



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

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

Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Andy Turner, Legal Counsel
Jessica Rauch, Clerk of the Board

PORT COMMISSION AGENDA

REGULAR MEETING
WEDNESDAY, MAY 5, 2021

TELECONFERENCE

5 TELECONFERENCE LOCATIONS

VENTURA PORT DISTRICT OFFICE
1603 ANCHORS WAY DRIVE
VENTURA, CA 93001

CLOSED SESSION – 6:00PM

REGULAR MEETING – 7:00PM

IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND BE WELL AT HOME ORDER RESULTING FROM THE NOVEL CORONAVIRUS, THE VENTURA PORT DISTRICT ADMINISTRATION BUILDING IS CLOSED TO THE PUBLIC. THIS MEETING IS BEING HELD IN ACCORDANCE WITH THE STATE EMERGENCY SERVICES ACT, THE GOVERNOR'S EMERGENCY DECLARATION, AND THE GOVERNOR'S EXECUTIVE ORDER NO. 25-20 ISSUED ON MARCH 12, 2020 TO ALLOW ATTENDANCE BY MEMBERS OF THE PORT COMMISSION BY TELECONFERENCE IN FULL COMPLIANCE WITH THE BROWN ACT.

PUBLIC PARTICIPATION OPTIONS

WATCH THE MEETING LIVE

Join a Zoom meeting LIVE:

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SUBMIT PUBLIC COMMENT VIA EMAIL

If you do not wish to speak live but would like to submit a written comment on a specific agenda item, please do so via email by 4:00PM on the day of the meeting. Please submit your comment to the Clerk of the Board at jrauch@venturaharbor.com.

When sending an email, please indicate in the subject line, the agenda item number (i.e. General Public Comment or Consent Item A). Written comments should be no more than 1000 characters in length. Written comments will be distributed to the Commissioners and will be posted as a supplemental packet on the District's website at <https://venturaharbor.com/board-meetings-minutes/>.

PROVIDE PUBLIC COMMENT LIVE AT THE MEETING USING ZOOM

To speak on a specific agenda item during the live Zoom meeting, please fill out the Public Comment Slip and email the Clerk of the Board at jrauch@venturaharbor.com by 4:00PM on the day of the meeting so you can participate appropriately. You can use one (1) comment slip for multiple items.

If you decide to speak during the meeting and did not fill out a Public Comment slip, attendees can dial *9 if on the phone or use the 'raise hand' function in Zoom.

CLOSED SESSION – 6:00PM

CALL TO ORDER: *By Chairman Chris Stephens.*

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

PUBLIC COMMUNICATIONS (3 minutes)

*The Public Communications period is set aside to allow public testimony on items only on the Closed Session Agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair. Attendees can dial *9 or use the 'raise hand' function in Zoom if they would like to speak during public comment periods.*

CONVENE IN CLOSED SESSION – 6:05PM

CLOSED SESSION AGENDA

1. **Conference with Legal Counsel - Existing Litigation per Government Code Section 54956.9(d)(1):** RDPH Properties, Inc. vs. Ventura Port District; Ventura Co. Sup. Court Case No. 56-2020-00546511-CU-WM-VTA. (verbal report)

2. **Public Employee Performance Evaluation per Government Code Section 54957(b)(1):** Brian D. Pendleton, General Manager - Annual Review

ADJOURNMENT

OPEN SESSION – 7:00PM

CALL TO ORDER: *By Chairman Chris Stephens.*

PLEDGE OF ALLEGIANCE: *By Chairman Chris Stephens.*

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

ADOPTION OF AGENDA (3 minutes)

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

APPROVAL OF MINUTES (3 minutes)

The Minutes of the April 21, 2021 Regular Meeting will be considered for approval.

PUBLIC COMMUNICATIONS (3 minutes)

*The Public Communications period is set aside to allow public testimony on items not on today's agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair. Attendees can dial *9 or use the 'raise hand' function in Zoom if they would like to speak during public comment periods.*

CLOSED SESSION REPORT (3 minutes)

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

BOARD COMMUNICATIONS (5 minutes)

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

STAFF AND GENERAL MANAGER REPORTS (5 minutes)

Ventura Port District Staff and General Manager will give the Commission updates on important topics or items of general interest if needed.

LEGAL COUNSEL REPORT (5 minutes)

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

CONSENT AGENDA: (5 minutes)

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

A) Approval of Option to Mermaid Gallery Retail Lease Agreement

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners authorize the General Manager to approve the Option to Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tina O'Brien dba Mermaid Gallery for the premises located at 1575 Spinnaker Drive #107B, consisting of 652 square feet.

B) Approval of Assignment and Assumption of Lease and Consent of Landlord for Baja Bay Surf Taco

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve an Assignment and Assumption of Lease and Consent of Landlord between Ms. Rangel, wife of Rigoberto Lopez Rangel dba Baja Bay Surf Taco and Mr. Ricardo Magana for the premises located at 1567 Spinnaker Drive #104, consisting of 773 square feet.

C) Approval of New Retail Lease Agreement for Tuesday Spagnuolo and Vince Spagnuolo dba Lost in Socks

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tuesday Spagnuolo and Vince Spagnuolo dba Lost in Socks at 1575 Spinnaker Drive #107A, consisting of 565 square feet for a five-year term with a four-year option.

D) Approval of Notice of Completion for the Ventura Harbor Restroom ADA Remodel at 1559 Spinnaker Drive

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3413:

- a) Accepting the work of Tomar Construction Inc. for the Ventura Harbor Village Restroom ADA Remodel at 1559 Spinnaker Drive; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

E) Approval of Notice of Completion for the Inner Harbor Dredging

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3414:

- a) Accepting the work of Mason Construction Company for the Inner Harbor Dredging; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

STANDARD AGENDA:

1) Approval of Financial Statements and Checks for January through March 2021

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3415 to:

- a) Accept the financial statements for the Quarter ending March 31, 2021; and,
- b) Review the payroll and regular checks for January through March 2021.

2) Board of Port Commissioners Protocols and Policies Manual Update

Recommended Action: Informational.

That the Board of Port Commissioners receive and discuss updates to the Board of Port Commissioners Protocols and Policies Manual.

3) Quarterly Update on the Ventura Port District Goals and 5-Year Objectives

Recommended Action: Informational.

That the Board of Port Commissioners receive and file the quarterly update on the Ventura Port District 5-Year Objectives.

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

Recommended Action: Informational. (Verbal Report)

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.

ADJOURNMENT

*This agenda was posted on Friday, April 30, 2021 by 5:00 p.m. at the Port District Office
and online at www.venturaharbor.com - Port District Business - Meetings and Agendas.*

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Ventura Port District at (805) 642-8538 or the California Relay Service at 711 or (800) 855-7100. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS

MAY 5, 2021

APPROVAL OF MINUTES

APRIL 21, 2021 REGULAR MEETING

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF APRIL 21, 2021



CLOSED SESSION

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chairman Chris Stephens at 5:30PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioners Present:

Chris Stephens, Chairman
Michael Blumenberg, Vice Chairman
Brian Brennan, Secretary via teleconference arrived at 6:00PM
Jackie Gardina via teleconference
Everard Ashworth via teleconference

Commissioners Absent:

None.

Port District Staff:

Brian Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Andy Turner via teleconference

PUBLIC COMMUNICATIONS: None.

CONVENED TO CLOSED SESSION AT 5:32PM.

ADJOURNMENT: Closed Session was adjourned at 6:58PM.

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Chairman Chris Stephens at 7:02PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom Meeting.

PLEDGE OF ALLEGIANCE: By Chairman Stephens.

ROLL CALL:

Commissioners Present:

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

Commissioners Absent:

None.

Port District Staff:

Brian Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Jessica Rauch, Clerk of the Board
John Higgins, Harbormaster via teleconference
Joe Gonzalez, Capital Improvements Manager via teleconference
Gloria Adkins, Accounting Manager via teleconference
Sergio Gonzalez, Maintenance Supervisor via teleconference
Jennifer Talt-Lundin, Marketing Manager via teleconference

Legal Counsel:

Andy Turner via teleconference

ADOPTION OF AGENDA

ACTION: Vice-Chairman Blumenberg moved to adopt the April 21, 2021 agenda.

Commissioner Brennan seconded. The vote was as follows:

**AYES: Commissioners Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.**

Motion carried 5-0.

APPROVAL OF MINUTES

The Minutes of the April 7, 2021 Regular Meeting were considered as follows:

ACTION: Commissioner Brennan moved to approve the minutes of the April 7, 2021 Regular Meeting.

Commissioner Gardina seconded. The vote was as follows:

**AYES: Commissioners Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.**

Motion carried 5-0.

PUBLIC COMMUNICATIONS: Sam Sadove commented that there needs to be signage on the corner of Harbor Blvd. and Schooner Dr. for the businesses on Anchors Way Dr.

CLOSED SESSION REPORT: Mr. Turner stated that the Board met in closed session; discussed and reviewed all items on the closed session agenda. The Board gave direction to staff as how to proceed. No action was taken that is reportable under The Brown Act.

BOARD COMMUNICATIONS: Commissioner Gardina thank Lynn Mikelatos for lunch at the Greek and always appreciates her insight. Vice-Chairman Blumenberg followed up on some infrastructure concerns and appreciated staff's quick response. Commissioner Brennan is concerned about the bike traffic on the promenade leading into summer.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported that Safe Harbor Marina received their construction permits.

LEGAL COUNSEL REPORT: None.

CONSENT AGENDA:

A) Approval of New Retail Lease Agreement for Ghassan Trad and Wafaa Alwarda dba Harbor Market & Liquor

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Ghassan Trad & Wafaa Alwarda dba Harbor Market & Liquor for the premises located at 1559 Spinnaker Drive #104, consisting of 1,373 square feet for a five-year term with a four-year option.

PUBLIC COMMENT: None.

ACTION **Commissioner Brennan moved to approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Ghassan Trad & Wafaa Alwarda dba Harbor Market & Liquor for the premises located at 1559 Spinnaker Drive #104, consisting of 1,373 square feet for a five-year term with a four-year option.**

Commissioner Ashworth seconded. The vote was as follows:

**AYES: Commissioners Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.**

Motion carried 5-0.

STANDARD AGENDA:

1) Adoption of Resolution No. 3412 Approving a Conveyance Agreement and an Installment Purchase Contract to Refinance the 2008 and 2009 Certificates of Participation as amended February 1, 2016

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3412, approving a Conveyance Agreement and an Installment Purchase Contract, making certain determinations relating thereto:

and authorizing certain other actions in connection therewith, to refinance the 2008 & 2009 Certificates of Participation.

Report by Rick Brandis, Managing Director, Brandis Tallman and Albert Reyes, Partner, Kutak Rock LLP.

PUBLIC COMMENT: None. Closed at 7:28PM.

ACTION: Commissioner Brennan moved to adopt Resolution No. 3412, approving a Conveyance Agreement and an Installment Purchase Contract, making certain determinations relating thereto: and authorizing certain other actions in connection therewith, to refinance the 2008 & 2009 Certificates of Participation.

Vice-Chairman Blumenberg seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.

Motion carried 5-0.

2) Coastal Marine Biolabs Current Activities Update

Recommended Action: Informational.

That the Board of Port Commissioners receive an update from Coastal Marine Biolabs on their current activities.

Report by Ralph Imondi, Ph.D., Coastal Marine Biolabs.

PUBLIC COMMENT: None.

ACTION: The Board of Port Commissioners received an update from Coastal Marine Biolabs on their current activities.

3) Approval of 2021 Lifeguard Service Contract

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners authorize the General Manager to enter into a contract with State Parks to provide Lifeguard Services from mid-May 2021 through Labor Day 2021 at Harbor Cove and Surfers Knoll beaches for \$136,802.37.

Report by John Higgins, Harbormaster.

PUBLIC COMMENT: None. Closed at 7:53PM.

ACTION: Commissioner Brennan moved to authorize the General Manager to enter into a contract with State Parks to provide Lifeguard Services from mid-May 2021 through Labor Day 2021 at Harbor Cove and Surfers Knoll beaches for \$136,802.37.

Commissioner Gardina seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.

Motion carried 5-0.

4) Approval of a Professional Services Agreement with Photo-Scan of Los Angeles, Inc. for Security System Monitoring and Service

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a Professional Services Agreement with Photo-Scan of Los Angeles, Inc. in the amount of up to \$50,000 for upgrades and maintenance of the District's door lock and camera security systems.

Report by Todd Mitchell, Business Operations Manager.

PUBLIC COMMENT: None. Closed at 8:02PM

ACTION: Commissioner Gardina moved to approve a Professional Services Agreement with Photo-Scan of Los Angeles, Inc. in the amount of up to \$50,000 for upgrades and maintenance of the District's door lock and camera security systems.

Vice-Chairman Blumenberg seconded. The vote was as follows:

AYES: Commissioner Stephens, Brennan, Gardina, Ashworth, Blumenberg
NOES: None.

Motion carried 5-0.

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

Recommended Action: Informational. (Verbal Report)

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.

PUBLIC COMMENT: Sam Sadove suggested waiting until the Governors action in June to move the meetings to in person and encouraged hybrid meetings.

ACTION: The Board of Port Commissioners received an update on COVID-19 related items.

ADJOURNMENT: The meeting was adjourned at 8:10PM.

The next meeting is Wednesday, May 5, 2021.

Brian Brennan, Secretary



**VENTURA
PORT DISTRICT**
Established 1952

BOARD OF PORT COMMISSIONERS

MAY 5, 2021

CONSENT AGENDA ITEM A

**APPROVAL OF OPTION TO MERMAID
GALLERY RETAIL LEASE AGREEMENT**

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
SUBJECT: Approval of Option to Mermaid Gallery Retail Lease Agreement

RECOMMENDATION:

That the Board of Port Commissioners authorize the General Manager to approve the Option to Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tina O'Brien dba Mermaid Gallery for the premises located at 1575 Spinnaker Drive #107B, consisting of 652 square feet.

SUMMARY:

The authorization will allow the General Manager to waive the condition of sales performance required in the full calendar year prior to the exercise option period. The full calendar year prior was 2020, during the Covid-19 pandemic. This would grant Ms. O'Brien an additional two-years commencing June 1, 2021.

LONG-TERM GOALS:

- Goal 3: Economic Vitality
 - Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.

5-YEAR OBJECTIVES:

- Objective V: Harbor Village
 - Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience
 - 2: Leasing/Property Management Action Plan

BACKGROUND:

Tina O'Brien has been a tenant since July 2011. In June of 2018, the District entered a three-year lease with a two-year option. The sales performance requirements for the option was not met during 2020, a year of major disruption to the retail business community due to the Covid-19 pandemic. Staff is recommending waiving the sales performance requirement and granting the option which would go into effect June 1, 2021.

FISCAL IMPACT:

This lease is at average market rental rates for retail space in the complex. The lease has annual step increase provisions in the base rent for each year during the option period.

ATTACHMENTS:

None.



**VENTURA
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BOARD OF PORT COMMISSIONERS

MAY 5, 2021

CONSENT AGENDA ITEM B

**APPROVAL OF ASSIGNMENT AND
ASSUMPTION OF LEASE AND
CONSENT OF LANDLORD FOR BAJA
BAY SURF TACO**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: May 5, 2021

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
SUBJECT: Approval of Assignment and Assumption of Lease and Consent of Landlord for
Baja Bay Surf Taco

RECOMMENDATION:

That the Board of Port Commissioners approve an Assignment and Assumption of Lease and Consent of Landlord between Ms. Rangel, wife of Rigoberto Lopez Rangel dba Baja Bay Surf Taco and Mr. Ricardo Magana for the premises located at 1567 Spinnaker Drive #104, consisting of 773 square feet.

SUMMARY:

The District has been contacted by the prospective buyer, Mr. Magana, at the direction of the attorney for the estate of the Rangel family on March 22 regarding the purchase of Baja Bay Surf Taco. Mr. Magana has provided staff the draft purchase and sale agreement, demonstration of financials, and the District completed a credit check. Ms. Margaret Padilla is providing a guarantee of lease.

LONG-TERM GOALS:

- Goal 3: Economic Vitality
 - Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.

5-YEAR OBJECTIVES:

- Objective V: Harbor Village
 - Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience
 - 2: Leasing/Property Management Action Plan

BACKGROUND:

Mr. Rangel signed a two-year lease with a two-year option that went into effect October 1, 2020. Mr. Rangel passed away on December 20, 2020 intestate. Ms. Rangel has worked with family legal counsel to collect Mr. Rangel's assets without probate, including the business. Mr. Magana has agreed to purchase the business and assume the existing lease.

FISCAL IMPACT:

The purchase of the business and assignment of lease means there will be a new restaurant operator that will open for business under the same name pending city and county approvals.

ATTACHMENTS:

None.



**VENTURA
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BOARD OF PORT COMMISSIONERS

MAY 5, 2021

CONSENT AGENDA ITEM C

APPROVAL OF NEW RETAIL LEASE

AGREEMENT FOR TUESDAY

SPAGNUOLO AND VINCE SPAGNUOLO

DBA LOST IN SOCKS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: May 5, 2021

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
SUBJECT: Approval of New Retail Lease Agreement for Tuesday Spagnuolo and Vince Spagnuolo dba Lost in Socks at 1575 Spinnaker Drive #107A

RECOMMENDATION:

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Tuesday Spagnuolo and Vince Spagnuolo dba Lost in Socks at 1575 Spinnaker Drive #107A, consisting of 565 square feet for a five-year term with a four-year option.

SUMMARY:

Staff has negotiated a lease renewal with Tuesday Spagnuolo and Vince Spagnuolo dba Lost in Socks at 1575 Spinnaker Drive #107A.

LONG-TERM GOALS:

- Goal 3: Economic Vitality
 - Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.

5-YEAR OBJECTIVES:

- Objective V: Harbor Village
 - Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience
 - 2: Leasing/Property Management Action Plan

BACKGROUND:

Tuesday Spagnuolo and Vince Spagnuolo have operated Lost in Socks at their retail space at Ventura Harbor Village since 2016. The business has been successful under their management and they have established additional locations in Prescott and Scottsdale. It is their intent to make investments in exterior signage to comply with the new District sign program. With this lease, the District continues to implement established leasing goals of tenant retention, long-term leases at market rates, and implementing the District's new sign program.

The Spagnuolo's are very excited to continue their tenancy at Ventura Harbor Village.

FISCAL IMPACT:

This new lease reflects current market rental rates for retailers in the complex. There will be step increases annually in base rent, with CPI increase for the option years. Tenant will continue to pay CAM, Promotional, and Percentage Rent in the new lease.



**VENTURA
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BOARD OF PORT COMMISSIONERS

MAY 5, 2021

CONSENT AGENDA ITEM D

**APPROVAL OF NOTICE OF
COMPLETION FOR THE VENTURA
HARBOR RESTROOM ADA REMODEL
AT 1559 SPINNAKER DRIVE**

VENTURA PORT DISTRICT
BOARD COMMUNICATION

CONSENT AGENDA ITEM D
Meeting Date: May 5, 2021

TO: Board of Port Commissioners
FROM: Todd Mitchell, Business Operations Manager
Joe Gonzalez, Capital Improvements Manager
SUBJECT: Approval of Notice of Completion for the Ventura Harbor Village Restroom ADA Remodel

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3413:

- a) Accepting the work of Tomar Construction Inc. for the Ventura Harbor Village Restroom ADA Remodel at 1559 Spinnaker Drive; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

SUMMARY:

On December 16, 2020, the Board of Port Commissioners awarded a contract in the amount of \$97,800.00 for the subject project to Tomar Construction, Inc. The work is now complete, and the final contract cost is \$101,923.

LONG-TERM GOALS:

- Goal 3: Economic Vitality
 - Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.

5-YEAR OBJECTIVES:

- Objective V: Harbor Village
 - Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience.
 - 1: Complete Harbor Village refresh programs

BACKGROUND:

The Americans with Disabilities Act (ADA) provides civil rights protections for individuals with disabilities. The purpose of the ADA is to provide a “clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.” 42 U.S.C.A § 12101(b)(1). The ADA prohibits discrimination in employment, public accommodations, government services, public transportation, and telecommunications.

In 2014 and 2015, the District surveyed buildings and facilities within Ventura Harbor and Ventura Harbor Village with the aid of a consultant to assist the District in achieving compliance with local, state and federal laws and regulations. This included surveys of the District’s assets as well as review of policies, programs, and procedures. The surveys identified physical barriers in Harbor Village buildings and facilities based on ADA Accessibility Guidelines and Title 24 standards. The list of facilities surveyed included:

- District-owned buildings
- District-owned parking lots
- District-owned beaches

This project remodeled one restroom on the first floor and two restrooms on the second floor of building 1559.

FISCAL IMPACT:

The project was approved by the Board on July 1, 2020 in the FY20-21 Capital Improvements and ADA Improvements Plan in the amount of \$110,000.

The contract awarded to Tomar for the project was in the amount of \$97,800.00.

There were two change orders. The following are the change orders approved by staff:

- \$3,595.00 Replacement of failed cast iron sewer pipe, located underneath restrooms suite # 101 (Coastal Marine Biolabs) sewer lines are existing connections to the restrooms plumbing, that needed to be address.
- \$525.00 exhaust fan replacement inside family restroom.

The total for all change orders was \$4,123.00. This cost was below the 10% threshold for change orders and unforeseen repairs in the project budget. The work is now complete, and the final contract cost was \$101,923.

Project soft costs increased due to a rebidding process resulting in additional time for the architect and publishing of a second notice in the Ventura County Star. The final project cost was \$115,351.19 or \$5,351.19 over budget.

ATTACHMENTS:

Attachment 1 – Resolution No. 3413

Attachment 2 – Notice of Completion



RESOLUTION NO. 3413

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
ACCEPTING THE WORK OF TOMAR CONSTRUCTION, INC.
FOR THE VENTURA HARBOR VILLAGE RESTROOM
ADA REMODEL AT 1559 SPINNAKER DRIVE**

WHEREAS, Brian D. Pendleton, General Manager of the Ventura Port District, advised the Board of Port Commissioners of said District that the work of Tomar Construction, Inc., on the project entitled "Ventura Harbor Village Restroom ADA Remodel – 1559 Spinnaker Drive" described in the Agreement between Tomar Construction, Inc. and the Ventura Port District, hereinafter referred to as "District", dated January 5, 2021 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, Tomar Construction, Inc. is released from the obligations under said contract, except as to the conditions of the performance bond, required guarantees and correction of faulty work after payment.
3. The General Manager of the District is hereby directed to execute on behalf of the District, or cause to be executed on behalf of the District and be recorded in the office of the Ventura County Recorder a Notice of Completion of said work.
4. The General Manager is hereby directed to send a copy of this Resolution to Tomar Construction, Inc. as the District's Notice of Acceptance of said work.

PASSED, APPROVED and ADOPTED this 5th day of May 2021.

Chris Stephens, Chairman

Attest:

Brian Brennan, Secretary

ATTACHMENT 1

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

I, Brian Brennan, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3413 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 5th day of May 2021, 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 5th day of May 2021.

Brian Brennan, Secretary

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 April 2, 2021.
7. The work accomplished consisted of ADA improvements to restrooms located at 1559 Spinnaker Drive.
8. The name of the contractor for the Ventura Harbor Village Restroom ADA Remodel is Tomar Construction, Inc. pursuant to the Agreement, dated January 5, 2021.
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 Ventura Harbor Village.

Ventura Port District

Date: _____

By: _____
Brian D. Pendleton, General Manager

VERIFICATION

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

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

Executed on _____, at Ventura, California.

Brian D. Pendleton, General Manager



**VENTURA
PORT DISTRICT**
Established 1952

BOARD OF PORT COMMISSIONERS

MAY 5, 2021

CONSENT AGENDA ITEM E

**APPROVAL OF NOTICE OF
COMPLETION FOR THE VENTURA
INNER HARBOR DREDGING**

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
SUBJECT: Approval of Notice of Completion for the Ventura Inner Harbor Dredging

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3414:

- a) Accepting the work of Mason Construction Company for the Ventura Inner Harbor Dredging; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

SUMMARY:

On March 10, Manson Construction completed the inner harbor dredging of the Stub Channel and the conditions of the channel have now been restored to provide safe passage for vessels and personal watercraft from Ventura Harbor into the Ventura Keys.

LONG-TERM GOALS:

- Goal 1: Safety & Navigation
 - Maintain and enhance a safe and navigable harbor
 - (a) Securing funding for dredging the Harbor entrance through the Army Corps of Engineers in coordination with agencies and our elected officials
 - (b) Dredging the Inner Harbor and preserving infrastructure;
 - (c) Providing superior Harbor Patrol, Maintenance, and related District services;
 - (d) Preserving and enhancing infrastructure, equipment, and facilities for a modernized, efficient and safe working harbor.
- Goal 2: Commercial & Recreational Boating & Fishing
 - Support and promote commercial and recreational boating and fishing

5-YEAR OBJECTIVES:

- Objective D: Harbor Dredging
 - Ensure that annual dredging occurs at the federal Harbor entrance and as needed in the inner Harbor
 - 3: Ventura Port District Dredging

BACKGROUND:

The Ventura Port District and the City share responsibility for maintaining access to the Ventura Keys through maintenance dredging of the Ventura Keys Stub Channel.

Bathymetric surveys in the northern portion of the Pierpont Basin and the Stub Channel which provides vessel access to the Ventura Keys indicate the need to perform maintenance dredging in those areas to maintain navigational safety.

