

Kitsap County Solid Waste Advisory Committee

meeting agenda

Wednesday, September 2, 2026, 4:00 p.m. – 6:00 p.m.

Agenda topics

- I. Welcome (4:00-4:15 pm)
 - a. Housekeeping and attendance
 - b. Introductions
 - c. Review and approve agenda
 - d. Approve previous meeting minutes
- II. Public Comment #1 (4:15-4:30 pm)
 - a. Public comments are welcome at this time. Limit of 3 minutes per person. If you have questions or are seeking information from the Solid Waste Division, please contact us at solidwaste@kitsap.gov so that your inquiry may be directed to the appropriate staff for response.
- III. Solid Waste Division Report (4:30-4:45 pm)
 - a. Presented by Kevin Bevelhimer, Senior Program Manager
- IV. SWAC Bylaws Discussion (4:45-5:00 pm)
 - a. Presented by Caitlin Newman, Program Supervisor
- V. Meeting Frequency and Schedule Discussion (5:00-5:07 pm)
- VI. OVTS Tour Discussion (5:07-5:15 pm)
- VII. Roundtable Updates (5:15-5:35 pm)
- VIII. Public Comment #2 (5:35-5:45 pm)
- IX. Discuss Next Meeting (5:45-6:00 pm)
- X. Adjourn



How to join the meeting

This meeting is a hybrid in-person and virtual meeting. To join the meeting online, go to <https://us02web.zoom.us/j/88037793967?pwd=nCXVr5OJAPe7oLn7VElpfFWRTUvC4h.1>

To join the meeting by phone, dial US: [+13092053325](tel:+13092053325) or [+13126266799](tel:+13126266799), [88037793967#](tel:+188037793967) or [+13126266799](tel:+13126266799), [88037793967#](tel:+188037793967)

When prompted, type in the Webinar ID 880 3779 3967 and Passcode 478361

Public comments

Members of the public are welcome to comment during designated public comment periods during each meeting. Each member of the public is limited to three minutes of internet, call-in, or written comments. At the discretion of the Chair, a public comment that is overly repetitive or inappropriate (vulgar, disruptive, etc.) will be ended.

For virtual attendees, you can provide public comment by clicking on the hand icon at the bottom of the screen to “raise your hand.” The chair or designee will call upon the attendee at the designated public comment time. You can also submit public comments in advance to be read by staff or the chair during the meeting.

Please submit email comments by 12 p.m. the day before the meeting to solidwasteadvisory@kitsap.gov. Visit our [advisory committee webpage](#) for additional instructions on submitting public comments.

Meeting minutes and resources

Minutes are available 2 weeks after each meeting. Meeting minutes are uploaded to our [advisory committee webpage](#).



Accessibility accommodations

The Kitsap County Solid Waste Division is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA). To request an ADA accommodation, contact our email at solidwasteadvisory@kitsap.gov.

Contact information

Contact us with questions or comments at solidwasteadvisory@kitsap.gov or 360.337.5777.



Kitsap County Solid Waste Advisory Committee

meeting minutes

Wednesday, May 6, 2026, 4:00 p.m.

Attendance

Solid Waste Advisory Committee (SWAC) meetings are attended by advisory committee members (voting and non-voting members) and the public.

Present

The following voting members were present:

- Laura Ryser, City of Bainbridge Island
- Stephanie Bailey, City of Port Orchard
- Shannon Wood, City of Poulsbo
- Josh Carter, Port Gamble S'Klallam Tribe
- Lori Cloutier, North Kitsap District 1
- Eric Lenius, South Kitsap District 2
- Bob Gilby, Organics
- Bill Rich, Commercial
- Paisley Gallagher, Agriculture
- Brian Lloyd, Industry – Waste Management
- Han Kirkland, Industry - Waste Management

The following non-voting members were present:

- Steve Brown, Kitsap Public Health District
- Barbara Bricker, Kitsap County Solid Waste, Administrative Assistant
- Rachael Janda, Kitsap County Solid Waste, Administrative Assistant
- Kevin Bevelhimer, Kitsap County Solid Waste, Solid Waste Division Manager

The following guests and members of the public were present:

Absent

The following voting members were absent from this meeting:



- Melinda Monroe, City of Bremerton
- Krisha Begalla, Central Kitsap District 3
- Charles Larson, NAVFAC NW
- Heather Church, Industry - Bainbridge Disposal
- Shane Crowell, Suquamish Tribe

The following non-voting members were absent:

- Audrey Taber, Ecology

Approval of agenda and minutes

May 6, 2026 meeting agenda approved as presented.

March 4, 2026 meeting minutes were approved, quorum met.

Correspondence

No correspondence was presented for this meeting.

Public comment

No public comment

Presentations

Kevin Bevelheimer gave the Capital Projects update and Silverdale redevelopment is on track, facility will be closed for two weeks for completion of work.

Round table discussion

- Barb shared new county standards
- Bob Gilby attended and organics summit where he encouraged businesses to not take organics to the landfill
- Paisley Gallagher shared that Pierce County waste facility is accepting Styrofoam for recycling
- Kevin Bevelheimer shared that 8 people from Solid Waste and the County Commissioners cleaned up HWY 3 from Bremerton to Gorst
- Han Kirkland shared that Waste Management's sustainability report with SWAC

Adjournment and next meeting

There being no further business, the meeting adjourned at 4:50 p.m.



The next meeting is tentatively scheduled for July 1, 2026.

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Kitsap County Solid Waste Advisory Committee

meeting minutes

Wednesday, July 1, 2026, 4:00 p.m.

Attendance

Solid Waste Advisory Committee (SWAC) meetings are attended by advisory committee members (voting and non-voting members) and the public.

