

## **Port of Tahuya Citizens Advisory Committee Minutes of May 2, 2004 Meeting**

**Attendees:** Harold Cary, Gary Harris, Jerry Hofstatter, Betty Mathews, Roger Schuettke, Roz Woodhouse, Robert Zachry, Steve Griswold (alt.)

The meeting was called to order at 12:30 PM by Jerry Hofstatter, committee chair, and adjourned by Jerry at 2:45 PM.

### **Minutes of Past Meetings:**

- Approved minutes from the meeting of April 18, 2004 with correction of a spelling error.
- Approved minutes from the meeting of April 25, 2004 with the addition of the following comments:
  - ✓ Steve Griswold was going to start developing an index and draft sections for the final report and recommendations to be given by the CAC to the Port of Tahuya Commissioners. An index and manual with appropriate section tabs would be ready for the next meeting. Steve will facilitate the draft of each section until such time the Committee finishes their activities where upon the committee will complete the final report.
  - ✓ Steve Griswold had suggested that at the meeting of May 2, 2004 an initial timeline be developed for the CAC activities leading up to the target date for submittal of its report and recommendations to the Port of Tahuya Commissioners.

### **Discussions and Activities Conducted at the May 2, 2004 Meeting as Follows:**

1. Discussed the index for the "Draft" Comprehensive Plan. The attached is the current 'working index' that is being used.
2. Continued discussions and review of drafts sections of the "Draft" Comprehensive Plan which will be included in the CAC report and recommendations to the Port of Tahuya Commissioners as follows:
  - 2.1. Port of Tahuya Community Discription (Roz Woodhouse)
    - 2.1.1 Comments:
      - General discussion on current draft and input given to Roz
      - Discussion on legal description and map and whether to move those to other sections
    - 2.1.2 Questions:
      - No questions left on the table
    - 2.1.3 Actions:
      - Legal description was given to Betty to review.
      - Map was given to Jerry to do
      - Roz was going to take input and do a final draft and e-mail to people to review prior to the next meeting.

## 2.2. Legal Discription (Betty Mathews)

### 2.2.1. Comments:

- This was broken out from what Roz was doing.

### 2.2.2. Questions:

- Do we have the right description?
- Where should we put it in the Plan

### 2.2.3. Actions:

- Betty to research and come up with the correct legal description.
- Next meeting will discuss were it goes.

## 2.3. Map (Jerry Hofstatter)

### 2.3.1. Comments:

- We need a better map.

### 2.3.2. Questions:

- Where can we get the best map that can be reproduced in the Plan?
- Where do we put the map in the Plan?

### 2.3.3. Actions:

- Jerry will research and get back to the group.

## 2.4. Port Powers (Jerry Hofstatter)

### 2.4.1. Comments:

- Discussion on first sentence in the first paragraph. Sentence was revised. The first sentence was changed by the group. Roger wanted "among others" added to the first sentence and the group did not accept but Roger would still like to discuss the wording in context of his request.
- Discussion on third paragraph was held with agreement to add statement on dredging with the appropriate code reference.
- Adding wording around the environment was discussed and Jerry will propose something in the next version.
- There was a lot of discussion around were authority comes from and making a specific reference to RCW #53,#79 and #35. Everyone felt the statement in the first sentence in paragraph one was sufficient.

### 2.4.2. Questions:

- A question was raised as to whether or not we had the latest version of the existing Comprehensive Plan? It was pointed out that in the PAP on page ii that the commissioners certified that the plan was updated but the copy the CAC has is dated 1993 and the plan is suppose to be updated every   (?)   year.
- If the commissioners updated it where is the record?

### 2.4.3. Actions:

- Jerry will update the current version based on the discussion and have it ready for the next meeting.
- CAC members will e-mail Jerry any further thoughts before next meeting to assist.
- I think there is an action around the question above but I am not sure what it is and who is going to do it.

## 2.5. Resources (Jerry Hofstatter)

### 2.5.1. Comments:

- Not many

### 2.5.2. Questions:

- None

### 2.5.3. Actions:

- Jerry will bring an updated version next meeting

## 2.6. Vision (Harold Cary)

### 2.6.1. Comments:

- Harold handed out copies of several versions that had incorporated past comments. It highlighted the various concepts that different people thought were important. A good job by Harold.
- Discussion followed with several people liking in general #4 with some changes.

### 2.6.2. Questions:

- No major questions left on table except the number, depth and nature of the comments to be put into the vision statement?

