



## VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Jim Friedman, Chairman  
Everard Ashworth, Vice Chairman  
Bruce E. Smith, Commissioner  
Nikos Valance, Commissioner  
Brian Brennan, Commissioner

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

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### PORT COMMISSION AGENDA REGULAR MEETING NOVEMBER 9, 2016 AT 6:00PM FOUR POINTS SHERATON BALLROOM 1050 SCHOONER DRIVE, VENTURA, CA

#### REVISED

A Closed Session of the Board will be held at **5:00PM** at the  
Four Points Sheraton Captain's Room  
1050 Schooner Drive, Ventura, CA 93001  
to discuss the items on the Attachment to Agenda-  
Closed Session Conference with Legal Counsel.

The Board will convene in **Open Session** at the  
Four Points Sheraton Ballroom  
1050 Schooner Drive, Ventura, CA 93001  
for its Regular Meeting at **6:00PM.**

**Revision: Item #1 – Resolution No. 3321 was changed to Resolution No. 3325.**

#### **ADMINISTRATIVE AGENDA:**

**CALL TO ORDER:** By Chair Jim Friedman.

**PLEDGE OF ALLEGIANCE:** By Chair Jim Friedman.

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

#### **ADOPTION OF AGENDA (3 minutes)**

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

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

The Minutes of the July 27, 2016 Regular Meeting, October 5, 2015 Special and Special Closed Session Meetings, and October 12, 2016 will be considered for approval.

**PUBLIC COMMUNICATIONS (3 minutes)**

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

**CLOSED SESSION REPORT (3 minutes)**

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

**BOARD COMMUNICATIONS (5 minutes)**

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

**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) Termination of Agreement and Approval of New Restaurant Lease Agreement for The Boatyard Inc. dba Boatyard Pub**

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve the termination of Boatyard Café, Inc. dba Boatyard Café lease agreement, dated October 1, 2014, for the premises located at 1583 Spinnaker Drive #109, consisting of 2,675 square feet; and
- b) Approve a new restaurant lease agreement between the Ventura Port District dba Ventura Harbor Village and The Boatyard, Inc. dba Boatyard Pub for the premises located at 1583 Spinnaker Drive #109, consisting of 2,675 square feet for a six (6) year term.

**B) Approval of New Office Lease Agreement for Brophy Bros. Restaurant**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new office lease agreement for the premises located at 1559 Spinnaker Drive #202B consisting of 306 square feet between the Ventura Port District dba Ventura Harbor Village and Brophy Bros. Restaurant for a two-year term with a five-year option.

**C) Termination of Agreement and Approval of New Office Lease Agreement for Sierra Pacific Mortgage**

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve by motion the termination of a lease agreement, dated April 14, 2015, for the premises located at 1583 Spinnaker Drive #213, consisting of 791 square feet; and
- b) Approve by motion a new office lease agreement for the premises located at 1583 Spinnaker Drive #213 & #214, consisting of 1,210 square feet between the Ventura

Port District dba Ventura Harbor Village and Michael and Janette Quinn dba Sierra Pacific Mortgage for a two-year term.

## **STANDARD AGENDA:**

### **1) Approval of Financial Statement and Checks**

Recommended Action: Roll Call Vote. (5 minutes)

That the Board of Port Commissioners adopt Resolution No. ~~3324~~ 3325,

- a) Accepting the following financial statements - Financial Statements for the Fiscal Year Ending June 30, 2016 (pending completion of annual audit), Financial Statements for the Quarter Ending September 30, 2016 (new format); and
- b) Review the payroll and regular checks for the months of June 2016, July 2016, August 2016 and September 2016.

### **2) Approval of Notice of Completion for the Ventura Harbor Village Reroofing of 1449 and 1559 Spinnaker Drive**

Recommended Action: Roll Call Vote. (3 minutes)

That the Board of Port Commissioners adopt Resolution No. 3322,

- a) Accepting the work of Letner Roofing Company for the reroofing of 1449 and 1559 Spinnaker Drive; and
- b) Authorizing staff to prepare and record a Notice of Completion with the Ventura County Recorder.

### **3) Acceptance of \$11,000 Surrendered and Abandoned Vessel Exchange Grant**

Recommended Action: Roll Call Vote. (3 minutes)

That the Board of Port Commissioners adopt Resolution No. 3323 accepting a \$11,000 Surrendered and Abandoned Vessel Exchange (SAVE Contract # C16S0621) offered by the California Division of Boating and Waterways.

### **4) Acceptance of \$45,557 Boating Safety and Enforcement Equipment Grant**

Recommended Action: Roll Call Vote. (3 minutes)

That the Board of Port Commissioners adopt Resolution No. 3324 accepting a \$45,557.00 Boating Safety and Enforcement Equipment Grant (BSE Contract # C16L0611) offered by the California State Parks Division of Boating and Waterways.

### **5) Possible Award of Contract to Viola, Inc. for the Ventura Harbor Village Phase 3 Improvements**

Recommended Action: Voice Vote. (20 minutes)

That the Board of Port Commissioners consider a recommendation on November 9, 2016 relative to the following actions:

1. Award the Ventura Harbor Village Phase 3 Improvements contract to Viola, Inc. on the best available terms agreed upon by Viola, Inc. and District staff, or on the terms proposed by Viola, Inc., in its bid; and
  - a) Accept RRM Design Group proposal to provide construction support during the Phase 3 work at their standard hourly rates not to exceed \$27,000; and
  - b) Accept Rasmussen and Associates proposal to provide construction inspection services during the Phase 3 work at their standard hourly rates not to exceed \$6,500.

OR

2. Reject Viola, Inc. bid for the Ventura Harbor Village Phase 3 Improvements.

**TIME CERTAIN AT 7:00PM**  
**Each Applicant will get 45 minutes for their presentation.**

**6) Request for Proposals to Lease Ventura Port District Property for Development of Visitor Serving Uses**

Recommended Action: N/A.

That the Board of Port Commissioners receive presentations by Brighton Management, H. Parker Hospitality and Pacific Heritage Communities regarding their proposals for development of visitor serving uses at Ventura Harbor pursuant to the Request for Proposals (RFP) issued on May 2, 2016.

**REQUEST FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

*This agenda was posted on Wednesday, November 2, 2016 by 5:00 p.m.  
at the Port District Office and on the Internet - [www.venturaharbor.com](http://www.venturaharbor.com) (Port Commission).*

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*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Ventura Port District at (805) 642-8538. Notification 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility.  
(28 CFR 35.102.35.104 ADA Title II)*



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

**WEDNESDAY, NOVEMBER 9, 2016**

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

- |                      |   |
|----------------------|---|
| a) Property:         | <b>1583 Spinnaker Drive #109</b>  |
| Negotiating Parties: | Oscar Peña, Brian Pendleton, Timothy Gosney   |
| Under Negotiation:   | Termination of Agreement and Approval of New Restaurant Lease Agreement with The Boatyard Inc. dba Boatyard Pub <b><u>(3 minutes)</u></b> |
| b) Property:         | <b>1559 Spinnaker Drive #202B</b>   |
| Negotiating Parties: | Oscar Peña, Brian Pendleton, Timothy Gosney   |
| Under Negotiation:   | New Office Lease Agreement with Brophy Bros. Restaurant <b><u>(2 minutes)</u></b>   |
| c) Property:         | <b>1583 Spinnaker Drive #213 &amp; #214</b>   |
| Negotiating Parties: | Oscar Pena, Brian Pendleton, Timothy Gosney   |
| Under Negotiation:   | Termination of Agreement and New Office Lease Agreement for Sierra Pacific Mortgage <b><u>(2 minutes)</u></b>                             |
| d) Property:         | <b>1559 Spinnaker Drive #108, #109A</b>   |
| Negotiating Parties: | Oscar Pena, Brian Pendleton, Andy Turner  |
| Under Negotiation:   | New Lease Terms with Ventura Dive & Sport <b><u>(5 minutes)</u></b>   |
| e) Property:         | <b>Parcel 5 and Parcel 8</b>  |
| Negotiating Parties: | Oscar Peña, Brian Pendleton, Timothy Gosney   |
| Under Negotiation:   | Potential Lease Negotiations <b><u>(40 minutes)</u></b>   |

**2. Conference with Legal Counsel - Potential Litigation per Government Code Section 54956.9(d)(2): One case. (2 minutes)**

**3. Conference with Legal Counsel - Potential Litigation per Government Code Section 54956.9(d)(4): One case. (10 minutes)**

**4. Conference with Legal Counsel - Pending Litigation per Government Code Section 54956.9(d)(1): Peter Bashkiroff vs. The Ventura Port District, et al, Ventura Superior Court Case No. 56-2013-00442997-CU-PN-VTA. (2 minutes)**



# BOARD OF PORT COMMISSIONERS

NOVEMBER 9, 2016

## APPROVAL OF MINUTES

JULY 27, 2016 REGULAR MEETING

OCTOBER 5, 2016 SPECIAL MEETING

OCTOBER 5, 2016 SPECIAL CLOSED SESSION

OCTOBER 12, 2016 REGULAR MEETING



## **Minutes of Regular Meeting of the Ventura Port District Board of Port Commissioners Held July 27, 2016**

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The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 7:00PM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

### **Commissioners Present:**

Jim Friedman, Chair  
Everard Ashworth, Vice Chair  
Gregory L. Carson  
Bruce E. Smith  
Nikos Valance

### **Commissioners Absent:**

None

### **Port District Staff:**

Oscar Peña, General Manager  
Brian Pendleton, Business Operations Manager  
Gloria Adkins, Accounting Manager  
Robin Baer, Property Manager  
John Higgins, Harbormaster  
Joe Gonzalez, Facilities Manager  
Frank Locklear, Marina Manager  
Richard Parsons, Consultant  
Jessica Rauch, Clerk of the Board

### **Legal Counsel:**

Dominic Nunneri  
Tom Bunn

## **AGENDA**

**CALL TO ORDER:** By Chairman Jim Friedman at 7:00PM.

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

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

### **ADOPTION OF AGENDA**

**ACTON:** Commissioner Smith moved, seconded by Commissioner Carson and carried by a vote of 5-0 to adopt the July 27, 2016 agenda.

### **APPROVAL OF MINUTES**

The Minutes of June 22, 2016 regular meeting and June 29, 2016 and July 6, 2016 Special Closed Session meetings were considered as follows:

**ACTION:** Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to approve the minutes of the June 22, 2016 regular meeting and June 29, 2016 and July 6, 2016 Special Closed Session meetings.

**PUBLIC COMMUNICATIONS:** Sam Sadove mentioned that the boating community is very happy with the new flagpole. Councilmember Cheryl Heitmann asked if the Board would be ok with having a presentation on the sales tax measure being put on the November ballot and apologized for a new Commissioner not being appointed yet.

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

**BOARD COMMUNICATIONS:** Commissioner Ashworth announced a trip the City is organizing to visit Ventura's sister City, Loreto, Mexico. He also updated the Commission on the Ventura Shellfish Enterprise. Commissioner Smith reported on the JPIA Board of Directors meeting he attended.

**DEPARTMENTAL STAFF REPORTS:** Mr. Parsons updated the Commission on the Federal Dredging Appropriations for 2017. Mr. Locklear updated the Commission on the increase in squid offloading.

**GENERAL MANAGER REPORT:** Mr. Peña reported that Ventura Harbor Village is having a good season with restaurant and retail sales being up.

**LEGAL COUNSEL REPORT:** None.

**STANDARD AGENDA:**

**1) Approval of Financial Statements and Checks for May 2016**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3308 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in May 2016.

**ACTION:** Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to adopt Resolution No. 3308 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in May 2016.

**2) Adopt Two Resolutions Formalizing Employer Paid Member Contributions to PERS for Full-time Harbor Patrol Officers**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Adopt Resolution No.3309, establishing the Employer Paid Member Contributions to PERS at 1% for Full-time Harbor Patrol Officers effective July 1, 2007; and
- b) Adopt Resolution No.3310, establishing the Employer Paid Member Contributions to PERS at 3% for Full-time Harbor Patrol Officers effective July 1, 2008.

**ACTION:** Commissioner Ashworth moved, seconded by Commissioner Carson and carried by a vote of 5-0 to adopt Resolution No.3309, establishing the Employer Paid Member Contributions to PERS at 1% for Full-time Harbor Patrol Officers effective July 1, 2007; and adopt Resolution No.3310, establishing the Employer Paid Member Contributions to PERS at 3% for Full-time Harbor Patrol Officers effective July 1, 2008.

### **3) Approval of FY2016 – 2017 Final Budget and Five Year Capital Improvement Plan**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3311, approving the 2016–2017 Ventura Port District Budget and Five Year Capital Improvement Plan (CIP);
- b) Adopt Resolution No. 3312, to establish the Employer Paid Member Contributions to CalPERS for the Non-represented Classic Miscellaneous Members; and
- c) Adopt Resolution No. 3313, establishing the Salary Schedule for Non-represented Employees for the Fiscal Year 2016-2017.

**ACTION:** Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 3-2 (Commissioners Valance and Smith no) to adopt Resolution No. 3311, approving the 2016–2017 Ventura Port District Budget and Five Year Capital Improvement Plan (CIP); adopt Resolution No. 3312, to establish the Employer Paid Member Contributions to CalPERS for the Non-represented Classic Miscellaneous Members; and adopt Resolution No. 3313, establishing the Salary Schedule for Non-represented Employees for the Fiscal Year 2016-2017.

**NOTE:** Commissioner Valance voted no because he believes employees are not getting a real raise. He recommended that employee contributions be brought to the full contribution of 7%, so future pay raises can go in employee pockets. Commissioner Smith voted no because he is concerned about PEPRA employees getting the 4% as a raise, since their retirement contribution has been met. He also agrees with Commissioner Valance's recommendation to bring employees to their full 7% contribution so future pay raises can go in employee pockets.

### **4) Approval of New Records Retention Policy**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3314, approving the new Records Retention Policy for the Ventura Port District and rescinding Resolution No. 2708.

**ACTION:** Commissioner Smith moved, seconded by Commissioner Carson and carried by a vote of 5-0 to adopt Resolution No. 3314, approving the new Records Retention Policy for the Ventura Port District and rescinding Resolution No. 2708.

### **5) Approval of Revised Board of Port Commissioners Protocols and Policies Manual**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3315, approving the updates to the Board of Port Commissioners Protocols and Policies Manual and rescinding Resolution No. 3271.

**ACTION:** Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 5-0 to adopt Resolution No. 3315, approving the updates to the Board of Port Commissioners Protocols and Policies Manual and rescinding Resolution No. 3271 with the addition of the following:  
“Legal Counsel Report – Legal Counsel will report on the progress of District assignments and any legislative or judicial matters.”

**6) Approval of Professional Services Agreement with White Nelson Diehl Evans**

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve the Professional Services Agreement with White Nelson Diehl Evans LLP to perform the District's financial audit of the fiscal year ending June 30, 2016; and
- b) Appoint an Audit Liaison to work with staff and White Nelson Diehl Evans LLP throughout the audit process.

**ACTION:** Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 5-0 to approve the Professional Services Agreement with White Nelson Diehl Evans LLP to perform the District's financial audit of the fiscal year ending June 30, 2016; and appoint Vice Chairman Ashworth as the Audit Liaison to work with staff and White Nelson Diehl Evans LLP throughout the audit process.

**REQUEST FOR FUTURE AGENDA ITEMS:** Commissioner Valance requested a discussion during the mid-year budget about another 3% salary increase that would go towards employees PERS contributions, totaling the full 7%. Commissioner Friedman announced that there will be a Special Meeting on Tuesday, August 2, 2016.

**ADJOURNMENT:** The meeting was adjourned at 8:35PM.

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Secretary



## **Minutes of Special Meeting of the Ventura Port District Board of Port Commissioners Held October 5, 2016**

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The Special Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 7:03PM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

### **Commissioners Present:**

Jim Friedman, Chair  
Everard Ashworth, Vice Chair  
Gregory L. Carson  
Bruce E. Smith

### **Commissioners Absent:**

Nikos Valance

### **Port District Staff:**

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

### **Legal Counsel:**

Dominic Nunneri  
Timothy Gosney

## **AGENDA**

**CALL TO ORDER:** By Chairman Jim Friedman at 7:03PM.

**PLEDGE OF ALLEGIANCE:** By Commissioner Ashworth

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

### **ADOPTION OF AGENDA**

**ACTON:** Commissioner Ashworth moved, seconded by Commissioner Smith and carried by a vote of 4-0 to adopt the October 5, 2016 agenda.

**PUBLIC COMMUNICATIONS:** None.

### **STANDARD AGENDA:**

#### **1) Approval of Lease of Parcels 15, 16, 18 to Portside Partners-Ventura Harbor, LLC**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

1. Adopt Resolution No. 3318 taking the following actions:
  - a. Approving the assignment of the Option to Lease Parcels 15, 16 and 18, dated September 2, 2002 ("Option to Lease") from Sondermann Ring Partners – Ventura Harbor LLC, ("SRP/LLC") successor-in-interest to SRP/LP by operation of law, to Portside Partners – Ventura Harbor, LLC, a Delaware limited liability company ("PPVH"); and

- b. Approving the Fifteenth Amendment to the Option to Lease, as previously amended, the focus of which is to (i) update to legal description for the premises subject to the option, (ii) delete obsolete provisions of the option, (iii) revise the closing process to conform to the form and method of financing for the development, (iv) amend and update the Schedule of Performance (Exhibit C) and the Schedule of Documents Proving/Constituting Satisfaction of the Conditions Precedent to Exercise of the Option (Exhibit F) and update the project description to conform to the actions and approvals from the California Coastal Commissions;
2. Adopt Resolution No. 3319 taking the following actions:
  - a. Approving the construction loan financing for the development, being the first part of the Initial Financing Event under the Ground Lease, and several related loan documents, between PPVH and PNC Bank, National Association ("PNC Bank") as the agent for CIT Bank, N.A., and PNC Bank (collectively "Lenders"), in the amount of \$71,700,000.00 to fund the cost of constructing the planned improvements on Parcels 15, 16 and 18; and
  - b. Authorizing the General Manager to execute on behalf of the District the Ground Lease Estoppel Certificate relating to the Initial Financing Event (not including the permanent take-out loan), a copy of which is attached to the Resolution and which identifies the other loan documents in Exhibit C to the Ground Lease Estoppel Certificate, all of which are approved by the District pursuant to Resolution No. 3319; and
3. Adopt Resolution No. 3320 authorizing the General Manager to execute on behalf of the Ventura Port District the Ground Lease attached as Exhibit B to the Option to Lease, a Memorandum of Lease and Ground Lessor Estoppel Certificate and Consent, at such time as the General Manager and District General Counsel have confirmed that all conditions precedent to the proper exercise of the Option to Lease have been met and/or satisfied, and to sign escrow instructions and conditionally deposit the executed Ground Lease, The Memorandum of Lease and the Ground Lessor Estoppel Certificate and Consent, and certified copies of Resolution Nos. 3318, 3319 and 3320 with Commonwealth Title Company, as the escrow agent for PPVH, PNC Bank and the District relating to the concurrent closing of the construction loan portion of the Initial Financing Event between PPVH and PNC Bank, and the execution and effectiveness of the Ground Lease between PPVH and the District.

Commissioner Friedman commented on how much work had been done to get to this day. He said that all relevant questions had been asked and answered in the weeks, months, and years leading up to this meeting. Thousands of hours of work had been put into this project. He also emphasized how great this will be for Ventura Harbor Village, and the City of Ventura.

Commissioner Brennan was not here for the workshop and thanked legal counsel for following up over the phone. He appreciates the time and work that went into this process. With his experience on various government bodies, he knows how slow the wheels of government can turn.

Commissioner Smith read the materials and had no residual questions other than "when is the groundbreaking?"

Richard Parsons commended the Commission for sticking with Mr. Sondermann and commended Mr. Sondermann for sticking with the Port District for 15 years, even though it has felt like a 45 year saga. He explained that the property was tied up in litigation in the 1970s and 1980s so the District could not develop the land then. He mentioned how Tim Gosney's firm



helped get the District out of litigation in the mid-1980s. He also mentioned how there had been no suitable tenants to develop the land and emphasized how much of a nightmare it is to get through the red-tape of the City and the Coastal Commission.

Sam Sadove said he is glad it is finally happening and congratulations!

Oscar Peña could not believe that this day finally arrived after 15 years of hurdles. All of the hurdles have been overcome by SRP. Also, Oscar spoke about the Ventura Harbor Village (VHV) tenant meeting that occurred that morning (Oct. 5). He said that the VHV tenants are excited because the new development will bring more people, excitement, and attention to the Harbor.

Michael Sondermann emphasized how the public played a huge role in this whole process. He said how remarkable it was that Oscar Peña, Tim Gosney and SRP's attorney have been there from the beginning. He mentioned his former partner Doug Ring, whom he misses dearly. He said that he believes in his new partners and is excited to break ground.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Smith and carried by a vote of 4-0 (Friedman, Ashworth, Brennan, Smith Yes, Valance Absent) to adopt Resolution No. 3318 approving the assignment of the Option to Lease Parcels 15, 16 and 18, dated September 2, 2002 ("Option to Lease") from Sondermann Ring Partners – Ventura Harbor LLC, ("SRP/LLC") successor-in-interest to SRP/LP by operation of law, to Portside Partners – Ventura Harbor, LLC, a Delaware limited liability company ("PPVH"); and approving the Fifteenth Amendment to the Option to Lease, as previously amended, the focus of which is to (i) update to legal description for the premises subject to the option, (ii) delete obsolete provisions of the option, (iii) revise the closing process to conform to the form and method of financing for the development, (iv) amend and update the Schedule of Performance (Exhibit C) and the Schedule of Documents Proving/Constituting Satisfaction of the Conditions Precedent to Exercise of the Option (Exhibit F) and update the project description to conform to the actions and approvals from the California Coastal Commissions.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Smith and carried by a vote of 4-0 (Friedman, Ashworth, Brennan, Smith Yes, Valance Absent) to adopt Resolution No. 3319 approving the construction loan financing for the development, being the first part of the Initial Financing Event under the Ground Lease, and several related loan documents, between PPVH and PNC Bank, National Association ("PNC Bank") as the agent for CIT Bank, N.A., and PNC Bank (collectively "Lenders"), in the amount of \$71,700,000.00 to fund the cost of constructing the planned improvements on Parcels 15, 16 and 18; and authorizing the General Manager to execute on behalf of the District the Ground Lease Estoppel Certificate relating to the Initial Financing Event (not including the permanent take-out loan), a copy of which is attached to the Resolution and which identifies the other loan documents in Exhibit C to the Ground Lease Estoppel Certificate, all of which are approved by the District pursuant to Resolution No. 3319.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Smith and carried by a vote of 4-0 (Friedman, Ashworth, Brennan, Smith Yes, Valance Absent) to adopt Resolution No. 3320 authorizing the General Manager to execute on behalf of the Ventura Port District the Ground Lease attached as Exhibit B to the Option to Lease, a Memorandum of Lease and Ground Lessor Estoppel Certificate and Consent, at such time as the General Manager and District General Counsel have confirmed that all conditions precedent to the proper exercise of the Option to Lease have been met and/or satisfied, and to sign escrow instructions and conditionally deposit the executed Ground Lease, The Memorandum of Lease and the Ground Lessor Estoppel Certificate and Consent, and certified copies of Resolution Nos. 3318, 3319 and 3320 with Commonwealth Title Company, as the escrow agent for PPVH, PNC Bank and the District relating to the concurrent closing of the construction loan portion of the Initial Financing Event between PPVH and PNC Bank, and the execution and effectiveness of the Ground Lease between PPVH and the District.

**ADJOURNMENT:** The meeting was adjourned at 7:42PM.

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Secretary



## **Minutes of Special Closed Session Meeting of the Ventura Port District Board of Port Commissioners Held October 5, 2016**

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The Special Closed Session Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 7:49PM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

### **Commissioners Present:**

Jim Friedman, Chair  
Everard Ashworth, Vice Chair  
Gregory L. Carson  
Bruce E. Smith  
Nikos Valance arrived at 8:12PM

### **Commissioners Absent:**

None

### **Port District Staff:**

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

### **Legal Counsel:**

Timothy Gosney  
Dominic Nunneri

## **AGENDA**

**CALL TO ORDER:** By Chair, Jim Friedman at 7:49PM.

**PLEDGE OF ALLEGIANCE:** By Chair, Jim Friedman.

**ROLL CALL:** Commissioner Valance arrived at 8:12PM

### **ADOPTION OF AGENDA**

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Smith and carried by a vote of 4-0 to adopt the October 5, 2016 agenda.

**ADJOURN TO CLOSED SESSION AT 7:50PM.**

### **CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL**

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

a) Property:	<b>1591 Spinnaker Drive</b>
Negotiating Parties:	Oscar Peña, Brian Pendleton, Robin Baer, Timothy Gosney
Under Negotiation:	Beer and Sausage, LLC dba BS Taproom/Beer Season Restaurant Lease Negotiations

### **RECONVENE PUBLIC SESSION AT 8:55PM**

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

**ADJOURNMENT:** The meeting was adjourned at 8:57PM

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Secretary



## **Minutes of Regular Meeting of the Ventura Port District Board of Port Commissioners Held October 12, 2016**

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The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 7:00PM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

### **Commissioners Present:**

Jim Friedman, Chair  
Everard Ashworth, Vice Chair  
Gregory L. Carson  
Bruce E. Smith  
Nikos Valance

### **Commissioners Absent:**

None

### **Port District Staff:**

Oscar Peña, General Manager  
Gloria Adkins, Accounting Manager  
Richard Parsons, Consultant  
Jessica Rauch, Clerk of the Board

### **Legal Counsel:**

Dominic Nunneri  
Timothy Gosney

## **AGENDA**

**CALL TO ORDER:** By Chairman Jim Friedman at 7:00PM.

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

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

### **ADOPTION OF AGENDA**

**ACTION:** Commissioner Smith moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to adopt the October 12, 2016 agenda.

### **APPROVAL OF MINUTES**

The Minutes of September 28, 2016 Regular Meeting was considered as follows:

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Ashworth and carried by a vote of 4-0-1 (Smith abstained) to approve the minutes of the September 28, 2016 Regular Meeting.

**PUBLIC COMMUNICATIONS:** None.

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

**BOARD COMMUNICATIONS:** Commissioner Ashworth reported that the Joint Committee on Fishing and Aquaculture held an investigatory hearing on how to approve aquaculture between the Senate and Assembly and VSE personnel attended to give feedback. Commissioner Brennan commended Commissioner Ashworth and the Board for moving forward with the VSE program. He also reported that the Water Quality Control Board will be hearing an item on the Ventura Harbor Dredging tomorrow. Commissioner Brennan referred a friend to the Pottery Guild for gifts and he's glad we have it.

**DEPARTMENTAL STAFF REPORTS:** None.

**GENERAL MANAGER REPORT:** Mr. Peña reported that the applicant presentations for the Request for Proposals for Parcels 5 and 8 will be on November 9<sup>th</sup> at the Four Points Sheraton.

**LEGAL COUNSEL REPORT:** Mr. Gosney reported that Counsel has been working with District staff on the parking agreement with Oceans West and Island Packers and that all the SRP documents have been signed by the General Manager and will be delivered tomorrow.

**STANDARD AGENDA:**

**1) Approval of a Professional Services Agreement with Impact Sciences**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the Professional Services Agreement with Impact Sciences to perform the necessary CEQA review and documentation for the Dock Replacement Plan and related improvements at Ventura Isle Marina (VIM).

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Smith and carried by a vote of 5-0 to approve the Professional Services Agreement with Impact Sciences to perform the necessary CEQA review and documentation for the Dock Replacement Plan and related improvements at Ventura Isle Marina.

**2) Approval of Notice of Proposed Ordinance for the Beer and Sausage, LLC dba BS Taproom/Beer Season New Restaurant Lease**

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3321 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance for the Beer and Sausage, LLC dba BS Taproom/Beer Season New Restaurant Lease in a newspaper of general circulation.

**ACTION:** Commissioner Brennan moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to adopt Resolution No. 3321 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance for the Beer and Sausage, LLC dba BS Taproom/Beer Season New Restaurant Lease in a newspaper of general circulation, subject to final review of the Lease by Legal Counsel and General Manager and once the tenant has signed the lease, staff will publish the Ordinance.

**3) Submittal of Financial Reports and Statements for Board Approval**

Recommended Action: Voice Vote.

That the Board of Port Commissioners discuss and take appropriate action on allowing the Accounting Manager to submit Financial Reports and Statements on a quarterly or bi-monthly basis for Board approval.

**ACTION:** Commissioner Valance moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to all the Accounting Manager to submit Financial Reports and Statements on a quarterly basis with more trend comparisons.

**4) Discussion on Creating a Non-Profit Organization for the Ventura Port District**

Recommended Action: Informational.

That the Board of Port Commissioners discuss the possibility of creating a non-profit organization for the Ventura Port District to help in raising funds for projects around Harbor Village.

**ACTION:** The Commission would like Legal Counsel to create a memo discussing what can be done under IRS Code 170 and bring back this item at a future meeting.

**REQUEST FOR FUTURE AGENDA ITEMS:** None.

**ADJOURNMENT:** The meeting was adjourned at 8:23PM.

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Secretary



VENTURA  
PORT DISTRICT

*Established 1952*

# BOARD OF PORT COMMISSIONERS

NOVEMBER 9, 2016

## DEPARTMENTAL STAFF REPORTS

FACILITIES

MARINA

MARKETING

PROPERTY MANAGEMENT

TREASURER



## VENTURA PORT DISTRICT DEPARTMENTAL STAFF REPORT

Meeting Date: November 9, 2016

TO: Board of Port Commissioners  
FROM: Joe A. Gonzalez, Facilities Manager  
SUBJECT: October 2016 Facilities Report

### I. Maintenance

Staff is continuing to prep, primer, and paint several areas within Ventura Harbor Village on an 'as needed' basis:



I'm glad to report that the Entrance Monument Walls Project under our Capital Improvement Projects is going well. We are currently 95% complete and the contractor has installed the custom built stainless steel brackets that hold the tower caps. We anticipate the project to be completed by next week. Below are photos on our progress:







## **II. Landscaping**

Staff is continuing to upgrade and install drip lines for water conservation in several areas where planters are located throughout the Ventura Harbor Village landscaping. The Maintenance Department is taking a close look at areas with planters and side walk staircases to add low voltage lighting.



## **III. Marina**

We continue to perform monthly inspections on all gangways, docks, fire extinguishers and fire boxes. This month, several gangway wheels were replaced as preventative maintenance due to wear and tear.

## **IV. 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. We are also assisting the Marketing Department on the organization of all Marketing storage and have created a storage area for Marketing at the 1575 building.



# Marketing/Meetings/Media/Ads

## Meetings

- Hosted Creative Strategies Tenant Meeting on September 22 to discuss fall promotions and events.

## On Site Events & Promotions

### Rock on the Dock – Concert Series

- 4 Saturdays in September for the floating Rock on the Dock series to encourage cocktails, dining and shopping. Two new bands performed this year.
- Hired Visit Ventura staff to come and take a 360 degree video from the dock on the opening weekend
- Ventura Boat Rentals sponsored event to assist with the load in and out of the bands
- Promoted via social media channels with video & images, ads in the Ventura County Star full county, Santa Clarita Signal

### Ventura Art & Street Painting Festival – September 10 & 11

- Hosted the Ventura Art & Street Painting Festival in the Harbor Village with over 40 chalk artists and 30 art vendors on the Main Lawn
- Worked closely with the event organizer on logistics and promotions
- A few thousand people estimated in attendance for the weekend
- Continued promotions 3 weeks following the event to view the chalk artwork with special signage and social media posts to come for lunch or dinner at the Harbor Village

## Publicity/Promotions/Advertising

- In conjunction with Ventura County West developed itinerary to host journalist, Rina Nedhar, from LA Parent Magazine in Los Angeles and family for a ½ day itinerary in Ventura Harbor Village on Sept. 17 with on the water fun, ice cream, boutique shopping, Village Carousel & Arcade and The Greek hosted dinner and entertainment.
- Developed story ideas and gathered information working with Whisenhunt for the Winter/Spring Harbor Views Newsletter for distribution in December.
- Began working with The December Store & More and Ventura Pottery Guild on the Bowl of Thanks fundraiser concept and details for November 6.
- Secured giveaways for the Four Points by Sheraton's employee appreciation event from Harbor Village tenants in September.
- In partnership with Visit Ventura, City of Ventura and Ventura County West reviewed visitor survey questions and goals working with Lauren Schlau Consulting. Survey will start in 2017.
- Negotiated cooperative advertisements for the Ventura Inspiration Guide – a specific second Harbor dedicated page. Negotiated a rate for Island Packers to participate on the section dedicated to Channel Islands.
- Worked closely with Island Packers to negotiate and finalize a coop ad with the Ventura County Coast partners for the 2017 California Visitor Guide



# Website Analytics

## VenturaHarbor.com



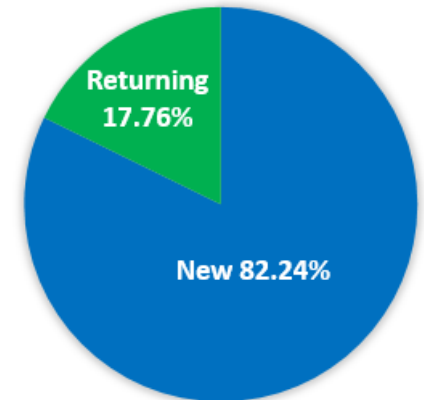
### Top 5 Pages Visited on VenturaHarbor.com (September 2016):

- 1) Harbor Cove Café
- 2) Copa Cubana
- 3) Saturday Fisherman's Market
- 4) Directions
- 5) Village Carousel

Note: Individual businesses do not have websites. People are finding on VenturaHarbor.com

Where people are coming from: 1) Google 2) Direct 3) Yahoo 4) Bing 5) AOL 6) Marriott.com 7) Island Packers 8) Ask.com 9) DuckDuckGo.com 10) Facebook

Data from September 1 – 30, 2016



## VenturaHarborVillage.com

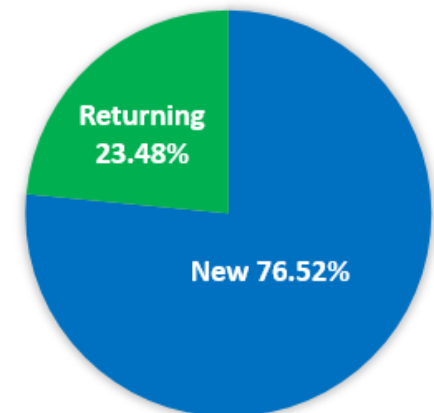


### Top 5 Pages Visited on VenturaHarborVillage.com (September 2016):

- 1) Dine
- 2) Events
- 3) Play
- 4) Shop
- 5) Ventura Art Street Painting Festival

Where people are coming from: 1) Google 2) Direct 3) Facebook Mobile 4) Yahoo 5) Bing 6) VenturaHarbor.com 7) Facebook.com 8) camarillo.macaronikid.com 9) VenturaCountyWest.com 10) CityOfVentura.net

Data from September 1 – 30, 2016

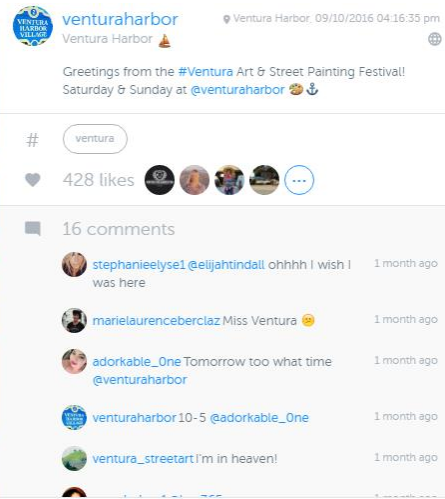


# Social Media Analytics

## Instagram (6,117 Followers)



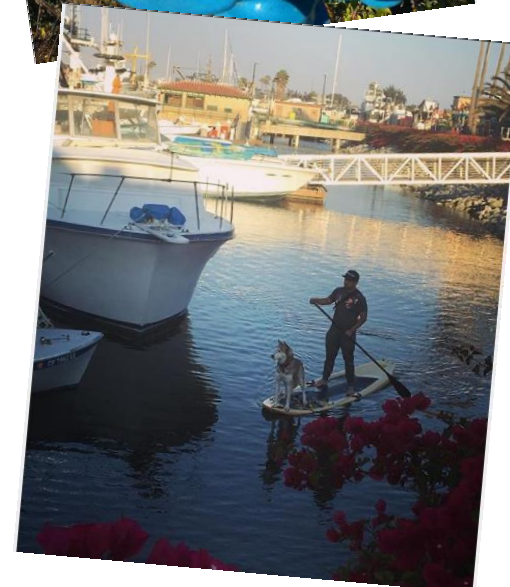
Art and Street Painting 428 Likes



Rock the Dock  
199 Likes



Coast Guard/Coastal Cone 302 Likes



Wet Wednesday  
Boat Rental  
223 Likes




# Social Media Analytics (Cont.)

## Twitter (3,915 Followers) Facebook (16,516 Followers)

**Ventura Harbor**  
Published by Harbor Seal [?] · September 16 · 🌐

Floating Dock + Live Band = Seaside Fun at Ventura Harbor! Cool off and ROCK ON with us during Rock On The Dock, Saturdays in September from 3-6pm. [bit.ly/rockseaside](http://bit.ly/rockseaside)



15,099 people reached

8.4K Views

Like Comment Share

Sabrina Baires, Ojai Holiday Home Tour and 212 others

31 shares

Invited Visit Ventura to the Rock on the Dock series to take video on a 360 camera on the dock with the band.

Boost reached **15,099 people** in one post.

**Ventura**  
August 20 · 🌐

Relaxing kayak through Ventura Harbor - 360 Video

Ventura Boat Rentals



**Ventura**  
July 24 · 🌐

Sunday paddle through the Ventura Keys

Kayak via Ventura Boat Rentals



In July and August, we invited Visit Ventura to take video on a 360 camera on a kayak in the harbor.

Boost with Visit Ventura reached **23,000 people** in two posts.

**Ventura Harbor**  
September 10 · 🌐

Greetings from the Ventura Art and Street Painting Festival! Saturday & Sunday at Ventura Harbor 🎨🌊



23,121 people reached

Boost Post

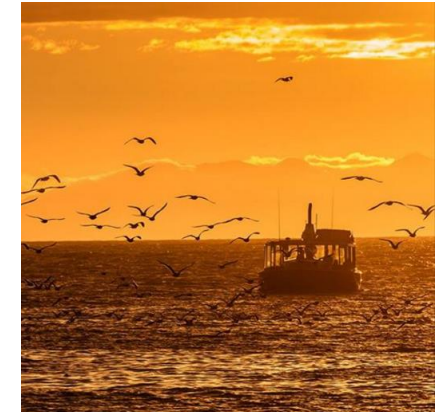
Like Comment Share

966

162 shares

Top Comments

**23,121 People Reached**  
**162 Shares**



**21,048 People Reached**

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

Date: November 9, 2016

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

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**I. Ventura Harbor Village Marina Occupancy**

The marina is 100% occupied. There are 44 squid seiners occupying our large vessel squid slips. We have been turning away many squid seiners because we do not have the resources to accommodate them. These unfortunate vessels and their owners have been arriving and/or calling inquiring about any available moorage on a daily basis for the past three weeks.

This seasons squid quota is 118,000 tons. Approximately 76% of the current seasons squid quota remains not landed. It appears and is our hope that Ventura may become the epicenter for squid offloading for the remainder of this year's squid season.



**II. Technology**

On Tuesday, October 11, a staff meeting was held to conduct an introduction to the new Ring Central phone system. Follow up training on the system will be conducted on a one on one basis by myself and my Computer Tech. Both telephone systems, Advantage and Ring Central, will be running side by side in order to insure telephonic continuity and troubleshooting until the complete turnover to Ring Central is made later this month.

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

Meeting Date: November 9, 2016

TO: Board of Port Commissioners  
FROM: Robin Baer, Property Manager  
SUBJECT: Property Report

**I. Tenant Improvements Underway**

- 1) *The 805 Bar & Grilled Cheese and Copa Cubana* - 1575 Spinnaker Drive, #102 –The back patio separation wall to contain alcohol and customers within his space has been completed.
- 2) *Milano's Italian Restaurant* – 1575 Spinnaker Drive, #100 – Construction to the new interior bar is moving along nicely. Estimated completion is fourth quarter in 2016. The tenant is currently open for business.
- 3) *The Ultimate Escape Rooms* --- 1591 Spinnaker Drive #117C – The plans have been approved and the Tenant is working diligently to complete construction. Estimated opening is fourth quarter of 2016.
- 4) *Ventura Swimwear* --- 1559 Spinnaker Drive #102 – They replaced a torn and worn out awning with a bright new awning. They are pleased with the new awning and feel it has opened up the space and improved exposure. Their sales continue to grow and are happy to be a Village tenant. Please see attached photo.
- 5) *Treasure Cove* --- 1567 Spinnaker Drive #103 --- They replaced a worn out awning and changed from terra cotta color to a seaside teal color. The owner prefers this new color and feels it draws more attention to her store. Please see attached photo.

**II. Projects**

- 1) *Parking Program* --- The parking program memo was sent out in October and a reminder will be sent prior to effective date of November 1<sup>st</sup>. Please see attached photos of our map and new signage for this program.

**III. Leasing**

- 1) Leasing Packet:
  - Distributing leasing packets to prospective tenants and can be found on the website for circulation.
  - Posting ads online via Loopnet and in other publications.
- 2) Overview of FY2016/2017 leasing strategy goals:
  - Obtain monthly, quarterly and annual data from real estate organizations and sources;
  - Procured Co-star for real estate analytics;
  - Increase annual rental revenue to VPD at (or above) consumer price index;
  - Attendance and participation with real estate, trade shows, webinars and networking events and others as applicable;
  - Annual memberships with leasing, real estate and development organizations;
  - Visit prospective tenant locations and meet with business owners.

