

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
Attendance	Commissioner/Staff Present: Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Margie Ziegler; and Property Manager (PM) David Sauter. (AA) Lisa Cunningham PC/Staff Absent: None. Guests Present: None.	Meeting called to order by PC Schmitt at 4:43 PM.
Administrative Matters Approval of Minutes Approval of Vouchers Resolution 4-2025 Adoption of the Regular Tax Levy Resolution 5-2025 Adoption of the 2026 Budget Resolution 6-2025 Amendment of the Comprehensive Scheme of Harbor Improvements	Minutes – November 4, 2025. Vouchers – November 18, 2025, #30544-30562 \$16,684.24. Payroll Vouchers – November 20, 2025, #D14305-D14313 \$12,156.93.	PC Schmitt M to approve the minutes, PC Herman S, MP 3-0. PC Herman M to approve the vouchers, PC Schmitt S, MP 3-0 PC Herman M to approve Resolution 4-2025, PC Vinyard S, MP 3-0. PC Herman M to approve Resolution 5-2025, PC Vinyard S, MP 3-0. PC Herman M to approve Resolution 6-2025, PC Schmitt S, MP 3-0.
Old Business	None	
New Business	ED Ziegler presented Teresa D Johnson, CPA contract for the 2026 tax year and said the only thing different is a rate increase.	PC Herman M to approve contract. PC Schmitt S, MP 3-0
Executive Director’s Report DIP 153 Building Update	PM Sauter said the electrical should be completed by the end of the week. Sauter said plumbing should start on November 19, 2025 and will be completed before Thanksgiving. Sauter presented the details for Change Order #2 for communication conduits in the utility room, install	PC Herman M to approve Change Order #2 in the amount of \$8,255.84, PC Schmitt S, MP 3-0

	natural gas conduits, skylight trim, and stain and clear coat of the entry framing for \$8,255.84 bringing the total of the contract to \$1,565,286 not including tax. Sauter said the contractor's goal is to have the building substantial completed by December 4 th , 2025.	
Executive Director's Report (cont.) DIP 153F	PM Sauter said the building is sealed and secured. Electrical inspector was out today. Sauter will be applying for new power service tomorrow.	
Executive Director's Report (cont.) 151B	PM Sauter said Gorge Crete has added six (6) outlets on the fence for truck block heaters. Sauter said they are running a new gas line to heat the building. Sauter said Gorge Crete is requesting 5 loads of gravel for parking area. Gorge Crete said they will haul the gravel and spread it if we purchase the rock from Big Fish Quarry. ED Ziegler said Sauter will be meeting with Gorge Crete to review their footprint of leased land and resolution to the outside storage accumulation prior to agreeing for the gravel to be purchased. Discussion followed regarding the use of Lot 39 and the need for the tenant to comply with the lease terms to clean up the area and continue looking good.	
Klickitat County Public Economic Development Association (KCPEDA) – .09 Grant DIP Terminal 1	ED Ziegler said she signed the Memorandum of Understanding for the \$250,000 .09 grant for the DIP Terminal 1 infrastructure project. We are on the Klickitat County Board of County Commissioner 's Consent Agenda for the 16th of December.	
Executive Director's Report (cont.) SAO Audit	ED Ziegler said the audit is underway. PC Herman and ED Ziegler will be meeting the auditor via Zoom on Thursday November 20 th at 8:30 am for the entrance conference.	
Executive Director's Report (cont.) Francisco Goya	ED Ziegler said Francisco Goya has reached out to City of Bingen, Mt Adams Chamber of Commerce, and the Port in regards to holding an event like Gorge Games at the Port. Ziegler said it was already discussed that the Port is a business park and is not set up for events. ED Ziegler said she will be writing a response to Goya.	
Commissioners Remarks	None	

Public Comment	None	
Adjournment	PC Schmitt adjourned the PC Meeting at 5:40 PM.	

Approved on December 2, 2025
 (Date)

Margie Ziegler
 Margie Ziegler, Executive Director

Lisa Cunningham
 Lisa Cunningham, Administrative Assistant

Wayne Vinyard
 Wayne Vinyard, President