	484	4,500	4,016	484
General Insurance	63,999	63,999	0	63,999	63,999	0
Grounds Maintenance	23,010	17,399	5,611	23,010	17,399	5,611
General Harbor Maintenance	900	0	900	900	0	900
Janitorial Supplies	15,215	14,493	722	15,215	14,493	722
Land/Building Rental Expense	18,900	18,889	11	18,900	18,889	11
Marketing & Promotions	74,275	50,273	24,002	74,275	50,273	24,002
Memberships & Subscriptions	9,000	8,121	879	9,000	8,121	879
Office Supplies & Equipment	9,400	10,650	(1,250)	9,400	10,650	(1,250)
Computer Equip & Supplies	9,000	18,389	(9,389)	9,000	18,389	(9,389)
Operating Supplies	14,349	13,223	1,126	14,349	13,223	1,126
Other Equipment & Repairs	11,500	6,449	5,051	11,500	6,449	5,051
Professional Services - Legal	85,000	92,474	(7,474)	85,000	92,474	(7,474)
Professional/Outside Services	197,250	161,977	35,273	197,250	161,977	35,273
Prof. Serv.-VSE Aquaculture	13,000	9,871	3,129	13,000	9,871	3,129
Utilities	97,460	95,889	1,571	97,460	95,889	1,571
Dredging Related Expenses	57,235	55,827	1,408	57,235	55,827	1,408
Total General Expenses	\$ 867,408	\$ 800,485	\$ 66,923	\$ 867,408	\$ 800,485	\$ 66,923
Total Operating Expenses	\$ 1,933,221	\$ 1,802,061	\$ 131,160	\$ 1,933,221	\$ 1,802,061	\$ 131,160
Oper. Income(Loss) Before Deprec.	\$ 192,819	\$ 383,503	\$ 190,684	\$ 192,819	\$ 383,503	\$ 190,684
Depreciation	\$ 225,000	\$ 231,010	\$ (6,010)	\$ 225,000	\$ 231,010	\$ (6,010)
Operating Income (Loss)	\$ (32,181)	\$ 152,493	\$ 184,674	\$ (32,181)	\$ 152,493	\$ 184,674

Monthly Report
(Unaudited)
2

ATTACHMENT 2

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

	<----- Quarter (3 mos) ----->			<----- Year-to-Date ----->		
	Budget	Activity	Variance	Budget	Activity	Variance
NON-OPERATING REVENUES						
General						
Investment Income (Loss)	\$ 60,000	\$ 60,243	\$ 243	\$ 60,000	\$ 60,243	\$ 243
Tax Income	<u>35,000</u>	<u>33,301</u>	<u>(1,699)</u>	<u>35,000</u>	<u>33,301</u>	<u>(1,699)</u>
Total General Non-Oper. Income	\$ 95,000	\$ 93,544	\$ (1,456)	\$ 95,000	\$ 93,544	\$ (1,456)
Special Funding						
DBAW Grants-Misc	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
DBAW Grant-Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Special Funding	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL NON-OPER. REVENUES	<u>\$ 95,000</u>	<u>\$ 93,544</u>	<u>\$ (1,456)</u>	<u>\$ 95,000</u>	<u>\$ 93,544</u>	<u>\$ (1,456)</u>
NON-OPERATING EXPENSES						
Interest Expense	\$ 204,645	\$ 204,018	\$ 627	\$ 204,645	\$ 204,018	\$ 627
Amortized Bond Issuance Cost	64,000	54,166	9,834	64,000	54,166	9,834
Loss on Sale/Retirement of Assets	<u>0</u>	<u>4,592</u>	<u>(4,592)</u>	<u>0</u>	<u>4,592</u>	<u>(4,592)</u>
Total Non-Oper. Expenses	\$ 268,645	\$ 262,776	\$ 5,869	\$ 268,645	\$ 262,776	\$ 5,869
Non-Operationing Income (Loss)	<u>\$ (173,645)</u>	<u>\$ (169,232)</u>	<u>\$ 4,413</u>	<u>\$ (173,645)</u>	<u>\$ (169,232)</u>	<u>\$ 4,413</u>
CHANGES IN NET POSITION	<u><u>\$ (205,826)</u></u>	<u><u>\$ (16,739)</u></u>	<u><u>\$ 189,087</u></u>	<u><u>\$ (205,826)</u></u>	<u><u>\$ (16,739)</u></u>	<u><u>\$ 189,087</u></u>

Monthly Report
(Unaudited)

ATTACHMENT 2

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

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

Operating Income:

Parcel Lease Income – (exceeds budget \$18,882) This category reflects the cumulative balance for master tenants rents. This variance is within 2% of the budget and is reasonable.

Harbor Village Lease Income – (exceeds budget \$38,752) This category reflects Retail, Restaurant, Office and Charters. This variance primarily reflects the Retail and Restaurant tenants.

In the retail, category, the Ventura Harbor Fuel facility increased their monthly estimated percent rent by \$2,000/mo. This increase was not reflected in our monthly budget distribution. This increase combined with the significant sales increases by several retail tenant's accounts for the increased rent to the District.

In the restaurant category, The Boatyard Pub's sales far exceeded our budget for the first quarter of the fiscal year accounting for the majority of the restaurant variance.

Operating Expenses:

Personnel Expenses – (under budget \$64,237)

- Salaries and wages are under budget by \$48,716 for the quarter. This variance primarily reflects the Admin and the Harbor Patrol departments, \$21,000 and \$20,000 respectively. The variance at this time seems to be as a result of the way the monthly budget was distributed. It is anticipated that the annual budget is still on track.
- Other personnel expenses category is under budget by \$15,521. This variance is distributed pretty evenly between five categories, retirement, payroll taxes, medical insurance, optional benefit plan, and uniforms.

Marketing and Promotions – (under budget \$24,002) Marketing's monthly expenditures can vary greatly from the monthly budget distribution based on many factors. The Marketing Manager attempts to distribute their budget based on scheduled events and advertising promotions. The majority of this variance is in the advertising category. Marketing has reported that their large annual advertising costs came in later this year and will reflect around February and March of 2019.

Professional/Outside Services – (under budget \$35,273) In this category, items that can be readily identified as to when they will be expensed are placed in their appropriate budget months. For example, we know exactly when the Trolley partnership is due to be paid, July and January. The remaining funds are spread out evenly over the twelve month budget cycle.

This variance represents a net effective of underutilized budget expenses offset by over utilized budget expenses in the various departments. The largest variances are in the Admin depart (\$21,000) and the Maintenance department (\$7,000). The majority of the expenses in this category are distributed evenly throughout the year. It is not readily clear at this time as to what may be causing the budget variance.

Non-operating Revenue:

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

Non-operating Expenses:

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

ATTACHMENT 2

Ventura Port District Balance Sheet For the Period Ended September 30, 2018

CURRENT ASSETS

Cash in Banks	3,862,413
Accounts Receivable	303,900
Intercompany Receivable-Grant Fund	121,365
Taxes Receivable	50,738
Interest Receivable	70,995
Prepaid Expenses	472,038
Inventory of supplies	65,342
TOTAL CURRENT ASSETS	<u>\$4,946,791</u>

RESTRICTED ASSETS

Cash - Dredging	3,014,415
Cash - Improvement	4,494,394
Cash - Fisheries Complex	156,909
Cash - Project Fund-Village Marina	4,610,000
TOTAL RESTRICTED ASSETS	<u>\$12,275,718</u>

FIXED ASSETS

Land	2,342,629
Harbor Improvements	37,129,268
Equipment	1,736,625
	<u>41,208,522</u>
Accumulated depreciation	(16,988,907)
NET FIXED ASSETS	<u>\$24,219,615</u>

TOTAL ASSETS **\$41,442,124**

DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	234,852
Deferred amount on pension plan	1,308,626
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>\$1,543,478</u>

**TOTAL ASSETS AND DEFERRED
OUTFLOWS OF RESOURCES**

\$42,985,602

CURRENT LIABILITIES

Accounts Payable	190,270
Accrued Interest Payable	163,570
Current Portion of Long Term Debt	921,885
Current Portion OPEB Liability	10,962
Accrued Liabilities	59,246
Current Portion of Compensated Absences	151,388
TOTAL CURRENT LIABILITIES	<u>\$1,497,321</u>

LONG TERM DEBT

ltd - Notes Payable	15,177,181
TOTAL LONG TERM DEBT	<u>\$15,177,181</u>

OTHER LIABILITIES

OPEB Liability-Long Term	1,140,232
Compensated Absences-Long Term	108,564
Net Pension Liability	3,617,141
Unearned Revenue	166,222
Security Deposits	280,106
TOTAL OTHER LIABILITIES	<u>\$5,312,265</u>

TOTAL LIABILITIES **\$21,986,767**

EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	15,580,298
Current Year Retained Earnings	(16,739)
TOTAL EQUITY	<u>\$20,841,223</u>

DEFERRED INFLOW OF RESOURCES

Deferred amount from pension plan	157,612
TOTAL DEFERRED INFLOW OF RESOURCES	<u>\$157,612</u>

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

\$42,985,602

Monthly Report
(Unaudited)

ATTACHMENT 2

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

<u>Enterprise Fund</u>	Current Balance
<u>Cash</u>	
Cash on Hand (undeposited)	1,371
Cash in Checking (Wells Fargo Bank)	173,972
Cash in County Treasury	<u>17,364</u>
Total Cash Available for Normal Operations	<u>\$ 192,707</u>
 <u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>3,669,706</u>
Total Investments Unrestricted Reserves	<u>\$ 3,669,706</u>
 <u>Dredging Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>3,014,415</u>
Total Dredging Reserves	<u>\$ 3,014,415</u>
 <u>Capital Improvement Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>4,494,394</u>
Total Capital Improvement Reserves	<u>\$ 4,494,394</u>
 <u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>156,909</u>
Total Fisheries Complex Reserves	<u>\$ 156,909</u>
 <u>Aquaculture Grant Funds</u>	
Cash in Checking (Wells Fargo Bank)	<u>54,608</u>
Total Aquaculture Grant Funds	<u>\$ 54,608</u>
 <u>Project Fund - Village Marina</u>	
Cash in Checking (Wells Fargo Bank)	110,000
Local Agency Investment Fund (LAIF)	<u>4,500,000</u>
Total Project Fund Village Marina	<u>\$ 4,610,000</u>
 TOTAL CASH AND INVESTMENTS	<u><u>\$ 16,192,739</u></u>

ATTACHMENT 2

Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>9/30/2018</u>	Year to Date Ended <u>9/30/2017</u>	Increase (Decrease)	
Parcel Leases				
Ventura Harbor Marine Assoc	75,873	69,415	6,458	9%
Dave's Fuel Dock	3,025	4,205	(1,180)	-28%
Sheraton 4 Points-Harbortown	171,744	170,849	895	1%
Harbortown Point	1,795	2,662	(867)	-33%
Oceans West Marina	82,863	79,727	3,136	4%
Ventura Isle Marina	184,520	192,414	(7,894)	-4%
Ventura Marina Mobile Park	125,912	110,918	14,994	14%
Ventura West Marina	134,596	130,887	3,709	3%
Ventura Yacht Club	31,986	30,922	1,064	3%
Vta Harbor Boatyard	31,568	32,949	(1,381)	-4%
Portside Partners Ventura Harbor	75,000	75,000	0	0%
Total Parcel Lease	<u>918,882</u>	<u>899,948</u>	<u>18,934</u>	2%
Appreciation rent & Option Fee	<u>-</u>	<u>-</u>	<u>0</u>	
Total Parcel Leases	918,882	899,948	18,934	2%
Ventura Harbor Village				
Retail Rents	152,302	130,496	21,806	17%
Restaurant Rents	334,796	313,563	21,233	7%
Office Rents	173,062	159,879	13,183	8%
Charters	146,892	137,717	9,175	7%
Total Village	<u>807,051</u>	<u>741,655</u>	<u>65,396</u>	9%
Commercial Fishing	69,665	74,653	(4,988)	-7%
TOTAL	1,795,598	1,716,256	79,342	5%

Monthly Report
(Unaudited)

