

MANTON JOINT CEMETERY DISTRICT POLICIES, RULES AND REGULATIONS

DIVISION I--INTRODUCTION

1. **DISTRICT**, as used herein, means the Manton Joint Cemetery District.
2. **BOARD**, as used herein, means the Board of Trustees of the Manton Joint Cemetery District, duly appointed by the Board of Supervisors of the Counties of Tehama and Shasta, State of California.
3. **TRUSTEE or TRUSTEES**, as used herein, means one or more Trustees of the District.
4. **CHAIRMAN** as used herein, means the Chairman of the Board, duly appointed and qualified.
5. **SECRETARY**, as used herein, means Secretary of the Board, duly appointed by the Board, as provided herein.
6. **CARETAKER**, as used herein, means the Caretaker of the District, duly appointed by the Board.
7. **FISCAL YEAR**, as used herein, means a year of twelve consecutive months, beginning on the first of July each year and terminating on the last day of June the following year.
8. **CEMETERY PROPERTY**, as used herein, means a lot, plot or grave in the cemetery used or intended to be used for the interment of human dead.

DIVISION II--ADMINISTRATION

BOARD

1. The Board of Trustees shall consist of three members, appointed by the Board of

Supervisors of the County of Tehama, from qualified residents of the District, and shall included two members appointed by the Board of Supervisors of Shasta County, from qualified residents of said District.

MEETINGS

1. Regular meetings of the Board should be held at 7 pm _____ on the 1st Monday of each designated Month (Jan, April, July, Oct.). The budget meeting will be held with July meeting.
2. Special meetings of the Board may be called as provided by Section 54946 of the Government Code of the State of California
3. Three Trustees shall constitute a quorum.
4. ORDER OF BUSINESS. The regular order of business of the District Board is:
 - A. Call to Order
 - B. Reading and acting on the minutes of the last prior regular meeting and intervening special meetings if any.
 - C. Public Comment Period--Open time.
 - D. Agenda
 - Unfinished business
 - New business
 - E. Caretakers Report
 - F. Closed Session (if needed)*
 - G. Report of Closed Session Actions*
 - H. Adjournment

*If a Closed Session is held at the beginning of a meeting: the meeting must be called to order in Open Session first. The announcement of Closed Session actions must be made immediately after reconvening back in Open Session.

5. All resolutions shall be in writing and the “Yes’s” and “No’s” shall be recorded in Minutes. A Silent vote is a yes vote.

A. General. The agenda for each Board meeting shall be prepared by the Clerk of the Board and shall include matters that come before the Board in the ordinary course of business of which are placed upon the agenda by direction of the Board or the Chairman. The Board may change the order in which agenda items are considered by it during any meeting.

B. AGENDA PREPARATION AND SCHEDULE. Requests for items to be placed on the agenda must be filed with the Secretary no later than 10 days prior to regular scheduled meeting.

C. The Secretary shall cause a copy of the Board’s agenda to be posted at least seventy-two (72) hours in advance of each Board meeting at one or more places readily accessible to the public. The Secretary shall make copies of the agenda available to interested person at each meeting.

OFFICERS

1. The Chairman shall be duly elected from the membership of the Board at the first meeting of October and shall hold office for the term of one year until his successor is elected and Qualified. The Chairman may be removed by a three fifths majority vote at any time.
2. The duties of the Chairman shall be to preside at all meetings of the Board and perform such other duties as may be required of him from time to time by these Policies, Rules and Regulations, and by order of the Board.
3. The Secretary shall be appointed by the Board and shall serve at the pleasure of the Board.

CONFLICT OF INTEREST

1. The Board shall adopt “Conflict of Interest Code” as required by the Government Code, Sections 87300et.seq., which shall set forth designated positions and disclosure statements.

RULES AND REGULATIONS

1. The Board shall adopt “Rules and Regulations” that shall govern the relationship with persons or firms doing business or using services provided by the District. Said Rules and Regulations may be amended, modified, repealed or added to as the Board shall determine to be necessary, and shall be attached hereto as SCHEDULE B.

BUDGET

1. The Board shall adopt a Budget on or as near as possible the first day of each fiscal year. Said Budget to contain sufficient appropriations for the purchase of supplies and equipment to maintain the District during the said fiscal year.

FEES

1. The Board shall adopt a “Schedule of Fees” for services and sales. Said Schedule of Fees may be amended, modified, repealed or added to as the Board shall determine to be necessary and shall be attached hereto as SCHEDULE C.

PURCHASING REGULATION

1. The Board shall adopt a Purchasing Regulation that shall govern the policies and procedures in the purchase of supplies, equipment and contractual services for the District and shall be attached hereto as SCHEDULE D.

MONUMENTS AND MARKER SPECIFICATIONS

Revised October 2, 2000

1. The Board shall adopt plans and specifications that shall govern manufacture and the erection of any and all monuments or markers within the cemetery. Said plans and specifications may be modified. Repealed or added to as the Board shall deem necessary.
2. Monuments, headstones, and permanent markers may include text, ornaments, emblems, and symbols with religious and non-religious content, provided that such text, ornaments and symbols are in keeping with the indignity of the cemetery.
3. No monument, headstone, or permanent marker shall extend in height more than thirty-six inches (36”) above ground level.

