



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Michael Blumenberg, Chair
Elizabeth Howell, Vice-Chair
Anthony Rainey, Secretary
Chris Stephens, Commissioner
William Anderson, Commissioner

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

REGULAR MEETING WEDNESDAY, APRIL 1, 2026

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

OPEN SESSION – 6:00PM

PUBLIC PARTICIPATION OPTIONS

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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.

OPEN SESSION 6:00PM

CALL TO ORDER: *By Chair Blumenberg.*

PLEDGE OF ALLEGIANCE: *By Chair 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 March 18, 2026 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.

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.

STANDARD AGENDA:

1) Annual Report on District Vacancies, Recruitment and Retention Efforts in Compliance with Assembly Bill 2561

Recommended Action: Informational.

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.

2) Ventura Port District Lifeguard Services for Ventura Harbor Beaches

Recommended Action: Informational.

That the Board of Port Commissioners provide direction to staff regarding the provision of lifeguard services beginning in spring 2027.

3) Approval of Change Order No. 3 for the 1559 Spinnaker Drive Suite 101 Exterior and Interior Improvements Project with Riviera Construction, Inc.

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Authorize a transfer of \$150,000 from the Tenant Improvements (TI) budget to the CIP budget to cover the increase in project costs.

- b) Amend the Fiscal Year 25-26 Capital Improvements Program (FY25-26 CIP) Budget from \$650,000 to \$800,000 to reflect the revised total project cost associated with the approved change order.
- c) Approve Change Order No. 3 for the 1559 Spinnaker Drive, Suite 101 Exterior and Interior Improvements Project with Riviera Construction, Inc., to expand the scope of work to modernize the storefront and increase the construction contract current amount from \$603,362.54 to \$753,362.54.

ADJOURNMENT

This agenda was posted on Thursday, March 26, 2026 by 5:30 p.m. at the Port District Office and online at <https://venturaharbor.com/board-meeting-documents/>

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



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
APRIL 1, 2026

APPROVAL OF MINUTES
MARCH 18, 2026
REGULAR MEETING

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF MARCH 18, 2026



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 5:32PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioner's Present:

Michael Blumenberg, Chair
Elizabeth Howell, Vice-Chair
Anthony Rainey, Secretary
William Anderson

Chris Stephens via Zoom per The Brown Act's "just cause" teleconferencing provision Gov. Code §§ 54953.8.3(c)(6). Commissioner Stephens stated that there was no other person aged 18 or older in the room with him.

Commissioners Absent:

None.

Port District Staff:

Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Snipas, Business Operations Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Pablo De Leon, Lagerlof LLP via Zoom
Tom Bunn, Lagerlof, LLP

Number of interested persons:

0 via zoom; 7 in-person

PUBLIC COMMUNICATIONS: Leonora Valvo, owner of Derecktor Marine Holdings, asked the Commission to work with staff to find a solution for the delays with Suntex and move the Assignment forward. Tom Derecktor, owner of Derecktor Marine Holdings, updated the Commission on the California Coastal Commission's verbal approval to transfer the permit to Suntex. Loren Pennington, owner of Rowan Boutique, provided an overview of her business model. Michelle Nosco and Erin Dertner, of the Buenaventura Art Association, spoke about their desire to expand their operations downstairs where there is more visibility.

CONVENED TO CLOSED SESSION AT 5:46PM.

CLOSED SESSION WAS RECESSED AT 6:12PM.

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 6:17PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Chair Blumenberg.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Elizabeth Howell, Vice-Chair
Anthony Rainey, Secretary
William Anderson

Chris Stephens via Zoom per The Brown Act's "just cause" teleconferencing provision Gov. Code §§ 54953.8.3(c)(6). Commissioner Stephens stated that there was no other person aged 18 or older in the room with him.

Commissioners Absent:

None.