Present

The following voting members were present:

- Shannon Wood, City of Poulsbo
- Lori Cloutier, North Kitsap District 1
- Eric Lenius, South Kitsap District 2
- Bob Gilby, Organics
- Paisley Gallagher, Agriculture
- Han Kirkland, Industry - Waste Management
- Melinda Monroe, City of Bremerton

The following non-voting members were present:

- Steve Brown, Kitsap Public Health District
- Rachael Janda, Kitsap County Solid Waste, Administrative Assistant
- Kevin Bevelhimer, Kitsap County Solid Waste, Solid Waste Division Manager
- Caitlin Newman, Kitsap County Solid Waste, Litter and Waste Reduction Program Supervisor
- Audrey Taber, Ecology

The following guests and members of the public were present:

Absent

The following voting members were absent from this meeting:

- Krishna Begalla, Central Kitsap District 3
- Laura Ryser, City of Bainbridge Island



- Stephanie Bailey, City of Port Orchard
- Bill Rich, Commercial
- Les Hastings, NAVFAC NW
- Brian Llyod, Industry - WM
- Josh Carter, Port Gamble S’Klallam Tribe
- Chloe Donaldson, Port Gamble S’Klallam Tribe
- Charles Larson, NAVFAC NW
- Heather Church, Industry - Bainbridge Disposal
- Shane Crowell, Suquamish Tribe

The following non-voting members were absent:

- Carolyn Bowie, Ecology – Northwest Regional Office

Approval of agenda and minutes

July 1, 2026 meeting agenda not approved as presented, quorum not met.

May 6, 2026 meeting minutes were not approved, quorum not met.

Correspondence

No correspondence was presented for this meeting.

Public comment

No public comment

Presentations

Kevin Bevelheimer led a discussion about reviewing and updating Bylaws as needed at future meetings. Kevin proposed moving to quarterly meetings at the start of the 2027 new year. Vote was deferred due to lack of quorum. Kevin suggested that the division will provide legislative updates at SWAC meetings that occurred at the legislative session. Suggestion to move SWAC meetings to North End was discussed. No decision has been made due to questions regarding what space to use.

Round table discussion

- Lori Cloutier suggested possible meeting spots for SWAC in the Port of Poulsbo. There was a discussion regarding the “Cup Up Poulsbo” program to encourage bringing in your own cup to coffee shops to reduce waste. It officially launches September 16th, 2026.



- Audry Taber discussed Light Recycle Washington program. The Mercury Lamp Recyclers Association has taken over administration of that program. Operations are now resuming as normal as of June 1, 2026. Department of Ecology has conditionally approved a stewardship program from the Mercury Lamp Recyclers Association. Inviting public to review and comment from June 26th, 2026 to July 26th, 2026. Audry discussed the Organic Materials Management Rule Making. New legislature mandates Ecology creates rules to ensure physical contamination in organic materials is properly managed. Ecology proposing amendments to Solid Waste handling standards. Ecology seeking public comment on proposed ruling, comments due August 13th, 2026. First of multiple public rulings will be held August 5th, 2026. Lastly, Solid Waste Informational Meetings are replacing state SWAC meetings. Next meeting being held September 16th, 2026.
- Caitlin Newman updated SWAC on our new Zoom Webinar platform. She informed SWAC that the county has hired a consultant to re-do the county website. That will start in August and go into next year. The preliminary Solid Waste Plan has been submitted to Ecology. Ecology has 120 days to review plan. UTC and WA Department of Agriculture have 45 days to review plan. Upcoming events, Fit-it-Fair July 11th, 2026 from 11AM-2PM. Caitlin updated SWAC and the public that we are now accepting scrap metal and cooking oil at our locations. The recent tire collection event brought in 668 vehicles and 26.2 tons of waste tires.
- Steve Brown discussed the increase of private party organics recycling with black soldier fly larva composting. An indoor, in vessel operation was proposed. Kitsap County facility reached out regarding treatment for contaminated soils. No official submissions yet. The Health Department completed its first abatement in June. This is in effort to clean private properties with solid waste violations.

Adjournment and next meeting

There being no further business, the meeting adjourned at 4:50 p.m.

The next meeting is tentatively scheduled for September 2, 2026.



Kitsap County Solid Waste Advisory Committee (SWAC)

Wednesday, September 2, 2026
4:00 – 6:00 PM



KitsapCounty

Meeting Agenda

- I. Welcome (4:00-4:15 pm)
 - a. Housekeeping and attendance
 - b. Introductions
 - c. Review and approve agenda
 - d. Approve previous meeting minutes
- II. Public Comment #1 (4:15-4:30 pm)
- III. Solid Waste Division Report (4:30-4:45 pm)
- IV. SWAC Bylaws Discussion (4:45-5:00 pm)
- V. Meeting Frequency and Schedule Discussion (5:00-5:07 pm)
- VI. OVTS Tour Discussion (5:07-5:15 pm)
- VII. Roundtable Updates (5:15-5:35 pm)
- VIII. Public Comment #2 (5:35-5:45 pm)
- IX. Discuss Next Meeting (5:45-6:00 pm)
- X. Adjourn

Housekeeping

- All public participants are observers and in listen-only mode. Microphones are muted.
- SWAC members will be able to raise hands and come off mute to communicate.
- Live captioning is enabled for meetings. Participants have the option to toggle it on and off at the bottom of their toolbar.

Open Public Meetings Act

“All SWAC meetings shall be held and conducted in compliance with any special requirements of the RCW 42.30: Open public meetings act.”

- All meetings open and public.
- Meeting agendas must be posted on SWAC website at least 24 hours in advance.
- Minutes must be taken.
- Documents shared must also be available and accessible to the public.
- Electronic communication may constitute a meeting if a majority of members discuss information, give input, or take action.

Public Comment Process (3 min/person)

Online

Click on the hand icon at the bottom of your screen to “raise your hand.” The Chair or designee will call upon you to speak at the designated time.

Call-In

Dial *9 to raise your hand. The Chair or designee will call upon you to speak at the designated time. Dial *9 to lower your hand.

Written

Participants may submit comments via email to solidwasteadvisory@kitsap.gov by 12:00 pm the day before a meeting. The Chair or designee will read your comment at the designated time.

If you have questions or are seeking information from the Solid Waste Division, please contact us at solidwaste@kitsap.gov so that your inquiry may be directed to the appropriate staff for response.

