



# **VENTURA PORT DISTRICT**

## **BOARD OF PORT COMMISSIONERS**

Chris Stephens, Chairman  
Michael Blumenberg, Vice Chairman  
Brian Brennan, Secretary  
Jackie Gardina, Commissioner  
Everard Ashworth, Commissioner

Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
Andy Turner, Legal Counsel  
Jessica Rauch, Clerk of the Board

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### **PORT COMMISSION AGENDA**

**REGULAR MEETING**  
**WEDNESDAY, MARCH 3, 2021**

**TELECONFERENCE**  
**5 TELECONFERENCE LOCATIONS**

**VENTURA PORT DISTRICT OFFICE**  
**1603 ANCHORS WAY DRIVE**  
**VENTURA, CA 93001**

**CLOSED SESSION – 6:00PM**

**REGULAR MEETING – 7:00PM**

**IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND BE WELL AT HOME ORDER RESULTING FROM THE NOVEL CORONAVIRUS, THE VENTURA PORT DISTRICT ADMINISTRATION BUILDING IS CLOSED TO THE PUBLIC. THIS MEETING IS BEING HELD IN ACCORDANCE WITH THE STATE EMERGENCY SERVICES ACT, THE GOVERNOR'S EMERGENCY DECLARATION, AND THE GOVERNOR'S EXECUTIVE ORDER NO. 25-20 ISSUED ON MARCH 12, 2020 TO ALLOW ATTENDANCE BY MEMBERS OF THE PORT COMMISSION BY TELECONFERENCE IN FULL COMPLIANCE WITH THE BROWN ACT.**

## **PUBLIC PARTICIPATION OPTIONS**

### **WATCH THE MEETING LIVE**

Join a Zoom meeting LIVE:

<https://us02web.zoom.us/j/82372746363>

Webinar ID: 823 7274 6363

1-669-900-6833

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### **SUBMIT PUBLIC COMMENT VIA EMAIL**

If you do not wish to speak live but would like to submit a written comment on a specific agenda item, please do so via email by 4:00PM on the day of the meeting. Please submit your comment to the Clerk of the Board at [jrauch@venturaharbor.com](mailto:jrauch@venturaharbor.com).

When sending an email, please indicate in the subject line, the agenda item number (i.e. General Public Comment or Consent Item A). Written comments should be no more than 1000 characters in length. Written comments will be distributed to the Commissioners and will be posted as a supplemental packet on the District's website at <https://venturaharbor.com/board-meetings-minutes/>.

### **PROVIDE PUBLIC COMMENT LIVE AT THE MEETING USING ZOOM**

To speak on a specific agenda item during the live Zoom meeting, please fill out the Public Comment Slip and email the Clerk of the Board at [jrauch@venturaharbor.com](mailto:jrauch@venturaharbor.com) by 4:00PM on the day of the meeting so you can participate appropriately. You can use one (1) comment slip for multiple items.

If you decide to speak during the meeting and did not fill out a Public Comment slip, attendees can dial \*9 if on the phone or use the 'raise hand' function in Zoom.

<b>CLOSED SESSION – 6:00PM</b>
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**CALL TO ORDER:** *By Chairman Chris Stephens.*

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

### **PUBLIC COMMUNICATIONS (3 minutes)**

*The Public Communications period is set aside to allow public testimony on items only on the Closed Session Agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair. Attendees can dial \*9 or use the 'raise hand' function in Zoom if they would like to speak during public comment periods.*

<b>CONVENE IN CLOSED SESSION – 6:05PM</b>
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**CLOSED SESSION AGENDA**

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

- |                      |  |
|----------------------|--|
| a) Property:         | <b>1431 – 1691 Spinnaker Drive</b>   |
| Negotiating Parties: | Brian D. Pendleton, Todd Mitchell, Andy Turner<br>All Ventura Harbor Village Tenants |
| Under Negotiation:   | <b>COVID-19 Ventura Harbor Rental Abatement and Deferment Program</b>                |
|                      |  |
| b) Property:         | <b>Parcels 10A, 4, 9, 7, 15, 16, 18, 2, 3, 1, 19, 3A1, 3A2, 3A4, 20, 17, 6</b>       |
| Negotiating Parties: | Brian D. Pendleton, Todd Mitchell, Andy Turner<br>All Master Tenants                 |
| Under Negotiation:   | <b>COVID-19 Ventura Harbor Rental Abatement and Deferment Program</b>                |

**ADJOURNMENT**

<b>OPEN SESSION – 7:00PM</b>
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**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](http://www.venturaharbor.com).*

**APPROVAL OF MINUTES (3 minutes)**

*The Minutes of the February 17, 2021 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. Attendees can dial \*9 or use the 'raise hand' function in Zoom if they would like to speak during public comment periods.*

**CLOSED SESSION REPORT (3 minutes)**

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

**BOARD COMMUNICATIONS (5 minutes)**

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

*a brief summary and disclose any discussions he or she may have had with any Port District Tenants related to Port District business.*

**STAFF AND GENERAL MANAGER REPORTS (5 minutes)**

*Ventura Port District Staff and General Manager will give the Commission updates on important topics or items of general interest if needed.*

**LEGAL COUNSEL REPORT (5 minutes)**

*Legal Counsel will report on progress of District assignments and any legislative or judicial matters.*

**CONSENT AGENDA: (5 minutes)**

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

**A) Approval of New Office Lease Agreement for Ted Mechtenberg dba DA Vega | Fisher | Mechtenberg LLP and Brian Cook**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Ted Mechtenberg dba DA Vega | Fisher | Mechtenberg LLP and Brian Cook for space located at 1567 Spinnaker Drive #201 & #202 consisting of approximately 1,500 square feet for a two (2) year term with a one (1) year option.

**B) Approval of New Office Lease Agreement for Jeff M. Moorhouse dba Moorhouse Financial Services, Inc.**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Jeff M. Moorhouse dba Moorhouse Financial Services, Inc. for space located at 1575 Spinnaker Drive #201 consisting of approximately 439 square feet for a three (3) year term with a three (3) year option.

**STANDARD AGENDA:**

**1) Approval of Financial Statements and Checks for October through December 2020**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3407 to:

- a) Accept the financial statements for the Quarter ending December 31, 2020; and,
- b) Review the payroll and regular checks for October through December 2020.

**2) Consideration of Adoption of Ordinance No. 54, Authorizing Execution of a New Restaurant Lease Agreement with Options for Andria's Seafood Specialties dba Andria's Seafood Restaurant**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Conduct a public hearing for the purpose of receiving input on proposed Ordinance No. 54;
- b) Waive reading and direct Clerk to place Ordinance No. 54 in the record of this meeting; and
- c) Adopt Ordinance No. 54, which authorizes execution of a new five (5) year Restaurant Lease Agreement with three (3) five (5) year options (for a total of 20-years) between the Ventura Port District dba Ventura Harbor Village and Andria's Seafood Specialties dba Andria's Seafood Restaurant.

**3) Authorization to Submit an Application for the Department of Boating and Waterways  
2021 Launch Ramp Repair Grant**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3408, authorizing the General Manager to submit an application for the Department of Boating and Waterways 2021 Launch Ramp Repair Grant in the amount of \$78,000.

**4) Approval of Portside Partners Loan Extension**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Approve a loan extension for the Portside Partners project; and
- b) Authorize the General Manager to execute the Ground Lease Estoppel Certificate.

**5) Ventura Port District Goals and 5-Year Objectives: Public and Civic Engagement Plan**

Recommended Action: Informational.

That the Board of Port Commissioners receive an informational report on the development of a Public and Civic Engagement Plan as part of the Ventura Port District's 5-Year Objectives.

**6) Ventura Port District Operations Update as it Relates to COVID-19**

Recommended Action: Informational. (Verbal Report)

That the Board of Port Commissioners receive an update on:

- a) The COVID-19 Ventura Harbor Rental Abatement and Deferment Program; and,
- b) Status of Ventura Port District operations.

**7) City of Ventura 2021 Water and Wastewater Rate Study**

Recommended Action: Informational.

That the Board of Port Commissioners receive an informational report from the City of Ventura regarding the 2021 Water and Wastewater Rate Study.

**ADJOURNMENT**

*This agenda was posted on Friday, February 26, 2021 by 5:00 p.m. at the Port District Office  
and online at [www.venturaharbor.com](http://www.venturaharbor.com) - Port District Business - Meetings and Agendas.*

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Ventura Port District at (805) 642-8538 or the California Relay Service at 711 or (800) 855-7100. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)*



VENTURA  
PORT DISTRICT  
*Established 1952*

# BOARD OF PORT COMMISSIONERS

## MARCH 3, 2021

### APPROVAL OF MINUTES

### FEBRUARY 17, 2021 REGULAR MEETING

# VENTURA PORT DISTRICT

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## BOARD OF PORT COMMISSIONERS MINUTES OF FEBRUARY 17, 2021

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### **CLOSED SESSION**

#### **CALL TO ORDER:**

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chairman Chris Stephens at 5:31PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

#### **ROLL CALL:**

##### **Commissioners Present:**

Chris Stephens, Chairman  
Michael Blumenberg, Vice Chairman  
Brian Brennan, Secretary via teleconference  
Jackie Gardina via teleconference  
Everard Ashworth via teleconference

##### **Commissioners Absent:**

None.

##### **Port District Staff:**

Brian Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
Jessica Rauch, Clerk of the Board

##### **Legal Counsel:**

Andy Turner via teleconference

**PUBLIC COMMUNICATIONS:** None. Closed at 5:32PM.

**CONVENED TO CLOSED SESSION AT 5:33PM.**

**ADJOURNMENT:** Closed Session was adjourned at 6:54PM.

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### **OPEN SESSION**

#### **ADMINISTRATIVE AGENDA:**

##### **CALL TO ORDER:**

The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Chairman Chris Stephens at 7:04PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom Meeting.

**PLEDGE OF ALLEGIANCE:** By Clerk Jessica Rauch.

**ROLL CALL:**

**Commissioners Present:**

Chris Stephens, Chairman  
Michael Blumenberg, Vice Chairman  
Brian Brennan, Secretary via teleconference  
Jackie Gardina via teleconference  
Everard Ashworth via teleconference

**Commissioners Absent:**

None.

**Port District Staff:**

Brian Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
Jessica Rauch, Clerk of the Board  
John Higgins, Harbormaster via teleconference  
Joe Gonzalez, Capital Improvements Manager via teleconference  
Jennifer Talt-Lundin, Marketing Manager via teleconference  
Gloria Adkins, Accounting Manager via teleconference  
Robin Baer, Property Manager via teleconference  
Sergio Gonzalez, Maintenance Supervisor via teleconference

**Legal Counsel:**

Andy Turner via teleconference

**ADOPTION OF AGENDA**

**ACTION:** Vice-Chairman Blumenberg moved to adopt the February 17, 2021 agenda.

Commissioner Brennan seconded. The vote was as follows:

**AYES:** Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg

**NOES:** None.

**Motion carried 5-0.**

**APPROVAL OF MINUTES**

Public Comment: Sam Sadove commented that he wanted his written comments included in the minutes. The Clerk will post the document on the Commission webpage.

The Minutes of the February 3, 2021 Regular Meeting were considered as follows:

**ACTION:** Commissioner Gardina moved to approve the minutes of the February 3, 2021 Regular Meeting.

Commissioner Ashworth seconded. The vote was as follows:

**AYES:** Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg



**NOES: None.**

**Motion carried 5-0.**

**PUBLIC COMMUNICATIONS:** None.

**CLOSED SESSION REPORT:** Mr. Turner stated that the Board met in closed session; discussed and reviewed all items on the closed session agenda. The Board gave direction to staff as how to proceed. No action was taken that is reportable under The Brown Act.

**BOARD COMMUNICATIONS:** Vice-Chairman Blumenberg met with Victor Dollar, VP of Sales for Brighton Management. He also walked around the Village and visited Sugar Lab. Commissioner Ashworth was at the Harbor over the weekend and visited Just 4 Dreamers, which had a 15-minute wait. Commissioner Brennan rode his bike through the Harbor over the weekend and suggested staff consider some whimsical bollards to put on the promenade path to encourage bicyclists to ride on the street. He also mentioned the February 18<sup>th</sup> BEACON Sand Summit. Chairman Stephens had a good meeting with Mr. Pendleton, Mr. Mitchell, Vice-Chairman Blumenberg and the Commissions new City Council Liaison Deputy Mayor Schroeder.

**STAFF AND GENERAL MANAGER REPORTS:** Mr. Pendleton updated the Board on dredging, Sugar Lab's opening and the promenade lighting pilot program.

**LEGAL COUNSEL REPORT:** None.

**CONSENT AGENDA:**

Public Comment: None. Closed at 7:19PM.

**A) Appointment of New Dredging Liaison**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners appoint Vice-Chairman Blumenberg as the new dredging liaison.

**ACTION:** Commissioner Brennan moved to appoint Vice-Chairman Blumenberg as the new dredging liaison.

**Commissioner Ashworth seconded. The vote was as follows:**

**AYES:** Commissioners Stephens, Blumenberg, Brennan, Gardina, Ashworth.  
**NOES:** None.

**Motion carried 5-0.**

**B) Approval of New Office Lease Agreement for Dr. Srisawai Pattamakom dba Ideal Women's Health Specialists, Inc.**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Dr. Srisawai Pattamakom dba Ideal Women's Health Specialists, Inc. for space located at 1591 Spinnaker Drive #201 consisting of approximately 746 square feet for a five (5) year term with a two (2) year option.

**ACTION:** Commissioner Brennan moved to approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Dr. Srisawai Pattamakom dba Ideal Women's Health Specialists, Inc. for space located at 1591 Spinnaker Drive #201 consisting of approximately 746 square feet for a five (5) year term with a two (2) year option.

Commissioner Ashworth seconded. The vote was as follows:

**AYES:** Commissioners Stephens, Blumenberg, Brennan, Gardina, Ashworth.  
**NOES:** None.

**Motion carried 5-0.**

**C) Approval of Lease Amendment No. 5 to the Parcel 20 Master Lease**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve Lease Amendment No. 5 to the Master Lease for Parcel 20 between the Ventura Port District dba Ventura Harbor Village and Derecktor Marine Holdings, LLC.

**ACTION:** Commissioner Brennan moved to approve Lease Amendment No. 5 to the Master Lease for Parcel 20 between the Ventura Port District dba Ventura Harbor Village and Derecktor Marine Holdings, LLC.

Commissioner Ashworth seconded. The vote was as follows:

**AYES:** Commissioners Stephens, Blumenberg, Brennan, Gardina, Ashworth.  
**NOES:** None.

**Motion carried 5-0.**

**STANDARD AGENDA:**

**1) Approval of Notice of Proposed Ordinance for a New Restaurant Lease Agreement with Options for Andria's Seafood Specialties dba Andria's Seafood Restaurant**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3406 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance for a new five (5) year Restaurant Lease Agreement with three (3) five (5) year options (for a total of 20-years) between the Ventura Port District dba Ventura Harbor Village and Andria's Seafood Specialties dba Andria's Seafood Restaurant in a newspaper of general circulation.

Report by Brian D. Pendleton, General Manager.

Public Comment: Michael Wagner, owner of Andria's Seafood Restaurant looks forward to another 20 years at the Harbor. Their 40<sup>th</sup> Anniversary is on May 13<sup>th</sup>. Closed at 7:24PM.

**ACTION:** Commissioner Ashworth moved to adopt Resolution No. 3406 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance for a new five (5) year Restaurant Lease Agreement with three (3) five (5) year options (for a total of 20-years) between the Ventura Port District dba Ventura Harbor

**Village and Andria's Seafood Specialties dba Andria's Seafood Restaurant in a newspaper of general circulation.**

**Commissioner Brennan seconded. The vote was as follows:**

**AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina, Ashworth.  
NOES: None.**

**Motion carried 5-0.**

**2) Quarterly Update on the Ventura Port District Goals and 5-Year Objectives**

Recommended Action: Informational.

That the Board of Port Commissioners receive an update on the status of Ventura Port District 5-Year Objectives.

Report by Brian D. Pendleton, General Manager.

Public Comment: Michael Wagner, owner of Andria's Seafood Restaurant asked about building 1449. Closed at 7:53PM.

**ACTION: Chairman Stephens moved to receive and file the Ventura Port District 5-Year Objectives.**

**Commissioner Brennan seconded. The vote was as follows:**

**AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina, Ashworth.  
NOES: None.**

**Motion carried 5-0.**

**3) Ventura Port District Operations Update as it Relates to COVID-19**

Recommended Action: Informational. (Verbal Report)

That the Board of Port Commissioners receive an update on:

- a) The COVID-19 Ventura Harbor Rental Abatement and Deferment Program; and,
- b) Status of Ventura Port District operations.

Report by Brian D. Pendleton, General Manager.

Public Comment: None. Closed at 8:11PM.

**ACTION: The Board of Port Commissioners received an update on COVID-19 related items.**

**ADJOURNMENT:** The meeting was adjourned at 8:20PM.

The next meeting is Wednesday, March 3, 2021.

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Brian Brennan, Secretary



# BOARD OF PORT COMMISSIONERS

MARCH 3, 2021

## CONSENT AGENDA ITEM A

Approval of new Office Lease  
Agreement for Ted Mechtenberg dba  
DA Vega | Fisher | Mechtenberg LLP  
and Brian Cook

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM A**  
Meeting Date: March 3, 2021

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TO: Board of Port Commissioners  
FROM: Todd Mitchell, Business Operations Manager  
Robin Baer, Property Manager  
SUBJECT: Approval of new Office Lease Agreement for Ted Mechtenberg dba DA Vega | Fisher | Mechtenberg LLP and Brian Cook  
1567 Spinnaker Drive #201 & 202

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**RECOMMENDATION:**

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Ted Mechtenberg dba DA Vega | Fisher | Mechtenberg LLP and Brian Cook for space located at 1567 Spinnaker Drive #201 & #202 consisting of approximately 1,500 square feet for a two (2) year term with a one (1) year option.

**SUMMARY:**

Staff has negotiated a lease with Ted Mechtenberg dba DA Vega | Fisher | Mechtenberg LLP and Brian Cook for an office space at 1567 Spinnaker Drive #201 & #202.

**LONG-TERM GOALS:**

- Goal 3: Economic Vitality
  - Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.

**5-YEAR OBJECTIVES:**

- Objective V: Harbor Village
  - Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience
    - 2: Leasing/Property Management Action Plan

**BACKGROUND:**

Mr. Mechtenberg is an attorney and wants to continue being a Ventura Harbor Village tenant. He previously signed a lease with Seth Gewirtz in November 2017, which expires on March 31, 2021. Mr. Gewirtz has made other arrangements and Mr. Mechtenberg has obtained a new lease partner, Mr. Brian Cook.

**FISCAL IMPACT:**

This new lease reflects current market rental rates for offices in the complex. There will be step increases annually in base rent, with CPI increase for the option year. There will be no tenant improvements to the space; the tenants accept the space as-is.

**ATTACHMENTS:**

None.



# BOARD OF PORT COMMISSIONERS

MARCH 3, 2021

## CONSENT AGENDA ITEM B

Approval of New Office Lease  
Agreement for Jeff M. Moorhouse dba  
Moorhouse Financial Services, Inc.

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM B**  
Meeting Date: March 3, 2021

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TO: Board of Port Commissioners  
FROM: Todd Mitchell, Business Operations Manager  
Robin Baer, Property Manager  
SUBJECT: Approval of New Office Lease Agreement for Jeff M. Moorhouse dba Moorhouse  
Financial Services, Inc.  
1575 Spinnaker Drive #201

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**RECOMMENDATION:**

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Jeff M. Moorhouse dba Moorhouse Financial Services, Inc. for space located at 1575 Spinnaker Drive #201 consisting of approximately 439 square feet for a three (3) year term with a three (3) year option.

**SUMMARY:**

Staff has negotiated a lease with Jeff M. Moorhouse dba Moorhouse Financial Services, Inc. for an office space at 1575 Spinnaker Drive #201.

**LONG-TERM GOALS:**

- Goal 3: Economic Vitality
  - Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.

**5-YEAR OBJECTIVES:**

- Objective V: Harbor Village
  - Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience
    - 2: Leasing/Property Management Action Plan

**BACKGROUND:**

Moorhouse Financial Services, Inc. has one office in Carpinteria and has been a Village tenant since April 2018. He provides an array of services (business, education, estate, retirement, etc.) whether for individuals with personal and family goals or the person charged with the financial goals for their organizations. They can fine tune financial and investment planning services essential to his clients' success. He would like to continue as a tenant at the Ventura Harbor Village for many years to come.

**FISCAL IMPACT:**

This new lease reflects current market rental rates for offices in the complex. There will be step increases annually in base rent, with CPI increase for the option year. There will be no tenant improvements to the space; the tenants accept the space as-is.

**ATTACHMENTS:**

None.



# BOARD OF PORT COMMISSIONERS

MARCH 3, 2021

## STANDARD AGENDA ITEM 1

APPROVAL OF FINANCIAL  
STATEMENTS AND CHECKS FOR  
OCTOBER THROUGH DECEMBER  
2020



**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 1**  
Meeting Date: March 3, 2021

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Gloria Adkins, Accounting Manager  
SUBJECT: Approval of Financial Statements and Checks for October through December 2020

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**RECOMMENDATION:**

That the Board of Port Commissioners adopts Resolution No. 3407 to:

- a) Accept the financial statements for the Quarter ending December 31, 2020; and,
- b) Review the payroll and regular checks for October through December 2020.

**SUMMARY:**

Attached for the Board's review are the financial statements for the quarter ended December 31, 2020 and the check registers for October through December 2020. The attachments reflect the Enterprise Fund and the VSE Aquaculture Grant Fund.

**LONG-TERM GOALS:**

- Goal 6: Public Service
  - Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and more efficient, effective and public focused organization.

**5-YEAR OBJECTIVES:**

- Objective E: Public and Civic Engagement Plan
  - Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders
    - 1: Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

**BACKGROUND:**

The financial statements for the quarter ending December 31, 2020, shown as Attachment 2, consist of Statement of Income and Expenses, Supplementary Notes, Balance Sheet, Cash Flow Statement (includes Grant and Dock Project accounts), Distribution of Cash (includes Grant and Dock Project accounts), Comparison of Lease Rents, and a Three-Year Comparative Statement of Revenue and Expenses.

The Ventura Shellfish Enterprise (VSE) Aquaculture Grant Fund Statement of Income and Expenses and the Balance Sheet are included here as Attachment 3. The 2018 VSE aquaculture project expenditure recap report through 12/31/20 is also included in this attachment.

Operational Disbursements

The accounts payable check registers for October through December are located after all the financial statement documents as Attachment 4. The registers include a brief description of the purpose for each check. There were no checks written from the Grant Fund checking account or the Dock Project Fund checking account during this quarter.

Staff has 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):

October 2020 -

- Garland/DBS Inc was paid \$300,615 on 10/16/20 as a progress payment on the Village painting project.

December 2020 -

- California JPIA (CA Joint Powers Insurance Assoc.) was paid \$149,214 on 12/11/20 for the second half of the annual general liability insurance and workers compensation premiums for fiscal year 20-21. This premium is normally due in full, but given the uncertainty COVID-19 presents, JPIA allowed this premium to be made in two installments, June and December.

Details reflecting purchases made through the District's Wells Fargo Bank credit cards for October through December 2020 are included as Attachment 5.

The Quarterly Treasurer's Report for the period ending December 31, 2020 has been included as Attachment 6. A revised September 30, 2020 Investment Report has also been included. This report was found to have a couple of miscalculations.

#### Payroll Disbursements

The District has 26 bi-weekly pay periods per year; ten months of the year will have two regular payroll periods and two months will have three regular pay periods. The 2020 calendar year was unique in that it had 27 bi-weekly pay periods. This was due to the New Year's holiday landing on payday Friday. A lot of agency's paid their employees on Thursday, 12/31/20 as the District did. This resulted in the month of December having three paychecks as well as the quarterly accrued compensation hours pay-off run. October and November both had two pay periods.

#### **FISCAL IMPACT:**

The Statement of Income and Expenses reflects a positive 'Change in Net Position' of \$1,231,662 for the period ended December 31, 2020. This increase can be contributed to the one-time appreciation received from Safe Harbor Marinas in October and the receipt of the December installment of the District's portion of the annual Ventura County tax revenues.

#### **ATTACHMENTS:**

Attachment 1 – Resolution No. 3407

Attachment 2 – Statement of Income Expenses – Quarter Ended December 31, 2020

Attachment 3 – Aquaculture Fisheries Grant Fund Financial Statements December 31, 2020

Attachment 4 – Accounts Payable Check Registers – October - December 2020

Attachment 5 – Wells Fargo Bank Credit Card Charges October - December 2020

Attachment 6 – Quarterly Treasurers Report – December 31, 2020 & Revised September 2020



**RESOLUTION NO. 3407**

**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 December 31, 2020;
- B. The following Checks are hereby reviewed:
  - 1) Payroll Checks #10255-10307 and direct deposits inclusive in the amounts of \$145,094 for October 2020 salaries, \$145,428 for November 2020 salaries, and \$250,204 for December 2020 salaries.
  - 2) Regular Checks #52350-52758 inclusive in the amounts of \$706,512 for October 2020 expenditures, \$282,584 for November 2020 expenditures, and \$338,192 for December 2020 expenditures.

