



**BOARD OF PORT COMMISSIONERS  
PORT OF REDWOOD CITY  
AGENDA**

REGULAR MEETING  
WEDNESDAY, 8:00 AM  
FEBRUARY 14, 2024

CHAIR: LORIANNA KASTROP  
VICE CHAIR: STAN MAUPIN  
SECRETARY: NANCY C. RADCLIFFE  
COMMISSIONER: RICHARD S. CLAIRE  
COMMISSIONER: RALPH A. GARCIA

**\*\*\*HYBRID MEETING — IN-PERSON AND BY VIDEOCONFERENCE\*\*\***

The BOARD OF PORT COMMISSIONERS (BOARD) hereby provides notice that it will hold a regular meeting of the BOARD. This meeting of the Board will be held in the Port Administrative Offices (located at 675 Seaport Boulevard, Redwood City, California 94063), an alternative location of 244 Alameda de las Pulgas Boulevard, Redwood City, California 94062, and by teleconference pursuant to Government Code Section 54953(e). Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person at the Port Administrative Offices and at the location referred to above. Some of the COMMISSIONERS may attend the meeting and participate remotely to the same extent as if they were present. The public is welcome to attend in person or alternatively via Zoom. PURSUANT TO THE RALPH M. BROWN ACT, ALL VOTES SHALL BE BY ROLL CALL.

Members of the public may also access and observe the meeting by joining by video teleconference via Zoom at: <https://zoom.us/join> Meeting ID: 985 1201 8699 Password: 85917060  
Or use this link: <https://us06web.zoom.us/j/98512018699?pwd=dTc3a09SMWN5bDFQMFZMSDM4WVNSZz09>

To join by audio teleconference: Phone: (669) 900-6833 or (346) 248-7799 Meeting ID: 985 1201 8699

The Port of Redwood City is not responsible for a member of the public's technical ability to participate in the meeting.

**HOW TO PROVIDE PUBLIC COMMENTS BEFORE THE BOARD MEETING:**

Members of the public may also submit public comments on items of public interest that are within the subject matter jurisdiction of the Board via email to [publiccomments@redwoodcityport.com](mailto:publiccomments@redwoodcityport.com). All public comments received by 7:45 AM on the date of the Board meeting will be read into the record with a time limit of three minutes per commenter unless otherwise indicated.

**HOW TO PROVIDE PUBLIC COMMENTS DURING THE BOARD MEETING:**

By video conference, use the "Raise Hand" feature to request to speak.

By teleconference, press \*9 to "Raise Hand" (request to speak) and \*6 to unmute.

Members of the public in attendance at the meeting who wish to speak on a matter within the jurisdiction of the Board of Port Commissioners should complete a speaker's slip to be recognized by the Chair at the appropriate time. Public comment from video teleconference will be heard first.

**AGENDA ITEM**

- I. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE
- II. PUBLIC COMMENT — The Chair of the Board will recognize members of the public to make public comments on items of public interest that are within the subject matter jurisdiction of the Board. Comments on non-agendized items will be taken during the Public Comment period. Comments pertaining to agendized items will be taken at the time the agenda item is considered. Public comments received via email as provided above will be read into the record with a time limit of three minutes per commenter. No action will be taken on any public comment on a matter not appearing on the Agenda as a separate item unless otherwise authorized by law.
- III. APPROVAL OF MINUTES — DECEMBER 13, 2023, AND JANUARY 10, 2024
- IV. APPROVAL OF CLAIMS — JANUARY 11, 2024, AND JANUARY 25, 2024  
**ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE**

V. ORDINANCES — NONE

VI. RESOLUTIONS — NONE

VII. MOTIONS

- A. MOTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH BKF ENGINEERS FOR SANITARY SEWER CONDITIONS ASSESSMENT

**CEQA: THE ACTION BEFORE THE BOARD FOR CONSIDERATION TODAY IS NOT SUBJECT TO THE CEQA REVIEW PROCESS PURSUANT TO RESOURCE CODE, SECTION 21065 AND GUIDELINES, SECTION 15378.**

**ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE**

VIII. REPORTS/PRESENTATIONS

- A. FISCAL YEAR 2024 UNAUDITED FINANCIAL AND TONNAGE REPORT ENDING DECEMBER 31, 2023

**CEQA: THE ACTION BEFORE THE BOARD IS NOT SUBJECT TO CEQA REVIEW PROCESS PURSUANT TO RESOURCE CODE, SECTION 21065 AND GUIDELINES, SECTION 15378**

**ACTION: PUBLIC COMMENT**

IX. EXECUTIVE DIRECTOR'S REPORT

X. MATTERS OF BOARD INTEREST

XI. CLOSED SESSION — NONE

XII. ADJOURNMENT — TO REGULAR MEETING OF FEBRUARY 28, 2024

**ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE**

**DOCUMENTS:** Public records that relate to an agenda item for an open session of a regular meeting of the Board of the Port Commissioners, which are released less than 72 hours prior to the meeting, are available to the public at the Port offices at 675 Seaport Boulevard, Redwood City, CA, 94063.

**ALTERNATIVE AGENDA FORMATS:** The Board of the Port Commissioners will provide public records in appropriate alternative formats upon request by any person with a disability consistent with the federal Americans with Disabilities Act of 1990 and disability related accommodation to enable participating in the public meeting consistent with federal Americans with Disabilities Act of 1990. Please send a written request to the Clerk of the Board at the Port of Redwood City, 675 Seaport Boulevard, Redwood City, CA, 94063, or via email at [info@redwoodcityport.com](mailto:info@redwoodcityport.com) and include address, phone number and brief description of the requested materials and preferred alternative format or auxiliary ad or service at least seven calendar days before the meeting.



# BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY MINUTES

REGULAR MEETING  
WEDNESDAY, 8:00 AM  
DECEMBER 13, 2023

CHAIR: LORIANNA KASTROP  
VICE CHAIR: STAN MAUPIN  
SECRETARY: NANCY C. RADCLIFFE  
COMMISSIONER: RICHARD S. CLAIRE  
COMMISSIONER: RALPH A. GARCIA

## I. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

The Board of Port Commissioners held its regular meeting in person at the Port Administrative Offices and via video/teleconference, pursuant to Government Code Section 54953(e). Members of the public participated in the meeting as well as remotely via the Zoom platform or in person at the Port Administrative Offices. Pursuant to the Ralph M. Brown Act, as amended by AB 361, all votes were by roll call and the meeting was available to the public to attend and provide public comments via audio/video teleconference.

