

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 October 14, 2020 Regular Meeting

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on October 14, 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 Banks moved and Trustee Vear seconded to approve the minutes of September 9, 2020. Motion unanimously approved.
3. Agenda item 7b was moved to Public comment: Chuck Allen was present and gave an overview that includes North Monterey County Land Acquisition. He presented a package with property comparison.

Agenda item 7c was moved to Public comment: Veronica Gallardo was present. She's requesting to have the option of purchasing larger Headstones up to 28 X 16 X 3 (Valley Public) and be able to have either fresh or artificial flowers. Frank Avila (Maintenance Foreman) showed her why that size isn't possible.

4. Warrants: Trustee Vear moved and Trustee George seconded to approve warrants dated September 15, September 24 and October 5, 2020. All trustees voted aye. Motion unanimously passed.

WARRANTS FOR APPROVAL SEPTEMBER 15, 2020

Digital Deployment, Inc. (August 2020)	\$ 300.00
Sturdy Oil Company	\$ 647.89
Central Water District	\$ 40.00
County of Santa Cruz DPW	\$ 688.94
D & G Sanitation LLC	\$ 12.50
ACE Hardware	\$ 291.39
Cintas	\$ 623.60
K&D Landscaping, Inc.	\$1,259.00
Cruzio Internet	\$ 88.72
Clutch Courier	\$ 250.00
Staples Credit Plan Dept. 15	\$ 88.41
PG& E (66 Marin Street)	\$ 199.61
ASCO Pacific	\$ 643.12
Pajaro Valley Lock Shop	\$ 10.78
Central AG Supply LLC	\$ 472.84
Doctors on Duty	\$ 42.50
Smith's Pest Management	<u>\$1,650.00</u>
	\$7,309.30

WARRANTS FOR APPROVAL SEPTEMBER 24, 2020

California Department of Tax and Administration	\$ 14.42
PG&E (66 Marin St)	\$ 1.64
Kirk & Simas	\$ 225.00
Crystal Springs Water Co.	\$ 51.50
Bianchi Alarm Systems (Oct – Dec 2020)	\$ 84.00
AT & T	\$ 87.22
PG&E (Valley Public)	\$ 392.12
Sturdy Oil Company	\$ 374.76
PG&E (Pioneer)	\$ 1.06
PG&E (66 Marin St)	\$ 14.12
Digital Deployment (September 2020)	\$ 300.00
Susie Miller (Banners)	\$ 155.82
Western Edge Contractors Co.	<u>\$2,000.00</u>
	\$3,701.66

WARRANTS FOR APPROVAL OCTOBER 5, 2020

Home Depot	\$ 117.90
Lewis Tree Service, Inc.	\$2,400.00
C&N Tractors	\$ 122.68
Bill Clark	\$1,050.00
Pajaro Valley Printing	\$ 174.80
Security Crime Prevention Corp.	\$1,750.00
Precision Cleaning (Sept. 2020)	\$ 200.00
Sturdy Oil Company	\$ 421.40
Granite Rock Company	\$ 627.97
D & G Sanitation LLC	\$ 12.50
ACE Hardware	\$ 121.57
California Tire	<u>\$ 680.00</u>
	\$7,678.82

5. Confirmations were reviewed: Ledger, Bank Statement and Payroll report.
6. Financials were reviewed: Trustees Banks suggested getting Income Expense Report and Balance Sheet.
7. Unfinished Business:
 - a) Review and approve Employee Handbook 2020 is pending final approval at next Board meeting November 18, 2020.
 - b) Land acquisition update Chuck Allen was moved to Public comment.
 - c) Veronica Gallardo: Veronica was present and moved to Public comment.
 - d) Day of the Dead: Lawn signs will be posted at Valley Public” **COVID GATES CLOSED October 30th through November 2nd.”**
 - e) Update 2018 audit: Deferred
 - f) Update of trees – JS Engineering proposal (Property Line): Trustee Tanner moved and Trustee Vear seconded to approve JS Engineering property line proposal. Removal of trees has been deferred until completion of proposal.
 - g) Website name change (pvpcd.org): Streamline has changed the District website/domain name to pvcd.org.
 - h) Update on GASB 2018 audit: Deferred

8. New Business:
 - a) Decision for November board meeting date: Trustee Vear moved and Trustee Banks seconded to have the next board meeting on November 18, 2020. November 11, 2020 is Veterans Day. Motion unanimously passed.
 - b) Secretary Full-time: Trustee Banks and Trustee Tanner seconded to approve the Secretary weekly hours from 32.5 to 40 hours per week. Effective Monday October 19, 2020. All trustees voted aye. Motion unanimously passed.
9. Communications: Bank of America representative advice that if new account is closed; there will be a monthly service fee. Trustee Tanner and Trustee George will go to Bank of America to update account information. Crew members will get their Driver License record from DMV.
10. Manager's Report: So much of the report was discussed earlier in the meeting such as: Bank of America, DMV, Day of the Dead banners were posted at Valley Public. Letters were sent to CHP in Aptos and Santa Cruz Sheriff Department regarding Day of the Dead being cancelled. Gear for the crew was ordered and delivered by Central Ag Supply. Western Contractors completed work on the John Deere.
11. Trustees comments: Trustee Vear recommended adding that wage changes should be recorded and to appoint a trustee in case of a catastrophic emergency at Pajaro Valley Public Cemetery District office. Ms. Vear suggested having the Chairman be the spokesman for any concerns/comments regarding Day of the Dead. Trustee George requested a bid for tree removal.
12. Topics for next meeting November 18, 2020: Employee Handbook 2020.
13. Trustee George moved and Trustee Vear seconded to adjourn the meeting at 4:42 p.m.

Minutes Approved: Robert Tanner Date Approved: 11/18/2020
 Board Chair or Designee

Printed Name
 Of Signer: ROBERT TANNER