



## VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

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

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

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### PORT COMMISSION AGENDA REGULAR MEETING MAY 1, 2019 AT 7:00PM VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE VENTURA, CA 93001

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

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

#### **ADMINISTRATIVE AGENDA:**

**CALL TO ORDER:** *By Chairman 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). Each item on the agenda shall be deemed to include action by an appropriate motion, resolution or ordinance to take action on any item.

#### **APPROVAL OF MINUTES (3 minutes)**

The Minutes of the April 3, 2019 Regular Meeting and April 18 Special Meeting will be considered for approval.

**PUBLIC COMMUNICATIONS (3 minutes)**

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

**CLOSED SESSION REPORT (3 minutes)**

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

**BOARD COMMUNICATIONS (5 minutes)**

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

**STAFF COMMUNICATIONS (5 minutes)**

*Ventura Port District Staff will update the Commission on important topics 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 for Harold Kyle dba Kyle & Associates**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Harold Kyle dba Kyle & Associates for the premises located at 1583 Spinnaker Drive #209, consisting of a total of 535 square feet for a one year term.

**STANDARD AGENDA:**

**1) Approval of Financial Statements and Checks for October through December 2018**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3371 to:

- a) Accept the financial statements for the Quarter ended December 31, 2018; and
- b) Review the payroll and regular checks for October through December 2018.

**2) Approval of Notice of Completion for the Ventura Harbor Pavement Repair and Slurry Seal Project**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3372:

- a) Accepting the work of Toro Enterprises, Inc. for the Ventura Harbor Pavement Repair and Slurry Seal Project; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

**3) Approval of Ordinance No. 52 Amending Ordinance No. 48**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

1. Conduct a public hearing for the purpose of receiving input on proposed Ordinance 52;
2. Read proposed Ordinance No. 52 for the record; and
3. Adopt Ordinance No. 52, amending Ordinance No. 48, adopted on March 27, 2013, and titled "An Ordinance of the Board of Port Commissioners of Ventura Port District to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act."

**4) Approval of Revisions to the Ventura Port District Procurement and Purchasing Policy and Exhibits**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the revisions to Ventura Port District's Procurement and Purchasing Policy and Exhibits A, C and E.

**5) New Lease with Ventura Harbor Storage Enterprises, LLC for the Fisherman's Storage Yard**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the business terms for a new Lease between Ventura Harbor Storage Enterprises, LLC and the Ventura Port District for the Fisherman's Storage Yard and authorize the General Manager to sign the ground lease, based on those terms, subject to final review and approval of the final lease by Legal Counsel.

**6) Authorize the General Manager to Submit a Grant to the California Coastal Conservancy**

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to submit a grant in the amount of \$200,000 to the California Coastal Conservancy to make improvements at the Fisherman's Storage Yard.

**REQUEST FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

*This agenda was posted on Friday, April 26, 2019 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. Notification 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility.  
(28 CFR 35.102.35.104 ADA Title II)*

**ATTACHMENT TO PORT COMMISSION AGENDA  
CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL**

**WEDNESDAY, MAY 1, 2019**

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

- a) Property: **1583 Spinnaker Drive #209**  
Negotiating Parties: Brian Pendleton, Timothy Gosney  
Under Negotiation: Harold Kyle dba Kyle & Associates  
**New Lease**
- b) Property: **1559 Spinnaker Drive #101**  
Negotiating Parties: Brian Pendleton, Timothy Gosney  
Under Negotiation: Coastal Marine Biolabs Integrative Biosciences Program, Inc.  
**New Lease**
- c) Property: **1410 Angler Court**  
Negotiating Parties: Brian Pendleton, Oscar Peña, Timothy Gosney  
Under Negotiation: Ventura Harbor Storage Enterprises, LLC  
**New Lease** (Verbal Report)
- d) Property: **1410 Angler Court**  
Negotiating Parties: Brian Pendleton, Oscar Peña, Timothy Gosney  
Under Negotiation: Karen Dupuy dba Harbor Boat and Self-Storage  
**New Sublease** (Verbal Report)
- e) Property: **Federal Authorized Sea Bottom**  
Negotiating Parties: Brian Pendleton, Oscar Peña, Timothy Gosney  
Under Negotiation: Army Corps of Engineers  
**Sea Bottom Aquaculture Master Permit** (Verbal Report)

**2. Conference with Legal Counsel – Potential Litigation per Section 54956.9(d)(2):** Ventura Harbor Marine Associates, LLC, claim dated April 18, 2019.

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

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



# BOARD OF PORT COMMISSIONERS

MAY 1, 2019

## APPROVAL OF MINUTES

APRIL 3, 2019

APRIL 18, 2019

# VENTURA PORT DISTRICT

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## BOARD OF PORT COMMISSIONERS MINUTES OF APRIL 3, 2019

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The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Chris Stephens at 7:16PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

### **Commissioners Present:**

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

### **Commissioners Absent:**

None.

### **Port District Staff:**

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

### **Legal Counsel:**

Timothy Gosney  
Collin Spillman

## **AGENDA**

**CALL TO ORDER:** By Chairman Stephens at 7:016PM.

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

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

### **ADOPTION OF AGENDA**

**ACTON:** Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to adopt the April 3, 2019 agenda.

## **APPROVAL OF MINUTES**

The Minutes of the March 20, 2019 Regular Meeting were considered as follows:

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to approve the March 20, 2018 Regular Meeting Minutes.

**PUBLIC COMMUNICATIONS:** Vikki Brock would like to see an open recruitment for the General Manager position and consistent bicycle signage along the promenade in Harbor Village. Sam Sadove reported that the Trolley has been terminated and that the District should get funds back if they have already been paid. He also would like to see an open recruitment for the General Manager position and asked why his written comments from the last meeting were not included in the minutes.

**CLOSED SESSION REPORT:** Mr. Gosney stated that the Board met in closed session; discussed and reviewed Items 1a-d and 7. Staff was given instructions on how to proceed as appropriate and there was no action taken that is reportable under The Brown Act. The Commission will reconvene after open session to review and discuss Item 3 and continue to discuss Item 6. Items 2, 4 and 5 were not discussed.

**BOARD COMMUNICATIONS:** Commissioner Brennan asked if the Clerk could give a report on what goes in the minutes. Commissioner Ashworth reported that he has been asked to participate in a meeting at the UC Bren School to help elevate aquaculture. Commissioner Getchell reported that her dog Bennie was attacked by a dog owned by someone managing a Harbor Village store.

**STAFF COMMUNICATIONS:** Mr. Peña reported that Downtown Ventura is not selling the Trolley to Oxnard. They suspended services at the end of March and are looking to create a schedule for Memorial Day through Labor Day. He also discussed the issue of dogs off leash. Mr. Parsons reported that the dredge started last Thursday and has removed approximately 130,000 cubic yards, which has been replenishing Surfer's Knoll. He also reported that the Dock Replacement project should have started land side, but City Planning has been holding it up. Ms. Adkins responded to Mr. Sadove's comment on the Trolley stating that the District paid through March 31<sup>st</sup>.

**LEGAL COUNSEL REPORT:** Mr. Gosney reported that he spoke with Commissioner Gardina about the Brown Act and thought it might be appropriate to present a Brown Act update to the entire Board. The Commission agreed and Commissioner Ashworth asked if a refresher on the Board Protocols manual could also be included.

## **STANDARD AGENDA:**

### **1) Award of Bid for the Ventura Harbor Village ADA Compliant Restroom Remodel and the Ventura Harbor Village Trash Enclosure Improvements Projects at 1591 Spinnaker Drive**

Recommended Action: Voice Vote.

That the Board of Port Commissioners award the Ventura Harbor Village ADA Compliant Restroom Remodel and Ventura Harbor Village Trash Enclosure Improvements Projects to Pueblo Construction Inc. in the amount of \$149,276.91.

**ACTION:** Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to award the Ventura Harbor Village ADA Compliant Restroom Remodel and Ventura Harbor Village Trash Enclosure Improvements Projects to Pueblo Construction Inc. in the amount of \$149,276.91.

**2) Adoption of Resolution No. 3370 for the Creation of an Accountant I and Accountant II Position and Rescind Resolution No. 3355**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3370 for the creation of an Accountant I and Accountant II position in the non-represented salary schedule and to rescind Resolution No. 3355 approved on July 11, 2018.

**ACTION:** Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to adopt Resolution No. 3370 for the creation of an Accountant I and Accountant II position in the non-represented salary schedule and to rescind Resolution No. 3355 approved on July 11, 2018.

**3) Harbor Patrol 24/7 Program**

Recommended Action: Informational.

That the Board of Port Commissioners receive a report from Harbormaster John Higgins on the implementation strategy for the Harbor Patrol 24/7 program.

**ACTION:** The Board of Port Commissioners received a report from Harbormaster John Higgins on the implementation strategy for the Harbor Patrol 24/7 program.

**AGENDA PLANNING GUIDE AND REQUEST FOR FUTURE AGENDA ITEMS:** Commissioner Ashworth asked for an informational report on the operation plan for the Dock Replacement Project. Commissioner Brennan asked for a presentation from Clean Power on May 1st. Commissioner Getchell would like to see the Public Information Policy on the May 15<sup>th</sup> agenda.

**ADJOURNED TO CLOSED SESSION AT 8:12PM**

**RECONVENED PUBLIC SESSION AT 10:03PM**

**CLOSED SESSION REPORT:** Chairman Stephens stated that the Board met in closed session; discussed and reviewed Item 3 and Item 6 on the closed session agenda. Staff was given instructions as to how to proceed as appropriate and there was no action taken that is reportable under The Brown Act.

**ADJOURNMENT:** The meeting was adjourned at 10:06PM.

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Secretary



# VENTURA PORT DISTRICT

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## BOARD OF PORT COMMISSIONERS MINUTES OF APRIL 18, 2019

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The Special Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Chris Stephens at 6:50PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

### **Commissioners Present:**

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

### **Commissioners Absent:**

None.

### **Port District Staff:**

Oscar Peña, General Manager  
Brian Pendleton, Deputy General Manager  
Gloria Adkins, Accounting Manager  
Dave Werneburg, Marina Manager  
Richard Parsons, Consultant  
Jessica Rauch, Clerk of the Board

### **Legal Counsel:**

Timothy Gosney

## **AGENDA**

**CALL TO ORDER:** By Chairman Stephens at 6:50PM.

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

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

### **ADOPTION OF AGENDA**

**ACTON:** Commissioner Brennan moved, seconded by Commissioner Getchell and carried by a vote of 5-0 to adopt the April 3, 2019 Special Meeting Agenda.

**PUBLIC COMMUNICATIONS:** None.

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

## **STANDARD AGENDA:**

Chairman Stephens opened discussion by calling for Public Comment on Items 1 and 2:

Stephanie Caldwell, President and CEO of the Ventura Chamber of Commerce, was speaking as a resident of Ventura in support of Brian Pendleton for General Manager and the efforts and contributions he has made in many different organizations in Ventura, not just with the District.

Sam Sadove expressed concern with the selection process, saying it has not been open and transparent and does not meet the requirements of the Brown Act. He stated there is an agenda with no attachments; no job description; no compensation and those are things are required to be disclosed to the public during the hiring process. A process of open recruitment is to the better advantage of the Harbor and in fairness to Brian.

Commissioner Brennan asked Legal Counsel to clarify if the Brown Act has been violated. In respect to the Brown Act, Mr. Gosney stated that appointment does not necessarily include compensation or even the job description. There is a job description for the General Manager; the General Manager is not part of the salary resolution because he has been subject to a separate employment agreement and it's clear that all the details of an employment agreement for Mr. Pendleton haven't been worked out as of this time. It would be ideal to have all those details worked out when we get to the decision time, but we aren't there yet. Once the terms of the employment agreement are worked, the agreement will be presented to the Board in a public meeting.

Vikki Brock is concerned about the process, not the candidate. See Attachment 1 for full comment and packet that was handed out at the meeting.

Lynn Mikelatos, owner of The Greek and Margarita Villa, believes the District should not pass up the opportunity to go out for a nationwide open recruitment because we need new eyes for a new vision for the District.

Oscar Peña, General Manager for the District stated that Brian has been instrumental to the District during the time he has been here and is well qualified for the position. He hopes the Board makes a decision on this matter tonight and appoints Brian to the General Manager position when his contract expires.

### **1) Consider Appointment of a General Manager**

#### **Recommended Action: Voice Vote.**

That the Board of Port Commissioners consider the appointment of a General Manager effective May 1, 2019.

#### **Commissioner Comments:**

Commissioner Brennan acknowledged Mr. Peña's wonderful leadership over the last 20 years and thanked him for his service and everything he has done. When he was appointed to the Board, staff was already looking at creating a Deputy General Manager position to transition into a General Manager; it wasn't a secret. It was on the agenda, the public saw it; it wasn't something that was a surprise. He does not believe in going back and revisiting a decision; we should look at moving forward, not back. One thing about a small organization like the District is to build loyalty from within the organization to hold onto good employees. He recognizes that there is probably a disagreement on process, but perhaps not on the decision. This is a little disappointing, but he understands where the public is coming from, we are just looking at the process differently. Commissioner Brennan stated

that the Deputy General Manager position was put into place to eventually move into the General Manager position because that is where you do a lot of the work and gain the experience to take over leadership at the District.

Commissioner Getchell appreciates and supports the process of open recruitment. See Attachment 2 for her full comment, which she read into the record.

Commissioner Ashworth agrees with Commissioner Getchell's comment describing the process as flawed. Promoting from within is key because we see in Brian those attributes which the position was created around and he has met every dimension the Board presented to him. He has turned around our dredging program that was in need of attention when he first arrived. The Board recently had the opportunity to have an interview with Brian so he could explain to us the attributes he can continue to provide in the roll of General Manager. That presentation confirmed for Commissioner Ashworth that there is nothing he would do differently than what Brian has suggested. He agrees that this process may not have been in the traditional sense; but we're not a traditional type of business. Commissioner Ashworth hopes the Board can move forward and recognize the contributions Brian has made and appoint him to the position.

Commissioner Gardina stated that everything Commissioner Getchell has laid out in the timeline and that Commissioner Brennan and Ashworth have admitted is that the process has not been as transparent or as open as one would hope from a public agency. She is someone who believes deeply in process. It aids with good decision making and has the benefit that goes beyond seeing a lot of different candidates. So it has been difficult for her to come to a conclusion about how best to move forward.

When she started on the Board, there was an informal if not formal succession plan that had been developed; the Board had laid out goals for Brian to meet and Brian has met those goals. At that time, she wasn't comfortable voting on anything related to the General Manager especially as it related to Brian because she didn't know him, she didn't have the opportunity to observe his work over the past four years or what strengths he brought to the organization. Then the Board had the opportunity to interview Brian and she had a separate meeting with him as part of her Board orientation and she was able to hear him talk about the Harbor, how it exists now and its future. During the interview and separate meeting, he impressed her with his thoughtful approach and enthusiasm for the District's future. So given that a prior Board decision had developed a succession plan, that she had been impressed with his presentation and further conversation, she became much more comfortable with the idea of moving forward with Brian as the General Manager despite her deep belief in process. If the Board moves forward with Brian for the General Manager position she suggests that two things occur: 1) that a consultant be brought in to do a 360 leadership evaluation; 2) we have a public goal setting meeting in which the public can provide input into where the Harbor and District should go in the future.

Commissioner Stephens stated Commissioner Getchell made a very good point in that an error was made in not establishing a very formal succession plan. As Commissioner Gardina said, there was a very informal process and he has been comfortable because the idea was to observe how Brian works in the Deputy General Manager position. He has been nothing but professional and competent at his job. It takes a lot of effort to hold onto good employees and Commissioner Stephens thinks we have a good person here inside the port and we need to hang on to that person. Brian's passion and excitement for the District is palpable. He wants to make this Port the best port it can be and he thinks all of us want that. Commissioner Stephens agrees with Commissioner Gardina's comments about a 360 leadership evaluation and public goal setting meeting.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Ashworth and carried by a vote of 4-1 (Getchell no) to extend an offer to Brian Pendleton for the General Manager Position contingent upon:

1. The Chair and Legal Counsel meet with Mr. Pendleton to negotiate an employment agreement to bring back to the Board in open session for ratification;
2. A 360 leadership evaluation be completed by an outside consultant in the first 6 months of the General Manager's employment; and
3. A public goal setting meeting is held with tenants and other stakeholders in the first 6 months of the General Manager's employment.

## **2) Consider Appointment of a Business Operations Manager**

Recommended Action: Voice Vote.

That the Board of Port Commissioners consider the appointment of a Business Operations Manager.

Commissioner Comments:

Commissioner Stephens introduced this item stating that the District is governed by the Public Employees Retirement System (PERS) and there are various rules related to that. One of which is if you retire, you cannot work for that public agency for six months. Before those rules were in place, an employee was rehired as a consultant; this is no longer allowed. The plan is to have Oscar shift into the Business Operations Manager position, which is vacant, for a limited period, and in that role provide assistance on specific lease and litigation items that are outstanding, and to assist in the transition to the new General Manager. He and the Board appreciate Oscar being open to this employment idea.

Commissioner Ashworth stated that the key thing is we are involved in some litigation right now and that litigation requires Oscar's assistance. We need to successfully bring the litigation to a close and we need to have Oscar present to do that. He is in support of Oscar filling this position.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to appoint Oscar Peña as Business Operations Manager.

**ADJOURNMENT:** The meeting was adjourned at 7:43PM.

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Secretary

## ATTACHMENT 1

### Supporting Documents to Public Comment by Vikki Brock at April 18<sup>th</sup>, 2019 Ventura Port District Special Meeting

1. Vikki Brock written public comment statement for April 18th special Port meeting. (page 2)
2. Brown Act Requirements & Prohibitions re Special Meetings (pages 3-4)
3. Timeline of events regarding General Manager and Business Operations Manager Positions (pages 6-7)
4. Resolution of the Board of Port Commissioners of Ventura Port District Approving the Boat of Port Commissioners Protocols and Policies Manual (pages 8-9)
5. Port of Newport Oregon General Manager search (pages 10-21)
6. Vikki Brock written public comment statement from April 3rd Regular Port meeting (page 22)

## ATTACHMENT 1

Public Comment by Vikki Brock at the April 18, 2019 Ventura Port District Special Meeting:

As there was no packet included with the agenda for this special meeting, I have prepared one for the Commissioners.

I am disturbed by the recent actions of the Port Commissioners in recent meetings and this special meeting closed session. I have attached a timeline of the events regarding the General Manager and Business Operations Manager since the November 14, 2018 meeting (pages 6-7 of your packet).

The regular meeting for 7pm on April 17, 2019 was canceled and a special meeting called for 6:30pm on April 18, 2019. The agenda items identified for this meeting (consider appointment of a General Manager and consider appointment of a Business Operations Manager) are conditioned upon execution of a mutually acceptable employment agreement to be negotiated with the appointees, which must specify compensation. Per the Brown Act Requirements & Prohibitions re Special Meetings (pages 3-4 of your packet), "a legislative body shall not call a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of a local agency executive". Seems to me that the agenda topics for this meeting are specifically prohibited by the Brown Act.

Public comment in last several Port meetings has requested open recruitment for a general manager – this has been ignored (which does not align with Port's Protocols and Policy manual, pages 8-9 of your packet).

Reinstating the Business Operations Manager position and appointing (rumor has it) Oscar Pena to this position is inappropriate – the port currently has Brian as Deputy GM who performs the duties of a Business Operations Manager. There appears to be political maneuvering going on here – my perception is that the Board is not "objective and responsive to the needs of the public and business owners they serve" (from the Protocols and Policy manual, pages 8-9 of your packet) in this matter. Port commissioners, shame on you!

My request to the Port Commissioners – step up, be responsible, do what you were appointed to do in the best interests of the Harbor, the public, and the business owners you serve. Oscar's contract ends April 30, 2019 – it would be judicious to appoint an interim General Manager from outside the current staff while you perform a search for a replacement GM. As I said in my public comment at the April 3, 2019 meeting (page 22 of your packet) "It would be prudent for the Port Commissioners to identify what is working well, what needs to change, and to look at a 20-year strategic vision for the harbor for threats and opportunities – then establish clear criteria and expectation for the GM position." Look to the Port of Newport in Oregon (pages 10-21 of the packet) for a transparent and open recruitment process – they said there is a need to "not rush the process and make the right choice". I implore you to do the same.

I ask that my statement be entered into the meeting minutes for distribution with the packet for the May 1<sup>st</sup> regular Port District meeting. Jessica - I will send you a pdf of this packet by Friday April 19th.

## Brown Act Requirements & Prohibitions re Special Meetings

### **GOVERNMENT CODE -**

#### **TITLE 5. LOCAL AGENCIES [50001 - 57550]**

*( Title 5 added by Stats. 1949, Ch. 81. )*

#### **DIVISION 2. CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 55821]**

*( Division 2 added by Stats. 1949, Ch. 81. )*

#### **PART 1. POWERS AND DUTIES COMMON TO CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 54999.7]**

*( Part 1 added by Stats. 1949, Ch. 81. )*

#### **CHAPTER 9. Meetings [54950 - 54963]**

*( Chapter 9 added by Stats. 1953, Ch. 1588. )*

#### **Section 54956.**

(a) A special meeting may be called at any time by the presiding officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the local agency's Internet Web site, if the local agency has one. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

(b) Notwithstanding any other law, a legislative body shall not call a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of a local agency executive, as defined in subdivision (d) of Section 3511.1. However, this subdivision does not apply to a local agency calling a special meeting to discuss the local agency's budget.

(c) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's Internet Web site, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members

of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

*(Amended by Stats. 2011, Ch. 692, Sec. 9. (AB 1344) Effective January 1, 2012.)*

**GOVERNMENT CODE -**

**TITLE 1. GENERAL [100 - 7914]**

*( Title 1 enacted by Stats. 1943, Ch. 134. )*

**DIVISION 4. PUBLIC OFFICERS AND EMPLOYEES [1000 - 3599]**

*( Division 4 enacted by Stats. 1943, Ch. 134. )*

**CHAPTER 10.1. Local Agency Executives [3511.1 - 3511.2]**

*( Chapter 10.1 added by Stats. 2011, Ch. 692, Sec. 3. )*

**Section 3511.1.**

As used in this chapter, the following definitions apply:

(a) “Compensation” means annual salary, stipend, or bonus, paid by a local agency employer to a local agency executive.

(b) “Cost-of-living” means the California Consumer Price Index for Urban Wage Earners and Clerical Workers as calculated by the Department of Industrial Relations.

(c) “Local agency” means a county, city, whether general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission, or agency thereof, or other local public agency.

(d) “Local agency executive” means any person employed by a local agency who is not subject to the Meyers-Milius-Brown Act (Chapter 10 (commencing with Section 3500)), Chapter 5 (commencing with Section 45100) of Part 25 of Division 3 of Title 2 of the Education Code, or Chapter 4 (commencing with Section 88000) of Part 51 of Division 7 of Title 3 of the Education Code, and who meets any of the following requirements:

(1) The person is the chief executive officer, a deputy chief executive officer, or an assistant chief executive officer of the local agency.

(2) The person is the head of a department of a local agency.

(3) The person’s position within the local agency is held by an employment contract between the local agency and that person.

*(Amended by Stats. 2013, Ch. 213, Sec. 1. (SB 407) Effective January 1, 2014.)*



# ATTACHMENT 1

## Timeline of Events regarding General Manager and Business Operations Manager

Meeting Date	General Manager	Business Operations Manager	Closed Agenda	Regular Agenda	Comment
11/14/2018	Yes			Approve Amendment No. 6 to the GMs Restated Employment Agreement – item was removed from agenda.	
12/12/2018	Yes		Item 5.b) Public Employee Performance Evaluation per Gov't Code Section 54957 Oscar Pena, General Manager		Reconvened after public session to discuss Item 5. Staff given instructions as to how to proceed and no reportable action taken under The Brown Act.
12/12/2018				Approve Board of Port Commissioners Protocols and Policies Manual – “remains objective and responsive to the needs of the public and business owners they serve”...”to ensure uniformity of procedure, access to the public, fairness to the public and interested parties, and compliance with legal requirements in all designated matters heard and determined by the Board of Port Commissioners”	
1/16/2019	Yes		Item 5 Public Employee Performance Evaluation per Gov't Code Section 54957 Oscar Pena, General Manager		Reconvened after public session to discuss Items 4-5. Staff given instructions as to how to proceed and no reportable action taken under The Brown Act.
1/31/2019 Special Meeting	Yes		Item 1 Public Employee Performance Evaluation per Gov't Code Section 54957 General Manager		No record of closed session results as there were no minutes of the special session.
2/6/2019	Yes		Item 6 Public Employee Performance Evaluation per Gov't Code Section 54957 Oscar Pena, General Manager		Reconvened after public session to discuss Item 6. No record of reconvened session results in the minutes.
2/20/2019	Yes		Item 6 Conference with Legal Counsel - per Gov't Code Section 54957 (b) (1): To consider the continued employment of the General Manager, and the terms thereof [excluding compensation]		Counsel and staff were excused for item 6. Staff given instructions as to how to proceed and no reportable action taken under The Brown Act.
3/6/2019				Meeting cancelled.	
3/20/2019	Yes	Yes	Item 6 Conference per Government Code Section 54957 (b) (1): To consider appointment of a General Manager effective May 1, 2019 and to consider appointment of a Business Operations Manager.		Reconvened after public session to discuss Item 6. No record of reconvened session results in the minutes.
4/3/2019	Yes	Yes	Item 6 Conference per Government Code Section 54957 (b) (1): To consider appointment of a General Manager effective May 1, 2019 and to consider appointment of a Business Operations Manager.		Minutes of this session will be released and approved to public on May 1, 2019.
4/17/2019				Meeting cancelled.	

## ATTACHMENT 1

4/18/2019	Yes	Yes	2. Conference per Government Code Section 54957(b)(1): To consider appointment of a General Manager effective May 1, 2019 and to consider appointment of a Business Operations Manager.	<b>1) Consider Appointment of a General Manager</b> Recommended Action: Voice Vote. That the Board of Port Commissioners consider the appointment of a General Manager effective May 1, 2019. <b>2) Consider Appointment of a Business Operations Manager</b> Recommended Action: Voice Vote. That the Board of Port Commissioners consider the appointment of a Business Operations Manager.	Special Meeting scheduled for 6:30pm (rather than regular 7:00pm)
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RESOLUTION NO. 3315

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS  
OF VENTURA PORT DISTRICT APPROVING THE BOARD OF PORT COMMISSIONERS  
PROTOCOLS AND POLICIES MANUAL**

WHEREAS, the adoption of written guidelines regarding the conduct of public business by elected and appointed officials provides a sound foundation on which to build public trust and confidence;

WHEREAS, the proper operation of the Ventura Port District requires that decisions and policies be made within the proper channels of governmental structure, that public office not be for personal gain, and that the Board of Port Commissioners remains objective and responsive to the needs of the public and business owners they serve;

WHEREAS, the purpose of the Board of Port Commissioners Manual is to set forth protocols and policies that govern the conduct of business of and by the Ventura Port District and meetings of the Board of Port Commissioners;

WHEREAS, the intent of the Board of Port Commissioners Protocols and Policy Manual is to ensure uniformity of procedure, access to the public, fairness to the public and interested parties, and compliance with legal requirements in all designated matters heard and determined by the Board of Port Commissioners; and

WHEREAS, on March 25, 2015, the Board of Port Commissioners passed, approved, and adopted at a Regular Meeting Resolution No. 3271, wherein the Board adopted the Board of Port Commissioners Protocols and Policies Manual; and

WHEREAS, the Board has determined that it is in the best interest of the District to amend and rescind the existing manual; and

WHEREAS, if at any time after this Resolution is passed, the District wishes to amend or restate the Protocols and Policies Manual, it elects to do so by Motion, rather than by Resolution, if it so desires.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. 3271, which was previously passed, approved and adopted by the Board on March 25, 2015, and approves and adopts this Resolution No. 3315, amending the Board of Port Commissioners Protocols and Policies Manual.



ATTACHMENT 1  
ATTACHMENT 1

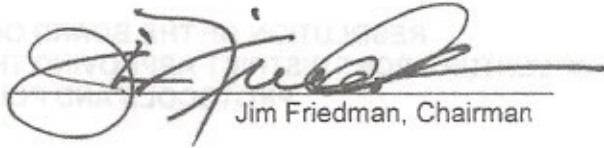
PASSED, APPROVED AND ADOPTED by the Board of Port Commissioners, this 27<sup>th</sup>  
day of July 2016, by the following vote:

AYES: Commissioners Friedman, Ashworth, Smith, Carson, Valance

NOES:


ABSENT:

ABSTAINED:



Jim Friedman, Chairman

ATTEST:



Secretary  
(Seal)



(<https://www.portofnewport.com/>)

## General Manager position opening

The Port of Newport is currently recruiting qualified applicants to fill the General Manager position.