**PASSED, APPROVED, AND ADOPTED** at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on March 3, 2021, Resolution No. 3407 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

---

Chris Stephens, Chairman

---

Brian Brennan, Secretary

# ATTACHMENT 2

## Ventura Port District Statement of Income and Expenses For the Period Ended December 31, 2020

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
<b>OPERATING REVENUES</b>						
Parcel Lease Income	\$ 1,699,800	\$ 1,829,033	\$ 129,233	\$ 2,511,600	\$ 2,801,655	\$ 290,055
Dry Storage Income	22,000	22,532	532	43,000	43,426	426
Fisherman's Storage	20,725	20,793	68	41,050	41,118	68
Parking Income	9,000	30,720	21,720	25,500	61,309	35,809
Miscellaneous Income/Rentals	3,100	3,790	690	51,100	54,325	3,225
Village Income						
Harbor Village Lease Income	572,350	686,312	113,962	1,131,950	1,421,993	290,043
Commercial Fishing	46,910	44,959	(1,951)	98,410	95,317	(3,093)
Miscellaneous Income	850	(6,088)	(6,938)	1,700	(981)	(2,681)
Harbor Event Fees	3,100	3,487	387	7,250	6,668	(582)
Co-Op Advert/Sponsorship	500	0	(500)	500	0	(500)
Merchants Promo Fund	28,200	18,649	(9,551)	33,000	34,492	1,492
Slip Rentals	180,000	198,837	18,837	360,000	391,569	31,569
Dock Electrical Income	3,250	2,721	(529)	6,480	6,129	(351)
C A M Income	84,000	76,786	(7,214)	141,000	144,155	3,155
<b>Total Oper. Revenues</b>	<b>\$ 2,673,785</b>	<b>\$ 2,932,531</b>	<b>\$ 258,746</b>	<b>\$ 4,452,540</b>	<b>\$ 5,101,175</b>	<b>\$ 648,635</b>
<b>OPERATING EXPENSES</b>						
<b>Personnel Expenses</b>						
Salaries & Wages						
Regular Salaries	\$ 674,433	\$ 675,956	\$ (1,523)	\$ 1,352,366	\$ 1,335,241	\$ 17,125
Part-time Help	29,845	20,599	9,246	61,070	45,418	15,652
Overtime Pay	14,875	12,949	1,926	41,750	27,696	14,054
Holiday Pay	11,250	11,955	(705)	22,500	19,813	2,687
Total Salaries & Wages	\$ 730,403	\$ 721,459	\$ 8,944	\$ 1,477,686	\$ 1,428,168	\$ 49,518
Other personnel expenses						
Retirement Contributions/Exp	\$ 142,968	\$ 135,587	\$ 7,381	\$ 265,500	\$ 260,029	\$ 5,471
Payroll Taxes	11,398	12,134	(736)	23,545	24,785	(1,240)
Worker's Comp Ins.	38,745	38,748	(3)	77,490	77,496	(6)
OPEB Liability	2,625	2,502	123	5,250	5,004	246
Medical & Life Ins.	78,999	69,696	9,303	157,998	138,031	19,967
Optional Benefit Plan	67,998	63,742	4,256	135,996	132,872	3,124
Uniforms & Tool Allowances	8,355	8,473	(118)	17,190	15,414	1,776
Total - Other Personnel Expenses	\$ 351,088	\$ 330,882	\$ 20,206	\$ 682,969	\$ 653,631	\$ 29,338
Total Personnel Expenses	\$ 1,081,491	\$ 1,052,341	\$ 29,150	\$ 2,160,655	\$ 2,081,799	\$ 78,856

Monthly Report  
Unaudited)

# ATTACHMENT 2

## Ventura Port District Statement of Income and Expenses For the Period Ended December 31, 2020

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
<b>General Expenses</b>						
Advertising	\$ 3,120	\$ 2,793	\$ 327	\$ 6,240	\$ 3,367	\$ 2,873
Leasing & Real Estate	5,250	3,706	1,544	10,500	7,412	3,088
Auto Mileage & Allowance	2,550	2,215	335	5,500	4,800	700
Auto/Boat Equip & Maint	25,905	39,767	(13,862)	83,825	89,267	(5,442)
Bad Debt	500	30,397	(29,897)	1,000	30,397	(29,397)
Bank Fees & Other Misc	2,885	3,962	(1,077)	5,730	6,826	(1,096)
Building Maintenance	48,110	39,904	8,206	96,320	77,074	19,246
Bldg Maint-Tenant Improvments	40,650	33,784	6,866	81,300	43,797	37,503
Communications	9,000	7,177	1,823	19,000	17,619	1,381
Conferences & Training	7,995	4,729	3,266	14,540	8,747	5,793
Dock Maint. & Repair	11,320	4,316	7,004	24,640	9,481	15,159
Village Enhancements	0	216	(216)	0	342	(342)
Equipment Rental	2,876	3,124	(248)	8,752	5,986	2,766
General Insurance	69,240	69,195	45	138,480	138,390	90
Grounds Maintenance	86,005	70,912	15,093	130,990	114,971	16,019
General Harbor Maintenance	999	200	799	1,998	200	1,798
Janitorial Supplies	16,740	16,638	102	36,520	42,693	(6,173)
Land/Building Rental Expense	20,725	20,693	32	41,050	41,018	32
Marketing & Promotions	84,945	45,236	39,709	133,180	72,825	60,355
Memberships & Subscriptions	8,799	12,460	(3,661)	18,733	21,220	(2,487)
Office Supplies & Equipment	6,625	3,478	3,147	13,250	7,832	5,418
Computer Equip & Supplies	6,200	(631)	6,831	12,200	901	11,299
Operating Supplies	17,174	16,544	630	38,348	35,048	3,300
Other Equipment & Repairs	10,525	10,596	(71)	28,450	26,545	1,905
Legal-Prof Serv, Judgements, Settl	112,500	147,291	(34,791)	225,000	247,520	(22,520)
Professional/Outside Services	132,310	110,495	21,815	333,441	303,316	30,125
Prof. Serv.-VSE Aquaculture	78,800	63,766	15,034	157,400	157,645	(245)
Utilities	127,509	113,983	13,526	227,506	213,777	13,729
Dredging Related Expenses	60,255	59,137	1,118	100,490	98,837	1,653
Total General Expenses	<b>\$ 999,512</b>	<b>\$ 936,083</b>	<b>\$ 63,429</b>	<b>\$ 1,994,383</b>	<b>\$ 1,827,853</b>	<b>\$ 166,530</b>
<b>Total Operating Expenses</b>	<b>\$ 2,081,003</b>	<b>\$ 1,988,424</b>	<b>\$ 92,579</b>	<b>\$ 4,155,038</b>	<b>\$ 3,909,652</b>	<b>\$ 245,386</b>
<b>Oper. Income(Loss) Before Deprec.</b>	<b>\$ 592,782</b>	<b>\$ 944,107</b>	<b>\$ 351,325</b>	<b>\$ 297,502</b>	<b>\$ 1,191,523</b>	<b>\$ 894,021</b>
Depreciation	\$ 262,500	\$ 259,388	\$ 3,112	\$ 525,000	\$ 518,943	\$ 6,057
<b>Operating Income (Loss)</b>	<b>\$ 330,282</b>	<b>\$ 684,719</b>	<b>\$ 354,437</b>	<b>\$ (227,498)</b>	<b>\$ 672,580</b>	<b>\$ 900,078</b>

Monthly Report  
Unaudited)

# ATTACHMENT 2

## Ventura Port District Statement of Income and Expenses For the Period Ended December 31, 2020

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
<b>NON-OPERATING REVENUES</b>						
<b>General</b>						
Investment Income (Loss)	\$ 8,300	\$ 2,467	\$ (5,833)	\$ 53,000	\$ 11,095	\$ (41,905)
Tax Income	<u>795,000</u>	<u>797,337</u>	<u>2,337</u>	<u>835,000</u>	<u>838,706</u>	<u>3,706</u>
Total General Non-Oper. Income	\$ 803,300	\$ 799,804	\$ (3,496)	\$ 888,000	\$ 849,801	\$ (38,199)
<b>Special Funding</b>						
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
<b>TOTAL NON-OPER. REVENUES</b>	<u>\$ 803,300</u>	<u>\$ 799,804</u>	<u>\$ (3,496)</u>	<u>\$ 888,000</u>	<u>\$ 849,801</u>	<u>\$ (38,199)</u>
<b>NON-OPERATING EXPENSES</b>						
Interest Expense	\$ 6,900	\$ 6,642	\$ 258	\$ 291,800	\$ 290,719	\$ 1,081
Total Non-Oper. Expenses	\$ 6,900	\$ 6,642	\$ 258	\$ 291,800	\$ 290,719	\$ 1,081
<b>Non-Operationing Income (Loss)</b>	<u>\$ 796,400</u>	<u>\$ 793,162</u>	<u>\$ (3,238)</u>	<u>\$ 596,200</u>	<u>\$ 559,082</u>	<u>\$ (37,118)</u>
<b>CHANGES IN NET POSITION</b>	<u><u>\$ 1,126,682</u></u>	<u><u>\$ 1,477,881</u></u>	<u><u>\$ 351,199</u></u>	<u><u>\$ 368,702</u></u>	<u><u>\$ 1,231,662</u></u>	<u><u>\$ 862,960</u></u>

Monthly Report  
Unaudited)

## Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending December 31, 2020 – Budget to Actual Analysis

Department Managers and Accounting Staff makes an attempt to use projected timelines for expenditures as well as to follow seasonal patterns when distributing the annually budgeted operating income and expenses by month whenever it is feasibly possible. Many line items are divided equally through the year and can be a challenge to pinpoint causes of variances by quarter or individual events. COVID-19 had a definite affect on revenue and expenses for the first six months of FY2021 and is anticipated to have ongoing impacts on staff projections.

The COVID-19 pandemic changed the way staff would normally conduct business in the harbor. As with the previous quarters, resources were directed as deemed necessary to maintain a safe and secure environment in the harbor for essential employees, tenants, and the public. The revenues in the first quarter of the fiscal year 2020-2021 budget are a conservative attempt to reflect reduced revenues due to the projected continuation of COVID-19 pandemic.

### Operating Income:

**Parcel Lease Income** – (exceeds budget \$290,055) This category reflects the cumulative balance for master tenant's rents. The Hotels and Ventura Harbor Marine Association were projected at minimum rent for the first quarter of the fiscal year based on discussions directly with them and taking into account their public serving uses. Sales for all of the master tenants were better than anticipated for both 1<sup>st</sup> and 2<sup>nd</sup> quarters.

**Harbor Village Lease Income** – (exceeds budget \$290,043) This category reflects retail, restaurants, offices, and charters. The first quarter revenue budget for retail, restaurants and charters was very conservative given the uncertainty regarding the operational restrictions that would be imposed upon various businesses. The sales for these tenants were also a little better than anticipated for both 1<sup>st</sup> and 2<sup>nd</sup> quarters although their sales were less than the same period last year, with the charter's category seeming to have been affected the most significantly.

### Operating Expenses:

**Personnel Expenses** – (under budget \$78,856) This variance is the net effect of salaries and wages being under budget \$49,518 and other personnel expenses being under budget \$29,338.

- Salaries and wages are under budget by \$49,518. Approximately \$31,928 of this variance reflects the Harbor Patrol department. This variance continues to primarily reflect the first quarter Patrol's part-time and overtime wage categories being under budget due to the need for additional staffing coming up during the summer months. The actual costs were lower this year given the reduced activity in the harbor due to the pandemic.
- Other personnel expenses are under budget by \$29,338. This variance is primarily in the medical & life insurance category. Some of this variance is due to a few employees choosing to cancel their health and dental policies with the District to utilize their spouse's policy. Some of the variance may also just be a matter of the budget distribution.

**Building Maintenance-Tenant Improvement** – (under budget \$37,503) This budget line was divided by 12 and spread evenly thru the year. The timing of tenant improvements is subject to variability based principally on timing of new lease execution.

**Marketing and Promotions** – (under budget \$60,355) Our Marketing Manager attempts to distribute their budget based on scheduled events and advertising promotions. This variance is primarily in the advertising and promotional materials categories. The timing of advertising expenses will remain uncertain with the ups and downs of the COVID-19 crisis.

**Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending December 31, 2020 – Budget to Actual Analysis**

Non-operating Revenue:

**Investment Income** (under budget \$41,905) The budget for this category was decreased \$90,000 during the mid-year budget adjustment process. This decrease was not sufficient to cover the unexpected decrease due to the large change in the Fair Market Value of the LAIF investments. Fortunately, the cash value of funds deposited with LAIF are not affected by the change in the Fair Market Value unlike some other investment venues.

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 December 31, 2020

### CURRENT ASSETS

Cash in Banks	5,236,408
Accounts Receivable	394,105
Intercompany Receivable-Grant Fund	205,400
Taxes Receivable	67,895
Interest Receivable	17,000
Prepaid Expenses	386,062
Inventory of supplies	81,062

**TOTAL CURRENT ASSETS** **\$6,387,932**

### RESTRICTED ASSETS

Cash - Dredging	3,017,601
Cash - Improvement	3,748,188
Cash - Fisheries Complex	183,410
Cash - Project Fund-Village Marina	61,640

**TOTAL RESTRICTED ASSETS** **\$7,010,839**

### FIXED ASSETS

Land	2,342,629
Harbor Improvements	43,932,726
Equipment	1,773,787
	48,049,142

Accumulated depreciation (18,576,435)

**NET FIXED ASSETS** **\$29,472,707**

**TOTAL ASSETS** **\$42,871,478**

### DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	175,076
Deferred amount on OPEB	34,555
Deferred amount on pension plan	1,072,052

**TOTAL DEFERRED OUTFLOWS OF RESOURCES** **\$1,281,683**

**TOTAL ASSETS AND DEFERRED  
OUTFLOWS OF RESOURCES**

**\$44,153,161**

### CURRENT LIABILITIES

Accounts Payable	574,913
Accrued Interest Payable	230,180
Current Portion of Long Term Debt	1,062,296
Accrued Liabilities	89,455
Current Portion of Compensated Absences	218,162

**TOTAL CURRENT LIABILITIES** **\$2,175,006**

### LONG TERM DEBT

ltd - Notes Payable	<u><b>12,960,836</b></u>
---------------------	--------------------------

**TOTAL LONG TERM DEBT** **\$12,960,836**

### OTHER LIABILITIES

OPEB Liability-Long Term	1,116,897
Compensated Absences-Long Term	73,683
Net Pension Liability	3,729,068
Unearned Revenue	215,922
Security Deposits	284,956

**TOTAL OTHER LIABILITIES** **\$5,420,526**

**TOTAL LIABILITIES** **\$20,556,368**

### EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	16,800,892
Current Year Retained Earnings	1,231,662

**TOTAL EQUITY** **\$23,310,218**

### DEFERRED INFLOW OF RESOURCES

Deferred amount on OPEB	124,480
Deferred amount from pension plan	162,095

**TOTAL DEFERRED INFLOW OF RESOURCES** **\$286,575**

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

**\$44,153,161**

Monthly Report  
(Draft Unaudited)

## ATTACHMENT 2

### Ventura Port District Cashflow Statement As of December 31, 2020

#### Enterprise Fund (Includes Grant & Project Fund)

Operating Income	5,101,175
Non-Operating Income	867,512
Total Income	<u>\$ 5,968,687</u>
Operating Expenses	4,446,306
Non-Operating Expenses	290,719
Total Expenses	<u>\$ 4,737,025</u>
Change in Net Position-Accrual Basis	\$ 1,231,662

#### Cashflows for Capital and Financing Activities:

Principle paid on debt	(885,685)
Deferred amount on refundings	13,284
Acquisitions/Retirements of Capital Assets	<u>(465,374)</u>
Net Cash provided (used) by Capital & Financing	\$ (1,337,775)

#### Operating Income Adjustments:

Depreciation/Impairment of assets	518,943
(Increase)decrease in receivables	147,127
(Increase)decrease in prepaid Items	(167,584)
Increase(decrease) in payables	94,360
Increase(decrease) in unearned revenue	(98,713)
Increase (decrease) in tenant deposits	<u>6,408</u>
Net Cash provided by Operating Activities	\$ 500,541

NET Increase (Decrease) in Cash      \$ 394,428

Add: Beginning Cash 7/1/20      \$ 12,013,163

Ending Cash at 12/31/20      \$ 12,407,591

Monthly Report  
(Draft Unaudited)

## ATTACHMENT 2

### Ventura Port District Distribution of Cash as of December 31, 2020

<b><u>Enterprise Fund</u></b>	<b>Current Balance</b>
<b><u>Cash</u></b>	
Cash on Hand (undeposited)	1,514
Cash in Checking (Wells Fargo Bank)	311,807
Cash in County Treasury	<u>18,647</u>
<b>Total Cash Available for Normal Operations</b>	<b>\$ 331,968</b>
 <b><u>Investments Unrestricted Reserves</u></b>	
Local Agency Investment Fund (LAIF)	<u>4,850,654</u>
<b>Total Investments Unrestricted Reserves</b>	<b>\$ 4,850,654</b>
 <b><u>Dredging Reserves</u></b>	
Local Agency Investment Fund (LAIF)	<u>3,017,601</u>
<b>Total Dredging Reserves</b>	<b>\$ 3,017,601</b>
 <b><u>Capital Improvement Reserves</u></b>	
Local Agency Investment Fund (LAIF)	<u>3,748,188</u>
<b>Total Capital Improvement Reserves</b>	<b>\$ 3,748,188</b>
 <b><u>Fisheries Complex Reserves</u></b>	
Local Agency Investment Fund (LAIF)	<u>183,410</u>
<b>Total Fisheries Complex Reserves</b>	<b>\$ 183,410</b>
 <b><u>Aquaculture Grant Funds</u></b>	
Cash in Checking (Wells Fargo Bank)	<u>160,345</u>
<b>Total Aquaculture Grant Funds</b>	<b>\$ 160,345</b>
 <b><u>Project Fund - Village Marina</u></b>	
Cash in Checking (Wells Fargo Bank)	53,785
Local Agency Investment Fund (LAIF)	<u>61,640</u>
<b>Total Project Fund Village Marina</b>	<b>\$ 115,425</b>
 <b>TOTAL CASH AND INVESTMENTS</b>	 <b><u>\$ 12,407,591</u></b>

Monthly Report  
(Unaudited)

## ATTACHMENT 2

### Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>12/31/2020</u>	Year to Date Ended <u>12/31/2019</u>	Increase (Decrease)	
<b>Parcel Leases</b>				
VHMA/Derecktor Marine	132,863	124,422	8,441	7%
Sheraton 4 Points-Harbortown	235,213	291,134	(55,921)	-19%
Harbortown Point	3,981	5,314	(1,333)	-25%
Oceans West Marina	177,805	178,636	(831)	0%
Ventura Isle Marina	478,977	424,741	54,236	13%
Ventura Marina Mobile Park	266,190	260,060	6,130	2%
Ventura West Marina	288,657	290,420	(1,763)	-1%
Ventura Yacht Club	68,036	66,565	1,471	2%
Vta Harbor Boatyard	87,723	84,484	3,239	4%
Portside Partners Ventura Harbor	150,000	157,500	(7,500)	-5%
Total Parcel Lease	<u>1,889,446</u>	<u>1,883,276</u>	<u>6,170</u>	0%
Appreciation rent & Option Fee	<u>912,209</u>	<u>1,000</u>	<u>911,209</u>	
Total Parcel Leases	2,801,655	1,884,276	917,379	49%
<b>Ventura Harbor Village</b>				
Retail Rents	298,340	264,476	33,864	13%
Restaurant Rents	609,040	612,156	(3,116)	-1%
Office Rents	345,386	351,669	(6,283)	-2%
Charters	169,227	239,415	(70,188)	-29%
Total Village	<u>1,421,993</u>	<u>1,467,716</u>	<u>(45,723)</u>	-3%
<b>Commercial Fishing</b>	95,317	92,475	2,842	3%
<b>TOTAL</b>	<b>4,318,965</b>	<b>3,444,467</b>	<b>874,498</b>	25%

Monthly Report  
(Unaudited)

# ATTACHMENT 2

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

	Quarter Ending December 31st			Year-To-Date December 31st			% change FY19-20 to Current Yr
	2018-19	2019-20	Current	2018-19	2019-20	Current	
<b><u>Operating Income</u></b>							
Parcel Leases	842,551	885,218	916,824	1,761,434	1,883,276	1,889,446	0%
Assignment/Option Fee		1,000	912,209		1,000	912,209	91121%
Dry Storage	450	9,865	22,532	900	10,315	43,426	321%
Other Operating	222,149	33,947	55,303	270,208	120,577	156,752	30%
Harbor Village Leases	662,569	668,818	686,312	1,469,621	1,467,716	1,421,993	-3%
Commercial Fishing	85,140	48,745	44,959	154,805	92,475	95,317	3%
Slips	224,044	159,860	198,837	433,014	255,018	391,569	54%
CAM	88,426	86,135	76,786	176,595	170,110	144,155	-15%
Marketing	27,302	27,450	18,649	54,362	54,254	34,492	-36%
Electrical Slips	2,757	3,083	2,721	4,289	4,123	6,129	49%
Other Operating	21,405	28,230	(2,601)	37,128	41,149	5,687	-86%
<b>Total Operating Income</b>	<b>2,176,793</b>	<b>1,952,351</b>	<b>2,932,531</b>	<b>4,362,356</b>	<b>4,100,013</b>	<b>5,101,175</b>	<b>24%</b>
<b><u>Operating Expenses</u></b>							
Harbor Patrol	283,575	319,750	361,292	694,594	778,242	783,412	1%
Maintenance	396,785	386,111	376,061	688,090	724,431	694,532	-4%
Administration	513,019	650,213	684,357	1,080,860	1,268,187	1,331,828	5%
Marina	174,195	195,579	195,812	340,355	373,391	392,293	5%
C A M	198,200	215,992	202,140	395,730	432,508	407,597	-6%
Marketing	127,362	151,080	109,625	239,734	278,921	201,153	-28%
Dredging	65,396	51,410	59,137	121,224	98,715	98,837	0%
<b>Total Operating Expenses</b>	<b>1,758,532</b>	<b>1,970,135</b>	<b>1,988,424</b>	<b>3,560,587</b>	<b>3,954,395</b>	<b>3,909,652</b>	<b>-1%</b>
<b>NET OPERATING INCOME</b>	<b>418,261</b>	<b>(17,784)</b>	<b>944,107</b>	<b>801,769</b>	<b>145,618</b>	<b>1,191,523</b>	<b>718%</b>
<b><u>Non-operating Income</u></b>							
Interest	105,605	70,677	2,467	165,848	150,700	11,095	-93%
Taxes	709,191	749,869	797,337	742,491	785,898	838,706	7%
Other	-	-	-	-	-	-	0%
<b>Total Non-operating Income</b>	<b>814,796</b>	<b>820,546</b>	<b>799,804</b>	<b>908,339</b>	<b>936,598</b>	<b>849,801</b>	<b>-9%</b>
<b><u>Non-Operating Expenses</u></b>							
Depreciation	216,874	241,660	259,388	447,884	472,705	518,943	10%
Debt Service	6,642	6,642	6,642	264,826	308,479	290,719	-6%
Other	-	-	-	4,592	-	-	0%
<b>Total Non-operating Expenses</b>	<b>223,516</b>	<b>248,302</b>	<b>266,030</b>	<b>717,302</b>	<b>781,184</b>	<b>809,662</b>	<b>4%</b>
<b>NET NON-OPER. INCOME</b>	<b>591,280</b>	<b>572,244</b>	<b>533,774</b>	<b>191,037</b>	<b>155,414</b>	<b>40,139</b>	<b>-74%</b>
<b>NET CHANGE IN POSITION</b>	<b>1,009,541</b>	<b>554,460</b>	<b>1,477,881</b>	<b>992,806</b>	<b>301,032</b>	<b>1,231,662</b>	<b>309%</b>

Monthly Report  
(Draft Unaudited)

# ATTACHMENT 3

Ventura Port District  
Aquaculture Fisheries Study Grant Fund  
Statement of Income, Expense and Change in Net Position  
For the Period Ended December 31, 2020

<b>INCOME</b>	
VSE Grant Reimbursement	17,711
<b>TOTAL INCOME</b>	<u>\$17,711</u>
 <b>EXPENSES</b>	
Legal-VSE Grant	0
Professional Services	0
Regulatory Requirements	17,711
Miscellaneous Expenses	0
<b>TOTAL EXPENSES</b>	<u>\$17,711</u>
 <b>CHANGE IN NET POSITION</b>	
	(0)

Monthly Report  
(Unaudited)

# ATTACHMENT 3

**Ventura Port District  
Aquaculture Fisheries Study Grant Fund  
Balance Sheet  
For the Period Ended December 31, 2020**

**CURRENT ASSETS**

Cash in Banks	160,345
Accounts Receivable-Grant	44,690
<b>TOTAL CURRENT ASSETS</b>	<b>\$205,035</b>

**CURRENT LIABILITIES**

Accounts Payable	0
Intercompany Payable-Enterprise Fund	205,400
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$205,400</b>

**LONG TERM ASSETS**

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

**EQUITY**

Retained Earnings	(365)
Current Year Retained Earnings	0
<b>TOTAL EQUITY</b>	<b>(\$365)</b>

**TOTAL ASSETS**

\$205,035

**TOTAL LIABILITIES AND EQUITY**

\$205,035

Monthly Report  
(Unaudited)

# ATTACHMENT 3

Ventura Port District  
Ventura Shellfish Enterprise  
2018 Sea Grant - Year 1 & 2  
Grant period 9/1/2018 - 8/31/2021

## Grant Funding

	<u>Grant</u>	<u>Billed</u>	<u>Remaining</u>	<u>Comments</u>
Plauche Carr-Legal - Task 4	60,000.00	60,000.00	-	
Dudek - Task 5 - Environmental Review	119,410.00	119,410.00	-	
Coastal Marine Biolabs - Task 6	39,000.00	38,631.31	368.69	
Scott Lindell - Task 7	20,500.00	16,742.74	3,757.26	Grower/Producer Compliance Training
Blake Stok - Task 7	24,750.00	10,725.00	14,025.00	
CAPS Media - Task 7	3,000.00	-	3,000.00	
Recap through 12/31/2020	<u>\$ 266,660.00</u>	<u>\$ 245,509.05</u>	<u>\$ 21,150.95</u>	

