

## **Port of Tahuya Citizens Advisory Committee Minutes of June 6, 2004 Meeting**

**Attendees:** Harold Cary, Gary Harris, Jerry Hofstatter, Betty Mathews, Roger Schuettke, Laverne McIntyre, Doug Neyhart, Brad Carey (alt.), Steve Griswold (alt.)

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

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

- Approved minutes from the meeting of May 23, 2004 subject to the addition of the meeting times for the June meetings. Jerry will confirm to Linda and have her include in the final minutes for that meeting.

### **Discussions and Activities Conducted at the June 6, 2004 Meeting as Follows:**

1. Discussion of peoples conflicts with the meetings as currently scheduled for June 13 and 27th. It was concluded that the dates will not be changed and some people will be missing. It was suggested that the meetings be extended for another hour which will be done for the next meeting on the 13<sup>th</sup> and then the group will establish the length of the meeting for the 27<sup>th</sup>.
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 Description (Roz Woodhouse)
    - 2.1.1 Comments:
      - Roz indicated she could not finish this section due to conflicts with her time so the final draft of this section was assigned to Doug Neyhart.
    - 2.1.2 Questions:
      - No questions left on the table
    - 2.1.3 Actions:
      - Doug Neyhart to bring a final draft to the next meeting for review.
      - If people have input on the current draft they need to e-mail Doug with their suggestions.
  - 2.2. Legal Discription (Brad Carey & Betty Matthews)
    - 2.2.1. Comments:
      - This section was to be renamed "Boundaries of the Port of Tahuya".
    - 2.2.2. Questions:
      - No questions left on the table.
    - 2.2.3. Actions:
      - Laverne to make the change to the master copy in her e-file.

### 2.3. Map (Jerry Hofstatter)

#### 2.3.1. Comments:

- We now have the right map.

#### 2.3.2. Questions:

- No questions left on the table?

#### 2.3.3. Actions:

- No actions.

### 2.4. Port Powers (Jerry Hofstatter)

#### 2.4.1. Comments:

- Jerry will add a section on the environment and environmental powers and responsibility.
- Doug Neyhart had done considerable research on the matter and had the planning manual for the state port association regarding environmental and environmental planning.

#### 2.4.2. Questions:

- A question was raised as to how much to put into the Comp. plan?

#### 2.4.3. Actions:

- Doug will work with Jerry to extract sufficient information from the material Doug researched and get it into this section of the Comprehensive Plan.
- Next meeting finalize this section.

### 2.5. Resources (Jerry Hofstatter)

#### 2.5.1. Comments:

- Jerry handed out additions to the current section and they were discussed.
- Some of the changes included adding a shoreline statement with approximate miles of shoreline, a better description of wetlands, update public facilities, update wildlife statement and add a endangered species statement.

#### 2.5.2. Questions:

- None

#### 2.5.3. Actions:

- Jerry will bring an updated version next meeting for final review.

### 2.6. Vision (Harold Cary)

#### 2.6.1. Comments:

- Harold would like to change the name of this section.
- A suggestion was the possibility of "Purpose"
- A couple of words were added to the second sentence as a result of input from Betty.

#### 2.6.2. Questions:

- No decision was made to change the title of the section?

#### 2.6.3. Actions:

- Laverne will update the e-file.

