PORT COMMISSION AGENDA
REGULAR MEETING
JANUARY 24, 2018 AT 7:00PM
VENTURA PORT DISTRICT OFFICE
1603 ANCHORS WAY DRIVE
VENTURA, CA 93001

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

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

ADMINISTRATIVE AGENDA:

CALL TO ORDER: By Chair Everard Ashworth.

PLEDGE OF ALLEGIANCE: By Chair Everard Ashworth.

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 (Port District Business-Port Commission & Meeting Schedule). 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 January 10, 2018 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, seminars, meetings and literature that would be of interest to the public and/or Commission, as a whole. In addition, Port Commissioners should provide a brief summary and disclose any discussions he or she may have had with any Port District Tenants related to Port District business.

DEPARTMENTAL AND GENERAL MANAGERS REPORTS (5 minutes)
Ventura Port District Staff and General Manager will give the Commission reports on their Department and items of general interest to the Port Commission and members of the public.

LEGAL COUNSEL REPORT (5 minutes)

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 Request
Recommended Action: Voice Vote.
That the Board of Port Commissioners approve the out of town travel request for Property Manager, Robin Baer.

STANDARD AGENDA:

1) Pacific States Marine Fisheries Commission Grant Application for the Ventura Shellfish Enterprise Project
Recommended Action: Voice Vote.
That the Board of Port Commissioners authorize the General Manager to submit a grant application to Pacific States Marine Fisheries Commission (PSMFC) in the amount of $97,310.00.

2) Approval of Plauche & Carr, LLP Second Amendment to Professional Services Agreement for Special Services
Recommended Action: Voice Vote.
That the Board of Port Commissioners approve the second amendment to the professional services agreement with Plauché & Carr, LLP in the amount of $28,000 for continued legal services provided for the Ventura Shellfish Enterprise project.

3) Approval of New Surplus Property Policy
Recommended Action: Voice Vote.
That the Board of Port Commissioners approve the new Surplus Property Policy for the Ventura Port District and rescind Resolution No. 2131.
4) Approval of Professional Services Agreement for Richard W. Parsons dba R.W.P. Dredging Management

Recommended Action: Voice Vote.
That the Board of Port Commissioners authorize the General Manager to enter into a Professional Services Agreement with Richard W. Parsons dba R.W.P. Dredging Management.

AGENDA PLANNING GUIDE AND REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

This agenda was posted on Friday, January 19, 2018 by 5:00 p.m.
at the Port District Office and on the Internet –
www.venturaharbor.com (Port District Business-Port Commission & Meeting Schedule).

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, JANUARY 24, 2018

1. Conference with Real Property Negotiators - Per Government Code Section 54956.8:
   a) Property: 1575 Spinnaker Drive #205
      Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
      Under Negotiation: New Office Lease Agreement for Jones Construction
   b) Property: 1591 Spinnaker Drive #113, #115
      Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
      Under Negotiation: Possible Lease Amendment to Beer and Sausage, LLC dba BS Taproom/Beer Season
   c) Property: 1431 and 1691 Spinnaker Drive
      Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
      Under Negotiation: National Parks Lease Agreement


3. Conference with Legal Counsel – Per Government Code Section 54957(b)(1): To consider the continued engagement of the Independent Contractor/Dredging and Project Manager, and the terms thereof [excluding compensation].

4. Conference with Labor Negotiators – Per Government Code 54957.6: Discussion with the District’s designated representatives regarding salary, salary schedule, and/or compensation of an unrepresented employee of the District.
   Agency Designated Representatives: Oscar Pena and Brian Pendleton
   Unrepresented Employee: Independent Contractor/Project Manager

5. Per Government Code Section 54957.6 - Conference with Labor Negotiators
   a) Employee Units: Dockmaster/Security Officers
      Groups: International Brotherhood of Teamsters Union, Local 186
      District Representatives: Oscar Peña, Brian Pendleton, Timothy Gosney
      Under Negotiation: Labor Negotiations Update
   b) Employee Units: Harbor Patrol Officers
      Groups: Service Employees International Union (SEIU), Local 721
      Negotiating Parties: Oscar Peña, Brian Pendleton, Timothy Gosney
      Under Negotiation: Labor Negotiations Update
BOARD OF PORT COMMISSIONERS

JANUARY 24, 2018

APPROVAL OF MINUTES

JANUARY 10, 2018 MEETING
The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Vice Chairman Brian Brennan at 7:02PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

**Commissioners Present:**
Brian Brennan, Vice Chairman
Jim Friedman, Secretary
Chris Stephens
Nikos Valance

**Commissioners Absent:**
Everard Ashworth, Chairman

**Port District Staff:**
Oscar Peña, General Manager
Brian Pendleton, Business Operations Manager
John Higgins, Harbormaster
Gloria Adkins, Accounting Manager
Joe Gonzalez, Facilities Manager
Robin Baer, Property Manager
Richard Parsons, Consultant

**Legal Counsel:**
Timothy Gosney
Dominic Nunneri

**AGENDA**

**CALL TO ORDER:** By Vice Chairman Brian Brennan at 7:02PM.

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

*Jessica Rauch, Clerk of the Board, was out sick. Commissioner Brennan nominated Dominic Nunneri to serve as Clerk of the Board. All Commissioners agreed 4-0 (Ashworth absent).*

**ROLL CALL:** Commissioner Ashworth was absent.

**ADOPTION OF AGENDA**

**ACTON:** Commissioner Stephens moved, seconded by Commissioner Friedman and carried by a vote of 4-0 (Ashworth absent) to adopt the January 10, 2018 agenda.
APPROVAL OF MINUTES
The Minutes of December 13, 2017 Regular meeting were considered as follows:

ACTION: Commissioner Friedman moved, seconded by Commissioner Stephens and carried by a vote of 4-0 (Ashworth absent) to approve the minutes of the December 13, 2017 regular meeting.

PUBLIC COMMUNICATIONS: None.

CLOSED SESSION REPORT: Mr. Gosney stated that the Board met in closed session; discussed and reviewed 1a, 1b, 1c, 1d, and 2 on the closed session agenda. Staff was given instructions on how to proceed as appropriate and there was no action taken that is reportable under The Brown Act.

BOARD COMMUNICATIONS: Commissioner Brennan thanked Island Packers for helping people travel by boat to Santa Barbara, when the 101 freeway was closed due to mudslides.

STAFF COMMUNICATIONS: Mr. Peña reported that Lorraine Foster, resident of the mobile home park, had passed away. There will be a memorial service at the mobile home park from 2:00pm to 4:00pm on January 27, 2018. Richard Parsons reported that Manson Construction Co. had started mobilization to Ventura for dredging. Dredging will start before the end of January 2018. Mr. Parsons also reported that the stub channel may have had some very minor degradation, but nothing that justifies dredging there.

LEGAL COUNSEL REPORT: Mr. Gosney reported that the lease forms for the Ventura Harbor Village were updated and delivered to staff.

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The Port Commission adjourned and convened as the Board of Directors of the Ventura Port District Public Facilities Corporation at 7:10PM.

The Board of Directors of the Ventura Port District Public Facilities Corporation adjourned and reconvened the Regular Meeting of the Ventura Port District Board of Port Commissioners at 7:11PM.

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CONSENT AGENDA:

A) Termination of Office Lease Agreement for Aimee Quemuel dba Quemuel Communications, Inc.
Recommended Action: Voice Vote.
That the Board of Port Commissioners approve the termination of a two year lease agreement, dated June 1, 2016, for the premises located at 1583 Spinnaker Drive #212, consisting of 374 square feet.

ACTION: Commissioner Stephens moved, seconded by Commissioner Friedman and carried by a vote of 4-0 (Ashworth absent) to approve the termination of a two year lease agreement, dated June 1, 2016, for the premises located at 1583 Spinnaker Drive #212, consisting of 374 square feet.
B) Termination of Office Lease Agreement and Approval of New Office Lease Agreement for Coastwide Corporation

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

a) Approve by motion the termination of a lease agreement, dated January 17, 2017 for the premises located at 1575 Spinnaker Drive #205/#205A, consisting of 1,326 square feet; and

b) Approve by motion a new office lease agreement for the premises located at 1583 Spinnaker Drive #212, consisting of 374 square feet between the Ventura Port District dba Ventura Harbor Village and Coastwide Corporation for a one-year term.

ACTION: Commissioner Stephens moved, seconded by Commissioner Friedman and carried by a vote of 4-0 (Ashworth absent) to approve the termination of a lease agreement, dated January 17, 2017 for the premises located at 1575 Spinnaker Drive #205/#205A, consisting of 1,326 square feet; and approve a new office lease agreement for the premises located at 1583 Spinnaker Drive #212, consisting of 374 square feet between the Ventura Port District dba Ventura Harbor Village and Coastwide Corporation for a one-year term.

C) First Amendment to Pre-Option Agreement for Parcels 5 and 8 Development

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to execute the first amendment to the Pre-Option Agreement for Parcels 5 and 8 Development.

ACTION: Commissioner Stephens moved, seconded by Commissioner Friedman and carried by a vote of 4-0 (Ashworth absent) to authorize the General Manager to execute the first amendment to the Pre-Option Agreement for Parcels 5 and 8 Development.

STANDARD AGENDA:

1) Annual Reserve Policy Review

Recommended Action: Voice Vote.

That the Board of Port Commissioners accept the current Ventura Port District Reserve Policy, Resolution No. 3225, dated August 28, 2013.

ACTION: Commissioner Friedman moved, seconded by Commissioner Stephens and carried by a vote of 4-0 (Ashworth absent) to accept the current Ventura Port District Reserve Policy, Resolution No. 3225, dated August 28, 2013.

2) Annual Investment Policy Review

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3345, which reflects minor changes to the Ventura Port District’s Investment Policy and rescind Resolution No. 3326.

ACTION: Commissioner Valance moved, seconded by Commissioner Brennan and carried by a vote of 4-0 (Ashworth absent) to adopt Resolution No. 3345,
which reflects minor changes to the Ventura Port District’s Investment Policy and rescind Resolution No. 3326.

REQUEST FOR FUTURE AGENDA ITEMS: None.

ADJOURNMENT: The meeting was adjourned at 7:14PM.

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Secretary
BOARD OF PORT COMMISSIONERS
JANUARY 24, 2018

DEPARTMENTAL STAFF REPORTS

DREDGING
FEDERAL
FACILITIES
HARBOR PATROL
MARINA
MARKETING
PROPERTY
January 24, 2018

Board of Port Commissioners  
Ventura Port District  
1603 Anchors Way Drive  
Ventura, CA  93001

Subject: December 2017/January 2018 Dredging Activities and Special Projects Report

The Dredging Program Manager’s activities for the December 2017/January 2018 period are reviewed below:

FY2018 Federal Dredging Effort
The Corps of Engineer’s dredging contractor, Manson Construction, has begun the mobilization process for the Fiscal Year 2018 maintenance dredging of the Ventura Harbor entrance area. Actual dredging under the last cycle of Manson’s existing contract is expected to begin the week of January 29, 2018, and should be completed by the first of March. Manson’s contract calls for the removal of 600,000 cubic yards at a cost of $5,150,000.

FY2019 Federal Dredging Appropriations
The Port District is supporting the inclusion of $8,000,000 in the Fiscal Year 2019 Energy and Water Development Appropriations Bill for the maintenance dredging of Ventura Harbor. There is greater uncertainty relative to the Fiscal Year 2019 federal funding requirement for the harbor due to the requirement that the Los Angeles District of the Corps must rebid the contract for 2019. The bidding process should commence in late summer with a contract award in the fall of 2018. If the funding and schedule stays on track, dredging would commence in early 2019.

Parking Lot Repairs and Slurry Seal
Toro Enterprises has completed the pavement repairs and crack sealing phases of their $344,444.00 contract with the Port District for parking lots throughout the harbor. The final phase of the work; the slurry sealing and restriping, has been postponed to late April/early May time frame when warmer, drier conditions will assure a better finished product.

Re-roofing at 1431, 1591 and 1691 Spinnaker Drive
The Garland Company will complete the re-roofing of the Harbor Village buildings at 1431, 1591, and 1691 Spinnaker Drive this month. The final contract cost will be about $650,000.

Fish Pier Deck
The northwest corner of the fish pier deck has been cordoned off with two 20 foot K rails that prevent trucks and forklifts from accessing that portion of the pier surface. Noble Consultants is now identifying additional coning locations to further analyze the condition of the concrete deck.

Phase 3 Fire Pit
A letter dated, January 17, 2018, (attached) has been forwarded to Viola, Inc. advising them that $45,550.50 is being withheld from their contract retention funds for the Phase 3 Improvement project due to the inoperable condition of the fire pit.

Respectfully submitted,

Richard Parsons
Dredging and Special Projects Consultant
January 17, 2017

Viola, Inc.
144 Commercial Ave
Oxnard, CA 93031

RE: Retention Funds, Ventura Harbor Village Phase 3 Improvements Contract

Forwarded herewith is a Ventura Port District check in the amount of $38,789.30, representing the subject contract retention amount of $84,339.80 less $45,550.50.

The $45,550.50 deduction is occasioned by the inoperable condition of the fire pit as detailed in RRM Design Group’s memorandum of January 11, 2018. The fire pit cost of $30,367 identified by RRM was then multiplied by 150% as allowed by Public Contract Code Section 7107(c).

The District’s goal is to have the fire pit operable and safe. As such, the District is open to further discussion regarding the repairs or redesign necessary to achieve that goal. If Viola intends to address the identified deficiencies with the fire pit, please advise the District of such intention within 10 days. Upon the correction of the deficiencies, or such other solution as the parties may agree upon, the withheld funds will be forwarded to you.

Should Viola choose not to correct the identified deficiencies, the District will attempt to arrange for the necessary corrective actions and charge all costs incurred in that attempt against the withheld funds. When the noted deficiencies are corrected, any remaining funds will then be forwarded to Viola.

Sincerely,

[Signature]
Brian Perdleton
Deputy General Manager
Ventura Port District

Cc: Chris Dufour, RRM
    Timothy Gosney
    Andy Turner
MEMORANDUM

Date: January 11, 2018

To: Richard Parsons
From: Chris Dufour

Organization: Ventura Port District
Title: Sr. Landscape Architect

Project Name: Ventura Harbor Village Ph 3
Project Number: 13013061

Topic: Fire Pit – Punch list items

Richard,
The following is a compiled memorandum of understanding as to the current issues regarding the fire pit constructed with the Phase 3 improvements.

1. Gas whistling noise occurs while operating. Based on Nick Shipp’s discussion with the manufacturer, “…the noise is caused by the pressure going through the ribbed flex lines. He suggested using what he calls “whistle free” flex lines to make the noise issue go away.

   RRM response: The plans call for “Gas line. Size & type per manufacturer”. The gas line should have been verified by the manufacturer prior to installation. If the manufacturer recommends whistle free, this is what should have been installed.

2. Stainless Steel Cover runs hot – The fire pit cover heats up during use to the extent that it could cause harm to the public should it be touched. As such, this renders the fire pit inoperable. The cover was manufactured product purchased for fire pit application by Woodland Direct. RRM has reached out to the manufacturer multiple times to discuss this issue with no response. I would recommend that this item be taken to the manufacturer as a warranty item.

3. Stainless Steel Cover is rusting – The cover being made of stainless steel should not be rusting this soon. I would recommend that this item be taken to the manufacturer as a warranty item.

The engineer’s estimate provided for the project lists the fire pit at an estimated cost of $30,367. The above punch list items mentioned are encompassed within this one bid item.
December 2017/January 2018 Federal Update

Congress Averts Government Shutdown Threat

With the clock ticking on a possible government shutdown at the end of December 22, Congress passed another short-term Continuing Resolution (CR) to fund the government through January 19, 2018. The measure passed the House 231-188, with a roughly equal number of Republicans and Democrats opposing their party’s support or opposition to the bill. In the Senate, the bill passed 66-32.

In addition to funding government programs on a prorated basis until January 19, the CR also provides the following:

- A temporary extension of the Children’s Health Insurance Program to ensure States have the flexibility to administer the program until March 31, 2018;
- An additional $2.1 billion for the Veterans Choice Act to cover the upcoming shortfalls in the program;
- An additional $4.7 billion for emergency Defense needs, including ship repair and missile defense systems;
- An extension of the existing Foreign Intelligence Surveillance Act (FISA) for the duration of the CR;
- A temporary extension of the National Flood Insurance program for the duration of the CR; and
- A delay of automatic (sequestration) cuts in both defense and non-defense funding for the duration of the CR.

However, now that Congress has resumed session, it is clear that a resolution on the Fiscal Year 2018 (FY18) appropriations bills will not be reached before January 19th. Congress is working out the details, but are aiming to keep the government funding under another CR until mid-February.

Congress Sends Tax Reform Bill to President

Meeting a Christmas deadline set by President Trump, Congress passed H.R. 1, the “Tax Cuts and Jobs Act,” on December 20 and sent the bill to the White House. The Senate passed H.R. 1 by a vote of 51-48. The House had approved it earlier, but was forced to re-vote after the Senate made technical changes to the bill. The final House vote was 224-201. The President signed the bill into law on December 22.
Workers should begin to see some savings in February, but most of the tax benefits will not be realized until filing federal taxes in 2019. Among the changes to current law, the bill reduces the corporate income tax rate from 35 percent to 21 percent, and sets marginal income tax rates at 10 percent, 12 percent, 22 percent, 24 percent, 32 percent, 35 percent, and 37 percent while also changing the income brackets subject to the new rates. The bill also raises the child tax credit to $2,000 per child and makes up to $1,400 of the credit refundable. The bill also doubles the estate tax exemptions.

The final bill does not end many popular deductions that had been included in the original House-passed bill, such as those for interest on student loans and many medical expenses. The bill does not technically repeal the individual mandate provision of the Affordable Care Act (ACA), but it sets the penalty at $0 instead of $695 under current law.

Following are provisions that are more applicable to local governments and infrastructure supporters:

**Deduction of State and Local Taxes (SALT)**

- Under current law, any individual or family who itemizes their tax returns may deduct either state and local income taxes or state and local sales taxes paid. Any taxpayer who itemizes may also deduct property taxes paid.
- Both the House and Senate-passed bills eliminated the deductibility of state and local income taxes. The House retained a $10,000 cap that was limited to property taxes.
- The final tax bill agreement imposes a $10,000 SALT deduction cap for a combination of property taxes and either income or sales taxes.

**Municipal Bonds**

- The bill preserves the current tax-exempt status of municipal bonds.

**Private Activity Bonds (PABs)**

- Under current law, PABs are tax-exempt bonds issued by or on behalf of local or state government for the purpose of providing special financing benefits for qualified projects, including hospitals, universities, seaports and airports. The financing is most often for projects of a private user, and the government generally does not pledge its credit. The interest earned on PABs is tax exempt.
- The House-passed bill repealed the authority to issue PABs after 2017. The Senate version preserved PABs.
- The final tax bill agreement preserves the tax exemption for interest earned on PABs.
Advance Refunding of Municipal Bonds

- Under current law, advance refunding allows local governments to refinance tax-exempt municipal bonds to save taxpayer money on outstanding debt by realizing a lower interest rate. Local government issuers are limited to one advance refunding per municipal bond term.
- The respective House and Senate-passed bills both repealed this mechanism.
- The final tax bill agreement eliminates advanced refunding.

New Markets Tax Credits

- Under current law, certain qualifying investors may claim credits for developments in qualified community entities when they meet thresholds defined by law. Local governments have relied on these incentives to stimulate private investment in local affordable housing and investment in single-family and multifamily affordable housing to help stimulate neighborhood revitalization.
- The House proposed to eliminate the tax credit after 2017, two years before the current law sunset date. The Senate did not address this issue.
- The final tax agreement maintains current law.

“Cadillac” Heath Plan Tax

- Effective in 2020, “high value” health plans exceeding a certain value will be subject to a 40 percent excise tax that was included in the Affordable Care Act (ACA). States and local governments have been pushing to repeal this tax or at a minimum delay its effective date.
- The final agreement maintains the current law penalty.

Effect on Infrastructure

An important element that was not included in the final version of H.R. 1 is a source of funding for a broad infrastructure plan expected in early 2018. For most of this year, work on infrastructure was postponed pending passage of health care and tax reforms that would generate revenue to support a roughly $200 billion plan for transportation, water systems, and other physical infrastructure.

White House sources are indicating that they will release a long-awaited document (rumored to be around 80 pages long) announcing the President’s goals for leveraging federal spending for infrastructure investment, reducing project delivery times, encouraging non-federal investment, and supporting “transformational” projects. However, with no readily available source of funding, committees will have a difficult path forward to meet the high expectations seen in early 2017.

House Passes Disaster Supplemental, But Senate Will Wait
Before adjourning for the year, the House passed an emergency supplemental bill (H.R. 4667) providing $81 billion for programs to provide relief and support recovery in Texas, Florida, California, Louisiana, Puerto Rico, and the U.S. Virgin Islands. These funds address the effects of wildfires in California and Hurricanes Harvey, Irma, and Maria on the Gulf Coast and in the Caribbean. Funding in the bill specifically for California will address housing and agriculture needs while also helping to pay for other response and recovery efforts. The bill passed 251-188, with 69 Democrats – mostly from stricken areas – voting for it and 51 Republicans opposing it, primarily because none of the funding was offset with cuts elsewhere in the budget.

The bill includes the Supporting Mitigation Activities and Resiliency Targets for Rebuilding Act (SMART Rebuilding Act), sponsored by Rep. Jeff Denham (R-Modesto). According to Rep. Denham, the bill would enable states and communities to build more resiliently both before and after disaster strikes by increasing the federal cost share for communities that adopt mitigation measures, establishing a National Public Infrastructure Pre-disaster Mitigation Fund to allow states and communities the ability to improve infrastructure, and including building standard implementation and enforcement in the FEMA Public Assistance post-disaster program. According to FEMA, every $1 invested in mitigation results in $4 in disaster cost savings after an event.