## Direct costs to District

	<u>Contract/Budget</u>	<u>Billed</u>	<u>Remaining</u>	<u>Comments</u>
Plauche & Carr	47,993.83	47,965.14	28.69	Contract terminated - Robert Smith
K & L Gates	150,000.00	105,895.14	44,104.86	New contract - Robert Smith
Dudek - Task 5, 9% & Project Management Support	260,000.00	197,642.15	62,357.85	
Maine Marine Composites - Engineering Serv	15,150.00	15,150.00	-	Evaluate the performance of mussel longline system under specific conditions
COWI No. America Inc	64,040.00	64,040.00	-	Navigation Risk Assessment
Illuminas Consulting	11,000.00	11,019.85	(19.85)	Fiscal & economic impact assessment
Misc - Engineering Services	1,750.00	1,638.00	112.00	
Braitman & Associates	2,400.00	1,360.00	1,040.00	
Kelson Marine Co.	5,850.00	5,850.00	-	
Conferences/Travel/Meetings/Supplies/Misc	12,650.00	3,446.86	9,203.14	
Recap through 12/31/2020	<u>\$ 570,833.83</u>	<u>\$ 454,007.14</u>	<u>\$ 72,693.14</u>	

## Combined In-Kind Contributions and Cost Share Contributions

### In-Kind Contributions/Value of Volunteered Time

	<u>Grant Requirement</u>	<u>Reported</u>	<u>Remaining</u>	<u>Comments</u>
Ashworth, Ev & Brooke	97,800.00	102,689.86	(4,889.86)	Volunteered time
Bush, Doug	54,720.00	12,350.00	42,370.00	Volunteered time
Imondi, Ralph	25,600.00	29,150.00	(3,550.00)	Volunteered time
Parsons, Richard	20,000.00	7,800.00	12,200.00	Paid only as stipulated in Dredging/Project Manager Professional Service Agreement
Pendleton, Brian	48,490.00	83,083.72	(34,593.72)	Paid regular salary only
Santschi, Linda	25,600.00	27,350.00	(1,750.00)	Volunteered time
In-Kind Contribution/Volunteered Time thru 12/31/2020	<u>\$ 272,210.00</u>	<u>\$ 262,423.58</u>	<u>\$ 9,786.42</u>	

### Cost Share Contributions - Grant Year 1

	<u>Grant Requirement</u>	<u>Paid</u>	<u>Remaining</u>	<u>Comments</u>
Dudek - 9% & Project Management Support	-	16,055.39	(16,055.39)	Paid by District - Qualifies as cost share
Maine Marine Composites	-	15,150.00	(15,150.00)	Paid by District - Qualifies as cost share
Braitman & Associates	-	1,360.00	(1,360.00)	Paid by District - Qualifies as cost share
Noble Engineering	-	1,638.00	(1,638.00)	Paid by District - Qualifies as cost share
Cost Share Contributions thru 6/30/2019	<u>\$ -</u>	<u>\$ 34,203.39</u>	<u>\$ (34,203.39)</u>	
Total in-Kind and Cost Share Contributions	<u>\$ 272,210.00</u>	<u>\$ 296,626.97</u>	<u>\$ (24,416.97)</u>	



## ATTACHMENT 4

## Accounts Payable Check Register - October 2020

Ventura Port District  
Wells Fargo Enterprise Account

2/1/2021

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52350	10/02/20	1036	Accurate First Aid Services	Replenish first aid stations	200.45	
52351	10/02/20	1045	ADT Security Services	NPS alarm service	179.85	
52352	10/02/20	1060	AFLAC	Salary reduction benefit	1,561.65	
52353	10/02/20	1441	Beacon Marine Electronics	Boats B1, B17 and B19 turbo batteries	3,348.63	
52354	10/02/20	1676	Carquest Auto Parts	VPD vehicle oil	101.89	
52355	10/02/20	1725	C E D (California Electrical Distributors)	- VPD stock flood lights	463.67	
52356	10/02/20	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	861.04	
52357	10/02/20	1925	City Of S. Buenaventura	Trash service	100.00	
52358	10/02/20	2100	CyberCopy Inc.	Signage-COVID related	212.27	
52359	10/02/20	2282	Dept. Of Industrial Relations	Elevator permits at 1559 & 1567 Spinnaker buildings	450.00	
52360	10/02/20	2331	Dial Security Inc	Courtesy Patrol security coverage	2,800.00	
52361	10/02/20	2448	Downtown Ventura Partners	Marketing-advertising	300.00	
52362	10/02/20	2604	E.J. Harrison & Sons Inc.	Trash service	9,159.64	
52363	10/02/20	2924	FMP Uniform Co.	Harbor Patrol uniforms	284.42	
52364	10/02/20	2935	Farmer Bros. Co	Coffee supplies	335.94	
52365	10/02/20	3100	Flooring 101	TI for office at 1583 #209 Spinnaker	2,285.29	
52366	10/02/20	3203	Fuller Paint & Glass	Glass replacement at 1583 #101 Spinnaker building	865.00	
52367	10/02/20	3490	Grainger Inc.	Miscellaneous supplies	301.13	
52368	10/02/20	4061	Industrial Bolt and Supply	Gate hardware at 1583 Spinnaker building	47.15	
52369	10/02/20	4247	Jani-King of CA Inc.	Additional cleaning service-COVID related	240.00	
52370	10/02/20	4833	Lawrence Hauer Str Engineer	Ice machine project at 1449 Spinnaker	680.00	
52371	10/02/20	4862	Peopleready Inc	Temp landscape labor	2,843.36	
52372	10/02/20	5190	Matilija Water	Reverse osmosis water system	46.00	
52373	10/02/20	5210	McCormix Corp.	Maintenance vehicle fuel	438.92	
52374	10/02/20	5213	McMaster-Carr	Drinking fountain repair at 1575 Spinnaker	57.75	
52375	10/02/20	5505	Muzicraft Inc.	Ambient music in Village	329.50	
52376	10/02/20	5625	ReadyRefresh	Bottled water service	167.39	
52377	10/02/20	6470	LegalShield	Salary reduction benefit	124.55	
52378	10/02/20	6865	Rasmussen & Associates Inc	ADA restroom upgrade 1559 Spinnaker, VHV trash enclosure project	693.00	
52379	10/02/20	6900	Red Wing Shoe Store	Maintenance uniform-Safety shoes-M, Lopez	218.78	
52380	10/02/20	7013	Rincon Consultants, Inc.	Ventura Sediment WQ	3,959.01	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52381	10/02/20	7294	Service-Pro Fire Protection	Fire riser repair at 1567 Spinnaker building	650.00	
52382	10/02/20	7296	Searle Creative Group	Advertising, Bi-annual web maintenance	1,757.50	
52383	10/02/20	7410	Smith Pipe & Supply Inc.	Irrigation timer at Harbor Cove and irrigation repair parts	761.19	
52384	10/02/20	7471	Scott and Sons Electric	Replace light pole at 1431 Spinnaker parking lot	14,156.00	
52385	10/02/20	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,045.07	
52386	10/02/20	7762	The Home Depot Pro	Maintenance small tool and TI-Locks for 1559#103 Spinnaker	667.06	
52387	10/02/20	7862	Time To Shine	Village and District window washing service	2,755.00	
52388	10/02/20	8233	Venco Power Sweeping, Inc	Monthly Village parking lot/fish pier sweeping	545.38	
52389	10/02/20	8243	Ventura Harbor Boat Yard	Boats B17 and B19 maintenance	15,524.02	
52390	10/02/20	8267	Ventura Harbor Marina & Yacht	Forklift service -VPD generator	155.15	
52391	10/02/20	8534	HDS White Cap Const. Supply	VHV repairs	126.20	
52392	10/02/20	11415	Alertline Communications	Elevator phone service - quarterly	648.00	
52393	10/02/20	12702	Aramco, Inc	Janitorial supplies	1,929.78	
52394	10/02/20	42471	JaniTek Cleaning Solutions	Custodial services for NPS, Marketing/Marina offices	2,460.53	
52395	10/02/20	45401	K & L Gates LLP	VSE project	11,265.47	
52396	10/02/20	61991	P & R Paper Supply Co.	Janitorial supplies	1,703.71	
52397	10/02/20	62470	Passport Labs Inc	Parking ticket fees	500.00	
52398	10/02/20	70075	Ricoh USA, Inc.	Additional copier page usage	135.14	
52399	10/02/20	72973	Sema Connect Inc.	Electric charging stations software	720.00	
52400	10/02/20	76705	Swift Chip, Inc	Upgrade spare laptop	193.93	
52401	10/02/20	77812	Thermal Alliance	VPD-HVAC vent installation	2,500.00	
52402	10/02/20	80958	United States Lifesaving Assoc	Training/membership	510.00	
52403	10/02/20	PM Onetime	James Colomy	Tenant deposit refund	344.75	
52404	10/02/20	2100	CyberCopy Inc.	ADA restroom project at 1559 Spinnaker building	38.00	
52405	10/02/20	2936	Fast Signs	ADA entry signage	572.37	
52406	10/02/20	7434	Southern Calif. Edison ** Voided **	Stub used to list invoices		0.00
52407	10/02/20	7434	Southern Calif. Edison	Utilities	14,996.96	
52408	10/02/20	8534	HDS White Cap Const. Supply	Launch ramp improvement	76.70	
52409	10/02/20	39705	Illuminas Consulting	VSE economic impact	780.00	
52410	10/02/20	72419	SBR Signs & Graphics	District promenade and launch ramp - no fishing metal signs	1,793.22	
52411	10/02/20	Deposits	Gerard Keegan	Tenant deposit refund	61.60	
52412	10/16/20	1020	Access Hardware Supply	VHV keycard hardware, Locks for exterior restroom	4,286.82	
52413	10/16/20	1049	Adams Printing & Graphic	Marketing-advertising	1,781.25	
52414	10/16/20	1153	Allstar Fire Equipment	Harbor Patrol-fire helmets	1,237.10	
52415	10/16/20	1182	SiteOne Landscape Supply, LLC	VPD property sprinkler repairs	281.75	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52416	10/16/20	1440	Beacon Marine Chandlery Inc	Miscellaneous supplies	22.87	
52417	10/16/20	1676	Carquest Auto Parts	VPD shop stock-sealant	109.40	
52418	10/16/20	1679	Carpi & Clay	Washington Lobbyist (Aug, Sept)	10,000.00	
52419	10/16/20	1725	C E D (California Electrical Distributors)	- Step lighting at 1583 Spinnaker building	1,231.04	
52420	10/16/20	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	861.04	
52421	10/16/20	2099	Custom Embroidery	VPD uniforms - knit beanies	383.21	
52422	10/16/20	2100	CyberCopy Inc.	Marketing-advertising	79.47	
52423	10/16/20	2174	Dan Harding	Marketing-advertising	250.00	
52424	10/16/20	2202	Dave's	Patrol boat fuel	2,143.40	
52425	10/16/20	2537	Dunn Edwards	Trash enclosure at 1591 Spinnaker	171.32	
52426	10/16/20	2604	E.J. Harrison & Sons Inc.	Trash service	600.01	
52427	10/16/20	2986	Ferguson Enterprises Inc.	Water heaters in janitor closet, plumbing supplies, fish pier leak	895.65	
52428	10/16/20	3490	Grainger Inc.	Miscellaneous building supplies, replacement light stock	358.24	
52429	10/16/20	3492	Green Thumb International	VHV landscape supplies	106.96	
52430	10/16/20	4247	Jani-King of CA Inc.	Janitorial service - Harbor Village and District office	5,540.79	
52431	10/16/20	4295	Jensen Design & Survey Inc.	Fisherman's storage project, ADA entry at Le Petit restaurant	4,337.50	
52432	10/16/20	4425	Jon T Moore	Dredging consulting	9,620.00	
52433	10/16/20	4742	Kratos Construction	Replace lamp fixture at 1583 Spinnaker	1,690.00	
52434	10/16/20	4862	Peopleready Inc	Temp landscape labor	1,968.48	
52435	10/16/20	5210	McCormix Corp.	Maintenance vehicle fuel	413.12	
52436	10/16/20	5213	McMaster-Carr	Restroom door hinge at 1559 Spinnaker and VPD shop stock	1,215.12	
52437	10/16/20	5231	Mendez Roofing Inc	Rain gutters at 1567 Spinnaker building	2,050.00	
52438	10/16/20	5632	MJP Technologies, Inc	IT services for SPAM filtering	112.00	
52439	10/16/20	7296	Searle Creative Group	ADA work sites, Social media	1,045.00	
52440	10/16/20	7410	Smith Pipe & Supply Inc.	Entry way landscape repair	279.23	
52441	10/16/20	7768	ThyssenKrupp Elevator Corp	Village elevator repair at 1583 Spinnaker building	718.75	
52442	10/16/20	8251	Ventura Water	Utilities	483.67	
52443	10/16/20	8266	Ventura Harbor Marine Fuel	Fuel - pressure washer	54.95	
52444	10/16/20	12702	Aramco, Inc	Janitorial supplies	783.13	
52445	10/16/20	15763	Blue Highways Production LLC	Marketing-advertising	750.00	
52446	10/16/20	15785	Blue Tarp Financial Inc.	Pressure washer hoses	295.21	
52447	10/16/20	16150	Brendan Daly Photography	Web content	375.00	
52448	10/16/20	17700	Cal Termite & Pest Control	VHV monthly pest control	300.00	
52449	10/16/20	24362	Donlon Plumbing Inc	Water line, restroom repairs at 1691 Spinnaker building	747.00	
52450	10/16/20	32750	Garland/DBS, Inc	Progress payment on Harbor Village painting project	300,615.56	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52451	10/16/20	42545	Javier A Lara	Marketing-advertising	3,960.00	
52452	10/16/20	45401	K & L Gates LLP	VSE project	10,098.00	
52453	10/16/20	46120	Kelson Marine Co.	VSE professional services	2,925.00	
52454	10/16/20	61991	P & R Paper Supply Co.	Janitorial supplies	861.44	
52455	10/16/20	62470	Passport Labs Inc	Parking ticket fees	557.24	
52456	10/16/20	62810	Peter Holguin Construction Inc	Sewer line repairs at 1575 Spinnaker building	2,200.00	
52457	10/16/20	67341	Quadient Finance USA Inc	Postage lease property tax	75.46	
52458	10/16/20	70281	Ring Central Inc	Phone service	961.11	
52459	10/16/20	75801	Steel Cut Productions	Marketing-advertising	1,600.00	
52460	10/16/20	75908	Streamline	Web hosting	300.00	
52461	10/16/20	76018	The Home Depot Pro Institution	Boat cleaning supplies	608.32	
52462	10/16/20	76705	Swift Chip, Inc	IT service, Server back up - Oct	9,528.00	
52463	10/16/20	77180	Ted Shred	Marketing-entertainment/music	125.00	
52464	10/16/20	85123	WEX Bank	Patrol vehicle fuel	1,128.25	
52465	10/16/20	85219	West Marine Pro	Patrol dock ramp - corner dock wheels	727.99	
52466	10/16/20	2331	Dial Security Inc	Courtesy Patrol security coverage	1,000.00	
52467	10/16/20	8228	Ventana Monthly	Marketing-advertising	200.00	
52468	10/15/20	75990	Sugar Lab Bake Shop LLC	TI - payment 1 of 3 as per lease	10,000.00	
52469	10/20/20	76014	Sun Life Financial	Dental insurance premiums	1,518.33	
52470	10/27/20	5016	Lowe's	Vinyl door-1583 Spinnaker; dock signage; electrical repair-1591 Spinnaker	321.17	
52471	10/30/20	1036	Accurate First Aid Services	Replenish first aid stations	200.34	
52472	10/30/20	1060	AFLAC	Salary reduction benefit	1,561.65	
52473	10/30/20	1440	Beacon Marine Chandlery Inc	Patrol dock supplies	30.04	
52474	10/30/20	1676	Carquest Auto Parts	VPD vehicle supplies	149.52	
52475	10/30/20	1725	C E D (California Electrical Distributors)	- Hoist light; parcel 19A lights	663.10	
52476	10/30/20	1769	Calif. Special District Assoc.	Annual membership	7,805.00	
52477	10/30/20	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	889.91	
52478	10/30/20	1925	City Of S. Buenaventura	Trash service	100.00	
52479	10/30/20	2284	Department of Motor Vehicles	Renewal-maintenance trailers	54.00	
52480	10/30/20	2331	Dial Security Inc	Courtesy Patrol security coverage	1,600.00	
52481	10/30/20	2448	Downtown Ventura Partners	Marketing-advertising	300.00	
52482	10/30/20	2537	Dunn Edwards	Launch ramp parking stripes	75.71	
52483	10/30/20	2604	E.J. Harrison & Sons Inc.	Trash service	9,012.86	
52484	10/30/20	2935	Farmer Bros. Co	Coffee supplies	321.09	
52485	10/30/20	2983	Federal Express Corporation	Postage	15.37	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52486	10/30/20	2986	Ferguson Enterprises Inc.	VPD water heater	690.33	
52487	10/30/20	3050	All That's Fit to Print	Marketing-advertising production	1,125.00	
52488	10/30/20	3200	Fugro USA Marine, Inc.	Harbor hydrographic survey	12,700.00	
52489	10/30/20	3490	Grainger Inc.	Village pedestal lamps, replacement EMR lights	303.42	
52490	10/30/20	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	197.98	
52491	10/30/20	4742	Kratos Construction	Replace light at 1691 Spinnaker	495.00	
52492	10/30/20	4862	Peopleready Inc	Temp landscape labor	1,968.48	
52493	10/30/20	4943	Liebert Cassidy Whitmore	HR services	4,046.00	
52494	10/30/20	5210	McCormix Corp.	Maintenance vehicle fuel	585.03	
52495	10/30/20	5213	McMaster-Carr	Lock out safety tags	56.17	
52496	10/30/20	5505	Muzicraft Inc.	Ambient music in Village	329.50	
52497	10/30/20	6470	LegalShield	Salary reduction benefit	124.55	
52498	10/30/20	6865	Rasmussen & Associates Inc	ADA restroom upgrade 1559 Spinnaker, VHV trash enclosure project	3,217.00	
52499	10/30/20	7013	Rincon Consultants, Inc.	Sediment WQ assessment	2,658.75	
52500	10/30/20	7013	Rincon Consultants, Inc.	Dredging permit	4,958.75	
52501	10/30/20	7296	Searle Creative Group	Web hosting-Marketing advertising	712.50	
52502	10/30/20	7410	Smith Pipe & Supply Inc.	Entry feature landscape and irrigation repair parts	67.47	
52503	10/30/20	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,045.07	
52504	10/30/20	7768	ThyssenKrupp Elevator Corp	Village elevator repair at 1591 Spinnaker building	662.50	
52505	10/30/20	7862	Time To Shine	Village and District window washing service	5,747.50	
52506	10/30/20	7957	Tri-County Fiberglass	Fiberglass trash container doors at top of Village dock ramps	750.00	
52507	10/30/20	8233	Venco Power Sweeping, Inc	Monthly Village parking lot/fish pier sweeping	545.38	
52508	10/30/20	8244	Ventura Harbor Storage	Fisherman's gear storage	6,775.00	
52509	10/30/20	8246	Ventura Locksmiths	Restroom door repairs at Surfers Knoll	209.00	
52510	10/30/20	8254	Ventura Harbor Storage Enterprise	Annual pro-rata shared possessory tax on Fisherman's Storage	368.14	
52511	10/30/20	8530	White Nelson Diehl Evans LLP	Progress payment on fiscal year 2019-2020 audit	12,000.00	
52512	10/30/20	11466	Allied 100 LLC	Harbor Patrol medical supplies	1,342.13	
52513	10/30/20	12702	Aramco, Inc	Janitorial supplies	1,081.82	
52514	10/30/20	16490	Buell Wetsuits and Surf Inc	Harbor Patrol - wetsuits	3,112.38	
52515	10/30/20	17700	Cal Termite & Pest Control	Termite treatment at The Greek restaurant	600.00	
52516	10/30/20	20200	CoStar Realty Information, Inc	Leasing analytics	1,040.41	
52517	10/30/20	25335	Dream Cast Media Group LLC	Marketing-virtual seafood videos	1,000.00	
52518	10/30/20	25351	Dudek	VSE permitting	16,243.75	
52519	10/30/20	42915	Jennifer Finnerty	Marketing-advertising production	1,600.00	
52520	10/30/20	43451	Jim McKeown Inc.	VHV carousel configuration	12,485.69	

# ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52521	10/30/20	48375	Lagerlof LLP	Legal services	39,037.21	
52522	10/30/20	50071	LoopNet	Leasing marketing	194.95	
52523	10/30/20	54455	Mr. Painting, Inc.	Paint VHV gates	1,500.00	
52524	10/30/20	61954	Pacific Marine Repair	Boat B1-serpentine belt and circulation pump repairs	1,792.05	
52525	10/30/20	61991	P & R Paper Supply Co.	Janitorial supplies	2,372.29	
52526	10/30/20	70075	Ricoh USA, Inc.	VPD copier lease	741.91	
52527	10/30/20	75801	Steel Cut Productions	Seafood videos	40.00	
52528	10/30/20	76018	The Home Depot Pro Institution	Janitorial cleaning supplies-COVID	301.26	
52529	10/30/20	77706	The Flag Factory	Seasonal décor	11,529.15	
52530	10/30/20	79652	Traffic Technologies LLC	Launch ramp parking lot paint	104.52	
52531	10/30/20	84570	Vision Service Plan-(CA)	Employee vision plan	762.64	
52532	10/30/20	85219	West Marine Pro	Dock maintenance, boat horns	162.07	
52533	10/30/20	85261	West Coast Air Conditioning	HVAC repair at 1431 Spinnaker building	432.50	
Total Enterprise Account Check Register					\$ 706,311.75	\$ -
<u>Wells Fargo Grant Account</u>						
No activity						\$ - \$ -
<u>Wells Fargo Project Fund Account</u>						
No activity						\$ - \$ -
Total All Check Registers					\$ 706,311.75	\$ -

# ATTACHMENT 4

## Accounts Payable Check Register - November 2020

Ventura Port District

2/1/2021

Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52534	11/06/20	7434	Southern Calif Edison ** Voided **	Stub used to list invoices		0.00
52535	11/06/20	7434	Southern Calif. Edison	Utilities	13,656.76	
52536	11/06/20	8251	Ventura Water ** Voided **	Stub used to list invoices		0.00
52537	11/06/20	8251	Ventura Water	Utilities	37,715.35	
52538	11/13/20	1020	Access Hardware Supply	Harbor Village restroom doors/accessories	1,285.98	
52539	11/13/20	1377	B & R Tool Supply Co.	VPD - brown locks	587.45	
52540	11/13/20	1440	Beacon Marine Chandlery Inc	Boat B19- maintenance parts	11.24	
52541	11/13/20	1676	Carquest Auto Parts	VPD vehicle maintenance, boat maintenance parts	577.14	
52542	11/13/20	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
52543	11/13/20	1725	C E D (California Electrical Distributors)	- Light pole ballast at parcel 19A lot	329.72	
52544	11/13/20	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	918.78	
52545	11/13/20	2097	Custom awards & Engraving	Marketing-event production	21.55	
52546	11/13/20	2100	CyberCopy Inc.	Marketing-brochures, event cards	359.07	
52547	11/13/20	2174	Dan Harding	Web site social media	175.00	
52548	11/13/20	2202	Dave's	Patrol boat fuel	2,151.26	
52549	11/13/20	2288	Dept. Of Weights & Measure	Elevator at 1567 Spinnaker building	620.80	
52550	11/13/20	2331	Dial Security Inc	Courtesy Patrol security coverage	800.00	
52551	11/13/20	2604	E.J. Harrison & Sons Inc.	Trash service	659.25	
52552	11/13/20	3490	Grainger Inc.	Harbor Cove door closer; boat oil filters; yellow safety paint; shop tools	761.74	
52553	11/13/20	3492	Green Thumb International	VHV landscape supplies; VPD fountain repair	32.94	
52554	11/13/20	3752	HLI Systems	Email spam filtering	165.00	
52555	11/13/20	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	197.98	
52556	11/13/20	4247	Jani-King of CA Inc.	Janitorial service - Harbor Village and District office	5,840.79	
52557	11/13/20	4295	Jensen Design & Survey Inc.	Fisherman's storage project; ADA entry at Le Petit restaurant	2,547.50	
52558	11/13/20	4425	Jon T Moore	Dredging consulting	4,625.00	
52559	11/13/20	4862	Peopleready Inc	Temp landscape labor	874.88	
52560	11/13/20	5165	Magnum Fence And Security Inc	District headquarters-rolling gate replacement	1,295.00	
52561	11/13/20	5190	Matilija Water	Reverse osmosis water system	46.00	
52562	11/13/20	5210	McCormix Corp.	Maintenance vehicle fuel	385.25	
52563	11/13/20	5213	McMaster-Carr	Boat B19 hardware parts; VPD shop stock; hoist light bulb	151.30	
52564	11/13/20	5625	ReadyRefresh	Bottled water service	222.44	

# ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52565	11/13/20	5744 Noble Consultants Inc.	Fish crane project; Ice building repairs at 1449 Spinnaker	2,896.00	
52566	11/13/20	7029 Robert Weinerth	Reimburse operating supply - flashlight	86.20	
52567	11/13/20	7294 Service-Pro Fire Protection	Annual fire sprinkler inspection	1,715.00	
52568	11/13/20	7296 Searle Creative Group	ADA website requirements; Marketing-advertising; web development	3,525.75	
52569	11/13/20	7410 Smith Pipe & Supply Inc.	Harbor Cove irrigation valve	153.44	
52570	11/13/20	7768 ThyssenKrupp Elevator Corp	Village and District routine elevator services	4,402.96	
52571	11/13/20	8235 Ventura Chamber Of Commerce	Annual membership	819.00	
52572	11/13/20	8241 Ventura County Star	Legal notices-construction projects	880.06	
52573	11/13/20	8243 Ventura Harbor Boat Yard	B19 transmission, conversion	14,492.11	
52574	11/13/20	8530 White Nelson Diehl Evans LLP	Progress payment on fiscal year 2019-2020 audit	3,700.00	
52575	11/13/20	11457 Alexandria Pico	Marketing-advertising production	110.00	
52576	11/13/20	11648 American Shore & Beach	Membership	120.00	
52577	11/13/20	12702 Aramsco, Inc	Janitorial supplies	1,384.79	
52578	11/13/20	17700 Cal Termite & Pest Control	Pest control - November services	675.00	
52579	11/13/20	28661 Eventective, Inc	Marketing-advertising	240.00	
52580	11/13/20	30495 5 Day Tire Store	Patrol truck H1-new tires	906.04	
52581	11/13/20	31160 Fourest Tree Service, Inc	Launch ramp lot tree trimming	4,700.00	
52582	11/13/20	39705 Illuminas Consulting	VSE economic impact	643.50	
52583	11/13/20	42471 JaniTek Cleaning Solutions	Custodial services for NPS, Marketing/Marina offices	2,460.53	
52584	11/13/20	45401 K & L Gates LLP	VSE project	15,448.27	
52585	11/13/20	50071 LoopNet	Leasing marketing	389.90	
52586	11/13/20	54455 Mr. Painting, Inc.	VHV miscellaneous painting projects	7,100.00	
52587	11/13/20	61991 P & R Paper Supply Co.	Janitorial supplies	1,389.16	
52588	11/13/20	67341 Quadient Finance USA Inc	VPD postage machine lease	421.29	
52589	11/13/20	70075 Ricoh USA, Inc.	Additional copier page usage	127.97	
52590	11/13/20	70281 Ring Central Inc	Phone service	960.62	
52591	11/13/20	75801 Steel Cut Productions	Marketing-advertising	1,600.00	
52592	11/13/20	76015 Sunridge Landscape Maint., Inc	Launch ramp landscape	860.00	
52593	11/13/20	76705 Swift Chip, Inc	IT services, Server back up - Nov	9,334.07	
52594	11/13/20	77706 The Flag Factory	Seasonal décor	2,500.00	
52595	11/13/20	82201 Valley Scene Magazine	Marketing-advertising	450.00	
52596	11/13/20	82335 Ventura Concrete Cutting	VPD wall coring - generator	445.00	
52597	11/13/20	82351 Ventura Breeze	Marketing-advertising	255.00	
52598	11/13/20	85123 WEX Bank	Patrol vehicle fuel	848.13	
52599	11/13/20	85219 West Marine Pro	Patrol gangway repair and corner wheel	219.05	



## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52600	11/13/20	85601	Zero Waste USA	Operating supplies-mutt mitts	699.78	
52601	11/17/20	48375	Lagerlof LLP	Legal services	11,316.50	
52602	11/17/20	2936	Fast Signs	Marketing-event production, seasonal banner	105.60	
52603	11/20/20	1676	Carquest Auto Parts	VPD shop stock-sealant	126.23	
52604	11/20/20	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	430.52	
52605	11/20/20	1925	City Of S. Buenaventura	Trash service	100.00	
52606	11/20/20	2331	Dial Security Inc	Courtesy Patrol security coverage	600.00	
52607	11/20/20	2448	Downtown Ventura Partners	Marketing-advertising	300.00	
52608	11/20/20	2604	E.J. Harrison & Sons Inc.	Trash service	8,570.92	
52609	11/20/20	2935	Farmer Bros. Co	Coffee supplies	306.10	
52610	11/20/20	2936	Fast Signs	Marketing-event production, seasonal banner	213.35	
52611	11/20/20	2983	Federal Express Corporation	Postage	32.01	
52612	11/20/20	3050	All That's Fit to Print	Marketing-graphic design	1,670.00	
52613	11/20/20	3490	Grainger Inc.	Replacement pump-washdown at launch ramp	596.14	
52614	11/20/20	4862	Peopleready Inc	Temp landscape labor	874.88	
52615	11/20/20	5213	Mc Master Carr ** Voided **	Payee reported check lost		204.87
52616	11/20/20	5505	Muzicraft Inc.	Ambient music in Village	329.50	
52617	11/20/20	5632	MJP Technologies, Inc	IT services for SPAM filtering	112.00	
52618	11/20/20	6470	LegalShield	Salary reduction benefit	124.55	
52619	11/20/20	6865	Rasmussen & Associates Inc	ADA restroom project at 1559 Spinnaker; trash enclosure project	9,115.50	
52620	11/20/20	7013	Rincon Consultants, Inc.	Dredging permit	4,477.50	
52621	11/20/20	8233	Venco Power Sweeping, Inc	Monthly Village parking lot/fish pier sweeping	545.38	
52622	11/20/20	8239	Ventura County Reporter	Marketing-advertising	495.00	
52623	11/20/20	8241	Ventura County Star	Marketing-advertising	235.62	
52624	11/20/20	8244	Ventura Harbor Storage	Fisherman's gear storage	6,775.00	
52625	11/20/20	20200	CoStar Realty Information, Inc	Leasing analytics	1,040.41	
52626	11/20/20	23351	Diamond A Equipment	Repair equipment-mower	154.78	
52627	11/20/20	25351	Dudek	VSE permitting	11,361.25	
52628	11/20/20	54455	Mr. Painting, Inc.	Patio door at 1559 #202 Spinnaker building	650.00	
52629	11/20/20	61991	P & R Paper Supply Co.	Janitorial supplies	1,403.62	
52630	11/20/20	68552	Randall Williams	Entertainment/music	300.00	
52631	11/20/20	70075	Ricoh USA, Inc.	VPD copier lease	741.91	
52632	11/20/20	75801	Steel Cut Productions	Marketing-advertising	800.00	
52633	11/20/20	75990	Sugar Lab Bake Shop LLC	TI - payment 2 of 3 as per lease	10,000.00	
52634	11/20/20	76014	Sun Life Financial	Dental insurance premiums	1,518.33	

# ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52635	11/20/20	76812 California School Boards Assoc	GASB 75 valuation report for OPEB (other post employment benefits)	2,500.00	
52636	11/20/20	82201 Valley Scene Magazine	Marketing-advertising	450.00	
52637	11/20/20	82351 Ventura Breeze	Marketing-advertising	755.00	
52638	11/20/20	82391 Ventura County Recorder	Record notice of completion for Harbor Village paint project	99.00	
52639	11/20/20	85261 West Coast Air Conditioning	VHV HVAC routine services	815.00	
52640	11/20/20	7862 Time To Shine	Village and District window washing service	2,755.00	
52641	11/24/20	4943 Liebert Cassidy ** Voided **	Printer jam		555.00
52642	11/24/20	7434 Southern Calif Edison ** Voided **	Stub used to list invoices		0.00
52643	11/24/20	7434 Southern Calif. Edison	Utilities	13,517.90	
52644	11/24/20	48375 Lagerlof LLP	Legal services	16,741.10	
52645	11/24/20	4943 Liebert Cassidy Whitmore	HR services	555.00	
Total Enterprise Account Check Register				\$ 282,584.39	\$ 759.87
<u>Wells Fargo Grant Account</u>					
No activity				\$ -	\$ -
<u>Wells Fargo Project Fund Account</u>					
No activity				\$ -	\$ -
Total All Check Registers				\$ 282,584.39	\$ 759.87

# ATTACHMENT 4

## Accounts Payable Check Register - December 2020

2/1/2021

Ventura Port District  
Wells Fargo Enterprise Account

Check	Date	Payee	Name	Description	Amount	Voided Amount
52646	12/04/20	3155	Franchise Tax Board	Employee garnishment	463.34	
52647	12/04/20	3155	Franchise Tax Board	Employee garnishment	463.34	
52648	12/04/20	5016	Lowe's	Rodent control supplies	138.26	
52649	12/04/20	5625	ReadyRefresh	Bottled water service	182.53	
52650	12/04/20	70641	Superior Awning, Inc.	Deposit on 3 Village awnings	1,826.61	
52651	12/11/20	1060	AFLAC	Salary reduction benefit	1,561.65	
52652	12/11/20	1440	Beacon Marine Chandlery Inc	Misc. boat supplies, trash enclosure repair	62.90	
52653	12/11/20	1676	Carquest Auto Parts	M47-battery	168.08	
52654	12/11/20	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
52655	12/11/20	1725	C E D (California Electrical Distributors) -	VHV parking lot light lens	1,589.29	
52656	12/11/20	1764	California J P I A	2nd half of FY2021 general liability & workers compensation insurance	149,214.00	
52657	12/11/20	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	1,493.75	
52658	12/11/20	2099	Custom Embroidery	Courtesy Patrol uniforms	143.18	
52659	12/11/20	2100	CyberCopy Inc.	Marketing-advertising, brochure cards	1,602.42	
52660	12/11/20	2282	Dept. Of Industrial Relations	Elevator inspection at 1559 Spinnaker building	675.00	
52661	12/11/20	2331	Dial Security Inc	Courtesy Patrol security coverage	4,098.00	
52662	12/11/20	3050	All That's Fit to Print	Marketing-ad production	1,283.33	
52663	12/11/20	3490	Grainger Inc.	VHV restroom repair parts & dispensers at 1559 & 1575; hoist maint.	1,483.86	
52664	12/11/20	3492	Green Thumb International	Repair landscape equipment	54.68	
52665	12/11/20	3752	HLI Systems	Email spam filtering	150.00	
52666	12/11/20	4061	Industrial Bolt and Supply	Launch ramp maintenance	89.95	
52667	12/11/20	4247	Jani-King of CA Inc.	Janitorial service - Harbor Village and District office	5,705.79	
52668	12/11/20	4742	Kratos Construction	LED lights on walkway at 1583 Spinnaker	845.00	
52669	12/11/20	4862	Peopleready Inc	Temp landscape labor	3,280.80	
52670	12/11/20	5190	Matilija Water	Reverse osmosis water system	46.00	
52671	12/11/20	5210	McCormix Corp.	Maintenance vehicle fuel	743.10	
52672	12/11/20	5213	McMaster-Carr	Hoist maintenance	35.69	
52673	12/11/20	6245	Patrick Burdick	Marketing- event production	300.00	
52674	12/11/20	6361	Pitney Bowes	Village postage machine lease	154.29	
52675	12/11/20	7029	Robert Weinerth	Safety shoes - Courtesy Patrol uniform	172.39	
52676	12/11/20	7296	Searle Creative Group	Marketing-advertising, website maintenance	641.25	

# ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52677	12/11/20	7410	Smith Pipe & Supply Inc	VHV irrigation repair & landscape supplies	403.35	
52678	12/11/20	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,120.00	
52679	12/11/20	7762	The Home Depot Pro	Electrical adapters-seasonal décor	86.03	
52680	12/11/20	7777	The Signal	Marketing-advertising	300.00	
52681	12/11/20	8251	Ventura Water	Utilities	300.32	
52682	12/11/20	8266	Ventura Harbor Marine Fuel	Fuel - pressure washer	42.83	
52683	12/11/20	11458	Alexandria Danielson	Marketing-passport creation	302.50	
52684	12/11/20	12702	Aramsco, Inc	Janitorial supplies	1,013.42	
52685	12/11/20	13779	BACKDRAFT OPCO, LLC	Harbor Patrol software	247.92	
52686	12/11/20	16150	Brendan Daly Photography	Marketing-advertising	510.00	
52687	12/11/20	17700	Cal Termite & Pest Control	Termite treatment at 1559 #103 Spinnaker; VHV pest control	795.00	
52688	12/11/20	19673	Clifton Larson Allen LLP	Progress payment on fiscal year 2019-2020 audit	3,500.00	
52689	12/11/20	20015	Coastal Architects	VHV wayfinding signage	2,955.00	
52690	12/11/20	22896	Derecktor Ventura Inc	Boat B19-remove and replace propellers.	408.46	
52691	12/11/20	25351	Dudek	VSE permitting	10,542.50	
52692	12/11/20	39705	Illuminas Consulting	VSE economic impact	665.35	
52693	12/11/20	42471	JaniTek Cleaning Solutions	Custodial services for NPS, Marketing/Marina offices	2,460.53	
52694	12/11/20	42915	Jennifer Finnerty	Marketing-event production	510.00	
52695	12/11/20	45401	K & L Gates LLP	VSE project	12,650.00	
52696	12/11/20	46120	Kelson Marine Co.	VSE professional services	2,925.00	
52697	12/11/20	50055	Longitude 123 Inc	Fisherman's storage project	3,780.00	
52698	12/11/20	61945	Pacific Coast Congress of Harbormasters & Port Managers Inc - Annual membership		265.00	
52699	12/11/20	61954	Pacific Marine Repair	B1-belt replacement	116.50	
52700	12/11/20	61991	P & R Paper Supply Co	Janitorial supplies	782.78	
52701	12/11/20	62470	Passport Labs Inc	Parking Ticket fees	352.47	
52702	12/11/20	70075	Ricoh USA, Inc.	Additional copier page usage	198.42	
52703	12/11/20	76018	The Home Depot Pro Institution	VPD-COVID related supplies	176.66	
52704	12/11/20	76705	Swift Chip, Inc	IT service, Server back up - Dec	9,528.00	
52705	12/11/20	77855	Todd Mitchell	Annual medical reimbursement	231.04	
52706	12/11/20	84570	Vision Service Plan-(CA)	Employee vision plan	762.64	
52707	12/11/20	85219	West Marine Pro	Boat B19- replace twin helm control shifter	579.70	
52708	12/11/20	One time	Daniel Long	Seasons Greetings video	250.00	
52709	12/11/20	One time	Daniel Long	Marketing-entertainment/music	200.00	
52710	12/11/20	54455	Mr. Painting, Inc.	Exterior paint at 1591 #115 Spinnaker and VHV misc. areas	7,650.00	
52711	12/21/20	PM OneTime	Ventura Harbor Marine Assoc	Settlement	47,500.00	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52712	12/22/20	1321	Avalon Door & Windows Inc	VHV door repairs for office at 1583 #213 Spinnaker	193.41	
52713	12/22/20	1440	Beacon Marine Chandlery Inc	Repair at 1559 Spinnaker maint.. Shack; paint repair at 1583 Spinnaker	18.30	
52714	12/22/20	1676	Carquest Auto Parts	VPD vehicle bulb replacements; oil; filters	183.00	
52715	12/22/20	1892	Chemsearch	VHVV restroom unclog	254.67	
52716	12/22/20	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	890.70	
52717	12/22/20	1925	City Of S. Buenaventura	Trash service	100.00	
52718	12/22/20	2099	Custom Embroidery	VPD uniform jacket logo-J.Gonzalez	75.40	
52719	12/22/20	2174	Dan Harding	Marketing-advertising	300.00	
52720	12/22/20	2331	Dial Security Inc	Courtesy Patrol security coverage	432.00	
52721	12/22/20	2448	Downtown Ventura Partners	Marketing-advertising	300.00	
52722	12/22/20	2604	E.J. Harrison & Sons Inc	Trash service	394.34	
52723	12/22/20	2986	Ferguson Enterprises Inc	Faucet repair at Surfers Knoll	39.66	
52724	12/22/20	3050	All That's Fit to Print	Marketing-ad production	2,305.81	
52725	12/22/20	3155	Franchise Tax Board	Employee garnishment	463.34	
52726	12/22/20	3490	Grainger Inc.	VHV restroom paper dispenser; signage at 1559 Spinnaker	138.38	
52727	12/22/20	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	197.98	
52728	12/22/20	4247	Jani-King of CA Inc.	VPD monthly fridge cleaning	75.00	
52729	12/22/20	4742	Kratos Construction	VHV electrical repairs at 1567 Spinnaker	1,400.00	
52730	12/22/20	5505	Muzicraft Inc.	Ambient music in Village, speaker repair	454.50	
52731	12/22/20	5632	MJP Technologies, Inc	IT services for SPAM filtering	110.00	
52732	12/22/20	7230	Sage	Annual accounting software support	6,490.00	
52733	12/22/20	7296	Searle Creative Group	Marketing-advertising, web host	498.75	
52734	12/22/20	7411	Smogies Smog Shop	Vehicles M44 and H10 truck smog	95.75	
52735	12/22/20	7777	The Signal	Marketing-advertising	350.00	
52736	12/22/20	7862	Time To Shine	Village and District window washing service	2,755.00	
52737	12/22/20	8228	Ventana Monthly	Marketing-advertising	250.00	
52738	12/22/20	8233	Venco Power Sweeping, Inc	Monthly village parking lot sweeping	415.38	
52739	12/22/20	8239	Ventura County Reporter	Marketing-advertising	350.00	
52740	12/22/20	8244	Ventura Harbor Storage	Fisherman's gear storage	6,775.00	
52741	12/22/20	8534	HDS White Cap Const. Supply	VHV building repair materials	280.56	
52742	12/22/20	11458	Alexandria Danielson	Marketing-ad production	577.50	
52743	12/22/20	12702	AramSCO, Inc	Janitorial supplies	514.09	
52744	12/22/20	12851	Arion Global, Inc.	VPD E-waste recycle	377.85	
52745	12/22/20	14221	Batteries Plus - Ventura	VPD shop tool batteries	96.87	
52746	12/22/20	14411	Bella Vista Designs Inc	Entertainment/music	1,561.54	

# ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52747	12/22/20	17750	Casey Graham	Reimburse-DBAW training	338.32	
52748	12/22/20	20200	CoStar Realty Information Inc	Leasing analytics	1,040.41	
52749	12/22/20	45409	Kris Kabris ** Voided **	Payee reported the check lost		344.77
52750	12/22/20	61991	P & R Paper Supply Co	Janitorial supplies	1,622.32	
52751	12/22/20	70281	Ring Central Inc	Phone service	962.40	
52752	12/22/20	73060	7 Day Tire Store	Vehicle M50 - new tires	663.30	
52753	12/22/20	75905	Stratus Streaming, LLC	Marketing-event production	350.00	
52754	12/22/20	76014	Sun Life Financial	Dental insurance premiums	1,518.33	
52755	12/22/20	77706	The Flag Factory	Marketing-event production	1,800.00	
52756	12/22/20	79660	Tucker Zimmerman	Reimburse-DBAW training	169.03	
52757	12/22/20	Deposits	Daniel Bralver	Tenant deposit refund	83.00	
52758	12/31/20	85260	Angel Lopez Salazar	Reimburse medical expense	150.00	
Total Enterprise Account Check Register					\$ 338,191.79	\$ 344.77
<u>Wells Fargo Grant Account</u>						
No activity					\$ -	\$ -
<u>Wells Fargo Project Fund Account</u>						
No activity					\$ -	\$ -
Total All Check Registers					\$ 338,191.79	\$ 344.77

## ATTACHMENT 5

### Ventura Port District Wells Fargo Business Credit Card Charges October 2020

Chase Credit Card holders

Brian Pendleton, General Manager  
 Todd Mitchell, Business Operations Manager  
 Jessica Rauch, Administrative Assistant/Clerk  
 Gloria Adkins, Accounting Manager  
 Robin Baer, Property Manager  
 Joe Gonzalez, Facilities Manager  
 Sergio Gonzalez, Maintenance Supervisor  
 Jennifer Talt-Lundin, Marketing Manager  
 Dave Werneburg, Marina Manager  
 John Higgins, Harbormaster

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	No activity				-
Total General Manager's Expenses					-
Todd Mitchell	No activity				-
Total Business Operations Manager's Expenses					-
Jessica Rauch	10/28/2020	Zoom.U.S	Meetings	Virtual meeting communications	129.98
Jessica Rauch	10/16/2020	International Institute Municipal Clerks	Training	Clerks Certification Class	50.00
Jessica Rauch	10/7/2020	Ralphs #0664	Training	10/7/20 JPIA Training snacks (JPIA will reimburse this expense to VPD)	34.93
Jessica Rauch	10/2/2020	International Institute Municipal Clerks	Training	Clerks Certification Class	50.00
Total Administrative Assistant's Expenses					264.91
Gloria Adkins	No activity				-
Total Accounting Manager's Expenses					-
Robin Baer	No activity				-
Total Property Manager's Expenses					-
Joe Gonzalez	No activity				-
Total Facilities Manager's Expenses					-
Sergio Gonzalez	10/1/2020	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	0.99
Total Maintenance Supervisor's Expenses					0.99

# ATTACHMENT 5

Type	Trans Date	Vendor	Category	Detailed Descriptions	Amount
Jennifer Talt-Lundin	10/21/2020	Mailchimp	E-Advertising	Monthly Enewsletter platform	104.00
Jennifer Talt-Lundin	10/19/2020	Sprout Social, Inc	E-Advertising	Social media tracking/analytics	99.00
Jennifer Talt-Lundin	10/15/2020	Facebook	E-Advertising	Paid social media ads	175.00
Jennifer Talt-Lundin	10/8/2020	Paypal Ipcamlive	E-Advertising	Live harbor webcam	18.00
Jennifer Talt-Lundin	10/8/2020	Cross Border Trans Fee	E-Advertising	International transaction purchase fee	0.18
Jennifer Talt-Lundin	10/1/2020	Facebook	E-Advertising	Paid social media ads	121.12
Jennifer Talt-Lundin	10/1/2020	Facebook	E-Advertising	Paid social media ads	449.93
Jennifer Talt-Lundin	10/27/2020	Top This Chocolate	Event production	Virtual Dog Contest prizes	60.00
Jennifer Talt-Lundin	10/26/2020	Boatyard Pub	Event production	Seafood Eats Photo Contest	50.00
Jennifer Talt-Lundin	10/26/2020	Coastal Cone And The Parlor	Event production	Virtual Dog Contest prizes	60.00
Jennifer Talt-Lundin	10/26/2020	Lost In Socks	Event production	Skeleton Contest prize	8.61
Jennifer Talt-Lundin	10/23/2020	The Ultimate Escape Rooms	Event production	Skeleton Contest prize	39.00
Jennifer Talt-Lundin	10/23/2020	Lemon & Lei	Event production	Skeleton Contest prize	10.75
Jennifer Talt-Lundin	10/19/2020	Amazon Marketplace	Event production	Holiday purchase	729.91
Jennifer Talt-Lundin	10/19/2020	Bln Monday.Com	Office supplies	Scheduling tool platform renewal monthly	49.00
Total Marketing Manager's Expenses					1,974.50
Dave Werneburg	10/29/2020	Le Petit Cafe & Bakery	Business meal	Lunch meeting- regional rep. of Silver Bay Fisheries, Branson Spiers	54.06
Dave Werneburg	10/22/2020	Marine Recreation Association	Memberships	Annual membership- Marina Recreational Association	362.00
Dave Werneburg	10/19/2020	Staples 00101576	Operating supplies	Banker boxes to purge old files	23.69
Dave Werneburg	10/15/2020	Office Depot #931	Operating supplies	Misc. office supplies for Courtesy Patrol	32.62
Total Marina Manager's Expenses					472.37
John Higgins	10/29/2020	AED Superstore	Medical Supplies	Medical Supplies - suction unit	53.88
John Higgins	10/21/2020	Aed Superstore	Medical Supplies	Medical Supplies - suction units	107.75
John Higgins	10/1/2020	MTR Superstore	Medical Supplies	Medical supplies-oxygen cylinders	358.24
John Higgins	10/8/2020	Dnh Godaddy.Com	Operating supplies	Godaddy website subscription	148.73
John Higgins	10/28/2020	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	2.99
John Higgins	10/15/2020	Dtv Directv Service	Operating supplies	Communications/news and information	76.99
John Higgins	10/27/2020	Hotelscom9202543003042	Training	Hotel DBAW Training - Graham	711.45
John Higgins	10/27/2020	Hotelscom9197540178194	Training	Hotel DBAW Training - Zimmerman	711.45
Total Harbormaster's Expenses					2,171.48
Total Wells Fargo Credit Card Expenses					<u>\$ 4,884.25</u>



## ATTACHMENT 5

### Ventura Port District Wells Fargo Business Credit Card Charges November 2020

#### Chase Credit Card holders

Brian Pendleton, General Manager  
 Todd Mitchell, Business Operations Manager  
 Jessica Rauch, Administrative Assistant/Clerk  
 Gloria Adkins, Accounting Manager  
 Robin Baer, Property Manager  
 Joe Gonzalez, Facilities Manager  
 Sergio Gonzalez, Maintenance Supervisor  
 Jennifer Talt-Lundin, Marketing Manager  
 Dave Werneburg, Marina Manager  
 John Higgins, Harbormaster