Further, over the past year, largely in part due to the COVID-19 pandemic, public recreational vessel usage (powered and unpowered) in Ventura Harbor has increased. As evidenced by the number of paddleboards and kayaks being launched from Marina Park, the District launch ramp, and the exceptional growth in rentals from Ventura Boat Rentals, the number of vessels

operating within the Stub Channel (connecting to the Ventura Keys) has increased and resulted in congestion and groundings due to the shoaling of the south side of the channel.

At the February 3, 2021 Board of Commissioners Meeting, the Board approved a contract with Manson Construction Company pursuant to Section 20751.2 of the California Public Contract Code pursuant to Section 20751 to complete the inner harbor dredging. At the March 17th, 2021 Board Meeting, the Board of Commissioners passed Resolution 3409 Declaration of Emergency in order to complete the inner harbor dredging of the stub channel. Work was completed on March 10th.

FISCAL IMPACT:

The 2021 inner harbor/stub channel dredging contract with Manson Construction was completed at a cost of \$201,000 with a portion to be cost shared with the City of Ventura. The funds for the project were available in the District's Dredging Reserve and the project was budgeted to be completed in FY20-21 for up to \$225,000 for the District's portion.

ATTACHMENTS:

Attachment 1 – Resolution No. 3414
Attachment 2 – Notice of Completion



RESOLUTION NO. 3414

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
ACCEPTING THE WORK OF MANSON CONSTRUCTION COMPANY
FOR THE VENTURA INNER HARBOR DREDGING**

WHEREAS, Brian D. Pendleton, General Manager of the Ventura Port District, advised the Board of Port Commissioners of said District that the work of Manson Construction Company, on the project entitled "Ventura Inner Harbor Dredging" described in the Agreement between Manson Construction Company and the Ventura Port District, hereinafter referred to as "District", dated January 26, 2021 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, Manson Construction 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 Manson Construction Company as the District's Notice of Acceptance of said work.

PASSED, APPROVED and ADOPTED this 5th day of May 2021.

Chris Stephens, Chairman

Attest:

Brian Brennan, Secretary

ATTACHMENT 1

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

I, Brian Brennan, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3414 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 5th day of May 2021, 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 5th day of May 2021.

Brian Brennan, Secretary

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 March 10, 2021.
7. The work accomplished consisted of dredging the federal channel and harbor entrance.
8. The name of the contractor for the Ventura Harbor Dredging is Manson Construction Company pursuant to the Agreement, dated January 26, 2021.
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 Ventura Harbor Village.

Ventura Port District

Date: _____

By: _____
Brian D. Pendleton, General Manager

VERIFICATION

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

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

Executed on _____, at Ventura, California.

Brian D. Pendleton, General Manager



BOARD OF PORT COMMISSIONERS

MAY 5, 2021

STANDARD AGENDA ITEM 1

APPROVAL OF FINANCIAL STATEMENTS AND
CHECKS FOR JANUARY THROUGH MARCH
2021

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: May 5, 2021

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager
SUBJECT: Approval of Financial Statements and Checks for January through March 2021

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3415 to:

- a) Accept the financial statements for the Quarter ending March 31, 2021; and,
- b) Review the payroll and regular checks for January through March 2021.

SUMMARY:

Attached for the Board's review are the financial statements for the quarter ended March 31, 2021 and the check registers for January through March 2021. The attachments reflect the Enterprise Fund and the VSE Aquaculture Grant Fund.

LONG-TERM GOALS:

- Goal 6: Public Service
 - 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 more efficient, effective and public focused organization.

5-YEAR OBJECTIVES:

- Objective E: Public and Civic Engagement Plan
 - Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders
 - 1: Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

BACKGROUND:

The financial statements for the quarter ending March 31, 2021, shown as Attachment 2, consist of Statement of Income and Expenses, Supplementary Notes, Balance Sheet, Cash Flow Statement (includes Grant and Dock Project accounts), Distribution of Cash (includes Grant and Dock Project accounts), Comparison of Lease Rents, and a Three-Year Comparative Statement of Revenue and Expenses.

The Ventura Shellfish Enterprise (VSE) Aquaculture Grant Fund Statement of Income and Expenses and the Balance Sheet are included here as Attachment 3. The 2018 VSE aquaculture project expenditure recap report through 3/31/21 is also included in this attachment.

Operational Disbursements

The accounts payable check registers for January through March are located after all the financial statement documents as Attachment 4. The registers include a brief description of the purpose for each check. The checks that were written out of the Grant Fund checking account in March did not utilize grant funds. When the Grant Fund checking account was opened for the 2015 VSE Grant, startup funds of approximately \$160,000 were deposited into the checking account from the Enterprise fund as a cushion to allow for the payment of grant expenses prior to the grant reimbursements being received. These startup funds will be utilized or returned to the Enterprise

Fund at the conclusion of the 2018 Grant term. There were no checks written from the Dock Project Fund checking account during this quarter.

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

January 2021 -

- Alliant Insurance Services was paid \$82,155 on 1/08/21 for the annual premium for four Navigators Marine Insurance policies. This insurance covers all liability related to the patrol boats, the launch ramp, the District docks (including the Village) and the water area in the harbor. These annual premiums increased to reflect updating the replacement loss value on the patrol vessels and the value of the Village docks after completion of the 2018 renovation project.

February 2021 -

- Dept. of Parks and Recreation was paid \$82,823 on 2/5/21 as per the lifeguard professional services agreement in place for coverage during summer of 2020.
- The Holly Workshop was paid \$32,000 on 2/05/21 to provide décor, setup, take down and the storage of the December 2020 seasonal decorations in the Village and the Harbor entrance.
- Allied Power Products, Inc. was paid \$98,873 on 2/17/21 for the final payment on the fabrication of the fish derrick crane that is being installed on the fish pier in the Village.
- Channel Watch Marine, Inc. was paid \$28,644 on 2/17/21 for the disposal of several vessels in collaboration with Harbor Patrol and a SAVE Grant for the safe disposal of derelict vessels.

Details reflecting purchases made through the District's Wells Fargo Bank credit cards for January through March 2021 are included as Attachment 5.

The Quarterly Treasurer's Report for the period ending March 31, 2021 has been included as Attachment 6.

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. January, February and March each contained two regular pay periods with the quarterly accrued compensation hours pay-off run included in March.

FISCAL IMPACT:

The Statement of Income and Expenses reflects a positive 'Change in Net Position' of \$1,053,210 for the period ended March 31, 2021. This increase continues to be primarily contributed to the one-time appreciation rent received from Safe Harbor Marinas in October and the receipt of the December installment of the District's portion of the annual Ventura County tax revenues.

ATTACHMENTS:

Attachment 1 – Resolution No. 3415

Attachment 2 – Statement of Income Expenses – Quarter Ended March 31, 2021

Attachment 3 – Aquaculture Fisheries Grant Fund Financial Statements March 31, 2021

Attachment 4 – Accounts Payable Check Registers – January - March 2021

Attachment 5 – Wells Fargo Bank Credit Card Charges January - March 2021

Attachment 6 – Quarterly Treasurers Report – March 31, 2021



RESOLUTION NO. 3415

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

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

- A. Accept the Financial Statements for the Quarter ended March 31, 2021;
- B. The following Checks are hereby reviewed:
 - 1) Payroll Checks #10308-10358 and direct deposits inclusive in the amounts of \$141,673 for January 2021 salaries, \$141,851 for February 2021 salaries, and \$170,903 for March 2021 salaries.
 - 2) Regular Checks #52759-53126 and #1057-1064 inclusive in the amounts of \$316,135 for January 2021 expenditures, \$535,854 for February 2021 expenditures, and \$170,076 for March 2021 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on May 5, 2021, Resolution No. 3415 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chris Stephens, Chairman

ATTEST:

Brian Brennan, Secretary

ATTACHMENT 2

**Ventura Port District
Statement of Income and Expenses
For the Period Ended March 31, 2021**

	<----- Quarter (3 mos) ----->			<----- Year-to-Date ----->		
	Budget	Activity	Variance	Budget	Activity	Variance
OPERATING REVENUES						
Parcel Lease Income	\$ 976,600	\$ 1,027,349	\$ 50,749	\$ 3,488,200	\$ 3,829,004	\$ 340,804
Dry Storage Income	24,500	22,961	(1,539)	67,500	66,387	(1,113)
Fisherman's Storage	20,325	20,325	0	61,375	61,443	68
Parking Income	9,000	17,629	8,629	34,500	78,976	44,476
Miscellaneous Income/Rentals	2,850	6,056	3,206	53,950	60,381	6,431
Village Income						
Harbor Village Lease Income	608,300	560,904	(47,396)	1,740,250	1,982,897	242,647
Commercial Fishing	51,940	46,224	(5,716)	150,350	141,541	(8,809)
Miscellaneous Income	850	1,590	740	2,550	609	(1,941)
Harbor Event Fees	3,000	5,062	2,062	10,250	11,435	1,185
Marketing Booth/Vendor Income	0	187	187	0	187	187
Co-Op Advert/Sponsorship	500	0	(500)	1,000	0	(1,000)
Merchants Promo Fund	22,500	12,905	(9,595)	55,500	47,396	(8,104)
Slip Rentals	180,000	224,110	44,110	540,000	615,679	75,679
Dock Electrical Income	7,020	12,677	5,657	13,500	18,806	5,306
C A M Income	74,450	65,520	(8,930)	215,450	209,675	(5,775)
Total Oper. Revenues	\$ 1,981,835	\$ 2,023,499	\$ 41,664	\$ 6,434,375	\$ 7,124,416	\$ 690,041
OPERATING EXPENSES						
Personnel Expenses						
Salaries & Wages						
Regular Salaries	\$ 558,819	\$ 565,629	\$ (6,810)	\$ 1,911,185	\$ 1,900,871	\$ 10,314
Part-time Help	28,155	14,552	13,603	89,225	59,971	29,254
Overtime Pay	10,875	15,482	(4,607)	52,625	43,178	9,447
Holiday Pay	11,250	14,505	(3,255)	33,750	34,319	(569)
Total Salaries & Wages	\$ 609,099	\$ 610,168	\$ (1,069)	\$ 2,086,785	\$ 2,038,339	\$ 48,446
Other personnel expenses						
Retirement Contributions/Exp	\$ 119,877	\$ 123,389	\$ (3,512)	\$ 385,377	\$ 383,418	\$ 1,959
Payroll Taxes	10,598	10,048	550	34,143	34,834	(691)
Worker's Comp Ins.	38,745	38,748	(3)	116,235	116,244	(9)
OPEB Liability	2,625	2,860	(235)	7,875	7,864	11
Medical & Life Ins.	75,759	65,927	9,832	233,757	203,958	29,799
Optional Benefit Plan	65,223	59,826	5,397	201,219	192,698	8,521
Uniforms & Tool Allowances	8,355	5,192	3,163	25,545	20,607	4,938
Total - Other Personnel Expenses	\$ 321,182	\$ 305,990	\$ 15,192	\$ 1,004,151	\$ 959,623	\$ 44,528
Total Personnel Expenses	\$ 930,281	\$ 916,158	\$ 14,123	\$ 3,090,936	\$ 2,997,962	\$ 92,974

ATTACHMENT 2

**Ventura Port District
Statement of Income and Expenses
For the Period Ended March 31, 2021**

	< ----- Quarter (3 mos) ----- >			< ----- Year-to-Date ----- >		
	Budget	Activity	Variance	Budget	Activity	Variance
General Expenses						
Advertising	\$ 3,120	\$ 5,023	\$ (1,903)	\$ 9,360	\$ 8,390	\$ 970
Leasing & Real Estate	5,250	3,511	1,739	15,750	10,923	4,827
Auto Mileage & Allowance	2,950	2,215	735	8,450	7,015	1,435
Auto/Boat Equip & Maint	25,915	17,216	8,699	109,740	106,483	3,257
Bad Debt	1,000	0	1,000	2,000	30,397	(28,397)
Bank Fees & Other Misc	2,885	3,283	(398)	8,615	11,343	(2,728)
Building Maintenance	48,060	23,311	24,749	144,380	100,385	43,995
Bldg Maint-Tenant Improvments	94,650	77,528	17,122	175,950	121,420	54,530
Communications	9,000	10,006	(1,006)	28,000	27,625	375
Conferences & Training	7,095	1,734	5,361	21,635	10,481	11,154
Dock Maint. & Repair	10,570	1,150	9,420	35,210	10,631	24,579
Equipment Rental	2,874	2,462	412	11,626	8,449	3,177
General Insurance	74,592	69,195	5,397	213,072	207,585	5,487
Grounds Maintenance	43,505	15,352	28,153	174,495	130,665	43,830
General Harbor Maintenance	999	0	999	2,997	200	2,797
Janitorial Supplies	16,740	17,222	(482)	53,260	59,915	(6,655)
Land/Building Rental Expense	20,325	20,325	0	61,375	61,343	32
Marketing & Promotions	60,545	35,945	24,600	193,725	110,014	83,711
Memberships & Subscriptions	5,534	2,107	3,427	24,267	23,327	940
Office Supplies & Equipment	6,625	5,793	832	19,875	13,625	6,250
Computer Equip & Supplies	6,600	10,772	(4,172)	18,800	11,674	7,126
Operating Supplies	13,074	5,234	7,840	51,422	40,282	11,140
Other Equipment & Repairs	10,525	10,704	(179)	38,975	37,249	1,726
Legal-Prof Serv, Judgements, Settl	112,500	62,792	49,708	337,500	310,312	27,188
Professional/Outside Services	150,290	169,391	(19,101)	483,731	472,706	11,025
Prof. Serv.-VSE Aquaculture	67,600	19,600	48,000	225,000	177,245	47,755
Utilities	103,189	85,311	17,878	330,695	299,087	31,608
Dredging Related Expenses	65,355	101,896	(36,541)	165,845	200,732	(34,887)
Total General Expenses	\$ 971,367	\$ 779,078	\$ 192,289	\$ 2,965,750	\$ 2,609,503	\$ 356,247
Total Operating Expenses	\$ 1,901,648	\$ 1,695,236	\$ 206,412	\$ 6,056,686	\$ 5,607,465	\$ 449,221
Oper. Income(Loss) Before Deprec.	\$ 80,187	\$ 328,263	\$ 248,076	\$ 377,689	\$ 1,516,951	\$ 1,139,262
Depreciation	\$ 262,500	\$ 259,054	\$ 3,446	\$ 787,500	\$ 777,997	\$ 9,503
Operating Income (Loss)	\$ (182,313)	\$ 69,209	\$ 251,522	\$ (409,811)	\$ 738,954	\$ 1,148,765

ATTACHMENT 2

Ventura Port District
Statement of Income and Expenses
For the Period Ended March 31, 2021

	<----- Quarter (3 mos) ----->			<----- Year-to-Date ----->		
	Budget	Activity	Variance	Budget	Activity	Variance
NON-OPERATING REVENUES						
General						
Investment Income (Loss)	\$ 19,000	\$ (571)	\$ (19,571)	\$ 72,000	\$ 10,524	\$ (61,476)
Tax Income	<u>45,000</u>	<u>24,985</u>	<u>(20,015)</u>	<u>880,000</u>	<u>863,692</u>	<u>(16,308)</u>
Total General Non-Oper. Income	\$ 64,000	\$ 24,414	\$ (39,586)	\$ 952,000	\$ 874,216	\$ (77,784)
Special Funding						
DBAW Grants-Misc	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
DBAW Grant-Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Special Funding	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL NON-OPER. REVENUES	<u>\$ 64,000</u>	<u>\$ 24,414</u>	<u>\$ (39,586)</u>	<u>\$ 952,000</u>	<u>\$ 874,216</u>	<u>\$ (77,784)</u>
NON-OPERATING EXPENSES						
Interest Expense	\$ 271,300	\$ 269,241	\$ 2,059	\$ 563,100	\$ 559,960	\$ 3,140
Total Non-Oper. Expenses	\$ 271,300	\$ 269,241	\$ 2,059	\$ 563,100	\$ 559,960	\$ 3,140
Non-Operationing Income (Loss)	<u>\$ (207,300)</u>	<u>\$ (244,827)</u>	<u>\$ (37,527)</u>	<u>\$ 388,900</u>	<u>\$ 314,256</u>	<u>\$ (74,644)</u>
CHANGES IN NET POSITION	<u>\$ (389,613)</u>	<u>\$ (175,618)</u>	<u>\$ 213,995</u>	<u>\$ (20,911)</u>	<u>\$ 1,053,210</u>	<u>\$ 1,074,121</u>

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending March 31, 2021 – Budget to Actual Analysis

Department Managers and Accounting Staff makes an attempt to use projected timelines for expenditures as well as to follow seasonal patterns when distributing the annually budgeted operating income and expenses by month whenever it is feasibly possible. Many line items are divided equally through the year and can be a challenge to pinpoint causes of variances by quarter or individual events. COVID-19 has had a definite influence on revenue and expenses during the fiscal year and is anticipated to have ongoing impacts on staff projections.

The COVID-19 pandemic changed the way staff would normally conduct business in the harbor. As with the previous quarters, resources were directed as deemed necessary to maintain a safe and secure environment in the harbor for essential employees, tenants, and the public. The revenues in the first quarter of the fiscal year 2020-2021 budget are a conservative attempt to reflect reduced revenues due to the projected continuation of COVID-19 pandemic.

Operating Income:

Parcel Lease Income – (exceeds budget \$340,804) This category reflects the cumulative balance for master tenant's rents. The Hotels and Ventura Harbor Marine Association were projected at minimum rent for the first quarter of the fiscal year based on discussions directly with them and taking into account their public serving uses. Sales for all of the master tenants were better than anticipated for both 1st and 2nd quarters. Although, rent for the current quarter was only up \$50,749 over budget. Tenant sales were again affected given that increased COVID19 restrictions were implemented during this quarter.

Harbor Village Lease Income – (exceeds budget \$242,647) This category reflects retail, restaurants, offices, and charters. The first quarter revenue budget for retail, restaurants and charters was very conservative given the uncertainty regarding the operational restrictions that would be imposed upon various businesses. The sales for these tenants were also a little better than anticipated for both 1st and 2nd quarters although their sales were less than the same period last year, with the charter's category seeming to have been affected the most significantly. Unfortunately, the current quarter reflects a decrease in revenue of \$47,396 from the budget. This was a result of more stringent COVID19 restrictions again being implemented during this quarter.

Slip Income – (exceeds budget \$75,679) Re-occupancy of the Village slips following the completion of the renovation is coming together faster than was anticipated in the budget.

Operating Expenses:

Personnel Expenses – (under budget \$92,974) This variance is the net effect of salaries and wages being under budget \$48,446 and other personnel expenses being under budget \$44,528.

- Salaries and wages are under budget by \$49,446. This category was right on budget for this current quarter. The variance of approximately \$31,928 continues to reflect the Harbor Patrol department from the first two quarters of the fiscal year. The variance continues to primarily reflect the first quarter Patrol's part-time and overtime wage categories being under budget due to the need for additional staffing coming up during the summer months. The actual costs were lower this year given the reduced activity in the harbor due to the pandemic.
- Other personnel expenses are under budget by \$44,528 \$29,338. This is an increase of \$15,192 for the current quarter. This variance continues to be primarily in the medical & life insurance category. Some of this variance is due to a few employees choosing to cancel their health and dental policies with the District to utilize their spouse's policy; the unfortunate loss of an employee in January; and a few employees that choose to receive medical expense reimbursements for their optional benefit rather than be paid out have not submitted reimbursement requests as of yet. Some of the variance may also just be a matter of the budget distribution.

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending March 31, 2021 – Budget to Actual Analysis

Building Maintenance – (under budget \$43,995) Approximately \$24,749 of this variance reflects the current quarter. This decrease seems to be the result of more stringent COVID19 restrictions again being put into place thereby reducing the usage of the buildings. The remaining \$19,000 reflects the first six month of the fiscal year which is a reasonable variance for that time frame.

Building Maintenance-Tenant Improvement – (under budget \$54,530) This budget line was divided by 12 and spread evenly thru the year. The timing of tenant improvements is subject to variability based principally on timing of new lease execution. This expense category is also down due to staff's efforts at having being able to negotiate and re-new leases with tenant's whose leases were expiring this year. Very few TI's are necessary for suites that tenant's choose to remain in.

Grounds Maintenance – (under budget \$43,830)

Marketing and Promotions – (under budget \$83,711) Our Marketing Manager attempts to distribute their budget based on scheduled events and advertising promotions. This variance continues to be primarily in the advertising and promotional materials categories. The timing of advertising expenses will remain uncertain with the ups and downs of the COVID-19 crisis.

Prof. Serv.-VSE Aquaculture – (under budget \$47,755) \$48,000 of this variance is in the current quarter. Work slowed down during this quarter pending the analysis and determination of the District's decision on 3/17 to change direction on this project. The Board did approve increases in the professional services in this category at the 4/7 Board meeting to complete the grant, support NOAA's aquaculture efforts and seek opportunities to collaborate with the aquaculture industry to land product at Ventura Harbor.

Non-operating Revenue:

Investment Income (under budget \$61,476) The budget for this category was decreased \$90,000 during the mid-year budget adjustment process. This decrease was not sufficient to cover the unexpected decrease due to the change in the Fair Market Value of the LAIF investments or the continuing decrease in the interest rates. Fortunately, the cash value of funds deposited with LAIF are not affected by the change in the Fair Market Value unlike some other investment venues.

Non-operating Expenses:

Nothing major to report on during the first three quarters of the fiscal year.

ATTACHMENT 2

Ventura Port District
Balance Sheet
For the Period Ended March 31, 2021

CURRENT ASSETS		CURRENT LIABILITIES	
Cash in Banks	4,761,508	Accounts Payable	562,405
Accounts Receivable	653,859	Accrued Interest Payable	230,180
Intercompany Receivable-Grant Fund	205,400	Current Portion of Long Term Debt	1,062,296
Taxes Receivable	67,895	Accrued Liabilities	89,455
Interest Receivable	12,327	Current Portion of Compensated Absences	218,162
Prepaid Expenses	228,737		
Inventory of supplies	81,062		
TOTAL CURRENT ASSETS	<u>\$6,010,788</u>	TOTAL CURRENT LIABILITIES	<u>\$2,162,498</u>
RESTRICTED ASSETS		LONG TERM DEBT	
Cash - Dredging	3,022,376	ltd - Notes Payable	12,784,224
Cash - Improvement	3,753,629	TOTAL LONG TERM DEBT	<u>\$12,784,224</u>
Cash - Fisheries Complex	185,781		
Cash - Project Fund-Village Marina	61,737		
TOTAL RESTRICTED ASSETS	<u>\$7,023,523</u>	OTHER LIABILITIES	
		OPEB Liability-Long Term	1,116,897
		Compensated Absences-Long Term	73,683
		Net Pension Liability	3,729,068
		Unearned Revenue	212,255
		Security Deposits	285,839
		TOTAL OTHER LIABILITIES	<u>\$5,417,742</u>
		TOTAL LIABILITIES	<u>\$20,364,464</u>
FIXED ASSETS		EQUITY	
Land	2,342,629	Contributed Capital	4,632,128
Harbor Improvements	44,089,040	Retained Earnings-Reserved	645,536
Equipment	1,877,273	Retained Earnings- Unreserved	16,800,892
	48,308,942	Current Year Retained Earnings	1,053,210
Accumulated depreciation	(18,835,489)	TOTAL EQUITY	<u>\$23,131,766</u>
NET FIXED ASSETS	<u>\$29,473,453</u>		
		TOTAL ASSETS AND DEFERRED	
		OUTFLOWS OF RESOURCES	
TOTAL ASSETS	<u>\$42,507,764</u>	DEFERRED INFLOW OF RESOURCES	
		Deferred amount on OPEB	124,480
		Deferred amount from pension plan	162,095
DEFERRED OUTFLOWS OF RESOURCES		TOTAL DEFERRED INFLOW OF RESOURCES	<u>\$286,575</u>
Deferred amount on refundings	168,434		
Deferred amount on OPEB	34,555	TOTAL LIABILITIES, EQUITY, AND	
Deferred amount on pension plan	1,072,052	DEFERRED INFLOW OF RESOURCES	<u>\$43,782,805</u>
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>\$1,275,041</u>		
TOTAL ASSETS AND DEFERRED			
OUTFLOWS OF RESOURCES	<u>\$43,782,805</u>		

Monthly Report
(Draft Unaudited)

ATTACHMENT 2

Ventura Port District
Cashflow Statement
As of March 31, 2021

Enterprise Fund (Includes Grant & Project Fund)

Operating Income	7,124,416
Non-Operating Income	891,927
Total Income	<u>\$ 8,016,343</u>
Operating Expenses	6,403,173
Non-Operating Expenses	559,960
Total Expenses	<u>\$ 6,963,133</u>
Change in Net Position-Accrual Basis	\$ 1,053,210
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(1,062,296)
Deferred amount on refundings	19,926
Acquisitions/Retirements of Capital Assets	<u>(725,174)</u>
Net Cash provided (used) by Capital & Financing	\$ (1,767,544)
Operating Income Adjustments:	
Depreciation/Impairment of assets	777,997
(Increase)decrease in receivables	(81,784)
(Increase)decrease in prepaid Items	(10,259)
Increase(decrease) in payables	81,852
Increase(decrease) in unearned revenue	(102,380)
Increase (decrease) in tenant deposits	<u>7,291</u>
Net Cash provided by Operating Activities	\$ 672,717
NET Increase (Decrease) in Cash	\$ (41,617)
Add: Beginning Cash 7/1/20	\$ 12,013,163
Ending Cash at 3/31/21	\$ 11,971,546