**Welcome, Kathy Bright
and Chance Berthiaume!**

Introductions

SWAC Members

Role	Member	Term end	Alternate (voting or non-voting)
Port Orchard	Stephanie Bailey (Chairperson)	Dec. 31, 2028	TBD
Kitsap County District #2 (South)	Eric Lenius (Vice Chairperson)	Dec. 31, 2027	
Kitsap County District #1 (North)	Lori Cloutier	Dec. 31, 2028	
Kitsap County District #3 (Central)	Krishna Begalla	Dec. 31, 2026	
City of Bainbridge Island	Laura Ryser	Dec. 31, 2027	Adam Nebenzahl
City of Bremerton	Chance Berthiaume	Dec. 31, 2027	Will Riley
City of Poulsbo	Shannon Wood	Dec. 31, 2028	TBD
Port Gamble S’Klallam Tribe	Josh Carter	indefinite	Chloe Donaldson - voting
Suquamish Tribe	Shane Crowell	indefinite	TBD
Organics	Bob Gilby	Dec. 31, 2028	
Agriculture	Paisley Gallagher	Dec. 31, 2028	
Commercial	Bill Rich	Dec. 31, 2027	
NAVFAC NW	Les Hastings	indefinite	TBD
WM	Han Kirkland	indefinite	TBD
Bainbridge Disposal	Heather Church	indefinite	TBD
WA Dept of Ecology	Audrey Taber	NA	
Kitsap Public Health District	Steve Brown	NA	

Public Comment #1

- 3 minutes per person
- Written correspondence
- Verbal comment
 - Raise hand to speak (#9 if dialing in)

Division Report

- **Administrative updates**
 - County budget
 - Rate setting with FCS
- **Operations and capital updates**
 - North Kitsap Household Hazardous Waste Facility
 - Silverdale Recycling and Garbage Facility redevelopment
- **Programmatic updates**
 - New Kitsap County website in 2027
- **Legislative updates**
 - None

Upcoming Events

Sign up for Division newsletters at Recycle.Kitsap.Gov.

Event	Date and time	Location
Adopt a Spot volunteer recognition event	Sept. 12	
North Kitsap Service Center Open House	Sept. 15, 1-3 pm	23300 Arness Crk Rd NE, Poulsbo
Kingston Rotary presentation	Sept. 23	
Olympic College presentation	Sept. 28	
Discover Kingston	Sept. 28, 4-7 pm	Kingston Village Green
Fix-it Fair	Oct. 3, 11 am – 2 pm	Poulsbo Library
Cookware exchange – food bank	Oct. 12-14	Bremerton Foodline
Cookware exchange – food bank	Oct. 26, 27, 29	South Kitsap Helpline
Cookware exchange – public event	December 5	Fairgrounds

SWAC Bylaws Discussion

“Every advisory group should have a set of bylaws to direct and clarify its actions, procedures, and organization. Bylaws are the guidelines by which a group functions. Bylaws and bylaws amendments must be approved by the Board of Kitsap County Commissioners.

Bylaws define the primary characteristics of an organization, prescribe how it should function, and include rules that are so important that they may not be changed without prior notice to members and formal vote and agreement by a majority of members. Advisory Group members are expected to become familiar with and adhere to bylaws and all relevant statutes.”

- Kitsap County Advisory Group Handbook (2025)

SWAC Bylaws Discussion

- District #3 (Central Kitsap) term ending 12/31/2026
- Position appointed by Board of County Commissioners
- Opportunity to amend bylaws during reappointment/appointment
- Red-lined version provided for discussion

Meeting Frequency and Schedule Discussion

- Article 4
 - “Regular meetings. The frequency of regular meetings of the SWAC shall be determined by the SWAC membership, but shall be held at least quarterly.”
 - “Annual meeting. The annual meeting of the SWAC shall be held on or after the first Wednesday of January, but no later than April 30th each calendar year.”
- How often would the members like to meet?
- Which months?

OVTs Tour Discussion

- Date to be determined
- Meet at 5 PM at the Public Works Annex
- 30-45 minute tour

Roundtable Updates

- SWAC members with items to share should raise their hands
- Please keep updates under 3 minutes

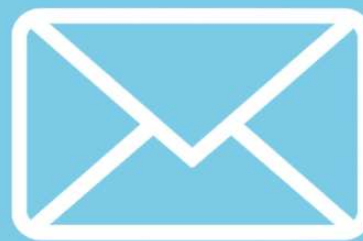
Public Comment #2

- 3 minutes per person
- Raise hand to speak (#9 if dialing in)

Next Meeting

- Wednesday, November 4, 2026, 4:00-6:00 PM
- Tentative agenda topics
 - Bylaws continued
 - Cookware giveaway report
 - Letter of recommendation for Solid and Hazardous Waste Plan adoption by BOCC and City Councils

Recycle.Kitsap.Gov



Sign up for Division bulletins

Kitsap County Solid Waste Advisory Committee Bylaws

ARTICLE 1 INTRODUCTION

Per RCW 70.95.165(3), each county is required to establish a local solid waste advisory committee (SWAC) to assist in the development of programs and policies concerning solid waste handling and disposal and to review and comment upon proposed rules, policies, or ordinances prior to adoption. In addition, counties may not submit a Comprehensive Solid Waste Management Plan without the active assistance and participation of the SWAC.

ARTICLE 2 MEMBERSHIP

Members

The Kitsap County ~~Solid Waste Advisory Committee~~WAC will be comprised of fifteen members that represent a balance of interests from the following entities:

- a. One member representing each incorporated city (Bainbridge Island, Bremerton, Port Orchard and Poulsbo) - 4 voting members total
- b. One member representing each local Tribe (Suquamish and Port Gamble S'Klallam) - 2 voting members total
- c. Two members representing the solid waste industry - 2 voting members total
- d. One member representing Commander Navy Region Northwest - 1 voting member
- e. One member representing commercial customers - 1 voting member
- f. Three members representing each Kitsap County Commissioner district - 3 voting members total
- g. One member representing organics management - 1 voting member
- h. One member representing the agricultural community - 1 voting member

Alternates

Alternates may be appointed for each voting member and may vote in the absence of the regular voting member. It shall be the responsibility of the regular voting member to make arrangements for the alternate to attend a given meeting.

Kitsap County Commissioner district representation

Members representing each Kitsap County Commissioner district are appointed by the Board of County Commissioners.

Incorporated city and tribal representation

Members representing each incorporated city and tribe are appointed by the council or chief executive, at the discretion of each appointing entity.

Solid waste industry representation

Solid waste industry representatives shall rotate annually if there are more than two companies that service Kitsap County and desire to participate in the SWAC. All solid waste industry representatives may attend meetings and participate in discussions.

Commercial, organics management, and agricultural representation

Commercial, organics, and agricultural representatives may be recommended by the ~~Solid Waste Advisory Committee~~SWAC. These members are appointed by the Board of County Commissioners.

