

# 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 8, 2022 Regular Meeting

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on March 8, 2022 at 66 Marin Street, Watsonville, CA 95076. Trustee's Ed Banks, Nancy Bilicich, Steven A. George, Violet Lucas, Robert Tanner and Interim District Manager Elizabeth Lopez.

1. Roll call: All Trustees except Ed Banks were present.
2. Minutes: Trustee Lucas moved and Trustee George seconded to approve the minutes of February 8, 2022. Motion unanimously approved.
3. Public comment: Agenda Item 7a was moved to public comment. Chuck Allen was present and gave information on two properties. Properties are located in Buena Vista and Pioneer Rd. Properties are currently selling for at least \$1 million. Mr. Allen will set up an appointment with Carlos Palacios and Greg Caput to go over land acquisition and the district's budget.
4. Warrants: Trustee Lucas moved and Trustee George seconded to approve warrants dated February 3, 2022, February 8, 2022 and February 17, 2022. All trustees voted aye. Motion unanimously passed.

### WARRANTS FOR APPROVAL FEBRUARY 3, 2022

ARMADA (Pest Control Services 12/13/2021)	120.00
Home Depot (Maintenance Supplies)	386.96
PG&E (Pioneer)	13.15
PG&E (Watsonville Catholic)	10.52
Bill Clark (Headstone Setting - January 2022)	<u>1370.00</u>
	<b>\$1,900.63</b>

### WARRANTS FOR APPROVAL FEBRUARY 8, 2022

Adept Mobile Mechanic (Equipment Services)	982.63
Ameritas (February 2022)	1069.74
City of Watsonville Utilities (Pioneer)	532.15

City of Watsonville Utilities (Watsonville Catholic)	172.01
ARMADA (Pest Control - January 2022 * 2)	120.00
Davis Auto Parts (Equipment Services)	77.27
ACE Hardware (Maintenance Supplies)	122.97
Big Creek Lumber (Grounds Supplies)	21.14
Sturdy Oil Co. (Fuel)	801.21
Crystal Springs Water Co. (January 2022)	25.50
D & G Sanitation LLC (January 2022)	12.50
Streamline (February 2022)	300.00
Staples Credit (Office Supplies)	606.24
Allied Universal Security Services (February 2022)	2000.00
CINTAS (January 2022)	721.27
California Tire (Equipment Services)	20.00
Green Waste Recovery Inc. (11/1/21 - 11/3/21)	586.78
Clutch Courier (January 2022)	120.00
California Tire (Equipment Services)	80.00
Green Waste Recovery Inc. (January 2022)	1120.46
ARMADA (Pest Control - February 2022 * 1)	120.00
Cruzio Internet (March 2022)	<u>89.04</u>
	<b>\$9,700.91</b>

**WARRANTS FOR APPROVAL FEBRUARY 8, 2022**

Don Chapin Company (Invoice 221026*06 - Fence Rental)	1378.43
Don Chapin Company (Invoice 221026*07 - Final Payment)	<u>37743.00</u>
	<b>\$39,121.43</b>

**WARRANTS FOR APPROVAL FEBRUARY 17, 2022**

County of Santa Cruz DPW (January 2022)	51.85
ULINE (Clothing Supplies)	160.79
Pajaro Valley Printing (Office Supplies)	151.86
PG&E (66 Marin Street)	310.87
ASCO Pacific (Maintenance Supplies)	<u>752.43</u>
	<b>\$1,427.80</b>

5. Confirmations were reviewed: Ledger and Bank Statement.
6. Financials were reviewed.
7. Unfinished Business:
  - a) Land acquisition update: Chuck Allen was moved to Public Comment Item 3.
  - b) Eucalyptus trees – Arborist consultant Nigel Belton is requesting additional information. District will follow up with Karen O’ Neil.

- c) Equipment Review: Grave master dump truck - Crew will be attending the upcoming CAPC meeting to get additional vendors information regarding mini dump trucks, equipment, supplies etc.
  - d) Pioneer Plumbing proposals: Verde Enterprises, Inc. and K & D Landscaping, Inc. proposal were presented. Trustee Tanner moved and Trustee Lucas seconded to accept the proposal from K & D Landscaping, Inc. All trustees voted aye. Motion unanimously approved.
8. New Business:
- a) Golden State Risk Management coverage information: Deferred
  - b) Burial pricing FY 2022-2023: Trustees recommended a 10%, 15% increase comparison list. Burial pricing will be reviewed in May 2022.
  - c) Flagpole Lights/Painting: Flagpoles at all cemeteries will be painted and a solar light installed.
  - d) Dumpster – Valley Public: Crew will be cleaning the shed area at Valley Public. They need a 20-yard dumpster to throw away old headstone, wood, etc. Trustee Tanner moved and Trustee Lucas seconded to accept the 20-yard dumpster rental from Lewis Tree Services. All trustees voted aye. Motion unanimously approved.
  - e) Existing Solar Lights – Valley Public: Trustees suggested removing the existing solar lights at Valley Public.
  - f) Compensation for Interim District Manager: Trustee Tanner moved and Trustee Lucas seconded to increase current Interim District Manager salary by \$5.00 per hour. All trustees voted aye. Motion unanimously approved.
9. Interim Manager’s Report: Majority of the report was discussed earlier in the meeting such as: the upcoming CAPC meeting on March 11-12, 2022. The pioneer plumbing proposals, Flagpole solar lights and dumpster rental. Valley Public Cemetery was closed on Wednesday March 3, 2022 from 7 a.m. to 1 p.m. for maintenance. The crew was able to mow the lawn, check the irrigation system and clean the cemetery. Valley Public will be closed every first Wednesday of the month from 7 a.m. to 3 p.m. for maintenance/clean - up day. The GASB 74/75 draft was completed and forwarded to Auditor.
10. Trustee comments: Trustee Bilicich requested scheduled of assigned cemeteries to the crew. Trustees recommended changing all cemeteries closing hours due to daylight saving time to 7:00 am to 7:00 pm.

11. Topics for next meeting April 12, 2022: Valley Public Solar lights proposals.

Board convened to closed session. Closed session ended at 4:00 p.m.

12. Trustee Tanner moved and Trustee Lucas seconded to adjourn the meeting at 4:00 p.m.

Minutes Approved:   
Board Chair or Designee

Date Approved: 4/12/2022

Printed Name  
Of Signer:

STEVEN GRONER