

**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 August 11, 2021 Regular Meeting

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on August 11, 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. Trustee Mann attended meeting via phone. Trustee Lucas arrived at 2:05 p.m.
2. Minutes: Trustee Mann moved and Trustee George seconded to approve the minutes of July 14, 2021. Motion unanimously approved.
3. Public comment: Monica Espinoza and her father were present. Ms. Espinoza has her mother buried at Valley Public Cemetery. During Clean-up Day small sentimental objects, she had on her mother's headstone were removed. The items she had were not glass or harmful. She's requesting for items on headstone not to be removed from graves. Trustees suggested more specific clean up day signs.

Also, she was told from the District Manager Susie Miller that "Day of the Dead" is cancelled and that she had ordered 3 banners. Ms. Espinoza asked the reason why she was cancelling a cultural event. District Manager stated that the event is only closed to vehicle traffic. Ms. Espinoza suggested the board to have customer surveys.

Maria Rocha was present. She buried her husband at the Valley Public Cemetery. She stated she was treated unfairly regarding pre-needs plots. Ms. Rocha also suggested having Spanish speakers. Trustee George stated that Elizabeth Lopez Administrative Assistant speaks Spanish. Trustees suggested implementing a 30-day Pre-Need Policy.

4. Warrants: Trustee Banks moved and Trustee Lucas seconded to approve warrants dated July 22, 27, 29, and August 5, 2021. All trustees voted aye. Motion unanimously passed.

WARRANTS APPROVAL JULY 22, 2021

PG&E (Marin Street)	186.03
AT&T (July' 2021)	133.81
Tri County Landscape Supply	195.50
C & N Tractors (Chains)	66.52
Mobile Auto Glass Y Mas (Flat-Bed Window)	225.00
Mobile Auto Glass Y Mas (2009 Chevy Window)	270.00
Cruzio Internet (August' 2021)	88.81
Sturdy Oil Company	503.58
PG&E (Valley Public)	470.99
Susie Miller (Office Supplies)	<u>104.17</u>
	\$2,244.41

WARRANTS APPROVAL JULY 27, 2021

Don Chapin Company – Invoice 221026*02 (Valley Public Block 3)	<u>268,745.50</u>
	\$268,745.50

WARRANTS APPROVAL JULY 27, 2021

CalPERS (Annual Health Insurance Premium)	86,261.00
CalPERS (Annual Health Insurance Premium)	<u>3,362.00</u>
	\$89,623.00

WARRANTS APPROVAL JULY 29, 2021

ASCO Pacific (Urn Vaults)	642.14
California Tire Mobil Service	20.00
PG&E (Watsonville Catholic)	10.54
PG&E (Pioneer)	12.51
Armada (Pest Control)	120.00
Susie Miller (3 - Day of the Dead Banners)	169.08
Bill Clark (July' 2021)	<u>1,120.00</u>
	\$2,094.27

WARRANTS APPROVAL JULY 29, 2021

Mehl's (Reimbursement Receipt No. 23246 for Ramos Valdovinos - CRMS)	<u>100.00</u>
	\$100.00

WARRANTS APPROVAL AUGUST 5, 2021

Christy Vault Co. (Invoice 0090630-IN)	7,081.02
Christy Vault Co. (Invoice 0090643-IN)	6,760.17
Christy Vault Co. (Invoice 0090710-IN)	6,760.17
Christy Vault Co. (Invoice 0090725-IN)	7,081.02
Christy Vault Co. (Invoice 0090726-IN)	7,081.02
Christy Vault Co. (Invoice 0090727-IN)	13,488.72
Christy Vault Co. (Invoice 0090728-IN)	6,760.17
Christy Vault Co. (Invoice 0090729-IN)	13,191.12
Christy Vault Co. (Invoice 0090730-IN)	13,191.12
Christy Vault Co. (Invoice 0090732-IN)	13,832.82
Christy Vault Co. (Invoice 0090780-IN)	7,209.36
Christy Vault Co. (Invoice 0090783-IN)	7,209.36
Christy Vault Co. (Invoice 0090800-IN)	7,081.02
Christy Vault Co. (Invoice 0090823-IN)	7,081.02
Christy Vault Co. (Invoice 0090858-IN)	7,081.02
Christy Vault Co. (Invoice 0090867-IN)	7,081.02
Christy Vault Co. (Invoice 0090874-IN)	7,081.02
Christy Vault Co. (Invoice 0090925-IN)	7,105.80
Christy Vault Co. (Invoice 0090926-IN)	<u>7,081.02</u>
	\$159,237.99

5. Confirmations were reviewed: Ledger, Bank Statement and Payroll report.
6. Financials were reviewed.
7. Unfinished Business:
 - a) Land acquisition update: Deferred
 - b) 2017-2018 audit update letter: Eide Bailly forward a material weakness letter. Trustees suggested contacting Auditor to address the potential repercussions of the letter.
 - c) LAFCO – Boundary expansion: Deferred
 - d) Lewis and Community Tree proposals: Trustee Banks moved and Trustee Mann seconded to approve Community Tree proposal and not to exceed \$32k. All trustees voted aye. Motion unanimously approved.
8. New Business:
 - a) Review/revise District Manager's Salary was moved to item 8 c): Deferred

b) Trustee requesting additional crewman was moved to item 8 a): Deferred

c) Discuss options for an ATV/Sprayer was moved to item 8 b): Deferred

9. Communications: No communications

10. Manager's Report: On July 29, 2021 District Manager and crew picked up Block 5 at Valley Public Cemetery. Manager is suggesting 2 banners to be posted at the back fence of block 5 and 6, stating "No glass, candles, large flowers etc.". Non-resident fees are being neglected by clients and maybe even by mortuaries. Burial permits are reading different addresses than the one given during scheduling.

11. Trustee comments: Trustee Tanner provided a new Time-Off request form.

12. Topics for next meeting October 13, 2021: Cemeteries maintenance proposals and Pre-Need policy.

13. Trustee Banks moved and Trustee George seconded to adjourn the meeting at 3:59 p.m.

Minutes Approved:

Robert Tanner

ROBERT TANNER

Board Chair or Designee

Date Approved:

9/9/2021

Printed Name
Of Signer:

ROBERT TANNER