



**BOARD OF PORT COMMISSIONERS  
APRIL 2, 2025**

**Ventura Harbor**  
GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

# ADMIN AGENDA

# **ADMIN AGENDA**

**Adoption of the  
April 2, 2025 Agenda**

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**Approval of Minutes  
March 19, 2025  
Regular Meeting**

# PUBLIC COMMUNICATION ADMIN AGENDA ITEMS NOT ON THE AGENDA

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

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

# ADMIN AGENDA

# CONSENT AGENDA ITEMS

## **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) Todd Mitchell, Deputy General Manager, to attend the CJPIA Executive Academy from April 8-10, 2025 in Paso Robles, CA.
- b) Brian D. Pendleton, General Manager, to attend the CSDA Special District Legislative Days from May 19-21, 2025 in Sacramento, CA.

## **B) Approval of Amendment No. 1 to the Retail Lease Agreement with Buenaventura Art Association dba Harbor Village Gallery & Gifts**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to the Retail Lease Agreement dated June 1, 2022 (the “Lease”) between the Ventura Port District and Buenaventura Art Association dba Harbor Village Gallery & Gifts for the premises located at 1559 Spinnaker Drive, Suite #106 (“Premises”), consisting of approximately 773 square feet.

# PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

**ADOPTION OF RESOLUTION NO. 3526 UPDATING THE  
VENTURA PORT DISTRICT HUMAN RESOURCES MANUAL  
AND RESCINDING RESOLUTION NO. 3502**

**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3526 approving updates to the Ventura Port District Human Resources Manual and rescinding Resolution No. 3502.

**STANDARD  
AGENDA  
ITEM  
1**

**Report by:  
Brian D. Pendleton, General Manager  
Oliver Yee, LCW**



# LIST OF SECTION WITH REVISIONS OR CLARIFICATIONS:

## III. GENERAL PERSONNEL POLICIES

### *III-A. Equal Opportunity Employer*

The District prohibits discrimination against employees or applicants for employment on the basis of race (including traits associated with race including but not limited to, hair texture and protective styles), color, religious creed, sex, gender, national origin, ancestry, age (40 and over), marital status, physical disability, mental disability, medical condition, sexual orientation, gender identity, gender expression, genetic information, reproductive health decision making, military and veteran status, the combination of two or more protected basis (i.e., intersectionality), or any other basis protected by law. The District affords equal employment to all qualified employees and applicants as to all terms and conditions of employment, including compensation, benefits, recruitment and selection, hiring, training, promotion, transfer, discipline and termination...

# LIST OF SECTION WITH REVISIONS OR CLARIFICATIONS:

## *VI-E. Compensatory Time Off Account*

...All compensatory time off accrued will be paid off at the employee's current regular rate of pay ~~in the last pay period of~~ in the last pay period of in the month following the end of each quarter beginning with Q2 2025, unless the employee requests to have the compensatory time carried over by submitting a request in writing to the General Manager at least seven (7) days prior to the end of the quarterly pay period. The General Manager will determine whether to allow or disallow the compensatory time to be carried over to the following quarter. In no event will time be carried over beyond one subsequent quarter...

# LIST OF SECTION WITH REVISIONS OR CLARIFICATIONS:

## *VI-G. Shift Differential Pay (New Section)*

There shall be a 5.0% shift differential pay for time worked during the hours of 12:00 am to 3:00 am, and 3:00 am to 6:00 am, for all full and part-time non-represented employees.