3. Discussion was started on the Mission and Goals section of the Comprehensive Plan.
  - 3.1 The process for moving forward on this section is as follows:
    - 3.1.1 Step # 1 = the members and alternates were asked to bring their ideas on mission and goal statements to this meeting written on post-it stickers.
    - 3.1.2 Step # 2 = at this meeting each member read their suggestions on each sticker without discussion and comment from the others and they were put on the wall. As the comments were put on the wall they were grouped generally as to the area they addressed with out differentiating as to a mission statement or goal statement. At the end of the process there were about ten or twelve general areas that the suggestions fell into.
    - 3.1.3 Step #3 = the general areas with the suggestions offered are attached hereto as written and a first attempt at differentiating between mission statements, goal/projects is introduced.
    - 3.1.4 Step #4 = next meeting, discussion will start on combining like mission and goal/project statements and agreeing on specific wording for each.
    - 3.1.5 Step #5 = the final section should have a comprehensive set of general mission statements with more specific goals and/or projects that fit that mission statement. The word "project" will be carefully used so as not to specific capital projects which will need to be identified by the Port of Tahuya commissioners as part of their business plan.
  - 3.2 It is noted here that Linda and Robert were not at the meeting but their input was introduced in Step #2 above.
  - 3.3 There was discussion at the end of the meeting about the last section of the Comprehensive Plan that will discuss value propositions and a method of evaluating projects. Harold and Gary are working on this. It was suggested that we may not have time to finish this section and that it may not be critical to submitting the report and recommendations to the commissioners.
  - 3.4 The topic in 3.3 above lead to a broader discussion of just how complete and good does the report and its products have to be to submit it to the commissioners on July 21<sup>st</sup>. It was agreed that we will work as hard as we can until the meeting prior to the Port meeting of the 21<sup>st</sup> and at that meeting we will vote as to whether the report is in good enough shape to submit. If the majority feel it is not ready yet then Jerry will notify the commissioners that we will need an extra month and will submit it at the August meeting. Everyone is committed to having it done by the July meeting but in no event will it go longer than the August meeting.

**NEXT MEETING: June 13, 2004 at Summer Tide Resort beginning at 12:30 and running until 3:30**

Minutes prepared by Steve Griswold with copy sent to Linda Sollars

**THE FOLLOWING IS A “FIRST SORT” OF THE SUGGESTIONS FOR MISSIONS AND GOALS/PROJECTS SORTED BY GENERAL AREAS AND CORRESPONDING GOAL/PROJECT STATEMENTS**

1.0 Mission Statements and Goals relating to: The Commissioners Responsibility to Identify Opportunities for the Community:

1.1 Submitted Mission Statements:

- “To identify opportunities for the community as they apply to the Port of Tahuya Commissioners authority and charter under the Comprehensive Plan”
- “Help promote industry and economic development opportunities”
- “To provide a forum which encourages, positively motivates and facilitates active participation by the residents, property owners & voters of the Port District of Tahuya”
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1.2 Submitted Goal Statements:

- “Help new business, including light industry, get started – in the Port district.”
- “Help current businesses improve their economic activity”
- “Enhance existing business with recreational opportunities”
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1.3 Suggested Activities:

- “Watch for property that could be bought and developed for future recreational uses by the Port residents”
- “Establish a working relationship with the Hood Canal Coord. Council and other appropriate agencies”
- “Survey the People regarding their acceptance or rejection of the updated Comprehensive Plan; or key parts thereof.”
- Place the entire Comprehensive Plan on the Port of Tahuya web site.
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2.0 Mission Statements and Goals Relating to: The Commissioners Responsibility for Environmental Stewardship:

2.1 Submitted Mission Statements:

- “Help protect the natural beauty of the Port’s area.”
- “Strive to protect or enhance the natural environment of the Port’s land and marine areas, including wildlife, wetlands and forest areas, and the marine environment while recognizing that interaction with people is inevitable and that tourism and recreational activity are important parts of the local way of life.”
- “Be responsible stewards of the natural environment”

## 2.2 Submitted Goal Statements:

- “Cooperate with other local or regional agencies to improve the marine environment of Hood Canal.”
- “Educate citizens on environmental issues.”
- “Promote and be actively involved in reducing (stopping) the dumping of Salmon carcasses in the Hood Canal.”
- “Promote and be actively involved in reducing (stopping) the leaching of agricultural manure into the Hood Canal and streams feeding the Canal.”
- “Promote and be actively involved in clean salt and fresh water and adjacent beach areas.”
- “Maintain the quality of the natural setting including beach, wetlands, shellfish and wildlife at existing Port facilities.”
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## 2.3 Suggested Activities:

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## 3.0 Mission Statements and Goals Relating to: The Commissioners Responsibility to Respond to the Needs Identified by the Community:

### 3.1 Submitted Mission Statements:

- “Local voice”
- “Quality of life values”
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### 3.2 Submitted Goal Statements:

- “Get out of park business turn over Menards”
- “Maintain existing and acquired Port Properties for the safety and enjoyment of the residents and visitors.”
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### 3.3 Suggested Projects/Activities:

- “Contribute to periodic maintenance dredging of the channel adjacent to Rendsland Creek and Menards landing, to keep the waterway open for Menards landing water access and to maintain the lagoon as a wildlife refuge”
- “Promote and be actively in dredging and maintaining Menards Landing, the Lagoon and its waterway to the Canal, and the adjacent DNR Lands and Beach.”
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4.0 Mission Statements and Goals Relating to: The Commissioners Responsibility to be the Eyes and Ears of the Community as Relates to the Larger World:

4.1 Submitted Mission Statements:

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4.2 Submitted Goal Statements:

- “Keep in touch with the large landowners in the area, such as the lumber companies, on their future plans for their land”
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4.3 Suggested Projects/Activities:

- “Promote and be actively involved in development of the Belfair Sanitary and storm sewer systems.”
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5.0 Mission Statements and Goals Relating to: The Commissioners Responsibility to Conduct Port Affairs in a Manner that Builds Trust and Active Participation in the Community:

5.1 Submitted Mission Statements:

- “Actively encourage and facilitate communication between the Port Commissioners and the citizens of the Port.
- “Operate with integrity, dedication to excellence, service and respect for our constituents”
- “To conduct the affairs of the People in such a manner so as to develop and maintain their trust, support and cooperation.”
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5.2 Submitted Goal Statements:

- “Hold Port meetings on the weekends.”
- “Follow the open meetings law, follow Roberts Rules of order in all meetings and follow state auditors guidelines.”
- “Proactive prudent fiscal responsibility of Port property and money.”
- “Responsibly manage and enhance Port owned property and facilities.”
- “Current and pending litigation”
- “Asset Management – double the rate of return on the Port of Tahuya liquid financial assets without increasing risk.”
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5.3 Suggested Activities:

- “The Port accomplishes its goals thru Port Resident Committees. Need to facilitate communications and timely decisions and actions.”
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5.0 Mission Statements and Goals Relating to: The Commissioners Responsibility to Have in Place Policies, Processes and Procedures for the Conducting Business:

6.1 Submitted Mission Statements:

- “Management and organizational discipline”
- “Bring intelligent and comprehensive discipline, in the form of effective management and organizational controls, such as policies and procedures, to all operational aspects to the Port of Tahuya while at all times being in compliance with the law – both organizationally as well as individually.”
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6.2 Submitted Goal Statements:

- “A plan, process and procedure for Budget and financial, communication, record retention, meetings, business plan with projects (1-5 year)
- “Updated Comp. Plan”
- “Asset Management”
- “Maintain a balanced budget to ensure financial security – strive to generate a surplus and invest securely”
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6.3 Suggested Activities:

- “Redistrict the Port of Tahuya districts.”
- “New Commissioners to read WPPA, Title 53, and know and understand Comp. Plan.”
- “Maintain and update a Port of Tahuya web site.”
- “Put the Comp. Plan on the web site.”
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7.0 Mission Statements and Goals Relating to: The Commissioners Responsibility to Determine the Will of the People in the Port District Before Making Decisions or Approving Projects of More than Nominal Value or Impact:

7.1 Submitted Mission Statements:

- “Any purchase of property or improvement to current or future property must be in agreement with the wishes of the Port residents.”
- “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’.”
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7.2 Submitted Goal Statements:

- “Develop a voting method where by Port opportunities can be voted on by all property owners in the district – getting truly the will of the people.”
- “Ask for community input”
- “Complete one project at a time and have funds available for the project before the start.”

- “Watch for property that could be bought or leased and developed for future recreational use by port residents.”
- “Form advisory committee to investigate, review and make recommendations prior to approving projects.
- “Use to capacity all assets or inventory before developing new.
- “Develop process for rating projects prior to actually developing anything”
- “Ensure that all potential activities, projects and/or businesses always support, protect, and/or enhance the People’s Quality of Life Values.”
- “Identify additional potential activities, projects and/or businesses that directly support the POT Preeminent Mission Statement. Manage such that all potential activities and projects identified by the CAC, Commissioners and by the People can be evaluated, surveyed and processed such that, within no more than one year from now, the People’s top choices, if any, can be presented to the Commissioners.”
- “This is the mission where the Quality of Life Values Consolidated (QLVC) document and the Quality of Life Values Impact Statement (QLVIS) are utilized.”
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7.3 Suggested Projects/Activities:

- “Promote and be actively involved in developing a walk-hike-bike path along the north shore road.”
- “Signage”
- “Place garbage cans and provide garbage pickup at Menards landing.”
- “Repair flood damage to Menards landing boat ramp and landscape when needed”
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8.0 Mission Statements and Goals Relating to: The Commissioners Responsibility to Test or Measure their Effectiveness on a Regular Basis:

8.1 Submitted Mission Statements:

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8.2 Submitted Goal Statements:

- “Periodic review and annual review and update of Comp. Plan.”
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8.3 Suggested Activities:

- “Suggest to Port Commissioners that additional information may be needed and comp. plan may need updating 90 days out.”
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9.0 Mission Statements and Goals that didn't seem to fit:

- "Add expanded history to the comp. plan to include the way the port was formed, inactivated and reactivated"
- "(Purpose) preeminent mission statement"

**Port of Tahuya Citizens Advisory Committee  
Minutes of June 13, 2004 Meeting  
Summertide Resort, 12:30 – 3:30 p.m.**

**Attendees:** Roz Woodhouse, Roger Schuettke, Harold Carey, Jerry Hofstatter, Robert Zachry, Laverne McIntyre, 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 June 16, 2004 meeting were approved with corrections.

**Discussion of the Comprehensive Plan:**

**Port Powers** (Jerry Hofstatter): Jerry added a section on “Environmental and Land Use Laws,” which will be inserted just before the last paragraph of the existing section. The section was approved.

**Port of Tahuya/Community Description** (Doug Neyhart): After discussion and minor changes, Laverne said she will make the changes on her master document and e-mail it to everyone for review.

**Resources** (Jerry Hofstatter): Minor changes were suggested and the section was approved.

**Discussion of Vision Statement:**

A suggestion was made to change the title to “Purpose,” but was not adopted.

There was discussion about whether to include within the Plan (and where) a definition of the terms “will of the people” and “quality of life values.” It was pointed out that if these terms are in quotes within the vision statement, they are being singled out as special terms, and must be defined. There was general agreement that they are important and will need to be further defined, but that the issue is complex and needs to be addressed as a special topic at another session (see “Discussion of quality of life values,” below).

It was decided that we will remove all quotes (double or single) from the Vision Statement.

The group decided to rearrange the paragraphs of the existing Vision Statement so that it reads:

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

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

*[As a result of these... – lead-in for this paragraph to be determined]... 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.*

#### **Discussion of the Planning Methods section of the Comprehensive Plan:**

Gary Harris solicited ideas from the group about attributes of the “quality of life values.” Members are to e-mail their suggestions to Gary, and he will prepare a condensed list. He requested that suggestions be mailed to him within a week (June 20).

#### **Discussion of “quality of life values”:**

The group had a lengthy discussion of “quality of life values.” Some of the suggestions for including them in the Comprehensive Plan were to:

- a) Decide whether we will present our own set of values, versus presenting an all-encompassing set of possible values. Do we need to reconcile contradictory values, and if so, how can that be accomplished?
- b) One approach would be to include a disclaimer that says we as a group have made some assumptions about what the values are, but that our product may not completely represent the values of the Port’s constituents.
- c) Another approach suggested was to present our list of values, but also include others that have been proposed or have come to our attention during the committee’s tenure.

As reported above, the decision was made to table this discussion for a later session.

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

The group went over the mission, goals, and projects/activities listed in the Minutes from the June 6 meeting, condensing them into a draft. Laverne McIntyre will type the draft and distribute it for the next meeting.

**Action Items for June 27 Meeting:**

- a) Laverne McIntyre will type up revised versions of the Port of Tahuya/Community Description, Vision Statement, and Mission and Goals section and distribute them via e-mail.
- b) Members are to send suggestions for attributes of the quality of life values to Gary Harris by June 20. [Note: If you need Gary's e-mail address, please reply to this message so that Linda can send it to you.]

**Next Meeting:** Sunday, June 27, 3:00 – 6:00 p.m., Summertide Resort.  
Agenda items will include: Continued discussion of Mission and Goals.

Minutes prepared by Linda Sollars, June 16, 2004

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

**Attendees:** Harold Cary, Gary Harris, Jerry Hofstatter, Laverne McIntyre, Roz Woodhouse, Robert Zackry, Brad Carey (alt.), Steve Griswold (alt.)

The meeting was called to order at 3:00 PM by Jerry Hofstatter, committee chair, and adjourned by Jerry at approximately 6:00 PM.