General Manager Position Announcement

(</files/3e87e2604/Position+Announcement+Rev+18.12.18.pdf>)

General Manager Position Description

(</files/badc487ed/Position+Description+General+Manager+11-1-18.pdf>)

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TELEPHONE (541) 265-7758

PRIVACY POLICY (</PRIVACY-POLICY>)

POWERED BY STREAMLINE ([HTTP://WWW.GETSTREAMLINE.COM/](http://www.getstreamline.com/)) | SIGN IN  
([HTTPS://WWW.PORTOFNEWPORT.COM/USERS/SIGN\\_IN?DESTINATION=%2FGENERAL-MANAGER-POSITION-OPENING](https://www.portofnewport.com/users/sign_in?destination=%2FGENERAL-MANAGER-POSITION-OPENING))

her feet on the ground in Newport by mid-April.

Miranda spent 25 years in the real estate industry, and her resume touts negotiation of multi-million dollar contracts, management of cross-functional

teams and experience administering multi-million dollar budgets. Additional experience includes grant writing, RV park development and evaluating property for expansion.

A port commission keen to do a better job engaging the public also noted her communications skills and comfort approaching lawmakers.

"For almost 12 years I have helped the Port of Columbia County, formerly Port of St. Helens, become a successful and recognized port in Oregon and nationwide," Miranda said in her letter of interest to the port. "I believe my experience and expertise can be valuable in providing strong leadership to your current and future staff, promoting the Port of Newport's International Terminal, to manage existing facilities and continue to maintain the great level of service to existing tenants while creating new opportunities for the community which it serves."

Skamser said Miranda is a quick learner who will not run from the challenges ahead.

"Paula wanted this job," Skamser said. "She has a vision; her vision is helping us out. If she doesn't know all the problems yet, she soon will."

Much is at stake for the Port of Newport in Miranda's hiring. She will be in the driver's seat of a five-year strategic business plan set to be released in coming weeks, and will have to grapple with years worth of needed maintenance and improvements on both north and south sides of the bay, including a plan to renovate the access pier and electrical at Dock 5 and expand Dock 7. Tough decisions are ahead on what to do with a South Beach public fishing dock that will need renovation. State lawmakers as well as the public will be watching how port leadership works to generate new revenue and bring shipping contracts to the International Terminal while balancing the needs of commercial fishermen who already use the same facility.

Miranda's hiring is integral to a high-stakes bid by the port to prove it can steer its own ship following the introduction of a bill this session for state takeover of the facility, initiated by a longshoremen's union frustrated by a past failure of shipping arrangements to take hold. That bill so far has not had a hearing in committee.





## **POSITION ANNOUNCEMENT**

### **General Manager**

The Port of Newport is currently recruiting qualified applicants to fill the General Manager position.

The Port of Newport is located 110 miles from Portland, Oregon on Yaquina Bay in the City of Newport, Lincoln County, Oregon. The Port is home to 24 water-dependent businesses, a 220-slip commercial boat basin, a 500-slip recreational marina, the International Terminal, 144-space RV Park, Rogue Brewery, NOAA Marine Operations Center, Oregon State University's Marine Hatfield Science Center, and the Oregon Coast Aquarium. The Port is governed by a five-member commission whose members are elected by Port District Voters.

The General Manager is responsible for the success of the Port in achieving its mission and is expected to be an effective, professional leader who gets results; supervises employees for peak performance; and demonstrates positive, effective, interpersonal and communication skills. The General Manager is appointed by the Port Commission. The Port employs 25 full-time employees.

### **Qualifications for the successful applicant include:**

A Bachelor's degree in business administration, public administration or a related field, or equivalent. At least 6 years' experience in a public or private organization in a senior leadership role in a complex public facing maritime operation, including the management of staff. Demonstrated success working under the direction of a board and building relationships with potential business partners.

### **POSITION OBJECTIVES**

The Port of Newport is searching for a person who will provide the leadership, management skills and administrative abilities to move the Port in the direction of its stated business mission:

"Build and maintain waterfront facilities, and promote/support projects and programs in cooperation with other community organizations and businesses that will retain and create new jobs and increase community economic development."

Oversees the Port's operating and capital budget (\$ 6.2 million) and manages its \$77.5 million in capital assets, principally located at three sites around Yaquina Bay.

**THE IDEAL CANDIDATE**

The individual appointed to this position will possess well developed operations, business management, administrative and leadership skills which includes honesty, confidence, integrity, credibility, approachability, and a strong commitment to teamwork and collaboration across all levels in the organization and with stakeholders. This person will recognize that policy is set by the Commission and will provide an open and direct flow of information to assist in the formulation of Port policies.

He/she will be an excellent communicator and representative of the Port. The candidate will be a catalyst, a "front" person who can help the Commission, Port users and the communities create a vision to build for the future. He/she will have the ability to promote complex ideas and concepts and advocate for them in the broader community and will have responsibility for establishing and nurturing successful media relations.

In relationships with staff, the candidate will be a good listener and mentor, will be accessible, and open in interactions with people who work for the Port. The candidate will be someone who can help the Port grow and adapt to changing conditions.

**Salary Range:** \$114,000 - \$140,000 with excellent benefit package

**Interviews are Scheduled for March 4, 2019**

**Desirable Starting Date:** April 15 - 30, 2019

To be considered please submit a letter of introduction, addressing why you feel you are the ideal candidate for this position, and resume by 4:00 PM February 11, 2019 to:

Port of Newport  
General Manager Selection Process  
Special Districts Association of Oregon  
PO Box 23879  
Tigard, Oregon 97281

Email [scarter@sdao.com](mailto:scarter@sdao.com)

**Application Deadline: February 11, 2019, 4:00 pm**

Job Description available at: [www.sdao.com](http://www.sdao.com) and at [www.portofnewport.com](http://www.portofnewport.com)





## **General Manager**

### **Position Overview**

The Port of Newport General Manager is responsible for organizational leadership and leading the implementation of the Port's Strategic Business Plan and Capital Facilities Plan. The GM guides the overall operation of Port facilities, personnel and financial performance in addition to directing operational policy and providing program direction in support of the Port's mission. This position reports directly to a 5 member elected Port Commission.

The Port of Newport employs approximately 25 employees who carry out the mission to build and maintain waterfront facilities, and promote/support projects and programs in cooperation with other community organizations and businesses that will retain and create new jobs and increase community economic development.

The General Manager is responsible for the success of the Port in achieving its mission and is expected to be an effective, professional leader who gets results; supervises employees for peak performance; and demonstrates positive, effective, interpersonal and communication skills.

A successful candidate will demonstrate skills and experience related to leadership of a complex, public facing maritime operation. The execution of strategic plans, economic development, public budgeting, workforce leadership, and working closely with elected officials are all essential components of a successful candidate's skillset.

### **Positions Supervised**

Director of Operations, Director of Business Operations, Administrative Supervisor

### **Summary of Essential Duties**

Leads the Port in implementing the goals and strategies outlined in the Strategic Business Plan and Capital Facilities Plan.

Possesses the ingenuity, analytical problem-solving skills, and cooperative management skills to meet the challenge of directing infrastructure maintenance and economic development with financial efficiency.

Represents the Commission in relationships with customers, local, state and federal officials.

## ATTACHMENT 1

Develops and maintains positive relationships with community leaders, users of Yaquina Bay, nearby Ports, and the media.

Responsible for the application of best practices pertaining to personnel management actions for Port employees.

Coordinates the activities of all consultants to the Commission, including legal counsel, planners, auditors, architects and engineers.

Approves the development and execution of policies, processes, and procedures.

Reviews, modifies, and approves major program and operating plans and budgets to ensure they are consistent with Commission objectives.

Works with Director of Business Operations to provide oversight and guidance with fiscal and budget responsibilities.

Provides direction to managers/supervisors in cultivating a culture of proactive customer service for their area of responsibility by monitoring and taking initiative in identifying areas for improvements. Collaboratively develop plans solutions and alternatives to improve organizational efficiency.

Designated signature and appointing authority for the Port, as appropriate, including but not limited to contracts, operating expenditures, program related expenditures; and employee appointments.

Responsible for ensuring marketing, economic development, revenue creation, and outreach programs are effectively managed.

Ensures Port-wide consistency and standards for all business functions. Manages and coordinates complex issues that cross work areas.

Provides oversight and leadership to the agency's Director of Business Operations as it relates to complex financial transactions, particularly those with significant legal or contractual components.

Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.

Responsible for timely and accurate preparation, submission and adherence to the Port's annual operating budget and capital improvement planning in strict compliance with applicable Oregon budget law.

Regularly reviews Port departmental policies and procedures, and recommends revision when appropriate, in consultation with the Port Commission.

## ATTACHMENT 1

Coordinates with the Director of Operations and the Director of Business Operations on negotiation of rental/lease agreements, collective bargaining agreements, grant writing and other related business transactions.

Ensures regular inspection and timely maintenance of all Port facilities, compliance with all applicable laws and regulations, and the securing of all permits from regulatory agencies necessary to conduct Port business.

Oversees the scheduling of all Commission meetings following the guidelines of Oregon Public Meeting Laws. Attends all meetings unless excused by the Commission.

Assists the Commission in developing and maintaining communication with the Commission's constituency.

Performs other duties and responsibilities as assigned by the Commission.

### **Working Conditions**

Primarily in an office setting with some travel. Requires weekend and evening work, often with frequent interaction with other individuals and groups.

The person in this position must have the ability to manage a heavy workload with multiple tasks, constant interruptions with competing deadlines.

The incumbent must maintain confidentiality and exercise discretion.

### **Contact with Others**

Considerable contact with persons from within and outside the Port offices, including public speaking and communicating with Commission, federal/state/local officials, recreational and commercial fishers, clients, tenants, media, contractors, union representatives, and consultants.

### **Minimum experience and Knowledge**

A Bachelor's degree in business administration, public administration or a related field, or equivalent.

At least 6 years' experience in a public or private organization which included responsibility for **each** of the following: (a) senior leadership role in a complex public facing maritime operation, including the management of staff, (b) development and implementation of strategic long and short-range plans/goals for an organization, (c) successfully working under the direction of a board, (d) budget preparation including capital improvements, (e) contract and lease negotiations, (f) networking and building relationships with community leaders, stakeholders and elected officials, (g) facilitating legal matters with attorneys and risk managers, (h) economic development outreach; and/or an equivalent combination of training, education and

experience which demonstrates the knowledge, skills and abilities necessary to successfully perform the essential duties of the job.

### **Preferred Experience, Knowledge and Training**

- ✓ 5 years' experience in a general manager or director role.
- ✓ Experience in the operations of a public port;
- ✓ Successful Strategic Business Plan and Capital Facilities Plan implementation;
- ✓ Economic development;
- ✓ Human Resource best practices;
- ✓ Public finance and budget requirements;
- ✓ Property and facility management best practices;
- ✓ Oversight of complex engineering and construction projects;
- ✓ Governmental ethics and standards.

### **Skills and Abilities**

- ✓ Demonstrated leadership style which includes honesty, confidence, integrity, credibility, approachability, and a strong commitment to teamwork and collaboration across all levels of staff at the Port, Port Commissioners, with elected officials, and with stakeholders.
- ✓ Skill in communicating effectively in writing and the ability to speak about and explain complex issues clearly; effective public speaking and consensus building among a wide variety of audiences including staff, Port Commissioners, Port users, the community, and state and local officials.
- ✓ The ability to anticipate, identify, and analyze complex and sensitive issues and situations, develop alternative solutions, forecast consequences of proposed actions, and through intentional engagement consider and appreciate multiple perspectives, backgrounds, and values, integrating them, throughout the organization, creating opportunities to effectively achieve organizational goals.

### **Required Licenses**

Valid driver's license and must be insurable by Ports insurance provider. Ability to obtain a TWIC card.

### **Salary & Benefit Package**

- Salary Range \$113,505 - \$141,129
- Health & Dental Insurance
- Oregon Public Employees Retirement System (PERS)
- Deferred Compensation Plan
- Flexible Spending Account (FSA)
- 20 days Annual Paid Time Off (PTO) to start
- 11 Annual Paid Holidays

# OREGONCOASTDAILYNEWS

A YAQUINA BAY COMMUNICATIONS RADIO NEWS WEBSITE

## Port Of Newport Expands Search For New Manager

**TOPICS:** General Manager Legislative Concept 291 Port Of Newport State  
Representative Smith



**POSTED BY: OREGONCOASTDAILYNEWS** DECEMBER 14, 2018

Port of Newport commissioners met in a special session this week to discuss the timeline for the hiring process for a new General Manager. The selection committee, consisting of Commissioners Skamser and Burke, Community members Bud Shoemake and Steve Beck and interim port manager Teri Dresler, met to review the 9 resumes received by Special Districts Association

of Oregon.

From the 9, the committee felt there were three who were qualified however the committee wanted to have at least 5 to pass on to the next interview stage. As a result the committee asked the commission to expand the recruitment to attract more candidates.

This will allow for a broader search to include national web sites and/or publications that were not used during this first recruitment due to time constraints. The Search Committee felt strongly that due to the significance of this position to the Port, an extended search would yield a broader pool of qualified applicants.

There is also a need to not rush the process and make the right choice as the port is being looked at closely right now by the legislature. Legislative Concept 291 brought by Representative Greg Smith from Umatilla would turn the port over to the state. It has not yet been assigned to a committee.

Smith is looking for a co-sponsor of the legislative concept for it to move forward in the legislative process. The commission approved re-opening the search on December 31st. The port commission is expected to discuss the issue at their regular meeting on December 18th.

## Port picks general manager



📷 The new general manager will oversee port operations on both sides of the river. (Photo by Bret Yager)

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By: BRET YAGER - Updated: 3 weeks ago

Posted Mar 19, 2019

The Port of Newport is extending an offer of hire to a new general manager.

Paula Miranda, the deputy director of the Port of Columbia County, had been a finalist for the same position in 2013, and will bring 17 years of experience in port leadership. She was one of three finalists to sit through interviews with the port commission on Monday.

Commissioners noted Miranda's experience with permitting, planning, team-building and Oregon environmental law. Their offer is contingent on a background check.

"She is a strong voice, and she is gung ho about economic development," said Port Commissioner Sara Skamser, who was authorized to negotiate with Miranda to bring her aboard. Skamser said she is hopeful Miranda can have



Public Comment by Vikki Brock at the April 3<sup>rd</sup> Ventura Port Commissioners  
Regular Meeting

General Manager Position

My name is Vikki Brock - I am a 10+ year resident of the harbor, connected with the commercial fishermen, and an executive coach working with Fortune 500 and international companies for the past 25 years. I have a vested interest in ensuring the Port District hires the best person for the General Manager as this position will shape the harbor for decades. That person might be Brian, however the only way to find this out is to advertise the position. It would be prudent for the Port Commissioners to identify what is working well, what needs to change, and to look at a 20-year strategic vision for the harbor for threats and opportunities – then establish clear criteria and expectation for the GM position. The Port of Newport in Oregon closed the posting for their General Manager on February 19, 2019. Existing tenant leases are competitively advertised when up for renewal, competitive bids are sought for projects, and vacant staff positions are advertised – it is reasonable and responsible of the Port Commissioners to do the same for the General Manager position. I offer my services pro bono to the Port Commission if desired to ensure the process is thorough and transparent.

From the Ventura Harbor website: The Ventura Port District, home to the Channel Islands National Park, provides a safe and navigable harbor and a seaside destination that benefits residents, visitors, fishermen and boaters to enjoy Ventura Harbor's exceptional facilities, events and services.

Two questions:

1. Are there any state, federal or district rules/regulations for a special district (Ventura Port District) when it comes to hiring key staff members such as the General Manager?
2. Specifically, can the position be filled from any source, with or without competition, so long as the Board approves, or must the position be advertised?

I request that this statement be entered into the meeting minutes for distribution with the packet for the May 1<sup>st</sup> Ventura Port District regular meeting.

## ATTACHMENT 2

### Ventura Port Commission Meeting April 18, 2019

#### Comments by Commissioner Getchell

My comments will be very brief this evening because my fellow Commissioners are already familiar with my position, as are many of those present this evening. I have printed a copy of my comments for the Clerk of the Board and am requesting that they be included in the minutes of this Open Session meeting.

First, having been a public agency employee in city, county and regional governments in California, I fully appreciate the benefits of open recruitment, "new blood" and new ideas for an organization. I also know the disappointment of prospective employees who are deprived of the opportunity to compete for positions, especially top positions.

In this case, I think the decision before the Commission this evening was set into motion, if not made in fact, long before I joined the Commission in June, 2018. Since I became a Commissioner, I have not participated in any substantive discussions about this and can tell you this evening that until I announced my decision to support a public recruitment, I wasn't given the time of day.

This decision was set into motion by the execution of Oscar Pena's final contract amendment on September, 27, 2017. Ten weeks later, on December 13, 2017, the Commission created the Deputy General Manager's position and the associated Board Report mentioned a succession plan. Unfortunately, this Commission failed to do what many other organizations do when they decide to create professional apprentice schemes for their top positions. A good organizational succession plan is vetted and approved in public, to ensure that it receives the benefit of public comment and public support. A true succession plan would have eliminated the need to meet this evening. Unfortunately, this Commission fumbled the ball. It needed a good quarterback. It didn't have one, at least not for this very important undertaking. Brian Pendleton deserves an apology from those who failed to carry the ball into the End Zone for him.

This decision is nothing like the situation faced by the Port Commission in 1996 when the General Manager was terminated for cause, a termination prompted in no small degree by the City Council's threat to remove us as Commissioners if we didn't take immediate action. Oscar Pena was all but dragged into this room and conscripted into service as the General Manager. It was an emergency and the Commission didn't have the luxury of an open recruitment. No such compelling circumstances exist today or have existed for the last eighteen and a half months that would urge me to not support an open recruitment. *I am committed to working with the General Manager. My issue is procedural.*

I hope that this can be an experience for all of us from which we can learn to better prioritize the allocation of resources to take care of the most pressing Port District needs. Effective leadership and management are top priorities without which the Port District cannot succeed.

## ATTACHMENT 2

### Timeline Since Execution of Final Amendment to General Manager's Employment Agreement

<u>Date</u>	<u>Item</u>	<u>Time Interval</u>
<u>09/27/2017</u>	Execution of Fifth and Final Amendment to Employment Agreement with Oscar Pena. Term Ending on April 30, 2019. Signed by Chairman Ashworth Commissioners Ashworth and Brennan knew that the General Manager would leave on April 30, 2019 and arrangements for a Successor General Manager would have to be made. Commissioners Stephens and Getchell were notified of the April 30, 2019 date when they assumed office in July, 2017 and June, 2018, respectively.	09/27/2017 to 04/18/2019: <u>18.5 months</u>
<u>12/13/2017</u>	Creation of Position (Job Classification) of Deputy General Manager	
<u>July, 2018</u>	FY 2018-19 Budget Includes Allocation for Deputy General Manager.	
<u>August, 2018</u>	Business Operations Manager Position Reclassified to Deputy General Manager and Brian Pendleton Appointed.	09/27/2017 to August, 2018: <u>10 months</u>
<u>December, 2018</u>	Commission's Regularly Scheduled Meetings Rescheduled for Convenience of Commissioner Brennan (From 2 <sup>nd</sup> and 4 <sup>th</sup> to 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesdays)	
<u>April, 2019</u>		10 months after appointment of Deputy General Manager
<u>April 3, 2019</u>	Commissioner Stephens' Cancellation of Regularly Scheduled Meeting of April 17 to Accommodate His and Commissioner Ashworth's Vacation in Mexico <u>five months after they knew the new meeting schedule</u> , and Scheduling a Special Meeting on April 18 Eliminated the Possibility of Hiring a new General Manager or Making Other Arrangements before Oscar Pena's Contract Ended on April 30. Commissioner Brennan Also Announced He Would Not Be Available to Attend.	



BOARD OF PORT COMMISSIONERS

MAY 1, 2019

CONSENT AGENDA ITEM A

APPROVAL OF NEW OFFICE LEASE  
FOR HAROLD KYLE DBA KYLE &  
ASSOCIATES

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM A**  
Meeting Date: May 1, 2019

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TO: Board of Port Commissioners  
FROM: Robin Baer, Property Manager  
SUBJECT: New Office Lease Agreement for Harold Kyle dba Kyle & Associates  
1583 Spinnaker Drive #209

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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 Harold Kyle dba Kyle & Associates for the premises located at 1583 Spinnaker Drive #209, consisting of a total of 535 square feet for a one year term.

**SUMMARY:**

Staff has re-negotiated with this tenant who will be signing a one-year term lease. No improvements are required for this space.

**BACKGROUND:**

Kyle & Associates has been a tenant of the Village for over 12 years. Kyle & Associates is a small specialty law firm specializing in mediation of disputes, trademarks and copyrights.

**FISCAL IMPACT:**

This new lease reflects current market rental rates for office space in the complex. The annual occupancy cost for this tenant is \$11,352.00.





# BOARD OF PORT COMMISSIONERS

MAY 1, 2019

## STANDARD AGENDA ITEM 1

APPROVAL OF FINANCIAL  
STATEMENTS AND CHECKS FOR  
OCTOBER THROUGH DECEMBER  
2018

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 1**  
Meeting Date: May 1, 2019

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

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**RECOMMENDATION:**

That the Board of Port Commissioners adopts Resolution No. 3371 to:

- a) Accept the following financial statements for the Quarter ended December 31, 2018; and
- b) Review the payroll and regular checks for October through December 2018.

**SUMMARY:**

Attached for the Board's review are the financial statements for the quarter ended December 31, 2018 and the check registers for October through December 2018.

**BACKGROUND:**

The financial statements for the quarter ending December 31, 2018 consist of Statement of Income and Expenses, Supplementary Notes, Budget Analysis-Annual Budget Compared to Year-to-Date Income and Expenditures, 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 budget items in the attached reports reflect the approved mid-year budget adjustments where appropriate.

The Statement of Income and Expenses and the Balance Sheet for the Aquaculture Grant Fund are included here as Attachment 3. The Ventura Shellfish Enterprise (VSE) aquaculture project expenditure recap report through December 2018 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.

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

October 2018 -

- Virtual Pacific Networks was paid \$10,343 on 10/4 for IT services and computer equipment/software/licensing.
- Plauche & Carr was paid \$18,177 on 10/22 for legal services pertaining to the VSE aquaculture project. The District was awarded the 2018 Sea Grant in November 2018. This invoice became eligible for reimbursement through the grant at that time.

November 2018 -

- Kratos Construction was paid \$14,040 on 11/15 for four electrical and lighting repair jobs at the Village. Renovated lighting in two stairways in the Village for safer access. Electrical

and lighting improvements for suite 1567 Spinnaker Dr., #103, as per the July 2018 Treasure Cove lease. New installation of recessed lighting above the west side door for Le Petit.

- Garland/DBS, Inc. was paid \$143,815 on 11/16 as a progress payment on the Village roof project. A notice of completion was filed for this project on 1/17/19. The final payment was processed in April 2019.
- Noble Consultants was paid \$10,062 on 11/29 for services related to the fish pier resurfacing project.
- Rincon Consultants, Inc was paid \$18,960 on 11/29 for regulatory sediment sampling in the Harbor as required by the District's dredging permit.
- The Holly Workshop was paid \$25,000 on 11/29 to setup and take down the December 2018 seasonal decorations in the Village and at the Harbor entrance.
- VPD-Grant Account was paid \$66,833 on 11/29 to transfer the Sea Grant reimbursement payment that was deposited into the Enterprise checking account in error to the Grant checking account.

December 2018 -

- Virtual Pacific Networks was paid \$10,343 on 12/13 for IT services, computer equipment, and security camera installation/setup services.

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

#### Payroll Disbursements

The District has 26 bi-weekly pay periods per year; ten months of the year will have two regular payroll periods and two months will have three regular pay periods. This quarter, all three months contained two regular pay periods each. Although December also includes the quarterly accrued compensation hours pay-off run.

#### **FISCAL IMPACT:**

The Statement of Income and Expenses reflects a positive 'Change in Net Position' of \$992,806 for the period ended December 31, 2019.

#### **ATTACHMENTS:**

Attachment 1 – Resolution No. 3371

Attachment 2 – Statement of Income Expenses – Quarter Ended December 31, 2018

Attachment 3 – Aquaculture Fisheries Grant Fund Financial Statements at December 31, 2018

Attachment 4 – Accounts Payable Check Registers October - December 2018

Attachment 5 – Chase Credit Card Charges October – December 2018





**RESOLUTION NO. 3371**

**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, 2018;
- B. The following Checks are hereby reviewed:
  - 1) Payroll Checks #9715-9778 and direct deposits inclusive in the amounts of \$140,583 for October 2018 salaries, \$139,568 for November 2018 salaries, and \$184,667 for December 2018 salaries.
  - 2) Regular Checks #48895-49388, #1068-1072, and #1001-1003 inclusive in the amounts of \$215,187 for October 2018 expenditures, \$540,323 for November 2018 expenditures, and \$321,606 for December 2018 expenditures.

**PASSED, APPROVED, AND ADOPTED** at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on May 1, 2019, Resolution No. 3371 was adopted by the following vote:

AYES:  
NOES:  
Abstain:  
Absent:

Attest:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

(Seal)

# ATTACHMENT 2

## Ventura Port District Statement of Income and Expenses For the Period Ended December 31, 2018

	<----- Quarter (3 mos) ----->			<----- Year-to-Date ----->		
	Budget	Activity	Variance	Budget	Activity	Variance
<b>OPERATING REVENUES</b>						
Parcel Lease Income	\$ 855,000	\$ 842,551	\$ (12,449)	\$ 1,755,000	\$ 1,761,434	\$ 6,434
Dry Storage Income	450	450	0	900	900	0
Fisherman's Storage	19,100	18,889	(211)	38,000	37,778	(222)
Parking Income	13,300	11,855	(1,445)	32,800	32,880	80
Miscellaneous Income/Rentals	191,895	191,405	(490)	202,540	199,550	(2,990)
Village Income						
Harbor Village Lease Income	668,700	662,569	(6,131)	1,437,000	1,469,621	32,621
Commercial Fishing	86,800	85,140	(1,660)	157,600	154,805	(2,795)
Miscellaneous Income	1,395	3,292	1,897	2,740	4,117	1,377
Harbor Event Fees	5,200	2,351	(2,849)	12,700	15,014	2,314
Marketing Booth/Vendor Income	1,500	1,057	(443)	3,000	3,042	42
Co-Op Advert/Sponsorship	13,000	14,705	1,705	13,000	14,955	1,955
Merchants Promo Fund	28,200	27,302	(898)	55,900	54,362	(1,538)
Slip Rentals	220,000	224,044	4,044	430,000	433,014	3,014
Dock Electrical Income	2,600	2,757	157	5,000	4,289	(711)
C A M Income	87,000	88,426	1,426	174,000	176,595	2,595
<b>Total Oper. Revenues</b>	<b>\$ 2,194,140</b>	<b>\$ 2,176,793</b>	<b>\$ (17,347)</b>	<b>\$ 4,320,180</b>	<b>\$ 4,362,356</b>	<b>\$ 42,176</b>
<b>OPERATING EXPENSES</b>						
<b>Personnel Expenses</b>						
Salaries & Wages						
Regular Salaries	\$ 550,110	\$ 548,725	\$ 1,385	\$ 1,193,630	\$ 1,143,388	\$ 50,242
Part-time Help	27,880	25,516	2,364	62,000	69,014	(7,014)
Overtime Pay	17,850	20,275	(2,425)	38,300	37,722	578
Holiday Pay	11,275	12,574	(1,299)	22,150	17,215	4,935
Total Salaries & Wages	\$ 607,115	\$ 607,090	\$ 25	\$ 1,316,080	\$ 1,267,339	\$ 48,741
Other personnel expenses						
Retirement Contributions/Exp	\$ 124,563	\$ 123,371	\$ 1,192	\$ 262,020	\$ 256,219	\$ 5,801
Payroll Taxes	12,129	10,288	1,841	25,550	21,511	4,039
Worker's Comp Ins.	35,220	35,220	0	70,440	70,440	0
OPEB Liability	24,000	23,724	276	48,000	47,448	552
Medical & Life Ins.	75,456	71,005	4,451	150,912	144,303	6,609
Optional Benefit Plan	62,459	56,142	6,317	124,918	114,760	10,158
Uniforms & Tool Allowances	8,835	6,290	2,545	17,670	12,684	4,986
Total - Other Personnel Expenses	\$ 342,662	\$ 326,040	\$ 16,622	\$ 699,510	\$ 667,365	\$ 32,145
Total Personnel Expenses	\$ 949,777	\$ 933,130	\$ 16,647	\$ 2,015,590	\$ 1,934,704	\$ 80,886

Monthly Report  
(Unaudited)