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	No activity				-
Total General Manager's Expenses					-
Todd Mitchell	No activity				-
Total Business Operations Manager's Expenses					-
Jessica Rauch	11/17/2020	Urban Land Institute	Memberships	Annual membership-Pendleton	240.00
Jessica Rauch	11/30/2020	Zoom.U.S	Operating supplies	Virtual meeting communications	135.83
Jessica Rauch	11/13/2020	Paypal	Training	Clerks certification class	50.00
Jessica Rauch	11/9/2020	California Special District Association	Training	CSDA Trainings-two classes	350.00
Jessica Rauch	11/3/2020	Liebert Cassidy Whitmore	Training	LCW HR webinar	75.00
Total Administrative Assistant's Expenses					850.83
Gloria Adkins	11/24/2020	Government Finance Office	Memberships	Annual membership-Adkins/Perkins	310.00
Gloria Adkins	11/23/2020	Government Finance Office	Training	Lease Accounting Session 1	85.00
Gloria Adkins	11/23/2020	Government Finance Office	Training	Lease Accounting Session 2	85.00
Total Accounting Manager's Expenses					480.00
Robin Baer	No activity				-
Total Property Manager's Expenses					-
Joe Gonzalez	No activity				-
Total Facilities Manager's Expenses					-
Sergio Gonzalez	11/2/2020	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	0.99
Sergio Gonzalez	11/27/2020	Sp Mission	Safety supplies	COVID-19 face masks for maintenance crew	172.32
Total Maintenance Supervisor's Expenses					173.31

# ATTACHMENT 5

Type	Trans Date	Vendor	Category	Detailed Descriptions	Amount
Jennifer Talt-Lundin	11/9/2020	www.Istockphoto.Com	Advertising production	Photo purchase for promotions	12.00
Jennifer Talt-Lundin	11/9/2020	www.Istockphoto.Com	Advertising production	Photo purchase for promotions	12.00
Jennifer Talt-Lundin	11/27/2020	Coastal Cone	Advertising production	Video shoot model appreciation gift	40.00
Jennifer Talt-Lundin	11/25/2020	Top This Chocolate	Advertising production	Season's Greeting video shoot prop	4.00
Jennifer Talt-Lundin	11/27/2020	Michaels Stores 4800	Advertising production	Season's Greeting video shoot prop	12.04
Jennifer Talt-Lundin	11/23/2020	Google Ads2351682499	Advertising production	Google ad listing	500.00
Jennifer Talt-Lundin	11/16/2020	Margarita Villa	Advertising production	Video shoot model appreciation gift	100.00
Jennifer Talt-Lundin	11/16/2020	Andria's Seafood	Advertising production	Video shoot model appreciation gift	100.00
Jennifer Talt-Lundin	11/5/2020	Paypal Ipcamlive	E-Advertising	Live harbor webcam	18.00
Jennifer Talt-Lundin	11/5/2020	Cross Border Trans Fee	E-Advertising	International transaction purchase fee	0.18
Jennifer Talt-Lundin	11/23/2020	Mailchimp	E-Advertising	Enewsletter	120.00
Jennifer Talt-Lundin	11/18/2020	Sprout Social, Inc	E-Advertising	Social media tracking/analytics	99.00
Jennifer Talt-Lundin	11/2/2020	Facebook	E-Advertising	Paid social media ads	11.80
Jennifer Talt-Lundin	11/2/2020	Facebook	E-Advertising	Paid social media ads	540.61
Jennifer Talt-Lundin	11/25/2020	OTC Brands Inc	Event production	Selfie props for public - reindeer ears	638.71
Jennifer Talt-Lundin	11/23/2020	Amazon.Com Er3wq5ml3 Amzn	Event production	White cones for chalk art / activities	96.96
Jennifer Talt-Lundin	11/19/2020	Amazon Marketplace	Event production	Supplies for Holiday Passport	29.06
Jennifer Talt-Lundin	11/16/2020	Harbor Market & Liquor	Event production	Prize for the Hoilday Shppping Passport	43.14
Jennifer Talt-Lundin	11/2/2020	Top This Chocolate	Event production	Halloween skeleton set-up	30.00
Jennifer Talt-Lundin	11/2/2020	Ventura Swimwear	Event production	Halloween face masks for skeletons	29.09
Jennifer Talt-Lundin	11/19/2020	Bln Monday.Com	Office supplies	Scheduling tool platform renewal monthly	49.00
Total Marketing Manager's Expenses					2,485.59
Dave Werneburg	No Activity				
Total Marina Manager's Expenses					-
John Higgins	11/30/2020	Fs Windy	Operating supplies	Online Weather Subscription	18.99
John Higgins	11/23/2020	Surflife Premium	Operating supplies	Online surf forecast subscription	95.88
John Higgins	11/13/2020	Davis Instruments	Operating supplies	Online weather reporting subscription	275.40
John Higgins	11/13/2020	Lowes #01734	Operating supplies	Cleaning supplies, personal protection equipment	30.08
John Higgins	11/12/2020	Dvor.Com	Operating supplies	Commercial rated binoculars, video camera	1,203.57
John Higgins	11/30/2020	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	2.99
John Higgins	11/25/2020	Fls Banners Ltd	Operating supplies	Lifeguard flags Ordered for State Parks	867.30
John Higgins	11/16/2020	Dtv Directv Service	Operating supplies	Communications/news and information	76.99
Total Harbormaster's Expenses					2,571.20
Total Wells Fargo Credit Card Expenses					\$ 6,560.93

# ATTACHMENT 5

## Ventura Port District Wells Fargo Business Credit Card Charges December 2020

### Chase Credit Card holders

Brian Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
Jessica Rauch, Administrative Assistant/Clerk  
Gloria Adkins, Accounting Manager  
Robin Baer, Property Manager  
Joe Gonzalez, Facilities Manager  
Sergio Gonzalez, Maintenance Supervisor  
Jennifer Talt-Lundin, Marketing Manager  
Dave Werneburg, Marina Manager  
John Higgins, Harbormaster

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	No activity				-
Total General Manager's Expenses					-
Todd Mitchell	No activity				-
Total Business Operations Manager's Expenses					-
Jessica Rauch	12/10/2020	Zoom.U.s	Operating supplies	Additional Zoom conference features	25.08
Jessica Rauch	12/28/2020	Zoom.U.s	Operating supplies	Virtual meeting communications	177.63
Jessica Rauch	12/30/2020	Harbor Cove Cafe	Employee appreciation	Employee Christmas gift cards	150.00
Jessica Rauch	12/30/2020	Andria's Seafood	Employee appreciation	Employee Christmas gift cards	175.00
Jessica Rauch	12/31/2020	Boatyard Pub	Employee appreciation	Employee Christmas gift cards	125.00
Jessica Rauch	12/31/2020	Top This Chocolate	Employee appreciation	Employee Christmas gift cards	25.00
Jessica Rauch	12/31/2020	Margarita Villa	Employee appreciation	Employee Christmas gift cards	75.00
Jessica Rauch	12/31/2020	The Greek At The Harbor	Employee appreciation	Employee Christmas gift cards	25.00
Jessica Rauch	12/31/2020	Coastal Cone	Employee appreciation	Employee Christmas gift cards	150.00
Jessica Rauch	12/31/2020	Brophy Bros Clambar & Restaurant	Employee appreciation	Employee Christmas gift cards	250.00
Jessica Rauch	12/1/2020	Liebertcass	Training	LCW 2021 Legislative Update Webinar	75.00
Jessica Rauch	12/4/2020	California Special District Assoc.	Training	CSDA Webinar - Telecommuting Policy	25.00
Jessica Rauch	12/24/2020	Cengage Learning, Inc.	Training	IIMC Certificate Class	149.00
Total Administrative Assistant's Expenses					1,426.71
Gloria Adkins	12/31/2020	Poster Compliance Center	Operating supplies	Annual payroll poster subscription	439.31
Total Accounting Manager's Expenses					439.31
Robin Baer	No activity				-
Total Property Manager's Expenses					-
Joe Gonzalez	No activity				-
Total Facilities Manager's Expenses					-

# ATTACHMENT 5

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Sergio Gonzalez	12/4/2020	Ventura Toyota	Auto maintenance	Maintenance vehicle M-45 replacement key	36.61
Sergio Gonzalez	12/2/2020	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	0.99
Sergio Gonzalez	12/3/2020	Covid Clinic	Professional services	Medical expense	150.00
Total Maintenance Supervisor's Expenses					187.60
Jennifer Talt-Lundin	12/11/2020	Google Ads2351682499	Advertising production	Google ad listing	500.00
Jennifer Talt-Lundin	12/31/2020	Google Ads2351682499	Advertising production	Google ad listing	500.00
Jennifer Talt-Lundin	12/17/2020	Paypal Ipcamlivekf	E-Advertising	Live harbor webcam	18.00
Jennifer Talt-Lundin	12/17/2020	Cross Border Trans Fee	E-Advertising	International transaction purchase fee	0.18
Jennifer Talt-Lundin	12/18/2020	Sprout Social, Inc	E-Advertising	Social media tracking/analytics	99.00
Jennifer Talt-Lundin	12/21/2020	Mailchimp	E-Advertising	Enewsletter	110.00
Jennifer Talt-Lundin	12/28/2020	Facebook	E-Advertising	Paid social media ads	175.00
Jennifer Talt-Lundin	12/1/2020	Facebook	E-Advertising	Paid social media ads	192.64
Jennifer Talt-Lundin	12/24/2020	Facebook	E-Advertising	Paid social media ads	900.00
Jennifer Talt-Lundin	12/8/2020	Bella Vista Designs	Event production	Experiencial ambiance in Village-lights & bubbles	1,739.30
Jennifer Talt-Lundin	12/21/2020	Smart And Final 915	Event production	Can Food Drive return	42.25
Jennifer Talt-Lundin	12/21/2020	Michaels Stores 4800	Event production	Food Can Share	92.50
Jennifer Talt-Lundin	12/23/2020	Casa De Regalos	Event production	Holiday Passport prize	25.00
Jennifer Talt-Lundin	12/23/2020	Hats Unlimited-Ventura	Event production	Holiday Passport prize	25.00
Jennifer Talt-Lundin	12/23/2020	Barefoot Boutique, Llc	Event production	Holiday Passport prize	50.00
Jennifer Talt-Lundin	12/23/2020	Smart And Final 390	Event production	Can Food Drive return	(14.99)
Jennifer Talt-Lundin	12/24/2020	Michaels Stores 4800	Event production	Can Food Drive Return	(32.26)
Jennifer Talt-Lundin	12/16/2020	Lowes #01734	Holiday decor	Poinsettias for VPD offices	96.72
Jennifer Talt-Lundin	12/16/2020	Lowes #01734	Holiday decor	Poinsettias for VPD offices	96.72
Jennifer Talt-Lundin	12/21/2020	BlnMonday.Com	Office supplies	Scheduling tool platform renewal monthly	49.00
Total Marketing Manager's Expenses					4,664.06
Dave Werneburg	12/14/2020	Microsoft Store	Computer supplies	Renew Office 365 subscription	99.99
Dave Werneburg	12/18/2020	Molo Inc. Management	Computer tech support	Annual software subscription to add Dry Storage to Molo Marina Mgmt.	3,288.90
Dave Werneburg	12/17/2020	Office Depot #931	Office supplies	Office suplies	52.77
Dave Werneburg	12/2/2020	Jaanu.Com	Safety supplies	Cloth face masks re COVID - No receipt available	29.54
Total Marina Manager's Expenses					3,471.20

# ATTACHMENT 5

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
John Higgins	12/9/2020	Valley Propellar Service	Boat maintenance	Boat propeller repair	475.00
John Higgins	12/7/2020	Jet World Powersports	Boat maintenance	Routine maintenance oil change	581.68
John Higgins	12/30/2020	Adobe	Computer supplies	Computer Software	99.99
John Higgins	12/23/2020	The Dock Doctors, Llc	Dry storage equipment	Kayak rack for Dry Storage	2,171.08
John Higgins	12/24/2020	Costco.com	Medical supplies	Medical supplies - bandages	35.00
John Higgins	12/24/2020	Costco.com	Medical supplies	Medical supplies - neosporin	43.07
John Higgins	12/24/2020	Costco.com	Medical supplies	Medical supplies - masks for public	215.48
John Higgins	12/24/2020	Costco.com	Medical supplies	Medical supplies - pain medications	95.31
John Higgins	12/18/2020	Best Buy	Operating supplies	Battery for UAS - Drone	155.15
John Higgins	12/18/2020	Best Buy	Operating supplies	Battery for UAS - Drone	155.15
John Higgins	12/28/2020	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	2.99
John Higgins	12/15/2020	Dtv Directv Service	Operating supplies	Communications/news and information	76.99
John Higgins	12/14/2020	Mobile Wellness Clinic	Professional services	Medical expense	250.00
John Higgins	12/29/2020	Www Costco Com	Safety supplies	Disposable surgical masks	268.84
Total Harbormaster's Expenses					4,625.73
Total Wells Fargo Credit Card Expenses					<u>\$ 14,814.61</u>

## ATTACHMENT 6

### VENTURA PORT DISTRICT

#### DEPARTMENTAL STAFF REPORT

Meeting Date: March 3, 2021

TO: Board of Port Commissioners  
CC: Brian D. Pendleton, General Manager  
FROM: Gloria Adkins, Accounting Manager  
SUBJECT: Quarterly Treasurers Report


As of December 31, 2020, the District held cash and investments with a market value of \$12,407,591. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 96% of the December 31, 2020 fund balance:

Enterprise (Operating) Fund	\$4,850,654
Dredging Reserve Fund	3,017,601
Capital Improvement Fund	3,748,188
Capital Improvement –Fisheries Fund	183,410
Project Fund-Village Marina	61,640
Total Funds	<u>\$11,861,493</u>

The Investment Portfolio Report for December 31, 2020 attached herewith includes all of the District's Funds.

A revised Investment Portfolio Report for September 30, 2020 is also attached herewith. The total cash and investments has been decreased by \$1,367. This adjustment was the net effect of the LAIF fair market value calculation being corrected by reducing the value \$14,243 to \$10,204,434 and increasing the cash on hand by \$12,876 to a total of \$586,060 to reflect the new Merchant credit card bank account.

Submitted by:   
Gloria Adkins  
Accounting Manager

Date: February 26, 2021

#### ATTACHMENTS:

Attachment 1 – Investment Portfolio Report for December 31, 2020

Attachment 2 – LAIF Performance Report for December 31, 2020

Attachment 3 – Revised Investment Portfolio Report for September 30, 2020

## ATTACHMENT 6

## ATTACHMENT 1


**Ventura Port District  
Investment Portfolio Report  
Quarter Ending 12/31/2020**

<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>
<b><u>Cash Investments</u></b>									
State Pool (LAIF)	LAIF-State Treasury		On Demand	0.63%	11,834,613	11,834,613	96%	11,861,493	LAIF
<b>Total Cash Investments LAIF</b>						<b>\$ 11,834,613</b>	<b>96%</b>	<b>\$ 11,861,493</b>	
<b><u>Cash Deposits</u></b>									
<b>Demand Deposits-</b>									
Main checking	Wells Fargo		On Demand	N/A	N/A	276,437	2%	276,437	Wells Fargo
Merchant Services Account	Wells Fargo		On Demand	N/A	N/A	35,369	0.3%	35,369	Wells Fargo
Grant Fund checking	Wells Fargo		On Demand	N/A	N/A	160,345	1.3%	160,345	Wells Fargo
Project Fund checking	Wells Fargo		On Demand	N/A	N/A	53,785	0.4%	53,785	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	1,514	0.01%	1,514	Ventura Port District
<b>Total Cash Deposits</b>						<b>\$ 527,450</b>	<b>4%</b>	<b>\$ 527,450</b>	
<b><u>Cash in County Treasurer's Pooled Investment Program</u></b>									
County Treasurer's Pool	Ventura County Treasury		On Demand	0.58%	18,648	18,648	0.2%	18,648	Ventura County Treasury
<b>Total Cash in County Treasury</b>				Estimated*		<b>\$ 18,648</b>	<b>0.2%</b>	<b>\$ 18,648</b>	
<b>TOTAL ALL FUNDS</b>						<b>\$ 12,380,711</b>	<b>100%</b>	<b>\$ 12,407,591</b>	

**Notes:**

I certify that this report accurately reflects all of the Districts 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.

2/26/2021

Submitted by: 

## ATTACHMENT 2



# PMIA/LAIF Performance Report as of 02/11/21



## PMIA Average Monthly Effective Yields<sup>(1)</sup>

Jan	0.458
Dec	0.540
Nov	0.576

## Quarterly Performance Quarter Ended 12/31/20

LAIF Apportionment Rate <sup>(2)</sup> :	0.63
LAIF Earnings Ratio <sup>(2)</sup> :	0.00001719170547343
LAIF Fair Value Factor <sup>(1)</sup> :	1.002271318
PMIA Daily <sup>(1)</sup> :	0.49%
PMIA Quarter to Date <sup>(1)</sup> :	0.58%
PMIA Average Life <sup>(1)</sup> :	165

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 01/31/21 \$124.0 billion

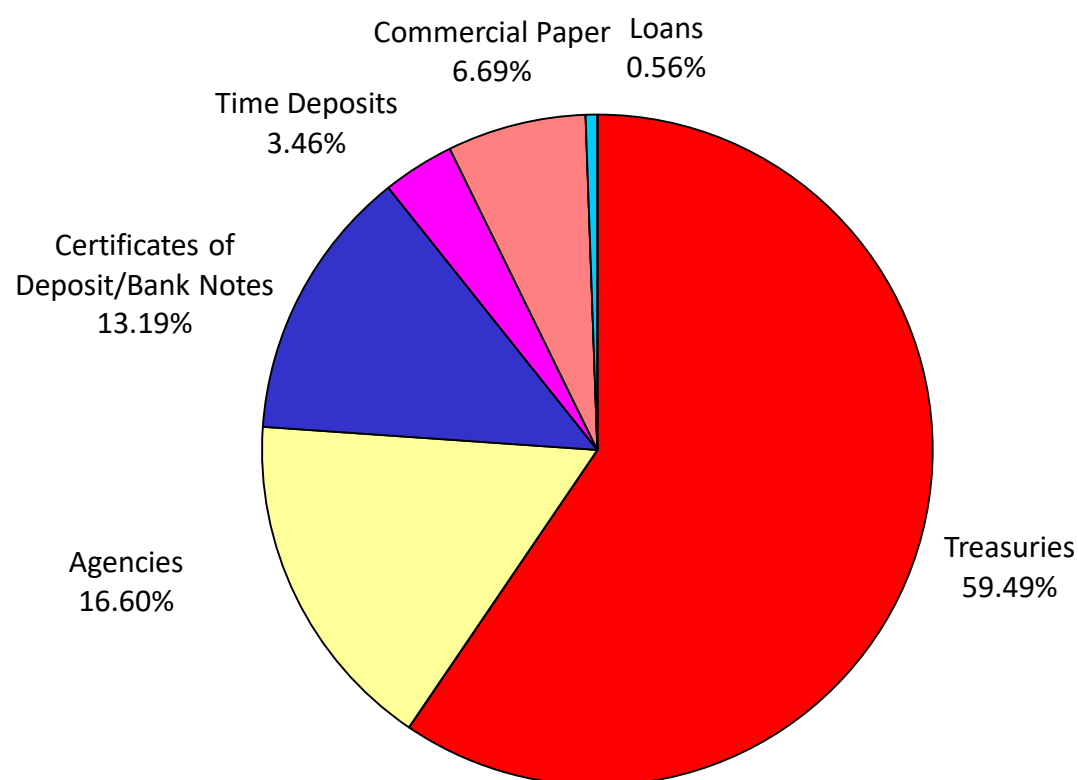


Chart does not include 0.01% of mortgages. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller



## ATTACHMENT 6

## ATTACHMENT 3

Ventura Port District  
Investment Portfolio Report  
Quarter Ending 9/30/2020  
Revised 2/24/2021

<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>
<b><u>Cash Investments</u></b>									
State Pool (LAIF)	LAIF-State Treasury		On Demand	0.84%	10,162,620	10,162,620	94%	10,204,434	LAIF
<b>Total Cash Investments LAIF</b>						<b>\$ 10,162,620</b>	<b>94%</b>	<b>\$ 10,204,434</b>	Revised FMV
<b><u>Cash Deposits</u></b>									
<b>Demand Deposits-</b>									
Main checking	Wells Fargo		On Demand	N/A	N/A	353,584	3%	353,584	Wells Fargo
Merchant Services Account	Wells Fargo		On Demand	N/A	N/A	16,832	0.2%	16,832	Wells Fargo
Grant Fund checking	Wells Fargo		On Demand	N/A	N/A	160,345	1.5%	160,345	Wells Fargo
Project Fund checking	Wells Fargo		On Demand	N/A	N/A	53,785	0.5%	53,785	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	1,514	0.01%	1,514	Ventura Port District
<b>Total Cash Deposits</b>						<b>\$ 586,060</b>	<b>5%</b>	<b>\$ 586,060</b>	Revised cash on hand
<b><u>Cash in County Treasurer's Pooled Investment Program</u></b>									
County Treasurer's Pool	Ventura County Treasury		On Demand	1.01%	18,541	18,541	0.2%	18,541	Ventura County Treasury
<b>Total Cash in County Treasury</b>				Estimated*		<b>\$ 18,541</b>	<b>0.2%</b>	<b>\$ 18,541</b>	
<b>TOTAL ALL FUNDS</b>						<b>\$ 10,767,221</b>	<b>100%</b>	<b>\$ 10,809,035</b>	

## Notes:

I certify that this report accurately reflects all of the Districts 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.

2/24/2021

Submitted by: Sharon Adkins



# BOARD OF PORT COMMISSIONERS

MARCH 3, 2021

## STANDARD AGENDA ITEM 2

CONSIDERATION OF ADOPTION OF  
ORDINANCE No. 54, AUTHORIZING  
EXECUTION OF A NEW RESTAURANT  
LEASE AGREEMENT WITH OPTIONS  
FOR ANDRIA'S SEAFOOD RESTAURANT

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 2  
Meeting Date: March 3, 2021**

---

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
SUBJECT: Consideration of Adoption of Ordinance No. 54, Authorizing Execution of a New Restaurant Lease Agreement with Options for Andria's Seafood Specialties dba Andria's Seafood Restaurant

---

**RECOMMENDATION:**

That the Board of Port Commissioners:

- a) Conduct a public hearing for the purpose of receiving input on proposed Ordinance No. 54;
- b) Waive reading and direct Clerk to place Ordinance No. 54 in the record of this meeting; and
- c) Adopt Ordinance No. 54, which authorizes execution of a new five (5) year Restaurant Lease Agreement with three (3) five (5) year options (for a total of 20-years) between the Ventura Port District dba Ventura Harbor Village and Andria's Seafood Specialties dba Andria's Seafood Restaurant.

**SUMMARY:**

On February 17, 2021, the Board of Port Commissioners adopted Resolution No. 3406 approving the publication of a Notice of Proposed Ordinance No. 54 in a publication of general circulation. The notice was published in the Ventura County Star on February 18<sup>th</sup>. The District may proceed to the next step, which is to adopt Ordinance No. 54, which will authorize the General Manager to sign the new Restaurant Lease Agreement. The Ordinance shall become effective with the expiration of the current lease on June 1, 2021.

**LONG-TERM GOALS:**

- Goal 3: Economic Vitality
  - Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.
- Goal 5: Relationships
  - Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.

**5-YEAR OBJECTIVES:**

- Objective V: Harbor Village
  - Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience
    - 1: Complete Harbor Village refresh program
    - 2: Leasing/Property Management Action Plan

**BACKGROUND:**

Andria's Seafood opened in Ventura Harbor on May 13, 1982. After nearly forty years in business at the Harbor, they remain a fundamental anchor for attracting guests both locally and from afar.

Negotiations began in early 2020 but were interrupted and delayed due to COVID-19. Both parties were interested in ensuring the lease was negotiated well in advance of the expiration of

the current lease. The new lease will go into effect concurrent with the expiration of the current lease on June 1, 2021.

The provision of a long-term lease through options provides business operational security to Andria's Seafood as well as securing this anchor tenant for the District. The inclusion of three, 5-year options with a performance metric for each, ensures continued performance as a pre-condition to exercising each option.

**FISCAL IMPACT:**

This new lease reflects current market rental rates for restaurants in the complex and the increase in percentage rent reflects a hybrid for the sales of food and alcohol consistent with Village restaurants. There will be step increases annually in base rent and promotional fees.

**ATTACHMENTS:**

Attachment 1 – Ordinance No. 54



**ORDINANCE NO. 54**

**AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS  
OF VENTURA PORT DISTRICT APPROVING A NEW  
RESTAURANT LEASE AGREEMENT WITH OPTIONS BETWEEN THE VENTURA PORT  
DISTRICT AND ANDRIA'S SEAFOOD SPECIALTIES DBA ANDRIA'S SEAFOOD  
RESTAURANT**

(California Harbors and Navigation Code section 6270)

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

The General Manager of the Ventura Port District is authorized and directed to execute the New Restaurant Lease between Ventura Port District dba Ventura Harbor Village and Andria's Seafood Specialties dba Andria's Seafood Restaurant with a commencement date of June 1, 2021.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of Ventura Port District held on March 3, 2021. This Ordinance was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Chris Stephens, Chairman

ATTEST:

---

Brian Brennan, Secretary

ATTACHMENT 1

State of California                    )  
County of Ventura                   (ss.  
City of San Buenaventura        )

I, Brian Brennan, the duly Acting Secretary of the Ventura Port District, hereby certify that the foregoing is a true and correct copy of an Ordinance of Ventura Port District. Said Ordinance was published on February 18, 2021 in the Ventura County Star as a proposed Ordinance. On March 3, 2021, it was passed by the Board of Port Commissioners by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

IN WITNESS WHEREOF, I have hereunto subscribed my official signature and impressed the official seal of the Ventura Port District, this 3rd day of March 2021.