Chair Kastrop, presiding

Commissioners Present: Richard Claire, Ralph Garcia, Nancy C. Radcliffe, Stan Maupin and Lorianna Kastrop

Commissioners Absent: None

Port Executives Present: Executive Director, Kristine A. Zortman; Director of Finance and Administration, Rajesh Sewak and Port Attorney, Francois X. Sorba

Chair Kastrop called the meeting to order at 8:00 AM. Clerk of the Board Linda Alvarado conducted roll call and confirmed a meeting quorum with Commissioners Claire, Garcia, Radcliffe, Maupin and Kastrop in attendance. Commissioner Radcliffe led the Pledge of Allegiance.

## II. PUBLIC COMMENT

Executive Director Zortman confirmed that there were no members of the public who wished to make public comment on non-agendized items.

## III. APPROVAL OF MINUTES — NOVEMBER 8, 2023

After inviting public comment, Chair Kastrop confirmed with Executive Director Zortman that there were no members of the public who wished to make public comment on this agenda item. A motion to approve the minutes dated November 8, 2023 was made by Commissioner Radcliffe and was seconded by Commissioner Garcia. The motion passed by a unanimous voice roll call vote of all Commissioners present.

## IV. APPROVAL OF CLAIMS — NOVEMBER 16, 2023 AND NOVEMBER 30, 2023

After inviting public comment, Chair Kastrop confirmed with Executive Director Zortman that there were no members of the public who wished to make public comment on this agenda item. A motion to approve the claims dated November 16, 2023 and November 30, 2023 was made by Commissioner Radcliffe and was seconded by Commissioner Maupin. The motion passed by a unanimous voice roll call vote of all Commissioners present.

## V. ORDINANCES — NONE

## VI. RESOLUTIONS — NONE

## VII. MOTIONS — NONE

## VIII. REPORTS/PRESENTATIONS — NONE

**IX. EXECUTIVE DIRECTOR’S REPORT**

On December 5, 2023 Executive Director Zortman attended Seaport Industrial Associations annual meeting. On December 5, 2023 Executive Director Zortman attended San Mateo County Economic Development Association’s holiday reception. On December 12, 2023 Executive Director Zortman attended Special Governmental Relations Committee Meeting hosted by Chamber San Mateo County, with Congressman Mullin in attendance. Congressman Mullin spoke on his first year in DC and his outlook on the future. Staff thanked Congressman Mullin for his leadership and guidance as he is assisting the Port’s dredging issues with the US Army Corps of Engineers. Executive Director Zortman stated the ferry project continues to move forward.

**X. MATTERS OF BOARD INTEREST**

Commissioner Garcia congratulated Executive Director Zortman on her newly appointed position of President of California Association of Port Authorities (CAPA) Board. Commissioner Radcliffe stated she toured Hurrlica, the new restaurant located at Westpoint Harbor. From November 16, 2023 through November 17, 2023 Commissioner Maupin attended Port Authority Emergency Response Summit hosted by the Port of Virginia, discussions included topics to help protect our nation’s ports and the supply chain. Commissioner Maupin also stated from the Port Authority Emergency Response Summit he now serves on Port Partners Emergency Response Committee. Commissioner Maupin thanked staff for their continued work for the Port. On November 17, 2023 Chair Kastrop attended San Francisco Bay Conservation and Development Commission’s (BCDC) subcommittee meeting called Sediment and Beneficial Reuse Working Group. On December 5, 2023 Chair Kastrop attended Seaport Industrial Associations holiday reception. On December 12, 2023 Chair Kastrop attended the Special Governmental Relations Committee Meeting hosted by Chamber San Mateo County. Chair Kastrop stated that she is pleased to be part of these groups.

**XI. CLOSED SESSION**

CONFERENCE WITH REAL ESTATE NEGOTIATOR pursuant to Government Code Section 54956.8  
(Price and Terms of Payment)

- A. Property: Approximately 46,043 square feet of water and marina area located at 455 Seaport Court, Redwood City, CA 94063  
Negotiating Parties: Kristine A. Zortman, Rajesh Sewak, Trish Wagner, Port of Redwood City  
Garrett Marina Group, Inc.
- B. Property: Approximately 3.7 acres of water and land area located at 599 Seaport Blvd., Redwood City, CA 94063  
Negotiating Parties: Kristine A. Zortman, Rajesh Sewak, Trish Wagner, Port of Redwood City  
Marine Group Boat Works

Chair Kastrop convened the Board into a Closed Session at 8:16 AM for the above matters.

Chair Kastrop reconvened the Board into Open Session at 8:47 AM, stating no reportable actions from Closed Session.

**XII. ADJOURNMENT — TO REGULAR MEETING OF DECEMBER 27, 2023**

After inviting public comment, Chair Kastrop confirmed with Executive Director Zortman that there were no members of the public who wished to make public comment on this agenda item. Chair Kastrop adjourned the meeting in honor of Don Horsley, former teacher, juvenile counselor, police officer, sheriff, Supervisor for San Mateo County and advocate for mental health. A motion to adjourn the meeting was made by Commissioner Garcia and seconded by Commissioner Maupin. The motion passed by a unanimous voice roll call vote of all Commissioners present. The meeting was adjourned at 8:49 AM to its next regularly scheduled meeting on December 27, 2023.



# BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY MINUTES

REGULAR MEETING  
WEDNESDAY, 8:00 AM  
JANUARY 10, 2024

CHAIR: LORIANNA KASTROP  
VICE CHAIR: STAN MAUPIN  
SECRETARY: NANCY C. RADCLIFFE  
COMMISSIONER: RICHARD S. CLAIRE  
COMMISSIONER: RALPH A. GARCIA

## I. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

The Board of Port Commissioners held its regular meeting in person at the Port Administrative Offices and via video/teleconference, pursuant to Government Code Section 54953(e). Members of the public participated in the meeting as well as remotely via the Zoom platform or in person at the Port Administrative Offices. Pursuant to the Ralph M. Brown Act, as amended by AB 361, all votes were by roll call and the meeting was available to the public to attend and provide public comments via audio/video teleconference.

Chair Kastrop, presiding

Commissioners Present: Richard Claire, Ralph Garcia, Stan Maupin and Lorianna Kastrop

Commissioners Absent: Nancy C. Radcliffe

Port Executives Present: Executive Director, Kristine A. Zortman; Director of Finance and Administration, Rajesh Sewak and Port Attorney, Francois X. Sorba

Chair Kastrop called the meeting to order at 8:00 AM. Clerk of the Board Linda Alvarado conducted roll call and confirmed a meeting quorum with Commissioners Claire, Garcia, Maupin and Kastrop in attendance and Commissioner Radcliffe with an excused absence. Commissioner Claire led the Pledge of Allegiance.

## II. PUBLIC COMMENT

Executive Director Zortman confirmed that there were no members of the public who wished to make public comment on non-agendized items.

## III. APPROVAL OF MINUTES — NONE

## IV. APPROVAL OF CLAIMS — DECEMBER 21, 2023

After inviting public comment, Chair Kastrop confirmed with Executive Director Zortman that there were no members of the public who wished to make public comment on this agenda item. A motion to approve claims dated December 21, 2023 was made by Commissioner Maupin and was seconded by Commissioner Garcia. The motion passed 4-0 by voice roll call vote with Commissioner Radcliffe having an excused absence.

## V. ORDINANCES — NONE

## VI. RESOLUTIONS

### A. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING STANDARD FIRST AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (VIBRANT NICHE, INC. A CALIFORNIA S-CORPORATION)

After inviting public comment, Chair Kastrop confirmed with Executive Director Zortman that there were no members of the public who wished to make public comment on this agenda item. A motion to adopt the resolution was made by Commissioner Maupin and was seconded by Commissioner Garcia. The motion passed 4-0 by voice roll call vote with Commissioner Radcliffe having an excused absence.

## VII. MOTIONS — NONE

## VIII. REPORTS/PRESENTATIONS — NONE

## IX. EXECUTIVE DIRECTOR'S REPORT

DRAFT MINUTES  
REGULAR MEETING-JANUARY 10, 2024  
BOARD OF PORT COMMISSIONERS



On January 12, 2024 Port staff will host the State Assembly Select Committee on Ports and Goods Movement at the request of Assemblymember Gipson's office. Executive Director Zortman updated the status of the Port's dredging. She stated the US Army Corps of Engineers (USACE) contractor completed the dredging of the controlling depth issue area. She also stated dredging is paused until the USACE survey crew publishes their report.

**X. MATTERS OF BOARD INTEREST**

Commissioner Maupin stated 101/84 project is progressing with meetings, he stated at this time there are no reportable actions. Commissioner Maupin will be attending the State Assembly Select Committee on Ports and Goods Movement meeting on January 12, 2024 with Assemblymember Gipson's office. Commissioner Garcia announced the Optimus Club's 33<sup>rd</sup> Annual Crab Feed will take place the first Saturday in March 2024.

**XI. CLOSED SESSION-CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION —**

**A. SIGNIFICANT EXPOSURE TO LITIGATION SUBDIVISION (d) (2) AND (e) (1) OF SECTION 54956.9 OF THE GOVERNMENT CODE (THREE CASES).**

**B. SIGNIFICANT EXPOSURE TO LITIGATION**

**CLAIMANT: KIMBERLY SAUTER, CLAIM NO. 2023-02 (GOVERNMENT CODE SECTION 54956.9 (d) (2) AND (e) (3) (ONE CASE).**

**COPY OF CLAIM IS AVAILABLE FOR VIEWING BY THE PUBLIC AT THE PORT OFFICE**

Chair Kastrop convened the Board into a Closed Session at 8:15 AM for the above matter.

Chair Kastrop reconvened the Board into Open Session at 8:36 AM.

Chair Kastrop stated no reportable actions from Closed Session for item XI.A.

Chair Kastrop stated Claim No. 2023-02 filed by Kimberly Sauter, Item XI.B, is rejected in its entirety and instructed staff to send a Rejection Letter. A motion to approve the rejection of Claim No. 2023-02 was made by Commissioner Gracia and seconded by Commissioner Claire. The motion to reject Claim No. 2023-02 filed by Kimberly Sauter passed 4-0 by voice roll call vote with Commissioner Radcliffe having an excused absence.

**XII. ADJOURNMENT — TO REGULAR MEETING OF JANUARY 24, 2024**

After inviting public comment, Chair Kastrop confirmed with Executive Director Zortman that there were no members of the public who wished to make public comment on this agenda item. A motion to adjourn the meeting was made by Commissioner Maupin and seconded by Commissioner Garcia. The motion passed 4-0 by voice roll call vote with Commissioner Radcliffe having an excused absence. The meeting was adjourned by Chair Kastrop at 8:38 AM to its next regularly scheduled meeting on January 24, 2024.



**BOARD OF PORT COMMISSIONERS  
PORT OF REDWOOD CITY**

**STAFF REPORT**

DATE: February 14, 2024  
ITEM NO: VII.A  
SUBMITTED BY: Christie Coats, Director of Operations  
TITLE: MOTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH BKF ENGINEERS FOR SANITARY SEWER CONDITIONS ASSESSMENT

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**RECOMMENDATION**

Staff recommends the Board of Port Commissioners (Board) enter into a Professional Services agreement with BKF Engineers (BKF) to provide Civil Engineering Services related to the Port of Redwood City's (Port) Sanitary Sewer System including providing a Condition Assessment of the system.

**BACKGROUND**

The Port's sanitary sewer system consists of three sewer lift stations and two 1100'+ runs of 6" PVC sewer pipe between the three lift stations. While the Port has some historical plans of the sewer system, there have been several changes and upgrades to the system over the years. The most complete set of plans in the Port's records are from approximately 1970. These plans do not accurately reflect the current as-built system.

As has previously been shared with the Board, since last year's historical rainy season, Port staff has experienced frequent and continued failures of the system including pumps, control units, floats and obstructions in the sewer lines. While Port staff has continued to fix the system to keep it operational, the Port cannot make system wide upgrades or improvements without first understanding the current as-built conditions and system capacity.

**ANALYSIS**

The Port has contractual obligations to provide for Sewer discharge for both sewage waste as well as Industrial Wastewater with various tenants, including Sims Recycling and Clean Harbors. Tenants rely on this system not only for sewage waste, but to allow for the discharge of their Industrial Wastewater. Without this capability, tenants cannot operate so it is imperative that the Port's system be in operation at all times.

This Assessment will give Port staff accurate in-field conditions which requires mapping, inventory documentation, and current asset conditions. Additionally, this assessment will help identify on-going issues and develop recommendations for immediate and proactive long-term solutions so that the system can continue to be in operation and sufficiently serve the current and future needs of Port tenants.

This assessment will determine the accurate location of the infrastructure, including the main lines and laterals which are not currently accurately located on the current plan sets. Additionally, the assessment will determine the current capacity of the system, which will assist staff to work with tenants to control their Industrial Wastewater discharge. Currently, staff does not know the operating capacity of the system and cannot make upgrades to the system without fully understanding the impacts those upgrades may have on the system.

Once this condition assessment is complete, Port staff will be able to properly plan for system operations, maintenance, and upgrades, and future capacity needs.

DATE: February 14, 2024

ITEM NO: VII.A

TITLE: MOTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH BKF ENGINEERS FOR SANITARY SEWER CONDITIONS ASSESSMENT

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BKF has previously done work on the system on behalf of the Port and has the most up-to-date electronic records of the current system, beyond the Ports own records. As part of its preliminary work for this proposal, BKF has already reviewed its pervious projects and records and feel confident that it already has a baseline understanding of the system and infrastructure.

