

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 May 9, 2023 Regular Meeting

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on May 9, 2023 at 66 Marin Street, Watsonville, CA 95076.

Chairman: Steven A. George

Vice-Chair: Violet Lucas

Trustees: Edward Banks and Nancy Bilicich

District Manager: Elizabeth Lopez

1. Call Meeting to Order: The meeting was called to order by Chairman George at 2:00 p.m.
Roll call: All Trustees were present except Robert Tanner.
2. Review of Agenda: No items being pulled from the agenda or continued to another date.
3. Public comment: Agenda Item 5a was moved to public comment. Chuck Allen was present and gave information on the property located on Pioneer Road. He will be following up with the family in the upcoming weeks.
4. Minutes, Expenses and Financial Report:
 - a) Minutes: Trustee Banks moved and Trustee Bilicich seconded to approve the minutes of April 11, 2023. Motion unanimously approved.
 - b) Expenses: Trustee Banks moved and Trustee Lucas seconded to approve the warrants/expenses dated April 11, 2023 and April 13, 2023.
 - c) Ledger/Bank Statement/Financial Report were reviewed for April 2023.

WARRANTS FOR APPROVAL APRIL 11, 2023

Home Depot	555.04
Elizabeth Lopez (CAPC – Conference)	604.96
Allied Universal Security Services (March 2023)	2200.00
PG&E (66 Marin St) (March & April 2023)	442.48
AT&T (March 2023)	102.81
Adept Mobile Mechanic (Equipment Services)	148.85
Sturdy Oil Co. - Fuel	412.59
Ameritas Insurance (April 2023)	740.56
Monument Lumber Grounds Supplies)	22.61
PG&E (Pioneer - March 2023)	10.22
Pajaro Valley Printing (Office Supplies)	213.04

Mid Valley Supply (Supplies)	77.07
Armada - Pest Control (Pioneer)	40.00
Armada - Pest Control (W/C, V/C, V/P)	120.00
Davis Auto Parts (Equipment Supplies)	202.30
Asco Pacific (Grounds Supplies)	1212.08
City of Watsonville Utilities - Watsonville Catholic	172.44
City of Watsonville Utilities - Pioneer	140.61
Allied Universal Security Services (Temp. Fuel Surcharge March 2023)	111.25
CINTAS (February & March 2023)	2394.61
D&G Sanitation LLC (March 2023)	12.50
County of Santa Cruz DPW (March 2023)	120.44
Green Waste (March 2023)	1261.71
Cruzio Internet (April 2023)	106.11
Adept Mobile Mechanic (Equipment Services)	341.99
Total Compensation Systems, Inc (Full Valuation)	2,880.00
Bill Clark (March 2023)	1,125.00
Streamline (April 2023)	300.00
Streamline (February 2023)	300.00
Elizabeth Lopez Reimbursement (Signs)	619.71
River Nursery & Flower Shop (Easter Arrangements)	<u>397.30</u>
	\$17,388.28

WARRANTS FOR APPROVAL APRIL 13, 2023

Robert Tanner (CAPC - Conference)	604.96
Steven George (CAPC - Conference)	1091.20
ACE Hardware (March 2023)	480.20
Staples - Office Supplies	99.65
Sturdy Oil Co. - Fuel	362.10
Manuel Valdez - Burial Services Reimbursement (Pioneer S/10 J-19 & U -20)	1647.50
California Department of Tax and Fee Admin. (1st Qtr.- 2023)	<u>1671.00</u>
	\$5,956.61

5. Administrative Action (Pending Business):

- a. Land Acquisition: was moved to Public Comment agenda item 3.
- b. Budget: Fiscal Year 2023 – 2024 (Draft) - The board of trustees reviewed the draft of the budget.

6. New Business:

- a. Kevin Brejnak: Audit 2022 – Final audit 2022 was reviewed and approved.
- b. CSDA – California Special Districts Association Membership. Trustee Banks gave an overview and the benefits of the CSDA membership.
- c. Crew Step Increase: Qualified employees step increases will be discussed during closed session.
- d. Burial Price List 2023 -2024: Trustee Banks moved and trustee Lucas seconded to approve the price list with a 10% increase.

District Manager Report:

- a) Update of Monthly Activities: Crew will start mowing all cemeteries for Memorial Day. Banners were installed at Valley Public Cemetery with cemetery hours, rules and clean up dates.
7. Staff and Equipment Report: Crew will start applying weed and feed to all cemeteries.
8. Trustee Comments, Questions or Suggestions: Trustee Banks suggested for more information regarding CSDA – California Special Districts Association Membership.
9. Topics for next meeting June 13, 2023: Budget 2023-2024
10. Trustee George moved and Trustee Lucas seconded to adjourn the meeting at 3:52 p.m.

Minutes Approved: _____

Board Chair or Designee

Date Approved: _____

6/13/2023

Printed Name

Of Signer: _____

STEVE GEORGE