# ATTACHMENT 2

## Ventura Port District Statement of Income and Expenses For the Period Ended December 31, 2018

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
<b>General Expenses</b>						
Advertising	\$ 5,875	\$ 3,068	\$ 2,807	\$ 7,750	\$ 4,087	\$ 3,663
Leasing & Real Estate	6,255	4,467	1,788	12,510	12,830	(320)
Auto Mileage & Allowance	3,300	3,208	92	7,000	6,600	400
Auto/Boat Equip & Maint	28,271	19,455	8,816	75,552	72,315	3,237
Bank Fees & Other Misc	3,850	1,947	1,903	7,750	4,034	3,716
Building Maintenance	124,750	134,070	(9,320)	200,250	207,968	(7,718)
Communications	10,380	9,277	1,103	20,760	19,938	822
Conferences & Training	12,850	7,694	5,156	17,750	12,469	5,281
Dock Maint. & Repair	11,619	4,116	7,503	21,243	5,604	15,639
Equipment Rental	4,300	2,781	1,519	8,800	6,797	2,003
General Insurance	63,999	63,999	0	127,998	127,998	0
Grounds Maintenance	93,920	83,720	10,200	116,930	101,119	15,811
General Harbor Maintenance	900	0	900	1,800	0	1,800
Janitorial Supplies	15,235	12,071	3,164	30,450	26,564	3,886
Land/Building Rental Expense	19,100	19,248	(148)	38,000	38,137	(137)
Marketing & Promotions	76,250	71,773	4,477	150,525	122,046	28,479
Memberships & Subscriptions	11,700	14,585	(2,885)	20,700	22,706	(2,006)
Office Supplies & Equipment	9,600	10,554	(954)	19,000	21,204	(2,204)
Computer Equip & Supplies	11,000	11,177	(177)	20,000	29,566	(9,566)
Operating Supplies	14,349	7,985	6,364	28,698	21,208	7,490
Other Equipment & Repairs	11,500	10,449	1,051	23,000	16,898	6,102
Professional Services - Legal	70,000	74,192	(4,192)	155,000	166,666	(11,666)
Professional/Outside Services	130,250	79,801	50,449	327,500	241,777	85,723
Prof. Serv.-VSE Aquaculture	35,000	6,808	28,192	48,000	16,679	31,321
Utilities	115,310	103,561	11,749	212,770	199,450	13,320
Dredging Related Expenses	68,755	65,396	3,359	125,990	121,223	4,767
Total General Expenses	\$ 958,318	\$ 825,402	\$ 132,916	\$ 1,825,726	\$ 1,625,883	\$ 199,843
<b>Total Operating Expenses</b>	\$ 1,908,095	\$ 1,758,532	\$ 149,563	\$ 3,841,316	\$ 3,560,587	\$ 280,729
<b>Oper. Income(Loss) Before Deprec.</b>	\$ 286,045	\$ 418,261	\$ 132,216	\$ 478,864	\$ 801,769	\$ 322,905
Depreciation	\$ 225,000	\$ 216,874	\$ 8,126	\$ 450,000	\$ 447,884	\$ 2,116
<b>Operating Income (Loss)</b>	\$ 61,045	\$ 201,387	\$ 140,342	\$ 28,864	\$ 353,885	\$ 325,021

Monthly Report  
(Unaudited)

# ATTACHMENT 2

## Ventura Port District Statement of Income and Expenses For the Period Ended December 31, 2018

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
<b>NON-OPERATING REVENUES</b>						
<b>General</b>						
Investment Income (Loss)	\$ 75,000	\$ 105,605	\$ 30,605	\$ 135,000	\$ 165,848	\$ 30,848
Tax Income	<u>675,000</u>	<u>709,191</u>	<u>34,191</u>	<u>710,000</u>	<u>742,491</u>	<u>32,491</u>
Total General Non-Oper. Income	\$ 750,000	\$ 814,796	\$ 64,796	\$ 845,000	\$ 908,339	\$ 63,339
<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>\$ 750,000</u>	<u>\$ 814,796</u>	<u>\$ 64,796</u>	<u>\$ 845,000</u>	<u>\$ 908,339</u>	<u>\$ 63,339</u>
<b>NON-OPERATING EXPENSES</b>						
Interest Expense	\$ 6,645	\$ 6,642	\$ 3	\$ 211,290	\$ 210,660	\$ 630
Amortized Bond Issuance Cost	0	0	0	64,000	54,166	9,834
Loss on Sale/Retirement of Assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,592</u>	<u>(4,592)</u>
Total Non-Oper. Expenses	\$ 6,645	\$ 6,642	\$ 3	\$ 275,290	\$ 269,418	\$ 5,872
<b>Non-Operationing Income (Loss)</b>	<u>\$ 743,355</u>	<u>\$ 808,154</u>	<u>\$ 64,799</u>	<u>\$ 569,710</u>	<u>\$ 638,921</u>	<u>\$ 69,211</u>
<b>CHANGES IN NET POSITION</b>	<u><u>\$ 804,400</u></u>	<u><u>\$ 1,009,541</u></u>	<u><u>\$ 205,141</u></u>	<u><u>\$ 598,574</u></u>	<u><u>\$ 992,806</u></u>	<u><u>\$ 394,232</u></u>

**Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending December 31, 2018 – Budget to Actual Analysis**

Staff makes an attempt to follow seasonal patterns when distributing the annual budget by month whenever it is feasibly possible. Many line items are divided equally through the year.

Operating Income:

**Parcel Lease Income** – (exceeds budget \$6,434) This category reflects the cumulative balance for master tenants rents. This variance is less than 1% of the budget and is reasonable.

**Harbor Village Lease Income** – (exceeds budget \$32,621) This category reflects Retail, Restaurant, Office and Charters. This variance primarily reflects the first quarter which exceeded the budget by \$38,752. The second quarter is under budget by \$6,131.

- The retail category is over budget by \$7,297. This continues to reflect the Ventura Harbor Fuel facility's increase of their monthly estimated percent rent of \$2,000 per month.
- The restaurant category exceeds the budget by \$19,950. The Boatyard Pub's sales continue to far exceed our budget by \$9,300 in the first quarter and \$3,800 in the second quarter. The remaining variance of \$6,850 is less than 1% of the budget and very minimal spread over the first six months of the fiscal year.
- Charter income category exceeds the budget by \$7,647. This increase continues to reflect the first quarter. The second quarter was relatively flat in this category.

Operating Expenses:

**Personnel Expenses** – (under budget \$80,886)

- Salaries and wages are under budget by \$48,741 for the quarter which is the same variance as in the first quarter FY18-19. This first quarter variance primarily reflects two factors in the Admin Department.
  1. The budget for the educational and bilingual incentive plans ultimately ended up entered into the budget twice. In the original budget, \$16,900 for these two plans was added to the Admin salaries. Then at mid-year, they were added in to the optional benefit category not realizing they had already been accounted for in the admin salaries. When paid out these benefits are posted to the optional benefit category.
  2. While on long-term disability, our Accounting Tech exhausted her accruals consequently she was not receiving pay from the District for the first six months of the year although she was budgeted for the year. It was anticipated that she would return in June but her return date continued to be pushed out.
- Other personnel expenses are under budget by \$32,145. This variance is distributed between five categories, with the optional benefit plan having the largest variance of \$10,158.
  1. The optional benefit plan includes \$9,700 for the bilingual incentive plan for the year but no one has yet to satisfactorily pass the testing.
  2. The variance also reflects the Accounting Tech being on disability leave and therefore not paying taxes or contributing to retirement.

**Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending December 31, 2018 – Budget to Actual Analysis**

**Dock Maintenance & Repair** – (under budget \$15,639) In reviewing the budget for this category, it appears it may not be necessary to use the anticipated funds.

**Grounds Maintenance** – (under budget \$15,811) In reviewing the budget for this category, it appears it may not be necessary to use the anticipated funds.

**Marketing and Promotions** – (under budget \$28,479) The Marketing Manager attempts to distribute their budget based on scheduled events and advertising promotions. The majority of this variance, \$15,980, is in the advertising category, with \$2,280 being in the ad production category. The remainder of the variance is spread out between event production, web content and social media. The Marketing Manager is currently working with technicians to assist in updating the District's web sites to assure they meet new ADA standards.

**Professional/Outside Services** – (under budget \$85,723) In this category, items that can be readily identified as to when they will be expensed are placed in their appropriate budget months. For example, we know exactly when the Trolley partnership is due to be paid, July and January. The remaining funds are spread out evenly over the twelve month budget cycle.

- Approximately \$53,000 of this variance is related to the Administration department. The following services have been budgeted but have not been completed at 12/31/18:
  - \$20,000 for an HR manual review (quote as per LCW) – This service began in April
  - \$20,000 remains for traffic and pedestrian counts studies
  - \$10,000 contingency for possible lease finding fees
  - \$5,000 miscellaneous contingency
  - \$10,000 contingency for accounting assistance
- Approximately \$11,000 of the outside services variance is related to the Maintenance department. The following services were not utilized:
  - \$10,000 contingency for boat salvage costs
  - \$4,000 contingency built into budget

**Professional Services-VSE Aquaculture** – (under budget \$31,321) The majority of this variance showed up in the second quarter FY18-19. It was anticipated that Dudek and Plauche & Carr services for the current quarter would be paid through the Enterprise fund and not through the grant fund as the 2018 grant had not been awarded at that time. After the Sea Grant was awarded in December, staff was made aware that their invoices were eligible for reimbursement. Therefore, any invoices processed and paid through the Enterprise fund were re-classified to the Grant account for reimbursement. This category would have been divided equally for 12 months if staff had received confirmation of the grant award sooner.

**Utilities** - (under budget \$13,321) This category consists of water, electricity, gas and trash expenses. Electricity and trash represent the largest portions of this variance.

- Staff anticipates rate increases in the budget for electricity each year. It is hopeful this category remains under budget.

**Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending December 31, 2018 – Budget to Actual Analysis**

- The gas budget was increased to accommodate the new fire pit in the Carousel courtyard. Staff was not sure how the fire pit would affect the budget as this is the first full year with the pit in use.
- It is anticipated that the trash category will not remain under budget as we move into spring and nicer weather.
  - Water is over budget by \$1,467,
  - Electricity is under budget by \$6,772,
  - Natural Gas under budget by \$2,271 and
  - Trash under budget by \$5,745.

Non-operating Revenue:

**Investment Income** (exceeds budget \$30,848) This budget item is very conservative. LAIF continues to earn higher than anticipated rates.

**Tax Income** – (exceeds budget \$32,491) This budget item is also a conservative estimate. It represents the District's pro-rata share of the Ventura County property tax assessments collected.

Non-operating Expenses:

Nothing major to report on during the first and second quarters of the fiscal year.

## ATTACHMENT 2

### Ventura Port District Budget Analysis - Current Year and Prior Year For the Period Ended December 31, 2018

	Current Year Annual Budget	Current Year YTD Activity	Current Year Remaining Budget	%	Prior Year Annual Budget	Prior Year YTD Activity	Prior Year Remaining Budget	%
<b>INCOME</b>								
Operating Income								
Parcel Lease Income	3,795,000	1,761,434	2,033,566	54	3,590,000	1,741,622	1,848,378	51
Dry Storage Income	22,000	900	21,100	96	120,000	62,067	57,933	48
Fisherman's Storage	76,000	37,778	38,222	50	74,000	36,678	37,322	50
Parking Income	55,000	32,880	22,120	40	72,000	34,827	37,173	52
Miscellaneous Income/Rentals	211,000	199,550	11,450	5	46,000	40,825	5,175	11
Village Income								
Harbor Village Lease Income	2,744,000	1,469,621	1,274,379	46	2,580,000	1,372,912	1,207,088	47
Commercial Fishing	275,000	154,805	120,195	44	340,000	217,518	122,482	36
Miscellaneous Income	5,500	4,117	1,383	25	5,500	5,945	(445)	(8)
Harbor Event Fees	30,000	15,014	14,986	50	29,000	11,656	17,344	60
Marketing Booth/Vendor Income	5,000	3,042	1,958	39	7,500	1,265	6,235	83
Co-Op Advert/Sponsorship	14,000	14,955	(955)	(7)	14,000	11,120	2,880	21
Merchants Promo Fund	117,000	54,362	62,638	54	105,000	51,474	53,526	51
Slip Rentals	850,000	433,014	416,986	49	865,000	427,052	437,948	51
Dock Electrical Income	10,000	4,289	5,711	57	25,000	9,291	15,709	63
C A M Income	<u>357,000</u>	<u>176,595</u>	<u>180,405</u>	<u>51</u>	<u>335,000</u>	<u>167,264</u>	<u>167,736</u>	<u>50</u>
Total Operating Income	\$ 8,566,500	\$ 4,362,356	\$ 4,204,144	49 %	\$ 8,208,000	\$ 4,191,516	\$ 4,016,484	49 %
Non-operating Income								
Investment Income (Loss)	283,000	165,848	117,152	41	50,000	56,009	(6,009)	(12)
Tax Income	1,250,000	742,491	507,509	41	1,160,000	707,981	452,019	39
Intergov't Revenue	0	0	0	0	0	20,284	(20,284)	0
Sale of Fixed Assets	0	0	0	0	0	1,320	(1,320)	0
DBAW Grants	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>100</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>100</u>
Total Non-Oper. Income	\$ 1,536,000	\$ 908,339	\$ 627,661	41 %	\$ 1,240,000	\$ 785,594	\$ 454,406	37 %
<b>TOTAL INCOME</b>	<b>\$ 10,102,500</b>	<b>\$ 5,270,695</b>	<b>\$ 4,831,805</b>	<b>48 %</b>	<b>\$ 9,448,000</b>	<b>\$ 4,977,110</b>	<b>\$ 4,470,890</b>	<b>47 %</b>
<b>EXPENSES</b>								
Personnel Expenses								
Salaries & Wages	2,686,500	1,267,338	1,419,162	53	2,410,500	1,177,064	1,233,436	51
Retirement Contributions	526,000	256,219	269,781	51	477,500	247,000	230,500	48
Payroll Taxes	51,100	21,511	29,589	58	51,000	21,687	29,313	57
Worker's Comp Ins.	140,500	70,440	70,060	50	172,000	85,980	86,020	50
OPEB Liability	96,000	47,448	48,552	51	124,956	61,470	63,486	51
Medical & Life Ins.	313,000	144,303	168,697	54	283,000	137,324	145,676	51
Optional Benefit Plan	261,500	114,760	146,740	56	230,000	105,339	124,661	54
Uniforms & Tool Allowances	<u>35,500</u>	<u>12,684</u>	<u>22,816</u>	<u>64</u>	<u>29,500</u>	<u>13,391</u>	<u>16,109</u>	<u>55</u>
Total Personnel Expenses	\$ 4,110,100	\$ 1,934,703	\$ 2,175,397	53 %	\$ 3,778,456	\$ 1,849,255	\$ 1,929,201	51 %

Monthly Report  
(Unaudited)



## ATTACHMENT 2

### Ventura Port District Budget Analysis - Current Year and Prior Year For the Period Ended December 31, 2018

	Current Year Annual Budget	Current Year YTD Activity	Current Year Remaining Budget	%	Prior Year Annual Budget	Prior Year YTD Activity	Prior Year Remaining Budget	%
<b>EXPENSES CONTINUED</b>								
General Expenses								
Advertising	11,500	4,087	7,413	64	11,000	7,142	3,858	35
Leasing & Real Estate	25,000	12,830	12,170	49	20,000	9,946	10,054	50
Auto Mileage & Allowance	14,000	6,600	7,400	53	14,000	6,600	7,400	53
Auto/Boat Equip & Maint	173,000	72,315	100,685	58	200,500	49,643	150,857	75
Bad Debt	10,000	0	10,000	100	18,000	465	17,535	97
Bank Fees & Other Misc	15,500	4,034	11,466	74	15,500	5,635	9,865	64
Building Maintenance	389,000	207,968	181,032	47	401,000	172,154	228,846	57
Bldg Maint-Tenant Improvments	198,500	0	198,500	100	42,000	0	42,000	100
Communications	41,500	19,938	21,562	52	45,000	18,104	26,896	60
Conferences & Training	43,500	12,469	31,031	71	65,000	13,774	51,226	79
Dock Maint. & Repair	44,500	5,604	38,896	87	44,500	8,946	35,554	80
Village Enhancements	0	0	0	0	30,000	0	30,000	100
Equipment Rental	17,500	6,797	10,703	61	19,500	7,822	11,678	60
General Insurance	256,000	127,998	128,002	50	266,000	132,996	133,004	50
Grounds Maintenance	168,900	101,119	67,781	40	156,000	80,862	75,138	48
General Harbor Maintenance	4,000	0	4,000	100	4,000	0	4,000	100
Janitorial Supplies	61,000	26,564	34,436	56	61,000	28,925	32,075	53
Judgements & Damages	0	0	0	0	0	1,454	(1,454)	0
Land/Building Rental Expense	76,000	38,137	37,863	50	74,000	36,500	37,500	51
Marketing & Promotions	297,500	122,046	175,454	59	289,000	144,888	144,112	50
Memberships & Subscriptions	27,000	22,706	4,294	16	21,500	19,034	2,466	11
Office Supplies & Equipment	38,500	21,204	17,296	45	39,500	14,586	24,914	63
Computer Equip & Supplies	41,000	29,566	11,434	28	41,000	17,706	23,294	57
Operating Supplies	57,500	21,208	36,292	63	61,000	22,179	38,821	64
Other Equipment & Repairs	46,000	16,898	29,102	63	45,500	19,659	25,841	57
Professional Services - Legal	280,000	166,666	113,334	40	265,000	131,180	133,820	50
Professional/Outside Services	679,000	258,456	420,544	62	640,000	273,802	366,198	57
Utilities	411,500	199,450	212,050	52	406,500	194,712	211,788	52
Dredging Related Expenses	248,500	121,223	127,277	51	244,500	86,384	158,116	65
Total General Expenses	\$ 3,675,900	\$ 1,625,883	\$ 2,050,017	56 %	\$ 3,540,500	\$ 1,505,098	\$ 2,035,402	57 %
Non-Operating Expenses								
Interest Expense	530,000	210,660	319,340	60	440,000	224,015	215,985	49
Bond Issuance Cost	64,000	54,166	9,834	15	0	0	0	0
Loss on Sale/Retirement of Asse	0	4,592	(4,592)	0	0	0	0	0
Total Non-oper. Expenses	\$ 594,000	\$ 269,418	\$ 324,582	55 %	\$ 440,000	\$ 224,015	\$ 215,985	49 %
<b>TOTAL EXPENSES</b>	<b>\$ 8,380,000</b>	<b>\$ 3,830,004</b>	<b>\$ 4,549,996</b>	<b>54 %</b>	<b>\$ 7,758,956</b>	<b>\$ 3,578,368</b>	<b>\$ 4,180,588</b>	<b>54 %</b>

Monthly Report  
(Unaudited)

## ATTACHMENT 2

### Ventura Port District Budget Analysis - Current Year and Prior Year For the Period Ended December 31, 2018

	Current Year Annual Budget	Current Year YTD Activity	Current Year Remaining Budget
<b>CAPITAL IMPROVEMENTS / EQUIPMENT</b>			
Assets-Automotive	120,000	47,900	72,100
Assets -Fish Pier Crane/Hoist	150,000	192	149,808
Assets-Pay&Display machine	35,000	0	35,000
Assets-Harbor Cove Monument Si	15,000	0	15,000
Assets-Bike Racks	15,000	0	15,000
Assets-Dive Pool Glass Wall	55,000	0	55,000
Assets-Village roof system	0	810	(810)
Assets-VHV Fish Pier Improv	575,000	188,453	386,547
Assets-1559 Improve-Choc Store	180,000	0	180,000
Assets-Vlg Parkinglot Trash Enclo	80,000	0	80,000
Assets-Village Painting	450,000	7,500	442,500
Assets-Harbor Cove Lot Pavers	18,000	0	18,000
Assets-Parkinglot repairs&slurry	0	2,369	(2,369)
Assets-BS Tap Room Renovation	454,000	0	454,000
Assets-ADA Restroom Improv-159	190,000	2,126	187,874
Assets-NPS Seismic Evaluation	25,000	0	25,000
Assets-1583 Main Sewer Line	50,000	0	50,000
Assets-Village Fiber Optics	70,000	0	70,000
Assets-Harbor Parking Study	25,000	0	25,000
Assets-Dry Storage Reconfigurati	115,000	7,608	107,392
Assets-VHV Marina Part G&H Doc	<u>2,000,000</u>	<u>27,144</u>	<u>1,972,856</u>
<b>Total Capital Improvements</b>	<b>\$ 4,622,000</b>	<b>\$ 284,102</b>	<b>\$ 4,337,898</b>

Monthly Report  
(Unaudited)

# ATTACHMENT 2

## Ventura Port District Balance Sheet For the Period Ended December 31, 2018

### CURRENT ASSETS

Cash in Banks	4,138,362
Accounts Receivable	287,585
Intercompany Receivable-Grant Fund	120,000
Taxes Receivable	50,738
Interest Receivable	97,890
Prepaid Expenses	304,181
Inventory of supplies	65,342
<b>TOTAL CURRENT ASSETS</b>	<b><u>\$5,064,098</u></b>

### RESTRICTED ASSETS

Cash - Dredging	3,031,032
Cash - Improvement	5,517,973
Cash - Fisheries Complex	159,836
Cash - Project Fund-Village Marina	4,509,869
<b>TOTAL RESTRICTED ASSETS</b>	<b><u>\$13,218,710</u></b>

### FIXED ASSETS

Land	2,342,629
Harbor Improvements	37,310,196
Equipment	1,736,625
	<u>41,389,450</u>
Accumulated depreciation	<u>(17,205,781)</u>
<b>NET FIXED ASSETS</b>	<b><u>\$24,183,669</u></b>

**TOTAL ASSETS** **\$42,466,477**

### DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	228,210
Deferred amount on pension plan	1,308,626
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b><u>\$1,536,836</u></b>

**TOTAL ASSETS AND DEFERRED  
OUTFLOWS OF RESOURCES**

**\$44,003,313**

### CURRENT LIABILITIES

Accounts Payable	177,286
Accrued Interest Payable	163,570
Current Portion of Long Term Debt	921,885
Current Portion OPEB Liability	10,962
Accrued Liabilities	59,102
Current Portion of Compensated Absences	151,388
<b>TOTAL CURRENT LIABILITIES</b>	<b><u>\$1,484,193</u></b>

### LONG TERM DEBT

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

### OTHER LIABILITIES

OPEB Liability-Long Term	1,161,562
Compensated Absences-Long Term	108,564
Net Pension Liability	3,617,141
Unearned Revenue	165,055
Security Deposits	281,237
<b>TOTAL OTHER LIABILITIES</b>	<b><u>\$5,333,559</u></b>

**TOTAL LIABILITIES** **\$21,994,933**

### EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	15,580,298
Current Year Retained Earnings	992,806
<b>TOTAL EQUITY</b>	<b><u>\$21,850,768</u></b>

### DEFERRED INFLOW OF RESOURCES

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

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

**\$44,003,313**

Monthly Report  
(Unaudited)

## ATTACHMENT 2

### Ventura Port District Cashflow Statement As of December 31, 2018

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

Operating Income	4,362,358
Non-Operating Income	1,004,197
Total Income	<u>\$ 5,366,555</u>
Operating Expenses	4,104,255
Non-Operating Expenses	269,418
Total Expenses	<u>\$ 4,373,673</u>
Change in Net Position-Accrual Basis	<u>\$ 992,882</u>
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(761,500)
New Debt acquired (change in Long Term portion)	4,596,381
Deferred amount on refundings	13,283
Acquisitions/Retirements of Capital Assets	<u>(284,101)</u>
Net Cash provided (used) by Capital & Financing	<u>\$ 3,564,063</u>
Operating Income Adjustments:	
Depreciation/Impairment of assets	447,884
(Increase)decrease in receivables	68,030
(Increase)decrease in prepaid Items	(268,527)
Increase(decrease) in current debt serv/interest	67,785
Increase(decrease) in payables	(100,430)
Increase(decrease) in unearned revenue	(55,595)
Increase (decrease) in tenant deposits	<u>(2,509)</u>
Net Cash provided by Operating Activities	<u>\$ 156,638</u>
NET Increase (Decrease) in Cash	<u>\$ 4,713,583</u>
Add: Beginning Cash 7/1/18	<u>\$ 12,715,381</u>
Ending Cash at 12/31/18	<u>\$ 17,428,964</u>

Monthly Report  
(Unaudited)

## ATTACHMENT 2

### Ventura Port District Distribution of Cash as of December 31, 2018

<u>Enterprise Fund</u>	<u>Current Balance</u>
<u>Cash</u>	
Cash on Hand (undeposited)	1,871
Cash in Checking (Wells Fargo Bank)	316,521
Cash in County Treasury	17,445
<b>Total Cash Available for Normal Operations</b>	<b><u>\$ 335,837</u></b>
 <u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>3,694,708</u>
<b>Total Investments Unrestricted Reserves</b>	<b><u>\$ 3,694,708</u></b>
 <u>Dredging Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>3,031,032</u>
<b>Total Dredging Reserves</b>	<b><u>\$ 3,031,032</u></b>
 <u>Capital Improvement Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>5,517,973</u>
<b>Total Capital Improvement Reserves</b>	<b><u>\$ 5,517,973</u></b>
 <u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>159,836</u>
<b>Total Fisheries Complex Reserves</b>	<b><u>\$ 159,836</u></b>
 <u>Aquaculture Grant Funds</u>	
Cash in Checking (Wells Fargo Bank)	<u>71,892</u>
<b>Total Aquaculture Grant Funds</b>	<b><u>\$ 71,892</u></b>
 <u>Project Fund - Village Marina</u>	
Cash in Checking (Wells Fargo Bank)	107,818
Local Agency Investment Fund (LAIF)	<u>4,509,868</u>
<b>Total Project Fund Village Marina</b>	<b><u>\$ 4,617,686</u></b>
 <b>TOTAL CASH AND INVESTMENTS</b>	<b><u><u>\$ 17,428,964</u></u></b>

# 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 FY17-18 to Current Yr
	2016-17	2017-18	Current	2016-17	2017-18	Current	
<u>Operating Income</u>							
Parcel Leases	764,046	841,674	842,551	1,560,168	1,741,622	1,761,434	1%
Option Fee	1,200,000			1,200,000			
Dry Storage	30,825	31,588	450	62,064	62,067	900	-99%
Other Operating	56,700	58,513	222,149	125,561	112,380	270,208	140%
Harbor Village Leases	602,734	631,256	662,569	1,336,615	1,372,912	1,469,621	7%
Commercial Fishing	71,128	142,865	85,140	146,106	217,518	154,805	-29%
Slips	231,191	214,137	224,044	446,546	427,052	433,014	1%
CAM	85,765	83,639	88,426	168,734	167,264	176,595	6%
Marketing	24,879	25,803	27,302	49,233	51,474	54,362	6%
Electrical Slips	8,948	4,260	2,757	13,488	9,291	4,289	-54%
Other Operating	25,966	18,390	21,405	29,080	31,436	37,128	18%
Total Operating Income	3,102,182	2,052,125	2,176,793	5,137,595	4,193,016	4,362,356	4%
<u>Operating Expenses</u>							
Harbor Patrol	252,615	285,747	283,575	594,548	649,751	694,594	7%
Maintenance	303,803	349,381	396,785	565,874	603,009	688,090	14%
Administration	449,140	471,070	513,019	936,090	1,021,776	1,080,860	6%
Marina	164,400	168,898	174,195	326,766	334,332	340,355	2%
C A M	196,453	202,778	198,200	409,102	406,530	395,730	-3%
Marketing	106,717	137,918	127,362	200,478	252,571	239,734	-5%
Dredging	42,674	43,869	65,396	85,334	86,384	121,224	40%
Total Operating Expenses	1,515,802	1,659,661	1,758,532	3,118,192	3,354,353	3,560,587	6%
NET OPERATING INCOME	1,586,380	392,464	418,261	2,019,403	838,663	801,769	-4%
<u>Non-operating Income</u>							
Interest	19,258	22,537	105,605	36,460	56,009	165,848	196%
Taxes	631,331	663,862	709,191	660,808	707,981	742,491	5%
Other	13,348	17,741	-	14,481	21,604	-	-100%
Total Non-operating Income	663,937	704,140	814,796	711,749	785,594	908,339	16%
<u>Non-Operating Expenses</u>							
Depreciation	213,010	205,432	216,874	427,142	412,043	447,884	9%
Debt Service	6,642	6,642	6,642	210,678	224,015	264,826	18%
Other	-	-	-	-	-	4,592	
Total Non-operating Expenses	219,652	212,074	223,516	637,820	636,058	717,302	13%
NET NON-OPER. INCOME	444,285	492,066	591,280	73,929	149,536	191,037	28%
NET CHANGE IN POSITION	2,030,665	884,530	1,009,541	2,093,332	988,199	992,806	0%

Monthly Report  
(Unaudited)

# ATTACHMENT 3

Ventura Port District  
Aquaculture Fisheries Study Grant Fund  
Statement of Income, Expense and Change in Net Position  
For the Period Ended December 31, 2018

**INCOME**

VSE Grant Reimbursement	95,858
<b>TOTAL INCOME</b>	<b>\$95,858</b>

**EXPENSES**

Legal-VSE Grant	27,539
Professional Services	65,639
Miscellaneous Expenses	2,604
<b>TOTAL EXPENSES</b>	<b>\$95,782</b>

<b>CHANGE IN NET POSITION</b>	<b>\$76</b>
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# ATTACHMENT 3

**Ventura Port District  
Aquaculture Fisheries Study Grant Fund  
Balance Sheet  
For the Period Ended December 31, 2018**

**CURRENT ASSETS**

Cash in Banks	71,892
Accounts Receivable-Grant	48,184
<b>TOTAL CURRENT ASSETS</b>	<b><u>\$120,076</u></b>

**CURRENT LIABILITIES**

Accounts Payable	0
Intercompany Payable-Enterprise Fund	120,000
<b>TOTAL CURRENT LIABILITIES</b>	<b><u>\$120,000</u></b>