### 2.6.3. Actions:

- CAC members to review again what Harold passed out and send e-mail input to Harold to incorporate in to the next version to be reviewed and hopefully finalized at the next meeting.
- Harold will take the input and narrow the versions down based on the discussion at this meeting.

3. Developed an initial "draft" time line for CAC activities leading up to the target date for submittal of its report and recommendations to the Port of Tahuya Commissioners. The "target" date for submitting the final report and recommendations to the Port Commissioners was agreed to as the Port of Tahuya Commissioners meeting scheduled for July 21, 2004.

Attached is a draft of the initial timeline discussed in the meeting.

**Action Item:** Next meeting time will be spent updating and finalizing this time line.

4. Review of the 'draft' index for the final report and recommendation:

#### 4.1 Comments:

- Draft index looked good except delete the word "closed" from title to section 7.0

#### 4.2 Actions:

- Attached is the updated draft index.
- Steve Griswold will work with Jerry and other to start putting together draft sections for review by CAC

**NEXT MEETING: May 16, 2004 at Summertime Resort**

# DRAFT INDEX FOR “DRAFT” COMPREHENSIVE PLAN

## I. INTRODUCTION

- History
- Inventory

## II. PORT DESCRIPTION

- Legal Description and Map
- Powers
- Port/Community Description

## III. RESOURCES

- Physical/Biological Resources
- Economics
- Geographics

## IV. VISION

## V. MISSION/GOALS

## VI. PLANNING METHODS

**DRAFT TIME LINE FOR COMPLETING CAC ACTIVITIES AND FINAL  
REPORT AND RECOMMENDATION TO PORT OF TAHUYA  
COMMISSIONERS**

MEETING DATES	ACTIONS	WHO	COMPLETE BY	COMMENTS
5/16/04	<ul style="list-style-type: none"> <li>Finalize four section of the Comp. Plan</li> <li>Update the other four sections of the Comp. Plan</li> <li>Update Time Line</li> </ul>	CAC	5/16/04	
5/19/04	<ul style="list-style-type: none"> <li>Update Commissioners on progress and Time Line</li> </ul>	Jerry	5/19/04	At Port meeting in Belfair
5/25/04	<ul style="list-style-type: none"> <li>Finalize remaining six sections of the Comp. Plan</li> </ul>	CAC	5/25/04	
6/8/04	<ul style="list-style-type: none"> <li>Review Missions and Goals</li> </ul>	CAC as assigned	6/16/04	
6/16/04	<ul style="list-style-type: none"> <li>Finalize Missions and Goals</li> </ul>	CAC	6/16/04	
6/27/04	<ul style="list-style-type: none"> <li>PAC review and finalize recommendation</li> </ul>	CAC	7/11/04	
7/11/04	<ul style="list-style-type: none"> <li>Review draft of report and recommendations to be given to the Commissioners</li> </ul>	CAC as assigned	7/18/04	
7/18/04	<ul style="list-style-type: none"> <li>Finalize report and recommendations to be given to the Commissioners</li> </ul>	CAC	7/18/04	
7/21/04	Give report and recommendations to the Commissioners	CAC	7/21/04 at regular meeting	When will we get the report to the public?

**UPDATED DRAFT OF INDEX FOR FINAL REPORT AND  
RECOMMENDATION(S) TO THE PORT OF TAHUYA COMMISSIONERS**

- 1.0 MEMBERS OF THE COMMITTEE
- 2.0 THE COMMITTEE'S CHARTER
- 3.0 THE RESOURCES USED AND REFERENCE DOCUMENTS
- 4.0 THE PROCESS FOLLOWED
- 5.0 THE RECOMMENDATIONS
- 6.0 THE COMMITTEE'S PRODUCT(S)
  - 6.1 "DRAFT" OF A REVISED PORT OF TAHUYA COMPREHENSIVE PLAN
  - 6.2 (OTHERS AS IDENTIFIED)
- 7.0 THE TURN OVER OF THE COMMITTEE'S NOTES AND FILES
- 8.0 ATTACHMENTS:

**Port of Tahuya Citizens Advisory Committee  
Minutes of May 16, 2004 Meeting  
Summertide Resort, 12:30 – 2:30 p.m.**

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

The meeting was called to order at 12:30 by Jerry Hofstatter, Chair.

The Minutes from the May 2, 2004 meeting were discussed and minor changes were noted. The Minutes were approved, subject to the discussed corrections.

**Followup from previous meetings:**

Jerry Hofstatter reported that he spoke to Commissioner Cindy Olsen, who assured him that the 1993 Comprehensive Plan we are working with is the latest Plan.

