



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Michael Blumenberg, Chair
Jackie Gardina, Vice-Chair
Anthony Rainey, Secretary
Elizabeth Howell, Commissioner
Chris Stephens, Commissioner

Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Reid Miller, Legal Counsel
Jessica Rauch, Clerk of the Board

REGULAR MEETING WEDNESDAY, OCTOBER 2, 2024

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

CLOSED SESSION – 6:00PM
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
6:00PM**

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: **1591 Spinnaker Drive #117B**
District Negotiators: Brian D. Pendleton, Todd Mitchell, Reid Miller
Negotiating Parties: Junior Explorers – Ventura LLC
Under Negotiation: **Price and Terms of Payment for New Office Lease Agreement**

- b) Property: **1559 Spinnaker Drive #109**
District Negotiators: Brian D. Pendleton, Todd Mitchell, Reid Miller
Negotiating Parties: Commissioned Desserts, LLC dba Top This Chocolate
Under Negotiation: **Price and Terms of Payment for Amendment to Retail Lease Agreement**

2. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION – PER GOVERNMENT CODE PARAGRAPH (1) OF SUBDIVISION (D) OF SECTION 54956.9:

Name of case: Ventura Harbor Restaurant Associates, Inc., et al. vs. Ventura Port District, Ventura 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 September 18, 2024 Port Commission Regular 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 Request

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the out-of-town travel request for Maintenance Supervisor Wayne Hatch to attend the California Building Officials Education Week from October 27 - 30, 2024 in Costa Mesa, CA.

STANDARD AGENDA:

1) Adoption of Resolution No. 3511 Approving the Financial Statements and Checks for April through June 2024

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3511 to:

- a) Accept the draft financial statements for the Quarter ending June 30, 2024, pending final year-end reconciliation adjustments and audit review.
- b) Review the payroll and regular checks for April through June 2024.

2) Appointment of California JPIA Board Director

Recommended Action: Voice Vote.

That the Board of Port Commissioners appoint one Commissioner to serve as Director for the Joint Powers Insurance Authority (JPIA) Board of Directors.

3) Consideration of Nomination of a Port Commissioner to be a LAFCo Special District Regular Member

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Consider the nomination of a Port Commissioner to fill the Regular Special District Member term on the Ventura Local Agency Formation Commission.
- b) If a Commissioner is nominated, adopt a Resolution nominating that Port Commissioner to fill the Regular Special District Member term on the Ventura Local Agency Formation Commission from January 1, 2025 through December 31, 2028.

4) Approval of Ventura Harbor Fee Schedules

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the fee schedules effective January 1, 2025 for:

- a) Harbor Village Common Area Maintenance.
- b) Harbor Village Events.
- c) Harbor Village Commercial Marina Slips.
- d) Dry Boat Storage.
- e) Commercial Vendor Identification Cards.

5) Brown Act Presentation

Recommended Action: Informational.

That the Board of Port Commissioners receive a presentation from Lagerlof, LLP on the Ralph M. Brown Act.

ADJOURNMENT

This agenda was posted on Friday, September 27, 2024 by 6:00p.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
OCTOBER 2, 2024

APPROVAL OF MINUTES
SEPTEMBER 18, 2024
REGULAR MEETING

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF SEPTEMBER 18, 2024



CLOSED SESSION

CALL TO ORDER:

The Ventura Port District Board of Port Commissioners Regular Closed Session Meeting was called to order by Chair Blumenberg at 6:30PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Anthony Rainey, Secretary
Elizabeth Howell

Commissioners Absent:

Jackie Gardina, Vice-Chair
Chris Stephens

Port District Staff:

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

Legal Counsel:

Reid Miller, Lagerlof, LLP

Number of interested persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: None. Closed at 6:30PM

CONVENED TO CLOSED SESSION AT 6:31PM.

ADJOURNMENT: Closed Session was adjourned at 6:50PM.

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Port District 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 Commissioner Rainey.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Anthony Rainey, Secretary
Elizabeth Howell

Commissioners Absent:

Jackie Gardina, Vice-Chair
Chris Stephens

Port District Staff:

Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Sergio Gonzalez, Facilities Manager
John Higgins, Harbormaster
Will McReynolds, Management Assistant
Jessica Snipas, Business Operations Analyst via Zoom
Dave Werneburg, Marina Manager via Zoom

Legal Counsel:

Reid Miller, Lagerlof, LLP

City of Ventura Liaisons:

Councilmember Duran, City Council Liaison – Absent

Number of interested persons:

0 via zoom; 3 in person

ADOPTION OF AGENDA

ACTION: Commissioner Howell moved to adopt the September 18, 2024 agenda.

Commissioner Rainey seconded. The vote was unanimous.

APPROVAL OF MINUTES

The Minutes of the September 4, 2024 Board of Port Commissioners' Regular Meeting were considered as follows:

ACTION: Commissioner Rainey moved to approve the Minutes of the September 4, 2024 Regular Meeting.

Commissioner Howell seconded. The vote was unanimous.

PUBLIC COMMUNICATIONS: Hall Stratton was thankful for being invited to the workshop and will start attending more regular meetings. He also expressed his concerns about the safety of the pedal boats in the Harbor. Alicia Stratton commented on the Parcel 20/14 Redevelopment project. Closed at 7:14PM. Reopened at 7:14PM Bill Mattson also commented on the Parcel 20/14 Redevelopment project. Closed at 7:17PM.

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

BOARD COMMUNICATIONS: Commissioner Howell and Commissioner Rainey were both pleased with the attendance and participation at the September 14th Public Workshop and commended staff for setting it up and supporting the process. Closed at 7:27PM.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on past and upcoming events and promotions at Harbor Village and congratulated Todd Mitchell on his promotion to Deputy General Manager.

CONSENT AGENDA:

A) Approval of Out-of-Town Travel Requests

Recommended Action: Voice Vote.

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

- a) Harbormaster, John Higgins to attend the CA State Parks Basic Coastal Operator Course from October 13 - 18, 2024 in Pillar Point, CA.
- b) Marketing Manager, Jennifer Talt-Lundin to attend the Visit California Annual Rural Committee meeting from September 30 – October 2, 2024 in Sacramento, CA.
- c) Marketing Manager, Jennifer Talt-Lundin to attend the Visit California Outlook Forum from March 2 – 4, 2025 in Los Angeles, CA.
- d) Marketing and Events Coordinator II, Ruby Hedrick to attend the Visit California Outlook Forum from March 2 – 4, 2025 in Los Angeles, CA.

Public Comment: None. Closed at 7:29PM.

ACTION: Commissioner Rainey moved to approve the out-of-town travel requests.

Commissioner Howell seconded. The vote was unanimous.

B) Approval of Amendment No. 2 to the Retail Lease Agreement with Katherine & James E. Adams dba Lemon & Lei

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 2 to the Retail Lease dated September 1, 2021 (the “Lease”) between the Ventura Port District, and Katherine Adams and James Adams, dba “Lemon & Lei,” for the premises located at 1583 Spinnaker Drive, Suite #104A, consisting of approximately 500 square feet.

Public Comment: None. Closed at 7:29PM.

ACTION: Commissioner Rainey moved to approve Amendment No. 2 to the Retail Lease dated September 1, 2021 (the “Lease”) between the Ventura Port District, and Katherine Adams and James Adams, dba “Lemon & Lei,” for the premises located at 1583 Spinnaker Drive, Suite #104A, consisting of approximately 500 square feet.

Commissioner Howell seconded. The vote was unanimous.

C) Approval of a New Retail Lease Agreement with Wild Local Seafood Co. LLC dba Wild Local Seafood Co.

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Retail Lease Agreement between the Ventura Port District dba “Ventura Harbor Village” and Wild Local Seafood Co. LLC dba “Wild Local Seafood Co.,” for the premises located at 1559 Spinnaker Drive, Suite #105, Ventura California 93001 consisting of approximately 1,438 square feet of interior commercial space and 659 square feet of non-exclusive exterior space.

Public Comment: None. Closed at 7:29PM.

ACTION: Commissioner Rainey moved to approve a new Retail Lease Agreement between the Ventura Port District dba “Ventura Harbor Village” and Wild Local Seafood Co. LLC dba “Wild Local Seafood Co.,” for the premises located at 1559 Spinnaker Drive, Suite #105, Ventura California 93001 consisting of approximately 1,438 square feet of interior commercial space and 659 square feet of non-exclusive exterior space.

Commissioner Howell seconded. The vote was unanimous.

STANDARD AGENDA:

1) Approval of a Professional Services Agreement with CliftonLarsonAllen LLP and Appointment of a new Audit Liaison

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve the Professional Services Agreement with CliftonLarsonAllen LLP to conduct the annual audit for fiscal year ending June 30, 2024 in the amount not to exceed \$50,000.
- b) Appoint an audit liaison to work with staff and the audit firm awarded throughout the fiscal year audit process.

Report by Gloria Adkins, Accounting Manager.

Public Comment: None. Closed at 7:31PM.

ACTION: Commissioner Rainey moved to approve the Professional Services Agreement with CliftonLarsonAllen LLP to conduct the annual audit for fiscal year ending June 30, 2024 in the amount not to exceed \$50,000.

Commissioner Howell seconded. The vote was unanimous.

ACTION: Commissioner Howell moved to appoint Commissioner Rainey to be the audit liaison to work with staff and the audit firm awarded throughout the fiscal year audit process.

Chair Blumenberg seconded. The vote was unanimous.

ADJOURNMENT: The meeting was adjourned at 7:34PM.

The next regular meeting is Wednesday, October 2, 2024.

Anthony Rainey, Secretary



VENTURA
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BOARD OF PORT COMMISSIONERS
OCTOBER 2, 2024

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

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: October 2, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
SUBJECT: Approval of Out-of-Town Travel Request

RECOMMENDATION:

That the Board of Port Commissioners approve the out-of-town travel request for Maintenance Supervisor Wayne Hatch to attend the California Building Officials Education Week from October 27 - 30, 2024 in Costa Mesa, CA.

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:

- 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.

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.
 - 2) Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects and programs.

BACKGROUND:

California Building Officials Education Week (CALBO)

Attending the education week keeps our continuing education units in good standing for Port District property inspections. The annual maintenance permit gives the District the ability to perform minor tenant improvements and major maintenance repairs of electrical, mechanical, and plumbing. Staff is also able to inspect all other work performed within the District to verify code compliance and notify Ventura City Building and Safety.

FISCAL IMPACTS:

Travel costs related to these activities are included in the FY24-25 budget.

<u>CALBO</u>	<u>HATCH</u>
Registration	\$870.00
Lodging	\$564.24
Meals	\$195.00
Mileage	\$121.40
Miscellaneous (Transit/Parking)	\$150.00
TOTAL	\$1,900.64

ATTACHMENTS:

None.



**BOARD OF PORT COMMISSIONERS
OCTOBER 2, 2024**

**STANDARD AGENDA ITEM 1
ADOPTION OF RESOLUTION No. 3511
APPROVING THE FINANCIAL
STATEMENTS AND CHECKS FOR APRIL
THROUGH JUNE 2024**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: October 2, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager
SUBJECT: Adoption of Resolution No. 3511 Approving the Financial Statements and Checks for April through June 2024

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3511 to:

- a) Accept the draft financial statements for the Quarter ending June 30, 2024, pending final year-end reconciliation adjustments and audit review.
- b) Review the payroll and regular checks for April through June 2024.

SUMMARY:

Attached for the Board's review are the draft financial statements for the quarter ended June 30, 2024, and the check registers for April through June 2024.

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, 2024, shown as Attachment 2, consist of the Statement of Income and Expenses, Supplementary Notes, Balance Sheet, Distribution of Cash, Cash Flow Statement, Comparison of Lease Rents, and a Three-Year Comparative Statement of Revenue and Expenses.

This draft version is being presented to the Board as a preliminary look at the fiscal year which ended June 30, 2024. On September 18, 2024, the Board approved staff to enter into a professional services agreement with CLA (CliftonLarsonAllen LLP) to perform the fiscal year 2023-2024 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 2024 –

- Fourest Tree Service, Inc. was paid \$22,056 on 04/25/2024 for tree planting at Harbor Village.
- K&L Gates was paid \$22,070 on 04/25/2024 for services pertaining to aquaculture opportunity areas, Coastal Commission permitting and Marina lease matters.
- F.C.T. Construction was paid \$95,150 on 04/25/24 for HVAC units at Loose Cannon and for tenant improvements at 1559 Spinnaker Dr. #202B.

May 2024 –

- Manson Construction & Engineer was paid \$79,321 on 05/01/2024 for inner harbor dredging into the Ventura Keys. This expense was reimbursed by the City of Ventura.
- F.C.T. Construction was paid \$71,190 on 05/03/2024 as a progress payment for the 1559/1583 Spinnaker Drive building restrooms project and for the Harbor Patrol boathouse project.
- F.C.T. Construction was paid \$37,700 on 05/09/2024 for the final payment on the Harbor Patrol boathouse project.
- F.C.T. Construction was paid \$98,100 on 05/22/2024 for two progress payments on the 1559/1583 Spinnaker Drive building restrooms project.
- Aarmark Beer Gardens was paid \$38,000 on 05/23/24 for electrical tenant improvements as allowed for in their Loose Canon lease.

June 2024 –

- Rincon Consultants was paid \$26,794.04 on 06/05/2024 for services pertaining to sand management coastal development permit support, storm dredging and annual dredging support.
- F.C.T. Construction was paid \$34,300 on 06/05/2024 for construction of custom designed oak backboards Ventura Harbor Village directory signs and for tenant improvements and repairs at 1567 Spinnaker Drive, Loose Canon suite.
- Shirck Underground was paid \$23,368 on 06/05/24 for the excavation/grooming of sand at Harbor Cove and Surfers Knoll due to storm damage.
- California JPIA (CA Joint Powers Insurance Assoc.) was paid \$477,921 on 06/19/24 for the annual general liability, workers compensation and property insurance premiums for FY24-25.
- Lagerlof LLP was paid \$73,262 on 06/19/24 for two months of legal services. This is generally considered a 'routine' payment and not included in the financial report notes. However, in this instance, staff wished to specify that two invoices were included in this check.
- Ventura Harbor Boat Yard was paid \$38,297 on 06/19/24 for Patrol boat 19 emergency repairs.
- F.C.T. Construction was paid \$82,345 on 06/19/24 for the final payment on the 1559 Spinnaker Drive #205 office buildout of the old Comedy Club space.
- Aarmark Beer Gardens was paid \$90,000 on 06/19/24 for tenant improvements as allowed for in their Loose Canon lease.

- Bellingham Marine Ind. Inc. was paid \$29,726 on 06/20/24 for Village dock E – slips 17 and 18 repairs.

Details reflecting purchases made using the District's Wells Fargo Commercial credit cards for April through June 2024 are included as Attachment 4.

The Quarterly Treasurer's Report for the period ending June 30, 2024, 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. The LAIF investments were correctly presented in the original reports.

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 annual reimbursement disclosure 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 contains two regular pay periods. May contains three regular pay periods. The month of June contains two regular pay periods. The quarterly accrued compensation pay-off run for all departments was processed in July.

FISCAL IMPACT:

The Statement of Income and Expenses reflects a positive 'Change in Net Position' of \$1,444,448 for the period ended June 30, 2024. This change is a result of normal operations. This amount will change as a result of the year-end reconciliation adjustments and audit review.

ATTACHMENTS:

Attachment 1 – Resolution No. 3511

Attachment 2 – Statement of Income and Expenses – Quarter Ended June 30, 2024

Attachment 3 – Accounts Payable Check Registers – April through June 2024

Attachment 4 – Wells Fargo Bank Credit Card Charges – April through June 2024

Attachment 5 – Quarterly Treasurers Report – June 30, 2024

Attachment 6 – Annual Reimbursement Disclosure Report FY23-24



RESOLUTION NO. 3511

**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, 2024.
- B. The following Checks are hereby reviewed:
 - 1) Payroll checks and direct deposits #52242-52527 in the amounts of \$180,651 for April 2024 salaries, \$269,730 for May 2024 salaries, and \$171,379 for June 2024 salaries.
 - 2) Regular Checks #57936-58305 in the amounts of \$351,363 for April 2024 expenditures, \$535,555 for May 2024 expenditures, and \$1,170,035 for June 2024 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on October 2, 2024, Resolution No. 3511 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Michael Blumenberg, Chair

Anthony Rainey, Secretary

ATTACHMENT 2

Ventura Port District

Current Period Includes 3 Months

Consolidated all Departments

Income Statement-Board

Std. Budget (STD)

Accrual

Comparative Income Statement

	Actual Apr-Jun 2024	Budget Apr-Jun 2024	Variance		YTD Actual Jul 2023 - Jun 2024	YTD Budget Jul 2023 - Jun 2024	Variance	
OPERATING REVENUES								
Parcel Lease Income	1,395,261	1,249,000	146,261	12%	5,867,306	5,594,000	273,306	5%
Dry Storage Income	18,466	16,500	1,966	12%	76,355	70,000	6,355	9%
Fisherman's Storage	23,122	22,800	322	1%	91,330	91,500	(170)	0%
Parking Income	16,268	16,256	12	0%	55,921	65,000	(9,079)	-14%
Harbor Event Fees	9,575	16,500	(6,925)	-42%	40,804	45,000	(4,196)	-9%
Miscellaneous Income/Rentals	50,767	49,303	1,464	3%	69,925	76,500	(6,575)	-9%
Village Income:								
Harbor Village Lease Income	841,094	813,000	28,094	3%	3,343,770	3,291,000	52,770	2%
Commercial Fishing	47,110	47,300	(190)	0%	263,939	260,000	3,939	2%
Slip Rentals	277,829	246,000	31,829	13%	1,223,333	1,040,000	183,333	18%
Dock Electrical Income	13,353	12,450	903	7%	57,762	50,000	7,762	16%
Late Fees	(30,043)	250	(30,293)	-12117%	11,105	1,000	10,105	1011%
Marketing Booth/Vendor/Sponsorship Income	1,795	1,250	545	44%	24,678	23,000	1,678	7%
Merchants Promo Fund Dues	28,901	24,700	4,201	17%	117,926	110,000	7,926	7%
Common Area Maintenance Income	90,098	94,200	(4,102)	-4%	372,898	376,000	(3,102)	-1%
TOTAL OPERATING REVENUES	2,783,595	2,609,509	174,086	7%	11,617,051	11,093,000	524,051	5%
OPERATING EXPENSES								
Personnel Expenses:								
Salaries and Wages								
Regular Salaries	826,215	880,076	53,861	6%	3,062,827	3,187,000	124,173	4%
Part-time Help	15,030	16,542	1,512	9%	63,621	70,500	6,879	10%
Overtime Pay	56,756	31,375	(25,381)	-81%	126,403	125,500	(903)	-1%
Holiday Pay	9,529	17,150	7,621	44%	63,932	68,600	4,668	7%
Total Salaries and Wages	907,530	945,143	37,613	4%	3,316,783	3,451,600	134,817	4%
Other Personnel Expenses								
Retirement Contributions	169,534	185,272	15,738	8%	697,904	705,000	7,096	1%
Payroll Taxes	14,745	17,709	2,964	17%	52,860	65,200	12,340	19%
Worker's Compensation Insurance	43,251	43,247	(4)	0%	173,004	173,000	(4)	0%

ATTACHMENT 2

Ventura Port District

Current Period Includes 3 Months

Consolidated all Departments

Income Statement-Board

Std. Budget (STD)