Cost Recovery	N/A
Port 2020 Vision	Comports with the Port's 2020 Vision
Budget	Funding included in the Board approved budget

#### ALTERNATIVES

The Port has engaged three separate engineering firms to assist with this condition assessment as well as engaging engineering firms on a one-off basis when issues have arisen with the system. Both Tetra Tech and Black & Veatch have been engaged to determine if they could assist with the condition assessment and location of the system infrastructure. Due to the complicated nature of the system, Tetra Tech and Black & Veatch have limited knowledge to provide assistance to the level of detail required for this system. Tetra Tech has previously been on site and done high level observations of the system, helping to identify the location of the sewer pipe under the tenant facilities. Without further investigation and site knowledge, both Tetra Tech and Black & Veatch are unable to assist the Port in furthering condition assessments or further recommendations for repairs at this time.

BKF has historical knowledge of the system, has previously worked on segments of the system both for the Port as well as tenants. BKF has been the only engineering firm that has been able to put together a proposal to assist Port staff in determining current conditions, locations, and feel confident that upon further assessment will be able to assist Port staff with developing recommendations for needed repairs and upgrades.

Finally, the Port could continue to repair the system as needed without doing a condition assessment, however, there is a high likelihood that the system will eventually fail completely, and the Port will not meet its contractual obligations to its tenants.

#### ENVIRONMENTAL REVIEW

The action before the Board for consideration today is not subject to the CEQA review process pursuant to Resource Code, Section 21065 and Guidelines, Section 15378.



Staff



Executive Director

#### ATTACHMENTS

- A. Professional Services Agreement including BFK proposal as Exhibit A



**ATTACHMENT A**

**AGREEMENT  
PROFESSIONAL SERVICES  
(BKF Engineers)**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2024, by and between the Port of Redwood City, a municipal corporation of the State of California, (“Port”), and BKF Engineers, a California Corporation, of Redwood City, California (“Consultant”). Port requires engineering services in connection with Port of Redwood City Sanitary Sewer Conditions Assessment Project (the “Project”). The Project consists of the evaluation of the existing sanitary infrastructure within the area under the jurisdiction of the Port. Port Property. Consultant represents that it possesses the experience, expertise, and qualification to perform the aforesaid services for the Project.

1. **CONSULTANT’S SERVICES.** Consultant shall provide and perform the services defined in the letter from Consultant dated January 19, 2024, marked Exhibit A, attached hereto and incorporated by this reference.

2. **COMPENSATION; EXPENSES; PAYMENT.** Port shall compensate Consultant for all services performed and expenses incurred by Consultant hereunder in a sum not to exceed \$60,000 for services rendered and \$250 for reimbursable expenses. Consultant is required to provide the Port invoices on a monthly basis specifying the dates, hours, task, description of work performed, and the name of the person working on each task.

3. **ADDITIONAL SERVICES.** In the event Port desires the performance of additional services not otherwise included within the services described in Exhibit A, such services shall be authorized by written task order approved in advance of the performance thereof by the Port Executive Director.

4. **ASSIGNABILITY.** Neither Consultant nor Port shall subcontract, assign, sell, mortgage, hypothecate or otherwise transfer their respective interests or obligations in this Agreement without the express prior written consent of the non-transferring party.

5. **STATUS.** In the performance of services hereunder, Consultant shall be, and is, an independent contractor, and shall not be deemed to be an employee or agent of Port.

6. **PERFORMANCE STANDARDS.** In performing services hereunder, Consultant shall adhere to the standards generally prevailing in the San Francisco Bay Area for the performance of consulting services similar to those to be performed by Consultant hereunder.

7. **DOCUMENTS.** Port shall be the owner of the documents, design, reports, plans, drawings, and specifications, and other site content that Consultant accomplishes for Port pursuant to this Agreement and that they are hereby assigned to Port and will be further assigned to Port upon termination of the Agreement, if requested by Port.

8. **SCHEDULE.** Consultant anticipates that the tasks described in Exhibit A which are to be performed under this Agreement will be completed within 3 months after a Notice to Proceed is issued to Consultant by the Port. Time is of the essence.

## ATTACHMENT A

**9. TERM; TERMINATION.** (a) The term of this Agreement shall commence upon the date first hereinabove written and shall expire upon completion of performance of services hereunder by Consultant. (b) Notwithstanding the provisions of (a) above, Port may terminate this Agreement for cause upon issuance of a Notice of Termination or without cause by giving written notice thereof to Consultant not less than ten (10) days prior to the effective date of termination, which date shall be included in said notice.

**10. RECORDS.** Consultant shall keep and maintain accurate records of all time expended and costs and expenses incurred relating to services to be performed by Consultant hereunder. Said records shall be available to Port for review and copying during regular business hours at Consultant's place of business or as otherwise agreed upon by the parties for a period of Three (3) years after Port's acceptance of the work performed by Consultant under this Agreement.

**11. HOLD HARMLESS.** Consultant hereby agrees to defend, indemnify, and save harmless Port, its Commissioners, the City of Redwood City ("City"), its Council, and their respective boards, commissions, officers, employees and agents (collectively, "Indemnitees"), from and against any and all claims, suits, actions liability, loss, damage, expense, cost (including, without limitation, costs and fees of litigation) of every nature, kind or description, which may be brought against, or suffered or sustained by, Indemnitees, and/or any one of them, caused by, or alleged to have been caused by, the negligence, intentional tortious act or omission, or willful misconduct of Consultant, its officers, employees or agents in the performance of any services or work pursuant to this Agreement. The duty of Consultant to indemnify and save harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing herein contained shall be construed to require Consultant to indemnify Indemnitees against any responsibility or liability in contravention of Section 2782 of the California Civil Code.

**12. INSURANCE.** Consultant shall acquire and maintain Workers' Compensation, employer's liability, commercial general liability, owned and non-owned and hired automobile liability, and professional liability insurance coverage relating to Consultant's services to be performed hereunder covering Port's risks in form subject to the approval of the Port. The minimum amounts of coverage corresponding to the aforesaid categories of insurance per insurable event, shall be as follows:

<u>Insurance Category</u>	<u>Minimum Limits</u>
Workers' Compensation	statutory minimum.
Employer's Liability	\$1,000,000 per accident for bodily injury or disease.
Commercial General Liability	\$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage.
Automobile Liability	\$1,000,000 per accident, \$2,000,000 aggregate for bodily injury and property damage (coverage required to the extent applicable to Consultant's vehicle usage in performing services hereunder).
Professional Liability	\$1,000,000 per claim and aggregate.

