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 July 14, 2021 Regular Meeting**

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on

July 14, 2021 at 66 Marin Street, Watsonville, CA 95076. Trustee’s Ed Banks, Steven A. George, Violet Lucas, Sam ‘Bud’ Mann and Robert Tanner. District Manager Susie Miller and Administrative Assistant Elizabeth Lopez.

1. Roll call: All Trustees were present.
2. Minutes: Trustee Lucas moved and Trustee George seconded to approve the minutes of June 9, 2021 and June 15, 2021.Trustee George moved and Trustee Lucas seconded to approve the minutes of June 22, 2021. Motion unanimously approved.
3. Public comment: Agenda item no. 7a land acquisition was moved to public comment.

Chuck Allen was present. He presented a property on Buena Vista Dr. with 21 acres. He also mentioned that the property with 9+ acres near the School District is off market.

Agenda item no. 7c LAFCO – Boundary expansion was moved to public comment. Charles Eadie was present and gave an overview of the process for boundary expansion. He will gather boundary expansion information.

1. Warrants: Trustee George moved and Trustee Banks seconded to approve warrants dated June 9, 22, 30, 2021 and July 1 and 12, 2021. All trustees voted aye.

Motion unanimously passed.

**WARRANTS FOR APPROVAL JUNE 9, 2021**

County of Santa Cruz DPW $ 446.79

Bianchi Alarm Systems (July – Sept’ 2021) $ 84.00

Clutch Courier (May’ 2021) $ 250.00

A. L. Lease Co. (Plumbing supplies) $ 25.15

Staples Credit Plan (Supplies) $ 122.31

Adept Mobile Mechanic (Mini dump repair) $ 487.47

California Tire (New Tire & Repair) $ 440.00

Big Creek (Lumber for new trailer) $ 250.49

 **$2,106.21**

**WARRANTS FOR APPROVAL JUNE 9, 2021**

Verde Enterprises, Inc. (Proposal # 2 Watsonville Catholic) $15,356.00

Verde Enterprises, Inc. (Proposal #3 Watsonville Catholic) $19,552.00

 **$34,908.00**

**WARRANTS FOR APPROVAL JUNE 9, 2021**

Christy Vault Co. (Invoice 0090345-IN) $ 5,484.21

Christy Vault Co. (Invoice 0090346-IN) $ 5,730.66

Christy Vault Co. (Invoice 0090347-IN) $13,340.32

Christy Vault Co. (Invoice 0090348-IN) $ 7,081.22

Christy Vault Co. (Invoice 0090389-IN) $ 7,081.02

Christy Vault Co. (Invoice 0090429-IN) $ 7,081.02

Christy Vault Co. (Invoice 0090432-IN) $13,832.80

Christy Vault Co. (Invoice 0090474-IN) $ 7,081.02

Christy Vault Co. (Invoice 0090475-IN) $ 7,081.52

Christy Vault Co. (Invoice 0090476-IN) $ 7,081.02

Christy Vault Co. (Invoice 0090477-IN) $ 7,081.02

 **$87,955.83**

**WARRANTS FOR APPROVAL JUNE 22, 2021**

Tri County Landscape Supply $ 20.95

AT&T (May’ 2021) $ 90.30

Susie Miller (Harry & David Basket) $ 76.48

PG&E (66 Marin Street) $ 205.67

Kirk & Simas (May’2021) $ 541.12

Sturdy Oil Company (Fuel) $ 870.05

PG&E (Valley Public) $ 400.91

 **$2,205.48**

**WARRANTS FOR APPROVAL JUNE 22, 2021**

Christy Vault Co. (Invoice 0090565-IN) $ 7,081.02

Christy Vault Co. (Invoice 0090566-IN) $ 7,081.02

Christy Vault Co. (Invoice 0090567-IN) $ 7,614.00

Christy Vault Co. (Invoice 0090568-IN) $ 7,081.02

Christy Vault Co. (Invoice 0090569-IN) $ 7,081.02

 **$35,938.08**

**WARRANTS FOR APPROVAL JUNE 22, 2021**

Don Chapin Company (Invoice 221026\*01) $150,183.60

 **$150,183.60**

**WARRANTS FOR APPROVAL JUNE 30, 2021**

PG&E (Watsonville Catholic) $ 9.88

PG&E (Pioneer) $ 12.50

Susie Miller (Block 3 Map Drawing) $ 150.00

ASCO Pacific (Vases) $ 671.60

ADEPT Mobile Mechanic (Mini Dump Repair) $ 2,018.38

Bill Clark (June’ 2021) $ 1,750.00

Susie Miller (Water – 6 Cases) $ 22.26

Susie Miller (Weed Sprayer) $ 73.02