---

Brian Brennan, Acting Secretary



# BOARD OF PORT COMMISSIONERS

MARCH 3, 2021

## STANDARD AGENDA ITEM 3

AUTHORIZATION TO SUBMIT AN  
APPLICATION FOR THE DEPARTMENT  
OF BOATING AND WATERWAYS 2021  
LAUNCH RAMP REPAIR GRANT

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 3**  
Meeting Date: March 3, 2021

---

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
SUBJECT: Authorization to Submit an Application for the Department of Boating and Waterways 2021 Launch Ramp Repair Grant

---

**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3408, authorizing the General Manager to submit an application for the Department of Boating and Waterways 2021 Launch Ramp Repair Grant in the amount of \$78,000.

**SUMMARY:**

The public launch ramp requires three principal repairs to be conducted in order to continue to provide necessary improvements for maintenance and increased public safety:

1. Replacement of fastening hardware for floating dock floats
2. Replacement of high-wear planks on top of the floating docks
3. Replacement of drain covers at the launch ramp boat wash stations

The District anticipates the cost of these items to be approximately \$60,000 and the grant application includes \$18,000 for contingency and cost escalation. The District would provide a detailed inspection of the condition at an estimated cost of \$2,500 prior to bidding the construction.

**BACKGROUND:**

The public launch ramp at Ventura Harbor received a Division of Boating and Waterways grant in 2013 for up to \$2,550,000. The contracted reconstruction of the facility was completed in 2014 by Cushman Contraction Corporation but did not include the replacement of the floating docks nor the drain system for the launch ramp boat wash stations.

Recreational boaters, kayakers and paddle boarders utilize the revitalized concrete launch ramp – currently estimated at 11,000 vessel launches per year. The launch ramp was originally construction in 1963 as part of the initial Ventura Harbor construction. Because the new launch ramp was built “in the dry” (built in place with a dam around the site so the water could be pumped out), the public can expect another 50 years of use and therefore the supporting infrastructure must also maintained.

**FISCAL IMPACT:**

If awarded, the grant will provide up to \$78,000 towards the repairs and improvements to the launch ramp. The District has committed to perform the inspection to assess the submerged components at an estimated cost of \$2,500

**ATTACHMENT:**

Attachment 1 – Resolution No. 3408





**RESOLUTION NO. 3408**

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE  
VENTURA PORT DISTRICT TO AUTHORIZE THE SUBMITTAL OF THE 2021  
APPLICATION FOR THE DEPARTMENT OF BOATING AND WATERWAYS  
LAUNCH RAMP REPAIR GRANT**

**WHEREAS**, the Ventura Port District has the authority to construct, operate, and maintain the Ventura Harbor Public Launch Ramp; and

**WHEREAS**, the Ventura Port District is requesting a \$78,000 grant from the Division of Boating and Waterways; and

**WHEREAS**, the Ventura Port District desires to enhance, repair, or rebuild and protect the Ventura Harbor Public Launch Ramp to meet the needs of watercraft users and provide other public amenities to those utilizing the facility, therefore;

**BE IT RESOLVED** by the Ventura Port District that, pursuant and subject to all of the terms and provisions of the Harbors and Watercraft Revolving Fund program, application be made to the State of California, Department of Parks and Recreation, Division of Boating and Waterways for funding; and

**BE IT FURTHER RESOLVED** that the Brian D. Pendleton of said Ventura Port District is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the Division of Boating and Waterways.

**PASSED, APPROVED, AND ADOPTED** at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on March 3, 2021, Resolution No. 3408 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Chris Stephens, Chairman

ATTACHMENT 1

ATTEST:

---

Brian Brennan, Secretary



BOARD OF PORT COMMISSIONERS

MARCH 3, 2021

STANDARD AGENDA ITEM 4

APPROVAL OF PORTSIDE PARTNERS  
LOAN EXTENSION

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 4**  
Meeting Date: March 3, 2021

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Andy Turner, Legal Counsel, Lagerlof, LLP  
SUBJECT: Approval of Portside Partners Loan Extension

---

**RECOMMENDATION:**

That the Board of Port Commissioners:

- a) Approve a loan extension for the Portside Partners project; and
- b) Authorize the General Manager to execute the Ground Lease Estoppel Certificate.

**SUMMARY:**

Portside Partners has requested that the District cooperate with an extension of the construction loan due date for the project.

**LONG-TERM GOALS:**

- Goal 3: Economic Vitality
  - Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.
- Goal 5: Relationships
  - Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.

**5-YEAR OBJECTIVES:**

- Objective M: Master Tenants
  - Collaborate with existing and future Master Tenants to maintain, improve, and develop the Harbor.
    - 1: Engagement and support of Master Tenants for successful business operations at the Harbor.

**BACKGROUND:**

The construction loan for the Portside Partners project is nearing its due date. In order to accommodate delays experienced due to COVID-19 and other factors, the lender has agreed to extend the due date on the loan to April 2021. Counsel for the District has reviewed and approves the loan extension documentation. Similar extensions have been approved in the past.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

None.



# BOARD OF PORT COMMISSIONERS

MARCH 3, 2021

## STANDARD AGENDA ITEM 5

### VENTURA PORT DISTRICT GOALS AND 5-YEAR OBJECTIVES: PUBLIC AND CIVIC ENGAGEMENT PLAN

**VENTURA PORT DISTRICT**  
**BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 5**

Meeting Date: March 3, 2021

---

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
SUBJECT: Ventura Port District Goals and 5-Year Objectives: Public and Civic Engagement Plan

---

**RECOMMENDATION:**

That the Board of Port Commissioners receive an informational report on the development of a Public and Civic Engagement Plan as part of the Ventura Port District's 5-Year Objectives.

**SUMMARY:**

The Board of Port Commissioners received an informational report on February 17<sup>th</sup>, regarding the status of the Ventura Port District Goals and 5-Year Objectives. One of the 5-Year Objectives is the development of a Public and Civic Engagement Plan (P.C.E.P.).

The purpose of this report is to begin the process of developing the P.C.E.P. A draft is included for preliminary discussion with the Board and stakeholders at the March 3<sup>rd</sup> meeting. Further outreach to stakeholders is the recommended next step.

**LONG-TERM GOALS:**

- Goal 5: Relationships
  - Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.
- Goal 6: Public Service
  - Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and a more efficient, effective and public focused organization.

**5-YEAR OBJECTIVES:**

- Objective E: Public and Civic Engagement Plan
  - Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders
    - 1: Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

**BACKGROUND:**

In advance of the Goal Setting Workshop, held in September 2019, District staff conducted outreach efforts to the District's Master and Village tenants, City Council and executive staff, Chamber of Commerce, Downtown Ventura Partners, Ventura Visitors and Convention Bureau, the Keys Neighborhood Association, Pierpont Neighborhood Council, commercial fishing community and VSE stakeholders for their participation at the Workshop.

During the development of the Objectives, the Board requested additional specificity on implementation of the Objectives including the use of the SMART approach:

- Specific
- Measurable
- Achievable

- Relevant
- Time-bound

As a result, staff prepared the Board Goals and Objectives Workbook which was approved during the February 5, 2020 Board of Commissioners Meeting. The intent of the Workbook is to be a living document that:

- 1) Restates the Mission Statement and Long-Term Goals
- 2) Captures the fundamental 5-Year Objectives identified during the Workshop and subsequent Board meeting discussions
- 3) Includes high-level actions associated with achieving the Objectives:
  - a. Strategy: Sub-section identifying how Objectives can be advanced or achieved
  - b. Action: Actions currently identified to be undertaken to support each strategy
  - c. Milestone: Action timeline(s) associated with each milestone
- 4) Provides a method by which to report updates to the Board on a quarterly or semi-annual basis
- 5) Broadly speaking, seeks to align spending with Goals and 5-Year Objectives

The intent of Staff is to return to the Board of Commissioners on a quarterly basis to provide an update on the status of Objectives and in particular the identified milestones. The most recent update on the 5-Year Objectives was presented last month at the February 17<sup>th</sup>, 2021 Board meeting.

#### **FISCAL IMPACT:**

In accomplishing goals and objectives, the District will need to continuously evaluate financial impacts primarily through the annual and mid-year budget decisions which include five-year capital improvements plans. This is not a one-time analysis, but rather on-going in nature over the five-year period.

#### **ATTACHMENTS:**

Attachment 1 – Draft Public and Civic Engagement Plan

**VENTURA PORT DISTRICT  
PUBLIC AND CIVIC ENGAGEMENT PLAN**



**VENTURA  
PORT DISTRICT**

*Established 1952*

**Prepared for the  
Ventura Port District**

**Prepared by  
Brian D. Pendleton, General Manager**

**MARCH 3, 2021**



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DRAFT

## **I. PURPOSE**

The Ventura Port District seeks to develop a Public and Civic Engagement Plan (P.C.E.P.) that is consistent with its long-term goals and 5-year objectives as described below. Further, the Ventura Port District, its commissioners, and staff seek to formalize through this plan, on-going efforts to strengthen communication, collaboration, and transparency with stakeholders, business partners, and civic leaders.

## **II. ORGANIZATION**

The P.C.E.P. is organized into broad themes consisting of communication, collaboration and transparency that are consistent with the Ventura Port District's Long-Term Goals and 5-Year Objectives. The current goals and 5-Year objectives that reflect this task are:

Long-Term Goals:

Goal 5: Relationships

- Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.

Goal 6: Public Service

- Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and a more efficient, effective and public focused organization.

5-Year Objectives:

Objective E: Public and Civic Engagement Plan

- Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders
  - Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

## **III. GENERAL CONTACT INFORMATION**

Ventura Port District  
1603 Anchors Way, Ventura, CA 93001  
(805) 642-8538  
venturaharbor.com

The following Ventura Port District personnel will serve as primary contacts for the P.C.E.P.:

- Brian D. Pendleton, General Manager  
[bpendleton@venturaharbor.com](mailto:bpendleton@venturaharbor.com)
- Jessica Rauch, Clerk of the Board  
[jrauch@venturaharbor.com](mailto:jrauch@venturaharbor.com)
- John Higgins, Harbor Master  
[jhiggins@venturaharbor.com](mailto:jhiggins@venturaharbor.com)
- Todd Mitchell, Business Operations Manager  
[tmitchell@venturaharbor.com](mailto:tmitchell@venturaharbor.com)
- Jennifer Talt-Lundin, Marketing Manager  
[jtaltlundin@venturaharbor.com](mailto:jtaltlundin@venturaharbor.com)

#### IV. DEFINITIONS

##### Civic Engagement

*“Working to make a difference in the civic life of one’s community and developing the combination of knowledge, skills, values and motivation to make that difference. It means promoting the quality of life in a community, through both political and non-political processes.” [Youth.gov](http://Youth.gov).*

##### Stakeholder

*“One who is involved in or affected by a course of action.” [Merriam-Webster.com](http://Merriam-Webster.com)*

##### Communication

*“The imparting or interchange of thoughts, opinions, or information by speech, writing, or signs.” [Dictionary.com](http://Dictionary.com)*

##### Collaboration

*“Collaboration is the act of working together, especially on a goal or shared project.” [Dictionary.com](http://Dictionary.com)*

##### Transparency

*“Characterized by visibility or accessibility of information especially concerning business practices.” [Merriam-Webster.com](http://Merriam-Webster.com)*

#### V. STAKEHOLDERS

Below is a list of stakeholder groups and categories with specific examples:

- 1) Ventura City residents and business owners.
- 2) Ventura Port District Business Partners including Master Tenants, Master Subtenants, Village Tenants, Charters & Commercial Fishers.

- 3) Civic Leaders including local, county, state and federal officials and elected representatives including, but not limited to, the City of Ventura, County of Ventura, State of California (State Senate, State Assembly, California Coastal Commission), U.S. House of Representatives, U.S. Senate.
  - 4) Federal and State Agency staff and representatives including, but not limited to, the U.S. Army Corps of Engineers (Corps), National Oceanic and Atmospheric Administration (NOAA), U.S. Coast Guard (USCG), California Coastal Commission, National Parks Service, California State Parks, and California Department of Fish and Wildlife.
  - 5) Community Organizations & Non-Profits including, but not limited to Ventura Chamber of Commerce, Ventura Visitors and Convention Bureau, Ventura County Economic Development Association (VCEDA), Ventura County Special Districts Association, Economic Development Collaborative (EDC), Women's Economic Ventures (WEV).
  - 6) Other Stakeholders with whom the District conducts cooperative business on behalf of the public interest and/or its stakeholders
- 

## **VI. COMMUNICATION & OUTREACH**

- 1) Board Meetings
  - Board meetings provide stakeholders with the opportunity to know what business is being discussed and the opportunity to participate in that discussion. With the onset of the Covid-19 pandemic, meetings have been conducted through an online platform.
  - Board meetings are held twice per month, once in November and December, and typically dark in August. Special meetings can be called by the Board on an as-needed basis.
  - The District may wish to consider a hybrid meeting format that allows for both in-person and remote participation to increase stakeholder participation.
  - Maintain interest lists:
    - Agenda Packets
    - Special Projects and Programs
- 2) Workshops
  - Budget
  - Goals and 5-Year Objectives Development Sessions
  - Special Projects and Programs

3) Informational Notifications

- Emails from the General Manager
- Tenant Newsletters from Marketing

4) Social Media

- Instagram – 21,233 followers
- Facebook – 27,361 followers
- Twitter – 5,522 followers
- E-Newsletters – about 9,000 receive
- Blogs
- Harbor View Newsletter – 11,000 receive in Ventura Breeze

5) Websites

- venturaharbor.com (Ventura Port District)
  - Compliance with Americans with Disabilities Act (ADA)
  - Content
    - a. VPD Mission
    - b. History
    - c. Organizational Structure
    - d. Commissioners with Contact Info.
    - e. GM & Managers with Contact Info.
    - f. Board Meeting Agendas, Minutes
    - g. Meeting Archives
    - h. Annual & Mid-Year Budget
    - i. News & Events
- venturaharborvillage.com (Ventura Harbor Village)
  - Compliance with Americans with Disabilities Act (ADA)
  - Content
    - a. Tenant Names, Contact Info.
    - b. Events
    - c. Visitor Information

6) Community Organization Membership, Participation and/or Presentations

- Annual Grand Jury Protocol Visit
- Ventura Chamber of Commerce
- Ventura Visitors and Convention Bureau
- Rotary Club (and other service clubs)
- Pierpont Community Council, The Keys Neighborhood
- Ventura County and California Special Districts Associations (VCSDA and CSDA)
- Ventura County Economic Development Association

7) Other Communication & Outreach Methods\_\_\_\_\_

## **VII. COLLABORATION**

- 1) Ventura Port District Business Partners including Master Tenants, Master Subtenants, Village Tenants, Charters & Commercial Fishers.
- 2) City of Ventura
  - Economic Development Committee
  - Harbor Patrol and Fire Department MOU
  - City Police Department
  - City Council appoints VPD Commissioners
  - Councilmember & Administrative Liaisons
    - Deputy Mayor Joe Schroeder
    - Michael Coon – Finance & Technology Director
- 3) County of Ventura
  - Environmental Health Division
- 4) Ventura Chamber of Commerce
  - General Manager on Board, Executive Committee
  - General Manager – Chair of Economic Development Committee
- 5) Ventura Visitors and Convention Bureau
  - General Manager on Board, Executive Committee
- 6) Ventura County Lodging Association
- 7) Beach Erosion Authority for Clean Oceans and Nourishment (BEACON)
- 8) California Marine Affairs and Navigation Conference (CMANC)
  - General Manager on Board
  - Business Operations Manager on CMANC Committee(s)
- 9) Federal & State Legislators
- 10) Other Stakeholder Collaboration
  - Quarterly Tenant Meetings
- 11) California Special Districts Association (CSDA)
  - Letters supporting or opposing certain legislation
- 12) WEV – Resource for business banking, finance programs
- 13) Other Collaborators, Methods of Collaboration\_\_\_\_\_

## **VIII. TRANSPARENCY**

- 1) District Transparency Certificate of Excellence
  - Sponsored by Special District Leadership Foundation and California Special Districts Association
  - Certificate duration 3 years
  - Deadline to submit is November 30, 2021
    - Purpose is to promote transparency in the operations and governance of special districts to the public/constituents and provide special districts with an opportunity to showcase their efforts in transparency.
- 2) Website (venturaharbor.com)
  - Transparency Reports
    - Financial Statements and Budgets (3 years)

- Compensation Transparency
  - Grand Jury Reports
  - Administrative Policies
  - Enterprise System Catalog (SB272)
    - Requires special districts and other local agencies to create a catalog of their enterprise systems and make it publicly available at their office and online.
    - Defined as software applications or computer systems that collect, store, exchange, and analyze information that the agency uses,
  - Port Commission
    - Commissioners and contact information
  - ADA Compliance
  - 3) Board Meetings – As discussed Above
  - 4) Other Transparency Methods
- 

## IX. NEXT STEPS

- 1) The first steps in development of the P.C.E.P. is to hold a Board Meeting on March 3, 2021 to gather preliminary feedback from the Board and stakeholders.
- 2) Following the Board meeting, staff intends to reach out to stakeholders in a variety of ways to gather feedback on the draft P.C.E.P., and also determine what methods of communication and collaboration stakeholders feel are most effective and should be considered for inclusion in the P.C.E.P.
  - Outreach for this purpose will likely include direct communication, meetings, surveys, etc.
- 3) Return to a Board Meeting for follow-up discussion of common themes resulting from the outreach.
- 4) Return to the Board with a recommendation for P.C.E.P. approval.
- 5) The P.C.E.P. should be viewed as a living document for periodic review and update.



BOARD OF PORT COMMISSIONERS

MARCH 3, 2021

STANDARD AGENDA ITEM 6

VENTURA PORT DISTRICT  
OPERATIONS UPDATE AS IT RELATES  
TO COVID-19

***VERBAL UPDATE***





# BOARD OF PORT COMMISSIONERS

MARCH 3, 2021

## STANDARD AGENDA ITEM 7

### CITY OF VENTURA 2021 WATER AND WASTEWATER RATE STUDY

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 7**  
Meeting Date: March 3, 2021

---

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Akbar Alikhan, Assistant City Manager  
Susan Rungren, Ventura Water General Manager  
SUBJECT: City of Ventura 2021 Water and Wastewater Rate Study

---

**RECOMMENDATION:**

That the Board of Port Commissioners receive an informational report from the City of Ventura regarding the 2021 Water and Wastewater Rate Study.

**SUMMARY:**

At its March 22 Meeting, the Ventura City Council will consider water and wastewater rate increases for the next five years. The proposed rates include an increase of 7% for water service and 6% for wastewater service annually, for the next five years. For the average homeowner, this adjustment translates into a monthly increase of \$7.75 to their monthly bill, each year of the study period. Over the 5-year study period, non-residential volumetric water rates are proposed to increase from \$3.98/HCF (current rate) to \$5.94/HCF (2025 rate).

**BACKGROUND:**

Every five years, the City performs a water and wastewater rate and cost of service study to ensure that adequate revenues are being generated to operate and maintain the utility system and that each customer class is paying their appropriate share towards the cost to provide service to them. The City was midway through a rate study in 2017, but the study was placed on hold due to the Thomas Fire and the recovery effort. Due to this delay, rates have not been adjusted since July of 2017.

In January 2020, the City contracted with Raftelis Financial Consultants, Inc. to conduct an updated water and wastewater rate and cost of service study. The study includes a long-term financial plan which informs proposed water and wastewater base rates and water shortage rates for the next five fiscal years (FY 2021-2022 – FY 2025-2026).

Results of the financial plan show that the annual revenue adjustment necessary to support operational and capital needs for the next five fiscal years is 7% for the Water Enterprise and 6% for the Wastewater Enterprise. For the average residential water and wastewater customer, this adjustment will amount to an average annual increase of \$7.76 to a monthly bill, for the next five years. On January 26, 2021, the Water Commission unanimously approved the proposed five-year water and wastewater base rates and water shortage rates as maximum potential increases, with the requirement that an annual rate check-in be performed each spring of the study period to authorize the rate adjustment necessary for the upcoming July increase. The approved rate schedule sets a ceiling up to which the agency may raise rates up to for each year of the study period. The annual check-in would allow the Water Commission to receive a report on capital expenditures during the fiscal year and assess whether the full rate adjustment is necessary for the upcoming July.

The rate adjustments will provide revenues necessary for self-sustaining operations and funds needed for the Capital Improvement Plan (CIP). During the next five years, the revenues will help repair and replace aging infrastructure, improve water quality, secure water supply for the future, and meet regulatory requirements. Key CIP projects include the State Water Interconnection

Project, VenturaWaterPure, East to West Waterline Interconnection Project, and wastewater facility upgrades.

Pending City Council approval of the proposed rates on March 22, a public hearing will be set for May 17, 2021. Proposition 218 requires that the City send a public notice to all customers advertising the public hearing, the proposed rates, and explaining protest procedures. The notice will be mailed to all customers and property owners, beginning March 23.

During the Proposition 218 protest period, City staff will host two virtual Open House events on April 19 and April 28 for the community to ask questions and share their thoughts and concerns regarding proposed rate changes.

**FISCAL IMPACT:**

An analysis of specific financial impacts resulting from water rate adjustments to the Ventura Port District will need to be factored into the upcoming FY21-22 and subsequent budgets.