Monthly Report
(Draft Unaudited)

ATTACHMENT 2

Ventura Port District
Distribution of Cash as of
March 31, 2021

<u>Enterprise Fund</u>	Current Balance
<u>Cash</u>	
Cash on Hand (undeposited)	1,514
Cash in Checking (Wells Fargo Bank)	706,710
Cash in County Treasury	<u>18,724</u>
Total Cash Available for Normal Operations	<u>\$ 726,948</u>
<u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>4,001,997</u>
Total Investments Unrestricted Reserves	<u>\$ 4,001,997</u>
<u>Dredging Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>3,022,376</u>
Total Dredging Reserves	<u>\$ 3,022,376</u>
<u>Capital Improvement Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>3,753,629</u>
Total Capital Improvement Reserves	<u>\$ 3,753,629</u>
<u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>185,780</u>
Total Fisheries Complex Reserves	<u>\$ 185,780</u>
<u>Aquaculture Grant Funds</u>	
Cash in Checking (Wells Fargo Bank)	<u>186,515</u>
Total Aquaculture Grant Funds	<u>\$ 186,515</u>
<u>Project Fund - Village Marina</u>	
Cash in Checking (Wells Fargo Bank)	32,564
Local Agency Investment Fund (LAIF)	<u>61,737</u>
Total Project Fund Village Marina	<u>\$ 94,301</u>
TOTAL CASH AND INVESTMENTS	<u><u>\$ 11,971,546</u></u>

ATTACHMENT 2

**Ventura Port District
Comparison of Lease Rent**

	Year to Date Ended <u>3/31/2021</u>	Year to Date Ended <u>12/31/2020</u>	Increase (Decrease)	
Parcel Leases				
VHMA/Derecktor Marine	162,599	156,725	5,874	4%
Sheraton 4 Points-Harbortown	296,046	408,266	(112,220)	-27%
Harbortown Point	69,518	71,012	(1,494)	-2%
Oceans West Marina	265,559	266,656	(1,097)	0%
Ventura Isle Marina	699,266	633,467	65,799	10%
Ventura Marina Mobile Park	400,404	390,056	10,348	3%
Ventura West Marina	433,468	431,792	1,676	0%
Ventura Yacht Club	102,166	100,025	2,141	2%
Vta Harbor Boatyard	245,415	330,201	(84,786)	-26%
Portside Partners Ventura Harbor	242,355	232,500	9,855	4%
Total Parcel Lease	<u>2,916,795</u>	<u>3,020,700</u>	<u>(103,905)</u>	-3%
Appreciation rent & Option Fee	<u>912,209</u>	<u>2,000</u>	<u>910,209</u>	
Total Parcel Leases	3,829,004	3,022,700	806,304	27%
Ventura Harbor Village				
Retail Rents	415,165	374,466	40,699	11%
Restaurant Rents	848,908	880,033	(31,125)	-4%
Office Rents	515,313	530,332	(15,019)	-3%
Charters	203,511	298,648	(95,137)	-32%
Total Village	<u>1,982,897</u>	<u>2,083,479</u>	<u>(100,582)</u>	-5%
Commercial Fishing	141,541	161,596	(20,055)	-12%
TOTAL	5,953,443	5,267,775	685,668	13%

Monthly Report
(Unaudited)

ATTACHMENT 2

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

	Quarter Ending March 31st			Year-To-Date March 31st			% change FY19-20 to Current Yr
	2018-19	2019-20	Current	2018-19	2019-20	Current	
<u>Operating Income</u>							
Parcel Leases	1,137,511	1,137,424	1,027,349	2,898,945	3,020,700	2,916,795	-3%
Assignment/Option Fee	-	1,000	-	-	2,000	912,209	45510%
Dry Storage	450	15,057	22,961	1,350	25,372	66,387	162%
Other Operating	32,276	32,804	44,010	302,485	153,380	200,800	31%
Harbor Village Leases	603,683	615,763	560,904	2,073,304	2,083,479	1,982,897	-5%
Commercial Fishing	57,383	69,121	46,224	212,188	161,596	141,541	-12%
Slips	223,655	212,516	224,110	656,669	467,535	615,679	32%
CAM	90,395	88,702	65,520	266,990	258,812	209,675	-19%
Marketing	27,282	28,218	12,905	81,644	82,471	47,396	-43%
Electrical Slips	3,527	7,459	12,677	7,816	11,582	18,806	62%
Other Operating	9,874	21,575	6,839	47,002	62,724	12,231	-81%
Total Operating Income	2,186,036	2,229,639	2,023,499	6,548,393	6,329,651	7,124,416	13%
<u>Operating Expenses</u>							
Harbor Patrol	296,264	351,301	312,197	990,861	1,129,542	1,095,607	-3%
Maintenance	341,150	298,235	372,322	1,029,243	1,022,665	1,066,950	4%
Administration	630,901	641,007	456,543	1,711,761	1,909,195	1,789,605	-6%
Marina	173,199	185,408	188,096	513,556	558,798	580,385	4%
C A M	184,571	207,749	170,901	580,302	640,257	578,499	-10%
Marketing	132,760	124,935	93,287	372,490	403,858	295,687	-27%
Dredging	68,963	59,178	101,895	190,185	157,894	200,732	27%
Total Operating Expenses	1,827,808	1,867,813	1,695,241	5,388,398	5,822,209	5,607,465	-4%
NET OPERATING INCOME	358,228	361,826	328,258	1,159,995	507,442	1,516,951	199%
<u>Non-operating Income</u>							
Interest	135,742	126,136	(571)	301,590	276,836	10,524	-96%
Taxes	38,597	22,449	24,985	781,089	808,347	863,692	7%
Other	4,272	-	-	4,272	-	-	0%
Total Non-operating Income	178,611	148,585	24,414	1,086,951	1,085,183	874,216	-19%
<u>Non-Operating Expenses</u>							
Depreciation	215,351	238,861	259,054	663,235	711,566	777,997	9%
Debt Service	300,596	287,439	269,241	565,423	595,918	559,960	-6%
Other	-	-	-	4,592	-	-	0%
Total Non-Operating Expenses	515,947	526,300	528,295	1,233,250	1,307,484	1,337,957	2%
NET NON-OPER. INCOME	(337,336)	(377,715)	(503,881)	(146,299)	(222,301)	(463,741)	109%
NET CHANGE IN POSITION	20,892	(15,889)	(175,623)	1,013,696	285,141	1,053,210	269%

ATTACHMENT 3

Ventura Port District
Aquaculture Fisheries Study Grant Fund
Statement of Income, Expense and Change in Net Position
For the Period Ended March 31, 2021

INCOME	
VSE Grant Reimbursement	17,711
TOTAL INCOME	<u>\$17,711</u>
EXPENSES	
Legal-VSE Grant	0
Professional Services	0
Regulatory Requirements	17,711
Miscellaneous Expenses	0
TOTAL EXPENSES	<u>\$17,711</u>
CHANGE IN NET POSITION	(0)

Monthly Report
(Unaudited)

ATTACHMENT 3

**Ventura Port District
Aquaculture Fisheries Study Grant Fund
Balance Sheet
For the Period Ended March 31, 2021**

CURRENT ASSETS		CURRENT LIABILITIES	
Cash in Banks	186,515	Accounts Payable	0
Accounts Receivable-Grant	<u>18,520</u>	Intercompany Payable-Enterprise Fund	<u>205,400</u>
TOTAL CURRENT ASSETS	<u>\$205,035</u>	TOTAL CURRENT LIABILITIES	<u>\$205,400</u>
LONG TERM ASSETS		EQUITY	
Long Term Assets	<u>0</u>	Retained Earnings	(365)
TOTAL LONG TERM ASSETS	<u>\$0</u>	Current Year Retained Earnings	<u>0</u>
		TOTAL EQUITY	<u>(\$365)</u>
TOTAL ASSETS	<u><u>\$205,035</u></u>	TOTAL LIABILITIES AND EQUITY	<u><u>\$205,035</u></u>

Monthly Report
(Unaudited)

ATTACHMENT 3

Ventura Port District
Ventura Shellfish Enterprise
2018 Sea Grant - Year 1 & 2
Grant period 9/1/2018 - 8/31/2021

Grant Funding

	<u>Grant</u>	<u>Billed</u>	<u>Remaining</u>	<u>Comments</u>
Plauche Carr-Legal - Task 4	60,000.00	60,000.00	-	
Dudek - Task 5 - Environmental Review	119,410.00	119,410.00	-	
Coastal Marine Biolabs - Task 6	39,000.00	38,631.31	368.69	
Scott Lindell - Task 7	20,500.00	16,742.74	3,757.26	Grower/Producer Compliance Training
Blake Stok - Task 7	24,750.00	10,725.00	14,025.00	
CAPS Media - Task 7	3,000.00	-	3,000.00	
Recap through 3/31/2021	<u>\$ 266,660.00</u>	<u>\$ 245,509.05</u>	<u>\$ 21,150.95</u>	

Direct costs to District

	<u>Contract/Budget</u>	<u>Billed</u>	<u>Remaining</u>	<u>Comments</u>
Plauche & Carr	47,993.83	47,965.14	28.69	Contract terminated - Robert Smith
K & L Gates	185,000.00	120,299.64	64,700.36	New contract - Robert Smith
Dudek - Task 5, 9% & Project Management Support	290,000.00	202,837.15	87,162.85	
Maine Marine Composites - Engineering Serv	15,150.00	15,150.00	-	Evaluate the performance of mussel longline system under specific conditions
COWI No. America Inc	64,040.00	64,040.00	-	Navigation Risk Assessment
Illuminas Consulting	11,000.00	11,019.85	(19.85)	Fiscal & economic impact assessment
Misc - Engineering Services	1,750.00	1,638.00	112.00	
Braitman & Associates	2,400.00	1,360.00	1,040.00	
Kelson Marine Co.	5,850.00	5,850.00	-	
Conferences/Travel/Meetings/Supplies/Misc	12,650.00	3,446.86	9,203.14	
Recap through 3/31/2021	<u>\$ 635,833.83</u>	<u>\$ 473,606.64</u>	<u>\$ 97,498.14</u>	

Combined In-Kind Contributions and Cost Share Contributions

In-Kind Contributions/Value of Volunteered Time

	<u>Grant Requirement</u>	<u>Reported</u>	<u>Remaining</u>	<u>Comments</u>
Ashworth, Ev & Brooke	97,800.00	105,082.36	(7,282.36)	Volunteered time
Bush, Doug	54,720.00	12,730.00	41,990.00	Volunteered time
Imondi, Ralph	25,600.00	29,150.00	(3,550.00)	Volunteered time
Parsons, Richard	20,000.00	7,800.00	12,200.00	Paid only as stipulated in Dredging/Project Manager Professional Service Agreement
Pendleton, Brian	48,490.00	87,883.36	(39,393.36)	Paid regular salary only
Santschi, Linda	25,600.00	27,350.00	(1,750.00)	Volunteered time
In-Kind Contribution/Volunteered Time thru 3/31/2021	<u>\$ 272,210.00</u>	<u>\$ 269,995.72</u>	<u>\$ 2,214.28</u>	

Cost Share Contributions - Grant Year 1

	<u>Grant Requirement</u>	<u>Paid</u>	<u>Remaining</u>	<u>Comments</u>
Dudek - 9% & Project Management Support	-	16,055.39	(16,055.39)	Paid by District - Qualifies as cost share
Maine Marine Composites	-	15,150.00	(15,150.00)	Paid by District - Qualifies as cost share
Braitman & Associates	-	1,360.00	(1,360.00)	Paid by District - Qualifies as cost share
Noble Engineering	-	1,638.00	(1,638.00)	Paid by District - Qualifies as cost share
Cost Share Contributions thru 6/30/2019	<u>\$ -</u>	<u>\$ 34,203.39</u>	<u>\$ (34,203.39)</u>	

Total in-Kind and Cost Share Contributions \$ 272,210.00 \$ 304,199.11 \$ (31,989.11)

ATTACHMENT 4

Accounts Payable Check Register - January 2021

Ventura Port District
Wells Fargo Enterprise Account

4/7/2021

Check	Date	Payee	Name	Description	Amount	Voided Amount
52759	01/08/21	1036	Accurate First Aid Services	Replenish first aid stations	180.92	
52760	01/08/21	1045	ADT Security Services	NPS alarm service	179.85	
52761	01/08/21	1060	AFLAC	Salary reduction benefit	1,561.65	
52762	01/08/21	1440	Beacon Marine Chandlery Inc	Electrical repair Village slip G018	36.62	
52763	01/08/21	1676	Carquest Auto Parts	Boat supplies; auto supply stock	239.64	
52764	01/08/21	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
52765	01/08/21	1725	C E D (California Electrical Distributors) -	Launch ramp tower light	1,588.95	
52766	01/08/21	1731	C.A.H.M.P.C. (California Association of Harbor Masters and Port Captains) -	Membership	350.00	
52767	01/08/21	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	974.73	
52768	01/08/21	2100	CyberCopy Inc.	Marketing-Holiday shopping cards, can food drive	357.47	
52769	01/08/21	2202	Dave's	Patrol boat fuel	1,379.30	
52770	01/08/21	2331	Dial Security Inc	Courtesy Patrol security coverage	4,644.00	
52771	01/08/21	2604	E.J. Harrison & Sons Inc	Trash service	7,787.86	
52772	01/08/21	2935	Farmer Bros. Co	Coffee supplies	363.36	
52773	01/08/21	2986	Ferguson Enterprises Inc	Water heater for restroom @ 1567 Spinnaker	504.51	
52774	01/08/21	3155	Franchise Tax Board	Payroll deduction distribution	463.34	
52775	01/08/21	3490	Grainger Inc.	VPD battery shop stock; pressure washer parts	310.82	
52776	01/08/21	3752	HLI Systems	Email spam filtering	89.00	
52777	01/08/21	4061	Industrial Bolt and Supply	Fish pier maintenance	89.26	
52778	01/08/21	4247	Jani-King of CA Inc.	Janitorial service - Harbor Village and District office	5,780.79	
52779	01/08/21	4425	Jon T Moore	Dredging consulting	3,145.00	
52780	01/08/21	4862	Peopleready Inc	Temp landscape labor	3,062.08	
52781	01/08/21	4943	Liebert Cassidy Whitmore	HR services	1,517.00	
52782	01/08/21	5190	Matilija Water	Reverse osmosis water system	46.00	
52783	01/08/21	5210	McCormix Corp.	Maintenance vehicle fuel	402.66	
52784	01/08/21	5213	McMaster-Carr	Hoist maintenance; small tools; maintenance shop stock	412.27	
52785	01/08/21	5625	ReadyRefresh	Bottled water service	27.48	
52786	01/08/21	5744	Noble Consultants Inc	Fish crane consulting	2,928.20	
52787	01/08/21	6865	Rasmussen & Associates Inc	Restroom ADA project @ 1559; Village trash enclosure project	1,607.00	
52788	01/08/21	7013	Rincon Consultants, Inc	Dredging consulting	3,944.25	
52789	01/08/21	7032	Alliant Insurance Services	Annual property insurance premiums	82,155.00	
52790	01/08/21	7294	Service-Pro Fire Protection	Qrtly fire extinguisher inspection; fire bell repair @ 1583 Spinnaker	1,210.00	
52791	01/08/21	7410	Smith Pipe & Supply Inc	VHV landscape supplies	83.51	

ATTACHMENT 4

Check	Date	Payee	Name	Description	Amount	Voided Amount
52792	01/08/21	7434	Southern Calif Edison ** Voided **	Stub used to list invoices		0.00
52793	01/08/21	7434	Southern Calif. Edison	Utilities	13,454.28	
52794	01/08/21	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,064.35	
52795	01/08/21	7777	The Signal	Marketing-advertising	650.00	
52796	01/08/21	8233	Venco Power Sweeping, Inc	Monthly fish pier sweeping	130.00	
52797	01/08/21	8241	Ventura County Star	Marketing-advertising	3,801.56	
52798	01/08/21	8250	Ventura Visitors & Convention	Marketing-advertising	500.00	
52799	01/08/21	8251	Ventura Water ** Voided **	Stub used to list invoices		0.00
52800	01/08/21	8251	Ventura Water	Utilities	29,617.90	
52801	01/08/21	11415	Alertline Communications	Elevator phone service - quarterly	648.00	
52802	01/08/21	11461	AllCal Equipment Services, Inc	Pier hoist inspection	644.48	
52803	01/08/21	12702	Aramsco, Inc	Janitorial supplies	649.74	
52804	01/08/21	17700	Cal Termite & Pest Control	Pest control - Jan 2021	350.00	
52805	01/08/21	40851	Interstate Pole Industries	Seasonal décor	2,011.93	
52806	01/08/21	45409	Kabris; Kris Ann	Payroll deduction distribution	689.54	
52807	01/08/21	54455	Mr. Painting, Inc.	TI @ 1591 # 207 Spinnaker	9,100.00	
52808	01/08/21	61991	P & R Paper Supply Co.	Janitorial supplies	1,032.42	
52809	01/08/21	70075	Ricoh USA, Inc.	VPD copier leases	989.19	
52810	01/08/21	70075	Ricoh USA, Inc.	Additional copier page usage	133.19	
52811	01/08/21	72419	SBR Signs & Graphics	Fish pier signage	720.72	
52812	01/08/21	75980	Stryker Sales Corporation	B19 medical equipment	2,253.26	
52813	01/08/21	82351	Ventura Breeze	Marketing-advertising	255.00	
52814	01/08/21	84570	Vision Service Plan-(CA)	Employee vision plan	762.64	
52815	01/08/21	85219	West Marine Pro	H10 truck tool kit; boat parts-anode pieces; M38 repair to mower	484.75	
52816	01/08/21	Deposits	Hall Stratton	Tenant deposit refund	84.00	
52817	01/08/21	Deposits	Steve Suarez	Tenant deposit refund	108.00	
52818	01/08/21	PM OneTime	Julianne Martin & Gregory Gray	Tenant deposit refund	1,557.00	
52819	01/13/21	One time	Teresa Montejano	Employee estate payout	547.60	
52820	01/13/21	77280	Teresa Montejano	Employee estate payout	4,255.98	
52821	01/14/21	19252	City of Ventura	Commercial building permit-Fisherman's Storage project	3,272.22	
52822	01/22/21	1441	Beacon Marine Electronics	B1- equipment repair	515.00	
52823	01/22/21	1725	C E D (California Electrical Distributors) - Fiber optics @ 1551 # 207, VPD outlet stock		506.43	
52824	01/22/21	1915	Cintas ** Voided **	Vendor never received check		918.78
52825	01/22/21	2100	CyberCopy Inc.	Project bid packets	28.50	
52826	01/22/21	2202	Dave's	Patrol boat fuel	839.61	
52827	01/22/21	2331	Dial Security Inc	Courtesy Patrol security coverage	7,215.75	
52828	01/22/21	2430	Do-Rite Fabrication LLC	Marketing-brochures; event cards	200.00	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52829	01/22/21	2537	Dunn Edwards	Vandalism repairs - graffiti at Harbor entrance	83.17	
52830	01/22/21	2604	E.J. Harrison & Sons Inc	Trash service	7,737.94	
52831	01/22/21	2983	Federal Express Corporation	Postage	16.34	
52832	01/22/21	3050	All That's Fit to Print	Business cards-R.Weinerth	74.13	
52833	01/22/21	3155	Franchise Tax Board	Payroll deduction distribution	176.74	
52834	01/22/21	3490	Grainger Inc.	Village supplies @ 1591 Spinnaker	298.78	
52835	01/22/21	3492	Green Thumb International	Walker mower tires	42.65	
52836	01/22/21	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	197.98	
52837	01/22/21	4742	Kratos Construction	Fiber optics @ 1551 # 207 Spinnaker	4,800.00	
52838	01/22/21	4862	Peopleready Inc	Temp landscape labor	2,425.12	
52839	01/22/21	5190	Matilija Water	Reverse osmosis water system	46.00	
52840	01/22/21	5210	McCormix Corp.	Maintenance vehicle fuel	236.13	
52841	01/22/21	5213	McMaster-Carr	Small tools; lock @ entry way feature; maintenance shop stock	180.71	
52842	01/22/21	5505	Muzicraft Inc.	Ambient music in Village	329.50	
52843	01/22/21	5632	MJP Technologies, Inc	IT services for SPAM filtering	110.00	
52844	01/22/21	6283	Petty Cash Fund	Rolled coin, training	427.50	
52845	01/22/21	6446	PowerHouse Construction Inc	Refurbish patio @ 1591 # 115 Spinnaker	13,800.00	
52846	01/22/21	6470	LegalShield	Salary reduction benefit	124.55	
52847	01/22/21	7294	Service-Pro Fire Protection	VPD, Patrol extinguisher inspections	579.90	
52848	01/22/21	7762	The Home Depot Pro	Fish pier maintenance	98.11	
52849	01/22/21	8228	Ventana Monthly	Marketing-advertising	695.00	
52850	01/22/21	8233	Venco Power Sweeping, Inc	Monthly Village parking lot	415.38	
52851	01/22/21	8534	HDS White Cap Const. Supply	Village promenade repairs @ 1567 Spinnaker	132.04	
52852	01/22/21	8715	Zep Sales & Service	VPD shop stock	484.53	
52853	01/22/21	12702	Aramco, Inc	Janitorial supplies	2,393.99	
52854	01/22/21	16150	Brendan Daly Photography	Marketing-advertising	200.00	
52855	01/22/21	20200	CoStar Realty Information, Inc	Leasing analytics	1,040.41	
52856	01/22/21	22896	Derecktor Ventura Inc	B17- hull repair	570.69	
52857	01/22/21	42471	JaniTek Cleaning Solutions	Custodial services for NPS, Marketing/Marina offices	2,443.92	
52858	01/22/21	45409	Kabris; Kris Ann	Payroll deduction distribution	804.46	
52859	01/22/21	48375	Lagerlof LLP	Legal services	30,163.00	
52860	01/22/21	50055	Longitude 123 Inc	Fisherman's storage project	540.00	
52861	01/22/21	50071	LoopNet	Leasing marketing	194.95	
52862	01/22/21	54455	Mr. Painting, Inc.	TI's @ 1575 # 207 & 208 Spinnaker; TI @ 1591 # 207 Spinnaker	5,150.00	
52863	01/22/21	61954	Pacific Marine Repair	Boat transmission repair	5,176.17	
52864	01/22/21	61991	P & R Paper Supply Co.	Janitorial supplies	1,409.39	
52865	01/22/21	70281	Ring Central Inc	Phone service	1,012.42	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52866	01/22/21	70641	Superior Awning, Inc	Awning @ 1591 # 115 Spinnaker	6,357.58	
52867	01/22/21	73060	7 Day Tire Store	M46-new tires	494.99	
52868	01/22/21	76018	The Home Depot Pro Institution	VHV janitorial dispensers	137.83	
52869	01/22/21	77706	The Flag Factory	Marketing event/production	575.00	
52870	01/22/21	77855	Todd Mitchell	Medical reimbursements	234.25	
52871	01/22/21	85219	West Marine Pro	Boat parts; repairs; electrical parts for Village docks	103.35	
52872	01/25/21	6470	LegalShield	Salary reduction benefit	124.55	
Total Enterprise Account Check Register					\$ 314,212.29	\$ 918.78
<u>Wells Fargo Grant Account</u>						
No activity						
					Total Grant Account Check Register	\$ - \$ -
<u>Wells Fargo Project Fund Account</u>						
No activity						
					Total Project Fund Check Register	\$ - \$ -
Total All Check Registers					\$ 314,212.29	\$ 918.78