Senate Minority Leader Chuck Schumer (D-NY) announced that he would block quick passage of the assistance plan until more changes are included. These changes include more assistance to Puerto Rico and the Virgin Islands, altering the way some of the aid is distributed, and reopening parts of the tax reform bill sent to the White House the day before the House vote. Without available floor time before the end of the year, Majority Leader Mitch McConnell postponed further debate on the bill until January.

**Senate Shake Up**

The Republican majority in the Senate will dropped to a single seat when Senator-elect Doug Jones of Alabama is sworn into the 2
\(^{nd}\) Session of the 115\(^{th}\) Congress the first week of January. He will serve out the remainder of Jeff Sessions’ term, who resigned from the Senate to serve as Attorney General.

Senator Al Franken (D-MN) resigned his seat and Minnesota Governor Mark Dayton (D) selected the state’s Lieutenant Governor, Tina Smith, to serve in Franken’s place until a special election is held next November to finish Franken’s term, which expires in 2020. Outside of the Twin Cities, the state has been trending Republican, making the next two elections possible toss-up races.

These changes have also provided openings on several senate committee and a game of musical chairs is occurring. Senator Harris has moved to the Senate Judiciary Committee, giving up her seat on the Senate Environment and Public
Works Committee. This will be the first time in decades that California has not had a voice on the committee.

**Congress Kicks off New Session with WRDA**

Congress has shown the ability to return the Water Resources Development Act (WRDA) to a biennial cycle and House T&I Chairman Shuster (R-PA) has expressed a strong desire for his committee to complete work on a WRDA bill in 2018. In preparation, House Transportation & Infrastructure Committee (T&I) held a roundtable meeting in Miami last fall and Senate Environment and Public Works Committee (EPW) held a WRDA hearing on January 10th. Additional committee hearings have been posted for January 17th in EPW and January 18th in T&I. In the past, projects with signed Chief's Reports have driven the WRDA schedule and with an estimated 12-18 reports expected to be completed by the end of 2018 that is likely to drive the process again. However, T&I also has a new Water Resources Subcommittee Chairman, Garret Graves (R-LA), who is very determined to push through reforms to the Corps project delivery and permitting process.

**Trump Abolishes Community Resilience Panel**

President Trump has disbanded the National Institute for Standards and Technology's Community Resilience Panel for Buildings and Infrastructure Systems (CRP). The panel was meant to bring together the EPA and FEMA to help communities prepare for and mitigate the effects of natural disasters, extreme weather, and climate change. The CRP was created in 2015 as a response to Superstorm Sandy.

**EPA Sets Schedule to Revise Lead and Copper Rule**

The Environmental Protection Agency announced a new schedule for revisions to the Lead and Copper Rule (LCR). The Obama Administration was widely rumored to be planning a revision to the LCR in the closing days of its term, but it never came forward.

As part of its consideration of a new LCR, the EPA will be holding a federalism consultation on January 8. It has invited state, county, city, water agency, and other associations to kick off the drafting work ahead. The invited groups will have 60 days to provide formal comments. According to the timeline released by the EPA, it plans to release a draft rule in August 2018 and a final rule in February 2020.

**Senate Approves Reauthorization of the Diesel Emissions Reduction Act**

By unanimous consent, the Senate approved S.1447, the Diesel Emissions Reduction Act of 2017. Sponsored by Senator Tom Carper (D-DE), the bill – if enacted – would remove one hurdle for the program as its authorization lapsed at the end of FY2016. Established in the Energy Policy Act of 2005, DERA has been a popular program
offering grants and rebates to help retire older, more heavily polluting diesel engines. The program's reauthorization now awaits further action in the House.

**Confirmations and Nominations**

Paul Trombino, the President's nominee to lead Federal Highway Administration (FHWA), has withdrawn from consideration. Trombino, a former head of the Iowa DOT and President of AASHTO, had been approved by the EPW Committee and was awaiting a vote by the full Senate. According to the U.S. DOT, Trombino plans to stay in Iowa to care for his ailing father. President Trump has not nominated a replacement yet.

The Senate confirmed **David Ross** to serve as the head of the **EPA's Office of Water**. He was approved on a voice vote. Before coming to EPA, Ross served as the director of the Wisconsin Department of Justice's Environmental Protection Unit and served as a senior assistant attorney general for the State of Wyoming. He has a long career in environmental law, with a strong focus on water law.

The Senate also confirmed **Tim Petty** to serve as **Assistant Secretary of the Interior for Water and Science**. In this role, Petty will oversee the Bureau of Reclamation and the U.S. Geological Survey.

The Senate Banking Committee rejected the nomination of former Representative Scott Garrett to lead the Export-Import (Ex-Im) Bank. Garrett had long opposed the Ex-Im Bank while serving in the House, but during his confirmation hearing pledged to support the mission of the lender and keep it functioning. Two Republicans joined all of the Committee's Democrats to oppose his confirmation. The agency is not expected to have a leader in place for several months following Garrett’s defeat.
Facilities
Continuing to perform preventive maintenance on certain areas that need immediate attention on the Ventura Harbor Village buildings to prevent dry rot damaged to existing areas; this includes sills, trim, and other areas.

Before

After
Replaced failing crack cast iron pipes on two different buildings 1691 and 1591 with ABS new pipes.

**Marina**
Continue to perform the monthly inspections on all gangways, docks, fire extinguisher, fire boxes. Monthly inspections of our fish pier cranes, fire dock boxes, gangways, and docks were performed.

**Marketing**
The Maintenance Department continues to provide assistance to the Marketing Department on weddings, set-up for events, during events, installation of banners/flyers, or whatever the needs are to make a successful event.

**On-going Projects**

**1583 Elevator Modernization:** Thyssenkrupp Elevator Company has notified the District that all ordered parts for the modernization project have been delivered. Thyssenkrupp and the District have agreed that the starting date will be January 29th. Notices to all tenants that utilize the 1583 elevator have been sent.

**Harbor Cove and Surfers Knoll:** Restoration of cinder block retaining wall (approximately 300’ to 400’). Rusted rebar in upper area of the wall. Currently working on receiving proposals for the repairs.

**Re-Roofing Phase II (1431, 1591, 1691):** Expected completion date by Mid-February; recent rains have delayed this project. Building 1691 is 100% completed, building 1591 is 85% completed and building 1431 is 90% completed.
PUBLIC SAFETY

Overview:
The Harbor has continued to stay open and inviting to the local communities after the recent local disasters. Our Harbor Patrol and Port District staff are committed to demonstrating our strong community values and sense of pride in our District. As these changes to the normal arise, we adapt and accommodate.

Holidays:
The Harbor Patrol remained fully staffed and busy during the Holidays. No significant issues arose during this time. With warmer than normal weather, we saw a constant use of the beach and water activities.

Thomas Fire:
While the community is now in a recovery mode in regards to the Thomas Fire, the Harbor is no longer being utilized for temporary relocation or services. The City also returned the two LED street messaging signs. In the coming year, I plan to meet with the Fire Department to work on an MOU to better identify how we might be able to support the City in future disasters.

Rains & Flooding:
The Harbor has been aware of post burn area run-off and mud concerns. As a participant in the National Weather Service Emergency Managers Group, I receive regular communications on potential weather issues. Before the Montecito mudslide, the Harbor Patrol staff participated in two weather briefings to identify the severity of the forecasted storms and issues that could arise. While we are safely away from the immediate danger of mudslides and flash floods, we have both the Barranca and Santa Clarita River within our sphere of influence. Both locations historically deposit numerous hazards to navigation and always present a concern about homeless or innocent spectators falling into these fast-moving rivers. Fortunately, the rain did not hit our area as hard as others, and as of January 17th, the Santa Clarita River Mouth has yet to break. The Arundell Barranca did have significant flow and deposited debris and sediment into the Harbor. Our dredging consultant is aware of the situation and is working to get the area surveyed to determine the extent of sediment deposit.
BEACHES
Harbor Cove:
Harbor Cove continues to be one of the most popular areas within the Harbor on a daily basis. The local sports and paddling activities continue to thrive, as well as, the growing number of ocean swimmers. The beach mat was removed in November, but there have been no complaints or issues with its removal.

South Beach:
The beach erosion has not been a factor up until January 15th when the first large north west surf event arrived. With additional large surf, wind, and strong currents forecasted, we expect rapid further erosion. The pictures below shows recent erosion extending past the red line.

STAFF AND EQUIPMENT
Marine Safety Officer Program:
We are very excited with this new group of Part-Time Employees. Each one brings a unique skill and knowledge to our staff. After the 40 hour group training, we are now progressing to on the job training. We are bringing them in as a third person, and working one on one with them. We feel by having them shadow our experienced full-time Harbor Patrol Officers that they can further refine their skills and knowledge in a learning environment. Our goal is to instill a level of knowledge and confidence that will allow them to perform the numerous job duties in a safe and effective manner.

Once the MSO has demonstrated competency in several areas, they may apply for approval to cover our full-time Harbor Patrol Officer sick or vacation vacancies.

As of January 17th, MSO Brian Hewitt has achieved this level of proficiency and will be approved to cover future shifts. I expect in the near future several other MSO’s will also be in a position to request this approval.

Rescue Water Craft (RWC):
After nearly 13 years of service, we were forced to take both our Honda Rescue Water Craft abruptly out of service after a series of mechanical failures. This was a difficult, but necessary decision to ensure both the public and our rescuers safety.
The RWC is more commonly known as PWC’s or Jet Skis. In public safety, these are referred to as rescue water craft as we consider them tools and not toys. Our staff goes through specialized training to operate these crafts in some of the most challenging environments. These RWC’s replace our boats during large surf events and in the surf rescues adding extra value as we can safely transport victims back to the beach. Over the years they have been used on numerous rescues and have protected our larger more expensive vessels from the dangers of piers, jetties, and the surf line.

I hope to replace these crafts with two 2018 Yamaha’s in the coming month. I have begun the solicitation of bids and submitted my request for a mid-year budget adjustment.

**Boat-19 Electronics Upgrade:**
After approximately 20 years of service, we have replaced Boat-19’s Marine Radar and Electronics utilizing the California Department of Boating and Waterways Equipment Grant. Using a local vendor we were able to purchase a multi-system unit with Radar, Charts, Sounder, & AIS capabilities. The new Garmin Digital Radar provides high-resolution viewing and exceptional target avoidance when complimented with the integrated AIS & Charts. One of the most exciting aspects of this package is the sonar capabilities. This new technology will help us stay better in tune with the shoaling issues and submerged hazards.

**SOUNDINGS**
Formal soundings are underway by Manson and US Army Corps of Engineers. The results have been delayed due to the high surf.

Informally, there does not appear to be any significant issues present. We will be closely monitoring the high surf event on January 19, 2018 to see what kind of impact it has on both the sand trap, main channel, and barranca.
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<thead>
<tr>
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<th>Case Numbers</th>
<th>Units</th>
<th>Priority</th>
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VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

TO: Board of Port Commissioners
FROM: Frank Locklear, Marina Manager / Technology
SUBJECT: November/ December 2017 Marina Report

Ventura Harbor Village Marina Occupancy and Squid Production
The marina slip occupancy has remained at near 100%. Squid landings and quality remained strong throughout November, but quality began decreasing by the second week of December. During the third week of December, the Southern California Squid buyers decided to temporarily stop production to allow the squid to mature and grow in size. The squid became limited in marketability due to the decrease in size. Squid is preferred to be as large as possible. The current $1,000.00 a ton purchase price is based on a preference of 8-12 squid per pound. Landings of 18-20 squid per pound were arriving prior to the stop of production. Regular production is expected to resume by the second week of February when the squid has matured.

Technology
In November, the large conference room computer was installed and connected to the large screen monitor. Due to an increase in malicious email attacks in November, an additional layer of antivirus with deeper email scrubbing was added to the District’s email server. In November, the District’s financial server was upgraded to meet mandatory Sage software prerequisites and in December Sage 2017 was installed. In December, the 1583 building rooftop antenna which allows communication between the Marketing/Marina offices and District offices failed and was replaced. In December, internet service to the Marketing/Marina offices was upgraded to a higher level of performance at a reduced cost.
By the Numbers

28 Boater Participants
VENTURA HARBOR PARADE OF LIGHTS 2018

235 Letters to Firefighters
THOMAS FIRE THANK YOU CARD PROJECT

128 Holiday Wishes & Thanks
PUBLIC PARTICIPATION ON DEC. 16

28k Reached
2k Engaged

SOCIAL ENGAGEMENT
FOR 1ST ANNUAL SANTA PADDLE

528 Visits with Santa
WINTER WONDERLAND EVENT DEC. 16 1-5PM
November/December Events, Promotions & Campaigns
Bowl of Thanks / Entertain Family & Friends / 41st Annual Parade of Lights / Winter Wonderland & Holiday Marketplace / Santa Paddle (New!) / Letters to Santa (All Month) / Holiday Wishes & Thank You Card Project / Holiday at the Plaza (Ventura Harbor Sponsored Holiday Tree) / Chanukah Festival

Meetings & FAMS
Marketing Staff met with Harbor Village Gallery & Gifts artisans on a social media training to promote artwork
Marketing Staff met with Channel Islands National Park on possible informational sign for new Village Courtyard
Hosted Blogger Malibu Mama Loves to the Harbor Village for Shopping & Dining
Attended the Ventura Isle Marina Seabin Reception - Instagram Story/Facebook/Lead Story on VenturaHarbor.com
Ventura Chamber of Commerce Connection Breakfast to promote Holiday Happenings

Press Releases & Enewsletters
E-newsletters (Avg. 16% Open Rate) 6,411k viewed
Holiday Gifts / 6 FREE Events To Create Joy / Santa Paddle / Spreading Gratitude, Wishes, and Holiday Cheer

Thomas Fire Gratitude & Thanks Promotions
Public Wishes of Thanks (Winter Wonderland) / Thank You Project #ThomasFire – Postcards to First Responders / Social Posts on Ventura Harbor Businesses Open & Welcoming

Marketing Materials
200 Holiday Posters / 2,500 Holiday Rack Cards / 1,000 Parade/Winter Wonderland Postcards / 10,000 New Village Map & Guide / 4 Visitor Center Display Posters
Gifting Campaign launched to entice holiday shoppers to Harbor Village

- 5 week strategy designating Top Gifts for Him, Her, Kids, Sea Lovers & YOU
- Campaign included social posts on all platforms, Instagram Stories, E-newsletters, Interior web links leading directly to galleries of gift options
- 2 Professional Photo Shoots included in the campaign of holiday gift items
- Print ads highlighting holiday shopping in Ventana Magazine, 805 Living Magazine, Santa Clarita Signal, VC Star, VC Reporter
- Facebook Reach: 17,122 people | Instagram Reach: 17,207 people
- E-Newsletter Readers: 1,066 opens
Commercial Fishing

Fishing is the lifeblood of this harbor. and squid is the key. Checkout the @vstar article on recent squid offloading in #VenturaHarbor - goo.gl/kbLTP

Ventura Harbor experiences record squid haul

- Ventura County Star: Online Article and Video on Harbor Squid Offload: Published Nov. 7, 2017
- Ventura Breeze Article: Ventura Squid Fleet Returns to Ventura Harbor: Nov. 22, 2017
- The Log Newspaper: Ventura Harbor Experiences Record Squid Haul 50,000 Circulation: Dec. 24, 2017
- 1618 Impressions on a single Instagram Story about Squid Offloading
- Weekly Twitter posts with squid updates

Fresh Fish Campaign

- Highlights harbor fish markets
- Dedicated interior page on the website
- VenturaHarborVillage.com
  - 41,047 Impressions
  - Dec. 1 - Jan. 15
- VenturaHarbor.com
  - 40,483 Impressions
  - Dec. 1 - Jan 15

Fresh Fish at Ventura Harbor

Click Here for Seaside Fish Markets

Worried what to cook for the holidays? How about fresh, local sustainable seafood that is good for you and our coast?!
Social Media Analytics (Cont.)

Facebook
- 20,630 Followers
- 21,008 Engagements
- 1,668,296 Impressions

Twitter
- 4,641 Followers
- 755 Engagements
- 34,832 Impressions

Good morning from Ventura Harbor! Are you ready for a weekend full of free festivities? All within the next couple days we're hosting Parade of Lights, Winter Wonderland, European Christmas Market, Barefoot Boutique Ventura Holiday Open House, and Chanukah Festival! Please check out our calendar of events for specifics on VenturaHarborVillage.com.

UPDATE: Santa Paddle will be postponed until Friday Dec 22 at 10am.

Ventura Harbor's Parade of Lights 2017 theme "When You Wish Upon a Star" welcomes Tink to the waterfront TONIGHT December 16 from 4:30-7:30PM. Take photos or meet Tink as she makes a holiday visit for our festive boat parade (starts at 6:30PM.) Come feel the magic of the season with beautiful boats on the water. Public boat tours and restaurant reservations are available.

Christmas has come and gone, but (if you're in denial like us) there is still time to enjoy the free Candy Cane Forest in Plaza Park! You'll find dozens of twinky trees decorated by local shops & non-profit organizations. Look out for the Ventura Harbor Village seaside tree!

Ventura Harbor Village wishes you a very merry California Christmas!
I. Tenant Report

1) BS Taproom --- 1591 Spinnaker Drive #115 – Project entitlements approved and 10-day public appeal and Coastal Commission period cleared on January 8, 2018. Estimated completion of project fourth quarter of 2018.


II. Leasing Outreach

1) Leasing Outreach
   - Daily exposure with our ads online via Loopnet/Costar which covers the following:
     - 24 Million visitors to these sites
     - 83% of all 2016 commercial real estate transactions involved these sites
   - Leasing campaign, showings, contacts and site visits:
     - Working on advertising our existing ads on Craig’s List and LinkedIn
     - Prospective Tenant spreadsheet for year 2017 (see attached)

2) Motionloft – November Reports (see attached)

3) Articles --- Shopping and leasing topics (attached)
   - Shopping Centers Today (SCT) Article outlining holiday shopping season

III. Occupancy level at Harbor Village – November 2017

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<tr>
<th>CATEGORY</th>
<th>Harbor Vacancy Sq Ft</th>
<th>Harbor Vacancy %</th>
<th>Harbor Available Sq Ft</th>
<th>Harbor Available %</th>
<th>City * Vacancy %</th>
<th>City * Available %</th>
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<tr>
<td>Office</td>
<td>573</td>
<td>2%</td>
<td>573</td>
<td>2%</td>
<td>8%</td>
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<td>Retail</td>
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<td>7,015</td>
<td>26%</td>
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<td>Restaurant</td>
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<td>0%</td>
<td>0</td>
<td>0%</td>
<td>10.1%</td>
<td>9%</td>
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*Based on comparable square footage

IV. November Sales Report

The attached summary provides sales for three categories: restaurants, retail and charters. The reports compare the monthly sales for 2017 and 2016. They also include year-to-date comparisons. Charter sales are up 38.20% for the month of November 2017.

The year-to-date overall sales were up 8.12% for November from the same time last year.

Attachments:
Attachment 1 – November Tenant Sales
Attachment 2 – Shopping Centers Today (SCT) Article outlining holiday shopping season
Attachment 3 – Prospective Tenant List
Attachment 4 – Motionloft Reports
<table>
<thead>
<tr>
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<th>November-2017</th>
<th>November-2016</th>
<th>% Change</th>
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<td>Restaurants</td>
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<tr>
<td>Retail</td>
<td>$271,132</td>
<td>$238,960</td>
<td>13.46%</td>
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<td>Charters</td>
<td>$375,719</td>
<td>$271,865</td>
<td>38.20%</td>
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<td>Total</td>
<td>$1,666,160</td>
<td>$1,440,378</td>
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<th>November-2016</th>
<th>% Change</th>
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<td>Restaurants</td>
<td>$14,833,910</td>
<td>$14,454,844</td>
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<td>Retail</td>
<td>$3,806,669</td>
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<td>Charters</td>
<td>$5,727,003</td>
<td>$4,771,286</td>
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<tr>
<td>Total</td>
<td>$24,367,582</td>
<td>$22,537,034</td>
<td>8.12%</td>
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Home > Physical retail to dominate holiday shopping again this year, survey shows
Physical retail to dominate holiday shopping again this year, survey shows

Publish Date: September 21, 2017
The holiday shopping season will be a busy one for physical retailers: More than nine out of ten holiday shoppers (91 percent) plan to use physical stores for gift buying, and that goes up to 96 percent if those shoppers using physical retailers’ websites are added in, according to a report released this week by ICSC Research. Most holiday spending (69 percent) will take place at retailers with a physical presence, largely at their stores but also on their websites.

About 85 percent of holiday shoppers will visit a shopping center during the holidays, and four-fifths of these (81 percent) say they will also partake in other activities when they are there, such as eating at a restaurant or taking in a movie.

Even online shopping will prove lucrative for physical retailers, because 40 percent of holiday shoppers say they plan to buy on physical retailers’ websites and pick up the merchandise at the store. Moreover, 81 percent of the customers doing this say they are likely to make additional purchases when they go pick up their stuff, either at the store or at adjacent retailers.

In other good news for retailers, nearly half of all holiday shoppers (46 percent) say they’ll be spending more this year, the report says. On average, holiday shoppers intend to spend $728.40. Two-thirds of the shoppers say they plan to start shopping before Thanksgiving Day, while about one quarter (23 percent) will start over the Thanksgiving weekend and Cyber Monday. In all, 54 percent of all holiday shoppers say they will be out buying over the four-day Thanksgiving holiday weekend. Black Friday will be busy as usual, with more than four of 10 holiday shoppers planning to hit stores.

