

# **SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT**

## **Board Members**

John Ceballos  
Phil Garcia  
Gabriel Perez  
Ermelindo Puente  
Ray Sanchez

## **Executive Director**

Christine West

## **MINUTES**

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

**October 19, 2020**

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 17, 2020, the regular meeting of the Board of Directors for October 19, 2020 was conducted through videoconference. Some elected Officials and District Staff Members participating remotely via videoconference. Others participated in person at the Veterans Memorial Building.

#### **CALL TO ORDER**

Meeting was called to order at 5pm.

#### **ROLL CALL**

Directors Garcia, Perez, Puente and Sanchez were present. Director Ceballos was absent and notified staff beforehand that he would not be attending.

#### **PLEDGE OF ALLEGIANCE**

#### **PUBLIC COMMENT TIME**

There was no public comment.

#### **CONSENT CALENDAR**

(The Consent Agenda is comprised of items which appear to be non-controversial. Persons wishing to speak on any item may do so by raising their hand to be recognized by the President.)

1. Minutes from the September 21, 2020 Regular Meeting
2. Warrant List approving payment of received bills for October 2020
3. Financial Statements for October 2020

Director Puente made a motion to approve the Consent Calendar. Director Perez seconded the motion. The motion passed unanimously.

### **REGULAR AGENDA ITEMS**

4. Interview and Consider Recommending a Candidate to the Board of Supervisors to Fill a Vacancy on the Board

Director Puente asked Rita Delgado why she wanted to fill the vacancy on the board. She said she wants to be part of a committee that is responsible for maintaining policies and procedures regarding the use, maintenance and financial credibility relating to our veterans. He also asked if she's willing to work as a team player. Working with other organizations, such as a union, she said she is very used to working as a team player but is also not afraid to ask questions. There were no further questions.

Director Sanchez made a motion to approved Rita Delgado for recommendation to the County Board of Supervisors to fill the board vacancy. Director Puente seconded the motion. The motion passed unanimously.

5. Review and Approve Employee Handbook.

Director Sanchez made a motion to approve the Employee Handbook. Director Perez seconded the motion. The motion passed unanimously.

6. Select a Street Banner Design and Recommend to the City Council the Banner for Inclusion in the New Patriotic Garden

Director Puente asked why the Merchant Marines wasn't included on the banner since they have helped out in time of war. Staff noted that they are not part of the official branches of service, but will research specifics. The item will be on next month's agenda.

7. Executive Director Report

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

8. Future Agenda Items

- Select a Street Banner Design and Recommend to the City Council the Banner for Inclusion in the New Patriotic Garden

### **ADJOURNMENT**

Meeting was adjourned at 5:35pm  
Next meeting is November 16, 2020

To: Phil Garcia, Gabe Perez, Ermelindo Puente, John Ceballos, Ray Sanchez, Kirsten Powell  
From: Christine West  
Date: October 19, 2020  
Subject: Staff Report

## Staff Report

**COVID Update –** On Oct. 13, the County of Santa Clara moved into the state's Orange Tier (Tier 3). The Public Health Officer's new Revised Risk Reduction Order (issued October 5) went into effect October 14, which allows additional services in the County to operate, in accordance with the State order. Changes include allowing indoor gatherings, with limitations.

Indoor gatherings of up to 25% capacity (43 for Vets Hall) or 100 people, whichever is fewer. But the State generally prohibits other gatherings. The fact that these additional activities and capacity are now allowed should not be construed as implying such activities are safe. COVID-19 continues to pose a serious risk throughout our County. Everyone must remain cautious, maintain social distance, wear a face covering, and move activities outdoors when possible.

At this time, staff is taking a wait and see approach to the new ruling. Essential services will continue to be allowed at the hall and meetings discouraged unless necessary.

**Bathroom Remodel –** The project plans have been sent to the city for permits and the bidding process will begin this week. However, the architect and electrical engineer are warning that the bids are likely to be higher than original estimates because more work is required for electrical and plumbing than initially expected. We won't know costs until we have the estimates. Also, the architect isn't expecting permits to be granted from the city until January. Staff will work with the city in an effort to expedite the process as much as possible. Staff also attended a prevailing wage webinar to prepare for the bidding and construction process.

**Rentals –** Through the end of September, the District's actual loss in revenue totals \$22,750 and the loss of potential revenue is an additional \$31,850 to date. If this goes through the end of the year, staff projects the total loss could be as high as \$79,350. On a positive side, essential service rentals during the pandemic has resulted in about \$4,000 income for the Hall, but that is just making up for the deposits we returned in the spring. Chef Mark Segovia, PitStop, American Red Cross and Stanford Blood Center continue to use the hall on a regular basis. Inquiries are coming in for rentals now and beginning next year. We are not currently booking anything before Dec. 31, but we will start to hold dates for 2021. However, those holds will be contingent on the status of the pandemic and county orders.

- **Stanford Blood Drive** – Wednesday, Oct. 21 from 11am to 5pm. Appointments are currently full.

**General Maintenance** – A pest inspection was completed since the last meeting and the Hall remains relatively pest free. The acoustical ceiling tiles are scheduled to be replaced this week.

**Veterans Assistance** – Staff continues to reaching out to veterans to make sure they are ok and if they need anything. In some cases, we have delivered necessities - toilet paper, food and batteries. Contact continues with Danny Molina from the VA and Michael Gonzales and Natalie Lara from the Santa Clara County VSO follow up on local veterans and make sure they are getting what they need. Michael has returned from paternity leave and is available to help vets.

- **Flu Shot Clinic for Vets** – The VA (Danny Molina and Dr. Dorrel) is hosting a walk-through Flu Shot Clinic at the Vets Hall on Thursday, Oct. 22 from 9am to Noon. No other services/counseling is planned.

**Fundraising** – Staff has conducted two yard sales (Oct. 2 and Oct. 17) at the Hall, resulting in \$692 total. This money will go toward the building improvement fund. Thanks to those who helped out - Phil Garcia, Gabe Perez, Danny Molina, Joe Loquiao, John Ceballos, Bob Diaz and Gary Diaz, those who donated items to sell -- Joe Loquiao, MaryAnn Collum, Al Gagliardi, Bar Council, VFW, the Gilroy Dispatch, Rita Delgado, Gabe Perez, the Willie and Erma Maquinaliz. At the first sale, the Gilroy Dispatch was in the process of moving and they donated several large items (chairs, cabinets, etc.) and office supplies, which helped us significantly. We also had some very generous shoppers, many of whom donated money over and above the sale prices. So thank you everyone!

**Historical Designation** – At the August 17, 2020 meeting, the Gilroy City Council approved the Gilroy Veterans Memorial Building to be included on the city's Historic Resource Inventory and the California Historical Resource Statue Code. Update and Property Owner's Guide to Historic Preservation. The California Environmental Quality Act requires buildings 50 years or older to be reviewed for potential historic significance. Staff has not been contacted as to the implications of such a designation, nor has staff received a response when they reached out to the city. Staff will continue to research this new development.

**General Office** – SDRMA (insurance carrier) refunded the District \$464.19 because the District joined the Workers' Compensation program after the Property/Liability Insurance was paid. As a result, the District became eligible for the multi-program discount on both policies and was not given on the original renewal invoice.

**Facebook** – Staff has collapsed three Gilroy Veterans Hall Facebook pages into one so as to reduce any confusion.

**Next Board Meeting** – November 16, 2020