

**Port of Tahuya Citizen's Advisory Committee
Minutes of March 13, 2004 Meeting**

Attendees: Harold Carey, Gary Harris, Jerry Hofstatter, Betty Matthews, Laverne McIntyre, Doug Neyhart, Roger Schuettke, Roz Woodhouse, Robert Zachry, Steve Griswold (Alt.), Linda Sollars (Alt.).

The meeting was called to order by temporary Chair, Jerry Hofstatter. The Committee decided that a permanent chair will be elected at the 3rd meeting.

A brief discussion was held about the form our Minutes should take. It was decided that some members would be uncomfortable with having a recorded transcript of the meetings, and that our format will be standard written minutes. Linda Sollars, Alternate Member, will take minutes until a permanent secretary is selected. She will send the Minutes to the Chair, who will post them in the Tahuya Post Office.

Discussion of how the Committee will Function:

Methodology - Steve Griswold presented for the Committee's review a Quality Improvement methodology used a Weyerhaeuser. He supplied handouts for the committee to review. A decision will be made at a later meeting on whether to use the methodology.

Alternates - The Committee discussed whether Alternate members will take part in the discussions; a decision was not made, though the alternates did participate in this initial meeting. It was agreed that an alternate will step in (i.e., assume full-member status) if a full member can no longer serve for a period of time that will compromise the effectiveness of the Committee. It was announced that a third alternate, Chris Rhone, is moving to the East Coast and will be unable to participate on the Committee.

Meetings - Meetings will be 2 hours in length, unless we decide to extend the time in order to complete a discussion or reach a decision.

Ground Rules for meetings were discussed briefly, and it was agreed that:

- a) All members will be treated with respect.
- b) We will make decisions by arriving at consensus. Formal motions will be made at important decision points.
- c) We are free to speak between meetings with other members of the Committee, but we will avoid forming factions; if matters of general concern arise, they will be brought up for discussion by all members at the next meeting.

Communication with the Public - Minutes will be prepared after each meeting and posted in the Tahuya Post Office. Jerry Hofstatter will also talk to the appropriate people about

having the minutes published on the Port of Tahuya website and the website maintained by the group in opposition to the current Public Access Plan.

The possibility of writing up an “alternate opinion” in cases where committee members are in disagreement was discussed. We decided that part of our purpose is to come up with solutions that everyone can buy into; and it was pointed out that if a member disagrees strongly with a committee decision, he/she has the option of voicing that opinion in a different venue, i.e., in a public meeting or in writing.

Open Meetings – The members discussed whether the committee meetings should be open to the public, and to what degree. Several alternatives were discussed, including:

- a) All meetings open to the public.
- b) All meetings open to the public for observation, but a directive from the Committee that members of the public participate in discussion only at specified times.
- c) Setting aside a period, such as a half hour, at each meeting for public participation in discussion.
- d) Having every 3rd meeting completely open to public participation.

A motion was made by Doug Neyhart and seconded by Betty Matthews that every 3rd meeting be open to the public and that we invite public comment; other meetings would be closed to the public. As it became apparent that we were not ready to make a decision on this issue, the motion was withdrawn. The discussion was tabled for the next meeting.

“Opening Statement” by Committee Members – Members were given the opportunity to speak briefly about why they volunteered to serve on the Committee and what they hope to accomplish.

Discussion of Directives from the Port of Tahuya:

We will review the Port’s 1993 Comprehensive Plan, followed by the Public Access Plan.

Though we are not discounting the possibility of another survey, we will try to find alternative ways to find out what the public want – possibly through methods such as open meetings or focus groups. This topic will be discussed further at later meetings.

Per Cindy Nelson, the Port is hoping for recommendations from the Committee by July or August 2004, but that is not a definite deadline at this point. We will ask the Port to give us terms for the existence of the Committee, and for suggestions on how we can help the Port achieve its objectives (see Action Items).

Discussion of the Port of Tahuya Comprehensive Plan 1993:

A motion was approved that we recommend the Port Commissioners review the Comprehensive Plan every 3 years.

A motion was approved that we recommend to the Port that the Introduction to the Comprehensive Plan be expanded to include:

- a) Updated statistics and demographic information (ref. Pg. 3); some of this information may already be available in the Public Access Plan;
- b) A map of the Port of Tahua, including township and range information;
- c) Information on the number of registered voters and number of property owners.

We would like to further review the RCW's that apply specifically to the Port of Tahuya. It was pointed out, for example, that the RCW's cited in the Comprehensive Plan may be more applicable to industrial ports in the state, whereas the Parks and Recreation RCW mentioned as an "additional statute" is probably more germane to our Port. Members will review the RCW's for additional discussion at the next meeting.