ATTACHMENT 4

Accounts Payable Check Register - February 2021

Ventura Port District
Wells Fargo Enterprise Account

4/7/2021

Check	Date	Payee	Name	Description	Amount	Voided Amount
52873	02/05/21	1036	Accurate First Aid Services	Replenish first aid stations	473.99	
52874	02/05/21	1045	ADT Security Services	NPS alarm service	179.85	
52875	02/05/21	1440	Beacon Marine Chandlery Inc	VHV drywall repair @ 1575 Spinnaker	24.87	
52876	02/05/21	1570	Black Gold Industries	Elevator oil spill clean up	1,190.25	
52877	02/05/21	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	852.14	
52878	02/05/21	1925	City Of S. Buenaventura	Trash service	100.00	
52879	02/05/21	2097	Custom awards & Engraving	Admin - promotions, specials	407.30	
52880	02/05/21	2287	Dept. of Parks and Recreation	Lifeguard contract	82,822.88	
52881	02/05/21	2331	Dial Security Inc	Courtesy Patrol security coverage	5,152.46	
52882	02/05/21	2448	Downtown Ventura Partners	Marketing-advertising	300.00	
52883	02/05/21	2604	E.J. Harrison & Sons Inc.	Trash service	511.24	
52884	02/05/21	2935	Farmer Bros. Co	Coffee supplies	342.24	
52885	02/05/21	2936	Fast Signs	Village - C dock signage	186.95	
52886	02/05/21	2986	Ferguson Enterprises Inc.	Water heater @ 1591 #207, M48 - small tools	428.70	
52887	02/05/21	3100	Flooring 101	TI - 1591 # 207 Spinnaker	7,971.83	
52888	02/05/21	3490	Grainger Inc.	VPD rain gear; VPD safety supplies; fuse @ 1591 Spinnaker	707.79	
52889	02/05/21	3781	The Holly Workshop	Seasonal décor	32,000.00	
52890	02/05/21	4247	Jani-King of CA Inc.	Janitorial service - Harbor Village and District office	5,645.79	
52891	02/05/21	4742	Kratos Construction	Fiber optics @ 1575 # 207 and 208 Spinnaker	6,700.00	
52892	02/05/21	4862	Peopleready Inc	Temp landscape labor	1,117.60	
52893	02/05/21	4943	Liebert Cassidy Whitmore	HR services	148.00	
52894	02/05/21	5057	Lucia C Elmore	Entertainment/music	200.00	
52895	02/05/21	5210	McCormix Corp.	Maintenance vehicle fuel	452.15	
52896	02/05/21	5625	ReadyRefresh	Bottled water service	181.49	
52897	02/05/21	6865	Rasmussen & Associates Inc	Restroom ADA restoration project @ 1559 Spinnaker	568.00	
52898	02/05/21	7032	Alliant Insurance Services	Marine policy excess indemnity & liability 2nd half of premium	10,250.00	
52899	02/05/21	7294	Service-Pro Fire Protection	Marina-dock fire extinguishers maintenance	750.30	
52900	02/05/21	7296	Searle Creative Group	Website development; Admin website maintenance	2,327.50	
52901	02/05/21	7434	Southern Calif. Edison ** Voided **	Stub used to list invoices		0.00
52902	02/05/21	7434	Southern Calif. Edison	Utilities	14,093.45	
52903	02/05/21	7768	ThyssenKrupp Elevator Corp	VHV elevator service, Lift service @ 1431 Spinnaker	5,261.71	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52904	02/05/21	7862	Time To Shine	Village and District window washing service	5,747.50	
52905	02/05/21	8228	Ventana Monthly	Marketing-advertising	495.00	
52906	02/05/21	8233	Venco Power Sweeping, Inc	Monthly fish pier sweeping	130.00	
52907	02/05/21	8241	Ventura County Star	Marketing-advertising	798.85	
52908	02/05/21	8244	Ventura Harbor Storage	Fisherman's gear storage	6,775.00	
52909	02/05/21	8251	Ventura Water	Utilities	332.62	
52910	02/05/21	11458	Alexandria Danielson	Marketing-advertising/production	302.50	
52911	02/05/21	12702	AramSCO, Inc	Janitorial supplies	109.91	
52912	02/05/21	17683	California Travel Association	Annual membership	1,750.00	
52913	02/05/21	17700	Cal Termite & Pest Control	Village pest control	350.00	
52914	02/05/21	42471	JaniTek Cleaning Solutions	Custodial services for NPS, Marketing/Marina offices	2,645.07	
52915	02/05/21	45401	K & L Gates LLP	VSE professional services	4,301.00	
52916	02/05/21	48375	Lagerlof LLP	Legal services	30,811.10	
52917	02/05/21	54455	Mr. Painting, Inc.	Demo wall @ 1575 # 208 Spinnaker	2,000.00	
52918	02/05/21	61991	P & R Paper Supply Co.	Janitorial supplies	1,589.28	
52919	02/05/21	67341	Quadient Finance USA Inc	VPD postage machine lease	401.23	
52920	02/05/21	70075	Ricoh USA, Inc.	VPD copier machine lease	630.61	
52921	02/05/21	70075	Ricoh USA, Inc.	Additional copier page usage	120.02	
52922	02/05/21	76018	The Home Depot Pro Institution	VPD - COVID supplies	162.92	
52923	02/05/21	76705	Swift Chip, Inc	IT services-Jan, Server back up -Jan,Feb,computer set up labor	10,574.00	
52924	02/05/21	82562	Ventura West Marina	Boat disposal	850.00	
52925	02/04/21	68552	Randall Williams	Entertainment/music	350.00	
52926	02/17/21	1886	Channel Watch Marine, Inc.	Multiple boat disposals-to be partially reimbursed thru SAVE grant	28,644.00	
52927	02/17/21	8251	Ventura Water ** Voided **	Stub used to list invoices		0.00
52928	02/17/21	8251	Ventura Water	Utilities	21,791.94	
52929	02/17/21	11467	Allied Power Products, Inc.	Fish derrick crane fabrication-final payment	98,873.00	
52930	02/19/21	1060	AFLAC	Salary reduction benefit	1,561.65	
52931	02/19/21	1151	Altec Ind. Inc.	M55 - Lift truck boom annual inspection	715.95	
52932	02/19/21	1440	Beacon Marine Chandlery Inc	Dock maintenance, launch ramp cleats	139.78	
52933	02/19/21	1663	Burons Preferred Pumping Inc.	Village main line hydro jetting	1,495.00	
52934	02/19/21	1676	Carquest Auto Parts	H10- battery	149.31	
52935	02/19/21	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
52936	02/19/21	1725	C E D (California Electrical Distributors) -	VPD - LED shop stock	369.58	
52937	02/19/21	1915	Cintas Corp #684	Uniform rental/cleaning; door mats; rags	872.11	
52938	02/19/21	2174	Dan Harding	Marketing-advertising, photography	125.00	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52939	02/19/21	2331	Dial Security Inc	Courtesy Patrol security coverage	1,782.00	
52940	02/19/21	2604	E.J. Harrison & Sons Inc.	Trash service	8,059.53	
52941	02/19/21	2936	Fast Signs	Dry Storage Lot banners	355.58	
52942	02/19/21	3100	Flooring 101	TI - 1575 # 207 and 208 Spinnaker	1,595.00	
52943	02/19/21	3490	Grainger Inc.	Village card system battery; Village lighting supplies	195.01	
52944	02/19/21	3492	Green Thumb International	VHV landscape power tool, equipment repair to pressure washer	649.41	
52945	02/19/21	4247	Jani-King of CA Inc.	VPD fridge cleaning; tile cleaning @ 1591 #207 Spinnaker	225.00	
52946	02/19/21	4862	Peopleready Inc	Temp landscape labor	2,570.48	
52947	02/19/21	5190	Matilija Water	Reverse osmosis water system	46.00	
52948	02/19/21	5210	McCormix Corp.	Maintenance vehicle fuel	480.55	
52949	02/19/21	5231	Mendez Roofing Inc	Roof leak repair @ 1567 # 204 Spinnaker	500.00	
52950	02/19/21	5505	Muzicraft Inc.	Ambient music in Village	329.50	
52951	02/19/21	5646	New Pig Corporation	Absorbent oil pads	100.54	
52952	02/19/21	6446	PowerHouse Construction Inc.	Dry rot repair @ 1567 & 1559 Spinnaker	1,810.00	
52953	02/19/21	6470	LegalShield	Salary reduction benefit	98.65	
52954	02/19/21	7013	Rincon Consultants, Inc.	Dredging support - Dec 2020	4,492.50	
52955	02/19/21	7013	Rincon Consultants, Inc.	Dredging support - Dec 2020	1,649.75	
52956	02/19/21	7296	Searle Creative Group	Marketing-advertising; web maintenance	1,235.00	
52957	02/19/21	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,064.35	
52958	02/19/21	7768	ThyssenKrupp Elevator ** Voided **	Vendor issued credit - changed amount		1,116.10
52959	02/19/21	7862	Time To Shine	Village and District window washing service	960.00	
52960	02/19/21	7955	Travel and Tourism Mktg Assoc	Marketing-advertising	395.00	
52961	02/19/21	8239	Ventura County Reporter	Marketing-advertising	295.00	
52962	02/19/21	8241	Ventura County Star	Marketing-advertising	1.15	
52963	02/19/21	8244	Ventura Harbor Storage	Fisherman's gear storage	6,775.00	
52964	02/19/21	8246	Ventura Locksmiths	TI- rekey @ 1591 # 207 Spinnaker	181.00	
52965	02/19/21	12702	AramSCO, Inc	Janitorial supplies	1,583.69	
52966	02/19/21	16490	Buell Wetsuits and Surf Inc	Harbor Patrol wetsuit	266.28	
52967	02/19/21	19673	Clifton Larson Allen LLP	Final audit billing 19/20	500.00	
52968	02/19/21	20200	CoStar Realty Information, Inc	Leasing analytics	1,040.41	
52969	02/19/21	25335	Dream Cast Media Group LLC	Marketing-event production	120.00	
52970	02/19/21	25351	Dudek	VSE permitting - task 5	4,208.75	
52971	02/19/21	31160	Fourest Tree Service, Inc	Village damaged tree removals	13,845.00	
52972	02/19/21	42545	Javier A Lara	Marketing-advertising	1,800.00	
52973	02/19/21	45409	Kabris; Kris Ann	Payroll deduction distribution	747.00	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52974	02/19/21	48375	Lagerlof LLP	Legal services	18,009.00	
52975	02/19/21	50071	LoopNet	Leasing marketing	194.95	
52976	02/19/21	61954	Pacific Marine Repair	B1-oil change; transmission and starboard repairs	2,939.57	
52977	02/19/21	61991	P & R Paper Supply Co.	Janitorial supplies	1,808.56	
52978	02/19/21	70075	Ricoh USA, Inc.	VPD copier page count	15.00	
52979	02/19/21	70281	Ring Central Inc	Phone service	995.38	
52980	02/19/21	70650	SWCA, Incorporated	Professional services	3,740.00	
52981	02/19/21	75801	Steel Cut Productions	Marketing-advertising, Tenant recognition	1,200.00	
52982	02/19/21	75990	Sugar Lab Bake Shop LLC	TI - payment 3 of 3 as per lease	10,000.00	
52983	02/19/21	76014	Sun Life Financial	Dental insurance premiums	1,291.57	
52984	02/19/21	76065	Suzan Matsukawa	Tenant deposit refund	175.00	
52985	02/19/21	76705	Swift Chip, Inc	IT services - Feb 2021	8,981.00	
52986	02/19/21	77049	Tangerine Paper	Marketing-advertising	130.00	
52987	02/19/21	77704	The Boatyard	Boat disposal	9,558.00	
52988	02/19/21	84570	Vision Service Plan-(CA)	Employee vision plan	741.98	
52989	02/19/21	85219	West Marine Pro	Boats - miscellaneous supplies	354.70	
52990	02/19/21	85601	Zero Waste USA	Operating supplies-mutt mitts	699.78	
52991	02/24/21	20652	Craftsman Woodworks	VPD - 3 wood office doors	750.00	
Total Enterprise Account Check Register					\$ 535,175.32	\$ 1,116.10
<u>Wells Fargo Grant Account</u>						
No activity						
Total Grant Account Check Register					\$ -	\$ -
<u>Wells Fargo Project Fund Account</u>						
No activity						
Total Project Fund Check Register					\$ -	\$ -
Total All Check Registers					\$ 535,175.32	\$ 1,116.10

ATTACHMENT 4

Accounts Payable Check Register - March 2021

Ventura Port District

4/7/2021

Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
52992	03/02/21	34886	Graphix	Village dog leash signage	316.39	
52993	03/05/21	1036	Accurate First Aid Services	Replenish first aid stations	179.70	
52994	03/05/21	1321	Avalon Door & Windows Inc.	VHV door hardware @ 1575 # 105 Spinnaker; VPD interior doors	2,783.73	
52995	03/05/21	1377	B & R Tool Supply Co.	Village F dock repair	321.28	
52996	03/05/21	1440	Beacon Marine Chandlery Inc	VHV sealant @ 1572; VPD door install hardware	19.58	
52997	3/5/2021	1725	C E D (California Electrical Distributors) - VHV	light repair; VPD electrical shop stock	303.72	
52998	03/05/21	1755	California Electrical Supply	Fiber optics @ 1591 # 207 Spinnaker	95.87	
52999	03/05/21	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	1,072.91	
53000	03/05/21	1925	City Of S. Buenaventura	Trash service	100.00	
53001	03/05/21	2097	Custom awards & Engraving	Tenant recognition plaques	127.15	
53002	03/05/21	2100	CyberCopy Inc.	Marketing-advertising	123.67	
53003	03/05/21	2331	Dial Security Inc	Courtesy Patrol security coverage	6,518.25	
53004	03/05/21	2448	Downtown Ventura Partners	Marketing-advertising	300.00	
53005	03/05/21	2604	E.J. Harrison & Sons Inc.	Trash service	511.24	
53006	03/05/21	2935	Farmer Bros. Co	Coffee supplies	328.34	
53007	03/05/21	2983	Federal Express Corporation	Postage	16.70	
53008	03/05/21	3490	Grainger Inc.	VPD battery shop stock	34.12	
53009	03/05/21	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	197.98	
53010	03/05/21	4061	Industrial Bolt and Supply	F dock cleat	159.51	
53011	03/05/21	4247	Jani-King of CA Inc.	Janitorial service - Harbor Village and District office	5,705.79	
53012	03/05/21	4862	Peopleready Inc	Temp landscape labor	2,011.68	
53013	03/05/21	4943	Liebert Cassidy Whitmore	HR services	1,250.00	
53014	03/05/21	5016	Lowe's	Multiple Village TI's and window coverings	1,132.39	
53015	03/05/21	5210	McCormix Corp.	Maintenance vehicle fuel	353.18	
53016	03/05/21	5213	McMaster-Carr	VHV-light pole number labels	189.22	
53017	03/05/21	5625	ReadyRefresh	Bottled water service	327.05	
53018	03/05/21	6030	3Digit Media	Marketing-advertising	1,243.00	
53019	03/05/21	6361	Pitney Bowes	Village postage machine lease	154.29	
53020	03/05/21	6473	Pronto Brake & Muffler	M55-alignment	109.95	
53021	03/05/21	6865	Rasmussen & Associates Inc	Restroom ADA project @ 1559 Spinnaker	5,231.50	
53022	03/05/21	7410	Smith Pipe & Supply Inc.	Village patio floor drains & landscape materials	514.87	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
53023	03/05/21	7572	Standard Insurance Company	Group Term Life/Long-term Disability	2,824.83	
53024	03/05/21	7768	ThyssenKrupp Elevator Corp	VHV elevator @ 1559	441.10	
53025	03/05/21	7862	Time To Shine	Village and District window washing service	4,575.00	
53026	03/05/21	8233	Venco Power Sweeping, Inc	Monthly Village parking lot/fish pier sweeping	545.38	
53027	03/05/21	8239	Ventura County Reporter	Marketing-advertising	495.00	
53028	03/05/21	8250	Ventura Visitors & Convention	Marketing-advertising	125.00	
53029	03/05/21	8251	Ventura Water	Utilities	392.47	
53030	03/05/21	8715	Zep Sales & Service	VPD shop stock	450.02	
53031	03/05/21	11458	Alexandria Danielson	Marketing-advertising	330.00	
53032	03/05/21	12702	Aramsco, Inc	Janitorial supplies	1,221.79	
53033	03/05/21	17700	Cal Termite & Pest Control	VHV pest control	350.00	
53034	03/05/21	19673	Clifton Larson Allen LLP	Progress payment on fiscal year 2019-2020 audit	1,200.00	
53035	03/05/21	25335	Dream Cast Media Group LLC	Marketing-event production	120.00	
53036	03/05/21	30495	5 Day Tire Store	M55 - new tires	443.11	
53037	03/05/21	42471	JaniTek Cleaning Solutions	Monthly Marketing/Marina custodial	201.15	
53038	03/05/21	42918	Jessica Modzelewski	Tenant recognition	256.00	
53039	03/05/21	45401	K & L Gates LLP	VSE project	3,415.50	
53040	03/05/21	45409	Kabris; Kris Ann	Payroll deduction distribution	373.50	
53041	03/05/21	48751	Leo's Fuel LLC	Boat fuel	1,542.64	
53042	03/05/21	50201	Lysa Ashley	Marketing-event production	600.00	
53043	03/05/21	52970	Michelle Rogers	Marketing-event production	1,200.00	
53044	03/05/21	54455	Mr. Painting, Inc.	Exterior patio @ 1575 Spinnaker, Village promenade walls	2,450.00	
53045	03/05/21	61970	Photo-Scan of Los Angeles	HP- computer software support	437.50	
53046	03/05/21	61991	P & R Paper Supply Co.	Janitorial supplies	1,315.31	
53047	03/05/21	75801	Steel Cut Productions	Marketing-advertising, tenant recognition	1,200.00	
53048	03/05/21	76014	Sun Life Financial	Dental insurance premiums	960.17	
53049	03/05/21	77706	The Flag Factory	VHV-LED rope light. Entertainment/music	5,675.00	
53050	03/05/21	82201	Valley Scene Magazine	Marketing-advertising	475.00	
53051	03/05/21	84570	Vision Service Plan (CA) ** Voided **	printing error		705.83
53052	03/05/21	85219	West Marine Pro ** Voided **	printing error		283.63
53053	03/05/21	85261	West Coast Air Conditioning ** Voided **	printing error		770.00
53054	03/05/21	Deposits	Roman George ** Voided **	printing error		120.00
53055	03/05/21	PM OneTime	Rated Sports ** Voided **	printing error		1,268.00
53056	03/16/21	1060	AFLAC	Salary reduction benefit	1,532.27	
53057	03/16/21	85123	WEX Bank	Patrol vehicle fuel	1,036.55	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
53058	03/19/21	1037	Acorn Newspapers	Marketing-advertising	602.70	
53059	03/19/21	1321	Avalon Door & Windows Inc.	VPD door hardware	67.72	
53060	03/19/21	1326	Ayalas Backflow Services	Annual backflow inspections	1,950.00	
53061	03/19/21	1377	B & R Tool Supply Co.	Dock maintenance	25.89	
53062	03/19/21	1440	Beacon Marine Chandlery Inc	Dock maintenance; VHV hardware @ 1591 Spinnaker	20.58	
53063	03/19/21	1676	Carquest Auto Parts	Boat oil, truck washer fluid	198.80	
53064	03/19/21	1679	Carpi & Clay	Washington Lobbyist	5,000.00	
53065	03/19/21	1725	C E D (California Electrical Distributors) - Fish	pier crane; VPD shop tool	675.32	
53066	03/19/21	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	891.59	
53067	03/19/21	2100	CyberCopy Inc.	Tenant recognition	32.33	
53068	03/19/21	2331	Dial Security Inc	Courtesy Patrol security coverage	1,950.75	
53069	03/19/21	2604	E.J. Harrison & Sons Inc.	Trash service	284.30	
53070	03/19/21	2924	FMP Uniform Co.	Uniform logo	8.62	
53071	03/19/21	2936	Fast Signs	Marketing-event production	142.23	
53072	03/19/21	2983	Federal Express Corporation	Postage	35.00	
53073	03/19/21	2986	Ferguson Enterprises Inc.	Village restroom repair @ 1567 Spinnaker	82.10	
53074	03/19/21	3050	All That's Fit to Print	Marketing-advertising production	1,435.00	
53075	03/19/21	3155	Franchise Tax Board	Payroll deduction distribution	100.00	
53076	03/19/21	3490	Grainger Inc.	VPD shop stock	23.22	
53077	03/19/21	3492	Green Thumb International	Village landscape enhancements, supplies	304.34	
53078	03/19/21	3752	HLI Systems	Email spam filtering	150.00	
53079	03/19/21	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	197.98	
53080	03/19/21	4247	Jani-King of CA Inc.	VPD monthly fridge cleaning	75.00	
53081	03/19/21	4742	Kratos Construction	TI @ 1591 # 201 Spinnaker	4,530.00	
53082	03/19/21	4862	Peopleready Inc	Temp landscape labor	1,788.16	
53083	03/19/21	5190	Matilija Water	Reverse osmosis water system	46.00	
53084	03/19/21	5210	McCormix Corp.	Maintenance vehicle fuel	544.19	
53085	03/19/21	5213	McMaster-Carr	Crane hoist maint.; shop stock & supplies; VHV light pole ID #'s	1,028.84	
53086	03/19/21	5505	Muzicraft Inc.	Ambient music in Village	329.50	
53087	03/19/21	6470	LegalShield	Salary reduction benefit	98.65	
53088	03/19/21	7013	Rincon Consultants, Inc.	Dredging permit support	2,005.00	
53089	03/19/21	7013	Rincon Consultants, Inc.	Dredging permit support	9,961.20	
53090	03/19/21	7294	Service-Pro Fire Protection	VHV quarterly fire sprinkler inspections	770.00	
53091	03/19/21	7410	Smith Pipe & Supply Inc.	VHV landscaping @ 1575 Spinnaker	8.08	
53092	03/19/21	7768	ThyssenKrupp Elevator Corp	VHV elevator repair @ 1559 Spinnaker	397.50	

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
53093	03/19/21	7777	The Signal	Marketing-advertising	809.99	
53094	03/19/21	8228	Ventana Monthly	Marketing-advertising	500.00	
53095	03/19/21	8241	Ventura County Star	Marketing-advertising	505.97	
53096	03/19/21	8244	Ventura Harbor Storage	Fisherman's gear storage	6,775.00	
53097	03/19/21	11458	Alexandria Danielson	Marketing-advertising production	715.00	
53098	03/19/21	12702	AramSCO, Inc	Janitorial supplies	1,199.48	
53099	03/19/21	14411	Bella Vista Designs Inc.	Marketing-entertainment/music	629.00	
53100	03/19/21	15763	Blue Highways Production LLC	Marketing-advertising	300.00	
53101	03/19/21	16150	Brendan Daly Photography	Marketing-advertising	375.00	
53102	03/19/21	17805	DATACHECK	Tenant background screening	35.00	
53103	03/19/21	20200	CoStar Realty Information, Inc	Leasing analytics	1,040.41	
53104	03/19/21	24362	Donlon Plumbing Inc	Village water line @ 1691 Spinnaker	244.00	
53105	03/19/21	37821	HP Media, LLC	Marketing-advertising	2,000.00	
53106	03/19/21	42915	Jennifer Finnerty	Marketing-event production	250.00	
53107	03/19/21	45401	K & L Gates LLP	VSE project	5,148.00	
53108	03/19/21	52351	Meredith Corporation	Marketing-advertising	3,200.00	
53109	03/19/21	61991	P & R Paper Supply Co.	Janitorial supplies	869.85	
53110	03/19/21	70075	Ricoh USA, Inc.	VPD copier lease	630.61	
53111	03/19/21	76705	Swift Chip, Inc	IT services, server back up - Mar 2021	9,612.50	
53112	03/19/21	79652	Traffic Technologies LLC	VPD parking signage	140.08	
53113	03/19/21	82201	Valley Scene Magazine	Marketing-advertising	950.00	
53114	03/19/21	82351	Ventura Breeze	Marketing-advertising	300.00	
53115	03/19/21	85219	West Marine Pro	Boat zincs, VPD shop stock, dock crane wiring box	454.50	
53116	03/19/21	85261	West Coast Air Conditioning	VHV-HVAC repairs @ 1691 Spinnaker	770.00	
53117	03/19/21	Deposits	Roman George	Tenant deposit refund	120.00	
53118	03/19/21	PM OneTime	Rated Sports	Tenant deposit refund	1,268.00	
53119	03/19/21	7296	Searle Creative Group	Marketing-advertising, web maintenance	1,425.00	
53120	03/19/21	25351	Dudek	VSE permitting	2,140.00	
53121	03/19/21	70281	Ring Central Inc	Phone service	995.38	
53122	03/19/21	70650	SWCA, Incorporated	20/21 Biological service	93.93	
53123	03/23/21	42915	** Voided **	printing error		99.47
53124	03/23/21	76014	Sun Life Financial	Dental insurance premiums	1,206.76	
53125	03/23/21	42915	Jennifer Finnerty	Marketing-event production	99.47	
53126	03/30/21	45409	Kabris; Kris Ann	Payroll deduction distribution	373.50	
Total Enterprise Account Check Register					\$ 148,854.37	\$ 3,246.93

ATTACHMENT 4

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
<u>Wells Fargo Grant Account</u> (Note: Startup funds were put in this account prior to grant reimbursements being received; the checks below utilize the start-up funds not related to grant)						
<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>		<u>Amount</u>	<u>Voided Amount</u>
1057	03/04/21	17572	California Coastal Commission	** Voided ** - determined check was not needed		1,270.00
1058	03/04/21	17572	California Coastal Commission	** Voided ** - determined check was not needed		1,270.00
1059	03/04/21	One time	State Water Resources Control	NOI application fee	2,066.00	
1060	03/04/21	One time	State Water Resources Control	NOI application fee - City to reimburse one payment	2,066.00	
1061	03/08/21	7434	Southern Calif Edison	** Voided ** Stub used to list invoices		0.00
1062	03/08/21	7434	Southern Calif. Edison	Utilities	15,797.24	
1063	03/12/21	45409	Kabris; Kris Ann	Payroll deduction distribution	373.50	
1064	03/12/21	1915	Cintas Corp #684	Uniform rental/cleaning, door mats, rags	918.78	
Total Grant Account Check Register					\$ 21,221.52	\$ 2,540.00
<u>Wells Fargo Project Fund Account</u>						
No activity					\$ -	\$ -
Total All Check Registers					\$ 170,075.89	\$ 5,786.93

