

# Staff Report

for the Regular Meeting of the Board of Directors, November 9, 2016

**TO:** Board of Directors

**FROM:** Jana Kolakowski, Human Resources Manager

**DATE:** November 1, 2016

**SUBJECT:** Policy - Conflicts of Interest and Acceptance of Gifts

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## ***HUMAN RESOURCES***

### **RECOMMENDATION:**

Adopt Resolution No. 2016-41 (Establish Administrative Policy - Conflicts of Interest and Acceptance of Gifts), as recommended by the Administrative Practices Committee.

### **BACKGROUND:**

Staff has reviewed and updated Policy No. 2155 – Conflicts of Interest and Acceptance of Gifts with support of outside counsel. The Administrative Practices Committee advanced a recommendation to the Board of Directors to approve the policy.

### **BUDGETARY IMPACT:**

None.

### Attachments (1):

- Resolution No. 2016-41

**ESTABLISHING POLICY FOR ADMINISTRATION –  
CONFLICTS OF INTEREST AND ACCEPTANCE OF GIFTS**

**WHEREAS**, the Nevada Irrigation District (the “District”) intends to establish and revise from time to time, administrative policies to guide the operations and management of the District; and

**WHEREAS**, the District’s insurance carrier provided sample guidelines for personnel and administrative policies for consideration by the District; and

**WHEREAS**, over the past few years, the District has adopted several administrative policies using the sample guidelines, in an effort to assemble a comprehensive policy manual; and

**WHEREAS**, certain District policies are outdated, and should be revised and formatted in the same manner as the sample guidelines; and

**WHEREAS**, such draft policy has been reviewed by the District’s Legal Counsel and found to be in accordance with law.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Nevada Irrigation District hereby adopts the following policy as attached, and shall be incorporated herein:

#2155      Conflicts of Interest and Acceptance of Gifts

**BE IT FURTHER RESOLVED**, that the attached policy shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive policy manual.

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**PASSED AND ADOPTED** by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 9th day of November, 2016, by the following vote:

<b>AYES:</b>	Directors:
<b>NOES:</b>	Directors:
<b>ABSENT:</b>	Directors:
<b>ABSTAINS:</b>	Directors:

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President of the Board of Directors

**Attest:**

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Secretary to the Board of Directors

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Conflicts of Interest and Acceptance of Gifts

POLICY NUMBER: 2155

### 2155.1 Employee Expectations.

Employees of the District are required to discharge the duties and responsibilities of their positions with professional integrity and regardless of personal considerations. No District employee shall engage in any act which is in conflict with or creates the appearance of a conflict with the performance of the employee's official duties. Employees are required and expected to do the following:

1. Disclose all financial interests which may constitute a conflict of interest with official duties, and disclose the nature and extent of personal interest in any business entity engaging in any transaction with the District as required under the District's conflict of interest resolution. An employee is participating in any District decision which could affect his or her personal or financial interests in violation of the District's conflict of interest resolution.
2. Refuse to accept gifts, gratuities, favors, services or promise of future benefit from any person, firm, entity or corporation doing business with the District, where such gift, gratuity favor, service or promise could compromise independence of judgment or action as a public official or employee. Employees should disclose any offer of gift, favor, service or promise to their supervisor immediately.
3. Refrain from engaging in activities or employment that may appear to be, or are incompatible with public duties, whether on or off duty. Employees of the District should not become involved or affiliated with any agency or entity that receives funds from the District, either directly or indirectly, whether that association or affiliation may create a conflict of interest, or an appearance of a conflict of interest or impropriety.
4. Refrain from disclosing, promulgating, using, or validating information concerning District government or other employees and officials which is confidential, or protected without prior authorization, confidential information concerning property or affairs of the District to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the District.
5. Refrain from using any District funds or property for personal or private gain. Employees must be absolutely honest in all dealings, in whatever capacity, with District funds, properties or facilities

6. Refuse to represent private interests before government agencies in any matter in which the District is a party, or in which the employee's official position with the District is, or may be, a consideration in or influence the decision of such agency on the matter before it.
7. Comply with the provisions of the Political Reform Act, as regulated by the Fair Political Practices Commission, or any other state or federal laws governing conflict of interest matters.

**2155.2 Gifts on Behalf of the District.**

The General Manager or designee is permitted to accept a gift, gratuity or favor on behalf of the District and may distribute such gift, gratuity and favor as he/she deems appropriate to District employees and elected officials in accordance with regulations issued by the Fair Political Practices Commission.

**2155.3 Use of Public Property.**

No employee of the District shall use or permit the use of District-owned vehicles, clothing, equipment, materials or other property for unauthorized personal convenience, for profit, or for private use. District property and Equipment is to be used solely for the purpose of conducting official District business.

Adopted: (Date) via Resolution No. 2016-\_\_  
Revised: