

**MINUTES OF THE PORT OF BELLINGHAM COMMISSION MEETING  
HELD TUESDAY, JANUARY 21, 2014  
HARBOR CENTER BUILDING CONFERENCE ROOM  
1801 ROEDER AVENUE, BELLINGHAM, WASHINGTON**

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Present: Commissioners: Michael McAuley, President  
Dan Robbins, Vice President  
Jim Jorgensen, Secretary

Staff:

Rob Fix	Executive Director
Dan Zenk	Aviation Director
Mike Stoner	Environmental Programs Director
Carolyn Casey	External Affairs Director
Tamara Sobjack	Finance Director
Fred Seeger	Facilities Director
Elizabeth Monahan	Human Resources Director
Dan Stahl	Maritime Director
Sylvia Goodwin	Planning and Development Director
Shirley McFearin	Real Estate Director
Dodd Snodgrass	Economic Development Specialist
John Michener	Economic Development Specialist
Carol Williams	Maintenance Supervisor
Norm Gilbert	Project Engineer
Frank Chmelik	Port Counsel
Lindsay Burmeister	Acting Executive Secretary

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**CALL PUBLIC MEETING TO ORDER AND RECESS TO CLOSED EXECUTIVE SESSION**

Commissioner McAuley called the meeting to order at 12:00 p. m. to report that the purpose of the closed session would be to discuss personnel matters and real estate transactions pursuant to RCW 42.30.110(1) (g) (c).

**RECONVENE PUBLIC MEETING AND ROLL CALL**

Commissioner McAuley called the meeting to order at approximately 3:00 p. m.

**PUBLIC COMMENT PERIOD**

The following persons signed up for public comment:

1. Doug Karlberg – Alderwood Drive, Bellingham, Washington - Mr. Karlberg would like the committee to move the commission meetings to a later time and for staff to address mathematical errors in two study's-- the cost of dredging and disposal in turning the GP lagoon into a marina in one study; and to address the omission of the commercial fishing industry in another economic development study.

2. Renata Kowalczyk – Railroad Ave., Bellingham, Washington – Ms. Kowalczyk congratulated commissioners McAuley and Robbins for being given the honor to represent the tax payers and voters of Whatcom County. She also wanted to encourage the commission to vote yes to moving the public commission meetings to evenings.
3. Suzanne Blais – Ms. Blais encouraged the commission to vote yes to moving the public commission meetings to evenings.

### **COMMISSION COMMENT**

1. The Commission congratulated and presented a Letter of Recognition to Dave Warter, Marine Terminals Manager, for successfully completing his Bachelor's Degree in Business Administration from Western Washington University.

### **PRESENTATIONS:**

**1. Loni Rahm – President & CEO of Whatcom County Tourism & Larry Manley – Concierge Services Manager** – Carolyn Casey, Director of External Affairs, introduced Ms. Rahm, who discussed tourism in Whatcom County. Visitors spent \$595.5 million throughout Whatcom County last year, creating over 6,000 local jobs. The key tourism audiences were lower British Columbia, Seattle, WWU alumni, and visitors from WA, OR, ID, and CA. The increase in the number of non-stop destination flights at Bellingham International Airport (BLI) contributed to Whatcom County tourism, as did the Bellingham Cruise Terminal (BCT), Amtrak/ Greyhound, and the marinas. A satellite Information Center is staffed at BCT on ferry days, and volunteer Airport Ambassadors are provided at BLI. Mr. Manley, Concierge Services Manager, provided further detail on the Airport Ambassadors and the service they provide to tourists at BLI. Additional partnership opportunities are available to promote tourism in Whatcom County. Commissioner Jorgensen asked Ms. Rahm to consider what the possibility of a new marina, bringing 300 – 400 new boats in the area, would do for marine trades, dining and hotels. Ms. Rahm responded that the additional capacity would bring in more pleasure boaters. Commissioner McAuley asked Ms. Rahm to consider how WCT could help to connect Blaine Harbor with the downtown area, as well as how BCT could better be connected to downtown Fairhaven. All three commissioners appreciated the efforts of Whatcom County Tourism in encouraging visitors to Whatcom County.