“Our annual Holiday Shopping Intentions findings demonstrate that consumers are very optimistic this holiday season and that physical retail remains a cornerstone of the holiday season,” said Tom McGee, ICSC’s president and CEO. “The more agile retailers are in meeting consumers’ demands for the seamless convergence of physical and digital shopping, the more success they will see.”
# PROSPECTIVE TENANT LIST ---- 2017

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<th>NAME</th>
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<th>BIZ EXP</th>
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<td>RS</td>
<td>Site Visit</td>
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<td>Thinks the Harbor is &quot;dated&quot; and old looking.</td>
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<td>Chris Davey</td>
<td>OFC</td>
<td>Loopnet</td>
<td>N/A</td>
<td>Internet biz at home. Claims his house burned. Needs very small space. We didn't have his size.</td>
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<td>12/4/2017</td>
<td>Penny</td>
<td>RT</td>
<td>Phone</td>
<td>No</td>
<td>Retail, Jewelry bead store. Online only, does co-op stores. Didn't understand percentage rent payments.</td>
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<td>12/4/2017</td>
<td>David Lee</td>
<td>OFC</td>
<td>Loopnet</td>
<td>N/A</td>
<td>Environmental consultant, works from home. Wants tiny maybe 200sf space, we don't have that size.</td>
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<td>11/30/2017</td>
<td>Bob Kildee Clothing</td>
<td>RT</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Been in Camarillo 53 yrs, doesn't want a 2nd store -- too much work. Wants to retire.</td>
</tr>
<tr>
<td>11/30/2017</td>
<td>Bread Basket</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td>They have been in Camarillo for 29 years. They recently signed a new lease for a 2nd location. No more.</td>
</tr>
<tr>
<td>11/30/2017</td>
<td>Las Posas Emporium</td>
<td>RT</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Owner is 75 yrs and does not want a 2nd place. They have been in Camarillo for 30 plus years.</td>
</tr>
<tr>
<td>11/29/2017</td>
<td>Ingrid / Jones Construction</td>
<td>OFC</td>
<td>Phone</td>
<td>N/A</td>
<td>Construction mgmt co. Met with her learn on Dec 1, 2017. They are considering the space.</td>
</tr>
<tr>
<td>11/28/2017</td>
<td>Desiree Wilby</td>
<td>RT</td>
<td>Loopnet</td>
<td>N/A</td>
<td>Esthetician. Doesn't want to pay percentage rent on 1st floor. We didn't have anything on 2nd floor.</td>
</tr>
<tr>
<td>11/17/2017</td>
<td>Jeff Crank</td>
<td>RT</td>
<td>Loopnet</td>
<td>Yes</td>
<td>Wants a kiosk hairbrush cart. Does t-shirts, handbags, etc. Told him to drop off packet. Never rec'd.</td>
</tr>
<tr>
<td>11/15/2017</td>
<td>Adriana Carrillo</td>
<td>OFC</td>
<td>Loopnet</td>
<td>N/A</td>
<td>WCB. She didn't even remember she inquired.</td>
</tr>
<tr>
<td>11/14/2017</td>
<td>Richard Montmeny</td>
<td>RS</td>
<td>Realtor</td>
<td>No</td>
<td>No exp. Currently in healthcare at St. Johns. Wife would run it with son.</td>
</tr>
<tr>
<td>11/3/2017</td>
<td>Robert Ostrove</td>
<td>OFC</td>
<td>Loopnet</td>
<td>N/A</td>
<td>Lawyer in Venture. Left a VM, never called back.</td>
</tr>
<tr>
<td>11/2/2017</td>
<td>Shawn</td>
<td>RT</td>
<td>Loopnet</td>
<td>N/A</td>
<td>He was interested in new retail space by Dive Shop. Left VM's. No return calls.</td>
</tr>
<tr>
<td>11/6/2017</td>
<td>Shelley Edwards</td>
<td>OFC</td>
<td>Loopnet</td>
<td>N/A</td>
<td>Called twice and left messages. No return calls. 11/6 and 11/9/17.</td>
</tr>
<tr>
<td>10/27/2017</td>
<td>Chris</td>
<td>OFC</td>
<td>Phone</td>
<td>N/A</td>
<td>Security Company. Needs 24hr restroom, works from home now 700-1000sf. Discussed spaces, no interest.</td>
</tr>
<tr>
<td>10/24/2017</td>
<td>Apinya Nguy / Coconut Crab Rest</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Sent several emails re: restaurant spaces. She replied to setup meeting, but has not confirmed dates.</td>
</tr>
<tr>
<td>10/20/2017</td>
<td>Ikat and Pearl's Home Décor</td>
<td>RT</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Deborah said she does not want to pay percentage rent. She did check the Village out previously. She just signed new lease downtown.</td>
</tr>
<tr>
<td>10/20/2017</td>
<td>Rumfish Y Vino</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Followed up with an email and Leasing Pkg.</td>
</tr>
<tr>
<td>10/20/2017</td>
<td>Le Monde Emporium</td>
<td>RT</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Followed up with an email and Leasing Pkg. Says the Village is worn down looking.</td>
</tr>
<tr>
<td>10/20/2017</td>
<td>The Refill Shoppe</td>
<td>RT</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Followed up with an email and Leasing Pkg.</td>
</tr>
<tr>
<td>10/20/2017</td>
<td>B on Main</td>
<td>RT</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Followed up with an email and Leasing Pkg.</td>
</tr>
<tr>
<td>10/19/2017</td>
<td>Mark Silverman</td>
<td>RS</td>
<td>Realtor</td>
<td>No</td>
<td>Coffee Dock. He runs a printing co. No restaurant exp, gave him details. Doesn't have cash flow.</td>
</tr>
<tr>
<td>10/18/2017</td>
<td>Seth Gewirtz / CPA</td>
<td>OFC</td>
<td>Site Visit</td>
<td>N/A</td>
<td>Showed 3 office spaces. He had his friend come check out to share the space. Interested.</td>
</tr>
<tr>
<td>10/18/2017</td>
<td>Luis M. De Silva/Farmers Inc.</td>
<td>OFC</td>
<td>Site Visit</td>
<td>N/A</td>
<td>Showed 3 office spaces. He is new to the area, still looking around. Not quite ready for space yet.</td>
</tr>
<tr>
<td>10/18/2017</td>
<td>Midi Queen Handbags</td>
<td>RT</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Spoke with tenant and followed up with an email and Leasing Pkg.</td>
</tr>
<tr>
<td>10/18/2017</td>
<td>TikI Girl shop</td>
<td>RT</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Spoke to manager, then followed up with an email and Leasing Pkg. Says harbor needs facelift.</td>
</tr>
<tr>
<td>10/18/2017</td>
<td>Coconut Crab Restaurant</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Completed their online form. No email address available. Apinya Nguy responded, I tried to setup mtg.</td>
</tr>
<tr>
<td>10/18/2017</td>
<td>Vom Fass cils</td>
<td>RT</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Followed up with an email and Leasing Pkg. Wants to get Main St store financially stable, before 2nd unit.</td>
</tr>
<tr>
<td>DATE</td>
<td>NAME</td>
<td>RT / RS / OFC</td>
<td>SERVICE</td>
<td>BIZ EXP</td>
<td>NOTES</td>
</tr>
<tr>
<td>-----------</td>
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<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>10/18/2017</td>
<td>Capriccio Restaurant</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Followed up with an email and Leasing Pig.</td>
</tr>
<tr>
<td>10/17/2017</td>
<td>Gordon Huckestein</td>
<td>OFC</td>
<td>Site Visit</td>
<td>n/a</td>
<td>Showed 3 office spaces. Medical supplies co. Wants his friend to share space. Showing again.</td>
</tr>
<tr>
<td>10/17/2017</td>
<td>Jennifer Shook</td>
<td>OFC</td>
<td>Site Visit</td>
<td>n/a</td>
<td>Massage therapist. Showed her offices. She is interested and will call back.</td>
</tr>
<tr>
<td>10/12/2017</td>
<td>Mark</td>
<td>OFC</td>
<td>Phone</td>
<td>n/a</td>
<td>Marriage Therapist in Thousand Oaks. Current 105sf, told him about 455sf space. Not interested.</td>
</tr>
<tr>
<td>10/12/2017</td>
<td>Island Time Treasures</td>
<td>RT</td>
<td>Email</td>
<td>Yes</td>
<td>Emailed pkg regarding available Waterfront RETAIL space. No response.</td>
</tr>
<tr>
<td>10/12/2017</td>
<td>Flip Flop Shops</td>
<td>RT</td>
<td>Email</td>
<td>Yes</td>
<td>Emailed pkg regarding available Waterfront RETAIL space. No response.</td>
</tr>
<tr>
<td>10/10/2017</td>
<td>Joe</td>
<td>RT</td>
<td>Phone</td>
<td>No</td>
<td>Uniforms, sweatshirts. Never had biz before. Wants small space, he will check back next year.</td>
</tr>
<tr>
<td>10/10/2017</td>
<td>Brenda / LVH Entertainment</td>
<td>OFC</td>
<td>Phone</td>
<td>n/a</td>
<td>Showed office 1567 #204. They will think about it and get back to me.</td>
</tr>
<tr>
<td>10/9/2017</td>
<td>Mary</td>
<td>OFC</td>
<td>Phone</td>
<td>n/a</td>
<td>LM. No return calls.</td>
</tr>
<tr>
<td>10/9/2017</td>
<td>Anthony</td>
<td>OFC</td>
<td>Phone</td>
<td>n/a</td>
<td>Spoke several times. Trying to set showing apt. He has to coordinate with co-worker.</td>
</tr>
<tr>
<td>10/9/2017</td>
<td>Theresa Irminger</td>
<td>OFC</td>
<td>Loopnet</td>
<td>n/a</td>
<td>A lady answered and I informed her I had office space she want to see. She hung up.</td>
</tr>
<tr>
<td>10/9/2017</td>
<td>Theresa Dale</td>
<td>OFC</td>
<td>Loopnet</td>
<td>n/a</td>
<td>She says she is a doctor. I asked what size space and then she hung up.</td>
</tr>
<tr>
<td>9/29/2017</td>
<td>Gary Roach</td>
<td>OFC</td>
<td>Email</td>
<td>n/a</td>
<td>Byron / Gibson Law. Sent emails on 10/1/17. Looking for 500sf - 1,500. Jessic &amp; Brian showed 10/16/17</td>
</tr>
<tr>
<td>9/27/2017</td>
<td>Nancy</td>
<td>OFC</td>
<td>Loopnet</td>
<td>N/A</td>
<td>Real Estate office outside of Vegas. I gave her pricing and offices available. Didn’t return anymore calls.</td>
</tr>
<tr>
<td>9/25/2017</td>
<td>Mr. Lopez</td>
<td>OFC</td>
<td>Loopnet</td>
<td>N/A</td>
<td>Wants residential with restroom inside spaces. Sales &amp; marketing. Keep pushing about living there.</td>
</tr>
<tr>
<td>9/25/2017</td>
<td>LN Couture Boutique</td>
<td>RT</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Janss Mall. Owner/Lisa said our prices too high per sf, doesn’t want to pay percentage rent. Old buildings.</td>
</tr>
<tr>
<td>9/25/2017</td>
<td>Bua di Beppo</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Janss Mall. They think we don’t have enough foot traffic. Brittny Friedman / Sales Manager</td>
</tr>
<tr>
<td>9/25/2017</td>
<td>Poke Tiki</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Janss Mall. They were too busy to talk. Followed up with leasing pkg. No response.</td>
</tr>
<tr>
<td>9/25/2017</td>
<td>King Kong</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Janss Mall. Not interested in the Harbor. Rent too high and Village needs refreshing colors.</td>
</tr>
<tr>
<td>9/25/2017</td>
<td>Sandbox / Tulasi Agina</td>
<td>RT</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Janss Mall. Visit to see if they wanted 2nd store in Ventura. No manager on duty.</td>
</tr>
<tr>
<td>9/22/2017</td>
<td>George Ghazale</td>
<td>RS</td>
<td>Email</td>
<td>Yes</td>
<td>Sent several emails re: coffee shop, they never completed application requirements. Lives in Yosemite, has coffee shop restaurant, a friend living in Camarillo will manage. He is going for PHD, no restaurant exp, works</td>
</tr>
<tr>
<td>9/21/2017</td>
<td>Grace</td>
<td>OFC</td>
<td>Loopnet</td>
<td>N/A</td>
<td>Esthetician/micro blade artist. Discussed spaces. She said she would call again. No response.</td>
</tr>
<tr>
<td>9/21/2017</td>
<td>Esthers Sweet Sinsations Bakery</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Fall Biz Expo/Sheraton Hotel. She is not interested in the Harbor; looks tied buildings.</td>
</tr>
<tr>
<td>9/21/2017</td>
<td>Dotie’s Sweet Delights</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td>Fall Biz Expo/Sheraton Hotel. She does not want a store, she does fine without one.</td>
</tr>
<tr>
<td>9/20/2017</td>
<td>Jon Davis</td>
<td>OFC</td>
<td>Loopnet</td>
<td>n/a</td>
<td>Red Cross Office. LM and sent an email with floorplan 455sf for $700.00. No return call.</td>
</tr>
<tr>
<td>9/12/2017</td>
<td>Chris Bridges Law Offices</td>
<td>OFC</td>
<td>Loopnet</td>
<td>n/a</td>
<td>They only want to pay 75c per sf --- $1.25 per sf. Three lawyers, need elevator.</td>
</tr>
<tr>
<td>9/12/2017</td>
<td>Jasen Barrett</td>
<td>OFC</td>
<td>Loopnet</td>
<td>n/a</td>
<td>Mailbox was full, can’t leave a message. Finally spoke, sent an email with details.</td>
</tr>
<tr>
<td>8/31/2017</td>
<td>Lauren Taylor</td>
<td>OFC</td>
<td>Loopnet</td>
<td>n/a</td>
<td>LM, still no response.</td>
</tr>
<tr>
<td>8/31/2017</td>
<td>Heather Watters / Marcus Millichap</td>
<td>RT</td>
<td>Email</td>
<td>n/a</td>
<td>Sent leasing packet. She emailed back, does not handle retail. Referred me to David Rush/CSRE</td>
</tr>
<tr>
<td>8/29/2017</td>
<td>Trina</td>
<td>OFC</td>
<td>Loopnet</td>
<td>N/A</td>
<td>Massage salon. No.</td>
</tr>
<tr>
<td>DATE</td>
<td>NAME</td>
<td>RT / RS / OFC</td>
<td>SERVICE</td>
<td>SIMILAR</td>
<td>BIZ EXP</td>
</tr>
<tr>
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</tr>
<tr>
<td>8/29/2017</td>
<td>June Mel / Noodle World</td>
<td>RS</td>
<td>Loopnet</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>8/29/2017</td>
<td>Elizabeth Holton</td>
<td>OFC</td>
<td>Loopnet</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>8/24/2017</td>
<td>Zahid Sadiq</td>
<td>RS</td>
<td>Loopnet</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>8/21/2017</td>
<td>Pan Asia Restaurant</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>8/21/2017</td>
<td>Little Thai</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>8/21/2017</td>
<td>Shelia's Wine Bar</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>8/23/2017</td>
<td>James Bridges</td>
<td>OFC</td>
<td>Loopnet</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>8/23/2017</td>
<td>Josie Aguilar</td>
<td>RS</td>
<td>Loopnet</td>
<td>Yes</td>
<td>LM and then emailed packet. Several email communications, very interested. Showed space.</td>
</tr>
<tr>
<td>8/21/2017</td>
<td>Matt Powers / Callah Coffee</td>
<td>RS</td>
<td>Email</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>8/24/2017</td>
<td>Margaret/nielson97@msn.com</td>
<td>OFC</td>
<td>Email</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>7/29/2017</td>
<td>Bonnie Lam</td>
<td>RT</td>
<td>Email</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>7/29/2017</td>
<td>Via Maestra 42</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>7/29/2017</td>
<td>California Pasta</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>7/27/2017</td>
<td>Pickles &amp; Swiss</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>7/27/2017</td>
<td>Savoy Cafe &amp; Deli</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>7/27/2017</td>
<td>LeMonsar French Pastries</td>
<td>RS</td>
<td>Site Visit</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>7/27/2017</td>
<td>Peets Coffee &amp; Tea</td>
<td>RT</td>
<td>Site Visit</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>7/27/2017</td>
<td>Savoy Wines</td>
<td>RT</td>
<td>Site Visit</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>7/27/2017</td>
<td>Lulu Lemon Athletics</td>
<td>RT</td>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/27/2017</td>
<td>Dan Frederickson</td>
<td>OFC</td>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/26/2017</td>
<td>Victoria Sanchez / Evangelina Boutique</td>
<td>RT</td>
<td>Site Visit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/26/2017</td>
<td>Spice Topia</td>
<td>RT</td>
<td>Site Visit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/26/2017</td>
<td>French Press - Santa Barbara</td>
<td>RS</td>
<td>Site Visit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/26/2017</td>
<td>Norton's Deli - Santa Barbara</td>
<td>RS</td>
<td>Site Visit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/26/2017</td>
<td>Very Venture</td>
<td>RT</td>
<td>Site Visit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/25/2017</td>
<td>Pat Potter</td>
<td>RS</td>
<td>Loopnet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/25/2017</td>
<td>Jennifer / Exvoto Chocolates</td>
<td>RS</td>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/24/2017</td>
<td>Debra</td>
<td>OFC</td>
<td>Loopnet</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>NAME</td>
<td>RT / RS / OFC</td>
<td>SERVICE</td>
<td>SIMILAR</td>
<td>BIZ EXP</td>
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</tr>
<tr>
<td>7/24/2017</td>
<td>Frank Bott</td>
<td>RT</td>
<td>Loopnet</td>
<td>Video production business. Currently in Utah, found a space Port Townsend, WA.</td>
<td></td>
</tr>
<tr>
<td>7/25/2017</td>
<td>Deanna Scott</td>
<td>OFC</td>
<td>Loopnet</td>
<td>Photography studio. $700.00/455sf too much for her, wants to pay $300.00, not possible with us.</td>
<td></td>
</tr>
<tr>
<td>7/25/2017</td>
<td>Veronica</td>
<td>OFC</td>
<td>Loopnet</td>
<td>N/A</td>
<td>Bookkeeping office. Spoke and gave information, she will call back.</td>
</tr>
<tr>
<td>7/26/2017</td>
<td>John Uwanawich</td>
<td>OFC</td>
<td>Loopnet</td>
<td>N/A</td>
<td>Tarot card readings and crystals. Left msgs. No response.</td>
</tr>
<tr>
<td>7/26/2017</td>
<td>Bob Solomon</td>
<td>RT</td>
<td>Phone</td>
<td>Yes</td>
<td>Crystals &amp; psychic readings. Very persistent. Showed spaces, wanted very low rent, no percent rent.</td>
</tr>
<tr>
<td>7/26/2017</td>
<td>Robert Milehouse</td>
<td>RT</td>
<td>Loopnet</td>
<td>Emailed leasing packet. He wants on 2000sf for a fast casual burger concept. Told him we have one.</td>
<td></td>
</tr>
<tr>
<td>7/25/2017</td>
<td>Cohen Debuiser of Marcus Millchap</td>
<td>RT</td>
<td>Email</td>
<td>Emailed on their website. No return response.</td>
<td></td>
</tr>
<tr>
<td>7/25/2017</td>
<td>Gymboree</td>
<td>RT</td>
<td>Email</td>
<td>Emailed Lighthouse Package</td>
<td></td>
</tr>
<tr>
<td>6/30/2017</td>
<td>G Crawford / Charles Dunn Realtors</td>
<td>RT</td>
<td>Email</td>
<td>Emailed packet with new concept space information sheet. Followed up, no response.</td>
<td></td>
</tr>
<tr>
<td>6/30/2017</td>
<td>Robert Rowe / Sierra US</td>
<td>RT</td>
<td>Email</td>
<td>Emailed packet with new concept space information sheet. Followed up, no response.</td>
<td></td>
</tr>
<tr>
<td>6/30/2017</td>
<td>Lutzal / NAI Capital</td>
<td>RT</td>
<td>Email</td>
<td>Emailed packet with new concept space information sheet. Followed up, no response.</td>
<td></td>
</tr>
<tr>
<td>6/30/2017</td>
<td>Ken Simmons / NAI Capital</td>
<td>RT</td>
<td>Email</td>
<td>Emailed packet with new concept space information sheet. Followed up, no response.</td>
<td></td>
</tr>
<tr>
<td>6/29/2017</td>
<td>Kera Warriner</td>
<td>RS</td>
<td>Loopnet</td>
<td>LM a voicemail. No return call. Left another msg on 7/3/17, she said she would call back, wouldn't call.</td>
<td></td>
</tr>
<tr>
<td>6/29/2017</td>
<td>The Battery Park Carousel / EstStevens</td>
<td>RT</td>
<td>Email</td>
<td>Emailed packet with new concept space information sheet, follow up, no response.</td>
<td></td>
</tr>
<tr>
<td>6/29/2017</td>
<td>The Battery Park Carousel / NYork</td>
<td>RT</td>
<td>Email</td>
<td>Emailed packet with new concept space information sheet, follow up, no response.</td>
<td></td>
</tr>
<tr>
<td>6/29/2017</td>
<td>C Runyon / Charles Dunn Realtors</td>
<td>RT</td>
<td>Email</td>
<td>Emailed packet with new concept space information sheet, follow up, no response.</td>
<td></td>
</tr>
<tr>
<td>6/29/2017</td>
<td>T Taft / Charles Dunn Realtors</td>
<td>RT</td>
<td>Email</td>
<td>Emailed packet with new concept space information sheet, follow up, no response.</td>
<td></td>
</tr>
<tr>
<td>6/28/2017</td>
<td>Moultrie Family Fun Center</td>
<td>RT</td>
<td>Email</td>
<td>Emailed via their website. No response back.</td>
<td></td>
</tr>
<tr>
<td>6/28/2017</td>
<td>Janet Lemling</td>
<td>RT</td>
<td>Email</td>
<td>Emailed packet with coffee space information sheet.</td>
<td></td>
</tr>
<tr>
<td>6/28/2017</td>
<td>Kids World LA</td>
<td>RT</td>
<td>Email</td>
<td>Completed an online contact sheet on their website.</td>
<td></td>
</tr>
<tr>
<td>6/28/2017</td>
<td>Mark Keen / Pickle n Swiss</td>
<td>RT</td>
<td>Email</td>
<td>Gave more info, I asked to discuss on the phone, no response from him</td>
<td></td>
</tr>
<tr>
<td>6/28/2017</td>
<td>Mulliganfun / Torrance</td>
<td>RT</td>
<td>Email</td>
<td>Emailed packet with new concept space information sheet.</td>
<td></td>
</tr>
<tr>
<td>6/28/2017</td>
<td>Mulliganfun / Palmcove</td>
<td>RT</td>
<td>Email</td>
<td>Emailed packet with new concept space information sheet.</td>
<td></td>
</tr>
<tr>
<td>6/28/2017</td>
<td>Mulliganfun / Murallica</td>
<td>RT</td>
<td>Email</td>
<td>Emailed packet with new concept space information sheet.</td>
<td></td>
</tr>
<tr>
<td>6/28/2017</td>
<td>Rogue Valley Family Fun Center</td>
<td>RT</td>
<td>Email</td>
<td>Sent an email via their website, describing our available space. No return contact.</td>
<td></td>
</tr>
<tr>
<td>6/28/2017</td>
<td>Jennifer Rose</td>
<td>OFC</td>
<td>Phone</td>
<td>Acupuncturist. Wants small space, will discuss with partner and call back.</td>
<td></td>
</tr>
<tr>
<td>6/27/2017</td>
<td>Christine</td>
<td>RT</td>
<td>Loopnet</td>
<td>Escape Room, very pushy about it. Told him not a 2nd one at this time.</td>
<td></td>
</tr>
<tr>
<td>6/27/2017</td>
<td>Jennifer Lindsay</td>
<td>OFC</td>
<td>Loopnet</td>
<td>Tri-County RV, looking for warehouse spaces.</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>NAME</td>
<td>RT / RS / OFC</td>
<td>SERVICE</td>
<td>SIMILAR NOTES</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------</td>
<td>---------------</td>
<td>---------</td>
<td>-------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>6/29/2017</td>
<td>Dan Fredericksen</td>
<td>OFC</td>
<td>Phone</td>
<td>Reducing current space, sold black bldg off 101 fwy. Wants restroom, elevator for office.</td>
<td></td>
</tr>
<tr>
<td>6/22/2017</td>
<td>Lee Riopelle</td>
<td>RT</td>
<td>Loopnet</td>
<td>She wants 600sf for a Leather business. She doesn't want to pay percent and said we were too high.</td>
<td></td>
</tr>
<tr>
<td>6/21/2017</td>
<td>Mary</td>
<td>RT</td>
<td>Phone</td>
<td>Consignment/ alterations boutique. Never had a store before.</td>
<td></td>
</tr>
<tr>
<td>6/21/2017</td>
<td>Justin Waller</td>
<td>RT</td>
<td>Loopnet</td>
<td>LM, still no response.</td>
<td></td>
</tr>
<tr>
<td>6/21/2017</td>
<td>Christian Atangan</td>
<td>RT</td>
<td>Loopnet</td>
<td>Barber Shop, told him we don't have a space with water/sink available.</td>
<td></td>
</tr>
<tr>
<td>6/19/2017</td>
<td>Eric</td>
<td>OFC</td>
<td>Phone</td>
<td>Fish tote importer/broker. He will call back, sounds like he wants to live there.</td>
<td></td>
</tr>
<tr>
<td>6/19/2017</td>
<td><a href="mailto:lianning26@gmail.com">lianning26@gmail.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, answered her questions. Janet Lanning.</td>
<td></td>
</tr>
<tr>
<td>6/19/2017</td>
<td>info@homebrewedbar</td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, answered questions, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td>Elisa</td>
<td>OFC</td>
<td>Phone</td>
<td>Wanted to live in space.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:hello@handlebarcoffee.com">hello@handlebarcoffee.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:coffeeconnection@gmail.com">coffeeconnection@gmail.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:info@beaconcoffee.com">info@beaconcoffee.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:hello@ragamufinroasters.com">hello@ragamufinroasters.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:sales@lgaairport.com">sales@lgaairport.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:info@baristasociety.com">info@baristasociety.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:info@disgustinglydelicious.com">info@disgustinglydelicious.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:info@caffeluxe.com">info@caffeluxe.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:bcorralejo@gmail.com">bcorralejo@gmail.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, emailed a couple of times answering his questions.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:info@msstreetcoffee.com">info@msstreetcoffee.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:info@duncoscoffeeroasters.com">info@duncoscoffeeroasters.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:info@twogunsespresso.com">info@twogunsespresso.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:info@highlightcoffee.com">info@highlightcoffee.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:info@philzcoffee.com">info@philzcoffee.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:info@lavendarandhoneyespresso.com">info@lavendarandhoneyespresso.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:sbekerman@urthcafe.com">sbekerman@urthcafe.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:info@thehouseoftheb.com">info@thehouseoftheb.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/15/2017</td>
<td><a href="mailto:summbeach@aol.com">summbeach@aol.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/13/2017</td>
<td>Kimberly</td>
<td>RT</td>
<td>Phone</td>
<td>Baby outfits and high end womens clothing. Wanted Treasure Cove, not available.</td>
<td></td>
</tr>
<tr>
<td>6/13/2017</td>
<td>Lori Stephens</td>
<td>OFC</td>
<td>Phone</td>
<td>Accounting firm. Wants restroom inside space, 800sf. Didn't like any I spoke about.</td>
<td></td>
</tr>
<tr>
<td>6/12/2017</td>
<td>Richard Green / Leasing Network</td>
<td>OFC</td>
<td>Phone</td>
<td>Has a client, im, no return calls.</td>
<td></td>
</tr>
</tbody>
</table>
## PROSPECTIVE TENANT LIST — 2017

