



# **VENTURA PORT DISTRICT**

## **BOARD OF PORT COMMISSIONERS**

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

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

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### **PORT COMMISSION AGENDA**

**REGULAR MEETING**  
**WEDNESDAY, SEPTEMBER 1, 2021**

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

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

**CLOSED SESSION – 6:00PM**

**REGULAR MEETING – 7:00PM**

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

## **PUBLIC PARTICIPATION OPTIONS**

### **WATCH THE MEETING LIVE**

Join a Zoom meeting LIVE:

<https://us02web.zoom.us/j/81748804985>

Webinar ID: 817 4880 4985

1-669-900-6833

1-253-215-8782

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

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

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

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

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

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

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

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

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

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

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

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

- a) Property: **1575 Spinnaker Drive #206A**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner  
Julianne Martin, Psy.D.  
Under Negotiation: **Terms of Office Lease Agreement** (new)
  
- b) Property: **1583 Spinnaker Drive #104A**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner  
Katherine and James E. Adams DBA Lemon & Lei  
Under Negotiation: **Terms of New Retail Lease Agreement** (renewal)
  
- c) Property: **1575 Spinnaker Drive #206B**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner  
Heather Yarian and Barbara Holden DBA Miramar International, Inc.  
Under Negotiation: **Terms of New Office Lease** (new)
  
- d) Property: **1567 Spinnaker Drive #103**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner  
Hilda Wann DBA Treasure Cove  
Under Negotiation: **Terms of New Retail Lease** (renewal)
  
- e) Property: **1575 Spinnaker Drive #101, #102, #103**  
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Andy Turner  
Andres Fernandez LLC DBA The 805 Bar & Grilled Cheese/Copa Cubana  
Under Negotiation: **Terms of New Restaurant Lease** (renewal)

**ADJOURNMENT**

<b>OPEN SESSION – 7:00PM</b>
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**CALL TO ORDER:** *By Chairman Chris Stephens.*

**PLEDGE OF ALLEGIANCE:** *By Chairman Chris Stephens.*

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

**ADOPTION OF AGENDA (3 minutes)**

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

**APPROVAL OF MINUTES (3 minutes)**

*The Minutes of the July 21, 2021 Regular Meeting will be considered for approval.*

*Attendees can dial \*9 or use the 'raise hand' function in Zoom if they would like to speak during public comment periods.*

**CLOSED SESSION REPORT (3 minutes)**

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

**BOARD COMMUNICATIONS (5 minutes)**

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

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

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

**LEGAL COUNSEL REPORT (5 minutes)**

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

**CONSENT AGENDA: (5 minutes)**

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

**A) Approval of Out-of-Town Travel Requests**

Recommended Action: Roll Call Vote.

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

- a) John Higgins, Harbormaster, to attend the Annual California JPIA Risk Management Educational Forum in San Diego, CA;
- b) Sergio Gonzalez, Maintenance Supervisor to attend the Annual California JPIA Risk Management Educational Forum in San Diego, CA;
- c) Todd Mitchell, Business Operations Manager, to attend the Annual Training and Conference with the California Association of Harbormasters and Port Captains and Marine Recreation Association in San Diego, CA; and,
- d) John Higgins, Harbormaster, to attend the Annual Training and Conference with the California Association of Harbormasters and Port Captains and Marine Recreation Association in San Diego, CA.

**B) Approval of Updated Conflict of Interest and Disclosure Code**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3424 to approve the updated Conflict of Interest Code Policy and rescind Resolution No. 3361.

**C) Approval of Updated Records Retention Policy**

Recommended Action: Roll Call vote.

That the Board of Port Commissioners adopt Resolution No. 3425, approving the new Records Retention Policy for the Ventura Port District and rescinding Resolution No. 3314.

**D) Approval of a New Office Lease Agreement for Julianne Martin at 1575 Spinnaker Drive #206A**

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 Julianne Martin for space located at 1575 Spinnaker Drive #206A consisting of approximately 247 square feet for a two (2) year term with two (2) options each for one (1) additional year.

**E) Approval of a New Retail Lease Agreement for Katherine Adams and James Adams dba Lemon & Lei at 1583 Spinnaker Drive #104A**

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 Katherine Adams and James Adams DBA Lemon & Lei for space located at 1583 Spinnaker Drive #104A consisting of approximately 500 square feet for a two (2) year term.

**F) Approval of a New Office Lease Agreement for Heather Yarian and Barbara Holden dba Miramar International, Inc. at 1575 Spinnaker Drive #206B**

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 Heather Yarian and Barbara Holden dba Miramar International, Inc. for space located at 1575 Spinnaker Drive #206B consisting of approximately 247 square feet for a four (4) year term with two (2) options each for two (2) additional years.

**G) Approval of a New Retail Lease Agreement for Hilda Wann dba Treasure Cove at 1567 Spinnaker Drive #103**

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 Hilda Wann DBA Treasure Cove for space located at 1567 Spinnaker Drive #103 consisting of approximately 342 square feet for an eighteen (18) month term with two (2) options each for one (1) additional year.

**H) Approval of a New Restaurant Lease Agreement for Andres Fernandez LLC dba The 805 Bar & Grilled Cheese/Copa Cubana at 1575 Spinnaker Drive #101, #102, and #103**

Recommended Action: Roll Call vote.

That the Board of Port Commissioners approve a new Restaurant Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Andres Fernandez LLC DBA The 805 Bar & Grilled Cheese/Copa Cubana for space located at 1575 Spinnaker Drive #101, #102, and #103 consisting of approximately 2,390 square feet for a three (3) year term with two (2) options each for three (3) additional years.

**STANDARD AGENDA:**

**1) Approval of Financial Statements and Checks for April through June 2021**

Recommended Action: Roll Call vote.

That the Board of Port Commissioners adopts Resolution No. 3426 to:

- a) Accept the following draft financial statements for the Quarter ending June 30, 2021, pending final year-end reconciliations and audit adjustments; and,
- b) Review the payroll and regular checks for April through June 2021.

**2) Approval of Resolution No. 3427 Designating Applicant's Agents for Non-State Agencies for Obtaining Certain Federal Financial Assistance**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3427 approving the designation of applicant's agent for non-state agencies for obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

**3) Conduct of Meetings Pursuant to Executive Order N-08-21**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Return to in-person meetings beginning October 1, 2021, pursuant to Executive Order N-08-21;
- b) Continue virtual participation by Zoom through December 31, 2021; and,
- c) Return to the Board in December to determine meeting schedule and format for 2022.

**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, August 27, 2021 by 5:00 p.m. at the Port District Office  
and online at [www.venturaharbor.com](http://www.venturaharbor.com) - Port District Business - Meetings and Agendas.*

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



# BOARD OF PORT COMMISSIONERS

## SEPTEMBER 1, 2021

### APPROVAL OF MINUTES

### JULY 21, 2021 REGULAR MEETING

# VENTURA PORT DISTRICT

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## BOARD OF PORT COMMISSIONERS MINUTES OF JULY 21, 2021

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### **CLOSED SESSION**

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

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chairman Chris Stephens at 6:31PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

#### **ROLL CALL:**

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

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

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

Everard Ashworth

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

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

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

Andy Turner via teleconference

**PUBLIC COMMUNICATIONS:** None. Closed at 6:32PM.

**CONVENED TO CLOSED SESSION AT 6:32PM.**

**ADJOURNMENT:** Closed Session was adjourned at 6:55PM.

### **OPEN SESSION**

#### **ADMINISTRATIVE AGENDA:**

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

The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Chairman Chris Stephens at 7:02PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom Meeting.

**PLEDGE OF ALLEGIANCE:** By Vice-Chairman Blumenberg.



**ROLL CALL:**

**Commissioners Present:**

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

**Commissioners Absent:**

Everard Ashworth

**Port District Staff:**

Brian Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
Jessica Rauch, Clerk of the Board  
John Higgins, Harbormaster via teleconference  
Dave Werneburg, Marina Manager via teleconference  
Jennifer Talt-Lundin, Marketing Manager via teleconference  
Sergio Gonzalez, Maintenance Supervisor via teleconference  
Joe Gonzalez, Facilities Manager via teleconference

**Legal Counsel:**

Andy Turner via teleconference

**ADOPTION OF AGENDA**

**ACTION:** Commissioner Brennan moved to adopt the July 21, 2021 agenda.

Vice-Chairman Blumenberg seconded. The vote was as follows:

**AYES:** Commissioners Stephens, Blumenberg, Brennan, Gardina

**NOES:** None

**ABSENT:** Commissioner Ashworth

**Motion carried 4-0.**

**APPROVAL OF MINUTES**

The Minutes of the July 7, 2021 Regular Meeting were considered as follows:

**ACTION:** Commissioner Brennan moved to approve the minutes of the July 7, 2021 Regular Meeting.

Commissioner Gardina seconded. The vote was as follows:

**AYES:** Commissioners Stephens, Blumenberg, Gardina, Brennan

**NOES:** None

**ABSENT:** Commissioner Ashworth

**Motion carried 4-0.**

**PUBLIC COMMUNICATIONS:** None. Closed at 7:04PM.

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

**BOARD COMMUNICATIONS:** Commissioners Gardina, Blumenberg and Stephens commented on parking issues in the Village and are looking forward to discussing the parking management plan.

**STAFF AND GENERAL MANAGER REPORTS:** Mr. Pendleton highlighted the projects described in the Capital Projects report. Mr. Mitchell gave a dredging update.

**LEGAL COUNSEL REPORT:** None.

**CONSENT AGENDA:**

**A) Approval of a Out-of-Town Travel Requests**

Recommended Action: Roll Call Vote.

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

- a) Brian D. Pendleton, General Manager, to attend the California Special Districts Association Annual Conference in Monterey, CA; and
- b) Todd Mitchell, Business Operations Manager, to attend the CMANC Fall Meeting in Santa Cruz, CA; and
- c) Mike Blumenberg, Vice-Chairman and Dredging Liaison, to attend the CMANC Fall Meeting in Santa Cruz, CA.

Public Comment: None.

**ACTION:** Commissioner Brennan moved to the out-of-town travel request for:

- a) Brian D. Pendleton, General Manager, to attend the California Special Districts Association Annual Conference in Monterey, CA; and
- b) Todd Mitchell, Business Operations Manager, to attend the CMANC Fall Meeting in Santa Cruz, CA; and
- c) Mike Blumenberg, Vice-Chairman and Dredging Liaison, to attend the CMANC Fall Meeting in Santa Cruz, CA.

**Vice Chairman Blumenberg seconded. The vote was as follows:**

**AYES:** Commissioners Stephens, Blumenberg, Brennan, Gardina

**NOES:** None

**ABSENT:** Commissioner Ashworth

**Motion carried 4-0.**

**B) Approval of a Professional Services Agreement with Rincon Consultants, Inc.**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a Professional Services Agreement with Rincon Consultants, Inc. in the amount of up to \$130,000 for environmental consulting, testing, monitoring, and reporting services.

Public Comment: Sam Sadove asked if this should have gone out to bid. Mr. Pendleton responded that Professional Services agreements do not go out to bid.

**ACTION:** Commissioner Brennan moved to approve a Professional Services Agreement with Rincon Consultants, Inc. in the amount of up to \$130,000 for environmental consulting, testing, monitoring, and reporting services.

Vice-Chairman Blumenberg seconded. The vote was as follows:

**AYES:** Commissioners Stephens, Blumenberg, Brennan, Gardina

**NOES:** None

**ABSENT:** Commissioner Ashworth

Motion carried 4-0.

**C) Adoption of Resolution No. 3422 Approving the Updates to the Board of Port Commissioners Protocols and Policies Manual**

Recommended Action: Roll Call vote.

That the Board of Port Commissioners adopt Resolution No. 3422 approving the updates to the Board of Port Commissioners Protocols and Policies Manual and rescind Resolution No. 3315.

Public Comment: None.

**ACTION:** Commissioner Brennan moved to adopt Resolution No. 3422 approving the updates to the Board of Port Commissioners Protocols and Policies Manual and rescind Resolution No. 3315.

Vice-Chairman Blumenberg seconded. The vote was as follows:

**AYES:** Commissioners Stephens, Blumenberg, Brennan, Gardina

**NOES:** None

**ABSENT:** Commissioner Ashworth

Motion carried 4-0.

**D) Approval of Notice of Completion for the Ventura Harbor Commercial Fishing Equipment Storage Improvement Project**

Recommended Action: Roll Call vote.

That the Board of Port Commissioners adopt Resolution No. 3423:

- a) Accepting the work of Staples Construction Company, Inc. for the Ventura Harbor Commercial Fishing Equipment Storage Improvement Project at 1410 Angler Ct.; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

Public Comment: None.

**ACTION:** Commissioner Brennan moved to adopt Resolution No. 3423:

- a) Accepting the work of Staples Construction Company, Inc. for the Ventura Harbor Commercial Fishing Equipment Storage Improvement Project at 1410 Angler Ct.; and

- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.**

**Vice-Chairman Blumenberg seconded. The vote was as follows:**  
**AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina**  
**NOES: None**  
**ABSENT: Commissioner Ashworth**

**Motion carried 4-0.**

**STANDARD AGENDA:**

**1) Appointment of New Audit Liaison**

Recommended Action: Roll Call vote.

That the Board of Port Commissioners appoint an audit liaison to work with staff and CliftonLarsonAllen LLP throughout the FY2020-2021 financial audit process.

Report by Brian D. Pendleton, General Manager.

Public Comment: None.

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

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

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

**Motion carried 4-0.**

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

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners receive and file the quarterly update on the Ventura Port District 5-Year Objectives.

Report by Brian D. Pendleton, General Manager

Public Comment: Michal Wagner, owner of Andria's Seafood expressed his concerns about employee parking.

**ACTION: Commissioner Brennan moved to receive and file the quarterly update on the Ventura Port District 5-Year Objectives.**

**Vice-Chairman Blumenberg seconded. The vote was as follows:**

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

**Motion carried 4-0.**

**3) Award of Bid to JTEC Corporation, Inc. for the Ventura Harbor Village Wayfinding Signage Project**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners award the Ventura Harbor Village Wayfinding Signage Project to JTEC Corporation, Inc. in the amount of \$90,000.

Report by Joe Gonzalez, Capital Projects Manager.

Public Comment: None. Closed at 7:43PM.

**ACTION: Commissioner Gardina moved to award the Ventura Harbor Village Wayfinding Signage Project to JTEC Corporation, Inc. in the amount of \$90,000.**

**Vice-Chairman Blumenberg seconded. The vote was as follows:**

**AYES: Commissioners Stephens, Blumenberg, Brennan, Gardina**

**NOES: None**

**ABSENT: Commissioner Ashworth**

**Motion carried 4-0.**

**4) Executive Order N-08-21**

Recommended Action: Informational.

That the Board of Port Commissioners:

- a) Receive a status report regarding Executive Order N-08-21 which authorizes members of the public and board members to attend meetings via teleconference (or other electronic means) for health and safety purposes until September 30, 2021; and
- b) Prepare for the transition to in-person public meetings by October 1, 2021 and discuss whether teleconferencing for board members and members of the public will be an option for public meetings held post-pandemic.

Report by Andy Turner, Legal Counsel.

Public Comment: None. Closed at 7:51PM.

**ACTION: The Commission gave staff direction and asked to return to the Board with more information at the September 1, 2021 meeting.**

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

Recommended Action: Informational. (Verbal Report)

That the Board of Port Commissioners receive an update on:

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

Report by Brian D. Pendleton, General Manager.

Public Comment: None. Closed at 8:07PM.

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

**ADJOURNMENT:** The meeting was adjourned at 8:10PM.

The next meeting is Wednesday, September 1, 2021.

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Brian Brennan, Secretary



BOARD OF PORT COMMISSIONERS

SEPTEMBER 1, 2021

CONSENT AGENDA ITEM A

APPROVAL OF OUT-OF-TOWN  
TRAVEL REQUESTS

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM A**  
Meeting Date: September 1, 2021

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
SUBJECT: Approval of Out-of-Town Travel Requests

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**RECOMMENDATION:**

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

- a) John Higgins, Harbormaster, to attend the Annual California JPIA Risk Management Educational Forum in San Diego, CA;
- b) Sergio Gonzalez, Maintenance Supervisor to attend the Annual California JPIA Risk Management Educational Forum in San Diego, CA;
- c) Todd Mitchell, Business Operations Manager, to attend the Annual Training and Conference with the California Association of Harbormasters and Port Captains and Marine Recreation Association in San Diego, CA; and,
- d) John Higgins, Harbormaster, to attend the Annual Training and Conference with the California Association of Harbormasters and Port Captains and Marine Recreation Association in San Diego, CA.

**SUMMARY:**

The California Joint Powers Insurance Authority is holding its Annual Risk Management Educational Forum "S.S. Authority: Voyage Through the Sea of Risks" in San Diego from October 5 to October 7, 2021. This conference is an educational and training event including topics on risk management, public safety laws, workers compensation, leadership development, facilities management, employment law and public safety disability information. Harbormaster, John Higgins, and Maintenance Supervisor, Sergio Gonzalez will travel to San Diego, California to participate in the training conference with each attending sessions relevant to their respective duties.

The Marine Recreational Association and the California Association of Harbormasters and Port Captains are co-hosting their conferences together in La Jolla from October 11 to October 13, 2021. The joint conference, "Climate for Change", is an educational and training event spanning the educational foci of both agencies with topics including coastal and inland climate change issues, marina safety and codes, enhancing guest services and customer satisfaction, improving operations, regulatory affairs/compliance, port/harbor trends, technology, and product demonstrations. Business Operations Manager, Todd Mitchell, and Harbormaster, John Higgins, will travel to La Jolla, California to participate in the training conference with each attending sessions relevant to their respective duties.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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



- 1: Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

**BACKGROUND:**

Employees and Commissioners are encouraged to attend conferences, meetings, seminars, and other activities that provide an opportunity to be informed concerning matters of interest to the District and their position.

**FISCAL IMPACTS:**

The travel and training costs are included in the FY21-22 budget.

Estimated cost for attending the “S.S. Authority: Voyage Through the Sea of Risks” Risk Management Educational Forum, hosted by the California Joint Powers Insurance Authority is as follows (per person):

Registration	\$0.00
Lodging	\$774.75
Meals	\$75.00
Mileage	\$209.00
Miscellaneous	\$150.00
<b>TOTAL</b>	<b>\$1,208.75</b>

Estimated cost for attending the combined “Climate for Change” conference co-hosted by the Marine Recreation Association and the California Association of Harbormasters and Port Captains is as follows (per person):

Registration	\$568.00
Lodging	\$539.18
Meals	\$210.00
Mileage*	\$199.00
Miscellaneous	\$100.00
<b>TOTAL</b>	<b>\$1,616.18</b>

- \* As the two conferences are a week apart and both in the vicinity of San Diego, the Harbormaster (who is attending both) will use vacation to stay in San Diego in between conferences to minimize travel costs.

**ATTACHMENTS:**

None.



BOARD OF PORT COMMISSIONERS

SEPTEMBER 1, 2021

CONSENT AGENDA ITEM B

APPROVAL OF UPDATED CONFLICT OF  
INTEREST AND DISCLOSURE CODE

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM B**  
Meeting Date: September 1, 2021

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Jessica Rauch, Clerk of the Board  
SUBJECT: Approval of Updated Conflict of Interest and Disclosure Code

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**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3424 to approve the updated Conflict of Interest Code Policy and rescind Resolution No. 3361.

**SUMMARY:**

The District recently added the new position of Capital Projects Manager and removed the Property Manager position. Exhibit A to the proposed Resolution identifies all designated positions and the disclosure categories they file under.

Once the Board adopts Resolution No. 3424, approving the new Conflict of Interest and Disclosure Code, it will be transmitted to the County of Ventura, along with a form of Certification signed by the Secretary of the Board.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

It has been necessary from time to time to amend the District's Conflict of Interest Code to conform its disclosure obligations to recent changes in the law, and to identify new positions within the District for which the job duties entail the making of decisions having a potential financial impact on the District, such that employees holding such positions are required to file disclosure statements under the District's Code.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

Attachment 1 – Exhibit A Redlined  
Attachment 2 – Resolution No. 3424

**EXHIBIT A**  
**Redlined Version**

**CONFLICT OF INTEREST AND DISCLOSURE CODE  
OF THE VENTURA PORT DISTRICT**

**Designated Positions**

<b># of POSITIONS</b>	<b>POSITION TITLE</b>	<b>DISCLOSURE CATEGORIES (From Exhibit B)</b>	<b>FILING OFFICER (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])</b>
5	Members of the Board of Port Commissioners	1,2	COB
1	General Manager	1,2	COB
1	Deputy General Manager	1,2	COB
1	Harbormaster	2	AC
1	Business Operations Manager	2	AC
1	Accounting Manager	2	AC
1	Marketing Manager	2	AC
1	Marina Manager	2	AC
<del>1</del>	<del>Property Manager</del>	<del>2</del>	<del>AC</del>
1	Facilities Manager	2	AC
<u>1</u>	<u>Capital Projects Manager</u>	<u>2</u>	<u>AC</u>
Consultants <sup>1</sup>			

- The Capital Projects Manager position was added to the Designated Positions and the Property Manager position has been deleted.

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Notes:

- 1) The Filing Official for the Members of the Board, the General Manager, and Deputy General Manager is the Clerk of the Ventura County Board of Supervisors.
- 2) The Filing Official for all other positions is the Clerk of the Ventura Port District.

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<sup>1</sup> The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.



**RESOLUTION NO. 3424**

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS  
OF THE VENTURA PORT DISTRICT  
APPROVING ITS NEW 2021 CONFLICT OF INTEREST CODE**

WHEREAS, the Political Reform Act, Government Code section 81000 et seq., requires local government agencies to adopt and promulgate Conflict of Interest Codes; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., § 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings; and

WHEREAS, the terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Ventura Port District, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which set forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Ventura Port District; and

WHEREAS, persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for that position in Exhibit A; and

WHEREAS, in preparing the form 700, designated filers need only disclose those financial interests falling within the disclosure categories designated for that filer's position as stated in Exhibits A and B; and

WHEREAS, pursuant to said Act, the Ventura Port District ("District") adopted its initial conflict of interest code ("Code") which has since been updated and amended several times, with the latest action being the adoption of Board Resolution No. 3361 on September 12, 2018; and

WHEREAS, the Board has determined that it is in the best interest of the District to amend the Code in certain particulars outlining new positions in the District; and

WHEREAS, as a result of such amendment, the Board finds it is desirable and in the best interests of the District to rescind the existing Code and adopt the new Code in the manner set forth herein as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. 3361 and all prior versions of the Code, which were previously passed, approved, and adopted by the Board, and adopts in its place Exhibit A, Exhibit B and Exhibit C of its Conflict of Interest and Disclosure Code of the Ventura Port District, to include additional positions within the District, which are shown on Exhibit A attached hereto.

ATTACHMENT 2

BE IT FURTHER RESOLVED that those individuals holding newly designated positions, as set forth in Exhibit A, shall file Statements of Economic Interests with the Clerk of the District within 30 days of the adoption of this Resolution.

BE IT FURTHER RESOLVED that a secretarially certified copy of this Resolution, including the attached Exhibit A, B, and C, shall be forwarded to the Ventura Board of Supervisors as an amendment to the Conflict of Interest and Disclosure Code of the Ventura Port District.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Port Commissioners of Ventura Port District held on the 1st day of September 2021 by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

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Chris Stephens, Chairman

ATTEST:

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Brian Brennan, Secretary

ATTACHMENT 2

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

I, Brian Brennan, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 1st day of September 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 1st day of September 2021.

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Brian Brennan, Secretary

ATTACHMENT 2  
**CERTIFICATION OF THE SECRETARY OF  
VENTURA PORT DISTRICT**

I, the undersigned, do hereby certify:

1. I am the duly elected and acting Secretary of the Ventura Port District.
2. The foregoing Resolution approving the new Conflict of Interest and Disclosure Code of the Ventura Port District was adopted at a regular meeting of the Board of Port Commissioners held on September 1, 2021.

IN WITNESS WHEREOF, I have executed this Certificate of Secretary of the District this 1st day of September 2021.

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Brian Brennan, Secretary  
Ventura Port District  
Board of Port Commissioners



ATTACHMENT 2  
**EXHIBIT A – DESIGNATED POSITIONS AND FILING OFFICERS**

<b># of POSITIONS</b>	<b>POSITION TITLE</b>	<b>DISCLOSURE CATEGORIES</b> (From Exhibit B)	<b>FILING OFFICER</b> (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
<b>5</b>	<b>Members of the Board of Port Commissioners</b>	<b>1,2</b>	<b>COB</b>
<b>1</b>	<b>General Manager</b>	<b>1,2</b>	<b>COB</b>
<b>1</b>	<b>Deputy General Manager</b>	<b>1,2</b>	<b>COB</b>
<b>1</b>	<b>Harbormaster</b>	<b>2</b>	<b>AC</b>
<b>1</b>	<b>Business Operations Manager</b>	<b>2</b>	<b>AC</b>
<b>1</b>	<b>Accounting Manager</b>	<b>2</b>	<b>AC</b>
<b>1</b>	<b>Marketing Manager</b>	<b>2</b>	<b>AC</b>
<b>1</b>	<b>Marina Manager</b>	<b>2</b>	<b>AC</b>
<b>1</b>	<b>Facilities Manager</b>	<b>2</b>	<b>AC</b>
<b>1</b>	<b>Capital Projects Manager</b>	<b>2</b>	<b>AC</b>
Consultants <sup>1</sup>			

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Notes:

- 1) The Filing Official for the Members of the Board and the General Manager is the Clerk of the Ventura County Board of Supervisors.
- 2) The Filing Official for all other positions is the Clerk of the Ventura Port District.

