

Design Standards Letter

Letter Number: G-2000-07

Letter Date: 05/15/2000

Effective Date: 05/15/2000

Section/Plan No.: None

Subject: Conflict of Interest Information

Body

It is the responsibility of Design in General Headquarters to provide the Commission Secretary and the Chief Counsel's Office with information concerning possible conflicts of interest for each commissioner with regard to project development related items on the monthly commission agenda. In order to do this, your help is necessary. For any item which is to be placed on the commission's agenda for action at a monthly meeting, an e-mail must be provided by the district to Design with information indicating whether there is a potential conflict of interest (i.e. a commissioner owns property within a quarter mile of the project) for any commissioner. District Right of Way or district Chief Counsel's Office can provide information on potential conflict of interest areas for projects within the district. In the event a potential conflict does exist, the name of the commissioner and the location of the property will be required. Once this information has been provided to Design (at the time the item is sent to General Headquarters for inclusion on the commission agenda), Design will fill out the necessary form for the Commission Secretary and Chief Counsel's Office use.

An e-mail is required with potential conflict of interest areas for Commission approval of location or design, Commission plan certification of right of way to be obtained by condemnation, and with submittal of final design plans. The latter e-mail should be sent at the same time the letter of transmittal and supporting documents are sent to General Headquarters. This will insure the information is available to Design so the necessary form can be completed in General Headquarters for the Commission Secretary and the Chief Counsel's Office. It is not necessary for district staff to complete the conflict of interest form; however, it is critical the information concerning the possible conflict be provided to Design on a timely basis. The Project Development Manual will be updated with these guidelines with the quarterly revision.

For questions concerning conflict of interest information, contact Sam Masters at (573) 751-0909 or mastes@mail.modot.state.mo.us.

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