**LONG TERM ASSETS**

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

**EQUITY**

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

	<u><u>\$120,076</u></u>
<b>TOTAL ASSETS</b>	

<b>TOTAL LIABILITIES AND EQUITY</b>	<u><u>\$120,076</u></u>
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# ATTACHMENT 3

## Ventura Port District Ventura Shellfish Enterprise 2018 Sea Grant

### Ventura Shelfish - Recap - Year 1 of 2018 Grant

#### Grant Funding

	<u>Grant</u>	<u>Billed</u>	<u>Remaining</u>	<u>Comments</u>
Plauche Carr-Legal - Task 4	40,000.00	21,021.33	18,978.67	
Dudek - Task 5 - Enviornmental Review	108,610.00	27,162.34	81,447.66	
Scott Lindell - Task 7	10,250.00	-	10,250.00	Grower/Producer Compliance Training
Blake Stok - Task 7	11,000.00	-	11,000.00	
	<u>\$ 169,860.00</u>	<u>\$ 48,183.67</u>	<u>\$ 121,676.33</u>	

Services thru 12/31/18

#### Direct costs to District

	<u>Contract/Budget</u>	<u>Billed</u>	<u>Remaining</u>	<u>Comments</u>
Plauche & Carr	29,000.00	1,072.50	27,927.50	
Dudek	40,600.00	2,368.35	38,231.65	
Maine Marine Composites - Engineering Serv	8,250.00	-	8,250.00	Evaluate the performance of mussel longline system under specific conditions
Misc - Engineering Services	1,750.00	-	1,750.00	
Braitman & Associates	2,400.00	260.00	2,140.00	
Conferences/Travel/Meetings/Supplies	1,000.00	3,446.86	(2,446.86)	
	<u>\$ 83,000.00</u>	<u>\$ 7,147.71</u>	<u>\$ 47,924.79</u>	

Services thru 12/31/18

#### In-Kind Contributions

	<u>Grant Requirement</u>	<u>Submitted</u>	<u>Remaining</u>	<u>Comments</u>
2018 Year 1 Grant Requirement				
Ashworth, Ev & Brooke	48,900.00	12,608.75	36,291.25	
Bush, Doug	27,360.00	-	27,360.00	
Imondi, Ralph	12,800.00	2,900.00	9,900.00	
Parsons, Richard	10,000.00	1,900.00	8,100.00	
Pendleton, Brian	24,245.00	11,277.72	12,967.28	
Santschi, Linda	12,800.00	2,600.00	10,200.00	
	<u>\$ 136,105.00</u>	<u>\$ 31,286.47</u>	<u>\$ 104,818.53</u>	

In-Kind Contribution thru 12/31/18

## ATTACHMENT 4

## Accounts Payable Check Register - October 2018

12/11/2018

Ventura Port District

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>
48895	10/04/18	1045	ADT Security Services	NPS alarm service	179.85	
48896	10/04/18	1060	AFLAC	Salary reduction benefit	1,512.98	
48897	10/04/18	1168	Amsterdam Printing	Advertising and promotion	316.05	
48898	10/04/18	1440	Beacon Marine Chandlery Inc	Cleaning supplies	58.84	
48899	10/04/18	1492	Big Brand Tire Company	Sales tax for previous payment	11.13	
48900	10/04/18	1676	Carquest Auto Parts	VPD shop stock, boat parts, maintenance truck parts	349.16	
48901	10/04/18	1820	CE Solutions	Online training for Patrol	258.00	
48902	10/04/18	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	487.00	
48903	10/04/18	2097	Custom awards & Engraving	Event production	18.10	
48904	10/04/18	2100	CyberCopy Inc.	Digital copy of Dive Shop floor plan	68.42	
48905	10/04/18	2202	Dave's	Patrol boat fuel	4,872.35	
48906	10/04/18	2331	Dial Security Inc	Courtesy Patrol coverage	800.00	
48907	10/04/18	2604	E.J. Harrison & Sons Inc.	Trash service	7,868.14	
48908	10/04/18	2751	Empire Cleaning Supply	Janitorial supplies	1,181.03	
48909	10/04/18	2936	Fast Signs	VIM signage	640.36	
48910	10/04/18	2980	Fausset Printing, LLC	Advertising and promotion	140.00	
48911	10/04/18	3050	All That's Fit to Print	Marketing-ad production	1,736.39	
48912	10/04/18	3100	Flooring 101	Marketing storage room @ 1583 -203A	942.96	
48913	10/04/18	3138	Four Points Sheraton	Board meeting room rental	1,238.45	
48914	10/04/18	3490	Grainger Inc.	VPD trash containers	135.41	
48915	10/04/18	4295	Jensen Design & Survey Inc.	Slurry seal inspection	1,035.00	
48916	10/04/18	5190	Matilija Water	Reverse osmosis water system	45.00	
48917	10/04/18	5210	McCormix Corp.	Maintenance vehicle fuel	544.96	
48918	10/04/18	5632	MJP Technologies, Inc	IT services for SPAM filtering	573.75	
48919	10/04/18	6178	PERS Long Term Care Program	Salary reduction benefit	224.37	
48920	10/04/18	6283	Petty Cash Fund	Parking refunds, uniform safety shoes, maintenance supplies, rolled coin	310.22	
48921	10/04/18	6865	Rasmussen & Associates Inc	Village re-roof Phase 2, ADA restrooms @ 1591	428.75	
48922	10/04/18	7032	Alliant Insurance Services	Event production insurance	1,109.00	
48923	10/04/18	7229	Sam's Club/GECF	Patrol supplies	71.74	
48924	10/04/18	7245	Santa Barbara Family Life	Marketing-advertising	320.00	
48925	10/04/18	7410	Smith Pipe & Supply Inc.	Harbor Cove irrigation	71.19	

# ATTACHMENT 4

Check	Date	Payee	Name	Description	Amount	Voided Amount
48926	10/04/18	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,562.33	
48927	10/04/18	7818	TOTALFUNDS	Postage	500.00	
48928	10/04/18	8239	Ventura County Reporter	Marketing-Advertising	725.00	
48929	10/04/18	8243	Ventura Harbor Boat Yard	Crane disposal	4,592.44	
48930	10/04/18	8250	Ventura Visitors & Convention	Marketing-advertising	225.00	
48931	10/04/18	8251	Ventura Water	Utilities	506.68	
48932	10/04/18	8453	Virtual Pacific Networks	IT Services	10,343.41	
48933	10/04/18	8501	Warren Distributing Inc.	VPD vehicle maintenance	119.43	
48934	10/04/18	8534	HDS White Cap Const. Supply	Operating supplies	361.24	
48935	10/04/18	11415	Alertline Communications	Elevator phone service	630.00	
48936	10/04/18	12880	Arturo Medina	Photographer for web/social media	50.00	
48937	10/04/18	12945	Assurant Employee Benefits	Dental insurance premiums	1,593.53	
48938	10/04/18	14451	Bejeckian; Susan	Marketing-advertising	119.00	
48939	10/04/18	14579	BKM Office Environments	Office furniture- small conference room	3,224.94	
48940	10/04/18	20200	CoStar Realty Information, Inc	Leasing marketing data software	995.60	
48941	10/04/18	26531	eDistsecurity	Card keys	255.76	
48942	10/04/18	27396	Elizabeth Estrada	Photographer for web/social media	150.00	
48943	10/04/18	45635	Karen Eden	Marketing Village entertainment	300.00	
48944	10/04/18	50071	LoopNet	Internet leasing advertising	369.95	
48945	10/04/18	50110	Lure Creative Design, Inc	Marketing-event production	500.00	
48946	10/04/18	51731	Marcos Ramos Painting	Mold, mildew treat and paint @ 1583, 1567, 1583	7,325.00	
48947	10/04/18	61991	P & R Paper Supply Co.	Janitorial supplies	661.24	
48948	10/04/18	70075	Ricoh USA, Inc.	Copier page charges - Admin/Marketing	334.89	
48949	10/04/18	70505	Ruby Emery	Event production reimbursement -Taste of Seafood	300.00	
48950	10/04/18	70650	SWCA, Incorporated (Soil and Water Conservation Assist) - Harbor monitoring		2,477.00	
48951	10/04/18	72267	Safechecks	Accounting checks	333.45	
48952	10/04/18	74343	Sommerville Associates	Marketing public relations services	2,000.00	
48953	10/04/18	77050	Target Solutions Learning	Online training for Patrol	1,435.00	
48954	10/04/18	82201	Valley Scene Magazine	Marketing-advertising	630.00	
48955	10/04/18	84570	Vision Service Plan-(CA)	Employee vision plan	772.54	
48956	10/04/18	85219	West Marine Pro	Replacement lights, boat parts, maintenance supplies	691.97	
48957	10/05/18	1737	C.M.A.N.C.(California Marine Affairs& Navigation) - Annual membership dues		4,200.00	
48958	10/05/18	1060	AFLAC	ZERO check, as advised by Tech Support to clear open payable glitch		0.00
48959	10/18/18	3050	All That's Fit to Print	Marketing-ad production	953.00	
48960	10/18/18	4293	Jennifer Talt-Lundin	Mileage - Central Coast board meeting	148.24	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48961	10/18/18	4742	Kratos Construction	Renovated Village stairway access lighting & other miscellaneous repairs	5,105.00	
48962	10/18/18	16161	Brian Brennan	California Marine Affairs& Navigation travel reimbursement	693.39	
48963	10/18/18	51731	Marcos Ramos Painting	Painting stucco repair buildings 1591 & 1583	4,225.00	
48964	10/22/18	1036	Accurate First Aid Services	Replenish first aid stations	329.31	
48965	10/22/18	1440	Beacon Marine Chandlery Inc	Parts @ 1591 restroom, VPD shop	71.67	
48966	10/22/18	1571	Boatswain's Locker Inc.	Boat 17 pump replacement	691.80	
48967	10/22/18	1625	Byrd Locksmithing Inc.	Village locks @ 1567electrical room	976.40	
48968	10/22/18	1676	Carquest Auto Parts	M 44 repair parts	114.83	
48969	10/22/18	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
48970	10/22/18	1725	CED (Consolidated Electrical Distributers)-Village parking lot lights, restroom electrical parts		1,741.53	
48971	10/22/18	1892	Chemsearch	Village sewer chemical for declogging	306.49	
48972	10/22/18	1915	Cintas Corp #684	Uniform rental/Courtesy Patrol	31.70	
48973	10/22/18	2093	Cumulus Broadcasting Inc.	Marketing-advertising	900.00	
48974	10/22/18	2174	Dan Harding	Marketing-advertising	150.00	
48975	10/22/18	2331	Dial Security Inc	Courtesy Patrol coverage	400.00	
48976	10/22/18	2448	Downtown Ventura Partners	Marketing-advertising	4,300.00	
48977	10/22/18	2751	Empire Cleaning Supply	Janitorial supplies	1,116.40	
48978	10/22/18	2935	Farmer Bros. Co	Coffee supplies	267.80	
48979	10/22/18	2936	Fast Signs	Street banners	142.23	
48980	10/22/18	2986	Ferguson Enterprises Inc.	NPS garbage disposal, VHV sewer lines, launch ramp restrooms	491.64	
48981	10/22/18	3490	Grainger ** Voided **	Check stub used to list invoices		0.00
48982	10/22/18	3490	Grainger Inc.	Maintenance rain gear & miscellaneous shop supplies	1,375.13	
48983	10/22/18	3492	Green Thumb International	Village landscaping	130.56	
48984	10/22/18	3592	Hansen's Plumbing, Inc.	NPS water heater	2,755.21	
48985	10/22/18	3602	Happenings Magazine	Marketing-advertising	739.00	
48986	10/22/18	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	187.56	
48987	10/22/18	4225	J. W. Enterprises	Portable restrooms for Harbor Cove	1,349.79	
48988	10/22/18	4247	Jani-King of CA Inc.	Janitorial service in Village, VPD headquarters	5,263.94	
48989	10/22/18	5210	McCormix Corp.	Maintenance vehicle fuel	269.85	
48990	10/22/18	5505	Muzicraft Inc.	Marketing Village entertainment	329.50	
48991	10/22/18	5625	ReadyRefresh	Bottled water service	253.19	
48992	10/22/18	5744	Noble Consultants Inc ** Voided **	Invoice posting error		1,786.21
48993	10/22/18	6178	PERS Long Term Care Program	Salary reduction benefit	224.37	
48994	10/22/18	6409	Plauche & Carr	VSE Aquaculture	18,177.33	
48995	10/22/18	6447	Powerstride Battery Co#55	Message board batteries	570.25	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
48996	10/22/18	6470	LegalShield	Salary reduction benefit	150.45	
48997	10/22/18	6913	Pacific Coast Publishing	Marketing-advertising	500.00	
48998	10/22/18	7000	Richard W. Parsons	Dredging/project management services	10,294.77	
48999	10/22/18	7032	Alliant Insurance Services	Event production insurance	731.00	
49000	10/22/18	7153	Ryan Sutherland	Training course - boat accidents	1,361.03	
49001	10/22/18	7296	Searle Creative Group	Marketing-social media web site design	973.75	
49002	10/22/18	7346	Shell Fleet Plus	Patrol vehicle fuel	902.15	
49003	10/22/18	7410	Smith Pipe & Supply Inc.	Village irrigation parts	138.06	
49004	10/22/18	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
49005	10/22/18	7434	Southern Calif. Edison	Utilities	9,847.18	
49006	10/22/18	7858	Tile Wizard	Village men's restroom repairs	800.00	
49007	10/22/18	8228	Ventana Monthly ** Voided **	Incorrect vendor, should have been Southland Publishing		450.00
49008	10/22/18	8233	Venco Power Sweeping, Inc	Monthly Village parking lot & fish pier sweeping	415.38	
49009	10/22/18	8244	Ventura Harbor Storage	Fisherman's gear storage	6,296.40	
49010	10/22/18	8251	Ventura Water ** Voided **	Check stub used to list invoices		0.00
49011	10/22/18	8251	Ventura Water	Utilities	36,545.39	
49012	10/22/18	8651	Yama Lawn Mower Service	New mower blades	286.54	
49013	10/22/18	13851	Balloons To Go	Event production	150.85	
49014	10/22/18	14570	Best in the West Plumbing Co.	Village restroom service	125.00	
49015	10/22/18	16150	Brendan Daly Photography	Event production	150.00	
49016	10/22/18	18205	Cean Sports	Radio communications accessory	385.00	
49017	10/22/18	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	1,439.55	
49018	10/22/18	51458	Macaroni Kid	Marketing-advertising	80.00	
49019	10/22/18	61991	P & R Paper Supply Co.	Janitorial supplies	1,117.85	
49020	10/22/18	70075	Ricoh USA, Inc.	Copier lease	741.91	
49021	10/22/18	70281	Ring Central Inc	Phone service	983.18	
49022	10/22/18	82351	Ventura Breeze	Marketing-advertising	300.00	
49023	10/22/18	85219	West Marine Pro	Boat supplies, cooling system pumps for all boats	1,314.43	
49024	10/22/18	85261	West Coast Air Conditioning	NPS, village HVAC services	1,291.13	
49025	10/22/18	One time	American Cancer Society	Reimbursement per Marketing for deposit	250.00	
Total Enterprise Account Check Register					\$215,187.11	\$2,236.21

# ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
<u>Wells Fargo Grant Account</u>					
<u>Check</u>	<u>Date</u>	<u>Payee Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
	10/2018		No activity for October 2018	0.00	0.00
Total Grant Account Check Register				<u>\$0.00</u>	<u>\$0.00</u>
<u>Wells Fargo Dock Project Account</u>					
<u>Check</u>	<u>Date</u>	<u>Payee Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
	10/2018		No activity for October 2018	0.00	0.00
Total Dock Project Account Check Register				<u>\$0.00</u>	<u>\$0.00</u>
Total All Check Registers				<u><u>\$215,187.11</u></u>	<u><u>\$2,236.21</u></u>

## ATTACHMENT 4

## Accounts Payable Check Register November 2018

12/26/18

Ventura Port District  
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>
49026	11/01/18	1036	Accurate First Aid Services	Replenish first aid stations	415.27	
49027	11/01/18	1060	AFLAC	Salary reduction benefit	1,512.98	
49028	11/01/18	1440	Beacon Marine Chandlery Inc	Boat maintenance, oil station parts	81.36	
49029	11/01/18	1674	Card Integrators	Port District ID cards	92.98	
49030	11/01/18	1676	Carquest Auto Parts	M 55 parts	40.62	
49031	11/01/18	1725	CED (Consolidated Electrical Distributers) -	Stairwell lighting in Village	2,300.46	
49032	11/01/18	1769	Calif. Special District Assoc.	Annual membership-policy handbook, poster	7,252.00	
49033	11/01/18	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	694.51	
49034	11/01/18	1925	City Of S. Buenaventura	Trash service	100.00	
49035	11/01/18	2331	Dial Security Inc	Courtesy Patrol coverage	800.00	
49036	11/01/18	2604	E.J. Harrison & Sons Inc.	Trash service	7,516.62	
49037	11/01/18	2751	Empire Cleaning Supply	Janitorial supplies	367.55	
49038	11/01/18	2986	Ferguson Enterprises Inc.	Restroom repair parts	138.57	
49039	11/01/18	3490	Grainger Inc.	Village restroom stock, shop stock, Harbor Cove lighting	699.55	
49040	11/01/18	4061	Industrial Bolt and Supply	Dock replacement parts on all docks	2,561.70	
49041	11/01/18	4225	J. W. Enterprises	Portable restrooms for Harbor Cove	1,933.02	
49042	11/01/18	4247	Jani-King of CA Inc.	Janitorial service in Village, VPD headquarters	200.00	
49043	11/01/18	4852	Lagerlof Senecal Gosney	Legal services	15,484.00	
49044	11/01/18	4943	Liebert Cassidy Whitmore	Human resources/payroll legal services	5,316.00	
49045	11/01/18	5016	Lowe's	Village improvements, marketing storage area	391.83	
49046	11/01/18	5050	MailFinance	VPD Office postage machine rental - quarterly	401.23	
49047	11/01/18	5190	Matilija Water	Reverse osmosis water system	45.00	
49048	11/01/18	5210	McCormix Corp.	Maintenance vehicle fuel	882.52	
49049	11/01/18	5213	McMaster-Carr	Boat parts	94.33	
49050	11/01/18	5744	Noble Consultants Inc.	Fish Pier -Phase 3-Base map and deck overlay plan prep	468.00	
49051	11/01/18	6093	Oscar Pena	VSE conference expense reimbursements	113.92	
49052	11/01/18	6447	Powerstride Battery Co#55	Electronic message board batteries	678.00	
49053	11/01/18	6865	Rasmussen & Associates Inc	ADA restrooms upgrade @ 1591 Spinnaker (Escape Room Bldg)	582.50	
49054	11/01/18	7434	Southern Calif. Edison	Utilities	1,341.97	
49055	11/01/18	7768	ThyssenKrupp Elevator Corp	Quarterly service agreement	4,127.75	
49056	11/01/18	8233	Venco Power Sweeping, Inc	Monthly fish pier sweeping	130.00	
49057	11/01/18	8235	Ventura Chamber Of Commerce	Annual membership dues	780.00	
49058	11/01/18	8246	Ventura Locksmiths	New pad lock at boat launch ramp	61.26	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
49059	11/01/18	8250	Ventura Visitors & Convention	Marketing-advertising	125.00	
49060	11/01/18	8251	Ventura Water	Utilities	523.63	
49061	11/01/18	8453	Virtual Pacific Networks	IT Services	6,852.44	
49062	11/01/18	8534	HDS White Cap Const. Supply	Fish pier repair supplies	183.67	
49063	11/01/18	15785	Blue Tarp Financial Inc.	Maintenance shop tool	204.99	
49064	11/01/18	16150	Brendan Daly Photography	Marketing-event production	150.00	
49065	11/01/18	17700	Cal Termite & Pest Control	Village pest control	725.00	
49066	11/01/18	20200	CoStar Realty Information, Inc	Leasing marketing data software	995.60	
49067	11/01/18	26531	eDistsecurity	Card key supplies	255.82	
49068	11/01/18	46101	Keene Music Services, LLC	Marketing Village entertainment	100.00	
49069	11/01/18	50071	LoopNet	Internet leasing advertising	369.95	
49070	11/01/18	51731	Marcos Ramos Painting	Exterior painting@1567,1559 @ courtyard, promenade	7,865.00	
49071	11/01/18	51791	Marine Rescue Products	Beach wheelchair replacement tires	1,310.00	
49072	11/01/18	61991	P & R Paper Supply Co.	Janitorial supplies	1,099.57	
49073	11/01/18	70075	Ricoh USA, Inc.	Copier page charges- Admin/Marketing	349.12	
49074	11/01/18	70505	Ruby Emery	Marketing event production expense reimbursement	52.10	
49075	11/01/18	70650	SWCA, Incorporated(Soil & Water Conservation Assist) - Harbor monitoring		96.00	
49076	11/01/18	74343	Sommerville Associates	Marketing public relations services	2,000.00	
49077	11/01/18	74401	Southland Publishing	Advertising and Promotion	450.00	
49078	11/01/18	76015	Sunridge Landscape Maint., Inc	Parcel 19 and Launch ramp landscape	2,900.00	
49079	11/01/18	82201	Valley Scene Magazine	Marketing-advertising	500.00	
49080	11/01/18	85219	West Marine Pro	PFD exposure jacket, miscellaneous boat parts	574.68	
49081	11/01/18	85601	Zero Waste USA	Operating supplies-mutt mitts	775.67	
49082	11/01/18	PM OneTime	Chris Landauer	Dry storage tenant refund	189.00	
49083	11/01/18	82471	Ventura Rental Party Center	Marketing-event production	85.00	
49084	11/01/18	82562	Ventura West Marina	Film shoot income	300.00	
49085	11/01/18	84570	Vision Service Plan-(CA)	Employee vision plan	760.49	
49086	11/15/18	1037	Acorn Newspapers	Marketing-advertising	486.00	
49087	11/15/18	1177	American Leak Detection Inc.	Leak detection services - Harbor Cove	180.00	
49088	11/15/18	1378	BC Tree Service Inc	Village tree service @ 1431 Spinnaker	1,400.00	
49089	11/15/18	1440	Beacon Marine Chandlery Inc	Dock lines, dock repairs, maintenance supplies	51.75	
49090	11/15/18	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
49091	11/15/18	1725	CED (Consolidated Electrical Distributors) - Light fixtures for tenant improvements & Village parking lot lights		2,331.67	
49092	11/15/18	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	126.80	
49093	11/15/18	2097	Custom awards & Engraving	Marketing-event production	15.00	
49094	11/15/18	2099	Custom Embroidery	Employee uniforms-hats	505.57	
49095	11/15/18	2100	CyberCopy Inc.	DEA dredging prints	455.28	



## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
49096	11/15/18	2202	Dave's	Patrol boat fuel	1,528.74	
49097	11/15/18	2331	Dial Security Inc	Courtesy Patrol coverage	1,200.00	
49098	11/15/18	2448	Downtown Ventura Partners	Marketing-advertising	400.00	
49099	11/15/18	2604	E.J. Harrison & Sons Inc.	Trash service	269.47	
49100	11/15/18	2751	Empire Cleaning Supply	Janitorial supplies	1,478.76	
49101	11/15/18	2935	Farmer Bros. Co	Coffee supplies	267.33	
49102	11/15/18	3050	All That's Fit to Print	Marketing-ad production	1,457.15	
49103	11/15/18	3457	Gov't Finance Officers Assoc.	Annual membership	310.00	
49104	11/15/18	3490	Grainger Inc.	Village janitorial supply cart , restroom hand blowers for Harbor Cove	1,236.77	
49105	11/15/18	4247	Jani-King of CA Inc.	Janitorial service in Village, VPD headquarters	5,263.94	
49106	11/15/18	4418	Jonathan Stanger	Marketing Village entertainment	300.00	
49107	11/15/18	4742	Kratos Construction	Renovated Village stairway access lighting and suite electrical upgrades	14,040.00	
49108	11/15/18	5071	Luners Production Services	Marketing-event production	107.25	
49109	11/15/18	5210	McCormix Corp.	Maintenance vehicle fuel	910.81	
49110	11/15/18	5213	McMaster-Carr	Gangway parts, boat parts, miscellaneous parts	127.42	
49111	11/15/18	5625	ReadyRefresh	Bottled water service	202.29	
49112	11/15/18	5632	MJP Technologies, Inc	IT services for SPAM filtering	110.00	
49113	11/15/18	6178	PERS Long Term Care Program	Salary reduction benefit	224.37	
49114	11/15/18	6194	Pacific Oil Company	Used oil pick-up & disposal	55.00	
49115	11/15/18	6470	LegalShield	Salary reduction benefit	150.45	
49116	11/15/18	6850	R P Barricade	LED lights for Boat 1	880.15	
49117	11/15/18	7000	Richard W. Parsons	Dredging/project management services	10,294.77	
49118	11/15/18	7294	Service-Pro Fire Protection	Annual inspection of fire sprinklers	1,295.00	
49119	11/15/18	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,746.59	
49120	11/15/18	7581	Steve Stafford	Marketing Village entertainment	300.00	
49121	11/15/18	7859	Tim Burrows	Physical/drug test screening reimbursement	145.00	
49122	11/15/18	8244	Ventura Harbor Storage	Fisherman's gear storage	6,296.40	
49123	11/15/18	8530	White Nelson Diehl Evans LLP	Audit progress payment for fiscal year 2018	8,000.00	
49124	11/15/18	8531	Whisenhunt Communication	Public relations services	88.00	
49125	11/15/18	8713	Zambelli Fireworks	Marketing event - Parade of Lights fireworks show	500.00	
49126	11/15/18	12945	Assurant Employee Benefits	Dental insurance premiums	1,581.65	
49127	11/15/18	14221	Batteries Plus - Ventura	Key card system repair	60.23	
49128	11/15/18	16143	Braitman & Associates	Services pertaining to LAFCO and the aquaculture project	260.00	
49129	11/15/18	17610	California Peace Officers Assoc.	Annual renewal	500.00	
49130	11/15/18	17700	Cal Termite & Pest Control	Village pest control	600.00	
49131	11/15/18	22113	Dave Werneburg	Reimbursement for work shoes	433.81	
49132	11/15/18	28661	Eventective, Inc	Marketing-advertising	240.00	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
49133	11/15/18	42419	Jack Peck	Marketing Village entertainment	300.00	
49134	11/15/18	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	1,282.05	
49135	11/15/18	54455	Mr. Painting, Inc.	Repair & paint staircase @ 1583 building & repair/paint two Village suites	7,565.00	
49136	11/15/18	61991	P & R Paper Supply Co.	Janitorial supplies	1,086.35	
49137	11/15/18	70075	Ricoh USA, Inc.	Copier lease	741.91	
49138	11/15/18	70075	Ricoh USA, Inc.	Printing supplies for copier	11.50	
49139	11/15/18	70550	RW Communications Inc.	Fiber optic termination connections install & test between Village buildings	986.16	
49140	11/15/18	76015	Sunridge Landscape Maint., Inc	Dry storage landscape	920.00	
49141	11/15/18	76018	SupplyWorks	Village restroom repairs	978.89	
49142	11/15/18	82230	Vanise Terry	Marketing Village entertainment	300.00	
49143	11/15/18	82270	Venegas Steel Works, Inc	Deposit to fabricate & replace hand railing at 1559 Spinnaker	2,000.00	
49144	11/15/18	82351	Ventura Breeze	Marketing-advertising	300.00	
49145	11/15/18	82823	VPD-Grant Account	Transfer Sea Grant income to the Grant checking account	66,833.11	
49146	11/15/18	85219	West Marine Pro	Fireboat floatation jackets, VPD stock	1,168.96	
49147	11/15/18	1037	Acorn Newspapers	Marketing-advertising	486.00	
49148	11/15/18	16150	Brendan Daly Photography	Marketing-event production	200.00	
49149	11/15/18	25351	Dudek	VSE Aquaculture	2,229.95	
49150	11/16/18	32750	Garland/DBS, Inc	Fish pier resurface progress payment	143,815.50	
49151	11/29/18	1182	SiteOne Landscape Supply, LLC	Operating supplies	57.35	
49152	11/29/18	1440	Beacon Marine Chandlery Inc	Christmas décor supplies	8.40	
49153	11/29/18	1676	Carquest Auto Parts	Electrical tape for village Christmas décor	4.69	
49154	11/29/18	1725	CED (Consolidated Electrical Distributors) -	Stairwell lighting in Village & entry feature lighting	2,771.89	
49155	11/29/18	1843	Certified Folder Display	Marketing-advertising	2,580.89	
49156	11/29/18	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	1,038.43	
49157	11/29/18	1925	City of San Buenaventura	Trash service	100.00	
49158	11/29/18	2099	Custom Embroidery	Employee uniforms-hats with sun protection	258.34	
49159	11/29/18	2174	Dan Harding	Marketing-advertising	70.00	
49160	11/29/18	2331	Dial Security Inc	Courtesy Patrol coverage	400.00	
49161	11/29/18	2604	E.J. Harrison & Sons Inc.	Trash service	7,018.31	
49162	11/29/18	2936	Fast Signs	Street banners	355.58	
49163	11/29/18	2980	Fausset Printing, LLC	Marketing-advertising	748.00	
49164	11/29/18	2986	Ferguson Enterprises Inc.	Restroom repair parts	323.25	
49165	11/29/18	3490	Grainger Inc.	Door supplies, shop stock, small tools	522.33	
49166	11/29/18	3781	The Holly Workshop	Christmas decorating	25,000.00	
49167	11/29/18	4225	J. W. Enterprises	Portable restrooms for Harbor Cove	1,020.91	
49168	11/29/18	4295	Jensen Design & Survey Inc.	2017 Pavement repair project	410.00	
49169	11/29/18	4943	Liebert Cassidy Whitmore	Human resources/payroll legal services	3,739.60	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
49170	11/29/18	5016	Lowe's	Air filters, shop tool, Christmas décor, graffiti removal	831.83	
49171	11/29/18	5190	Matilija Water	Reverse osmosis water system	45.00	
49172	11/29/18	5210	McCormix Corp.	Maintenance vehicle fuel	667.20	
49173	11/29/18	5505	Muzicraft Inc.	Ambient music in Village	329.50	
49174	11/29/18	5744	Noble Consultants Inc.	Fish Pier -Phase 3 repairs - review deck repair plan	10,062.00	
49175	11/29/18	6178	PERS Long Term Care Program	Salary reduction benefit	224.37	
49176	11/29/18	6865	Rasmussen & Associates Inc	ADA restrooms upgrade @ 1591 Spinnaker (Escape Room Bldg)	457.50	
49177	11/29/18	7013	Rincon Consultants, Inc.	Regulatory sediment sampling	18,960.00	
49178	11/29/18	7232	Sage CRE Forms	Year end tax forms	229.25	
49179	11/29/18	7294	Service-Pro Fire Protection	Village inspection of fire sprinklers	1,947.00	
49180	11/29/18	7346	Shell ** Voided **	Paid online, due to payment timing		918.47
49181	11/29/18	7354	SSD Systems	Key card repair	338.00	
49182	11/29/18	7410	Smith Pipe & Supply Inc.	Village landscape lighting	559.12	
49183	11/29/18	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
49184	11/29/18	7434	Southern Calif. Edison	Utilities	11,276.86	
49185	11/29/18	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,623.75	
49186	11/29/18	8233	Venco Power Sweeping, Inc	Monthly Village parking lot & fish pier sweeping	545.38	
49187	11/29/18	8239	Ventura County Reporter	Marketing-advertising	495.00	
49188	11/29/18	8241	Ventura County Star	Marketing-advertising	1,170.00	
49189	11/29/18	8254	Ventura Harbor Storage Enterprise	Fisherman's storage annual property tax	358.82	
49190	11/29/18	8501	Warren Distributing Inc.	M 46 replacement battery	117.84	
49191	11/29/18	8551	Williams Automotive Inc.	Coolant repair - M 43	112.00	
49192	11/29/18	12945	Assurant Employee Benefits	Dental insurance premiums	1,581.65	
49193	11/29/18	16161	Brian Brennan ** Voided **	Wrong vendor name		207.10
49194	11/29/18	16231	Brophy Brothers	Reimbursement for ice machine damage	7,708.60	
49195	11/29/18	17700	Cal Termite & Pest Control	Village lawn area - Bee removal	300.00	
49196	11/29/18	25351	Dudek	VSE Aquaculture	138.40	
49197	11/29/18	51458	Macaroni Kid	Marketing-advertising	80.00	
49198	11/29/18	54455	Mr. Painting, Inc.	Repair & paint staircase @ 1591 building & refinish fire pit cover	4,000.00	
49199	11/29/18	61991	P & R Paper Supply Co.	Janitorial supplies	646.03	
49200	11/29/18	64721	Proforma	Uniform decals	34.48	
49201	11/29/18	76018	SupplyWorks	Village restroom repairs	21.72	
49202	11/29/18	82201	Valley Scene Magazine	Marketing-advertising	630.00	
49203	11/29/18	85219	West Marine Pro	VPD stock, dock parts	314.14	
49204	11/29/18	85601	Zero Waste USA	Operating supplies-mutt mitts	775.67	
49205	11/29/18	16181	Brian Pendleton	Conference mileage reimbursement	207.10	
Total Enterprise Account Check Register					\$509,233.21	\$1,125.57

# ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
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## Wells Fargo Grant Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1068	11/15/18	6409	Plauche & Carr	VSE Aquaculture Grant	1,744.00	
1069	11/15/18	25351	Dudek	VSE Aquaculture Grant	25,239.60	
1070	11/29/18	25351	Dudek	VSE Aquaculture Grant	1,923.74	
Total Grant Account Check Register					<u>\$28,907.34</u>	<u>\$0.00</u>

## Wells Fargo Dock Project Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1001	11/01/18		Void			0.00
1002	11/01/18	5744	Noble Consultants Inc.	Services pertaining to the Village dock renovation project	936.00	
1003	11/29/18	5744	Noble Consultants Inc.	Services pertaining to the Village dock renovation project	1,246.50	
Total Dock Project Account Check Register					<u>\$2,182.50</u>	<u>\$0.00</u>

<b>Total all Check Registers</b>	<b><u>\$540,323.05</u></b>	<b><u>\$1,125.57</u></b>
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## ATTACHMENT 4

## Accounts Payable Check Register - December 2018

1/17/2019

Ventura Port District  
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>
49206	12/11/18	1925	City Of S. Buenaventura	Meter & service fee to abandon & relocate water meter at Harbor Cove	17,875.00	
49207	12/13/18	1004	Multi Business Systems	Payroll direct deposit notices	296.81	
49208	12/13/18	1036	Accurate First Aid Services	Replenish first aid stations	160.12	
49209	12/13/18	1049	Adams Printing & Graphic	Village guide maps	1,174.48	
49210	12/13/18	1060	AFLAC	Salary reduction benefit	1,512.98	
49211	12/13/18	1294	Associated Transportation Engineering	Services related to on-going parking study	881.97	
49212	12/13/18	1440	Beacon Marine Chandlery Inc	Maintenance and dock supplies	34.79	
49213	12/13/18	1571	Boatswain's Locker Inc.	Boat 17 Heat exchanger repairs	183.91	
49214	12/13/18	1663	Burons Preferred Pumping Inc.	Quarterly grease trap/main sewer line maintenance	2,580.00	
49215	12/13/18	1676	Carquest Auto Parts	Auto maintenance	238.45	
49216	12/13/18	1679	Carpi & Clay	Washington lobbyist	5,000.00	
49217	12/13/18	1725	CED (Consolidated Electrical Distributers)	Lighting supplies	186.06	
49218	12/13/18	1731	C.A.H.M.P.C. (CA Assoc. Harbor Masters & Port Captains)	Annual membership	300.00	
49219	12/13/18	1760	CALPELRA (CA Public Employers Labor Relations Assoc.)	Annual membership	350.00	
49220	12/13/18	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	310.78	
49221	12/13/18	2004	Coastal Pipco	Landscape supplies	84.73	
49222	12/13/18	2097	Custom awards & Engraving	Marketing-Parade of Lights plaque awards plates	137.93	
49223	12/13/18	2099	Custom Embroidery	Marina Manager uniforms	425.40	
49224	12/13/18	2174	Dan Harding	Santa Paddle photos	100.00	
49225	12/13/18	2331	Dial Security Inc	Courtesy Patrol coverage and NPS Security	1,912.00	
49226	12/13/18	2448	Downtown Ventura Partners	Marketing-advertising	400.00	
49227	12/13/18	2604	E.J. Harrison & Sons Inc.	Trash service	789.62	
49228	12/13/18	2751	Empire Cleaning Supply	Janitorial supplies	1,430.50	
49229	12/13/18	2935	Farmer Bros. Co	Coffee supplies	221.30	
49230	12/13/18	2936	Fast Signs	Marketing-Parade of Lights - awards presentation	242.44	
49231	12/13/18	2980	Fausset Printing, LLC	Marketing-event production-Parade of Lights	58.00	
49232	12/13/18	2986	Ferguson Enterprises Inc.	Plumbing repair supplies	357.53	
49233	12/13/18	3050	All That's Fit to Print	Marina Manager business cards	94.01	
49234	12/13/18	3100	Flooring 101	Flooring - office suite 1591 Spinnaker #112 (Isl Packers Bldg)	6,782.55	
49235	12/13/18	3490	Grainger Inc.	Operating supplies and Christmas décor	608.25	
49236	12/13/18	3492	Green Thumb International	Landscape chain décor	17.44	
49237	12/13/18	3592	Hansen's Plumbing, Inc.	Harbor Cove beach water line repair project	25,162.00	
49238	12/13/18	3602	Happenings Magazine	Marketing-advertising	506.00	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
49239	12/13/18	3752	HLI Systems	Internet/Email services	150.00	
49240	12/13/18	3967	Island Packers	District Parade of Lights party event	3,000.00	
49241	12/13/18	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	375.12	
49242	12/13/18	4247	Jani-King of CA Inc.	Janitorial service in Village, VPD headquarters	5,263.94	
49243	12/13/18	4293	Jennifer Talt-Lundin	Marketing-event production-petty cash	100.00	
49244	12/13/18	4293	Jennifer Talt-Lundin	Operating supplies expense reimbursement	83.99	
49245	12/13/18	4563	Karla Ross Productions Inc.	Marketing Village entertainment	2,100.00	
49246	12/13/18	4742	Kratos Construction	Village camera conduit & cabling installation	8,350.00	
49247	12/13/18	4852	Lagerlof Senecal Gosney	Legal services	26,431.00	
49248	12/13/18	4897	PORAC Legal Defense Fund	Patrol-salary reduction benefit	168.00	
49249	12/13/18	5013	Los Angeles Magazine	Marketing-advertising	4,790.00	
49250	12/13/18	5210	McCormix Corp.	Fuel for maintenance vehicles	294.61	
49251	12/13/18	5625	ReadyRefresh	Bottled water service	208.24	
49252	12/13/18	5744	Noble Consultants Inc.	Fish Pier -Phase 3 repairs - review deck repair plan & deck survey	5,935.38	
49253	12/13/18	6030	3Digit Media	Marketing-advertising	955.00	
49254	12/13/18	6178	PERS Long Term Care Program	Salary reduction benefit	224.37	
49255	12/13/18	6245	Patrick Burdick	Marketing Village entertainment	500.00	
49256	12/13/18	6245	Patrick Burdick	Marketing Village entertainment	200.00	
49257	12/13/18	6283	Petty Cash Fund	Reimburse for miscellaneous supplies	165.77	
49258	12/13/18	6361	Pitney Bowes	Postage meter lease/Village office	154.25	
49259	12/13/18	6409	Plauche & Carr	VSE Aquaculture	1,072.50	
49260	12/13/18	7000	Richard W. Parsons	Dredging/Project Management services	10,294.77	
49261	12/13/18	7029	Robert Weinerth	Uniform expense reimbursement	204.69	
49262	12/13/18	7230	Sage	Annual accounting software technical support and updates	6,185.00	
49263	12/13/18	7245	Santa Barbara Family Life	Marketing-advertising	600.00	
49264	12/13/18	7593	Steve Martins Working Wildlife	Marketing Village entertainment	1,500.00	
49265	12/13/18	7777	The Signal	Marketing-advertising	670.00	
49266	12/13/18	7920	Tyler Geck	Marketing Village entertainment	75.00	
49267-49300	12/13/18	** Voided **		Printer Jam		59,086.01
49301	12/13/18	8241	Ventura County Star	Marketing-advertising	1,170.00	
49302	12/13/18	8244	Ventura Harbor Storage	Fishermen's storage/net repair area	6,296.40	
49303	12/13/18	8246	Ventura Locksmiths	Replace locks at Surfers Knoll restrooms	107.36	
49304	12/13/18	8250	Ventura Visitors & Convention	Marketing-space rent and advertising	125.00	
49305	12/13/18	8267	Ventura Harbor Marina & Yacht	Boat 17 haul and scrap bottom	271.48	
49306	12/13/18	8453	Virtual Pacific Networks	IT Services and computer equipment/software	10,971.68	
49307	12/13/18	8501	Warren Distributing Inc.	Patrol boat maintenance supplies	506.48	
49308	12/13/18	8531	Whisenhunt Communication	Public relations services	1,848.00	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
49309	12/13/18	8713	Zambelli Fireworks	Marketing-Parade of Lights event	4,250.00	
49310	12/13/18	11471	All Surface Construction Inc	Parking lot stenciling for electric charging stations and handicap stalls	1,200.00	
49311	12/13/18	12050	Andrew Hedrick	Marketing Village entertainment	75.00	
49312	12/13/18	14411	Bella Vista Designs Inc.	Marketing-Parade of Lights event production audio/lighting rental	1,200.00	
49313	12/13/18	17683	California Travel Association	Annual membership	1,955.00	
49314	12/13/18	20200	CoStar Realty Information, Inc	Leasing marketing data software	995.60	
49315	12/13/18	21602	Darla Bea Modugno	Marketing-event production-Parade of Lights	225.00	
49316	12/13/18	32841	Gayle Phelps	Marketing Village entertainment	400.00	
49317	12/13/18	42471	JaniTek Cleaning Solutions	Janitorial service for National Park Service Offices	1,439.55	
49318	12/13/18	46101	Keene Music Services, LLC	Marketing-event production-Parade of Lights	525.00	
49319	12/13/18	50071	LoopNet	Internet leasing advertising	369.95	
49320	12/13/18	54455	Mr. Painting, Inc.	7 separate jobs to paint doors & repair water damage & dry rot in Village	8,270.00	
49321	12/13/18	61731	** Voided **	Wrong Vendor		265.00
49322	12/13/18	61991	P & R Paper Supply Co.	Janitorial supplies	1,227.43	
49323	12/13/18	68551	Randall's Art	Marketing-event production-chalk art	250.00	
49324	12/13/18	69005	Rebecca Murray	Marketing-event production-Parade of Lights	400.00	
49325	12/13/18	70075	Ricoh USA, Inc.	Copier page charges- Admin/Marketing	267.51	
49326	12/13/18	70281	Ring Central Inc	Phone service	1,007.01	
49327	12/13/18	74343	Sommerville Associates	Marketing public relations services	2,000.00	
49328	12/13/18	76812	California School Boards Assoc.-GASB Reporting Alternative Measurement Method (AMM) actuarial valuation		1,875.00	
49329	12/13/18	82201	Valley Scene Magazine	Marketing-advertising	1,260.00	
49330	12/13/18	82270	Venegas Steel Works, Inc	Fabricate & replace hand railing at 1559 Spinnaker	7,000.00	
49331	12/13/18	85219	West Marine Pro	Dock and painting supplies	201.06	
49332	12/13/18	One time	Dave Whitcomb	Launch ramp paid parking machine refund	14.00	
49333	12/13/18	8239	Ventura County Reporter	Marketing-advertising	1,117.50	
49334	12/13/18	61945	Pacific Coast Congress of Harbormasters & Port Managers - Annual membership		265.00	
49335	12/20/18	3491	The Greek Mediterranean Steak	Marketing-event production-Parade of Lights	40.00	
49336	12/20/18	One time	Bonnie Lee Smith	Marketing-Parade of Lights event award winner	100.00	
49337	12/20/18	One time	Raymond P. Rieman	Marketing-Parade of Lights event award winner	300.00	
49338	12/20/18	One time	Richard T. Rosin	Marketing-Parade of Lights event award winner	150.00	
49339	12/20/18	One time	Saika Aytay	Marketing-Parade of Lights event award winner	150.00	
49340	12/20/18	One time	Thomas Talley	Marketing-Parade of Lights event award winner	400.00	
49341	12/21/18	8251	Ventura Water ** Voided **	Check stub used to list invoices		0.00
49342	12/21/18	8251	Ventura Water	Utilities	37,463.31	
49343	12/26/18	1440	Beacon Marine Chandlery Inc	Dock and plumbing parts	45.23	
49344	12/26/18	1725	CED (Consolidated Electrical Distributors) - Christmas décor supplies		90.90	
49345	12/26/18	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	671.46	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
49346	12/26/18	1918	CCI Central	Postage machine supplies	180.12	
49347	12/26/18	2331	Dial Security Inc	Courtesy Patrol coverage	1,000.00	
49348	12/26/18	2604	E.J. Harrison & Sons Inc.	Trash service	7,018.31	
49349	12/26/18	2924	FMP Uniform Co.	Patrol uniforms	178.84	
49350	12/26/18	2986	Ferguson Enterprises Inc.	Restroom plumbing repair parts	125.06	
49351	12/26/18	3490	Grainger Inc.	Operating supplies	135.86	
49352	12/26/18	3592	Hansen's Plumbing, Inc.	Village-1559 building restroom repairs (Brophy's building)	1,200.00	
49353	12/26/18	4742	Kratos Construction	Village camera conduit & cabling installation	2,960.00	
49354	12/26/18	4943	Liebert Cassidy Whitmore	Human resources/CalPERS legal services	3,170.40	
49355	12/26/18	5016	Lowe's	Christmas décor supplies	461.84	
49356	12/26/18	5505	Muzicraft Inc.	Ambient music in Village	329.50	
49357	12/26/18	6178	PERS Long Term Care Program	Salary reduction benefit	224.37	
49358	12/26/18	6194	Pacific Oil Company	Used oil pick-up & disposal	297.00	
49359	12/26/18	6284	Peace Officers Research Assoc. (PORAC)-Quarterly membership-salary reduction benefit		138.00	
49360	12/26/18	6470	LegalShield	Salary reduction benefit	124.55	
49361	12/26/18	6850	R P Barricade	Marketing-event production-Parade of Lights	68.21	
49362	12/26/18	7410	Smith Pipe & Supply Inc.	Village landscaping plumbing repair parts	88.93	
49363	12/26/18	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
49364	12/26/18	7434	Southern Calif. Edison	Utilities	11,744.11	
49365	12/26/18	8233	Venco Power Sweeping, Inc	Monthly Village parking lot & fish pier sweeping	545.38	
49366	12/26/18	8534	HDS White Cap Const. Supply	Dock repair supplies	264.85	
49367	12/26/18	12945	Assurant Employee Benefits	Dental insurance premiums	1,581.65	
49368	12/26/18	19252	City of Ventura	Trash service	100.00	
49369	12/26/18	42471	JaniTek Cleaning Solutions	Janitorial service for National Park Service Offices	157.50	
49370	12/26/18	54455	Mr. Painting, Inc.	9 separate jobs to repair dry rot & stucco in Village	8,475.00	
49371	12/26/18	61991	P & R Paper Supply Co.	Janitorial supplies	837.18	
49372	12/26/18	70075	Ricoh USA, Inc.	copier lease	741.91	
49373	12/26/18	73051	Setcom Corporation	Operating supplies-radio adapters	264.39	
49374	12/26/18	76018	SupplyWorks	Janitorial supplies	152.03	
49375	12/26/18	65051	Pure Light Photography	Marketing-Parade of Lights photography	1,200.00	
49376	12/27/18	2980	Fausset Printing, LLC	Marketing-event production-Tall ship posters	78.00	
49377	12/27/18	3050	All That's Fit to Print	Marketing-ad production	2,199.17	
49378	12/27/18	7581	Steve Stafford	Marketing Village entertainment	300.00	
49379	12/27/18	7777	The Signal	Marketing-advertising	670.00	
49380	12/27/18	8228	Ventana Monthly	Marketing-advertising	1,000.00	
49381	12/27/18	16150	Brendan Daly Photography	Marketing-Holiday event photos	250.00	
49382	12/27/18	19252	City of Ventura	Marketing-semi-annual entertainment permit renewal	325.92	



# ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
49383	12/27/18	25340	Drew William Lurie	Marketing Village entertainment	300.00	
49384	12/27/18	42419	Jack Peck	Marketing Village entertainment	300.00	
49385	12/27/18	74343	Sommerville Associates	Marketing public relations services	2,000.00	
49386	12/27/18	82230	** Voided **	Marketing Village entertainment-cancelled		300.00
49387	12/27/18	82351	Ventura Breeze	Marketing-advertising	625.00	
49388	12/27/18	82471	Ventura Rental Party Center	Marketing-event production-Parade of Lights	187.27	
Total Enterprise Account Check Register					<u>\$300,963.94</u>	<u>\$59,651.01</u>

## Wells Fargo Grant Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1071	12/13/18	6409	Plauche & Carr	VSE Aquaculture Grant	1,100.00	
1072	12/27/18	8261	Ventura Port District	VSE Aquaculture Grant	19,542.55	
Total Grant Account Check Register					<u>\$20,642.55</u>	<u>\$0.00</u>

## Wells Fargo Dock Project Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
	10/2018			No activity for October 2018	0.00	0.00
Total Dock Project Account Check Register					<u>\$0.00</u>	<u>\$0.00</u>

**Total All Check Registers** \$321,606.49 \$59,651.01

# ATTACHMENT 5

## Ventura Port District Chase Business Credit Card Charges October 2018

### Chase Credit Card holders

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

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Peña	10/09/18	Lazy Dog Restaurant 14	Business meal	Meeting with Pendleton & Commissioners Getchell & Ashworth	52.94
Total General Manager's Expenses					52.94
Brian Pendleton	10/15/18	I Love Sushi	Business meal	Meeting with Pena & Commissioner Stephens	43.81
Total Deputy General Manager's Expenses					43.81
Jessica Rauch	10/10/18	Lucky Thai Cuisine	Business meal	10/10/18 Closed session Board meeting dinner	12.93
Jessica Rauch	10/11/18	Yelp-Grub Hub Lucky Thai Cuisine	Business meal	10/10/18 Closed session Board meeting dinner	109.52
Jessica Rauch	10/24/18	The Greek at the Harbor	Business meal	10/24/18 Closed session Board meeting dinner	170.94
Jessica Rauch	10/23/18	WPY*The Maritime Alliance	Conference	Dep. General Manager Pendleton Blue Tech Summit registration	350.00
Jessica Rauch	10/02/18	Seiko Instruments USA	Office supplies	Labels for label makers	82.55
Jessica Rauch	10/10/18	Liebert Cassidy Whitmore	Training	Accounting Manager Adkins -Payroll Law Update webinar	70.00
Jessica Rauch	10/23/18	Training Con	Training	Property Manager Baer - Business Writing class	350.00
Total Administrative Assistant's Expenses					1,145.94
Robin Baer	10/15/18	Ventura County Star	Subscriptions	Online subscription	4.35
Total Property Manager's Expenses					4.35
Joe Gonzalez	10/18/18	Tri-County Rhino Linings	Auto maintenance	M-57 Bed protection coating/RHINO sprayed	493.50
Joe Gonzalez	10/11/18	Faucet Depot 095	Building maintenance	NPS 1431 Building circulating water pump (Kitchen sink)	268.93
Joe Gonzalez	10/01/18	Fry's Electronics #44	Computer supplies	Tablet case (protector)	24.77
Joe Gonzalez	10/22/18	Landscape Lighting World-Volt Lighting	Grounds maintenance	Village low voltage lighting & transformer	535.74
Total Facilities Manager's Expenses					1,322.94

## ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Talt-Lundin	10/17/18	Sprout Social	Advertising	Social media analytics	99.00
Jennifer Talt-Lundin	10/18/18	Barefoot Boutique	Advertising	Media visit gift bag	10.00
Jennifer Talt-Lundin	10/18/18	Holiday Inn Express & Suites	Advertising	Media visit: Bakersfield Life	122.30
Jennifer Talt-Lundin	10/18/18	Ventura Boat Rentals	Advertising	Hosted Instagrammer visit	34.00
Jennifer Talt-Lundin	10/03/18	Ventura Chamber of Commerce	Business meal	Connection Breakfast	30.00
Jennifer Talt-Lundin	10/20/18	Coffee Dock & Post	Business meal	Event day - staff coffee	25.59
Jennifer Talt-Lundin	10/05/18	FS *AngelCam	E-Advertising	Harbor web camera	30.00
Jennifer Talt-Lundin	10/06/18	Facebook *CNKE8J2KW2	E-Advertising	Boosted ad posts	25.00
Jennifer Talt-Lundin	10/06/18	FS *AngelCam	E-Advertising	Live web camera - sunset	30.00
Jennifer Talt-Lundin	10/10/18	805 Bar & Grill Cheese	E-Advertising	Social Media contest prize	20.00
Jennifer Talt-Lundin	10/10/18	Le Petit Café & Bakery	E-Advertising	Social Media contest prize	20.00
Jennifer Talt-Lundin	10/10/18	The Greek at the Harbor	E-Advertising	Social Media contest prize	20.00
Jennifer Talt-Lundin	10/11/18	The Boatyard Inc	E-Advertising	Social Media contest prize	20.00
Jennifer Talt-Lundin	10/20/18	FS *AngelCam	E-Advertising	Harbor web camera	20.00
Jennifer Talt-Lundin	10/21/18	Mailchimp *Monthly	E-Advertising	Village Enewsletter	75.00
Jennifer Talt-Lundin	10/31/18	Facebook *BM44UHNSY2	E-Advertising	Boosted ad posts	89.74
Jennifer Talt-Lundin	10/31/18	Facebook *TV7PMHAKW2	E-Advertising	Boosted ad posts	15.00
Jennifer Talt-Lundin	10/04/18	Amazon Marketplace US*MT8KH16A2	Event production	Halloween event décor & supplies	99.34
Jennifer Talt-Lundin	10/10/18	The Greek at the Harbor	Event production	Co-host Hikianalia Canoe crew	100.00
Jennifer Talt-Lundin	10/11/18	Amazon Marketplace US*MT8S98I82	Event production	Décor for Halloween events	83.39
Jennifer Talt-Lundin	10/17/18	Great Pacific Pumpkins	Event production	Décor for Halloween events	165.00
Jennifer Talt-Lundin	10/18/18	Harbor Market & Liquor	Event production	Waters for Howl o ween judges	8.05
Jennifer Talt-Lundin	10/18/18	Party City 1516	Event production	Balloons for the Selfie Booth	21.44
Jennifer Talt-Lundin	10/18/18	Target 00027607	Event production	Event banner	3.23
Jennifer Talt-Lundin	10/23/18	Dollar Tree	Event production	Bubbles	8.62
Jennifer Talt-Lundin	10/24/18	Dollar Tree	Event production	Bubbles & Halloween décor	20.57
Jennifer Talt-Lundin	10/25/18	Amazon.com*M87NX8T02	Event production	Halloween music CD	17.23
Jennifer Talt-Lundin	10/30/18	Party City 1516	Event production	Return of Selfie Booth items	(8.58)
Jennifer Talt-Lundin	10/31/18	Party City 1516	Event production	Halloween event décor & supplies	6.43
Jennifer Talt-Lundin	10/30/18	SQ* Mom & Pop Flower Shop	Miscellaneous	Graphic Designer bereavement gift	60.00
Jennifer Talt-Lundin	10/22/18	Drop Box *189XHXJ8ZK2T	Subscriptions	Annual renewal	99.00
Total Marketing Manager's Expenses					1,369.35

# ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Frank Locklear	10/12/18	Amazon Marketplace US*MT5R66R82	Amazon supplies	Three Blink security cameras	344.79
Frank Locklear	10/09/18	LOGMEIN*GoToMeeting	Communications	Port District teleconference charge	49.00
Frank Locklear	10/19/18	Fry's Electronics #44	Computer supplies	Computer router for 1449 building camera at oil drop-off station	140.06
Frank Locklear	10/25/18	Amazon Marketplace US*M87UW7JB1	Computer supplies	Miscellaneous networking gear	53.97
Frank Locklear	10/25/18	PayPal *Kruse Com LLC	Computer supplies	Networking TP-Links	129.88
Frank Locklear	10/26/18	Fry's Electronics #44	Computer supplies	Computer memory	92.62
Frank Locklear	10/10/18	Office Depot #931	Office supplies	Boardroom presenter tool spotlight	160.52
Frank Locklear	10/14/18	DTV*Direct TV Service	Operating supplies	Direct TV service *Harbor Patrol	58.99
Total Marina Manager's Expenses					1,029.83
John Higgins	10/14/18	Evernote	Computer supplies	Online database	69.99
John Higgins	10/15/18	Audible US	Miscellaneous	Accidental charge - employee reimbursed the District	22.95
John Higgins	10/15/18	APL * iTunes.Com/Bill	Operating supplies	Patrol #1 phone storage	0.99
John Higgins	10/15/18	APL * iTunes.Com/Bill	Operating supplies	Patrol #2 phone storage	0.99
John Higgins	10/22/18	Amazon Marketplace US*M82OW4NO2	Operating supplies	Radio clips	28.70
John Higgins	10/22/18	Amazon Marketplace US*M86F41ZS1	Operating supplies	Radio clips	19.03
John Higgins	10/23/18	Bed Bath & Beyond #821	Operating supplies	Coat hangers	34.44
John Higgins	10/25/18	Costco Wholesale #0420	Operating supplies	Flashlights	150.70
John Higgins	10/30/18	Amazon.com D110*M88HB6051	Operating supplies	Boat safety equipment	124.50
John Higgins	10/05/18	Gold Coast Recycling & Trash	Salvage	Boat disposal Fee	93.80
John Higgins	10/19/18	Marriott Marina Del Rey	Training	Patrol training	932.43
John Higgins	10/22/18	PFG* Proforma	Uniforms	Uniform lettering - Float coats	47.41
John Higgins	10/22/18	Total Signs & Screen Print	Uniforms	Uniform lettering - Fire	12.93
Total Harbormaster's Expenses					1,538.86
Total Chase Credit Card Expenses					<u>\$ 6,508.02</u>

