

## Solid Waste Division

<b>TRANSFER PLAN ADVISORY COMMITTEE</b>
<b>FRIDAY, SEPTEMBER 26, 2014</b>
<b>9 TO 11 A.M.</b>
<b>BOW LAKE TRANSFER STATION 18800 ORILLIA ROAD SOUTH TUKWILA, WA 98032</b>

### AGENDA

- 9:00 1. Call to Order, Introductions
- 9:05 2. Review [August 15 Meeting Summary](#)
- 9:15 3. Review of Identified Questions and Data to be Collected
- 10:30 4. Traffic and Service Time Study
- 10:45 5. Wrap up – Questions, Discussion
- 11:00 6. Adjourn

**This notice will be provided in alternate formats upon request**

**Accommodations for people with disabilities will be provided when requested  
1 week in advance of meeting. Please call 206-477-5212; 711 (TTY Relay).**

### Transfer Plan Advisory Committee Discussion Guidelines

1. The chair runs meetings, ensuring a fair process, maintaining clarity, and helping the committee observe its guidelines.
2. Members are expected to review their agenda packets prior to meetings, and to come to meetings prepared to ask questions.
3. Each member of the committee will have an equal chance to contribute to discussions. To ensure this, no one may speak a second time until everyone who wishes to do so has spoken once.
4. No member may speak longer than 5 minutes each time they are recognized by the chair.
5. Members will seek recognition before speaking and address all remarks to the chair.
6. The chair will serve as facilitator of discussion and may participate in debate on a given question after all members who wish to speak have done so.
7. During meetings, sidebar conversations are discouraged, whispering, text messaging, instant messaging, checking email, viewing Internet sites, playing video games, posting to social networking sites or using a cell phone, computer or PDA. Members will mute their cell phones, computers, and other communications devices during the meeting (vibration notification is acceptable) and are encouraged to use any breaks for communication purposes. Members will excuse themselves from the meeting before engaging in behavior which could be disruptive to others.
8. Courtesy and respect for others are always required.
9. Discussion of other members' motives is never allowed.
10. Discussion must be relevant to the topic at hand.