



BOARD OF PORT COMMISSIONERS
PORT OF REDWOOD CITY
AGENDA
REGULAR MEETING
WEDNESDAY, 8:00 AM
JUNE 12, 2024

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

*****HYBRID MEETING — IN-PERSON AND BY VIDEOCONFERENCE*****

The BOARD OF PORT COMMISSIONERS (BOARD) hereby provides notice that it will hold a regular meeting of the BOARD. This meeting of the Board will be held in the Port Administrative Offices (located at 675 Seaport Boulevard, Redwood City, California 94063), an alternative location of 244 Alameda de las Pulgas Boulevard, Redwood City, California 94062, and by teleconference pursuant to Government Code Section 54953(e). Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person at the Port Administrative Offices and at the location referred to above. Some of the COMMISSIONERS may attend the meeting and participate remotely to the same extent as if they were present. The public is welcome to attend in person or alternatively via Zoom. PURSUANT TO THE RALPH M. BROWN ACT, ALL VOTES SHALL BE BY ROLL CALL.

Members of the public may also access and observe the meeting by joining by video teleconference via Zoom at: <https://zoom.us/join> Meeting ID: 985 1201 8699 Password: 85917060
Or use this link: <https://us06web.zoom.us/j/98512018699?pwd=dTc3a09SMWNSbDFQMFZMSDM4WVNSZz09>

To join by audio teleconference: Phone: (669) 900-6833 or (346) 248-7799 Meeting ID: 985 1201 8699

The Port of Redwood City is not responsible for a member of the public's technical ability to participate in the meeting.

HOW TO PROVIDE PUBLIC COMMENTS BEFORE THE BOARD MEETING:

Members of the public may also submit public comments on items of public interest that are within the subject matter jurisdiction of the Board via email to publiccomments@redwoodcityport.com. All public comments received by 7:45 AM on the date of the Board meeting will be read into the record with a time limit of three minutes per commenter unless otherwise indicated.

HOW TO PROVIDE PUBLIC COMMENTS DURING THE BOARD MEETING:

By video conference, use the "Raise Hand" feature to request to speak.

By teleconference, press *9 to "Raise Hand" (request to speak) and *6 to unmute.

Members of the public in attendance at the meeting who wish to speak on a matter within the jurisdiction of the Board of Port Commissioners should complete a speaker's slip to be recognized by the Chair at the appropriate time. Public comment from video teleconference will be heard first.

AGENDA ITEM

- I. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
- II. **PUBLIC COMMENT** — The Chair of the Board will recognize members of the public to make public comments on items of public interest that are within the subject matter jurisdiction of the Board. Comments on non-agendized items will be taken during the Public Comment period. Comments pertaining to agendized items will be taken at the time the agenda item is considered. Public comments received via email as provided above will be read into the record with a time limit of three minutes per commenter. No action will be taken on any public comment on a matter not appearing on the Agenda as a separate item unless otherwise authorized by law.
- III. **APPROVAL OF MINUTES — MAY 22, 2024**
ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE
- IV. **APPROVAL OF CLAIMS — MAY 23, 2024**
ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE

V. ORDINANCES — NONE

VI. RESOLUTIONS

- A. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING STANDARD SIXTH AMENDMENT TO SUBLEASE AGREEMENT — (PORTSIDE INVESTORS — PHASE I LEASE AGREEMENT) — (ACCUSTART, INC.)**

CEQA: THE ACTION BEFORE THE BOARD IS NOT SUBJECT TO CEQA REVIEW PROCESS PURSUANT TO RESOURCE CODE, SECTION 21065 AND GUIDELINES, SECTION 15378

ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE

VII. MOTIONS — NONE

VIII. REPORTS/PRESENTATIONS — NONE

IX. EXECUTIVE DIRECTOR'S REPORT

X. MATTERS OF BOARD INTEREST

XI. CLOSED SESSION — CONFERENCE WITH LEGAL COUNSEL TWO (2) CASES

- A. ANTICIPATED LITIGATION — SIGNIFICANT EXPOSURE TO LITIGATION SUBDIVISION (d)(2) AND (e)(1) OF SECTION 54956.9 OF THE GOVERNMENT CODE ONE (1) CASE**
- B. PENDING LITIGATION — SETTLEMENT OF LITIGATION SUBDIVISION (d)(1) OF SECTION 54956.9 OF THE GOVERNMENT CODE ONE (1) CASE**
CASE NAME UNSPECIFIED. DISCLOSURE WOULD JEOPARDIZE EXISTING SETTLEMENT NEGOTIATIONS

XII. ADJOURNMENT — TO REGULAR MEETING OF JUNE 26, 2024

ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE

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 and include address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least seven calendar days before the meeting.



