



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

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

Brian Pendleton, General Manager
Andy Turner, Legal Counsel
Jessica Rauch, Clerk of the Board

PORT COMMISSION AGENDA REGULAR MEETING SEPTEMBER 4, 2019 VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE VENTURA, CA 93001

CLOSED SESSION - 5:30PM

OPEN SESSION – 7:00PM

CALL TO ORDER

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 on the Closed Session Agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair.

CLOSED SESSION AGENDA (1 hour 25 minutes)

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

ADJOURNMENT

ADMINISTRATIVE AGENDA:

CALL TO ORDER: *By Chairman Chris Stephens.*

PLEDGE OF ALLEGIANCE: *By Chairman Chris Stephens.*

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

ADOPTION OF AGENDA (3 minutes)

Consider and approve, by majority vote, minor revisions to agenda items and/or attachments and any item added to or removed/continued from the Port Commission's agenda. Administrative Reports relating to this agenda and materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the Port District's office located at 1603 Anchors Way Drive,

Ventura, CA during business hours as well as on the District's website - www.venturaharbor.com. Each item on the agenda shall be deemed to include action by an appropriate motion, resolution or ordinance to take action on any item.

APPROVAL OF MINUTES (3 minutes)

The Minutes of the July 17, 2019 Regular Meeting will be considered for approval.

PUBLIC COMMUNICATIONS (3 minutes)

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

CLOSED SESSION REPORT (3 minutes)

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

BOARD COMMUNICATIONS (5 minutes)

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

STAFF COMMUNICATIONS (5 minutes)

Ventura Port District Staff will update the Commission on important topics if needed.

LEGAL COUNSEL REPORT (5 minutes)

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

CONSENT AGENDA: (5 minutes)

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

A) Approval of Out of Town Travel Requests

Recommended Action: Voice Vote.

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

- A) Harbormaster, John Higgins to attend the Harbormasters Association Conference in Sacramento, CA;
- B) Electrician, John Collins to attend the annual California Building Officials Education Week in Ontario, CA; and,
- C) Marketing Manager, Jennifer Talt-Lundin to attend the Cal Travel Tourism Summit in Los Angeles, CA.

B) Approval of a New Lease Agreement for Just 4 Dreamers, Inc.

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Just 4 Dreamers, Inc. for a three-year lease with three-year option.

C) Approval of First Assignment to Michael and Janette Quinn and Second Assignment to American Pacific Mortgage

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve the First Assignment and Assumption of Lease and Consent of Landlord Agreement between Sierra Pacific Mortgage, Michael and Janette Quinn, and the Ventura Port District for the lease of the premises located at 1583 Spinnaker Drive #213/#214, effective August 31, 2019; and
- b) Approve the Second Assignment and Assumption of Lease and Consent of Landlord Agreement between American Pacific Mortgage, Michael and Janette Quinn, and the Ventura Port District for the lease of the premises located at 1583 Spinnaker Drive #213/#214, effective September 1, 2019.

D) Consideration of Claim by Ventura Harbor Marine Associates, LLC. And Samuel Sadove

Recommended Action: Voice Vote.

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

STANDARD AGENDA:

1) Approval of Financial Statements and Checks for January through March 2019

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3377 to:

- a) Accept the following financial statements for the Quarter ended March 31, 2019; and
- b) Review the payroll and regular checks for January through March 2019.

2) Appointment of New Audit Liaison

Recommended Action: Voice Vote.

That the Board of Port Commissioners appoint an audit liaison to work with staff and White Nelson Diehl Evans LLP throughout the fiscal year 2018-2019 financial audit process.

3) Ventura Harbor Village Painting Project Contract Award

Recommended Action: Voice Vote.

That the Board of Ports commissioners:

- a) Approve a Budget increase of \$450,000; and
- b) Award the Ventura Harbor Village Painting Project Contract to Garland/DBS, Inc. in the amount of \$1,197,977.

4) Approval of Notice of Completion for the Ventura Harbor Village ADA Compliant Restroom Remodel/Trash Enclosure Improvements

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3378:

- a) Accepting the work of Pueblo Construction Inc. for the Ventura Harbor Village ADA Compliant Restroom Remodel/Trash Enclosure Improvements Project; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

5) Slip Rate Increase Review

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3379 establishing a permanent policy for reviewing proposed slip rate increases for all marinas within Ventura Harbor Village.

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

*This agenda was posted on Friday, August 30, 2019 by 5:00 p.m. at the Port District Office
and online at 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. Notification 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)

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

WEDNESDAY, SEPTEMBER 4, 2019

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

- a) Property: **1575 Spinnaker Drive #105B**
Negotiating Parties: Brian Pendleton, Andy Turner
Under Negotiation: Just 4 Dreamers, Inc.
New Retail Lease Agreement (renewal) (Verbal Report)
- b) Property: **1583 Spinnaker Drive #213/#214**
Negotiating Parties: Brian Pendleton, Andy Turner
Under Negotiation: Sierra Pacific Mortgage, Michael and Janette Quinn, and American Pacific Mortgage
Assignment and Assumption of Office Lease (Verbal Report)
- c) Property: **1559 Spinnaker Drive #109**
Negotiating Parties: Brian Pendleton, Andy Turner
Under Negotiation: Commissioned Desserts, LLC dba Top This Chocolate
Possessory Interest Tax (Verbal Report)
- d) Property: **Federal Authorized Sea Bottom**
Negotiating Parties: Brian Pendleton, Andy Turner
Under Negotiation: Army Corps of Engineers
Sea Bottom Aquaculture Master Permit (Verbal Report)

2. Conference with Legal Counsel - Potential Litigation per Government Code Section 54956.9(d)(2) and (4): Two (2) Cases. (Verbal Report)



BOARD OF PORT COMMISSIONERS

SEPTEMBER 4, 2019

APPROVAL OF MINUTES

JULY 17, 2019

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF JULY 17, 2019



CLOSED SESSION

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chairman Chris Stephens at 5:34PM at the Four Points Sheraton Ballroom, 1050 Schooner Drive, Ventura, CA 93001.

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

None

Port District Staff:

Brian Pendleton, General Manager
Oscar Peña, Business Operations Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Tim Gosney
Andy Turner

PUBLIC COMMUNICATIONS: None.

CONVENED TO THE FOUR POINTS SHERATON CAPTAIN'S ROOM AT 5:35PM.

ADJOURNMENT: Closed Session was adjourned at 6:50pm.

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 7:01PM at the Four Points Sheraton Ballroom, 1050 Schooner Drive, Ventura, CA 93001.

PLEDGE OF ALLEGIANCE: By Commissioner Brennan.

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

None

Port District Staff:

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

Legal Counsel:

Tim Gosney
Andy Turner

ADOPTION OF AGENDA

ACTON: Commissioner Brennan moved, seconded by Commissioner Gardina and carried by a vote of 5-0 to adopt the July 17, 2019 agenda.

APPROVAL OF MINUTES

The Minutes of the July 3, 2019 Regular Meeting were considered as follows:

ACTION: Commissioner Brennan moved, seconded by Commissioner Gardina and carried by a vote of 4-0-1 (Blumenberg abstained) to approve the July 3, 2019 Regular Meeting Minutes.

PUBLIC COMMUNICATIONS: None.

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

BOARD COMMUNICATIONS: Commissioner Ashworth announced that he will be attending a workshop/outreach event for financing aquaculture at the UC Bren School. Commissioner Gardina met with Chuck Ormson, manager of Ventura West Marina and toured the marina. Commissioner Blumenberg met with Mr. Pendleton and had two harbor tours. Commissioner Stephens joined Mr. Pendleton in a meeting with the City Manager and new Assistant City Manager.

DEPARTMENTAL AND GENERAL MANAGERS REPORTS: None.

LEGAL COUNSEL REPORT: Mr. Gosney reported the Ventura Harbor Boatyard Assignment of Lease Status and that the Portside loan closed last week.

PRESENTATION HONORING MR. OSCAR PEÑA: Mr. Peña was honored with proclamations and certificates by the Commission, County of Ventura, City of Ventura, Army Corps of Engineers, Congresswoman Julia Brownley, and Assemblymember Monique Limón.

RECEPTION BREAK AT 7:28PM AND RECONVENED AT 7:44PM.

CONSENT AGENDA:

Public Comment: Vikki Brock asked why three people will be attending the PCSGA Conference when there is no defined project budget and to reconsider sending three people in regards to Consent Item A.

A) Approval of Out of Town Travel Requests

Recommended Action: Voice Vote.

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

- A) Harbormaster, John Higgins to attend the California Joint Powers Insurance Authority (CJPIA) Risk Management Educational Forum;
- B) Facilities Manager, Joe Gonzalez to attend the California Joint Powers Insurance Authority (CJPIA) Risk Management Educational Forum; and
- C) General Manager, Brian Pendleton to attend the Pacific Coast Shellfish Growers Association (PCSGA) Annual Shellfish Conference and Tradeshow.
- D) Commissioner Chris Stephens to attend the Pacific Coast Shellfish Growers Association (PCSGA) Annual Shellfish Conference and Tradeshow.
- E) Commissioner Jackie Gardina to attend the Pacific Coast Shellfish Growers Association (PCSGA) Annual Shellfish Conference and Tradeshow.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to approve the out of town travel requests for Harbormaster, John Higgins to attend the California Joint Powers Insurance Authority (CJPIA) Risk Management Educational Forum; Facilities Manager, Joe Gonzalez to attend the California Joint Powers Insurance Authority (CJPIA) Risk Management Educational Forum; General Manager, Brian Pendleton to attend the Pacific Coast Shellfish Growers Association (PCSGA) Annual Shellfish Conference and Tradeshow; Commissioner Chris Stephens to attend the Pacific Coast Shellfish Growers Association (PCSGA) Annual Shellfish Conference and Tradeshow; and Commissioner Jackie Gardina to attend the Pacific Coast Shellfish Growers Association (PCSGA) Annual Shellfish Conference and Tradeshow.

B) Approval of New Office Lease Agreement for Ahmad Vahedian, Ph.D

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Ahmad Vahedian, Ph.D for the premises located at 1575 Spinnaker Drive #204C, consisting of a total of 275 square feet for a one year term.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Ahmad Vahedian, Ph.D for the premises located at 1575 Spinnaker Drive #204C, consisting of a total of 275 square feet for a one year term.

C) Approval of Office Lease Termination for Coastwide Corporation

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a termination of Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Coastwide Corporation for the premises located at 1583 Spinnaker Drive #212 consisting of a total of 374 square feet.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to approve a termination of Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Coastwide Corporation for the premises located at 1583 Spinnaker Drive #212 consisting of a total of 374 square feet.

D) Approval of New Office Lease Agreement for Annette Cortez dba idobooks4u

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Annette Cortez dba idobooks4u for the premises located at 1583 Spinnaker Drive #212, consisting of a total of 374 square feet for a two year term with a one year option.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Annette Cortez dba idobooks4u for the premises located at 1583 Spinnaker Drive #212, consisting of a total of 374 square feet for a two year term with a one year option.

STANDARD AGENDA:

1) Approval of Professional Services Agreement with Jim McKeown Designs

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a Professional Services Agreement with Jim McKeown Designs, not to exceed \$75,000, to prepare architectural drawings and process City of Ventura entitlements of a new floorplan design at 1567 Spinnaker Drive #100 for visitor serving uses.

Public Comment: Vikki Brock asked how long it will take the District to recover the \$675,000. She was glad to see options that include keeping the carousel, however, she believes this item should be tabled till after the September Workshop.

ACTION: Commissioner Brennan moved, seconded by Commissioner Gardina and carried by a vote of 5-0 to a Professional Services Agreement with Jim McKeown Designs, not to exceed \$75,000, to prepare architectural drawings and process City of Ventura entitlements of a new floorplan design at 1567 Spinnaker Drive #100 for visitor serving uses.

2) Ventura Shellfish Enterprise Status Report

Recommended Action: Informational.

That the Board of Port Commissioners receive a report on the status of the Ventura Shellfish Enterprise (VSE) project.

Public Comment: Vikki Brock asked about the VSE and CSE corporation and commented that there is no business or financial plan. She also asked about the effects of algae blooms and domoic acid on mussel harvesting, acceptable leasing arrangements/requirements and if Silver Bay has indicated any interest in shellfish aquaculture. Sam Sadove is supportive of the project; however, he believes there needs to be a financial/business plan. Mr. Sadove does not completely agree with Mr. Parsons on infrastructure; there will need to be a third crane and staff should think about its operational location. He also asked how and where the mussels will be cleaned when there are redtide or domoic acid events.

ACTION: The Board of Port Commissioners received a report from Brian Pendleton, General Manager, Dr. Linda Santschi and Dr. Ralph Imondi, Coastal Marine Biolabs, Laurie Monarres, Dudek, Richard Parsons, District Consultant and Robert Smith, Plauché & Carr on the Ventura Shellfish Enterprise Project.

3) Portside Ventura Harbor Project Update

Recommended Action: Informational.

That the Board of Port Commissioners receive a report on the status of the Portside Ventura Harbor project.

Public Comment: Sam Sadove asked about the status of Anchors Way Drive and if there is enough parking for the Portside Project, especially for guests during the holidays.

ACTION: The Board of Port Commissioners received a report from Michael Sondermann on the status of the Portside Ventura Harbor Project.

4) Approval of New Ventura Port District Auditor

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3376 to approve Brian Pendleton, General Manager as the new Auditor for the Ventura Port District pursuant to the California Harbors and Navigation Code Section 6241.1.

ACTION: Commissioner Brennan moved, seconded by Commissioner Gardina and carried by a vote of 5-0 to adopt Resolution No. 3376 to approve Brian Pendleton, General Manager as the new Auditor for the Ventura Port District pursuant to the California Harbors and Navigation Code Section 6241.1.

5) Approval of New Sublease for Diana Dupuy dba Ventura Harbor Fisherman's Storage

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the new Sublease between Diana Dupuy dba Ventura Harbor Fisherman's Storage, as Sublessee of that certain property located at 1410 Angler Ct. and the Ventura Port District, as Sublessor.

ACTION: Commissioner Brennan moved, seconded by Commissioner Gardina and carried by a vote of 5-0 to approve the new Sublease between Diana Dupuy dba Ventura

Harbor Fisherman's Storage, as Sublessee of that certain property located at 1410 Angler Ct. and the Ventura Port District, as Sublessor.

REQUEST FOR FUTURE AGENDA ITEMS: The Clerk reminded the Board and public that the Commission will be dark in August and the next regular scheduled meeting is September 4th with the Goal Setting Workshop set for Saturday, September 14th from 1-4PM at the Marriott.

ADJOURNMENT: The meeting was adjourned at 10:22PM.

Secretary



BOARD OF PORT COMMISSIONERS

SEPTEMBER 4, 2019

CONSENT AGENDA ITEM A

APPROVAL OF OUT OF
TOWN TRAVEL REQUESTS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: September 4, 2019

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

RECOMMENDATION:

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

- A) Harbormaster, John Higgins to go to Sacramento, CA to participate in the California Harbormasters Association Conference on September 3 - 6, 2019. Attending this conference allows for networking with other Harbors and attendance at industry specific trainings. Mr. Higgins is also on the Board of Directors. Estimated cost for the travel is as follows:

Registration	\$395.00
Lodging	\$653.40
Meals	\$200.00
Miscellaneous	\$350.00
TOTAL	\$1,598.40

- B) Electrician, John Collins to go to Ontario, CA to participate in the Annual California Building Officials (CALBO) Education Week on October 13 – October 17, 2019. Attending this educational event keeps the Districts continuing education units in good standing for the purpose of property inspections. Estimated cost for the travel is as follows:

Registration	\$830.00
Lodging	\$410.40
Meals	\$475.00
Mileage	\$113.77
TOTAL	\$1,829.17

- C) Marketing Manager, Jennifer Talt-Lundin to go to Los Angeles, CA to participate in the Cal Travel Tourism Summit on September 11 – September 13, 2019. Attending this summit provides for the networking and education in the travel/tourism industry. Estimated cost for the travel is as follows:

Registration	\$699.00
Lodging	\$640.00
Meals	\$45.00
Mileage	\$95.12
Miscellaneous	\$100.00
TOTAL	\$1,579.12



BOARD OF PORT COMMISSIONERS

SEPTEMBER 4, 2019

CONSENT AGENDA ITEM B

APPROVAL OF NEW LEASE AGREEMENT FOR
JUST 4 DREAMERS, INC.

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: September 4, 2019

TO: Board of Port Commissioners
FROM: Dave Werneburg, Marina Manager
SUBJECT: Approval of a New Lease Agreement for Just 4 Dreamers, Inc.

RECOMMENDATION:

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Just 4 Dreamers, Inc. for a three-year lease with three-year option.

SUMMARY:

Just 4 Dreamers has been on month-to-month tenancy. A new three-year lease with a three-year option has been negotiated so the tenant can strategically plan and upgrade their newly refurbished space.

BACKGROUND:

Just 4 Dreamers will now be located in the southwest corner of the Village Marina. The District has negotiated with the tenant to reduce their footprint from 749 linear feet of dock space to 487 linear feet; this will accommodate additional commercial fishing vessels in the newly renovated marina. Additionally, the tenant will have use of 217' of inside dock space for staging kayaks, paddle boards, misc. equipment; this is approximately the same amount of inside dock space as the previous lease. The newly configured marina footprint allows a more efficient use of water space for their permitted uses, which include: electric boats, paddle boats, kayaks, stand-up paddle boards, harbor tours, burial at sea, two boatels, charters, jet ski rentals.

FISCAL IMPACT:

Monthly slip rent will be \$5,475.60 (\$65,707.20 annualized). This is a reduction from \$7,005.26 (\$84,063.12 annualized) due to reduced premises. In addition, tenant will pay a percentage of sales. Existing security deposit shall remain in place. Tenant will continue to pay monthly common area maintenance (CAM), promotions and applicable taxes.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

SEPTEMBER 4, 2019

CONSENT AGENDA ITEM C

APPROVAL OF FIRST ASSIGNMENT TO
MICHAEL AND JANETTE QUINN AND
SECOND ASSIGNMENT TO AMERICAN
PACIFIC MORTGAGE

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: September 4, 2019

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Approval of First Assignment to Michael and Janette Quinn and Second Assignment to American Pacific Mortgage

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Approve the First Assignment and Assumption of Lease and Consent of Landlord Agreement between Sierra Pacific Mortgage, Michael and Janette Quinn, and the Ventura Port District for the lease of the premises located at 1583 Spinnaker Drive #213/#214, effective August 31, 2019; and
- b) Approve the Second Assignment and Assumption of Lease and Consent of Landlord Agreement between American Pacific Mortgage, Michael and Janette Quinn, and the Ventura Port District for the lease of the premises located at 1583 Spinnaker Drive #213/#214, effective September 1, 2019.

SUMMARY:

Sierra Pacific Mortgage will assign the lease interest to Michael and Janette Quinn, as individuals, effective August 31, 2019. Michael and Janette Quinn, as individuals, will assign the lease interest to American Pacific Mortgage, effective September 1, 2019. Michael and Janette Quinn conducted Sierra Pacific Mortgage's business operations and will continue to conduct American Pacific Mortgage's business operations.

BACKGROUND:

On November 14, 2018, the Board approved a new Office Lease Agreement with Sierra Pacific Mortgage for a two-year term with two-year option. Sierra Pacific Mortgage provides quality mortgage lending services throughout the United States. Michael and Janette Quinn have been tenants since April 2015. In 2016, the Quinns expanded their original space of 791 square feet to 1,210 square feet by obtaining the available space next door to their unit to add more personnel.

The Office Lease dated December 2018 with Sierra Pacific Mortgage contained a typographical error regarding the proper identity of the tenant, which rendered an ambiguity to the chain of title. To establish a clear chain of title, a First Assignment and Second Assignment of Lease was prepared.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

SEPTEMBER 4, 2019

CONSENT AGENDA ITEM D

CONSIDERATION OF CLAIM BY
VENTURA HARBOR MARINE
ASSOCIATES, LLC. AND SAMUEL
SADOVE

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM D
Meeting Date: September 4, 2019

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

RECOMMENDATION:

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

SUMMARY:

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

BACKGROUND:

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

FISCAL IMPACT:

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

ATTACHMENTS:

Attachment 1 – Notice of Rejection



NOTICE OF REJECTION OF CLAIM

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

Samuel Sadove
1074 Deseo Avenue
Camarillo, CA 93010

Notice is hereby given that the claim which you presented to the Ventura Port District on July 24, 2019, was rejected by action of the Board of Port Commissioners at its meeting held on September 4, 2019.