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<sup>1</sup> The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

ATTACHMENT 2  
**EXHIBIT B – DISCLOSURE CATEGORIES**

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

**Category 1 – BROADEST DISCLOSURE**

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

**Category 2 – REAL PROPERTY**

[SEE FORM 700 SCHEDULE B]

All interests in real property, including interests in real property held by business entities and trusts in which the public official holds a business position or has an investment or other financial interest.

**Category 3 – LAND DEVELOPMENT, CONSTRUCTION AND TRANSACTION**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which engage in land development, construction, or real property acquisition or sale.

**Category 4 – PROCUREMENT**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency or department.

**Category 5 – REGULATION AND PERMITTING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before, the designated position's agency or department.

**Category 6 – FUNDING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All investments, business positions and sources of income, gifts, loans and travel payments, from sources which receive grants or other funding from or through the designated position's agency or department.

ATTACHMENT 2  
**APPENDIX - DESIGNATING OFFICIALS WHO  
MANAGE PUBLIC INVESTMENTS**

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

**APPLICABLE DEFINITIONS**

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) “Other public officials who manage public investments” means:

(A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;

(B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and

(C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) “Management of public investments” means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

ATTACHMENT 2

**DESIGNATED POSITIONS AND FILING OFFICERS**

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

<b># of POSITIONS</b>	<b>POSITION TITLE/CONSULTANT</b>	<b>FILING OFFICER</b> (Designate County Clerk of Board [COB] or Local Agency's Clerk [AC])
<b>5</b>	<b>Members of the Board of Port Commissioners</b>	<b>COB</b>
<b>1</b>	<b>General Manager</b>	<b>COB</b>
<b>1</b>	<b>Deputy General Manager</b>	<b>COB</b>
<b>1</b>	<b>Harbormaster</b>	<b>AC</b>
<b>1</b>	<b>Business Operations Manager</b>	<b>AC</b>
<b>1</b>	<b>Accounting Manager</b>	<b>AC</b>
<b>1</b>	<b>Marketing Manager</b>	<b>AC</b>
<b>1</b>	<b>Marina Manager</b>	<b>AC</b>
<b>1</b>	<b>Facilities Manager</b>	<b>AC</b>
<b>1</b>	<b>Capital Projects Manager</b>	<b>AC</b>
<b>1</b>	<b>Consultant</b>	<b>AC</b>

ATTACHMENT 2  
**EXHIBIT C - ADDITIONAL CODE PROVISIONS**

The following additions to the FPPC Standard Code are hereby incorporated into the Conflict of Interest and Disclosure Code of the Ventura Port District:

**DISQUALIFICATION**

1. An investment, interest in real property, income or source of income of a designated employee shall not be a basis for disqualification under this Conflict of Interest Code where such interest will foreseeably be affected only by the decisions to fix an ad valorem property tax rate or uniform assessments for the District applicable to the public generally. (Cal. Code of Regs., Title 2, Section 18703)
2. After disqualification, a designated employee may make an appearance, submit information, or express views on the same basis as any other citizen on matters related solely to his personal interest, provided that it is done publicly and provided that the person clearly indicates he is acting in a private capacity.
3. Rule of Necessity: Item No. 1 (above) does not prevent a designated employee from making or participating in the making of a governmental decision to the extent that his participation is legally required for an action or decision to be made. The fact that a designated employee's vote is needed to break a tie does not make this participation legally required for the purposes of this section. The attorney for the District is empowered to advise any designated employee whether or not the "Rule of Necessity" is applicable in any particular instance.

**OPINIONS OF COUNSEL AND OF THE COMMISSION**

1. Opinion Requests. Any designated employee who is unsure of any right or obligation arising under this Code may, with the prior approval of the General Manager, request a formal opinion or letter of advice from the FPPC or a written opinion from the attorney for the District.
2. Evidence of Good Faith. If an opinion is rendered by the attorney for the District stating the facts and the law upon which the opinion is based, compliance by the designated employee with the conclusions of such an opinion is evidence of good faith in any civil or criminal proceeding brought pursuant to the Political Reform Act of 1974 on this Code, but may not be conclusive as to whether the designated employee acted in good faith. The designated employee's good faith compliance with the opinion of the District's attorney shall also act as a complete defense to any disciplinary action that the District may bring under Section 91003.5 of said Act of this Code. A designated employee may also seek an opinion or advice letter from the FPPC pursuant to Government Code Section 83114, which shall act as a complete defense in any subsequent enforcement proceeding brought by the FPPC.

**STATUTE OF LIMITATIONS**

1. No action based on a disqualification provision of this Code shall be brought pursuant to Government Code Section 91003(b) to restrain the execution of or to set aside official action of the District unless the complaint or petition is filed and served upon the District within 90 days following the official action.

**DEFINITIONS**

1. The definitions contained in the Political Reform Act of 1974 (Government Code Section 81000 et. seq.) and regulations adopted pursuant thereto are incorporated into this Conflict of Interest Code. Conflict of Interest disclosure reports shall be made on Fair Political Practices Commission Form 700, or any successor forms thereto.



BOARD OF PORT COMMISSIONERS

SEPTEMBER 1, 2021

CONSENT AGENDA ITEM C

APPROVAL OF UPDATED RECORDS  
RETENTION POLICY

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM C**  
Meeting Date: September 1, 2021

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
Jessica Rauch, Clerk of the Board  
SUBJECT: Approval of Updated Records Retention Policy

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**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3425, approving the new Records Retention Policy for the Ventura Port District and rescinding Resolution No. 3314.

**SUMMARY:**

With the addition of a new security system for door controllers and a server for video cameras, pursuant to Government Code 53160, Special Districts are obligated to store routine video recordings for one year. This new resolution allows the District's new security system to automatically erase routine video recordings after one year has elapsed from recording.

No other changes to the previous policy are included.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

Per Government Code 53160, "The head of a special district, after one year, may destroy recordings of routine video monitoring...", where "...routine video monitoring' means video recording by a video or electronic imaging system designed to record the regular and ongoing operations of the special district, including mobile in-car video systems, jail observation and monitoring systems, and building security recording systems."

A records retention policy is the foundation of an effective records management program. This policy defines an organization's legal and compliance recordkeeping requirements. This policy is implemented in order to ensure that records are kept as long as legally and operationally required and that obsolete records are disposed of in a systematic and controlled manner.

On August 16, 1995, the Port Commission approved Resolution No. 2708 creating a policy relating to the retention and destruction of District records. With the current policy being 21 years old, it is time to update Appendix A and create a policy that is more efficient. On July 27, 2016, the Port Commission rescinded Resolution No. 2708 and created a more efficient policy via Resolution 3314. This action adds an additional level of efficiency through automatically deleting routine video recordings after no less than one year.

**FISCAL IMPACTS:**

By automatically erasing video after one year, rather than waiting for the end of a fiscal year, the amount of server storage required to store video is reduced by as much as 50%.

**ATTACHMENTS:**

Attachment 1 – Redlined Records Retention Policy

Attachment 2 – Resolution No. 3425



**APPENDIX A**  
**VENTURA PORT DISTRICT**  
**RECORD RETENTION POLICY**  
**REDLINED**

In order to establish guidelines for the retention of Ventura Port District (“District”) records and to identify those records which are no longer required for or important to District operations, and are therefore appropriate for destruction, the following guidelines are established for the retention of District records:

Different types of District records and a recommended retention period for those records are set forth on the attachment to this Policy. Although every effort has been made to provide a thorough list of the different types of District records, the attached list is not all-inclusive, and there may be records which do not fall within one of the listed categories. In such case, the General Manager of the District is authorized to make a determination as to the appropriate retention period for that particular record.

Each record on the attached list shall be maintained in District records for the period indicated. In some instances, circumstances may exist which justify maintenance of a particular record for a longer period of time. The period of retention begins at the end of the fiscal year during which the record was created, not from the date of the record itself.

Certain records are identified on the attachment as “Permanent Records” which shall be retained permanently in District records. Some Permanent Records should be retained in their original form, including minute books, resolutions and ordinances; records relating to the District’s formation, and formation of any improvement or assessment districts or related public benefit corporations; deeds, easements and other real property records; insurance policies; annual and audited financial reports; and court judgments and settlement agreements. Other permanent records may be photographed, microfilmed, scanned and stored on a computer hard drive with additional electronic backup, or reproduced on optical disk or other medium to facilitate their retention as required by this Policy.

Electronic records, such as e-mail, voicemail, and work-related text message are only to be retained by the District if in the discretion of the General Manager, the record has administrative value. If e-mail, voicemail, and work-related text messages are retained by the District, the metadata also needs to be retained. For purposes of this policy, “metadata” includes the sender, recipient, date/time message was sent, and subject matter of the message. If a voicemail is retained, the metadata associated with that voicemail must be written down, and also retained.

In normal operations of the District, duplicate records are often created. Unless the Board of Port Commissioners provides otherwise, the General Manager may authorize the destruction of any duplicate record so long as the original or a permanent

photographic reproduction or optical disk copy of the record is created and maintained in accordance with this Policy.

In accordance with *Government Code §60201*, the District may utilize alternative storage methods for those records which are not required to be maintained in their original form. Upon Board authorization, District records may be photographed, micro-photographed, reproduced by electronic video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, scanned and stored on a computer hard drive with additional electronic backup, or produced on film or any other reliable medium which does not permit additions, deletions or changes to the original document. This preservation must comply with minimum standards or guidelines recommended by the American National Standards Institute or the Association for Information of Image Management for recording of permanent records or non-permanent records.

Such reproductions shall be maintained in conveniently accessible files with provisions being made by the District for preserving, examining and using files. The reproductions can be certified, and such certified reproductions shall be deemed to be original public records for all purposes pursuant to *Government Code §60203*. Certification of the record must comply with standards approved by the California Attorney General, including a statement of identity, description and disposition or location of the records reproduced and the date, reason and authorization for such reproduction.

The General Manager shall oversee the process for destruction of District records in accordance with the guidelines attached to this Policy. Records (whether originals or reproductions) can be destroyed by the District unless it is determined that a compelling reason then exists to continue retention of the document. Alternatively, those records which are maintained in their original form during the retention period could, upon expiration of the retention period be converted to microfilm or other photographic reproduction for so long as circumstances reasonably dictate.

If litigation against the District or its employees is filed, threatened, or likely, the District has a duty to preserve all documents and records that pertain to that litigation. As soon as the District is made aware of the filed, threatened, or likely litigation, the General Manager may issue a document hold specifying what documents and records must be retained until the filed, threatened, or likely litigation is resolved. A General Manager's document hold supersedes the record periods listed in the attached schedule.

Immediately prior to destruction, the General Manager shall make a determination that no reason then exists to preserve the record.

The following list of records with suggested retention periods is comprised primarily of records commonly found in the general business community and is not intended as an exhaustive listing of all District records. Except as noted, the figures represent the number of years for retaining the records. The periods begin at the end of the fiscal year during which the record was created, not from the date of the record. The retention period for items supporting tax returns begins on the filing date of the return or its due date, whichever is later.

"P" = permanently; "AT" = after termination; **"AC" = After creation**; "AD" = after disposal of the underlying asset; "AE" = after election; "AEG" = after end of grant; "AM" = after meeting; "AR" = after revision; "ARNC" = after recordation of notice of completion.

Accident reports (settled)	7	Insurance policies	P
Agendas; meeting notices	2	Inventory records	7 AD
Audits (see also Financial Reports)	P	Invoices	7
Bank deposit slips	3	Labor records:	
Bank reconciliations	3	Applications (employees)	7 AT
Bank statements	7	Applications (non-hirees)	2
Bills of lading	5	Contracts	7 AT
Board meeting packets	90 days	Daily time reports	5
Bonds (records of issuance)	P	Disability claims	7 AT
Budgets and related updates and adjustments	3	Earnings records	7
Check register	10	Employee manual	2 AR
Checks (paid and canceled)	7 AD	Employee service records	7 AT
Contracts:		Interview documents (employees)	7 AT
Employee	7 AT	Interview documents (non-hirees)	2
Vendor/consultant	7	Pay checks	7
For acquisition, operation, maintenance of land and improvements	P	Personnel files	7 AT
Correspondence:		Salary and wage changes	7 AT
Accounting	7	Salary receipts	7 AT
Credit and collection	7	Time cards, tickets and clock records	5
General	3	Training records	7
Personnel	7 AT	Unemployment claims	7 AT
Cost accounting records	5	Withholding certificates	7 AT
Deposit slip copies	3	Worker's compensation reports	10
Depreciation schedules	7 AD	Leases	7 AT
District Formation records	P	Ledgers and journals:	
Easements	P	Accounts payable ledger	7
Electronic Records:		Accounts receivable ledger	7
E-mail correspondence (with administrative value) and related metadata	90 days	Cash journal	10
Voicemail (with administrative value) and related metadata	90 days	Customer ledger	7
Text Message (with administrative Value) and related metadata	90 days	General journal	10
Environmental review documents:		General ledger	P
EIRs. negative declarations, notices of exemption, notices of determination	P	Journal entries-year-end	P
Environmental review: correspondence	3	Payroll journal	10
Equipment leases (after expiration)	7	Plant ledger	P
Equipment repair records	3	Purchase journal	10
Expense reimbursement records	3	Licenses	1 AT
Financial reports:		Litigation files (resolved):	5
Audited	P	Judgments, Orders, Settlement Agreements	P
Annual	P	Maintenance records:	
Interim	3	Building	7
Fixed asset records	7 AD	Machinery	7
FPFC records (Forms 700)	7 AT	Vehicles	7
Garnishments	3 AT	Vessels	7
Grant applications (successful)	5 AEG	Minute books,	
Grant funding records	5 AEG	Resolutions, Ordinances	P
		Mortgages	7 AT
		Notes (canceled)	7
		Oaths of office	6 AT
		Options	7 AT
		Ordinances	P
		Pension records	P
		Petty cash records	3

Public contract documents	7 ARNC
Real estate development records:	
Design, Engineering, Construction	10
As-builts w/ District approval	P
Planning documents	3 AR
Policies and procedures	3 AR
Property records:	
Appraisals	P
Damage reports	7
Deeds, Easements, Licenses	P
Depreciation	7 AD
Plans and specifications	P
Purchases	P
Reconveyances	P
Sales	P
Taxes	10
Public Records Act requests	2
Purchase order copies	3
Purchase invoices	7
Receiving reports	3
<u>Recordings – audio and/or video,</u>	
<u>including routine, security, and/or</u>	
<u>Board Meetings</u>	<u>365 days AC</u>
Remittance statements	3
Resolutions	P
Rules and Regulations	P
Software license agreements and	
documentation (after expiration)	3
Staff reports	2
Surety bonds	3 AT
<del>Tapes – audio and video of Board mtgs.</del>	<del>180 days AM</del>
Travel records (employees)	3
Vehicle records	2 AD
Water quality tests – bacteriological	5
Water quality tests – other	12
Water quality reports	12
Water quality violations	3



**RESOLUTION NO. 3425**

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF  
VENTURA PORT DISTRICT RELATING TO  
THE RETENTION AND DESTRUCTION OF DISTRICT RECORDS**

WHEREAS, under Government Code Section 6250 et. seq., any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical form or characteristics is a public record; and

WHEREAS, despite the fact that the District may have public records, under Government Code Section 60200 et. seq., special districts are provided with legislative guidance regarding retention and destruction of certain records; and

WHEREAS, pursuant to Government Code Sections 60201 and 12236, the Secretary of State provides specific retention periods for certain records but does not provide retention periods for all records; and

WHEREAS, in instances where the Government Code or the Secretary of State do not expressly require retention, the Board may exercise its own discretion in setting the policy for retention and destruction; and

WHEREAS, on August 16, 1995, the Board of Port Commissioners approved Resolution No. 2708 creating a policy relating to the retention and destruction of District records;

WHEREAS, on July 27, 2016, the Board of Port Commissioners approved Resolution No. 3314 updated the policy relating to the retention and destruction of District records;

WHEREAS, if at any time after this Resolution is passed, the District wishes to amend or restate the District's Record Retention Policy, it may elect to do so by Motion, rather than by Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Port Commissioners of the Ventura Port District hereby adopts the Appendix A attached to this Resolution as the District's policy for the retention and destruction of District records and rescinds Resolution No. 3314.

PASSED, APPROVED AND ADOPTED by the Board of Port Commissioners, this 1st day of September 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

ATTACHMENT 2

ATTEST:

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Chris Stephens, Chairman

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Brian Brennan, Secretary

## **APPENDIX A VENTURA PORT DISTRICT RECORD RETENTION POLICY**

In order to establish guidelines for the retention of Ventura Port District (“District”) records and to identify those records which are no longer required for or important to District operations, and are therefore appropriate for destruction, the following guidelines are established for the retention of District records:

Different types of District records and a recommended retention period for those records are set forth on the attachment to this Policy. Although every effort has been made to provide a thorough list of the different types of District records, the attached list is not all-inclusive, and there may be records which do not fall within one of the listed categories. In such case, the General Manager of the District is authorized to make a determination as to the appropriate retention period for that particular record.

Each record on the attached list shall be maintained in District records for the period indicated. In some instances, circumstances may exist which justify maintenance of a particular record for a longer period of time. The period of retention begins at the end of the fiscal year during which the record was created, not from the date of the record itself.

Certain records are identified on the attachment as “Permanent Records” which shall be retained permanently in District records. Some Permanent Records should be retained in their original form, including minute books, resolutions and ordinances; records relating to the District’s formation, and formation of any improvement or assessment districts or related public benefit corporations; deeds, easements and other real property records; insurance policies; annual and audited financial reports; and court judgments and settlement agreements. Other permanent records may be photographed, microfilmed, scanned and stored on a computer hard drive with additional electronic backup, or reproduced on optical disk or other medium to facilitate their retention as required by this Policy.

Electronic records, such as e-mail, voicemail, and work-related text message are only to be retained by the District if in the discretion of the General Manager, the record has administrative value. If e-mail, voicemail, and work-related text messages are retained by the District, the metadata also needs to be retained. For purposes of this policy, “metadata” includes the sender, recipient, date/time message was sent, and subject matter of the message. If a voicemail is retained, the metadata associated with that voicemail must be written down, and also retained.

In normal operations of the District, duplicate records are often created. Unless the Board of Port Commissioners provides otherwise, the General Manager may authorize the destruction of any duplicate record so long as the original or a permanent photographic reproduction or optical disk copy of the record is created and maintained in accordance with this Policy.

## ATTACHMENT 2

In accordance with *Government Code §60201*, the District may utilize alternative storage methods for those records which are not required to be maintained in their original form. Upon Board authorization, District records may be photographed, microphotographed, reproduced by electronic video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, scanned and stored on a computer hard drive with additional electronic backup, or produced on film or any other reliable medium which does not permit additions, deletions or changes to the original document. This preservation must comply with minimum standards or guidelines recommended by the American National Standards Institute or the Association for Information of Image Management for recording of permanent records or non-permanent records.

Such reproductions shall be maintained in conveniently accessible files with provisions being made by the District for preserving, examining and using files. The reproductions can be certified, and such certified reproductions shall be deemed to be original public records for all purposes pursuant to *Government Code §60203*. Certification of the record must comply with standards approved by the California Attorney General, including a statement of identity, description and disposition or location of the records reproduced and the date, reason and authorization for such reproduction.

The General Manager shall oversee the process for destruction of District records in accordance with the guidelines attached to this Policy. Records (whether originals or reproductions) can be destroyed by the District unless it is determined that a compelling reason then exists to continue retention of the document. Alternatively, those records which are maintained in their original form during the retention period could, upon expiration of the retention period be converted to microfilm or other photographic reproduction for so long as circumstances reasonably dictate.

If litigation against the District or its employees is filed, threatened, or likely, the District has a duty to preserve all documents and records that pertain to that litigation. As soon as the District is made aware of the filed, threatened, or likely litigation, the General Manager may issue a document hold specifying what documents and records must be retained until the filed, threatened, or likely litigation is resolved. A General Manager's document hold supersedes the record periods listed in the attached schedule.

Immediately prior to destruction, the General Manager shall make a determination that no reason then exists to preserve the record.



## ATTACHMENT 2

The following list of records with suggested retention periods is comprised primarily of records commonly found in the general business community and is not intended as an exhaustive listing of all District records. Except as noted, the figures represent the number of years for retaining the records. The periods begin at the end of the fiscal year during which the record was created, not from the date of the record. The retention period for items supporting tax returns begins on the filing date of the return or its due date, whichever is later.

*"P" = permanently; "AT" = after termination; "AC" = After creation; "AD" = after disposal of the underlying asset; "AE" = after election; "AEG" = after end of grant; "AM" = after meeting; "AR" = after revision; "ARNC" = after recordation of notice of completion.*

Accident reports (settled)	7	Insurance policies	P
Agendas; meeting notices	2	Inventory records	7 AD
Audits (see also Financial Reports)	P	Invoices	7
Bank deposit slips	3	Labor records:	
Bank reconciliations	3	Applications (employees)	7 AT
Bank statements	7	Applications (non-hirees)	2
Bills of lading	5	Contracts	7 AT
Board meeting packets	90 days	Daily time reports	5
Bonds (records of issuance)	P	Disability claims	7 AT
Budgets and related updates and adjustments	3	Earnings records	7
Check register	10	Employee manual	2 AR
Checks (paid and canceled)	7 AD	Employee service records	7 AT
Contracts:		Interview documents (employees)	7 AT
Employee	7 AT	Interview documents (non-hirees)	2
Vendor/consultant	7	Pay checks	7
For acquisition, operation, maintenance of land and improvements	P	Personnel files	7 AT
Correspondence:		Salary and wage changes	7 AT
Accounting	7	Salary receipts	7 AT
Credit and collection	7	Time cards, tickets and clock records	5
General	3	Training records	7
Personnel	7 AT	Unemployment claims	7 AT
Cost accounting records	5	Withholding certificates	7 AT
Deposit slip copies	3	Worker's compensation reports	10
Depreciation schedules	7 AD	Leases	7 AT
District Formation records	P	Ledgers and journals:	
Easements	P	Accounts payable ledger	7
Electronic Records:		Accounts receivable ledger	7
E-mail correspondence (with administrative value) and related metadata	90 days	Cash journal	10
Voicemail (with administrative value) and related metadata	90 days	Customer ledger	7
Text Message (with administrative Value) and related metadata	90 days	General journal	10
Environmental review documents:		General ledger	P
EIRs. negative declarations, notices of exemption, notices of determination	P	Journal entries-year-end	P
Environmental review: correspondence	3	Payroll journal	10
Equipment leases (after expiration)	7	Plant ledger	P
Equipment repair records	3	Purchase journal	10
Expense reimbursement records	3	Licenses	1 AT
Financial reports:		Litigation files (resolved):	5
Audited	P	Judgments, Orders, Settlement Agreements	P
Annual	P	Maintenance records:	
Interim	3	Building	7
Fixed asset records	7 AD	Machinery	7
FPPC records (Forms 700)	7 AT	Vehicles	7
Garnishments	3 AT	Vessels	7
Grant applications (successful)	5 AEG	Minute books,	
Grant funding records	5 AEG	Resolutions, Ordinances	P
		Mortgages	7 AT
		Notes (canceled)	7
		Oaths of office	6 AT
		Options	7 AT
		Ordinances	P
		Pension records	P
		Petty cash records	3

## ATTACHMENT 2

Public contract documents	7 ARNC
Real estate development records:	
Design, Engineering, Construction	10
As-builts w/ District approval	P
Planning documents	3 AR
Policies and procedures	3 AR
Property records:	
Appraisals	P
Damage reports	7
Deeds, Easements, Licenses	P
Depreciation	7 AD
Plans and specifications	P
Purchases	P
Reconveyances	P
Sales	P
Taxes	10
Public Records Act requests	2
Purchase order copies	3
Purchase invoices	7
Receiving reports	3
Recordings – audio and/or video, including routine, security, and/or Board Meetings	365 days AC
Remittance statements	3
Resolutions	P
Rules and Regulations	P
Software license agreements and documentation (after expiration)	3
Staff reports	2
Surety bonds	3 AT
Travel records (employees)	3
Vehicle records	2 AD
Water quality tests – bacteriological	5
Water quality tests – other	12
Water quality reports	12
Water quality violations	3



BOARD OF PORT COMMISSIONERS

SEPTEMBER 1, 2021

CONSENT AGENDA ITEM D

APPROVAL OF A NEW OFFICE LEASE  
AGREEMENT FOR JULIANNE MARTIN  
AT 1575 SPINNAKER DRIVE #206A

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM D**  
Meeting Date: September 1, 2021

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
SUBJECT: Approval of New Office Lease Agreement for Julianne Martin at 1575 Spinnaker Drive #206A

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**RECOMMENDATION:**

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Julianne Martin for space located at 1575 Spinnaker Drive #206A consisting of approximately 247 square feet for a two (2) year term with two (2) options each for one (1) additional year.