Port District Staff:

Brian D. Pendleton, General Manager
Todd Mitchell, Deputy General Manager
Jessica Rauch, Clerk of the Board
Sarah Clancy, Administrative Services Manager
Brendan Donohue, Senior Harbor Patrol Officer
Justin Fleming, Capital Projects Manager
Sergio Gonzalez, Facilities Manager
Jessica Snipas, Business Operations Manager
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Supervisor

Legal Counsel:

Tom Bunn, Lagerlof, LLP

City of Ventura Liaisons:

Councilmember Duran, City Council Liaison – absent

Number of interested persons:

2 via zoom; 3 in person

ADOPTION OF AGENDA

ACTION: Vice-Chair Howell moved to adopt the March 18, 2026 agenda.

Commissioner Rainey seconded. The vote was unanimous.

APPROVAL OF MINUTES

ACTION: Vice-Chair Howell moved to approve the March 4, 2026 regular meeting minutes.

Commissioner Anderson seconded. The vote was as follows:

AYES: Commissioners Howell, Rainey, Stephens, Anderson

ABSTAINED: Chair Blumenberg

Vote carried 4-0-1.

PUBLIC COMMUNICATIONS: None. Closed at 6:20PM.

CLOSED SESSION REPORT: Mr. Bunn stated that the Board met in closed session and discussed and reviewed Item 1a 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. The Board will reconvene in closed session after open session to discuss and review Item 1a, 1b and 1c.

BOARD COMMUNICATIONS: Commissioner Anderson talked to Andy Killion at the Ventura Harbor Boatyard and learned about its operations. Vice-Chair Howell had a site visit of 1559 Spinnaker Drive #101A/B. Chair Blumenberg visited the Village today and tried Boba by the Sea.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on upcoming events and promotions at Harbor Village. He also reported on the FEMA money that has been received. A Save the Date was announced for the Ventura County Special District's Association next meeting being held at the Channel Islands National Park Visitor Center on April 7th.

CONSENT AGENDA:

A) Approval of 2026 Lifeguard Services Contract

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to enter into a contract with the Department of Parks and Recreation to provide Lifeguard Services from mid-May 2026 through Labor Day 2026 at Harbor Cove and Surfers Knoll beaches in the amount of \$233,071.55.

Public Comment: None. Closed at 6:44PM.

ACTION: Commissioner Anderson moved to authorize the General Manager to enter into a contract with the Department of Parks and Recreation to provide Lifeguard Services from mid-May 2026 through Labor Day 2026 at Harbor Cove and Surfers Knoll beaches in the amount of \$233,071.55.

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

AYES: Commissioners Blumenberg, Howell, Rainey, Stephens, Anderson

The vote carried 5-0.

B) Approval of Payments for February 2026

Recommended Action: Voice Vote.

That the Board of Port Commissioners review and approve payments made by check, ACH, and EFT for the month of February 2026.

Public Comment: None. Closed at 6:44PM.

ACTION: Commissioner Anderson moved to review and approve payments made by check, ACH, and EFT for the month of February 2026.

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

AYES: Commissioners Blumenberg, Howell, Rainey, Stephens, Anderson

The vote carried 5-0.

C) Authorization to Procure Hybrid Vehicles for the Ventura Port District

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to procure 3 hybrid vehicles in the amount of up to \$120,000 for the Facilities Department.

Public Comment: None. Closed at 6:44PM.

ACTION: Commissioner Anderson moved to authorize the General Manager to procure 3 hybrid vehicles in the amount of up to \$120,000 for the Facilities Department.

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

AYES: Commissioners Blumenberg, Howell, Rainey, Stephens, Anderson

The vote carried 5-0.

STANDARD AGENDA:

**1) Ventura West Marina Redevelopment Project Parcel 17
(APN 080-0-240-325) 1198 Navigator Drive**

Recommended Action: Informational.

That the Board of Port Commissioners receive a report and presentation on the status of the Ventura West Marina Exclusive Negotiating Agreement Parcel 17 Mixed-Use/Residential Redevelopment Project.

Report by: Dick Beauchamp and Justin Papa, TBBW Company, LP.

Development Team present: Eric Leslie, TBBW Company, LP, Matt Mansi, Aldersgate Investment, LLC.

Public Comment: None. Closed at 6:59PM.