WARNING

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

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

Dated: September 5, 2019

VENTURA PORT DISTRICT

By: _____
Brian D. Pendleton
General Manager



BOARD OF PORT COMMISSIONERS

SEPTEMBER 4, 2019

STANDARD AGENDA ITEM 1

APPROVAL OF FINANCIAL
STATEMENTS AND CHECKS FOR
JANUARY THROUGH MARCH 2019

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: September 4, 2019

TO: Board of Port Commissioners
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Approval of Financial Statements and Checks for January through March 2019

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3377 to:

- a) Accept the following financial statements for the Quarter ended March 31, 2019; and
- b) Review the payroll and regular checks for January through March 2019.

SUMMARY:

Attached for the Board's review are the financial statements for the quarter ended March 31, 2019 and the check registers for January through March 2019.

BACKGROUND:

The financial statements for the quarter ending March 31, 2019 consist of Statement of Income and Expenses, Supplementary Notes, Budget Analysis-Annual Budget Compared to Year-to-Date Income and Expenditures, Balance Sheet, Cash Flow Statement (includes Grant and Dock Project accounts), Distribution of Cash (includes Grant and Dock Project accounts), Comparison of Lease Rents, and a Three Year Comparative Statement of Revenue and Expenses.

The Statement of Income and Expenses and the Balance Sheet for the Aquaculture Grant Fund are included here as Attachment 3. The Ventura Shellfish Enterprise (VSE) aquaculture project expenditure recap report through March 2019 is also included in this attachment.

The Quarterly Treasurer's Report for the periods ending March 31, 2019 and December 31, 2018 are included as attachment 6.

Operational Disbursements

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

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

January 2019 -

- Alliant Insurance Services was paid \$59,773 on 1/11/19 for the annual premium for four Navigators Marine Insurance policies. This insurance covers all liability related to the patrol boats, the launch ramp, the District docks (including the Village) and the water area in the harbor.
- Downtown Ventura Partners was paid \$8,050 on 1/11/19, \$3,750 as per the trolley partnership agreement for January thru March 2019; \$3,900 as per trolley agreement for advertising for January thru March 2019 and \$400 for Big Belly advertising.
- Rincon Consultants, Inc. was paid \$15,359 on 1/11/19 for regulatory sediment sampling in the Harbor as required by the District's dredging permit.

- Kratos Construction was paid \$13,710 on 1/25/19 for three electrical installation jobs including complete electrical rewiring and fiber optic line install in two office suites, install power outlets for outside electrical fixtures and electrical cabling and circuit installation for two outdoor cameras.

February 2019 -

- Mr. Painting, Inc. was paid \$11,170 on 2/8/19 for five jobs in the Village including dry rot repair/paint and the repainting of restroom doors.
- Alliance Fleet, LLC was paid \$12,540 on 2/20/19 for a new composite service body to go on Patrol's new Ford F250 truck.
- Foothill Communications, LLC was paid \$10,955 on 2/22/19 for safety, radio and lighting equipment for patrol vehicles including radios, antennas, sirens, light bar, perimeter lights, electrical wiring, installation, etc.
- Mr. Painting, Inc. was paid \$13,850 on 2/22/19 for four jobs in the Village including repairs and painting on stairways and an office suite.

March 2019 -

- Mr. Painting, Inc. was paid \$13,200 on 3/8/19 for five jobs including the refurbishing of large metal trash cans; refurbishing Patrol shower area in VPD headquarters; prime and paint natural gas lines and meters; Village laundry room doors.
- Swift Chip, Inc. was paid \$18,900 on 3/8/19 for February and March IT services.
- Ford of Ventura was paid \$37,224 on 3/20/19 for the new Ford F250 Super Cab truck for Patrol.
- Mr. Painting, Inc. was paid \$22,740 on 3/20/19 for seven jobs including the repair, seal and waterproof of Village upstairs decking; paint new suite created at 1575 Spinnaker Drive; and other miscellaneous jobs in Village.
- Coastal Architects was paid \$11,780 on 3/22/19 for services related to the Village painting project.
- Kratos Construction was paid \$13,185 on 3/22/19 for four electrical jobs at the Village including improvements for vacant office suite at 1575 Spinnaker Dr., #108 previously Casa De Regalos; outdoor light fixtures on the same and cameras on parking lot side of 1575 building.
- Ventura County APCD (Air Pollution Control District) was paid \$18,677 on 3/22/19 for the annual environmental permit renewal as needed for dredging.

Details reflecting purchases made through the District's Chase Bank credit cards for January through March 2019 are included as Attachment 5.

Payroll Disbursements

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

FISCAL IMPACT:

The Statement of Income and Expenses reflects a positive 'Change in Net Position' of \$1,013,696 for the period ended March 31, 2019.

ATTACHMENTS:

Attachment 1 – Resolution No. 3377

Attachment 2 – Statement of Income Expenses – Quarter Ended March 31, 2019

Attachment 3 – Aquaculture Fisheries Grant Fund Financial Statements at March 31, 2019

Attachment 4 – Accounts Payable Check Registers January - March 2019

Attachment 5 – Chase Credit Card Charges January – March 2019

Attachment 6 – Quarterly Treasurers Report for March 31, 2019



RESOLUTION NO. 3377

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

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

- A. Accept the Financial Statements for the Quarter ended March 31, 2019;
- B. The following Checks are hereby reviewed:
 - 1) Payroll Checks #9779-9848 and direct deposits inclusive in the amounts of \$139,254 for January 2019 salaries, \$146,570 for February 2019 salaries, and \$226,160 for March 2019 salaries.
 - 2) Regular Checks #49389-49796, #1073-1078, and #1004-1007, inclusive in the amounts of \$283,699 for January 2019 expenditures, \$275,302 for February 2019 expenditures, and \$336,043 for March 2019 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on September 4, 2019, Resolution No. 3377 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Chris Stephens, Chairman

Jackie Gardina, Secretary

(Seal)

ATTACHMENT 2
Ventura Port District
Statement of Income and Expenses
For the Period Ended March 31, 2019

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
OPERATING REVENUES						
Parcel Lease Income	\$ 1,180,000	\$ 1,137,511	\$ (42,489)	\$ 2,935,000	\$ 2,898,945	\$ (36,055)
Dry Storage Income	450	450	0	1,350	1,350	0
Fisherman's Storage	18,900	18,889	(11)	56,900	56,668	(232)
Parking Income	9,000	11,247	2,247	41,800	44,127	2,327
Miscellaneous Income/Rentals	3,695	2,140	(1,555)	206,235	201,690	(4,545)
Village Income						
Harbor Village Lease Income	615,000	603,683	(11,317)	2,052,000	2,073,304	21,304
Commercial Fishing	61,400	57,383	(4,017)	219,000	212,188	(6,812)
Miscellaneous Income	1,395	1,983	588	4,135	6,100	1,965
Harbor Event Fees	3,400	3,825	425	16,100	18,839	2,739
Marketing Booth/Vendor Income	500	3,531	3,031	3,500	6,573	3,073
Co-Op Advert/Sponsorship	1,000	535	(465)	14,000	15,490	1,490
Merchants Promo Fund	30,080	27,282	(2,798)	85,980	81,644	(4,336)
Slip Rentals	210,000	223,655	13,655	640,000	656,669	16,669
Dock Electrical Income	2,600	3,527	927	7,600	7,816	216
C A M Income	91,500	90,395	(1,105)	265,500	266,990	1,490
Total Oper. Revenues	\$ 2,228,920	\$ 2,186,036	\$ (42,884)	\$ 6,549,100	\$ 6,548,393	\$ (707)

OPERATING EXPENSES

Personnel Expenses

Salaries & Wages						
Regular Salaries	\$ 646,390	\$ 645,037	\$ 1,353	\$ 1,840,020	\$ 1,788,426	\$ 51,594
Part-time Help	32,120	30,479	1,641	94,120	99,492	(5,372)
Overtime Pay	17,850	7,055	10,795	56,150	44,776	11,374
Holiday Pay	11,275	10,943	332	33,425	28,157	5,268
Total Salaries & Wages	\$ 707,635	\$ 693,514	\$ 14,121	\$ 2,023,715	\$ 1,960,851	\$ 62,864
Other personnel expenses						
Retirement Contributions/Exp	\$ 136,807	\$ 131,419	\$ 5,388	\$ 398,827	\$ 387,638	\$ 11,189
Payroll Taxes	13,421	11,335	2,086	38,971	32,846	6,125
Worker's Comp Ins.	35,220	35,220	0	105,660	105,660	0
OPEB Liability	24,000	23,778	222	72,000	71,226	774
Medical & Life Ins.	78,354	72,683	5,671	229,266	216,986	12,280
Optional Benefit Plan	65,769	58,805	6,964	190,687	173,565	17,122
Uniforms & Tool Allowances	8,830	3,913	4,917	26,500	16,598	9,902
Total - Other Personnel Expenses	\$ 362,401	\$ 337,153	\$ 25,248	\$ 1,061,911	\$ 1,004,519	\$ 57,392
Total Personnel Expenses	\$ 1,070,036	\$ 1,030,667	\$ 39,369	\$ 3,085,626	\$ 2,965,370	\$ 120,256

ATTACHMENT 2
Ventura Port District
Statement of Income and Expenses
For the Period Ended March 31, 2019

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
General Expenses						
Advertising	\$ 1,875	\$ 3,209	\$ (1,334)	\$ 9,625	\$ 7,295	\$ 2,330
Leasing & Real Estate	6,255	2,731	3,524	18,765	15,561	3,204
Auto Mileage & Allowance	3,700	4,175	(475)	10,700	10,775	(75)
Auto/Boat Equip & Maint	43,246	15,212	28,034	118,798	87,528	31,270
Bad Debt	0	13,913	(13,913)	0	13,913	(13,913)
Bank Fees & Other Misc	3,850	1,915	1,935	11,600	5,949	5,651
Building Maintenance	112,250	141,845	(29,595)	312,500	349,814	(37,314)
Communications	10,380	10,086	294	31,140	30,023	1,117
Conferences & Training	12,400	13,801	(1,401)	30,150	26,271	3,879
Dock Maint. & Repair	10,629	7,276	3,353	31,872	12,880	18,992
Equipment Rental	4,300	9,252	(4,952)	13,100	16,050	(2,950)
General Insurance	63,999	63,999	0	191,997	191,997	0
Grounds Maintenance	25,995	14,407	11,588	142,925	115,526	27,399
General Harbor Maintenance	900	0	900	2,700	0	2,700
Janitorial Supplies	15,275	12,533	2,742	45,725	39,097	6,628
Land/Building Rental Expense	18,900	18,889	11	56,900	57,026	(126)
Marketing & Promotions	66,700	69,166	(2,466)	217,225	191,213	26,012
Memberships & Subscriptions	2,100	2,161	(61)	22,800	24,867	(2,067)
Office Supplies & Equipment	9,800	6,211	3,589	28,800	27,415	1,385
Computer Equip & Supplies	11,000	2,120	8,880	31,000	31,686	(686)
Operating Supplies	14,349	10,789	3,560	43,047	31,997	11,050
Other Equipment & Repairs	11,450	13,133	(1,683)	34,450	30,031	4,419
Professional Services - Legal	65,000	60,235	4,765	220,000	226,902	(6,902)
Professional/Outside Services	142,500	149,560	(7,060)	470,000	391,337	78,663
Prof. Serv.-VSE Aquaculture	21,000	6,267	14,733	69,000	22,946	46,054
Utilities	86,720	75,294	11,426	299,490	274,744	24,746
Dredging Related Expenses	69,255	68,962	293	195,245	190,185	5,060
Total General Expenses	\$ 833,828	\$ 797,141	\$ 36,687	\$ 2,659,554	\$ 2,423,028	\$ 236,526
Total Operating Expenses	\$ 1,903,864	\$ 1,827,808	\$ 76,056	\$ 5,745,180	\$ 5,388,398	\$ 356,782
Oper. Income(Loss) Before Deprec.	\$ 325,056	\$ 358,228	\$ 33,172	\$ 803,920	\$ 1,159,995	\$ 356,075
Depreciation	\$ 225,000	\$ 215,351	\$ 9,649	\$ 675,000	\$ 663,235	\$ 11,765
Operating Income (Loss)	\$ 100,056	\$ 142,877	\$ 42,821	\$ 128,920	\$ 496,760	\$ 367,840

ATTACHMENT 2
Ventura Port District
Statement of Income and Expenses
For the Period Ended March 31, 2019

	<----- Quarter (3 mos) ----->			<----- Year-to-Date ----->		
	Budget	Activity	Variance	Budget	Activity	Variance
NON-OPERATING REVENUES						
General						
Investment Income (Loss)	\$ 73,000	\$ 135,742	\$ 62,742	\$ 208,000	\$ 301,590	\$ 93,590
Tax Income	<u>15,000</u>	<u>38,597</u>	<u>23,597</u>	<u>725,000</u>	<u>781,089</u>	<u>56,089</u>
Total General Non-Oper. Income	\$ 88,000	\$ 174,339	\$ 86,339	\$ 933,000	\$ 1,082,679	\$ 149,679
Special Funding						
DBAW Grants-Misc	\$ 0	\$ 4,272	\$ 4,272	\$ 0	\$ 4,272	\$ 4,272
DBAW Grant-Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Special Funding	\$ 0	\$ 4,272	\$ 4,272	\$ 0	\$ 4,272	\$ 4,272
TOTAL NON-OPER. REVENUES	<u>\$ 88,000</u>	<u>\$ 178,611</u>	<u>\$ 90,611</u>	<u>\$ 933,000</u>	<u>\$ 1,086,951</u>	<u>\$ 153,951</u>
NON-OPERATING EXPENSES						
Interest Expense	\$ 300,965	\$ 300,596	\$ 369	\$ 512,255	\$ 511,257	\$ 998
Amortized Bond Issuance Cost	0	0	0	64,000	54,166	9,834
Loss on Sale/Retirement of Assets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,592</u>	<u>(4,592)</u>
Total Non-Oper. Expenses	\$ 300,965	\$ 300,596	\$ 369	\$ 576,255	\$ 570,015	\$ 6,240
Non-Operationing Income (Loss)	<u>\$ (212,965)</u>	<u>\$ (121,985)</u>	<u>\$ 90,980</u>	<u>\$ 356,745</u>	<u>\$ 516,936</u>	<u>\$ 160,191</u>
CHANGES IN NET POSITION	<u><u>\$ (112,909)</u></u>	<u><u>\$ 20,892</u></u>	<u><u>\$ 133,801</u></u>	<u><u>\$ 485,665</u></u>	<u><u>\$ 1,013,696</u></u>	<u><u>\$ 528,031</u></u>

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending March 31, 2019 – Budget to Actual Analysis

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

Operating Income:

Parcel Lease Income – (under budget \$36,055) This category reflects the cumulative balance for master tenants rents. This variance is primarily in the 3rd quarter. It is anticipated that there will be very little variance between the budget and the actual income by the end of the fiscal year.

Harbor Village Lease Income – (exceeds budget \$21,304) This category reflects Retail, Restaurant, Office and Charters. This variance primarily reflects the 1st quarter which exceeded the budget by \$38,752. The 2nd quarter is under budget by \$6,131 and the 3rd quarter is under budget by \$11,317. The restaurant category is the primary factor in the actual income exceeding the budget for year to date July 2018 through Mar 2019.

- The retail category is under budget by \$19,204 for the year to date period. The 3rd quarter by itself is under budget by \$26,501. This quarter reflects tenant movement which decreased rent to the District that was not in the budget. One tenant was closed for renovations, one vacated and another downsized during this three month period.
- The restaurant category exceeds the budget by \$31,968 for the year to date period. The restaurants continue to do well. There is no particular reason that can be identified other than nice weather.
- Charter income category exceeds the budget by \$13,096 for the year to date period. This increase primarily reflects the 1st quarter and the 3rd quarter. The 2nd quarter was relatively flat in this category. Their sales are gradually increasing reflecting in a higher percent rent to the District.

Operating Expenses:

Personnel Expenses – (under budget \$120,256)

- Salaries and wages are under budget by \$62,864. The majority of this variance, \$48,716, continues to reflect the 1st Quarter ended 9/30/19. The 2nd quarter ended 12/31/19, variance was relatively flat and the current quarter ended 3/31/2019 is under budget \$14,121.
 1. The budget for the educational and bilingual incentive plans ultimately ended up entered into the budget three times, once in salaries at the beginning of the year and then twice in optional benefits at mid-year. In the original budget, \$16,900 for these two plans was added to the Admin salaries. Then at mid-year, the same two plans were added in to the optional benefit category in two areas by mistake on top of not realizing they had already been accounted for in the admin salaries. When paid out these benefits are posted to the optional benefit category.
 2. While on long-term disability, our Accounting Tech exhausted her accruals consequently she was not receiving pay from the District for the first five months of the year although she was budgeted for the year. It was anticipated that she would return in June but her return date continued to be pushed out.

The 3rd quarter salary variance is primarily in the overtime category at \$10,795 under budget, of which \$8,460 is in the Patrol Department. The Harbormaster's plan to use part-time Marine Safety Officers to reduce the need for overtime seems to be a success in this quarter.

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending March 31, 2019 – Budget to Actual Analysis

- Other personnel expenses are under budget by \$57,392. This variance is distributed between five categories, with the optional benefit plan having the largest variance of \$17,122 followed by Medical & Life of \$12,280 and Retirement Contributions of \$11,189.
 1. The optional benefit plan variance is discussed above as part of the salaries.
 2. The variance in personal expenses also reflects the Accounting Tech being on disability leave during the first five months of the fiscal year and therefore not paying taxes or contributing to retirement.

Auto/Boat Equip & Maint – (under budget \$31,270) This variance is in the boat maintenance category. It appears that some of this proposed maintenance was carried forward into the new fiscal year.

Bad Debt – (exceeds budget \$13,913) The \$10,000 budget for this category is generally put in the month of June as this is the annual audit month. With the Village dock configuration changes, the slip tenants were cleaned up early. It was necessary to write-off two boaters in February.

Building Maintenance – (exceeds budget \$37,314) This overage was due to various unforeseen maintenance on the outside of the Village buildings, decking and stairway rails.

Dock Maintenance & Repair – (under budget \$18,992) In reviewing the budget for this category, it appears it may not be necessary to use all of the anticipated funds.

Grounds Maintenance – (under budget \$27,399) These funds will be used in the 4th quarter.

Marketing and Promotions – (under budget \$26,012) The Marketing Manager attempts to distribute their budget based on scheduled events and advertising promotions. The majority of this variance is in three categories. \$10,788 is in the advertising category, \$6,140 is in web site development/content, and \$7,405 is in the event production category.

Professional/Outside Services – (under budget \$78,663) In this category, items that can be readily identified as to when they will be expensed are placed in their appropriate budget months. For example, we know exactly when the Trolley partnership is due to be paid, July and January. The remaining funds are spread out evenly over the twelve month budget cycle.

- Approximately \$43,000 of this variance is related to the Administration department. The following services have been budgeted but have not been completed at 3/31/19:
 - \$20,000 for an HR manual review (quote as per LCW) – This service began in April
 - \$20,000 remains for traffic and pedestrian counts studies
- Approximately \$30,000 of the outside services variance is related to the Maintenance department. The following services were not utilized:
 - \$10,000 contingency for boat salvage costs
 - \$5,000 air conditioning service
 - \$10,000 window cleaning
 - \$4,000 contingency built into budget

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending March 31, 2019 – Budget to Actual Analysis

Professional Services-VSE Aquaculture – (under budget \$46,054) At this point in time, it was not necessary utilize these funds.

Utilities - (under budget \$24,746) This category consists of water, electricity, gas and trash expenses. Electricity and trash represent the largest portions of this variance.

- Staff anticipates rate increases in the budget for electricity each year. It is hopeful this category remains under budget.
- The gas budget was increased to accommodate the new fire pit in the Carousel courtyard. Staff was not sure how the fire pit would affect the budget as this is the first full year with the pit in use.
- It is anticipated that the trash category will not remain under budget as we move into spring and nicer weather.
 - Water is over budget by \$4,280,
 - Electricity is under budget by \$11,556,
 - Natural Gas under budget by \$1,954 and
 - Trash under budget by \$6,956.

Non-operating Revenue:

Investment Income (exceeds budget \$93,590) This budget item is very conservative. LAIF continues to earn higher than anticipated rates.

Tax Income – (exceeds budget \$56,089) This budget item is also a conservative estimate. It represents the District's pro-rata share of the Ventura County property tax assessments collected.

Non-operating Expenses:

Nothing major to report on during the 1st, 2nd and 3rd quarters of the fiscal year.