**IV. Occupancy level at Harbor Village**

CATEGORY	Harbor Vacancy Sq Ft	Harbor Vacancy %	Harbor Available Sq Ft	Harbor Available %	City * Vacancy %	City * Available %
Office	2720	9%	2720	9%	16.9%	24.8%
Retail	0	0%	5,634	28.5%	6.5%	13.9%
Restaurant	1,537	4.8%	1,537	4.8%	5.7%	11%

\*Based on comparable square footage



#### IV. August and September Sales Report

The attached summary provides sales for three categories: restaurants, retail and charters. The reports compare the monthly sales for 2016 and 2015. They also include year-to-date comparisons. Restaurant and retail categories posted noteworthy increases in sales. For example, retail sales in September 2016 were 39.03% higher than September 2015 sales.

The year-to-date sales for September 2016 were up 1.98% from the same time last year. However, there was a decrease of 17.94% for Charters; this was mostly due to the Santa Cruz Island landing dock closed for Island Packers' boat trips.

#### Attachments

Attachment 1 – August and September Tenant Sales

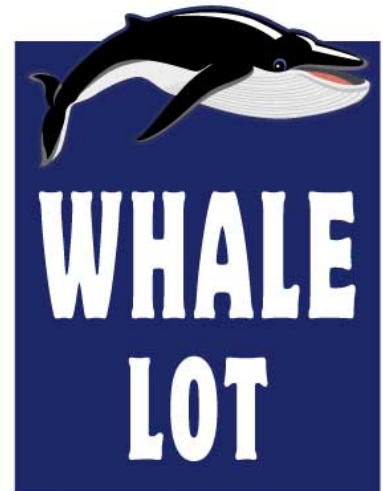
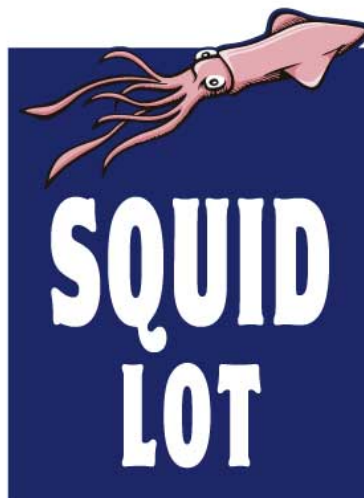
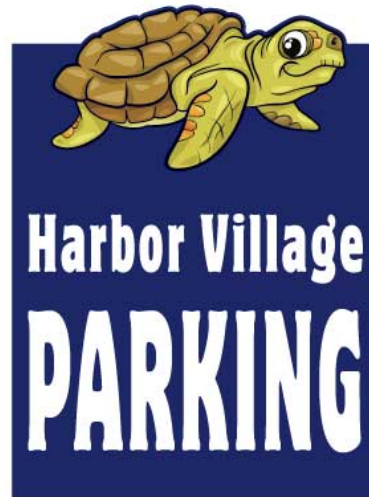
##### TREASURE COVE



##### VENTURA SWIMWEAR



PARKING PROGRAM ---- SIGNS and MAP







**Ventura Harbor Village  
Tenant Sales Summary**

Month of  
August-2016

	<u>August-2016</u>	<u>August-2015</u>	<u>% Change</u>
Restaurants	\$ 1,634,828	\$ 1,653,741	-1.14%
Retail	\$ 424,783	\$ 353,181	20.27%
Charters	\$ 698,757	\$ 745,951	-6.33%
Total	\$ 2,758,368	\$ 2,752,873	0.20%

Year-to-date through August 2016

	<u>August-2016</u>	<u>August-2015</u>	<u>% Change</u>
Restaurants	\$ 10,976,238	\$ 10,372,563	5.82%
Retail	\$ 2,458,708	\$ 2,184,361	12.56%
Charters	\$ 3,490,193	\$ 4,147,703	-15.85%
Total	\$ 16,925,139	\$ 16,704,627	1.32%

**Ventura Harbor Village  
Tenant Sales Summary**

Month of  
September-2016

	<u>September 2016</u>	<u>September 2015</u>	<u>% Change</u>
Restaurants	\$ 1,349,794	\$ 1,350,847	-0.08%
Retail	\$ 338,188	\$ 243,248	39.03%
Charters	\$ 530,873	\$ 518,568	2.37%
Total	\$ 2,218,855	\$ 2,112,663	5.03%

Year-to-date through September 2016

	<u>September 2016</u>	<u>September 2015</u>	<u>% Change</u>
Restaurants	\$ 12,326,032	\$ 11,723,410	5.14%
Retail	\$ 2,796,896	\$ 2,382,146	17.41%
Charters	\$ 4,021,066	\$ 4,666,268	-13.83%
Total	\$ 19,143,994	\$ 18,771,824	1.98%

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

Meeting Date: November 9, 2016

TO: Board of Port Commissioners  
CC: Oscar Peña, General Manager  
FROM: Gloria Adkins, Accounting Manager  
SUBJECT: Quarterly Treasurers Report

---

As of September 30, 2016, the District held cash and investments with a market value of \$10,613,979. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 84% of the September 30, 2016 fund balance:

Enterprise (Operating) Fund	\$2,730,663
Dredging Reserve Fund	3,004,129
Capital Improvement Fund	3,073,543
Capital Improvement –Fisheries Fund	<u>90,231</u>
Total Funds	\$8,898,566

The District has \$1,504,678 invested in a stable money market and the Federal Home Loan Mortgage Corp. through Stifel. These funds had a net portfolio yield of 0.43%. The District's investment in the Federal National Mortgage Association was called on 8/15/16. General Manager, Oscar Pena then instructed Stifel to purchase a shorter term investment to better accommodate the District's cash liquidity needs.

The Investment Portfolio Report for September 30, 2016 attached herewith includes all of the District's Funds.

Submitted by:

  
Gloria Adkins  
Accounting Manager

Date: October 19, 2016

**ATTACHMENTS:**

Attachment 1 – Investment Portfolio Report for September 30, 2016

Attachment 2 - :LAIF Performance Report Quarter Ending September 30, 2016

# ATTACHMENT 1

## Ventura Port District Investment Portfolio Report Quarter Ending 9/30/2016

<u>Security Type</u>	<u>Issuer</u>	<u>CUSIP Number</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Par Value</u>	<u>Book Value</u>	<u>Percent of Portfolio</u>	<u>Market Value</u>	<u>Market Value Source</u>
<u>Cash Investments</u>									
State Pool (LAIF)	LAIF-State Treasury		On Demand	0.60%	8,898,566	8,898,566	84%	8,901,289	LAIF
<b>Total Cash Investments LAIF</b>						<b>\$ 8,898,566</b>	<b>84%</b>	<b>\$ 8,901,289</b>	
<u>Cash Investments Stifel Nicolaus</u>									
Federal Home Loan Mortgage Corp		313397BZ3	2/17/2017	0.43%	1,496,815	1,496,815	14%	1,498,110	Stifel Nicolaus
Stifel Bank & Trust Money Market Funds				0.05%	6,568	6,568	0.1%	6,568	Stifel Nicolaus
Called - Federal National Mortgage Association		3136G0Z61	8/15/2016		No Gain/Loss				
<b>Total Investments Stifel Nicolaus</b>						<b>\$ 1,503,383</b>	<b>14%</b>	<b>\$ 1,504,678</b>	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo		On Demand	N/A	N/A	189,847	2%	189,847	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	1,307	0.01%	1,307	Ventura Port District
<b>Total Cash Deposits</b>						<b>\$ 191,154</b>	<b>2%</b>	<b>\$ 191,154</b>	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	0.73%	16,858	16,858	0.16%	16,858	Ventura County Treasury
<b>Total Cash in County Treasury</b>						<b>\$ 16,858</b>	<b>0.16%</b>	<b>\$ 16,858</b>	
<b>TOTAL ALL FUNDS</b>						<b>\$ 10,609,961</b>	<b>100%</b>	<b>\$ 10,613,979</b>	

### Notes:

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

10/19/2016

Submitted by:



# ATTACHMENT 2



## JOHN CHIANG TREASURER STATE OF CALIFORNIA



### PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
09/19/16	0.63	0.61	158
09/20/16	0.63	0.61	156
09/21/16	0.63	0.61	156
09/22/16	0.64	0.61	155
09/23/16	0.64	0.61	160
09/24/16	0.64	0.61	160
09/25/16	0.64	0.61	160
09/26/16	0.64	0.61	157
09/27/16	0.64	0.61	157
09/28/16	0.64	0.61	160
09/29/16	0.64	0.61	162
09/30/16	0.65	0.61	165
10/01/16	0.65	0.65	165
10/02/16	0.65	0.65	165
10/03/16	0.65	0.65	169
10/04/16	0.65	0.65	170
10/05/16	0.65	0.65	170
10/06/16	0.65	0.65	169
10/07/16	0.65	0.65	171
10/08/16	0.65	0.65	171
10/09/16	0.65	0.65	171
10/10/16	0.65	0.65	168
10/11/16	0.65	0.65	169
10/12/16	0.65	0.65	168
10/13/16	0.65	0.65	170
10/14/16	0.66	0.65	171
10/15/16	0.66	0.65	171
10/16/16	0.66	0.65	171
10/17/16	0.65	0.65	168
10/18/16	0.65	0.65	167
10/19/16	0.65	0.65	166

\*Daily yield does not reflect capital gains or losses

[View Prior Month Daily Rates](#)

**LAIF Conference  
October 25, 2016**

[Register Now!](#)

### LAIF Performance Report

#### Quarter Ending 09/30/16

Apportionment Rate: 0.60%  
 Earnings Ratio: .00001651908048883  
 Fair Value Factor: 1.000306032  
 Daily: 0.65%  
 Quarter to Date: 0.61%  
 Average Life: 165

#### PMIA Average Monthly Effective Yields

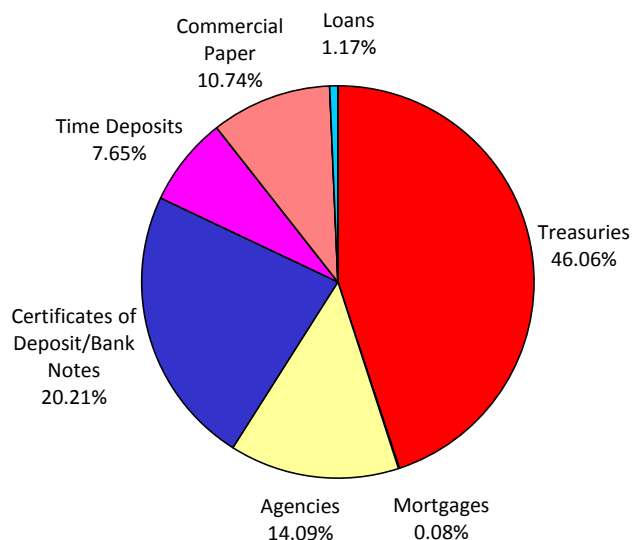
**Sep 2016 0.634%**  
 Aug 2016 0.614%  
 Jul 2016 0.588%

### Pooled Money Investment Account

#### Portfolio Composition

**09/30/16**

**\$68.3 billion**







BOARD OF PORT COMMISSIONERS

NOVEMBER 9, 2016

CONSENT AGENDA ITEM A

TERMINATION OF AGREEMENT AND  
APPROVAL OF NEW RESTAURANT  
LEASE AGREEMENT FOR THE  
BOATYARD INC. DBA BOATYARD PUB

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM A**  
Meeting Date: November 9, 2016

---

TO: Board of Port Commissioners  
FROM: Oscar Peña, General Manager  
SUBJECT: Termination of Agreement and Approval of New Restaurant Lease Agreement  
for The Boatyard Inc. dba Boatyard Pub, 1583 Spinnaker Drive #109

---

**RECOMMENDATION:**

That the Board of Port Commissioners:

- a) Approve the termination of Boatyard Café, Inc. dba Boatyard Café lease agreement, dated October 1, 2014, for the premises located at 1583 Spinnaker Drive #109, consisting of 2,675 square feet; and
- b) Approve a new restaurant lease agreement between the Ventura Port District dba Ventura Harbor Village and The Boatyard, Inc. dba Boatyard Pub for the premises located at 1583 Spinnaker Drive #109, consisting of 2,675 square feet for a six (6) year term.

**BACKGROUND:**

The Boatyard Café has requested that the Commission approve the termination of its lease so that a new ownership group consisting of two individuals, W. Shawn Hall and Robert A. Bartosh can enter a lease with the Commission to open the Boatyard Pub. The lease will consist of a three (3) year term and a three (3) year option for a total of six (6) years. While Mr. Bartosh was a partner in the previous Boatyard Café, both will oversee the restaurant operations and management.

The new partners plan to leverage their existing customer base, harbor-side location, and nautical theme with remodeling and interior décor changes to help define their brand. Other interior modifications will include an expansion of the bar into the restaurant setting to expand selection of locally crafted beer. This coupled with a marketing campaign focused on reaching tourist, entertainment seekers, local fisherman, breakfast diners, and the craft beer community to facilitate the growth of their customer base. Plans call for full-service breakfast, lunch and dinner with live entertainment and a strong owner-operator presence. We are grateful to the operators of the Boatyard Café for operating the fast casual restaurant that provided a creative menu for breakfast and lunch before selling the business.

Staff strongly supports the recommended action and is confident the new business strategy of the Boatyard Pub will be very successful.

**FISCAL IMPACT:**

This new lease reflects current market rental rates for restaurant space in the complex. The annual occupancy cost for this tenant is approximately \$90,000 to \$100,000 annually for the first three years. This includes percentage rent of three percent (3%) of gross sales for food sales and five percent (5%) of alcohol sales.



BOARD OF PORT COMMISSIONERS

NOVEMBER 9, 2016

CONSENT AGENDA ITEM B

APPROVAL OF NEW OFFICE LEASE  
AGREEMENT FOR BROPHY BROS.

RESTAURANT

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM B**  
Meeting Date: November 9, 2016

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TO: Board of Port Commissioners  
FROM: Robin Baer, Property Manager  
SUBJECT: Approval of New Office Lease Agreement for Brophy Bros. Restaurant,  
1559 Spinnaker Drive #202B

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**RECOMMENDATION:**

That the Board of Port Commissioners approve a new office lease agreement for the premises located at 1559 Spinnaker Drive #202B consisting of 306 square feet between the Ventura Port District dba Ventura Harbor Village and Brophy Bros. Restaurant for a two-year term with a five-year option.

**BACKGROUND:**

Brophy Bros. Restaurant has been a tenant since 2006. They are a casual seafood house where you will find a bustling scene of fisherman, young professionals and sand-sprinkled beach-goers nearly every night of the week at this true-blue waterfront institution. They continue to grow their business and are in need of office space. An opportunity arose with an office space within the same building as the restaurant and they are expanding into that unit.

**FISCAL IMPACT:**

This new lease reflects current market rental rates for office space in the complex. The annual occupancy cost for this tenant is \$6,400. The minimum rent over the two year term is adjusted annually by 3% per year.

We look forward to continued future success with this tenant. Staff recommends the Board's approval of the new lease transaction.



# BOARD OF PORT COMMISSIONERS

NOVEMBER 9, 2016

## CONSENT AGENDA ITEM C

TERMINATION OF AGREEMENT AND  
APPROVAL OF NEW OFFICE LEASE  
AGREEMENT FOR SIERRA PACIFIC  
MORTGAGE

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM C**  
Meeting Date: November 9, 2016

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TO: Board of Port Commissioners  
FROM: Robin Baer, Property Manager  
SUBJECT: Termination of Agreement and Approval of New Office Lease Agreement for  
Sierra Pacific Mortgage, 1583 Spinnaker Drive #213/#214

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**RECOMMENDATION:**

That the Board of Port Commissioners:

- a) Approve by motion the termination of a lease agreement, dated April 14, 2015, for the premises located at 1583 Spinnaker Drive #213, consisting of 791 square feet; and
- b) Approve by motion a new office lease agreement for the premises located at 1583 Spinnaker Drive #213 & #214, consisting of 1,210 square feet between the Ventura Port District dba Ventura Harbor Village and Michael and Janette Quinn dba Sierra Pacific Mortgage for a two-year term.

**BACKGROUND:**

Michael and Janette has been a tenant since April 2015. Since their tenancy within the Village their business has grown in the past year. The Quinn's would like to expand their original space of 791 square feet to 1,210 square feet by obtaining the available space next door to their unit. This would be combining the two suites into one location, therefore, allowing them to expand in personnel. They look forward to a continued profitable future in the Ventura Harbor Village.

We will be terminating The Quinn's current two year lease and entering into a new two year lease accommodating the increased square footage.

**FISCAL IMPACT:**

This new lease reflects current market rental rates for office space in the complex. The annual occupancy cost for this tenant is \$23,000. The minimum rent over the two year term is adjusted annually by 3% per year.

We look forward to continued future success with this tenant. Staff recommends the Board's approval of the new lease transaction.



# BOARD OF PORT COMMISSIONERS

NOVEMBER 9, 2016

## STANDARD AGENDA ITEM 1

APPROVAL OF FINANCIAL  
STATEMENTS AND CHECKS

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 1**  
Meeting Date: November 9, 2016

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TO: Board of Port Commissioners  
FROM: Gloria Adkins, Accounting Manager  
SUBJECT: Approval of Financial Statements and Checks

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**RECOMMENDATION:**

That the Board of Port Commissioners adopts Resolution No. 3325 to:

- a) Accept the following financial statements: June 2016 (pending final audit results) & for the Quarter ended September 30, 2016; and
- b) Review the payroll and regular checks for June through September 2016

**SUMMARY:**

Attached for the Board's review are the financial statements for the fiscal year ending June 30, 2016. The June 2016 reports are subject to change pending the final audit results

Also included are the financial statements for the quarter ended September 30, 2016 and the check registers for June through September 2016.

**BACKGROUND:**

The fiscal year ended June 30, 2016 financial statements are currently being audited. The attached reports are subject to change pending the auditors review. The audit has been delayed due to work on the GASB 68 reporting requirements and the potential changes due to GASB 74. It is staff's intention to bring the final audit to the Board at the January 25, 2017 Commission meeting.

The financial statements consist of Statement of Revenue and Expenses, Budget Analysis Notes, Annual Budget Compared to Year-to-Date Expenditures, Balance Sheet, Cash Flow Statement, Distribution of Cash, Comparison of Lease Rent, and a Three Year Comparative Statement of Revenue and Expenses.

At the October 12<sup>th</sup> Commission meeting, the Board agreed to receive quarterly financial statements. In order to enhance the Budget Analysis report for the quarter, I have added the prior year's data for the same period.

Operational Disbursements

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

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

June 2016 -

- J & T Engineering & Construction was paid \$15,525 & \$3,682 on 6/2/16 for progress payments on the Village accessibility parking lot improvements-Phase I. The \$15,525 payment was required to have a second vendor payee.



- J & T Engineering & Construction was paid \$98,515 on 6/2/16 and \$47,158 on 6/29/16 for progress payments on Village accessibility promenade improvements-Phase II.
- T3 Construction Inc was paid \$10,790 on 6/02/16 for the final payment on tenant improvements to divide the old Harbor Kite suite into two leasable units.
- Major Engineering Marine Inc was paid \$6,950 on 6/3/16 for repairs to Village D dock.
- CalJPIA was paid \$357,846 on 6/15/16 for the annual liability and workers compensation insurance premiums for FY16-17.
- Interstate Pole Industries was paid \$13,443 on 6/16/16 for fabrication of the navigation flag pole to be installed outside the District office.
- Ventura Port District (VPD) Grant Account was paid \$18,000 on 6/16/16 as a loan to cover expenses for the Aquaculture Fisheries Study Grant until grant reimbursements are received.

#### July 2016 -

- RRM Design Group Inc. was paid \$11,613 on 7/01/16 and \$4,501 on 7/14/16 for their continued work on the accessibility improvements throughout the Village including Phase III around the Carousel courtyard.
- Jensen Design & Survey was paid \$7,072 on 7/14/16 for a service pertaining to accessibility improvements for all of the District's other parking lots, not the Village.
- Noble Consultants was paid \$5,340 on 7/14/16 for shoreline monitoring as required by the dredging permit.

#### August 2016 -

- All Surface Construction Inc was paid \$8,342 on 8/12/16 for Village parking lot curb painting and stencil.
- Downtown Ventura Partners was paid \$7,800 on 8/12/16 for Trolley partnership advertising.
- Jensen Design & Survey Inc was paid \$10,103 on 8/12/16 for a service pertaining to accessibility improvements in all of the District's other parking lots, not the Village.
- Major Engineering Marine Inc was paid \$13,550 on 8/12/16 for repairs to Village G dock.
- Ventura Harbor Boatyard was paid \$5,160 on 8/12/16 for pilings used to repair Village G dock.
- Marcos Ramos was paid \$10,800 on 8/25/16 for eight separate jobs. He painted 6 sets of Village restrooms, the 1691 (Island Packers) building laundry room and some fencing.
- Rasmussen & Associates was paid \$13,964 on 8/25/16 for services pertaining to the Village roof renovation project at 1449 (fisheries building) and 1559 (Brophy's building) Spinnaker Drive.
- RRM Design Group Inc. was paid \$10,479 on 8/25/16 for their continued work on the accessibility improvements throughout the Village including Phase III around the Carousel courtyard.

#### September 2016 -

- Downtown Ventura Partners was paid \$12,000 on 9/13/16 for Trolley partnership services (July – December 2016).

- Marcos Ramos was paid \$12,400 on 9/13/16 for nine separate jobs. He painted restrooms, Village handrails, harbor entry feature, and patrol boat dock ramp railings.
- Ultimate Escape Room was paid \$7,000 on 9/13/16 for tenant improvements as per her lease.
- CalJPIA was paid \$12,064 on 9/22/16 for the annual property insurance premiums for FY17.
- Jensen Design & Survey Inc was paid \$10,849 on 9/22/16 for a service pertaining to accessibility improvements for all of the District's other parking lots, not the Village.
- Marcos Ramos was paid \$3,420 on 9/22/16 for four separate jobs. He painted two restrooms, District elevator room, Village handrails, and Patrol long dock ramp railings.
- Ring Central Inc was paid \$5,410 on 9/22/16 towards the new District phone system and equipment.
- White Nelson Diehl Evans was paid \$11,500 on 9/22/16 as a progress payment on the fiscal year 15-16 financial audit.

Details reflecting purchases made through the District's Chase Bank credit cards for June through September 2016 are included as Attachment 5.

#### Payroll Disbursements

The District has 26 bi-weekly pay periods per year; ten months of the year will have two regular payroll periods and two months will have three regular pay periods. The payroll for the month of June contains the quarterly accrued compensation hours pay-off for April – June and the September payroll contains three payrolls and the quarterly accrued compensation hours pay-off for July – September.

#### Ventura Port District Aquaculture Fisheries Study Grant Fund

The financial statements for the Grant Fund are included here as Attachment 6. The first request for reimbursement through the Sea Grant for \$46,552 covering expenses from September 2015 through May 2016 has been reimbursed by the Grant.

#### **FISCAL IMPACT:**

The Statement of Income and Expenses reflects an increase of \$62,669 in the 'Change in Net Position' for the period ended September 30, 2016.

#### **ATTACHMENTS:**

Attachment 1 – Resolution No. 3325

Attachment 2 – Statement of Income Expenses – Period Ended 6/30/16

Attachment 3 – Statement of Income Expenses – Quarter Ended 9/30/16

Attachment 4 – Accounts Payable Check Registers June - September 2016

Attachment 5 – Chase Credit Card Charges June – September 2016

Attachment 6 – Aquaculture Fisheries Grant Fund Statement of Income Expenses

ATTACHMENT 1



**RESOLUTION NO. 3325**

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

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

- A. The Financial Statements for June 2016 (pending final audit results) & for the Quarter ended September 30, 2016;
- B. The following Checks are hereby reviewed:
  - 1) Payroll Checks #9146-9237 and direct deposits inclusive in the amount of \$162,034 for June 2016 salaries, \$124,899 for July 2016 salaries, \$125,411 for August 2016 salaries, and \$206,443 for September 2016 salaries.
  - 2) Regular Checks #44142-44831 in the amount of \$741,438 for June 2016 expenditures, \$307,565 for July 2016 expenditures, \$263,906 for August expenditures, and \$222,614 for September 2016 expenditures.

**PASSED, APPROVED, AND ADOPTED** at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on November 9<sup>th</sup>, 2016, Resolution No. 3325 was adopted by the following vote:

AYES:  
NOES:  
Abstain:  
Absent:

Attest:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

(Seal)



**ATTACHMENT 2**  
**Ventura Port District**  
**Statement of Income and Expenses**  
**For the Period Ended June 30, 2016**

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
<b>OPERATING REVENUES</b>						
Parcel Lease Income	\$ 235,300	\$ 242,780	\$ 7,480	\$ 3,095,000	\$ 3,800,214	\$ 705,214
Dry Storage Income	8,100	10,355	2,255	97,000	113,371	16,371
Fisherman's Storage	6,340	0	(6,340)	76,500	63,694	(12,806)
Parking Income	6,000	7,733	1,733	65,000	71,084	6,084
Miscellaneous Income/Rentals	2,000	5,475	3,475	71,500	76,469	4,969
Village Income						
Harbor Village Lease Income	198,500	217,336	18,836	2,330,000	2,384,870	54,870
Commercial Fishing	17,000	22,683	5,683	215,000	198,793	(16,207)
Miscellaneous Income	480	290	(190)	6,000	5,661	(339)
Harbor Event Fees	6,000	2,951	(3,049)	40,500	38,691	(1,809)
Marketing Booth/Vendor Income	1,200	287	(913)	10,000	13,987	3,987
Co-Op Advert/Sponsorship	750	1,000	250	16,500	15,485	(1,015)
Merchants Promo Fund	7,000	7,876	876	90,000	88,933	(1,067)
Slip Rentals	75,000	74,459	(541)	900,000	891,688	(8,312)
Dock Electrical Income	2,000	2,172	172	26,000	32,062	6,062
C A M Income	26,000	27,347	1,347	295,000	310,271	15,271
<b>Total Oper. Revenues</b>	<b>\$ 591,670</b>	<b>\$ 622,744</b>	<b>\$ 31,074</b>	<b>\$ 7,334,000</b>	<b>\$ 8,105,273</b>	<b>\$ 771,273</b>

**OPERATING EXPENSES**

**Personnel Expenses**

Salaries & Wages						
Regular Salaries	\$ 162,334	\$ 198,350	\$ (36,016)	\$ 2,110,500	\$ 2,064,584	\$ 45,916
Part-time Help	5,990	4,370	1,620	77,500	69,463	8,037
Overtime Pay	13,865	32,801	(18,936)	86,500	116,207	(29,707)
Holiday Pay	10,000	4,743	5,257	40,000	32,632	7,368
Total Salaries & Wages	\$ 192,189	\$ 240,264	\$ (48,075)	\$ 2,314,500	\$ 2,282,886	\$ 31,614
Other personnel expenses						
Retirement Contributions/Exp	\$ 39,540	\$ 39,315	\$ 225	\$ 506,500	\$ 498,824	\$ 7,676
Payroll Taxes	3,985	4,183	(198)	44,500	40,683	3,817
Worker's Comp Ins.	0	(1,043)	1,043	171,000	169,957	1,043
OPEB Liability	10,347	7,123	3,224	123,922	120,708	3,214
Medical & Life Ins.	22,157	22,350	(193)	262,500	257,464	5,036
Optional Benefit Plan	15,978	15,915	63	194,000	191,270	2,730
Uniforms & Tool Allowances	2,973	6,032	(3,059)	35,000	30,907	4,093
Total - Other Personnel Expenses	\$ 94,980	\$ 93,875	\$ 1,105	\$ 1,337,422	\$ 1,309,813	\$ 27,609
Total Personnel Expenses	\$ 287,169	\$ 334,139	\$ (46,970)	\$ 3,651,922	\$ 3,592,699	\$ 59,223

**ATTACHMENT 2**  
**Ventura Port District**  
**Statement of Income and Expenses**  
**For the Period Ended June 30, 2016**

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
<b>General Expenses</b>						
Advertising	\$ 500	\$ 1,444	\$ (944)	\$ 10,000	\$ 10,782	\$ (782)
Leasing & Real Estate	1,400	3,490	(2,090)	17,000	14,698	2,302
Auto Mileage & Allowance	1,125	769	356	13,500	9,634	3,866
Auto/Boat Equip & Maint	70,662	9,518	61,144	201,500	76,816	124,684
Bad Debt	25,000	17,788	7,212	25,000	18,213	6,787
Bank Fees & Other Misc	1,300	2,882	(1,582)	15,500	11,570	3,930
Building Maintenance	18,220	11,303	6,917	243,000	203,506	39,494
Bldg Maint-Tenant Improvments	0	(531)	531	285,000	295,127	(10,127)
Accessibility Improvements	100,000	(506,718)	606,718	800,000	21,120	778,880
Communications	3,400	4,090	(690)	43,000	47,834	(4,834)
Conferences & Training	12,750	2,422	10,328	59,500	25,938	33,562
Dock Maint. & Repair	4,500	2,775	1,725	49,000	32,830	16,170
Village Enhancements	2,000	0	2,000	35,000	21,235	13,765
Equipment Rental	3,055	2,892	163	18,500	22,347	(3,847)
General Insurance	16,830	22,098	(5,268)	260,000	265,268	(5,268)
Grounds Maintenance	8,115	14,245	(6,130)	111,000	136,736	(25,736)
General Harbor Maintenance	0	0	0	4,000	2,554	1,446
Janitorial Supplies	5,875	3,327	2,548	60,500	40,882	19,618
Judgements & Damages	0	0	0	0	430	(430)
Land/Building Rental Expense	6,340	0	6,340	76,500	63,694	12,806
Marketing & Promotions	27,830	37,373	(9,543)	291,500	270,786	20,714
Memberships & Subscriptions	775	861	(86)	21,500	20,884	616
Office Supplies & Equipment	2,400	2,826	(426)	38,000	34,378	3,622
Computer Equip & Supplies	510	1,509	(999)	12,500	13,610	(1,110)
Operating Supplies	4,290	9,865	(5,575)	69,500	52,162	17,338
Other Equipment & Repairs	3,595	4,565	(970)	46,000	48,704	(2,704)
Professional Services - Legal	5,000	13,824	(8,824)	245,000	236,150	8,850
Professional/Outside Services	29,083	27,853	1,230	413,000	333,255	79,745
Utilities	48,655	32,413	16,242	411,500	314,503	96,997
Dredging Related Expenses	15,265	21,247	(5,982)	335,000	375,673	(40,673)
<b>Total General Expenses</b>	<b>\$ 418,475</b>	<b>\$ (255,870)</b>	<b>\$ 674,345</b>	<b>\$ 4,211,000</b>	<b>\$ 3,021,319</b>	<b>\$ 1,189,681</b>
<b>Total Operating Expenses</b>	<b>\$ 705,644</b>	<b>\$ 78,269</b>	<b>\$ 627,375</b>	<b>\$ 7,862,922</b>	<b>\$ 6,614,018</b>	<b>\$ 1,248,904</b>
<b>Oper. Income(Loss) Before Deprec.</b>	<b>\$ (113,974)</b>	<b>\$ 544,475</b>	<b>\$ 658,449</b>	<b>\$ (528,922)</b>	<b>\$ 1,491,255</b>	<b>\$ 2,020,177</b>
Depreciation	\$ 83,400	\$ 114,413	\$ (31,013)	\$ 979,000	\$ 995,930	\$ (16,930)
<b>Operating Income (Loss)</b>	<b>\$ (197,374)</b>	<b>\$ 430,062</b>	<b>\$ 627,436</b>	<b>\$ (1,507,922)</b>	<b>\$ 495,325</b>	<b>\$ 2,003,247</b>

**ATTACHMENT 2**  
**Ventura Port District**  
**Statement of Income and Expenses**  
**For the Period Ended June 30, 2016**

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
<b>NON-OPERATING REVENUES</b>						
<b>General</b>						
Investment Income (Loss)	\$ 700	\$ 17,885	\$ 17,185	\$ 30,000	\$ 52,549	\$ 22,549
Tax Income	30,000	(6,430)	(36,430)	1,030,000	1,090,940	60,940
Intergov't Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>17,638</u>	<u>17,638</u>
Total General Non-Oper. Income	\$ 30,700	\$ 11,455	\$ (19,245)	\$ 1,060,000	\$ 1,161,127	\$ 101,127
<b>Special Funding</b>						
DBAW Grants-Misc	\$ 15,500	\$ 6,300	\$ (9,200)	\$ 15,500	\$ 6,300	\$ (9,200)
DBAW Grants-Launch Ramp	0	0	0	0	31,281	31,281
DBAW Grant-Equipment	59,500	0	(59,500)	59,500	0	(59,500)
City of Ventura	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>51,944</u>	<u>21,944</u>
Total Special Funding	\$ 75,000	\$ 6,300	\$ (68,700)	\$ 105,000	\$ 89,525	\$ (15,475)
<b>TOTAL NON-OPER. REVENUES</b>	<u>\$ 105,700</u>	<u>\$ 17,755</u>	<u>\$ (87,945)</u>	<u>\$ 1,165,000</u>	<u>\$ 1,250,652</u>	<u>\$ 85,652</u>
<b>NON-OPERATING EXPENSES</b>						
Interest Expense	\$ 1,440	\$ (56,886)	\$ 58,326	\$ 651,440	\$ 576,481	\$ 74,959
Amortized Bond Issuance Cost	0	0	0	135,600	91,765	43,835
Loss on Sale/Retirement of Assets	<u>0</u>	<u>2,626</u>	<u>(2,626)</u>	<u>0</u>	<u>2,626</u>	<u>(2,626)</u>
Total Non-Oper. Expenses	\$ 1,440	\$ (54,260)	\$ 55,700	\$ 787,040	\$ 670,872	\$ 116,168
<b>Non-Operationing Income (Loss)</b>	<u>\$ 104,260</u>	<u>\$ 72,015</u>	<u>\$ (32,245)</u>	<u>\$ 377,960</u>	<u>\$ 579,780</u>	<u>\$ 201,820</u>
<b>CHANGES IN NET POSITION</b>	<u><u>\$ (93,114)</u></u>	<u><u>\$ 502,077</u></u>	<u><u>\$ 595,191</u></u>	<u><u>\$ (1,129,962)</u></u>	<u><u>\$ 1,075,105</u></u>	<u><u>\$ 2,205,067</u></u>

**Supplementary Notes to the Statement of Income and Expense for the period ending June 30, 2016 – Budget to Actual Analysis.**

Operating Income:

**Parcel Lease Income** – (exceeds budget \$74,538 + 630,676) This category reflects the cumulative balance for master tenants rents. The \$74,538 variance primarily continues to reflect the month of January. The Ventura Harbor Boatyard settles their percentage rent due for the calendar year in January each year. For the calendar year 2015, the Boatyard's percentage rents due to the District were higher than anticipated in the budget. Appreciation rent of \$630,676 was received in April. This appreciation rent was not reflected in the annual budget. Income for the month of May was down \$5,950 from the budgeted amount and the income for June was up \$7,480. The Parcel Lease Income came in around 2% over budget for the year without reflecting the income from the appreciation rent from Ventura Isle Marina.

**Dry Storage Income** – (exceeds budget \$16,371) Occupancy of the dry storage lot was higher than anticipated in the budget. Robbie Dunham, Management Assistant, has stated the lot was at 100% occupancy in June 2016 and there is currently a waiting list for prospective renters.

**Fisherman's Storage** – (under budget \$12,806) This rental income was anticipated to increase 9% in fy15-16 as it had for the past several years. This income from the Fisherman's Association offsets a storage lease the District pays to Ventura Harbor Storage on behalf of the Fishermen. There was a delay in renegotiating the lease with Ventura Harbor Storage which expired on 6/30/2015. Consequently, the actual monthly rent stayed the same for the month-to-month period pending the final negotiations effective 7/1/2016. This income directly offsets the Land/Building Rental Expense line item (rent paid to Ventura Harbor Storage).

**Harbor Village Lease Income** – (exceeds budget \$54,870, 2%) This category includes retail, restaurant, offices and charters located in the Village. The annual Village Lease income is about 2% over budget for the year. The variance now reflects the net of an increase in retail of \$25,159 and an increase in restaurants of \$46,992 offset by a decrease in charters of \$18,423. New and expanded retail stores and the exceptionally nice weather continues to be the primary factors for the increases in retail and restaurant sales. Charters continue to be down due to the closure of landings on Santa Cruz Island, San Miguel Island and Santa Barbara Island.

**Commercial Fishing** – (under budget \$16,207) This variance primarily reflects the slow season during January through May. It was anticipated that there would be more offloading of other species of fish (not squid) during January through May. The Marina Manager has reported the squid offloading and the offloading of other species picked up a little in June causing the income to exceed the budget by \$5,683 for the month. The offloading continued to pick up for July and August and then slowed down again in September.

**Slip Rentals** – (under budget \$8,312) This category continues to reflect about a 1% variance from the budget. This year-to-date variance is reasonable. The income for June is right in-line with the budget.

Operating Expenses:

**Personnel Expenses** – (under budget \$59,223)

- Salaries and wages were under budget for the year thru June by \$31,614. However, the month of June actually reflects being over budget by \$48,075 for wages. The overall variance thru May is under budget and reflects contingencies included for MOU obligations, vacation buyouts, shift coverages, and merit increase that were contingent upon the SRP project moving forward and these contingencies were spread out equally over all the pay periods. The variance for the month of June reflects a budget overage due to two primary factors. 1) The normal quarterly pay off of banked overtime hours for Harbor Patrol and Dockmasters exceeded the budgeted amount and 2) the year-end change in accrual of regular pay thru June 30<sup>th</sup> was higher than budgeted. Normally the year-end change in accrual between June of one year and June of the next is very close in value. This year, June 2016 has 9 days of regular pay to be

### **Supplementary Notes to Statement of Income and Expenses Continued for the period ending June 30, 2016 – Budget to Actual Analysis**

accrued to June 30<sup>th</sup> whereas June 2015 only had 7 days of accrued regular pay thru June 30. At the end of the each year, the prior year accrual is reversed and the current June pay through the end of the month is accrued. June 2016 resulted in 2 additional payroll days.

- The other personnel expense categories are under budget by \$27,609. This variance continues to be spread out over all the categories. The retirement contributions are affected primarily by the fact that the merit increases in wages have not been implemented. The June variance for this category is very small.

**Auto/Boat Equip & Maintenance** – (under budget \$124,684) Approximately \$106,000 of this variance is related to boat maintenance and boat fuel, and about \$18,000 is related to truck maintenance and fuel purchases. There is \$65,000 budgeted for boat maintenance/repairs and \$59,500 for equipment that is slated to be covered by a State grant in FY15-16. This boat repair expense of \$65,000 has been divided by twelve, distributed equally to each month except June. The budget for the month of June also contains those funds allocated for boat engines and parts that were dependent upon grant reimbursement of \$59,500. The grant was not awarded to the District therefore the major boat expenses were not completed and will be deferred to FY16-17 pending the availability of a grant for that year.

**Building Maintenance** – (under budget \$39,494) This category is generally spread out equally over all the months. It was anticipated that these funds would all be utilized based on the expense variances reflected in January thru May, but the repair projects slowed down in June, consequently there are funds remaining at June 30. January had exceeded the budget by \$6,200, February exceeded the budget by \$14,808, March exceeded the budget by \$3,700, April exceeded the budget by \$10,867 and May exceeded the budget by \$22,296. June came in under budget by \$6,917 reflecting the slowdown in repair projects.

**Building Maintenance-Tenant Improvements** – (over budget \$10,127) The tenant improvements aligned with the annual budget in the month of February. The April variance of \$10,654 represents the final tenant improvement reimbursement to Wild Local Seafood and the beginning of the work in the old Harbor Kite to divide the suite. The tenant improvement to divide the Kite store was not anticipated in the budget. The variance for the month of May primarily reflects the completion of this tenant improvement. There was very little variance reflected in the month of June.

**Accessibility Improvements** – (under budget \$778,880) The three large projects that were included as part of this line were re-classified as capital assets during the year-end reconciliation procedure. Both Phase I (Village parking lot, \$268,000) and Phase II (cement pathways in Village, \$216,000) were completed. The engineering and planning work for Phase III (Carousel courtyard and surrounding pathways to promenade, \$122,000) was re-classified to construction in progress pending the construction going out to bid in FY16-17. The restroom renovations that are included in this line were deferred to FY16-17.

**Conferences & Meetings** – (under budget \$33,562) This category is allocated evenly over twelve months for the Administration department. The other departments are allocated as close to actual event schedules as possible. Expenses for the month of May are under the budget by \$1,246 and expenses for the month of June are under budget by \$10,328. \$10,000 in Boating & Waterways training did not work out for Patrol this year. This training would have been reimbursed by a State Grant. I will work with Jessica to determine if this expense can be reduced in FY16-17 during the mid-year budget adjustments as it appears some conferences/trainings were not attended.

**Dock Maintenance & Repairs** – (under budget \$16,170) The Marina Manager reports that the lack of docking activity or use of the pier by the fishing seiners had resulted in a temporary slowdown of deterioration in the G, H & D dock problem areas. He contracted for services in May to have piling guides fabricated and replaced on D



**Supplementary Notes to Statement of Income and Expenses Continued for the period ending June 30, 2016 – Budget to Actual Analysis**

dock. This caused the expenses for the month of May to be over budget by \$4,593. The expenses for the month of June were under budget \$1,725.

**Village Enhancements** – (under budget \$13,765) This category is allocated evenly over twelve months. This category is being utilized for awning replacements as needed.

**Grounds Maintenance** – (over budget \$25,736) This variance is primarily in March and May. The high winds experienced in February and March caused extensive damage to trees in the harbor and it was necessary to hire a contractor to prune back and clean up falling trees. The May expenses were over the budget by \$8,793 and the June expenses are over budget \$6,130. This is because as the concrete was removed at the Village for Phase 2 Accessibility improvements, our maintenance staff took the opportunity to repair/replace water lines, electrical conduits, drainage pipes, etc before the new concrete was put in place. This improvement also created a need to repair landscaping that was affected by the concrete removal / replacement.

**Janitorial Supplies** – (under budget \$19,618) This category is divided equally each month throughout the year. It was anticipated that more supplies would be needed in May and June but that does not appear to be the case. The variance for the month of May was in-line with the budget and June was under budget by \$2,548.