# ATTACHMENT 5

## Ventura Port District Chase Business Credit Card Charges November 2018

### Chase Credit Card holders

Oscar Peña, General Manager

Brian Pendleton, Deputy General Manager

Jessica Rauch, Administrative Assistant/Clerk

Robin Baer, Property Manager

Joe Gonzalez, Facilities Manager

Jennifer Talt-Lundin, Marketing Manager

Frank Locklear, Marina Manager

John Higgins, Harbormaster

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Peña	No Activity				-
Total General Manager's Expenses					-
Brian Pendleton	11/01/18	Lazy Dog Restaurant 14	Business meal	VSE Meeting with Commissioner Ashworth & Pena	42.26
Brian Pendleton	11/07/18	Best Western Bayside Inn	Conference	Blue Tech Summit Conference - lodging/food in San Diego	526.55
Brian Pendleton	11/09/18	Best Western Bayside Inn	Conference	Blue Tech Summit Conference - lodging/food in San Diego	208.60
Brian Pendleton	11/09/18	Wahoo's Fish Taco-127	Conference	Blue Tech Summit Conference - food	10.96
Total Deputy General Manager's Expenses					788.37
Jessica Rauch	11/14/18	Valentinos Take & Bake Pizza	Business meal	11/14/18 Closed session Board meeting dinner	103.10
Jessica Rauch	11/03/18	Liebert Cassidy Whitmore	Conference	Adkins - Liebert Cassidy Whitmore 2019 Conference fee	550.00
Jessica Rauch	11/28/18	Urban Land Institute	Membership	Urban Land Institute membership renewal	220.00
Jessica Rauch	11/13/18	SQ *Latitudes Fine Art Gallery	Miscellaneous	Commissioner Friedman appreciation gift	74.29
Jessica Rauch	11/14/18	Michaels Stores 4800	Miscellaneous	Commissioner Friedman appreciation gift	11.31
Jessica Rauch	11/01/18	Aatrix Software	Professional services	State PR Tax Return Filing	25.98
Jessica Rauch	11/01/18	Aatrix Software	Professional services	Incorrect filing Fed PR Tax Return	25.00
Jessica Rauch	11/01/18	Aatrix Software	Professional services	Corrected filing Fed PR Tax Return	25.00
Jessica Rauch	11/01/18	Aatrix Software	Professional services	Incorrect filing Fed reimbursed	(25.00)
Jessica Rauch	11/14/18	Poster Compliance	Subscription	Renew payroll poster compliance annual subscription	452.23
Total Administrative Assistant's Expenses					1,461.91

# ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Robin Baer	11/07/18	DRI*AVG Technologies	Computer supplies	AVG Anti-Virus for Property Manager's CPU	99.99
Robin Baer	11/02/18	Miro Restaurant	Conference	Lunch expense while at conference	28.09
Robin Baer	11/14/18	Ventura County Star	Subscriptions	Online subscription	2.03
Total Property Manager's Expenses					130.11
Joe Gonzalez	11/02/18	Microsoft *Store	Computer supplies	Maintenance software update for Office Go	99.99
Joe Gonzalez	11/13/18	Landscape Lighting World-Volt Lighting	Grounds maintenance	Village landscaping low voltage lighting	674.54
Joe Gonzalez	11/15/18	Diversified Lighting Supply	Grounds maintenance	Village landscaping low voltage lighting	1,132.16
Total Facilities Manager's Expenses					1,906.69
Jennifer Talt-Lundin	11/07/18	Beach Break Surf Shop	Advertising	Media Visit gift - Leslie Westbrook of Ventana	7.00
Jennifer Talt-Lundin	11/17/18	Sprout Social Inc	Advertising	Social media analytics	99.00
Jennifer Talt-Lundin	11/20/18	Ventura Village Carousel	Advertising	Media visit gift - salt water taffy	6.00
Jennifer Talt-Lundin	11/05/18	CreativeMarket.Com	Advertising production	Font purchase for ad graphics	10.00
Jennifer Talt-Lundin	11/02/18	Brophy Bros. Restaurant	Business meal	Media visit meal - Leslie Westbrook of Ventana	20.00
Jennifer Talt-Lundin	11/13/18	PayPal *Central Coast Tourism	Conference	Central Coast Tourism Committee (CCTC) Conference fee	100.00
Jennifer Talt-Lundin	11/16/18	The Bull & Bear	Conference	Central Coast Tourism Committee (CCTC) food	20.41
Jennifer Talt-Lundin	11/17/18	Crabby Jims Seafood	Conference	Central Coast Tourism Committee (CCTC) food	18.53
Jennifer Talt-Lundin	11/17/18	Portola Hotel & Spa	Conference	Central Coast Tourism Committee (CCTC) lodging	515.96
Jennifer Talt-Lundin	11/17/18	Shell Oil 57442732707	Conference	Central Coast Tourism Committee (CCTC) fuel	50.00
Jennifer Talt-Lundin	11/18/18	Enterprise Rent-A-Car	Conference	Central Coast Tourism Committee (CCTC) car rental	211.93
Jennifer Talt-Lundin	11/21/18	Mailchimp *Monthly	E-Advertising	Village Enewsletter	75.00
Jennifer Talt-Lundin	11/30/18	Facebook *XRWY4JJKW2	E-Advertising	Boosted ad posts	30.00
Jennifer Talt-Lundin	11/30/18	Facebook 5LWU3JWSY2	E-Advertising	Boosted ad posts	26.85
Jennifer Talt-Lundin	11/01/18	Spirit Halloween 60986	Event production	Halloween Event décor & supplies	109.17
Jennifer Talt-Lundin	11/01/18	Dollar Tree	Event production	Bubbles	10.98
Jennifer Talt-Lundin	11/14/18	OTC Brands, Inc	Event production	Return event production supplies	(20.34)
Jennifer Talt-Lundin	11/19/18	Amazon Marketplace US*M88C03RT2	Event production	Snow juice for Winter Wonderland	284.89
Jennifer Talt-Lundin	11/20/18	Goodwill Industries	Event production	Parade of Lights supplies & décor	9.99
Jennifer Talt-Lundin	11/20/18	Amazon Marketplace US*M01OJ1OI0	Event production	Snow machines for Winter Wonderland	237.48
Jennifer Talt-Lundin	11/28/18	Target 00023986	Event production	Parade of Lights-Boater Awards Brunch ornament	19.50
Jennifer Talt-Lundin	11/28/18	Target 00002980	Event production	Parade of Lights-Boater Awards Brunch ornament	13.03
Jennifer Talt-Lundin	11/29/18	OPC MSC*Service Fee 024	Event production	Environmental Health Department - credit card fee	5.78
Jennifer Talt-Lundin	11/29/18	OPC*Ventura RMA	Event production	Environmental Health Department Vendor Permit	269.00
Jennifer Talt-Lundin	11/30/18	Target 00027607	Event production	Parade of Lights-Boater Awards Brunch ornament	6.47
Total Marketing Manager's Expenses					2,136.63

## ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Frank Locklear	11/09/18	LOGMEIN*GoToMeeting	Communications	Port District teleconference charge	49.00
Frank Locklear	11/01/18	Amazon Marketplace US*M87FD3GB1	Computer supplies	Networking equipment	133.98
Frank Locklear	11/01/18	Amazon.com *M86IP0GX1	Computer supplies	Printer for Accounting office	235.97
Frank Locklear	11/14/18	DTV*Direct TV Service	Operating supplies	Direct TV service *Harbor Patrol	58.99
Frank Locklear	11/02/18	Amazon Marketplace US*M883G1XU0	Security camera	Security camera equipment for Village	3.80
Frank Locklear	11/04/18	Amazon Marketplace US*M826D4MF1	Security camera	Security camera equipment for Village	79.98
Frank Locklear	11/04/18	Amazon Marketplace US*M89QI0VO1	Security camera	Security camera equipment for Village	337.74
Frank Locklear	11/06/18	Amazon Marketplace US*M85A23H01	Security camera	Security camera equipment for Village	219.99
Frank Locklear	11/14/18	eDigital Deals Inc	Security camera	Security camera service license	909.00
Frank Locklear	11/20/18	eDigital Deals Inc	Security camera	Security camera service license	534.00
Frank Locklear	11/21/18	eDigital Deals Inc	Security camera	Security camera service license	356.00
Frank Locklear	11/21/18	Fry's Electronics #44	Security camera	Security camera equipment for Village	258.97
Frank Locklear	11/22/18	Amazon Marketplace US*M04KZ1CB2	Security camera	Security camera equipment for Village	297.00
Frank Locklear	11/28/18	Amazon Marketplace US*M00243AE0	Security camera	Security camera equipment for Village	140.00
Frank Locklear	11/29/18	Amazon Marketplace US*M011N90L0	Security camera	Security camera equipment for Village	18.99
Frank Locklear	11/30/18	Amazon Marketplace US*M06Q34GV0	Security camera	Security camera equipment for Village	396.00
Frank Locklear	11/30/18	Amazon.com*M02Q30GQ0	Security camera	Security camera equipment for Village	107.70
Frank Locklear	11/30/18	EDigital Deals Net	Security camera	Security camera equipment for Village	534.00
Frank Locklear	11/15/18	Cintas 684	Uniforms	Courtesy Patrol uniform service	31.70
Total Marina Manager's Expenses					4,702.81
John Higgins	11/07/18	SQ *F H PUMPS INC	Boat maintenance	Fire boat pump part	470.63
John Higgins	11/14/18	All Campus Security	Computer supplies	Video computer server	1,200.77
John Higgins	11/09/18	SQ *California Boating Safety	Conference	Boating Safety Conference	40.00
John Higgins	11/13/18	Amazon Marketplace US*M87HR92B1	Operating supplies	Floating knife lanyard	31.08
Total Harbormaster's Expenses					1,742.48
Total Chase Credit Card Expenses					<u>\$ 12,869.00</u>

# ATTACHMENT 5

## Ventura Port District Chase Business Credit Card Charges December 2018

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

Staff	Trans Date	Vendor	Category	Description	Amount
Oscar Peña	12/17/18	Larsen's Steakhouse Oxnard	Business meal	LAFCO Commissioner meeting	88.27
Total General Manager's Expenses					88.27
Brian Pendleton	12/05/18	Cafe Zack LLC	Business meal	Marina Manager Locklear's retirement lunch	50.68
Brian Pendleton	12/04/18	Ventura Chamber of Commerce	Conference	Poinsettia Awards registration	55.00
Total Deputy General Manager's Expenses					105.68
Jessica Rauch	12/11/18	Vons #2164	Business meal	Staff meeting snacks	24.97
Jessica Rauch	12/12/18	SQ *Brio Café	Business meal	12/12/18 Closed session Board meeting dinner	103.21
Jessica Rauch	12/13/18	Smart N Final 390	Business meal	Parade of Lights party supplies	101.17
Jessica Rauch	12/14/18	Valentinos Take & Bake Pizza	Business meal	Parade of Lights party sandwiches	459.96
Jessica Rauch	12/06/18	ACT*California Marine	Conference	Pendleton & Brennan CMANC Winter Meeting Registration	890.00
Jessica Rauch	12/06/18	ACT*California Marine	Conference	Parsons - CMANC Winter Meeting registration	445.00
Jessica Rauch	12/12/18	France Media Inc	Conference	Baer - Entertainment Conference registration	995.00
Jessica Rauch	12/13/18	SQ *California Economic Forecast	Conference	Pendleton - CA Economic Forecast registration	125.00
Jessica Rauch	12/08/18	CA Toxic Main/US EPA Fee	Miscellaneous	EPA ID Number Verification & Hazardous Waste Manifest Fees	15.00
Jessica Rauch	12/20/18	Government Finance Officer Assoc.	Training	Adkins GASB Training on accounting for leases	85.00
Total Administrative Assistant's Expenses					3,244.31
Robin Baer	No Activity				-
Total Property Manager's Expenses					-
Joe Gonzalez	12/20/18	Amazon Marketplace US*M24BI20S2	Security camera	1691 Spinnaker building interior & exterior cameras	505.99
Total Facilities Manager's Expenses					505.99



# ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Talt-Lundin	12/17/18	Sprout Social Inc	Advertising	Social media analytics	99.00
Jennifer Talt-Lundin	12/06/18	Party City 1516	Business meal	Marina Manager Locklear retirement décor & supplies	37.38
Jennifer Talt-Lundin	12/07/18	Reynaldo's European & Mexican	Business meal	Marina Manager Locklear's retirement refreshments	46.00
Jennifer Talt-Lundin	12/07/18	Smart and Final 915	Business meal	Marina Manager Locklear's retirement refreshments	50.61
Jennifer Talt-Lundin	12/14/18	Brophy Bros. Restaurant	Business meal	Parade of Lights - refreshments for event staff	78.66
Jennifer Talt-Lundin	12/14/18	Reynaldo's European & Mexican	Business meal	Parade of Lights - refreshments for Judges	27.00
Jennifer Talt-Lundin	12/15/18	Baja Bay Surf N Taco Mexican Food	Business meal	Parade of Lights - refreshments for event staff	20.00
Jennifer Talt-Lundin	12/16/18	The Greek at the Harbor	Business meal	Parade of Lights - refreshments for Judges	40.00
Jennifer Talt-Lundin	12/14/18	Visit California	Conference	Outlook Forum Conference registration	649.00
Jennifer Talt-Lundin	12/21/18	Mailchimp *Monthly	E-Advertising	Village Enewsletter	75.00
Jennifer Talt-Lundin	12/31/18	Facebook *R7YS4MSKW2	E-Advertising	Boosted ad posts	21.12
Jennifer Talt-Lundin	12/31/18	Facebook BRP5WJASY2	E-Advertising	Boosted ad posts	79.42
Jennifer Talt-Lundin	12/07/18	Lost in Socks	Event production	Santa Paddle event prize	8.61
Jennifer Talt-Lundin	12/07/18	Hats Unlimited	Event production	Santa Paddle event prize	15.00
Jennifer Talt-Lundin	12/08/18	Ross Stores #159	Event production	Parade of Lights supplies & décor	30.41
Jennifer Talt-Lundin	12/08/18	Ventura Boat Rentals	Event production	Santa Paddle - rental of kayak for event	17.00
Jennifer Talt-Lundin	12/12/18	Amazon Marketplace US*M04G46W12	Event production	Winter Wonderland supplies	66.82
Jennifer Talt-Lundin	12/12/18	Amazon Marketplace US*M24TP2CH0	Event production	Winter Wonderland supplies	104.68
Jennifer Talt-Lundin	12/12/18	Amazon Marketplace US*M04BJ7WF2	Event production	Winter Wonderland supplies	109.50
Jennifer Talt-Lundin	12/12/18	Lakeshore Learning #38	Event production	Parade of Lights - thank you board	23.77
Jennifer Talt-Lundin	12/12/18	Michaels Stores 4800	Event production	Parade of Lights, Winter Wonderland and Santa booth supplies	452.64
Jennifer Talt-Lundin	12/12/18	Office Depot #931	Event production	Amazon gift card for boater award	100.00
Jennifer Talt-Lundin	12/12/18	Target 00002980	Event production	Dingy boat holiday décor	38.05
Jennifer Talt-Lundin	12/13/18	Michaels Stores 4800	Event production	Parade of Lights & Winter Wonderland supplies	9.15
Jennifer Talt-Lundin	12/13/18	Michaels Stores 4800	Event production	Parade of Lights & dingy boat décor	1.82
Jennifer Talt-Lundin	12/13/18	Smart and Final 915	Event production	Parade of Lights event staff supplies	77.71
Jennifer Talt-Lundin	12/14/18	Michaels Stores 4800	Event production	Dingy boat holiday décor	18.32
Jennifer Talt-Lundin	12/14/18	Target 00002980	Event production	Parade of Lights music CD/dingy boat holiday décor	85.79
Jennifer Talt-Lundin	12/14/18	West Marine #1268	Event production	POL Peoples Choice Award	4.83
Jennifer Talt-Lundin	12/16/18	Barefoot Boutique	Event production	Volunteer Event Thank you	25.00
Jennifer Talt-Lundin	12/18/18	Target 00002980	Event production	Storage Containers- event supplies	81.81
Jennifer Talt-Lundin	12/19/18	Target 00023986	Event production	Bubbles	9.67
Jennifer Talt-Lundin	12/27/18	Amazon Marketplace US*M29GQ5MC2	Event production	Bubbles	15.14
Total Marketing Manager's Expenses					2,518.91

# ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Frank Locklear	12/07/18	Amazon.com*M030S9Q82	Camera equipment	Security camera warranty	7.90
Frank Locklear	12/07/18	Amazon Marketplace US*M005C52A0	Camera equipment	Security camera equipment for Village	39.99
Frank Locklear	12/07/18	Amazon Marketplace US*M007KE4SP0	Camera equipment	Security camera equipment for Village	297.00
Frank Locklear	12/09/18	Amazon Marketplace US*M063O4KA0	Camera equipment	Security camera equipment for Village	139.99
Frank Locklear	12/09/18	LOGMEIN*GoToMeeting	Communications	Port District teleconference charge	49.00
Frank Locklear	12/07/18	Amazon Marketplace US*M079I02T0	Computer supplies	New desktop computer for Marketing office	469.00
Frank Locklear	12/14/18	DTV*Direct TV Service	Operating supplies	Direct TV service *Harbor Patrol	58.99
Total Marina Manager's Expenses					1,061.87
John Higgins	12/14/18	Baja Fresh 50312	Business meal	Parade of Lights - refreshments for event staff	188.86
John Higgins	12/14/18	Vons #2431	Business meal	Parade of Lights - refreshments for event staff	22.25
John Higgins	12/15/18	Baja Fresh 50312	Business meal	Parade of Lights - refreshments for event staff	184.17
John Higgins	12/19/18	Toppers Pizza Place 6 Online	Business meal	Port District employee luncheon	152.54
John Higgins	12/31/18	Marina Recreation	Conference	California Boating Congress registration	179.00
John Higgins	12/05/18	Amazon Marketplace US*M048F76P1	Operating supplies	Phone cord warranty	1.18
John Higgins	12/05/18	Fry's Electronics #44	Operating supplies	Miscellaneous Patrol supplies	91.64
John Higgins	12/06/18	Amazon Marketplace US*M04BJ38Y2	Operating supplies	Headset phone cord	37.98
John Higgins	12/24/18	Harbor Freight Tools 200	Operating supplies	Carabiner for patrol gate	9.60
John Higgins	12/27/18	Apple * iTunes.Com/Bill	Operating supplies	Patrol #1 phone storage	0.99
John Higgins	12/28/18	Apple * iTunes.Com/Bill	Operating supplies	Patrol #2 phone storage	0.99
John Higgins	12/28/18	Apple Store #R154	Operating supplies	Battery for older phone	31.10
John Higgins	12/28/18	Apple Store #R154	Operating supplies	Battery for older phone	31.10
Total Harbormaster's Expenses					931.40
Total Chase Credit Card Expenses					<u><u>\$ 8,456.43</u></u>



BOARD OF PORT COMMISSIONERS

MAY 1, 2019

STANDARD AGENDA ITEM 2  
APPROVAL OF NOTICE OF  
COMPLETION FOR THE VENTURA  
HARBOR PAVEMENT REPAIR AND  
SLURRY SEAL PROJECT

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

**STANDARD AGENDA ITEM 2**

Meeting Date: May 1, 2019

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TO: Board of Port Commissioners  
FROM: Richard Parsons, Project Manager  
SUBJECT: Approval of Notice of Completion for the Ventura Harbor Pavement Repair and Slurry Seal Project

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**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3372:

- a) Accepting the work of Toro Enterprises, Inc. for the Ventura Harbor Pavement Repair and Slurry Seal Project; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

**SUMMARY:**

On September 13, 2017, the Board of Port Commissioners awarded a contract in the amount of \$344,444.00 for the subject project to Toro Enterprises, Inc. for the repair of various parking lots throughout the Harbor. The work is now complete.

**BACKGROUND:**

Every six or seven years it is necessary for the District to undertake pavement repairs to the various parking lots throughout the harbor. The 2017-2018 pavement program included:

- All Harbor Village lots
- Launch Ramp lot
- Parcel 19A lot

The pavement replacement portion of Toro's contract work was completed in November 2017. At that point, the decision was made to delay the slurry seal and stripping work until the spring of 2018 since slurry material does not tend to adhere well in the damp and cool conditions of the winter months. In April and May 2018, Toro the proceeded with the application of the slurry seal followed by the stripping. Within a month, it was observed that a portion of the emulsion that was part of the slurry seal mixture was washing out and then flowing over much of the stripping and then obscuring the white lines. The District considered that condition to be unacceptable and did not accept Toro's work. Their position was that the obscuring of the stripping by the emulsion would correct itself when the rains came and rinsed the emulsion off. They were right. This past winter's plentiful rains have rinsed the emulsion off the stripping and it is now far more legible and thus is now acceptable.

**FISCAL IMPACT:**

The budget for this project in FY17-18 was \$700,000.00. The awarded contract was for \$344,444.00. Two change orders totaling \$8,020.40 were approved during the accomplishment of the work, bringing the final contract cost to \$352,464.40.

**ATTACHMENTS:**

Attachment 1 – Resolution No. 3372  
Attachment 2 – Notice of Completion



**RESOLUTION NO. 3372**

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS  
OF THE VENTURA PORT DISTRICT  
ACCEPTING THE WORK OF TORO ENTERPRISES INC. FOR THE 2017 VENTURA  
PORT DISTRICT PAVEMENT REPAIR & SLURRY SEAL PROJECT**

WHEREAS, Oscar F. Peña, General Manager of the Ventura Port District, advised the Board of Port Commissioners of said District that the work of Toro Enterprises Inc., on the project entitled "2017 Ventura Port District Pavement Repair & Slurry Seal Project" described in the Agreement between Toro Enterprises Inc. and the Ventura Port District, hereinafter referred to as "District", dated September 27, 2017 has been completed and recommends that said work be accepted.

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

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

PASSED, APPROVED and ADOPTED this 1st day of May 2019.

\_\_\_\_\_  
Chris Stephens, Chairman

Attest:

\_\_\_\_\_  
Jean Getchell, Secretary

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

I, Jean Getchell, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3372 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 1st day of May 2019, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 1st day of May 2019.

---

Jean Getchell, Secretary

(Seal)

ATTACHMENT 2

RECORDING REQUESTED BY:  
Ventura Port District

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

---

**NOTICE OF COMPLETION**

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

**NOTICE IS HEREBY GIVEN THAT:**

1. The undersigned is an agent of the owner of the interest stated below.
2. The full name of the owner is Ventura Port District, a public benefit corporation and independent special district organized and existing under the laws of the State of California.
3. The full address of the owner is 1603 Anchors Way Drive, Ventura, CA 93001-4229.
4. The nature of the interest or estate is: fee simple.
5. The full name and full addresses of all co-owners who hold any title or interest with the above-named owner in the property are: Not applicable; there are no co-owners.
6. A work of improvement on the property hereinafter described was completed on April 9, 2019.
7. The work accomplished consisted of the pavement repair, slurry sealing and stripping of the Ventura Harbor Village, launch ramp and Parcel 19A parking lots.
8. The name of the contractor for the 2017 Ventura Port District Pavement Repair & Slurry Seal Project is Toro Enterprises Inc. pursuant to the Agreement, dated September 27, 2017.
9. The property on which said work of improvement was completed is in the City of San Buenaventura, County of Ventura, State of California, and is described as Ventura Harbor Village, the Launch Ramp and Parcel 19A.

Ventura Port District

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

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

---

**VERIFICATION**

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

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

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

---

Oscar F. Peña, General Manager



BOARD OF PORT COMMISSIONERS

MAY 1, 2019

STANDARD AGENDA ITEM 3

APPROVAL OF ORDINANCE No. 52

AMENDING ORDINANCE No. 48



**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 3**  
Meeting Date: May 1, 2019

---

TO: Board of Port Commissioners  
FROM: Jessica Rauch, Clerk of the Board  
SUBJECT: Approval of Ordinance No. 52 Amending Ordinance No. 48

---

**RECOMMENDATION:**

That the Board of Port Commissioners:

1. Conduct a public hearing for the purpose of receiving input on proposed Ordinance 52;
2. Read proposed Ordinance No. 52 for the record; and
3. Adopt Ordinance No. 52, amending Ordinance No. 48, adopted on March 27, 2013, and titled "An Ordinance of the Board of Port Commissioners of Ventura Port District to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act."

**SUMMARY:**

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

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

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

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

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

**BACKGROUND:**

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

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

Attachment 1 – Ordinance No. 52

ATTACHMENT 1



**ORDINANCE NO. 52**

**AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS  
OF VENTURA PORT DISTRICT AMENDING ORDINANCE NO.  
48, ADOPTED ON MARCH 27, 2013, AND TITLED "AN  
ORDINANCE OF THE BOARD OF PORT COMMISSIONERS  
OF VENTURA PORT DISTRICT TO PROVIDE INFORMAL  
BIDDING PROCEDURES UNDER THE UNIFORM PUBLIC  
CONSTRUCTION COST ACCOUNTING ACT"  
(California Public Contract Code Section 22000 et seq.)**

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

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

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

Section 2      When amended this section will read as:

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

Section 3      Adding new Section 6 as follows:

Section 6      Future Amendments. Any future amendments to the Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act may be done by Resolution, duly adopted by the Board of Port Commissioners.

ATTACHMENT 1

Section 4      This Ordinance shall be published in the Ventura County Star; a newspaper of general circulation published in the County of Ventura, at least once before final passage, and shall take effect and be in force thirty (30) days from and after the date after final passage.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of Ventura Port District held on May 1, 2019, adopted by the following vote:

AYES:

NOES:

Absent:

Abstain:

\_\_\_\_\_  
Chairman

Attest:

\_\_\_\_\_  
Secretary

(Seal)



BOARD OF PORT COMMISSIONERS

MAY 1, 2019

STANDARD AGENDA ITEM 4

APPROVAL OF REVISIONS TO THE  
VENTURA PORT DISTRICT  
PROCUREMENT AND PURCHASING  
POLICY AND EXHIBITS

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 4**

Meeting Date: May 1, 2019

TO: Board of Port Commissioners  
FROM: Jessica Rauch, Clerk of the Board  
SUBJECT: Approval of Revisions to the Ventura Port District Procurement and Purchasing Policy and Exhibits

---

**RECOMMENDATION:**

That the Board of Port Commissioners approve the revisions to Ventura Port District's Procurement and Purchasing Policy and Exhibits A, C and E.

**SUMMARY:**

On November 5, 2018 the District received a letter from the California State Controller, dated November 1, 2018, stating that the California Uniform Construction Cost Accounting Commission in agreement with the State Controller's Office recommended an increase to the bid limit threshold prescribed in Public Contract Code 22032. The key threshold limit changes in our policy are as follows:

- Contracts totaling \$10,000.01 - ~~\$45,000.00~~ \$60,000.00
- Contracts totaling ~~\$45,000.01 - \$175,000.00~~ \$60,000.01 - \$200,000.00
- Contracts over ~~\$175,000.00~~ \$200,000.00

These changes became effective January 1, 2019.

Legal Counsel added the following section in case of future modifications:

H. Future Modifications of Bid Limit Thresholds

In the event the bid limit thresholds proscribed in Public Contract Code Section 22032 are later modified, District staff is hereby authorized and directed to revise this Procurement and Purchasing Policy to conform with the maximum bid threshold limits permitted by law. Upon such an event, District staff shall notify the Board of the bid threshold limit modifications and the corresponding amounts.

For Exhibit A, the Deputy General Manager position needed to be added to the chart.

For Exhibit C, the contracts totaling \$10,000.01 - \$45,000.00 need to be revised to read \$10,000.01 - \$60,000.00.

For Exhibit E, all threshold limits need to be revised throughout the document.

**BACKGROUND:**

The Board of Port Commissioners adopted the Procurement and Purchasing Policy to establish the authority, limits and procedures relating to the District's procurement and purchasing activities in connection with vendor, supplier, service provider and contractor contracts.

**FISCAL IMPACT:**

None.

**ATTACHMENT:**

Attachment 1 – California State Controller Letter, dated November 1, 2018  
Attachment 2 – Redlined Version of Ventura Port District's Procurement and Purchasing Policy  
Attachment 3 – Exhibit A – District Employee Procurement Status Chart  
Attachment 4 – Exhibit C – Request for Approval of New Project  
Attachment 5 – Exhibit E – UPCCA Summary Sheet



**BETTY T. YEE**  
California State Controller

VENTURA PORT DISTRICT

NOV - 5 2018

RECEIVED

November 1, 2018

Accounting Manager  
Ventura Port District  
1603 Anchors Way Drive  
Ventura, CA 93001

**SUBJECT: Notification Letter-Assembly Bill 2249 (Chaptered 169, Statutes of 2018)**

To Whom It May Concern:

The California Uniform Construction Cost Accounting Commission (CUCCAC) in agreement with the State Controller's Office (SCO) recommended an increase to the bid limit threshold prescribed in Public Contract Code (PCC) 22032, which was signed into law. Pursuant to PCC 22020, and on behalf of the State Controller Betty T. Yee, the SCO would like to inform on the following changes effective as of **January 1, 2019**:

- a) The change would allow projects costing \$60,000 or less to be performed by employees of a public agency by force account, by negotiated contract, or by purchase order;
- b) The change would allow projects costing up to \$200,000 to be contracted by informal bidding procedures; and projects costing over \$200,000 are subject to the formal bidding process.

