

**TO:** Metro Wastewater JPA  
Board of Directors

**FROM:** Adriana Ochoa & Chad Thurston

**DATE:** February 10, 2026

**RE:** Staff and Board Checklist for Remote Participation at Meetings

Pursuant to the **Resolution No. 2026-0205** adopted on February 5, 2026, Metro Wastewater Joint Powers Authority (“**Metro**”) has authorized the use of remote participation and teleconferencing for meetings of the Board of Directors and its committees as permitted under Senate Bill 707 and Government Code sections 54953.8.6 and 54953.8.7. This memo is intended to provide clear, practical guidance for board members and committee members on when remote participation is allowed and what rules must be followed.

Different rules apply depending on whether the meeting is:

- A general board meeting with the Board of Directors; or
- A committee created by the Board

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### **1. Board Meetings Checklist (Gov. Code § 54953.8.7)**

#### **Adopt Authorization**

- The Board Adopted Resolution No. 2026-0205 on February 5, 2026.

#### **Physical Quorum**

- At least a quorum of members must be present in one or more physical locations that are open to the public. Those locations must be within the geographic area the agency serves.

#### **Compensation Rule**

- In order to receive compensation for meeting attendance, Board members must attend from a public, physical location. Reimbursement for expenses does not count as compensation for this rule.

#### **Remote Participation Requirements**

- Members participating remotely must:
  - Be listed on the agenda before the meeting; *and*
  - Use both audio and video so the public can see and hear them.

#### **Distance**

- A member may only participate remotely if the remote location is more than 20 miles from any physical meeting site on that day.

**☑ Limits on Remote Use**

- A member can't do *only* remote meetings more than these annual maximums:
  - 2 meetings per year if your body meets about once per month
  - 5 per year if your body meets twice a month
  - 7 per year if your body meets three or more times a month  
(Each *meeting day* counts once, even if multiple meetings happen that day.)

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**2. Committee Meetings Checklist (Gov. Code § 54953.8.6)**

**☑ One Physical Location**

- You must designate at least one physical meeting location within the boundaries of the parent legislative body.
  - Members not remote must be there.
  - The public must be able to attend, watch, hear, and participate there.
  - A staff member must be present at that location (does not need to be a Board member).
  - Post the agenda at that location (not required at remote locations).

**☑ Camera Requirements**

- Members participating remotely must appear on camera during the open portion of the meeting.
  - If internet problems make video impossible, members can turn off video but must say why before doing so.

**☑ Elected Official Participation (Note: Inapplicable to Metro)**

- If an elected official serves on the Committee in their elected capacity, they must follow the remote rules mentioned above if they choose to participate remotely, which generally means notification and compliance with separate remote participation rule. This does not apply to elected officials who are appointed to the JPA board.

**☑ Initial & Ongoing Authorization**

- Before a committee uses teleconferencing under this rule:
  - Metro Board must vote by majority and make certain findings (that remote meetings help public access and member participation, etc.). The Board did this when it adopted Resolution No. 2026-0205 on February 5, 2026.
  - These findings must be revisited at least every six months – next authorization required August 2026.

**☑ Public Access**

- The public must be able to observe the meeting remotely (via internet or phone) and participate.

***Board Members are encouraged to review the applicable checklist before each meeting to confirm whether remote participation is permitted and what conditions apply.***