Agency participation

Kitsap County Public Works, Solid Waste Division staff shall take minutes of the meeting and provide information of interest relating to solid waste issues as well as feedback to the SWAC on issues from the perspective of the solid waste division. Staff shall not have a vote. Kitsap Public Health District (KPHD) staff is invited to attend SWAC in order to provide information of interest relating to solid waste issues as well as feedback to the SWAC on issues from the perspective of public health. KPHD staff shall not have a vote.

Term

Term of membership for members appointed by elected officials (positions a, e, f, g, and h) shall be four (4) years. Members may be reappointed for additional terms. Appointed members and alternates of the SWAC shall serve until resignation, replacement by the entity represented or the expiration of the member's term. Members appointed to fill vacancies shall serve the remainder of the unexpired term.

Commented [CN1]: Do the Tribes (b) wish to have 4-year terms?

Voting members not appointed by elected officials shall serve as long as they are directed to do so by their individual entity. Appointing entities may replace their representative at their discretion or as needed. Representatives may resign, if desired, at which time a new representative will be appointed by the associated entity.

Voting solid waste industry representative from the hauler servicing the most residents in the county shall be a permanent voting member of the SWAC. Representatives of the remaining haulers shall rotate annually if they desire to participate in the SWAC.

Withdrawal of participation from the SWAC by an entity with a voting membership slot shall be formally recorded in the meeting minutes. The bylaws will subsequently be amended following the action. Upon the official date of withdrawal, the entity will no longer have a vote within the community on solid waste issues.

Attendance

Active, ongoing participation of the membership is critical to SWAC success. Each member is responsible to regularly attend and actively participate in SWAC-regular meetings. More than two absences in a twelve-month period may be cause for recommending membership termination; however, such a decision shall be made by the appointing elected official or appointing entity.

ARTICLE 3 OFFICERS

Number

The officers of the SWAC shall be a Chairperson and a Vice-Chairperson, who shall be elected by the SWAC. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the SWAC.

Election and Term of Office

The officers of the SWAC shall be elected at the annual meeting or as soon thereafter as

possible if a quorum is not present. Each officer shall hold the office one year until the officer's ~~his/her~~ successor has been elected unless the officer~~he/she~~ resigns or is removed.

Chairperson

The Chairperson shall be the principal executive officer of the SWAC and subject to SWAC control. The Chairperson~~He/she~~ shall:

- a. Preside over all SWAC meetings
- b. Act as a liaison between the SWAC and the Solid Waste Division to set the agenda and arrange for timely presentations
- c. Act as spokesperson for the SWAC, or may, under special circumstances, delegate another SWAC member to serve as spokesperson

Vice-Chairperson

In the absence of the Chairperson or in the event of ~~his~~the Chairperson's~~her~~ death or inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson. When so acting, the Vice-Chairperson shall have the powers of and be subject to all the restrictions upon the Chairperson.

Resignation

An officer may resign at any time by delivering written notice to the Chairperson and the Solid Waste Division at solidwasteadvisory@kitsap.gov or at 614 Division St. MS-27, Port Orchard, Washington, 98366.

Vacancies

If a vacancy occurs prior to the expiration of the term, the SWAC shall conduct an election at the next scheduled meeting.

ARTICLE 4 MEETINGS, QUORUM, VOTING

All SWAC meetings shall be held and conducted in compliance with any special requirements of RCW 42.30, the Open Public Meetings Act.

Annual Meeting

The annual meeting of the SWAC shall be held on or after the first Wednesday of January, but no later than April 30th each calendar year. Following the call to order, approval of the minutes, and ~~the report on correspondence~~public comment, the next item on the agenda shall be to elect officers for the year. Other business may follow.

Regular Meetings

The frequency of regular meetings of the SWAC shall be determined by the SWAC membership, but shall be held at least quarterly.

Other Meetings

Upon request of the Chairperson or written petition of the majority of the members, special meetings may be scheduled. The location of the special meeting shall be established by the person(s) who called the meeting and shall be announced, along with the reason for the special meeting, in a notice sent out at least five (5) business days prior to the scheduled date.

Notice, Agenda, Minutes

Written notice of all SWAC meetings shall be delivered to each member and alternate by e-mail personally or by mail to the mailing address provided to the Solid Waste Division staff at least five (5) business days prior to the meeting date specified in the notice. Members may request notification by mail in lieu of ~~hard copy e-mail~~. ~~Legal notice of all SWAC meetings will be published in the local newspaper awarded the bid by the Kitsap County Board of Commissioners.~~

Agendas for meetings shall be posted on the SWAC website at least five (5) business days prior to the meeting date specified in the notice.

Unapproved minutes shall be posted on the SWAC website at least ten (10) business days after the meeting.

Quorum

Seven (7) voting members of the SWAC shall constitute a quorum for the transaction of business at any SWAC meeting. A member may participate in a meeting by a conference telephone, or similar communication equipment by means of which all persons participating in the meeting can hear each other at the same time.

Commented [CN2]: OPMA: At least 24 hours before special meeting, notify news media who have requested written notice.

Commented [CN2R2]: OPMA: Notice must be prominently displayed at the agency's principal location and the meeting site.

Participation by such means shall constitute presence in person at a meeting.

Voting

Passage of motions shall be by a majority vote of those present and voting, when a quorum is present. Each entity has one vote. The SWAC may choose to handle specific issues by consensus.

In the absence of a quorum, for time-sensitive issues only, e-mail voting will be allowed.

Manner of Acting

Only the SWAC Chairperson or his/her designee may make statements or commitments, written or verbal, on behalf of the SWAC. Statements and commitments made on behalf of the SWAC will reflect policies and positions agreed upon in advance by the SWAC.

ARTICLE 5 Staff Support

Kitsap County Public Works, Solid Waste Division will provide appropriate staff support to the SWAC.

ARTICLE 6 Amendments

These bylaws may be amended by a majority vote of the current voting membership of the SWAC. Members may vote by absentee-e-mail ballot. Prior notice (written or electronic), together with proposed written amendments to the bylaws, shall be distributed to each voting member and alternate at least two (2) weeks prior to the vote.

ARTICLE 7 Rules of Order

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised*, shall govern all meetings of the SWAC except when those rules are inconsistent with these bylaws or special rules of order of the SWAC.

ADOPTION

Bylaws are in full force and effect when approved by the Board of County Commissioners.