**Marketing and Promotions** – (under budget \$20,714) Marketing's monthly expenditures can vary greatly from the monthly budget distribution based on many factors. The timing of marketing expenses and event preparation does not always correspond with monthly budget distribution. Marketing ended the fiscal year under budget although the expenses for the month of June were over budget \$9,543. This was primarily due to increases in advertising media to promote activities and partnerships for the summer since Pirates Days did not work out this year.

**Operating Supplies** – (under budget \$17,338) This variance is primarily in Harbor Patrol and the Village Marina. Patrol purchased most of the supplies and equipment that are discussed in the FY16 budget in the month of June causing it to be over budget \$5,575 and leaving about \$5,000 in their budget. Village Marina spent very little of their \$13,000 budget for the year.

**Professional Services/Legal** – (under budget \$8,850) This variance for the year is reasonable.

**Professional/Outside Services** – (under budget \$79,745) The annual variance in this category continues to reflect several primary factors –

- \$14,000 is for Lifeguard services that the State Parks & Recreation did not have to utilize.
- \$28,000 was budgeted to clean up Parcels 15,16,18 prior to Sondermann Ring taking possession. This expense was deferred to FY17.
- Approximately \$15,000 is attributed to the Administration Dept. - \$5,000 was budgeted for an outside document scanning service that was not utilized this year, \$5,000 was budgeted for Human Resources assistance that was not utilized, and there was \$5,000 budgeted as a contingency for miscellaneous needs that may arise throughout the year.
- The remaining \$20,000 represents a reasonable variance for the fiscal year (about 5%).

**Utilities** - (under budget \$96,997) This category consists of water, electricity, gas and trash expenses. Usage of utilities is currently under budget due to conservation efforts, reduced activity related to fish offloading and the passing on of increased waste water charges from the City to the tenants for their pro-rata share of usage.

**Supplementary Notes to Statement of Income and Expenses Continued for the period ending June 30, 2016 – Budget to Actual Analysis**

- Water is under budget by \$54,516,
- Electricity is under budget by \$24,349,
- Gas is under budget by \$3,370 and
- Trash is under budget by \$14,762.

**Dredging** – (exceeds budget \$40,673) This variance is primarily in the months of March and April. Costs associated with the dredging of the Stub Channel exceeded the budget. The regulatory expense line item is over budget by \$5,982 for the month of June. Regulatory expenses were over budget \$32,000 for the fiscal year. It is difficult to predict the additional expenses associated with inner harbor dredging.

*Non-operating Revenue:*

**Investment Income** – (exceeds budget \$22,549) \$17,000 of this variance was earned in the quarter ending June 30, 2016. The fair market value was higher than anticipated.

**Tax Income** – (exceeds budget \$60,940) The increase in Property tax revenues has exceeded the 2% increase that was conservatively projected in the current budget. The month of June is under budget \$36,430 due to the timing of the County forwarding the District's pro-rata share of property taxes which did not mirror the previous year as budgeted.

**Special Funding/DBAW Grant-Launch Ramp** – (exceeds budget \$31,281) This variance represents launch ramp costs that DBW had originally rejected for reimbursement in FY14-15 and then agreed to reimburse them in our final reimbursement request for the launch ramp project in the current year.

**Special Funding/DBW Grant-Equipment** – (under budget \$59,500) the District was not awarded the grant requested for boat motors and equipment.

**Special Funding/City of Ventura** – (exceeds budget \$21,944) This variance represents the portion of the City's reimbursement for the dredging of the stub channel costs that exceeded our budgeted reimbursement projected at \$30,000.

*Non-operating Expenses:*

**Amortized Bond Issuance Cost** – (under budget \$43,835) This variance represents the net result of how the prepayment premium associated with the COPs rate resetting and the issuance costs related to both the COPs rate resetting and the DBW loan refunding were ultimately recorded in the financial statements.

# ATTACHMENT 2

## Ventura Port District Balance Sheet For the Period Ended June 30, 2016

### CURRENT ASSETS

Cash in Banks	2,292,702
Accounts Receivable	335,297
Intercompany Receivable-Grant Fund	72,000
Notes Receivable	95,777
Taxes Receivable	42,716
Interest Receivable	14,464
Prepaid Expenses	354,537
Inventory of supplies	43,070

**TOTAL CURRENT ASSETS** \$3,250,563

### RESTRICTED ASSETS

Cash - Dredging	3,000,000
Cash - Improvement	4,368,865
Cash - Fisheries Complex	90,130

**TOTAL RESTRICTED ASSETS** \$7,458,995

### FIXED ASSETS

Land	2,342,629
Harbor Improvements	34,417,534
Equipment	1,538,136
	38,298,299

Accumulated depreciation (15,301,905)

**NET FIXED ASSETS** \$22,996,394

### OTHER ASSETS

Investments-Unrestricted Reserves	1,500,240
-----------------------------------	-----------

**TOTAL OTHER ASSETS** \$1,500,240

**TOTAL ASSETS** \$35,206,192

### DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	294,627
Deferred amount on pension plan	347,852

**TOTAL DEFERRED OUTFLOWS OF RESOURCES** \$642,479

**TOTAL ASSETS AND DEFERRED  
OUTFLOWS OF RESOURCES** \$35,848,671

### CURRENT LIABILITIES

Accounts Payable	307,113
Accrued Interest	159,176
Current Portion of Long Term Debt	825,000
Current Portion OPEB Liability	12,144
Accrued Payroll	51,718
Current Portion of Compensated Absences	175,518

**TOTAL CURRENT LIABILITIES** \$1,530,669

### LONG TERM DEBT

ltd - Notes Payable	13,025,200
---------------------	------------

**TOTAL LONG TERM DEBT** \$13,025,200

### OTHER LIABILITIES

OPEB Liability-Long Term	507,218
Compensated Absences-Long Term	72,454
Net Pension Liability	2,578,020
Unearned Revenue	199,906
Security Deposits	176,147

**TOTAL OTHER LIABILITIES** \$3,533,745

**TOTAL LIABILITIES** \$18,089,614

### EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	10,722,661
Current Year Retained Earnings	1,075,105

**TOTAL EQUITY** \$17,075,430

### DEFERRED INFLOW OF RESOURCES

Deferred amount from pension plan	683,627
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**TOTAL DEFERRED INFLOW OF RESOURCES** \$683,627

**TOTAL LIABILITIES, EQUITY, AND  
DEFERRED INFLOW OF RESOURCES** \$35,848,671

# ATTACHMENT 2

## Ventura Port District Cashflow Statement As of June 30, 2016

### Enterprise Fund

Operating Income	8,105,273
Non-Operating Income	1,250,652
Total Income	<u>\$ 9,355,925</u>
Operating Expenses	7,609,948
Non-Operating Expenses	670,872
Total Expenses	<u>\$ 8,280,820</u>
Change in Net Position-Accrual Basis	\$ 1,075,105
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(639,912)
New Debt acquired (change Long Term portion)	(100,146)
Deferred amount on refundings	(70,513)
Acquisitions/Retirements of Capital Assets	<u>(1,484,087)</u>
Net Cash provided (used) by Capital & Financing	\$ (2,294,658)
Operating Income Adjustments:	
Depreciation	995,930
(Increase)decrease in receivables	328,434
(Increase)decrease in prepaid Items	(221)
Increase(decrease) in current debt serv/interest	(29,126)
Increase(decrease) in payables	285,057
Increase(decrease) in unearned revenue	(55,871)
Increase (decrease) in tenant deposits	<u>12,383</u>
Net Cash provided by Operating Activities	\$ 1,536,586
NET Increase (Decrease) in Cash	\$ 317,033
Add: Beginning Cash 7/1/15	\$ 10,934,904
Ending Cash at 6/30/16	\$ 11,251,937

Monthly Report  
(Unaudited)

## ATTACHMENT 2

Ventura Port District  
Distribution of Cash as of  
June 30, 2016

<u>Enterprise Fund</u>	<u>Current Balance</u>
<u>Cash</u>	
Cash on Hand (undeposited)	1,307
Cash in Checking (Wells Fargo Bank)	140,880
Cash in County Treasury	16,814
<b>Total Cash Available for Normal Operations</b>	<b><u>\$ 159,001</u></b>
 <u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	2,126,949
Stifel Nicolaus	1,506,991
<b>Total Investments Unrestricted Reserves</b>	<b><u>\$ 3,633,940</u></b>
 <u>Dredging Reserves</u>	
Local Agency Investment Fund (LAIF)	3,000,000
<b>Total Dredging Reserves</b>	<b><u>\$ 3,000,000</u></b>
 <u>Capital Improvement Reserves</u>	
Local Agency Investment Fund (LAIF)	4,368,865
<b>Total Capital Improvement Reserves</b>	<b><u>\$ 4,368,865</u></b>
 <u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	90,131
<b>Total Fisheries Complex Reserves</b>	<b><u>\$ 90,131</u></b>
 <b>TOTAL CASH AND INVESTMENTS</b>	<b><u><u>\$ 11,251,937</u></u></b>

# ATTACHMENT 2

## Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>6/30/2016</u>	Year to Date Ended <u>6/30/2015</u>	Increase (Decrease)	
<b>Parcel Leases</b>				
Ventura Harbor Marine Assoc	191,220	178,801	12,419	7%
Dave's Fuel Dock	11,121	9,476	1,645	17%
Sheraton 4 Points-Harbortown	451,976	408,467	43,509	11%
Harbortown Point	73,984	72,844	1,140	2%
Oceans West Marina	290,750	281,473	9,277	3%
Ventura Isle Marina	672,745	651,523	21,222	3%
Ventura Marina Mobile Park	435,983	430,941	5,042	1%
Ventura West Marina	501,604	487,113	14,491	3%
Ventura Yacht Club	119,081	116,746	2,335	2%
Vta Harbor Boatyard	360,074	306,186	53,888	18%
Sonderman Ring	60,000	60,000	0	0%
Total Parcel Lease	<u>3,168,538</u>	<u>3,003,570</u>	<u>164,968</u>	5%
Appreciation rent & Reimb/Fees	<u>631,676</u>	<u>2,287</u>	<u>629,389</u>	
Total Parcel Leases	3,800,214	3,005,857	794,357	26%
<b>Ventura Harbor Village</b>				
Retail Rents	435,159	450,752	(15,593)	-3%
Restaurant Rents	1,011,991	912,900	99,091	11%
Office Rents	606,143	558,711	47,432	8%
Charters	331,577	358,827	(27,250)	-8%
Total Village	<u>2,384,870</u>	<u>2,281,190</u>	<u>103,680</u>	5%
Commercial Fishing	198,793	236,382	(37,589)	-16%
<b>TOTAL</b>	<b>6,383,877</b>	<b>5,523,429</b>	<b>860,448</b>	16%

Monthly Report  
(Unaudited)



# ATTACHMENT 2

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

	MONTH OF JUNE			YEAR TO DATE 6/30			% change FY14-15 to Current Yr
	2013-14	2014-15	Current	2013-14	2014-15	Current	
<b><u>Operating Income</u></b>							
Parcel Leases	223,234	235,352	242,780	2,952,663	3,005,857	3,169,538	5%
Appreciation Rent			-			630,676	
Dry Storage	7,130	7,292	10,355	89,472	83,787	113,371	35%
Other Operating	18,339	17,996	13,208	188,617	209,534	211,247	1%
Harbor Village Leases	204,093	201,853	217,336	2,233,883	2,281,190	2,384,870	5%
Commercial Fishing	(3,700)	(4,163)	22,683	299,757	236,382	198,793	-16%
Slips	70,417	71,590	74,459	902,221	855,686	891,688	4%
CAM	24,100	21,104	27,347	287,045	273,628	310,271	13%
Marketing	7,190	6,920	7,876	83,405	85,878	88,933	4%
Electrical Slips	4,483	3,087	2,172	31,921	32,573	32,062	-2%
Other Operating	4,146	6,306	4,528	75,273	78,149	73,824	-6%
<b>Total Operating Income</b>	<b>559,432</b>	<b>567,337</b>	<b>622,744</b>	<b>7,144,257</b>	<b>7,142,664</b>	<b>8,105,273</b>	<b>13%</b>
<b><u>Operating Expenses</u></b>							
Harbor Patrol	142,494	113,922	123,903	1,140,886	1,184,887	1,181,179	0%
Maintenance	147,666	109,319	(429,215)	1,263,247	1,204,782	1,289,332	7%
Administration	211,037	155,852	171,079	1,764,828	1,748,862	1,795,129	3%
Marina	44,933	58,975	62,837	644,048	664,625	653,643	-2%
C A M	70,500	86,290	71,265	728,572	842,984	840,429	0%
Marketing	63,290	77,201	57,153	475,063	479,340	478,634	0%
Dredging	15,306	14,558	21,247	243,534	227,706	375,672	65%
<b>Total Operating Expenses</b>	<b>695,226</b>	<b>616,117</b>	<b>78,269</b>	<b>6,260,178</b>	<b>6,353,186</b>	<b>6,614,018</b>	<b>4%</b>
<b>NET OPERATING INCOME</b>	<b>(135,794)</b>	<b>(48,780)</b>	<b>544,475</b>	<b>884,079</b>	<b>789,478</b>	<b>1,491,255</b>	<b>89%</b>
<b><u>Non-operating Income</u></b>							
Interest	4,907	18,855	17,885	102,788	49,345	52,549	
Taxes	4,360	29,146	(6,430)	978,499	1,042,763	1,090,940	5%
Other	1,931,644	26,964	6,300	1,940,587	58,741	107,163	
<b>Total Non-operating Income</b>	<b>1,940,911</b>	<b>74,965</b>	<b>17,755</b>	<b>3,021,874</b>	<b>1,150,849</b>	<b>1,250,652</b>	<b>9%</b>
<b><u>Non-Operating Expenses</u></b>							
Depreciation	129,992	85,438	114,413	951,434	986,294	995,930	
Debt Service	(11,224)	(11,793)	(56,886)	691,040	663,439	668,246	
Other	40,064	196,988	2,626	40,064	196,988	2,626	
<b>Total Non-operating Expenses</b>	<b>158,832</b>	<b>270,633</b>	<b>60,153</b>	<b>1,682,538</b>	<b>1,846,721</b>	<b>1,666,802</b>	<b>-10%</b>
<b>NET NON-OPER. INCOME</b>	<b>1,782,079</b>	<b>(195,668)</b>	<b>(42,398)</b>	<b>1,339,336</b>	<b>(695,872)</b>	<b>(416,150)</b>	
<b>NET CHANGE IN POSITION</b>	<b>1,646,285</b>	<b>(244,448)</b>	<b>502,077</b>	<b>2,223,415</b>	<b>93,606</b>	<b>1,075,105</b>	<b>1049%</b>

Monthly Report  
(Unaudited)

**ATTACHMENT 3**  
**Ventura Port District**  
**Statement of Income and Expenses**  
**For the Period Ended September 30, 2016**

	<----- Quarter (3 mos) ----->			<----- Year-to-Date ----->		
	Budget	Activity	Variance	Budget	Activity	Variance
<b>OPERATING REVENUES</b>						
Parcel Lease Income	\$ 786,500	\$ 796,122	\$ 9,622	\$ 786,500	\$ 796,122	\$ 9,622
Dry Storage Income	30,000	31,239	1,239	30,000	31,239	1,239
Fisherman's Storage	17,505	23,565	6,060	17,505	23,565	6,060
Parking Income	27,000	25,936	(1,064)	27,000	25,936	(1,064)
Miscellaneous Income/Rentals	10,095	19,360	9,265	10,095	19,360	9,265
Village Income						
Harbor Village Lease Income	717,000	733,882	16,882	717,000	733,882	16,882
Commercial Fishing	64,800	74,979	10,179	64,800	74,979	10,179
Miscellaneous Income	1,445	1,637	192	1,445	1,637	192
Harbor Event Fees	8,625	1,335	(7,290)	8,625	1,335	(7,290)
Marketing Booth/Vendor Income	300	142	(158)	300	142	(158)
Merchants Promo Fund	23,900	24,353	453	23,900	24,353	453
Slip Rentals	225,000	215,355	(9,645)	225,000	215,355	(9,645)
Dock Electrical Income	4,500	4,541	41	4,500	4,541	41
C A M Income	76,260	82,969	6,709	76,260	82,969	6,709
<b>Total Oper. Revenues</b>	<b>\$ 1,992,930</b>	<b>\$ 2,035,415</b>	<b>\$ 42,485</b>	<b>\$ 1,992,930</b>	<b>\$ 2,035,415</b>	<b>\$ 42,485</b>

**OPERATING EXPENSES**

**Personnel Expenses**

Salaries & Wages						
Regular Salaries	\$ 574,455	\$ 555,606	\$ 18,849	\$ 574,455	\$ 555,606	\$ 18,849
Part-time Help	19,655	16,233	3,422	19,655	16,233	3,422
Overtime Pay	12,250	15,757	(3,507)	12,250	15,757	(3,507)
Holiday Pay	9,375	4,957	4,418	9,375	4,957	4,418
Total Salaries & Wages	\$ 615,735	\$ 592,553	\$ 23,182	\$ 615,735	\$ 592,553	\$ 23,182
Other personnel expenses						
Retirement Contributions/Exp	\$ 134,145	\$ 130,907	\$ 3,238	\$ 134,145	\$ 130,907	\$ 3,238
Payroll Taxes	10,590	9,979	611	10,590	9,979	611
Worker's Comp Ins.	55,035	55,035	0	55,035	55,035	0
OPEB Liability	31,071	30,695	376	31,071	30,695	376
Medical & Life Ins.	68,238	67,036	1,202	68,238	67,036	1,202
Optional Benefit Plan	48,495	47,951	544	48,495	47,951	544
Uniforms & Tool Allowances	7,380	5,366	2,014	7,380	5,366	2,014
Total - Other Personnel Expenses	\$ 354,954	\$ 346,969	\$ 7,985	\$ 354,954	\$ 346,969	\$ 7,985
Total Personnel Expenses	\$ 970,689	\$ 939,522	\$ 31,167	\$ 970,689	\$ 939,522	\$ 31,167

**ATTACHMENT 3**  
**Ventura Port District**  
**Statement of Income and Expenses**  
**For the Period Ended September 30, 2016**

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
<b>General Expenses</b>						
Advertising	\$ 1,000	\$ 864	\$ 136	\$ 1,000	\$ 864	\$ 136
Leasing & Real Estate	4,260	2,687	1,573	4,260	2,687	1,573
Auto Mileage & Allowance	2,880	2,492	388	2,880	2,492	388
Auto/Boat Equip & Maint	22,395	11,852	10,543	22,395	11,852	10,543
Bank Fees & Other Misc	3,875	2,352	1,523	3,875	2,352	1,523
Building Maintenance	53,170	47,281	5,889	53,170	47,281	5,889
Bldg Maint-Tenant Improvments	20,000	12,239	7,761	20,000	12,239	7,761
Accessibility Improvements	2,000	1,648	352	2,000	1,648	352
Communications	12,515	11,940	575	12,515	11,940	575
Conferences & Training	5,800	3,504	2,296	5,800	3,504	2,296
Dock Maint. & Repair	18,500	9,912	8,588	18,500	9,912	8,588
Village Enhancements	5,000	4,763	237	5,000	4,763	237
Equipment Rental	3,300	2,891	409	3,300	2,891	409
General Insurance	66,000	66,000	0	66,000	66,000	0
Grounds Maintenance	38,140	34,662	3,478	38,140	34,662	3,478
General Harbor Maintenance	1,700	1,639	61	1,700	1,639	61
Janitorial Supplies	16,245	12,974	3,271	16,245	12,974	3,271
Land/Building Rental Expense	17,505	17,805	(300)	17,505	17,805	(300)
Marketing & Promotions	65,430	40,798	24,632	65,430	40,798	24,632
Memberships & Subscriptions	10,460	9,683	777	10,460	9,683	777
Office Supplies & Equipment	8,300	6,997	1,303	8,300	6,997	1,303
Computer Equip & Supplies	3,500	3,070	430	3,500	3,070	430
Operating Supplies	16,560	11,411	5,149	16,560	11,411	5,149
Other Equipment & Repairs	9,625	8,232	1,393	9,625	8,232	1,393
Professional Services - Legal	58,000	77,401	(19,401)	58,000	77,401	(19,401)
Professional/Outside Services	145,609	133,671	11,938	145,609	133,671	11,938
Utilities	89,095	81,438	7,657	89,095	81,438	7,657
Dredging Related Expenses	43,440	42,661	779	43,440	42,661	779
<b>Total General Expenses</b>	<b>\$ 744,304</b>	<b>\$ 662,867</b>	<b>\$ 81,437</b>	<b>\$ 744,304</b>	<b>\$ 662,867</b>	<b>\$ 81,437</b>
<b>Total Operating Expenses</b>	<b>\$ 1,714,993</b>	<b>\$ 1,602,389</b>	<b>\$ 112,604</b>	<b>\$ 1,714,993</b>	<b>\$ 1,602,389</b>	<b>\$ 112,604</b>
<b>Oper. Income(Loss) Before Deprec.</b>	<b>\$ 277,937</b>	<b>\$ 433,026</b>	<b>\$ 155,089</b>	<b>\$ 277,937</b>	<b>\$ 433,026</b>	<b>\$ 155,089</b>
Depreciation	\$ 216,000	\$ 214,132	\$ 1,868	\$ 216,000	\$ 214,132	\$ 1,868
<b>Operating Income (Loss)</b>	<b>\$ 61,937</b>	<b>\$ 218,894</b>	<b>\$ 156,957</b>	<b>\$ 61,937</b>	<b>\$ 218,894</b>	<b>\$ 156,957</b>

**ATTACHMENT 3**  
**Ventura Port District**  
**Statement of Income and Expenses**  
**For the Period Ended September 30, 2016**

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
<b>NON-OPERATING REVENUES</b>						
<b>General</b>						
Investment Income (Loss)	\$ 6,250	\$ 17,202	\$ 10,952	\$ 6,250	\$ 17,202	\$ 10,952
Tax Income	<u>33,000</u>	<u>29,476</u>	<u>(3,524)</u>	<u>33,000</u>	<u>29,476</u>	<u>(3,524)</u>
Total General Non-Oper. Income	\$ 39,250	\$ 46,678	\$ 7,428	\$ 39,250	\$ 46,678	\$ 7,428
<b>Special Funding</b>						
DBAW Grants-Launch Ramp	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
City of Ventura	<u>0</u>	<u>1,133</u>	<u>1,133</u>	<u>0</u>	<u>1,133</u>	<u>1,133</u>
Total Special Funding	\$ 0	\$ 1,133	\$ 1,133	\$ 0	\$ 1,133	\$ 1,133
<b>TOTAL NON-OPER. REVENUES</b>	<u>\$ 39,250</u>	<u>\$ 47,811</u>	<u>\$ 8,561</u>	<u>\$ 39,250</u>	<u>\$ 47,811</u>	<u>\$ 8,561</u>
<b>NON-OPERATING EXPENSES</b>						
Interest Expense	\$ 206,045	\$ 204,036	\$ 2,009	\$ 206,045	\$ 204,036	\$ 2,009
Total Non-Oper. Expenses	<u>\$ 206,045</u>	<u>\$ 204,036</u>	<u>\$ 2,009</u>	<u>\$ 206,045</u>	<u>\$ 204,036</u>	<u>\$ 2,009</u>
<b>Non-Operationing Income (Loss)</b>	<u>\$ (166,795)</u>	<u>\$ (156,225)</u>	<u>\$ 10,570</u>	<u>\$ (166,795)</u>	<u>\$ (156,225)</u>	<u>\$ 10,570</u>
<b>CHANGES IN NET POSITION</b>	<u><u>\$ (104,858)</u></u>	<u><u>\$ 62,669</u></u>	<u><u>\$ 167,527</u></u>	<u><u>\$ (104,858)</u></u>	<u><u>\$ 62,669</u></u>	<u><u>\$ 167,527</u></u>

**Supplementary Notes to the Statement of Income and Expense for the quarter ending September 30, 2016  
– Budget to Actual Analysis.**

Please note it is early in the fiscal year to start analyzing why we are/are not in-line with the monthly budgeted figures. Staff makes an attempt to follow seasonal patterns when distributing the annual budget by month whenever it is feasibly possible. Many line items are divided equally through the year.

Operating Income:

**Parcel Lease Income** – (exceeds budget 9,622) This category reflects the cumulative balance for master tenants rents. Ventura West Phase I & II and Four Points Sheraton's percent rents to the District were a little higher than anticipated for this period.

**Fisherman's Storage** – (exceeds budget \$6,606) This rental income is usually received one month in advance. This tenant is currently two months ahead giving the appearance of being over budget. This rental will even out as time goes by. This income directly offsets the Land/Building Rental Expense line item (rent paid out to Ventura Harbor Storage).

**Miscellaneous Income/Rentals** – (exceeds budget \$9,265) The budget was completed before I was aware that HBE requested to extend their lease to use parcel 19A parking lot while they continue construction on Community Memorial Hospital. They are currently paying \$3,000 per month. The mid-year budget will be adjusted to reflect this income.

**Harbor Village Lease Income** – (exceeds budget \$16,882) This category includes retail, restaurant, offices and charters located in the Village. The variance primarily reflects an increase in retail of \$6,576 and an increase in restaurants of \$9,207. Village tenants continue to report their sales are good. Charters were reduced in the FY17 budget to accommodate the revenue lost due to the closure of landings on Santa Cruz Island, San Miguel Island and Santa Barbara Island.

**Commercial Fishing** – (exceeds budget \$10,179) The Marina Manager has reported the squid offloading and the offloading of other species picked up a little in June, July and August and then stopped again in September. This category has been allocated evenly over twelve months for this budget.

**Event Fees** – (under budget \$7,290) This category is difficult to budget and has been allocated evenly over twelve months.

**Slip Rentals** – (under budget \$9,645) This category has been allocated evenly over twelve months. The majority of this variance represents the month of September which was under budget by \$5,334. September is when the little bit of squid offloading activity we were experiencing stopped causing seiners to leave the harbor.

Operating Expenses:

**Personnel Expenses** – (under budget \$23,182)

- Salaries and wages were under budget thru September by \$23,182. As with the previous year, the budget includes contingencies for MOU obligations, vacation buyouts, shift coverages, and merit increases. These contingencies were spread out equally over all the pay periods.
- The other personnel expense categories are under budget by \$7,985. This variance is primarily in retirement contributions and uniform expenses. The retirement contributions are affected by merit increases in wages that have not been implemented.

**Auto/Boat Equip & Maintenance** – (under budget \$10,543) Approximately \$7,000 of this variance is related to boat maintenance and boat fuel. All except \$90,000 in this line item for the year has been allocated evenly over twelve months for all departments. The \$90,000 budgeted for major boat maintenance has been applied to June

**Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending September 30, 2016 – Budget to Actual Analysis**

2017 and is dependent upon the District being awarded a grant for boat motors and other equipment. If the grant is not awarded, the maintenance will be deferred.

**Marketing and Promotions** – (under budget \$24,632) Marketing's monthly expenditures can vary greatly from the monthly budget distribution based on many factors. This variance is primarily in the Advertising category. This category has been allocated evenly over twelve months.

**Professional Services/Legal** – (exceeds budget \$19,401) This category has been allocated evenly over twelve months for this line item. Approximately \$40,000 of the actual expense in August and September was for reviewing SRP legal and financing documents in preparation of amending the lease option and finalizing the master ground lease. Future legal expenses for this project will be reduced.

**Utilities** - (under budget \$7,657) This category consists of water, electricity, gas and trash expenses. Trash services were increased in July/August to accommodate increased activity in the Village.

- Water is under budget by \$2,814,
- Electricity is under budget by \$6,945,
- Gas is under budget by \$225 and
- Trash exceeds budget by \$2,327.

**Non-operating Revenue:**

**Investment Income** – (exceeds budget \$10,952) This budget item is very conservative. The fair market value of the Stifel investment was higher than anticipated for the quarter ended September 30, 2016. This budget item is very conservative given the unknown nature of fair market value.



**ATTACHMENT 3**  
**Ventura Port District**  
**Budget Analysis - Current Year and Prior Year**  
**For the Period Ended September 30, 2016**

	Current Year Annual Budget	Current Year YTD Activity	Current Year Remaining Budget	%	Prior Year Annual Budget	Prior Year YTD Activity	Prior Year Remaining Budget	%
<b>INCOME</b>								
Operating Income								
Parcel Lease Income	3,340,000	796,122	2,543,878	76	3,095,000	774,070	2,320,930	75
Dry Storage Income	110,000	31,239	78,761	72	97,000	26,085	70,915	73
Fisherman's Storage	70,000	23,565	46,435	66	76,500	17,286	59,214	77
Parking Income	70,000	25,936	44,064	63	65,000	32,398	32,602	50
Miscellaneous Income/Rentals	46,000	19,360	26,640	58	71,500	20,056	51,444	72
Village Income								
Harbor Village Lease Income	2,355,000	733,882	1,621,118	69	2,330,000	667,208	1,662,792	71
Commercial Fishing	230,000	74,979	155,021	67	215,000	59,836	155,164	72
Miscellaneous Income	5,500	1,637	3,863	70	6,000	1,289	4,711	79
Harbor Event Fees	34,500	1,335	33,165	96	40,500	18,753	21,747	54
Marketing Booth/Vendor Income	7,500	142	7,358	98	10,000	6,293	3,707	37
Co-Op Advert/Sponsorship	14,000	0	14,000	100	16,500	3,000	13,500	82
Merchants Promo Fund	95,000	24,353	70,647	74	90,000	21,298	68,702	76
Slip Rentals	900,000	215,355	684,645	76	900,000	220,865	679,135	75
Dock Electrical Income	30,000	4,541	25,459	85	26,000	5,573	20,427	79
C A M Income	<u>305,000</u>	<u>82,969</u>	<u>222,031</u>	<u>73</u>	<u>295,000</u>	<u>73,050</u>	<u>221,950</u>	<u>75</u>
Total Operating Income	\$ 7,612,500	\$ 2,035,415	\$ 5,577,085	73 %	\$ 7,334,000	\$ 1,947,060	\$ 5,386,940	73 %
Non-operating Income								
Investment Income (Loss)	25,000	17,202	7,798	31	30,000	9,165	20,835	69
Tax Income	1,090,000	29,476	1,060,524	97	1,030,000	23,330	1,006,670	98
DBAW Grants-Misc	24,000	0	24,000	100	15,500	0	15,500	100
DBAW Grant-Equipment	55,000	0	55,000	100	59,500	0	59,500	100
City of Ventura	<u>0</u>	<u>1,133</u>	<u>(1,133)</u>	<u>0</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>100</u>
Total Non-Oper. Income	\$ 1,194,000	\$ 47,811	\$ 1,146,189	96 %	\$ 1,165,000	\$ 32,495	\$ 1,132,505	97 %
<b>TOTAL INCOME</b>	<b>\$ 8,806,500</b>	<b>\$ 2,083,226</b>	<b>\$ 6,723,274</b>	<b>76 %</b>	<b>\$ 8,499,000</b>	<b>\$ 1,979,555</b>	<b>\$ 6,519,445</b>	<b>77 %</b>
<b>EXPENSES</b>								
Personnel Expenses								
Salaries & Wages	2,295,000	592,553	1,702,447	74	2,314,500	582,975	1,731,525	75
Retirement Contributions	500,500	130,907	369,593	74	506,500	128,577	377,923	75
Payroll Taxes	40,500	9,979	30,521	75	44,500	10,908	33,592	75
Worker's Comp Ins.	220,000	55,035	164,965	75	171,000	90,120	80,880	47
OPEB Liability	124,280	30,695	93,585	75	123,922	30,945	92,977	75
Medical & Life Ins.	273,000	67,036	205,964	75	262,500	61,760	200,740	76
Optional Benefit Plan	194,000	47,951	146,049	75	194,000	49,862	144,138	74
Uniforms & Tool Allowances	<u>30,500</u>	<u>5,366</u>	<u>25,134</u>	<u>82</u>	<u>35,000</u>	<u>9,628</u>	<u>25,372</u>	<u>72</u>
Total Personnel Expenses	\$ 3,677,780	\$ 939,522	\$ 2,738,258	74 %	\$ 3,651,922	\$ 964,775	\$ 2,687,147	74 %

**ATTACHMENT 3**  
**Ventura Port District**  
**Budget Analysis - Current Year and Prior Year**  
**For the Period Ended September 30, 2016**

	Current Year Annual Budget	Current Year YTD Activity	Current Year Remaining Budget	%	Prior Year Annual Budget	Prior Year YTD Activity	Prior Year Remaining Budget	%
<b>EXPENSES CONTINUED</b>								
General Expenses								
Advertising	11,000	864	10,136	92	10,000	591	9,409	94
Leasing & Real Estate	17,000	2,687	14,313	84	17,000	1,419	15,581	92
Auto Mileage & Allowance	11,500	2,492	9,008	78	13,500	2,892	10,608	79
Auto/Boat Equip & Maint	189,500	11,852	177,648	94	201,500	22,225	179,275	89
Bad Debt	25,000	0	25,000	100	25,000	0	25,000	100
Bank Fees & Other Misc	15,500	2,352	13,148	85	15,500	2,697	12,803	83
Building Maintenance	213,000	47,281	165,719	78	243,000	17,247	225,753	93
Bldg Maint-Tenant Improvements	498,000	12,239	485,761	98	285,000	92,491	192,509	68
Accessibility Improvements	60,000	1,648	58,352	97	800,000	201,015	598,985	75
Communications	50,000	11,940	38,060	76	43,000	11,764	31,236	73
Conferences & Training	59,000	3,504	55,496	94	59,500	4,693	54,807	92
Dock Maint. & Repair	44,500	9,912	34,588	78	49,000	4,021	44,979	92
Village Enhancements	30,000	4,763	25,237	84	35,000	0	35,000	100
Equipment Rental	21,500	2,891	18,609	87	18,500	1,700	16,800	91
General Insurance	264,000	66,000	198,000	75	260,000	79,500	180,500	69
Grounds Maintenance	114,000	34,662	79,338	70	111,000	16,733	94,267	85
General Harbor Maintenance	4,000	1,639	2,361	59	4,000	0	4,000	100
Janitorial Supplies	57,000	12,974	44,026	77	60,500	12,977	47,523	79
Land/Building Rental Expense	70,000	17,805	52,195	75	76,500	17,286	59,214	77
Marketing & Promotions	285,000	40,798	244,202	86	291,500	72,342	219,158	75
Memberships & Subscriptions	23,000	9,683	13,317	58	21,500	9,345	12,155	57
Office Supplies & Equipment	39,500	6,997	32,503	82	38,000	10,057	27,943	74
Computer Equip & Supplies	23,000	3,070	19,930	87	12,500	4,999	7,501	60
Operating Supplies	65,000	11,411	53,589	82	69,500	14,642	54,858	79
Other Equipment & Repairs	42,000	8,232	33,768	80	46,000	20,247	25,753	56
Professional Services - Legal	220,000	77,401	142,599	65	245,000	81,051	163,949	67
Professional/Outside Services	458,500	133,671	324,829	71	413,000	75,602	337,398	82
Utilities	378,000	81,438	296,562	78	411,500	76,047	335,453	82
Dredging Related Expenses	<u>236,000</u>	<u>42,661</u>	<u>193,339</u>	<u>82</u>	<u>335,000</u>	<u>43,245</u>	<u>291,755</u>	<u>87</u>
Total General Expenses	\$ 3,524,500	\$ 662,867	\$ 2,861,633	81 %	\$ 4,211,000	\$ 896,828	\$ 3,314,172	79 %
Non-Operating Expenses								
Interest Expense	440,000	204,036	235,964	54	650,710	432,674	218,036	34
Bond Issuance Cost	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>135,600</u>	<u>0</u>	<u>135,600</u>	<u>100</u>
Total Non-oper. Expenses	\$ 440,000	\$ 204,036	\$ 235,964	54 %	\$ 786,310	\$ 432,674	\$ 353,636	45 %
<b>TOTAL EXPENSES</b>	<u>\$ 7,642,280</u>	<u>\$ 1,806,425</u>	<u>\$ 5,835,855</u>	<u>76 %</u>	<u>\$ 8,649,232</u>	<u>\$ 2,294,277</u>	<u>\$ 6,354,955</u>	<u>73 %</u>

**ATTACHMENT 3**  
**Ventura Port District**  
**Budget Analysis - Current Year and Prior Year**  
**For the Period Ended September 30, 2016**

	Current Year Annual Budget	Current Year YTD Activity	Current Year Remaining Budget	Prior Year Annual Budget	Prior Year YTD Activity	Prior Year Remaining Budget
<b>CAPITAL IMPROVEMENTS / EQUIPMENT</b>						
Assets-Telephone System	0	8,526	(8,526)	0	0	0
Automotive	160,000	0	160,000	40,000	0	40,000
Assets -Fish Pier Crane/Hoist	125,000	0	125,000	102,000	0	102,000
Assets-Harbor Entry Feature	60,000	0	60,000	0	0	0
Asset- Schooner Entry Signage	100,000	0	100,000	13,200	0	13,200
Building Improve-Replace Window	130,000	0	130,000	90,000	0	90,000
Parking Lot Repairs	200,000	28,157	171,843	100,000	75,881	24,119
Assets Village roof system	615,000	17,744	597,256	630,000	1,936	628,064
Assets-1591 Elevator Refurbish	105,000	0	105,000	0	0	0
Assets-Vlg Parkinglot Trash Enclo	50,000	0	50,000	0	1,314	(1,314)
Assets-1691 Elevator Refurbish	0	0	0	98,000	0	98,000
Assets-1691 Spinnaker Roof Repa	0	0	0	120,000	0	120,000
Carousel Courtyard/Promenade R	1,500,000	10,479	1,489,521	0	0	0
VHV Marina Part G&H Docks	<u>125,000</u>	<u>0</u>	<u>125,000</u>	<u>50,000</u>	<u>0</u>	<u>50,000</u>
<b>Total Capital Improvements</b>	<b>\$ 3,170,000</b>	<b>\$ 64,906</b>	<b>\$ 3,105,094</b>	<b>\$ 1,243,200</b>	<b>\$ 79,131</b>	<b>\$ 1,164,069</b>

# ATTACHMENT 3

## Ventura Port District Balance Sheet For the Period Ended September 30, 2016

### CURRENT ASSETS

Cash in Banks	2,945,244
Accounts Receivable	395,995
Intercompany Receivable-Grant Fund	72,000
Notes Receivable	4,500
Taxes Receivable	42,716
Interest Receivable	14,156
Prepaid Expenses	396,941
Inventory of supplies	43,070

**TOTAL CURRENT ASSETS** \$3,914,622

### RESTRICTED ASSETS

Cash - Dredging	3,004,129
Cash - Improvement	3,073,543
Cash - Fisheries Complex	90,231

**TOTAL RESTRICTED ASSETS** \$6,167,903

### FIXED ASSETS

Land	2,342,629
Harbor Improvements	34,473,914
Equipment	1,546,661

Accumulated depreciation (15,516,037)

**NET FIXED ASSETS** \$22,847,167

### OTHER ASSETS

Investments-Unrestricted Reserves	1,498,110
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**TOTAL OTHER ASSETS** \$1,498,110

**TOTAL ASSETS** \$34,427,802

### DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	287,985
Deferred amount on pension plan	347,852

**TOTAL DEFERRED OUTFLOWS OF RESOURCES** \$635,837

**TOTAL ASSETS AND DEFERRED  
OUTFLOWS OF RESOURCES** \$35,063,639

### CURRENT LIABILITIES

Accounts Payable	226,336
Accrued Interest	159,176
Current Portion of Long Term Debt	825,000
Current Portion OPEB Liability	12,144
Accrued Liabilities	51,718
Current Portion of Compensated Absences	175,518

**TOTAL CURRENT LIABILITIES** \$1,449,892

### LONG TERM DEBT

ltd - Notes Payable	12,297,500
---------------------	------------

**TOTAL LONG TERM DEBT** \$12,297,500

### OTHER LIABILITIES

OPEB Liability-Long Term	535,163
Compensated Absences-Long Term	72,454
Net Pension Liability	2,578,020
Unearned Revenue	129,666
Security Deposits	179,216

**TOTAL OTHER LIABILITIES** \$3,494,519

**TOTAL LIABILITIES** \$17,241,911

### EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	11,797,768
Current Year Retained Earnings	62,669

**TOTAL EQUITY** \$17,138,101

### DEFERRED INFLOW OF RESOURCES

Deferred amount from pension plan	683,627
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**TOTAL DEFERRED INFLOW OF RESOURCES** \$683,627

**TOTAL LIABILITIES, EQUITY, AND  
DEFERRED INFLOW OF RESOURCES** \$35,063,639

# ATTACHMENT 3

## Ventura Port District Cashflow Statement As of September 30, 2016

### Enterprise Fund

Operating Income	2,035,415
Non-Operating Income	47,811
Total Income	<u>\$ 2,083,226</u>
Operating Expenses	1,816,521
Non-Operating Expenses	204,036
Total Expenses	<u>\$ 2,020,557</u>
Change in Net Position-Accrual Basis	\$ 62,669
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(727,700)
Deferred amount on refundings	6,642
Acquisitions/Retirements of Capital Assets	<u>(64,905)</u>
Net Cash provided (used) by Capital & Financing	\$ (785,963)
Operating Income Adjustments:	
Depreciation	214,132
(Increase)decrease in receivables	30,887
(Increase)decrease in prepaid Items	(42,404)
Increase(decrease) in payables	(52,829)
Increase(decrease) in unearned revenue	(70,240)
Increase (decrease) in tenant deposits	<u>3,069</u>
Net Cash provided by Operating Activities	\$ 82,615
NET Increase (Decrease) in Cash	\$ (640,679)
Add: Beginning Cash 7/1/16	\$ 11,251,937
Ending Cash at 9/30/16	\$ 10,611,258

Monthly Report  
(Unaudited)

