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 Regular Meeting February 12, 2020**

The board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on February 12, 2020 at 66 Marin Street, Watsonville, CA. Trustees present were Vice Chairman Robert Tanner, Ed Banks, Steven A. George and Jo Ann Vear. Also in attendance were Board Secretary Susie Miller, Peggy Youmans, Interim Manager and District Counsel – Karen O’Neil.

Minutes: Trustee Banks moved and Trustee George seconded to approve the Minutes of the January 8 and January 15, 2020 meetings. Motion unanimously passed.

Public Comment: Attending were a few members of the community and presented their public comments. Public comment was from: Adele Woolem, Jean Canepa and Robbie Ryan.

Administration of the Oath of Office was presented by Supervisor Greg Caput to Trustees Violet Lucas and Steve George.

Warrants: Trustee George moved and Trustee Banks seconded to approve the warrants. The motion was unanimously approved by the trustees. Thereafter, Trustee Vear pointed out that the amount paid Trustee Vear on January 28 was registration at the upcoming CAPC Conference for both Vear and Nolan Rackley. All Trustees voted aye. Motion passed unanimously.

Confirmation: Pre-need services.

Financials: There were no financials to present. Deferred until audit received and approved.

Unfinished Business:

1. Trustee Banks moved and Trustee George seconded that Trustee Tanner move into Chairman position and Trustee Vear be nominated and elected as Vice Chair. Motion unanimously passed.
2. It was suggested that Peggy Youmans and Trustee Vear be reimbursed for all the hours served as Interim Chairs since November 26, 2019. Trustee Vear declined reimbursement, Trustee Banks moved and Trustee George seconded that Peggy Youmans be reimbursed 100 hours at the rate of $49.00/per hour. All Trustees voted aye. Motion passed unanimously.
3. It has been suggested in order to eliminate the mud hole at Valley Public shed that 50 tons of ¾ inch drain rock be purchased at the price of $1,740.00. Trustee Vear moved and Trustee Tanner seconded the drain rock be purchased. All trustees voted aye. Motion unanimously passed.
4. A bid from Tino’s Plumbing was presented for approval to clear the sewer line at Pioneer Cemetery. It was noted that there is a tree that roots will need to be severed and the property owner needs to be advised of the work to be done therefore may impact the viability of the tree. Trustee Banks moved and Trustee Lucas seconded to accept the bid from Tino’s Plumbing. All trustees voted aye. Motion unanimously passed.
5. It was noted that Secretary Miller is owed $1,924.50 in back wages due to an error in payroll. Trustee Tanner moved and Trustee Banks seconded to pay the back wages to Secretary Miller. All trustees voted aye. Motion unanimously passed.

New Business:

1. A homeless resident started a fire on one of the graves at Watsonville Catholic causing damage to the headstone. It was decided to get an estimate for repairing and then possibly filing an insurance claim for vandalism.
2. There was a discussion of wages for Susan Miller as she steps into Manager on March 1, 2020. Trustee Vear moved and Trustee Tanner seconded the starting wage be $76,065.60 annually. This is an exempt position. All trustees voted aye. Motion unanimously passed.
3. Attorney Karen O’Neil noted a new Employee Handbook is in progress, however, at the current time she has prepared documents for employees to read and sign and they will be incorporated into the handbook at a later date. Trustee Banks moved and Trustee Tanner seconded the approval of the “Agreement to Provide a Workplace Free of Unlawful Discrimination and Harassment” and “Harassment, Discrimination and Retaliation Prevention Policy.” Motion unanimously passed. Trustee Vear moved and Trustee Banks seconded to approve the “At-Will Employment Status” policy. Motion unanimously passed.
4. Attorney Karen O’Neil distributed the Memo-Summarizing Attorney-Client Privilege Obligations 2020. All trustees were in agreement and provided Counsel with signed copies.
5. Cell phone reimbursement discussion to be deferred until the next meeting’s agenda.
6. Trustees decided to not increase fees in the niches at the columbarium.
7. Trustees will research finding a forensic auditor
8. Trustees will research finding a bookkeeper to setup QuickBooks
9. Extraordinary tasks for grounds workers will be a future agenda item.

9) There were no communications.

10) Secretary Susie reported that new uniforms are being provided by Cintas and that jackets have been ordered for grounds crew. A T & T has installed a new line for the use of a credit card for clients. Grounds crews are having safety training and first aid kits have been purchased. Three of the employees have completed their workplace ethics training. Research has been done to paint curbs red and blue where needed. Cal Pers has been brought up to date and late fees reimbursed. A new secretary has been hired and will start March 2, 2020. It has been requested the district have a credit card. This will be on the next meeting agenda.

Interim Manager Peggy Youmans listed all work that has been accomplished since late November.

Board members requested RFP’s be sent out to accounting companies for the years 2019-2020.

11) Trustee Tanner reviewed the Googally burial.

12) Topics for next Special Meeting – Trustee George would like to discuss the new section at Valley Public.

Adjournment Trustee Banks moved and Trustee George seconded to adjourn. Motion unanimously passed. 4:30 p.m. Motion passed.