

Solid Waste Division

TRANSFER PLAN REVIEW SUBCOMMITTEE
FRIDAY, AUGUST 15, 2014 1 TO 3 P.M.
8TH FLOOR CONFERENCE CENTER KING STREET CENTER 201 S JACKSON STREET SEATTLE, WA 98104

AGENDA

- 1:00 1. Call to Order, Introductions, Process
- 1:15 2. Review Scope of Work
- 1:30 3. Review of Identified Alternatives – Base, E1, E2
- 1:45 4. Transfer Station Capacity Presentation
- 2:15 5. Demand Management Strategies
 - a. Ideas that have been identified
 - b. New ideas
 - c. Prioritize
- 3:00 7. 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).**

Solid Waste Division

Discussion Guidelines

1. The chair runs the meeting, ensuring a fair process, maintaining clarity, and helping the committee observe its guidelines. The chair is not in charge of decision-making. The group as a whole is responsible for making its decision.
2. At the beginning of each meeting the chair will ask for approval of the agenda. Changes shall be approved by unanimous consent or majority vote.
3. Members have a right to information to help make decisions.
4. Members are expected to review their agenda packets prior to meetings, and to come to meetings prepared to ask questions and make motions when needed.
5. 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 have spoken once.
6. No member may speak longer than 5 minutes each time they are recognized by the chair and no more than a total of 10 minutes on each motion.
7. Members will seek recognition before speaking and address all remarks to the chair.
8. The group may move into conversational mode on request of any member, when approved by unanimous consent or majority vote.
9. 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. The chair may vote on every motion.
10. During meetings, the following is discouraged; sidebar conversations, 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.
11. The chair may recognize non-meeting members for one-minute comments during each agenda item prior to any decisions.
12. Courtesy and respect for others are always required.
13. Discussion of other members' motives is never allowed.
14. Discussion must be relevant to the topic at hand.
15. Motions that take more than ten words to be expressed will be written down, given to the chair, and read aloud before they are discussed and a decision is made.
16. Members will try to make decisions by consensus and will vote if consensus cannot be reached.
17. When voting, a majority vote (more than half of those voting in favor) is necessary for approval. Members may abstain from voting, and abstentions will not be counted. Proxy voting is not permitted.