**SUMMARY:**

Staff has negotiated a lease with Julianne Martin for an office space at 1575 Spinnaker Drive #206A.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

Julianne Martin, Psy.D. is a returning tenant to Ventura Harbor Village. Dr. Martin previously leased a neighboring office with Dr. Gregory Gray from 2015 until 2020. At the expiration of their lease during the pandemic in 2020, Dr. Gray relocated his practice to better accommodate mobility needs for his patients and Dr. Martin transitioned her practice remotely and has been on a waiting list for a smaller office.

**FISCAL IMPACT:**

This new lease reflects current market rental rates for offices in the complex. There will be step increases annually in base rent, with CPI increase for the option years. Tenant improvements to the space include installing fiber optic connection, new flooring, new ceiling tiles, and new paint.

**ATTACHMENTS:**

None.



BOARD OF PORT COMMISSIONERS

SEPTEMBER 1, 2021

CONSENT AGENDA ITEM E

APPROVAL OF A NEW RETAIL LEASE  
AGREEMENT FOR KATHERINE ADAMS  
AND JAMES ADAMS DBA LEMON &  
LEI AT 1583 SPINNAKER DRIVE  
#104A

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM E**  
Meeting Date: September 1, 2021

---

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
SUBJECT: Approval of New Retail Lease Agreement for Katherine Adams and James  
Adams dba Lemon & Lei at 1583 Spinnaker Drive #104A

---

**RECOMMENDATION:**

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Katherine Adams and James Adams DBA Lemon & Lei for space located at 1583 Spinnaker Drive #104A consisting of approximately 500 square feet for a two (2) year term.

**SUMMARY:**

Staff has negotiated a lease renewal with Katherine Adams and James Adams DBA Lemon & Lei for their current retail space at 1583 Spinnaker Drive #104A.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

Katherine Adams and James Adams have been a retail tenant of Ventura Harbor Village since the fall of 2019. Lemon & Lei is a wonderful clean-living bath & body collection created by Katie Adams, who can be seen in the shop creating her own bath & body care products that are healthy, environmentally safe, cruelty free, and with no harmful ingredients. Despite the impacts of the pandemic, the business has grown considerably in their short time here.

**FISCAL IMPACT:**

This lease renewal reflects slightly below current market base rental rate with current market rental rates for CAM, percentage rent, and promotional for retail in the complex. There will be step increases annually in base rent. No tenant improvements are required as part of this renewal.

**ATTACHMENTS:**

None.



BOARD OF PORT COMMISSIONERS

SEPTEMBER 1, 2021

CONSENT AGENDA ITEM F

APPROVAL OF A NEW OFFICE LEASE  
AGREEMENT FOR HEATHER YARIAN  
AND BARBARA HOLDEN DBA  
MIRAMAR INTERNATIONAL, INC. AT  
1575 SPINNAKER DRIVE #206B

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM F**  
Meeting Date: September 1, 2021

---

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
SUBJECT: Approval of New Office Lease Agreement for Heather Yarian and Barbara  
Holden dba Miramar International, Inc. at 1575 Spinnaker Drive #206B

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**RECOMMENDATION:**

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Heather Yarian and Barbara Holden dba Miramar International, Inc. for space located at 1575 Spinnaker Drive #206B consisting of approximately 247 square feet for a four (4) year term with two (2) options each for two (2) additional years.

**SUMMARY:**

Staff has negotiated a lease with Heather Yarian and Barbara Holden dba Miramar International, Inc. for an office space at 1575 Spinnaker Drive #206B.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

Miramar International is the largest, highest-producing real estate brokerage based in Kern County, California. Their new office will make a total of twelve locations and this latest one in Ventura Harbor Village will be an expansion of the business into Ventura County under Heather Yarian, Vice President and Co-Owner of Miramar Ventura County Division.

**FISCAL IMPACT:**

This new lease reflects current market rental rates for offices in the complex. There will be step increases annually in base rent, with CPI increase for the option years. Tenant improvements to the space include installing fiber optic connection, new flooring, new ceiling tiles, and new paint.

**ATTACHMENTS:**

None.





BOARD OF PORT COMMISSIONERS

SEPTEMBER 1, 2021

CONSENT AGENDA ITEM G

APPROVAL OF A NEW RETAIL LEASE  
AGREEMENT FOR HILDA WANN DBA  
TREASURE COVE AT 1567 SPINNAKER  
DRIVE #103

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM G**  
Meeting Date: September 1, 2021

---

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
SUBJECT: Approval of New Retail Lease Agreement for Hilda Wann dba Treasure Cove at  
1567 Spinnaker Drive #103

---

**RECOMMENDATION:**

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Hilda Wann DBA Treasure Cove for space located at 1567 Spinnaker Drive #103 consisting of approximately 342 square feet for an eighteen (18) month term with two (2) options each for one (1) additional year.

**SUMMARY:**

Staff has negotiated a lease renewal with Hilda Wann DBA Treasure Cove for their current retail space at 1567 Spinnaker Drive #103.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

Treasure Cove has been a Tenant of Ventura Harbor Village since January 1994. Ms. Wann's business is a retail shop specializing in one-of-a-kind items in nautical gifts such as jewelry, ceramics, and other related items. Ms. Wann is considering retiring at the end of the lease term, but options for extension have been included as part of the lease to provide flexibility in that retirement date.

**FISCAL IMPACT:**

This lease renewal reflects slightly current market rates for base rent, Common Area Maintenance, percentage rent, and promotional rent for retail in the complex. There will be step increases at the in base rent after the first twelve months and CPI increases at each option. Options require achieving a sales performance marker to execute. No tenant improvements are required as part of this renewal.

**ATTACHMENTS:**

None.



BOARD OF PORT COMMISSIONERS

SEPTEMBER 1, 2021

CONSENT AGENDA ITEM H

APPROVAL OF A NEW RESTAURANT  
LEASE AGREEMENT FOR ANDRES  
FERNANDES DBA THE 805 AT 1575  
AT 1575 SPINNAKER DRIVE #101,  
#102, AND #103

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM H**  
Meeting Date: September 1, 2021

---

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Todd Mitchell, Business Operations Manager  
SUBJECT: Approval of New Restaurant Lease Agreement for Andres Fernandez LLC DBA  
The 805 Bar & Grilled Cheese/Copa Cubana at 1575 Spinnaker Drive #101,  
#102, and #103

---

**RECOMMENDATION:**

That the Board of Port Commissioners approve a new Restaurant Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Andres Fernandez LLC DBA The 805 Bar & Grilled Cheese/Copa Cubana for space located at 1575 Spinnaker Drive #101, #102, and #103 consisting of approximately 2,390 square feet for a three (3) year term with two (2) options each for three (3) additional years.

**SUMMARY:**

Staff has negotiated a lease renewal with Andres Fernandez LLC DBA The 805 Bar & Grilled Cheese / Copa Cubana at 1575 Spinnaker Drive #101, #102, and #103.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

Andres Fernandez has been a tenant at Ventura Harbor Village since 2009, when he opened The 805 Wine Bar & Grilled Cheese. In 2015, Mr. Fernandez purchased the adjacent business, Maru Sushi and subsequently entered into a new lease with the Ventura Port District for both spaces. The expansion was inspired by his father's first business in Cuba, and expanded the restaurant to become The 805 Bar/Copa Cubana. Mr. Fernandez grew up in New York City with his Dominican born mother and his Cuban father who loved to cook. Every day he made traditional Cuban dishes for his family, and today he and his staff strive for excellence and authenticity for their guests.

**FISCAL IMPACT:**

This lease renewal reflects market rates for base rent, Common Area Maintenance, percentage rent, and promotional rent for retail in the complex. There will be step increases in base rent in each year of the lease as well as each year of the first option and CPI increases in base rent during each year of the second option. Options require achieving a sales performance marker to execute. In addition to tenant constructed improvements at the tenant's cost, the District is contributing up to \$10,000 to repave the west (back) patio of the restaurant within the first year of the lease.

**ATTACHMENTS:**

None.



# BOARD OF PORT COMMISSIONERS

SEPTEMBER 1, 2021

## STANDARD AGENDA ITEM 1

APPROVAL OF FINANCIAL STATEMENTS AND  
CHECKS FOR APRIL THROUGH JUNE 2021

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 1**  
Meeting Date: September 1, 2021

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TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Gloria Adkins, Accounting Manager  
SUBJECT: Approval of Financial Statements and Checks for April through June 2021

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**RECOMMENDATION:**

That the Board of Port Commissioners adopts Resolution No. 3426 to:

- a) Accept the following draft financial statements for the Quarter ending June 30, 2021, pending final year-end reconciliations and audit adjustments; and,
- b) Review the payroll and regular checks for April through June 2021.

**SUMMARY:**

Attached for the Board's review are the draft financial statements for the quarter ended June 30, 2021 and the check registers for April through June 2021. The attachments reflect the Enterprise Fund and the VSE Aquaculture Grant Fund.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

The financial statements for the quarter ending June 30, 2021, shown as Attachment 2, consist of the Statement of Income and Expenses, Supplementary Notes, Balance Sheet, Cash Flow Statement (includes Grant and Dock Project accounts), Distribution of Cash (includes Grant and Dock Project accounts), Comparison of Lease Rents, and a Three-Year Comparative Statement of Revenue and Expenses. The audited financial reports as presented by CLA will override the draft reports attached.

This draft version is being presented to the Board as a preliminary look at the fiscal year which ended June 30, 2021. Staff and CLA (CliftonLarsonAllen LLP) are working together to complete the FY20-21 financial audit. CLA plans to complete their audit report by December 31, 2021.

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 6/30/21 is also included in this attachment.

### Operational Disbursements

The accounts payable check registers for April through June are can be found following all the financial statement documents as Attachment 4. The registers include a brief description of the purpose for each check.

Staff is providing supplemental information on 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):

#### April 2021 -

- Staples Construction Company was paid \$63,892.44 on 4/02/221 as a progress payment for the Fisherman's Storage facility project.
- Tomar Construction was paid \$53,412.43 on 4/02/2021 as a progress payment for the ADA improvements for restrooms located in the 1559 Spinnaker building.

#### May 2021 -

- Garland/DBS Inc was paid \$28,215.00 on 5/14/2021 as a progress payment on change order numbers 5, 6, and 7 on the Village painting project.
- Tomar Construction was paid \$43,414.42 on 5/14//2021 as a progress payment on the ADA improvements for restrooms located in the 1559 Spinnaker building.
- Container Alliance was paid \$101,259.53 on 5/19/2021 for the purchase of the new storage containers located in the Fisherman's storage facility.
- Harbor Offshore Inc was paid \$50,000.00 on 5/28/2021 for repairs made to the Fish Pier before the installation of the new Derrick crane.
- Ventura Port District's main checking account was paid \$165,000 on 5/05/2021 out of the VSE Grant checking account. Funds were placed in the Grant checking account during the first year of the Grant in order to have the cash flow to pay for purchases pending the receipt of the UCSD NOAA Grant reimbursements. Proof of payment was a requirement by UCSD NOAA for release of the expense reimbursements. With the 2018 Grant wrapping up on 8/31/2021, it is no longer necessary to maintain a large reserve in this account.

#### June 2021 -

- California JPIA (CA Joint Powers Insurance Assoc.) was paid \$390,605.00 on 6/09/2021 for the annual general liability insurance and workers compensation premiums for FY21-22. JPIA requires the payment of this premium to be paid in full by July 1<sup>st</sup> first each year.
- JPL Construction Inc was paid \$53,859.60 on 6/09/2021 as a progress payment to assemble and install the new Derrick crane on the Fish Pier.
- Bellingham Marine was paid \$32,375.50 on 6/25/2021 for maintenance repairs to I dock and inspections of all docks at the Village Marina.
- Garland/DBS, Inc was paid \$117,494.67 on 6/25/2021 for the final retention on the Village painting project.
- Garland/DBS, Inc was paid \$142,443.08 on 6/25/2021 for the first progress payment on the Village roof project at 1567 Spinnaker Building A (the Margarita Villa and Carousel building).

Details reflecting purchases made through the District's Wells Fargo Bank credit cards for April through June 2021 are included as Attachment 5.

The Quarterly Treasurer's Report for the period ending June 30, 2021 has been included as Attachment 6. Unfortunately, investment rates and the fair market value factor continue to decline.

### 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. For this quarter, April, May and June all contain two regular pay periods. June also includes the quarterly accrued compensation hours pay-off run.

### Annual Reimbursement Disclosure Report for FY20-21

In compliance with the requirements for the CSDA Transparency Certificate, the District must report on the annual reimbursement of expenses for all staff and Commissioners for individual charges over \$100.

### **FISCAL IMPACT:**

The Statement of Income and Expenses reflects a positive 'Change in Net Position' of \$1,510,255 for the period ended June 30, 2021. This increase can be contributed to the one-time appreciation received from Safe Harbor Marinas in October, tenant sales recovering faster than anticipated and the receipt of the December 2020 and April 2021 installments of the District's portion of the annual Ventura County tax revenues.

### **ATTACHMENTS:**

Attachment 1 – Resolution No. 3426

Attachment 2 – Statement of Income Expenses – Quarter Ended June 30, 2021

Attachment 3 – Aquaculture Fisheries Grant Fund Financial Statements June 30, 2021

Attachment 4 – Accounts Payable Check Registers – April - June 2021

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

Attachment 6 – Quarterly Treasurers Report – June 2021

Attachment 7 – Annual Reimbursement Disclosure Report FY 20-21





**RESOLUTION NO. 3426**

**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 June 30, 2021;
- B. The following Checks are hereby reviewed:
  - 1) Payroll Checks #10359-10406 and direct deposits inclusive in the amounts of \$145,643 for April 2021 salaries, \$135,158 for May 2021 salaries, and \$172,385 for June 2021 salaries.
  - 2) Regular Checks #53126-53585, #1108, and #1065; inclusive in the amounts of \$558,615 for April 2021 expenditures, \$852,192 for May 2021 expenditures, and \$988,990 for June 2021 expenditures.

**PASSED, APPROVED, AND ADOPTED** at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on September 1, 2021, Resolution No. 3426 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Chris Stephens, Chairman

ATTEST:

---

Brian Brennan, Secretary

# ATTACHMENT 2

## Ventura Port District Statement of Income and Expenses For the Period Ended June 30, 2021

	<----- Quarter (3 mos) ----->			<----- Year-to-Date ----->		
	Budget	Activity	Variance	Budget	Activity	Variance
<b>OPERATING REVENUES</b>						
Parcel Lease Income	\$ 870,800	\$ 982,135	\$ 111,335	\$ 4,359,000	\$ 4,811,139	\$ 452,139
Dry Storage Income	27,500	21,728	(5,772)	95,000	88,115	(6,885)
Fisherman's Storage	20,625	20,325	(300)	82,000	81,768	(232)
Parking Income	15,500	26,053	10,553	50,000	105,030	55,030
Miscellaneous Income/Rentals	3,550	7,159	3,609	57,500	67,540	10,040
Village Income						
Harbor Village Lease Income	686,750	777,132	90,382	2,427,000	2,760,029	333,029
Commercial Fishing	52,650	67,197	14,547	203,000	208,739	5,739
Miscellaneous Income	950	1,280	330	3,500	1,889	(1,611)
Harbor Event Fees	4,750	4,550	(200)	15,000	15,985	985
Marketing Booth/Vendor Income	750	0	(750)	750	187	(563)
Co-Op Advert/Sponsorship	0	0	0	1,000	0	(1,000)
Merchants Promo Fund	22,500	19,022	(3,478)	78,000	66,418	(11,582)
Slip Rentals	180,000	220,482	40,482	720,000	836,161	116,161
Dock Electrical Income	7,500	7,435	(65)	21,000	26,241	5,241
C A M Income	74,550	78,150	3,600	290,000	287,826	(2,174)
<b>Total Oper. Revenues</b>	<b>\$ 1,968,375</b>	<b>\$ 2,232,648</b>	<b>\$ 264,273</b>	<b>\$ 8,402,750</b>	<b>\$ 9,357,067</b>	<b>\$ 954,317</b>

### OPERATING EXPENSES

#### Personnel Expenses

Salaries & Wages						
Regular Salaries	\$ 558,815	\$ 567,548	\$ (8,733)	\$ 2,470,000	\$ 2,468,419	\$ 1,581
Part-time Help	26,775	7,997	18,778	116,000	67,968	48,032
Overtime Pay	10,875	26,856	(15,981)	63,500	70,034	(6,534)
Holiday Pay	11,250	7,233	4,017	45,000	41,552	3,448
<b>Total Salaries &amp; Wages</b>	<b>\$ 607,715</b>	<b>\$ 609,634</b>	<b>\$ (1,919)</b>	<b>\$ 2,694,500</b>	<b>\$ 2,647,973</b>	<b>\$ 46,527</b>
Other personnel expenses						
Retirement Contributions/Exp	\$ 140,323	\$ 133,679	\$ 6,644	\$ 525,700	\$ 517,097	\$ 8,603
Payroll Taxes	9,857	11,305	(1,448)	44,000	46,139	(2,139)
Worker's Comp Ins.	38,765	38,748	17	155,000	154,992	8
OPEB Liability	2,625	3,003	(378)	10,500	10,867	(367)
Medical & Life Ins.	75,043	64,325	10,718	308,800	268,283	40,517
Optional Benefit Plan	65,181	70,039	(4,858)	266,400	262,736	3,664
Uniforms & Tool Allowances	8,355	9,303	(948)	33,900	29,910	3,990
<b>Total - Other Personnel Expenses</b>	<b>\$ 340,149</b>	<b>\$ 330,402</b>	<b>\$ 9,747</b>	<b>\$ 1,344,300</b>	<b>\$ 1,290,024</b>	<b>\$ 54,276</b>
<b>Total Personnel Expenses</b>	<b>\$ 947,864</b>	<b>\$ 940,036</b>	<b>\$ 7,828</b>	<b>\$ 4,038,800</b>	<b>\$ 3,937,997</b>	<b>\$ 100,803</b>

Monthly Report  
Unaudited)

# ATTACHMENT 2

## Ventura Port District Statement of Income and Expenses For the Period Ended June 30, 2021

	<----- Quarter (3 mos) ----->			<----- Year-to-Date ----->		
	Budget	Activity	Variance	Budget	Activity	Variance
<b>General Expenses</b>						
Advertising	\$ 3,140	\$ 3,010	\$ 130	\$ 12,500	\$ 11,400	\$ 1,100
Leasing & Real Estate	5,250	3,901	1,349	21,000	14,824	6,176
Auto Mileage & Allowance	2,550	2,123	427	11,000	9,138	1,862
Auto/Boat Equip & Maint	25,960	21,944	4,016	135,700	128,427	7,273
Bad Debt	8,000	520	7,480	10,000	30,917	(20,917)
Bank Fees & Other Misc	2,885	3,752	(867)	11,500	15,096	(3,596)
Building Maintenance	48,120	32,958	15,162	192,500	133,343	59,157
Bldg Maint-Tenant Improvments	91,050	13,486	77,564	267,000	134,906	132,094
Communications	9,000	10,468	(1,468)	37,000	38,093	(1,093)
Conferences & Training	7,365	4,808	2,557	29,000	15,289	13,711
Dock Maint. & Repair	101,540	90,585	10,955	136,750	101,216	35,534
Equipment Rental	5,874	5,683	191	17,500	14,132	3,368
General Insurance	74,628	69,195	5,433	287,700	276,780	10,920
Grounds Maintenance	29,505	46,172	(16,667)	204,000	176,837	27,163
General Harbor Maintenance	1,003	100	903	4,000	300	3,700
Janitorial Supplies	16,740	18,836	(2,096)	70,000	78,751	(8,751)
Land/Building Rental Expense	20,625	20,570	55	82,000	81,913	87
Marketing & Promotions	69,975	154,839	(84,864)	263,700	264,852	(1,152)
Memberships & Subscriptions	733	11,885	(11,152)	25,000	35,212	(10,212)
Office Supplies & Equipment	6,625	8,643	(2,018)	26,500	22,268	4,232
Computer Equip & Supplies	6,200	2,739	3,461	25,000	14,413	10,587
Operating Supplies	23,078	16,063	7,015	74,500	56,345	18,155
Other Equipment & Repairs	10,525	18,681	(8,156)	49,500	55,930	(6,430)
Legal-Prof Serv, Judgements, Settl	112,500	163,638	(51,138)	450,000	473,950	(23,950)
Professional/Outside Services	138,469	134,453	4,016	622,200	607,160	15,040
Prof. Serv.-VSE Aquaculture	49,500	16,531	32,969	274,500	193,776	80,724
Utilities	136,305	107,270	29,035	467,000	406,357	60,643
Dredging Related Expenses	18,655	225,527	(206,872)	409,500	426,259	(16,759)
<b>Total General Expenses</b>	<b>\$ 1,025,800</b>	<b>\$ 1,208,380</b>	<b>\$ (182,580)</b>	<b>\$ 4,216,550</b>	<b>\$ 3,817,884</b>	<b>\$ 398,666</b>
<b>Total Operating Expenses</b>	<b>\$ 1,973,664</b>	<b>\$ 2,148,416</b>	<b>\$ (174,752)</b>	<b>\$ 8,255,350</b>	<b>\$ 7,755,881</b>	<b>\$ 499,469</b>
<b>Oper. Income(Loss) Before Deprec.</b>	<b>\$ (5,289)</b>	<b>\$ 84,232</b>	<b>\$ 89,521</b>	<b>\$ 147,400</b>	<b>\$ 1,601,186</b>	<b>\$ 1,453,786</b>
Depreciation	\$ 262,500	\$ 259,054	\$ 3,446	\$ 1,050,000	\$ 1,037,051	\$ 12,949
<b>Operating Income (Loss)</b>	<b>\$ (267,789)</b>	<b>\$ (174,822)</b>	<b>\$ 92,967</b>	<b>\$ (902,600)</b>	<b>\$ 564,135</b>	<b>\$ 1,466,735</b>

Monthly Report  
Unaudited)

# ATTACHMENT 2

## Ventura Port District Statement of Income and Expenses For the Period Ended June 30, 2021

	<----- Quarter (3 mos) ----->			<----- Year-to-Date ----->		
	Budget	Activity	Variance	Budget	Activity	Variance
<b>NON-OPERATING REVENUES</b>						
<b>General</b>						
Investment Income (Loss)	\$ 19,000	\$ (3,019)	\$ (22,019)	\$ 91,000	\$ 7,505	\$ (83,495)
Tax Income	600,000	610,380	10,380	1,480,000	1,474,072	(5,928)
Intergov't Revenue	0	1,688	1,688	0	1,688	1,688
Total General Non-Oper. Income	\$ 619,000	\$ 609,049	\$ (9,951)	\$ 1,571,000	\$ 1,483,265	\$ (87,735)
<b>Special Funding</b>						
DBAW Grants-Misc	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
DBAW Grant-Equipment	0	0	0	0	0	0
City of Ventura	0	84,081	84,081	0	84,081	84,081
Total Special Funding	\$ 0	\$ 84,081	\$ 84,081	\$ 0	\$ 84,081	\$ 84,081
<b>TOTAL NON-OPER. REVENUES</b>	<b>\$ 619,000</b>	<b>\$ 693,130</b>	<b>\$ 74,130</b>	<b>\$ 1,571,000</b>	<b>\$ 1,567,346</b>	<b>\$ (3,654)</b>
<b>NON-OPERATING EXPENSES</b>						
Interest Expense	\$ 6,900	\$ 7,826	\$ (926)	\$ 570,000	\$ 567,787	\$ 2,213
Amortized Bond Issuance Cost	0	53,439	(53,439)	0	53,439	(53,439)
Total Non-Oper. Expenses	\$ 6,900	\$ 61,265	\$ (54,365)	\$ 570,000	\$ 621,226	\$ (51,226)
<b>Non-Operationing Income (Loss)</b>	<b>\$ 612,100</b>	<b>\$ 631,865</b>	<b>\$ 19,765</b>	<b>\$ 1,001,000</b>	<b>\$ 946,120</b>	<b>\$ (54,880)</b>
<b>CHANGES IN NET POSITION</b>	<b>\$ 344,311</b>	<b>\$ 457,043</b>	<b>\$ 112,732</b>	<b>\$ 98,400</b>	<b>\$ 1,510,255</b>	<b>\$ 1,411,855</b>

Monthly Report  
Unaudited)

**Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending June 30, 2021 – Budget to Actual Analysis**

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

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

Operating Income:

**Parcel Lease Income** – (exceeds budget \$452,139) This category reflects the cumulative balance for master tenant's rents. The Hotels and Ventura Harbor Marine Association were projected at minimum rent for the first quarter of the fiscal year based on discussions directly with them and taking into account their public serving uses. Sales for all of the master tenants were better than anticipated for in FY2021. Rent for the current quarter was up \$111,335 over budget.

