

## ATTACHMENT A

(August 29, 2014)

### RELOCATION TERMS

Relocation reimbursement shall be generally governed by the Port's Relocation Expense policy. The following specific terms shall apply the relocation of CEO in 2014 to the Seattle area:

**1. Pre-Move House Hunting Expense.** The Port will cover necessary and reasonable expenses (including lodging, airfare, mileage, meals (excluding alcoholic beverages), transportation, and rental car, for one trip with a maximum of four days for the CEO and spouse or domestic partner to seek housing in the Seattle area. CEO will make the necessary arrangements for the trip.

**2. Household Good and Personal Effects.** The Port will reimburse CEO up to 100% of the cost of moving all normal household goods from the CEO's current to new residence. Reimbursement will not be made to move boats, livestock, firewood, pets, perishable plants and foods, race cars, or sports and recreational equipment. The Port will reimburse the relocation of two family vehicles. (This includes mileage reimbursement or shipping by the moving company or by auto transport.) The Port will reimburse up to 100% of the cost of temporary storage for up to 60 days after goods are removed from the current home and before deliver to the new home. The Port is not liable for loss or damage to goods or effects while in transit. CEO will make the necessary arrangements.

**3. Travel Expenses for Final Move.** The Port will reimburse the CEO for one-way travel for him and his family to the Seattle area, including airfare or mileage, meals (excluding alcohol), and necessary lodging enroute.

**4. Temporary Housing and Auto Expenses.** The Port will reimburse CEO up to 100% of temporary housing expenses for up to 90 days.

**5. Home Sale Expense.** The Port will reimburse certain actual closing and selling costs upon presentation of a closing statement. These include real estate commissions, attorneys' fees, title fees, escrow fees, points or loan placement charges, state transfer taxes, and similar expenses.

**6. Home Purchase Expense.** The Port will reimburse customary settlement charges in the purchase of a house. These charges include, as required, attorneys' fees, escrow fees, appraisal fees, title costs, points or loan placement charges not representing the payment or prepayment of interest, and sundry expenses connected with the purchase of CEO's new home in the Seattle area.

**7. Reimbursement.** CEO is responsible for maintaining itemized receipts and submitting them to the Port's HRD. All expenses must be incurred and receipts received by the Port's HRD within twelve (12) months of the October 1, 2014.

**8. Taxes.** Federal tax law requires the Port to report certain expenses and reimbursements it pays on behalf of employees as taxable income. The Port will make a determination of taxability on reimbursements and taxes will be withheld through the Port's payroll system.

**9. Maximum Amount of Relocation Reimbursement.** The maximum amount of relocation reimbursement to be paid by the Port is \$85,000.

**10. Repayment upon Early Termination by CEO.** CEO agrees to pay back all reimbursement amounts received if he chooses to end his employment within the first of year of his employment.