ATTACHMENT 5

Ventura Port District
Wells Fargo Business Credit Card Charges
January 2021

Chase Credit Card holders

Brian Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Jessica Rauch, Administrative Assistant/Clerk
Gloria Adkins, Accounting Manager
Robin Baer, Property Manager
Joe Gonzalez, Facilities Manager
Sergio Gonzalez, Maintenance Supervisor
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	No activity				-
Total General Manager's Expenses					-
Todd Mitchell	No activity				-
Total Business Operations Manager's Expenses					-
Jessica Rauch	1/21/2021	Dmi Dell Sm Bus	Computer equipment	Marketing Manager new computer equipment/setup	1,464.74
Jessica Rauch	1/19/2021	Dmi Dell Sm Bus	Computer equipment	Marketing Manager new computer equipment/setup	171.03
Jessica Rauch	1/18/2021	Dmi Dell Sm Bus	Computer equipment	Board Room new computer equipment/setup	1,241.88
Jessica Rauch	1/15/2021	Dmi Dell Sm Bus	Computer equipment	Electrician new computer equipment/setup	43.30
Jessica Rauch	1/15/2021	Dmi Dell Sm Bus	Computer equipment	Electrician new computer equipment/setup	36.09
Jessica Rauch	1/15/2021	Dmi Dell Sm Bus	Computer equipment	Electrician new computer equipment/setup	751.80
Jessica Rauch	1/14/2021	Dmi Dell Sm Bus	Computer equipment	Board room new computer equipment/setup	311.68
Jessica Rauch	1/13/2021	Dmi Dell Sm Bus	Computer equipment	Board room new computer equipment/setup	68.56
Jessica Rauch	1/13/2021	Dmi Dell Sm Bus	Computer equipment	Marketing Manager new computer equipment/setup	101.11
Jessica Rauch	1/13/2021	Dmi Dell Sm Bus	Computer equipment	Marketing Manager new computer equipment/setup	858.37
Jessica Rauch	1/4/2021	Water'S Edge Restaurant	Employee appreciation	Employee Christmas gift cards	25.00
Jessica Rauch	1/4/2021	Margarita Villa	Employee appreciation	Employee Christmas gift cards	25.00
Jessica Rauch	1/4/2021	Le Petit Cafe & Bakery	Employee appreciation	Employee Christmas gift cards	100.00
Jessica Rauch	1/18/2021	International Institute	Membership	IIMC-Clerk of the Board-Membership renewal	215.00
Jessica Rauch	1/28/2021	Zoom.Us	Operating supplies	Virtual meeting communications	177.63
Total Administrative Assistant's Expenses					5,591.19
Gloria Adkins	1/29/2021	Aatrix Software	Professional services	eFile and mail 2020 IRS1099-NEC	176.86
Gloria Adkins	1/29/2021	Aatrix Software	Professional services	eFile and mail 2020 IRS 1099-MISC	24.95
Gloria Adkins	1/26/2021	Aatrix Software	Professional services	eFile IRS/State and mail employee 2020 W-2	124.28
Total Accounting Manager's Expenses					326.09

ATTACHMENT 5

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Robin Baer	No activity				-
				Total Property Manager's Expenses	-
Joe Gonzalez	1/25/2021	Covid Clinic	Professional services	Covid-19 Rapid testing	150.00
				Total Facilities Manager's Expenses	150.00
Sergio Gonzalez	1/4/2021	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	0.99
				Total Maintenance Supervisor's Expenses	0.99
Jennifer Talt-Lundin	1/19/2021	Google Ads2351682499	Advertising	Google ad listing	500.00
Jennifer Talt-Lundin	1/18/2021	Le Petit Cafe & Bakery	Advertising production	Video production	15.08
Jennifer Talt-Lundin	1/14/2021	Thimble Insurance	Advertising production	Influencer video shoot	57.16
Jennifer Talt-Lundin	1/6/2021	Paypal Ipcamlivekf	E-Advertising	Live harbor webcam	17.46
Jennifer Talt-Lundin	1/6/2021	Cross Border Trans Fee	E-Advertising	International transaction purchase fee	0.17
Jennifer Talt-Lundin	1/4/2021	Facebook	E-Advertising	Paid social media ads	19.99
Jennifer Talt-Lundin	1/4/2021	Facebook	E-Advertising	Paid social media ads	100.95
Jennifer Talt-Lundin	1/18/2021	Sprout Social, Inc	E-Advertising	Social media tracking/analytics	99.00
Jennifer Talt-Lundin	1/21/2021	Mailchimp	E-Advertising	Enewsletter	120.00
Jennifer Talt-Lundin	1/19/2021	Bln Monday.Com	Office supplies	Scheduling tool platform renewal monthly	49.00
				Total Marketing Manager's Expenses	978.81
Dave Werneburg	1/29/2021	Office Depot #931	Office supplies	Miscellaneous office supplies for Marina and Courtesy Patrol offices	52.32
Dave Werneburg	1/4/2021	Office Depot #931	Office supplies	Miscellaneous office supplies for Courtesy Patrol office	60.31
				Total Marina Manager's Expenses	112.63
John Higgins	1/13/2021	Spurs Marine Manufacture	Boat supplies	Line cutters	1,136.00
John Higgins	1/28/2021	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	2.99
John Higgins	1/5/2021	Euas Drone Equipment	Operating supplies	UAS repair for drone	149.00
John Higgins	1/15/2021	Dtv Directv Service	Operating supplies	Communications/news and information	76.99
				Total Harbormaster's Expenses	1,364.98
				Total Wells Fargo Credit Card Expenses	<u>\$ 8,524.69</u>

ATTACHMENT 5

Ventura Port District
Wells Fargo Business Credit Card Charges
February 2021

Chase Credit Card holders

Brian Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Jessica Rauch, Administrative Assistant/Clerk
Gloria Adkins, Accounting Manager
Robin Baer, Property Manager
Joe Gonzalez, Facilities Manager
Sergio Gonzalez, Maintenance Supervisor
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	No activity				-
Total General Manager's Expenses					-
Todd Mitchell	No activity				-
Total Business Operations Manager's Expenses					-
Jessica Rauch	2/2/2021	CA Secretary Of State	Legal filing	Public Facilities Corp - State filing fee	5.00
Jessica Rauch	2/25/2021	Michaels Stores 4800	Office supplies	Frame for Parsons appreciation resolution	9.69
Total Administrative Assistant's Expenses					14.69
Gloria Adkins	2/15/2021	CA Society of Municipal Finance Officers	Membership	Annual membership dues	110.00
Gloria Adkins	2/15/2021	Stampco Custom Stamps	Office supplies	Date stampers	69.82
Total Accounting Manager's Expenses					179.82
Robin Baer	No activity				-
Total Property Manager's Expenses					-
Joe Gonzalez	No activity				-
Total Facilities Manager's Expenses					-
Sergio Gonzalez	2/15/2021	Landscape Lighting World	Grounds maintenance	VHV Low voltage lighting and accessories	435.78
Sergio Gonzalez	2/1/2021	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	0.99
Total Maintenance Supervisor's Expenses					436.77

ATTACHMENT 5

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Jennifer Talt-Lundin	2/24/2021	Google Llc Ads2351682499	Advertising	Google ad listing	500.00
Jennifer Talt-Lundin	2/8/2021	Google Llc Ads2351682499	Advertising	Google ad listing	500.00
Jennifer Talt-Lundin	2/22/2021	Coastal Cone	Advertising production	Video shoot prop for Fun in the Sun	25.00
Jennifer Talt-Lundin	2/22/2021	Coastal Cone	Advertising production	Video shoot prop for Fun in the Sun	29.24
Jennifer Talt-Lundin	2/22/2021	Coastal Cone	Advertising production	Video shoot prop for Fun in the Sun	25.00
Jennifer Talt-Lundin	2/22/2021	Sugar Lab Bake Shop	Advertising production	Video shoot prop for Fun in the Sun	4.00
Jennifer Talt-Lundin	2/22/2021	Sugar Lab Bake Shop	Advertising production	Video shoot prop for Fun in the Sun	8.00
Jennifer Talt-Lundin	2/18/2021	Brophy Bros Clambar & Restaurant	Advertising production	Drone photo shoot compensation	50.00
Jennifer Talt-Lundin	2/2/2021	Paypal Ipcamlivekf	E-Advertising	Live harbor webcam	18.00
Jennifer Talt-Lundin	2/2/2021	Cross Border Trans Fee	E-Advertising	International transaction purchase fee	0.18
Jennifer Talt-Lundin	2/22/2021	Mailchimp	E-Advertising	Enewsletter	110.00
Jennifer Talt-Lundin	2/18/2021	Sprout Social, Inc	E-Advertising	Social media tracking/analytics	99.00
Jennifer Talt-Lundin	2/1/2021	Facebook	E-Advertising	Paid social media ads	880.23
Jennifer Talt-Lundin	2/24/2021	Target	Event production	Bubbles in Village	16.16
Jennifer Talt-Lundin	2/19/2021	BlnMonday.Com	Office supplies	Scheduling tool platform renewal monthly	49.00
Jennifer Talt-Lundin	2/24/2021	Paypal Kbrogers22	Tenant appreciation	Tenant recognition annual presentation	1,200.00
Jennifer Talt-Lundin	2/22/2021	Amzn Mktp Us B57p99zb3	Tenant appreciation	Tenant recognition annual presentation	23.84
Jennifer Talt-Lundin	2/22/2021	Amzn Mktp Us 268xb1i01	Tenant appreciation	Tenant recognition annual presentation	93.12
Jennifer Talt-Lundin	2/12/2021	Whole Foods	Tenant appreciation	Tenant recognition annual presentation	107.64
Jennifer Talt-Lundin	2/10/2021	Aegean Sponge Co Inc	Tenant appreciation	Tenant recognition annual presentation	169.93
Jennifer Talt-Lundin	2/10/2021	Amazon.Com Vn1eg51b3 Amzn	Tenant appreciation	Tenant recognition annual presentation	96.48
Jennifer Talt-Lundin	2/10/2021	Amzn Mktp Us Sn8fc0y53	Tenant appreciation	Tenant recognition annual presentation	86.71
Jennifer Talt-Lundin	2/10/2021	Amzn Mktp Us 5v9t621v3	Tenant appreciation	Tenant recognition annual presentation	25.30
Jennifer Talt-Lundin	2/9/2021	Qosina Qosmedix	Tenant appreciation	Tenant recognition annual presentation	77.28
Jennifer Talt-Lundin	2/8/2021	Air Plant Hub	Tenant appreciation	Tenant recognition annual presentation	99.83
Jennifer Talt-Lundin	2/8/2021	Cost Plus World Market	Tenant appreciation	Tenant recognition annual presentation	135.39
Total Marketing Manager's Expenses					4,429.33
Dave Werneburg	2/12/2021	Office Depot #931	Office supplies	Office supplies initial set up to assume Dry Storage	67.07
Dave Werneburg	2/8/2021	Office Depot #931	Office supplies	Miscellaneous office supplies requested by Courtesy Patrol	52.74
Total Marina Manager's Expenses					119.81
John Higgins	2/15/2021	Dtv Directv Service	Operating supplies	Communications/news and information	81.99
John Higgins	2/18/2021	Ce Solutions	Training	Online medical continuing education	133.84
Total Harbormaster's Expenses					215.83
Total Wells Fargo Credit Card Expenses					<u>\$ 5,396.25</u>

ATTACHMENT 5

Ventura Port District
Wells Fargo Business Credit Card Charges
March 2021

Chase Credit Card holders

Brian Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Jessica Rauch, Administrative Assistant/Clerk
Gloria Adkins, Accounting Manager
Robin Baer, Property Manager
Joe Gonzalez, Facilities Manager
Sergio Gonzalez, Maintenance Supervisor
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	No activity				-
Total General Manager's Expenses					-
Todd Mitchell	3/5/2021	Sugar Lab Bake Shop	Meetings	Refreshment with construction safety supervisor from USACE site meeting	14.40
Total Business Operations Manager's Expenses					14.40
Jessica Rauch	3/26/2021	Dell Small Business	Computer equipment	New computers-Facility Manager, 3 Accounting, 1 miscellaneous	3,643.13
Jessica Rauch	3/15/2021	Dell Small Business	Computer equipment	Marina Manager computer monitor	445.49
Jessica Rauch	3/15/2021	Dell Small Business	Computer equipment	Two external CD drives	84.51
Jessica Rauch	3/8/2021	Pacific Coast Shellfish Growers Assoc.	Memberships	Annual membership - B. Pendleton	500.00
Jessica Rauch	3/3/2021	Zoom.us	Operating supplies	Virtual meeting communications	177.63
Jessica Rauch	3/29/2021	Zoom.us	Operating supplies	Virtual meeting communications	177.63
Jessica Rauch	3/29/2021	Leibert Cassidy Whitmore	Training	Leibert Cassidy Whitmore training-Accounting Manager	125.00
Jessica Rauch	3/19/2021	California Special District Assoc.	Training	Prevailing Wage Training-T. Mitchell, J. Gonzalez, S. Gonzalez	525.00
Total Administrative Assistant's Expenses					5,678.39
Gloria Adkins	3/10/2021	Aatrix Software	Professional services	Annual PR tax eFiling package service	229.00
Gloria Adkins	3/26/2021	Teamviewer	Subscription	Annual remote working license	612.00
Total Accounting Manager's Expenses					841.00
Robin Baer	No activity				-
Total Property Manager's Expenses					-

ATTACHMENT 5

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Joe Gonzalez	No activity				-
Total Facilities Manager's Expenses					-
Sergio Gonzalez	3/3/2021	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	0.99
Total Maintenance Supervisor's Expenses					0.99
Jennifer Talt-Lundin	3/22/2021	Margarita Villa	Advertising production	Video shoot volunteers	75.00
Jennifer Talt-Lundin	3/16/2021	Google Ads	Advertising production	Google ad listing	500.00
Jennifer Talt-Lundin	3/2/2021	Andria's Seafood	Conference	Hosted media	25.00
Jennifer Talt-Lundin	3/17/2021	Brophy Bros Clambar & Restaurant	Conference	Hosted media	50.00
Jennifer Talt-Lundin	3/18/2021	Coastal Cone And The Parlor	Conference	Hosted media	15.00
Jennifer Talt-Lundin	3/3/2021	Paypal	E-Advertising	Live harbor webcam	18.00
Jennifer Talt-Lundin	3/3/2021	Cross Border Trans Fee	E-Advertising	International transaction purchase fee	0.18
Jennifer Talt-Lundin	3/1/2021	Facebook	E-Advertising	Paid social media ads	6.98
Jennifer Talt-Lundin	3/1/2021	Facebook	E-Advertising	Paid social media ads	37.13
Jennifer Talt-Lundin	3/10/2021	Or-Code-Generator.Com	E-Advertising	Quick Response code generator for instant access to info hidden in the Code	178.77
Jennifer Talt-Lundin	3/10/2021	Cross Border Trans Fee	E-Advertising	International transaction purchase fee	1.79
Jennifer Talt-Lundin	3/18/2021	Sprout Social, Inc	E-Advertising	Social media analytics	99.00
Jennifer Talt-Lundin	3/22/2021	Mailchimp	E-Advertising	Enewsletter	100.00
Jennifer Talt-Lundin	3/22/2021	SurveyMonkey.Com	E-Advertising	Annual subscription - survey	384.00
Jennifer Talt-Lundin	3/3/2021	Coastal Cone And The Parlor	E-Advertising	Video content creation	50.00
Jennifer Talt-Lundin	3/1/2021	Facebook	E-Advertising	Paid social media ads	900.00
Jennifer Talt-Lundin	3/29/2021	Facebook	E-Advertising	Paid social media ads	900.00
Jennifer Talt-Lundin	3/3/2021	Brophy Bros Clambar & Restaurant	Event production	Social media contest prize	25.00
Jennifer Talt-Lundin	3/26/2021	Harbor Cove Cafe	Event production	Social media contest prize	10.00
Jennifer Talt-Lundin	3/26/2021	Andria'S Seafood	Event production	Social media contest prize	10.00
Jennifer Talt-Lundin	3/29/2021	Boatyard Pub	Event production	Social media contest prize	10.00
Jennifer Talt-Lundin	3/29/2021	Water's Edge Restaurant	Event production	Social media contest prize	10.36
Jennifer Talt-Lundin	3/29/2021	The Greek At The Harbor	Event production	Social media contest prize	10.00
Jennifer Talt-Lundin	3/29/2021	Brophy Bros Clambar & Restaurant	Event production	Social media contest prize	25.00
Jennifer Talt-Lundin	3/29/2021	Brophy Bros Clambar & Restaurant	Event production	Social media contest prize	10.00
Jennifer Talt-Lundin	3/3/2021	Vistaprint.com	Event production	Mermaid postcards	200.91
Jennifer Talt-Lundin	3/1/2021	Target.com	Event production	Bubble juice	13.00
Jennifer Talt-Lundin	3/3/2021	Ventura Pottery Gallery	Event production	Valentine's Rock Program	25.00
Jennifer Talt-Lundin	3/26/2021	Top This Chocolate	Event production	Golden Egg Hunt prize	40.00
Jennifer Talt-Lundin	3/29/2021	Coastal Cone And The Parlor	Event production	Golden Egg Hunt prize	40.00
Jennifer Talt-Lundin	3/29/2021	Sugar Lab Bake Shop	Event production	Golden Egg Hunt prize	40.00
Jennifer Talt-Lundin	3/29/2021	Le Petit Cafe & Bakery	Event production	Golden Egg Hunt prize	40.00
Jennifer Talt-Lundin	3/31/2021	Top This Chocolate	Event production	Golden Egg Hunt prize	56.00
Jennifer Talt-Lundin	3/19/2021	BinMonday.com	Office supplies	Project management/scheduling tool platform monthly renewa	49.00
Jennifer Talt-Lundin	3/3/2021	Amazon Marketplace Us Yt28c7ov3	Tenant appreciation	Tenant recognition annual presentation	18.25
Jennifer Talt-Lundin	3/4/2021	Smart And Final 915	Tenant appreciation	Tenant recognition annual presentation	41.38
Total Marketing Manager's Expenses					4,014.75

ATTACHMENT 5

<u>Type</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Dave Werneburg	3/19/2021	The Association Of Marina Industries	Memberships	Annual membership	275.00
Dave Werneburg	3/29/2021	Lowes #01734	Operating supplies	Keys and ID tags	18.19
Dave Werneburg	3/15/2021	Paypal Corporatebr	Training	Online Excel course for Courtesy Patrol	29.00
Dave Werneburg	3/15/2021	Cross Border Trans Fee	Training	International transaction purchase fee	0.29
Total Marina Manager's Expenses					322.48
John Higgins	3/1/2021	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	2.99
John Higgins	3/3/2021	Bmc #1219	Operating supplies	Lumber	199.68
John Higgins	3/17/2021	Tlf Sweet Peas Flowers	Operating supplies	Memorial Wreath Paul Korber anniversary	237.04
John Higgins	3/19/2021	Lowes #01734	Operating supplies	Boathouse roof repair materials	117.40
John Higgins	3/29/2021	Apple.Com/Bill	Operating supplies	Apple iCloud cell phone back up/storage	2.99
John Higgins	3/15/2021	Dtv Directv Service	Operating supplies	Communications/news and information	81.99
John Higgins	3/9/2021	Zoom.U.s	Training	Online training and staff communications	156.65
Total Harbormaster's Expenses					798.74
Total Wells Fargo Credit Card Expenses					<u>\$ 11,670.75</u>

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: May 5, 2021

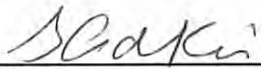
TO: Board of Port Commissioners
 CC: Brian D. Pendleton, General Manager
 FROM: Gloria Adkins, Accounting Manager
 SUBJECT: Quarterly Treasurers Report

As of March 31, 2021, the District held cash and investments with a market value of \$11,971,546. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 92% of the March 31, 2021 fund balance:

Enterprise (Operating) Fund	\$4,001,998
Dredging Reserve Fund	3,022,376
Capital Improvement Fund	3,753,629
Capital Improvement –Fisheries Fund	185,780
Project Fund-Village Marina	<u>61,737</u>
Total Funds	\$11,025,520

The Investment Portfolio Report for March 31, 2021 attached herewith includes all of the District's Funds.

Submitted by:  Date: April 29, 2021
 Gloria Adkins
 Accounting Manager

- ATTACHMENTS:**
 Attachment 1 – Investment Portfolio Report for March 31, 2021
 Attachment 2 – LAIF Performance Report for March 31, 2021

ATTACHMENT 6

ATTACHMENT 1

Ventura Port District
Investment Portfolio Report
Quarter Ending 3/31/2021

<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	0.44%	11,011,537	11,011,537	92%	11,025,520	LAIF
Total Cash Investments LAIF						\$ 11,011,537	92%	\$ 11,025,520	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo		On Demand	N/A	N/A	662,893	6%	662,893	Wells Fargo
Merchant Services Account	Wells Fargo		On Demand	N/A	N/A	43,817	0.4%	43,816	Wells Fargo
Grant Fund checking	Wells Fargo		On Demand	N/A	N/A	186,515	1.6%	186,515	Wells Fargo
Project Fund checking	Wells Fargo		On Demand	N/A	N/A	32,564	0.3%	32,564	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	1,514	0.01%	1,514	Ventura Port District
Total Cash Deposits						\$ 927,303	8%	\$ 927,302	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	0.39%	18,724	18,724	0.2%	18,724	Ventura County Treasury
Total Cash in County Treasury				Estimated*		\$ 18,724	0.2%	\$ 18,724	
TOTAL ALL FUNDS						\$ 11,957,564	100%	\$ 11,971,546	

Notes:

I certify that this report accurately reflects all of the Districts 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.

4/29/2021

Submitted by: 



PMIA/LAIF Performance Report as of 04/15/21

Quarterly Treasurers Report
ATTACHMENT 2



PMIA Average Monthly Effective Yields⁽¹⁾

Mar	0.357
Feb	0.407
Jan	0.458

Quarterly Performance Quarter Ended 03/31/21

LAIF Apportionment Rate ⁽²⁾ :	0.44
LAIF Earnings Ratio ⁽²⁾ :	0.00001214175683392
LAIF Fair Value Factor ⁽¹⁾ :	1.001269853
PMIA Daily ⁽¹⁾ :	0.35%
PMIA Quarter to Date ⁽¹⁾ :	0.41%
PMIA Average Life ⁽¹⁾ :	220

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 03/31/21 \$126.7 billion

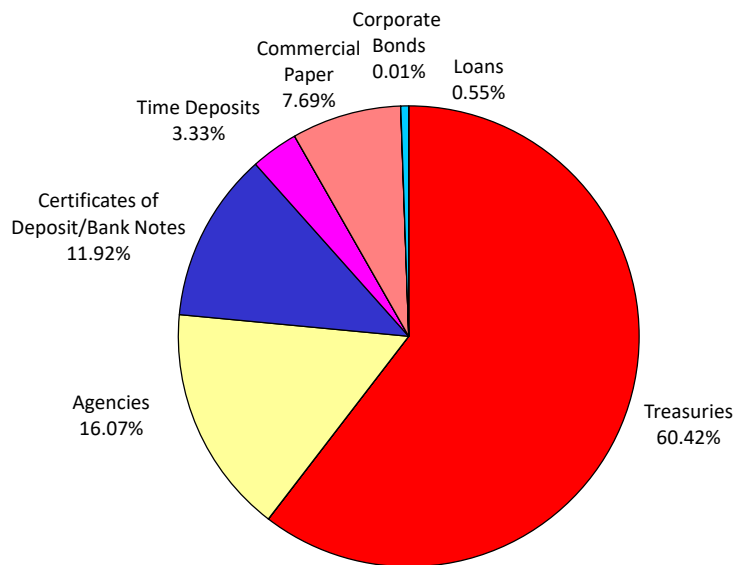


Chart does not include 0.01% of mortgages. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



BOARD OF PORT COMMISSIONERS

MAY 5, 2021

STANDARD AGENDA ITEM 2

BOARD OF PORT COMMISSIONERS
PROTOCOLS AND POLICIES MANUAL UPDATE

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
SUBJECT: Board of Port Commissioners Protocols and Policies Manual Update

RECOMMENDATION:

That the Board of Port Commissioners receive and discuss updates to the Board of Port Commissioners Protocols and Policies Manual.

SUMMARY:

The Protocols and Policies Manual for the Board is updated from time to time to clarify, restate or add new information as applicable. Also, the District is pursuing a Transparency Certificate of Excellence through the Special District Leadership Foundation which requires certain information be added to the manual.

LONG-TERM GOALS:

- Goal 6: Public Service
 - 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 more efficient, effective and public focused organization.

5-YEAR OBJECTIVES:

- Objective E: Public and Civic Engagement Plan
 - Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders
 - 1: Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

BACKGROUND:

The adoption of written guidelines regarding the conduct of public officials provides a sound foundation on which to build public trust and confidence. The proper operation of the District requires that decisions and policies be made within the proper channels of governmental structure, that public office not be for personal gain, and that the Commissioners remain objective and responsive to the needs of the public and business owners they serve. The purpose of this manual is to set forth protocols and policies that govern the Port Commission and Commission meetings. The intent of this manual is to ensure uniformity of procedure, access to the public, fairness to the public and interested parties, and compliance with legal requirements in all designated matters heard by the Board of Port Commissioners.

FISCAL IMPACTS:

None.

ATTACHMENTS:

Attachment 1 – Board of Port Commissioners Protocols and Policies Manual - redlined

BOARD OF PORT COMMISSIONERS

PROTOCOLS AND POLICIES

MANUAL



**VENTURA
PORT DISTRICT**

Established 1952

Adopted March 25, 2015
Updated July 27, 2016
Updated December 12, 2018
Updated January 22, 2020
Updated May 2021

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1.0 INTRODUCTION

1.1 Purpose and Intent

The adoption of written guidelines regarding the conduct of public officials provides a sound foundation on which to build public trust and confidence. The proper operation of the Ventura Port District (“District”) requires that decisions and policies be made within the proper channels of governmental structure, that public office not be for personal gain, and that the Board of Port Commissioners (“Board” or “Commissioner”) remains objective and responsive to the needs of the public and business owners they serve. The purpose of this manual is to set forth protocols and policies that govern the conduct of Board meetings and other District business. The intent of this manual is to ensure uniformity of procedure, access to the public, fairness to the public and interested parties, and compliance with legal requirements in all designated matters heard by the Board.

