

PAJARO VALLEY PUBLIC CEMETERY DISTRICT
66 MARIN STREET
WATSONVILLE, CA. 95076

Minutes of Regular Meeting July 8, 2020

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on July 8, 2020 at 66 Marin Street, Watsonville, CA. 95076. Trustees Present were Robert Tanner, Jo Ann Vear, Trustee Ed Banks, Steven George and Violet Lucas. Also present were Susie Miller, Manager and Ann Peters, Secretary.

1. Roll Call: All Trustees present
2. Minutes: Trustee Vear moved and Trustee George seconded to approve the minutes of June 10, 2020. Motion unanimously approved. Trustee Vear moved and Trustee Banks seconded to approve the minutes of the June 24, 2020 meeting. Motion unanimously approved.
3. Public Comment: LAFCO Representative Joe Serrano gave overview of LAFCO and explanations of their organization and services they provide.
4. Warrants: Trustee Banks moved and Trustee Vear seconded to approve warrants. All trustees voted aye. Motion unanimously approved.

Warrants for June 19, 2020

Crystal Springs water-office cooler	97.95
Ace Hardware-grounds supplies	615.50
Clutch Courier- delivery/pick up County	250.00
River Nursery- Memorial day flowers for 8 graves	273.13
CINTAS-Uniform Service	638.85
California Tire-tire service	20.00
Bianchi Alarms- sheds,office	84.00
Karen Aliotti-Financials assistance	345.00
PV LOCK-keys	10.78
PG&E-	296.02
County of Santa Cruz DPW -dump fees	509.84
CALPERS- retirement	14561.71
Staples- office supplies	27.00
Sturdy Oil-gas for vehicles..back invoices brought forward from 2018/19	4415.45
	22145.23

Robert Tanner
8/12/2020

WARRANTS for July 8th 2020

Bill Clark- June headstones	840.00
Frigid Fluid- Casket rollers	.691.22
Wallace memorial- headstone setting	275.00
Precision Cleaning-Office	200.00
PG&E- Valley Public	224.47
City of Watsonville Utilities- water	435.69
City of Watsonville Utilities-water	1,491.22
California tire- 2 tractor tires	500.00
California Tire-tire fix	20.00
AT&T- telephone	84.20
Crime Watch Security-June 2020	1,750.00
Christy Vault Company- 12 garden crypts,singles	3,237.00
Calpers GASB-	400.00
Sturdy Oil- June 2020	476.33
Digital Deployment-Streamline	300.00
K&D Landscape-Pioneer irrigation leak	<u>2,020.33</u>
	12,945.46

5. Confirmations were reviewed

6. Financials were reviewed

7. Unfinished Business

- a) Review and approve Employee Handbook 2020. Deferred.
- b) Plot Sale Increase for 2020-2021 approval of moved by Trustee Banks and seconded by Trustee Tanner. All trustees voted aye. Motion unanimously approved.
- c) Bank of America Credit Card and Card reader Deferred
- d) Notices of defaced headstones – Secretary Ann will prepare a card for board approval
- e) Crime Prevention Contract, Trustee Vear moved and Trustee George seconded to approve contract with the monthly fee being \$1,750.00. All trustees voted aye. Motion unanimously passed.
- f) Land acquisition, Manager contacted Chuck Allan who will be getting back to the District with available land.
- g) Day of the Dead - deferred.

- h) Budget approval and Resolution moved by Trustee Vear and seconded by Trustee Banks with the income and expenses totaling to \$1,485,000.00. All trustees voted aye. Motion unanimously approved
- i) Mausoleum Maintenance and Special Service Fund to be entered on an Excel spread sheet. Maintenance crew to begin power washing and painting where necessary.
- j) Fence proposals for Pioneer Cemetery - Deferred until August meeting. Manager to contact Fish and Game regarding proposed fencing.
- k) Recommendations from ground crew regarding safety equipment, Foreman to provide list of items and prices at August meeting.
- l) Update of 2018 audit Deferred until August meeting

8. New Business:

- a) Manager to speak with payroll at the county offices to find out how to reimburse grounds crew for cellphone usage.

9. Communications: None

10. Manager's report: B of A called to set up a credit card 5k amount and an ATM card. Mr. Banks is working on the details. Every morning the 6 member crew meets in the office to discuss the days tasks. The Foreman Frank Avila goes over the Burials, weeding, mowing, watering and dump runs to be done for the day. We are having drainage pipe issues in Pioneer, Section 10. I called Tino's and K and D. for bids. Tino said he would come Friday June 26th, he didn't show. K n D came and gave a bid. Work to be done Monday June 9th as the leaks are severe.

11. Trustee Comments: Deferred Trustee Vear reminded Trustees to register for the August 4, 2020 Brown Act Webinar. Manager to re-send information to Trustees on how to register. Manager to follow-up with Streamline regarding website.

12. Topics for next regular meeting

13. Trustee Banks moved and Trustee Tanner seconded to adjourn meeting at 4:10 P.M.

CLOSED SESSION

Reviewed Evaluation with Manager

OPEN SESSION

NO ACTION TAKEN

Trustee Vear moved and Trustee Lucas seconded to adjourn at 4:5 p.m.