

PAJARO VALLEY PUBLIC CEMETERY DISTRICT  
66 MARIN STREET  
WATSONVILLE, CA. 95076

Minutes of Regular Meeting August 12, 2020

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on August 12, 2020 at 66 Marin Street, Watsonville, CA. 95076. Trustees Present were Robert Tanner, Jo Ann Vear, Steven George and Violet Lucas. Also present was Susie Miller, Manager. Absent was Ed Banks.

1. Roll Call: All Trustees except Ed Banks were present.
2. Minutes: Trustee Lucas moved and Trustee George seconded to approve the minutes of July 8, 2020. Motion unanimously approved. Trustee Vear moved and Trustee Banks seconded to approve the minutes of the June 24, 2020 meeting. Motion unanimously approved.
3. Public Comment: Supervisor Caput's aides Ramon Vargas and Tony Gregorio were present to observe and assist.
4. Warrants: Trustee Vear moved and Trustee George seconded to approve warrants dated July 16, July 24, July 31, August 4 and August 11, 2020. All trustees voted aye. Motion unanimously approved.

Robert Tanner  
9/9/2020

WARRANTS for APPROVAL 7/16/2020

C & N Tractors-weed eater , chain sharpening	539.33
Sturdy Oil- gas,diesel	425.00
CALPERS-unfunded accrued Liability Contribution	6,004.11
CALPERS-unfunded annual actuarial	231.77
AMERITAS Life Insurance Corp.	493.72
Pontem Software	645.00
County of Santa Cruz DPW-dump fees	639.00
Clutch Courier	250.00
Pajaro Valley Water Management Agency	1657.06
D&G Sanitation	25.00
Home Depot Credit Services	825.07
ACE HARDWARE	861.04
California Tire- fix, new tire	210.00
Local Agency Formation Commission-	1474.38
Crystal Springs Water Co.	30.50
Cruzio Internet	175.85
ASCO Pacific	166.31
Staples Credit Plan-office supplies	43.05
PG&E- 66 Marin Street	38.28
C & N -weedcutter and hose	<u>222.69</u>
	14957.16

Warrants for Approval July 31,2020

CINTAS-uniforms	635.75
Mid Valley Supply- office supplies	39.22
Strobe Electric- Timer,Lock box,electrical at W/C	250.00
PG&E- Lights	11.72
ASCO Pacific-Urn Vaults for crms	1273.56
	2210.25

*4th*

Warrants for Approval August 2020

Home Depot -supplies	912.30
Security Crime Prevention-Cemetery Security	1750.00
Willaim Clark-Stone setting for July 2020	700.00
City of Watsonville Utilities- water	1592.69
City of Watsonville Utilities- water	335.82
Karen Aliotti -	450.00
Precision Cleaning- 66 Marin Street Office cleaning services	200.00
	5940.81



WARRANTS For Approval July 24,2020

Ann Peters-Radiator from Amazon	403.07
Central Water District-Day Valley	40.00
AT&T-phone	168.66
Sturday Oil-Gas/Diesel	448.71
A.L. Lease-clamps,plumbing	18.08
PG&E	345.00
CALPERS-health	<u>1376.59</u>
	2800 11

Warrants Approved for Payment

July 24,2020

California Department of Tax and Fee Administration- First Quarter ending June 30<sup>th</sup>: \$1,083.00

Warrants for Approval August 11, 2020

Karen Aliotti -office services	105.00
Clutch Courier-office service	250.00
Sturdy Oil-gas	485.53
Ace Hardware -Supplies	317.77
EDD- Employment Development Dept.	<u>6300.00</u>
	7458.30

5. Confirmations were reviewed: Ledger, Bank Statement and Payroll report

6. Financials were reviewed

7. Unfinished Business

- a) Employee Handbook 2020 has arrived but no copies available for review. It was suggested manager send trustees copies via email so they have time to review prior to next board meeting and also take to Staples to have printed copies made available for all trustees. Approval deferred until September meeting.
- b) Bank of America Credit Card and Card reader deferred until September meeting until more information is available.
- c) Notices of defaced headstones reviewed. Trustee Tanner moved and Trustee Lucas seconded to approve notices for distribution. Motion unanimously passed.

