



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Michael Blumenberg, Chair
Jackie Gardina, Vice-Chair
Anthony Rainey, Secretary
Brian Brennan, Commissioner
Chris Stephens, Commissioner

Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Tom Bunn, Legal Counsel
Jessica Rauch, Clerk of the Board

REGULAR MEETING WEDNESDAY, SEPTEMBER 6, 2023

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

CLOSED SESSION – 6:30PM
OPEN SESSION – 7:00PM

PUBLIC PARTICIPATION OPTIONS

MEETINGS WILL BE CONDUCTED IN A HYBRID MODEL WITH BOTH IN-PERSON ATTENDANCE AND VIRTUAL PARTICIPATION.

WATCH THE MEETING LIVE

<https://us02web.zoom.us/j/83276329300>

Webinar ID: 832 7632 9300

1-669-900-6833

1-253-215-8782

PUBLIC COMMENT VIA ZOOM

To request to speak on an item, use the “raise hand” button to notify the Clerk. The Clerk will announce public speakers and unmute participants to speak. Please be mindful that the meeting will be recorded, and all rules of procedure and decorum apply for in-person attendees and those participating virtually.

SUBMIT PUBLIC COMMENT VIA EMAIL

To submit written comments on a specific agenda item, please do so via email by 4:00PM on the day of the meeting. 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 1,000 characters in length. Written comments will be distributed to the Commission and will be posted as a supplemental packet on the District’s website at <https://venturaharbor.com/board-meeting-documents/>. Please submit your comment to the Clerk of the Board at jrauch@venturaharbor.com.

**CLOSED SESSION
6:30PM**

CALL TO ORDER: *By Chair Michael Blumenberg.*

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.

CONVENE IN CLOSED SESSION

CLOSED SESSION AGENDA

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - PER GOVERNMENT CODE SECTION 54956.8:

- a) Property: **1559 Spinnaker Drive #201**
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Tom Bunn
John Howard dba Power & Process Engineer
Under Negotiation: **Terms of New Office Lease Agreement (RENEWAL)**

- b) Property: **1559 Spinnaker Drive #205D**
Negotiating Parties: Brian D. Pendleton, Todd Mitchell, Tom Bunn
John R. Lilly, CPA
Under Negotiation: **Terms of New Office Lease Agreement (NEW)**

- 2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION:** (Verbal Report)
(Paragraph (1) of subdivision (d) of Section 54956.9)
Name of case: Ventura Harbor Restaurant Associates, Inc. and Andria's Seafood Specialties, Inc. v Ventura Port District
Ventura County Superior Court Case No. 56-2022-00572144-CU-MC-VTA

ADJOURNMENT

**OPEN SESSION
7:00PM**

CALL TO ORDER: *By Chair Michael Blumenberg.*

PLEDGE OF ALLEGIANCE: *By Chair Michael Blumenberg.*

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

ADOPTION OF AGENDA

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

The Minutes of the July 19, 2023 Port Commission Regular Meeting and August 31, 2023 Port Commission Special Meeting will be considered for approval.

PUBLIC COMMUNICATIONS

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

CLOSED SESSION REPORT

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

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

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

CONSENT AGENDA:

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

A) Approval of Out-of-Town Travel Requests

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the out-of-town travel requests for Sr. Business Operations Manager, Todd Mitchell to attend the US Army Corps of Engineers Relinquishment of Command Ceremony in Sausalito, CA on August 30, 2023, and the CMANC Officers Trip to Washington DC from October 18-20, 2023.

B) Adoption of Resolution No. 3483 Accepting the Work of Tomar Construction, Inc. for the Ventura Harbor Village ADA Restroom Remodel Project at 1567, 1575 and 1691 Spinnaker Drive

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3483:

- a) Accepting the work of Tomar Construction, Inc. for the Ventura Harbor Village ADA Restroom Remodel Project at 1567, 1575 and 1691 Spinnaker Drive.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

C) Adoption of Resolution No. 3484 Accepting the Work of Carjul Engineering and Construction Corporation for the Ventura Harbor Village 1559 and 1691 Spinnaker Drive New Trash Enclosure Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3484:

- a) Accepting the work of Carjul Engineering and Construction Corporation for the Ventura Harbor Village 1559 and 1691 Spinnaker Drive New Trash Enclosure project.

- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

D) Award of Bid for the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners award the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting Contract to The Holly Workshop in the amount not to exceed \$71,585.

E) Consideration of Claim Received on August 1, 2023

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners reject the claim filed against the Ventura Port District on August 1, 2023 by Cari McCormick.

STANDARD AGENDA:

1) Adoption of Resolution No. 3485 Approving the Financial Statements and Checks for April 2023 through June 2023

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3485 to:

- a) Accept the draft financial statements for the Quarter ending June 30, 2023 pending final year-end reconciliations and audit adjustments.
- b) Review the payroll and regular checks for April through June 2023.

2) Authorization to Procure Electric Vehicles for the Ventura Port District

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Amend the FY23-24 Budget to shift funds between various vehicle procurements within the Capital Improvement Project budget as well as increase the total budget, as to enable the following procurements.
- b) Authorize the General Manager to procure a lift vehicle in the amount of up to \$125,000 for Facilities.
- c) Authorize the General Manager to procure 1 electric vehicle in the amount of up to \$85,000 for Harbor Patrol.
- d) Authorize the General Manager to procure 2 electric vehicles in the amount of up to \$110,000 for Facilities.
- e) Authorize the General Manager to procure 1 electric vehicle in the amount of up to \$50,000 for Administration.

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

Recommended Action: Voice Vote.

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

ADJOURNMENT

This agenda was posted on September 1, 2023 by 5:30 p.m. at the Port District Office and online at <https://venturaharbor.com/board-meeting-documents/>

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
SEPTEMBER 6, 2023**

APPROVAL OF MINUTES

JULY 19, 2023

REGULAR MEETING

AUGUST 31, 2023

SPECIAL MEETING

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF JULY 19, 2023



OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Chair Blumenberg at 7:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Clerk Jessica Rauch.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Jackie Gardina, Vice-Chair
Anthony Rainey, Secretary
Brian Brennan via Zoom
Chris Stephens

Commissioners Absent:

None.

Port District Staff:

Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Clerk of the Board
Pat Hummer, Senior Harbor Patrol Officer
Joe Gonzalez, Capital Projects Manager via Zoom
Sergio Gonzalez, Facilities Manager via Zoom
Jessica Snipas, Business Operations Analyst via Zoom

Legal Counsel:

Tom Bunn, Lagerlof Lawyers LLP via Zoom

City of Ventura Liaisons

Councilmember McReynolds, City Council Liaison – Absent

Number of interested persons:

0 via zoom; 0 in person

ADOPTION OF AGENDA

ACTION: Commissioner Stephens moved to adopt the July 19, 2023 agenda.

Commissioner Brennan seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Brennan

NOES: None

ABSTAINED: None

ABSENT: None

Motion carried 5-0.

APPROVAL OF MINUTES

The Minutes of the July 5, 2023 Regular Port Commission Meeting were considered as follows:

ACTION: Commissioner Brennan moved to approve the Minutes of the July 5, 2023 Regular Port Commission meeting.

Commissioner Stephens seconded. The roll call vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Brennan

NOES: None

ABSTAINED: None

ABSENT: None

Motion carried 5-0.

PUBLIC COMMUNICATIONS: None. Closed at 7:02PM.

BOARD COMMUNICATIONS: None. Closed at 7:03PM.

STAFF AND GENERAL MANAGER REPORTS: Mr. Mitchell reported on the current, past and upcoming marketing promotions and events. Domoic Acid has been affecting marine life all over California. If there is an animal in distress, contact Channel Islands Marine & Wildlife Institute at (805) 567-1505. He also commended Harbor Patrol Officer Donohue on completing and passing his Captain's course and test.

CONSENT AGENDA:

A) Approval of Out-of-Town Travel Requests

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the out-of-town travel requests for:

- a) Harbormaster, John Higgins to attend California JPIA Public Safety Academy from August 21 to 24, 2023 in San Diego, CA.
- b) Harbormaster, John Higgins to attend California JPIA Risk Management Symposium from August 29 to September 1, 2023 in Carlsbad, CA.
- c) Senior Harbor Patrol Officer, Pat Hummer to attend California JPIA Management Academy from October 23 to 26, 2023 in Indian Wells, CA.

- d) Sr. Business Operations Manager, Todd Mitchell to attend CMANC Fall Meeting from September 13 to 15, 2023 in Sacramento, CA.
- e) Sr. Business Operations Manager, Todd Mitchell to attend the Marine Recreation Association Annual Educational Conference from October 16 to 18, 2023 in Sacramento, CA.
- f) Business Operations Analyst, Jessica Snipas to attend the Innovating Commerce Serving Communities ICSC@Western Conference from October 25 to 27, 2023 in San Diego, CA.
- g) Sr. Business Operations Manager, Todd Mitchell to attend the Western Dredging Association Pacific Chapter Meeting from October 25 to 27, 2023 in Coronado Bay, CA.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve the out-of-town travel requests for:

- a) Harbormaster, John Higgins to attend California JPIA Public Safety Academy from August 21 to 24, 2023 in San Diego, CA.
- b) Harbormaster, John Higgins to attend California JPIA Risk Management Symposium from August 29 to September 1, 2023 in Carlsbad, CA.
- c) Senior Harbor Patrol Officer, Pat Hummer to attend California JPIA Management Academy from October 23 to 26, 2023 in Indian Wells, CA.
- d) Sr. Business Operations Manager, Todd Mitchell to attend CMANC Fall Meeting from September 13 to 15, 2023 in Sacramento, CA.
- e) Sr. Business Operations Manager, Todd Mitchell to attend the Marine Recreation Association Annual Educational Conference from October 16 to 18, 2023 in Sacramento, CA.
- f) Business Operations Analyst, Jessica Snipas to attend the Innovating Commerce Serving Communities ICSC@Western Conference from October 25 to 27, 2023 in San Diego, CA.
- g) Sr. Business Operations Manager, Todd Mitchell to attend the Western Dredging Association Pacific Chapter Meeting from October 25 to 27, 2023 in Coronado Bay, CA.

Vice-Chair Gardina seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Brennan

NOES: None

ABSTAINED: None

ABSENT: None

Motion carried 5-0.

B) Approval of Assignment and Assumption of Lease and Fourth Amendment for Brophy & Sons, Inc. to Bennett Bros. Inc.

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve:

- a) An assignment and assumption of Lease between Brophy & Sons, Inc., a California corporation, and Bennett Bros., Inc., a California corporation, for the premises located at 1559 Spinnaker Drive, (i) Suite #200 consisting of approximately 3,725 square feet of floor area and 2,211 of patio area, (ii) Suite #200B consisting of approximately 280 square feet

of floor area, and (iii) Suite #100 consisting of approximately 1,864 square feet of floor area and 1,035 of patio area.

- b) A Fourth Amendment to Lease between Ventura Port District dba Ventura Harbor Village, Brophy & Sons, Inc., a California corporation, and Bennett Bros., Inc., a California corporation dba Brophy Bros. Restaurant & Clam Bar, as it relates to (i) adding Suite #205E consisting 662 square feet of floor area (connecting office space), (ii) adjusting Minimum Monthly Rent consistent with such addition, and including specifying the date for annual adjustments for each suite constituting the Premises, and (iii) confirmation of terms, including Marketing and Promotional Fund Payment annual adjustments, square footage and expiration date.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve:

- a) An assignment and assumption of Lease between Brophy & Sons, Inc., a California corporation, and Bennett Bros., Inc., a California corporation, for the premises located at 1559 Spinnaker Drive, (i) Suite #200 consisting of approximately 3,725 square feet of floor area and 2,211 of patio area, (ii) Suite #200B consisting of approximately 280 square feet of floor area, and (iii) Suite #100 consisting of approximately 1,864 square feet of floor area and 1,035 of patio area.
- b) A Fourth Amendment to Lease between Ventura Port District dba Ventura Harbor Village, Brophy & Sons, Inc., a California corporation, and Bennett Bros., Inc., a California corporation dba Brophy Bros. Restaurant & Clam Bar, as it relates to (i) adding Suite #205E consisting 662 square feet of floor area (connecting office space), (ii) adjusting Minimum Monthly Rent consistent with such addition, and including specifying the date for annual adjustments for each suite constituting the Premises, and (iii) confirmation of terms, including Marketing and Promotional Fund Payment annual adjustments, square footage and expiration date.

Vice-Chair Gardina seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Brennan

NOES: None

ABSTAINED: None

ABSENT: None

Motion carried 5-0.

C) Approval of a New Office Lease Agreement with Coastal Cone, Inc.

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve a New Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Coastal Cone, Inc. for the premises located at 1583 Spinnaker Drive #203A consisting of a total of 123 square feet for a three-year term with one two-year option.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve a New Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Coastal Cone, Inc. for the premises located at 1583 Spinnaker Drive #203A consisting of a total of 123 square feet for a three-year term with one two-year option.

Vice-Chair Gardina seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Brennan
NOES: None
ABSTAINED: None
ABSENT: None

Motion carried 5-0.

D) Approval of Assignment and Assumption of Lease and Consent of Landlord for Eric Jones dba Jones Construction Management to Students for Eco Education and Agriculture, Inc.

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve an Assignment and Assumption of Lease and Consent of Landlord between Eric Jones, an individual dba Jones Construction Management and Students for Eco Education and Agriculture, Inc., a non-profit California corporation for the premises located at 1575 Spinnaker Drive #205, consisting of 1,326 square feet.

Public Comment: None.

ACTION: Commissioner Stephens moved to approve an Assignment and Assumption of Lease and Consent of Landlord between Eric Jones, an individual dba Jones Construction Management and Students for Eco Education and Agriculture, Inc., a non-profit California corporation for the premises located at 1575 Spinnaker Drive #205, consisting of 1,326 square feet.

Vice-Chair Gardina seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Brennan
NOES: None
ABSTAINED: None
ABSENT: None

Motion carried 5-0.

STANDARD AGENDA:

1) Adoption of Ordinance No. 59 for a New 20-Year Lease between the Ventura Port District and Coastal Cone, Inc. dba Coastal Cone and The Parlor

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Conduct a public hearing for the purpose of receiving input on proposed Ordinance No. 59.
- b) Waive reading and direct Clerk to place Ordinance No. 59 in the record of this meeting.
- c) Adopt Ordinance No. 59 authorizing execution of a new Restaurant Lease Agreement between Ventura Port District dba Ventura Harbor Village and Coastal Cone, Inc. dba Coastal Cone and The Parlor with a commencement date of August 1, 2023.

Report by Todd Mitchell, Sr. Business Operations Manager.

Public Comment: None.

ACTION: Chair Blumenberg opened the public hearing at 7:10PM for the purpose of receiving input on Ordinance No. 59. The reading of proposed Ordinance No. 59 was waived. There were no public speakers. The public hearing was closed at 7:11PM.

ACTION: Commissioner Stephens moved to adopt Ordinance No. 59 as follows:

ORDINANCE NO. 59

**AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT APPROVING A NEW
LEASE AGREEMENT WITH OPTIONS BETWEEN THE VENTURA PORT DISTRICT AND
COASTAL CONE INC. DBA COASTAL CONE AND THE PARLOR
(California Harbors and Navigation Code section 6270)**

The Board of Port Commissioners of the Ventura Port District hereby ordains as follows:

The General Manager of the Ventura Port District is authorized and directed to execute the New Lease between Ventura Port District dba Ventura Harbor Village and Coastal Cone, Inc. doing business as Coastal Cone and The Parlor with a commencement date of August 1, 2023.

PASSED, APPROVED AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on July 19, 2023.

Vice-Chair Gardina seconded. The vote was as follows:

**AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Brennan
NOES: None
ABSTAINED: None
ABSENT: None**

Motion carried 5-0.

ADJOURNMENT: The meeting was adjourned in honor of Sandy Smith at 7:12PM.

The next regular meeting is Wednesday, September 6, 2023.

Anthony Rainey, Secretary

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF AUGUST 31, 2023 SPECIAL MEETING



OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Chair Blumenberg at 6:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Miles Hogan.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Jackie Gardina, Vice-Chair
Anthony Rainey, Secretary
Brian Brennan
Chris Stephens

Commissioners Absent:

None.

Port District Staff:

Brian D. Pendleton, General Manager via Zoom
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Clerk of the Board
Will McReynolds, Admin Intern
Joe Gonzalez, Facilities Manager via Zoom

Legal Counsel:

Tom Bunn, Lagerlof Lawyers LLP
Reid Miller, Lagerlof Lawyers LLP

City of Ventura Liaisons

Councilmember McReynolds, City Council Liaison – Absent

Number of interested persons:

0 via zoom; 2 in person

ADOPTION OF AGENDA

ACTION: Commissioner Stephens moved to adopt the August 31, 2023 Special Meeting agenda.

Commissioner Brennan seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Brennan

NOES: None

ABSTAINED: None

ABSENT: None

Motion carried 5-0.

PUBLIC COMMUNICATIONS: None. Closed at 6:04PM.

STANDARD AGENDA:

1) Approval of Easement Documents for the City of Ventura’s VenturaWaterPure Ocean Outfall Project

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Authorize the General Manager to enter into a Right of Way Agreement (With Escrow Instructions) with the City of Ventura for the VenturaWaterPure Project.
- b) Authorize the General Manager to enter into a Temporary Easement Agreement with the City of Ventura for the VenturaWaterPure Project.
- c) Authorize the General Manager to enter into a Temporary Easement Deed, granting a temporary construction and access easement to the City of Ventura for the VenturaWaterPure Project.
- d) Authorize the General Manager to enter into Temporary Construction Easement Deeds, granting three temporary construction and access easements to the City of Ventura for the VenturaWaterPure Project.
- e) Authorize the General Manager to enter into an Easement Deed, granting the City of Ventura one permanent easement for the VenturaWaterPure Project.

Report by Brian D. Pendleton, General Manager and Reid Miller, Lagerlof Lawyers LLP.

Public Comment: Gina Dorrington, General Manager, Ventura Water introduced the VenturaWaterPure team and thanked staff and the Commissioner for their work on this and for having this meeting.

ACTION: Commissioner Stephens moved to:

- a) Authorize the General Manager to enter into a Right of Way Agreement (With Escrow Instructions) with the City of Ventura for the VenturaWaterPure Project.
- b) Authorize the General Manager to enter into a Temporary Easement Agreement with the City of Ventura for the VenturaWaterPure Project.
- c) Authorize the General Manager to enter into a Temporary Easement Deed, granting a temporary construction and access easement to the City of Ventura for the VenturaWaterPure Project.

- d) **Authorize the General Manager to enter into Temporary Construction Easement Deeds, granting three temporary construction and access easements to the City of Ventura for the VenturaWaterPure Project.**
- e) **Authorize the General Manager to enter into an Easement Deed, granting the City of Ventura one permanent easement for the VenturaWaterPure Project.**

Vice-Chair Rainey seconded. The vote was as follows:

AYES: Commissioners Blumenberg, Gardina, Rainey, Stephens, Brennan

NOES: None

ABSTAINED: None

ABSENT: None

Motion carried 5-0.

ADJOURNMENT: The meeting was adjourned at 6:36PM.

The next regular meeting is Wednesday, September 6, 2023.

Anthony Rainey, Secretary



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
SEPTEMBER 6, 2023

CONSENT AGENDA ITEM A
APPROVAL OF OUT-OF-TOWN
TRAVEL REQUESTS

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Approval of Out-of-Town Travel Requests

RECOMMENDATION:

That the Board of Port Commissioners approve the out-of-town travel requests for Sr. Business Operations Manager, Todd Mitchell to attend the US Army Corps of Engineers Relinquishment of Command Ceremony in Sausalito, CA on August 30, 2023, and the CMANC Officers Trip to Washington DC from October 18-20, 2023.

SUMMARY:

Employees and Commissioners are encouraged to attend conferences, meetings, seminars, and other activities that provide an opportunity to be informed concerning matters of interest to the District and their position. The General Manager is recommending staff participate in the events listed herein.

GUIDING PRINCIPLES:

- 1) Maintain a safe, navigable, and resilient harbor.
- 5) Building respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.
- 6) Provide exceptional public service and organizational transparency.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR OBJECTIVE:

- D) Ensure dredging occurs annually 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) On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance.
- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.
 - 2) Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects and programs.