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
<th>RT / RS / OFC</th>
<th>SERVICE</th>
<th>SIMILAR</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/6/2017</td>
<td>Alex Marino / Century 21</td>
<td>OFC</td>
<td>Phone</td>
<td>For Psychic reader, only wants to pay $1000. Sounds like they wanted to live in space.</td>
<td></td>
</tr>
<tr>
<td>6/5/2017</td>
<td><a href="mailto:ridmaher@gmail.com">ridmaher@gmail.com</a></td>
<td>RS</td>
<td>Loopnet</td>
<td>Sent packet, had email conversation, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>6/5/2017</td>
<td>Melissa</td>
<td>RS</td>
<td>Loopnet</td>
<td>Wants to have ice cream at coffee shop space. Told her not approved, discussed other options.</td>
<td></td>
</tr>
<tr>
<td>6/1/2017</td>
<td><a href="mailto:sherryronym13@yahoo.com">sherryronym13@yahoo.com</a></td>
<td>RT</td>
<td>Email</td>
<td>Emailed packet, haven't heard back, will follow up again. Sherry Simmons.</td>
<td></td>
</tr>
<tr>
<td>6/1/2017</td>
<td><a href="mailto:info@piscoffee.com">info@piscoffee.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>5/31/2017</td>
<td>Michael Mendelson</td>
<td>RT</td>
<td>Phone</td>
<td>Gift shop/Gallery downtown, only wants part time space in Village. LM, no response.</td>
<td></td>
</tr>
<tr>
<td>5/30/2017</td>
<td>Julie Garn</td>
<td>OFC</td>
<td>Phone</td>
<td>Sews canvas for boats. Gave office space details to her. Too high for her.</td>
<td></td>
</tr>
<tr>
<td>5/26/2017</td>
<td><a href="mailto:paul@4crowndodge.com">paul@4crowndodge.com</a></td>
<td>RT</td>
<td>Loopnet</td>
<td>Emailed packet, spoke with him. He will discuss with wife. Haven't heard back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>5/24/2017</td>
<td>Andrew</td>
<td>RT</td>
<td>Phone</td>
<td>LM with no response.</td>
<td></td>
</tr>
<tr>
<td>5/22/2017</td>
<td><a href="mailto:stephanie@foreverafterpho.com">stephanie@foreverafterpho.com</a></td>
<td>OFC</td>
<td>Email</td>
<td>Had several email conversations, Stephanie Flores. And left voicemail, no more responses.</td>
<td></td>
</tr>
<tr>
<td>5/22/2017</td>
<td>Christa / Silhouettes Salon</td>
<td>RT</td>
<td>Phone</td>
<td>Husband has Jiu Jitsu style clothing online biz. Wants a small retail space. Discussed our spaces, too big.</td>
<td></td>
</tr>
<tr>
<td>5/8/2017</td>
<td><a href="mailto:mark.ken@picklesandwiss.com">mark.ken@picklesandwiss.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Sent packet, had some email conversations, waiting to hear back, will follow up again.</td>
<td></td>
</tr>
<tr>
<td>5/2/2017</td>
<td>Lance Roary</td>
<td>RT</td>
<td>Loopnet</td>
<td>LM and haven't heard back.</td>
<td></td>
</tr>
<tr>
<td>5/1/2017</td>
<td>Sharee Garwik</td>
<td>OFC</td>
<td>Phone</td>
<td>Tenant of Ventura West. Wants a studio/office space, showed her spaces and pricing. No response.</td>
<td></td>
</tr>
<tr>
<td>4/19/2017</td>
<td>Amber Beeson</td>
<td>RS</td>
<td>Phone</td>
<td>Doesn't want to buy biz. Wants to lease the space and put her own ideas. Chocolate BonBon Co.</td>
<td></td>
</tr>
<tr>
<td>4/18/2017</td>
<td>Marco Balderi</td>
<td>RS</td>
<td>Phone</td>
<td>Previously owned Italian Café in Arizona and Italy. Sold, trying to get back into business. No on coffee.</td>
<td></td>
</tr>
<tr>
<td>4/18/2017</td>
<td>Jessica Friesen</td>
<td>RS</td>
<td>Phone</td>
<td>Realtor looking for comps.</td>
<td></td>
</tr>
<tr>
<td>4/12/2017</td>
<td>Jessica Friesen</td>
<td>RT</td>
<td>Loopnet</td>
<td>Sent an email requesting what she was looking for, office, retail or restaurant. No response.</td>
<td></td>
</tr>
<tr>
<td>4/3/2017</td>
<td>Lyndsay Heck</td>
<td>OFC</td>
<td>Email</td>
<td>That was not a valid phone number.</td>
<td></td>
</tr>
<tr>
<td>4/2/2017</td>
<td>James Jolly</td>
<td>OFC</td>
<td>Phone</td>
<td>Pest control Co. wants 1st floor with signage, 2nd floor has to have signage too.</td>
<td></td>
</tr>
<tr>
<td>4/3/2017</td>
<td>Ellyn Ostrovell</td>
<td>RT</td>
<td>Phone</td>
<td>Consignment boutique, she found a space. Her mailbox was full, couldn't leave msgs.</td>
<td></td>
</tr>
<tr>
<td>3/30/2017</td>
<td>Scott / Powerhouse Construction</td>
<td>OFC</td>
<td>Phone</td>
<td>Discussed available spaces. Not sure of size he wants or ready to get an office yet.</td>
<td></td>
</tr>
<tr>
<td>3/30/2017</td>
<td>Lonny / Fresco II</td>
<td>RS</td>
<td>Phone</td>
<td>Interested in restaurant space. I spoke w him a year ago, continues to follow through. I keep retuning calls</td>
<td></td>
</tr>
<tr>
<td>3/23/2017</td>
<td>Christine</td>
<td>RS</td>
<td>Phone</td>
<td>Never had a biz before, husband is software engineer. Interested in Coffee Dock.</td>
<td></td>
</tr>
<tr>
<td>3/22/2017</td>
<td>Katie Adams</td>
<td>RT</td>
<td>Phone</td>
<td>Skin Care products, she sued December Store after leaving that space. Told her about Treasure Cove.</td>
<td></td>
</tr>
<tr>
<td>3/22/2017</td>
<td>Amy Jones / 451 Media</td>
<td>OFC</td>
<td>Email</td>
<td>Wants small space for photography studio, share with her partner. In no hurry, doesn't like 2nd floor.</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td>NAME</td>
<td>RT / RS / OFC</td>
<td>SERVICE</td>
<td>SIMILAR</td>
<td>NOTES</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------</td>
<td>---------------</td>
<td>---------</td>
<td>-------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>3/23/2017</td>
<td>Courtney Collins</td>
<td>RT</td>
<td>Loopnet</td>
<td>Wants 300-400sf space for Retro clothing &amp; gifts. Had a store in Burbank, relocating to Ventura.</td>
<td></td>
</tr>
<tr>
<td>3/19/2017</td>
<td>Michael</td>
<td>RT</td>
<td>Loopnet</td>
<td>Wants space for his daughter who had clothing store, doesn't want a jewelry shop. Buildings need updating.</td>
<td></td>
</tr>
<tr>
<td>3/15/2017</td>
<td>Andy</td>
<td>RS</td>
<td>Loopnet</td>
<td>Hard accent, couldn't understand well. Wants Coffee Shop, gave realtor contact info to him.</td>
<td></td>
</tr>
<tr>
<td>3/15/2017</td>
<td>Rodney Roller</td>
<td>RS</td>
<td>Loopnet</td>
<td>Sent packet via email, for him to send to his client.</td>
<td></td>
</tr>
<tr>
<td>2/27/2017</td>
<td><a href="mailto:rgreen@retailleasingnetwork.com">rgreen@retailleasingnetwork.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Emailed Lighthouse Package</td>
<td></td>
</tr>
<tr>
<td>2/27/2017</td>
<td><a href="mailto:sbreznag@ortc.com">sbreznag@ortc.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Emailed Lighthouse Package</td>
<td></td>
</tr>
<tr>
<td>2/27/2017</td>
<td><a href="mailto:jcfyiong@gmail.com">jcfyiong@gmail.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Emailed Lighthouse Package</td>
<td></td>
</tr>
<tr>
<td>2/27/2017</td>
<td><a href="mailto:jordan@tutore.com">jordan@tutore.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Emailed Lighthouse Package</td>
<td></td>
</tr>
<tr>
<td>2/27/2017</td>
<td><a href="mailto:mpozer@westbayllc.com">mpozer@westbayllc.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Emailed Lighthouse Package</td>
<td></td>
</tr>
<tr>
<td>2/27/2017</td>
<td><a href="mailto:sblom@rentv.com">sblom@rentv.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Emailed Lighthouse Package</td>
<td></td>
</tr>
<tr>
<td>2/27/2017</td>
<td><a href="mailto:jbattle@lee-re.com">jbattle@lee-re.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Emailed Lighthouse Package</td>
<td></td>
</tr>
<tr>
<td>2/27/2017</td>
<td><a href="mailto:george@cakproperties.com">george@cakproperties.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Emailed Lighthouse Package</td>
<td></td>
</tr>
<tr>
<td>2/27/2017</td>
<td><a href="mailto:rhaas@cypress.net">rhaas@cypress.net</a></td>
<td>RS</td>
<td>Email</td>
<td>Emailed Lighthouse Package</td>
<td></td>
</tr>
<tr>
<td>2/27/2017</td>
<td><a href="mailto:iraspilky@earthlink.com">iraspilky@earthlink.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Emailed Lighthouse Package</td>
<td></td>
</tr>
<tr>
<td>2/27/2017</td>
<td><a href="mailto:mkingsley@beckergrp.com">mkingsley@beckergrp.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Emailed Lighthouse Package</td>
<td></td>
</tr>
<tr>
<td>2/27/2017</td>
<td><a href="mailto:vlc.realpro@gmail.com">vlc.realpro@gmail.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Emailed Lighthouse Package</td>
<td></td>
</tr>
<tr>
<td>2/27/2017</td>
<td><a href="mailto:ihymn@naicapital.com">ihymn@naicapital.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Emailed Lighthouse Package</td>
<td></td>
</tr>
<tr>
<td>2/27/2017</td>
<td><a href="mailto:lindas@hagelisgroup.com">lindas@hagelisgroup.com</a></td>
<td>RS</td>
<td>Email</td>
<td>Emailed Lighthouse Package</td>
<td></td>
</tr>
<tr>
<td>2/12/2017</td>
<td>Theresa Dale</td>
<td>OFC</td>
<td>Loopnet</td>
<td>Doctor office. Wants to move within 30 days, rushed. LM 02/21/17 and 02/14/17</td>
<td></td>
</tr>
<tr>
<td>2/12/2017</td>
<td>Jodi Nelson</td>
<td>OFC</td>
<td>Phone</td>
<td>Boyfriend sells cargo containers. She has a Day Spa in Palmdale.</td>
<td></td>
</tr>
<tr>
<td>2/12/2017</td>
<td>Elena Velazquez</td>
<td>OFC</td>
<td>Phone</td>
<td>Photographer on needs 2-3 days a week space. Kids photos.</td>
<td></td>
</tr>
<tr>
<td>2/17/2017</td>
<td>Alan Nelson</td>
<td>OFC</td>
<td>Phone</td>
<td>Environmental consultant. Wants a kitchenette in space only.</td>
<td></td>
</tr>
<tr>
<td>2/10/2017</td>
<td>Meggie Hawthorne/Keller Williams</td>
<td>RS</td>
<td>Email</td>
<td>Met on 2/22/17 with a client -- El Segundo Brewery</td>
<td></td>
</tr>
<tr>
<td>2/10/2017</td>
<td>Jesse McGuire/Portillos Hot Dogs</td>
<td>RS</td>
<td>Email</td>
<td>Discussed space, coming out from Chicago. Never confirmed 2/17/17 meeting. No return calls.</td>
<td></td>
</tr>
<tr>
<td>2/8/2017</td>
<td>George Kaipa</td>
<td>RS</td>
<td>Phone</td>
<td>Spoke about concepts, lives in Westlake Village, Paint/Sip Concept, no food.</td>
<td></td>
</tr>
<tr>
<td>2/7/2017</td>
<td>Hymn / NAI Capital Group</td>
<td>RS</td>
<td>Email</td>
<td><a href="mailto:ihymn@naicapital.com">ihymn@naicapital.com</a></td>
<td></td>
</tr>
<tr>
<td>2/7/2017</td>
<td>Victor</td>
<td>RS</td>
<td>Email</td>
<td><a href="mailto:vlc.realpro@gmail.com">vlc.realpro@gmail.com</a>, Sent packet.</td>
<td></td>
</tr>
<tr>
<td>1/31/2017</td>
<td>Robert Ramirez</td>
<td>OFC</td>
<td>Loopnet</td>
<td>LM on 1/31/17 and 2/8/17. No return calls.</td>
<td></td>
</tr>
<tr>
<td>1/31/2017</td>
<td>Johnny Melendez</td>
<td>OFC</td>
<td>Loopnet</td>
<td>LM on 1/31/17. No return calls.</td>
<td></td>
</tr>
</tbody>
</table>
## PROSPECTIVE TENANT LIST ---- 2017

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
<th>RT / RS / OFC</th>
<th>SERVICE</th>
<th>SIMILAR</th>
<th>BIZ EXP</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/27/2017</td>
<td>Michael Cohen/SB Adventures</td>
<td>OFC</td>
<td>Email</td>
<td></td>
<td></td>
<td>Kayak Co. with Nat'l Park/Island Packers. Wants closest to IP.</td>
</tr>
<tr>
<td>1/19/2017</td>
<td>Matt Kingsley/ Becker Group</td>
<td>RS</td>
<td>Phone</td>
<td></td>
<td></td>
<td>New Burger Slider Franchise coming to town. Discussed Lighthouse space.</td>
</tr>
<tr>
<td>1/18/2017</td>
<td>Leda</td>
<td>OFC</td>
<td>Phone</td>
<td></td>
<td></td>
<td>Massage, Phyco Therapy business. Discussed space, she was not interested due to pricing.</td>
</tr>
<tr>
<td>1/22/2017</td>
<td>Yasmin Boshiz (sp?) Solar Coffee</td>
<td>RS</td>
<td>Loopnet</td>
<td></td>
<td></td>
<td>Referred him to Bonaventure Realty for the Coffee Dock space.</td>
</tr>
</tbody>
</table>
### Motionloft
Ventura Port District

#### Ventura Pedestrian Total - Visitors

<table>
<thead>
<tr>
<th></th>
<th>Nov 1, 2017 - Nov 30, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typical Day</td>
<td>4,420</td>
</tr>
<tr>
<td>Fri, Nov 24 - Busiest Day</td>
<td>10,314</td>
</tr>
<tr>
<td>Saturday Average</td>
<td>7,778</td>
</tr>
<tr>
<td>Typical Week</td>
<td>31,478</td>
</tr>
<tr>
<td>Peak Week Beginning Sun, Nov 19</td>
<td>41,756</td>
</tr>
<tr>
<td>Total Visitors</td>
<td>132,612</td>
</tr>
</tbody>
</table>

#### Average Daily Activity

<table>
<thead>
<tr>
<th>Hours</th>
<th>%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5am - 11am</td>
<td>12%</td>
<td>531</td>
</tr>
<tr>
<td>11am - 5pm</td>
<td>61%</td>
<td>2,702</td>
</tr>
<tr>
<td>5pm - 11pm</td>
<td>24%</td>
<td>1,080</td>
</tr>
<tr>
<td>11pm - 5am</td>
<td>2%</td>
<td>110</td>
</tr>
</tbody>
</table>

#### Totals

- Week beginning Sun, Oct 29: 21,040
- Week beginning Sun, Nov 5: 30,066
- Week beginning Sun, Nov 12: 24,902
- Week beginning Sun, Nov 19: 41,756
- Week beginning Sun, Nov 26: 14,848
MotionLoft
Ventura Port District

Nov 1, 2017 - Nov 30, 2017

5,117
Typical Day

6,551
Sat, Nov 25 - Busiest Day

6,329
Saturday Average

36,016
Typical Week

36,880
Peak Week Beginning Sun, Nov 19

153,495
Total Visitors

Average Daily Activity

<table>
<thead>
<tr>
<th>Hours</th>
<th>%</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5am - 11am</td>
<td>23%</td>
<td>1,185</td>
</tr>
<tr>
<td>11am - 5pm</td>
<td>49%</td>
<td>2,502</td>
</tr>
<tr>
<td>5pm - 11pm</td>
<td>25%</td>
<td>1,287</td>
</tr>
<tr>
<td>11pm - 5am</td>
<td>3%</td>
<td>139</td>
</tr>
</tbody>
</table>

Totals

- Week beginning Sun, Oct 29: 21,402
- Week beginning Sun, Nov 5: 36,758
- Week beginning Sun, Nov 12: 35,258
- Week beginning Sun, Nov 19: 36,880
- Week beginning Sun, Nov 26: 23,197
BOARD OF PORT COMMISSIONERS

JANUARY 24, 2018

CONSENT AGENDA ITEM A
APPROVAL OF OUT OF TOWN TRAVEL REQUEST
VENTURA PORT DISTRICT
BOARD COMMUNICATION

TO: Board of Port Commissioners
FROM: Oscar F. Peña, General Manager
SUBJECT: Out of Town Travel Request

RECOMMENDATION:
That the Board of Port Commissioners approve by motion the following out of town travel request for:

A) Property Manager, Robin Baer to travel to Anaheim, California to participate in the ICSC Southern California Idea Exchange on February 22, 2018. Attending this conference will allow our Property Manager to market our vacant spaces, meet new contacts and vendors and keep up-to-date on new and ongoing trends. Estimated cost for the travel is as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>$95.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>$128.63</td>
</tr>
<tr>
<td>Meals</td>
<td>$95.00</td>
</tr>
<tr>
<td>Mileage</td>
<td>$111.18</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$429.81</strong></td>
</tr>
</tbody>
</table>
BOARD OF PORT COMMISSIONERS

JANUARY 24, 2018

STANDARD AGENDA ITEM 1

Pacific States Marine Fisheries Commission Grant Application for the Ventura Shellfish Enterprise Project
TO: Board of Port Commissioners
FROM: Brian Pendleton, Deputy General Manager
SUBJECT: Pacific States Marine Fisheries Commission Grant Application for the Ventura Shellfish Enterprise (VSE) Project

RECOMMENDATION:
That the Board of Port Commissioners authorize the General Manager to submit a grant application to Pacific States Marine Fisheries Commission (PSMFC) in the amount of $97,310.00.

