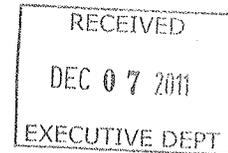


**Bainbridge Island Ethics Board
Advisory Opinion – AO2011-01
November 14, 2011**



On September 25, 2011, the Ethics Board received via email a request for an advisory opinion from the Chair of the Harbor Commission, Mark Leese. Mr. Leese requested guidance on the necessity of a newly appointed Commission member, Tina Ingalls to disclose a potential conflict of interest. Ms. Ingalls' stated her daughter works in the marketing department of PND Engineers, a private company hired by the City.

The Ethics Board makes the following recommendations related to this matter:

- 1) The Ethics Code (Article II, Section C) requires that privileged or confidential information gained by virtue of position either as a member of a Commission, or as an employee of a City contractor should not be revealed or exchanged between family members.
- 2) Ms. Ingalls should disclose her daughter's employment with PND Engineers on the City's Annual Disclosure statement.
- 3) Meetings of Committees and Commissions should have a standing agenda item for members to disclose relationships with persons and issues on the agenda, and members should discuss these relationships to judge whether a conflict of interest exists. The Ethics Board recommends Ms. Ingalls disclose her daughter's employment with PND Engineers in the event the Harbor Commission discusses work involving or potentially involving this firm.
- 4) Article II, Section D, Subsection 3, of the Ethics Code provides an exception to conflict of interest rules for committee or commission members, provided that the member fully discloses the interest on the public record, and the Commission votes to allow the person to continue to participate in discussion or vote.

A handwritten signature in black ink, appearing to read "Dennis Willerford".

Dennis Willerford, Chair