BACKGROUND:

US Army Corps of Engineers Relinquishment of Command Ceremony in Sausalito, CA on August 30, 2023

The Corps District and Division military leadership changes every two to three years. This transition was the relinquishment of command of the Division's Brigadier General Antionette Gant as she departs the South Pacific Division, which is responsible for all federal navigation projects in California. This was an opportunity to meet up with uniform and civilian leadership for the Division as well as the new commanders of the LA District and the interim commander of the

Division. Sr. Business Operations Manager Mitchell participated representing both the Ventura Port District and CMANC.

CMANC Officers Trip to Washington, DC from October 18-20, 2023

Sr. Business Operations Manager Mitchell has been elected to be the Chair of CMANC effective July 1, 2023. Part of the responsibilities of the CMANC officers is a fall trip for the officers and executive director only to visit Washington DC to advocate for CMANC ports and harbors with elected federal representatives, the Appropriations Committees of the House and Senate, the President’s Office of Management and Budget (OMB), and the Corps of Engineers. This provides the opportunity to reinforce the requests for FY24 project funding and, in the case of the Corps, to advocate for full funding of projects in FY25.

The benefit to the District for this travel is to meet with our federal representatives and OMB to thank them for their support in FY24 funding (\$8.471M) as well as lobbying on behalf of California as a region where port and harbor investment is good for the nation. It also provides the opportunity to thank the Corps Headquarters staff for their recommendation to OMB for full funding in FY24 and to ask that they do the same in FY25.

FISCAL IMPACTS:

Travel costs related to these activities are included in the FY23-24 budget.

<u>USACE CEREMONY</u>	<u>MITCHELL</u>
Registration	\$0.00
Lodging	\$0.00
Meals	\$50.00
Mileage	\$78.60
Air Fare	\$157.96
Miscellaneous (Transit/Parking)	\$100.00
TOTAL	\$386.56

<u>CMANC</u>	<u>MITCHELL</u>
Registration	\$0.00
Lodging	\$726.78
Meals	\$225.00
Mileage	\$78.60
Air Fare	\$519.00
Miscellaneous (Transit/Parking)	\$150.00
TOTAL	\$1,699.38

ATTACHMENTS:

None.



VENTURA
PORT DISTRICT
Established 1952

**BOARD OF PORT COMMISSIONERS
SEPTEMBER 6, 2023**

CONSENT AGENDA ITEM B
ADOPTION OF RESOLUTION No. 3483
ACCEPTING THE WORK OF TOMAR
CONSTRUCTION, INC. FOR THE
VENTURA HARBOR VILLAGE ADA
RESTROOM REMODEL PROJECT AT
1567, 1575 AND 1691 SPINNAKER
DRIVE

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Joe Gonzalez, Capital Projects Manager
SUBJECT: Adoption of Resolution No. 3483 Accepting the Work of Tomar Construction, Inc. for the Ventura Harbor Village ADA Restroom Remodel Project at 1567, 1575 and 1691 Spinnaker Drive

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3483:

- a) Accepting the work of Tomar Construction, Inc. for the Ventura Harbor Village ADA Restroom Remodel Project at 1567, 1575 and 1691 Spinnaker Drive.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

SUMMARY:

On November 16, 2022, the Board awarded a bid to Tomar Construction, Inc. (Tomar) in the amount of \$727,000 to complete ADA and design upgrades to restrooms at 1567, 1575 and 1691 Spinnaker Drive. During the design phase, staff elected to include significant improvements and expansion of the 1575 restrooms beyond what was originally considered, and the project budget was revised during the Mid-Year Budget Adjustment process to reflect this. There were also change orders necessary to address unforeseen conditions. The work is now complete to the satisfaction of the District. The final contract cost for all three buildings was \$795,509.92.

GUIDING PRINCIPLES:

- 7) Provide high-quality Harbor and coastal visiting-serving amenities, services, facilities, and infrastructure.

5-YEAR OBJECTIVES:

- V) Maintain and improve Harbor Village facilities, infrastructure, and amenities.
 - 1) Ongoing investment in Harbor Village Infrastructure

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 District 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

As of today, the remodel of the 1591, 1559 Spinnaker Drive restrooms for ADA compliance have been completed.

For the design phase, staff worked with consulting architect Rasmussen & Associates to continue the ADA restroom improvement program. During evaluation of the restrooms in 1575, staff determined that there was unutilized space, and that reconfiguration could significantly improve the restrooms' capacity. Staff also determined that the main wastewater lines should be replaced into the adjacent courtyard as part of the project. Therefore, the scope for this restroom increased significantly over what was initially contemplated.

With the assistance of the design architect, the District published the request for bids on September 16th. An on-site mandatory pre-bid conference was held at all three restroom locations 1567, 1575, 1691 Spinnaker Drive on September 21st.

The District held a public bid opening on October 10, 2022 at the District office. Eight bids were received and the price for each bid was read aloud per District policy.

An evaluation of the bids received (ranging from \$399,641 - \$1,102,630) was performed by District's consultants and found that the low bid, provided by Morton Construction, was non-responsive. Due to the broad range of bid prices received, the District's architect reviewed the costs proposed and determined that the bid from Tomar Construction, although exceeding the District's project budget, was consistent with today's estimated cost per square foot. This also include the enhanced design and expansion of the 1575 restrooms. Legal Counsel concurred.

During construction, unforeseen conditions were identified including the need to address electrical lines through the floor of the 1567 restrooms that were not to code (insufficient burial depth) and the need to replace aging cast iron sewer pipes that were not in the original scope of work. Staff also made the decision to modify some drywall areas not originally in the scope of work.

FISCAL IMPACT:

On December 15, 2021, the Board approved a Funding Agreement with the State of California, acting through the State Lands Commission to receive \$1,060,484 allocated from the Coronavirus State Fiscal Recovery Fund Tranche 1. Those funds have been received by the District. One of the projects identified in the grant award is this project. The total project cost for all three facilities was \$795,509.92. There were change orders totaling in the amount of \$68,509.92. Change orders were requested by staff to address unforeseen safety electrical issues from original build, existing cast iron sewer line replacement, and other miscellaneous items that were discovered during construction that required replacement or repair.

ATTACHMENTS:

- Attachment 1 – Location Map
- Attachment 2 – Resolution No. 3483
- Attachment 3 – Notice of Completion

Attachment 1 – Location Map



Ventura Harbor Village: 2022 ADA Upgrade Restroom Remodel Projects

- 1** 1691 Spinnaker Drive: single-user restroom: 50 sf
- 2** 1575 Spinnaker Drive: women's restroom: 427 sf
- 3** 1575 Spinnaker Drive: men's restroom: 350 sf
- 4** 1567 Spinnaker Drive: women's restroom: 178 sf
- 5** 1567 Spinnaker Drive: men's restroom: 178 sf

RASMUSSEN & ASSOCIATES

Architecture 21 S. California Street
Planning Ventura, CA 93001
Interiors 805.648.1234



RESOLUTION NO. 3483

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
ACCEPTING THE WORK OF TOMAR CONSTRUCTION, INC. FOR THE
VENTURA HARBOR VILLAGE ADA RESTROOM REMODEL PROJECT AT 1567, 1575
AND 1691 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 "1567,1575 and 1691 ADA Restrooms Remodel" described in the Agreement between Tomar Construction, Inc. and the Ventura Port District, hereinafter referred to as "District", dated November 16, 2022 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 6th day of September 2023.

Michael Blumenberg, Chair

Attest:

Anthony Rainey, Secretary

ATTACHMENT 2

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

I, Anthony Rainey, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3483 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 6th day of September 2023, 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 6th day of September 2023.

Anthony Rainey, 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 27, 2023.
7. The work accomplished consisted of the ADA Restrooms remodel of 1567,1575 and 1691 Spinnaker Drive.
8. The name of the contractor for the project is TOMAR Construction, Inc. pursuant to the Agreement, dated November 16, 2022.
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
SEPTEMBER 6, 2023

CONSENT AGENDA ITEM C

ADOPTION OF RESOLUTION No. 3484
ACCEPTING THE WORK OF CARJUL
ENGINEERING AND CONSTRUCTION
CORPORATION FOR THE VENTURA
HARBOR VILLAGE 1559 AND 1691
SPINNAKER DRIVE NEW TRASH
ENCLOSURE PROJECT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: September 6, 2023

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Joe Gonzalez, Capital Projects Manager
SUBJECT: Adoption of Resolution No. 3484 Accepting the Work of Carjul Engineering and Construction Corporation for the Ventura Harbor Village 1559 and 1691 Spinnaker Drive New Trash Enclosure Project

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3484:

- a) Accepting the work of Carjul Engineering and Construction Corporation for the Ventura Harbor Village 1559 and 1691 Spinnaker Drive New Trash Enclosure project.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

SUMMARY:

On October 19, 2022, the Board awarded a bid to Carjul Engineering and Construction Corporation (Carjul) in the amount of \$177,000 to perform the Ventura Harbor Village 1559 and 1691 Spinnaker Drive New Trash Enclosure Project. During performance of the project, some change orders were requested by the District but not all of the additional work was completed by Carjul.

The final amount of the project paid to Carjul was \$194,169.64 and the original scope of work plus the installation of pavers in several nearby planters is complete to the satisfaction of the District.

GUIDING PRINCIPLES:

- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR OBJECTIVE:

- V) Maintain and improve Harbor Village facilities, infrastructure, and amenities.
 - 1) Ongoing investment in Harbor Village Infrastructure

BACKGROUND:

With changes to trash requirements as well as requirements to provide ADA access to trash facilities, a study was performed by Rasmussen & Associates in FY19-20 to evaluate modifications. The study recommended expanding and relocating some of the existing Village trash enclosures to best serve all nearby tenants and build an additional trash enclosure near 1691 Spinnaker Drive.

The City's permitting process now requires all trash enclosures be up to date with the current codes when applying for new restaurant permits. Therefore, all new trash enclosures within the Five-Year CIP will be modified to current City codes, County Health, and Americans with Disabilities Act (ADA) requirements. Staff continues to make improvements to trash facilities and management within Ventura Harbor Village to accommodate updated requirements for ADA and sanitation management. The new trash enclosures take into account these new requirements in their design.

On September 4, 2019, the Board approved the Notice of Completion for our first Trash Enclosure Improvement Project at 1591 Spinnaker Drive. On March 16, 2022, the Board approved the Notice of Completion for the second Trash Enclosure Improvement Project at 1575 Spinnaker Drive.

Current Project

This project continued the ADA upgrades of trash enclosures and constructed two new trash enclosures and removed three outdated structures at Harbor Village.

The FY22-23 Capital Improvement Plan (CIP) budget included \$350,000 for 1) new construction of two trash enclosure adjacent to 1559 and 1691 Spinnaker Drive and 2) the demolition of three existing trash enclosures within the Ventura Harbor Village complex parking lot.

On October 19, 2022, the Board awarded a bid to Carjul Engineering and Construction Corporation (Carjul) in the amount of \$177,000 to perform the Ventura Harbor Village 1559 and 1691 Spinnaker Drive New Trash Enclosure Project.

Due to the bid price being lower than anticipated, the CIP was reduced to \$225,000 at the mid-year budget adjustment.

Change Orders to the Scope of Work

The new trash enclosure designs require metal mesh fencing at the top to prevent birds accessing the bins. The extreme winds experienced during the atmospheric river events effectively sand blasted the mesh fencing at the new 1575 Spinnaker Dr. trash enclosure exposing a design shortcoming – the metal needs to be stainless steel to withstand the marine environment. Staff determined that a change order was necessary to upgrade the materials specified in the plans as well as decided to upgrade the mesh at the 1575 Spinnaker Dr. trash enclosure.

As the construction neared completion, staff determined that the demolition of the three trash enclosures allowed for new pavers to be used in the islands, rather than grass to reduce irrigation requirements. Staff recommended adding more pavers and drought tolerant vegetation on six nearby planters. These six planters are in high-traffic walking areas. . This addition will reduce domestic water usage, introduce drought tolerant plants, and lower maintenance cost.

Staff negotiated an amendment to the contract to incorporate both of these tasks for up to \$98,000 in additional work.

On May 3, 2023, the Board approved this Amendment to the Agreement with Carjul Engineering in the amount of \$98,000.00 for a total of \$275,000 for this additional work that included the installation of pavers in the Ventura Harbor Village parking lot medians and a budget adjustment to the project in the CIP from \$225,000.00 to \$275,000.00.

Near the end of the project, a principle/owner of Carjul passed away unexpectedly. Carjul completed the trash enclosure project's original scope of work and installed pavers at six islands. However, the upgrade of the mesh fencing was removed from the amended scope of work and provided to another contractor. Similarly, the installation of additional pavers was cancelled. Hence, the final project amount was less than anticipated as part of the amended contract.

FISCAL IMPACT:

On December 15, 2021, the Board approved a Funding Agreement with the State of California, acting through the State Lands Commission to receive \$1,060,484 allocated from the Coronavirus State Fiscal Recovery Fund. Those funds have been received by the District. Project number 4

(of 10) identified in that grant award is this trash enclosure replacement project. The approved budgeted amount for this project is \$350,000. The trash enclosure bid amount of \$177,000 from Carjul was within the adjusted FY22-23 Capital Improvement Plan budget as was the amended scope of work, budgeted at \$275,000.

The final amount of the project paid to Carjul was \$194,169.64.

ATTACHMENTS:

Attachment 1 – Location Map

Attachment 2 – Resolution No. 3484

Attachment 3 – Notice of Completion



RESOLUTION NO. 3484

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
ACCEPTING THE WORK OF CARJUL ENGINEERING AND CONSTRUCTION
CORPORATION FOR THE VENTURA HARBOR VILLAGE NEW TRASH ENCLOSURES
AT 1559 AND 1691 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 Carjul Engineering and Construction Corporation on the project entitled "1559 and 1691 New Trash Enclosure" described in the Agreement between Carjul Engineering and Construction Corporation and the Ventura Port District, hereinafter referred to as "District", dated November 14, 2022, 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, Carjul Engineering and Construction Corporation 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 Carjul Engineering and Construction Corporation as the District's Notice of Acceptance of said work.

PASSED, APPROVED and ADOPTED this 6th day of September 2023.

Michael Blumenberg, Chair

Attest:

Anthony Rainey, Secretary

ATTACHMENT 2

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

I, Anthony Rainey, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3484 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 6th day of September 2023, 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 6th day of September 2023.

Anthony Rainey, 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 May 4, 2023.
7. The work accomplished consisted of the new trash enclosures build at 1559 and 1691 Spinnaker Drive.
8. The name of the contractor for the project is Carjul Engineering and Construction Corporation pursuant to the Agreement, dated November 14, 2022.
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
SEPTEMBER 6, 2023**

**CONSENT AGENDA ITEM D
AWARD OF BID FOR THE VENTURA
HARBOR VILLAGE AND PORT DISTRICT
OUTDOOR HOLIDAY DECORATIONS AND
LIGHTING**

VENTURA PORT DISTRICT
BOARD COMMUNICATION

CONSENT AGENDA ITEM D
Meeting Date: September 6, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jennifer Talt Lundin, Marketing Manager
SUBJECT: Award of Bid for the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting

RECOMMENDATION:

That the Board of Port Commissioners award the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting Contract to The Holly Workshop in the amount not to exceed \$71,585.

SUMMARY:

The activation of Harbor Village and promenade through the installation of décor for the holidays benefit the Village tenants and enhance the visitor experience. The seasonal décor sets the tone for the Village as a destination and attraction-based marketing efforts that have been proven highly successful. This service agreement is inclusive of installation, labor, maintenance, restoration, and storage of the holiday décor and lights, as well as promenade activation of white lights on the bell light poles and illuminated messaging on the marquee signage.

GUIDING PRINCIPLES:

7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR OBJECTIVES:

V) Maintain and improve Harbor Village facilities, infrastructure, and amenities.

BACKGROUND:

Under the direction of the General Manager, the marketing team strategized, developed, and implemented a cohesive and unique seasonal holiday program three years ago to attract and entertain visitors, customers, and guests. With the introduction of “SEASON’S GREETINGS,” the colorful coastal theme has evolved to include a new marquee sign designed in conjunction with The Holly Workshop on the Village promenade directly across from the Village steps. This popular feature has expanded beyond the holiday season into a year-round placemaking component for the Harbor Village and the Ventura Harbor.

In 2021, the General Manager sought to further activate the evening ambiance with the introduction of the white lights on the Village promenade during the pandemic. This both elevated the nighttime experience while promoting public safety on the main walking corridor. Examples of these have been provided in Board reports and shared with the Ventura Harbor Village tenants.

The marketing team presented a seasonal décor program in the 2023-2024 Ventura Harbor Village Visitor Attraction Plan, approved by the Board.

The District published a request for bids for the Ventura Harbor Village and Port District Outdoor Holiday Decorations and Lighting on August 2, 2023. A mandatory pre-job walk was conducted on site on August 16, 2023. A public bid opening was held on Wednesday, August 30, 2023. Two (2) bids were received and read aloud per the District’s Procurement policies per typical practice, the lowest qualified bid (from They Holly Workshop) was reviewed for errors and omissions. The lowest qualified bid was determined to be responsive, and staff is recommending acceptance of the bid.

District staff continually strives to provide a pleasant shopping, dining, and entertainment experience. Holly Workshop specializes in holiday, streetscape, and electrical installation and upkeep, sensitivity to the Village flora and fauna, and knowledge and adherence to center and safety guidelines pertaining to the Village, promenade, and additional spaces.

FISCAL IMPACT:

The project bid amount was \$69,500 for the program and staff increased the project amount by 3% for any contingencies. This amount, including the contingency, is included in the Annual Decorations/Promenade Lighting & Flags for seasonal décor and marketing activation expenses in the approved FY23-24 budget.

ATTACHMENTS:

None.



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
SEPTEMBER 6, 2023

CONSENT AGENDA ITEM E
CONSIDERATION OF CLAIM RECEIVED
ON AUGUST 1, 2023

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM E
Meeting Date: September 6, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
SUBJECT: Consideration of Claim Received on August 1, 2023

RECOMMENDATION:

That the Board of Port Commissioners reject the claim filed against the Ventura Port District on August 1, 2023, by Cari McCormick.

SUMMARY:

Cari McCormick (“Claimant”) recently filed a claim against the District. This claim was submitted to the District’s Legal Counsel and Risk Manager, Carl Warren, for review. It has been recommended by Legal Counsel that the Board reject the claim as submitted. A Notice of Rejection has been prepared for the General Manager’s signature and mailing.

GUIDING PRINCIPLE:

6) Provide exceptional public service and organizational transparency.

5-YEAR OBJECTIVE:

E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.

BACKGROUND:

Ms. McCormick recently filed an Administrative Charge with the California Civil Rights Department alleging discrimination by the California Public Employee Retirement System (CalPERS). The claimant’s allegations center on how certain pension benefits are calculated and paid through CalPERS for disability retirement for employees 40 or over. There are 1,540 public agency’s listed in the charge, including the District. Claimant purports to represent a class of public employees that were similarly discriminated against.

FISCAL IMPACT:

This claim could result in damages in excess of \$10,000.

ATTACHMENTS:

None.



**BOARD OF PORT COMMISSIONERS
SEPTEMBER 6, 2023**

**STANDARD AGENDA ITEM 1
ADOPTION OF RESOLUTION No. 3485
APPROVING THE FINANCIAL
STATEMENTS AND CHECKS FOR
APRIL 2023 THROUGH JUNE 2023**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: September 6, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager
SUBJECT: Adoption of Resolution No. 3485 Approving the Financial Statements and Checks
for April 2023 through June 2023

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3485 to:

- a) Accept the draft financial statements for the Quarter ending June 30, 2023 pending final year-end reconciliations and audit adjustments.
- b) Review the payroll and regular checks for April through June 2023.

SUMMARY:

Attached for the Board's review are the draft financial statements for the quarter ended June 30, 2023, and the check registers for April through June 2023.

GUIDING PRINCIPLES:

- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 6) Provide exceptional public service and organizational transparency.

FIVE-YEAR OBJECTIVES:

- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures, and programs.
 - 1) Collaborate with business partners and stakeholders through increased engagement, communication, and participation.
- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
 - 5) Financial reporting

BACKGROUND:

The financial statements for the quarter ending June 30, 2023, shown as Attachment 2, consist of the Statement of Income and Expenses, Supplementary Notes, Distribution of Cash, Comparison of Lease Rents, and a Three-Year Comparative Statement of Revenue and Expenses. Implementing the new MRI financial software continues to be more of a challenge than expected to develop our financial statements. We are not able to present the Balance Sheet or Cash Flow statements for this period. These statements will be present in the final June 2023 audit reports.

