

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 June 14, 2022 Regular Meeting

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on June 14, 2022 at 66 Marin Street, Watsonville, CA 95076.

Chairman: Steven A. George

Vice-Chair: Violet Lucas

Trustees: Edward Banks, Nancy Bilicich and Robert Tanner

Interim District Manager: Elizabeth Lopez

1. Call Meeting to Order: The meeting was called to order by Chairman George at 2:00 p.m.
Roll call: All Trustees were present.
2. Closed Session: Hiring District Manager and Salary
Reconvene to Open Session at 2:55 p.m.
No action taken
3. Review of Agenda: No items being pulled from the agenda or continued to another date.
4. Public comment: No public comment.
5. Minutes, Expenses and Financial Report:
 - a) Minutes: Trustee Bilicich moved and Trustee Banks seconded to approve the minutes of April 12, 2022. Motion unanimously approved.
 - b) Expenses: Trustee George moved and Trustee Banks seconded to approve the warrants/expenses dated April 6, 2022, April 12, 2022, April 26, 2022, May 11, 2022, May 13, 2022 and May 26, 2022.
 - c) Ledger/Bank Statement/Financial Report were reviewed for April and May 2022.

WARRANTS FOR APPROVAL APRIL 6, 2022

Streamline (March 2022)	300.00
California Tire (New Tire - Mower)	150.00
Cruzio Internet (April 2022)	89.04
Home Depot (Maintenance Supplies)	630.23
Pajaro Valley Printing (Office Supplies)	213.04
Streamline (April 2022)	<u>300.00</u>
	\$1,682.31

WARRANTS FOR APPROVAL APRIL 12, 2022

Ameritas (May 2022)	576.00
City of Watsonville Utilities (Pioneer)	239.23
City of Watsonville Utilities (Watsonville Catholic)	190.10
D&G Sanitation (March 2022)	12.50
C&N Tractors (Grounds Supplies)	59.25
ACE Hardware (Maintenance Supplies)	151.73
Davis Auto Parts (Equipment Supplies)	154.43
Sturdy Oil Co. (Fuel)	1128.09
Clutch Courier (March 2022)	120.00
Green Waste Recovery, Inc. (March 2022)	1120.46
Bill Clark (March 2022)	2325.00
Vans Shoe Store (Clothing Supplies)	1030.81
Allied Universal Security Service (April 2022)	2000.00
Cruzio Internet (May 2022)	97.94
County of Santa Cruz DPW (March 2022)	70.00
CINTAS (February & March 2022)	<u>1651.93</u>
	\$10,927.47

WARRANTS FOR APPROVAL APRIL 12, 2022

California Department of Tax & Fee Administration	1870.00
K&D Landscaping Inc. (Pioneer Cemetery Project)	<u>17488.52</u>
	\$19,358.52

WARRANTS FOR APPROVAL APRIL 26, 2022

Crystal Springs Water Co. (March 2022)	40.50
Kirk & Simas (March 2022)	1723.50
Elizabeth Lopez (RDO Equipment - Supplies)	133.07
PG&E (66 Marin Street)	199.10
ARMADA (Pest Control April/1)	120.00
AT&T (March 2022)	93.78
River Nursery & Flower Shop (Easter)	393.30
Lewis Tree Service, Inc. (Dumpster Rental)	838.00
PG&E (Valley Public)	162.68
Sturdy Oil Co. (Fuel)	947.20
Adept Mobile Mechanic (Equipment Services)	98.40
Davis Auto Parts (Equipment Supplies)	126.89
Mid Valley Supply (Supplies)	43.70
Elizabeth Lopez (Office Supplies)	56.74
PG&E (Pioneer)	10.23
PG&E (Watsonville Catholic)	<u>10.51</u>
	\$4,997.60

WARRANTS FOR APPROVAL MAY 11, 2022

Tri-County Landscaping Supply	38.79
Home Depot Credit Services (Maintenance Supplies)	480.60
City of Watsonville Utilities (Pioneer)	589.30
City of Watsonville Utilities (Watsonville Catholic)	415.64
ARMADA (Pest Control April/2)	120.00
Sturdy Oil Co. (Fuel)	614.36
D&G Sanitation LLC	<u>12.50</u>
	\$2,271.19

