



# BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY MINUTES

REGULAR MEETING  
WEDNESDAY, 8:00 AM  
MARCH 23, 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

This Board of Port Commissioners meeting was held during a proclaimed State of Emergency. Due to the continuing Covid-19 emergency, meetings will be held remotely by audio/video teleconference in accordance with Assembly Bill 361 signed into law by the Governor of the State of California as an emergency bill, in order to provide the safest environment for the public, Port officials and staff while allowing for continued operation of the government and public participation. 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 a.m. 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 Garcia led the Pledge of Allegiance.

## II. PUBLIC COMMENT—

Executive Director Zortman recognized the City of Redwood City's Clerk Pam Aguilar (City Clerk Aguilar). City Clerk Aguilar updated the Commissioners on the Spring 2022 BCC Recruitment process. She also shared that a tool kit with informative materials for distribution has been prepared and is available. City Clerk Aguilar thanked the Commissioners for their dedication and service.

Executive Director Zortman reported that there were no members of the public in attendance at the meeting who wished to make public comment.

## III. APPROVAL OF MINUTES— NONE

## IV. APPROVAL OF CLAIMS— NONE

## V. ORDINANCES— NONE

## VI. RESOLUTIONS

### A. 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 CONTINUE TO TELECONFERENCE IN ORDER TO PRESERVE PUBLIC HEALTH AND SAFETY

Chair Claire opened the item by stating that this is a recurring resolution on all Board Meetings.

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 adopt the Resolution was made by Commissioner Kastrop and was seconded by Commissioner Dodge. The motion passed by a unanimous voice vote of all Commissioners present.

**VII. MOTIONS— NONE**

**VIII. REPORTS/PRESENTATIONS**

**A. RECEIVE AN UPDATE ON RECENT AMENITIES AND NEW IMPROVEMENTS AT THE MARINA**

Harbor Master & Assistant Operations Manager, Connor Revay gave a presentation to the Board detailing the recent amenities and improvements at the marina. Revay stated that in December 2020 the Port of Redwood City (Port) has resumed management of the marina. He noted WI-FI availability to the tenants, upgrades to the key pad system, MOLO software (MOLO), and also upgrades to the floating docks and landscaping.

Commissioner Dodge inquired why the dial code changes on a quarterly basis and how are the tenants notified on these changes. Executive Director Zortman stated these changes are part of the security enhancements and that tenants are notified via email and on their monthly invoice.

Commissioner Kastrop inquired about the Port accepting credit card payments. Revay explained when MOLO launches in April, tenants can make their payments through this software.

Commissioner Duncan inquired if there is a high demand for live a-boards. Revay explained that there is a high demand for vessels that exceed the berthing capacity at the marina, these vessels are over 40 feet.

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.

This was an informational item, no action was taken.

**IX. EXECUTIVE DIRECTOR'S REPORT**

On March 15, 2022 Port staff attended a harbor safety meeting. On March 16, 2022 Executive Director Zortman virtually attended a meeting with San Francisco Bay Conservation and Development Commission (BCDC) discussing the Seaport Plan Amendment. On March 21, 2022 Executive Director Zortman and Commissioner Kastrop virtually attended a meeting with United States Army Corps of Engineers (USACE) discussing the Port's desire for yearly O/M funding. Executive Director Zortman stated that Port staff continues to work with the City of Redwood City, in cooperation with the California Department of Transportation and the San Mateo County Transportation Authority on the US 101/SR 84 Interchange Improvement Project. Executive Director Zortman also announced after interviewing candidates for the position of Office Manager-Board Clerk, Linda Alvarado had been selected.

**X. MATTERS OF BOARD INTEREST**

Commissioner Kastrop stated the last two music events that she attended at the marina were fantastic. Commissioner Kastrop congratulated both Trish Wagner, Business Development Manager, for organizing and to JPW for marketing "Rock the Dock".

**XI. CLOSED SESSION— NONE**

**XII. ADJOURNMENT— To Regular Meeting of April 13, 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 Dodge. The motion passed by a unanimous voice vote of all Commissioners present. The meeting was adjourned by Chair Claire at 8:45 a.m. to its next regularly scheduled meeting on April 13, 2022.

**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.