

**MINUTES OF THE PORT OF BELLINGHAM  
COMMISSION MEETING  
HELD TUESDAY FEBRUARY 20, 2018  
HARBOR CENTER ROOM  
1801 ROEDER AVENUE, BELLINGHAM, WASHINGTON**

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Present:	Commissioners:	
	President	Ken Bell
	Vice President	Bobby Briscoe
	Secretary	Michael Shepard
Staff:	Rob Fix	Executive Director
	Sunil Harman	Aviation Director
	Don Goldberg	Economic Development Director
	Brian Gouran	Environmental Programs Director
	Adam Fulton	Facilities Director
	Tamara Sobjack	Finance Director, Auditor
	Elizabeth Monahan	Human Resources Director
	Sylvia Goodwin	Planning Director
	Shirley McFearin	Real Estate Director
	Frank Chmelik	Port Counsel
	Diane McClain	Executive Secretary

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**2:30 OPEN PUBLIC MEETING, IMMEDIATELY RECESS TO EXECUTIVE SESSION**

The purpose of the executive session will be discuss pending litigation, real estate transactions, pursuant to RCW 42.30.110(i) (c).

**4:30 p.m. –RECONVENE EXECUTIVE SESSION, ROLL CALL,** Commission President Bell called the meeting to order at approximately 4:30 p.m. and noted for the record that all Commissioners were in attendance.

**PUBLIC COMMENT PERIOD** - The following participated in the public comment period:

John Alexander voiced concern with the current security and signage in the Bellwether parking garage and nearby area and urged improvements be made to avoid future theft and problems.

**CONSENT AGENDA**

- A. Approve the minutes of the February 6, 2018, Regular Commission meeting.
- B. For Notification Purposes Only, Pursuant to Resolution No. 1358A - Small Works Roster: Notice of Award: Public Works: Squalicum Boathouse Interior Improvements and Granary Avenue Trenching for Franchise Utilities
- C. Approve the Other Transaction Agreement between the Port of Bellingham and Department of Homeland Security – Transportation Security Administration (TSA) for Janitorial & Electrical reimbursement associated with TSA's screening activities at the Commercial Main Passenger Terminal, Bellingham International Airport.

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- D. Authorize the Executive Director to execute a contract with RaptorTech of Downers Grove, IL for the C Street Terminal Crane Pad Procurement in the amount of \$31,251.25.
- E. Authorize the Executive Director to execute a Memorandum of Understanding with the City of Bellingham for costs associated with the COurban Masterclass and approve International Travel for two Port staff to travel to Copenhagen, Denmark in May 2018 to participate in a Masterclass on Urban Design and Connectivity.

Motion: Approve Consent Agenda items A-E.

Discussion: None.

Motion approved with 3-0 vote.

## **ACTION ITEMS**

### **1. TRIFUNDER INTERLOCAL AGREEMENT WITH CITY OF BELLINGHAM AND WHATCOM COUNTY FOR ECONOMIC DEVELOPMENT SERVICES AND FUNDING**

Motion: Authorize the Executive Director to sign an updated Tri-Funder Interlocal Agreement between the Port of Bellingham, City of Bellingham and Whatcom County regarding an increase in Economic Development Services and Funding.

Discussion: Newly hired Economic Development Director Don Goldberg provided a brief history of Port, City and County coordinated economic development efforts, an overview of the current three year Interlocal Agreement executed in 2016 leading up to the Port's hiring of a full time Director of Economic Development, and plans to hire additional Port staff to increase efforts in the coming year and a brief description of the economic development vision and program for 2018. Mr. Goldberg explained the proposed Interlocal Agreement's funding allocation by the three parties in addition to the continuation of anticipated State of Washington Department of Commerce grant assistance as the designated Associate Development Organization (ADO) for Whatcom County.

Motion approved with 3-0 vote.

### **2. MEMO OF UNDERSTANDING (MOU) WITH HARCOURT BELLINGHAM LLC FOR SUB-AREA PLAN AMENDMENT APPLICATION- OPTION A WAYPOINT LAYOUT ALTERNATIVE**

Motion: Authorize the Executive Director to execute the Memorandum of Understanding (MOU) with Harcourt Bellingham, LLC to submit a Sub-Area Plan Amendment Application based on Site Plan Option A-the Waypoint Layout to the City of Bellingham and authorize the Executive Director to execute all documents necessary to submit the proposed amendment change.

Discussion: Environmental Director Brian Gouran provided a summary of the responses from multiple community outreach efforts on the two proposed downtown waterfront layouts (Option A- Waypoint Park Connection and Option B- Maple Street Connection). Public input received via phone, e-mail, comment cards, Open House attendance and

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various neighborhood and association presentations, etc. has favored the Option A-Waypoint over the Maple Street connection to the water, downtown and the overall layout distribution. The input gathered was helpful in developing the proposed recommendation and MOU with Harcourt Bellingham LLC and in meeting the April 1 due date for submittal of the completion of the Sub Area Plan application and Interlocal Agreement with the City of Bellingham. There will be additional opportunities for the public to provide input as the process moves forward. The Commission asked that the developer Harcourt Bellingham LLC have an increased presence in Bellingham and greater involvement before bringing forward revisions to the agreements for the site.

Motion approved with 3-0 vote.

**5:30 p.m. PUBLIC COMMENT PERIOD -**


None

**OTHER BUSINESS**

The Commission thanked staff for arranging Port facility tours for them and submitting the airport Firefighters job description language for the Law Enforcement Officer Fire Fighter (LEOFF) retirement system consideration.

**ADJOURN**

With no further business, the meeting was adjourned at approximately 5:32 p.m.

  
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President

  
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Secretary