

MANTON JOINT CEMETERY DISTRICT

P.O. BOX 621

MANTON, CALIFORNIA 96059

To: Jennifer Vise, County Clerk Tehama County
From: Manton Joint Cemetery, Manton Ca 96059
Subject: Code of Ethics

Please find documentation attached to support the adoption of Tehama County Code of Ethics and Form 700 -A.

We were notified by the Shasta County Clerk; we were not in compliance with state regulations of which the Board of Manton Cemetery was not aware. As you may know the Manton Cemetery is co-managed by Shasta and Tehama with governance provided by Tehama County.

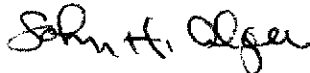
Upon notification, the Chairman asked for an emergency board meeting to address the Code of Ethics and any and all requirements to become compliant.

Attached are the meeting minutes, the Resolution and the recorded vote. The Board unanimously agreed to adopt the Code of Ethics from Tehama County circa July of 2017. Additionally provided are the Form 700-A's. Two additional forms will follow from the Caretaker and Asst. Caretaker.

We would very much appreciate your acceptance of these documents to the files.

If you should have any questions, please contact our Secretary, Janet Jensen at 530 474-3089 or MJCDManton@yahoo.com

Sincerely,



John Alger, Chair Manton Joint Cemetery

RESOLUTION NO.1A
MANTON JOINT CEMETERY DISTRICT

WHEREAS on July 25, 2017, Tehama County adopted a revised Code of Ethics.

NOW, THEREFORE, BE IT RESOLVED that this Resolution and its attachments shall become the Conflict of Interest Code for the Manton Joint Cemetery District effective Jun 3, 2024.

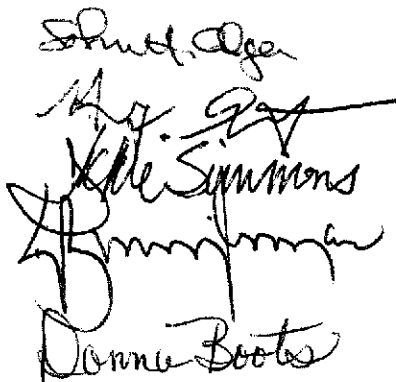
The forgoing resolution was offered on a motion by Board Member Boots and seconded by Board Member Jackie Simmons and carried by the following vote of the Board:

Ayes: Alger, Swetzer, Boots, Zimmerman, Simmons

Noes: None

State of California)

County of Tehama)



MANTON JOINT CEMETERY MINUTES

May 20, 2024

ESTABLISHMENT OF QUORUM: In Attendance: John Alger, Kay Zimmerman, George Swetzer, Jackie Simmons, Donna Boots, Janet Jensen.

The motion to open the meeting was made by Kay Zimmerman, and seconded by Jackie Simmons at 7:03pm.

Chairman Alger called the meeting to order at 7:03pm.

A motion was made to approve the minutes from the Apr. 1, 2024 meeting by Donna Boots, seconded by Kay Zimmerman.

NEW BUSINESS:

Shasta County has notified us that we are not in compliance with the Conflict of Interest required by the State of California. An emergency meeting was requested to discuss bringing the Board into compliance. All Board Members attended. George has had years of experience with these requirements and briefed the Board of all requirements.

Since we are managed by Tehama County and after reviewing the requirements, George suggested we review the Tehama County Code of Ethics and resolution statements. It was agreed that we would adopt the county's code and develop our own resolution statement to ensure compliance.

Shasta County (Joint agency) and Tehama County will receive all appropriate documentation to ensure compliance with the Brown Act, Special District Laws, the Code of Ethics and Form 700.

Read into resolution was the new Board of Manton Joint Cemetery District. (attached Schedule 1A.)

Whereas on July 25, 2017, the County of Tehama adopted a revised Code of Ethics (attached Schedule 1B.)

Now, therefore, be it resolved that this Resolution and its attachments shall become the Conflict-of-Interest Code for the Manton Joint Cemetery District.

The foregoing resolution was offered on a motion made by Kay Zimmerman and seconded by Donna Boots.

Ayes: Simmons, Alger, Swetzer, Boots and Zimmerman.

Noes: None

Unanimous Ayes have it and the resolution will be adopted May 20, 2024. Each Board member and employee will be notified of the annual requirement to update their 700 form each year and file with Tehama County.

Motion to adjourn was made by Donna Boots and seconded by George Swetzer. Meeting was adjourned at 8:03pm.

ATTACHMENT D

COUNTY OF TEHAMA CONFLICT OF INTEREST CODE DISCLOSURE CATEGORIES FOR DESIGNATED POSITIONS

CATEGORY I

Designated employees in this category shall disclose: All interests in real property within Tehama County,¹ and all sources of income, investments, and business positions in business entities located in, doing business in, planning to do business in, or which have done business during the previous two years in, or which have an interest in real property in Tehama County, and all gifts. A person in a Disclosure Category I designated position shall complete all schedules of the FPPC Form 700, if applicable. Disclosure Category I is intended to require the broadest possible disclosure, consistent with the provisions of the Political Reform Act of 1974 and its implementing regulations.

Consultants, as defined in California Code of Regulations, title 2, section 18701, subdivision (a)(2),² shall disclose pursuant to this disclosure category subject to the following limitations:

The Chief Administrator may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure

¹ Pursuant to Government Code sections 82033 and 82035, for purposes of this Code, real property shall be considered "within Tehama County" if the property or any part of it is located within or not more than two miles outside the boundaries of the Tehama County or within two miles of any land owned or used by Tehama County.

² California Code of Regulations, title 2, section 18701, subdivision (a)(2) defines "Consultant" as follows:

"Consultant" means an individual who, pursuant to a contract with a state or local government agency:

(A) Makes a governmental decision whether to:

- (i) Approve a rate, rule, or regulation;
- (ii) Adopt or enforce a law;
- (iii) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
- (iv) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
- (v) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
- (vi) Grant agency approval to a plan, design, report, study, or similar item;
- (vii) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or

(B) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in regulation 18702.2 or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Government Code section 87302.

requirements of this Disclosure Category I. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of disclosure requirements. The Chief Administrator's determination is a public record and shall be retained for public inspection in the same manner and location as the Conflict of Interest Code.

CATEGORY II

Designated employees in this category shall disclose: All interests in real property within Tehama County, and all sources of income (including gifts), investments, and business positions in business entities which provide services, goods, property, supplies, materials, machinery or equipment of any type utilized by the County of Tehama.

CATEGORY III

Designated employees in this category shall disclose: All income (including gifts), investments, and business positions in business entities which provide services, goods, property, supplies, materials, machinery or equipment of any type to the County of Tehama during the disclosure period, or otherwise transact business with or have any contractual relationship with the County of Tehama during the disclosure period.

CATEGORY IV

Designated employees in this category shall disclose: All interests in real property within Tehama County, all sources of income (including gifts) located in, doing business in, planning to do business in, or which have an interest in real property in Tehama County, all investments located in, doing business in, planning to do business in, or which have an interest in real property in Tehama County, and all business positions in business entities located in, doing business in, planning to do business in, or which have an interest in real property in Tehama County.