Click here for presentation: <http://www.portofbellingham.com/DocumentCenter/View/2918>

**2. Economic Development Program Update – John Michener, POB Economic Development Specialist, Dodd Snodgrass, POB Economic Development Specialist** Mr. Snodgrass and Mr. Michener discussed the role of the Port as the Associate (Economic) Development Organization (ADO) in Whatcom County. They are working on managing all economic leads in the County, supporting business expansion, and helping local businesses succeed. They are committed to doing outreach, primarily to manufacturers, and have met with 125 companies that represent 7,800 jobs, in order to understand what they were doing, ask what services they need and thank them for doing business in the county. Fifteen companies are currently looking at expansion in Whatcom

County – Mr. Michener and Mr. Snodgrass have met with them and continue to make sure they have the tools they need to be successful. Mr. Michener and Mr. Snodgrass are also working to recruit/ attract new businesses to move to Whatcom County – of their 36 leads, 25 of those are still active. A marketing guide on Whatcom County has been posted on the Port of Bellingham’s website, and was recently enhanced providing information to site selectors and the public. They have also created a Canadian trade show flyer which is currently being distributed. For 2014, they are making a concerted effort to hit sector specific trade shows. “Whatcom Prospector Website” [www.whatcomprospector.com](http://www.whatcomprospector.com), a website provided by the port, offers free property/ real estate listings for commercial property owners, and gives an overview of local businesses and generates reports on property, demographics, businesses, consumer spending, wages, labor force, and housing. The department is working on asset and capacity building by working with other agencies to promote economic development such as sponsoring events and being involved with local councils and organizations.

Click here for presentation: <http://www.portofbellingham.com/DocumentCenter/View/2917>

## **ACTION ITEMS:**

### **1. ESTABLISH DATES, TIMES, AND LOCATION OF REGULAR PORT COMMISSION MEETINGS FOR 2014**

#### **Continuation from January 7, 2014, Commission Meeting:**

Motion: Establish the dates, times, and location of regular Port of Bellingham Commission meetings for the 2014 Calendar Year.

Discussion: Commissioner McAuley opted not to elaborate on his viewpoint expressed during the last commission meeting.

Commissioner Robbins acknowledged that while campaigning, he agreed to entertain the idea of holding public commission meetings in the evening, and research further if elected. He spoke of activists that attend commission meetings for public comment, older guests that didn’t want to drive at night, Port staff, and business representatives. Commissioner Robbins reported that, with the exception of a few, most would prefer to attend meetings during business hours. Tenants of the Port he surveyed would also rather attend during business hours. In addition, he was concerned that the Port may incur expenses for hotel rooms and meals for professionals attending from out of town in the event that a meeting continued past 10:00 p. m. Commissioner Robbins also named 15 Ports who hold their commission meetings during business hours, including the larger ports. Commissioner Jorgensen agreed

Commissioner Robbins said that he would be open to having special meetings at night in situations where a lot of public dialogue is expected, not just public comment. Port Executive Director Rob Fix confirmed that such special meetings have been held in the past. Port Counsel Frank Chmelik asserted that the commissioners could make the decision as to when

it was appropriate to call a special meeting. Mr. Chmelik added that the commission can call the special meetings with 24 hours' notice, and the topic is limited to the content of the notice.

Commissioner McAuley requested that Executive Director Rob Fix research what it would involve to film commission meetings and stream them live.

Motion approved with a 2-1 vote. Commissioners Jorgensen and Robbins voted in favor. Commissioner McAuley voted against.

## **2. SALARY INCREASE FOR THE EXECUTIVE DIRECTOR.**

Motion: Approval of an increase in the base salary of the Executive Director by 2.8% over his 2013 base salary.

Discussion: Commissioner McAuley confirmed that this is the same increase that most non-represented Port Employees received. The increase will be effective 1/21/2014.

Motion approved with a 3-0 vote.

## **3. APPROVAL FOR CITY AND PORT RECIPROCAL USE OF FACILITIES.**

Motion: Approval for the Executive Director to execute a one-year Interlocal Agreement with the City of Bellingham for the reciprocal use of certain public facilities up to a maximum of three uses per year.

Discussion: Carolyn Casey, Port of Bellingham Director of External Affairs, explained that the agreement has been in place for about 5 or 6 years. In 2013, the City of Bellingham used two Port Facilities, costing the Port \$285.00. In exchange, the Port of Bellingham used 2 City of Bellingham facilities which, had there been no agreement, would have cost \$2,160.00. In 2013, this cooperative agreement financially benefitted the Port. Ms. Casey recommended continuing it as a further partnership in cooperation with the City of Bellingham.

Motion approved with a 3-0 vote.

## **4. BELLINGHAM INTERNATIONAL AIRPORT ADVISORY COMMITTEE (BIAAC) MEMBER.**

Motion: A motion for the Commission to accept the Bellingham International Airport Advisory Committee's (BIAAC) recommendation and appoint Bob Brunkow to serve as the *Other Airport Tenants* representative on the Committee for a three year term.