ATTACHMENT 2
Ventura Port District
Budget Analysis - Current Year and Prior Year
For the Period Ended March 31, 2019

	Current Year Annual Budget	Current Year YTD Activity	Current Year Remaining Budget	%	Prior Year Annual Budget	Prior Year YTD Activity	Prior Year Remaining Budget	%
INCOME								
Operating Income								
Parcel Lease Income	3,795,000	2,898,945	896,055	24	3,590,000	2,813,552	776,448	22
Dry Storage Income	22,000	1,350	20,650	94	120,000	93,492	26,508	22
Fisherman's Storage	76,000	56,668	19,332	25	74,000	55,330	18,670	25
Parking Income	55,000	44,127	10,873	20	72,000	39,379	32,621	45
Miscellaneous Income/Rentals	211,000	201,690	9,310	4	46,000	43,320	2,680	6
Village Income								
Harbor Village Lease Income	2,744,000	2,073,304	670,696	24	2,580,000	1,970,792	609,208	24
Commercial Fishing	275,000	212,188	62,812	23	340,000	327,025	12,975	4
Miscellaneous Income	5,500	6,100	(600)	(11)	5,500	7,357	(1,857)	(34)
Harbor Event Fees	30,000	18,839	11,161	37	29,000	14,840	14,160	49
Marketing Booth/Vendor Income	5,000	6,573	(1,573)	(31)	7,500	3,453	4,047	54
Co-Op Advert/Sponsorship	14,000	15,490	(1,490)	(11)	14,000	13,120	880	6
Merchants Promo Fund	117,000	81,644	35,356	30	105,000	76,807	28,193	27
Slip Rentals	850,000	656,669	193,331	23	865,000	660,075	204,925	24
Dock Electrical Income	10,000	7,816	2,184	22	25,000	15,798	9,202	37
C A M Income	<u>357,000</u>	<u>266,990</u>	<u>90,010</u>	<u>25</u>	<u>335,000</u>	<u>251,190</u>	<u>83,810</u>	<u>25</u>
Total Operating Income	\$ 8,566,500	\$ 6,548,393	\$ 2,018,107	24 %	\$ 8,208,000	\$ 6,385,530	\$ 1,822,470	22 %
Non-operating Income								
Investment Income (Loss)	283,000	301,590	(18,590)	(7)	50,000	92,716	(42,716)	(85)
Tax Income	1,250,000	781,089	468,911	38	1,160,000	727,903	432,097	37
Intergov't Revenue	0	0	0	0	0	20,284	(20,284)	0
Sale of Fixed Assets	0	0	0	0	0	1,320	(1,320)	0
DBAW Grants	<u>3,000</u>	<u>4,272</u>	<u>(1,272)</u>	<u>(42)</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>100</u>
Total Non-Oper. Income	\$ 1,536,000	\$ 1,086,951	\$ 449,049	29 %	\$ 1,240,000	\$ 842,223	\$ 397,777	32 %
TOTAL INCOME	\$ 10,102,500	\$ 7,635,344	\$ 2,467,156	24 %	\$ 9,448,000	\$ 7,227,753	\$ 2,220,247	23 %
EXPENSES								
Personnel Expenses								
Salaries & Wages	2,686,500	1,960,851	725,649	27	2,410,500	1,824,309	586,191	24
Retirement Contributions	526,000	387,638	138,362	26	477,500	369,179	108,321	23
Payroll Taxes	51,100	32,846	18,254	36	51,000	32,955	18,045	35
Worker's Comp Ins.	140,500	105,660	34,840	25	172,000	128,970	43,030	25
OPEB Liability	96,000	71,226	24,774	26	124,956	92,103	32,853	26
Medical & Life Ins.	313,000	216,986	96,014	31	283,000	207,332	75,668	27
Optional Benefit Plan	261,500	173,565	87,935	34	230,000	160,932	69,068	30
Uniforms & Tool Allowances	<u>35,500</u>	<u>16,598</u>	<u>18,902</u>	<u>53</u>	<u>29,500</u>	<u>21,541</u>	<u>7,959</u>	<u>27</u>
Total Personnel Expenses	\$ 4,110,100	\$ 2,965,370	\$ 1,144,730	28 %	\$ 3,778,456	\$ 2,837,321	\$ 941,135	25 %

ATTACHMENT 2
Ventura Port District
Budget Analysis - Current Year and Prior Year
For the Period Ended March 31, 2019

	Current Year Annual Budget	Current Year YTD Activity	Current Year Remaining Budget	%	Prior Year Annual Budget	Prior Year YTD Activity	Prior Year Remaining Budget	%
EXPENSES CONTINUED								
General Expenses								
Advertising	11,500	7,295	4,205	37	11,000	9,141	1,859	17
Leasing & Real Estate	25,000	15,561	9,439	38	20,000	13,914	6,086	30
Auto Mileage & Allowance	14,000	10,775	3,225	23	14,000	9,992	4,008	29
Auto/Boat Equip & Maint	173,000	87,528	85,472	49	200,500	80,350	120,150	60
Bad Debt	10,000	13,913	(3,913)	(39)	18,000	914	17,086	95
Bank Fees & Other Misc	15,500	5,949	9,551	62	15,500	7,282	8,218	53
Building Maintenance	389,000	349,814	39,186	10	401,000	268,373	132,627	33
Bldg Maint-Tenant Improvments	198,500	0	198,500	100	42,000	0	42,000	100
Communications	41,500	30,023	11,477	28	45,000	27,559	17,441	39
Conferences & Training	43,500	26,271	17,229	40	65,000	22,756	42,244	65
Dock Maint. & Repair	44,500	12,880	31,620	71	44,500	14,887	29,613	67
Village Enhancements	0	0	0	0	30,000	0	30,000	100
Equipment Rental	17,500	16,050	1,450	8	19,500	10,518	8,982	46
General Insurance	256,000	191,997	64,003	25	266,000	199,494	66,506	25
Grounds Maintenance	168,900	115,526	53,374	32	156,000	106,240	49,760	32
General Harbor Maintenance	4,000	0	4,000	100	4,000	300	3,700	92
Janitorial Supplies	61,000	39,097	21,903	36	61,000	40,497	20,503	34
Judgements & Damages	0	0	0	0	0	1,454	(1,454)	0
Land/Building Rental Expense	76,000	57,026	18,974	25	74,000	55,152	18,848	25
Marketing & Promotions	297,500	191,213	106,287	36	289,000	197,320	91,680	32
Memberships & Subscriptions	27,000	24,867	2,133	8	21,500	21,716	(216)	(1)
Office Supplies & Equipment	38,500	27,415	11,085	29	39,500	20,922	18,578	47
Computer Equip & Supplies	41,000	31,686	9,314	23	41,000	21,158	19,842	48
Operating Supplies	57,500	31,997	25,503	44	61,000	27,768	33,232	54
Other Equipment & Repairs	46,000	30,031	15,969	35	45,500	30,260	15,240	33
Professional Services - Legal	280,000	226,902	53,098	19	265,000	176,640	88,360	33
Professional/Outside Services	679,000	414,283	264,717	39	640,000	389,832	250,168	39
Utilities	411,500	274,744	136,756	33	406,500	270,506	135,994	33
Dredging Related Expenses	248,500	190,185	58,315	23	244,500	158,631	85,869	35
Total General Expenses	\$ 3,675,900	\$ 2,423,028	\$ 1,252,872	34 %	\$ 3,540,500	\$ 2,183,576	\$ 1,356,924	38 %
Non-Operating Expenses								
Interest Expense	530,000	511,257	18,743	4	440,000	429,512	10,488	2
Bond Issuance Cost	64,000	54,166	9,834	15	0	0	0	0
Loss on Sale/Retirement of Asse	0	4,592	(4,592)	0	0	0	0	0
Total Non-oper. Expenses	\$ 594,000	\$ 570,015	\$ 23,985	4 %	\$ 440,000	\$ 429,512	\$ 10,488	2 %
TOTAL EXPENSES	\$ 8,380,000	\$ 5,958,413	\$ 2,421,587	29 %	\$ 7,758,956	\$ 5,450,409	\$ 2,308,547	30 %

ATTACHMENT 2
Ventura Port District
Budget Analysis - Current Year and Prior Year
For the Period Ended March 31, 2019

	Current Year Annual Budget	Current Year YTD Activity	Current Year Remaining Budget
CAPITAL IMPROVEMENTS / EQUIPMENT			
Automotive	70,000	60,720	9,280
Assets-Automotive	50,000	47,900	2,100
Assets -Fish Pier Crane/Hoist	150,000	192	149,808
Assets-Pay&Display machine	35,000	0	35,000
Assets-Harbor Cove Monument Si	15,000	0	15,000
Assets-Bike Racks	15,000	0	15,000
Assets-Dive Pool Glass Wall	55,000	0	55,000
Assets-Village roof system	0	1,215	(1,215)
Assets-VHV Fish Pier Improv	575,000	188,700	386,300
Assets-1559 Improve-Choc Store	180,000	0	180,000
Assets-Vlg Parkinglot Trash Enclo	80,000	618	79,382
Assets-Village Painting	450,000	25,247	424,753
Assets-Harbor Cove Lot Pavers	18,000	0	18,000
Assets-Parkinglot repairs&slurry	0	2,744	(2,744)
Assets-BS Tap Room Renovation	454,000	0	454,000
Assets-ADA Restroom Improv-159	190,000	2,431	187,569
Assets-NPS Seismic Evaluation	25,000	0	25,000
Assets-1583 Main Sewer Line	50,000	0	50,000
Assets-Village Fiber Optics	70,000	0	70,000
Assets-Harbor Parking Study	25,000	0	25,000
Assets-Dry Storage Reconfigurati	115,000	8,439	106,561
Assets-VHV Marina Part G&H Doc	<u>2,000,000</u>	<u>45,411</u>	<u>1,954,589</u>
Total Capital Improvements	\$ 4,622,000	\$ 383,617	\$ 4,238,383

ATTACHMENT 2

Ventura Port District Balance Sheet For the Period Ended March 31, 2019

CURRENT ASSETS

Cash in Banks	4,446,113
Accounts Receivable	508,835
Intercompany Receivable-Grant Fund	120,000
Taxes Receivable	50,738
Interest Receivable	106,035
Prepaid Expenses	195,909
Inventory of supplies	65,342
TOTAL CURRENT ASSETS	<u>\$5,492,972</u>

RESTRICTED ASSETS

Cash - Dredging	3,049,353
Cash - Improvement	5,096,532
Cash - Fisheries Complex	162,874
Cash - Project Fund-Village Marina	4,537,141
TOTAL RESTRICTED ASSETS	<u>\$12,845,900</u>

FIXED ASSETS

Land	2,342,629
Harbor Improvements	37,348,992
Equipment	1,797,343
	41,488,964
Accumulated depreciation	(17,421,132)
NET FIXED ASSETS	<u>\$24,067,832</u>

TOTAL ASSETS **\$42,406,704**

DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	221,568
Deferred amount on pension plan	1,308,626
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>\$1,530,194</u>

**TOTAL ASSETS AND DEFERRED
OUTFLOWS OF RESOURCES**

\$43,936,898

CURRENT LIABILITIES

Accounts Payable	231,280
Accrued Interest Payable	163,570
Current Portion of Long Term Debt	921,885
Current Portion OPEB Liability	10,962
Accrued Liabilities	59,102
Current Portion of Compensated Absences	151,388
TOTAL CURRENT LIABILITIES	<u>\$1,538,187</u>

LONG TERM DEBT

ltd - Notes Payable	15,016,796
TOTAL LONG TERM DEBT	<u>\$15,016,796</u>

OTHER LIABILITIES

OPEB Liability-Long Term	1,182,892
Compensated Absences-Long Term	108,564
Net Pension Liability	3,617,141
Unearned Revenue	163,888
Security Deposits	280,160
TOTAL OTHER LIABILITIES	<u>\$5,352,645</u>

TOTAL LIABILITIES **\$21,907,628**

EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	15,580,298
Current Year Retained Earnings	1,013,696
TOTAL EQUITY	<u>\$21,871,658</u>

DEFERRED INFLOW OF RESOURCES

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

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

\$43,936,898

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Cashflow Statement As of March 31, 2019

Enterprise Fund (Includes Grant & Project Fund)

Operating Income	6,548,393
Non-Operating Income	1,211,685
Total Income	<u>\$ 7,760,078</u>
Operating Expenses	6,176,291
Non-Operating Expenses	570,015
Total Expenses	<u>\$ 6,746,306</u>
Change in Net Position-Accrual Basis	\$ 1,013,772

Cashflows for Capital and Financing Activities:

Principle paid on debt	(921,885)
New Debt acquired (change in Long Term portion)	4,596,381
Deferred amount on refundings	19,925
Acquisitions/Retirements of Capital Assets	<u>(383,616)</u>
Net Cash provided (used) by Capital & Financing	\$ 3,310,805

Operating Income Adjustments:

Depreciation/Impairment of assets	663,235
(Increase)decrease in receivables	(190,243)
(Increase)decrease in prepaid Items	(160,255)
Increase(decrease) in current debt serv/interest	67,785
Increase(decrease) in payables	(11,973)
Increase(decrease) in unearned revenue	(56,762)
Increase (decrease) in tenant deposits	<u>(3,586)</u>
Net Cash provided by Operating Activities	\$ 308,201

NET Increase (Decrease) in Cash \$ 4,632,778

Add: Beginning Cash 7/1/18 \$ 12,715,381

Ending Cash at 3/31/19 \$ 17,348,159

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Distribution of Cash as of March 31, 2019

<u>Enterprise Fund</u>	Current Balance
<u>Cash</u>	
Cash on Hand (undeposited)	1,371
Cash in Checking (Wells Fargo Bank)	292,631
Cash in County Treasury	17,627
Total Cash Available for Normal Operations	\$ 311,629
 <u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	4,044,934
Total Investments Unrestricted Reserves	\$ 4,044,934
 <u>Dredging Reserves</u>	
Local Agency Investment Fund (LAIF)	3,049,353
Total Dredging Reserves	\$ 3,049,353
 <u>Capital Improvement Reserves</u>	
Local Agency Investment Fund (LAIF)	5,096,532
Total Capital Improvement Reserves	\$ 5,096,532
 <u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	162,874
Total Fisheries Complex Reserves	\$ 162,874
 <u>Aquaculture Grant Funds</u>	
Cash in Checking (Wells Fargo Bank)	56,146
Total Aquaculture Grant Funds	\$ 56,146
 <u>Project Fund - Village Marina</u>	
Cash in Checking (Wells Fargo Bank)	89,550
Local Agency Investment Fund (LAIF)	4,537,141
Total Project Fund Village Marina	\$ 4,626,691
 TOTAL CASH AND INVESTMENTS	\$ 17,348,159

**Ventura Port District
Comparison of Lease Rent**

	Year to Date Ended <u>3/31/2019</u>	Year to Date Ended <u>3/31/2018</u>	Increase (Decrease)	
Parcel Leases				
Ventura Harbor Marine Assoc	159,278	161,757	(2,479)	-2%
Dave's Fuel Dock	7,331	8,696	(1,365)	-16%
Sheraton 4 Points-Harbortown	392,314	397,852	(5,538)	-1%
Harbortown Point	70,313	71,344	(1,031)	-1%
Oceans West Marina	245,954	239,511	6,443	3%
Ventura Isle Marina	560,754	572,504	(11,750)	-2%
Ventura Marina Mobile Park	377,780	336,496	41,284	12%
Ventura West Marina	404,514	398,401	6,113	2%
Ventura Yacht Club	96,770	93,274	3,496	4%
Vta Harbor Boatyard	358,937	308,717	50,220	16%
Portside Partners Ventura Harbor	225,000	225,000	0	0%
Total Parcel Lease	<u>2,898,945</u>	<u>2,813,552</u>	<u>85,393</u>	3%
Appreciation rent & Option Fee	<u>-</u>	<u>-</u>	<u>0</u>	
Total Parcel Leases	2,898,945	2,813,552	85,393	3%
Ventura Harbor Village				
Retail Rents	390,796	381,694	9,102	2%
Restaurant Rents	867,968	821,346	46,622	6%
Office Rents	519,944	476,898	43,046	9%
Charters	294,596	290,854	3,742	1%
Total Village	<u>2,073,304</u>	<u>1,970,792</u>	<u>102,513</u>	5%
Commercial Fishing	212,188	327,025	(114,837)	-35%
TOTAL	5,184,437	5,111,369	73,068	1%

Monthly Report
(Unaudited)

ATTACHMENT 2

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

	Quarter Ending March 31st			Year-To-Date March 31st			% change FY17-18 to Current Yr
	2016-17	2017-18	Current	2016-17	2017-18	Current	
<u>Operating Income</u>							
Parcel Leases	1,028,649	1,071,930	1,137,511	2,588,818	2,813,552	2,898,945	3%
Option Fee	-	-	-	1,200,000	-	-	
Dry Storage	29,478	31,425	450	91,542	93,492	1,350	-99%
Other Operating	35,198	25,699	32,276	160,759	138,029	302,485	119%
Harbor Village Leases	525,468	597,881	603,683	1,862,083	1,970,792	2,073,304	5%
Commercial Fishing	57,541	109,507	57,383	203,647	327,025	212,188	-35%
Slips	216,823	233,023	223,655	663,369	660,075	656,669	-1%
CAM	84,804	83,926	90,395	253,537	251,190	266,990	6%
Marketing	25,097	25,333	27,282	74,330	76,807	81,644	6%
Electrical Slips	10,302	6,507	3,527	23,791	15,798	7,816	-51%
Other Operating	7,117	7,284	9,874	36,197	38,770	47,002	21%
Total Operating Income	2,020,477	2,192,515	2,186,036	7,158,073	6,385,530	6,548,393	3%
<u>Operating Expenses</u>							
Harbor Patrol	286,891	308,309	296,264	881,437	958,061	990,861	3%
Maintenance	289,689	314,289	341,150	855,565	917,309	1,029,243	12%
Administration	459,491	503,098	630,901	1,395,585	1,524,855	1,711,761	12%
Marina	167,001	170,093	173,199	493,757	504,426	513,556	2%
C A M	173,432	187,898	184,571	582,539	594,430	580,302	-2%
Marketing	113,176	110,700	132,760	313,655	363,271	372,490	3%
Dredging	70,193	72,247	68,963	155,528	158,631	190,185	20%
Total Operating Expenses	1,559,873	1,666,634	1,827,808	4,678,066	5,020,983	5,388,398	7%
NET OPERATING INCOME	460,604	525,881	358,228	2,480,007	1,364,547	1,159,995	-15%
<u>Non-operating Income</u>							
Interest	22,747	36,707	135,742	59,208	92,716	301,590	225%
Taxes	16,857	19,922	38,597	677,665	727,903	781,089	7%
Other	-	-	4,272	14,481	21,604	4,272	-80%
Total Non-operating Income	39,604	56,629	178,611	751,354	842,223	1,086,951	29%
<u>Non-Operating Expenses</u>							
Depreciation	211,908	251,108	215,351	639,050	663,152	663,235	0%
Debt Service	218,974	205,497	300,596	429,652	429,512	565,423	32%
Other	-	-	-	-	-	4,592	
Total Non-operating Expenses	430,882	456,605	515,947	1,068,702	1,092,664	1,233,250	13%
NET NON-OPER. INCOME	(391,278)	(399,976)	(337,336)	(317,348)	(250,441)	(146,299)	-42%
NET CHANGE IN POSITION	69,326	125,905	20,892	2,162,659	1,114,106	1,013,696	-9%

Monthly Report
(Unaudited)

ATTACHMENT 3

Ventura Port District
Aquaculture Fisheries Study Grant Fund
Statement of Income, Expense and Change in Net Position
For the Period Ended March 31, 2019

INCOME	
VSE Grant Reimbursement	124,734
TOTAL INCOME	\$124,734
 EXPENSES	
Legal-VSE Grant	36,462
Professional Services	83,027
Miscellaneous Expenses	5,169
TOTAL EXPENSES	\$124,658
 CHANGE IN NET POSITION	
	\$76

Monthly Report
(Unaudited)

ATTACHMENT 3

**Ventura Port District
Aquaculture Fisheries Study Grant Fund
Balance Sheet
For the Period Ended March 31, 2019**

CURRENT ASSETS

Cash in Banks	56,146
Accounts Receivable-Grant	77,060
TOTAL CURRENT ASSETS	\$133,206

CURRENT LIABILITIES

Accounts Payable	13,130
Intercompany Payable-Enterprise Fund	120,000
TOTAL CURRENT LIABILITIES	\$133,130