**ATTACHMENT A**

Concurrently with the execution of this Agreement, Consultant shall furnish Port with certificates and copies of information or declaration pages of the insurance required hereunder and, with respect to evidence of commercial general liability and automobile liability insurance coverage, original endorsements: (a) Precluding cancellation or reduction in coverage before the expiration of Thirty (30) days after Port shall have received written notification of cancellation or reduction in coverage by first class mail; (b) Providing that Consultant’s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability (cross liability endorsement); (c) Naming the Port and its Board, the City and its Council, and their respective boards, commissions, employees, and agents, as additional insureds (the “Additional Insured”); and (d) Providing that Consultant’s insurance coverage shall be primary insurance with respect to the Additional Insured, and each one of them, and any insurance or self-insurance maintained by the Additional Insured, or any one of them, shall be in excess of Consultant’s insurance and not contributory with it; (e) and, as agreed by the parties hereto, waiving the right to subrogation.

**13. COVENANT AGAINST CONTINGENT FEES.** Consultant hereby warrants that Consultant has not employed or retained any company or person, other than a *bona fide* employee working for Consultant, to solicit or secure this Agreement.

**14. NOTICES.** Written notices required or convenient hereunder shall be delivered personally or sent via facsimile or by depositing the same with the United States Postal Service, first class (or equivalent) postage prepaid and addressed, in the case of Consultant to: BKF, 255 Shoreline Drive, Ste 200, Redwood City, CA 94065, and in the case of Port, to: Port Executive Director, Port of Redwood City, 675 Seaport Boulevard, Redwood City, CA 94063. Notices by mail shall be deemed served Forty-eight hours after deposit in the United States mail, first class mail, with postage prepaid.

**15. MISCELLANEOUS.** (a) Paragraph Headings. Paragraph headings as used herein are for convenience only and shall not be deemed to be a part of such paragraphs and shall not be construed to change the meaning thereof. (b) Key Employee. Port shall have the right to request that certain employees of Consultant be assigned to this Agreement, to the exclusion of others; (c) Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. Venue shall be the County of San Mateo, California. (d) Conflict. In the event of a conflict between the terms and conditions of this document and any term or condition of any of the Exhibits, the terms and conditions of this document shall prevail.

**IN WITNESS WHEREOF,** the parties hereto have executed this Agreement as of the day and year first hereinabove written.

The City of Redwood City, a municipal  
Corporation of the State of California

By: \_\_\_\_\_  
Port Executive Director

BKF Engineers, a California Corporation

By: \_\_\_\_\_ (name)  
\_\_\_\_\_ (title)  
\_\_\_\_\_

January 19, 2024  
BKF No 20240018



Christie Coats, Director of Operations  
Port of Redwood City  
675 Seaport Boulevard  
Redwood City, CA 94063  
*Transmitted Via Email*

**Subject: Port of Redwood City Sanitary Sewer Conditions Assessment  
Civil Engineering Services Proposal**

Dear Christie:

Thank you for the opportunity to offer this proposal for Consulting Engineering Services in connection with the above referenced project. It is our understanding that the Port of Redwood City (Port) would like to evaluate the existing sanitary sewer infrastructure within Port property.

BKF has been providing utility infrastructure master plans and designs throughout northern California for over 100-years. Some of our recent similar projects include:

- Miscellaneous Projects for Port of Redwood City, Redwood City
- Coyote Point Recreation Area, County of San Mateo
- Seaport Centre, Redwood City
- Northrop Grumman, Sunnyvale
- Lockheed Martin Missile Systems, Sunnyvale
- NASA Ames Campus, Mountain View/Sunnyvale
- Moffett Field, Sunnyvale
- Treasure Island Redevelopment, San Francisco
- Candlestick Point – Hunters Point Shipyard Phase 2, San Francisco
- Oakland Army Base, Oakland

Our experience on these projects gives us the unique understanding of what it takes to master plan new utility infrastructure systems around historic existing facilities and older utility infrastructure. Each one of these projects required improvements in a phased fashion while maintaining existing activity in the older facilities until such time they were replaced. We understand the issues the project will face from the initial investigations through completion of construction.

**I. PROJECT UNDERSTANDING**

Based on your proposal request and information obtained during and after our meeting, we understand the project as:

*The Port of Redwood City consists of 120 acres of industrial and commercial land. The sanitary sewer system serving the Port and the related tenants consists of a vital segment that is approximately 2,100LF of sewer main with three (3) lift stations. The system has an allowance of 500,000 GPD discharge into the City of Redwood City system. The largest discharge comes from the industrial tenants, including Sims Metal, Clean Harbors, and CEMEX while commercial tenants contribute minimal typical waste. The project requires a new mapping effort, inventory documentation, conditions assessment, and reporting.*

## **II. BASIS OF DESIGN**

Our proposal is based on the following:

1. Email communications between Port and BKF
2. Meeting between Port and BKF, dated 1/4/24
3. Port Sanitary Sewer Map
4. Port Sanitary Sewer Improvement Plans from 1970, 1977, and 2012
5. Available video inspections and maps of Port sewer system
6. City GIS, site plan, and lift station information

## **III. SCOPE OF SERVICES**

### **Task 1: Review of Existing Information**

a. Develop Base Sheets for Sanitary Sewer System

We will utilize available CAD files to prepare an initial base sheet for the system. We will also review the available existing record plans, as-builts, GIS, and video inspections and add utility information to the CAD file. We will also research and collect the City utility base maps for the area along with any adjacent relevant City plans for the area. We recognize that there may be inconsistencies with this record information along with the realities in the field. Subsequent tasks will look to clarify, confirm and resolve this for current and future use.

b. Meetings with the Port Operations Team

We will meet with the Port Operations Team to review and discuss the sewer system:

i. Site Investigation

We will walk the site with the appropriate personnel and take notes on the existing system shown in the compiled base sheet file based on visual confirmation and supplemental knowledge gained regarding the history and site conditions of the existing system.

ii. Discharge Requirements

We will review the discharge requirements with the Operations Team for each tenant or source of discharge.

iii. Review Conform Conditions at City Point of Connection

We will reach out to the City to determine tail water elevation at the point of connection to the City system. In addition, we will determine if there are any relevant constraints we need to evaluate and include in our studies based on City-provided background information or future work.

iv. System Deficiencies and Opportunities

We will review the known system deficiencies and begin discussions on opportunities for improvements/upgrades with the Operations Team.

### **Task 2: Map Existing Facilities and Utilities**

a. Underground Utility Locator/Video Inspection

We anticipate an Underground Utility Locating company will contract directly with the Port providing a





scope to identify the physical location of segments of undocumented sewer pipes and structures along with video inspection to supplement recently performed work. They will utilize the current CAD file, information gathered during the site investigations described above, structure locations, ground sonar, electrical current tracing of metallic pipe, and other physical evidence to locate the system within accepted tolerances for the utility location industry. They will paint the evidence of the utilities on the ground for our surveyors to locate.

b. Supplemental Topographic Survey

Our surveyors will follow the underground service locator and locate the utility markings and utility structures, including inverts where accessible. For areas with challenging access, we will look to utilize aerial drones to capture sufficient imagery of the site for subsequent drafting and compilation with ground measurements of structures from the field.

c. Adjust/Create Sanitary Sewer Base Map CAD File

We will utilize the utility location mapping, the base map information, and other information confirmed accurate to create a new Base Map CAD file. We will add the required discharge information for each tenant or source and other utility constraints on the map. This new base map will look to resolve the inconsistencies with record information.

d. Review with Operations Team

We will review the Base Map with the Operations Team and adjust based on their comments.

