



# BOARD OF PORT COMMISSIONERS

## PORT OF REDWOOD CITY

### AGENDA

REGULAR MEETING  
WEDNESDAY, 8:00 AM  
NOVEMBER 8, 2023

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 — OCTOBER 11, 2023  
**ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE**

**IV. APPROVAL OF CLAIMS — OCTOBER 5, 2023, and OCTOBER 26, 2023**  
**ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE**

**V. ORDINANCES — NONE**

**VI. RESOLUTIONS**

**A. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING STANDARD FOURTH AMENDMENT TO SUBLEASE AGREEMENT (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) (JAMES WASSERMANN, CPA)**

**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**

**VII. MOTIONS — NONE**

**VIII. REPORTS/PRESENTATIONS — NONE**

**IX. EXECUTIVE DIRECTOR'S REPORT**

**X. MATTERS OF BOARD INTEREST**

**XI. CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION —**

**Significant exposure to litigation Government Code, Section 54956.9 (d) (4) (ONE CASE)**

**XII. ADJOURNMENT — TO REGULAR MEETING OF NOVEMBER 22, 2023**

**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  
OCTOBER 11, 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 Garcia 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 — September 13, 2023, and September 27, 2023

Executive Director Zortman confirmed 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 September 13, 2023 and September 27, 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.

## IV. APPROVAL OF CLAIMS — NONE

## V. ORDINANCES — NONE

## VI. RESOLUTIONS

### A. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIRST AMENDMENT TO SUBLEASE AGREEMENT- (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (JAZBA SPORTS)

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 Garcia and was seconded by Commissioner Radcliffe. The motion passed by a unanimous voice roll call vote of all Commissioners present.

**B. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY ACCEPTING GRANT FROM THE STATE OF CALIFORNIA DEPARTMENT OF PARKS AND RECREATION DIVISION OF BOATING AND WATERWAYS; AUTHORIZING THE EXECUTION OF THE AGREEMENT BETWEEN PORT AND THE DIVISION OF BOATING AND WATERWAYS (SURRENDERED AND ABANDONED VESSEL EXCHANGE)**

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 Radcliffe and was seconded by Commissioner Maupin. The motion passed by a unanimous voice roll call vote of all Commissioners present.

**VII. MOTIONS**

**A. MOTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY TO APPROVE FIRST AMENDMENT TO CDM SMITH, INC. PROFESSIONAL CONSULTING SERVICES AGREEMENT DATED MARCH 22, 2023 – CDM SMITH, INC.**

Executive Director Zortman introduced Don Snaman, the Port's Project Manager along with CDM Smith, Inc. (CDM Smith) representatives William Hurrell and Kathleen Owston. Snaman stated on March 22, 2023 the Board approved execution of a Professional Service Agreement with CDM Smith, for CEQA services for the future ferry terminal. Snaman also stated on September 20, 2023 CDM Smith submitted an amendment request for additional programmatic CEQA services that the original proposal did not include. 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 motion 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.

**VIII. REPORTS/PRESENTATIONS — NONE**

**IX. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Zortman stated October 7, 2023 PortFest was a phenomenal success. She highlighted operations staff, Messenger Events and Trish Wagner for the success and coordination of the event. On October 4, 2023 Port staff, Seaport Industrial Associates and the Port's regional supply chain members hosted the first Lunch and Learn Working Waterfront Boat Tour on Marine Science Institute's Vessel *The Brownlee*. Executive Director Zortman stated this pilot program included a brief educational presentation of the Redwood City waterfront and beyond and is focused on broadening our outreach and Port profile. Executive Director Zortman stated this is another event that Trish Wagner made a huge success. Executive Director Zortman stated on October 13, 2023 the Port will be hosting the second Lunch and Learn Working Waterfront Boat Tour.

**X. MATTERS OF BOARD INTEREST**

On September 28, 2023 Commissioner Maupin attended the FEMA exercise at the Port. On October 4, 2023 Commissioner Maupin attended the Port's Lunch and Learn Working Waterfront Boat Tour. On October 7, 2023 Commissioner Maupin attended PortFest and stated he is excited to see what is next. Commissioner Maupin met with Ms. Gina Papan, Metropolitan Transportation Commissioner where the discussion was focused on the 101/84 project. On October 16, 2023 Commissioner Maupin will meet with City Staff and tour 101/84. Commissioner Radcliffe thanked the Port for their support of the Redwood City Library Foundation's Annual Pub Crawl. On October 7, 2023 Chair Kastrop reported that she attended PortFest and stated it was excellent. Chair Kastrop expressed her gratitude to the Marine Science Institute that made available their Vessel *The Brownlee* for both PortFest and Working Waterfront Tours. She also thanked Seaport Industrial Association for their Working Waterfront Tours, as they do every year. Chair Kastrop also thanked Trish Wagner and Messenger Events.

**XI. CLOSED SESSION**

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

**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.**

Chair Kastrop convened the Board into a Closed Session at 8:17 AM for the above matter.

