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 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 Regular meeting April 8, 2020**

The board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on

April 8, 2020 at 66 Marin Street, Watsonville, CA. Trustees present were Ed Banks, Steven A. George, Violet Lucas, Robert Tanner, Jo Ann Vear. Also in attendance were District Manager Susie Miller and Ann Peters, Secretary.

Minutes: Trustee George moved and Trustee Lucas seconded to approve the minutes for March 11, 2020. Motion unanimously passed.

Public Comment – There was no public comment.

Warrants: Trustee Vear moved and Trustee Banks seconded to approve the Warrants. All trustees voted Aye. Motion passed unanimously.

Confirmations – Trustees reviewed confirmations.

Financials: Trustee Banks moved and Trustee George seconded to approve financial report. All trustees voted aye. Motion passed unanimously.

Unfinished Business:

a) Review of Employee Handbook has been deferred until Legal Counsel Karen O’Neil

 reviews.

b) Compensation for removal of waste has been deferred until hearing from Legal Counsel

 Karen O’Neil.

c) Grounds crewman Nolan Rackley discussed the fact that once the “yard” is completed at

 Valley Catholic Cemetery there will be room for storage of vault liners. It is his

 recommendation at this time to continue with the concrete liners rather than changing to

 polymer garden crypts since the crew is familiar with working with them.

d) Grounds crewman Nolan Rackley explained his solution for the head stones. Board was

 in agreement with his ideas and work will commence.

Communications: There no communications.

New Business:

1. Manager Miller advised the board of the need for a sixth grounds crewman due to growth in the business. Also, it would be wise to always have two men together for accountability. Trustee Banks moved and Trustee Lucas seconded to hire a new groundskeeper. Discussion was held and Trustee Vear requested we wait until July 1 with a new fiscal year. All trustees with the exception of Trustee Vear voted aye. Motioned unanimously passed.
2. Trustee Vear pointed out that all those attending the CAPC conference in Oxnard were overpaid in the amount of $200 for the month of February. All trustees that attended the conference were in agreement to not receive any compensation for the next two board meetings.

Manager’s Report:

1. Secretary Ann Peters wrote to the homeowners on Marin Street requesting information regarding easement behind their units. No feedback has been received.
2. GovPay has been contacted; they stated they were having problems with their internet.
3. Tino’s has completed the new pipes and clearing of the drains.
4. Preparation is progress at Valley Public construction yard designated for gravel.
5. An upgrade for the computers has begun by Paul Chandler to be completed on Friday April 10, 2020.
6. New mobile mechanic through C & N Tractor is now available for heavy equipment repair.
7. The curbs were painted blue and red.
8. Jacob Velez who replaced Kyle Nakamoto was introduced.
9. Our next safety meeting will have material supplied by Golden State for earthquake preparedness.
10. The fence in the Chinese section has been repaired.

Trustee’s Comments:

1. Trustee Vear reported that there was no additional charge for work done by Tino’s Plumbing and also that Oropeza Roofing did not charge to repair the tile roof of the office building.
2. Trustee Banks suggested adding an extra $500.00 to the checking account for miscellaneous bank charges.
3. Board members advised manager if she wanted to change banks it was her decision to make.
4. Trustee Vear reminded manager that members had requested Request for Proposals be send to various CPA’s for future audits.

Topics for next regular meeting:

1. Cell phone reimbursement for crew.
2. Golden State for earthquake preparedness.

Trustee: Bob Tanner moved and Trustee Ed Banks seconded to adjourn the meeting at 3:40 p.m. Motion unanimously passed.