# LIST OF SECTION WITH REVISIONS OR CLARIFICATIONS:

## *VII-G. Sick Leave*

### 3. Sick Leave Use

~~In accordance with California's Paid Sick Leave law and Labor Code section 233, an~~ ~~A~~n employee may use one-half of their available annual accrual of sick leave in a 12-month period for one of the following reasons:

a. diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or any of the following of the employee's family members: child of any age or dependency status; parent; parent-in-law; spouse; registered domestic partner; grandparent; grandchildren; sibling or designated person; or

~~b. for an employee who is a victim of domestic violence, sexual assault, or stalking to: i) obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health safety or welfare of the employee or his or her child; or ii) obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety...~~

# LIST OF SECTION WITH REVISIONS OR CLARIFICATIONS:

## *VII-L. Other Leaves with Pay*

### 2. Leave for Serving on Interview Panel for Another Local Agency **(New Section)**

Subject to consideration and written approval by the supervisor, any employee asked by another local agency to be on an interview panel during regularly scheduled work hours will be compensated for the time spent during work hours serving on the interview panel, including travel time to and from interview panel location. This leave with pay does not apply to serving on an interview panel for any non-local agency, i.e. requires overnight travel to serve on interview panel; and cover any time spent outside of the employee's regular working hours.

# LIST OF SECTION WITH REVISIONS OR CLARIFICATIONS:

VII-U. Assist Victim of Domestic Violence – Deleted

VII-V. Victims of Crimes or Family Members Who are Victims of Crimes  
(Reorganized/New information – Was VII-W. Victims of Crime)

1. Definitions
2. Reasons for Leave
3. Use of Accrued Paid Leaves
4. Notice and Certification Requirements
5. Accommodations

# LIST OF SECTION WITH REVISIONS OR CLARIFICATIONS:

## *XII-A. Definitions*

### 1. Protected Classification

- This policy prohibits harassment, discrimination, or retaliation because of an individual's protected classification or a combination of two or more protected classifications (i.e., intersectionality). "Protected Classification" includes race (including traits associated with race including but not limited to hair texture and protective styles), religious creed, color, gender, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, age (40 and over), sexual orientation, gender expression, gender identity, military or veteran status, reproductive health decision making, or any other basis protected by law. This Policy prohibits discrimination, harassment, or retaliation because: 1) of an individual's protected classification; 2) the perception that an individual has a protected classification; or 3) the individual associates with a person who has or is perceived to have a protected classification.

# PUBLIC COMMUNICATION STANDARD ITEM 1

00 : 03 : 00

Change Clock Type

Digital

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TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None



**ADOPTION OF RESOLUTION NO. 3526 UPDATING THE  
VENTURA PORT DISTRICT HUMAN RESOURCES MANUAL  
AND RESCINDING RESOLUTION NO. 3502**

**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3526 approving updates to the Ventura Port District Human Resources Manual and rescinding Resolution No. 3502.

**STANDARD  
AGENDA  
ITEM  
1**

**Report by:  
Brian D. Pendleton, General Manager  
Oliver Yee, LCW**

**UPDATE ON STATE OF EMERGENCY TO ADDRESS THE  
FAILURE OF THE ELEVATOR AT 1591 SPINNAKER DRIVE**

**RECOMMENDATION:**

That the Board of Port Commissioners determine by a four-fifths vote that there is a need to continue the emergency action adopted by the Board on January 15, 2025, set forth in Resolution No. 3520.

**STANDARD  
AGENDA  
ITEM  
2**

**Report by:  
Justin Fleming, Capital Projects Manager**

# PUBLIC COMMUNICATION STANDARD ITEM 3

00 : 03 : 00

**UPDATE ON STATE OF EMERGENCY TO ADDRESS THE  
FAILURE OF THE ELEVATOR AT 1591 SPINNAKER DRIVE**

**RECOMMENDATION:**

That the Board of Port Commissioners Determine by a four-fifths vote that there is a need to continue the emergency action adopted by the Board on January 15, 2025, set forth in Resolution No. 3520.

**STANDARD  
AGENDA  
ITEM  
2**

**Report by:  
Justin Fleming, Capital Projects Manager**



VENTURA  
PORT DISTRICT

*Established 1952*

ADJOURNMENT  
NEXT MEETING APRIL 16, 2025

**Ventura Harbor**

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK