

**Port of Tahuya Citizens Advisory Committee  
Approved Minutes of October 2, 2004 Meeting  
Tahuya Fire Hall, 9:00 a.m. – 12:00 p.m.**

**Attendees:** Jerry Hofstatter, Laverne McIntyre, Betty Matthews, Steve Griswold, Doug Neyhart, Roger Schuettke, Harold Carey, Brad Carey (Alt), Linda Sollars (Alt).

Jerry Hofstatter, Chair, called the meeting to order at 9:00 a.m.

**Changes to September 25, 2004 Minutes:**

Changes to the Sept. 25 Minutes included:

1. Adjustment of the meeting time to 9:20 a.m. – 12:20 p.m.
2. Deletion of item a) under “Review and Discussion of September 18, 2004 Minutes,” page 2.
3. The item concerned a motion that had not been seconded or voted upon.
4. Because of the increased length of Harold Carey’s “Brief Summary” of the history of the Citizens Advisory Committee”, originally intended as an attachment to the September 25 Minutes, it was decided that Harold would e-mail the revised document to all committee members during the week of Oct. 3, so that it can be discussed at the October 9 meeting.

Steve Griswold moved that the September 25 Minutes be approved with corrections. Harold Carey seconded the motion, and the Minutes were approved unanimously.

**Further Discussion of September 18, and September 25, 2004 Minutes:**

As part of the above discussion regarding the Minutes of Sept. 25, a few minor corrections to the Minutes of Sept. 18 were suggested and agreed upon.

Betty Matthews stated that she disagreed with the motion passed at the Sept. 25 meeting to recommend un-adoption of the Public Access Plan. As originally discussed in the Sept. 18 meeting, the motion included the note that the Commissioners could readopt the Public Access Plan, if they followed proper legal procedures. Betty stated she felt that portion of the motion should have been retained because we needed to provide the Commissioners with some guidance regarding the Public Access Plan. Brad Carey pointed out that the pertinent section of the motion was removed [at the Sept. 25 meeting] because it was planned that the information would be included in the “Summary of the history of events that led to the CAC motion to un-adopt the Public Access Plan,” introduced on Sept. 18. The motion was left as it was passed in the Sept. 25 meeting.

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Linda Sollars read the following statement and asked that it be entered into the October 2, 2004 Minutes:

*"As many of you know, I disagree strongly with some of the views expressed in Harold Carey's Attachment A to the September 25 Minutes, specifically his use of the term "fact" as a label for statements that are his opinions and in his comments regarding R. Y. Woodhouse.*

*I request that the following text be added on page 4 of the September 25, 2004 Minutes: 'Approval of the September 25, 2004 Minutes does not necessarily constitute agreement, by all Committee members, with the views expressed in the Attachment.' "*

In the ensuing discussion, Jerry Hofstatter referred to his e-mail of September 30, in which he proposed that all personal statements put in the Minutes be prefaced with "Comments are individual opinions and do not necessarily reflect the opinions of all other committee members." Steve Griswold said that should be expanded to include all views expressed by individual members.

Laverne McIntyre moved that the following statement be added to all Minutes: "Views and opinions expressed and reported in Approved Minutes do not necessarily constitute agreement by all Committee members." Harold Carey seconded the motion, and it was approved unanimously.

Steve Griswold suggested that as a Committee procedure we decide that when approving Minutes from a prior meeting, it is only necessary to have a majority of those who attended that meeting. All present indicated that they agreed with this suggestion.

#### **New Business:**

Steve Griswold passed out an "Action Register" that lists which committee member is responsible for each section of the report to the Port of Tahuya Commissioners.

Discussion and decisions regarding the sections were as follows:

- 1.0 Cover Page: The cover page and the Report to the Commissioners will be dated the date of our last meeting.
- 2.0 Draft of the Cover Letter: It was agreed that Jerry Hofstatter, as Chair, would be the only member to sign the cover letter. Doug Neyhart moved that the cover letter be approved with suggested changes. The motion was seconded by Laverne McIntyre and passed 7-0.
- 3.0 Index: Doug Neyhart moved to accept the Index as it stands. Seconded by Laverne McIntyre and passed 7-0.

