

TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) Norm Deo, Rodger Ford and Wayne Vinyard; Executive Director (Exec.D) Marc Thornsbury; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> None.	Meeting called to order at 4:36 pm.
<b>Executive Session</b>  Executive Director Performance Evaluation          Acquisition of Property	<p>PC Deo called an Executive Session to review the performance of the Executive Director pursuant to RCW 42.30.110(1)g for a period of 30 minutes.</p> <p>PC Deo made a public announcement at 5:00pm extending the Executive Session for an additional 20 minutes.</p> <p>PC Deo made a public announcement at 5:20pm extending the Executive Session for an additional 20 minutes.</p> <p>PC Deo made a public announcement at 5:40pm extending the Executive Session for an additional 20 minutes. The Executive Session concluded at 6:07pm and no action was taken.</p> <p>PC Deo resumed the public meeting at 6:08pm called an Executive Session to discuss the acquisition of property pursuant to RCW 42.30.110(1)b for a period of 15 minutes. The Executive Session concluded at 6:16pm and no action was taken.</p> <p>PC Deo resumed the public meeting at 6:17pm.</p>	
<b>Administrative Matters</b> Consent Agenda	<p>Minutes – December 1, 2009</p> <p>Payroll Vouchers – December 15, 2009 #23372-23379, \$8,105.41.</p> <p>Vouchers – December 22, 2009 #23380-23407, \$27,001.62.</p>	PC Ford M, to approve the consent agenda, PC Vinyard S. MP

<b>Resolution No. 11-2009</b> Commissioner Health Ins. Benefits	(Exec.D) Thornsby presented a draft resolution to address health insurance benefits for Port Commissioners and Port Staff. PC discussed the inclusion of spouse and family coverage and whether coverage for Commissioners should be the same as that for Port full-time employees. The PC also discussed the reimbursement of monthly payments if a PC lost his/her primary job and had to pay for insurance through COBRA until the open enrollment period of the Port's insurance carrier.	PC Ford M, to approve Resolution No. 11-2009 as amended, PC Vinyard S. MP
<b>Executive Director's Report:</b> Quarry Operating Agreement Amendment	(Exec.D) Thornsby presented sample amendment language based on PC discussion at its December 1 <sup>st</sup> , 2009 meeting. Discussion followed concerning minimum payments, cash flow, and the basis for calculating advance royalty payments.	PC Ford M, to approve an amendment to the Operating Agreement under the terms agreed to by the PC and to direct (Exec.D) Thornsby to execute the amendment. PC Vinyard S, MP.
RFI – 101 Parallel Building Heating	(Exec.D) Thornsby presented a RFI for heating improvements for the 101 Parallel Building and requested comments. PC Deo said insulating the ceiling of the building may need to be considered to reduce utility costs.	By consensus, the PC instructed (Exec.D) Thornsby to include options regarding insulation and to send the RFI to HVAC contractors.
Personal Services Contracting Training	(Exec.D) Thornsby said a new state law requires that each person executing Personal Service Contracts for a Port must receive training sufficient to satisfy the Port Commission. Thornsby said he attended the training sponsored by WPPA and MRSC on December 5, 2009.	PC Ford M, that (Exec.D) Thornsby has satisfactorily completed the Personal Services Contract Training on December 5, 2009, PC Vinyard S. MP
Sole Source Contracts –  DIP Pump House Geotechnical  DIP Pump House Pre-design Evaluations	(Exec.D) Thornsby said geotechnical work needs to be completed for the redesign for the DIP pump house. Thornsby said the company proposed for the geotechnical work is a recommendation by John Grim. Thornsby said the Port has to present to Underwood Fruit, by January 15, 2010, the water pressure and flow the Port will deliver with the new pump station. Thornsby said that John Grim has done an analysis of the Port's fire system in the past. Thornsby said both projects are estimated at less than \$15,000 combined and that pursuant to RCW 53.19.020, a competitive process would not be expected to result in a	PC Vinyard M, to issue sole source contracts for the pump house geotechnical and pump house redesign to Chinook GeoServices and John Grimm & Associates, PC Ford S, MP.

	more qualified vendor or to be cost effective.	
<b>Executive Director's Report: cont..</b>  Employment Contract for Executive Director Thornsby	PC Deo submitted alternative employment agreements for the position of Executive Director as proposed by the PC and developed by Port Consultant Byron Hanke. The PC discussed the benefits of such an agreement to the Port and Executive Director as well as various options and alternatives. The PC agreed on a combination of salary, severance, and retention benefits.	PC Vinyard M, to enter into an Employment Agreement with (Exec.D) Thornsby under the terms discussed, PC Ford S. MP.
Presentation of Award to PC Deo	(Exec.D) Thornsby presented a plaque to PC Deo for his 12 years of service and dedication as a Port Commissioner. PC Vinyard said that PC Deo has helped the Port make some tough decisions and that the Port is where it is today because of PC Deo's help. PC Deo said that teamwork and working together is how the Port got to where it is today. PC Ford said there is special knowledge and experience PC Deo has that cannot be replaced.	
<b>Committee Reports</b>	PC Deo: nothing.  PC Ford: nothing.  PC Vinyard: nothing.	
<b>Public Comment</b>	None	
<b>Adjournment</b>	PC Deo adjourned the PC Meeting at 7:12 p.m.	

Approved on \_\_\_\_\_  
(Date)

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Margie Ziegler, Administrative Assistant

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Marc Thornsby, Executive Director

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Rodger Ford, President