

# Cover Memo

#### File #: MIN 23-001, Version: 2

- **DATE:** January 26, 2023
- **TO:** Keep Hayward Clean and Green Task Force
- FROM: Maintenance Services Director

### **SUBJECT**

Meeting Minutes from November 17, 2022

### RECOMMENDATION

That the Keep Hayward Clean and Green Task Force review and approve the November 17, 2022, meeting minutes.

## SUMMARY

The Keep Hayward Clean and Green Task Force held a meeting on Thursday, November 17, 2022, and the draft minutes are attached for review and approval.

#### ATTACHMENTS

Attachment I 11/17/2022 Draft Meeting Minutes