

**STRATEGIC PLAN COMMITTEE
SILICON VALLEY CLEAN WATER
JOINT POWERS AUTHORITY
REGULAR MEETING – Monday, November 13, 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, 2nd 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. 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.

4. BUSINESS ITEMS

A. APPROVAL OF COMMITTEE MEETING MINUTES – October 9, 2023 (pg. 4)

B. STATUS UPDATE AND DISCUSSION ON STRATEGIC PLAN (pg. 6)

Proposed Action:

Continue Discussion Regarding Strategic Plan

5. ADJOURN

Microsoft Teams Access Information
Strategic Plan Committee of the Commission of Silicon Valley Clean Water
Regular Meeting
Monday, November 13, 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 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 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.

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

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

Members of the public and SVCW staff and consultants were also able to observe and participate remotely per instructions provided in the agenda.

ITEM 1

CALL TO ORDER

The meeting was called to order at 9:28 a.m.

ITEM 2

ROLL CALL - Commissioners Duly Appointed by Each Agency

Council Member Alicia Aguirre, Redwood City – Chair
Board Member George Otte, West Bay Sanitary District – Vice-Chair

Staff, Consultants and Visitors Present

Teresa A. Herrera, SVCW Manager
Christine C. Fitzgerald, SVCW Legal Counsel
Matt Anderson, SVCW Chief Financial Officer/Assistant Manager
Monte Hamamoto, SVCW Chief Operating Officer
Kim Hackett, SVCW Authority Engineer
Jessica Mangual, SVCW Secretary Pro Tem

ITEM 3

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance had been recited in the regular meeting of the commission and was not repeated.

ITEM 4

PUBLIC COMMENT

There was no Public Comment

ITEM 5

CONSIDERATION OF MOTION APPROVING CONSENT CALENDAR – No Items

ITEM 6

BUSINESS ITEMS

**CONSIDERATION OF STRATEGIC PLAN COMMITTEE SCOPE, DURATION,
OFFICERS AND MEETING SCHEDULE**

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

No action was taken

ITEM 7

CLOSED SESSION – Not Used

ITEM 8

RECONVENE IN OPEN SESSION – Not Used

ITEM 9

ADJOURN

There being no further business, the meeting adjourned at 10:14 a.m.

Minutes prepared by Teresa A. Herrera
Reviewed by General Counsel

Ron Collins, SVCW Commission Secretary



SVCW Commission Subcommittee for SVCW Strategic Plan

Agenda Item 6A

Background:

At its October 09, 2023 meeting, the a subcommittee on advisement for a new SVCW Strategic Plan (“Pllan”) met. Commission Chairperson Aguirre and Commission Vice-Chairperson Otte are the two designated commissioners.

Items discussed and results of discussion were:

1. Elucidate on subcommittee’s purpose, goals, and role vis-a-vis the full SVCW commission.
 - Purpose and goals are to prepare a 5-year strategic plan to recommend to the full Commission
2. Set time(s) and date(s) for regular meetings of the subcommittee.
 - Committee will meet following regular full Commission meetings
3. Set duration for which the subcommittee will meet.
 - Expected duration is three months after which the committee will no longer be required to meet.
4. Select the subcommittee Chairperson and Secretary.
 - This was determined not necessary.
5. Discuss process that will be used to develop a Strategic Plan.
 - Discussion involved setting high-level priorities upon which the SVCW management team will prepare the Plan.
6. Review current Strategic Plan and suggest changes and updates as needed.
 - Discussion revolved on moving a new Plan forward and simplifying language to enable a reader easy access to strategies.
7. Determine manner and timing to present reports and recommendation(s) to the SVCW commission.
 - This item was not discussed.

Update from Previous Meeting:

The three principal priorities derived from the first committee meeting are: Safety, Regulatory Compliance, Sustainability. Using these three priorities, the Manager prepared a one-page introduction section to the Plan (attached) which they forwarded to subcommittee members on October 13, 2023.

Presuming the committee concurs with the language in the Introduction to the Plan, SVCW management staff will develop the Plan.

**SILICON VALLEY CLEAN WATER
FIVE YEAR STRATEGIC PLAN
January 2024 – December 2029**

INTRODUCTION

SVCW's Strategic Plan is a top-level planning document intended to communicate clear direction over all aspects of the agency. It serves as a framework for decision making over a five-year period and shapes what this agency plans to accomplish by matching a rational course of action with top agency priorities. It provides policy guidance for future Commissioners and Managers to ensure a sustainable business environment and is revisited annually for updates.

The Commission of SVCW represents the four member agencies that make up SVCW and is committed to working together to further the mission and priorities in this Strategic Plan.

MISSION STATEMENT

SVCW protects public health and the environment by providing wastewater conveyance and treatment for reuse or disposal in a safe and sustainable manner.

VISION STATEMENT

SVCW will be an agency where safety is inherent in everything we do and where we perform our work collaboratively, respectfully, and with the highest technical and ethical standards.

SVCW PRIORITIES

Silicon Valley Clean Water's top priorities are:

Safety - - - Regulatory Compliance - - - Sustainability

1. All activities performed will keep safety as the top priority.
2. Regulatory compliance ensures stewardship of resources and natural environments entrusted by the communities served.
3. Sustainability (inclusive of all sustainable aspects) is a guiding principle for all endeavors.

[Note to reviewers: suggest adding a section of "Definitions" either here or as an appendix to the document to expand on aspects covered by each of the priorities. For example, Regulatory Compliance not only covers our NPDES discharge permit and Air permit but also things such as financial statutes, lab certification requirements, EIR mitigations, employment laws, etc. Similarly, "Sustainability" covers staffing, fiscal responsibility, climate action, energy use reduction, etc.]

STRATEGIC PLAN ELEMENTS

Strategic Elements represent the vital areas of SVCW's operation and management. They assure that the implementation of work to be performed in support of the Mission, Vision, and Priorities is comprehensive and coordinated.

Within the period covered by this Strategic Plan, these Elements assure that all aspects of SVCW operations are well supported, moving forward in a way that reflects Agency priorities and creates balanced implementation.

>>From here, the rest of the Strategic Plan will be developed for each division and how each will meet the 3 priorities<<