

VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

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

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

PORT COMMISSION AGENDA <u>TELECONFERENCE</u> MAY 20, 2020 6 TELECONFERENCE LOCATIONS VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE VENTURA, CA 93001

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

PUBLIC PARTICIPATION OPTIONS

1. Join a Zoom meeting LIVE: https://us02web.zoom.us/j/85663933671 Meeting ID: 856 6393 3671

> 888 475 4499 US Toll-free 877 853 5257 US Toll-free

2. If you do not wish to speak but would like to submit a written comment on a specific agenda item, do so via email by 4:00PM on the day of the meeting. Please submit your comment to the Clerk of the Board at <u>irauch@venturaharbor.com</u>. When sending an email, please indicate in the Subject Line, the Agenda item. Your email will be read by the Clerk or attached to the minutes.

3. If you wish to speak on a specific agenda item when watching the live Zoom meeting, please email the Clerk of the Board at <u>irauch@venturaharbor.com</u> by 4:00PM on the day of the meeting so you can participate appropriately. Also, for phone in participants, please dial *9 if you would like to speak and computer participants click the hand icon.

CLOSED SESSION – 5:30PM

CALL TO ORDER: By Chairman Chris Stephens.

ROLL CALL: By the Clerk of the Board.

PUBLIC COMMUNICATIONS (3 minutes)

The Public Communications period is set aside to allow public testimony on items only on the Closed Session Agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair.

CONVENE IN CLOSED SESSION – 5:35PM

CLOSED SESSION AGENDA (1 hour 25 minutes)

See Attachment to Agenda-Closed Session Conference with Legal Counsel.

OPEN SESSION – 7:00PM

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 - <u>www.venturaharbor.com</u>. 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 May 6, 2020 Regular Meeting will be considered for approval.

PUBLIC COMMUNICATIONS (3 minutes)

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

CLOSED SESSION REPORT (3 minutes)

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

BOARD COMMUNICATIONS (5 minutes)

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

STAFF AND GENERAL MANAGER REPORTS (5 minutes)

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

LEGAL COUNSEL REPORT (5 minutes)

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

CONSENT AGENDA: (5 minutes)

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

a) Approval of 2020 Lifeguard Services Contract

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners authorize the General Manager to enter into a contract with State Parks to provide Lifeguard Services from mid-May 2020 through Labor Day 2020 at Harbor Cove and Surfers Knoll beaches for \$92,330.33.

b) Consideration of Claim by Ventura Harbor Marine Associates, LLC. and Samuel Sadove Recommended Action: Roll Call Vote.

That the Board of Port Commissioners reject a claim filed against the Ventura Port District on July 24, 2019 by Ventura Harbor Marine Associates, LLC. and Samuel Sadove and authorize the General Manager to execute and mail a Notice of Rejection.

STANDARD AGENDA:

1) CalPERS Actuarial Report

Recommended Action: Informational.

That the Board of Port Commissioners receive an informational report regarding the District's annual forecasted retirement costs through the California Public Employee Retirement System (CalPERS) from Mary Elizabeth Redding, Vice President of Bartel Associates, LLC.

2) Approval of Financial Statements and Checks for January through March 2020

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3391 to:

- a) Accept the following financial statements for the Quarter ended March 31, 2020; and,
- b) Review the payroll and regular checks for January through March 2020.

3) Adoption of Resolution No. 3392 Declaring a Local Emergency

Recommended Action: Roll Call 4/5ths Vote.

That the Board of Port Commissioners adopt Resolution No. 3392 declaring a Local Emergency due to the threat to public health and safety resulting from the COVID-19 virus for purposes of implementing the Port District's emergency procurement procedures and applying for federal and state assistance.

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

Recommended Action: Informational. (Verbal Report)

That the Board of Port Commissioners receive an update on:

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

ADJOURNMENT

This agenda was posted on Friday, May 15, 2020 by 5:00 p.m. at the Port District Office and online at <u>www.venturaharbor.com</u> - 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 20, 2020

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

a) Property:	Federal Authorized Sea Bottom
Negotiating Parties:	Brian Pendleton, Todd Mitchell, Andy Turner, Robert Smith
	Army Corps of Engineers
Under Negotiation:	Sea Bottom Aquaculture Master Permit (Verbal Report)

- 2. Conference with Legal Counsel Potential Litigation per Government Code Section 54956.9(d)(2): Two (2) Cases. (Verbal Reports)
- 3. Public Employee Performance Evaluation per Government Code Section 54957(b)(1): Brian D. Pendleton, General Manager - Annual Review (Verbal Report)



BOARD OF PORT COMMISSIONERS

MAY 20, 2020

APPROVAL OF MINUTES MAY 6, 2020

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF MAY 6, 2020

CLOSED SESSION

CALL TO ORDER:

VENTURA PORT DISTRICT Established 1952

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chairman Chris Stephens at 5:30PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioners Present:

Chris Stephens, Chairman via Teleconference Brian Brennan, Vice Chairman Jackie Gardina, Secretary via Teleconference Everard Ashworth via Teleconference at 5:36PM Michael Blumenberg via Teleconference

Commissioners Absent:

None.

Port District Staff:

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

Legal Counsel:

Andy Turner via Teleconference Elsa Sham via Teleconference

PUBLIC COMMUNICATIONS: None.

CONVENED TO CLOSED SESSION AT 5:32PM.

ADJOURNMENT: Closed Session was adjourned at 7:01PM.

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Vice Chairman Brian Brennan at 7:05PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom Meeting.

PLEDGE OF ALLEGIANCE: By Vice Chairman Brennan.

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

None.

Port District Staff:

Brian Pendleton, General Manager Todd Mitchell, Business Operations Manager Jessica Rauch, Clerk of the Board John Higgins, Harbormaster via teleconference Joe Gonzalez, Facilities Manager via teleconference Dave Werneburg, Marina Manager via teleconference Robin Baer, Property Manager via teleconference Richard Parsons, Project Manager via teleconference

Legal Counsel:

Andy Turner via teleconference Elsa Sham via teleconference

ADOPTION OF AGENDA

ACTON: Commissioner Blumenberg moved, seconded by Commissioner Gardina and carried by a vote of 5-0 to adopt the May 6, 2020 agenda.

APPROVAL OF MINUTES

The Minutes of the April 15, 2020 Regular Meeting were considered as follows:

- ACTION: Commissioner Stephens moved, seconded by Commissioner Gardina and carried by a vote of 5-0 to approve the April 15, 2020 Regular Meeting Minutes, with the following revisions:
 - Page 1, PUBLIC COMMUNICATIONS: Sam Sadove, owner of the Ventura Harbor Marina & Yacht Yard "asked about the federal sea bottom permit and if that is a permit issued to the District or is it being structured where the District can sub-lease it."
 - Page 2, added "Todd Mitchell, Business Operations Manager" to Port District Staff Roll Call.
 - Page 2, added "via teleconference" after Jennifer Talt-Lundin, Marketing Manager.

MOMENT OF SILENCE FOR DONNA CANFIELD

PUBLIC COMMUNICATIONS: Sam Sadove, owner of Ventura Harbor Marina and Yacht Yard reiterated that the District needs to provide support to the tenants to help with social distancing when visitors are waiting to pick up orders at Andria's and Coastal Cone. The Health Department has received

complaints and have come to the Village numerous times including this past weekend. He said it would be very helpful to have a uniform in the Village to help tone down any confrontations there may be. Andy Fernandez, owner of the Comedy Club, The 805 and Copa Cubana stated his intent is to pay down the money that he owes the District and although both his businesses have been devastated, there are some things he wants to do that are within the boundaries of under \$1000 to spruce up, clean, and paint to get open. His intent is to continue working the business, pay his rent and pay back at least a minimum of 10% of what he owes.

CLOSED SESSION REPORT: Mr. Turner stated that the Board met in closed session; discussed and reviewed all items except Item 3 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. The Board will reconvene after open session to complete the closed session agenda.

BOARD COMMUNICATIONS: None.

STAFF AND GENERAL MANGER REPORTS: None.

LEGAL COUNSEL REPORT: Mr. Turner reported that a District employee recently received an anonymous letter at their residence that made certain statements regarding performance of the employee's duties at the District and possible criminal penalties for failure to do so. The fact that someone decided to single out this employee at their home and not at the workplace is cause for great concern. Contacting someone at their home about district business is a form of harassment and intimidation and this incident is being treated by the District as such. The matter and the letter have been turned over to the police department for further action as appropriate. The District will do everything in its power to ensure that its employees enjoy a workplace that is free from harassment, intimidation, and bullying. It cannot tolerate this sort of behavior. If anyone has information regarding this matter, contact District Legal Counsel.

CONSENT AGENDA:

a) Approval of Second Amendment and Extension of Lease for The Ultimate Escape Rooms Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the Second Amendment to the current Lease between Annette Cortez, Alexis Crouse and Scott Crouse, doing business as The Ultimate Escape Rooms, and the Ventura Port District, removing the Crouses and adding Marilyn Ryemon to the Lease, with Annette Cortez remaining, for the premises located at 1591 Spinnaker Drive #117C.

Public Comment: None.

ACTION: Commissioner Stephens moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to approve the Second Amendment to the current Lease between Annette Cortez, Alexis Crouse and Scott Crouse, doing business as The Ultimate Escape Rooms, and the Ventura Port District, removing the Crouses and adding Marilyn Ryemon to the Lease, with Annette Cortez remaining, for the premises located at 1591 Spinnaker Drive #117C.

b) Approval of New Retail Lease Agreement for Harbor Village Gallery & Gifts

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Harbor Village Gallery & Gifts for the premises located at 1559 Spinnaker Drive #106 consisting of a total of 773 square feet for a two (2) year term.

Public Comment: None.

ACTION: Commissioner Stephens moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Harbor Village Gallery & Gifts for the premises located at 1559 Spinnaker Drive #106 consisting of a total of 773 square feet for a two (2) year term.

c) Approval of New Office Lease Agreement for David Richard

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and David Richard for the premises located at 1591 Spinnaker Drive #205 consisting of a total of 1,058 square feet for a one (1) year term with a one (1) year option.

Public Comment: None.

ACTION: Commissioner Stephens moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and David Richard for the premises located at 1591 Spinnaker Drive #205 consisting of a total of 1,058 square feet for a one (1) year term with a one (1) year option.

STANDARD AGENDA:

1) Adoption of Resolution No. 3390 Approving a Modernization Plan and Option to Extend Lease for First Cloud, LLC

Recommended Action: Roll Call Vote.

The Board of Port Commissioners adopt Resolution No. 3390:

- a) Approval of the Modernization Plan pursuant to the lease term by and between First Cloud, LLC, a California limited liability company ("Lessee") and the Ventura Port District, a California Port District ("Lessor"); and
- b) Acceptance of option to extend lease term by and between First Cloud, LLC, a California limited liability company ("Lessee") and the Ventura Port District, a California Port District ("Lessor").

Report by General Manager, Brian D. Pendleton and Eric Peterson, Manager of First Cloud LLC.

Public Comment: None.

ACTION: Commissioner Stephens moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to adopt Resolution No. 3390 approving the Modernization Plan pursuant to the lease term by and between First Cloud, LLC, a California limited liability company ("Lessee") and the Ventura Port District, a California Port District ("Lessor"); and accepting the option to extend lease term by and between First Cloud, LLC, a California limited liability company ("Lessee") and the Ventura Port District, a California Port District, a California limited liability company ("Lessee") and the Ventura Port District, a California limited liability company ("Lessee") and the Ventura Port District, a California Port District ("Lessor").

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

Recommended Action: Informational. (Verbal Report)

That the Board of Port Commissioners receive an update on:

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

Report by General Manager, Brian D. Pendleton and Business Operations Manager, Todd Mitchell.

Public Comment:

Rochelle Cooper, owner of Just 4 Dreamers Boat Rentals stated that the docks have been the new grassy restaurant area. She has been dealing with this daily and telling people they cannot be on the docks. She asked if there can be more signage saying private docks, where is the fine line for trespassing and how do we deal with these types of situations in a friendly manner without confrontation.

Sam Sadove, owner of Ventura Harbor Marina and Yacht Yard stated that according to the County Health Order no food can be consumed within sight of the restaurant and doing so is a violation. He suggests getting a uniform in the Village for a more positive affect. He also asked Mr. Mitchell if the District anticipates losing \$100,000 loss after repayment of deferred rents.

Andy Fernandez, owner of the Comedy Club, The 805 and Copa Cubana stated that people are in a difficult situation and in his experience his customers have been understanding when told you need to keep moving.

ACTION: The Board of Port Commissioners received an informational report on COVID-19 regarding the status of Ventura Port District operations.

RECONVENED TO CLOSED SESSION AT 8:40PM.

RECONVENED TO OPEN SESSION AT 8:56PM.

CLOSED SESSION REPORT: Mr. Turner stated that the Board met in closed session; discussed and reviewed Item 3 on the closed session agenda. There was no action taken that is reportable under the Brown Act.

ADJOURNMENT: The meeting was adjourned in honor of Donna Canfield at 8:57PM.

The next meeting is Wednesday, May 20, 2020.

Jackie Gardina, Secretary



BOARD OF PORT COMMISSIONERS MAY 20, 2020

DEPARTMENTAL STAFF REPORTS

DREDGING FEDERAL FACILITIES HARBOR PATROL MARINA MARKETING PROPERTY TREASURER

VENTURA PORT DISTRICT DEPARTMENTAL STAFF REPORT

Meeting Date: May 20, 2020

TO:Board of Port CommissionersFROM:Richard Parsons, Project ManagerSUBJECT:April/May 2020 Dredging/Special Projects

FY2021 FEDERAL DREDGING FUNDS

Due to the Congressional focus on the coronavirus there has been little movement on the FY2021 Energy and Water Development Appropriations Bill. But with \$4,795,000 included in the Administrations proposed FY2021 budget for the maintenance dredging of Ventura Harbor and the possible carryover of \$1,625,000 in FY2020 work plan funds for that dredging effort, the overall picture for the funding for the February/March 2021 dredging of Ventura Harbor is very positive.

INNER HARBOR DREDGING PREPARATIONS

A Cooperative Agreement (Attachment 1) has now been worked out with the City of Ventura that provides for the 50/50 sharing of the costs associated with the retention of consultants (Jon T. Moore and Rincon Consultants) to develop the technical rationale for modifying the various regulatory permits governing the deposition of fine grained sediment from both the inner harbor and the Ventura Keys. The Port District share of the total cost will be between \$20,000 and \$25,000.

CALIFORNIA COASTAL CONSERVANCY FISHERIES GRANT

The District has yet to receive the documentation for the \$318,600 Fisheries Grant though we are advised that all costs incurred by the District after May 1, 2020 should be eligible for reimbursement with grant funds. The derrick crane manufacturer (Allied Power Products) continues to indicate that the crane will be completed by the end of May, 2020. Thus, it now appears quite possible that we may need to delay acceptance and final payment (\$98,875) for the crane until the District has documented assurance that that payment will be reimbursable under the grant.

The District also has a proposal (\$57,400) from Ventura Harbor Boatyard to install the derrick crane on the Fish Pier. That cost will also be reimbursable by the grant funds which leave a balance of \$162,325 to be utilized for the purchase and installation of storage containers in the Fisherman's Gear Storage Yard.

HARBOR PATROL GANGWAY REPLACEMENT

Major Engineering Marine expects to begin the realigning of the gangway platform during the last week of May and to have the new gangway installed during the first week of June.

COMMERCIAL DOCK REPLACEMENT PROJECT

Bellingham Marine Industries (BMI) essentially completed the \$4,336,923 Village Dock Replacement Project in September 2019. However, in December 2019, a change order in the amount of \$119,986 was entered into providing for the purchase and installation of 40 additional power pedestals on docks E, F, and I which was not part of the original project. The installation of those pedestals is now underway and should be completed by early June.

ATTACHMENT 1

COOPERATIVE AGREEMENT FOR AMENDING REGULATORY ENTITLEMENTS FOR THE MAINTENANCE DREDGING OF THE VENTURA KEYS AND VENTURA HARBOR

CITY OF SAN BUENAVENTURA AGREEMENT NO: _____

This Cooperative Agreement for securing amendments to the regulatory entitlements for the maintenance dredging of the Ventura Keys and Ventura Harbor is entered into by and between the Ventura Port District ("DISTRICT") and the City of San Buenaventura ("CITY") individually referred to as "Party" and collectively as "Parties".

WHEREAS, CITY owns and maintains the waterways within the Ventura Keys and DISTRICT owns and maintains the waterways within Ventura Harbor; and

WHEREAS, both CITY and DISTRICT are periodically required to conduct maintenance dredging operations within the Ventura Keys and Ventura Harbor to remove shoal conditions that are potentially hazardous to vessel navigation; and

WHEREAS, CITY conducts the maintenance dredging of the Ventura Keys in compliance with the following regulatory requirements:

- Department of the Army Permit No. SPL-2007-00872-GLH dated April 10, 2019
- Coastal Development Permit No. 4-18-0390 dated July 10,2019
- State Lands Commission Lease No. PRC 8786.9, dated December 3, 2019
- Los Angeles Regional Water Quality Control Board Order No. R4-2019-0038 dated March 14, 2019

WHEREAS, DISTRICT conducts the maintenance dredging of the Ventura Harbor in compliance with the following regulatory requirements:

- Department of the Army Permit No. SPL-2011-01154-AJ9 dated February 1, 2018
- Coastal Development Permit No. 4-16-0333 dated July 5, 2017
- State Lands Commission Lease No. PRC 2881.9 dated June 19, 2012
- Los Angeles Regional Water Quality Control Board Order No. R4-2016-0333

WHEREAS, recent experience has demonstrated that it would be desirable to amendment the regulatory requirements pertaining to the deposition of dredge material from the Keys and the Harbor in the vicinity of the Santa Clara River mouth; and

WHEREAS, in order to evaluate the appropriateness of such amendments to the regulatory requirements it is necessary to retain technical consulting services; and

WHEREAS, DISTRICT intends to retain such consulting services; and

WHEREAS, CITY is desirous of having DISTRICT utilize its consultants to evaluate the appropriateness of amending the regulatory requirements pertaining to the CITY'S maintenance dredging operation; and

WHEREAS, CITY proposes to pay DISTRICT fifty percent (50%) of the cost of the technical consulting services for a total contract amount not to exceed \$25,000, which will consist of \$19,900 for the 50% share of the consultant proposal total and a contingency of \$5,100; and

WHEREAS, DISTRICT expects the technical consulting effort to commence in May 2020 and to be completed in August 2020.

NOW, THEREFORE, in consideration of the promises and covenants contained herein, the Parties agree as follows:

- A. DISTRICT agrees to:
 - 1. Retain Rincon Consultants, Inc. in accordance with their proposal of March 23, 2020 (attached and incorporated herein by reference as Exhibit A).
 - 2. Retain Jon T. Moore in accordance with his proposal of March 23, 2020 (attached to and incorporated herein by reference as Exhibit B).
 - 3. Cause the consultants to name CITY and its officials, officers, agents and employees as additional insureds on all insurance policies that DISTRICT obtains from the consultants.

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- 4. Invite CITY to participate with and comment on the consultants' work effort.
- 5. Upon the completion of each consultant's work effort, submit an invoice to CITY for CITY'S fifty percent (50%) share of the cost. The CITY'S total contract amount shall not exceed \$25,000 including all changes and modifications.
- B. CITY agrees to:
 - Pay to DISTRICT fifty percent (50%) of the total cost of the consulting services for a total contract amount not to exceed \$25,000 including all changes and modifications. All invoicing shall be provided to the City of Ventura for review and acceptance. All costs above \$19,900 shall be presented for review and approval by the city prior to allowing the contractor to proceed with any additional work that will result in changes or modifications to the original contract.
 - 2. Attend progress meetings that relate to issues pertaining to the Ventura Keys.

C. HOLD HARMLESS AND INDEMNIFICATION:

- 1. CITY agrees to indemnify, defend, and hold harmless DISTRICT, its agents, officials, officers, representatives, and employees, from and against all claims, lawsuits, liabilities, or damages of whatever nature arising out of or in connection with, or relating in any manner to wrongful act or omission of CITY, its agents, employees, subcontractors, and employees thereof, pursuant to the performance or non-performance of this AGREEMENT.
- 2. DISTRICT agrees to indemnify, defend, and hold harmless CITY, its agents, officials, officers, representatives, and employees, from and against all claims, lawsuits, liabilities, or damages of whatever nature arising out of or in connection with, or relating in any manner to wrongful act or omission of DISTRICT, its agents, employees, subcontractors, and employees thereof, pursuant to the performance or non-performance of this AGREEMENT.

- D. ENTIRE AGREEMENT. This AGREEMENT contains the entire AGREEMENT of the Parties hereto with respect to the matters contained herein, and supersedes any prior agreement or understanding, oral or written. This AGREEMENT may be amended, modified, or otherwise altered, or its provisions waived, only upon mutual consent of the Parties by written amendment.
- E. ASSIGNMENT. This AGREEMENT may not be assigned by either Party without the written consent of the other, which consent shall not be unreasonably withheld, and any assignment without such written consent shall be void.
- F. NOTICES. All notices must be given in writing, delivered in person, by telecopier, commercial courier, or registered or certified mail. All notices will be deemed given on the date personally delivered or transmitted by telecopy, or 24 hours after delivery to any commercial courier for overnight delivery, or 48 hours after deposit into the United States Mail. Notices must be addressed to the Parties at the following addresses, unless timely changed by a written notice delivered to the other Party.

TO DISTRICT:

VENTURA PORT DISTRICT 1603 Anchors Way Drive Ventura, CA 93001 Attention: General Manager Ph: (805) 642-8538

TO CITY:

CITY OF SAN BUENAVENTURA 501 Poli Street, Room 120 San Buenaventura, CA 93001 Attention: Robert Hearne, PE Civil Engineer Ph: (805) 654-7721

G. INTERPRETATION. This AGREEMENT will be construed under the laws of the State of California and will not be strictly construed for or against either Party as a result of their joint preparation of this AGREEMENT.

ATTACHMENT 1

- H. NO IMPLIED AGENCY. No Party to this AGREEMENT is the agent of the other Party and nothing in this AGREEMENT may be construed as permitting or authorizing either Party to this AGREEMENT to act in any capacity as an agent of the other. Furthermore, nothing in this AGREEMENT may be construed as creating a partnership or joint venture between the Parties. Notwithstanding the foregoing, the Parties acknowledge that they are undertaking the PROJECT for their mutual benefit, and the Parties agree to execute such further agreements and documents and take such further actions as may be reasonably necessary to implement this AGREEMENT.
- I. NO THIRD PARTY BENEFICIARY. Except as expressly set forth herein, this AGREEMENT is not intended to benefit any person or entity not a party hereto.

IN WITNESS WHEREOF, the undersigned authorized representatives of the Parties have executed this AGREEMENT, which shall be effective on the date last signed below.

VENTURA PORT DISTRICT

Brian & Pendia

General Manager

Dated: <u>5/6/20</u>

CITY OF SAN BUENAVENTURA

5/9/20 Dated:

Phil Nelson, PE Public Works Director

ATTEST:

Dated:	

Antoinette M. Mann, MMC, CRM City Clerk APPROVED AS TO FORM Gregory G. Diaz, City Attorney

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Gregory G.D City Attorney G.(Diaz

Dated: 4 22/2020

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Federal Update

Congress Passes Fourth COVID-19 Relief Package

In late April, Congress passed and President Trump signed into law H.R. 266, the Paycheck Protection Program and Health Care Enhancement Act. The fourth in a series of relief package, some circles refer to the Paycheck Protection Program and Health Care Enhancement Act as CARES 3.5 as it is largely an extension of some items originally included in the CARES Act. To refresh, the first package, H.R. 6074, the Coronavirus Preparedness and Response Supplemental Appropriations Act of 2020 was signed into law on March 6, 2020 provided \$7.8 billion in emergency spending for federal agencies to help address COVID-19. The second package, H.R. 6201, the Families First Coronavirus Response Act was signed into law on March 18, 2020 provided free virus testing and allowed up to 12 weeks of paid family and sick leave to workers at companies with fewer than 500 employees. The third package, H.R. 748, the Coronavirus Aid, Relief, and Economic Securities (CARES) Act was signed into law on March 27, 2020 and provided over \$2 trillion in economic relief in response to the COVID-19 pandemic.

The fourth federal relief package totaling \$484 billion includes:

- \$310 billion for the Paycheck Protection Program
 - \$30 billion set aside for loans issued by financial institutions or credit unions with \$10 billion to \$50 billion in consolidated assets
 - \$30 billion set aside for financial institutions or credit unions with less than
 \$10 billion in assets or community lenders such as community development
 financial institutions and minority depository institutions
- \$10 billion for the SBA's Economic Injury Disaster Loan program to cover businesses, cooperatives, employee stock ownership plans, and tribal businesses with 500 or fewer employees, as well as sole proprietors and independent contractors.
- \$50 billion for additional SBA grantees under its broader disaster loan program
 - Small agricultural businesses with 500 or fewer employees would be permitted to obtain funds under both disaster loan programs
- \$75 billion for health-care providers through the Public Health and Social Services Emergency Fund – could be used to reimburse providers for COVID-19-related expenses and lost revenue
 - Funding could go to public entities, providers enrolled in Medicare and Medicaid, and other for-profit and nonprofit entities that provide diagnoses, testing, or care for individuals with COVID-19

- \$25 billion for COVID-19 testing, including for active infections and previous exposure, through the Public Health and Social Services Emergency Fund
 - Funding could be used for manufacturing and distributing tests, procuring supplies such as PPE needed to administer tests, developing rapid point-of-care tests, and conducting surveillance and contact tracing
 - Up to \$1 billion of testing funds could be used to cover tests for the uninsured
 - \$11 billion would be set aside for states, localities, and territories based on their relative number of COVID-19 cases
 - \$2 billion would be allocated to states, localities, and territories based on a formula that applied to the Public Health Emergency Preparedness cooperative agreement in FY 2019
 - $_{\odot}$ \$750 million is allocated to tribes in coordination with the Indian Health Service
 - \$1 billion for CDC for activities including surveillance, contact tracing, and lab capacity expansion
 - \$1 billion for NIH to develop testing and accelerate research on rapid testing, plus \$500 million for the National Institute of Biomedical Imaging and Bioengineering, and \$306 million for the National Cancer Institute
 - \$1 billion for Biomedical Advanced Research and Development Authority for research, manufacturing, and purchasing tests
 - \$600 million for community health centers and federally qualified health centers, including \$225 million for rural health clinics
 - \$22 million for the FDA

Key Federal Agency Actions in Response to COVID-19

White House Extends Social Distancing Guidelines Through the End of April. President Trump announced that the federal government would be extending the social distancing guidelines until at least April 30th. During his announcement, he urged Americans to continue avoiding nonessential travel, going to work, eating at bars and restaurants, and gathering in groups of more than ten people.