LONG TERM ASSETS

Long Term Assets	0
TOTAL LONG TERM ASSETS	\$0

EQUITY

Retained Earnings	0
Current Year Retained Earnings	76
TOTAL EQUITY	\$76

	<u><u>\$133,206</u></u>
TOTAL ASSETS	

TOTAL LIABILITIES AND EQUITY	<u><u>\$133,206</u></u>
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Monthly Report
(Unaudited)

ATTACHMENT 3

Ventura Port District Ventura Shellfish Enterprise 2018 Sea Grant

Ventura Shelfish - Recap - Year 1 of 2018 Grant

Grant Funding

	<u>Grant</u>	<u>Billed</u>	<u>Remaining</u>	<u>Comments</u>
Plauche Carr-Legal - Task 4	40,000.00	29,944.28	10,055.72	
Dudek - Task 5 - Enviornmental Review	108,610.00	47,115.37	61,494.63	
Scott Lindell - Task 7	10,250.00	-	10,250.00	Grower/Producer Compliance Training
Blake Stok - Task 7	11,000.00	-	11,000.00	
	<u>\$ 169,860.00</u>	<u>\$ 77,059.65</u>	<u>\$ 92,800.35</u>	

Services thru 3/31/19

Direct costs to District

	<u>Contract/Budget</u>	<u>Billed</u>	<u>Remaining</u>	<u>Comments</u>
Plauche & Carr	29,000.00	4,507.50	24,492.50	
Dudek	40,600.00	4,100.35	36,499.65	
Maine Marine Composites - Engineering Serv	8,250.00	-	8,250.00	Evaluate the performance of mussel longline system under specific conditions
Misc - Engineering Services	1,750.00	-	1,750.00	
Braitman & Associates	2,400.00	1,360.00	1,040.00	
Conferences/Travel/Meetings/Supplies	1,000.00	3,446.86	(2,446.86)	
	<u>\$ 83,000.00</u>	<u>\$ 13,414.71</u>	<u>\$ 45,092.79</u>	

Services thru 3/31/19

In-Kind Contributions

	<u>Grant Requirement</u>	<u>Submitted</u>	<u>Remaining</u>	<u>Comments</u>
2018 Year 1 Grant Requirement				
Ashworth, Ev & Brooke	48,900.00	26,797.50	22,102.50	
Bush, Doug	27,360.00	-	27,360.00	
Imondi, Ralph	12,800.00	3,150.00	9,650.00	
Parsons, Richard	10,000.00	2,300.00	7,700.00	
Pendleton, Brian	24,245.00	16,029.89	8,215.11	
Santschi, Linda	12,800.00	3,250.00	9,550.00	
	<u>\$ 136,105.00</u>	<u>\$ 51,527.39</u>	<u>\$ 84,577.61</u>	

In-Kind Contribution thru 3/31/19

ATTACHMENT 4

Accounts Payable Check Register - January 2019

3/06/2019

Ventura Port District

Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
49389	1/11/2019	1036 Accurate First Aid Services	Replenish first aid stations	354.62	
49390	1/11/2019	1037 Acorn Newspapers	Marketing-advertising	2,277.40	
49391	1/11/2019	1060 AFLAC	Salary reduction benefit	1,512.98	
49392	1/11/2019	1440 Beacon Marine Chandlery Inc.	Parts - Jet ski	32.93	
49393	1/11/2019	1674 Card Integrators	Staff ID cards	120.00	
49394	1/11/2019	1676 Carquest Auto Parts	Vehicle coolant, air filters	240.68	
49395	1/11/2019	1679 Carpi & Clay	Washington lobbyist	5,000.00	
49396	1/11/2019	1725 C E D (California Electrical Distributors)	Staircase lights @ 1567	2,514.99	
49397	1/11/2019	1915 Cintas Corp #684	Uniform rental/cleaning, door mats, rags	499.88	
49398	1/11/2019	2093 Cumulus Broadcasting Inc.	Marketing - advertising	2,850.00	
49399	1/11/2019	2097 Custom awards & Engraving	Engraving	16.00	
49400	1/11/2019	2099 Custom Embroidery	Jacket logo	66.78	
49401	1/11/2019	2202 Dave's	Patrol boat fuel	1,817.45	
49402	1/11/2019	2282 Dept. Of Industrial Relations	Elevator inspection	450.00	
49403	1/11/2019	2448 Downtown Ventura Partners	Advertising and Trolley partnership thru March 2019	8,050.00	
49404	1/11/2019	2604 E.J. Harrison & Sons Inc.	Trash service	247.51	
49405	1/11/2019	2751 Empire Cleaning Supply	Janitorial supplies	560.49	
49406	1/11/2019	2935 Farmer Bros. Co	Coffee supplies	306.41	
49407	1/11/2019	2936 Fast Signs	VIM - signage, Street banners - Tall ships	546.99	
49408	1/11/2019	2986 Ferguson Enterprises Inc.	Materials for Village restrooms	58.76	
49409	1/11/2019	3156 Frank Barajas	Marketing Village entertainment	300.00	
49410	1/11/2019	3490 Grainger Inc.	VHV restroom faucet and repair	955.14	
49411	1/11/2019	4247 Jani-King of CA Inc.	Janitorial service in Village, Port District headquarters	5,723.94	
49412	1/11/2019	4295 Jensen Design & Survey Inc.	Slurry seal project	315.00	
49413	1/11/2019	4852 Lagerlof Senecal Gosney	Legal services	27,051.25	
49414	1/11/2019	5083 Oasis Technology Inc.	IT Services	125.00	
49415	1/11/2019	5190 Matijija Water	Reverse osmosis water system	45.00	
49416	1/11/2019	5210 McCormix Corp.	Maintenance vehicle fuel	813.56	
49417	1/11/2019	5625 ReadyRefresh	Bottled water service	190.26	
49418	1/11/2019	5632 MJP Technologies, Inc	IT services for SPAM filtering	110.00	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
49419	1/11/2019	6178	PERS Long Term Care Program	Salary reduction benefit	224.37	
49420	1/11/2019	6194	Pacific Oil Company	Used oil pick up and disposal	110.00	
49421	1/11/2019	6201	Pamela Griffin	Wellness program instructor	140.00	
49422	1/11/2019	6409	Plauche & Carr	VSE Aquaculture	1,815.00	
49423	1/11/2019	6850	R P Barricade	POL delineator	16.19	
49424	1/11/2019	6865	Rasmussen & Associates Inc.	Village re-roof-Phase II, Village ADA restrooms	770.00	
49425	1/11/2019	7013	Rincon Consultants, Inc.	Regulatory sediment sampling	15,358.68	
49426	1/11/2019	7032	Alliant Insurance Services	Annual premium to cover all launch ramp/boats/docks	59,773.00	
49427	1/11/2019	7221	SWCA, Incorporated (Soil and Water Conservation Assist)	Harbor water quality monitoring	3,276.00	
49428	1/11/2019	7296	Searle Creative Group	Marketing-social media web site design	1,163.75	
49429	1/11/2019	7410	Smith Pipe & Supply Inc.	Village landscaping	183.93	
49430	1/11/2019	7411	Smogies Smog Shop	Smog vehicles - M44, H10A	87.50	
49431	1/11/2019	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,623.75	
49432	1/11/2019	8241	Ventura County Star	Marketing - advertising	1,130.22	
49433	1/11/2019	8246	Ventura Locksmiths	Rekey @ Surfers Knoll	19.00	
49434	1/11/2019	8266	Ventura Harbor Marine Fuel	Operating supplies	35.74	
49435	1/11/2019	8453	Virtual Pacific Networks	IT Services	7,129.82	
49436	1/11/2019	8531	Whisenhunt Communication	Public relations services	838.00	
49437	1/11/2019	14221	Batteries Plus - Ventura	Batteries - Port District shop tools	430.91	
49438	1/11/2019	15785	Blue Tarp Financial Inc.	Aluminum ladder	224.99	
49439	1/11/2019	20200	CoStar Realty Information, Inc.	Leasing marketing data software	995.60	
49440	1/11/2019	25351	Dudek	VSE Aquaculture	201.07	
49441	1/11/2019	26531	eDistsecurity	Card keys	1,901.96	
49442	1/11/2019	30495	5 Day Tire Store	Tires/Brakes- M44	728.44	
49443	1/11/2019	36521	Herc Rentals Inc.	Christmas light towers	801.99	
49444	1/11/2019	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	1,629.37	
49445	1/11/2019	50071	LoopNet	Internet leasing advertising	369.95	
49446	1/11/2019	51891	Matthew Relis	Marketing Village entertainment	250.00	
49447	1/11/2019	54455	Mr. Painting, Inc.	Painting - Surfers Knoll, Harbor Cove areas	9,600.00	
49448	1/11/2019	61991	P & R Paper Supply Co.	Janitorial supplies	1,317.54	
49449	1/11/2019	70075	Ricoh USA, Inc.	Copier page charges: Admin/Marketing	269.76	
49450	1/11/2019	70281	Ring Central Inc	Phone service	1,589.01	
49451	1/11/2019	75910	Stringer Appliance Repair, Inc	Washing machine # 2 repair	77.00	
49452	1/11/2019	76015	Sunridge Landscape Maint., Inc	Landscaping clean up	1,260.00	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
49453	1/11/2019	1915 Cintas Corp #684	Uniform rental/cleaning, door mats, rags	189.96	
49454	1/18/2019	8251 Ventura Water	Utilities	419.12	
49455	1/25/2019	1045 ADT Security Services	NPS alarm service	179.85	
49456	1/25/2019	1377 B & R Tool Supply Co.	Repairs at dock	60.28	
49457	1/25/2019	1440 Beacon Marine Chandlery Inc.	Repair- Dock H trash can	49.78	
49458	1/25/2019	1571 Boatswain's Locker Inc.	Oil and tranny coolers for B17, B19	220.86	
49459	1/25/2019	1676 Carquest Auto Parts	Parts - M44	246.59	
49460	1/25/2019	1725 C E D (California Electrical Distributors) -	Port District shop stock	407.39	
49461	1/25/2019	1755 California Electrical Supply	TI-fiber cable box- Treasure Cove	132.70	
49462	1/25/2019	1844 Certex USA Inc.	Hoist cable	299.14	
49463	1/25/2019	1915 Cintas Corp #684	Uniform rental/cleaning, door mats, rags	661.16	
49464	1/25/2019	2099 Custom Embroidery	Uniform embroidery	410.32	
49465	1/25/2019	2174 Dan Harding	Marketing - advertising	212.50	
49466	1/25/2019	2331 Dial Security Inc	Courtesy Patrol/security coverage	1,425.00	
49467	1/25/2019	2537 Dunn Edwards	Paint supplies	17.10	
49468	1/25/2019	2604 E.J. Harrison & Sons Inc.	Trash service	8,540.45	
49469	1/25/2019	2751 Empire Cleaning Supply	Janitorial supplies	796.33	
49470	1/25/2019	2983 Federal Express Corporation	Postage	87.36	
49471	1/25/2019	2986 Ferguson Enterprises Inc.	Repairs@ Casa, Village restroom tools	1,119.98	
49472	1/25/2019	3490 Grainger Inc.	Launch ramp pump	580.95	
49473	1/25/2019	3592 Hansen's Plumbing, Inc.	Hydro jet main line @ 1583	850.00	
49474	1/25/2019	4057 Health & Human Resource Center	Employee Assistance Program (EAP)	187.56	
49475	1/25/2019	4061 Industrial Bolt and Supply	Parts for dock repairs	153.37	
49476	1/25/2019	4295 Jensen Design & Survey Inc.	Dry storage layout	831.25	
49477	1/25/2019	4742 Kratos Construction	TI complete office rewire, fiber cable, & outdoor camera install	13,710.00	
49478	1/25/2019	5016 Lowe's	Port District & Village lighting, pest control, pad lock supplies	295.89	
49479	1/25/2019	5190 Matlija Water	Reverse osmosis water system	45.00	
49480	1/25/2019	5210 McCormix Corp.	Maintenance vehicle fuel	514.93	
49481	1/25/2019	5213 McMaster-Carr	Boat parts - B1	102.69	
49482	1/25/2019	5505 Muzicraft Inc.	Ambient music in Village	329.50	
49483	1/25/2019	5744 Noble Consultants Inc.	Fish pier repair	12.97	
49484	1/25/2019	6040 On Duty Uniforms & Equipment	Courtesy patrol uniforms	310.28	
49485	1/25/2019	6178 PERS Long Term Care Program	Salary reduction benefit	224.37	
49486	1/25/2019	6470 LegalShield	Salary reduction benefit	124.55	

ATTACHMENT 4

Check	Date	Payee	Name	Description	Amount	Voided Amount
49487	1/25/2019	6850	R P Barricade	Marketing event production	262.40	
49488	1/25/2019	7000	Richard Parsons	Dredging/project management services	10,874.41	
49489	1/25/2019	7294	Service-Pro Fire Protection	Breakaway locks at shut off valve @ 1559	125.94	
49490	1/25/2019	7346	Shell Fleet Plus	Patrol vehicle fuel	645.16	
49491	1/25/2019	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
49492	1/25/2019	7434	Southern Calif. Edison	Utilities	11,959.02	
49493	1/25/2019	8233	Venco Power Sweeping, Inc	Monthly Village parking lot & fish pier sweeping	545.38	
49494	1/25/2019	8244	Ventura Harbor Storage	Fisherman's gear storage	6,296.40	
49495	1/25/2019	8250	Ventura Visitors & Convention	Marketing - advertising	100.00	
49496	1/25/2019	8501	Warren Distributing Inc.	Patrol boat maintenance supplies	303.81	
49497	1/25/2019	8530	White Nelson Diehl Evans LLP	Second progress payment on FY18 financial audit service	3,500.00	
49498	1/25/2019	11415	Alertline Communications	Elevator phone service	630.00	
49499	1/25/2019	11648	American Shore & Beach	Professional membership	75.00	
49500	1/25/2019	12945	Assurant Employee Benefits	Dental insurance premiums	1,327.77	
49501	1/25/2019	13871	Banyan Real Estate, LLC	Brokerage fee-outside services	3,936.14	
49502	1/25/2019	16161	Brian Brennan	CMANC conference expense reimbursement	337.18	
49503	1/25/2019	16181	Brian Pendleton	CMANC conference expense reimbursement	123.54	
49504	1/25/2019	19252	City of Ventura	Trash service	100.00	
49505	1/25/2019	30495	5 Day Tire Store	Alignment - H10	71.95	
49506	1/25/2019	54430	Motionloft, Inc.	Professional service - people/car sensors @ 1603	10,446.00	
49507	1/25/2019	54455	Mr. Painting, Inc.	Painting and drywall - @ 1561, 1567	8,700.00	
49508	1/25/2019	61991	P & R Paper Supply Co.	Janitorial supplies	926.68	
49509	1/25/2019	70075	Ricoh USA, Inc.	Copier lease	741.91	
49510	1/25/2019	79652	Traffic Technologies LLC	Village event signs	551.90	
49511	1/25/2019	84570	Vision Service Plan-(CA)	Employee vision plan - January	1,520.98	
49512	1/25/2019	85219	West Marine Pro	Patrol boat maintenance supplies	270.95	
Total Enterprise Account Check Register					\$278,617.26	\$0.00

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
<u>Wells Fargo Grant Fund</u>						
<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1073	1/11/2019	6409	Plauche & Carr	VSE Aquaculture Grant	1,512.50	
1074	1/11/2019	25351	Dudek	VSE Aquaculture Grant	2,282.07	
Total Grant Account Check Register					\$3,794.57	\$0.00
<u>Wells Fargo Project Fund</u>						
<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1004	1/25/2019	5744	Noble Consultants Inc.	Dock Rehab Engineering & oversight- C, D, G, H	1,287.00	
Total Dock Project Account Check Register					\$1,287.00	\$0.00
Total All Check Registers					\$283,698.83	\$0.00

ATTACHMENT 4

Accounts Payable Check Register - February 2019

3/06/2019

Ventura Port District
Wells Fargo Enterprise Account

Check	Date	Payee	Name	Description	Amount	Voided Amount
49513	02/08/19	1060	AFLAC	Salary reduction benefit	1,512.98	
49514	02/08/19	1440	Beacon Marine Chandlery Inc.	Repairs - Doors, launch ramp	60.54	
49515	02/08/19	1676	Carquest Auto Parts	Maintenance vehicles - Seat cover replacements	732.82	
49516	02/08/19	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
49517	02/08/19	1892	Chemsearch	Portable sewer drain camera	782.96	
49518	02/08/19	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	561.66	
49519	02/08/19	2097	Custom Awards & Engraving	Event production	16.00	
49520	02/08/19	2202	Dave's	Patrol boat fuel	3,001.95	
49521	02/08/19	2331	Dial Security Inc.	Village security coverage	1,200.00	
49522	02/08/19	2448	Downtown Ventura Partners	Marketing - advertising	400.00	
49523	02/08/19	2537	Dunn Edwards	Paint supplies	17.10	
49524	02/08/19	2658	Eishun Fukui	Marketing Village entertainment	200.00	
49525	02/08/19	2751	Empire Cleaning Supply	Janitorial supplies	1,318.70	
49526	02/08/19	2935	Farmer Bros. Co	Coffee supplies	295.78	
49527	02/08/19	2980	Fausset Printing, LLC	Marketing event production-cards	116.00	
49528	02/08/19	2986	Ferguson Enterprises Inc.	Janitorial water heater for restroom & Harbor Cove repair parts	634.82	
49529	02/08/19	3050	All That's Fit to Print	Marketing - ad production	1,187.50	
49530	02/08/19	3415	Gloria Adkins	Liebert Cassidy Whitmore conference-mileage reimbursement	216.92	
49531	02/08/19	3490	Grainger Inc.	TI heater @1591 #201, replace heating, A/c @ 1449	2,388.85	
49532	02/08/19	4247	Jani-King of CA Inc.	Janitorial service in Village, Port District headquarters	5,263.94	
49533	02/08/19	4293	Jennifer Talt-Lundin	Petty cash - Chowder Taste harbor event	200.00	
49534	02/08/19	4295	Jensen Design & Survey Inc.	Pavement repair project	60.00	
49535	02/08/19	4852	Lagerlof Senecal Gosney	Legal services	25,648.50	
49536	02/08/19	5050	MailFinance	VPD Office postage machine rental - quarterly	401.23	
49537	02/08/19	5210	McCormix Corp.	Maintenance vehicle fuel	419.31	
49538	02/08/19	5231	Mendez Roofing Inc.	Repairs @ 1591 Spinnaker Dr.	300.00	
49539	02/08/19	5298	Michael J. Smith	Marketing Village entertainment	300.00	
49540	02/08/19	5625	ReadyRefresh	Bottled water service	22.62	
49541	02/08/19	5632	MJP Technologies, Inc.	IT services for SPAM filtering	110.00	
49542	02/08/19	6178	PERS Long Term Care Program	Salary reduction benefit-Patrol	224.37	

ATTACHMENT 4

Check	Date	Payee	Name	Description	Amount	Voided Amount
49543	02/08/19	6201	Pamela Griffin	Wellness program instructor	80.00	
49544	02/08/19	7029	Robert Weinerth	Reimbursement for work related equipments as per MOU	204.73	
49545	02/08/19	7031	Roger Thomsen	MOU allowance - Rain boots, protective wear	108.91	
49546	02/08/19	7245	Santa Barbara Family Life	Marketing - advertising	648.00	
49547	02/08/19	7294	Service-Pro Fire Protection	Annual extinguisher testing-Patrol boats & Port office	1,195.19	
49548	02/08/19	7410	Smith Pipe & Supply Inc.	Village landscaping	94.53	
49549	02/08/19	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,311.11	
49550	02/08/19	7581	Steve Stafford	Marketing Village entertainment	300.00	
49551	02/08/19	7768	ThyssenKrupp Elevator Corp	Quarterly elevator and stair lift service	4,932.91	
49552	02/08/19	7818	TOTALFUNDS	Postage	500.00	
49553	02/08/19	7955	Travel and Tourism Marketing Assoc.	Annual membership	395.00	
49554	02/08/19	8235	Ventura Chamber Of Commerce	Annual membership	180.00	
49555	02/08/19	8251	Ventura Water	Utilities	297.04	
49556	02/08/19	8267	Ventura Harbor Marina & Yacht	Routine patrol boat bottom inspections/cleaning	144.45	
49557	02/08/19	8453	Virtual Pacific Networks	IT services	6,079.73	
49558	02/08/19	8501	Warren Distributing Inc.	Patrol boat maintenance supplies	123.42	
49559	02/08/19	8715	Zep Sales & Service	Village and Port District shop stock	582.40	
49560	02/08/19	16143	Braitman & Associates	VSE consulting services	1,100.00	
49561	02/08/19	17700	Cal Termite & Pest Control	Village pest control	600.00	
49562	02/08/19	20200	CoStar Realty Information, Inc	Leasing marketing data software	995.60	
49563	02/08/19	25351	Dudek	VSE Aquaculture	135.82	
49564	02/08/19	26045	Eaton Corporation	Replacement dock electrical pedestal	6,165.57	
49565	02/08/19	26530	eDigitalDeals Inc	Additional camera licenses	267.00	
49566	02/08/19	42471	JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	1,577.75	
49567	02/08/19	43451	Jim McKeown Inc.	Design concept for Carousel building	3,120.00	
49568	02/08/19	50071	LoopNet	Internet leasing advertising	369.95	
49569	02/08/19	51891	Matthew Relis	Marketing Village entertainment	300.00	
49570	02/08/19	52351	Meredith Corporation	Marketing - advertising	1,500.00	
49571	02/08/19	54455	Mr. Painting, Inc.	Dry rot repairs & painting- Village 1591, 1567,1559	11,170.00	
49572	02/08/19	61991	P & R Paper Supply Co.	Janitorial supplies	772.32	
49573	02/08/19	70075	Ricoh USA, Inc.	Copier page charges: Admin/Marketing	226.28	
49574	02/08/19	70281	Ring Central Inc	Phone service	1,007.01	
49575	02/08/19	82230	Vanise Terry	Marketing Village entertainment	400.00	
49576	02/08/19	84570	Vision Service Plan-(CA)	Employee vision plan - February	760.49	

