

**MINUTES OF THE PORT OF BELLINGHAM
COMMISSION MEETING
HELD TUESDAY September 3, 2019
HARBOR CENTER ROOM
1801 ROEDER AVENUE, BELLINGHAM, WASHINGTON**

**CONSENT AGENDA
ITEM # A**

Present:	Commissioners:	
	President	Bobby Briscoe
	Vice President	Ken Bell
	Secretary	Michael Shepard (Teleconference)
Staff:	Rob Fix	Executive Director
	Don Goldberg	Economic Development Director
	Brian Gouran	Environmental, Planning Director
	Tamara Sobjack	Director of Finance
	Elizabeth Monahan	Human Resources Director
	Shirley McFearin	Real Estate Director
	Alan Birdsall	Strategic Project Manager
	Brian Keenan	Engineering Project Engineer
	Gina Stark	Economic Development Project Engineer
	Noah Carlson	Real Estate Property Manager
	Frank Chmelik	Port Legal Counsel
	Carey Jones	Executive Assistant

4:30 PUBLIC MEETING, ROLL CALL- At approximately 4:32 p.m., President Bobby Briscoe opened the public meeting and announced that all 3 Commissioners were present.

Meeting Announcements

MARINA ADVISORY COMMITTEE – Tuesday, September 10, 2019, at 6:00 p.m., Commission Chambers, Harbor Center Building, 1801 Roeder Avenue, Bellingham.

TECHNICAL AIRPORT ADVISORY COMMITTEE (TAAC)- Thursday, September 12, 2019, at 9:30 a.m., ARFF Conference Room, 2005 W. Bakerview Road, Bellingham International Airport.

BELLINGHAM INTERNATIONAL AIRPORT ADVISORY COMMITTEE (BIAAC)- Thursday, September 12, 2019, at 5:00 p.m., ARFF Conference Room, 2005 W. Bakerview Road, Bellingham International Airport.

4:30 PUBLIC COMMENT PERIOD- No one signed up to participate in the public comment session.

CONSENT AGENDA

A. Approve the minutes of the August 13, 2019, regular meeting.

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- B. Approve a two year Services Agreement between the Port of Bellingham and Western Washington University (WWU) to fund Small Business Development Center services.
- C. Approve a grant from the Economic Development Investment for Whatcom County Rural Broadband Segment 1 construction project in the amount of \$750,000.
- D. Approve an amendment to the Local Agency Professional Services Cost plus Fixed Fee Consultant Agreement with PH Consulting, LLC in the amount of \$86,561.64 for a total authorized contract amount of \$211,523.87.
- E. Approve the transfer \$23,000 from general ledger number 105-847-1900 to general ledger number 105-005-7308 and execute a Professional Services Agreement (PSA) with Power Science Engineering in the amount of \$9,800.
- F. For notification purposes only, per Resolution No. 1358A Small Works Roster-Awarded Public Works Contract for the following projects; Bellingham International Airport Replace Carpet, C Street Rolling Gate, Provide Waterfront Pump Track Import Soil, Sprinkler System Repair FMIP Building 1, and Waterfront Pump Track Construction.
- G. Approve the reallocation of \$22,450 of Capital Improvement Project (CIP) funds between three Capital Projects in Fairhaven Marine Industrial Park (FMIP).
- H. Approve the Consent to Assignment of Lease from Sofie's Properties, LLC to RespLabs Medical USA, Inc., for Bellingham International Airport Binding Site Plan # 9, located within the Airport Industrial Park.
- I. Approve to change the petty cash custodian at the Accounting Office from Valerie Schorr to Tamara Sobjack.
- J. Approve the First Amendment to the Third Cost Sharing Agreement between the Port of Bellingham and Bornstein Seafood's, Inc. for the I&J Waterway Site.

Motion to approve Consent Agenda items A- J.

Discussion: Secretary Michael Shepard had comments on items C & D (He thanked the CDI and the County Council for the work they did to get Broadband installed/ (D) Thanked the staff for getting grant funding to move forward with the railroad crossing modifications. Engineering Project Engineer Brian Keenan gave an update on BNSF timing on completion and design/placement of the signs.