1.2 District Description

The District was established on April 8, 1952 by an election and majority vote of the citizens of the City 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 District is the owner and operator of the Ventura Harbor. The Ventura Harbor is a 274--acre multiple use recreational and commercial fishing small craft harbor. Other than the 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 Harbor was initially developed in the early 1960’s and still has approximately 3.74 acres of land area available for development.

The official address and principal place of business of the District is:

VENTURA PORT DISTRICT
 1603 Anchors Way Drive
 Ventura, CA 93001
 (805) 642-8538; Fax (805) 658-2249

1.3 Ventura Port District 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, fishermen and boaters to enjoy Ventura Harbor’s exceptional facilities, events and services.

1.4 Ventura Port District Goals

The 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:
 - A. Securing funding for dredging the Harbor entrance through the Army Corps of Engineers in coordination with agencies and our elected officials;
 - B. Dredging the Inner Harbor and preserving infrastructure;
 - C. Providing superior Harbor Patrol, Maintenance, and related District services;
 - D. Preserving and enhancing infrastructure, equipment and facilities for a modernized, efficient and safe working harbor.
- 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.

1.5 Ventura Port District 5-Year Objectives

In its continuing effort to fulfill its mission and achieve the goals set out above, while managing the daily Harbor operations, the District established the following objectives to guide its Commission and staff through the fiscal year 2023-2024:

D) Harbor Dredging

- o Ensure that annual dredging occurs at the federal Harbor entrance and as needed in the inner Harbor.
 - 1) Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor’s annual dredging program.
 - 2) Provide an on-going leadership role and active participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance
 - 3) Ventura Port District Dredging

E) Public and Civic Engagement Plan

- o Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders
 - 1) Collaborate with business partners and stakeholders through increased engagement, communication, and participation
 - 2) Public and Civic Engagement Planning

F) Commercial Fishing

- o Support current commercial fishing industry central to Ventura’s premier working waterfront through: stakeholder engagement, diversification, and infrastructure improvements

ATTACHMENT 1

- 1) Reactivate Ventura's commercial fishing association and/or establish fishermen working group as part of improved stakeholder engagement
- 2) Continue improvements of Commercial Fishing Industry service offerings by District
- 3) Complete permitting, regulatory, and legislative approvals for VSE project

M) Master Tenants & Parcels 5+8

- o Collaborate with existing and future Master Tenants to maintain, improve, and develop the Harbor
- 1) Engagement and support of Master Tenants for successful business operations at the Harbor
- 2) Evaluate opportunities for Parcels 5 and 8

P) National/State Parks Collaboration

- o Maintain Channel Islands National Park Service (NPS) presence at Harbor
- o Draw upon Ventura Harbor area National and State parks and wetland areas to enhance ecotourism
 - 1) Coordinate with NPS Superintendent and General Services Administration (GSA) to secure long-term leases for NPS personnel currently located at 1441 and 1691 Spinnaker Drive. (Harbor Village)
 - 2) Coordinate with National and California State Parks to develop destination-based ecotourism offerings

T) Village Parking & Traffic

- o Continue to increase and/or maximize visitor parking and traffic circulation during busy periods
 - 1) Evaluate pedestrian, bicycling, transit networks and parking within and around the Harbor
 - 2) Pursue needed improvements and management plans
 - 3) Evaluate pedestrian, bicycling, transit networks and pursue needed improvements, enforcement strategies in partnership with the City

V) Harbor Village

- o Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience
 - 1) Complete Harbor Village refresh programs
 - 2) Leasing/Property Management Action Plan
 - 3) Marketing Action Plan

2.0 GOVERNING BODY

2.1 Board of Port Commissioners

The Board of Port Commissioners consists of five members appointed by the mayor and City Council of Ventura, who shall govern the Ventura Port District. The Ventura City Council has the authority to remove Ceommissioners from office during their term for cause by a vote of not less than five members of the Council. (H&N Code Section 6241.1)

Commissioners shall not be appointed to the Board of Port Commissioners unless they are, at the time of appointment, a taxpayer within the District and have resided within the District for at least one year. (H&N Code Section 6244)

2.2 Terms of Office

Commissioners will serve a term of office of four years from the time of appointment. (H&N Code Section 6245)

2.3 Election of Officers

At its first meeting in January every two years, the Board shall elect from its membership a Chairman, Vice-Chairman and Secretary. (H&N Code Section 6241.1)

2.45 Role of Chair

The Chair of the Board is to be elected by the Board of Port Commissioners for a term of two years. (H&N Code Section 6241.1) The Chair shall have the authority to preserve order at all Board meetings, to remove any person from any meeting for disorderly conduct, to enforce the rules of the Board and to determine the order of business.

The Chair shall have the authority to prevent the misuse of motions, or the abuse of any privilege, or obstruction of the business of the Board by ruling any such matter out of order. In so ruling, the Chair shall be courteous and fair and should presume that the moving party is acting in good faith.

The Chair shall attend an agenda review meeting with the General Manager before each Board Meeting either in person or by phone.

2.65 Role of Vice-Chair

In the absence of the Chair or his/her inability to act, the Vice-Chair shall preside at all meetings. The Vice Chair shall attend an agenda review meeting with the General Manager and Chair before each Board Meeting either in person or by phone.

2.76 Role of Secretary

The Secretary ensures the Commission adheres to all adopted polices and must attest and sign all approved minutes, resolutions, and other official documents.

2.72 General Manager

The Board of Port Commissioners is authorized to employ a General Manager of the Ventura Port District by Employment Agreement who shall be responsible for the day-to-day management of the District and the employment of the District personnel subject to Board policy. The qualifications of the General Manager shall meet the requirements established by the Board. The General Manager may also act as Board Secretary or be appointed as the Finance Officer, but no Commissioner shall be appointed as General Manager. The duties of the General Manager shall be determined by the Board, and the

General Manager, as well as District Legal Counsel shall be evaluated annually by the Board.

The General Manager may also acts as “Auditor” pursuant to the California Harbors and Navigation Code Section 6241.1, which states...”An auditor shall be appointed by the board with the approval of the City Council...”

2.8 RESPONSIBILITIES AND CONDUCT OF COMMISSIONERS

2.32.8.1 Board Principles

The Board of Port Commissioners recognizes its actions affect the District’s ability to fulfill its mission. Listed below are practices deemed essential for the Board to positively affect the District’s ability to operate efficiently and effectively. To that end, the members of the Board of Port Commissioners affirm their commitment to act in accordance with the following practices:

1. Act in accordance with the District’s Mission.
2. Maintain a high level of integrity and follow through with all commitments, especially with other government agencies.
3. Work only as a Board, with no independent, tangential, or hidden agendas.
4. Always strive for consensus, remembering unanimity is not required.
5. Once the Board has made a decision, acknowledge and act in accordance with it.
6. Understand the Board’s role is to set policy and ensure staff understands this, while facilitating staff’s ability to implement Board directed policy.
7. Recognize and abide by the separation of responsibilities between the Board, General Manager and Staff.
8. Clearly understand the expectations and the responsibilities of the Board Chair, Vice Chair, and Commissioners.
9. Correctly identify the issues.
10. Realistically select important issues related to the District’s mission and worthy of the Board’s energies and efforts.
11. Make sure all major policy decisions are well thought out from a legal perspective, all options have been explored, with each advantage and disadvantage, explored and weighed.
12. Communicate all facts accurately and fully.
13. Encourage open discussion by all Board members on all subjects.
14. Ensure everyone has a chance to give and explain his or her point of view.
15. Actively and courteously listen to each other in a genuine effort to understand opposing views.
16. Attend and actively participate in all meetings, keeping absences to a minimum.
17. Come to meetings prepared, having reviewed the materials provided by staff.
18. Ask the General Manager for background information as needed prior to Board meetings.
19. Never hesitate to ask questions at a Board meeting or request additional information, if required.

2.4 — Responsibilities and Conduct of Commissioners

2.4.12.8.2 Oath of Office

Within ten days of a Commissioners appointment and before performing duties of his or her office, each Commissioner shall take and subscribe to an Oath of Office before the Clerk of the Board, that he or she will support the Constitution of the United States and the Constitution of the State of California and will faithfully discharge the duties of his or her office according to the best of their ability. (H&N Code Section 6243)

2.4.22.8.3 Conflict of Interest

Pursuant to Sections 87200 *et. seq.*, Government Code, newly appointed Commissioners are required to file a “Statement of Economic Interests” within ten days of assuming office; this Statement is filed with both the County and City Clerks offices and at the District office. After the initial statement is filed, each Commissioner is required to file an annual statement, usually after January 1 of each year but no later than April 1 of each year.

A Commissioner is required to conform to the Conflict of Interest provisions of the Political Reform Act, Section 87100 *et. seq.*, California Government Code and the District’s Conflict of Interest Code, which regulate financial conflicts of interest. The law imposes the responsibility to avoid financial conflicts of interest upon each Commissioner. Pursuant to state law, each Commissioner must undergo training in the obligations of the law to avoid conflicts of interest and to conform to all other applicable laws including those concerning ethics and conflict of interest.

A Commissioner is required to file a “Leaving Office Statement” within 30 days after leaving office.

2.4.32.8.4 Ethics Training

Each Commissioner shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service no later than one year from the first day of service. Thereafter, each Commissioner shall receive the training at least once every two years, without regard to the number of local agencies with which he or she serves. (Gov’t Code Section 53235(b))

2.9 Trainings and Conferences

Members of the Board are encouraged to attend educational trainings, conferences, and professional meetings when the purpose of such activity is to improve District operations. There is no limit as to the number of Commissioners attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District. If multiple Commissioners attend a training or conference, they must not discuss District business amongst themselves.

A training and conferences budget is set every fiscal year by the General Manager and approved by the Board. All training and conferences for Commissioners and staff are brought to the Board for approval.

2.4.42.9.1 New Board Member Training

It is recommended that all new Board Members attend the California Special District Association's "How to be an Effective New Board Member" Training. The training has been designed specifically for special district board members and board chairs/presidents in order to provide the tools, background and overall knowledge necessary to help navigate the first year of governing a special district and be an effective leader. This training would qualify for travel and expense reimbursement.

2.9.2 Expense Reimbursement Policy for Commissioners

On March 23, 2016, the Board approved Resolution No. 3303 adopting the Ventura Port District Expense Reimbursement Policy ("Policy") for Commissioners. The purpose of the Policy is to set forth the procedure of the District concerning the reimbursement of actual and necessary expenses incurred by a Commissioner in the performance of official duties for the benefit of the District, pursuant to Government Code Sections 53232 et. seq. This policy can be viewed on the District's website under Port District Business – Meetings & Agendas.

2.10 COMMISSIONER INTERACTIONS**2.4.52.10.1 Commissioner/Clerk of the Board Interaction**

All questions or requests regarding District meetings, travel requests, or forwarding information to staff or other Commissioners must come through the Clerk of the Board.

2.4.62.10.2 Commissioner/Staff Interaction

~~It is the policy of the Board that all Commissioners~~ will address District staff in a professional, constructive, and considerate manner. This will ensure that Board interactions with staff will have a positive impact on the operations of the District.

Commissioners may contact staff directly for questions and/or information on a specific agenda item.

~~Staff Members may act as advisors to the Board and Individual Commissioners and can provide research and administrative services.~~

~~Board members have no authority to direct staff to work on projects without the approval of a majority vote of the Board. To operate the District in an effective and professional manner, the General Manager needs to be aware of the projects on which each staff member is working.~~

With the exception of the General Manager, the Commission has no authority to supervise or direct the work of staff. Correspondence and requests directed to staff on behalf of Commissioners should be routed through the ~~Chair Clerk~~ and/or General Manager and Clerk.

2.4.72.10.3 Commissioner/Port District Tenant Interaction

In an effort to ensure fair and efficient communication with tenants in the harbor, a Commissioner will provide a brief summary and disclose any contacts he or she may have had with any tenant at a subsequent Board meeting. This brief summary of such contact shall be provided as part of routine reporting during Board Communications at the next District public meeting, as appropriate.

To assure fair and consistent negotiations on all pending leasing agreements, no Commissioner shall discuss any aspect of a lease that is under negotiation or discussion between the tenant and the District General Manager or District staff. Should a tenant wish to meet or confer with a Commissioner at any point during lease negotiation regarding the terms of a lease, the Commissioner may only do so if a member of the District staff is also present.

2.4.82.10.4 Commissioner/Legal Counsel Interaction

While there will be instances where individual Commissioners have a need to contact District Counsel directly, in general it is preferred that Commissioners first direct their inquiry to the General Manager or his/her designee before involving Counsel.

~~**2.5 Role of Chair**~~

~~The Chair of the Board is to be elected by the Board of Port Commissioners for a term of two years. (H&N Code Section 6241.1) The Chair shall have the authority to preserve order at all Board meetings, to remove any person from any meeting for disorderly conduct, to enforce the rules of the Board and to determine the order of business.~~

~~The Chair shall have the authority to prevent the misuse of motions, or the abuse of any privilege, or obstruction of the business of the Board by ruling any such matter out of order. In so ruling, the Chair shall be courteous and fair and should presume that the moving party is acting in good faith.~~

~~The Chair shall attend an agenda review meeting with the General Manager before each Board Meeting either in person or by phone~~

~~**2.6 Role of Vice Chair**~~

~~In the absence of the Chair or his inability to act, the Vice Chair shall preside at all meetings. The Vice Chair shall attend an agenda review meeting with the General Manager and Chair before each Board Meeting either in person or by phone~~

~~**2.7 Role of Secretary**~~

~~The Secretary ensures the Commission adheres to all adopted policies and must attest and sign all approved minutes, resolutions, and other official documents.~~

2.10.5 Commissioner/General Manager

Although the General Manager is appointed by the Board of Commissioners, direction to the General Manager should generally come from the entire Board, particularly on issues being reviewed by the Board in either Open or Closed Session. However, Commissioners at any time could advise their need for additional information to be provided to the Board, including at a Board Meeting, in advance of a Board Meeting (to allow the General Manager to respond at said meeting), or to request information be provided through other correspondence, such as a General Manager's report. Commissioners may also communicate to the General Manager their interest in having an item included in a future agenda. Commissioners may also share correspondence (written or oral) from members of the public and may request the General Manager respond and/or address those comments. Commissioners may also seek information on whether topics have been addressed by the Board or Staff in the past prior to their appointment.

2.10.6 Commissioner/Commissioner

Commissioners are appointed by the City to oversee the governance of the Port District. Appointments typically take into consideration the experience, skills, and background. Consideration is also given for each Commissioner's interest and, in general, seeking the long-term well-being and benefit of the District. As each may have varying experience and backgrounds, Commissioners should take into consideration these factors when opinions on a subject differ. Discussion of such subjects are governed by the rules of the Brown Act, but Commissioners should always treat their fellow Commissioners and their opinions with respect, courtesy, and allow their fellow Commissioners speak without interruption on any matter under consideration during a Board Meeting.

2.11 Commissioner and Staff Visibility to the Public

To ensure that Commissioners and District staff are easily recognized by the public for District events or events where the Port District is being represented, a Commissioner or District staff should wear an appropriate name badge to identify the individual and his or her affiliation with the District. The cost of the name badge will be borne by the District.

~~2.9 — Commissioner Representation at Public Engagements~~

~~In an effort to ensure transparency in the conduct of District business, when possible, Commissioners shall advise the Board in advance, of participation at conferences, meetings, and public speaking engagements in which Commissioners will be representing the District in their official capacity. Participation in such engagements shall be for the purpose of advancing the Board's policies, projects and goals as determined by the Board through its prior approval actions, consistent with other protocols.~~

2.12 Commissioner Participation in Community Activities

From time to time, Commissioners may choose to participate in community activities, committees, events, and task forces. When a Commissioners participates in these types of activities, the Commissioner is acting as an interested party rather than acting on behalf of the Board. Acting or participating on behalf of the Board is limited to those instances when the Commission has formally designated the Commissioner as its representative for the matter.

3.0 PORT COMMISSION MEETINGS

3.1 Meetings

Meetings of the Board shall be held twice a month, unless directed by the Board; excluding August in the Ventura Port District Office located at 1603 Anchors Way Drive, Ventura, California. The Board may, at times, elect to meet at other times and locations within the City and upon such election shall give public notice of the change of location.

3.1 Compliance with the Brown Act

All meetings of the Board of Port Commissioners shall be open and public, and all persons shall be permitted to attend any public meeting of the Board of Port Commissioners except as provided by law; provide, however, that closed sessions may be held when permitted by law.

3.1.12 Regular Meetings

Regular Meetings are held the first and third Wednesday of every month (excluding August). Normally, closed session begins at 5:30PM for public comment on closed session items. Open session begins at 7:00PM. November and December will have only one meeting on the third Wednesday of the month. Regular Meetings are for approval of Consent and Standard Agenda Items.

3.1.23 Special Meetings & Emergency Meetings

Special ~~and Emergency~~ meetings of the Board may be called and held from time to time pursuant to the procedures set forth in the Ralph M. Brown Act ("Brown Act").

3.4 Emergency Meetings

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities an emergency meeting may be called by the Board Chairman or by a majority of the Commissioners without complying with the 24-hour notice or posting requirements or both. The meeting shall be conducted under the same rules as a Special Meeting. The Board may meet in closed session pursuant to Government Code section 54957 during an Emergency Meeting if agreed to by two-thirds vote of the Commissioners present, or, if less than two-thirds of the Commissioners are present, then by a unanimous vote of the Commissioners present at the meeting.

An emergency situation includes an emergency (a work stoppage, crippling activity, or other activity which severely impairs public health or safety, or both, as determined by a majority of the Board) and a dire emergency (a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a one-hour notice before holding an emergency meeting may endanger the public health, safety, or both, as determined by a majority of the Board.) (GC Sec. 54956.5)

3.1.35 Cancelled Meetings

When the day for any regular meeting falls on a legal holiday, the regularly scheduled meeting for that day shall be deemed cancelled unless otherwise provided by the Board. Any meeting of the Board may be cancelled in advance by a majority vote of the Board.

3.6 Adjourned Meetings

Any regular, adjourned, or special meeting may be adjourned to another time, place and date specified in the order of adjournment provided it is not beyond the next regular meeting date. Once adjourned, the meeting may not be reconvened. (GC Sec. 54955)

3.7 Teleconferenced Meetings

Regular or Special meetings of the Board of Port Commissioners may be teleconferenced, i.e. a meeting of individuals in different locations, connected by electronic means, through either audio or video, or both. Any teleconferenced meeting shall meet requirements of the Brown Act (GC Sec. 54950, et seq.) as follows:

- (a) The meeting agenda(s) shall be posted at all teleconferenced locations and include a listing of each teleconference location. For example, a Commissioner teleconferencing from a hotel must see that the agenda is posted in the public area of the hotel and on the door of the Commissioner's room.
- (b) Any notices of the meeting shall list each teleconference location. The District Secretary shall be notified by a Commissioner desiring to teleconference of the Commissioner's location in sufficient detail and sufficiently in advance of the meeting date to meet the requirements for providing the appropriate notice.
- (c) Each teleconference location shall be accessible to the public. For example, if a Commissioner is teleconferencing from his/her hotel room then the door to the room must be ajar or unlocked to permit members of the public to enter during the course of the teleconferenced meeting.
- (d) A speaker phone must be used at the location of the teleconferencing site to permit members of the public who attend the meeting to be able to hear the meeting and, as appropriate, participate in the meeting.
- (e) All votes taken during a teleconferenced meeting shall be by roll call. (GC Sec. 54953(b)).

3.82 Closed Sessions

The Board may hold closed sessions during any regular, adjourned-regular or special meeting, or any time otherwise authorized by law, to consider the following:~~or hear any matter which is authorized by law to be heard or considered in closed session.~~

- (a) Real Estate Negotiations – To discuss real estate transactions
- (b) Litigation – To discuss potential, pending or existing litigation
- (c) Labor Negotiations – To confer with and instruct the District's labor negotiator with respect to labor negotiations
- (d) Personnel Matters – To discuss the employment, appointment, evaluation or dismissal of staff

The general subject matter for closed session consideration shall be agendized or publicly announced as may be allowed under the Brown Act, before such session is held.

Except as otherwise provided in Government Code second 54963, no person in attendance at a closed session shall disclose confidential information that has been acquired during the closed session to a person not entitled to receive that information, unless the Board of Directors authorizes the disclosure.

~~Commissioners may not disclose to any unauthorized person(s) the nature of discussion, any confidential communications or the decision from a closed session unless required by law.~~

3.39 Sub-committees

In an effort to ensure transparency in the conduct of District business, the use of sub-committees is to be discouraged whenever possible. The District and public are better served when Board meetings are conducted openly. This will ensure that all five Commissioners have an equal opportunity to have input on all issues related to the District.

3.410 Board Liaisons

Board Liaison appointments can be raised by any Commissioner. When such appointment(s) is raised, it must be formally approved by the Commission at a noticed public meeting.

Commissioners appointed as a liaison shall represent the interests of the District and shall keep the Board informed of their activities and positions taken under the Board Communications portion of the agenda.

3.511 Quorum and Voting

Three members of the Board shall constitute a quorum and three affirmative votes are required for the Board to take action. (H&N Code Section 6270)

Any Commissioner present at a meeting when a question comes up for a vote, should vote for or against the item unless he/she is disqualified from voting and abstains because of a conflict of interest. If the vote is a voice vote, the Chair shall declare the result. The Board may also vote by roll call vote at the request of any Board member. Resolutions and Ordinances require a roll call vote.

3.511.1 Attending Meetings of other Public Agencies, Conferences, Etc.

Any number of Commissioners may attend meetings of other public agencies, conferences, etc.; provided, however, that where a quorum of the Board is present, they do not discuss District business amongst themselves. This does not preclude Commissioners from addressing the governing body or members of a panel at the meeting or event regarding District business.

3.511.2 Social Gatherings

A quorum of the Board may attend or participate in social gatherings or other similar events. However, even when meeting socially, Commissioners shall not discuss District business, or the gathering could be deemed a meeting under the Brown Act.

3.511.3 Email, Texting, Instant Messages, and other Electronic Communication

Commissioners and staff must take care not to participate in non-contemporaneous electronic communications that could turn into a serial meeting under the Brown Act. The District encourages the use of email as a one-way communication tool. To this end, Commissioners should not "Reply All" to any emails to avoid a quorum of the Board being involved in the communication. Similarly, staff should be cautious of acting as an intermediary in a serial communication including Commissioners to avoid potential Brown Act violations.

3.612 Commissioner Absences

In the event a Commissioner is going to be absent from a Board meeting, every effort should be made to advise the Clerk of the Board in advance of that absence. If a Commissioner anticipates an extended absence, he or she should provide advance notice of the absence to the Chair and Clerk so that the Board may plan ahead for and manage any work that might otherwise be assigned to that Commissioner.

3.7-13 Attendance by the Public

All meetings of the Board, except Closed Sessions, shall be open and public in accordance with the terms, provisions and exceptions consistent with the Brown Act. A public comment period is available for members of the public to raise issues of concern within the Board's jurisdiction or authority at all regular meetings of the Board.

3.13.1 Public Communications – Verbal and Written

The Board shall accept public comments and testimony on specific agenda items as well as on matters not specifically appearing on the agenda.

For items appearing on the Board agenda, prior to initiation of discussion by the Board, the Chairman will acknowledge that a request to speak has been received and invite the speaker to address the Board immediately prior to or during discussion of the item by the Board.

In addition to verbal comments, written comments will be accepted prior to the start of the public hearing. Copies of all written comments shall be distributed to the Board prior to their decision on the matter and posted on the Commission's webpage.

3.814 Agendas

The Clerk of the Board shall prepare, publish and distribute agendas for all meetings. Meeting agendas shall be posted at least 72 hours in advance and topics shall be limited to those on the agenda. Agendas are available on the Ventura Port District Website at <https://venturaharbor.com/board-meetings-minutes/>.

3.915 Minutes and Recordings

Minutes and recordings of Board meetings will be kept and maintained as follows:

- a. "Action Minutes" will be prepared by the Clerk of the Board for all Commission meetings that are open to the public. Minutes are prepared after each commission meeting by the Clerk of the Board and approved by the Board at a subsequent meeting. These minutes are not actual transcripts of the meetings but describe only the motion-maker and the contents of the motion, the Commissioner seconding the motion, the vote, and any conditions of approval. The minutes will also reflect the names of public speakers. If a Commissioner desires for a comment to be included in the minutes, it is his or her responsibility to indicate to the Clerk of the Board that the statement is "for the record" before making the comments.
- b. Board meetings are digitally recorded and maintained by the Clerk of the Board in accordance with the District's Record Retention Policy. Members of the public may listen to audio CDs of a meeting upon request to the Clerk of the Board. Copies of CD's may be purchased at the Ventura Port District Office.