**Harbor Village Lease Income** – (exceeds budget \$333,029) This category reflects retail, restaurants, offices, and charters. The first quarter revenue budget for retail, restaurants and charters was very conservative given the uncertainty regarding the operational restrictions that would be imposed upon various businesses. The sales for these tenants were also a little better than anticipated for both 1<sup>st</sup> and 2<sup>nd</sup> quarters although their sales were less than the same period last year, with the charter's category seeming to have been affected the most significantly. Village revenues were under budget for the third quarter as a result of more stringent COVID19 restrictions again being implemented during that quarter. The fourth quarter reflects an increase in revenue of \$90,382 from the budget.

**Slip Income** – (exceeds budget \$116,161) Re-occupancy of the Village slips following the completion of the renovation is coming together faster than was anticipated in the budget for FY2021.

Operating Expenses:

**Personnel Expenses** – (under budget \$100,803) This variance is the net effect of salaries and wages being under budget \$46,527 and other personnel expenses being under budget \$54,276.

- Salaries and wages are under budget by \$46,527. This category was right on budget for this current quarter. The variance is less than 2% of budget.
- Other personnel expenses are under budget by \$54,276. This is an increase of 9,747 for the current quarter. This category was reduced at mid-year however there continues to be a variance primarily in the medical & life insurance category. This variance continues to reflect the few employees who chose to cancel their health and dental policies with the District to utilize their spouse's policy; the unfortunate loss of an employee in January and the resignation of another employee in April

**Building Maintenance** – (under budget \$59,157) This is the result of a number of factors including a reduction in unexpected repairs, reduction in repairs following recent capital improvement projects (such as roof repairs and the painting project, which included additional external building repair work), and capitalization of additional future work that might normally be budgeted as building repairs have contributed to the reduction in spending in this category.

## Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending June 30, 2021 – Budget to Actual Analysis

**Building Maintenance-Tenant Improvement** – (under budget \$132,094) The Tenant Improvement budget includes scheduled improvements, unscheduled improvements, and contingency. The budget line is divided by 12 and spread evenly through the year since the timing of tenant improvements is subject to variability based principally on timing of new lease execution. Due to high business retention at Harbor Village during FY20-21, the anticipated costs for unscheduled improvements and contingency (that would be required to address tenant turnover) was not realized.

**Prof. Serv.-VSE Aquaculture** – (under budget \$80,724) \$32,970 of this variance is in the current quarter. Although the Board approved an increase in the professional services for this category at the 4/7 Board meeting to: 1) complete the grant, 2) support NOAA's aquaculture efforts, and (3) seek opportunities to collaborate with the aquaculture industry to land product at Ventura Harbor, however costs during the period were less than anticipated.

**Utilities** – (under budget \$60,643) This category consists of water, electricity, gas, and trash expenses. Water and electricity represent the largest portions of this variance.

- The water category is under budget by \$40,505. This is the majority of the utility variance.
  - The Village Marina hosts commercial fishing vessels that have been impacted by another slow squid fishing season. Some vessels pay for slips year-round (even when not here) and others left vessels moored without crews aboard. Both contributed to a reduction in utility costs for the marina.
  - Both maintenance and Village common area water budgets were increased at mid-year anticipating higher usage from COVID19 restrictions being relaxed and higher general usage. Although Harbor Village visitation has been increasing since the last closure in January, actual utility usage was lower than anticipated.
- The electrical category is under budget by \$16,845. The variance is primarily in the Village marina and common areas.
  - The Village Marina usage expense is \$11,000 less than last year's actual for the same reasons as observed related to water usage
  - The budget for the Village common area was increased anticipating higher usage from COVID19 restrictions being relaxed. Unfortunately, they were not lifted as much as anticipated
- The gas category is under budget \$2,968, This variance appears to be directly related to the gas fire pit in the Village not being utilized much in this fiscal year.
- The trash expense is in line with the budget for the year

### Non-operating Revenue:

**Investment Income** (under budget \$83,495) The budget for this category was decreased \$90,000 during the mid-year budget adjustment process. This decrease was not sufficient to cover the continued decrease due to the change in the Fair Market Value of the LAIF investments or the continuing decrease in the interest rates. Actual investment earnings from LAIF were \$60,245 in FY2021. Unfortunately, investment accounting requires the Fair Market Value decrease be booked against these earning. Fortunately, the cash value of funds deposited with LAIF are not affected by the change in the Fair Market Value unlike some other investment venues.

**Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending June 30, 2021 – Budget to Actual Analysis**

*Non-operating Expenses:*

**Amortized Bond Issuance Cost** – (over budget \$53,439) The refunding of the Series 2008 & 2009 COPs had not been decided on at the time the mid-year budget adjustments were implemented and therefore were not included in the budget. The Board did approve the debt refunding with resolution no.3412 on 4/21/2021.

# ATTACHMENT 2

## Ventura Port District Balance Sheet For the Period Ended June 30, 2021

### CURRENT ASSETS

Cash in Banks	4,977,737
Accounts Receivable	579,792
Intercompany Receivable-Grant Fund	40,401
Taxes Receivable	67,895
Interest Receivable	9,518
Prepaid Expenses	452,634
Inventory of supplies	81,062

**TOTAL CURRENT ASSETS** \$6,209,039

### RESTRICTED ASSETS

Cash - Dredging	3,000,000
Cash - Improvement	3,757,731
Cash - Fisheries Complex	188,064
Cash - Project Fund-Village Marina	0

**TOTAL RESTRICTED ASSETS** \$6,945,795

### FIXED ASSETS

Land	2,342,629
Harbor Improvements	44,579,209
Equipment	1,951,395

Accumulated depreciation (19,094,544)

**NET FIXED ASSETS** \$29,778,689

**TOTAL ASSETS** \$42,933,523

### DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	204,847
Deferred amount on OPEB	34,555
Deferred amount on pension plan	1,072,052

**TOTAL DEFERRED OUTFLOWS OF RESOURCES** \$1,311,454

**TOTAL ASSETS AND DEFERRED  
OUTFLOWS OF RESOURCES** \$44,244,977

### CURRENT LIABILITIES

Accounts Payable	451,041
Accrued Interest Payable	230,180
Current Portion of Long Term Debt	1,155,397
Accrued Liabilities	103,148
Current Portion of Compensated Absences	218,162

**TOTAL CURRENT LIABILITIES** \$2,157,928

### LONG TERM DEBT

ltd - Notes Payable	12,791,624
---------------------	------------

**TOTAL LONG TERM DEBT** \$12,791,624

### OTHER LIABILITIES

OPEB Liability-Long Term	1,116,897
Compensated Absences-Long Term	73,683
Net Pension Liability	3,729,068
Unearned Revenue	208,589
Security Deposits	291,802

**TOTAL OTHER LIABILITIES** \$5,420,039

**TOTAL LIABILITIES** \$20,369,591

### EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	16,800,892
Current Year Retained Earnings	1,510,255

**TOTAL EQUITY** \$23,588,811

### DEFERRED INFLOW OF RESOURCES

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

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

**TOTAL LIABILITIES, EQUITY, AND  
DEFERRED INFLOW OF RESOURCES** \$44,244,977

Monthly Report  
(Draft Unaudited)



## ATTACHMENT 2

### Ventura Port District Cashflow Statement As of June 30, 2021

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

Operating Income	9,357,067
Non-Operating Income	1,585,057
Total Income	<u>\$ 10,942,124</u>
Operating Expenses	8,810,643
Non-Operating Expenses	621,226
Total Expenses	<u>\$ 9,431,869</u>
Change in Net Position-Accrual Basis	\$ 1,510,255

#### Cashflows for Capital and Financing Activities:

Principle paid on debt	(1,062,296)
Refunding Debt Service (change in Long Term portion)	7,399
Deferred amount on refundings - adjusted for new refunding	(16,487)
Acquisitions/Retirements of Capital Assets	<u>(1,289,465)</u>
Net Cash provided (used) by Capital & Financing	\$ (2,360,849)

#### Operating Income Adjustments:

Depreciation/Impairment of assets	1,037,051
(Increase)decrease in receivables	12,803
(Increase)decrease in prepaid Items	(234,156)
Increase(decrease) in current debt serv/interest	93,100
Increase(decrease) in payables	(15,816)
Increase(decrease) in unearned revenue	(106,046)
Increase (decrease) in tenant deposits	<u>13,254</u>
Net Cash provided by Operating Activities	\$ 800,190

NET Increase (Decrease) in Cash      \$ (50,404)

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

Ending Cash at 6/30/21      \$ 11,962,759

Monthly Report  
(Draft Unaudited)

## ATTACHMENT 2

### Ventura Port District Distribution of Cash as of June 30, 2021

<b><u>Enterprise Fund</u></b>	<b>Current Balance</b>
<b><u>Cash</u></b>	
Cash on Hand (undeposited)	1,514
Cash in Checking (Wells Fargo Bank)	223,463
Cash in County Treasury	<u>18,742</u>
<b>Total Cash Available for Normal Operations</b>	<b><u>\$ 243,719</u></b>
 <b><u>Investments Unrestricted Reserves</u></b>	
Local Agency Investment Fund (LAIF)	<u>4,734,018</u>
<b>Total Investments Unrestricted Reserves</b>	<b><u>\$ 4,734,018</u></b>
 <b><u>Dredging Reserves</u></b>	
Local Agency Investment Fund (LAIF)	<u>3,000,000</u>
<b>Total Dredging Reserves</b>	<b><u>\$ 3,000,000</u></b>
 <b><u>Capital Improvement Reserves</u></b>	
Local Agency Investment Fund (LAIF)	<u>3,757,731</u>
<b>Total Capital Improvement Reserves</b>	<b><u>\$ 3,757,731</u></b>
 <b><u>Fisheries Complex Reserves</u></b>	
Local Agency Investment Fund (LAIF)	<u>188,064</u>
<b>Total Fisheries Complex Reserves</b>	<b><u>\$ 188,064</u></b>
 <b><u>Aquaculture Grant Funds</u></b>	
Cash in Checking (Wells Fargo Bank)	<u>39,227</u>
<b>Total Aquaculture Grant Funds</b>	<b><u>\$ 39,227</u></b>
 <b><u>Project Fund - Village Marina</u></b>	
Cash in Checking (Wells Fargo Bank)	
Local Agency Investment Fund (LAIF)	<u>                    </u>
<b>Total Project Fund Village Marina</b>	
 <b>TOTAL CASH AND INVESTMENTS</b>	 <b><u><u>\$ 11,962,759</u></u></b>

Monthly Report  
(Unaudited)

## ATTACHMENT 2

### Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>6/30/2021</u>	Year to Date Ended <u>6/30/2020</u>	Increase (Decrease)	
<b>Parcel Leases</b>				
VHMA/Derecktor Marine	234,499	174,776	59,723	34%
Sheraton 4 Points-Harbortown	401,337	464,917	(63,579)	-14%
Harbortown Point	71,223	71,909	(685)	-1%
Oceans West Marina	354,465	352,852	1,614	0%
Ventura Isle Marina	929,165	831,292	97,873	12%
Ventura Marina Mobile Park	536,420	524,599	11,821	2%
Ventura West Marina	578,362	573,234	5,129	1%
Ventura Yacht Club	136,296	133,486	2,810	2%
Vta Harbor Boatyard	292,202	372,433	(80,231)	-22%
Portside Partners Ventura Harbor	364,960	307,500	57,460	19%
Total Parcel Lease	<u>3,898,930</u>	<u>3,806,995</u>	<u>91,934</u>	2%
Appreciation rent & Option Fee	<u>912,209</u>	<u>102,000</u>	<u>810,209</u>	
Total Parcel Leases	4,811,139	3,908,995	902,143	23%
<b>Ventura Harbor Village</b>				
Retail Rents	573,052	499,333	73,719	15%
Restaurant Rents	1,183,863	1,089,778	94,085	9%
Office Rents	695,861	707,951	(12,090)	-2%
Charters	307,253	303,945	3,308	1%
Total Village	<u>2,760,029</u>	<u>2,601,007</u>	<u>159,022</u>	6%
Commercial Fishing	208,739	215,448	(6,709)	-3%
<b>TOTAL</b>	<b>7,779,907</b>	<b>6,725,450</b>	<b>1,054,457</b>	16%

Monthly Report  
(Unaudited)

## ATTACHMENT 2

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

	Quarter Ending June 30th			Year-To-Date June 30th			% change FY19-20 to Current Yr
	2018-19	2019-20	Current	2018-19	2019-20	Current	
<b><u>Operating Income</u></b>							
Parcel Leases	916,841	786,294	982,135	3,815,786	3,806,995	3,898,930	2%
Assignment/Option Fee	-	100,000	-	-	102,000	912,209	794%
Dry Storage	450	17,824	21,728	1,800	43,196	88,115	104%
Other Operating	37,145	41,651	53,537	339,630	195,031	254,338	30%
Harbor Village Leases	699,816	517,528	777,132	2,773,120	2,601,007	2,760,029	6%
Commercial Fishing	43,147	53,852	67,197	255,335	215,448	208,739	-3%
Slips	175,472	212,236	220,482	832,141	679,770	836,161	23%
CAM	85,492	48,149	78,150	352,482	306,961	287,826	-6%
Marketing	26,832	2,700	19,022	108,476	85,171	66,418	-22%
Electrical Slips	2,430	2,266	7,435	10,247	13,848	26,241	89%
Other Operating	16,411	12,297	5,830	63,415	75,021	18,061	-76%
<b>Total Operating Income</b>	<b>2,004,036</b>	<b>1,794,797</b>	<b>2,232,648</b>	<b>8,552,432</b>	<b>8,124,448</b>	<b>9,357,067</b>	<b>15%</b>
<b><u>Operating Expenses</u></b>							
Harbor Patrol	299,273	292,817	328,355	1,290,132	1,422,361	1,423,963	0%
Maintenance	454,545	274,019	319,552	1,483,797	1,296,679	1,386,504	7%
Administration	939,893	831,882	594,430	2,651,643	2,741,080	2,384,030	-13%
Marina	194,828	188,963	271,496	708,382	747,763	851,878	14%
C A M	189,326	199,614	195,237	769,632	839,870	773,737	-8%
Marketing	141,381	107,408	213,820	513,872	511,267	509,510	0%
Dredging	68,096	30,938	225,526	258,281	188,832	426,259	126%
<b>Total Operating Expenses</b>	<b>2,287,342</b>	<b>1,925,641</b>	<b>2,148,416</b>	<b>7,675,739</b>	<b>7,747,852</b>	<b>7,755,881</b>	<b>0%</b>
<b>NET OPERATING INCOME</b>	<b>(283,306)</b>	<b>(130,844)</b>	<b>84,232</b>	<b>876,693</b>	<b>376,596</b>	<b>1,601,186</b>	<b>325%</b>
<b><u>Non-operating Income</u></b>							
Interest	138,200	12,361	(3,019)	439,790	289,197	7,505	-97%
Taxes	536,835	587,484	610,380	1,317,924	1,395,831	1,474,072	6%
Other	8,775	-	85,769	13,047	-	85,769	0%
<b>Total Non-operating Income</b>	<b>683,810</b>	<b>599,845</b>	<b>693,130</b>	<b>1,770,761</b>	<b>1,685,028</b>	<b>1,567,346</b>	<b>-7%</b>
<b><u>Non-Operating Expenses</u></b>							
Depreciation	202,903	325,927	259,054	866,138	1,037,492	1,037,051	0%
Debt Service	6,642	(7,818)	61,265	572,064	588,100	621,226	6%
Other	-	4,719	-	4,592	4,719	-	0%
<b>Total Non-operating Expenses</b>	<b>209,545</b>	<b>322,828</b>	<b>320,319</b>	<b>1,442,794</b>	<b>1,630,311</b>	<b>1,658,277</b>	<b>2%</b>
<b>NET NON-OPER. INCOME</b>	<b>474,265</b>	<b>277,017</b>	<b>372,811</b>	<b>327,967</b>	<b>54,717</b>	<b>(90,931)</b>	<b>-266%</b>
<b>NET CHANGE IN POSITION</b>	<b>190,959</b>	<b>146,173</b>	<b>457,043</b>	<b>1,204,660</b>	<b>431,313</b>	<b>1,510,255</b>	<b>250%</b>

# ATTACHMENT 3

Ventura Port District  
Aquaculture Fisheries Study Grant Fund  
Statement of Income, Expense and Change in Net Position  
For the Period Ended June 30, 2021

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

Monthly Report  
(Unaudited)

# ATTACHMENT 3

**Ventura Port District  
Aquaculture Fisheries Study Grant Fund  
Balance Sheet  
For the Period Ended June 30, 2021**

**CURRENT ASSETS**

Cash in Banks	39,227
Accounts Receivable-Grant	809
<b>TOTAL CURRENT ASSETS</b>	<b><u>\$40,036</u></b>

**CURRENT LIABILITIES**

Accounts Payable	0
Intercompany Payable-Enterprise Fund	40,401
<b>TOTAL CURRENT LIABILITIES</b>	<b><u>\$40,401</u></b>

**LONG TERM ASSETS**

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

**EQUITY**

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

**TOTAL ASSETS**

**\$40,036**

**TOTAL LIABILITIES AND EQUITY**

**\$40,036**

Monthly Report  
(Unaudited)

# ATTACHMENT 3

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

## Grant Funding

	<u>Grant</u>	<u>Billed</u>	<u>Remaining</u>	<u>Comments</u>
Plauche Carr-Legal - Task 4	60,000.00	60,000.00	-	
Dudek - Task 5 - Environmental Review	119,410.00	119,410.00	-	
Coastal Marine Biolabs - Task 6	39,000.00	38,631.31	368.69	
Scott Lindell - Task 7	20,500.00	16,742.74	3,757.26	Grower/Producer Compliance Training
Blake Stok - Task 7	24,750.00	10,725.00	14,025.00	
CAPS Media - Task 7	3,000.00	-	3,000.00	
Recap through 6/30/2021	<u>\$ 266,660.00</u>	<u>\$ 245,509.05</u>	<u>\$ 21,150.95</u>	

## Direct costs to District

	<u>Contract/Budget</u>	<u>Billed</u>	<u>Remaining</u>	<u>Comments</u>
Plauche & Carr	47,993.83	47,965.14	28.69	Contract terminated - Robert Smith
K & L Gates	185,000.00	120,299.64	64,700.36	New contract - Robert Smith
Dudek - Task 5, 9% & Project Management Support	290,000.00	202,837.15	87,162.85	
Maine Marine Composites - Engineering Serv	15,150.00	15,150.00	-	Evaluate the performance of mussel longline system under specific conditions
COWI No. America Inc	64,040.00	64,040.00	-	Navigation Risk Assessment
Illuminas Consulting	11,000.00	11,019.85	(19.85)	Fiscal & economic impact assessment
Misc - Engineering Services	1,750.00	1,638.00	112.00	
Braitman & Associates	2,400.00	1,360.00	1,040.00	
Kelson Marine Co.	5,850.00	5,850.00	-	
Conferences/Travel/Meetings/Supplies/Misc	12,650.00	3,446.86	9,203.14	
Recap through 6/30/2021	<u>\$ 635,833.83</u>	<u>\$ 473,606.64</u>	<u>\$ 97,498.14</u>	

## Combined In-Kind Contributions and Cost Share Contributions

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

	<u>Grant Requirement</u>	<u>Reported</u>	<u>Remaining</u>	<u>Comments</u>
Ashworth, Ev & Brooke	97,800.00	111,228.61	(13,428.61)	Volunteered time
Bush, Doug	54,720.00	12,730.00	41,990.00	Volunteered time
Imondi, Ralph	25,600.00	37,050.00	(11,450.00)	Volunteered time
Parsons, Richard	20,000.00	7,800.00	12,200.00	Paid only as stipulated in Dredging/Project Manager Professional Service Agreement
Pendleton, Brian	48,490.00	90,607.48	(42,117.48)	Paid regular salary only
Santschi, Linda	25,600.00	34,250.00	(8,650.00)	Volunteered time
In-Kind Contribution/Volunteered Time thru 6/30/2021	<u>\$ 272,210.00</u>	<u>\$ 293,666.09</u>	<u>\$ (21,456.09)</u>	

### Cost Share Contributions - Grant Year 1

	<u>Grant Requirement</u>	<u>Paid</u>	<u>Remaining</u>	<u>Comments</u>
Dudek - 9% & Project Management Support	-	16,055.39	(16,055.39)	Paid by District - Qualifies as cost share
Maine Marine Composites	-	15,150.00	(15,150.00)	Paid by District - Qualifies as cost share
Braitman & Associates	-	1,360.00	(1,360.00)	Paid by District - Qualifies as cost share
Noble Engineering	-	1,638.00	(1,638.00)	Paid by District - Qualifies as cost share
Cost Share Contributions thru 6/30/2019	<u>\$ -</u>	<u>\$ 34,203.39</u>	<u>\$ (34,203.39)</u>	
Total in-Kind and Cost Share Contributions	<u>\$ 272,210.00</u>	<u>\$ 327,869.48</u>	<u>\$ (55,659.48)</u>	

# ATTACHMENT 4

## Accounts Payable Check Register - April 2021

Ventura Port District  
Wells Fargo Enterprise Account

7/26/2021

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
53127	4/2/2021	1004	Multi Business Systems	Printing of AP checks, direct deposit notifications/stubs	958.83	
53128	4/2/2021	1036	Accurate First Aid Services	Replenish first aid stations	193.37	
53129	4/2/2021	1321	Avalon Door & Windows Inc.	VHV-Sugar Lab hardware	186.70	
53130	4/2/2021	1440	Beacon Marine Chandlery Inc	Dock maintenance, Surfers Knoll repair	25.62	
53131	4/2/2021	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	1,067.64	
53132	4/2/2021	1925	City Of S. Buenaventura	Trash service	100.00	
53133	4/2/2021	2099	Custom Embroidery	Uniform- Maintenance hats	258.34	
53134	4/2/2021	2100	CyberCopy Inc.	Marketing-advertising	155.16	
53135	4/2/2021	2331	Dial Security Inc	Courtesy Dockmaster security coverage	6,342.30	
53136	4/2/2021	2448	Downtown Ventura Partners	Marketing-advertising	300.00	
53137	4/2/2021	2604	E.J. Harrison & Sons Inc.	Trash service	7,690.58	
53138	4/2/2021	2935	Farmer Bros. Co	Coffee supplies	322.24	
53139	4/2/2021	2936	Fast Signs	VHV directory signage	108.83	
53140	4/2/2021	2950	Fast Undercar	HP- trucks-oil and filters	136.24	
53141	4/2/2021	3050	All That's Fit to Print	Courtesy Patrol-business cards	74.13	
53142	4/2/2021	3100	Flooring 101	TI-1591 #201 Spinnaker	205.87	
53143	4/2/2021	3155	Franchise Tax Board	Employee garnishment	100.00	
53144	4/2/2021	3490	Grainger Inc.	VHV restroom signs, door brackets, Launch ramp faucets	555.99	
53145	4/2/2021	4061	Industrial Bolt and Supply	VPD-Patrol dock hardware	67.95	
53146	4/2/2021	4247	Jani-King of CA Inc.	VPD-extra cleaning	240.00	
53147	4/2/2021	4862	Peopleready Inc	Temp landscape labor	1,788.16	
53148	4/2/2021	5210	McCormix Corp.	Maintenance vehicle fuel	456.08	
53149	4/2/2021	5213	McMaster-Carr	VPD maintenance fuel	96.42	
53150	4/2/2021	5632	MJP Technologies, Inc	Email spam filtering-February and March	220.00	
53151	4/2/2021	6446	PowerHouse Construction Inc.	TI-remodel at 1591 #201 Spinnaker	16,855.00	
53152	4/2/2021	6446	PowerHouse Construction Inc.	Plumbing repair at 1591 #201 Spinnaker	3,475.00	
53153	4/2/2021	6865	Rasmussen & Associates Inc	ADA improvement at 1559 and trash enclosure project	6,760.00	
53154	4/2/2021	7013	Rincon Consultants, Inc.	Dredging permit consulting	10,451.15	
53155	4/2/2021	7294	Service-Pro Fire Protection	Annual fire extinguisher inspect	917.86	
53156	4/2/2021	7410	Smith Pipe & Supply Inc.	VHV landscape tools, launch ramp supplies	572.07	
53157	4/2/2021	7550	Staples Construction Company	Fisherman's Storage project	63,892.44	
53158	4/2/2021	7572	Standard Insurance Company	Group Term Life/Long-term Disability	2,984.51	
53159	4/2/2021	7862	Time To Shine	Village and District window washing service	2,755.00	
53160	4/2/2021	7920	Tyler Geck	Marketing-entertainment/music	75.00	
53161	4/2/2021	8232	Ventura County APCD	Annual Air Pollution Control Permit as need for dredging	19,732.89	
53162	4/2/2021	8233	Venco Power Sweeping, Inc	VHV lot sweeping/Fish pier sweeping	545.38	



## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
53163	4/2/2021	8241	Ventura County Star	Publish notice of lease for Andria's	289.76	
53164	4/2/2021	8246	Ventura Locksmiths	Hardware-Sugar Lab, VHV restroom rekey	239.34	
53165	4/2/2021	8251	Ventura Water	Utilities	333.57	
53166	4/2/2021	12702	Aramco, Inc	Janitorial supplies	1,447.28	
53167	4/2/2021	19252	City of Ventura	Water monitoring	18,411.64	
53168	4/2/2021	22896	Derecktor Ventura Inc.	B1-hydrowash bottom	165.85	
53169	4/2/2021	25381	Duncan McIntosh Co., Inc.	Marketing-advertising	690.00	
53170	4/2/2021	34886	Graphix	Dock signage	83.66	
53171	4/2/2021	42471	JaniTek Cleaning Solutions	Custodial services for NPS, Marketing/Marina offices	2,645.07	
53172	4/2/2021	51810	Mark Groh	Reimburse-uniform, safety	179.88	
53173	4/2/2021	61991	P & R Paper Supply Co.	Janitorial supplies	1,660.97	
53174	4/2/2021	62520	Pix4D Inc	HP - map software	600.00	
53175	4/2/2021	62810	Peter Holguin Construction Inc	Door at 1591 #117C Spinnaker	2,150.00	
53176	4/2/2021	73051	Setcom Corporation	HP-boat cable	364.14	
53177	4/2/2021	75990	Sugar Lab Bake Shop LLC	Tenant reimburse - 50% escrow	800.00	
53178	4/2/2021	76018	The Home Depot Pro Institution	Launch ramp trash baskets, VHV cleaning/wet signs	224.21	
53179	4/2/2021	76705	Swift Chip, Inc	Computer parts- S. Bogue	135.75	
53180	4/2/2021	77812	Thermal Alliance	Replace HVAC unit at 1591 #207 Spinnaker	4,804.00	
53181	4/2/2021	77905	Tomar Construction	ADA improvement at 1559 Spinnaker	53,412.43	
53182	4/2/2021	84570	Vision Service Plan-(CA)	Employee vision plan	729.93	
53183	4/2/2021	85219	West Marine Pro	Materials- dock hoist	10.73	
53184	4/2/2021	85601	Zero Waste USA	Operating supplies-mutt mitts	699.78	
53185	4/2/2021	48375	Lagerlof LLP	Legal services	18,630.50	
53186	4/2/2021	Deposits	Kevin Miller	Tenant security refund	30.00	
53187	4/6/2021	70114	Robin Baer and Pachowicz	Legal settlement	70,000.00	
53188	4/6/2021	7434	Southern Calif. Edison ** Voided **	Stub used to list invoice detail		0.00
53189	4/6/2021	7434	Southern Calif. Edison	Utilities	14,987.07	
53190	4/9/2021	45409	Kabris; Kris Ann	Payroll deduction distribution	373.50	
53191	4/16/2021	1049	Adams Printing & Graphic ** Voided **	Printing error		1,503.11
53192	4/16/2021	1060	AFLAC ** Voided **	Printing error		1,532.27
53193	4/16/2021	1385	Ford of Ventura ** Voided **	Vendor returned check, stating we did not owe		335.50
53194	4/16/2021	1679	Carpi & Clay ** Voided **	Printing error		5,000.00
53195	4/16/2021	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	776.50	
53196	4/16/2021	2100	CyberCopy Inc.	Marketing-advertising/brochures/event cards	176.18	
53197	4/16/2021	2174	Dan Harding	Marketing-web content	200.00	
53198	4/16/2021	2331	Dial Security Inc	Courtesy Dockmaster security coverage	3,331.80	
53199	4/16/2021	2604	E.J. Harrison & Sons Inc.	Trash service	253.59	
53200	4/16/2021	2980	Fausset Printing, LLC	Parking Passes	235.00	
53201	4/16/2021	2983	Federal Express Corporation	Postage	39.25	
53202	4/16/2021	2986	Ferguson Enterprises Inc.	Restroom flush valve at Surfers Knoll restroom	391.04	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
53203	4/16/2021	3155	Franchise Tax Board	Employee garnishment	100.00	
53204	4/16/2021	3490	Grainger Inc.	VHV repair, VHV trash cans, Maintenance rain gear	435.33	
53205	4/16/2021	3492	Green Thumb International	VHV landscape supplies	121.09	
53206	4/16/2021	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	197.98	
53207	4/16/2021	4247	Jani-King of CA Inc.	Janitorial service - Harbor Village and District office	5,558.71	
53208	4/16/2021	4742	Kratos Construction	Clock repair at Launch ramp	2,330.00	
53209	4/16/2021	4862	Peopleready Inc	Temp landscape labor	1,117.60	
53210	4/16/2021	4943	Liebert Cassidy Whitmore	VPD HR manual review	1,587.00	
53211	4/16/2021	5190	Matilija Water	Reverse osmosis water system	46.00	
53212	4/16/2021	5210	McCormix Corp.	Maintenance vehicle fuel	550.35	
53213	4/16/2021	5625	ReadyRefresh	Bottled water service	27.48	
53214	4/16/2021	6470	LegalShield	Salary reduction benefit	98.65	
53215	4/16/2021	7777	The Signal	Marketing-advertising	475.00	
53216	4/16/2021	7862	Time To Shine	Village and District window washing service	2,755.00	
53217	4/16/2021	8239	Ventura County Reporter	Marketing-advertising	350.00	
53218	4/16/2021	8244	Ventura Harbor Storage	Fisherman's gear storage	6,775.00	
53219	4/16/2021	8246	Ventura Locksmiths	Rekey at 1591 #201 Spinnaker	24.93	
53220	4/16/2021	12702	Aramsco, Inc	Janitorial supplies	879.03	
53221	4/16/2021	13779	BACKDRAFT OPCO, LLC	Harbor Patrol - online subscription	1,795.00	
53222	4/16/2021	17700	Cal Termite & Pest Control	VHV pest control	350.00	
53223	4/16/2021	20200	CoStar Realty Information, Inc	Leasing analytics	1,040.41	
53224	4/16/2021	24362	Donlon Plumbing Inc	Plumbing repair at 1591 #207 Spinnaker	85.00	
53225	4/16/2021	48751	Leo's Fuel LLC	Boat fuel	1,012.09	
53226	4/16/2021	50071	LoopNet	Leasing marketing	389.90	
53227	4/16/2021	52351	Meredith Corporation	Marketing-advertising	3,200.00	
53228	4/16/2021	54455	Mr. Painting, Inc.	TI-1591 #201 Spinnaker	3,300.00	
53229	4/16/2021	61991	P & R Paper Supply Co.	Janitorial supplies	1,280.90	
53230	4/16/2021	70075	Ricoh USA, Inc.	VPD - monthly copier lease	630.61	
53231	4/16/2021	70281	Ring Central Inc	Phone service	992.14	
53232	4/16/2021	76015	Sunridge Landscape Maint., Inc	VPD- entry way landscape	710.00	
53233	4/16/2021	76705	Swift Chip, Inc	IT services, server back up	10,421.00	
53234	4/16/2021	85261	West Coast Air Conditioning	VHV -HVAC maintenance	620.00	
53235	4/16/2021	OneTime	Tina Brett	Refund-wedding event deposit	200.00	
53236	4/16/2021	PM OneTime	Harbor Marine Fuel	Tenant credit refund	15,108.40	
53237	4/16/2021	PM OneTime	idobooks4u	Tenant security refund	700.00	
53238	4/16/2021	none	Printing error ** Voided **	Printing error		0.00
53239	4/16/2021	none	Printing error ** Voided **	Printing error		0.00
53240	4/16/2021	1049	Adams Printing & Graphic	Marketing- Brochures/event cards	1,503.11	
53241	4/16/2021	1060	AFLAC	Salary reduction benefit	1,532.27	
53242	4/16/2021	1385	Ford of Ventura	HP10-inspection and parts	335.50	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
53243	4/16/2021	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
53244	4/23/2021	45409	Kabris; Kris Ann	Payroll deduction distribution	373.50	
53245	4/23/2021	76014	Sun Life Financial	Dental insurance premiums	1,206.76	
53246	4/30/2021	1036	Accurate First Aid Services	Replenish first aid stations	178.45	
53247	4/30/2021	1326	Ayalas Backflow Services	VPD backflow repairs	1,110.38	
53248	4/30/2021	1676	Carquest Auto Parts	VPD vehicle oil	47.45	
53249	4/30/2021	1725	C E D (California Electrical Distributors)	VHV wayfinding lights, TI-Fiber optics at 1583 #212, VPD electrica	1,043.47	
53250	4/30/2021	1844	Certex USA Inc.	Dock hoist - hook cable	102.37	
53251	4/30/2021	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	935.39	
53252	4/30/2021	1925	City Of S. Buenaventura	Trash service	100.00	
53253	4/30/2021	2208	Dave Wilkes Transmissions	H10-transmission repair	271.21	
53254	4/30/2021	2331	Dial Security Inc	Courtesy Dockmaster security coverage	1,080.00	
53255	4/30/2021	2448	Downtown Ventura Partners	Marketing-advertising	300.00	
53256	4/30/2021	2604	E.J. Harrison & Sons Inc.	Trash service	8,890.94	
53257	4/30/2021	2935	Farmer Bros. Co	Coffee supplies	301.68	
53258	4/30/2021	2985	Fence Factory	Sign posts at 1591 Spinnaker - NPS	255.84	
53259	4/30/2021	3050	All That's Fit to Print	Marketing-advertising	885.00	
53260	4/30/2021	3155	Franchise Tax Board	Employee garnishment	100.00	
53261	4/30/2021	3490	Grainger Inc.	VHV door closer/hardware at 1559 Spinnaker	580.52	
53262	4/30/2021	4247	Jani-King of CA Inc.	VPD-additional cleaning	360.00	
53263	4/30/2021	4295	Jensen Design & Survey Inc.	Fisherman's Storage project, ADA entry at 1591 #112	13,575.00	
53264	4/30/2021	4862	Peopleready Inc	Temp landscape labor	2,479.68	
53265	4/30/2021	4943	Liebert Cassidy Whitmore	Annual policy review, Labor negotiations	1,580.00	
53266	4/30/2021	5016	Lowe's	Fisherman's storage project & slurry, VPD stock, TI at 1591 #201	1,370.08	
53267	4/30/2021	5210	McCormix Corp.	Maintenance vehicle fuel	701.34	
53268	4/30/2021	5213	McMaster-Carr	VHV door closers at 1559 restrooms, Nylon wheels-hoists	1,160.03	
53269	4/30/2021	5505	Muzicraft Inc.	Ambient music in Village	329.50	
53270	4/30/2021	5744	Noble Consultants Inc.	Fish Pier crane replacement	3,085.15	
53271	4/30/2021	6865	Rasmussen & Associates Inc	ADA restroom project at 1559, VHV trash enclosure project	3,939.00	
53272	4/30/2021	7013	Rincon Consultants, Inc.	Dredging permit consulting	2,516.50	
53273	4/30/2021	7013	Rincon Consultants, Inc.	Dredging permit consulting	22,909.40	
53274	4/30/2021	7572	Standard Insurance Company	Group Term Life/Long-term Disability	2,984.51	
53275	4/30/2021	7862	Time To Shine	Village and District window washing service	2,992.50	
53276	4/30/2021	8228	Ventana Monthly	Marketing-advertising	350.00	
53277	4/30/2021	8233	Venco Power Sweeping, Inc	VHV lot sweeping/Fish pier sweeping	545.38	
53278	4/30/2021	8241	Ventura County Star	Marketing-advertising	694.04	
53279	4/30/2021	8246	Ventura Locksmiths	VHV 1431 Spinnaker rekey services, Marina-keys	257.99	
53280	4/30/2021	11415	Alertline Communications	Elevator phone service - quarterly	648.00	
53281	4/30/2021	11458	Alexandria Danielson	Marketing-advertising	495.00	
53282	4/30/2021	12702	Aramco, Inc	Janitorial supplies	1,970.87	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
53283	4/30/2021	25351	Dudek	VSE permitting	1,150.00	
53284	4/30/2021	42471	JaniTek Cleaning Solutions	Custodial services for NPS, Marketing/Marina offices	1,802.90	
53285	4/30/2021	45401	K & L Gates LLP	VSE professional services	5,841.00	
53286	4/30/2021	48375	Lagerlof LLP	Legal services	26,152.50	
53287	4/30/2021	61954	Pacific Marine Repair	B1-computer troubleshooting	290.00	
53288	4/30/2021	61991	P & R Paper Supply Co.	Janitorial supplies	2,796.43	
53289	4/30/2021	70075	Ricoh USA, Inc.	VPD-additional copier page usage	244.08	
53290	4/30/2021	70075	Ricoh USA, Inc.	VPD-additional copier page usage	105.77	
53291	4/30/2021	70641	Superior Awning, Inc.	VHV awning over 1559 elevator and suite #105	1,749.02	
53292	4/30/2021	70650	SWCA, Incorporated	Biological service support	9,162.24	
53293	4/30/2021	73060	7 Day Tire Store	VPD trailer tire replacement	95.73	
53294	4/30/2021	82201	Valley Scene Magazine	Marketing-advertising	1,260.00	
53295	4/30/2021	84570	Vision Service Plan-(CA)	Employee vision plan	729.93	
53296	4/30/2021	85219	West Marine Pro	VPD -shop stock	23.75	
53297	4/30/2021	85601	Zero Waste USA	Operating supplies-mutt mitts	699.78	
Total Enterprise Account Check Register					\$ 555,824.21	\$ 8,370.88
<u>Wells Fargo Grant Account</u>						
No activity					Total Grant Account Check Register	\$ - \$ -
<u>Wells Fargo Project Fund Account</u>						
No activity					Total Project Fund Check Register	\$ - \$ -
Total All Check Registers					\$ 555,824.21	\$ 8,370.88

# ATTACHMENT 4

## Accounts Payable Check Register - May 2021

Ventura Port District  
Enterprise Checking Account

8/8/2021

Check	Date	Payee	Name	Description	Amount	Voided Amount
53298	5/5/2021	5170	Manson Construction & Engineer	Inner harbor dredging-Ventura Keys entrance	201,000.00	
53299	5/5/2021	8251	Ventura Water ** Voided **	Stub used to list invoice detail		0.00
53300	5/5/2021	8251	Ventura Water	Utilities	30,042.66	
53301	5/6/2021	1060	AFLAC	Salary reduction benefit	1,532.27	
53302	5/6/2021	7434	So Calif Edison ** Voided **	Stub used to list invoice detail		0.00
53303	5/6/2021	7434	Southern Calif. Edison	Utilities	13,170.34	
53304	5/6/2021	45409	Kabris; Kris Ann	Payroll deduction distribution	373.50	
53305	5/6/2021	68552	Randall Williams	Marketing-entertainment/music	700.00	
53306	5/6/2021	82391	Ventura County Recorder	Notice of Completion-Inner Harbor Dredging	99.00	
53307	5/6/2021	82391	Ventura County Recorder	Notice of Completion-ADA restroom remodel-1559	99.00	
53308	5/14/2021	1440	Beacon Marine Chandlery Inc	VHV trash can paint	9.27	
53309	5/14/2021	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
53310	5/14/2021	1737	C.M.A.N.C.	Annual membership dues	2,100.00	
53311	5/14/2021	1755	California Electrical Supply	Fiber optic boxes-shop stock	301.50	
53312	5/14/2021	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	851.22	
53313	5/14/2021	2031	County Of Ventura	Hazardous waste fee	648.50	
53314	5/14/2021	2099	Custom Embroidery	Harbor Patrol uniform hats	732.64	
53315	5/14/2021	2100	CyberCopy Inc.	Marketing brochures/RFP trash enclosure digitals	185.05	
53316	5/14/2021	2331	Dial Security Inc	Courtesy Dockmaster security coverage	1,080.00	
53317	5/14/2021	2936	Fast Signs	Fish dock, Launch ramp signage	1,050.67	
53318	5/14/2021	3490	Grainger Inc.	VPD small tools, VHV restroom drain clog	1,498.43	
53319	5/14/2021	3492	Green Thumb International	Landscaping at Launch Ramp	49.32	
53320	5/14/2021	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	197.98	
53321	5/14/2021	4247	Jani-King of CA Inc.	Janitorial service - Harbor Village and District office	5,873.71	
53322	5/14/2021	4293	Jennifer Talt-Lundin	Reimburse-marketing subscription	119.40	
53323	5/14/2021	4295	Jensen Design & Survey Inc.	ADA entry at 1591 #112 Spinnaker	1,102.50	
53324	5/14/2021	4742	Kratos Construction	TI-electrical at 1583 #212 Spinnaker	4,940.00	
53325	5/14/2021	4862	Peopleready Inc	Temp landscape labor	1,117.60	
53326	5/14/2021	5190	Matilija Water	Reverse osmosis water system	46.00	
53327	5/14/2021	5213	McMaster-Carr	Boat washdown repair, VPD shop tool	92.95	
53328	5/14/2021	5625	ReadyRefresh	Bottled water service	170.04	
53329	5/14/2021	5744	Noble Consultants Inc.	Fish Pier crane	468.00	
53330	5/14/2021	5995	Ojai Valley News Inc.	Marketing-advertising	275.00	
53331	5/14/2021	6030	3Digit Media	Marketing-advertising	1,200.00	
53332	5/14/2021	7230	Sage	Annual maintenance/tech support	1,279.00	

# ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
53333	5/14/2021	7296	Searle Creative Group	Marketing-advertising, website development	1,567.50	
53334	5/14/2021	7410	Smith Pipe & Supply Inc.	Landscaping at Harbor Cove	113.62	
53335	5/14/2021	7550	Staples Construction Company	Fisherman's Storage project	4,279.46	
53336	5/14/2021	7575	State Industrial Products	VPD graffiti remover-shop stock	274.76	
53337	5/14/2021	7768	ThyssenKrupp Elevator Corp	VHV elevator service, repairs 1583 Spinnaker	5,077.34	
53338	5/14/2021	8239	Ventura County Reporter	Marketing-advertising	350.00	
53339	5/14/2021	8244	Ventura Harbor Storage	Fisherman's gear storage	6,775.00	
53340	5/14/2021	8251	Ventura Water	Utilities	377.27	
53341	5/14/2021	8534	HDS White Cap Const. Supply	Parking signs at NPS	140.80	
53342	5/14/2021	8551	Williams Automotive Inc.	H10- tune-up/repair	1,821.49	
53343	5/14/2021	8651	Yama Lawn Mower Service	VPD grass edger	969.74	
53344	5/14/2021	11458	Alexandria Danielson	Marketing-advertising	192.50	
53345	5/14/2021	12702	AramSCO, Inc	Janitorial supplies	1,973.62	
53346	5/14/2021	15785	Blue Tarp Financial Inc.	Hoses-pressure washer	295.21	
53347	5/14/2021	16150	Brendan Daly Photography	Web content development	300.00	
53348	5/14/2021	17700	Cal Termite & Pest Control	VHV pest control	350.00	
53349	5/14/2021	17805	DATACHECK	Tenant background screening	280.00	
53350	5/14/2021	18925	Christopher Gatto Photography	Website/social content	150.00	
53351	5/14/2021	25381	Duncan McIntosh Co., Inc.	Marketing-advertising	535.00	
53352	5/14/2021	31350	Foothill Communications, Inc.	Harbor Patrol - radio repairs	884.60	
53353	5/14/2021	32750	Garland/DBS, Inc	Village painting project- progress payment	28,215.00	
53354	5/14/2021	37821	HP Media, LLC	Marketing-advertising	1,935.60	
53355	5/14/2021	54455	Mr. Painting, Inc.	TI at 1583 #212 Spinnaker	3,270.00	
53356	5/14/2021	61991	P & R Paper Supply Co.	Janitorial supplies	908.32	
53357	5/14/2021	62470	Passport Labs Inc	Parking citation processing service fee	306.89	
53358	5/14/2021	69175	Pegboard	Accounts Payable double window envelopes	254.04	
53359	5/14/2021	70075	Ricoh USA, Inc.	VPD - monthly copier lease	630.61	
53360	5/14/2021	70281	Ring Central Inc	Phone service	992.14	
53361	5/14/2021	76018	The Home Depot Pro Institution	VPD-PPE safety supplies, Pressure washer filters	275.02	
53362	5/14/2021	77050	TargetSolutions Learning	Harbor Patrol- annual software fees	1,429.00	
53363	5/14/2021	77812	Thermal Alliance	VPD compressor guard	300.00	
53364	5/14/2021	77905	Tomar Construction	ADA improvement at 1559 restrooms	43,414.42	
53365	5/14/2021	82201	Valley Scene Magazine	Marketing-advertising	945.00	
53366	5/14/2021	PM OneTime	Derecktor Marine Holdings ** Voided **	Refunded rent paid twice in error by tenant		7,087.61
53367	5/19/2021	20100	Container Alliance	Fisherman's storage containers	101,259.53	
53368	5/19/2021	85123	WEX Bank	Patrol vehicle fuel	1,292.20	
53369	5/25/2021	7572	Standard Insurance Company	Group Term Life/Long-term Disability	2,750.25	
53370	5/25/2021	45409	Kabris; Kris Ann	Payroll deduction distribution	373.50	
53371	5/25/2021	76014	Sun Life Financial	Dental insurance premiums	1,206.76	
53372	5/25/2021	84570	Vision Service Plan-(CA)	Employee vision plan	705.83	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
53373	5/28/2021	1036	Accurate First Aid Services	Replenish first aid stations	176.43	
53374	5/28/2021	1045	ADT Security Services	NPS alarm service	140.33	
53375	5/28/2021	1154	Alejandra's Nursery	VHV plants at 1567 Spinnaker	691.11	
53376	5/28/2021	1440	Beacon Marine Chandlery Inc	Mosquito pest control supplies, hoist parts	51.90	
53377	5/28/2021	1676	Carquest Auto Parts	VPD auto supplies, M-47 repairs, CV1 repair	414.75	
53378	5/28/2021	1725	C E D (California Electrical Distributors)	VHV LED restroom lights at 1575, VPD LED stock lights	1,187.82	
53379	5/28/2021	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	799.25	
53380	5/28/2021	1925	City Of S. Buenaventura	Trash service	100.00	
53381	5/28/2021	2093	Cumulus Broadcasting Inc.	Marketing-advertising	530.00	
53382	5/28/2021	2100	CyberCopy Inc.	Bid posting-ADA for Le Petit improvements	9.00	
53383	5/28/2021	2174	Dan Harding	Marketing-content/website development	100.00	
53384	5/28/2021	2331	Dial Security Inc	Courtesy Dockmaster security coverage	1,080.00	
53385	5/28/2021	2448	Downtown Ventura Partners	Marketing-advertising	300.00	
53386	5/28/2021	2604	E.J. Harrison & Sons Inc.	Trash service	9,657.48	
53387	5/28/2021	2935	Farmer Bros. Co	Coffee supplies	326.46	
53388	5/28/2021	2983	Federal Express Corporation	Postage	16.61	
53389	5/28/2021	2986	Ferguson Enterprises Inc.	VPD restroom repair, VHV drain cleaner	101.63	
53390	5/28/2021	3490	Grainger Inc.	Auto feed drain assembly	191.74	
53391	5/28/2021	3492	Green Thumb International	VPD fountain floats	24.22	
53392	5/28/2021	4613	Kelly Cleaning and Supplies	VPD office carpet cleaning	565.00	
53393	5/28/2021	4862	Peopleready Inc	Temp landscape labor	2,011.68	
53394	5/28/2021	4943	Liebert Cassidy Whitmore	HR services	2,497.00	
53395	5/28/2021	5210	McCormix Corp.	Maintenance vehicle fuel	1,099.17	
53396	5/28/2021	5213	McMaster-Carr	Electrical adapters, grease hoist, VHV firepit supplies	351.78	
53397	5/28/2021	5505	Muzicraft Inc.	Ambient music in Village	329.50	
53398	5/28/2021	6283	Petty Cash Fund	Rolled coin, VPD fuel barrel, Firebox glass-docks, misc.	491.63	
53399	5/28/2021	6446	PowerHouse Construction Inc.	VHV drain line repair at 1591 Spinnaker	5,950.00	
53400	5/28/2021	6470	LegalShield	Salary reduction benefit	98.65	
53401	5/28/2021	7013	Rincon Consultants, Inc.	Dredging permit consulting	1,930.00	
53402	5/28/2021	7013	Rincon Consultants, Inc.	Dredging permit consulting	1,410.00	
53403	5/28/2021	7296	Searle Creative Group	Marketing-advertising, website development	1,757.50	
53404	5/28/2021	7410	Smith Pipe & Supply Inc.	VHV landscape supplies	140.57	
53405	5/28/2021	7471	Scott and Sons Electric	Light pole replacement at Surfers Knoll lot	10,415.00	
53406	5/28/2021	7770	Hose-Man, Inc	VHV firepit supplies at 1567 Spinnaker	43.37	
53407	5/28/2021	7862	Time To Shine	Village and District window washing service	2,755.00	
53408	5/28/2021	8228	Ventana Monthly	Marketing-advertising	350.00	
53409	5/28/2021	8233	Venco Power Sweeping, Inc	VHV lot sweeping/Fish pier sweeping	545.38	
53410	5/28/2021	8241	Ventura County Star	Publish trash enclosure project, Marketing-advertising	2,114.95	
53411	5/28/2021	8534	HDS White Cap Const. Supply	VHV repairs at 1691 Spinnaker	103.07	
53412	5/28/2021	11458	Alexandria Danielson	Marketing-advertising	495.00	

# ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
53413	5/28/2021	12702	Aramco, Inc	Janitorial supplies	1,414.79	
53414	5/28/2021	17730	Carpinteria Magazine	Marketing-advertising	495.50	
53415	5/28/2021	20200	CoStar Realty Information, Inc	Leasing analytics	1,040.41	
53416	5/28/2021	22896	Derecktor Ventura Inc.	B1- maintenance	385.00	
53417	5/28/2021	25351	Dudek	VSE permitting	2,842.50	
53418	5/28/2021	25381	Duncan McIntosh Co., Inc.	Marketing-advertising	1,500.00	
53419	5/28/2021	30485	Finkelman; Dr. Jay M.	HR professional services	1,960.00	
53420	5/28/2021	34886	Graphix	VPD exterior sign, VHV-NPS signage	299.35	
53421	5/28/2021	45401	K & L Gates LLP	VSE professional services	3,307.50	
53422	5/28/2021	48375	Lagerlof LLP	Legal services	35,053.00	
53423	5/28/2021	48702	Leddy Power Systems, Inc	B1- service supplies/parts	714.63	
53424	5/28/2021	50071	LoopNet	Leasing marketing	194.95	
53425	5/28/2021	61954	Pacific Marine Repair	B1-routine maintenance	1,590.29	
53426	5/28/2021	61991	P & R Paper Supply Co.	Janitorial supplies	1,835.11	
53427	5/28/2021	70650	SWCA, Incorporated	Biological service support	1,207.24	
53428	5/28/2021	76015	Sunridge Landscape Maint., Inc	Launch ramp clean up/Anchors Way planter clean up	1,500.00	
53429	5/28/2021	76705	Swift Chip, Inc	IT services/back-up server-May 2021	9,651.50	
53430	5/28/2021	77706	The Flag Factory	Marketing-entertainment/music	7,801.86	
53440	5/28/2021	3600	Harbor Offshore Inc	Fish Pier repairs	50,000.00	
53441	5/28/2021	7373	Skyfii US Operations LLC	Village traffic sensors	18,000.00	
Total Enterprise Account Check Register					\$ 455,681.52	\$ 7,087.61

## Wells Fargo Grant Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1108	5/5/2021	8261	Ventura Port District	Return cash flow startup funds to Enterprise fund	165,000.00	
Total Grant Account Check Register					\$ 165,000.00	\$ -

## Wells Fargo Project Fund Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1065	5/14/2021	5744	Noble Consultants Inc.	Engineering services Patrol gangway	468.00	
Total Project Fund Account Check Register					\$ 468.00	\$ -

Total All Check Registers	\$ 621,149.52	\$ 7,087.61
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# ATTACHMENT 4

## Accounts Payable Check Register - June 2021

Ventura Port District  
Wells Fargo Enterprise Account

8/23/2021

Check	Date	Payee	Name	Description	Amount	Voided Amount
53442	6/2/2021	7434	Southern Calif. Edison	** Voided ** Stub used to list invoice detail		0.00
53443	6/2/2021	7434	Southern Calif. Edison	Utilities	12,777.03	
53444	6/8/2021	45409	Kabris; Kris Ann	Payroll deduction distribution	373.50	
53445	6/9/2021	1764	California J P I A	Annual liability, Workers Comp, property insurance	390,605.00	
53446	6/9/2021	42245	JPL Construction Inc	Fish pier crane project	53,859.60	
53447	6/11/2021	1049	Adams Printing & Graphic	Marketing-brochures/event cards	1,653.11	
53448	6/11/2021	1060	AFLAC	Salary reduction benefit	1,532.27	
53449	6/11/2021	1585	Black Magic Metal Art	Boat washdown drain grates	790.00	
53450	6/11/2021	1663	Burons Preferred Pumping Inc.	VHV hyrdojet service	1,495.00	
53451	6/11/2021	1676	Carquest Auto Parts	VPD shop stock, vehicle supplies	176.72	
53452	6/11/2021	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
53453	6/11/2021	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	966.70	
53454	6/11/2021	2031	County Of Ventura	VPD hazardous waste	1,404.88	
53455	6/11/2021	2093	Cumulus Broadcasting Inc.	Marketing-advertising	890.00	
53456	6/11/2021	2100	CyberCopy Inc.	ADA Bid notice-Le Petit	22.00	
53457	6/11/2021	2174	Dan Harding	Marketing-photos/images	150.00	
53458	6/11/2021	2331	Dial Security Inc	Courtesy Dockmasters security coverage	1,080.00	
53459	6/11/2021	2604	E.J. Harrison & Sons Inc.	Trash service	519.79	
53460	6/11/2021	3050	All That's Fit to Print	Marketing-ad production	1,985.00	
53461	6/11/2021	3155	Franchise Tax Board	Employee garnishment	100.00	
53462	6/11/2021	3155	Franchise Tax Board	Employee garnishment	100.00	
53463	6/11/2021	3155	Franchise Tax Board	Employee garnishment	100.00	
53464	6/11/2021	3490	Grainger Inc.	VPD shop tool, supplies, Building primer	234.06	
53465	6/11/2021	3492	Green Thumb International	Landscape - launch ramp	32.95	
53466	6/11/2021	4061	Industrial Bolt and Supply	Materials for bench located at 1559 Spinnaker	51.01	
53467	6/11/2021	4247	Jani-King of CA Inc.	Janitorial service - Harbor Village and District office	5,558.71	
53468	6/11/2021	4295	Jensen Design & Survey Inc.	Fisherman's storage project, ADA entry at Le Petit	2,102.50	
53469	6/11/2021	4862	Peopleready Inc	Temp landscape labor	894.08	
53470	6/11/2021	5190	Matilija Water	Reverse osmosis water system	52.00	
53471	6/11/2021	5210	McCormix Corp.	Maintenance vehicle fuel	605.88	
53472	6/11/2021	5213	McMaster-Carr	VHV building outlet covers	25.42	
53473	6/11/2021	5625	ReadyRefresh	Bottled water service	210.50	
53474	6/11/2021	6030	3Digit Media	Marketing-advertising	1,243.00	
53475	6/11/2021	6361	Pitney Bowes	Village postage lease	154.29	
53476	6/11/2021	6865	Rasmussen & Associates Inc	ADA project-1559 Spinnaker, trash enclosures-1575 Spinnaker	4,318.66	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
53477	6/11/2021	7294	Service-Pro Fire Protection	Fire sprinkler repair	2,565.00	
53478	6/11/2021	7373	Skyfii US Operations LLC	Village traffic sensors	6,900.00	
53479	6/11/2021	7550	Staples Construction Company	Fisherman's storage project	9,041.58	
53480	6/11/2021	7581	Steve Stafford	Marketing-entertainment/music	300.00	
53481	6/11/2021	7762	The Home Depot Pro	Landscape mower parts	97.52	
53482	6/11/2021	7777	The Signal	Marketing-advertising	775.00	
53483	6/11/2021	7862	Time To Shine	Village and District window washing service	2,755.00	
53484	6/11/2021	8239	Ventura County Reporter	Marketing-advertising	725.00	
53485	6/11/2021	8243	Ventura Harbor Boat Yard	Dock pedestal numbers	25.05	
53486	6/11/2021	8244	Ventura Harbor Storage	Fisherman's gear storage	7,019.50	
53487	6/11/2021	8250	Ventura Visitors & Convention	Marketing-advertising	250.00	
53488	6/11/2021	8251	Ventura Water	Utilities	351.62	
53489	6/11/2021	8266	Ventura Harbor Marine Fuel	Fuel - pressure washer	72.19	
53490	6/11/2021	11458	Alexandria Danielson	Marketing-ad production	797.50	
53491	6/11/2021	12040	Andrew Scott Elia	Marketing-Entertainment/music	1,000.00	
53492	6/11/2021	12702	Aramco, Inc	Janitorial supplies	822.99	
53493	6/11/2021	13779	BACKDRAFT OPCO, LLC	Harbor Patrol software upgrade	412.50	
53494	6/11/2021	14451	Bejeckian; Susan	Marketing-advertising	1,500.00	
53495	6/11/2021	15785	Blue Tarp Financial Inc.	Pressure washer parts	193.80	
53496	6/11/2021	17700	Cal Termite & Pest Control	VHV pest control	350.00	
53497	6/11/2021	17746	Casey Smarker dba Casey Jones	Marketing-Entertainment/music	400.00	
53498	6/11/2021	20100	Container Alliance	Fishermen's storage containers	13,800.00	
53499	6/11/2021	34886	Graphix	VHV-NPS signage	252.37	
53500	6/11/2021	42471	JaniTek Cleaning Solutions	VHV-janitorial service at NPS and 1583 #215 Spinnaker	2,645.07	
53501	6/11/2021	45635	Karen Eden	Marketing-entertainment/music	340.73	
53502	6/11/2021	61991	P & R Paper Supply Co.	Janitorial supplies	1,189.35	
53503	6/11/2021	70075	Ricoh USA, Inc ** Voided **			114.24
53504	6/11/2021	75801	Steel Cut Productions	Marketing-advertising	800.00	
53505	6/11/2021	76705	Swift Chip, Inc	IT services, back-up server- July	9,664.00	
53506	6/11/2021	77706	The Flag Factory	VHV seasonal flags	1,721.85	
53507	6/11/2021	77855	Todd Mitchell	Reimburse medical expenses	46.00	
53508	6/11/2021	80791	Ultimate Escape Rooms	TI-reimburse awning	4,500.00	
53509	6/11/2021	82351	Ventura Breeze	Marketing-advertising	300.00	
53510	6/11/2021	85261	West Coast Air Conditioning	HVAC maintenance	620.00	
53511	6/11/2021	70075	Ricoh USA, Inc.	VPD - monthly copier lease	630.61	
53512	6/11/2021	70075	Ricoh USA, Inc.	VPD-additional copier page usage	56.60	
53513	6/11/2021	5016	Lowe's Business Accts/SYNCB	Misc. supplies for maintenance and plumbing repairs	1,388.91	
53514	6/15/2021	5744	Noble Consultants Inc.	Fish pier crane	234.00	
53515	6/16/2021	48375	Lagerlof LLP	Legal services	24,718.12	
53516	6/18/2021	45409	Kabris; Kris Ann	Payroll deduction distribution	373.50	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
53517	6/25/2021	1020	Access Hardware Supply	Locks- Harbor Cove	349.62	
53518	6/25/2021	1377	B & R Tool Supply Co.	VPD small shop tool	122.01	
53519	6/25/2021	1440	Beacon Marine Chandlery Inc	Misc. dock supplies	20.53	
53520	6/25/2021	1445	Bellingham Marine Ind. Inc.	Dock I repairs	32,375.50	
53521	6/25/2021	1725	C E D (California Electrical Distributors)	Staircase lights at 1559 Spinnaker	2,166.17	
53522	6/25/2021	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	989.36	
53523	6/25/2021	1925	City Of S. Buenaventura	Trash service	100.00	
53524	6/25/2021	2093	Cumulus Broadcasting Inc.	Marketing-advertising	70.00	
53525	6/25/2021	2099	Custom Embroidery	Maintenance - uniform hats	258.34	
53526	6/25/2021	2331	Dial Security Inc	Courtesy Dockmasters security coverage	1,512.00	
53527	6/25/2021	2604	E.J. Harrison & Sons Inc.	Trash service	8,502.94	
53528	6/25/2021	2924	FMP Uniform Co.	Harbor Patrol uniforms	1,049.37	
53529	6/25/2021	2935	Farmer Bros. Co	Coffee supplies	332.80	
53530	6/25/2021	2936	Fast Signs	Launch ramp signage	678.00	
53531	6/25/2021	2983	Federal Express Corporation	Postage	44.67	
53532	6/25/2021	2986	Ferguson Enterprises Inc.	VHV restroom toilet parts	55.45	
53533	6/25/2021	3050	All That's Fit to Print	Marketing-ad production	2,198.49	
53534	6/25/2021	3155	Franchise Tax Board	Employee garnishment	100.00	
53535	6/25/2021	3200	Fugro USA Marine, Inc.	Hydrographic survey	1,075.00	
53536	6/25/2021	3490	Grainger Inc.	VPD shop stock-batteries	38.03	
53537	6/25/2021	3492	Green Thumb International	VHV landscape at 1559 Spinnaker	223.02	
53538	6/25/2021	4061	Industrial Bolt and Supply	Materials for bench located at 1559 Spinnaker	56.33	
53539	6/25/2021	4247	Jani-King of CA Inc.	VPD extra cleaning, fridge cleaning	315.00	
53540	6/25/2021	4410	John Higgins	Reimburse medical expenses	4,200.00	
53541	6/25/2021	4862	Peopleready Inc	Temp landscape labor	2,905.76	
53542	6/25/2021	4943	Liebert Cassidy Whitmore	HR services	1,868.00	
53543	6/25/2021	5505	Muzicraft Inc.	Ambient music in Village	329.50	
53544	6/25/2021	6030	3Digit Media	Marketing-advertising	2,486.00	
53545	6/25/2021	6194	Pacific Oil Company	VPD waste oil disposal	95.00	
53546	6/25/2021	6195	Pacific Parking Systems	Park/Pay annual maintenance fee, thermal paper	1,454.29	
53547	6/25/2021	6470	LegalShield	Salary reduction benefit	98.65	
53548	6/25/2021	7032	Alliant Insurance Services	Annual crime policy premium	868.00	
53549	6/25/2021	7229	Sam's Club/GECF	Subscription renewal	48.49	
53550	6/25/2021	7294	Service-Pro Fire Protection	Fire sprinkler relocate, repair	2,465.00	
53551	6/25/2021	7296	Searle Creative Group	Marketing-event production, advertising	17,542.50	
53552	6/25/2021	7299	Seaworthy Marine Products	B17 heat exchange	1,374.30	
53553	6/25/2021	7410	Smith Pipe & Supply Inc.	VHV planter at 1559 Spinnaker and supplies	281.87	
53554	6/25/2021	7581	Steve Stafford	Reimburse-insurance cost	40.63	
53555	6/25/2021	7750	The Bakersfield Californian	Marketing-advertising	800.00	
53556	6/25/2021	7862	Time To Shine	Window washing	800.00	

## ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
53557	6/25/2021	7980	UpKeep Technologies Inc	Maintenance software	7,400.00	
53558	6/25/2021	8228	Ventana Monthly	Marketing-advertising	395.00	
53559	6/25/2021	8233	Venco Power Sweeping, Inc	VHV lot sweeping/Fish pier sweeping	545.38	
53560	6/25/2021	8241	Ventura County Star	VHV legal notices, advertising	2,365.53	
53561	6/25/2021	8246	Ventura Locksmiths	Gate locks, keys at 1567 Spinnaker	85.03	
53562	6/25/2021	8266	Ventura Harbor Marine Fuel	Fuel - pressure washer	54.14	
53563	6/25/2021	12702	AramSCO, Inc	Janitorial supplies	1,137.35	
53564	6/25/2021	13950	Bartel Associates, LLC	Actuarial consulting	3,450.00	
53565	6/25/2021	20200	CoStar Realty Information, Inc	Leasing analytics	1,040.41	
53566	6/25/2021	22896	Derektor Ventura Inc.	B17- hull cleaning	165.85	
53567	6/25/2021	24362	Donlon Plumbing Inc	Floor pans at Comedy Club	399.08	
53568	6/25/2021	25381	Duncan McIntosh Co., Inc.	Marketing-advertising	535.00	
53569	6/25/2021	27790	Enterprise UAS LLC	Harbor Patrol - Drone	6,000.00	
53570	6/25/2021	32750	Garland/DBS, Inc	Final retention on the Village painting project	117,494.67	
53571	6/25/2021	34886	Graphix	Dock signage	1,278.23	
53572	6/25/2021	45401	K & L Gates LLP	VSE project	3,727.50	
53573	6/25/2021	48751	Leo's Fuel LLC	Boat fuel	1,802.48	
53574	6/25/2021	50071	LoopNet	Leasing marketing	194.95	
53575	6/25/2021	61991	P & R Paper Supply Co.	Janitorial supplies	1,456.34	
53576	6/25/2021	64721	Proforma	Harbor Patrol-uniform logos, sweatshirts	3,110.72	
53577	6/25/2021	70281	Ring Central Inc	Phone service	992.14	
53578	6/25/2021	75801	Steel Cut Productions	Marketing-advertising	800.00	
53579	6/25/2021	76012	Sunbelt Rentals, Inc.	Dozer - to relocate beach sand buildup near parking lots	3,595.58	
53580	6/25/2021	76014	Sun Life Financial	Dental insurance premiums	1,005.70	
53581	6/25/2021	77905	Tomar Construction	ADA restrooms in 1559 Spinnaker	5,096.15	
53582	6/25/2021	82201	Valley Scene Magazine	Marketing-advertising	630.00	
53583	6/25/2021	82351	Ventura Breeze	Marketing-advertising	550.00	
53584	6/25/2021	One time	Beyond Productions	Deposit refund	250.00	
53585	6/25/2021	32750	Garland/DBS, Inc	Village roofing project - 1567 Spinnaker	142,443.08	
Total Enterprise Account Check Register					\$ 976,212.92	\$ 114.24
<u>Wells Fargo Grant Account</u>						
No activity					Total Grant Account Check Register	\$ - \$ -
<u>Wells Fargo Project Fund Account</u>						
No activity					Total Project Fund Check Register	\$ - \$ -
Total All Check Registers					\$ 976,212.92	\$ 114.24

# ATTACHMENT 5

## Ventura Port District Wells Fargo Business Credit Card Charges April 2021

### Chase Credit Card holders

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

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	04/30/21	Waterfront Parking	Conferences	Parking for City Waterfront Meeting	4.00
Total General Manager's Expenses					4.00
Todd Mitchell	No activity			Total Business Operations Manager's Expenses	-
Jessica Rauch	4/28/2021	Zoom.US	Operating supplies	Virtual meeting communications	177.63
Jessica Rauch	4/9/2021	Gold Coast Recycling	Operating supplies	E-waste recycling	30.57
Jessica Rauch	4/9/2021	Amsterdam Print & Lithograph	Operating supplies	Port District promotional pens	417.38
Jessica Rauch	4/8/2021	Local Government Education	Training	Clerk's certification classes	250.00
Total Administrative Assistant's Expenses					875.58
Gloria Adkins	No activity			Total Accounting Manager's Expenses	-
Joe Gonzalez	No activity			Total Facilities Manager's Expenses	-
Sergio Gonzalez	4/2/2021	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	0.99
Sergio Gonzalez	4/29/2021	Ventura Toyota	Vehicle maintenance	Replacement of standard key for vehicle M-44 from Toyota	10.49
Sergio Gonzalez	4/29/2021	Ventura Toyota	Vehicle maintenance	Replace chipped key with programming for vehicle M-50 from Toyota	129.30
Total Maintenance Supervisor's Expenses					140.78

# ATTACHMENT 5

Type	Trans Date	Vendor	Category	Detailed Descriptions	Amount
Jennifer Talt-Lundin	4/12/2021	PayPal	E-Advertising	Live harbor webcam	18.00
Jennifer Talt-Lundin	4/12/2021	Cross Border Trans Fee	E-Advertising	International transaction purchase fee	0.18
Jennifer Talt-Lundin	4/21/2021	Mailchimp	E-Advertising	Enewsletter	110.00
Jennifer Talt-Lundin	4/19/2021	Sprout Social, Inc	E-Advertising	Social media analytics	99.00
Jennifer Talt-Lundin	4/19/2021	Facebook	E-Advertising	Paid social media ads	900.00
Jennifer Talt-Lundin	4/2/2021	Google Ads	E-Advertising	Paid SEO ads	500.00
Jennifer Talt-Lundin	4/26/2021	Google Ads	E-Advertising	Paid SEO ads	500.00
Jennifer Talt-Lundin	4/26/2021	Facebook	E-Advertising	Paid social media ads	332.70
Jennifer Talt-Lundin	4/6/2021	805 Bar & Grill Cheese	Event production	Social Chowder contest	10.00
Jennifer Talt-Lundin	4/1/2021	Sugar Lab Bake Shop	Event production	Drink for performer - Cottontail Bunny	5.85
Jennifer Talt-Lundin	4/5/2021	Carpinteria Valley Lumber	Event production	Live plants- Wave to Cottontail Bunny	78.85
Jennifer Talt-Lundin	4/5/2021	Amazon.com	Event production	Crayon packs - Wave to Cottontail Bunny	21.54
Jennifer Talt-Lundin	4/1/2021	BlnMonday.Com	Office supplies	Project management/scheduling tool platform monthly renewal	49.00
Total Marketing Manager's Expenses					2,625.12
Dave Werneburg	4/26/2021	PayPal	Conferences	Pacific Coast Congress of Harbormasters & Port Managers Conference	60.00
Dave Werneburg	4/26/2021	Office Depot #931	Operating supplies	2 x change of address stamps - Dry Storage and Marina billing	86.18
Dave Werneburg	4/19/2021	Office Depot #931	Operating supplies	Misc. office supplies for Courtesy Patrol	20.62
Dave Werneburg	4/14/2021	Best Buy	Operating supplies	4-Port USB hub for new computer	21.84
Dave Werneburg	4/26/2021	Office Depot #931	Operating supplies	Misc. office supplies for Courtesy Patrol	54.00
Dave Werneburg	4/5/2021	Adobe Acrobat Pro	Operating supplies	Auto renewal of Adobe Acrobat Pro Document Cloud	179.88
Dave Werneburg	4/7/2021	Toodledo.Com	Operating supplies	Project Management Software - Marina Manager	59.88
Total Marina Manager's Expenses					482.40
John Higgins	4/28/2021	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	2.99
John Higgins	4/14/2021	Cross Border Trans Fee	Operating supplies	International transaction purchase fee	9.20
John Higgins	4/12/2021	Advexure.com	Operating supplies	Spare parts for drone program	105.44
John Higgins	4/23/2021	PayPal Gecko Hg	Operating supplies	Refund double charge	(891.70)
John Higgins	4/13/2021	PayPal Gecko Hg	Operating supplies	Waterproof radio communications	919.78
John Higgins	4/14/2021	PayPal Gecko Hg	Operating supplies	Credit card reported initial charge was denied-advised to charge again	919.78
John Higgins	4/27/2021	Dtv Directv Service	Operating supplies	Communications/news and information	81.99
John Higgins	4/9/2021	Ce Solutions	Training	Online training	133.84
John Higgins	4/15/2021	PayPal Pacific Coast	Training	Online seminar training	100.00
Total Harbormaster's Expenses					1,381.32
Total Wells Fargo Credit Card Expenses					<u>\$ 5,509.20</u>

## ATTACHMENT 5

### Ventura Port District Wells Fargo Business Credit Card Charges May 2021

#### Chase Credit Card holders

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

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	05/13/21	Casa De Soria	Business meal	Lunch meeting with Board Chair & Secretary	52.71
Total General Manager's Expenses					52.71
Todd Mitchell	No activity				
Total Business Operations Manager's Expenses					-
Jessica Rauch	5/13/2021	Dell Small Business	Computer equipment	BOM laptop extended warranty	333.20
Jessica Rauch	5/13/2021	Dell Small Business	Computer equipment	GM, Clerk miscellaneous laptop extended warranty	1,065.08
Jessica Rauch	5/13/2021	Dell Small Business	Computer equipment	Marketing Manager laptop extended warranty	355.03
Jessica Rauch	5/12/2021	Nitro Pdf	Computer equipment	PDF software for staff	453.00
Jessica Rauch	5/12/2021	Nitro Pdf	Computer equipment	PDF software for staff	453.00
Jessica Rauch	5/28/2021	Zoom.US	Operating supplies	Virtual communications	177.63
Total Administrative Assistant's Expenses					2,836.94
Gloria Adkins	No activity				
Total Accounting Manager's Expenses					-
Joe Gonzalez	No activity				
Total Facilities Manager's Expenses					-
Sergio Gonzalez	5/27/2021	Ereplacementparts.com	Equipment repair	Repair parts for VHV maintenance shack air compressor	80.52
Sergio Gonzalez	5/3/2021	In The Outdoor Plus Co.	Grounds maintenance	Replacement electronic ignition ignitor controller for Village fire pi	1,395.40
Sergio Gonzalez	5/3/2021	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	0.99
Total Maintenance Supervisor's Expenses					1,476.91