ATTACHMENT 2

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

	Quarter Ending September 30th			Year-To-Date September 30th			% change FY17-18 to Current Yr
	2016-17	2017-18	Current	2016-17	2017-18	Current	
<u>Operating Income</u>							
Parcel Leases	796,122	899,948	918,882	796,122	899,948	918,882	2%
Option Fee							
Dry Storage	31,239	30,479	450	31,239	30,479	450	-99%
Other Operating	68,861	53,817	48,059	68,861	53,817	48,059	-11%
Harbor Village Leases	733,882	741,655	807,052	733,882	741,655	807,052	9%
Commercial Fishing	74,979	74,653	69,665	74,979	74,653	69,665	-7%
Slips	215,355	212,915	208,970	215,355	212,915	208,970	-2%
CAM	82,969	83,624	88,170	82,969	83,624	88,170	5%
Marketing	24,353	25,671	27,061	24,353	25,671	27,061	5%
Electrical Slips	4,541	5,031	1,532	4,541	5,031	1,532	-70%
Other Operating	3,114	13,096	15,723	3,114	13,096	15,723	20%
Total Operating Income	2,035,415	2,140,889	2,185,564	2,035,415	2,140,889	2,185,564	2%
<u>Operating Expenses</u>							
Harbor Patrol	341,930	364,006	411,017	341,930	364,006	411,017	13%
Maintenance	262,075	255,084	291,302	262,075	255,084	291,302	14%
Administration	486,948	549,248	567,846	486,948	549,248	567,846	3%
Marina	162,361	165,432	166,163	162,361	165,432	166,163	0%
C A M	212,653	203,752	197,534	212,653	203,752	197,534	-3%
Marketing	93,761	114,653	112,372	93,761	114,653	112,372	-2%
Dredging	42,661	42,515	55,827	42,661	42,515	55,827	31%
Total Operating Expenses	1,602,389	1,694,690	1,802,061	1,602,389	1,694,690	1,802,061	6%
NET OPERATING INCOME	433,026	446,199	383,503	433,026	446,199	383,503	-14%
<u>Non-operating Income</u>							
Interest	17,202	33,472	60,243	17,202	33,472	60,243	80%
Taxes	29,476	44,121	33,301	29,476	44,121	33,301	-25%
Other	1,133	3,863	-	1,133	3,863	-	-100%
Total Non-operating Income	47,811	81,456	93,544	47,811	81,456	93,544	15%
<u>Non-Operating Expenses</u>							
Depreciation	214,132	206,612	231,010	214,132	206,612	231,010	12%
Debt Service	204,036	217,374	258,184	204,036	217,374	258,184	19%
Other	-	-	4,592	-	-	4,592	
Total Non-operating Expenses	418,168	423,986	493,786	418,168	423,986	493,786	16%
NET NON-OPER. INCOME	(370,357)	(342,530)	(400,242)	(370,357)	(342,530)	(400,242)	17%
NET CHANGE IN POSITION	62,669	103,669	(16,739)	62,669	103,669	(16,739)	-116%

Monthly Report
(Unaudited)

ATTACHMENT 3

Ventura Port District
Aquaculture Fisheries Study Grant Fund
Statement of Income, Expense and Change in Net Position
For the Period Ended September 30, 2018

INCOME	
VSE Grant Reimbursement	47,674
TOTAL INCOME	\$47,674
 EXPENSES	
Legal-VSE Grant	6,517
Professional Services	38,477
Miscellaneous Expenses	2,604
TOTAL EXPENSES	\$47,598
 CHANGE IN NET POSITION	
	\$76

Monthly Report
(Unaudited)

ATTACHMENT 3

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

CURRENT ASSETS

Cash in Banks	54,608
Accounts Receivable-Grant	66,833
TOTAL CURRENT ASSETS	<u>\$121,441</u>

CURRENT LIABILITIES

Accounts Payable	0
Intercompany Payable-Enterprise Fund	121,365
TOTAL CURRENT LIABILITIES	<u>\$121,365</u>

LONG TERM ASSETS

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

EQUITY

Retained Earnings	0
Current Year Retained Earnings	76
TOTAL EQUITY	<u>\$76</u>

	<u><u>\$121,441</u></u>
TOTAL ASSETS	

TOTAL LIABILITIES AND EQUITY	<u><u>\$121,441</u></u>
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Monthly Report
(Unaudited)

ATTACHMENT 3

Ventura Port District Ventura Shellfish Enterprise 2015 Sea Grant

Ventura Shellfish - Recap

Grant Funding

	<u>Grant</u>	<u>Billed</u>	<u>Remaining</u>	<u>Comments</u>
Scott Lindell-Salary/Bene	19,920.00	19,920.00	-	
Scott Lindell-Travel	5,000.00	4,933.85	-	
Pendleton travel		66.15		
Plauche Carr-Legal	25,000.00	25,000.00	-	completed 11/17
Dudek	202,550.00	202,333.21	-	
Dudek-meeting expenses		216.79		put 216.79 back in Dudek
Expendables				
Dudek-meeting expenses		413.10		
		(216.79)		put 216.79 back in Dudek
Coastal Marine-Website		2,640.00		
Cyborg Copies		32.33		
Pendleton travel-VSE meeting		10.19		Split w/travel above
Pacific Coast Shellfish conf		1,365.22		BP & OP flight & conference fee
Plauche - Permitting Task 1		2,310.00		
Plauche - Shellfish Project Formation		4,207.50		
Four Points VSE meeting		1,238.45		
	12,000.00	12,000.00	-	
	<u>\$ 264,470.00</u>	<u>\$ 264,470.00</u>	<u>\$ -</u>	

Reimbursement requested	\$ 264,470.00
Amount reimbursed to date	<u>\$ 264,470.00</u>
	\$ -

Direct costs to District

	<u>Contract</u>	<u>Billed</u>	<u>Remaining</u>	
Plauche-special	23,500.00	29,388.67	(5,888.67)	Contract \$23,500 (\$8.5k + \$15k)
Plauche-special	28,000.00	16,417.50	<u>11,582.50</u>	Contract \$28,000
			5,693.83	
Dudek 9% of grant	18,229.50	18,208.75	20.75	
Dudek - Amend 2&3	15,065.00	15,053.75	11.25	
Blake Stok	20,880.00	20,879.50	0.50	Contract \$20,880
				(\$7.5k+\$3.28k+\$2.4k+\$7.7k)
Seasketch-UCSB	1,000.00	1,000.00	-	
Seasketch-UCSB	10,966.20	10,966.20	-	
Seasketch-UCSB	4,974.00	4,974.00	-	
Four Points - Meetings	na	1,760.10		
Cyborg Copies	na	310.86		
	<u>\$ 122,614.70</u>	<u>\$ 118,959.33</u>	<u>\$ 5,726.33</u>	

Revised 9/14/2018

	<u>Grant</u>	<u>Submitted</u>	
<u>In-Kind Contributions</u>			
Ashworth, Ev & Brooke	118,500.00	169,221.00	(50,721.00)
Bush, Doug	86,400.00	73,150.00	13,250.00
Parsons, Richard	69,120.00	26,000.00	43,120.00
Santschi, Linda	25,600.00	38,775.00	(13,175.00)
Imondi, Ralph	25,600.00	38,775.00	(13,175.00)
Mackay, Jonathan	-	5,705.00	(5,705.00)
Pendleton, Brian	-	52,603.00	(52,603.00)
Open Water Sampling	30,000.00	-	-
	<u>\$ 355,220.00</u>	<u>\$ 404,229.00</u>	<u>\$ (79,009.00)</u>

ATTACHMENT 4

Accounts Payable Check Register - July 2018

8/25/18

Ventura Port District
Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48430	07/02/18	1036	Accurate First Aid Services	Replenish first aid stations	215.41	
48431	07/02/18	1045	ADT Security Services	NPS alarm service	179.85	
48432	07/02/18	1440	Beacon Marine Chandlery Inc	Supplies to repair, gate, boat	39.57	
48433	07/02/18	1492	Big Brand Tire Company	Patrol truck 10 - New tires	756.68	
48434	07/02/18	1725	C E D (Consolidated Electrical Distributors)	Entry way lighting	77.58	
48435	07/02/18	1764	California J P I A	Annual general liability and workers compensation premiums	268,483.00	
48436	07/02/18	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	591.73	
48437	07/02/18	2100	CyberCopy Inc.	Village dock plans	176.12	
48438	07/02/18	2202	Dave's	Patrol boat fuel	2,352.83	
48439	07/02/18	2331	Dial Security Inc	Dockmaster/security coverage & NPS security	1,300.00	
48440	07/02/18	2537	Dunn Edwards	Village paint	140.86	
48441	07/02/18	2604	E.J. Harrison & Sons Inc.	Trash service	7,108.39	
48442	07/02/18	2751	Empire Cleaning Supply	Janitorial supplies	1,114.70	
48443	07/02/18	2935	Farmer Bros. Co	Coffee supplies	331.45	
48444	07/02/18	2986	Ferguson Enterprises Inc.	Janitorial supplies	78.33	
48445	07/02/18	3592	Hansen's Plumbing, Inc.	Irrigation parts @ 1559	2,251.66	
48446	07/02/18	3655	Herald Printing, Ltd.	Marketing-advertising	586.12	
48447	07/02/18	4247	Jani-King of CA Inc.	Janitorial service in village, VPD headquarters	320.00	
48448	07/02/18	4852	Lagerlof Senecal Gosney	Legal services	30,676.00	
48449	07/02/18	5083	Oasis Technology Inc.	IT Services	1,531.25	
48450	07/02/18	5213	McMaster-Carr	VPD maintenance shop supplies	30.60	
48451	07/02/18	5505	Muzicraft Inc.	Marketing Village entertainment	329.50	
48452	07/02/18	6178	PERS Long Term Care Program	Salary reduction benefit	448.74	
48453	07/02/18	6865	Rasmussen & Associates Inc	ADA restroom upgrade @ 1591, re-roofinh Phase 2	2,119.09	
48454	07/02/18	7410	Smith Pipe & Supply Inc.	Village landscaping and irrigation parts	186.53	
48455	07/02/18	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,599.92	
48456	07/02/18	7777	The Signal	Marketing-advertising	594.00	
48457	07/02/18	8233	Venco Power Sweeping, Inc	Monthly Village parking lot & fish pier sweeping	545.38	
48458	07/02/18	8251	Ventura Water ** Voided **	Check stub used to list invoices		0.00
48459	07/02/18	8251	Ventura Water	Utilities	34,227.28	
48460	07/02/18	8267	Ventura Harbor Marina & Yacht	Boat 19 hydrowash	144.45	
48461	07/02/18	8501	Warren Distributing Inc.	VPD vehicle maintenance	183.11	
48462	07/02/18	12945	Assurant Employee Benefits	Dental insurance premiums	1,569.77	
48463	07/02/18	14570	Best in the West Plumbing Co.	VPD hydrojetting	125.00	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48464	07/02/18	19252	City of Ventura	Trash service	100.00	
48465	07/02/18	20021	Coastal View News	Marketing-advertising	272.00	
48466	07/02/18	25351	Dudek	VSE Aquaculture	541.23	
48467	07/02/18	31350	Foothill Communications, LLC	FCC licensing	1,400.00	
48468	07/02/18	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	98.60	
48469	07/02/18	61954	Pacific Marine Repair	Fire boat - new engine and installation	21,274.05	
48470	07/02/18	61991	P & R Paper Supply Co.	Janitorial supplies	1,148.88	
48471	07/02/18	70075	Ricoh USA, Inc.	Copier page charges - Admin/Marketing	860.78	
48472	07/02/18	70281	Ring Central Inc	Phone service	943.97	
48473	07/02/18	76015	Sunridge Landscape Maint., Inc	Dry storage clean up and weed removal	1,400.00	
48474	07/02/18	77705	The Amgraph Group	Marketing city pole banners	1,986.88	
48475	07/02/18	79502	Toro Enterprises, Inc.	Progress payment on the pavement repair project started in FY17-18	47,458.01	
48476	07/02/18	85219	West Marine Pro	1 of 3 new battery-fire boat, mufflers boat 17, exhaust replacement boat 17	1,405.85	
48477	07/02/18	85581	Wolfe Communications	Radio pagers	1,629.57	
48478	07/02/18	PM OneTime	Olaf Negard	Key deposit refund	25.00	
48479	07/02/18	PM OneTime	William Pelmeear	Key deposit refund	25.00	
48480	07/02/18	1060	AFLAC	Salary reduction benefit	1,381.03	
48481	07/12/18	1049	Adams Printing & Graphic	Marketing-advertising	161.63	
48482	07/12/18	1377	B & R Tool Supply Co.	VPD stock	604.32	
48483	07/12/18	1378	BC Tree Service Inc	Tree removal -dry storage area	2,700.00	
48484	07/12/18	1440	Beacon Marine Chandlery Inc	Materials for boat repairs	55.69	
48485	07/12/18	1441	Beacon Marine Electronics	Garmin electronic devices	10,874.94	
48486	07/12/18	1676	Carquest Auto Parts	Shop stock	12.35	
48487	07/12/18	1679	Carpi & Clay	Washington lobbyist	5,000.00	
48488	07/12/18	1725	C E D (Consolidated Electrical Distributors)	Staircase lighting	1,643.19	
48489	07/12/18	1826	Central Coast Tourism Council	Membership renewal	200.00	
48490	07/12/18	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	491.72	
48491	07/12/18	2029	Cover 2 Cover Music Inc.	Marketing Village entertainment	2,880.00	
48492	07/12/18	2093	Cumulus Broadcasting Inc.	Marketing-advertising	2,500.00	
48493	07/12/18	2331	Dial Security Inc	Dockmaster/security coverage	400.00	
48494	07/12/18	2448	Downtown Ventura Partners	Marketing-advertising	4,300.00	
48495	07/12/18	2604	E.J. Harrison & Sons Inc.	Trash service	77.40	
48496	07/12/18	2751	Empire Cleaning Supply	Janitorial supplies	1,447.34	
48497	07/12/18	2936	Fast Signs	Fish pier signage, banners	539.08	
48498	07/12/18	2980	Fausset Printing, LLC	Marketing-advertising	280.00	
48499	07/12/18	2986	Ferguson Enterprises Inc.	Janitor closet - 1559	523.57	
48500	07/12/18	3050	All That's Fit to Print	Marketing-advertising	1,036.25	
48501	07/12/18	3100	Flooring 101	Tenant improvement-1559 #103	2,995.01	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48502	07/12/18	3490	Grainger Inc.	Shop stock, fountain pump	286.08	
48503	07/12/18	4247	Jani-King of CA Inc.	Janitorial Service in illage	5,263.94	
48504	07/12/18	4295	Jensen Design & Survey Inc.	Services on the pavement repair and slurry seal project	1,382.50	
48505	07/12/18	4742	Kratos Construction	TI @1559 # 103, exterior lights @ 1567, fiber optic install, step lighting	11,635.00	
48506	07/12/18	4832	LAFCO	Annual membership fee	6,095.00	
48507	07/12/18	5190	Matilija Water	Reverse osmosis water system	45.00	
48508	07/12/18	5210	McCormix Corp.	Maintenance vehicle fuel	501.87	
48509	07/12/18	5625	ReadyRefresh	Bottled water service	154.30	
48510	07/12/18	6030	3Digit Media	Marketing-advertising	1,243.00	
48511	07/12/18	7000	Richard W. Parsons	Dredging/Project Management services	10,361.64	
48512	07/12/18	7245	Santa Barbara Family Life	Marketing-advertising	320.00	
48513	07/12/18	7762	The Home Depot	Village pest control	280.13	
48514	07/12/18	7768	ThyssenKrupp Elevator Corp	Elevator repairs @ 1567 - Margarita Villa	583.75	
48515	07/12/18	8210	VCSDA - Membership	Membership	150.00	
48516	07/12/18	8241	Ventura County Star	Marketing-advertising	1,868.10	
48517	07/12/18	8244	Ventura Harbor Storage	Fishermen's storage/net repair area	6,296.40	
48518	07/12/18	8250	Ventura Visitors & Convention	Marketing-advertising	250.00	
48519	07/12/18	8251	Ventura Water	Utilities	534.57	
48520	07/12/18	8453	Virtual Pacific Networks	IT Services	14,817.79	
48521	07/12/18	8531	Whisenhunt Communication	Public relations services	2,683.00	
48522	07/12/18	8551	Williams Automotive Inc.	Ignition repair - Courtesy patrol car	176.30	
48523	07/12/18	10133	Accountemps	Temp help	2,984.40	
48524	07/12/18	11415	Alertline Communications	Elevator phone service	630.00	
48525	07/12/18	19660	Clear Vision Window Glass	Two village window replacements	2,110.00	
48526	07/12/18	20200	CoStar Realty Information, Inc	Leasing marketing data software	952.72	
48527	07/12/18	25340	Drew William Lurie	Marketing Village entertainment	300.00	
48528	07/12/18	27751	Encompass Consultant Group, Inc	Topographic survey	3,200.00	
48529	07/12/18	31595	Franklin Haynes Marionettes	Marketing Village entertainment	350.00	
48530	07/12/18	42419	Jack Peck	Marketing Village entertainment	300.00	
48531	07/12/18	42445	James McFaul	Boat tow ropes	250.00	
48532	07/12/18	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	1,439.55	
48533	07/12/18	50071	LoopNet	Internet leasing advertising	369.95	
48534	07/12/18	51731	Marcos Ramos Painting	Phase 1 & 2 fiber optic installation, dry rot repair/paint on several buildings	5,425.00	
48535	07/12/18	61991	P & R Paper Supply Co.	Janitorial supplies	1,652.11	
48536	07/12/18	64391	Porta-Stor	Relocation of container	75.00	
48537	07/12/18	76015	Sunridge Landscape Maint., Inc	Landscaping	320.00	
48538	07/12/18	82351	Ventura Breeze	Marketing-advertising	300.00	
48539	07/12/18	84570	Vision Service Plan-(CA)	Employee vision plan - July	727.78	

