



# BOARD OF PORT COMMISSIONERS MEETING FEBRUARY 3, 2021

**Ventura Harbor**  
HOME OF THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Roll Call

# CLOSED SESSION AGENDA

# PUBLIC COMMUNICATION CLOSED SESSION AGENDA ITEMS ON TODAY'S AGENDA

00 : 03 : 00

Change Clock Type

Digital

Duration:

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TimeUp Reminder (Optional):

Choose Sound Effect

Choose TimeUp Sound

- Call to Order
- Pledge of Allegiance
- Roll Call

# ADMIN AGENDA

# ADMIN AGENDA

Adoption of the February  
3, 2021 Agenda

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Approval of the Minutes of  
the January 20, 2021  
Regular Meeting

# PUBLIC COMMUNICATION ADMIN AGENDA ITEMS NOT ON TODAY'S AGENDA

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

- Closed Session Report
- Board Communications
- Staff and General Manager Reports
- Legal Counsel Report

# ADMIN AGENDA

# CONSENT AGENDA ITEM A

## Approval of New Office Lease Agreement for Sugar Lab Bake Shop, LLC

### RECOMMENDATION

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Sugar Lab Bake Shop, LLC for space located at 1575 Spinnaker Drive #207 and #208 consisting of approximately 840 square feet for a five (5) year term with a three (3) year option.

# PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

Approval of Fiscal Year 2020-2021 Mid-Year Budget  
Adjustments and Capital Improvement Plan

RECOMMENDATION

That the Board of Port Commissioners adopt Resolution No. 3405, approving the Mid-Year Budget Adjustments for Fiscal Year 2020 - 2021 effective January 1, 2021.

Report by Brian Pendleton, General Manager, Todd Mitchell, Business Operations Manager, Gloria Adkins, Accounting Manager.

STANDARD  
AGENDA  
ITEM  
1

## Mid-Year Budget Adjustment Summary for FY2020-2021

	<u>Adjustment</u>	<u>Percent change</u>	<u>Budget</u>
Operating Revenue increased	555,250	7%	8,492,750
Operating Expenses increased	125,450	2%	6,260,750
Non-operating expenditures decreased	110,000	-6%	1,662,600
Cash Flow in from Normal Operations before Improvements increased	<u>\$539,800</u>	1823%	<u>\$569,400</u>
Capital and Tenant Improvements increased	160,700	10%	1,754,700
Cash Flow after Improvements increased	<u>\$379,100</u>	24%	<u>-\$1,185,300</u>
Improvements to be funded through unrestricted reserves			1,185,300
Projected Unrestricted Reserve Balance at 6/30/21			<u><u>\$7,287,000</u></u>

Line Item adjustments shown in Blue

Item #	Project Location/Description	Mid-Yr Rev. Fiscal Yr 20-21	Original Fiscal Yr 20-21	Fiscal Yr 21-22	Fiscal Yr 22-23	Fiscal Yr 23-24	Fiscal Yr 24-25
1	Harbor Village Paint Project (Funds unexpended in FY19-20 for expenses carried forward)	500,000	-				
2	Harbor Village Bldgs.-replace/repair roofs/tiles/gutters - Bldg. 1567 (3), 1583, 1575, (1431 and 1591 in FY25-26)	300,000	300,000	250,000	250,000	875,000	650,000
3	Fisherman Storage at Ventura Harbor Storage premises	200,000	200,000				
4	Harbor Village Trash Enclosures	180,000	180,000		180,000		180,000
5	Fish Pier Crane #1 - replace aging crane - 30% deposit on crane paid June 2019	175,000	150,000				
6	Village Signage to complement paint project	100,000	100,000	50,000	50,000		
7	Harbor Door & Camera Security System Improvement	58,600	58,600				
8	Village Marina Docks & Pedestals (Remaining work)	56,500	-				
9	1591 ADA Entrance Ramp and Additional Concrete Pads and Stairs (Reclassified from TI's)	33,300	-				
10	Paid Parking Infrastructure	30,000	300,000	275,000			
11	District Headquarters - emergency generator - plans & specs followed by purchase and installation	15,000	-			85,000	
12	Entry Feature Fence Completion	10,000	-				
13	Harbor Patrol Gangway Replacement	5,300	-				
14	Harbor Village and Beach Restroom Usage Monitoring System	-					
15	1567 Spinnaker #100 - Building Improvements			650,000			
16	Vehicle Replacement - Harbor Patrol Dept.			65,000			
17	1449 Building structural improvement			60,000			
18	National Park Service Bldg - 1691 Bldg - HVAC systems - Project split into two years based on the lease with NPS			50,000	50,000		
19	Resurface Launch Ramp and Parking Lot			50,000			
20	Harbor Cove Light Pole Replacement			45,000			
21	Harbor Patrol Radio Repeater and Communication Upgrades			20,000	8,000		
22	District Headquarters - replace HVAC condenser unit system			20,000			
23	National Park Service Bldg - Elevator Modifications - 1431 Spinnaker Drive Building			-			
24	Seismic evaluation with plans/specs for GSA buildings - 1431 Spinnaker and 1691 Spinnaker			-			
25	Harbor Cove & Surfers Knoll - Brick wall replacement - Expense deferred to FY22-23				500,000		
26	Boat Replacement - Harbor Patrol Dept. - Grant funding will be sought				300,000		
27	Harbor Village Bldgs. - refurbish elevator at 1591 Spinnaker (last of the 5 elevators in the Village to be refurbished)				120,000		
28	Harbor Village Entrance Feature Revitalization & Wayfinding				50,000	125,000	
29	Vehicle Replacement - Maintenance Dept.				40,000		
30	Village Paseo Improvement Project					250,000	
31	Resurface Parking Lots (Harbor Village & Beach Lots)						450,000
32	Fish Pier - resurface as needed (FY25-26)						
ADA-33	Harbor Village - ADA Restroom Improvements		110,000				
	Total Capital Improvement Plan	1,663,700		1,535,000	1,548,000	1,335,000	1,280,000
	Total ADA Improvement Plan	110,000		-	-		
	TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS	1,773,700		1,535,000	1,548,000	1,335,000	1,280,000
	Special Funding for Fish Pier Crane (#5 above)	190,000					
	Special Funding for Fishermens' Storage (#3 above)	125,000					
	TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS WITH FUNDING	1,458,700		1,535,000	1,548,000	1,335,000	1,280,000