**ATTACHMENT:**

Attachment 1 – February 2021 Water and Wastewater Rates Presentation





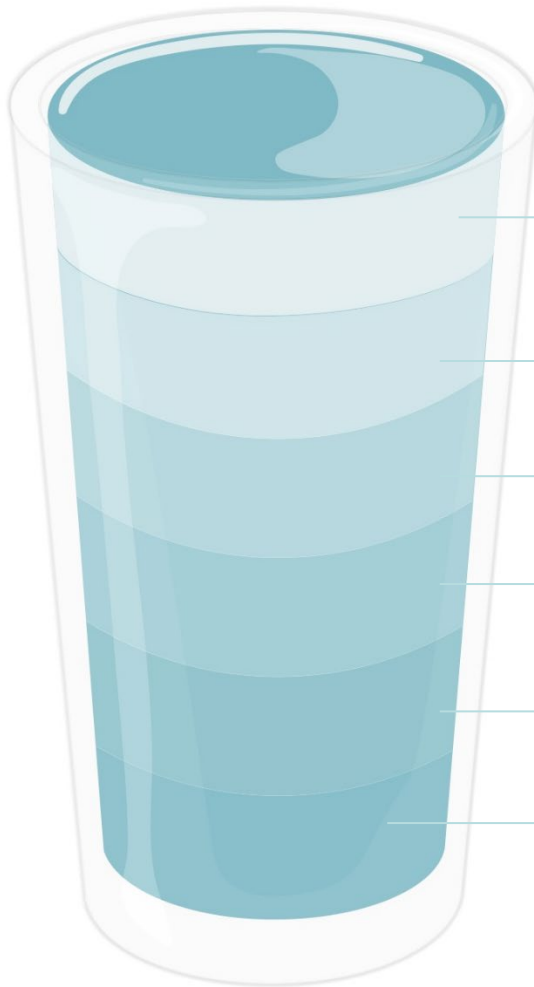
# Water and Wastewater Rates

February 2021



# Getting to rate decisions requires...

## Balancing priorities



**Water Quality & Supply**



**Regulatory Requirements**



**Infrastructure Repairs**



**Financial Stability**



**Affordability**



**Equity**

# Responsible Financial Stewardship

## Recent Funding Accomplishments

1

**Title XVI Recycled  
Water Grant**  
**\$2.4 million**

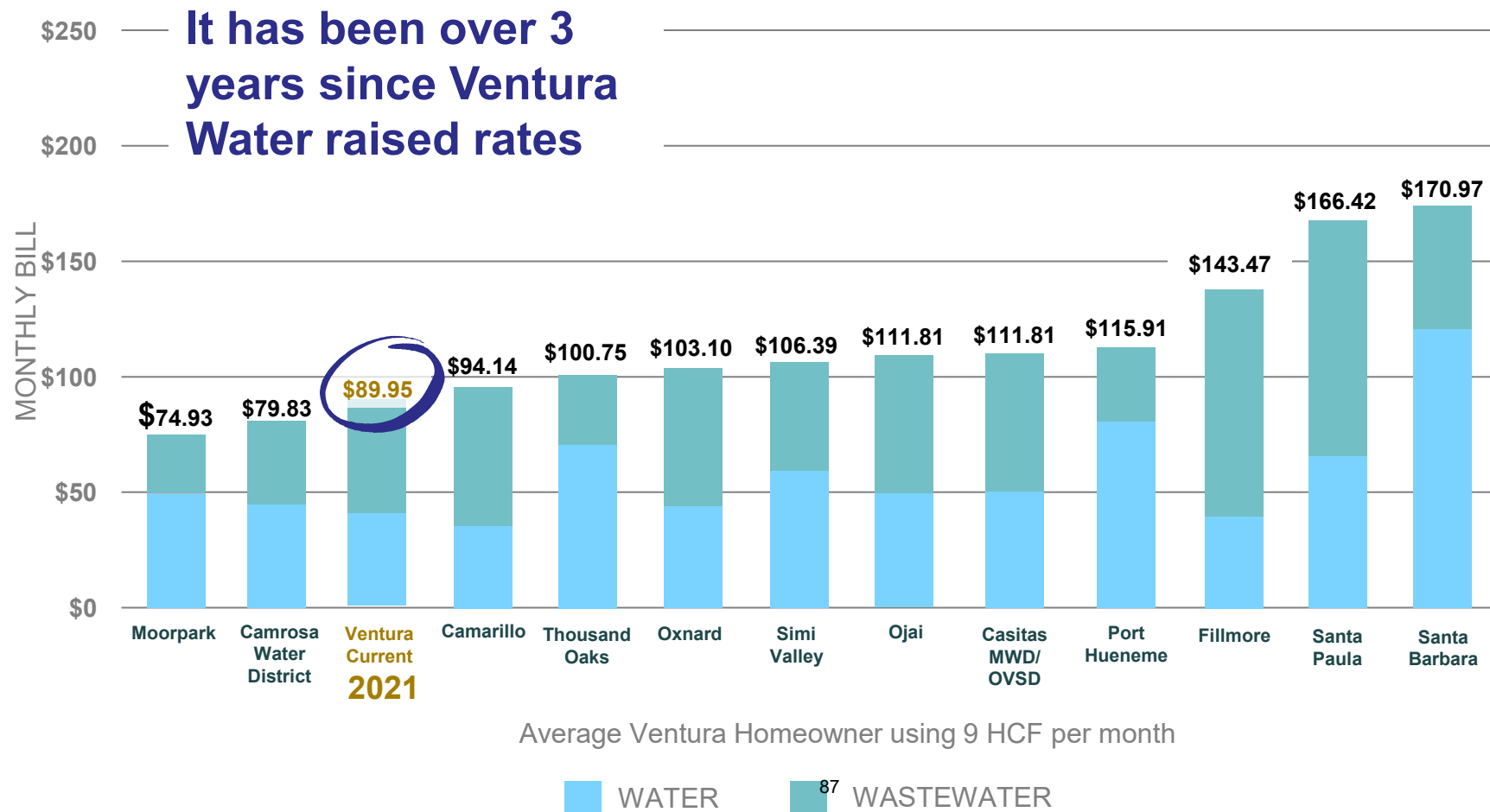
2

**Bond Refinancing**  
**saved \$16 million**

3

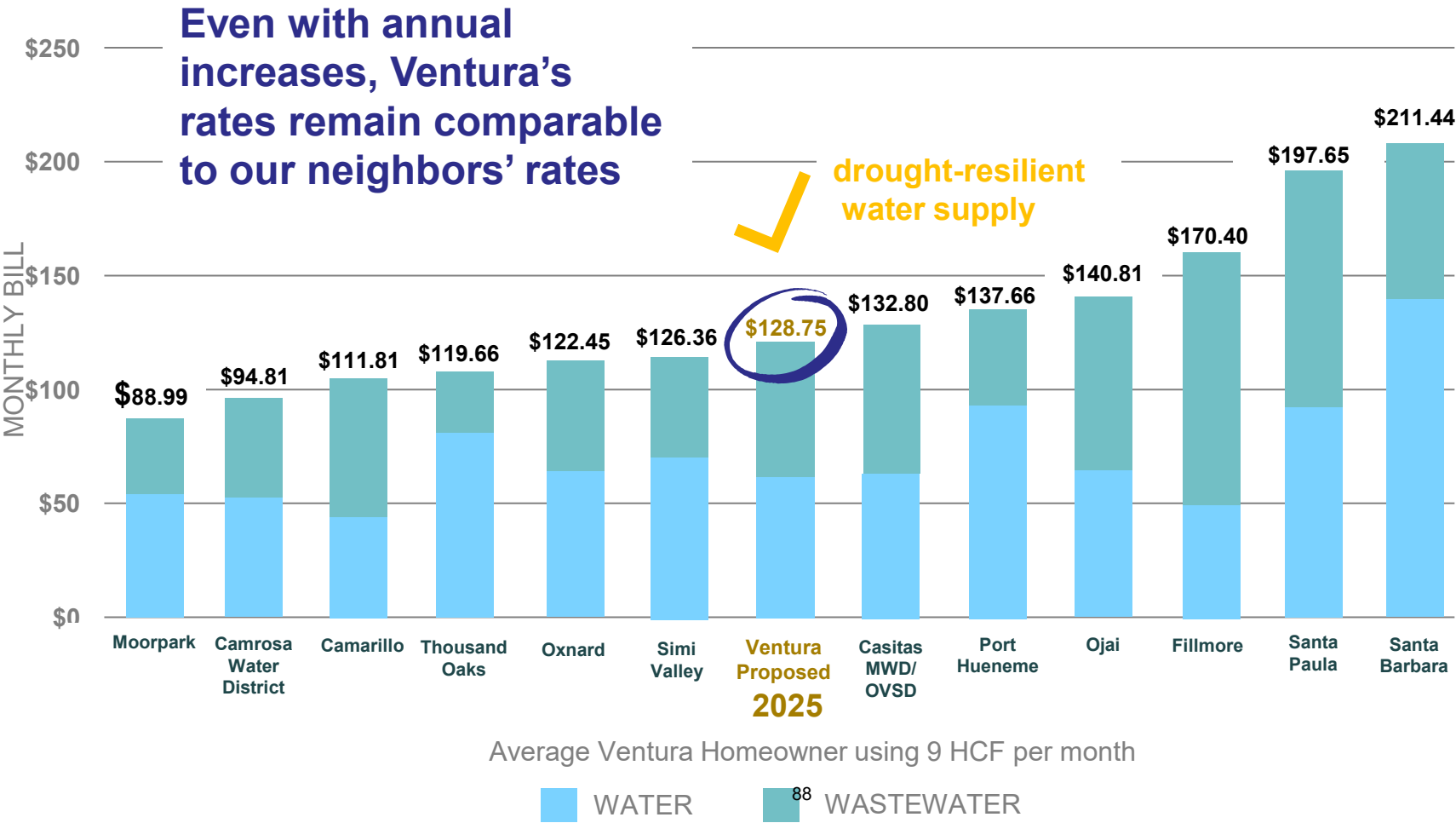
**Water Infrastructure  
Finance Innovation  
Act Loan**  
**\$125 million**

# Ventura's rates have remained low compared to neighboring areas



# 2025 Outlook

## Rates remain comparable to regional rates





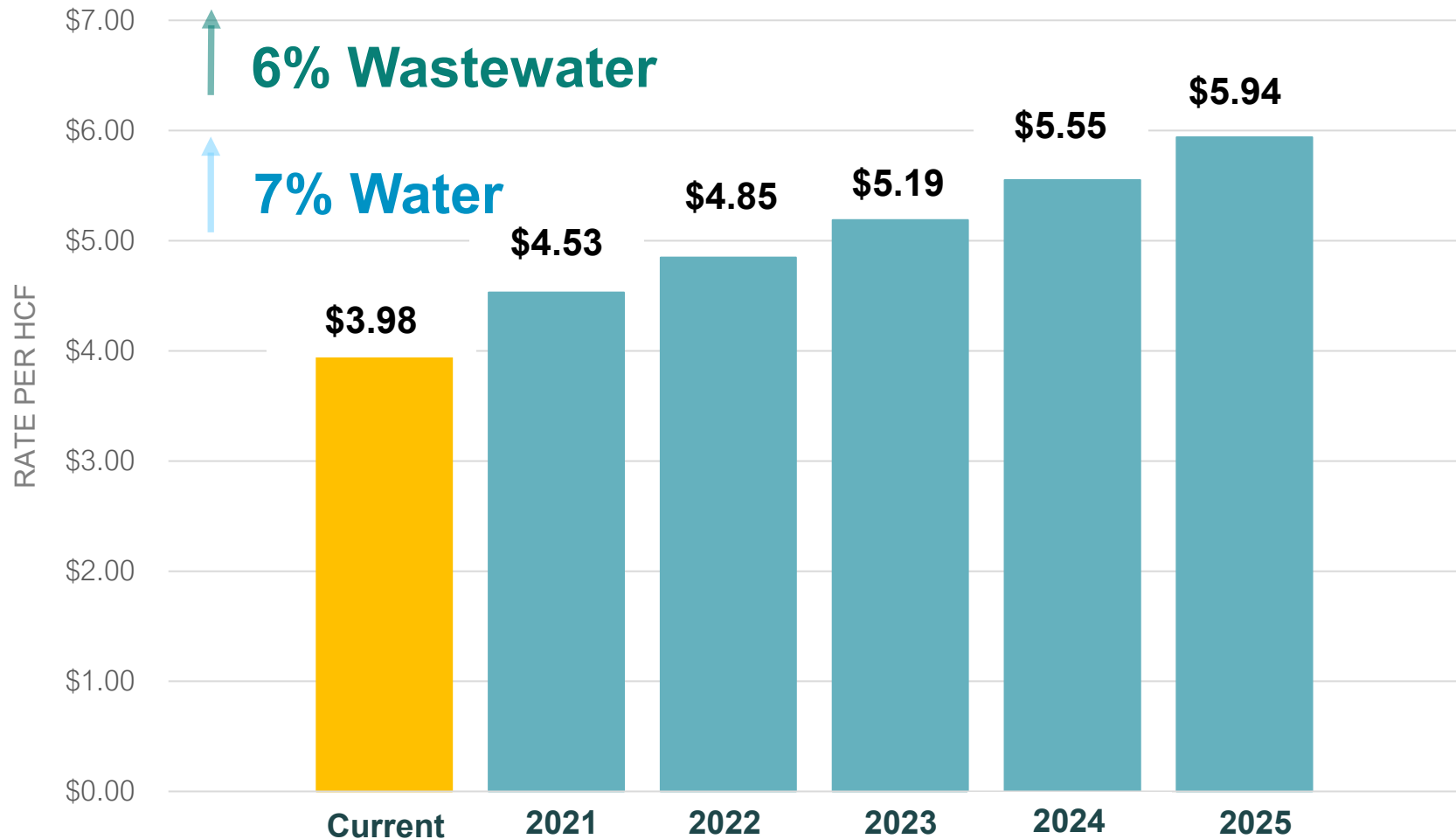
# Current Water Rate Comparison

Commercial/Non-residential



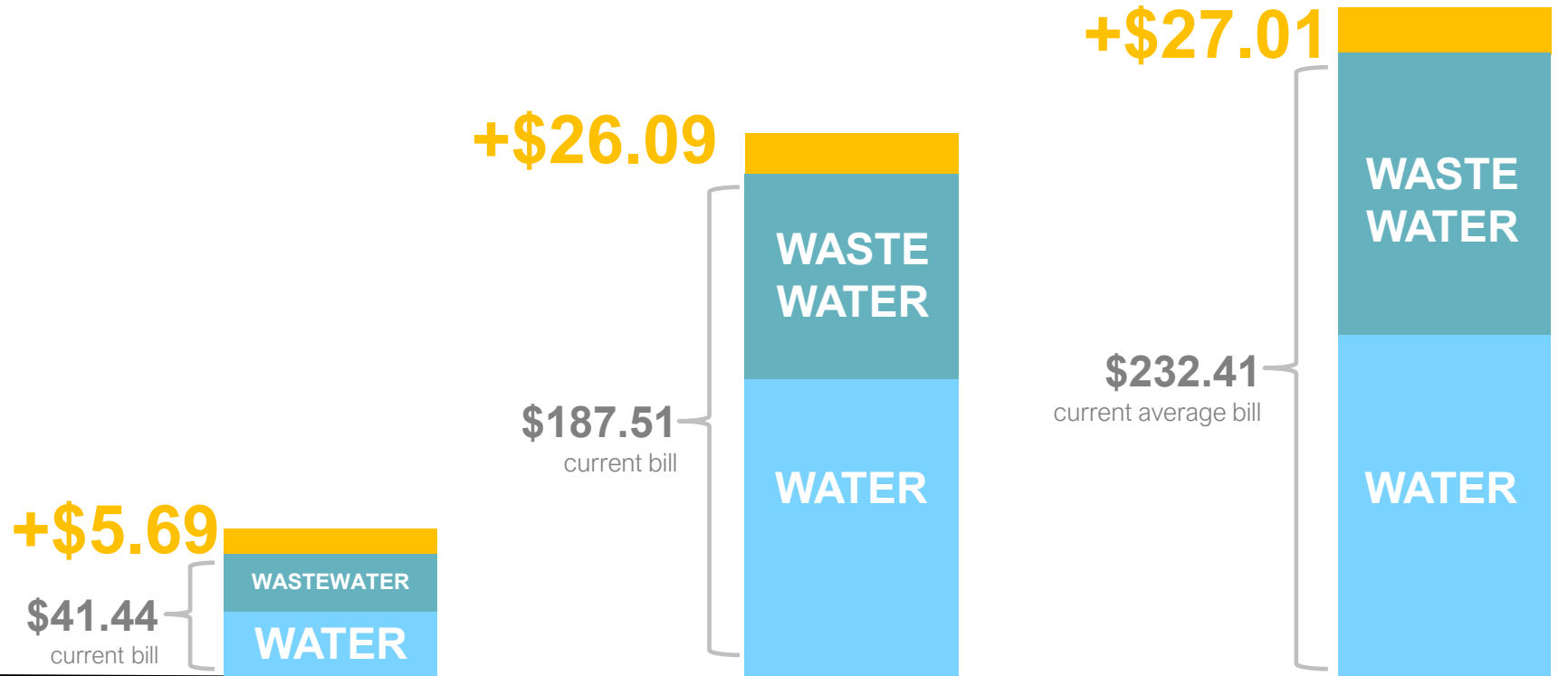
# Water Rates: 5-year Outlook

## Commercial/Non-residential



# Estimated Bill Impacts

\*Average monthly increase  
on annual basis, for 5 years



**SMALL RETAIL**  
1,000 sq. ft.  
4 HCF  
1-inch meter



**MULTI-FAMILY RESIDENTIAL**  
10 units, 40 HCF  
2-inch meter



**RESTAURANT**  
1,500 sq. ft.  
40 HCF  
2-inch meter

# 2025 Water Rate Comparison

Commercial/Non-residential



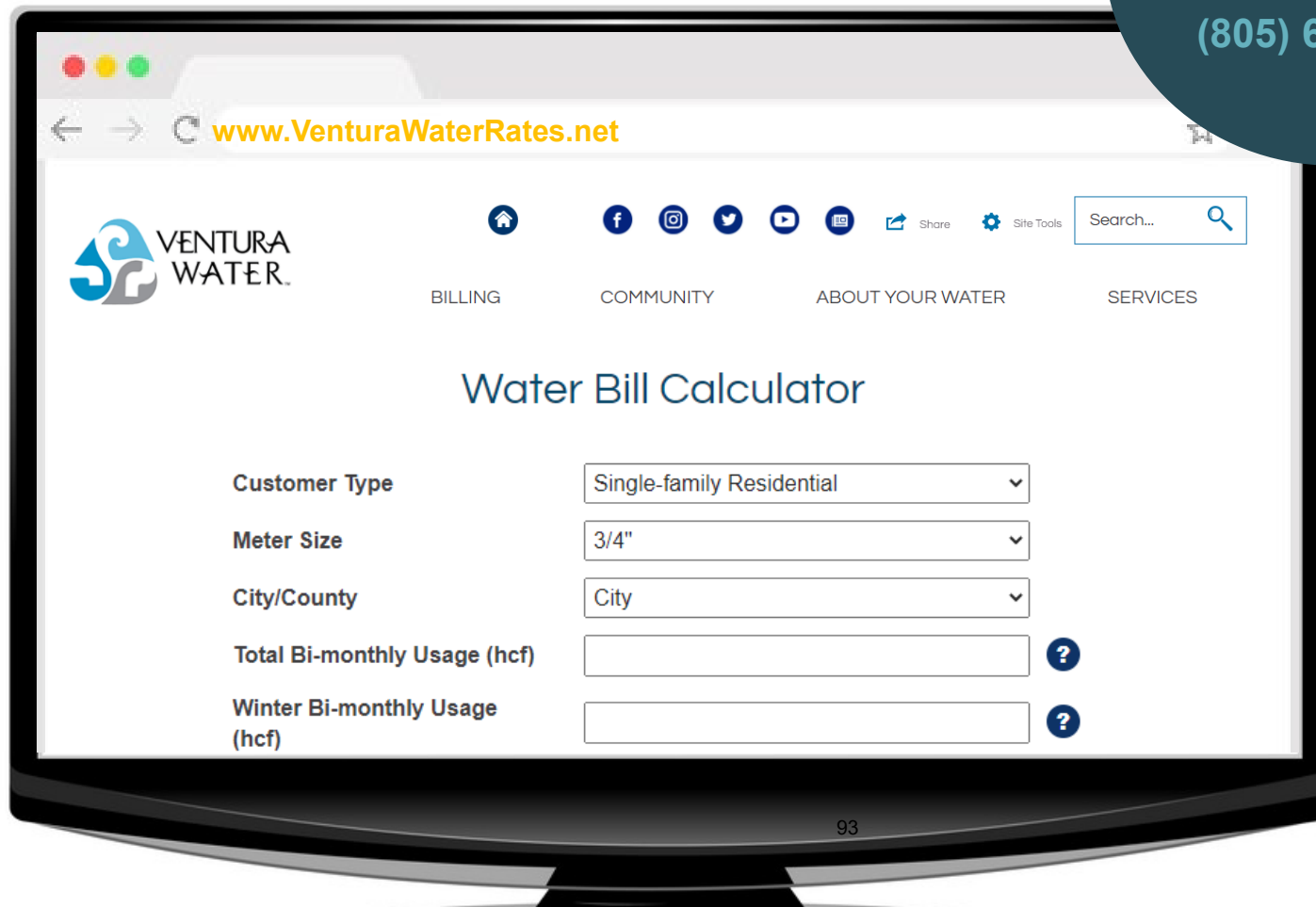
# Estimated Bill Impacts

## Calculate your new bill

[www.VenturaWaterRates.net](http://www.VenturaWaterRates.net)

**Questions**

Customer Care  
(805) 667-6500

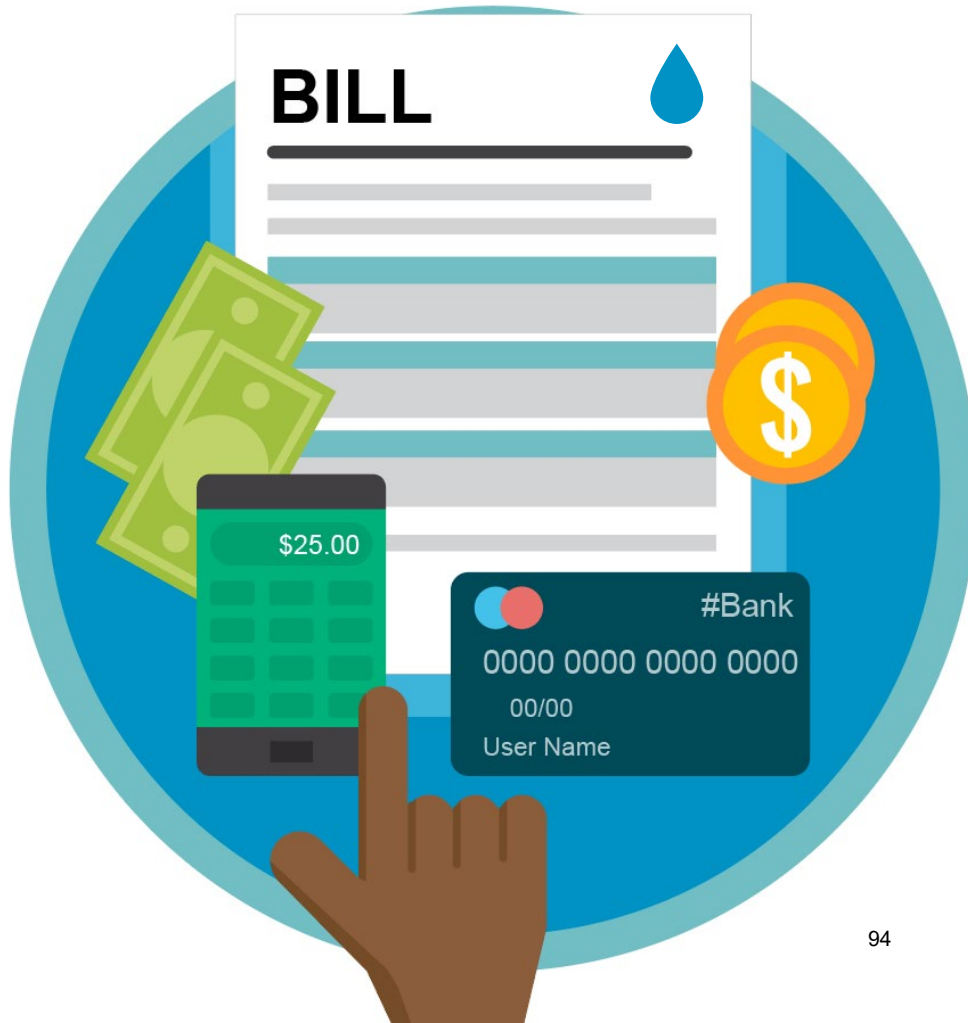


The screenshot shows a web browser displaying the Ventura Water website. The address bar shows [www.VenturaWaterRates.net](http://www.VenturaWaterRates.net). The website header includes the Ventura Water logo, navigation links (BILLING, COMMUNITY, ABOUT YOUR WATER, SERVICES), social media icons, and a search bar. The main content area is titled "Water Bill Calculator" and contains a form with the following fields:

Field Label	Value	Help Icon
Customer Type	Single-family Residential	
Meter Size	3/4"	
City/County	City	
Total Bi-monthly Usage (hcf)		?
Winter Bi-monthly Usage (hcf)		?

# Billing Improvements

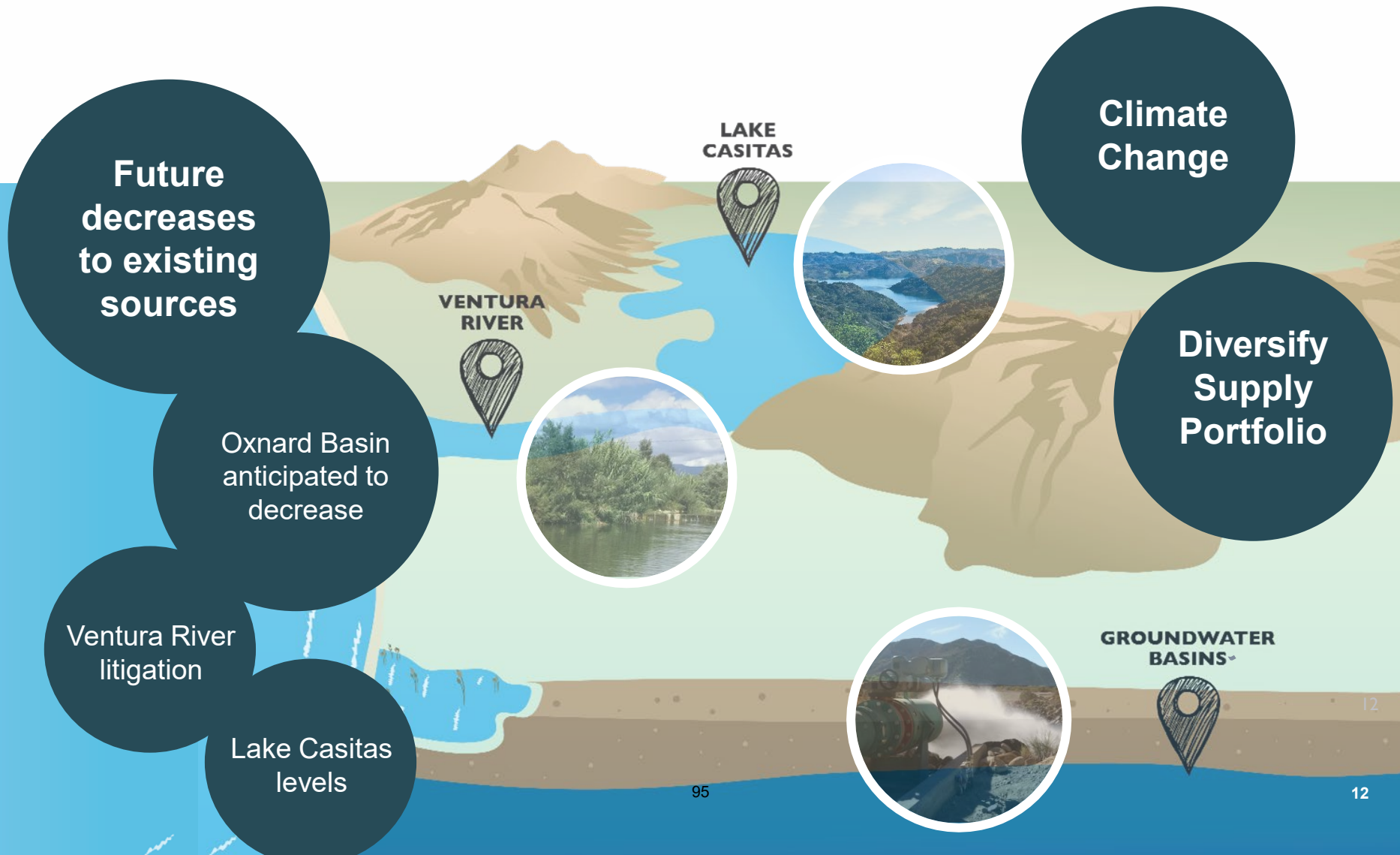
Beginning July 1, 2021



- **Easier-to-read bill**
- **Monthly billing**  
*(versus bi-monthly)*

# Water Supply Challenges

**Current Water Supplies are Rain Dependent & Vulnerable**



# Responsible Investment is needed now



## Water Supply



1. Building moratorium
2. Economic fallout
3. Higher future rates



## Water Quality



- Extensive upgrades to existing facilities



## Regulatory Requirements



- Legal fines & fees



## Aging Infrastructure



1. Failing infrastructure
2. Costly repairs
3. Compliance issues



VENTURA WATER

## Key CIP Highlights



### VenturaWaterPure

VenturaWaterPure will recover, treat and reuse water for beneficial use—meeting diversion mandate, improving water quality, and providing an additional water supply.



### State Water Interconnection Project

The State Water Interconnection project will improve Ventura's water supply reliability, water quality, and disaster resiliency.



### East to West Water Line Interconnections

New water distribution pipelines are needed to more effectively deliver clean water reliability throughout the City.



### Wastewater Facility Upgrades

Upgrades to Wastewater Treatment Facility will achieve regulatory compliance and replace aging infrastructure.

