

# SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

## Board Members

John Ceballos  
Rita Delgado  
Phil Garcia  
Gabriel Perez  
Ermelindo Puente

## Executive Director

Christine West

# MINUTES

## MEETING OF THE BOARD OF DIRECTORS OF THE SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

May 17, 2021

Veterans Memorial Building

74 West 6<sup>th</sup> Street

Gilroy, CA

**5 p.m.**

Consistent with Executive Order No. N-29-20 issued by Governor Newsom on March 4, 2020, the regular meeting of the Board of Directors for **May 17, 2021** will be conducted through videoconference.

### CALL TO ORDER

Meeting was called to order at 5:01 pm

### ROLL CALL

All board members were present.

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENT TIME

There was no public comment.

### CONSENT CALENDAR

1. Approve Minutes from the April 19, 2021 Regular Meeting
2. Approve Warrant List approving payment of received bills for May 2021
3. Approve Financial Statements for May 2021
4. Authorize the Executive Director to Renew Rental Agreements with Long Term Tenants

Director Puente made a motion to approve the consent calendar. Director Perez seconded the motion. The motion passed unanimously.

**REGULAR AGENDA ITEMS**

1. Authorize the Executive Director to Apply for Special District Technology Grant Through CSDA and Match Grant

Director Ceballos made a motion to authorize the Executive Director to apply for a technology grant and match the grant request with \$3,000. Director Delgado seconded the motion. The motion passed unanimously.

2. Executive Director Report

The Executive Director presented the staff report, a copy of which is attached hereto.

3. Future Agenda Items

There were no items suggested for the next agenda.

**ADJOURNMENT**

Meeting adjourned at 5:30 pm.

To: Phil Garcia, Gabe Perez, Ermelindo Puente, John Ceballos, Rita Delgado, Kirsten Powell  
From: Christine West  
Date: May 17, 2021  
Subject: Staff Report

## Staff Report

**COVID Update** – The County of Santa Clara is still in the Orange Tier and is following the State’s Blueprint for a Safer Economy. The CDC’s most recent guidelines on masks really do not affect the Vets Hall as we are still not fully open. However, we are still cautiously planning for the June 15 state-wide opening. Staff will continue to proceed with caution.

**Bathroom Construction** – At the time of the board meeting, the bathrooms are essentially done. An inspection by the City is scheduled for Tuesday afternoon and the County Health Department inspection is scheduled for Thursday. Bathrooms should be fully operational following the City inspection.

A final check for \$82,240.20 for Premier Builder’s Inc. is included in this month’s Warrant List. This will close out the contract with the contractor. However, after board members sign it, it will be held until the final inspections and punch list are complete. The Board approved a project budget of \$225,000, which included \$15,959.37 pre-construction costs and \$207,846 for Premier Builder’s Contract. There was a 10% contingency built in to this and it was used for a change order for Wall Reinforcement, the Alternate Bid #3 for Additional Electrical Modifications, the Health Dept. plan review and a few other minor modifications. Total project came in at \$223,805.37, which is \$1,194.63 under budget.

**Fundraising** – City Council candidate Danny Mitchell will be donating \$500 to the Building Improvement Fund from his leftover campaign funds. A special thanks to Director Perez for suggesting the Vets Hall be the recipient of these funds.

**Health Department** – Since the last meeting, the Health Department has ruled that the kitchen can be used by long term tenants (i.e. both Posts and Sportsman Chef) and one-day renters (i.e. parties, meetings, etc.) for the purpose of providing food for their members and/or guests. However, public events such as bingo, the Oldies Dance, New Years, etc., cannot provide food because a certified kitchen is required for the sale of food. Not even prepackaged food such as candy can be sold. The Posts have been notified and potential future renters will be notified.

Once the Health Department signs off on the bathroom finishes, staff will work with them to split the permit. Currently the permit is for the Bar and the Kitchen. They would like them separate, which means separate costs, separate inspections and separate organizations responsible. They have not given staff any direction on this and what it entails.

**Rentals** – Staff is currently working with PitStop to locate a new facility for them to work out of as their time conflicts with events at the Hall. There will be a Stanford Blood Bank on Wednesday and a Red Cross Blood Bank on Saturday. Garlic City Men’s Group continues on Monday and Wednesday evenings. If there is an Election Recall in November, the Hall is scheduled as a polling place. We have also booked the Hall on Sept. 11 for a 40<sup>th</sup> Birthday Party and Aug. 20, **2022** for a wedding. Staff will only book one-day rentals starting in September, giving staff and long-term tenants time to adjust to any new Covid protocols.

**Banking** - Since the District had more than \$250,000 in Pinnacle Bank, the accountant recommended and the bank auditors confirmed that money over that amount is not FDIC insured. To make sure it is, staff has set up a custodial account called FDIC Sweep Savings with Pinnacle Bank. All of the general savings account and a large portion of the rental account, \$32,945.16 and \$117,007.03 respectively, was “swept” to the new custodial account. This account is actually with another bank so that it can be FDIC insured, but Pinnacle Bank still manages it. This will keep all of the Districts money insured, easy to manage and is easily accessible. The signors on the account also need to be updated since the board has changed. A signor worksheet will be provided for this update.

The County account also needs an updated information on the signors, so a County worksheet is also provided for this.

**Solar Rebate** – The District received a rebate from Silicon Valley Clean Energy Authority for \$1,001.22. This has been deposited.

**Marketing** – Staff continues to maintain the Web Site (sscvmd.org) and Facebook (Gilroy Veterans Hall) pages as well as have a presence in Nextdoor.com’s Gilroy Veterans group (Military Veterans of Gilroy).

**Milias Meals for Vets** – Adam Sanchez, owner of Milias, is donating one meal to a local veteran each week. This will end at the end of this month. He has done this for three months, benefitting 12 veterans and valued at \$600.

**Veterans Lost** – Navy veteran James Derek Marshall (April 23, 2021).

**Next Board Meeting** – June 21, 2021