

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 December 8, 2021 Regular Meeting

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on December 8, 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.
2. Minutes: Trustee George moved and Trustee Tanner seconded to approve the minutes of November 10, 2021. Motion unanimously approved.
3. Public comment: No public comment.
4. Warrants: Trustee Banks moved and Trustee Lucas seconded to approve warrants dated November 8, 10, 16 and 23rd. All trustees voted aye. Motion unanimously passed.

WARRANTS FOR APPROVAL NOVEMBER 10, 2021

Ameritas (November' 2021)	1,069.74
Susan Miller 2 (2 pack Cameras for Valley Public)	27.23
Tino's Plumbing, Inc. (Repaired Water Leak at Pioneer)	1,107.91
Davis Auto Parts (Equipment supplies)	307.09
CINTAS (Knit Caps)	19.57
Stark Leak Detection, LLC (Valley Public Water Leak)	400.00
Auto Center Collision, Inc. (2019 Ford Truck Repair)	2,613.93
Eide Bailly LLP (June'2019 Final Audit Service)	14,500.00
Dougherty - Pump & Drilling Inc. (Well & Pump at Valley Public)	20,115.95
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C & N Tractors (Equipment Supplies)	82.31
A. L. Lease Co. (Maintenance Supplies)	171.10
D & G Sanitation (October'2021)	12.50
CINTAS (October' 2021)	577.29
Sturdy Oil Co. (Fuel)	622.99

ACE Hardware (Maintenance Supplies)	504.91
Bill Clark (Headstone Setting for October' 2021)	1,345.00
Clutch Courier (October'2021)	120.00
Tino's Plumbing, Inc. (Repaired Water Leak at Valley)	1,721.40
Central Water (Day Valley 8/31-10/27/2021)	40.00
Security Crime Prevention Corp. (October' 2021)	1,750.00
Streamline (November'2021)	300.00
ARMADA - Pest control (October' 2021)	120.00
Susan Miller - Target (Rug for Office)	32.78
Susan Miller - Rite Aid (COVID 19 Test)	26.21
Susan Miller - Office Carpet Cleaning	200.00
CAPC - Membership Dues (2022 year)	<u>378.00</u>
	\$50,357.18

WARRANTS FOR APPROVAL NOVEMBER 10, 2021

Don Chapin Company (Invoice 221026*05)	<u>130,044.55</u>
	\$130,044.55

WARRANTS FOR APPROVAL NOVEMBER 10, 2021

Crystal Springs Water Co. (October' 2021)	31.00
Pajaro Valley Lock Shop (Keys)	14.12
Mid Valley Supply (Supplies)	43.70
Adept Mobile Mechanic (Mini Dump - Pioneer)	6,404.83
Cruzio Internet (December' 2021)	<u>89.34</u>
	\$6,582.99

WARRANTS FOR APPROVAL NOVEMBER 16, 2021

Kirk & Simas (October ' 2021)	202.53
County of Santa Cruz DPW (October' 2021)	525.07
PG&E (66 Marin Street)	207.84
Staples Credit Plan - Office Supplies	<u>447.66</u>
	\$1,383.10

WARRANTS FOR APPROVAL NOVEMBER 23, 2021

CAPC - (2018 Guide to Public Cemetery Operations)	70.00
D&G Sanitation LLC (Porta Potties for November 2nd)	525.07
Dept of the CA Highway Patrol (Traffic Control for November 2nd)	1,007.31
EVMC Landscaping (Pioneer Clean Up and Pruning)	7,665.00
A.L. Lease Co. (Maintenance Supplies)	33.93
CINTAS (Vest for the Crew)	573.35
AT&T (November' 2021)	2.07
Sturdy Oil (Fuel)	522.98
ARMADA (Pest Control)	120.00
Susan Miller (Exit Only & Do Not Enter Signs)	112.68
Susan Miller (Costco - Mask face)	21.83

River Nursery & Flower Shop (10 Blooming Plants for Thanksgiving Day)	393.30
k & D Landscaping Inc. (Valley Public Block 3 Irrigation)	18,330.27
Ameritas (December' 2021)	1,069.74
PG&E (Valley Public)	<u>63.34</u>
	\$30,510.87

5. Confirmations were reviewed: Ledger

6. Financials were reviewed.

7. Unfinished Business:

- a) Land acquisition update: Chuck Allen was present. The property on Varni Road with 12 acres was recently sold. Buena Vista property is still available and has 32 acres. Trustee Bilicich suggested getting information from the County on requirements to split a property.
- b) Waste Management: Christina from Buena Vista Landfill went to Green Waste regarding the cemetery. Green Waste is not requiring to sort all garbage.
- c) LAFCO – Boundary expansion: Charlie Eadie will start with a map indicating boundary expansion.
- d) Eucalyptus trees: Nigel cannot provide an objective hazard assessment. He provided several options to be paid by the tree owners.

8. New Business:

- a) Audit Contract for 2020 – 2021: Eide Bailly has forwarded the audit contract for the fiscal year 2020/2021. Received the draft for 2019 for trustee's final review. Terri will finalize 2019 and will start working on 2020.
- b) Chairman and Vice Chair for 2022 – 2023: The board of trustees has appointed Trustee George as Chairman and Trustee Lucas as Vice Chair for the year 2022/2023.
- c) Pioneer and Valley Public Cemeteries: Trustee Tanner recommends a "Swing Shift" two maintenance staff to start working at 9:00 a.m. to 6 p.m. The "Swing Shift" will be responsible for closing Pioneer and Valley Public Cemeteries at 5:00 p.m.

9. Communications: No communications.

10. Manager's Report: K & D Landscaping Inc. has completed the irrigation and hydroseed in Block 3. That completes Valley Public Cemetery Block 3 project. The new Ford truck warranty is up to date. The 2009 Chevy truck has the passenger door fixed. The crew stubbed sprinklers in front of Valley Public and will be adding ice plants. Signs are up and arrows have been painted at Valley Public indicating enter and exit only. Pioneer Cemetery gate that connects to Freedom Blvd will be closed at all times. People are driving fast and dumping

garbage. Proposal for Allied Universal Security Patrol for Pioneer and Valley Public Cemeteries.

11. Trustee comments: No trustee comments.
12. Topics for next meeting December 8, 2021: LAFCO – Boundary expansion.
13. Trustee Bilicich moved and Trustee Lucas seconded to adjourn the meeting at 3:40 p.m.

Minutes Approved: 
Board Chair or Designee

Date Approved: 1/12/2022

Printed Name

Of Signer: STEVEN GEORGE