

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 October 13, 2021 Regular Meeting

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on October 13, 2021 at 66 Marin Street, Watsonville, CA 95076. Trustee's Ed Banks, Nancy Bilicich, Steven A. George, Violet Lucas and Robert Tanner. District Manager Susie Miller and Administrative Assistant Elizabeth Lopez.

1. Roll call: All Trustees were present except Ed Banks.
2. Minutes: Trustee Lucas moved and Trustee George seconded to approve the minutes of September 8, 2021 and September 15, 2021. Motion unanimously approved.
3. Public comment: No public comment.
4. Warrants: Trustee George moved and Trustee Lucas seconded to approve warrants dated September 8, 13, 15, 24 and October 6, 2021. All trustees voted aye. Motion unanimously passed.

WARRANTS APPROVAL SEPTEMBER 8, 2021

Home Depot (Maintenance Supplies)	977.14
ASCO Pacific - Finder Probe (Small Tools)	330.68
Bianchi Alarm Systems (October – December '2021)	84.00
C&N Tractors (Maintenance Supplies)	65.09
Signs By Van (3 – Valley Public Signs)	291.32
D&G - Porta Potty Service (August' 2021)	12.50
CINTAS (August'2021)	557.72
ACE Hardware (Maintenance Supplies)	470.56
Sturdy Oil (Fuel)	693.51
Bill Clark – Headstone Setting (August' 2021)	1,260.00
Clutch Courier (August' 2021)	250.00
Security Crime Prevention (August' 2021)	1,750.00
Streamline (September' 2021)	300.00

C&N Tractors (Weed Cutter – Small Tools)	215.45
Watsonville Utilities (Pioneer – August’ 2021)	2,282.53
Watsonville Utilities (Watsonville Catholic – August’ 2021)	291.54
Crystal Springs Water Co. (August’ 2021)	58.50
Central Water – Day Valley (June-August’ 2021)	40.00
Eide Bailly LLP (June’ 2019 Audit)	10,000.00
Susie Miller (Chevrolet – 2009 Silverado Hose)	<u>38.08</u>
	\$19,968.62

WARRANTS APPROVAL SEPTEMBER 8, 2021

Christy Vault Co. (Invoice 0091080 – IN)	7,081.22
Christy Vault Co. (Invoice 0091081 – IN)	7,081.22
Christy Vault Co. (Invoice 0091082 – IN)	2,793.72
Christy Vault Co. (Invoice 0091083 – IN)	7,081.22
Christy Vault Co. (Invoice 0091084 – IN)	7,081.22
Christy Vault Co. (Invoice 0091085 – IN)	7,145.37
Christy Vault Co. (Invoice 0091115 – IN)	7,170.15
Christy Vault Co. (Invoice 0091116 – IN)	7,145.37
Christy Vault Co. (Invoice 0091160 – IN)	6,736.92
Christy Vault Co. (Invoice 0091161 – IN)	3,286.62
Christy Vault Co. (Invoice 0091171 – IN)	7,145.37
Christy Vault Co. (Invoice 0091182 – IN)	<u>7,145.37</u>
	\$76,893.77

WARRANTS APPROVAL SEPTEMBER 13, 2021

Pajaro Valley Lock Shop	17.22
County of Santa Cruz DPW (August’ 2021)	603.45
Cruzio Internet (October’ 2021)	89.57
Staples Credit Plan (Office Supplies)	296.82
Asco Pacific (Vases)	<u>671.79</u>
	\$1,678.85

WARRANTS APPROVAL SEPTEMBER 15, 2021

City of Watsonville Utilities (Watsonville Catholic)	291.54
City of Watsonville Utilities (Pioneer)	2,282.53
Allan Miller Construction (Valley Public – Install 2 LED lights)	<u>2,990.00</u>
	\$5,564.07

WARRANTS APPROVAL SEPTEMBER 15, 2021

Don Chapin Company (Invoice 221026*03)

132,843.25
\$132,843.25

WARRANTS APPROVAL SEPTEMBER 24, 2021

PG&E (66 Marin St)	198.29
AT&T (September' 2021)	89.64
Sturdy Oil Company (Fuel)	843.72
PG&E (Valley Public)	640.08
Asco Pacific (Vases)	671.79
Armada – Pest Control (September' 2021)	120.00
PG&E (Pioneer)	12.52
PG&E (Watsonville Catholic)	<u>10.51</u>
	\$1,914.76