White House Issues Guidance for Opening the U.S. Economy. The White House has issued guidance to Governors on how to begin reopening the economy. The guidance suggests a three-phase reopening process once they document a "downward trajectory" in COVID-19 cases. The guidelines recommend that employers develop and implement social distancing practices, temperature checks at workplaces, testing for the virus and increased sanitation and use of disinfection. The guidelines also recommend employers ask "symptomatic" workers to be cleared to return to work by their doctors.

White House Gives Guidance to Federal Agencies about Employees Returning to the office. The White House Office of Management and Budget issued guidelines to federal agencies to begin to plan for employees to return to their offices. The memo provides each agency with the flexibility to create their own plans to reopen which include telework policies. Additionally, the Office of Personnel Management will create and maintain a tracking website to display the operating status of all federal agencies.

White House Forms Congressional Task Force to Advise on Reopening the Economy.

The White House has invited a bipartisan group of lawmakers to participate in a task force to help address the question of when and how the country should return to normal amid the COVID-19 pandemic. The following Members have been invited to join the task force.

HOUSE OF REPRESENTATIVES

Rep. Henry Cuellar (D-TX) Rep. Ted Deutch (D-FL) Rep. Josh Gottheimer (D-NJ) Rep. Ro Khanna (D-CA) Rep. Jimmy Panetta (D-CA) Rep. Derek Kilmer (D-WA) Rep. John Larson (D-CT) Rep. Stephanie Murphy (D-FL) Rep. Tom Suozzi (D-NY) Rep. Steve Scalise (R-LA) Rep. Greg Walden (R-OR) Rep. Patrick McHenry (R-NC) Rep. Susan Brooks (R-IN) Rep. Liz Cheney (R-WY) Rep. Andy Biggs (R-AZ) Rep. Lee Zeldin (R-NY)

MEMBERS OF THE SENATE

Sen. Lamar Alexander (R-TN) Sen. John Barrasso (R-WY) Sen. Rob Portman (R-OH) Sen. Joni Ernst (R-IA) Sen. Josh Hawley (R-MO) Sen. Mike Braun (R-IN) Sen. Shelley Moore Capito (R-WV) Sen. Pat Toomey (R-OH) Sen. John Cornyn (R-TX) Sen. Ted Cruz (R-TX) Sen. Kevin Cramer (R-ND) Sen. Marsha Blackburn (R-TN) Sen. Chuck Grasslev (R-IA) Sen. Kelly Loeffler (R-GA) Sen. John Kennedy (R-LA) Sen. Thom Tillis (R-NC) Sen. David Perdue (R-GA) Sen. Rand Paul (R-KY) Sen. Susan Collins (R-ME) Sen. Martha McSally (R-AZ)

Sen. Tom Carper (D-DE) Sen. Tammy Duckworth (D-IL) Sen. Dick Durbin (D-IL) Sen. Dianne Feinstein (D-CA) Sen. Maggie Assan (D-NH) Sen. Martin Heinrich (D-NM) Sen. Agnus King (D-ME) Sen. Amy Klobuchar (D-MN) Sen. Patrick Leahy (D-VT) Sen. Jacky Rosen (D-NV) Sen. Kyrsten Sinema (D-AZ) Sen. Mark Warner (D-VA) Sen. Sheldon Whitehouse (D-RI)

Pandemic Response Accountability Committee Officially Launches. The Pandemic Response Accountability Committee was authorized by the CARES Act and composed of federal Offices of Inspector General to lead the efforts of the Council of the Inspectors General on Integrity and Efficiency and to promote transparency and support conduct and oversight of funding provided across four COVID-19 emergency response packages signed into law. Investigations are already underway looking into airlines receiving federal support, the validity of tax credits claimed by businesses, the accuracy of the economic stimulus

payments and Department of Health and Human Services' (HHS) adherence to safety protocols during the outbreak.

Fed Announces Expansion of Scope and Duration of the Municipal Liquidity Facility. The Federal Reserve Board announced an expansion of the scope and duration of the Municipal Liquidity Facility (MLF). The facility, which was announced on April 9th as part of an initiative to provide up to \$2.3 trillion in loans to support U.S. households, businesses, and communities, will offer up to \$500 billion in lending to states and municipalities to help manage cash flow stresses caused by the coronavirus pandemic. The facility, as revised, will purchase up to \$500 billion of short-term notes issued by U.S. states (including the District of Columbia), U.S. counties with a population of at least 500,000 residents, and U.S. cities with a population of at least 250,000 residents. The new population thresholds allow substantially more entities to borrow directly from the MLF than the initial plan announced on April 9. The facility continues to provide for states, cities, and counties to use the proceeds of notes purchased by the MLF to purchase similar notes issued by, or otherwise to assist, other political subdivisions and governmental entities. The expansion also allows participation in the facility by certain multistate entities.

Upcoming Congressional Schedule

In late April, the House and the Senate announced that both bodies would be returning to Washington, DC on Monday May 4th. 24 hours later, the Majority Leader of the House Steny Hoyer (D-MD) changed course and announced that the House would no longer be returning to Washington, D.C. next week. Hoyer stated that change was based on conversations with the Congressional attending physician, who expressed concern about Members being at risk due to the still-rising numbers of COVID-19 in the Washington, D.C. area. The Senate is still planning to return on May 4th as scheduled.

A Look Ahead: A 5th COVID-19 Relief Package

Conversations are already taking place among Members in both the House and the Senate regarding what the next COVID-19 relief package may look. As we have seen in the media over the last several days, it appears that Congressional Democrats and Republicans, we well as the White House may have very different views on what type of aid should be included in the next bill. Congressional Democrats have been vocal about one of their top priorities in this next package to be funding for state and local governments, while Congressional Republicans have been much less supportive of this idea. Senate Majority Leader Mitch McConnell (R-KY) this week suggested that it was not the job of the federal government to bail out poorly runs states/local governments and that perhaps states should be allowed to declare bankruptcy. Meanwhile, the President has indicated that he would very much like infrastructure to be included in the next bill, an idea Sen. McConnell also publicly shot down this week. Additionally, the paycheck protection program (PPP) is expected to run out of funding within the next two weeks, so there will likely be a push to include additional funding. Regarding the timing of this 5th package, that is much less certain. While the Senate

will be back next week, the House schedule is still yet-to-be-determined leaving the timing of when Congress could potentially vote on this package very much up in the air.

FY21 Appropriations Update

Prior to the pandemic, the House and Senate fiscal year 2021 (FY21) appropriations process had started off with a quick pace. However, that effort took a back seat to the four COVID-19 relief packages that Congress passed over the past two months. While the FY21 process was put on a temporary pause, the building blocks for moving forward are largely in place. With a two-year bipartisan budget agreement in hand, appropriators have indicated that they expect the FY21 appropriations bills will look similar in size and content to the FY20 appropriations bills. The ultimate timing of these bills will depend on when Congress can return to Washington for a continuous amount of time.

Senate Committee Releases Draft WRDA Bill/Markup Scheduled for Early May

On April 21st, the Senate Environment and Public Works (EPW) Committee released the draft text for their Water Resources Development Act (WRDA) 2020 bill (which the committee is now calling America's Water Infrastructure Act (AWIA) of 2020). The draft AWIA bill includes approximately \$17 billion in new federal authorizations for the U.S. Army Corps of Engineers (Corps) as well as provide policy updates. The committee is encouraging interested stakeholders to submit comments on the draft legislation to the committee by May 1st. Additionally, the EPW Committee is currently planning on holding a markup of the draft bill on Wednesday May 6th. EPW's WRDA 2020 process is a separate effort from the House Transportation & Infrastructure WRDA 2020 bill. The House has set a target of Memorial Day for releasing its WRDA bill. Later in the year the two committees intend to negotiate and pass a final WRDA 2020 bill.

Senate Committee Releases Draft Drinking Water Bill/Possible Vehicle for PFAS Language

On April 21st, the Senate Environment and Public Works (EPW) Committee released the draft text for legislation entitled the Drinking Water Infrastructure Act of 2020. This bill includes approximately \$2.5 billion in federal authorizations. It reauthorizes programs under the Safe Drinking Water Act to provide resources and technical assistance to communities to help meet their drinking water needs. Additionally, the Committee has indicated that it may be looking to include language in the bill that would incorporate drinking water standards for two types of per-and polyfluoroalkyl substances (PFAS) within two years. This language would likely mirror that which the committee approved on a bipartisan basis last year that was intended to be included in the National Defense Authorization Act, but was withdrawn due to issues with the House.

Infrastructure Stimulus and COVID-19

On April 1st House Speaker Pelosi (D-CA) held a press conference to announce that House Democrats were supportive of incorporating their \$760 billion Moving Forward infrastructure proposal (that they unveiled in January) in the next Congressional COVID-19 response package. President Trump also indicated his support for including a robust infrastructure component in the 4th package. However, Congressional Republicans strongly pushed back against the inclusion of infrastructure in in the next package. House Democrats, recognizing that stimulus efforts were pre-mature, withdrew their support for including infrastructure in a 4th package. Subsequently, Congress approved the 4th relief package on April 23rd with no infrastructure funding.

Now that 4th relief package has been approved, infrastructure is again under discussion for the next relief package. However, there is not universal support for doing so. President Trump continues to advocate for its inclusion and Senate Democrats are now including it on their wish list for the next package. But House Democrats are no longer including it on their wish list. The situation continues to remain fluid.

FAST Act Reauthorization

The FAST Act expires on September 30th. To date, only the Senate Environment and Public Works (EPW) Committee has approved reauthorization legislation pertaining to highways and bridges. None of the other Senate committees of jurisdiction have drafted legislation for their components of a larger reauthorization bill and neither has the House Transportation & Infrastructure Committee. Committee staffs in both House and Senate are currently preparing options for committee leadership to consider for moving forward with a reauthorization. Senate EPW Chairman Barrasso mentioned the possibility of combining the transportation reauthorization with the Water Resources Development Act of 2020. However, the situation remains fluid and the timeline is uncertain.

CBO Releases Current Economic Projects/Preliminary Look at Federal Deficits

In late April, the Congressional Budget Office (CBO), which provides nonpartisan budget analysis for Congress, released its current economic projections as well as provided a preliminary look at the federal deficit. As could be expected given the current economic circumstances due to the COVID-19 pandemic, CBO's projections painted a very concerning picture:

• CBO projects that the nation's output will decline sharply in the second quarter of this year and begin to rise thereafter. As a result, real GDP in the fourth quarter of 2020 is expected to be 5.6 percent lower than it was in the fourth quarter of 2019.

- The unemployment rate is expected to average 15 percent in the second and third quarters of 2020, higher than at any point since the early 1930s. For context, during the recession of 2008-2009, the unemployment rate did not reach 10 percent.
- By the third quarter of this year, about 28 million fewer people will be employed and about 9 million fewer people will be in the labor force than CBO projected in January.
- CBO estimates that if current laws generally did not change, the federal deficit would be roughly \$3.7 trillion in fiscal year 2020 and \$2.1 trillion in fiscal year 2021. Federal debt held by the public would grow to 108 percent of GDP by the end of fiscal year 2021, up from 79 percent at the end of 2019 and the highest percentage in the nation's history.

Final WOTUS Rule Published in the Federal Register

On April 21st, the Corps and Environmental Protection Agency (EPA) "Waters of the United States" (WOTUS) rule was published in the federal register. The final rule, which is now called the "Navigable Waters Protection Rule" (NWPR), was originally announced back in February and slated to become effective 60 days after it was formally published in the federal register. The rule will now go into effect on June 22nd. The release of the NWPR completes step 2 of the President's 2017 Executive Order regarding the withdrawal and replacement of the 2015 Obama WOTUS rule.

EPA Extends Comment Period for Multi-Sector General Permit

On April 27th, the EPA announced that it would be extended the deadline for public comments to the proposed 2020 National Pollutant Discharge Elimination System (NPDES) general permit for stormwater discharges associated with industrial activity (also known as the 2020 Multi-Sector General Permit). This proposed permit would cover stormwater discharges from industrial facilities in areas where EPA is the NPDES permitting authority. When initially published in the Federal Register, there was a 60-day public comment period that ended on May 1st. With the additional 30-day extension, the new deadline for comments is May 31st.

OMB Issues Memo to Agencies to Plan for Presidential Transition

The Office of Management and Budget (OMB) issued a memo to all executive branch agencies instructing them to designate a senior career employee to oversee transition planning. The Presidential Transition Act (which was amended in 2010 by the Pre-Election Presidential Transition Act) states that the President must establish a White House coordinating committee and council of agency transition directors six months prior to a presidential election to facilitate an efficient transfer of power. Additionally, a federal transition coordinator must report transition preparations to the Senate Homeland Security and Governmental Affairs Committee and the House Oversight and Reform Committee. Cabinet-level agencies, as well as EPA, OPM and NASA must have their transition directors named by

May 1st. These individuals will serve on the Agency Directors Council, which will be chaired by the OPM deputy director and federal transition coordinator.

Federal Agency Grant Announcements

Assistance for Firefighter Grant (AFG). The Federal Emergency Management Agency (FEMA) released a notice of funding availability for \$100 million in additional Fiscal Year 2020 funding (included in the CARES Act) for the Assistance to Firefighters Grant. This supplemental funding is to help provide personal protective equipment to firefighters and first responders who are managing emergencies during the COVID-19 pandemic. Applications are due by 5:00 pm EST on May 15th.

Targeted Violence and Terrorism Prevention Grant (TVTP). The Department of Homeland Security (DHS) has announced the availability of \$10 million in Fiscal Year 2020 funding for the Targeted Violence and Terrorism Prevention Grant. The TVTP Grant Program helps DHS to fulfill its commitment to addressing the threat posed by terrorism and targeted violence at home and builds on the promising practices identified in previous grant programs. It is the only federal grant program dedicated to enhancing prevention capabilities in local communities. Applications are due by May 29th.

Consolidated Rail Infrastructure Safety Improvements (CRISI) Grants. On April 20, the Federal Railroad Administration issued a notice of funding opportunity of \$311.8 million for eligible projects under the Consolidated Rail Infrastructure and Safety Improvements (CRISI) Program. Applications are due by June 19, 2020.

Federal Agency Personnel Changes

Department of the Interior. Earlier this month, Susan Combs, who was serving as the Assistant Secretary for policy, management and budget at the Department of the Interior announced she would be leaving on April 25th. Interior has announced that Scott Cameron will be stepping into her place in an acting capacity. Cameron has been with Interior since the beginning of the Trump Administration in several capacities, including as a member of the Interior Landing Team, as well as the Assistant Secretary for Water and Science.

Economic Development Administration. Earlier this month, Dr. John Fleming, who was serving as the Assistant Secretary of Commerce for Economic Development and the head of the Economic Development Administration (EDA), left that position to move to the White House to serve as a senior advisor to Chief of Staff Mark Meadows. Dana Gartzke will now be performing the delegated duties of the Assistant Secretary of Commerce for Economic Development. Previously, he served as the Chief of Staff to Dr. Fleming at EDA.

Department of Transportation. Joel Szabat has been nominated to be the Under Secretary for Policy at the U.S. Department of Transportation (DOT). He has been serving as the Acting Under Secretary since last June. The Under Secretary for Policy is the third highest ranking official at DOT.

VENTURA PORT DISTRICT

DEPARTMENTAL STAFF REPORT

TO:	Board of Port Commissioners
FROM:	Joe A. Gonzalez, Facilities Manager
	Sergio Gonzalez, Maintenance Supervisor
SUBJECT:	April 2020 Facilities Report

MAINTENANCE ACTIVITES

COVID-19 MAINTENANCE RESPONSE /UPDATE:

Status: Ongoing Budget: Over normal operating budget

VPD Maintenance Department has responded to the COVID-19 pandemic by increasing janitorial services throughout the District with a concentration on high-touch surfaces, including restrooms, door handles, etc.

Maintenance staff continue to work with shifts staggered to minimize overlap in arrival and departure times. In addition, we have implemented a variation in staff schedule to ensure a Maintenance employee is on shift until 9:30 PM, 7 days a week to improve visibility of staff throughout the Village and to supplement Courtesy Patrol door checks. Staff is provided one N95 and two surgical masks per week (limited due to national shortage), gloves, and disinfectant wipes. Morale remains good and Village facilities are kept at a high standard of cleanliness.

Signage has been placed throughout the village addressing the social distancing guidelines and at restaurants that remain open addressing the County Health Department orders. Additional signage was placed on VHV lawn as well as the green space outside of Andria's addressing the County guidelines. We continue to work with tenants to ensure cooperative compliance with these orders. Signage was also placed throughout the VHV parking lots addressing our "No Beach Parking" rules since our beach parking lots continue to be closed.





RESTAURANT RULES

Please enjoy your takeout order away from the restaurants in compliance with County Orders.

Please maintain Social Distancing.

Gatherings continue to be prohibited.

Thank you for your patronage and cooperation to help ensure these businesses remain open.

Stay well!

*Ventura County Health Orders: 1) prohibit take-out food being consumed anywhere within the line-of-sight of the front of the restaurant, 2) require social distancing, and 3) prohibit gatherings of 2 or more people not from the same household.



Early into the pandemic, the District closed some restrooms throughout the Village due to the COVID outbreak and open hours were reduced based on restaurant hours and to discourage issues with vandalism and theft. As of May 13th, 2020, we have additionally opened the restrooms at VHV 1591 to accommodate the influx of visitors due to the County's Phase 2 reopening. Open restrooms hours have been adjusted to close at either 8:30 pm or 9:00 pm depending on the surrounding opened restaurants closing time.

MARINA DEPARTMENT SUPPORT:

The Maintenance Department continues to perform monthly inspections on all gangways, docks, fire extinguishers and fire boxes as well as pressure washing the docks. During the installation of additional electrical pedestals, Maintenance personnel have been assisting with replacing water utility connections that are failing due to age.

AB-203 VALLEY FEVER TRAINING

All Maintenance Department staff completed Valley Fever training as required by May 1 as per AB-203.

<u>CAPITAL PROJECTS</u> VHV PAINTING PROJECT: Status: Project 75% Complete; Budget: On Budget



The Ventura Harbor Village paint project is moving a little faster these days. Unfortunately, there are still some weather challenges at times that continues to slow the painting project. We have continued to concentrate on key areas that are currently closed due to the Covid-19, by doing so these businesses will have minimum to none impact on their return to regular business. We are also working closely with our tenants that have soft opened, to have minimum or no interruption of their businesses.

Painting crew are currently working on several buildings within the Village to make sure to continue to maintain the COVID-19 Guidelines provided by the Department of Health (CDC) As this issue progresses, Garland (DBS) is closely monitoring and adjusting and implementing COVID-19 Guidelines to assure the safety of the public and staff.

Garland and their subcontractor are currently preparing a proposed change order to address the 1559 upper level balcony decking corroded Diato flashing, also known as the wall flashing or stucco screed, additionally during the demo it was also discovered that there is also a floating base that is also in need to be removed/grind off. These two unforeseen issues will need to be addresses, prior to applying the new waterproofing system for our 10 years warranty to be granted by the manufacture. Change order will be based on agreed unit cost in the original proposal and is a foreseen expense, we estimate to be between \$10,000 to \$14,000 which is a fair current market price.



1559 Failed flashing

We continue to be pleased that Garland is considerate of our tenant needs and are working together with staff to accommodate our requests to make this a successful project.

EV STATIONS UPDATE: Status: Construction 45% Complete; Budget: No cost



Glad to report that the EV Charging project is on track again, unfortunately we lost some time, due to the current COVID-19 situation. After some delays getting everything permitted, we are close to powering up our charging stations (granted the first ones are at the beach parking lot closed currently due to COVID).

We are in contact with Sema-Connect again, and currently reviewing the charging guidelines to select the best plan rate that fits our harbor guest & tenants.

We are anticipating that the 1691 Spinnaker Drive EV Chargers to be installed the week of May 18, 2020.

VENTURA PORT DISTRICT

DEFARIMENTAL STAFF REFORT		
TO:	Board of Port Commissioners	
FROM:	John Higgins, Harbormaster	
SUBJECT:	April 2020 Harbormaster/Harbor Patrol Report	

PUBLIC SAFETY

Overview:

While 911 calls for medical emergencies have been down, non-emergency calls for service have been up. Most all these calls are technically Police related, but due to our proximity and relatively fast response times, the public tends to call us instead. Our challenge during these calls is staying within our level of training and expertise. While we do our best to help our community, they sometimes feel abandoned due to our lack of ability to

resolve their problem. We continue to try to educate the public and business owners that they need to call the City Police for many of these calls due to their higher level of training and ability to work closer to resolve issues. Ventura Police Department now has both their Homeless Outreach Team and a Behavioral Health Member on staff to help find meaningful solutions for people with nowhere else to go.

Boating activity has been active, so has the weather with numerous small craft and high wind events. There has been an increase in boaters from outside the area, but in large, everyone is practicing proper social distancing and following the rules. We have also seen a significant increase in human paddle craft using the Harbor. We will continue to monitor these trends and adapt as needed to meet the growing needs of our Harbor users.

Commercial Vessel Aground:

Just short of midnight on May 6th, Harbor Patrol received a call from the US Coast Guard Sector Los Angeles reporting a commercial fishing vessel aground South of the Harbor. Harbor Patrol Officers Pat Hummer and George Karbis were already in the field and in the area of Harbor Village at the time of the call. Both officers responded to the beach where they found a 45' Vietnamese Commercial Fishing Vessel in the surf with two subjects still on board the vessel.

Harbor Patrol Officer George Karbis donned his ocean rescue gear and was able to escort the subjects safely back to the beach. Ventura City Fire Department and other agencies were also on scene and assisted in evaluating both of them for injuries. After each was cleared and refused medical treatment, the call turned into a salvage.

The crew aboard the vessel were not the owners, but the owner was contacted and confirmed he had insurance on the boat. Our staff worked with Paul Amaral of Tow Boat US, who took over the salvage. The initial plan was to remove the fuel at the low tide and then attempt to tow the boat off the beach at the next high tide. Unfortunately, they were not able to remove the fuel in time, and the vessel was destroyed as the tide came in.











California Fish and Wildlife were on scene as well as other agencies to ensure that the hazards were tended to and the pollution was minimized. Paul and his team, along with contractors, worked all day and had most all the debris removed by the end of the day.

Summer Lifeguards:

We have decided to contract another year with California State Parks to provide Lifeguard services to the South Beach and Harbor Cove. We both expect that even with the COVID-19 restrictions in place, the possibility of a busy beach is real. While the contract officially starts after Board approval, the State Parks accommodated a request to provide two Lifeguards each day for the two weekends leading up to Memorial Day.

<u>COVID-19</u>

Community Overview:

The 911 calls throughout the County have been significantly down as this pandemic arrived. Here within the Harbor, 911 calls have also decreased during this last month. We are starting to see an increase as the weather has warmed up and people are becoming more active.

The City of Ventura residents continue to follow the guidelines, and as a result, the number of infections has been consistently slow. VCEMERGENCY.COM is the one-stop information portal and provides breakdowns on infections per zip code. The City of Ventura, as of May 13th remained under 50 cases. Oxnard and Simi Valley lead the County with 184 cases.

Essential Supplies:

Port District Staff has been very effective in obtaining the necessary cleaning products and personal protection equipment to keep our employees safe. Staff is now looking at how we can make affordable modifications to the workplace to protect our employees once we re-open to the public.

Antibody Testing:

Oxnard City Fire Department and Ventura City Fire Department were able to partner with St. John's Hospital to do a Public Safety Covid-19 Antibody Testing. This test is not intended to confirm active cases, but would verify if a Public Safety Member had been previously exposed to the virus. Creating this baseline is helping to better understand the extent of this pandemic in our area, as well as, give us a snapshot of what number of First Responders are still vulnerable to future exposure. This voluntary test was also offered to the Harbor Patrol staff, and all our team participated. Additional testing is planned after the Summer to study further how the current protective measures, including the effectiveness of our protective equipment. Several of the Harbor Patrol staff voluntarily shared their otherwise confidential results, and to date, nobody within our Department has been exposed to the virus.

BEACHES

Harbor Cove:

The Harbor Cove parking lot has been closed along with half the restrooms due to the COVID-19 situation. We see unusually large crowds throughout the week in this area. The City had to increase the red curb due to a significant number of people illegally parking. As mentioned in the previous report, the volleyball courts have been taken down, and beach restrictions are still in effect.

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South Beach:

The Surfers Knoll parking lot and half the restrooms have been closed due to the COVID-19 situation. We have also seen more abundant crowds throughout the week and on the weekends.

We reached out to Ventura Police Department to request beach patrols after our limited staff could not effectively keep people moving.

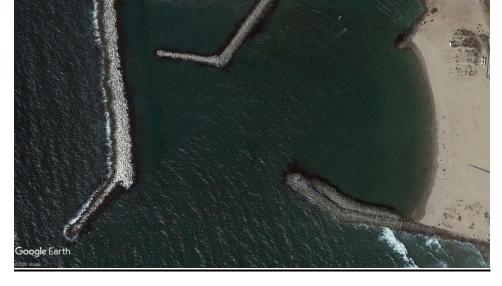
In addition to the crowds, the wind and waves have already begun beach erosion. We are hopeful that the summertime southern hemisphere storms will aid the summer beach profile and provide us the much-needed beach to defend against next winter's storms. Due to this erosion, one of the Lifeguard Towers already had to be moved to higher ground. This would typically not occur until September or October.

