



# BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY MINUTES

REGULAR MEETING  
WEDNESDAY, 8:00 AM  
JANUARY 13, 2021

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

## **I. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**

In accordance with the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Board chambers were not open to the public for the January 13, 2021 meeting. On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. The meeting was available to the public via teleconference at (669) 900-6833 or (346) 248-7799.

Chair Lorianna Kastrop, presiding

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

Commissioners Absent: None

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

Chair Kastrop called the meeting to order at 8:01 a.m. Clerk of the Board Catherine Kirkman conducted a roll call and confirmed a meeting quorum with Commissioners Claire, Dodge, Duncan, Garcia and Kastrop present. Kirkman reviewed roll call procedures for virtual meetings as advised by Port Attorney Sorba. Commissioner Garcia led the Pledge of Allegiance.

## **II. APPROVAL OF MINUTES**

A motion to approve Minutes of the Regular Meeting of December 23, 2020 was made by Commissioner Claire and was seconded by Vice Chair Duncan. The motion passed 5-0 by roll call vote.

## **III. APPROVAL OF CLAIMS**

A motion to approve Claims dated 12/21/2020 was made by Vice Chair Duncan and was seconded by Commissioner Claire. The motion passed 5-0 by roll call vote.

## **IV. PUBLIC COMMENT**

Clerk of the Board Kirkman reported that no public comments were received.

## **V. ORDINANCES**

### **A. ADOPTION OF AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING AND AUTHORIZING EXECUTION OF FIRST AMENDMENT TO LEASE AGREEMENT (SIMS GROUP USA CORPORATION DBA SIMS METAL MANAGEMENT) – PUBLIC HEARING**

The public hearing opened with no public comments received. The public hearing closed with a motion to waive the second reading and adopt the ordinance, made by Commissioner Garcia and seconded by Vice Chair Duncan. The motion passed 5-0 by roll call vote.

## **VI. RESOLUTIONS**

### **A. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING FIFTH AMENDMENT TO SUBLEASE AGREEMENT BETWEEN PORTSIDE INVESTORS -- PHASE I LEASE AGREEMENT AND SCOTT DAVIDSON**

A motion to adopt the Resolution was made by Commissioner Garcia and was seconded by Vice Chair Duncan. The motion passed 5-0 by roll call vote.

**B. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING SUBLEASE AGREEMENT BETWEEN CLARK FAMILY PARTNERSHIP, LP – PORTSIDE II LEASE AGREEMENT – AND DREN BIO, INC.**

Jeff Clark of Clark Family Partnership, and John Wesley, CFO of Dren Bio, attended the meeting and answered questions from the Board about the nature of the proposed sublease. Commissioners sought clarification on the proposed use as a research lab at Biosafety Level 2 (BSL2), in order to ascertain the nature of any potential biohazards and to confirm that all necessary and appropriate safety and security protocols would be put in place prior to any such usage. Wesley explained the safety protocols for Dren Bio's BSL2 laboratory and described the company's research in the area of rare leukemias and lymphomas. Wesley stated that a BSL2 lab is a moderate risk-level lab and does not involve potential exposure risks to serious or lethal diseases.

After discussion, Chair Kastrop proposed an amendment to the motion to include a proviso that Attachment A, Schedule 2, of the Sublease Agreement be modified to add an Item 20 requiring the addition of keycard access security measures as part of Lessee's Tenant Improvements. Commissioners Garcia and Dodge moved and seconded the amended motion, respectively. The motion passed 5-0 by roll call vote.

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

Commissioner Dodge reported that the Board's Ad Hoc Personnel Committee was recommending an annual salary of \$250,000 per year for Executive Director Zortman in her role as Port Manager. Commissioner Dodge commented that the salary increase was appropriate for a number of reasons, including to acknowledge Executive Director Zortman's outstanding leadership of the Port during the pandemic and into the future and also to bring her salary in-line with leadership at other ports.

A motion to adopt the Resolution with an annual salary of \$250,000 effective as of September 1, 2020, was made by Commissioner Dodge and was seconded by Commissioner Garcia. The motion passed 5-0 by roll call vote.

**VII. MOTIONS – None**

**VIII. REPORTS/PRESENTATIONS – None**

**IX. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Zortman reported on the Port's engagement with the U.S. Army Corps of Engineers regarding the upcoming dredging cycle commencing June 2021. She reported that the projected costs are around \$10-12 Million for this year, with potential funding of around \$8 Million from federal support and around \$4 Million from State support. Executive Director Zortman noted that the channel depth is now at 26.4 feet, having lost 4 feet since last year, and that the channel will be dredged to a 30 foot depth this year. She clarified that the present low channel depth does not affect the turning basin but rather occurs at the upper neck of the channel.

Executive Director Zortman continues to attend industry calls and virtual meetings relating to the Port. On January 11, 2021, she attended with Chair Kastrop the Redwood City Council Meeting, at which the Redwood City Ferry Financial Feasibility Study & Cost Benefit and Economic Impact Analyses Report of CDM Smith Inc. was approved. This Study was previously approved by the Boards of the Port and the Water Emergency Transportation Authority (WETA). Executive Director Zortman reported that the next step for the ferry project is the business plan phase and that the Port has offered to take the lead and work directly with WETA.

Executive Director Zortman reported on the phased COVID-19 vaccination schedule promulgated by the Centers for Disease Control and Prevention (CDC) based on the recommendations of its Advisory Committee on Immunization Practices (ACIP). As implemented by the California Department of Public Health (CDPH), with respect to worker categories, Phase 1A applies to health-care workers and Phase 1B will apply to non-health-care, front-line essential workers. Maritime workers are presently included in Phase 1C (all other essential workers), although the American Association of Port Authorities (AAPA) has been advocating to have maritime workers moved to the Phase 1B category.

**X. MATTERS OF BOARD INTEREST**

Commissioner Dodge, who serves on the Executive Committee of the Association of Pacific Ports (APP), advised that the APP is holding a Board of Directors Meeting on January 21 and welcomed colleagues to attend.

**XI. CLOSED SESSION – None**

**XII. ADJOURNMENT**

A motion to adjourn the meeting was made by Commissioner Claire and seconded by Commissioner Dodge. The motion passed 5-0 by roll call vote. The meeting was adjourned by Chair Kastrop at 8:49 a.m. to its next regularly scheduled meeting of January 27, 2021.