A motion was approved that we recommend to the Port that pg. 7 of the Comprehensive Plan, "Description of Port Holdings," be updated.

Items tabled for further discussion at a later meeting:

Select permanent Chair and Secretary.

Decide whether to use the Quality Improvement methodology.

Decide how Alternates will function on the Committee.

Decide how to structure public participation in Committee meetings.

Determine ways to convey information about our recommendations to the public.

Review RCW's that apply more specifically to the Port of Tahuya.

Action Items:

- 1) Jerry Hofstatter will ask the Port Commissioners for a timeframe for our Committee and for suggestions about how we can help them achieve their objectives regarding the Comprehensive and Public Access Plans.
- 2) Jerry Hofstatter will ask the Port Commissioners for additional information on their individual roles.
- 3) Linda Sollars will distribute the Minutes to committee members by e-mail, and Jerry Hofstatter will post the Minutes in the Post Office and get a copy to Roger Schuettke.
- 4) Members will review the Quality Improvement methodology passed out by Steve Griswold.
- 5) Members will bring to the next meeting suggestions for additions to the "Introduction" section of the Comprehensive Plan.
- 6) Members will review the RCW's to suggest more appropriate ones for inclusion in the Comprehensive Plan.

- 7) Members will read Section 8: Strategies of the Public Access Plan in preparation for discussion at a later meeting.

Next Meeting: Sunday, March 21, 2004 at 1:30-3:00 p.m., Fire Hall.

Agenda items will include: Discussion/decision on open meetings and comment structure; Finish review of the Comprehensive Plan.

CITIZEN'S ADVISORY COMMITTEE MEETING

Minutes March 21, 2004

Meeting called to order at 1:30pm. All 9 members and 1 alternate were present.

Discussed meeting agenda.

Previous meeting minutes were read and approved with 2 corrections. Misspell of Tahuya and Chris Rhone trip to east coast may be temporary and not permanent.

No permanent secretary has been located so alternate Brad Carey was appointed secretary for this meeting.

Voting for permanent chairman was agreed to be done at the March 27, 2004 meeting.

Discussion was held on whether meetings should be open or closed to the public. It was agreed that the public would be welcome to attend. Motion for open meetings was made, seconded and approved. Vote was 7 in favor, 1 undecided and 1 against. Concerns about having the meetings monopolized by public comment or possible intimidation of committee members were raised, some members felt this could be disruptive and cause them not to be able to get committee work done. It was agreed that comments should be submitted in writing to the committee to be read into the meeting.

The committee agreed that the unapproved minutes would be posted at the following sites: www.theportoftahuya.org

www.tahuya.org

TRV web site

Tahuya Post Office

Maggie Lake bulletin board

It was agreed that if verbal public comment were to be allowed during the meeting the Chairman would schedule approximately 15 minutes of comment either after the previous meeting minutes were read and approved or at the end of the meeting.

The role of an alternate committee member was discussed. It was determined that when all 9 committee members are present the alternate is there to observe. It will be determined at the next meeting when and how an alternate will step in for an absent committee member.

The schedule for the next four meetings was determined as follows.

March 27, 2004 9:00 AM to 11:00 AM

April 3, 2004 9:00 AM to 11:00 AM

April 18, 2004 12:00PM to 2:00 PM

April 25, 2004 1:30 PM to 3:30 PM

All meetings to be held at the Tahuya Firchall unless otherwise noted.

It was discussed and agreed that Jerry Hofstatter would request the WPPA official to attend one of the four above meetings to discuss what Ports can do.

Discussed using the problem solving handbook, nothing was decided.

Discussed Port's Comprehensive Plan in relevance to the Growth Management Act (GMA).

Discussed identifying THE PROBLEM and getting on with the task assigned of fixing it at the next meeting.

The meeting was adjourned at 3:10PM.

**Port of Tahuya Citizens Advisory Committee
Minutes of March 27, 2004 Meeting**

Attendees: Harold Carey, Gary Harris, Jerry Hofstatter, Betty Matthews, Laverne McIntyre, Doug Neyhart, Roger Schuettke, Roz Woodhouse, Brad Carey (Alt.), Linda Sollars (Alt.). Two members of the public attended as observers.

The meeting was called to order at 9:05 by temporary Chair, Jerry Hofstatter.

Followup from previous meetings:

The following amendments were made to the minutes of the March 21, 2004 meeting:

- 1) Noted that our charge from the Port was discussed, and that we were going to ask the Port to revise the charge.
- 2) Clarification that we have not yet defined "the problem" that was mentioned in the minutes.
- 3) Note that at the March 21 meeting it was decided we would like to have someone speak to us about the Growth Management Act.