TRAINING/MEETINGS/MOU'S

- Reviewing Daily California Office of Emergency Services Reports
- Reviewing Daily Ventura County Office of Emergency Services Online Disaster Website
- Reviewing Daily VCEMERGENCY.COM website for situational awareness
- Participating in Bi-Weekly Ventura County Office of Emergency Services Calls
- Participating in Public Safety COVID-19 Task Force group
- Communicating regularly with The City of Ventura Emergency Manager & Staff
- Communicating with California State Parks
- Regularly updating the General Manager with relevant information and planning efforts

HARBOR ENTRANCE & SOUNDINGS:

** Soundings Not Taken – No Significant Changes Expected **





911 CALLS DISPATCHED (20 CALLS RECEIVED)

Incident Case Numb	The second	Problem	Agency	Address	<u>City</u>	Response Date
20-0030885	HARB1, ME2, M3 MED471	CHEST PAIN NON TRAUMA HIGH	Ventura County Fire 1215 And Department	chors Way	Ventura	4/19/2020 4:48:31 AM
<u>20-0031088</u>	HARB1, ME2, M3 MED471	CHEST PAIN NON TRAUMA HIGH	Ventura County Fire 1215 And Department	chors Way	Ventura	4/20/2020 1:29:45 AM
20-0031093	HARB1, ME2, M5 MED471	FALLS	Ventura County Fire 1215 And Department	chors Way	Ventura	4/20/2020 2:33:05 AM
20-0031878	HARB1, ME2, M3 MED471	FALLS HIGH	Ventura County Fire 2878 Sai Department	lor Ave	Ventura	4/23/2020 8:21:25 AM
<u>20-0031918</u>	HARB1, F7 ME7 F7	PUBLIC SERVICE	Ventura County Fire 1591 Spi Department	nnaker Dr	Ventura	4/23/2020 11:27:05 AM
<u>20-0033376</u>	HARB1, ME2, M5 MED423	OVERDOSE/POISONING NON EMD	Ventura County Fire 3895 E H Department	farbor Bl	Ventura	4/28/2020 12:40:05 PM
<u>20-0034014</u>	HARB1, ME2, M5 MED474	TRAUMATIC INJURIES NON EMD	Ventura County Fire Spinnake Department	er Dr / Angler Ct	Ventura	4/30/2020 8:00:31 PM
<u>20-0034392</u>	HARB1, ME5, M5 MED663	BEHAVIORAL EMERGENCY NON EMD	Ventura County Fire 1198 Nav Department	vigator Dr	Ventura	5/2/2020 8:44:25 AM
20-0034689	E88, HARB1, ME2, M5 MED471, MED884	CHEST PAIN NON TRAUMA	Ventura County Fire 3305 S H Department	ARBOR BLVD	Hollywood by the Sea	5/3/2020 12:56:09 PM
<u>20-0035271</u>	HARB1, HARB2, F7 ME2	HAZARD INVESTIGATION	Ventura County Fire 1215 And Department	chors Way	Ventura	5/5/2020 4:45:35 PM
20-0035647	B14, B15, B3, CSTGRD1, EM983, FCC1, HARB1, F5 LIFEGD2, ME1, ME2, MED471, MED471, MED474, OR1	OCEAN RESCUE LOW	Ventura County Fire 1800 Spi Department	nnaker Dr	Ventura	5/7/2020 12:34:15 AM
20-0035739	HARB1, HARB2, M5 ME2, M5 MED472	ASSAULT NON EMD	Ventura County Fire 1050 Sch Department	nooner Dr	Ventura	5/7/2020 10:41:12 AM
20-0038100	HARB1. HARB2. M7 ME2. M7 MED471	SICK PERSON NO CODE	Ventura County Fire 1383 Spi Department	nnaker Dr	Ventura	5/8/2020 4:04:03 PM
<u>20-0038286</u>	B2, B22, BOAT19, CSTGRD1, EMS83, HARB1, LIFEGD2, ME102, ME2, MED471, OR1	OCEAN RESCUE LOW	Ventura County Fire Belfast L Department	n / Monmouth Dr	Ventura	5/9/2020 3:20:32 AM
20-0038488	HARB1, ME2, M5 MED492	FALLS	Ventura County Fire 1215 And Department	chors Way	Ventura	5/9/2020 6:27:33 PM
<u>20-0036778</u>	B18, B3, CSTGRD1, EMS48, HARB1, LIFEGD2, ME1, ME2, ME1, ME2, OR1	OCEAN RESCUE LOW	Ventura County Fire 600 E Ha Department	arbor Blvd	Ventura	5/10/2020 7:58:08 PM

VENTURA PORT DISTRICT

DEPARTMENTAL STAFF REPORT

TO:	Board of Port Commissioners
FROM:	Dave Werneburg, Marina Manager / Commercial Fisheries
SUBJECT:	April 2020 Marina Report

Courtesy Patrol – Expanded Scope of Duties

Background

The Courtesy Patrol is a five-member team within the Marina Department under the supervision of the Marina Manager. Their primary role is as the dockmasters for VPD's Commercial Marina and principle focus is on the water side and marina operations with a secondary role of a public ambassador and patrol for Ventura Harbor Village. The Unit is staffed 24/7 because commercial fishing doesn't keep regular office hours. They walk the docks a minimum of three times a day noting any irregularities, i.e. vessels listing or possibly taking on water, shore lines that are broken or have become lose in high winds, water/chemical leaks, hazards on docks, etc. While Courtesy Patrol are not security officers, they do monitor and interact with our sizeable homeless and transient population as well as doing building door checks at night. When not engaged with dockmaster activities, the Courtesy Patrol serves in an ambassadorial role with the general public including lost-and-found, etc.

COVID-19 Activities

The restrictions imposed related to the current COVID environment have challenged the team to manage the flow of pedestrian and vehicle traffic in the Village and parking sectors. The City has allowed parking along both sides of Spinnaker for beach access; beach parking in the Village is prohibited. This aspect has become a particular challenge as street parking is at capacity by mid-morning. These added challenges have translated into long hours, overtime and occasionally the use of contracting for third party staff. The unit has worked hard and diligently to adapt to the changing government orders for the protection of Village tenants and guests and will continue to do so while the pandemic impacts evolve.

Commercial Fishing

California Market Squid Harvest – Ventura Harbor

- April 2020 No landings
- 19 20YTD (Starting April 1, 2019): 581 landings, 9,262,965 lbs. / 4,631 tons.
- California Squid Season Limit: 118,000 tons.

Not Just Squid

While California Market Squid is Ventura's main staple, our non-squid fleet lands a wide variety of other fish throughout the year. Many species are seasonal. Add to the list halibut, sea bass, lobster, ridgeback prawns, spot prawns, sea cucumber, rockfish, octopus, mackerel, crab, urchin, black cod, etc. In season, many of these are readily available at our Saturday Fish Market. Soon (1-2 years?) to be added, mussels from our long-anticipated aquafarm.

COVID-19 re Commercial Fishing *

The coronavirus COVID-19 continues to upend the global seafood trade, reducing foodservice demand and complicating supply chains. The Administration has relaxed and/or removed some 25% tariffs on some seafood imports; the impact has yet to be determined.

Several seafood groups and other interested parties are adding their voices to push for additional government assistance for the seafood industry. A collection of 238 groups and harvesters have asked for \$1.5 billion in additional emergency funding with the last half of the funds allocated to small and mid-sized fishing operations.

• Excerpts from Undercurrent News



Where did everybody go?

Good News / Bad News?

Well, perhaps a little of both. Empty slips are not necessarily bad. As prefaced in last month's report, the squid fleet was pretty active and busy up in the waters off of Oregon. A number of our vessels were able to cash in on that, though it was somewhat short lived. Over the following few weeks, those cooler waters made their way southward. At present, it's payday time in Northern California in the Halfmoon Bay and Monterey waters. One of our vessels, ENDEAVOR, alone landed nearly 200 tons of squid in the last week of April. Most of the fleet are doing equally well.

The Good News is that the squid have returned; some of the fleet are seeing their first payday in nearly two years. If the pattern continues, as in prior cycles, those cooler waters will be in Southern California in late June or early July. Widespread optimism prevails.

Empty slips do not necessarily translate into lost revenue. Our marina is primarily populated by marina tenants holding Berthing Agreements, those tenants that remit monthly slip fees year around whether they occupy their slip or not. Approximately 88% of our marina tenants hold Berthing Agreements and continue to remit monthly slip fees. Of 103 rentable slips, only 13 slips are currently available for transient fishing vessels. Transient tenants pay a 15% premium over Berthing Agreement tenants. Transient tenants can be seasonal, i.e. squid season, halibut season, lobster season, etc. Many of our full time and transient tenants contract for slips in multiple ports. It can be very expensive having a slip in Ventura, Moss Landing and Coos Bay, for example.

Ventura Harbor Village Marina

Total Slip Count	106 / 103 *	100%
Slips Assigned	90	87%
Slips Occupied	45	44%
Slips Available	11	11%

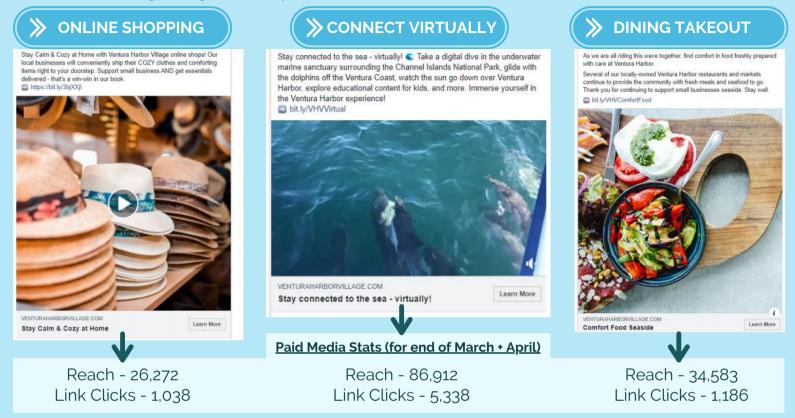
*3 slips not navigable at this time; may require dredging.

COVID-19 MESSAGING

DATE RANGE: APRIL 1 - APRIL 30, 2020

COVID-19 Messaging

The Marketing team continues to promote the following three messages to drive engagement, revenue, and business awareness for Ventura Harbor Village throughout a variety of media channels:



Editorial Coverage and Media For Covid Messaging for Harbor and Harbor Business in April

VHV Online Shopping Press Release that was sent to Ventura County/San Barbara/So Cal Media (371), Shopping Bloggers (28), and Fashion Bloggers/Influencers (87) and the Ventura Harbor Public Launch Press Release that was sent to Ventura/Santa Barbara/So Cal Media (371), and Ventura city and county officials (7). Editorial highlights about Virtually Ventura Harbor Village appeared among top national destinations in Red Tricycle (2 million UVVP) Ventura County Star (49,735), Valley Scene Magazine (150,000), VC Reporter (31,500), and Dine & Travel (7,000) and Westways Instagram Feed. Other online and print editorial placements: VHV Take Out in 805 Living The Post E-Newsletter (7,65) and Ventura County-Star (49,735), and VHV Fish Markets were published in The Log Newspaper (40,000). The VHV Launch Ramp news also was included in The Log Newspaper (40,000) and on KVTA Radio Ventura (95,000 streaming live).

REDTRICYCLE Fodors Travel Westways California's Boating & Fishing News

Village E-newsletter (9.2k subscriber base)

We had an increased average open rate of 21.8% on public e-newsletters. Content focused on Dining Takeout, Online Shopping, Virtual Connecting and supporting harbor business. See subject lines below:

- Takeout Tuesday Order From Your Favorite Harbor Restaurants
- Three Ways To Use Gift Cards Now To Help Small Businesses
- Five Ways to Celebrate Earth Day 2020 Virtually
- Takeout Dining Family Meals, Fresh Fish, Dessert & more
- Seaside Live Music STREAMING Starts This Sunday
- Fill Easter Baskets with Locally-Made Treats & Treasures7
- Stay Cozy & Calm at Home with Ventura Harbor Online Shops

Local Online Media & Exposure

(See digital examples on next page of report) Ventana Magazine: Directly to Ventura Homes / VC Reporter Eblasts: Online Shopping / VC Reporter Newsletters/ Take Out Dining Digital Ads VC Reporter Online Issue & Ventura County Star Banner Ads / Macaroni Kid E-newsletter on Virtual Connect & Online Shop

VC Star.

WReporter

53, 593 impressions 194 click thru's Sent to 15k people 15.1% opens & 1.6% clicks

COVID-19 MESSAGING

DATE RANGE: APRIL 1 - APRIL 30, 2020

COVID-19 Marketing Overview:

Marketing has worked quickly to pivot with ever-changing protocol to provide the public with timely messaging for the Ventura Port District and promote Harbor businesses during the pandemic. The website ads, banner ads, graphics, e-blasts and e-newsletter themes below are reflective of the promotions to support Harbor business.



The sea is a healing place and we'll get through this together...

COVID-19 PIVOTING

DATE RANGE: APRIL 1 - APRIL 30, 2020

Marketing Department Update

As part of the COVID-19 Rental Abatement and Deferment Program, the Board approved a waiver of promotional fees for the duration of the 90-day program. Marketing was tasked to reduce matching costs beginning in April by the General Manager, and observe all Government Orders for event planning and pivot to online content. Please see a continued list of onsite event rentals and District produced public events affected by the pandemic due to closures, social distancing, Shelter in Place orders, pre-production timelines, and guest safety. Marketing staff continues to outreach to event producers weekly.

POSTPONED FOR FALL

Beach Weddings (5); NSSA Surf Competitions (3); Ventura Corporate Games; How This is Made

CANCELLED EVENTS/PROMOTIONS ON-SITE

Mermaid Month (2nd event); Easter Sunrise Service; WETA Regatta; De Vigna Breathe of Life Triathlon; World Oceans Day; Hokuloa Outrigger Event; Road Scholar Beach Days; Ventura Harbor Pirates Day; Waterfront Wednesdays; Seaside Kids Club



Search Engine Optimization

VPD marketing team has taken this time to optimize each business listing on the Village site. This Search Engine Optimization (SEO) work includes revising descriptions, key words, back links, alternative text on images, and enhancing overall site accessibility. In April, launched the new Blog page & 10 posts. The Blog page engages to rank higher in search engines & increase web traffic for future visitation.

Tenant Communications

Marketing Dept sends Village Tenant Newsletters regularly communicating programs, promos, educational webinars, good news pieces & updates. Nine Tenant E-newsletters sent since Covid-19.

Industry Education

Marketing attends weekly webinars (nine thus far) regarding Covid-19 marketing - Social/Tourism/Events/Messaging.

Boat Launch Ramp Messaging



Ventura Harbor @VenturaHarbor · Apr 23 Ventura Harbor public boat launch ramp to re-open on Friday, April 24 at 12:01 AM with new guidelines in place. Please practice safe boating and social distancing when using the public launch ramp. Stay well.

View guidelines here *freetwenturaharbor.com/directory/laun...*





Live Streaming Series

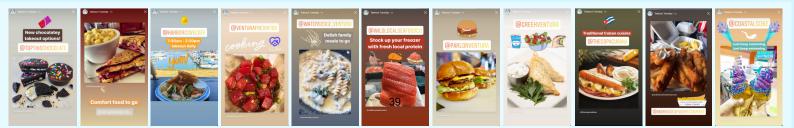
Outreach to Harbor customers, followers, & subscribers, providing an important touch point to connect and engage with Harbor websites & Harbor businesses. (\$300)

Live Stream April Schedule: April 12 Live Music April 12 Easter Greetings April 19 Live Music April 26 Live Music

Live Stream April Statistics: Total People Reached: 22k Total Minutes Watched: 7.3k Overall Post Engagement: 1.3k

Instagram Story Coverage

In addition to posts on Facebook, Twitter & Instagram, produced a consistent feed of Instagram Stories featuring Harbor businesses to stay top of mind for our online audiences. We have posted 112 pieces of content to stories since the 'Stay Well at Home" county order went into effect. Each piece of content has linked either to individual harbor business profiles or linked back to VenturaHarborVillage.com for more traffic on our website. See sample story content below:



VENTURA PORT DISTRICT

DEPARTM	ENTAL STAFF REPORT	
TO:	Board of Port Commissioners	
FROM:	Robin Baer, Property Manager	

SUBJECT: April 2020 Property Manager Report

CURRENT TENANT REPORT

1) Harbor Businesses seeking COVID-19 Ventura Harbor Rental Abatement and Deferment Program, Resolution Number 3387 (as of April 30)

- 39 out of 68 tenants in our program
- 2 covered by --- Ordinance of the City Council of the City of San Buenaventura, California, Amending Section 6.1020.020, "Temporary Eviction Moratorium," of the San Buenaventura Municipal Code
- 2) Sugar Lab 1575 Spinnaker #105A/B Still moving along with project.
 - Environmental Health approved plans on April 4, 2020.
 - District has reviewed and approved the plans. Architect will now submit to City of Ventura when the City has their systems up n running to accept
- 3) Frenchies Nail Salon 1583 Spinnaker Drive #105 Tenant has received her Certificate of Occupancy will now open after pandemic subsides.

CURRENT AVAILABILITY REPORT

- 1) 1559 Spinnaker Drive #103 Available space. This space is being advertised on all of our leasing outreach programs listed below.
- 2) 1567 Spinnaker Drive #100 Staff has received a proposal and staff is currently reviewing the contents.
 - a) District staff has requested a summary of the six-month occupancy projections from the tenant
 - b) Architect is ready with plans and is waiting for DRC Meeting to accept proposals via online
- 3) 1591 Spinnaker Drive #114 & 115 (formerly BS Taproom) --- This space is being advertised on all of our leasing outreach programs listed below. Staff is discussing leasing opportunities with a prospective tenant that submitted a complete business proposal. This is now on hold during the COVID-19 pandemic.

LEASING OUTREACH

A) Leasing Outreach – Daily exposure with our ads online via LoopNet/CoStar which covers the following:

- Listed on Ventura Harbor Village and Ventura Harbor websites, along with window leasing signage on available properties
- Top three commercial real estate marketplaces:
 - Craigslist advertisements;
 - LoopNet, City Feet and Showcase and;
 - o Email Networking blasts from interested parties
 - 150 plus online newspaper websites including Wall Street Journal
 - o 24 Million visitors to these sites /200,000 real estate professionals use CoStar

OCCUPANCY LEVELS AT HARBOR VILLAGE

April 2020

CATEGORY	TOTAL	Harbor	Harbor	Harbor	Harbor	City *	City *
	Square	Vacancy	Vacancy	Available	Available	Vacancy	Available
	Footage	Sq Ft	%	Sq Ft	%	%	%
Office	19,828	0	0%	0	0%	18%	33%
Retail	22,518	400	2%	6,698	30%	22%	23%
Restaurant	32,197	1,537	5%	1,537	5%	11%	14%
> Harbor Vac Office Retail	ancy No	None					
Restaurant	_			nja's Boutique r BS Taproo			
> Harbor Ava	ilable Te	enant on M	ITM lease,	including H	larbor Vaca	ancy numbe	rs
Office		None					
Retail		1567 / Carou	ısel #100, 158	3 Lemon & Le	ei #104A, 1559	9 #103	
Restaurant	-	1591 #114/#115 Former BS Taproom					
* City Base	ed on comp	arable squ	are footag	e within V	entura 930	01 area	
** Occupancy	y Levels for	Office te	end to be l	ower due t	o shorter le	ease terms	
*** City Rest	aurant vaca	ancy/availa	ble as rep	orted by Co	oStar Progr	am	

<u>SALES REPORTS</u> The attached summary for March provides sales for three categories: restaurants, retail and charters. The reports compare the monthly sales for 2019 and 2020. They also include year-todate comparisons. The year-to-date overall sales for March were down 10.53% from the same time last year.

ATTACHMENTS

Attachment 1 – Sales Summary – March 2020

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of 03/2020

00/2020	M	larch-2020	N	<u> Iarch-2019</u>	% <u>Change</u>
Restaurants	\$	689,232	\$	1,467,977	-53.05%
Retail	\$	159,089	\$	358,990	-55.68%
Charters	\$	170,785	\$	545,383	-68.69%
Total	\$	1,019,106	\$	2,372,350	-57.04%

Year-to-date through March 2020

i our to date arrough			N	Jarah 2010	%
	<u>IV</u>	larch-2020	<u>IV</u>	<u>1arch-2019</u>	<u>Change</u>
Restaurants	\$	3,128,531	\$	3,405,347	-8.13%
Retail	\$	752,949	\$	828,326	-9.10%
Charters	\$	744,562	\$	936,683	-20.51%
Total	\$	4,626,042	\$	5,170,356	-10.53%

VENTURA PORT DISTRICT

DEPARTMENTAL STAFF REPORT

Meeting Date: May 20, 2020

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

As of March 31, 2020, the District held cash and investments with a market value of \$12,594,180. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 94% of the March 31, 2020 fund balance:

Enterprise (Operating) Fund	\$3,805,867
Dredging Reserve Fund	3,055,599
Capital Improvement Fund	4,205,875
Capital Improvement – Fisheries Fund	175,266
Project Fund-Village Marina	468,039
Total Funds	\$11,710,646

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

Submitted by:

Gloria Adkins Accounting Manager Date: May 11, 2020

ATTACHMENTS: Attachment 1 – Investment Portfolio Report for March 31, 2020 Attachment 2 – LAIF Performance Report for March 31, 2020

ATTACHMENT 1

Ventura Port District Investment Portfolio Report Quarter Ending 3/31/2020

Security Type	lssuer	CUSIP Number	Maturity <u>Date</u>	Interest <u>Rate</u>	Par <u>Value</u>	<u>Book Valu</u>	Percent or Portfolio	-	Market <u>Value</u>	Market Value Source
Cash Investments State Pool (LAIF) Total Cash Investments	LAIF-State Treasury		On Demand	1.89%	11,710,646	11,710,64 \$ 11,710,6 4		\$	11,798,253 11,798,253	LAIF
Cash Deposits Demand Deposits- Main checking Grant Fund checking Project Fund checking Petty Cash Total Cash Deposits	Wells Fargo Wells Fargo Wells Fargo Ventura Port District		On Demand On Demand On Demand On Demand	N/A N/A N/A N/A	N/A N/A N/A N/A	488,2: 167,6 120,4(1,3] \$ 777,62	5 1.3% 0 1.0% 1 0.01%	\$	488,237 167,615 120,400 1,371 777,623	Wells Fargo Wells Fargo Wells Fargo Ventura Port District
Cash in County Treasurer's County Treasurer's Pool Total Cash in County T	Ventura County Treasury		On Demand	1.88% Estimated*	18,303	18,30 \$ 18,30		\$	18,303 18,303	Ventura County Treasury
TOTAL ALL FUNDS						\$ 12,506,57	2 100%	\$	12,594,180	

Notes:

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

5/11/2020

Submitted by: Saddi

44



PMIA/LAIF Performance Report as of 04/15/20



PMIA Average Monthly Effective Yields⁽¹⁾

Mar

Feb

Jan

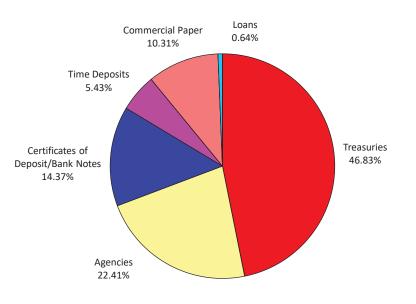
1.787

1.912 1.967

LAIF Quarterly Performance Quarter Ended 03/31/20

Apportionment Rate ⁽²⁾ :	2.03
Earnings Ratio ⁽²⁾ :	0.00005535460693046
Fair Value Factor ⁽¹⁾ :	1.007481015
Daily ⁽¹⁾ :	1.73%
Quarter to Date ⁽¹⁾ :	1.89%
Average Life ⁽¹⁾ :	208





Percentages may not total 100% due to rounding

Daily rates are now available here. View PMIA Daily Rates

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

Source: ⁽¹⁾ State of California, Office of the Treasurer ⁽²⁾ State of California, Office of the Controller



BOARD OF PORT COMMISSIONERS

MAY 20, 2020

<u>CONSENT AGENDA ITEM A</u> APPROVAL OF 2020 LIFEGUARD SERVICES CONTRACT

VENTURA PORT DISTRICT BOARD COMMUNICATION

TO:	Board of Port Commissioners
FROM:	Brian Pendleton, General Manager
	John Higgins, Harbormaster
SUBJECT:	Approval of 2020 Lifeguard Services Contract

RECOMMENDATION:

That the Board of Port Commissioners authorize the General Manager to enter into a contract with State Parks to provide Lifeguard Services from mid-May 2020 through Labor Day 2020 at Harbor Cove and Surfers Knoll beaches for \$92,330.33.

SUMMARY:

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

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

In previous years, as the service was maturing, the contract costs have increased each year. After several years of making necessary changes in staffing, it appears we have finally reached a level where the costs have mostly stabilized. This year's increase is a little over 4% which mostly reflects added personnel costs and the option to continue services as available up till December 31st if needed. Staff feels this investment in public safety has resulted in a return in our investment with reported mid-week sales at the Harbor Village increasing each summer there has been Lifeguard Services.

BACKGROUND:

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

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

The Harbor Patrol and State Lifeguards have grown a strong and effective partnership in providing public safety on land and water areas throughout the Ventura coastline. Both agencies participate in cross training and assist each other throughout the year on routine and emergency calls. District staff feels our partnership is a model for other small and budget constrained agencies, however costs continue to escalate.

Additional Options Researched:

Port District Administered Program

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

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

The District has staff that could implement and manage the same quality service as contracted with State Parks. In November of 2016, we received certification from the United States Lifesaving Association for the Aquatic Agency Response Team. In April of 2020 and to have greater flexibility to provide a future service we applied and received certification to become a Lifeguard Agency. We have consistently been moving in this direction and the implementation of the Marine Safety Officer positions makes the future implementation more realistic. Many of our Marine Safety Officers are Supervisors on the local beaches and run Jr. Lifeguard programs. We have successfully used the Marine Safety Officers to cover the beach on several occasions during the off-season. They have also been used numerous times as Port District Safety during filming permits and special events.

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

The biggest challenge for our small agency, such as ours, would be the human resources side of adding the necessary number of new lifeguards. In addition to this challenge, the initial startup costs to provide a program would not allow for a cost saving for a couple of years due to the initial equipment and lifeguard towers. Most importantly we would need approximately four months to put the plan in motion. We can be prepared to implement a program for the 2021 Summer if requested.

Outside Contracting

We identified that there were no interested agencies. The two other Agencies that provide Lifeguard services are the County of Ventura and the City of Port Hueneme. Neither Agency was interested in submitting a proposal.

