

**MINUTES OF THE PORT OF BELLINGHAM  
COMMISSION MEETING  
HELD TUESDAY APRIL 4, 2017  
HARBOR CENTER ROOM  
1801 ROEDER AVENUE, BELLINGHAM, WASHINGTON**

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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
	Tamara Sobjack	Finance Director
	Adam Fulton	Facilities Director
	Elizabeth Monahan	Human Resources Director
	Sylvia Goodwin	Planning & Economic Development Director
	Shirley McFearin	Real Estate Director
	John Michener	Economic Development Specialist
	Brady Scott	Real Estate Representative
	Frank Chmelik	Port Counsel
	Diane McClain	Executive Secretary

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**2:00 p.m. – OPEN PUBLIC MEETING, IMMEDIATELY RECESS TO EXECUTIVE SESSION**

The purpose of the executive session was to discuss pending real estate transactions pursuant to RCW 42.30.110 (c) with no action being taken by the Commission during the discussion.

**4:00 p.m. – RECONVENE PUBLIC MEETING, ROLL CALL** Commission President Robbins called the meeting in the Harbor Center room to order at approximately 4:00 PM.; all 3 Commissioners were present.

**PUBLIC COMMENT PERIOD** – The following persons commented on the City of Bellingham Mayor's recently proposed C Street off Roeder Avenue location for a new Homeless Shelter:

Members of the Working Waterfront Coalition (WWC) and business/property owners: Jim Kyle, George Dyson, and Jay Bornstein spoke in favor of the Port exercising its option to purchase the proposed site, finding an alternative site vs. disrupting/displacing boatyard operators and tenants and directly impacting the vitality of existing economic cluster-businesses in the Marine Trades area.

Bellingham residents/ business owners Gaylon Herz, Jenn Mason and Adam Schaffer urged support for the location of a low barrier homeless shelter in the proposed area on Roeder and not on Holly Street or in the Old Town area; citing negative impacts to the potential for redevelopment of Old Town.

**CONSENT AGENDA**

- A. Approve the minutes of the March 21, 2017, Regular commission meeting.
- B. Authorize the Executive Director to execute a five year contract with Pitney Bowes for mailing equipment used by the Port in the administration building.
- C. Authorize the Executive Director to execute a License to Operate Agreement between the Port and Washington's Lottery for the placement of a Washington's Lottery vending machine at the Bellingham International Airport (BLI).
- D. Authorize the Executive Director to enter into a grant agreement with Washington State Parks & Recreation Commission for reimbursement of costs associated with the purchase and annual maintenance of pumpout facilities at Squaticum Harbor.
- E. Approve the appointment of a new member (Dave King) to the Marina Advisory Committee (MAC).
- F. Authorization to sell Vessel, pursuant to Resolution No. 1349.
- G. Authorize the Executive Director to execute Amendment No. 1 to the Harris Avenue Shipyard Remedial Action Grant Agreement with Ecology for an increase in funding for the Harris Avenue Shipyard Interim Action.
- H. Authorize the Executive Director to execute a Master Construction Staging and Access Agreement with the City of Bellingham and execute all project specific agreements with the City of Bellingham pursuant to the Master Agreement.
- I. Authorize the Executive Director to execute Amendment No. 2 to the contract with Pacific Security for 4.7% increase and extension June 1, 2017 to May 31, 2018.
- J. Authorize the Executive Director to execute Amendment No. 6 to the Professional Services Agreement with Wilson Engineering in the amount of \$9,675 plus a 10% contingency for survey support and drafting services in the Waterfront District, total authorized contract amount of \$126,636.50.
- K. For notification purposes only, no action necessary- Utilization of Small Works Roster, pursuant to Resolution No. 1358A.
- L. Authorize the Executive Director to execute a Purchase Order in the amount of \$27,349.23 and a Commercial Line Extension Agreement with Puget Sound Energy to provide electrical power to a tenant located in the Log Pond at the Bellingham Shipping Terminal.
- M. Approve a Letter to Dr. Kimberly Perry in support of the Bellingham Technical College's hatchery program.
- N. Authorize the Executive Director to execute a Defense Cost Agreement with the Port's additional insurer Safeco Insurance Company of America.

Motion: Approve Consent Agenda items A through N.

Discussion: Clarification on items D and E.

Motion approved with 3-0 vote.

## **PRESENTATION**

1. **Small Business Development Council (SBDC) Update**-.Economic Development Specialist John Michener introduced Director CJ Seitz and Certified Business Advisor Eric Grimstad from the Western Washington University Small Business Development Center (SBDC) recently relocated to offices on Cornwall Avenue. The purpose of the presentation was to present an update on the SBDC's 2016 activities and introduce new programs being developed. This annual report provided a brief overview of the SBDC services, citing recent client case study examples, comparisons and successes, new businesses benefiting from SBDC assistance.

## **ACTION ITEMS**

### **1. MODIFICATION OF LEASE WITH BITTER END BOATWORKS, LLC AND SURPLUS PERSONAL PROPERTY TRANSFER AGREEMENT**

Motion: Approve a Fourth Modification of Lease and Surplus Personal Property Transfer Agreement between the Port of Bellingham and Bitter End Boatworks, LLC for property located at 1000 Hilton Avenue, Bellingham Washington and Authorize the Executive Director's Certification to Commission to Surplus Port Personal Property.

Discussion: Real Estate Representative Brady Scott introduced Jesse Vangolen, owner of Bitter End Boatworks. Mr. Vangolen explained the proposed longer lease term will allow him to obtain financing for new docks, roof, siding, etc. to improve the facility and his business while continuing to provide jobs for his employees. Mr. Scott explained the 2012 approved lease will expire at the end of the year. The proposed modification would provide a new ten year lease term with two 5 year renewal options and adds 13,200 square feet to the premises. If approved, the lease provides that Bitter End will be responsible for building improvements and the replacement of floats and wooden ramps and disposal of the old ones upon replacement.

Motion Approved with a 3-0 vote.

**Break-**

**5:30 p.m.**

## **PUBLIC COMMENT PERIOD** –

1. Peter Miterko, Urged the Port Commission to consider a low barrier shelter for the homeless to support the City's most vulnerable citizens.

**PRESENTATION**

**2. Port of Bellingham Parks and Recreation Plan Update - Planning & Development**

Analyst Greg McHenry presented an overview of the Recreation, Conservation & Open Space Planning (RCO) program. The RCO plan cannot be more than 6 years old and the Port's current RCO plan is expiring this year. Mr. McHenry described the RCO's funding and planning mechanism through grants, required elements/objectives and public involvement for the construction and operation of Port park facilities. Several Port staff members are currently involved in preparing an updated RCO plan to be brought forward for adoption by the Commission.

**NEW BUSINESS**

These items were discussed briefly under new business:

Economic Development in the County: Define efforts, participants and objectives- staff will prepare report to Commission.

Location for a new Homeless Shelter- At the last commission meeting, the City Mayor asked the Port to withdraw its option to purchase property located on C Street off of Roeder Avenue included in an earlier land swap agreement executed by the Port and the City. The Port Commission discussed the Mayor's request, the function and mission of a port, its role in land use vs. social matters, the current use of the property in the Marine Trades area, the City's plan for a low barrier homeless shelter in that area and the Port's option to purchase the City owned property. More information is being gathered, additional discussion to follow.

**ADJOURN**

With no further business, the meeting was adjourned at approximately 6:13 p.m.



Daniel M. Robbins, President



Michael McAuley, Secretary

