



**BOARD OF PORT COMMISSIONERS
MAY 7, 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 May 7, 2025 Agenda

Approval of Minutes

April 16, 2025

Regular Meeting

April 23, 2025

Special Meeting

PUBLIC COMMUNICATION ADMIN AGENDA ITEMS NOT ON THE AGENDA

00 : 03 : 00

>

Change Clock Type

Digital ▼

Duration: 00 ▼ 03 ▼ 00 ▼

TimeUp Reminder (Optional): -- ▼ -- ▼ -- ▼

Choose Sound Effect None ▼

Choose TimeUp Sound None ▼

Enable Count Up Combine With Bar Clock

Start

Pause

Stop

Reset

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

ADMIN AGENDA

CONSENT AGENDA ITEMS

- A) Approval of Amendment No. 1 to a Professional Services Agreement with Rincon Consultants, Inc. for Environmental Support Services
- B) Approval of Amendment No. 1 to a Professional Services Agreement with K&L Gates for Special Legal Services
- C) Ventura Isle Marina/Fuel Dock: Safe Harbor Marinas Change in Ownership

PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): -- -- --

Choose Sound Effect None

Choose TimeUp Sound None

Enable Count Up Combine With Bar Clock

Start

Pause

Stop

Reset

**REPORT ON DISTRICT VACANCIES, RECRUITMENT AND
RETENTION EFFORTS IN COMPLIANCE WITH ASSEMBLY
BILL 2561**

RECOMMENDATION:

That the Board of Port Commissioners receive a report on the District's workforce vacancies, recruitment and retention efforts in compliance with Assembly Bill (“AB”) 2561.

**STANDARD
AGENDA
ITEM
1**

Report by:

**Brian D. Pendleton, General Manager
Jessica Rauch, Senior Clerk of the Board**

BACKGROUND ON ASSEMBLY BILL 2561

Introduced to address issues of job vacancies in local government, which affects the delivery of public services and employee workload

The bill mandates that public agencies present the status of vacancies, recruitment and retention during a public hearing at least once per fiscal year

The new law went into effect January 1, 2025

BACKGROUND ON ASSEMBLY BILL 2561

Incompliance with the new law obligations, the District is required to do the following:

1) Public Hearing

- Once each fiscal year, staff shall present information regarding the status of vacancies, recruitment and retention efforts and identify any necessary changes to policies, procedures and recruitment activities that may lead to obstacles in the hiring process.
- The presentation must occur prior to the adoption of the annual final budget.

2) Employee Organization Participation

- Allow recognized employee organizations for each bargaining unit to make a presentation during the public hearing concerning vacancies, recruitment and retention efforts.

3) Additional Reporting for High Vacancy Rates

- If a bargaining unit meets or exceeds 20% of authorized full-time positions, upon request of the bargaining unit, the District must provide: 1) total number of vacancies; 2) number of applicants; 3) average time to fill positions; 4) opportunities to improve compensation and working conditions.

DISTRICT BARGAINING UNITS

Service Employees International Union Local 721 (SEIU)

- Harbor Patrol Officers
- New 3-year Memorandum of Understanding as of January 1, 2025
- No vacancies



International Brotherhood of Teamsters Local Union No. 186 (Teamsters)

- Courtesy Dockmasters
- New 3-year Memorandum of Understanding as of July 17, 2024
 - Only 1 out of the 4 FTEs was represented by Teamsters
- 2 vacancies due to retirements in October 2023 (24 yrs) and March 2025 (17 yrs)
- Recruitment has been put on hold while the GM has been evaluating District needs and Marina Department resources and staffing
- As of May 5th, Teamsters sent formal notice that they no longer wish to represent the Courtesy Dockmasters

POSITION DATA

As of May 1, 2025, the District has 39 full-time employees and 4 vacancies.

2

Courtesy
Dockmasters

Recruitment has been put on hold while the GM has been evaluating District needs and Marina Department resources and staffing

1

Maintenance
Technician I

Recruitment efforts have been underway for this position; however, it has been difficult finding qualified candidates for these types of vacancies and have been turning to trade schools and temp agencies for assistance

1

Custodian

Facilities Manager to evaluate departmental resources and need to refill this position