- Bylaws adopted by the SWAC on September 2, 1987. Revised by the SWAC on

December 7, 1988.

- Revised by the SWAC on April 3, 1991. Revised by the SWAC on June 5, 2002. Revised by the SWAC on December 4, 2003. Approved by the BCC on September 12, 2005. Approved by the BCC on August 27, 2007.
- Approved by the BCC on January 11, 2010. Approved by the BCC on February 11, 2013. Approved by the BCC on August 8, 2016.
- Approved by the BCC on March 23, 2020.



KITSAP COUNTY ADVISORY GROUP HANDBOOK

Kitsap County Mission

Kitsap County Government exists to protect and promote the safety, health, and well-being of all County residents in an accessible, efficient, effective, and responsive manner.

Visit kcowa.us/advisorygroups for additional resources, tools and training.

Updated June 2025

Welcome to Kitsap County

This information has been prepared for you, the advisory group member, to give you the foundation, philosophies and policies that make Kitsap County government a wonderful place to volunteer and work. Please remember these are general guidelines and not meant to take the place of bylaws and procedures developed by your group.

Volunteers are a vital part of government's existence and deeply appreciated. Kitsap County will do everything possible to make your volunteer experience a positive one. We invite your ideas and suggestions. Your input enables the county to maintain and improve programs and services. We wish you success in your volunteer experience and hope this information helps you as a volunteer for Kitsap County.

Advisory Groups

You join many people in Kitsap County who serve as volunteer members of advisory groups. Advisory bodies provide guidance to decision-makers, bring public participation into the process of government, and provide an important link between the community and Commissioners. The information each group conveys about specific community needs and opinions can have a profound effect on public policies. Advisory group members play a very special role in creating recommendations on governmental issues.

The Board of County Commissioners holds the political and legal responsibility for the conduct of county government and welfare of the county. As a result, Commissioners may not accept all recommendations made by advisory groups but this does not imply a lack of confidence or disinterest in the advice. The Board must weigh the guidance provided by advisory groups along with a broad scope of other considerations, as they reach the decisions for which they are responsible.

This handbook contains a list of the boards and commissions on which the public may serve for Kitsap County, a description of the functions of boards and outlines some of the responsibilities of members. The Board of Commissioners appoints community members to serve terms which vary in length, depending on the advisory group. People may serve on more than one advisory group.

Each board, council, committee or commission serves a different mission, with the advisory group members functioning as a team. Each group is established by the Board of County Commissioners and directed by governing statute. Members are expected to establish an effective working relationship with each other and the Board of County Commissioners by showing respect for other viewpoints. Supportive relationships based upon mutual respect are essential to the group's success.

Requests for information or support should be directed to the designated staff liaison for that board or council.

The information in this handbook is intended to acquaint new advisory group members with the functions and processes of County Advisory Groups. We hope you find it helpful.

Advisory group member adherence to County Policies

Non-Discrimination*

It is our goal to create, foster and maintain an atmosphere of non-discrimination in all personnel and volunteer-related matters. This commitment will be supported by the positive, practical efforts of all county employees and volunteers.

It is the intent of Kitsap County that all employees and volunteers work in an environment free from discrimination and harassment by another employee, supervisor, volunteer or non-employee for any reason. Discriminatory conduct in any form undermines morale and the integrity of employment or volunteer relationships, and interferes with the productivity of the group.

If, as a volunteer for Kitsap County, you feel you may be the subject of discrimination or harassment, you may contact your advisory board staff person, the County Volunteer Services Coordinator, or County Commissioners. Any reports of discrimination or harassment will be examined impartially and resolved promptly.

Sexual Harassment*

Kitsap County is committed to eradicating sexual discrimination in the workplace and specifically condemns sexual harassment of county employees and volunteers by other county employees or volunteers. Watching and listening for indications from your peers that attention is unwelcome is the first step in preventing problems. Actively speaking up and supporting those who are victimized shows that you take the problem of sexual harassment seriously. If you believe you have been subjected to sexual harassment, report it as quickly as possible. Do not suffer in silence. Report it to your Advisory Board Staff or the County Volunteer Services Coordinator.

Drug Free Workplace*

Kitsap County expects all employees and volunteers to report to their assignment free from drug or alcohol impairment and remain in a condition that enables them to perform their duties in a safe, efficient, legal and professional manner. Kitsap County encourages employees and volunteers who may have an alcohol or drug-use problem to voluntarily seek evaluation and treatment that will lead to successful rehabilitation. Volunteers must abide by the provisions of this policy as a condition of volunteer service.

**If you have questions, please ask your Board Staff or the County Volunteer Coordinator for a copy of these Kitsap County policies.*

Being an Effective Advisory Group Member

Residents are appointed to Kitsap County advisory groups to represent the public interest. Appointments may reflect a geographic interest, area of expertise, special interest group or professional association. As you become acquainted with your fellow advisory group members, remember that every individual brings an important point of view. Listening to diverse points of view produces fair solutions to problems. If you are unsure of the group's mission or the item under discussion, you should ask questions and seek information until you reach a clear answer and good understanding of the expectations.

- Understand the county's long-term goals.
- Understand the group's organizational mission.
- Agree to BCC approved by-laws or rules the group follows to conduct meetings.
- Implement a plan for setting yearly goals.
- Determine how they will evaluate the group's work each year.
- Know who the assigned staff person/s are, what functions they perform and how much of their time is allocated to supporting the advisory group.

Board member expectations:

- Attend all regular meetings
- Actively participate in committees and subcommittees
- Prepare for meetings in advance, reviewing the agenda, meeting minutes and other documents that will be discussed
- Recognize advisory groups must operate in an open and public manner
- Willingness to work with others in the advisory group
- Share information with your community or the organizations you represent and bring diverse opinions, community concerns and questions forward to the advisory group, staff and Commissioners.
- Study programs and services, and analyze problems and needs, as requested.
- Offer proposals and recommend changes in programs and policies, as requested.
- Provide community members with information about County policies, programs and budgets that may be presented at advisory group meetings.
- Maintain the highest ethical standards
- Disclose any actual or potential conflict of interest
- Agree not to use group membership as a means to publicly disseminate personal opinions or philosophies

While advisory groups counsel department staff and the Commissioners with important recommendations about policy, they do not create or administer policy, programs, or services unless their governing statute grants this power to them.