BURIAL PLOTS AND RIGHTS

1. All property situated in the cemetery jurisdiction of the District is the sole property of the District and no person, firm organization or corporation shall have any interest or right except as granted by the Rules and Regulations of the District.
2. The Board shall prescribe a uniform and systematic sale of lots, and plots sold on a pre - need basis for said burials.
3. The purchase of plots or lots in the cemetery owned and maintained by the District shall be consistent with these Policies, Rules and Regulations and to all applicable federal, state or local laws.
4. The transfer of any lot, plot or grave by the grantee of the District to any other person or persons or any interest therein, shall not be valid unless a duplicate transfer shall be filed with the Secretary of the District. The District will, upon request by the grantee and the surrender of the original Certificate of Burial Rights, repurchase the lot, plots or graves described in said certificate for any amount as set fourth in the Certificate of Burial Rights.
5. When an interment is made in a plot conveyed by the district to an individual owner and that owner dies without making disposition of the plot, either in a Will specific devised or by written transfer filed and recorded with the Secretary of the District, the plot shall be held as the family burial plot of the said individual owner, in compliance with the Health and Safety Code of California Section 8650.

DISTRICT RECORDS

1. An accurate map shall be maintained. Said map shall show which plots, lots or graves have been sold and which are available for sale, as required by law.
2. A system of maintaining an accurate record of all interments and disinterment shall be kept in compliance with all state and local laws applicable.
3. A complete bookkeeping system shall be maintained of all financial transaction of the District. An audit of the District books by a duly licensed Public Accountant, shall be made at the end of each year or as often as provided by law or order of the Board.

MANTON CEMETERY DISTRICT CARETAKER'S JOB DESCRIPTION AND WORK RULES

Revised 08/2005
To reflect pay raise

1. The caretaker shall keep a record of all hours and a general log of work performed. All hours shall be recorded including phone calls, parts chasing and anything involving business of the Manton Cemetery District. A telephone and answering machine will be maintained at all times.
2. The Caretaker shall work a maximum of 80 hours per month April, May, June, July, August, September, October and November. Burial hours are separate and are not included in the above 80 hours. The rate of pay will be \$17.50 (Seventeen and fifty cents) per hour.
3. The Caretaker shall work a maximum of 50 hours per month December, January, February and March. Burial hours are separate and are not included in the above 50 hours.
4. Caretaker will use prudent judgment on the number hours needed to maintain the Cemetery, and if the maximum number of hours are not necessary, will only work the hours that are necessary.

Where Necessary:

1. Maintain irrigation system.
2. See that the buildings are kept painted and the signs are up and legible.
3. Place flags on Military grave sites for: Veterans Day, Memorial Day, July 4th, Labor Day.
4. Keep records of all burials in Journal.
5. Prepare and present a report for each regularly scheduled meeting.
6. Accommodate any request of the board may make.
7. The Caretaker must live within the Manton Joint Cemetery District. If the Caretaker should move, the board will be notified immediately with a resignation.
8. The Caretaker will be courteous to the public and the Board Members.

CARETAKER'S JOB DESCRIPTION CONT.

TYPICAL TASKS:

Must be present in opening and closing graves, using power and hand tools, trims around grave markers, sidewalks and curbs using power edgers and trimmers, picks up rubbish, flowers, containers and does general grounds cleaning using rakes, hoes, tractors, trailers, blowers and power sweepers, weeds and cultivates earth using hand tools, weed sprayers, rototiller, tractor. Operates tractor mounted, self-propelled and hand mowers, operates power edgers, blowers sweepers, chain saws, backhoe-loader and trucks, installs, irrigates and maintains sprinkler irrigation system. Does general pruning and tree removal, sets grave markers, performs preventive maintenance on all cemetery equipment, may perform janitorial service in rest rooms and shop areas, sprays or dusts insecticides and herbicides to control weeds and pests, and all such other duties as may be assigned.

Revised 07/9/2019

Revision reflects wage hike.

Board members approved the adopted wage change.

Recorded vote:

In Favor

John Alger
Kay Zimmerman
Lloyd Raeg
David Sproul
George Swetzer

Not in Favor

**MANTON CEMETERY DISTRICT
SECRETARY JOB DESCRIPTION AND WORK RULES**

Revised 10/97

1. The Secretary shall deliver and deposit any monies received, in connection with the operation of the District, with the county Auditor of the County of Tehama, State of California, to the credit of the District.
2. The Secretary shall, at the end of each quarter, deliver to the Board, a report of the operations of the District.
3. The Secretary will keep a Journal of burials and journals.
4. Request Warrants and pay bills. Do Quarterly tax reports, annual audit reports, State, Shasta County and Tehama county reports (this is for five Trustees). Maintain paperwork, printouts for district. Maintain files on plots and lots, notify all buyers of Burial Rights. Take care of all payroll including time keeping. Year end report on burials and income for the cemetery.
5. The Secretary will attend all meetings and take and record minutes etc. Minutes and items on the agenda will be distributed to the Trustees prior to the next meeting. All notices, agendas and other meetings shall be posted as required.
6. The Secretary shall keep a complete bookkeeping system as required by these Policies, Rules and Regulations.
7. The Secretary shall have the authority to expend any and all monies for necessary supplies and equipment for the maintenance and operation of the District, as appropriated in the current budget, duly adopted by the Board, and subject to the regulations set forth in the Purchasing Regulations.
8. The Secretary shall keep an accurate written record of all business transacted at the regular and special meetings of the Board, and shall include in said minutes a record of all motions, orders, resolutions and other actions of any nature, and such other matters or writings as the Board shall order placed upon said minutes.

Approved by Board: **In Favor**

John Alger
Marvin Lacy
Robert Lenkner
Kay Zimmerman

Not in Favor

Robert Lee was absent.