- d) There will be a bid arriving next week for camera installation at Watsonville Catholic. It was suggested a bid for a camera at the columbarium at Valley Public be prepared and presented at the September meeting.
  - e) Land acquisition. Will continue to contact Chuck Allen.
  - f) Day of the Dead. Due to the unknowns because of Covid it was suggested that the Porta-potties be reserved. Other preparations can be made a week prior to the event.
  - g) There were two bids for tree removal along north side of property in order to prepare for fence installation. Trustee George moved and Trustee Tanner seconded to approve the bid of \$2,400.00 from Lewis Tree Company. All trustees voted aye. Motion unanimously passed. Trustee George moved and Trustee Lucas seconded to approve the fence proposal in the amount of \$29,600.00 from Abacherli Fence Company. All trustees voted aye. Motion unanimously passed.
  - h) Grounds crew didn't have any suggestions regarding safety equipment. Trustee George suggested the crew have safety vests. Manager will look into the purchase of vests.
  - i) A letter was read from Auditor Terri Montgomery that in order to finalize the 2018 audit she will need an Actuarial report. Manager will contact Geoffrey Kischuk to prepare report.
  - j) It has been decided by the Board of Trustees to drop the idea of cell phone reimbursement for grounds crew.
  - k) With regard to the trees between district property and Marin Street (behind shed) the city of Watsonville does not own the easement nor does P. G. and E. Manager is getting help from Enrique at the City of Watsonville. Hopefully more information at next meeting.
- 8) New Business
- a) A bid was received from Smith's Pest Management for burrowing pests in the amount of \$550. As a onetime fee and \$130.00 per additional services. Trustee Tanner moved and Trustee George seconded to accept the proposal from Smith's. All trustees voted aye. Motion unanimously passed.
  - b) Cal Pers performed an audit and a report will be forthcoming.
  - c) Trustees discussed the value of the Brown Act Webinar.
  - d) Trustee Banks sent an email requesting review of a name change for easier access to our website. This was deferred until the September meeting.
- 9) Communications: a thank you was received from the George family, a letter from an attorney regarding workmen's compensation for one of our past employees. This has been deferred to Golden State Risk Management. And a check from GovNet for the sale of some of our obsolete equipment.
- 10) Managers' report: So much of report was discussed earlier in meeting such as: B of A, Lewis Tree Service, Day of Dead, 3x5 headstone cards, Chuck Allen. Carol from CAPC responded to my credit card question on July 9<sup>th</sup> regarding them possibly providing one for us. She says no. Why isn't Aptos in our burial jurisdiction? Met with Enrique Watsonville City Dept. of Public Works to trim exit hedges on Marin street entry/exit gated property. His maps are very outdated. He will get back with me about property lines. There is a bid from K n D for sprinkler

RS

updates with timers for Watsonville Catholic, using new power source. This will be on the agenda at the August 26, meeting. Trustees Tanner and Banks opened a new checking account opened and will be put into play soon. I will start depositing into new account in September. Elizabeth Lopez will be the new Secretary, to begin on August 17<sup>th</sup> 2020. The physical audit conducted here by CALPERS on the 27<sup>th</sup> and 28<sup>th</sup> of July went very well. All required data was supplied to them. Payroll, employee files. Much needed truck/equipment is being done...brakes, leaking hoses, and radiator. One of the wells needs to be patched and that will be reported next meeting.

- 11) Trustee's comments. Trustee Veer offered to complete the spread sheets for the black binder which has names for perpetual care and flowers. Recommendation was made that tailgate minutes be included at the regular meetings so they are documented.
- 12) Topics for the next regular meeting will be discussion of resolving issue of clients in arrears of payments

CLOSED SESSION

Public Employment – Secretary – discussion regarding recruitment

Related correspondence

RECONVENE OPEN SESSION

NO ACTION TAKEN

- 13) Trustee Lucas moved and Trustee George seconded to adjourn the meeting at 5:10 p.m.

