
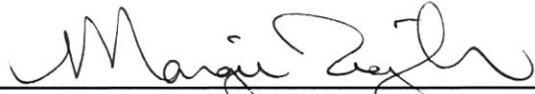



TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt (via teleconference), Wayne Vinyard; Executive Director (ED) Marc Thornsbury; and Administrative Assistant/Port Auditor (AA/PA) Margie Ziegler. PC/Staff Absent: None. Guests Present: None.	Meeting called to order by PC Vinyard at 4:31 PM.
Administrative Matters Approval of Minutes Approval of Vouchers Resolution No. 3-2018 Regular Tax Levy Resolution No. 4-2018 Adoption of 2019 Budget Resolution No. 5-2018 Amendment of Comprehensive Scheme of Harbor Improvements and Industrial Developments	Minutes – November 06, 2018 Payroll Vouchers – November 20, 2018, D12159-D12166, \$11,327.08. Vouchers – November 20, 2018, #27562-27573, 97,918.92.	PC Herman M to approve the minutes, PC Vinyard S, MP 2-0. PC Schmitt abstained. PC Herman M to approve the vouchers, PC Vinyard S, MP 3-0. PC Herman M to approve Resolution No. 3-2018, PC Schmitt S, MP 3-0. PC Schmitt M to approve Resolution No. 4-2018, PC Herman S, MP 3-0. PC Herman M to approve Resolution No. 5-2018, PC Schmitt S, MP 3-0.
Old Business	None	
New Business December Meeting Schedule	ED Thornsbury said he will not have anything for the December 4 meeting and suggested holding one meeting on December 18.	By consensus, the PC agreed to cancel the December 4 meeting.

Executive Director's Report West Harbor Utilities Project	ED Thornsburg said the project has been completed and KC PUD needs to pick up the remaining vaults on Lot 18. Thornsburg added he will be putting together the invoice for the work done on behalf of LS Networks.	
BP Grading Project	ED Thornsburg said the BP Grading Project has also been completed. PC Vinyard asked if the hydro-seeding problem had been resolved. Thornsburg explained the contractor is working directly with Insitu's landscape contractor to address the issue.	
Commissioners Remarks	PC Vinyard asked about the SR-35 Bridge replacement project. ED Thornsburg said he will be preparing an update for a future PC meeting.	
Public Comment	None	
Executive Session Performance Evaluation- Executive Director	PC Vinyard called an Executive Session at 4:56pm to conduct a performance evaluation of the Executive Director pursuant to RCW 42.30.110(1)(g) for a period of one hour. At 5:57pm, Vinyard extended the executive session for 15 minutes. Vinyard adjourned the executive session at 6:14pm. No action was taken in the executive session.	
Executive Director Salary	PC Vinyard reopened the PC Meeting at 6:14pm. Vinyard stated the PC is pleased with the performance of the executive director. PC Herman expressed appreciation for Thornsburg's work and, in particular, his efforts to accommodate additional development. PC Schmitt concurred.	PC Herman M to approve a 2.5% COLA plus a 0.5% parity increase for the position of executive director for 2019, PC Schmitt S, MP 3-0.
Adjournment	PC Vinyard adjourned the PC Meeting at 5:30 PM.	

Approved on December 18, 2018
(Date)


Marc Thornsburg, Executive Director



Margie Ziegler, Administrative Assistant


Jim Herman, Secretary