



Siting Advisory Committee Charter – Draft Northeast Recycling and Transfer Station

Background

King County has identified the need for a new transfer station in Northeast King County to meet the demands of a growing population and manage aging infrastructure. The communities in or around the cities of Sammamish, Kirkland, Redmond, and Woodinville have a vested interest in the siting, design and development of this new transfer station; therefore, they play a key role as the County moves forward with the project. The County convened the Siting Advisory Committee (SAC), an advisory group composed of members representing a variety of interests and perspectives in Northeast King County, with special emphasis on members who represent historically underserved and underrepresented communities.

Purpose

The purpose of the Siting Advisory Committee (SAC) is to help develop and apply site selection criteria, identify community concerns and impacts, create public awareness of the project, provide general review and input, and express opinions and preferences to King County decision-makers. The SAC brings together stakeholders and community representatives to provide feedback and input, and express community concerns and opinions to County decision-makers. The committee also exists to be a conduit of information between the County and community members.

Roles and Responsibilities

Siting Advisory Committee members

Advise King County staff from a community perspective

- Identify community criteria for screening sites
- Share information with their community and share their feedback about concerns and impacts
- Provide King County with feedback about the siting process and outcomes
- Provide King County staff with outreach advice such as reviewing materials and identifying additional groups to contact
- Review potential sites and provide feedback
- Participate in SAC monthly meetings

Facilitator

Ensure fair and open meetings

- Facilitate discussion among participants
- Enable all participants to be heard
- Employ tools and techniques that allow participants to express preference while respecting disparate views
- Ensure meetings are effective and efficient
- Emphasize relationship-building between SAC members and King County



Siting Advisory Committee Charter – Draft Northeast Recycling and Transfer Station

King County Solid Waste Division staff

Provide information and listen carefully to SAC feedback

- Host SAC meetings
- Provide information to the SAC in an understandable and timely fashion
- Prepare presentation materials, handouts and meeting notes
- Offer clarity about decision-making processes and community influence
- Approach community feedback with openness and transparency
- Solicit feedback and answer SAC member questions

Guiding Principles and Norms

- Foster safe and inclusive conversations by acknowledging and centering historically underrepresented and underserved communities
- Apply creative thinking grounded in equity
- Practice inclusivity and equity by considering access, language, meeting times and availability of technology, among other factors
- Consider ways to open SAC processes and community engagement practices to help establish trust
- Make space for differing concerns, perspectives and opinions
- When making comments, consider time needed for others to share their thoughts and perspectives
- Make effort to come to meetings prepared to participate actively

General Operating Procedures

Meetings

We will meet at least 10 times between mid-October 2020 – December 2022, or more often as needed, as King County evaluates potential sites for the new station. Meetings will be scheduled at a time and place that is convenient to most members and the community. King County will ensure that meetings are open to the public and accessible to all. King County will provide needed accommodations under the Americans with Disabilities Act or Civil Rights Title VI when requested.

Agreements

We agree to hold ourselves accountable to:

- Listen, believe, and reflect. We will avoid interrupting when we disagree. Instead, we will attempt to listen until we understand.
- Accept non-closure for the moment.
- Speak our own truths with compassion.
- Value and celebrate each other's experiences.



Siting Advisory Committee Charter – Draft Northeast Recycling and Transfer Station

- Come with open hearts and open minds to help us explore possibilities. We will embrace mistakes and forgiveness so that we can all take risks, learn, and do better.
- Make space, then take space; be concise. Everyone should have the space and opportunity to share their ideas.
- Bring our best thinking into the room.
- Attack the problem, not the person.
- Acknowledge, explore and address disagreement, frustration and differences of opinion.
- Attend to impact. Good intentions can still cause harm. When someone is hurt, focus on listening and understanding the impact.

Communications

Members agree that open communication is essential to all deliberations. Members will copy the facilitator on all communications from or to interest groups commenting on the SAC's deliberations. Members will avoid characterizing the views or opinions of other SAC members outside of any SAC meeting or activity.

We, members of the Siting Advisory Committee, and King County staff will be working closely together to ensure our work is meaningful, useful and reflects our community's values to the fullest extent. We may need to adjust this charter, our guidance document, as our work matures. We commit to: revisit the charter as needed to ensure it is still guiding us to support and reflect our community's needs and interests; to be open about our work and our outcomes; and, to provide the King County decision-makers with advice that fully reflects our committee.