

Safe, Clean Water Program

Ex Parte Communication Guidelines

This document provides guidance for Watershed Area Steering Committee (WASC), Regional Oversight Committee (ROC), and Scoring Committee (SC) members on how to identify and respond to ex parte communications related to the Safe, Clean Water (SCW) Program.

Ex parte communication as it relates to the SCW Program refers to any communication between any person and any WASC, ROC, or SC member(s) and/or alternate(s) regarding any matter pending before the member's committee for a decision that takes place outside of an official meeting of the committee.

Ex parte communications can involve, for example, a meeting or phone call proposed or initiated by any individual, group, or organization with one or more committee members for the purpose of providing information about a Feasibility Study, project concept, or a scientific study that has been submitted to the SCW Program for consideration for inclusion in a SIP.

The SCW Program strives to maintain equity, fairness, and transparency throughout the selection of the Projects and Programs to receive SCW Program funds. Ex parte communications can impair transparency and public/stakeholder confidence in SCW Program decision-making. Accordingly, the District discourages committee members/alternates from engaging in ex parte communications.

If a committee member or alternate has an ex parte communication, the committee member or alternate shall disclose the ex parte communication and information received during the communication at the next committee meeting, and all interested persons shall be given the opportunity to supplement, rebut or otherwise comment on that information.