ACTION: The Board of Port Commissioners received a report and presentation on the status of the Ventura West Marina Exclusive Negotiating Agreement Parcel 17 Mixed-Use/Residential Redevelopment Project.

No action was taken.

2) Adoption of Resolution No. 3553 Authorizing the District to Apply for a Grant from the California State Parks Division of Boating and Waterways through the Shoreline Erosion Control Program

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3553 authorizing the District to apply for a grant with the California State Parks Division of Boating and Waterways through the Shoreline Erosion Control Program in the amount of \$125,000 for Ventura Harbor Beaches.

Report by Todd Mitchell, Deputy General Manager.

Public Comment: None. Closed at 7:23PM.

ACTION: Commissioner Rainey moved to adopt Resolution No. 3553 authorizing the District to apply for a grant with the California State Parks Division of Boating and Waterways through the Shoreline Erosion Control Program in the amount of \$125,000 for Ventura Harbor Beaches.

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

AYES: Commissioners Blumenberg, Howell, Rainey, Stephens, Anderson

The vote carried 5-0.

ADJOURNED OPEN SESSION AT 7:26PM. Commissioner Stephens left at 7:28PM.

RECONVENED TO CLOSED SESSION AT 7:34PM.

ADJOURNED CLOSED SESSION AT 8:22PM.

RECONVENED TO OPEN SESSION AT 8:22PM.

CLOSED SESSION REPORT: Mr. Bunn stated that the Board reconvened into closed session and discussed and reviewed the remaining 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.

ADJOURNMENT: The meeting was adjourned at 8:23PM.

The next regular meeting is Wednesday, April 1, 2026.

Anthony Rainey, Secretary



**BOARD OF PORT COMMISSIONERS
APRIL 1, 2026**

**STANDARD AGENDA ITEM 1
ANNUAL REPORT ON DISTRICT
VACANCIES, RECRUITMENT AND
RETENTION EFFORTS IN COMPLIANCE
WITH ASSEMBLY BILL 2561**

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jessica Rauch, Senior Clerk of the Board
SUBJECT: Annual 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.

SUMMARY:

AB 2561 requires public agencies to hold at least one (1) public hearing per fiscal year to discuss vacancies, recruitment and retention efforts.

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.
- 4) Updates to District policies to reflect improved transparency and DEI

BACKGROUND:

AB 2561 was introduced to address the issue of job vacancies in local government, which adversely affects the delivery of public services and employee workload. Among other requirements, the bill mandates that public agencies present the status of vacancies and recruitment and retention efforts during a public hearing before the agency's governing body at least once per fiscal year. The bill was enacted into law and is codified at Government Code section 3502.3. The new law went into effect on January 1, 2025.

In compliance with the new legal obligations, the District is required to do the following:

1. Public Hearing: At least once each fiscal year, at a public hearing before the Board, staff shall present information regarding the status of vacancies and recruitment and retention efforts (Gov. Code § 3502.3(a)(1)) and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process (Gov. Code § 3502.3(a)(3)).

If the Board adopts an annual or multiyear budget during the fiscal year, this presentation must occur prior to the adoption of the final budget. (Gov. Code § 3502.3(a)(2).)

2. Employee Organization Participation: Allow the recognized employee organization for each bargaining unit to make presentations during the public hearing concerning vacancies, recruitment and retention efforts. There is one bargaining unit at the District. (Gov. Code § 3502.3(b).)

3. Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the District must provide additional information during the public hearing, including the following: (1) the total number of vacancies; (2) the number of applicants; (3) the average time to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).)

District Bargaining Units:

The District works with one (1) bargaining unit to represent its employees: Service Employees International Union Local 721 (SEIU) who represent the Harbor Patrol. SEIU has entered into a three (3) year Memorandum of Understanding (MOU) with the District as of January 1, 2025 with Amendment No. 1 approved by the Board on March 4, 2026. There are no vacancies in the Harbor Patrol Department.

On May 5, 2025, the District received notice from the International Brotherhood of Teamsters Local Union No. 186 (Teamsters) who represented the Courtesy Dockmasters that they no longer wished to represent the employees in the bargaining unit and intended to withdraw the union's recognition as the representative of the employees in the unit. The Courtesy Dockmasters are now unrepresented employees.

