

Pajaro Valley Public Cemetery District  
66 Marin Street  
Watsonville, CA 95076  
(831)722-0310

THE MISSION OF THE PAJARO VALLEY PUBLIC CEMETERY DISTRICT IS TO PROVIDE EFFICIENT COST EFFECTIVE BURIAL SERVICES FOR THE COMMUNITY, AND PROVIDE MAINTENANCE TO THE CEMETERIES IN A RESPECTABLE, CLEAN AND SAFE MANNER THAT APPROPRIATELY HONORS THE LOVED ONES OF THE FAMILY, FRIENDS AND THE COMMUNITY AT LARGE, PAJARO VALLEY PUBLIC CEMETERY DISTRICT CONSISTS OF THE FOLLOWING CEMETERIES: DAY VALLEY, PIONEER, VALLEY CATHOLIC, VALLEY PUBLIC AND WATSONVILLE CATHOLIC.

### **Minutes of the November 18, 2020 Regular Meeting**

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on November 18, 2020 at 66 Marin Street, Watsonville, CA 95076. Trustees present were Ed Banks, Steven A. George, Robert Tanner and Jo Ann Vear. Also present were District Manager Susie Miller and Elizabeth Lopez, Secretary.

1. Roll call: All Trustees except Violet Lucas were present.
2. Minutes: Trustee George moved and Trustee Vear seconded to approve the minutes of October 14, 2020. Motion unanimously approved.
3. Agenda item 7b was moved to Public comment: Chuck Allen was present. He presented two properties/land on Airport Blvd. Both properties are not within city limits. Mr. Allen will set up an appointment with Carlos Palacios and Greg Caput to discuss land acquisition and District's budget.
4. Warrants: Trustee Vear moved and Trustee George seconded to approve warrants dated October 14, 20, 26, November 3, 12, 16 and 17. All trustees voted aye. Motion unanimously passed.

**WARRANTS FOR APPROVAL OCTOBER 14, 2020**

Pajaro Valley Lock Shop	\$ 4.69
City of Watsonville Utilities (Watsonville Catholic)	\$ 962.64
City of Watsonville Utilities (Pioneer)	\$1,591.09
Clutch Courier LLC	\$ 250.00
Green Waste Recovery, Inc.	\$ 246.92
County of Santa Cruz DPW	\$ 483.20
Cruzio Internet	\$ 88.72
Pajaro Valley Printing	\$ 136.56
Kirk & Simas (A Professional Law Corporation)	\$1,765.00
PG & E (66 Marin St)	\$ 226.44
Staples Credit Plan Dept. 15	<u>\$ 166.32</u>
	<b>\$5,921.58</b>

**WARRANTS FOR APPROVAL OCTOBER 20, 2020**

Crystal Springs Water Co.	\$ 37.50
Abacherli Fence Company	\$ 300.00
Granite Rock Company	\$1,296.79
Asco Pacific	\$ 643.12
Sturdy Oil Company	\$ 437.58
Mid Valley Supply	\$ 122.03
Paul Chandler	\$ 120.00
Cintas	\$ 706.81
AT&T	<u>\$ 85.86</u>
	<b>\$3,749.69</b>

**WARRANTS FOR APPROVAL OCTOBER 26, 2020**

PG & E (Valley Public)	\$ 208.08
Cruzio	\$ 88.72
Digital Deployment (October 2020)	\$ 300.00
California Department of Tax Fee Admin.	\$1,335.00
PG & E (Marin Street)	\$ 10.82
PG & E (Pioneer)	\$ 10.61
Ameritas Life Insurance Corp. (November 2020)	\$2,880.10
Susan Miller (DMV Print out for crew)	<u>\$ 12.00</u>
	<b>\$4,845.33</b>

**WARRANTS FOR APPROVAL NOVEMBER 3, 2020**

Davis Auto Parts	\$ 16.69
Home Depot	\$1,628.68
Pajaro Valley Printing	\$ 682.81
Employment Development Dept.	\$3,132.00
City of Watsonville Utilities (Watsonville Catholic)	\$2,780.36
City of Watsonville Utilities (Pioneer)	\$1,384.21
Mid Coast Engineers, Inc. (Boundary Survey & Mapping)	\$1,360.00
Bill Clark	\$1,820.00
D & G Sanitation LLC	\$ 12.50
Security Crime Prevention Corp.	\$1,750.00
California Association of Public Cemeteries	\$ 378.00
Precision Cleaning	\$ 200.00
Smith's Pest Management	<u>\$ 650.00</u>
	<b>\$15,795.25</b>

