

**MINUTES OF THE PORT OF BELLINGHAM
COMMISSION MEETING
HELD TUESDAY JANUARY 3, 2017
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
Tamara Sobjack	Finance Director
Adam Fulton	Facilities Director
Elizabeth Monahan	Human Resources Director
Dan Stahl	Maritime Director
Sylvia Goodwin	Planning & Economic Development Director
Shirley McFearin	Real Estate Director
Terry Ilahi	Real Estate Analyst/Account Representative
Mike Hogan	Public Affairs Administrator
Frank Chmelik	Port Counsel
Diane McClain	Executive Secretary

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

PUBLIC COMMENT PERIOD –

1. Joe Schmidt, Bellingham-Mr. Schmidt voiced support for the action item on the agenda and bringing business to the Bellingham Shipping Terminal.
2. Darren Williams, Bellingham-Mr. Williams has attended Port Commission meetings for 14 years. He spoke in favor of the proposed lease with GrandCamp at the Bellingham Shipping Terminal and urged the Port to continue exploring other opportunities/possibilities for increasing activity at the shipping terminal.

CONSENT AGENDA

- A. Approve the minutes of the December 6, 2016, Regular commission meeting.

- B. Reaffirm the utilization of Chmelik, Sitkin, & Davis, P.S., Attorneys at Law, as the Port's general legal counsel with their hourly rate staying at the capped rate of \$250, effective January 1, 2017, for principals, and actual billing rates for associates and paralegals.
- C. Authorize the Port's legal counsel to enter into contacts with Anchor QEA, LLC, and other consultants (including Floyd Snyder and Landau Associates, Inc.) to provide technical expertise in support of the 2017 legal work related to the Environmental Department up to a total of \$154,760.
- D. Authorize the Executive Director to execute an Environmental Covenant for the Pulp & Tissue Mill Remediation Action Unit at the GP West MTCA Site.
- E. Authorize the Executive Director to execute Amendment No. 9 to the Professional Services Agreement (PSA) with CH2M for the Slater Road Off-Site Wetland Mitigation Monitoring Project. This amendment will increase the contract budget by \$10,754 to a contract total of \$542,189 and extend the PSA through the end of 2017.
- F. Authorize the Executive Director to execute a Janitorial Maintenance Service Agreement with SP+ for janitorial services for the Bellingham International Airport commercial terminal and fund the contract through budget item janitorial 1-101-001-7211-0000.

Motion: Approve Consent Agenda items A through F.

Discussion: None.

Motion approved with 3-0 vote

ACTION ITEMS

1. RESOLUTION NO, 1106-S, DELEGATION OF POWERS

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

Discussion: Executive Director Rob Fix explained the proposed action is a housekeeping item presented to the Commission annually for the purpose of establishing the delegated administrative powers and duties of the Executive Director and designees. There was no further discussion.

Motion Approved with a 3-0 vote.

2. RENTAL REVENUE STANDARD- FISCAL YEAR 2017

Motion Approve the Port of Bellingham Rental Revenue Standards for 2017.

Discussion: Real Estate Director Shirley McFearin reported Resolution No. 1106 provides the Executive Director the authority to quickly execute leases of 5 years or less. Staff is working with the Working Waterfront Coalition to provide recommendations to the Commission pertaining to the Marine Trades leases on or before May 1, 2017. Terry Ilahi, Real Estate Analyst, added the Port's proposed rental revenue standards are prepared annually based on

current market conditions and the standards proposed for this year include an increase to the "Class A" office and retail rates.

Motion Approved with a 3-0 vote.

3. GRANDCAMP INTERNATIONAL, LLC- HARBOR LAND LEASE INCLUDING LEASE OF DNR PROPERTY.

Motion: A.) Approve a Harbor Land Lease at the Bellingham Shipping Terminal between the Port of Bellingham and GrandCamp International, LLC, including lease of DRN property, and B.) Authorize the Executive Director the authority to enter into lease modifications with GrandCamp in order to implement lease options to relocate, add and/or reduce lease area, as provided in the lease.

Discussion: Maritime Director Dan Stahl provided a brief overview of the GrandCamp International LLC proposal and explained the owner Steve Grandorf has over 30 years' experience in the Pacific Northwest timber industry. Mr. Stahl presented the particular parcels of interest at the Bellingham Shipping Terminal as well as the highlights of the proposed action. Principal Steve Grandorf reported the company is excited to have the opportunity to develop a lease with the Port which will provide access to international and domestic markets for the distribution and receipts of forest products through the shipping terminal facility.

Motion Approved with a 3-0 vote.

Recess to executive session - At approximately 4:40 p.m., the Commission recessed the public meeting to a closed executive session to discuss pending litigation pursuant to RCW 42.30.110 (1) (i).

5:00 p.m. BREAK-

5:30 p.m. RECONVENE PUBLIC MEETING, ROLL CALL

PUBLIC COMMENT PERIOD – No one signed up to speak during the public comment period.

NEW BUSINESS

These items were briefly discussed under new business:

1. Commission Districts- In the past the Port, County and PUD Districts all had three districts. The shared map showing the boundaries of the three districts was posted on the County website. With the County increasing its Legislative Districts from 3 to 5 last year, it was agreed that the Port should formally establish its commission district boundaries by reaffirming its 3 existing districts. Port staff will prepare a resolution and prior to adopting; advertise a public hearing to receive public comment on the matter of commission districts at the next Commission meeting.

ADJOURN

With no further business, the meeting was adjourned at approximately 5:56 p.m.



Daniel M. Robbins, President



Michael McAuley, Secretary