ATTACHMENT 4

Check	Date	Payee	Name	Description	Amount	Voided Amount
48540	07/12/18	85219	West Marine Pro	2 new batteries fire boat (total of 3 needed)	1,041.09	
48541	07/12/18	PM OneTime	Mike Weynands	Credit refund	95.44	
48542	07/26/18	1571	Boatswain's Locker Inc.	Boat 17 shifter cable	45.92	
48543	07/26/18	1676	Carquest ** Voided **	Invoice correction		165.32
48544	07/26/18	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	519.27	
48545	07/26/18	2100	CyberCopy Inc.	Village dock plans	24.24	
48546	07/26/18	2202	Dave's	Patrol boat fuel	991.03	
48547	07/26/18	2282	Dept. Of Industrial Relations	Elevattor inspection	225.00	
48548	07/26/18	2331	Dial Security Inc	Dockmaster/security coverage	1,200.00	
48549	07/26/18	2604	E.J. Harrison & Sons Inc.	Trash service	7,868.18	
48550	07/26/18	2751	Empire Cleaning Supply	Janitorial supplies	608.97	
48551	07/26/18	2924	FMP Uniform Co.	Uniforms	734.74	
48552	07/26/18	2980	Fausset Printing, LLC	Parking passes	235.00	
48553	07/26/18	3050	All That's Fit to Print	Marketing-advertising	313.75	
48554	07/26/18	3490	Grainger Inc.	Village restrooms	757.13	
48555	07/26/18	3498	Governmental Accounting	GASB accounting subscription	265.00	
48556	07/26/18	3592	Hansen's Plumbing, Inc.	Plumbing repairs @ 1691, 1559, 1591	1,204.51	
48557	07/26/18	3752	HLI Systems	Internet/Email services	47.50	
48558	07/26/18	4293	Jennifer Talt-Lundin	Mileage reimbursement	123.17	
48559	07/26/18	4295	Jensen Design & Survey Inc.	Services on the pavement repair and slurry seal project	7,750.00	
48560	07/26/18	4410	John Higgins	Medical reimbursement for FY 2017	3,713.21	
48561	07/26/18	4852	Lagerlof Senecal Gosney	Legal services	16,305.75	
48562	07/26/18	4897	PORAC Legal Defense ** Voided **	Wrong vendor		1,380.00
48563	07/26/18	5083	Oasis Technology Inc.	IT Services	62.50	
48564	07/26/18	5210	McCormix Corp.	Maintenance vehicle fuel	526.60	
48565	07/26/18	5213	McMaster-Carr	Cleaning supplies, boat and truck supplies and parts	2,581.20	
48566	07/26/18	5505	Muzicraft Inc.	Marketing Village entertainment	329.50	
48567	07/26/18	6178	PERS Long Term Care Program	Salary reduction benefit	448.74	
48568	07/26/18	6201	Pamela Griffin	Wellness program instructor	80.00	
48569	07/26/18	6201	Pamela Griffin	Wellness program instructor	50.00	
48570	07/26/18	6409	Plauche & Carr	VSE Aquaculture	2,145.00	
48571	07/26/18	6446	PowerHouse Construction Inc.	Villagr vinyl fencing - Coastal Cone area	1,800.00	
48572	07/26/18	6470	LegalShield	Salary reduction benefit	150.45	
48573	07/26/18	6473	Pronto Brake & Muffler	Exhaust repairs - lift truck	982.03	
48574	07/26/18	6865	Rasmussen & Associates Inc	ADA restrrom project @ 1591	933.59	
48575	07/26/18	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
48576	07/26/18	7434	Southern Calif. Edison	Utilities	13,902.52	
48577	07/26/18	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,378.16	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48578	07/26/18	7777	The Signal	Marketing-advertising	380.00	
48579	07/26/18	7818	TOTALFUNDS	Postage	500.00	
48580	07/26/18	8233	Venco Power Sweeping, Inc	Monthly Village parking lot & fish pier sweeping	545.38	
48581	07/26/18	8530	White Nelson Diehl Evans LLP	Audit	700.00	
48582	07/26/18	10133	Accountemps	Temp help	3,316.00	
48583	07/26/18	12851	Arion Global, Inc.	Recycling Service- lights/batteries	271.26	
48584	07/26/18	12880	Arturo Medina	Photographer for web/social media	100.00	
48585	07/26/18	12945	Assurant Employee Benefits	Dental insurance premiums	1,569.77	
48586	07/26/18	14221	Batteries Plus - Ventura	Key card batteries	47.30	
48587	07/26/18	16181	Brian Pendleton	VSE conference mileage	93.52	
48588	07/26/18	17700	Cal Termite & Pest Control	Monthly rodent, fly treatment	1,575.00	
48589	07/26/18	19252	City of Ventura	Trash service	100.00	
48590	07/26/18	25351	Dudek	VSE Aquaculture	1,145.89	
48591	07/26/18	31531	France Publications, Inc	Marketing-advertising	3,400.00	
48592	07/26/18	42919	Jessica Howard	Marketing Village entertainment	100.00	
48593	07/26/18	51458	Macaroni Kid	Marketing-advertising	125.00	
48594	07/26/18	51731	Marcos Ramos Painting	Painting @ 1575 # 101A, metal frames @ 1583, staircase, balcony @ 1591	5,125.00	
48595	07/26/18	61991	P & R Paper Supply Co.	Janitorial supplies	1,400.75	
48596	07/26/18	70075	Ricoh USA, Inc.	Copier lease	741.91	
48597	07/26/18	70281	Ring Central Inc	Phone service	947.90	
48598	07/26/18	72267	Safechecks	Accounting checks	464.35	
48599	07/26/18	79652	Traffic Technologies LLC	Barricades- extra parking	116.26	
48600	07/26/18	82201	Valley Scene Magazine	Marketing-advertising	630.00	
48601	07/26/18	84570	Vision Service Plan-(CA)	Employee vision plan - August	769.10	
48602	07/26/18	85219	West Marine Pro	Patrol boat repair and equipment	1,790.12	
48603	07/26/18	85261	West Coast Air Conditioning	Village HVAC service @ 1431, 1583, 1591, 1691, 1692	752.00	
48604	07/26/18	85601	Zero Waste USA	Operating supplies-mutt mitts	775.67	
48605	07/27/18	1676	Carquest Auto Parts	Wipers, shop stock	112.09	
48606	07/27/18	1755	California Electrical Supply	1559 # 103, fiber optic box	52.27	
48607	07/27/18	4943	Liebert Cassidy Whitmore	Annual consortium membership	3,675.00	
48608	07/27/18	6284	Peace Officers Research Assoc.	Quarterly membership	138.00	
48609	07/27/18	PM OneTime	LARRY SANDELIN	Deposit refund	268.00	
Total Check Register					<u>\$672,569.85</u>	<u>\$303.32</u>

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
<u>Wells Fargo Grant Fund</u>						
<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1061	07/02/18	25351	Dudek	VSE Aquaculture Grant	6,013.61	
1062	07/26/18	25351	Dudek	VSE Aquaculture Grant	13,145.30	
Total Check Register					<u>\$19,158.91</u>	<u>\$0.00</u>

