



**COMMISSION WORK SESSION MINUTES**  
**FEBRUARY 28, 2024**  
**100 E. STREET**  
**COLUMBIA CITY, OREGON 97018**

The Port of Columbia County held a Board meeting at 6:00 p.m. on Wednesday, February 28, 2024 at the Port office and via Zoom (\*) video conferencing with the following present:

<u>Commissioners</u>		<u>Staff</u>	
Brian Fawcett	Vice President	Sean P. Clark	Executive Director
Chip Bubl	Secretary	Robert Salisbury	Port General Counsel
Nancy Ward *	2nd Vice President	Guy Glenn, Jr.	Executive Finance Manager
		Miriam House *	Operations Manager
<u>Guests</u>		Elizabeth Millager *	Operations Coordinator
Scott Keillor	WSP	Elliot Levin	North County Ops. & Terminal Mgr.
Doug De Vries *	WSP	Gina Sisco	Communications & External Affairs Mgr.
Jodi Mescher *	WSP	Christa Burns	Administrative Asst. II
Todd Chase *	FCS Group	Susan Tolleshaug *	Administrative Asst.
Ralph Culpepper	Clatskanie Resident		
Alta Lynch	Scappoose Resident		
Dan Serres *	Columbia Riverkeeper		
Jasmine Lillich *	Clatskanie Resident		
Cass *			

Vice President Brian Fawcett called the Port of Columbia County Commission Work Session to order at 6:00 p.m. Commissioners Bubl and Fawcett were present in person. Commissioner Ward attended via Zoom. Commissioners Keyser and Sorber were absent.

**Additions To Agenda**

Brian Fawcett asked the Commission if there were any additions to the agenda. There were no additions.

**Strategic Business Plan Draft Review**

Port Communications & External Affairs Manager, Gina Sisco, introduced Scott Keillor with WSP to present the Strategic Business Plan Draft Review. Mr. Keillor gave a PowerPoint presentation to facilitate a discussion with the Commission on the development process and key findings of the Strategic Business Plan. The presentation included a review of the Vision and Mission Statement in relation to the Port's guiding principles. Mr. Keillor stated that the strategic planning process began with a kick-off meeting in August 2023, followed by three Community Open Houses in October and December 2023, and two Commission Work Sessions in October 2023 and February 2024. Further public outreach was conducted through online surveys and stakeholder interviews. Mr. Keillor read the proposed modifications to the Vision and Mission Statement and sought input and feedback from the Commission. Brian Fawcett suggested looking to the Port's guiding principles to better understand how the Port operates. Nancy Ward would like to see the Port's Strategic Business Plan as a living document that is not shelved but is continually updated and changes with time. Mr. Clark said he likes the way the proposed Mission Statement flows versus the use of bullet points. Ms. Ward would like more focus on outreach and encouraging feedback

from the public. This would show the Port's willingness to listen to the public's input and work proactively with our community partners. Brian Fawcett agreed with Ms. Ward's statement and inquired about where communications are included in the plan. Ms. Ward suggested the idea of response as a performance measure. Chip Bubl commented that the Port should consider a seismic risk factor assessment of the Port's other industrial properties. Mr. Bubl thinks it is something of value for the Port's other properties. Mr. Fawcett and Ms. Ward agreed and thanked Chip for the suggestion. There was a brief discussion on the economic benefits of local recreation and tourism activities. Mr. Keillor discussed the main goals of the management, financial, environmental, marketing, and capital improvement plans. He provided an overview of the Port's priority projects, which include investing in existing properties and facilities, purchasing additional industrial property throughout the Port district, and project development at Port Westward. Mr. Keillor went over the next steps in the Strategic Business Plan process. WSP will revise and finalize the plan based on Commission feedback. The final Strategic Business Plan is scheduled to be adopted in March 2024. Ms. Ward would like to see the Mission Statement displayed on the wall at the Port office and Mr. Fawcett agreed. The Commission thanked Scott Keiller and Gina Sisco for their work on the Strategic Business Plan.

**Executive Director's Report**

Provided and read by Sean Clark. The Report is on file at the Port Office.

**Commissioner Reports**

Nancy Ward thanked Gina Sisco and all who worked on the Strategic Business Plan. She looks forward to seeing it become a living document.

Chip Bubl reported over the last two days he has been reading the Strategic Business Plan draft from beginning to end and said people who want to learn about the Port should read it. Mr. Bubl attended the Agricultural Information Committee meeting on February 26.

Brian Fawcett echoed Commissioner Ward's idea about the mission statement being a living document that changes with time and stated that he had nothing else to report.

**Executive Session**

Port General Counsel, Robert Salisbury announced that Executive Session was listed on the agenda, but the Commission decided there will be no Executive Session.

**THERE BEING NO FURTHER BUSINESS BEFORE THE COMMISSION, THE MEETING  
ADJOURNED AT 7:02 P.M.**



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President

April 10, 2024

Date Adopted by Commission



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Secretary