Accrual

Comparative Income Statement

	Actual Apr-Jun 2024	Budget Apr-Jun 2024	Variance		YTD Actual Jul 2023 - Jun 2024	YTD Budget Jul 2023 - Jun 2024	Variance	
OPEB Liability	3,297	3,750	453	12%	13,238	15,000	1,762	12%
Medical and Life Insurance	76,042	81,741	5,699	7%	308,724	327,000	18,276	6%
Optional Benefit Plan	77,234	85,886	8,652	10%	301,643	319,000	17,357	5%
Uniform Expenses and Tool Allowances	21,213	8,850	(12,363)	-140%	41,217	35,000	(6,217)	-18%
Total Other Personnel Expenses	405,316	426,455	21,139	5%	1,588,590	1,639,200	50,610	3%
Total Personnel Expenses	1,312,846	1,371,598	58,752	4%	4,905,374	5,090,800	185,426	4%
GENERAL EXPENSES								
Advertising	7,846	4,500	(3,346)	-74%	26,546	18,000	(8,546)	-47%
Auto/Boat Equipment Maintnace	70,965	44,200	(26,765)	-61%	163,664	175,500	11,836	7%
Bad Debt	35,598	10,000	(25,598)	-256%	35,598	10,000	(25,598)	-256%
Bank Fees & Other Miscellaneous Expenses	448	1,500	1,052	70%	2,042	6,000	3,958	66%
Building Maintenance	37,969	33,985	(3,984)	-12%	157,085	136,000	(21,085)	-16%
Building Maint.-Tenant Improvements	240,042	183,500	(56,542)	-31%	1,219,237	1,159,500	(59,737)	-5%
Communications & WiFi Services	14,028	10,275	(3,753)	-37%	49,862	41,100	(8,762)	-21%
Conferences, Meetings & Trainings	23,350	45,175	21,825	48%	71,876	131,300	59,424	45%
Dock Maintenance & Repairs	52,061	46,252	(5,809)	-13%	95,369	210,000	114,631	55%
Equipment Rental	7,472	3,600	(3,872)	-108%	22,597	19,500	(3,097)	-16%
General Insurance	101,001	100,997	(4)	0%	404,004	404,000	(4)	0%
Grounds Maintenance	75,349	80,005	4,656	6%	163,753	235,000	71,247	30%
Sand Management	23,368	7,500	(15,868)	-212%	23,368	23,500	132	1%
Maintenance Contingency	31,032	19,997	(11,035)	-55%	68,513	80,000	11,487	14%
Janitorial Supplies	14,732	18,000	3,268	18%	64,279	72,000	7,721	11%
Land/Building Rental Expense	23,379	22,800	(579)	-3%	91,588	91,500	(88)	0%
Marketing & Promotions	113,189	68,400	(44,789)	-65%	396,968	412,500	15,532	4%
Memberships, Cloud Based Subscriptions	38,821	34,503	(4,318)	-13%	105,511	114,100	8,589	8%
Office/Computer Equipment & Supplies	14,126	6,600	(7,526)	-114%	46,918	33,000	(13,918)	-42%
Operating Supplies	25,085	18,178	(6,907)	-38%	63,320	75,500	12,180	16%
Other Equipment & Repairs	8,246	11,625	3,379	29%	34,106	46,500	12,394	27%
Prof. Services-Legal, Judgements, Settlements	109,224	75,000	(34,224)	-46%	369,607	330,000	(39,607)	-12%
Prof. Services/Outside Services	342,384	315,777	(26,607)	-8%	1,070,325	1,226,500	156,175	13%

ATTACHMENT 2

Ventura Port District

Current Period Includes 3 Months

Consolidated all Departments

Income Statement-Board

Std. Budget (STD)

Accrual

Comparative Income Statement

	Actual Apr-Jun 2024	Budget Apr-Jun 2024	Variance		YTD Actual Jul 2023 - Jun 2024	YTD Budget Jul 2023 - Jun 2024	Variance	
Prof. Services-Comm. Fishing & Aquaculture Advo	1,813	22,500	20,688	92%	29,314	90,000	60,686	67%
Utilities	106,148	125,127	18,979	15%	453,593	500,500	46,907	9%
Dredging Related Expense	75,216	80,750	5,534	7%	1,709,324	1,680,000	(29,324)	-2%
Total General Expenses	1,592,892	1,390,746	(202,146)	-15%	6,938,369	7,321,500	383,131	5%
Total Operating Expenses	2,905,737	2,762,344	(143,393)	-5%	11,843,743	12,412,300	568,557	5%
Operating Income (Loss)	(122,143)	(152,835)	30,692	20%	(226,691)	(1,319,300)	1,092,609	83%
NONOPERATING REVENUES								
General								
Investment Income (Loss)	227,054	0	227,054	0%	841,821	290,000	551,821	190%
Tax Income	727,249	662,000	65,249	10%	1,763,059	1,627,000	136,059	8%
DBAW//SAVE-Grants	70,472	0	70,472	0%	70,472	0	70,472	0%
Other Nonoperating Income	68,928	0	68,928	0%	74,928	0	74,928	0%
Inter-government Income	98,666	0	98,666	0%	703,437	590,000	113,437	19%
Gain on Sale of Fixed Assets	13,297	0	13,297	0%	13,297	0	13,297	0%
TOTAL NONOPERATING REVENUES	1,205,666	662,000	543,666	82%	3,467,014	2,507,000	960,014	38%
NONOPERATING EXPENSES								
Interest Expenses	8,418	8,418	0	0%	410,739	421,000	10,261	2%
Depreciation Expense	333,959	351,000	17,041	5%	1,385,136	1,408,000	22,864	2%
Total Non-operating Expenses	342,377	359,418	17,041	5%	1,795,875	1,829,000	33,125	2%
Non-operating Income (Loss)	863,288	302,582	560,706	185%	1,671,139	678,000	993,139	146%
CHANGES IN NET POSITION	741,146	149,747	591,399	395%	1,444,448	(641,300)	2,085,748	325%

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending June 30, 2024 – Budget to Actual Analysis

Many budget line items are not equally distributed over the course of a given year. In these circumstances, staff attempt to specify the period for planned expenditures or follow seasonal patterns when distributing the annual budget by month. However, where timing of expenses is uncertain, those line items are divided equally through the year which can result in variances by quarter. This report reviews the last quarter of the fiscal year. Final year end reconciliations and audit adjustments are not included in the draft June financial reports shown here.

Operating Income:

Parcel Lease Income – (exceeds budget \$273,306) This category reflects the cumulative balance for master tenant's rents. This variance reflects a 5% increase over the budget. The variance continues to be reflected in Ventura Isle Marina and Portside's sales exceeding our projections for the year, increase in Four Points occupancy and a onetime lease processing fee from Derecktor Marine.

Harbor Village Lease Income – (exceeds budget \$52,770) This category reflects retail, restaurants, offices, and charters. Year to date this is an increase of 2% over the budget. January through- March, was under budget by 6% primarily due to inclement weather conditions that impacted some of the business in the Village. The current quarter, April through June income exceeded the budget by \$28,000 primarily in the restaurant category. The retail and office rents were up slightly this quarter offset by a decrease in charter income. A large portion of the decrease in charter income was due to an account reconciliation, not because the tenant's sales were down.

Slip Rentals – (exceed budget \$183,333) Approximately \$100,000 of this variance is in the third quarter. Several boaters paid their rent in advance for the next year in January. This created an unusually large increase in the slip rentals for the quarter. The Marina Manager reported that at mid-year the slip rental budget was reduced \$60,000 with the anticipation that some vessels would need to relocate to Moss Landing for 3-6 months while the District performed dock repairs. Bellingham's job scheduling was backlogged with other clients. They were able to work on our project incrementally in the interim. We were able to work around their schedule and temporarily stage impacted vessels within in our marina, so the vessels did not have to relocate.

Operating Expenses:

Personnel Expenses – (under budget \$185,426) This variance is the net effect of salaries and wages being under budget \$134,817 and other personnel expenses being under budget \$50,610.

- Regular wages are under budget by \$124,173. This category is distributed evenly throughout the year based on 2 or 3 paychecks per month, as appropriate. The main cause for this variance continues to be in the Marketing and Marina departments. Marketing began recruiting for their vacant fulltime position in November and successfully filled the position in mid-January. This position was budgeted for the full year, but it was not adjusted at mid-year to reflect the six months of vacancy. Marina's wages were adjusted at mid-year to allow for the unplanned retirement of a Dockmaster. Additionally, in the third and fourth quarters three employees departed: two Maintenance and one Harbor Patrol.
- The overtime category exceeds the budget by \$903. This category is budgeted evenly by quarter (divided by 4). The overtime category took a large swing in the fourth quarter especially for the Harbor Patrol. One patrol officer unexpectedly resigned, and another was out on a medical leave. Overtime was necessary to cover these shifts.
- Other personnel expenses are under budget \$50,610. This variance for the year is directly affected by the timing for the hiring of the new Marketing recruit, the unplanned retirement of a Dockmaster, and the unplanned departure of two Maintenance workers and one Patrol Officer.

Building Maint. – Tenant Improvements – (exceeds budget \$59,737) Tenant Improvements will be reviewed to determine if any projects meet the capital assets definition. Those improvements that qualify will be reclassified to capital assets as appropriate during the fiscal year review and analysis of all capital assets.

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending June 30, 2024 – Budget to Actual Analysis

Conferences, Meetings & Training – (under budget \$59,424) The majority of this variance, \$35,582, reflects the Administrative budget, \$15,448 is in the Dredging budget, with the remaining balance in Patrol, Maintenance and Marina training. Staff prepares a budget for conferences and trainings for staff and Commissioners, but sometimes (usually due to scheduling conflicts), not all training opportunities were utilized. In addition, attendance at training typically comes in below budget.

Dock Maintenance & Repairs – (under budget \$114,631) This variance reflects almost exclusively the third quarter. Due to Bellingham scheduling backlog, some repairs were completed in the fourth quarter, but additional repairs were deferred to FY24-25.

Grounds Maintenance – (under budget \$71,247) This variance is primarily in the third quarter. The landscaping for the tree planting in the Village was budgeted for March. A portion of this project was completed in June and the remainder was carried forward into FY24-25. It was also determined that \$13,700 for the landscaping expense was inadvertently coded as Building Maintenance. This expense will be reclassified as Grounds Maintenance during the year end reconciliation process.

Marketing and Promotions – (under budget \$15,532) The Marketing Manager attempts to distribute their budget based on scheduled events and advertising promotions. This variance is spread over all categories for this department. It was anticipated that event production expenses for the third quarter would increase but inclement weather resulted in the cancellation of planned events. In the fourth quarter, Marketing planned and advertised for summer events (in particular, the X-Games Drone Show) causing this quarter to exceed the budget \$44,789 while still keeping the total annual expenditures under budget.

Other Professional/Outside Services - (under budget \$156,175) 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. This variance continues to be the net effect of the Marina department being over budget due to increased harbor security service needs and all other departments being under budget.

- The Maintenance budget includes \$50,000 in miscellaneous architectural and engineering services that were moved to the Admin budget. These expenses were inadvertently left in the Maintenance budget.
- Leases accounting assistance was budgeted at \$25,000. We have only needed to utilize approximately \$10,000 of this service to date.
- Real estate and land use services of \$50,000 was budgeted. Some of these services were performed by legal counsel for confidentiality purposes and the remainder were not implemented this year.
- Document scanning of \$5,000 was budgeted which has not been implemented to date.
- The Marina outside services is over budget due to janitorial services and increased need for security services.

Professional Services-Comm. Fishing & Aquaculture Advocacy – (under budget \$60,686) It was not necessary to use all of these funds during the fiscal year.

Dredging Related Expenses – (exceeded budget \$29,324) The Coastal Commission placed additional demands and regulations on the District for the inner harbor dredging that required additional consulting support.

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending June 30, 2024 – Budget to Actual Analysis

Non-operating Revenue and Expenses:

Investment Income - (exceeds budget \$551,821) This variance continues to be a direct result of the income earned from LAIF investments for the year being offset by the fair market value loss on the LAIF investment funds.

DBAW/SAVE Grants – (exceeds budget \$70,472) Income for SAVE Grant reimbursement needs were unknown during the preparation of the budget. These funds were received in May 2024.

Inter-governmental Income – (exceeds budget \$113,437) The City of Ventura used FEMA funds to reimburse the District for Harbor Patrol expense of \$14,189 for safety and debris clean up in the Ventura Keys waterways during the January 2023 storm conditions. This income was not confirmed at the time of the final budget. It is anticipated that additional grant funding from FEMA will be received later in the fiscal year to reimburse costs associated with the atmospheric river storm impacts. Additional funds were received from Ventura Water Pure as part of the temporary easement on lot 19A.

Natl Fish & Wildlife Grant – (exceeds budget \$0) – Receipt of this grant funding was accrued as revenue in FY22-23 as a result of the year end closing entries. Consequently, it no longer shows as revenue in the current year.

ATTACHMENT 2

Ventura Port District
Balance Sheet
For the Period Ended June 30, 2024

CURRENT ASSETS		CURRENT LIABILITIES	
Cash in Banks	5,420,503	Accounts Payable	982,560
Accounts Receivable	935,454	Accrued Liabilities	109,038
Taxes Receivable	91,367	Accrued Interest Payable	161,924
Interest Receivable	255,405	Current Portion of Long Term Debt	1,198,882
Prepaid Expenses	533,072	Current Portion of Compensated Absences	259,781
Current Portion of Lease Receivable-Tenant Leases	3,518,425	Current Portion of Accounts Payable-Equipment Lease/SBITA	109,453
Inventory of supplies	61,413		
TOTAL CURRENT ASSETS	<u>\$10,815,639</u>	TOTAL CURRENT LIABILITIES	<u>\$2,821,638</u>
NONCURRENT ASSETS		LONG TERM DEBT	
Long Term Portion of Lease Receivable-Tenant Leases	44,620,051	Itd - Notes Payable	9,213,636
	<u>\$44,620,051</u>	TOTAL LONG TERM DEBT	<u>\$9,213,636</u>
RESTRICTED ASSETS		OTHER LIABILITIES	
Cash - Dredging	2,114,894	Long Term Portion of Compensated Absences	93,695
Cash - Improvement	8,755,565	Long Term Portion of Accounts Payable Equipment Lease/SB	462,813
Cash - Fisheries Complex	213,081	Net OPEB Liability	1,230,669
		Net Pension Liability	4,727,919
TOTAL RESTRICTED ASSETS	<u>\$11,083,540</u>	Unearned Revenue	61,172
FIXED ASSETS		Security Deposits	279,940
Land	2,342,629	TOTAL OTHER LIABILITIES	<u>\$6,856,208</u>
Harbor Improvements	47,912,444		
Equipment	2,449,317	TOTAL LIABILITIES	<u>\$18,891,482</u>
Leased Equipment being Amortized	772,444		
	53,476,834	EQUITY	
Accumulated depreciation	(22,264,518)	Contributed Capital	4,632,128
NET FIXED ASSETS	<u>\$31,212,316</u>	Retained Earnings-Reserved	645,536
		Retained Earnings- Unreserved	26,573,177
TOTAL ASSETS	<u>\$97,731,546</u>	Current Year Retained Earnings	1,444,448
		TOTAL EQUITY	<u>\$33,295,289</u>
DEFERRED OUTFLOWS OF RESOURCES		DEFERRED INFLOW OF RESOURCES	
Deferred amount on refunding's	103,826	Deferred amount on OPEB	441,343
Deferred amount on OPEB	205,178	Deferred amount from pension plan	356,614
Deferred amount on pension plan	2,442,679	Deferred amount from Leases	47,498,501
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>\$2,751,683</u>	TOTAL DEFERRED INFLOW OF RESOURCES	<u>\$48,296,458</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		TOTAL LIABILITIES, EQUITY, AND DEFERRED INFLOW OF RESOURCES	
	<u>\$100,483,229</u>		<u>\$100,483,229</u>

Quarterly Report
(Draft Unaudited)

ATTACHMENT 2

Ventura Port District
Distribution of Cash as of June 30, 2024

	Current Balance
Cash	
Cash on Hand (undeposited)	2,485
Cash in Checking (Wells Fargo)	451,174
Merchant Fund (Wells Fargo)	21,968
Cash in County Treasury	20,619
Total Cash Available for Normal Operations	<u>\$ 496,246</u>
Investments Unrestricted Reserves	
Local Agency Investment Fund (LAIF)	4,924,257
Total Investments Unrestricted Reserves	<u>\$ 4,924,257</u>
Capital Improvement Reserves	
Local Agency Investment Fund (LAIF)	8,755,565
Total Capital Improvement Reserves	<u>\$ 8,755,565</u>
Dredging Reserves	
Local Agency Investment Fund (LAIF)	2,114,894
Total Dredging Reserves	<u>\$ 2,114,894</u>
Fisheries Complex Reserves	
Local Agency Investment Fund (LAIF)	213,081
Total Fisheries Complex Reserves	<u>\$ 213,081</u>
 TOTAL CASH AND INVESTMENTS	 <u><u>\$ 16,504,043</u></u>

ATTACHMENT 2

Ventura Port District
Cashflow Statement
As of June 30, 2024

Enterprise Fund

Operating Income	11,617,051
Non-Operating Income	3,467,014
Total Income	<u>\$ 15,084,065</u>
Operating Expenses	11,843,743
Non-Operating Expenses	1,795,875
Total Expenses	<u>\$ 13,639,617</u>
Change in Net Position-Accrual Basis	\$ 1,444,448
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(1,198,882)
Deferred amount on refundings	33,673
Acquisitions/Retirements of Capital Assets	<u>(1,414,701)</u>
Net Cash provided (used) by Capital & Financing	\$ (2,579,910)
Operating Income Adjustments:	
Depreciation/Impairment of assets	1,385,136
(Increase)decrease in receivables	(309,642)
(Increase)decrease in prepaid Items	(20,429)
Increase(decrease) in payables	91,011
Increase(decrease) in unearned revenue	(0)
Increase (decrease) in tenant deposits	<u>(10,790)</u>
Net Cash provided by Operating Activities	\$ 1,135,285
NET Increase (Decrease) in Cash	\$ (177)
Add: Beginning Cash 7/1/23	\$ 16,504,220
Ending Cash at 6/30/24	\$ 16,504,043

Quarterly Report
(Draft Unaudited)

ATTACHMENT 2

**Ventura Port District
Comparison of Lease Rent
Not Adjusted for GASB87 Accounting**

	<u>Year to Date Ended 6/30/2024</u>	<u>Year to Date Ended 6/30/2023</u>	<u>Increase (Decrease)</u>	
Parcel Leases				
VHMA/Derecktor Marine	276,642	276,575	67	0%
Sheraton 4 Points-Harbortown	659,113	555,790	103,323	19%
Harbortown Point	87,193	87,076	117	0%
Oceans West Marina	415,130	386,695	28,435	7%
Ventura Isle Marina	1,134,101	1,035,469	98,632	10%
Ventura Marina Mobile Park	643,911	596,934	46,977	8%
Ventura West Marina	679,116	645,633	33,483	5%
Ventura Yacht Club	154,142	149,683	4,459	3%
Vta Harbor Boatyard	350,580	389,099	(38,519)	-10%
Portside Partners Ventura Harbor	1,364,876	1,200,981	163,895	14%
Total Parcel Lease	<u>5,764,804</u>	<u>5,323,935</u>	<u>440,869</u>	8%
Appreciation rent & Option Fee	<u>100,000</u>	<u>-</u>	<u>100,000</u>	0%
Total Parcel Leases	5,864,804	5,323,935	540,869	10%
Ventura Harbor Village				
Retail Rents	635,415	710,064	(74,649)	-11%
Restaurant Rents	1,393,093	1,368,498	24,595	2%
Office Rents	840,887	782,489	58,398	7%
Charters	471,375	469,975	1,400	0%
Assignment Fees	3,000	-	3,000	0%
Total Village	<u>3,343,770</u>	<u>3,331,026</u>	<u>12,744</u>	0%
Commercial Fishing	263,939	375,695	(111,756)	-30%
TOTAL	9,472,513	9,030,656	441,857	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>			<u>% change FY22-23 to Current</u>
	<u>2021-22</u>	<u>2022-23</u>	<u>Current</u>	<u>2021-22</u>	<u>2022-23</u>	<u>Current</u>	
<u>Operating Income</u>							
Parcel Leases	1,038,524	936,033	1,395,261	4,676,722	4,985,182	5,767,306	16%
Assignment/Option Fee	78,000	-	-	78,000	-	100,000	0%
Dry Storage	18,792	15,238	18,466	83,465	74,888	76,355	2%
Other Operating	61,865	57,912	99,732	272,905	230,471	257,980	12%
Harbor Village Leases	711,911	865,196	841,094	3,159,653	3,364,677	3,343,770	-1%
Commercial Fishing	50,992	35,581	47,110	338,451	365,868	263,939	-28%
Slips	270,780	278,929	277,829	1,020,887	1,175,184	1,223,333	4%
CAM	95,707	96,666	90,098	379,479	379,270	372,898	-2%
Marketing	34,682	31,678	28,901	142,774	143,296	117,926	-18%
Electrical Slips	9,653	14,300	13,353	46,346	54,702	57,762	6%
Other Operating	2,047	5,003	(28,249)	4,221	14,098	35,782	154%
Total Operating Income	2,372,953	2,336,536	2,783,595	10,202,903	10,787,636	11,617,051	8%
<u>Operating Expenses</u>							
Harbor Patrol	401,187	546,998	583,553	1,615,916	1,913,132	2,015,104	5%
Maintenance	396,825	350,963	419,637	1,278,061	1,362,457	1,420,327	4%
Administration	532,136	498,096	845,590	2,015,176	2,273,826	2,732,645	20%
Tenant Improvements*	9,225	75,569	240,042	221,717	238,224	1,219,237	412%
Marina	239,270	267,522	302,583	889,804	920,832	1,088,541	18%
C A M	196,794	191,031	234,684	798,015	871,666	914,051	5%
Marketing	157,883	189,858	207,396	575,521	628,944	711,585	13%
Dredging	78,368	25,357	72,575	181,680	165,205	332,931	102%
Special Inner Harbor Dredging	-	-	-	-	-	1,409,321	100%
Total Operating Expenses	2,011,688	2,145,394	2,906,060	7,575,890	8,374,286	11,843,742	41%
NET OPERATING INCOME	361,265	191,142	(122,465)	2,627,013	2,413,350	(226,691)	-109%
<u>Non-operating Income</u>							
Interest	(18,766)	100,940	227,054	(141,267)	307,615	841,821	174%
Interest income Tenants **	797,853	775,364	-	797,853	775,364	-	0%
Taxes	621,534	700,269	727,249	1,548,615	1,678,580	1,763,059	5%
Other-JPIA Insurance	-	-	-	-	-	-	-
Recovery, FEMA & City	235,019	91,735	251,362	1,316,654	447,247	862,134	93%
Total Non-operating Income	1,635,640	1,668,308	1,205,665	3,521,855	3,208,806	3,467,014	8%
<u>Non-Operating Expenses</u>							
Depreciation	411,169	425,135	333,959	1,297,927	1,321,085	1,385,136	5%
Debt Service	21,008	835	8,418	456,839	433,936	410,739	-5%
Other	5,228	-	-	5,228	-	-	0%
Total Non-operating Expenses	437,405	425,970	342,377	1,759,994	1,755,021	1,795,875	2%
NET NON-OPER. INCOME	1,198,235	1,242,338	863,288	1,761,861	1,453,785	1,671,139	15%
NET CHANGE IN POSITION	1,559,500	1,433,480	740,823	4,388,874	3,867,135	1,444,448	-63%

* Tenant Improvements will be reviewed for applicable reclassification of capital improvements during year end process.

