

**MINUTES OF THE PORT OF BELLINGHAM
COMMISSION MEETING
HELD TUESDAY JUNE 18, 2019
HARBOR CENTER ROOM
1801 ROEDER AVENUE, BELLINGHAM, WASHINGTON**

Present:	Commissioners:	
	President	Bobby Briscoe
	Vice President	Ken Bell
	Secretary	Michael Shepard
Staff:	Rob Fix	Executive Director
	Sunil Harman	Aviation Director
	Don Goldberg	Economic Development Director
	Brian Gouran	Environmental, Planning Director
	Tamara Sobjack	Finance Director, Auditor
	Elizabeth Monahan	Human Resources Director
	Shirley McFearin	Real Estate Director
	Terry Ilahi	Senior Property Manager
	Kyle Randolph	Squalicum Harbormaster
	Adrienne Hegedus	Environmental Specialist
	Mike Hogan	Public Affairs Administrator
	Greg McHenry	Senior Planning Analyst
	Jennifer Noveck	Communications & Research
	Ben Howard	Environmental Project Manager
	Frank Chmelik	Port Legal Counsel
	Diane McClain	Executive Secretary

OPEN PUBLIC MEETING, ROLL CALL AND IMMEDIATELY RECESS TO EXECUTIVE SESSION

At approximately 3:00 PM, the regular meeting was opened, roll was taken and immediately recessed to executive session. The purpose of the executive session was to discuss potential real estate for consideration of sale, purchase or lease pursuant to RCW 42.30.110(1) (c). The executive session was expected to last approximately 1.5 hours with no formal action taken by the Commission during the executive session.

4:30 RECONVENE PUBLIC MEETING, ROLL CALL- At approximately 4:30 p.m., Commission President Briscoe closed the executive session, reconvened the public meeting and announced that all 3 Commissioners were present.

Advisory Committee Announcements

PUBLIC COMMENT PERIOD-

No one participated in the first public comment period.

CONSENT AGENDA

- A. Approve the minutes of the June 4, 2019, regular and June 6, 2019 Special Commission meetings.
- B. Authorize the Executive Director to execute an amendment to the existing Personal Services Agreement with One World Productions for video documentation services

Motion approved 3-0 vote.

PRESENTATION

Real Estate Division Insurance Requirements- Port General Counsel Frank Chmelik and Senior Property Manager Terry Ilahi provided an overview of the Port's current liability insurance requirements intended to protect the Port against claims arising from tenant, customer and vendor activities on Port property. The two discussed insurance limits, deductibles, policies, premiums and additional insured status. Each of the Port's operating divisions (real estate, marinas, airport etc.) periodically evaluate potential risks, operational issues, insurance broker and legal recommendations along with industry trends to develop the appropriate tenant, customer and vendor required level of liability insurance which is presented to the Commission annually for approval.

Sustainability Program Update- Port Environmental Specialist Adrienne Hegedus presented an overview of the Port's Sustainability Program that includes a committee of twenty staff members addressing issues such as waste reduction, environmental certifications, shoreline debris removal, energy efficiency and renewable energy production, climate and sustainability considerations throughout the Port's properties/facilities. The committee meets twice yearly to share ideas and provide education. The Port has recently partnered with ReSources and Department of Natural Resources (DNR) in a couple of local shoreline cleanup activities. Port environmental staff will continue to provide support on energy efficiency projects on all Port property, research potential funding sources for solar projects, look at ways to track energy efficiency work at a higher level to establish energy reduction goals, and continue to develop a Sustainability Policy/Plan to be presented at a future Commission presentation.

Youth Sailing Dock & Ramp Modifications Update- Squaticum Harbormaster Kyle Randolph presented an overview of two Bellingham Youth Sailing Foundation tenant improvement proposals (cosponsored by the Bellingham Yacht Club) for expanding the Port's Zuanich Park Day Dock. Proposal No. 1 would double the size and capacity of the current dock and Proposal No. 2 would modify the slope next to the existing dock to provide a mini boat launch for kayaks and larger sailboat dinghies. The Commission discussed the two options, current use of the dock, design, permitting requirements and asked that staff seek input from the tribes when considering potential expansion or modification of Port docks over water.

5 minute Break.

PUBLIC COMMENT PERIOD-

Dave Grant, Airport Hangar tenant, questioned the Port's reason for imposing an increase in required insurance coverage from \$1 to 2 million stating his difficulty and higher cost to obtain and suggested the Port consider seeking a broad policy for the airport hangar tenants and share in the cost.

ACTION ITEMS

Motion approved with a 3-0 vote.

REAFFIRM RESOLUTION NO. 1181-D, COMMISSION CODE OF GOVERNANCE AND CONDUCT

Motion: Reaffirm Resolution No. 1181-D, regarding the Commission Code of Governance and Conduct.

Discussion: Executive Director Rob Fix explained that in 2014, the Port Commission adopted Resolution No. 1181-D approving the establishment of a Commission Code of Governance and Conduct and dissolving the Standing Ethics Advisory Committee. Mr. Fix added that Commission President Briscoe requested this item be added to this agenda for reaffirmation by the current commission.

Motion approved with a 3-0 vote.

OTHER BUSINESS

The Commission briefly discussed the following items during Other Business: Food trucks on Port property, development of a Marine Kayak Trail, commission compensation and access to legal counsel for research and consultation services, plus appropriate staff response to commission inquiries for information. Executive Director Rob Fix announced the next commission meeting is scheduled for July 9, 2019 and introduced new Executive Assistant Carey Jones.

ADJOURN

With no further business, the meeting was adjourned at approximately 7:42 p.m.



President



Secretary