



DATE: March 8, 2018

TO: Programs & Administration Committee
Planning Committee/Recycling Board

FROM: Wendy Sommer, Executive Director

SUBJECT: Board Per Diem Policy

SUMMARY

At the March 8, 2018 Programs and Administration Committee meeting, staff will recommend a policy that covers payments to Board members for attending Board and committee meetings.

DISCUSSION

Currently, rules regarding payments to WMA Board and standing committee members are in a variety of policy documents while other procedures regarding the payments reflect ongoing practice. Instead of revisiting and modifying the various resolutions, staff proposes that the Board adopt a new, comprehensive policy with the following components:

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.
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 20th 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.

The items above would be attached to the WMA Board Resolution as a policy statement.

RECOMMENDATION

That the P&A Committee recommend that the Waste Management Authority Board approve the attached resolution.

DRAFT
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 28th 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-

WENDY SOMMER
Executive Director