

**MINUTES OF THE PORT OF BELLINGHAM
COMMISSION MEETING
HELD TUESDAY JANUARY 16, 2018
HARBOR CENTER ROOM
1801 ROEDER AVENUE, BELLINGHAM, WASHINGTON**

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
	Elizabeth Monahan	Human Resources Director
	Sylvia Goodwin	Planning Director
	Shirley McFearin	Real Estate Director
	Bob Jenkins	Accounting Analyst
	Brady Scott	Real Estate Representative
	Jon Gibson	Project Engineer
	Frank Chmelik	Port Counsel
	Diane McClain	Executive Secretary

2:00 OPEN PUBLIC MEETING, IMMEDIATELY RECESS TO EXECUTIVE SESSION

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

4:30 p.m. –RECONVENE EXECUTIVE SESSION, ROLL CALL, Commissioner Bell called the meeting to order at approximately 4:30 p.m. and noted for the record that all 3 Commissioners were in attendance.

PUBLIC COMMENT PERIOD - Out of respect for everyone who attends the Commission meeting, the 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.

No one participated in the public comment period.

CONSENT AGENDA

- A. Approve the minutes of the December 19, 2017, and January 2, 2018, regular Commission meetings.
- B. Authorize the Executive Director to execute a Release and Settlement Agreement with Starr Indemnity & Liability Company and State Farm Fire and Casualty Company for the March 2012 Squalicum Harbor Boathouse Fire.

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- C. Affirmation of Commission Code of Governance and Conduct as referenced in Resolution No. 1181 D, adopted in 2014.
- D. Authorization to sell vessel at auction pursuant to Resolution No. 1349.
- E. Approve an increase in the base salary of the Executive Director Salary by 3.0 % over his 2017 annual salary, effective immediately.

Motion: Approve Consent Agenda items A-E.

Discussion: Commissioner Briscoe asked that item C be pulled from the consent agenda for further review and discussion. The Commission agreed to remove and vote on the remaining items.

Motion approved with 3-0 vote.

ACTION ITEMS

1. TWO YEAR CONTRACT FOR MAINTENANCE AND UPGRADE OF ACCOUNTING SOFTWARE

Motion: Authorize the Executive Director to execute a 2 year contract with The Resource Group for the maintenance and upgrade of the accounting software.

Discussion: Accounting Analyst Bob Jenkins reported the proposed contract with The Resource Group includes unlimited tech help support, project management and coordination for software upgrades, additions and other changes, a year end update and quarterly reviews of the Port's server, system and one upgrade to a newer version.

Motion approved with 3-0 vote.

2. APPROVAL OF WRITE OFF- UK- HALSEY NW, LLC.

Motion: Authorize the Executive Director to approve a write off associated with the delinquent account of UK Halsey NW LLC, dba UK Sailmaker in the amount of \$18,508.02.

Discussion: Real Estate Representative Brady Scott provided a brief history of the account's payment, late fees, default notices, and Port collection efforts leading to the proposed request for a write off.

Motion approved with 3-0 vote.

3. BELLWETHER BUILDING HVAC CONTROL SYSTEM REPLACEMENT

Motion: Authorize the Executive Director to execute a Purchase Order with ATS Automation, Inc. to provide and install a new control system for the Bellwether Building HVAC system in the amount of \$134,419.51 plus a 10% contingency for a total cost of \$147,861.46.

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Discussion: Project Engineer Jon Gibson explained the efficiency improvements and cost savings (reduced maintenance on the older system and obtaining a grant from Puget Sound Energy for 40% of the project) advantages to replacing the aging existing Heating, Ventilation, and Air Conditioning (HVAC) control system with the proposed newer HVAC control system upgrades.

Motion approved with 3-0 vote.

PRESENTATIONS

WATERFRONT DISTRICT ENERGY (DE) UPDATE

Facilities Director Adam Fulton provided explained the District Energy System (DE) is an opportunity for incorporating sustainable system strategies and efficiencies in the Waterfront District and several agencies are available to assist in that effort. Sustainable Connections is a Whatcom County membership organization (with about 15 sponsors) that has been around for about 16 years. Manager Rose Lathrop explained how Sustainable Connections is working to support approximately 2,000 local businesses in food and farming, energy efficiency, think local first, green building programs assisting in technical and marketing areas. Ms. Lathrop added Sustainable Connections has been involved in the Waterfront District energy discussion and vision since 2001 and will continue to provide assistance going forward.

OTHER BUSINESS

The following items were discussed briefly under New Business:

Relocation of the Squaticum Storage Yard- Port staff will draft a letter to users of the Storage Yard regarding the storage of misc. marine items.

Mt. Baker Sierra Club request for Commissioner to attend an upcoming meeting- more scheduling notice is needed.

Seaview Building to be discussed at an upcoming Commission meeting.

Upcoming Waterfront District Open House at the Granary Building

BREAK

5:30 p.m. RECONVENE PUBLIC MEETING

PUBLIC COMMENT PERIOD - Out of respect for everyone who attends the Commission meeting, the 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.

Dave Bock urged the Port to consider Wave Energy as a source of energy generation on Port properties.

WATERFRONT DISTRICT UPDATE

Environmental Director Brian Gouran explained the Waterfront District quarterly updates are an opportunity to share information, obtain Commission direction, preview upcoming Action items and discuss General schedule and Milestone accomplishments for the redevelopment of the 237 acre site. Mr. Gouran presented an overview of existing conditions, renderings of the existing Sub-Area Plan, two proposed downtown Waterfront layouts, ongoing and future community outreach efforts and public feedback opportunities. The Commission discussed the upcoming Open House at the Granary Building, CoUrban Master Class in Copenhagen, Board Mill Building potential residential project, and upcoming completion of the Sub Area Plan application and Interlocal Agreement with the City of Bellingham. Harcourt Representative Pat Power was present in the audience for the presentation and discussion.

ADJOURN

With no further business, the meeting was adjourned at approximately 6:17 p.m.



President



Secretary