# ATTACHMENT 5

Type	Trans Date	Vendor	Category	Detailed Descriptions	Amount
Jennifer Talt-Lundin	5/6/2021	PayPal	E-Advertising	Live harbor webcam	18.00
Jennifer Talt-Lundin	5/21/2021	Mailchimp	E-Advertising	Enewsletter	110.00
Jennifer Talt-Lundin	5/18/2021	Sprout Social, Inc	E-Advertising	Social media analytics	99.00
Jennifer Talt-Lundin	5/3/2021	Facebook	E-Advertising	Paid social media ads	100.00
Jennifer Talt-Lundin	5/3/2021	Facebook	E-Advertising	Paid social media ads	209.18
Jennifer Talt-Lundin	5/6/2021	Cross Border Trans Fee	E-Advertising	International transaction fee	0.18
Jennifer Talt-Lundin	5/24/2021	Google Ads	E-Advertising	Google Ads	500.00
Jennifer Talt-Lundin	5/17/2021	Facebook	E-Advertising	Paid social media ads	900.00
Jennifer Talt-Lundin	5/11/2021	Google Ads	E-Advertising	Google Ads	500.00
Jennifer Talt-Lundin	5/20/2021	Boatyard Pub	Event production	Media Host	50.00
Jennifer Talt-Lundin	5/28/2021	Just 4 Dreamers, Inc	Event production	Media Visit	87.00
Jennifer Talt-Lundin	5/24/2021	Holiday Inn Express & Su	Event production	Media Host	78.79
Jennifer Talt-Lundin	5/20/2021	The Greek At The Harbor I	Event production	Media Host	50.00
Jennifer Talt-Lundin	5/20/2021	Coastal Cone And The Parlor	Event production	Media Host	25.00
Jennifer Talt-Lundin	5/20/2021	Island Packers	Event production	Media Host	25.00
Jennifer Talt-Lundin	5/19/2021	BlnMonday.com	Office supplies	Project management/scheduling tool platform monthly renewa	49.00
Total Marketing Manager's Expenses					2,801.15
Dave Werneburg	No activity				
Total Marina Manager's Expenses					-
John Higgins	5/26/2021	Twowayradio.com	Operating supplies	Radio parts	63.80
John Higgins	5/21/2021	Ventura County Star	Operating supplies	Newspaper	69.00
John Higgins	5/12/2021	Ebay	Operating supplies	Public safety radios	2,478.53
John Higgins	5/17/2021	Dtv Directv Service	Operating supplies	Communications/news and information	81.99
Total Harbormaster's Expenses					2,693.32
Total Wells Fargo Credit Card Expenses					\$ 9,861.03



## ATTACHMENT 5

Ventura Port District  
Wells Fargo Business Credit Card Charges  
June 2021

Chase Credit Card holders

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

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	No activity				-
Total General Manager's Expenses					-
Todd Mitchell	No activity				-
Total Business Operations Manager's Expenses					-
Jessica Rauch	6/18/2021	Symplicity Corporation	Advertising	Job Announcement on 4 college websites for Business Ops Analyst	165.00
Jessica Rauch	6/18/2021	California Association Fo	Advertising	Job Announcement on CALED website for Business Ops Analyst	350.00
Jessica Rauch	6/21/2021	Craigslist.org	Advertising	Job Announcement on craigslist for Business OPs Analyst	25.00
Jessica Rauch	6/18/2021	Cads Career Center	Advertising	Job Announcement on CSDA website for Business Ops Analyst	155.00
Jessica Rauch	6/18/2021	Neogov	Advertising	Job Announcement on governmentjobs.com for Business Ops Analyst	199.00
Jessica Rauch	6/17/2021	Tri-County Office Furniture	Office Supplies	Accountant 1 desk, Maintenance supervisor chair, Electrician chair	3,821.58
Jessica Rauch	6/10/2021	Office Depot #931	Office Supplies	Office Supplies	33.96
Jessica Rauch	6/28/2021	Zoom.U.S	Operating supplies	Virtual communications	177.63
Jessica Rauch	6/24/2021	Liebert Cassidy	Operating supplies	Liebert Cassidy Whitmore COVID Prevention Plan Template	249.00
Jessica Rauch	6/18/2021	Michaels Stores 4800	Operating supplies	Resolution Frames	25.28
Jessica Rauch	6/17/2021	PayPal Visioneerco Visio	Training	Clerks Certification Class	60.00
Jessica Rauch	6/17/2021	PayPal Visioneerco Visio	Training	Clerks Certification Class	60.00
Jessica Rauch	6/17/2021	PayPal Visioneerco Visio	Training	Clerks Certification Class	60.00
Jessica Rauch	6/17/2021	PayPal Visioneerco Visio	Training	Clerks Certification Class	60.00
Jessica Rauch	6/17/2021	PayPal Visioneerco Visio	Training	Clerks Certification Class	60.00
Jessica Rauch	6/18/2021	Captus Press Inc	Training	Clerks Certification Class	79.00
Jessica Rauch	6/4/2021	Captus Press Inc	Training	Clerks Certification Class	105.00
Jessica Rauch	6/18/2021	Cross Border Trans Fee	Training	International transaction fee - Clerks Certification class	0.79
Jessica Rauch	6/4/2021	Cross Border Trans Fee	Training	International transaction fee - Clerks Certification class	1.05
Total Administrative Assistant's Expenses					5,687.29
Gloria Adkins	6/10/2021	Government Finance Officer's Assoc.	Training	Accountant 1 Webinar	85.00
Total Accounting Manager's Expenses					85.00

# ATTACHMENT 5

Type	Trans Date	Vendor	Category	Detailed Descriptions	Amount
Joe Gonzalez	No activity				-
Total Facilities Manager's Expenses					-
Sergio Gonzalez	6/3/2021	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	0.99
Total Maintenance Supervisor's Expenses					0.99
Jennifer Talt-Lundin	6/28/2021	Zuza, LLC	Advertising	Rack Card printing	895.00
Jennifer Talt-Lundin	6/9/2021	PayPal	E-Advertising	Live harbor webcam	18.00
Jennifer Talt-Lundin	6/9/2021	Cross Border Trans Fee	E-Advertising	International transaction purchase fee	0.18
Jennifer Talt-Lundin	6/1/2021	Facebook	E-Advertising	Paid social media ads	150.00
Jennifer Talt-Lundin	6/18/2021	Sprout Social, Inc.	E-Advertising	Social analytics	99.00
Jennifer Talt-Lundin	6/21/2021	Mailchimp	E-Advertising	Enewsletter	110.00
Jennifer Talt-Lundin	6/1/2021	Facebook	E-Advertising	Paid social media ads	590.32
Jennifer Talt-Lundin	6/10/2021	Google Ads	E-Advertising	Paid ads	500.00
Jennifer Talt-Lundin	6/29/2021	Google Ads	E-Advertising	Paid Ads	500.00
Jennifer Talt-Lundin	6/30/2021	Sticker Mule	Event production	Village/ Waves Stickers	495.23
Jennifer Talt-Lundin	6/8/2021	Barefoot Boutique	Event production	Service thank you gift	55.55
Jennifer Talt-Lundin	6/30/2021	Sugar Lab Bake Shop	Event production	Coffee for content developer meet up	7.00
Jennifer Talt-Lundin	6/30/2021	Funboy	Event production	Photo props	145.00
Jennifer Talt-Lundin	6/30/2021	Otc Brands, Inc.	Event production	Event Promotions	797.31
Jennifer Talt-Lundin	6/21/2021	BlnMonday.Com	Office supplies	Planning tool	49.00
Total Marketing Manager's Expenses					4,411.59
Dave Werneburg	6/15/2021	Sun Data Supply, Inc.	Operating supplies	Ink cartridge for Pitney Bowes mail machine	46.51
Dave Werneburg	6/18/2021	Office Depot #931	Operating supplies	Replacement chair for Dockmasters Office	129.29
Dave Werneburg	6/17/2021	Pitney Bowes	Operating supplies	Mail machine supplies	82.96
Dave Werneburg	6/15/2021	Office Depot #931	Operating supplies	Replace wireless mouse	16.10
Dave Werneburg	6/2/2021	Amazon	Operating supplies	Decibel meter	19.38
Dave Werneburg	6/8/2021	Gih Globalindustrialeq	Operating supplies	Trial bock bumpers	743.19
Dave Werneburg	6/21/2021	Merco Marine	Operating supplies	Galvanized ladders for paddle boarders on C-dock	655.48
Dave Werneburg	6/17/2021	Marine Recreation Association	Subscription	Annual membership renewal with MRA	378.00
Total Marina Manager's Expenses					2,070.91
John Higgins	6/24/2021	Deckers Hoka One	Operating supplies	Patrol uniforms	323.26
John Higgins	6/28/2021	Dell Business Online	Operating supplies	Dispatch computer for Fireboat	2,288.31
John Higgins	6/29/2021	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	2.99
John Higgins	5/31/2021	Apple.Com/Bill	Operating supplies	Phone Storage	2.99
John Higgins	6/7/2021	Verizon Wireless	Operating supplies	Replacement Harbormaster Phone	735.24
John Higgins	6/7/2021	Dtv Directv Service	Operating supplies	Communications/news and information	81.99
John Higgins	6/7/2021	Costco.com	Safety supplies	Medical Supplies	116.86
John Higgins	6/8/2021	Costco.com	Safety supplies	Medical Supplies	32.31
John Higgins	6/8/2021	Costco.com	Safety supplies	Medical Supplies	85.59
John Higgins	6/9/2021	Costco.com	Safety supplies	Medical Supplies	26.92
John Higgins	6/15/2021	Costco.com	Safety supplies	Medical Supplies	129.29
Total Harbormaster's Expenses					3,825.75
Total Wells Fargo Credit Card Expenses					<u>\$ 16,081.53</u>

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

Meeting Date: September 1, 2021

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


As of June 30, 2021, the District held cash and investments with a market value of \$11,962,759. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 98% of the June 30, 2021 fund balance:

Enterprise (Operating) Fund	\$4,734,018
Dredging Reserve Fund	3,000,000
Capital Improvement Fund	3,757,731
Capital Improvement –Fisheries Fund	188,064
Project Fund-Village Marina-Closed	0
Total Funds	\$11,679,813

The Investment Portfolio Report for June 30, 2021 attached herewith includes all of the District's Funds.

Submitted by:



Gloria Adkins  
 Accounting Manager

Date: August 26, 2021

**ATTACHMENTS:**

Attachment 1 – Investment Portfolio Report for June 30, 2021

Attachment 2 – LAIF Performance Report for June 30, 2021

## ATTACHMENT 6

## ATTACHMENT 1

**Ventura Port District  
Investment Portfolio Report  
Quarter Ending 6/30/2021**

<u>Security Type</u>	<u>Issuer</u>	<u>CUSIP Number</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Par Value</u>	<u>Book Value</u>	<u>Percent of Portfolio</u>	<u>Market Value</u>	<u>Market Value Source</u>
<b><u>Cash Investments</u></b>									
State Pool (LAIF)	LAIF-State Treasury		On Demand	0.33%	11,678,844	11,678,844	98%	11,679,813	LAIF
<b>Total Cash Investments LAIF</b>						<b>\$ 11,678,844</b>	<b>98%</b>	<b>\$ 11,679,813</b>	
<b><u>Cash Deposits</u></b>									
<b>Demand Deposits-</b>									
Main checking	Wells Fargo		On Demand	N/A	N/A	167,806	1%	167,806	Wells Fargo
Merchant Services Account	Wells Fargo		On Demand	N/A	N/A	55,656	0.5%	55,656	Wells Fargo
Grant Fund checking	Wells Fargo		On Demand	N/A	N/A	39,227	0.3%	39,227	Wells Fargo
Project Fund checking	Wells Fargo		On Demand	N/A	N/A	-	0.0%	-	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	1,514	0.01%	1,514	Ventura Port District
<b>Total Cash Deposits</b>						<b>\$ 264,203</b>	<b>2%</b>	<b>\$ 264,203</b>	
<b><u>Cash in County Treasurer's Pooled Investment Program</u></b>									
County Treasurer's Pool	Ventura County Treasury		On Demand	0.32%	18,742	18,742	0.2%	18,742	Ventura County Treasury
<b>Total Cash in County Treasury</b>				Estimated*		<b>\$ 18,742</b>	<b>0.2%</b>	<b>\$ 18,742</b>	
<b>TOTAL ALL FUNDS</b>						<b>\$ 11,961,790</b>	<b>100%</b>	<b>\$ 11,962,759</b>	

**Notes:**

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

8/26/2021

Submitted by: Sharon Adkins



# PMIA/LAIF Performance Report as of 07/15/21



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

Jun	0.262
May	0.315
Apr	0.339

## Quarterly Performance Quarter Ended 06/30/21

LAIF Apportionment Rate <sup>(2)</sup> :	0.33
LAIF Earnings Ratio <sup>(2)</sup> :	0.00000897371743018
LAIF Fair Value Factor <sup>(1)</sup> :	1.00008297
PMIA Daily <sup>(1)</sup> :	0.22%
PMIA Quarter to Date <sup>(1)</sup> :	0.30%
PMIA Average Life <sup>(1)</sup> :	291

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 06/30/21 \$193.3 billion

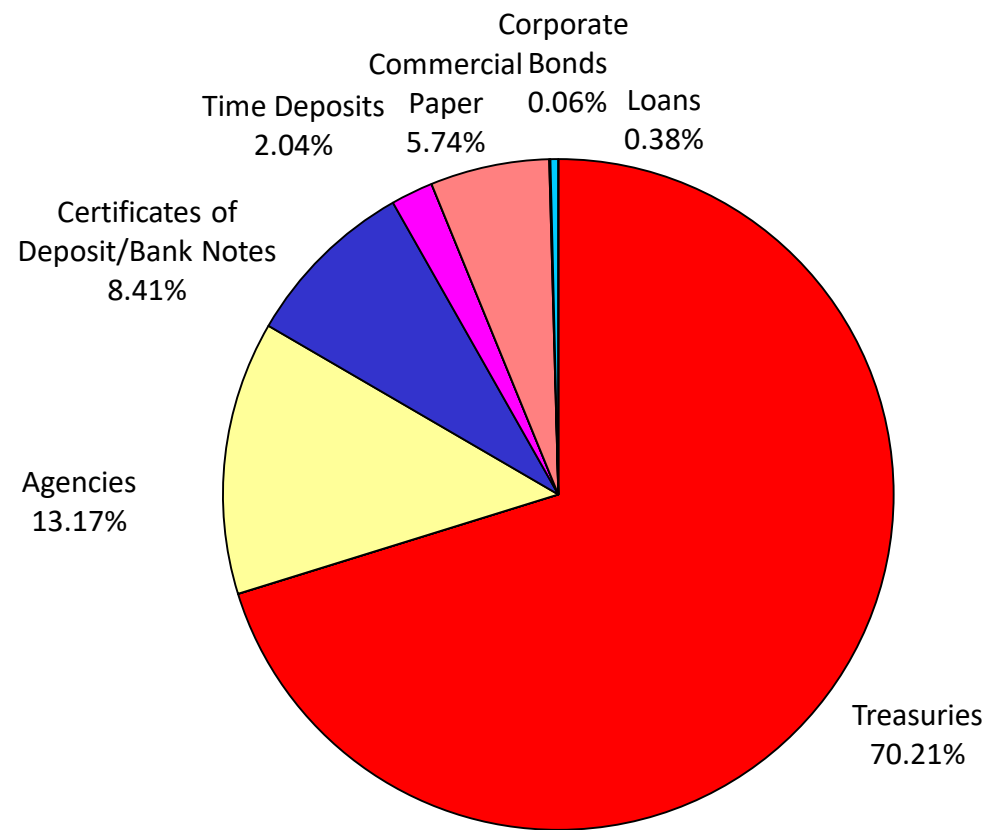


Chart does not include 0.01% of mortgages. Percentages may not total 100% due to rounding.

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

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

Source:  
<sup>(1)</sup> State of California, Office of the Treasurer  
<sup>(2)</sup> State of California, Office of the Controller



## MEMORANDUM

---

DATE: September 1, 2021  
 TO: Board of Port Commissioners  
 FROM: Gloria Adkins, Accounting Manager  
 SUBJECT: Annual Reimbursement Report – FY20-21

---

In accordance with Government Code 53065.5:

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

I have reviewed the Accounts Payable records for the Fiscal Year ended June 30, 2021 and I found the following charges which are subject to disclosure:

INDIVIDUAL	DESCRIPTION	AMOUNT PAID
Robert Weinerth	Uniform reimbursement-walking shoes	155.15
Robert Weinerth	Uniform reimbursement-walking shoes	172.39
Mark Groh	Uniform reimbursement	179.88
Tucker Zimmerman	DBAW Training-meal and mileage	169.03
Jennifer Talt-Lundin	Mailchimp Enewsletter monthly subscription	114.00
Jennifer Talt-Lundin	Mailchimp Enewsletter monthly subscription	104.00
Jennifer Talt-Lundin	CANVA Pro annual subscription	119.40



# BOARD OF PORT COMMISSIONERS

SEPTEMBER 1, 2021

## STANDARD AGENDA ITEM 2

APPROVAL OF RESOLUTION No. 3427  
DESIGNATING APPLICANT'S AGENTS FOR  
NON-STATE AGENCIES FOR OBTAINING  
CERTAIN FEDERAL FINANCIAL ASSISTANCE

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 2**  
Meeting Date: September 1, 2021

---

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
John Higgins, Harbormaster  
SUBJECT: Approval of Resolution No. 3427 Designating Applicant's Agents for Non-State  
Agencies for Obtaining Certain Federal Financial Assistance

---

**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3427 approving the designation of applicant's agent for non-state agencies for obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

**SUMMARY:**

The California Governor's Office of Emergency Services (Cal OES) has received the District's Request for Public Assistance for DR4482 (Covid-19 Pandemic). In order to facilitate payment processing should FEMA approve and obligate this request, the Recovery Financial Processing Unit (FPU) requests at this time that the District complete and submit the Authorized Agent Resolution (Cal OES 130 form). The authorized agent resolution must be voted on and approved at a meeting of the District's governing body where a quorum is present.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

In response to the Federal and State COVID-19 pandemic, the District incurred significant disruptions and increased costs in daily operations. These costs have been identified as being reimbursed under the Federal Emergency Management Agency (FEMA) COVID-19 Pandemic Assistance Grant. Harbormaster John Higgins applied for and has been submitting documents as required to receive the highest reimbursement possible. The Port District has slowly moved along in the process and has been advised this resolution is required before monies can be allocated to the Port District. This resolution is valid for three years and the authorized agents can be updated at any time within the three years by approval of the Board of Port Commissioners via an updated resolution.

**FISCAL IMPACT:**

The reimbursement request is for \$77,756.61.

**ATTACHMENTS:**

Attachment 1 – Resolution No. 3427





**RESOLUTION NO. 3427**

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE  
VENTURA PORT DISTRICT DESIGNATING APPLICANT'S AGENTS FOR  
NON-STATE AGENCIES FOR OBTAINING CERTAIN FEDERAL FINANCIAL  
ASSISTANCE**

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

Brian D. Pendleton, General Manager, or  
John Higgins, Harbormaster, or  
Todd Mitchell, Business Operations Manager

is hereby authorized to execute for and on behalf of the Ventura Port District, a public entity established under the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

**THAT**, the Ventura Port District, a public entity established under the laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**THAT**, this is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

**PASSED, APPROVED, AND ADOPTED** at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District this 1<sup>st</sup> day of September 2021, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

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Chris Stephens, Chairman

---

Brian Brennan, Secretary

ATTACHMENT 1

**CERTIFICATION**

I, Jessica Rauch, duly appointed and Clerk of the Board of the Ventura Port District, do hereby certify that the above is a true and correct copy of a Resolution passed and approved by the Board of Port Commissioners of the Ventura Port District on the 1<sup>st</sup> day of September 2021.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



# BOARD OF PORT COMMISSIONERS

## SEPTEMBER 1, 2021

### STANDARD AGENDA ITEM 3

#### CONDUCT OF MEETINGS PURSUANT TO EXECUTIVE ORDER N-08-21

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

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

TO: Board of Port Commissioners  
FROM: Brian D. Pendleton, General Manager  
Jessica Rauch, Clerk of the Board  
SUBJECT: Conduct of Meetings Pursuant to Executive Order N-08-21

---

**RECOMMENDATION:**

That the Board of Port Commissioners:

- a) Return to in-person meetings beginning October 1, 2021, pursuant to Executive Order N-08-21;
- b) Continue virtual participation by Zoom through December 31, 2021; and,
- c) Return to the Board in December to determine meeting schedule and format for 2022.

**SUMMARY:**

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. On March 17, 2020, Executive Order No. N-29-20 was issued, which suspended portions of the Brown Act relating to in-person meetings and the use of teleconferencing for public meetings. With this Executive Order in place, in-person meetings of the Port District stopped, and virtual meetings commenced. With the expiration of the Executive Order on September 30, 2021, the District will be required to return to in-person meetings and may decide whether to continue with some type of virtual participation thereafter.

**LONG-TERM GOALS:**

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

**5-YEAR OBJECTIVES:**

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

**BACKGROUND:**

Implement Executive Order N-08-21 with meetings in-person beginning October 1, 2021

Beginning October 1, 2021, the Port District will resume in-person meetings open to the public. If a Commissioner wishes to participate virtually, noticing requirements pursuant to the Brown Act will apply. Since the Board's prior discussion on the matter, a Ventura County Health Order (Health Order) was issued effective Monday, August 23<sup>rd</sup> at 11:59PM requiring mask wearing in public indoor spaces. If the Health Order is extended into October, anyone attending the Board meetings in-person will be required to wear a mask. Further, in consideration of the limited capacity of the Board Room and in an abundance of caution by providing the public adequate social distancing opportunities, there will be room for only 12 members of the public in the Board room. Further, given the risks of the pandemic in general and the Delta strain in particular, some members of the public may be unwilling to attend meetings in person at this time, despite a desire to do so.

One alternative would be to move the Board meetings to an off-site location with higher capacity providing a better opportunity for social distancing. Staff contacted the Four Points Sheraton to see if the last four meetings of 2021 could be held there. Two of the four meeting dates are available, October 6<sup>th</sup> and December 15<sup>th</sup>. Another option could be the Mobile Home Park Community Room, which is available for the last 4 meetings. However, any off-site meetings will require additional staff time and resources to organize and conduct each meeting. With hotels, there is an expense associated with room rental of approximately \$1,500 per event.

#### Continue virtual participation through December 31, 2021

Staff recommends continuing to conduct meetings in the Board room while limiting occupancy for public safety and providing (and encouraging) virtual participation, using the same Zoom webinar format. The GM would require the majority of the management team to participate remotely to preserve space for members of the public. As an alternative to Zoom, CAPS Media (CAPS), which provides a valuable community resource utilized by the City, was evaluated. The logistics involved in having CAPS set up for each Board meeting would be problematic given the size of our Board Room. The 2–3-person crew would need to set up 2 hours prior to our 7:00PM start time. This would conflict with Closed Session which is held in the same room, typically at 5:30PM. This setup with a 2–3-person crew would also decrease the number of seats available to the public.

#### Return to the Board in December to consider options for 2022

Due to the Covid-19 Delta strain and uncertainty surrounding Health Orders, staff recommends returning to the Board in December for further discussion and direction regarding the following 2022 meeting schedule and options:

OPTION 1: In-person only meetings

OPTION 2: In-person meetings with live streaming

OPTION 3: In-person meetings with live streaming and virtual participation

#### City of Ventura Council Meetings

On July 19, 2021, the City Council returned to in-person participation, but with limited capacity. Every other seat and row are blocked off, only allowing 28 participants in the council chambers, which normally holds up to 130. The City has overflow seating in the Community Meeting Room which accommodates 16 people, where they run the live stream to watch and when it is their turn to speak enter the chambers. All members of the public are required to wear masks, even while speaking.

Currently, City Council meetings are live streamed through Granicus from the City's website, YouTube Live, and CAPS Media Channel 15 and have virtual participation through WebEx. In speaking with the City Clerk's office, they plan on continuing to run this hybrid setup through the end of the year. Before COVID, the City had in-person only participation with live streaming through Granicus and CAPS Media Channel 15. There has been no discussion regarding the meeting format for 2022.

#### Tenant Survey Results

On August 19, 2021, staff sent out an email for all Master and Village Tenants to participate in a Board Meeting Input survey, with a week to complete, and two reminders. See Attachment 2 for the results from 24 responses.

#### **FISCAL IMPACT:**

The District will continue to incur Zoom charges of approximately \$178 (not including dial-in overage costs). If the Commission decides they would like to have the last four meetings in a larger space, the cost for the Four Points Sheraton is approximately \$1,500 for each meeting.

