

**MINUTES OF THE PORT OF BELLINGHAM
BOARD OF COMMISSIONERS MEETING
HELD TUESDAY, JANUARY 7, 2025
REGULAR IN-PERSON/ HYBRID MEETING**

Consent Agenda
item # A

Commissioners:

Bobby Briscoe	President
Ken Bell	Vice President
Michael Shepard	Secretary

Staff:

Rob Fix	Executive Director
Holly Stafford	Port Legal Counsel
Tamara Sobjack	Chief Financial Officer
Tiffany DeSimone	Director of Maritime
Adrienne Douglass-Scott	Sustainability Program Manager
Tyler Schroeder	Director of Economic Development
Sam Shipp	Engineering Program Manager
Joe Spencer	Manager-BCT & Grounds
Stephane Wiley	Community Outreach Manager

OPEN THE PUBLIC MEETING, IMMEDIATELY RECESS TO EXECUTIVE SESSION

At approximately 3:00PM, Commissioner Briscoe opened the public meeting, and read the executive session announcement. The announcement let the public know the purpose of the executive session was to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee, per RCW 42.30.110(1)(g).

Then Commissioner Briscoe immediately recessed to executive session, and stated he will resume the open public meeting in one hour. If the executive session runs long, the presiding officer will come back to the location of the regular meeting and announce a new time the open session will reconvene.

OPEN THE PUBLIC MEETING, ROLL CALL

At approximately 4:00PM, President Bobby Briscoe closed the executive session and opened the public meeting, and announced all three Commissioners were present.

READ ADVISORY COMMITTEE MEETING SCHEDULES

Commissioner Briscoe read the Advisory Committee meeting schedule:

- Marina Advisory Committee (MAC), January 14 @ 6:00 PM, The Port Administration Building-Mount Baker Room, in-person only.
- Bellingham International Airport Advisory Committee (BIAAC), January 16 @ 4:00 PM AARF Station 2005 West Bakerview, both in-person and Zoom.

4:00PM PUBLIC COMMENT

President Bobby Briscoe stated there are two Public Comment periods: One at 4:00 PM and another at the end of the meeting. Out of respect for everyone who attends the Commission meeting, each 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. There were no Public Comments.

NEW HIRE INTRODUCTION

Sam Shipp, Engineering Program Manager introduced Joey Swinford, Project Engineer. Joey comes to us from a local engineering firm. He has experience working with other municipalities. He has

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storm water experience and some seasonal work at Roach Harbor. He is a graduate of WSU. Welcome Joey.

Joe Spencer, Manager- BTC & Grounds introduced Zeke Smith as Maintenance Technician. Zeke was one of our seasonal workers this past year and did such a great job that when we had an opening we decided to keep him. Welcome aboard Zeke.

CONSENT AGENDA

- A. Motion to approve minutes from the December, 2024 Regular Scheduled Commission Meeting.
- B. Motion to amend minutes from the November 5, 2024 Regular Scheduled Commission Meeting.
- C. Motion to authorize the Executive Director to enter into a grant agreement with the US EPA Clean Ports Climate and Air Quality Planning program.
- D. Motion to authorize the Executive Director to execute a contract amendment with Cobb Fendley for the N. Ferndale Broadband project.
- E. Motion to authorize the Executive Director to execute a contract amendment with Cobb Fendley for the N. Lynden Broadband project.

Discussion

Commissioner Shepard asked about our staffing capacity for the Broadband work we are doing. Tyler Schroeder, Director of Economic Development, explained that our point person for this project is no longer with us, and that he has picked up that part of the workload and is collaborating with the P.U.D. to move forward. The N. Lynden segment will likely be complete in June, and the N. Ferndale project will be complete later this year which is within the timeline for the grants which were for construction by 2026.

Motion: Approve Consent Agenda A through E.

Motion Approved with a 3 -0 Vote.

ACTION ITEMS

1. Motion to authorize the Executive Director to execute an agreement between the Port of Bellingham and Public Health Institute (Civic Spark) for an AmeriCorps Fellow.

Discussion

Adrienne Douglass-Scott, Sustainability Program Manager, introduced Danica Holt our energy program intern. Danica is a recent WWU graduate. She has been working on the Building and Infrastructure Energy Management Program (BIEMP). It is a multi-divisional program designed to target long term systems for insuring compliance with the clean buildings act. We recommend that Danica be considered for Civic spark Fellowship.

Motion Approved with a 3 – 0 Vote.

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2. Motion to approve a third fee category to be added to Bellingham Dockside Market's vendor fee structure.

Discussion

Tiffany DeSimone, Director of Maritime, introduced Cari Chan who is the Dockside Market coordinator and Stephanie Wiley who is the Community Outreach Manager. Ms. DeSimone noted the action is to request a third fee category of \$10.00 for sales under \$300 for our smaller vendors who are selling Maritime-related art and other miscellaneous items.

Motion Approved with a 3 – 0 Vote.

PUBLIC COMMENT

Commissioner Briscoe announced the end of meeting public comment period, and asked if there was anyone wishing to speak. There was no public comment.

OTHER BUSINESS

Commissioner Shepard noted that he had received a question from a tenant about how assessments were made for repairs in Squalicum Harbor at the sawtooth dock. Tiffany DeSimone, Director of Maritime, said there was an assessment of the sawtooth at the end of 2024 and that repairs had been budgeted for. Some repairs will be done internally by our maintenance department and the bigger jobs will go out for bid.

Commissioner Briscoe gave a shout out to the staff and volunteers that helped over the holidays with The Holiday Port at the Cruise Terminal. It was outstanding. Stephanie Wiley, Community Outreach Manager, estimated that 3 to 4 thousand people attended over the course of the weekend, and there were 24 performance pieces and 75 gingerbread houses on display. Commissioner Bell mentioned the Maritime Museum at the Cruise Terminal is quite interesting.

RECESS TO EXECUTIVE SESSION

At approximately 4:35, Commissioner Briscoe recessed to Executive Session, noting it was a continuation of the earlier executive session. He noted it will last one hour.

At approximately 5:45, Commissioner Briscoe announced the Executive Session is extended 30 minutes.

At approximately 6:15, Commissioner Briscoe announced the Executive Session is extended 45 minutes

MEETING ADJOURNED AT APPROXIMATELY 7:00PM

President/Vice President



Secretary