4.0 Order of Business

The business of the Commission at its meetings will generally be conducted in accordance with the following order unless otherwise specified on the agenda. A closed session may be held at any time during a meeting consistent with applicable law:

CALL TO ORDER (Closed Session)
ROLL CALL
PUBLIC COMMUNICATION
ADJOURN TO CLOSED SESSION

CALL TO ORDER (Open Session)
PLEDGE OF ALLEGIANCE
ROLL CALL
ADOPTION OF AGENDA
APPROVAL OF MINUTES
PUBLIC COMMUNICATIONS
CLOSED SESSION REPORT (If a closed session is conducted)
BOARD COMMUNICATIONS
~~STAFF COMMUNICATIONS or DEPARTMENTAL STAFF REPORTS~~
~~GENERAL MANAGER REPORT~~
STAFF AND GENERAL MANAGER REPORT(S)
LEGAL COUNSEL REPORT
CONSENT AGENDA
STANDARD AGENDA
 ACTION ITEMS
 INFORMATIONAL ITEMS
ADJOURNMENT

Call to Order – The Chair opens the public meeting by calling it to order at the appropriate scheduled time.

Pledge of Allegiance – The Chair or designee will lead those present at the meeting in the Pledge of Allegiance.

Roll Call – The Clerk of the Board will take roll.

Adoption of the Agenda – The Board will consider and approve, by majority vote, minor revisions to agenda items and/or attachments and any item added to (in accordance with the requirements of the Brown Act) or removed/continued from the agenda. This motion is approved by voice vote.

Approval of the Minutes – The Commission will discuss, make possible amendments to and approve minutes of the past meeting(s).

Public Communications – This period is set aside to allow public communications on items not on the agenda, but within the jurisdiction and authority of the District. Each person may address the Board for up to three minutes or at the discretion of the Chair. ~~Each person is required to fill out and return to the Clerk of the Board a speaker slip, which allows the Chair to recognize who would like to speak.~~ No person may speak without first being recognized by the Chair.

Closed Session Report – Any reportable actions taken by the Board during Closed Session will be announced at this time by Legal Counsel.

Board Communications – This time ~~period~~ is set aside to allow Board members to briefly comment on District issues, such as seminars, meetings, projects and literature that would be of interest to the public and/or District, as a whole.

~~**Departmental Staff Reports** – District Staff will give the Board reports on their Department activities.~~

~~**General Manager Report** – The General Manager will report on items of general interest to the Board and members of the public.~~

Staff and General Manager Report(s) – District staff will give the Board reports on their Department activities. The General Manager will report on items of general interest to the Board and public.

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

Consent Agenda - Matters appearing on the Consent Agenda 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 item identified on the Consent agenda. Approval by the Board of Consent Items means that the recommendation by staff is approved by motion along with the terms set forth in the applicable staff reports.

Standard Agenda – The Standard Agenda consists of Action Items and Informational Items.

Action Items – In accordance with the Brown Act, the Board may not take action on any item that does not appear on the agenda posted at least 72 hours prior to the meeting, unless the item is added to the agenda in accordance with the Brown Act (Gov't Code Section 54954.2). Staff will give the Board a report, the Board will ask questions, the Chair will call for public comment, then Board discussion and deliberation, and then action may be taken, to be followed by a brief oral summary of the action taken by the Chair or the Board member presiding at the meeting. A voice vote or roll call vote will be taken, unless the item is continued, or no motion or action is taken.

Informational Items – Staff will give a report on matters requested by the Board or a Commissioner or on a matter of general interest to the Board or public. Normally, no action is to be taken on an informational Item.

Adjournment – ~~The current meeting is adjourned.~~ The Chairman will adjourn the meeting.

ACKNOWLEDGEMENTS

This handbook was based on similar handbooks from other municipalities. We thank the City of Ventura, County of Santa Barbara, Princeton, New Jersey Government, ~~and~~ Newhall County Water District, Alameda-Contra Costa Transit District, and San Simeon Community Services District. Also used as references were the Harbors and Navigation Code, Rosenberg's Rules of Order and the Brown Act.

5.0 PORT COMMISSION AND PORT DISTRICT POLICIES BY RESOLUTION

District policies can be found on the District's website under Port District Business – Transparency Reports. If you are unable to locate a certain policy, please contact the District Clerk.

~~Policies attached:~~

Ventura Port District Policies for reference:

- ~~5.1 — Records Retention Policy~~
- ~~5.2 — Lease Negotiation and Administrative Policy~~
- ~~5.3 — Slip Rate Policy~~
- ~~5.4 — Capital Assets and Inventory Control Administration Policy~~
- ~~5.5 — Reserve Policy~~
- ~~5.6 — Investment Policy~~
- ~~5.7 — Master Lease/Option Negotiation Administration Policy~~
- ~~5.8 — Expense Reimbursement Policy for Commissioners~~
- ~~5.9 — District Conflict of Interest Code~~
- ~~5.10 — Expense Reimbursement Policy for Employees~~
- ~~5.11 — California Public Records Act Policy and Procedures~~
- ~~5.12 — Sale of Surplus Personal Property~~
- ~~5.13 — Ventura Port District Human Resources Manual~~

Art Donation Policy

Commercial Identification Card Policy

California Uniform Construction Cost Accounting Policies & Procedures

~~Policies not attached:~~

- ~~• — Art Donation Policy~~
- ~~• — Commercial Identification Card Policy~~

~~These policies can be found at the Ventura Port District Office at 1603 Anchors Way Drive, Ventura, California 93001.~~

~~6.0 — CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING POLICIES &
PROCEDURES~~

~~Documents attached:~~

~~6.1 — Resolution No. 3213~~

~~6.2 — Resolution No. 3219~~

~~6.3 — Resolution No. 3330 with Ventura Port District Procurement and Purchasing Policy~~

~~6.4 — Ordinance 48~~

~~6.5 — Ordinance 52~~

APPENDIX

Harbors and Navigation Code

General Provisions

6200. "District," as used in this part, refers to any port district formed pursuant to this part.

6201. "Board," as used in this part, means the board of port commissioners described in Chapter 2 (commencing with Section 6240).

6202. This part does not repeal, modify or otherwise affect the provisions of any other law relating to port or harbor districts, and no other law providing for the creation of port or harbor districts repeals, modifies or otherwise affects this part or any of its provisions.

6203. Any property owned by any city which is used or held for the purpose of aiding or developing navigation, commerce or fishing may be transferred to the district to be used for the same purposes, and any lands of the State which may have been transferred to any such city may be transferred to the district subject to the trusts and other provisions for the transfer of the lands from the State to the city. A city which is governed by a freeholders charter may only transfer or turn over property if authorized by the provisions of its charter or an amendment thereof.

6204. If any land under a navigable stream is by virtue of any work or improvement by the United States or the State, freed from the easement of navigation and fishing, it reverts to the district, to be used for the purposes for which the district was organized. But if any land is not used or held for such purposes, it reverts to the State.

6205. If the district is dissolved, lands which were granted to it by a municipal corporation revert to that municipal corporation.

Formation

6210. A district may be organized pursuant to this part. It shall include one municipal corporation and any contiguous unincorporated territory in any one county but a municipal corporation shall not be divided in the formation of a district.

Territory which may be annexed to a municipal corporation, which is in a district, is by virtue of the annexation a part of the district.

6211. The formation of a district is initiated by a petition presented at a regular meeting of the board of supervisors of the county in which the proposed district is situated.

The petition shall be signed by a number of registered voters, residing within the proposed district, equal to not less than five per cent of the number of registered voters, residing in the district, who voted at the last preceding general State election at which a Governor was elected. The petition may consist of any number of instruments.

6212. The petition shall state the name of the proposed district, and describe the proposed boundaries and it shall pray that the territory included be created a district pursuant to this part.

ATTACHMENT 1

6213. Upon presentation, the petition shall be filed with the clerk of the board of supervisors, and upon filing, or at its next regular meeting, the board of supervisors shall fix a time for hearing it, which shall not be less than thirty nor more than sixty days from the date of filing.

6214. A notice of the time and place of the hearing of the petition, including a copy of the petition, excepting the names thereon, shall be published at least four times in a newspaper of general circulation published in the territory included within the proposed district, and in case no such newspaper is published in the territory, then in a newspaper published in the county in which the proposed district is situated.

6215. At the hearing of the petition, the board of supervisors shall hear those appearing in support, and all protests or objections. The hearing may be adjourned from time to time, not exceeding sixty days in all.

6215.5. If the board of supervisors finds that protests have been made, prior to its final determination for formation of the district, by the owners of real property within the proposed district the assessed value of which, as shown by the last equalized assessment roll, constitutes more than one-half of the total assessed value of the real property within the proposed district, the proceeding shall terminate. The board of supervisors shall order the proceeding terminated when such protests are received.

6216. The board of supervisors may make such changes in the proposed boundaries of the district as are advisable, and it shall define and establish the boundaries.

If the board of supervisors deems it proper to include any territory not included within the boundaries proposed in the petition, it shall first give notice of its intention so to do, by publication of notice in a newspaper published in the county in which the district is located, for two times. The hearing on a proposed inclusion of additional territory shall not be continued beyond sixty days after the board determines to give notice of its intention to increase the boundaries. Within ten days of the final hearing of the matter, the board of supervisors shall make its order fixing the boundaries of the district.

6217. The boundaries of any district shall be fixed by the board of supervisors so as not to include more than fifty square miles of unincorporated territory. This area shall have a frontage upon the waterway which it is contemplated will be improved, and the board of supervisors shall only include within the boundaries land which will be benefited by the creation and operation of the district.

6218. At the time of making its order fixing the boundaries of the district the board of supervisors shall call an election to determine whether the proposed district shall be organized.

A defect in the contents of the petition or in the title to or in the form or publication of the notice shall not vitiate any proceedings thereon, if the petition has a sufficient number of qualified signatures.

6230. An election shall be held within 130 days of the call, to determine whether the district shall be organized. The election shall be conducted in conformity with the general election laws. At the election the proposition shall be placed on the ballot, permitting each voter to vote "yes" or "no."

6231. The board of supervisors shall canvass the results of the election and if a majority of those voting have voted "yes" the proposition is carried, and the board of supervisors shall certify the result to the Secretary of State, who shall file it. From and after the filing of the certificate by the Secretary of State, the district is in existence.

6232. A certified copy of the certificate filed with the Secretary of State, shall be recorded in the office of the county recorder in the county in which the district is situated.

6233. Any informality in procedure or in the conduct of the election shall not invalidate the establishment of the district.

Any proceedings in which the validity of its establishment is denied shall be commenced within sixty days after the date of filing in the office of the Secretary of State of the certificate mentioned in this article. Otherwise, the establishment and legal existence of the district and all proceedings in respect thereto are valid in every respect and incontestable.

Board of Port Commissioners

6240. The district shall be governed by a board of port commissioners. The board consists of five members. Two of the commissioners shall be appointed by the board of supervisors of the county in which the district is located. Two of the commissioners shall be appointed by the city council of the municipal corporation situated in the district. The board of supervisors, together with five members of the city council, appointed by the mayor of the municipality in the district constitute a board of election to appoint the other commissioner. This commissioner shall be chairman of the board. A majority vote is necessary for the appointment of the chairman of the board. An auditor shall be appointed by the board of port commissioners and approved by the board of supervisors and the city council.

6241. These appointments shall be made within thirty days after the formation of the district.

6241.1. Port districts in Ventura County shall be governed by a board of port commissioners consisting of five members appointed by the mayor of the municipal corporation in the district, with the approval of the city council.

The chairperson of the board shall be elected by the commissioners for a term of two years. An auditor shall be appointed by the board with the approval of the city council.

After a public hearing, the city council may remove commissioners from office during their term for cause by a vote of not less than five members of the city council.

6242. A vacancy on the board shall be filled by the body which appointed the commissioner whose office is vacated, and the new appointee shall hold his office for the unexpired term.

6243. Each commissioner shall, within ten days after his appointment and before entering upon the discharge of the duties of his office, take and subscribe to an oath or affirmation before an officer authorized by law to administer oaths, that he will support the Constitution of the United States and the Constitution of the State of California, and will faithfully discharge the duties of his office according to the best of his ability. The oaths or affirmations shall be filed in the office of the district.

6244. A person shall not be appointed a member of the board unless he is, at the time of his appointment, a taxpayer within the district and has resided within the district for at least one year.

6245. The term of office of each commissioner is four years from the time of his appointment, except that the chairman first appointed shall hold office for two years, and the remaining commissioners first appointed to the board shall classify themselves by lot, so that they hold office respectively for one, two, three, and four years.

ATTACHMENT 1

6246. The chairman is the presiding officer of the board and he shall vote on propositions passed upon by the board.

6247. The first meeting of the board shall be held within ten days of the appointment of its chairman. The board may make its own rules of procedure and determine the place and time of its meeting.

6248. The board shall select one of its members vice chairman, who shall preside in the absence of the chairman.

The board shall provide for and select such officers, except the auditor, as it deems necessary to conduct the affairs of the district.

6249. The board may prescribe rules and regulations pertaining to the selection of officers and employees of the district, other than the auditor. It shall also fix the salary or wages of all officers and employees of the district. The term of each officer appointed by the board shall be during the pleasure of the board.

The board may adopt and carry into effect a contract or contracts of group insurance or a system of group annuities or both for the benefit of such of the officers and employees of the district as accept the same and who have authorized the board to make deductions from their compensation for the payment of a portion of the premium thereon. Contracts of group insurance or systems of group annuities which include benefits to dependents of officers and employees are contracts of group insurance or systems of group annuities for the benefit of officers and employees for the purpose of this section.

The board may make such deductions and may pay the remainder of such premiums from any funds of the district not required to be devoted to a specific purpose. The board may pay such portion of the premiums thereon or attributable thereto as it determines to be advisable. The board may arrange or contract for a contract or contracts of group insurance or a system of group annuities or both with any public agency or any insurance company or agent authorized by or pursuant to law to transact such business within this State.

6250. A corporation may be selected as treasurer or the board may provide that the duties of the treasurer shall be performed by the county treasurer of the county in which the district is located, or by the city treasurer of the city within the district.

6251. The commissioners shall serve without salary or compensation.

6252. The auditor of the district shall hold office during the pleasure of the board of election, and it shall fix his salary and require him to file a bond for the faithful performance of his duties in such amount as it may determine. The bonds shall be filed in the office of the board.

6253. The mayor of the city within the district, or the chairman of the board of supervisors of the county in which the district is located, may call meetings of the board of election.

6254. The fiscal year of any district shall begin on the first day of July of each year and shall end on the thirtieth day of June in the following year, unless otherwise fixed with the consent of the board of supervisors of the county in which the district is located.

6255. The board shall annually file a report of the affairs and financial condition of the district for the preceding year. This report shall show the sources of all receipts and purposes of all disbursements during the year.

6270. The powers of a district established pursuant to this part shall be exercised by the board, by ordinance or resolution passed by a majority vote of the board. All ordinances shall be published in a newspaper of general circulation, printed or published in the county in which the district is situated, at least once before final passage.

Franchises and leases for a period of more than ten years shall not be valid, unless authorized by ordinance.

6271. A grant of a franchise or lease of property of the district shall not be made for a longer period than 50 years.

6272. A district may destroy a record pursuant to Chapter 7 (commencing with Section 60200) of Division 1 of Title 6 of the Government Code.

6273. The district may itself, without letting contracts therefor, do work and make improvements. The work shall be done under the direction of its officers or employees.

6275. An officer of the district, and any of its employees, shall not be interested, directly or indirectly, in any contract or transaction with the district; or become surety for the performance of any contract made with or for the district, upon bonds given to the district.

An officer or employee of the district shall not receive any commission or thing of value, or derive any profit, benefit, or advantage, directly or indirectly, from or by reason of any dealings with or service for the district by himself or others, except as lawful compensation as such officer or employee.

The violation of the provisions of this section by an officer or employee works a forfeiture of his office or employment.

6276. (a) In lieu of the benefits afforded pursuant to Division 4 (commencing with Section 3200) and Division 4.7 (commencing with Section 6200) of the Labor Code, the district may agree to provide workers' compensation benefits to its stevedore employees in amounts, and under such conditions, as would be payable to stevedore employees of private employers pursuant to the Longshoremen's and Harbor Workers' Compensation Act (33 U.S.C. 901, et seq.).

(b) Such an agreement shall be binding upon the parties only if it is in writing and signed by the employee and by a representative of the district. It shall acknowledge, in writing, that the benefits agreed upon are authorized by this section and are expressly in lieu of any benefits available under Division 4 (commencing with Section 3200) and Division 4.7 (commencing with Section 6200) of the Labor Code.

(c) All claims for benefits against the district which are authorized by this section shall be determined pursuant to law and the rules and regulations of the Workers' Compensation Appeals Board.

To the fullest extent possible, the Workers' Compensation Appeals Board shall attempt to apply the Longshoremen's and Harbor Workers' Compensation Act to employees covered by this section in the same manner as applicable to private employees.

(d) Notwithstanding the provisions of Sections 11779 and 11870 of the Insurance Code or any other provision of law, the State Compensation Insurance Fund or any private insurer may provide insurance coverage for the benefits authorized by this section.

District Powers

6290. A district created under this part is a public corporation created for municipal purposes.

6291. It has perpetual succession.

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6292. It may sue and be sued.

6293. It may adopt a seal.

6294. It may take by grant, purchase, gift, devise or lease or otherwise acquire and hold and enjoy, and lease or dispose of, real and personal property of every kind, within or without the district, necessary to the full or convenient exercise of its powers.

6295. A district may acquire, purchase, takeover, construct, maintain, operate, develop, and regulate wharves, docks, warehouses, grain elevators, bunkering facilities, belt railroads, floating plants, lighterage, lands, towage facilities, and any and all other facilities, aids, or public personnel, incident to, or necessary for, the operation and development of ports, waterways, and the district.

6296. It may exercise the right of eminent domain to take any property necessary to carry out any of the objects or purposes of the district.

6297. It may incur indebtedness and issue bonds or other evidence of indebtedness for its purposes.

If any bonds issued for port improvement purposes by any part of a district prior to its creation are refunded, the refunding bonds are a lien only upon the lands upon which the original bonds were a lien at the time of the creation of the district.

6298. It may levy and collect or cause to be levied or collected taxes as in this part provided.

6299. It has exclusive jurisdiction over, and it may provide for and supervise pilots and the pilotage of sea-going vessels from the end of jurisdiction of existing pilot authorities to points lying upon any navigable waterway project of the United States, entering the district.

6300. It may contribute money to the Federal or the State Government or to the county in which it is located or to any city within the district, for the purpose of defraying the whole or a portion of the cost and expenses of work and improvement to be performed, either within or without the territorial limits of the district, by the Federal, State, county or city government, in improving rivers, streams, or in doing other work, when such work will improve navigation and commerce, in or to the navigable waters in the district.

6301. A district may do any work or make any improvement within or without the territorial limits of the district, which will aid in the development or the improvement of navigation or commerce to or within the district.

6302. A district may enact necessary police regulations providing for control of any waterway project of the United States, entering the district, and adopt rules and regulations concerning the construction of wharves, docks, buildings, and improvements of all types, contemplated.

6303. A district may provide for the opening and laying out of streets leading to the waterfront.

6304. A district may regulate and control the construction, maintenance, and operation or use of all wharves, warehouses, structures, improvements, or appliances used in connection with or for the accommodation and promotion of transportation or navigation on any improvement project of the federal government applying to the main waterway entering the district and on other navigable streams improved or unimproved which lie within the district, and it may make and enforce necessary police and sanitary regulations in connection therewith.

6304.1. Notwithstanding any other provision of law, any port district which has received, or is receiving, money pursuant to the provisions of Division 1 (commencing with Section 30) for the construction or improvement of a small craft harbor or facilities in connection therewith, may enter into a lease of any portion of its land and water area which has been freed from the public trust for commerce, navigation, or fisheries for the development of marine-oriented apartments and townhouses. Such lease may authorize the lessee to sublet individual dwelling units, but such lease shall not exceed a term of 50 years, after which time any improvements constructed pursuant to the lease shall revert to the district. Land rental units constructed pursuant to such lease shall be available to all persons on equal and reasonable terms. Any such lease shall contain express provisions requiring the lessee to provide for reasonable public access across the leased lands to adjacent port water areas.

Nothing in this section shall be construed to allow the use of tide or submerged lands in any manner inconsistent with the California Constitution or with the public trust for commerce, navigation, or fisheries.

Any lease of real property so freed from the public trust which is proposed to be let under the provisions of this section shall first be submitted to the State Lands Commission and to the Attorney General for review and approval, and no such lease shall be let unless the State Lands Commission and the Attorney General find that the proposed lease would be in the public interest and would not be in violation of any provision of the California Constitution or of any term of a grant of tidelands or submerged lands and would not be inconsistent with the public trust for commerce, navigation, or fisheries.

6305. It may fix, regulate and collect the rates or charges for the use of wharves, warehouses, vessels, railroads and other facilities, structures and appliances owned, controlled or operated by it, in connection with or for the promotion and accommodation of transportation or navigation, and it may also fix, regulate and collect the rates or charges for pilotage and towage.

6306. It may lay out, plan and establish the general plan and system of harbor and harbor district improvements and modify the plan and prescribe the specifications for such improvements.

6307. It may perform the functions of warehousemen, stevedores, lighterers, reconditioners, shippers and reshippers of properties of all kinds.

6308. It may manage the business of the district and promote the maritime and commercial interests by proper advertisement of its advantages, and by the solicitation of business, within or without the district, within other States or in foreign countries, through such employees and agencies as are expedient.

6309. Except as otherwise provided in Section 660, the board may adopt all ordinances necessary for the regulation of the district with respect to the parking of vehicles, the speed and operation on vehicles and vessels, berthing of vessels, fire safety ashore and afloat, prohibiting the pumping of raw sewage or waste into port waters, and littering.

6309.2. Before any ordinance may be adopted, the ordinance shall be published in its entirety on three separate occasions in a newspaper of general circulation published within the district, or if none, in any newspaper of general circulation published in the county in which the district, or a part thereof, is located, together with a notice of the date on which the board will meet for the purpose of adopting the ordinance. The first publication shall occur at least 20 days prior to the date of such meeting, and the second and third publications shall occur at seven-day intervals. The general public shall be allowed to appear at the meeting and be heard on the

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proposed ordinance. The ordinance shall become effective as provided in Section 9141 of the Elections Code, unless another effective date is set forth by the board.

6309.4. Every person who violates any of the provisions of a district ordinance adopted pursuant to Sections 6309 and 6309.2 is guilty of an infraction and shall be subject to a fine not to exceed one hundred dollars (\$100).

6309.6. The district's manager, harbormaster or wharfinger, or any duly authorized representative of one of these persons, shall have the power to issue citations for violation of district ordinances in the manner provided by Chapter 5C (commencing with Section 853.5) of Title 3 of Part 2 of the Penal Code.

6310. Notwithstanding the enumeration and specific statement herein of particular powers, the district may do and perform all acts and things necessary and appropriate to carry out the purposes of this part and the powers of the district.

6311. Upon a four-fifths vote of all the members of the board, it may issue negotiable promissory notes bearing interest at a rate of not exceeding 7 percent per annum; provided, however, that said notes shall be payable from revenues and taxes levied for purposes of the district other than the payment of principal and interest on any bonded debt of the district; and provided further, that the maturity shall not be later than 20 years from the date thereof and that the total aggregate amount of such notes outstanding at any one time shall not exceed 1 percent of the assessed valuation of the taxable property in the district, or if said assessed valuation is not obtainable, 1 percent of the county auditor's estimate of the assessed valuation of the taxable property in the district evidenced by his certificate.

Bonds

6330. A district may create a bonded debt pursuant to Article 1 (commencing with Section 43600) of Chapter 4 of Division 4 of Title 4 of the Government Code. Bonds may be issued for the purpose of raising money for use in carrying out any of the powers and purposes of the district.

6331. Bonds issued by any district pursuant to this part are legal investments for all trust funds, and for the funds of all insurers, banks, both commercial and savings, and trust companies, and for the State school funds, and whenever any money or funds may, by law now or hereafter enacted, be invested in bonds of cities, cities and counties, counties, school districts or municipalities in this State, such money or funds may be invested in bonds of districts organized pursuant to this part.

6340. Pursuant to this article a district may create a revenue bond indebtedness for the acquisition and construction, or acquisition or construction of any improvements or property or facilities contained within its powers.

6341. The issuance of said bonds shall be authorized by ordinance adopted by two-thirds of all the members of the board, to take effect upon its publication.

6342. The secretary shall publish said ordinance once in a newspaper of general circulation printed in said district, and if there is none, then in such newspaper published in the county in which said district is located.

6343. Said ordinance shall specify the total amount, denomination, method of maturity, and the rate or maximum rate of interest of said bonds, and in general terms, the acquisitions and improvements to be constructed thereby; and, in addition, shall contain such other and further provisions as in the judgment of the board are deemed advisable.

6344. The proceeds of said bonds shall be placed in an account in the treasury of the district to be entitled ____ Port District Revenue Construction Fund No. ____ and used exclusively for the objects and purposes mentioned in the ordinance.

6345. The lien of said bonds of the same issue shall be prior and superior to all revenue bonds subsequently issued.

6346. Proceedings for the issuance of said bonds shall be had, the board shall have such powers and duties, and the bondholders shall have such rights and remedies, all in substantial accordance with and with like legal effect as provided in Sections 54344 to 54346, inclusive, 54347, 54348, 54350, 54351, 54352, and in Articles 4 (commencing at Section 54400) to 11 (commencing at Section 54660), inclusive, of Chapter 6, Part 1, Division 2, Title 5 of the Government Code. As used therein the word "resolution" shall mean ordinance, the word "local agency" shall mean district, and the words "legislative body" shall mean board.