When presenting recommendations to the Commissioners, it is essential that advisory groups:

- Provide all recommendations in written form
- Express ideas in clear and concise language
- Propose solutions that are viable and cost-effective
- Identify the reasons for suggested changes
- Reflect a consensus of a majority of the group members.

Laws Affecting Advisory Group Activities

As an advisory group member appointed by the Kitsap County Board of Commissioners, you should be aware of certain restrictions and requirements that may affect you during your tenure as an advisory group member. Advisory group members must be familiar with and operate within their group's governing statutes and bylaws, and county, state and federal laws at all times.*

These laws assure that government operates properly. Fortunately, it is not difficult to comply with these laws. The first step is to know what is required. You will receive more detailed information from the staff supporting your advisory group. If you have questions, feel free to contact the County Volunteer Services Coordinator or your advisory group staff person. They will assist you while you focus on the important service you are providing to the county.

Open Public Meetings Act

Washington's open meeting laws essentially require three things: notice must be provided for all meetings, meetings must be open to the public, and minutes must be created for each meeting. A "meeting" is defined to include not only formal gatherings of the advisory group but also any occasion, even subcommittee meetings, where a "quorum" (usually majority) of the advisory group members come together and discuss group issues. Electronic communications may constitute a meeting which is subject to the OPMA if a majority of members discuss information, give input or take action via e-mail.

Most claims that the open meeting laws have been violated will be made against the public body itself. However, claims may be brought against the individuals (in this case volunteer board members); public officials may be sued personally for public meeting violations. In most of these circumstances, the county will represent or act in defense of an advisory group member who has acted in good faith. However, if it appears that a member has intentionally acted outside the law, the county will not assist with defense.

All email and text message communication relating to your advisory group service is considered public record and you may be required to release those records as part of a Freedom of Information Act request.

Public Disclosure

The minutes of all regular meetings must be recorded and made available for public inspection. The law also requires that you maintain records of business conducted through electronic communications among members. The Public Records law applies to most county boards and advisory groups. Regardless of whether the Act applies; all advisory groups should be in compliance with the law. Advisory group members are encouraged to set up a separate e-mail address for advisory group business so that in the case of a public records request, those records are easy to submit. Check with your staff liaison if you have questions about this. Note that text messages related to council business are also considered public records.

Ethics and Appearance of Fairness

Washington's ethics laws prohibit public officials from gaining financially as a result of their position. Also, public officials must declare any conflicts of interest at a public meeting. A conflict exists if a recommendation potentially could affect the finances of the group member or the finances of a family member. If a conflict exists, the member must declare this fact at a meeting where the issue is discussed and may need to refrain from discussing or voting on the recommendation. If you are unsure whether a conflict exists, you should discuss this with the staff person assisting your committee.

Influencing Ballot Measures

RCW 42.17.130 strictly forbids the use of public facilities for the purpose of assisting a campaign for election of any person to any office or for the promotion or opposition to any ballot proposition unless they are activities which are a part of the normal and regular conduct of the office or agency. Members of advisory groups must take care when supporting or opposing a candidate or ballot measure that they are doing so in their individual capacities only and to ensure that they are not using any public facilities or resources in such activities.

For example, an appointed Planning Commissioner could not support a candidate by signing their name and position on the Planning Commission but could sign with only their name. A member of an advisory group could not use the facilities or the forum of an advisory group meeting to publicly support a candidate or ballot measure but could advocate to members of the group in a private, individual capacity outside of a meeting.

Public Communications Guidelines

To fulfill its mission on behalf of residents, Kitsap County welcomes and encourages public participation and input at all levels. Kitsap County's community councils, boards, commissions and task forces provide a vital and useful avenue for people to communicate and share their comments, concerns, ideas and advice with their county government.

Kitsap County hosts a rich pool of volunteers. We appreciate and respect the willingness of residents to offer valuable experiences by volunteering time and energy to serve on the county's advisory bodies. We encourage advisory groups to reach out and seek participation and input from members, clubs and organizations of their respective communities.

One of the most effective methods to inform the public of meetings, events and activities is through the media. Kitsap County government supports positive and cooperative relationships with the media and cherishes the right of both individual free speech and the press.

We ask that members of Kitsap County advisory groups follow these basic guidelines:

- For an effective meeting announcement to the media, ensure staff is informed of special meeting presentations and topics of discussion, and given to staff at least a week in advance so information may be distributed to the public.
- For clear and unambiguous communication to the media, it's both prudent and efficient to have one spokesperson for the advisory committee. This is usually the chair of the group but please check with your staff liaison if you are contacted by the media as the county may wish to be contribute to the response.
- As people with constitutional rights of free speech, everyone has a right to an opinion on any issue. However, if the advisory group has not made a decision or taken a position on a specific issue, please make sure to indicate that the thoughts you share either orally or written are your own and do not necessarily reflect the views of the committee. You may not identify yourself as a member of the advisory group if you are speaking as an individual, for instance if writing a letter to the editor, testifying in a public hearing or writing an opinion piece.

Staff Support for Advisory Groups

County staff support Kitsap County advisory groups. The primary role of staff is to represent the interests and needs of the county and facilitate two-way communication between the group and the Board of Commissioners or other county departments. Staff coordinates the administrative activities for the group including coordinating minutes, posting agendas and minutes on the advisory group website, requesting county staff presentations on topics of interest, forwarding recommendations or implementing actions, coordinating a public meeting space and ensuring compliance with applicable laws, such as the Open Public Meetings Act. Staff responsibilities include meeting arrangements, processing complaints, communication with members, facilitating a yearly work plan and other administrative duties. Staff assigned to advisory groups are available to provide information for and assistance to the group.

Meetings

Advisory group members are responsible for the content and productivity of meetings and should come prepared to take ownership for their contributions. Meetings do matter. The following guidelines will assure that participants contribute productively.

- All participants arrive prepared and on time.
- Members show mutual respect to each other and the public attending meetings.
- Agenda is distributed in advance of the meeting
- Physical meeting environment is comfortable and accessible to all, and accommodations are made as requested.
- Meetings start and end on times agreed on by the group.
- All participants contribute and actively engage.
- Outcomes of discussion, voting and other actions are clear to all.
- Work to be accomplished is defined and assigned.
- Laughter and fun are encouraged.

