

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 <b>PC/Staff Absent:</b> None. <b>Guests Present:</b> None	Meeting called to order by PC Vinyard at 4:31 PM.
<b>Administrative Matters</b> Approval of Minutes  Approval of Vouchers	Minutes – December 02, 2025.  Vouchers – December 03, 2025, #30589 \$31,878.10.  Vouchers – December 17, 2025, #30590-30607 \$296,231.27  Payroll Vouchers – December 19, 2025, #D14329-D14336 \$12,590.81.	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
<b>Old Business</b>	None	
<b>New Business</b> Klickitat County Public Economic Development 2026 Proposed Priority Project List	Discussion ensued regarding the proposed project list and the order of importance. The Port Commissioners agreed that DIP Terminal 1 needs to be developed and provide infrastructure. Port Commissioners also would like to see more building construction and growth for economic development. PM Sauter and ED Ziegler spoke about the HVAC and lighting improvements to our current buildings. ED Ziegler said a draft list will be made for the Port Commissioners to review at the next port meeting.	
<b>Executive Director’s Report</b> DIP 153 Lease	ED Ziegler said she is working with the Port attorney to complete the lease for Columbia Distillery. PM Sauter said the tenant has provided improvement drawings which the commission needs to approve.	PC Schmitt M to approve the tenant improvement drawing, PC Schmitt S, MP 3-0
<b>Executive Director’s Report (cont.)</b> DIP 153 Change Order #3	PM Sauter said this change order is a decrease of \$19,321.55 reflecting savings on the project. Discussion of these changes ensued. Sauter said the final walk through is scheduled for Thursday December 18 <sup>th</sup> at 2pm	PC Schmitt M to approve Change Order #3 for a decrease of \$19,321.55

	to address any punch list items PC Herman suggested we write an unsolicited letter of recommendation to Concord Construction when we issue our retainage check.	for a final contract price of \$1,545,964.45, PC Schmitt S, MP 3-0
<b>Executive Director's Report (cont.)</b> DIP 151F	PM Sauter said he is working on the new electrical service for the building. Sauter said we received an estimate from the PUD for power including extending the existing III phase line and installing a new single phase transformer. Sauter has pulled a permit and will need Rick Oldfield to dig the ditch for water, sewer and electrical.	
<b>Executive Director's Report (cont.)</b> DIP 153 Building Update	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.	
<b>Executive Directors Report (cont.)</b> Washington State Audit Results 2022, 2023, and 2024	ED Ziegler said the three-year audit is completed. Ziegler said no recommendations were issued. PC Herman said the exit interview went well. Herman suggested we write a press release to the website and the newspaper.	
<b>Executive Director's Report (cont.)</b> Well #1 Project	ED Ziegler said the Well #1 project pipe replacement contract has been extended to February 2026 as the pipe needed to be ordered.	
<b>Executive Director's Report (cont.)</b> BPT 1 D Renewal	ED Ziegler said Insitu has requested an extension for the option to renew the lease on building 1D to February 28, 2026.	
<b>Executive Director's Report (cont.)</b> City of White Salmon License Agreement	ED Ziegler said the agreement between The City of White Salmon pipe storage is set to expire in December 2025 and suggests we extend the agreement to March 31, 2026.	By consensus the PC agreed to extend the license agreement for BPT Lot 16 to March 31, 2026
<b>Executive Director's Report (cont.)</b> Brad Roberts	ED Ziegler said Brad Roberts, his daughters and their architect spoke about the future development of the Roberts property adjacent to the port	

	<p>property at Bingen Point. PM Sauter said they are interested in a recreation-based development that would be used year-round. PM Sauter said they asked about Port and County requirements. PM Sauter commented that development of their property could add additional maintenance cost to the port's roads and sewer lift station. The port would be interested in discussing how to share this additional cost equitably. PM Sauter said they would need to access their property from Spruce Street. PM Sauter said they were not opposed to these ideas.</p>	
<b>Commissioners Remarks</b>	<p>PC Vinyard: None  PC Schmitt None  PC Herman None</p>	
<b>Public Comment</b>	<p>None</p>	
<b>Executive Session</b> Performance Evaluation- Executive Director	<p>PC Vinyard called an executive session at 7:15 PM pursuant to RCW 42.30.110(1)(g) [to evaluate the performance of the Executive Director] and announced the session will end at 8:00 PM. Pursuant to the statute, no action was taken in the executive session.</p>	
Executive Director Salary and Vacation Accumulation	<p>PC Herman proposed an increase of ED Ziegler's salary by 3%. PC Vinyard said 2025 has been a busy and difficult year and thanked Ziegler for her efforts. PC Schmitt said he is proud of our clean audit.</p> <p>ED Ziegler's vacation balance carryover was discussed. Due to staffing and workload, the PC considered a vacation payout to reduce the Ziegler's accumulated unused vacation or increase carryover amount. Ziegler said she is closer to the carryover amount than in the past, but it is unlikely she can use enough vacation time to reduce the balance to 480 by December 31, 2025. PC Vinyard again expressed the need for Ziegler to use her vacation in 2026 to avoid burnout.</p>	<p>PC Herman M to increase ED Ziegler's salary by 3% effective January 1, 2026, PC Schmitt S, MP 3-0.</p> <p>PC Herman M to increase ED Ziegler's allowable vacation accrual carryover to 490 hours for 2026, PC Schmitt S, MP 3-0.</p> <p>PC Vinyard closed the executive session and opened the regular session at 8:00 PM</p>

**Adjournment**

PC Vinyard adjourned the PC Meeting at 8:25 PM.

Approved on 12/17/2025  
(Date)

Margie Ziegler  
Margie Ziegler, Executive Director

Lisa Cunningham  
Lisa Cunningham, Administrative Assistant

Wayne Vinyard  
Wayne Vinyard, President