



**BOARD OF PORT COMMISSIONERS**  
**PORT OF REDWOOD CITY**  
**MINUTES**  
**REGULAR MEETING**  
**WEDNESDAY, 8:00 AM**  
**MAY 22, 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, 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 Lorianna Kastrop, presiding

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

Commissioners Absent: Richard Claire

Port Executives Present: Executive Director, Kristine A. Zortman and Director of Finance and Administration, Rajesh Sewak

Chair Kastrop called the meeting to order at 8:00 AM. Chair Kastrop commenced the meeting recognizing today as National Maritime Day and thanked everyone who keeps our national supply chain moving. Clerk of the Board Linda Alvarado conducted roll call and confirmed a meeting quorum with Commissioners Garcia, Radcliffe, Maupin and Kastrop in attendance and Commissioner Claire having an excused absence. Commissioner Garcia led the Pledge of Allegiance.

**II. PUBLIC COMMENT** — Executive Director Zortman confirmed that there were no members of the public in attendance at the meeting who wished to make public comment on non-agendized items.

**III. APPROVAL OF MINUTES — MAY 8, 2024**

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. A motion to approve minutes dated May 8, 2024 was made by Commissioner Maupin and was seconded by Commissioner Garcia. The motion passed 3-1-0 by voice roll call vote with Commissioner Radcliffe abstaining due to her excused absence and Commissioner Claire having an excused absence.

**IV. APPROVAL OF CLAIMS — MAY 8, 2024**

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. A motion to approve claims dates May 8, 2024 was made by Commissioner Garcia and was seconded by Commissioner Maupin. The motion passed 3-1-0 by voice roll call vote with Commissioner Radcliffe abstaining and Commissioner Claire having an excused absence.

**V. ORDINANCES**

**A. ADOPTION OF AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROPRIATING ANTICIPATED REVENUES AND OTHER GENERAL FUNDS OF THE PORT OF REDWOOD CITY FOR THE FISCAL YEAR JULY 1, 2024 – JUNE 30, 2025 – PUBLIC HEARING**

Chair Kastrop opened the public hearing at 8:04 AM. 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 close the public hearing and waive the second reading was made by Commissioner

Radcliffe and was seconded by Commissioner Maupin. A motion to adopt the ordinance was made by Commissioner Radcliffe and was seconded by Commissioner Maupin. The motion passed 4-0 by voice roll call vote with Commissioner Claire having an excused absence.

## **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) - (JOHN DALRYMPLE, AN INDIVIDUAL)**

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 Claire having an excused absence.

## **VII. MOTIONS— NONE**

## **VIII. REPORTS/PRESENTATIONS**

### **A. RECEIVE THE FISCAL YEAR 2023 ANNUAL AUDITED FINANCIAL STATEMENTS (MAZE & ASSOCIATES)**

Executive Director Zortman introduced Rajesh Sewak, Director of Finance and Administration and Ms. Grace Zhang, Port's independent auditor, of Maze and Associates. In the auditor's report of the Port's FY23 financial statements, dated April 5, 2024, Maze & Associates expressed an unmodified opinion (or clean) audit. In their opinion, the financial statements presented were in accordance with accounting principles generally accepted in the United States of America. The Port's net assets increased by \$3,866,535 from \$46,057,796 as of June 30, 2022 to \$49,924,331 as of June 30, 2023. Ms. Zhang also expressed there are some matters of concern going forward, mainly segregation of duties of accounting staff members to ensure proper "check and balances" of the Port's accounting. Mr. Sewak stated the Port cured these concerns with an additional staff hire in early 2024 to the accounting/finance department. 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. Chair Kastrop thanked Ms. Zhang, Mr. Sewak and staff for their review and diligence confirming a clean audit. 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. This was an informational item; no action was taken.

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

On May 9, 2024 staff attended the Water Emergency Transportation Authority Board meeting where the their Board voted yes on Redwood City Ballpark Service Pilot Project, a partnership to deliver people to the San Francisco Giants games on certain Sundays. On May 14, 2024 Executive Director Zortman attended the City of Redwood City (City) special meeting where City Council interviewed BCC applicants. On May 15, 2024 the Port hosted a community Scoping Session in preparation of the Environmental Impact Report for the future ferry terminal project, Executive Director Zortman stated the session was well received with excellent feedback. On May 16, 2024 staff attended California Affairs and Navigation Conference in San Diego; topics of discussion included dredging and updates on Port & Harbor Projects in California. On May 22, 2024 Executive Director Zortman will attend the City's special meeting for the Business License Tax where service priorities and a potential reform of will be discussed. On May 28, 2024 staff will attend the Propeller Club of Northern California annual Maritime Day presentations, Executive Director Zortman will be a speaking at this event. Executive Director Zortman updated the channel is at - 28.4, per the US Army Corps of Engineers. Executive Director Zortman concluded her report by thanking staff with their continued hard work and dedication to the Port.

**X. MATTERS OF BOARD INTEREST**

On May 22, 2024 Commissioner Maupin and Radcliffe will attend the City of Redwood City special meeting. On May 24, 2024 Commissioner Maupin will attend the City of Redwood City's 101/84 ad-hoc Committee Meeting. On May 9, 2024 Chair Kastrop attended the Water Emergency Transportation Authority Board meeting. On May 17, 2024 Chair Kastrop attended the San Francisco Bay Conservation and Development Commission Sediment and Beneficial Reuse Working Group.

**XI. CLOSED SESSION — NONE**

**XII. ADJOURNMENT — TO REGULAR MEETING OF JUNE 12, 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 Radcliffe. The motion passed 4-0 by voice roll call vote with Commissioner Claire having an excused absence. The meeting was adjourned by Chair Kastrop at 8:28 AM to its next regularly scheduled meeting on June 12, 2024.