ATTACHMENT 4

Accounts Payable Check Register - August 2018

9/25/2018

Ventura Port District
Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48610	08/02/18	5016	Lowe's	Operating & maintenance supplies - 3 invoices	379.35	
48611	08/09/18	1036	Accurate First Aid Services	Replenish first aid stations	252.25	
48612	08/09/18	1060	AFLAC	Salary reduction benefit	1,637.00	
48613	08/09/18	1378	BC Tree Service Inc	Palm tree removal- Parcel 18	850.00	
48614	08/09/18	1440	Beacon Marine Chandlery Inc	Boat 1 parts	36.02	
48615	08/09/18	1676	Carquest Auto Parts	Truck parts - M 44	7.92	
48616	08/09/18	1679	Carpi & Clay	Washington lobbyist	5,000.00	
48617	08/09/18	1725	C E D (California Electrical Distributors)	Village light fixture parts	221.43	
48618	08/09/18	1764	California J P I A	Pollution liability	1,537.00	
48619	08/09/18	1892	Chemsearch FE	Village restrooms	254.67	
48620	08/09/18	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	540.68	
48621	08/09/18	2009	Coastal Occupational Medical	Pre-employment screening	145.00	
48622	08/09/18	2029	Cover 2 Cover Music Inc.	Marketing Village entertainment	2,560.00	
48623	08/09/18	2099	Custom Embroidery	Unifrom hats	925.61	
48624	08/09/18	2100	CyberCopy Inc.	Dock replacement project	296.40	
48625	08/09/18	2174	Dan Harding	Marketing-advertising	60.00	
48626	08/09/18	2331	Dial Security Inc	Dockmaster/security coverage	800.00	
48627	08/09/18	2751	Empire Cleaning Supply	Janitorial supplies	651.01	
48628	08/09/18	2935	Farmer Bros. Co	Coffee supplies	301.20	
48629	08/09/18	3050	All That's Fit to Print	Marketing-ad production	83.75	
48630	08/09/18	3156	Frank Barajas	Marketing Village entertainment	300.00	
48631	08/09/18	3490	Grainger Inc.	Janitorial storage shelves	410.64	
48632	08/09/18	3592	Hansen's Plumbing, Inc.	Plumbing parts @ 1583	125.00	
48633	08/09/18	4061	Industrial Bolt and Supply	Village plumbing repair	17.02	
48634	08/09/18	4247	Jani-King of CA Inc.	Janitorial service in Village, VPD headquarters	5,263.94	
48635	08/09/18	4742	Kratos Construction	TI @ 1567 # 203 fans and lights, attic door install @ 1575, Lighting	2,315.00	
48636	08/09/18	4897	PORAC Legal Defense Fund	Salary reduction benefit-Patrol	168.00	
48637	08/09/18	5050	MailFinance	VPD Office postage machine rental - quarterly	401.23	
48638	08/09/18	5190	Matilija Water	Reverse osmosis water system	45.00	
48639	08/09/18	5213	McMaster-Carr	Shop stock, shop tools, roof access door @ 1583	575.47	
48640	08/09/18	5298	Michael J. Smith	Marketing Village entertainment	300.00	
48641	08/09/18	5625	ReadyRefresh	Bottled water service	253.19	
48642	08/09/18	6178	PERS Long Term Care Program	Salary reduction benefit	224.37	
48643	08/09/18	6283	Petty Cash Fund	Misc maintenence supplies, parking refunds, notaries,office suppli	555.25	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48644	08/09/18	6900	Red Wing Shoe Store	Maintenance safety shoes-annual	2,072.46	
48645	08/09/18	7294	Service-Pro Fire Protection	Fire sprinkler repair @ 1559 # 100	381.98	
48646	08/09/18	7410	Smith Pipe & Supply Inc.	Village landscaping	59.05	
48647	08/09/18	7434	Southern Calif. Edison	Utilities	22.55	
48648	08/09/18	7581	Steve Stafford	Marketing Village entertainment	300.00	
48649	08/09/18	7768	ThyssenKrupp Elevator Corp	Elevator repair	659.33	
48650	08/09/18	8243	Ventura Harbor Boat Yard	Fire boat materials, Gangway repairs	2,009.94	
48651	08/09/18	8251	Ventura Water	Utilities	541.47	
48652	08/09/18	8453	Virtual Pacific Networks	IT Services	6,386.28	
48653	08/09/18	8501	Warren Distributing Inc.	VPD vehicle maintenance	185.97	
48654	08/09/18	8551	Williams Automotive Inc.	Fuel pump M 42	746.50	
48655	08/09/18	10133	Accountemps	Temporary help	3,274.55	
48656	08/09/18	11457	Alexandria Pico	Mileage reimbursement	38.15	
48657	08/09/18	15751	Bob's Towing Service	Tow for repairs- M 42	85.00	
48658	08/09/18	15785	Blue Tarp Financial Inc.	Annual membership	39.99	
48659	08/09/18	20200	CoStar Realty Information, Inc	Leasing marketing data software	952.72	
48660	08/09/18	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	107.70	
48661	08/09/18	44200	JV Custom Iron	Village handrails @ 1583	3,840.00	
48662	08/09/18	50071	LoopNet	Internet leasing advertising	369.95	
48663	08/09/18	51731	Marcos Ramos Painting	Surfers Knoll-gates,poles,hydrants, mold removal and paint @ 158:	9,150.00	
48664	08/09/18	51891	Matthew Relis	Marketing Village entertainment	300.00	
48665	08/09/18	61991	P & R Paper Supply Co.	Janitorial supplies	1,491.10	
48666	08/09/18	68551	Randalls Art	Marketing event production	150.00	
48667	08/09/18	70075	Ricoh USA, Inc.	Copier page charges - Admin/Marketing	350.89	
48668	08/09/18	70505	Ruby Emery	Mileage reimbursement	126.44	
48669	08/09/18	73460	SHM Ventura Isle, LLC	Overage reimbursement from Impact Science on VIM dock	1,067.77	
48670	08/09/18	74343	Sommerville Associates	Marketing public relations services	2,000.00	
48671	08/09/18	82201	Valley Scene Magazine	Marketing-advertising	630.00	
48672	08/09/18	82471	Ventura Rental Party Center	Event production	60.00	
48673	08/09/18	85219	West Marine Pro	Village concert dock, parts maintenance truck 55	78.60	
48674	08/09/18	85261	West Coast Air Conditioning	HVAC service - Admin bldg	160.00	
48675	08/23/18	1037	Acorn Newspapers ** Voided **	To correct invoice		972.00
48676	08/23/18	1440	Beacon Marine Chandlery Inc ** Voided **	To correct invoice		226.29
48677	08/23/18	1625	Byrd Locksmithing Inc.	Rekeyed-1559 # 109	338.70	
48678	08/23/18	1663	Burons Preferred Pumping Inc.	Village grease trap maintenance	2,580.00	
48679	08/23/18	1676	Carquest Auto Parts	Truck parts - M 55	92.90	
48680	08/23/18	1725	C E D (California Electrical Distributors)	VPD shop stock	1,638.13	
48681	08/23/18	1764	California J P I A	Annual property insurance premium	22,323.00	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48682	08/23/18	1843	Certified Folder Display	Marketing-advertising	220.00	
48683	08/23/18	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	268.41	
48684	08/23/18	1925	City Of S. Buenaventura	Trash service	100.00	
48685	08/23/18	2100	CyberCopy Inc.	Dock replacement project	52.00	
48686	08/23/18	2202	Dave's	Patrol boat fuel	2,229.40	
48687	08/23/18	2331	Dial Security Inc	Dockmaster/security coverage	800.00	
48688	08/23/18	2448	Downtown Ventura Partners	Advertising and promotion	12,400.00	
48689	08/23/18	2604	E.J. Harrison & Sons Inc.	Trash service	7,763.03	
48690	08/23/18	2751	Empire Cleaning Supply	Janitorial supplies	1,218.15	
48691	08/23/18	2980	Fausset Printing, LLC	Advertising and promotion	269.00	
48692	08/23/18	2983	Federal Express Corporation	Postage	24.71	
48693	08/23/18	2986	Ferguson Enterprises Inc.	Village restroom repairs	691.22	
48694	08/23/18	3050	All That's Fit to Print	Marketing-ad production	1,889.50	
48695	08/23/18	3490	Grainger Inc.	Village restroom repairs, VPD safety supplies	316.71	
48696	08/23/18	3492	Green Thumb International	Landscape equipment parts and plants	90.00	
48697	08/23/18	3592	Hansen's Plumbing, Inc.	Plumbing repairs 1691, 1559, 1591	1,189.42	
48698	08/23/18	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	354.28	
48699	08/23/18	4295	Jensen Design & Survey Inc.	Pavement repair project	373.75	
48700	08/23/18	4742	Kratos Construction	VPD ceiling fans, window	1,690.00	
48701	08/23/18	5016	Lowe's	Operating & maintenance supplies - 4 invoices	279.64	
48702	08/23/18	5210	McCormix Corp.	Maintenance vehicle fuel	1,840.54	
48703	08/23/18	5505	Muzicraft Inc.	Marketing Village entertainment	329.50	
48704	08/23/18	6178	PERS Long Term Care Program	Salary reduction benefit	224.37	
48705	08/23/18	6409	Plauche & Carr	VSE Aquaculture	2,915.00	
48706	08/23/18	6439	Port Hueneme Marine Supply	Towline	674.49	
48707	08/23/18	6470	LegalShield	Salary reduction benefit	150.45	
48708	08/23/18	6900	Red Wing Shoe Store	Maintenance safety shoes-annual	214.22	
48709	08/23/18	7000	Richard W. Parsons	Dredging/Project Management services	10,294.77	
48710	08/23/18	7015	Rick Wilborn	Marketing-advertising	300.00	
48711	08/23/18	7346	Shell Fleet Plus	Patrol vehicle fuel	649.49	
48712	08/23/18	7410	Smith Pipe & Supply Inc.	Village landscaping and irrigation parts	198.93	
48713	08/23/18	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
48714	08/23/18	7434	Southern Calif. Edison	Utilities	13,422.99	
48715	08/23/18	7770	Hose-Man, Inc	Misc maintenance parts	15.67	
48716	08/23/18	7965	TUG (Timberline User Group)	Annual membership (Sage Accounting software)	345.00	
48717	08/23/18	8233	Venco Power Sweeping, Inc	Monthly village parking lot & fish pier sweeping-May 2018	545.38	
48718	08/23/18	8241	Ventura County Star	Marketing-advertising	595.00	
48719	08/23/18	8241	Ventura County Star	Marketing-advertising	702.45	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48720	08/23/18	8243	Ventura Harbor Boat Yard	Boat 17 engine work and repair	17,582.13	
48721	08/23/18	8244	Ventura Harbor Storage	Fishersmans gear storage	6,296.40	
48722	08/23/18	8250	Ventura Visitors & Convention	Marketing-advertising	125.00	
48723	08/23/18	8251	Ventura Water ** Voided **	Check stub used to list invoices		0.00
48724	08/23/18	8251	Ventura Water	Utilities	45,756.64	
48725	08/23/18	8266	Ventura Harbor Marine Fuel	Landscaping and used oil station	54.21	
48726	08/23/18	8267	Ventura Harbor Marina & Yacht	Fire boat maintenance	144.45	
48727	08/23/18	8501	Warren Distributing Inc.	Repair to Saturn - C1 courtesy patrol	128.09	
48728	08/23/18	8531	Whisenhunt Communication	Public relations services	2,623.20	
48729	08/23/18	10133	Accountemps	Temporary help	3,316.00	
48730	08/23/18	12880	Arturo Medina	Photographer for web/social media	50.00	
48731	08/23/18	25351	Dudek	VSE Aquaculture	468.59	
48732	08/23/18	26531	eDistsecurity	Card keys	630.50	
48733	08/23/18	36521	Herc Rentals Inc.	Forklift rental-used at dry storage area	1,156.39	
48734	08/23/18	42419	Jack Peck	Marketing Village entertainment	300.00	
48735	08/23/18	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	1,439.55	
48736	08/23/18	42605	Jaycie Lafrican	Marketing-advertising	50.00	
48737	08/23/18	45635	Karen Eden	Marketing Village entertainment	300.00	
48738	08/23/18	48480	Lauterbach & Associates, Inc	Architect planning-Casa De Regalos	1,015.49	
48739	08/23/18	51731	Marcos Ramos Painting	Village exterior paint, @ 1583 courtyard, ATM @ 1567, 1575 # 105	5,730.00	
48740	08/23/18	61954	Pacific Marine Repair	Boat 17engine maintenance and parts	1,331.38	
48741	08/23/18	61991	P & R Paper Supply Co.	Janitorial supplies	1,583.04	
48742	08/23/18	70075	Ricoh USA, Inc.	Copier lease	741.91	
48743	08/23/18	70281	Ring Central Inc	Phone service	2,575.08	
48744	08/23/18	75910	Stringer Appliance Repair, Inc	Village laundry service/repair	311.88	
48745	08/23/18	76018	SupplyWorks	VPD -ceiling fans in large confernece room	173.95	
48746	08/23/18	82351	Ventura Breeze	Marketing-advertising	600.00	
48747	08/23/18	84475	Victor Vega	Marketing Village entertainment	600.00	
48748	08/23/18	85219	West Marine Pro	Fire boat equipment	370.10	
48749	08/23/18	85261	West Coast Air Conditioning	HVAC service - NPS bldg	348.08	
48750	08/23/18	1037	Acorn Newspapers	Marketing-advertising	972.00	
48751	08/23/18	1440	Beacon Marine Chandlery Inc	Boat cleaning/paint/hardware	226.29	
Total Check Register					\$254,742.34	\$1,198.29

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided</u> <u>Amount</u>
<u>Wells Fargo Grant Fund</u>						
<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided</u> <u>Amount</u>
1063	08/23/18	25351	Dudek	VSE Aquaculture Grant	5,206.97	
Total Check Register					<u>\$5,206.97</u>	<u>\$0.00</u>

