

Port of Klickitat

Board of Commissioners Minutes

Regular Meeting

Date: January 06, 2026

Attendance

Present: Port Commissioner James Herman; Port Commissioner Bill Schmitt; Port Commissioner Wayne Vinyard; Executive Director Margie Ziegler; Property Manager David Sauter; Administrative Assistant Lisa Cunningham

Absent: None

Guests: None

Call to Order

Commissioner Vinyard called the meeting to order at 4:32 PM.

Administrative Matters

Approval of Minutes

December 16, 2025, Meeting Minutes. Schmitt motioned to approve the minutes. Herman seconded the motion. Motion carried.

Approval of Vouchers

- Accounts Payable Vouchers – December 30, 2026, 30608-30615 — \$5,900.66
- Accounts Payable Vouchers – January 6, 2026, 30616–30627 — \$20,720.26
- Payroll Vouchers – January 5, 2026, D14337–D14351 — \$15,365.46

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

Resolution 2026-01 Delegation of Authority

Herman motioned to approve the delegation of authority. Schmitt seconded the motion. Motion carried.

Old Business

Klickitat County Priority List was reviewed by the Port Commissioners and approved to send the draft list to the Klickitat County Public Economic Development Board.

New Business

Herman located a prefabricated metal building for sale. Ziegler reached out to the seller for building specifications. After reviewing the information, the PC decided not to pursue the acquisition.

Executive Director's Report

Dallesport Industrial Park (DIP) Building 153

Sauter said we are at the final stages of project completion. Sauter said the only remaining issue is we are missing parts for the two gas space heaters which have been ordered. Sauter said Devco Mechanical will install the parts next week when they arrive. Sauter indicated we should then be able to have our final walk through. Ziegler said the lease document is being reviewed by the Port Attorney and should be ready to send to the tenant soon.

Dallesport Industrial Park (DIP) Building 151F Update

Sauter said work has continued on the electrical service for the building. Sauter said the work will be ready for inspection soon. Sauter is working with the PUD to have the power installed to the building.

Dallesport Industrial Park (DIP) Tenant Gorge Crete:

Ziegler said she spoke with Bob Breshears regarding the removal of debris on the leased area before the Port can authorize the gravel purchase.

Press Release

Ziegler said the three-year audit is complete and she and Port Commissioner Herman have written a press release to publish on our website and in the local papers.

City of White Salmon License Agreement

Ziegler said the City of White Salmon's water line project is scheduled to start March 1st. Ziegler said we will need to address the expiration of this license agreement for Lot 16 in March 2026.

Commissioners' Remarks

None.

Public Comment

None.

Adjournment

Commissioner Vinyard adjourned the meeting at 6:21 PM.

Minutes submitted by Lisa Cunningham, Administrative Assistant