** The Current Year GASB87 lease accounting adjustment will be entered during year end process.

Quarterly Report
(Draft Unaudited)

ATTACHMENT 3

Accounts Payable Check Register April 2024

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
57936	04/10/24	Access Hardware Supply	VHV restroom hardware	473.92	
57937	04/10/24	AFLAC	Salary reduction benefit	1,197.34	
57938	04/10/24	Alejandra's Nursery	1591 Spinnaker Dr landscaping	643.50	
57939	04/10/24	Alertline Communications	Elevator phone service	702.00	
57940	04/10/24	All That's Fit to Print	1575 Spinnaker patio artwork, advertising production	1,212.50	
57941	04/10/24	AramSCO, Inc	VHV janitorial supplies	3,320.79	
57942	04/10/24	Blue Highways Production LLC	Advertising	700.00	
57943	04/10/24	California Electrical Supply	Fish pier electrical repairs	1,471.11	
57944	04/10/24	California Electrical Supply	Launch ramp electric	4,607.47	
57945	04/10/24	Carpi & Clay	Washington lobbyist	5,000.00	
57946	04/10/24	Cintas Corp #684	Uniforms, rugs, towels	1,182.13	
57947	04/10/24	The City of Ventura	Trash service	100.00	
57948	04/10/24	Clifton Larson Allen LLP	Lease accounting, audit-progress billing	12,274.50	
57949	04/10/24	Cumulus Broadcasting Inc.	Advertising	1,046.00	
57950	04/10/24	CyberCopy Inc.	Event production, bid posting	62.79	
57951	04/10/24	Destination Innovate, LLC	Advertising	2,500.00	
57952	04/10/24	Dial Security Inc	NPS 1431 Spinnaker Dr fire/security	299.00	
57953	04/10/24	Ferguson Enterprises Inc.	Ice machine TI	1,183.74	
57954	04/10/24	Grainger Inc.	Maintenance supplies and restroom equipment	640.23	
57955	04/10/24	HDS White Cap Const. Supply	VHV wall promenade	642.99	
57956	04/10/24	Health & Human Resource Center	Employee Assistance Program (EAP)	244.87	
57957	04/10/24	Image Source	1575 Spinnaker Dr. patio artwork	503.41	
57958	04/10/24	Industrial Bolt and Supply	Village dock G9 cleat repair, pressure washer repair	2,039.08	
57959	04/10/24	Jani-King of CA Inc.	VHV Janitorial services	6,622.85	
57960	04/10/24	JaniTek Cleaning Solutions	NPS 1431/1691 janitorial, Marketing office janitorial	1,896.00	
57961	04/10/24	Jensen Design & Survey Inc.	Harbor Cove/Surfers Knoll, boat wash project, entry wall monument, 19A concept plan	6,811.59	
57962	04/10/24	Lagerlof LLP	Legal services	48,835.00	
57963	04/10/24	McMaster-Carr	Boat wash down project	310.80	
57964	04/10/24	Muzicraft Inc.	VHV public music	348.06	
57965	04/10/24	Photo-Scan of Los Angeles	Key card monthly support	957.95	
57966	04/10/24	ReadyRefresh	Bottled water service	236.44	
57967	04/10/24	Robert Weinerth	Reimburse-rain gear	91.58	
57968	04/10/24	Sunridge Landscape Maint., Inc	Entry way clearing, monthly mowing contract	3,250.00	
57969	04/10/24	Sunrise Music *** VOID ***	Vendor needed two separate checks		(1,750.00)
57970	04/10/24	Susan Bejeckian Public Relations	Advertising	1,600.00	
57971	04/10/24	The Home Depot Pro	Village dock E7 hardware	97.16	
57972	04/10/24	Time To Shine	VHV window washing	5,457.50	
57973	04/10/24	Ventura County Reporter	Advertising	300.00	
57974	04/10/24	MRI Software LLC	Village Marina and Dry Storage accounting software annual subscription	11,308.13	
57975	04/10/24	Reid Middleton	Boat launch ramp	977.00	
57976	04/10/24	Castle & Gray International Inc *** VOID ***	Vendor adjusted invoice amount		(20,000.00)
57977	04/10/24	State Chemical Products	VPD shop stock	917.89	
57978	04/10/24	Jake David	Content development	768.00	

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Accounts Payable Check Register April 2024

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
57979	04/10/24	Dixon Resources Unlimited	Paid park infrastructure	175.00	
57980	04/10/24	Medallion Protective Services Inc	Village Security Patrol	8,983.00	
57981	04/10/24	eTrac Inc	Hydrographic survey	6,215.00	
57982	04/10/24	IDI US Inc	1575 Spinnaker building renovation	200.00	
57983	04/10/24	Agriculture/Weights & Measures	Permit#ELE-7-003179	798.00	
57984	04/10/24	Sunrise Music	Entertainment/music sessions	700.00	
57985	04/10/24	Sunrise Music *** VOID ***	Entertainment/music sessions cancelled to weather conditions		(1,050.00)
57986	04/25/24	Access Hardware Supply	1583 key card	920.19	
57987	04/25/24	Alejandra's Nursery	VHV landscaping	348.56	
57988	04/25/24	Aramco, Inc	VHV janitorial supplies	1,919.51	
57989	04/25/24	Beacon Marine Chandlery Inc	Boat supplies	34.66	
57990	04/25/24	Cal Termite & Pest Control	VHV pest control	1,400.00	
57991	04/25/24	California Electrical Supply	1559 #202B Spinnaker Dr	15.97	
57992	04/25/24	Cintas Corp #684	Uniforms, rugs, towels	510.14	
57993	04/25/24	CyberCopy Inc.	1559/1583 Spinnaker Dr signage	168.09	
57994	04/25/24	E.J. Harrison & Sons Inc.	Trash service	9,963.91	
57995	04/25/24	Farmer Bros. Co	Coffee supplies	512.85	
57996	04/25/24	Ferguson Enterprises Inc.	TI 1559 #101 Spinnaker Dr- previous Coastal Marine Biolab	428.31	
57997	04/25/24	Fourest Tree Service, Inc	VHV tree planting	22,056.00	
57998	04/25/24	Grainger Inc.	VPD absorbent material, restroom water filter	466.94	
57999	04/25/24	Green Thumb International	Equipment repair	122.27	
58000	04/25/24	J. W. Enterprises	Temporary portable restroom	1,115.84	
58001	04/25/24	K & L Gates LLP	Aquaculture, Coastal Commission permitting, VWM-TBBW Marina lease	22,770.00	
58002	04/25/24	Liebert Cassidy Whitmore	HR Services	2,270.50	
58003	04/25/24	Matilija Water	Reverse osmosis/cooler	64.86	
58004	04/25/24	McCormix Corp.	VPD vehicle fuel	941.03	
58005	04/25/24	Porta-Stor	Temporary boathouse storage	280.00	
58006	04/25/24	Quadient Finance USA Inc	Postage machine lease	397.78	
58007	04/25/24	Rasmussen & Associates Inc	1559 Spinnaker Dr square foot calculation	810.00	
58008	04/25/24	Searle Creative Group	VH.com website maintenance, content development, advertising	2,440.00	
58009	04/25/24	SEPI Marketing Corp.	Advertising	759.00	
58010	04/25/24	Smith Pipe & Supply Inc.	Electrical connector, VPD landscaping	525.66	
58011	04/25/24	Sun Life Financial	Dental insurance premiums	1,510.82	
58012	04/25/24	Sunbelt Rentals, Inc.	Scrubber rental	252.68	
58013	04/25/24	Sunrise Music	Entertainment/music sessions	350.00	
58014	04/25/24	Swift Chip, Inc	IT services, Back up server, Microsoft	10,359.00	
58015	04/25/24	Todd Mitchell	Reimburse-travel	419.74	
58016	04/25/24	Ventura Harbor Storage	Fisherman Storage	7,578.74	
58017	04/25/24	Ventura Harbor Storage Enterprise	Annual pro-rata tax	385.32	
58018	04/25/24	Yama Lawn Mower Service	VHV landscaping	122.32	
58019	04/25/24	Mavcco Fuel	Boat fuel - Mar 24	1,637.83	
58020	04/25/24	F.C.T. Construction	Loose Cannon-TI HVAC, 1559 # 202B Spinnaker Dr	95,150.00	
58021	04/25/24	Creative Coast Productions	Entertainment/music	400.00	

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Accounts Payable Check Register April 2024

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58022	04/25/24	Taylor Plasch	Reimburse-travel	229.46	
58023	04/25/24	ESO Solutions Inc	Online software subscription	1,695.00	
58024	04/25/24	Coastal Copy, Inc	Administration, Marketing, Marina copier lease	716.26	
58025	04/25/24	Gannett California LocalIQ	Job postings	1,925.00	
58026	04/25/24	Loana Healing LLC	Tenant security deposit refund	2,110.00	
58027	04/25/24	Kristen Childs	Advertising	165.00	
58028	04/25/24	Englund Marine & Industrial Supply	Vessel towline	1,298.39	
58029	04/25/24	Standard Insurance Company	Group Term Life/Long-term Disability	3,910.62	
58030	04/25/24	F.C.T. Construction *** VOID ***	Check reported lost		(71,190.00)
58031	04/25/24	Test print only - K & L Gates LLP	Duplicated check 58001 for check printing alignment purposes to order new checks		-
58032	04/25/24	VOID	printing error		-
58033	04/30/24	Ventura Water *** VOID ***	Check printing alignment test		(599.59)
Total Enterprise Account Check Register				\$ 351,362.57	\$ (94,589.59)

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Accounts Payable Check Register - May 2024

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58034	05/01/24	Manson Construction & Engineer	Inner harbor dredging	79,321.00	
58035	05/02/24	AUTOWASHMAN	Deposit equipment for boat wash down project	13,500.00	
58036	05/03/24	F.C.T. Construction *** VOID ***	printing error		(71,190.00)
58037	05/03/24	F.C.T. Construction	1559/1583 restrooms, Harbor Patrol boathouse	71,190.00	
58038	05/09/24	AFLAC	Salary reduction benefit	1,141.83	
58039	05/09/24	AramSCO, Inc	VHV janitorial supplies	1,183.63	
58040	05/09/24	B & R Tool Supply Co.	Core bit/adaptor	166.66	
58041	05/09/24	Burons Preferred Pumping Inc.	VHV hydro jetting	1,595.00	
58042	05/09/24	California Electrical Supply	1591 # 207 Spinnaker Dr breakers	92.09	
58043	05/09/24	Carpi & Clay	Washington lobbyist	5,000.00	
58044	05/09/24	Cintas Corp #684	Uniforms, rugs, towels	1,522.66	
58045	05/09/24	County Of Ventura	Environmental health division business plan city fees	786.59	
58046	05/09/24	Cumulus Broadcasting Inc.	Advertising	2,500.00	
58047	05/09/24	Custom Embroidery	Uniform hats	1,140.52	
58048	05/09/24	CyberCopy Inc.	Legal advertising	1,094.86	
58049	05/09/24	E.J. Harrison & Sons Inc.	Trash service	612.84	
58050	05/09/24	Farmer Bros. Co	Coffee supplies	986.35	
58051	05/09/24	Fast Undercar	Maintenance truck 44 repair	122.99	
58052	05/09/24	Fence Factory	Posts for signs at VHV parking lot	169.90	
58053	05/09/24	Ferguson Enterprises Inc.	1591 Spinnaker restroom repair, hardware, fish pier ice machine	512.26	
58054	05/09/24	Jani-King of CA Inc.	VHV Janitorial services	6,622.85	
58055	05/09/24	JaniTek Cleaning Solutions	NPS 1431/1691 janitorial, Marketing office janitorial	1,896.00	
58056	05/09/24	Jennifer Talt-Lundin	Reimburse-travel, mileage	204.99	
58057	05/09/24	Matilija Water	Reverse osmosis/cooler	64.86	
58058	05/09/24	McCormix Corp.	Maintenance vehicle fuel	283.17	
58059	05/09/24	McMaster-Carr	1575 Spinnaker patio hardware	48.36	
58060	05/09/24	Meredith Operations Corporation	Advertising	3,034.00	
58061	05/09/24	Rasmussen & Associates Inc	Margarita Villa deck, 1575 concept plan, 1559 design plan, 1559/1583 restroom project	15,385.00	
58062	05/09/24	ReadyRefresh	Bottled water service	248.43	
58063	05/09/24	Sage Software Inc	Annual maintenance	1,672.00	
58064	05/09/24	Service-Pro Fire Protection	Fire extinguisher inspection, fire loop backflow	14,301.24	
58065	05/09/24	Smith Pipe & Supply Inc.	VPD landscaping, VHV tree barriers, VHV landscaping	318.39	
58066	05/09/24	Sunbelt Rentals, Inc.	Hammer drill rental	79.24	
58067	05/09/24	Susan Bejeckian Public Relations	Advertising	1,600.00	
58068	05/09/24	Time To Shine	Window washing contract, Screen repair	3,180.00	
58069	05/09/24	Ventura Breeze	Advertising	560.00	
58070	05/09/24	Vision Service Plan-(CA)	Employee vision plan	818.59	
58071	05/09/24	West Coast Air Conditioning	1691 Spinnaker Dr HVAC repair	340.00	
58072	05/09/24	West Marine Pro	1575 patio hardware, boat seats, shocks, buoy labels, boat rigging knives, dock maintenanc	5,659.42	
58073	05/09/24	Mavcco Fuel	Harbor Patrol boat fuel	1,037.99	
58074	05/09/24	F.C.T. Construction *** VOID ***	vendor needed to revise invoice		(90,350.00)
58075	05/09/24	Creative Coast Productions	Entertainment/music	800.00	
58076	05/09/24	Mr. Tire & Service	Maintenance vehicle 44 tire replacement	968.04	

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Accounts Payable Check Register - May 2024

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58077	05/09/24	Brendan Donohue	Reimburse-travel	285.15	
58078	05/09/24	Reid Middleton *** VOID ***	Check reported lost		(572.00)
58079	05/09/24	Medallion Protective Services Inc	Village Security Patrol	8,592.00	
58080	05/09/24	Advance Auto Parts Professional	Maintenance vehicle 44 repair	9.36	
58081	05/09/24	C&C Designs	Deposit-entertainment/music-labor and consulting for mock-up surfboards	3,636.90	
58082	05/09/24	eTrac Inc	Hydrographic survey	9,740.00	
58083	05/09/24	TK Elevator Corporation	Quarterly elevator service	5,152.59	
58084	05/09/24	A Skyline Communications	Marina internet repair	530.00	
58085	05/09/24	Airway Glass	1575 Spinnaker Dr glass replacement	580.00	
58086	05/09/24	SharpLine Solutions Inc	Launch ramp parking lot stripping	845.26	
58087	05/09/24	Jessica Perkins	Reimburse-travel	186.39	
58088	05/09/24	Custom Contour Construction Inc	VHV pavers- progress payment	12,052.50	
58089	05/09/24	Creative Coast Productions	Entertainment/music	800.00	
58090	05/09/24	Creative Coast Productions	Entertainment/music	800.00	
58091	05/09/24	Jensen Design & Survey Inc.	Harbor Cove ADA, boat launch ramp, 1575/1583 Spinnaker pavers, 19A survey	7,051.25	
58092	05/09/24	Ring Central Inc	Monthly phone service	1,012.25	
58093	05/09/24	F.C.T. Construction	Boat house - project 516221	37,700.00	
58094	05/10/24	C&C Designs	Balance owed-entertainment/music-labor and consulting for mock-up surfboards	3,636.90	
58095	05/22/24	American Leak Detection Inc.	VHV water leak detection	630.00	
58096	05/22/24	Aramco, Inc	VHV janitorial supplies	2,058.78	
58097	05/22/24	Arion Global, Inc.	VPD E-waste	663.20	
58098	05/22/24	Beacon Marine Chandlery Inc	Truck supplies, 1575 roof access, launch ramp repair, 1575 patio hardware	93.79	
58099	05/22/24	California Electrical Supply	Harbor Patrol boathouse	47.67	
58100	05/22/24	Cal Termite & Pest Control	VHV pest control, 1449 Spinnaker building termite treatment	975.00	
58101	05/22/24	California Electrical Supply	VHV fiber boxes	297.93	
58102	05/22/24	Cintas Corp #684	Uniforms, rugs, towels	992.38	
58103	05/22/24	The City of Ventura	Trash service	100.00	
58104	05/22/24	Coastal Architects	Concept design	1,640.00	
58105	05/22/24	CyberCopy Inc.	Wayfinding Signage, Boat wash bid	316.17	
58106	05/22/24	Dave Werneburg	Reimburse-travel	144.12	
58107	05/22/24	Destination Innovate, LLC	Advertising	2,500.00	
58108	05/22/24	Dial Security Inc	1431 NPS monitoring	299.00	
58109	05/22/24	E.J. Harrison & Sons Inc.	Trash service	9,820.50	
58110	05/22/24	Federal Express Corporation	Postage fee	40.02	
58111	05/22/24	Grainger Inc.	Shop stock-bulbs	280.58	
58112	05/22/24	Health & Human Resource Center	Employee Assistance Program (EAP)	244.87	
58113	05/22/24	Henderson Marine	Dock bumper	1,305.98	
58114	05/22/24	LegalShield	Prepaid legal	137.50	
58115	05/22/24	McCormix Corp.	Maintenance vehicle fuel	485.65	
58116	05/22/24	Pegboard	A/P check reorder	538.35	
58117	05/22/24	Photo-Scan of Los Angeles	Key card monthly support, VHV camera support	4,075.45	
58118	05/22/24	Ring Central Inc	Monthly phone service	1,971.02	
58119	05/22/24	Robert Weinerth	Reimburse-EMT/CPR certification	187.00	

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Accounts Payable Check Register - May 2024