The cost for CAPS Media depends on the many factors. A preliminary estimate for coverage, broadcast and delivery of each program can range from \$1,500 - \$1,750 per meeting. If live streaming is to be included, it could add another \$500-\$1,000.

**ATTACHMENTS:**

Attachment 1 – July 21, 2021 Board Report, titled Executive Order N-08-21

Attachment 2 – Master and Village Survey Results

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

**STANDARD AGENDA ITEM 4**

Meeting Date: July 21, 2021

TO: Board of Port Commissioners  
FROM: Andrew D. Turner, Legal Counsel (Lagerlof, LLP)  
Elsa Sham, Associate Attorney (Lagerlof, LLP)  
SUBJECT: Executive Order N-08-21

---

**RECOMMENDATION:**

That the Board of Port Commissioners:

- a) Receive a status report regarding Executive Order N-08-21 which authorizes members of the public and board members to attend meetings via teleconference (or other electronic means) for health and safety purposes until September 30, 2021; and
- b) Prepare for the transition to in-person public meetings by October 1, 2021 and discuss whether teleconferencing for board members and members of the public will be an option for public meetings held post-pandemic.

**BACKGROUND:**

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. On March 17, 2020, Gov. Newsom issued Executive Order No. N-29-20, which suspended portions of the Brown Act that limit the use of teleconferencing for public meetings. EO N-08-21 (signed June 11, 2021), withdraws and replaces paragraph 3 in EO N-29-20 with the following text, in pertinent part:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that:

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, a[t] least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow members of the public to attend the meeting and offer public comment. Such a body need not make available any

## ATTACHMENT 1

physical location from which members of the public may observe the meeting and offer public comment.

EO N-08-21 is attached for reference. The provisions outlined in EO N-08-21 concerning the conduct of public meetings shall apply through September 30, 2021.

Pursuant to Government Code section 54953(b), the District may, but is not required to, continue to use teleconferencing for the benefit of the public and the legislative body of the local agency for public meetings post-pandemic. Should the District exercise its discretion to utilize teleconference for public meetings, the following requirements shall be complied with:

- All votes taken during a teleconferenced meeting shall be by roll call;
- Post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the District;
- Each teleconference location shall be identified in the notice and agenda of the meeting;
- Each teleconference location shall be accessible to the public and have technology, such as a speakerphone, to enable the public to participate;
- During the teleconference, at least a quorum of the members of the board members shall participate from locations within the boundaries of Ventura County; and
- The agenda shall provide an opportunity for members of the public to address the board members directly at each teleconference location.

The Legislature is currently reviewing and considering Assembly Bill 703, Assembly Bill 361 and Assembly Bill 339 that proposes modifications to the current teleconferencing rules. At the time of the writing of this memorandum, none of the aforementioned bills have been codified as law. Accordingly, after September 30, 2021, public meetings shall resume compliance with the original requirements of the Brown Act.

### **CONCLUSION:**

In compliance with the Brown Act and EO N-08-21, the District is authorized to continue hosting, and members of the public to attend and participate in, meetings via teleconference (or other electronic means) until September 30, 2021. The District shall prepare for the transition back to in-person public meetings by October 1, 2021. Legal Counsel recommends that the District invite public comment as to their preference for continued opportunities to attend and participate in public meetings via teleconference (or other electronic means).

### **FISCAL IMPACT:**

The cost for Zoom is approximately \$178.00 per month and approximately \$2,132.00 annually. There could be additional expenditures for related audio visual equipment if remote participation continues after September 30<sup>th</sup>.

### **ATTACHMENTS:**

Attachment 1 - EO N-08-21



**EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA**

**EXECUTIVE ORDER N-08-21**

**WHEREAS** on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

**WHEREAS** since March 2020, the State has taken decisive and meaningful actions to reduce the spread, and mitigate the impacts, of COVID-19, saving an untold number of lives; and

**WHEREAS** as a result of the effective actions Californians have taken, as well as the successful and ongoing distribution of COVID-19 vaccines, California is turning a corner in its fight against COVID-19; and

**WHEREAS** on June 11, 2021, I issued Executive Order N-07-21, which formally rescinded the Stay-at-Home Order (Executive Order N-33-20, issued on March 19, 2020), as well as the framework for a gradual, risk-based reopening of the economy (Executive Order N-60-20, issued on May 4, 2020); and

**WHEREAS** in light of the current state of the COVID-19 pandemic in California, it is appropriate to roll back certain provisions of my COVID-19-related Executive Orders; and

**WHEREAS** certain provisions of my COVID-19 related Executive Orders currently remain necessary to continue to help California respond to, recover from, and mitigate the impacts of the COVID-19 pandemic, including California's ongoing vaccination programs, and the termination of certain provisions of my COVID-19 related Executive Orders during this stage of the emergency would compound the effects of the emergency and impede the State's recovery by disrupting important governmental and social functions; and

**WHEREAS** under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this Order would continue to prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567, 8571, and 8627, do hereby issue the following Order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

**The following provisions shall remain in place and shall have full force and effect through June 30, 2021, upon which time they will expire subject to individual conditions described in the enumerated paragraphs below.**

1) State of Emergency Proclamation dated March 4, 2020:

- a. Paragraph 10. Any facility operating under a waiver pursuant to this provision, memorialized in an All Facilities Letter, may operate pursuant to such a waiver through the stated expiration in the All Facilities Letter or September 30, 2021, whichever occurs first;
- b. Paragraph 11;
- c. Paragraph 12; and
- d. Paragraph 13.

2) Executive Order N-25-20:

- a. Paragraph 1; and
- b. Paragraph 7, and as applicable to local governments per Executive Order N-35-20, Paragraph 3. Effective July 1, 2021, the waivers in Executive Order N-25-20, Paragraph 7, and Executive Order N-35-20, Paragraph 3, of reinstatement requirements set forth in Government Code sections 7522.56(f) and (g) are terminated.

3) Executive Order N-26-20:

- a. Paragraph 1;
- b. Paragraph 2;
- c. Paragraph 3;
- d. Paragraph 5;
- e. Paragraph 6; and
- f. Paragraph 7.

4) Executive Order N-27-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 3.

5) Executive Order N-28-20:

- a. Paragraph 3; and
- b. Paragraph 6.

6) Executive Order N-31-20:

- a. Paragraph 1; and
- b. Paragraph 2.

7) Executive Order N-35-20:

- a. Paragraph 1. Any facility operating under a waiver pursuant to this provision, memorialized in an All Facilities Letter, may operate pursuant to such a waiver through the stated expiration in the All Facilities Letter or September 30, 2021, whichever occurs first;
- b. Paragraph 4;
- c. Paragraph 6. To the extent the Director exercised their authority pursuant to this provision on or before June 30, 2021, the extension shall remain valid until the effective expiration;

- d. Paragraph 10. The State Bar shall receive the time extension in the aforementioned order for any nomination submitted to the State Bar by the Governor on or before June 30, 2021; and
  - e. Paragraph 11 (as extended and clarified by N-71-20, Paragraph 6). Claims accruing before June 30, 2021 will remain subject to the 120-day extension granted in the aforementioned orders.
- 8) Executive Order N-36-20, Paragraph 1. To the extent the Secretary exercised their authority pursuant to this provision, the Secretary shall allow each facility to resume intake in a manner that clears intake backlog as soon as feasible.
- 9) Executive Order N-39-20:
- a. Paragraph 1. Any facility operating under a waiver pursuant to this provision, memorialized in an All Facilities Letter, may operate pursuant to such a waiver through the stated expiration in the All Facilities Letter or September 30, 2021, whichever occurs first;
  - b. Paragraph 4; and
  - c. Paragraph 7. The leases or agreements executed pursuant to this provision shall remain valid in accordance with the term of the agreement.
- 10) Executive Order N-40-20:
- a. Paragraph 1. For rulemakings published in the California Regulatory Notice Register pursuant to Government Code section 11346.4(a)(5) prior to June 30, 2021, the deadlines in the aforementioned order shall remain extended in accordance with the order;
  - b. Paragraph 2 (as extended and clarified by N-66-20, Paragraph 12, and N-71-20, Paragraph 10). Notwithstanding the expiration of this provision, state employees subject to these training requirements shall receive the benefit of the 120-day extension granted by the aforementioned orders. All required training due on or before June 30, 2021 must be completed within 120 days of the statutorily prescribed due date;
  - c. Paragraph 7 (as extended and clarified by N-66-20, Paragraph 13 and N-71-20, Paragraph 11). With regard to appeals received on or before June 30, 2021, the State Personnel Board shall be entitled to the extension in the aforementioned order to render its decision;
  - d. Paragraph 8. To the extent the deadlines specified in Government Code section 22844 and California Code of Regulations, title 2, sections 599.517 and 599.518 fell on a date on or before June 30, 2021 absent the extension, they shall expire pursuant to the timeframes specified in the aforementioned orders;
  - e. Paragraph 16;
  - f. Paragraph 17; and
  - g. Paragraph 20.
- 11) Executive Order N-45-20:
- a. Paragraph 4;
  - b. Paragraph 8;
  - c. Paragraph 9; and

- d. Paragraph 12. For vacancies occurring prior to June 30, 2021, the deadline to fill the vacancy shall remain extended for the time period in the aforementioned order.

12) Executive Order N-46-20:

- a. Paragraph 1; and
- b. Paragraph 2.

13) Executive Order N-47-20:

- a. Paragraph 2; and
- b. Paragraph 3.

14) Executive Order N-48-20, Paragraph 2 (which clarified the scope of N-34-20).

15) Executive Order N-49-20:

- a. Paragraph 1;
- b. Paragraph 3. For determinations made on or before June 30, 2021, the discharge date shall be within 14 days of the Board's determination; and
- c. Paragraph 4.

16) Executive Order N-50-20, Paragraph 2.

17) Executive Order N-52-20:

- a. Paragraph 6;
- b. Paragraph 7. To the extent an individual has commenced a training program prior to June 30, 2021, that was interrupted by COVID-19, that individual shall be entitled to the extended timeframe in the aforementioned order; and
- c. Paragraph 14; and
- d. Paragraph 16.

18) Executive Order N-53-20:

- a. Paragraph 3;
- b. Paragraph 12 (as extended or modified by N-69-20, Paragraph 10, and N-71-20, Paragraph 27); and
- c. Paragraph 13 (as extended or modified by N-69-20, Paragraph 11, and N-71-20, Paragraph 28).

19) Executive Order N-54-20, Paragraph 7. To the extent the date governing the expiration of registration of vehicles previously registered in a foreign jurisdiction falls on or before June 30, 2021, the deadline is extended pursuant to the aforementioned orders.

20) Executive Order N-55-20:

- a. Paragraph 1. Statutory deadlines related to cost reports, change in scope of service requests, and reconciliation requests occurring on

or before June 30, 2021 shall remain subject to the extended deadline in the aforementioned order;

- b. Paragraph 4;
- c. Paragraph 5;
- d. Paragraph 6;
- e. Paragraph 8;
- f. Paragraph 9;
- g. Paragraph 10;
- h. Paragraph 13;
- i. Paragraph 14. Statutory deadlines related to beneficiary risk assessments occurring on or before June 30, 2021 shall remain subject to the extended deadline in the aforementioned order; and
- j. Paragraph 16. Deadlines for fee-for-service providers to submit information required for a Medical Exemption Request extended on or before June 30, 2021 shall remain subject to the extended deadline granted under the aforementioned order.

21) Executive Order N-56-20:

- a. Paragraph 1;
- b. Paragraph 6;
- c. Paragraph 7;
- d. Paragraph 8;
- e. Paragraph 9; and
- f. Paragraph 11.

22) Executive Order N-59-20, Paragraph 6.

23) Executive Order N-61-20:

- a. Paragraph 1;
- b. Paragraph 2;
- c. Paragraph 3; and
- d. Paragraph 4.

24) Executive Order N-63-20:

- a. Paragraph 8(a) (as extended by N-71-20, Paragraph 40). The deadlines related to reports by the Division of Occupational Safety and Health (Cal/OSHA) and the Occupational Safety & Health Standards Board on proposed standards or variances due on or before June 30, 2021 shall remain subject to the extended timeframe;
- b. Paragraph 8(c). To the extent the date upon which the Administrative Director must act upon Medical Provider Network applications or requests for modifications or reapprovals falls on or before June 30, 2021 absent the extension in the aforementioned order, it shall remain subject to the extended timeframe;
- c. Paragraph 8(e). To the extent filing deadlines for a Return-to-Work Supplement appeal and any reply or responsive papers fall on or before June 30, 2021, absent the extension in the aforementioned order, they shall remain subject to the extended timeframe;
- d. Paragraph 9(a) (as extended and modified by N-71-20, Paragraph 39). Any deadline setting the time for the Labor Commissioner to



issue any citation under the Labor Code, including a civil wage and penalty assessment pursuant to Labor Code section 1741, that, absent the aforementioned order, would have occurred or would occur between May 7, 2020 and September 29, 2021 shall be extended to September 30, 2021. Any such deadline that, absent the aforementioned order, would occur after September 29, 2021 shall be effective based on the timeframe in existence before the aforementioned order;

- e. Paragraph 9(b) (as extended and modified by N-71-20, Paragraph 41);
- f. Paragraph 9(c) (as extended and modified by N-71-20, Paragraph 39). Any deadline setting the time for a worker to file complaints and initiate proceedings with the Labor Commissioner pursuant to Labor Code sections 98, 98.7, 1700.44, and 2673.1, that, absent the aforementioned order, would have occurred or would occur between May 7, 2020 and September 29, 2021 shall be extended to September 30, 2021. Any such deadline that, absent the aforementioned order, would occur after September 29, 2021 shall be effective based on the timeframe in existence before the aforementioned order;
- g. Paragraph 9(d) (as extended and modified by N-71-20, Paragraph 39). Any deadline setting the time for Cal/OSHA to issue citations pursuant to Labor Code section 6317, that, absent the aforementioned order, would have occurred or would occur between May 7, 2020 and September 29, 2021 shall be extended to September 30, 2021. Any such deadline that, absent the aforementioned order, would occur after September 29, 2021 shall be effective based on the timeframe in existence before the aforementioned order;
- h. Paragraph 9(e) (as extended and modified by N-71-20, Paragraph 41);
- i. Paragraph 10;
- j. Paragraph 12. Any peace officer reemployed on or before June 30, 2021 pursuant to the aforementioned order shall be entitled to the extended reemployment period set forth in the order;
- k. Paragraph 13;
- l. Paragraph 14; and
- m. Paragraph 15 (as extended by N-71-20, Paragraph 36).

25) Executive Order N-65-20:

- a. Paragraph 5 (as extended by N-71-20, Paragraph 35; N-80-20, Paragraph 4; and N-01-21). Identification cards issued under Health and Safety Code section 11362.71 that would otherwise have expired absent the aforementioned extension between March 4, 2020 and June 30, 2021 shall expire on December 31, 2021; and
- b. Paragraph 7.

26) Executive Order N-66-20:

- a. Paragraph 3;
- b. Paragraph 4; and
- c. Paragraph 5.

## 27) Executive Order N-68-20:

- a. Paragraph 1. Notwithstanding the expiration of the aforementioned order, temporary licenses granted on or before June 30, 2021 shall be valid through September 30, 2021; and
- b. Paragraph 2. Renewal fee payments otherwise due to the to the California Department of Public Health absent the extension in the aforementioned order on or before June 30, 2021, shall be entitled to the extensions of time set forth in the aforementioned order.

## 28) Executive Order N-71-20:

- a. Paragraph 1;
- b. Paragraph 4;
- c. Paragraph 16. Where the statutory deadline for opening or completing investigations is set to occur on or before June 30, 2021, the deadline shall remain subject to the extension in the aforementioned order; and
- d. Paragraph 17. Where the statutory deadline for serving a notice of adverse action is due on or before June 30, 2021, the deadline shall remain subject to the extension in the aforementioned order.

## 29) Executive Order N-75-20:

- a. Paragraph 7. Children placed in foster care on or before June 30, 2021 shall receive such examinations on or before July 31, 2021;
- b. Paragraph 8;
- c. Paragraph 9;
- d. Paragraph 10. Any facility operating under a waiver pursuant to this provision may operate pursuant to such a waiver through the expiration as set forth by the California Department of Public Health, or September 30, 2021, whichever occurs first; and
- e. Paragraph 13.

## 30) Executive Order N-76-20, Paragraph 3.

## 31) Executive Order N-77-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 3.

## 32) Executive Order N-78-20 (as extended and modified by N-03-21):

- a. Paragraph 1; and
- b. Paragraph 2.

## 33) Executive Order N-83-20:

- a. Paragraph 3. To the extent the Director of the Department of Alcoholic Beverage Control suspends deadlines for renewing licenses upon payment of annual fees on or before June 30, 2021, the extension shall remain valid until the effective expiration;

- b. Paragraph 5 (which repealed and replaced N-71-20, Paragraph 19, which extended N-52-20, Paragraph 1, and N-69-20, Paragraph 3);
- c. Paragraph 6 (which repealed and replaced N-71-20, Paragraph 20, which extended N-52-20, Paragraph 2, and N-69-20, Paragraph 4); and
- d. Paragraph 7 (which repealed and replaced N-71-20, Paragraph 21, which extended N-52-20, Paragraph 3, and N-69-20, Paragraph 5).

34) Executive Order N-84-20:

- a. Paragraph 1;
- b. Paragraph 2;
- c. Paragraph 3; and
- d. Paragraph 5.

**The following provisions shall remain in place and shall have full force and effect through July 31, 2021, upon which time they will expire subject to individual conditions described in the enumerated paragraphs below.**

35) Executive Order N-39-20, Paragraph 8 (as extended by N-69-20, Paragraph 2 and N-71-20, Paragraph 8).

36) Executive Order N-53-20, Paragraph 11 (as extended or modified by N-68-20, Paragraph 15, and N-71-20, Paragraph 26).

37) Executive Order N-71-20, Paragraph 25.

38) Executive Order N-75-20:

- a. Paragraph 5; and
- b. Paragraph 6

**The following provisions shall remain in place and shall have full force and effect through September 30, 2021, upon which time they will expire subject to individual conditions described in the enumerated paragraphs below.**

39) State of Emergency Proclamation dated March 4, 2020:

- a. Paragraph 3; and
- b. Paragraph 14. Any facility operating under a waiver pursuant to this provision may operate pursuant to such a waiver through the expiration as set forth by the Department of Social Services, or September 30, 2021, whichever occurs first.

40) Executive Order N-25-20:

- a. Paragraph 2;
- b. Paragraph 3; and
- c. Paragraph 4.

41) Executive Order N-28-20:

- a. Paragraph 4; and
- b. Paragraph 5.



42) Executive Order N-29-20, Paragraph 3, is withdrawn and replaced by the following text:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Accessibility Requirements: If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

Notice Requirements: Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

All of the foregoing provisions concerning the conduct of public meetings shall apply through September 30, 2021.

43) Executive Order N-32-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 3.

44) Executive Order N-35-20:

- a. Paragraph 2; and
- b. Paragraph 12.

45) Executive Order N-39-20:

- a. Paragraph 2;
- b. Paragraph 3; and
- c. Paragraph 6.

## 46) Executive Order N-40-20:

- a. Paragraph 12 (as extended or modified by N-66-20, paragraph 16, N-71-20, paragraph 14, and N-75-20, Paragraph 12). To the extent the Director exercised their authority pursuant to this provision on or before September 30, 2021, the extension shall remain valid until the effective expiration of the applicable waiver; and
- b. Paragraph 18.

## 47) Executive Order N-42-20.

## 48) Executive Order N-43-20.

## 49) Executive Order N-49-20, Paragraph 2.

## 50) Executive Order N-54-20:

- a. Paragraph 8 (as extended by N-80-20, Paragraph 6); and
- b. Paragraph 9. To the extent any timeframe within which a California Native American tribe must request consultation and the lead agency must begin the consultation process relating to an Environmental Impact Report, Negative Declaration, or Mitigated Negative Declaration under the California Environmental Quality Act extends beyond September 30, 2021, the tribe and lead agency will receive the benefit of the extension so long as the triggering event occurred on or before September 30, 2021.

## 51) Executive Order N-55-20:

- a. Paragraph 2;
- b. Paragraph 3;
- c. Paragraph 7. All on-site licensing visits which would have been due on or before September 30, 2021 shall occur before December 31, 2021;
- d. Paragraph 11; and
- e. Paragraph 12.

## 52) Executive Order N-56-20, Paragraph 10 is withdrawn and superseded by the following text:

Paragraph 42 of this Order, including the conditions specified therein, shall apply to meetings held pursuant to Article 3 of Chapter 2 of Part 21 of Division 3 of Title 2 of the Education Code and Education Code section 47604.1(b).

## 53) Executive Order N-58-20 (as extended by N-71-20, Paragraph 29).

## 54) Executive Order N-59-20:

- a. Paragraph 1. The sworn statement or verbal attestation of pregnancy must be submitted on or before September 30, 2021 and medical verification of pregnancy must be submitted within 30

working days following submittal of the sworn statement or verbal attestation for benefits to continue;

- b. Paragraph 2 (as extended and modified by N-69-20, Paragraph 14, and N-71-20, Paragraph 31);
- c. Paragraph 3 (as extended and modified by N-69-20, Paragraph 15, and N-71-20, Paragraph 32); and
- d. Paragraph 4 (as extended and modified by N-69-20, Paragraph 16, and N-71-20, Paragraph 33).

55) Executive Order N-63-20:

- a. Paragraph 8(b). To the extent filing deadlines for claims and liens fall on or before September 30, 2021, absent the extension in the aforementioned order, they shall remain subject to the extended timeframe; and
- b. Paragraph 11.

56) Executive Order N-66-20, Paragraph 6.

57) Executive Order N-71-20:

- a. Paragraph 15;
- b. Paragraph 22; and
- c. Paragraph 23.

58) Executive Order N-75-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 4.

59) Executive Order N-80-20:

- a. Paragraph 3; and
- b. Paragraph 7.

60) Executive Order N-83-20

- a. Paragraph 2 is withdrawn and replaced by the following text:

The deadline to pay annual fees, including any installment payments, currently due or that will become due during the proclaimed emergency, as specified in Business and Professions Code sections 19942, 19951, 19954, 19955, 19984, and any accompanying regulations is September 30, 2021; the deadlines for submission of any application or deposit fee, as specified in Business and Professions Code sections 19951 (a), 19867, 19868, 19876, 19877, 19942, 19984, and any accompanying regulations is no later than September 30, 2021, or per existing requirements, whichever date is later.

- b. Paragraph 4.



61) Executive Order N-03-21, Paragraph 3, is withdrawn and replaced by the following text:

As applied to commercial evictions only, the timeframe for the protections set forth in Paragraph 2 of Executive Order N-28-20 (and extended by Paragraph 21 of Executive Order N-66-20, Paragraph 3 of Executive Order N-71-20, and Paragraph 2 of Executive Order N-80-20) is extended through September 30, 2021.

**IT IS FURTHER ORDERED** that, as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 11th day of June 2021.



GAVIN NEWSOM  
Governor of California

**ATTEST:**

\_\_\_\_\_  
SHIRLEY N. WEBER, PH.D.  
Secretary of State

## ATTACHMENT 2

### Master and Village Tenant Survey Results Ventura Port District Meeting Format

#### Questions:

1. Have you attended in-person commission meetings before COVID?
  - 15 Yes, 9 No
2. Do you currently attend virtual zoom commission meetings?
  - 14 Yes, 10 No
3. Would you be satisfied if the District returned to in-person meetings only?
  - 11 Yes, 13 No
4. Would posting an audio or video recording on the District's website be sufficient for your needs?
  - 15 Yes, 9 No
5. Do you believe that virtual participation should be interactive or would broadcast/webcast (with written comment submission) be sufficient?
  - 15 Virtual Participation should be interactive
  - 8 Broadcast/webcast (with written comment submission) is sufficient
  - 1 Skipped
6. Do you believe interactive hybrid meetings work well for both remote and in-person participants?
  - 20 Yes, 3 No, 1 Skipped
7. Would a lack of virtual participation prevent you from participating in board meetings?
  - 9 Yes, 14 No, 1 Skipped
8. How can we encourage or enhance your participation at commission meetings?
  - Move from Wednesdays (wet Wednesday racing conflict) and start at 6:30PM instead of 7:00PM.
  - The outline of topics could include pros and cons of item discussed.
  - Keep having them and I will participate.
  - Keep doing what you're doing!
  - Have difficulty driving at night and out of the country some parts of the year.
  - Keep it virtual.
  - Zoom is convenient way to participate, especially when you are still open at your business during the meeting times.
  - You've done well, I just need to be available.
  - If you return to our regular meetings, I will attend.
  - I believe that Board meetings are currently well run. People will show up either in person or remotely if the items on the agenda are important to them. Remote access, however, is handy for those potential participants who live out of town, if that remains an option.
  - Just by letting me know when they occur as you have been.
  - Move the meeting to a different time during the day.
  - Keep it flexible, we all work full-time.