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4.0 Committee Members: Doug Neyhart moved to accept the list with the suggested changes. Seconded by Laverne McIntyre and passed 7-0.

5.0 CAC Charge: This section had been approved at a previous meeting.

6.0 Resources and References:

Steve Griswold asked if we thought any of the References themselves should be attached to the report to the Commissioners. Discussion was tabled until the vote on the page.

Discussion of references to the Revised Code of Washington (RCW) sections: There was some disagreement over whether to list the specific sections of the RCW's that were used by the committee, or to be more general on the Reference page and refer to specific sections when we present the recommendations. Doug Neyhart moved that we refer to Titles 42 and 53 by their titles only, and that detailed references be made in the Recommendations. Steve Griswold seconded the motion, and it was passed 7-0.

Discussion of the correct title of the Port of Tahuya Comprehensive Plan from 1993: Steve Griswold will revise the reference to the existing Comprehensive Plan so that it reflects the actual title.

It was decided that to match the listing of RCW Titles 42 and 53 (see above), the "Public Disclosure Act from RCW 43.17.020" will be referred to as Title 43 – State Government-Executive"; it will be listed with Titles 42 and 53.

Discussion of whether to use the 1984 Port of Tahuya Comprehensive Plan as a reference: This Plan was referenced by two committee members but had not been seen by some of the members.

Doug Neyhart moved to accept the Resources and References page as marked up at this meeting, but not including the reference to the 1984 Comprehensive Plan. Roger Schuettke seconded the motion. Laverne McIntyre amended the motion to include the 1984 Comprehensive Plan on the Resources and References page, and Harold Carey seconded the motion. The motion passed 4-3.

As part of the discussion regarding the motion, Steve Griswold said his original intent in proposing the References section was to list documents that individuals had relied on, used, or brought to the attention of others in the committee. Steve suggested that we add "including but not limited to" as part of the page title.

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Harold Carey said he feels the References are more for the public, as indicating documents we used that shaped our conclusions. He also noted that the Growth Management Act should also be listed.

Doug Neyhart amended his original motion to "Approve the Resources and References page as marked up at this meeting and including the 1984 Comprehensive Plan." Steve suggested that we table the vote so that he could make all the proposed changes, and all present agreed.

Jim Christen delivered a copy of the 1984 Comprehensive Plan to the committee so that copies could be made and distributed. Jim said "they had found that the 1984 Plan was noted on to be adopted and was used in good faith, but it is now known that proper procedures were not followed to adopt the Plan."

At this point in the meeting, Jerry Hofstatter proposed that we schedule additional meetings in order to finish our charge. Following discussion, most of the committee members present agreed that they would meet Wednesday evening, October 6.

7.0 Process followed by the Committee: This section was missing the meeting dates, and Linda Sollars agreed to fax the dates to Steve Griswold, who will add them to the text. Doug Neyhart moved to accept the page with the addition of the meeting dates. Roger Schuettke seconded, and the motion passed 7-0.

8.0 Recommendations: Recommendations 2-8 had previously been voted on. In the draft discussed at this meeting, Recommendations 2 and 4 were combined as number 3, and Rec. #1, regarding un-adoption of the Public Access Plan, was added. The complete text of the Recommendations is not given here, since they are currently being revised by Steve Griswold.

Rec. 1 (Un-adopt the Public Access Plan): Quotes are being added around the section "...un-adopt the public Access Plan and remove it from the Comprehensive Plan" because the recommendation is derived from a motion passed, on Sept. 25, 2004.

Rec. 2 (Adopt a Comprehensive Plan): Change "revised Comprehensive Plan" to "new Comprehensive Plan."

