

**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 February 10, 2021 Regular Meeting (Via Zoom)**

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on February 10, 2021 Via Zoom at 66 Marin Street, Watsonville, CA 95076. Trustee's present were Ed Banks, Steven A. George, Violet Lucas, Robert Tanner and Jo Ann Vear. Also present were District Manager Susie Miller and Elizabeth Lopez, Secretary.

1. Roll call: All Trustees were present via zoom.
2. Minutes: Trustee Banks moved and Trustee Vear seconded to approve the minutes of January 13, 2021. Motion unanimously approved.
3. Public comment: No public comment.
4. Warrants: Trustee Vear moved and Trustee George seconded to approve warrants dated January 25, 2021 and February 4, 2021. All trustees voted aye. Motion unanimously passed.

### **WARRANTS FOR APPROVAL JANUARY 25, 2021**

Cintas (December 2020)	\$ 809.22
Crystal Springs Water Co. (December 2020)	\$ 37.50
Staples Credit Plan Dept. (Office Supplies)	\$ 413.85
Sturdy Oil Company (Fuel for 01/01/2021-01/15/2021)	\$ 430.88
PG & E (66 Marin St)	\$ 36.37
AT&T (12/13/2020-01/12/2021)	\$ 91.81
Susie Miller (Zoom Video Comm.)	\$ 149.90
Susie Miller (Face Mask 2 Boxes from Costco)	\$ 21.83
PG&E (Valley Public)	\$ 41.36
PG&E (Pioneer)	\$ 10.84
PG&E (66 Marin St)	<u>\$ 12.49</u>
	<b>\$2,056.05</b>

### **WARRANTS FOR APPROVAL FEBRUARY 4, 2021**

Verde Enterprises, INC.	\$5,300.00
Streamline (January 2021)	\$ 300.00
Ameritas (02/01/2021-02/28/2021)	\$1,069.74
Home Depot Credit Service Dept.	\$ 43.44
City of Watsonville Utilities (Pioneer)	\$1,633.89
City of Watsonville Utilities (Watsonville Catholic)	\$ 142.00
Big Creek (Plywood)	\$ 295.76
C&N Tractors (Maintenance Supplies)	\$ 72.41
ACE Hardware (Jan. 2021 Maintenance Supplies)	\$ 341.55
D&G Sanitation LLC (Porta Potty Service for Jan. 2021)	\$ 12.50
Bill Clark (Stone Settings for Jan. 2021)	\$ 420.00
Precision Cleaning (Office Maintenance for Jan. 2021)	\$ 200.00
Security Crime Prevention Corp. (Jan. 2021)	\$1,750.00
Sturdy Oil Company (Fuel for 01/22/2021-01/28/2021)	\$ 251.27
County of Santa Cruz DPW (Dump fees for January 2021)	\$ 610.03
Clutch Courier LLC (January Service 2021)	<u>\$ 250.00</u>
	<b>\$12,692.59</b>

5. Confirmations were reviewed: Ledger, Bank Statement and Payroll report.
6. Financials were reviewed.
7. Unfinished Business:
  - a) Land acquisition update Chuck Allan: Deferred
  - b) Update 2018 audit: Deferred
  - c) Update on GASB 2018 audit: Deferred
  - d) Update on Pioneer Eucalyptus trees: Trustee Banks moved and trustee Vear seconded to have Karen O'Neil pursue and submit letter on behalf of the district. All trustees voted aye. Motion unanimously approved.
  - e) LAFCO – Boundary expansion: Trustee Banks will email Mr. Serrano at LAFCO regarding land consultants for boundary expansion (Aptos).
  - f) Chapin Construction Garden Crypt Installation: Trustee Banks moved and trustee Tanner seconded to approve Don Chapin Company proposal dated January 11, 2021. All trustees voted aye. Motion unanimously approved, with condition on #6. Assurances that any existing roadways that are damaged will be repair on their expense.
  - g) Pioneer tree arborist proposal: Trustee Tanner moved and trustee Lucas seconded to accept the proposal from Nigel Belton Consulting Arborist. All trustees voted aye. Motion unanimously approved.
8. New Business: No new business.
9. Communications: Trustee Vear mentioned the February 9, 2021 Sexual Harassment Prevention webinar for trustees and managers.
10. Manager's Report: So much of the report was discussed earlier in the meeting such as: Don Chapin Construction and Nigel Belton Consulting Arborists proposals. Steve Carrera from Verde Enterprises, Inc. completed the demolition/repair project at Pioneer and Watsonville Catholic cemeteries.
11. Trustees comments: No Trustees comments.
12. Topics for next meeting March 10, 2021: Walkways & Borders (Gravel), Graves repair at Pioneer, Watsonville Catholic and Valley Catholic. Garden crypts for Valley Public (Block 3) proposal.

13. Trustee Vear moved and Trustee Tanner seconded to adjourn the meeting at 3:41 p.m.

Minutes Approved: Robert Tanner  
Board Chair or Designee

Date Approved: 3/10/2021

Printed Name  
Of Signer:

ROBERT TANNER