### **Task 3: System Capacity Evaluation**

a. Lift Station Capacity Evaluation

BKF will evaluate the existing lift station and force main capacity using information gathered from Task 1 and 2. We will estimate the current firm capacity of the existing three (3) lift stations and compare to sewer flow generated from the tenants and other sewer demands. We will review pump curves, system curves, and wet-well working volume to determine capacity. Note that it is not in this scope to perform survey of lift station and its components.

b. Building Sewer Flow Generation

We will use sewer bills and lift station data logs (if provided) to estimate flow to lift stations. In the absence of sewer bills/lift station data logs, we will use fixture counts/head count and related factors to estimate flow. It is assumed that sewer consumption data can be compiled by Port and will be provided in table format. We will use industry standard peaking factors and I/I to estimate flow in this scenario.

c. Hydraulic Model

BKF will develop a hydraulic model to evaluate gravity pipes (6" and larger), force mains, and three lift stations. We will use lift station firm capacity and flow generated to perform hydraulic analyses. If existing system is found to be deficient, we will model up to two improvement alternatives. The model will terminate at the point of connection to City system. BKF will utilize City-provided tail water elevation at point of connection. In the absence of City information, we will use rim elevation minus 2-ft as starting tail water elevation.

d. Technical Memo

BKF will present findings of capacity analyses in a short technical memo. The memo will identify capacity deficiencies (if present) and improvements required to increase capacity. We will prepare draft and final memo. The scope assumes one round of comments.



**Task 4: Identify Deficiencies and Proposed Improvements**

## a. Draft Report of Findings and Recommendations

We will develop a Draft Report summarizing our findings and overall recommendations for system replacement and upgrades based on the site investigations and discussions with the Operations Team. The Report will prioritize the improvements proposed based on need and condition of sewer system. As part of our recommendations, we will document existing maintenance processes and describe any potential improvements in the work process, timing, or tools. We will also highlight for the Port urgent system deficiencies requiring immediate repairs to achieve reliable performance this year and that can be implemented in short order.

## b. Review Port Projects, Goals, Phasing and Tenant Requests

It is our understanding the Port would like to identify the future potential sewer system modifications and upgrades and is aware of tenant desires for increased discharge allowances. In addition, we are aware that any improvements will need to be phased to account for budgets, but also to keep the system in service at all times. We will review this information with the Port to determine how the sewer infrastructure should be developed to support these future plans and as it relates to Task 3.

## c. Preliminary Review of ROM Costs

We will develop a preliminary review of potential construction costs for the sewer system for review with the Port based on the recommendations included in the Draft Report. These costs will be Rough Order of Magnitude (ROM) appropriate for programming and budgeting future capital improvements.

## d. Review with Port

We will review the Draft Report with the Port and discuss the priority of the improvements based on need and costs. We anticipate three meetings to review the Report information.

## e. Final Report

We will finalize the report based on Port comments. The final report will be distributed in one electronic copy (PDF) and hard copies to be provided upon request.

**Future Tasks:**

- a. Develop Sewer System Master Plan
- b. Sewer System Design
- c. Bid and Construction Support

**IV. SCOPE QUALIFICATIONS AND ASSUMPTIONS****Exclusions**

At this time, BKF has specifically excluded the following items and/or services from this proposal.

- a. Items and/or services not included that must be considered are:

Geotechnical Engineering services, utility potholing, and environmental reviews are excluded from this Scope of Services.

- b. The Port will provide any required site access clearance. BKF will provide necessary project coordination, however we expect to work with the Port to identify the correct contact personnel on-site and obtain keys, etc.



- c. Preliminary engineering plans are excluded. Exhibits and design will be limited to schematic and conceptual level for the purposes of including in the report and calculating an engineer’s opinion of probable construction cost.
- d. Locating property lines, right-of-way, or easement areas are excluded. Land and easement acquisition services are excluded from this scope of services.
- e. Permit coordination and costs including California Water Quality Control Board, California Department of Fish and Wildlife, and United States Army Corps of Engineers.

**Additional Services**

Additional services and tasks not defined in this scope of services will be performed only if authorized in writing, including but not limited to: a written additional services request, formal change order or e-mail recognition and/or confirmation. Scope and fee for additional services may be tracked separately as extra work and billed on a time and materials in accordance with our current rate schedule, unless otherwise agreed upon. Additional services will not be performed until formally authorized in writing or by e-mail recognition from client. Invoicing for additional services will be prepared, presented and due based on said authorization.

**V. SCHEDULE**

It is anticipated that we could have the services described above completed within 3 months upon authorization to proceed. This assumes that the utility locator/video inspection task is completed within 4 weeks of BKF’s notice to proceed. To the extent possible, BKF will begin or overlap Task efforts to aid in expediting our work to meet the Port’s needs. For example, Task 3 may begin while Task 2 is in process.

The Port and BKF are aware that many factors outside BKF’s control may affect BKF’s ability to complete the services to be provided under this proposal and agreement within the anticipated schedule. BKF will perform these services with reasonable diligence and expediency consistent with sound professional practices. BKF shall not be held responsible for delays or other causes beyond the BKF’s reasonable control.

**VI. COMPENSATION**

Professional service fees, would accrue on a time and materials basis in accordance with our current hourly Rate Schedule and will be based on the actual amount of time it takes to complete the described scope of services and/or requested services. The fees will be invoiced monthly. The invoice will identify the professional category and associated hourly rate, and include a brief description of the services performed during that particular billing cycle. Reimbursable expenses will accumulate and be invoiced as a separate line item on the monthly invoices in accordance with our rate schedule. The fees are due upon presentation of an invoice.

Task	Description	Fee
1	Review Existing Information	\$ 6,000
2	Map Existing Facilities and Utilities	\$ 20,000
3	System Capacity Evaluation	\$ 22,000
4	Identify Deficiencies and Proposed Improvements	\$ 12,000
<b>Total Labor Fee</b>		<b>\$60,000</b>

In addition, please budget **\$250** for reimbursable expenses. Reimbursable expenses are anticipated for reproduction, mileage, express and messenger deliveries, and computer deliverable plots.

Should you have any questions, or would like additional clarification on any aspect of the proposed services, fee structure or any of the terms contained herein, please feel free to give me a call (650) 482-6422. We look forward to working with you on this project.