Motion approved 3-0 Vote

PRESENTATIONS

1. Second Quarter 2019 Financial Report Update

Director of Finance Tamara Sobjack gave an update on January – June 2019 financials. Tamara gave a YOY overview of Q2 revenue comparisons. She shared the POB is facing some revenue challenges this year. She gave a YOY comparison of Q2 Expenses, she shared the POB is aligned with last year's expenses. Aviation revenues and expenses are down. The Marina's revenues and expenses are just under budget, this is due to seasonal business and will level out to be right at plan. The Shipping Terminal revenues are still under budget, but the revenues are higher than last year. Expenses are not increasing at the same rate as the revenues are, so their net income is higher than planned. Looking at the Cruise Terminal the revenue is right on track and the expenses are a bit over budget, but that is due to a claim payout. Real Estate is running a little over on revenue, and that is due to concession fees. Overhead Costs are running right on schedule. Public Priorities revenues are tracking as expected, expenses are lower due to Economic Development Division studies. The balance sheets look good, the POB is stronger than last year. She shared where the POB current Investments are held. She shared that the Capital Spending at the POB is at \$4.2 million YTD. Safety Report for Q2- the POB had 2 minor injuries. The Stormwater Program at BLI results are within permit limits, and at the Shipping Terminal there were 2 issues, but the required responses have been completed. The only Risk Management Activity was the waterline break at BLI. She mentioned the 2016 Windstorm damage claim, and the 2018 slip and fall incident on the Sawtooth at Blaine Harbor are still on the books. Public Disclosure requests for Q2, the staff received 43 requests which took 41.75 hours to process. 30% of the requests came from BLI, 20% from CCTV footage, and 9% from bid documents.

Discussion: Vice President Ken Bell mentioned it seems unusual to not have more public disclosure requests in an election year. Secretary Michael Shepard asked if there was any effort to modernize the access at BLI. Tamara shared that they put a system in place called Web Link, which can be accessed through a port on the POB website.

PUBLIC MEETING AND OPEN PUBLIC HEARING- At Approximately 4:54 p.m. President Bobby Briscoe opened the Public Hearing and announced the intent to surplus the former Humane Society Building.

Property Manager Noah Carlson announced that the purpose of this Public Hearing is to discuss the surplus of 3710 Williamson Way in Bellingham, which is the former Humane Society building. The 3,768 SF building was constructed in 1980, and was occupied by the Humane Society until 2013. The building remained vacant until 2017. The Puget Hound LLC, now assigned as the Rover Stay Over Inc. entered into a lease agreement in June of 2017. The lease agreement offers a purchase option, subject to the POB Commission approval to Surplus the building and subsequently amend the Comprehensive Scheme of Harbor Improvements. The Port staff would like to move forward with this action at the next Commission meeting on September 17th to surplus the building. Noah asked if anyone had a public comment, there was no public comments.

Discussion: Secretary Michael Shepard asked if the surplus of the building included the land. Noah responded the agreement only includes the building. Michael asked the SF, Noah responded the lease agreement states approximately 25,000 SF for the land

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lease. Legal Counsel Frank Chmelik said both notices (same notice) are in the paper for the Comp Plan and Surplus of the building.

Vice President Ken Bell asked if the building was going to bid, Noah stated no due to their lease agreement.

PUBLIC MEETING AND OPEN PUBLIC HEARING- At Approximately 4:59 p.m. President Bobby Briscoe closed the Public Hearing on the intent to surplus the former Humane Society Building and reconvene the Public Meeting.

ACTION ITEMS

Authorize the Executive Director to approve funding of the Farming for Life Center located at the NW Fairgrounds in the City of Lynden

Motion: Authorize the Executive Director to approve funding of the Farming for Life Center located at the NW Fairgrounds in the City of Lynden.

Economic Development Director Don Goldberg shared that traditionally the Port grants \$100,000 dollars per year to the six small cities in Whatcom County. In 2019 Director Rob Fix and Don went to all the small cities to see if they would cooperate with the Port moving those allocated funds to the Berry Lab in the Farming for Life Center. Brad Rader walked the Commissioners through a slide presentation, which showed detailed plans on how the new facility would work and operate. Brad stressed the importance of agriculture and how it directly affects our community. The farmers create about 3-5 thousand jobs in Whatcom County. The new facility will give the farmers a space to tell their story, as well as WSU will share the space with them for research. The farmers started fundraising two years ago, and they are approaching their goal for the building.