Group Decision Making

Just as the functions of Kitsap County's advisory groups are different, so are the ways in which each group reaches agreement. After a discussion, some groups may vote; others may prioritize and select the recommendation that emerged as a priority; and still others may use consensus to reach a decision. It is important for volunteer advisory group members to be aware of and familiar with the decision-making process their group uses. Advisory groups are advised to use Robert's Rules to guide meeting formats.

Ground Rules

Every group should establish ground rules that are reflected in the group's bylaws. Because each group member is an individual, each has a different way of accomplishing tasks. At times these different ways can cause friction between members and slow down the process of the group as a whole.

Each member is expected to respect these rules, which usually prevent misunderstandings and disagreements. Some of the more important ground rules might include:

- **Attendance:** Groups should place a high priority on attendance at meetings. Establish a procedure for informing the chair and/or staff of a member's absence from a scheduled meeting. Absences not reported may be considered unexcused and result in the removal of a member.
- **Promptness:** Meetings should start and end on time.
- **Meeting place and time:** Specify a regular meeting time and place and establish a procedure for notifying members of meetings.
- **Participation:** Everyone's viewpoint is valuable. Every team member can make a unique contribution; therefore, emphasize the importance of both speaking freely and listening attentively.
- **Basic conversational courtesies:** Listen attentively and respectfully to others, do not interrupt, one conversation at a time, and so forth.
- **Breaks:** Decide whether there will be breaks, when and for how long.
- **Interruptions:** Decide when interruptions will be tolerated and when they will not.
- **Agendas, minutes, and records:** Decide how the group will handle these issues.
- **Other norms or ground rules** that can be decided ahead of time by the group such as cell phone use and addressing public comment during meetings.

Group Roles

By participating as a member of a group, each person makes a unique contribution with their presence alone, but some members may assume additional roles within the group. Each role that people may select within a group has guidelines that help ensure success. The following are general guidelines that may vary with the requirements or needs of each group.

Chair

- As group leader, the chair suggests group direction and options for setting goals.
- The chair provides a supportive environment for process, content, and group members.
- The chair coordinates reports of sub-committees back to the full advisory group.
- The chair works with vice-chair and staff to set the agenda and distribute it to members.
- The chair sets a positive tone and pace for the group, ensuring the meeting starts and ends on time.
- The chair encourages each member to participate fully and keeps the group energy positive and focused.
- The chair may share the role of meeting preparation with advisory group staff.
- The chair represents the group in the community and serves as spokesperson.
- The chair serves as facilitator of meetings, in coordination with staff, and while in that role, remains neutral on content and focuses on process.
- The chair may work with staff to mediate group disputes or issues with individual advisory group members and suggest methods to solve problems.
- The chair ensures time for public comment that should be reflected on the agenda.

Group Member

- Arranges adequate time to carry out responsibility as a group member.
- Comes to meetings prepared.
- Listens to other group members and follows the rules of the group.
- Participates in group discussion and decision-making.
- Keeps facilitator neutral and on track with the process.
- Serves on sub-committees.
- Shares information from their community/neighborhood/organization they might be affiliated with to the advisory group and from the advisory group to their community/neighborhood/organization.

Recorder/Secretary

- Follows the meeting minute guidelines to record regular meetings. Minutes must include time/date/location/attendance/agenda/actions taken and results of voting. They may also capture a brief summary of discussion, new business, public comment.
- Asks for clarification to ensure accuracy.
- Submits the meeting minutes to the chair at least one week prior to the next meeting so the chair can distribute the draft minutes with the agenda.

Bylaws

Every advisory group should have a set of bylaws to direct and clarify its actions, procedures, and organization. Bylaws are the guidelines by which a group functions. Bylaws and bylaws amendments must be approved by the Board of Kitsap County Commissioners.

Bylaws define the primary characteristics of an organization, prescribe how it should function, and include rules that are so important that they may not be changed without prior notice to members and formal vote and agreement by a majority of members. Advisory Group members are expected to become familiar with and adhere to bylaws and all relevant statutes. Contact the Volunteer Services Coordinator when considering bylaws amendments to review the approval process.

An organization's bylaws generally include the following:

- Name of group
- Mission statement
- Membership representation
- Officers
- Meetings and attendance
- Committees; Subcommittees
- Amendment procedures for making changes in the bylaws.

Appointment and Removal from Advisory Groups

To be considered for appointment, an applicant must reside in Kitsap County, except when the individual has unique expertise or other qualifications required by a particular group. When an Advisory Group member appointed as representative of a Commissioner District relocates their residence to another district, they may complete their appointment at the pleasure of the appointing commissioner.

Advisory group members serve at the pleasure of County Commissioners. Unless otherwise restricted by law, the Board of County Commissioners may remove any member of a County Advisory Board, Commission, Council, or Committee without cause. Members removed by the Board shall be so notified. If the member represents another organization or government jurisdiction, that agency shall also be notified of the member's removal.

Kitsap County Advisory Groups

For more information, visit the website at <https://kcowa.us/advisorygroups> or contact Kitsap County Volunteer Services at 360-337-4650, rpirtle@kitsap.gov.

ACCESSIBLE COMMUNITIES ADVISORY COMMITTEE

This committee is made of those who want to improve accessibility in the county. Its purpose is to support disability awareness and access for people with disabilities through technical assistance and other resources funded by the Accessible Communities Act.

AREA AGENCY ON AGING ADVISORY COUNCIL

This council advises the Area Agency on Aging in the development and implementation of the Area Plan for Aging Services; conducts public hearings; represents the interests of older persons; and reviews and comments on all community policies, programs and actions which affect older persons. Members are appointed to three-year terms and a majority must be at least 60 years old.

BOARD OF EQUALIZATION

The Board considers appeals received on the value of properties in Kitsap County. Members review cases based on assessment appeals and determine equalization of values of personal and real property taxes.

BOUNDARY REVIEW BOARD

The purpose of the Boundary Review Board is to allow cities and towns to adequately plan and finance urban services and boundary extensions, consistent with comprehensive land-use plans. The board reviews proposals for changes in boundaries of cities, ports and other authorities.

BREMERTON-KITAP ACCESS TELEVISION ADVISORY COMMITTEE

The committee acts as an advisory body to the Bremerton-Kitsap Access Television (BKAT) staff, City of Bremerton Council, and the Kitsap County Commissioners. It makes recommendations on policy relating to services and facilities, promotes community outreach and provides a forum for public concerns regarding use of facilities, programming and other related issues.

