



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 November 12, 2024 Regular Meeting

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on November 12, 2024 at 66 Marin Street, Watsonville, CA 95076.

Chairman: Violet Lucas

Vice-Chair: Robert Tanner

Trustees: Edward Banks and Steven A. George

District Manager: Elizabeth Lopez

1. Call Meeting to Order: The meeting was called to order by Chairman Lucas at 2:00 p.m. Roll call: All trustees present except trustee Bilicich. Trustee Tanner joined meeting via phone at 2:15 p.m.
2. Review of Agenda: No items being pulled from the agenda or continued to another date.
3. Public comment: No public comment
4. Minutes, Expenses and Financial Report:
 - a) Minutes: Trustee Banks moved and Trustee George seconded to approve the minutes of October 8, 2024. Motion unanimously approved.
 - b) Expenses: Trustee George moved and Trustee Banks seconded to approve the warrants/expenses dated October 3, 2024, October 8, 2024 and October 30, 2024.
 - c) Ledger/Bank Statement/Financial Report were reviewed for October 2024.

WARRANTS FOR APPROVAL OCTOBER 3, 2024

Home Depot - Ground Supplies - September 2024	486.50
D & G Sanitation LLC - August 2024	40.00
PG&E (66 Marin St - September 2024)	249.26
PG&E (Valley Public - September 2024)	586.80
Sturdy Oil (Fuel) September 2024	294.40
PG&E (Watsonville Catholic) - September 2024)	4.80
PG&E (Pioneer - September 2024)	11.36
Bill Clark (September 2024)	<u>1500.00</u>
	\$3,173.12

WARRANTS FOR APPROVAL OCTOBER 8, 2024

AT&T (August & September 2024)	103.66
Ameritas Insurance (October 2024)	822.86
Wallace Memorial	925.00
City of Watsonville Utilities - Watsonville Catholic - September 2024	1199.92
City of Watsonville Utilities - Pioneer - September 2024	1985.20
Kevin Brejnak, CPA	23671.60
Asco Pacific - Ground Supplies - Vases	833.08
Asco Pacific - Ground Supplies - Vases (Niches) & Urn Vaults	1634.90
Monument Lumber	22.94
ACE Hardware - September 2024	485.22
Christy Vault Company, Inc.	2981.00
Big Creek - Grounds Supplies	113.76
Big Creek - Grounds Supplies	66.96
Streamline - October 2024	355.00
Panther Protective Services - September 2024	1700.00
Sturdy Oil (Fuel) September 2024	426.68
D & G Sanitation LLC - September 2024	40.00
Elizabeth Lopez Reimbursement - Grounds Supplies	218.23
Elizabeth Lopez Reimbursement - Supplies	151.17
California Department of Tax and Fee Administration (3rd Qtr. Tax)	<u>2652.00</u>
	\$40,389.18

WARRANTS FOR APPROVAL OCTOBER 30, 2024

County of Santa Cruz DPW - September 2024	134.00
Asco Pacific - Ground Supplies - Vases	439.01
PG&E (66 Marin St - October 2024)	192.89
Steve George (CAPC Conference)	1076.38
Cruzio Internet (November 2024)	109.15
Tri - County Landscape Supply - Ground Supplies	<u>94.94</u>
	\$2,046.37

5. Administrative Action (Pending Business):

- a) Endowment Care: Trustee Banks moved and Trustee George seconded to transfer the interest earned only from the endowment care fund. Motion unanimously approved.

6. New Business:

- a) Revising policy of Plot Ownership/Transfer: The board of trustees has agreed to revised the plot ownership/transfer policy.
- b) CAPC Annual Conference – San Luis Obispo: Trustee George gave an overview of the annual conference.
- c) Day of the Dead: Day of the Dead was on Saturday November 2, 2024. The Cemetery was opened from 8:00 a.m. to 7:00 p.m. The Watsonville Police Cadets, a Police Officer, private security, cemetery crew and District Manager were on site until closing. There was over 2,000 people visiting the cemetery. Disabled parking was only allowed inside the cemetery with a plaque while other visitors parked at

Valley Catholic Church parking lot. Cemetery was cleared by 8:00 p.m. Received positive feedback from the community. The board of trustees has agreed to make a donation to the Watsonville Police Cadets and Valley Catholic Church.

7. District Manager Report:
 - a) Update of Monthly Activities: Day of the Dead was a great success. No issues were reported.
 - b) Staff and Equipment Report: The crew continued prepping for Day of the Dead. All cemeteries maintenance was completed prior to November 2nd.
8. Trustee Comments, Questions or Suggestions: No Trustee Comment.
9. Topics for next meeting December 10, 2024: Plot Ownership/Transfer policy.
10. Trustee Banks moved and Trustee George seconded to adjourn the meeting at 3:14 p.m.

Minutes Approved:


Board Chair or Designee

Date Approved:

12/10/2024

Printed Name

Of Signer:

VIOLET M. LUCAS