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

- Approved minutes from the meeting of June 13, 2004 un-amended.

### **Discussions and Activities Conducted at the June 27, 2004 Meeting as Follows:**

1. Discussion of peoples conflicts with the meetings currently scheduled for July 11<sup>th</sup> and 18<sup>th</sup>. It was concluded that the July 11<sup>th</sup> meeting would be changed to July 10<sup>th</sup> at 9:00am to 12:00 noon at the fire hall. The meeting on July 18<sup>th</sup> is changed to July 17<sup>th</sup> at 9:00am to 12:00 noon.
2. Discussed what had happened at the last Port meeting and the recent hearing on public disclosure violations. At the last Port meeting and hearing to un-adopt the Public Access Plan commissioner Bob Gilbert recused (sp?) himself, commissioner Jim Christen brought a motion to un-adopt but the motion died for lack of a second, so the Public Access Plan is still adopted. The hearing on the public disclosure violation went in favor of the citizens group along with attorney's fees and fines. A question was asked what we needed to do about the PAP in connection with the CAC charge and it was decided we would continue with the Comprehensive Plan and address the PAP in the recommendations.
3. Change to the vision statement. The change proposed by Linda Sollars in an e-mail was approved and Laverne was going to make the change.
4. Quality of Life Values. A question was asked about where the quality of life values belonged. Either in a separate section in the Comprehensive Plan or as part of the section in the Comprehensive Plan for project process plan.
5. A question was asked where the minutes of the Port meetings were posted. It was determined it was both on the citizens group web site and now on the Port web site. It was noted that it was only recently put on the Port website after some unexplainable delay.
6. Brad Carey discussed concerns over certain CAC members not attending Port meetings. He said that attendance is very important in order to understand the community's desires and values. The conduct of Commissioners Olson and Gilbert at the June 17<sup>th</sup> hearing and regular Port meeting and the public's response he felt would help the CAC understand the real problem the Port Commission is having. Committee member Roz Woodhouse questioned the propriety of an admonishment of other members regarding level of participation in any public or private arena, activity, or enterprise other than in the CAC itself.

7. Continued discussions and review of Mission & Goals sections of the "Draft" Comprehensive Plan as follows:

7.1. Comments:

- 6.1.1 There seemed to be some confusion on how Laverne had deleted and combined changes from last meeting.
- 6.1.2 The group went back through their notes from the previous meeting and then reworked the mission and goal statements.

7.2. Actions:

- 6.2.1 Laverne will rework and send out by e-mail so the group can review.
- 6.2.2 The goal is to give these a final review next meeting.

8. Definitions section and final edit. A question was asked who would work on a definitions section and the final edit. Jerry thought Linda Sollars was going to edit but wasn't sure about her schedule and he was not clear about the definitions section for the Comprehensive Plan. Steve Griswold will try and follow up with Linda to confirm.

9. Discussion of the Planning Methods and Quality of Life Values.

8.1 Comments:

- 8.1.1 Discussed the quality of life values based on lists that Harold Carey had sent out and lists that Gary Harris had obtained and included in his matrix.
- 8.1.2 Discussed the interrelationship of the quality of life values, the matrix and the planning methods.
- 8.1.3 Discussed whether we could, as a small group, finalize any list of quality of life values that could be used to finalize a matrix.

8.2 Questions:

- 8.2.1 Should we continue to finalize a Planning Methods section of the Comprehensive Plan or should we outline what that sections should look like with footnotes and make a recommendation that the Port Commissioners have a professional survey company survey the public and then use that input to finalize the Planning Methods section with agreed to values-and-related-matrix.
- 8.2.2 Steve Griswold suggested we outline the Planning Methods section and make a recommendation to the Port Commissioners. The group generally felt that was the best way to go.

8.3 Actions:

- 8.3.1 The question in 8.2.1 above needs to be answered at the next meeting so we have a direction.
- 8.3.2 If we are going to outline a Planning Methods section with suggested quality of life values we need to decide what is going in that section.
- 8.3.3 E-mail input on quality of life values to Harold and Gary so they can combine all the lists into one suggested list that could go into that section.

**NEXT MEETING: July 10, 2004 at the Fire Hall beginning at 9:00 and running until 12:00**

Minutes prepared by Steve Griswold with copy sent to Linda Sollars