



Safe, Clean Water Program

Scoring Committee

Operating Guidelines

Updated 8/01/2019

Chief Engineer of the
Los Angeles County Flood Control District

Date Adopted

Safe, Clean Water Program Scoring Committee Operating Guidelines

ARTICLE I. PURPOSE

The purposes of these Safe, Clean Water Program Scoring Committee Operating Guidelines ("SC Operating Guidelines") are to establish procedures, requirements and recommended protocols for the members of the Scoring Committees (SC) and the conduct of SC business.

ARTICLE II. DEFINITIONS

The definitions set forth in Chapter 16 Section 3 and Chapter 18 Section 2 of the Los Angeles County Flood Control District Code shall apply to the SC Operating Guidelines.

ARTICLE III. MEMBERSHIP REQUIREMENTS

The SC consists of six (6) members that are subject matter experts in Water Quality Benefits, Water Supply Benefits, Nature-Based Solutions, and Community Investment Benefits. The committee shall be comprised of at least two subject matter experts in Water Quality Benefits, not less than one subject matter expert in Nature-Based Solutions/Community Investment Benefits, and not less than one subject matter expert in Water Supply Benefits.

ARTICLE IV. TERM LENGTHS AND VACANCIES

[Section 1. Serving on Multiple Committees](#)

A person on the SC may also serve on a Watershed Area Steering Committee (WASC) or the Regional Oversight Committee (ROC) provided they can demonstrate the capacity to do so effectively. If the person is appointed by the Board to more than one committee of the Regional Program, it shall be deemed that the person has the required capacity.

The roles and responsibilities of committee members are described in ARTICLE V below. Should a member's performance suffer as a result of multiple memberships, the members of the SC are encouraged to address the member's performance with the member and decide if potential action is warranted. Withdrawal or removal of members and the filling of membership vacancies is discussed in ARTICLE IV Section 3 below.

[Section 2. Member Term Lengths](#)

Members shall be appointed or selected according to the schedule shown in Table 1 below. Members may serve multiple terms if reaffirmed through the appointment or selection process. SC term length is typically four (4) years. After the initial 4-year term, new members will be appointed in a rotating schedule (3 members every 2 years) to keep continuity of information and



knowledge in the SC. Each term appointment will include at least one water quality expert, one water supply expert, and one community investment/nature-based solutions.

District staff for the SC will track the expiration of all members' terms of service, notify the SC of upcoming term expiration dates, and facilitate any necessary appointments and selections.

Table 1. SC Appointment/Selection Schedule

Scoring Committee Appointment Schedule											
Subject matter experts have expertise in the following categories: Water Quality Benefits (WQ), Water Supply Benefits (WS), Nature-Based Solutions (NBS)/ Community Investments Benefits (CIB)											
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Scoring Committee					X (6)		X (3)		X (3)		X (3)

** X denotes when the members will be appointed (#) indicates the number of seats to be appointed.*

** Note: In 2023, 3 members may be appointed to 2 year terms and 3 members to 4 year terms to initiate the staggered appointment cycle going forward.*

Section 3. Withdrawal and Removal of Members

A member may withdraw from participation as a member of the SC by providing sixty (60) days' prior written notice to the District.

A member may be removed from the SC if the Chief Engineer determines that the member is no longer able to serve on the SC, the member fails to comply with these Guidelines, or fails to regularly attend meetings as described in ARTICLE V, Item C. The removal of the member shall be effective as of the date of written notice to the member from the Chief Engineer.

Section 4. Vacancies

During a SC term, if a member withdraws or is removed from the SC, the vacancy will be filled with someone having similar subject matter expertise by the Chief Engineer or their designee for the remainder of the term.

ARTICLE V. ROLES AND RESPONSIBILITIES

SC members have the responsibilities identified in Chapter 18 of the Los Angeles County Flood Control District Code and the following additional responsibilities:

- A. Select a Chair, Co-Chairs, and/or Vice-Chair as deemed prudent;
- B. Work with District staff to schedule and commit to meetings in advance.

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- C. Regularly attend SC meetings and conduct other SC business. An absence of two consecutive meetings or more than five meetings within the SC term will be considered failure to attend meetings making the member eligible for removal as a member of the SC;
 - D. Communicate regularly with District staff via phone, electronic messaging, email, or other means of communication;
 - E. Meet, confer, coordinate, collaborate, and cooperate with one another, in good faith, to carry out the responsibilities of the SC;
 - F. Share expertise and provide guidance, and information on those matters for which it has specific expertise;
 - G. Use discretion and good business judgment in discussing the affairs of the SC with Non-SC-related parties – any media related inquires shall be directed to the District;
 - H. Serve as the third party appeal panel for Credit Program applicants that have appealed the credit determination for their Parcel in accordance with ARTICLE VIII below; and
 - I. If intending to claim a stipend for attended meetings, submit certification that he/she is not otherwise being compensated per ARTICLE VI, Section 9.

ARTICLE VI. MEETINGS

Section 1. Frequency & Schedule

The SC shall hold public meetings at a frequency and schedule to be determined by the members, in coordination with District staff, but no less than 4 times per year. Meetings may occur in higher frequency, as needed depending on number and timing of projects submitted following each call for projects in each WASC, in order to accomplish the goals of the SC. Due to the highly technical nature of the meetings, in person attendance is mandatory.

Additionally, hearings will be scheduled and held as needed to serve as the third party appeals panel for the Credit Program.

