Port of Klickitat

Board of Commissioners Minutes

Regular Meeting

Date: February 17, 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 4:30 PM.

Administrative Matters

Approval of Minutes

January 20, 2026, Meeting Minutes. Schmitt motioned to approve the minutes. Herman seconded the motion. Motion carried.

Approval of Vouchers

- Accounts Payable Vouchers – January 21, 2026, 30652 — $4,700.00
- Accounts Payable Vouchers – February 03, 2026, 30653–30665 — $13,251.41
- Accounts Payable Vouchers – February 17, 2026, 30666–30681 — $20,062.10
- Payroll Vouchers – February 05, 2026, D15360–D15375 — $15,459.81
- Payroll Vouchers – February 20, 2026, D15376–D15383 — $12,339.55

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

Old Business

None.

New Business

BPBP Building 1D Lease Extension
Ziegler said Insitu has requested an extension for their BPBP Building 1D lease to 4-30-26. Discussion followed regarding roof leaks and the HVAC upgrade. By consensus the Port Commission agreed to the extension to 4-30-26.

MCEDD Loan Opportunity
Ziegler said a meeting was held with USDA and MCEDD regarding a grant opportunity. Ziegler said the Port learned it will not qualify for the loan for Terminal 1 due to NEPA timeline requirements. Sauter said the process would need to be completed by September. Ziegler said there are no other qualifying projects. By consensus of the Port Commission agreed to not seek loan funds.

DIP Terminal 1 Feasibility Study
Ziegler said three proposals were received for the DIP Feasibility Study. Sauter said AKS scored the highest due to their extensive knowledge of the Port's infrastructure system. Schmitt motioned to direct Ziegler to enter into a contract with AKS. PC Herman seconded. Motion carried.

Executive Director's Report

Dallesport Industrial Park (DIP) Building 153
Ziegler said the certificate of occupancy was received. Ziegler said we are awaiting completion of the Department of Revenue Notice of Completion form for Concord. Sauter said issues with the lock set and exterior lights are being addressed. Ziegler is working with Columbia Distillery on the lease and language to differentiate bottling versus distillery; if distillery, PUD and treatment plant approvals will be required. Ziegler said Columbia Distillery will reach out to PUD to hold a meeting.

DIP Building 151F Update
Sauter said Rick Oldfield dug the ditch and utilities have been installed. Sauter said he will create an infrastructure map and document the utility locations.

DIP Well #1 Piping Project
Ziegler said a pre-construction meeting was held and work started on February 11, 2026, and said work should be completed next week.

Grant Opportunities
Ziegler and Sauter met with Adam Fiss from Regional Transportation to discuss applying for the National Highway Freight Program (NHFP) regarding Terminal 1 infrastructure. Ziegler said they will be completing an application for funds that could be available for the 2027-2029 biennium.

Ports Day in Olympia

Sauter traveled to Olympia and met with four legislative representatives (two for the Bingen district, two from the Dallesport district) and attended the Washington Public Ports Association Port's Day event. Sauter said several committed to visit Bingen and Dallesport.

Commissioners' Remarks

Vinyard reported the Klickitat County Public Economic Development meeting went well. Sauter said the Ports Terminal 1 project is ranked #2 on the County's project list.

Vinyard and PC Schmitt will be unable to attend the March 17 meeting. Ziegler suggested canceling the March 17 and April 7 meetings due to commissioner absences.

Public Comment

None.

Adjournment

Commissioner Vinyard adjourned the meeting at 5:59 PM.

Minutes submitted by Lisa Cunningham, Administrative Assistant