Discussion: Port of Bellingham Director of Aviation Dan Zenk introduced Mr. Brunkow to the Commission and gave details on his experience as it relates to the position. Mr. Brunkow

has 20 years of experience as a General Aviation pilot. He has worked with the Port of Friday Harbor and the Friday Harbor Airport on a variety of issues including Master Plan review, safety, communication, facility, and airspace issues. He has served as president of the San Juan Pilots Organization and served on government relations committees including FAA, Nav Canada on air space issues, as well as NOAA. He has served on both Blaine city council and on the Blaine airport commission. In addition, he has served 42 years as President and CEO of a communications equipment corporation, which manufactures aircraft and airport communications equipment.

Mr. Zenk stated that the BIAAC Committee recommends that Mr. Brunkow be appointed to the position of Other Airport Tenant representative.

Commissioners McAuley, Robbins, and Jorgensen thanked Mr. Brunkow for volunteering his services.

Motion approved with a 3-0 vote.

## **5. AWARD CONTRACT FOR JANITORIAL SERVICES 2014-2015.**

Motion: Authorize the Executive Director to execute a contract with ABM Janitorial Services Northwest, Inc., for the 2014 Janitorial Services in the amount of \$850,490 and execute a deductive change order in the amount of \$100,196.88 for a revised contract amount of \$750,293.12 plus, a contingency of \$40,000 for a total authorized contract amount of \$790,293.12.

Discussion: Port of Bellingham Maintenance Supervisor Carol Williams asked for authorization of the contract to provide janitorial services at 36 Port facilities as requested by each Division. The janitorial service was advertised and three bids were received, and ABM submitted the lowest responsive bid.

Commissioner Jorgensen asked if the Maintenance department was satisfied with their work. Ms. Williams said that she has been overseeing the janitorial contract for almost 20 years, and none of the contractors have stood out above the others. She thinks what ABM does is reasonable, as they have implemented a "deductive amount" for an incomplete, or unsatisfactory service, meaning they do not get paid for that facility for the day unsatisfactory service is performed. Ms. Williams said that she submits documented complaints to ABM 5-6 times per month.

Commissioner Robbins cited that ABM's bid came in \$140,000 lower than the local bid, and agreed that that with that substantial difference, it makes sense to go with ABM.

Director of Facilities Fred Seeger added that there are 6,000 tasks per week that the janitors perform at the Port of Bellingham, to put their scope of work into perspective.

Motion approved with a 3-0 vote.

**6. AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH REID MIDDLETON, INC. FOR THE BELLINGHAM SHIPPING TERMINAL PROJECT.**

Motion: Authorize the Executive Director to execute Amendment No. 2 to the Professional Services Agreement with Reid Middleton, Inc. on the Condition Survey of the Bellingham Shipping Terminal (BST) Chemical Dock and Mooring Dolphins project, to design and provide construction support for maintenance repairs to the BST and Log Pond dolphins in the amount of \$47,450 increasing the total authorized amount to \$102,450.

Discussion: Port of Bellingham Project Engineer Norm Gilbert requested authorization to amend the Professional Services Agreement with the Port's consultant Reid Middleton, Inc. which would authorize them to perform the design and construction support services to execute maintenance repairs to the mooring dolphins along the BST and Log Pond areas.

Motion approved with a 3-0 vote.

**7. AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH WILSON ENGINEERING, LLC FOR THE BELLINGHAM CRUISE TERMINAL RAMP REPAIRS PROJECT.**

Motion: Authorize the Executive Director to execute Amendment No. 4 to the Professional Services Agreement with Wilson Engineering, LLC on the Bellingham Cruise Terminal Passenger Ramp Repairs project to design and provide construction support for the repairs to the Passenger Ramp in the amount of \$15,807 increasing the total authorized amount to \$29,539.

Discussion: Port of Bellingham Project Engineer Norm Gilbert requested authorization to amend the Professional Services Agreement with the Port's consultant Wilson Engineering to perform the final design and construction support services to perform the recommend repair in order to return the passenger ramp to its full use.

Motion approved with a 3-0 vote.

**NEW BUSINESS**

Commissioner McAuley asked Executive Director Rob Fix to address concerns expressed by Doug Karlberg in the Public Comment period with reference to the Economic Development Study. Mr. Fix reported that the study that the Port commissioned pertained to the Port of Bellingham specifically, and the Port's impact on the economic community. Mr. Fix added that a new study was being assembled that will consider the fishing fleet, and its' economic impact on the community.

**ADJOURN**

As there was no further business, the meeting was adjourned at 4:33 p.m.

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Michael McAuley, President

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Jim Jorgensen, Secretary