



BOARD OF PORT COMMISSIONERS
PORT OF REDWOOD CITY
MINUTES

REGULAR MEETING
WEDNESDAY, 8:00 AM
MAY 13, 2020

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

I. CALL TO ORDER

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 May 13, 2020 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 meeting telephonically or by other electronic means.

The meeting was available to the public via teleconference at (669) 900-6833 or (346) 248-7799.

8:00 A.M.: Chair Ralph A. Garcia, presiding

Commissioners Present: Lorianna Kastrop; Richard Dodge; R. Simms Duncan; Richard Claire; and, Ralph Garcia
Commissioners Absent: None

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

Vice Chair Commissioner Claire led the Pledge of Allegiance.

II. APPROVAL OF MINUTES

A motion to approve minutes of the Regular Meeting of April 8, 2020 was made by Vice Chair Claire and was seconded by Commissioner Dodge. Commissioner Kastrop abstained due to being absent for a portion of the April 8, 2020 meeting. The motion passed with Commissioner Duncan absent.

A motion to approve minutes of the Regular Meeting of April 22, 2020 was made by Commissioner Kastrop and was seconded by Vice Chair Claire. The motion passed with Commissioner Duncan absent.

III. APPROVAL OF CLAIMS

A motion to approve Claims dated 4/23/20 was made by Commissioner Kastrop and was seconded by Vice Chair Claire. The motion passed.

IV. PUBLIC COMMENT– None

V. ORDINANCES

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

Executive Director Zortman provided a summary of the ordinance and the research done that has influenced the proposed salary ranges. Research over the past few months included benchmarking and reviewing high level positions, such as directors and other high-level leadership positions at other Ports and at the City of Redwood City.

Executive Director Zortman stated the benefits of the ordinance will help the Port attract new talent but also retain it.

A motion to waive the full reading and introduce the ordinance was made by Commissioner Dodge and was seconded by Commissioner Kastrop. The motion passed.

VI. RESOLUTIONS – None

VII. MOTIONS

A. MOTION APPROVING FY 2020/2021 CALL FOR SPONSORSHIPS PROGRAM AWARDEES

Business Development Manager, Trish Wagner spoke about the Sponsorship program, including the applicants and the chosen programs/events being considered for sponsorship. Commissioner Duncan disclosed his involvement in City Trees, an organization being awarded, and requested a separate vote so there is no conflict of interest.

Commissioner Dodge asked about the Marine Science Institute not being part of the applicants. Ms. Wagner explained there was still an opportunity for the Port to sponsor events for the Marine Science Institute. Executive Director Zortman also spoke about the timing of the application period being closely aligned with closures from COVID-19.

A motion to approve City trees as a sponsorship awardee was made by Commissioner Kastrop and was seconded by Vice Chair Claire. The motion passed with Commissioner Duncan abstaining due to his involvement in the organization.

A motion to approve the remaining sponsorship awardees was made by Commissioner Duncan and was seconded by Vice Chair Claire. The motion passed.

VIII. REPORTS/PRESENTATIONS – None

IX. EXECUTIVE DIRECTOR'S REPORT

Executive Director Kristine Zortman reported the Governor has lifted restrictions on certain construction activities resulting in a re-engagement with local construction contractors and other supply chain. This re-engagement will assist in determining any unforeseen impacts in the Port's tonnage.

Reviewing the historical data for March and April, there has been a slight decrease in the tonnage amount, however, the number of vessels has remained constant. The cause of the decrease is unknown – it is unsure if the pandemic is the main cause. The Budget ad-hoc committee is monitoring closely for any latent impacts.

Executive Director Zortman shared the Port donated \$500 to the Chamber of Commerce Feeding the Heroes Food Drive. The money donated was used to feed first responders and other heroes that are working at the Fair Oaks Community Center.

Executive Director Zortman also updated the Board regarding Ferry research and outreach, including outreach with large employers and water recreational users.

X. MATTERS OF BOARD INTEREST

Commissioner Kastrop gave a warm thank you the public relations firm, JPW Communications, for providing positive and worthwhile content via social media and Currents newsletter for the community.

Commissioner Kastrop also spoke about attending virtual meetings sponsored by the Bay Planning Coalition and the Bay Area council. Stating one silver lining of the pandemic is being able to participate in meetings she would not otherwise have been able to attend physically.

Commissioner Dodge updated the board regarding the tentatively planned virtual APP conference. The conference will not be taking place this summer and will resume at the mid-year meeting in January. Commissioner Dodge also spoke about a potential magazine publication for members.

Commissioner Duncan asked Executive Director Zortman to clarify the tonnage decrease and vessel count. Executive Director Zortman stated this may be due to the changes in lightering from barges. Commissioner Duncan asked if staff has detected any impacts to the budget. Director Zortman stated it is too early to tell what, if any, impact on revenue, however, staff is keeping a close eye on it and looking conservatively at how the Port is budgeting for next year.

XI. CLOSED SESSION - None

XII. ADJOURNMENT

A motion to adjourn was made by Vice Chair Claire and was seconded by Commissioner Kastrop. The motion passed. The meeting was adjourned at 8:25 a.m. to its next regularly scheduled meeting of May 27, 2020.