# ATTACHMENT 3

## Ventura Port District Distribution of Cash as of September 30, 2016

<u>Enterprise Fund</u>	<u>Current Balance</u>
<u>Cash</u>	
Cash on Hand (undeposited)	1,307
Cash in Checking (Wells Fargo Bank)	189,847
Cash in County Treasury	16,858
<b>Total Cash Available for Normal Operations</b>	<b><u>\$ 208,012</u></b>
 <u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	2,730,663
Stifel Nicolaus	1,504,679
<b>Total Investments Unrestricted Reserves</b>	<b><u>\$ 4,235,342</u></b>
 <u>Dredging Reserves</u>	
Local Agency Investment Fund (LAIF)	3,004,129
<b>Total Dredging Reserves</b>	<b><u>\$ 3,004,129</u></b>
 <u>Capital Improvement Reserves</u>	
Local Agency Investment Fund (LAIF)	3,073,544
<b>Total Capital Improvement Reserves</b>	<b><u>\$ 3,073,544</u></b>
 <u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	90,231
<b>Total Fisheries Complex Reserves</b>	<b><u>\$ 90,231</u></b>
 <b>TOTAL CASH AND INVESTMENTS</b>	<b><u><u>\$ 10,611,258</u></u></b>

# ATTACHMENT 3

## Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>9/30/2016</u>	Year to Date Ended <u>9/30/2015</u>	Increase (Decrease)	
<b>Parcel Leases</b>				
Ventura Harbor Marine Assoc	60,686	58,250	2,436	4%
Dave's Fuel Dock	3,993	2,230	1,763	79%
Sheraton 4 Points-Harbortown	161,918	146,774	15,144	10%
Harbortown Point	2,290	3,010	(720)	-24%
Oceans West Marina	75,944	71,535	4,409	6%
Ventura Isle Marina	177,826	176,395	1,431	1%
Ventura Marina Mobile Park	109,413	108,880	533	0%
Ventura West Marina	127,835	122,414	5,421	4%
Ventura Yacht Club	30,217	29,624	593	2%
Vta Harbor Boatyard	31,000	34,958	(3,958)	-11%
Sonderman Ring	15,000	20,000	(5,000)	-25%
Total Parcel Lease	<u>796,122</u>	<u>774,070</u>	<u>22,052</u>	3%
Appreciation rent & Reimb/Fees	<u>-</u>	<u>-</u>	<u>0</u>	
Total Parcel Leases	796,122	774,070	22,052	3%
<b>Ventura Harbor Village</b>				
Retail Rents	137,076	121,243	15,833	13%
Restaurant Rents	314,208	272,719	41,489	15%
Office Rents	155,295	143,546	11,749	8%
Charters	127,303	129,700	(2,397)	-2%
Total Village	<u>733,882</u>	<u>667,208</u>	<u>66,674</u>	10%
Commercial Fishing	74,979	59,836	15,143	25%
<b>TOTAL</b>	<b>1,604,983</b>	<b>1,501,114</b>	<b>103,869</b>	<b>7%</b>

Monthly Report  
(Unaudited)

# ATTACHMENT 3

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

	Quarter Ending 9/30/16			Year-To-Date 9/30			% change FY15-16 to Current Yr
	2014-15	2015-16	Current	2014-15	2015-16	Current	
<b><u>Operating Income</u></b>							
Parcel Leases	743,531	774,070	796,122	743,531	774,070	796,122	3%
Dry Storage	20,956	26,085	31,239	20,956	26,085	31,239	20%
Other Operating	53,842	69,740	68,861	53,842	69,740	68,861	-1%
Harbor Village Leases	660,454	667,208	733,882	660,454	667,208	733,882	10%
Commercial Fishing	77,143	59,836	74,979	77,143	59,836	74,979	25%
Slips	205,358	220,865	215,355	205,358	220,865	215,355	-2%
CAM	84,598	73,050	82,969	84,598	73,050	82,969	14%
Marketing	22,479	21,298	24,353	22,479	21,298	24,353	14%
Electrical Slips	5,136	5,573	4,541	5,136	5,573	4,541	-19%
Other Operating	27,117	29,335	3,114	27,117	29,335	3,114	-89%
<b>Total Operating Income</b>	<b>1,900,614</b>	<b>1,947,060</b>	<b>2,035,415</b>	<b>1,900,614</b>	<b>1,947,060</b>	<b>2,035,415</b>	5%
<b><u>Operating Expenses</u></b>							
Harbor Patrol	282,877	309,313	341,930	282,877	309,313	341,930	11%
Maintenance	277,723	497,130	262,075	277,723	497,130	262,075	-47%
Administration	452,187	500,272	486,948	452,187	500,272	486,948	-3%
Marina	164,158	161,901	162,361	164,158	161,901	162,361	0%
C A M	183,589	222,541	212,653	183,589	222,541	212,653	-4%
Marketing	115,063	127,202	93,761	115,063	127,202	93,761	-26%
Dredging	44,486	43,245	42,661	44,486	43,245	42,661	-1%
<b>Total Operating Expenses</b>	<b>1,520,083</b>	<b>1,861,604</b>	<b>1,602,389</b>	<b>1,520,083</b>	<b>1,861,604</b>	<b>1,602,389</b>	-14%
<b>NET OPERATING INCOME</b>	<b>380,531</b>	<b>85,456</b>	<b>433,026</b>	<b>380,531</b>	<b>85,456</b>	<b>433,026</b>	407%
<b><u>Non-operating Income</u></b>							
Interest	2,423	9,165	17,202	2,423	9,165	17,202	
Taxes	21,281	23,330	29,476	21,281	23,330	29,476	
Other	12,914	-	1,133	12,914	-	1,133	
<b>Total Non-operating Income</b>	<b>36,618</b>	<b>32,495</b>	<b>47,811</b>	<b>36,618</b>	<b>32,495</b>	<b>47,811</b>	47%
<b><u>Non-Operating Expenses</u></b>							
Depreciation	242,526	240,155	214,132	242,526	240,155	214,132	
Debt Service	448,296	432,674	204,036	448,296	432,674	204,036	
Other	-	-	-	-	-	-	
<b>Total Non-operating Expenses</b>	<b>690,822</b>	<b>672,829</b>	<b>418,168</b>	<b>690,822</b>	<b>672,829</b>	<b>418,168</b>	-38%
<b>NET NON-OPER. INCOME</b>	<b>(654,204)</b>	<b>(640,334)</b>	<b>(370,357)</b>	<b>(654,204)</b>	<b>(640,334)</b>	<b>(370,357)</b>	
<b>NET CHANGE IN POSITION</b>	<b>(273,673)</b>	<b>(554,878)</b>	<b>62,669</b>	<b>(273,673)</b>	<b>(554,878)</b>	<b>62,669</b>	-111%

Monthly Report  
(Unaudited)



# ATTACHMENT 4

## Accounts Payable Check Register - June 2016

Ventura Port District

7/28/2016

### Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
44142	06/02/16	42271	J & T Engineering & Construct	Accessibility-Phase I Village parking lot	15,525.33	
44143	06/02/16	1060	AFLAC	Salary reduction benefit	487.35	
44144	06/02/16	1154	Alejandra's Nursery	Village landscaping - planters	1,440.50	
44145	06/02/16	1178	American Office Products ** Voided **	- to correct an invoice		0.00
44146	06/02/16	1294	Associated Transportation Engineering	Parking study	4,943.51	
44147	06/02/16	1384	Bakersfield Pipe & Supply	Operating supplies for flag pole and harbor entry feature	182.68	
44148	06/02/16	1440	Beacon Marine Chandlery Inc	Operating supplies	138.52	
44149	06/02/16	1676	Carquest Auto Parts	Boat supplies	54.38	
44150	06/02/16	1725	CED (Consolidated Electrical Distributors)	Misc shop supplies	843.22	
44151	06/02/16	1762	Canon Financial Services	Copier lease for VPD HDQ and Marketing office	721.50	
44152	06/02/16	1844	Certex USA Inc.	Fish crane #1 repairs (old crane)	174.93	
44153	06/02/16	1886	Channel Watch Marine, Inc.	Vessel disposal	1,500.00	
44154	06/02/16	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	827.42	
44155	06/02/16	2174	Dan Harding	Marketing-Photography	60.00	
44156	06/02/16	2202	Dave's	Fuel for Patrol Boats	864.19	
44157	06/02/16		** Voided **	Printer error		0.00
44158	06/02/16	2331	Dial Security Inc	Dockmaster/security coverage	1,412.00	
44159	06/02/16	2430	Do-Rite Fabrication LLC	Fabricate & install vent covers-1431 National Park Service building	320.00	
44160	06/02/16	2604	E.J. Harrison & Sons Inc.	Trash service	4,072.27	
44161	06/02/16	2751	Empire Cleaning Supply	Janitorial supplies	1,434.50	
44162	06/02/16	2935	Farmer Bros. Co	Coffee supplies	285.26	
44163	06/02/16	2936	Fast Signs	Accessibiity signage	710.57	
44164	06/02/16	2986	Ferguson Enterprises Inc.	Plumbing operating supplies	46.10	
44165	06/02/16	3050	All That's Fit to Print	Marketing ad/graphic production	3,017.50	
44166	06/02/16	3490	Grainger Inc.	Timers for restroom doors and dry storage gate	163.20	
44167	06/02/16	3491	The Greek Mediterranean Steak	Board Commission Meeting	232.85	
44168	06/02/16	3592	Hansen's Plumbing, Inc.	Drain clearing and backflow repairs	2,720.73	
44169	06/02/16	3609	Hathaway Perrett Webster Inc.	Legal Fees	643.10	
44170	06/02/16	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	177.14	
44171	06/02/16	4225	J. W. Enterprises	Portable restrooms-during Village Phase II-1591 Le Petit building	397.10	
44172	06/02/16	4293	Jennifer Talt-Lundin	Marketing expense reimbursement	50.00	
44173	06/02/16	5016	Lowe's	Building maintenance operating supplies	358.39	
44174	06/02/16	5213	McMaster-Carr	Shop Supplies-key blanks	48.27	
44175	06/02/16	5945	Office Depot Credit Plan	Office supplies	84.18	
44176	06/02/16	6178	PERS Long Term Care Program	Salary reduction benefit	329.96	
44177	06/02/16	6195	Pacific Parking Systems	Launch ramp pay parking machine annual service contract	1,623.48	

# ATTACHMENT 4

## Accounts Payable Check Register - June 2016

Ventura Port District

7/28/2016

### Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
44178	06/02/16	6361	Pitney Bowes	Postage meter lease/Vlg office	34.64	
44179	06/02/16	6440	Port Supply	Boat supplies and bouy stickers	260.05	
44180	06/02/16	6865	Rasmussen & Associates Inc	Vlg roof project; window project & harbor entry feature repair	4,939.71	
44181	06/02/16	7210	SEIU Local 721	Union dues for Harbor Patrolmen	259.64	
44182	06/02/16	7240	AT&T ** Voided **	Wrong vendor-one invoice should be AT&T Business Services		2,047.44
44183	06/02/16	7410	Smith Pipe & Supply Inc.	Village landscaping plumbing supplies	412.90	
44184	06/02/16	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
44185	06/02/16	7434	Southern Calif. Edison	Utilities	9,871.48	
44186	06/02/16	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,186.86	
44187	06/02/16	7761	The Gas Company	Utilities	264.89	
44188	06/02/16	7869	T 3 Construction Inc	Tenant Improvement old Harbor Kite space	10,790.00	
44189	06/02/16	8204	VACCO (Ventura County Air Conditioning Company)-preventive maint.-VPD HDQ, National Park, & 1591 building		676.00	
44190	06/02/16	8227	Vavrinek, Trine, Day & Co	Accounting Services-Debt service restructure	1,180.00	
44191	06/02/16	8232	Ventura County APCD	Air toxic fee assessment	377.00	
44192	06/02/16	8241	Ventura County Star	Marketing-Advertising	878.94	
44193	06/02/16	8241	Ventura County Star	Legal advertising	766.80	
44194	06/02/16	8241	Ventura County Star	Legal advertising-proposed ordinance	766.80	
44195	06/02/16	8241	Ventura County Star	Legal advertising-proposed ordinance	241.58	
44196	06/02/16	8243	Ventura Harbor Boat Yard	Haul out & disposal of abandoned vessel	3,470.78	
44197	06/02/16	8263	Ventura Pest Control	Village service	335.00	
44198	06/02/16	8501	Warren Distributing Inc.	Vehicle and boat supplies	114.87	
44199	06/02/16	8534	HDS White Cap Const. Supply	Accessibiity signage	14.97	
44200	06/02/16	8551	Williams Automotive Inc.	Maintenance truck repairs	294.97	
44201	06/02/16	12945	Assurant Employee Benefits	Dental Insurance Premiums	1,541.42	
44202	06/02/16	25351	Dudek	Services on Ventura Shellfish Enterprise study	572.95	
44203	06/02/16	25381	Duncan McIntosh Co., Inc.	General Advertising/supplies	495.00	
44204	06/02/16	40525	Impact Sciences, Inc	Biological testing in harbor as required by pollution control permit	1,010.02	
44205	06/02/16	42271	J & T Engineering & Construct	Accessibility-Phase I Village parking lot	3,681.70	
44206	06/02/16	42471	JaniTek Cleaning Solutions	Janitorial service for Nat Park-extra service	71.69	
44207	06/02/16	48470	Lauren Yuncker	Marketing expense reimbursement	60.78	
44208	06/02/16	62550	Pinpoint Leak Detection, Inc	Detect plumbing leak-Harbor Cove parking lot	350.00	
44209	06/02/16	74343	Sommerville Associates	Marketing public relations services	2,000.00	
44210	06/02/16	One time	Fausset Printing	Event production	144.50	
44211	06/02/16	PM OneTime	Bill Ferguson	Refund Dry Storage Rent-vacated	60.00	
44212	06/02/16	PM OneTime	Gil Hong and Jung Soon Lee	Deposit refund-previous Village Market tenants	1,500.00	
44213	06/02/16	7240	AT&T	Elevator emergency phone service	659.10	

# ATTACHMENT 4

## Accounts Payable Check Register - June 2016

Ventura Port District

7/28/2016

### Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
44214	06/02/16	12300	AT&T Business Services	Fiber/Wi-Fi services VPD HDQ	1,388.34	
44215	06/02/16	2288	Dept. Of Weights & Measure	Annual elevator permits	1,862.40	
44216	06/02/16	42271	J & T Engineering & Construct	Accessibility-Phase II Village Promenade/access	98,515.00	
44217	06/03/16		** Voided **	Printer error		0.00
44218	06/03/16	5155	Major Engineering Marine Inc	Repairs to Village D dock	6,950.00	
44219	06/15/16	PM OneTime	Bill Thieman	Refund Key Deposit	25.00	
44220	06/15/16	1764	California J P I A	Annual premiums for liability and workers comp	357,846.00	
44221	06/16/16	1004	Multi Business Systems	Printing-check deposit books	55.08	
44222	06/16/16	1049	Adams Printing & Graphic	Marketing-brochures	2,921.40	
44223	06/16/16	1058	Advantage Telecom Inc	District phone system/internet	2,859.89	
44224	06/16/16	1178	American Office Products	Office supplies	69.74	
44225	06/16/16	1182	American Builders Supply	Operating supplies	86.39	
44226	06/16/16	1206	Anchor Coring & Sawing Inc.	Repair concrete trip hazard-sidewalk near Island Packers building	255.00	
44227	06/16/16	1625	Byrd Locksmithing Inc.	Re-key old Harbor Kite space for new tenants	120.00	
44228	06/16/16	1679	Carpi, Clay & Smith	Washington lobbyist - May	5,000.00	
44229	06/16/16	1725	CED (Consolidated Electrical Distributors)	Misc shop supplies-low voltage lighting	161.13	
44230	06/16/16	1886	Channel Watch Marine, Inc.	Whale carcass disposal	2,266.00	
44231	06/16/16	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	841.38	
44232	06/16/16	2029	Cover 2 Cover Music Inc.	Marketing Village entertainment	1,920.00	
44233	06/16/16	2331	Dial Security Inc	Dockmaster/security coverage	800.00	
44234	06/16/16	2433	Document Systems Inc.	Printer toner	74.18	
44235	06/16/16	2446	DocuProducts	Copier maintenance fees	477.79	
44236	06/16/16	2604	E.J. Harrison & Sons Inc.	Trash service	948.20	
44237	06/16/16	2751	Empire Cleaning Supply	Janitorial supplies	1,136.86	
44238	06/16/16	2986	Ferguson Enterprises Inc.	Plumbing operating supplies	515.12	
44239	06/16/16	3050	All That's Fit to Print	Marketing ad/graphic production	4,532.72	
44240	06/16/16	3331	Gerardo's Gardening	Weed abatement throughout Village	2,300.00	
44241	06/16/16	3490	Grainger Inc.	Operating supplies	139.32	
44242	06/16/16	3492	Green Thumb International	Village landscape-plants	178.84	
44243	06/16/16	3592	Hansen's Plumbing, Inc.	Drain clearing at three locations in Village	1,161.65	
44244	06/16/16	3752	HLI Systems	Web and email hosting	150.00	
44245	06/16/16	4225	J. W. Enterprises	Portable restrooms-during Village Phase II-1591 Le Petit building	397.10	
44246	06/16/16	4247	Jani-King of CA Inc.	Janitorial Service in Village	5,015.22	
44247	06/16/16	4852	Lagerlof Senecal Gosney	Legal Fees	18,990.00	
44248	06/16/16	5190	Matilija Water	Reverse osmosis water system May	45.00	
44249	06/16/16	5210	McCormix Corp.	Fuel for maintenance vehicles	946.10	

# ATTACHMENT 4

## Accounts Payable Check Register - June 2016

Ventura Port District

7/28/2016

### Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
44250	06/16/16	5625	ReadyRefresh	Bottled water service	165.72	
44251	06/16/16	5744	Noble Consultants Inc.	Shoreline monitoring data report	936.00	
44252	06/16/16	6201	Pamela Griffin	Wellness program instructor	160.00	
44253	06/16/16	6284	Peace Officers Research Assoc.	(PORAC) Salary reduction benefit	60.00	
44254	06/16/16	6440	Port Supply	Boat & buoy supplies	260.18	
44255	06/16/16	6470	LegalShield	Salary reduction benefit	166.40	
44256	06/16/16	6687	RRM Design Group Inc.	Village accessibility improvement plans	1,275.00	
44257	06/16/16	7000	Richard W. Parsons	Dredging/Project Management services	8,888.00	
44258	06/16/16	7229	Sam's Club/GECF	Annual membership fees	45.00	
44259	06/16/16	7346	Shell Fleet Plus	Fuel for patrol vehicles	580.62	
44260	06/16/16	7410	Smith Pipe & Supply Inc.	Operating supplies for flag pole installed near VPD HDQ	655.30	
44261	06/16/16	7434	Southern Calif. Edison	Utilities	144.23	
44262	06/16/16	7719	Teamsters Local No. 186	Union dues for Dockmasters	159.00	
44263	06/16/16	8239	Ventura County Reporter	Marketing-Advertising	495.00	
44264	06/16/16	8241	Ventura County Star	Legal & Marketing advertising-RFP land use and events	2,119.12	
44265	06/16/16	8241	Ventura County Star	Newspaper subscription	60.95	
44266	06/16/16	8244	Ventura Harbor Storage	Fishermen's storage/net repair area	5,762.10	
44267	06/16/16	8260	Verizon Wireless	Cell phones/services	99.24	
44268	06/16/16	8280	Ventura Youth Sailing	Keith Turner Scholarship Program	2,000.00	
44269	06/16/16	8453	Virtual Pacific Networks	IT Services	3,430.00	
44270	06/16/16	8454	Vogue Sign Company	Add new Village tenant to directory signage	336.00	
44271	06/16/16	8500	Warren Takahashi	Marketing Village entertainment	150.00	
44272	06/16/16	8500	Warren Takahashi	Marketing Village entertainment	600.00	
44273	06/16/16	8501	Warren Distributing Inc.	Vehicle and boat supplies	116.11	
44274	06/16/16	8531	Whisenhunt Communication	Public relations services	700.00	
44275	06/16/16	8534	HDS White Cap Const. Supply	Dock maintenance supplies	79.34	
44276	06/16/16	8551	Williams Automotive Inc.	Maintenance truck repairs	253.84	
44277	06/16/16	10041	Murrieta Electric, Inc.	Electrical conduit lines for new flag pole at VPD HDQ	1,125.00	
44278	06/16/16	12856	Arkadin, Inc.	Telephone conferencing service	63.38	
44279	06/16/16	15751	Bob's Towing Service	Tow maintenance vehicle to Williams Automotive	75.00	
44280	06/16/16	18861	Chantel Durelli	Marketing Village entertainment	307.50	
44281	06/16/16	19252	City of Ventura	Event permit	297.92	
44282	06/16/16	20200	CoStar Realty Information, Inc	Leasing marketing data software	729.00	
44283	06/16/16	24351	Dog Waste Depot	Operating supplies-mutt mitts	632.10	
44284	06/16/16	31531	France Publications, Inc	Legal advertising - RFP on vacant parcels	1,400.00	
44285	06/16/16	40851	Interstate Pole Industries	Fabrication of navigation flag pole-VPD HDQ	13,442.63	

# ATTACHMENT 4

## Accounts Payable Check Register - June 2016

Ventura Port District

7/28/2016

### Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
44286	06/16/16	42471	JaniTek Cleaning Solutions	Janitorial service for National Park Service Offices	1,163.00	
44287	06/16/16	51731	Marcos Ramos Painting	6 jobs-paint restrooms, Village miscellaneous stucco patch/repair	4,165.00	
44288	06/16/16	69141	Pacific Coast Business Times	Legal advertising - RFP on vacant parcels	1,113.00	
44289	06/16/16	73051	Setcom Corporation	Patrol radios, headsets, repeater	3,433.33	
44290	06/16/16	82823	VPD-Grant Account	Funds for Shellfish Initiative grant checking acct	18,000.00	
44291	06/16/16	Deposits	Tina Brett	Refund event deposit	250.00	
44292	06/23/16	7210	SEIU Local 721	Union dues for Harbor Patrolmen	259.64	
44293	06/29/16	42271	J & T Engineering & Construct	Accessibility-Phase II Village Promenade/access	47,158.00	
Check Register Total					<u>\$741,437.67</u>	<u>\$2,047.44</u>

### Wells Fargo Grant Fund

1010	06/02/16	25351	Dudek	VSE Aquaculture Grant	6,366.25	
1011	06/16/16		**Voided**			0.00
1012	06/16/16		Plauche & Carr	VSE Aquaculture Grant	357.50	
1013	06/30/16		Ventura Port District - Reimburse Enterprise Fund for vendor paid from wrong checking account		907.50	
Check Register Total					<u>\$7,631.25</u>	<u>\$0.00</u>

# ATTACHMENT 4

## Accounts Payable Check Register - July 2016

Ventura Port District

9/7/2016

### Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
44294	07/01/16	1045	ADT Security Services	National Park Service security service	382.16	
44295	07/01/16	1154	Alejandra's Nursery	VHV Landscaping Plants	1,096.50	
44296	07/01/16	1182	American Builders Supply	VHV Landscaping supplies	745.12	
44297	07/01/16	1294	Associated Transportation Engineering	Parking study	2,782.05	
44298	07/01/16	1321	Avalon Door & Windows Inc.	Door repair 1575 building roof access & bolt replacement Blackbeards	871.73	
44299	07/01/16	1378	BC Tree Service Inc	Mow parcel 15,16,18 - SRP lot	2,300.00	
44300	07/01/16	1440	Beacon Marine Chandlery Inc	Boat supplies	171.78	
44301	07/01/16	1492	Big Brand Tire Company	Two sets of tires for the Patrol vehicles	1,897.32	
44302	07/01/16	1572	Bobby K. Crane	Training expense reimbursement	352.72	
44303	07/01/16	1676	Carquest Auto Parts	Boat engine fluids	128.74	
44304	07/01/16	1725	CED (Consolidated Electrical Distributers)	Misc shop supplies	268.75	
44305	07/01/16	1762	Canon Financial Services	Copier lease for VPD HDQ and Marketing office	795.50	
44306	07/01/16	1826	Central Coast Tourism Council	Annual membership dues	200.00	
44307	07/01/16	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	813.42	
44308	07/01/16	1925	City Of S. Buenaventura	Trash service	100.00	
44309	07/01/16	1925	City Of S. Buenaventura	Trash service	100.00	
44310	07/01/16	2029	Cover 2 Cover Music Inc.	Marketing Village entertainment	1,200.00	
44311	07/01/16	2065	Certified Credit Reporting Inc	Credit check on potential tenant	27.00	
44312	07/01/16	2202	Dave's	Fuel for Patrol Boats	1,341.22	
44313	07/01/16	2287	Dept. of Parks and Recreation	Final reconciliation summer 15/16 Lifeguard services	462.44	
44314	07/01/16	2295	Destin Thomas Communication	Patrol radios/repeater	4,216.41	
44315	07/01/16	2331	Dial Security Inc	Dockmaster/security coverage	1,200.00	
44316	07/01/16	2537	Dunn Edwards	Painting supplies	27.91	
44317	07/01/16	2604	E.J. Harrison & Sons Inc.	Trash service	5,172.67	
44318	07/01/16	2751	Empire Cleaning Supply	Janitorial supplies	1,625.88	
44319	07/01/16	2935	Farmer Bros. Co	Coffee supplies	357.26	
44320	07/01/16	2980	Fausset Printing, LLC	Marketing-business cards	125.00	
44321	07/01/16	2983	Federal Express Corporation	Postage/shipping	28.11	
44322	07/01/16	2986	Ferguson Enterprises Inc.	Restroom equipment/supplies	143.20	
44323	07/01/16	3050	All That's Fit to Print	Marketing ad/graphic production	3,715.00	
44324	07/01/16	3490	Grainger Inc.	Operating supplies	727.96	
44325	07/01/16	3491	The Greek Mediterranean Steak	Board Commission Meeting	136.85	
44326	07/01/16	3492	Green Thumb International	Landscape-plants	145.74	
44327	07/01/16	3498	Governmental Accounting Standards Board	- 2 year subscription 'GASB Subscription'	450.00	
44328	07/01/16	3592	Hansen's Plumbing, Inc.	Village-Brophy's building-plumbing repairs	1,757.05	
44329	07/01/16	3752	HLI Systems	Web and email hosting	40.00	
44330	07/01/16	3967	Island Packers	Marketing-Event production	840.00	

# ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
44331	07/01/16	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	177.14	
44332	07/01/16	4293	Jennifer Talt-Lundin	Marketing expense reimbursement	50.00	
44333	07/01/16	4418	Jonathan Stanger	Marketing Village entertainment	325.00	
44334	07/01/16	4613	Kelly Cleaning and Supplies	Tenant improvement office suite carpet cleaning-1591-Le Petit building	105.00	
44335	07/01/16	4742	Kratos Construction ** Voided **	Vendor reported check lost in mail		4,695.00
44336	07/01/16	4897	PORAC Legal Defense Fund	Patrol-Salary reduction benefit	168.00	
44337	07/01/16	4956	Lisa Kelly	Village sign painting	200.00	
44338	07/01/16	5016	Lowe's	Operating supplies	325.72	
44339	07/01/16	5210	McCormix Corp.	Fuel for maintenance vehicles	735.22	
44340	07/01/16	5505	Muzicraft Inc.	Ambient music in Village - July	329.50	
44341	07/01/16	5945	Office Depot Credit Plan	Office supplies	41.91	
44342	07/01/16	6030	3Digit Media	Marketing-Advertising	1,243.00	
44343	07/01/16	6178	PERS Long Term Care Program	Salary reduction benefit	164.98	
44344	07/01/16	6361	Pitney Bowes	Postage meter lease/Vlg office	34.64	
44345	07/01/16	6687	RRM Design Group Inc.	Village accessibility improvement plans-Phase III	11,613.06	
44346	07/01/16	7032	Alliant Insurance Services	Marketing-Quarterly event insurance	854.00	
44347	07/01/16	7153	Ryan Sutherland	Optional Benefit Plan expense reimbursement program	800.00	
44348	07/01/16	7240	AT&T	Elevator emergency phone service	659.10	
44349	07/01/16	7242	Santa Barbara Independent	Marketing-Advertising	579.00	
44350	07/01/16	7299	Seaworthy Marina Products	Boat repairs	750.35	
44351	07/01/16	7410	Smith Pipe & Supply Inc.	Irrigation/landscaping repair parts	802.61	
44352	07/01/16	7428	Southland Sod Farms	Sod patch repairs on Village main lawn	174.15	
44353	07/01/16	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
44354	07/01/16	7434	Southern Calif. Edison	Utilities	10,585.60	
44355	07/01/16	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,186.86	
44356	07/01/16	7581	Steve Stafford	Marketing Village entertainment	300.00	
44357	07/01/16	7761	The Gas Company	Utilities	365.62	
44358	07/01/16	7768	ThyssenKrupp Elevator Corp	Quarterly elevator maintenance service	3,863.33	
44359	07/01/16	7777	The Signal	Marketing-Advertising	400.00	
44360	07/01/16	7869	T 3 Construction Inc	Village tenant improvement - Copa Cabana suite	1,425.00	
44361	07/01/16	8210	Ventura County Special Districts Assoc (VCSDA) - Annual Membership		150.00	
44362	07/01/16	8233	Venco Power Sweeping, Inc	Monthly Village parking lot & Fish Pier	545.38	
44363	07/01/16	8250	Ventura Visitors & Convention	Marketing conference & shared booth coop	1,743.16	
44364	07/01/16	8251	Ventura Water ** Voided **	Check stub used to list invoices		0.00
44365	07/01/16	8251	Ventura Water	Utilities	27,076.95	
44366	07/01/16	8266	Ventura Harbor Marine Fuel	Patrol-rain gear	635.71	
44367	07/01/16	8501	Warren Distributing ** Voided **	Corrected vendor, see ck#s 44392 & 3		823.27
44368	07/01/16	8551	Williams Automotive Inc.	Maintenance vehicle repairs	152.75	
44369	07/01/16	8552	Village Carousel	Marketing event production	100.00	
44370	07/01/16	12300	AT&T Business Services	Fiber/Wi-Fi services VPD HDQ	1,417.60	
44371	07/01/16	12911	ASCAP(American Society of Composers,Authors&Publishers)-Marketing quarterly entertainment permit		304.50	
44372	07/01/16	12945	Assurant Employee Benefits	Dental Insurance Premiums	1,541.42	

# ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
44373	07/01/16	14560	Best Bubble Parties	Marketing-Event production	335.00	
44374	07/01/16	15751	Bob's Towing Service	Tow Patrol vehicle to Williams Automotive	75.00	
44375	07/01/16	16201	R & R Enterprises	Marketing-Event production	200.00	
44376	07/01/16	17571	California Door and Hardware	Village restrooms-door repairs	408.50	
44377	07/01/16	44132	Joseph M. Ramieri	Marketing Village entertainment	1,200.00	
44378	07/01/16	51731	Marcos Ramos Painting	Paint VPD HDQ reception area	600.00	
44379	07/01/16	61954	Pacific Marine Repair	Fireboat maintenance	719.69	
44380	07/01/16	62550	Pinpoint Leak Detection, Inc	Detect plumbing leak-Harbor Cove parking lot	195.00	
44381	07/01/16	62810	Peter Holguin Construction Inc	Remove glass/patch wall VPD HDQ at Dockmaster's desk area	350.00	
44382	07/01/16	76012	Sunbelt Rentals, Inc.	Equipment for beach sand cleanup	2,459.31	
44383	07/01/16	77751	The Salty Suites	Marketing Village entertainment	300.00	
44384	07/01/16	85220	Western National Parks Assoc	Marketing-Advertising	338.25	
44385	07/01/16	85300	White Ledge Outdoor Journal	Marketing-Advertising	800.00	
44386	07/01/16	Deposits	Church of Latter Day Saints	Refund event deposit	250.00	
44387	07/01/16	Deposits	Mark Spencer	Refund event deposit	250.00	
44388	07/01/16	PM OneTime	Bill Ferguson	Refund Dry Storage-tenant did not stop his auto pay	60.00	
44389	07/01/16	PM OneTime	David Beardsley	Refund key deposit	25.00	
44390	07/01/16	PM OneTime	Douglas Massey	Refund key deposit	25.00	
44391	07/01/16	PM OneTime	Tina O'Brien	Refund security deposit	1,082.00	
44392	07/01/16	8500	Warren Takahashi	Marketing Village entertainment	750.00	
44393	07/01/16	8501	Warren Distributing Inc.	Operating supplies	73.27	
44394	07/07/16	19252	City of Ventura	Village - Phase III - plan check	637.28	
44395	07/14/16	1060	AFLAC	Salary reduction benefit	487.35	
44396	07/14/16	1178	American Office Products	Office supplies	257.39	
44397	07/14/16	1679	Carpi, Clay & Smith	Washington lobbyist - June	5,000.00	
44398	07/14/16	1760	CALPELRA	Annual membership-accounting	350.00	
44399	07/14/16	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	37.55	
44400	07/14/16	2029	Cover 2 Cover Music Inc.	Marketing Village entertainment	600.00	
44401	07/14/16	2031	County Of Ventura	Annual waster water permit	1,284.70	
44402	07/14/16	2331	Dial Security Inc	Dockmaster/security coverage	600.00	
44403	07/14/16	2446	DocuProducts	Copier maintenance fees	285.40	
44404	07/14/16	3050	All That's Fit to Print	Marketing ad/graphic production	1,047.77	
44405	07/14/16	3602	Happenings Magazine	Marketing-Advertising	281.00	
44406	07/14/16	4295	Jensen Design & Survey Inc.	Accessibility parking lots (not Village)	7,072.50	
44407	07/14/16	4742	Kratos Construction	Electrical work in various locations through out the Village	4,695.00	
44408	07/14/16	4832	LAFCO	Annual membership fee	5,078.00	
44409	07/14/16	4852	Lagerlof Senecal Gosney	Legal Fees	13,824.00	
44410	07/14/16	5188	Matthew Bender & Co. Inc.	Harbor Patrol-publication-legal reference guide	17.20	
44411	07/14/16	5190	Matilija Water	Reverse osmosis water system June	45.00	
44412	07/14/16	5298	Michael J. Smith	Marketing Village entertainment	300.00	
44413	07/14/16	5625	ReadyRefresh	Bottled water service	112.88	
44414	07/14/16	5744	Noble Consultants Inc.	Shoreline monitoring data report	5,340.00	



# ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
44415	07/14/16	6178	PERS Long Term Care Program	Salary reduction benefit	448.74	
44416	07/14/16	6409	Plauche & Carr ** Voided **	printed from wrong account		82.50
44417	07/14/16	6440	Port Supply	Patrol vehicle parts	32.21	
44418	07/14/16	6470	LegalShield	Salary reduction benefit	166.40	
44419	07/14/16	6687	RRM Design Group Inc.	Village accessibility improvement plans-Phase III	4,501.00	
44420	07/14/16	6865	Rasmussen & Associates Inc	Village accessibility improvement -Phase II	2,868.75	
44421	07/14/16	7000	Richard W. Parsons	Expense reimbursements	401.22	
44422	07/14/16	7245	Santa Barbara Family Life	Marketing-Advertising	357.00	
44423	07/14/16	7296	Searle Creative Group	Website production/maintenance	1,020.00	
44424	07/14/16	7719	Teamsters Local No. 186	Union dues for Dockmasters	159.00	
44425	07/14/16	7720	Double Dog Dare Pro	Marketing Village entertainment	4,000.00	
44426	07/14/16	7762	The Home Depot	Building maintenance operating supplies	385.57	
44427	07/14/16	7777	The Signal	Marketing-Advertising	400.00	
44428	07/14/16	8241	Ventura County Star	Newspaper subscription	62.37	
44429	07/14/16	8250	Ventura Visitors & Convention	Ventura Guide publication & advertising	2,732.50	
44430	07/14/16	8251	Ventura Water	Utilities	980.67	
44431	07/14/16	8260	Verizon Wireless	Cell phones/services	96.94	
44432	07/14/16	8531	Whisenhunt Communication	Public relations services	3,678.35	
44433	07/14/16	8713	Zambelli Fireworks	Deposit for Parade of Lights Fireworks Show	3,750.00	
44434	07/14/16	11131	AICPA (American Institute of CPA's)	Annual membership-accounting	310.00	
44435	07/14/16	12856	Arkadin, Inc.	Telephone conferencing service	63.26	
44436	07/14/16	20200	CoStar Realty Information, Inc	Leasing marketing data software	729.00	
44437	07/14/16	44142	Jodi Ilene Farrell	Marketing Village entertainment	300.00	
44438	07/14/16	48470	Lauren Yuncker	Marketing expense reimbursement	79.44	
44439	07/14/16	70641	Superior Awning, Inc.	Tenant awnings-Treasure Cove & Ventura Swimwear	4,763.22	
44440	07/14/16	74000	Greg Markles	Marketing-Event production	355.00	
44441	07/14/16	74343	Sommerville Associates	Marketing public relations services	2,000.00	
44442	07/14/16	82351	Ventura Breeze	Marketing-Advertising	315.00	
44443	07/14/16	PM OneTime	Cule Socorro	Refund key deposit	25.00	
44444	07/14/16	PM OneTime	Steven Fruth	Refund key deposit	25.00	
44445	07/15/16	1154	Alejandra's Nursery	VHV Landscaping Plants	919.12	
44446	07/15/16	1182	American Builders Supply	VHV Landscaping supplies	629.60	
44447	07/15/16	1378	BC Tree Service Inc	Trim trees along Spinnaker Drive	1,900.00	
44448	07/15/16	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	819.25	
44449	07/15/16	1925	City Of S. Buenaventura	Trash service	100.00	
44450	07/15/16	2433	Document Systems Inc.	Printer toner	116.68	
44451	07/15/16	2986	Ferguson Enterprises Inc.	Restroom equipment/supplies	330.87	
44452	07/15/16	3331	Gerardo's Gardening	Village landscaping	950.00	
44453	07/15/16	4247	Jani-King of CA Inc.	Janitorial Service in Village	5,015.22	
44454	07/15/16	5210	McCormix Corp.	Fuel for maintenance vehicles	540.63	
44455	07/15/16	5213	McMaster-Carr	Operating supplies	115.16	
44456	07/15/16	6283	Petty Cash Fund	Operating & office supplies	314.17	

# ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
44457	07/15/16	6440	Port Supply	Jet Ski repair parts	66.61	
44458	07/15/16	6865	Rasmussen & Associates Inc	Harbor entry feature monument-Harbor Blvd & Spinnaker	1,806.25	
44459	07/15/16	7346	Shell Fleet Plus	Fuel for patrol vehicles	680.90	
44460	07/15/16	7410	Smith Pipe & Supply Inc.	Irrigation/landscaping repair parts	20.53	
44461	07/15/16	7818	TOTALFUNDS By Hasler	Postage for postage machine-VPD HDQ	500.00	
44462	07/15/16	8244	Ventura Harbor Storage	Fishermen's storage/net repair area	5,934.96	
44463	07/15/16	8260	Verizon Wireless	Cell phones/services	1,540.16	
44464	07/15/16	8263	Ventura Pest Control	Village service	335.00	
44465	07/15/16	8534	HDS White Cap Const. Supply	Dock repair supplies	753.99	
44466	07/15/16	10041	Murrieta Electric, Inc.	Additional electrical work for new flag pole at VPD HDQ	436.96	
44467	07/15/16	11471	All Surface Construction Inc	Stripe/stencil portion of VIM parking lot used for Village	1,375.00	
44468	07/15/16	42471	JaniTek Cleaning Solutions	Janitorial service for National Park Service offices	1,163.00	
44469	07/15/16	62810	Peter Holguin Construction Inc	Tenant improvement office suite-replace entry doors-1591-Le Petit building	1,600.00	
44470	07/15/16	79652	Traffic Technologies LLC	Village signage	207.25	
44471	07/21/16	7000	Richard W. Parsons	Dredging/Project Management services	8,888.00	
44472	07/22/16	8453	Virtual Pacific Networks	IT Services	2,880.00	
44473	07/28/16	1036	Accurate First Aid Services	Replenish first aid stations	231.66	
44474	07/28/16	1058	Advantage Telecom Inc	District phone system/internet	1,301.42	
44475	07/28/16	1154	Alejandra's Nursery	VHV Landscaping Plants	585.87	
44476	07/28/16	1178	American Office Products	Office supplies	105.50	
44477	07/28/16	1182	American Builders Supply	VHV Landscaping supplies	965.18	
44478	07/28/16	1492	Big Brand Tire Company	Set of tires for a maintenance truck	455.76	
44479	07/28/16	1663	Burons Preferred Pumping Inc.	Inspections Village grease traps	1,800.00	
44480	07/28/16	1676	Carquest Auto Parts	Truck engine fluids	147.21	
44481	07/28/16	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	816.92	
44482	07/28/16	2093	Cumulus Broadcasting Inc.	Marketing radio advertising	2,850.00	
44483	07/28/16	2097	Custom awards & Engraving	Marketing-event production	236.51	
44484	07/28/16	2202	Dave's	Fuel for Patrol Boats	1,185.90	
44485	07/28/16	2331	Dial Security Inc	Dockmaster/security coverage	800.00	
44486	07/28/16	2604	E.J. Harrison & Sons Inc.	Trash service	4,534.26	
44487	07/28/16	2751	Empire Cleaning Supply	Janitorial supplies	2,595.71	
44488	07/28/16	2935	Farmer Bros. Co	Coffee supplies	412.83	
44489	07/28/16	3100	Flooring 101	Tenant improvement office suite-1591- Le Petit building	1,413.00	
44490	07/28/16	3433	GM Electric Inc.	19A Parking lot light repair	3,478.00	
44491	07/28/16	3490	Grainger Inc.	Operating supplies	108.07	
44492	07/28/16	3492	Green Thumb International	Landscape-plants	146.84	
44493	07/28/16	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	177.14	
44494	07/28/16	4293	Jennifer Talt-Lundin	Marketing expense reimbursement	50.00	
44495	07/28/16	4943	Liebert Cassidy Whitmore	Annual consortium membership-HR related assistance	3,915.00	
44496	07/28/16	5016	Lowe's	Operating supplies	409.38	
44497	07/28/16	5210	McCormix Corp.	Fuel for maintenance vehicles	517.73	
44498	07/28/16	5505	Muzicraft Inc.	Ambient music in Village - August	457.00	

# ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
44499	07/28/16	5945	Office Depot Credit Plan	Office supplies	461.93	
44500	07/28/16	6178	PERS Long Term Care Program	Salary reduction benefit	224.37	
44501	07/28/16	6201	Pamela Griffin	Wellness program instructor	160.00	
44502	07/28/16	6361	Pitney Bowes	Postage meter lease/Vlg office	34.64	
44503	07/28/16	6850	R P Barricade	Village signage	160.03	
44504	07/28/16	7000	Richard W. Parsons	Expense reimbursements	601.60	
44505	07/28/16	7210	SEIU Local 721 ** Voided **	Corrected amount, see ck#44529		259.64
44506	07/28/16	7240	AT&T	Elevator emergency phone service	110.02	
44507	07/28/16	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
44508	07/28/16	7434	Southern Calif. Edison	Utilities	13,182.53	
44509	07/28/16	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,186.86	
44510	07/28/16	7594	Steven Anthony Hinojosa	Marketing Village entertainment	600.00	
44511	07/28/16	7761	The Gas Company	Utilities	564.26	
44512	07/28/16	8228	Ventana Monthly	Marketing-Advertising	785.00	
44513	07/28/16	8233	Venco Power Sweeping, Inc	Monthly Village parking lot	415.38	
44514	07/28/16	8241	Ventura County Star	Legal advertising	442.04	
44515	07/28/16	8241	Ventura County Star	Marketing-Advertising	385.00	
44516	07/28/16	8250	Ventura Visitors & Convention	Rent for space in VVC building	432.91	
44517	07/28/16	8267	Ventura Harbor Marina & Yacht	Boat 17 bottom cleaning	144.45	
44518	07/28/16	11471	All Surface Construction Inc	Stripe/stencil Village and beach parking lots	3,650.00	
44519	07/28/16	12945	Assurant Employee Benefits	Dental Insurance Premiums	1,541.42	
44520	07/28/16	23351	Diamond A Equipment	Parts for walker mower	181.12	
44521	07/28/16	28661	Eventective, Inc	Marketing-Advertising	144.00	
44522	07/28/16	42471	JaniTek Cleaning Solutions	Janitorial supplies for National Park Service offices	285.74	
44523	07/28/16	51731	Marcos Ramos Painting	Paint two suites & roof access door-1591-Le Petit building	3,125.00	
44524	07/28/16	61954	Pacific Marine Repair	Fireboat maintenance-engine computer	661.63	
44525	07/28/16	69141	Pacific Coast Business Times	Legal advertising-RFP land use	371.00	
44526	07/28/16	74343	Sommerville Associates	Marketing public relations services	2,000.00	
44527	07/28/16	77751	The Salty Suites	Marketing Village entertainment	300.00	
44528	07/28/16		** Voided **	Printing error		0.00
44529	07/29/16	7210	SEIU Local 721	Union dues for Harbor Patrolmen	251.26	
Check Register Total					<u>\$307,564.82</u>	<u>\$5,860.41</u>

## Wells Fargo Grant Fund

1014	07/14/16	6409	Plauche & Carr	VSE Aquaculture Grant	82.50	
Check Register Total					<u>\$82.50</u>	<u>\$0.00</u>

# ATTACHMENT 4

## Accounts Payable Check Register - August 2016

Ventura Port District

9/7/2016

### Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
44530	08/02/16	12300	AT&T Business Services	Fiber/Wi-Fi services VPD HDQ	257.63	
44531	08/04/16	17572	Coastal Commission ** Voided **	Coastal Commission waived permit fee		1,133.00
44532	08/12/16	1060	AFLAC	Salary reduction benefit	487.35	
44533	08/12/16	1206	Anchor Coring & Sawing Inc.	Village 1559 Trash enclosure repairs	300.00	
44534	08/12/16	1440	Beacon Marine Chandlery Inc	Dock cleats and parts	81.73	
44535	08/12/16	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	863.29	
44536	08/12/16	1925	City Of S. Buenaventura	Trash service	100.00	
44537	08/12/16	2029	Cover 2 Cover Music Inc.	Marketing Village entertainment	1,500.00	
44538	08/12/16	2331	Dial Security Inc	Dockmaster/security coverage	1,200.00	
44539	08/12/16	2446	DocuProducts	Copier maintenance fees	257.47	
44540	08/12/16	2448	Downtown Ventura Partners	Trolley partnership - advertising	7,800.00	
44541	08/12/16	2537	Dunn Edwards	Painting supplies	61.48	
44542	08/12/16	2751	Empire Cleaning Supply	Janitorial supplies	1,747.26	
44543	08/12/16	3050	All That's Fit to Print	Marketing ad/graphic production	1,405.87	
44544	08/12/16	3457	Gov't Finance Officers Assoc.	GAAP update webinar & publications	339.09	
44545	08/12/16	3490	Grainger Inc.	Village restroom operating supplies	555.30	
44546	08/12/16	3492	Green Thumb International	Village landscaping plants & supplies	219.96	
44547	08/12/16	3592	Hansen's Plumbing, Inc.	Drain clearing- main line & mens restroom-1559 building	636.09	
44548	08/12/16	3602	Happenings Magazine	Marketing-Advertising	281.00	
44549	08/12/16	3615	Haynes Sales	Pressure washer parts	216.75	
44550	08/12/16	4247	Jani-King of CA Inc.	Janitorial Service in Village	5,015.22	
44551	08/12/16	4295	Jensen Design & Survey Inc.	Accessibility parking lots (not Village)	10,103.31	
44552	08/12/16	4852	Lagerlof Senecal Gosney	Legal services	11,664.00	
44553	08/12/16	5050	MailFinance	VPD Office postage machine rental - quarterly	400.38	
44554	08/12/16	5155	Major Engineering Marine Inc	Village - G dock repairs	31,550.00	
44555	08/12/16	5155	Major Engineering Marine Inc	Village - F dock piling guide repairs	1,500.00	
44556	08/12/16	5190	Matilija Water	Reverse osmosis water system July	45.00	
44557	08/12/16	5210	McCormix Corp.	Fuel for maintenance vehicles	487.84	
44558	08/12/16	5625	ReadyRefresh	Bottled water service	158.23	
44559	08/12/16	6361	Pitney Bowes	Postage meter lease/Vlg office	34.64	
44560	08/12/16	6687	RRM Design Group Inc.	Village accessibility improvement plans-Phase II	1,245.00	
44561	08/12/16	6900	Red Wing Shoe Store	Maintenance uniforms-safety shoes	1,980.34	
44562	08/12/16	7240	AT&T	Elevator emergency phone service	550.20	
44563	08/12/16	7245	Santa Barbara Family Life	Marketing-Advertising	357.00	
44564	08/12/16	7410	Smith Pipe & Supply Inc.	Launch ramp landscaping/irrigation supplies	281.64	
44565	08/12/16	7581	Steve Stafford	Marketing Village entertainment	300.00	
44566	08/12/16	7719	Teamsters Local No. 186	Union dues for Dockmasters	159.00	

# ATTACHMENT 4

## Accounts Payable Check Register - August 2016

Ventura Port District

9/7/2016

### Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
44567	08/12/16	7762	The Home Depot	Building maintenance supplies	85.92	
44568	08/12/16	7768	ThyssenKrupp Elevator Corp	Quarterly elevator maintenance service	3,863.33	
44569	08/12/16	7818	TOTALFUNDS By Hasler	Postage for postage machine-VPD HDQ	507.38	
44570	08/12/16	8233	Venco Power Sweeping, Inc	Monthly Fish Pier sweeping	130.00	
44571	08/12/16	8243	Ventura Harbor Boat Yard	Village - G dock repairs - pilings	5,160.00	
44572	08/12/16	8251	Ventura Water	Utilities	526.16	
44573	08/12/16	8263	Ventura Pest Control	Village service	335.00	
44574	08/12/16	8531	Whisenhunt Communication	Public relations services	640.00	
44575	08/12/16	8551	Williams Automotive Inc.	Maintenance truck inspection	49.50	
44576	08/12/16	11471	All Surface Construction Inc	Village parking lot curb painting and stencil	8,342.00	
44577	08/12/16	12856	Arkadin, Inc.	Telephone conferencing service	63.25	
44578	08/12/16	15751	Bob's Towing Service	Tow maintenance vehicle to Williams Automotive	75.00	
44579	08/12/16	17572	** Voided **	Printing error		0.00
44580	08/12/16	20200	CoStar Realty Information, Inc	Leasing marketing data software	729.00	
44581	08/12/16	40525	Impact Sciences, Inc	WSP monitoring - dredging requirements	725.00	
44582	08/12/16	42271	J & T Engineering & Construct	Repairs to fisheries parking lot	2,542.00	
44583	08/12/16	42271	J & T Engineering & Construct	Repairs to fisheries parking lot	1,421.23	
44584	08/12/16	42471	JaniTek Cleaning Solutions	Janitorial service for National Park Service Offices	1,163.00	
44585	08/12/16	52961	Michael Golden	Marketing Village entertainment	300.00	
44586	08/12/16	53201	Mike Laan	Marketing -advertising	100.00	
44587	08/12/16	61954	Pacific Marine Repair	Boat 19 maintenance	453.63	
44588	08/12/16	61991	P & R Paper Supply Co.	Janitorial supplies-new vendor	2,223.96	
44589	08/12/16	62810	Peter Holguin Construction Inc	Tenant improvements - New Escape Room suite	4,000.00	
44590	08/12/16	76015	Sunridge Landscape Maint., Inc	Clean up services parking lot 19A	1,100.00	
44591	08/12/16	82351	Ventura Breeze	Marketing-Advertising	315.00	
44592	08/12/16	PM OneTime	Braden Jones	Refund key deposit	25.00	
44593	08/19/16	8453	Virtual Pacific Networks	IT Services	2,990.00	
44594	08/25/16	1058	Advantage Telecom Inc	District phone system/internet	1,297.20	
44595	08/25/16	1154	Alejandra's Nursery	Village landscaping plants	1,048.12	
44596	08/25/16	1178	American Office Products	Office supplies	336.50	
44597	08/25/16	1679	Carpi, Clay & Smith	Washington lobbyist - August	5,000.00	
44598	08/25/16	1725	CED (Consolidated Electrical Distributers)	Misc shop supplies-lighting	91.54	
44599	08/25/16	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	907.26	
44600	08/25/16	2331	Dial Security Inc	Dockmaster/security coverage	400.00	
44601	08/25/16	2433	Document Systems Inc.	Printer toner	157.98	
44602	08/25/16	2435	Don's Industrial Supplies	Harbor Cove restroom repairs	32.44	
44603	08/25/16	2604	E.J. Harrison & Sons Inc.	Trash service	7,760.73	

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<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
44604	08/25/16	2751	Empire Cleaning Supply	Janitorial supplies	751.86	
44605	08/25/16	2935	Farmer Bros. Co	Coffee supplies	361.03	
44606	08/25/16	2936	Fast Signs	Harbor Trolley signage	70.83	
44607	08/25/16	2985	Fence Factory	Timer box for Dry Storage lot gate	62.60	
44608	08/25/16	2986	Ferguson Enterprises Inc.	Restroom equipment operating supplies	158.77	
44609	08/25/16	3490	Grainger Inc.	Operating supplies-lighting; signage; pressure washer	822.85	
44610	08/25/16	3592	Hansen's Plumbing, Inc.	Drain clearing- mens restroom-1559-Brophys building	123.65	
44611	08/25/16	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	177.14	
44612	08/25/16	4247	Jani-King of CA Inc.	Janitorial Service special - New Escape Room suite	600.00	
44613	08/25/16	4410	John Higgins	Operating supplies expense reimbursement	201.72	
44614	08/25/16	4742	Kratos Construction	Village-install outdoor circuits/internet/lighting/camera	2,000.00	
44615	08/25/16	4943	Liebert Cassidy Whitmore	Legal-HR assistance PERS	1,400.00	
44616	08/25/16	5011	Los Angeles Tourism & Convention Board	Annual membership	700.00	
44617	08/25/16	5016	Lowe's	Building maintenance supplies	1,340.00	
44618	08/25/16	5210	McCormix Corp.	Fuel for maintenance vehicles	495.61	
44619	08/25/16	5213	McMaster-Carr	Boat hatch	193.07	
44620	08/25/16	5505	Muzicraft Inc.	Ambient music in Village - September	329.50	
44621	08/25/16	6178	PERS Long Term Care Program	Salary reduction benefit	224.37	
44622	08/25/16	6440	Port Supply	Boat supplies	233.49	
44623	08/25/16	6470	LegalShield	Salary reduction benefit	166.40	
44624	08/25/16	6687	RRM Design Group Inc.	Village accessibility improvement plans-Phase III	10,478.71	
44625	08/25/16	6865	Rasmussen & Associates Inc	Village roof renovation project	13,963.75	
44626	08/25/16	6900	Red Wing Shoe Store	Maintenance uniforms-safety shoes	223.86	
44627	08/25/16	7000	Richard W. Parsons	Dredging/Project Management services	8,888.00	
44628	08/25/16	7015	Rick Wilborn	Marketing -advertising - video	125.00	
44629	08/25/16	7210	SEIU Local 721	Union dues for Harbor Patrolmen	251.26	
44630	08/25/16	7240	AT&T	Elevator emergency phone service	126.25	
44631	08/25/16	7410	Smith Pipe & Supply Inc.	Launch ramp landscaping/irrigation supplies	51.41	
44632	08/25/16	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
44633	08/25/16	7434	Southern Calif. Edison	Utilities	12,466.83	
44634	08/25/16	7761	The Gas Company	Utilities	518.66	
44635	08/25/16	7965	TUG (Timberline User Group)-Membership (Sage Accounting software)		345.00	
44636	08/25/16	8233	Venco Power Sweeping, Inc	Monthly Village parking lot & fish pier sweeping	545.38	
44637	08/25/16	8244	Ventura Harbor Storage	Fishermen's storage/net repair area	5,934.96	
44638	08/25/16	8251	Ventura Water ** Voided **	Check stub used to list invoices		0.00
44639	08/25/16	8251	Ventura Water	Utilities	39,927.07	
44640	08/25/16	8501	Warren Distributing Inc.	Vehicle and boat oil, parts, etc	378.68	

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### Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
44641	08/25/16	8715	Zep Sales & Service	Cleaning supplies	1,011.10	
44642	08/25/16	11471	All Surface Construction Inc	Supplies-red curb paint	125.00	
44643	08/25/16	12300	AT&T Business Services	Fiber/Wi-Fi services VPD HDQ	226.43	
44644	08/25/16	12300	AT&T Business Services	Fiber/Wi-Fi services VPD HDQ	1,417.60	
44645	08/25/16	14221	Batteries Plus - Ventura	Batteries for Dewalt power hand tools	502.47	
44646	08/25/16	17740	Carmen Alexander	Marketing Village entertainment	500.00	
44647	08/25/16	20021	Coastal View News	Marketing-Advertising	248.00	
44648	08/25/16	23351	Diamond A Equipment	Parts for walker mower	31.89	
44649	08/25/16	34900	Gregory F Kircher	Marketing Village entertainment	500.00	
44650	08/25/16	51731	Marcos Ramos Painting	Painting-Village restrooms (6); laundry room; fencing	10,800.00	
44651	08/25/16	61991	P & R Paper Supply Co.	Janitorial supplies-new vendor	1,875.28	
44652	08/25/16	74343	Sommerville Associates	Marketing public relations services	2,000.00	
44653	08/25/16	76012	Sunbelt Rentals, Inc.	Sod cutter - Village planters	98.47	
44654	08/25/16	85601	Zero Waste USA	Operating supplies-mutt mitts	632.10	
44655	08/25/16	Deposits	Surf Happens Foundation	Refund event deposit	250.00	
44656	08/25/16	PayParking	Colette Lovo	Launch ramp parking fee refund	11.00	
Check Register Total					<u>\$263,906.25</u>	<u>\$1,133.00</u>

### Wells Fargo Grant Fund

1015	08/12/16		Plauche & Carr **Voided**	Vendor reported lost 9/15/16		550.00
Check Register Total					<u>\$0.00</u>	<u>\$550.00</u>

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## Accounts Payable Check Register - September 2016

Ventura Port District

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### Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
44657	09/13/16		** Voided **	Printing error		0.00
44658	09/13/16	1004	Multi Business Systems	Accounting - envelopes	253.81	
44659	09/13/16	1060	AFLAC	Salary reduction benefit	487.35	
44660	09/13/16	1178	American Office Products	Office supplies	74.15	
44661	09/13/16	1440	Beacon Marine Chandlery Inc ** Voided **	Correct invoice amount		0.00
44662	09/13/16	1440	Beacon Marine Chandlery Inc	Operating supplies-18 small invoices	535.48	
44663	09/13/16	1663	Burons Preferred Pumping Inc.	Village grease trap line clean out-Margarita Villa Bldg	300.00	
44664	09/13/16	1725	CED (Consolidated Electrical Distributors)	Misc shop supplies	58.85	
44665	09/13/16	1737	C.M.A.N.C. (Cal. Marine Affairs & Navigation Conference) - Annual dues		2,100.00	
44666	09/13/16	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	532.78	
44667	09/13/16	1925	City Of S. Buenaventura	Trash service	100.00	
44668	09/13/16	2331	Dial Security Inc	Dockmaster/security coverage	1,812.00	
44669	09/13/16	2433	Document Systems Inc.	Printer toner	335.59	
44670	09/13/16	2446	DocuProducts	Copier maintenance fees	225.57	
44671	09/13/16	2448	Downtown Ventura Partners	Harbor Trolley Partnership (Jul-Dec2016)	12,000.00	
44672	09/13/16	2537	Dunn Edwards	Painting supplies	100.48	
44673	09/13/16	2751	Empire Cleaning Supply	Janitorial supplies	1,038.77	
44674	09/13/16	2936	Fast Signs ** Voided **	Correct payment amount		369.79
44675	09/13/16	2983	Federal Express Corporation	Postage/shipping	45.24	
44676	09/13/16	2983	Federal Express Corporation	Postage/shipping	104.80	
44677	09/13/16	3592	Hansen's Plumbing, Inc.	Drain clearing-mens restroom-1559 & 1591 buildings	274.79	
44678	09/13/16	3752	HLI Systems	Web and email hosting	150.00	
44679	09/13/16	4421	Johnsons-Batteries Plus	Replacement batteries small hand tools	214.96	
44680	09/13/16	5071	Luners Production Services	marketing-event production	86.00	
44681	09/13/16	5190	Matilija Water	Reverse osmosis water system August	45.00	
44682	09/13/16	5625	ReadyRefresh	Bottled water service	135.76	
44683	09/13/16	5945	Office Depot Credit Plan	Office supplies & desk printer for Accounting	441.21	
44684	09/13/16	6178	PERS Long Term Care Program	Salary reduction benefit	448.74	
44685	09/13/16	6194	Pacific Oil Company	Waste oil/rags disposal pickup	65.00	
44686	09/13/16	6361	Pitney Bowes	Postage meter lease/Vlg office	34.64	
44687	09/13/16	6440	Port Supply	Boating supplies-lines	660.65	
44688	09/13/16	7240	AT&T	Elevator emergency phone service	642.20	
44689	09/13/16	7299	Seaworthy Marina Products	Patrol boat supplies	906.12	
44690	09/13/16	7410	Smith Pipe & Supply Inc.	Irrigation/landscaping repair parts	89.06	
44691	09/13/16	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,186.86	
44692	09/13/16	7719	Teamsters Local No. 186	Union dues for Dockmasters	159.00	
44693	09/13/16	7762	The Home Depot	Operating supplies	374.44	



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<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
44694	09/13/16	7818	TOTALFUNDS By Hasler	Postage for postage machine-VPD HDQ	5.54	
44695	09/13/16	7925	Tony Cicero	Marketing Village entertainment	600.00	
44696	09/13/16	8241	Ventura County Star	Newspaper subscription	80.95	
44697	09/13/16	8251	Ventura Water	Utilities	672.24	
44698	09/13/16	8263	Ventura Pest Control	Village service	335.00	
44699	09/13/16	8267	Ventura Harbor Marina & Yacht	Fireboat-bottom cleaning	162.21	
44700	09/13/16	8453	Virtual Pacific Networks	IT Services	4,750.00	
44701	09/13/16	11461	AllCal Equipment Services Inc,	Fish hoist #1 annual certification-older hoist	545.00	
44702	09/13/16	12300	AT&T Business Services	Fiber/Wi-Fi services VPD HDQ	1,417.60	
44703	09/13/16	12300	AT&T Business Services	Fiber/Wi-Fi services VPD HDQ	2,660.26	
44704	09/13/16	12945	Assurant Employee Benefits	Dental Insurance Premiums	1,287.54	
44705	09/13/16	20200	CoStar Realty Information, Inc	Leasing marketing data software	729.00	
44706	09/13/16	26381	ECO Construction	Repair/patch asphalt fish offloading staging area	3,500.00	
44707	09/13/16	42923	Jerome's Appliance Repair	Laundryroom dryer repair-1691 Island Packers building	167.72	
44708	09/13/16	51731	Marcos Ramos Painting	9 jobs-restrooms, handrails, entry feature, patrol boat ramp	12,400.00	
44709	09/13/16	53201	Mike Laan	Marketing-Advertising	45.00	
44710	09/13/16	61991	P & R Paper Supply Co.	Janitorial supplies	774.53	
44711-44741			Voided Check run - printer error	Sequencing off		0.00
44742	09/13/16	62861	Peter Sharpe	Marketing Village entertainment	500.00	
44743	09/13/16	75712	Stacey Reed	marketing-event production	90.00	
44744	09/13/16	80791	Ultimate Escape Rooms	Village-Tenant improvement as per lease	7,000.00	
44745	09/13/16	85601	Zero Waste USA	Operating supplies-mutt mitts	632.10	
44746	09/13/16	Deposits	Hokuloa Outrigger Club	Refund event deposit	250.00	
44747	09/13/16	Deposits	Latter Day Saint Church	Refund event deposit	250.00	
44748	09/13/16	Deposits	Sean Crayne	Refund event deposit	250.00	
44749	09/13/16	Deposits	Ventura Missionary Church	Refund event deposit	250.00	
44750	09/13/16	PM OneTime	Bill Boettcher	Refund security deposit	300.00	
44751	09/13/16	PM OneTime	George Kampbell	Refund key deposit	50.00	
44752	09/13/16	PM OneTime	Leroy Peterson	Refund key deposit	25.00	
44753	09/13/16	PM OneTime	Steve Adams	Refund key deposit	25.00	
44754	09/13/16	PM OneTime	Vicki Means	Refund security deposit	500.00	
44755	09/20/16	One time	Amanda Plue	Expense reimbursement	22.95	
44756	09/22/16	1004	Multi Business Systems	Office supplies-tenant statement stock	498.34	
44757	09/22/16	1036	Accurate First Aid Services	Replenish first aid stations	318.63	
44758	09/22/16	1058	Advantage Telecom Inc	District phone system/internet	1,344.74	
44759	09/22/16	1178	American Office Products	Office supplies	61.67	
44760	09/22/16	1625	Byrd Locksmithing Inc.	Restroom lock repair-1575 -Coffee Dock building	210.00	

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<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
44761	09/22/16	1679	Carpi, Clay & Smith	Washington lobbyist - September	5,000.00	
44762	09/22/16	1725	CED (Consolidated Electrical Distributors)	Misc shop supplies	930.56	
44763	09/22/16	1764	California J P I A	All Risk Property insurance annual premium	12,064.00	
44764	09/22/16	1843	Certified Folder Display	Marketing-Distribution of rack cards	2,480.28	
44765	09/22/16	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	961.34	
44766	09/22/16	2099	Custom Embroidery	Maintenance uniform-sun protection/with VPD logo	668.80	
44767	09/22/16	2174	Dan Harding	marketing-event production-photos	75.00	
44768	09/22/16	2331	Dial Security Inc	Dockmaster/security coverage	800.00	
44769	09/22/16	2433	Document Systems Inc.	Printer toner	79.53	
44770	09/22/16	2604	E.J. Harrison & Sons Inc.	Trash service	7,449.24	
44771	09/22/16	2751	Empire Cleaning Supply	Janitorial supplies	1,023.46	
44772	09/22/16	2935	Farmer Bros. Co	Coffee supplies	382.85	
44773	09/22/16	2936	Fast Signs	Village parking lot signage	71.17	
44774	09/22/16	2980	Fausset Printing, LLC	Launch ramp parking passes-sport fishing vehicles	235.00	
44775	09/22/16	2986	Ferguson Enterprises Inc.	Harbor Cove shower repair parts	438.22	
44776	09/22/16	3457	Gov't Finance Officers Assoc.	Annual membership	310.00	
44777	09/22/16	3490	Grainger Inc.	Operating supplies	368.07	
44778	09/22/16	3492	Green Thumb International	Landscaping Village - plants	54.14	
44779	09/22/16	3592	Hansen's Plumbing, Inc.	Drain clearing-mens restroom-1583 & Isl Packers buildings	366.89	
44780	09/22/16	3615	Haynes Sales	Pressure washer hoses	434.50	
44781	09/22/16	4061	Industrial Bolt and Supply	Operating supplies-fasteners	162.56	
44782	09/22/16	4247	Jani-King of CA Inc.	Janitorial Service in Village	5,015.22	
44783	09/22/16	4295	Jensen Design & Survey Inc.	Accessibility parking lots (not Village)	10,848.80	
44784	09/22/16	4613	Kelly Cleaning and Supplies	Carpet cleaning VPD HDQ	310.00	
44785	09/22/16	4742	Kratos Construction	Tenant improvement-Tina Obrien suite-lighting	1,302.00	
44786	09/22/16	4852	Lagerlof Senecal Gosney	Legal services	38,134.50	
44787	09/22/16	4897	PORAC Legal Defense Fund	Patrol-salary reduction benefit	168.00	
44788	09/22/16	5054	Main Street Banner	American and California flags-new flag pole VPD HDQ	174.82	
44789	09/22/16	5210	McCormix Corp.	Fuel for maintenance vehicles	946.48	
44790	09/22/16	5505	Muzicraft Inc.	Ambient music in Village - October	329.50	
44791	09/22/16	6194	Pacific Oil Company	Waste oil/rags disposal pickup	45.00	
44792	09/22/16	6201	Pamela Griffin	Wellness program instructor	120.00	
44793	09/22/16	6284	Peace Officers Research Assoc.	(PORAC) Patrol-salary reduction benefit	84.00	
44794	09/22/16	6470	LegalShield	Salary reduction benefit	166.40	
44795	09/22/16	6865	Rasmussen & Associates Inc	Village accessibility improvement plans-Phase III	3,165.00	
44796	09/22/16	7000	Richard W. Parsons	Dredging/Project Management services	8,888.00	
44797	09/22/16	7346	Shell Fleet Plus	Fuel for patrol vehicles	583.67	

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<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
44798	09/22/16	7410	Smith Pipe & Supply Inc.	Irrigation/landscaping repair parts	245.99	
44799	09/22/16	7761	The Gas Company	Utilities	18.18	
44800	09/22/16	8233	Venco Power Sweeping, Inc	Monthly Fish Pier sweeping	130.00	
44801	09/22/16	8239	Ventura County Reporter	Marketing-Advertising	150.00	
44802	09/22/16	8245	Ventura Harbor Storage	Fishermen's storage/net repair area	5,934.96	
44803	09/22/16	8250	Ventura Visitors & Convention	Rent for space in VVC building	232.50	
44804	09/22/16	8530	White Nelson Diehl Evans LLP	Progress payment June 2016 financial audit	11,500.00	
44805	09/22/16	8531	Whisenhunt Communication	Public relations services	200.00	
44806	09/22/16	11471	All Surface Construction Inc	Fabricate & install Marina parking signs	1,230.00	
44807	09/22/16	12300	AT&T Business Services	Fiber/Wi-Fi services VPD HDQ	226.42	
44808	09/22/16	12851	Arion Global, Inc.	Recycle batteries service	124.00	
44809	09/22/16	23351	Diamond A Equipment	Lawn mower parts	31.89	
44810	09/22/16	25351	Dudek	VSE Aquaculture Grant	84.01	
44811	09/22/16	25351	Dudek	VSE Aquaculture Grant	8.02	
44812	09/22/16	36521	Herc Rentals Inc.	Marketing-Event production-light towers	141.10	
44813	09/22/16	42471	JaniTek Cleaning Solutions	Janitorial service for National Park Service Offices	1,163.00	
44814	09/22/16	51731	Marcos Ramos Painting	4 jobs-Patrol long dock, restrooms, VPD elevator room	3,420.00	
44815	09/22/16	61954	Pacific Marine Repair	Fireboat-trouble shoot/repair motor computer	312.50	
44816	09/22/16	61991	P & R Paper Supply Co.	Janitorial supplies	740.24	
44817	09/22/16	70281	Ring Central Inc	District NEW phone system-equipment	5,409.84	
44818	09/22/16	74343	Sommerville Associates	Marketing public relations services	2,000.00	
44819	09/22/16	75712	Stacey Reed	marketing-event production	90.00	
44820	09/22/16	79900	UPS Freight	Freight-new buoys	95.00	
44821	09/22/16	PM OneTime	Morgan Vine	Refund key deposit	25.00	
44822	09/22/16	PM OneTime	Neil Neilson	Refund key deposit	25.00	
44823	09/22/16	1676	Carquest Auto Parts	Boom truck repair parts	125.55	
44824	09/22/16	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
44825	09/22/16	7434	Southern Calif. Edison	Utilities	11,508.80	
44826	09/22/16	7761	The Gas Company	Utilities	402.96	
44827	09/22/16	8204	VACCO (Ventura County Air Conditioning Company)	preventive maint.-VPD HDQ, National Park, & 1591 building	676.00	
44828	09/22/16	8233	Venco Power Sweeping, Inc	Monthly Village parking lot	415.38	
44829	09/28/16	7011	Robin Baer	Expense reimbursement	207.36	
44830	09/28/16	8205	VCSDA (Ventura County Special District's Assoc)	Bi-monthly dinner meeting	20.00	
44831	09/28/16	28701	Everard Ashworth	Expense reimbursement	353.08	
Total Check Register					<u>\$222,614.10</u>	<u>\$369.79</u>

# ATTACHMENT 4

## Accounts Payable Check Register - September 2016

Ventura Port District

10/7/2016

### Wells Fargo Enterprise Fund

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
<u>Wells Fargo Grant Fund</u>						
1016	09/13/16		Scott Lindell	VSE Aquaculture Grant	8,334.19	
1017	09/15/16		Plauche & Carr	VSE Aquaculture Grant	550.00	
1018	09/22/16		Plauche & Carr	VSE Aquaculture Grant	110.00	
1019	09/22/16		Dudek	VSE Aquaculture Grant	934.40	
1020	09/22/16		Dudek	VSE Aquaculture Grant	89.13	
Total Check Register					<u>\$10,017.72</u>	<u>\$0.00</u>

## ATTACHMENT 5

Ventura Port District  
Chase Business Credit Card Charges  
June 2016

Chase Credit Card holders

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

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Pena	06/20/16	LAZY DOG RESTAURANT	Business meal	Commission lunch	44.26
Total General Manager's Expenses					44.26
Brian Pendleton	06/20/16	AMTRAK POS F&B	Conference	Urban Land Institute (ULI) Conference-Lunch 6/20/16	12.00
Brian Pendleton	06/21/16	AMTRAK - JUL1735139122550	Conference	ULI Conference - Travel	38.00
Brian Pendleton	06/21/16	LA COSTA MARKETPLACE	Conference	ULI Conference - Dinner 6/20/16	17.46
Brian Pendleton	06/22/16	LA COSTA MARKETPLACE	Conference	ULI Conference - Dinner 6/21/16	14.04
Brian Pendleton	06/22/16	LA COSTA RESORT	Conference	ULI Conference - Hotel	505.60
Brian Pendleton	06/22/16	PRESIDENTIAL LIMOUSINE	Conference	Transportation for ULI Conference	51.75
Brian Pendleton	06/23/16	LA COSTA DIVERSIONS	Conference	ULI Conference - Dinner 6/22/16	17.84
Brian Pendleton	06/23/16	UBER *JUN22 US ZDA3W	Conference	ULI Conference - Travel	18.56
Brian Pendleton	06/30/16	BUILDING SAFETY CTY SAN	Building maintenance	Roofing project-bulding permit	832.88
Total Business Operations Manager's Expenses					1,508.13
Jessica Rauch	06/08/16	SQ *VENTURA SANDWICH COMP	Business meal	Commission Closed Session Lunch	93.90
Jessica Rauch	06/15/16	MERIDIANS	Business meal	Commission Special Closed Session Dinner	19.51
Jessica Rauch	06/15/16	MERIDIANS	Business meal	Commission Special Closed Session Dinner	141.32
Jessica Rauch	06/22/16	VONS Store00024315	Business meal	Commissioner Carson cake	15.99
Jessica Rauch	06/29/16	VONS Store00021642	Business meal	Staff Meeting beverages	53.39
Jessica Rauch	06/29/16	RHUMB LINE	Business meal	Commission Special Closed Session Dinner	155.50
Jessica Rauch	06/15/16	HYATT HOTELS GRAND CHAMP	Conference	Deposit Hotel for JPIA Conference in Oct - Pendleton	216.50
Jessica Rauch	06/22/16	TARGET 00002980	Operating supplies	Commission meeting supplies	22.23
Jessica Rauch	06/17/16	WEEMS & PLATH	Miscellaneous expense	Commissioner Carson appreciation gift	144.31
Total Administrative Assistant's Expenses					862.65

## ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Robin Baer	06/07/16	VENTURA COUNTY STAR	Leasing advertising	Leasing advertisement	5.91
Robin Baer	06/27/16	LOOPNET INC	Leasing advertising	Leasing advertisement	159.95
Total Property Manager's Expenses					165.86
Joe Gonzalez	06/05/16	Amazon.com	Auto parts	Floor Mats for Vehicle M-46	58.73
Joe Gonzalez	06/05/16	Amazon.com	Auto parts	Floor Mats for Vehicle M-47	58.73
Joe Gonzalez	06/06/16	Amazon.com	Auto parts	Floor Mats for Vehicle M-45	58.73
Joe Gonzalez	06/07/16	Amazon.com	Auto parts	Floor Mats for Vehicle M-44	58.73
Total Facilities Manager's Expenses					234.92
Frank Locklear	06/06/16	PAYPAL *JONATHANRUP	Computer supplies	Microsoft Office Keycode Marketing Computer	47.99
Frank Locklear	06/08/16	AMAZON MKTPLACE PMTS	Computer supplies	TP-Link Fiber Optic Converters, quantity of 4	187.52
Frank Locklear	06/09/16	GOTOCITRIX.COM	Office supplies	Go To Meeting Teleconference Account (Monthly)	49.00
Frank Locklear	06/30/16	Amazon.com	Operating supplies	Lupa Pub Table, for Leasing Office Kitchen	86.86
Frank Locklear	06/30/16	Amazon.com	Operating supplies	Set (2) Roundhill Swivel Stools-Marketing Office Kitchen	75.24
Total Marina Manager's Expenses					446.61
John Higgins	06/03/16	GOLD COAST RECYCLING & TR	Boat salvage	Boat Disposal (Reimbursable)	258.38
John Higgins	06/10/16	LA POLICE GEAR	Operating supplies	EMS Supplies	179.99
John Higgins	06/15/16	COLUMBIA SPORTSWEAR 411	Uniforms	Rain Pants	1,259.45
John Higgins	06/15/16	LA POLICE GEAR	Uniforms	Uniform Polo	406.12
John Higgins	06/17/16	GOVX INC	Uniforms	Uniform light jacket	1,139.29
John Higgins	06/27/16	PP*LIGHTNINGRIDGE	Uniforms	Uniform T-Shirts	613.73
John Higgins	06/27/16	PUBLIC HEALTH EMS	Training	EMT Recertification	88.00
John Higgins	06/28/16	CAL COAST MOTORSPORTS	Boat maintenance	Jet Ski Maintenance	1,632.66
John Higgins	06/28/16	CAL COAST MOTORSPORTS	Boat maintenance	Jet Ski Maintenance	545.13
John Higgins	06/29/16	DESTIN THOMAS COMMUNICATI	Operating supplies	Harbormaster Radio	1,110.48
John Higgins	06/29/16	GOLD COAST RECYCLING & TR	Boat Salvage	Boat Disposal	55.90
John Higgins	06/30/16	CAL COAST MOTORSPORTS	Boat maintenance	Jet Ski Maintenance	311.32
Total Harbormaster's Expenses					7,600.45

# ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Lundin	06/03/16	STU*SHINDIGZ DECORATIO	Banners	Sounds of Summer banner	109.96
Jennifer Lundin	06/04/16	TARGET 00010272	Event production	Seaside Kids Club supplies	3.23
Jennifer Lundin	06/04/16	TARGET 00023986	Event production	Seaside Kids Club supplies	25.80
Jennifer Lundin	06/04/16	TARGET 00027607	Event production	Seaside Kids Club supplies	9.72
Jennifer Lundin	06/07/16	TARGET 00002980	Event production	Seaside Kids Club supplies	60.20
Jennifer Lundin	06/09/16	CTC*CONSTANTCONTACT.COM	E-Advertising	Enewsletter - Harbor Views monthly fee	20.00
Jennifer Lundin	06/11/16	VISTAPR*VistaPrint.com	Event production	Seaside Kids Club postcards	167.13
Jennifer Lundin	06/11/16	VISTAPR*VistaPrint.com	Event production	Seaside Kids Club stickets	95.39
Jennifer Lundin	06/12/16	TARGET 00027607	Event production	Seaside Kids Club supplies	27.00
Jennifer Lundin	06/14/16	AARON BROTHERS19	Event production	POL Frames 1 cent sale	39.96
Jennifer Lundin	06/14/16	GREEK AT THE HARBOR IN	Business meal	Searle Communications Rep meeting	20.91
Jennifer Lundin	06/14/16	VENTURA BOAT RENTALS	Advertising	Red Tricycle Media FAM	21.00
Jennifer Lundin	06/15/16	ORIENTAL TRADING CO	Event production	Event Supplies - Seaside Kids Club	165.88
Jennifer Lundin	06/18/16	TARGET 00002980	Event production	Seaside Kids Club crafts	15.05
Jennifer Lundin	06/20/16	FS *AngelCam	E-Advertising	Web CAM for venturaharbor.com /Harbor Entry	20.00
Jennifer Lundin	06/21/16	LAKESHORE LEARNING #38	Event production	Seaside Kids Club supplies	37.83
Jennifer Lundin	06/21/16	MAILCHIMP	E-Advertising	Monthly Enewsletter - Village	75.00
Jennifer Lundin	06/22/16	LAKESHORE LEARNING #38	Event production	Seaside Kids Club supplies	356.18
Jennifer Lundin	06/23/16	CHANNEL ISLANDS DO	Event production	Seaside Kids Club supplies	10.78
Jennifer Lundin	06/23/16	LAKESHORE LEARNING #38	Event production	Seaside Kids Club supplies	6.43
Jennifer Lundin	06/27/16	Franklin Haynes Marione	Event production	Seaside Kids Club entertainer	400.00
Jennifer Lundin	06/28/16	AARON BROTHERS19	Event production	POL Frames 1 cent sale	169.56
Jennifer Lundin	06/28/16	DISPLAYS2GOCOM	Event production	New folding signs	198.96
Jennifer Lundin	06/29/16	AARON BROTHERS82	Event production	Presentation frames for Harbor booth	53.74
Jennifer Lundin	06/29/16	BAREFOOT BOUTIQUE	Advertising	Marketing Promotional Campaign	25.00
Jennifer Lundin	06/29/16	COFFEE DOCK & POST	Advertising	Media FAM Gift Cetificates	50.00
Jennifer Lundin	06/29/16	FACEBK *LUJ7U9ASY2	E-Advertising	Facebook Boost	250.00
Jennifer Lundin	06/30/16	ANDRIAS SEAFOOD	Advertising	Media FAM Gift Cetificates	100.00
Jennifer Lundin	06/30/16	CASA DE REGALOS	Event production	Seaside Kids Club Giveaway Package	26.85
Jennifer Lundin	06/30/16	CHANNEL ISLANDS DO	Event production	Seaside Kids Club Crafts	29.97
Jennifer Lundin	06/30/16	CVS/PHARMACY #09235	Event production	Kids Seaside event supplies	11.43
Jennifer Lundin	06/30/16	EB BUILDING A SUCCESS	Business meal	TTMA Workshop - Digital Branding	55.00
Jennifer Lundin	06/30/16	LOST IN SOCKS	Event production	Seaside Kids Club Giveaway Package	26.63
Jennifer Lundin	06/30/16	ORIENTAL TRADING CO	Event production	Seaside Kids Club Crafts	196.89
Jennifer Lundin	07/01/16	FACEBK *XQ74S9WSY2	E-Advertising	Facebook Boost	37.89
Jennifer Lundin	07/01/16	TARGET.COM *	Operating supplies	Bookcases for Marketing office	294.53
Total Marketing Manager's Expenses					3,213.90
Total Chase Credit Card Expenses					<u>\$ 14,076.78</u>

# ATTACHMENT 5

## Ventura Port District Chase Business Credit Card Charges July 2016

### Chase Credit Card holders

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

Staff	Trans Date	Vendor	Category	Description	Amount
Oscar Pena	07/26/16	LAZY DOG RESTAURANT	Business meal	Agenda Review Lunch w/ Ashworth, Friedman, Pena, Pendleton	64.05
Total General Manager's Expenses					64.05
Brian Pendleton	No charges				-
Total Business Operations Manager's Expenses					-
Jessica Rauch	07/06/16	SQ *VENTURA SANDWICH COMP	Business meal	Commission Closed Session Dinner	91.78
Jessica Rauch	07/28/16	BOATYARD CAFE INC	Business meal	Commission Closed Session Dinner	143.52
Jessica Rauch	07/22/16	CALIFORNIA ECONOMIC FO	Conference	Conference Registration-Business Operations Manager.	125.00
Jessica Rauch	07/28/16	ICSC	Conference	Conference Registration-Property Manager	350.00
Jessica Rauch	07/26/16	SQ *LATITUDES FINE ART GA	Miscellaneous	Chan Goodbye Gift	31.12
Jessica Rauch	07/26/16	MICHAELS STORES 4800	Office supplies	Office Supplies	24.54
Jessica Rauch	07/27/16	VONS Store00021642	Office supplies	Commission Supplies	14.81
Jessica Rauch	07/12/16	PAYPAL *LIEBERTCASS	Training	LCW Training-Accounting Manager	60.00
Total Administrative Assistant's Expenses					840.77
Robin Baer	07/06/16	VENTURA COUNTY STAR	Subscriptions	On-line Subscriptions	4.68
Robin Baer	07/27/16	LOOPNET INC	Leasing advertising	Leasing advertisement	159.95
Robin Baer	07/28/16	ICSC	Leasing advertising	Membership Dues	100.00
Total Property Manager's Expenses					264.63
Joe Gonzalez	No charges				-
Total Facilities Manager's Expenses					-



# ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Lundin	07/08/16	VENTURA BOAT RENTALS	Advertising	Visit CA/UK & Ireland Press Visit	63.00
Jennifer Lundin	07/20/16	FS *AngelCam	Advertising	Web Site CAM	20.00
Jennifer Lundin	07/21/16	MAILCHIMP	Advertising	Enewsletter	75.00
Jennifer Lundin	07/22/16	LIDO RESTAURANT	Business meal	CCTC Board Meeting	20.74
Jennifer Lundin	07/27/16	GREEK AT THE HARBOR IN	Business meal	Lunch Mtg & Interview w/ Temp Hire	25.68
Jennifer Lundin	07/13/16	THE GARLAND	Conference	Parking for TTMA meeting	11.00
Jennifer Lundin	07/09/16	CTC*CONSTANTCONTACT.COM	E-Advertising	Harbor Views Enewsletter	20.00
Jennifer Lundin	07/31/16	FACEBK *4FEPX9WSY2	E-Advertising	Ad Boost	11.94
Jennifer Lundin	07/01/16	ORIENTAL TRADING CO	Event production	Seaside Kids Club supplies	376.67
Jennifer Lundin	07/07/16	LAKESHORE LEARNING #38	Event production	Seaside Kids Club supplies	44.44
Jennifer Lundin	07/07/16	MICHAELS STORES 4800	Event production	Media Gift /POL Gifts 2016/2017	153.59
Jennifer Lundin	07/07/16	STU*SHINDIGZ DECORATIO	Event production	Event Banners	38.99
Jennifer Lundin	07/12/16	DISNEY STORE #752	Event production	Social media campaign-Dory	53.75
Jennifer Lundin	07/12/16	MICHAELS STORES 4800	Event production	Media Gifts/POL Gifts 2016/2017	9.68
Jennifer Lundin	07/21/16	STU*SHINDIGZ DECORATIO	Event production	Banner for Summer Concerts	38.99
Jennifer Lundin	07/12/16	OFFICE DEPOT #931	Office Supplies	Office Supplies	44.00
Jennifer Lundin	07/01/16	TARGET.COM *	Operating supplies	Bookcases for Marketing office	294.53
Total Marketing Manager's Expenses					1,302.00
Frank Locklear	07/09/16	GOTOCITRIX.COM	Communications	Port District Video Conference Account	49.00
Frank Locklear	07/11/16	PAYPAL *THOMASCECIL	Computer supplies	Microsoft Office Professional key, Maint. Supervisors's new comput	90.98
Frank Locklear	07/11/16	FRY'S ELECTRONICS # 44	Computer supplies	Laptop, Desktop, monitor, keyboard,memory, Maintenance Dept	1,653.01
Frank Locklear	07/12/16	Amazon.com	Computer supplies	TP- Link Router LAN ports for new phone system	74.15
Frank Locklear	07/12/16	Amazon.com	Computer supplies	Printer - Maintenance Supervisor	166.74
Frank Locklear	07/15/16	Amazon.com	Computer supplies	Replacement Printer - Electrical Technician	107.49
Frank Locklear	07/20/16	FRY'S ELECTRONICS # 44	Computer supplies	(2) Video Server Hard drives, cables, Enermax	296.96
Frank Locklear	07/13/16	KWIKTICKETS.COM INC	Operating supplies	Parking Permits	210.85
Total Marina Manager's Expenses					2,649.18
John Higgins	07/19/16	GOLD COAST RECYCLING & TR	Boat salvage	Boat disposal	162.55
John Higgins	07/11/16	COSTCO WHSE #0420	Operating supplies	Office Fan	93.94
John Higgins	07/26/16	AMAZON MKTPLACE PMTS	Operating supplies	Radio Microphone	79.05
John Higgins	07/27/16	Amazon.com	Operating supplies	Office Printer & Ink	332.17
John Higgins	07/27/16	FRY'S ELECTRONICS # 44	Operating supplies	Phone Cords	75.49
John Higgins	07/28/16	AMAZON MKTPLACE PMTS	Operating supplies	Waterproof radio bag	79.90
Total Harbormaster's Expenses					823.10
Total Chase Credit Card Expenses					<u>\$ 5,943.73</u>

# ATTACHMENT 5

## Ventura Port District Chase Business Credit Card Charges August 2016

### Chase Credit Card holders

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

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Pena	No Charges				-
Total General Manager's Expenses					-
Brian Pendleton	08/02/16	CONFIDENTIAL DATA DESTRUC	Outside services	Shredding of Documents	318.00
Brian Pendleton	08/31/16	HIGHLAND PRDCTS GRP LLC	Grounds Maintenance	Back Patio Fencing for Copa Cubano	1,192.00
Total Business Operations Manager's Expenses					1,510.00
Jessica Rauch	08/02/16	SQ *VENTURA SANDWICH COMP	Business Meal	Commission Closed Session Lunch	138.46
Jessica Rauch	08/04/16	VONS Store00024315	Business Meal	Port Commission Meeting Breakfast	37.83
Jessica Rauch	08/16/16	VONS Store00024315	Business Meal	All Staff Meeting Luncheon	10.00
Jessica Rauch	08/16/16	NORTE-SUR MEXICAN GRILL	Business Meal	All Staff Meeting Luncheon	130.94
Jessica Rauch	08/09/16	ACT*California Marine	Conference	CMANC Fall Meeting Registration-Dredging Manager	395.00
Jessica Rauch	08/17/16	AICPA *AICPA	Office Supplies	Accounting Publications-Accounting Manager	59.00
Jessica Rauch	08/18/16	MICHAELS STORES 4800	Office Supplies	Office Supplies	10.74
Jessica Rauch	08/19/16	AICPA *AICPA	Office Supplies	Accounting Publications-Accounting Manager	106.65
Total Administrative Assistant's Expenses					888.62
Robin Baer	08/30/16	BROKEN YOLK CAFE	Conference	Breakfast 08/30/16 --- ICSC	19.85
Robin Baer	08/29/16	CHEVRON 0090576	Conference	Gas for Conference --- ICSC	47.95
Robin Baer	08/30/16	DOBSON'S BAR AND RESTAURA	Conference	Dinner 08/30/16 --- ICSC	15.96
Robin Baer	08/27/16	LOOPNET INC	Leasing advertising	Leasing Advertisement	159.95
Robin Baer	08/15/16	FASTSIGNS OF VENTURA	Operating supplies	Parking signage for Village lots	1,445.11
Robin Baer	08/26/16	FASTSIGNS OF VENTURA	Operating supplies	Parking signage VIM lot	369.79
Robin Baer	08/06/16	VENTURA COUNTY STAR	Subscriptions	On-line Subscriptions	4.68
Total Property Manager's Expenses					2,063.29

# ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Joe Gonzalez	08/12/16	Amazon.com	Building Maintenance	VHV Public restroom "Baby changing table"	244.01
Joe Gonzalez	08/12/16	Amazon.com	Building Maintenance	VHV Public restroom "Baby changing table"	244.01
Joe Gonzalez	08/23/16	CALIFORNIA BUILDING OF	Conference	CALBO Registration-Training (Electrical codes)-Electrical Technician	645.00
Total Facilities Manager's Expenses					1,133.02
Jennifer Lundin	08/12/16	COFFEE DOCK & POST	Advertising	Tour for Editorial Team for PACE publishing	5.07
Jennifer Lundin	08/21/16	FS *AngelCam	Advertising	Web CAM	20.00
Jennifer Lundin	08/22/16	MAILCHIMP	Advertising	Enewsletter	75.00
Jennifer Lundin	08/21/16	COFFEE DOCK & POST	Business meal	Misc. - Intern Thank you Lunch	34.50
Jennifer Lundin	08/10/16	CTC*CONSTANTCONTACT.COM	E-Advertising	Harbor Views Enewsletter	20.00
Jennifer Lundin	08/31/16	FACEBK *D9K99A2TY2	E-Advertising	Facebook Ad Boost	50.00
Jennifer Lundin	08/01/16	TARGET 00023986	Event production	Seaside Kids Club supplies	19.51
Jennifer Lundin	08/04/16	TARGET 00023986	Event production	Seaside Kids Club supplies	4.28
Jennifer Lundin	08/10/16	LAKESHORE LEARNING #38	Event production	Seaside Kids Club supplies	(30.51)
Jennifer Lundin	08/10/16	LAKESHORE LEARNING #38	Event production	Seaside Kids Club supplies	(73.45)
Jennifer Lundin	08/10/16	TARGET 00002980	Event production	Seaside Kids Club supplies	(54.95)
Jennifer Lundin	08/18/16	TARGET 00002980	Event production	Seaside Kids Club supplies	(43.96)
Jennifer Lundin	08/19/16	FUN FLICKS	Event production	Channel Islands National Park Centennial Event	1,514.80
Jennifer Lundin	08/21/16	CASA DE REGALOS	Event production	Gift Packet item for Seaside Kids Club	21.49
Jennifer Lundin	08/31/16	CVS/PHARMACY #09235	Event production	Rock on the Dock Water for entertainers	3.42
Jennifer Lundin	08/18/16	TARGET 00002980	Operating supplies	Storage containers - organizaion	62.25
Total Marketing Manager's Expenses					1,627.45
Frank Locklear	08/09/16	GOTOCITRIX.COM	Communications	Go To Meeting Teleconference Account (Monthly)	49.00
Frank Locklear	08/05/16	FRY'S ELECTRONICS # 44	Computer supplies	Computer Memory & Replaced UPS	295.89
Frank Locklear	08/16/16	OFFICE DEPOT #931	Computer supplies	SD Card For transfer of Maint. Photos	19.34
Frank Locklear	08/19/16	FRY'S ELECTRONICS # 44	Computer supplies	CablesOutletsFiberSwitchesRingCentralSystem -new phone system	475.70
Total Marina Manager's Expenses					839.93
John Higgins	08/10/16	AMAZON MKTPLACE PMTS	Operating supplies	Employee Lockers	557.42
John Higgins	08/15/16	AMAZON MKTPLACE PMTS	Operating supplies	Medical supplies	93.46
John Higgins	08/16/16	APL* ITUNES.COM/BILL	Operating supplies	Cloud Storage Phone 1	0.99
John Higgins	08/16/16	APL* ITUNES.COM/BILL	Operating supplies	Cloud Storage Phone 2	0.99
John Higgins	08/25/16	AMAZON MKTPLACE PMTS	Operating supplies	Employee Lockers	565.42
John Higgins	08/28/16	PAYPAL *LIEBERTCASS	Operating supplies	Driving/Empolyment guide	137.50
John Higgins	08/13/16	LA POLICE GEAR	Uniforms	Uniforms	65.30
John Higgins	08/22/16	LA POLICE GEAR	Uniforms	Uniform shirts	135.37
Total Harbormaster's Expenses					1,556.45
Total Chase Credit Card Expenses					<u>\$ 9,618.76</u>

# ATTACHMENT 5

## Ventura Port District Chase Business Credit Card Charges September 2016

### Chase Credit Card holders

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

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Pena	09/08/16	LAZY DOG RESTAURANT	Business meal	Agenda Review Lunch w/ Ashworth, Friedman, Pena, Pendleton	55.95
Total General Manager's Expenses					55.95
Brian Pendleton	09/21/16	GREEK AT THE HARBOR IN	Business meal	Island Packers lease meeting	74.85
Total Business Operations Manager's Expenses					74.85
Jessica Rauch	09/08/16	SQ *VENTURA SANDWICH COMP	Business meal	Commission Closed Session Lunch	144.48
Jessica Rauch	09/26/16	SQ *VENTURA SANDWICH COMP	Business meal	RFP Interview Panel Lunch	59.75
Jessica Rauch	09/28/16	RHUMB LINE	Business meal	Commission Closed Session Dinner	216.28
Jessica Rauch	09/29/16	VONS Store00021642	Business meal	RFP Interview Panel Breakfast	6.39
Total Administrative Assistant's Expenses					426.90
Robin Bear	09/01/16	MCCRMICSCHMCK SANDIEGO	Conference	Meal-OMNI conference	11.71
Robin Baer	09/01/16	OMNI SAN DIEGO	Conference	Meal-OMNI conference	23.33
Robin Baer	09/01/16	OMNI SAN DIEGO	Conference	Lodging-OMNI conference	1,092.87
Robin Baer	09/01/16	CSD 6TH & K PARK 39888	Conference	Parking at OMNI conference	30.00
Robin Baer	09/01/16	OMNI SAN DIEGO	Conference	Lodging-OMNI conference	(205.90)
Robin Baer	09/11/16	LOOPNET INC	Leasing advertising	Leasing advertisement	(87.71)
Robin Baer	09/08/16	FASTSIGNS OF VENTURA	Operating supplies	Parking signage for Village lots	1,845.94
Robin Baer	09/07/16	VENTURA COUNTY STAR	Subscriptions	On-line Subscriptions	4.68
Total Property Manager's Expenses					2,714.92
Joe Gonzalez	09/01/16	COLLINSFLAGS.COM	Operating supplies	VHV Main Flag Pole	212.60
Total Facilities Manager's Expenses					212.60

# ATTACHMENT 5

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Lundin	09/21/16	FS *AngelCam	Advertising	Web Site CAM	20.00
Jennifer Lundin	09/21/16	MAILCHIMP	Advertising	Enewsletter	75.00
Jennifer Lundin	09/22/16	GREEK AT THE HARBOR IN	Business meal	Tenant Meeting	43.70
Jennifer Lundin	09/09/16	CTC*CONSTANTCONTACT.COM	E-Advertising	Harbor Views Enewsletter	20.00
Jennifer Lundin	09/30/16	FACEBK *4FEPX9WSY2	E-Advertising	Ad Boost	124.95
Jennifer Lundin	09/02/16	HARBOR MARKET AND LIQUOR	Event Production	Rock on the Dock-Ice for entertainers	6.50
Jennifer Lundin	09/09/16	HARBOR MARKET AND LIQUOR	Event Production	Rock on the Dock-Ice for entertainers	6.50
Jennifer Lundin	09/14/16	FEDEXOFFICE 00050039	Event Production	Signage for Events	72.47
Jennifer Lundin	09/21/16	STAGELIGHTINGSTORE	Event Production	Bubble Machines	334.39
Jennifer Lundin	09/23/16	HARBOR MARKET AND LIQUOR	Event Production	Rock on the Dock-Ice for entertainers	3.50
Jennifer Lundin	09/29/16	FEDEXOFFICE 00050039	Event Production	Posters for events	107.41
Jennifer Lundin	09/19/16	OFFICE DEPOT #931	Office supplies	Office supplies	22.02
Jennifer Lundin	09/22/16	ALBERTSONS #6355	Operating supplies	Tenant Meeting extras - balloons	62.02
Total Marketing Manager's Expenses					898.46
Frank Locklear	09/11/16	GOTOCITRIX.COM	Communications	Port District Video Conference Account	49.00
Frank Locklear	09/23/16	FRY'S ELECTRONICS # 44	Computer supplies	Surge protectors, cables RingCentral	340.68
Frank Locklear	09/19/16	AMAZON MKTPLACE PMTS	Computer supplies	Internet NanoBridge (2)	183.79
Frank Locklear	09/16/16	PAYPAL *BACKUPASST	Computer supplies	Offsite District Server AWS Backup Service	1,157.00
Total Marina Manager's Expenses					1,730.47
John Higgins	09/23/16	GOLD COAST RECYCLING & TR	Boat Salvage	Boat Disposal	255.55
John Higgins	09/14/16	BROPHY BROS RESTAURANT	Business meal	OES/CGS Post Meeting Lunch	61.28
John Higgins	09/07/16	HLDMYTKT DOUBLETREE BY	Conference	Registration Fee- CA Assoc. of Harbor Masters & Port Captains	408.75
John Higgins	09/09/16	IN *HEALTH SCREENINGS USA	Operating supplies	USCG Drug Testing	99.00
John Higgins	09/09/16	USCG-MERCHT MARINE	Operating supplies	USCG License Renewal	95.00
John Higgins	09/15/16	APL* ITUNES.COM/BILL	Operating supplies	Cloud Storage	0.99
John Higgins	09/15/16	APL* ITUNES.COM/BILL	Operating supplies	Cloud Storage	0.99
John Higgins	09/15/16	Audible	Operating supplies	Training Supplies	22.95
John Higgins	09/20/16	SEARS ROEBUCK 7936	Operating supplies	Treadmil Part	35.95
John Higgins	09/28/16	SEARS ROEBUCK 7936	Operating supplies	Return Shipping Charge-treadmil part	4.95
John Higgins	09/28/16	SEARS ROEBUCK 7936	Operating supplies	Return Credit-treadmil part	(28.96)
John Higgins	09/28/16	ICON CUST SER8888519413	Operating supplies	Treadmil Part	53.85
John Higgins	09/29/16	LA POLICE GEAR	Uniforms	Uniforms	478.67
Total Harbormaster's Expenses					1,488.97
Total Chase Credit Card Expenses					<u>\$ 7,603.12</u>

## ATTACHMENT 6

Ventura Port District  
Aquaculture Fisheries Study Grant Fund  
Statement of Income, Expense and Change in Net Position  
For the Period Ended June 30, 2016

**INCOME**

VSE Grant Reimbursement	46,552
Total Income	<u>46,552</u>

**EXPENSES**

Legal-VSE Grant	1,788
Professional Services	45,204
Total Expenses	<u>46,992</u>

**CHANGE IN NET POSITION**

(440)

## ATTACHMENT 6

Ventura Port District  
Aquaculture Fisheries Study Grant Fund  
Balance Sheet  
For the Period Ended June 30, 2016

**CURRENT ASSETS**

Cash in Banks	25,091
Accounts Receivable-Grant	46,552
<b>TOTAL CURRENT ASSETS</b>	<b>\$71,643</b>

**CURRENT LIABILITIES**

Accounts Payable	83
Intercompany Payable-Enterprise Fund	72,000
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$72,083</b>

**LONG TERM ASSETS**

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

**EQUITY**

Current Year Retained Earnings	(440)
<b>TOTAL EQUITY</b>	<b>(\$440)</b>

<b>TOTAL ASSETS</b>	<b>\$71,643</b>
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<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$71,643</b>
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## ATTACHMENT 6

Ventura Port District  
Aquaculture Fisheries Study Grant Fund  
Statement of Income, Expense and Change in Net Position  
For the Period Ended September 30, 2016

**INCOME**

VSE Grant Reimbursement	-
Total Income	-

**EXPENSES**

Legal-VSE Grant	660
Professional Services	9,358
Total Expenses	10,018

**CHANGE IN NET POSITION**

(10,018)



## ATTACHMENT 6

Ventura Port District  
Aquaculture Fisheries Study Grant Fund  
Balance Sheet  
For the Period Ended September 30, 2016

**CURRENT ASSETS**

Cash in Banks	61,542
Accounts Receivable-Grant	0
<b>TOTAL CURRENT ASSETS</b>	<b><u>\$61,542</u></b>

**CURRENT LIABILITIES**

Accounts Payable	0
Intercompany Payable-Enterprise Fund	72,000
<b>TOTAL CURRENT LIABILITIES</b>	<b><u>\$72,000</u></b>

**LONG TERM ASSETS**

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

**EQUITY**

Retained Earnings-Reserved	(440)
Current Year Retained Earnings	(10,018)
<b>TOTAL EQUITY</b>	<b><u>(\$10,458)</u></b>

<b>TOTAL ASSETS</b>	<b><u><u>\$61,542</u></u></b>
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<b>TOTAL LIABILITIES AND EQUITY</b>	<b><u><u>\$61,542</u></u></b>
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# BOARD OF PORT COMMISSIONERS

NOVEMBER 9, 2016

## STANDARD AGENDA ITEM 2

APPROVAL OF NOTICE OF  
COMPLETION FOR THE VENTURA  
HARBOR VILLAGE REROOFING OF  
1449 AND 1559 SPINNAKER DRIVE

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 2**  
Meeting Date: November 9, 2016

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TO: Board of Port Commissioners  
FROM: Richard Parsons, Project Manager  
SUBJECT: Approval of Notice of Completion for the Ventura Harbor Village Reroofing of 1449  
& 1559 Spinnaker Drive

---

**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3322,

- a) Accepting the work of Letner Roofing Company for the reroofing of 1449 and 1559 Spinnaker Drive; and
- b) Authorizing staff to prepare and record a Notice of Completion with the Ventura County Recorder.

**SUMMARY:**

On June 24, 2015, the Board of Port Commissioners awarded the Ventura Harbor Village Reroofing Project to Letner Roofing in the amount of \$563,405.00. The work at 1449 and 1559 Spinnaker Drive, was substantially complete on March 22, 2016 at a cost, with change orders of \$606,030.00. Upon inspection of the completed work in late March 2016, a "punch list" of relatively minor work items that were still required (i.e. antenna racks, ladder brackets) was developed and presented to Letner. While it has taken the contractor quite some time to address these items, that has in no way compromised the integrity of the completed roof work which included the following:

- Removal and salvage of the existing clay tile roofing.
- Removal of the existing waterproof underlayment and built up roofing.
- Repair of damaged roof sheathing.
- Installation of all new built up roofing and tile roofing underlayment.
- Installation of pre-finished wall panels on parapet walls.
- Replacement of the majority of the existing flashings.
- Installation of new gutters where shown.
- Minor painting of adjacent materials.

It should also be noted that the contractor was required to utilize the Tremco Roofing System in the accomplishment of the reroofing work. The Tremco System is guaranteed for ten years on the built up roofing and five years on the tile underlayment. In order to assure the integrity of the installation Tremco provided the project inspection.

**ATTACHMENTS:**

Attachment 1 - Resolution No. 3322  
Attachment 2 - Notice of Completion

ATTACHMENT 1



RESOLUTION NO. 3322

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS  
OF THE VENTURA PORT DISTRICT  
ACCEPTING THE WORK OF LETNER ROOFING COMPANY  
UNDER CONTRACT FOR THE REROOFING OF 1449 AND 1559 SPINNAKER DRIVE**

WHEREAS, Oscar F. Peña, General Manager of the Ventura Port District, advised the Board of Port Commissioners of said District that the work of Letner Roofing Company on the project entitled "Ventura Harbor Village Reroofing 1449 and 1559 Spinnaker Drive" described in the Agreement between Letner Roofing Company and the Ventura Port District, hereinafter referred to as "District", dated July 8, 2015, has been completed and recommends that said work be accepted.

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

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

PASSED, APPROVED and ADOPTED this 9th day of November 2016.

Attest:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary  
(Seal)



ATTACHMENT 1

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

I, Oscar Peña, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3322 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 9th day of November 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 9th day of November 2016.

\_\_\_\_\_  
Secretary

(Seal)

## ATTACHMENT 2

RECORDING REQUESTED BY:  
Ventura Port District

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

---

### NOTICE OF COMPLETION

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

#### NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an agent of the owner of the interest stated below.
2. The full name of the owner is Ventura Port District, a public benefit corporation and independent special district organized and existing under the laws of the State of California.
3. The full address of the owner is 1603 Anchors Way Drive, Ventura, CA 93001-4229.
4. The nature of the interest or estate is: fee simple.
5. The full name and full addresses of all co-owners who hold any title or interest with the above-named owner in the property are: Not applicable; there are no co-owners.
6. A work of improvement on the property hereinafter described was completed on November 9, 2016.
7. The work accomplished consisted of the reroofing of 1449 and 1559 Spinnaker Drive.
8. The name of the contractor for the installation of a tile roof system is Letner Roofing Company, pursuant to the Agreement, dated July 8, 2015.
9. The property on which said work of improvement was completed is in the City of San Buenaventura, County of Ventura, State of California, and is described as 1449 and 1559 Spinnaker Drive.

Ventura Port District

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

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

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#### VERIFICATION

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

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

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

---

Oscar F. Peña, General Manager





# BOARD OF PORT COMMISSIONERS

NOVEMBER 9, 2016

## STANDARD AGENDA ITEM 3

ACCEPTANCE OF \$11,000

SURRENDERED AND ABANDONED

VESSEL EXCHANGE GRANT

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 3**  
Meeting Date: November 9, 2016

---

TO: Board of Port Commissioners  
FROM: John Higgins, Harbormaster  
SUBJECT: Acceptance of \$11,000 Surrendered & Abandoned Vessel Exchange (SAVE) Grant

---

**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3323 accepting a \$11,000 Surrendered and Abandoned Vessel Exchange (SAVE Contract# C16S0621) offered by the California Division of Boating and Waterways.

**SUMMARY:**

The Department of Boating and Waterways has awarded the Port District an \$11,000 grant to participate in the Department's Surrendered and Abandoned Vessel Program. The program allows the District to be reimbursed for expenses related to disposing of abandoned or surrendered vessels.

We will work closely with our marinas and dry storage yards to utilize the funds. This program does require a ten percent (10%) match. If the boat is connected to a marina or storage yard, we require them to pay the match. In cases where the boat is abandoned or surrendered to the Port District, we may utilize in kind services to meet the 10% match.

**BACKGROUND:**

This program is part of an expanding effort to discourage the abandonment of vessels on public waterways and lands. Previously when a vessel is abandoned the responsible agency then has to spend manpower trying to find the owner, funding a lien process, and finally funding the destruction of the vessel. By giving the owner a process to turn over the vessel we feel this will lessen the negative impact on the environment, harbors, and government budgets.

**FISCAL IMPACT:**

There is little to no fiscal impact if the vessel is connected to a private marina or outside storage yard. The cost to the Port District otherwise could be 10%, minus in kind services.

**ATTACHMENTS:**

Attachment 1 – Resolution No. 3323



ATTACHMENT 1



RESOLUTION NO. 3323

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS  
OF THE VENTURA PORT DISTRICT ACCEPTING A  
SURRENDERED AND ABANDONED VESSEL EXCHANGE GRANT  
(S.A.V.E. # C16S0621) IN THE AMOUNT OF \$11,000.00 FROM THE  
CALIFORNIA DEPARTMENT OF BOATING AND WATERWAYS**

WHEREAS, the Department of Boating and Waterways is authorized to provide a Surrendered and Abandoned Vessel Exchange Grant (S.A.V.E.) to cities, counties, districts, and other public agencies for the expenses related to disposing of abandoned vessels that have been turned in to the District in lieu of a lien process; and

WHEREAS, the Department of Boating and Waterways has offered the Ventura Port District a \$11,000.00 grant in order to finance part of the program costs with a matching fund requirement requiring the District to match the total amount expended with a ten percent (10%) contribution; and

WHEREAS, it is in the best interests of the public for the Port District to accept the \$11,000.00 Surrendered and Abandoned Vessel Exchange Grant for the aforementioned purposes.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners, by adoption of this Resolution hereby authorizes the execution of the \$11,000.00 Surrendered and Abandoned Vessel Exchange Grant (#C16S0621) offered to the Port District by the California Department of Boating and Waterways.

BE IT FURTHER RESOLVED that the Board of Port Commissioners, by adoption of this Resolution hereby authorizes John Higgins, Harbormaster of the Ventura Port District, to sign on behalf of the Port District the required Standard Agreement.

PASSED and ADOPTED this 9th day of November 2016.

\_\_\_\_\_  
Chairman

Attest:

\_\_\_\_\_  
Secretary

(Seal)



ATTACHMENT 1

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

I, Oscar Peña, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3323 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 9th day of November 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 9th day of November 2016.

(Seal)

---

Secretary



# BOARD OF PORT COMMISSIONERS

NOVEMBER 9, 2016

## STANDARD AGENDA ITEM 4

ACCEPTANCE OF \$45,557 BOATING  
SAFETY AND ENFORCEMENT  
EQUIPMENT GRANT

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 4**  
Meeting Date: November 9, 2016

---

TO: Board of Port Commissioners  
FROM: John Higgins, Harbormaster  
SUBJECT: Acceptance of \$45,557.00 Boating Safety and Enforcement Equipment Grant (BSE)

---

**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3324 accepting a \$45,557.00 Boating Safety and Enforcement Equipment Grant (BSE Contract # C16L0611) offered by the California State Parks Division of Boating and Waterways.

**SUMMARY:**

California State Parks Division of Boating and Waterways has awarded the Port District Harbor Patrol a \$45,557.00 Boating Safety and Enforcement Equipment Grant. The Ventura Port District Harbor Patrol requested \$60,000.00 to finance the replacement of engines for Patrol Boat 17 and marine electronics for both Patrol Boat 17 & 19.

**BACKGROUND:**

The Ventura Port District Harbor Patrol is the only on the water local law enforcement and safety agency with the primary duties to protect Ventura Harbor. We regularly seek grant funding to offset the costs of running our small, but critical operation. One source that we regularly participate in is the Division of Boating and Waterways Boating Safety and Enforcement Equipment Grant Program. We apply yearly for these competitive grants to help support our efforts to keep the waterways safe and orderly. For the last three years we have not been awarded the requested funds to replace our aging motors on Harbor Patrol Boat 17 and antiquated electronics on both Boat 17 & 19. We are extremely grateful to have been awarded the \$45,557.00 this year.

**FISCAL IMPACT:**

The existing Harbor Patrol Boat Maintenance budget has sufficient funds to absorb the roughly \$15,000.00 funding shortfall.

**ATTACHMENTS:**

Attachment 1 – Resolution No. 3324



ATTACHMENT 1



RESOLUTION NO. 3324

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS  
OF THE VENTURA PORT DISTRICT ACCEPTING A  
BOATING SAFETY AND ENFORCEMENT EQUIPMENT GRANT  
(BSE # C16L0611) IN THE AMOUNT OF \$45,557.00 FROM THE  
STATE OF CALIFORNIA DEPARTMENT OF PARKS AND RECREATION,  
DIVISION OF BOATING AND WATERWAYS**

WHEREAS, the State Of California, Department of Parks and Recreation, Division of Boating and Waterways ("DBW") is authorized to provide Boating Safety and Enforcement Equipment Grants to local agencies to support the agency's boating law enforcement programs; and

WHEREAS, the DBW has awarded the Ventura Port District a \$45,557.00 grant in order to finance the replacement of engines for Patrol Boat 17 and marine electronics for both Patrol Boat 17 and 19; and

WHEREAS, it is in the best interests of the public for the Ventura Port District to accept the \$45,557.00 Grant for the aforementioned purposes.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners, by adoption of this Resolution hereby authorizes the execution of the \$45,557.00 Boating Safety and Enforcement Equipment Grant (#C16L0611) offered to the Ventura Port District by the DBW.

BE IT FURTHER RESOLVED that the Board of Port Commissioners, by adoption of this Resolution hereby authorizes John Higgins, Harbormaster of the Ventura Port District, to sign on behalf of the Port District the required Standard Agreement.

PASSED and ADOPTED this 9th day of November 2016.

\_\_\_\_\_  
Chairman

Attest:

\_\_\_\_\_  
Secretary

(Seal)



ATTACHMENT 1

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

I, Everard Ashworth, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3237 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 22<sup>nd</sup> day of January 2014, by the following vote:

AYES:

NOES:

ABSENT:

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the official seal of said District this 22<sup>nd</sup> day of January 2014.

(Seal)

---

Secretary



# BOARD OF PORT COMMISSIONERS

NOVEMBER 9, 2016

## STANDARD AGENDA ITEM 5

POSSIBLE AWARD OF CONTRACT TO  
VIOLA, INC. FOR THE VENTURA  
HARBOR VILLAGE PHASE 3  
IMPROVEMENTS

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 5**  
Meeting Date: November 9, 2016

---

TO: Board of Port Commissioners  
FROM: Richard Parsons, Project Manager  
SUBJECT: Possible Award of Contract to Viola Inc. for the Ventura Harbor Village Phase 3 Improvements

---

**RECOMMENDATION:**

That the Board of Port Commissioners consider a recommendation on November 9, 2016 relative to the following actions:

1. Award the Ventura Harbor Village Phase 3 Improvements contract to Viola, Inc. on the best available terms agreed upon by Viola, Inc. and District staff, or on the terms proposed by Viola, Inc., in its bid; and
  - a) Accept RRM Design Group proposal to provide construction support during the Phase 3 work at their standard hourly rates not to exceed \$27,000; and
  - b) Accept Rasmussen and Associates proposal to provide construction inspection services during the Phase 3 work at their standard hourly rates not to exceed \$6,500.

OR

2. Reject Viola, Inc. bid for the Ventura Harbor Village Phase 3 Improvements.

**BACKGROUND:**

On October 31, 2016, competitive bids for the Ventura Harbor Village Phase 3 Improvements were scheduled to be opened. Unfortunately, only one bid from Viola, Inc. "Viola" was received. Their base bid in the amount of \$1,718,772 substantially exceeds the architect's cost estimate of \$1,285,752 as well as the District's budget appropriation of \$1,500,000 for the project. Viola's bid, therefore, cannot be accepted in the amount submitted.

However, the fact that only one bid was received provides the District with the opportunity to negotiate with Viola to possibly reduce the project cost. Viola is presently undergoing a value engineering analysis of the project and their bid. We expect to meet with Viola in the coming days and if an acceptable cost reduction is achieved a recommendation regarding a possible contract award will be presented to the Board on November 9, 2016. This approach has been reviewed with District's Legal Counsel who concurs that contract negotiation is acceptable since there are no other bidders. An updated Board Communication regarding Phase 3 Improvements will be issued prior to the Board meeting on November 9<sup>th</sup>.

If an acceptable contract price cannot be negotiated with Viola and a contract awarded in November, it would appear that there are two alternatives as discussed below. It should also be noted that the fact that only one bid was received by the District for the project is a reflection of the tight construction market. Public notice of the availability of the bid package was given on September 30, 2016. Eight bid packages were requested and provided. Three contractors were present at a pre-bid conference on October 11, 2016. Contractors expected to bid the project indicated they could not work the job into their schedule.



**ALTERNATIVES:**Reject the Viola bid and rebid the project:

Rebidding of the project at a later date may or may not result in a lower price. Results would likely depend upon economic conditions and contractor availability at that time. Rebidding would cause a delay in the project in order to reissue the bid package and then schedule the work, estimated to be 6 months, to avoid the busy summer seasons. Likely construction timing would be fall of 2017 or January 2018.

Reject the Viola bid, redesign and rebid the project:

Rebidding of the project at a later date with a modified scope may result in a lower price. Results would also likely depend upon economic conditions and contractor availability at that time. It would cause a delay in the project in order to reissue the bid package and then schedule the work, estimate to be six months, to avoid the busy summer season. Likely construction timing would be fall of 2017 or January 2018.

**FISCAL IMPACTS:**

The FY16-17 budget for Phase 3 is \$1,500,000. Any recommended bid award amount greater than \$1,500,000 will have to be made with a corresponding recommended budget adjustment for the Phase 3 project.

**ATTACHMENTS:**

Attachment 1 – RRM Design Group Professional Services Agreement Amendment No. 3

Attachment 2 – Rasmussen and Associates Professional Services Agreement

Attachment 3 – Drawings

ATTACHMENT 1

VENTURA PORT DISTRICT

AMENDMENT NO. 3

TO STANDARD FORM CONTRACT FOR  
PROFESSIONAL SERVICES AGREEMENT  
(Over \$25,000)

WITH

RRM DESIGN GROUP

This AMENDMENT NO. 3 amends that certain agreement (the "Agreement") entered into on the twelfth (12th) day of February 2014, by and between the VENTURA PORT DISTRICT, an independent special district, hereinafter referred to as "DISTRICT" and RRM DESIGN GROUP, hereinafter referred to as "CONSULTANT."

RECITALS

1. The parties now desire to revise the Scope of Work and revise the project compensation.

NOW, THEREFORE, the parties agree as follows:

- A. Task E.1 – Construction Support and Task E.2 – Accessibility Completion Review shall be added to the Scope of Work as set forth in "Exhibit A."
- B. The Agreement requires an additional \$27,000 for project compensation, bringing the Agreement total to \$226,400 from \$199,400 as set forth in "Exhibit A."
- C. Except for the amendments set forth above in this Amendment No. 3, and set forth in "Exhibit A," the Agreement shall otherwise remain unchanged.

VENTURA PORT DISTRICT

RRM DESIGN GROUP

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

By: \_\_\_\_\_  
Lief McKay, ASLA, LEED, AP, Principal

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

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

# ATTACHMENT 1

## AMENDMENT NO. 3

### EXHIBIT "A"

#### REVISED SCOPE OF WORK WITH RATES AND TERMS

#### TASK AND FEE SUMMARY

TASK	DESCRIPTION	FIXED FEE (see fee footnote)
<b>TASK A</b>	<b>PROJECT MANAGEMENT AND MEETINGS</b>	
A.1	Project Management and Coordination	\$7,720
A.2	Kickoff Meeting and Board Design Charrette	\$1,520
A.3	Client Meeting	
A.3.1	Final Conceptual Design Review	\$1,180
A.3.2	Design Development Review	\$1,180
A.3.3	75% PSE submittal review	\$1,180
A.3.4	95% PSE submittal review	\$1,180
	<b>Task A Subtotal:</b>	<b>\$13,960</b>
<b>TASK B</b>	<b>DESIGN DEVELOPMENT</b>	
B.1	Soils Engineering Report	\$8,030
B.2	Final Conceptual Design	\$11,050
B.3	Design Development Package – 30%-50%	\$33,000
	<b>Task B Subtotal:</b>	<b>\$52,080</b>
<b>TASK C</b>	<b>FINAL DESIGN</b>	
C.1	75% PSE Package	\$55,072
C.2	95% PSE Package	\$37,210
C.3	Bid-Ready PSE Package	\$18,678
	<b>Task C Subtotal:</b>	<b>\$110,960</b>
<b>TASK D</b>	<b>EAST PLAZA IMPROVEMENTS</b>	
D.01	East Plaza Additional Improvements	\$8,000
D.02	Staircase Replacement	\$8,500
D.03	ADA Accessibility Compliance Review	\$3,900
	<b>Task D Subtotal:</b>	<b>\$20,400</b>
<b>TASK E</b>	<b><u>CONSTRUCTION SUPPORT/REVIEW</u></b>	
<b>E.1</b>	<u>Construction Support</u>	<u>\$25,000</u>
<b>E.2</b>	<u>Accessibility Completion Review</u>	<u>\$2,000</u>
	<b>Task E Subtotal:</b>	<b>\$27,000</b>
<b>SUMMARY OF FEES:</b>		<del>\$193,500</del> <b>\$224,400</b>
<b>Estimated Reimbursable Expenses:</b>		<b>\$2,000</b>
<b>ESTIMATED PROJECT TOTAL:</b>		<del>\$195,500</del> <b>\$226,400</b>

## **TASK E – CONSTRUCTION SUPPORT/REVIEW**

### **Task E.1 – Construction Support**

RRM will continue to support the Client during the construction stage of the project. The following is a brief list of anticipated services that will be required to support the client during this stage:

- *Attend one pre-construction conference to be held at the Port District office and respond to questions that may arise.*
- *Respond to RFIs (all disciplines)*
- *Review and respond to submittals and shop drawings*
- *Issue supplement instructions*
- *Eight site visits to observe construction progress, and contractor's mock-ups*
- *One civil site visit to observe site construction*
- *One structural site visit to observe foundations for wooden staircase*
- *One electrical site visit to observe controls on color changing LED lights*
- *One final walk to create a punch list*
- *Review change orders with client*

#### *Deliverables:*

- *As listed above.*

#### *Exclusions:*

- *On-going meetings on-site (by others)*
- *Contractor's payment slips (by others)*

#### *Estimated Fee (Time and Materials):*

- *\$25,000 (see footnote A)*

### **Task E.2 – Accessibility Completion Review**

RRM's subconsultant, Central Coast Access Specialists, LLC, will perform the following services as part of ensuring compliance with ADA regulations.

- *Conduct one final walk to Phase 2 construction to provide confirmation of Phase 2 Accessibility compliance*
- *Conduct one final walk of Phase 3 construction to provide confirmation of Phase 2 Accessibility compliance*

#### *Deliverables:*

- *As listed above.*

#### *Estimated Fee (Time and Materials):*

- *\$2,000 (see footnote A)*

### **Fee Footnotes**

- A. Estimated fees for tasks shown as "Estimated Fee (Time and Materials)" are provided for informational purposes. Amounts billed for these tasks, which will reflect actual hours worked, may be more or less than the estimate given.

**VENTURA PORT DISTRICT**  
**STANDARD FORM CONTRACT FOR**  
**PROFESSIONAL SERVICES AGREEMENT**  
**(Under \$25,000)**

**WITH**

**RASMUSSEN & ASSOCIATES**

THIS AGREEMENT, entered into this 9th day of November, 2016, by and between the VENTURA PORT DISTRICT, an independent special district, hereinafter referred to as "DISTRICT" and Rasmussen & Associates, hereinafter referred to as "CONSULTANT."

**DISTRICT AND CONSULTANT AGREE AS FOLLOWS:**

1. **CONSULTANT'S SERVICES.** CONSULTANT agrees to perform during the term of this Agreement, the tasks, obligations, and services set forth in the "Scope of Services" attached to and incorporated into this Agreement as Exhibit "A."
2. **PAYMENT FOR SERVICES.** DISTRICT shall pay CONSULTANT for the services performed by CONSULTANT pursuant to the terms of this Agreement the compensation set forth in Exhibit "B", "STANDARD RATES & TERMS" and at the time and manner set forth in Exhibit "B."
3. **TERM OF AGREEMENT.** The term of this Agreement shall commence the 1st day of April, 2016, and shall terminate on or before the 1st day of April, 2017.
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 specified, shall act as an independent contractor and shall have control of all work and the manner in which it is performed. CONSULTANT shall be free to contract for similar service to be performed for other persons or entities while under contract with DISTRICT. CONSULTANT is not an agent or employee of DISTRICT and is not entitled to participate in any pension plan, insurance, bonus or similar benefits DISTRICT provides for its employees.
6. **DESIGNATED REPRESENTATIVES:**
  - a) Jay Lomagno 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.
  - b) Oscar F. Peña 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 shall be prohibited and shall be null and void.

