

Conflict of Interest Policy

Barr Lake and Milton Reservoir Watershed Association

1. **Definition of Potential Conflict of Interest.** A “potential conflict of interest” shall exist where a member of the Board of the Barr Lake and Milton Reservoir Watershed Association (a “Member”) is a director, president, general manager, or similar executive officer or owns or controls, directly or indirectly, a substantial financial interest in any nongovernmental entity participating in a transaction with the Association or stands to benefit personally, directly or indirectly, from the transaction.
2. **Conflict of Interest Disclosure Requirements.** A Member who has a potential conflict of interest in any matter proposed or pending before the Board shall disclose such interest to the Board, shall not vote thereon, and shall refrain from attempting to influence the decisions of the other members of the governing body in voting on the matter.
 - a. Notwithstanding the provisions of Paragraph 2, a Member may vote if: (i) the Member’s participation is necessary to obtain a quorum or otherwise enable the body to act; and (ii) prior to voting on the matter, the Member discloses in writing to the secretary of state the amount of his or her financial interest, if any, the purpose and duration of his or her services rendered, if any, the compensation received for the services, or such other information as is necessary to describe the interest; and (iii) the Member states for the record the fact and summary nature of the interest disclosed at the time of voting.
3. **Directors, Officers, Members, and Employees Engaged in Award and Administration of Association Contracts.** The Association must conduct its activities in a way that is open, fair and free from bias. Association directors, officers, members, and employees must be free from both real and apparent conflicts of interest in the award and administration of contracts for goods and services.

No employee, officer, member or director of the Association shall participate in the award or administration of any contract or subcontract if a real or apparent conflict of interest would be involved. A conflict of interest is presumed to arise when the employee, officer, member or director, or a member of his or her immediate family, or his or her partner, or an organization which employs or is about to employ any of the above, has a financial or other interest in the entity considered or selected for the award or administration of the contract or subcontract. No employee, officer, member or director of the Association shall solicit or accept gratuities, favors or anything of monetary value from any potential party to any contract or subcontract with the Association.

Specifically, Association directors, officers, members, and/or employees may not:

- a. participate in the review and/or selection of an independent contractor offering to perform Association work when a close family member (parent, spouse, sibling, child, domestic partner) is an employee of the independent contractor;

- b. direct, monitor and/or evaluate the work of an independent contractor performing work for the Association when a close family member (parent, spouse, sibling, child, domestic partner) is an employee of the independent contractor;
 - c. participate in the review and/or selection of a potential Association employee if they are a close family member (parent, spouse, sibling, child, domestic partner);
 - d. direct, monitor and/or evaluate the work of an Association employee if they are a close family member (parent, spouse, sibling, child, domestic partner);
 - e. participate in the preparation of a proposal or contract submitted by an independent contractor intending to perform work for the Association except to provide information to the contractor; or
 - f. have a financial or property interest in any organization or entity that offers to provide goods or services to the Association. Financial investments include stocks, bonds and other financial instruments and investments exceeding \$10,000, but do not include diversified mutual funds. Property interests include real estate and other property interests as well as intellectual property interests, including patents and copyrights.
4. **Amendments to Conflict of Interest Policy.** The Board may further amend this Conflict of Interest Policy from time to time as the Board deems necessary.
5. **Effective Date.** This Policy shall take effect on the date and at the time of its adoption.

Original Adoption Date: 04-28-15

Modification Dates: 08-28-18