BOARD OF PORT COMMISSIONERS
PORT OF REDWOOD CITY
MINUTES
REGULAR MEETING
WEDNESDAY, 8:00 AM
MAY 22, 2024

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

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, 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 Lorianna Kastrop, presiding

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

Commissioners Absent: Richard Claire

Port Executives Present: Executive Director, Kristine A. Zortman and Director of Finance and Administration, Rajesh Sewak

Chair Kastrop called the meeting to order at 8:00 AM. Chair Kastrop commenced the meeting recognizing today as National Maritime Day and thanked everyone who keeps our national supply chain moving. Clerk of the Board Linda Alvarado conducted roll call and confirmed a meeting quorum with Commissioners Garcia, Radcliffe, Maupin and Kastrop in attendance and Commissioner Claire having an excused absence. Commissioner Garcia 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 — MAY 8, 2024

After inviting public comment, Chair Kastrop 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 May 8, 2024 was made by Commissioner Maupin and was seconded by Commissioner Garcia. The motion passed 3-1-0 by voice roll call vote with Commissioner Radcliffe abstaining due to her excused absence and Commissioner Claire having an excused absence.

IV. APPROVAL OF CLAIMS — MAY 8, 2024

After inviting public comment, Chair Kastrop 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 dates May 8, 2024 was made by Commissioner Garcia and was seconded by Commissioner Maupin. The motion passed 3-1-0 by voice roll call vote with Commissioner Radcliffe abstaining and Commissioner Claire having an excused absence.

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, 2024 – JUNE 30, 2025 – PUBLIC HEARING

Chair Kastrop opened the public hearing at 8:04 AM. After inviting public comment, Chair Kastrop 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

Radcliffe and was seconded by Commissioner Maupin. A motion to adopt the ordinance was made by Commissioner Radcliffe and was seconded by Commissioner Maupin. The motion passed 4-0 by voice roll call vote with Commissioner Claire having an excused absence.

VI. RESOLUTIONS

A. RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING STANDARD FOURTH AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (JOHN DALRYMPLE, AN INDIVIDUAL)

After inviting public comment, Chair Kastrop 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 adopt the resolution was made by Commissioner Maupin and was seconded by Commissioner Radcliffe. The motion passed 4-0 by voice roll call vote with Commissioner Claire having an excused absence.

VII. MOTIONS— NONE

VIII. REPORTS/PRESENTATIONS

A. RECEIVE THE FISCAL YEAR 2023 ANNUAL AUDITED FINANCIAL STATEMENTS (MAZE & ASSOCIATES)

Executive Director Zortman introduced Rajesh Sewak, Director of Finance and Administration and Ms. Grace Zhang, Port's independent auditor, of Maze and Associates. In the auditor's report of the Port's FY23 financial statements, dated April 5, 2024, Maze & Associates expressed an unmodified opinion (or clean) audit. In their opinion, the financial statements presented were in accordance with accounting principles generally accepted in the United States of America. The Port's net assets increased by \$3,866,535 from \$46,057,796 as of June 30, 2022 to \$49,924,331 as of June 30, 2023. Ms. Zhang also expressed there are some matters of concern going forward, mainly segregation of duties of accounting staff members to ensure proper "check and balances" of the Port's accounting. Mr. Sewak stated the Port cured these concerns with an additional staff hire in early 2024 to the accounting/finance department. After inviting public comment, Chair Kastrop 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. Chair Kastrop thanked Ms. Zhang, Mr. Sewak and staff for their review and diligence confirming a clean audit. After inviting public comment, Chair Kastrop confirmed with Executive Director Zortman that there were no members of the public 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 May 9, 2024 staff attended the Water Emergency Transportation Authority Board meeting where the their Board voted yes on Redwood City Ballpark Service Pilot Project, a partnership to deliver people to the San Francisco Giants games on certain Sundays. On May 14, 2024 Executive Director Zortman attended the City of Redwood City (City) special meeting where City Council interviewed BCC applicants. On May 15, 2024 the Port hosted a community Scoping Session in preparation of the Environmental Impact Report for the future ferry terminal project, Executive Director Zortman stated the session was well received with excellent feedback. On May 16, 2024 staff attended California Affairs and Navigation Conference in San Diego; topics of discussion included dredging and updates on Port & Harbor Projects in California. On May 22, 2024 Executive Director Zortman will attend the City's special meeting for the Business License Tax where service priorities and a potential reform of will be discussed. On May 28, 2024 staff will attend the Propeller Club of Northern California annual Maritime Day presentations, Executive Director Zortman will be a speaking at this event. Executive Director Zortman updated the channel is at - 28.4, per the US Army Corps of Engineers. Executive Director Zortman concluded her report by thanking staff with their continued hard work and dedication to the Port.

X. MATTERS OF BOARD INTEREST

On May 22, 2024 Commissioner Maupin and Radcliffe will attend the City of Redwood City special meeting. On May 24, 2024 Commissioner Maupin will attend the City of Redwood City's 101/84 ad-hoc Committee Meeting. On May 9, 2024 Chair Kastrop attended the Water Emergency Transportation Authority Board meeting. On May 17, 2024 Chair Kastrop attended the San Francisco Bay Conservation and Development Commission Sediment and Beneficial Reuse Working Group.