## ATTACHMENT 2

8. **RECORDS AND INSPECTIONS.** The CONSULTANT shall maintain full and accurate records with respect to all services and matters covered under this Agreement. The DISTRICT shall have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities.
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 "C" and incorporated into this Agreement.
10. **HOLD HARMLESS.** CONSULTANT shall save harmless and indemnify, and, at the DISTRICT'S request, defend the DISTRICT, its officers, officials, employees, agents, representatives, and volunteers from and against any and all claims, demands, actions, damages, expenses, suits, accidents, injuries, liability, or proceedings of any character whatever (including without limitation, reimbursement of reasonable attorney's fees), brought for or on account of, or to the extent resulting from or arising out of or in connection with, any negligent act, error or omission, negligence, wrongful conduct, or other negligent action by CONSULTANT or any of CONSULTANT'S officers, agents, employees, representatives, subconsultants, or subcontractors in connection with or in the performance of this Agreement.
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 written notice pursuant to Paragraph 19 of this Agreement. There shall be no period of grace after giving the notice of termination. Termination shall become effective immediately upon the giving of notice as provided in 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 unless the termination is for cause, in which event CONSULTANT need be compensated only to the extent required by law.
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

## ATTACHMENT 2

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:           **Rasmussen & Associates**  
                                  Attention: Jay Lomagno, Principal  
                                  21 S. California Street, 4<sup>th</sup> Floor  
                                  Ventura, CA 93001

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.

## ATTACHMENT 2

24. **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 or subsequent exercise of other rights or remedies.
25. **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.
26. **CONFLICT.** Consultant hereby certifies that it has no business or contractual relationship with any current member of the DISTRICT'S Board of Port Commissioners:

Jim Friedman, Chairman  
Everard Ashworth, Vice Chairman  
Gregory Carson, Commissioner  
Bruce E. Smith, Commissioner'  
Nikos Valance, Commissioner

**VENTURA PORT DISTRICT**

**LARRY RASMUSSEN, INC., dba  
RASMUSSEN & ASSOCIATES**

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

By: \_\_\_\_\_  
Larry Rasmussen, Senior Principal



## ATTACHMENT 2

### EXHIBIT "A"

#### SCOPE OF WORK

The scope of the project consists of the ADA upgrades at the Ventura Harbor Village in the Ventura Harbor. The work will be per the drawings prepared by RRM Design Group, for the Phase 3 construction.

Architect proposed to provide Construction Phase Inspection Services consisting of the following:

- A. Architect will be "on-call" make periodic visits, or as requested by the Client, to the site to observe the progress of the work and will advise Client as to its conformance with the documents. If discrepancies are discovered, Architect will notify Client, Contractor, and Engineer in writing. Architect will, at the Client's request; suggest solutions to mitigate the deficiencies. However, as the Architect is not the design professional of record, any changes to the documents required will be performed by RRM Design Group.
- B. Architect will review RFI's as submitted by the contractor. If the anticipated response to the RFI affects the project design, Architect will forward the RFI to RRM Design for their subsequent review and response.
- C. Architect will attend on-site construction meetings as required.

#### Outline of Responsibilities of the Client

The following services, information, surveys and reports shall be furnished by the Client (at the Client's expense) to effectuate progress on the project. The Architect shall be entitled to rely upon the accuracy and completeness of all reports and data presented.

- A. Legal work (including condominium, use easement, C C & R's and other legal document that may be required).
- B. Fees required for approvals by agencies having jurisdiction over the project, including surveys, plan check, permits and other fees.
- C. As-built drawings.

## ATTACHMENT 2

### EXHIBIT "B"

#### STANDARD RATES AND TERMS

A. Architect's compensation shall be at standard hourly rates with estimates as indicated in item B, below.

B. Fee

Architect	<u>\$6,500</u>
Total Estimated Fee	\$6,500

C. Hourly Rate Schedule

Senior Principal	\$175.00/hour
Principal	\$152.50/hour
Associate	\$142.50/hour
Senior Architect	\$120.00/hour
Architect	\$110.00/hour
Job Captain	\$90.50/hour
Senior CADD Technician	\$75.00/hour
CADD Technician	\$60.00/hour
Clerical	\$60.00/hour

D. Reimbursables

The Architect is to be reimbursed at 1.15 times direct cost for all photocopying, printing, governmental fees, long distance telephone charges, postage/handling, auto mileage, and messenger charges. Automobile mileage will be charged at \$0.60/mile. Out-of-town travel including airfare, automobile rental, parking fees, meals and accommodations shall be reimbursable expenses.

In-house reproduction services shall be charged as follows:

Large Document Copies (LDC) B&W	\$0.50/sq. ft.
Large Document Copies (LDC) Color	\$3.50/sq. ft.
Large Document Scan	\$1.00/sq. ft.
Computer Plots on Bond	\$1.00/sq.ft.
Computer Plots on Vellum/Coated Paper	\$1.35/sq. ft.
Computer Plots on Mylar	\$2.50/sq. ft.
CD ROM Copy	\$20.00 each
8-1/2 x 11 Photocopies	\$0.10 each
8-1/2 x 11 Color Copies on Bond	\$1.00 each
8-1/2 x 11 Color Copies on Semi-Gloss	\$2.00 each
8-1/2 x 11 Color Copies on Glossy	\$4.00 each

## ATTACHMENT 2

### E. Additional Services

Work requested and authorized by the Client beyond the Scope described in Exhibit A, will be considered as Additional Services; i.e., renderings, computer-generated perspectives, leasing area plans, signage programs, models, brochures, government-required as-builts, photographs, award packages, and special presentations. Record drawings, based on input provided by the Client, can be provided as the end of construction and will be considered Additional Services.

Additional services including, but not limited to, those described above shall be billed at the standard office rates listed above.

### F. Changes

Changes requested by the Client or Agency after criteria are established for each phase of work, or after acceptance of work as each phase progresses, shall be compensated according to Additional Services. Such compensation shall be in addition to the compensation specified under "Fee" listed above. Payments are to be made on a monthly basis.

### G. Payment Schedule

The Architect will invoice the Client on a monthly basis in proportion to work completed and reimbursable expenses accumulated. Invoices are payable upon receipt by the Client. Accounts over 30 days old shall incur a service charge of 1% per month and Architect may cease work on the project. Any payment will first be applied to service charges incurred; the remainder of the payment will then be applied to professional fees.

The Architect will assume that the Client finds the invoicing to be accurate and without question unless notified to the contrary within thirty (30) days of the invoice date. The Architect shall be entitled to compensation based on the standard hourly rates for any invoice summaries and/or breakdowns requested by the Client after this thirty (30) day period.

The Architect hereby notifies the Client of his lien rights if payments are not received. In the event fees and expenses are not paid within 30 days of billing, the Architect, at his option, may terminate the contract.

**Exhibit "C"**  
**Proof of Insurance Requirements**

**VENTURA PORT DISTRICT PROFESSIONAL SERVICES AGREEMENT**

With

**RASMUSSEN & ASSOCIATES**

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, her/its employees, agents, representatives, sub-consultants or subcontractors. 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:

<u>COVERAGE PER OCCURRENCE</u>	<u>COMBINED ISO FORM</u>	<u>SINGLE LIMIT</u> (Not less than)
Commercial General Liability	GL 00 02 01 73REV	\$1,000,000
Broad Form General Liability	GL 04 04 05 81	\$1,000,000
Business Auto	CA 00 01 01 87	\$1,000,000
Workers' Compensation		Statutory
Employers' Liability		\$1,000,000
Professional Liability/Errors and Omissions		\$1,000,000

Consultant shall provide certificates of insurance naming as additional insured the Ventura Port District ("District"), its officers, officials, employees and representatives.

# Ventura Harbor Village Improvements

## Phase 3 Improvements



BOARD OF PORT  
COMMISSIONERS

November 9, 2016



# ATTACHMENT 3



## LEGEND

- ① Curved seatwall with "Ventura Harbor Village" sign
- ② Pedestal for public art
- ③ Accessible ramp from parking lot
- ④ Existing curb alignment
- ⑤ Relocated welcome kiosk
- ⑥ Trash receptacles
- ⑦ "Kelp Forest" interpretive exhibits (6)
- ⑧ Tile mosaic featuring Channel Islands marine life
- ⑨ Channel Islands decorative paving elements
- ⑩ Curved seatwall
- ⑪ Tree grate with palm tree
- ⑫ Focal point (options include sculpture, water feature, boulders, planting)
- ⑬ Twinkle lights
- ⑭ New tenant spaces
- ⑮ Patio area with tables, planter pots and umbrellas
- ⑯ Steps to promenade
- ⑰ Curved wall connects into existing wall
- ⑱ Decorative poles in railing with flags and twinkle lights (6)
- ⑲ Cafe tables
- ⑳ Bench
- ㉑ 8' wide cantilevered deck with railing
- ㉒ Fire pit
- ㉓ Seating terrace
- ㉔ Stage/informal patio with seeded glass paving swirl
- ㉕ Accessible ramp to promenade level
- ㉖ Planter area in front of existing stairs
- ㉗ Existing staircase
- ㉘ Dramatic planting areas with palm trees and drought-tolerant species, typ.
- ㉙ Boulder cluster



Colored concrete



Red flagstone



Stone cobble



Aggregate with shells



Seatwalls



Tile mosaic

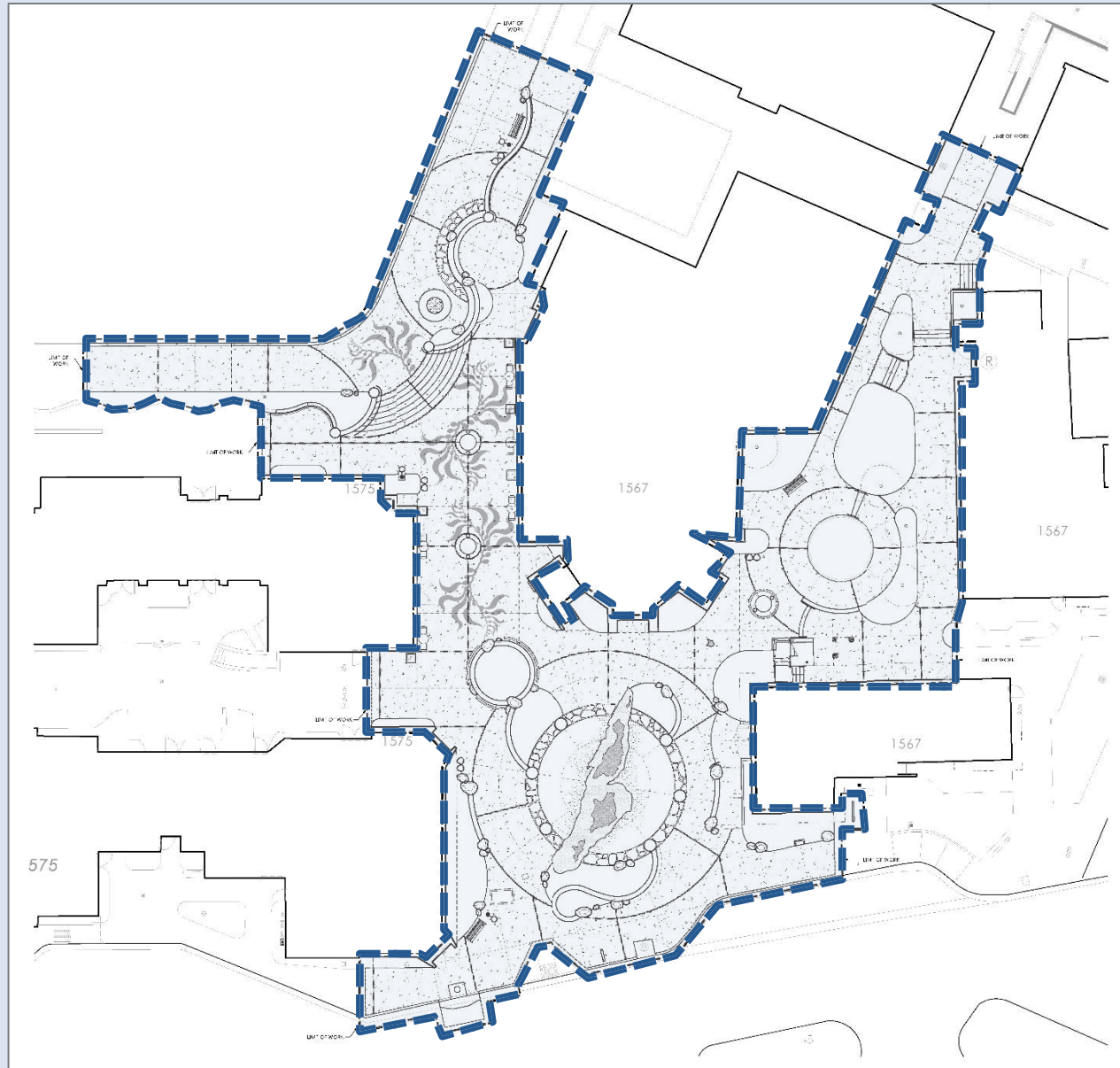


Seeded glass



Boulder cluster

## PHASE 3 – LIMIT OF WORK





# BOARD OF PORT COMMISSIONERS

NOVEMBER 9, 2016

TIME CERTAIN AT 7:00PM

Each Applicant will get 45 minutes for their presentation.

## STANDARD AGENDA ITEM 6

REQUEST FOR PROPOSALS TO LEASE  
VENTURA PORT DISTRICT PROPERTY  
FOR DEVELOPMENT OF VISITOR  
SERVING USES



**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 6**  
Meeting Date: November 9, 2016

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TO: Board of Port Commissioners  
FROM: Brian Pendleton, Business Operations Manager  
SUBJECT: Request for Proposals to Lease Ventura Port District Property for Development of Visitor Serving Uses

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**RECOMMENDATION:**

That the Board of Port Commissioners receive presentations by Brighton Management, H. Parker Hospitality and Pacific Heritage Communities regarding their proposals for development of visitor serving uses at Ventura Harbor pursuant to the Request for Proposals (RFP) issued on May 2, 2016.

**SUMMARY:**

On April 27, 2016 the Board of Port Commissioners approved the Request for Proposals (RFP) to Lease Ventura Port District Property for Development of Visitor Serving Uses and authorized staff to initiate the RFP process. The RFP was released on May 2, 2016 and proposals were due by August 12, 2016. The Site(s) is comprised of two separate unimproved and non-contiguous parcels. Parcel 5 (grass lawn area) portion is approximately 30,250 sq. ft. or .69 acres and roughly rectangular in shape. Parcel 8 is approximately 90,169 square feet or 2.07 acres and irregularly shaped.

On Wednesday, November 9, the District will hold an informational meeting at which time, three development teams who responded to the RFP will present their concepts for the two sites. The three development teams include Brighton Management, H. Parker Hospitality and Pacific Heritage Communities. No action will be taken on November 9 with respect to the proposals.

The goal of the RFP process will be to recommend one or more Development Teams to the District's Board of Port Commissioners at a public meeting 1<sup>st</sup> quarter 2017 for further consideration. This may lead to negotiations of option agreements and ground leases or similar agreements for Board consideration at a future public meeting for the development of the Site(s) as part of a proposed Development Program. Through this RFP process the District is taking the first step in a lengthy entitlement and permitting process that involves the City of Ventura, the California Coastal Commission and community stakeholders.

**BACKGROUND:**

The Site(s) is located at Ventura Harbor, a premier recreational harbor in Ventura County offering a variety of amenities for boater enthusiasts and visitors, including easy access to the Channel Islands, recreational fishing activities, boatyards, fuel docks, tours, rentals, cruises, vibrant yacht clubs and a new public launch ramp. Ventura Harbor has five marinas with 1,500 boat slips.

The Ventura Harbor is also home to significant commercial fishing activity made possible by its deep-water capabilities and proximity to the international trade centers in Los Angeles, making it one of the key offloading points on the West Coast.

The District owns and operates Harbor Village with seaside dining and shopping, scenic beaches, with the five islands of the Channel Islands National Park just off the coast. Harbor Village has a diverse collection of restaurants, boutiques and art galleries. The District is currently in the middle of a multi-phased accessibility and common area enhancement capital improvement project in Harbor Village.

Approved and proposed Harbor developments in the vicinity of the Site(s) include:

Sondermann Ring Partners (“SRP”) project on Parcels 15, 16 and 18. See Exhibit 3. The mixed-use development, which will be known as “Portside” moving forward, consists of:

- 300 apartment units
- 20,000 sq. ft. of commercial space
- 150 boat Marina
- Public park and promenade
- Public launch ramp (e.g. kayaking and paddle boarding)

The project is fully entitled and ground breaking is anticipated in November 2016.

The Holiday Inn Express expansion on Parcel 1 along Harbor Boulevard will add 40 guest rooms, with new lobby and amenities to the existing hotel. Entitlements are near completion.

Ground breaking is anticipated by 1<sup>st</sup> Quarter 2017.

Ventura Harbor Marina and Yacht Yard on Parcel 20 has plans for expansion of its existing operations that include a restaurant, sport fishing, dry dock storage, and repair facilities. Plans call for doubling of boat slips from 40 to 80 and constructing a new two story retail and office building w/ handicap access. Entitlement processing is now underway with the City and California Coastal Commission.

The Ventura Port District has been awarded a two year, approximately \$300,000 Sea Grant fund in collaboration with the Ventura Shellfish Enterprise (VSE), a multi-stakeholder initiative that seeks to permit and manage a commercial shellfish culture as a technically proven method for the production of high value seafood to be landed at Ventura Harbor. Specifically, VSE is seeking entitlements for aquaculture leases in state waters off the Santa Barbara Channel to expand Ventura Harbor fisheries.

### **Request for Proposals (RFP)**

The District, through the Board approved RFP process, is seeking to lease two, non-contiguous parcels totaling approximately 120,419 square feet for development of new visitor serving uses. The portion of Parcel 5 under consideration is generally the grass area portion adjacent to the former Blackbeards space at 1591 Spinnaker Drive. Parcel 8 is immediately adjacent to National Park Visitors’ Center at the end of Spinnaker Drive. The grass lawn is approximately 30,250 sq. ft. or .69 acres and Parcel 8 is approximately 90,169 square feet or 2.07 acres. The Site(s) is located within the Ventura Harbor, where development is guided by the City’s Municipal Code zoning regulations, and 1989 Comprehensive Plan (Comp Plan). The Comp Plan also functions as the Local Coastal Plan, the policy document along with coastal zoning ordinance that make up the City’s Local Coastal Program (LCP).

The Site(s) is located in the Comp Plan’s South Peninsula area. Within this area, only visitor parking and public restrooms are permitted uses on the ocean side of Spinnaker Drive. In remaining areas of the South Peninsula, water-oriented recreation, second story office, an aquarium/research center, the National Park Service Headquarters, tour boat services, recreational marinas, a yacht club and restaurants with various limitations are existing and/or permitted uses. Development Teams were permitted to include uses (e.g. hotel) that require amendments to the City’s LCP. In particular hotels

are visitor serving uses and consistent with the underlying zoning regulations, but not specifically identified as an allowable use in the South Peninsula area.

However, any proposed amendments to the LCP will require a consistency analysis of the proposal against the State Coastal Act, where public access, public coastal parking and coastal-related recreation are all maximized while coastal sensitive habitats are protected. Other potential limitations regarding height, number of stories and lot coverage should be fully reviewed and may require additional Comp Plan/LCP policy and coastal zoning amendments. Further, the State Coastal Act issues described above could impact the development footprint for Parcel 8.

The following development types were **not** considered for the RFP:

- Residential
- Timeshare
- Waterside development (e.g. marinas)

One of the challenges associated with increasing the land use intensity at or near Harbor Village, regardless of the type of visitor serving use, is the need for additional parking availability. Parking surveys were conducted during summer 2015 by Associated Transportation Engineers (ATE) on behalf of the District. The surveys demonstrated that many Harbor Village parking lots were at or near capacity on weekend afternoons during the peak season times studied. This was not the case on weekdays, where parking availability was much greater. Also there was significant parking availability in the private marinas throughout the week and weekend, but not for general public use.

As a result of these surveys, the District's Commission engaged ATE to prepare a parking management strategy for existing uses throughout the harbor, but with particular emphasis on the Harbor Village area. A draft strategy has been prepared and presented to the Board earlier this year, with follow-up action by the Board anticipated for 1<sup>st</sup> quarter 2017. Development Teams are required to demonstrate to the District how they would meet parking requirements at the Site(s), or in combination with offsite parking as may be considered by the District and regulatory bodies such as the City of Ventura.

Circulation of the RFP included placement on the District website, distribution to the District's existing master and village tenants, and other interested and potentially interested parties. Advertising included the *Ventura County Star*, *Pacific Coast Business Times*, *Los Angeles Times* and *Western Real Estate Business*; California Special District Association (CSDA); *The Log*; and three trade journals. Staff also attended the Urban Land Institute's Hotel and Resort Development Conference in June to promote the RFP.

The District received three proposals for Parcel 5, and four proposals for Parcel 8. The Parcel 5 proposals included 2 hotels; and 1 commercial mixed-use project. The Parcel 8 proposals included 2 hotels; 1 hotel, amphitheater, commercial mixed-use project; and 1 boating club, education center and commercial mixed-use project.

Pursuant to the RFP selection process, staff evaluated each proposal for its relative strengths and weaknesses. Based on this thorough review, three development teams representing six of the seven proposals were invited to continue in the selection process. Those development teams included Brighton Management "Brighton", H. Parker Hospitality "Parker" and Pacific Heritage Communities "Pacific Heritage". The Ventura Ocean Center proposal, which proposed a boating club, education center, and commercial mixed-use development was deemed non-responsive and therefore not invited to continue in the RFP selection process.

The three development teams were invited to participate in an interview and provide a public presentation. The interviews were held on Thursday, September 29<sup>th</sup>. The interview panel included Oscar Peña, Brian Pendleton, David Ward, Planning Manager for the City of Ventura and Jim Ludwig, KL Associates. Mr. Ward has extensive experience evaluating and processing projects in Ventura's coastal zone, while Mr. Ludwig is a commercial real estate owner, investor and consultant and serves on the Ventura Visitors and Convention Bureau Board Executive Committee. The public presentations are the subject of the November 9, 2016 Board of Port Commissioners meeting. Below is a brief overview for each of the six proposals for Parcel 5 and Parcel 8 in alphabetical order.

## **Brighton Management**

### **Parcel 5**

Brighton is a hotel developer and operator with seven hotels in Ventura County with various brand names (Four Points Sheraton and Holiday Inn Express at Ventura Harbor). Brighton proposes a three-story, 75-room extended stay hotel for Parcel 5 as part of a two-site, 150-room project (75 rooms on Parcel 8). The 75-room hotel extends beyond the grass lawn area to the north, which was permitted in the RFP.

### **Parcel 8**

Brighton proposes a three-story, 75-room extended stay hotel for Parcel 8 as part of a two-site, 150-room project. The project on Parcel 8 is considered the main building with lobby, fitness center, meeting space, lounge or bar area, breakfast area and pool.

## **H. Parker Hospitality**

### **Parcel 5**

Parker develops, owns and operates the Fess Parker hotel brand. Parker owns three hotels in neighboring Santa Barbara County. Parker proposes a 30-room, 2-story hostel lodging facility with public pocket park generally located within the footprint of the grass lawn area. Parker would develop this project in conjunction with their proposed boutique hotel for Parcel 8, as a diversified price point hotel project.

### **Parcel 8**

Parker proposes a 64-room, upscale "boutique" family-oriented hotel with beach side restaurant, recreational programming with events pavilion and lawn area (e.g. weddings, kids club), water taxi and dock, rooftop pool, bar and grill. Parker would develop this project in conjunction with their proposed hostel hotel for Parcel 5, as a diversified price point hotel project.

## **Pacific Heritage Communities**

### **Parcel 5**

Pacific Heritage is a developer with several residential projects in various stages of development in the City of Ventura and a commercial and residential mixed-use project adjacent to Channel Islands Harbor. Pacific Heritage proposes a three-story, commercial mixed-use project consisting of an open floor plan of fisherman and farmers' market stalls, two cafes and at-grade parking on the first floor, offices on the second floor, and restaurants with entertainment on the third floor. Site improvements include pedestrian-oriented promenade upgrades. The project extends beyond the grass lawn area to the north, which was permitted in the RFP.

**Parcel 8**

Pacific Heritage proposes a three-story, 124-room boutique hotel, 8,000 square feet of conference and meeting rooms, rooftop pool, spa, bar and restaurant. The proposed project also includes a year round 2,000 seat performance based amphitheater plus 10,000 square feet of office space to consolidate National Park Service offices.

**FISCAL IMPACTS:**

New visitor serving uses at the Harbor can provide new ground lease revenue and other indirect financial benefits to the Port District such as increased Harbor Village visitation and spending, and activation of underutilized Port District real property assets. As reported by the Ventura Visitors and Convention Bureau (VVCB), the California Travel Impacts 2013, SMG Consulting study found that 82% of visitor travel spending in Ventura County is on items other than their accommodations. Of the 82%, the bulk of the spending, 50% is on retail and restaurant purchases.

Community benefits could include increased City-wide tourism; increased property (possessory interest), sales and/or transient occupancy tax revenues depending upon use; and creation, retention, or expansion of job opportunities. Other benefits include improved public coastal access and related visitor serving amenities.

**NEXT STEPS:**

Pursuant to the RFP selection process, next steps may include, but are not limited to such tasks as requesting follow-up responses to proposal questions, performing reference checks, gathering additional Development Team information as described in the RFP, etc. The goal will be to recommend one or more Development Teams to the District's Board of Port Commissioners at a public meeting in the 1<sup>st</sup> quarter of 2017 for further consideration. This may lead to negotiations of option agreements and ground leases or similar agreements for Board consideration at a public meeting for the development of the Site(s) as part of a proposed Development Program. By initiating this RFP process the District is taking the first step in a lengthy entitlement and permitting process that involves the City of Ventura, the California Coastal Commission and community stakeholders.

**ATTACHMENTS:**

Attachment 1 – Request for Proposals to Lease Ventura Port District Property for Development  
Attachment 2 – Brighton Management Project Concepts  
Attachment 3 – H. Parker Hospitality Project Concepts  
Attachment 4 – Pacific Heritage Communities Project Concepts

## VENTURA PORT DISTRICT

### REQUEST FOR PROPOSALS TO LEASE VENTURA PORT DISTRICT PROPERTY FOR DEVELOPMENT



### KEY RFP DATES

RFP Issued – May 2, 2016  
Proposal Due Date – August 12, 2016

# **VENTURA PORT DISTRICT**

## **REQUEST FOR PROPOSALS TO LEASE VENTURA PORT DISTRICT PROPERTY FOR DEVELOPMENT**

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## **REQUEST FOR PROPOSALS TO LEASE VENTURA PORT DISTRICT PROPERTY FOR DEVELOPMENT**

### **1. INTRODUCTION**

#### **1.1 Development Opportunity**

The Ventura Port District ("District") is seeking visitor serving proposals for the lease and development of two non-contiguous parcels totaling approximately 120,419 square feet in Ventura, CA (the "Site(s)") which may lead to negotiations of an option agreement and ground lease or similar agreement with the selected Development Team. Proposals may include lease and development of one or both parcels and should seek to capitalize and/or leverage the Site(s) with existing Harbor visitor serving properties and uses in order to achieve the greatest economic impact, development quality, use and design efficiency for Ventura Harbor.

#### **1.2 Location**

The Site(s) is located in the South Peninsula of the harbor on a portion of Assessor Parcel Number (APN) 080-0-240-260 referred to as the District's Development Plan Parcel 5, generally the grass lawn area portion of Parcel 5; and Parcel 8, containing undeveloped land at the end of Spinnaker Drive. The Parcel 5 grass lawn area is bounded by Harbor Village parking, Island Packers, and National Park Service offices to the north; Harbor Village commercial businesses to the South; the Harbor to the east; and Harbor Village parking and the Pacific Ocean to the West. Parcel 8 is bounded by the Harbor to the North; Spinnaker Drive to the South; National Park Service Visitors' Center to the east, and Harbor to the West. See Exhibit 1.

#### **1.3 Size**

The Site(s) is comprised of two separate unimproved and non-contiguous parcels. Parcel 5 (grass lawn area) portion is approximately 30,250 sq. ft. or .69 acres and roughly rectangular in shape. Development Teams may consider submitting proposals with a larger development footprint than the 30,250 sq. ft. Parcel 8 is approximately 90,169 square feet or 2.07 acres and irregularly shaped.

#### **1.4 Property Status**

The District owns both parcels and has the legal authority to lease the Site(s) for a maximum period of 50 years under the Harbors & Navigations Code Section 6271.

Development of the Site(s) is guided by the City's Municipal Code zoning regulations, and 1989 Comprehensive Plan ("Comp Plan"). The Comp Plan also functions as the Local Coastal Plan, the policy document along with coastal zoning ordinance that make up the City's Local Coastal Program (LCP).

#### **1.5 Community Benefits**

The District is seeking visitor serving development proposals that provide both District and community benefits. Typical benefits are discussed in greater detail in Section 5, below.



## ATTACHMENT 1



**View of Parcel 5 (grass lawn area) looking North**



**View of Parcel 5 (grass lawn area) looking East**



ATTACHMENT 1



**View from Parcel 8 looking Northwest**



**View from Parcel 8 looking East**



## 2. OVERVIEW

### 2.1 The Opportunity

The Site(s) is located at Ventura Harbor, a premier recreational harbor in Ventura County offering a variety of amenities for boater enthusiasts and visitors, including easy access to the Channel Islands, recreational fishing activities, boatyards, fuel docks, tours, rentals, cruises, vibrant yacht clubs and a new public launch ramp. Ventura Harbor has five marinas with 1,500 boat slips.

The Ventura Harbor is also home to significant commercial fishing activity made possible by its deep-water capabilities and proximity to the international trade centers in Los Angeles, making it one of the key offloading points on the West Coast.

Three of the most prominent fish companies in the US reside in Ventura Harbor selling California Market Squid and other seafood types around the globe, with market squid remaining California's largest and most lucrative commercial fishery. For over 45 years, fisherman have utilized Ventura Harbor as their port to offload a variety of fish including tuna, halibut, lobster, crab, sea cucumber, prawn, rockfish and sea bass.



The District owns and operates Harbor Village with seaside dining and shopping, scenic beaches, with the five islands of the Channel Islands National Park just off the coast. Harbor Village has a diverse collection of restaurants, boutiques and art

## ATTACHMENT 1

galleries. The District is currently in the middle of a multi-phased accessibility and common area enhancement capital improvement project in Harbor Village. See Exhibit 2.

Proposed developments in the vicinity of the Site(s) include the Sondermann Ring Partners (“SRP”) project on Parcels 15, 16 and 18. See Exhibit 3. The mixed-use development project consists of:

- 300 apartment units
- 20,000 sq. ft. of commercial space
- 150 boat Marina
- Public park and promenade
- Public launch ramp (e.g. kayaking and paddle boarding)

The SRP Project is fully entitled and in plan check. Ground breaking is anticipated in 2016.

Holiday Inn Express expansion on Parcel 1 along Harbor Boulevard will add 40 guest rooms, with new lobby and amenities to the existing hotel. Entitlements are near completion.

Ventura Harbor Marina and Yacht Yard on Parcel 20 has plans for expansion of its existing operations that include a restaurant, sport fishing, dry dock storage, and repair facilities. Plans call for doubling of boat slips from 40 to 80 and constructing a new two story retail and office building w/ handicap access. Entitlement processing is now underway.

The Ventura Port District has been awarded a two year, approximately \$300,000 Sea Grant fund in collaboration with the Ventura Shellfish Enterprise (VSE), a multi-stakeholder initiative that seeks to permit and manage a commercial shellfish culture as a technically proven method for the production of high value seafood to be landed at Ventura Harbor. Specifically, VSE is seeking entitlements for aquaculture leases in state waters off the Santa Barbara Channel to expand Ventura Harbor fisheries.

### **2.2 The Site(s)**

The Site(s) is located within the Ventura Harbor. Development in the Harbor is guided by the City’s Municipal Code zoning regulations, and 1989 Comprehensive Plan (Comp Plan). The Comp Plan also functions as the Local Coastal Plan, the policy document along with coastal zoning ordinance that make up the City’s Local Coastal Program (LCP). The Comp Plan describes the Ventura Harbor community as including the waters of Ventura Harbor and the land immediately surrounding these waters. The Ventura Harbor area, as defined, is limited to the jurisdictional boundaries of the Ventura Port District. Within the Ventura Port District jurisdictional boundaries, the harbor has been divided into four subareas. These subareas are

## ATTACHMENT 1

referred to as the South Peninsula, Southwest Harbor, Central Harbor and Northeast Harbor. The Site(s) is located in the Comp Plan's South Peninsula area. Within this area, only visitor parking and public restrooms are permitted uses on the ocean side of Spinnaker Drive. In remaining areas of the South Peninsula, water-oriented recreation, second story office, an aquarium/research center, the National Park Service Headquarters, tour boat services, recreational marinas, a yacht club and restaurants with various limitations are existing and/or permitted uses. Other visitor serving uses include hotels. However, while hotels are permitted in the HC zone, they are not identified as a permitted use in the South Peninsula, and therefore an amendment to the City's Comp Plan would be necessary (See LCP amendments below). Parcel 5 (lawn area) is on the Harbor side of Spinnaker Drive, and therefore not subject to the prohibition of development on the ocean side of Spinnaker Drive. It is less clear how Parcel 8 will be viewed from a land use perspective given its location at the end of Spinnaker Drive. Further, the State Coastal Act issues described below could impact the development footprint for Parcel 8.

It is incumbent upon the Development Team to fully review and consider the City's Municipal Code zoning regulations, and 1989 Comprehensive Plan (Comp Plan). Proposed Development Programs may seek amendments to the City's LCP. Any proposed amendments to the LCP will require a consistency analysis of the proposal against the State Coastal Act, where public access, public coastal parking and coastal-related recreation are all maximized while coastal sensitive habitats are protected. Other potential limitations regarding height, number of stories and lot coverage should be fully reviewed and may require additional Comp Plan/LCP policy and coastal zoning amendments.

California Coastal Commission ("CCC") drafted and approved the Sea Level Rise policy in 2015 as "guidelines". As new "guidelines," it is unknown how they would apply to proposed development projects. However, new LCP amendments may raise new issues under the "guidelines."

The following development types will **not** be considered:

- Residential
- Timeshare
- Waterside development (e.g. marinas)

### Parking

One of the challenges associated with increasing the land use intensity at or near Harbor Village, regardless of the type of visitor serving use, is the need for additional parking availability. Parking surveys were conducted during summer 2015 by Associated Transportation Engineers (ATE) on behalf of the District. The surveys demonstrated that many Harbor Village parking lots were at or near capacity on weekend afternoons during the peak season times studied. This was not the case on weekdays, where parking availability was much greater. Also there was significant parking availability in the private marinas throughout the week and weekend, but not for general public use. As a result of these surveys, the District's

## ATTACHMENT 1

Commission has engaged ATE to prepare a parking management strategy for existing uses throughout the harbor, but with particular emphasis on the Harbor Village area. Development Teams are responsible for meeting the parking requirements of their proposed Development Program and must demonstrate to the District in the proposal how they will meet them at the Site(s), or in combination with offsite parking as may be considered by the District and regulatory bodies such as the City of Ventura.

### **2.3 Background Information**

**History** - The Ventura Port District was established on April 8, 1952, by an election and majority vote of the citizens of Ventura. On April 15, 1952, the Board of Supervisors of Ventura County, ordered formation of the District pursuant to the Harbors and Navigation Code of the State of California. The District was organized for the purpose of acquiring, constructing and operating a commercial and recreational boat harbor within the City of Ventura. The District's legal boundaries encompass all of the City of Ventura as well as some small areas outside the City limits. The Ventura Port District is what is known as an Independent "Special District." State law defines a special district as "any agency of the state for the local performance of governmental or proprietary functions within limited boundaries." A special district is a separate local government that delivers public services, and is governed by a five member board appointed by the Ventura City Council. The District is the owner/operator of the Ventura Harbor. The Harbor is a 274 acre multiple use recreational and commercial fishing small craft harbor. Other than a 2.74 acre site owned by the Department of Interior, National Park Service, the District is the sole landowner within the Harbor. The District's current property holdings include approximately 152 acres of land and 122 acres of water area. The voters of the District approved a general obligation bond issue of \$4,750,000 on February 13, 1962 to be used for construction of the Harbor. Construction was completed and the Harbor commenced operations June 16, 1963.

**Mission Statement** - The Ventura Port District, home to the Channel Islands National Park, provides a safe and navigable harbor and a seaside destination that benefits residents, visitors, fisherman, and boaters to enjoy Ventura Harbor's exceptional facilities, events, and services.

**Goals** - The Ventura Port District will provide a rewarding and vibrant coastal marine experience to our residents and visitors through efficient and timely execution of these District Goals.

1) Maintain and enhance a safe and navigable harbor by:

- securing funding through the Army Corps of Engineers in coordination with agencies and our elected officials;
- dredging the Inner Harbor and preserving infrastructure;
- providing superior Harbor Patrol, Maintenance, and related Port District services;
- upgrading infrastructure, equipment and facilities for a modernized, efficient and safe working harbor

## ATTACHMENT 1

- 2) Support and promote commercial and recreational boating and fishing.
- 3) Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.
- 4) Promote sustainable use of our natural environment through business practices and programs designed in concert with our tenants, educators, agencies, and interest groups.
- 5) Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.
- 6) Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and a more efficient, effective and public focused organization.

### **2.4 Development Program Goals and Objectives**

Development Team proposals should seek to further the District's mission and goals as well as provide District and community benefits. Development Teams may submit proposals including lease and development of one or both Site(s). Proposals should seek to capitalize and/or leverage the Site(s) with existing Harbor visitor serving properties and uses in order to achieve the greatest economic impact, development quality, use and design efficiency for Ventura Harbor. In this context, capitalize and/or leverage means that proposed development should benefit from existing and proposed Harbor uses, as well as, provide benefit to existing and proposed Harbor uses. Financial and other benefits could be achieved through collaboration with other Master Tenants, Harbor Village Tenants, the National Parks Service, etc. Benefits could also be achieved through existing or proposed Site control of other parcels, existing or future agreements for shared parking, transportation services, and by proposed operational relationships between existing Harbor properties and uses and the proposed Development Program with one or both Site(s). The Development Team should clearly articulate the proposed Development Program goals and objectives.

## **3. RFP CONSIDERATIONS**

### **3.1 Respondent Considerations**

Information to be considered in making a proposal includes the following:

- 3.1.1 Proposals shall include an offer to ground lease one or both Site(s) for Development Program purposes.
- 3.1.2 Ability to capitalize and/or leverage the Site(s) with existing Harbor visitor serving properties and uses.

## ATTACHMENT 1

3.1.3 Proposals shall include, at a minimum, specific option and lease terms, including length of option and ground leases and projected monthly option fee and ground lease revenues to the District, including minimum annual rentals and percentage rentals based on business activity to be conducted on the site(s). The District may require a good faith deposit from the Developer as part of the option and ground lease process.

3.1.4 The District will not consider proposals involving District financial participation in the ground lease or development of the Site(s). Developer at its own cost is responsible for all leasing activity and development of the site(s) including any and all fees (e.g. entitlements, permits). No fees or other costs are waived by selection through this RFP process and should be calculated as part of the proposed Development Program expenses.

3.1.5 The selected Development Team will be responsible for obtaining any and all governmental approvals (e.g. entitlements, permits, etc.). Selection through the RFP process does not guarantee outcomes relative to necessary governmental approvals and should be considered in the Development Program Time Schedule.

3.1.6 The Site(s) is located within the Ventura Harbor. Development in the Harbor is guided by the City's Municipal Code zoning regulations, and 1989 Comprehensive Plan (Comp Plan). The Comp Plan also functions as the Local Coastal Plan, the policy document along with coastal zoning ordinance that make up the City's Local Coastal Program (LCP).

3.1.7 The District is ground leasing the Site(s) "As Is" and is not obligated to repair, improve, or otherwise incur any expense with regard to improving the property or funding any additional environmental testing or remediation. If any prior testing has occurred, any reports on file are available for public inspection.

3.1.8 Developer will be responsible directly to the serving entities for all utilities required for the use of the Site(s). Developer will agree to order, obtain, and pay for all utilities and services and installation charges in connection with the development and operation of the property.

3.1.9 The Developer will be required to pay any and all property taxes or possessory interest taxes (e.g. Ventura County) when due.

3.1.10 Developer will be required to provide insurance coverage as required by the District.

Developers shall consider these factors in the proposed Development Program.



## ATTACHMENT 1

### 4. DONATION AND INDEMNIFICATION AGREEMENT

#### 4.1 Donation and Indemnification Agreement

There is an existing Donation and Indemnification Agreement regarding the "Mermaid Playing Cello" Statue located on Parcel 8. See Exhibit 4.

### 5. PROPOSAL PROCESS

#### 5.1 Submission Requirements

The submission consists of the following elements, which shall be answered as completely as possible and in the outlined organizational order. Please submit information in appropriate detail on each of the items described below to allow adequate review and evaluation of your proposal.

5.1.1 Cover Letter – Maximum of two (2) single-spaced pages, signed by an authorized officer of the lead firm, summarizing the major deal points, and providing the name, address, email address, telephone number and fax number of the key contact person.

5.1.2 Development Team Qualifications and Financial Capacity - The Development Team's ability to see a Development Program through from concept to fruition is especially important to the District. Strong weight in the evaluation process will be given to a Development Team that has experience and track record in each of the following areas listed below. Keeping each project description and pictures limited to two pages, please provide:

5.1.3 A list of current projects in the Developer's pipeline, including pre-development, construction, and lease-up activities underway. This list should include the location, project type, size and total development cost for each project.

5.1.3.1 A list of similar or related projects in which the Development Team and proposed associates have participated. Describe the relationships to these projects (i.e., developed, owned, operated and/or managed) and provide a general description of each project. These projects shall be of a similar magnitude or related to the proposed Development Program. Identify the location, total project costs, land uses, length of time to complete, and actual completion dates. (Submit specific project information.) Of particular importance to the District, is the Development Team's experience in entitling and developing project's in coastal California subject to Local Coastal Programs, and related regulatory bodies such as local municipalities such as the City of Ventura, the California Coastal Commission and U.S. Army Corps of Engineers.