RECRUITMENT INFORMATION

Recruitment/Hiring Process Step	Description
Vacancy Created	Voluntary Separation, Retirement, Involuntary Separation, Internal Movement, Newly Budgeted Position
Recruitment Requisition	District evaluates need to fill position, Manager submits recruitment requisition to fill vacancy, Executive approves recruitment requisition for HR to process
Determine Recruitment Activity Type	Utilize existing eligibility list/ongoing recruitment, recruit external & internal, or recruit internal only
Job Posting	Advertise job opening and recruitment in newspaper, on websites and agency social media
Application Screening	Pass applicants that meet minimum qualifications, schedule interviews
Initial Interview	Interview candidates and select top candidates to continue to subsequent interview
Subsequent Interview	Second round interview, usually with internal management staff where top candidate is chosen
Conditional Job Offer	Executive authorizes HR to make conditional job offer to selected candidate
Pre-Placement Process	Selected candidate accepts conditional job offer, HR processes background check and physical
Job Placement	Selected candidate passes background check and physical, selected candidate is given an employment start date

RETENTION EFFORTS



Average length of
service is over 13
years

The District has also developed strategies to further increase retention, including:

- Providing continuing education and training opportunities.
- Enhancing employee wellness programs, including mental health resources and fitness reimbursements.
- Increasing opportunities for internal promotions and career path planning.
- Recognizing employee contributions through employee appreciation events, board reports and award programs.
- Educational, bilingual and notary incentives.
- Providing competitive salaries and benefits.

PUBLIC COMMUNICATION STANDARD ITEM 1

00 : 03 : 00

**REPORT ON DISTRICT VACANCIES, RECRUITMENT AND
RETENTION EFFORTS IN COMPLIANCE WITH ASSEMBLY
BILL 2561**

RECOMMENDATION:

That the Board of Port Commissioners receive a report on the District's workforce vacancies, recruitment and retention efforts in compliance with Assembly Bill (“AB”) 2561.

**STANDARD
AGENDA
ITEM
1**

Report by:

**Brian D. Pendleton, General Manager
Jessica Rauch, Senior Clerk of the Board**

**ADOPTION OF ORDINANCE NO. 61 APPROVING
AMENDMENT NO. 2 BETWEEN THE VENTURA PORT
DISTRICT AND THE BOATYARD, INC. DBA THE BOATYARD
PUB**

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Conduct a public hearing for the purpose of receiving input on proposed Ordinance No. 61.
- b) Waive reading and direct Clerk to place Ordinance No. 61 in the record of this meeting.
- c) Adopt Ordinance No. 61 authorizing execution of Amendment No. 2 between Ventura Port District dba Ventura Harbor Village and The Boatyard, Inc. doing business as Boatyard Pub with a commencement date of May 7, 2025.

**STANDARD
AGENDA
ITEM
2**

Report by:

Todd Mitchell, Deputy General Manager

PUBLIC COMMUNICATION STANDARD ITEM 2

00 : 03 : 00

**ADOPTION OF ORDINANCE NO. 61 APPROVING
AMENDMENT NO. 2 BETWEEN THE VENTURA PORT
DISTRICT AND THE BOATYARD, INC. DBA THE BOATYARD
PUB**

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Conduct a public hearing for the purpose of receiving input on proposed Ordinance No. 61.
- b) Waive reading and direct Clerk to place Ordinance No. 61 in the record of this meeting.
- c) Adopt Ordinance No. 61 authorizing execution of Amendment No. 2 between Ventura Port District dba Ventura Harbor Village and The Boatyard, Inc. doing business as Boatyard Pub with a commencement date of May 7, 2025.

**STANDARD
AGENDA
ITEM
2**

Report by:

Todd Mitchell, Deputy General Manager

**DETERMINATION TO END STATE OF EMERGENCY FOR
SAND REMOVAL AND RETURN WITHIN THE DISTRICT**

RECOMMENDATION:

That the Board of Port Commissioners determine that there is no longer a need to continue the emergency action adopted by the Board on April 16, 2025, since the emergency conditions have been abated, impacts to the District have been assessed, and all necessary emergency actions are underway or have been completed.

**STANDARD
AGENDA
ITEM
3**

Report by:

**Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager**















PUBLIC COMMUNICATION STANDARD ITEM 3

00 : 03 : 00

**DETERMINATION TO END STATE OF EMERGENCY FOR
SAND REMOVAL AND RETURN WITHIN THE DISTRICT**

RECOMMENDATION:

That the Board of Port Commissioners determine that there is no longer a need to continue the emergency action adopted by the Board on April 16, 2025, since the emergency conditions have been abated, impacts to the District have been assessed, and all necessary emergency actions are underway or have been completed.

**STANDARD
AGENDA
ITEM
3**

Report by:

**Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager**

**5) 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
4**

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

PUBLIC COMMUNICATION STANDARD ITEM 5

00 : 03 : 00

**5) 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
4**

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



VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT
NEXT MEETING MAY 21, 2025

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK