



Disclosure of External Entity Involvement Policy 22.1.0

POLICY. The Incline Village General Improvement District emphasizes transparency and understands that state law creates minimum standards. In some instances it may be appropriate to impose stricter requirements than those set forth in the Nevada Revised Statutes (NRS). While IVGID encourages Trustees and employees to be involved in local community groups, this involvement may result in real or perceived conflicts of interest. Various provisions of the NRS, including NRS 281A, prohibit IVGID officials from participating in decisions affecting their “commitments in a private capacity” and otherwise impose disclosure or recusal requirements on decisions impacting officials’ organizations.

While these requirements impose important minimum standards that avoid actual conflicts of interest, they do not provide transparency regarding potential conflicts of interest or otherwise ensure that officials are proactively disclosing potential conflicts of interest.

As defined in this Policy, “Qualifying Groups” shall be for profit, not-for-profit, and non-profit corporations, limited liability companies, partnerships, sole proprietorships and community liaison that are located in, operating or intending to operate in, or own or lease property within the Nevada counties of Douglas and Washoe, Carson City, or the California counties of El Dorado, Nevada, Placer, and Sierra.

To provide additional transparency beyond state minimum requirements, IVGID Trustees, Audit Committee Members, and senior management employees shall report on a quarterly basis any Qualifying Groups to which they are an owner, employee, or officer. Senior employees shall include the General Manager, department heads, and any supervisors with signature authority under Policies 20.1.0 or 21.1.0 as identified by the General Manager.

Reports shall be made quarterly due by January 15th, April 15th, July 15th, and October 15th. The report required to be filed for July 15, 2023 shall be due July 31, 2023.

RESPONSIBILITY. The District Clerk shall be responsible for developing reporting forms, notifying officials of their obligation to file reports, and maintaining such reports. All forms shall be public records.

The General Manager shall adopt and enforce personnel policies to ensure compliance with this Policy. The Board of Trustees shall enforce this Policy against Trustees, Audit Committee Members, and the General Manager.

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Reporting Form

This reporting form is to be completed by IVGID Trustees, Audit Committee Members, and Senior Management employees and shall be done on a quarterly basis (see the reporting schedule below). Senior employees shall include the General Manager, Department Heads, and any supervisors with signature authority under Policies 20.1.0 or 21.1.0 as identified by the General Manager. As defined in this Policy, "Qualifying Groups" shall be for profit, not-for-profit, and non-profit corporations, limited liability companies, partnerships, sole proprietorships and community liaison that are located in, operating or intending to operate in, or own or lease property within the Nevada counties of Douglas and Washoe, Carson City, or the California counties of El Dorado, Nevada, Placer, and Sierra. Member of a Qualifying Group does not include simply listing a part affiliation as part of a voter registration or being a parishioner or regular attendee of a church, synagogue, mosque, or other religious group.

Employee Name: _____

Reporting Period: _____

Name of External Entity, Group or Organization:

Reporting Schedule

Period from 7-1 to 9-30; due to District Clerk or designee by 10-15
Period from 10-1 to 12-31; due to District Clerk or designee by 1-15
Period 1-1 to 3-31; due to District Clerk or designee by 4-15
Period 4-1 to 6-30; due to District Clerk or designee by 7-15