WARRANTS APPROVAL OCTOBER 6, 2021

EVMC Landscaping (Pioneer – Clean Up)	3,600.00
Ameritas (October' 2021)	1,069.74
A.L. Lease Co. (Maintenance Supplies)	5.24
A.L. Lease Co. (Maintenance Supplies)	64.84
Home Depot Credit Service (Maintenance Supplies)	330.07
Watsonville Utilities (Watsonville Catholic)	23.36
Armada – Pest Control (September' 2021)	120.00
Susie Miller – USPS Stamps (Office Supplies)	58.00
Streamline (October' 2021)	300.00
Security Crime Prevention Corp. (September' 2021)	1,750.00
Bill Clark – Headstone Setting (September' 2021)	980.00
Clutch Courier (September' 2021)	120.00
A.L. Lease Co. (Maintenance Supplies)	46.10
C&N Tractors (Equipment Supplies)	523.42
D&G Sanitation - Porta Potty Service (September' 2021)	12.50
Davis Auto Parts (Equipment Supplies)	106.82
ACE Hardware (Maintenance Supplies)	212.47
CINTAS (September' 2021)	697.15
Sturdy Oil Company (Fuel)	<u>659.90</u>
	\$10,679.61

WARRANTS APPROVAL OCTOBER 6, 2021

Don Chapin Company (Invoice 221026*04)

33,921.65
\$33,921.65

WARRANTS APPROVAL OCTOBER 6, 2021

California Department of Tax & Fee Administration

1,795.00
\$1,795.00

5. Confirmations were reviewed: Ledger, Bank Statement and Payroll report.
6. Financials were reviewed.
7. Unfinished Business:
 - a) Land acquisition update: Chuck Allen was present. He presented a property on Buena Vista with 15 acres and is within city limits. Property was previously owned by the city.
 - b) Review/revise District Manager's Salary: Deferred
 - c) Day of the Dead discussion/determination: Crewmen will be out at Valley Public during the day. After 4 pm 2 crew members, private security and sheriff will be on site. Chain has been installed between Valley Catholic and Valley Public Cemeteries.
 - d) LAFCO – Boundary expansion: Deferred
 - e) Hire new crewman: Deferred
8. New Business:
 - a) Clean up day plan of action/policy: Clean up policy was provided to all trustees. Trustee Lucas suggested per crewmen (Adrian) to close Valley Public Cemetery for a few hours to clean and fix all sprinklers etc. Trustees suggested putting signs a week prior.
 - b) Foreman salary decision: Jacob was hired as a foreman. He has decided to step down as foreman. Trustee Tanner moved and Trustee Lucas seconded for a salary adjustment. All trustees voted aye. Motion unanimously approved.
 - c) EVMC Landscaping proposal: Trustee George moved and Trustee Tanner seconded to accept EVMC Landscaping proposal for Pioneer Cemetery. All trustees voted aye. Motion unanimously approved.

d) Adoption of Santa Cruz County Health Department Guidelines & Restrictions:
Trustee Tanner moved and Trustee Lucas seconded to follow health mandates for Santa Cruz County. Trustee Bilicich will review guidelines for more clarification. All trustee voted aye. Motion unanimously approved.

9. Communications: No communications.

10. Manager's Report: EVMC Landscaping completed clean up project at Pioneer Cemetery. Clean up day schedules will be posted on the Pajaro Valley Public Cemetery District website. Dumpster and porta potties have been ordered for Day of the Dead. Don Chapin Co. will be finalizing Block 3 project. Will be ordering 3 security cameras and signs for Valley Public Cemetery.

11. Trustee comments: Trustee Lucas provided a Do's and Don'ts flyer for Day of the Dead event.

12. Topics for next meeting November 10, 2021: Invite Charles Eadie to next board meeting regarding boundary expansion.

13. Trustee Lucas moved and Trustee Bilicich seconded to adjourn the meeting at 3:48 p.m.

Minutes Approved: Robert Tanner Date Approved: 11/17/2021
Board Chair or Designee

Printed Name
Of Signer: ROBERT TANNER