Partnering with the City of Ventura

Over the past couple of years we have worked with the City of Ventura to explore a possible joint Lifeguard Operation. Several meetings took place with members of the Fire Department, and Parks & Recreation team to identify how such a partnership could work. In looking at the costs of such a service it was apparent that there would not be a cost savings initially as there are numerous start up costs involved but after time and with the incorporation of a Jr. Lifeguard program these costs could stabilize. While the concept appeared to have good traction on both sides a number of distractions including this years COVID-19 Pandemic has resulted in both of us tabling efforts and continuing our contract with California State Parks.

The District will continue to colaborate with the City to evaluate other cost effective joint-service concepts.

CONCLUSION:

District Staff recommends entering into another contract with State Parks for \$92,330.33 as proposed. State Parks has done a fantastic job each year. Rescues continue to decrease with Preventative Lifeguarding and Public Education. The Harbormaster will continue to work with State Parks to ensure that the highest level of service is provided while respecting the need to preserve Port District Funds.

Staff will also continue to work with the City of Ventura Fire and Recreation Departments to evauluate cost effective methods for service delivery, such as joint-service concepts. Staff will report back to the Commission should any significant opportunities present themselves.

FISCAL IMPACT:

The Lifeguard Contract for the summer of 2019 was \$88,682.40. The cost for the summer of 2020 is \$92,330.33. This cost reflects a little over 4% change from the previous summer and is a result of salary increases to the Lifeguard Staff.

ATTACHMENT:

Attachment 1 – California State Parks Lifeguard Proposal

ATTACHMENT 1 California State Parks

Ocean Lifeguard Service Proposal For the Ventura Port District Area



Background

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

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

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

50

1

Lifeguard Service Area

This proposal covers three areas within the Ventura Port District:

Harbor Cove Tower / South Jetty Tower / Surfers Knoll Tower / Mobile Patrol Unit

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

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

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

Lifeguard Coverage Schedule

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

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

Typical Seasonal Lifeguard shifts are 8 hours and 10 hours for Mobile Patrol shifts. The State reserves the right to shorten or lengthen these shifts to maximize public safety. To provide adequate coverage on weekends and holidays during peak use periods, towers may be staffed by two lifeguards.

			100720	Sept	Total
50	300	320	310	70	1,050
40	168	256	200	24	688
24	152	248	136	24	584
40	168	256	200	24	688
	40 24	4016824152	4016825624152248	4016825620024152248136	40168256200242415224813624

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

Lifeguard Service Budget

	Jan	1, 2020 -June 30, 2020 Temp He	elp Ho	urly C	osts In	cluding Benefits	5
Position	on LG Patrol - LG II		T	owers	#1, #2	, #3 (Harbor Cov Surfers Knoll)	e, New Jetty,
Rate	Hours	\$21.62	Hours \$18.6				\$18.69
May	50	\$1,081.00	40	24	40	104	\$1,943.76
June	300	\$6,486.00	168	152	168	488	\$9,120.72
		\$7,567.00					\$11,064.48

Jan 1, 2020 - June 30, 2020 Contract Cost:	\$28,528.53
	1
Admin fee (16%):	\$3,934.97
Total Cost of Labor:	\$24,593.56
Supervising LG Cost (10%):	\$2,255.78
Supervising LG Cost (10%):	\$2,235.78
Temp Help Total:	\$22,357.78
Taurus Ualu Tatala	622 2E7 70
Health/Leave Benefits (20%):	3,726.30
Temp Help subtotal:	\$18,631.48

	July 1, 2020 - Dec 31,		пр по		JSts including c	benefits	
July	y 1 Contracted Raise	\$22.14					\$19.13
Position LG Patrol - LG II			Towers #1, #2, #3 (Harbor Cove, New Jetty, Surfers Knoll)				
Rate	Hours	\$22.14	Hours \$19.1			\$19.13	
July	320	\$7,084.80	256	248	256	760	\$14,538.80
August	310	\$6,863.40	200	136	200	536	\$10,253.68
September	70	\$1,549.80	24	24	24	72	\$1,377.36
	Subtotal	\$15,498.00				Subtotal	\$26,169.84
	T				444 667 64	1	
	Temp Help subtotal:				\$41,667.84		

Temp Help subtotal:	\$41,667.84
Health/Leave Benefits (20%):	\$8,333.57
Temp Help Total:	\$50,001.41
Supervising LG Cost (10%):	\$5,000.14
Total Cost of Labor:	\$55, 001.55
Admin fee (16%):	\$8,800.25
July 1, 2020 - Dec 31, 2020 Contract Cost	\$63,801.80
Total 2020 Calender year Contract Cost:	\$92,330.33

Lifeguard Budget Details

<u>Temp Help Staffing Costs:</u> CA State Parks will provide Seasonal Lifeguards as the primary classification for meeting the lifeguard staffing requirements for this contract. Hourly costs for this classification range from \$18.69 to \$21.62 per hour for the identified employees current active bargaining unit contract during the months of May & June, 2020. Hourly costs for this classification range from \$19.13 to \$22.14 per hour for the identified employees current active bargaining unit contract during the months of July, August, & September, 2020. For further contract information reference CSLEA Bargaining Unit 7 contract.

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

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

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

<u>Equipment Needs</u>: Port District will provide CA State Parks no later than May 18th the following equipment for its exclusive use for the term of this contract:

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

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

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

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

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

Agreement Term

The term of this agreement will be from Notice To Proceed to December 31, 2020. The contract amount shall not exceed \$92,330.33.



BOARD OF PORT COMMISSIONERS

MAY 20, 2020

<u>CONSENT AGENDA ITEM B</u> CONSIDERATION OF CLAIM BY VENTURA HARBOR MARINE ASSOCIATES, LLC. AND SAMUEL SADOVE

VENTURA PORT DISTRICT

CONSENT AGENDA ITEM B

Meeting Date: May 20, 2020

BOARD COMMUNICATION TO: Board of Port Commissioners FROM: Jessica Rauch, Clerk of the Board SUBJECT: Consideration of Claim by Ventura Harbor Marine Associates, LLC. and Samuel Sadove

RECOMMENDATION:

That the Board of Port Commissioners reject a claim filed against the Ventura Port District on July 24, 2019 by Ventura Harbor Marine Associates, LLC. and Samuel Sadove and authorize the General Manager to execute and mail a Notice of Rejection.

SUMMARY:

The claim was submitted to the District's Legal Counsel and Risk Manager, Carl Warren for review. It is recommended that the Board reject the claim as submitted. A Notice of Rejection has been prepared for the General Manager's signature.

BACKGROUND:

The claim alleges to a breach of contract/covenant of good faith and fair dealing relating to Parcel 20 along with a discrimination claim under the Unruh Civil Rights Act.

FISCAL IMPACT:

This claim could result in damages in excess of \$25,000; jurisdiction rests in Superior Court.

ATTACHMENTS:

Attachment 1 – Notice of Rejection

ATTACHMENT 1



NOTICE OF REJECTION OF CLAIM

TO: Ventura Harbor Marine Associates, LLC. 1644 Anchors Way Drive Ventura, CA 93001

> Samuel Sadove 1074 Deseo Avenue Camarillo, CA 93010

Notice is hereby given that the claim which you presented to the Ventura Port District on July 24, 2019, was rejected by action of the Board of Port Commissioners at its meeting held on May 20, 2020.

WARNING

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the United States mail to file a state court action on this claim. (See Government Code Section 945.6)

This time limitation applies only to causes of action arising under California law for which a claim is mandated by the California Government Tort Claims Act. Government Code Sections 900 et. seq. Other causes of action, including those arising under federal law, may have different time limitations for filing.

Dated: May 21, 2020

VENTURA PORT DISTRICT

By:_

Brian D. Pendleton, General Manager



BOARD OF PORT COMMISSIONERS

MAY 20, 2020

STANDARD AGENDA ITEM 1 CALPERS ACTUARIAL REPORT

VENTURA PORT DISTRICT

STANDARD AGENDA ITEM 1

Meeting Date: May 20, 2020

BOARD COMMONICATION					
TO:	Board of Port Commissioners				
FROM:	Brian D. Pendleton, General Manager				
	Gloria Adkins, Accounting Manager				
SUBJECT:	CalPERS Actuarial Report				

RECOMMENDATION:

That the Board of Port Commissioners receive an informational report regarding the District's annual forecasted retirement costs through the California Public Employee Retirement System (CalPERS) from Mary Elizabeth Redding, Vice President of Bartel Associates, LLC.

SUMMARY:

The Ventura Port District is a member of the California Public Employee Retirement System (CalPERS) which is the nation's larget public pension fund serving more than 1.9 million members in the retirement system.

BACKGROUND:

The Port District has retained the services of Bartel Asociates, LLC to provide annually forecasted retirement costs for the Port District. Employees also contribute to CalPERS, but the purpose of the analysis is to forecast the Port District's future expenses as employer.

Bartel Associates, LLC was established to provide quality and cost-effective actuarial consulting services to public agencies. With over 400 GASBS 45 studies completed, including GASBS 45 studies for approximately 400 California cities, counties, and special districts they are experts in this field. They also provide actuarial valuation, consulting, and advisory services to large and small retirement systems, including consulting services for agencies participating in CalPERS.

FISCAL IMPACT:

The purpose of the report is for forecasting of future Port District retirement expenses. Current annual expenses are provided by CalPERS and included in each fiscal year's budget. These costs will be provided as part of the proposed FY20-21 budget in June.

ATTACHMENT:

Attachment 1 – CalPERS Actuarial Issues – 6/30/18 Valuation

ATTACHMENT 1



VENTURA PORT DISTRICT MISCELLANEOUS AND SAFETY PLANS



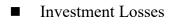
CalPERS Actuarial Issues - 6/30/18 Valuation

Mary Elizabeth Redding, Vice President Bianca Lin, Assistant Vice President Matthew Childs, Actuarial Analyst Bartel Associates, LLC

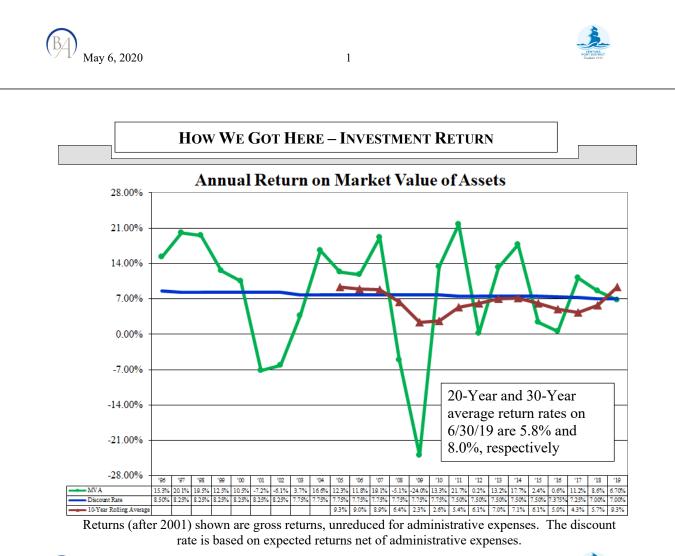
May 20, 2020

Contents	
<u>Topic</u> How We Got Here	<u>Page</u> 1
Miscellaneous Plan	8
Safety Plan	15
Combined Miscellaneous and Safety	22
Paying Down the Unfunded Liability	23

ATTACHMENT 1 HOW WE GOT HERE



- CalPERS Contribution Policy
- Enhanced Benefits
- Demographics





ATTACHMENT 1 HOW WE GOT HERE – OLD CONTRIBUTION POLICY

• Effective with 2003 valuations:

- Slow (15 year) recognition of investment losses into funded status
- Rolling 30 year amortization of all (primarily investment) losses
- Designed to:
 - First smooth rates and
 - Second pay off UAL
- Mitigated contribution volatility



3

HOW WE GOT HERE - ENHANCED BENEFITS

- At CalPERS, Enhanced Benefits implemented using all (future & prior) service
- Typically not negotiated with cost sharing

For Ventura Port District, formulas are not Enhanced

• Agencies without enhanced formulas generally have better funded ratios and lower contribution rates

	Tier 1	PEPRA	
Miscellaneous	2%@55 FAE1	2%@62 FAE3	
• Safety	2%@55 FAE1	2.7%@57 FAE3	

- □ FAE1 is highest one year (typically final) average earnings
- □ FAE3 is highest three years (typically final three) average earnings

■ PEPRA tier implemented for new employees hired after 1/1/13

- Employee pays half of total normal cost
- 2020 Compensation limit
 - □ Social Security participants: \$126,291
 - □ Non-Social Security participants: \$151,549



ATTACHMENT 1 HOW WE GOT HERE – DEMOGRAPHIC

Around the State

- Large retiree liability compared to actives
 - □ State average: 56% for Miscellaneous, 65% for Safety
- Declining active population and increasing number of retirees
- Higher percentage of retiree liability increases contribution volatility
- Ventura Port District percentage of liability belonging to retirees:
 - Miscellaneous 50%
 - Safety 37%



5



CALPERS CHANGES

- Recent contribution policy changes:
 - No asset smoothing
 - No rolling amortization
 - 5-year ramp up
- February 2018: CalPERS adopted new amortization policy
 - Applies only to newly established amortization bases
 - ▶ Fixed dollar amortization rather than % pay
 - Amortize gains/losses over 20 rather than 30 years
 - ➢ 5-year ramp up (not down) for investment gains and losses
 - ➢ No ramp up/down for other amortization bases
 - Minimizes total interest paid over time and pays off UAL faster
 - Effective June 30, 2019 valuation for 2021/22 contributions
- CalPERS Board changed the discount rate:

		Rate	Initial Impact	Full Impact
•	6/30/16 valuation	7.375%	18/19	22/23
•	6/30/17 valuation	7.25%	19/20	23/24
	6/30/18 valuation	7.00%	20/21	24/25

NOW



Risk Mitigation Strategy

- Move to more conservative investments over time to reduce volatility
- Only when investment return is better than expected
- Lower discount rate in concert
- Essentially use $\approx 50\%$ of investment gains to pay for cost increases
- Likely get to 6.0% discount rate over 20+ years
- Risk mitigation suspended from 6/30/16 to 6/30/18 valuation
- Did not trigger for 6/30/19 valuation



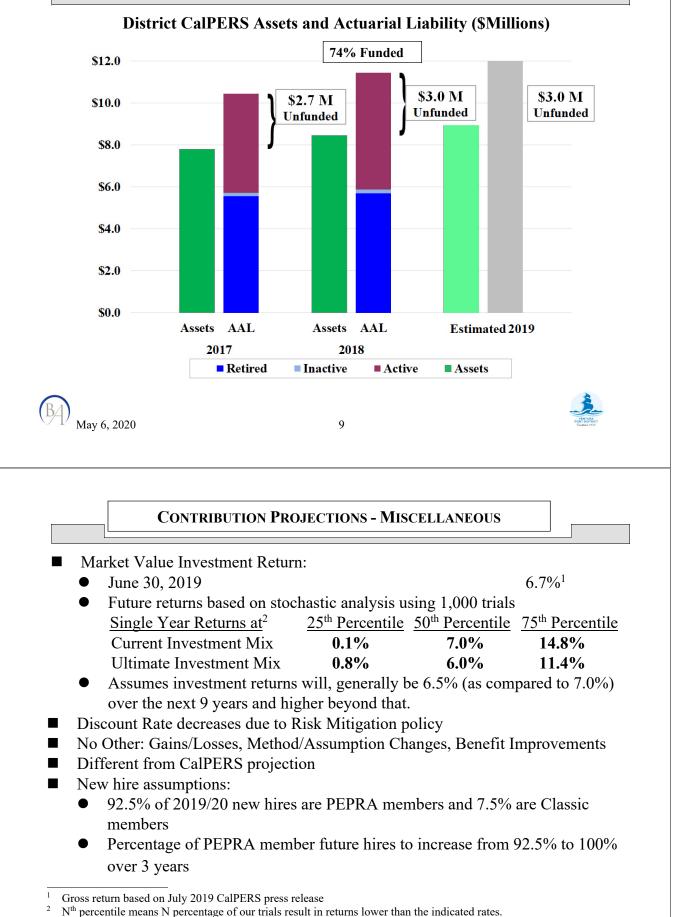
7

SUMMARY OF DEMOGRAPHIC INFORMATION - MISCELLANEOUS

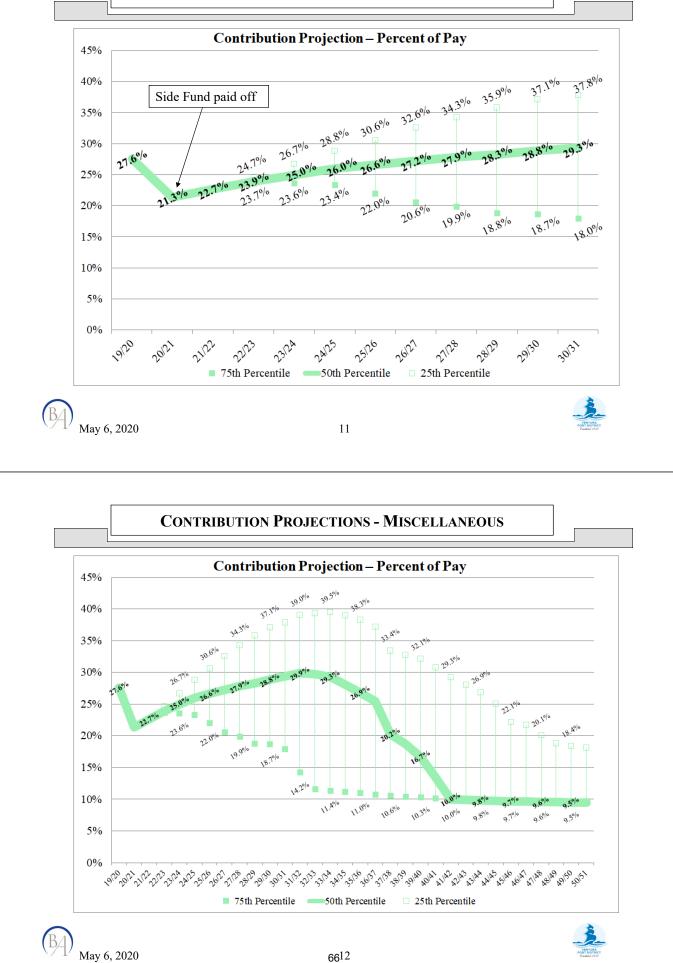
	2012	2014	2017	2018	
Actives					
■ Counts	25	27	25	27	
 Average PERSable Wages 	\$ 54,900	\$ 54,800	\$ 58,300	\$ 59,300	
Total PERSable Wages	1,400,000	1,500,000	1,500,000	1,600,000	
Inactive Members					
Counts					
• Transferred	3	3	1	1	
• Separated	12	14	13	13	
• Retired	23	25	27	27	

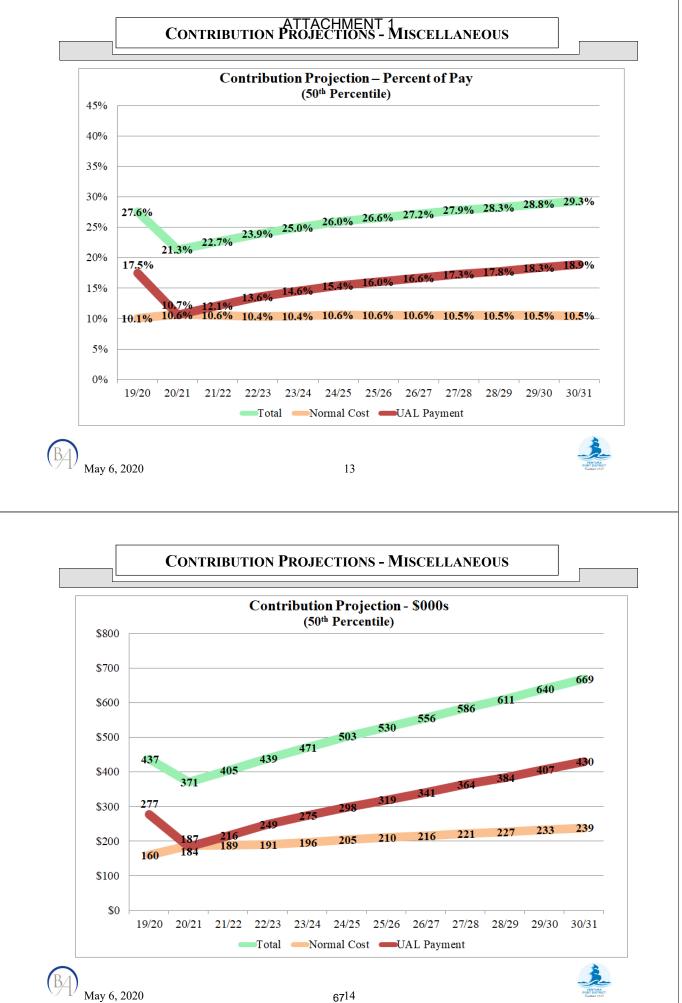


PLAN FUNDE**A STACHMEMT**SCELLANEOUS



ATTACHMENT 1 CONTRIBUTION PROJECTIONS - MISCELLANEOUS





SUMMARY OF DEMATCHMEINFORMATION - SAFETY

	2012	2014	2017	2018
Actives				
Counts	9	10	10	10
■ Average PERSable Wages	\$ 58,200	\$ 54,900	\$ 52,800	\$ 52,800
■ Total PERSable Wages	500,000	500,000	500,000	500,000
Inactive Members				
Counts				
• Transferred	4	3	2	3
• Separated	2	1	1	-
• Retired	3	4	7	7

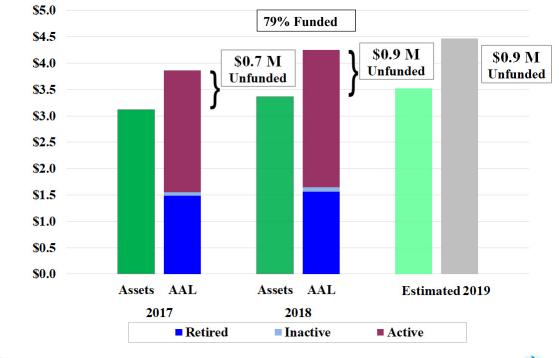
3**A)** May 6, 2020

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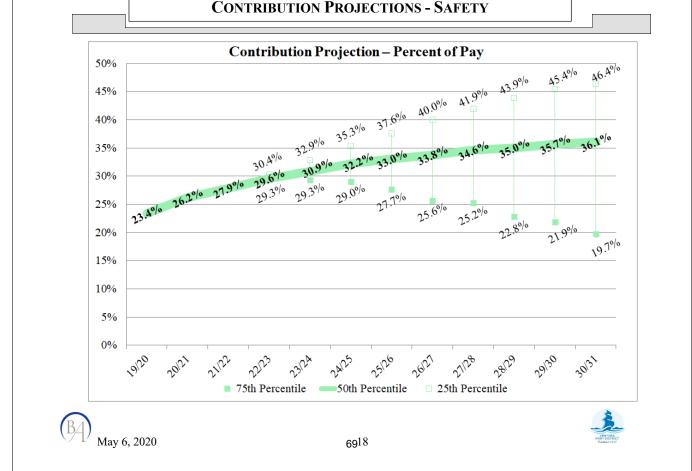
PLAN FUNDED STATUS - SAFETY

District CalPERS Assets and Actuarial Liability (\$Millions)

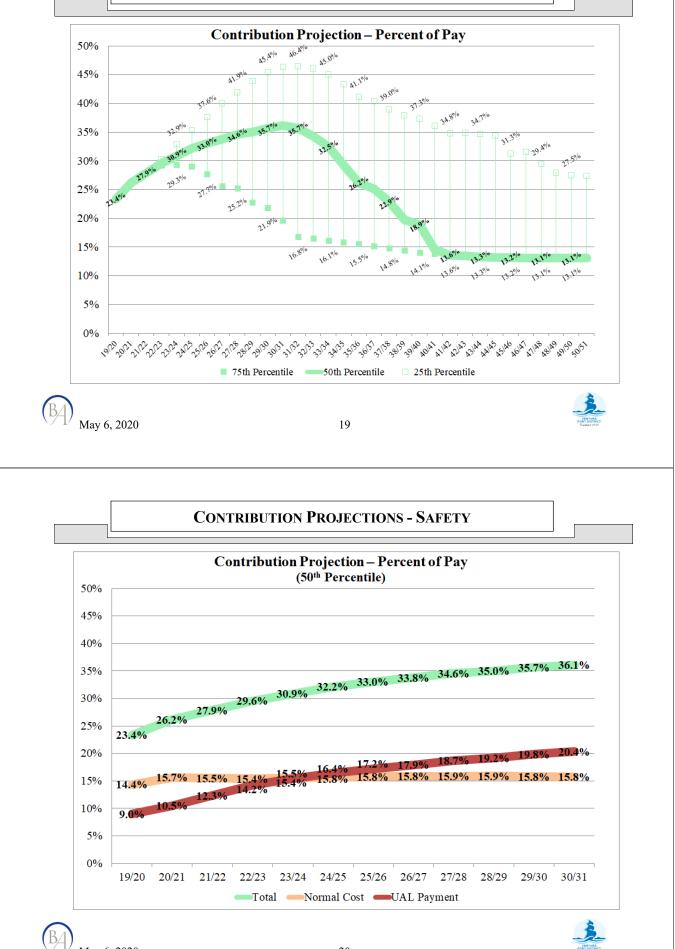


ATTACHMENT 1 CONTRIBUTION PROJECTIONS - SAFETY

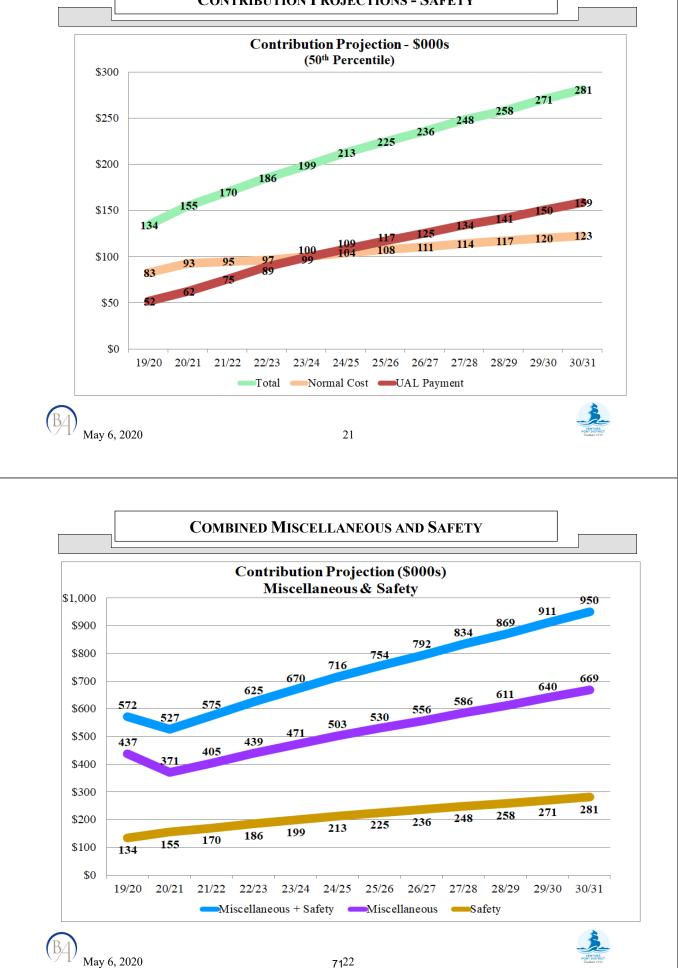
Market Value Investment Return: $6.7\%^{3}$ June 30, 2019 Future returns based on stochastic analysis using 1,000 trials • 25th Percentile 50th Percentile 75th Percentile Single Year Returns at⁴ 0.1% 7.0% Current Investment Mix 14.8% 0.8% 6.0% Ultimate Investment Mix 11.4% Assumes investment returns will, generally be 6.5% (as compared to 7.0%) over the next 9 years and higher beyond that. Discount Rate decreases due to Risk Mitigation policy No Other: Gains/Losses, Method/Assumption Changes, Benefit Improvements Different from CalPERS projection New hire assumptions: 92.5% of 2019/20 new hires are PEPRA members and 7.5% are Classic members Percentage of PEPRA member future hires to increase from 92.5% to 100% over 3 years District currently only has Classic employees Gross return based on July 2019 CalPERS press release. Nth percentile means N percentage of our trials result in returns lower than the indicated rates. May 6, 2020 17



ATTACHMENT 1 Contribution Projections - Safety







ATTACHMENT 1 PAYING DOWN THE UNFUNDED LIABILITY & RATE STABILIZATION

- Where do you get the money from?
- How do you use the money?