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58120	05/22/24	Ruby Hedrick	Reimburse-travel	250.58	
58121	05/22/24	Service-Pro Fire Protection	1567 Spinnaker Dr Fire riser, VPD backflow inspection	3,685.00	
58122	05/22/24	Smith Pipe & Supply Inc.	Parcel 19A irrigation, launch ramp repair	138.46	
58123	05/22/24	Sunbelt Rentals, Inc.	VHV scrubber rental	252.68	
58124	05/22/24	Sunridge Landscape Maint., Inc	Monthly mowing contract, Parcel 19A landscape	3,650.00	
58125	05/22/24	Sunrise Music	Entertainment/music sessions	1,050.00	
58126	05/22/24	Superior Awning, Inc.	Balance due-Hats Unlimited awning	1,601.30	
58127	05/22/24	Swift Chip, Inc	IT services, Back up server, Microsoft	10,442.20	
58128	05/22/24	Ventura County Recorder	Notice of Completions 1559 Spinnaker Tis and inner harbor dredging	50.00	
58129	05/22/24	Ventura Harbor Storage	Fisherman Storage rent	7,578.74	
58130	05/22/24	West Marine Pro	Boat supplies, Harbor Patrol training aide	241.48	
58131	05/22/24	Zero Waste USA	Dog waste disposal mitts	930.64	
58132	05/22/24	F.C.T. Construction	1559/1583 Spinnaker building restroom projection	98,100.00	
58133	05/22/24	Creative Coast Productions	Entertainment/music	150.00	
58134	05/22/24	Reid Middleton	Boat launch ramp	1,174.50	
58135	05/22/24	Coastal Copy, Inc	Administration, Marketing and Marina copier leases	716.26	
58136	05/22/24	Dixon Resources Unlimited	Paid park infrastructure	1,368.75	
58137	05/22/24	Advance Auto Parts Professional	Maintenance vehicle 44 bulb repair	6.40	
58138	05/22/24	Gannett California LocalIQ	Job posting	436.92	
58139	05/22/24	General Pavement Management Inc	VPD yard slurry	4,942.00	
58140	05/22/24	Reid Middleton	Boat launch ramp	572.00	
58141	05/23/24	Aarmark Beer Gardens	Loose Cannon-TI electrical	38,000.00	
Total Enterprise Account Check Register				\$ 539,555.17	\$ (162,112.00)

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Accounts Payable Check Register - June 2024

Check	Date	Name	Description	Amount	Void Amount
58142	06/05/24	Accurate First Aid Services	Replenish first aid stations	288.76	
58143	06/05/24	Adams Printing & Graphic	Marketing/maps, banners, promo	2,576.33	
58144	06/05/24	AFLAC	Salary reduction benefit	1,141.83	
58145	06/05/24	Alexandria Danielson	Advertising production	2,081.25	
58146	06/05/24	Aramsco, Inc	VPD janitorial supplies	1,853.43	
58147	06/05/24	Brian Pendleton	Reimburse-travel	42.91	
58148	06/05/24	Burons Preferred Pumping Inc.	VHV grease trap	695.00	
58149	06/05/24	California Electrical Supply	Fish pier pole light, Fish pier ice machine, VHV gangway light	3,302.85	
58150	06/05/24	C.M.A.N.C.	Dues through 06.24	2,100.00	
58151	06/05/24	California Electrical Supply	VHV gangway light	125.69	
58152	06/05/24	Cintas Corp #684	Uniforms, rugs, towels	992.38	
58153	06/05/24	County Of Ventura	Environmental health division business plan city fees and hazardous waste generator	2,076.67	
58154	06/05/24	CyberCopy Inc.	Leasing marketing, 19A signage, advertising	3,917.99	
58155	06/05/24	E.J. Harrison & Sons Inc.	Trash service	612.84	
58156	06/05/24	Farmer Bros. Co	Coffee supplies	523.18	
58157	06/05/24	Fast Undercar	V1-Courtesy Patrol vehicle maintenance	18.30	
58158	06/05/24	Grainger Inc.	Outdoor trashcans	86.24	
58159	06/05/24	Health & Human Resource Center	Employee Assistance Program (EAP) -October 2023, December 2023, February 2024	734.61	
58160	06/05/24	Image Source	Advertising	1,258.53	
58161	06/05/24	JaniTek Cleaning Solutions	Janitorial-Fishermans area, 1691 laundry room, 1431/1691 NPS offices, 1575 restroom	1,262.56	
58162	06/05/24	Jennifer Talt-Lundin	Reimburse-travel	339.56	
58163	06/05/24	John Higgins *** VOID ***	printer printing error		(748.68)
58164	06/05/24	Kenneth DeVoe *** VOID ***	printer printing error		(150.00)
58165	06/05/24	Matilija Water *** VOID ***	printer printing error		(64.86)
58166	06/05/24	Mr. Painting, Inc. *** VOID ***	printer printing error		(8,640.00)
58167	06/05/24	Muzicraft Inc. *** VOID ***	printer printing error		(348.06)
58168	06/05/24	Rasmussen & Associates Inc *** VOID***	printer printing error		(14,082.56)
58169	06/05/24	ReadyRefresh *** VOID ***	printer printing error		(278.41)
58170	06/05/24	Rincon Consultants, Inc. *** VOID ***	printer printing error		(26,794.04)
58171	06/05/24	Ruby Hedrick *** VOID ***	printer printing error		(97.95)
58172	06/05/24	Service-Pro Fire Protection *** VOID ***	printer printing error		(805.00)
58173	06/05/24	Smith Pipe & Supply Inc. *** VOID ***	printer printing error		(174.09)
58174	06/05/24	Standard Insurance Company ***VOID***	printer printing error		(3,775.58)
58175	06/05/24	Sun Life Financial *** VOID ***	printer printing error		(1,498.94)
58176	06/05/24	Sunbelt Rentals, Inc. *** VOID ***	printer printing error		(4,177.43)
58177	06/05/24	Susan Bejeckian Public Relations ***VOID***	printer printing error		(1,600.00)
58178	06/05/24	TargetSolutions Learning *** VOID ***	printer printing error		(1,897.20)
58179	06/05/24	Teresa Russell *** VOID ***	printer printing error		(300.00)
58180	06/05/24	The Amgraph Group *** VOID ***	printer printing error		(1,558.76)
58181	06/05/24	Todd Mitchell *** VOID ***	printer printing error		(760.46)
58182	06/05/24	UpKeep Technologies Inc *** VOID ***	printer printing error		(9,672.00)
58183	06/05/24	Ventura Harbor Marine Fuel *** VOID ***	printer printing error		(189.43)
58184	06/05/24	Vision Service Plan-(CA) *** VOID ***	printer printing error		(806.54)
58185	06/05/24	West Coast Air Conditioning *** VOID ***	printer printing error		(620.50)

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Accounts Payable Check Register - June 2024

Check	Date	Name	Description	Amount	Void Amount
58186	06/05/24	West Marine Pro *** VOID ***	printer printing error		(764.29)
58187	06/05/24	F.C.T. Construction *** VOID ***	printer printing error		(34,300.00)
58188	06/05/24	Channel Watch Marine Services Inc ***VOID***	printer printing error		(8,900.00)
58189	06/05/24	Alyssa Park *** VOID ***	printer printing error		(250.00)
58190	06/05/24	Shirck Underground *** VOID ***	printer printing error		(23,367.75)
58191	06/05/24	Foster & Foster Inc *** VOID ***	printer printing error		(9,750.00)
58192	06/05/24	AG Designs 805 Inc *** VOID ***	printer printing error		(320.00)
58193	06/05/24	Association of Marina Industries ***VOID***	printer printing error		(275.00)
58194	06/05/24	Capital One Trade Credit *** VOID ***	printer printing error		(401.88)
58195	06/05/24	Advance Auto Parts Professional ***VOID***	printer printing error		(105.88)
58196	06/05/24	C&C Designs *** VOID ***	printer printing error		(324.00)
58197	06/05/24	SharpLine Solutions Inc *** VOID ***	printer printing error		(2,311.65)
58198	06/05/24	Custom Contour Construction Inc ***VOID***	printer printing error		(9,947.50)
58199	06/05/24	Original Watermen Inc *** VOID ***	printer printing error		(2,356.63)
58200	06/05/24	Slate Start Productions Inc *** VOID ***	printer printing error		(200.00)
58201	06/05/24	JC Sweeping *** VOID ***	printer printing error		(685.00)
58202	06/05/24	VOID	printer printing error		-
58203	06/05/24	John Higgins	Reimburse-travel	748.68	
58204	06/05/24	Kenneth DeVoe	Entertainment/Music	150.00	
58205	06/05/24	Matilija Water	Reverse osmosis/cooler	64.86	
58206	06/05/24	Mr. Painting, Inc.	1591 #117B Spinnaker Dr & 1575 Spinnaker Dr womens restroom	8,640.00	
58207	06/05/24	Muzicraft Inc.	VHV public music	348.06	
58208	06/05/24	Rasmussen & Associates Inc	1559/1583 Spinnaker Dr restrooms, Coastal Marine Biolab, 1575 Spinnaker concept plan	14,082.56	
58209	06/05/24	ReadyRefresh	Bottled water service	278.41	
58210	06/05/24	Rincon Consultants, Inc.	Sand management, storm dredging, dredge support	26,794.04	
58211	06/05/24	Ruby Hedrick	Reimburse-travel	97.95	
58212	06/05/24	Service-Pro Fire Protection	Quarterly fire sprinkler inspection	805.00	
58213	06/05/24	Smith Pipe & Supply Inc.	1567 Spinnaker Dr courtyard repair, VHV irrigation repair	174.09	
58214	06/05/24	Standard Insurance Company	Group Term Life/Long-term Disability	3,775.58	
58215	06/05/24	Sun Life Financial	Dental insurance premiums	1,498.94	
58216	06/05/24	Sunbelt Rentals, Inc.	Tandem dump trailer, Skid steer rental, Lifeguard vehicle	4,177.43	
58217	06/05/24	Susan Bejeckian Public Relations	Advertising	1,600.00	
58218	06/05/24	TargetSolutions Learning	Harbor Patrol scheduling software	1,897.20	
58219	06/05/24	Teresa Russell	Entertainment/Music	300.00	
58220	06/05/24	The Amgraph Group	Advertising	1,558.76	
58221	06/05/24	Todd Mitchell	Reimburse-medical expense	760.46	
58222	06/05/24	UpKeep Technologies Inc	Maintenance Work Order management software	9,672.00	
58223	06/05/24	Ventura Harbor Marine Fuel	Pressure washer fuel, rental equipment fuel	189.43	
58224	06/05/24	Vision Service Plan-(CA)	Employee vision plan	806.54	
58225	06/05/24	West Coast Air Conditioning	1691 Spinnaker Dr HVAC repair	620.50	
58226	06/05/24	West Marine Pro	Operating supplies, generator hardware, boat wiper blades and arms	764.29	
58227	06/05/24	F.C.T. Construction	VHV directory signs, 1567 Spinnaker Tenant Improvements and repairs	34,300.00	
58228	06/05/24	Channel Watch Marine Services Inc	Vessel disposals	8,900.00	
58229	06/05/24	Alyssa Park	Marketing/web site content development	250.00	

ATTACHMENT 3

Accounts Payable Check Register - June 2024

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58230	06/05/24	Shirck Underground	Sand management	23,367.75	
58231	06/05/24	Foster & Foster Inc	GASB 75 OPEB actuarial and reporting services	9,750.00	
58232	06/05/24	AG Designs 805 Inc	Harbor Patrol uniforms	320.00	
58233	06/05/24	Association of Marina Industries	Membership	275.00	
58234	06/05/24	Capital One Trade Credit	Pressure washer hose	401.88	
58235	06/05/24	Advance Auto Parts Professional	V1-Courtesy Patrol vehicle repair, VPD generator	105.88	
58236	06/05/24	C&C Designs	Event production	324.00	
58237	06/05/24	SharpLine Solutions Inc	Launch Ramp parking lot stripping	2,311.65	
58238	06/05/24	Custom Contour Construction Inc ***VOID***	Print error		(9,947.50)
58239	06/05/24	Original Watermen Inc	Lifeguard equipment	2,356.63	
58240	06/05/24	Slate Start Productions Inc	Web site content development	200.00	
58241	06/05/24	JC Sweeping	VHV lot sweeping	685.00	
58242	06/14/24	Custom Contour Construction Inc	Parking lot pavers	9,947.50	
58243	06/19/24	California J P I A	Annual general liability, workers comp and property insurance premiums	477,921.00	
58244	06/19/24	Lagerlof LLP *** VOID ***	Check stub used to list invoices		-
58245	06/19/24	Lagerlof LLP	Legal services	73,261.99	
58246	06/19/24	Ventura Harbor Boat Yard	Patrol Boat19 emergency repair	38,297.13	
58247	06/19/24	F.C.T. Construction	1559 # 205 Spinnaker Dr Tenant Improvements	82,345.40	
58248	06/19/24	Aarmark Beer Gardens	Loose Cannon-TI plumbing	90,000.00	
58249	06/20/24	3Digit Media	Advertising	1,243.00	
58250	06/20/24	Access Hardware Supply	VHV restroom tenant Improvements	353.60	
58251	06/20/24	Alejandra's Nursery	VHV landscaping	268.12	
58252	06/20/24	All That's Fit to Print	Advertising production	1,625.00	
58253	06/20/24	Aramsco, Inc	VHV Janitorial supplies	1,577.81	
58254	06/20/24	B & R Tool Supply Co.	Operating supplies-locks	622.05	
58255	06/20/24	Beacon Marine Chandlery Inc	Boat supplies, bird spike adhesive	60.10	
58256	06/20/24	Bellingham Marine Ind. Inc.	Village dock E - slips 17 and 18 repairs	29,726.00	
58257	06/20/24	California Electrical Supply	VHV outlet covers	12.07	
58258	06/20/24	Carpi & Clay	Washington lobbyist	5,000.00	
58259	06/20/24	Cintas Corp #684	Uniforms, rugs, towels	496.19	
58260	06/20/24	The City of Ventura	Trash service	100.00	
58261	06/20/24	Clifton Larson Allen LLP	Audit progress payment	12,594.33	
58262	06/20/24	Coastal Architects	Signage review	1,520.00	
58263	06/20/24	CyberCopy Inc.	Harbor Blvd. signage and Marketing/maps, banners, promo	402.15	
58264	06/20/24	Destination Innovate, LLC	Advertising	2,500.00	
58265	06/20/24	Dial Security Inc	NPS 1691 security and 1431 security monitoring	962.00	
58266	06/20/24	E.J. Harrison & Sons Inc.	Trash service	93.00	
58267	06/20/24	Ferguson Enterprises Inc.	NPS 1431 Spinnaker Dr building plumbing	168.84	
58268	06/20/24	Green Thumb International	VHV landscaping	45.00	
58269	06/20/24	Health & Human Resource Center	Employee Assistance Program (EAP) -July 2024	244.87	
58270	06/20/24	J. W. Enterprises	1559 Spinnaker Dr Tenant Improvement project	727.83	
58271	06/20/24	Jani-King of CA Inc.	VHV janitorial services	6,622.85	
58272	06/20/24	JaniTek Cleaning Solutions	1431/1691 janitorial, Marketing janitorial	1,896.00	
58273	06/20/24	Jensen Design & Survey Inc.	Harbor Cove ADA restroom, 1575/1583 Spinnaker Dr paving, 19A Dry Storage lay out	10,951.25	

ATTACHMENT 3

Accounts Payable Check Register - June 2024

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Void Amount</u>
58274	06/20/24	John Higgins	Reimburse-travel	1,301.76	
58275	06/20/24	K & L Gates LLP	Aquaculture, Ventura West Waterside	428.50	
58276	06/20/24	Kelly Cleaning and Supplies	VPD carpet and upholstery cleaning	805.00	
58277	06/20/24	Liebert Cassidy Whitmore	Human Resources legal services	4,048.50	
58278	06/20/24	Lysa Ashley	Entertainment/Music	700.00	
58279	06/20/24	McCormix Corp.	Maintenance vehicle fuel	557.03	
58280	06/20/24	Molo Inc	Village Marina and Dry Storage accounting software annual subscription	17,362.54	
58281	06/20/24	Pacific Marine Repair	Boat-oil change	2,400.49	
58282	06/20/24	Photo-Scan of Los Angeles	Monthly key card service	957.95	
58283	06/20/24	Proforma	Patrol uniforms-sweatshirts	3,473.78	
58284	06/20/24	Rincon Consultants, Inc.	Professional services	5,295.50	
58285	06/20/24	Ring Central Inc	Monthly phone service	988.13	
58286	06/20/24	Searle Creative Group	Website services	1,286.25	
58287	06/20/24	Service-Pro Fire Protection	1567Spinnaker Dr fire riser inspection	5,030.75	
58288	06/20/24	Smith Pipe & Supply Inc.	Harbor Cove irrigation	213.11	
58289	06/20/24	Sunridge Landscape Maint., Inc	Monthly mowing contract	1,800.00	
58290	06/20/24	Sunrise Music	Entertainment/Music	250.00	
58291	06/20/24	Swift Chip, Inc	IT services, Back up server, Microsoft	10,371.00	
58292	06/20/24	SWRCB/AFRS	Second annual dredge permit	2,985.00	
58293	06/20/24	Ventura County Reporter	Advertising	150.00	
58294	06/20/24	West Coast Air Conditioning	1691 Spinnkar Dr HVAC repair, HVC maintenance	3,425.00	
58295	06/20/24	Bennett Schmid	Entertainment/Music	500.00	
58296	06/20/24	Channel Watch Marine Services Inc	Vessel disposal	3,400.00	
58297	06/20/24	Reid Middleton	Boat launch ramp	572.00	
58298	06/20/24	Jake David	Advertising	986.00	
58299	06/20/24	Swank Motion Pictures Inc	Event production	2,025.00	
58300	06/20/24	Gannett California LocalIQ	Bid posting	2,622.20	
58301	06/20/24	SharpLine Solutions Inc	Launch Ramp parking lot stripping	1,274.96	
58302	06/20/24	AV Masters Inc	Event production	8,567.96	
58303	06/20/24	Empire SCBA & Supplies Inc	Patrol Boat1 fire and safety gear	2,370.00	
58304	06/20/24	Matt Rayner	Entertainment/Music	2,500.00	
58305	06/25/24	Aarmark Beer Gardens	Loose Cannon-TI plumbing	40,418.48	
Total Enterprise Account Check Register				\$ 1,170,035.45	\$ (183,247.57)

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
April 2024

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	04/11/24	PMC - Paid Parking	Conference	Coast, Oceans, Ports & Rivers Institute conference-parking	80.00
Todd Mitchell	04/15/24	Residence Inns Sd Dtwm	Conference	Coast, Oceans, Ports & Rivers Institute (COPRI) conference-hotel	545.67
Todd Mitchell	04/15/24	Ballast Point Little	Conference	Coast, Oceans, Ports & Rivers Institute conference-dinner	22.64
Todd Mitchell	04/15/24	Ralphs #0071	Conference	Coast, Oceans, Ports & Rivers Institute conference-lunch	11.99
Todd Mitchell	04/15/24	The Crack Shack	Conference	COPRI/business lunch-Bryan Jones (HDR), Todd Mitchell	39.61
Todd Mitchell	04/15/24	American Society of Civil Engineers	Membership	Membership	261.00
Total Senior Business Operations Manager's Expenses					960.91
Jessica Rauch	04/03/24	Gan-Ca Localiq Adv2	Advertising	The Greek Ordinance 60 VC Star posting	306.21
Jessica Rauch	04/04/24	CA Special District Assoc. Career Center	Advertising	Management Assistant job posting-CSDA Career Board	235.00
Jessica Rauch	04/04/24	Neogov	Advertising	Management Assistant job posting on governmentjobs.com	199.00
Jessica Rauch	04/26/24	VCN	Advertising	Environmental Filing-Harbor Cove/Surfer Knoll Beach Access Projects	102.50
Jessica Rauch	04/29/24	Zoom.Us 888-799-9666	Communications	Virtual communications	108.64
Jessica Rauch	04/04/24	California Special District Assoc.	Conference	CSDA Prevailing Wage webinar	230.00
Jessica Rauch	04/18/24	The Greek Mediterranean	Conference	04.17.24 Commission Dinner - The Greek	179.41
Jessica Rauch	04/25/24	California Special District Assoc.	Conference	CSDA Prevailing Wage webinar	230.00
Jessica Rauch	04/22/24	Iron Mountain	Operating supplies	Iron Mountain shred bin service	246.81
Jessica Rauch	04/26/24	Paypal	Professional services	LCW Workplace Violence Prevention Policy template	1,500.00
Jessica Rauch	04/15/24	WP Engine	Subscriptions	Webpage hosting for VH.com & VHV.com	590.00
Jessica Rauch	04/22/24	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Jessica Rauch	04/25/24	Nitro PDF	Subscriptions	Nitro PDF Software - Marketing	179.99
Total Administrative Assistant's Expenses					4,126.56
Gloria Adkins	04/01/24	Government Finance Officers Assoc.	Accounting	GAAFR 2024 Edition publication	199.00
Gloria Adkins	04/15/24	Leye - Ema	Conference	Perkins-GFOA conference-meal	39.03
Gloria Adkins	04/16/24	Lou Malnatis	Conference	Perkins-GFOA conference-meal	20.75
Gloria Adkins	04/16/24	Lax - T7 - Randy Hill	Conference	Perkins-GFOA conference-meal	5.80
Gloria Adkins	04/16/24	Los Angeles Airport	Conference	Perkins-GFOA conference-meal	20.00
Gloria Adkins	04/18/24	Caffe Umbria N Clark	Conference	Perkins-GFOA conference-meal	8.15
Gloria Adkins	04/18/24	Quartino Ristorante	Conference	Perkins-GFOA conference-meal	27.35
Gloria Adkins	04/19/24	Caffe Umbria N Clark	Conference	Perkins-GFOA conference-meal	8.15
Gloria Adkins	04/19/24	Ed Debevics	Conference	Perkins-GFOA conference-meal	21.82
Gloria Adkins	04/22/24	Leye - Ema	Conference	Perkins-GFOA conference-meal	26.36
Gloria Adkins	04/22/24	Venture T3 Salad Ord	Conference	Perkins-GFOA conference-meal	15.73
Gloria Adkins	04/22/24	Trump Sixteen Restaurant	Conference	Perkins-GFOA conference-meal	20.00
Total Accounting Manager's Expenses					412.14
Joe Gonzalez	04/23/24	Apple.Com/Bill	Operating supplies	Monthly cell phone back up/storage	2.99
Joe Gonzalez	04/01/24	Smartdraw Software LLC	Subscriptions	Software annual renewal	1.00
Total Capital Projects Manager's Expenses					3.99

