

**MINUTES OF THE PORT OF BELLINGHAM COMMISSION MEETING
HELD TUESDAY, FEBRUARY 17, 2015
HARBOR CENTER BUILDING CONFERENCE ROOM
1801 ROEDER AVENUE, BELLINGHAM, WASHINGTON**

Present: Dan Robbins President
Jim Jorgensen Vice President

Staff:

Rob Fix	Executive Director
Dan Zenk	Director, Aviation
Mike Stoner	Director, Environmental Programs
Dan Stahl	Director, Maritime
Fred J. Seeger	Director, Facilities
Elizabeth Monahan	Director, Human Resources
Sylvia Goodwin	Director, Planning and Development
Tamara Sobjack	Director, Finance
Shirley McFearin	Director, Real Estate
Holly Stafford	Port Counsel
Lindsay Burmeister	Acting Executive Secretary

CALL PUBLIC MEETING TO ORDER AND RECESS TO CLOSED EXECUTIVE SESSION

Commissioner Robbins called the Commission meeting to order at 2:00 p.m. and immediately recessed to a closed executive session to discuss pending litigation pursuant to RCW 42.30.110(1)(i).

RECONVENE PUBLIC MEETING AND ROLL CALL

The Commission meeting was reconvened at approximately 3:00 p.m. Commission President Dan Robbins announced Commissioner McAuley would not be attending this meeting and Lindsay Burmeister would be sitting in for the Executive Secretary.

PUBLIC COMMENT PERIOD

No one signed up for public comment.

PRESENTATION

1. WWU – Small Business Development Center (SBDC) Summary

CJ Seitz, Interim Director of the Small Business Development Center (SBDC) presented a summary of the SBDC's purpose, offerings, and success rate. Ms. Seitz reported that the purpose of the SBDC is to foster success in business by empowering business owners

and managers with knowledge, insight, solutions, and by providing confidential and professional business advising, along with research and training programs. The SBDC also offers business assistance such as financial review and planning, loan proposal development, operational analysis, market analysis and strategy, feasibility analysis, technology assessment, human resources and international trade planning. Financial, industry and market research services are also available.

The SBDC defines the small business as a for-profit business with up to 500 employees, or a construction company with up to \$27.5 million in sales. 98.4% of all businesses in Whatcom County are considered small businesses. The SBDC served 766 distinct businesses/entrepreneurs in 2014. Success is measured in annual sales. In 2014, the annual sales of SBDC clients was \$88m, and the average reported sales increase was 14%.

ACTION ITEMS

1. APPROVE THE MINUTES OF THE FEBRUARY 3, 2015 COMMISSION MEETING

Motion: A motion to approve the minutes of the Port of Bellingham Commission Meeting held Tuesday, February 3, 2015 in the Harbor Center Building conference room at 1801 Roeder Avenue, Bellingham, WA.

Motion approved with a 2-0 vote.

2. AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A CHANGE ORDER WITH THE RESOURCE GROUP FOR A SOFTWARE UPGRADE AND CUSTOMIZATION AND INCREASE THE PORT'S CAPITAL BUDGET.

Motion: A motion to authorize the Executive Director to approve and sign a change order with The Resource Group to upgrade recently installed management software and to implement a customization of the maintenance management software package for an estimated cost of \$39,444, billed on a time and material basis, and increase the capital budget by the same amount.

Discussion: Director of Finance Tamara Sobjack explained that the request consists of two interrelated parts: Part 1 being to upgrade the current versions of software to the latest available versions allowing the use of a more robust service call user interface and Part 2 is to modify the current configuration of the maintenance management software to support a more complex cost distribution model. The implementation of the second part relies on the completion of the first.

The urgency to upgrade is due to the inclusion of an upgraded version of Customer Connect, which is the web based interface to the maintenance management software that will be used by Port employees to submit maintenance work orders and check the status of those

requests. With an average of about 900 work orders per month, the enhancement will be a huge time saver.

The second part of the request is the customization. Out of the box, the work order system allows only a 1:1 cost relationship – meaning that if there's a hole in the wall in the building, a work order would be put in, and cost to the building. However, you may have one work order, but want to share the cost over multiple divisions. The customization would allow certain work orders that require a large number of departments to share in the costs of those tasks.

Motion approved with a 2-0 vote.

3. AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN ECONOMIC DEVELOPMENT INVESTMENT (EDI) PROGRAM INTERLOCAL LOAN AND GRANT AGREEMENT WITH WHATCOM COUNTY

Motion: A Commission motion authorizing the Executive Director to sign an Economic Development Investment (EDI) Program Interlocal Loan and Grant Agreement with Whatcom County for the "C" Street Terminal Upland Infrastructure Rehabilitation Project ("C" Street Project).

Discussion: Economic Development Specialist Dodd Snodgrass explained that the state provides funds for public facilities projects supporting local economic activity in rural counties through a .09% rebate on the state sales tax. Whatcom County administers the fund through the EDI program. In 2013, the Port was approved for a \$1,000,000 grant and \$2,000,000 low interest EDI loan to rebuild existing upland infrastructure along the "C" Street shoreline in Bellingham to support current marine trade operations. An EDI Interlocal Agreement is required to access the program funds. Accrued interest on the loan will be \$80,795.

Motion approved with a 2-0 vote.

NEW BUSINESS

1. Commissioner Robbins asked Director of Maritime Dan Stahl to comment on why the container ships are sitting out in the bay, as he has been getting many inquiries from the general public. Mr. Stahl explained that a contract dispute between the longshoremen and their employers has backed up the supply chain and the vessels are not getting unloaded as quickly as they were in the past. The vessels in the bay were sent to an anchorage awaiting berth availability in Seattle or Tacoma. When asked if these vessels could be serviced at the Bellingham Shipping Terminal, Mr. Stahl responded that these containerships require significant infrastructure that we currently do not have in Bellingham. The average terminal size that handle these ships is roughly 200 acres; larger than the entire shipping terminal and all the GP property. Mr. Stahl encouraged the public to visit to MarineTraffic.com to get up to date information.

2. Commissioner Robbins reported he was looking forward to attending the upcoming annual Port staff service recognition lunch, where the guest speaker is Judy Rantz Willman, daughter of Joe Rantz, whose story is featured in Daniel James Brown's biography "The Boys in the Boat."

ADJOURN

As there was no further business, the meeting was adjourned at 3:33 p.m.



Dan Robbins, President



Michael McAuley, Secretary