

**STRATEGIC PLAN COMMITTEE  
SILICON VALLEY CLEAN WATER  
JOINT POWERS AUTHORITY  
REGULAR MEETING – Monday, October 9, 2023  
9:00 a.m.**

**(or as soon thereafter as the regular SVCW Commission meeting is concluded)**

Place: Pelican Conference Room  
Silicon Valley Clean Water  
1400 Radio Road, 2<sup>nd</sup> Floor  
Redwood City, California

**Consistent with Government Code Section 54953, this meeting will be held both in person and virtually. See page 3 of this agenda for virtual meeting access information and instructions.**

**COMMITTEE MEMBERS**

COUNCIL MEMBER ALICIA AGUIRRE, REDWOOD CITY

BOARD MEMBER GEORGE OTTE, WEST BAY SANITARY DISTRICT

**MANAGER:** TERESA A. HERRERA

**ATTORNEY FOR THE AUTHORITY:** CHRISTINE C. FITZGERALD

**AMERICANS WITH DISABILITIES ACT**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact SVCW (650) 591-7121. Notification in advance of the meeting will enable the Authority to make reasonable arrangements to ensure accessibility to this meeting.

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT

Any member of the public may address and ask questions of the Chair under this item relating to any matter within the Committee's jurisdiction that does not appear as a separate item on the Agenda. An opportunity will be provided for members of the public to address the Chair and ask questions about any item that is listed on the agenda at the time the Committee considers the item and before action is taken. If you address the Committee on a non-agenda item, be aware that the Ralph M. Brown Act (Gov. C. § 54950 et seq.) prohibits the Committee from acting on or

discussing such matters at this meeting. Any such item may be referred to staff for a decision with regard to placing it on a future agenda for discussion, action or a report.

5. CONSIDERATION OF MOTION APPROVING CONSENT CALENDAR – No Items

6. BUSINESS ITEMS

A. CONSIDERATION OF STRATEGIC PLAN COMMITTEE SCOPE, DURATION, OFFICERS AND MEETING SCHEDULE (pg. 4)

Proposed Actions:

- i. Appoint Committee Chair and Secretary
- ii. Move adoption of Resolution of the Strategic Plan Committee of Silicon Valley Clean Water Establishing Its Duration and Regular Meeting Schedule

7. CLOSED SESSION – Not Used

8. RECONVENE IN OPEN SESSION – Announce action taken in Closed Session, if any

9. ADJOURN

Microsoft Teams Access Information  
Strategic Plan Committee of the Commission of Silicon Valley Clean Water  
Regular Meeting  
Monday, October 9, 2023

**WEBSITE:** [Link to access meeting](#)

**MEETING ID:** 270 547 566 14

**CALL IN PHONE NUMBER:** +1 747-216-0281 **ID:** 925 412 740#

You may log in via URL located on SVCW's website at <https://svcw.org/about/governance/commission-meetings>. You may view video during the meeting via live stream. An audio will be available after the meeting at SVCW's website. If you experience technical difficulties or have technical questions prior to or during the meeting, please contact Teams meeting support at 707-862-0859. Note: Public participation is not permitted during closed session discussion items.

Public Comment

Public comment may be made by joining the meeting using the link or phone number above. Members of the public may provide public comments via the Teams platform by using the "raise hand" feature or, if calling in by phone, by unmuting and beginning to speak. In response to a "raised hand", SVCW will unmute the member of public and allow them to speak. In response to a phone request to speak, SVCW will ask what is the nature of the comment and will provide directions to follow to provide comment. Public comments will be limited to three minutes.

Public comment may also be made by emailing comments to [commission@svcw.org](mailto:commission@svcw.org) up to two hours prior to the scheduled meeting time. Indicate in your email the agenda item to which your comment applies. If you have anything that you wish distributed to the Commission and included for the official record, please include it in your email.

Accessibility for Individuals with Disabilities

Upon request, SVCW will provide for access to individuals with disabilities to fully engage in the meeting process. Joining the meeting via the teleconference instructions above will provide access to open captioning. For other accommodations, please email your request to [commission@svcw.org](mailto:commission@svcw.org) or call 650-591-7121 at least four (4) days prior to the scheduled meeting time. Requests will be granted whenever possible and resolved in favor of accessibility.

Subject to Change:

Given the current public health emergency and the rapidly evolving federal, state, and local orders, the format of this meeting may change or the meeting may be canceled. You may check on the status of the meeting by visiting SVCW's website [www.svcw.org](http://www.svcw.org).



## **SVCW Commission Subcommittee for SVCW Strategic Plan**

## **Agenda Item 6A**

### **Background:**

At its September 11, 2023 meeting, the Commission designated two commissioners to participate as a subcommittee on advisement for a new SVCW Strategic Plan. Commission Chairperson Aguirre and Commission Vice-Chairperson Otte are the two designated commissioners.

This meeting will be the first meeting of the subcommittee. Items to be discussed are:

1. Elucidate on subcommittee's purpose, goals, and role vis-a-vis the full SVCW commission.
2. Set time(s) and date(s) for regular meetings of the subcommittee.
3. Set duration for which the subcommittee will meet.
4. Select the subcommittee Chairperson and Secretary.
5. Discuss process that will be used to develop a Strategic Plan.
6. Review current Strategic Plan and suggest changes and updates as needed.
7. Determine manner and timing to present reports and recommendation(s) to the SVCW commission.

### **Process:**

The SVCW Bylaws allow for the Commission Chairperson to establish committees of one or more members of the commission or of other interested persons for purposes of advising and making recommendations to the Commission. (Note that such committees are advisory only and not vested with decision-making authority.)

Per Brown Act requirements, if such a subcommittee is composed of more than a majority and, therefore, more than a quorum of the legislative body, it must be noticed and open to public attendance. As such, establishing a specific duration for a subcommittee to meet and a regular meeting schedule will facilitate meeting the Brown Act. It is also recommended that the Committee appoint a Chair and Secretary to facilitate conducting the Committee's business. Minutes shall be prepared and kept in accordance with the standard procedures applicable to Commission meetings.

A Resolution has been prepared by SVCW's Legal Counsel to codify the subcommittee's duration and regular meeting date/time. While the SVCW Bylaws do not require a meeting schedule to be set by resolution, doing so will facilitate agenda preparation.