

## DISCLOSURE STATEMENT

**TO:** ALL SANPETE COUNTY OFFICERS, BOARD MEMBERS, EMPLOYEES AND VOLUNTEERS (COVERED PERSONS)  
**FROM:** OFFICE OF THE SANPETE COUNTY ATTORNEY  
**SUBJECT:** STATUTORY ETHICAL AND DISCLOSURE REQUIREMENT

All Sanpete County covered persons<sup>1</sup> must be aware of and abide by a Utah law which prohibits, or requires disclosure of certain actual or potential conflicts of interest between public duties and private business interests, if any. The County Officers and Employees Disclosure Act (U.C.A. §§ 17-16a-1 et. seq.) sets the following requirements:

### PROHIBITED ACTS:

1. No covered person shall (1) use a County position<sup>2</sup> for private advantage by revealing confidential, controlled, private or protected information gained through that position, (2) use his or her County position to secure special privileges or (3) accept other investment or employment that would reasonably be expected to interfere with the ethical performance of his or her duties. (U.C.A. 17-16a-4, 17-16a-8).
2. No covered person shall knowingly receive, accept, take, seek or solicit, directly or indirectly, any gift or loan for him or herself or another if (1) the gift or loan would reasonably tend to influence him or her in the performance of official duties, or (2) the donor has been, is, or may become involved in any official county business. Exceptions to subparagraph (2) are occasional non-money gifts of a value less than \$50.00; public awards; bona fide business loans; or campaign contributions actually used in a political campaign. (U.C.A. 17-16a-4).
3. No covered person, acting in a county position may accept payment for helping a private person or business in any transaction with the county. Payment may be accepted if the transaction is not in the covered person's official capacity and disclosure is made as set forth below. (U.C.A. 17-16a-5).
4. A covered person may not be involved with any private business which is regulated by the county, may not be involved in any transaction between their private business interests and the county, and may not be involved in any other actual or potential conflict of interest unless the nature and extent of the private business interest(s) are disclosed below. (U.C.A. 17-16a-6, 17-16a-7).

### DISCLOSURE:

1. Any covered person who receives payment for helping a private person or business in a transaction with the county must disclose the payment. (U.C.A. 17-16a-5).
2. Any covered person involved in a private business which is subject to county regulation must disclose that involvement. If the regulation is made by the agency or board of which the officer or employee is a member, disclosure must be made at each meeting in which the officer's or employee's business is discussed. Such oral disclosures shall be made part of the minutes of the meeting. (U.C.A. 17-16a-6, 17-16a-7).
3. Any covered person involved with a private business that does or anticipates doing business with the county must disclose that involvement. (U.C.A. 17-16a-7).
4. Any covered person who has a personal business interest of any kind which raises an actual or potential conflict of interest with his or her position must disclose that interest. (U.C.A. 17-16a-8).
5. All written disclosures must be sworn statements containing the information required above and be in a form similar to that on the reverse side of this document. All such statements are public records, open to public inspection. All disclosures must be made as follows: Orally in any meeting of a county agency, board or division where a transaction is discussed involving a matter in which the covered person has an interest. In writing when the conflict first arises. The general written disclosure must also be re-filed every January of each year that the outside interest persists. The written disclosure is filed through the covered person's chain of command to the immediate supervisor, department head or elected official and county commission. (U.C.A. 17-16a-5, 17-16a-6, 17-16a-7, 17-16a-8).

Violation of these provisions may subject the covered person to disciplinary action or criminal prosecution. Please be aware that this document is a shortened and simplified statement of the legal requirements involved in this area. **YOUR CONDUCT WILL BE GOVERNED BY THE LAW, NOT THIS REVIEW.** Please feel free to direct any questions regarding the law's ethical and disclosure requirements to the Office of the Sanpete County Attorney.

<sup>1</sup> "Covered person" means any person appointed to any statutory office or position or any other person appointed to any position of employment with Sanpete County. "Covered person" includes, but is not limited to persons serving on special, regular or full-time committees, agencies or boards whether or not such persons are compensated for their services.

<sup>2</sup> "Position" refers to any Sanpete County office, appointment, employment or uncompensated volunteer situation as described in the definition of "covered person."

**DISCLOSURE OF PRIVATE BUSINESS INTERESTS** (use one form for each outside business entity, institution or person involved.)


Under the provisions of the County Officers and Employees Disclosure Act U.C.A. §§ 17-16a-1 et. seq., I, the undersigned, under penalties of perjury, make the following statement regarding my private business interests. *(Type or print all information.)*

Talisha Johnson	Sanpete County Recorder	(435) 835-2181 ext 3
<b>Covered Person</b>	<b>Position or County Department</b>	<b>County Phone Number</b>
160 N Main, Suite 204 Manti UT 84642	I serve on the Recorders legislative committee: We review and discuss upcoming changes in State Statute I serve on the Recorders historical committee: Collect historical information for the Recorders Association I serve on the Recorders Cadastral mapping committee: We review and discuss the manual and changes that need to updated. I serve on the Policy Steering committee of Government Operations. This committee is through the Utah Association of Counties: We review upcoming changes in State Statute I help with a softball tournament that is held every year for a non profit organization Sanpete Kindness: I help set up for the tournament as well as plan months in advance for it.	
<b>Covered Person's County Address</b>		
Utah Associations of County Recorders: I am the Treasurer		
<b>Outside institution, entity, private business or person involved</b>		
I send invoices and collect payments for Recorder dues, and summer workshops.		
<b>Describe covered person's status, employment or investment in the outside institution, entity, private business or personal contact</b>		
UAC (801) 265-1331 Sanpete Kindness (435)851-6354	Recorders Association president; Jason Monroe (435) 893-0410	
<b>Outside institution, entity, business or person's address and phone number</b>		

