



# BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY MINUTES

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

## 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, Nancy Radcliffe, Stan Maupin and Lorianna Kastrop

Commissioners Absent: Ralph Garcia

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, Radcliffe, Maupin and Kastrop in attendance and Commissioner Garcia with an excused absence. Commissioner Maupin 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 — DECEMBER 13, 2023, AND JANUARY 10, 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 approve minutes dated December 13, 2023 was made by Commissioner Maupin and was seconded by Commissioner Claire. The motion passed 4-0 by voice roll call vote with Commissioner Garcia having an excused absence. A motion to approve minutes dated January 10, 2024 was made by Commissioner Maupin and was seconded by Commissioner Claire. The motion passed 3-1-0 by voice roll call vote with Commissioner Radcliffe abstained due to her excused absence and Commissioner Garcia having an excused absence.

## IV. APPROVAL OF CLAIMS — JANUARY 11, 2024, AND JANUARY 25, 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 approve claims dated January 11, 2024, and January 25, 2024 was made by Commissioner Radcliffe and was seconded by Commissioner Maupin. The motion passed 4-0 by voice roll call vote with Commissioner Garcia having an excused absence.

## 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**

Director of Operations, Christie Coats provided overview and responded to questions from the Board about the Port's sewer system. 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 Radcliffe. The motion passed 4-0 by voice roll call vote with Commissioner Garica having an excused absence.

## **VIII. REPORTS/PRESENTATIONS**

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

Rajesh Sewak, Director of Finance and Administration Assistant Operations Manager presented the Fiscal Year 2024 (FY24) Fiscal Unaudited Financial and Tonnage Report Ending December 31, 2023. Mr. Sewak reported the net result of the Operating Income to the Budget was favorable by \$627,000. He also stated expenses as of December 2023 were up by \$227,000 compared to same period last year – mainly due to increase in repairs and maintenance and that maritime revenue was slightly down from last year and it is mainly due to decline in tonnage. Commercial and Marina revenues were up compared to the same period last year (\$1.5 million vs \$1.4 million). Mr. Sewak concluded his presentation. Chair Kastrop stated that she really appreciates the work done in finance, by both Executive Director Zortman and Mr. Sewak. After inviting public comment, Chair Kastrop confirmed with Executive Director Zortman that there were no members of the public in attendance at the meeting who wished to make public comment on this agenda item.

### **IX. EXECUTIVE DIRECTOR'S REPORT**

From January 23 through January 26, 2024 Executive Director Zortman attended Association of Pacific Ports (APP) Winter Conference. On January 31, 2024 staff hosted the Port of Richmond Executive Director and the City of Richmond's Mayor, Eduardo Martinez. On February 13, 2024 Executive Director Zortman attended San Francisco Bay Conservation and Development Commission Sediment Management Stakeholder Workshop. On February 14, 2024 Executive Director Zortman will attend Bay Planning Coalition Board of Directors Meeting. From February 20 through February 22, 2024 Executive Director Zortman will attend California Association of Port Authorities (CAPA) Port's Day in Sacramento; CAPA members will meet in-person with state policymakers, legislators, and administration officials to highlight the tremendous economic contributions and environmental stewardship of our ports, as well as issue a call-to-action to keep California ports competitive in the global economy.

### **X. MATTERS OF BOARD INTEREST**

On January 26, 2024 Commissioner Radcliffe attended Water Emergency Transportation Authority's (WETA) State of San Francisco Bay Ferry, at this meeting WETA reported the agencies accomplishments in 2023 and that they are rebranding their name to SF Bay Ferry. From January 23 through January 26, 2024 Commissioner Maupin attended Association of Pacific Ports (APP) Winter Conference. On February 6, 2024 Commissioner Maupin attended the Propeller Club of Northern meeting, where discussions included the status of the Cal State Maritime Academy. On January 29, 2024 Commissioner Maupin, Redwood City Fire Department and staff met with Sim's Metal discussions included the fire event that took place on November 11, 2023, and reporting protocols. Commissioner Maupin thanked Executive Director Zortman for her awesome representation of the Port. Chair Kastrop stated she is hopeful when her term as Port Commissioner has ended that one of her fellow Board Commissioners will serve on APP. On February 8, 2024 Chair Kastrop attended San Francisco Bay Conservation and Development Commission's subcommittee meeting called Sediment and Beneficial Reuse Working Group. On February 9, 2024 Chair Kastrop attended Bay Area Council's Transportation Committee Meeting, where Senator Scott Weiner spoke on all transportation issues.

### **XI. CLOSED SESSION — NONE**

### **XII. ADJOURNMENT — TO REGULAR MEETING OF FEBRUARY 28, 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 Radcliffe and seconded by Commissioner Maupin. The motion passed 4-0 by voice roll call vote with Commissioner Garcia having an excused absence. The meeting was adjourned by Chair Kastrop at 8:52 AM to its next regularly scheduled meeting on February 28, 2024.