

**MINUTES OF THE PORT OF BELLINGHAM
COMMISSION MEETING
HELD TUESDAY JANUARY 2, 2018
HARBOR CENTER ROOM
1801 ROEDER AVENUE, BELLINGHAM, WASHINGTON**

Present:	Commissioners:	
	President	Dan Robbins
	Vice President	Bobby Briscoe
	Secretary	Michael McAuley
Staff:	Rob Fix	Executive Director
	Sunil Harman	Aviation Director
	Brian Gouran	Environmental Programs Director
	Adam Fulton	Facilities Director
	Elizabeth Monahan	Human Resources Director
	Tamara Sobjack	Finance Director/ Port Auditor
	Sylvia Goodwin	Planning & Econ Development Director
	Shirley McFearin	Real Estate Director
	Terry Ilahi	Real Estate Analyst, Representative
	David Warter	Marine Terminals Manager
	Frank Chmelik	Port Counsel
	Diane McClain	Executive Secretary

4:00 p.m. –OPEN PUBLIC MEETING, Commissioner Briscoe called the meeting to order at approximately 4:00 p.m.

ADMINISTER OATH OF OFFICE- Whatcom County Auditor Debbie Adelstein administered the Oath of Office to newly elected Commissioners Ken Bell and Michael Shepard.

ROLL CALL, Commissioner Briscoe affirmed for the record that all 3 Commissioners were in attendance.

ACTION ITEMS

1. 2018 APPOINTMENT OF OFFICERS FOR BOARD OF COMMISSIONERS

Motion: Select Officers to serve as President, Vice President, and Secretary of the Port of Bellingham Board of Commissioners for the 2018 Calendar Year.

Discussion: The Commission unanimously appointed the following:

1. President: Ken Bell
2. Vice President: Bobby Briscoe
3. Secretary: Michael Shepard

Motion approved with 3-0 vote.

2. ESTABLISH THE DATE, TIME AND LOCATION OF REGULAR COMMISSION MEETINGS FOR THE 2018 CALENDAR YEAR.

Motion: Establish the dates, times, and location of regular Port of Bellingham Commission meetings for the 2018 Calendar Year.

Discussion: The Commission discussed and unanimously agreed on the following for 2018: Regular Port Commission meetings will continue to be held in the Commission Chambers/Harbor Center room on the first and third Tuesdays of the month*. Effective January 16, 2018, these meetings will begin at 4:30 pm. There will no longer be the pre-set 5:00-5:30 break. Public comment will be heard at 4:30 and 5:30 pm.

**The months of July and August will have only one Commission meeting: Those dates are July 10 and August 21.*

Motion approved with 3-0 vote.

3. 2018 ORGANIZATION AND BOARD APPOINTEES

Motion: Appoint Commissioners to serve as representatives or board members for the following organizations/ committees for the 2018 calendar year:

- A. Whatcom Council of Governments (WCOG)
- B. Washington Public Ports Association (WPPA)
- C. Whatcom County Economic Development Investment (EDI) Program Committee
- D. Western Crossing

Discussion: The Commission discussed and agreed on the following appointments for 2018:

Whatcom Council of Governments (WCOG) Bobby Briscoe (Primary), Michael Shepard (Alternate)

Washington Public Ports Association (WPPA) Ken Bell (Trustee), Bobby Briscoe (Alternate)

Whatcom County Economic Development Investment (EDI) Program Committee- Michael Shepard (Primary), Ken Bell (Secondary)

Western Crossing – Ken Bell (Primary), Michael Shepard (Secondary)

Motion approved with 3-0 vote.

4. RESOLUTION NO. 1106-T DELEGATION OF POWERS TO THE EXECUTIVE DIRECTOR

Motion: Approve Resolution No. 1106-T, delegating certain administrative powers & duties to the Executive Director.

Discussion: None.

Motion approved with 3-0 vote.

5. RENTAL REVENUE STANDARDS FOR FISCAL YEAR 2018

Motion: Adopt the Port of Bellingham's Rental Revenue Standards for 2018

Discussion: Real Estate Analyst Terry Ilahi explained the Port's Rental Revenue Standards are updated per market conditions and presented to the Commission for approval every year. These standards apply to rental agreements with terms of 5 years or less. Mr. Ilahi further explained the two changes to the proposed 2018 standards pertain to a slight rate increase and the Port's water reliant use policy promoting marine trades.

Motion approved with 3-0 vote.

PUBLIC COMMENT PERIOD - Out of respect for everyone who attends the Commission meeting, the public comment period may be limited to 15 minutes total. Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit further comments in writing.

The following people participated in the public comment period and welcomed the two new Commissioners:

Deb Granger (Working Waterfront Coalition and Bellingham SeaFeast) encouraged more community involvement and meetings throughout the county.

Darren Williams (ILWU Longshoreman Local 7) asked that the placement of public comment be considered when formatting the agenda to provide the public an opportunity to speak on action items on the agenda.