SUMMARY:
The Pacific States Marine Fisheries Commission (PSMFC), in cooperation and funding from the NOAA Fisheries Office of Aquaculture, will be issuing approximately $450,000 in grants to fund marine aquaculture pilot projects focusing on sustainable aquatic farming techniques and regional business practices to grow U.S. domestic seafood. See Attachment 1 PSMFC RFP for details.

The grant is for a one year period from April 1, 2018 to March 31, 2019 and is competitive in nature. This dovetails with the District’s efforts as it relates to the sub-award from a NOAA 2015 Sea Grant Aquaculture Extension and Technology Transfer Grant that provides for strategic permitting and planning initiative to facilitate and substantially increase shellfish farming in the Santa Barbara Channel.

BACKGROUND:
According to PSMFC, more than ninety percent of seafood consumed in the United States is imported, and of that amount, more than half of imported seafood is from overseas aquaculture. The United States ranks only fifteenth in aquaculture job production despite possessing the largest exclusive economic zone in the world.

PSMFC goes on to state, to address the major lost opportunity for job creation in coastal communities and to encourage the development of a domestic seafood supply, the three interstate marine fisheries commissions, with funding from NOAA fisheries, will seeking proposals to conduct regional pilot programs for partnerships between the seafood industry and community partners. The goal of these pilot programs will be to develop, validate and deploy economically and environmentally sustainable aquatic farming techniques and regional business practices to grow U.S. domestic seafood production. To maximize the impact of these pilot grants, we are giving priority consideration to promising but less commercially developed technologies, such as those targeting shellfish, seaweed, and other relative newcomers to the domestic aquaculture industry.

Grant funds would be used to contract environmental consulting services through Dudek for two eligible categories “Planning Work for Programmatic Permitting Development” and “Shellfish Farming”. Dudek would assist the VPD in collaboration with its VSE partners to complete review of regulatory agency requests and respond to comments associated with the submission of permit applications for twenty, 100-acre shellfish (Mediterranean mussel, *Mytilus galloprovincialis*) growing areas in federal waters proximate to Ventura Harbor; and obtain all necessary permits and entitlements to begin mussel farming operations. See Attachment 2 grant application for details.
The current 2015 Sea Grant sub-award to the VPD for the VSE project supports development of a strategic permitting plan (Task 1); the preparation of all necessary project permit applications and draft environmental documentation and studies (Task 2); and community and stakeholder outreach (Task 3). This grant is scheduled to conclude June 30, 2018.

**FISCAL IMPACT:**
The PSMFC grant does not require a cost-share, however VPD staff time is necessary to manage the consultant service contract for the 1-year period. The value of the time is an in-kind contribution estimated at $9,698.

**ATTACHMENT:**
Attachment 1 - Pacific States Marine Fisheries Commission Grant RFP
Attachment 2 - Pacific States Marine Fisheries Commission Grant Application
Request for Proposals:

Marine Aquaculture Pilot Projects

Issue Date: December 1, 2017

Deadline for Submissions: February 1, 2018
Proposal Schedule

December 1, 2017: Request for Proposal (RFP) issued and distributed

January 5, 2018: Deadline for written questions regarding this RFP
Please email questions to Michael Arredondo at marredondo@psmfc.org

January 12, 2018: Q&A document, including the answer to the written questions posted on the PSMFC website at: http://www.psmfc.org/procurements/blog

February 1, 2018: Deadline for submission of proposals
Proposals must be submitted by e-mail to: marredondo@psmfc.org
Subject line for submissions: Marine Aquaculture Pilot Projects
Faxed and hard copy proposals will not be accepted.

February 1-14, 2018: Proposal review

April 1, 2018: Project finalist selected

April 1, 2018 – March 31, 2019: Anticipated Project Period

Funding Opportunity Description

Summary

The Pacific States Marine Fisheries Commission (PSMFC), in cooperation and funding from the NOAA Fisheries Office of Aquaculture, will be issuing approximately $450,000 in grants to fund marine aquaculture pilot projects focusing on sustainable aquatic farming techniques and regional business practices to grow U.S. domestic seafood.

Background

More than ninety percent of seafood consumed in the United States is imported, and of that amount, more than half of imported seafood is from overseas aquaculture. The United States ranks only fifteenth in aquaculture job production despite possessing the largest exclusive economic zone in the world.

To address the major lost opportunity for job creation in coastal communities and to encourage the development of a domestic seafood supply, the three interstate marine fisheries commissions, with funding from NOAA fisheries, will seeking proposals to conduct regional pilot programs for partnerships between the seafood industry and community partners. The goal
of these pilot programs will be to develop, validate and deploy economically and environmentally sustainable aquatic farming techniques and regional business practices to grow U.S. domestic seafood production. To maximize the impact of these pilot grants, we are giving priority consideration to promising but less commercially developed technologies, such as those targeting shellfish, seaweed, and other relative newcomers to the domestic aquaculture industry.

**Scope of Work**

The geographic scope of the proposed projects is for the U.S. West Coast states of Alaska, California, Oregon and Washington, as well as Hawaii and U. S. Pacific Islands. The primary location of the proposed projects must be in the marine waters/estuarine environment.

Some examples of the types of pilot projects to advance the potential development and implementation of developing, validating and deploying economically and environmentally sustainable aquatic farming techniques and regional business practices to grow U.S. domestic seafood production are as follows:

1. Planning work for Programmatic Permitting development
2. Seaweed, sea cucumber, and shellfish farming
3. Farming of shellfish species new to aquaculture in the region such as native clams, purple hinge rock scallop, gooseneck barnacles, etc.
4. Food safety certification of seafood farmed in federal waters:
5. Genetic selection and work for shellfish related to adaptation/mitigation of ocean acidification

The Pacific States Marine Fisheries Commission (PSMFC) will be issuing $450,000 in grants to qualified projects. Individual proposals should not exceed $100,000 or be less than $50,000. We anticipate funding approximately 6-8 projects.

**Eligible Applicants**

Researchers at U.S. academic institutions, research laboratories, for-profit companies/firms, nonprofits, and state agencies are all eligible. Proposals from foreign entities are not eligible. Proposals involving multiple investigators are welcome. Any U.S. federal government agencies, including Regional Fishery Management Councils, are not eligible to receive funding through this solicitation.

**Application and Submission Information**

**Content and Form of Application**
Proposal format must be in at least a 12 point font and double-spaced. Brevity will assist reviewers and program staff in dealing effectively with proposals. Tables and visual materials,
including charts, graphs, maps, photographs and other pictorial presentations are included in the
3-page limit. Data management plans and/or access agreements as well as budgets and
justifications, project summary, and previous, current and pending support sections do not count
towards the page limit. Appendices may include information such as resumes and/or letters of
endorsement.

Additional informational material will be disregarded.

Proposals must include the following information in the format outlined below.

a. Project summary (1-page limit):

(1) Organization title.
(2) Principal Investigator(s) (PI).
(3) Address, telephone number, and email address of Principal Investigator(s).
(4) Project title.
(5) Project objectives for the project period.
(6) Summary of work to be performed within the project period.
(7) Budget Information

- Total funds requested from PSMFC;
- Cost sharing to be provided to this project, if any (not required). Specify whether
  contributions are cash or in kind;
- Total project cost.

b. Project description (3 page limit): Each project must be completely and accurately
described. The main body of the proposal should be a clear statement of the work to
be undertaken and should include: specific objectives and performance measures for
the period of the proposed work and the expected significance; relation to longer-term
goals of the project; and relation to other work planned, anticipated, or underway.

c. Project Budget: You must include in the proposal a detailed narrative for each
category providing an explanation and/or process for how the funds will be used
and/or allocated. Describe and justify the budget for each organization or agency
requesting funding in this proposal using the mandatory budget categories listed
below.

• Personnel (including Fringe Benefits): Include the salary detail for all
  employees assigned to this project. Explain the duties for each individual
  identified by name and position. State the time commitments such as hours and
  percent of time for each position. List the total charges for each person. Provide
detail on all fringe benefits in correlation to the employee’s hourly wage and the
number of hours to be worked in association with the proposed project. Identify
what types of fringe benefits are being covered. Describe the total charges for
each person listed along with an explanation of how the charges were calculated.
• **Travel:** These costs include lodging, airfare, per diem, ground transportation and other directly-related expenses incurred while traveling for the purpose of the proposed project. Include each traveler’s name, dates of travel, purpose of travel, destination, and itemized costs to include lodging, airfare, per diem, ground transportation, etc. Identify why the requested travel is directly relevant to the successful completion of the project. If there are any actual trip details that remain unknown, please explain what the basis for the proposed travel charges.

• **Contractual:** Include all expenditures associated with contractually-related activities that are directly associated with the proposed project. List each contract as a separate item. Describe the applicability to the project for each contract to be acquired.

• **Supplies:** Include a description of all equipment that individually costs under $5,000 and miscellaneous supplies and materials that are required for the purpose of the proposed project. Itemize supplies by type of material or nature of expense. Identify how the proposed supplies are necessary for the successful completion of the project.

• **Equipment:** Include items that individually cost more than $5,000. For any items of equipment whose costs exceed $5,000, a description of the item and associated costs is required. List each item of equipment being requested. For each item of equipment, please identify the number of units, cost per unit and total cost specified. Explain why each item of equipment is necessary for the successful completion of the project.

• **Indirect Costs:** These are costs incurred by the investigating organization as a result of administering the proposed project but not directly associated with project implementation. Indirect costs generally include space rental, utilities, postage, data processing, training, safety management, affirmative action programs, administrative support, and supervisory oversight. **NOTE:** All proposals must include copy of the approved negotiated indirect cost rate document or similar verifying your indirect rate as part of your proposal package. Our intent is that institutions undertaking research apply funds to expenses directly related to the project, and have the ability to complete the project with low indirect cost rates.

**Instructions, Conditions and Notices to Proposers**

1. Questions regarding this RFP shall be submitted in writing no later than January 5, 2018 to:
   
   Michael Arredondo
   205 SE Spokane Street, Suite 100
   Portland, OR 97202
   Email: marredondo@psmfc.org
   Phone: (503) 595 - 3100
   Fax: (503) 595 – 3444
The answers to the written questions will be posted on PSMFC’s website by January 12, 2018.

2. Amendments to the Solicitation

If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Proposers shall acknowledge receipt of any amendment to this solicitation in Proposer’s cover letter.

3. Submission, Modification Revision and Withdrawal of Proposals

   a. The deadline for proposals is February 1, 2018.
      Attn: Michael Arredondo
      205 SE Spokane Street, Suite 100
      Portland, OR 97202
      Email: marredondo@psmfc.org
      Phone: (503) 595 – 3100
      Fax: (503) 595 – 3444

   b. PSMFC reserves the right to consult with and to consider information from its own sources, including information from state and federal agencies regarding the proposer’s prior performance or the status of outstanding investigations or warrants involving the proposer.

   c. Late proposals

      i. Any proposal, modification, or revision at the PSMFC office designated in the solicitation after the exact time specified for receipt to offers is “late” and will not be considered unless it is received before award is made, the PSMFC Fiscal Manager determines that accepting the late offer would not unduly delay the acquisition; and

      ii. There is acceptable evidence to establish that it was received at the PSMFC installation designation for receipt of offers and was under the PSMFC’s control prior to the time set for receipt to offers; or

      iii. It is the only proposal received.

      iv. However, a late modification of an otherwise successful proposal that makes its terms more favorable to the PSMFC, will be considered at any time it is received and may be accepted.

      v. Acceptable evidence to establish time of receipt at the PSMFC installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of PSMFC personnel.

   d. If an emergency or unanticipated event interrupts normal PSMFC processes so that
proposals cannot be received at the office designated for receipt of proposals by the exact
time specified in the solicitation, and urgent PSMFC requirements preclude amendment
of the solicitation, the time specified for receipt of proposals will be deemed to be
extended to the same time of day specified in the solicitation on the first work day on
which normal PSMFC processes resume.

e. Proposals may be withdrawn by written notice received at any time before award.
Proposals may be withdrawn in person by an offer or an authorized representative, if the
identity of the person requesting withdrawal is established and the person signs a receipt
for the proposal before award.

f. Proposers shall submit proposals in response to this solicitation in English and in U.S.
dollars.

g. Proposers may submit modifications to their proposals at any time before the solicitation
closing date and time, and may submit modifications in response to an amendment, or to
correct a mistake at any time before award.

h. Proposers may submit revised proposals only if requested or allowed by PSMFC.

i. Proposals may be withdrawn at any time before award. Withdrawals are effective upon
receipt of notice by the Fiscal Manager.

j. Each Proposal must state that it is a firm offer which may be accepted within a period of
ninety (90) days. Although the contract is expected to be awarded prior to that time, the
ninety day period is requested in order to allow for unforeseeable delays.

k. Proposer shall submit the name, address, and telephone number of the person(s) with the
authority to bind the firm, as well as to answer questions or provide clarification
concerning the firm’s proposal.

l. PSMFC is not liable for any costs incurred by vendors/contractors in developing or
submitting their response to this RFP.

Proposal Evaluation

1. All proposals received in accordance with these RFP instructions will be evaluated to
determine if they are complete and meet the requirements specified in this RFP.

2. All proposals received in accordance with these RFP instructions will be reviewed,
analyzed, evaluated and scored in accordance with the criteria described below. If
needed, additional information may be requested from one or more proposers.

3. Request for additional information. During the evaluation period, PSMFC may request
additional information in order to fairly evaluate a proposer’s offer. If such information is
required, the proposer will be notified in writing (or by email) and will be permitted a reasonable period of time to respond.

4. Evaluation Criteria. By use of numerical and narrative scoring techniques, proposals will be evaluated by PSMFC against the factors specified below. The relative weights of the criteria – based on a 100 point scale – are shown in parentheses. The evaluation criteria are:

   a. Qualifications, experience, references, and ability to address research program priorities (30 points);

   b. Work Plan/Technical Approach (40 points);

   c. Cost/Project Budget (30 points)

D. Conflict of Interest

A conflict of interest exists when financial interests or other opportunities for tangible personal or professional benefit could influence or appear to influence the professional judgment of a member of the Proposal Review Committee. Improper influence could be used to not only advance one’s own research program, but also to unfairly promote a family member’s, colleague’s or former student’s program. Thus, care must be exercised to avoid a conflict of interest during the proposal review process and the discussion of past, current or proposed research. A conflict of interest also exists when circumstances simply have the appearance of compromising the profession judgement of a member of the Proposal Review Committee. It is the policy of PSMFC that conflicts of interest or the appearance of conflicts of interest shall be avoided wherever possible and disclosed and minimized in situations where interests cannot be reasonable separated. Whenever a conflict of interest arises during discussions of the Proposal Review Committee, the member in question shall disclose the possible conflict and excuse themselves from the discussion.

E. Grant Award
1. All qualified proposals will be evaluated and awards will be made to those proposed projects whose combination of cost and technical offers is deemed to best address the research themes of this RFP. It is expected that the final awards to selected projects will begin on April 1, 2018.

2. PSMFC reserves the right to make an award for project at a cost that is less than what was proposed.

3. PSMFC expressly reserves the right to reject any and all proposals and make no award under this RFP if such action is in the best interest of the PSMFC.
Organization Title: Ventura Port District (VPD)

Principal Investigators: Everard Ashworth, VPD Commissioner and Chairman; and Brian Pendleton, VPD Deputy General Manager

Contact Info: 1603 Anchors Way, Ventura, CA 93001-4229 (805) 642-8538 eashworth@venturaharbor.com; bpendleton@venturaharbor.com

Project Title: Ventura Shellfish Enterprise (VSE)
Project Summary
VENTURA SHELLFISH ENTERPRISE (VSE) PROJECT

1. **Organization Title:** Ventura Port District (VPD)

2. **Principal Investigators:** Everard Ashworth, VPD Commissioner and Chairman; and Brian Pendleton, VPD Deputy General Manager

3. **Contact Info:** 1603 Anchors Way, Ventura, CA 93001-4229 (805) 642-8538 eashworth@venturaharbor.com; bpendleton@venturaharbor.com

4. **Project Title:** Ventura Shellfish Enterprise (VSE)

5. **Objectives for Project Period:**

   - Planning Work for Programmatic Permitting Development;
   - Shellfish Farming:

   Complete review of regulatory agency requests and respond to comments associated with the submission of permit applications for twenty, 100-acre shellfish (Mediterranean mussel, *Mytilus galloprovincialis*) growing areas in federal waters proximate to Ventura Harbor; and obtain all necessary permits and entitlements to begin mussel farming operations.

6. **Project Summary:** The Ventura Shellfish Enterprise (VSE) is a multi-stakeholder initiative that seeks to permit and manage a commercial bivalve shellfish aquaculture operation consistent with NOAA’s objective of increasing the supply of safe, sustainably produced domestic seafood. The current complexities and costs associated with the aquaculture permitting process represent a significant barrier to expansion of the industry. VSE seeks to address several regulatory and planning challenges that effectively limit the development of domestic marine shellfish culture.

   This project seeks to secure all required federal, state, and local permits and entitlements to support a commercial mussel farm in open federal waters proximate to Ventura Harbor, California (Project). As a member of the VSE, the Ventura Port District (VPD) will hold all entitlements for a group of offshore aquaculture permits that will in turn be assigned to individual growers/producers for farming the Mediterranean mussel, *Mytilus galloprovincialis*. These sub-permit opportunities will be marketed to entities who, in the absence of a pre-permitting structure, would be disinclined to embark on the required regulatory pathway. In return, and as a requirement of their tenancy, sub-permittees’ will agree to operate under robust environmental monitoring guidelines and best management practices. This novel approach will bring an economy of scale to facilitate efficient and centralized processing of project permits and environmental review, as well as reducing costs and logistical challenges associated with environmental monitoring, marketing and distribution. Development of education and research, retail entrepreneurship, and community engagement with comprehensive environmental planning are all realistic ancillary benefits of this initiative.

7. **Budget:** Total Funds Requested from PSMFC: $97,310; Cost Sharing: $9,698 In-Kind; Total Project Costs: $107,008
Project Description
1. **Project Description:** The project seeks to secure all required federal, state, local permits and entitlements to support twenty 100-acre plots for commercial mussel farming in open federal waters proximate to Ventura Harbor, California (Project). The sites will be used for growing the Mediterranean mussel (Mytilus galloprovincialis) via submerged long lines. The mussels will be grown and harvested by grower/producers and landed at Ventura Harbor. Cultivating mussels off the California coast is in keeping with federal policy to improve domestic food security. This Project is supported, in part, through the NOAA Sea Grant program, the goal of which is to contribute to “a safe, secure and sustainable supply of seafood to meet public demand.” This initiative is novel in several ways. First, the Project proposes to produce bivalve shellfish in the offshore marine environment. Second, the Project is working cooperatively in an open-source format with federal and state regulators to establish a template for additional future shellfish growing operations. At present there is only one commercial aquaculture operation in federal waters off the California coast. The current low level of production is partially due to the existence of significant regulatory and statutory barriers to commercial shellfish production.