Notes

- Carried over from previous FY, work complete
- Estimated \$4M total
- Must complete this FY
- One must be completed this FY.
- CC grant reimbursement
- Incl. wayfinding signs & consulting Y1; entry feature & some awnings
- Combined door and camera security system items
- Carried over from previous FY, work complete
- Originally a TI expense, changed to CIP
- Infrastructure procurement deferred
- Advanced funding for this FY
- New item
- Carried over from previous FY, work complete
- Rolled into Camera security system
- Structural repairs
- Moved up one year. Will seek grant funding
- New item
- New item
- Cancelled
- Cancelled
- Deferred
- Deferred
- Added engineering to FY19-20
- Deferred
- Grant
- Grant



# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

**Snooze Options:** 30 Seconds | 1 Minute | 5 Minutes | 10 Minutes

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Change Clock Type

Digital

Duration:

TimeUp Reminder (Optional):

Choose Sound Effect

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# STANDARD AGENDA ITEM 2

## Award of Contract for Inner Harbor and Ventura Keys Maintenance Dredging

### RECOMMENDATION

That the Board of Port Commissioners take the following actions:

- A) Find, based upon the evidence presented below, that a contract awarded to Manson Construction Company pursuant to Section 20751.2 of the California Public Contract Code is likely to cost less than a contract awarded pursuant to Section 20751.
- B) Award the Inner Harbor and Ventura Keys Maintenance Dredging contract to Manson Construction Company at a rental rate of \$5,500 per hour in accordance with the Agreement.

Report by Todd Mitchell, Business Operations Manager

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

Approval of Change Order for the Commercial  
Fishing Equipment Storage Improvement Project

RECOMMENDATION

That the Board of Port Commissioners approve a change order for the Commercial Fishing Equipment Storage Improvement Project to Staples Construction Company, Inc. in the amount of up to \$13,885.00.

Report by Joe Gonzalez, Capital Projects Manager.

STANDARD  
AGENDA  
ITEM  
3

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

STANDARD  
AGENDA  
ITEM  
4

Brown Act Presentation Follow-up

RECOMMENDATION

That the Board of Port Commissioners receive an update based on comments made during last meeting's presentation from Lagerlof, LLP on the Ralph M. Brown Act.

Report by Andy Turner, Legal Counsel, Lagerlof, LLP

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 4

**Snooze Options:** 30 Seconds | 1 Minute | 5 Minutes | 10 Minutes

00 : 00 : 00

Change Clock Type

Digital

Duration:

TimeUp Reminder (Optional):

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Choose TimeUp Sound

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

RECOMMENDATION

That the Board of Port Commissioners receive  
an update on:

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

Report by Brian D. Pendleton, General Manager

STANDARD  
AGENDA  
ITEM  
5

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 5

00 : 03 : 00

Change Clock Type  
Digital

Duration: 00 03 00

TimeUp Reminder (Optional): -- -- --

Choose Sound Effect None

Choose TimeUp Sound Alarm

Enable Count Up  Combine With Bar Clock

Start Pause Stop Reset



VENTURA  
PORT DISTRICT

*Established 1952*

ADJOURNMENT  
NEXT MEETING FEBRUARY 17, 2021

**Ventura Harbor**

HOME OF THE CHANNEL ISLANDS NATIONAL PARK