

**PORT OF REDWOOD CITY
BOARD OF PORT COMMISSIONERS REGULAR MEETING
WEDNESDAY – JUNE 22, 2011**

MINUTES

I. CALL TO ORDER

8:00 A.M.: Chairman Garcia, presiding

Commissioners Present: Commissioner Richard A. Dodge; Commissioner Thomas Cronin; Vice Chairman Richard S. Claire; and, Chairman, Ralph A. Garcia, Jr.

Commissioners Absent: Secretary Lorianna Kastrop;

Staff Present: Executive Director, Michael J. Giari; Special Counsel to Port, Francois X. Sorba; Director of Finance & Administration, Cynthia D. Hampton; Manager of Operations, Donald K. Snaman; Manager of Development & Compliance, Eric Napralla; Accounting Clerk, Linda Hawkins; Administrative Assistant, Margaret Astesano; and, Executive Assistant, Rita F. Artist

Commissioner Claire led the Pledge of Allegiance.

II. APPROVAL OF MINUTES

A Motion to Approve Minutes of Regular Meeting of June 8, 2011 was made by Commissioner Claire and Seconded by Commissioner Cronin. The motion passed by a unanimous voice vote of all Commissioners present. Commissioner Kastrop was absent.

III. CLAIMS

Commissioner Dodge asked why two payments are being made to the United States Army Corps of Engineers, San Francisco District and requested an update on the Harbor Deepening Study.

Giari explained that in 2008 the Port entered into a cost sharing agreement with the U.S. Army Corps of Engineers (the Corps) in order to conduct a Redwood City Harbor Deepening Feasibility study. As the Corps progressed with various phases of the study, the Port contributed its cost share upon request.

During the past three years the Corps did not submit a status report to the Port as required by the agreement. About two months ago the Corps requested another cost share from the Port in the amount of \$70,000 in order to continue the next phase of the study. The Port said it would provide its cost share to the Corps upon receipt of a status report. During their subsequent research the Corps realized that they had been continuing to do studies using federal funds without requesting the Port's corresponding cost share payments. This resulted in the Port being \$183,000 behind the Corps in contributing its cost share.

Giari explained that senior staff at the Corps assured him that a status report will be coming as soon as possible. In turn, the Port told the Corps that the Port would be "good for its cost share" and that we have prepared the two payment checks to the Corps but the Port is holding them until the status report is received.

Commissioner Dodge asked if the Port would start receiving status reports on a regular basis. Giari responded that is exactly what the cost sharing agreement requires and that

he would provide a summary to the Commissioners of each fiscal year's expenditures by both the Port and the Corps.

A Motion to Approve Claims was made by Commissioner Cronin and it was seconded by Commissioner Claire. The motion passed by a unanimous voice vote of all Commissioners present. Commissioner Kastrop was absent.

IV. ORDINANCE

A. ORDINANCE APPROPRIATING ANTICIPATED REVENUES AND OTHER GENERAL FUNDS OF THE PORT OF REDWOOD CITY FOR THE FISCAL YEAR JULY 1, 2011-JUNE 30, 2012 – (2nd Reading)

Executive Director Giari explained that this Ordinance was introduced and a Public Hearing was held at the June 8 Port Commission meeting. No comments were received from the public and there have been no changes made to the Ordinance since its introduction. The Ordinance was published in The Redwood City Tribune on June 17.

A Motion to Adopt the Ordinance and Waive the Reading Thereof was made by Commissioner Dodge. It was seconded by Commissioner Claire. The motion passed by a unanimous voice vote of all Commissioners present. Commissioner Kastrop was absent.

B. ORDINANCE ESTABLISHING SALARY PLAN FOR THE OFFICERS AND EMPLOYEES OF THE PORT OF REDWOOD CITY, AND REPEALING ALL ORDINANCES, OR PORTIONS THEREOF, IN CONFLICT HEREWITH – (INTRODUCTION)

Executive Director Giari explained that this is an Ordinance to establish the Salary Plan for Port officers and employees. Based on the Budget, the 2% decrease in the Employer portion of the Employee contribution to CalPERS, and the 2% increase in the Employee contribution to CalPERS, a provision in the existing Salary Ordinance had to be changed. Although all of the budgeted salaries fell into the ranges for each position, we decided to adjust the salary ranges approximately 2% in accordance with what is in the Budget.

Giari also commented that any change to the Executive Director's salary must be done by a separate resolution.

A Motion to Open the Public Hearing was made by Commissioner Dodge. It was seconded by Commissioner Claire. The motion passed by a unanimous voice vote of all Commissioners present. Commissioner Kastrop was absent. No comments were made and a Motion to Close the Public Hearing was made by Commissioner Dodge. It was seconded by Commissioner Cronin. The motion passed by a unanimous voice vote of all Commissioners present. Commissioner Kastrop was absent.

