

**PAJARO VALLEY PUBLIC CEMETERY DISTRICT**  
**66 MARIN STREET**  
**WATSONVILLE, CA. 95076**

**Minutes of Regular Meeting June 10, 2019**

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on June 10, 2020 at 66 Marin Street, Watsonville, CA. 95076. Trustees Present were Robert Tanner, Jo Ann Vear, Ed Bank, Steven George and Violet Lucas. Also present were Susie Miller, Manager and Ann Peters, Board Secretary.

1. Roll Call: All Trustees present
2. Minutes: Trustee Banks moved and Trustee George seconded to approve the minutes of the Special Meeting held on May 27, 2020.
3. Public Comment: Mr. Robert Pursley of Crime Prevention reported on his inspection of 4 of the Cemeteries in the District. He reported he had repeatedly removed homeless persons. He suggested cameras be installed at Watsonville Catholic and a gate to alleviate some of the homeless problem. Mr. Pursley also suggested sending a letter to WPD for trespassing violations.
4. Warrants were reviewed. Trustee Banks moved and was seconded by Trustee George. All trustees voted aye. Motion unanimously passed.

**WARRANTS APPROVED FOR PAYMENT May 27, 2020**

C&N Tractors-Blades	50.00
C&N Tractors-Weedcutter Repair	15.00
C&N Tractors-Blower Repair	84.05
C&N Tractors- 76.75	294.42
CINTAS- Uniform Service	1,521.39
County of Santa Cruz DPW- dump fees	539.33
PG&E- Electric/Gas 66 Marin St.	122.75
Staples- Office supplies	625.60
Doctors on Duty- Jacob & Adrian Drug Screen Pre-Employment	85.00
Central Water District- Water Bill Day Valley	40.00
Cruzio Internet- Internet	184.24
Nolan Rackley- reimbursement potting soil	55.65
Crystal Springs Water Cooler	97.75
PV Lock- Keys for new employees	8.77
Digital Deployment-Streamline website	300.00
Digital Deployment-Streamline website	300.00
Digital Deployment-Streamline website	<u>300.00</u>
	<b>4623.95</b>

*R Tanner 7/8/2020*

**Warrants for May28,2020**

PG&E- electricity	23.95
PG&E- electricity	17.19
PG&E- electricity	184.70
Paul Chandler- Microsoft x 2	826.25
CALPERS-GASB-68 reports and schedules	300.00
AT&T- Telephone	66.65
Freedom signs- Signs for Valley Public x 4	764.75
Sturdy Oil-gas/diesel	393.49
Digital Deployment-Streamline	<u>300.00</u>
	<b>2876.98</b>

**Warrants for Approval May 29, 2020**

California Dept. of Tax and Fee Administration, Oct.-December 1019	1441.99
California Dept. of Tax and Fee Administration, Jan- March 2020	<u>1643.00</u>
	3084.99

**Warrants for Approval June 5, 2020**

Bill Clark	980.00
C & N Tractors	193.90
California Tire	95.00
City of Watsonville Uitiilies	330.28
City of Watsonville Utilities	2,083.32
D & G Sanitation	12.50
Home Depot	766.100
Monument Lumber	109.09
Panther Protective Services	2,080.00
Precision Cleaning	200.00
Stalfab Inc. Lowering Device	2,836.43
Townsend's Auto Parts	<u>161.96</u>
	<b>9,948.59</b>

5. Confirmations were reviewed

6. Financials were reviewed

## 7. Unfinished Business

- a) Review and approve Employee Handbook 2020. Deferred
- b) Discussion of cell phone reimbursement and manager will look into how to reimburse employees without taxes on their payroll.
- c) Manager advised she is getting fence proposals from Carrera and Mercury Metals. The area to be fenced is from Freedom Boulevard to bottom of cemetery property alongside Burger King
- d) Manager advised all trustees to go to Bank of America to get their names and information updated
- e) Trustees tabled Budget review until July 8 meeting  
Trustee Banks moved and Trustee George seconded to include in comp time for extraordinary tasks, i.e., removal of hazmat materials.

## 8. New Business:

- a) Plot price increase proposal for 2020-2021 reviewed by board. Will review and approve in July.
- b) Trustee Banks suggested grounds crew put together a package of proposed safety equipment they would like to keep in their trucks including what it would cost. This equipment would have to fit into the locked cab since it would be stolen from the back and as they are not equipped with locked tool boxes on their trucks.
- c) Discussion of Day of the Dead deferred until July meeting.
- d) Manager reported that all employees have completed their Ethics and Harassment Prevention training and received their certificates. All trustees need to be up-to-date as well.
- e) It was moved by Trustee Banks and seconded by Trustee Tanner to adopt the policy titled Performance Evaluation-District Manager. Motion unanimously passed.

9. Communications: Board reviewed request from EDD for unemployment for former Trustee Peggy Youmans. Will advise attorney.

10. Manager's report: Manager reported that almost everything she had to report had been reviewed throughout the meeting.

11. Trustee Comments: Trustee Banks suggested contacting the City regarding fire hazard of weeds on the adjoining Canepa property.

12. Topics for next regular meeting

- a) Defaced headstone notices.
- b) Update of 2018 audit.
- c) Mr. Pursleys' suggested improvements of cemeteries and approval of proposed contract.
- d) Land acquisition
- e) Cell phone reimbursement
- f) Approval of plot price increase
- g) Day of the Dead

13. Closed Session

14. Open Session:

a) Trustees agreed to use evaluation form prepared by district counsel. Copy will be given to Manager for Self-evaluation. Next Special Meeting will be held 1006 Freedom Blvd., Closed Session to discuss manager evaluation.

15. Trustee Banks moved and Trustee George seconded to adjourn meeting at 5:30 p.m.