Chair Kastrop reconvened the Board into Open Session at 9:00 AM, stating no reportable actions from Closed Session.

**XII. ADJOURNMENT — TO REGULAR MEETING OF OCTOBER 25, 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 adjourn the meeting was made by Commissioner Garcia and seconded by Commissioner Radcliffe. The motion passed by a unanimous voice roll call vote of all Commissioners present. The meeting was adjourned by Chair Kastrop at 9:00 AM to its next regularly scheduled meeting on October 25, 2023.



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

**STAFF REPORT**

DATE: November 8, 2023  
ITEM NO: VI.A  
SUBMITTED BY: Trish Wagner, Business Development Manager  
TITLE: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FOURTH AMENDMENT TO SUBLEASE AGREEMENT- (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (JAMES WASSERMANN, CPA)

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**RECOMMENDATION**

Staff recommends that the Board of Port Commissioners (Board) approve the standard sublease amendment.

**BACKGROUND**

Tenant: James Wassermann, CPA  
Premises: 432 square feet  
Lease Term: December 1, 2023 – November 30, 2026  
Address: 501 Seaport Court, Suite 103A, Redwood City, CA 94063

Rent:

Months	Monthly Rent per SF	Monthly Rent
12/1/2023-11/30/2024	\$3.37 x 432 SF	\$1,455.84
12/1/2024-11/30/2025	\$3.47 x 432 SF	\$1,499.04
12/1/2025-11/30/2026	\$3.57 x 432 SF	\$1,542.24

Use: Accounting Office Use

**ANALYSIS**

This is a standard sublease, for a Portside I tenant, which includes the following language:

***Portside is located at the Port of Redwood City. The Port is a marine freight terminal and provides berths for dry bulk, liquid bulk, and project cargoes, along with certain recreational opportunities and public access to San Francisco Bay. As a result, tenants at Portside should be aware that the industrial activities (including construction activities from time to time) conducted at the Port will and do create noise, odor and dust. By executing this rental agreement, Tenant acknowledges that he/she has been made aware of the Port activities and consequences and voluntarily executes this rental agreement.***

Cost Recovery	The Fivey Company paid cost recovery for this sublease approval.
Port 2020 Vision	Comports with the Port's 2020 Vision
Budget	Continued revenue stream

**ALTERNATIVES**

If the Board chooses not to approve the sublease agreement, there may be a potential impact on Port revenue.

DATE: November 8, 2023

ITEM NO: VI.A

: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY  
APPROVING FOURTH AMENDMENT TO SUBLEASE AGREEMENT- (PORTSIDE INVESTORS -  
PHASE I LEASE AGREEMENT) - (JAMES WASSERMANN, CPA)

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**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.



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**Staff**



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**Executive Director**

**ATTACHMENTS**

- A. Cover letter from The Fivey Company, dated October 3, 2023
- B. Resolution

October 3, 2023

Board of Port Commissioners  
Port of Redwood City  
675 Seaport Court  
Redwood City, CA 94063

**RECEIVED**  
OCT 09 2023  
PORT OF REDWOOD CITY

**RE: Lease Transaction for approval by board of Port Commissioners**

Please find enclosed a copy of the following document(s) for approval by the Board of Port Commissioners

◆ Fourth Amendment to Lease, James Wassermann, dated October 2, 2023 for space located at 501 Seaport Ct. Suite 103A in approximately 432 RSF. The lease term is for 3 years beginning at \$3.37 PSF commencing December 1, 2023.

Please let me know if you have any questions.

Sincerely,



Channin Graham  
Property Manager



**ATTACHMENT B**  
**RESOLUTION NO. P-**

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF  
THE CITY OF REDWOOD CITY APPROVING STANDARD FOURTH  
AMENDMENT TO SUBLEASE AGREEMENT (PORTSIDE  
INVESTORS - PHASE I LEASE AGREEMENT)  
(JAMES WASSERMANN, CPA)**

**BE IT RESOLVED BY THE BOARD OF PORT COMMISSIONERS OF THE  
CITY OF REDWOOD CITY, AS FOLLOWS:**

Pursuant to the provisions of Paragraph 33 of that certain Lease Agreement dated May 31, 1984 (as amended) by and between the City of Redwood City acting by and through its Board of Port Commissioners and Portside Investors - Phase I, a California limited partnership ("Lessee"), that certain following-named document by and between Lessee and the following- named tenant, a copy of which agreement is on file in the office of the Port Manager, to which copy reference is hereby made for the full particulars thereof, is hereby approved:

**Standard Fourth Amendment to Sublease Agreement  
James Wassermann, CPA  
501 Seaport Court, Suite 103A  
Redwood City, CA 94063**

Regularly passed and adopted by the Board of Port Commissioners of Redwood City, this 8<sup>th</sup> day of November 2023.

AYES, COMMISSIONERS:

NOES, COMMISSIONERS:

ABSENT, COMMISSIONERS:

\_\_\_\_\_  
President, Board of Port Commissioners

Attest:

\_\_\_\_\_  
Secretary, Board of Port Commissioners