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**MINUTES OF THE PORT OF BELLINGHAM
COMMISSION MEETING
HELD TUESDAY MARCH 5, 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
Staff:	Rob Fix	Executive Director
	Sunil Harman	Aviation Director
	Don Goldberg	Economic Development Director
	Brian Gouran	Environmental, Planning Director
	Elizabeth Monahan	Human Resources Director
	Tamara Sobjack	Finance Director, Auditor
	Shirley Mc Fearin	Real Estate Director
	Gina Stark	Econ Development Project Manager
	Adrienne Hegedus	Environmental Specialist
	Jon Gibson	Project Engineer
	Frank Chmelik	Port Legal Counsel
	Diane McClain	Executive Secretary

OPEN PUBLIC MEETING, ROLL CALL AND IMMEDIATELY RECESS TO EXECUTIVE SESSION

At approximately 2:00 PM, the regular meeting was opened, roll was taken and immediately recessed to 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 last approximately 2.5 hours with no formal action taken by the Commission during the executive session.

4:30 RECONVENE PUBLIC MEETING, ROLL CALL- At approximately 4:30 p.m., Commission President Briscoe closed the executive session, reconvened the public meeting and announced that all 3 Commissioners were present.

PUBLIC COMMENT PERIOD-

No one signed up to participate in the public comment period.

CONSENT AGENDA

Motion: Approve Consent Agenda items A-C.

A. Approve the minutes of the February 19, 2019, regular Commission meeting.

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- B. Authorize the Executive Director to execute a contract with Barron Heating and Air Conditioning of Ferndale, Washington for the Fairhaven Station air Handling Unit Replacement in the amount of \$335,320 plus a 7 % contingency for a total authorized contract amount of \$359,825 and reallocate \$56,483 as shown.
- C. Authorize the Executive Director to execute Amendment No. 3 to the existing Professional Services Agreement with BergerABAM, Inc. for design and permitting of the Blaine Harbor Industrial Peninsula Bulkhead Replacement project in the amount of \$19,651.00 and a total authorized contract amount of \$283,798.15.

Discussion: None

Motion approved with a 3-0 vote.

Advisory Committee Announcements

PRESENTATIONS

SMALL BUSINESS DEVELOPMENT COUNCIL

Economic Development Director Don Goldberg introduced Small Business Development Council (SBDC) Executive Director CJ Seitz to present the annual Western Washington University's SBDC program update for 2018. Ms. Seitz spoke of multiple partnerships and funding sources (U.S. Small Business Administration, WWU, Whatcom County, Port, City of Blaine and City of Bellingham and Northwest Business Development Association) supporting SBDC's mission to enhance local economy by attracting and assisting new companies while helping existing clients develop and grow. Ms. Seitz discussed SBDC staff and their roles, the program's accountability measures, services provided that support jobs, client sales, and recent trends (clients buying buildings, access to financing, tight job market, baby boomers retiring aka "silver tsunami") plus provided examples of local business successes.

RURAL BROADBAND FEASIBILITY STUDY

Economic Development Project Manager Gina Stark presented an overview of the Whatcom County Rural Broadband Feasibility Study and discussed the project's grant funding and partnerships, scope of work involved, providing examples of market research, stakeholder groups and beneficiaries (fire and school districts, first responders, business/community members) outreach. Ms. Stark presented strategic goals/ plans and estimated expenses, revenues, and rate of investments for making broadband connection accessible and affordable to areas currently unserved or underserved. Ms. Stark discussed ongoing project tasks and team members working to find ways to develop and finance the multiphase broadband fiber construction project, continuing to seek out additional funding, partners, and stakeholders, identifying pre-construction steps, management and operations (policies and procedures) considerations.

5 Minute Break

PUBLIC COMMENT PERIOD-

No one signed up to participate in the second public comment period.

ACTION ITEMS

1. WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES ENERGY SERVICES PROGRAM AUTHORIZATION

Motion: Authorize the Executive Director to execute an Energy Audit Funding Authorization under Interagency Agreement No. K5562 with the Washington State Department of Enterprise Services' (DES) Energy program for various 2019 Capital Improvement Projects and energy saving measures, for a total Investment Grade Audit Fee of \$22,934.00.

Discussion: Environmental Specialist Adrienne Hegedus provided some background into the Interagency Agreement and funding authorization for the proposed investment grade audit designed to improve Port facility infrastructure, increase occupant comfort and safety and reduce utility consumption through implementation of cost effective and energy efficiency measures (i.e. lighting upgrades, HVAC systems, air units and gas furnaces) starting at four Port locations: Squalicum Esplanade and Harbor Office, 625 Cornwall and Bayview Center Building. After reviewing submittals from three Energy Services Companies (ESCOs) and conducting interviews, the Port's Selection Committee selected Integrity Energy Services as the best qualified firm to work in close collaboration with the Port to perform the audit and develop an energy services proposal.

Project Engineer Jon Gibson introduced the project team including guests Mike Dean (President) and Mark Foster (Vice President), from Integrity Energy Services and provided an overview of the project areas, identified as base measures tied to 2019 Capital Improvement Projects (CIP) at four Port facilities with varying degrees of aging infrastructure and failing equipment specific to the proposed energy program investment grade audit. Additional energy and cost saving measures (exhaust fans, solar panels, lighting, window film, water conservation etc.) for the Squalicum Esplanade, Bayview Center Building, Underground Garage, Bellwether Building, and 625 Cornwall will be brought forward for future consideration.

Motion approved with a 3-0 vote.

OTHER BUSINESS

The Commission briefly discussed the Alaska Marine Highway System (AMHS) in Bellingham, attendance at upcoming site tours and summits, and the webblockers in the marinas.

ADJOURN

With no further business, the meeting was adjourned at approximately 6:20 p.m.

President

Secretary