



**BOARD OF PORT COMMISSIONERS  
MARCH 4, 2026**

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

- Call to Order
- Pledge of Allegiance
- Roll Call

# ADMIN AGENDA

# **ADMIN AGENDA**

## **Adoption of the March 4, 2026 Agenda**

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**Approval of Minutes  
February 18, 2026  
Regular Meetings**

**PUBLIC COMMUNICATION  
ADMIN AGENDA  
ITEMS NOT ON THE AGENDA**

**00 : 03 : 00**

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

# ADMIN AGENDA

# CONSENT AGENDA ITEMS

## **a) Approval of Out-of-Town Travel Request(s)**

Recommended Action: Voice Vote.

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

- a) Vice-Chair, Elizabeth Howell to attend the JPIA Elected Officials Summit on April 29 – May 1, 2026 in Chula Vista, CA.
- b) Vice-Chair, Elizabeth Howell to attend the CSDA 2026 Special District Leadership Academy on July 19 – 22, 2026 in San Rafael, CA.
- c) Brian D. Pendleton, General Manager to attend the CMANC Spring Meeting on May 13 – 15, 2026 in Newport Beach, CA.
- d) Todd Mitchell, Deputy General Manager to attend the CMANC Sprint Meeting on May 13 – 15, 2026 in Newport Beach, CA.

## **b) Approval of a New Office Lease Agreement with Innovate Realty, Inc. dba Innovate Realty**

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba “Ventura Harbor Village” and Innovate Realty, Inc. dba “Innovate Realty”, for the premises located at 1591 Spinnaker Drive, Suite #117B, Ventura, California 93001, consisting of approximately 811 square feet.

# PUBLIC COMMUNICATION CONSENT AGENDA

Snooze Options: [30 Seconds](#) | [1 Minute](#) | [5 Minutes](#) | [10 Minutes](#)

00 : 02 : 31

# CONSENT AGENDA ITEMS

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**ADOPTION OF RESOLUTION NO. 3552 UPDATING THE  
VENTURA PORT DISTRICT HUMAN RESOURCES MANUAL  
AND RESCINDING RESOLUTION NO. 3526**

**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3552 approving updates to the Ventura Port District Human Resources Manual and rescinding Resolution No. 3526.

**STANDARD  
AGENDA  
ITEM  
1**

**Report by:  
Todd Mitchell, Deputy General Manager  
Oliver Yee, LCW**

HR Manual reviewed and updated by Liebert Cassidy Whitmore (LCW) on an annual basis due to state and federal law actions - Last updated April 2025

Identification of Sections with Substantive Revisions and/or Clarifications to District's Human Resources Manual:

IV-G. On-Call Procedures and Compensation (New Section)

VII-A. Insurance

2. Life Insurance (removes a caveat)

VII-D. Holidays (removes duplicated language & clarifies differences for part-time and full-time employees as related to personal holidays)

VII-E. Vacation (changes approval to match current practice)

1. Accruals (adds language to reflect current practice for probationary employees and adds language regarding usage of vacation time not to exceed accrued amount)

VII-G. Sick Leave

2. Sick Leave Use (additional language added to conform with state law)

VII-P. American with Disabilities Act (ADA) Leave/Reasonable Accommodation

3. Language amended.

VII-Q. Lactation Accommodation/Breaks (New Section)

VII-W Victims of Crimes or Family Members Who Are Victims of Crimes (Revision of section)

XIII-E. Cell Phone Policy (New Policy)

XIII-E. Personnel Records (Deleted)

# PUBLIC COMMUNICATION STANDARD ITEM 1

00 : 03 : 00

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**STANDARD  
AGENDA  
ITEM  
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**Report by:  
Todd Mitchell, Deputy General Manager  
Oliver Yee, LCW**

# STANDARD AGENDA ITEM 2

Report by:

Todd Mitchell, Deputy General Manager  
Oliver Yee, LCW

## APPROVAL OF AMENDMENT NO. 1 TO THE MEMORANDUM OF UNDERSTANDING WITH SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 721 (SEIU), REPRESENTING ALL REGULAR FULL-TIME AND PART-TIME HARBOR PATROL OFFICERS

### RECOMMENDATION:

That the Board of Port Commissioners approve Amendment No. 1 to the Memorandum of Understanding Collective Bargaining Agreement between the Ventura Port District and the Service Employees International Union, SEIU-Local 721, representing all regular full-time and part-time employees classified as the Harbor Patrol.

- Current MOU went into effect January 1, 2025
  - Included a side letter discussing intent of the Labor/Management Committee to consider the creation of a Harbor Patrol Officer III position



- Has been negotiated by the committee
- Amendment created to establish new position, the salary range for new position
- Provide additional clean up of MOU to reflect current practices for unit

# PUBLIC COMMUNICATION STANDARD ITEM 2

00 : 03 : 00

# STANDARD AGENDA ITEM 2

Report by:

Todd Mitchell, Deputy General Manager  
Oliver Yee, LCW

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**ADJOURNMENT**  
**NEXT MEETING MARCH 18, 2026**

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