Rec. 3 (Follow required procedure in adopting a Comprehensive Plan): Approved as stands.

Rec. 4 (Place adopted Comprehensive Plan on the Port's website): Approved as stands.

Rec. 5 (Adopt a policy for timely review of Comprehensive Plan): Change "suggests" in the second sentence to "recommends."

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Rec. 6 (Finalize Quality of Life Values): Remove “updated” before “Comprehensive Plan.” Delete “attached hereto in Section 6.1,” which was inadvertently left in the text.

Rec. 7 (Familiarization with RCW’s): Approved as stands.

Rec. 8 (Adopt an annual business plan): Reworded. Doug Neyhart moved to accept as modified; Steve Griswold seconded. Passed 6-0.

Rec. 9 (Adopt an orderly process for conducting Port meetings): Harold Carey moved to accept as stands; seconded by Roger Schuettke and passed 6-0.

Rec. 10 (Use citizens advisory groups): Roger Schuettke moved to adopt as stands; seconded by Doug Neyhart and passed 6-0.

Rec. 11 (Finalize Planning Methods and Processes for Projects section of the Comprehensive Plan): Doug Neyhart moved to accept the recommendation as marked up. Seconded by Roger Schuettke and passed 6-0.

Rec. 12 (Watch for property to purchase): Harold Carey moved that this recommendation be removed. Seconded by Betty Matthews and passed 6-0.

-Discussion of the Recommendations was ended because we were out of time.

Harold Carey and Roger Schuettke will work on revising numbers 13 and 14.

The next meeting was scheduled for Wednesday evening, October 6, 2004.

#### **Action Items for October 9 Meeting:**

1. Linda will add the statement “Views and opinions expressed...” (as approved by motion) to the footnote of the Minutes.
2. Steve Griswold will revise the reference to the existing Comprehensive Plan so that it reflects the actual title.
3. Linda will fax the meeting dates to Steve Griswold.
4. Harold Carey and Roger Schuettke will revise Recommendations 13 and 14.
5. Harold Carey will distribute copies of the “Summary of the history of the CAC...”
6. Steve Griswold will revise the Recommendations as marked up at this meeting.

**Next Meeting:** October 6, 2004

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Minutes prepared by Linda Sollars, October 4, 2004

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**Port of Tahuya Citizens Advisory Committee  
Approved Minutes of October 6, 2004 Meeting  
Tahuya Fire Hall, 5:30 p.m.-8:00 p.m.**

**Attendees:** Harold Carey, Steve Griswold, Gary Harris, Jerry Hofstatter, Betty Matthews, Roger Schuettke, Brad Carey (Alt).

Jerry Hofstatter, Chair, Called the meeting to order at 5:30 p.m.

The committee started where we left off Saturday October 2, 2004 with renumbered recommendation # 12(old recommendation #12 was eliminated in it's entirety.) Harold Carey and Roger Schuettke submitted a revised recommendation # 12 dated October 6, 2004 concerning RCW 53.08.260(Park and Recreation Facilities). It was slightly modified and approved 6-0.

Rec. 13 (Concerning dredging by Menards Landing): Harold Carey and Roger Schuettke submitted a revised recommendation #13 dated October 6, 2004 concerning RCW 53.08.040 (Improvement of lands for industrial and commercial purposes-Providing sewer and water utilities-Providing pollution control facilities). It was slightly modified and approved 5-1. A copy is attached to the minutes.

Rec. 14 (Redistricting the Port of Tahuya) After much discussion it was decided to have Steve Griswold rewrite this one and vote on Saturday October 9, 2004.

Rec. 15 (Installing more signage around the Port district) It was revised slightly and approved 6-0.

Rec. 16 (Future CAC's have sufficient funds for a professional transcriber) After much discussion it was decided to have Steve Griswold rewrite this one and vote on Saturday October 9, 2004.

Harold Carey talked about a business plan he was writing for the Port to consider using for the next year. He was asked to bring it in completed, if possible, to next Saturday's meeting on the 9<sup>th</sup> for discussion by the committee.

