

**MINUTES OF THE PORT OF BELLINGHAM COMMISSION MEETING  
HELD TUESDAY, JUNE 16, 2015  
HARBOR CENTER BUILDING CONFERENCE ROOM  
1801 ROEDER AVENUE, BELLINGHAM, WASHINGTON**

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

Staff:

Rob Fix	Executive Director
Brian Gouran	Environmental Programs 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
Adam Fulton	Senior Project Engineer
Norman Gilbert	Project Engineer
Terry Ilahi	Real Estate Analyst/Account Representative
John Hergesheimer	Senior Project Engineer
Frank Chmelik	Port Counsel
Diane McClain	Executive Secretary

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**CALL PUBLIC MEETING TO ORDER AND ROLL CALL**

Commissioner Robbins called the meeting to order at 3:00 p. m. and announced that all 3 Commissioners were present.

**PUBLIC COMMENT PERIOD**

No one signed up for public comment.

**CONSENT AGENDA**

Motion: To adopt Consent Agenda items A through C as follows:

- A. Approve the minutes of the May 19, 2015, and the June 2, 2015, regular Commission meetings.
- B. Interlocal Agreement with U.S. Department of Homeland Security, U.S. Immigration and Customs Enforcement, Homeland Security Investigations for use of Port properties to conduct training exercises.

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- C. Hold Harmless Agreement with Bellingham Technical College BTC for the use of their campus parking lots for the Port's Fourth of July Community Connections Event.

Discussion: None.

Motion approved with a 3-0 vote.

## **PRESENTATIONS:**

### **Update – 2015 Merchant Leaseholder Review**

Maritime Director Dan Stahl presented an overview of the Merchant Leaseholder program which is a collection of Port rules, regulations, procedures and documents developed over time with the input from Port tenants and the Marina Advisory Committee (MAC). A Merchant Leaseholder is any upland Port leasehold tenant that has multiple moorage agreements for vessels that are for sale or charter. The Port currently has 5 Merchant Leaseholders in Squalicum harbor and the current Port policy limits the Merchant Leaseholders to a maximum of 12% of the total slips in each harbor. Mr. Stahl further discussed details of the current policies in the Merchant Leaseholder Program and the Marina Use Plan (MUP) document pertaining to the assignment of moorage in the marinas. Staff will continue to review the highlighted issues with tenants and the MAC, and develop recommendations for the Commission to consider later this fall.

## **ACTION ITEMS:**

### **1. WATERFRONT DISTRICT BUILDING DISMANTLING AND RECYCLING PROJECT 2015.**

Motion: Authorize the Executive Director to execute a contract with Rhine Demolition, LLC of Tacoma, Washington for the Waterfront District Building Dismantling and Recycling Project 2015 in the amount of \$998,518.20 plus a \$100,000 contingency for a total authorized contract amount of \$1,098,518.20.

Discussion: Senior Project Engineer Adam Fulton reported the Port began removing structures in the Waterfront District, formerly the Georgia Pacific site, in 2007. Upon having studied and shown the redevelopment potential of the Digester Building and the Bark & Chipper Plant and Silos to be unlikely, Port staff is now seeking to dismantle them. Of the seven bids the Port received in response to the Request for Proposals advertised for the dismantling of the Digester Building, Bark & Chipper Plant and Silos, Rhine Demolition LLC was selected as the lowest responsive and responsible bidder. The project is scheduled to be complete by January 2016.

Motion approved with 3-0 vote.

**2. PROFESSIONAL SERVICES AGREEMENT WITH K ENGINEERS, INC. FOR THE SQUALICUM AND BLAINE HARBOR MARINA POWER UPGRADES PROJECT.**

Motion: Authorize the Executive Director to execute a Professional Services Agreement (PSA) with K Engineers, Inc. to perform electrical engineering, design, electrical usage monitoring and bid support services for the Squalicum and Blaine Harbor Marina Power Upgrades Project in the amount of \$66,000 plus a contingency of \$6,600 for a total authorized contract amount of \$72,600.

Discussion: Project Engineer Norman Gilbert reported of the six responses to the Port advertised Request for Professional Services for the Marina Power Upgrades Project, K Engineers, Inc. of Lynden, Washington, was selected as the most qualified. The scope of work submitted by K Engineers, Inc. includes the engineering, design and drafting of bid level drawings for selected marina power upgrades at both Squalicum and Blaine marinas, as well as the monitoring of electrical usage at Blaine Harbor.

Motion approved with 3-0 vote.

**3. MEMORANDUM OF UNDERSTANDING WITH ALL AMERICAN MARINE FOR SITE PREPARATION AND CONSTRUCTION OF NEW MANUFACTURING BUILDING.**

Motion: Approve a Memorandum of Understanding with All American Marine Inc., for site preparation, construction of a new building and negotiate the terms of a long-term lease at the Warehouse No. 9 site in Fairhaven; authorize the Executive Director to apply to the Whatcom County Economic Development Investment (EDI) program and state Community Economic Revitalization Board (CERB) for grant/loan funds; authorize the Executive Director to utilize \$250,000 from the Port's general fund for preliminary engineering, architectural and consulting costs; and negotiate Professional Services Agreement (PSA) amendment No. 2 with Carletti Architects.

Discussion: Real Estate Director Shirley McFearin reported Port tenant since 2002, All American Marine (AAM) has outgrown their current facilities in Fairhaven. The proposed MOU would set forth the terms, conditions and understandings for the demolition and site preparation for the Port's construction of a new 39,000 square foot building at the current Warehouse 9 site. The development and delivery of a new building within the next 12 months will better accommodate neighboring tenant Puglia Engineering, also currently utilizing a portion of Warehouse 9. Ms. McFearin went over the deal points of the MOU and introduced Matt Mullett, President and CEO of All American Marine. Real Estate Analyst and Account Representative Terry Ilahi spoke of the project estimated costs, and Senior Project Engineer presented information on the proposed site plan and building specifications. Sylvia Goodwin discussed the logistics of the Master Plan and Comprehensive Scheme for the site.

Motion approved with 3-0 vote.

**NEW BUSINESS**

**1. Small Cities Partnership Meeting-** Commissioner Robbins mentioned that at the Small Cities partnership meeting, acknowledgement and appreciation was given to the Port's

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Economic Development staff for assisting in the relocation of Preferred Freezer Services in Whatcom County.

**2. Words of Appreciation to Fred Seeger** - Commissioner Robbins acknowledged Facilities Director Fred Seeger's upcoming retirement and expressed appreciation from the Commission for Mr. Seeger's many accomplishments and contributions to the Port of Bellingham during his 21 years of service.

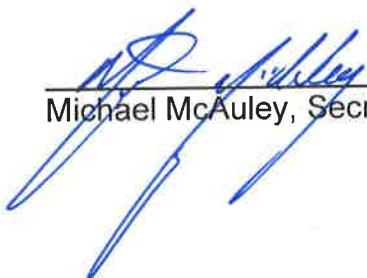
**ADJOURN**

As there was no further business, the meeting was adjourned at approximately 4:45 p.m.



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Daniel M. Robbins, President



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Michael McAuley, Secretary