

TOPIC	DISCUSSION / ASSESSMENT / FINDINGS	ACTION
<b>Attendance</b>	<b>Commissioner/Staff Present:</b> Port Commissioners (PCs) James Herman, William Schmitt, Wayne Vinyard; Executive Director (ED) Margie Ziegler, Property Manager (PM) David Sauter, (AA) Lisa Cunningham and Port Attorney Bill Eling (via teleconference). <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> Ed Arnold, Terry Arnold, Dale Dennis, and Matt Marx.	Meeting called to order by PC Vinyard at 4:40 PM.
<b>Administrative Matters</b> Approval of Minutes  Approval of Vouchers  Resolution 7-2025 Dallesport Industrial Park Water Rates	Minutes – November 18, 2025.  Vouchers – December 02, 2025, #30576-30588 \$24,146.24.  Payroll Vouchers – December 05, 2025, #D14314-D14328 \$13,948.67.  ED Ziegler stated the water rates for 2026 are adjusted by 3% for both Port Tenants and Non-Port Tenants.	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 7-2025, PC Vinyard S, MP 3-0.
<b>Old Business</b>	None	
<b>New Business</b> DIP Property Easement	Ed Arnold spoke about wanting an easement off Dow Road in Dallesport to access a parcel of land that he has his purchased (parcel not contiguous to Port property). Arnold introduced Matt Marx and Dale Dennis (former parcel owner) and said they had built access roads on the neighboring orchard property. Arnold said the orchard has a gate stopping access through the orchard property. Arnold said he does not have legal access through the orchard property. Arnold spoke of his conflicts with the orchard tenant. PM Sauter said conflicts between landowners are civil issues and suggested Arnold work directly with the orchard landowner to gain access. Arnold said he reached out to the orchard owner’s attorney	

<p><b>New Business (cont.)</b> DIP Property Easement</p>	<p>and received no response back on his request for access. Dale Dennis said former ED Dianne Sherwood gave a letter of license to access the Port's gravel road to his parents. Port Attorney Bill Eling said a letter of license cannot be given beyond the Ports property. Eling said he will review the documentation provided by Arnold and work on a response.</p>	
<p><b>Executive Director's Report</b> North Fork Resources</p>	<p>ED Ziegler said there is a balance owed for advance wharfage which was billed at the end of 2024 for 2025. Ziegler said log export stopped in 2025 leaving a \$9,640.57 balance. Ziegler said the Port should have increased North Fork's security deposit on January 1, 2025 per the lease. Discussion followed regarding actions during this period of time while the tenant is working on a new use.</p>	<p>PC Herman M to approve waiving the minimum requirement for advanced wharfage and waive the increased security deposit requirement for 2025 and 2026. PC Schmitt S, MP 3-0</p>
<p><b>Executive Director's Report (cont.)</b> Terminal 1</p>	<p>PM Sauter said staff had a meeting with Mike LaBoke and Richard Dietrich about the future plans and improvement of Terminal 1(T1). PM Sauter said Taylor Trucking has screened about 7,500 yards of bark and they are planning on moving about 5,000 yards again this spring when weather conditions are better for screening the bark. ED Ziegler said she will need to work with the Port Attorney to amend the current lease. Discussion ensued regarding improvements.</p>	
<p><b>Executive Director's Report (cont.)</b> Aerovel/Airbus – Temporary Parking Request</p>	<p>PM Sauter said he met with Airbus regarding their need for more parking. Sauter said we can offer a temporary parking area for 15 vehicles in the north section of the Marina Parking lot. ED Ziegler said we could do temporary parking area agreement of 15 vehicles with a termination date before boating season starts. Sauter reported that dirt from the underpass is currently being stockpiled on Lot 7 and it is anticipated to be about 11,000 yards. Sauter said once Lot 9 is drier, we can transfer dirt to Lot 9 to bring it up to grade. Airbus could use some of that land for a permanent solution for additional parking. PM Sauter said Airbus would still need to gravel Lot 9 after the placement of the fill to allow parking.</p>	

<p><b>Executive Director's Report (cont.)</b> DIP 153 Building Update</p>	<p>PM Sauter said we are at the final stages of construction. Plumbing and electrical will be completed by the end of the week. New gas line is completed. Sauter said gas will be turned on Wednesday and the PUD will be coming Monday to install the transformer to hook up electricity. Sauter said Devco will be arriving on Monday to hook up gas heaters and the parking lot is scheduled to be striped Thursday. Sauter said the metal roofing for the awning will arrive Monday. Sauter said we will be having our substantial completion walk through next Tuesday.</p>	
<p><b>Executive Director's Report (cont.)</b> DIP Building 151B</p>	<p>ED Ziegler said utilities are prorated for Gorge Crete and Columbia Distillery for water and power based on building square footage. Ziegler said Columbia Distillery is using their space for storage. Ziegler said since Gorge Crete has installed a powerline for their truck block heaters and operating in their space, the power and water usage is considerably higher. Ziegler asked the Commissioners to allow Ziegler to amend the utilities prorate and charge all monthly utilities to Gorge Crete effective to the next utility billing. Sauter met with Gorge Crete to review their footprint of leased land and to get resolution to the outside storage accumulation prior to agreeing for the gravel to be purchased. Sauter will confirm the outside storage is removed, gravel can be purchased and Gorge Crete can spread it.</p>	<p>By consensus the board approved Gorge Crete to pay for all utilities effective October 1, 2025.</p>
<p><b>Executive Director's Report (cont.)</b> DIP 151F Building Update</p>	<p>PM Sauter said the building will be worked on when we have time. Sauter said we have extra insulation from 153 building that is stored in the 151F building but it is not enough to finish the building. Some additional insulation will have to be purchased when 151F get insulated. Sauter said the side by side will be hauled out and stored in the building tomorrow for snow removal.</p>	
<p><b>Executive Director's Report (cont.)</b> SAO Audit</p>	<p>ED Ziegler said the audit is about completed and PC Herman and ED Ziegler will attend an exit interview next Tuesday at 1 pm.</p>	
<p><b>Executive Director's Report (cont.)</b> Insitu Maintenance</p>	<p>ED Ziegler said PM Sauter and Insitu will be meeting monthly to discuss maintenance issues they may have. Ziegler said this will allow better communication.</p>	

<b>Commissioners Remarks</b>	<p>PC Vinyard: Nothing</p> <p>PC Schmitt wants the Port to start looking at building another building in Dallesport. ED Ziegler reminded him that we have tentatively agreed to expand the 153 Building in the future. Schmitt said he would like to see a building off Ford Avenue. PM Sauter reminded the commissioners that we need to continue work on the rail spur project, Ziegler said we do not want to miss our grant funding opportunity. Sauter said we have someone coming to help assist us with the rail spur project in January and advise about what we need to do.</p> <p>PC Herman said audit has gone very smooth. Herman is looking forward to the exit interview.</p>	
<b>Public Comment</b>	None	
<b>Adjournment</b>	PC Vinyard adjourned the PC Meeting at 7:19 PM.	

Approved on December 17, 2025  
 (Date)

Margie Ziegler  
 Margie Ziegler, Executive Director

Lisa Cunningham  
 Lisa Cunningham, Administrative Assistant

Wayne Vinyard  
 Wayne Vinyard, President