

# 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

April 19, 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 17, 2020, the regular meeting of the Board of Directors for **April 19 2021** will be conducted through videoconference.

### CALL TO ORDER

Meeting was called to order at 5pm.

### 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 March 15, 2021 Regular Meeting
2. Approve Warrant List approving payment of received bills for April 2021
3. Approve Financial Statements for April 2021

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

**REGULAR AGENDA ITEMS**

## 1. Review and Approve the 2019-20 Financial Audit

Staff reviewed the highlights of the 2019-20 Financial Audit. Director Puente made a motion to approve the 2019-20 Financial Audit. Directors Delgado and Perez seconded the motion. The motion passed unanimously.

## 2. Review Updates to District Bylaws and Approve Resolution 23 Adopting Bylaws to Name the Executive Director as the Secretary of the Board

Staff went over the recommended changes to the bylaws. Director Puente made a motion to approve Resolution 23 to adopt the revised bylaws. Director Ceballos seconded the motion. The motion passed unanimously.

## 3. Review and Approve Updates to Reserve Fund Policy

Staff went over the recommended updates to the Reserve Fund Policy. Director Delgado made a motion to approve the updated Reserve Fund Policy. Director Puente seconded the motion. The motion passed unanimously.

## 4. Executive Director Report

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

## 5. Future Agenda Items

There were no items suggested for the next agenda.

**ADJOURNMENT**

Meeting Adjourned at 5:36pm.

To: Phil Garcia, Gabe Perez, Ermelindo Puente, John Ceballos, Rita Delgado, Kirsten Powell  
From: Christine West  
Date: April 19, 2021  
Subject: Staff Report

## Staff Report

**COVID Update** – The County of Santa Clara recently moved to the Orange Tier and is following the State’s Blueprint for a Safer Economy. As a result, the Gilroy Veterans Hall is cautiously opening. Post meetings and the Blood Drive will return in May. With the State’s June 15<sup>th</sup> Reopening Plan, the Hall could be fully open, but we will proceed with caution.

**Bathroom Construction** – The bathrooms are about 50% completed. As reported at the last meeting, there were some issues with structural integrity in the wall separating the bathrooms. This required a change order and cost \$7,019. This will come out of the approved contingency. Staff also instructed the contractor to move forward with the Alternate Bid Item #3, Add Electrical Circuits. This will eliminate the circuits blowing during large events. This is an additional \$8,980, but will come out of the approved contingency budget. Staff felt doing this work now was more cost effective than waiting to do it at a later date. The electricians certainly had their work cut out for them, as the building’s wiring wasn’t typical. However, they masterfully worked through the numerous issues and won’t be submitting change orders for their extra time or materials. In fact, all the contractors on the job are going the extra mile for the Vets Hall. They are really taking pride in their work and doing a great job.

The city inspected the plumbing and electrical last week and the work passed. The contractor is now starting to put it all back together. The sheet rock is going in and the doors are being cut for the wider entry. After that, flooring, wall coverings, toilets, urinals, sinks and stalls will be installed. The contractor is expecting to complete the work by the end of April.

**Fundraising** – American Legion member Ted Viola and Stephen Poli each made a \$100 donation to the Building Improvement Campaign (BIC) recently. Additional funding for the BIC includes \$48 from copper recycling and \$429 from the April 8 Yard Sale. Thank you to Director Perez for helping with the sale. Total amount raised since April 2018 is \$105,758.09.

**Health Department** – The County Health Department paid a visit to the Vets Hall as a result of so many inquiries to use the kitchen to cater for fundraisers and/or events. This resulted in several issues that staff is currently addressing.

First, they are requiring that we submit the bathroom plans for their approval. Typically, this is done when the kitchen is being worked on. That is one reason why the bathroom was done first. But since the plans were drawn to code, there wasn’t a huge concern.

The Health Department had some issues, but staff believes they have been resolved and hope to get the approval later this week.

Next, the Health Department wants 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.

Finally, they have not given any indication on the type of permit they will award for the kitchen. The type depends on how it can be used. There will likely be some upgrades that are needed before the kitchen can be rented out for catering. Staff is uncertain if upgrades will be needed to continue to allow tenants to use the kitchen for inhouse functions. Staff is waiting for direction from the Health Department.

**Rentals** – Since there are no restroom facilities, rentals are very limited. PitStop and Garlic City Men’s Group are the only ones currently using the building. If there is an Election Recall in November, the Hall is scheduled as a polling place. The VFW has graciously given up Friday, Oct. 29 if needed. The election will be Oct. 29-Nov. 3. Additional inquiries are starting to come in for future bookings.

A meeting was held with long-term tenants about re-opening procedures and COVID protocols. Tenants are preparing their organizations for using the facility. New contracts will have to be negotiated for all long-term tenants before the next meeting.

**Financial Audit** – The audit is finalized, but we are still waiting for the letter with recommendations. Staff is not expecting any major recommendations as a lot of work has been done this year to update the accounting system. The audit contract with EideBailly is a 5-year contract and expires after the 2020-21 audit. The contract will then be put out to bid.

#### **Compliance –**

| <b>Name</b>      | <b>Form 700</b> | <b>Sexual Harassment Prevention</b> | <b>Ethics</b>  | <b>Food Mgr/Food Handler’s Cert</b> |
|------------------|-----------------|-------------------------------------|----------------|-------------------------------------|
| Phil Garcia      | Done            | Done                                | Due until 9/21 |                                     |
| Gabe Perez       | Done            | Done                                | Due until 9/21 |                                     |
| Ermelindo Puente | Done            | Done                                | Due until 2022 |                                     |
| John Ceballos    | Done            | Done                                | Done           |                                     |
| Rita Delgado     | Done            | Done                                | Done           |                                     |
| Chris West       | Done            | Done                                | Done           | By End of April                     |
| Gary Diaz        |                 |                                     |                | By End of April                     |
| Kirsten Powell   | Done            | Not Needed                          | Not Needed     |                                     |
| James Garguilo   | Done            | Not Needed                          | Not Needed     |                                     |
| Ray Sanchez      | Done            | Not Needed                          | Not Needed     |                                     |

Prevailing Wage - Since the last meeting, Christine also took a virtual workshop "Prevailing Wages: Basics and Beyond" for updated information on the issue.

Form 470 – The Fair Political Commission Practices (FPPC) requires officeholders who receive monetary compensation of \$200 or more a month from a special district and do not have an active candidate committee to file a Form 470 annually. Since the District's board members do not receive compensation, the form still has to be filed but stating no compensation was received. Staff has completed and submitted the form which is due by April 26, 2021.

Transparency – The Special District Leadership Foundation (SDLF), which is part of CSDA, has issued a challenge to all special districts to earn a Transparency Certificate of Excellence by November 30, 2021. Staff has accepted the challenge and is working towards meeting the lengthy list of requirements. The certificate will support the District good governance.

**Marketing** – Staff continues to maintain the Web Site ([sscvmd.org](http://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).

**Artifact Donations** – Richard Hudnut, a local veteran, is an avid collector of military artifacts. He and his family have donated 6 helmets that Staff will display at the Hall.

**Milias Meals for Vets** – Adam Sanchez, owner of Milias, is donating one meal to a local veteran each week. The commanders for the posts are working together to identify a veteran family each week. Darrell Wilson and Phil Garcia were the last two veterans to receive these meals, which are valued at \$50.

**Veterans Lost** – Korean War veteran Antonio Edmond Hamel (Jan. 13, 1928 - March 10, 2021) and Gale Aguilar.

**Next Board Meeting** – May 17, 2021