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Initiating Dept./Div.: Administration/Communications



BOARD POLICY

LEGISLATIVE ADVOCACY

PURPOSE

To establish a process for the District to take a position on legislation when appropriate.

POLICY

It is the policy of the District to take positions on proposed legislation when appropriate, and that the District's position on legislation shall be developed in accordance with the process set forth below.

PROCESS

In furtherance of the above policy, the following process shall be followed in determining when and how the District will take a position on legislation:

1. The General Manager has designated the Communications and Government Relations Manager to lead the District's legislative advocacy efforts. In conjunction with District Counsel and support from employee subject matter experts, pending legislation shall be reviewed and assessed for its applicability to the District. This review process will rely on District's staff individual and collective expertise as well as engagement and participation with the District's numerous membership organizations including, but not limited to the: California Association of Sanitation Agencies, National Association of Clean Water Agencies, Association of California Water Agencies, WasteReuse, California Special Districts Association, American Water Works Association, Water Environment Federation, National Stewardship Action Council, California Product Stewardship Council, East Bay Leadership Council, California Local Agency Formation Commissions, California State Association of Counties, League of California Cities, and State/local chambers ("Member Organizations"). The District may also use other resources, as appropriate, in making the assessment.

2. The assessment shall characterize legislation as:

- Having direct impact on the District's mission, vision, values, and goals
- Being of general interest or indirect impact on the District's mission, vision, values, and goals or
- Having no interest or applicability on the District's mission, vision, values, and goals

Direct Impact on the District's Mission

If legislation is deemed to have a direct impact on the District's mission, vision, values, and goals and is considered policy:

- A. The Communications and Government Relations Manager shall present the legislation to the Board. The action may include a recommendation from the Communications and Government Relations Manager for the position to be taken by the District. This recommendation may or may not align with the position taken by Member Organization(s).
- B. The District's Board of Directors, in consideration of the Communications and Government Relations Manager's input, shall determine the position to be taken by the District.

General Interest to the District

If legislation is deemed to be of general interest and applicability to the District, and/or a position has been taken on the legislation by one of the Member Organizations and that Member Organization requests that the District take action advocating its position, the Communications and Government Relations Manager, with approval from the General Manager, will take a position consistent with the best interest of the District.

If the Communications and Government Relations Manager does so, a summary of the actions taken and any correspondence sent in support of positions taken by the Member Organization, shall be communicated to the Board of Directors as soon as practicable.

Having No Interest or Applicability to the District

If legislation is deemed to have no interest or applicability to the District, no action will be taken by the Communications and Government Relations Manager.

When Time-Sensitive Action is Necessary

If the Communications and Government Relations Manager with agreement from the General Manager determines that it is critical for the District to take a position on legislation and there is insufficient time to follow the process outlined above, the Communications and Government Relations Manager, with the General Manager's approval, is authorized to take a position on behalf of the District that is in the best interests of the District, and notify the Board as soon as practicable following the decision. The Communications and

Government Relations Manager will keep Board members informed throughout the process.

3. If the District takes a position on legislation, it shall be one of the following positions:
 - A. Support: The legislation, if passed, will have a direct and positive effect on the District.
 - B. Support if Amended: The legislation, if amended to address specific shortcomings identified by the District, will have a direct and positive effect on the District.
 - C. Watch: The legislation will be monitored as it progresses through the legislative process, but no action will be taken at this time. Action may be taken at a later date.
 - D. Neutral: The legislation neither has a positive effect nor detrimental effect on the District. The District shall identify its position as neutral, if asked.
 - E. Oppose Unless Amended: The legislation, unless amended to address specific shortcomings identified by the District, will have a direct and detrimental effect on the District.
 - F. Oppose: The legislation, if passed, will have a direct and detrimental effect on the District.
4. The Communications and Government Relations Manager will express a position other than neutral by one or more of the following ways: letter, email, in-person, telephone communications, and/or similar efforts in support of the District's taken position.
5. At the end of each legislative session, the Communications and Government Relations Manager will produce a summary report on key legislation relevant to the District.

[Original Retained by the Secretary of the District]