Sincerely,  
**BKF Engineers**



Jason Mansfield, PE  
Associate Principal





**BOARD OF PORT COMMISSIONERS  
PORT OF REDWOOD CITY**

**STAFF REPORT**

DATE: February 14, 2024  
ITEM NO: VIII.A  
SUBMITTED BY: Rajesh Sewak, Director of Finance & Administration  
TITLE: FISCAL YEAR 2024 UNAUDITED FINANCIAL AND TONNAGE REPORT ENDING DECEMBER 31, 2023

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**RECOMMENDATION**

Staff recommends that the Board of Port Commissioners (Board) receive the presentation for the Fiscal Year 2024 (FY24) mid-year results.

**BACKGROUND**

Tonnage:

As of December 31, 2023, the Port of Redwood City (Port) maintained somewhat stable conditions in its cargo operations for the fiscal year. The Port's mid-year tonnage remained nearly static as the previous period in the prior year with 950,000 metric tons compared to 961,000 metric tons in FY23. This can be directly attributed to the restrictions of the channel depth. Cemex, Pabco, and Sims continue to have cargo calling our Port, however due the lack of timely dredging by the U.S. Army Corps of Engineers, these companies have been modifying their respective ship calls, schedules, and total tonnage onboard to accommodate for the lack of channel depth. Accordingly, the Port's mid-year FY24 Gross Revenues suffered a decrease of almost 2% or \$80,000, from \$5.1 million in FY23 to slightly over \$5.0 million for this FY24. Again, this resultant impact is driven mostly to channel restrictions.

Revenue:

As stated above, the Gross Revenue of \$5.0 million is primarily due to cargo decrease for the first six-month period of the fiscal year. In summary, the mid-year Operating Revenue was \$5.0 million with Operating and Non-Operating Expenses of \$2.9 million leaving a Net Income, after subvention, slightly above \$2.1 million.

**ANALYSIS**

Attached is a variance analysis of the Statement of Activities that illustrates the favorable and unfavorable balance comparing the Actual numbers to Budget and the same period for FY24.

**ALTERNATIVES**

This is an informational report.

**ENVIRONMENTAL REVIEW**

The action before the Board for consideration today is not subject to the CEQA review process pursuant to Resource Code, Section 21065 and Guidelines, Section 15378.

  
\_\_\_\_\_  
Staff

  
\_\_\_\_\_  
Executive Director

**ATTACHMENTS**

A. FY2024 Mid-Year Financial Reports



**ATTACHMENT A**

**Port of Redwood City  
Mid-Year (Fy2023-24) Financial Statements  
As of 12-31-2023**

Presented By:

Rajesh Sewak, Director of Finance & Administration

February 14, 2024

## ATTACHMENT A

**Port of Redwood City  
Comparative Statements of Net Position  
For the Six Months Ended December 31, 2023**

	<u>12/31/2022</u>	<u>12/31/2023</u>
<b>ASSETS</b>		
UNRESTRICTED CASH & INVESTMENTS	\$ 21,673,261	\$ 25,153,237
RESTRICTED CASH & INVESTMENTS	1,341,473	1,464,353
TOTAL CASH AND INVESTMENTS	<u>23,014,734</u>	<u>26,617,590</u>
ACCOUNTS RECEIVABLE	1,947,725	1,681,698
PREPAID EXPENSES	226,977	206,836
<b>TOTAL CURRENT ASSETS:</b>	<u>25,189,436</u>	<u>28,506,124</u>
<b>NONCURRENT ASSETS</b>		
PREPAID BOND INSURANCE	16,129	13,957
INVESTMENT IN (SVCW) SILICON VALLEY CLEAN WATER	400,000	400,000
<b>CAPITAL ASSETS</b>		
NON-DEPRECIABLE ASSETS	8,231,214	9,677,094
DEPRECIABLE ASSETS	<u>29,817,791</u>	<u>27,972,612</u>
TOTAL CAPITAL ASSETS, NET	38,049,005	37,649,706
<b>TOTAL NONCURRENT ASSETS:</b>	<u>38,465,134</u>	<u>38,063,663</u>
<b>TOTAL ASSETS:</b>	<u>63,654,570</u>	<u>66,569,787</u>
DEFERRED OUTFLOW OF RESOURCES - 1999 BONDS REFUNDING	140,092	116,125
DEFERRED OUTFLOW OF RESOURCES - PENSION CONTRIBUTION	567,336	581,925
	<u>707,428</u>	<u>698,050</u>
<b>LIABILITIES</b>		
ACCOUNTS PAYABLE AND ACCRUED LIABILITIES	192,633	226,288
ACCRUED PAYROLL & BENEFITS	167,305	172,242
DEFERRED REVENUE	175,431	175,431
REFUNDABLE DEPOSITS	738,734	981,776
ACCRUED INTEREST PAYABLE	30,821	31,503
SUBVENTION PAYABLE	865,764	901,099
LONG TERM DEBT - DUE WITHIN ONE YEAR	717,511	736,869
<b>TOTAL CURRENT LIABILITIES:</b>	<u>2,888,199</u>	<u>3,225,208</u>
LONG TERM LIABILITIES		
NET OPEB LIABILITY	787,002	645,633
NET PENSION LIABILITY	3,503,493	3,491,050
LONG TERM DEBT - DUE IN MORE THAN ONE YEAR	9,179,011	8,196,391
<b>TOTAL NONCURRENT LIABILITIES:</b>	<u>13,469,506</u>	<u>12,333,074</u>
<b>TOTAL LIABILITIES:</b>	<u>16,357,705</u>	<u>15,558,282</u>
DEFERRED INFLOW OF RESOURCES - OPEB/PENSION RELATED	116,653	208,525
<b>NET POSITION</b>		
UNRESTRICTED CURRENT YEAR NET INCOME (LOSS)	2,281,212	2,109,768
UNRESTRICTED NET ASSETS	15,322,969	15,853,000
INVESTED IN CAPITAL ASSETS, NET OF RELATED DEBT	29,325,873	32,544,371
RESTRICTED FOR DEBT SERVICE	957,586	993,891
<b>TOTAL NET POSITION:</b>	<u>47,887,640</u>	<u>51,501,030</u>
<b>TOTAL LIABILITIES and NET POSITION:</b>	<u>\$ 64,361,998</u>	<u>\$ 67,267,837</u>

## ATTACHMENT A

**Port of Redwood City  
Comparative Statements of Activities and Changes in Net Position  
For the Six Months Ended December 31, 2023**