A Motion to Introduce the Ordinance and Waive the Reading Thereof was made by Commissioner Dodge. It was seconded by Commissioner Cronin. The motion passed by a unanimous voice vote of all Commissioners present. Commissioner Kastrop was absent.

V. RESOLUTIONS

A. RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF ASSIGNMENT OF LEASE AGREEMENT – (Basic Chemical Solutions, LLC to Univar USA, Inc.)

B. RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF ASSIGNMENT OF LEASE AGREEMENT – (Basic Chemical Solutions, LLC to Univar USA, Inc.)

Items V-A & V-B were discussed and voted on as one item.

Executive Director Giari explained that Basic Chemical Solutions, LLC has two lease agreements with the Port. One lease is for their 4-acre chemical distribution facility located at Seaport Boulevard and Beeger Road. BCS also leases the two story portion of the Port Administration building to use for their IT department.

Giari commented that BCS was acquired by Univar in December 2010. Univar has requested that the two lease agreements be assigned to Univar USA, Inc., a wholly owned subsidiary of Univar. Giari said that Univar USA is a big chemical distribution company that supplies products to industrial users. Univar USA was established in 1924, headquartered in Redmond, Washington, and employs 3,950 people in eight locations in the United States and Canada. They are a wholly owned subsidiary of Univar, an international company and leading independent chemical distributor in North America and Europe.

Giari explained that the lease assignments are essentially the same. Under the terms of the lease assignments, Univar and the Port are bound by all of the terms and conditions of the existing lease agreements. Univar is not relieved of any liability under the leases as a result of the assignments.

A Motion to Adopt Resolutions V-A and V-B was made by Commissioner Cronin. It was seconded by Commissioner Claire. The motion passed by a unanimous voice vote of all Commissioners present. Commissioner Kastrop was absent.

VI. **PUBLIC COMMENT:** None

VII. **MATTERS OF BOARD INTEREST:** Chairman Garcia reminded everyone that tonight is the first concert in the Port sponsored "Music In The Park" series at Stafford Park, Redwood City. He encouraged everyone to attend and to arrive early because the weather is so good, they expect a large crowd. The concerts usually draw about 1,000 people per concert.

Commissioner Dodge reported that he sat beside Congresswoman Jackie Speier on a recent flight to Washington D.C. and it gave him the opportunity to talk with her about some of the issues affecting the Port today. Due to redistricting in California, Congresswoman Speier may be our new representative in Washington and it is important that we inform her about the Port and its role in the community. Dodge invited Congresswoman Speier to visit the Port and see first-hand what it is we do here at the Port.

VIII. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Giari reported that Port staff and Commissioner Cronin recently attended the Social Media Panel discussion sponsored by the Redwood City/San Mateo Chamber of Commerce and SAMCEDA at the Oracle Conference Center. Seaport Industrial Association members; Hal Anjo, Lyngso Garden

Materials; Mark Madden, Sims Metal; and, Chris Olivas, CEMEX, also attended as guests of the Port.

Giari commented that it was a very good panel with good questions from attendees. One of the presenters compared social media with using new tools and that we have to learn about them and use them. In terms of the Port's public agency responsibilities, some of the social media tools can be used in a disaster to keep the public informed. People expect instant information and communication today. A possible downside to social media during a disaster is that there will be a lot of information posted from many sources and you have to be careful of the accuracy of the information. However, the general tone is that more information is better and that inaccurate information will be self-correcting over time by other readers and bloggers.

Social media tools are important during recovery from a disaster and can be used to let customers and the public know that you are open and ready for business.

Commissioner Dodge asked if the Port has a plan to use social media in the event of a disaster and post information on Facebook and the Port's website. Giari responded that we don't have a specific Communications Plan that incorporates the Social Media yet, but, that is what we are planning to do. Staff recently opened the Port's Facebook page and is encouraging people to follow us on Facebook.

Commissioner Cronin commented that he found it interesting that they described the response to a disaster recovery using the traditional heirarchical command tree and how the new, social media method is completely reversed. Information is out and into the community immediately and it is necessary to learn how to acquire the information, filter it, and determine what is accurate.

IX. ADJOURNMENT

At 8:23 a.m. Chairman Garcia requested that the Commission adjourn to its next regularly scheduled Meeting of July 13, 2011.

A Motion to Adjourn was made by Commissioner Dodge. It was seconded by Commissioner Cronin. The motion passed by a unanimous voice vote of all Commissioners present. Commissioner Kastrop was absent.