ATTACHMENT 4

<u>Staff Member</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Detailed Descriptions</u>	<u>Amount</u>
Sergio Gonzalez	04/08/24	Vevor	Grounds maintenance	Light poles for patio lighting - VHV 1575 promenade patio	249.94
Sergio Gonzalez	04/01/24	Apple.Com/Bill	Operating supplies	Monthly cell phone back-up	0.99
Sergio Gonzalez	04/09/24	City of Ventura	Operating supplies	Annual maintenance permit	700.44
Sergio Gonzalez	04/09/24	City of Ventura	Operating supplies	Annual maintenance permit service fee	20.31
Sergio Gonzalez	04/04/24	Upfit Supply	Vehicle maintenance	Step for Maintenance vehicle M-59	300.92
Total Maintenance Supervisor's Expenses					1,272.60
Jennifer Talt-Lundin	04/01/24	Facebook	Advertising	Paid social media ads	268.64
Jennifer Talt-Lundin	04/10/24	Coastal Cone & Parlor	Advertising	Contest prize for a winner on social media	20.00
Jennifer Talt-Lundin	04/05/24	Big Sur Lodge	Conference	Central Coast Tourism Board retreat lodging credit-location cancelled	(268.60)
Jennifer Talt-Lundin	04/08/24	Canva Create	Conference	Canva Create webinar for staff development	175.00
Jennifer Talt-Lundin	04/08/24	Canva Create	Conference	Canva Create webinar for staff development	175.00
Jennifer Talt-Lundin	04/15/24	Aramark Asilomar Resort	Conference	Central Coast Tourism Board retreat-lodging	461.04
Jennifer Talt-Lundin	04/24/24	Aramark Asilomar Food And	Conference	Central Coast Tourism Board retreat-dining	5.03
Jennifer Talt-Lundin	04/24/24	The C Restaurant And B	Conference	Central Coast Tourism Board retreat-dining	42.29
Jennifer Talt-Lundin	04/25/24	Aramark Asilomar Food	Conference	Central Coast Tourism Board retreat-dining	10.56
Jennifer Talt-Lundin	04/01/24	Lowe's #01734	Entertainment/Music	Live flowering plants for the Easter & bunny photo opp set up	125.96
Jennifer Talt-Lundin	04/01/24	Lowe's #01734	Entertainment/Music	Live flowering plants for the Easter & bunny photo opp set up	(96.89)
Jennifer Talt-Lundin	04/01/24	Amazon Marketplace	Event production	Props for mermaid month activation days	(24.77)
Jennifer Talt-Lundin	04/25/24	Amazon Marketplace	Event production	Materials for earth day activation	38.33
Jennifer Talt-Lundin	04/29/24	Michaels #9490	Event production	Asian American & Pacific islander heritage month fish print activity	107.74
Jennifer Talt-Lundin	04/29/24	Michaels #9490	Event production	Asian American & Pacific islander heritage month fish print activity	43.40
Jennifer Talt-Lundin	04/29/24	Michaels #9490	Event production	Asian American & Pacific islander heritage month fish print activity	34.46
Jennifer Talt-Lundin	04/22/24	Mailchimp	Web site content	Enewsletter software monthly rate	276.00
Total Marketing Manager's Expenses					1,393.19
Dave Werneburg	04/16/24	Magnatag Inc.	Office supplies	Magnetic whiteboards in Marina/Dockmasters' offices	240.55
Total Marina Manager's Expenses					240.55
John Higgins	04/29/24	Advantage Lumber LLC	Boat maintenance	Boat dewatering hose holder	377.34
John Higgins	04/01/24	Ventura County EMS	Conference	EMT License staff	95.00
John Higgins	04/01/24	Firehouse Subs	Conference	Staff in-house training food	70.00
John Higgins	04/01/24	Ventura County EMS	Conference	EMT License staff	95.00
John Higgins	04/05/24	Ventura County EMS	Conference	EMT License staff	136.00
John Higgins	04/09/24	Base Camp Pizza Co	Conference	Training meal	36.98
John Higgins	04/12/24	Margaritaville Lake Tahoe	Conference	CBSOA training-meal	507.22
John Higgins	04/18/24	Ebay	Harbor maintenance	Swim buoys 4	1,417.34
John Higgins	04/08/24	Apple.Com/Bill	Operating supplies	Phone storage	2.99
John Higgins	04/25/24	Apple.Com/Bill	Operating supplies	Phone/tablet storage	2.99
John Higgins	04/01/24	Costco Whse #0420	Operating supplies	Moving supplies Boat House storage containers	349.38
John Higgins	04/29/24	AED Superstore	Operating supplies	AED batteries x2	1,055.95
John Higgins	04/23/24	www.Mauirippers.com	Uniforms	Uniform swim suit	643.20
John Higgins	04/23/24	Sisstrevolution	Uniforms	Wetsuit - Plach	307.09
John Higgins	04/25/24	Hodges Marine	Uniforms	Rescue equipment - boat head protection	373.21
John Higgins	04/26/24	Identifire	Uniforms	Rescue equipment - head protection	737.82
John Higgins	04/29/24	Wpsg, Inc.	Uniforms	Fire helmet accessory	71.75
John Higgins	04/30/24	www.Mauirippers.com	Uniforms	Staff Uniform rescue shorts	239.70
Total Harbormaster's Expenses					6,518.96
Total Wells Fargo Credit Card Expenses					<u>\$ 14,928.90</u>

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
May 2024

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	05/17/24	Sprouts Farmers Market	Conferences	5.15.24 Snacks for Board Meeting	17.07
Brian Pendleton	05/22/24	Uber Trip	Conferences	CSDA Legislative Days - 5.20.24 Uber airport to hotel	28.92
Brian Pendleton	05/23/24	Selland Family Group	Conferences	CSDA Legislative Days - 5.21.24 dinner	43.78
Brian Pendleton	05/24/24	Bob Hope Airport	Conferences	CSDA Legislative Days - airport parking	39.00
Brian Pendleton	05/24/24	Sheraton	Conferences	CSDA Legislative Days - hotel	493.12
Brian Pendleton	05/24/24	Burgers And Brews Smf	Conferences	CSDA Legislative Days - 5.22.24 lunch	20.44
Brian Pendleton	05/24/24	Uber Trip	Conferences	CSDA Legislative Days - 5.22.24 Uber hotel to airport	27.91
Brian Pendleton	05/24/24	Brophy Bros. - Ventura	Conferences	Lunch meeting with Pendleton, Mitchell, Robert Smith	88.84
Total General Manager's Expenses					759.08
Todd Mitchell	05/29/24	VC Balloons	Conferences	Chamber Mixer - meeting supplies	133.65
Todd Mitchell	05/20/24	Wyndham	Conferences	CMANC Spring Meeting registration	577.86
Total Senior Business Operations Manager's Expenses					711.51
Jessica Rauch	05/28/24	Zoom.us 888-799-9666	Communications	Virtual communications	108.64
Jessica Rauch	05/20/24	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Jessica Rauch	05/30/24	Swift Chip, Inc.	Computer equipment	Laptops-Pendleton and Mitchell & 1 docking station	5,349.96
Jessica Rauch	05/09/24	Tri-County Office Furniture	Office supplies	Office chair-Rauch	1,267.40
Jessica Rauch	05/09/24	Tri-County Office Furniture	Office supplies	Conference table & chairs-Pendleton office	2,033.77
Jessica Rauch	05/22/24	Iron Mountain	Operating supplies	Iron Mountain shred bin service	246.81
Jessica Rauch	05/02/24	Coastal Cone & Parlor	Conferences	5.1.24 Commission dinner	149.86
Jessica Rauch	05/03/24	Holiday Inn Express	Conferences	Conference room for Management Assistant interviews	150.00
Jessica Rauch	05/13/24	Brophy Bros. - Ventura	Conferences	Interview panel lunch-Management Assistant position	44.60
Jessica Rauch	05/16/24	Ventura County	Conferences	Economic Outlook Conference registration-Pendleton	79.47
Jessica Rauch	05/24/24	Brophy Bros. - Ventura	Conferences	Second interview panel lunch-Management Assistant position	50.34
Total Administrative Assistant's Expenses					9,499.85
Gloria Adkins	No activity				
Total Accounting Manager's Expenses					-

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	05/23/24	Apple.Com/Bill	Operating supplies	Cell phone storage	2.99
Joe Gonzalez	05/10/24	City of Sanbuenaventura	Professional services	Planning permit-1575 restaurant concept	8,650.40
Joe Gonzalez	05/10/24	City of Sanbuenaventura	Professional services	Planning permit payment fee	250.86
Total Capital Projects Manager's Expenses					8,904.25
Sergio Gonzalez	05/02/24	Apple.Com/Bill	Operating supplies	Cell phone storage	0.99
Total Maintenance Supervisor's Expenses					0.99
Jennifer Talt-Lundin	05/01/24	Facebook	Advertising	Paid social media ads	567.52
Jennifer Talt-Lundin	05/15/24	Coastal Cone & Parlor	Advertising	Gift card for visitor contest prize	20.00
Jennifer Talt-Lundin	05/16/24	Facebook	Advertising	Paid social media ads	900.00
Jennifer Talt-Lundin	05/24/24	OTC Brands Inc	Advertising	Visitation plan amenities for presentation/summer campaign launch	74.25
Jennifer Talt-Lundin	05/16/24	38 Lakeshore Learning	Event production	Asian American and Pacific Islander Heritage craft for fishprinting	22.23
Jennifer Talt-Lundin	05/22/24	Mailchimp	Web site content	Enewsletter software monthly rate	276.00
Jennifer Talt-Lundin	05/23/24	Apple.Com/Bill	Web site content	Icloud phone storage for Village cell phone	0.99
Total Marketing Manager's Expenses					1,860.99
Dave Werneburg	05/10/24	Paypal-EDUCBA	Conferences	Education CBA online All-in-one Excel training bundle	79.20
Dave Werneburg	05/10/24	Currency Conversion Fee	Conferences	Foreign exchange fee - EDUCBA Course	0.79
Dave Werneburg	05/08/24	Office Depot #931	Office supplies	Window envelopes for Marina and Dry Storage billing	66.79
Dave Werneburg	05/17/24	West Marine #1268	Operating supplies	Replacement handheld VHF radio for Reed Bear	130.49
Dave Werneburg	05/22/24	USPS Po 0557290091	Operating supplies	Certified mail - Marina tenant	17.46
Dave Werneburg	05/23/24	USPS Po 0581180051	Operating supplies	Certified mail - Marina tenant estate - Gourley Law Group	17.46
Total Marina Manager's Expenses					312.19
John Higgins	05/06/24	Clr Marine	Boat maintenance	Boat parts	496.27
John Higgins	05/28/24	Lowe's #01734	Boat maintenance	Patrol B19 - wood project	383.83
John Higgins	05/06/24	Apple.Com/Bill	Communications	Phone/tablet storage	2.99
John Higgins	05/27/24	Apple.Com/Bill	Communications	Phone/tablet storage	2.99
John Higgins	05/01/24	Ventura County EMS	Conference	EMT License staff	95.00
John Higgins	05/07/24	Firehouse Subs	Conference	Staff training meals	127.07
John Higgins	05/08/24	Act City of Ventura	Conference	DBAW Pool Water Survival training	137.50
John Higgins	05/13/24	Brophy Bros. - Ventura	Conference	Staff meal (unable to take break due to training)	20.72
John Higgins	05/24/24	Brophy Bros. - Ventura	Conference	Special duty lunch (Lifeguarding School Group)	38.47
John Higgins	05/06/24	Lowe's #01734	Dock maintenance	Dock maintenance supplies	336.37
John Higgins	05/14/24	Life Assist Inc.	Operating supplies	Defibrillator batteries & medical supplies	1,309.65
John Higgins	05/15/24	Plaza Locksmith	Operating supplies	Keys for summer lifeguards	91.59
John Higgins	05/28/24	Amazon	Operating supplies	Online order Patrol Photos	58.17
John Higgins	05/01/24	Liveactionsafety.Com	Uniforms	Rescue equipment - head protection	780.86
John Higgins	05/06/24	Deckers	Uniforms	Uniform shoes	334.03
John Higgins	05/15/24	Mar-Lou Shoes	Uniforms	Uniform boots - Donohue	170.00
Total Harbormaster's Expenses					4,385.51
Total Wells Fargo Credit Card Expenses					<u>\$ 26,434.37</u>

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
June 2024

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	06/19/24	Ventura Chamber Of Commerce	Conferences	Chamber 2024 Economic Outlook Breakfast - registration	60.00
Brian Pendleton	06/26/24	Stc Gardenwalk LLC	Conferences	CSDA General Manager Summit - parking	60.00
Brian Pendleton	06/27/24	JW Marriott Anaheim	Conferences	CSDA General Manager Summit - hotel	510.03
Total General Manager's Expenses					630.03
Todd Mitchell	06/28/24	Ventura Chamber Of Commerce	Conferences	Chamber 2024 Economic Outlook Breakfast - registration	65.00
Todd Mitchell	06/27/24	Gannett Media Co.	Subscriptions	Ventura County Star digital subscription	1.00
Total Senior Business Operations Manager's Expenses					66.00
Jessica Rauch	06/28/24	Zoom.Us 888-799-9666	Communications	Virtual Communications	108.64
Jessica Rauch	06/07/24	Sp Latitudes Gallery	Conferences	Commissioner appreciation gift - Brennan	85.13
Jessica Rauch	06/06/24	Harbor Mart	Conferences	6.5.24 Commission Dinner - Harbor Mart	255.56
Jessica Rauch	06/21/24	Thai Fire	Conferences	6.19.24 Commission Dinner - Thai Fire	171.06
Jessica Rauch	06/27/24	California Special District Assoc.	Conferences	CSDA Leadership Academy registration-Commissioner Rainey	720.00
Jessica Rauch	06/05/24	Liebert Cassidy Whitmore-Paypal	Conferences	Workplace Violence Prevention Training Presentation template (LCW)	2,000.00
Jessica Rauch	06/24/24	Iron Mountain	Operating supplies	Iron Mountain shred bin service	248.08
Jessica Rauch	06/20/24	Juicer.io / Saas.Group	Subscriptions	Twitter Feed software for VH.com website	19.00
Total Administrative Assistant's Expenses					3,607.47
Gloria Adkins	06/07/24	CSMFO	Conferences	CA Society of Municipal Finance Officers - Asset Training - Perkins	150.00
Gloria Adkins	06/18/24	Government Finance Officers Assoc.	Conferences	GFOA Webinar - Best Practices Forum - Adkins	350.00
Total Accounting Manager's Expenses					500.00

ATTACHMENT 4

Staff Member	Trans Date	Vendor	Category	Detailed Descriptions	Amount
Joe Gonzalez	06/24/24	Apple.Com/Bill	Operating supplies	Cell phone storage	2.99
Joe Gonzalez	06/11/24	City of San Buenaventura	Professional services	Planning permit payment fee	95.77
Joe Gonzalez	06/11/24	City of San Buenaventura	Professional services	Planning permit for the monument sign at Schooner Dr. and Harbor Blvd	3,302.40
Total Capital Projects Manager's Expenses					3,401.16
Sergio Gonzalez	06/13/24	City of San Buenaventura	Building renovations	Planning permit payment fee	208.44
Sergio Gonzalez	06/13/24	City of San Buenaventura	Building renovations	Planning permit - Beach Restroom project	7,187.68
Sergio Gonzalez	06/28/24	Vons #2431	Conferences	Dinner for Maintenance Crew working Drone Show 06/26/24	81.19
Sergio Gonzalez	06/03/24	Landscape Lighting World	Grounds maintenance	Low voltage lighting for VHV common areas and waypoint signs	507.74
Sergio Gonzalez	06/03/24	Apple.Com/Bill	Operating supplies	Cell phone storage	0.99
Total Maintenance Supervisor's Expenses					0.99
Jennifer Talt-Lundin	06/03/24	Facebook	Advertising	Paid social media ads	584.55
Jennifer Talt-Lundin	06/24/24	Sticker Mule	Advertising	Sea La Vie campaign stickers	329.08
Jennifer Talt-Lundin	06/03/24	Trader Joes	Advertising production	Annual visitation plan amenities for presentation & summer campaign launch	20.75
Jennifer Talt-Lundin	06/06/24	OTC Brands Inc	Event production	Supplies for June event	5.15
Jennifer Talt-Lundin	06/07/24	Party City 1516	Event production	Barbie themed items for the Seaside Movie Night	78.99
Jennifer Talt-Lundin	06/12/24	Fever Usa	Event production	Ticket giveaways for X Games promo at Village kick off & drone show	294.47
Jennifer Talt-Lundin	06/27/24	Office Depot #931	Event production	Plastic sign holders for X Games booth and Waterfront Wednesdays	68.12
Jennifer Talt-Lundin	06/27/24	Smart And Final	Event production	Candy for booth for X Games and Waterfront Wednesdays in Village	122.64
Jennifer Talt-Lundin	06/14/24	Adams Printing & Graphics	Maps/Banners	Second run of Village map for July	890.91
Jennifer Talt-Lundin	06/17/24	Barefoot Boutique	Web site content	Seaside Vacay contest prizes for survey result or collection	50.00
Jennifer Talt-Lundin	06/17/24	Coastal Cone & Parlor	Web site content	Seaside Vacay contest prizes for survey result or collection	50.00
Jennifer Talt-Lundin	06/20/24	Andria's Seafood	Web site content	Seaside Vacay contest prizes for survey result or collection	50.00
Jennifer Talt-Lundin	06/24/24	Apple.Com/Bill	Web site content	iCloud phone storage for Village cell phone	0.99
Jennifer Talt-Lundin	06/24/24	Mailchimp	Web site content	Enewsletter software monthly rate	276.00
Total Marketing Manager's Expenses					1,440.54
Dave Werneburg	06/26/24	The Association Of Marina Industries	Conferences	Assoc. of Marina Industries-Basic Marina Operations Training manual	235.99
Dave Werneburg	06/26/24	Spotify	Miscellaneous	Charged in error-employee reimbursed by check	14.99
Total Marina Manager's Expenses					250.98
John Higgins	06/10/24	Prodigy Ems	Conferences	EMS Online Continuing Education - Harbormaster	125.00
John Higgins	06/18/24	UCSB-Extension/Finance	Conferences	EMT Course - Erik Bear	2,200.00
John Higgins	06/24/24	Firehouse Subs	Conferences	Inhouse-training food	54.92
John Higgins	06/28/24	Brophy Bros. - Ventura	Conferences	Harbor Patrol Drone Show meal	49.10
John Higgins	06/25/24	Costco Wholesale #0420	Dock maintenance	Dock storage devices	1,529.45
John Higgins	06/03/24	Office Depot #931	Operating supplies	Stationary for certificates	44.17
John Higgins	06/06/24	Apple.Com/Bill	Operating supplies	Phone/tablet storage	2.99
John Higgins	06/18/24	Ventura Dive & Sport	Operating supplies	Oxygen bottle fill	21.55
John Higgins	06/25/24	Apple.Com/Bill	Operating supplies	Phone/tablet storage	2.99
John Higgins	06/25/24	Costco Wholesale #0420	Operating supplies	Truck tie downs	43.63
John Higgins	06/11/24	Badgeandwallet.Com	Uniforms	Sr. Harbor Patrol Officer badges and Harbormaster	1,783.50
John Higgins	06/25/24	Ninjacustom.Com	Uniforms	Harbor Patrol T- Shirts	1,344.46
John Higgins	06/25/24	Ninjacustom.Com	Uniforms	Harbor Patrol T- Shirts	1,557.68
John Higgins	06/24/24	Plaza Locksmith	Vehicle maintenance	Ford F-150 spare key	59.26
Total Harbormaster's Expenses					8,818.70
Total Wells Fargo Credit Card Expenses					<u>\$ 18,715.87</u>

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: October 2, 2024

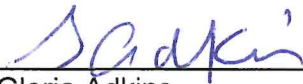
TO: Board of Port Commissioners
CC: Brian D. Pendleton, General Manager
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Quarterly Treasurers Report – June 30, 2024

As of June 30, 2024, the District held cash and investments with a market value of \$16,504,043. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 97% of the June 30, 2024 total fund balance:

Enterprise (Operating) Fund	\$4,924,257
Dredging Reserve Fund	2,114,894
Capital Improvement Fund	8,755,565
Capital Improvement – Fisheries Fund	<u>213,081</u>
Total Funds	\$16,007,797

The Investment Portfolio Report for June 30, 2024 attached herewith includes all of the District's Funds.