Way 6, 2020

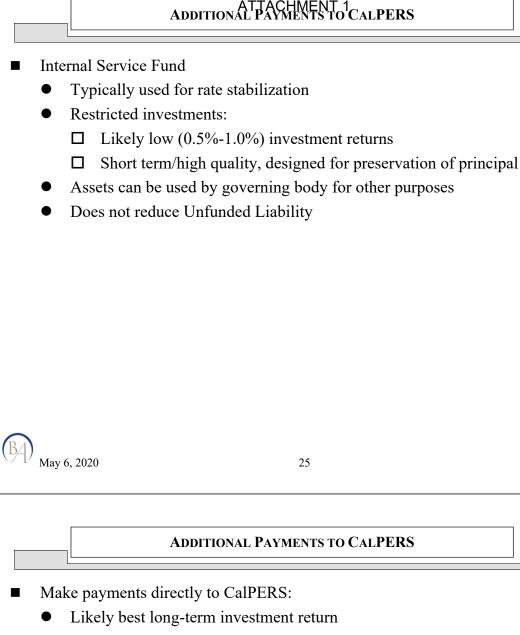
23

WHERE DO YOU GET THE MONEY FROM?

- Pension Obligation Bond:
 - Usually thought of as interest arbitrage between expected earnings and rate paid on POB
 - No guaranteed savings
 - PEPRA prevents contributions from dropping below normal cost
 Savings offset when investment return is good
 - GFOA Advisory
- Borrow from General Fund similar to State
- One time payments
 - Governing body resolution to use a portion of one time money, e.g.
 - \square 1/3 to one time projects
 - \Box 1/3 to replenish reserves and
 - \Box 1/3 to pay down unfunded liability



ADDITIONAL PAYMENTS TO CALPERS

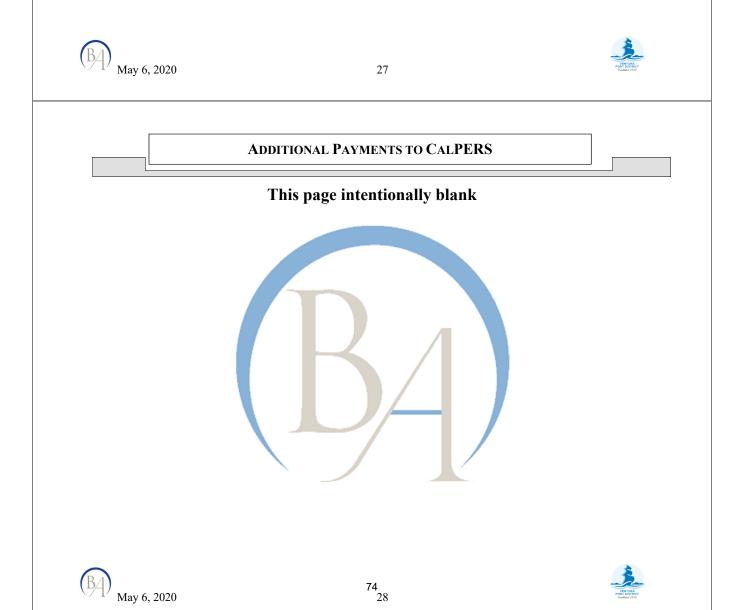


- Must be considered an irrevocable decision
 - Extra payments cannot be used as future "credit"
- Option #1: Request shorter amortization period (Fresh Start):
 - □ Higher short term payments
 - □ Less interest and lower long term payments
 - □ Likely cannot revert to old amortization schedule





- Make payments directly to CalPERS (continued):
 - Option #2: Target specific amortization bases:
 - □ Extra contribution's impact muted by reduced future contributions
 - O CalPERS can't track the "would have been" contribution
 - □ No guaranteed savings
 - O Larger asset pool means larger loss (or gain) opportunity
 - Paying off shorter amortization bases: larger contribution savings over shorter period:
 - Paying off longer amortization bases: smaller contribution savings over longer period:



ATTACHMENT 1 IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

• Can only be used to:

- Reimburse District for CalPERS contributions
- Make payments directly to CalPERS
- Investments significantly less restricted than District investment funds
 - Fiduciary rules govern Trust investments
 - Usually, designed for long term returns
- Assets don't count for GASB accounting
 - Are considered Employer assets
- Over 100 trusts established, mostly since 2015
 - Trust providers: PARS, PFM, Keenan
 - California Employers' Pension Prefunding Trust (CEPPT) effective July 2019
 - □ Strategy 1: Expected Return 5% (48 stocks / 52% bonds)
 - □ Strategy 2: Expected Return 4% (22% stocks / 78% bonds)

3A) _{May 6, 2020}

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IRREVOCABLE SUPPLEMENTAL (§115) PENSION TRUST

- More flexibility than paying CalPERS directly
 - District decides if and when and how much money to put into Trust
 - District decides if and when and how much to withdraw to pay CalPERS or reimburse Agency
- Funding strategies typically focus on
 - Reducing the unfunded liability
 - \Box Fund enough to make total CalPERS UAL = 0
 - □ Make PEPRA required payments from Trust when overfunded
 - Stabilizing contribution rates
 - □ Mitigate expected contribution rates to better manage budget
 - Combination
 - □ Use funds for rate stabilization/budget predictability
 - □ Target increasing fund balance to pay off UAL sooner

A) May 6, 2020



ATTACHMENT 1 COMPARISON OF OPTIONS

Supplemental Trust

- Flexible
- Likely lower long-term return
- Investment strategy choice
- Does not reduce net pension liability for GASB reporting
- More visible

- Locked In
- Likely higher long-term return
- No investment choice
- Reduces net pension liability for GASB reporting
- More restricted



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BOARD OF PORT COMMISSIONERS

MAY 20, 2020

Standard Agenda Item 2 Approval of Financial Statements and Checks for January through March 2020

VENTURA PORT DISTRICT BOARD COMMUNICATION

STANDARD AGENDA ITEM 2

Meeting Date: May 20, 2020

TO:Board of Port CommissionersFROM:Gloria Adkins, Accounting ManagerSUBJECT:Approval of Financial Statements and Checks for January through March 2020

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3391 to:

- a) Accept the following financial statements for the Quarter ended March 31, 2020; and,
- b) Review the payroll and regular checks for January through March 2020.

SUMMARY:

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

BACKGROUND:

The financial statements for the quarter ending March 31, 2020, shown as Attachment 2, 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 Ventura Shellfish Enterprise (VSE) Aquaculture Grant Fund Statement of Income and Expenses and the Balance Sheet are included here as Attachment 3. The 2018 VSE aquaculture project expenditure recap report through March 2020 is also included in this attachment.

The Quarterly Treasurer's Report for the period ending March 31, 2020 has been included in the Staff Report section of the Board packet where it has been historically located.

Operational Disbursements

The accounts payable check registers for January through March 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):

January 2020 -

- The Holly Workshop was paid \$32,000 on 1/10/20 as the final payment on Holiday décor purchase, setup, take down and storage of the December 2019 seasonal decorations in the Village and at the Harbor entrance.
- Dudek was paid \$20,663 on 1/10/20 for three invoices pertaining to project management assistance to the General Manager and the permitting regulations task on the VSE project.
- PowerHouse Construction was paid \$20,000 on 1/10/20 as a progress payment to purchase, fabricate and install ADA handrails in Village.
- Ventura Dive & Sport was paid \$27,760 on 1/31/20 for the District's portion of the Pool Wall Improvement Project as per the agreement dated 11/14/2019.

February 2020 -

- Fugro USA Marine, Inc was paid \$15,075 on 2/07/20 for multibeam and LIDAR survey of the Ventura Harbor.
- Ellis & Makus LLP was paid \$16,320 on 2/8/20 for human resources consulting services.
- PowerHouse Construction was paid \$18,300 on 2/21/20 for three separate jobs. This checks includes the final payment to purchase, fabricate and install ADA handrails in the Village; purchase, install and haul away a steel bathroom door with steel framing for one of the family restrooms in the Village and repair a broken door jamb in the carousel building.
- Dudek was paid \$13,960 on 2/21/20 for three invoices pertaining to project management assistance to the General Manager and the permitting regulations task on the VSE project.

March 2020 -

- Alliant Insurance Services was paid \$63,132 on 3/6/20 for the annual premium for four Navigators Marine Insurance policies. This insurance covers all liability related to the patrol boats, the launch ramp, the District docks (including the Village) and the water area in the harbor.
- Frenchie's Modern Nail Care was paid \$33,334 on 3/11/20 for the final tenant improvement progress payment stipulated in her lease.
- Ellis & Makus LLP was paid \$23,469 on 3/12/20 for human resources consulting services.
- Ventura Harbor Marine Fuel was paid \$24,307 on 3/13/20 to reimburse them for over paid estimated percent rent during 2019. This tenant pays an estimated percentage rent monthly. At the end of the calendar year their actual percentage rent is reconciled to the estimated payments that were paid throughout the year. The percent rent estimated for 2019 was higher than the actual entitling them to a refund of the over-paid rent. The monthly estimated percent rent for the remainder of calendar year 2020 has been reduced.

Details reflecting purchases made through the District's Wells Fargo Bank credit cards for March 2020 is included as Attachment 5. No bank cards were active during January and February 2020. The District's Chase Bank credit card was cancelled on December 28, 2019.

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, the month of January contains three regular pay periods. February and March contain two regular pay periods, with the month of March also containing the quarterly accrued compensation hours pay-off run.

FISCAL IMPACT:

The Statement of Income and Expenses reflects a positive 'Change in Net Position' of \$285,141 for the period ended March 31, 2020.

ATTACHMENTS:

Attachment 1 – Resolution No. 3391

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

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

Attachment 4 – Accounts Payable Check Registers – January - March 2020

Attachment 5 – Wells Fargo Bank Credit Card Charges March 2020



RESOLUTION NO. 3391

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 March 31, 2020;
- B. The following Checks are hereby reviewed:
 - 1) Payroll Checks #10081-10153 and direct deposits inclusive in the amounts of \$228,834 for January 2020 salaries, \$154,698 for February 2020 salaries, and \$192,597 for March 2020 salaries.
 - Regular Checks #51186-51617, #1093-1094, and #1038-1039 inclusive in the amounts of \$258,398 for January 2020 expenditures, \$289,592 for February 2020 expenditures, and \$389,648 for March 2020 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on May 20, 2020, Resolution No. 3391 was adopted by the following vote:

AYES: NOES: ABSTAIN: ABSENT:

Attest:

Chris Stephens, Chairman

Jackie Gardina, Secretary

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

<pre>< Quarter (3 mos)> < Year-to-Date Budget Activity Variance Budget Activity Variance</pre>	> ariance
OPERATING REVENUES	mance
Parcel Lease Income \$ 1,113,100 \$ 1,138,424 \$ 25,324 \$ 2,972,700 \$ 3,022,700 \$	50,000
Dry Storage Income 14,500 15,057 557 25,100 25,372	272
Fisherman's Storage 20,325 20,325 0 61,375 61,238	(137)
Parking Income 10,500 10,303 (197) 39,500 40,033	533
Miscellaneous Income/Rentals 3,150 2,176 (974) 54,950 52,109	(2,841)
Village Income	20 470
Harbor Village Lease Income595,500615,76320,2632,053,0002,083,479Commercial Fishing61,75069,1217,371163,700161,596	30,479 (2,104)
Miscellaneous Income 1,450 12,639 11,189 4,350 18,706	(2,104) 14,356
Harbor Event Fees 7,800 6,524 (1,276) 21,000 22,441	14,330
Marketing Booth/Vendor Income 2,800 2,412 (388) 6,200 6,192	(8)
Co-Op Advert/Sponsorship 1,500 0 (1,500) 14,500 15,385	885
Merchants Promo Fund 28,800 28,218 (582) 84,000 82,471	(1,529)
Slip Rentals 209,400 212,516 3,116 464,400 467,535	3,135
Dock Electrical Income 1,350 7,459 6,109 3,650 11,582	7,932
C A M Income 95,500 88,702 (6,798) 265,500 258,812	(6,688)
Total Oper. Revenues \$\$ 2,167,425 \$\$ 2,229,639 \$\$ 62,214 \$\$ 6,233,925 \$\$ 6,329,651 \$\$	95,726
OPERATING EXPENSES	
Personnel Expenses	
Salaries & Wages	01 770
Regular Salaries \$ 680,071 \$ 677,419 \$ 2,652 \$ 1,943,060 \$ 1,921,290 \$ Datt time Liele 32,115 52,440 (20,525) 94,412 94,244	21,770
Part-time Help33,11553,640(20,525)94,61384,244Overtime Pay10,87521,077(10,202)52,62563,606	10,369 (10,981)
Holiday Pay11,25017,474(6,224)33,75040,523	(10,981) (6,773)
Total Salaries & Wages \$ 735,311 \$ 769,610 \$ (34,299) \$ 2,124,048 \$ 2,109,663 \$	14,385
Other personnel expenses	14 000
Retirement Contributions/Exp 159,920 151,023 8,897 456,904 442,604 9000000000000000000000000000000000000	14,300
Payroll Taxes13,11114,052(941)37,61435,369Worker's Comp Ins.37,24837,2480111,744111,744	2,245 0
Worker's Comp Ins.37,24837,2480111,744111,744OPEB Liability3,0002,5024989,0007,126	1,874
Medical & Life Ins. 81,999 74,721 7,278 245,997 223,703	22,294
Optional Benefit Plan 66,996 69,326 (2,330) 200,988 201,342	(354)
Uniforms & Tool Allowances <u>9,027</u> <u>5,610</u> <u>3,417</u> <u>27,581</u> <u>20,665</u>	<u>6,916</u>
Total - Other Personnel Expenses \$ 371,301 \$ 354,482 \$ 16,819 \$ 1,089,828 \$ 1,042,553	47,275

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

		<	Qu	arter (3 mos)	>	<	- Y	ear-to-Date	 >
		Budget		Activity		Variance	Budget		Activity	Variance
General Expenses										
Advertising	\$	3,120	\$	3,594	\$	(474)	\$ 13,860	\$	8,032	\$ 5,828
Leasing & Real Estate		7,755		4,594		3,161	23,265		13,080	10,185
Auto Mileage & Allowance		3,500		2,702		798	10,000		7,533	2,467
Auto/Boat Equip & Maint		39,450		21,547		17,903	121,500		87,245	34,255
Bad Debt		2,400		1,931		469	7,200		2,112	5,088
Bank Fees & Other Misc		3,125		2,156		969	9,375		7,174	2,201
Building Maintenance		102,348		62,729		39,619	307,044		267,921	39,123
Bldg Maint-Tenant Improvments		5,000		(500)		5,500	5,000		(500)	5,500
Communications		10,375		8,323		2,052	31,125		25,680	5,445
Conferences & Training		21,545		11,833		9,712	50,135		35,177	14,958
Dock Maint. & Repair		15,123		1,802		13,321	45,369		6,697	38,672
Equipment Rental		6,374		2,781		3,593	15,126		10,967	4,159
General Insurance		68,001		68,001		0	204,003		204,003	0
Grounds Maintenance		28,749		22,232		6,517	146,247		131,666	14,581
General Harbor Maintenance		999		214		785	2,997		214	2,783
Janitorial Supplies		16,001		15,563		438	48,003		42,273	5,730
Judgements & Damages		0		0		0	0		1,122	(1,122)
Land/Building Rental Expense		20,325		20,325		0	61,375		60,317	1,058
Marketing & Promotions		72,625		59,485		13,140	230,900		217,077	13,823
Memberships & Subscriptions		5,250		2,082		3,168	21,675		22,923	(1,248)
Office Supplies & Equipment		8,660		5,836		2,824	26,970		21,808	5,162
Computer Equip & Supplies		2,400		2,042		358	40,600		38,752	1,848
Operating Supplies		14,499		9,817		4,682	43,497		34,660	8,837
Other Equipment & Repairs		13,248		12,286		962	39,744		37,933	1,811
Professional Services - Legal		106,000		104,572		1,428	336,000		334,788	1,212
Professional/Outside Services		143,330		145,553		(2,223)	522,190		449,022	73,168
Prof. ServVSE Aquaculture		67,650		8,075		59,575	148,850		128,982	19,868
Utilities		94,992		84,967		10,025	308,976		315,441	(6,465)
Dredging Related Expenses	_	174,260		59,179		115,081	 281,260		157,894	 123,366
Total General Expenses	\$	1,057,104	\$	743,721	\$	313,383	\$ 3,102,286	\$	2,669,993	\$ 432,293
Total Operating Expenses	\$	2,163,716	\$	1,867,813	\$	295,903	\$ 6,316,162	\$	5,822,209	\$ 493,953
Oper. Income(Loss) Before Depre	c.\$	3,709	\$	361,826	\$	358,117	\$ (82,237)	\$	507,442	\$ 589,679
Depreciation	\$	240,000	\$	238,861	\$	1,139	\$ 714,000	\$	711,566	\$ 2,434
Operating Income (Loss)	\$	(236,291)	\$	122,965	\$	359,256	\$ (796,237)	\$	(204,124)	\$ 592,113

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

		< Quarter (3 mos) >						<	Year-to-Date>			
		Budget		Activity	'	Variance		Budget		Activity	'	Variance
NON-OPERATING REVENUES												
General												
Investment Income (Loss)	\$	87,000	\$	126,136	\$	39,136	\$	265,000	\$	276,836	\$	11,836
Tax Income		25,000		22,449		<u>(2,551</u>)		770,000		808,347		38,347
Total General Non-Oper. Income	\$	112,000	\$	148,585	\$	36,585	\$	1,035,000	\$	1,085,183	\$	50,183
Special Funding												
DBAW Grants-Misc	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0
DBAW Grant-Equipment		0		0		0		0	_	0		0
Total Special Funding	\$	0	\$	0	\$	0	\$	0	\$	0	\$	0
TOTAL NON-OPER. REVENUES	\$	112,000	\$	148,585	\$	36,585	\$	1,035,000	\$	1,085,183	\$	50,183
NON-OPERATING EXPENSES												
Interest Expense	<u>\$</u>	292,100	<u>\$</u>	287,439		4,661	<u>\$</u>	608,100	<u>\$</u>	<u>595,918</u>		12,182
Total Non-Oper. Expenses	\$	292,100	\$	287,439	\$	4,661	\$	608,100	\$	595,918	\$	12,182
Non-Operationing Income (Loss)	\$	(180,100)	\$	(138,854)	\$	41,246	\$	426,900	\$	489,265	\$	62,365
CHANGES IN NET POSITION	\$	(416,391)	\$	(15,889)	\$	400,502	\$	(369,337)	\$	285,141	\$	654,478

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending March 31, 2020 – 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 and it is difficult to pinpoint causes of variances this early in the fiscal year.

Operating Income:

Parcel Lease Income – (exceeds budget \$50,000) This category reflects the cumulative balance for master tenant's rents. The current variance seems to primarily reflect the net effect of an increase in sales reported by Ventura Isle Marina offset by a decrease in sales reported by the Boatyard. Ventura Isle Marina is reporting double digit increases in their sales compared to the prior year. Due to the slow squid season, a lot fishing boats that would normally utilize the Boatyard have left the harbor to follow the fish.

Harbor Village Lease Income – (exceeds budget \$30,479) This category reflects Retail, Restaurant, Office, and Charters. Most of this budget variance reflects the 3rd quarter activities in charters offset by a decrease in sales for the Fuel Pier. Island Packers was budgeted conservatively given their projected reduction in business due to the landings on the islands being closed for construction thereby reducing their island excursions. They have been able to add other services to their business to recover some of their lost sales during the island constructions. Unfortunately, the current pandemic will offset their progress. The Fuel Pier sales must have been affected by the fishing boats leaving the harbor to follow the fish.

Commercial Fish Offloading – (under budget \$2,104) Marina Manager Werneburg has been monitoring the squid migrations closely. Unfortunately, the squid season was much slower than anticipated. This income category was reduced as a part of the mid-year budget adjustments to reflect the extremely slow season.

Slip Rentals – (exceed budget \$3,135) The slip income budget was reduced as part of the mid-year budget adjustments to reflect the fishing boats that left the harbor to follow the fishing industry and a slow start repopulating the slips after the slip renovation.

Operating Expenses:

Personnel Expenses – (under budget \$61,660) There were no adjustments made to the personnel categories during the mid-year budget review. This variance is \$17,480 less than it was at the end of the 2nd quarter.

• Salaries and wages are under budget by \$14,385. At the end of the 2nd quarter (Jul-Dec 2019), this category was under budget by \$48,683. The 2nd quarter variance was due to the timing of hiring new personnel, the timing of salary changes as per MOU's and the need for part-time employee coverage.

During the 3rd quarter, most of the funds remaining at the end of the 2nd quarter were utilized to hire the part-time Project Manager approved by the Board in December. The hiring for this new position directly reduced the professional service's that are included in the dredging related expenses.

- Other personnel expenses are under budget by \$47,275. This is \$16,819 more than the previous quarter. Given there were no mid-year budget adjustments made to any of the personnel expenses, this variance continues to be distributed primarily between retirement contributions, \$14,300 and medical & life Insurance, \$22,294.
 - 1. The variance in the retirement category of \$14,300 is reasonable considering \$456,000 was budgeted through 3/31/20.
 - 2. The primary reason for the medical & life insurance being under budget continues to be that in the first quarter four new employees were budgeted to utilize the District's health plan. Two

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

of the employees declined as they have coverage elsewhere and the other two were late enrollees.

3. The consequence of these few employees not utilizing the District's medical plan is that the optional benefit plan costs have increased. This increase is not obvious due to a net affect that is created. The bilingual incentive benefit is in included in this category, but nobody has qualified for the benefit. The increased optional benefit usage by those employees who were budgeted to utilize the insurance and chose not to are using funds that were allocated as bilingual incentive that are not being utilized.

Auto/Boat Equip & Maint. – (under budget \$34,255) This variance doubled by the end of the 3rd quarter. The variance continues to be primarily in the boat maintenance category. At this time, routine repairs and maintenance have been performed. This category is mostly divided evenly over the twelve-month budget period with a larger allocation in June as a contingency.

Building Maintenance – (under budget \$39,123) This variance reflects the 3rd quarter. At the end of the 2nd quarter all funds budgeted to that point had been utilized. Our Facilities Manager has explained that the primary delay in completing the work during the 3rd quarter was bad weather in February. Working out the new Village painting project scheduling was also a factor in needing to delay building work.

Dock Maint. & Repair – (under budget \$38,672) Our Marina Manager has explained that some dock work was deferred pending acquiring the needed parts. This work began in April. Also work on the existing fish pier crane is being deferred. Staff does not want to take the existing crane out of service for maintenance until after the new crane is installed to ensure that a functioning crane is always working.

Marketing and Promotions – (under budget \$13,823) Our Marketing Manager attempts to distribute their budget based on scheduled events and advertising promotions. At the end of the 2^{nd} quarter all funds budgeted to that point had been utilized. Marketing had to cancel the March events due to the pandemic. This probably had a large impact on the funds not being spent during this quarter.

Professional Services -Legal – (under budget \$1,212) This category was adjusted at mid-year to more accurately reflect actual expenses related to real estate, litigation, and personnel matters.

Professional/Outside Services – (under budget \$73,168 \$75,391) In this category, items that can be readily identified as to when they will be expensed are placed in their appropriate budget months. The remaining funds are spread out evenly over the twelve-month budget cycle. This variance continues to reflect the 1st and 2nd quarters of the fiscal year. Expenses during the 3rd quarter were in line with the budget allocations for those months.

Professional Services – VSE Aquaculture – (under budget \$19,868) In this category, items that can be readily identified as to when they will be expensed are placed in their appropriate budget months. The remaining funds are spread out evenly over the twelve-month budget cycle. At the end of December, this category had exceeded the budget by \$39,707. In January, expenses posted to this category that qualified for grant reimbursement were transferred to the grant account. They were originally paid out of the general fund pending the second-year grant approval. This reclass of expenses reduced the budget overage for the 1st & 2nd quarters.

Utilities - (exceeds budget \$6,465) This category consists of water, electricity, gas, and trash expenses. Water and electricity represent the largest portions of this variance.

