



# BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY MINUTES

REGULAR MEETING  
WEDNESDAY, 8:00 AM  
May 11, 2022

CHAIR: RICHARD S. CLAIRE  
VICE CHAIR: R. SIMMS DUNCAN  
SECRETARY: RICHARD DODGE  
COMMISSIONER: RALPH A. GARCIA  
COMMISSIONER: LORIANNA KASTROP

## 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 Richard Claire, presiding

Commissioners Present: Richard Claire, Richard Dodge, Lorianna Kastrop, R. Simms Duncan, Ralph A. Garcia

Commissioners Absent: None

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

Chair Claire called the meeting to order at 8:00 AM. Clerk of the Board Linda Alvarado conducted a roll call and confirmed a meeting quorum with Commissioners Claire, Dodge, Duncan, Garcia and Kastrop in attendance. Commissioner Duncan 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—Regular Meeting of February 9, 2022

After inviting public comment, Chair Clair 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 February 9, 2022 was made by Commissioner Dodge and was seconded by Commissioner Duncan. The motion passed by a unanimous voice roll call vote of all Commissioners present.

## IV. APPROVAL OF CLAIMS—April 20, 2022

After inviting public comment, Chair Clair 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.

Commissioner Kastrop inquired on the sanity sewer lift item. Executive Director Zortman stated there is a grade difference that require pumping and repairs were conducted.

A motion to approve claims dated April 20, 2022 was made by Commissioner Garcia and was seconded by Commissioner Dodge. The motion passed by a unanimous voice roll call vote of all Commissioners present.

## V. ORDINANCES

### A. INTRODUCTION OF AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY ESTABLISHING SALARY PLAN FOR THE OFFICERS AND EMPLOYEES OF THE PORT OF REDWOOD CITY, AND REPEALING ALL ORDINANCES, OR PORTIONS THEREOF, IN CONFLICT HEREWITH

After inviting public comment, Chair Clair 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 waive the full reading and introduce the ordinance was made by Commissioner Dodge and was seconded by Commissioner Garcia. The motion passed by a unanimous voice roll call vote of all Commissioners present.

## VI. RESOLUTIONS

APPROVED MINUTES  
REGULAR MEETING- MAY 11, 2022  
BOARD OF PORT COMMISSIONERS

**A. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING THE BELOW SUBLEASE AGREEMENTS—**

- 1. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING THIRD AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (DEBBIE COLLINS, AN INDIVIDUAL, DBA I AM FITNESS)**
- 2. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING STANDARD SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (VIBRANT NICHE, INC. A CALIFORNIA S-CORPORATION)**

After inviting public comment, Chair Clair 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.

Commissioner Dodge inquired why there was a rental rate difference for each lease agreement, Executive Director Zortman stated that staff would follow up with Commissioners.

A motion to adopt the resolutions was made by Commissioner Kastrop and was seconded by Commissioner Dodge. 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 APPROVING AND AUTHORIZING AN INCREASE IN TARIFF NO. 8. INCLUDING: DOCKAGE, WHARFAGE, DEMURRAGE, STORAGE, SERVICE & FACILITIES, CARGO HANDLING, LINE HANDLING AND MISCELLANEOUS CHARGES**

After inviting public comment, Chair Clair 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. Commissioner Kastrop inquired on the percent change. Harbor Master, Connor Revay stated that staff had benchmarked with other Ports and CAPA. The proposed rate increase is in alignment with other Ports. With the 5% increase, the Port remains underneath and competitive with other Ports.

A motion to adopt the resolution with typographical corrections was made by Commissioner Duncan and was seconded by Commissioner Dodge. The motion passed by a unanimous voice roll call vote of all Commissioners present.

**C. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY AUTHORIZING SPECIAL EVENT WITHIN CERTAIN AREA OF THE PORT OF REDWOOD CITY (FOURTH OF JULY CELEBRATION)**

Chair Clair recognized Redwood City's Recreation & Community Services Director, Chris Beth. Mr. Beth presented details of the Fourth of July Celebration that the City of Redwood City (City) will be hosting within a certain area of the Port. Mr. Beth stated a live band will be performing from 7:00-9:15 PM and fireworks will be fired off by Pyro Spectacular from a barge within a safety zone at 9:30 PM. Mr. Beth stated that food trucks and bathroom facilities will be present during the event. Commissioner Kastrop inquired on road closures and exiting pathways. Mr. Beth stated that public notices to tenants will be sent out as well as digital signs will be posted. Chair Claire and Commissioner Garcia congratulated Mr. Beth on the job that he is doing.

After inviting public comment, Chair Clair 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 adopt the resolution was made by Commissioner Kastrop and was seconded by Commissioner Garcia. The motion passed by a unanimous voice roll call vote of all Commissioners present.

**D. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY DECLARING THE CONTINUED STATE OF LOCAL EMERGENCY CAUSED BY THE COVID-19 PANDEMIC AND NEED FOR THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY TO CONDUCT HYBRID MEETINGS (IN-PERSON AND TELECONFERENCING MEETINGS) IN ORDER TO PRESERVE PUBLIC HEALTH AND SAFETY**

After inviting public comment, Chair Clair 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.

Commissioner Kastrop thanked Port staff for coming up with procedures for meetings with the public. Commissioner Dodge noted that Covid numbers are rising and that meetings may have to go back to virtual.

A motion to adopt the resolution was made by Commissioner Garcia and was seconded by Commissioner Kastrop. The motion passed by a unanimous voice roll call vote of all Commissioners present.

**VII. MOTIONS—NONE**

**VIII. REPORTS/PRESENTATIONS—NONE**

**IX. EXECUTIVE DIRECTOR’S REPORT**

On April 29 through May 1, 2022 Executive Director Zortman and Commissioner Kastrop attended San Mateo County Chamber’s 2022 Progress Seminar. On May 10, 2022 the Port hosted CSL Ships and the California Air Resources Board staff in a discussion focused on future of emissions. On May 13, 2022 staff attended Bay Planning Coalition (BPC) 2022 Spring Summit the theme of this year's summit on Funding Resiliency. On May 18 through May 20, 2022 Executive Director Zortman will be attending California Marine Affairs and Navigation Conference 2022 Spring Meeting. Executive Director Zortman concluded her report stating the spring concert series is still going strong with the Mid- Peninsula Auto Club’s event on May 15, 2022.

**X. MATTERS OF BOARD INTEREST**

On May 5, 2022 Commissioner Kastrop attended Water Emergency Transportation Authority (WETA) meeting. Commissioner Kastrop stated WETA voted on the first zero emission vessel. She stated that the vessel will be able to operate within a certain range and will launch this summer. Commissioner Kastrop attended the City of Redwood City City Council meeting, a proposed change to the Charter was discussed. Port Attorney Francois Sorba stated that he, Executive Director Zortman, the City Manager, and City Attorney have been in discussion on the matter. Mr. Sorba stated the Port Commissioners serve without salary or compensation as stated in Section 6251 of the California Harbors and Navigation Code. Commissioner Kastrop stated that she has received a lot of positive feedback on the concert series.

**XI. CLOSED SESSION—NONE**

**XII. ADJOURNMENT—To Regular Meeting of May 25, 2022**

After inviting public comment, Chair Claire 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 adjourn the meeting was made by Commissioner Garcia and seconded by Commissioner Duncan. The motion passed by a unanimous voice roll call vote of all Commissioners present. The meeting was adjourned by Chair Claire at 8:48 AM to its next regularly scheduled meeting on May 25, 2022.