

Port of Klickitat

Board of Commissioners Minutes

Regular Meeting

Date: September 01, 2026

Attendance

Present: Port Commissioner James Herman; Port Commissioner Billy Gross; Executive Director Margie Ziegler; Property Manager David Sauter; Administrative Assistant Lisa Cunningham

Absent: Port Commissioner Bill Schmitt.

Guests: None

Call to Order

Commissioner Herman called the meeting to order at 3:04 PM.

All present commissioners and staff participated in an Open Public Meeting Act and Public Records Act Training.

Administrative Matters

PC Herman announced that Port Commissioner Bill Schmitt has presented his resignation letter. Ziegler said she will reach out to the Port Attorney to advise on the next steps to fill the vacancy.

Approval of Minutes

August 18, 2026, Meeting Minutes. Gross motioned to approve the minutes. Herman seconded the motion. Motion carried.

Approval of Vouchers

- Accounts Payable Vouchers – September 1, 2026, 30897-30912 — \$18,933.29
- Payroll Vouchers – September 4, 2026, D15530–D15545 — \$16,391.96

Herman motioned to approve the vouchers. Gross seconded the motion. Motion carried.

Old Business

Building 1D HVAC

Ziegler presented bid results for the HVAC project to the Port Commissioners. Ziegler said we are waiting for Insitu to have their meeting later this month to discuss tenant improvement additives. Sauter explained Additive 1 is the training room conditioning; Additive 2 is the training room with HVLS fans; Additive 3 is the warehouse HVLS fans; and Additive 4 is the

warehouse conditioning. Port Engineer Darrin Eckman of AKS is reviewing preliminary engineering calculations plans from the apparent low bidder. Ziegler said no award can be made at this time.

BPBP Lot 9 Fill Project

Sauter said the Klickitat County Public Works (KCPW) has presented an estimate to place and compact approximately 1,855 tons of base top rock after the fill is placed. Sauter said additionally KCPW would install two approach culverts. PC Herman motioned to authorize the placement of rock and approach culverts by KCPW not to exceed \$73,998.00 including sales tax and contingencies. Gross seconded the motion. Motion carried.

New Business

Executive Director's Report

Terminal 1 Project

Sauter said there is a concrete rubble stockpile on DIP Lot 45. Ziegler said we will ask for a development plan from the tenant per lease language. Ziegler said we are working with Port Engineer to assess the possibility of crushing the concrete and using it on Lot 45.

Pine Creek RNG

Ziegler said the Port Attorney is reviewing the details of the draft lease. Ziegler said the Port Attorney said there is more work to be done on investigation the Williams Gas Easements.

2027 Budget Calendar

Ziegler said she has recommended October 19, 2026, at noon for the budget meeting. Ziegler said we can have our regular Port meeting following the budget meeting and cancel the Tuesday October 20th meeting.

Commissioners' Remarks

None.

Public Comment

None.

Adjournment

Commissioner Herman adjourned the meeting at 5:18 PM.

Minutes submitted by Lisa Cunningham, Administrative Assistant