CENTRAL KITSAP COMMUNITY COUNCIL

Members appointed from the Central Kitsap area review and make recommendations to the Board of Commissioners on growth management issues and other items of community concern. The council conveys information on county projects and initiatives with the public.

COUNTY BUDGET COMMITTEE

This group is tasked with reviewing county programs and services and making recommendations on the county's revenues, expenditures and mandated costs for a sustainable budget to support those services.

COMMISSION ON CHILDREN AND YOUTH

Members represent health, social services, law and justice, the military, education, business, youth and the community at large. The commission provides advice on the needs of children, youth and families; facilitates coordination of information and services; and advocates for a community environment that fosters healthy families and children.

COUNCIL FOR HUMAN RIGHTS

The council advises County Commissioners on issues related to prejudice and discrimination, racially motivated violence and malicious harassment. The council promotes equitable treatment of all people and works to reduce prejudice and its effects through education, resource referrals, and advocacy.

DEVELOPMENTAL DISABILITIES ADVISORY BOARD

The board consists of parents and representatives of business, schools, medical services and other concerned residents. Members review service plans, funding applications and budgets and make recommendations regarding developmental disabilities services funded through the county. They also provide community education on developmental disabilities.

GRANT REVIEW COMMITTEES FOR BLOCK GRANTS

Community members serve on two committees that review capital and services grant request applications funded through federal Community Development Block Grants and the Home Investment Partnership. Local grant funds may also be awarded.

KINGSTON COMMUNITY ADVISORY COUNCIL

This council was formed to foster communication within the Kingston community and to help develop and promote a sense of community vision and pride. Members bring issues and county projects to the attention of the Kingston community and provide a means for receiving and conveying the community response to the county.

KITSAP REGIONAL LIBRARY BOARD OF TRUSTEES

The board is responsible for adoption of rules and regulations in the governance of the Kitsap County library system. They establish and administer the annual budget, review and set annual property tax levy and evaluate organizational needs for the orderly and efficient management and control of area libraries. Five trustees are appointed to serve five-year terms.

LODGING TAX ADVISORY COMMITTEE

The Lodging Tax Advisory Committee is composed of representatives from lodging tax contributors and organizations that could qualify to receive funding. The committee advises and makes recommendations to the Board of County Commissioners on how best to distribute and expend lodging tax revenue.

LONG-TERM CARE OMBUDSMAN ADVISORY COUNCIL

The purpose of the Ombudsman Advisory Council is to advise the Regional Long-Term Care Ombudsman on recruitment, selection, training, support and evaluation of volunteer ombudsman. The council also disseminates public information regarding volunteer opportunities, training and program services and assists in local program operation, goals and priorities.

MANCHESTER COMMUNITY ADVISORY COUNCIL

The Manchester Community Advisory Council represents residents of Manchester in furthering the goals and policies of the Manchester Community Plan and shares information on county projects and initiatives. It also serves as a conduit between the county and community.

MENTAL HEALTH, CHEMICAL DEPENDENCY & THERAPEUTIC COURT COMMUNITY ADVISORY COMMITTEE

The Mental Health, Chemical Dependency and Therapeutic Court Community Advisory Committee reviews applications, makes recommendations for and evaluates funding from the 1/10th% sales and use tax enacted to fund mental health and chemical dependency treatment programs and services in Kitsap County.

NON-MOTORIZED FACILITIES COMMUNITY ADVISORY COMMITTEE

The Non-Motorized Facilities Community Advisory Committee was established to advise the Board of County Commissioners and staff on non-motorized transportation projects and funding and contributes to the county's planning processes.

NOXIOUS WEED CONTROL BOARD

The board reviews policy and guidelines to assure compliance with state, federal and other weed control regulations. The board also monitors and implements rules and regulations for an effective weed control program.

OLYMPIC WORKFORCE DEVELOPMENT COUNCIL

The council works with the county commissioners of the Olympic Consortium to provide strategic planning and policy guidance for workforce development activities in the Kitsap/Clallam/Jefferson counties service area. Members represent business, organized labor, education, economic development, public welfare and employment agencies.

PARKS ADVISORY BOARD

The Parks Advisory Board provides input to the Parks Director and County Commissioners on the acquisition, development and administration of park properties. The group may also be asked to address specific issues related to property acquisition, planning, improvements and facilities.

PLANNING COMMISSION

The commission assists the Department of Community Development in carrying out its duties, conducts public hearings and makes recommendations to the Kitsap County Board of Commissioners. Three members from each Commissioner District are appointed to four-year terms.

PUBLIC FACILITIES DISTRICT BOARD OF DIRECTORS

The Public Facilities Board of Directors is authorized to acquire, construct, own, remodel, maintain, repair, and operate sports facilities, entertainment facilities, convention facilities, regional centers and contiguous parking facilities.

SHERIFF'S OFFICE CIVIL SERVICE COMMISSION

This three-member commission establishes a merit system of employment and makes rules and regulations detailing the manner that examinations, appointments, promotions, reallocations, reinstatements, demotions, suspensions and discharges are made related to employees of the Kitsap County Sheriff's office.

SOLID WASTE ADVISORY COMMITTEE

This committee assists in the development of programs and policies concerning solid waste handling and disposal. Members also review and comment on proposed rules, policies or ordinances concerning solid waste issues prior to adoption. Members are appointed by the incorporated cities, the Tribes, and County Commissioners.

SUQUAMISH COMMUNITY ADVISORY COUNCIL

This council was established to facilitate communication between the county and community; share desires and concerns of the community with County, Suquamish Tribe and other government entities; and to bring to the Suquamish community issues and projects of the County and Suquamish Tribe.

VETERANS ADVISORY BOARD

The Veterans Advisory Board advises County Commissioners on the needs of local indigent veterans, reviews and assists in the distribution of emergency grants to veterans and shares information about resources available to benefit indigent veterans and their families. The board also organizes events including the Run to Tahoma and Stand Downs for military families.

WASHINGTON STATE FERRIES ADVISORY COMMITTEES

Bainbridge, Bremerton, Kingston and Southworth Ferry Advisory Committees collect input from ferry riders from their terminal and keep riders informed on issues affecting terminal service. FACs convey user suggestions, complaints and needs and promote improvements to Washington State Ferries management and the Kitsap Regional Coordinating Council.