ATTACHMENT 4

Check	Date	Payee	Name	Description	Amount	Voided Amount
49577	02/08/19	84705	Vortex Industries, Inc	Repair VPD maintenance bay door	535.96	
49578	02/08/19	85219	West Marine Pro	Patrol boat maintenance supplies	86.81	
49579	02/13/19	4852	Lagerlof Senecal Gosney	Legal services	25,531.00	
49580	02/13/19	7346	Shell Fleet Plus	Patrol vehicle fuel	596.84	
49581	02/13/19	11465	Alliance Fleet, LLC	Patrol - new composite service truck body for new Patrol vehicle	12,540.43	
49582	02/13/19	PM OneTime	Harbor Marine Fuel	Refund of prepaid percent rent for calendar year 2018	5,920.18	
49583	02/20/19	8251	Ventura Water ** Voided **	Check stub used to list invoices		0.00
49584	02/20/19	8251	Ventura Water	Utilities	26,301.41	
49585	02/20/19	20175	Complete Paperless Solutions ** Voided **	services not rendered		400.00
49586	02/22/19	1036	Accurate First Aid Services	Replenish first aid stations	235.31	
49587	02/22/19	1440	Beacon Marine Chandlery Inc.	Parts - Boat B17	48.32	
49588	02/22/19	1676	Carquest Auto Parts	Port District shop stock	195.71	
49589	02/22/19	1725	C E D (California Electrical Distributors)	- Village staircase lights, fiber optic cable, & shop stock	3,442.35	
49590	02/22/19	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	572.18	
49591	02/22/19	2004	Coastal Pipco	Landscape supplies	74.93	
49592	02/22/19	2099	Custom Embroidery	Port District replacement logos	210.95	
49593	02/22/19	2174	Dan Harding	Marketing - advertising	50.00	
49594	02/22/19	2288	Dept. Of Weights & Measure	Registration permit for elevator @ 1567 Spinnaker Dr.	710.80	
49595	02/22/19	2331	Dial Security Inc.	Courtesy Patrol/security coverage	800.00	
49596	02/22/19	2537	Dunn Edwards	Paint supplies	44.11	
49597	02/22/19	2604	E.J. Harrison & Sons Inc.	Trash service	7,938.03	
49598	02/22/19	2980	Fausset Printing, LLC	Marketing event production-cards	462.00	
49599	02/22/19	2986	Ferguson Enterprises Inc.	Water heater for office tenant suite in Village	310.59	
49600	02/22/19	3155	Franchise Tax Board	Employee payroll deduction	150.00	
49601	02/22/19	3490	Grainger Inc.	Port District pole lights, & misc. repair parts	795.05	
49602	02/22/19	3491	The Greek Mediterranean Steak	VIP Reception - Tall Ships	50.00	
49603	02/22/19	3492	Green Thumb International	Landscape machinery, Village planters	867.63	
49604	02/22/19	4293	Jennifer Talt-Lundin	Petty cash - Chowder Taste harbor event	200.00	
49605	02/22/19	4742	Kratos Construction	TI office rewire-Rated Sports & run fiber cabling throughout building	9,970.00	
49606	02/22/19	4956	Lisa Kelly	New tenant name mural - Anja's	35.00	
49607	02/22/19	5213	McMaster-Carr	Misc. boat parts & shop stock	184.82	
49608	02/22/19	5231	Mendez Roofing Inc.	Replace roof access door @ 1691 Spinnaker Dr.	550.00	
49609	02/22/19	5505	Muzicraft Inc.	Ambient music in Village	329.50	
49610	02/22/19	5744	Noble Consultants Inc.	Fish pier repair engineering & oversight	234.00	

ATTACHMENT 4

Check	Date	Payee	Name	Description	Amount	Voided Amount
49611	02/22/19	6178	PERS Long Term Care Program	Salary reduction benefit	224.37	
49612	02/22/19	6409	Plauche & Carr	VSE Aquaculture	180.00	
49613	02/22/19	6470	LegalShield	Salary reduction benefit	124.55	
49614	02/22/19	7000	Richard Parsons	Dredging/project management services	10,294.77	
49615	02/22/19	7031	Roger Thomsen	Courtesy patrol - night patrol headlight	251.25	
49616	02/22/19	7296	Searle Creative Group	Marketing - social media web site design	1,005.75	
49617	02/22/19	8241	Ventura County Star	Marketing - advertising	2,360.00	
49618	02/22/19	8244	Ventura Harbor Storage	Fisherman's gear storage	6,296.40	
49619	02/22/19	8530	White Nelson Diehl Evans LLP	Third progress payment on FY18 financial audit service	1,800.00	
49620	02/22/19	8531	Whisenhunt Communication	Public relations services	2,100.00	
49621	02/22/19	10041	Murrieta Electric, Inc.	Ceiling light repair @ 1559 Spinnaker Dr.	390.00	
49622	02/22/19	14221	Batteries Plus - Ventura	Battery backup-Port District office	30.12	
49623	02/22/19	23351	Diamond A Equipment	Walker mower parts	175.78	
49624	02/22/19	25351	Dudek	VSE Aquaculture	272.87	
49625	02/22/19	31350	Foothill Communications, LLC	Patrol truck radios	10,955.01	
49626	02/22/19	42419	Jack Peck	Marketing Village entertainment	300.00	
49627	02/22/19	42605	Jaycie Lafrican	Marketing Village entertainment	50.00	
49628	02/22/19	54455	Mr. Painting, Inc.	Village staircases and office suite	13,850.00	
49629	02/22/19	61991	P & R Paper Supply Co.	Janitorial supplies	693.70	
49630	02/22/19	70075	Ricoh USA, Inc.	Copier lease	741.91	
49631	02/22/19	74343	Sommerville Associates	Marketing public relations services	2,000.00	
49632	02/22/19	74401	Southland Publishing	Marketing - advertising	685.00	
49633	02/22/19	76015	Sunridge Landscape Maint., Inc	Landscape at launch ramp and parcel 19A lot	2,900.00	
49634	02/22/19	82351	Ventura Breeze	Marketing - advertising	625.00	
49635	02/22/19	85219	West Marine Pro	Boat chemicals	72.15	
49636	02/22/19	PM OneTime	Tom Henley	Tenant security deposit refund - Beach Break	1,268.44	
Total Enterprise Account Check Register					\$261,860.74	\$400.00

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
<u>Wells Fargo Grant Fund</u>						
<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1075	02/08/19	25351	Dudek	VSE Aquaculture Grant	1,509.22	
1076	02/22/19	6409	Plauche & Carr	VSE Aquaculture Grant	4,429.84	
1077	02/22/19	25351	Dudek	VSE Aquaculture Grant	3,031.78	
Total Grant Account Check Register					\$8,970.84	\$0.00
<u>Wells Fargo Project Fund</u>						
<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
1005	02/22/19	5744	Noble Consultants Inc.	Dock Rehab Engineering & oversight- C, D, G, H	4,470.40	
Total Dock Project Account Check Register					\$4,470.40	\$0.00
Total All Check Registers					\$275,301.98	\$400.00

ATTACHMENT 4

Accounts Payable Check Register - March 2019

5/11/2019

Ventura Port District
Wells Fargo Enterprise Account

Check	Date	Payee Name	Description	Amount	Voided Amount
49637	03/08/19	1049 Adams Printing & Graphic	Marketing - ad production & flyers	886.25	
49638	03/08/19	1060 AFLAC	Salary reduction benefit	1,512.98	
49639	03/08/19	1212 Anderson Custom Boats	Composite body for new Ford Patrol truck	1,786.60	
49640	03/08/19	1213 Andria's Seafood	Marketing - event production-Chowder Fest tickets	400.00	
49641	03/08/19	1259 Applied Environmental Inc.	Environmental emission testing required by APCD permit for dredging	1,695.00	
49642	03/08/19	1326 Ayalas Backflow Services	Village and District annual backflow testing	1,755.00	
49643	03/08/19	1377 B & R Tool Supply Co.	Port District stock, locks	881.84	
49644	03/08/19	1440 Beacon Marine Chandlery Inc.	Maint material for dock	71.76	
49645	03/08/19	1625 Byrd Locksmithing Inc.	Install lock @ 1591 Spinnaker Dr. - Le Petit	210.00	
49646	03/08/19	1679 Carpi & Clay	Washington lobbyist	5,000.00	
49647	03/08/19	1725 C E D (California Electrical Distributors)	- Lighting for Treasure Cove	508.99	
49648	03/08/19	1755 California Electrical Supply	Fiber optics for suite 1591 Spinnaker Dr., # 201	135.13	
49649	03/08/19	1915 Cintas Corp #684	Uniform rental/cleaning, door mats, rags	611.57	
49650	03/08/19	1925 City Of S. Buenaventura	Village painting/awning project review fees	5,966.72	
49651	03/08/19	2174 Dan Harding	Marketing - advertising	20.00	
49652	03/08/19	2202 Dave's	Patrol boat fuel	1,285.81	
49653	03/08/19	2331 Dial Security Inc	Courtesy Patrol - security coverage	1,412.00	
49654	03/08/19	2604 E.J. Harrison & Sons Inc.	Trash service	473.57	
49655	03/08/19	2751 Empire Cleaning Supply	Janitorial supplies	721.79	
49656	03/08/19	2935 Farmer Bros. Co.	Coffee supplies	296.88	
49657	03/08/19	2936 Fast Signs	Marketing - banners - Mermaid month	195.57	
49658	03/08/19	2986 Ferguson Enterprises Inc.	Exterior restroom parts, copper tubing @ 1591 Spinnaker Dr., # 201	829.37	
49659	03/08/19	3155 Franchise Tax Board	Employee payroll deduction	150.00	
49660	03/08/19	3490 Grainger Inc.	Door closure, Flush valve @ 1591 Spinnaker Drive	1,244.01	
49661	03/08/19	3491 The Greek Mediterranean Steak	Marketing - event production-Chowder Fest tickets	400.00	
49662	03/08/19	3752 HLI Systems	Internet/Email services	150.00	
49663	03/08/19	4057 Health & Human Resource Center	Employee Assistance Program (EAP)	187.56	
49664	03/08/19	4247 Jani-King of CA Inc.	Janitorial service in Village, Port District headquarters	5,263.94	
49665	03/08/19	4293 Jennifer Talt-Lundin	Central Coast Tourism Conference - mileage reimbursement	660.62	
49666	03/08/19	5190 Matilija Water	Reverse osmosis water system	45.00	
49667	03/08/19	5213 McMaster-Carr	Fireboat pump parts, Port District shop tools	222.27	
49668	03/08/19	5625 ReadyRefresh	Bottled water service	148.35	

ATTACHMENT 4

Check	Date	Payee Name	Description	Amount	Amount
49669	03/08/19	5632 MJP Technologies, Inc	IT services for SPAM filtering	110.00	
49670	03/08/19	6178 PERS Long Term Care Program	Salary reduction benefit-Patrol	224.37	
49671	03/08/19	6201 Pamela Griffin	Wellness program instructor	100.00	
49672	03/08/19	6361 Pitney Bowes	Postage meter lease/Village office	154.25	
49673	03/08/19	6865 Rasmussen & Associates Inc	Village roof project	152.50	
49674	03/08/19	7029 Robert Weinert	Reimbursement for uniform shoe supports	27.02	
49675	03/08/19	7294 Service-Pro Fire Protection	Annual fire riser inspections and repairs	1,140.50	
49676	03/08/19	7410 Smith Pipe & Supply Inc.	Village landscaping	473.32	
49677	03/08/19	7434 Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
49678	03/08/19	7434 Southern Calif. Edison	Utilities	11,812.72	
49679	03/08/19	7572 Standard Insurance Company	Group Term Life/Long-term Disability	3,464.52	
49680	03/08/19	7581 Steve Stafford	Marketing Village entertainment	300.00	
49681	03/08/19	7768 ThyssenKrupp Elevator Corp	Village elevator repairs	1,190.06	
49682	03/08/19	7777 The Signal	Marketing - advertising	625.00	
49683	03/08/19	8233 Venco Power Sweeping, Inc.	Monthly Village parking lot & fish pier sweeping	545.38	
49684	03/08/19	8239 Ventura County Reporter	Marketing - advertising	745.00	
49685	03/08/19	8251 Ventura Water	Utilities	309.84	
49686	03/08/19	8266 Ventura Harbor Marine Fuel	Routine maintenance - Patrol Boat 19	18.05	
49687	03/08/19	8267 Ventura Harbor Marina & Yacht	Routine maintenance - Patrol fireboat	144.45	
49688	03/08/19	8552 Village Carousel	Reimbursement for water damage	506.09	
49689	03/08/19	13831 Baja Bay Surf and Taco	Marketing - event production-Chowder Fest tickets	400.00	
49690	03/08/19	13950 Bartel Associates, LLC	CalPERS projected liability review	5,565.00	
49691	03/08/19	15732 Boatyard Pub	Marketing - event production-Chowder Fest tickets	400.00	
49692	03/08/19	16231 Brophy Brothers	Marketing - event production-Chowder Fest tickets	400.00	
49693	03/08/19	19252 City of Ventura	Trash service	100.00	
49694	03/08/19	20200 CoStar Realty Information, Inc	Leasing marketing data software	995.60	
49695	03/08/19	22900 Destination Creative Group LLC	Marketing - advertising	4,252.00	
49696	03/08/19	26531 eDistsecurity	Electronic card reader stock	378.03	
49697	03/08/19	26591 805 Bar & Grilled Cheese	Marketing - event production-Chowder Fest tickets	300.00	
49698	03/08/19	42471 JaniTek Cleaning Solutions	Janitorial service/supplies-National Park Service Offices	1,693.09	
49699	03/08/19	42919 Jessica Howard	Marketing Village entertainment	75.00	
49700	03/08/19	43900 John Garnett	Marketing Village entertainment	300.00	
49701	03/08/19	48305 L.A. Parent	Marketing - advertising	2,155.00	
49702	03/08/19	48542 Le Petit Cafe and Bakery	Marketing - event production-Chowder Fest tickets	300.00	
49703	03/08/19	50071 LoopNet	Internet leasing advertising	369.95	
49704	03/08/19	50075 LA Unified School District	Port District bilingual testing	770.00	
49705	03/08/19	51458 Macaroni Kid	Marketing - advertising	300.00	

ATTACHMENT 4

Check	Date	Payee Name	Description	Amount	Amount
49706	03/08/19	54455 Mr. Painting, Inc.	Village receptacle, gas lines & meters, doors, shower room	13,200.00	
49707	03/08/19	61991 P & R Paper Supply Co.	Janitorial supplies	895.80	
49708	03/08/19	70075 Ricoh USA, Inc.	Copier page charges: Admin/Marketing	259.67	
49709	03/08/19	70281 Ring Central Inc.	Phone service	1,007.01	
49710	03/08/19	74343 Sommerville Associates	Marketing public relations services	2,000.00	
49711	03/08/19	76014 Sun Life Financial	Dental insurance premiums	1,454.71	
49712	03/08/19	76018 SupplyWorks	Replace commercial grade door closer at 1591 Spinnaker Dr.	387.96	
49713	03/08/19	76705 Swift Chip, Inc	IT services - February and March	18,900.00	
49714	03/08/19	82201 Valley Scene Magazine	Marketing - advertising	630.00	
49715	03/08/19	82471 Ventura Rental Party Center	Tall Ships - VIP reception	566.80	
49716	03/08/19	84570 Vision Service Plan-(CA)	Employee vision plan - March	760.49	
49717	03/08/19	85219 West Marine Pro	Boat parts -B1, shop tool	186.97	
49718	03/08/19	85261 West Coast Air Conditioning	Village/Port District HVAC preventative maintenance	620.00	
49719	03/08/19	5016 Lowes ** Voided **	Printer jam	515.67	
49720	03/08/19	5016 Lowe's	Port District shop tools, stock, Ceiling tile @ 1591 Spinnaker Dr., # 201	515.67	
49721	03/18/19	** Voided **	Voided to authorize ACH deposit	0.00	
49722	03/20/19	1385 Ford of Ventura	New Patrol truck - F250 super cab	37,224.10	
49723	03/20/19	4852 Lagerlof Senecal Gosney	Legal services	24,706.75	
49724	03/20/19	54455 Mr. Painting, Inc.	Repair/waterproof Village decks, vacant suite, entry monument	22,740.00	
49725	03/22/19	1326 Ayalas Backflow Services	Village and District annual backflow testing-repairs	874.25	
49726	03/22/19	1725 C E D (California Electrical Distributors)	Port District shop stock, TI - 1575 Spinnaker Dr., # 108	1,044.51	
49727	03/22/19	1755 California Electrical Supply	Fiber upgrade for 1575 Spinnaker Dr., # 108	102.09	
49728	03/22/19	1915 Cintas Corp #684	Uniform rental/cleaning, door mats, rags	632.56	
49729	03/22/19	2029 Cover 2 Cover Music Inc.	Marketing Village entertainment	320.00	
49730	03/22/19	2093 Cumulus Broadcasting Inc.	Marketing - advertising	2,420.00	
49731	03/22/19	2202 Dave's	Patrol boat fuel	640.40	
49732	03/22/19	2331 Dial Security Inc	Courtesy Patrol - security coverage	800.00	
49733	03/22/19	2448 Downtown Ventura Partners	Marketing - advertising	400.00	
49734	03/22/19	2537 Dunn Edwards	Paint supplies	44.11	
49735	03/22/19	2604 E.J. Harrison & Sons Inc.	Trash service	673.94	
49736	03/22/19	2751 Empire Cleaning Supply	Janitorial supplies	926.96	
49737	03/22/19	2980 Fausset Printing, LLC	Marketing - event production - brochures	514.00	
49738	03/22/19	3050 All That's Fit to Print	Marketing - ad production	2,198.33	
49739	03/22/19	3457 Gov't Finance Officers Assoc.	Annual subscription renewal	50.00	
49740	03/22/19	3490 Grainger Inc.	Village window accessories	83.85	
49741	03/22/19	3492 Green Thumb International	Landscaping repairs	38.00	
49742	03/22/19	3592 Hansen's Plumbing, Inc.	Main line clog @ 1691 Spinnaker Dr.	510.00	