	<u>12/31/2022</u>	<u>BUDGET 12/31/2023</u>	<u>12/31/2023</u>
<b>OPERATING REVENUES:</b>			
Marine terminal:			
Rentals-maritime	\$ 1,162,885	\$ 1,221,126	\$ 1,250,798
Wharfage	1,320,918	1,194,800	1,326,105
Dockage	443,973	372,187	340,374
Facilities usage	343,960	237,000	247,184
Line handling	415,737	352,682	365,178
Services and miscellaneous	24,602	21,500	14,908
Total marine terminal	<u>3,712,075</u>	<u>3,399,295</u>	<u>3,544,547</u>
Rentals - commercial	1,107,866	1,160,356	1,184,087
Recreational boating	246,003	270,954	260,681
Other operating revenue	54,687	49,200	51,489
<b>Total operating revenues</b>	<b><u>5,120,631</u></b>	<b><u>4,879,805</u></b>	<b><u>5,040,804</u></b>
<b>OPERATING EXPENSES:</b>			
Marine terminal	886,689	1,184,868	966,762
Recreational boating	304,740	295,204	290,298
Commercial	171,443	252,728	250,995
Infrastructure and general maintenance	333,932	495,039	416,258
Administration and general expenses	944,218	1,165,849	1,003,353
<b>Total operating expenses</b>	<b><u>2,641,022</u></b>	<b><u>3,393,688</u></b>	<b><u>2,927,666</u></b>
<b>OPERATING INCOME</b>	<b><u>2,479,609</u></b>	<b><u>1,486,117</u></b>	<b><u>2,113,138</u></b>
<b>NON-OPERATING REVENUE (EXPENSES):</b>			
Interest income	175,352	120,000	460,288
Interest expense	(209,820)	(193,936)	(192,378)
Grant income (Expense)	243,606	60,000	28,902
Other income (expense), net	(105,784)	(102,700)	3,466
<b>Total non-operating expenses</b>	<b><u>103,354</u></b>	<b><u>(116,636)</u></b>	<b><u>300,278</u></b>
<b>Net income before subvention to the City of Redwood City</b>	<b><u>2,582,963</u></b>	<b><u>1,369,481</u></b>	<b><u>2,413,416</u></b>
Subvention to City of Redwood City (Note 7)	(301,751)	(281,976)	(303,648)
<b>Net Income After Subvention</b>	<b><u>\$ 2,281,212</u></b>	<b><u>\$ 1,087,505</u></b>	<b><u>\$ 2,109,768</u></b>

# ATTACHMENT A

**Port of Redwood City  
Comparative Statements of Activities and Changes in Net Position  
For the Six Months Ended December 31, 2023**

	12/31/2022	12/31/2023	12/31/2023	December 2023 vs December 2022		Dec 2023 - ACTUAL vs Dec 2023 - BUDGET	
Reference:	ACTUAL - LY	BUDGET	ACTUAL				
<b>OPERATING REVENUES:</b>							
Dockage	443,973	372,187	340,374	(103,599)	-23%	(31,813)	-9%
Line Handling	415,737	352,682	365,178	(50,559)	-12%	12,496	4%
Wharfage	1,320,918	1,194,800	1,326,105	5,187	0%	131,305	11%
Facilities Usage	343,960	237,000	247,184	(96,776)	-28%	10,184	4%
Miscellaneous Services	24,602	21,500	14,908	(9,694)	-39%	(6,592)	-31%
Rentals - Maritime	1,162,885	1,221,126	1,250,798	87,913	8%	29,672	2%
Subtotal - Marine Terminal	(A): 3,712,075	3,399,295	3,544,547	(167,528)	-5%	145,252	4%
Recreational - Boating	246,003	270,954	260,681	14,678	6%	(10,273)	-4%
Subtotal - Marina	(B): 246,003	270,954	260,681	14,678	6%	(10,273)	-4%
Rentals - Commercial	1,107,866	1,160,356	1,184,087	76,221	7%	23,731	2%
Subtotal - Commercial	(C): 1,107,866	1,160,356	1,184,087	76,221	7%	23,731	2%
Sewer Capacity	14,156	12,000	12,439	(1,717)	-12%	439	4%
Miscellaneous	40,531	37,200	39,050	(1,481)	-4%	1,850	5%
Subtotal - Other Operating Revenue	(D): 54,687	49,200	51,489	(3,198)	-6%	2,289	5%
<b>TOTAL OPERATING REVENUE:</b>	(A)+(B)+(C)+(D) - (E): 5,120,631	4,879,805	5,040,804	(79,827)	-2%	160,999	3%
<b>OPERATING EXPENSES:</b>							
Marine Terminal	886,689	1,184,868	966,762	(80,073)	-8%	218,106	23%
Recreational Boating	304,740	295,204	290,298	14,442	5%	4,906	2%
Commercial	171,443	252,728	250,995	(79,552)	-32%	1,733	1%
Infrastructure	333,932	495,039	416,258	(82,326)	-20%	78,781	19%
General Maintenance	232,815	317,993	217,876	14,939	7%	100,117	46%
Subtotal - Operations	(F): 1,929,619	2,545,832	2,142,189	(212,570)	-10%	403,643	19%
Admin - Salaries, Taxes & Benefits	413,028	445,182	431,104	(18,076)	-4%	14,078	3%
Admin - Office & Administrative Expenses	110,101	89,802	85,268	24,833	29%	4,534	5%
Admin - Professional Services	94,479	147,352	129,126	(34,647)	-27%	18,226	14%
Admin - Promotion & Marketing	85,980	156,502	132,164	(46,184)	-35%	24,338	18%
Admin - Depreciation (Admin Only)	7,815	9,018	7,815	-	0%	1,203	15%
Subtotal - Administrative Expenses	(G): 711,403	847,856	785,477	(74,074)	10%	62,379	-7%
<b>TOTAL OPERATING EXPENSES:</b>	(F) + (G) = (H): 2,641,022	3,393,688	2,927,666	(286,644)	11%	466,022	-14%
<b>OPERATING INCOME:</b>	(E) - (H) = (I): 2,479,609	1,486,117	2,113,138	(366,471)	-15%	627,021	42%
<b>NON-OPERATING INCOME (EXPENSE):</b>							
Interest Income	175,352	120,000	460,288	284,936	162%	340,288	284%
Interest Expense	(209,820)	(193,936)	(192,378)	17,442	9%	1,558	-1%
Grant Income	243,606	60,000	28,902	(214,704)	743%	(31,098)	
Other Income or (Expense)	(105,784)	(102,700)	3,466	109,250		105,166	
<b>TOTAL NON-OPERATING (EXPENSE):</b>	(J): 103,354	(116,636)	300,278	196,924		416,914	
<b>NET INCOME BEFORE SUBVENTION:</b>	(I) - (J) = (K): 2,582,963	1,369,481	2,413,416	(169,547)	-7%	1,043,935	76%
Subvention to City of Redwood City	(L): (301,751)	(281,976)	(303,648)	(1,897)	-1%	(21,672)	-7%
<b>NET INCOME AFTER SUBVENTION:</b>	(K) - (L) = (M): 2,281,212	1,087,505	2,109,768	(171,444)	-8%	1,022,263	94%