

MINUTES  
PORT OF SIUSLAW  
SPECIAL MEETING  
Thursday, 5 November 2015, 4:00pm  
Port Office at 100 Harbor Street  
Lane County, Florence, OR 97439

**ATTENDANCE:**

Commissioners: Ron Caputo, Nancy Rickard, Terry Duman, David Huntington, Mike Buckwald

Staff: Dina McClure

**Purpose: To discuss buying out Bob Forsythe's remaining time with the port, appoint an interim manager, and revise the port manager interview process.**

**President Caputo called the meeting to order at 4:05pm.**

1. **Discuss Buying out Bob Forsythe's Remaining Time with the Port:** Caputo said Forsythe was agreeable to being bought out. On the Motion made by Commissioner Buckwald, and seconded by Commissioner Rickard, the board voted unanimously to pay Forsythe for payroll owed until December 23, his scheduled last day, and make Friday, November 6, 2015 his last day in the office.
2. **Discuss Appointment of an Interim Port Manager:** Caputo said he reviewed and approved McClure's contract for the Interim Port Manager position effective November 6 to January 1, 2016. On the Motion, made by Commissioner Rickard, and seconded by Commissioner Huntington, the board voted unanimously in favor of appointing McClure to the Interim Manager position.
3. **Revise Interview Process for Port Manager Applicants:** There was discussion regarding the interview process. It was decided to eliminate the skill assessment activity. The applicants will be asked to provide a 5-10 minute Power Point presentation on the Port of Siuslaw and answer a list of approximately 14 questions. McClure asked if the board was interested in bringing in another port manager or a few business people from Florence to be on the interview committee and the board said no. McClure said she had secured the Siuslaw Valley Fire & Rescue upstairs conference room for the interviews on November 21 and the board requested interviews be held on November 16 instead.

**President Caputo adjourned the meeting at 4:15pm to enter into Executive Session per ORS 192.660 (2) (a).**