Submitted by:  _____ Date: September 24, 2024
Gloria Adkins
Accounting Manager

ATTACHMENTS:

- Attachment 1 - Investment Portfolio Report for June 30, 2024
- Attachment 2 - LAIF Performance Report for June 30, 2024

ATTACHMENT 5

ATTACHMENT 1

Ventura Port District
Investment Portfolio Report
Quarter Ending 06/30/2024

<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	NA	On Demand	4.55%	16,066,987	16,066,987	97%	16,007,797	LAIF
Total Cash Investments LAIF						\$ 16,066,987	97%	\$ 16,007,797	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo		On Demand	N/A	N/A	451,174	3%	451,174	Wells Fargo
Merchant Services Account	Wells Fargo		On Demand	N/A	N/A	21,968	0.1%	21,968	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	2,485	0.02%	2,485	Ventura Port District
Total Cash Deposits						\$ 475,627	3%	\$ 475,627	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	4.58%	20,619	20,619	0.1%	20,619	Ventura County Treasury
Total Cash in County Treasury						\$ 20,619	0.1%	\$ 20,619	
TOTAL ALL FUNDS						\$ 16,563,233	100%	\$ 16,504,043	

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.

9/24/2024

Submitted by: 



PMIA/LAIF Performance Report as of 7/24/24



Quarterly Performance Quarter Ended 06/30/24

LAIF Apportionment Rate ⁽²⁾ :	4.55
LAIF Earnings Ratio ⁽²⁾ :	0.00012419067099490
LAIF Administrative Cost ^{(1)*} :	0.16
LAIF Fair Value Factor ⁽¹⁾ :	0.996316042
PMIA Daily ⁽¹⁾ :	4.52
PMIA Quarter to Date ⁽¹⁾ :	4.36
PMIA Average Life ⁽¹⁾ :	217

PMIA Average Monthly Effective Yields⁽¹⁾

June	4.480
May	4.332
April	4.272
March	4.232
February	4.122
January	4.012

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 6/30/24 \$178.0 billion

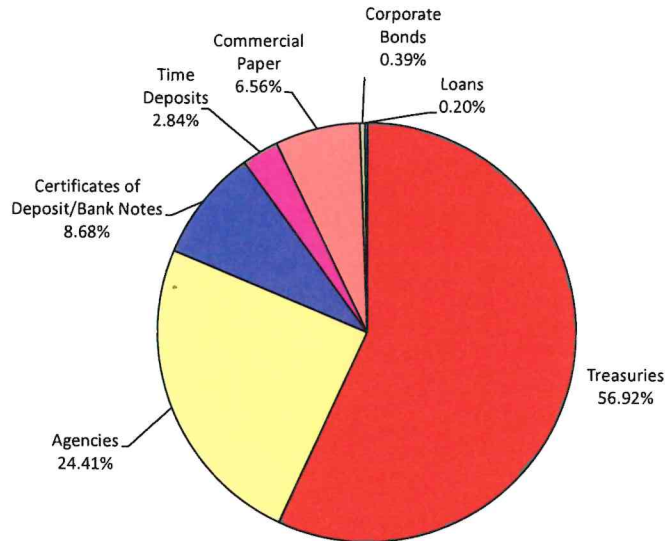


Chart does not include \$1,567,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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: October 2, 2024
 TO: Board of Port Commissioners
 FROM: Gloria Adkins, Accounting Manager
 SUBJECT: Annual Reimbursement Report – FY23-24

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, 2024 and I found the following charges which are subject to disclosure:

INDIVIDUAL	DESCRIPTION	AMOUNT PAID
Alford, Mason	Ventura College Class Fees-Arrest/Search/Seizure and Basic Law Enforcement for CA Boating Laws and local ordinances	152.50
Bear, Richard	Reimburse uniform - safety shoes	118.51
Blumenberg, Michael	CMANC (Calif. Marine Affairs & Navigation Conference) conference – flight	551.20
Donohue, Brendan	Ventura College Class Fees-Arrest/Search/Seizure and Basic Law Enforcement for CA Boating Laws and local ordinances	152.50
Donohue, Brendan	DBAW (Division of Boating Waterways) Boat Accident Investigation training – meals & mileage	285.15
Gonzalez, Sergio	JPIA ADA Coordinator Training – mileage reimbursement	108.73
Gonzalez, Sergio	JPIA Training Registrants Academy – mileage reimbursement	256.56
Hatch, Wayne	JPIA Management Academy-Roll of the Public Sector Supervisor – meals & mileage	340.34
Hewitt, Brian	CPR Training & Certification	160.00
Hedrick, Ruby	Visit California Outlook Forum – meals, parking & mileage	250.58
Higgins, John	CA Boating Safety Officers Assoc. Symposium – meals & mileage	748.68
Higgins, John	Marine Firefighting Training Course – Garrett Winter - lodging	1,259.95
Higgins, John	DBAW (Division of Boating Waterways) Marine Fire Course training – Nick Givens - lodging	1,301.76

ATTACHMENT 6

Hummer, Pat	JPIA Management Academy-Roll of the Public Sector Supervisor – meals & mileage	366.14
Hummer, Pat	Wellness/Fitness Program	300.00
Kabris, George	Wellness/Fitness Program	300.00
Kidman, Mark	Ventura College Class Fees-Arrest/Search/Seizure and Basic Law Enforcement for CA Boating Laws and local ordinances	152.50
Loft, Aaron	Wellness/Fitness Program	269.00
Mitchell, Todd	CMANC (Calif. Marine Affairs & Navigation Conference) meeting – flight	143.90
Mitchell, Todd	Mileage personal vehicle – July-August 2023	279.03
Mitchell, Todd	COPRI (Coasts, Oceans, Ports & Rivers Institute) Port conference – mileage	251.64
Mitchell, Todd	CMANC (Calif. Marine Affairs & Navigation Conference) Fall Conference – lodging, meals, & mileage	664.54
Mitchell, Todd	WEDA (Western Dredging Assoc.) conference – travel, lodging, meals & mileage	1,062.73
Mitchell, Todd	Wellness/Fitness Program	300.00
Mitchell, Todd	Marine Recreation Assoc. Annual Conference – meals & travel	174.76
Mitchell, Todd	CMANC (Calif. Marine Affairs & Navigation Conference) expenses – flight, meals & & mileage	866.79
Mitchell, Todd	CMANC (Calif. Marine Affairs & Navigation Conference) Washington DC – flight	168.10
Pendleton, Brian	Wellness/Fitness Program	240.34
Perkins, Jessica	GFOA Intensive Introduction to Government Accounting training - mileage	186.39
Plasch, Taylor	DBAW (Division of Boating Waterways) Boat Accident Investigation training – meals & mileage	229.46
Plasch, Taylor	Ventura College Class Fees-Arrest/Search/Seizure and Basic Law Enforcement for CA Boating Laws and local ordinances	152.50
Plasch, Taylor	Water Women Empowerment Weekend San Diego - mileage	196.50
Rauch, Jessica	JPIA Risk Management Academy - mileage	257.95
Reyes, Santos	Wellness/Fitness Program	275.88
Salazar, Angel	Wellness/Fitness Program	300.00
Snipas, Jessica	ICSC Western (Innovating Commerce Serving Communities) conference - lodging, meals, parking, & mileage	1,051.29
Talt-Lundin, Jennifer	Central Coast Tourism Council Board Retreat - mileage	339.58
Talt-Lundin, Jennifer	Visit California Outlook Forum - mileage	204.99
Werneburg, Dave	Wellness/Fitness Program	300.00
Werneburg, Dave	JPIA Management Academy- mileage	144.12
Weinerth, Robert	Reimburse uniform – safety shoes	310.32
Weinerth, Robert	CPR and EMT Recertification	187.00
Winter, Garrett	Wellness/Fitness Program	299.99
Winter, Garrett	Ventura College Class Fees-Arrest/Search/Seizure and Basic Law Enforcement for CA Boating Laws and local ordinances	152.50
Winter, Garrett	DBAW (Division of Boating Waterways) Rescue Boat Operating training - meals & mileage	285.91



**BOARD OF PORT COMMISSIONERS
OCTOBER 2, 2024**

**STANDARD AGENDA ITEM 2
APPOINTMENT OF CALIFORNIA JPIA
BOARD DIRECTOR**

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 2
Meeting Date: October 2, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
SUBJECT: Appointment of California JPIA Board Director

RECOMMENDATION:

That the Board of Port Commissioners appoint one Commissioner to serve as Director for the Joint Powers Insurance Authority (JPIA) Board of Directors.

SUMMARY:

Former Commissioner Brennan had been the Director for many years and since his departure, the Commission needs to appoint a new Director.

GUIDING PRINCIPLE:

6) Provide exceptional public service and organizational transparency.

FIVE-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.

2) Collaborate with City, regional, state and federal agency officials in pursuit of mutually beneficial projects, programs.

BACKGROUND:

The Ventura Port District is a member organization of the California Joint Powers Insurance Authority (JPIA). JPIA provides insurance services, trainings, risk management, and other resources to their members. JPIA requires a director and an alternate be chosen from each of the members to represent their organization and to form their Board of Directors. The Director must be an elected official from the member's governing body. Currently, John Higgins, Harbormaster is an alternate and has been attending these meetings for several years. Alternates may be an elected official from the member's governing body or a staff member.

The Board of Directors meets annually at the JPIA office in La Palma. Meetings are usually the third Wednesday of July, which routinely conflicts with the Commissions schedule. This is why Mr. Higgins has been attending on behalf of the District.

The agenda for the annual meeting is as follows:

1. Approval of minutes
2. Annual report
3. Election of Executive Committee members and officers
4. Risk Management Awards
5. Strategic Plan and Operational Update
6. Adoption of Budget

FISCAL IMPACT:

JPIA provides reimbursement for voting delegates to travel to this meeting. Members receive a \$100 stipend, \$400 maximum reimbursement for personal car, car rental, air, bus, train fare, taxi

and parking fees. Lastly, they also provide members traveling in excess of 100 miles, a lodging expense up to a maximum of \$200.

ATTACHMENTS:

None.



**BOARD OF PORT COMMISSIONERS
OCTOBER 2, 2024**

STANDARD AGENDA ITEM 3

**CONSIDERATION OF NOMINATION OF A
PORT COMMISSIONER TO BE A LAFCO
SPECIAL DISTRICT REGULAR MEMBER**

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3
Meeting Date: October 2, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jessica Rauch, Clerk of the Board
SUBJECT: Consideration of Nomination of a Port Commissioner to be a LAFCo Special District Regular Member

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Consider the nomination of a Port Commissioner to fill the Regular Special District Member term on the Ventura Local Agency Formation Commission.
- b) If a Commissioner is nominated, adopt a Resolution nominating that Port Commissioner to fill the Regular Special District Member term on the Ventura Local Agency Formation Commission from January 1, 2025 through December 31, 2028.

SUMMARY:

A LAFCo special district regular member's term will be expiring December 31, 2024. As such, an appointment must be made for a subsequent four-year term.

If the Board wishes to nominate an individual to be a candidate for the regular special district member on LAFCo, they may do so by the attached Resolution or refrain from this opportunity. All special districts have the same opportunity to submit a candidate, and The deadline for submitting nominations is Friday, October 11, 2024.

GUIDING PRINCIPLE:

5) Build respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.

FIVE-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.
 - 2) Collaborate with City, regional, state and federal agency officials in pursuit of mutually beneficial projects, programs.

BACKGROUND:

From city limits to cemetery districts, Local Agency Formation Commissions (LAFCos) are independent, quasi-legislative agencies created in 1963 by the California Legislature to control the boundaries of cities and most special districts. In carrying out this function LAFCos are charged with encouraging the orderly formation and expansion of cities and most special districts, preserving agricultural land resources and discouraging urban sprawl.

Each county in California has a LAFCo. LAFCos are independent agencies that are not part of county government and are not under the authority of the County Board of Supervisors. All LAFCos include at least five Commissioners from cities, the county and the public. Many LAFCos, like the Ventura LAFCo, have representatives from special districts as well, although special district membership is optional.

A LAFCo's diversity brings the views, perspectives and experience of various local agencies and the public into the decision-making process. Although members represent constituent groups, each LAFCo Commissioner is independent when weighing and reviewing information and when making determinations.

LAFCos are generally small in size with a limited number of staff. Each LAFCo has an appointed Executive Officer and Legal Counsel who perform essential duties. A Commission Clerk generally assists the Executive Officer with office management and important proposal processing and public hearing functions.

The Ventura LAFCo generally meets monthly on the third Wednesday of the month with August and December dark. Meetings start at 9:00AM at the Ventura County Government Center Board of Supervisors Hearing Room.

FISCAL IMPACT:

There is no fiscal impact.

ATTACHMENTS:

Attachment 1 – Call for Nominations Letter from Kai Luoma, Executive Director

Attachment 2 – Resolution



ATTACHMENT 1
VENTURA LOCAL AGENCY FORMATION COMMISSION
801 S. Victoria Avenue, Suite 301, Ventura, CA 93003
(805) 654-2576
ventura.lafco.ca.gov

CALL FOR NOMINATIONS LAFCO SPECIAL DISTRICT REGULAR MEMBER

August 28, 2024

Chair of the Board
Ventura Port District
1603 Anchors Way
Ventura, CA 93001

RE: CALL FOR NOMINATIONS – Ventura LAFCo Special District Regular Member

Dear Chair of the Board:

The term of LAFCo special district regular member Mary Anne Rooney will expire on December 31, 2024. As such, an appointment must be made for the subsequent four-year term (January 1, 2025 through December 31, 2028) (Govt. Code § 56334). Pursuant to state law, LAFCo special district members are appointed by the independent special district selection committee, which consists of the presiding officer of the legislative body of each independent special district in the county (Govt. Code § 56332).

Pursuant to Govt. Code 56332(f), I have determined that a meeting of the committee for the purpose of selecting a regular member to LAFCo is not feasible due to the likelihood that a quorum will not be achieved. Thus, both the nominating process and the election itself will be conducted by mail (most special districts have consented to conducting the election via electronic mail).

If your district wishes to nominate an individual to be a candidate for the regular special district member on LAFCo, please submit a nominating resolution (attached is a sample resolution for your use) and a candidate's statement and/or resume of no more than one page to Kai Luoma, Executive Officer, at Ventura LAFCo either by mail or via email (for those districts that have previously consented to email – see attached list).

The deadline for submitting nominating resolutions and candidate statements/resumes is 5:00 p.m., Friday, October 11, 2024. Any nomination submitted after the deadline will not be considered.

If at the end of the nominating period only one candidate is nominated, that candidate shall be deemed appointed. If two or more candidates are nominated, LAFCo staff will prepare and

ATTACHMENT 1

Chair of the Board, Ventura Port District

CALL FOR NOMINATIONS – Ventura LAFCo Special District Regular Member

August 28, 2024

Page 2

deliver a ballot and voting instructions to each eligible district. For the election to be valid, a quorum of the 29 independent special districts must submit valid ballots.

Thank you for your attention to this matter. Please let me know if you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kai Luoma', written in a cursive style.

Kai Luoma
Executive Officer

c: General Manager



RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE
VENTURA PORT DISTRICT NOMINATING _____ TO FILL THE
REGULAR SPECIAL DISTRICT MEMBER TERM ON THE VENTURA LOCAL
AGENCY FORMATION COMMISSION FROM JANUARY 1, 2025 THROUGH
DECEMBER 31, 2028**

WHEREAS, the Executive Officer of the Ventura Local Agency Formation Commission (LAFCo) has notified the District of an anticipated regular member vacancy on LAFCo for the four-year term beginning January 1, 2025 and ending December 31, 2028. Pursuant to Government Code Section 56332(c), the LAFCo Executive Officer has issued a call for written nominations to fill the anticipated vacancy to each eligible district.

WHEREAS, at the time and in the manner required by law, the Ventura Port District met on October 2, 2024 to consider the call for nominations by the LAFCo Executive Officer.

NOW, THEREFORE, BE IT RESOLVED, by the Ventura Port District as follows:

- 1) _____ is hereby nominated to fill the anticipated independent special district regular member vacancy on the Ventura LAFCo for the four-year term beginning January 1, 2025 and expiring December 31, 2028.
- 2) The General Manager shall transmit a signed copy of this Resolution and a copy of the resume or candidate statement for _____ to the Ventura LAFCo Executive Officer.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on October 2, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Michael Blumenberg, Chair

Anthony Rainey, Secretary



**BOARD OF PORT COMMISSIONERS
OCTOBER 2, 2024**

**STANDARD AGENDA ITEM 4
APPROVAL OF VENTURA HARBOR FEE
SCHEDULES**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 4
Meeting Date: October 2, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Gloria Adkins, Accounting Manager
Dave Werneburg, Marina Manager / Commercial Fisheries
Jennifer Talt-Lundin, Marketing Manager
Jessica Rauch, Clerk of the Board
SUBJECT: Approval of Ventura Harbor Fee Schedules

RECOMMENDATION:

That the Board of Port Commissioners approve the fee schedules effective January 1, 2025 for:

- a) Harbor Village Common Area Maintenance.
- b) Harbor Village Events.
- c) Harbor Village Commercial Marina Slips.
- d) Dry Boat Storage.
- e) Commercial Vendor Identification Cards.

SUMMARY:

District staff is proposing fee changes for four categories to reflect increasing costs/expenses associated with the operations and maintenance of the common areas of Ventura Harbor Village (VHV), events using the District's public spaces, the District's commercial marina at Harbor Village, and the District's Dry Boat Storage. Fees for Commercial Vendor Identification Cards (CID) will remain the same.

These changes were generally reflected in the FY24-25 budget approved by the Board of Port Commissioners on June 19, 2024, and will become effective January 1, 2025.

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

5-YEAR OBJECTIVES:

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

BACKGROUND:

The Ventura Port District operates Ventura Harbor Village (VHV), Ventura Harbor Beaches, the Ventura Harbor Village Marina (VHV Marina), and Ventura Port District Dry Boat Storage. The operation of these facilities requires ongoing costs associated with maintenance of the facilities, supplies, utility cost, insurance, and staffing. Each year, staff evaluates the cost associated with these facilities over the previous calendar year, compares fees charged for comparable facilities, and takes into consideration a reasonable rate of increase.

Although the District works diligently to keep operating and maintenance costs reasonable, running District facilities is an ongoing expense subject to the same inflationary pressures experienced everywhere. In addition, the District continues to reinvest in permanent improvements to many of these facilities, including the new Dry Boat Storage currently under construction.

VHV TENANT COMMON AREA MAINTENANCE (CAM) FEES

The operation of VHV requires the maintenance of areas of common use between tenants and members of the public. These expenses include:

- general maintenance and repairs
- maintenance and repair of sidewalks, curbs, elevated walkways, and stairways, revetted slopes
- resurfacing, or painting, re-stripping, cleaning, and sweeping of sidewalks and roadways
- trash removal
- janitorial services
- signage
- sprinkler systems, planting, and landscaping
- lighting and other utilities
- maintenance and repair of any fire protection systems, lighting systems, storm drainage systems, and any other utility systems
- public liability and property damage insurance
- staff to implement the maintenance work
- general and administrative expenses

CAM fees are computed and recovered on a per square foot basis. These fees are paid directly by VHV retail and restaurant tenants as a separate line item in their leases. In most cases, these rates are subject to change at the start of each calendar year, although some allow for rate adjustment quarterly, and a few prior leases have set rate increases. Office tenants also contribute indirectly, as a portion of their rent is factored into the distribution of common area cost recovery.