Brad Carey read a list of suggestions he had put together concerning the comprehensive plan draft. It was noted that many of them are already incorporated into our recommendations or in other areas of the plan draft. Nothing was decided on the others.

Gary Harris passed out the project planning tools and guides he has been working on and asked everyone to be prepared to discuss them on Saturday October 9, 2004. He briefly reviewed them with the committee.

Jerry Hofstatter adjourned the meeting at 8:00 p.m.

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Minutes prepared by Jerry Hofstatter, October 7, 2004.

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**Port of Tahuya Citizens Advisory Committee  
Amended and Approved Minutes of October 9, 2004 Meeting  
Tahuya Fire Hall, 9:00 a.m. – 2:00 p.m.**

**Attendees:** Jerry Hofstatter, Laverne McIntyre, Steve Griswold, Doug Neyhart, Gary Harris, Roger Schuettke, Harold Carey, Brad Carey (Alt), Linda Sollars (Alt). One member of the public arrived at 11:30 a.m.

Jerry Hofstatter, Chair, called the meeting to order at 9:00 a.m.

Gary Harris moved that the Minutes of the October 2, 2004 meeting be approved. The motion was seconded by Steve Griswold and passed.

Gary Harris moved that the Minutes of the October 6, 2004 meeting be approved with addition of the page footers. The motion was seconded and passed.

**Discussion of the Action Register (plan for the Report to the Port of Tahuya Commissioners):**

Steve Griswold led the review and discussion of the Action Register. The following items were discussed.

- 1.0 It was agreed that the date on the cover page will be October 16, 2004.
- 2.0 Changes to the cover letter: Jerry Hofstatter had made changes to one sentence; the changes were approved.
- 3.0 Index: Steve Griswold listed the sections of the Draft Comprehensive Plan 2004. He also added a Section J – Port District of Tahuya Appeal Process. After discussion, the Committee decided to treat this section as a placeholder, with a reference to the specific Recommendation that explained the section header. The purpose in having the Appeal Process listed here is to draw attention to the need for the process to be developed and included in the Port of Tahuya Comprehensive Plan 2004.

It was pointed out that the Vision Statement was not listed as a separate section. It was added and the sections relabeled.

Laverne McIntyre suggested that we revisit the Index after the Draft Comprehensive Plan 2004 has been completed so we know that all sections are listed correctly.

- 4.0 Committee members: Correction to the spelling of “Rhone.”

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5.0 Committee Charge: No change

- 6.0 Resources and References: Steve Griswold had added the Growth Management Act. A reference to RCW 36 was also added, because it was used as a reference for many of the Quality of Life Values.

A motion, tabled at the October 2, 2004 meeting, to approve the Resources and References section with a reference to the 1984 Comprehensive Plan, was withdrawn.

Discussion followed on where in the Report the references to detailed sections of the RCW's should appear. Mention was made of the October 2, 2004 motion to put the detailed references in the Recommendations, and it was noted that this information had not yet been added to the Recommendations.

Steve Griswold moved to accept the Resources and References as currently discussed. Doug Neyhart seconded, and the motion passed 7-0.

Note was made for Steve Griswold to list the suggested Business Plan under Section 6 of the Draft Comprehensive Plan 2004, "The Committee's Products."

- 7.0 Process: Approved after additional meeting dates are added.

8.0 Recommendations:

It was noted that all Recommendations except numbers 14, 16, and 17 had previously been approved by vote.

Recs 2 and 3: It was agreed by all present that the word "new" previous to "Comprehensive Plan" would be dropped from Recommendations 2 and 3.

Rec. 12: Doug Neyhart, Laverne McIntyre, and Linda Sollars (non-voting alternate) asked to have it entered in the Minutes that they disagreed with the phrase "Reading and applying the law as written, it is the opinion of the CAC that the Port of Tahuya is out of compliance with said law." Laverne and Doug wanted the Minutes to reflect that they were not at the meeting when the vote was taken.