This draft version is being presented to the Board as a preliminary look at the fiscal year which ended June 30, 2023. Staff is currently negotiating a professional services agreement with CLA (CliftonLarsonAllen LLP) to perform the fiscal year 2022-2023 audit.

Operational Disbursements

The accounts payable check registers for April through June can be found following the financial statement documents as Attachment 3. The registers include a brief description of the purpose for each check.

Staff is providing supplemental information for check expenditures exceeding \$20,000 that are non-routine below to correspond with the District's check signing policy.

April 2023 –

- MTC Maneri Direct was paid \$23,561 on 4/13/23 for the purchase of a Mini Matrix Message Board, batteries, and accessories. This mobile electronic traffic sign equipment purchase is in the approved FY22-23 Capital Improvement Plan.
- Shirck Underground was paid \$21,881 on 4/13/23 for the excavation/grooming of sand at Harbor Cove and Surfers Knoll due to storm damage.
- F.C.T. Construction was paid \$85,580 on 4/28/23 as a progress payment for the Margarita Villa deck and roof repair project and the renovations to the Courtesy Dockmasters office.

May 2023 -

- F.C.T. Construction was paid \$67,500 on 5/10/23 as a progress payment for services pertaining to the 1567 Spinnaker Drive Lighthouse building façade project.
- Carjul Engineering and Construction was paid \$41,011 on 5/10/23 towards the trash enclosure projects located near 1559 and 1691 Spinnaker in the Village parking lot.
- Tomar Construction was paid \$233,749 on 5/10/23 for services pertaining to the restroom renovations in the Village.

June 2023 –

- California JPIA (CA Joint Powers Insurance Assoc.) was paid \$455,285 on 6/6/23 for the annual general liability and workers compensation insurance premiums for FY23-24.
- Dept. of Parks and Recreation was paid \$106,436 on 6/6/23 toward the summer 2022 Lifeguard services program with the State.
- JPL Construction Inc was paid \$32,544 on 6/06/23 for the replacement/labor/materials of three parking lot light towers in the Harbor Cove beach parking lot.
- F.C.T. Construction was paid \$68,600 on 6/06/23 as a progress payment for services pertaining to the 1567 Spinnaker Drive Lighthouse building façade project and the 1559 building (Brophy's building) deck repair and waterproofing.
- Channel Coast Marine was paid \$22,965.40 on 6/21/23 to replace aging boat navigation equipment and accessories.

Details reflecting purchases made using the District's Wells Fargo Commercial credit cards for April through June 2023 are included as Attachment 4.

The Quarterly Treasurer's Report for the period ending June 30, 2023, has been included as Attachment 5. The District has all reserve funds invested with the Local Agency Investment Fund (LAIF) pooled money investment account through the State of California, Office of the Treasurer.

In accordance with Government Code 53065.5:

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

This report is 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. For this quarter, April and May contain two regular pay periods each. There were three pay periods in June along with the quarterly accrued compensation pay-off run for all departments.

FISCAL IMPACT:

The Statement of Income and Expenses reflects a positive 'Change in Net Position' of \$3,280,007 for the period ended June 30, 2023. This can partially be attributed to the insurance recovery of \$355,000 for Boat 17 loss. The remainder is a result of normal operations.

ATTACHMENTS:

- Attachment 1 – Resolution No. 3485
- Attachment 2 – Statement of Income and Expenses – Quarter Ended June 30, 2023
- Attachment 3 – Accounts Payable Check Registers – April - June 2023
- Attachment 4 – Wells Fargo Bank Credit Card Charges – April – June 2023
- Attachment 5 – Quarterly Treasurers Report – June 30, 2023
- Attachment 6 – Annual Reimbursement Disclosure Report FY22-23



RESOLUTION NO. 3485

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 June 30, 2023.
- B. The following Checks are hereby reviewed:
 - 1) Payroll checks and direct deposits #50984-51304 in the amounts of \$167,193 for April 2023 salaries, \$166,982 for May 2023 salaries, and \$307,718 for June 2023 salaries.
 - 2) Regular Checks #56446-56811 in the amounts of \$303,819 for April 2023 expenditures, \$574,560 for May 2023 expenditures, and \$968,236 for June 2023 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on September 6, 2023, Resolution No. 3485 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Michael Blumenberg, Chair

Anthony Rainey, Secretary

ATTACHMENT 2

VENTURA PORT DISTRICT STATEMENT OF INCOME, EXPENSES AND CHANGES IN NET POSITION FOR THE PERIOD ENDING JUNE 30, 2023

	<----- Quarter (3 mos) ----->			<----- Year-To-Date ----->		
	Budget	Activity	Variance	Budget	Activity	Variance
OPERATING REVENUES						
Parcel Lease Income	1,185,000	1,354,586	169,586	5,015,000	5,323,935	308,935
Dry Storage Income	22,800	21,094	(1,706)	90,000	80,744	(9,256)
Fisherman's Storage	22,100	22,277	177	88,000	87,974	(26)
Parking Income	12,000	18,116	6,116	65,000	53,706	(11,294)
Harbor Event Fees	16,500	4,604	(11,896)	40,000	22,266	(17,734)
Miscellaneous Income/Rentals	4,800	48,645	43,845	62,000	104,084	42,084
Village Income						
Harbor Village Lease Income	841,025	841,701	676	3,322,000	3,331,027	9,027
Commercial Fishing	54,000	49,616	(4,384)	310,000	375,695	65,695
Miscellaneous Income	950	5,484	4,534	3,500	14,098	10,598
Marketing Booth/Vendor Income/Sponsorsh	1,000	1,499	499	20,000	22,497	2,497
Merchants Promo Fund	29,400	30,179	779	117,000	118,299	1,299
Slip Rentals	252,000	272,256	20,256	1,000,000	1,168,296	168,296
Dock Electrical	10,400	14,300	3,900	40,000	54,702	14,702
C A M Income	105,000	95,766	(9,234)	396,000	377,770	(18,230)
Total Operating Revenues	\$ 2,556,975	\$ 2,780,123	\$ 223,148	\$ 10,568,500	\$ 11,135,093	\$ 566,593
OPERATING EXPENSES						
Personnel Expenses						
Salaries & Wages						
Regular Salaries	828,747	781,108	47,639	3,041,000	2,899,602	141,398
Part-time Help	24,219	10,916	13,303	90,000	24,270	65,730
Overtime Pay	30,500	42,917	(12,417)	120,000	150,856	(30,856)
Holiday Pay	12,275	7,102	5,173	49,100	57,977	(8,877)
Total Salaries & Wages	\$ 895,741	\$ 842,043	\$ 53,698	\$ 3,300,100	\$ 3,132,705	\$ 167,395
Other Personnel Expenses						
Retirement	182,789	197,374	(14,585)	679,000	682,555	(3,555)
Payroll Taxes	16,640	12,533	4,107	61,500	48,145	13,355
Worker's Comp Insurance	47,447	44,154	3,293	189,800	186,505	3,295
Medical & Life Insurance	79,509	63,613	15,896	318,000	265,982	52,018
Optional Benefit Plan	76,353	85,410	(9,057)	305,000	297,652	7,348
Other Post Employment Benefits	4,200	3,624	576	15,000	13,355	1,645
Uniforms & Tool Allowances	8,947	9,794	(847)	41,900	39,156	2,744
Total Other Personnel Expenses	\$ 415,885	\$ 416,502	\$ (617)	\$ 1,610,200	\$ 1,533,350	\$ 76,850
Total Personnel Expenses	\$ 1,311,626	\$ 1,258,545	\$ 53,081	\$ 4,910,300	\$ 4,666,055	\$ 244,245
General Expenses						
Advertising	4,500	1,888	2,612	21,500	20,795	705
Leasing & Real Estate	5,250	3,625	1,625	21,000	16,332	4,668
Auto Mileage & Allowance	2,500	1,665	835	10,000	5,924	4,076
Auto/Boat Equipment & Maintenance	44,507	58,065	(13,558)	177,500	137,840	39,660
Bad Debt	10,000	-	10,000	10,000	-	10,000
Bank Fees & Other Miscellaneous	2,885	327	2,558	11,500	3,133	8,367
Building Maintenance	49,135	66,453	(17,318)	201,000	159,625	41,375
Building Tenant Improvements	205,000	75,568	129,432	435,000	238,224	196,776
Communications	8,720	8,944	(224)	35,000	42,707	(7,707)
Conferences & Training	36,700	31,335	5,365	99,700	64,297	35,403
Dock Maintenance & Repairs	37,503	81,558	(44,055)	198,000	145,927	52,073
Equipment Rental	10,245	3,427	6,818	18,500	13,397	5,103
General Insurance	95,006	94,755	251	380,000	379,020	980
Grounds Maintenance	35,130	28,673	6,457	159,000	175,331	(16,331)

ATTACHMENT 2

	<----- Quarter (3 mos) ----->			<----- Year-To-Date ----->		
	Budget	Activity	Variance	Budget	Activity	Variance
General Harbor Maintenance	1,003	-	1,003	4,000	5,082	(1,082)
Janitorial Supplies	18,795	18,439	356	75,000	66,024	8,976
Land/Building Rental Expense	22,100	22,558	(458)	88,000	88,255	(255)
Marketing & Promotions	61,950	108,396	(46,446)	374,150	375,178	(1,028)
Memberships/Subscriptions/Software	18,870	36,916	(18,046)	109,500	118,880	(9,380)
Computer Equipment & Office Supplies	5,050	15,307	(10,257)	40,000	30,685	9,315
Operating Supplies	23,178	46,486	(23,308)	92,600	85,457	7,143
Other Equipment & Repairs	10,035	11,199	(1,164)	50,200	41,437	8,763
Legal, Judgements & Settlements	75,000	(4,532)	79,532	300,000	155,436	144,564
Professional/Outside Services	252,244	176,243	76,001	1,044,000	863,001	180,999
Prof. Serv.-Comm Fishing & Aquaculture	20,000	16,560	3,440	80,000	53,528	26,472
Utilities	116,170	102,419	13,751	465,700	451,367	14,333
Dredging Related Expenses	45,500	7,016	38,484	183,000	143,386	39,614
Total General Expenses	\$ 1,216,976	\$ 1,013,290	\$ 203,686	\$ 4,683,850	\$ 3,880,268	\$ 803,582
Total Operating Expenses	\$ 2,528,602	\$ 2,271,836	\$ 256,766	\$ 9,594,150	\$ 8,546,323	\$ 1,047,827
Operating Income (Loss) before Depreciation	\$ 28,373	\$ 508,287	\$ 479,914	\$ 974,350	\$ 2,588,770	\$ 1,614,420
Depreciation Expense	300,000	301,550	(1,550)	1,200,000	1,193,282	6,718
Operating Income (Loss)	\$ (271,627)	\$ 206,737	\$ 478,364	\$ (225,650)	\$ 1,395,488	\$ 1,621,138
NONOPERATING REVENUES/EXPENSES						
Investment Income	-	100,940	100,940	-	315,720	315,720
Tax Income	661,800	676,844	15,044	1,580,000	1,655,119	75,119
Other Nonoperating revenues	-	-	-	-	355,200	355,200
Special Funding	-	-	-	-	-	-
Interest Expense	8,418	8,419	1	442,000	441,520	(480)
Nonoperating Income (Loss)	\$ 653,382	\$ 769,365	\$ 115,985	\$ 1,138,000	\$ 1,884,519	\$ 745,559
CHANGES IN NET POSITION	\$ 381,755	\$ 976,102	\$ 594,349	\$ 912,350	\$ 3,280,007	\$ 2,366,697

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending June 30, 2023 – Budget to Actual Analysis

Many budget line items are not equally distributed over the course of a given year. In these circumstances, staff attempts to specify the period for planned expenditures or follow seasonal patterns when distributing the annual budget by month. However, where timing of expenses are uncertain, those line items are divided equally through the year which can result in variances by quarter.

This quarter reflects a positive upturn as did the same quarter last year. The revenue budget for fiscal year 2022-2023 remains on the conservative side given the uncertainties of the current economy.

Operating Income:

Parcel Lease Income – (exceeds budget \$308,935) This category reflects the cumulative balance for master tenant's rents. Primary factors for this increase can be attributed to most of the master tenant sales continuing to exceed our expectations, an increase in occupancy at Portside Ventura over this time last year offset by the room closures during the hotel's major renovation project during the past year.

Harbor Village Lease Income – (exceeds budget \$9,027) This category reflects retail, restaurants, offices, and charters. Overall this category is on budget for the fiscal year ending 6/30/23. This variance is a net result of retail income exceeding the budget and the restaurant and charter categories being under budget.

Commercial Fishing Income – (exceeds budget \$65,695) This category represents the fisheries building rent and the squid offloading income. This variance continues to primarily represent an increase for squid landings during the quarter that ended 12/31/22.

Slip Rentals – (exceeds budget \$168,296) This variance is up from \$148,040 at 3/31/23. The Marina Department had several of their large vessel tenants pay their slip fees for the entire year up front in January accounting for \$116,000 of variance in the third quarter alone. The marina manager is also able to back fill transient vessels in permanent tenants slips while these permanent vessels are fishing up north.

Operating Expenses:

Personnel Expenses – (under budget \$244,245) This variance is the net effect of salaries and wages being under budget \$167,395 and other personnel expenses being under budget \$76,850.

- Regular wages are under budget by \$141,398 through 6/30/23 3/31/23. This category is distributed evenly throughout the year based on 2 or 3 paychecks per month, as appropriate. The main cause for the variance continues to be in Maintenance department. The recruitment for one position was filled in June. This position is reflected in the current budget for the whole year. Also, there was about a one month gap between the Maintenance Tech II retiring and the new Maintenance Tech II coming on board in January.
- The overtime category exceeds the budget by \$30,856. This category was adjusted at mid-year for Patrol to reflect the additional overtime pay needed through 12/31/22. The unexpected weather conditions created an increased need for overtime during the quarter ending 3/31/23. Although grant reimbursement is being sought, any revenue received from another government agency is considered revenue and not a reduction in expenses.
- Part-time salaries are under budget \$65,730. The hiring of part-time officers took place late in the year in order to prioritize the training of the new full-time officers.
- Other personnel expenses are under budget \$76,850. All of the categories in this group are affected by the new recruits during the year, many of which did not take place as early as forecast.

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending June 30, 2023 – Budget to Actual Analysis

- The medical insurance category is under budget \$52,018 for the year. This category includes the budget for two full-time employees who chose not to participate in the District's medical health plan and two more employees that changed during the last half of the year. Also one fulltime maintenance position was filled in June. This position was budgeted for the full year.

Auto/Boat Equipment & Maintenance – (under budget \$39,660) This variance continues to be primarily in boat maintenance. The boat maintenance budget is reflective of planned maintenance and monies for unanticipated issues. The budget is averaged over a 12 month period because emergency repairs may take priority over scheduled maintenance. In addition to emergency repair disruptions, there are frequent delays due to supply chain challenges and vendor availability. \$17,183 of this variance reflects the quarter ended 3/31/23. Conversely, the current quarter reflects an increase in spending of \$13,558 over budget.

Building Maintenance – (under budget \$41,375) This budget line was divided by 12 and spread evenly thru the year. Building maintenance includes planned and unplanned repairs. The timing is not always clear, so the budget is distributed evenly. In the current quarter, \$17,318 was over budget reducing the overall annual variance. Timing allowed for an increase in maintenance for the quarter ended 6/30/23.

Building Tenant Improvements – (under budget \$196,776) This budget line was divided up for eleven months at \$25,000 and then the remaining \$160,000 was budgeted to the month of June 2023. The improvements in June 2023 have a reduced possibility of needing to be completed in the current year. Tenant Improvements contain both, planned improvement needs, and a contingency for possible needs. The timing of tenant improvements is seldom clear, so this year the budget was distributed a little differently. The facilities department has performed in-house labor for most every TI project needed so far thereby creating a significant savings to the District by not hiring outside contractors. We have been fortunate that our TI's have been on or under budget thanks to the Facilities department assisting by installing window blinds, performing minor painting touch up, installing hardware, detail cleaning, minor floor repairs, etc. The current quarter ending 6/30/23 is under budget \$129,432 as permitting for some improvements took longer than anticipated.

Dock Maint. & Repairs – (under budget \$52,073) This variance is primarily in the Village Marina department. \$100,000 has been budgeted for repairs to the Village slips. This maintenance was divided by 12 months equally as it was not known when the repairs would be made. Some of these repairs are still scheduled to be completed before 6/30/23. Others will be postponed to the new year due to weather delays, supply chain issues for some components, and scheduling for the contractor. The current quarter ending 6/30/23 exceeds the budget by \$44,055.

Marketing and Promotions – (under budget \$1,028) Our Marketing Manager attempts to distribute their budget based on scheduled events and advertising promotions. This variance is primarily in advertising and event production categories as well as the vacant part-time position. Many of the expenses earmarked for December promotion/event spend can come in early the next year based on vendor billing cycles. \$12,567 of this variance reflects the quarter ended 3/31/23. In the fourth quarter ending 6/30/23, marketing utilized the remainder of their budget in preparing for summer events and advertising.

Legal-Professional Services – (under budget \$144,564) \$10,068 of this variance reflects the quarter ending 3/31/23 and \$79,532 of this variance reflects the current quarter ending 6/30/23. Staff has been successful in maintaining a reduction in the need for legal assistance where possible.

Other Professional/Outside Services - (under budget \$180,999) Except for State Lifeguard Services, this category is distributed evenly throughout the year. Not all services are administered evenly each month but given the disparity of services needed through the various departments, it is not possible to know exactly when all the different services will be needed. \$58,416 of this variance reflects the quarter ended 3/31/23 and \$76,000 reflects the current quarter ending 6/30/23.

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending June 30, 2023 – Budget to Actual Analysis

Non-operating Revenue and Expenses:

Investment Income (exceeds budget \$315,720) This variance is a direct result of an increased fund balance and the income earned from LAIF investments being offset by the year to date change in the fair market value loss on the LAIF investment funds. The fair market value for LAIF decreased slightly to 98.4% of its cash value. Although we are required to book this fair market value loss, the actual funds in LAIF retain their full cash value. For the current quarter, investment earnings exceeded the fair market value loss resulting in a net increase of \$100,940 for the current quarter. The prior quarter reflected an increase of \$206,025. The fund balance increased \$1.3 million during the fiscal year primarily due to overall expenses being less than budgeted and some delays in capital improvements. Given the uncertainty of investment income rates and the changes in fair market at the time of the budget preparation, no investment income was budgeted.

Special funding

Other Non-Operating Income – (exceeds budget \$355,200) This income primarily reflects the JPIA insurance recovery of \$350,000 for the loss of Boat 17 during the tsunami earlier this year as shown in the first quarter. \$5,200 was received in December for the sale of Boat 17. This income was not confirmed at the time of the final budget.

