



BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY MINUTES

REGULAR MEETING
WEDNESDAY, 8:00 AM
JUNE 28, 2023

CHAIR: RALPH A. GARCIA
VICE CHAIR: LORIANNA KASTROP
SECRETARY: STAN MAUPIN
COMMISSIONER: RICHARD S. CLAIRE
COMMISSIONER: NANCY C. RADCLIFFE

AGENDA ITEM

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 Ralph Garcia, presiding

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

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 Garcia called the meeting to order at 8:00 AM. Clerk of the Board Linda Alvarado confirmed a meeting quorum with Commissioners Claire, Radcliffe, Kastrop, Maupin, and Garcia in attendance. 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 — MAY 24, 2023

After inviting public comment, Chair Garcia 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 May 24, 2023 was made by Commissioner Radcliffe and seconded by Commissioner Maupin. The motion passed by a unanimous voice roll call vote of all Commissioners present.

IV. APPROVAL OF CLAIMS — MAY 25, 2023, AND JUNE 9, 2023

After inviting public comment, Chair Garcia 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 May 25, 2023, and June 9, 2023 was made by Commissioner Kastrop and was seconded by Commissioner Maupin. The motion passed by a unanimous voice roll call vote of all Commissioners present.

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, 2023 – JUNE 30, 2024 - PUBLIC HEARING

Chair Garcia opened the public hearing at 8:02 AM. After inviting public comment, Chair Garcia 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 Claire and was seconded by Commissioner Kastrop. A motion to adopt the ordinance was made by Commissioner Claire and was seconded by Commissioner Kastrop. The motion passed by a unanimous voice roll call vote of all Commissioners present.

VI. RESOLUTIONS — NONE

VII. MOTIONS — NONE

VIII. REPORTS/PRESENTATIONS

A. RECEIVE THE FISCAL YEAR 2022 ANNUAL AUDITED FINANCIAL STATEMENTS (MAZE & ASSOCIATES)

Executive Director Zortman introduced Rajesh Sewak, Director of Finance and Administration. Mr. Sewak informed the Board that this presentation will be led by the auditors who will inform the Board of the outcome of the fiscal year 2023 (FY2023) audit and any findings that should be addressed. Mr. Sewak introduced Ms. Grace Zhang, Port's independent auditor, of Maze and Associates. Ms. Zhang started the presentation stating that the financial statements for FY2023 were presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America and in their opinion Maze and Associates expressed an unmodified (or clean) audit. Ms. Zhang also expressed there are some matters of concern going forward, mainly segregation of duties of accounting staff members. These concerns were that general journal entries were prepared and posted by the same person, reconciliations were not reviewed and signed by another staff member, and lastly the vendor master database was managed by the same staff as the individual posting accounts payable transactions. These duties should be separated by different staff members to avoid any errors or mis-presentations. Mr. Sewak informed the Board to mitigate this issue of segregation of duties, the Port will hire an additional person to the accounting/finance department. After inviting public comment, Chair Garcia confirmed with Executive Director Zortman that there were no members of the public in attendance at the meeting who wished to make public comments on this agenda item. This was an informational item; no action was taken.

IX. EXECUTIVE DIRECTOR'S REPORT

Executive Director introduced intern Ambria Gee, student at Cal State Maritime. Executive Director Zortman introduced Christie Coats, Director of Operations as of June 12, 2023. On June 6, 2023 Executive Director Zortman along with Commissioner Kastrop and Commissioner Radcliffe attended SAMCEDA Turns 70 event. On June 14, 2023 the Port cohosted with California Canoe and Kayak the Chamber of San Mateo's Off the Clock on the Dock. On June 23, 2023 staff attended US Army Corps of Engineers San Francisco District's Change of Command Ceremony. On June 28, 2023 staff attended San Francisco Marine Exchange Board of Directors Meeting. Executive Director Zortman stated the Port is ramping up for 4th of July and safe and happy 4th.

X. MATTERS OF BOARD INTEREST

On June 5, 2023 Commissioner Kastrop attended Water Emergency Transportation Authority Board Meeting. On June 14, 2023 Commissioner Kastrop attended Bay Planning Coalition's Sustainable Waterfront Committee Meeting. Chairman Garcia stated Music in the Park is in week two of ten.

XI. CLOSED SESSION — NONE

XII. ADJOURNMENT — TO REGULAR MEETING OF JULY 12, 2023

After inviting public comment, Chair Garcia 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 by a unanimous voice roll call vote of all Commissioners present. The meeting was adjourned by Chair Garcia at 8:34 AM to its next regularly scheduled meeting on July 12, 2023.