Brad Carey (non-voting alternate) asked to have it entered in the Minutes that he felt very adamant that the Port was out of compliance with the RCW's.

Rec. 13: Harold Carey had made the edits that were requested at the October 6, 2004 meeting.

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Rec. 14 (Redistricting): Discussion occurred over whether the phrase “such as those in the Tahuya river valley” should be included in item (c). The decision was to strike that phrase.

Regarding Rec. 14, item (e), Harold Carey said it is important to note that redistricting can take place at any time, not just at ten-year intervals. It was decided to strike “every ten years” from the Recommendation.

There was also discussion about how many Port Commissioners there should be; Harold Carey said he believed the number was determined by population. Doug Neyhart and Harold Carey will check to see if this is the case.

Later in the same discussion, Doug looked up the RCW and said in a primary election only the individual district can vote; but in a general election all could vote. You could also have 2 at-large members whom everyone could vote on. Doug said that he wanted to talk to the WPPA about this and that he may want to make a recommendation at the next CAC meeting.

Also on item (e), Roger Schuettke revised the wording to “Ensure the law in effect for considering redistricting is adhered to.” Roger moved that Recommendation 14 be adopted as revised. The motion was seconded by Harold Carey and passed 7-0.

Doug Neyhart raised a point of order on Rec. 14. He quoted RCW’s 53.16.015 “Redrawing Commissioner District Boundaries – Conditions,” 53.16.020 “Notice Appearing or Revision, and 53.16.030 “Change Not to Affect Term of Office,” regarding how redistricting is done. He suggested the reference to the RCW’s be added to the statement of Rec. 14. This was agreed on by all present.

Rec. 16: Roger Schuettke moved that Rec. 16 be approved as written. The motion was seconded by Harold. In discussion, Laverne McIntyre suggested the last sentence of item (b) be reworded to “... prior to or during the formation of the group.” Harold further amended the statement to “... prior to or during the group’s initial meeting.” The vote was 6-0 to approve as amended.

Rec. 17: Gary Harris moved to accept as written. The motion was seconded by Harold Carey and passed 7-0.

Rec. 18: Brad Carey suggested we recommend that the Port adopt an appellate process whereby the public is provided with the ability to appeal decisions made by the Commission for reconsideration. He passed out two paragraphs, one with a suggested recommendation and one with an explanation. Doug Neyhart said he

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thought RCW 53 included such a process and that he would find the appropriate section of the RCW during the coming week.

After further discussion, Gary Harris moved that we adopt Brad's proposed appellate recommendation, using the first paragraph only; and that if an appropriate RCW can be located, the reference to that RCW will be included in the Recommendation. Steve Griswold seconded the motion, and it passed 6-1.

#### 9.0 Review of Draft Comprehensive Plan 2004 Sections for approval.

Steve Griswold has made a coversheet with the date October 16, 2004. The second sheet will be an Index, with changes as noted at this meeting.

A – Glossary of Terms: Tabled until the other sections are finished.

B through H – Everyone agreed that sections B through H (Vision Statement) had already been approved.

I – Mission and Goals – Mission and goals 1 through 6 had already been approved at the June 6 meeting, but some members wanted to revisit this section. It was decided to go through the Mission and Goals dated August 25, 2004 to see if everyone was still in agreement:

#3: Added “using established Quality of Life Values” to the end of Mission Statement 3.0.

#5: Changed “minimum” to “at least” so that the wording will be “Review the Comprehensive Plan 2004 at least every 3 years and update when needed.”

#6: “ Test and/or measure the effectiveness of the Port Commissioners....” was Approved by all present.

After the above discussion, the Mission and Goals were approved by all present.

#### **Discussion of the Planning Section:**

Gary Harris passed out a 3-part initial draft of a project planning tool.