• The water category is in-line with the budget at 3/31/20.

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

- Most of the electrical expense being over budget continues to pertain to the reimbursement of electricity usage to the Ventura Harbor Fuel Pier. The Village marina slips on C dock shared the meter with the Ventura Harbor Fuel Pier. The Fuel Pier was reimbursed for one year of usage in a lump sum payment although the category is divided over twelve months. A portion of this overage is probably also associated with the converting over to Clean Power Alliance.
- The Gas category is in-line with the budget at 3/31/20.
- The trash expense is over budget due to higher than expected rate increases. The 3rd quarter was closer to the budget allocation due to a reduction in pick-ups being needed due to less activity in the winter months combined with the stay home order from the COVID19 pandemic.
 - Water is under budget by \$1,646,
 - Electricity is over budget by \$3,047,
 - Natural Gas under budget by \$604 and
 - Trash over budget by \$5,667. (majority of this variance reflects the 1st and 2nd quarters)

Dredging Related Expenses - (under budget \$123,366) This variance is primarily in the 3rd quarter. It reflects the decrease in professional services for the 3rd quarter (Jan-Mar2020) resulting from Mr. Parsons being hired on as an employee in the new Property Manager position on January 1, 2020.

Non-operating Revenue:

Investment Income (under budget \$11,836) This variance continues to be the combined effect of gradually reducing rates on interest earnings and the using down of the fund balance from the Village Marina dock project loan proceeds to complete the renovation.

Tax Income – (exceeds budget \$38,347) This variance continues to primarily represent the 1st and 2nd quarters. The 3rd quarter was in-line with the budget. This budget item is always projected as conservative estimate. It represents the District's pro-rata share of the Ventura County property tax assessments collected. The District received the first of two large annual property tax installments in December. This first installment is usually the larger of the two received each year from the County. The second installment was received in April.

Non-operating Expenses:

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

Ventura Port District Budget Analysis For the Period Ended March 31, 2020

	Current Annual Budget	Current YTD Activity	Remaining Budget	% Remaining	Prior Year Annual Budget	Prior Year YTD Activity	Remaining Budget	% Remaining
INCOME	Ū	5	Ũ	Ũ	0	,	Ũ	Ũ
Operating Income								
Parcel Lease Income	3,850,000	3,022,700	827,300	21	3,795,000	2,898,945	896,055	24
Dry Storage Income	40,000	25,372	14,628	37	22,000	1,350	20,650	94
Fisherman's Storage	82,000	61,238	20,762	25	76,000	56,668	19,332	25
Parking Income	55,000	39,238	15,762	29	55,000	32,341	22,659	41
Miscellaneous Income/Rentals Village Income	59,000	52,179	6,821	12	211,000	206,485	4,515	2
Harbor Village Lease Income	2,748,500	2,083,479	665,021	24	2,744,000	2,073,304	670,696	24
Commercial Fishing	215,000	161,596	53,404	25	275,000	212,188	62,812	23
Miscellaneous Income	6,000	19,432	(13,432)	(224)	5,500	13,091	(7,591)	(138)
Harbor Event Fees	35,000	22,441	12,559	36	30,000	18,839	11,161	37
Marketing Booth/Vendor Income	8,000	6,192	1,808	23	5,000	6,573	(1,573)	(31)
Co-Op Advert/Sponsorship	14,500	15,385	(885)	(6)	14,000	15,490	(1,490)	(11)
Merchants Promo Fund	113,500	82,471	31,029	27	117,000	81,644	35,356	30
Slip Rentals	674,000	467,535	206,465	31	850,000	656,669	193,331	23
Dock Electrical Income	5,000	11,582	(6,582)	(132)	10,000	7,816	2,184	22
C A M Income	361,500	258,812	102,688	28	357,000	266,990	90,010	25
Total Operating Income	\$ 8,267,000	\$ 6,329,652	\$ 1,937,348	23 %	\$ 8,566,500	\$ 6,548,393	\$ 2,018,107	24 %
Non-operating Income								
Investment Income	350,000	276,836	73,164	21	283,000	301,590	(18,590)	(7)
Tax Income	1,300,000	808,347	491,653	38	1,250,000	781,089	468,911	38
DBAW Grants	0	0	0	0	3,000	4,272	(1,272)	(42)
Total Non-Operating Income	\$ 1,650,000	\$ 1,085,183	\$ 564,817	34 %	\$ 1,536,000	\$ 1,086,951	\$ 449,049	29 %
TOTAL INCOME	\$ 9,917,000	\$ 7,414,835	\$ 2,502,165	25 %	\$10,102,500	\$ 7,635,344	\$ 2,467,156	24 %
EXPENSES								
Personnel Expenses								
Salaries & Wages	2,757,500	2,109,663	647,837	23	2,686,500	1,960,851	725,649	27
Retirement Contributions	594,000	442,604	151,396	25	526,000	387,638	138,362	26
Payroll Taxes	49,000	35,369	13,631	28	51,100	32,846	18,254	36
Worker's Comp Ins.	149,000	111,744	37,256	25	140,500	105,660	34,840	25
OPEB Liability	12,000	7,126	4,874	41	96,000	71,226	24,774	26
Medical & Life Ins.	328,000	223,703	104,297	32	313,000	216,986	96,014	31
Other Employee Benefits	268,000	201,342	66,658	25	261,500	173,565	87,935	34
Uniforms & Tool Allowances	36,600	20,665	15,935	44	35,500	16,598	18,902	53
Total Personnel Expenes		\$ 3,152,216		25 %		\$ 2,965,370		28 %

Monthly Report (Unaudited) 1

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Ventura Port District Budget Analysis For the Period Ended March 31, 2020

	Current Annual Budget	Current YTD Activity	Remaining Budget	% Remaining	Prior Year Annual Budget	Prior Year YTD Activity	Remaining Budget	% Remaining
General Expenses	Ū.	5	Ũ	· ·	Ū.	5	Ũ	
Advertising	48,000	21,111	26,889	56	36,500	22,857	13,643	37
Auto Mileage & Allowance	13,000	7,533	5,467	42	14,000	10,775	3,225	23
Auto/Boat Equip & Maint	165,000	88,366	76,634	46	173,000	87,528	85,472	49
Bad Debt	10,000	2,112	7,888	79	10,000	13,913	(3,913)	(39)
Bank Fees & Other Misc	12,500	7,174	5,326	43	15,500	5,949	9,551	62
Building Maintenance	409,500	267,921	141,579	35	389,000	349,814	39,186	10
Bldg Maint-Tenant Improvments	163,300	(500)	163,800	100	198,500	0	198,500	100
Communications	41,500	30,091	11,409	27	41,500	30,856	10,644	26
Conferences & Training	58,800	35,177	23,623	40	43,500	26,271	17,229	40
Dock Maint. & Repair	61,500	6,697	54,803	89	44,500	12,880	31,620	71
Equipment Rental	18,000	10,967	7,033	39	17,500	16,050	1,450	8
General Insurance	272,000	204,003	67,997	25	256,000	191,997	64,003	25
Grounds Maintenance	175,000	131,666	43,334	25	168,900	115,526	53,374	32
General Harbor Maintenance	4,000	214	3,786	95	4,000	0	4,000	100
Janitorial Supplies	64,000	42,273	21,727	34	61,000	39,097	21,903	36
Land/Building Rental Expense	82,000	60,317	21,683	26	76,000	57,026	18,974	25
Marketing & Promotions	316,000	217,077	98,923	31	297,500	191,213	106,287	36
Memberships & Subscriptions	25,500	22,923	2,577	10	27,000	24,867	2,133	8
Office Supplies & Equipment	35,500	21,808	13,692	39	38,500	27,415	11,085	29
Computer Equip & Supplies	43,000	38,752	4,248	10	41,000	31,686	9,314	23
Operating Supplies	58,000	30,649	27,351	47	57,500	31,165	26,335	46
Other Equipment & Repairs	53,000	37,933	15,067	28	46,000	30,031	15,969	35
Professional Services - Legal	450,000	334,788	115,212	26	280,000	226,902	53,098	19
Professional/Outside Services	930,400	577,604	352,796	38	679,000	414,283	264,717	39
Utilities	428,000	315,441	112,559	26	411,500	274,744	136,756	33
Dredging Related Expenses	448,500	157,894	290,606	65	248,500	<u> 190,185</u>	<u> </u>	23
Total General Expenses	\$ 4,386,000	\$ 2,669,991	\$ 1,716,009	39 %	\$ 3,675,900	\$ 2,423,030	\$ 1,252,870	34 %
Non-operating Expenses								
Interest Expense	615,000	595,918	19,082	3	530,000	511,257	18,743	4
Amortized Bond Issuance Cost	0	0	0	0	64,000	54,166	9,834	15
Loss on Sale/Retirement of Asset	0	0	0	0	0	4,592	(4,592)	0
Total Non-Oper. Expenses	\$ 615,000	\$ 595,918	\$ 19,082	3 %	\$ 594,000			4 %
TOTAL EXPENSES	\$ 9,195,100	\$ 6,418,125	\$ 2,776,975	30 %	\$ 8,380,000	\$ 5,958,415	\$ 2,421,585	29 %

Ventura Port District Budget Analysis For the Period Ended March 31, 2020

Current	Current	Budget
Annual	YTD	Funds
Budget	Activity	Remaining

CAPITAL IMPROVEMENT PROJECTS/EQUIPMENT

Assets - Emergency Generator	\$ 15,000	\$ 0	\$ 15,000
Assets -Fish Pier Crane/Hoist	190,000	1,554	188,446
Assets-Pay&Display machine	25,000	0	25,000
Patrol Gangway Replacement	0	1,688	(1,688)
Assets-Vlg ADA Staircase Handrai	60,000	56,000	4,000
Assets-Dive Pool Glass Wall	45,000	35,144	9,856
Village Frenchies Buildout	100,000	100,000	0
Assets-1559 Improve-Choc Store	100,000	50,000	50,000
Assets-Vlg Parkinglot Trash Enclos	90,000	62,963	27,037
Assets-Village Painting	1,198,000	403,637	794,363
Assets-1591 #115 Spinnaker Build	75,000	0	75,000
Assets-Carousel Bldg-Renovation	75,000	45,000	30,000
Assets-ADA Restroom Improv-159	0	54,161	(54,161)
Assets-VHV ADA Restroom Impro	275,000	11,563	263,437
Assets-1559 Building Contingency	60,000	0	60,000
Assets-Fisherman's Storage Yard	25,000	0	25,000
Assets-Dry Storage Reconfiguratio	85,000	50,885	34,115
Patrol Gangway Replacement	0	960	(960)
Assets-VHV Marina Part G&H Doc	4,330,000	3,754,514	575,486
Assets-Vlg Dock Electrical Pedesta	 120,000	 936	 119,064
Total Capital Improvements	\$ 6,868,000	\$ 4,629,005	\$ 2,238,995

Ventura Port District Balance Sheet For the Period Ended March 31, 2020

CURRENT LIABILITIES Accounts Payable

Accrued Liabilities

LONG TERM DEBT

Accrued Interest Payable

TOTAL CURRENT LIABILITIES

Current Portion of Long Term Debt Current Portion OPEB Liability

Current Portion of Compensated Absences

CURRENT ASSETS	
Cash in Banks	4,521,786
Accounts Receivable	542,093
Intercompany Receivable-Grant Fund	210,116
Taxes Receivable	52,447
Interest Receivable	59,844
Prepaid Expenses	235,515
Inventory of supplies	83,071
TOTAL CURRENT ASSETS	\$5,704,872
RESTRICTED ASSETS	
Cash - Dredging	3,055,599
Cash - Improvement	4,205,874
Cash - Fisheries Complex	175,266
Cash - Project Fund-Village Marina	468,039
TOTAL RESTRICTED ASSETS	\$7,904,778
FIXED ASSETS Land Harbor Improvements Equipment Accumulated depreciation NET FIXED ASSETS	2,342,629 42,885,075 1,750,584 46,978,288 (17,853,002) \$29,125,286
	TOTAL ASSETS \$42,734,936
DEFERRED OUTFLOWS OF RESOURCES	105 001
Deferred amount on refundings	195,001
Deferred amount on OPEB	13,360 1,131,675
Deferred amount on pension plan TOTAL DEFERRED OUTFLOWS OF RESOUR	

TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

Itd - Notes Payable TOTAL LONG TERM DEBT 13,878,953 \$13,878,953 OTHER LIABILITIES 1,126,650 OPEB Liability-Long Term Compensated Absences-Long Term 39,939 3,484,073 267,522 Net Pension Liability Unearned Revenue Security Deposits TOTAL OTHER LIABILITIES 280,526 \$5,198,710 TOTAL LIABILITIES \$21,591,986 EQUITY Contributed Capital 4,632,128 Retained Earnings-Reserved 645,536 Retained Earnings- Unreserved Current Year Retained Earnings 16,751,526 285,141 \$22,314,331 TOTAL EQUITY DEFERRED INFLOW OF RESOURCES

Deferred amount from pension plan TOTAL DEFERRED INFLOW OF RESOURCES

TOTAL LIABILITIES, EQUITY, AND DEFERRED INFLOW OF RESOURCES

\$44,074,972

168,655 **\$168,655**

961,777

244,640

71,423

197,371

\$2,514,323

1,029,864 9,248

Monthly Report (Unaudited)

\$44,074,972

Ventura Port District Cashflow Statement As of March 31, 2020

Enterprise Fund (Includes Grant & Project Fund)

Operating Income Non-Operating Income	6,329,651 1,188,543
Total Income	\$ 7,518,194
Operating Expenses Non-Operating Expenses	6,637,135 595,918
Total Expenses	\$ 7,233,053
Change in Net Position-Accrual Basis	\$ 285,141
Cashflows for Capital and Financing Activities: Principle paid on debt	(1,029,864)
Deferred amount on refundings	19,925
Acquisitions/Retirements of Capital Assets Net Cash provided (used) by Capital & Financing	\$ (4,629,006) (5,638,945)
Operating Income Adjustments: Depreciation/Impairment of assets (Increase)decrease in receivables (Increase)decrease in prepaid Items Increase(decrease) in payables Increase(decrease) in unearned revenue Increase (decrease) in tenant deposits Net Cash provided by Operating Activities	\$ 711,566 40,940 172,552 118,376 (112,314) 7,432 938,552
NET Increase (Decrease) in Cash	\$ (4,415,252)
Add: Beginning Cash 7/1/19	\$ 17,009,432
Ending Cash at 3/31/20	\$ 12,594,180

Ventura Port District Distribution of Cash as of March 31, 2020

Enterprise Fund	Current Balance
<u>Cash</u> Cash on Hand (undeposited) Cash in Checking (Wells Fargo Bank) Cash in County Treasury Total Cash Available for Normal Operations	1,371 488,237 <u>18,303</u> \$ 507,911
Investments Unrestricted Reserves Local Agency Investment Fund (LAIF) Total Investments Unrestricted Reserves	<u>3,893,475</u> \$3,893,475
Dredging Reserves Local Agency Investment Fund (LAIF) Total Dredging Reserves	<u>3,055,599</u> \$3,055,599
Capital Improvement Reserves Local Agency Investment Fund (LAIF) Total Capital Improvement Reserves	4,205,875 \$4,205,875
<u>Fisheries Complex Reserves</u> Local Agency Investment Fund (LAIF) Total Fisheries Complex Reserves	<u> </u>
<u>Aquaculture Grant Funds</u> Cash in Checking (Wells Fargo Bank) Total Aquaculture Grant Funds	<u> </u>
<u>Project Fund - Village Marina</u> Cash in Checking (Wells Fargo Bank) Local Agency Investment Fund (LAIF) Total Project Fund Village Marina	120,400 <u>468,039</u> \$ 588,439
TOTAL CASH AND INVESTMENTS	<u>\$ 12,594,180</u>

Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>3/31/2020</u>	Year to Date Ended <u>3/31/2019</u>	Increase (Decrease)	
Parcel Leases				
Ventura Harbor Marine Assoc	149,022	159,278	(10,256)	-6%
Dave's Fuel Dock	7,703	7,331	372	5%
Sheraton 4 Points-Harbortown	408,266	392,314	15,952	4%
Harbortown Point	71,012	70,313	699	1%
Oceans West Marina	266,656	245,954	20,702	8%
Ventura Isle Marina	633,467	560,754	72,713	13%
Ventura Marina Mobile Park	390,056	377,780	12,276	3%
Ventura West Marina	431,792	404,514	27,278	7%
Ventura Yacht Club	100,025	96,770	3,255	3%
Vta Harbor Boatyard	330,201	358,937	(28,736)	-8%
Portside Partners Ventura Harbor	232,500	225,000	7,500	3%
Total Parcel Lease	3,020,700	2,898,945	121,756	4%
Appreciation rent & Option Fee	2,000	-	2,000	
Total Parcel Leases	3,022,700	2,898,945	123,756	4%
Ventura Harbor Village				
Retail Rents	374,466	390,796	(16,330)	-4%
Restaurant Rents	880,033	867,968	12,065	1%
Office Rents	530,332	519,944	10,388	2%
Charters	298,648	294,596	4,052	1%
Total Village	2,083,479	2,073,304	10,175	0%
Commercial Fishing	161,596	212,188	(50,592)	-24%
TOTAL	5,267,775	5,184,437	83,338	2%

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

	Quarter Ending March 31st			Year-T			
				0017.10	0010 10		% change FY18-19 to
	2017-18	2018-19	Current	2017-18	2018-19	Current	Current Yr
Operating Income							
Parcel Leases	1,071,930	1,137,511	1,137,424	2,813,552	2,898,945	3,020,700	4%
Assignment/Option Fee	-	-	1,000		_,,.	2,000	
Dry Storage	31,425	450	15,057	93,492	1,350	25,372	1779%
Other Operating	25,699	32,276	32,804	138,029	302,485	153,380	-49%
Harbor Village Leases	597,881	603,683	615,763	1,970,792	2,073,304	2,083,479	0%
Commercial Fishing	109,507	57,383	69,121	327,025	212,188	161,596	-24%
Slips	233,023	223,655	212,516	660,075	656,669	467,535	-29%
CAM	83,926	90,395	88,702	251,190	266,990	258,812	-3%
Marketing	25,333	27,282	28,218	76,807	81,644	82,471	1%
Electrical Slips	6,507	3,527	7,459	15,798	7,816	11,582	48%
Other Operating	7,284	9,874	21,575	38,770	47,002	62,724	33%
Total Operating Income	2,192,515	2,186,036	2,229,639	6,385,530	6,548,393	6,329,651	-3%
Total Operating Income	2,192,515	2,100,030	2,229,039	0,303,330	0,340,393	0,329,031	-370
Operating Expenses							
Harbor Patrol	308,309	296,264	351,301	958,061	990,861	1,129,542	14%
Maintenance	314,289	341,150	298,235	917,309	1,029,243	1,022,665	-1%
Administration	503,098	630,901	641,007	1,524,855	1,711,761	1,909,195	12%
Marina	170,093	173,199	185,408	504,426	513,556	558,798	9%
CAM	187,898	184,571	207,749	594,430	580,302	640,257	10%
Marketing	110,700	132,760	124,935	363,271	372,490	403,858	8%
Dredging	72,247	68,963	59,178	158,631	190,185	157,894	-17%
Total Operating Expenses	1,666,634	1,827,808	1,867,813	5,020,983	5,388,398	5,822,209	8%
NET OPERATING INCOME	525,881	358,228	361,826	1,364,547	1,159,995	507,442	-56%
Non-operating Income							
Interest	36,707	135,742	126,136	92,716	301,590	276,836	-8%
Taxes	19,922	38,597	22,449	727,903	781,089	808,347	3%
Other	17,722	4,272	22,447	21,604	4,272	-	0%
Total Non-operating Income	56,629	178,611	148,585	842,223	1,086,951	1,085,183	0%
Non-Operating Expenses	054 400	045 054	000.0/1	((0.450	((0, 005	744 577	70/
Depreciation	251,108	215,351	238,861	663,152	663,235	711,566	7%
Debt Service	205,497	300,596	287,439	429,512	565,423	595,918	5%
Other	-	-	-	-	4,592	-	-100%
Total Non-operating Expenses	456,605	515,947	526,300	1,092,664	1,233,250	1,307,484	6%
NET NON-OPER. INCOME	(399,976)	(337,336)	(377,715)	(250,441)	(146,299)	(222,301)	52%
NET CHANGE IN POSITION	125,905	20,892	(15,889)	1,114,106	1,013,696	285,141	-72%
	125,705	20,072	(10,007)	1,114,100	1,010,070	200,111	1210

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

INCOME VSE Grant Reimbursment TOTAL INCOME	<u> 103,360</u> \$103,360
EXPENSES Legal-VSE Grant Professional Services Regulatory Requirements Miscellaneous Expenses TOTAL EXPENSES	19,256 40,130 33,249 10,725 \$103,360

CHANGE IN NET POSITION

0

Ventura Port District Aquaculture Fisheries Study Grant Fund Balance Sheet For the Period Ended March 30, 2020

CURRENT ASSETS Cash in Banks Accounts Receivable-Grant TOTAL CURRENT ASSETS	167,615 57,839 \$225,454	CURRENT LIABILITIES Accounts Payable Intercompany Payable-Enterprise Fund TOTAL CURRENT LIABILITIES	16,006 210,116 \$226,122
LONG TERM ASSETS Long Term Assets TOTAL LONG TERM ASSETS	0 \$0	EQUITY Retained Earnings Current Year Retained Earnings TOTAL EQUITY	(668.00) 0.00 (\$668.00)
	\$225,454	TOTAL LIABILITIES AND EQUITY	\$225,454

TOTAL ASSETS

Ventura Port District Ventura Shellfish Enterprise 2018 Sea Grant - Year 1 & 2 Grant period 9/1/2018 - 8/31/2020

Grant Funding

Plauche Carr-Legal - Task 4	<u>Grant</u> 60,000.00	<u>Billed</u> 60,000.00	<u>Remaining</u> -	<u>Comments</u>
Dudek - Task 5 - Enviornmental Review	119,410.00	119,410.00	-	
Coastal Marine Biolabs - Task 6	39,000.00	17,756.19	21,243.81	
Scott Lindell - Task 7	20,500.00	15,492.74	5,007.26	Grower/Producer Compliance Training
Blake Stok - Task 7	24,750.00	10,725.00	14,025.00	
CAPS Media - Task 7	3,000.00	-	3,000.00	
Recap through 3/31/2020	266,660.00	\$ 223,383.93	\$ 43,276.07	

Direct costs to District	Contract/Budget	Billed	Remaining	Comments
Plauche & Carr	47,993.83	47,965.14	28.69	Contract terminated - Robert Smith
K & L Gates	35,000.00	-	35,000.00	New contract - Robert Smith
Dudek - 9% & Project Management Support	145,000.00	95,283.01	49,716.99	
Maine Marine Composites - Engineering Serv	15,150.00	15,150.00	-	Evaluate the performance of mussel longline system under specific conditions
COWI No. America Inc	64,040.00	16,010.00	48,030.00	Navigation Risk Assessment
Misc - Engineering Services	1,750.00	1,638.00	112.00	
Braitman & Associates	2,400.00	1,360.00	1,040.00	
Conferences/Travel/Meetings/Supplies	1,000.00	3,446.86	(2,446.86)	
Recap through 3/31/20	312,333.83	\$ 180,853.01	\$ 96,452.13	

Combined In-Kind Contributions and Cost Share Contributions

In-Kind Contributions/Value of Volunteered Time				
	Grant Requirement	Reported	Remaining	<u>Comments</u>
Ashworth, Ev & Brooke	97,800.00	57,132.50	40,667.50	Volunteered time
Bush, Doug	54,720.00	4,940.00	49,780.00	Volunteered time
Imondi, Ralph	25,600.00	10,550.00	15,050.00	Volunteered time
Parsons, Richard	20,000.00	6,400.00	13,600.00	Paid only as stipulated in Dredging/Project Manager Professional Service Agreement
Pendleton, Brian	48,490.00	48,838.00	(348.00)	Paid regular salary only
Santschi, Linda	25,600.00	10,650.00	14,950.00	Volunteered time
In-Kind Contribution/Volunteered Time thru 12/31/19	\$ 272,210.00	\$ 138,510.50	\$133,699.50	

Cost Share Contributions - Grant Year 1

Cost Share Contributions - Grant Year 1	Grant Requirement	Paid	Remaining	Comments
	Grant Requirement	Falu	Remaining	
Dudek - 9% & Project Management Support	-	16,055.00	(16,055.00)	Paid by District - Qualifies as cost share
Maine Marine Composites	-	15,150.00	(15,150.00)	Paid by District - Qualifies as cost share
Braitman & Associates	-	1,360.00	(1,360.00)	Paid by District - Qualifies as cost share
Noble Engineering	-	1,638.00	(1,638.00)	Paid by District - Qualifies as cost share
Cost Share Contributions thru 9/30/19	\$-	\$ 34,203.00	\$ (34,203.00)	
Total in-Kind and Cost Share Contributions	\$ 272,210.00	\$ 172,713.50	\$ 99,496.50	