2. **Project Objectives:** The overall VSE objectives are for VPD to obtain entitlements for twenty, 100-acre shellfish aquaculture permits in federal waters of the Santa Barbara Channel; assign to individual grower producers; establish best management practices for commercial growers; coordinate comprehensive monitoring and reporting for all permits; and leverage existing underutilized onshore facilities at Ventura Harbor for processing and shipping the shellfish product. The Project is designed to allow for participation by potential growers who might otherwise be precluded because of the significant associated costs and regulatory hurdles of obtaining the required government approvals. The Project will create economies of scale that allow individual grower/producers to benefit from centralized environmental monitoring, product safety testing, and product marketing.

3. **Project History:** In 2015, VPD received a Sea Grant Aquaculture Extension sub-award that provided financial support for: preparation of a strategic plan for permitting the Project; preparation of all required permit and entitlement applications and environmental impact documentation; and an educational outreach component. After completion of the Strategic Permitting Plan, the VPD and VSE volunteers engaged local stakeholders, including over 500 commercial fishing vessel owners from Goleta to Port Hueneme, to consider specific growing locations. The VSE team hosted 10 public educational and site selection workshops in 2017 regarding the proposed Project. Of these, three workshops were held...
specifically to determine the optimal location for twenty 100-acre parcels within the original area of interest identified through the use of a marine spatial planning tool developed by the Bren School of Environmental Science and Management at UCSB. Careful analysis of stakeholder feedback led to the identification of an alternative proximate to Ventura Harbor, in federal waters. The new alternative will be of similar depth, contain the same sandy substrate conditions, and trigger the same biological analyses as locations within the original candidate area in State waters. The VSE team does not believe this Project siting represents a material change from the Project proposed in the Strategic Permitting Plan, However, this impacts the regulatory pathway, environmental review process, permitting, water quality testing and product testing required for the Project. The VSE team has updated the Strategic Permitting Plan to account for those changes, and circulated it to State and Federal regulators for review and comment to assist with permit applications. Current permitting work items include pre-application coordination with the regulatory agencies and drafting and submission of permit applications to the applicable state and federal regulatory agencies. This permitting work will be completed by March 2018. VPD will submit applications for the following permits and environmental clearances:

- U.S. Army Corps of Engineers Individual Permit (pursuant to Section 10 of the Rivers and Harbors Act)
- National Marine Fisheries Service and U.S. Fish and Wildlife Service Biological Opinions (pursuant to Section 7 of the Endangered Species Act);
- U.S. EPA 401 Water Quality Certification (pursuant to Section 401 of the Clean Water Act);
- U.S. Coast Guard Private Aid to Navigation Permit;
- California Coastal Commission Consistency Certification (pursuant to the Coastal Zone Management Act).

4. **Work Plan:** To complete the permitting process, we seek funding for April 1, 2018 to March 31, 2019 for the next steps: conducting permit application follow-up with the regulatory agencies, including negotiating permit conditions, and completing the entitlement process with a completion target of spring 2019. VPD is contracting Dudek for the following:

**Task 1 – Meetings and Agency Coordination:** Consistent collaboration throughout the permitting process is critical to ensure permits are issued expeditiously with appropriate conditions and mitigation measures that balance environmental concerns with operational needs. Environmental consultants, Dudek, will coordinate with all relevant stakeholder groups and regulatory agency teams to identify data requirements for permit approvals. This task includes administrative functions (e.g., notification of participants, scheduling, coordination of meeting location), technical functions including preparation of meeting materials (e.g., meeting agendas, presentations, hand-outs), and preparation of briefings and meeting minutes. Dudek will also provide technical and policy support for VPD. We anticipate Task 1 will begin in April 2018 and be completed by March 2019.
Task 2 – Finalize List of BMPs: VPD, VSE partners and Dudek will develop a list of resource protection measures, including best management practices (BMPs) related to: minimizing impacts on marine mammals and other aquatic wildlife, carrying capacity, seed supply, sediment quality, predator and wildlife interactions, and storage and disposal of aquaculture gear. The BMPs will be incorporated in Project permit conditions and/or mitigation measures. The standardized, predictable list of BMPs can benefit future shellfish aquaculture projects, thereby facilitating sustainable growth of the aquaculture industry nationally. We anticipate Task 2 will begin in April 2018 and have an anticipated completion date of March 2019.

Task 3 – Coordinate and Draft Permit Language and Permit Special Conditions: To streamline the permit application review process, Dudek will draft appropriate permit language and a list of proposed permit special conditions. Dudek will draft a complete Project description, identification of avoidance and minimization measures, and description of the Project’s monitoring plan for submittal to the agencies. Additionally, Dudek will provide a list of proposed special conditions to the agencies, using pre-established language and requirements as much as possible. We anticipate Task 3 will begin in June 2018 and be completed by March 2019.

Task 4 – Draft or Review Monitoring Plans: Dudek will assist with developing all required monitoring plan(s) to be carried out during Project implementation. The monitoring program(s) and protocols will be vetted by regulatory agencies and include data sampling requirements and reporting requirements. It is anticipated monitoring will include an evaluation of the Project’s potential impacts on: (1) the benthic environment beneath and near Project facilities; (2) wildlife interactions with the Project; and (3) impacts of marine debris such as lost and broken fishing gear. We anticipate Task 4 will begin in June 2018 and be completed by March 2019.

5. **Grant Impact**: Tasks and deliverables outlined above are key milestones to realizing the implementation of the largest offshore mussel aquaculture project on the West Coast. The programmatic permitting pathway initiated in 2015 would be completed via this proposal by obtaining all required environmental permits and entitlements for twenty 100-acre mussel cultivation areas. At capacity, it is anticipated that the Project will land over 20 million pounds of mussels annually.

**Concurrent/Future Work**: VSE team member [Coastal Marine Biolabs](#) is committed to working collaboratively with NOAA Seafood Inspection Program (NOAA-SIP) representatives and other relevant federal entities on the development of a sanitation plan for a federal waters siting alternative, establishing a centralized and agency approved testing facility to meet the testing requirements articulated in the sanitation plan, and certification/classification of the growing waters.
Project Budget
ATTACHMENT 2

PACIFIC STATES MARINE FISHERIES COMMISSION – Marine Aquaculture Pilot Projects
Ventura Port District – Ventura Shellfish Enterprise (VSE) Project

1. **Organization Title:** Ventura Port District (VPD)
2. **Principal Investigators:** Everard Ashworth, VPD Commissioner and Chairman; and Brian Pendleton, VPD Deputy General Manager
3. **Contact Info:** 1603 Anchors Way, Ventura, CA 93001-4229 (805) 642-8538 eashworth@venturaharbor.com; bpendleton@venturaharbor.com
4. **Project Title:** Ventura Shellfish Enterprise (VSE)
5. **Objectives for Project Period:** 1. Planning Work for Programmatic Permitting Development; 2. Shellfish Farming:

Complete review of regulatory agency requests and respond to comments associated with the submission of permit applications for twenty, 100-acre shellfish (Mediterranean mussel, *Mytilus galloprovincialis*) growing areas in federal waters proximate to Ventura Harbor; and obtain all necessary permits and entitlements to begin mussel farming operations.

6. **Project Budget:** Project funds will be utilized per the budget category “Contractual” and provide fee for services payment to Dudek, VPD’s environmental consultant. Dudek will perform the following tasks under contract to VPD, and associated costs and staff hours are further depicted in the attached budget spreadsheet.

   a) **Task 1 – Meetings and Agency Coordination** - **Contractual:** Dudek will serve as VPD’s environmental consultant, and the following staff would be involved in this task: Laurie Monarres, David Wickens, John Davis, Amber Geraghty.

   Several recent aquaculture projects in California have struggled for several years to obtain their permits once applications are filed. Consistent coordination and guidance throughout the permitting process is extremely important to ensure that permits are issued in a timely manner with appropriate conditions and mitigation measures that balance any environmental concerns with the operational needs of the project. Dudek will work with VPD, relevant stakeholder groups, and regulatory agency team members to conduct permit application submittal follow-up in a thorough manner to prevent disrupting the anticipated project schedule. This requires diligent coordination with the agencies from application submittal through permit issuance to obtain permits within an appropriate timeframe. This coordination and continuous feedback from the agencies will be critical to successfully identify the necessary data requirements to complete the permitting process.

   This task will include handling administrative functions (e.g., notification of participants, scheduling, coordination of meeting location), technical functions, such as preparation of meeting materials (e.g., meeting agendas, presentations, hand-outs), and preparation of pre-meeting briefings and meeting minutes. It is critical that the meetings are efficient and
productive, and have measurable outcomes; Dudek will facilitate and guide discussions to stay on topic. Dudek will also serve as technical and policy support for VPD as needed. We anticipate Task 1 will begin in April 2018 and have an anticipated completion date of March 2019.

Cost for Task 1: $30,800

b) Task 2 – Finalize List of BMPs - **Contractual:** Dudek will serve as VPD’s environmental consultant, and the following staff would be involved in this task: Laurie Monarres, David Wickens, John Davis, Andrea Dransfield, Amber Geraghty, Melis Okter.

Dudek will develop a list of resource protection measures, including best management practices (BMPs) that will avoid and minimize impacts on the aquatic environment. These BMPs will be an important component of regulatory agency approval of the project, and will include measures related to minimizing impacts on marine mammals and other aquatic wildlife, carrying capacity, seed supply, sediment quality, predator and wildlife interactions, and storage and disposal of aquaculture gear. The BMPs will be incorporated in project permit conditions and/or mitigation measures. The goal of the project is to develop a standardized, predictable list of BMPs that can be used in the future for other shellfish aquaculture projects, thereby facilitating sustainable growth of the aquaculture industry in California in a manner that minimizes environmental impacts. We anticipate Task 2 will begin in April 2018 and have an anticipated completion date of March 2019.

Cost for Task 2: $18,450
c) Task 3 – Coordinate and Draft Permit Language and Permit Special Conditions - **Contractual:** Dudek will serve as VPD’s environmental consultant, and the following staff would be involved in this task: Laurie Monarres, David Wickens, John Davis, Andrea Dransfield, Amber Geraghty, Melis Okter.

Often, regulatory agencies are short-staffed and have a backlog of permit applications to evaluate. This, coupled with a lack of experience processing open water aquaculture applications can lead to delays in permit processing and issuance. One way to increase the efficiency of permit review is through providing the agencies with draft permit language and a list of proposed permit special conditions during the permit application review process. Dudek will draft appropriate permit language such as a complete project description, identification of avoidance and minimization measures, and
description of the project’s monitoring plan for submittal to the agencies. Dudek will also provide a list of proposed special conditions to the agencies, using pre-established language and requirements as much as possible. We anticipate Task 3 will begin in June 2018 and have an anticipated completion date of March 2019.

Cost for Task 3: $24,400

d) Task 4 – Draft or Review Monitoring Plans - Contractual: Dudek will serve as VPD’s environmental consultant, and the following staff would be involved in this task: Laurie Monarres, David Wickens, John Davis, Andrea Dransfield, Amber Geraghty, Melis Okter.

Given the lack of offshore shellfish aquaculture on the Pacific coast, there are certain issues where the resource agencies may request monitoring to confirm whether the project has an environmental impact. Dudek will assist with developing any required monitoring plan(s) to be carried out during project implementation. The monitoring program(s) and protocols will be vetted with input and coordination among the regulatory agencies and will include data sampling requirements and reporting requirements such as timing of annual reports. It is currently anticipated that monitoring will include an evaluation of the project’s potential impacts on: (1) the seafloor and benthic environment beneath and in the vicinity of project facilities; (2) wildlife interactions with the project; and (3) impacts of marine debris such as lost and broken fishing gear.

We anticipate Task 4 will begin in June 2018 and have an anticipated completion date of March 2019.

Cost for Task 4: $23,660

TOTAL PROJECT COST: $97,310

In-Kind Matching Contributions: The Ventura Port District maintains an existing professional services agreement (PSA) with Dudek. Upon successful award of the PSMFC grant, this PSA will be amended to contract Dudek to provide Tasks 1-4 as provided for in the Project Description. The Deputy General Manager of the VPD will provide on-going contract management of Dudek through a minimum of 2 hours per week (5%) of his 40 hour work week to this VSE Project. For the 1-year grant period this will equal $9,698 in in-kind contribution based upon the Deputy General Manager’s personnel expenses. These expenses are calculated at $93.25 per hour based on the following factors: Base pay; CalPERS
contribution; Medical Insurance contribution per Salary Resolution; Optional Benefit Plan; Group Term Life, Long Term Disability and Workers Compensation premiums; and, Medicare taxes per Salary Resolution, CalPERS Resolution and California Employment Development Department as applicable. In 2015 VPD received a Sea Grant Aquaculture Extension sub-award of $264,470. The VPD with its VSE partners are providing a minimum of $355,220 in in-kind matching contributions. Additionally, the VPD as of December 2017 had directly funded a minimum of $84,514.70 in VSE-related expenditures.
## TABLE X. EXAMPLE OF A COST SUMMARY

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<th>Task Description</th>
<th>Laurie A Monarres</th>
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<th>Ali A Geraghty</th>
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Team Biographies
Principal, Ashworth Leininger Group

Ev Ashworth

Everard Ashworth is a principal with Ashworth Leininger Group, a consulting and engineering firm that provides expertise to business and government on air quality, environmental, and coastal zone permitting issues. Ev and his wife Brooke have lived in Ventura for over 25 years. Ev is an active member of the Ventura Sail and Power Squadron, where he has served in a number of capacities including Commander of the Squadron; he continues to teach advanced coastal piloting and safe boating classes. Ev and Brooke are also members of the Ventura Yacht Club. They have two college-age children: Henry, a graduate of Foothill Technology High School, and Emma, a graduate of Ventura High School. Ev is an avid boater, never happier than when he is out on the water.

Senior Planner, Ashworth Leininger Group

Brooke Ashworth

Brooke Ashworth is a Senior Planner with Ashworth Leininger Group. She has previously worked as an environmental analyst with international law firms, specializing in hazardous waste management and environmental due diligence. Early in her career she served as a county land use planner. Brooke holds a B.Sc. degree in Environmental Planning and Management from the University of California, Davis.

Brooke also has 13 years experience in the non-profit sector as the founding president of the Ventura Hillsides Conservancy. She served on the Conservancy board for 11 years and continues to volunteer for the organization’s Land Committee. She also volunteered for seven years on the City of Ventura Parks & Recreation Commission.

Brooke and her husband have lived in Ventura for over 25 years. Brooke is an avid hill walker, bodyboarder and birdwatcher. She takes pleasure in a good book and gathering friends and family for a fine meal.
Executive Director, Coastal Marine Biolabs

Ralph Imondi, Ph.D.

Ralph pursued his doctoral research in the field of developmental neuroscience at the Albert Einstein College of Medicine and his postdoctoral research at the Howard Hughes Medical Institute and the Salk Institute for Biological Studies. He is currently the Executive Director of Coastal Marine Biolabs (CMB), a harbor-based NGO that conducts a wide-range of education and research activities that benefit the VSE project.

Over the last decade, CMB has become a focal point for interdisciplinary collaborations centered on the creation of new instructional models and web-based technologies to facilitate the integration of science research and education. During this time, CMB’s state-of-the-art biosciences facility has supported a wide range of research and outreach activities ranging from environmental water quality assessments of coastal watersheds, to marine biotoxin monitoring, to DNA-based inventories of marine indicator species, to eco-morphologic studies of rockfishes. Through large-scale funding awards from the National Science Foundation and the National Institutes of Health, CMB has developed, deployed, and evaluated a series of regional and national Science, Technology, Engineering, and Math (STEM) programs that respond to science education reform agenda and projected workforce shortages of STEM professionals.

Ralph’s involvement in the VSE takes him back to his roots in Rhode Island’s Narragansett Bay, where he supplemented his summer income by harvesting quahogs with a high school buddy using a borrowed work skiff equipped with bullrakes and other tools of the trade. He has called Ventura his home for the last 10 years.

EDUCATION

Postdoctoral Fellow – Molecular and Genetic Neurobiology, The Salk Institute for Biological Studies
Postdoctoral Fellow – Molecular and Genetic Neurobiology, Howard Hughes Medical Institute and Department of Biological Chemistry and University of California, Los Angeles
Ph.D. –Developmental Neuroscience, Albert Einstein College of Medicine
M.A. - Behavioral Neuroscience, Bucknell University
B.S. - Psychology and Chemistry, Rhode Island College
Scientific Director, Coastal Marine Biolabs

Linda Santschi, Ph.D.

Linda received her PhD in June 2000 in the field of neurophysiology from the Albert Einstein College of Medicine in New York City. She then pursued a 5-year postdoctoral fellowship in the Molecular Neurobiology Laboratory at the Salk Institute for Biological Studies in La Jolla, CA. Linda's primary research interests in biomedicine have ranged from understanding how patterns of electrical activity between cells influence learning and memory, to understanding how molecular cues guide nervous system assembly during development. Over the past ten years, Linda's professional interests have expanded to include science education reform.

As the founding Scientific Director of Coastal Marine Biolabs, her efforts focus on creating a unique and dynamic environment in which scientists are empowered to devote the vast majority of their time and effort on the development, implementation, and assessment of novel instructional strategies that place students at the center of cutting-edge scientific discovery. Linda has played a principal role in establishing a private, state-of-the-art laboratory capable of supporting a wide spectrum of interrelated research and educational activities. Her role on large-scale, federally sponsored education innovation awards has resulted in the formation of an extensive collaborative framework and interdisciplinary partnership network to support student-centered teaching, learning, and research in a diversity of life science domains ranging from neuroscience to biodiversity genomics to environmental water quality assessments. These efforts have also led to the creation and dissemination of high quality curriculum materials and open-access technology resources that effectively bridge science research and education.

She has also consulted for major pharmaceutical firms around the world on the development of educational and scientific resources that aid physicians in communicating their clinical findings to a diversity of target audiences. Linda is a consummate outdoor adventurer who loves sailing, backpacking, rock climbing, and mountain biking. She has an intrinsic fascination with the sea and has lived aboard her sailboat for the past 13 years.

EDUCATION

Postdoctoral Fellow – Molecular and Cellular Neurobiology, The Salk Institute for Biological Studies
Ph.D. – Neurophysiology, Albert Einstein College of Medicine
M.S. - Neurophysiology, Albert Einstein College of Medicine
B.S. Psychology/Behavioral Neuroscience, SUNY Stony Brook
General Manager, The Cultured Abalone Farm

Douglas Bush, MS

Doug Bush has been working in commercial aquaculture development since 1998. He has an accumulated experience of wet, hands-on work with freshwater and seawater, in tanks and in the ocean, raising and studying fin fish, shellfish, and seaweeds for both research and private commercial projects. He has a Master's degree from the University of California, Davis in Animal Science where he worked to develop recirculating system design and protein nutrition optimization of California Halibut at the Bodega Marine Laboratory. He has been at The Cultured Abalone Farm in Goleta, California since 2004, where he is currently General Manager and partner. The Cultured Abalone Farm raises the native California red abalone in a land based system on diet of locally harvested and site cultivated seaweeds, and is committed to pushing the development of shellfish culture in California as a sustainable and valuable local seafood.

EDUCATION

M.S. – Animal Science, University of California, Davis
General Manager, Ventura Port District
Oscar F. Peña

On July 1, 1999, the Port District hired Mr. Peña to fulfill the functions of the General Manager. Mr. Peña previously provided Property Management Services for the District under a fee management contract.

Over the last 15 years as General Manager, Mr. Peña has worked closely with Port District staff, Commissioners and business owners throughout the Harbor to make the harbor a more viable business enterprise and promote economic development within the harbor. Having a thorough understanding of the diverse and unique characteristics in the Harbor and how the Port District functions has been helpful in developing improved relationships with other public agencies, the private sector and tenants throughout the Harbor.

Under the direction of a five-member Board of Port Commissioners, Peña is responsible for the successful operation of the District which includes all real estate transactions, the financial planning of the District, legal and personnel matters, and public safety within the harbor.

Prior to becoming General Manager, Peña worked in the private sector for approximately 20 years, in the commercial real estate industry; specifically, with the management and leasing of commercial properties for office and retail developments, including harbor related mixed use properties.

Oscar and his wife Melissa have been married 36 years and have three daughters who enjoy outdoor activities. They have been residents of Ventura for 21 years. Oscar earned his B.S. degree in Political Science in 1981 from Trinity University in San Antonio, Texas.

Affiliations:
Ventura Visitors and Convention Bureau, Chair and past Board Member
Ventura Chamber of Commerce, Economic Development Committee Member

EDUCATION
B.S. – Political Science, Trinity University
Deputy General Manager, Ventura Port District

Brian D. Pendleton, MRED

The Ventura Port District welcomes Brian Pendleton as the new Business Operations Manager. Brian is charged with providing asset management responsibilities for a diversified portfolio of real estate holdings including Ventura Harbor Village and Marina as well as multiple leases with hoteliers, marina operators and developer of a 300-unit mixed-use project slated to break ground later this year. Brian's other duties include public finance, risk management and oversight of the Port's facilities and daily business operations.

Brian has over two decades of municipal government experience in commercial revitalization, economic development and real estate. Brian has worked extensively with the business community serving as a key liaison between the public and private sectors and the communities he's served. As part of these activities Brian has planned, designed and implemented numerous business assistance strategies to serve as catalysts for increased economic vitality. Prior to joining the Port, Brian worked in Ventura as Project Manager for the City’s Community Development Department where he managed the City’s real estate assets, negotiated complex real estate transactions and oversaw special economic development projects.

