

Port of Klickitat

Board of Commissioners Minutes

Regular Meeting

Date: April 21, 2026

Attendance

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

Absent: Port Commissioner Wayne Vinyard. PC Schmitt announced that Port Commissioner Wayne Vinyard had passed away.

Guests: None

Call to Order

Commissioner Schmitt called the meeting to order at 4:37 PM.

Administrative Matters

Approval of Minutes

March 03, 2026, Meeting Minutes. Herman motioned to approve the minutes. Schmitt seconded the motion. Motion carried.

Approval of Vouchers

- Accounts Payable Vouchers – March 17, 2026, 30697-30714 — \$50,860.43
- Payroll Vouchers – March 20, 2026, D15400–D15407— \$12,424.87
- Payroll Vouchers – April 03, 2026, D15408-D15422— 15,571.49
- Accounts Payable Vouchers – April 07, 2026, 30715-30737 — \$35,896.59
- Payroll Vouchers – April 20, 2026, D15423-D15430 — \$13,014.87
- Accounts Payable Vouchers – April 21, 2026 30738-30737 — \$56,571.55

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

New Business

PC Schmitt announced that Port Commissioner Wayne Vinyard had passed away. Ziegler said she reached out to the Port Attorney, and he has reviewed the RCW's on Commissioner vacancies. PC Herman nominated John Riggleman without objection. Herman asked for the May 5th regular Port Commission meeting to be moved to May 12th for a Special Meeting he could be in attendance. Ziegler said the Port will make a formal announcement for candidates

at our May 12th Special Meeting per RCW 42.12.080 (1). Ziegler said Wayne was an amazing Port Commissioner and had worked with him for almost 20 years. His mark is on everything the Port has accomplished.

Executive Director's Report

2nd Quarter 2026 Strategic Planning

Ziegler presented the strategic planning document and said the Port has been busy. Ziegler also presented a financial report for 2026 year to date.

DIP Building 153 Update

Sauter said Concord Construction is working with the Port to correct the door lock. Ziegler said we are still waiting on the Department of Revenue to give us authorization to release the retainage.

DIP Building 151F Update

Sauter said he is working part time on this building as time allows. Sauter said he is waiting on the plumbing inspection.

DIP Rail Spur Project

Ziegler said Columbia Strategic Consulting Group LLC was hired for \$12,375 to assist in Phase 1 of the rail spur improvement project. Sauter said they did a rail inspection on April 10th and we have received their report. Ziegler said Darrin Eckman at AKS will complete the bid document, scope of work and exhibit maps. Ziegler said she and Sauter have put the rail project as the top priority and have been working with the grant agencies Washington Freight Mobility Strategic Board (FMSIB) and USDA to complete the grant requirements. Ziegler said deadlines are tight, but we are working to complete the project by the USDA deadline of July 22, 2026.

BPT HVAC Project 1D

Sauter said Ziegler reviewed information and decided it would be in the best interest for the Port to go out to bid for the HVAC system.

CLEAN BUILDINGS PERFORMANCE STANDARDS

Ziegler said the Port has entered into a contract with Apollo in the amount of \$15,010 to complete the benchmarking, energy management plan and operations and maintenance program. Sauter said we received a quote from McKinstry but Apollo was selected based on their quote being less. Sauter said the Clean Building Performance Standards are mandatory requirement from the Department of Commerce because our building is 25,000 square feet. Ziegler said the Port is eligible for a \$.30 per square foot credit of \$7,500 and Apollo will help the Port apply for this credit.

Commissioners' Remarks

None

Public Comment

None.

Adjournment

Commissioner Schmitt adjourned the meeting at 5:25 PM.

Minutes submitted by Lisa Cunningham, Administrative Assistant