Accounts Payable Check Register - January 2020

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<u>Check</u>	<u>Date</u>	Payee	Name	Description	<u>Amount</u>	<u>Amount</u>
51186	01/03/20	45635	Karen Eden	Marketing Village entertainment	300.00	
51187	01/07/20	8268	Ventura Harbor Marine Assoc.	Reimburse - percent rent overpayment	5,001.28	
51188	01/10/20	1037	Acorn Newspapers	Marketing-advertising	2,486.16	
51189	01/10/20	1045	ADT Security Services	NPS alarm service	179.85	
51190	01/10/20	1378	BC Tree Service Inc	Emergency tree removal/clean up	7,000.00	
51191	01/10/20	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
51192	01/10/20	1725	C E D (California Electrical Distributors	s) - VHV-lights; shop stock; track lighting - 1591 #113 Spinnaker	3,189.11	_
51193	01/10/20	1769	Calif. Special District Assoc.	Membership	7,615.00	_
51194	01/10/20	1820	CE Solutions	Online medical training	129.00	_
51195	01/10/20	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	807.98	
51196	01/10/20	2009	Coastal Occupational Medical	Prescreen employment screening	115.00	
51197	01/10/20	2097	Custom awards & Engraving	Marketing-event production	38.55	
51198	01/10/20	2099	Custom Embroidery	VPD hats/event production	167.83	
51199	01/10/20	2100	CyberCopy Inc.	Brochures/event cards	49.30	
51200	01/10/20	2174	Dan Harding	Advertising	680.00	
51201	01/10/20	2282	Dept. Of Industrial Relations	State elevator inspect - VPD Headquarters	225.00	
51202	01/10/20	2331	Dial Security Inc	Courtesy Patrol coverage	700.00	
51203	01/10/20	2751	Empire Cleaning Supply	Janitorial supplies	891.25	
51204	01/10/20	2980	Fausset Printing, LLC	Advertising	120.00	
51205	01/10/20	2986	Ferguson Enterprises Inc.	Drain pipe repair - 1583 Spinnaker	246.64	
51206	01/10/20	3050	All That's Fit to Print	Business cards	198.10	
51207	01/10/20	3490	Grainger Inc.	VHV signage	126.29	
51208	01/10/20	3781	The Holly Workshop	Harbor entrance and Village Christmas décor removal and storage	32,000.00	
51209	01/10/20	4418	Jonathan Stanger	Marketing Village entertainment	250.00	
51210	01/10/20	4742	Kratos Construction	Electrical & lighting for a Village office	860.00	
51211	01/10/20	6850	R P Barricade	Marketing-event production; barricades; signage	285.97	
51212	01/10/20	7031	Roger Thomsen	Bicycle tire tubes-Patrolling	86.65	
51213	01/10/20	7294	Service-Pro Fire Protection	New fire sprinklers - 1591 #113 Spinnaker	1,070.00	
51214	01/10/20	7411	Smogies Smog Shop	Vehicles M43, M46 - smog tests	87.50	
51215	01/10/20	7777	The Signal	Marketing-advertising	200.00	

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<u>Check</u>	Date	<u>Payee</u>	Name	Description	Amount	<u>Amount</u>
51216	01/10/20	8235	Ventura Chamber Of Commerce	Chamber dinner	30.00	
51217	01/10/20	8239	Ventura County Reporter	Marketing-advertising	620.00	
51218	01/10/20	8250	Ventura Visitors & Convention	Marketing-advertising	34.54	
51219	01/10/20	8534	HDS White Cap Const. Supply	Stucco repairs - 1583 Spinnaker	82.65	
51220	01/10/20	11415	Alertline Communications	Elevator phone service - quarterly	648.00	
51221	01/10/20	11457	Alexandria Pico	Marketing-ad production	330.00	
51222	01/10/20	12911	ASCAP(American Society of Compos	sers, Authors and Publishers)-Entertainment/music permits	368.00	
51223	01/10/20	17700	Cal Termite & Pest Control	VHV pest control	1,800.00	
51224	01/10/20	20178	Complus Data Innovations Inc	Parking citation service	500.00	
51225	01/10/20	20200	CoStar Realty Information, Inc	Leasing marketing data software	1,040.41	
51226	01/10/20	25351	Dudek	VSE project management	20,662.94	
51227	01/10/20	42471	JaniTek Cleaning Solutions	NPS, Mktg/Marina janitorial services	1,710.29	
51228	01/10/20	50071	LoopNet	Internet leasing advertising	194.95	
51229	01/10/20	54455	Mr. Painting, Inc.	Miscellaneous tenant improvements and leak repairs	4,610.00	
51230	01/10/20	61991	P & R Paper Supply Co.	Janitorial supplies	1,614.68	
51231	01/10/20	74343	Somerville Associates	Marketing-advertising	2,000.00	
51232	01/10/20	76705	Swift Chip, Inc	Server back up, WIFI - Marketing/Marina Offices	922.24	
51233	01/10/20	79652	Traffic Technologies LLC	VPD temporary signage	140.08	
51234	01/10/20	85261	West Coast Air Conditioning	VHV/VPD - HVAC maintenance	1,215.00	
51235	01/10/20	One Time	Ron McCown	Parking meter refund	12.00	
51236	01/10/20	PM One Time	e Shook & Kinney	Tenant deposit refund	700.00	
51237	01/10/20	1060	AFLAC	Salary reduction benefit	1,718.56	
51238	01/10/20	1440	Beacon Marine Chandlery Inc	Buoy shackle	23.58	
51239	01/10/20	2009	Coastal Occupational Medical	Prescreen employment screening	115.00	
51240	01/10/20	2100	CyberCopy Inc.	Brochures/event cards	107.48	
51241	01/10/20	2935	Farmer Bros. Co	Coffee supplies	278.43	
51242	01/10/20	3752	HLI Systems	Web host, domain renewal	480.00	
51243	01/10/20	5190	Matilija Water	Reverse osmosis water system	46.00	
51244	01/10/20	5210	McCormix Corp.	Maintenance vehicle fuel	1,114.42	
51245	01/10/20	5625	ReadyRefresh	Bottled water service	351.51	
51246	01/10/20	5632	MJP Technologies, Inc	IT services for SPAM filtering	112.00	
51247	01/10/20	6446	PowerHouse Construction Inc.	VHV ADA handrail replacement project-payment # 2	20,000.00	
51248	01/10/20	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,851.05	

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<u>Check</u>	Date	<u>Payee</u>	<u>Name</u>	Description	<u>Amount</u>	<u>Amount</u>
51249	01/10/20	8251	Ventura Water	Utilities	299.31	
51250	01/10/20	16150	Brendan Daly Photography	Advertising	475.00	
51251	01/10/20	52975	Michael Love	Marketing-event production - videographer for Santa Paddle	250.00	
51252	01/10/20	70075	Ricoh USA, Inc.	Copier page charges - Admin/Marketing	236.72	
51253	01/10/20	76012	Sunbelt Rentals, Inc.	Marketing-event production Parade of Lights	615.67	
51254	01/10/20	76014	Sun Life Financial	Dental insurance premiums	1,533.63	
51255	01/10/20	84570	Vision Service Plan-(CA)	Employee vision plan	762.64	
51256	01/10/20	85123	WEX Bank	Patrol vehicle fuel	1,012.58	
51257	01/22/20	4293	Jennifer Talt-Lundin	Social prepayment -Sprouts	200.00	
51258	01/22/20	4293	Jennifer Talt-Lundin	Reimburse-advertising expense	677.53	
51259	01/24/20	1036	Accurate First Aid Services	Replenish first aid stations	268.87	
51260	01/24/20	1571	Boatswain's Locker Inc.	B17, B19 impeller kits	163.88	
51261	01/24/20	1574	Bob Carlson's Towing	Vehicle lockout service	55.00	
51262	01/24/20	1725	C E D (California Electrical Distributor	rs) - Stairway LED lighting upgrade - 1559 Spinnaker	2,629.10	
51263	01/24/20	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	2,075.05	
51264	01/24/20	2093	Cumulus Broadcasting Inc.	Marketing-advertising	2,600.00	
51265	01/24/20	2331	Dial Security Inc	Courtesy Patrol coverage	1,100.00	
51266	01/24/20	2448	Downtown Ventura Partners	Marketing-advertising	450.00	
51267	01/24/20	2751	Empire Cleaning Supply	Janitorial supplies	320.03	
51268	01/24/20	2983	Federal Express Corporation	Postage	27.31	
51269	01/24/20	2986	Ferguson Enterprises Inc.	VHV restroom parts - 1559 Spinnaker	68.30	
51270	01/24/20	3050	All That's Fit to Print	Marketing-ad production	1,100.00	
51271	01/24/20	3490	Grainger Inc.	VPD shop stock; VPD shop tool,	1,082.23	
51272	01/24/20	3492	Green Thumb International	Repair gardening equipment	21.27	
51273	01/24/20	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	187.56	
51274	01/24/20	4247	Jani-King of CA Inc.	VHV,VPD janitorial service	5,342.90	
51275	01/24/20	4742	Kratos Construction	TI-Fiber optics - 1559 #207; LED upgrades - 1559 Spinnaker	4,880.00	
51276	01/24/20	6446	PowerHouse Construction Inc.	TI-roof repairs - 1567 Spinnaker; exterior door - 1591 #115 Spinnaker	5,300.00	
51277	01/24/20	6470	LegalShield	Salary reduction benefit	124.55	
51278	01/24/20	6850	R P Barricade	Marketing-event production	210.00	
51279	01/24/20	7221	SWRCB/AFRS (State Water Resourc	es Control Board) - Annual permit fees	1,949.00	
51280	01/24/20	7294	Service-Pro Fire Protection	All VPD - Fire extinguisher inspection	1,571.09	
51281	01/24/20	7434	Southern Calif Edison ** Voided **	Check stub used to list invoices		0.00

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<u>Check</u>	Date	<u>Payee</u>	Name	Description	<u>Amount</u>	<u>Amount</u>
51282	01/24/20	7434	Southern Calif. Edison	Utilities	14,669.67	
51283	01/24/20	7862	Time To Shine	Village and District office window washing service	1,585.00	
51284	01/24/20	8235	Ventura Chamber Of Commerce	Advertising	180.00	
51285	01/24/20	8239	Ventura County Reporter	Marketing-advertising	295.00	
51286	01/24/20	8241	Ventura County Star	Marketing-advertising	1,000.00	
51287	01/24/20	8244	Ventura Harbor Storage	Fisherman's gear storage	6,775.00	
51288	01/24/20	8246	Ventura Locksmiths	VHV-elevator keys; truck keys	210.12	
51289	01/24/20	8267	Ventura Harbor Marina & Yacht	B1 hull cleaning	144.45	
51290	01/24/20	8454	Vogue Sign Company	VHV directory signage	478.60	
51291	01/24/20	8501	Warren Distributing Inc.	Courtesy Patrol vehicle battery, boat oil service	255.12	
51292	01/24/20	16150	Brendan Daly Photography	Content development	200.00	
51293	01/24/20	17700	Cal Termite & Pest Control	VHV pest control	300.00	
51294	01/24/20	17805	DATACHECK	Employee and tenant screening	150.00	
51295	01/24/20	17806	Certified Tenant Screening	Tenant screening	27.00	
51296	01/24/20	19252	City of Ventura	Parade of Lights event-police services	986.58	
51297	01/24/20	20178	Complus Data Innovations Inc	Parking citation service	500.00	
51298	01/24/20	23385	DirectTV	Patrol news/weather TV	73.99	
51299	01/24/20	43451	Jim McKeown Inc.	Design concept - old Blackbeard's space	2,000.00	
51300	01/24/20	44132	Joseph M. Ramieri	Marketing Village entertainment	300.00	
51301	01/24/20	45635	Karen Eden	Marketing Village entertainment	300.00	
51302	01/24/20	46141	Kozwel Boatworks	B17, B19 oil/gas filters	288.27	
51303	01/24/20	46164	Kenneth DeVoe	Marketing Village entertainment	125.00	
51304	01/24/20	51810	Mark Groh	Reimburse - Annual work shoe	133.56	
51305	01/24/20	54455	Mr. Painting, Inc.	TI-paint - 1559 #207 Spinnaker	1,950.00	
51306	01/24/20	61991	P & R Paper Supply Co.	Janitorial supplies	1,657.89	
51307	01/24/20	68552	Randall Williams	Event production	350.00	
51308	01/24/20	70075	Ricoh USA, Inc.	Copier lease	741.91	
51309	01/24/20	70650	SWCA, Incorporated	Harbor water monitoring	1,695.01	
51310	01/24/20	76014	Sun Life Financial	Dental insurance premiums	1,818.75	
51311	01/24/20	76705	Swift Chip, Inc	IT services, server back-up	9,566.00	
51312	01/24/20	85219	West Marine Pro	VPD shop stock; B17, B19 flanges; fuses	234.48	
51313	01/24/20	85601	Zero Waste USA	Operating supplies-mutt mitts	699.78	
51314	01/24/20	One Time	Corie Cule	Vessel removal	350.00	

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<u>Check</u>	Date	<u>Payee</u>	Name	Description	<u>Amount</u>	<u>Amount</u>
51315	01/24/20	16231	Brophy Brothers	Commissioners dinner	201.03	
51316	01/24/20	42920	Jessica Rauch	Reimburse-International Institute of Municipal Clerks membership	210.00	
51317	01/31/20	7000	Richard Parsons	Reimburse - CMANC winter meeting expenses	204.24	
51318	01/31/20	8242	Ventura Dive & Sport	Dive pool wall project	27,760.00	
51319	01/31/20	8552	Village Carousel	Water leak damage	2,545.00	
51320	01/31/20	16161	Brian Brennan ** Voided **	Check amount in error		204.24
51321	01/31/20	77855	Todd Mitchell	Reimburse - RFP leasing space; CMANC winter meeting expenses	2,306.70	
				Total Enterprise Account Check Register	\$258,397.64	\$204.24
<u>Wells Fa</u> <u>Check</u> No activi	rgo Grant Ad <u>Date</u> ty	<u>ccount</u> <u>Payee</u>	<u>Name</u>	Description	<u>Amount</u>	Voided <u>Amount</u>
				Total Grant Account Check Register	\$0.00	\$0.00
<u>Wells Fa</u> <u>Check</u> No activi	<u>rgo Project</u> <u>Date</u> tv	Fund Acc <u>Payee</u>	<u>ount</u> <u>Name</u>	Description	<u>Amount</u>	Voided <u>Amount</u>
	- ,			Total Project Account Check Register	\$0.00	\$0.00
				Total All Check Registers	\$258,397.64	\$204.24

Accounts Payable Check Register - February 2020

<u>vvciis i e</u>			-			Voided
<u>Check</u>	<u>Date</u>	Payee	Name	Description	<u>Amount</u>	<u>Amount</u>
51322	02/05/20	4852	Lagerlof Senecal Gosney	Legal services	39,300.12	
51323	02/07/20	1004	Multi Business Systems	Accounts Payable window envelopes	264.06	
51324	02/07/20	1036	Accurate First Aid Services	Replenish first aid stations	278.52	
51325	02/07/20	1060	AFLAC	Salary reduction benefit	1,718.56	
51326	02/07/20	1440	Beacon Marine Chandlery Inc	Miscellaneous boat parts	18.15	
51327	02/07/20	1625	Byrd Locksmithing Inc.	NPS door repair	171.94	
51328	02/07/20	1676	Carquest Auto Parts	Walker mower parts, vehicle coolant B19	129.03	
51329	02/07/20	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
51330	02/07/20	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	976.07	
51331	02/07/20	1925	City Of S. Buenaventura	Trash service	100.00	
51332	02/07/20	2097	Custom awards & Engraving	Marketing-event production	201.50	
51333	02/07/20	2099	Custom Embroidery	Uniform-knit beanies	383.21	
51334	02/07/20	2174	Dan Harding	Advertising	75.00	
51335	02/07/20	2331	Dial Security Inc	Courtesy Patrol coverage	1,600.00	
51336	02/07/20	2604	E.J. Harrison & Sons Inc.	Trash service	8,567.31	
51337	02/07/20	2751	Empire Cleaning Supply	Janitorial supplies	326.42	
51338	02/07/20	2935	Farmer Bros. Co	Coffee supplies	269.78	
51339	02/07/20	2986	Ferguson Enterprises Inc.	Launch ramp drinking fountain, Material to repair crack	729.55	
51340	02/07/20	3100	Flooring 101	Tenant improvement - carpet - 1559 #207 Spinnaker	1,275.00	
51341	02/07/20	3415	Gloria Adkins	Reimburse-Live camera monthly service	18.00	
51342	02/07/20	3490	Grainger Inc.	VPD shop stock, LED lights 1559, compressor repair	349.23	
51343	02/07/20	3492	Green Thumb International	VHV landscaping	38.75	
51344	02/07/20	4247	Jani-King of CA Inc.	VPD fridge cleaning, POL custodial help	475.00	
51345	02/07/20	4410	John Higgins	Reimburse purchase of two drones	2,693.75	
51346	02/07/20	4742	Kratos Construction	Light upgrades - courtyards -1575 & 1559 Spinnaker	8,290.00	
51347	02/07/20	5016	Lowe's	TI hardware - 1559 #207, gate repair - 1559 Spinnaker	392.47	
51348	02/07/20	5050	MailFinance	VPD postage machine rental	401.23	
51349	02/07/20	5190	Matilija Water	Reverse osmosis water system	46.00	
51350	02/07/20	5210	McCormix Corp.	Maintenance vehicle fuel	382.06	
51351	02/07/20	5213	McMaster-Carr	VPD small tool	114.93	

3/25/2020

<u>vvelis Fa</u>	argo Enterpris	e Account				Voided
<u>Check</u>	Date	Payee	<u>Name</u>	Description	<u>Amount</u>	Amount
51352	02/07/20	5505	Muzicraft Inc.	Ambient music in Village	329.50	
51353	02/07/20	5625	ReadyRefresh	Bottled water service	25.86	
51354	02/07/20	6030	3Digit Media	Marketing-advertising	2,198.00	
51355	02/07/20	6194	Pacific Oil Company	Waste oil disposal	617.00	
51356	02/07/20	6201	Pamela Griffin	Wellness program	180.00	
51357	02/07/20	7410	Smith Pipe & Supply Inc.	Landscape items -VPD, Harbor Cove	331.85	
51358	02/07/20	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,860.89	
51359	02/07/20	7777	The Signal	Marketing-advertising	900.00	
51360	02/07/20	7862	Time To Shine	Village and District office window washing service	2,660.00	
51361	02/07/20	8228	Ventana Monthly	Marketing-advertising	625.00	
51362	02/07/20	8233	Venco Power Sweeping, Inc	Monthly Village parking lot & fish pier sweeping	545.38	
51363	02/07/20	8239	Ventura County Reporter	Marketing-advertising	112.50	
51364	02/07/20	8241	Ventura County Star	Marketing-advertising	2,092.29	
51365	02/07/20	8251	Ventura Water	Utilities	154.02	
51366	02/07/20	8267	Ventura Harbor Marina & Yacht	B19 props, hull repair	561.92	
51367	02/07/20	8501	Warren Distributing Inc.	Vehicle H1 service parts	204.27	
51368	02/07/20	11457	Alexandria Pico	Marketing-ad production	275.00	
51369	02/07/20	16161	Brian Brennan	Reimburse CMANC winter meeting expenses	102.12	
51370	02/07/20	17700	Cal Termite & Pest Control	VHV pest control	600.00	
51371	02/07/20	18925	Christopher Gatto Photography	Advertising	480.00	
51372	02/07/20	19252	City of Ventura	Entertainment permit	338.24	
51373	02/07/20	20200	CoStar Realty Information, Inc	Leasing marketing data software	1,040.41	
51374	02/07/20	22113	Dave Werneburg	Reimburse expenses-Ventura County Marina Assoc. luncheon	193.00	
51375	02/07/20	24362	Donlon Plumbing Inc	Water leak repair - 1691 Spinnaker	425.00	
51376	02/07/20	30495	5 Day Tire Store	Vehicle M47 new tires	447.58	
51377	02/07/20	42471	JaniTek Cleaning Solutions	NPS, Marketing/Marina offices custodial service	1,710.29	
51378	02/07/20	46141	Kozwel Boatworks	B1,B17,B19 service parts/filters	1,616.90	
51379	02/07/20	51458	Macaroni Kid	Marketing-advertising	200.00	
51380	02/07/20	52351	Meredith Corporation	Advertising	4,000.00	
51381	02/07/20	61954	Pacific Marine Repair	B1- raw water pump	1,330.15	
51382	02/07/20	61991	P & R Paper Supply Co.	Janitorial supplies	557.45	
51383	02/07/20	70075	Ricoh USA, Inc.	Copier page charges - Admin/Marketing	239.72	
51384	02/07/20	76015	Sunridge Landscape Maint., Inc	Entry way tree trimming, clean up Navigator	1,785.00	

	•					Voided
<u>Check</u>	Date	Payee	<u>Name</u>	Description	<u>Amount</u>	<u>Amount</u>
51385	02/07/20	77855	Todd Mitchell	Reimburse-Conference - R. Baer	995.00	
51386	02/07/20	82351	Ventura Breeze	Marketing-advertising	300.00	
51387	02/07/20	84570	Vision Service Plan-(CA)	Employee vision plan	762.64	
51388	02/07/20	85219	West Marine Pro	VPD stock, boat parts, Dock electrical parts	241.09	
51389	02/07/20	85581	Wolfe Communications	Patrol-radio replacement	660.71	
51390	02/07/20	1737	C.M.A.N.C. (CA Marine Affairs & Navigati	on Conference) - Washington conference registration	1,485.00	
51391	02/07/20	3200	Fugro USA Marine, Inc.	Boat map survey	15,075.00	
51392	02/07/20	17683	California Travel Association	Membership dues	1,750.00	
51393	02/08/20	4943	Liebert Cassidy Whitmore	HR consultants	5,309.00	
51394	02/08/20	27405	Ellis & Makus LLP	Human resources/consulting	16,320.50	
51395	02/08/20	4943	Liebert Cassidy Whitmore	HR consultants	868.00	
51396	02/14/20	5172	Margarita Villa	Commissioners dinner 02/05/20	128.22	
51397	02/14/20	7762	The Home Depot Pro	VHV landscaping, Holiday décor	155.39	
51398	02/21/20	1004	Multi Business Systems	Direct deposit notices	311.83	
51399	02/21/20	1154	Alejandra's Nursery	VHV landscaping	265.50	
51400	02/21/20	1440	Beacon Marine Chandlery Inc	Dock maintenance	46.72	
51401	02/21/20	1441	Beacon Marine Electronics	Boat light bars, camera equipment	771.50	
51402	02/21/20	1740	CSMFO (CA Society of Municipal Finance	e Officers) - Annual membership	110.00	
51403	02/21/20	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	876.98	
51404	02/21/20	1925	City Of S. Buenaventura	Trash service	100.00	
51405	02/21/20	2097	Custom awards & Engraving	VHV tenant recognition/block party	1,561.30	
51406	02/21/20	2099	Custom Embroidery	Maintenance - uniform jacket	75.40	
51407	02/21/20	2100	CyberCopy Inc.	Entertainment, music, prints VHV 1567 phase 3	273.16	
51408	02/21/20	2202	Dave's	Patrol boat fuel	2,588.26	
51409	02/21/20	2331	Dial Security Inc	Courtesy Patrol coverage	1,100.00	
51410	02/21/20	2604	E.J. Harrison & Sons Inc.	NPS trash service	761.03	
51411	02/21/20	2751	Empire Cleaning Supply	Janitorial supplies	1,432.05	
51412	02/21/20	2983	Federal Express Corporation	Postage	23.93	
51413	02/21/20	3050	All That's Fit to Print	Advertising	400.00	
51414	02/21/20	3100	Flooring 101	Tenant Improvement - carpet - 1567 #204 Spinnaker	850.20	
51415	02/21/20	3490	Grainger Inc.	Portable tool box, rain boots, beach shower parts, hoist maintenance	516.06	
51416	02/21/20	3655	Herald Printing, Ltd.	Marketing-event production	129.30	
51417	02/21/20	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	187.56	

3/25/2020

<u>vvelis Fa</u>	argo Enterpris	e Account	-			Voided
<u>Check</u>	Date	<u>Payee</u>	<u>Name</u>	Description	<u>Amount</u>	Amount
51418	02/21/20	4293	Jennifer Talt-Lundin	Reimburse for marketing even production	401.15	
51419	02/21/20	4742	Kratos Construction	Exterior lights - 1575 & 1583 Spinnaker	1,425.00	
51420	02/21/20	4943	Liebert Cassidy Whitmore	HR consultants	4,283.95	
51421	02/21/20	5190	Matilija Water	Reverse osmosis water system	46.00	
51422	02/21/20	5210	McCormix Corp.	Maintenance vehicle fuel	489.14	
51423	02/21/20	5505	Muzicraft Inc.	Ambient music in Village	329.50	
51424	02/21/20	5632	MJP Technologies, Inc	IT services for SPAM filtering	112.00	
51425	02/21/20	5744	Noble Consultants Inc.	Engineering study - Pierpont Basin dredging	11,602.00	
51426	02/21/20	6409	Plauche & Carr	VSE Aquaculture	6,300.00	
51427	02/21/20	6446	PowerHouse Construction Inc.	VHV handrail project, restroom door - 1559 Spinnaker	18,300.00	
51428	02/21/20	6470	LegalShield	Salary reduction benefit	124.55	
51429	02/21/20	7011	Robin Baer	Reimburse-conference expenses	779.97	
51430	02/21/20	7296	Searle Creative Group	Marketing-social media web site design	5,911.25	
51431	02/21/20	7410	Smith Pipe & Supply Inc.	VHV landscaping	196.55	
51432	02/21/20	7777	The Signal	Marketing-advertising	900.00	
51433	02/21/20	7818	TOTALFUNDS	Postage	500.00	
51434	02/21/20	7862	Time To Shine	Village and District office window washing service	5,747.50	
51435	02/21/20	8233	Venco Power Sweeping, Inc	Monthly fish pier sweeping	130.00	
51436	02/21/20	8244	Ventura Harbor Storage	Fisherman's gear storage	6,775.00	
51437	02/21/20	8530	White Nelson Diehl Evans LLP	FY 18/19 Audit - progress payment	7,000.00	
51438	02/21/20	8534	HDS White Cap Const. Supply	Repair stone - 1567 Spinnaker	14.54	
51439	02/21/20	8651	Yama Lawn Mower Service	VHV landscaping	651.66	
51440	02/21/20	14221	Batteries Plus - Ventura	VPD shop stock	13.95	
51441	02/21/20	15732	Boatyard Pub	Commissioners dinner 02/19/20	164.75	
51442	02/21/20	15785	Blue Tarp Financial Inc.	Patrol-uniforms coveralls	301.62	
51443	02/21/20	17700	Cal Termite & Pest Control	Termite treatment - 1559 #115 Spinnaker	1,200.00	
51444	02/21/20	17805	DATACHECK	Prospective tenant credit check	35.00	
51445	02/21/20	25351	Dudek ** Voided **	Check amount in error		13,960.48
51446	02/21/20	46141	Kozwel Boatworks	B17, B19 heat exchangers	970.73	
51447	02/21/20	46164	Kenneth DeVoe	Marketing Village entertainment	125.00	
51448	02/21/20	61954	Pacific Marine Repair	Boats - oil change	632.49	
51449	02/21/20	61991	P & R Paper Supply Co.	Janitorial supplies	2,154.16	
51450	02/21/20	70075	Ricoh USA, Inc.	Copier lease	741.91	