Position Data:

As of March 31, 2026, the District has 41 full-time employees and one vacancy. With the promotion of Jessica Snipas to Business Operations Manager, the District is currently recruiting a Business Operations Analyst.

Recruitment Efforts:

When a vacancy is created, the District first evaluates the organizational and departmental needs and then determines if the position should be filled. Managers then review the job description and update if needed. If the General Manager determines an open recruitment is appropriate, it is posted in a newspaper of general circulation. The District uses the Ventura County Star. The advertising package includes a newspaper ad that is published at least 4-6 times in the newspaper, and an online posting in the classified ads for 30 days. They also provide online job distribution software that positions the job on career sites throughout the month. There are 40 career sites that our jobs may be posted to.

The District has also been using other career sites like CSDA, governmentjobs.com and job appropriate recruitment boards. For entry level positions, the District has worked with our local universities and community colleges like Cal Lutheran, Ventura College and Oxnard College to find strong candidates.

Recruitments are usually posted for 30-60 days. If there is a qualified pool of candidates, managers will review applications and schedule interviews. From the initial interviews, a select number of candidate(s) are chosen to continue to a subsequent round of interviews and then a recommendation to the General Manager is made. Then a conditional offer is made.

If there is a lack of qualified applicants, the recruitment will be extended until enough qualified candidates apply or the General Manager will reassess the organizational needs and how best to fill them. It has been difficult finding qualified candidates for our maintenance vacancies and staff has been turning to trade schools and temp agencies for assistance in identifying prospective candidates.

Retention Efforts:

The District has strong retention of employees. The average length of service for employees 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.

By enhancing recruitment and retention efforts and ensuring transparent reporting, the District is committed to maintaining a strong and effective workforce.

FISCAL IMPACT:

There is no direct fiscal impact associated with conducting the public hearing required under Government Code section 3205.3. However, addressing recruitment and retention issues may involve future budget and bargaining considerations, which will be presented to the Board as necessary.

ATTACHMENTS:

Attachment 1 – AB 2561 Text

Attachment 2 – FY25-26 Mid-Year Budget Organization Chart


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AB-2561 Local public employees: vacant positions. (2023-2024)

SHARE THIS:



Date Published: 09/23/2024 09:00 PM

Assembly Bill No. 2561

CHAPTER 409

An act to add Section 3502.3 to the Government Code, relating to public employment.

[Approved by Governor September 22, 2024. Filed with Secretary of State September 22, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2561, McKinnor. Local public employees: vacant positions.

Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations and to consider fully presentations that are made by the employee organization on behalf of its members before arriving at a determination of policy or course of action.

This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency, upon request of the recognized employee organization, to include specified information during the public hearing. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include related legislative findings.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement shall be made pursuant to these statutory provisions for costs mandated by the state pursuant to this act, but would recognize that a local agency or school district may pursue any available remedies to seek reimbursement for these costs.

Vote: majority Appropriation: no Fiscal Committee: ~~yes~~ Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares as follows:

ATTACHMENT 1

(a) Job vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements.

(b) High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges.

(c) There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

SEC. 2. Section 3502.3 is added to the Government Code, to read:

3502.3. (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.

(2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.

(3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

(b) The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

(c) If the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions, the public agency shall, upon request of the recognized employee organization, include all of the following information during the public hearing:

(1) The total number of job vacancies within the bargaining unit.

(2) The total number of applicants for vacant positions within the bargaining unit.

(3) The average number of days to complete the hiring process from when a position is posted.

(4) Opportunities to improve compensation and other working conditions.

(d) This section shall not prevent the governing board from holding additional public hearings about vacancies.

