

PORT OF MOSES LAKE
PORT COMMISSION MEETING
AGENDA

August 11, 2025

Study Session 9:00 a.m. – 10:00 a.m.

Regular Meeting 10:00 a.m. – 11:00 a.m.

The public may also attend by phone – Call in # 267-930-4000 - Participant Code 418-097-708.

STUDY SESSION

- I. Sharon Palmerton
- II. City Water Rates & Landscaping

REGULAR MEETING

- I. PLEDGE OF ALLEGIANCE
- II. PUBLIC COMMENT
- III. APPROVE MINUTES OF PREVIOUS MEETING
 - A. July 28, 2025
- IV. APPROVE VOUCHERS
 - A. Regular
- V. ACTION
 - A. Approve the finalized Scheme of Harbor Improvements (Dan)
 - B. Approve the following additions to the Port Administrative Code (PAC) Manual: (Kim)
 - 1. Section 2.1 Add Section for Personal Package Delivery
 - 2. Section 2.2 Add the following language to Holidays - *Holiday pay is calculated based on the number of hours that the employee would be regularly scheduled to work on that day.*
 - C. Authorize the Executive Director to Sign Task Order No. 37 with Century West for Phase I Design, Aircraft Rescue Fire Fighting (ARFF), Snow Removal Equipment, and Maintenance Facility for the total amount of \$538,536.00.
- VI. DELEGATION OF AUTHORITY
 - A. Signed Modification #11 with Jacob's Engineering to extend the term of the contract to December 31, 2025 (Milt)
 - B. Signed a Consent for Access to Collect Collateral between the Port, STOKE Technologies, Inc. and First Citizens Bank & Trust (Carol)

- C. Executed service agreement with Johnson Controls for fire alarm monitoring for buildings 1202, 2101, and 2205 in the yearly amount of 622.41 (Milton)

VII. EXECUTIVE DIRECTOR REPORT

- VIII. EXECUTIVE SESSION: Legal RCW 42.30.110 (i) (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. The Commission anticipates this session will last approximately 30 minutes and that there will be no decisions made.

The Commission will recess to Executive Session. The Commission President will announce the approximate length of the Executive Session as well as whether the Commission will take any action when it reconvenes to the Regular Meeting.

Adjourn

The next Regular Meeting of the Port Commission is scheduled for August 25, 2025, at 10:00 am at the Port of Moses Lake.

Port of Moses Lake strives to provide accessible opportunities for individuals with disabilities. Please contact the Director of Finance and Administration, (509) 392-6434, at least five business days prior to any Port of Moses Lake meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial Port of Moses Lake's main number.

Public comments may be submitted in writing to the Port of Moses Lake at info@portofmoseslake.com. Written comments which are received by 5:00 p.m. on the business day immediately prior to the meeting will be forwarded to each Commissioner in advance of the meeting