Ventura Port District Wells Fargo Enterprise Account

3/25/2020

						Voided
<u>Check</u>	Date	Payee	<u>Name</u>	Description	<u>Amount</u>	Amount
51451	02/21/20	70281	Ring Central Inc	Phone service	1,023.12	
51452	02/21/20	70650	SWCA, Incorporated	Harbor water monitoring	3,612.51	
51453	02/21/20	74343	Somerville Associates	Marketing-advertising	2,000.00	
51454	02/21/20	75873	Stephanie Niccoli	VHV tenant recognition/block party	935.00	
51455	02/21/20	76045	Superior Life Support Inc	Annual CPR instructor dues	420.00	
51456	02/21/20	76705	Swift Chip, Inc	IT Services, server battery	9,833.49	
51457	02/21/20	82201	Valley Scene Magazine	Marketing-advertising	315.00	
51458	02/21/20	82351	Ventura Breeze	Marketing-advertising	300.00	
51459	02/21/20	25351	Dudek	VSE Aquaculture-Project Mgmt. support, permitting	13,960.47	
51460	02/21/20	70281	Ring Central Inc	Phone service	1,023.12	
51461	02/25/20	4410	John Higgins	Reimburse conference expenses, boat propeller service	2,197.30	
51462	02/25/20	PM OneTime	Anjas Boutique	Tenant deposit refund	500.32	
51463	02/27/20	4293	Jennifer Talt-Lundin	Reimburse-conference expenses & marketing event production	1,939.96	
51464	02/27/20	4293	Jennifer Talt-Lundin	Reimburse for marketing even production	42.50	
51465	02/27/20	77855	Todd Mitchell	Reimburse-Laptop purchase -R. Baer	1,547.23	
51466	02/27/20	82332	Ventura Harbor Dockside Market	Reimburse tenant for water leak damages	952.50	
				Total Enterprise Account Check Register	\$280,718.20	\$13,960.48

Total Enterprise Account Check Register \$280,718.20 \$13,960.48

Wells Fargo Grant Account

							Voided
<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	Description		<u>Amount</u>	<u>Amount</u>
1093	02/07/20	72760	Scott Lindell	VSE Aquaculture - Task 7		5,250.00	
1094	02/08/20	20020	Coastal Marine Biolabs	VSE Aquaculture - Task 6		1,751.64	
					Total Grant Account Check Register	\$7,001.64	\$0.00

Wells Fargo Project Fund Account

<u></u>			<u></u>				Voided
<u>Check</u>	Date	Payee	Name	Description		Amount	<u>Amount</u>
1038	02/07/20	5744	Noble Consultants Inc.	Dock rehab consult		936.00	
1039	02/21/20	5744	Noble Consultants Inc.	Dock rehab consult		936.00	
-					Total Project Account Check Register	\$1 872 00	\$0.00

Total Project Account Check Register \$1,872.00 \$0.00

Total All Check Registers \$289,591.84 \$13,960.48

Accounts Payable Check Register - March 2020

Ventura Port District Wells Fargo Enterprise Account

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<u>Check</u>	Date	Payee	Name	Description	Amount	Amount
54407	00/00/00				574.04	
51467	03/03/20	4411	John Collins	Reimburse-Annual permit fee	574.31	
51468	03/04/20	7292	Sergio Gonzalez	Reimburse-Managers training	907.96	
51469	03/06/20	1036	Accurate First Aid Services	Replenish first aid stations	191.33	
51470	03/06/20	1060	AFLAC	Salary reduction benefit	1,718.56	
51471	03/06/20	1182	SiteOne Landscape Supply, LLC	Landscape fill - 1567 & 1559 Spinnaker	439.71	
51472	03/06/20	1676	Carquest Auto Parts	VPD air compressor parts; vehicle radiator-Courtesy Patrol	375.52	
51473	03/06/20	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
51474	03/06/20	1725	C E D (California Electrical Distributors)	Fiber optics - 1583,1559, & 1567 Spinnaker	538.38	
51475	03/06/20	1731	C.A.H.M.P.C. (CA Assoc. of Harbor Masters		300.00	
51476	03/06/20	1820	CE Solutions	Online training	35.00	
51477	03/06/20	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	1,045.01	
51478	03/06/20	2014	Conway Ice Dist.	Event production	188.56	
51479	03/06/20	2100	CyberCopy Inc.	Brochures, event cards	281.77	
51480	03/06/20	2174	Dan Harding	Tenant block party event	75.00	
51481	03/06/20	2331	Dial Security Inc	Courtesy Patrol coverage, NPS alarm service	1,612.00	
51482	03/06/20	2448	Downtown Ventura Partners	Marketing-advertising	450.00	
51483	03/06/20	2604	E.J. Harrison & Sons Inc.	Trash service	8,739.42	
51484	03/06/20	2751	Empire Cleaning Supply	Janitorial supplies	539.47	
51485	03/06/20	2935	Farmer Bros. Co	Coffee supplies	357.43	
51486	03/06/20	2936	Fast Signs	Village ADA signage; Marketing event banner	2,391.80	
51487	03/06/20	2986	Ferguson Enterprises Inc.	VHV restroom parts - 1559 Spinnaker	99.58	
51488	03/06/20	3100	Flooring 101	TI-Flooring - 1591 #113 Spinnaker	3,128.10	
51489	03/06/20	3328	George Kabris	Reimburse EMT renewal	94.00	
51490	03/06/20	3490	Grainger Inc.	Harbor Cove shower repair	211.96	
51491	03/06/20	4247	Jani-King of CA Inc.	VHV, VPD janitorial service	5,492.90	
51492	03/06/20	4613	Kelly Cleaning and Supplies	NPS carpet cleaning	1,220.00	
51493	03/06/20	4897	PORAC Legal Defense Fund	Patrol-salary reduction benefit	168.00	
51494	03/06/20	4943	Liebert Cassidy Whitmore	Human Resources consultant	417.00	
51495	03/06/20	5210	McCormix Corp.	VPD vehicle fuel	432.07	
51496	03/06/20	5213	McMaster-Carr	VPD stock, dock maintenance	607.06	
51497	03/06/20	5625	ReadyRefresh	Bottled water service	324.91	
51498	03/06/20	5632	MJP Technologies, Inc	IT services for SPAM filtering	112.00	
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5/4/2020

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<u>Check</u>	<u>Date</u>	<u>Payee</u>	Name	Description	<u>Amount</u>	<u>Amount</u>
51499	03/06/20	6030	3Digit Media	Marketing-advertising	955.00	
51500	03/06/20	6201	Pamela Griffin	Wellness program	140.00	
51501	03/06/20	6283	Petty Cash Fund	Misc. conference webinars & meals; fee-rolled coin; classifieds	410.53	
51502	03/06/20	6284	Peace Officers Research Assoc	Quarterly membership-salary reduction benefit	138.00	
51503	03/06/20	7013	Rincon Consultants, Inc.	Project management, water monitoring	6,100.75	
51504	03/06/20	7032	Alliant Insurance Services	Annual premium to cover all launch ramp/boats/docks	63,132.00	
51505	03/06/20	7294	Service-Pro Fire Protection	Fire extinguishers -quarterly inspect	735.00	
51506	03/06/20	7410	Smith Pipe & Supply Inc.	Entry feature repair parts	326.94	
51507	03/06/20	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
51508	03/06/20	7434	Southern Calif. Edison	Utilities	13,503.21	
51509	03/06/20	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,852.69	
51510	03/06/20	7608	Susan Bogue	Reimburse-mileage	35.65	
51511	03/06/20	7777	The Signal	Marketing-advertising	480.00	
51512	03/06/20	8233	Venco Power Sweeping, Inc.	VHV parking lot sweep	415.38	
51513	03/06/20	8246	Ventura Locksmiths	Door hardware - 1583 Spinnaker	164.46	
51514	03/06/20	8251	Ventura Water ** Voided **	Check stub used to list invoices		0.00
51515	03/06/20	8251	Ventura Water	Utilities	26,570.12	
51516	03/06/20	8267	Ventura Harbor Marina & Yacht	B17 hydro wash	144.45	
51517	03/06/20	8455	Vortex Construction ** Voided **	Incorrect vendor		
51518	03/06/20	8534	HDS White Cap Const. Supply	Plaster repairs - 1583 Spinnaker	54.93	
51519	03/06/20	11457	Alexandria Pico	Marketing-ad production	715.00	
51520	03/06/20	20200	CoStar Realty Information, Inc.	Leasing marketing data software	1,040.41	
51521	03/06/20	20711	Cruz Bay Publishing Inc.	Marketing-advertising	2,395.00	
51522	03/06/20	24362	Donlon Plumbing Inc	Water leak repairs - 1449 #F Spinnaker	1,800.00	
51523	03/06/20	26531	eDistsecurity	VPD key card stock	1,978.29	
51524	03/06/20	30495	5 Day Tire Store	Vehicle M48-new tires	718.10	
51525	03/06/20	31605	Frattellis Brothers Pizza	Commissioners dinner 03/04	110.64	
51526	03/06/20	42419	Jessica Howard ** Voided **	Entertainment cancelled-COVID19 stay home order		0.00
51527	03/06/20	42471	JaniTek Cleaning Solutions	NPS janitorial, Mktg, Marina janitorial	1,710.29	
51528	03/06/20	42919	Jessica Howard	Marketing-event production	150.00	
51529	03/06/20	44132	Joseph M. Ramieri	Marketing Village entertainment	300.00	
51530	03/06/20	50071	LoopNet	Internet leasing advertising	389.90	
51531	03/06/20	50165	Lynnzee Fraye ** Voided **	Entertainment cancelled-COVID19 stay home order		0.00
51532	03/06/20	51792	Marine Recreation Assoc. (MRA)	Membership, training seminar	501.00	

<u></u>		IISE ACCOUNT	-			Void
<u>Check</u>	<u>Date</u>	<u>Payee</u>	Name	Description	<u>Amount</u>	<u>Amount</u>
51533	03/06/20	51891	Michael Relis ** Voided **	Entertainment cancelled-COVID19 stay home order		0.00
51534	03/06/20	54455	Mr. Painting, Inc.	Crack repairs - 1567 #201 Spinnaker	1,350.00	
51535	03/06/20	61991	P & R Paper Supply Co.	Janitorial supplies	1,175.28	
51536	03/06/20	68552	Randall Williams	Marketing Village entertainment	200.00	
51537	03/06/20	70075	Ricoh USA, Inc.	Copier page charges - Admin/Marketing	448.89	
51538	03/06/20	73425	Sheroes Entertainment ** Voided **	Entertainment cancelled-COVID19 stay home order		0.00
51539	03/06/20	73425	Sheroes Entertainment	Marketing-event production	350.00	
51540	03/06/20	74343	Somerville Associates	Marketing-advertising	2,000.00	
51541	03/06/20	75910	Stringer Appliance Repair, Inc	Clothes washer repair - 1691 Spinnaker	200.90	
51542	03/06/20	76014	Sun Life Financial	Dental insurance premiums	1,569.27	
51543	03/06/20	76705	Swift Chip, Inc	IT Services, Server Back-up	9,618.00	
51544	03/06/20	82201	Valley Scene Magazine	Marketing-advertising	315.00	
51545	03/06/20	84570	Vision Service Plan- (CA)	Employee vision plan	762.64	
51546	03/06/20	85219	West Marine Pro	Shop stock-boat parts	314.20	
51547	03/06/20	PM OneTime	George Moll	Deposit refund-Dry Storage	108.00	
51548	03/11/20	7859	Tim Burrows	Reimburse EMT renewal	94.00	
51549	03/11/20	8542	William P. Hummer	Reimburse EMT renewal	94.00	
51550	03/11/20	10444	Adam Yox	Reimburse EMT renewal	94.00	
51551	03/11/20	31650	Frenchies Modern Nail Care	TI-3rd and final installment	33,334.00	
51552	03/12/20	4852	Lagerlof Senecal Gosney	Legal services	41,623.52	
51553	03/12/20	27405	Ellis & Makus LLP	Human Resources consultant	23,469.00	
51554	03/13/20	2985	Fence Factory	Deposit-fencing at oil station - 1591 Spinnaker	1,577.00	
51555	03/13/20	4293	Jennifer Talt-Lundin	Reimburse-conference expenses; mileage; tenant recognition	1,348.51	
51556	03/13/20	79660	Tucker Zimmerman	Reimburse-training courses	209.67	
51557	03/13/20	PM OneTime	Harbor Marine Fuel	Reimburse-2019 overpayment of percent rent	24,306.62	
51558	03/20/20	1154	Alejandra's Nursery	VHV landscape plants	1,316.06	
51559	03/20/20	1326	Ayalas Backflow Services	VPD/VHV annual test	1,755.00	
51560	03/20/20	1440	Beacon Marine Chandlery Inc	Gate repairs - 1567 Spinnaker; door hardware - 1559 Spinnaker	85.46	
51561	03/20/20	1725	C E D (California Electrical Distributors)	Lighting upgrades - 1583 Spinnaker	78.23	
51562	03/20/20	1892	Chemsearch	VPD stock	811.51	
51563	03/20/20	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	875.23	
51564	03/20/20	1925	City Of S. Buenaventura	Trash service	100.00	
51565	03/20/20	2093	Cumulus Broadcasting Inc.	Marketing-advertising	1,725.00	
51566	03/20/20	2100	CyberCopy Inc.	Event production	424.01	

						Void
<u>Check</u>	<u>Date</u>	<u>Payee</u>	Name	Description	<u>Amount</u>	<u>Amount</u>
	03/20/20	2331	Dial Security Inc	Courtesy Patrol coverage	1,000.00	
	03/20/20	2448	Downtown Ventura Partners	Marketing-advertising	450.00	
	03/20/20	2604	E.J. Harrison & Sons Inc.	Trash service	328.16	
	03/20/20	2751	Empire Cleaning Supply	Janitorial supplies	711.01	
	03/20/20	2936	Fast Signs	Signage-Fratellis; VHV-ADA; VHV painting; 1591 oil station	1,005.35	
	03/20/20	3050	All That's Fit to Print	Advertising production	200.00	
	03/20/20	3490	Grainger Inc.	Door hardware -1559 Spinnaker; VPD stock; safety goggles	438.09	
	03/20/20	3492	Green Thumb International	VHV landscape refurbish	252.58	
	03/20/20	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	197.98	
51576	03/20/20	4247	Jani-King of CA Inc.	VPD monthly janitorial and fridge clean	5,417.90	
51577	03/20/20	4742	Kratos Construction	Light repair - 1691 Spinnaker	380.00	
51578	03/20/20	4852	Lagerlof Senecal Gosney	Legal services	23,299.66	
51579	03/20/20	4943	Liebert Cassidy Whitmore	Human Resources consultant	406.00	
51580	03/20/20	5190	Matilija Water	Reverse osmosis water system	46.00	
51581	03/20/20	5210	McCormix Corp.	VPD vehicle fuel	373.38	
51582	03/20/20	5213	McMaster-Carr	Parts-dock maintenance	41.02	
51583	03/20/20	5505	Muzicraft Inc.	Ambient music in Village	329.50	
51584	03/20/20	6361	Pitney Bowes	Village postage machine	154.29	
51585	03/20/20	6470	LegalShield	Salary reduction benefit	124.55	
51586	03/20/20	7294	Service-Pro Fire Protection	VHV fire sprinkler repair	2,420.00	
51587	03/20/20	7296	Searle Creative Group	Marketing-advertising	552.41	
51588	03/20/20	7410	Smith Pipe & Supply Inc.	VHV landscape/irrigation	112.82	
51589	03/20/20	7768	ThyssenKrupp Elevator Corp	Quarterly elevator maintenance, chairlift in Nat. Park Building	5,094.65	
51590	03/20/20	8239	Ventura County Reporter	Marketing-advertising	407.50	
51591	03/20/20	8246	Ventura Locksmiths	Keys -1575 #105B Spinnaker	7.54	
51592	03/20/20	8250	Ventura Visitors & Convention	Marketing-advertising	375.00	
51593	03/20/20	8530	White Nelson Diehl Evans LLP	Final payment - FY 18/19 audit	1,200.00	
51594	03/20/20	8531	Whisenhunt Communication	Professional services	135.00	
51595	03/20/20	8534	HDS White Cap Const. Supply	Concrete patch materials	311.65	
	03/20/20	8715	Zep Sales & Service	VPD shop stock	469.52	
51597	03/20/20	12851	Arion Global, Inc.	Recycle/disposal - light bulbs; batteries	334.70	
	03/20/20	15785	Blue Tarp Financial Inc.	Boat, jet-ski parts	316.78	
	03/20/20	16150	Brendan Daly Photography	Advertising	200.00	
	03/20/20	42471	JaniTek Cleaning Solutions	Cleaning VPD headquarters	107.70	

Wells Fargo Grant Account

	5.1	_	-	5	A (Void
<u>Check</u>	<u>Date</u>	<u>Payee</u>	Name	Description	<u>Amount</u>	<u>Amount</u>
51601	03/20/20	51814	Mark Kidman	Reimburse-Safety class	261.43	
51602	03/20/20	61991	P & R Paper Supply Co.	Janitorial supplies	802.69	
51603	03/20/20	69106	Richard Bear	Reimburse-work safety shoes	75.06	
51604	03/20/20	70075	Ricoh USA, Inc.	Copier lease	741.91	
51605	03/20/20	70281	Ring Central Inc	Phone service	1,023.12	
51606	03/20/20	77706	The Flag Factory	VHV Valentine décor	1,066.73	
51607	03/20/20	77855	Todd Mitchell	Reimburse-CMANC conference, Windows 10 software	2,549.12	
51608	03/20/20	82201	Valley Scene Magazine	Marketing-advertising	315.00	
51609	03/20/20	82351	Ventura Breeze	Marketing-advertising	300.00	
51610	03/20/20	82471	Ventura Rental Party Center	Tenant recognition reception-Tables, chairs	252.76	
51611	03/20/20	85123	WEX Bank	Patrol vehicle fuel	1,004.86	
51612	03/20/20	85219	West Marine Pro	Dock hoist parts	5.73	
51613	03/20/20	Deposits	Ariel Louk	Deposit refund	52.00	
51614	03/23/20	84705	Vortex Industries, Inc	VPD shop bay door repair	718.76	
51615	03/31/20	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
51616	03/31/20	7434	Southern Calif. Edison	Utilities	13,576.36	
51617	03/31/20	5016	Lowe's	Miscellaneous building and landscaping supplies	932.09	
				Total Enterprise Account Check Register	\$389,647.91	\$0.00

Voided <u>Check</u> Description Date Payee Name Amount Amount No activity Total Grant Account Check Register \$0.00 \$0.00 Wells Fargo Project Fund Account Voided <u>Check</u> Description Date Payee Name <u>Amount</u> <u>Amount</u> No activity \$0.00 Total Project Account Check Register \$0.00

Total All Check Registers \$389,647.91 \$0.00

Ventura Port District Wells Fargo Business Credit Card Charges March 2020

Chase Credit Card ho Brian Pendleton, Gen Todd Mitchell, Busine Jessica Rauch, Admin Gloria Adkins, Accour Robin Baer, Property Joe Gonzalez, Faciliti Sergio Gonzalez, Ma Jennifer Talt-Lundin, Dave Werneburg, Ma John Higgins, Harbor	eral Manager ss Operations nistrative Assis nting Manager Manager es Manager intenance Sup Marketing Man rina Manager	stant/Clerk pervisor			
<u>Type</u>	Trans Date	<u>Vendor</u>	Category	Detailed Descriptions	Amount
Brian Pendleton	no activity				0.00
				Total General Manager's Expenses	0.00
Todd Mitchell	03/20/20	Vons #2431	Conferences	Meeting refreshments	38.22
				Total Business Operations Manager's Expenses	
Jessica Rauch	03/19/20	LogMeIn, Inc.*GoToMeeting	Conferences	Teleconference service charge	111.68
Jessica Rauch	03/30/20	Zoom.us	Conferences	Teleconference service charge	29.98
				Total Administrative Assistant's Expenses	141.66
Gloria Adkins	03/27/20	Aatrix Software	Professional services	Annual fee for payroll tax reporting conduit	229.00
Gloria Adkins	03/30/20	Team Viewer	Office supplies	Office remote access software	588.00
				Total Accounting Manager's Expenses	817.00
Robin Baer	No activity				0.00
	J			Total Droporty Managor's Exponence	0.00

Total Property Manager's Expenses 0.00

<u>Type</u>	Trans Date	Vendor	<u>Category</u>	Detailed Descriptions	Amount
Joe Gonzalez	No activity				0.00
				Total Facilities Manager's Expenses	0.00
Sergio Gonzalez	No activity				0.00
				Total Maintenance Supervisor's Expenses	0.00
Jennifer Talt-Lundin	03/20/20	Sprout Social	E-Advertising	Social media tracking	99.00
Jennifer Talt-Lundin	03/23/20	Facebook Boosted Paid Posts	E-Advertising	Social media paid posts	75.00
Jennifer Talt-Lundin	03/25/20	Harbor Cove Café	Event production	Chowder Taste contest winner	30.00
Jennifer Talt-Lundin	03/25/20	Andria's Seafood	Event production	Chowder Taste contest winner	30.00
Jennifer Talt-Lundin	03/26/20	The Greek at the Harbor	Event production	Chowder Taste contest winner	30.00
Jennifer Talt-Lundin	03/26/20	Classic Cleaners	Event production	Easter Bunny costume cleaning	60.00
Jennifer Talt-Lundin	03/27/20	805 Bar & Grill	Event production	Chowder Taste contest winner	30.00
				Total Marketing Manager's Expenses	354.00
Dave Werneburg	03/19/20	Office Depot	Operating supplies	Wall and desk calendars	67.30
Dave Werneburg	03/27/20	Lowes	Operating supplies	Keys and light bulbs	11.55
				Total Marina Manager's Expenses	78.85
John Higgins	03/27/20	eBay - paid thru PayPal	Operating supplies	Masks & goggles - COVID19 protection	85.65
John Higgins	03/30/20	Health Labs Inc	Operating supplies	Medical supplies - thermometers for COVID19 monitoring	172.17
John Higgins	03/30/20	Inflatable Boat Specialist	Operating supplies	Safety goggles	96.98
		·		Total Harbormaster's Expenses	354.80

Total Wells Fargo Credit Card Expenses1,784.53



BOARD OF PORT COMMISSIONERS

MAY 20, 2020

STANDARD AGENDA ITEM 3 ADOPTION OF RESOLUTION NO. 3392 DECLARING A LOCAL EMERGENCY

VENTURA PORT DISTRICT

STANDARD AGENDA ITEM 3

Meeting Date: May 20, 2020

	meeting Dute. may	
TO:	Board of Port Commissioners	
FROM:	Brian D. Pendleton, General Manager	
SUBJECT:	Adoption of Resolution No. 3392 Declaring a Lo	cal Emergency

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3392 declaring a Local Emergency due to the threat to public health and safety resulting from the COVID-19 virus for purposes of implementing the Port District's emergency procurement procedures and applying for federal and state assistance.

SUMMARY:

Emergency declarations are contemplated in the Port District's Procurement and Purchasing Policy to enable the District to coordinate a timely and effective disaster response. This declaration may also assist in the application process for federal and state disaster relief that may be made available for the Port District's Covid-19 related expenses.

BACKGROUND:

The Ventura Port District, owner and operator of Ventura Harbor, is required to maintain the continuity of operations of critical infrastructure which has and will continue to result in COVID-19 expenses. The Covid-19 pandemic has evolved into a longer-term challenge for both the Port District and Harbor businesses. Initially, the Port District operated under the State, County, and City Emergency Declarations. However, the Port District's declaration of emergency will provide additional flexibility to the General Manager in making necessary purchases during the emergency and may better position the Port District for federal and state reimbursements for Covid-19 costs. The goal of this declaration is to 1) continue to meet the obligations of operating critical infrastructure while protecting the public health and safety; and, 2) continue to provide a high level of service and support to our staff, Harbor businesses, residents, and visitors.

FISCAL IMPACT:

None. However, the declaration will facilitate timely purchases necessary to meet Covid-19 operational response needs and may aid in the application process for federal and state assistance to reimburse Port District costs beginning from the state of emergency declarations made at the federal, state, and local levels.

ATTACHMENTS:

Attachment 1 – Resolution No. 3392



RESOLUTION NO. 3392

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE VENTURA PORT DISTRICT DECLARING A LOCAL EMERGENCY DUE TO THE COVID-19 VIRUS FOR PURPOSES OF IMPLEMENTING EMERGENCY PROCUREMENT PROCEDURES AND APPLYING FOR FEDERAL AND STATE ASSISTANCE

WHEREAS, on March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19;

WHEREAS, on March 12, 2020, the County of Ventura declared a State of Emergency to exist in Ventura County as a result of the threat of COVID-19;

WHEREAS, on March 15, 2020, the City of Ventura declared a Local Health Emergency in response to COVID-19;

WHEREAS, on March 17, 2020, the County of Ventura Health Officer issued an Order for the control of COVID-19 directing vulnerable individuals to shelter at their place of residence and issued restrictions of certain businesses;

WHEREAS, on March 19, 2020, Governor Gavin Newsom issued Executive Order N-33-20 for the preservation of public health and safety throughout the entire State of California to head the State public health directives from the Department of Public Health that, in order to protect public health, all individuals living in California must stay in their home or place of residence unless needed to maintain continuity of operations of critical infrastructure sectors;

WHEREAS, the Ventura Port District ("District"), owner and operator of Ventura Harbor, is required to maintain the continuity of operations of critical infrastructure which has resulted in COVID-19 response expenses;

WHEREAS, pursuant to the District's Procurement and Purchasing Policy, where necessary to deal with exigent circumstances, the District may make expenditures without following the procedures set forth in the policy;

WHEREAS, on March 20, 2020, the County of Ventura Health Officer issued an Order directing persons living in Ventura County to stay in their place of residence and restricting non-essential activities in response to COVID-19. Essential activities include only activities and tasks essential to health and safety of themselves, family, or household members, to obtain services or supplies, outdoor activities, to perform work for an essential business, or to care for a family member or pet in another household.

NOW THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District, by adoption of this Resolution No. 3392 hereby declare a local emergency due to the COVID-19 Virus for purposes of applying for federal and state assistance, and for purposes of implementing the emergency procedures set forth in the District's Procurement and Purchasing Policy.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on May 20, 2020, Resolution No. 3392 was adopted by the following vote:

AYES: NOES: ABSTAIN: ABSENT:

Attest:

Chris Stephens, Chairman

Jackie Gardina, Secretary