

2024 Local Agency Biennial Notice

Name of Agency: Exeter Public Cemetery District
Mailing Address: P.O. Box 122 Exeter, CA 93221
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Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to:

**Clerk of the Board of Supervisors
Attn: Melinda Benton
2800 W. Burrel Avenue
Visalia, CA 93291**

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

REPORT FOR EXETER PUBLIC CEMETERY DISTRICT
CONFLICT OF INTEREST CODE
September 26, 2024

1. Conflict of Interest Code Reviewed on 9-24-24 and updated
2. Included is the Recent organizational chart. (old one from 2022-2023 and current 2024)
3. Job Duty Statement:
 - a. A resolution was approved for 2 new board members, The Board for the Exeter Public Cemetery District was 3 members, now it has 5 members appointed.
 - b. A position was approved by the board for a new part time (20 hour week) position for "District Coordinator" Included is the Job Description.
 - c. Total Number of agency employees total 4.
Superintendent, 2 Groundmen, 1 Part Time Operations Specialist.
 - d. An advisory committee was started and it consists of 4 citizens at current time.
2 citizens from Exeter and 2 from Farmersville.
 - e. Number of Form 700's that were filed. (13)

Thank You,

Lorie Rhinebeck, Board Chair


loriegeant@aol.com

559-679-3730

EXETER PUBLIC CEMETERY DISTRICT
PO Box 122
Exeter, CA 93221

Conflict of Interest Code for Exeter Public Cemetery District

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard Conflict of Interest Code, and may be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. **This regulation and the attached appendices designating positions and establishing disclosure requirements shall constitute the Conflict of Interest Code for the Exeter Public Cemetery District.**

The Form 700's for designated positions, such as the Board of Directors and the Superintendent shall be filed directly with the Clerk of the Board for the Tulare County Board of Supervisors. The district shall retain a copy of all filed Form 700's, and shall make the forms available for public review, inspection and reproduction (Government Code Section 81008).

The provisions of all Conflict of Interest Codes and amendments previously adopted by the District are hereby superseded.

Signed: _____

Lorie Rhinebeck
Lorie Rhinebeck, Board Chair

Amended: September 24, 2024

Appendix A: Designated Positions

PUBLIC OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

It has been determined that the positions listed below manage public investments and will file a State of Economic Interests pursuant to Government Code Section 87200. These positions are listed for informational purposes only:

Those who will file:

BOARD MEMBERS

SUPERINDENDANT

CITIZENS ON THE ADVISORY COMMITTEE

Designated Positions:

Board Members

Superintendent

Committee Members/Advisory Board

Consultants

Disclosure Categories:

1

1, 4

1

**

****Consultants shall be included in the list of designated positions and shall disclose pursuant to the disclosure requirements in the code subject to the following limitations.**

The Superintendent may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties limited in scope and therefore is not Required to comply fully with the disclosure requirements in this section. Such written Determination shall include a description of the consultant's duties, and based upon the description, a statement of the extent of disclosure requirements. The District Superintendent's determination is a public record and shall be retained for public inspection In the same manner and location as this Conflict of Interest Code (Government Code Section 81008).

Appendix B: Disclosure Categories

Disclosure Category 1: Full Disclosure

All interests in real property located entirely or partly within this District's Jurisdiction or boundaries, or within two miles of this District's jurisdiction or boundaries or of any land owned or used by the district. Such interests shall include and leasehold ownership interest or option to acquire such interest in real property. All investments, business positions, ownership and sources of income, including gifts, loans and travel payments.

Disclosure Category 2: Full Disclosure (excluding interests in real property)

All investments, business positions, ownership and sources of income, including gifts, loans and travel payments.

Disclosure Category 3: Interests in Real Property (only)

All interests in real property located entirely or partly within this District's jurisdiction or boundaries, or within two miles of this District's jurisdiction or boundaries or of any land owned or used by this District. Such interests include any leasehold, ownership, option to acquire such interest or option to acquire such interest in real property.

