Pajaro Valley Public Cemetery District

66 Marin Street

Watsonville, Ca. 95076

**Minutes of Regular Meeting November 13, 2019**

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on October 9, 2019at 66 Marin Street, Watsonville, Ca. 95076. Trustees Present were Chairman Steven A. George, Ed Banks, Jo Ann Vear, Peggy Youmans, and Robert Tanner. Also present were Robert Stanford, manager and Susan Miller, Board Secretary.

Public Comment: None

Trustee Comment: Ms. Youmans stated that a closed session with Karen O’Neill, District Attorney will be held on Tuesday November 19, 2019, 2:00 PM at the 66 Marin street office. Mr. Tanner spoke regarding his conversation with Carly from Target Solutions about the required coming harassment class. He will be the Administrator with Carly to get the training for himself and the Cemetery Employees for this class. Ms. Vear requested payroll information be attached to the Minutes packet on the financial report sheet. She also stated the water bill for Pioneer Cemetery seems very high.

Consent Agenda

On Motion by Mr. Banks and seconded by Mr. Tanner the Consent Agenda was approved. Rollcall all Ayes: Vear, Youmans, Tanner, George and Banks. No: None The Consent Agenda consisted of the Minutes from October 9, 2019 Regular Meeting and the Minutes of October 23, 2019 Special Meeting and Warrants. A Financial Report is attached hereto:

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| WARRANTS APPROVED FOR PAYMENT November 13, 2019 |
|  |  |
| Central Water District - Day Valley Water 8/29-10/31/2019 | 40.00 |
| City of Watsonville Utilities - Pioneer Services 9/24-10/29/2019 | 3,146.26 |
| City of Watsonville Utilities - Wats Catholic Service 9/24-10/28/2019 | 1,227.54 |
| D & G Sanitation - Day of the Dead Portable Toilet Services | 884.50 |
| P.V. Lock Shop - Matching Padlocks | 129.60 |
| Panther Protective Services - Security Day of the Dead & Monthly Security Service | 5,380.00 |
| Sturdy Oil Company - Fuel 10/16-10/30/2019 | 743.70 |
| Robert Stanford - Reimbursement for Mileage October 2019 | 66.20 |
|  | 11,617.80 |
|  |  |
| CONFIRMATION: Pre-Need Services |  |
| Arnulfo Hernandez Interment | 482.66 |
| Elsie Spidle Interment | 155.64 |
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| WARRANTS APPROVED FOR November 6, 2019 |  |
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| Ace Hardware - Maintenance Supplies | 690.06  |
| AMERITAS Insurance Company-Health, Dental, Vision | 1,398.90  |
| Beauregard Construction - Kitchen Remodel | 2,071.00  |
| CINTAS - Uniform Service October 2019 | 560.20  |
| C & N Tractor - Labor for Equipment Maintenance | 100.00  |
| C & N Tractors - Parts for Equipment | 117.98  |
| William Clark - Stone Setting October 2019 | 1,020.00  |
| D & G Sanitation - Portable Toilet Service | 12.50  |
| Monument Lumber - Maintenance Supplies | 80.79  |
| The Pajaronian - Newspaper 26 week subscription | 39.00  |
| Pajaro Valley Printing - 1,000 Receipts | 464.31  |
| Precision Cleaning - 66 Marin St. Office Cleaning October, 2019 | 200.00  |
| PG & E - Trailer Upkeep | 171.16  |
| PG& E- Valley Pump and Shed | 253.65  |
| PG & E - Outdoor Lighting | 13.22  |
| PG & E - Watsonville Catholic | 9.53  |
| California Tire - Tires | 197.91  |
| California Tire - Tires | 1,137.00  |
| Sturdy Oil Company - Fuel 10/15/2019 - 10/30/2019 | 371.31  |
|  | 8,908.52  |
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| WARRANTS APPROVED FOR OCTOBER 17, 2019 |  |
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| AT & T - Valley Shed Phone Service | 21.30 |
|  AT&T - Office Phone Service  | 58.57 |
| Celebrations Party Rental - Dedication of Columbarium | 708.00 |
| Cruzio Internet - 3 Month Office Internet | 264.27 |
| Dougherty Pump & Drill - Pump Repair Valley Cemetery / Labor | 2,050.00 |
| Dougherty Pump & Drill- Pump Repair - Valley Cemetery / Parts | 1,974.26 |
| Kirk & Simas - Legal Services | 1,140.00 |
| Staples - Office Supplies | 347.40 |
| Steven George - Reimbursement for CAPC Meeting | 1,213.00 |
| Robert Stanford - Reimbursement for CAPC Meeting | 1,010.90 |
| Jo Ann Vear - Reimbursement for CAPC Meeting | 1,240.36 |
| Peggy Youmans - Reimbursement for CAPC Meeting | 920.84 |
| Ainsley S. A. Barriere - Reimbursement of Burial Cost Because of Pre Need  | 1,950.00 |
|  | 12,898.90 |

Open Session

Unfinished Business -

The homeless issue was discussed at length by all present. Mr. Stanford stated that no resolution is forth coming, all present agreed. A copy of the Minutes from the Homeless meeting was provided to all Trustees.

Policies and Procedures from San Jacinto County Cemetery District and Conflict of Interest have no new information from Karen O’Neill.

New Business: None

Communications -

The registration packets for California Association of Public Cemeteries 62nd Annual Conference on February 20-22, 2019 in Oxnard, Ca. were received by the Trustees.

Manager’s Report -

Prioritizing the remaining PIP items was addressed by Mr. Stanford. Fencing, the Board of Directors handbook, a second phone line provided for the 66 Marin St. Office, the web site for the Cemetery district and a credit card machine for clients to pay for Burial related services was addressed. There are no new updates regarding these matters. Land acquisition for future Burials was mentioned, including suggestions for areas in Monterey County. Mr. Stanford discussed fencing proposals for Pioneer Cemetery from Mercury Metals and Abacherli as well. Further discussion for fencing is needed because of the cost factor. Mr. Stanford mentioned the pipelines in Pioneer Cemetery are going to need service and possible replacement soon. Pioneer Cemetery has continued beautification being performed.

Mr. Stanford reported on the Day of the Dead event that happened at Valley Public Cemetery on November 2, 2019 was an elaborate celebration. Staff was dismissed at 8:00 PM. Three Vendors set up information booths and raffles were also included.

Trustee Vear suggested a courier service for warrants, payroll and deposit to and from the Santa Cruz County Building. The Trustees all agreed to hire one for immediate use to begin.

 Future Agenda Items-

 All Trustees present agreed that a discussion at the next Regular Meeting will include opinions regarding Day of The Dead protocol as far as allowing Vendors to set up information booths again next year.

Next Meeting Date and Time - November 19, 2019 at 2:00 PM will be a Special Meeting. The Next Regular Meeting will be December 11, 2019 at 2:00 PM.

The Meeting was adjourned at 4:00 PM

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