Harold Carey suggested that we have a statement that this initial draft is intended as a tool only. It is not the Committee's intent to present the material as a finished product, but to give the Commissioners a way to import the Quality of Life Values into the planning process.

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Steve Griswold suggested that we may need to reference the Quality of Life Values in the Planning document. Harold Carey and Gary Harris will work together to coordinate the two sections.

Gary went through his proposed planning tool. After substantial discussion, it was decided that Gary Harris and Harold Carey would collaborate on the many committee suggestions during next week and their product would be voted on at the next meeting. One of the main suggestions that some committee members wanted was a flow chart, that the public could follow, starting with project ideas, the ideas going thru various filters including the quality of life values, and finally checked for compliance with the Comprehensive Plan 2004. It was agreed that the project planning tool would be a section in the Comprehensive Plan 2004.

#### **Quality of life values list:**

There was substantial discussion on the content and style of the list that was compiled by Harold Carey. Many committee members wanted the values list stated in a short concise summary manner with additional explanations, if necessary, added in the attachment section, rather than a comprehensive detailed list. Harold Carey will change the list to a summary and it will be voted on at the next meeting. It was decided to give the commissioners the complete list rather than us paring it down. It was agreed that the quality of life values list would be part of the Comprehensive Plan 2004.

#### **Business plan:**

There was limited discussion on a possible business plan that Harold is writing to consider using for next year. He will finalize it and we will vote on it at the next meeting for including in the Comprehensive Plan 2004.

Jerry Hofstatter adjourned the meeting at 2:00 p.m.

#### **Action Items:**

- Doug Neyhart will look for information in the existing RCW's regarding an appellate process.
- Harold and Gary will work together on referencing the Quality of Life Values in the Planning document.
- Harold and Gary will work on the Planning Tool, to be presented and voted on at the next meeting.
- Harold will change the Quality of Life Values list to a summary for voting at the next meeting.
- Harold Carey will finalize his Business Plan for voting on at the next meeting.

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**Next Meeting:** October 16, 2004, 9:00a.m. at the Fire Hall.

Minutes prepared by Linda Sollars and Jerry Hofstatter, October 14, 2004

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**Port of Tahuya Citizens Advisory Committee  
Amended and Approved Minutes of October 16, 2004 Meeting  
Tahuya Fire Hall, 9:00 a.m. – 12:50 p.m.**

**Attendees:** Jerry Hofstatter, Laverne McIntyre, Gary Harris, Betty Matthews, Doug Neyhart, Roger Schuettke, Harold Carey, Brad Carey (Alt), Linda Sollars (Alt).

Jerry Hofstatter, Chair, called the meeting to order at 9:00 a.m.

Laverne McIntyre moved that the October 9, 2004 Minutes be approved as corrected. The motion was seconded by Gary Harris and passed 7-0.

**Discussion of Planning Flowchart and Accompanying Documents:**

Gary Harris passed out his Planning matrix, and Harold Carey passed out his Planning flowchart. In response to Gary's question about where the project planning process should start, Harold presented a "Comprehensive Plan Overview," which outlined a process for evaluating and accomplishing projects.

It was decided to re-title the "Comprehensive Plan Overview" as "Implementation Guide and Project Management Overview." This document will be included in Section J of the Draft Comprehensive Plan 2004.

Harold presented a document called "Port of Tahuya Project Selection and Approval Process," which he proposed as an introduction to his flowchart. He also read through and explained the flowchart. He noted that the flowchart is copyrighted, but that he will grant usage rights to the Port of Tahuya at no charge indefinitely. After discussion of the document and flowchart, it was decided that Harold would make the suggested changes and get the revised documents to Jerry Hofstatter.

Laverne McIntyre moved that Harold's flowchart and accompanying document ("Implementation Guide and Project Management Overview" and "Port of Tahuya Project Selection and Approval Process") be approved with corrections as noted and put into Section J of the Draft Comprehensive Plan 2004. Doug Neyhart seconded the motion, and it passed 7-0.

