

**DRAFT**  
**Governance Subcommittee Meeting Notes**  
**October 22, 2004**  
**Leavitt Bldg, Bellevue**

**Meeting Attendees:**

City Staff:

Carolyn Armanini – City of Lake Forest Park  
Alison Bennett – City of Bellevue  
Elaine Borjeson – City of Kirkland  
Diane Carlson – City of Bellevue  
Sharon Hlavka – City of Auburn  
Lys Hornsby – City of Renton  
Linda Knight – City of Renton  
Nina Rivkin – City of Redmond  
Rob VanOrsow – City of Federal Way

County Staff:

Kevin Kiernan  
Dave White  
Diane Yates

**Questions:**

1. Can SWAC and MSWMAC consolidate? Have joint meetings?
2. Rename MSWMAC?
3. Replace SWIF w/ MSWMAC?
4. What should SWIF membership be and what is its role?
5. Who makes recommendation on SWIF membership – ITSG, MSWMAC?
6. Is SWIF makeup part of MSWMAC's work program?
7. Is MSWMAC subject to the Open Public Meetings Act?

**MSWMAC:**

Responsibilities (Scope of Work)

- Advise Executive
- Advise Solid Waste Interlocal Forum (SWIF)
- Advise on all matters related to solid waste management
- Participate in development of solid waste management system and waste export system plan
- Review and make recommendations on waste export system plan before transmittal to Executive and Council

\* Items not included in Ordinance 14971, but to be included in findings and recommendations:

Define relationship with SWAC

Review and make recommendations on Comp Solid Waste Management Plan

### Membership

- Each component city with a signed interlocal agreement participating in the county solid waste management system is eligible for membership.

### Appointment

- Cities shall identify representatives and alternates to the solid waste division for appointment to the committee.

### Structure and Duties

- Chair presides over meetings
- Chair directs preparation of agenda and approves agenda before it is sent to members
- In chair's absence, the vice chair shall chair meetings
- MSWMAC to determine term for chair and vice chair
- Structure should allow for establishment of subcommittees as needed, whether on a standing or ad hoc basis

### Agendas

- Send out 7 days prior to meeting
- Any member may request item be placed on agenda with 14 days advance notice to chair

### Meetings

- Per Ordinance No. 14971, MSWMAC to start meeting on or after January 2, 2005
- At its first meeting, MSWMAC should select its chair and vice chair; establish meeting schedule for remainder of 2005 sufficient to meet work program

### Quorum

- Forty percent of members required to be present for action to be taken.

### Work Program

- Annual work program shall be developed
- The Interjurisdictional Technical Staff Group will develop draft work program for 2005

### Voting

Discuss at next meeting

### **Next Meeting:**

Friday, November 5<sup>th</sup>, 10 to noon, Bellevue – Leavitt Bldg.

Division to:

- Prepare calendar of county meetings – council, SWAC, MWPAAC
- Develop bulleted list of deliverables required by Ordinance No. 14971
- E-mail SWAC November meeting notice to Technical Subcommittee members