



**DATE:** March 28, 2018  
**TO:** WMA Board  
**FROM:** Wendy Sommer, Executive Director  
**SUBJECT:** Board Per Diem Policy

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#### **SUMMARY**

On March 8, 2018, the Programs and Administration Committee heard a presentation on a policy that covers payments to Board members for attending Board and committee meetings and unanimously recommend that the WMA Board approve said policy.

#### **DISCUSSION**

By a vote of 7-0 (Absent: Carson, Arreguin, Kalb, Pentin) the Programs & Administration Committee reviewed and recommended that the WMA Board approve the policy via the attached Resolution.

#### **RECOMMENDATION**

The Programs and Administration Committee recommends that the Waste Management Authority Board approve the attached resolution.

Attachment: Per Diem Policy Resolution

**ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY  
RESOLUTION #WMA 2018 –  
MOVED:  
SECONDED:  
AT THE MEETING HELD MARCH 28, 2018**

**RESOLUTION OF THE ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY BOARD  
ADOPTING A PER DIEM POLICY FOR BOARD MEMBERS AND ALTERNATES**

**WHEREAS**, the Alameda County Waste Management Authority (“WMA Board”), provides a per diem for Board members or alternates to conduct the business of the WMA Board at Board and standing committee meetings; and

**WHEREAS**, while in various documents there is language regarding certain elements pertaining to these payments, there is not a comprehensive and consistent policy covering this issue; and

**WHEREAS**, adopting a policy that covers Board member and alternates payments in its entirety provides clear administrative direction and demonstrates transparency in government, and

**WHEREAS**, staff has reviewed relevant documents, resolutions and ongoing practices and has prepared a thorough per diem policy; and

**WHEREAS**, the Programs and Administration Committee at its meeting on March 8, 2018 reviewed this policy and recommended forwarding it to the WMA Board for adoption.

**NOW THEREFORE, BE IT RESOLVED THAT:**

The WMA Board adopts the attached meeting attendance payment policy. This resolution supersedes all other resolutions and policies.

**ADOPTED this 28<sup>th</sup> day of March 2018, by the following votes:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

I certify that under the penalty of perjury that the foregoing is a full, true and correct copy of Resolution #WMA 2018-

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WENDY SOMMER  
Executive Director

**ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY**  
**MEETING ATTENDANCE PAYMENT (PER DIEM) POLICY**

1. WMA Board members will receive a payment of \$150 per meeting for WMA Board and standing committee (i.e., the Programs and Administration Committee and Planning Committee) meetings, not to exceed \$450 per person per month. This represents no change to the current payment per meeting and a reduction in the monthly maximum from \$750 to \$450.
2. A WMA Board member alternate will receive payment for attending a WMA Board or standing committee meeting if the primary WMA Board member is not present. No more than one representative from a member agency may be paid for any one meeting.
3. Recycling Board member payments are limited to \$100 per meeting (not to exceed \$3,000 per year) by terms of the County Charter (referred to as Measure D). Since the monthly Recycling Board meeting is also a WMA Planning Committee meeting, Planning Committee members (including interim appointees attending instead of a Planning Committee member that is unable to attend) will be paid \$100 from Recycling Board funds and \$50 from WMA funds for a total of \$150 per meeting.
4. If there is a lack of quorum to convene a scheduled meeting, those members in attendance will be eligible for payment as if the meeting took place. If that meeting is rescheduled, all members attending the rescheduled meeting shall be eligible for payment even if they have been paid for attending the meeting that did not convene.
5. A person arriving at a meeting after it has been adjourned is not eligible for payment for that meeting.
6. Attendance via teleconference is eligible for payment, although Board members unable to attend a meeting in person are encouraged to have their alternate or interim appointee attend in their place.
7. The WMA Board and the Recycling Board as its own body (not as the WMA Planning Committee) periodically hold a joint meeting for matters affecting both boards (e.g., the annual budget presentation, strategic planning). For such joint meetings, all Recycling Board members (either appointed by the WMA Board or the Alameda County Board of Supervisors) will receive \$100 from Recycling Board funds and \$50 from WMA funds. All other WMA Board members will receive \$150 from WMA funds.
8. No person receiving a payment pursuant to this policy may be reimbursed for any expenses (e.g., parking, transportation) incurred in connection with attending a meeting for which payment has been or will be made.

9. Payments are made based on the record of attendance for each meeting and are sent to the recipient's preferred mailing address. In general, payments are made by the 20<sup>th</sup> of each month following the previous month's meeting.
10. Payments will be included in a calendar year Form 1099 for Board members as per IRS regulations.
11. This policy will be periodically reviewed and revised as needed.