As rate increases are based on calendar year assessments, the increases herein are generally based on cost increases between calendar year 2023 over 2022, which reflect the impacts of the inflationary pressures of recent years. Actual CAM costs have been higher than the cost recovered from VHV tenants for several years. In 2022, actual CAM costs were 74 cents per square foot of rentable space and only 66 cents per square foot was charged. In 2023, actual CAM costs were 80 cents per square foot and only 68 cents per square foot was charged.

To keep up with the cost of CAM while being mindful of the impacts of inflation on the tenants, staff is recommending a 2-cent increase (from 68 cents to 70 cents) per square foot per month. This is a 3% annualized increase reflected in the FY24-25 budget that was approved by the Board on June 19, 2024.

District staff have emailed retail and restaurant tenants to notify them that this item is being considered by the Board at this meeting. If approved, the District will provide a minimum of 45-day written notice for those Village tenants impacted by the rate increase that will become effective January 1, 2025.

EVENT FEES

Operations in Ventura Harbor include opportunities for the public to utilize spaces managed by the District for events, including weddings, gatherings, competitions, and film / photography. With a beautiful scenic backdrop of ocean, sand, hills, marinas, docks, and boats, the event rental program continues to serve multiple community groups, fundraisers, school programs, athletics, churches, private events, and more. These activities introduce and attract thousands of visitors and potential customers to Ventura Harbor and Ventura Harbor Village businesses.

With the Harbor's proximity to the entertainment industry, coupled with the Port District's quick film approval process, the Ventura Harbor is popular with location scouts for television, video, top brand, and film shoots, including notable mentions such as NCIS, Cali-Squeeze brand, music videos with performers such as Reba Mc Entire and Keith Urban, to name a few.

In the annual review of rates, the District staff has taken into consideration the time for responsive customer service to handle application inquiries, application and insurance review, site walks, communications, logistics, and parking designations. The staff considers surrounding county and city hourly rates for similar-type product fees and rates. In review of film fees, the marketing team has communicated with the Ventura County Film Commission on an annual basis seeking input on the District's film rates as they pertain to being both competitive, and yet inviting, to attract film business to the area. The District has recently seen a pick-up in interest from student films, commercial shoots, and photography.

As increased costs continue for applicants and community groups to produce successful events and weddings, the staff recommends maintaining the majority of current site fee rates into 2025. However, as Marketing staff reviews new inquiries, as well as align with the Ventura Harbor Paid Parking Program and the new boat storage at 19A, the recommendations below include a few additions and adjustments for fee implementation in 2025:

- Reduction of the Event Fee by \$50 in 19A parking lot to \$250 due to reduction of spaces available for overflow event and shuttle parking.
- In anticipation of the Ventura Harbor Parking Management Program in 2025, adjust the Event and Film Parking Fees at Harbor Cove Beach Parking Lot and Surfers Knoll Parking Lot to be consistent with the daily use beach fee of \$10/parking space.
- Increase the Harbor Village Balcony (1591 building) Film Fee by \$125 as well as extend the rental time by one hour to be consistent with the existing Event Fee rate of \$325 and six-hour length of rental for the Harbor Village balcony.
- Add designated Event Fee of \$250 for AM use only (until 11 AM) for the area including parking in front of the Village Fisherman's Memorial (\$250).
- Add an Event Fee of \$25 for each school class beach day reservation. (Lifeguards required)
- Urgent Filing Application Event and/or Wedding Fee of \$175 if within 30 days of requested date for application approval.

The current and proposed rates have been placed on the District's two websites. Event, film, and wedding applications have fee information which states, "rates subject to change." Anyone who has an approved permit application will be charged the current rates. All others will be charged the new rates, if approved by the Board.

VHV COMMERCIAL MARINA SLIP FEES

VHV Marina is a 100% commercial marina for both commercial fishing and charter businesses. The District's marina has several tiers of tenants, all of which are commercial businesses. The first tier is full-time tenants who maintain a slip 12 months out of the year whether they are physically here or not. Some of these full-time tenants have been berthing in Ventura Harbor for 25+ years. The second group are seasonal tenants who might be here 3-6 months out of the year, e.g., some squid seiners, light boats, lobster boats, halibut season, spot prawn season, etc. These vessels pay a 15% monthly premium over the full-year rate. Another group are transient vessels who might be here for a few days to a few weeks.

VHV Marina is the port call of choice for our commercial fishing fleet and without equal on the west coast. While there are larger harbors and larger marinas up and down the coast, there is no single marina that is 100% commercial in nature and can accommodate up to 54 seine vessels and 49 light boats/fishing vessels ranging from 30' to 50'. VHV Marina is state of the art offering amenities specifically targeted to our commercial fishers while also providing convenient access to the businesses at Harbor Village.

For these reasons, 100% of the VHV Marina slips are assigned, with additional commercial fishing vessels on a waiting list. This level of demand supports the understanding that our Harbor has a vibrant working waterfront with the necessary infrastructure and amenities to support commercial fishing as described.

During the review of slip rates, it was noted that the rates were variable in pricing as slip lengths increase. While Staff is recommending that an increase be applied to address inflation, Staff believes that the rate changes should also address the variability of rates per foot. In applying this methodology, three categories of slip lengths would be subject to >6% rate increase and therefore staff is recommending that the rate increase be capped at 6% this year. With this cap applied, the total increase across all VHV Marina slips will be 2.6%.

The proposed respective rates are included as Attachment 3.

The District mailed out notification to marina tenants of this item being considered by the Board at this meeting.

If approved, the District will provide a minimum of 45-day written notice to marina tenants.

VENTURA HARBOR BOAT DRY STORAGE FEES

The Port District operates a storage lot for out-of-water storage of boats on Anchors Way Drive between the Mobile Home Park. The Ventura Harbor Boat Dry Storage (Dry Storage) is managed by the Marina Department. After the reconfiguration of Anchors Way Drive, the Dry Storage lot was reopened in 2019.

The District is currently working to relocate Dry Boat Storage to the parking lot known as Parcel 19A, which is at the corner of Harbor Blvd. and Schooner Dr. The parking lot is being divided with the north portion being dedicated to Dry Storage and the southern portion returned to parking.

Once completed, the new Dry Boat Storage will provide an improved boater amenity with boat parking stalls increasing from 88 to 97 as well as more flexibility relating to boat lengths. Since the District maintains a waitlist for boat storage, these changes will be very beneficial.

There were no rate increases for the Dry Storage lot between reopening in 2019 and December 31, 2022. A rate change was implemented in 2023 but due to the impacts of the VenturaWaterPure project on Dry Storage tenants, no rate change was implemented in 2024. Staff has conducted a rate comparison review between other regional boat storage yards and the District's pricing is significantly lower than the regional norms. The only other yard with significantly low rates is Derecktor Ventura, whose rates are competitive with the District's due to proximity.

Therefore, staff is recommending a significant rate increase to bring the District's pricing in alignment with the lower side of the regional comparisons. These rates would go into effect once the new Dry Storage facility is in operation, which is likely to be January or February 2025.

The proposed respective rates are included as Attachment 4.

The District mailed out notification to Dry Storage tenants of this item being considered by the Board at this meeting.

If approved, the District will provide a minimum of 45-day written notice to existing tenants.

COMMERCIAL VENDOR IDENTIFICATION CARDS (CIDs)

The CID card is used to grant permission to vendors to perform commercial activity at all Ventura Harbor Marinas. Examples of these vendors are boat wash or maintenance, mobile pump outs, canvas, electrical, plumbing, bottom cleaning, etc. All vendors are required to fill out an application and sign an agreement, provide a City of Ventura Business License, a Certificate of Liability Insurance and proof of automobile insurance.

Currently, a CID card costs \$200 plus \$25 for each additional employee. Staff is not recommending any changes to the fee.

FISCAL IMPACT:

The proposed fee increases are reflective of the budget adopted by the Board of Port Commissioners on June 19, 2024.

With the implementation of the proposed increase in CAM fees as of January 1, 2025, staff estimates CAM revenue will be \$417,000 FY24-25.

In the FY24-25 budget the board approved a projected goal of \$42k in event, film and wedding fee revenues.

With the implementation of an approximately 2.6% increase in commercial marina slip fees, staff estimates VHV Marina revenue will be approximately \$1.2M in annual slip rentals. This is in addition to recovery of electricity usage, for which slip tenants are billed, and fish offloading fees. Commercial fishing tenants are not billed for water usage, which is consistent with other marinas in California.

Once the District's new Dry Boat Storage site is ready for operation, the new rates will go into effect. All tenants from the existing dry storage will be given the first opportunity to relocate and the District's wait list will be contacted to fill the remainder of the spaces. Revenue for the Dry Storage yard was estimated at \$78,000 for FY24-25.

ATTACHMENTS:

Attachment 1 – CAM Expense Breakdown

Attachment 2 – Ventura Harbor Event Fee Schedule

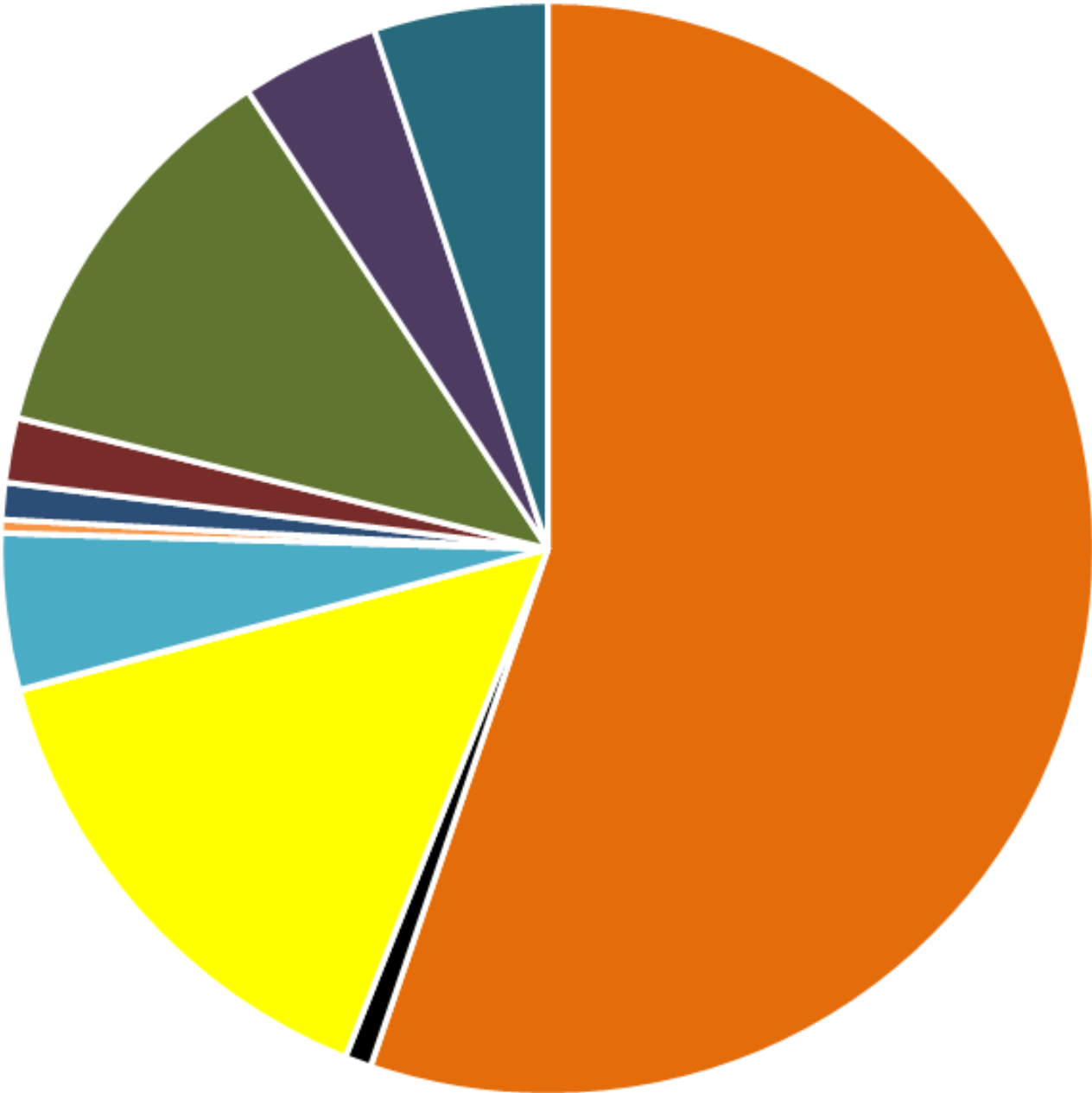
Attachment 3 – VHV Marina Fee Schedule

Attachment 4 – Ventura Harbor Dry Boat Storage Fee Schedule

Attachment 5 – Ventura Harbor New Dry Boat Storage Layout

ATTACHMENT 1
CAM Expense Breakdown

2023 CAM Expenses



- Labor Expenses
- Oil & Fuel Expenses
- General Insurance
- Operating Supplies
- Janitorial Supplies
- Other Equipment Maint
- Building Maintenance
- Grounds Maintenance
- Utilities-Electric & Water
- Trash Disposal
- Outside Services

ATTACHMENT 2
Ventura Harbor Event Fee Schedule

2025 PROPOSED <u>EVENT FEES</u>	FEES	CHANGES
EVENT APPLICATION FEES		
Application Fee	\$75	No change
Late/Urgent Filing Application Fee (less than 30 day notice)	\$175	No change
Deposit Fee (Refundable)	\$250	No change
EVENT LOCATION FEES		
Main Lawn (250' x 125')		
Full Day Use	\$500	No change
Weekday Use	\$200	No change
Main Lawn Parking Row Adjacent	\$75	No change
Fisherman's Memorial Lot (47 spaces)		
Morning Use Only (Until 11 AM)	\$250	NEW
Full Day Use	\$500	No change
Harbor Cove Beach		
1/2 Half Day Rate (5 Hour Use)	\$400	No change
Full Day Use	\$600	No change
South Beach		
1/2 Half Day Rate (5 Hour Use)	\$400	No change
Full Day Use	\$600	No change
Surfers Knoll		
1/2 Half Day Rate (5 Hour Use)	\$400	No change
Full Day Use	\$600	No change
Beach Clean-Ups	No Charge	No change
Harbor Village Balcony		
1/2 Day Use (5 Hour Use)	\$325	No change
Full Day Use	\$600	No change
School Beach Days / Individual Classes* must hire lifeguard	\$25	NEW
Trash Can Rentals	\$10 each	No change
EVENT PARKING FEES		
19-A. Parking Lot - 50 spaces (Shuttle Lot /Overflow)	\$200	\$100 reduction
Harbor Cove Beach Parking (with Event Permit Only)	\$10/space	From Lot Rental to Per Space
Surfers Knoll Parking - Full Lot 36 spaces (with Event Permit Only)	\$360	\$60 increase
Spinnaker Dr. Dirt Lot (with Event Permit Only)	\$125	No change

2025 PROPOSED WEDDING FEES		FEES	CHANGES
WEDDING APPLICATION FEES			
Application Fee		\$75	No change
Late/Urgent Filing Application Fee (less than 30 day notice)		\$175	No change
Deposit Fee (Refundable)		\$250	No change
WEDDING FEES			
<i>Harbor Cove , South Jetty, Surfers Knoll</i>			
Beach Ceremony 1-35 attendees		\$250	No change
Beach Ceremony 36-75 attendees		\$450	No change
Beach Ceremony 76+ attendees		\$600	No change
Beach Receptions with Tent		\$1,000	No change
Beach Receptions Extra Day Set Up		\$350	No change
WEDDING PARKING LOT FEES			
19-A Parking Lot - 50 spaces (Shuttle Lot /Overflow)		\$250	\$50 reduction
Spinnaker Dr. Dirt Lot (with Event Permit Only)		\$125	No change
2025 PROPOSED FILM FEES		FEES	CHANGES
FILM APPLICATION FEES			
Application Fee		\$100	No change
Late/Urgent Filing Application Fee (less than 2 week notice)		\$175	No change
Deposit Fee (Refundable)		\$250	No change
FILM FEES - Competitive Industry Rates			
Ventura Harbor Village Balcony (6 Hour Use)		\$325	\$125 increase + 1 hour
Ventura Harbor Village (interior/docks) (6 Hour Use)		\$750	No change
Ventura Harbor Village (interior/docks) per hour OT after 6 Hour Use		\$100	No change
Surfers Knoll Beach - Full Day Use		\$600	No change
Harbor Cove Beach - Full Day Use		\$600	No change
South Beach - Full Day Use		\$600	No change
Harbor Cove Beach Parking (with Film Permit Only)	\$10 / space		From Lot Rental to Per Space
Harbor Village Parking (Limited availability)	\$10/space		\$2 increase
Surfers Knoll Beach Parking Lot - Full Day Use (with Film Permit Only)		\$360	\$10 increase
Spinnaker Dr. Dirt Lot (with Film Permit Only)		\$125	No change
Misc. Harbor Space		\$250	No change
HARBOR PATROL FEES - per Harbormaster			
Harbor Patrol Officer (HPO) (4 hr min) - (\$100/hr.)		\$400	No change
Harbor Patrol Vessel (\$200/hr) (4 hr min) + 2 HPO for \$130/hr		\$1,320	No change
Harbor Patrol Vessel Inner Harbor Only (\$200/hr) (4 hr min) + 1 HPO		\$1,200	No change
Harbor Patrol Truck Per Hour (no min)		\$100	No change

ATTACHMENT 3

VHV Proposed 2025 Marina Fee Schedule

Slip Length (ft)	Proposed Rate	Current Rate	% Change
30	\$ 415.00	\$ 400.00	3.8%
35	\$ 475.00	\$ 475.00	0.0%
48	\$ 680.00	\$ 675.00	0.7%
50	\$ 710.00	\$ 680.00	4.4%
55	\$ 800.00	\$ 840.00	-4.8%
60	\$ 885.00	\$ 875.00	1.1%
65	\$ 975.00	\$ 950.00	2.6%
70	\$ 1,070.00	\$ 1,025.00	4.4%
80	\$ 1,245.00	\$ 1,175.00	6.0%
90	\$ 1,405.00	\$ 1,325.00	6.0%
100	\$ 1,670.00	\$ 1,575.00	6.0%
160	\$ 3,260.00	\$ 3,257.00	0.1%

(Change for 2025 capped at 6%).

Transient Vessel Rates

Weekly rate: \$4.45 per linear foot + metered electricity (~3% increase)

Daily rate: \$1.65 per linear foot + metered electricity (~3% increase)

Seasonal Transient Vessel Rates

Regularly Monthly rate +15% premium (no change)

ATTACHMENT 4

VHV Proposed 2025 Dry Boat Storage Fee Schedule

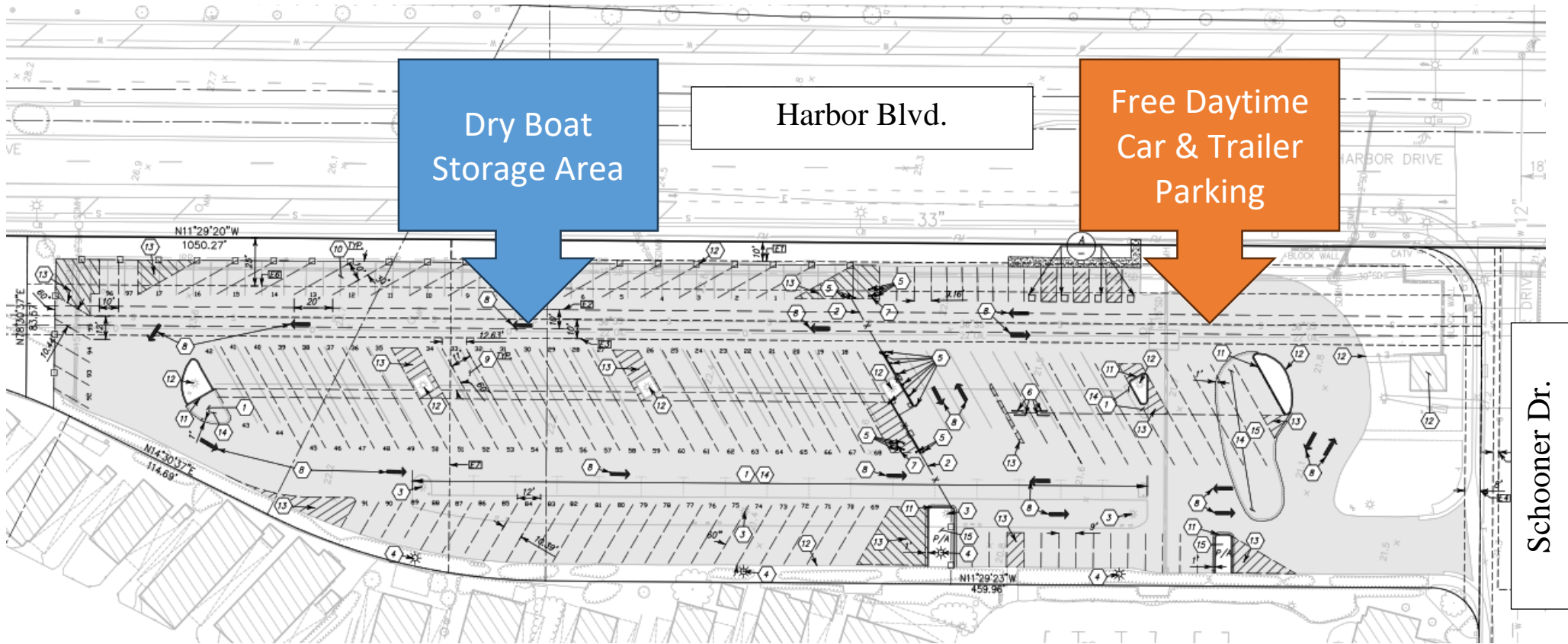
Change effective once new Dry Boat Storage yard is completed and in use.