WARRANTS FOR APPROVAL MAY 13, 2022

ASCO Pacific (Grounds Supplies)	732.02
Central Water District (Day Valley)	40.00
C & N Tractors (Small Tools)	430.95
Davis Auto Parts (Maintenance Supplies)	126.89
Crystal Springs Water Co. (April 2022)	81.00
A. L. Lease Co. (Grounds Supplies)	266.99
CINTAS (April 2022)	793.96
ACE Hardware (Maintenance Supplies)	439.73
Streamline (May 2022)	300.00
Bill Clark (April 2022)	1145.00
Clutch Courier LLC (April 2022)	120.00
Allied Universal Security Services	2000.00
Allied Universal Security Services (Temp. Fuel Surcharge)	111.25
Elizabeth Lopez (Reimbursement - Equipment Supplies)	74.79
Elizabeth Lopez (Reimbursement - Supplies)	578.76
Cruzio Internet (May 2022)	88.78
County of Santa Cruz DPW (April 2022)	388.66
Green Waste Recovery, Inc. (April 2022)	1120.46
Ameritas Life Insurance Corp. (June 2022)	905.16
PG&E (66 Marin Street)	175.52
Eide Bailly LLP (2020 Audit Services)	<u>24500.00</u>
	\$34,419.92

WARRANTS FOR APPROVAL MAY 13, 2022

Abacherli Fence Company (Building and Improvements - Pioneer)	6285.00
K&D Landscaping Inc. (Building and Improvements - Pioneer)	12153.20
K&D Landscaping Inc. (Building and Improvements - Pioneer Repair)	<u>453.70</u>
	\$18,891.90

WARRANTS FOR APPROVAL MAY 26, 2022

Kirk & Simas	1585.94
AT&T	94.58
Sturdy Oil Co. (Fuel)	986.85
PG&E (Valley Public)	143.52

PG&E (Watsonville Catholic)	9.54
PG&E (Pioneer)	10.25
Armada (Pest Control May * 1)	120.00
Elizabeth Lopez (Maintenance Supplies)	228.96
River Nursery & Flower Shop (Memorial Day)	<u>393.30</u>
	\$3,572.94

6. Administrative Action (Pending Business):

- a) Solar lights proposals for Valley Public: Updated proposal from Darrel Varni Electric, Inc. and Central Electric Company. Trustee Banks moved and Trustee Tanner seconded to accept the proposal from Central Electric Company if completion time is less than 16 weeks. All trustees voted aye. Motion unanimously approved.

7. New Business:

- a) Eide Bailly: Final audit 2020 was reviewed and approved.
- b) Budget: Fiscal Year 2022-2023 draft was reviewed.
- c) Burial Price List for 2022-2023 draft. Trustee Banks moved and trustee Lucas seconded to approve the price list with a 10% increase.
- d) Pre-Need Burial Plots: Pre-Need available for single plots.
- e) Pioneer Cemetery Fence: Trustee Tanner suggested a new fence at Pioneer Cemetery to be included on the 2022-2023 budget.
- f) Tree Pruning/Removal Proposals for Valley Public: Trustee George moved and Trustee Tanner seconded to approve The Davey Tree Expert Company proposal. All trustees voted aye. Motion unanimously approved.
- g) Board meeting advertisement: Trustee Tanner moved and Trustee Bilicich seconded to approve Register Pajaronian proposal. All trustees voted aye. Motion unanimously approved.

8. Interim District Manager Report:

- a) K&D Landscaping: completed the Pioneer Cemetery project.
- b) Update of Monthly Activities: Flagpoles at Pioneer, Watsonville Catholic and Valley Catholic got painted. A new flag and light got installed.
- c) Grasshopper Co. gave a demonstration of a mower at Valley Public Cemetery.

9. Trustee Comments, Questions or Suggestions: Trustee Bilicich suggested contacting the Santa Cruz County regarding getting a business credit card.

10. Topics for next meeting July 12, 2022: Employees salary schedules.

11. Trustee George moved and Trustee Tanner seconded to adjourn the meeting at 4:40 p.m.

Minutes Approved: 
Board Chair or Designee

Date Approved: 7/13/2022

Printed Name
Of Signer:

STEVEN GEORGE