ATTACHMENT 2

VENTURA PORT DISTRICT
DISTRIBUTION OF CASH AS OF JUNE 30, 2023

Enterprise Fund	Current Balance
Cash	
Cash on Hand (undeposited)	2,538
Cash in Checking (Wells Fargo)	701,883
Merchant Fund (Wells Fargo)	8,397
Cash in County Treasury	19,253
Grant Checking Account (Wells Fargo)	42,105
Total Cash Available for Normal Operations	<u>\$ 774,176.00</u>
Investments Unrestricted Reserves	
Local Agency Investment Fund (LAIF)	4,243,834
Total Investments Unrestricted Reserves	<u>\$ 4,243,834</u>
Capital Improvement Reserves	
Local Agency Investment Fund (LAIF)	8,281,691
Total Capital Improvement Reserves	<u>\$ 8,281,691</u>
Dredging Reserves	
Local Agency Investment Fund (LAIF)	3,000,000
Total Dredging Reserves	<u>\$ 3,000,000</u>
Fisheries Complex Reserves	
Local Agency Investment Fund (LAIF)	205,249
Total Fisheries Complex Reserves	<u>\$ 205,249</u>
TOTAL CASH AND INVESTMENTS	<u><u>\$ 16,504,950</u></u>

ATTACHMENT 2

Ventura Port District
Comparison of Lease Rent

	Year to Date Ended <u>6/30/2023</u>	Year to Date Ended <u>6/30/2022</u>	Increase (Decrease)	
Parcel Leases				
VHMA/Derecktor Marine	276,575	238,597	37,978	16%
Sheraton 4 Points-Harbortown	555,790	597,087	(41,297)	-7%
Harbortown Point	87,076	86,790	286	0%
Oceans West Marina	386,695	370,992	15,703	4%
Ventura Isle Marina	1,035,469	893,894	141,575	16%
Ventura Marina Mobile Park	596,934	548,130	48,804	9%
Ventura West Marina	645,633	609,226	36,407	6%
Ventura Yacht Club	149,683	141,433	8,250	6%
Vta Harbor Boatyard	389,099	380,764	8,335	2%
Portside Partners Ventura Harbor	1,200,981	997,376	203,605	20%
Total Parcel Lease	<u>5,323,935</u>	<u>4,864,289</u>	<u>459,646</u>	9%
Appreciation rent & Option Fee	<u>-</u>	<u>78,000</u>	<u>(78,000)</u>	-100%
Total Parcel Leases	5,323,935	4,942,289	381,646	8%
Ventura Harbor Village				
Retail Rents	710,064	640,600	69,464	11%
Restaurant Rents	1,368,498	1,394,733	(26,235)	-2%
Office Rents	782,489	766,465	16,024	2%
Charters	469,975	477,250	(7,275)	-2%
Assignment Fees	<u>-</u>	<u>-</u>	<u>-</u>	0%
Total Village	3,331,026	3,279,048	51,978	2%
Commercial Fishing	375,695	353,850	21,845	6%
TOTAL	9,030,656	8,575,187	455,469	5%

Quarterly Report
(Unaudited)

ATTACHMENT 2

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

	<u>Quarter Ending June 30th</u>			<u>Year-To-Date June 30th</u>			FY21-22 to Current Yr
	2020-21	2021-22	Current	2020-21	2021-22	Current	
<u>Operating Income</u>							
Parcel Leases	1,045,798	1,038,524	1,354,586	3,962,593	4,676,722	5,323,935	14%
Assignment/Option Fee	-	78,000	-	912,209	78,000	-	0%
Dry Storage	23,104	18,792	21,094	89,491	83,465	80,744	-3%
Other Operating	57,114	61,865	93,642	270,323	272,905	268,030	-2%
Harbor Village Leases	834,269	711,911	841,701	2,817,167	3,159,653	3,331,027	5%
Commercial Fishing	72,041	50,992	49,616	213,583	338,451	375,695	11%
Slips	223,367	270,780	272,256	839,046	1,020,887	1,168,296	14%
CAM	76,875	95,707	95,766	286,551	379,479	377,770	0%
Marketing	18,460	34,682	31,678	64,536	142,774	140,796	-1%
Electrical Slips	7,436	9,653	14,300	26,241	46,346	54,702	18%
Other Operating	795	2,047	5,484	1,939	4,221	14,098	234%
Total Operating Income	2,359,259	2,372,953	2,780,123	9,483,679	10,202,903	11,135,093	9%
<u>Operating Expenses</u>							
Harbor Patrol	359,813	401,187	515,771	1,494,472	1,615,916	1,885,626	17%
Maintenance	336,171	406,050	438,365	1,364,069	1,499,778	1,614,150	8%
Administration	770,377	532,136	621,622	2,577,693	2,015,176	2,433,352	21%
Marina	274,256	239,270	281,838	854,637	889,804	941,496	6%
C A M	201,046	196,794	224,526	779,545	798,015	886,058	11%
Marketing	215,966	157,883	164,356	511,658	575,521	623,913	8%
Dredging	225,526	78,368	25,358	426,259	181,680	161,728	-11%
Total Operating Expenses	2,383,155	2,011,688	2,271,836	8,008,333	7,575,890	8,546,323	13%
NET OPERATING INCOME	(23,896)	361,265	508,287	1,475,346	2,627,013	2,588,770	-1%
<u>Non-operating Income</u>							
Interest	(3,019)	(18,766)	100,940	7,507	(141,267)	315,720	-323%
Interest income Tenants	-	797,853	-	-	797,853	-	0%
Taxes	613,843	621,534	676,844	1,477,536	1,548,615	1,655,119	7%
Other-JPIA Insurance Recovery	378,714	235,019	-	396,866	1,316,654	355,200	100%
Total Non-operating Income	989,538	1,635,640	777,784	1,881,909	3,521,855	2,326,039	-34%
<u>Non-Operating Expenses</u>							
Depreciation	344,138	411,169	301,550	1,122,136	1,297,927	1,193,282	-8%
Debt Service	(7,785)	21,008	8,419	552,176	456,839	441,520	-3%
Other	83,235	5,228	-	83,235	5,228	-	0%
Total Non-Operating Expenses	419,588	437,405	309,969	1,757,547	1,759,994	1,634,802	-7%
NET NON-OPER. INCOME	569,950	1,198,235	467,815	124,362	1,761,861	691,237	-61%
NET CHANGE IN POSITION	546,054	1,559,500	976,102	1,599,708	4,388,874	3,280,007	-25%

Quarterly Report
(Unaudited)

ATTACHMENT 3

Accounts Payable Check Register - April 2023

Ventura Port District
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>
56446	4/13/2023		VOID	Printing error		-
56447	4/13/2023	000114	AFLAC	Salary reduction benefit	948.74	
56448	4/13/2023	000116	Alejandra's Nursery	VHV landscape	779.30	
56449	4/13/2023	000117	Alertline Communications	VPD elevator phone	702.00	
56450	4/13/2023	000122	All That's Fit to Print	Marketing-advertising	750.00	
56451	4/13/2023	000141	Aramsco, Inc	VHV janitorial supplies	1,631.30	
56452	4/13/2023	000158	Beacon Marine Chandlery Inc	VHV window sill, miscellaneous boat parts	46.62	
56453	4/13/2023	000161	Bellingham Marine Ind. Inc.	Dock rods	6,186.50	
56454	4/13/2023	000175	Brian Pendleton	Reimburse LCW conference expenses	246.28	
56455	4/13/2023	000181	C E D (California Electrical Distributors)	1583 building exterior lights	708.89	
56456	4/13/2023	000198	Carpi & Clay	Washington lobbyist	5,000.00	
56457	4/13/2023	000214	Cintas Corp #684	Uniforms, rugs, towel	1,113.64	
56458	4/13/2023	000222	Coastal Pipco	Return-drain repair, VHV hose bibs, 1567 drain repair	296.69	
56459	4/13/2023	000238	Custom Embroidery	VPD maintenance hats	516.68	
56460	4/13/2023	000239	CyberCopy Inc.	VPD aerial map	8.08	
56461	4/13/2023	000241	DATACHECK	Tenant screening	35.00	
56462	4/13/2023	000251	Dial Security Inc	NPS 1431 security monitoring, fire alarms, Courtesy Dockmaster cover	1,472.05	
56463	4/13/2023	000265	E.J. Harrison & Sons Inc.	Storm damage clean up	93.00	
56464	4/13/2023	000274	Farmer Bros. Co	Coffee supplies	380.48	
56465	4/13/2023	000302	Grainger Inc.	VPD shop stock-bulbs, VHV sheet holders	353.12	
56466	4/13/2023	000304	Green Thumb International	VHV landscape supply	60.34	
56467	4/13/2023	000309	HDS White Cap Const. Supply	VHV walkway repairs	551.46	
56468	4/13/2023	000310	Health & Human Resource Center	Employee Assistance Program (EAP)	218.82	
56469	4/13/2023	000323	Industrial Bolt and Supply	VHV building hardware	7.24	
56470	4/13/2023	000329	Jani-King of CA Inc.	VHV janitorial service	6,808.22	
56471	4/13/2023	000330	JaniTek Cleaning Solutions	NPS janitorial service	70.62	
56472	4/13/2023	000349	JPL Construction Inc	VPD admin gas valve	984.00	
56473	4/13/2023	000354	K & L Gates LLP	Aquaculture advocacy	5,080.00	
56474	4/13/2023	000375	LegalShield	Prepaid legal-Apr 23	83.70	
56475	4/13/2023	000377	Liebert Cassidy Whitmore	HR Services	1,162.00	
56476	4/13/2023	000402	Matilija Water	Reverse osmosis/cooler	64.86	
56477	4/13/2023	000404	McCormix Corp.	VPD maintenance vehicle	474.59	
56478	4/13/2023	000413	Muzicraft Inc.	Village ambient music	329.50	
56479	4/13/2023	000423	Pacific Oil Company	VPD waste oil disposal, antifreeze disposal, oily water disposal	435.00	
56480	4/13/2023	000436	Photo-Scan of Los Angeles	Key card monthly sup	957.95	
56481	4/13/2023	000450	ReadyRefresh	Bottled Water service	279.96	

ATTACHMENT 3

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
56482	4/13/2023	000454	Ricoh USA, Inc. *** VOID ***	Correct invoice		-
56483	4/13/2023	000456	Ring Central Inc	Monthly phone service	982.89	
56484	4/13/2023	000477	Sergio Gonzalez	Reimburse conference expenses	248.90	
56485	4/13/2023	000478	Service-Pro Fire Protection	Quarterly fire sprinkler inspection	805.00	
56486	4/13/2023	000489	Smith Pipe & Supply Inc.	Dock water line, VHV landscape	471.24	
56487	4/13/2023	000509	Sunbelt Rentals, Inc.	Skidster rental-storm damage clean up	1,638.74	
56488	4/13/2023	000515	Susan Bejeckian Public Relations	Marketing-advertising	1,500.00	
56489	4/13/2023	000539	Tim Burrows	Reimburse Mariner license	325.00	
56490	4/13/2023	000540	Time To Shine	VHV window cleaning	2,755.00	
56491	4/13/2023	000541	Todd Mitchell	Reimburse medical	948.56	
56492	4/13/2023	000562	Ventana Monthly	Marketing-advertising	750.00	
56493	4/13/2023	000571	Ventura County Reporter	Marketing-advertising	525.00	
56494	4/13/2023	000579	Ventura Harbor Storage	Fishermen's storage fee	7,299.66	
56495	4/13/2023	000582	Ventura Locksmiths	1575 #201 office suite door rekey	30.00	
56496	4/13/2023	000602	West Marine Pro	Dock power receptacle, PFD, lifejackets, miscellaneous boat parts	2,482.10	
56497	4/13/2023	000627	F.C.T. Construction	1559 building rain gutters	7,700.00	
56498	4/13/2023	000635	Alyssa Park	Marketing-content develop	730.00	
56499	4/13/2023	000651	Nick Givens	Replace lost payroll check for PE 08/09/22	128.30	
56500	4/13/2023	000677	Light Beacon Photography LLC	Marketing-content development	270.00	
56501	4/13/2023	000678	MTC Maneri Direct	Electronic mobile signage	23,560.66	
56502	4/13/2023	000679	Shirck Underground	Excavation of sand from storm damage	21,880.71	
56503	4/13/2023	000454	Ricoh USA, Inc.	VPD copier lease	630.61	
56504	4/13/2023	000454	Ricoh USA, Inc.	Additional paper usage fee	101.65	
56505	4/19/2023	000570	Ventura County Recorder	NOC-roofing project	24.00	
56506	4/28/2023	000107	Accurate First Aid Services	Replenish first aid stations	378.65	
56507	4/28/2023	000116	Alejandra's Nursery	1591 plants-Le Petit building	591.61	
56508	4/28/2023	000118	Alexandria Danielson	Marketing-advertising production	330.00	
56509	4/28/2023	000122	All That's Fit to Print	Marketing-advertising production	90.00	
56510	4/28/2023	000141	Aramsco, Inc	VHV janitorial supplies	3,525.70	
56511	4/28/2023	000153	B & R Tool Supply Co.	Vehicle M55 accessories	180.59	
56512	4/28/2023	000158	Beacon Marine Chandlery Inc	VPD door hardware	17.09	
56513	4/28/2023	000181	C E D (California Electrical Distributors)	Dockmaster office renovations	585.03	
56514	4/28/2023	000185	Cal Termite & Pest Control	VHV pest control	350.00	
56515	4/28/2023	000200	Carquest Auto Parts	HP truck battery, B19 octane booster	286.11	
56516	4/28/2023	000208	Certified Folder Display	Marketing-advertising	1,375.00	
56517	4/28/2023	000214	Cintas Corp #684	Uniforms, rugs, towel	944.73	
56518	4/28/2023	000216	City of Ventura	Trash service	100.00	
56519	4/28/2023	000218	Coastal Architects	VHV signage project	2,850.00	
56520	4/28/2023	000236	Cumulus Broadcasting Inc.	Marketing-advertising	3,000.00	
56521	4/28/2023	000239	CyberCopy Inc.	VPD waypoint signage, public signage, maps, banners	2,911.13	
56522	4/28/2023	000251	Dial Security Inc	Courtesy Dockmaster coverage	1,276.00	

ATTACHMENT 3

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
56523	4/28/2023	000258	Downtown Ventura Partners	Marketing-advertising	300.00	
56524	4/28/2023	000264	Dunn Edwards	VHV common area step	58.48	
56525	4/28/2023	000265	E.J. Harrison & Sons Inc.	1431 NPS trash svc, storm damage clean up, VHV trash service	9,031.09	
56526	4/28/2023	000280	Ferguson Enterprises Inc.	Faucet repair	75.41	
56527	4/28/2023	000286	Fourest Tree Service, Inc	1567 Spinnaker area tree removal	800.00	
56528	4/28/2023	000302	Grainger Inc.	VPD shop stock, faucet repair, 1559 building light bulbs	1,296.93	
56529	4/28/2023	000323	Industrial Bolt and Supply	Signage hardware	32.76	
56530	4/28/2023	000326	J. W. Enterprises	1691 building portable restrooms	1,236.53	
56531	4/28/2023	000329	Jani-King of CA Inc.	VPD fridge cleaning	75.00	
56532	4/28/2023	000333	Jennifer Talt-Lundin	Reimburse mileage	106.77	
56533	4/28/2023	000334	Jensen Design & Survey Inc.	Harbor Cove wall shower improvements	1,750.00	
56534	4/28/2023	000347	Jose A. Gonzalez	Reimburse mileage	116.46	
56535	4/28/2023	000349	JPL Construction Inc	VPD generator and battery	857.79	
56536	4/28/2023	000355	Karen Eden	Marketing-entertainment/music	300.00	
56537	4/28/2023	000377	Liebert Cassidy Whitmore	HR Services	1,162.00	
56538	4/28/2023	000403	Mathew Relis	Marketing-entertainment/music	300.00	
56539	4/28/2023	000404	McCormix Corp.	VPD vehicle fuel	558.58	
56540	4/28/2023	000414	Noble Consultants Inc.	Fish pier report	234.00	
56541	4/28/2023	000422	Pacific Marine Repair	Boat starboard repair	481.37	
56542	4/28/2023	000428	Passport Labs Inc	Monthly citation fee	28.79	
56543	4/28/2023	000436	Photo-Scan of Los Angeles	VHV monthly monitoring service	100.00	
56544	4/28/2023	000446	Quadient Finance USA Inc *** VOID ***	Correct invoice		-
56545	4/28/2023	000454/2	Ricoh USA, Inc.	Additional paper usage fee	92.83	
56546	4/28/2023	000455	Rincon Consultants, Inc.	Dredge support and permitting	5,772.25	
56547	4/28/2023	000460	Ruby Hedrick	Reimburse mileage	79.26	
56548	4/28/2023	000471	Searle Creative Group	Marketing-advertising, content development	1,286.25	
56549	4/28/2023	000487	SiteOne Landscape Supply,LLC	VHV trash enclosure	313.97	
56550	4/28/2023	000489	Smith Pipe & Supply Inc.	VHV ground maintenance	37.79	
56551	4/28/2023	000496	Standard Insurance Company	Group Term Life/Long-term Disability	3,508.05	
56552	4/28/2023	000502	Steve Stafford	Marketing-entertainment/music	300.00	
56553	4/28/2023	000508	Sun Life Financial	Dental insurance premiums	1,455.68	
56554	4/28/2023	000511	Sunridge Landscape Maint., Inc	VPD mowing service	3,600.00	
56555	4/28/2023	000512	Sunrise Music	Marketing-entertainment/music	800.00	
56556	4/28/2023	000519	Swift Chip, Inc	IT services, Backup server, Micro soft -Apr 2023	9,980.00	
56557	4/28/2023	000525	Teresa Russell	Marketing-entertainment/music	300.00	
56558	4/28/2023	000538	ThyssenKrupp Elevator Corp	1583 building elevator repair	319.73	
56559	4/28/2023	000540	Time To Shine	VHV window washing	5,747.50	
56560	4/28/2023	000542	Tomar Construction	1559/1575 buildings drain line, launch ramp dock	6,215.00	
56561	4/28/2023	000544	Traffic Technologies LLC	VHV curb painting	804.52	
56562	4/28/2023	000572	Ventura County Star	Marketing-advertising	874.30	
56563	4/28/2023	000580	Ventura Harbor Storage Enterprise	Fisherman's storage rental lot annual pro-rata tax 22-23	379.74	

ATTACHMENT 3

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
56564	4/28/2023	000592	Vision Service Plan-(CA)	Employee vision plan	839.25	
56565	4/28/2023	000602	West Marine Pro	HP training supplies, safety equipment, ring buoy. miscellaneous boat p	1,540.94	
56566	4/28/2023	000616	Zero Waste USA	Dog waste disposal mitts	930.64	
56567	4/28/2023	000624	Mavcco Fuel	March boat fuel	1,330.58	
56568	4/28/2023	000627	F.C.T. Construction	Margarita Villa deck, TI-Dockmaster office	85,580.00	
56569	4/28/2023	000631	Creative Coast Productions	Marketing-entertainment/music	300.00	
56570	4/28/2023	000637	Telcom Inc	HP radio accessories, boat radio install	1,609.67	
56571	4/28/2023	000650	Mr. Tire & Service	Vehicle M46 tires	655.95	
56572	4/28/2023	000654	Garret Winter	Reimburse DBW training expenses	187.09	
56573	4/28/2023	000655	Brendan Donohue	Reimburse DBW training expenses	249.87	
56574	4/28/2023	000665	Castle & Gray International Inc	1567 building re-roof consultation	5,000.00	
56575	4/28/2023	000676	Taylor Plasch	Reimburse DBW training expenses	155.66	
56576	4/28/2023	000683	Mike Kimble Plumbing Inc	1559 building scope work	660.00	
56577	4/28/2023	000684	ESO Solutions Inc	Harbor Patrol online software	2,785.00	
56578	4/28/2023	000685	WSP USA Inc	Commercial Fishing business plan	7,609.31	
56579	4/28/2023	000686	Department of Justice	Registration renewal fees	200.00	
					<u>\$ 303,819.08</u>	<u>\$ -</u>
<u>Wells Fargo Grant Account</u>					<u>\$ -</u>	<u>\$ -</u>
no activity						
<u>Total All Check Registers</u>					<u>\$ 303,819.08</u>	<u>\$ -</u>