Stall Length	Proposed 19A Rate	Old Dry Storage Rate*	% Change	Regional Minimum**	Regional Average**
18	\$ 115	\$ 76	51%	\$ 115	\$ 148
21	\$ 130	\$ 95	37%	\$ 120	\$ 155
25	\$ 150	\$ 135	11%	\$ 120	\$ 160
30	\$ 165	\$ 135	22%	\$ 145	\$ 178
35	\$ 190	\$ 185	3%	\$ 165	\$ 195
39	\$ 210	\$ 185	14%	\$ 175	\$ 207
Kayak	\$ 15	\$ 15	0%		

* Current Dry Storage has a different configuration (stall lengths) than the new yard will.

** Excludes District and Derecktor Ventura

ATTACHMENT 5 – Ventura Harbor New Dry Boat Storage Layout





**BOARD OF PORT COMMISSIONERS
OCTOBER 2, 2024**

**STANDARD AGENDA ITEM 5
BROWN ACT PRESENTATION**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 5
Meeting Date: October 2, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Reid Miller, Legal Counsel, Lagerlof, LLP
SUBJECT: Brown Act Presentation

RECOMMENDATION:

That the Board of Port Commissioners receive a presentation from Lagerlof, LLP on the Ralph M. Brown Act.

SUMMARY:

This presentation will outline the key objectives and topics of the Brown Act. It aims to enhance understanding of the Brown Act, which governs open meetings for local government bodies in California. This presentation is essential for all members of local government to ensure they are well-informed and compliant with the Brown Act, ultimately supporting the principles of open governance.

GUIDING PRINCIPLES:

6) Provide exceptional public service and organizational transparency.

5-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.

BACKGROUND:

The Brown Act was introduced as state legislation in 1953 and continues to govern the conduct of state and local public agencies within California. The express purpose of the Brown Act is to assure that local government agencies conduct the public's business openly and publicly. In addition to requiring the public's business to be conducted in open, noticed meetings, the Brown Act also extends to the public the right to participate in meetings.

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment 1 – Brown Act Presentation PowerPoint

Ventura Port District

The Brown Act



Conduct Public Business Openly

“All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.”



AB 2647: New Method for Sharing Public Meetings Materials

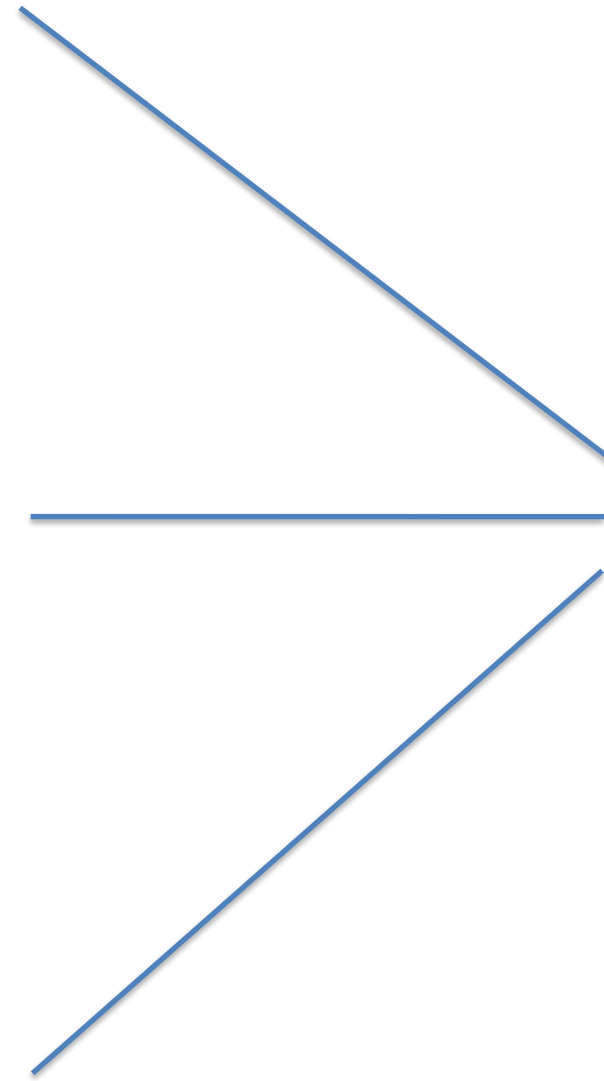
- Revises the Brown Act to clarify that the public disclosure requirement for writings distributed to the legislative body within **72 hours** of the meeting is satisfied by:
 - Posting the documents online at the time the documents are distributed; **AND**
 - Making physical copies available for public inspection at the beginning of the next regular business day at the designated public office.



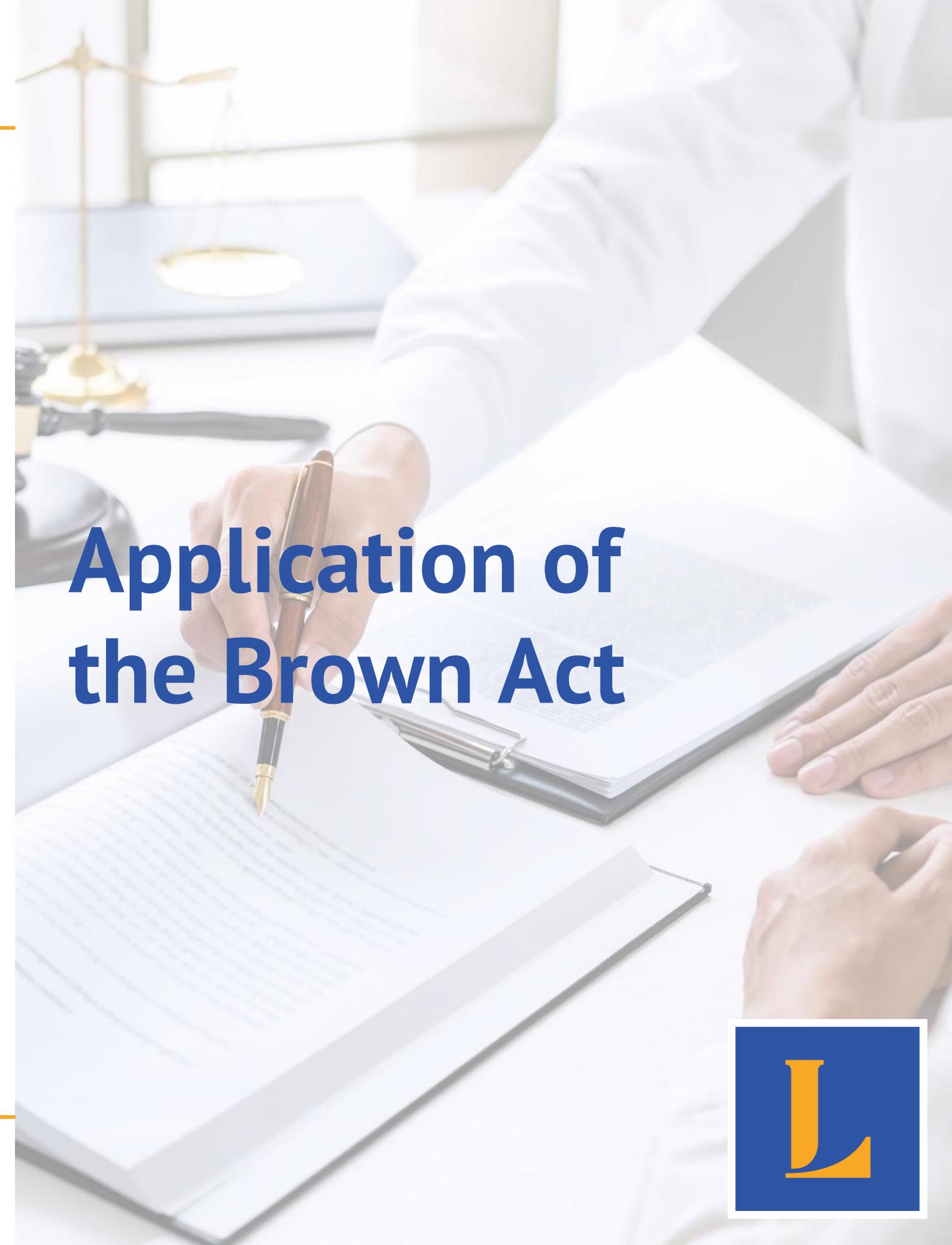
LEGISLATIVE
BODIES

MEETINGS

EXCEPTIONS



Application of the Brown Act



What is a Legislative body?

- Governing body of the agency
- Advisory committees created by the governing body
- Standing committees comprised of less than a quorum
- But not temporary (ad hoc) committees comprised of less than a quorum



Hypos

- H1: A member of the legislative body of a local agency informally establishes an advisory committee of five residents to advise her on issues as they arise. Does the Brown Act apply to this committee?
- H2: During a meeting of the District's Board of Commissioners, the Board directs the General Manager to form an advisory committee to develop recommendations for a new ordinance. The General Manager forms the committee and appoints its members; the committee is instructed to direct its recommendations to the General Manager. Does the Brown Act apply to this committee?



Answers

- A1: No, because the committee has not been established by formal action of the legislative body.
- A2: Possibly, because the direction from the Board of Commissioners might be regarded as a formal action of the body, notwithstanding that the General Manager controls the committee.



What is a Meeting?

- In person gatherings
- Communication through intermediary
- Emails, Facebook, Twitter [AB 992]
- Serial meetings – prohibited!
- When is a gathering not a Brown Act “meeting”?



Hypos

- H1: Various social media platforms and websites include forums where District employees and officials can discuss issues of local agency business. Members of the Board of Commissioners participate regularly. Does this scenario present a potential for violation of the Brown Act?
- H2: A member of the Board of Commissioners contacts two other Board members (on its five-member Board) regarding scheduling a special meeting. Is this an illegal serial meeting?



Answers

- A1: Yes, because it is a technological device that may serve to allow for a majority of the Board members to discuss, deliberate, or take action on matters of agency business.
- A2: No, the Brown Act expressly allows a majority of a body to call a special meeting; however, the Board members should avoid discussing the merits of what is to be taken up at the meeting.



AB 992 – Social Media

- First specific amendment to the Brown Act to address social media issues
- Authorizes a board member to communicate via social media to provide information to the public
- Social media communications are permissible as long as *less than a majority* of board members use the social media platform to “discuss among themselves” the district’s official business
 - “Discuss among themselves” is defined to include making posts, commenting and even using emojis to express reactions
- Expands Brown Act to prohibit a board member from:
 - Responding “directly to any communication on an Internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted or shared by *any other member* of the legislative body.”





E-Mail

- Refrain from replying
 - DO NOT REPLY TO ALL!
- Do not take a position or make a commitment
- E-mail Board for info only
- Take caution
- Ensure compliance with law
- Applies to other social media as well – AB 992
- Public vs. private devices – San Jose case



Meetings

REGULAR MEETING

Board sets time and place for its regular meetings. Agenda posted 72 hours ahead

SPECIAL MEETING

May be called by president or majority any time. Agenda posted 24 hours ahead

ADJOURNED MEETING

Regular or special meeting may be adjourned to a future date and time. No new agenda required if less than 5 days

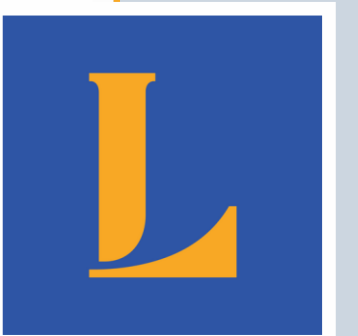
EMERGENCY MEETING

May be called without notice if public health or safety may be impaired



Meeting Agenda

- Brief description of each item of business to be transacted or discussed at the meeting
- Must provide opportunity for public to speak
 - Prior to deliberation on an agenda item
 - Reasonable limitations allowed
- General rule: No action/discussion if not on agenda
- Exceptions:
 - Emergency
 - Matter arose since agenda posted [2/3 vote]
 - Item on agenda of adjourned meeting <5 days prior



Hypos

- H1: The agenda for a regular meeting contains the following items of business:
 - “Consideration of a report regarding traffic on Eighth Street.”
 - “Consideration of a contract with ABC Consulting.”

Are these descriptions adequate?

- H2: The agenda includes an item entitled “General Manager’s Report,” during which time, the District’s General Manager provides a brief report on notable topics of interest, none of which are listed on the agenda.

Is this permissible?



Answers

- A1: If the first is, it is barely adequate. A better description would provide the reader with some idea of what the report is about and what is being recommended. The second is not adequate. A better description might read, “Consideration of a contract with ABC Consulting in the amount of \$50,000 for traffic engineering services regarding traffic on Eighth Street.”
- A2: Yes, as long as it does not result in extended discussion or action by the Board of Commissioners.



AB 2647: New Method for Sharing Public Meetings Materials

- Revises the Brown Act to clarify that the public disclosure requirement for writings distributed to the legislative body within **72 hours** of the meeting is satisfied by:
 - Posting the documents online at the time the documents are distributed; **AND**
 - Making physical copies available for public inspection at the beginning of the next regular business day at the designated public office.



AB 2449: New Remote Public Meeting Options

- AB 2449 amends certain portions of the Brown Act relating to teleconference participation
- Allows local agencies to hold remote public meetings without identifying each teleconference location and without making each location accessible to the public
- This alternative option can only be used under limited circumstances of an “**emergency**” and “**just cause**” and expires on Jan. 1, 2026



AB 2449's "Limited Circumstances" for Remote Attendance

"Just cause"

- Caregiving for child, parent, grandparent, grandchild, sibling, spouse, or domestic partner
- Contagious illness that prevents a member from attending in person
- A need related to a physical or mental disability not otherwise accommodated
- Travel while on official business of the legislative body or another state or local agency

"Emergency circumstances"

- A physical or family medical emergency that prevents a member from attending in person



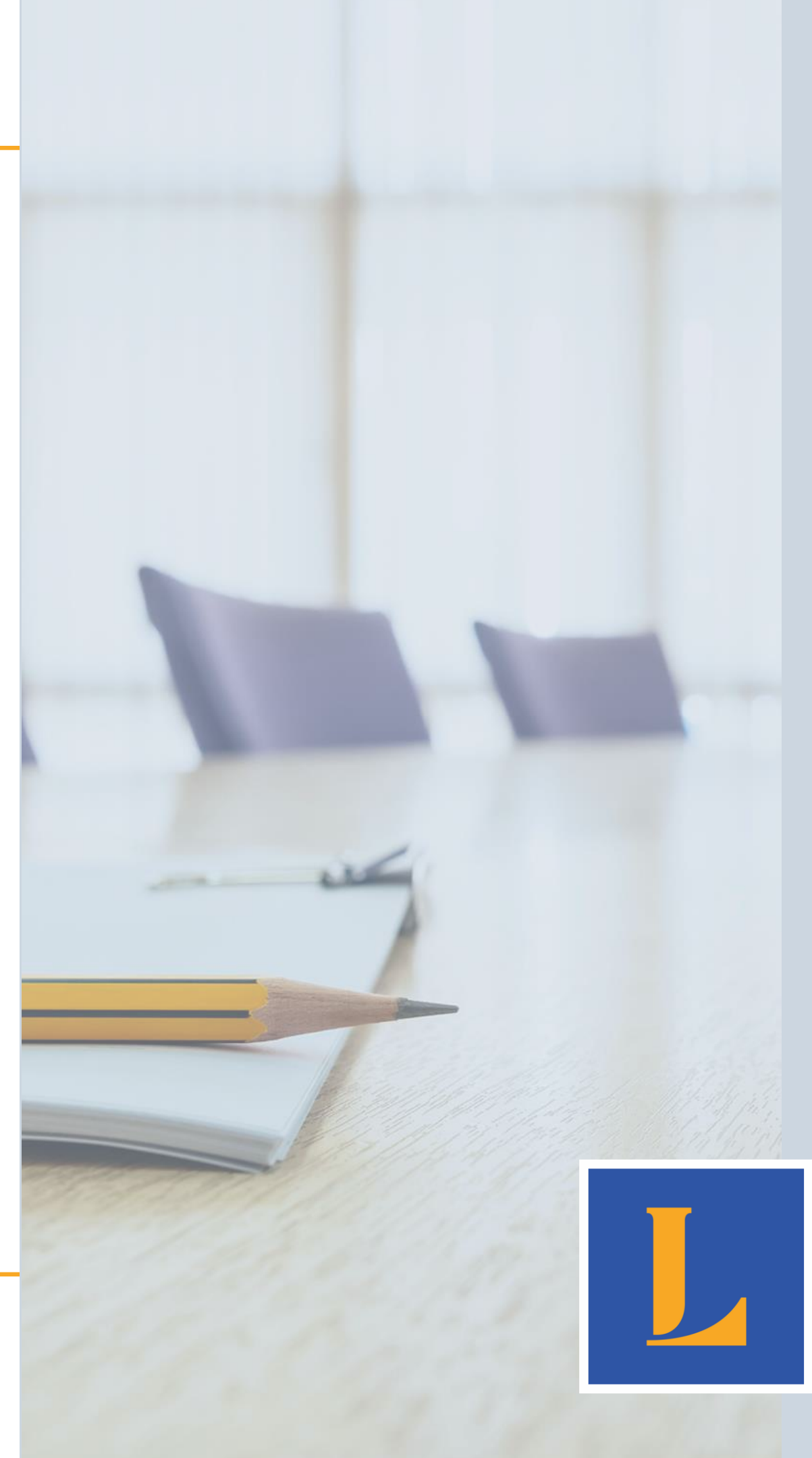
SB 1100: Power to Remove Disruptive Meeting Attendees

- Newly enacted SB 1100 authorizes a legislative body to order the room cleared and continue in session if a group willfully interrupts the orderly conduct of the meeting
- Provides the presiding member of that body the ability to have an individual removed for disrupting a meeting
- Before removal, the person must be warned that their behavior is disruptive, and that continued disruption may result in their removal
- Behavior is “disruptive” if it disrupts or impedes the orderly conduct of the meeting



Closed Session

- Must be expressly authorized
- Must be on the agenda [safe harbor description]
- Must be verbally announced
- Any action, or no action, must be reported
- Common closed sessions: personnel, labor & real property negotiations, pending/anticipated litigation
- Closed sessions confidential; disclosure prohibited



The Real Estate Negotiation Exception

Exception only permits a legislative body to meet in closed session to:

- (1) advise its negotiator concerning the “**price**” and “**terms of payment,**” in connection with
- (2) the **purchase, sale, lease, or exchange of property.** (Leases include lease amendments and renewals.)



California Attorney General's Opinion

The California Attorney General has opined that “**price**” and “**terms of payment**” include

- (1) the **amount of consideration** the District is willing to **pay or accept** in exchange for the lease/property rights to be acquired or transferred as part of a contemplated real estate transaction;
- (2) the **form, manner, and timing** of how that **consideration will be paid** (for example, an all-cash transaction, either up-front or in installments, a seller-financed mortgage, an exchange of property or property rights, or the like); and
- (3) **items** that are **essential to arriving at the authorized price and payment terms**, such that their *public disclosure* would be *tantamount to revealing the information* that the Exception permits to be *kept confidential*.



Hypos Regarding Closed Session Discussion



The Brown Act - Ramifications

- Violations may be prevented by court order
- Action not in compliance may be invalidated
- Court costs & attorney's fees are recoverable
- Individuals may be guilty of a misdemeanor
- Disclosure of confidential closed session information is prohibited



Questions?