# Water & Wastewater Rates Timeline

**January 2021**

Water Commission  
Recommends Final  
Rates

**March 22**

City Council receives  
rate recommendation

**Prop 218**

Public notice  
mailed to all  
customers

**April 19 & 28**

Public Town Hall  
Meetings

**May 2021**

City Council  
Public Hearing

**July 2021**

New rates  
Implemented

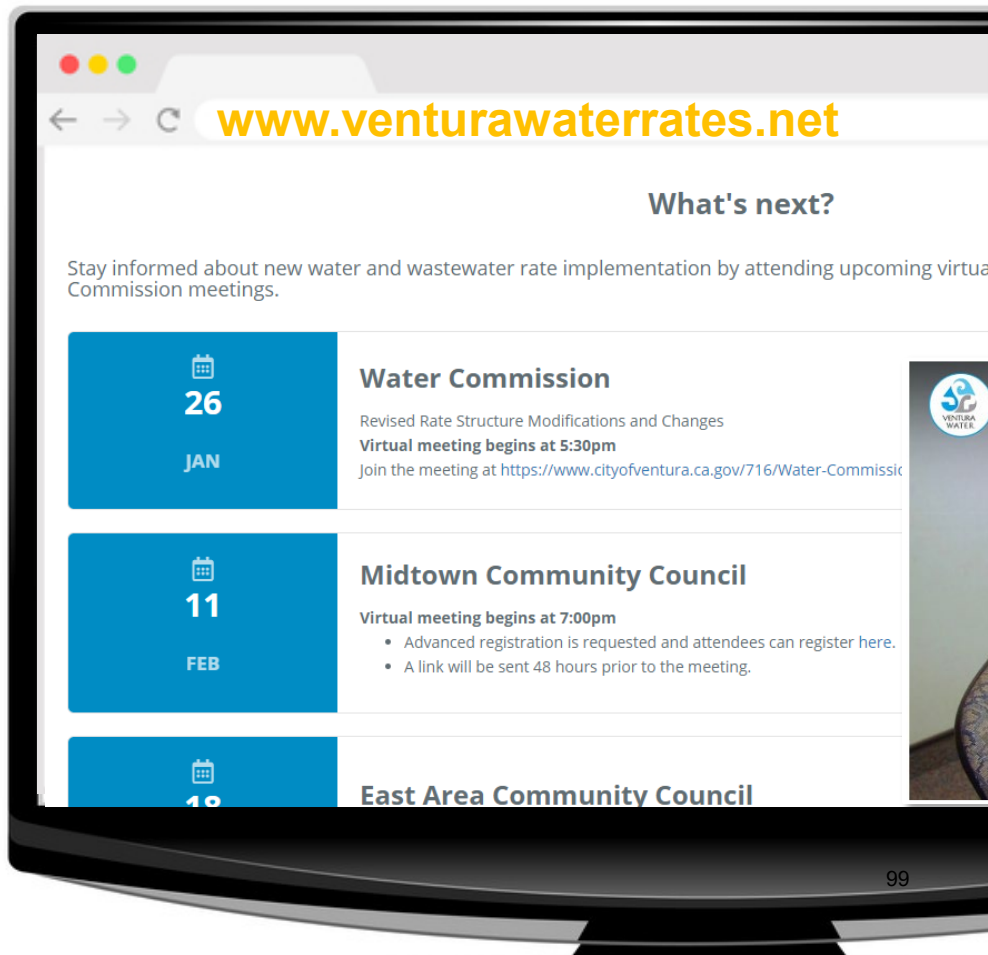
**Community  
Presentations**

- Feb. 11 at 7:00 pm- Midtown Ventura
- Feb. 16 at 7:00 pm- Pierpont Bay
- Feb. 19 at 8:00 am- Chamber of Commerce
- Feb. 24 at 7:00 pm- College Area
- Mar. 3 at 7:00 pm- Westside
- Mar. 9 at 6:30 pm- Montalvo
- Mar. 18 at 7:00 pm- East Ventura



# Stay informed!

Upcoming meetings, videos, presentations, **letter of support**



# Questions?

# FAQs

1

How does new development impact water supply?

2

How does the City ensure rates are fair and equitable for low-income customers?

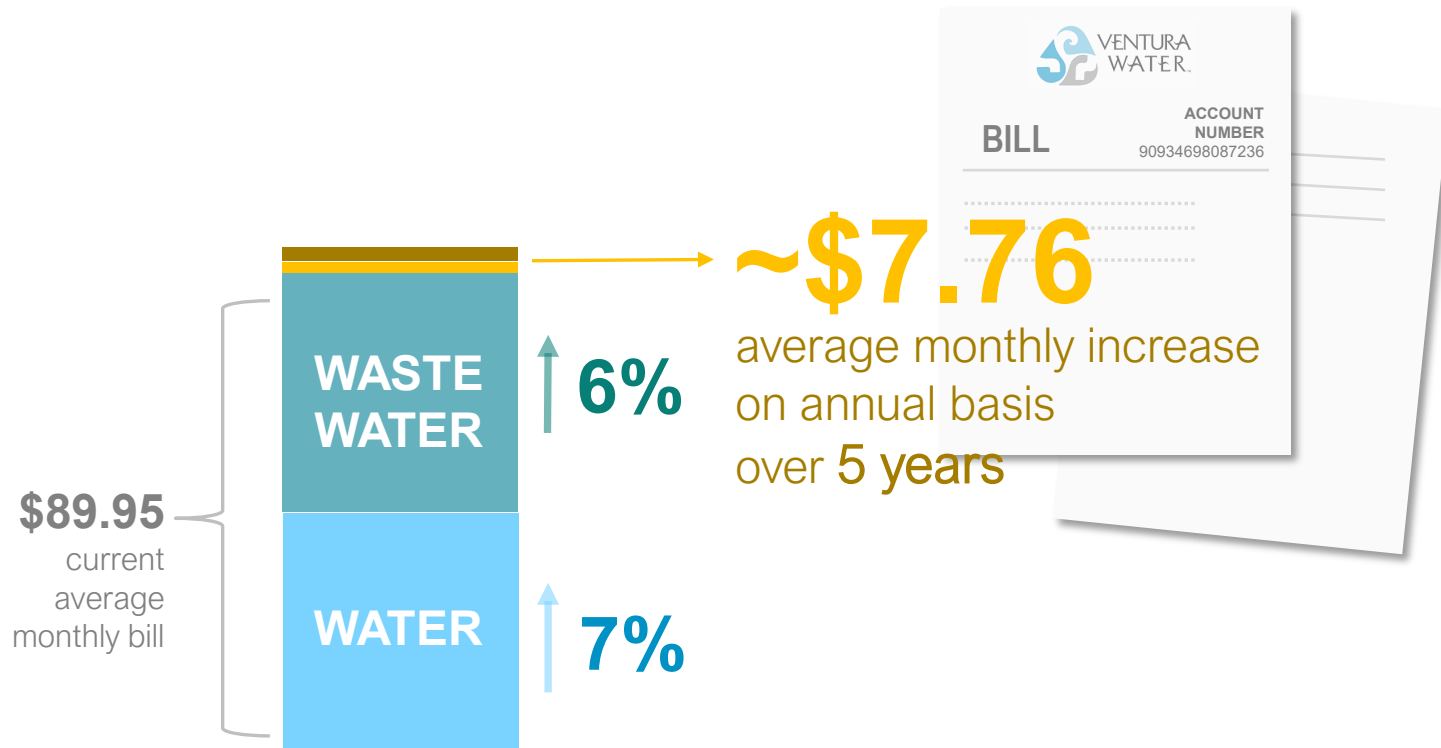
3

Are rates going up because of the VenturaWaterPure Project?

# Reserve

# A clear plan to meet our community's needs

## Rate changes prioritize affordability

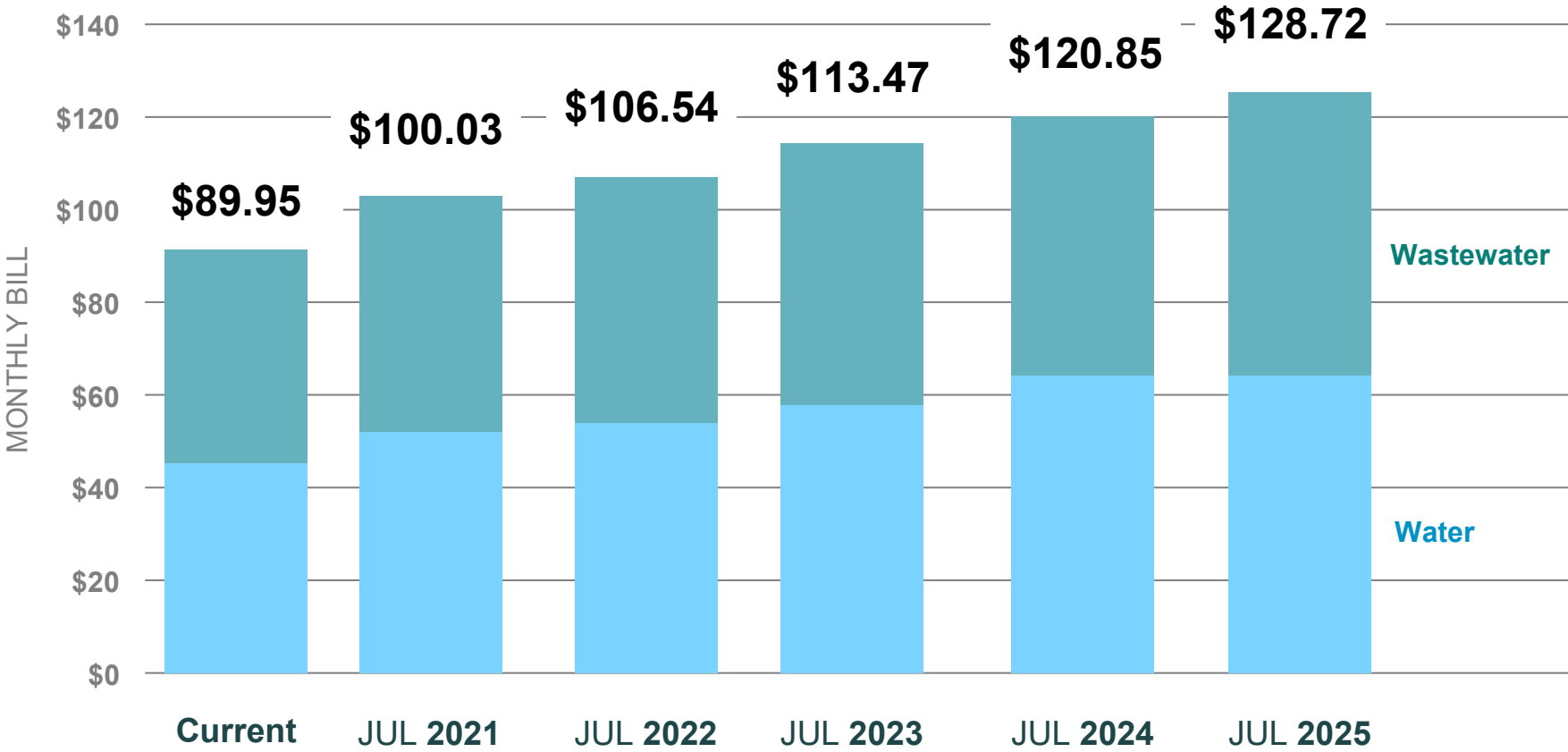


**AVERAGE VENTURA HOMEOWNER**  
**9 Hundred cubic feet (HCF) per month**

A clear plan to meet our community’s needs

Rate changes: 5-year outlook

Average Ventura Homeowner





# Tiered Rate Structure

## Water

Supports  
**essential water  
needs**

**Far beyond  
essential needs**



TIER 1



indoor water use



TIER 2



indoor water use



irrigation



TIER 3



indoor water use



irrigation



excessive  
water use

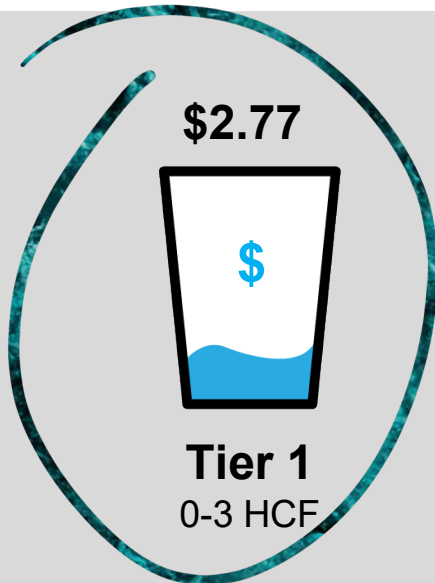
# Water Tiers Comparison

ATTACHMENT 1

## Single-Family Residential

\*1 Hundred Cubic Foot (HCF) =  
748 gallons or 15 bathtubs

CURRENT



\$2.77

**Tier 1**  
0-3 HCF



\$3.12

**Tier 2**  
4-7 HCF



\$4.62

**Tier 3**  
8-15 HCF



\$7.73

**Tier 4**  
>15 HCF

PROPOSED



\$2.92

**Tier 1**  
0-6 HCF



\$4.81

**Tier 2**  
7-12 HCF



\$6.23

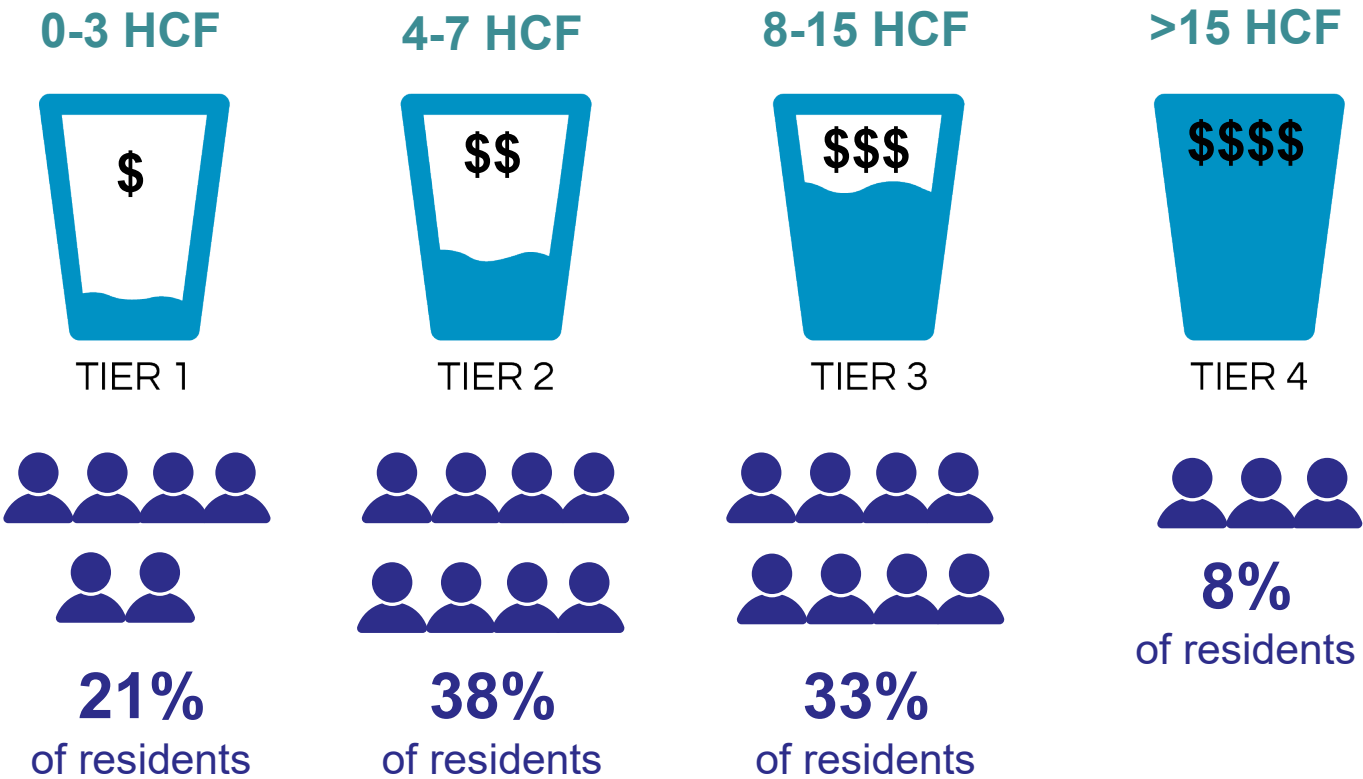
**Tier 3**  
>12 HCF

How does the  
City ensure rates  
are **fair** and  
**equitable** for  
customers?



Water

Current 4-tier structure



## Proposed Structure

# More customers under Tier 1 Rate



# Key Areas of Investment

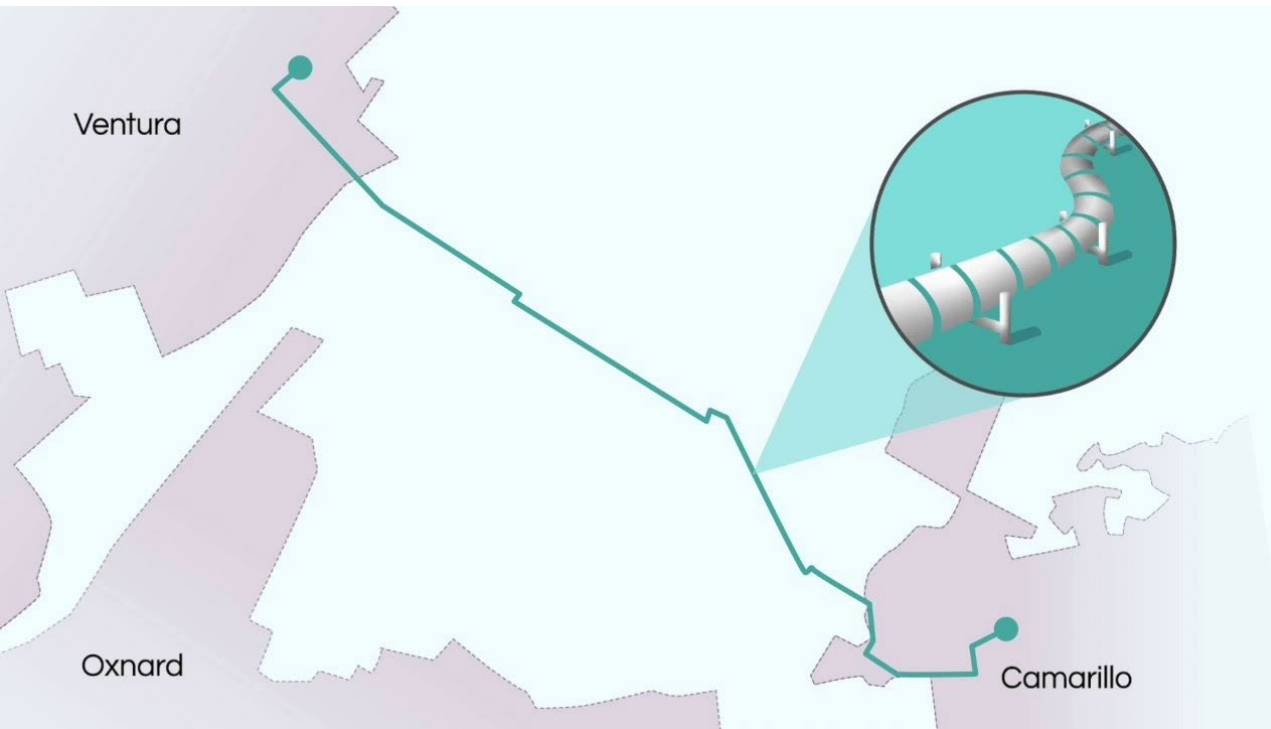
## Why are rate changes needed now?



**Significant CIP  
Priorities  
2020-2026 Adopted CIP**

# Key CIP Highlights

## State Water Interconnection Project



- Now in permitting and design
- Regional Agreements in-progress
- Estimated Start of Construction: **2022**



**SECURE**  
water supply

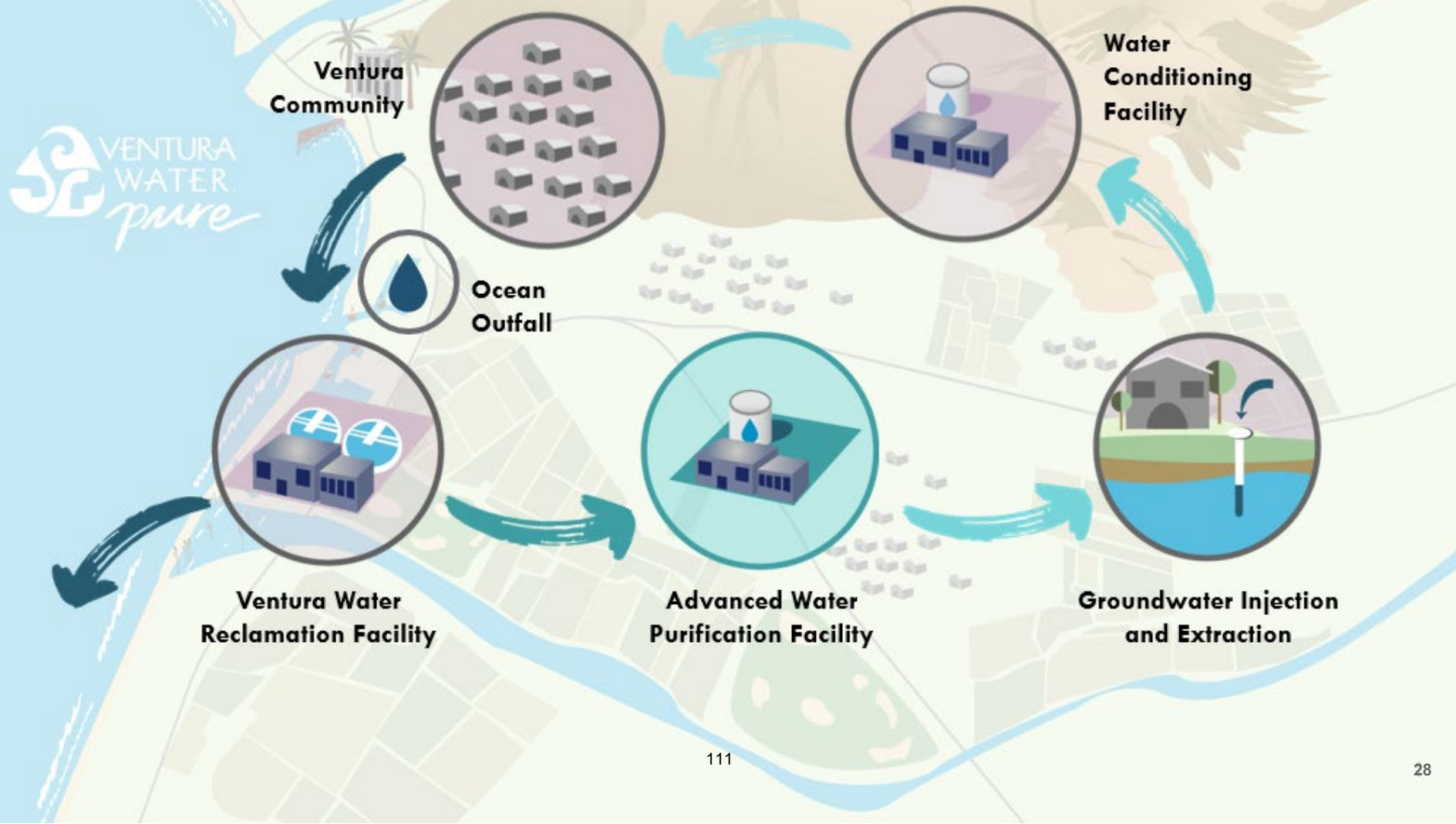


**MAINTAIN**  
infrastructure



**IMPROVE**  
water quality

# VenturaWaterPure Project



# CIP Highlights

**VenturaWaterPure meets multiple objectives and eliminates costlier future investments**

Are **rates** going up because of VenturaWaterPure?



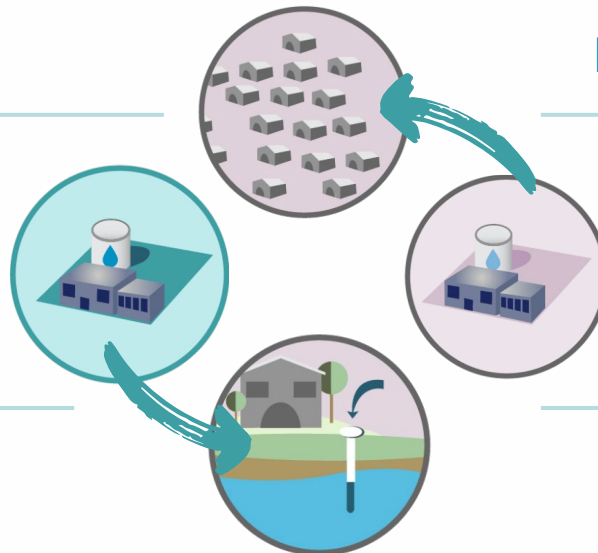
## VenturaWaterPure

Improve water quality

Meets legal mandates

Eliminates needs for other facility upgrades

Addresses water supply needs





# A clear plan to meet our community's needs

## More precise wastewater charges



**CURRENT**  
**Wastewater billed based  
on average of winter use**  
*(February - April)*

**DETERMINATION  
PERIOD ELIMINATED**

**PROPOSED**  
**Billed based on  
monthly use**  
*(up to 12 HCF)*

# Customers using approximately 20% less water