ATTACHMENT 3

Accounts Payable Check Register - May 2023

Ventura Port District
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>
56580	5/5/2023	000446/TX	Quadient Finance USA Inc	Postage machine lease	431.66	
56581	5/10/2023	000101	3Digit Media	Marketing-advertising	1,243.00	
56582	5/10/2023	000114	AFLAC	Salary reduction benefit	948.74	
56583	5/10/2023	000141	Aramsco, Inc	Janitorial supplies	3,431.74	
56584	5/10/2023	000165	Blue Highways Production LLC	Marketing-advertising	750.00	
56585	5/10/2023	000198	Carpi & Clay	Washington lobbyist	5,000.00	
56586	5/10/2023	000214	Cintas Corp #684	Uniforms, towels, rugs	773.54	
56587	5/10/2023	000217	Clifton Larson Allen LLP	Audit, lease accounting	12,789.00	
56588	5/10/2023	000218	Coastal Architects	Monument project	6,800.00	
56589	5/10/2023	000241	DATACHECK	Pre employment screening	63.00	
56590	5/10/2023	000248	Derecktor Ventura Inc.	Boat hydro wash	724.00	
56591	5/10/2023	000251	Dial Security Inc	1431 NPS monitoring, Village guard service	2,082.25	
56592	5/10/2023	000265	E. J. Harrison & Sons Inc.	Trash service	608.27	
56593	5/10/2023	000280	Ferguson Enterprises Inc.	VHV restroom repair, 1567 building water heater	912.24	
56594	5/10/2023	000304	Green Thumb International	VHV equipment	102.72	
56595	5/10/2023	000312	Henderson Marine	Storm damage, Docks	4,180.88	
56596	5/10/2023	000330	JaniTek Cleaning Solutions	Janitorial 1431/1691 NPS	76.62	
56597	5/10/2023	000334	Jensen Design & Survey Inc.	Harbor Cove beach engineering path of travel	672.50	
56598	5/10/2023	000366	L.A. Parent	Marketing-advertising	1,900.00	
56599	5/10/2023	000370	Lagerlof LLP	Legal services	21,234.69	
56600	5/10/2023	000404	McCormix Corp.	Maintenance vehicles fuel	479.49	
56601	5/10/2023	000413	Muzicraft Inc.	Village ambient music	329.50	
56602	5/10/2023	000423	Pacific Oil Company	Oil filters-pickup, waste oil disposal, flammable disposal	1,485.00	
56603	5/10/2023	000428	Passport Labs Inc	Monthly citation fee	576.54	
56604	5/10/2023	000449	Rasmussen & Associates Inc	Margarita Villa deck, 1567 Surf Taco patio	1,246.81	
56605	5/10/2023	000450	ReadyRefresh	Bottled water service	443.04	
56606	5/10/2023	000455	Rincon Consultants, Inc.	Parcels 20 & 14, Dredge support, Dredge permitting	6,698.30	
56607	5/10/2023	000471	Searle Creative Group	Marketing-advertising, Web content, Website maintenance	892.50	
56608	5/10/2023	000475	Sema Connect Inc.	EV Charging stations	720.00	
56609	5/10/2023	000487	SiteOne Landscape Supply, LLC	Building supplies 1567 building	1,839.91	
56610	5/10/2023	000542	Tomar Construction	Patrol dock gangway	11,700.00	
56611	5/10/2023	000572	Ventura County Star	Legal notices	888.82	
56612	5/10/2023	000579	Ventura Harbor Storage	Fisherman's Storage fee	7,299.66	
56613	5/10/2023	000602	West Marine Pro	Boat parts	31.15	
56614	5/10/2023	000624	Mavcco Fuel	Boat fuel	2,147.50	
56615	5/10/2023	000627	F. C. T. Construction	Lighthouse building facade renovation project	67,500.00	
56616	5/10/2023	000640	Carjul Engineering and Construction Corp	Trash enclosure project	41,011.16	
56617	5/10/2023	000670	Quality Windows, Inc	1591/1559 windows	1,804.83	

ATTACHMENT 3

Check	Date	Payee	Name	Description	Amount	Amount
56618	5/10/2023	000687	RRM Design Group	Parcel 5 visioning	3,245.00	
56619	5/16/2023	000542	Tomar Construction	ADA restroom remodel	233,748.82	
56620	5/25/2023	000101	3Digit Media	Marketing-advertising	1,800.00	
56621	5/25/2023	000107	Accurate First Aid Services	Replenish first aid stations	271.21	
56622	5/25/2023	000141	AramSCO, Inc	Janitorial supplies	1,666.04	
56623	5/25/2023	000146	ASCAP	Marketing-entertainment/music	2,776.00	
56624	5/25/2023	000158	Beacon Marine Chandlery Inc	B1 miscellaneous supplies, 1559 building restroom repair	108.96	
56625	5/25/2023	000174	Brendan Daly	Marketing-content development	425.00	
56626	5/25/2023	000179	Burons Preferred Pumping Inc.	1575 building hydro jet	485.00	
56627	5/25/2023	000181	C E D (California Electrical Distributors)	Stock-switch plates	19.29	
56628	5/25/2023	000199	Carpinteria Magazine	Marketing-advertising	995.00	
56629	5/25/2023	000200	Carquest Auto Parts	HP truck door lock, M50 vehicle repair	168.99	
56630	5/25/2023	000204	CCI Central	VPD Postage machine ink	215.52	
56631	5/25/2023	000214	Cintas Corp #684	Uniforms, rugs, towels	1,477.33	
56632	5/25/2023	000215	The City of Ventura	Trash service	100.00	
56633	5/25/2023	000221	Coastal Occupational Medical	Pre employment exams	260.00	
56634	5/25/2023	000238	Custom Embroidery	VPD work jacket	79.71	
56635	5/25/2023	000239	CyberCopy Inc.	Bid posting 1559 building TI	74.00	
56636	5/25/2023	000250	Destination Innovate, LLC	Marketing-advertising	1,000.00	
56637	5/25/2023	000258	Downtown Ventura Partners	Marketing-advertising	300.00	
56638	5/25/2023	000263	Duncan McIntosh Co., Inc.	Marketing-advertising	1,500.00	
56639	5/25/2023	000265	E.J. Harrison & Sons Inc.	Trash service	9,822.18	
56640	5/25/2023	000274	Farmer Bros. Co	Coffee supplies	205.11	
56641	5/25/2023	000302	Grainger Inc.	VHV restroom hand dryers, VHV restroom outlet covers, VPD light bulb stock, Safety ec	912.15	
56642	5/25/2023	000309	HDS White Cap Const. Supply	Waypoint signage	557.02	
56643	5/25/2023	000310	Health & Human Resource Center	Employee Assistance Program (EAP)	218.82	
56644	5/25/2023	000329	Jani-King of CA Inc.	VHV Janitorial, VPD fridge cleaning	6,883.22	
56645	5/25/2023	000330	JaniTek Cleaning Solutions	NPS janitorial, Mktg/Marina janitorial, NPS janitorial	1,510.04	
56646	5/25/2023	000347	Jose A. Gonzalez	Reimburse-mileage	80.88	
56647	5/25/2023	000348	Joseph M. Ramieri	Marketing-entertainment/music	300.00	
56648	5/25/2023	000349	JPL Construction Inc	Consulting services, Boat repairs, Marina hoist	5,687.50	
56649	5/25/2023	000354	K & L Gates LLP	Aquaculture advocacy	6,580.00	
56650	5/25/2023	000355	Karen Eden	Marketing-entertainment/music	300.00	
56651	5/25/2023	000375	LegalShield	Prepaid legal-May 23	83.70	
56652	5/25/2023	000403	Matthew Relis	Marketing-entertainment/music	300.00	
56653	5/25/2023	000407	Meredith Operations Corporation	Marketing-advertising	2,425.00	
56654	5/25/2023	000410	Molo Inc	Subscription	14,778.23	
56655	5/25/2023	000412	Mr. Painting, Inc.	1567 # 205 office suite TI's	2,980.00	
56656	5/25/2023	000436	Photo-Scan of Los Angeles	Key card monthly sup	957.95	
56657	5/25/2023	000449	Rasmussen & Associates Inc	1575/1567 ADA restroom	1,553.06	
56658	5/25/2023	000449	Rasmussen & Associates Inc	1559 TI's	4,011.25	
56659	5/25/2023	000454	Ricoh USA, Inc.	VPD copier lease	630.61	
56660	5/25/2023	000455	Rincon Consultants, Inc. *** VOID ***	incorrect amount		-

ATTACHMENT 3

Check	Date	Payee	Name	Description	Amount	Amount
56661	5/25/2023	000463	Sage Software Inc	FAS annual maintenance	1,548.00	
56662	5/25/2023	000472	Seaworthy Marine Products	B19 repair parts, B17 fuel filters	1,213.36	
56663	5/25/2023	000476	SEPI Marketing Corp.	Marketing-advertising	719.00	
56664	5/25/2023	000478	Service-Pro Fire Protection	Backflow inspection, 1575 fire sprinkler	4,110.00	
56665	5/25/2023	000489	Smith Pipe & Supply Inc.	VHV landscape supplies	140.78	
56666	5/25/2023	000502	Steve Stafford	Marketing-entertainment/music	300.00	
56667	5/25/2023	000508	Sun Life Financial	Dental insurance premiums	1,455.68	
56668	5/25/2023	000512	Sunrise Music	Marketing-entertainment/music	850.00	
56669	5/25/2023	000515	Susan Bejeckian Public Relations	Marketing-advertising	1,500.00	
56670	5/25/2023	000519	Swift Chip, Inc	IT services, Backup server, Micro soft -May 2023	9,975.50	
56671	5/25/2023	000533	The Home Depot Pro	Dockmaster office renovations lighting	1,585.01	
56672	5/25/2023	000538	ThyssenKrupp Elevator Corp	Quarterly elevator maintenance	4,860.86	
56673	5/25/2023	000540	Time To Shine	1557 #202A office suite window cleaning	760.00	
56674	5/25/2023	000556	Valley Scene Magazine	Marketing-advertising	880.00	
56675	5/25/2023	000557	Vanise Terry	Marketing-entertainment/music	300.00	
56676	5/25/2023	000562	Ventana Monthly	Marketing-advertising	375.00	
56677	5/25/2023	000572	Ventura County Star	Marketing-advertising	25.70	
56678	5/25/2023	000578	Ventura Harbor Marine Fuel	Fuel-pressure washer	51.04	
56679	5/25/2023	000582	Ventura Locksmiths	1575 building door lockset	211.02	
56680	5/25/2023	000612	Worldwide Moving & Storage	Dockmaster office movers for renovation	860.00	
56681	5/25/2023	000629	Funflicks of Southern California	Marketing-event production	1,628.59	
56682	5/25/2023	000631	Creative Coast Productions	Marketing-entertainment/music	800.00	
56683	5/25/2023	000655	Brendan Donohue	Reimburse DBW training expenses	284.38	
56684	5/25/2023	000676	Taylor Plasch	Reimburse DBW training expenses	232.40	
56685	5/25/2023	000687	RRM Design Group	Parcel 5 design	728.50	
56686	5/25/2023	000688	Fidelity National Title Co	Parcel 19A easement	750.00	
56687	5/25/2023	000689	Edmund Colin Kyffin	Marketing-entertainment/music	300.00	
56688	5/25/2023	000690	Coastal Copy, Inc	Marina printer lease	90.87	
56689	5/25/2023	000454/2	Ricoh USA, Inc.	Additional paper usage fee	134.82	
56690	5/25/2023	000455	Rincon Consultants, Inc.	Consulting services, dredge support, dredge permitting	14,577.50	
Total Enterprise Account Check Register					\$ 574,559.66	\$ -
Wells Fargo Grant Account no activity					Total Grant Account Check Register \$ - \$ -	
Total All Check Registers					\$ 574,559.66	\$ -

ATTACHMENT 3

Accounts Payable Check Register - May 2023

Ventura Port District
Wells Fargo Enterprise Account

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
56691	6/6/2023	000190	California J P I A	Annual liability WC, Annual property insurance	455,285.00	
56692	6/6/2023	000246	Dept. of Parks and Recreation	Lifeguard services-Jul-Nov	106,435.96	
56693	6/6/2023	000349	JPL Construction Inc	Harbor Cove tower lite	32,544.00	
56694	6/6/2023	000370	Lagerlof LLP	Legal services	25,898.50	
56695	6/6/2023	000559	VCSDA	Chapter meeting	50.00	
56696	6/6/2023	000627	F.C.T. Construction	1559 Deck repair, 1567 Façade renovation	68,600.00	
56697	6/6/2023	000692	Haynes Sales Inc	Pressure washer replacement vacuum	3,080.57	
56698	6/8/2023	000111	Adams Printing & Graphic	Marketing-Village maps	2,576.33	
56699	6/8/2023	000114	AFLAC	Salary reduction benefit	948.74	
56700	6/8/2023	000141	AramSCO, Inc	VPD janitorial supplies, VPD janitorial supplies	5,645.60	
56701	6/8/2023	000153	B & R Tool Supply Co.	VPD brown locks, VPD red locks	620.96	
56702	6/8/2023	000198	Carpi & Clay	Washington lobbyist	5,000.00	
56703	6/8/2023	000200	Carquest Auto Parts	B19 supplies	98.20	
56704	6/8/2023	000214	Cintas Corp #684	Uniforms, rugs, towels	1,065.20	
56705	6/8/2023	000217	Clifton Larson Allen LLP	Audit progress payment	15,540.00	
56706	6/8/2023	000227	Container Alliance	Beach wheelchair mat	3,908.00	
56707	6/8/2023	000230	County Of Ventura	Environmental fees	1,918.64	
56708	6/8/2023	000239	CyberCopy Inc.	Marketing-advertising	90.13	
56709	6/8/2023	000241	DATACHECK	Pre employment screenings, tenant screening	255.17	
56710	6/8/2023	000250	Destination Innovate, LLC	Marketing-advertising	750.00	
56711	6/8/2023	000251	Dial Security Inc	NPS 1691 security, NPS 1431 fire/security monitoring, Courtesy Dockmaster	3,300.50	
56712	6/8/2023	000263	Duncan McIntosh Co., Inc.	Marketing-advertising	1,000.00	
56713	6/8/2023	000264	Dunn Edwards	VHV paint supplies	1,337.21	
56714	6/8/2023	000274	Farmer Bros. Co	Coffee supplies	639.58	
56715	6/8/2023	000276	Fast Undercar	Boat spark plugs	138.44	
56716	6/8/2023	000278	Federal Express Corporation	Postage fee	14.20	
56717	6/8/2023	000302	Grainger Inc.	Harbor Cove restroom repair	375.93	
56718	6/8/2023	000323	Industrial Bolt and Supply	Hardware for bench repair	34.52	
56719	6/8/2023	000329	Jani-King of CA Inc.	VHV Janitorial services	6,808.22	
56720	6/8/2023	000330	JaniTek Cleaning Solutions	VHV restroom deep clean, NPS janitorial svc, VHV janitorial svc	2,080.04	
56721	6/8/2023	000375	LegalShield	Prepaid legal-Jun 23	83.70	
56722	6/8/2023	000377	Liebert Cassidy Whitmore	HR Services	1,242.50	
56723	6/8/2023	000387	Lysa Ashley	Entertainment/Music	600.00	
56724	6/8/2023	000401	Mason Alford	Reimburse-DBAW	176.87	
56725	6/8/2023	000402	Matilija Water	Reverse osmosis/Water cooler	129.72	
56726	6/8/2023	000404	McCormix Corp.	Maintenance vehicle fuel	589.57	

ATTACHMENT 3

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
56727	6/8/2023	000413	Muzicraft Inc.	Village ambient music	329.50	
56728	6/8/2023	000438	Pitney Bowes	Marketing-postage machine lease	154.80	
56729	6/8/2023	000489	Smith Pipe & Supply Inc.	VPD/VHV landscaping	343.96	
56730	6/8/2023	000496	Standard Insurance Company	Group Term Life/Long-term Disability	3,510.17	
56731	6/8/2023	000515	Susan Bejeckian Public Relations	Marketing-advertising	1,500.00	
56732	6/8/2023	000541	Todd Mitchell	Reimburse-CMANC expnses	187.99	
56733	6/8/2023	000544	Traffic Technologies LLC	VHV parking lot paint	581.22	
56734	6/8/2023	000555	UpKeep Technologies Inc	Annual Maintenance software subscription	7,400.00	
56735	6/8/2023	000571	Ventura County Reporter	Marketing-advertising	490.00	
56736	6/8/2023	000574	Ventura Harbor Boat Yard	Contaminated gas removal	2,653.86	
56737	6/8/2023	000579	Ventura Harbor Storage	Fisherman's storage	7,578.74	
56738	6/8/2023	000592	Vision Service Plan-(CA)	Employee vision plan	830.64	
56739	6/8/2023	000602	West Marine Pro	Boat supplies, Boat oil, Boast safety supplies	365.25	
56740	6/8/2023	000656	Ahmad Vahedian, PH.D	Tenant security deposit refund, account refund	1,383.00	
56741	6/8/2023	000691	Builders First Source	Wood fence repair-Spinnaker Dr	2,890.23	
56742	6/8/2023	000693	Jake David	Leasing Marketing-Photos, Web content	652.00	
56743	6/8/2023	000694	Rhotheta International Inc	Patrol- Two band radios	12,800.00	
56744	6/8/2023	000695	Swank Motion Pictures Inc	Marketing-event production	1,440.00	
56745	6/8/2023	000696	Deschamps Mats Systems Inc	Mobi-ADA beach mat	11,352.54	
56746	6/8/2023	000697	EvGateway	VPD EV yard chargers	9,250.63	
56747	6/8/2023	000698	LA Police Gear Inc	Patrol uniform polo shirts	2,739.07	
56748	6/21/2023	000456	Ring Central Inc	VPD monthly phones	982.89	
56749	6/21/2023	000700	Channel Coast Marine	Boat electronics	22,965.40	
56750	6/21/2023	000118	Alexandria Danielson	Marketing-advertising production	715.00	
56751	6/21/2023	000122	All That's Fit to Print	Marketing-advertising production	2,953.10	
56752	6/21/2023	000141	AramSCO, Inc	Harbor Cove janitorial supplies	264.06	
56753	6/21/2023	000166	Blue Tarp Financial Inc.	Battery chargers-Maintenance	481.65	
56754	6/21/2023	000174	Brendan Daly	Marketing-content development	300.00	
56755	6/21/2023	000181	C E D (California Electrical Distributors)	Voltage tester, VHV sign lighting	703.44	
56756	6/21/2023	000200	Carquest Auto Parts	VPD vehicle repair	73.22	
56757	6/21/2023	000214	Cintas Corp #684	Uniforms, rugs, towels	999.81	
56758	6/21/2023	000215	The City of Ventura	Trash service	100.00	
56759	6/21/2023	000221	Coastal Occupational Medical	Pre employment screening	520.00	
56760	6/21/2023	000230	County Of Ventura	County fees	752.17	
56761	6/21/2023	000236	Cumulus Broadcasting Inc.	Marketing-advertising	2,185.00	
56762	6/21/2023	000239	CyberCopy Inc.	Waypoint signage, Marketing-Maps, banners	1,803.30	
56763	6/21/2023	000246	Dept. of Parks and Recreation	Lifeguard contract	554.84	
56764	6/21/2023	000251	Dial Security Inc	1431 NPS GSA requirement, 1431 NPS alarm monitoring, Courtesy Dockma	7,582.17	
56765	6/21/2023	000265	E.J. Harrison & Sons Inc.	Trash service-Storm clean up	93.00	
56766	6/21/2023	000276	Fast Undercar	M50 repair	109.00	
56767	6/21/2023	000280	Ferguson Enterprises Inc.	VHV restroom repair, Harbor Cove water heater	843.09	