ATTACHMENT 4

Accounts Payable Check Register - September 2018

10/25/2018

Ventura Port District
Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48752	09/06/18	1036	Accurate First Aid Services	Replenish first aid stations	163.07	
48753	09/06/18	1060	AFLAC	Salary reduction benefit	1,512.98	
48754	09/06/18	1294	Associated Transportation Engi	Parking program survey	7,600.00	
48755	09/06/18	1571	Boatswain's Locker Inc.	Boat parts - boat 17, boat 19, fire boat	1,582.08	
48756	09/06/18	1725	CED (Consolidated Electrical Distributers) - VPD shop stock, Rock The Dock lighting		457.22	
48757	09/06/18	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	655.83	
48758	09/06/18	2009	Coastal Occupational Medical	Pre-employment screening	105.00	
48759	09/06/18	2100	CyberCopy Inc.	Dive shop prints, dock replace docs	147.24	
48760	09/06/18	2331	Dial Security Inc	Dockmaster/security coverage	1,012.00	
48761	09/06/18	2448	Downtown Ventura Partners	Advertising and promotion	400.00	
48762	09/06/18	2542	Draza Mrvichin	Mediation	2,200.14	
48763	09/06/18	2604	E.J. Harrison & Sons Inc.	Trash service	473.57	
48764	09/06/18	2751	Empire Cleaning Supply	Janitorial supplies	518.66	
48765	09/06/18	2924	FMP Uniform Co.	Uniform alterations	247.81	
48766	09/06/18	2935	Farmer Bros. Co	Coffee supplies	260.49	
48767	09/06/18	2936	Fast Signs	Electrical vehicle sign	126.67	
48768	09/06/18	2980	Fausset Printing, LLC	Business cards-R.Bear	95.00	
48769	09/06/18	2986	Ferguson Enterprises Inc.	Village restroom repairs	122.92	
48770	09/06/18	3050	All That's Fit to Print	Marketing-ad production	537.50	
48771	09/06/18	3490	Grainger Inc.	Shop stock	151.90	
48772	09/06/18	3592	Hansen's Plumbing, Inc.	Village water line repair @ 1559	2,234.43	
48773	09/06/18	4852	Lagerlof Senecal Gosney	Legal services	26,147.50	
48774	09/06/18	5011	Los Angeles Tourism & Convention Board - Annual membership		700.00	
48775	09/06/18	5190	Matilija Water	Reverse osmosis water system	45.00	
48776	09/06/18	5213	McMaster-Carr	Roof access hatch @ 1583, tools, truck parts	315.60	
48777	09/06/18	5625	ReadyRefresh	Bottled water service	235.21	
48778	09/06/18	5744	Noble Consultants Inc.	D,G,H Dock rehab, Fish pier Phase 3	23,977.00	
48779	09/06/18	6030	3Digit Media	Marketing-advertising	1,243.00	
48780	09/06/18	6194	Pacific Oil Company	Used oil pick up and disposal	617.00	
48781	09/06/18	6201	Pamela Griffin	Wellness program instructor	60.00	
48782	09/06/18	6284	Peace Officers Research Assoc.	Quarterly membership	138.00	
48783	09/06/18	6865	Rasmussen & Associates Inc	Village re-roofing project Phase 2	533.75	
48784	09/06/18	6900	Red Wing Shoe Store	Maintenance safety shoes-annual	214.22	
48785	09/06/18	7013	Rincon Consultants, Inc.	Regulatory sediment sampling	4,223.75	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48786	09/06/18	7153	Ryan Sutherland	Medical reimbursement for FY 2017	800.00	
48787	09/06/18	7410	Smith Pipe & Supply Inc.	Launch ramp irrigation	189.25	
48788	09/06/18	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,641.90	
48789	09/06/18	7768	ThyssenKrupp Elevator Corp	Village and VPD elevator maintenance	3,468.38	
48790	09/06/18	8251	Ventura Water	Utilities	623.66	
48791	09/06/18	8453	Virtual Pacific Networks	IT Services	6,472.16	
48792	09/06/18	8531	Whisenhunt Communication	Public relations services	395.00	
48793	09/06/18	10133	Accountemps	Temporary help	7,366.39	
48794	09/06/18	12945	Assurant Employee Benefits	Dental insurance premiums	1,569.77	
48795	09/06/18	17700	Cal Termite & Pest Control	Village maintenance	300.00	
48796	09/06/18	17805	Certified Employment Screening	Pre employment screening	38.95	
48797	09/06/18	20015	Coastal Architects	Village concept design-painting	7,500.00	
48798	09/06/18	20200	CoStar Realty Information, Inc	Leasing marketing data software	952.72	
48799	09/06/18	22401	Decadent Decades	Marketing village entertainment	600.00	
48800	09/06/18	27396	Elizabeth Estrada	Photographer for web/social media	125.00	
48801	09/06/18	31350	Foothill Communications, LLC	Public safety radio programming	300.00	
48802	09/06/18	47405	Krupa Family Insurance Agency	Marketing Village entertainment	600.00	
48803	09/06/18	50071	LoopNet	Internet leasing advertising	369.95	
48804	09/06/18	51731	Marcos Ramos Painting	Refinish/paint doors, repaired dry rot, mold & paint, paint interior walls	6,700.00	
48805	09/06/18	61954	Pacific Marine Repair ** Voided **	To correct invoice		1,331.38
48806	09/06/18	61991	P & R Paper Supply Co.	Janitorial supplies	1,094.48	
48807	09/06/18	62875	Tierney, Peter	Marketing Village entertainment	600.00	
48808	09/06/18	63595	Phoenix Magazine	Marketing-advertising	1,995.00	
48809	09/06/18	70075	Ricoh USA, Inc.	Copier page charges: Admin/Marketing	213.43	
48810	09/06/18	72805	Sean L Wiggins	Marketing Village entertainment	600.00	
48811	09/06/18	74343	Sommerville Associates	Marketing public relations services	2,000.00	
48812	09/06/18	76018	SupplyWorks	Village restroom repair parts	172.08	
48813	09/06/18	82201	Valley Scene Magazine	Marketing-advertising	630.00	
48814	09/06/18	84475	Victor Vega	Marketing Village entertainment	50.00	
48815	09/06/18	84570	Vision Service Plan-(CA)	Employee vision plan - September	748.44	
48816	09/06/18	PM OneTime	Bruce Silvey	Security deposit refund	5,000.00	
48817	09/06/18	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
48818	09/14/18	1049	Adams Printing & Graphic	Advertising and promotion	1,772.49	
48819	09/14/18	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	63.40	
48820	09/14/18	2980	Fausset Printing, LLC	Advertising and promotion	48.00	
48821	09/14/18	3752	HLI Systems	Internet/Email services	165.00	
48822	09/14/18	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	177.14	
48823	09/14/18	4411	John Collins	Travel expenses for CALBO training in Oct	999.17	
48824	09/14/18	5744	Noble Consultants Inc.	D,G,H Dock rehab, Fish pier decking and Phase 3, Bathymetric survey	11,364.87	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48825	09/14/18	7346	Shell Fleet Plus	Patrol vehicle fuel	832.47	
48826	09/14/18	8241	Ventura County Star	Marketing-advertising	3,254.00	
48827	09/14/18	16150	Brendan Daly Photography	Event production	200.00	
48828	09/14/18	25351	Dudek	VSE Aquaculture	2,763.33	
48829	09/14/18	85219	West Marine Pro	Boat search lights, parts	1,928.17	
48830	09/21/18	1177	American Leak Detection Inc.	Leak detection services - Harbor Cove	180.00	
48831	09/21/18	1440	Beacon Marine Chandlery Inc	Boat 19 parts	33.39	
48832	09/21/18	1492	Big Brand Tire Company	Brake line repair-Vehicle M42	507.81	
48833	09/21/18	1571	Boatswain's Locker Inc.	Fuel filters - boat 17, boat 19	124.10	
48834	09/21/18	1725	CED (Consolidated Electrical Distributers) - LED upgrade lighting-1591, 1583		4,600.92	
48835	09/21/18	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	451.98	
48836	09/21/18	2093	Cumulus Broadcasting Inc.	Advertising and promotion	570.00	
48837	09/21/18	2099	Custom Embroidery	Uniform hats	477.94	
48838	09/21/18	2331	Dial Security Inc	Dockmaster/security coverage	1,200.00	
48839	09/21/18	2604	E.J. Harrison & Sons Inc.	Trash service	469.02	
48840	09/21/18	2751	Empire Cleaning Supply	Janitorial supplies	489.38	
48841	09/21/18	2935	Farmer Bros. Co	Coffee supplies	293.08	
48842	09/21/18	2980	Fausset Printing, LLC	Advertising and promotion	126.00	
48843	09/21/18	3490	Grainger Inc.	Village restroom repair, shop tools, shop stock	593.88	
48844	09/21/18	3492	Green Thumb International	Landscape equipment parts and plants	105.66	
48845	09/21/18	4247	Jani-King of CA Inc.	Janitorial service in Village, VPD headquarters	5,338.94	
48846	09/21/18	4295	Jensen Design & Survey Inc.	Pavement repair project, Parcel 8	8,215.00	
48847	09/21/18	4742	Kratos Construction	LED lighting @ 1591, Electrical TI @ 1575- Marketing and Barefoot	4,110.00	
48848	09/21/18	4852	Lagerlof Senecal Gosney	Legal services	30,213.25	
48849	09/21/18	4943	Liebert Cassidy Whitmore	HR Law clarification and guidance	2,224.80	
48850	09/21/18	5050	MailFinance	County tax on postage machine	78.44	
48851	09/21/18	5505	Muzicraft Inc.	Marketing Village entertainment	329.50	
48852	09/21/18	6178	PERS Long Term Care Program	Salary reduction benefit	448.74	
48853	09/21/18	6194	Pacific Oil Company	Used oil pick up and disposal	297.00	
48854	09/21/18	6201	Pamela Griffin	Wellness program instructor	40.00	
48855	09/21/18	6284	Peace Officers Research Assoc. ** Voided ** - Wrong vendor			168.00
48856	09/21/18	6361	Pitney Bowes	Postage meter lease/Village office	154.29	
48857	09/21/18	6470	LegalShield	Salary reduction benefit	150.45	
48858	09/21/18	6850	R P Barricade	Village Delineators	495.07	
48859	09/21/18	7296	Searle Creative Group	Marketing-social media web site design	1,330.00	
48860	09/21/18	7410	Smith Pipe & Supply Inc.	Village irrigation parts	259.33	
48861	09/21/18	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
48862	09/21/18	7434	Southern Calif. Edison	Utilities	11,552.02	
48863	09/21/18	7768	ThyssenKrupp Elevator Corp	Elevator service @ 1559	326.93	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48864	09/21/18	8233	Venco Power Sweeping, Inc	Monthly Village parking lot & fish pier sweeping	545.38	
48865	09/21/18	8239	Ventura County Reporter	Marketing-advertising	525.00	
48866	09/21/18	8241	Ventura County Star	Marketing-advertising	132.06	
48867	09/21/18	8250	Ventura Visitors & Convention	Marketing-advertising	125.00	
48868	09/21/18	8267	Ventura Harbor Marina & Yacht	Boat 19 maintenance	144.45	
48869	09/21/18	19252	City of Ventura	Trash service	100.00	
48870	09/21/18	20021	Coastal View News	Marketing-advertising	322.00	
48871	09/21/18	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	1,517.64	
48872	09/21/18	51731	Marcos Ramos Painting	Exterior waterproof, paint @ 1583, exterior repair hole, paint @ 1559	4,900.00	
48873	09/21/18	61991	P & R Paper Supply Co.	Janitorial supplies	1,309.47	
48874	09/21/18	70075	Ricoh USA, Inc.	Copier lease	741.91	
48875	09/21/18	70281	Ring Central Inc	Phone service	1,012.58	
48876	09/21/18	76018	SupplyWorks	VPD-ceiling fans in large conference room, shop tool	256.50	
48877	09/21/18	85219	West Marine Pro	Boat safety equipment	1,689.32	
48878	09/21/18	85261	West Coast Air Conditioning	HVAC service @ 1575	402.30	
48879	09/21/18	4897	PORAC Legal Defense Fund	Salary reduction benefit-Patrol	168.00	
48880	09/25/18	1761	California Custom Shells	Vehicle shell - M 48	2,763.79	
48881	09/25/18	2336	Diamond Darren Dive Service	Retrieval of phone	100.00	
48882	09/25/18	3457	Gov't Finance Officers Assoc.	Annual GAAP update	135.00	
48883	09/25/18	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	177.14	
48884	09/25/18	5016	Lowe's	Vacuums, operating and maintenance supplies	1,049.78	
48885	09/25/18	6900	Red Wing Shoe Store	Maintenance safety shoes-annual	75.08	
48886	09/25/18	7000	Richard W. Parsons	Dredging/project management services	11,420.79	
48887	09/25/18	7434	Southern Calif. Edison	Utilities	1,420.39	
48888	09/25/18	8244	Ventura Harbor Storage	Fisherman's gear storage	6,296.40	
48889	09/25/18	61954	Pacific Marine Repair ** Voided **	To correct invoice		875.00
48890	09/25/18	76311	Sign-A-Rama ** Voided **	Invoice paid by credit card		904.21
48891	09/25/18	84800	WM L Morris Chevrolet	New maintenance truck purchase M 56	23,950.00	
48892	09/25/18	84800	WM L Morris Chevrolet	New maintenance truck purchase M 57	23,950.00	
48893	09/25/18	85219	West Marine Pro	LED running light- Boat 1, Boat19	86.16	
48894	09/26/18	61954	Pacific Marine Repair	Fire boat maintenance	1,313.37	
Total Check Register					<u>\$325,155.57</u>	<u>\$3,278.59</u>