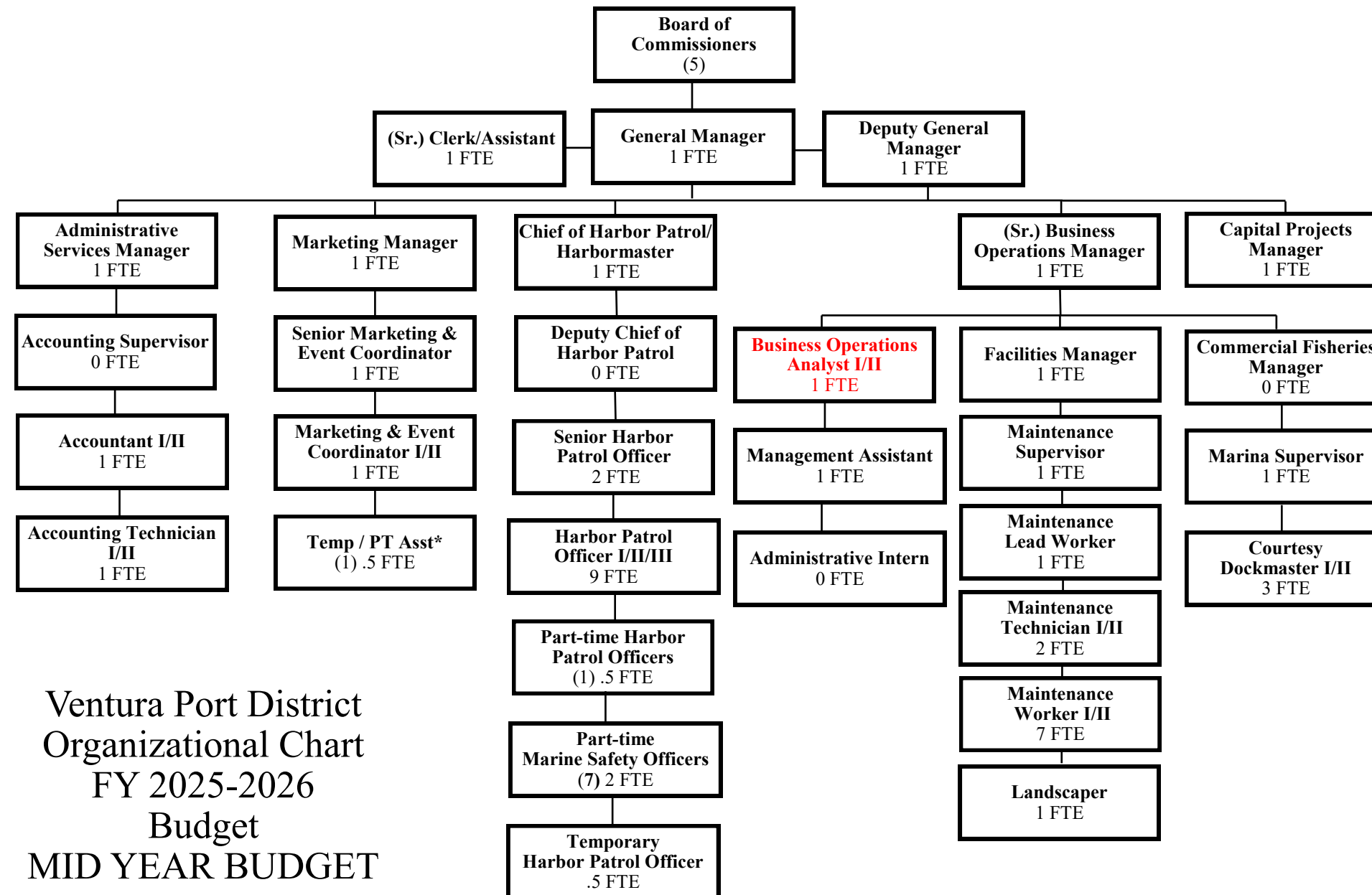
(e) The provisions of this section are severable. If any provision of this section or its application is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(f) For purposes of this section, "recognized employee organization" has the same meaning as defined in subdivision (a) of Section 3501.

SEC. 3. The Legislature finds and declares that Section 2 of this act, which adds Section 3502.3 to the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

It is in the public interest, and it furthers the purposes of paragraph (7) of subdivision (b) of Section (3) of Article I of the California Constitution, to ensure that information concerning public agency employment is available to the public.