**WARRANTS FOR APPROVAL NOVEMBER 12, 2020**

Ace Hardware (Oct. 2020)	\$ 454.79
Sturdy Oil Company (Oct. 2020)	\$ 284.61
Clutch Courier LLC (Oct. 2020)	\$ 250.00
County of Santa Cruz DPW (Oct. 2020)	\$ 353.51
Big Creek (Materials for V/P project)	\$2,098.00
Cruzio Internet (Nov. 2020)	\$ 88.26
Central Water District (8/27/20 – 10/29/20)	\$ 40.00
Cintas (Oct. 2020)	\$ 578.50
Green Waste Recovery, Inc. (V/P – Oct. 2020)	\$ 617.29
Pajaro Valley Lock Shop	\$ 14.38
ASCO Pacific	<u>\$ 637.76</u>
	<b>\$5,417.10</b>

**WARRANTS FOR APPROVAL NOVEMBER 16, 2020**

County of Santa Cruz Auditor Controller Treasurer (Fee for Re-Deposit Check)	<u>\$ 40.00</u>
	<b>\$ 40.00</b>

## WARRANTS FOR APPROVAL NOVEMBER 17, 2020

Crystal Springs Water Co.	\$ 79.50
PG & E (66 Marin Street)	\$ 226.00
California Tire Mobil Service	\$ 150.00
Susan Miller (Soil Compactor Tamper)	\$1,616.27
Staples Credit Plan Dept. 15	\$ 204.61
Kirk & Simas A Professional Law Corporation	\$ 202.50
AT & T	<u>\$ 90.04</u>
	<b>\$2,568.92</b>

5. Confirmations were reviewed: Ledger, Bank Statement and Payroll report.
6. Financials were reviewed.
7. Unfinished Business:
  - a) Review and approve Employee Handbook 2020 Trustee Banks moved and Trustee George seconded to approve Employee Handbook upon completion of all changes. Motion unanimously approved.
  - b) Land acquisition update Chuck Allen was moved to Public comment.
  - c) Update 2018 audit: Deferred
  - d) Update of trees – JS Engineering proposal (Property Line): Deferred Board will request legal advice regarding trees on District's property (66 Marin Street).
  - e) Update on GASB 2018 audit: Deferred
  - f) Update on Day of the Dead: All gates were closed and there were no complaints.
8. New Business:
  - a) Shed deconstruction and rebuild proposals: Trustee Banks moved and Trustee Vear seconded to approve Allan Miller Construction proposal. All Trustees voted aye. Motion unanimously approved.
  - b) K & D – Pioneer sprinkler controller bid: Trustee George moved and Trustee Vear seconded to approve K & D bid. All Trustees voted aye. Motion unanimously approved.
9. Communications: Fence on Pioneer cemetery was cut open again. Crew did the repair.




10. Manager's Report: District Manager had a safety meeting with the crew on October 23, 2020 regarding updated COVID-19 safety protocols. Two weeks payment for employees on quarantine sick leave due to COVID-19 is mandatory. JS Engineering determined that the trees on 66 Marin Street are not on District's property. A new account has been opened at Big Creek Lumber for a better price for needed materials. DMV reports for all crew members were provided.

11. Trustees comments: Trustee Vear didn't attend November 5<sup>th</sup>, 2020 zoom training "Construction and Contracting for Cemetery Districts"; Secretary will email link. Trustee Vear asked if anyone was having problems viewing minutes from the PVPCD.org website. Trustee Banks was able to view minutes with no problem.

Trustee George suggested fixing broken graves at Watsonville Catholic and Pioneer cemeteries. Trustee Vear recommended getting rid of the broken concrete slabs and adding rock. It will be considered under 'Perpetual Care Funds'. Trustee Tanner recommended getting a bid for concrete demolition, hauling and adding rock.

Trustee Vear announced that the current Vice Chair position term ends December 31, 2020. Trustees agreed Christmas dinner is postponed due to COVID-19.

12. Topics for next meeting December 9, 2020: Vice Chair position.

13. Trustee George moved and Trustee Banks seconded to  the meeting at 4:20 p.m.

Minutes Approved:

Robert Tanner  
Board Chair or Designee

Date Approved:

12/09/2020

Printed Name  
Of Signer:

ROBERT TANNER