**Discussion of the Draft Index:** The Index [outline of the Comprehensive Plan] was discussed and approved, subject to minor changes as the Plan is further developed. The Index and those assigned to writing the sections are:

- I. Introduction: History and Inventory – Laverne McIntyre
- II. Port Description
  - a. Legal Description [As discussed later, this section title may be changed to “Port Boundaries.”] – Betty Matthews [the assignment was amended later; see “Port Description,” below].
  - b. Map – Jerry Hofstatter [also amended in later discussion].
  - c. Port Powers – Jerry Hofstatter
  - d. Port and Community Description – Roz Woodhouse
- III. Resources – Jerry Hofstatter
- IV. Vision Statement – Harold Carey
- V. Mission and Goals – entire Committee
- VI. Planning Methods – Gary Harris

**Discussion of the Timeline:** Dates for completion of our charter were discussed. For the next few meetings we plan to:

May 23 – Finalize sections I through IV of the Comprehensive Plan. Members will e-mail their suggested changes for these sections to Laverne McIntyre by the May 23 meeting.

June 3 – Complete sections I through IV, if necessary; review Missions and Goals (Section V).

June 16 – Discuss Planning Methods

June 27 – After discussion of whether we should be trying to complete a review of the Public Access Plan (PAP) in time for a July 21 presentation to the Port Commissioners, the group decided to schedule the Timeline through June 16 only, so that we can weigh the effect of the Port Commission’s decision on whether to rescind the adoption of the current PAP.

**Discussion of the Comprehensive Plan:**

It was decided that members will e-mail their draft sections (see assignments below) to Laverne McIntyre, who will compile them into one document. Linda Sollars will do a copyedit review of the document before it is submitted to the Port Commissioners.

Good progress was made on the Comprehensive Plan (CP). Specifically:

- I. Introduction – Laverne McIntyre’s draft of the History and Inventory are essentially completed, subject to minor modifications as we complete the CP. Laverne will e-mail her current version to all members this week, and the members will return any changes to her by the May 23 meeting.
- II. Port Description –
  - a. “Legal Description” - We will obtain a map that will show the geographic area encompassed by the Port. We will also include the map from pg. 17 of the PAP (possibly in the Facilities section; see below), which shows public access areas. Rather than “Legal Description,” we will describe the “Port Boundaries.” Roger Schuettke, Brad Carey, and Betty Matthews will collaborate on this section.
  - b. “Port Powers” – A motion was made and passed that we use Jerry Hofstatter’s May 16 draft, plus a section on “shellfish.” Doug Neyhart will find the shellfish section and get it to Jerry. Laverne McIntyre will produce an electronic copy of this section.
  - c. Port of Tahuya/Community Description – Members will e-mail any changes to Roz Woodhouse, who will complete this section and send a copy to Laverne McIntyre for inclusion in the CP document.
- III. Resources – Jerry Hofstatter’s section on Resources was accepted with some changes: the three sections will be 1) Natural, 2) Economic, and 3) Public and Private Facilities. After some discussion, the consensus was that the purpose of this section is to provide an “index” of the types of resources we have in the

Port district. Members are to e-mail any proposed changes to Jerry before the May 23 meeting.

- IV. Vision – After discussion of the proposed vision statements, a motion was proposed that the vision statement be accepted. The vote resulted in a 4 to 4 tie. Following additional discussion, the words “and willing” were removed from the second paragraph, and the vision statement was passed with a vote of 6 in favor, 2 opposed. The vision statement as it now stands reads as follows:

***Vision:***

***To demonstrate proactive and responsible leadership and management in identifying, communicating, and implementing those activities and projects that directly reflect, support, protect, and enhance “the will of the people” and their “quality of life values.”***

***To provide a forum which encourages and facilitates active participation by the residents, property owners, and voters of the Port of Tahuya.***

***To conduct the affairs of the people in such a manner as to develop and maintain their trust, support, and cooperation.***

**Discussion of Jerry Hofstatter’s report to the Port Commissioners at the May 19 Port meeting:**

At the May 19, 2004 Port Commission meeting, Jerry will present the following information and questions to the Port Commissioners:

- 1) Request for \$25 payment/meeting for use of the meeting facilities at Summertide.
- 2) Submit the current Timeline, with a deadline of July 21, 2004 for our final report and presentation to the Port Commissioners.
- 3) Progress report on our work on the Comprehensive Plan, including the current Index.
- 4) Outline of our proposed final report and presentation.
- 5) Question: In light of the Port’s un-adoption of the Public Access Plan, do the Commissioners still wish the Citizens Advisory Committee to submit recommendations for a Public Access Plan.
- 6) Question: If the answer to the previous question is “Yes,” to what extent do the Commissioners want us to address the Public Access Plan? In other words, what are their expectations for our recommendations on a Public Access Plan?