SEC. 4. No reimbursement shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however, that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other law.





VENTURA
PORT DISTRICT

Established 1952

BOARD OF PORT COMMISSIONERS
APRIL 1, 2026

STANDARD AGENDA ITEM 2
VENTURA PORT DISTRICT LIFEGUARD
SERVICES FOR VENTURA HARBOR
BEACHES

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 2
Meeting Date: April 1, 2026

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
John Higgins, Harbormaster
Sarah Clancy, Administrative Services Manager
Brendan Donohue, Senior Harbor Patrol Officer
SUBJECT: Ventura Port District Lifeguard Services for Ventura Harbor Beaches

RECOMMENDATION:

That the Board of Port Commissioners provide direction to staff regarding the provision of lifeguard services beginning in spring 2027.

SUMMARY:

For the past 15 years, California State Parks has been a valued partner, working closely with the Ventura Port District both during the summer season and throughout the off-season. Harbor Patrol personnel routinely train alongside State Parks lifeguards and maintain strong operational coordination. California State Parks recently provided advanced notice that they would not be able to provide contract services beyond the summer of 2026. They are committed to working with the Port District in the next year's transition.

With State Parks ending the service in 2026, the District must determine the best long-term model for providing lifeguard coverage.

GUIDING PRINCIPLES

- 1) Maintain a safe, navigable, and resilient harbor.
- 2) Advance the harbor's vibrant, working waterfront in support of commercial and recreational fishing and boating.
- 3) Provide exceptional public service and organizational transparency.

FIVE-YEAR OBJECTIVES

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

BACKGROUND:

In 2010, the Ventura Port District assumed responsibility for contracting beach lifeguard services with California State Parks. At that time, the annual contract cost was approximately \$18,000 and provided a single staffed tower at Harbor Cove Beach. As public use of Ventura Harbor and its beaches have grown, the level and cost of service have expanded accordingly.

Today's lifeguard operations include three seasonally daily staffed towers, a mobile 4x4 patrol unit, and a dedicated beach supervisor, with additional personnel deployed during holidays and significant swell events. This coverage has been effective, contributing to a steady reduction in rescues and the absence of drowning incidents during periods when lifeguard services were active. Increased mid-week visitation has also supported higher revenue opportunities for Harbor Village businesses.

The existing lifeguard contract now exceeds \$233,000 annually. Staff believe these funds could be used more efficiently through a District-operated program, either through direct cost savings or by reinvesting the same dollars to strengthen internal capacity. Further, with State Parks advising

that they will not be able to provide lifeguard services after summer of 2026, eliminates this option after this year.

The concept of a District operated program has been under consideration by staff for some time and there has been thoughtful development of the staff and capabilities to implement an exceptional program. The Ventura Port District's Harbor Patrol, and Marine Safety personnel represent more than 280 years of combined lifeguarding experience, supported by even greater cumulative experience living and working on the coastline.

Lifeguarding Standards:

The United States Lifesaving Association (USLA) is the national organization responsible for establishing standards and certifying open-water lifesaving agencies in the United States. Following the line-of-duty drowning of Harbor Patrol Officer Paul Korber on South Beach, the District made a deliberate and comprehensive effort to enhance its ocean rescue and marine safety capabilities. As a result, Harbor Patrol Officers are now trained and certified to USLA standards and meet or exceed nationally recognized requirements for ocean lifeguards. In support of continual improvement and employee safety, the District updated its job descriptions to include formal ocean rescue duties and now requires all new hires to complete a 500-meter swim in 10 minutes or less on an annual basis. Safety equipment including wetsuits, fins, helmets, and other safety gear is issued to all staff.

Current District Capability:

Harbor Patrol and Marine Safety Officer staff are formally trained to U.S. Lifesaving Association standards, with several members having served in supervisory or program leadership roles. Harbor Patrol and Marine Safety Officer personnel are widely respected within the community and are known for their demonstrated competence in some of the most challenging conditions, including 100-year storm surf events. The Harbormaster has consistently provided mutual-aid Marine Safety Officers and rescue watercraft during these high-surf incidents, and together with Harbor Patrol staff, they perform numerous rescues annually and throughout the year. In addition, District personnel are recognized subject-matter experts and routinely train local fire departments, supporting and strengthening their ocean rescue programs.