**Discussion of Project Planning Matrix and Tool:**

Gary Harris presented his "Project Planning Guide: Attribute Definitions and Limits" and "Project Planning Tool." After discussion, it was decided that "approvals" as used in the "Project Planning Guide" would be obtained by canvassing property owners and

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residents. It was brought up that one of the Port's problems now is the difficulty of obtaining a complete list of property owners and residents.

The group discussed how to tie together the "Project Planning Guide" with the items on Harold Carey's flowchart. Gary will work on making these associations.

All present agreed that "majority," as used in the "Project Planning Guide" is to be defined by the Commission or its designated committee. It was also decided that rather than trying to pare down the attributes, we present these ideas and let the Commission review and amend them. Gary will include a cover letter for these materials that explains this to the Commissioners.

Doug Neyhart moved that the "Project Planning Guide" and "Project Planning Tool" be added as changed to the flowchart in Section J of the Draft Comprehensive Plan 2004. Betty Matthews seconded the motion and it passed 7-0.

#### **Discussion of the Proposed Quality of Life Values:**

The Committee agreed that the entire list of Quality of Life Values be given to the Commission, along with a disclaimer that this is a suggested list and that the items have not been voted on by the CAC members. The intent is to have the Commission review the list and present it to the public.

Doug Neyhart moved to put the Quality of Life Values intact into the Draft Comprehensive Plan 2004 with the disclaimer discussed above. Roger Schuettke seconded the motion, and it passed 6-1.

#### **Discussion of the Sample Business Plan:**

Doug Neyhart moved to include the outline for a Business Plan in the Draft Comprehensive Plan 2004. Laverne McIntyre seconded the motion. After discussion, Doug Neyhart withdrew the motion.

Doug Neyhart moved that Draft Comprehensive Plan 2004, Section 6.3 include a statement that we recommend the Commission form a subcommittee to develop a Business Plan, as per our Recommendation #8. The motion was seconded by Gary Harris and passed 6-0, with one abstention.

#### **Discussion of the Attachments Section:**

There was some discussion on what documents will be in the Attachments section. Jerry Hofstatter will talk to various committee members in the next couple of days to ensure

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that he has all of them. It was pointed out that the master report book, which had been previously voted on to have the attachments, will be kept in the Port files, and all the other books will have a statement referencing that book.

#### **Discussion of Number of Commissioners:**

Brad Carey and Doug Neyhart briefly discussed their individual conversations with Scott Taylor and Eric Johnson of the WPPA on their opinion whether three or five commissioners would best serve the Port of Tahuya. Scott felt three would be the best and Eric felt five could work and two could serve at large.

#### **Discussion of Glossary of Terms:**

There was a brief discussion on what to do with the two glossary lists. Harold Carey will review and combine the two and send to Laverne to include in the report.

#### **Recommendation #19:**

Harold Carey moved "The CAC recommends to the Port of Tahuya Commissioners they create and adopt a set of by-laws, policies, and procedures." It was seconded and passed 5-0.

#### **Other Business:**

There was a brief discussion of what every committee member had left to do, and of other odds and ends to ensure the final report included everything. Jerry would be checking with committee members up through Wednesday October 20<sup>th</sup> to ensure this will happen.

Jerry Hofstatter adjourned the meeting at 12:50 p.m.

#### **Action Items:**

- Jerry will get approval of the Oct. 16 Minutes by phone.
- Harold will make the suggested revisions to his documents.
- Gary will tie the "Project Planning Guide" with the items on Harold's flowchart.
- Gary will prepare a cover letter for the "Project Planning Guide" that explains which decisions regarding the tool we are leaving up to the Commission.
- Harold Carey will prepare the Glossary of Terms for the Report to the Commissioners.

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- Jerry will put together the books that make up our Report to the Commissioners.

Minutes prepared by Jerry Hofstatter and Linda Sollars, October 16/17, 2004

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