CONSENT AGENDA

- A. Reaffirm the utilization of Chmelik, Sitkin, & Davis, P.S., Attorneys at Law, as the Port's general legal counsel and, Approve the increase in the capped hourly rate from \$250 to \$275, effective January 1, 2018, for principals, and the lower normal billing rates for associates and paralegals.
- B. Authorize the Port's legal counsel to enter into contracts with Anchor QEA, LLC, and other consultants to provide technical expertise in support of the legal work related to the Environmental Department up to a total of \$157,259.
- C. For notification purposes only, pursuant to Resolution No. 1358A- Small works roster- Clarity Construction, Inc. and Global Diving & Salvage, Inc.
- D. Authorize Executive Director to execute Amendment No. 3 to the Personal Services Agreement with David Brown, Owner, Spinner, LLC of Bellingham Washington in the amount of \$11,920.00 plus a 10% contingency for video recording of Port Commission regular meetings, streaming to the Web services, and video recording of Port All Employee meetings.
- E. Approve a Commercial Lease between the Port of Bellingham and NW Explorations LLC for premises in the Marina Square building at Squalicum Harbor.

Motion: Approve Consent Agenda items A through E.

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Discussion: None.

Motion approved with 3-0 vote.

ADVISORY COMMITTEE MEETING ANNOUNCEMENTS

Agenda Revision: The Commission opted to move the IDC items up in order of the agenda as it was too early for a break.

- **RECESS THE PUBLIC MEETING TO OPEN THE INDUSTRIAL CORPORATION (IDC) BOARD MEETING**

Executive Director Rob Fix explained the items on the agenda and Port legal counsel Frank Chmelik provided a brief explanation of the Industrial Development Corporation (IDC), a separate public corporation created in 1982 primarily to promote economic development in Whatcom County.

1. APPOINT THE 2018 OFFICERS FOR THE PORT OF BELLINGHAM BOARD OF THE INDUSTRIAL DEVELOPMENT CORPORATION (IDC)

Motion: Select the Board of IDC officers for the 2018 calendar year.

Discussion: The Commission agreed to appoint the same officers for the IDC as they had just selected for the 2018 Port Board of Commission: President: Ken Bell, Vice President: Bobby Briscoe, and Secretary: Michael Shepard. Finance Director Tamara Sobjack was appointed Treasurer.

Motion approved with 3-0 vote

2. ESTABLISH THE DATE, TIME AND LOCATION OF THE 2018 REGULAR INDUSTRIAL DEVELOPMENT CORPORATION (IDC) MEETINGS

Motion: Establish the date, time and location of the regular IDC meetings for 2017.

Discussion: The Commission agreed to schedule the IDC meetings on an "as needed" basis and in conjunction with the schedule set for the regular Port Commission meetings.

Motion approved with 3-0 vote

3. APPROVE MINUTES OF THE INDUSTRIAL DEVELOPMENT CORPORATION (IDC)

Motion: Adopt the minutes of the December 20, 2016, IDC Board Meeting.

Discussion: None.

Motion approved with 3-0 vote

4. AUTHORIZE THE 2018 BUDGET FOR THE INDUSTRIAL DEVELOPMENT CORPORATION (IDC)

Motion: Authorize a 2018 Budget for the IDC totaling revenues of \$6,125 and expenditures of \$1,272 as outlined in the attached budget, authorize the IDC Treasurer to approve the distribution and payment of IDC funds in conjunction with this budget.

Discussion: None.

Motion approved with 3-0 vote

CLOSE THE IDC MEETING AND RECONVENE THE PUBLIC MEETING

BREAK

5:30 p.m. RECONVENE PUBLIC MEETING

PUBLIC COMMENT PERIOD - Out of respect for everyone who attends the Commission meeting, the public comment period may be limited to 15 minutes total. Speakers are asked to keep their comments to less than 3 minutes. Please feel free to submit further comments in writing.

None.

ACTION ITEMS

6. PUGET SOUND ENERGY- BUSINESS LIGHTING INCENTIVE PROGRAM GRANTS

Motion: Authorize the Executive Director to apply for, accept and manage grants from the Puget Sound Energy (PSE) Business License Incentive Program for upgrading lighting at the Bellingham Shipping Terminal Warehouse No. 1 & 2 and supporting properties.

Discussion: Marine Terminals Manager Dave Warter explained the purpose of the proposed grant applications will be to help fund energy efficient lighting upgrades to the two Bellingham Shipping Terminal warehouses, adjacent lots and pier; properties in use by current and future cargo customers. Grant proceeds will reimburse the Port 35% of the material costs; the Port's Maintenance department will provide the labor for installation of the new lights.

Motion Approved with a 3-0 vote.

7. PUGET SOUND ENERGY- BUSINESS LIGHTING INCENTIVE PROGRAM GRANTS

Motion: Authorize the Executive Director to apply for, accept and manage grants from the Puget Sound Energy (PSE) Business License Incentive Program for upgrading interior lighting at the Bellingham Cruise Terminal.

Discussion: Marine Terminals Manager Dave Warter explained the proposed grant funds will help provide energy efficient interior lighting upgrades to the Bellingham Cruise Terminal facility serving current tenants, event rentals, and the general public.

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Grant proceeds will reimburse the Port 70% of the material costs; the Port's Maintenance department will provide the labor for installation of the new lights.

Motion approved with 3-0 vote.

OTHER BUSINESS

The following schedule for 2018 regular Commission meetings:

Regular Port Commission meetings will continue to be held in the Commission Chambers/Harbor Center room on the first and third Tuesdays of the month*. Effective January 16, 2018, these meetings will begin at 4:30 pm. There will no longer be the pre-set 5:00-5:30 break. Public comment will be heard at 4:30 and 5:30 pm.


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ADJOURN

With no further business, the meeting was adjourned at approximately 5:39 p.m.



President



Secretary