The Harbormaster developed, hosted, and instructed four Ocean Lifeguard Academies along with staff to Oxnard College students. Each class has between 20-30 students, including classroom and practical exercises, and totaled 92 hours over six weekends. The curriculum and schedule follow national standards.

Career Ladder

The addition of a lifeguard program within the District provides the opportunity to further expand the career ladder for the District's public safety services. Nearly all Harbor Patrol staff began their public safety careers as ocean lifeguards. By employing lifeguards, the District adds a new recruitment pathway for the Harbor Patrol career.

Conclusion:

Although the initial years are expected to require upfront investment, a District operated program will provide the District with significantly greater control over staffing levels, deployment, scheduling, training, and an improved public safety career pathway. The operational flexibility and staff development opportunity is expected to improve efficiency and effectiveness while providing long-term cost management, and program stabilization.

FISCAL IMPACT:

Our side-by-side review of hours and operational costs shows that a District-run program would result in potential savings after the initial expenses of start-up and procurement of District-owned assets. The State Parks contract already requires the District to pay for all employee-related costs (e.g. training, mandatory sick leave, vacation, benefits, and scheduled pay increases, etc.) so the comparison is materially the same. In several areas, the District’s smaller scale and more efficient operations also could result in lower costs, including unemployment insurance and benefits.

Labor Cost Comparison		
2027	Ventura Port District	\$126,699
2026	California State Parks	\$178,757

	Filled FTE		Standard Annual Hrs	Current Hourly	Proposed Salary Expense	Total Benefits	GRAND TOTAL
YEAR 1		Salary, Benefits, & Training Costs					
Non-Exempt	1.542	Lifeguard I (12 EEs)	3,208.00	\$ 23.00	\$ 73,784.00	\$ 10,852.11	\$ 84,636.11
Non-Exempt	0.689	Lifeguard II (4 EEs)	1,434.00	\$ 26.00	\$ 37,284.00	\$ 4,779.71	\$ 42,063.71
	2.23	HARBOR PATROL TOTALS	4,642.00		\$ 111,068.00	\$ 15,631.83	\$ 126,699.83
		State Parks Contract					\$ (178,757.72)
		Savings					\$ (52,057.89)

The General Manager has noted that adding seasonal employees will increase administrative workload for current staff. Redirecting the roughly 26% contract fee now paid to the state provides an opportunity to reinvest those funds in a way that benefits the entire District. One high-value use of these savings is the creation of a part-time Human Resource Technician. HR responsibilities are currently divided between the Administration and Accounting Department. Establishing a dedicated part-time position would close this long-standing gap by supporting onboarding, payroll, and basic HR functions for both existing employees and new seasonal staff. It would also strengthen internal oversight and provide focused, consistent HR support District-wide.

Administrative Cost Comparison		
Ventura Port District	0.5 FTE HR Specialist	\$36,500
California State Parks	Current Contract & Supervisor Fees	\$50,023

Total Program Cost Comparison		
2027	Ventura Port District	\$195,500
2026	California State Parks	\$233,071

ATTACHMENTS:

None



BOARD OF PORT COMMISSIONERS
APRIL 1, 2026

STANDARD AGENDA ITEM 3
APPROVAL OF CHANGE ORDER No. 3
FOR THE 1559 SPINNAKER DRIVE SUITE
101 EXTERIOR AND INTERIOR
IMPROVEMENTS PROJECT WITH RIVIERA
CONSTRUCTION, INC.

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 3
Meeting Date: April 1, 2026

TO: Board of Port Commissioners
FROM: Todd Mitchell, Deputy General Manager
Justin Fleming, Capital Projects Manager
SUBJECT: Approval of Change Order No. 3 for the 1559 Spinnaker Drive Suite 101 Exterior and Interior Improvements Project with Riviera Construction, Inc.

