

# **SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT**

## **Board Members**

John Ceballos  
Rita Delgado  
Phil Garcia  
Gabriel Perez  
Ermelindo Puente

## **Executive Director**

Christine West

# **MINUTES**

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

**September 18, 2023**  
Veterans Memorial Building  
74 West 6<sup>th</sup> Street, Gilroy, CA  
**5 p.m.**

### **CALL TO ORDER**

The meeting was called to order at 5:00pm

### **ROLL CALL**

Directors Garcia, Perez and Puente were present. Director Delgado was absent but notified the board ahead of time. Director Ceballos was also absent without notification.

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC COMMENT TIME**

There was no public comment. Bar Council members Danny Molina and Joe Loquiao were present.

### **CONSENT CALENDAR**

1. Approve Minutes from the August 21, 2023 Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for September 2023
3. Approve Financial Statements for September 2023
4. Approve Establishing Reserve for ERAF At-Risk Funds
5. Approve Updated Reserve Fund Policy to Reflect ERAF Funds

Director Puente made a motion to approve Consent Calendar items 1, 2 and 3. Director Garcia seconded the motion. The motion passed unanimously. After an explanation of ERAF At-Risk Funds by staff, Director Puente made a motion to approve Consent Calendar items 4 and 5. Director Garcia seconded the motion. The motion passed unanimously.

### **REGULAR AGENDA ITEMS**

1. Approve the Resolution 26 Authorizing the Non-Collection of Rent for Three Months for the Gilroy Veterans Club Due to Hardship

Staff explained the current Bar Council situation and the recommendation by the Tenant Committee. Director Puente asked if the Bar Council would still be paying dividends to the Posts. Bar Council member Molina said that payouts are only given when the Bar is making money. Payouts would stop until the Bar is financially stronger. Director Garcia emphasized the importance of accountability and the District will need to see an Income/Expense or P&L statement each month. Director Perez said it's obvious the old system isn't working and that

these issues need to be cleared up before the District considers extending the non-collection of rent a second quarter. Director Puente made a motion to approve the Resolution 26 authorizing the non-collection of rent for three months from the Bar Council, with the potential for an additional three months for a maximum total of six months. The Bar Council would also need to provide a monthly accounting of financial strength. Director Garcia seconded the motion. The motion passed unanimously.

## 2. Staff Report

The executive director presented the staff report, a copy of which is attached hereto.

## 3. Future Agenda Items

There were no future agenda items presented.

## ADJOURNMENT

Director Puente made a motion to adjourn the meeting. Director Garcia seconded. The motion passed unanimously and the meeting was adjourned at 5:31 pm.

To: Phil Garcia, Gabe Perez, Ermelindo Puente, John Ceballos, Rita Delgado, Kirsten Powell  
 From: Christine West  
 Date: October 16 2023  
 Subject: Staff Report

# September Staff Report

## BUILDING IMPROVEMENT CAMPAIGN

**Fundraising** – The District has received \$835 in donations since the last meeting, increasing the grand total is **\$200,905** since July 2021. An anonymous donor is tentatively committed another \$100,000 - \$125,000 depending on the final estimate for the kitchen. As a result, the work to begin the kitchen remodel is now underway.

VFW Bingo Players	\$695
Joe Loquiao	\$140
<b>TOTAL</b>	<b>\$835</b>

**Kitchen Remodel** – The architect is currently working with the city, county, and electrical engineers to finalize details on utilities. Permits are taking several months to work through the city and county. So we are aiming to begin bid process after the first of the year. Staff will continue to update this each month.

## MARKETING

**Veterans Day Parade** – Planning for the Parade is well underway. The theme is “Our True Heroes.” We promoted it at the August Chamber of Commerce breakfast meeting, thanks to Danny Molina III, who sponsored it for the committee. Promotion has included an email blast to all Chamber members interested in sponsorships and parade entries, posting on the District’s social media, and a post card.

**Overpass Salute** – Staff orchestrated local veterans’ participation on the recent Overpass Salute for a WWII veteran who was transported from the San Jose Airport to his final resting place in Seaside. This event made the news and has acknowledged by the Fire Chief for the strong turnout.

**La Ofrenda Festival '23** – The District is an official sponsor of this event, which is the inaugural Dia de la Muertos Festival and Wellness Fair. Our sponsorship includes one altar for of Gilroy’s KIAs, which will be position at the art studio next door beginning Oct. 1, with the festival on Oct 28.

**Food Truck Fly Over** – The San Martin Airport has invited the Gilroy Veterans Hall to participate in the annual Food Truck Fly Over on Saturday, Oct. 21. Staff will be on hand with information about the hall and services for veterans.

## **VETERANS ASSISTANCE**

### **Events**

- VSO/VA/CalPhones – Oct. 6 & 20
- Vets and Tech – Sept. 21

## **MAINTENANCE**

**Building Rekeyed** – It has been nearly 10 years since the last time the building’s main door had been rekeyed and even longer since the security code was changed. This was all done to increase security for the building. All individuals holding a front door key were required to sign out a new key.

**Fireplace Gas Line** – During PG&E’s routine inspection, staff informed the technician about a smell of gas. After an inspection, it was determined that there was a small leak in the fireplace line. A licensed plumber was brought in to repair it and it’s now safe and ready to use this winter.

**Signs** – Installed sponsor sign on the mural and two bike policy signs – one in front of the building and another by the bike rack.

**Basic Maintenance** – Jesse has repaired tiles in the BBQ area, which were cracked and missing.

## **ADMINISTRATIVE**

**Annual Financial Audit** – Staff is currently working with the accountant and auditor on this process.

**Business Census Report** – Staff completed the business census for the state early in September. This is a required report.

**Public Records Request** – Staff responded to one public records request for employee salaries from OpentheBooks.com.

**District Boundary Map** – Staff notified LAFCO that the map they have on file had somehow been corrupted and was not accurate since the last year. The District is

required to review boundary maps for the County annually and this is when the error was discovered.

**Next Board Meeting** - Next meeting is Oct. 16, 2023.

SDRAM President's Special Acknowledgement