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<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
56768	6/21/2023	000302	Grainger Inc.	VPD safety supplies	250.50	
56769	6/21/2023	000304	Green Thumb International	VPD/VHV landscaping	237.51	
56770	6/21/2023	000310	Health & Human Resource Center	Employee Assistance Program (EAP)	218.82	
56771	6/21/2023	000321	Image Source	Marketing-Maps, banners, promo	493.41	
56772	6/21/2023	000330	JaniTek Cleaning Solutions	VPD deep clean	750.00	
56773	6/21/2023	000341	John Higgins	Captains conference	514.57	
56774	6/21/2023	000347	Jose A. Gonzalez	Reimburse-mileage	73.21	
56775	6/21/2023	000349	JPL Construction Inc	VPD generator service	168.00	
56776	6/21/2023	000354	K & L Gates LLP	Aquaculture advocacy	4,900.00	
56777	6/21/2023	000375	LegalShield	Prepaid legal-Jul 23	83.70	
56778	6/21/2023	000400	Mark Kidman	Reimburse-DBAW	463.97	
56779	6/21/2023	000404	McCormix Corp.	VPD maintenance vehicle fuel	638.55	
56780	6/21/2023	000412	Mr. Painting, Inc.	VHV painting	1,870.00	
56781	6/21/2023	000424	Pacific Parking Systems	Pay station contract	1,200.00	
56782	6/21/2023	000428	Passport Labs Inc	Parking citations	44.66	
56783	6/21/2023	000436	Photo-Scan of Los Angeles	VHV monthly key card monitoring service	957.95	
56784	6/21/2023	000438	Pitney Bowes	Marketing-postage machine ink	98.36	
56785	6/21/2023	000449	Rasmussen & Associates Inc	1575/1567 ADA restrooms, VHV trash enclosure	3,817.50	
56786	6/21/2023	000455	Rincon Consultants, Inc.	Dredge support, permitting	9,217.00	
56787	6/21/2023	000472	Seaworthy Marine Products	B19 heat exchange	1,469.90	
56788	6/21/2023	000478	Service-Pro Fire Protection	1567 building elevator repair	699.33	
56789	6/21/2023	000489	Smith Pipe & Supply Inc.	VHV landscape supplies	74.52	
56790	6/21/2023	000508	Sun Life Financial	Dental insurance premiums	1,455.68	
56791	6/21/2023	000509	Sunbelt Rentals, Inc.	VHV Scissor lift rental	613.48	
56792	6/21/2023	000511	Sunridge Landscape Maint., Inc	Monthly mowing service	5,400.00	
56793	6/21/2023	000513	Superior Awning, Inc.	Deposit-Barefoot Boutique awning	2,280.98	
56794	6/21/2023	000519	Swift Chip, Inc	IT Service, Back up Server, Microsoft-Jul 23	9,993.50	
56795	6/21/2023	000522	TargetSolutions Learning	Harbor Patrol online software	2,748.40	
56796	6/21/2023	000533	The Home Depot Pro	Operating supplies	1,327.92	
56797	6/21/2023	000536	The Signal	Marketing-advertising	645.00	
56798	6/21/2023	000538	ThyssenKrupp Elevator Corp	1583 building elevator repair	362.50	
56799	6/21/2023	000540	Time To Shine	VHV window washing	5,510.00	
56800	6/21/2023	000555	UpKeep Technologies Inc	Software subscription	599.82	
56801	6/21/2023	000556	Valley Scene Magazine	Marketing-advertising	250.00	
56802	6/21/2023	000572	Ventura County Star	Janitorial service ad, 1559 IT project, Security service ad	3,672.81	
56803	6/21/2023	000602	West Marine Pro	Operating supplies, VHV paint supplies, Water buoy	287.47	
56804	6/21/2023	000624	Mavcco Fuel	Boat fuel-May 23	2,256.48	
56805	6/21/2023	000628	Channel Watch Marine Services Inc	Vessel disposal	6,000.00	
56806	6/21/2023	000635	Alyssa Park	Marketing-content development	1,460.00	
56807	6/21/2023	000637	Telcom Inc	Harbor Patrol communications equipment	19,997.33	
56808	6/21/2023	000682	Foster & Foster Inc	Actuaries	9,500.00	

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<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
56809	6/21/2023	000701	DJs California Catering Inc	Staff luncheon	833.72	
56810	6/21/2023	000702	AG Designs 805 Inc	Jacket logos	183.18	
56811	6/21/2023	000639	MRI Software LLC	Training/support	2,340.00	
Total Enterprise Account Check Register					\$ 968,236.47	\$ -
<u>Wells Fargo Grant Account</u>						
no activity						
Total Grant Account Check Register					\$ -	\$ -
Total All Check Registers					\$ 968,236.47	\$ -

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
April 2023

Chase Credit Card holders

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

<u>Staff Member</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 Senior Business Operations Manager's Expenses					-
Jessica Rauch	04/28/23	Zoom.U.s	Communication	Virtual communications	108.64
Jessica Rauch	04/07/23	Boatyard Pub	Conferences	04/05/23 Commissioner dinner	127.05
Jessica Rauch	04/20/23	The Greek Mediterranean	Conferences	04/19/23 Commissioner dinner	191.77
Jessica Rauch	04/04/23	Pitney Bowes Leasing	Equipment rental	Marketing/Marina mail machine lease	154.80
Jessica Rauch	04/10/23	Dell Small Business	Office supplies	Computer monitors - Snipas	376.33
Jessica Rauch	04/12/23	All Thats Fit To Print	Office supplies	Business cards - Snipas, Werneburg, Quezada	255.95
Jessica Rauch	04/19/23	Dell Small Business	Office supplies	Computer monitors - Mitchell and Front Desk	752.65
Jessica Rauch	04/24/23	Iron Mountain	Operating supplies	Iron Mountain shred bin	132.19
Jessica Rauch	04/20/23	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Jessica Rauch	04/13/23	Wp Engine	Web site	VH.com web hosting annual license	590.00
Total Administrative Assistant's Expenses					2,708.38
Gloria Adkins	No activity				
Total Accounting Manager's Expenses					-
Joe Gonzalez	04/24/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	2.99
Total Capital Projects Manager's Expenses					2.99
Sergio Gonzalez	04/06/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	0.99
Total Maintenance Supervisor's Expenses					0.99

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Jennifer Talt-Lundin	04/03/23	Facebook	Advertising	Social media paid ads	458.39
Jennifer Talt-Lundin	04/14/23	Sticker Mule	Advertising	New Ventura Harbor Village stickers	254.29
Jennifer Talt-Lundin	04/20/23	Courtyard By Marriott	Conferences	Visit CA Outlook Forum - meal	4.00
Jennifer Talt-Lundin	04/20/23	Gayles Bakery	Conferences	Visit CA Outlook Forum - meals	25.76
Jennifer Talt-Lundin	04/20/23	Courtyard By Marriott	Conferences	Visit CA Outlook Forum - hotel	390.78
Jennifer Talt-Lundin	04/11/23	Coastal Cone & Parlor	Content development	On site Contest for Egg Hunt - \$100 Gift Card of choice by winner	100.00
Jennifer Talt-Lundin	04/11/23	Just 4 Dreamers, Inc	Content development	On site Contest for Egg Hunt - 1 hour electric boat ride	95.00
Jennifer Talt-Lundin	04/03/23	Otc Brands Inc	Event production	Items for Earth Day and on site promos	128.00
Jennifer Talt-Lundin	04/07/23	Lowes #01734	Event production	Cottontail Bunny floral set up for photo booth	122.75
Jennifer Talt-Lundin	04/11/23	Target 00002980	Event production	Items for on site promos - refund	(30.18)
Jennifer Talt-Lundin	04/12/23	Amazon Marketplace	Event production	Items for on site promos	59.26
Jennifer Talt-Lundin	04/17/23	Amazon Marketplace	Event production	Items for on site promos	107.17
Jennifer Talt-Lundin	04/18/23	Sprout Social, Inc	Web site	Social Media Analytics	124.74
Jennifer Talt-Lundin	04/24/23	Mailchimp	Web site	Enewsletter subscription	240.00
Total Marketing Manager's Expenses					2,079.96
Dave Werneburg	04/20/23	Pods #103	Operating supplies	Monthly rental of POD unit for storage of furniture	256.75
Total Marina Manager's Expenses					256.75
John Higgins	04/24/23	5.11, Inc.	Uniforms	Dress shirts - Donohue	242.44
John Higgins	04/17/23	DirectTV	Operating supplies	Communications/news and information	87.99
John Higgins	04/19/23	Fausset Printing	Operating supplies	Business cards - Higgins, Hummer, & Patrol	305.00
John Higgins	04/24/23	Ventura Dive & Sport	Operating supplies	SCBA air bottle refill	5.00
John Higgins	04/25/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	2.99
John Higgins	04/25/23	Costco Wholesale #0420	Operating supplies	Sunscreen & tie down straps	151.76
John Higgins	04/27/23	Www Costco Com	Operating supplies	Tool boxes with security locks (boathouse & garage)	1,723.98
John Higgins	04/28/23	Lenovo	Operating supplies	Harbor Patrol training laptops & emergency operations center	544.62
John Higgins	04/13/23	The Map Shop	Boat supplies	Nautical charts	173.94
John Higgins	04/10/23	Hotels.com	Conferences	Water Women Empowerment Weekend - Plasch	580.84
John Higgins	04/10/23	Safety Tek Inc.	Conferences	Pre-training physical assessment & test	580.00
John Higgins	04/12/23	Gw Caliharbor-Conference	Conferences	Harbormaster Conference registration	439.00
John Higgins	04/13/23	Gw Service-Fee	Conferences	Harbormaster Online Conference Payment Fee	13.17
John Higgins	04/14/23	Harbor Mart	Conferences	Lunch for interviewers - Hummer, Plasch, & Kidman	68.30
John Higgins	04/17/23	Vons #2431	Conferences	Snacks for interviews - Hummer, Plasch, Kidman	19.46
John Higgins	04/13/23	Ebay.com	Grounds maintenance	Irrigation controller	237.95
Total Harbormaster's Expenses					5,176.44
Total Wells Fargo Credit Card Expenses					<u>\$ 10,225.51</u>

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
May 2023

Chase Credit Card holders

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

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	05/24/23	Brophy Bros. - Ventura	Conference	Lunch meeting on water taxi	110.75
Brian Pendleton	05/01/23	ICSC-Ny	Membership	International Council of Shopping Centers annual membership	125.00
Total General Manager's Expenses					235.75
Todd Mitchell	05/19/23	Dominos 8372	Conference	Dinner while at CMANC conference	43.00
Todd Mitchell	05/22/23	Inn At Morro Bay	Conference	CMANC Hotel	346.84
Todd Mitchell	05/26/23	Paypal	Conference	CMANC Registration	415.00
Todd Mitchell	05/26/23	Asce Purchasing	Membership	American Society of Civil Engineers annual membership	310.00
Total Senior Business Operations Manager's Expenses					1,114.84
Jessica Rauch	05/29/23	Zoom.U.s	Communication	Virtual communications	108.64
Jessica Rauch	05/12/23	Ventura Chamber Of Commerce	Conference	Registration for State of the City Address-Pendleton	60.00
Jessica Rauch	05/18/23	Sugar Lab Bake Shop	Conference	5.17.23 Commissioner treats	27.50
Jessica Rauch	05/23/23	Iron Mountain	Operating supplies	Iron Mountain shred bin	143.69
Jessica Rauch	05/22/23	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Administrative Assistant's Expenses					358.83
Gloria Adkins	05/10/23	Government Finance Officers Assoc.	Office supplies	GFOA publication-Accounting for Capital Assets	78.63
Total Accounting Manager's Expenses					78.63
Joe Gonzalez	05/23/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	2.99
Total Capital Projects Manager's Expenses					2.99
Sergio Gonzalez	05/24/23	Envision Ford Lincoln Of Oxnard	Auto repairs	Repair Patrol truck H-1	285.77
Sergio Gonzalez	05/31/23	Versare Solutions, Llc	Office supplies	Office partitions for Dave Werneburg office	2,386.39
Sergio Gonzalez	05/02/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	0.99
Total Maintenance Supervisor's Expenses					2,673.15

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Jennifer Talt-Lundin	05/01/23	Facebook	Advertising	Social media paid ads	900.00
Jennifer Talt-Lundin	05/01/23	Facebook	Advertising	Social media paid ads	142.66
Jennifer Talt-Lundin	05/24/23	Facebook	Advertising	Social media paid ads	900.00
Jennifer Talt-Lundin	05/15/23	Facebook	Content Development	Posting the public survey for data collection and contest	900.00
Jennifer Talt-Lundin	05/26/23	Opc Msc*service Fee 024	Content Development	Content software	12.88
Jennifer Talt-Lundin	05/26/23	Opc*ventura Rma	Content Development	Content software	468.29
Jennifer Talt-Lundin	05/29/23	Just 4 Dreamers, Inc	Content Development	Coop Host influencer with Visit CA-boat rental for media coverage	90.00
Jennifer Talt-Lundin	05/10/23	Classic Cleaners	Event production	Cottonlail Bunny costume dry clean	71.00
Jennifer Talt-Lundin	05/11/23	Island Packers	Event production	Outdoor Movie Nights prizes	60.12
Jennifer Talt-Lundin	05/11/23	Island Packers	Event production	Outdoor Movie Nights prizes	42.12
Jennifer Talt-Lundin	05/24/23	Target.com	Event production	May promotion supplies	12.22
Jennifer Talt-Lundin	05/25/23	Walmart.com	Event production	May promotion supplies	9.97
Jennifer Talt-Lundin	05/25/23	Target.com	Event production	May promotion supplies	25.85
Jennifer Talt-Lundin	05/18/23	Sprout Social, Inc	Web site	Social Media Analytics	124.74
Jennifer Talt-Lundin	05/22/23	Mailchimp	Web site	Enewsletter subscription	240.00
Total Marketing Manager's Expenses					3,999.85
Dave Werneburg	05/03/23	Vons #2431	Operating supplies	Cleaning supplies for Dockmaster office	52.19
Dave Werneburg	05/05/23	Amazon Marketplace	Operating supplies	Magnetic whiteboards for new Dockmaster office	55.92
Dave Werneburg	05/08/23	Office Depot #931	Operating supplies	Office supplies Dockmaster office	149.73
Dave Werneburg	05/08/23	Office Depot #931	Operating supplies	Equipment for Dockmaster office	80.00
Dave Werneburg	05/08/23	Amazon Marketplace	Operating supplies	Magnetic whiteboards for new Dockmaster office	347.98
Dave Werneburg	05/08/23	Amazon.com	Operating supplies	Office supplies Dockmaster office	32.10
Dave Werneburg	05/09/23	Office Depot #931	Operating supplies	Office supplies Dockmaster office	41.93
Dave Werneburg	05/09/23	Lowe's #01941	Operating supplies	Office supplies Dockmaster office	15.27
Dave Werneburg	05/29/23	Lowe's #01941	Operating supplies	New refrigerators for Dockmaster office	775.39
Dave Werneburg	05/18/23	Amazon Marketplace	Operating supplies	Office supplies Dockmaster office	101.11
Dave Werneburg	05/22/23	Lowe's #01941	Operating supplies	Envelopes for Marina and Dry Storage billing	62.98
Dave Werneburg	05/29/23	Target 00027607	Operating supplies	New microwave for Dockmaster office	142.01
Dave Werneburg	05/15/23	Pods #103	Operating supplies	Monthly rental of POD unit for storage of furniture	256.75
Total Marina Manager's Expenses					2,113.36
John Higgins	05/19/23	Omni La Costa Resort	Conference	JPIA Risk Management Conference	333.90
John Higgins	05/29/23	Sheraton Hotel	Conference	Harbormasters Conference	909.99
John Higgins	05/01/23	Lowe's #01734	Operating supplies	Rock the dock materials	311.64
John Higgins	05/02/23	Lowe's #01734	Operating supplies	Rock the dock lumber	628.24
John Higgins	05/03/23	Lowe's #01734	Operating supplies	Rock the dock tools	643.59
John Higgins	05/15/23	DirectTV	Operating supplies	Communications/news and information	87.99
John Higgins	05/16/23	Lowe's #01734	Operating supplies	Boathouse project supplies	53.76
John Higgins	05/18/23	Sams Club #6455	Operating supplies	Boathouse flooring	425.90
John Higgins	05/19/23	Sams Club #4824	Operating supplies	Boathouse flooring	1,225.17
John Higgins	05/19/23	Samsclub.Com	Operating supplies	Boathouse flooring	328.17
John Higgins	05/25/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	2.99
John Higgins	05/17/23	Gold Coast Recycling & Trash	Salvage	Disposal fees thru SAVE grant	166.81
John Higgins	05/22/23	Gold Coast Recycling & Trash	Salvage	Disposal fees thru SAVE grant	72.51
John Higgins	05/01/23	Doubletree Hotels	Training	Boating Accident Investigator Training - Alford	1,061.60
John Higgins	05/01/23	Doubletree Hotels	Training	Boating Accident Investigator Training - Kidman	1,057.35
John Higgins	05/10/23	Act City of Ventura	Training	Training	175.00
John Higgins	05/08/23	Vans.com	Uniforms	MSO uniform shoes	226.21
Total Harbormaster's Expenses					7,710.82
Total Wells Fargo Credit Card Expenses					<u>\$ 18,288.22</u>

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
June 2023

Chase Credit Card holders

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

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Brian Pendleton	06/28/23	Enterprise Rent-A-Car	Conference	CSDA GM Summit - rental car	200.43
Brian Pendleton	06/28/23	76 - 76 Silver State	Conference	CSDA GM Summit - rental car fuel	16.67
Brian Pendleton	06/29/23	Timber Ridge 2601139	Conference	CSDA GM Summit - 6.27.23 dinner	31.77
Brian Pendleton	06/29/23	Hyatt Everline Resort	Conference	CSDA GM Summit - hotel	123.64
Brian Pendleton	06/29/23	Bob Hope Airport	Conference	CSDA GM Summit - airport parking	108.00
Brian Pendleton	06/29/23	Smart And Final 400	Employee appreciation	All staff treats	71.43
Brian Pendleton	06/30/23	Party City 1516	Operating supplies	All staff supplies	13.11
Total General Manager's Expenses					565.05
Todd Mitchell	06/09/23	Currency Conversion Fee	Building supplies	Exchange fee charged for purchase of signs for Village tenants	2.90
Todd Mitchell	06/09/23	Hineon	Building supplies	Replacement of signs purchased by Village tenants	289.70
Total Senior Business Operations Manager's Expenses					292.60
Jessica Rauch	06/08/23	Andrias Seafood	Advertising	Customer satisfaction	50.00
Jessica Rauch	06/28/23	Zoom Us	Communication	Virtual communications	108.64
Jessica Rauch	06/23/23	Nitro PDF	Computer supplies	Admin Intern computer software for PDF	179.99
Jessica Rauch	06/08/23	Le Petit Cafe & Bakery	Conference	6.07.23 Commission dinner	229.69
Jessica Rauch	06/12/23	Ventura Chamber Of Commerce	Conference	2023 Economic Outlook Breakfast registration	60.00
Jessica Rauch	06/20/23	Hyatt Everline Resort	Conference	CSDA GM Summit - hotel deposit-Pendleton	241.18
Jessica Rauch	06/22/23	Brophy Bros. - Ventura	Conference	6.21.23 Commissioner dinner	150.80
Jessica Rauch	06/29/23	Coastal Cone & Parlor	Employee appreciation	All staff raffle prize	25.00
Jessica Rauch	06/29/23	Margarita Villa	Employee appreciation	All staff raffle prize	25.00
Jessica Rauch	06/29/23	The Greek Mediterranean	Employee appreciation	All staff raffle prize	25.00
Jessica Rauch	06/29/23	Sugar Lab Bake Shop	Employee appreciation	All staff raffle prize	25.00
Jessica Rauch	06/29/23	Ventura Swimwear	Employee appreciation	All staff raffle prize	25.00
Jessica Rauch	06/29/23	Le Petit Cafe & Bakery 2	Employee appreciation	All staff raffle prize	25.75
Jessica Rauch	06/29/23	Brophy Bros. - Ventura	Employee appreciation	All staff raffle prize	25.00
Jessica Rauch	06/30/23	Hats Unlimited-Ventura	Employee appreciation	All staff raffle prize	25.00
Jessica Rauch	06/30/23	Boatyard Pub	Employee appreciation	All staff raffle prize	25.00
Jessica Rauch	06/02/23	Cybercopy	Lease advertising	Leasing stickers	32.33
Jessica Rauch	06/12/23	Office Depot #931	Office supplies	Printer ink	89.55
Jessica Rauch	06/22/23	Iron Mountain	Operating supplies	Iron Mountain shred bin	144.56
Jessica Rauch	06/20/23	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Administrative Assistant's Expenses					1,531.49
Gloria Adkins	06/09/23	Government Finance Officers Assoc.	Training	GFOA SBITA training-Adkins	85.00
Gloria Adkins	06/09/23	Government Finance Officers Assoc.	Training	GFOA SBITA training-Perkins	85.00
Total Accounting Manager's Expenses					170.00