Section 2. Chair

The SC may elect a Chair, Co-Chairs, and/or Vice-Chair to help direct meetings and processes. In the absence of a Chair, Co-Chairs or a Vice-Chair, District staff will facilitate SC meetings. The election of any Chair, Co-Chairs, and Vice-Chair should be revisited on an annual basis. District staff will support and Chair, Co-Chair, and/or Vice-Chair as needed and be available to address and coordinate SC and SC meeting logistics.

Section 3. Facilitator

The facilitator or Chair(s) shall open the meeting, announce activities according to the agenda, recognize members, state questions and put to a vote, refuse to recognize dilatory motions, enforce order and decorum, expedite business, decide all questions of order, respond to inquiries, clarify items for future action, facilitate public comment, and close meeting.

Section 4. Minutes

Minutes of SC meetings, including votes taken, shall be kept by District staff and made available to the public for review on the SCW Program website at www.safecleanwaterla.org.

Section 5. Notice

At a minimum, a meeting notice with agenda shall be posted 72 hours in advance of the meeting at a publicly accessible location and on the SCW Program website at www.safecleanwaterla.org.

Section 6. Quorum

A quorum shall consist of a simple majority of the non-vacant member seats are in attendance. If a quorum is present at a meeting, the SC may approve any item of business by a simple majority vote.

Section 7. Confidentiality

The SC members shall use discretion and good business judgement in discussing the affairs of the SC with third parties.

Section 8. Conflict of Interest

Members of the Regional Program committees shall be governed by and comply with State conflict of interest laws (e.g., Government Code sections 1090 et seq. and 87000 et seq.) and the following guidelines.

Prohibited conflicts may arise where it is reasonably foreseeable that a Committee's decision could directly affect the personal financial interests of a Committee member. As such:

- A. Once it's determined that a Committee member has a conflict of interest as to any item before the Committee for decision, that Committee member must disqualify themselves from voting on that item, participating in any Committee discussion of that item, or attempting to influence in any other manner, the Committee's decision on that item.
- B. Employees and/or elected officials of Municipalities or other public agencies are NOT considered to have a personal financial interest in a program or project proposed by their employer.
- C. Employees of private consulting firms or other private business entities are generally considered to have a personal financial interest in a program or project proposed by their employer. In addition, such employees are generally considered to have a personal financial interest in any program or project which they or their employer had provided services for in the past or which they or their employer might be hired to work on in the future.
- D. Officers or employees of a non-profit organization, whether paid or volunteer, are generally NOT considered to have a personal financial interest in a program or project proposed by the non-profit organization solely because of their employment with that organization.

Section 9. Compensation for Participation

Committee Members who are not otherwise compensated by their employer to participate may qualify for a stipend in the amount of one hundred dollars (\$100) per meeting attended. Committee Members shall submit to the District a signed certification statement from their employer, or a self-certification if self-employed, that compensation is not provided for SC meetings to be considered for a stipend.

ARTICLE VII. SCORING INFRASTRUCTURE PROGRAM PROJECTS

Section 1. Stormwater Investment Plan

The Stormwater Investment Plan (SIP) is a five (5) year plan developed by Watershed Area Steering Committees that recommends funding allocations for Projects and Programs in the Regional Program's Infrastructure Program, Technical Resources Program, and Scientific Studies Program. The purpose of SIPs is to capture recommended programming for the upcoming fiscal year (to be approved by Board) as well as anticipated recommendations for the next four subsequent years.

When reporting scores, the SC will inform the WASC which of the projects, feasibility studies, and project concepts are eligible for selection into the Infrastructure Program and which do not meet the Threshold Score in the Feasibility Study Requirements document and are therefore candidates for the Technical Resources Program.

Section 2. Process for Scoring Projects

The SC will be informed by each WASC of which potential projects and feasibility studies will be evaluated and scored.

The information to score projects and feasibility studies submitted by the Infrastructure Program Project Applicant (IPPA) will be provided by District staff from the Project Scoring Module. The SC, with assistance and support from District staff, will:

1. Review the IPPA inputs into the Project Scoring Module and the resulting preliminary scores;
2. Request additional information, utilize technical reference documents, and consider Watershed Area-specific concerns as deemed necessary,
3. Utilize the Infrastructure Program Project Scoring Criteria contained in the Feasibility Study Requirements to evaluate projects and feasibility studies and determine scores;
4. Apply the Threshold Score;
5. Inform the WASC of the scored projects and feasibility studies; and
6. Inform the WASC of the projects that have been scored but do not reach the Threshold Score.



The SC will provide the WASCs with scores and additional as needed information to inform the SIP selection process.

District staff will track and facilitate report submissions as well as organize and distribute reports to WASCs.

ARTICLE VIII. CREDIT PROGRAM APPLICANT HEARINGS

The SC will serve as the third party appeal panel for Credit Program applicants who have filed for an appeal. The Credit Program application will initially be reviewed and approved for credit by the District. Applicants that have been denied, or whose approved credit is a lesser percentage than what was applied for and disagree with the determination, may file an appeal. The applicant will present the information and case to the SC for independent consideration based on the Scoring Committee's technical expertise, professional judgment, and experience with similar components in the Infrastructure Program Project Scoring Criteria. The SC will seek additional information as necessary and ultimately vote to either uphold the credit determination or require the District to reconsider the credit determination based on appropriate findings and recommendations.

ARTICLE IX. AMENDMENTS

Prior to making any amendment to the SC Operating Guidelines, the District's Chief Engineer shall solicit input on the proposed amendments from the SC and shall consider all input received from the other committees of the Regional Program and the public.