Brian holds a master's degree in real estate development and a bachelor's degree in public administration from the University of Southern California. Brian possesses a California real estate salesperson license and is a member of the International Council of Shopping Centers, Urban Land Institute and California Association for Local Economic Development where he served as a committee member for the 2014 annual conference in Sacramento.

Brian, his wife Arlene and three children have called Ventura County home for nearly 15 years.

EDUCATION

M.R.E.D. – Real Estate Development, University of Southern California
B.A. – Public Administration, University of Southern California
Dredging Consultant to Ventura Port District
Richard W. Parsons, MPA

Richard Parsons has over 40 years of professional experience in Port and Harbor Administration. He understands the complexities involved in successfully designing, permitting, building, operating and maintaining mixed-use waterfront facilities with such components as municipal piers, commercial fishing, recreational marinas, restaurants, retail stores, hotels, yacht clubs and boatyards. He has a thorough understanding of government funding sources and the utilization of local, state and federal resources to effectively further projects. His capabilities include the successful integration of a wide range of public and governmental priorities into project design. In addition, Mr. Parsons has been involved in all aspects of regulatory agency permitting for waterfront facility projects. He is familiar with individual agency requirements and permit procurement and over the years has developed working relationships with many agency representatives.

Mr. Parsons served as General Manager of the Ventura Port District, an independent agency established by the California Harbor and Navigation Code, for 14 years. In this role, he was responsible for obtaining over $30 Million in congressional funding for ongoing harbor dredging as well as $7.7 million for a navigation improvement project. In addition, he served as the Harbor Director for the City of Redondo Beach for 6 years. Mr. Parsons is a retired Commander in the U.S. Coast Guard Reserve and while on active duty served as the Commanding Officer of LORAN Station, Marcus Island.

EDUCATION
M.A. – Planning, University of Southern California
M.P.A. – Public Administration, University of Southern California
B.A. – Business Administration, Bucknell University
Visiting Investigator, Woods Hole Oceanographic Institution  
**Scott Lindell, MS**

Scott Lindell is a fisheries and marine biologist with 15 years of commercial fish farming experience prior to returning to full-time research and development. As the Director of the Scientific Aquaculture Program at the MBL from 2004 - 2016, he conducted research on improving methods for culturing microalgae, macroalgae, fish and shellfish in partnership with natural resource management agencies, commercial enterprises and other academic institutions. He has pioneered methods for acoustically training and ranching fish in open waters and has patents on wastewater treatment in aquaculture systems, and on special hydrocarbons derived from marine algae. Recently funded projects include development of partnerships and methods for open-ocean mussel and seaweed farming, and nutrient bioextraction with seaweeds and shellfish. Two current projects involve the design and engineering of new offshore aquaculture gear to prevent the possible entanglement of protected species. The uncertainty of risks to whales and sea turtles poses a regulatory hurdle for shellfish and seaweed culture depending on the site. Another current project is developing novel methods for efficient blue mussel seed production. Lindell was responsible for obtaining permits of the first commercial aquaculture lease in Federal waters of the East Coast in 2014, and has recently consulted for aquaculture developments in Haiti, Mexico and most recently for mussel farms in Morocco.

**EDUCATION**

M.S. – Fisheries and Wildlife, University of Massachusetts, Amherst  
Fulbright/ITT Fellowship, Dept. of Genetics, University of Stockholm  
B.A. -  Biology, University of California, Berkeley
Robert Smith, JD

Robert has a strong background in environmental law, land use and real estate development. He has counseled clients regarding the California Environmental Quality Act, the National Environmental Policy Act, the California Coastal Act, the Subdivision Map Act, the Clean Water Act, the Endangered Species Act, the Washington Shoreline Management Act, the Washington State Environmental Policy Act, and other land use and zoning regulations. Robert’s experience includes representing clients in the shellfish industry in Washington and California to secure both federal and state permits, including the first shellfish farm permitted in federal waters in the United States. Robert also currently represents several shellfish clients in negotiations with Native American Tribes concerning shellfish rights and harvest agreements, including representing shellfish growers involved in dispute resolution with the Tribes concerning the Shellfish Settlement Agreement and associated Tribal rights to shellfish in Washington State.

Robert’s prior land use and environmental experience included representing public and private clients in a variety of land use and litigation matters, including playing an integral role in obtaining entitlements for L.A. Live in Los Angeles and a proposed National Football League stadium. Robert’s prior litigation experience includes assisting clients in all aspects of mediation and settlement of CEQA, NEPA, zoning and land use claims. Robert also has experience representing public municipalities and agencies on land use and environmental matters, including previously serving as Assistant City Attorney for two Southern California cities. Robert has also served on several task forces, including the California Shellfish Initiative steering committee, the City of Los Angeles Historic Preservation Ordinance Working Group, and Los Angeles Sign Ordinance Task Force.

**EDUCATION**

Judicial Intern, Honorable Arthur Alarcon, U.S. Court of Appeals, Ninth Circuit
J.D. - UCLA School of Law
Staff Member & Moot Court Member
Law Clerk, Department of Justice
Environmental and Natural Resources Division, D.C., 2003
Legal Extern, Department of Justice,
Environmental and Natural Resources Division, D.C., 2003
B.A. - Northwestern University
Sustainability Consultant, Ventura Port District

Blake Stok, MS

Blake Stok is a sustainable aquaculture projects consultant for the Ventura Port District providing economic and market analyses services, strategic planning guidance, and supporting the Port’s efforts in building community consensus for the Ventura Shellfish Enterprise project. With a background in mediation and conflict resolution, Blake has been responsible for supporting the Port’s public outreach efforts through meeting facilitation, compilation and analysis of stakeholder input, and subsequent development and ranking of community priorities. Blake’s economic and market analysis work includes building a business case for the Land O’ Lakes SUSTAIN® sustainable agriculture platform, in-depth research on the local food system for Washington D.C.’s Department of Environment, and identifying opportunities for working waterfronts to build stronger, more resilient futures through economic diversification. Additionally, he has over 10 years international education, public outreach, and training development experience for organizations such as the Environmental Defense Fund and Land O’ Lakes, Inc. He has taught in classrooms around the world, focusing primarily on environmental and social sustainability education.

EDUCATION

M.S. – Sustainability Management, American University
Packard Environmental Fellow, Environmental Defense Fund
B.A. – Political Science, University of California, Santa Barbara
**Project Manager**

Laurie Monarres

Laurie Monarres has 13 years' professional experience as a regulatory specialist. As the Army Corps of Engineers’ (ACOE) Regulatory North Branch Chief of the San Francisco District, Ms. Monarres supervised a team of project managers, and oversaw the review and evaluation of complex and controversial permit applications under Section 404 of the Clean Water Act (CWA) and Section 10 of the Rivers and Harbors Act within the north coastal region of California. She is familiar with, and regularly applies, knowledge of laws such as the Endangered Species Act (ESA), the National Environmental Policy Act (NEPA), the Coastal Zone Management Act (CZMA) and the National Historic Preservation Act (NHPA). Ms. Monarres permitted a wide variety of projects including transportation, gravel mining, harbor reconstructions, creek stabilizations, flood control projects, and major coastal restorations. She has developed programmatic permitting approaches including regional general permits (RGPs), letters of permission (LOPs), and streamlined permitting associated with habitat conservation plans (HCPs).

Ms. Monarres has extensive experience in developing multiple mitigation banks and in-lieu fee programs, including current proposals for Wildlands’ Newark Slough Mitigation Bank and an in-lieu fee program for the South Sacramento HCP. Additionally, she was a key member of the ACOE South Pacific Division’s project team responsible for developing standard operating procedures for compensatory mitigation decisions, including the updated Mitigation and Monitoring Guidelines, the Mitigation Ratios Checklist, Uniform Performance Standards, and Mitigation Site Selection using a watershed approach.

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**Senior Regulatory Specialist**

David Wickens

David Wickens has 22 years' professional experience as a regulatory specialist in Northern California, New Mexico, and the Midwest. As a senior-level project manager with the Army Corps of Engineers’ (ACOE’s) San Francisco District for the past 11 years, Mr. Wickens has reviewed numerous complex and controversial permit applications under Section 404 of the CWA and Section 10 of the Rivers and Harbors Act within the Bay Area and the north coastal region of California. He is familiar with, and regularly applies, knowledge of laws such as the ESA, NEPA, CZMA, and NHPA. Mr. Wickens has permitted a wide variety of projects, including transportation, residential and commercial development, energy, waste management, wetland mitigation, creek stabilizations, and major tidal wetland restorations. He has developed programmatic permitting approaches including RGPs, LOPs, and streamlined permitting associated with HCPs.
Mr. Wickens has extensive experience in developing mitigation banks such as Laguna Bank, Laguna Valley Bank (Sonoma County), and Elsie Gridley Bank (Solano County), and current proposals such as the Fulton Road Bank (Sonoma County), and an In-Lieu Fee Program sponsored by Ducks Unlimited. Additionally, he was a key member of the South Pacific Division’s project team responsible for developing standard operating procedures for compensatory mitigation decisions, including the updated Mitigation and Monitoring Guidelines, the Mitigation Ratios Checklist, and Uniform Performance Standards.

**Senior Ecologist**

**John Davis IV**

John Davis IV is a senior biologist in the Santa Barbara office with 18 years’ experience, specializing in biological resource assessments; special-status plant and wildlife species surveys; habitat restoration; and environmental regulations, permitting, and compliance. Mr. Davis IV’s expertise is in identification and risk management of potential biological constraints for a diversity of land use projects, including energy, infrastructure, residential, commercial, and restoration projects. He has effectively assisted clients with project design and agency negotiations, produced defensible biological technical reports, and managed and coordinated the biological resources sections of California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents. Mr. Davis IV represents Dudek on several qualified biologist lists, including the Counties of San Luis Obispo, Santa Barbara, and Riverside, and he is recognized as a qualified biologist by the Significant Ecological Area Technical Advisory Committee (SEATAC) for Los Angeles County.

Mr. Davis IV has extensive experience surveying for a number of special-status invertebrate, reptile, amphibian, and mammal species. He is permitted by the U.S. Fish and Wildlife Service (USFWS) to conduct surveys for listed vernal pool branchiopods (fairy and tadpole shrimp) and the federally endangered Morro shoulderband snail (*Helminthoglypta walkeriana*). USFWS has also permitted him to perform habitat enhancement and construction-related activities for the Morro shoulderband snail and handle the federally threatened California red-legged frog (*Rana draytonii*). In addition, he is California Department of Fish and Game (CDFG)–qualified to survey for the San Joaquin kit fox (*Vulpes macrotis mutica*) and the desert tortoise (*Gopherus agassizi*) throughout their ranges. Other types of wildlife species surveyed include the blunt-nosed leopard lizard (*Gambelia sila*), flat-tailed horned lizard (*Phrynosoma mcallii*), fringe-toed lizards (*Uma* spp.), California tiger salamander (*Ambystoma californense*), arroyo toad (*Bufo californicus*), western spadefoot (*Spea hammondii*), southwestern pond turtle (*Clemmys marmorata pallida*), southern steelhead (*Oncorhynchus mykiss gairdneri*), tidewater goby (*Eucyclogobius newberryi*), Swainson’s hawk (*Buteo swainsoni*), white-tailed kite (*Elanus leucurus*), and burrowing owl (*Athene cunicularia*). In addition, Mr. Davis IV...
also has conducted numerous focused floristic (rare plant) surveys, vegetation mapping, and wetland delineations in Southern and Central California.

**Biologist**

**Andrea Dransfield**

Andrea Dransfield is a biologist with experience in marine and terrestrial biological surveys, habitat assessment, construction monitoring, habitat restoration and geographic information system (GIS) analysis. She has conducted biological assessments, completed protocol-level presence/absence surveys, and provided biological monitoring for a variety of projects throughout the Central Coast of California. Ms. Dransfield has conducted surveys for state- and federally-listed endangered species, including the least Bell’s vireo (*Vireo bellii pusillus; vireo*), and southwestern willow flycatcher (*Empidonax traillii extimus*), as well as surveys focused on known locations of the state-listed endangered San Fernando Valley spineflower (*Chorizanthe parryi var. fernandina*). She is a certified Scuba diver and has assisted with the rescue and care of oiled wildlife.

**Senior Coastal Planner**

**Amber Geraghty**

Amber Geraghty is a coastal planner with 11 years’ professional experience in environmental regulation and planning with particular expertise coastal permitting and policy. With over 8 years’ experience at the California Coastal Commission (CCC), Ms. Geraghty is highly knowledgeable in the application of California Coastal Act policies and implementing regulations, the coastal permitting and compliance process at the local and state level, and current trends in coastal land use regulation. She has extensive experience preparing formal recommendations for coastal development permits, local coastal program (LCP) and public works plan (PWP) amendments, and project appeals, as well as analysis of CEQA documents regarding Coastal Act policy consistency for projects such as residential and commercial development, public infrastructure improvements, energy development, harbor redevelopment, and restorations.

**EDUCATION**

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<td>MA, Geography, Resource Use and Environmental Planning</td>
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<tr>
<td>Brandon University</td>
<td>BSc, Environmental Science and Zoology</td>
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<td>Marine Mammal Observer/Protected Species Observer; BOEM</td>
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<td>University of California, Santa Barbara</td>
<td>BA, Environmental Studies</td>
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Coastal Planner

Melis Ökter

Melis Ökter is an environmental specialist and coastal planner with more than 4 years’ experience in natural resource management. She has expertise in coastal planning and permitting and working on an array of coastal development and land use planning projects throughout California’s coastal regions. Ms. Ökter also served as a permit analyst and sea level rise analyst for the CCC San Francisco office, making her highly knowledgeable in the application of the CCC’s Sea Level Rise Guidance and the California Coastal Act policies.

EDUCATION

- Middlebury Institute of International Studies, Monterey
- MA, International Environmental Policy (Ocean and Coastal Resource Management)
- University of California, San Diego
- BS, Environmental Systems (Ecology, Behavior, and Evolution)
Letters of Support
Mr. Everard Ashworth, Chairman  
Board of Port Commissioners  
Ventura Port District  
1603 Anchors Way Drive  
Ventura, CA 93001

Dear Chairman Ashworth:

I am writing to express my support for the Ventura Port District’s efforts, in collaboration with the Ventura Shellfish Enterprise (VSE), to advance state and federal policies to increase aquaculture production and deliver a safe, secure and sustainable food supply proximate to the Ventura Harbor in federal waters. As you know, these efforts will help enhance the Ventura Harbor’s working waterfront with sustainable and dependable harvest of Mediterranean mussels.

I have been very supportive of the commercial fishing industry based in the Ventura Harbor; and, I am told there is a strong nexus between the continued receipt of federal support and the vitality of the harbor’s commercial fishing operations and landings. Also, it is my understanding that the addition of aquaculture will serve to diversify the catch and stabilize the fishing fleet.

In addition, this project is also consistent with California’s Aquaculture Development Act and NOAA’s National Shellfish Initiative and National Marine Aquaculture Policy, which seek to increase populations of bivalves in coastal waters through commercial aquaculture production. This will provide new jobs, business opportunities, meet the growing demand of seafood and stimulate the local and regional economy.

Ports and harbors can and are increasingly playing a critical role in the development of sustainable aquaculture, given their familiarity and expertise in the permitting and entitlement process for a variety of coastal and ocean uses.

For these reasons, I support the Ventura Port District and Ventura Shellfish Enterprise’s proposed utilization of approximately 2,000 acres of federal waters for this aquaculture project.

Sincerely,

[Signature]

JULIA BROWNLEY  
Member of Congress
November 20, 2017

Everard Ashworth, Chairman
Board of Port Commissioners
Ventura Port District
1603 Anchors Way Drive
Ventura CA 93001

Dear Commissioner Ashworth,

I have become aware of the Port District’s efforts to pursue the permitting process in Federal waters for the development of a commercial offshore bivalve aquaculture operation based from Ventura Harbor. Andria’s Seafood will probably not be involved with this venture, other than possibly buying and serving the mussels. However, in my opinion, the activity will benefit the Harbor and Port District.

The economic opportunities from the grow out, purchasing, slips rentals, boat maintenance and ultimately, the distribution and sale of the mussels will all benefit the Port District and enhance the economics that drive the dredging of the Ventura Harbor.

As an end-user serving mussels, it would be nice to advertise a clean aquaculture activity as well as a locally grown product.

Sincerely,

Michael Wagner
President & CEO
Andria’s Seafood Specialties
Dear Chairman Ashworth,
Del Mar Seafoods, Inc. supports the Ventura Port District’s efforts to establish a commercial offshore bivalve aquaculture operation based from the Ventura Harbor to create economic opportunities for the community and marine stakeholders. We understand this shellfish enterprise will serve to diversify the commercial fisheries in the region and provide a locally cultivated, sustainably raised seafood source and significantly advance state and national goals and objectives for increased domestic aquaculture and a secure food supply.
This may be an opportunity for Del Mar Seafoods to participate at some level in this exciting enterprise.
Sincerely,

Joe Cappuccio
President Del Mar Seafoods, Inc.
November 15, 2017

Everard Ashworth, Chairman
Board of Port Commissioners
Ventura Port District
1603 Anchors Way Drive
Ventura CA 93001

Dear Commissioner Ashworth,

The District staff has made me aware of the Port District’s efforts to pursue the permitting process in Federal waters for the development of a commercial offshore bivalve aquaculture operation based from Ventura Harbor. Although Makis and I or our two restaurants, The Greek Mediterranean Steak & Seafood or Margarita Villa, may not be involved with this type of project, we understand this will benefit the Port District and all of the Harbor Village businesses by increasing the commercial fishing activity in the region.

Being a tenant in the Harbor since 1994, gives us the benefit of history, and understanding the deep impact the commercial fishing industry has had on keeping dredging funds in place to make Ventura Harbor as vibrant as it is today. Adding to this stability and diversity, will only help economically for thousands of people locally. The “Forward Thinking” of the Port District in keeping this project active, benefits all Marine stakeholders and residents alike.

I support the Port District’s efforts to establish a commercial offshore bivalve operation in Federal waters near Ventura Harbor. Please keep me posted on the success of this project.

Sincerely,

Lynn B. Mikelatos, Owner
The Greek Ventura
Margarita Villa
1567 and 1583 Spinnaker Drive
Ventura, CA 93001
(805) 407-4302 cell
The University of California recognizes that to feed a rapidly growing human population we must rapidly advance research and development production systems for food, including that from the sea. To meet this challenge, UC President Janet Neapolitano recently initiated the Food from the Sea Program, located at UC Santa Barbara. As a part of UC’s Global Food Initiative, Food from the Sea aligns the university’s research, outreach, and operations in a sustained effort to develop, demonstrate, and export solutions - throughout California, the United States, and the world - for sustainable fisheries and aquaculture.

UC Santa Barbara researchers and students are collaborating with local government agencies and industries, including the Port of Ventura and the Ventura Shellfish Enterprise (VSE), to integrate aquaculture into the southern California seascape. We are building spatial marine planning tools that will help integrate aquaculture into an already very productive seafood system; assessing the social and economic impacts of aquaculture on existing fisheries; measuring the environmental footprint of shellfish, seaweed, and fish mariculture; and designing new innovative ways to manage fisheries for greater profitability and sustainability. Leading in this effort are researchers and students from the Sustainable Fisheries Group (SFG) and the Sustainable Aquaculture Research Center (SARC), both located at UCSB’s Bren School of Environmental Science and Management.

We are looking forward to working with the Ventura Harbor Community, VSE, and local fisheries to advance aquaculture initiatives in California and find the best possible outcomes for everyone.

Steve Gaines
Dean, Bren School

Hunter Lenihan
Director, Sustainable Aquaculture Research Center
BOARD OF PORT COMMISSIONERS

JANUARY 24, 2018

STANDARD AGENDA ITEM 2
APPROVAL OF PLAUCHE & CARR, LLP
SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR SPECIAL SERVICES
TO: Board of Port Commissioners  
FROM: Brian Pendleton, Deputy General Manager  
SUBJECT: Approval of Plauche & Car, LL Second Amendment to Professional Services Agreement for Special Services

RECOMMENDATION:  
That the Board of Port Commissioners approve the second amendment to the professional services agreement with Plauché & Carr, LLP in the amount of $28,000 for continued legal services provided for the Ventura Shellfish Enterprise project.

SUMMARY:  
The Board previously approved $23,500 in District funds for special legal services regarding the Ventura Shellfish Enterprise (VSE) project through Plauché & Carr, LLP. These services were provided in 2016 and 2017 included analyzing leasing alternatives, drafting lease documents, identifying potential VSE operational structures and grant application work. The additional tasks that are necessary through June 30, 2018 include review of required environmental studies prepared as part of shellfish growing permit applications, permit application review, outreach with FDA and California Department of Public Health, and coordination with VPD and other public agencies before and after permit submission.

BACKGROUND:
Plauché & Carr, LLP is a Seattle-based law firm with a practice focused on environmental, land use, and natural resource-based issues. Plauché & Carr, LLP has represented a number of non-profit, private, and governmental entities regarding environmental and regulatory matters ranging from regulatory compliance/permitting, to administrative litigation, to litigation in state and federal courts, to conservation land acquisition. On October 14, 2015, the District selected Plauché & Carr, LLP and Robert Smith as lead counsel to provide legal services for the VSE project.

Mr. Smith is an attorney with ten years’ experience working in California on land use and environmental issues, on behalf of both private and public clients. During his previous employment at two Los Angeles-based firms, Robert advised and represented numerous clients regarding compliance with the California Environmental Quality Act (“CEQA”) and National Environmental Policy Act (“NEPA”) and represented several coastal cities and private clients before the California Coastal Commission (“CCC”), California Department of Fish and Wildlife (“CDFW”), Los Angeles County, and U.S. Army Corps of Engineers (“Corps”).

