

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 February 8, 2022 Regular Meeting

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on February 8, 2022 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 Bilicich moved and Trustee Lucas seconded to approve the minutes of January 12, 2022. Motion unanimously approved.
3. Public comment: No public comment.
4. Warrants: Trustee Banks moved and Trustee Lucas seconded to approve warrants dated January 12, 2022 and January 24, 2022. All trustees voted aye. Motion unanimously passed.

WARRANTS FOR APPROVAL JANUARY 12, 2022

Ameritas (January' 2022)	1069.74
Adept Mobile Mechanic (Equipment Service - Mini Dump)	516.32
Adept Mobile Mechanic (Equipment Service - Mini Dump)	310.05
Adept Mobile Mechanic (Equipment Service - Mini Dump)	210.39
Pajaro Valley Water Management Agency (Valley Public)	1657.06
City of Watsonville Utilities (Pioneer)	171.73
City of Watsonville Utilities (Watsonville Catholic)	696.47
ULINE (Clothing Supplies)	543.69
ULINE (Clothing Supplies)	183.94
ULINE (Clothing Supplies)	168.09
Community Tree Service, Inc. (Tree removal at Pioneer)	950.00
ASCO Pacific (Maintenance Supplies)	325.66
Susan Miller (Equipment Supplies - Tow Bar for Mini Dump)	54.61
ARMADA - Pest Control (December' 2021)	120.00

C & N Tractors (Maintenance Supplies)	14.40
Sturdy Oil Co. (Fuel)	469.00
Bill Clark (December' 2021)	420.00
ACE Hardware (Maintenance Supplies)	242.47
County of Santa Cruz DPW (December' 2021)	111.65
CINTAS (December '2021)	319.55
D & G Sanitation LLC (December' 2021)	12.50
Crystal Springs Water Co. (December' 2021)	31.50
Streamline (January' 2022)	300.00
Green waste Recovery, Inc. (December' 2021)	1120.46
Security Crime Prevention Corp. (December' 2021 Final Payment.)	1750.00
Central Water District (Day Valley)	40.00
Clutch Courier (December' 2021)	120.00
Cruzio Internet (February' 2022)	88.99
Susan Miller (Equipment Supplies - 3 Fire Extinguishers)	71.88
Susan Miller (Grounds Supplies - Exit Signs)	56.64
Susan Miller (Maintenance Equipment - 2 Backpack Sprayer)	130.78
Susan Miller (Equipment Supplies - Kit for Tamper)	<u>95.87</u>
	\$12,373.44

WARRANTS FOR APPROVAL JANUARY 12, 2022

California Department of Tax & Fee Administration	<u>2130.00</u>
	\$2,130.00

WARRANTS FOR APPROVAL JANUARY 24, 2022

River Nursery & Flower Shop (Christmas arrangements)	393.30
PG&E (66 Marin St)	327.03
ARMADA (Pest Control)	120.00
Sturdy Oil Company (Fuel)	713.84
AT&T	91.28
PG&E (Valley Public)	51.84
Big Creek (Grounds Supplies)	<u>70.94</u>
	\$1,768.23

5. Confirmations and Financials were reviewed: Ledger and Bank Statement.

6. Unfinished Business:

a) Land acquisition update: Deferred

b) LAFCO – Boundary expansion – Charlie Eadie: Deferred

- c) Eucalyptus trees: Nigel will be contacting Karen regarding inspecting property.
 - d) Equipment Review: W.J. Heinrichs, Inc. specializes on Burial Equipment. They require 50% down payment on all new equipment. Trustee Tanner recommended getting additional vendor contact information at the upcoming CAPC meeting.
 - e) Solar Light proposals for Valley Public: Deferred
7. New Business:
- a) Landscaping for Valley Public: Landscaping for the front area of Valley Public. Crew member Nolan made a diagram for new landscaping, including red lava rocks, field stone, big boulders and a plant or a small tree in the middle. Trustee Banks moved and Trustee Tanner seconded to approve the landscaping for Valley Public with a \$6k limit. Motion unanimously passed.
 - b) Pioneer plumbing: Trustee Banks suggested Verde Enterprise to include time and material on proposal. Deferred until February 15, 2022.
 - c) Review Trustee Handbook and Brown Act: Trustee Banks suggested reviewing handbook and forwarding any questions to Chairman. Deferred until next board meeting.
 - d) Burial pricing: Deferred
 - e) Final Approval for 2019 Audit: Trustee Banks moved and Trustee Lucas seconded to approve 2019 final audit. Motion unanimously approved.
8. Communications: District had a "Mock Burial" recently. There is no policy that indicates a mock burial service.
9. Manager's Report: New neighbors came to introduce themselves and will be installing a new fence between the properties (66 Marin St). Nigel will contact Karen regarding the eucalyptus trees.
10. Trustee comments: Trustee Tanner was exiting Valley Public when he almost got hit by a car. He suggested the entrance and exit arrows to be bigger. Trustee Bilicich requested new policy and burial pricing to be included on the next agenda. Trustee Lucas asked District Manager Susie to email her goals for her upcoming evaluation. Trustee George reminded all trustees the 700 form is due on April 1st, 2022.
11. Topics for next meeting April 12, 2022: Mock Burial policy and Burial pricing.

12. Trustee Bilicich moved and Trustee Tanner seconded to adjourn the meeting at 3:35 p.m.

Minutes Approved: 
Board Chair or Designee

Date Approved: 3/8/2022

Printed Name
Of Signer: STEVE GEORGE