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 EFFICENT 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 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 Special Meeting February 26, 2020

The Board of Trustees of the Pajaro Valley Public Cemetery District held a special meeting on February 26, 2020 at 66 Marin Street, Watsonville, CA. Trustees present were: Vice Chairman, Bob Tanner, Ed Banks, Steve George, Violet Lucas and Jo Ann Vear. Also in attendance were Susan Miller, Board Secretary, Peggy Youmans, Interim Manager.

Public Comment: None

Minutes: of the February 12, 2020 were deferred.

Warrants: Trustee Vear moved the warrants be paid, seconded by Trustee Banks. All trustees voted aye. Motion unanimously passed.

Confirmation:

Financials: Trustee Vear presented the board with a report from the county showing income and expenses to date. A new form will be developed.

1. Unfinished business:
2. Trustees were advised that the possibility of any cell phone reimbursement to employees will be placed on hold until further financial review.
3. Compensation to employees for extraordinary tasks is tabled until the next regular meeting.
4. Trustee Vear moved and Trustee George seconded approval of a credit card be obtained with a limit of $3,000.00 for district use. All trustees voted aye. Motion unanimously passed.
5. New Business:
6. Trustee Banks moved and Trustee Lucas seconded approval of Rules of Decorum. All voted aye. Motion unanimously passed.
7. Trustee Banks moved and Trustee George seconded approval of employment agreement with Susie Miller. All voted aye. Motion unanimously passed.
8. Trustee George moved and Trustee Banks seconded the approval of the Progressive Discipline Policy. All voted aye. Motion unanimously passed.
9. Trustee Banks moved and Trustee Tanner seconded the approval of the Policy Process for Purchasing Preneed Internment. All voted aye. Motion unanimously passed.
10. Communications – none
11. Manager’s Report – Trustee Vear requested a two week extension being Interim Manager due to unfinished business. Trustee Banks moved and Trustee George seconded to extend Trustee Vear’s term to March 12, 2020. All voted aye. Motion unanimously passed.
12. Trustee’s comments – there no were no comments
13. Topic for next Regular Meeting to be held March 11, 2020 will be reports from attendees at CAPC and subject of new garden crypts.
14. Trustee Vear moved and Trustee Banks seconded to adjourn at 3:30 p.m.