XI. CLOSED SESSION — NONE

XII. ADJOURNMENT — TO REGULAR MEETING OF JUNE 12, 2024

After inviting public comment, Chair Kastrop 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 4-0 by voice roll call vote with Commissioner Claire having an excused absence. The meeting was adjourned by Chair Kastrop at 8:28 AM to its next regularly scheduled meeting on June 12, 2024.



**BOARD OF PORT COMMISSIONERS
PORT OF REDWOOD CITY**

STAFF REPORT

DATE: June 12, 2024
ITEM NO: VI.A
SUBMITTED BY: Trish Wagner, Business Development Manager
TITLE: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING STANDARD SIXTH AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (ACCUSTART, INC.)

RECOMMENDATION

Staff recommends that the Board of Port Commissioners (Board) approve the standard sublease amendment.

BACKGROUND

Tenant: Accustart, Inc.
Premises: 717 square feet
Lease Term: July 1, 2024
Address: 501 Seaport Court, Suite 204, Redwood City, CA. 94063

Rent:

Months	Rent per SF	Rent
Month-to-month	\$3.27 x 717 SF	\$2,344.59

Use: Financial and Administrative Consulting Services.

ANALYSIS

This is a standard sublease, for a Portside I tenant, which includes the following language:

Portside is located at the Port of Redwood City. The Port is a marine freight terminal and provides berths for dry bulk, liquid bulk, and project cargoes, along with certain recreational opportunities and public access to San Francisco Bay. As a result, tenants at Portside should be aware that the industrial activities (including construction activities from time to time) conducted at the Port will and do create noise, odor and dust. By executing this rental agreement, Tenant acknowledges that he/she has been made aware of the Port activities and consequences and voluntarily executes this rental agreement.

Cost Recovery	The Fivey Company paid cost recovery for this sublease approval.
Port 2020 Vision	Comports with the Port's 2020 Vision
Budget	Continued revenue stream

ALTERNATIVES

If the Board chooses not to approve the sublease amendment, there may be a potential impact on Port revenue.

DATE: June 12, 2024

ITEM NO: VI.A

SUBJECT: RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING STANDARD SIXTH AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (ACCUSTART, INC.)

ENVIRONMENTAL REVIEW

The action before the Board for consideration today is not subject to the CEQA review process pursuant to Resource Code, Section 21065 and Guidelines, Section 15378.



Staff



Executive Director

ATTACHMENTS

- A. Cover letter from The Fivey Company, dated May 16, 2024
- B. Resolution

ATTACHMENT A

The FIVEY COMPANY
REAL ESTATE INVESTMENT & MANAGEMENT

210 Porter Drive, Suite 220 • San Ramon, California 94583 • (925) 820-7666 • Fax (925) 820-6866

RECEIVED

MAY 28 2024

Port of Redwood City

May 16, 2024

Board of Port Commissioners
Port of Redwood City
675 Seaport Court
Redwood City, CA 94063

RE: Lease Transaction for approval by board of Port Commissioners

Please find enclosed a copy of the following document for approval by the Board of Port Commissioners

◆ Sixth Amendment to Lease, ACCUSTART, INC., A California S-Corporation dated May 14, 2024 for space located at 501 Seaport Court, Suite 204 in approximately 419 RSF. The lease term is for Month-to-Month beginning at \$3.27 PSF commencing July 1, 2024.

Please let me know if you have any questions.

Kind Regards,


Britt Leverton
Property Manager

ATTACHMENT B

RESOLUTION NO. P-_____

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY APPROVING STANDARD SIXTH AMENDMENT TO SUBLEASE AGREEMENT - (PORTSIDE INVESTORS - PHASE I LEASE AGREEMENT) - (ACCUSTART, INC.)

BE IT RESOLVED BY THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY, AS FOLLOWS:

Pursuant to the provisions of Paragraph 33 of that certain Lease Agreement dated May 31, 1984 (as amended) by and between the City of Redwood City acting by and through its Board of Port Commissioners and Portside Investors - Phase I, a California limited partnership ("Lessee"), that certain following-named document by and between Lessee and the following-named tenant, a copy of which agreement is on file in the office of the Port Manager, to which copy reference is hereby made for the full particulars thereof, is hereby approved:

**Standard Sixth Amendment to Lease Agreement
Accustart, Inc.
501 Seaport Court, Suite 204
Redwood City, CA 94063**

Regularly passed and adopted by the Board of Port Commissioners of Redwood City, this ____ day of _____, 2024.

AYES, and in favor of said Resolution, Commissioners:

NOES, Commissioners:

ABSENT, Commissioners:

PRESIDENT, Board of Port Commissioners

Attest:

SECRETARY, Board of Port Commissioners