

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 February 14, 2023 Regular Meeting

The Board of Trustees of the Pajaro Valley Public Cemetery District held a regular meeting on February 14, 2023 at 66 Marin Street, Watsonville, CA 95076.

Chairman: Steven A. George

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 except Vice-Chair Violet Lucas.
2. Review of Agenda: No items being pulled from the agenda or continued to another date.
3. Public comment: Louie Arrey from Affordable Headstone & Monuments was present. He gave an overview and presented two types of flower vases he offers to families when purchasing a headstone.
4. Minutes, Expenses and Financial Report:
 - a) Minutes: Trustee Tanner moved and Trustee George seconded to approve the minutes of December 13, 2022. Motion unanimously approved.
 - b) Expenses: Trustee Banks moved and Trustee Bilicich seconded to approve the warrants/expenses dated December 7, 2022, December 13, 2022, January 12, 2023, January 13, 2023 and January 17, 2023.
 - c) Ledger/Bank Statement/Financial Report were reviewed for December 2022 and January 2023.

WARRANTS FOR APPROVAL DECEMBER 7, 2022

Streamline (November 2022)	300.00
AT&T (October & November 2022)	198.95
Sturdy Oil (Fuel)	649.86
PG&E (Valley Public)	122.15
PG&E (Pioneer)	10.21
River Nursery & Flower Shop (Thanksgiving plants)	393.30
Adept Mobile Mechanic (Equipment Services)	484.74
Home Depot (Grounds Supplies)	508.71
Big Creek (Grounds Supplies)	21.17
C & N Tractors (Equipment Supplies)	113.20
CINTAS (November 2022)	1003.73

ACE Hardware (November 2022)	247.86
Bill Clark (November 2022)	1,450.00
Agualight Water Store	<u>404.23</u>
	\$5,908.11

WARRANTS FOR APPROVAL DECEMBER 7, 2022 (Day of the Dead)

Violet Lucas - Day of the Dead Reimbursement	150.84
D & G Sanitation LLC (Day of the Dead)	1433.38
Panther Protective Services (Day of the Dead)	1584.00
Watsonville Police Activities League Cadet Program	1000.00
Our Lady Help of Christians Catholic Church (Day of the Dead Donation)	500.00
Elizabeth Lopez - Day of the Dead Reimbursement	<u>689.70</u>
	\$5,357.92

WARRANTS FOR APPROVAL DECEMBER 13, 2022

Cruzio Internet - December 2022	90.03
California Association of Public Cemeteries (2023 Membership Dues)	397.00
Allied Universal Security Services - November 2022	2000.00
Allied Universal Security Services (Temp. Fuel Surcharge November 2022)	111.25
Davis Auto Parts	152.12
D&G Sanitation LLC (November 2022)	12.50
Sturdy Oil (Fuel)	730.41
Watsonville Utilities - Pioneer	3230.17
Watsonville Utilities - Watsonville Catholic	735.49
County of Santa Cruz DPW	119.72
Ameritas (December 2022)	740.56
Green Waste (November 2022)	1,241.36
Streamline (December 2022)	300.00
PG&E (66 Marin St)	245.15
Bianchi Alarm Systems	84.00
Staples - (Supplies)	428.17
Elizabeth Lopez Reimbursement (Supplies)	1,536.67
Kevin Brejnak, CPA	<u>21971.63</u>
	\$34,126.23

WARRANTS FOR APPROVAL JANUARY 12, 2023

River Nursery & Flower Shop (Christmas Arrangements)	447.93
PG&E (Valley Public)	110.52
PG&E (Pioneer)	10.19
Sturdy Oil (Fuel)	554.51
Home Depot (December 2022)	670.75
Bill Clark (December 2022)	625.00
Streamline (January 2023)	300.00
Tri County Landscape Supply (Grounds Supplies)	155.44
Cruzio Internet (January 2023)	<u>90.09</u>
	\$2,964.43

WARRANTS FOR APPROVAL JANUARY 13, 2023

Allied Universal Security Services - December 2022	2000.00
Big Creek (Grounds Supplies)	496.56
Davis Auto Parts (Maintenance Supplies)	29.45
City of Watsonville Utilities - Pioneer	126.17
City of Watsonville Utilities - Watsonville Catholic	186.88
ACE Hardware (December 2022)	559.77
Sturdy Oil (Fuel)	<u>280.40</u>
	\$3,679.23

WARRANTS FOR APPROVAL JANUARY 13, 2023

California Department of Tax and Fee Admin. (4th Qtr.- 2022)	<u>2652.00</u>
	\$2,652.00

WARRANTS FOR APPROVAL JANUARY 17, 2023

Pajaro Valley Water Management Agency- V/P (July - December 2022)	1771.57
Green Waste (December 2022)	1241.36
County of Santa Cruz DPW (December 2022)	288.94
Mid Valley Supply (Supplies)	43.70
Central Water District 10/27-12/29/2022 - Day Valley	40.00
D&G Sanitation LLC (December 2022)	12.50
C & N Tractors (Equipment Supplies)	343.36
Ameritas Insurance (January 2023)	740.56
CINTAS (December 2022)	978.36
PG&E (66 Marin St)	<u>247.58</u>
	\$5,707.93

5. Administrative Action (Pending Business):

- a) Land Acquisition: Deferred

6. New Business:

- a) Pajaro Valley Management Agency: Marcus Mendiola from P.V. Management Agency was present. He gave an overview of the College Lake Integrated Resources Management Project. The construction of the project is anticipated to begin this coming spring 2023.
- b) LAFCO – Election for Special District: Trustee Banks gave an overview of the LAFCO election. The Cemetery District will be voting and submitting the voting ballot.
- c) Kevin Brejnak Audit 2021 was reviewed and approved.
- d) Storage Shed – Pioneer: More storage is needed for all equipment. The district will look for additional storage sheds.

7. District Manager Report:

- a) Update of Monthly Activities: Crew constructed a pond in front of the office and painted the Pioneer Cemetery main entrance sign.
- b) Staff and Equipment Report: Staff completed the Harassment and Ethics training. Crew will be installing new signs at Valley Public Cemetery.

8. Trustee Comments, Questions or Suggestions: Trustee tanner suggested getting information on another truck.

9. Topics for next meeting March 14, 2023: Endowment care fund.

10. Trustee George moved and Trustee Tanner seconded to adjourn the meeting at 3:47 p.m.

Minutes Approved: 
Board Chair or Designee

Date Approved: 3/14/2023

Printed Name
Of Signer: STEVEN GEORGE