ATTACHMENT 4

Check	Date	Payee Name	Description	Amount	Amount
49743	03/22/19	4293 Jennifer Talt-Lundin	Tall Ships - VIP reception		94.03
49744	03/22/19	4742 Kratos Construction	TI office rewire-old Casa de Ragalos; installed outdoor lighting & cameras		13,185.00
49745	03/22/19	4897 PORAC Legal Defense Fund	Patrol-salary reduction benefit		168.00
49746	03/22/19	5190 Matilija Water	Reverse osmosis water system		45.00
49747	03/22/19	5210 McCormix Corp.	Maintenance vehicle fuel		368.07
49748	03/22/19	5213 McMaster-Carr	Misc. patrol boat parts		45.48
49749	03/22/19	5231 Mendez Roofing Inc.	Roof repairs at 1575 Spinnaker Dr.		300.00
49750	03/22/19	5505 Muzicraft Inc.	Ambient music in Village		329.50
49751	03/22/19	5632 MJP Technologies, Inc	IT services for SPAM filtering - repairs		190.00
49752	03/22/19	6178 PERS Long Term Care Program	Salary reduction benefit-Patrol		224.37
49753	03/22/19	6195 Pacific Parking Systems ** Voided **	Wrong vendor entered		323.67
49754	03/22/19	6201 Pamela Griffin	Wellness program instructor		120.00
49755	03/22/19	6283 Petty Cash Fund - Concrete lids for telephone/electrical boxes; rolled coin fees, parking reimbursements			604.86
49756	03/22/19	6284 Peace Officers Research Assoc.	Salary reduction benefit-Patrol		138.00
49757	03/22/19	6409 Plauche & Carr	VSE Aquaculture		1,440.00
49758	03/22/19	6470 LegalShield	Salary reduction benefit		124.55
49759	03/22/19	7000 Richard Parsons	Dredging/project management services		10,294.77
49760	03/22/19	7294 Service-Pro Fire Protection	Village quarterly sprinkler inspection & replace bell elevator		1,531.94
49761	03/22/19	7346 Shell Fleet Plus	Patrol vehicle fuel		383.49
49762	03/22/19	7410 Smith Pipe & Supply Inc.	Village landscaping		85.06
49763	03/22/19	7434 Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
49764	03/22/19	7434 Southern Calif. Edison	Utilities		9,329.65
49765	03/22/19	7762 The Home Depot	Operating suplies and replacement toilet		428.75
49766	03/22/19	8232 Ventura County APCD (Air Pollution Control District) - Annual dredging permit			18,677.17
49767	03/22/19	8233 Venco Power Sweeping, Inc.	Monthly Village parking lot		415.38
49768	03/22/19	8239 Ventura County Reporter	Marketing - advertising		325.00
49769	03/22/19	8241 Ventura County Star	Marketing - advertising		5,400.42
49770	03/22/19	8244 Ventura Harbor Storage	Fisherman's gear storage		6,296.40
49771	03/22/19	8250 Ventura Visitors & Convention	Marketing - advertising		375.00
49772	03/22/19	8501 Warren Distributing Inc.	Patrol boat maintenance supplies		354.33
49773	03/22/19	8530 White Nelson Diehl Evans LLP	Fourth progress payment on FY18 financial audit service		7,200.00
49774	03/22/19	8531 Whisenhunt Communication	Public relations services		2,350.00
49775	03/22/19	8542 William P. Hummer	Reimburse - Sacramento boating conference expenses		510.97
49776	03/22/19	11560 Alternative Resolution	Mediation hearing		2,475.00
49777	03/22/19	14221 Batteries Plus - Ventura	Battery backup - shop computer		60.23
49778	03/22/19	20015 Coastal Architects	Village painting		11,780.00
49779	03/22/19	20711 Cruz Bay Publishing Inc.	Marketing - advertising		2,395.00

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
49780	03/22/19	36079 Harold Lloyd Wyckoff	Marketing Village entertainment	300.00	
49781	03/22/19	42919 Jessica Howard	Marketing Village entertainment	175.00	
49782	03/22/19	44132 Joseph M. Ramieri	Marketing Village entertainment	300.00	
49783	03/22/19	61991 P & R Paper Supply Co.	Janitorial supplies	866.67	
49784	03/22/19	68551 Randalls Art	Marketing - event production	250.00	
49785	03/22/19	70075 Ricoh USA, Inc.	Copier lease	741.91	
49786	03/22/19	73425 Sherroes Entertainment	Marketing Village entertainment	350.00	
49787	03/22/19	74343 Sommerville Associates	Marketing public relations services	2,000.00	
49788	03/22/19	74401 Southland Publishing	Marketing - advertising	450.00	
49789	03/22/19	76012 Sunbelt Rentals, Inc.	Sand dozer rental	1,350.65	
49790	03/22/19	85123 WEX Bank	Patrol vehicle fuel	321.03	
49791	03/22/19	85219 West Marine Pro	Vehicle charging panel - M55	57.09	
49792	03/22/19	85261 West Coast Air Conditioning	Port District HVAC repairs	328.00	
49793	03/22/19	1725 C E D (California Electrical Distributors)	- Lighting @ 1591 Spinnaker Dr.	52.58	
49794	03/22/19	2986 Ferguson Enterprises Inc.	Parts for restroom	288.94	
49795	03/22/19	3155 Franchise Tax Board	Employee payroll deduction	150.00	
49796	03/22/19	6195 Pacific Parking Systems	Paid parking display and pay meter thermal paper	271.09	
Total Enterprise Account Check Register				\$320,552.63	\$839.34

Wells Fargo Grant Fund

<u>Check</u>	<u>Date</u>	<u>Payee Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>	<u>Voided Amount</u>
1078	03/22/19	6409 Plauche & Carr	VSE Aquaculture Grant	2,980.61	0.00	
Total Grant Account Check Register				\$2,980.61	\$0.00	

Wells Fargo Project Fund

<u>Check</u>	<u>Date</u>	<u>Payee Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>	<u>Voided Amount</u>
1006	03/22/19	2100 CyberCopy Inc.	Dock Rehab - C, D,G,H - plan copies	517.97		
1007	03/22/19	5744 Noble Consultants Inc.	Dock Rehab Engineering & oversight- C, D,G,H	11,992.13		
Total Dock Project Account Check Register				\$12,510.10	\$0.00	

Total All Check Registers \$336,043.34 \$839.34

ATTACHMENT 5

Ventura Port District Chase Business Credit Card Charges January 2019

Chase Credit Card holders

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

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Peña	No Activity			Total General Manager's Expenses	-
Brian Pendleton	01/11/19	Hyatt Regency Newport Beach	Conference	CMANC Winter Meeting hotel	503.85
Brian Pendleton	01/22/19	Alaska Air 0272116850486	Conference	Airfare for CMANC Washington DC	468.60
Brian Pendleton	01/31/19	TST* 800 Degrees Pizzeria	Conference	USACE Debrief lunch	17.74
Brian Pendleton	01/31/19	Metrolink Cml #0112	Conference	USACE Debrief transport to LA	23.00
				Total Deputy General Manager's Expenses	1,013.19
Jessica Rauch	01/16/19	SQ *Brio Café	Business meal	1/16/19 Closed session Board meeting dinner	115.07
Jessica Rauch	01/11/19	Log Me In*Golomeeting	Communications	Port District teleconference charge	49.00
Jessica Rauch	01/09/19	Connect Conferences	Conference	Robin Baer - Connect Conference registration	175.00
Jessica Rauch	01/17/19	ACT*California Marine	Conference	CMANC Washington DC meeting Registration	990.00
Jessica Rauch	01/17/19	Washington Court Hotel	Conference	Pendleton CMANC Washington DC Hotel	1,701.47
Jessica Rauch	01/17/19	ACT*California Marine	Conference	CMANC Washington DC Meeting Reg	495.00
Jessica Rauch	01/26/19	Marriott Desert Spring	Conference	Adkins- LCW Conference	606.20
Jessica Rauch	01/18/19	Ventura RecorderCTR*V	Legal Recording	Re-roofing Phase II NOC recording	100.25
Jessica Rauch	01/18/19	Ventura Recorder*Service Fee	Legal Recording	Harbor Cove Waterline NOC recording	2.50
Jessica Rauch	01/18/19	Ventura RecorderCTR*V	Legal Recording	Harbor Cove Waterline NOC recording	97.75
Jessica Rauch	01/16/19	California Society of Municipal Finance Officers	Membership	Annual membership	110.00
Jessica Rauch	01/11/19	Office Depot #931	Office supplies	Office supplies	14.85

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jessica Rauch	01/17/19	Aatrix Software	Professional services	Fee to electronically file payroll W-2's for 2018	30.25
Jessica Rauch	01/17/19	Aatrix Software	Professional services	Fee to electronically file vendor 1099's for 2018	63.25
Jessica Rauch	01/23/19	Liebert Cassidy Whitmore LLC	Training	Hot Topics in Negotiations webinar	75.00
				Total Administrative Assistant's Expenses	4,625.59
Robin Baer	01/22/19	Pelican Hill Resort	Conference	Lunch at conference	29.86
Robin Baer	01/17/19	Dropbox *6JM3D54F2ZWX	Subscriptions	Annual subscription	1,200.00
				Total Property Manager's Expenses	1,229.86
Joe Gonzalez	01/01/19	PODS #103	Operating supplies	1567 Treasure Cove POD/electrical upgrade	298.77
Joe Gonzalez	01/11/19	Allcable Inc.	Operating supplies	Fiber optic upgrades cabling/materials	599.09
Joe Gonzalez	01/24/19	Landscape Lighting World	Operating supplies	1559 Sector low voltage lighting	242.94
Joe Gonzalez	01/25/19	School Outfitters	Operating supplies	Two VHV bike racks	1,416.07
Joe Gonzalez	01/27/19	Amazon Marketplace US*MB2RS3SR0	Security camera	1559 Surveillance cameras for the VHV	297.00
Joe Gonzalez	01/30/19	Amazon Marketplace US*MB4ML4930	Security camera	1559 Parking lot surveillance camera	278.98
Joe Gonzalez	01/30/19	Amazon Marketplace US*MB4VV1B12	Security camera	1567 Surveillance cameras for the VHV	88.00
Joe Gonzalez	01/19/19	Manager Plus	Training conference	Maintenance Supervisor seminar training	1,800.00
				Total Facilities Manager's Expenses	5,020.85
Jennifer Talt-Lundin	01/31/19	Paypal *All That's Fit	Ad Production	Tall ship rack cards	249.66
Jennifer Talt-Lundin	01/23/19	The Greek at the Harbor	Business meal	Tenant meeting	51.10
Jennifer Talt-Lundin	01/23/19	SQ *Tyler's Donuts	Business meal	Tenant meeting	24.50
Jennifer Talt-Lundin	01/25/19	Embassy Suites San Luis Obispo	Conference	Central Coast board meeting	22.00
Jennifer Talt-Lundin	01/09/19	Torrid	Conference	Trade show shirts for Ventura County Coast booth	112.59
Jennifer Talt-Lundin	01/19/19	Lou & Mickey's	Conference	Travel & adventure show meal	23.47
Jennifer Talt-Lundin	01/19/19	Ace Parking 1150	Conference	Travel & adventure show park	20.00
Jennifer Talt-Lundin	01/20/19	Starbucks Store #22636	Conference	Travel & adventure show	7.00
Jennifer Talt-Lundin	01/20/19	Bahia Hotel	Conference	Travel & adventure Show-San Diego lodging	466.74
Jennifer Talt-Lundin	01/20/19	The Tin Fish	Conference	Travel & adventure show meal	15.03
Jennifer Talt-Lundin	01/20/19	Ace Parking 1150	Conference	Travel & adventure show parking	20.00
Jennifer Talt-Lundin	01/26/19	Eb Los Angeles Tour	Conference	Travel & tourism meeting & presentaion	165.00
Jennifer Talt-Lundin	01/31/19	City National Plaza	Conference	Parking for travel & tourism meeting	8.00
Jennifer Talt-Lundin	01/17/19	Sprout Social Inc.	E-Advertising	Social media analytics	99.00
Jennifer Talt-Lundin	01/21/19	MailChimp Monthly	E-Advertising	Enewsletter	75.00
Jennifer Talt-Lundin	01/28/19	Brophy Bros Restaurant	E-Advertising	Social media contest	50.00

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Talt-Lundin	01/31/19	Facebook WLO75M2SY2	E-Advertising	Social media boosts	74.16
Jennifer Talt-Lundin	01/06/19	Target 00010272	Event production	Selfie board décor	3.22
Jennifer Talt-Lundin	01/28/19	805 Bar Grill Cheese	Event production	Live entertainment	75.00
Jennifer Talt-Lundin	01/29/19	Coffee Dock & Post	Event production	Ceviche taste organizers	16.60
Jennifer Talt-Lundin	01/29/19	Target 00002980	Event production	Photo props	11.80
Jennifer Talt-Lundin	01/30/19	Lowes #01734*	Event production	Tarps to cover marketing booth	73.23
Jennifer Talt-Lundin	01/31/19	Oriental Trading Company	Event production	Tall ship scavenger hunt prizes	62.99
Jennifer Talt-Lundin	01/31/19	Amazon Marketplace US*MB5YZ7U31	Event production	Tall ship sailor kits	68.68
Jennifer Talt-Lundin	01/31/19	Amazon marketplace US*MB68419L0	Event production	Tall ship sailor kits	5.13
Jennifer Talt-Lundin	01/15/19	California Travel Association	Membership	Annual membership	699.00
Total Marketing Manager's Expenses					2,498.90
Dave Werneburg	01/24/19	Fry's Electronics #44	Computer supplies	Replacement server power supply	224.11
Dave Werneburg	01/10/19	Office Depot #931	Office supplies	Office supplies for Courtesy Patrol	104.41
Dave Werneburg	01/11/19	Office Depot #5125	Office supplies	Courtesy Patrol office chair #2	215.49
Dave Werneburg	01/15/19	Office Depot #5125	Office supplies	Courtesy Patrol office chair #1	107.74
Dave Werneburg	01/18/19	Office Depot #931	Office supplies	Office supplies for Courtesy Patrol	49.86
Dave Werneburg	01/25/19	Staples 00101576	Office supplies	Office supplies for Marketing	19.38
Dave Werneburg	02/01/19	Office Depot #931	Office supplies	Storage boxes	27.99
Dave Werneburg	02/02/19	Amazon Marketplace US*MB06TORX0	Operating supplies	Replace Courtesy Patrol radio antenna	28.99
Dave Werneburg	01/18/19	Lowes #01734*	Operating supplies	Temp Heater-Fan - 1449	98.55
Total Marina Manager's Expenses					876.52
John Higgins	01/17/19	Liebert Cassidy Whitmore LLC	Conference	Conference registration	575.00
John Higgins	01/26/19	Marriott Desert Spring	Conference	Conference lodging	606.20
John Higgins	01/14/19	DTV*Direct TV Service	Operating supplies	Communication/news TV service *Harbor Patrol	58.99
John Higgins	01/16/19	National Association of S	Operating supplies	Trial membership	26.00
John Higgins	01/20/19	Amazon.com*MB77345S1	Operating supplies	Misc supplies	82.00
John Higgins	01/26/19	Apple * iTunes.Com/Bill	Operating supplies	Patrol #1 phone storage	0.99
John Higgins	01/28/19	Apple * iTunes.Com/Bill	Operating supplies	Patrol #2 phone storage	0.99
John Higgins	01/29/19	Paypal	Operating supplies	Fire/Police radios x 4	1,400.00
John Higgins	01/16/19	CJPIA	Training conference	Leadership Academy Registration	175.00
Total Harbormaster's Expenses					2,925.17
Total Chase Credit Card Expenses					18,190.08

ATTACHMENT 5

Ventura Port District Chase Business Credit Card Charges February 2019

Chase Credit Card holders

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

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Peña	02/05/19	Lazy Dog Restaurant #14	Business meal	Lunch meeting with Commissioner Ashworth	52.02
Oscar Peña	02/19/19	Brophy Bros Restaurant	Business meal	Lunch meeting with Kevin Clerici	64.37
				Total General Manager's Expenses	116.39
Jessica Rauch	02/20/19	Craigs List	Advertising	Custodian job posting	25.00
Jessica Rauch	02/09/19	Log Me In*Gotomeeting	Communications	Port District teleconference charge	49.00
Jessica Rauch	02/06/19	Lucky Thai Cuisine	Business meal	2/6/19 Closed session Board meeting dinner	156.54
Jessica Rauch	02/06/19	Lucky Thai Cuisine	Business meal	2/6/19 Closed session Board meeting dinner	16.85
Jessica Rauch	02/20/19	The Greek at the Harbor	Business meal	2/20/19 Closed session Board meeting dinner	209.73
Jessica Rauch	03/02/19	Paypal *League of Women in Government	Training	3 Training workshops - Rauch	175.00
				Total Administrative Assistant's Expenses	632.12
Robin Baer	02/13/19	Four Seasons Beverly Wilshire	Conference	France Media Conference	494.79
Robin Baer	02/15/19	The Toll Roads Service Center	Conference	France Media Conference	3.43
				Total Property Manager's Expenses	498.22

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Joe Gonzalez	02/11/19	VacMotion	Boat maintenance	Harbor patrol boat 17, 19 20x20 mesh cage (cooling)	39.60
Joe Gonzalez	02/04/19	Verizon Wireless W2145-01	Operating supplies	Facilities Manager, Gonzalez cell phone protector case	53.86
Joe Gonzalez	02/04/19	PODS #103	Operating supplies	Monthly fee for pod utilized 1567 103 TI project	202.87
Joe Gonzalez	02/04/19	Landscape Lighting World	Operating supplies	VHV low voltage lamps for landscaping	269.38
Joe Gonzalez	02/05/19	PODS #103	Operating supplies	Credit for the POD utilized for 1567 103 project	(192.87)
Joe Gonzalez	02/05/19	PODS #103	Operating supplies	POD used for the 1567 suite 103 TI project (picked up)	95.90
Joe Gonzalez	02/01/19	eDigitalDeals.Net	Security camera	Licenses for VHV camera support	267.00
Joe Gonzalez	02/23/19	Amazon Marketplace US*MI6Y76HB1	Security camera	1567 wall mount bracket for VHV surveillance camera	37.32
Joe Gonzalez	02/25/19	Amazon Marketplace US*MI9JP2162	Security camera	1691 wall mount bracket for VHV surveillance camera	18.66
Total Facilities Manager's Expenses					791.72
Jennifer Talt-Lundin	02/05/19	Canva For Work Yearly	Ad production	Design software for marketing	119.40
Jennifer Talt-Lundin	02/27/19	Ventura Chamber of Commerce	Business meal	Connection breakfast	30.00
Jennifer Talt-Lundin	02/11/19	Terranea Resort	Conference	Visit California Outlook	45.00
Jennifer Talt-Lundin	02/12/19	Terranea Resort	Conference	Visit California Outlook	4.65
Jennifer Talt-Lundin	02/12/19	Terranea Resort	Conference	Visit California Outlook	31.38
Jennifer Talt-Lundin	02/12/19	Terranea Resort	Conference	Visit California Outlook	365.48
Jennifer Talt-Lundin	02/15/19	SQ *Santiago's Produce	Conference	Los Angeles Adventure & Travel Show	7.00
Jennifer Talt-Lundin	02/16/19	Athena Parking Lot 103	Conference	Los Angeles Adventure & Travel Show	15.00
Jennifer Talt-Lundin	02/16/19	Orchid Bar and Kitchen	Conference	Los Angeles Adventure & Travel Show	42.00
Jennifer Talt-Lundin	02/16/19	Taste of LA- LA Convention Center2	Conference	Los Angeles Adventure & Travel Show	4.00
Jennifer Talt-Lundin	02/16/19	LA Convention Center	Conference	Los Angeles Adventure & Travel Show	20.00
Jennifer Talt-Lundin	02/16/19	Taste of LA- LA Convention Center2	Conference	Los Angeles Adventure & Travel Show	20.50
Jennifer Talt-Lundin	02/17/19	Lawrys Carvery LA Live	Conference	Los Angeles Adventure & Travel Show	37.23
Jennifer Talt-Lundin	02/17/19	Figueroa Hotel	Conference	Los Angeles Adventure & Travel Show - lodging	287.06
Jennifer Talt-Lundin	02/07/19	TST* Boatyard Pub	E-Advertising	Social media contest	50.00
Jennifer Talt-Lundin	02/17/19	Sprout Social Inc	E-Advertising	Social media analytics	99.00
Jennifer Talt-Lundin	02/21/19	Mailchimp *Monthly	E-Advertising	Enewsletter	75.00
Jennifer Talt-Lundin	02/26/19	Paypal *IP Camera Live	E-Advertising	Web camera	29.00
Jennifer Talt-Lundin	02/28/19	Facebook MVP8AKSSY2	E-Advertising	Boosted posts	69.55

ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Talt-Lundin	02/05/19	Paypal * All That's Fit to Print	Event production	Mermaid promotional magnets	187.40
Jennifer Talt-Lundin	02/08/19	Amazon Marketplace US*MI0J094B0	Event production	VIP tall ship reception	101.73
Jennifer Talt-Lundin	02/08/19	Paypal * All That's Fit to Print	Event production	Tall ship promotional magnets	187.40
Jennifer Talt-Lundin	02/10/19	SP * Top This Chocolate	Event production	VIP tall ship reception	312.00
Jennifer Talt-Lundin	02/14/19	Vons #2431	Event production	VIP tall ship reception	14.00
Jennifer Talt-Lundin	02/21/19	Coffee Dock & Post	Event production	VIP tall ship reception	30.00
Jennifer Talt-Lundin	02/21/19	Smart and Final 915	Event production	Tall ship reception	52.08
Jennifer Talt-Lundin	02/22/19	Target 00002980	Event production	Tall ship sailor kits	38.09
Jennifer Talt-Lundin	02/22/19	Amazon Marketplace US*MI07F2AD2	Event production	Tall ship sailor kits	58.15
Jennifer Talt-Lundin	02/25/19	Target 00002980	Event production	Return event production	(11.85)
Jennifer Talt-Lundin	02/28/19	Coffee Dock & Post	Event production	Tall ship-captain meeting	22.25
Total Marketing Manager's Expenses					2,342.50
Dave Werneburg	02/28/19	Office Depot #931	Office supplies	Miscellaneous office supplies	40.38
Dave Werneburg	02/07/19	Google *The GPS Store	Operating supplies	New Marina VHF Radio	178.99
Dave Werneburg	02/12/19	West Marine #1268	Operating supplies	Replace broken CP VHF Radio	140.06
Total Marina Manager's Expenses					359.43
John Higgins	02/16/19	Amazon Marketplace US*MI41J8PM1	Operating supplies	Uniform pants	43.49
John Higgins	02/11/19	California Peace Officer Assoc.	Membership	Annual membership dues	125.00
John Higgins	02/26/19	2 Checkout Official Site	Computer supplies	Computer software	19.95
John Higgins	02/26/19	Apple * iTunes.Com/Bill	Operating supplies	Patrol #2 phone storage	0.99
John Higgins	02/27/19	Costco	Operating supplies	Exercise equipment gym	861.99
John Higgins	02/27/19	Apple * iTunes.Com/Bill	Operating supplies	Patrol #1 phone storage	0.99
John Higgins	02/09/19	Marina Recreation	Conference	Conference registration-Officer Hummer	179.00
John Higgins	02/15/19	CSULB Parking Machines	Conference	Parking fee - training conference	9.00
John Higgins	02/14/19	DTV*Direct TV Service	Operating supplies	Communication/news TV service *Harbor Patrol	61.99
Total Harbormaster's Expenses					1,302.40
Total Chase Credit Card Expenses					<u>\$ 6,042.78</u>

ATTACHMENT 5

Ventura Port District Chase Business Credit Card Charges March 2019

Chase Credit Card holders

Oscar Peña, General Manager
Brian Pendleton, Deputy General Manager
Jessica Rauch, Administrative Assistant/Clerk
Robin Baer, Property Manager
Joe Gonzalez, Facilities Manager
Jennifer Tait-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>
Oscar Peña	03/20/19	Spring Garden	Business meal	Lunch Meeting w/ legal counsel	37.97
Total General Manager's Expenses					37.97
Brian Pendleton	03/14/19	Ventura Chamber of Commerce	Business meal	State of the City Registration	45.00
Brian Pendleton	03/03/19	Alaska Air 0272120736835	Conference	CMANC Washington DC - Reagan to LAX baggage fee	30.00
Brian Pendleton	03/03/19	Los Angeles Airport	Conference	CMANC Washington DC - lunch	29.59
Brian Pendleton	03/04/19	Taxi Service Washington	Conference	CMANC Washington DC - cab	7.66
Brian Pendleton	03/04/19	Starbucks Store 10439	Conference	CMANC Washington DC - breakfast	7.81
Brian Pendleton	03/04/19	SQ *W. A. Cole Transportation	Conference	CMANC Washington DC - cab	8.74
Brian Pendleton	03/04/19	Uber *Trip	Conference	CMANC Washington DC - Uber	7.23
Brian Pendleton	03/05/19	SQ *Transportation Service	Conference	CMANC Washington DC - cab	14.06
Brian Pendleton	03/05/19	SQ *Grand Cab Company	Conference	CMANC Washington DC - cab	13.52
Brian Pendleton	03/05/19	SQ *UVC Inc.	Conference	CMANC Washington DC - cab	8.24
Brian Pendleton	03/05/19	SQ *DC VIP Cab	Conference	CMANC Washington DC - cab	10.90
Brian Pendleton	03/06/19	Longworth FC 60068087	Conference	CMANC Washington DC - misc	1.60
Brian Pendleton	03/06/19	Dirksen South 11202553	Conference	CMANC Washington DC - lunch	8.10
Brian Pendleton	03/06/19	SQ *UVC Inc.	Conference	CMANC Washington DC - cab	13.33

ATTACHMENT 5

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	03/06/19	SQ *UVC Inc.	Conference	CMANC Washington DC - cab	7.74
Brian Pendleton	03/06/19	Uber *Trip	Conference	CMANC Washington DC - Uber	9.41
Brian Pendleton	03/07/19	Alaska Air 0272121256340	Conference	CMANC Washington DC - LAX to Reagan baggage fee	30.00
Brian Pendleton	03/07/19	The Kitchen T6 LAX	Conference	CMANC Washington DC - lunch	20.56
Brian Pendleton	03/07/19	Starbucks South Pier D	Conference	CMANC Washington DC - breakfast	17.16
Brian Pendleton	03/07/19	Washington Court Hotel	Conference	CMANC Washington DC - two lunches	48.76
Brian Pendleton	03/07/19	SQ *UVC Inc.	Conference	CMANC Washington DC - cab	18.96
Total Deputy General Manager's Expenses					358.37
Jessica Rauch	03/21/19	TST* Boatyard Pub	Business meal	3/20/19 Closed session Board meeting dinner	182.26
Jessica Rauch	03/09/19	Logmein*Go To Meeting	Communications	Port District teleconference charge	49.00
Jessica Rauch	03/05/19	Roadrunner Shuttle & Limo	Conference	Pendleton CMANC Washingt DC LAX transportation home	78.00
Jessica Rauch	03/13/19	International Institute of Municipal Clerks	Membership	Rauch membership for the International Institute of Municipal Clerks	210.00
Jessica Rauch	03/26/19	Office Depot #931	Office supplies	Office supplies	14.85
Jessica Rauch	03/26/19	Custom Awards and Engraving	Operating supplies	Commissioner Gardina photo name plate	23.71
Jessica Rauch	03/26/19	Image Source	Operating supplies	Comissioner Gardina-headshot	73.74
Jessica Rauch	03/13/19	International Institute of Municipal Clerks	Training conference	Rauch admission for the Certified Municipal Clerk Program	125.00
Total Administrative Assistant's Expenses					756.56
Robin Baer	03/18/19	Superior Awning	Building maintenance	Casa de Regalos	300.09
Total Property Manager's Expenses					300.09
Joe Gonzalez	03/08/19	Diversified Lighting Supply	Grounds maintenance	VHV 1575 exterior lighting (lanterns)	1,039.75
Joe Gonzalez	03/08/19	City of Ventura - Building	Operating supplies	City of Ventura Maintenance permit	584.31
Joe Gonzalez	03/11/19	Elation Lighting Inc.	Operating supplies	Marketing bubble machine parts	28.65
Joe Gonzalez	03/19/19	Sears Roebuck 1148	Operating supplies	VPD kitchen's fridge	867.57
Joe Gonzalez	03/19/19	Sears Roebuck 1148	Operating supplies	VPD kitchen's microwave	139.41
Joe Gonzalez	03/07/19	Amazon Marketplace US*MI5K996L2	Security camera	VHV camera mount shop area	18.66
Total Facilities Manager's Expenses					2,678.35

ATTACHMENT 5

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Jennifer Talt-Lundin	03/07/19	SQ *Adams Printing & Graphics	Ad production	Deposit to print Village maps	886.24
Jennifer Talt-Lundin	03/19/19	The Greek at the Harbor	Business meal	Pre-production pirate meeting	66.96
Jennifer Talt-Lundin	03/21/19	The Greek at the Harbor	Business meal	Top parade boaters host	77.97
Jennifer Talt-Lundin	03/04/19	Paypal *IP Camera Live	E-Advertising	Web camera	19.82
Jennifer Talt-Lundin	03/17/19	Sprout Social Inc	E-Advertising	Social media analytics	99.00
Jennifer Talt-Lundin	03/20/19	SMK*Survey Monkey.Com	E-Advertising	Annual fee for tenant surveys	384.00
Jennifer Talt-Lundin	03/21/19	Mailchimp *Monthly	E-Advertising	Enewsletter	75.00
Jennifer Talt-Lundin	03/21/19	Facebook *QM4C4NSKW2	E-Advertising	Social media boosted posts	50.00
Jennifer Talt-Lundin	03/23/19	Facebook *R5GKHL2KW2	E-Advertising	Social media boosted posts	50.00
Jennifer Talt-Lundin	03/31/19	Facebook 4Q28JK6SY2	E-Advertising	Social media boosted posts	70.93
Jennifer Talt-Lundin	03/31/19	Facebook *ASBDM2LKW2	E-Advertising	Social media boosted posts	70.76
Jennifer Talt-Lundin	03/06/19	Homegoods #0814	Event production	Mermaid month	26.93
Jennifer Talt-Lundin	03/07/19	Amazon Marketplace US*MI8904RD0	Event production	Mermaid month	76.96
Jennifer Talt-Lundin	03/07/19	Amazon Marketplace US*MI8LV9D92	Event production	Mermaid month	103.76
Jennifer Talt-Lundin	03/08/19	Lakeshore Learning #38	Event production	Mermaid month	30.13
Jennifer Talt-Lundin	03/08/19	Hobby Lobby #606	Event production	Mermaid month	115.85
Jennifer Talt-Lundin	03/08/19	Lakeshore Learning #38	Event production	Mermaid month	76.45
Jennifer Talt-Lundin	03/08/19	Amazon Marketplace US*MI3S44Y11	Event production	Mermaid month	332.87
Jennifer Talt-Lundin	03/11/19	Hobby Lobby #606	Event production	Mermaid month	118.12
Jennifer Talt-Lundin	03/13/19	Michaels Stores 4800	Event production	Mermaid month	70.04
Jennifer Talt-Lundin	03/14/19	Freelance Anime	Event production	Mermaid month	5.00
Jennifer Talt-Lundin	03/15/19	Amazon Marketplace US*MW99R6T71	Event production	Return event production	(26.47)
Jennifer Talt-Lundin	03/15/19	Amazon Marketplace US*MW99R6T71	Event production	Mermaid month	38.83
Jennifer Talt-Lundin	03/20/19	OTC Brands Inc.	Event production	Harbor is Hopping/Seaside Kids	222.68
Jennifer Talt-Lundin	03/20/19	Freelance Anime	Event production	Mermaid month	45.00
Jennifer Talt-Lundin	03/21/19	Target 00002980	Event production	Golden eggs/Harbor is Hopping	24.88
Jennifer Talt-Lundin	03/21/19	Michaels Stores 4800	Event production	Mermaid month	104.38
Jennifer Talt-Lundin	03/28/19	Amazon Marketplace US*MW6F35XA2	Event production	Golden eggs	148.25
Total Marketing Manager's Expenses					3,364.34

ATTACHMENT 5

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Dave Werneburg	03/06/19	Lowes #01734*	Office supplies	Repair mobile file for marketing	32.84
Dave Werneburg	03/06/19	Office Depot #931	Office supplies	Office supplies for marina office	46.30
Dave Werneburg	03/07/19	Office Depot #931	Office supplies	Office supplies for Courtesy Patrol	46.30
Dave Werneburg	03/13/19	CVS/Pharmacy #09286	Operating supplies	CD with photos of Just 4 Dreamers	4.30
Dave Werneburg	03/11/19	Undercurrent News LTD	Subscription	Monthly fisheries subscription	31.00
Total Marina Manager's Expenses					160.74
John Higgins	03/25/19	Ford of Ventura Service Parts	Auto maintenance	New truck keys & keypad entry	702.19
John Higgins	03/07/19	Embassy Suites Sacramento	Conference	California Boating Congress	499.60
John Higgins	03/14/19	Hertz Rent-A-Car	Conference	Pacific Harbormasters Conference	345.67
John Higgins	03/15/19	Pacific Coast Congress	Conference	Pacific Harbormasters Conference	325.00
John Higgins	03/14/19	DTV*Direct TV Service	Operating supplies	Communication/news TV service *Harbor Patrol	61.99
John Higgins	03/26/19	APL*ITunes.Com/Bill	Operating supplies	Patrol #1 phone storage	0.99
John Higgins	03/27/19	APL*ITunes.Com/Bill	Operating supplies	Patrol #2 phone storage	0.99
John Higgins	03/13/19	CE Solutions	Training	EMT online training	129.00
John Higgins	03/14/19	Instruq Organization	Training	Online Patrol training	40.00
John Higgins	03/26/19	Amazon Marketplace US*MMW95R9X10	Uniforms	Uniform pants	163.08
Total Harbormaster's Expenses					2,268.51
Total Chase Credit Card Expenses					<u>9,924.93</u>

VENTURA PORT DISTRICT**DEPARTMENTAL STAFF REPORT**

Meeting Date: September 4, 2019

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

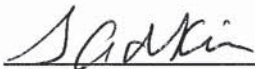
As of March 31, 2019, the District held cash and investments with a market value of \$17,348,159. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 98% of the March 31, 2019 fund balance:

Enterprise (Operating) Fund	\$4,044,934
Dredging Reserve Fund	3,049,353
Capital Improvement Fund	5,096,532
Capital Improvement –Fisheries Fund	162,874
Project Fund-Village Marina	<u>4,537,141</u>
Total Funds	\$16,890,834

The Investment Portfolio Report for March 31, 2019 attached herewith includes all of the District's Funds.

Submitted by:



Gloria Adkins
 Accounting Manager

Date: August 23, 2019

ATTACHMENTS:

Attachment 1 – Investment Portfolio Report for March 31, 2019

ATTACHMENT 1

Ventura Port District
Investment Portfolio Report
Quarter Ending 3/31/2019

<u>Security Type</u>	<u>Issuer</u>	<u>CUSIP Number</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Par Value</u>	<u>Book Value</u>	<u>Percent of Portfolio</u>	<u>Market Value</u>	<u>Market Value Source</u>
<u>Cash Investments</u>									
State Pool (LAIF)	LAIF-State Treasury		On Demand	2.55%	16,888,351	16,888,351	97%	16,890,834	LAIF
Total Cash Investments LAIF						\$ 16,888,351	97%	\$ 16,890,834	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo		On Demand	N/A	N/A	292,631	2%	292,631	Wells Fargo
Grant Fund checking	Wells Fargo		On Demand	N/A	N/A	56,146	0.3%	56,146	Wells Fargo
Project Fund checking	Wells Fargo		On Demand	N/A	N/A	89,550	0.5%	89,550	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	1,371	0.01%	1,371	Ventura Port District
Total Cash Deposits						\$ 439,698	3%	\$ 439,698	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	2.52%	17,626	17,626	0.10%	17,626	Ventura County Treasury
Total Cash in County Treasury						\$ 17,626	0.10%	\$ 17,626	
TOTAL ALL FUNDS						\$ 17,345,675	100%	\$ 17,348,158	

Notes:

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

8/23/2019

Submitted by: S. Adkin

VENTURA PORT DISTRICT**DEPARTMENTAL STAFF REPORT**

Meeting Date: September 4, 2019


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

As of December 31, 2018, the District held cash and investments with a market value of \$17,428,964. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 98% of the December 31, 2018 fund balance:

Enterprise (Operating) Fund	\$3,694,708
Dredging Reserve Fund	3,031,032
Capital Improvement Fund	5,517,973
Capital Improvement –Fisheries Fund	159,836
Project Fund-Village Marina	<u>4,509,868</u>
Total Funds	\$16,913,417

The Investment Portfolio Report for December 31, 2018 attached herewith includes all of the District's Funds.

Submitted by: 
 Gloria Adkins
 Accounting Manager

Date: August 23, 2019

ATTACHMENTS:

Attachment 1 – Investment Portfolio Report for December 31, 2018

ATTACHMENT 1

Ventura Port District
Investment Portfolio Report
Quarter Ending 12/31/2018

<u>Security Type</u>	<u>Issuer</u>	<u>CUSIP Number</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Par Value</u>	<u>Book Value</u>	<u>Percent of Portfolio</u>	<u>Market Value</u>	<u>Market Value Source</u>
<u>Cash Investments</u>									
State Pool (LAIF)	LAIF-State Treasury		On Demand	2.40%	16,940,735	16,940,735	97%	16,913,417	LAIF
Total Cash Investments LAIF						\$ 16,940,735	97%	\$ 16,913,417	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo		On Demand	N/A	N/A	316,521	2%	316,521	Wells Fargo
Grant Fund checking	Wells Fargo		On Demand	N/A	N/A	71,892	0.4%	71,892	Wells Fargo
Project Fund checking	Wells Fargo		On Demand	N/A	N/A	107,818	0.6%	107,818	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	1,871	0.01%	1,871	Ventura Port District
Total Cash Deposits						\$ 498,102	3%	\$ 498,102	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	2.27%	17,626	17,445	0.10%	17,445	Ventura County Treasury
Total Cash in County Treasury						\$ 17,445	0.10%	\$ 17,445	
TOTAL ALL FUNDS						\$ 17,456,282	100%	\$ 17,428,964	

Notes:

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

8/23/2019

Submitted by: 



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS

SEPTEMBER 4, 2019

STANDARD AGENDA ITEM 2

APPOINTMENT OF NEW AUDIT LIAISON

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 2
Meeting Date: September 4, 2019

TO: Board of Port Commissioners
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Appointment of New Audit Liaison

RECOMMENDATION:

That the Board of Port Commissioners appoint an audit liaison to work with staff and White Nelson Diehl Evans LLP throughout the fiscal year 2018-2019 financial audit process.

SUMMARY:

Staff is requesting Chairman Stephens appoint a Commissioner to act in the capacity of audit liaison during the fiscal year 2018-2019 financial audit process.

BACKGROUND:

The public agency audit liaison function was created to assist and support management in responding effectively to internal and external auditors and other state and federal regulatory agencies. The liaison function is also to provide support and assistance to staff during financial audits.

In previous years, the Chairman has appointed a Commissioner to act in the capacity of audit liaison to communicate with staff and the audit firm throughout the audit process. Commissioner Stephens served in this role for the fiscal year 2017-2018 Audit.

The audit partner, Bob Callanan, reaches out to staff and the appointed liaison at the beginning of the audit process. This first contact gives the liaison an opportunity to ask questions about the audit process and approach concerns he/she may have about anything to do with the District, the General Manager, staff, internal controls, reporting, policies, etc. with or without staff being present.

As the audit progresses, staff keeps the liaison and the General Manager updated and works through any issues that may arise. The liaison assists management with the review of and response to audit findings and recommendations as needed.

The liaison has the opportunity to review all preliminary drafts of the audit for accuracy and completeness before the final version is presented. Should he/she have any questions or concerns, they can be addressed to staff or to the auditors directly.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

SEPTEMBER 4, 2019

STANDARD AGENDA ITEM 3

VENTURA HARBOR VILLAGE PAINTING
PROJECT CONTRACT AWARD

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 3
Meeting Date: September 4, 2019

TO: Board of Port Commissioners
FROM: Joe Gonzalez, Facilities Manager
SUBJECT: Ventura Harbor Village Painting Project Contract Award

RECOMMENDATION:

That the Board of Ports commissioners:

- a) Approve a Budget increase of \$450,000; and
- b) Award the Ventura Harbor Village Painting Project Contract to Garland/DBS, Inc. in the amount of \$1,197,977.

SUMMARY:

The Board of Port Commissioners and the City Design Review Board have approved the paint pallet prepared by Coastal Architects for the village complex painting project. The District utilized U.S. Communities, who competitively solicits and publicly awards bids using a competitive solicitation process consistent with applicable procurement laws and regulations. Garland/DBS, Inc. ("Garland") came in as the lowest bidder with a price of \$1,197,977, which exceeds the budgeted amount of \$893,000. This project is estimated to take approximately eight months to complete, (weather permitting).

BACKGROUND:

The Ventura Harbor Village needs new paint. It's been over ten years since the last major paint job on the buildings was performed. Garland will be using a tuff-coat material that comes with a ten-year warranty. Additionally, two new decks will be part of this bid. A recent test confirmed that both decks at 1449 Spinnaker Drive and 1559 Spinnaker Drive have failed. The existing waterproofing top layer will be completely removed from these two decks, and a new ten-year warranty waterproofing system will be applied. The remaining eight buildings will come with a ten-year warranty as well and includes upper level balconies, walkways, and staircases which will have a special waterproofing nonskid waterproofing system/material. Buildings included in this bid are as followed: 1431, 1449, 1559, 1567A, 1567B, 1567C, 1575, 1583, 1591, 1691.

