

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 March 10, 2021 Regular Meeting (Via Zoom)

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on March 10, 2021 Via Zoom at 66 Marin Street, Watsonville, CA 95076. Trustee's present were Ed Banks, Steven A. George, Violet Lucas, Robert Tanner and Jo Ann Vear. Also present were District Manager Susie Miller and Elizabeth Lopez, Secretary.

1. Roll call: All Trustees except Jo Ann Vear were present via zoom.
2. Minutes: Trustee Lucas moved and Trustee Tanner seconded to approve the minutes of February 10, 2021. Motion unanimously approved.
3. Public comment: No public comment.
4. Warrants: Trustee George moved and Trustee Lucas seconded to approve warrants dated February 22, 2021 and March 9, 2021. All trustees voted aye. Motion unanimously passed.

WARRANTS FOR APPROVAL FEBRUARY 22, 2021

Crystal Springs Water Co. (January 2021)	\$ 58.50
CINTAS (Uniform Service January 2021)	\$ 642.27
Staples Credit Plan Dept. (Office Supplies)	\$ 247.36
PG&E (66 Marin St)	\$ 272.99
Susie Miller (Office Supplies – Stamps)	\$ 55.00
AT&T (1/13/2021 - 2/12/2021)	\$ 90.56
Sturdy Oil Company (Fuel for 2/02/2021-2/10/2021)	\$ 329.74
PG&E (Valley Public)	\$ 41.31
Ameritas (3/01/2021 - 3/31/2021)	\$1,069.74
PG&E (Watsonville Catholic)	\$ 9.86
PG&E (Pioneer)	<u>\$ 12.44</u>
	\$2,829.77

WARRANTS FOR APPROVAL MARCH 9, 2021

Western Edge Contractor (John Deere Repair)	\$1,438.83
Home Depot Credit Services (Concrete Mix & Misc.)	\$ 397.70
Nigel Belton (Tree matrix)	\$1,750.00
Mid Valley Supply (Paper Towels)	\$ 39.22
City of Watsonville Utilities (Watsonville Catholic)	\$ 136.57
City of Watsonville Utilities (Pioneer)	\$ 114.40
Susie Miller (Mini Dump Repair)	\$ 59.80
Davis Auto Parts (Maintenance Supplies)	\$ 83.55
Sturdy Oil Company (Fuel 2/16/21 - 2/28/21)	\$ 632.87
County of Santa Cruz DPW (Dump Fees for February 2021)	\$ 398.01
CINTAS (February 2021)	\$ 635.32
D&G Sanitation LLC (February 2021)	\$ 12.50
ACE Hardware (February 2021 – Misc.)	\$ 346.64
Central Water District (Day Valley Service 12/29/20 - 2/25/21)	\$ 40.00
Employment Development Dept.	\$ 196.00
Bianchi Alarm Systems (April, May & June 2021)	\$ 84.00
Bill Clark (Stone Setting for February 2021)	\$ 980.00
Clutch Courier (February 2021)	\$ 250.00
ASCO Pacific (Urn Vaults)	\$ 322.28
Lincoln Street Radiator (Power Steering Box – Ford Flat Bed Pick-up)	\$ 687.91
Precision Cleaning (Office Maintenance for February 2021)	\$ 200.00
Smith's Pest Management (February 2021)	\$ 520.00
Streamline (March 2021)	\$ 300.00
Cruzio Internet (March & April 2021)	\$ 177.52
Total Compensation Systems, INC. (Full Valuation – 2 nd Installment)	<u>\$1,350.00</u>
	\$11,153.12

5. Confirmations were reviewed: Ledger, Bank Statement and Payroll report.
6. Financials were reviewed.
7. Unfinished Business:
 - a) Land acquisition update Chuck Allan: Deferred
 - b) Update 2018 audit: Deferred
 - c) Update on GASB 2018 audit: Deferred
 - d) Update on Pioneer Eucalyptus trees: District Attorney sent letters to property owners.

e) LAFCO – Boundary expansion: Land consultants for boundary expansion (Aptos) are out of town. Looking for local consultants. Deferred

f) Pioneer tree arborist proposal: Deferred

8. New Business:

a) Pay increase for secretary: Manager stated secretary wage increase.

b) Graniterock - pea gravel proposal: Trustee George moved and Trustee Banks seconded to approve Graniterock proposal.

c) Cordeiro Vault Co. – Garden Crypts proposal: Deferred

d) Teresi Trucking – Garden Crypts delivery proposal: Deferred

e) Steve Carrera – Crypt repairs for 3 cemeteries proposal: Deferred

f) District Manager Salary: Follow-up discussion April 14, 2021 meeting.

9. Communications: No Communications.

10. Manager's Report: So much of the report was discussed earlier in the meeting such as: Garden Crypt repair at Watsonville Catholic, GASB 2018 audit draft will be forwarded to Terri Montgomery. Ford truck steering box and starter got repaired.

11. Trustees' comments: Trustee Tanner suggested inviting the Sheriff's to the next meeting. Trustee Banks recommended getting a proposal for new truck and grounds equipment. Trustee Lucas suggested changing the Flag at Valley Public Cemetery.

12. Trustee George moved and Trustee Lucas seconded to adjourn the meeting at 2:55 p.m.

Minutes Approved: Robert Tanner
Board Chair or Designee

Date Approved: 4/14/2021

Printed Name
Of Signer:

ROBERT TANNER