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
<u>Wells Fargo Grant Fund</u>						
<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1064	09/14/18	3138	Four Points Sheraton	VSE Aquaculture Grant-Meeting	1,238.45	
1065	09/14/18	6409	Plauche & Carr	VSE Aquaculture Grant	6,517.50	
1066	09/14/18	25351	Dudek	VSE Aquaculture Grant	30,704.72	
1067	09/14/18	72760	Scott Lindell	VSE Aquaculture Grant	2,565.00	
Total Check Register					<u>\$41,025.67</u>	<u>\$0.00</u>

ATTACHMENT 5

Ventura Port District Chase Business Credit Card Charges July 2018

Chase Credit Card holders

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

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Peña	No Activity				-
Total General Manager's Expenses					-
Brian Pendleton	07/09/18	Waterfront Parking	Conference	Parking for Commercial Fisherman of SB Meetingg - VSE	6.00
Brian Pendleton	07/19/18	Starbucks Store 28906	Conference	Breakfast Army Corps Change of Command Ceremony	5.30
Brian Pendleton	07/19/18	The Local Place	Conference	Lunch Army Corps Change of Command Ceremony	28.06
Total Deputy General Manager's Expenses					39.36
Jessica Rauch	07/11/18	The Greek at the Harbor	Business meal	7/11/18 Board closed session dinner	266.59
Jessica Rauch	07/25/18	Valentinos Take & Bake Pizza	Business meal	7/25/18 Board closed session dinner	82.83
Jessica Rauch	07/17/18	Pacific Coast Shellfish	Conference	Pena/Pendleton PCSGA Conference registration-VSE	550.00
Jessica Rauch	07/30/18	Alaska Air 0272180041477	Conference	Pena Flight - PCSGA Conference - VSE Grant	407.61
Jessica Rauch	07/30/18	Alaska Air 0272180041476	Conference	Pendleton Flight - PCSGA Conference - VSE Grant	407.61
Jessica Rauch	07/10/18	ICSC	Membership	ICSC Membership-Clerk of the Board	50.00
Jessica Rauch	07/25/18	Image Source Ventura	Miscellaneous	Commissioner Getchell headshot-Board ID	60.88
Jessica Rauch	07/19/18	Dollar Tree	Office supplies	Kitchen supplies	108.83
Jessica Rauch	07/19/18	Dollar Tree	Office supplies	Kitchen supplies	2.16
Jessica Rauch	07/25/18	Aatrix Software	Professional services	Quarterly State payroll tax return filing-one employee	0.49
Total Administrative Assistant's Expenses					1,937.00
Robin Baer	06/15/18	Ventura County Star	Subscriptions	Online subscription	4.35
Total Property Manager's Expenses					4.35

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Joe Gonzalez	No Activity				-
Total Facilities Manager's Expenses					-
Jennifer Talt-Lundin	07/17/18	Sprout Social	Advertising	Social media analytics	99.00
Jennifer Talt-Lundin	07/13/18	The Bakersfield California	Advertising	Marketing advertising	500.00
Jennifer Talt-Lundin	07/28/18	Four Points by Sheraton	Advertising	Journalist Visit	223.27
Jennifer Talt-Lundin	07/23/18	Brophy Bros. Restaurant	Business meal	Journalist visit	50.00
Jennifer Talt-Lundin	07/25/18	Brophy Bros. Restaurant	Business meal	Meeting with Cal Lutheran Hospitality	31.31
Jennifer Talt-Lundin	07/05/18	FS *AngelCam	E-Advertising	Harbor web camera	30.00
Jennifer Talt-Lundin	07/06/18	FS *AngelCam	E-Advertising	Live web camera - sunset	30.00
Jennifer Talt-Lundin	07/20/18	FS *AngelCam	E-Advertising	Harbor web camera	20.00
Jennifer Talt-Lundin	07/09/18	CTC*ConstantContact.com	E-Advertising	Harbor Views Enewsletter	20.00
Jennifer Talt-Lundin	07/21/18	Mailchimp *Monthly	E-Advertising	Village Enewsletter	75.00
Jennifer Talt-Lundin	07/31/18	Facebook *9KTALG2TY2	E-Advertising	Boosted ad posts	43.97
Jennifer Talt-Lundin	07/31/18	Facebook *8KTALG2TY2	E-Advertising	Boosted ad posts	75.98
Jennifer Talt-Lundin	07/13/18	Smart N Final 91511309150	Event production	Product return	(52.81)
Jennifer Talt-Lundin	07/01/18	Amazon Marketplace Payments	Event production	Seaside Kids Club	239.73
Jennifer Talt-Lundin	07/01/18	Amazon Marketplace Payments	Event production	Seaside Kids Club	12.99
Jennifer Talt-Lundin	07/31/18	Target 00023986	Event production	Photography props	85.93
Jennifer Talt-Lundin	07/03/18	Dollar Tree	Event production	Seaside Kids	11.95
Jennifer Talt-Lundin	07/05/18	Rite Aid Store - 5772	Event production	Seaside Kids	2.14
Jennifer Talt-Lundin	07/09/18	Smart N Final 39010103901	Event production	Seaside Kids	24.05
Jennifer Talt-Lundin	07/10/18	Big Lots Stores - #4030	Event production	Seaside Kids	25.86
Jennifer Talt-Lundin	07/10/18	Dollar Tree	Event production	Seaside Kids	31.35
Jennifer Talt-Lundin	07/11/18	Lowes #01734*	Event production	Seaside Kids	4.29
Jennifer Talt-Lundin	07/12/18	Lakeshore Learning #38	Event production	Seaside Kids	10.76
Jennifer Talt-Lundin	07/12/18	Amazon Marketplace Payments	Event production	Seaside Kids	70.22
Jennifer Talt-Lundin	07/18/18	OTC Brands	Event production	Seaside Kids	78.94
Jennifer Talt-Lundin	07/19/18	Andria's Seafood	Event production	Seaside Kids	42.52
Jennifer Talt-Lundin	07/23/18	The Greek at the Harbor	Event production	Seaside Kids entertainer	50.00
Jennifer Talt-Lundin	07/24/18	STU*Shindigz Decorations	Event production	Seaside Kids	28.98
Jennifer Talt-Lundin	07/30/18	Paypal *Eccentric Talent Management	Event production	Pirates Day	444.06
Jennifer Talt-Lundin	07/31/18	Amazon Marketplace Payments	Event production	Seaside Kids	38.99
Jennifer Talt-Lundin	07/31/18	Amazon Marketplace Payments	Event production	Seaside Kids	64.65
Jennifer Talt-Lundin	07/30/18	Albertsons 0355	Office supplies	Bakery Items for staff birthday acknowledgement	16.47
Total Marketing Manager's Expenses					2,429.60

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Frank Locklear	07/09/18	LOGMEIN*GoToMeeting	Communications	Port District teleconference charge	49.00
Frank Locklear	07/11/18	Fry's Electronics #44	Computer supplies	Upgraded drives for new maintenance server buildout	958.98
Frank Locklear	07/11/18	Streak Wave Wireless	Computer supplies	Replace communications antennas - District to Village	2,060.46
Frank Locklear	07/19/18	SQ *Wild Local Seafood Company	Event Production	Wild Local Seafood, Fish for Kids Club Marketing Event	30.00
Frank Locklear	07/14/18	DTV*Direct TV Service	Operating supplies	Direct TV service *Harbor Patrol	19.99
Frank Locklear	07/28/18	Amazon Marketplace Payments	Operating supplies	Security camera mounts -1449 building at used oil pickup	32.99
Total Marina Manager's Expenses					3,151.42
John Higgins	07/15/18	APL * iTunes.Com/Bill	Operating supplies	Patrol #1 phone storage	0.99
John Higgins	07/15/18	APL * iTunes.Com/Bill	Operating supplies	Patrol #2 phone storage	0.99
John Higgins	07/16/18	Amazon Marketplace Payments	Operating supplies	Warranty policy on LED screen	5.34
John Higgins	07/17/18	Amazon Marketplace Payments	Operating supplies	Security camera, LED screen	226.87
John Higgins	07/17/18	Amazon Marketplace Payments	Operating supplies	Weather forecasting quick reference	10.75
John Higgins	07/25/18	Powerwerx 2266655	Operating supplies	Handheld VHF radio	279.52
John Higgins	07/17/18	Gold Coast Recycling & Trash	Salvage	Boat disposal Fee	75.00
John Higgins	07/02/18	Liebert Cassidy Whitmore	Training	Union labor relations	125.00
Total Harbormaster's Expenses					724.46
Total Chase Credit Card Expenses					<u>\$ 8,286.19</u>

ATTACHMENT 5

Ventura Port District Chase Business Credit Card Charges August 2018

Chase Credit Card holders

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

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Peña	No Activity				-
Total General Manager's Expenses					-
Brian Pendleton	No Activity				-
Total Deputy General Manager's Expenses					-
Jessica Rauch	08/22/18	Meridians - Ventura	Business meal	8/22/18 Board closed session dinner	137.34
Jessica Rauch	08/13/18	ACT*California Marine	Conference	Commissioner Brennan CMANC Fall Meeting registration	445.00
Jessica Rauch	08/13/18	ACT*California Marine	Conference	Parsons CMANC Fall Meeting registration	445.00
Jessica Rauch	08/14/18	California Economic Forecast	Conference	Pendleton CA Economic Forecast registration	125.00
Jessica Rauch	08/29/18	ICSC	Membership	Pendleton three year membership	135.00
Jessica Rauch	08/21/18	Sprouts Farmers Market	Miscellaneous	Flowers for employee bereavement	32.26
Jessica Rauch	08/16/18	Amazon Marketplace US	Office supplies	Office Supplies	43.12
Jessica Rauch	08/21/18	MICHAELS STORES 4800	Operating supplies	Frame & ribbon for resolution	13.99
Total Administrative Assistant's Expenses					1,376.71
Robin Baer	08/30/18	Certified Employment Screening	Professional services	Prospective new tenant - Credit report	70.00
Robin Baer	08/15/18	Ventura County Star	Subscriptions	Online subscription	4.35
Total Property Manager's Expenses					74.35

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Joe Gonzalez	08/02/18	Cover King 7148500303 CA	Auto maintenance	Maintenance vehicle -M-55 seat covers	348.46
Joe Gonzalez	08/31/18	BKM Office Environments	Office equipment	Furniture for new Admin office	909.65
Joe Gonzalez	08/17/18	US Flag Store	Operating supplies	Village - replacement "American Flag"	141.35
Joe Gonzalez	08/22/18	Verizon Wireless 14256	Operating supplies	Facilities cell phone accessories	96.50
Joe Gonzalez	08/28/18	Q2U LLC	Operating supplies	Public restroom hand dryer parts	178.02
Joe Gonzalez	08/23/18	California Building Officials	Training	John Collin's annual CALBO electrical training course fee	645.00
Total Facilities Manager's Expenses					2,318.98
Jennifer Talt-Lundin	08/02/18	Ventura Boat Rentals	Advertising	Visit Ventura Shoot	107.00
Jennifer Talt-Lundin	08/07/18	The Bakersfield California	Advertising	Advertisement	500.00
Jennifer Talt-Lundin	08/07/18	Ventura Boat Rentals	Advertising	Ventura County Coast Hosted Meeting	127.00
Jennifer Talt-Lundin	08/09/18	Four Points by Sheraton	Advertising	Journalist Visit	111.07
Jennifer Talt-Lundin	08/17/18	Sprout Social	Advertising	Social media analytics	99.00
Jennifer Talt-Lundin	08/17/18	FedEx Office 00050039	Advertising	Rock on the Dock poster	45.19
Jennifer Talt-Lundin	08/08/18	Ventura Boat Rentals	Advertising production	Photo Shoot	34.00
Jennifer Talt-Lundin	08/14/18	Paypal *All That's Fit to Print	Advertising production	Sept. Rack Cards	233.95
Jennifer Talt-Lundin	08/30/18	Westin Bonaventure Package	Conference	LA Tourism Forum Parking	24.00
Jennifer Talt-Lundin	08/05/18	FS *AngelCam	E-Advertising	Harbor web camera	30.00
Jennifer Talt-Lundin	08/06/18	FS *AngelCam	E-Advertising	Live web camera - sunset	30.00
Jennifer Talt-Lundin	08/09/18	CTC*ConstantContact.com	E-Advertising	Harbor Views Enewsletter	20.00
Jennifer Talt-Lundin	08/20/18	FS *AngelCam	E-Advertising	Harbor web camera	20.00
Jennifer Talt-Lundin	08/21/18	Mailchimp *Monthly	E-Advertising	Village Enewsletter	75.00
Jennifer Talt-Lundin	08/31/18	Facebook *7GYHYG6SY2	E-Advertising	Boosted ad posts	72.45
Jennifer Talt-Lundin	08/09/18	Coffee Dock & Post	Event production	Seaside Kids Staff	16.88
Jennifer Talt-Lundin	08/09/18	Le Petit Cafe & Bakery	Event production	Seaside Kids Staff	6.95
Jennifer Talt-Lundin	08/13/18	Dollar Tree	Event production	Bubbles	39.29
Jennifer Talt-Lundin	08/17/18	EB SPIRIT OF SMALL BU	Miscellaneous	Island Packers Award for Small Business	196.17
Jennifer Talt-Lundin	08/14/18	Office Depot #931	Office supplies	Supplies	27.44
Total Marketing Manager's Expenses					1,815.39

