

**MINUTES OF THE PORT OF BELLINGHAM  
COMMISSION MEETING  
HELD TUESDAY MAY 01, 2018  
HARBOR CENTER ROOM  
1801 ROEDER AVENUE, BELLINGHAM, WASHINGTON**

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Present:	Commissioners:	
	President	Ken Bell
	Vice President	Bobby Briscoe
	Secretary	Michael Shepard
Staff:	Rob Fix	Executive Director
	Don Goldberg	Economic Development Director
	Brian Gouran	Environmental Programs Director
	Adam Fulton	Facilities Director
	Tamara Sobjack	Finance Director, Auditor
	Elizabeth Monahan	Human Resources Director
	Shirley McFearin	Real Estate Director
	Mike Hogan	Public Affairs Administrator
	Alan Birdsall	Marinas Manager
	Kyle Randolph	Squalicum Harbormaster
	Tiffany DeSimone	Meetings & Events Supervisor
	Neil Clement	Emergency Management & Security
	Brady Scott	Real Estate Representative
	Frank Chmelik	Port Counsel
	Diane McClain	Executive Secretary

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**3:00 p.m. – OPEN PUBLIC MEETING, IMMEDIATELY RECESS TO EXECUTIVE SESSION,** Commission President Bell called the meeting to order at approximately 3:00 p.m. This closed the executive session. The purpose of the executive session was to discuss potential real estate transactions pursuant to RCW 42.30.110 (1)(c). The executive session was expected to last 1.5 hours and reconvene at 4:30 p.m. with no action taken by the Commission during the executive session.

**CLOSE EXECUTIVE SESSION, RECONVENE PUBLIC MEETING, ROLL CALL**  
Commission President noted for the record that all 3 Commissioners were in attendance.

**PUBLIC COMMENT PERIOD**

No one participated in the second public comment period:

**CONSENT AGENDA**

Motion: Approve Consent Agenda items A through G.

- A. Approve the Consent to Assignment of Fueling Premises and Assets including existing leases at the fuel farm, GA ramp and General Aviation Terminal FBO between Command Aviation Inc., and Bellingham Aviation Services Inc., for fueling

rights and assets including tanks and tank pads and associated ground leases and customer service premises spaces in the GA Terminal.

- B. Authorize the Executive Director to execute Amendment No. 2 to the Professional Services Agreement with Associated Project Consultants for the Multiple Fire Suppression and Water Main projects in the amount of \$22,000, for a revised total contract amount of \$161,556.
- C. Authorize the Executive Director to execute Amendment No. 3 to the Professional Services Agreement with Puttman Infrastructure to provide final design, submittal review and construction support services for the District Utilities ECO project in the amount of \$24,825; plus a contingency amount of \$5,552 for a total authorized PSA amount of \$79,030.
- D. Authorize the Executive Director to execute documents (including Consent to Sublease Agreement, Subordination and Non-Disturbance Agreement and a Trademark Licensing Agreement) in connection with Cohanim Bellwether, LLC and Raftelis Financial Consultants, Inc. pertaining to Building A, located at 21 Bellwether Way, Bellingham Washington.
- E. Approve the Consent to Assignment of Lease from Nourish IP, LLC to Ideal Wellness BH, LLC, for 8 Bellwether Way, located in front of the Bayview Center Building.
- F. Authorize the Executive Director to execute Amendment No. 1 to the Professional Services Agreement with EA Engineering, Science and Technology, Inc. for the final EIS Addendum for the 2018 Waterfront District Sub Area Plan for the an increase of \$5,125.00 and a new total of \$28,995.00.
- G. Authorize the Executive Director to execute a Release and Settlement Agreement between the Port of Bellingham and Starr Indemnity & Liability Company of America ("Safeco").

Discussion: None.

Motion approved with 3-0 vote.

## **PRESENTATIONS**

### **Legislative Update**

Public Affairs Administrator Mike Hogan introduced Washington State legislative lobbyists, Tom McBride and Ben Buchholz, (McBride Public Affairs LLC) to provide an update on state legislation, answer questions and receive input from the Commission. McBride Public Affairs was hired by the Port, City of Bellingham and Whatcom County through an Interlocal Agreement to represent the shared legislative and regulatory interests of the three entities. The team spoke of the political context in Olympia with tight margins in both the House (Democrats 50/Republicans 48) and Senate (Democrats 25/ Republicans 24) affecting the outcomes of 2018 session. Mr. McBride and Mr. Buchholz also previewed the 2019 legislative session with 13-14 announced

retirements (including Finance Chair Kristine Lytton's 40<sup>th</sup> District seat). The issues discussed included the State's 2017 Supplemental Budget, anticipated revenues and funding availability, McCleary education funding, gun control, education, Port broadband authority, aging fishing fleets, strengthening oil transportation safety with a new vessel tax, airport infrastructure, tourism promotion, the public works trust fund and publicly owned wastewater/sewer systems.

### **Interpretive Signage- Squalicum Harbor**

Marinas Manager Alan Birdsall introduced Squalicum Harbormaster Kyle Randolph to present an overview of the Squalicum Harbor Interpretive Signage project. The proposed plan is to install interpretive signage in various locations within Squalicum Harbor and specifically, around the area of commercial fishing vessels. Mr. Randolph reported the location of the signs would be interactive with the content and in tandem with the logistics of the area. Representatives of the Working Waterfront Coalition and the Dave Hansen Memorial Fund have been working with Port staff to design these eight interpretive signs to be placed along the Squalicum Promenade. Sponsors of this proposed project would include the Port of Bellingham, Working Waterfront Coalition and a \$10,000 gift from the Dave Hansen Memorial Fund. Mr. Randolph presented examples of the interpretive signs which might include geographic information and watercolor images identifying distant and local waters fisheries, types of commercial gear represented in the harbor's local fleet (i.e. seiners, long liners, gillnetters, trollers, crabbers and salmon reefnetters), local marine trade services as well as local tribal maritime history. Working Waterfront Coalition President Pete Granger reiterated the need for interpretive signage as was evidenced by the curiosity of visitors during last year's SeaFeast event in Squalicum Harbor. Commissioner Briscoe suggested adding drum seiners, ground fish vessels and oyster farming to the list. The Commission was in favor of moving forward with the installation of the eight signs this year in Squalicum and suggested that much of the information in the signage for Squalicum might be duplicated fairly inexpensively for installation in the Blaine Harbor as well.

