

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 May 12, 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, Secretary Elizabeth Lopez and Edith Driscoll's Santa Cruz County Treasurer.

1. Roll call: All Trustees were present. Steve George was 21 minutes late.
2. Minutes: Trustee Banks moved and Trustee Lucas seconded to approve the minutes of April 14, 2021 and April 23, 2021. Motion unanimously approved.
3. Public comment: Edith Driscoll is the Auditor – Controller, Treasurer – Tax Collector for the Santa Cruz County. In the past she was the Auditor for this district. Her main concern is the districts past due Audits 2017, 2018, 2019, 2020 and 2021.
4. Warrants: Trustee Lucas moved and Trustee Banks seconded to approve warrants dated April 14, 2021, April 23, 2021 and May 10, 2021. All trustees voted aye. Motion unanimously passed.

WARRANTS FOR APPROVAL APRIL 14, 2021

CINTAS (March'2021)	\$ 815.60
Staples (Supplies)	\$ 39.31
ASCO Pacific (Poly Envelopes)	\$ 74.64
Cruzio (May'2021)	\$ 88.91
California Tire (New Tires – Trailer)	\$ 400.00
ASCO Pacific (Safety Chains set 2)	\$ 107.87
Nolan Rackley (Van's Shoe Store)	\$ 85.00
Crystal Springs Water Co. (March'2021)	\$ 37.50
PG&E (66 Marin St)	\$ 265.35
Susie Miller (Harry & David Gift)	<u>\$ 81.00</u>
	\$1,995.18

WARRANTS FOR APPROVAL APRIL 23, 2021

AT&T (3/13/21-4/12/21)	\$ 93.05
PG&E (Valley Public)	\$ 122.02
Security Crime Prevention Corp. (February' 2021)	\$ 1,750.00
Sturdy Oil (Fuel)	\$ 679.05
Adept Mobile Mechanic (John Deere Repair)	\$ 238.00
Ameritas (April & May'2021)	\$ 2,139.48
Adept Mobile Mechanic (John Deere Repair)	\$ 552.98
PG&E (Pioneer)	\$ 25.01
PG&E (Watsonville Catholic)	\$ 20.03
California Assoc. of Public Cemeteries (Membership Directories 2021-22)	\$ 40.00
Susan Miller (Tri County Trophy & Engraving)	<u>\$ 103.79</u>
	\$5,763.41

WARRANTS FOR APPROVAL APRIL 23, 2021

Watsonville Ford (2019 Ford 250/112)	<u>\$37,927.03</u>
	\$37,927.03

WARRANTS FOR APPROVAL May 10, 2021

Home Depot (April 2021 Misc.)	\$ 769.50
City of Watsonville Utilities (Pioneer)	\$ 207.13
City of Watsonville Utilities (Watsonville Catholic)	\$ 135.86
D&G Sanitation (April 2021)	\$ 12.50
Sturdy Oil (Fuel)	\$ 550.32
ACE Hardware (April 2021 Misc.)	\$ 359.83
Security Crime Prevention (April'2021)	\$1,750.00
Streamline (May'2021)	\$ 300.00
Bill Clark (April'2021)	\$1,260.00
Precision Cleaning (April'2021)	\$ 200.00
ASCO Pacific (Urn Vaults)	\$ 961.64
Susie Miller (Nutrien-Roundup Powermax)	\$ 141.79
Susie Miller (Car Magnets – 3 Qty.)	\$ 57.47
101 Trailer Sales (2 Safety Chains)	\$ 65.55
Employment Development Dept.	\$2,981.00
County of Santa Cruz DPW (Dump fees for April'2021)	\$ 601.97
Clutch Courier (April'2021)	\$ 250.00
Central Water District (Day Valley)	<u>\$ 40.00</u>
	\$10,644.56

5. Confirmations were reviewed: Ledger, Bank Statement and Payroll report.
6. Financials were reviewed.
7. Unfinished Business:
 - a) Land acquisition update Chuck Allan: District Supervisor Greg Caput wants to move forward with land acquisition. Trustee Banks suggested contacting Chuck Allen to talk to Charles Eadie, land consultant regarding boundary expansion.
 - b) Update 2018 audit: Eide Bailly will start working on the 2018 Audit in June 2021. Trustee Banks moved and Trustee George seconded to approve 2019 and 2020 Audit contracts with the exception of adding a clause to complete audit within a certain time frame.
 - c) Update on Pioneer Eucalyptus trees: Special meeting June 15, 2021 conference call with District's attorney regarding letters sent to property owners.
 - d) LAFCO – Boundary expansion: Deferred

- e) Tree matrix: Trustees suggested contacting Lewis Tree Service to remove all high priority sick trees.
 - f) Preliminary Budget review and adoption: Trustee Banks moved and Trustee Tanner seconded to increase Mobile Equipment GL 86209 to \$50,000.00. All trustees voted aye. Motion unanimously approved.
8. New Business:
- a) Plot increase discussion and adoption: Trustee Banks moved and Trustee Tanner seconded to approve grave plot increase starting July 1st, 2021. All trustees voted aye. Motion unanimously approved.
 - b) Christy Vault and Don Chapin Block 3 pay schedule: Deferred
 - c) Logo for vehicles: Three magnetic signs have been put on each truck.
 - d) Trailer options for crew equipment: Trustee George and Trustee Lucas seconded to accept 101 Trailer Sales proposal for landscape trailer. All trustees voted aye. Motion unanimously approved.
9. Communications: Manager received a request for disinterment. District's attorney is requesting a court order.
10. Manager's Report: So much of the report was discussed earlier in the meeting such as: Plot increase for 2021-2022, Christy vault began delivering garden crypts on May 4th, 2021. A temporary construction fence has been installed around block 3. Crew has been mowing, weeding and edging. Watering has begun due to dry weather. Verdi enterprises began demolition at Watsonville Catholic. COLA raises were given to employees. Manager changed Miss Lopez' job description from 'Secretary' to Administrative assistant. Tarmo at the Register Pajaronian will take pictures and do an expose of Block 3 at Valley Public Cemetery.
11. Trustee comments: Trustee Banks thanked the crew for cleaning all weeds at Watsonville Catholic and Pioneer Cemetery.
12. Trustee Banks moved and Trustee Lucas seconded to adjourn the meeting at 3:57 p.m.

Minutes Approved: Robert Tanner
Board Chair or Designee

Date Approved: June 9, 2021

Printed Name
Of Signer:

ROBERT TANNER