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Frank Locklear	08/09/18	LOGMEIN*GoToMeeting	Communications	Port District teleconference charge	49.00
Frank Locklear	08/16/18	Amazon Marketplace US	Computer supplies	Two computers for new Admin offices	1,798.00
Frank Locklear	08/21/18	Lyon Collection Service	Computer supplies	Payment for declined Chase Card to Dell Computers corrected	784.53
Frank Locklear	08/28/18	Fry's Electronics #44	Computer supplies	Computer accessories for new office	465.75
Frank Locklear	08/03/18	Lowes #01734*	Operating supplies	Uniform cellphone holster	14.51
Frank Locklear	08/14/18	DTV*Direct TV Service	Operating supplies	Direct TV service *Harbor Patrol	19.99
Total Marina Manager's Expenses					3,131.78
John Higgins	08/06/18	Hydro-Turf / H T Moto	Boat maintenance	Boat Soft Deck repairs (B-19)	333.92
John Higgins	08/20/18	Hydro-Turf / H T Moto	Boat maintenance	Boat Soft Deck repairs (B-19)	161.35
John Higgins	08/17/18	Shell Oil 57444587703	Fuel	Jet Ski Fuel	89.63
John Higgins	08/15/18	Audible	Miscellaneous	Billing error - employee reimbursed cash	22.95
John Higgins	08/15/18	APL* iTunes.Com/Bill	Operating supplies	Patrol #1 phone storage	0.99
John Higgins	08/15/18	APL* iTunes.Com/Bill	Operating supplies	Patrol #2 phone storage	0.99
John Higgins	08/30/18	CWI*Camping World	Operating supplies	Lifejackets (loaners)	202.54
Total Harbormaster's Expenses					812.37
Total Chase Credit Card Expenses					<u>\$ 9,529.58</u>

ATTACHMENT 5

Ventura Port District Chase Business Credit Card Charges September 2018

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

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Peña	09/26/18	Four Points by Sheraton	Business meal	9/26/18 closed session Board meeting dinner	196.19
Oscar Peña	09/19/18	Alaska Air 0272185345690	Conference	PCSGA Annual Shellfish Conference	25.00
Oscar Peña	09/20/18	SEMIAHMOO Resort Hotel	Conference	PCSGA Annual Shellfish Conference	546.58
Oscar Peña	09/20/18	Northwater	Conference	PCSGA Annual Shellfish Conference	38.95
Oscar Peña	09/21/18	SEMIAHMOO Resort Hotel	Conference	PCSGA Annual Shellfish Conference	17.13
Total General Manager's Expenses					823.85
Brian Pendleton	09/12/18	Four Points by Sheraton	Business meal	9/12/18 closed session Board meeting dinner	142.27
Brian Pendleton	09/17/18	Alaska Air 0272185055904	Conference	PCSGA Annual Shellfish Conference	25.00
Brian Pendleton	09/17/18	The Kitchen T6 LAX	Conference	PCSGA Annual Shellfish Conference	19.26
Brian Pendleton	09/17/18	Wolfgang Puck EXP SEA	Conference	PCSGA Annual Shellfish Conference	18.41
Brian Pendleton	09/18/18	UBER *Trip JKNLC	Conference	PCSGA Annual Shellfish Conference	53.49
Brian Pendleton	09/20/18	The Parking Spot 215RC	Conference	PCSGA Annual Shellfish Conference	105.00
Brian Pendleton	09/20/18	SEMIAHMOO Resort Hotel	Conference	PCSGA Annual Shellfish Conference	566.60
Brian Pendleton	09/20/18	SEMIAHMOO Food & Beverage	Conference	PCSGA Annual Shellfish Conference	149.00
Brian Pendleton	09/20/18	UBER *Trip I4RL4	Conference	PCSGA Annual Shellfish Conference	61.05
Brian Pendleton	09/20/18	SQ *Great American Bagel	Conference	PCSGA Annual Shellfish Conference	22.00
Brian Pendleton	09/25/18	PAC COAST BIZ TIMES	Subscription	Annual subscription	89.99
Total Deputy General Manager's Expenses					1,252.07
Jessica Rauch	No Activity				-
Total Administrative Assistant's Expenses					-

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Robin Baer	09/14/18	Ventura County Star	Subscriptions	Online subscription	4.35
Total Property Manager's Expenses					4.35
Joe Gonzalez	09/13/18	Best Buy MHT 00001180	Computer supplies	HDMI-VGA computer cable	34.47
Joe Gonzalez	09/13/18	Fry's Electronics #44	Computer supplies	HDMI-VGA computer cable	39.85
Joe Gonzalez	09/28/18	Fry's Electronics #44	Computer supplies	Microsoft 10" tablet - Facilities	704.29
Joe Gonzalez	09/04/18	Pinpoint Leak Detection	Grounds maintenance	leak detection service (Harbor Cove)	790.00
Joe Gonzalez	09/28/18	Bird B Gone 1	Grounds maintenance	Bird spikes (pest control)	162.89
Joe Gonzalez	09/21/18	Chick-Fil-A #02867	Training	JPIA conference in Carlsbad-meal	13.19
Joe Gonzalez	09/21/18	Park Hyatt Aviara Resort	Training	JPIA conference - lodging	672.64
Joe Gonzalez	09/21/18	Exxon Mobil 97643746	Training	JPIA conference in Carlsbad	81.12
Total Facilities Manager's Expenses					2,498.45
Jennifer Talt-Lundin	09/07/18	Hats Unlimited	Advertising	Sunset FAM Media visit	36.61
Jennifer Talt-Lundin	09/17/18	Sprout Social	Advertising	Social media analytics	99.00
Jennifer Talt-Lundin	09/22/18	Barnes & Noble #1847	Advertising	Instagram Book	14.22
Jennifer Talt-Lundin	09/21/18	Paypal *All That's Fit to Print	Advertising production	Halloween Rack Cards	233.95
Jennifer Talt-Lundin	09/27/18	Paypal *All That's Fit to Print	Advertising production	Fall Rack Cards	233.95
Jennifer Talt-Lundin	09/05/18	Ventura Chamber of Commerce	Business meal	Connection Networking	30.00
Jennifer Talt-Lundin	09/07/18	Ventura Village Carousel	Business meal	Sunset FAM Media visit	15.54
Jennifer Talt-Lundin	09/07/18	Le Petit Café & Bakery	Business meal	Sunset FAM Media visit	10.77
Jennifer Talt-Lundin	09/07/18	Ventura Village Carousel	Business meal	Sunset FAM Media visit	9.00
Jennifer Talt-Lundin	09/25/18	Coffee Dock & Post	Business meal	Staff	10.65
Jennifer Talt-Lundin	09/28/18	Embassy Suites San Louis	Business meal	CCTC Board meeting Lunch	21.99
Jennifer Talt-Lundin	09/05/18	FS *AngelCam	E-Advertising	Harbor web camera	30.00
Jennifer Talt-Lundin	09/06/18	FS *AngelCam	E-Advertising	Live web camera - sunset	30.00
Jennifer Talt-Lundin	09/09/18	CTC*ConstantContact.com	E-Advertising	Harbor Views Enewsletter	20.00
Jennifer Talt-Lundin	09/20/18	FS *AngelCam	E-Advertising	Harbor web camera	20.00
Jennifer Talt-Lundin	09/21/18	Mailchimp *Monthly	E-Advertising	Village Enewsletter	75.00
Jennifer Talt-Lundin	09/30/18	Facebook *D84TBHSSY2	E-Advertising	Boosted ad posts	82.56
Jennifer Talt-Lundin	09/07/18	Dollar Tree	Event production	Rock on the Dock ice bags (3)	3.23
Jennifer Talt-Lundin	09/07/18	Dollar Tree	Event production	Rock on the Dock band waters	7.36
Jennifer Talt-Lundin	09/08/18	Brophy Bros. Restaurant	Event production	Fratelli's Rock on the Dock- band	20.20
Jennifer Talt-Lundin	09/10/18	Dollar Tree	Event production	Bubbles & Halloween Décor	22.83
Jennifer Talt-Lundin	09/10/18	Starbucks Store 05538	Event production	Staff event planning meeting	10.65

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Talt-Lundin	09/11/18	Coffee Dock & Post	Event production	Art & Street Paint Organizer Meeting	8.99
Jennifer Talt-Lundin	09/13/18	Amazon Marketplace US*MT74T74Q2	Event production	Prizes for Rock on the Dock	45.20
Jennifer Talt-Lundin	09/24/18	Coffee Bean Store	Event production	Meeting with Mermaid Gallery	9.70
Jennifer Talt-Lundin	09/26/18	Divine Orchids and More	Event production	Hikianalia visit - welcome	355.00
Jennifer Talt-Lundin	09/27/18	OTC Brands	Event production	Candy for Boo! events	112.00
Jennifer Talt-Lundin	09/19/18	Paypal *All That's Fit to Print	Office supplies	Business Cards	40.85
Jennifer Talt-Lundin	09/22/18	Smart N Final 33210303329	Office supplies	Tabs for Binders	5.48
Jennifer Talt-Lundin	09/24/18	Target 00002980	Office supplies	Marketing supplies	37.63
Total Marketing Manager's Expenses					1,652.36
Frank Locklear	09/22/18	Paypal *IP CAM LIVE	Camera equipment	IP camera software	96.28
Frank Locklear	09/09/18	LOGMEIN*GoToMeeting	Communications	Port District teleconference charge	49.00
Frank Locklear	09/13/18	APL*Apple Online Store	Computer supplies	Ipad Marketing computer case	42.02
Frank Locklear	09/13/18	APL*Apple Online Store	Computer supplies	Ipad Marketing computer	359.50
Frank Locklear	09/18/18	Amazon Marketplace US*MT3W84N82	Computer supplies	Amazon, Lenovo Desktop Computer	914.80
Frank Locklear	09/20/18	Fry's Electronics #44	Computer supplies	Mouse, Mousepad, Screen protector	8.59
Frank Locklear	09/30/18	Amazon.com*MT84K5M20	Computer supplies	(2) computer monitors	399.88
Frank Locklear	09/21/18	IN *Alliance Solutions Group	Office supplies	Sage Accounting - user licenses	426.00
Frank Locklear	09/21/18	IN *Alliance Solutions Group	Office supplies	Sage Accounting - user licenses	3,625.00
Frank Locklear	09/14/18	DTV*Direct TV Service	Operating supplies	Direct TV service *Harbor Patrol	21.99
Total Marina Manager's Expenses					5,943.06
John Higgins	09/19/18	Sign-arama	Boat maintenance	Vessel lettering	904.21
John Higgins	09/15/18	APL * iTunes.Com/Bill	Operating supplies	Patrol #1 phone storage	0.99
John Higgins	09/15/18	APL * iTunes.Com/Bill	Operating supplies	Patrol #2 phone storage	0.99
John Higgins	09/26/18	Asurion Wireless Insurance	Operating supplies	Phone replacement due to water damage	199.00
John Higgins	09/21/18	Park Hyatt Aviara Resort	Training	JPIA conference in Carlsbad	497.46
John Higgins	09/19/18	Columbia Sportswear 411	Uniforms	Rain Jackets	2,042.48
Total Harbormaster's Expenses					3,645.13
Total Chase Credit Card Expenses					<u>\$ 15,819.27</u>



BOARD OF PORT COMMISSIONERS

MARCH 20, 2019

STANDARD AGENDA ITEM 3

APPROVAL OF NOTICE OF PROPOSED
ORDINANCE No. 52 FOR THE
AMENDMENT OF ORDINANCE No. 48

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 3
Meeting Date: March 20, 2019**

TO: Board of Port Commissioners
FROM: Jessica Rauch, Clerk of the Board
SUBJECT: Approval of Notice of Proposed Ordinance No. 52 for the Amendment of Ordinance No. 48

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3368 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance No. 52 for the Amendment of Ordinance No. 48 in a newspaper of general circulation.

