



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

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:

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TimeUp Reminder (Optional):

Choose Sound Effect

Choose TimeUp Sound

- 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

00 : 00 : 00

Change Clock Type

Digital

Duration:

TimeUp Reminder (Optional):

Choose Sound Effect

Choose TimeUp Sound

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):

Choose Sound Effect

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