

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 Special meeting April 29, 2020

The board of Trustees of the Pajaro Valley Public Cemetery District held a Special meeting on April 29, 2020 at 66 Marin Street, Watsonville, CA. Trustees present were Ed Banks (via telephone), Steven A. George, Violet Lucas, Robert Tanner, Jo Ann Vear. Also in attendance were District Manager Susie Miller and Ann Peters, Secretary.

Minutes: Trustee Ed Banks moved and Trustee Steven George seconded to approve the minutes as corrected for April 8, 2020. Motion unanimously passed.

Public Comment – There was no public comment.

Warrants: Deferred.

Confirmations – Deferred.

Financials: Deferred

Unfinished Business: No unfinished business

Communications: There no communications.

New Business: Discussion was held regarding transfer of funds in order to resolve the shortage in Character 60 Services and Supplies. Trustee Vear moved and Trustee Banks seconded to transfer \$20,000.00 from Fixed Assets, GL 86110 Building and Improvements and \$15,000.00 from Fixed Assets, GL 86204 Equipment for a total of \$35,000.00 into GL 62381 Professional Services. All trustees voted aye. Motion unanimously passed.

Manager's Report:

A new crew member Adrian Juarez was hired on April 27, 2020. He is already jumping in as a team player, landscaping, using all heavy equipment and assisting with burials.

The office is painted, new carpet installed. The repairs are completed on the long standing water/drainage issue around the building. A deep trench had to be dug and pipes installed, and old pipes fixed. Electrical added to power to a new sump. A sump pump needed to be installed to keep overflow from causing standing water damage. A French drain is also added to prevent further water damage. The wall on Pioneer side has been primed and water proofed. All down spouts and extensions are in place for maximum efficiency. Several attempts have been made to contact Terry Montgomery, who is repairing the 2018 audit but to date have not heard back from her. Update on GOVPAY...the representative finally responded a decision has been made to not use their services as it entails too much repetitive paper work. Bank of America offers a simpler route. Target Solutions has setup emails for Ethics and Anti-Harassment Employee and Trustee Training.

Trustee's Comments:

- a) Trustee Vear also mentioned the budget needs to be prepared for the May 13, 2020 board meeting and suggested Karen Allioti assist in preparing it.
- b) Trustee Steve George inquired if there were MSDS pamphlets at the Valley Public shed.
- c) Trustee Banks requested Manager to contact Joe Serrano from Lafco about the upcoming inspection to prepare for upcoming review by Lafco.

Trustee: Ed Banks moved and Trustee Violet Lucas seconded to adjourn the meeting at 11:42 P.M. Motion unanimously passed.

Robert Tano
4/30/2020