SUMMARY:

In November 2018, the District received a letter from the State Controller's Office (SCO) that the California Uniform Construction Cost Accounting Commission (CUCCAC) in agreement with SCO recommended an increase to the bid limit threshold prescribed in Public Contract Code (PCC) 22032. These changes came into effect January 1, 2019. With these changes, Ordinance No. 48 needs to be revised to reflect the correct information. Section 5 of Ordinance No. 48 needs to be revised as follows:

Section 5 Award of Contracts. The Board may delegate the authority to award informal contracts to the general manager or other appropriate persons pursuant to Public Contract Code Section 22034~~(e). If all bids received by the District are in excess of \$175,000.00, the Board of Port Commissioners may, by adoption of a resolution by a four-fifths vote, award the contract, at \$187,500 or less, to the lowest responsible bidder, if it determines the cost estimate of the District was reasonable.~~

In working with District Legal Counsel, it was decided to delete the subsection and following sentence instead of changing the threshold limits in case of future changes. With this approach, if there are future changes to threshold limits, the Board will not have to amend the Ordinance again.

Further, to ensure that other future changes may be done by Resolution, rather than Ordinance, District Legal Counsel added the following language:

"Any future amendments to the Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act may be done by Resolution, duly adopted by the Board of Port Commissioners."

BACKGROUND:

On February 27, 2013, the Board adopted Resolution No. 3213, electing to become subject to the California Uniform Public Construction Cost Accounting Act, which provides a uniform cost accounting standard for construction work performed or contracted by local public agencies. On March 27, 2013, the Board adopted Ordinance No. 48 to implement such uniform public construction cost accounting procedures.

This Ordinance, as well as the Ventura Port District Procurement and Purchasing Policy will come to the Board for approval on May 1, 2019.

FISCAL IMPACTS:

There will be costs associated with publishing in the Ventura County Star.

ATTACHMENTS:

Attachment 1 – Ordinance No. 48

Attachment 2 - Resolution No. 3368 with Exhibit A



ORDINANCE NO. 48

AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT
TO PROVIDE INFORMAL BIDDING PROCEDURES UNDER THE
UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT
(California Public Contract Code Section 22000 et seq.)

The Board of Port Commissioners of the Ventura Port District ordains as follows:

- Section 1 Informal Bid Procedures. Public projects, as defined by the Uniform Public Construction Cost Accounting Act (the "Act") pursuant to California Public Contract Code Section 22000 et seq., and in accordance with the limits listed in Public Contract Code Section 22032, may be let to contract by informal procedures as set forth in Public Contract Code Section 22032 et seq.
- Section 2 Contractors List. A list of contractors shall be developed and maintained in accordance with the provisions of Public Contract Code Section 22034 and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission ("Commission").
- Section 3 Notice Inviting Informal Bids. Where a public project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with Section 2, above, or to all construction trade journals as specified by the Commission in accordance with Public Contract Code Section 22036. Additional contractors and/or construction trade journals may be notified at the discretion of the District, provided, however:
- (a) If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the Commission.



- (b) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

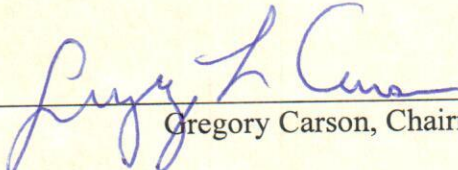
The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

Section 4 Mailing of Notices. All mailing of notices to contractors and construction trade journals pursuant to Section 3, above, shall be completed not less than 10 calendar days before bids are due.

Section 5 Award of Contracts. The Board may delegate the authority to award informal contracts to the general manager or other appropriate persons pursuant to Public Contract Code section 22034(e). If all bids received by the District are in excess of \$175,000.00, the Board of Port Commissioners may, by adoption of a resolution by a four-fifths vote, award the contract, at \$187,500 or less, to the lowest responsible bidder, if it determines the cost estimate of the District was reasonable.

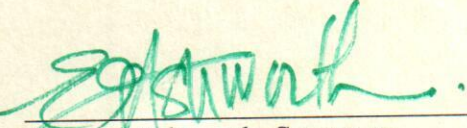
This Ordinance shall be published in the Ventura County Star, a newspaper of general circulation published in the County of Ventura, at least once before final passage, and shall take effect and be in force thirty (30) days from and after the date after final passage.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of Ventura Port District held on March 27, 2013.



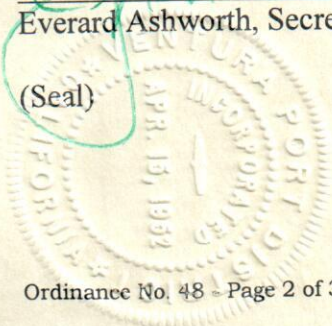
Gregory Carson, Chairman

Attest:



Everard Ashworth, Secretary

(Seal)



ATTACHMENT 1

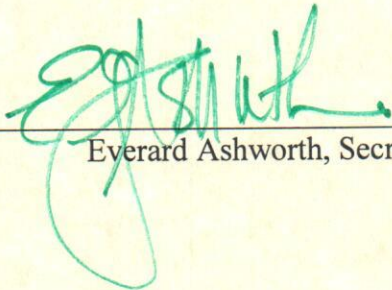
STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF SAN BUENAVENTURA)

I, Everard Ashworth, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Ordinance No. 48 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 27th day of March 2013, by the following vote:

AYES: Commissioners Ashworth, Bravo, Friedman and Chairman Carson
NOES: None
ABSENT: Commissioner Deitch
ABSTAIN: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 27th day of March 2013.





Everard Ashworth, Secretary



RESOLUTION NO. 3369

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT TO AMEND ORDINANCE NO. 48**

WHEREAS, the Ventura Port District ("District") is recommending that Ordinance No. 48 be amended to reflect the changes by the California Uniform Construction Cost Accounting Commission and California State Controller's Office, which became effective January 1, 2019.

WHEREAS, pursuant to the California Harbors and Navigation Code section 6270, the powers established by a district shall be exercised by the board, by ordinance or resolution, passed by a majority vote and published in a newspaper of general circulation in Ventura County at least once before final passage (Exhibit A);

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby authorizes and directs District staff to publish a notice of its intent to adopt Ordinance No. 52 authorizing the amendment of Ordinance No. 48 in the form attached hereto as Exhibit A, to comply with Harbors and Navigation Code section 6270.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of Ventura Port District held this 20th day of March, 2019, adopted by the following vote:

AYES:

NOES:

Absent:

Abstain:

Chairman

Attest:

Secretary

(Seal)

EXHIBIT A

**NOTICE OF PROPOSED ORDINANCE
OF THE VENTURA PORT DISTRICT**

(California Harbors and Navigation Code section 6270)

NOTICE IS HEREBY GIVEN that on May 1, 2019, at 7:00PM, a meeting of the Board of Port Commissions of the Ventura Port District will be held at the District office located at 1603 Anchors Way Drive, Ventura, California.

Said meeting of the Board of Port Commissions is, in part, for the purpose of considering the adoption and passage of the following ordinance:

“ORDINANCE NO. 52”

**AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT AMENDING ORDINANCE NO.
48, ADOPTED ON MARCH 27, 2013, AND TITLED “AN
ORDINANCE OF THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT TO PROVIDE INFORMAL
BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC
CONSTRUCTION COST ACCOUNTING ACT”**

(California Public Contract Code Section 22000 et seq.)

The Board of Port Commissioners of the Ventura Port District ordains as follows:

Section 1 Ordinance No. 48 adopted on March 27, 2013, and titled “An Ordinance of the Board of Port Commissioners of Ventura Port District to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act” is amended to read:

Section 5 Award of Contracts. The Board may delegate the authority to award informal contracts to the general manager or other appropriate persons pursuant to Public Contract Code section 22034(e). ~~If all bids received by the District are in excess of \$175,000.00, the Board of Port Commissioners may, by adoption of a resolution by a four-fifths vote, award the contract, at \$187,500 or less, to the lowest responsible bidder, if it determines the cost estimate of the District was reasonable.~~

Section 2 When amended this section will read as:

Section 5 Award of Contracts. The Board may delegate the authority to award informal contracts to the general manager or other appropriate persons pursuant to Public Contract Code section 22034.

Section 3 This Ordinance shall be published in the Ventura County Star; a newspaper of general circulation published in the County of Ventura, at

ATTACHMENT 2

least once before final passage, and shall take effect and be in force thirty (30) days from and after the date after final passage.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of Ventura Port District held on May 1, 2019.

If the foregoing ordinance is adopted upon the majority vote of the Board of Port Commissioners of the Ventura Port District, said ordinance will become effective thirty (30) days after final passage.

This Notice is published at the direction of the Board of Port Commissioners pursuant to Resolution No. 3369 duly adopted at the regular meeting of the Board of Port Commissioners of the Ventura Port District held on March 20, 2019.

Oscar Peña, General Manager
Ventura Port District



BOARD OF PORT COMMISSIONERS

MARCH 20, 2019

STANDARD AGENDA ITEM 4

PROPOSED LEASE MANAGEMENT
POLICY FOR VENTURA HARBOR
VILLAGE

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 4
Meeting Date: March 20, 2019

TO: Board of Port Commissioners
FROM: Oscar Peña, General Manager
Brian Pendleton, Deputy General Manager
SUBJECT: Proposed Lease Management Policy for Ventura Harbor Village

RECOMMENDATION:

That the Board of Port Commissioners receive an informational report concerning a proposed Lease Management Policy for Ventura Harbor Village.

SUMMARY:

This is a new idea being brought forth at this time as an “Information Only” item, and staff requests guidance and direction from the Board as to whether or not this is a policy concept that the Board could endorse. If so, staff could return at a subsequent meeting with the recommended policy for Board consideration.

BACKGROUND:

In an effort to assist District staff in its lease negotiations with master lessees in the harbor, the Board of Port Commissioners adopted a “Master Lease/Option Negotiation and Administration Policy” in 2003. That Policy outlines the procedures for obtaining, amending and administering the ground leases in the harbor, which constitute the “backbone” of the District’s revenue flow. The existence of that policy, along with the specification of lease terms the Board requires to be in its ground leases, has provided meaningful guidance to staff in its master lease operations and, at the same time, lets prospective master lessees know what to expect when they “come knocking on the District’s door.”

In recent months, District Legal Counsel and staff have worked on, updated and revised the three basic lease forms utilized in Ventura Harbor Village (“VHV”). Since that project was recently completed, it occurred to staff that adoption of a lease management policy for the short term leases, those with an initial term of 5 years or less, in VHV might make some sense for the same reasons as the Master Lease policy described above.

Several years ago District Legal Counsel recommended such a policy and a draft policy was prepared. However, since the VHV lease forms were recently updated, both staff and legal counsel felt that now might be an opportune time to present the idea of a VHV leasing policy to the Board of Port Commissioners and to seek the Board’s guidance as to whether or not this is a concept the Commissioners could endorse.

Under this policy, the Board would be granting the General Manager leasing authority for prospective VHV leases so long as the lease terms negotiated do not deviate materially from the standard lease forms in use in the Village and the District is spending no more than \$25,000. This dollar threshold is consistent with the General Manager’s approval authority for other District contracts. If a VHV lease requires material modifications to the standard lease form, or more than \$25,000 in District funds will be expended, the policy as contemplated would require Board of Port Commissioners’ approval and authorization. Otherwise, under the policy the General Manager is given broad leasing authority for the short term VHV leases, which means the lease would be up for renewal or renegotiation on a regular and recurring basis, giving the District the opportunity to update the lease and bring the rental rates to market. In

addition, a summary of the lease terms the Board requires in all VHV leases is will be summarized in the policy.

It is also staff's belief that adoption of this policy would expedite Board deliberations on leasing matters so as to lessen the need for Closed Session discussion of most VHV leases. The General Manager could report on VHV leasing decisions during his/her report in the Public Session.

Further, as with the Master Lease policy, this concept would provide the General Manager, and his or her staff, with guidance as to what has to be in the leases and at the same time would provide prospective tenants advance notice of the lease terms the District will require in any VHV lease.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.