Home Depot (Misc.) $ 365.05

Security Crime Prevention Corp. (June’2021) $ 1,750.00

Clutch Courier (June’2021) $ 250.00

Pajaro Valley Water Management (Jan-June’2021) $ 1,657.06

Crystal Springs Water Co. (June’2021) $ 58.50

D&G Sanitation LLC (June’2021) $ 12.50

Watsonville Utilities (Pioneer) $ 1,350.01

Watsonville Utilities (Watsonville Catholic) $ 460.94

Sturdy Oil Company (Fuel) $ 932.38

Smith’s Pest Management (June’2021) $ 520.00

ACE Hardware (Misc.) $ 428.36

County of Santa Cruz DPW (June’2021) $ 465.42

Cintas (May-June’2021) $ 976.01

 **$13,903.87**

**WARRANTS FOR APPROVAL JUNE 30, 2021**

Verde Enterprises, Inc. (Proposal # 1 Valley Catholic) $22,000.00

**$22,000.00**

**WARRANTS FOR APPROVAL JUNE 30, 2021**

Thomas M. Perez (Opening/Closing Reimbursement Receipt No. 23195) $ 700.00

**$ 700.00**

**WARRANTS FOR APPROVAL JUNE 30, 2021**

Central Water District (Day Valley Service 4/28/21 – 6/30/21) $ 40.00

California Dept. of Tax and Fee Administration (2nd Qtr. 2021) $ 1,715.00

**$ 1,755.00**

**WARRANTS FOR APPROVAL JULY 1, 2021**

Golden State Risk Management Authority (Annual Policy) $ 17,273.00

Golden State Risk Management Authority (Annual Policy) $ 23,787.00

**$ 41,060.00**

**WARRANTS FOR APPROVAL JULY 12, 2021**

Cruzio Internet (July’2021) $ 88.81

Streamline (July’2021) $ 300.00

Ameritas (July’2021) $ 1,069.74

Pontem Software (Annul Subscription) $ 645.00

**$ 2,103.55**

1. Confirmations were reviewed: Ledger, Bank Statement and Payroll report.

Trustee Banks suggested Payroll report to be reviewed quarterly. Trustee ‘Bud’ Mann suggested including pay rate in the payroll report.

1. Financials were reviewed.
2. Unfinished Business:
3. Land acquisition update was moved to public comment.
4. 2017-2018 audit: Update – audit completed and received draft from Eide Bailly.
5. LAFCO – Boundary expansion: was moved to public comment.
6. Sod/Hydro – seed discussion/proposal acceptance for Block 3: Trustee Banks moved and trustee Lucas seconded to accept K & D Landscaping Inc. proposal. All trustees voted aye. Motion unanimously approved.
7. New Business:
8. August 2021 Board meeting: Trustee Banks moved and trustee George seconded to cancel August 11, 2021 board meeting.
9. Lewis Tree Proposal for Matrix: Deferred
10. Gas price increases from our supplier: Rate increase starting July 1, 2021.
11. CAPC October’ 2021: The annual conference will be held in San Luis Obispo, CA.
12. Communications: Trustee Lucas went to Valley Public Cemetery and spoke with people that complained about the cemetery not being clean, areas being dry. People asked why some blocks are allowed artificial and other fresh flowers only. Trustee Lucas proposed possibility to hire more crew members.
13. Manager’s Report: Face masks are mandatory in the office. Nigel Belton will not be able to inspect the Eucalyptus trees until after July 14th. No public complaints regarding water shut off for Pioneer and Watsonville Catholic. Price increase for plots became effective July 1st. Steve Carrera completed both projects at Watsonville Catholic and Valley Catholic Cemeteries. Employees files will be reviewed for current step increases.
14. Trustee comments: No trustee comments.
15. Topics for next meeting September 8, 2021: Hiring crew members.
16. Trustee Tanner moved and Trustee George seconded to adjourn the meeting at 3:26 p.m.

Minutes Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Board Chair or Designee

Printed Name

Of Signer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_