The noted increases are pursuant to the provisions and benefits found in the Uniform Public Construction Cost Accounting Act (Act), which provides public agencies economic benefits and greater freedom to expedite public works projects. Agencies which elect to follow the cost accounting procedures set forth by the CUCCAC in its *Cost Accounting Policies and Procedures Manual*, will benefit from these increased limits by expediting delivery of public work projects and reduced bid processing costs. A new resolution adopting the change in legislation is not required if your agency is currently subject to the Act.

We encourage participating agencies to sign up on the SCO website for CUCCAC's email subscription service to receive important information concerning CUCCAC updates and legislative changes via e-mail. For more details or to sign up for the email subscription services, please contact the Local Government Programs Services Division at [LocalGovPolicy@sco.ca.gov](mailto:LocalGovPolicy@sco.ca.gov) or visit our website at [https://www.sco.ca.gov/ard\\_cuccac.html](https://www.sco.ca.gov/ard_cuccac.html).

Sincerely,

A handwritten signature in black ink that reads "Sandeep Singh". The signature is written in a cursive, flowing style.

Sandeep Singh  
Manager, Local Government Policy



Ventura Port District

# Procurement and Purchasing Policy

Effective October 22, 2014

Revised

March 22, 2017

May 1, 2019

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## **I. STATEMENT OF GENERAL POLICY**

The goal of this Procurement and Purchasing Policy is to enable the Ventura Port District (the “District”) to obtain contracts for the purchasing of materials or supplies not used in connection with or consumed on any work or project that falls within the definition of “public projects” or “maintenance work” subject to the California Uniform Public Construction Cost Accounting Act (“UPCCA”) as defined in Public Contract Code Section 22002, and to procure services for the District at the best value and in a timely manner, while maintaining fairness to vendors, suppliers, service providers, and contractors, and abiding by applicable laws. The District’s Board of Port Commissioners (the “Board”) has adopted this Procurement and Purchasing Policy to establish the authority, limits, and procedures relating to the District’s procurement and purchasing activities in connection with such contracts. All such procurement and purchasing activities for the District shall be administered in accordance with the provisions of this policy, and with the express intent to promote open and fair conduct in all aspects of the procurement and purchasing process. This policy also establishes staff purchasing authority levels for contracts for the doing of any work or project which does fall within the definition of “public projects” or “maintenance work” subject to the UPCCA as defined in Public Contract Code Section 22002.

The District intends to maintain a cost effective purchasing system conforming to good management practices. The Procurement and Purchasing Policy is intended to accomplish the following objectives:

- A. Provide all vendors, suppliers, service providers, and contractors with full, fair, prompt and courteous consideration;
- B. Keep competition open and fair; and
- C. Observe strict truthfulness and highest ethics in all transactions.

In order to be successful, the system must be supported by the cooperation of all District personnel. Prior planning and the timely submission of requisitions are essential to expedite the District’s procurement and purchasing process and to ensure that this process is conducted in an orderly and lawful manner.

## **II. ETHICS IN PROCUREMENT AND PURCHASING**

In dealing with the District’s procurement and purchasing needs, District personnel shall be mindful of the following:

- A. That public office is a public trust and to give primary consideration to the District’s interests as well as the interests of the public.
- B. Procurement and purchasing decisions shall be made without prejudice and to try to maximize the value of each dollar expended.

- C. District personnel must avoid unfair business practices or decisions and to give all qualified vendors, suppliers, service providers, and contractors an equal opportunity to participate in the procurement and purchasing process.
- D. We shall promote positive relationships with the District's vendors, suppliers, service providers, and contractors through courteous and impartial treatment in all phases of the purchasing cycle.
- E. We shall conduct ourselves with fairness and dignity, and demand honesty and truth in the purchasing process.
- F. We must avoid the appearance of unethical or compromising practice in relationships, actions, and communications in the procurement and purchasing process.
- H. We must refrain from soliciting or accepting money, loans, credits, prejudicial discounts, gifts, favors, or services from past, present or future suppliers, vendors, service providers, or contractors that might influence, or appear to influence, purchasing decisions.
- I. All District personnel shall discharge their duties impartially so as to ensure competitive access to governmental procurement by responsible contractors.
- J. All District personnel shall conduct themselves in such a manner as to foster public confidence in the integrity of District procurement and purchasing.

### **III. THE PROCUREMENT AND PURCHASING PROCESS**

#### **A. Contract Administration**

The District routinely utilizes the services of vendors, suppliers, service providers, and contractors for a variety of operational needs. These include, but are not limited to, the acquisition of equipment, supplies, materials, goods, maintenance services, and construction or renovation of District facilities. All contracts should include, but shall not be limited to, the following provisions:

- (1) The term or length of contract;
- (2) Description of work to be performed or services/products to be provided;
- (3) Schedule for performance;
- (4) Indemnity, insurance and bonding requirements;
- (5) Warranties and/or guarantees if applicable;
- (6) Payment schedule; and
- (7) Conditions for termination of contract.

Except as otherwise provided in this Procurement and Purchasing Policy, this Policy shall not apply to the performance of, contracting for, or the doing of any “public project” or “maintenance work” as such terms are defined in Public Contract Code Section 22002. Any such “public project” or “maintenance work” shall be subject to (i) Resolution No. 3213 adopted by the Board on February 27, 2013; (ii) the procedures, terms, and conditions set forth in the UPCCA pursuant to California Public Contract Code Section 22000 et seq.; (iii) the California Uniform Construction Cost Account Commission’s (the “Commission”) policies and procedures manual and cost accounting review procedures; (iv) Ordinance No. 48 adopted by the Board on March 27, 2013; (v) Resolution No. 3219 adopted by the Board on May 8, 2013; and (vi) any other resolutions, policies, and procedures that may be adopted or promulgated by the Board from time to time, and until such time as the Board has adopted a resolution electing to discontinue the District’s participation under the UPCCA.

**B. Purchasing of Supplies Used in Connection with or Consumed on any Work or Project not Subject to the UPCCA**

**(1) *Purchases less than or equal to \$1,000.00***

The General Manager and any Level 1, Level 2, Level 3, or Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any orders or contracts for the purchasing of supplies used in connection with or consumed on any District work or project not subject to the UPCCA with a contract price or purchase price less than or equal to \$1,000.00, without competitive bidding. Level 1 employees shall not be authorized to execute any such contract or to make any such purchase until such employee has obtained the prior approval of his/her immediate supervisor.

**(2) *Purchases totaling \$1,000.01 - \$2,500.00***

The General Manager and any Level 2, Level 3, or Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any orders or contracts for the purchasing of supplies used in connection with or consumed on any District work or project not subject to the UPCCA with a contract price or purchase price greater than \$1,000.00 but less than or equal to \$2,500.00, without competitive bidding, so long as such contract or purchase has been included in the District’s then-current fiscal budget and at least one (1) quote is obtained from a vendor, supplier, service provider, or contractor concerning the price and terms and conditions of the proposed contract or purchase. If such contract or purchase has not been previously included in the District’s then-current fiscal budget or at least one (1) quote has not been obtained, such contract or purchase shall require prior approval from the Board at a regular or special meeting of the Board. Level 2 employees shall not be authorized to execute any such contract or to make any such purchase until such employee’s immediate supervisor has reviewed and approved the written quote and proposed contract/order.

**(3) *Purchases totaling \$2,500.01 - \$10,000.00***

The General Manager and any Level 3 or Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any orders or contracts for the

purchasing of supplies used in connection with or consumed on any District work or project not subject to the UPCCA with a contract price or purchase price greater than \$2,500.00 but less than or equal to \$10,000.00, without competitive bidding, so long as such contract or purchase has been included in the District's then-current fiscal budget and at least one (1) quote is obtained from competing vendors, suppliers, service providers, or contractors concerning the price and terms and conditions of the proposed contract or purchase. If such contract or purchase has not been previously included in the District's then-current fiscal budget or at least one (1) quote has not been obtained, such contract or purchase shall require prior approval from the Board at a regular or special meeting of the Board. Level 3 employees shall not be authorized to execute any such contract or to make any such purchase until the General Manager has reviewed and approved the written quotes and proposed contracts/orders.

**(4) *Purchases totaling \$10,000.01 - \$25,000.00***

The General Manager and any Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any orders or contracts for the purchasing of supplies used in connection with or consumed on any District work or project not subject to the UPCCA with a contract price or purchase price greater than \$10,000.00 but less than or equal to \$25,000.00, without competitive bidding, so long as such contract or purchase has been included in the District's then-current fiscal budget and at least two (2) quotes are obtained from competing vendors, suppliers, service providers, or contractors concerning the price and terms and conditions of the proposed contract or purchase. If such contract or purchase has not been previously included in the District's then-current fiscal budget or at least two (2) quotes have not been obtained, such contract or purchase shall require prior approval from the Board at a regular or special meeting of the Board.

**(5) *Purchases Over \$25,000.00***

Any order or contract for the purchasing of supplies used in connection with or consumed on any District work or project not subject to the UPCCA with a contract price or purchase price greater than \$25,000.00 is subject to the competitive bidding procedures set forth in Section III(C), below, unless an applicable exception under Section IV, below, applies.

**C. Competitive Bidding Procedures**

As provided, among other things, in Public Contract Code [Section 20751](#), contracts for the purchasing of supplies (used in connection with or consumed on any District work or project not subject to the UPCCA) must be let by competitive bidding where the amount of the contract exceeds \$25,000.00.

When the purchasing of supplies used in connection with or consumed on any District work or project not subject to the UPCCA is contemplated, the General Manager will make a recommendation to the Board with a cost estimate and other supporting documentation appropriate for the size and scope of the proposed purchase.

Upon approval by the Board, the General Manager shall cause to be prepared the appropriate plans, specifications and other descriptive information for the publication of a notice inviting sealed bids for performance for the proposed purchase. The notice shall be published in a newspaper of general circulation in accordance with the Public Contract Code.

The contract documents shall be prepared utilizing the District's standard forms, with such modifications as may be appropriate for the particular supplies or materials to be acquired and purchased. In the event of an emergency, applicable Public Contract Code provisions will be followed.

All bids shall be presented under sealed cover on forms furnished by the District. Sealed bids shall be opened at the time and place stated in the advertisement for bid with no less than two representatives of the District in attendance. When all bids have been evaluated, the General Manager shall make a recommendation to the Board regarding award of the contract to the lowest responsible bidder.

If the lowest bidder is disqualified for any reason, or if the bids exceed the cost estimates previously approved, the General Manager shall evaluate the options available and make a recommendation to the Board, which may include, but not be limited to, a recommendation of no award. The Board will make the final decision regarding the award of contract under this Section C. At the direction of the Board and after legal counsel review, the General Manager shall execute any such contract.

**D. Contracts for the Doing of Any Public Project or Maintenance Work that is Subject to the UPCCA** (The following policies in this Section D are at the discretion of the Board of Commissioners. They are equal to or above and beyond that which is required by the UPCCA)

**(1) *Contracts less than or equal to \$1,000.00***

The doing of any public project or maintenance work of the District that is subject to the UPCCA, or any contract for the doing of any such public project or maintenance work, with a total contract price (which includes all cost elements - personnel, materials, supplies, subcontracts, equipment and overhead – associated with the proposed public project or maintenance work) less than or equal to \$1,000.00 can be performed (i) by the District's employees by force account, (ii) by negotiated contract, or (iii) by purchase order. If the doing of any such public project or maintenance work is to be performed by negotiated contract or by purchase order, the General Manager and any Level 1 employee, Level 2 employee, Level 3 employee, or Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any such negotiated contract or purchase order. Level 1 employees shall not be authorized to execute any such contract or purchase order until such employee has obtained the prior approval of his/her immediate supervisor. No notice inviting informal bid for any such public project or maintenance work need be provided.

**(2) Contracts totaling \$1,000.01 - \$2,500.00**

The doing of any public project or maintenance work of the District that is subject to the UPCCA, or any contract for the doing of any such public project or maintenance work, with a total contract price (which includes all cost elements - personnel, materials, supplies, subcontracts, equipment and overhead – associated with the proposed public project or maintenance work) greater than \$1,000.00 but less than or equal to \$2,500.00 can be performed (i) by the District's employees by force account, (ii) by negotiated contract, or (iii) by purchase order, so long as such public project or maintenance work has been included in the District's then-current fiscal budget. If the doing of any such public project or maintenance work is to be performed by negotiated contract or by purchase order, the General Manager and any Level 2, Level 3 or Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any such negotiated contract or purchase order. If such public project or maintenance work has not been previously included in the District's then-current fiscal budget, the doing of any such public project or maintenance work (whether by force account, negotiated contract, or purchase order), shall require prior approval from the Board at a regular or special meeting of the Board. Level 2 employees shall not be authorized to execute any such contract or purchase order until such employee's immediate supervisor has reviewed and approved the proposed contract or purchase order. No notice inviting informal bid for any such public project or maintenance work need be provided.

**(3) Contracts totaling \$2,500.01 - \$5,000.00**

The doing of any public project or maintenance work of the District that is subject to the UPCCA, or any contract for the doing of any such public project or maintenance work, with a total contract price (which includes all cost elements - personnel, materials, supplies, subcontracts, equipment and overhead – associated with the proposed public project or maintenance work) greater than \$2,500.00 but less than or equal to \$5,000.00 can be performed (i) by the District's employees by force account, (ii) by negotiated contract, or (iii) by purchase order, so long as such public project or maintenance work has been included in the District's then-current fiscal budget. If the doing of any such public project or maintenance work is to be performed by negotiated contract or by purchase order, the General Manager and any Level 3 or Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any such negotiated contract or purchase order. If such public project or maintenance work has not been previously included in the District's then-current fiscal budget, the doing of any such public project or maintenance work (whether by force account, negotiated contract, or purchase order) shall require prior approval from the Board at a regular or special meeting of the Board. Level 3 employees shall not be authorized to execute any such contract or purchase order until the General Manager has reviewed and approved the proposed contract or purchase order. No notice inviting informal bid for any such public project or maintenance work need be provided.

**(4) Contracts totaling \$5,000.01 - \$10,000.00**

The doing of any public project or maintenance work of the District that is subject to the UPCCA, or any contract for the doing of any such public project or maintenance work, with a



total contract price (which includes all cost elements - personnel, materials, supplies, subcontracts, equipment and overhead – associated with the proposed public project or maintenance work) greater than \$5,000.00 but less than or equal to \$10,000.00 can be performed (i) by the District's employees by force account, (ii) by negotiated contract, or (iii) by purchase order, so long as such public project or maintenance work has been included in the District's then-current fiscal budget. If the doing of any such public project or maintenance work is to be performed by negotiated contract or by purchase order, the General Manager and any Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any such negotiated contract or purchase order. If such public project or maintenance work has not been previously included in the District's then-current fiscal budget, the doing of any such public project or maintenance work (whether by force account, negotiated contract, or purchase order) shall require prior approval from the Board at a regular or special meeting of the Board. No notice inviting informal bid for any such public project or maintenance work need be provided.

(5) ***Contracts totaling \$10,000.01 - ~~\$45,000.00~~\$60,000.00***

The doing of any public project or maintenance work of the District that is subject to the UPCCA, or any contract for the doing of any such public project or maintenance work, with a total contract price (which includes all cost elements - personnel, materials, supplies, subcontracts, equipment and overhead – associated with the proposed public project or maintenance work) greater than \$10,000.00 but less than or equal to ~~\$45,000.00~~\$60,000.00 can be performed (i) by the District's employees by force account, (ii) by negotiated contract, or (iii) by purchase order, so long as such public project or maintenance work has been included in the District's then-current fiscal budget. If the doing of any such public project or maintenance work is to be performed by negotiated contract or by purchase order, the General Manager shall be authorized to approve and to execute on behalf of the District any such negotiated contract or purchase order. If such public project or maintenance work has not been previously included in the District's then-current fiscal budget, the doing of any such public project or maintenance work (whether by force account, negotiated contract, or purchase order) shall require prior approval from the Board at a regular or special meeting of the Board. No notice inviting informal bid for any such public project or maintenance work need be provided.

(6) ***Contracts totaling ~~\$45,000.01 – \$175,000.00~~\$60,000.01 - \$200,000.00***

Any contract for the doing of any public project or maintenance work of the District that is subject to the UPCCA with a total contract price (which includes all cost elements - personnel, materials, supplies, subcontracts, equipment and overhead – associated with the proposed public project or maintenance work) greater than ~~\$45,000.00~~\$60,000.00 but less than or equal to ~~\$175,000.00~~\$200,000.00, must go through the UPCCA's informal bid process as set forth in the District's Ordinance No. 48 adopted March 27, 2013, as may be amended from time to time, and as summarized in the UPCCA Summary Sheet attached hereto as **Exhibit "E"** and incorporated herein by reference. The General Manager shall be authorized to send out a notice inviting informal bid on the proposed public project or maintenance work without prior Board approval so long as such project or work has been included in the District's then-current fiscal budget. The informal bid results will be brought before the Board to consider whether to reject any and

all bids or to award a bid to the lowest responsible bidder in the manner required by the UPCCA as summarized on the attached UPCCA Summary Sheet. If no bids are received, the proposed public project or maintenance work may be performed by the District's employees by force account. If all bids received are greater than \$~~175,000~~200,000.00, the Board can adopt by resolution by a four-fifths vote and award the contract at \$~~187,500.00~~212,500.00 or less to the lowest responsible bidder if the Board determines the cost estimate of the District was reasonable. If the proposed public project or maintenance work has not been previously included in the District's then-current fiscal budget, the General Manager may not send out a notice inviting informal bid on the proposed public project or maintenance work without first obtaining the Board's prior approval at a regular or special meeting of the Board.

**(7) *Contracts over \$~~175,000.00~~200,000.00***

Unless otherwise provided in Section III(D)(6), above, any contract for the doing of any public project or maintenance work of the District that is subject to the UPCCA with a total contract price (which includes all cost elements - personnel, materials, supplies, subcontracts, equipment and overhead – associated with the proposed public project or maintenance work) greater than \$~~175,000.00~~200,000.00 is subject to the UPCCA's formal bidding procedures (including the notice inviting formal bids, adoption of plans, and the awarding of bid) as summarized on the attached UPCCA Summary Sheet. The General Manager shall be authorized to send out a notice inviting formal bid on the proposed public project or maintenance work without prior Board approval so long as such project or work has been included in the District's then-current fiscal budget. The formal bid results will be brought before the Board to consider whether to reject any and all bids or to award a bid to the lowest responsible bidder in the manner required by the UPCCA as summarized on the attached UPCCA Summary Sheet. If no bids are received, the proposed public project or maintenance work may be performed by the District's employees by force account or by the informal bidding procedures detailed for public projects greater than \$~~45,000~~60,000.00 but less than or equal to \$~~175,000~~200,000.00. If the proposed public project or maintenance work has not been previously included in the District's then-current fiscal budget, the General Manager may not send out a notice inviting formal bid on the proposed public project or maintenance work without first obtaining the Board's prior approval at a regular or special meeting of the Board.

**E. Change Orders**

The General Manager shall have the authority to approve and execute on behalf of the District any change order to a contract (i) awarded by District personnel (including the General Manager) or the Board pursuant to Section III of this Procurement and Purchasing Policy; or (ii) awarded by the Board (or by any person who the Board has delegated authority to) for a public project or maintenance work under the UPCCA, as follows:

- (1) For change orders (including any change order to a contract awarded by the Board or by any person who the Board has delegated authority to for a public project or maintenance work under the UPCCA) less than or equal to \$10,000.00 that does not cause the total contract amount to exceed the amount budgeted for that particular contract in the District's then-current



fiscal budget, the General Manager may authorize such change order without having to obtain prior approval of the Board.

- (2) For change orders (including any change order to a contract awarded by the Board or by any person who the Board has delegated authority to for a public project or maintenance work under the UPCCA) less than or equal to \$10,000.00 that causes the total contract amount to exceed the amount budgeted for that particular contract in the District's then-current fiscal budget, the General Manager shall be prohibited from authorizing such change order until such time as the General Manager has obtained the prior approval of the Board at a regular or special meeting of the Board.
- (3) For change orders (including any change order to a contract awarded by the Board or by any person who the Board has delegated authority to for a public project or maintenance work under the UPCCA) greater than \$10,000.00 (but within ten percent (10%) of the original contract amount) that does not cause the total contract amount to exceed the amount budgeted for that particular contract in the District's then-current fiscal budget, the General Manager may authorize such change order without having to obtain prior approval of the Board.
- (4) For change orders (including any change order to a contract awarded by the Board or by any person who the Board has delegated authority to for a public project or maintenance work under the UPCCA) greater than \$10,000.00 (but within ten percent (10%) of the original contract amount) that causes the total contract amount to exceed the amount budgeted for that particular contract in the District's then-current fiscal budget, the General Manager shall be prohibited from authorizing such change order until such time as the General Manager has obtained the prior approval of the Board at a regular or special meeting of the Board.
- (5) For change orders (including any change order to a contract awarded by the Board or by any person who the Board has delegated authority to for a "public project" or "maintenance work" under the UPCCA) greater than \$10,000.00 that are more than ten percent (10%) of the original contract amount, the General Manager shall be prohibited from authorizing such change order until such time as the General Manager has obtained the prior approval of the Board.

**F. Professional Service Agreements**

Architectural, engineering, project management, inspection and other such professional services may be required and shall be awarded using the District's standard Professional Services Agreement. The Board shall approve all Professional Services Agreements over the amount of \$25,000.00. The General Manager is authorized to enter into a Professional Services Agreement in an amount of \$25,000.00 or less without prior Board approval provided the services have been

included in the District's then-current fiscal budget. Any Professional Services Agreement not included in the District's then-current fiscal year budget requires the prior approval of the Board. The Accounting Manager is authorized to approve routine invoices for contracts and services that have already been authorized by the Board or the General Manager.

**G. Prohibition against Serial or Cumulative Expenditures**

The authority for making expenditures or executing contracts as provided in this policy is intended to enable the General Manager and District staff to understand the scope of this authority in procurement activities made on behalf of the District. The structuring of transactions in a serial or cumulative manner so as to avoid the requirement of approval by the Board is strictly prohibited and will not be tolerated. In addition, for public projects or maintenance work of the District that is subject to the UPCCA, the UPCCA prohibits a local agency to split or separate into smaller work orders or projects any such public project or maintenance work for purposes of avoiding the UPCCA's formal bidding requirements. Thus, the costs associated with the purchase of materials or supplies, when purchased or used as part of a public project or maintenance work subject to the UPCCA, become part of the project cost and must be considered when applying the bid limits set forth in Section III(D) above. For example, on a public project that will pay a contractor \$100,000.00 for construction services and a separate vendor \$100,000.00 for the purchase of materials or supplies to be used on the project, such project will have a total contract price of \$200,000.00 and the contracting services and the separate purchase of materials and supplies will each be subject to the UPCCA's formal bidding procedures. Likewise, as an example, if maintenance work subject to the UPCCA will have a total cost of \$100,000.00 (e.g., \$50,000.00 to be paid for maintenance services to one contractor and \$50,000.00 to be paid to a separate vendor for materials and supplies), the maintenance services contract and the purchasing contract will each be subject to the UPCCA's informal bidding procedures.

**H. Future Modifications of Bid Limit Thresholds**

In the event the bid limit thresholds proscribed in Public Contract Code Section 22032 are later modified, District staff is hereby authorized and directed to revise this Procurement and Purchasing Policy to conform with the maximum bid threshold limits permitted by law. Upon such an event, District staff shall notify the Board of the bid threshold limit modifications and the corresponding amounts.

**IV. EXCEPTIONS TO COMPETITIVE BIDDING**

The following exceptions shall apply to the competitive bidding procedures set forth in Section III(C) above:

**A. Sole Source Procurement**

There may be limited situations where the District requires particular contracts for the purchasing of supplies used in connection with or consumed on any project or work not subject to the UPCCA, for which there is no substantial equivalent and which are, in fact, available from

only one vendor, supplier, service provider, or contractor, and therefore, in such situations, the use of competitive bidding may be impractical.

The Board has determined that it is in the District's best interests to authorize the General Manager to engage in sole source procurement under limited circumstances. The General Manager, on behalf of the District, may execute a contract for the purchasing of supplies used in connection with or consumed on any project or work not subject to the UPCCA, on a sole source basis, and without competitive bidding, on the following conditions:

- (1) The General Manager determines, after conducting a good faith review of available sources, that there is only one source for such supplies required by the District.
  - (a) Examples of sole source procurements include, but shall not be limited to, the following:
    - (i) ***Licensed or Patented Applications:*** The vendor, supplier, service provider, or contractor is the sole provider of a licensed, patented, or proprietary application, product, material, supplies, or item required by the District that has unique design or performance features providing superior utility not obtainable from similar vendors, suppliers, service providers, or contractors.
    - (ii) ***Authorized Service Provider, Repair and Warranty Services:*** The District requires service or repair support for such supplies and the vendor, supplier, service provider, or contractor is either a factory authorized warranty service provider or such vendor, supplier, service provider, or contractor is required for warranty services pursuant to the terms and conditions of an existing District contract.
    - (iii) ***Unique Design:*** The District has a specialized need and the vendor, supplier, service provider, or contractor is the sole provider of such supplies that can meet the District's specialized needs or to perform the intended functions. This includes products with special features essential for the completion of a task or project, or with physical or artistic design characteristics that satisfy aesthetic requirements.
    - (iv) ***Trial and Evaluation Projects:*** A limited duration, limited scope, pilot, trial or evaluation of a product, range of products or services. A trial or evaluation project would typically be part of establishing a standard for a District

department, or to pilot a particular product or services for a District need.

- (2) Such sole-source contract has been included in the District's then-current fiscal budget.
- (3) The General Manager provides a written report to the Board containing the following information:
  - (a) A brief description of the circumstances surrounding the sole source procurement;
  - (b) A statement and/or justification of the General Manager's good faith determination that a sole source opportunity has been presented to the District; and
  - (c) A brief description of the supplies to be purchased or contracted for, the cost of such purchase or contract, and the name of the sole-source vendor, supplier, service provider, or contractor.
- (4) The Board has approved the sole-source contract at the next scheduled workshop or regular or special meeting of the Board.

If such sole source contract has not been previously included in the District's then-current fiscal budget or such contract exceeds the amount budgeted for that particular contract in the District's then-current fiscal budget, such contract shall require prior Board approval.

**B. Piggybacking**

Piggyback contracting occurs when a public agency enters into a contract, without competitive bidding, with a particular supplier, vendor, service provider, or contractor who has already been awarded a contract for the purchase of the same or similar materials or supplies by another public agency or governmental entity pursuant to such agency's or entity's competitive bidding process. Piggybacking on other public agency or governmental entity contracts can reduce administrative and project costs and achieve greater efficiency and economies of scale.

The Board has determined that it is in the District's best interests to authorize the General Manager to participate in piggybacking opportunities whenever possible. The District may piggyback on other public agency or governmental entity contracts for the purchase of the same or similar materials or supplies and the General Manager is authorized to execute on behalf of the District a contract for the purchasing of such materials or supplies used in connection with or consumed on any project or work not subject to the UPCCA without separate competitive bidding by the District, on the following conditions:

- (1) The General Manager has determined that it is in the District's best interest to engage in a piggybacking opportunity for the purchase or

contract of such materials or supplies with a particular vendor, supplier, service provider, or contractor if such opportunity will result in significantly reduced costs to the District (administrative costs, project costs, or otherwise), or will achieve greater efficiency or economies of scale for District projects.

- (2) Such vendor, supplier, service provider, or contractor has been previously awarded a contract with another local, state, or federal agency or governmental entity pursuant to such agency's or entity's competitive bidding process to provide materials or supplies that are same or similar or related to the District's proposed contract or purchase.
- (3) Such piggybacking contract has been included in the District's then-current fiscal budget.
- (4) The General Manager provides a written report to the Board containing the following information:
  - (a) A brief description of the circumstances surrounding the piggybacking opportunity;
  - (b) A brief description of the benefits and cost savings the District will receive as a result of the piggybacking opportunity; and
  - (c) A brief description of the materials or supplies to be purchased or contracted for, the cost of such purchase or contract, and the name of the vendor, supplier, service provider, or contractor.
- (5) The Board has approved the piggybacking contract at the next scheduled workshop or regular or special meeting of the Board.

Notwithstanding anything contained in Section III or this Section IV(B) to the contrary, the District's dredging projects located within the Ventura Harbor will be subject to Public Contract Code [s](#)Section 20751.2, which authorizes the District to award a contract for the performance of dredging work within the District's boundaries without competitive bidding, provided each of the following apply: (a) the dredging contractor was selected through a federal competitive bidding process for a federal dredging project then underway in the County of Ventura; and (b) the Board makes written findings, based on substantial evidence in the record, that the contract awarded pursuant to such section 20751.2 is likely to cost less than a contract awarded pursuant to Public Contract Code [s](#)Section 20751.