Discussion: President Bobby Briscoe said this project is great, and what they are doing is necessary. We need to educate the people of the NW where their food comes from. Vice President Ken Bell asked Brad how much of a decline has he seen in the number of cows in our county, he said a slight decline. Ken said he is most impressed with the value of work. Teach the kids the value of work, that's invaluable to us locally and to our country. He wants to find a way to help work together to move this project forward. He visions great ways to monetize this project with vendors. Secretary Michael Shepard asked Brad if the exhibit space is going to be open year round. Brad confirmed the plan is to keep this facility opened all year round, 6 to 7 days a week. Michael commented that Whatcom County has a strong ethic for buying local and he believes there is an appetite for this type of activity. Michael asked Brad what his vision is for the Berry Lab, and the work WSU will do with breeding berries and coming up with new varieties. Brad shared WSU students are currently at the local farms every week doing studies. He said a boost in research would help greatly with growth. Bobby stated that he would like the Port to do more monetarily if the budget supports it. Executive Director Rob Fix said he will get together with Brad and see what they can work out. Ken said he wants to see the farms get all of their funding, have sustainable operating funds, and the Commissioners want to be engaged and stay involved. He believes this is an Economic issue and a work force issue, Ken said let's work together and figure out how we can make this project successful, as well as the farms.

Motion approved with a 3-0 Vote

5:30 PUBLIC COMMENT PERIOD- No one signed up to participate in the public comment session.

OTHER BUSINESS

Secretary Michael Shepard wanted to thank everyone involved in getting the Pump Track ready at the Waterfront. He gave a special call out to Executive Director Rob Fix and staff for putting it together. Executive Director Rob Fix shared the hours of operation are from dawn to dusk, and to please respect the rules. Rob mentioned they are going to start calling it a Bike Park, due to its size. They are currently working on a catchy name. He announced the Grand Opening of the Bike Park is on the 28th of September; there will be food trucks, a beer garden, and possibly a DJ. Rob said bring your bike and come on down! Michael gave a brief update on the Homeless Strategy Committee that he has been involved with since May. They are focusing on finding an alternate space for a severe weather shelter in Whatcom County. They did identify the Air National Guard building on Port property as a potential space for this type of temporary shelter. This facility is unused, heated year round, would accommodate 100 people, and has plumbing and bathrooms. Legal Counsel Frank Chmelik said the Port can't provide that space its self legally, but they could partner with another government agency and be able to temporarily provide the space in an emergency situation. Vice President Ken Bell proposed a concession plan be put into place for the Executive Director. Executive Director Rob Fix proposed the Port staff put a couple of options together for the Commissioners. Ken shared he took a recent tour of Blaine and feels strongly that more needs to be done in improvements. He believes the Port and Commissioners need to put together a Master Plan. Rob announced that Seafest is on September 21st & 22nd, and the Bike Park opening is on September 28th. President Bobby Briscoe spoke on the Lummi Island Ferry Group, which takes care of the ferries. They are having issues with power on the island side recharging the ferries; they are currently in negotiations to get an electric ferry. They also brought up fiber optics, and asked if it was possible to run a fiber line and power to the island at the same time. Economic Development Project Engineer Gina Stark said that she will check into the fiber optics lines, as she is already working with Lummi Nation on this issue and will follow up with Commissioners when she has more information. Bobby thanked everyone involved in putting on and volunteering at the Airfest, the speakers were great and the event turned out well. Bobby said there is an issue with the South Pier in Blaine. He said it appears the Port does not have a Pier for fishermen or other vendors to use to offload/load equipment. He said that the South Pier is currently used like a storage pier, the pier was built for use not storage. He requested that the month to month lease be taken away and open it up for others to lease and use. Real Estate Director Shirley McFearin said the month to month leases on the North and South Piers can be terminated with a 30 day notice. She suggested to get through this crab season, and then the Port can revisit this issue at the first of the year. Ken mentioned that he wants to revisit the business model in the near future. Bobby asked Rob for an update on the discussion with the City of Blaine on the road issue out to Jorgensen Pier. Rob said he will get with Michael Jones, with the City of Blaine and report back. Rob announced there is a crab opening on Thursday, September 5th for recreation and tribal.

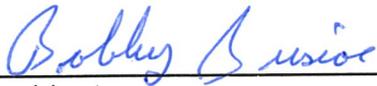
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Strategic Project Manager Alan Birdsall mentioned the congestion issues on dual (recreational and tribal) crab openings. Bobby suggested maybe adding another runway at the Blaine Harbor, so there would be 3 (4 would be great if there is room) lanes instead of 2 to help with the congestion; Blaine is growing and the problem is only going to get worse. He also mentioned graveling some of the grass area for overflow parking. Alan mentioned that the grass area works fine for overflow parking, as it is very rarely needed. In closing, Rob mentioned a Q400 plane (Horizon Flight) hit some Starlings on takeoff and had to circle back and land. There were no injuries, and the passengers were rebooked.

ADJOURN

With no further business, the meeting was adjourned at approximately 6:23 p.m.



President



Secretary