### **Meetings and Events Update**

Meetings & Events Supervisor Tiffany DeSimone presented an overview of the various activities, challenges and processes involved in responding to a wide array of public requests for use of Port facilities and managing the Port's Meetings and Corporate Events program. Port staff strives to accommodate specific catering, parking, set up and take down requests as they arise. One of the challenges that has come up occasionally is the inquiry for ticketed events on the Port's property i.e. arts events and music concerts which would close off public access. Recently, the Port has been contacted by two separate event planners that would each like to book a Port facility for a one day ticketed event to be held in August and September, both music concerts and both at Zuanich Park. Ms. DeSimone understood the request from 'Summer's End' Music Festival to charge admission, whereby closing the park one day in August to those without a ticket; may result in public disapproval. Commissioner Briscoe was not in favor of closing a public park for a private event. Commissioner Shepard asked if the City and County have completely closed parks for events. The 'Summer's End' event is in its third year and has been held in both a City and County park but without charging

admission. The Commission discussed the pros and cons and the Port's legal counsel Frank Chmelik added the decision is within the Commission's discretion. Commissioner Shepard announced he would conduct a poll to gather input and all three agreed that they needed more time.

**SHORT BREAK FOLLOWED BY 5:30 PUBLIC COMMENT PERIOD –**

The following participated in the second public comment period.

1. Debbie Granger thanked the Port staff for its effort in developing the interpretive signage project in Squalicum Harbor and added that the signage will assist harbor visitors, tourists and attendees of the SeaFeast event. Ms. Granger explained that Dave Hansen (memorial fund contributor to Squalicum signage project) was a friend and fellow reef netter. He served on the executive committee of the Working Waterfront Coalition and was instrumental in the drafting of their bylaws.

**ACTION ITEMS**

**1. SECURITY SERVICES CONTRACT FY 2018-2019**

Motion: Authorize the Executive Director to enter into a Security Services Contract with Pacific Security for the two year period of June 1, 2018 through May 31, 2020, for an annual bid amount of \$437,221 plus a \$43,722 (10%) contingency for a total amount of \$480,943.

Discussion: Emergency Management and Security Officer Neil Clement reported the current Security Services contract with Pacific Security will expire May 31, 2018. With the help of Contracts Administrator Anthony Ammirati, the Port recently went out to bid for a service contract to provide two years security services. Of the three submittals received, the lowest response (Pacific Security) was \$70,000 less than the second response. The third and highest quote was another \$70,000 above that. Mr. Ammirati explained the difference of quotes was based on hourly rates which might be influenced by size of the company and number of employees, assets, overhead etc.; companies are not required to explain their rates. The selection committee of 5 Port employees reviewed and ranked the three proposals received and compared elements of credentials, accountability and references and is recommending awarding the contract to Pacific Security.

Motion approved with 3-0 vote.

**2. LFS INC TERMINATION OF LEASE, FMIP BUILDING 7, BELLINGHAM GLOVE INC. COMMERCIAL LEASE, FMIP BUILDING 7, LFS INC. HARBOR LAND LEASE, LAND AT FMIP**

Motion: Approve a Termination of Lease and Harbor Land Lease between the Port of Bellingham and LFS Inc., and a Commercial Lease between the Port of Bellingham and Bellingham Glove, Inc. for premises located at Fairhaven Marine Industrial Park (FMIP) Building No. 7.

Discussion: Real Estate Representative Brady Scott explained that LFS had entered into a Purchase and Sale agreement with Bellingham Glove Inc. for their glove

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distribution business line which operates out of FMIP Building No 7, and as such was requesting a termination of the LFS lease and issuance of a new lease to Bellingham Glove for the building premises. LFS also requested a new harbor land lease to retain some of the outdoor yard premises for purposes of net gear storage.

Motion approved with 3-0 vote.

### OTHER BUSINESS

**Work-study Sessions:** The Commission continued their conversation from the April 17, 2018, Commission meeting re: arranging Work Study sessions within a Commission meeting to allow time for informal discussions on various topics of their choosing. Executive Director Rob Fix offered to structure the May 15, 2018, Commission meeting agenda with less business action items. The work-study session and the topics to be covered will appear on the agenda distributed a week in advance. The Commission agreed work sessions should occur before the 4:30 start of the regular meeting and if an executive session was needed, it could happen after the regular business portion of the meeting. The first work-study session will include Broadband, Economic Development and the ASB (Aeriation Stabilization Basin). Legal council will attend work-study sessions as needed, depending on topic of discussion. Videotaping schedule of the regular meetings beginning at 4:30 p.m. will not change.

Staff was asked to explore costs to add 4-6 Dolphins/and catwalk to the ASB pond side, enhancing GP Wharf area activities; perhaps the cost and timing estimates could be provided in the work-study discussion of the ASB and future use.

### ADJOURN

Following upcoming Advisory Committee meeting announcements, With there being no further business, the meeting was adjourned at approximately 6:19 p.m.

  
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President

  
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Secretary