



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Helgeson, Brown, Mital, Simpson and Carlson
FROM: Karl Morgenstern, Water Quality Lab & Source Protection Supervisor
DATE: October 24, 2017
SUBJECT: Standards of Conduct for U.S. Endowment Grant
OBJECTIVE: Information Only

Board Policy GP6 provides that Commissioners shall follow federal ethics requirements and laws when administering any Federal Grant awarded to EWEB. The following information will enable compliance with the standards of conduct requirements of the U.S. Endowment Grant, funded by the U.S. Environmental Protection Agency (EPA) and USDA Natural Resources Conservation Service (NRCS). Funds from this grant will develop a McKenzie Watershed Conservation Fund with Cascade Pacific Resource Conservation Service (a 501(c)3 nonprofit entity) as the fiscal manager of the Fund. Establishing a Watershed Conservation Fund will allow efficient management of multiple funding sources for McKenzie watershed restoration and/or protection work on the ground. A similar memo will be provided for each federal grant awarded to EWEB.

CONFLICTS OF INTEREST:

No employee, officer or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his or her *immediate family*, his or her partner, or an organization which employs or is about to employ any of the parties above, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

RESPONSE TO CONFLICT OF INTEREST:

EWEB must disclose in writing any potential conflict of interest to EPA or the pass-through entity (U.S. Endowment) within 30 calendar days of discovery. Any notification in writing is preferred through email communication. The disclosure must include any information regarding measures to eliminate, neutralize, mitigate or otherwise resolve the conflict. Within 30 days of disclosure, EPA will review the conflict notification and advise EWEB of EPA's determination on the effectiveness of the measures.

GIFTS:

The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the

gift is an unsolicited item of nominal value.

DEFINITIONS:

Immediate Family: Spouse, spouse's parents, children, children's spouses, parents, parents' spouses, siblings, siblings' spouses, grandparents, grandparents' spouses, grandchildren, grandchildren's spouses, domestic partner, domestic partner's parents, domestic partners of any individual listed here; and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.