Jerry Hofstatter reported that he asked each of the Port Commissioners if they wanted to revise our charge, and each said "no;" they each said they want us to continue to revise both the Comprehensive Plan and the Public Access Plan.

Jerry Hofstatter read a letter he wrote to the Commissioners on March 15, with questions we brought up at our first meeting. The main points of the letter, and the responses from the Commissioners are:

- 1) What are the duties and roles of the individual Commissioners, specifically in regard to their interaction with the Citizens Advisory Committee (CAC)? *Answer: Jim Christian is the liaison to the CAC.*
- 2) What is the timeline for finishing our revisions? *Answer: July or August, 2004, so that our recommendations can be presented to the Commission at a time of the year when the maximum number of residents will be in the area, and the attendance at the Commission meeting is likely to be highest.*
- 3) Any other business or issues we should help the Commissioners with? *Answer: No.*

The role of CAC Alternates was discussed. Jerry noted that he had been questioned about Brad Carey's role: Brad was appointed as a fourth alternate to serve the entire committee, not just as an alternate for Harold Carey. Jerry stated that the real question was when and how to appoint an alternate to serve in the absence of a regular committee member.

After some discussion, Roz Woodhouse moved that an alternate be appointed at a committee member's termination of service, with "termination of service" meaning 4 consecutive meeting absences. The motion was seconded and passed, with 2 opposed.

Discussion of the pro/con/neutral stance of CAC committee members and alternates.

Jerry read from the February 18, 2004 Commission Minutes, which listed 9 committee members and 3 alternates, with designation of "For," "Against," or "Neutral." Several committee members commented that they considered their task to be to "solve the problem," rather than representing a pro or con stance.

Election of Chair:

Jerry Hofstatter was unanimously selected as permanent Chair of the CAC.

Discussion of the role of the Public Access Plan (PAP) in relation to the Comprehensive Plan (CP):

Gary Harris stated that he thinks the first question may really be whether we need a PAP at all, and if so, working out the details. Jerry Hofstatter clarified that currently, the PAP is a part of the CP. It was pointed out that elimination of the PAP altogether is a possibility, though it is required for the application for Interagency Committee for Outdoor Recreation (IAC) funding. Laverne McIntyre stated that we may wish to include some of the information from the existing PAP in the Comprehensive Plan, but is somewhat concerned that if an item is mentioned in the PAP, it may be taken up for action by other agencies, even if the Port of Tahuya does not pursue it.

Roger Schuettke moved that we set aside the Public Access Plan, complete our recommendations for the Comprehensive Plan, and then see whether a Public Access Plan is to follow from that. After discussion and clarification of the committee's original charge and plan of action, the motion failed.

Discussion of the Comprehensive Plan:

RCW's (pgs 4 & 5 of existing plan) – After discussion of whether to include the text of any RCW's and which ones to include, Doug Neyhart moved that we a) refer to RCW53 as the entire statement referring to Port Powers and conduct; b) include the text of RCW53.04.010, paragraph 1 (of 2); and c) include the "incidental powers" statement from "Port Powers," paragraph 2 of the Port of Dewatto Comprehensive Plan 2000. The motion was passed.

Port Philosophy – Discussed at length the value and/or importance of including some type of "values" or "philosophy" statement in the CP. The CP's from Port of Allyn and Port of Dewatto both include such statements, and Harold Carey read excerpts from a similar statement he had been compiling. It was decided that we should pursue this idea further, and that members would read examples from Allyn and Dewatto and try to come up with written ideas of their own for the next meeting.

There was also discussion on whether to immediately ask for public input on the philosophy/values section of the CP, or to wait until the CP as a whole is drafted and then get public input. No decision was made.

A decision was made to go ahead and work on the complete structure of the CP, then come back and work out the details of the Philosophy.

Vision Statement – Roz Woodhouse suggested that we develop a Vision Statement for the Comprehensive Plan; and once that is completed, the contents of the Philosophy can be evaluated against the Vision. It was decided that everyone would write a draft Vision Statement for the next meeting.

Items tabled for further discussion at a later meeting:

- Discussion of the Philosophy section of the Comprehensive Plan.

Action Items:

- 1) Read Philosophy sections from Port of Allyn and Port of Dewatto plans and write suggested items for our own philosophy or values section.
- 2) Write up a proposed outline of content for the Comprehensive Plan.
- 3) Write up a proposed Vision Statement to be included in the Comprehensive Plan.

Next Meeting: Saturday, April 3, 2004 at 9:00 a.m. – 11:00 a.m., Fire Hall.
Agenda items will include: Vision Statement, Structure, and the Philosophy/Values section of the Comprehensive Plan.

Minutes prepared by:
Linda Sollars
March 29, 2004