

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 January 13, 2021 Regular Meeting

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on January 13, 2021 at 66 Marin Street, Watsonville, CA 95076. Trustees present were Ed Banks (via phone), 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 Vear moved and Trustee George seconded to approve the minutes of December 9, 2020. Motion unanimously approved.
3. Agenda item 8c was moved to Public comment: Don Chapin company representatives were present. They presented a proposal for crypt installation at Valley Public Cemetery block 3. Crypt installation will consist of double and single crypts. It will take approximately 2 ½ months to complete work.
4. Warrants: Trustee Banks moved and Trustee Vear seconded to approve warrants dated December 9,17,28, January 5 and January 11, 2021. All trustees voted aye. Motion unanimously passed.

WARRANTS FOR APPROVAL DECEMBER 9, 2020

Davis Auto Parts	\$ 266.04
C & N Tractors	\$ 65.87
Granite Rock Company (Rock – V/P Project)	\$ 615.29
Sturdy Oil Company	\$ 472.92
County of Santa Cruz DPW (November 2020)	\$ 699.58
Green Waste Recovery Inc. (November 2020)	\$ 617.29
Clutch Courier LLC	\$ 250.00
K & D Landscaping, Inc. (Sprinkler Controller @ Pioneer)	\$ 874.26
Big Creek (V/P Project & Burial Supplies)	\$ 124.53
ASCO Pacific (Grave Markers & Metal Spikes)	<u>\$ 347.99</u>
	\$4,333.77

WARRANTS FOR APPROVAL DECEMBER 17, 2020

Tri-County Fire Protection, Inc. (Annual Fire Extinguisher Inspection)	\$ 68.00
Crystal Springs Water Co. (November 2020)	\$ 117.00
CINTAS (November 2020)	\$ 578.50
Kirk & Simas A Professional Law Corp. (Tree Roots & COVID-19)	\$ 652.50
Staples Credit Plan Dept. (Office Supplies)	\$ 246.18
PG & E (66 Marin Street)	\$ 482.80
Bianchi Alarm Systems (Alarm Services for Jan-March 2021)	\$ 84.00
Cruzio Internet (Dec. 2020 & Jan 2021)	\$ 176.58
Western Edge Contractors Co. (Kubota Repair)	\$1,854.94
Susie Miller (Parts for Tamper – Cable & Casing Kit)	\$ 31.88
Susie Miller (Parts for Tamer – Bracket)	\$ 39.93
Bill Clark (Stine Settings for December 2020)	\$1,190.00
Mid Valley Supply	<u>\$ 39.22</u>
	\$5,561.53

WARRANTS FOR APPROVAL DECEMBER 28, 2020

AT & T	\$ 89.78
A.L. Lease Co. (Equipment Supplies)	\$ 169.06
Ameritas (Premium for December 2020 & January 2021)	\$2,139.48
PG & E (Valley Public)	\$ 123.68
Sturdy Oil Company (Fuel for December 2020)	\$ 289.40
PG & E (66 Marin St)	\$ 12.48
PG & E (Pioneer)	\$ 9.94
ASCO Pacific (Headstone Vases)	\$ 927.56
Lewis Tree Service Inc. (Trees Removal – Pioneer)	\$1,623.00
River Nursery & Flower Shop (Christmas Wreaths)	\$ 393.30
Pajaro Valley Water Management Agency (Service 7/1/20 – 12/31/20)	\$1,657.06
Rivero Upholstery (Ford Pick-up Seat)	\$ 300.00
Digital Deployment (December 2020)	\$ 300.00
Precision Cleaning (Office Maintenance for December 2020)	\$ 200.00
K & D Landscaping, Inc. (Final Sprinkler Installation Node Controller W/C)	\$ 209.27
Pajaro Valley Printing	\$ 120.18
City of Watsonville Utilities (Watsonville Catholic)	\$1,496.41
City of Watsonville Utilities (Pioneer)	\$ 720.77
Western Edge Contractors (John Deere Repair)	\$2,100.00
Western Edge Contractors (John Deere Repair)	\$2,250.00
Western Edge Contractors (Mini Dump Repair)	<u>\$2,150.00</u>
	\$17,281.37

WARRANTS FOR APPROVAL JANUARY 5, 2021

Security Crime Prevention Corp. (December 2020)	\$1,750.00
Rivero Upholstery (Seats – Chevy Trucks)	\$ 800.00
Smith's Pest Management (V/P & W/C)	\$ 780.00
Susie Miller (John Deere Fuel Tank)	\$ 619.25
Paul Chandler (Web-Cams – Office Computers)	\$ 184.88
D & G Sanitation LLC (December 2020)	\$ 12.50
Home Depot Credit Services (Plumbing Repairs)	\$ 498.69
ACE Hardware (Nov. & Dec. 2020)	<u>\$ 525.71</u>
	\$5,171.03

WARRANTS FOR APPROVAL JANUARY 11, 2021

California Dept. of Tax & Fee Admin. (4 th Qtr. Sales & Use Tax)	\$2,328.00
Sturdy Oil Company (Fuel 12/17/20-12/31/20)	\$ 426.66
Clutch Courier (December 2020)	\$ 250.00
Allan Miller Construction (Storage/Shed Removal 66 Marin St.)	\$5,040.00
Central Water District (Day Valley 10/29/20 -12/29/20)	\$ 40.00
Green Waste Recovery, Inc. (12/01/20-12/09/20)	\$ 246.92
C & N Tractors (December 2020)	\$ 63.21
County of Santa Cruz DPW (December 2020)	\$ 496.78
Cruzio Internet (February 2021)	<u>\$ 88.76</u>
	\$8,980.33

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) Concrete proposals for demolition/removal of concrete slabs for two cemeteries: Trustee George moved and Trustee Tanner seconded to accept the proposal from Carrera. All trustees voted aye. Motion unanimously passed.
 - e) Pioneer tree removal: Emergency tree removal service. Trustee Vear moved and Trustee George seconded to approve Lewis Tree Service Warrant dated December 28, 2020. All trustees voted aye. Motion unanimously passed.
8. New Business:
 - a) Covid-19 Vaccine requirement: Deferred
 - b) LAFCO – Boundary Expansion: Trustee Banks spoke to LAFCO regarding boundary expansion. He will draft an enquiry letter.

- c) Chapin Construction presentation for Garden Crypt installation was moved to public comment.
- d) Pioneer tree arborist inspection: Nigel will create a tree matrix and tags for all high-risk trees.

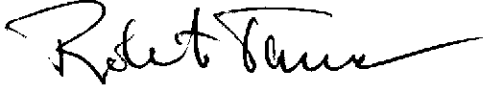
9. Communications: No communications

10. Manager's Report: So much of the report was discussed earlier in the meeting such as: Pioneer emergency tree removal, concrete proposals for demolition/removal and completion of shed deconstruction. All 3 trucks have new upholstered seats by Rivero Upholstery. Day Valley Cemetery is cleaned.

11. Trustees comments: No Trustees comments.

12. Topics for next meeting February 10, 2021: Land Acquisition, Plots for development on Valley Public (Block 3), LAFCO - boundary expansion.

13. Trustee George moved and Trustee Banks seconded to adjourn the meeting at 3:50 p.m.

Minutes Approved: 
Robert Tanner Date Approved: 02/10/2021
Board Chair or Designee

Printed Name
Of Signer: Robert Tanner