

Port of Tahuya  
P.O.Box 90  
Tahuya, WA 98588

The Jan. 15th 2002 meeting was called to order by Commissioner Olsen due to the chairs absence.

The minutes of the Dec. meeting were read and approved.

The following vouchers were approved for payment:

2002-01	Comm. Comp Olsen.....	\$ 70.00
2002-02	Comm. Comp Hill.....	70.00
2002-03	WPPA annual dues.....	125.00
2002-04	Case Inlet Signs Reimb. Olsen.....	48.56
2002-05	Auditor quarterly warrants.....	9.89
2002-06	Auditor election fees.....	291.44

The Financial report was read and approved.

Old Bus:

Commissioner Olsen picked up the " No Overnite Parking" sign.  
Carl Oman volunteered to install it in the Port parking area.  
" Thank You! " Carl.  
Still talking about a Comp Plan update.

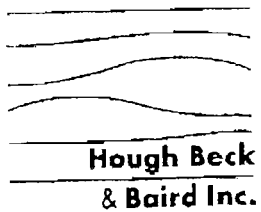
New Business:

It was MSA to place a notice in the Shelton Journal asking for proposals to update our Port of Tahuya Comprehensive plan. Cut off date to be Feb.15th 2002.

The meeting was adjourned at 8:05pm.

Brenda S. Hill  
Comm DIST II

Guthrie Olsen



January 16, 2002

LANDSCAPE ARCHITECTURE  
PLANNING  
URBAN DESIGN

Port of Tahuya  
P.O. Box 90  
Tahuya, Washington 98588

RE: Statement of Qualifications and Fee Proposal  
Port of Tahuya Public Access Plan

Dear Port Commissioners:

Hough Beck & Baird is pleased to submit this "Statement of Qualifications and Fee Proposal" for the Port's Public Access Plan.

As a brief summary, Hough Beck & Baird is a landscape architectural and planning firm with an office in Seattle. We practice throughout the Puget Sound Region with a staff of twelve Landscape Architects, Land Use Planners and Administrative Staff. During the past eleven years, we have received seventeen planning and design awards, and we have placed first in four design competitions.

Our Project Team (HB&B / The Beckwith Consulting Group) has specialized experience in preparing Comprehensive Public Access Plans. These plans usually involve the following:

- Community Parks
- Regional Parks
- Neighborhood Parks
- Trail Connections
- Open Space & Wildlife Habitats
- Water Access Parks
- Athletic Parks
- Recreation/Community Centers
- Historic/Cultural Parks

Our Project Team also specializes in assisting Port Districts with budget programs, operations and maintenance schedules, recreation programs, grant applications, and site feasibility studies.

We are prepared to meet your programming, planning, and design challenges. We are also committed to providing the Port of Tahuya with the highest quality Public Access document that is GMA compliant and IAC competitive.

We wish to thank you again for this opportunity to present our qualifications and fee proposal.

Best regards,  
HOUGH BECK & BAIRD INC.

Colie Hough-Beck, ASLA  
President

Attachment: Approach, Team, Fee Proposal,  
& Project Sheets

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# PORT OF TAHUYA PUBLIC ACCESS PLAN

## APPROACH

*Hough Beck & Baird Inc.*

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This section of our submittal includes a complete scope-of-work by tasks necessary to complete a Public Access Plan.

### **TASK 1 Refine Scope-Of-Work / Compile Background Materials**

HB&B will review the contents of the work tasks, schedule, budget and other particulars and finalize the scope-of-work, detailing major task responsibilities and products.

The Port of Tahuya will provide all pertinent background information that we should be aware of prior to starting work on this project. If applicable, background information may include:

- a. Copies of the current 6-year Capital Improvement Program.
- b. Copies of the results of all previous public opinion surveys and/or meetings.
- c. Current census information for the Port District and/or Mason County, including data on population, income, education and other characteristics.
- d. Annual statements for the Port District and Mason County for the past five (5) years.
- e. History of existing developments within the Port District's service area, including prior budgets, bond issue referendums and other particulars.
- f. Obtain a copy of Mason County's current Park & Recreation Plan.
- g. Identify special interest groups.

### **TASK 2 Conduct A Retreat With The Port Commissioners**

The proposed planning approach and any background information collected to date will be reviewed.

- a. Representatives from the special interest groups would be invited to the retreat.
- b. Retreat attendees will be asked to complete a questionnaire relating to their concerns and interests regarding the public access within the Port's service area.
- c. HB&B will summarize the retreat findings.

### **TASK 3 Inventory and Analysis**

- a. Review and update inventory, if necessary.
- b. Assess financial conditions.
- c. Evaluate existing facilities and programs.
- d. Project future needs, NRPA, IAC and local standards (Level-of-Service).
- e. Review findings of needs and opportunities with the Port Commission.