### **C. Emergencies**

Pursuant to Public Contracts Code [S](#)section 20751.1, in case of an emergency, the Board may, by resolution passed by a four-fifths vote of all of its members, declare and determine that public interest and necessity demand the immediate expenditure of public money to safeguard

life, health, or property, and thereupon proceed to expend any sum or enter into a contract involving the expenditure of any sum needed in the emergency without observance of the provisions requiring contracts, bids, or notice for any purchasing of supplies used in connection with or consumed on any project or work not subject to the UPCCA. If notice for bid to let contracts will not be given, the Board shall also comply with Public Contracts Code ~~s~~Section 22050. In the case of any emergency involving a public project or maintenance work under the UCCPA, the terms and conditions set forth in Public Contract Code Section 22035 shall control.

An “emergency” means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

#### **D. Local Vendor Preference**

In determining the lowest responsible bid pursuant to the District’s competitive bidding procedures set forth in Section III(C), above, or in determining the lowest responsible bid pursuant to the formal bidding procedures set forth in the UPCCA, the Board finds it desirable and in the best interests of the District to establish a local business preference program in order to reduce the competitive barriers faced by local businesses (the “Local Business Preference Program”).

This Local Business Preference Program shall be taken into account in determining the lowest responsible bid in awarding a contract subject to the District’s competitive bidding procedures set forth above, or in determining the lowest responsible bid pursuant to the formal bidding procedures set forth in the UPCCA.

##### **(1) Local Business Preference Program.**

In determining the lowest responsible bid, the General Manager shall include the following:

- (a) For (i) any District contract for the purchasing of materials or supplies used in connection with or consumed on any work or project not subject to the UPCCA reasonably estimated by the General Manager to have a contract amount greater than \$25,000.00; or (ii) any public project or maintenance work subject to the UPCCA’s formal bidding procedures, the District shall assign a five percent (5%) bid price reduction “preference” during the bid evaluation process (the “Local Business Preference”) to any bid from any person or entity that is determined by the General Manager to be a Local Business (as defined in subsection (b) of this Section IV(D)(1)).
- (b) “Local Business” shall mean a person or entity that has for at least twelve (12) months immediately preceding submittal of its bid

## ATTACHMENT 2

maintained its principal business office within the geographic boundaries of Ventura County, California.

- (c) Except as otherwise provided in this Section IV(D), the provisions set forth in this Section IV(D) shall not supersede the other provisions set forth in this Procurement and Purchasing Policy or the uniform public construction cost accounting procedures set forth in the UPCCA, whichever shall apply. If any inconsistency or conflict exists or arises between the terms of this Section IV(D) and the other provisions set forth in this Procurement and Purchasing Policy or the UPCCA, whichever shall apply, such other provisions shall control.
- (d) This Local Business Preference Program shall not be applied under the following circumstances:
  - (i) National contracts;
  - (ii) Revolving fund (petty cash) purchases;
  - (iii) Credit card purchases;
  - (iv) Contracts not subject to the District's competitive bidding procedures;
  - (v) Any contracts funded by the federal government where there are conflicting requirements for minority or women-owned business participation.
  - (vi) Where such preference is otherwise prohibited by law;
  - (vii) Emergency procurements;
  - (viii) Piggybacking or sole source procurements; or
  - (ix) Contracts or projects relating to dredging or dock rehabilitation and/or replacement.

### **(2) Procedures for the Local Business Preference Program**

- (a) Once all bids are opened, the bids of those bidders who are Local Businesses shall be reduced by five percent (5%) for purposes of determining the lowest responsible bidder. If the bid of a Local Business, after applying the Local Business Preference, is then the lowest responsible bidder (the "Lowest Local Business Bidder"), that Lowest Local Business Bidder shall have the opportunity to



reduce its bid to match the bid of the actual lowest responsible bidder, in writing, within one (1) business day, whereupon the General Manager shall make a recommendation to the Board to award said Lowest Local Business Bidder with the contract if the General Manager determines, in his or her sole discretion, that such bid is responsive to all of the terms and conditions stated in the District's previously published notice inviting bids.

- (b) If the Lowest Local Business Bidder does not elect to reduce its bid to match the bid of the actual lowest responsible bidder, then the next lowest Local Business bidder (the "Second Lowest Local Business Bidder") shall be given the opportunity to match the bid of the actual lowest responsible bidder in the time and manner set forth in subsection (a) of this Section IV(D)(2), above; provided, however, the bid of such Second Lowest Local Business Bidder must also be within five percent (5%) of the actual lowest responsible bid.
- (c) An award may be made to the lowest aggregate responsible bidder for all items on the invitation to bid, on a group or an individual basis, whichever is found to be in the best interest of the District.
- (d) All bids are subject to rejection by the Board in its absolute and sole discretion, and in those instances where evaluation dictates the rejection of the lowest bid as not meeting the requirements established in the invitation to bid, the vendor shall be notified of the reason for rejection.

## **V. VENDOR AND CONTRACTOR REGISTRATION DIRECTORY**

The District invites vendors to express their interest in doing business with the District. Vendors and contractors to which this Procurement and Purchasing Policy apply may download registration forms from the District's website located at <https://venturaharbor.com/public-bidding/>. To properly register with the District, all such vendors and contractors interested in doing business with the District shall be required to complete ~~and fax the~~ a registration forms ~~and email submit it~~ to the District ~~by email or mail at (805) 658-2249~~.

## **VI. BUDGETING FOR CAPITAL IMPROVEMENT PROJECTS**

In developing the District's fiscal budget, District staff shall use the following guidelines in identifying, managing, administering, and budgeting for capital projects for the following fiscal year:



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- A. Start early in the fiscal year to clearly define a project; involve a range of staff levels; take into consideration aesthetics, marketing, and maintenance issues in developing projects.
- B. Provide any reports, plans, drawings, specifications, design ideas, cost benefit studies and analysis, and other related materials that may be necessary or useful in assisting the Board in determining whether a particular capital improvement project should be approved in connection with the Board's approval of the District's proposed budget for a particular fiscal year;
- C. Work diligently with any ad hoc committees of the Board for purposes of making recommendations of potential capital improvement projects;
- D. After a particular project has been identified and budgeted, District staff should diligently engage in interviewing and selecting qualified design or engineering firms or consultants to assist the District in designing and preparing the plans and specifications of such project;
- E. District staff shall work with the design or engineering firm or consultant in establishing project targets and milestones in order to ensure that the project is proceeding according to schedule and to plan.

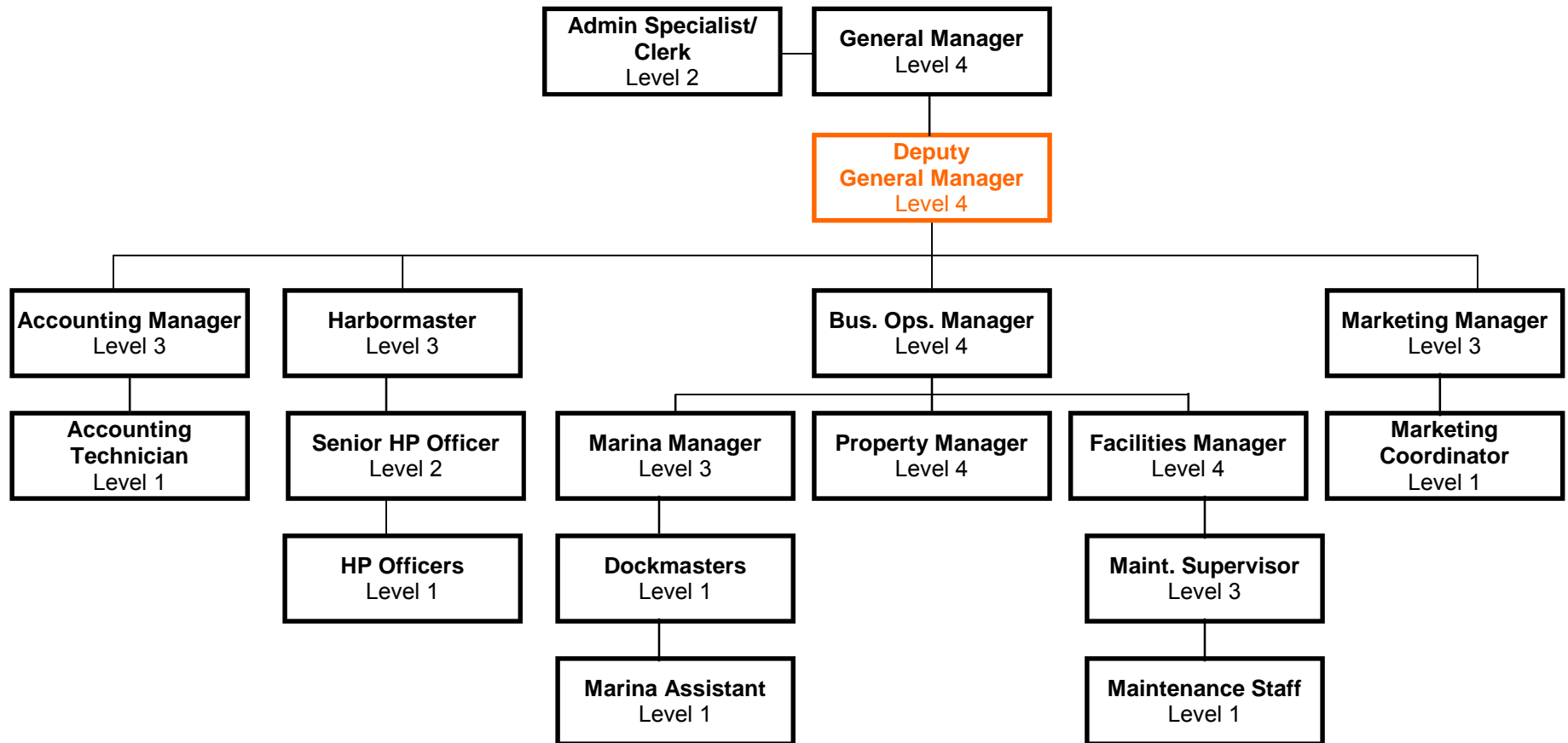
### **VII. PROCUREMENT FORMS**

District staff shall use the following forms, where appropriate, in connection with the District's procurement and purchasing activities:

- 1. District Employee Procurement Status Chart (Exhibit "A")
- 2. Project/Goal Implementation Planning Form (Exhibit "B")
- 3. VPD – Request for Approval of New Project (Exhibit "C")
- 4. VPD – Request for Approval of a Contract Change (Exhibit "D")
- 5. UPCCA Summary Sheet (Exhibit "E")

Adopted and Effective Date: October 22, 2014

## EXHIBIT "A"

Ventura Port District  
Employee Procurement  
Status Chart

**EXHIBIT “C”**

**VENTURA PORT DISTRICT – REQUEST FOR APPROVAL OF NEW PROJECT**

Date: \_\_\_\_\_ Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Title: \_\_\_\_\_

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**Description of work/services/products:** \_\_\_\_\_

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**Estimated Start Date:** \_\_\_\_\_ **Estimated End Date:** \_\_\_\_\_

Note: “FY Budget” refers to Current Year Board approved final budget for July 1 – June 30.

**Type of Procurement:**

- ☐ **Contracts for New Construction Work or Maintenance of Buildings and Improvements**
  - ☐ Contracts less than or equal to \$1,000.00
    - ☐ Level 1 employees shall not be authorized to execute any such contract until he/she has obtained the prior approval of his/her immediate supervisor.
  - ☐ Contracts totaling \$1,000.01- \$2,500.00
    - ☐ If contract is included in the District’s FY Budget, work can be performed (i) by the District’s employees by force account, (ii) by negotiated contract, or (iii) by purchase order.
    - ☐ If contract has not been previously included in the District’s FY Budget, such contract shall require prior approval from the Board at a regular or special meeting of the Board.
    - ☐ Level 2 employees shall not be authorized to execute any such contract until his/her immediate supervisor has reviewed and approved the proposed contract or purchase order.
  - ☐ Contracts totaling \$2,500.01 - \$5,000.00
    - ☐ If contract is included in the District’s FY Budget, work can be performed (i) by the District’s employees by force account, (ii) by negotiated contract, or (iii) by purchase order.
    - ☐ If contract has not been previously included in the District’s FY Budget, such contract shall require prior approval from the Board at a regular or special meeting of the Board.

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- ☐ Level 3 employees shall not be authorized to execute any such contract until the General Manager has reviewed and approved the proposed contract or purchase order.
- ☐ Contracts totaling \$5,000.01 - \$10,000.00
  - ☐ If contract is included in the District's FY Budget, work can be performed (i) by the District's employees by force account, (ii) by negotiated contract, or (iii) by purchase order.
  - ☐ If contract has not been previously included in the District's FY Budget, the doing of any such public project or maintenance work (whether by force account, negotiated contract, or purchase order) shall require prior approval from the Board at a regular or special meeting of the Board.
  - ☐ Level 4 employees and the General Manager shall be authorized to execute any such proposed contract or purchase order.
- ☐ Contracts totaling \$10,000.01 - ~~\$45,000.00~~\$60,000.00
  - ☐ If contract is included in the District's FY Budget, work can be performed (i) by the District's employees by force account, (ii) by negotiated contract, or (iii) by purchase order.
  - ☐ If contract has not been previously included in the District's FY Budget, the doing of any such public project or maintenance work (whether by force account, negotiated contract, or purchase order) shall require prior approval from the Board at a regular or special meeting of the Board.
  - ☐ The General Manager shall be authorized to execute any such proposed contract or purchase order.
- ☐ **Purchase of Supplies, Goods, Materials, and Equipment not Subject to the UPCCA**
  - ☐ Purchases less than or equal to \$1,000.00
    - ☐ Level 1 employees shall not be authorized to execute any such contract or to make any such purchase until he/she has obtained the prior approval of his/her immediate supervisor.
  - ☐ Purchases totaling \$1,000.01 - \$2,500.00
    - ☐ No competitive bidding required if contract or purchase is included in the District's FY Budget and a written quote is obtained.
    - ☐ If contract or purchase has not been previously included in the District's FY Budget, or at least one (1) quote has not been obtained, such contract or purchase shall require prior approval from the Board at a regular or special meeting of the Board.
    - ☐ Level 2 employees shall not be authorized to execute any such contract or to make any such purchase until his/her immediate supervisor has reviewed and approved the written quote and proposed contract/order.

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- ☐ Purchases totaling \$2,500.01 - \$10,000.00
  - ☐ No competitive bidding required if contract or purchase is included in the District's FY Budget and at least one (1) written quote is obtained.
  - ☐ If contract or purchase has not been previously included in the District's FY Budget, or at least one (1) quote has not been obtained, such contract or purchase shall require prior approval from the Board at a regular or special meeting of the Board..
  - ☐ Level 3 employees shall not be authorized to execute any such contract or to make any such purchase until the General Manager has reviewed and approved the written quote and proposed contracts/orders.
- ☐ Purchases totaling \$10,000.01 - \$25,000.00
  - ☐ No competitive bidding required if contract or purchase is included in the District's FY Budget and at least two (2) written quotes are obtained.
  - ☐ If contract or purchase has not been previously included in the District's FY Budget, or at least two (2) quotes have not been obtained, such contract or purchase shall require prior approval from the Board at a regular or special meeting of the Board.
  - ☐ Level 4 employees and the General Manager shall be authorized to execute any such written quotes and proposed contracts
- ☐ Purchases over \$25,000.00
  - ☐ Subject to competitive bidding procedures unless applicable exception applies.
- ☐ **Professional Services**
  - ☐ Professional Service Agreement in excess of \$25,000.00
    - ☐ Requires Board approval
  - ☐ Professional Service Agreement less than or equal to \$25,000.00
    - ☐ General Manager is authorized to enter into agreement without Board approval provided the services have been included in the District's FY Budget.
    - ☐ If not included in District's FY Budget, Board approval required.
- ☐ **Exceptions to Competitive Bidding Procedures**
  - ☐ Sole Source Procurement
  - ☐ Piggybacking Opportunity
  - ☐ Emergency Situation
  - ☐ Local Vendor Preference
- ☐ Bid tabulation sheet and all bids received are attached
- ☐ Attached for review – Invitation to bid and/or quotes
- ☐ Attached for approval – Contract from \_\_\_\_\_

### History of the Project:

- ☐ Goals and Objectives Number/Description \_\_\_\_\_
- ☐ Sharing project costs with: \_\_\_\_\_

☐ Other: \_\_\_\_\_

**Accounting/Finance:**

- ☐ FY Budget project budget amount is: \$ \_\_\_\_\_
- ☐ General Ledger Account No. \_\_\_\_\_
- ☐ Funded by grant; Grant ID No. \_\_\_\_\_

**Supporting Documentation Attached (check all that apply):**

- ☐ Conditions for termination of contract
- ☐ Drawings, "As-Built"
- ☐ Drawings, "Proposed"
- ☐ Engineer's estimate for total project cost
- ☐ Equipment/furniture purchase or rental
- ☐ Insurance and bonding requirements
- ☐ Inspection/testing service cost estimate
- ☐ Jurisdictions/VPD Departments/Tenants/Visitors involved/ affected (describe)
- ☐ Labor Cost Estimate: In-house or Contractor
- ☐ Materials cost estimate: In-house OR Contractor
- ☐ Plans, specifications, drawings, or photographs
- ☐ Schedule for performance of contract
- ☐ Schedule for payment of contract (terms, required deposits, etc.)

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☐ Approved   ☐ Denied   By: \_\_\_\_\_   Date: \_\_\_\_\_

Comments:

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**EXHIBIT “E”**

**VENTURA PORT DISTRICT**

**UPCCA SUMMARY SHEET**

**Contracts for the Doing of “Public Projects”**

- ☐ “Public Project” means any of the following:
  - Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased or operated facility.
  - Painting or repainting of any publicly owned, leased, or operated facility. A “facility” means any plant, building, structure, ground facility, utility system, real property, streets and highways, or other public work of improvement.
- ☐ Public Projects less than or equal to ~~\$45,000~~60,000
  - Can be performed by the District’s employees by force account, negotiated contract, or purchase order.
  - No notice inviting informal bid required.
- ☐ Public Projects greater than ~~\$45,000~~60,000 but less than or equal to ~~\$175,000~~200,000
  - Must send out notice inviting informal bids
    - Contents of notice:
      - Describe project in general terms and how to obtain more detailed information about the project.
      - State the time and place for the submission of bids.
      - Project title and contract number (if any).
      - Cost Range.
      - Location of project site.
      - District’s contact information.
      - Bid bond/performance bond/payment bond requirements.
    - Mailing of Notice:
      - Mail notice to all contractors for the category of work to be bid as shown on the qualified bidder’s list developed by the District.
      - Additional contractors and/or construction trade journals may be notified at the District’s discretion.
      - If no list of qualified contractors is maintained by the District for the particular category of work to be performed, the notice inviting informal bids shall be sent only to the construction trade journals specified by the California Uniform Construction Cost Accounting Commission’s (the “Commission”) current Cost Accounting Policies and Procedures Manual (updated December 2012).

## ATTACHMENT 5

- If the product or service is proprietary in nature such that it can only be obtained from certain contractor(s), the notice inviting informal bids may be sent exclusively to such contractor(s).
- All mailing of notices to contractors and construction trade journals inviting informal bids must be completed not less than 10 calendar days before bids are due.
- Bids received in excess of ~~\$175,000~~200,000
  - If all bids received are greater than ~~\$175,000~~200,000, the Board can adopt by resolution by a four-fifths vote and award the contract at ~~\$187,500~~212,500 or less to the lowest responsible bidder if the Board determines the cost estimate of the District was reasonable.
  - Otherwise formal bidding procedures must be used for public projects of more than ~~\$175,000~~200,000.
- Awarding of Bid
  - The District can reject any **and all** bids presented if the District, prior to rejecting all bids and declaring that the project can be more economically performed by the District's employees, provides a written notice to an apparent low bidder that does the following:
    - Informs the lowest responsible bidder of the District's intent to reject the bid; and
    - Is mailed at least two business days prior to the hearing at which the District intends to reject the bid.
  - If the District rejects all bids received after the first invitation for informal bids, the District, after reevaluating its cost estimates of the project, has one of the two following options available to it:
    - The District can abandon the project or re-advertise for bids in the manner described by the UPCCA.
    - The District can have the project done by force account without further compliance with the UPCCA by passage of a resolution by a four-fifths vote of the Board declaring that the District's employees can perform the project more economically.
  - If a contract is awarded, it must be awarded to the lowest responsible bidder. If there are two bids that are the lowest responsible bids, then the District may accept the one it chooses.
  - If no bids are received, the project may be performed by employees of the District by force account.
- Public Projects greater than ~~\$175,000~~200,000
  - Must send out notice inviting formal bids
    - Contents of notice:
      - Describe project in distinct terms and how to obtain more detailed information about the project.
      - State the time and place for the receiving and opening of sealed bids.
      - Project title and contract number (if any).



- Cost Range.
- Location of project site.
- District's contact information.
- Bid bond/performance bond/payment bond requirements.
- Publication of notice:
  - The notice inviting formal bids must be published in a newspaper of general circulation, printed and published in Ventura County, at least 14 calendar days before the date of the opening of the bids.
- Mailing/Emailing/Faxing of Notice:
  - The notice inviting formal bids must also be sent electronically, if available, by email or fax, and mailed to the construction trade journals specified in the Commission's current Cost Accounting Policies and Procedures Manual (updated December 2012).
  - Note: The District is not required to mail a notice to any specified trade journal if that trade journal is charging for its services or is out of business. Instead, the District should find some other method of notifying potential contractors of published jobs providing information on how to be added to the District's informal bidding lists (e.g., through the District's website).
- Adoptions of Plans
  - The board must adopt plans, specifications, and working details for all public projects exceeding \$~~175,000~~200,000.
- Awarding of Bid
  - The District can reject any **and all** bids presented if the District, prior to rejecting all bids and declaring that the project can be more economically performed by the District's employees, provides a written notice to an apparent low bidder that does the following:
    - Informs the lowest responsible bidder of the District's intent to reject the bid; and
    - Is mailed at least two business days prior to the hearing at which the District intends to reject the bid.
  - If the District rejects all bids received after the first invitation for formal bids, the District, after reevaluating its cost estimates of the project, has one of the two following options available to it:
    - The District can abandon the project or re-advertise for bids in the manner described by the UPCCA.
    - The District can have the project done by force account without further compliance with the UPCCA by passage of a resolution by a four-fifths vote of the Board declaring that the District's employees can perform the project more economically.

- If a contract is awarded, it must be awarded to the lowest responsible bidder. If there are two bids that are the lowest responsible bids, then the District may accept the one it chooses.
- If no bids are received, the project may be performed by employees of the District by force account or by the informal bidding procedures detailed for public projects greater than \$~~45,000~~60,000 but less than or equal to \$~~175,000~~200,000.

**Contracts for the Doing of “Maintenance Work”**

- ☐ “Maintenance Work” means any of the following:
  - Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
  - Minor repainting.
  - Resurfacing of streets and highways at less than one inch.
  - Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
  - Work to be performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, power plants, and electrical transmission lines of 230,000 volts and higher.
- ☐ Maintenance work less than or equal to \$~~45,000~~60,000
  - Can be performed by the District’s employees by force account, negotiated contract, or purchase order.
  - No notice inviting informal bid required.
- ☐ Maintenance Work greater than \$~~45,000~~60,000 but less than or equal to \$~~175,000~~200,000
  - Same requirements as for public projects greater than \$~~45,000~~60,000 but less than or equal to \$~~175,000~~200,000 – see above.
- ☐ Maintenance Work greater than \$~~175,000~~200,000
  - Same requirements as for public projects greater than \$~~175,000~~200,000 – see above.



# BOARD OF PORT COMMISSIONERS

MAY 1, 2019

## STANDARD AGENDA ITEM 5

NEW LEASE WITH VENTURA HARBOR  
STORAGE ENTERPRISES, LLC FOR THE  
FISHERMAN'S STORAGE YARD

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

**STANDARD AGENDA ITEM 5**

Meeting Date: May 1, 2019

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TO: Board of Port Commissioners  
FROM: Oscar Peña, General Manager  
SUBJECT: New Lease with Ventura Harbor Storage Enterprises, LLC for the Fisherman's Storage Yard

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**RECOMMENDATION:**

That the Board of Port Commissioners approve the business terms for a new Lease between Ventura Harbor Storage Enterprises, LLC and the Ventura Port District for the Fisherman's Storage Yard and authorize the General Manager to sign the ground lease, based on those terms, subject to final review and approval of the final lease by Legal Counsel.

**SUMMARY:**

District staff has been in negotiations with Ventura Harbor Storage, LLC (VHS) for the 1.22 acres Fisherman's Storage yard located at 1410 Angler Ct. for the last sixty (60) days. There is agreement of the lease terms and the ground lease document is being updated by the VHS legal counsel.

**BACKGROUND:**

After much collaboration with VHS on a new ground lease, they have offered the following terms for a new ground lease with the Port District.

Commencement: The lease shall commence 7/1/19

Term: Five years with one five year option

Rent: Years 1&2 the rental rate shall be \$6,775 per month

Rental Increases: Commencing in year three (3) through year five (5) the rent shall be adjusted annually by the CPI. The rent during the option period shall be subject to the CPI, however, at a rate not to exceed 4% per year.

Landlord Improvements: None

Port District Improvements: The District will commit to making the following improvements within the first twenty-four (24) months of the new lease as proposed:

- 1) Replacement of twenty, 20' storage containers similar to the type already in use.
- 2) Remove the existing planters on the south side of the premises and repair those areas.
- 3) Repair curb and gutter areas damaged by tree roots in the southwest area of the premises.
- 4) Fill existing planters on the north side with concrete and leave the planter on the perimeter as is since the elevation of the adjacent property is higher.
- 5) The drivable area will be resealed. The gear storage areas will not be treated.

The District will allocate up to \$200,000 for these improvements from its own reserves or utilize grant funding for these improvements.

VHS is preparing a new lease document for the District's review which includes the abovementioned terms.

As you are aware, time is of the essence to complete this transaction for the benefit of the commercial fishermen utilizing that facility today.

**FISCAL IMPACTS:**

Under the current sublease arrangement with Karen Dupuy as the District's sublessee, the Dupuy family shall continue to manage the fisherman's storage on a month-to-month tenancy. As such, the District shall continue to pay VHS the monthly rental as stated herein and the Dupuy family shall reimburse the District for the same. As a result of this pass-through arrangement, there is no fiscal impact for the rental of the property.

The District may have a fiscal impact on the cost of the improvements that could be up to \$200,000 if grant funding is not available. The improvements must be completed within the first 24 months of the lease term.

**ATTACHMENTS:**

None.



# BOARD OF PORT COMMISSIONERS

MAY 1, 2019

## STANDARD AGENDA ITEM 6

AUTHORIZE THE GENERAL MANAGER TO  
SUBMIT A GRANT TO THE CALIFORNIA  
COASTAL CONSERVANCY

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

**STANDARD AGENDA ITEM 6**

Meeting Date: May 1, 2019

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TO: Board of Port Commissioners  
FROM: Oscar Peña, General Manager  
SUBJECT: Authorize the General Manager to Submit a Grant to the California Coastal Conservancy

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**RECOMMENDATION:**

That the Board of Port Commissioners authorize the General Manager to submit a grant in the amount of \$200,000 to the California Coastal Conservancy to make improvements at the Fisherman's Storage Yard.

**SUMMARY:**

A grant application is being prepared by staff for a grant in the amount of \$200,000 with the Coastal Conservancy for renovations to the 1.22 acre Fisherman's Storage located at 1410 Angler Ct. The Conservancy provides technical assistance and grant funding to local communities, non-profit organizations and government agencies for multi-benefit projects. In our application the grant is specific to revitalizing working waterfronts such as the Fisherman's Storage Facility.

**BACKGROUND:**

Over the last 25 years many of the storage containers have rusted and need to be replaced. There is also pavement improvements needed. This will be the 2<sup>nd</sup> grant request submitted to the Conservancy. The first was in April 1993 for the same property, however, it was for \$150,000 and funded the development of this facility which included:

- Needs Assessment by fisheries consultant
- Phase I Environmental Site Assessment
- Legal Services
- Site Cleanup
- Pavement Sealing and Striping
- Lighting Upgrades
- Fencing
- Storage Containers

The first grant was essential for providing local commercial fishermen with easy access to dry boat storage, equipment storage and an area for fish net repairs.

The second grant will cover the items listed below:

- Prep of appropriate CEQA documentation
- Pavement Rehabilitation
- Replacement of 20 storage containers (10'x20')

As part of the grant application a budget will be prepared for these items. A preliminary estimate has been established not to exceed \$200,000.

Staff hopes to submit the grant application before May 15, 2019. This provides our Coastal Conservancy Program Manager enough time to process the application before their August 22, 2019 meeting.

**FISCAL IMPACTS:**

If the District is not successful in obtaining a grant, the District will be required to pay for the pavement rehabilitation and the replacement of the 20 storage containers mentioned above for an amount not to exceed \$200,000.

**ATTACHMENTS:**

None.