**Action Items for May 23 Meeting:**

- **\*\*Members are asked to bring suggestions for Mission and Goals to the May 23 meeting.**

In addition:

- **Laverne McIntyre** will e-mail her Introduction (sections on History and Inventory) to members during the coming week. **Members** will return their changes to her before the May 23 meeting.
- **Doug Neyhart** will find the RCW that discusses shellfish, and will get that information to Jerry Hofstatter for inclusion in the "Port Powers" section of the CP.
- **Members** will e-mail any changes in the Port of Tahuya/Community Description section to Roz Woodhouse before the May 23 meeting.
- **Members** will e-mail any changes in the Resources section to Jerry Hofstatter before the May 23 meeting.

**Next Meeting:** Sunday, May 23, 12:30-2:30 p.m., Summertide Resort.

Agenda items will include: Complete a draft of the first four sections of the Comprehensive Plan; begin discussion of Mission and Goals.

Minutes prepared by:

Linda Sollars

May 16, 2004

**Port of Tahuya Citizens Advisory Committee  
Minutes of May 23, 2004 Meeting  
Summertide Resort, 12:30 – 2:30 p.m.**

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

The meeting was called to order at 12:30 by Jerry Hofstatter, Chair.

The Minutes from the May 16, 2004 meeting were approved.

**Comments from the May Port of Tahuya meeting:**

Jerry reported that payment for the use of Summertide meeting facilities was approved through June 18.

Jerry reported that the Port's charge to the Citizens Advisory Committee has been changed to reviewing and redrafting the Comprehensive Plan; we are no longer charged with reviewing the Public Access Plan.

There was some discussions of how CAC members should present their views at Port Commission meetings. It was decided that Jerry Hofstatter would present decisions of the CAC. If other members of the CAC speak at Port meetings, they will indicate whether they are expressing views as members of the committee or as private citizens.

**Discussion of the Comprehensive Plan:**

Doug Neyhart reported that he spoke to a representative of the WPPA, and they are sending us information about the environmental protection sections of RCW 53.

History Section: Some changes suggested; members will send their final suggestions to Laverne McIntyre by Thursday, May 27.

Inventory Section: Some minor changes suggested; members will send their final suggestions to Laverne McIntyre by Thursday, May 27.

Port of Tahuya Map: The Legal Description and map were approved, subject to minor spelling corrections. We will suggest, as one of our recommendations to the Port, that some signs be posted at roads that cross Port boundaries.

Port and Community Description: Jerry will talk to Roz Woodhouse, who is working on this section, to get her latest draft. He will then e-mail the draft to Laverne McIntyre for inclusion in the main document. If members have suggestions based on earlier drafts, they will send them to Laverne.

Resources: Several changes were suggested, including the suggestion that we take some information from pg. 17 of the Public Access Plan. This section will be finalized at the June 6 meeting.

### **Discussion of Mission and Goals:**

Harold Carey will send out a set of definitions to help clarify the terminology in this section.

Harold Carey presented ideas for a Mission Statement. These will be reconsidered during the June 6 session.

Betty Matthews brought an example of a Toastmasters Club "values statement." This statement will also be reconsidered during the June 6 session.

There was discussion about making sure that our Mission and Goals will not just address immediate problems, but will also carry over into future years.

Steve Griswold suggested that we use brainstorming techniques for gathering and categorizing ideas for the Mission and Goals. Members will bring ideas written on post-it notes to the June 6 meeting.

### **Action Items for June 6 Meeting:**

- Comments on the first four sections of the Comprehensive Plan should be e-mailed to Laverne McIntyre by Thursday, May 27, so that she can redistribute them to members before the June 6 meeting.
- Harold Carey will send out definitions for use with the Mission and Goals.
- Members will bring ideas for a Mission and Goals brainstorming session. Notes should be written individually on Post-It Notes for easy rearranging.

**Next Meeting:** Sunday, June 6, 12:30-2:30 p.m., Summertide Resort.

Agenda items will include: Final draft of the first four sections of the Comprehensive Plan; continued discussion of Mission and Goals.

Minutes prepared by Linda Sollars, May 25, 2004