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Joe Gonzalez	06/22/23	1st Choice Auto Glass	Auto Equipment/Maint.	Replace window maintenance vehicle M-50	275.00
Joe Gonzalez	06/23/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	2.99
Total Capital Projects Manager's Expenses					277.99
Sergio Gonzalez	06/15/23	Ventura Toyota	Auto Equipment/Maint.	Starter replacement for maintenance vehicle M-50	309.78
Sergio Gonzalez	06/19/23	Ventura Toyota	Auto Equipment/Maint.	Starter core refund for maintenance vehicle M-50	(80.81)
Sergio Gonzalez	06/28/23	Rock Auto	Auto Equipment/Maint.	Service parts Harbor Patrol vehicle H-1B	716.25
Sergio Gonzalez	06/02/23	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	0.99
Total Maintenance Supervisor's Expenses					946.21
Jennifer Talt-Lundin	06/21/23	Coastal Cone & Parlor	Advertising	Seaside Vacay winner selected treat gift card	50.00
Jennifer Talt-Lundin	06/21/23	Frenchies Modern Nail Care	Advertising	Seaside Vacay winner selected treat gift card	50.00
Jennifer Talt-Lundin	06/21/23	The Greek Mediterranean	Advertising	Seaside Vacay winner selected treat gift card	50.00
Jennifer Talt-Lundin	06/06/23	Simpliv.com	Conferences	Canva webinar training	199.00
Jennifer Talt-Lundin	06/23/23	Office Depot #931	Event production	Miscellaneous office supplies	87.31
Jennifer Talt-Lundin	06/26/23	Brophy Bros. - Ventura	Event production	Shark Costume Contest gift card at Outdoor Movie Night	25.00
Jennifer Talt-Lundin	06/26/23	Brophy Bros. - Ventura	Event production	Special celebrity guest for Jaws Q&A gift card	40.00
Jennifer Talt-Lundin	06/28/23	Amazon Marketplace	Event production	Supplies for live music and public events in Village	237.90
Jennifer Talt-Lundin	06/29/23	Amazon Marketplace	Event production	Supplies for live music and public events in Village	114.20
Jennifer Talt-Lundin	06/07/23	Office Depot #931	Office supplies	Visitation plan folders	17.42
Jennifer Talt-Lundin	06/28/23	Vistaprint	Promotional cards	Outdoor Movie Night promotion	198.45
Jennifer Talt-Lundin	06/01/23	Facebook	Web site content	Social media paid ads	491.93
Jennifer Talt-Lundin	06/19/23	Sprout Social, Inc	Web site content	Social media analytics	124.74
Jennifer Talt-Lundin	06/22/23	Mailchimp	Web site content	Enewsletter subscription	240.00
Total Marketing Manager's Expenses					1,925.95
Dave Werneburg	06/15/23	Pods #103	Operating supplies	Monthly rental of POD unit for storage of furniture	256.75
Dave Werneburg	06/29/23	Pods #103	Operating supplies	Pick up fee to remove POD	95.90
Dave Werneburg	06/05/23	Big Lots Stores - #4546	Operating supplies	Kitchen supplies	32.03
Dave Werneburg	06/22/23	Amazon Marketplace	Operating supplies	Office supplies	129.41
Total Marina Manager's Expenses					514.09
John Higgins	06/07/23	Dave Wilkes Transmission	Auto Equipment/Maint.	Harbor Patrol lifeguard truck repair	648.52
John Higgins	06/26/23	Wal-Mart #3650	Auto Equipment/Maint.	Portable fuel tanks for lifeguard truck	75.17
John Higgins	06/07/23	Apple.com/Bill	Operating supplies	Monthly cell phone back up/storage	2.99
John Higgins	06/09/23	American Aed, LLC	Operating supplies	Medical supplies	1,120.00
John Higgins	06/15/23	DirectTV	Operating supplies	Communications/news and information	87.99
John Higgins	06/21/23	Ventura Surf Shop	Operating supplies	Racks for paddleboard lifeguard UTV	92.61
John Higgins	06/21/23	Plaza Locksmith	Operating supplies	Keys for lifeguard UTV	38.79
John Higgins	06/26/23	Apple.com/Bill	Operating supplies	Monthly cell phone back up/storage	2.99
John Higgins	06/08/23	Signarama	Vessel Equip./Maint.	Boat decals	409.84
John Higgins	06/13/23	Lowes #01734	Vessel Equip./Maint.	Maintenance tools	277.10
Total Harbormaster's Expenses					2,756.00
Total Wells Fargo Credit Card Expenses					<u>\$ 8,979.38</u>

VENTURA PORT DISTRICT

DEPARTMENTAL STAFF REPORT

Meeting Date: September 6, 2023

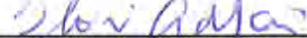
TO: Board of Port Commissioners
CC: Brian D. Pendleton, General Manager
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Quarterly Treasurers Report – June 30, 2023

As of June 30, 2023, the District held cash and investments with a market value of \$16,504,950. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 95% of the June 30, 2023 total fund balance:

Enterprise (Operating) Fund	\$4,243,834
Dredging Reserve Fund	3,000,000
Capital Improvement Fund	8,281,691
Capital Improvement – Fisheries Fund	<u>205,249</u>
Total Funds	\$15,730,774

The Investment Portfolio Report for June 30, 2023 attached herewith includes all of the District's Funds.

Submitted by: 
Gloria Adkins
Accounting Manager

Date: August 31, 2023

ATTACHMENTS:

Attachment 1 – Investment Portfolio Report for June 30, 2023

Attachment 2 – LAIF Performance Report for June 30, 2023

ATTACHMENT 5

ATTACHMENT 1


Ventura Port District
Investment Portfolio Report
Quarter Ending 6/30/2023

<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	3.36%	15,973,110	15,973,110	95%	15,730,774	LAIF
Total Cash Investments LAIF						\$ 15,973,110	95%	\$ 15,730,774	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo		On Demand	N/A	N/A	701,883	4%	701,883	Wells Fargo
Merchant Services Account	Wells Fargo		On Demand	N/A	N/A	8,397	0.1%	8,397	Wells Fargo
SLC Grant Fund checking	Wells Fargo		On Demand	N/A	N/A	42,105	0.3%	42,105	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	2,538	0.02%	2,538	Ventura Port District
Total Cash Deposits						\$ 754,923	5%	\$ 754,923	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	3.59%	19,253	19,253	0.1%	19,253	Ventura County Treasury
Total Cash in County Treasury						\$ 19,253	0.1%	\$ 19,253	
TOTAL ALL FUNDS						\$ 16,747,286	100%	\$ 16,504,950	

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.

8/31/2023

Submitted by: 



PMIA/LAIF Performance Report as of 07/19/23



Quarterly Performance Quarter Ended 06/30/23

LAIF Apportionment Rate ⁽²⁾ :	3.15
LAIF Earnings Ratio ⁽²⁾ :	0.00008636172883763
LAIF Administrative Cost ^{(1)*} :	TBD
LAIF Fair Value Factor ⁽¹⁾ :	0.984828499
PMIA Daily ⁽¹⁾ :	3.26
PMIA Quarter to Date ⁽¹⁾ :	3.01
PMIA Average Life ⁽¹⁾ :	260

PMIA Average Monthly Effective Yields⁽¹⁾

June	3.167
May	2.993
April	2.870
March	2.831
February	2.624
January	2.425

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 06/30/23 \$178.4 billion

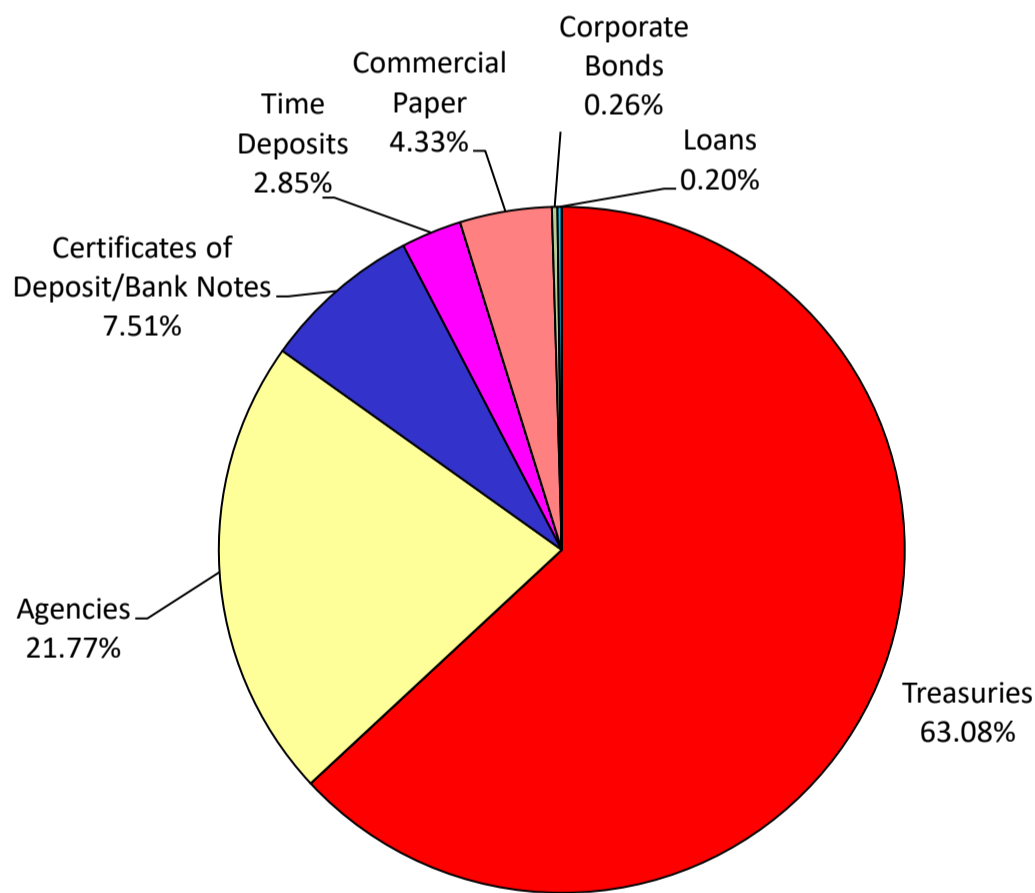


Chart does not include \$2,861,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

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).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



MEMORANDUM

DATE: September 6, 2023
 TO: Board of Port Commissioners
 FROM: Gloria Adkins, Accounting Manager
 SUBJECT: Annual Reimbursement Report – FY22-23

In accordance with Government Code 53065.5:

Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

I have reviewed the Accounts Payable records for the Fiscal Year ended June 30, 2023 and I found the following charges which are subject to disclosure:

INDIVIDUAL	DESCRIPTION	AMOUNT PAID
Alford, Mason	DBAW (Division of Boating Waterways) Accident Investigation Course – meals & mileage	176.87
Blumenberg, Michael	CMANC (Calif. Marine Affairs & Navigation Conference) Winter Meeting – lodging & mileage	305.99
Blumenberg, Michael	CMANC (Calif. Marine Affairs & Navigation Conference) Fall Meeting – lodging, mileage & parking	213.47
Blumenberg, Michael	CMANC (Calif. Marine Affairs & Navigation Conference) conference – flight, mileage & parking	940.84
Burrows, Tim	USCG (United States Coast Guard) Merchant Marine Mariner License	325.00
Collins, John	CALBO (Calif. Building Officials) training expense reimbursements – lodging, meals, mileage & parking	1,301.54
Crane, Bobby	Wellness/Fitness Program	300.00
Donohue, Brendan	Wellness/Fitness Program	300.00
Donohue, Brendan	DBAW (Division of Boating Waterways) Rescue Boat Operating training – meals & mileage	249.87
Donohue, Brendan	DBAW (Division of Boating Waterways) Marine Firefighting training – meals & mileage	284.38
Gonzalez, Jose	Mileage reimbursement on personal vehicle	116.46

ATTACHMENT 6

Gonzalez, Sergio	JPIA Risk Management Educational Forum conference – mileage	248.90
Hatch, Wayne	CALBO (Calif. Building Officials) training expense reimbursements - lodging, meals, mileage & parking	1,301.54
Higgins, John	Wellness/Fitness Program	300.00
Higgins, John	DBAW (Division of Boating Waterways) Course Development training – lodging & mileage	594.21
Higgins, John	Calif. Harbormasters and Port Captains Conference – mileage	514.57
Hummer, Pat	Wellness/Fitness Program	285.00
Hummer, Pat	Reimburse expense to repair work phone	162.71
Kabris, George	Wellness/Fitness Program	300.00
Kidman, Mark	DBAW (Division of Boating Waterways) Accident Investigation course – meals, mileage & parking	463.97
Mitchell, Todd	COPRI (Coasts, Oceans, Ports & Rivers Institute) Port conference – flight & mileage	499.38
Mitchell, Todd	CMANC (Calif. Marine Affairs & Navigation Conference) meeting – lodging & meals	406.58
Mitchell, Todd	CMANC (Calif. Marine Affairs & Navigation Conference) meeting – conference registration & flight	1,525.97
Mitchell, Todd	WEDA (Western Dredging Assoc.) conference - conference registration & flight	627.96
Mitchell, Todd	COPRI (Coasts, Oceans, Ports & Rivers Institute) Port conference – lodging & mileage	1,256.20
Mitchell, Todd	CMANC (Calif. Marine Affairs & Navigation Conference) meeting – lodging, meals, & mileage	1,025.95
Mitchell, Todd	WEDA (Western Dredging Assoc.) conference – lodging, meals & mileage	1,082.78
Mitchell, Todd	Wellness/Fitness Program	275.00
Mitchell, Todd	JPIA (Joint Powers Insurance Authority) Leadership Academy	202.40
Mitchell, Todd	CMANC (Calif. Marine Affairs & Navigation Conference) expenses – flight, mileage & meals	707.15
Mitchell, Todd	CMANC (Calif. Marine Affairs & Navigation Conference) expenses – mileage	187.99
Pendleton, Brian	CSDA (Calif. Special Districts Assoc.) Leadership Summit – mileage	209.43
Pendleton, Brian	CSDA (Calif. Special Districts Assoc.) annual conference expense reimbursements – meals & mileage	229.22
Pendleton, Brian	Wellness/Fitness Program	159.00
Pendleton, Brian	LCW (Liebert, Cassidy, Whitmore) conference – mileage	246.28
Plasch, Taylor	DBAW (Division of Boating Waterways) Rescue Boat Operating training – meals & mileage	155.66
Plasch, Taylor	DBAW (Division of Boating Waterways) Marine Firefighting training - meals & mileage	232.40
Rauch, Jessica	CSDA (Calif. Special Districts Assoc.) Board Secretary/Clerk Conference - mileage	125.92
Salazar, Lopez	Wellness/Fitness Program	300.00
Talt-Lundin, Jennifer	JPIA Management Training - mileage	228.95
Talt-Lundin, Jennifer	JPIA Management Training - mileage	307.71
Talt-Lundin, Jennifer	CalTravel Summit - mileage	236.25
Talt-Lundin, Jennifer	Central Coast Tourism Council Board Workshop/Conference - mileage	156.25

ATTACHMENT 6

Talt-Lundin, Jennifer	Reimburse mileage KTLA Studios and Visit Calif. Outlook Forum - mileage	106.77
Weinerth, Robert	EMT and CPR training expenses	241.50
Winter, Garrett	Wellness/Fitness Program	299.99
Winter, Garrett	UCLA EMT Course	2,092.32
Winter, Garrett	DBAW (Division of Boating Waterways) Rescue Boat Operating training - meals & mileage	187.09



**BOARD OF PORT COMMISSIONERS
SEPTEMBER 6, 2023**

**STANDARD AGENDA ITEM 2
AUTHORIZATION TO PROCURE
ELECTRIC VEHICLES FOR THE
VENTURA PORT DISTRICT**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: September 6, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: Authorization to Procure Electric Vehicles for the Ventura Port District

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Amend the FY23-24 Budget to reallocate funds between various vehicle procurements within the Capital Improvement Project budget as well as increase the total budget, as to enable the following procurements.
- b) Authorize the General Manager to procure a lift vehicle in the amount of up to \$125,000 for Facilities.
- c) Authorize the General Manager to procure 1 electric vehicle in the amount of up to \$85,000 for Harbor Patrol.
- d) Authorize the General Manager to procure 2 electric vehicles in the amount of up to \$110,000 for Facilities.
- e) Authorize the General Manager to procure 1 electric vehicle in the amount of up to \$50,000 for Administration.

SUMMARY:

Staff is seeking the Board to authorize the General Manager to complete the purchase of 5 vehicles for the District as identified in the FY23-24 Budget. Staff is also requesting the Board approve the reallocation of funds between vehicle procurements in the 5-Year Capital Improvement Project (CIP) budget for FY23-24 to accommodate minor variances to cover taxes, delivery fees, outfitting, etc.

GUIDING PRINCIPLE:

- 6) Provide exceptional public service and organizational transparency.

5-YEAR OBJECTIVE:

E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.

BACKGROUND:

On June 21, 2023, the Board approved the FY23-24 Budget, including the 5-Year CIP. The plan included the purchase of 5 new vehicles:

- 1 Lift Vehicle for Facilities: \$120,000
- 1 EV or Hybrid Harbor Patrol Vehicle: \$95,000
- 2 EV or Plug-In Hybrid Maintenance Vehicles: \$90,000
- 1 EV Administration Vehicle: \$45,000

With the completion and activation of 4 EV charging stations at the District's Headquarters building, staff is ready to move forward with vehicle procurement. This procurement will phase out aging fleet vehicles as well as add one shared vehicle for Administration staff including the Capital Projects Manager.

Vehicle Availability

The availability of electric vehicles has been limited through the period of the pandemic but has begun to improve. Staff has identified that suitable vehicles can be procured that meet the District's needs. Estimated costs for all of the vehicles is within the FY23-34 CIP Budget for the 5 vehicles in aggregate (\$350,000), but the final prices quoted for the individual vehicles requires some adjustments to cover taxes, delivery fees, and final outfitting.

Although the vehicle quotes in hand are generally within 5% of the amount budgeted, one key change is that there are still no low-cost EV or plug-in hybrid trucks for Facilities and no 2024 models are expected to fill this need. Instead, staff intend to pivot to purchase 1 small SUV-crossover and 1 EV transit van. This change requires an increase to the total FY23-24 CIP budget as the EV van is anticipated to cost approximately \$61,000 versus the budgeted \$45,000.

Recommendation

As advised by the District's legal counsel, staff may procure these vehicles through a car sales aggregator, through a government cooperative purchasing organization, or through "piggybacking" (per the District's Procurement and Purchasing Policy, Section IV-B. which allows for the District to piggyback on other public agency or government entity contracts).

Since product availability fluctuates rapidly and vendors seek an immediate commitment to purchase, staff is recommending that the Board authorize the General Manager to execute the procurement of these 5 vehicles through one or more of these means. This also significantly decreases the administrative burden of approving each procurement individually by the Board.

FISCAL IMPACT:

The FY23-24 Budget CIP included procurement of all 5 vehicles identified this year for an aggregate value of \$350,000. In the application and award of the California State Land Commission's COVID-19 Fiscal Recovery Funds grants, the District identified the procurement of 1 Harbor Patrol Vehicle for \$85,000 and \$80,000 for the procurement of 2 Maintenance Vehicles. The grant funding has already been received by the District and must be expended by June 30, 2024.

The change to purchase an EV transit van for Facilities necessitates an increase to the Capital Improvement Budget of \$20,000 which will also cover any last-minute fluctuations in pricing.

ATTACHMENTS:

None.



**BOARD OF PORT COMMISSIONERS
SEPTEMBER 6, 2023**

**STANDARD AGENDA ITEM 3
QUARTERLY UPDATE ON THE VENTURA
PORT DISTRICT 5-YEAR OBJECTIVES**

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3
Meeting Date: September 6, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: Quarterly Update on the Ventura Port District 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 General Manager retained Management Partners (MP) to facilitate a Public Workshop on Saturday, December 4, 2021. As a follow-up to the Public Workshop, MP prepared a written report for the District to utilize as a tool to formalize any updates to the District's Mission Statement, Long-Term Goals, and 5-Year Objectives. This report was presented on January 19, 2022. New Guiding Principles (previously known as Long-Term Goals) and updated Five-Year Objectives were adopted on April 6, 2022.

On September 29, 2022, the Board considered and adopted strategies for each of the Five-Year Objectives.

This report attaches the Quarterly Update Workbook which provides an update on achievements related to each strategy associated with the Board's Five-Year Objectives.

GUIDING PRINCIPLES:

6) Provide exceptional public service and organizational transparency.

FIVE-YEAR OBJECTIVES:

E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.

3) Public and Civic Engagement Planning

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 is guided by the District's Mission Statement, Guiding Principles, and Five-Year Objectives.

In 2021, the Board provided direction to the General Manager to conduct a Public Workshop. The District retained MP to facilitate the workshop and provide a follow-up report to the Board. The workshop was held on Saturday, December 4, 2021, at the Ventura Marina Mobile Home Park Community Room. In attendance were the Board, District staff and its Legal Counsel, Harbor tenants, and members of the public.