6355. Whenever, upon the creation of a district any municipality therein or any county in which the district is located which has theretofore authorized or incurred a bonded indebtedness for any work or improvement for which the district may incur a bonded debt pursuant to this part, and such municipality or such county thereafter sells such bonds or any portion thereof, the proceeds of the sale may, upon the order of the appropriate board of supervisors or city council, be paid by the custodian into the treasury of the district and shall be applied by the board, exclusively to the purposes and objects for which the bonds were authorized by the municipal corporation or the county issuing them.

Finances and Taxation

6360. On or before June first of each year, the port director shall submit to the board a detailed statement of the money required for the ensuing fiscal year for the purpose of conducting the business of the district. There shall be submitted with such estimate, such data and schedules as the board may require.

6361. Annually, on or before the date set for the consideration of the budget by the board of supervisors of the county in which the district is located, the board of each district shall furnish to the board of supervisors of the county in which the district is situated, an estimate in writing of the amount of money needed for all purposes by the district during the ensuing fiscal year. Thereupon, it is the duty of the board of supervisors to levy a special tax, on all taxable property of the county lying within the district, sufficient in amount to raise that sum.

6362. The tax shall in no event exceed the rate of ten cents (\$0.10) on each one hundred dollars (\$100) of the assessed value of all taxable property within the district, exclusive of the amount necessary to be raised by taxes to meet bond and promissory note interest and redemption. The tax shall be computed, entered upon the tax rolls and collected in the same manner as county taxes are computed, entered and collected. All money collected shall be paid into the county treasury to the credit of the particular district fund and shall be paid to the treasurer of the district upon the order of the board of port commissioners.

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6363. From the time of the organization of any district until the next succeeding July first, the district may incur indebtedness for the purpose of operating the port and in the first tax levy, the rate shall be in an amount sufficient to operate the port for the first full fiscal year as well as to pay the obligations thus incurred before the first of the July succeeding the creation of the district.

6364. A district may impose a special tax pursuant to Article 3.5 (commencing with Section 50075) of Chapter 1 of Part 1 of Division 1 of Title 5 of the Government Code. The special taxes shall be applied uniformly to all taxpayers or all real property within the district, except that unimproved property may be taxed at a lower rate than improved property.

6365. (a) The district may, in any year, levy assessments, reassessments, or special taxes and issue bonds to finance waterway construction projects and related operations and maintenance, or operations and maintenance projects independent of construction projects in accordance with, and pursuant to, the Improvement Act of 1911 (Division 7 (commencing with Section 5000) of the Streets and Highways Code), the Improvement Bond Act of 1915 (Division 10 (commencing with Section 8500) of the Streets and Highways Code), the Municipal Improvement Act of 1913 (Division 12 (commencing with Section 10000) of the Streets and Highways Code), the Benefit Assessment Act of 1982 (Chapter 6.4 (commencing with Section 54703) of the Government Code), the Integrated Financing District Act (Chapter 1.5 (commencing with Section 53175) of Division 2 of Title 5 of the Government Code), the Mello-Roos Community Facilities Act of 1982 (Chapter 2.5 (commencing with Section 53311) of Part 1 of Division 2 of Title 5 of the Government Code), and the Marks-Roos Local Bond Pooling Act of 1985 (Article 4 (commencing with Section 6584) of Chapter 5 of Division 7 of Title 1 of the Government Code).

(b) Sections 5116, 5117, 5118, 5119, 5190, 5191, 5192, 5193, 10104, and 10302 of the Streets and Highways Code shall not apply to assessment proceedings undertaken pursuant to this section.

(c) Notwithstanding the related provisions of any assessment act which the district is authorized to use, any assessment diagram which any of those acts requires to be prepared prior to final approval of the assessment district may show only the exterior boundaries of the assessment district and the boundaries of any assessment zones or improvement areas within the district. The diagram may refer to the county assessor's maps and records for a detailed description of each lot or parcel.

(d) Notwithstanding any other provision of law, the district may levy and collect assessments and reassessments in the same manner as provided in Article 3 (commencing with Section 51320) of Chapter 2 of

Part 7 of Division 15 of the Water Code, to pay any or all of the following:

(1) For the operation and maintenance of projects, including maintenance of lands, easements, rights-of-way, dredge material disposal areas, and remediation.

(2) For the satisfaction of liabilities arising from projects.

(3) To accumulate a fund which may be used to advance the cost of district projects, provided that the advances be repaid, with interest as determined by the commissioners, from assessments, reassessments, special taxes, or fees charged by the district pursuant to this section.

(4) To acquire real property, easements, or rights-of-way for a navigation project or the maintenance of a navigation project.

(5) To acquire real property within the district for disposal of dredged material.

(e) For purposes of this section, functions designated by Article 3 (commencing with Section 51320) of Chapter 2 of Part 7 of Division

15 of the Water Code to be performed by the board of supervisors, the board of trustees, or valuation commissioners shall be performed by the district's board.

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(f) For purposes of this section, the board may order the creation of a separate assessment roll to pay the allowable expenses of any single project or any group or system of projects.

(g) Notwithstanding any other provision of law, all assessments, reassessments, and taxes levied by the district may be collected together with, and not separately from, taxes for county purposes.

Any county in which the district is located may collect, at the request of the district, all assessments, reassessments, and special taxes levied by the district and shall cause those revenues to be deposited into the county treasury to the credit of the district.

Each county may deduct its reasonable collection and administrative costs.

(h) Notwithstanding any other provision of law, any assessment or reassessment levied pursuant to this section may be apportioned on the basis of land use category, tonnage shipped on the waterway, size and type of vessel using the waterway, front footage, acreage, capital improvements, or other reasonable basis, separately or in combination, as determined by the district commissioners.

(i) Notwithstanding any other provision of law, Division 4 (commencing with Section 2800) of the Streets and Highways Code shall not apply to any assessment levied by the district.

(j) Notwithstanding any other provision of law, no bond issued pursuant to this section shall be used to fund the routine maintenance dredging of channels.

6370. All claims for money or damages against the district are governed by Part 3 (commencing with Section 900) and Part 4 (commencing with Section 940) of Division 3.6 of Title 1 of the Government Code except as provided therein, or by other statutes or regulations expressly applicable thereto. All claims not governed thereby shall be filed with the auditor on forms and blanks prescribed by him. A claim shall not be paid without the endorsement of the auditor certifying to its correctness.

The auditor shall keep a record, which shall be a public record, of all claims against the district showing by whom made, for what purpose, the amount thereof and when paid.

6371. If there is not sufficient money in any fund to pay the demands made against it, the demand shall be registered in a book kept by the treasurer, showing its number, when presented, date, amount, name of payee, and on what account allowed and out of what fund payable, and when so registered, the demand shall be returned to the person presenting it with the endorsement of the word "Registered" dated and signed by the treasurer. All registered demands are payable in the order of their registration.

This section does not prevent the payment by the treasurer of bonds of the district or of any city or county, and interest coupons thereof, in accordance with the Constitution of this State and the provisions of this part authorizing the issuance and payment of such bonds.

6372. Wages and salaries shall be paid at such intervals as the board may direct, but at least once each month.



BOARD OF PORT COMMISSIONERS

MAY 5, 2021

STANDARD AGENDA ITEM 3

QUARTERLY UPDATE ON VENTURA PORT
DISTRICT GOALS AND 5-YEAR OBJECTIVES

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3
Meeting Date: May 5, 2021

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
SUBJECT: Quarterly Update on the Ventura Port District Goals and 5-Year Objectives

RECOMMENDATION:

That the Board of Port Commissioners receive and file the quarterly update on the Ventura Port District 5-Year Objectives.

SUMMARY:

The Board provided direction to the General Manager to conduct a Goal Setting Workshop, which was conducted by Management Partners on Saturday, September 14, 2019. In attendance were the Board, District staff and Legal Counsel, Harbor tenants, a member of city council and staff, community leaders and members of the public. The workshop was well attended based on the prior experience of Management Partners in hosting such events.

As a follow-up to the Goal Setting Workshop, Management Partners prepared a written report for the District, which was presented at the November 20, 2019 Board meeting for Commission consideration and stakeholder input. Staff returned over subsequent meetings and during the February 5, 2020 Board meeting, the 5-year Objectives were approved.

Per the 5-Year Objectives, staff is planning a 2021 workshop this fall as the first follow-up to the Goal Setting Workshop. The date and details will be announced once they become available.

The attachment includes updates on all Objectives completed in the last quarter.

LONG-TERM GOALS:

- Goal 5: Relationships
 - Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.
- Goal 6: Public Service
 - 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.

5-YEAR OBJECTIVES:

- Objective E: Public and Civic Engagement Plan
 - Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders
 - 1: Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

BACKGROUND:

In the completion of all activities in Harbor Patrol, Marketing, Leasing and Property Management, Maintenance, Marina Management, Capital Projects, Finance, Administration, and day-to-day service to the public, the Port District Staff are guided by both the District's Mission Statement, Long-Term Goals, and, since February 2020, the newly developed 5-Year Objectives.

In advance of the Goal Setting Workshop, District staff conducted outreach efforts to the District's Master and Village tenants, City Council and executive staff, Chamber of Commerce, Downtown Ventura Partners, Ventura Visitors and Convention Bureau, the Keys Neighborhood Association, Pierpont Neighborhood Council, commercial fishing community and VSE stakeholders for their participation at the Workshop.

During the development of the Objectives, the Board requested additional specificity on implementation of the Objectives including the use of the SMART approach:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

As a result, staff prepared the Board Goals and Objectives Workbook which was approved during the February 5, 2020 Board of Commissioners Meeting. The intent of the Workbook is to be a living document that:

- 1) Restates the Mission Statement and Long-Term Goals
- 2) Captures the fundamental 5-Year Objectives identified during the Workshop and subsequent Board meeting discussions
- 3) Includes high-level actions associated with achieving the Objectives:
 - a. Strategy: Sub-section identifying how Objectives can be advanced or achieved
 - b. Action: Actions currently identified to be undertaken to support each strategy
 - c. Milestone: Action timeline(s) associated with each milestone
- 4) Provides a method by which to report updates to the Board on a quarterly basis
- 5) Broadly speaking, seeks to align spending and actions with Goals and 5-Year Objectives

The intent of Staff is to return to the Board of Commissioners on a quarterly basis to provide an update on the status of Objectives and in particular the identified milestones.

FISCAL IMPACT:

In accomplishing goals and objectives, the District will need to continuously evaluate financial impacts primarily through the annual and mid-year budget decisions which include five-year capital improvements plans as well as departmental budgets. This is not a one-time analysis, but rather on-going in nature over the five-year period.

ATTACHMENTS:

Attachment 1 – Board Goals and Objectives Workbook – Quarterly Update (PowerPoint)

Ventura Port District

Goals and 5 Year Objectives

Quarterly Update

Q3 FY 2020-2021
Board of Commissioners Meeting
May 5, 2021

Port District Goals (Current)

The 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:
 - a. Securing funding for dredging the Harbor entrance through the Army Corps of Engineers in coordination with agencies and our elected officials;
 - b. Dredging the Inner Harbor and preserving infrastructure;
 - c. Providing superior Harbor Patrol, Maintenance, and related District services;
 - d. Preserving and enhancing infrastructure, equipment and facilities for a modernized, efficient and safe working harbor.
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.

Port District 5 Year Objectives

In its continuing effort to fulfill its mission and achieve the goals set out above, while managing the daily Harbor operations, the District establishes the following objectives to guide its Commission and staff through the fiscal year 2023-2024:

- Harbor Dredging
- Commercial Fishing
- Harbor Village
- Harbor Parking & Traffic Circulation
- Channel Islands National Park Visitor Center
- Master Tenants & Development Parcels 5 & 8
- Public and Civic Engagement Plan

D: Harbor Dredging – Current Actions/Achievements

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	<i>Progress Report</i>
Ensure that annual dredging occurs at the federal Harbor entrance and as needed in the inner Harbor	1. Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor’s annual dredging program	CMANC Meeting attendance	3 times per year	Attended CMANC Virtual meeting in Q3.
		USACE District, Division & HQ meetings and communication	As needed or >2 times per year	Meetings in Ventura with USACE LA District staff pre/during/post dredging. Letter to District from GM
		Engagement of Lobbyist to provide representation with the Federal Government and Congress	Ongoing	Ongoing. Letter request for Community Project Funding for dredging sent to Congresswoman Brownley. Tracking return of federal “earmarks” .
		Advocating for inclusion of VPD in President’s Budget	Ongoing	Communicated with OMB during CMANC meeting regarding need to be in President’s Budget
	2. On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance	Continued Board Role at CMANC	Ongoing	GM is Board Member.
		Committee lead and/or Executive Board role	By next Board Election	BOM assisted with moderating/hosting virtual CMANC meetings.
		Engagement with CA Association of Port Authorities (CAPA) to evaluate state funding opportunities	Q1 2021	No reportable action.
	3. Ventura Port District Dredging	Transfer of Dredging Knowledge	End of Q2 2020	BOM working with USACE directly. Contract with Rincon for on-call technical support.
		Develop inner Harbor Dredging Strategy	Q3 2020	Emergency dredging permitting provided opportunity to communicate with regulators on issue and to capture additional data.

E: Public and Civic Engagement Plan

ATTACHMENT 1

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders	1. Collaborate with business partners and stakeholders through increased engagement, communication, and participation.	Continued tenant meetings (marketing, Staff 1:1, and Commissioner 1:1)	Ongoing quarterly meetings	Calls, emails & virtual meetings with tenants to evaluate COVID-19 impacts. In person meetings with village tenants regarding expanded operations; virtual meetings held by Marketing Dept. w/ tenants.
		Stakeholder budget workshops	Q2 2021 & annually	Planned as part of next Board Meetings for FY21-22 budgeting process (May/June 2021).
		Continued Stakeholder Goal-Setting workshops	Q3 2021 & annually	No reportable action. Scheduled for Fall 2021.
	2. Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs	Collaborate with City, tenants and stakeholders on updates to Local Coastal Program and General Plan	Q1 2020 through Q4 2023	GM participated in City initiated stakeholder interviews, offered Harbor as future venue for hosting public meetings.
		Coordinate with City on planning for transit network improvements	Q4 2021 through Q1 2022	Preliminary research, discussion with Ventura County Transportation Commission (VCTC) regarding regional transportation services for the Harbor.
		Collaborate with other commercial/ regional harbors and Special Districts	Q2 2020 and ongoing	GM participated in VCSDA sub-committee to develop formal request for COVID-19 relief. GM presented at CSDA Virtual Tour of Special Districts.
		Further collaboration between Harbor Patrol and City Emergency Services for enhanced services in the Harbor	Q1 2021 and ongoing	MOU with Fire Department is executed. Further agreement on workers compensation liability is pending City, District legal review.
		Collaborate with State and Federal agencies for projects, programs & grants	Q4 2020 and ongoing	Preparing contract with State Parks for 2021 Lifeguard services. Working to access Federal Ferry Grant funding. Meeting with State Parks regarding grant for launch ramp floating dock maintenance.
	3. Public and Civic Engagement Planning	Develop, Approve a Public and Civic Engagement Plan (PCEP)	Q3 through Q4 2020	First draft of PCEP presented during March 3 Board Meeting. Presented during April 15 VHV Tenant Meeting.
		Implementation of PCEP	Q1 2021	No reportable action.

F: Commercial Fishing

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Support current commercial fishing industry central to Ventura's premier working waterfront through stakeholder engagement, diversification, and infrastructure improvements	1. Reactivate Ventura's commercial fishing association and/or establish fishermen working group as part of improved stakeholder engagement	Reach out to our commercial fishing business owners and key industry people	Q1 2020	Ongoing dialogue with three principle squid fisheries is a matter of daily business (also see below). Due to COVID, revitalization of smaller fishing working group remains deferred until post-COVID.
		Facilitate meetings/dialogue with District and fishing industry stakeholders	Q2 2020	Virtual meeting with Del Mar, DeLuca, and Silver Bay planned in Q2 of 2021. Quarterly meetings planned post-COVID. Provided information on CARES Act funding being set aside specifically for Commercial Fishing industry.
		Determine appropriate ongoing engagement mechanism between District and stakeholders	Q3 2020	Continuing to evaluate and assess, but options currently limited due to current COVID environment. Anticipate opportunities to convene meetings in Q3.
	2. Continue improvements of Commercial Fishing Industry service offerings by District	Complete fishermen storage improvements	Q2 2021	Project under construction to be complete by June 2021.
		Install new hoist at fish pier	Q3 2020	Crane delivered, base being fabricated. Installation to be completed in May
		Evaluate harbor infrastructure and related amenities to ensure we continue to meet commercial fishing needs	Annually	Conservancy grant funding secured for fish pier maintenance work, second fish hoist, and fishermen's storage improvements. Future projects to include structural improvements to 1449 building to resume ice making capability. Squid pump relocation to be discussed with industry in mid/late 2021.

F: Commercial Fishing (Continued)

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Support current commercial fishing industry central to Ventura's premier working waterfront through stakeholder engagement, diversification, and infrastructure improvements	3. VSE Project Grant utilization	Prepare & Approve Operations Plan	Q2 2020	Presented for stakeholder comment at three Board meetings in Fall 2020, and submitted to federal, state regulators. Fiscal & Economic Impact Analysis presented alongside Operations Plan.
		Manage the 2018 CA Sea Grant subaward for the proposed Ventura Shellfish Enterprise (VSE) project	Q3 2020	A one-year, no-cost extension was approved by CA Sea Grant for completion of grant tasks by August 31, 2021. Project team is evaluating remaining deliverables consistent with Board action March 2021 (below).
		Report on Sea Grant Outcome to Board, Stakeholders, CA Sea Grant staff	Q4 2020	Annual report on Sea Grant Outcomes was presented at a Board meeting in July 2020 to VPD Board, stakeholders and submitted to CA Sea Grant.
		Identify and apply for additional grant opportunities	From Q4 2020 onward	No reportable action.
	4. Complete permitting, regulatory, and legislative approvals for VSE project	Address LAFCo issue through State Legislature	Q1 2020 through Q4 2020	Board action March 2021 to withdraw permit applications August 2021, support NOAA aquaculture initiative and collaborate with aquaculture industry.
		Prepare Navigation Risk Assessment	Q2 2020	Completed and submitted to the USCG.
		Obtain Coastal Commission Consistency Determination	Q4 2020	See Board action of March 2021 above.
		Obtain USACE Permit for VSE	Q2 2021	See Board action of March 2021 above.
	5. VSE Subleasing	Complete first VSE sub-lease	Q2 2022	See Board action of March 2021 above.

M: Master Tenants & Development Parcels 5 & 8

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Collaborate with existing and future Master Tenants to maintain, improve, and develop the Harbor	1. Engagement and support of Master Tenants for successful business operations at the Harbor	Coordination with VIM on dock replacement project	Q1 2020 through Q4 2020	Worked with VIM, Bellingham and City for processing of construction permits. Construction to begin in April.
		Coordination with Portside on buildout and commercial tenant leasing	Q1 2020 and ongoing	Bi-weekly coordination meetings established between GM and Master Tenant. Board approval of construction loan extension.
		Evaluate opportunities with master tenants in conjunction with future projects	Q3 2020 & annually	Met with Derektor Marine Holdings (DMH) to review preliminary parcel improvement planning. Board approval of Amendment #5 for percentage rent modifications and rate change procedures.
	2. Evaluate opportunities for Parcels 5 and 8	Collaborate with City, tenants and stakeholders on updates to Local Coastal Program and General Plan	Q1 2020 through Q4 2023	GM participated in City initiated stakeholder interviews, offered Harbor as future venue for hosting public meetings.
		Evaluate studies, reports previously prepared as part of development due diligence efforts	Q3 2021 through Q4 2021	No reportable action.
		Evaluate potential land use synergies with master tenants, current uses in conjunction with future development	Q3 2021 through Q4 2023	No reportable action.
		Collaborate with City, CA Coastal Commission and stakeholders including NPS to prepare a master plan	Q4 2023 through Q2 2024	No reportable action.

P: National & State Parks Agency Collaboration

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Maintain Channel Islands National Park Service (NPS) presence at Harbor	1. Coordinate with NPS Superintendent and General Services Administration (GSA) to secure long-term leases for NPS personnel currently located at 1431 and 1691 Spinnaker Dr. (Harbor Village)	Identify mutually agreeable improvements as part of new lease planning	Q1 2021	Board approved office lease extensions at 1431 and 1691 Spinnaker Dr. Harbormaster discussing future dock improvements for NPS Marine Division
		Secure lease agreement with GSA for NPS staff	Q2 2021	Board approved office lease extensions at 1431 and 1691 Spinnaker Dr.
	2. Coordinate with NPS Superintendent and General Services Administration (GSA) to evaluate long-term goals and improvement needs for the Channel Islands National Park Visitor Center	Collaborate with NPS Superintendent to identify mutual long-term goals and options at Ventura Harbor for NPS operations, NPS visitor center	Q3 2021 onward	Preliminary discussions with NPS regarding long-term facility needs and Visitor Center master planning.
		Investigate synergies for collaborative improvement of NPS Visitor Center	Q4 2021 onward	Preliminary discussions with NPS regarding long-term facility needs and Visitor Center master planning.
Draw upon Ventura Harbor area Nat'l. & State parks and wetland areas to enhance ecotourism	3. Coordinate with National & California State Parks to develop destination-based ecotourism offerings	Continue collaboration with National & State Parks officials regarding multiple opportunities for enhancing the visitor destination in and around Ventura Harbor	Q2 2024	Preparing contract with State Parks for 2021 Lifeguard services.

T: Harbor Parking Study & Traffic Circulation

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Continue to increase and/or maximize visitor parking and traffic circulation during busy periods	1. Evaluate pedestrian, bicycling, transit networks and parking within and around the Harbor	Perform update to parking, traffic data once Portside is fully occupied	Q3 2021	New traffic counting system (@ Harbor Village) installed and functioning. Consultant will conduct traffic counts, parking demand analysis Q3 2021.
		Review & update 2017 Parking Study (evaluate/prioritize/schedule short-term, mid-term, and long-term recommendations)	Q4 2021	Consultant will begin review of Parking Study in Q2. Consultant will conduct traffic counts, parking demand analysis Q3 2021.
		Establish Ride-sharing drop-off/pick-up locations within Harbor Village	Q4 2020	Contacted Uber & Lyft: neither company will set defined location in app. Location for signs TBD
		Coordinate with City and Regional Transportation services for expanding public transit options to Harbor	Q4 2021	Harbormaster worked with City of Moorpark to secure first ever Beach Bus to Harbor. City reported they would be returning. City of Thousand Oaks and Santa Clarita may consider future visits.
	2. Pursue needed improvements and management plans	Prepare Parking and Traffic Circulation Plan(s)	Q1 2022	Consultant will begin review of Parking Study in Q2. Consultant will conduct traffic counts, parking demand analysis Q3 2021.
		Identify and budget for Capital Improvements to improve parking and circulation	Q2 2022	FY21-22 CIP planned to included \$275k for paid parking infrastructure.
	3. Evaluate pedestrian, bicycling, transit networks and pursue needed improvements, enforcement strategies in partnership with the City	Coordinate with City on planning for transit network improvements	As per Civic Engagement goals Q4 21 - Q1 22	Preliminary research, discussion with Ventura County Transportation Commission (VCTC) regarding regional transportation services for the Harbor.
Collaborate with City on updates to Local Coastal Plan and General Plan 115		As per Civic Engagement goals Q1 20 - Q4 23	GM participated in City initiated stakeholder interviews, offered Harbor as future venue for hosting public meetings.	

V: Harbor Village

OBJECTIVE	STRATEGY	ACTION	MILESTONE	ACHIEVEMENTS
<i>What to achieve</i>	<i>How will it be achieved</i>	<i>Actions to be undertaken</i>	<i>Action timeline</i>	
Maintain and improve Harbor Village infrastructure and enhance the overall visitor experience	1. Complete Harbor Village refresh programs	Complete Harbor Village Painting	Q3 2020	Project completed with <10% in additional change orders
		Approve Harbor Village Signage, Wayfinding Program	Q4 2020	City DRC approved sign program in October 2020. Signage foundation and lighting plans being developed. Procurement to follow.
		Complete Harbor Village Wayfinding Signage	Q3 2021	See above for status. Refurbishment, painting of Harbor Village parking lot entry signs added to project scope.
		Complete Village Tenant Signage, Awnings	Q2 2024	Tenant signage items being included in new lease agreements - ongoing.
		Complete Current ADA Improvements	Q4 2021	1559 Restrooms ADA modification complete. ADA trash enclosures plan submitted to City and first enclosure to go to bid. District to update ADA compliance report in Q3 2021.
		Complete infrastructure upgrades (elevators, roof replacements per CIP)	Q4 2024	No reportable action.
	2. Leasing/Property Management Action Plan	Prepare, approve and implement Annual Leasing/Property Management Action Plan	Annually – Q2	Annual plan for FY21-22 to be presented for Board approval as part of FY21-22 budget review, approval process.
	3. Marketing Action Plan	Engage Village tenants for Marketing Action Plan input	Annually – Q2	Tenant surveys planned for April 2021.
	Prepare, approve and implement Annual Marketing Action Plan	Annually – Q2	Annual plan for FY21-22 to be presented for Board approval as part of FY21-22 budget review, approval process.	