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Authorize a transfer of \$150,000 from the Tenant Improvements (TI) budget to the CIP budget to cover the increase in project costs.
- b) Amend the Fiscal Year 25-26 Capital Improvements Program (FY25-26 CIP) Budget from \$650,000 to \$800,000 to reflect the revised total project cost associated with the approved change order.
- c) Approve Change Order No. 3 for the 1559 Spinnaker Drive, Suite 101 Exterior and Interior Improvements Project with Riviera Construction, Inc., to expand the scope of work to modernize the storefront and increase the construction contract current amount from \$603,362.54 to \$753,362.54.

SUMMARY:

Staff is recommending adjustments to the FY25-26 Mid-Year Budget in order to fund a Change Order to the construction contract with Riviera Construction, Inc. (Rivier). This change order is recommended by the General Manager to expand the scope of work and perform additional storefront modernizations to 1559 Spinnaker Unit 101 B (Interior Corridor Facing Suite) to further improve its use as a new retail space. The Change Order will increase the amount of the construction contract from \$603,362.54 to \$753,362.54.

GUIDING PRINCIPLES:

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

FIVE-YEAR OBJECTIVES:

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

BACKGROUND:

At its October 1 meeting, the Board of Port Commissioners awarded the contract for the 1559 Suite 101 Interior and Exterior Improvements Project to Riviera Construction, Inc. In the amount of \$549,997.00. The project scope included the subdivision of one large commercial office unit into three separate retail spaces: Suite 101A, facing the parking lot, and Suite 101B, facing the courtyard, and a small area of storage added to Ventura Swimwear.

The project included significant changes to the façade of 101A including the installation of new floor-to-ceiling storefront windows and doors and interior improvements to make the suite more suitable for retail use. These upgrades significantly modernized the space and enhanced its marketability for prospective tenants.

More modest changes were included to suite 101B including changing out the doors and scraping the window tint from the existing windows as well as similar interior improvements. Following

showings of the space to multiple prospective tenants where Staff received feedback that the façade improvements were not nearly as attractive as Suite 101A. This caused the General Manager to further evaluate Suite 101B and determine that similar storefront improvements would substantially improve the unit's functionality and appeal to future tenants.

Since the improvements to the 101B façade have not been performed yet, there is no re-work required.

Therefore, if approved, this contract amendment would continue to replace the entry doors to 101B but further change out all existing windows and a portion of the non-structural wall to floor-to-ceiling storefront glass to improve natural light penetration, provide a more contemporary appearance, and strengthen the property's appeal to prospective tenants.

Per the District's procurement policy, contract change orders that exceed 10% of the awarded contract value require Staff to return to the Board for approval. Staff have already reviewed and taken action on two change orders within the General Manager's authority. Change Order #1 was for additional landscape irrigation, which Staff denied, as the work was deemed unnecessary. Change Order #2 was to replace underground and overhead cast iron waste lines, which, during the course of construction, were discovered to be near the point of failure. Staff approved Change Order #2 in the amount of \$53,365.54. This increased the total contract amount from \$549,997.00, to the current sum of \$603,362.54.

Staff reviewed the proposed cost associated with the expanded scope of work of Change Order #3 and find it to be reasonable. Additionally, completing the work concurrently with the existing contractor will ensure project continuity and avoid potential coordination issues that could arise from engaging a separate contractor.

As these enhancements to 101B were not included in the original project scope, their addition will require a change order exceeding the approved project budget and General Manager's authority, therefore, requiring Board authorization. Pursuant to Section III.E(5) of the District's Procurement Policy, this change order is permissible subject to Board approval.

FISCAL IMPACTS:

The FY25-26 Mid-Year budget originally included \$650,000 for work to be completed by Riviera Construction. Staff is recommending an increase of \$150,000 to a total of \$800,000 for the project through the reallocation of excess funding available in the Tenant Improvement budget that is not expected to be utilized in the remainder of the Fiscal Year. The reallocation of funding will allow the District to authorize a change order with Riviera to make these improvements to the storefront at Suite 101B. This Change Order will increase the contract with Riviera to \$753,362.54, which includes all change orders and retain additional funding in the project for contingency.

ATTACHMENTS:

None.