Describe below the nature of the assistance you are providing to the institution, entity, private business or person named above or describe the nature of the economic interest or employment you hold in the private business. Also, describe the relationship with or transaction between the business, institution, person etc. and Sanpete County. Use more sheets if necessary. *(This disclosure statement will not be accepted as valid unless this section is completed.)*

  
 Covered Person's Signature 01/15/2025  
Date

SUBSCRIBED and SWORN to before me this 15th day of January, 2025.

  
 NOTARY PUBLIC or COUNTY CLERK, Residing in  
Sanpete UT  
 County State



**DISCLOSURE OF PRIVATE BUSINESS INTERESTS** (use one form for each outside business entity, institution or person involved.)

Under the provisions of the County Officers and Employees Disclosure Act U.C.A. §§ 17-16a-1 et. seq., I, the undersigned, under penalties of perjury, make the following statement regarding my private business interests. *(Type or print all information.)*

<u>Shelbee Keller</u>	<u>Deputy Recorder</u>	<u>435 558 0437</u>
Covered Person	Position or County Department	County Phone Number
<u>2100 S. Main. Manti</u>		
Covered Person's County Address		
Outside institution, entity, private business or person involved		
Describe covered person's status, employment or investment in the outside institution, entity, private business or personal contact		
Outside institution, entity, business or person's address and phone number		

Describe below the nature of the assistance you are providing to the institution, entity, private business or person named above or describe the nature of the economic interest or employment you hold in the private business. Also, describe the relationship with or transaction between the business, institution, person etc. and Sanpete County. Use more sheets if necessary. *(This disclosure statement will not be accepted as valid unless this section is completed.)*

Shelbee Keller 1-21-25  
 Covered Person's Signature Date

SUBSCRIBED and SWORN to before me this 21 day of January, 2025.

Shirley Peterson  
 NOTARY PUBLIC or COUNTY CLERK, Residing in

Sanpete Utah  
 County State




**DISCLOSURE OF PRIVATE BUSINESS INTERESTS** (use one form for each outside business entity, institution or person involved.)

Under the provisions of the County Officers and Employees Disclosure Act U.C.A. §§ 17-16a-1 et. seq., I, the undersigned, under penalties of perjury, make the following statement regarding my private business interests. *(Type or print all information.)*

Emma Larson	Deputy Recorder	435-835-2181
<b>Covered Person</b>	<b>Position or County Department</b>	<b>County Phone Number</b>
160 N Main St, Manti, UT 84642		
<b>Covered Person's County Address</b>		
N/A		
<b>Outside institution, entity, private business or person involved</b>		
N/A		
<b>Describe covered person's status, employment or investment in the outside institution, entity, private business or personal contact</b>		
N/A		
<b>Outside institution, entity, business or person's address and phone number</b>		

Describe below the nature of the assistance you are providing to the institution, entity, private business or person named above or describe the nature of the economic interest or employment you hold in the private business. Also, describe the relationship with or transaction between the business, institution, person etc. and Sanpete County. Use more sheets if necessary. *(This disclosure statement will not be accepted as valid unless this section is completed.)*


01/21/25  
 Covered Person's Signature Date

SUBSCRIBED and SWORN to before me this 21 day of January, 2025.

  
 NOTARY PUBLIC or COUNTY CLERK, Residing in

Sanpete Utah  
 County State

**DISCLOSURE OF PRIVATE BUSINESS INTERESTS** (use one form for each outside business entity, institution or person involved.)

Under the provisions of the County Officers and Employees Disclosure Act U.C.A. §§ 17-16a-1 et. seq., I, the undersigned, under penalties of perjury, make the following statement regarding my private business interests. *(Type or print all information.)*

<i>Neda Pyper</i>	<i>Sanpete County Recorder</i>	<i>435-835-2181</i>
Covered Person	Position or County Department <i>office</i>	County Phone Number
<i>160 N. Main, Mantie UT 84642</i>		
Covered Person's County Address		
<i>Pyper &amp; son Trucking</i>		
Outside institution, entity, private business or person involved		
<i>Owners Wife</i>		
Describe covered person's status, employment or investment in the outside institution, entity, private business or personal contact		
<i>Steve Pyper 435-851-4556</i>		
Outside institution, entity, business or person's address and phone number		

Describe below the nature of the assistance you are providing to the institution, entity, private business or person named above or describe the nature of the economic interest or employment you hold in the private business. Also, describe the relationship with or transaction between the business, institution, person etc. and Sanpete County. Use more sheets if necessary. *(This disclosure statement will not be accepted as valid unless this section is completed.)*

*Neda Pyper*

Covered Person's Signature

Date

SUBSCRIBED and SWORN to before me this 15<sup>th</sup> day of January, 2025.

*Shirley Peterson*

NOTARY PUBLIC or COUNTY CLERK, Residing in

*Sanpete*  
County

*Utah*  
State