Garland's mission is to provide their customers with single source management of their customers organization's building envelope solutions. This is accomplished by making one company ultimately responsible for the long-term success of our building envelope. For Garland, this includes working hand-in-hand with personnel and administrative staff to oversee the management of the entire project and provide the lowest life cycle cost possible. Garland was used on the Phase II Reroofing project at 1431, 1591 and 1691 Spinnaker Drive, including the flat roof's waterproofing system, and the fish pier waterproofing system. On both major projects Garland performed professionally and as of today we have had no issues with the finished product.

FISCAL IMPACT:

The FY19-20 Capital Improvement budget was \$825,000 for the Ventura Harbor Village painting project, and \$68,000 was budgeted for deck repairs, for a total of \$893,000. \$25,000 of the \$825,000 was allocated to architectural services, leaving a budget of \$868,000. Garland's bid came in at \$1,197,977, which is \$329,977 over budget. Staff has planned for a 10% contingency, increasing the total budgeted amount to \$1,318,000. Under the Master Intergovernmental Cooperative Purchasing Agreement (MICPA), the total maximum price for this type of project is \$1,406,825, making this proposal price within the current market budget.

Staff will return to the Board at midyear with budget adjustment recommendations as needed after reviewing the income, expenses, and capital improvements at that time.

ATTACHMENT:

None.



BOARD OF PORT COMMISSIONERS

SEPTEMBER 4, 2019

STANDARD AGENDA ITEM 4

APPROVAL OF NOTICE OF
COMPLETION FOR THE VENTURA
HARBOR VILLAGE ADA COMPLIANT
RESTROOM REMODEL/TRASH
ENCLOSURE IMPROVEMENTS

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 4
Meeting Date: September 4, 2019

TO: Board of Port Commissioners
FROM: Joe Gonzalez, Facilities Manager
SUBJECT: Approval of Notice of Completion for the Ventura Harbor Village ADA Compliant Restroom Remodel/Trash Enclosure Improvements

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3378:

- a) Accepting the work of Pueblo Construction Inc. for the Ventura Harbor Village ADA Compliant Restroom Remodel/Trash Enclosure Improvements Project; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

SUMMARY:

On April 3, 2019, the Board of Port Commissioners awarded a contract in the amount of \$149,276.91 for the subject project to Pueblo Construction Inc. The work is now complete, and the final contact cost is \$163,103.01.

BACKGROUND:

On March 14, 2019 competitive bids for the Ventura Harbor Village ADA Compliant Restroom Remodel/Trash Enclosure Improvements were received and opened. Six bids were received, and Pueblo Construction Inc. was the apparent low bidder.

The ADA Compliant Restroom Remodel is to upgrade the men's and women's public restrooms to provide for handicap accessibility consistent with the current building code, this project is part of our five-year Capital Improvement Plan.

The Trash Enclosure Improvements modified the existing trash enclosure to enhance the handicap accessibility and to provide a weather resistant roof covering consistent with current environmental requirements.

FISCAL IMPACT:

\$80,000 was budgeted under the FY2018-2019 Capital Improvements budget for the Ventura Harbor Village Trash Enclosure Improvements. The bid amount was \$58,174.25 and there were no change orders.

\$190,000 was budgeted under FY2018-2019 Capital Improvements budget for the Ventura Harbor Village ADA Compliant Restroom Remodel. The bid amount was \$91,102.66. There was one change order to replace all the floor tile in the Men's restroom that came out to be \$13,826.10.

ATTACHMENTS:

Attachment 1 – Resolution No. 3378
Attachment 2 – Notice of Completion



RESOLUTION NO. 3378

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
ACCEPTING THE WORK OF PUEBLO CONSTRUCTION, INC. FOR THE
VENTURA HARBOR VILLAGE ADA COMPLIANT RESTROOM REMODEL/TRASH
ENCLOSURE IMPROVEMENTS**

WHEREAS, Brian D. Pendleton, General Manager of the Ventura Port District, advised the Board of Port Commissioners of said District that the work of Pueblo Construction, Inc., on the project entitled "Ventura Harbor Village ADA Compliant Restroom Remodel/Trash Enclosure Improvements " described in the Agreement between Pueblo Construction, Inc. and the Ventura Port District, hereinafter referred to as "District", dated April 4, 2019 has been completed and recommends that said work be accepted.

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

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

PASSED, APPROVED and ADOPTED this 4th day of September 2019.

Attest:

Chris Stephens, Chairman

Jackie Gardina, Secretary

ATTACHMENT 1

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

I, Jackie Gardina, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3378 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 4th day of September 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 4th day of September 2019.

Jackie Gardina, Secretary

(Seal)

RECORDING REQUESTED BY:
Ventura Port District

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

NOTICE OF COMPLETION

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

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an agent of the owner of the interest stated below.
2. The full name of the owner is Ventura Port District, a public benefit corporation and independent special district organized and existing under the laws of the State of California.
3. The full address of the owner is 1603 Anchors Way Drive, Ventura, CA 93001-4229.
4. The nature of the interest or estate is: fee simple.
5. The full name and full addresses of all co-owners who hold any title or interest with the above-named owner in the property are: Not applicable; there are no co-owners.
6. A work of improvement on the property hereinafter described was completed on August 12, 2019.
7. The work accomplished consisted of upgrades to the 1591 Spinnaker Drive men and women's public restrooms to provide for handicap accessibility consistent with the current building code and modifications to the existing trash enclosure to enhance the handicap accessibility and to provide weather resistant roof covering consistent with current environmental requirements.
8. The name of the contractor for the Ventura Harbor Village ADA Compliant Restroom Remodel/Trash Enclosure Improvements is Pueblo Construction, Inc. pursuant to the Agreement, dated April 4, 2019.
9. The property on which said work of improvement was completed is in the City of San Buenaventura, County of Ventura, State of California, and is described as 1591 Spinnaker Drive.

Ventura Port District

Date: _____

By: _____
Brian D. Pendleton, General Manager

VERIFICATION

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

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

Executed on _____, at Ventura, California.

Brian D. Pendleton, General Manager



BOARD OF PORT COMMISSIONERS

SEPTEMBER 4, 2019

STANDARD AGENDA ITEM 5

SLIP RATE INCREASE REVIEW

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 5
Meeting Date: September 4, 2019

TO: Board of Port Commissioners
FROM: Andrew D. Turner, Legal Counsel
SUBJECT: Slip Rate Increase Review

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3379 establishing a permanent policy for reviewing proposed slip rate increases for all marinas within Ventura Harbor Village.

SUMMARY:

A question has recently arisen regarding how slip rates are determined, and what the District's role is in the process.

BACKGROUND:

The District has long had a policy regarding how slip rents are set. The chronology is as follows:

Resolution No. 2194, adopted January 16, 1985, established a procedure by which slip rate increases are reviewed by the District.

Resolution No. 2194 was amended and restated as the "Ventura Port District Slip Rate Review Policy" by Resolution No. 3038, adopted July 27, 2005. The Policy required that a public hearing be held when a slip operator intends to raise rates. Notification and posting was required, and the General Manager would then present his or her findings as to the fairness and reasonableness of the proposed rate increases to the Board for consideration and decision.

This process proved burdensome, and the public hearing process involved public comments that went beyond the scope of the specific issue being presented to the Board. A question arose as to whether the procedure had the effect of keeping rates below market. A survey found that Ventura Harbor was the only port in California that had such a policy. Channel Islands Harbor and Marina del Rey had recently abandoned similar requirements because they felt the cumbersome nature of the process did in fact keep slip fees below market.

On February 27, 2008, the Board considered Resolution No. 3097, which would suspend Resolution No. 3038 for two years and adopt an interim policy to take its place. After consideration of the issues, the Board adopted Resolution No. 3097, suspending Resolution No. 3038 until December 31, 2009, and providing as follows:

All marina operators shall have authority to increase slip rate fees in accordance with the following criteria:

1. The slip operator shall provide 45 days advance notice of the increase;
2. The proposed rates are within the range of the regional market;
3. The occupancy rate is not more than 10% below the Ventura County median; and
4. There have been no increases in the 12 months prior to the new rates taking effect.

Finally, Resolution No. 3097 provided that if the above criteria are not met, then the Resolution No. 3038 procedures would apply.

Since the adoption of Resolution No. 3097, and despite the fact that it expired on its own terms on December 31, 2009, District management has continued to use the process set forth in Resolution No. 3097 for reviewing proposed slip rate increases. The simpler procedure has worked well, and management has never had to resort to the hearing procedure provided for in Resolution No. 3038. Looking back, it is apparent that prior management misunderstood the effect of the “sunset” provision in Resolution No. 3097, instead believing that the Board would have to take action to reinstate Resolution No. 3038.

FISCAL IMPACT:

None.

ATTACHMENT:

Attachment 1 – Resolution No. 3379

Attachment 2 – Resolution No. 2194

Attachment 3 – Resolution No. 3038

Attachment 4 – Resolution No. 3097



RESOLUTION NO. 3379

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE
VENTURA PORT DISTRICT PERMANENTLY ADOPTING
PROCEDURES FOR REVIEWING PROPOSED SLIP RATE INCREASES**

WHEREAS, harbor leases contain language reserving to the District, acting by and through the General Manager, the right to review and determine whether prices charged for goods and services in the harbor are fair and reasonable;

WHEREAS, Ventura Port District adopted Resolution No. 2194 on January 16, 1985 to establish a procedure by which slip rate increases are reviewed by the District;

WHEREAS, Resolution No. 2194 was amended and restated as Resolution No. 3038 on July 27, 2005;

WHEREAS, the policy for reviewing slip rate increases under Resolution No. 3038 was suspended and a new procedure established on a temporary basis by the adoption of Resolution No. 3097 on February 27, 2008;

WHEREAS, the procedures established by Resolution No. 3097 have proven to work well such that District management has determined it is in the best interests of the District to make the interim procedure permanent; and

WHEREAS, the Board of Port Commissioners has determined that Resolution Nos. 3038 and 3097 should be rescinded and replaced with a new policy which would allow marina operators to increase slip rates provided they meet certain specified criteria;

NOW, THEREFORE, BE IT RESOLVED that Resolution Nos. 3038 and 3097 are hereby rescinded;

BE IT FURTHER RESOLVED that all marina operators shall have authority to increase slip rate fees in their marina provided the new fees adhere to the following criteria:

1. The slip operator shall advise the District in writing of its intention to increase slip rates at least 45 days in advance of the actual implementation of the slip rate increase;
2. The proposed slip rates shall be within the range of "the Southern California marina market" as determined by the General Manager or designee;
3. The occupancy level of the marina shall not be more than 10% below the median occupancy level of all recreational boat marinas in Ventura County; and

ATTACHMENT 1

4. The slip operator shall not have raised the slip and/or liveaboard fees within twelve months immediately preceding the effective date of the proposed increase.

FUTHER RESOLVED that any proposed slip rate increase that does not meet the above criteria will be the subject of a noticed hearing before the Board of Port Commissioners, at which time the General Manager shall present his or her findings as to the fairness and reasonableness of the proposed slip rates and charges, prior to final approval or disapproval by the Board of Port Commissioners;

FURTHER RESOLVED that the General Manager and staff are hereby authorized and directed to take such steps and actions as may be necessary to fully implement this resolution.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on September 4, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Chris Stephens, Chairman

Jackie Gardina, Secretary

(Seal)

ATTACHMENT 2



RESOLUTION NO. 2194

A RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT ESTABLISHING THE PROCEDURE
FOR REVIEWING THE PRICES, RATES AND CHARGES
PROPOSED TO BE IMPOSED BY ANY LESSEE IN VENTURA HARBOR.

WHEREAS, all harbor leases contain language reserving to the District, acting by and through the general manager, the right to review and initially determine whether prices charged for goods and services are fair and reasonable; and

WHEREAS, questions have arisen concerning the propriety of the delegation of such authority to the general manager.

NOW, THEREFORE, BE IT RESOLVED that the general manager shall adhere to the following procedure prior to his final approval or disapproval of the prices, rates and charges proposed to be imposed by any lessee in Ventura Harbor:

1. Upon receipt by the Port District of proposed prices, rates and charges to be imposed by a lessee, the general manager shall give notice of said proposal by providing for placement of a legal advertisement in a local newspaper of general circulation, and by providing for the posting of the leasehold facilities effected by the proposal;
2. After completion of his investigation of the prices, rates and charges proposed to be imposed by any lessee in Ventura Harbor, and prior to his final approval or disapproval pursuant to the terms and provisions of the particular lease involved, the general manager shall report to the Board of Port Commissioners concerning his preliminary determination as to the fairness and reasonableness of said prices, rates and charges. Said report shall be presented at a meeting of the Board of Port Commissioners scheduled to occur a minimum of twenty (20) days after the giving of the notice specified in paragraph "1" above.

PASSED and ADOPTED this 16th day of January, 1985

A handwritten signature in blue ink, appearing to read 'R. J. Smith', written over a horizontal line.

CHAIRMAN

ATTEST:

A handwritten signature in blue ink, appearing to read 'L. L. [unclear]', written over a horizontal line.

SECRETARY

(SEAL)

ATTACHMENT 2

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

I, LAWRENCE L. MATHENEY, 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 16th day of January, 1985, by the following vote,
to wit:

AYES: Commissioners Matheney, Crew, and Chairman Smith

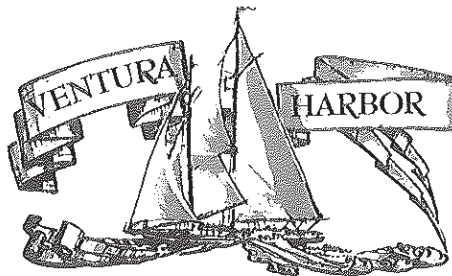
NOES: None

ABSENT: Commissioners Hammer and Osborn

IN WITNESS WHEREOF I have hereunto set my hand and affixed the
official seal of said District this 16th day of January, 1985.



SECRETARY



RESOLUTION NO. 3038

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT ESTABLISHING
PROCEDURES FOR REVIEWING THE SLIP RATES AND CHARGES PROPOSED BY
VENTURA HARBOR SLIP OPERATORS**

WHEREAS, certain harbor leases contain language reserving to the District, acting by and through the General Manager, the right to review and determine whether prices charged for goods and services are fair and reasonable; and

WHEREAS, the Board of Port Commissioners has determined that Resolution No. 2194 which previously established procedures for approving or disapproving proposed prices, rates or changes should be rescinded and a new policy implemented.

NOW, THEREFORE, BE IT RESOLVED, Resolution No. 2194 is hereby rescinded; and


FURTHER RESOLVED that the General Manager shall adhere to the following procedures prior to final approval or disapproval of proposed slip rates and charges proposed to be imposed by Ventura Harbor Slip Operators that pay percentage rent to the District:

1. Upon receipt by the Ventura Port District of any changes regarding the slip rates and charges proposed by a Slip Operator, the General Manager shall post a Notice of a Public Hearing regarding said rate increase a minimum of 20-days prior to the hearing, at the affected leasehold facilities. The Public Notice will include the new proposed rates and charges, and reflect the date, time and location of the Public Hearing.
2. After completion of an investigation of the proposed slip rates and charges proposed to be imposed by a Slip Operator, the General Manager shall be present a report of his findings as to the fairness and reasonableness of said slip rates and charges, prior to final approval or disapproval by the Board of Port Commissioners.

Passed and Adopted this 27th day of July, 2005


Chairman

Attest:


Secretary
(Seal)



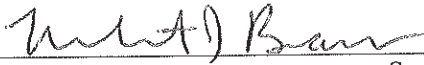
ATTACHMENT 3

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

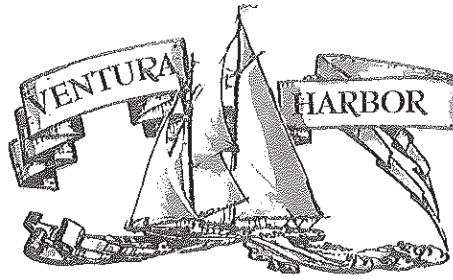
I, Robert Bravo, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 27th day of July 2005, by the following vote:

AYES: Commissioners Clark, Bravo, Turner, Deitch and Chairman McCombs
ABSENT: None
NOES: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 27th day of July 2005.


Secretary

(Seal)



RESOLUTION NO. 3097

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT SUSPENDING THE SLIP RATE
REVIEW POLICY UNDER RESOLUTION NO. 3038 FOR A PERIOD OF TWO
YEARS AND TEMPORARILY ADOPTING NEW CRITERIA TO GOVERN
SLIP RATE INCREASES**

WHEREAS, harbor leases contain language reserving to the District, acting by and through the General Manager, the right to review and determine whether prices charged for goods and services in the harbor are fair and reasonable;

WHEREAS, Ventura Port District adopted Resolution No. 2194 on January 16, 1985 to establish a procedure by which slip rate increases are reviewed by the District;

WHEREAS, Resolution No. 2194 was amended and restated as Resolution No. 3038 on July 27, 2005;

WHEREAS, the policy for reviewing slip rate increases under Resolution No. 3038 has proved to be burdensome on both District staff and marina operators; and

WHEREAS, the Board of Port Commissioners has determined that Resolution No. 3038 should be suspended for an evaluation period of two years and a new interim policy implemented which would allow marina operators to increase slip rates provided they meet certain specified criteria;

NOW, THEREFORE, BE IT RESOLVED that, except as herein below specified, Resolution No. 3038 is suspended through December 31, 2009;

BE IT FURTHER RESOLVED that until December 31, 2009, or until further action by the Board of Port Commissioners, whichever is first to occur, all marina operators shall have authority to increase slip rate fees in their marina provided the new fees adhere to the following criteria:

1. The slip operator shall advise the District in writing of its intention to increase slip rates at least 45 days in advance of the actual implementation of the slip rate increase;
2. The proposed slip rates shall be within the range of "the Southern California marina market" as determined by the General Manager or designee;
3. The occupancy level of the marina shall be not more than 10% below the median occupancy level of all recreational boat marinas in Ventura County; and



ATTACHMENT 4

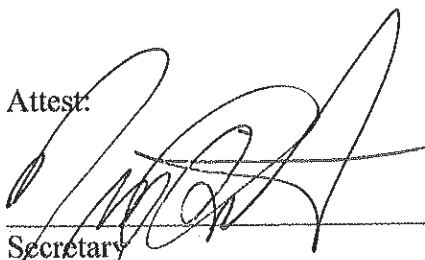
4. The slip operators shall not have raised the slip and/or liveaboard fees within twelve months immediately preceding the effective date of the proposed increase.

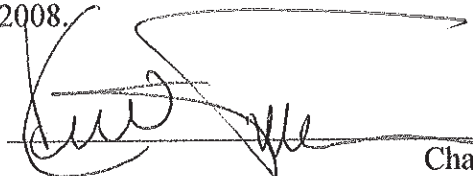
FURTHER RESOLVED that any proposed slip rate increase that does not meet the above criteria will be processed pursuant to the requirements of Resolution No. 3038;

FURTHER RESOLVED that the General Manager and staff are hereby authorized and directed to take such steps and actions as may be necessary to fully implement this resolution and to periodically report back to the Board of Port Commissioners as to its implementation.

Passed and Adopted this 27th day of February, 2008.

Attest:


Secretary


Chairman

(Seal)

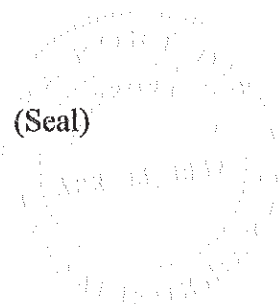
STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF SAN BUENAVENTURA)

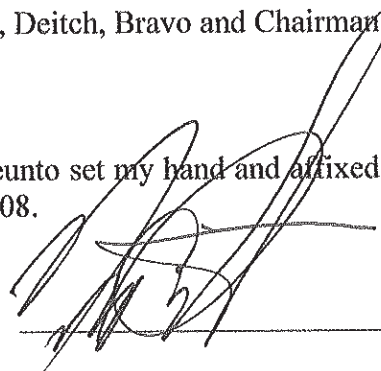
I, Nicholas Deitch, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above Resolution No. 3097 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 27th day of February, 2008, by the following vote:

AYES: Commissioners Clark, McCombs, Deitch, Bravo and Chairman Turner
ABSENT: None
NOES: None

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 27th day of February, 2008.

(Seal)




Secretary