



# BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY MINUTES

REGULAR MEETING  
WEDNESDAY, 8:00 AM  
MARCH 9, 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 and Ralph A. Garcia

Commissioners Absent: Simms Duncan

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

Commissioner Richard Dodge called the meeting to order at 8:03 AM. Executive Director Zortman stated Chair Clair was having technical difficulties. Clerk of the Board Linda Alvarado conducted a roll call and confirmed a meeting quorum with Commissioners Dodge, Garcia, and Kastrop in attendance. Commissioner Kastrop 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— February 23, 2022

After inviting public comment, Commissioner Dodge 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 23, 2022 was made by Commissioner Garcia and was seconded by Commissioner Kastrop. The motion passed 3-0 by roll call vote with Commissioner Duncan absent from the meeting.

## IV. APPROVAL OF CLAIMS— March 3, 2022

After inviting public comment, Commissioner Dodge 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 dated March 3, 2022 was made by Commissioner Kastrop and was seconded by Commissioner Garcia. The motion passed 3-0 by roll call vote with Commissioner Duncan absent from the meeting.

Chair Clair joined the meeting and resumed control at 8:08 AM.

Agenda item #VIII.A was moved for discussion with no objections.

## VIII. REPORTS/PRESENTATIONS

### A. RECEIVE THE FISCAL YEAR 2021 ANNUAL AUDITED FINANCIAL STATEMENTS

Chair Clair introduced Ms. Grace Zhang, a representative with Maze & Associates, the Port's Independent Auditor. Ms. Zhang stated that the details of the basic financial statements is presented with comparative data from 2020. She concluded that there were unsubstantiated findings that required action.

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.

**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 Garcia and was seconded by Commissioner Dodge. The motion passed 4-0 by roll call vote with Commissioner Duncan absent from the meeting.

**B. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING THIRD AMENDMENT TO EMPLOYMENT AGREEMENT FOR THE POSITION OF PORT MANAGER AND AUTHORIZING THE EXECUTION OF THE AGREEMENT**

Commissioner Kastrop made a motion on behalf of the Ad Hoc personnel subcommittee to accept the merit increases for Executive Director Zortman. Both Commissioner Kastrop and Dodge were appointed to the Ad Hoc committee and evaluated Executive Director Zortman’s performance, salary and benefits in light of her performance.

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 approve the resolution was made by Commissioner Kastrop and was seconded by Commissioner Dodge. The motion passed 4-0 by roll call vote with Commissioner Duncan absent from the meeting.

**VII. MOTIONS**

**A. MOTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY AUTHORIZING STAFF TO PUBLISH THE REQUEST FOR PROPOSAL FOR THE REDEVELOPMENT OF THE COMMERCIAL RECREATION AREA SOLICITING PROPOSALS**

Executive Director Zortman introduced Trish Wagner, Business Development Manager. Trish presented a brief presentation for the request for proposals (RFP). This RFP is for the redevelopment of 7.6 acres into a new waterfront destination at the marina that will elevate the Port’s profile and anticipated increase to revenue. Trish stated the Sequoia Yacht Club would be incorporated in the project as a beneficial tenant to the Port. The Port’s 2020 vision recommended creating destination uses along the recreational waterfront. In June 2021, the Port issued the request for interest (RFI) and received positive responses and ongoing interest from the development community

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 approve the RFP solicitation was made by Commissioner Kastrop and was seconded by Commissioner Dodge. The motion passed 4-0 by roll call vote with Commissioner Duncan absent from the meeting.

**VIII. REPORTS/PRESENTATIONS**

**B. RECEIVE THE CERTIFIED SEMI-ANNUAL INVESTMENT REPORT**

Director of Finance and Administration, Rajesh Sewak, stated the Port has two months in reserves. The Port is in the black considering how interest rates have declined and that the economy is somewhat unstable.

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 3, 2022 the Port of Redwood City held a ribbon cutting ceremony for the new fishing pier. In attendance included Diana Reddy, Vice Mayor of the City of Redwood City, Joan Dentler from Senator Josh Becker’s office, Epoch Times, the Daily Journal, Commissioners Kastrop and Garcia along with Port staff and members of the community. Executive Director Zortman stated the first spring concert series begins March 12, 2022, along the waterfront.

**X. MATTERS OF BOARD INTEREST**

On March 3, 2022 Commissioner Kastrop attended the Water Emergency Transportation Authority (WETA) board meeting. Progress is being made in regards to the Ferry Project. The next steps is to go to San Mateo County Transportation Agency and request funding.

On February 25, 2022 Commissioner Kastrop attended the Chamber San Mateo County's 124th Annual Awards & Recognition Luncheon where Rosanne Foust, President and Chief Executive Officer of the San Mateo County Economic Development Association (SAMCEDA), was recognized as Person of the Year and where Executive Director Zortman was recognized as Woman of the Year.

**XI. CLOSED SESSION— NONE**

**XII. ADJOURNMENT— To Regular Meeting of March 23, 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 4-0 by roll call vote with Commissioner Duncan absent from the meeting.

The meeting was adjourned by Chair Claire at 8:52AM to its next regularly scheduled meeting on March 23, 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.