



# Santa Margarita Groundwater Agency

## POLICY

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<b>Policy No.:</b> P3	<b>Policy Title:</b> Support Letters Authority
<b>Adopted Date:</b> 2/24/2022	<b>Approval Resolution No.:</b> 2022-01

### PURPOSE AND APPLICABILITY

The Santa Margarita Groundwater Agency (SMGWA) occasionally receives requests for support letters, written comments, and policy positions from other local or regional public agencies, including agencies that constitute SMGWA, regarding projects and activities, that may impact or benefit SMGWA or the Santa Margarita Groundwater Basin (Basin). This policy establishes authorization levels for each response to such requests (Response) from SMGWA.

### POLICY

1. A Response concerning a formal position on proposed legislation and comments to a regulatory agency regarding permit applications for a project or a program affecting the Basin must be approved by the SMGWA Board of Directors (Board).
2. A Response concerning a grant or an activity of another agency or organization that is related to the mission of SMGWA must be approved by the Board. Under special circumstances, when a matter is too urgent to wait until the next regularly scheduled meeting, a Response may be issued if approved by the following SMGWA member agencies' staff: District Manager of the San Lorenzo Valley Water District, General Manager of the Scotts Valley Water District and Water Resource Manager of the County of Santa Cruz (collectively, Executive Staff), the SMGWA Board Chair and the SMGWA Board Vice Chair. The Executive Staff, the SMGWA Board Chair and Vice Chair are collectively referred to as the "Authorized Parties." If there is disagreement among the Authorized Parties, the Response must be approved by the Board.
3. A Response concerning a grant or an activity that is not related to the mission of SMGWA may be issued without Board approval if approved by the Authorized Parties. If there is disagreement among the Authorized Parties, the Response must be approved by the Board.
4. A Response concerning staff review of and comments to CEQA documents related to the mission of SMGWA may be issued without Board approval if approved by the Authorized Parties. If there is any disagreement among the Authorized Parties, the Response must be approved by SMGWA Board.
5. The SMGWA Board Chair, Vice Chair and/or the General Manager of Scotts Valley Water District acting as Authorized Representative of the Business Agent of SMGWA (Business Agent) are authorized to sign the Responses that are approved pursuant to this policy.
6. All Responses issued pursuant to this policy without prior Board approval shall be included in the subsequent Board meeting agenda packet.