

October 16, 2004

Dear Port of Tahuya Commissioners,

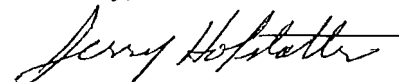
I am reporting to you that the citizens advisory committee, in good faith, has fulfilled the charge you requested in your January 2004 meeting and amended by the May 19, 2004 meeting.

We have been meeting almost weekly from March 13<sup>th</sup> thru October 16<sup>th</sup> except for holidays and a 9-week break in the summer. Different committee members have researched and written the various sections of the draft comprehensive plan and in some cases, just individual paragraphs within a section. All sections were agreed on by either a general consensus or an actual committee vote. I will point out that on votes taken there were never more than one or two dissenting votes, indicating a substantial majority agreement before that section was completed.

In addition to the draft comprehensive plan we have given you a number of recommendations. It is felt that these recommendations will help the Port conduct its business in a more efficient and productive manner, in future years. The committee recommends adoption of the draft comprehensive plan, after review and comment by the commissioners and public.

It has been an honor for all committee members to have had the opportunity to serve you and the people of the Port District of Tahuya.

Sincerely,



Jerry Hofstatter  
Chairman, Citizens Advisory Committee

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## PORT OF TAHUYA CITIZENS ADVISORY COMMITTEE

1. Harold Carey
2. Gary Harris
3. Jerry Hofstatter
4. Betty Matthews
5. Laverne McIntyre
6. Doug Neyhart
7. Roger Schuettke
8. R. Y. Woodhouse
9. Robert Zachry – (2/19/04 to 7/12/04)\*

### **Alternates**

- Brad Carey
- Steve Griswold – Voted permanent member on 7/17/04 to replace Robert Zachry
- Linda Sollars
- Chris Rhone\*\*

\* Robert Zachry submitted letter of resignation on July 12, 2004 citing schedule conflicts.

\*\* Chris Rhone did not attend any of the CAC meetings

## THE CITIZEN'S ADVISORY COMMITTEE (CAC) CHARGE

The charge as given to the CAC as of February 18, 2004:

“Review and update the Port of Tahuya Comprehensive Plan and review the Public Access Plan and make any recommendations to the Commissioners that you feel will improve the Public Access Plan, including, but not limited to, eliminating the plan or some projects, prioritizing projects in the Plan and scaling back or adding others if it is deemed necessary, but if the plan is retained keeping it acceptable to the IAC for grant funding. The Citizens Advisory Committee shall have the authority to conduct a professional survey of the Port Voters, Residents and Tax payers concerning direction of and/or revisions to the Port Comprehensive Plan and the Public Access Plan.”

During the Port meeting of May 19, 2004 the above charge was amended by dropping the review and recommendations for the Public Access Plan.

The Citizen's Advisory Committee has not exercised its authority to survey the Port Voters, Residents and Tax payers concerning direction of and/or revisions to the Port Comprehensive Plan for the following reasons:

- The Public Access Plan was deleted from the charge to the citizen's advisory committee decreasing the need for a public survey during the completion of the Citizen's Advisory Committee charge.
- Considering the time constraints of the charge, the CAC did not feel it had enough time to survey the public on the on the revised “Draft” Comprehensive Plan and still complete the revision process in a timely manner and within the time committed to.
- The CAC concluded that the Port of Tahuya should take the responsibility of any survey and the resulting costs.

THE RESOURCES USED AND GENERAL REFERENCE DOCUMENTS  
(Used collectively or individually by the members of the committee)

RESOURCES: (Primary but not limited to)

- Scott Taylor, Assistant Director, Washington Public Ports Association (WPPA).
- Eric Johnson, Environment Affairs Director, Washington Public Ports Association (WPPA).

REFERENCES: (Primary but not limited to)

- The Revised Code of Washington (RCW'S) – Section – Title 53, Port Districts
- The Revised Code of Washington (RCW'S) – Section – Title 43, State Government – Executive
- The Revised Code of Washington (RCW'S) – Section - Title 42, Public Officers & Agencies
- RCW 36.70A which is known as “Growth Management – Planning by Selected Counties and Cities”.
- Adopted Public Access Plan for the Port of Tahuya dated August 20, 2003.
- Port of Tahuya Mason County, Washington, Comprehensive Plan 1993 Mason County Washington.
- “Washington Ports: Your Vital Link” by the Washington Public Ports Association (Undated)
- Copies of the current comprehensive plans of the Ports of Dewatto dated 2000 and Allyn dated 1999.
- WPPA Environmental & Land Use Handbook dated December 2001
- Interagency Committee for Outdoor Recreation (IAC) “Planning Policies dated 9/12/2000 & 1/7/2003
- “Comprehensive Plan Guideline, for Washington’s Ports” (WPPA) dated December 1994
- Growth Management Act for Mason County adopted April 1996, Revised May 2000, Revised August 2003.
- The Port of Tahuya Comprehensive Plan dated 1984

## THE PROCESS FOLLOWED BY THE COMMITTEE

- The committee's meetings were open meetings to the public. Less than ten community citizens attended the meetings.
- The committee used a review, discussion and majority vote approach as a format for the meetings.
- The meetings were held once a week except for holidays or when other conflicts would result in less than a majority of five members attending. The following are the dates of the meetings:

✓ March 13, 2004	✓ June 6, 2004
✓ March 21, 2004	✓ June 13, 2004
✓ March 27, 2004	✓ June 27, 2004
✓ April 3, 2004	✓ July 10, 2004
✓ April 18, 2004	✓ July 17, 2004
✓ April 25, 2004	✓ September 18, 2004
✓ May 2, 2004	✓ September 25, 2004
✓ May 16, 2004	✓ October 2, 2004
✓ May 23, 2004	✓ October 6, 2004
	✓ October 9, 2004
	✓ October 16, 2004

- Tasks were assigned to various committee members and between meetings the assignments were worked on and brought back to the meeting for discussion and voting.
- Alternates attended and participated in the discussions but could not vote.
- Meeting minutes were kept and posted as public information at the Tahuya Post Office, at [www.tahuya.org](http://www.tahuya.org) and at [www.theportoftahuya.com](http://www.theportoftahuya.com). Also the minutes were posted at the Tahuya River Valley Community Club.
- A public survey was not undertaken as part of the process due to time constraints. It was felt this report and the revised Comprehensive Plan would be given to the public for comment and would serve as an overall survey.
- Expenses were authorized by the Port Commissioners and at this point will not exceed one thousand dollars (\$1,000) against an authorization from the Port Commissioners of up to \$4,500.