

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 April 14, 2021 Regular Meeting

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on April 14, 2021 at 66 Marin Street, Watsonville, CA 95076. Trustee's present were Ed Banks, Steven A. George, Violet Lucas and Robert Tanner. Also present were District Manager Susie Miller and Elizabeth Lopez, Secretary.

1. Roll call: All Trustees except Jo Ann Vear were present.
2. Minutes: Trustee Lucas moved and Trustee George seconded to approve the minutes of March 10, 2021. Motion unanimously approved.
3. Public comment: Trustee Tanner announced the letter of resignation of the Vice Chair trustee Vear. The trustees agreed on extending warmest thanks to Vear during her time as a Vice Chair and as a Trustee of the Pajaro Valley Public Cemetery District.

Captain Anthony Magdayao, city of Watsonville police was present. He mentioned that the Watsonville police has been patrolling and making more arrests in Pioneer and Watsonville Catholic Cemeteries. He also mentioned that a trespass letter is on file and is valid for 1 year.

4. Warrants: Trustee Banks moved and Trustee Lucas seconded to approve warrants dated March 18, 2021 and April 8, 2021. All trustees voted aye. Motion unanimously passed.

WARRANTS FOR APPROVAL MARCH 18, 2021

Crystal Springs Water Co. (February 2021)	\$ 37.50
Staples Credit Plan Dept. (Office Supplies)	\$ 209.67
PG&E (66 Marin St)	\$ 278.19
ASCO Pacific (Grave Marker)	\$ 707.37
AT&T (2/13/2021 – 3/12/2021)	\$ 91.54
Sturdy Oil Company (Fuel)	\$ 618.82
ASCO Pacific (Urn Vaults)	\$ 960.99
PG&E (Valley Public)	\$ 62.03
	<u>\$2,966.11</u>

WARRANTS FOR APPROVAL APRIL 8, 2021

PG&E (Pioneer)	\$ 12.50
PG&E (Watsonville Catholic)	\$ 9.52
City of Watsonville Utilities (Watsonville Catholic)	\$ 135.15
City of Watsonville Utilities (Pioneer)	\$ 392.61
Granite Rock Company (Premium Rock)	\$ 63.52
ASCO Pacific (Vases)	\$ 671.26
Susie Miller (Pump for weed sprayer)	\$ 56.65
California Tire (Flat tire on trailer)	\$ 20.00
Bill Clark (Stone setting for March'2021)	\$1,400.00
Precision Cleaning (March'2021)	\$ 200.00
Lincoln Street Radiator (John Deere tractor fuel tank replacement)	\$ 426.80
D&G Sanitation LLC (March' 2021)	\$ 12.50
ACE Hardware (March' 2021– Misc.)	\$ 413.15
Home Depot (March'2021 – Misc.)	\$ 161.21
Davis Auto Parts (Maintenance supplies)	\$ 187.27
Security Crime Prevention (March'2021)	\$1,750.00
Streamline (April'2021)	\$ 300.00
Susie Miller (Misc. Restroom)	\$ 108.50
River Nursery & Flower Shop	\$ 393.30
Smith's Pest Management (March'2021)	\$ 520.00
Sturdy Oil (Fuel)	\$ 188.79
Clutch Courier (March'2021)	\$ 250.00
California Dept. of Tax and Fee Administration (1 st Qtr. Sales and Use Tax)	\$3,401.00
County of Santa Cruz DPW (Dump fees for March'2021)	\$ 567.48
	<u>\$11,641.21</u>

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 Pioneer Eucalyptus trees: No information from District's attorney regarding letters sent to property owners.
 - d) LAFCO – Boundary expansion: Trustee Banks suggested asking Chuck Allen for local Land consultants.
 - e) Tree matrix proposal: Deferred
 - f) Cordeiro garden crypt proposal: Walter, Cordeiro garden crypt representative was present. He gave a brief summary how Cordeiro company operates in California. He also explained the process for Valley Public Block 3 construction. Proposal declined.
 - g) Teresi freight proposal: Declined
 - h) Verdi enterprises cemetery grave repair proposals: Proposal #1 Valley Catholic: Trustee George moved and Trustee Banks seconded to accept proposal #1. Proposal #2 Watsonville Catholic: Trustee Banks moved and trustee Lucas seconded to accept proposal #2. Proposal #3 Watsonville Catholic: Trustee George moved and trustee Lucas seconded to accept proposal #3. All trustees voted aye. Motion unanimously approved.
 - i) Follow up Discussion District Manager Salary: Trustee George moved and Trustee Banks seconded to increase manager's salary to step 2 (5%) from \$38.53 to \$39.35 per hour. All trustees voted aye. Motion unanimously approved.
8. New Business:
 - a) Purchasing a new truck: Trustee Tanner moved and Trustee Banks seconded to accept Watsonville Ford proposal of a 2019 Ford F-250 with a bed-liner. All trustees voted aye. Motion unanimously approved.
 - b) Christy Vault garden crypts and freight proposal: Trustee Banks moved and Trustee Lucas seconded to accept Christy Vault proposal. It will save approximately \$92K including delivery. All trustees voted aye. Motion unanimously approved.

c) Trustee discussion/vote for Vice Chair position: Trustee Banks moved and Trustee Tanner seconded to elect Trustee George as Vice Chair for the remainder of the term. All trustees voted aye. Motion unanimously approved.

9. Communications: No Communications.

10. Manager's Report: So much of the report was discussed earlier in the meeting such as: Cordeiro garden crypt, Verdi enterprises and Watsonville Ford proposals. Elizabeth Lopez (Secretary) probationary status is completed. Welcome aboard Liz! Customers keep asking if there are Veterans Discounts available. Old fence at Watsonville Catholic was removed and a new pole with reflectors was installed. Yellow caution paint was applied to walkways. Red paint was redone at Valley Catholic.

11. Trustees' comments: Trustee George want Steve Carrera to look at the wall at Pioneer cemetery. Purchasing Policy: Trustee Banks moved and Trustee George seconded to approve current policy.

12. Trustee George moved and Trustee Lucas seconded to adjourn the meeting at 3:48 p.m.

Minutes Approved: Robert Tanner
Board Chair or Designee

Date Approved: 5/12/2021

Printed Name
Of Signer:

ROBERT TANNER