## ATTACHMENT 1

5.1.3.2 Descriptions and illustrations of the proposed architect's or architects' work on development projects that have been built or are under construction. These projects shall be of a similar magnitude or related to the proposed Development Program and shall include either the Developer's or the architect's experience in designing similar projects to the proposed Development Program. If possible, include photographs of these projects. (Submit specific project information.)

5.1.3.3 Description of prior public-private partnerships in which the Development Team participated in projects of similar type, magnitude or related to the proposed Development Program.

5.1.3.4 For each project or relevant experience, a name and phone number of a contact person familiar with this project who can act as a reference.

5.1.3.5 Description of the ownership entity for the Development Program, including an organizational chart and percentages of ownership of each entity involved. To be furnished upon request.

5.1.3.6 All organizational documents for the ownership entity for the Development Program, if available (i.e., Articles of Incorporation, By-Laws, Partnership Agreement, Operating Agreement, Limited Liability Company Certificate, Good Standing Certificate issued within previous 90 days). To be furnished upon request.

5.1.3.7 Financial statements for Developer and/or principals (last two years, audited; and most recent interim, unaudited). To be furnished upon request.

5.1.3.8 Federal and State tax returns of Developer and/or principals (last three years). To be furnished upon request.

5.1.3.9 Statement regarding any prior bankruptcy of Developer and/or principals and all outstanding judgments, pending or final, against the Developer or any related individual or entity. To be furnished upon request.

5.1.3.10 Explanation of how the Development Team proposes to finance the Development Program by providing a description of how the Developer(s) financed projects of similar type, scope or related to the proposed Development Program, including total project costs, sources and uses for similar projects. (Submit specific project information)

## ATTACHMENT 1

### 5.1.4 Proposed Development Program

5.1.4.1 A general overview of the proposed Development Program including the type of development/use that the Development Team considers appropriate for one or both Site(s) and all leveraged real property. Discuss the role/importance each parcel plays in implementing the overall proposed Development Program.

5.1.4.2 Approach to obtaining Site(s) control of any other property in the Harbor in order to implement the proposed Development Program. If Developer already controls property as described above, identify each parcel, legal interest in it (e.g. owned, leased, etc.) and current use. Identify previous or current experience with property acquisition or leasing for proposed, completed or related projects.

5.1.4.3 If the proposed Development Program includes commercial uses, indicate which tenants have been identified for the Site(s) and leveraged real property, and the Development Team's working relationship and/or ability to secure a lease/letter of intent with tenants.

5.1.4.4 A site plan, floor plans and elevations as applicable for the Site(s) and total proposed Development Program.

5.1.4.5 Concept renderings, images, photographs and maps to convey the vision for the Site(s) and total proposed Development Program.

5.1.4.6 Description of how the Developer's vision addresses and maximizes fulfillment of the District's stated Development Program Goals and Objectives (see Section 2.4)

5.1.4.7 Description of how the Developer will meet parking requirements for the Development Program.

### 5.1.5 Financial Feasibility of the Proposed Development Program. Please provide the following:

5.1.5.1 Sources and Uses of Funds for each phase of the Development Program, as applicable.

5.1.5.2 Development Program Budget (total development cost).

5.1.5.3 Development Program Operating Pro Forma, including 10-year cash flow analyses with clear explanations of all assumptions, as applicable.

## ATTACHMENT 1

5.1.5.4 Market data which demonstrates the feasibility of projected revenue streams, as applicable.

5.1.6 Business Terms. Business Terms must include, at minimum, the following:

5.1.6.1 Proposed deal structure: Price and terms of option and ground lease.

5.1.6.2 Indicate division of responsibilities for the Development Program's successful completion.

5.1.6.3 Initial conditions: Indicate any initial conditions or requirements that are needed to be granted by a government entity, including the District, City of Ventura, California Coastal Commission and other regulatory bodies. These initial conditions include, but are not limited to technical assistance, City local coastal plan amendments, variances or special entitlement processing, and any similar contingency which could result in additional time and resources on the District's behalf to complete the proposed Development Program.

5.1.6.4 Development Program Time Schedule: A schedule of performance outlining the estimated time for each step and phase, including a summary "timeline" or other similar graphic representation of the Development Program process. The schedule should recognize the time involved in finalizing development agreements, receiving Development Program entitlements, designing the Development Program, financing the Development Program, commencing and completing construction, commencing and completing tenant lease negotiations, marketing, and final occupancy.

5.1.6.5 District and Community Benefits: Proposal of specific benefits, which will come from implementation of the proposed Development Program.

Examples of Site(s) relevant District benefits include ground lease revenues, increased Harbor Village visitation and spending, and activation of underutilized Port District real property assets.

Examples of Site(s) relevant Community Benefits include: increased City-wide tourism; increased property (possessory interest), sales and/or transient occupancy tax revenues; and creation, retention, or expansion of job opportunities. Proposed projects involving hotels may generate additional funds to the Ventura County Lodging Association (VCLA), a tourism business improvement district.

## ATTACHMENT 1

Other Community Benefits include proposals that provide improved public coastal access and related visitor serving amenities, implementation of sustainable development methods, improving public parking opportunities as part of a proposed Development Program and helping to meet the objectives of the LCP, Comp Plan and Harbor Commercial Zone which states in part:

The Harbor is an area where coastal dependent, coastal related, recreational, visitor-serving, recreational boating and commercial fishing facilities shall be emphasized and located to function safely, efficiently and harmoniously. Additionally the HC zone is intended to provide visitor and recreational facilities serving low- and moderate income persons.

As discussed, proposals may include lease and development of one or both Site(s) and should seek to capitalize and/or leverage the Site(s) with existing Harbor visitor serving properties and uses in order to achieve the greatest economic impact, development quality, use and design efficiency for Ventura Harbor.

### 5.1.7 References

5.1.7.1 Provide a list of at least three (3) references (if different from those in Sections 5.1.3.4); include contact, title, address, email address and telephone number for the agency/business which your firm provided similar services. Also indicate the year in which your firm provided the service(s) for the agency/business. Provide at least one reference from a lender and one from a public agency with which you have worked.

### 5.2 Format of Submittal

Submit three hard copies of the Proposal, not to exceed 50 pages and one electronic version.

**Proposals will be received at District administrative offices located at 1603 Anchors Way, Ventura, CA 93001-4229, attn.: Brian Pendleton, Business Operations Manager until 5:00 P.M., Friday, August 12, 2016. Proposals received after this date and time will be considered late and shall not be accepted.**

## 6. SELECTION PROCESS

### 6.1 Proposal Review

The District's staff is responsible for managing the RFP selection process. All proposals, submitted in response to this RFP, will be reviewed for their relative strengths and weaknesses, based on the submission requirements and evaluation

## ATTACHMENT 1

criteria described herein. The District may consider one or more Development Teams for further consideration. Further consideration may include, but is not limited to such tasks as conducting Development Team interviews and/or presentations, requesting follow-up responses to proposal questions, performing reference checks, gathering additional Development Team information as described in the RFP, etc. The District prefers that the composition of the Development Teams remain the same during the RFP process. The goal will be to recommend one or more Development Teams to the District's Board of Port Commissioners for further consideration. This may lead to negotiations of option agreements and ground leases or similar agreements for Board consideration for the development of the Site(s) as part of a proposed Development Program. The District reserves the right to reject any or all proposals at its sole discretion. The District may also choose to terminate this RFP process at any time and/or reissue subsequent RFP's for the Site(s) at its' sole discretion.

### **6.2 Contact Information**

If you have questions concerning this request for proposal process please contact:

Brian Pendleton, Business Operations Manager  
1603 Anchors Way, Ventura, CA 93001-4229  
(805) 642-8538  
[bpendleton@venturaharbor.com](mailto:bpendleton@venturaharbor.com)

### **EXHIBITS**

- Exhibit 1 – District Parcel Map
- Exhibit 2 – Phase 3 Enhancement Plan
- Exhibit 3 – Sondermann Ring Partners Project
- Exhibit 4 – Donation and Indemnification Agreement

EXHIBIT 1  
ATTACHMENT 1

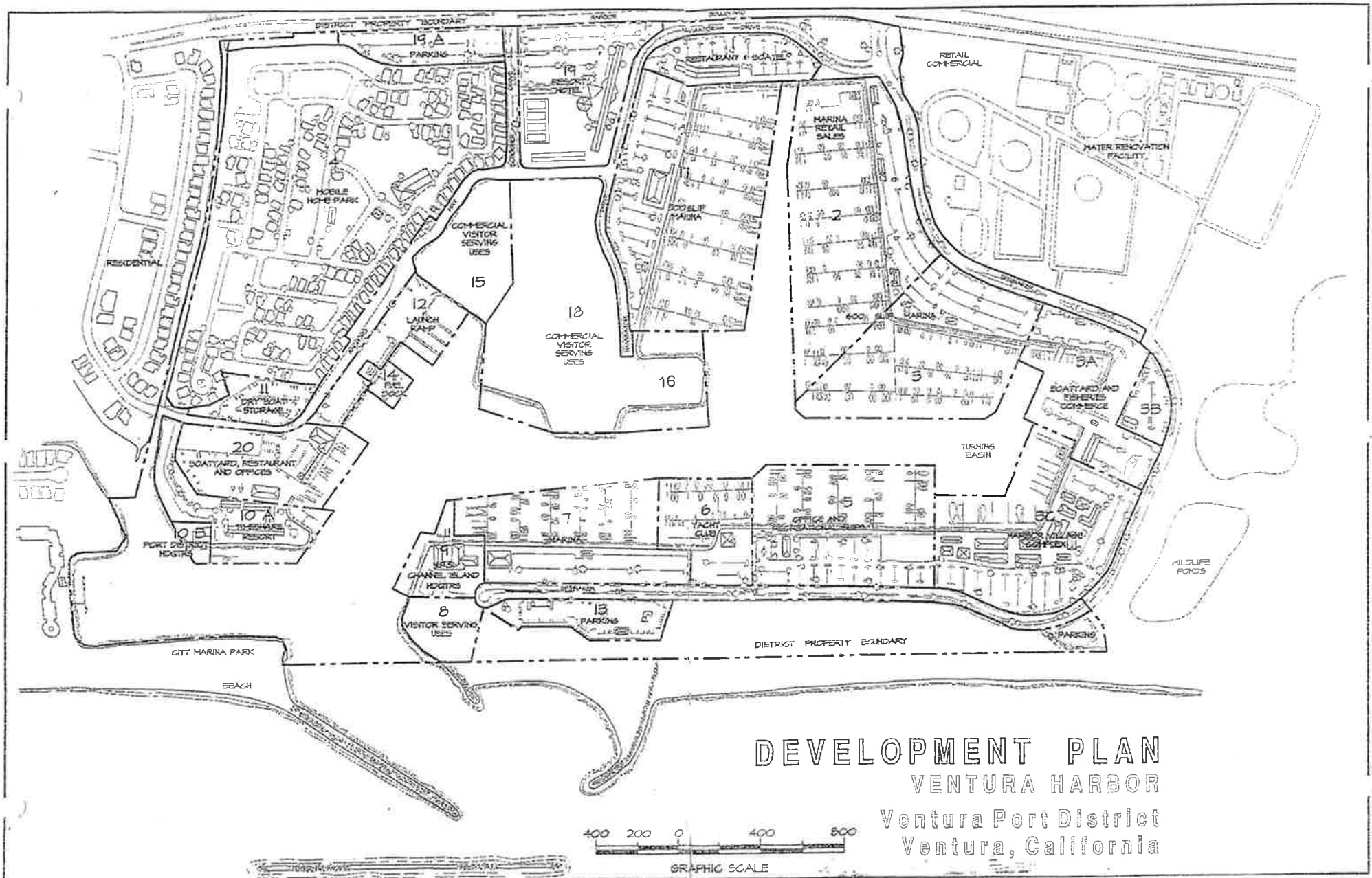
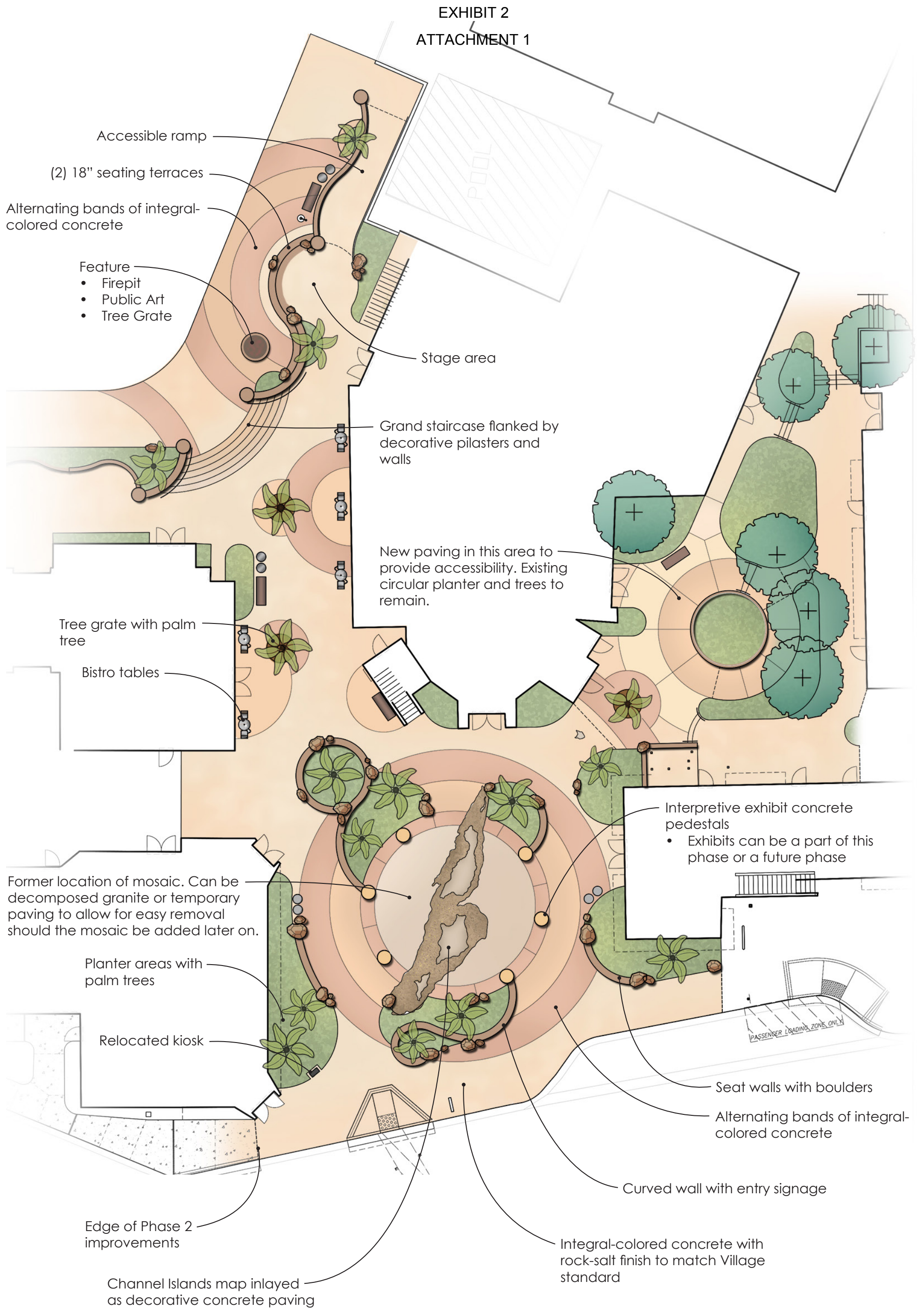




EXHIBIT 2  
ATTACHMENT 1



VENTURA HARBOR VILLAGE PHASE 3  
PROPOSED IMPROVEMENTS



EXHIBIT 3



Sondermann Ring Partners

# Ventura Harbor

San Buenaventura, California

ARCHITECTS  
**LOCATINI**  
STUDIO  
MARTIN

EXHIBIT 4  
ATTACHMENT 1

**Donation and Indemnification Agreement**

**[“Mermaid Playing Cello” Statue]**

This Donation and Indemnification Agreement (“Agreement”) is made, entered into and effective May 8, 2015, by and between Alec Benke, an individual (“Donor”) and VENTURA PORT DISTRICT, a California port district (“District”), with respect to the following facts:

**RECITALS**

- A. Donor owns that certain sculpture known as the “Mermaid Playing Cello,” as depicted on **Exhibit A** attached hereto and referenced herein as the “Artwork”;
- B. Donor desires to donate the Artwork to the District;
- C. Donor is willing to incur all costs necessary to install the Artwork at a location designated by the District; and
- D. Donor is willing to release his rights in the Artwork to the District and the District is willing to accept the donation, but only on the terms and conditions set forth in the Agreement.

NOW, THEREFORE, in consideration of the foregoing recitals and the promises, conditions and covenants set forth herein, the parties have mutually agreed to enter into this Agreement as follows:

**AGREEMENT**

1. **Gift.** Donor irrevocably gives, delivers, transfers, assigns, and licenses to the District all rights, title and interest in the Artwork, including but not limited to, any proprietary and moral rights Donor may have in the Artwork or in any additions or modifications made to the Artwork. Donor understands, acknowledges, and agrees that the Artwork shall become the property of the District of even date hereof. The Artwork is donated “as is” without warranty of any kind.

2. **Installation.** Donor shall pay all costs related to the installation of the Artwork on the Artwork Premises, as defined below, including but not limited to any additions or modifications made to the Artwork for purposes of providing a base or foundation to the Artwork. Prior to installation, Donor must submit design drawings, plans, and specifications of the proposed installation to the District’s General Manager for approval. Donor must obtain all required city, county, and state permits prior to the installation.

3. **Location.** The Artwork will be installed within the premises commonly referred to as Parcel 8 within District property, as identified on the site plan attached hereto as **Exhibit B** (“Artwork Premises”).



EXHIBIT 4  
ATTACHMENT 1

4. **Maintenance and Repair.** Upon completion of the installation, District will assume responsibility for any further maintenance and repair of the Artwork, as the District deems necessary in its sole and absolute discretion, and any costs incurred in connection therewith.

5. **Relocation/Modification.** Donor understands, acknowledges, and agrees that at some future time, it may be necessary to relocate the Artwork to accommodate future development in the Ventura Harbor where the Artwork is located. The District reserves the right to relocate, move, or transport the Artwork to another location as the District deems appropriate in its sole and absolute discretion. The District shall give due consideration to relocating the Artwork to a comparable location as the original Artwork Premises. The District further reserves the absolute right to change, modify, remove, destroy, or replace any additions or modifications made to the Artwork, in whole or in part, in District's sole discretion.

6. **Waiver and Release.** Donor and Donor's successors and assigns, forever release and discharge the District, its employees, agents, contractors, officers, and directors, from any and all claims, liens, judgments, settlements, orders, demands, actions, causes of action, suits, proceedings, hearings, charges, attorneys' fees, costs, damages, expenses, losses or liabilities (each a "Claim" and collectively the "Claims"), in law or in equity, of every kind and nature whatsoever, arising from, resulting from or relating to the Artwork, any additions or modifications made to the Artwork, the Artwork's installation or its replacement, removal, or relocation, including but not limited to any Claim under the Visual Artists Rights Act ("VARA"), 17 U.S.C. §§106A and 113(d), the California Art Preservation Act ("CAPA"), Cal. Civil Code §§987 and 989, and any other rights arising under federal or state law.

7. **Indemnification.** Donor shall indemnify and defend, through counsel of District's choosing, the District, its employees, agents, contractors, officers, and directors, against any and all Claims (as defined in Section 6, above), in law or in equity, of every kind or nature whatsoever, arising out of, resulting from, or relating to the Artwork, any additions or modifications made to the Artwork, the Artwork's installation or its replacement, removal, or relocation, including but not limited to any claim under the Visual Artists Rights Act ("VARA"), 17 U.S.C. §§106A and 113(d), the California Art Preservation Act ("CAPA"), Cal. Civil Code §§987 and 989, and any other rights arising under federal or state law, and Donor shall be responsible for payment of all reasonable attorneys' fees and expenses in connection therewith.

8. **Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of California. The venue for any purposes shall be deemed to lie in Ventura County, California, and any action to enforce this Agreement for any remedies, damages or other relief shall be brought only in the courts of the State of California for the County of Ventura or in the United States District Court, Central District of California.


9. **Successors and Assigns.** This Agreement shall be binding on the parties to the Agreement, and on each of their heirs, executors, administrators, successors, and assigns.

10. **Severability.** In the event any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall remain in full force and effect.

EXHIBIT 4  
ATTACHMENT 1

11. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties with respect to the subject matter and no amendment, modification or alteration of the terms hereof shall be binding unless the same is in writing, dated subsequent to the date hereof, and duly approved and executed by each of the parties.

Executed at Ventura, California as of the dated set forth above.

  
\_\_\_\_\_  
ALEC BENKE  
Donor

VENTURA PORT DISTRICT,  
a California Port District

  
\_\_\_\_\_  
Oscar Peña,  
General Manager

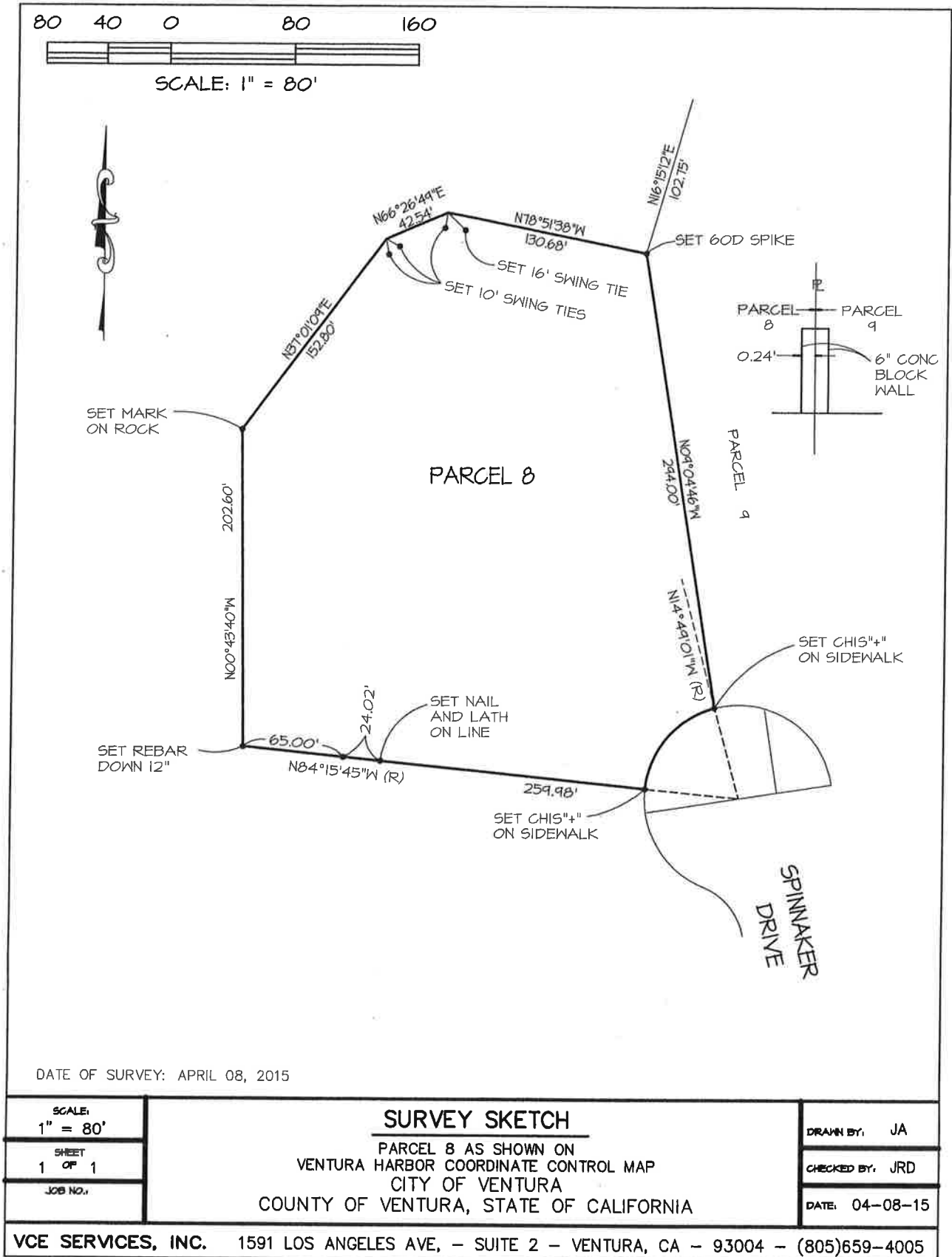
EXHIBIT 4  
ATTACHMENT 1



EXHIBIT 4  
ATTACHMENT 1



EXHIBIT 4  
ATTACHMENT 1





## ATTACHMENT 2



Brighton  
Management

C O N C E P T

THIS DRAWING, AREA DESIGNATION AND SUMMARIES, HARDSCAPE / LANDSCAPE AREAS ARE PRELIMINARY AND SUBJECT TO ADJUSTMENT. ANY PROPOSED DEVELOPMENT IS SUBJECT TO THE APPROVAL OF CLIENT AND GOVERNMENTAL AGENCIES. ALL DIMENSIONS AND SITE CONDITIONS ARE SUBJECT TO VERIFICATION.

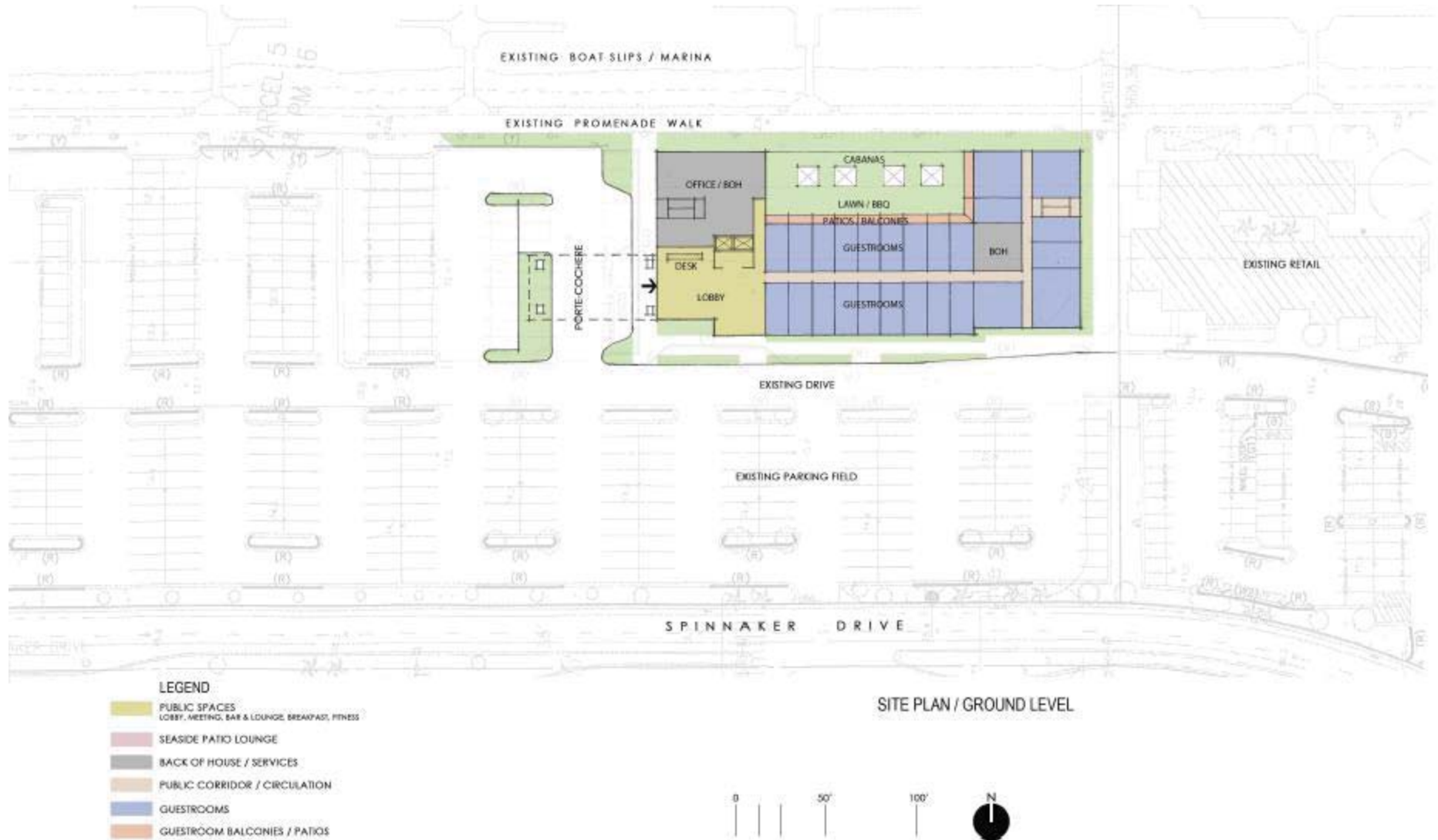
VENTURA HARBOR VILLAGE - PARCEL 5 HOTEL CONCEPT VIEW  
09.28.16



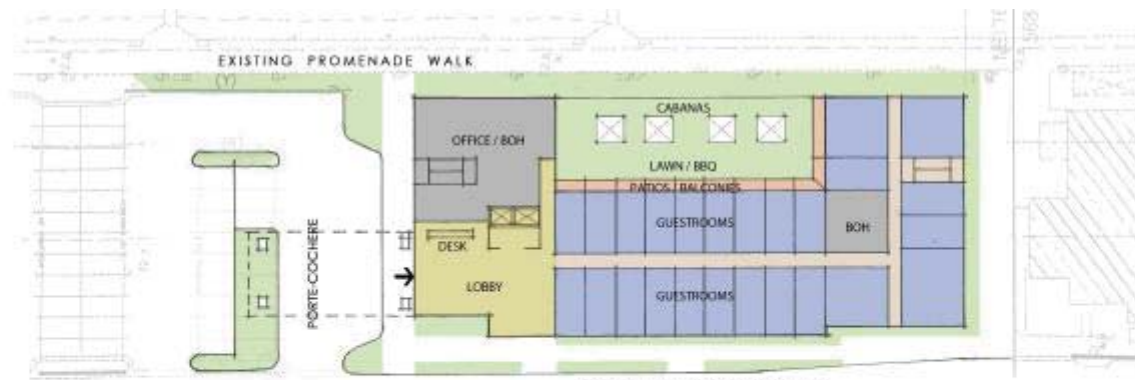
ARCHITECTS ORANGE



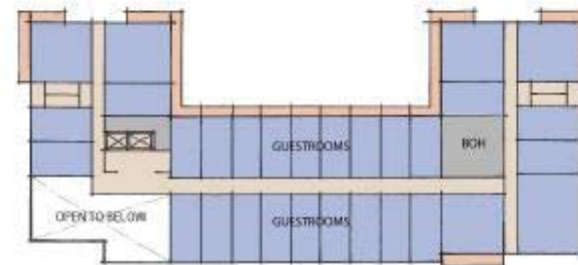
## ATTACHMENT 2



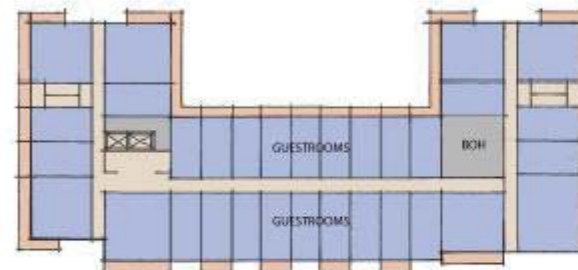
## ATTACHMENT 2



SITE PLAN / GROUND LEVEL



LEVEL 2



LEVEL 3

### LEGEND

- PUBLIC SPACES  
LOBBY, MEETING, BAR & LOUNGE, BREAKFAST, FITNESS
- SEASIDE PATIO LOUNGE
- BACK OF HOUSE / SERVICES
- PUBLIC CORRIDOR / CIRCULATION
- GUESTROOMS
- GUESTROOM BALCONIES / PATIOS

### OVERALL SUMMARY

LEVEL 1: ±19,000 SF  
 LEVEL 2: ±17,350 SF  
 LEVEL 3: ±19,000 SF  
 TOTAL: ±55,350 SF  
 TOTAL KEYS: ±75 KEYS  
 PARKING: PROVIDED WITHIN PARCEL



VENTURA HARBOR VILLAGE - PARCEL 5 HOTEL CONCEPT LAYOUT 09.28.16



CONCEPT

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**Brighton**  
Management

C O N C E P T

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VENTURA HARBOR VILLAGE - PARCEL 8 HOTEL CONCEPT VIEW  
09.28.16



ARCHITECTS ORANGE



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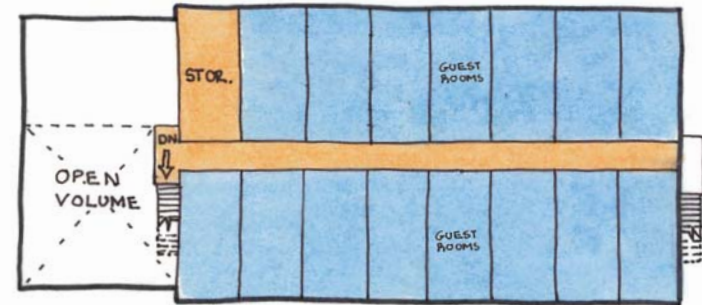


ATTACHMENT 3

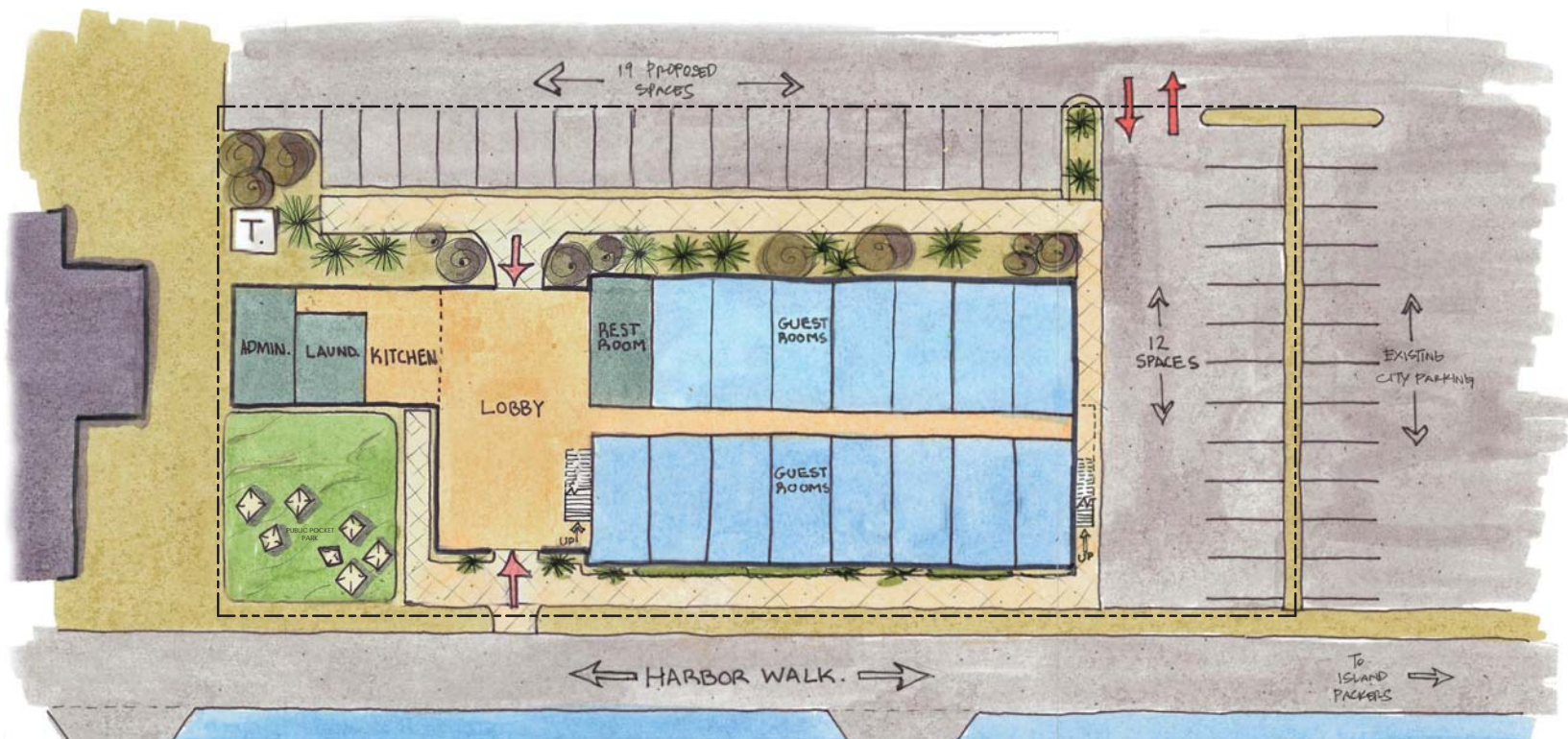




# ATTACHMENT 3



SECOND FLOOR PLAN



GROUND FLOOR PLAN



ATTACHMENT 3

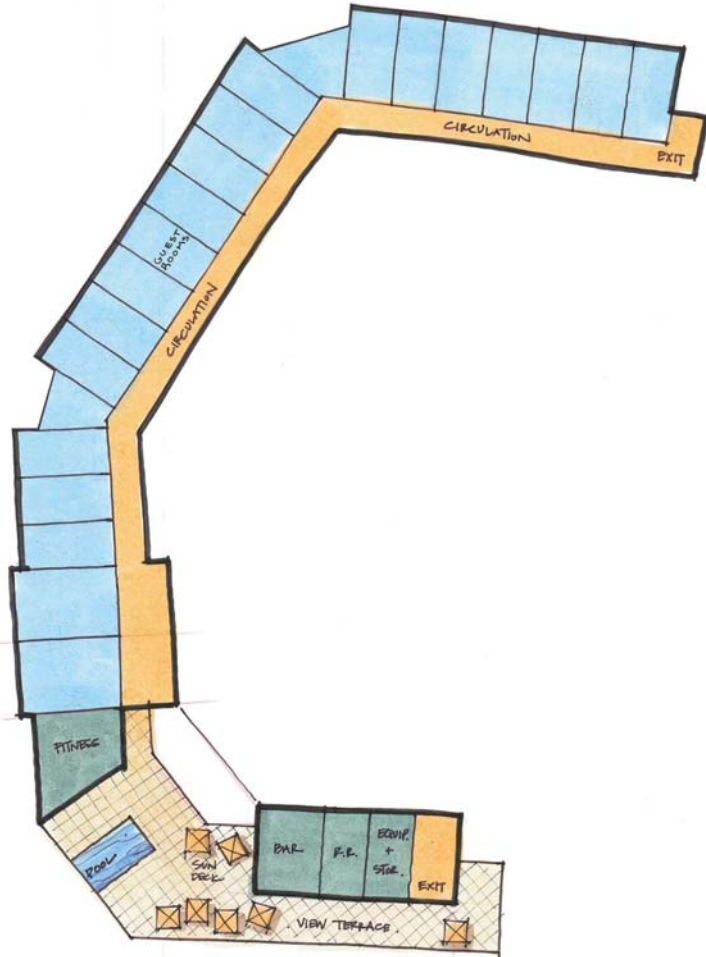




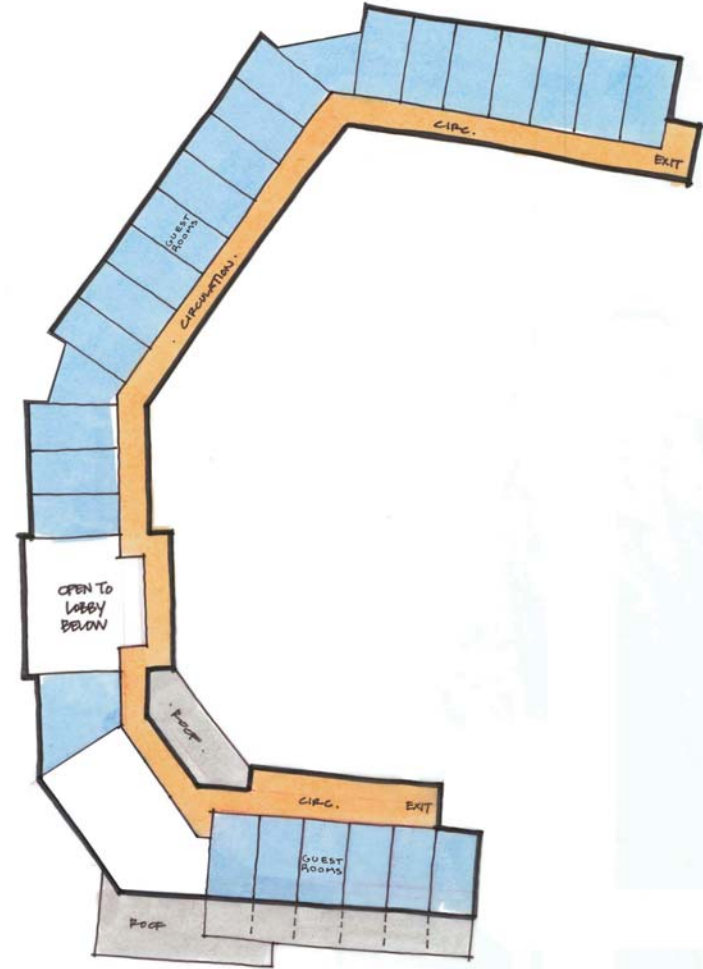
# ATTACHMENT 3



# ATTACHMENT 3



3RD FLOOR PLAN



2ND FLOOR PLAN



# CONCEPTUAL SITE PLAN – Parcel Five



**LOT - 5**  
**GROUND FLOOR**



# CONCEPTUAL SITE PLAN – Parcel Five



**LOT - 5**  
**3rd FLOOR**



# CONCEPTUAL SITE PLAN – Parcel Eight





# CONCEPTUAL SITE PLAN – Parcel Eight