Disclosure Category 4: General Contracting

All investments, business positions, ownership and sources of income, including gifts, loans and travel payments, from sources that provide or have provided in the last two years, leased facilities, goods. Supplies, materials, equipment, vehicles, machinery, services or the like, including training or consulting services, of the type utilized by the District.

Disclosure Category 5: Regulatory, Permit or Licensing Duties

All investments, business positions, ownership and sources of income, including gifts, loans and travel payments, from sources that are subject to the regulatory, permit or licensing authority of, or have an application for a license or permit pending before this district.

Disclosure Category 6: Grant/Service Providers/Agencies that Oversee Programs

All investments, business positions, ownership and sources of income, including gifts, loans and travel payments, or income from a nonprofit organization, if the source is of the type to receive grants or other monies from or through this district.

District Coordinator FOR EXETER PUBLIC CEMETERY DISTRICT

DEFINITION:

Under the direction of the District Superintendent's direction, to perform secretarial, general office work in accordance with established policies / procedures: and do related work as required.

DUTIES AND RESPONSIBILITIES:

1. Performs district office work, including but not limited to typing letters, memorandums, reports and other materials as assigned by the Superintendent.
2. Answers phones, demonstrates good phone etiquette and is able to take accurate messages.
3. Makes arrangements for funeral services with the general public and funeral directors under the supervision of the superintendent.
4. Maintains records and maps in connection with funeral services, sale of plots and other district services.
5. Prepares certificates of burial rights.
6. Receives cash for sales and services maintaining accurate records and prepares deposits.
7. Knowledge of computer programs such as Word, Excel, Office and power point and data entry.
8. Demonstrates basic record keeping skills.
9. Demonstrate Organizational skills
10. Other duties as assigned by the superintendent.

EMPLOYMENT STANDARDS:

1. Knowledge of :
 - a. Office practice and procedures.
 - b. District operation and established policies.
 - c. Office computer, machines and equipment.
2. Ability to:
 - a. Operate computer.
 - b. Perform responsible and difficult secretarial and clerical work involving the use of independent judgement and requiring accuracy and speed.
 - c. Conduct correspondence without review, using good grammar, spelling and vocabulary.
 - d. Analyze situations accurately and adopt an effective course of action.
 - e. Maintain records and files
 - f. Answer phones and take messages
 - g. Organize the work day and work independently
 - h. Perform data entry

Updated 9-18-24

EXETER PUBLIC CEMETERY DISTRICT

CHAIN OF COMMAND

September 13, 2024

EXETER PUBLIC CEMETERY DISTRICT BOARD MEMBERS

Chair: Lorie Rhinebeck 559-679-3730

Vice Chair: Kirk Gilles 916-230-1148

Secretary: Stefanie Nelson 559-967-6144

Trustee: Marci Harness 559-306-2525

Trustee: Andrea Sousa 559-723-2921

SUPERINDENDANT

Rick Martinez 559-736-3789

In the event Rick Martinez is not available, you can notify Jevin Broadway 559-594-7251

DISTRICT COORDINATOR

Shana Tashjian 559-931-5353

GROUND MEN

Jevin Broadway 559-594-7251
Mathew Martinez 559-560-8366

Advisory Committee:

Alice Lopez

John Guinn

Cory Everett

Donny Mason

EXETER PUBLIC CEMETERY DISTRICT

CHAIN OF COMMAND

Year 2022-2024

EXETER PUBLIC CEMETERY DISTRICT BOARD MEMBERS

Chair: Andrea Sousa

Trustee: Jim Treadway (retired from board)

Trustee: Lorie Rhinebeck

Trustee: Ron Faulkner (retired from board)

Trustee: Vicky Riddle (retired from board)

SUPERINDENDANT

Rick Martinez

GROUNDMEN

Mathew Martinez

Jevin Broadway

EXETER PUBLIC CEMETERY DISTRICT

Those that have filed form 700.

All current Board Members (5)

Advisory Committee (4)

Retired Board Members (3)

Superintendent (1)