

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 September 9, 2020 Regular Meeting

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on September 9, 2020 at 66 Marin Street, Watsonville, CA 95076. Trustees present were Ed Banks, Steven A. George, Violet Lucas, Robert Tanner and Jo Ann Vear.

1. Roll call: All Trustees were present.
2. Minutes: Trustee George moved and Trustee Banks seconded to approve the minutes of August 12, 2020. Motion unanimously passed. Trustee Vear moved and Trustee Banks seconded to approve the minutes of August 26, 2020 special meeting. Motion unanimously approved.
3. Public comment: Chuck Allen was present and gave an overview of Land Acquisition. He presented an agreement to become the District Exclusive agent with a 3% fee. Veronica Gallardo and Jairo Torres were present. Both introduced themselves and said "Thank you" for having water and keeping Valley Public nice. They both asked to be added into the October 2020 Agenda to discuss modernization of Valley Public Cemetery.
4. Warrants: Trustee Vear moved and Trustee Banks seconded to approve warrants dated August 20, August 28 and September 3rd. All trustees voted aye. Motion unanimously passed.

5. Confirmations were reviewed: Ledger, Bank Statement and Payroll report.
6. Financials were reviewed: Trustees suggested inviting Trevor to the next meeting to give an overview of the Financial Report.
7. Unfinished Business:
 - a) Review and approve Employee Handbook 2020 has been deferred.
 - b) It has been decided by the Board of Trustees to drop the idea of a Credit Card Reader and to close the second bank account. Trustee George moved and Trustee Lucas seconded not to accept the Bank of America Reader. Motion unanimously passed.
 - c) Crime prevention regarding Cameras at Watsonville Catholic deferred.
 - d) Land Acquisition update- Chuck Allen: Trustee Vear moved and Trustee Banks seconded to approve Chuck Allen as the Exclusive agent to represent the District. All trustees voted aye. Motion unanimously passed.
 - e) Day of the Dead: It has been decided by the Board of Trustees not to allow Day of the Dead due to Covid-19. Trustee Tanner suggested putting signs at Valley Catholic and Valley Public stating that the cemetery will be closed to vehicle traffic October 30 to November 2nd.
 - f) Fence proposal for Pioneer: Voted to not move forward.
 - g) Update 2018 audit : Deferred
 - h) Update of trees: Manager met with Enrique from the City of Watsonville. Waiting on information. Trustee Banks suggested doing a property boundary review by contacting a Civil Engineering Co.
 - i) Discussion regarding website name change: Trustee Banks suggested changing District website name to PVPCD.org for easier access. Possibility of adding Financial information to the website. Manager will contact Chris at Streamline.
 - j) Update on GASB 2018 audit: Manager contacted Geoffrey Kischuk information for 2018 audit. Waiting for final report. Deferred until October meeting.
8. New Business:
 - a) Review Trustee Handbook: Chairman will serve a 2 year term instead of 1 year. Trustee Vear moved and Trustee Banks seconded to approve Chairman new term. Motion unanimously passed.

WARRANTS FOR APPROVAL AUGUST 20, 2020

Crystal Springs Water Co.	\$ 37.50
CINTAS - Uniform Service	\$ 829.18
PV Lock Shop - Locks & Keys	\$ 227.91
PG&E	\$ 204.99
County of Santa Cruz DPW - Dump Fees	\$ 725.73
Kirk & Simas (A Professional Law Corporation) - Attorney Fees	\$ 672.52
Staples - Office Supplies	\$ 189.64
Susan Miller - Headstone Cards Reimbursement	\$ 24.04
	\$ 2,911.51

WARRANTS FOR APPROVAL AUGUST 28, 2020

Sturdy Oil Company	\$ 278.50
Van Lanen Shoe Store, Inc.	\$ 908.93
Digital Deployment	\$ 300.00
City of Watsonville Utilities	\$ 699.64
Davis Auto Parts A Corp.	\$ 253.14
TCT Total Compensation Systems, Inc.	\$ 1,350.00
	\$ 3,790.21

WARRANTS FOR APPROVAL SEPTEMBER 3, 2020

Bill Clark	\$ 1,540.00
Precision Cleaning	\$ 200.00
Security Crime Prevention Corp.	\$ 1,750.00
City of Watsonville Utilities - Pioneer	\$ 1,298.61
City of Watsonville Utilities- Watsonville Catholic	\$ 699.64
Davis Auto Parts	\$ 187.29
Dougherty Pump @ Drilling, Inc.	\$ 4,989.55
	\$ 10,665.09

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SAFETY MEETING MINUTES

Date: September 14, 2020

Name:

Frank C Avila
Adrian M Juarez
JOE MARTINEZ
Andy Rodriguez
JACOB VELEZ
NOLAN RACKLEY

Signature:

[Signature]
[Signature]
[Signature]
[Signature]

SUBJECT: Opening New Doubles in Valley Cemetery, Block 6

This meeting focused on the opening of doubles in the newer Block 6 in Valley Public Cemetery. Employees present were Frank Avila, Joe Martinez, Jacob Velez, Nolan Rackley, Adrian Juarez, and Andy Rodriguez.

This discussion focused on the opening of doubles in Block 6 as opposed to the doubles in other blocks in Valley Cemetery. When a prior test grave was opened it was discovered that the company had filled the sides up to the top with pea gravel. This made the opening very difficult as the rocks from the neck of the vault to the top of the lid fell into the bottom of the grave pinching the floor and causing it to break. Frank Avila emphasized that it is very important to remove as many of pea gravel as possible to prevent the floor from being destroyed. All of the staff had comments as to what technic would work best. It was determined that scrapping as much of the rock as we could would be best. All crew members have opened and closed the graves at Block 6 and discussed what works best and what should be done in the future.

A group meeting to discuss how the opening went on a burial in Block 6. One problem was that one side of the first double was bowed in making the floor barely able to get out and impossible to get back in. It was determined that because of the location of the first grave, the compacting of the dirt may have caused the bowing of the side wall and hopefully that would not be an issue for the next burial. Mr. Rackley explained what they had done in opening the grave and their technic for getting the pea gravel from around the neck by scrapping the sides to a corner. Suggestions for the best options were talked about from previous experiences.

- b) LAFCO report: Trustee Banks discussed the overview of the LAFCO Handbook and webinar he attended.
- c) Discussion and proposal for Green Waste container at Valley Public. The Board of Trustees suggested trying the Green Waste service for 6 months. Trustee Banks moved and Trustee Lucas seconded to approve Green Waste contract. All trustees voted aye. Motion unanimously approved.
9. Communications: Adding a Green Waste dumpster at Valley Public cemetery.
10. Manager's Report: So much of the report was discussed earlier in the meeting such as: Bank of America, Day of the Dead and the completion of the K & D sprinkler timer job at Watsonville Catholic. Smith's Pest Management is continuing with Squirrel abatement per agreement. Crew got new boots and eye wash kit for each vehicle and office. No contact from Cintas regarding Rain gear. Crew has been working on vehicle maintenance. Safety meetings are up to date.
11. Trustees comments: Trustee Vear recommended adding wage changes to the minutes because it is public information.
12. Topics for next meeting October 14, 2020: Employee Handbook 2020 and Dumpster contract.
13. Trustee Lucas moved and Trustee George seconded to adjourn the meeting at 4:42 p.m.

Minutes Approved: Robert Tanner
Board Chair or Designee

Date Approved: 10/14/2020

Printed Name
Of Signer:

ROBERT TANNER