

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 November 8, 2022 Regular Meeting

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on November 8, 2022 at 66 Marin Street, Watsonville, CA 95076.

Chairman: Steven A. George

Vice-Chair: Violet Lucas

Trustees: Edward Banks, Nancy Bilicich and Robert Tanner

District Manager: Elizabeth Lopez

1. Call Meeting to Order: The meeting was called to order by Chairman George at 2:00 p.m.
Roll call: All Trustees were present.
2. Review of Agenda: No items being pulled from the agenda or continued to another date.
3. Public comment: No public comment.
4. Minutes, Expenses and Financial Report:
 - a) Minutes: Trustee Lucas moved and Trustee Bilicich seconded to approve the minutes of October 11, 2022. Motion unanimously approved.
 - b) Expenses: Trustee Banks moved and Trustee Lucas seconded to approve the warrants/expenses dated October 11, 2022 and October 21, 2022.
 - c) Ledger/Bank Statement/Financial Report were reviewed for October 2022.

WARRANTS FOR APPROVAL OCTOBER 11, 2022

Tri County Landscape Supply (Grounds Supplies)	247.29
ULINE (Grounds Supplies)	786.60
Home Depot (Grounds Supplies)	1962.94
Crystal Springs Water Co. (September 2022)	49.00
Sturdy Oil (Fuel)	630.79
Green Waste (September 2022)	1241.36
Cruzio Internet (October 2022)	76.94
Bill Clark (September 2022)	1125.00
C&N Tractors (Equipment Services)	113.69
C&N Tractors (Equipment Supplies)	179.76
D&G Sanitation (September 2022)	12.50
City of Watsonville Utilities (Watsonville Catholic)	1289.66
City of Watsonville Utilities (Pioneer)	4,897.66


ACE Hardware (Grounds Supplies)	309.47
California Department of Tax and Fee Admin. (3rd Qtr.)	<u>2,242.00</u>
	\$15,164.66

WARRANTS FOR APPROVAL OCTOBER 21, 2022

Allied Universal Security Services (Temp. Fuel Surcharge September 2022)	111.25
Kirk & Simas (September 2022)	90.24
County of Santa Cruz DPW (September 2022)	198.04
Staple (Office Supplies)	422.24
Allied Universal Security Services (October 2022)	2000.00
PG&E (66 Marin St)	92.19
PG&E (Valley Public)	146.63
Sturdy Oil (Fuel)	866.47
California Tire (Equipment Services - Tire Repair)	20.00
Mid Valley Supply (Supplies)	43.70
PG&E (Pioneer)	9.94
Cruzio Internet (October 2022)	<u>13.45</u>
	\$4,014.15

5. Administrative Action (Pending Business):
 - a) Land Acquisition: Deferred
 - b) Day of the Dead Recap: Day of the Dead was on Wednesday November 2, 2022. The cemetery was opened from 7:00 a.m. to 7:00 p.m. The Watsonville Cadets, Police Officer and Security were on site until closing. There was over 500 people, disabled parking was allowed inside cemetery and others parked at Valley Catholic Church. No issues and received positive feedback.
 - c) Administrative Assistant Position: Job description and pay was reviewed.
6. New Business:
 - a) Cost of Living Increase: Trustee Tanner moved and Trustee Lucas seconded to approve the cost-of-Living Increase of 3%. Motion unanimously approved.
 - b) Stipend gas reimbursement: Employees that use their personal vehicle for business purpose will get the current California mileage reimbursement rate of \$0.625 per mile.
7. District Manager Report:
 - a) Update of Monthly Activities: Day of the Dead was on November 2, 2022. People started showing up early at the Cemetery. Everyone left the cemetery and church parking was cleared by 8:00 p.m.
 - b) Staff and Equipment Report: All crew members were present for Day of the Dead.
8. Trustee Comments, Questions or Suggestions: The trustees suggested getting new exit signs for Valley Public Cemetery.
9. Topics for next meeting December 13, 2022: District Manager Evaluation

10. Trustee George moved and Trustee Lucas seconded to adjourn the meeting at 3:40 p.m.

Minutes Approved: 
Board Chair or Designee

Date Approved: 12/13/2022

Printed Name
Of Signer: STEVEN GEORGE