## PORT OF TAHUYA PUBLIC ACCESS PLAN

### APPROACH

*Hough Beck & Baird Inc.*

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#### **TASK 4 Prepare Public Access Plan**

- a. Review existing goals, objectives, and policies and recommend amendments.
- b. Prepare recommended level of service standards.
- c. Identify potential projects based upon needs and opportunities.
- d. Identify and evaluate financing options, joint-use/development opportunities, grant funding, etc.
- e. Develop a capital improvement program.
- f. Conduct a workshop with the Port Commissioners to evaluate potential projects, invite special interest groups and the public.

#### **TASK 5 Public Access Plan Adoption**

- a. Finalize Plan document.
- b. Present recommended Plan to Port Commissioners at a Public Hearing.
- c. SEPA checklist and action. (By Port Project Manager)

## PORT OF TAHUYA PUBLIC ACCESS PLAN

### TEAM

*Hough Beck & Baird Inc.*

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Colie Hough-Beck (HB&B) will be the Team's project manager and lead consultant. Colie will work directly with the Port Commissioners on refining the scope-of-work, conducting the Commissioners retreat, conducting the public workshop, and attending the final public hearing. She will prepare the inventory, final plan, and recommend grant funding opportunities.

Tom Beckwith (The Beckwith Consulting Group) will be a subconsultant to HB&B. Tom will provide advice and input on financing strategies and level-of-service standards.

## PORT OF TAHUYA PUBLIC ACCESS PLAN

### FEE PROPOSAL

*Hough Beck & Baird Inc.*

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We are proposing a time and expense form of contract with a maximum fee of \$8,950.00

TASK	HOURS	FEE
TASK 1 Refine Scope-of-Work / Compile Background Materials	8	\$ 760.00
TASK 2 Conduct A Retreat With The Port Commissioners	12	\$ 1,060.00
TASK 3 Inventory and Analysis	24	\$ 2,280.00
TASK 4 Prepare Public Access Plan	34	\$ 3,190.00
TASK 5 Public Access Plan Adoption	<u>16</u>	<u>\$ 1,360.00</u>
Subtotal	94	\$ 8,650.00
Expenses (Printing, Photo – Billed at Cost)		<u>\$ 300.00</u>
<b>TOTAL</b>		<b>\$ 8,950.00</b>

Hourly rates for HB&B Team members are as follows:

Colie Hough-Beck	\$ 75.00 *
Tom Beckwith	\$ 115.00
Support Administrative Services	\$ 49.00

\*As a member of the Tahuya community, Colie has reduced her hourly rate from \$122.00 per hour to \$75.00 per hour for this project.

### ASSUMPTIONS

- Port will print and mail all meeting notices.
- Port will provide meeting location(s).
- Subconsultant and out-of-pocket expenses will be billed at cost (no mark-up).
- HB&B to provide ten (10) copies of the final document.
- HB&B to provide final originals in hard copy and soft copy formats.
- HB&B reserves the right to move hours and fees between tasks as necessary to complete the project.
- Port to prepare and submit SEPA checklist.

VEHICLE AUCTION  
WITH CHAPTER 42,  
OF 1969, FIRST EX-  
SION, AS AMENDED  
NOTICE IS HEREBY  
KING, 343 E MEYER  
ON, WA 98584. WILL  
ON FEB. 2, 2002, AT  
CASH TO THE HIGH-  
FOLLOWING DE-

FATE WAGON, LIC.

ARO. LIC. #519HOS  
BRITY, LIC. #YGW342

LIER, LIC. #654NDR  
88, LIC. #646LZS  
ASER, LIC. #601HBH  
METRO, LIC. #256JNI  
BLE AT 10:00 AM FOR

1/24 1t

### PUBLIC NOTICE

The Port of Tahuya Commissioners are requesting proposals to update the Port of Tahuya Comprehensive Plan. Interested parties please send proposals to P.O. Box 90, Tahuya Wa 98588. Must be postmarked by Feb. 15th 2002. For further info call (360) 275-4573.

1/24-31 2t

### Invitation to Bid

At a regularly scheduled board meeting Mason County Fire Protection District No. 16 adopted Resolution No. 2001-02 approving the sale of a 1950 American LaFrance fire truck, Series 700, serial number L4048. This truck was deemed excess to District needs. Bids must be received by 7 p.m. on February 12, 2002 at 4650 W. Dayton-Airport Rd., Shelton, WA. 98584, and will be opened for immediate awarding at the scheduled meeting by the Commissioners.

Any questions may be directed to (360) 427-7496 during business hours or to (360) 426-1096 evenings.

1/24-31 2t

2001  
for  
24 31

*Church*  *Services*  
churches invite you to attend services

Faith Lutheran  
Church,  
E.L.C.A.

Mt. Olive  
Lutheran Church