During the February 2022 discussion, the Board was supportive of updating the Mission Statement, Long-Term Goals, and Five-Year Objectives. Additionally, the Board provided guidance to the General Manager and requested specificity on implementation of the objectives including the use of the SMART approach through the inclusion of the strategies that were approved by the Board on September 29, 2022. SMART goals are specific, measurable,

achievable, relevant, and time-bound, and will continue to be utilized in quarterly reporting as has been past practice, with updates as applicable to reflect the new Guiding Principles. The intent of the Workbook is to be a living document that:

- 1) Restates the Mission Statement and Guiding Principles
- 2) Captures the fundamental Five-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 Guiding Principles and 5-Year Objectives

The intent of staff is to continue to return to the Board on a quarterly basis to provide an update on the status of the Five-Year Objectives and in particular the identified strategies and actions achieved.

FISCAL IMPACT:

In accomplishing goals and strategies, 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.

ATTACHMENTS:

Attachment 1 – Board Five-Year Goals Workbook – Quarterly Update (PowerPoint)



**VENTURA
PORT DISTRICT**

Established 1952

Strategies to the 5-Year Objectives

Q3 of FY22-23

Board of Commissioners Meeting

May 3, 2023

Guiding Principles

- 1) Maintain a safe, navigable, and resilient harbor.
- 2) Advance the harbor's vibrant, working waterfront in support of commercial and recreational fishing and boating.
- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 4) Establish and implement harbor-wide environmental sustainability policies and practices through collaboration with our business partners.
- 5) Build respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.
- 6) Provide exceptional public service and organizational transparency.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.
- 8) Support the Channel Islands National Park in its efforts to provide a first-class visitor center, educational resources, and ferry boat services to the islands.

2022-2027 5-Year Objectives

- D) Ensure **dredging** occurs annually at the federal Harbor entrance and as needed in the inner Harbor.
- E) Encourage public and civic **engagement**; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.
- F) Support current and future commercial **fishing** and sustainable aquaculture industries. Maintain and improve working waterfront facilities and infrastructure.
- M) Collaborate with **Master Tenants** and National Park Service to plan, improve, and develop the Harbor in a financially and environmentally sustainable way.
- N) Maintain and grow Channel Islands **National Park Service** (NPS) presence and customer visitation to the Harbor.
- P) Implement **parking management**, traffic circulation, and multi-modal transportation strategies.
- R) Seek opportunities to grow **revenues** and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
- V) Maintain and improve Harbor **Village** facilities, infrastructure, and amenities.

D: Ensure dredging occurs annually at the federal Harbor entrance and as needed in the inner Harbor.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program	CMANC and/or WEDA Meeting attendance	3-4 times per year	Senior Business Operations Manager (SBOM) attended CMANC in Morro Bay.
	USACE District, Division & HQ meetings and communication	As needed or 2 times per year	GM & SBOM met with USACE LA District commander and staff at Ventura Harbor on May 22, 2023.
	Engagement of Lobbyist to provide representation with the Federal Government and Congress	Monthly	Monthly reports from Carpi & Clay and K&L Gates.
	Advocating for full funding of VPD entrance channel in President's Budget	Q1 2023 and annually	Ventura included in President's budget for FY24 at full value. During USACE LA District commander visit, reminded of the need for full funding in FY25.
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	Current Three-Year Term through 2022	SBOM elected as Director and also elected as incoming Chair of CMANC effective July 1, 2023.
	Committee lead and/or Executive Board role at CMANC	By next Board Election Q4 2022	SBOM elected as Director and also elected as incoming Chair of CMANC effective July 1, 2023.
3. Ventura Port District Dredging	Prepare, submit and receive new permits for inner Harbor Dredging (unrestricted by Santa Clara river conditions)	Q1 2022 to Q2 2023 84	Water Board permit received. USACE permit effectively approved but will not be issued until late summer. Coastal Commission permit application submitted. Several additional requests for information being prepared for summer submittal.

E: Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Collaborate with business partners and stakeholders through increased engagement, communication, and participation.	Village tenant meetings	Quarterly	Hosted quarterly Zoom Tenant Meet Up
	Celebrate DEI through recognition of dates and events of cultural significance	Annual Visitation Plan for Ventura Harbor Village Q2 2023	Ongoing content development and recognition to celebrate DEI this quarter: Cinco de Mayo/Asian Pacific Heritage Month / LGBTQ Pride Month / Juneteenth
	Refresh the Ventura Harbor Village.com website to include dynamic features, the Channel Islands, digital map, and reformatted calendar of events	Q2 2023	No action this quarter.
	Harbor tenant education and advocacy re: implementation of sustainability practices e.g. CA Green Business Network, Surfrider Foundation Ocean Friendly Restaurants program	Q1 2023 tenant meetings and forward	Month long campaign to promote new water bottle (Hydration Station) in the Ventura Harbor Village- gave away a reusable water bottle. Information table and hosted a Village Clean Up Event for Earth Day at Ventura Harbor Village + giveaways.
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	City organized meetings through Q4 2023	GM worked with Interim Community Development Director to implement zoning updates in Harbor. HM has requested the County OES add Ventura Harbor Tsunami Related Info. to the County Hazard Mitigation Plan to allow for future grant opportunities.
	Collaborate with other harbors and special districts on best management practices, legislative impacts and funding opportunities	Monthly	GM continues to participate in VCSDA as Treasurer for two-year term (2023-2025). HM maintains membership in CA Harbormaster & Port Association, Pacific Congress of Harbormasters, Marina Recreation Association, and American Shore and Beach Preservation Association.
	Collaboration between Port District and law enforcement and emergency services	Ongoing	HM participates in DHS Homeland Security Planning & Response Groups. HM has coordinated dockage for US Customs & CA Fish & Game
	Port Commission updates to Ventura City Council	Bi-Annual	City Council presentation by members of Board and GM on May 8 th .

E: Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
3. Public and Civic Engagement Planning	Public Workshop every two years	Q3-Q4 2024	No action this quarter. PCEP updated December 2022.
	Mid-term Objective evaluation	Q3-Q4 2024	No action this quarter.
4. Updates to District policies to reflect improved transparency and DEI	Identification and utilization of multi-channel outreach for staff recruitment, solicitation of tenant businesses and contracts	Q3 2022 to Q2 2023	GM attended CSDA’s 2023 General Manager Leadership Summit in June with training emphasis on employment law and personnel management including attracting, hiring and retaining employees. Business Operations Analyst met with County Diversity, Equity & Inclusion Manager for info on County initiatives. HM sent HPO Taylor Plasch to a Water Women Empowerment event. The event stressed team building, mentoring, and supporting advancement of women in these careers.
	Annual review and updates to HR Manual, Board Protocols Manual, Public and Civic Engagement Plan, and other District policies.	Q3-Q4 and annually	HR Manual update approved by Board on Feb 1. PCEP updated Dec 21, 2022. Brown Act presentation to Board on Feb 15.

F: Support current and future commercial fishing and sustainable aquaculture industries. Maintain and improve working waterfront facilities and infrastructure

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor	Regular engagement with commercial fishing business owners and key industry representatives	Seasonally	Consultant WSP has been conducting interviews of squid fishing stakeholders and potential aquaculture businesses regarding future infrastructure needs. HM receives commercial fishing updates as part of a CA Fish & Game Working Group. Staff continues collaboration with the Ventura Sportfishing to ensure public parking at the launch ramp during peak season.
	Engagement with sustainable aquaculture industry interests at Ventura Harbor	As received	As part of District's planning efforts for modernization of commercial fishing facilities, two aquaculture companies participated in interviews regarding landside facility needs for offloading at Ventura Harbor.
	Monitor legislative and regulatory changes potentially impacting commercial fishing and sustainable aquaculture	Monthly	K&L Gates Monthly Commercial Fishing & Aquaculture Advocacy Report is routinely distributed to the eight commercial squid fisheries operating in Ventura Harbor and Port of Hueneme. Staff have been following new legislation for impacts, including CARB, MPA, and 30x30.
2. Continue improvements of District's Working Waterfront infrastructure	Maintain existing harbor infrastructure and related amenities to continue to meet commercial fishing needs	Q2 Annual Budget & 5-Year CIP	Commercial marina and fish hoist maintenance projects completed. Continuing to work with Del Mar for placement of a 1- to 3-ton ice machine to be located on the commercial Fish Pier.
	Master planning for growth of commercial fishing and sustainable aquaculture capital improvements	Q1/Q2 2023	Board approved contract with a port planning consultant to receive proposal for development of a micro-masterplan. Site visit and interviews with stakeholders by consultant continue. Pausing while awaiting outcome of CalSTA grant.
	Identify and pursue grant/funding opportunities to implement capital infrastructure needs for commercial fishing and sustainable aquaculture	Q2 2023 and on-going	Staff has worked with Port of Hueneme and their consultant to apply for CalSTA grant funding to modernize commercial fishing infrastructure at Ventura Harbor in order to accept all squid offloading from Port of Hueneme. Outcome of application pending as of June 30.
3. Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture	Support and endorse NOAA sustainable aquaculture initiatives in the Santa Barbara Channel	Q2/Q3 2023	Ongoing dialogues regarding NOAA's California AOA Notice of Intent to Prepare a Programmatic Environmental Impact Statement for Identification of One or More Aquaculture Opportunity Area(s) in Southern California, including the "Public Scoping Report" and next steps.
	Knowledge, experience, and technology transfer with aquaculture industry and stakeholders	Ongoing Resource	Maintain resource library on District's website

M: Collaborate with Master Tenants and National Park Service to plan, improve, and develop the Harbor in a financially and environmentally sustainable way.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engagement and support of Master Tenants for successful business operations at the Harbor	Work with Master Tenants to help facilitate sustainable capital improvement projects	Tenant specific	District was Lead Agency in environmental review of proposed development for Derektor Marine Holdings (DMH) IS/MND adopted June 7, 2023.
	Coordination with Portside on commercial tenant leasing	Q1 2022 to Q4 2023	GM biweekly meetings re: commercial leasing as well as topics such as a possible water taxi service and wayfinding signage.
	Strategic planning meetings between master tenants and District staff	Q2 of each year	GM coordinated City presentation regarding the General Plan and Local Coastal Program update at the March 15 Board meeting with focus on Harbor land use. GM followed up with formal requests for land use planning changes to City.
2. Evaluate opportunities for Parcel Development	Evaluate master planning opportunities in conjunction with current and future leasehold development	Annually	Staff coordinated with Ventura West Marina master tenant to present to Board and public on June 21, 2023 re: master planning for parcel development.
	Master planning for Parcel 5 development	Commencing Q2 2023	Board received a presentation in March for previous park venue plans developed for Parcel 5. Staff executed agreement with consultant RRM and has initiated the preliminary design process.
3. Implement sustainability technologies at the Harbor	Explore renewable energy, energy storage applications Harbor-wide e.g. solar power, EV charging stations, hybrid and electric vehicles	Q2 2023 and forward	SBOM/Capital Projects Manager (CPM) working towards installation of EV chargers – 4 charge points being installed at VPD HQ. 21 more to come in winter to VHV (SCE controls schedule). HM continues to stay informed on EV vehicles and advances in EV vessel technology.
3. VenturaWaterPure	Continue commitment to help minimize impacts and disruptions caused by the VenturaWaterPure project through ongoing work with City, master tenants, and stakeholders	Q3 2022 to Q3 2024	Multiple meetings continue between District and City staff re: VenturaWaterPure (VWP) project. City and District negotiated Right of Entry Agreement for 19A. Appraisal and offer received from City. District has appraisal review planned in next quarter before considering easements at future Board meeting.

N: Maintain and grow Channel Islands National Park Service (NPS) presence and customer visitation to the Harbor.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with NPS and harbor visitors regarding enhancement of visitor experience.	Collaborate with City, CA Coastal Commission, and stakeholders including NPS to prepare a master plan integrating Parcel 8 into the visitor experience at the Harbor and Visitor's Center	Q2 2023	No action this quarter. No action anticipated for 2023. Discuss new Action and Milestone.
	Work with NPS and ferry operator on cross-promotional activities to increase attraction of visitors to the Harbor	Q2 2023 to Q2 2024	PR secured Island Packers Summer Whale Excursion & return of Harbor Cruise editorial coverage while marketing cross-promoted start of summer whale watching trips and Harbor Cruise dates. Worked with both CINP and IP to schedule an on-air segment with Eye Witness KEY News in LA for trips to the islands and the award of the IP parks contract.
	Work with NPS to provide/upgrade visitor educational signage along pedestrian areas	Q3-Q4 2023	District has updated and installed wayfinding signs along Spinnaker Drive in May. Additional pedestrian signage to be part of Sustainable Transportation Plan.
2. Coordinate with NPS Superintendent 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, and ferry terminal	Ongoing	As follow up to meetings with NPS and Ventura West Marina (to improve signage, access, and parking to Visitor Center), District has updated and installed wayfinding signage along Spinnaker Drive.
	Investigate synergies for collaborative improvement of NPS Visitor Center experience	Q3 2023	District provided additional wayfinding signs along Spinnaker Drive in May.
3. Coordinate with National & California State Parks, and City 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	No action this quarter.
	Explore potential enhancements of Ventura Harbor Ecological Reserve with City (owner)	Q3 2023	No action this quarter. Reevaluate when Sustainable Transportation Planning grant outcome is known.

P: Implement parking management, traffic circulation, and multi-modal transportation strategies.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with City to improve access between the City and Harbor	Work with City Active Transportation Plan Working Group to promote emphasis on improving active transportation access to the Harbor.	Q1-Q4 2022 through City Plan	Worked with City's Transportation department regarding pursuit of Sustainable Transportation Grant. Grant outcome to be published fall 2023.
	Advocate to the City to repave Spinnaker and Navigator Drive.	Q3-Q4 2022 and ongoing	Continued discussions with City Public Works staff regarding repaving all of Navigator Drive, with tentative support. Board members also advised City Council of need for Spinnaker repaving.
	Coordinate with City on planning for active transportation network improvements	Q4 2023	Worked with City's Transportation department regarding pursuit of Sustainable Transportation Grant. Grant outcome to be published fall 2023.
2. Evaluate alternative and active methods for people to travel to and within the Harbor and pursue needed improvements and strategies in partnership with the City	Work with City, Ventura County Transportation Commission, and regional transportation services for expanding public transit options to Harbor.	Q4 2023	HM monitored the summer beach bus programs which both appeared to be a success. The buses brought a diverse group of visitors and of all ages. While some participated in beach activities others enjoyed the Harbor.
	Advocate to the City to improve bicycle, pedestrian access, and safety along and crossing Spinnaker Drive.	Q3-Q4 2022 and ongoing	Working with City to improve bicycle lanes on Navigator Drive as part of 2023 City repaving project. Continued involvement with City Active Transportation Plan Working Group.
	Collaborate with master tenants to develop an intra-Harbor pilot program for transportation services e.g. water-taxi and/or shuttle	Q3 2023 to Q3 2024	Portside and District staff met with company regarding possible pilot water taxi program in fall of 2023. HM has offered suggestions on how we might offer services at a cheaper cost to the District.
3. Pursue and implement parking management solutions to increase vehicle circulation	Obtain necessary agreements and permits to implement managed parking at Harbor Village	Q3 2022 to Q3 2023	Draft MOU provided to City staff for review and comment. City staff have advised that Municipal Code also needs to be changed as it only provides for paid parking in downtown. District has retained consultant to start preparing CDP application per City direction.
	Identify & budget for Capital Improvements to improve parking & circulation at Harbor Village	Q3 2022 to Q2 2023	Initial cost estimate developed with Sept 21 draft Plan. Updated with consultant and potential provider in March. Board approved retaining consultant for CDP application.

R: Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Utilize grant funding opportunities for sustainable Harbor infrastructure	Work with SCE, CALeVIP, SLC, and City to complete installation of 21 EV charging stations in Harbor Village per CIP.	Q1 2023	Charger procurement complete. Designs for VPD HQ approved by City and installation begun. SCE has submitted final designs for Village to City.
	Complete installation of 4 EV charging stations at District office for company vehicles per CIP.	Q2 2023	Designs approved by City. Installation has begun.
	Complete procurement of hybrid Harbor Patrol vehicle utilizing SLC grant funds per CIP.	Q3-Q4 2023	Harbormaster is prepared to make the purchase upon approval from the Commission.
	Complete procurement of EV or hybrid Maintenance & Dockmaster vehicles using SLC grant funds per CIP.	2023 and 2024	Detailed research and analysis for EV options have been conducted. HM investigated Tesla Fleet options, Ford EV options, Chevy EV, and hybrids. Staff have identified manufacturers that will provide strong products and warranties.
2. Seek additional grant funding for improving/replacing District capital assets.	Establish mechanisms to receive transportation funding from the State and/or Federal governments with emphasis on active transportation.	Q4 2023	Worked with City as partner agency to receive Caltrans Sustainable Transportation Planning Grant. Grant outcome will be published late summer 2023.
	Identify and apply for grants that align with Board-approved 5-year CIP.	Q2 2022 Ongoing	Worked with City as partner agency to receive Caltrans Sustainable Transportation Planning Grant. Grant outcome will be published late summer 2023.
3. Leasing/Property Management	Prepare, approve and implement Annual Leasing/Property Management Action Plan	Q2 2023 and Annually	Annual update to plan presented to and approved by Board on June 7, 2023.
	Through active marketing, continue to attract a diverse array of businesses and business owners to Ventura Harbor with the goal of expanding the offerings to the public while creating value for the District.	Commencing Q3 2022 91	Full page Village suite advertisement including in Our Community USA (LGBTQ+ regional service directory). Website and marketing flyers all include "All are welcomed." Conducted outreach to Native American Tribes, Visit Ventura, Ventura Chamber of Commerce, and WEV. Advertised on Facebook and Twitter.

R: Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
4. Update of Financial Management System	Roll out of new accounting and property management software.	Q4 2022	MRI has completely replaced the old Sage accounting software.
	Creation and implementation of Tenant Portal to allow tenants to report sales and review lease documents.	Q1 2023	Tenant Portal development and training for staff has been completed. Tenant Portal has been rolled out to 38 Village tenants.
	Implementation of online payments for tenants.	Q1 2023	Online payments and sales reporting is now available for Village tenants via the Tenant Portal. Roll out for tenants is continuing in phases to manage tenant inquires and potential issues. Approximately 22 tenants have successfully paid online and if applicable reported sales.
5. Financial Reporting	Stakeholder budget workshops	Q2 and annually	A budget study session was held with the Board during public meeting on May 17, 2023.
	Periodic reports to Board and public on financial position, audits, and budget.	Quarterly	Draft financial statements for fiscal year Q4 (6/30/2023) will be included in the September 6 Board meeting packet. The final audit for the fiscal year ended 6/30/23 is anticipated to be included in the January 17, 2024 Board meeting packet.
	Annual review of District bonds, debt position, restructuring opportunities and CalPERS obligations.	Q2 and annually or as needed	Completed during budget study session with the Board during public meeting on May 17, 2023.

V: Maintain and improve Harbor Village facilities, infrastructure, and amenities.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Ongoing investment in Harbor Village Infrastructure	Complete outstanding ADA improvements in Capital Improvement Plan	Q2 2023	3x ADA restroom improvements & 2x ADA compliant trash enclosures projects materially completed during this quarter.
	Evaluate new ADA improvement requirements for District properties and update Capital Improvement Plan to address.	Q2 2024	No action this quarter.
	Village Promenade/Trail physical upgrades, including sustainability enhancements	Q4 2024 onwards	No action this quarter.
	Complete infrastructure upgrades (elevators, roof replacements per CIP)	Q4 2026	1567 Building C Roof replacement completed.
	Complete Village Tenant Signage, Awnings	Q4 2024	Ongoing progress for Village tenants with implementation of Master Sign Program. Several door-protecting awnings on order for replacement.
	Evaluate opportunities for renewable energy/energy storage infrastructure for Village; implement drought tolerant landscaping and related irrigation systems.	Q3 2022 through Q4 2027	When replenishing vegetation inside planters, the District is planting drought tolerant succulents. Sprinkler irrigation is transitioning to dedicated drip system.
	Implement WiFi in Harbor Village	Q2 2023	No action this quarter.
2. Develop and implement an Annual Visitation Plan for Ventura Harbor Village.	Submit a proposed Visitation Plan in spring for Board, tenant and stakeholder input and feedback.	Q2 2023 and annually	Presented and board approved in June : 2023-2024 Village Visitation Plan
	Implement seasonal décor at Ventura Harbor Village and Spinnaker Drive	Q4 2022 and annually	Installation of “Ventura Harbor” promenade sign for summer