FISCAL IMPACT:
The special legal services PSA for Plauché & Carr, LLP will total $51,500. This includes the previously contracted amount of $23,500 plus the recommended second amendment amount of $28,000. The District has funds available for the PSA in the FY17-18 budget.
BOARD OF PORT COMMISSIONERS

JANUARY 24, 2018

STANDARD AGENDA ITEM 3

APPROVAL OF NEW SURPLUS PROPERTY POLICY
RECOMMENDATION:
That the Board of Port Commissioners approve the new Surplus Property Policy for the Ventura Port District and rescind Resolution No. 2131.

SUMMARY:
Staff and Legal Counsel have developed a new policy for your consideration. Among other things, the new policy states that the General Manager may dispose of District property, without Board approval, if the GM determines that the property is obsolete, non-functional, or no longer necessary for District purposes, and that the property is worth less than $5,000. Surplus property worth more than $5,000 must be brought to the Board for approval before disposal.

The new policy also has guidelines for disposal of computer equipment and sensitive data. Sealed bid, auctioning, and donation procedures are laid out as well.

BACKGROUND:
The current Surplus Property Policy was adopted in 1983. At the Board meeting on April 26, 2017, after considering whether to dispose of obsolete trucks and other equipment, the Board requested that a new Surplus Property Policy be developed and brought back to the Board for consideration.

FISCAL IMPACT:
None.

ATTACHMENTS:
Attachment 1 – New Surplus Property Policy
Attachment 2 – Resolution No. 2131 (1983 Surplus Property Policy)
VENTURA PORT DISTRICT

SURPLUS PROPERTY POLICY

A. Definition of Property

As used in this policy, “Property” refers to items of personal property owned by the District, not real property or surplus land. Sale or other disposal of real property or surplus land owned by the District which may be declared surplus must comply with the procedures set forth in Government Code Sections 54220 et seq.

B. Disposition of Property Valued at $5,000 or Less

The General Manager may dispose of Property, without Board approval, if the General Manager makes the following two findings: (1) the Property, in the General Manager’s discretion, is found to be obsolete, non-functional, or no longer necessary for District purposes, and (2) the Property, in the General Manager’s reasonable discretion, has an estimated present value of $5,000 or less. If these two findings are met, the General Manager may dispose of the Property without Board approval, but must do so by employee bid or sealed bid in accordance with the Guidelines for Disposal of Property below, or by using any other reasonable method, which in the discretion of the General Manager is the most efficient method of disposition and provides the best value to the District.

C. Disposition of Property Valued at $5,000 or More

In cases in which Property in the General Manager’s reasonable discretion has an estimated present value of more than $5,000, the District Board must declare the Property surplus before the General Manager may dispose of it. In addition, for Property governed by this paragraph found to be obsolete, non-functional, or no longer necessary for District purposes, the General Manager shall advise the Board of the Property, its condition, and the intent to dispose of it. The Board must then find and declare the Property surplus to the needs of the District and then the General Manager may dispose of the Property by employee bid, sealed bid, or use of an auctioning service, in accordance with the Guidelines for Disposal of Property set forth below. In all instances and in his or her discretion, the General Manager shall dispose of Property in the most efficient manner which provides the best value to the District.

D. Guidelines for Disposal of Property

Computer Equipment; Sensitive Data: Prior to disposal or liquidation of surplus computer equipment, regardless of the estimated value thereof, the General Manager must ensure that data residing on such equipment shall be securely erased and hard drive removed by the District’s approved IT Specialist.

Employee Bids: The General Manager may allow District employees to bid on certain items of Property, including District vehicles, as the General Manager shall determine. Using forms provided by the District, an employee may submit a written bid for each item in which the
employee is interested. Completed bids shall be submitted prior to the deadline established by the General Manager. In the event of a tie (that is, two or more employees submit bids in the same amount), the bidders that submitted the tying bids will be required to rebid on that particular item. Members of the Board, the General Manager, the Deputy General Manager, and the Business Operations Manager are prohibited from bidding on surplus Property.

Sealed Bids: The General Manager may decide to dispose of Property, including District vehicles, that has been declared surplus under this policy by advertising for one day in a newspaper of general circulation and posting a notice on District premises inviting sealed bids. Such advertisement and posting shall occur at least seven (7) days, but not more than twenty-one (21) days, in advance of the day established to open the sealed bids. The General Manager may set minimum bids for individual items.

1. Presentation of Bids: All bids shall be presented under sealed cover on forms provided by the District.

2. Opening of Bids: At the time and place set forth in the Notice Inviting Bids, the bids shall be opened in public.

3. Acceptance or Rejection of Bids: The General Manager may reject any and all bids if the General Manager deems it to be for the public good. Alternatively, the Property may be awarded to the highest bidder. All Property shall be sold “as is” and with no guarantees or warranties. Payment shall be in cash or by certified check. Any required transfer fees shall be paid by the buyer and the Property shall be transferred only into the name of the successful bidder.

Auctioning Service: Property that has been declared surplus by the Board under this policy and is estimated to be worth more than $5,000, including District vehicles, may be disposed of by the General Manager through the use of a reputable and experienced professional auctioning service. If this arrangement for disposition is selected by the General Manager, the assets shall be picked up from the District by the auctioning service for sale at a public auction location.

Donation to Public or Non-Profit Entity: If in the General Manager’s discretion the foregoing methods of disposal are not feasible or are not in the public’s best interest, then the Property may be donated to a charitable organization, to another public or non-profit agency or local school, or disposed of as waste in compliance with applicable regulations.
RESOLUTION NO. 2131

A RESOLUTION OF THE BOARD OF
PORT COMMISSIONERS OF THE
VENTURA PORT DISTRICT AUTHORIZING
THE SALE OF SURPLUS PERSONAL PROPERTY

WHEREAS, the Ventura Port District has from time to time surplus personal property that is no longer needed for public use; and

WHEREAS, it is under such circumstances in the best interest of the Ventura Port District to dispose of such surplus personal property by sale; and

WHEREAS, the Board of Port Commissioners of the Ventura Port District desire to establish policies and procedures for the sale of surplus personal property.

NOW, THEREFORE, the Board of Port Commissioners of the Ventura Port District hereby resolve as follows:

1. Sale of surplus personal property of a value less than $500.00:

   Whenever the Board of Port Commissioners of the Ventura Port District determine by majority vote of those members in attendance that any item of personal property belonging to the District is no longer necessary for public use, it is in the best interest of the Ventura Port District to sell such item of personal property, and the value of such item of personal property is less than $500.00 the General Manager of the Ventura Port District is authorized to sell such items of surplus personal property at private sale without advertising.

2. Sale of surplus personal property of a value in excess of $500.00:

   Whenever the Board of Port Commissioners of the Ventura Port District determine by majority vote of those members in attendance that any item of personal property belonging to the District is no longer necessary for public use, it is in the best interest of the Ventura Port District to sell such item, and the value of such item is more than $500.00 such item may be sold at public auction or by sealed written bid to the highest responsible bidder. Notice of the time and place of such auction or the time and place for receiving and opening such written bids shall be given for at least five days prior thereto either by publication in a newspaper published in Ventura County at least once or by posting in three public places within the boundaries of the Ventura Port District.
3. In every case, except sales at public auction, the sale of surplus personal property shall not be completed until it is confirmed by a majority of the Board of Port Commissioners.

PASSED and ADOPTED this 15th day of February, 1983

[Signature]
CHAIRMAN

ATTEST:

[Signature]
SECRETARY
(SEAL)
BOARD OF PORT COMMISSIONERS
JANUARY 24, 2018

STANDARD AGENDA ITEM 4
APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR RICHARD W. PARSONS DBA R.W.P. DREDGING MANAGEMENT
TO: Board of Port Commissioners  
FROM: Oscar Peña, General Manager  
SUBJECT: Approval of Professional Services Agreement for Richard W. Parsons dba R.W.P. Dredging Management

RECOMMENDATION:
That the Board of Port Commissioners authorize the General Manager to enter into a Professional Services Agreement with Richard W. Parsons dba R.W.P. Dredging Management.

SUMMARY:
Consultant shall use his best efforts to secure Congressional appropriations to fund the maintenance of the Federal Navigation Project and any other projects supporting navigation for the Ventura Harbor. Additionally, to ensure that dredging work complies with the provisions of all regulatory permits and contracts. Further, to have dredging work performed in a manner which maximizes benefits to the Ventura Harbor.

The Consultant shall also serve as the District’s Project Manager within the Harbor on capital projects as directed by the General Manager of his/her designee.

BACKGROUND:
Mr. Parsons has been providing dredging management services to the District since July 1996. In 2005, the District broadened the scope of service to include project management services for large capital improvement projects.

The basic terms of the new Professional Service Agreement includes the following:
• Monthly fee of $9,999
• Term of the agreement shall be month-to-month
• Thirty day period to renegotiate any terms or condition including termination
• Insurance requirements of broad form general liability not less than $1,000,000 and shall name the District as additional insured
• Consultant is not an agent or employee of the District
• District shall be the owner of any and all plans, correspondence and/or pertinent data gathered or prepared by Consultant
• Consultant shall be required as needed to attend meetings, conferences and other District related activities

Over the last 21 years Mr. Parsons has provided a valuable service to the District for both dredging and project management.

FISCAL IMPACT:
The District shall pay Consultant $9,999.00 per month for the services outlined in Attachment 1. This is a 12.50% increase from the previous monthly fee of $8,888.00, which was established in June 2008.

ALTERNATIVES:
The Board could reject the proposed Professional Services Agreement and direct staff to consider other alternatives. Staff has requested a quote from Noble Consultants for dredging services, as well as, some project management services. Based upon the same or similar services outlined in Attachment 1, Noble Consultants estimates an annual fee of approximately

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$203,000 to $290,000. The standard billing rate for Noble is $290 per hour. Additionally, an allowance for reimbursable expenses would be required.

For projected project management expenses (based upon email communication with Jon Moore, P.E.), the fee for this service would range from five to ten percent of the individual project cost. When applied to a capital improvement budget of $750,000 to $1,200,000, the projected fee could be between $37,000 to $120,000 per year.

Noble Consultant would be willing to submit a more formal proposal if requested.

CONCLUSION:
Staff recommends that the Board direct the General Manager to enter into a Professional Services Agreement due to the high level of service provided by this Consultant and the lower fee to provide the necessary services.

ATTACHMENTS:
Attachment 1 – Professional Services Agreement
VENTURA PORT DISTRICT

STANDARD FORM CONTRACT FOR PROFESSIONAL SERVICES AGREEMENT

With

RICHARD W. PARSONS
dba
R.W.P DREDGING MANAGEMENT

THIS AGREEMENT, entered into this 1st day of January 2018, by and between the VENTURA PORT DISTRICT, an independent special district, hereinafter referred to as “DISTRICT” and RICHARD W. PARSONS, dba R.W.P DREDGING MANAGEMENT, hereinafter referred to as “CONSULTANT.”

DISTRICT AND CONSULTANT AGREE AS FOLLOWS:

1. **CONSULTANT’S SERVICES.** CONSULTANT agrees to perform services set forth in Exhibit A during the term of this Agreement for consulting services.

2. **PAYMENT FOR SERVICES.** DISTRICT shall pay CONSULTANT $9,999.00 per month, for the services, set forth in Exhibit “A”. CONSULTANT shall provide a monthly statement identifying the specific services provided for that period.

3. **TERM OF AGREEMENT.** The term of this Agreement shall be month-to-month, commencing January 1, 2018.

4. **TIME FOR PERFORMANCE.** CONSULTANT shall not perform any work under this Agreement until CONSULTANT furnishes proof of insurance as required under paragraph 9 of this Agreement.

5. **STATUS OF CONSULTANT.** The DISTRICT and CONSULTANT agree that CONSULTANT, in performing the services herein required, shall act as an independent contractor not as an employee of DISTRICT. CONSULTANT shall have control of all work and the manner in which it is performed. CONSULTANT shall be free to contract for similar services to be performed for other persons or entities while under contract with DISTRICT. CONSULTANT is not an agent or representative of DISTRICT unless expressly authorized to be by the DISTRICT’s Representative. CONSULTANT is not entitled to participate in any pension plan, insurance, bonus or similar benefits DISTRICT provides for its employees.

6. **DESIGNATED REPRESENTATIVES:**
   
   • Richard Parsons shall be the designated CONSULTANT Representative and shall be responsible for job performance, negotiations, contractual matters, and coordination with the DISTRICT Representative. CONSULTANT’S professional services shall be actually performed by, or shall be immediately supervised by, the CONSULTANT Representative.
   
   • The General Manager of the DISTRICT shall be the designated DISTRICT Representative.
7. **ASSIGNMENT.** This Agreement is for the professional services of CONSULTANT. Any attempt by CONSULTANT to assign the benefits or burdens of this Agreement without prior written approval of DISTRICT is prohibited and shall be null and void.

8. **RECORDS AND INSPECTIONS.** CONSULTANT shall provide the DISTRICT with full and accurate records with respect to all services and matters covered under this Agreement.

9. **INSURANCE.** CONSULTANT shall procure and maintain insurance of the type, for the period, with the coverages and limits, and in accordance with the terms, conditions, and requirements (including, but not limited to the Proof of Insurance requirements) set forth in the attached Exhibit “B” and incorporated into this Agreement.

10. **INDEMNITY FOR NEGLIGENT ACTS.** CONSULTANT shall obtain and maintain a policy of professional liability insurance in the minimum amount of $1,000,000 to cover any negligent act or omission committed by CONSULTANT during the performance of services under this agreement. In addition, CONSULTANT shall obtain and maintain a policy of commercial general liability insurance in the amount of $1,000,000 per incident and $2,000,000 aggregate. The DISTRICT shall be named as an additional insured on all policies of insurance. Consultant’s liability for indemnity under this Paragraph 10 is limited to claims made against the DISTRICT, which are covered by, and to the limits of, insurance policies provided to the District. Further, DISTRICT shall reimburse CONSULTANT for the cost of the professional liability insurance specified above.

10a. **NO WARRANTY.** Given the nature of the Professional services to be performed by CONSULTANT, the DISTRICT acknowledges and agrees that CONSULTANT cannot guarantee or warrant that necessary funding or permits for dredging work can or will be obtained due to government restrictions and regulations.

11. **COVENANTS AND CONDITIONS.** Each term and each provision of this Agreement to be performed by CONSULTANT shall be construed to be both a covenant and a condition.

12. **TERMINATION.** At any time, with or without cause, the DISTRICT or CONSULTANT shall have the right to terminate this Agreement by giving thirty (30) days written notice pursuant to Paragraph 19 of this Agreement.

13. **EFFECT OF TERMINATION.** Upon termination as stated in Paragraph 12 of this Agreement, DISTRICT shall be required to compensate CONSULTANT only for work done by CONSULTANT up to and including the date of termination of this Agreement.

14. **OWNERSHIP OF CONSULTANT’S WORK PRODUCT.** DISTRICT shall be the owner of any and all computations, plans, correspondence and/or other pertinent data and information gathered or prepared by CONSULTANT in performance of this Agreement and shall be entitled to possession of the same upon reasonable notice and upon completion of the work under this Agreement, or upon reasonable notice at any earlier or later time when the same may be requested by DISTRICT.

15. **TAXPAYER IDENTIFICATION NUMBER.** CONSULTANT shall provide DISTRICT with a complete Request for Taxpayer Identification Number and Certification, Form W-9 (Rev. 12-87), as issued by the Internal Revenue Service.
16. **NON-APPROPRIATION OF FUNDS.** Payments due and payable to CONSULTANT for current services are within the current budget and within an available, unexhausted and unencumbered appropriation of the DISTRICT. In the event the DISTRICT has not appropriated sufficient funds for payment of CONSULTANT services beyond the current fiscal year, this Agreement shall cover only those payments for services incurred up to the conclusion of the current fiscal year.

17. **MODIFICATION OF AGREEMENT.** The tasks described in this Agreement and all other terms of this Agreement may be modified only upon mutual written consent of DISTRICT and CONSULTANT.

18. **USE OF TERM “DISTRICT”.** Reference to “DISTRICT” in this Agreement includes General Manager or any authorized representative acting on behalf of DISTRICT.

19. **NOTICES.** All notices given or required to be given pursuant to this Agreement shall be in writing and may be given by personal delivery or by U.S. Mail. Notice sent by U.S. Mail shall be addressed as follows:

   **TO DISTRICT:** Ventura Port District  
   Attention: General Manager  
   1603 Anchors Way Drive  
   Ventura, CA 93001-4229

   **CONSULTANT:** Richard Parsons  
   dba R.W.P Dredging Management  
   2271 Los Encinos Drive  
   Ojai, CA 93023

   and, when addressed in accordance with this paragraph, shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices shall be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

20. **PERMITS AND LICENSES.** CONSULTANT, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

21. **WAIVER.** A waiver by the DISTRICT of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.

22. **GOVERNING LAW.** The terms of this Agreement shall be interpreted according to the laws of the State of California. Should litigation occur, venue shall be in the Superior Court of Ventura County.

23. **INTEGRATED AGREEMENT.** This Agreement represents the entire Agreement between the DISTRICT and the CONSULTANT and all preliminary negotiations and agreements are deemed a part of this Agreement. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall
bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns. To the extent there is any conflict or inconsistency between the terms of this Agreement and any exhibit attached to this Agreement, the terms and provisions of this Agreement shall govern and control.

24. **ADMINISTRATIVE SUPPORT.** While performing services under this Agreement, the DISTRICT shall provide CONSULTANT secretarial support at no cost. This includes, but is not limited to, permit applications, dredging contracts and monitoring reports, general correspondence related to DISTRICT dredging or project management services. Provided it does not interfere with other DISTRICT operations, CONSULTANT may utilize the DISTRICT’s conference room for his use while performing services under this Agreement.

25. **CUMULATIVE REMEDIES.** All right and remedies of either party hereto are cumulative of each other and of every other right or remedy such party may otherwise have at law or in equity, and the exercise of one or more rights or remedies shall not prejudice or impair the concurrent of subsequent exercise of other rights or remedies.

26. **SEVERABILITY.** If any term or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and in force to the fullest extent permitted by law.

27. **CONFLICT.** Consultant hereby certifies that it has no business or contractual relationship with any current member of the DISTRICT’s Board of Port Commissioners:

   Everard Ashworth, Chairman
   Brian Brennan, Vice Chairman
   Jim Friedman, Secretary
   Nikos Valance, Commissioner
   Chris Stephens, Commissioner

**VENTURA PORT DISTRICT**

RICHARD W. PARSONS, dba

R.W.P DREDGING MANAGEMENT

By: ______________________________             By: ______________________________
     Oscar F. Peña, General Manager         Richard W. Parsons

Date: ____________________________  Date: _____________________________
EXHIBIT “A”
SCOPE OF SERVICES

Consultant Services

To collaborate with the DISTRICT and DISTRICT’s legislative advocate to secure Congressional appropriations to fund the maintenance of the Federal Navigation Project and any other projects supporting navigation for the Ventura Harbor.

Maintain communication with the Los Angeles District, Division and Headquarters of the U.S. Army Corps of Engineers to meet the maintenance needs and funding requirements of the Federal Navigation Project at Ventura Harbor and any other projects associated with the navigable waters of the District.

Consultant shall also provide project management services as directed by the Representative.

Consultant agrees to:

- Advise the DISTRICT’s Legal Counsel and administration of all DISTRICT contracts related to dredging;
- To utilize best efforts to obtain and maintain all regulatory permits required for the Federal Navigation Project, and DISTRICT dredging and any other permits required by the DISTRICT;
- To utilize best efforts to have dredging work performed in a manner which maximizes benefits to the Ventura Harbor and minimizes disruptions while dredging work is being performed. Consultant shall work cooperatively with the Harbormaster to perform this task;
- To utilize best efforts to ensure that dredging work complies with the provisions of all regulatory permits and contracts;
- To utilize best efforts to determine the dredging needs of the inner harbor at Ventura Harbor in light of navigation requirements and, with advice and approval of Representative and the DISTRICT’s legal counsel;
- Serve as one of the DISTRICT’s representatives to the California Marine Affairs and Navigation Conference as authorized by Representative;
- Submit monthly written reports to the DISTRICT on all services performed;
- Provide presentation of reports at regular meetings of the DISTRICT's Board of Port Commissioners as requested by the Representative;
- Serve as the District’s Project Manager within the harbor and collaborate with District staff on capital projects as directed by the Representative.

Reimbursables

The CONSULTANT shall be reimbursed at direct cost for all photocopying, printing, governmental fees, postage/handling, and messenger charges connected with his services. Clerical charge at $60.00 per hour, if incurred. Out-of-town travel including airfare, or automobile rental, parking fees, meals, hotel accommodations, and other related and approved expenses are reimbursable at direct cost only.
Exhibit “B”
Proof of Insurance Requirements

VENTURA PORT DISTRICT PROFESSIONAL SERVICES AGREEMENT

WITH

RICHARD W. PARSONS
dba
R.W.P DREDGING MANAGEMENT

The Consultant shall procure and maintain for the duration of the term of the Agreement limits against claims for injuries to persons or damage to property which may arise from, or in connection with, the performance of the work covered by the Agreement by the Consultant or its employees. Evidence of adequate insurance coverage in the form of a Certificate of Insurance naming the Ventura Port District as additional insured on the policy(ies) of insurance which shall not be canceled without first giving the District ten (10) days’ written notice. The actual policy(ies) shall have the following minimum limits of insurance:

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<tr>
<th>COVERAGE PER OCCURRENCE</th>
<th>COMBINED</th>
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<th>SINGLE LIMIT</th>
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<td>Workers’ Compensation (if applicable)</td>
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Consultant shall provide certificates of insurance naming as additional insured the Ventura Port District ("District"), its officers, officials, employees and representatives.