

# 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

January 25, 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 **January 25, 2021** will be conducted through videoconference.

### Public Participation:

The meeting will be available on Zoom. For those wishing to participate via Zoom you can join the following ways:

- Join from a PC, Mac, iPad, iPhone or Android device:  
Please click this URL to register.  
<https://us02web.zoom.us/j/84226626787?pwd=UEI4dVNVWGN1Vjd0S0ZzbGo1Ull2Zz09>  
Password: 696133
- Or iPhone one-tap:  
US: +16699009128,,84226626787#,,,,\*696133# or  
+13462487799,,84226626787#,,,,\*696133#

Or join by phone:

Dial: +1 669 900 9128  
Webinar ID: 842 2662 6787  
Passcode: 6961331

You will be given opportunities to provide public comment at the appropriate times throughout the meeting via Zoom. If you are participating via dial-up only, use \*9 to raise your hand at the requested time.

**How to comment via Zoom:**

1. At the appropriate times during the meeting for public comment, on items not on the agenda, and on specific agenda items, the Chair will announce that public comment will be accepted. Our usual time limits of 3 minutes per individual, or 5 minutes for an individual who is representing a group of three or more, will apply. Please note that per our standard practice, this is not a question and answer time, but simply a time for you to provide your comments to the Board.
2. There is an option on Zoom to raise your hand. Please click on this option when the Chair announces that public comment will be taken. Zoom places people in line automatically. If you are participating via dial-up, you can raise your hand at the appropriate time by pressing \*9. When it is your turn, the Executive Director will unmute you, and you will be able to make your comments based on the above time frames. Once your time is up, you will once again be muted and the next person in line will be given their opportunity to speak.

**How to comment via email:**

1. Members of the public may provide public comment by sending comments to the Executive Director via email at [sscvmd@gmail.com](mailto:sscvmd@gmail.com).
2. Additional materials and emails must be received by 4:30 pm the day of the meeting and will be distributed to agenda recipients prior to the meeting.
3. Emails received after 4:30 pm the day of the meeting will not be included in the record.

**CALL TO ORDER**

Meeting called to order at 5pm.

**ROLL CALL**

Directors Ceballos, Delgado, Garcia and Perez were present. Director Puente was absent due to a meeting conflict.

**PLEDGE OF ALLEGIANCE****PUBLIC COMMENT TIME**

No members of the public were present.

**SPECIAL MATTER**

1. Administer Oath of Office for Director Rita Delgado.  
The oath of office was administered to Director Delgado by the Executive Director as the first item on the agenda.

**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.)

2. Approve Minutes from the December 21, 2020 Special Meeting
3. Approve Minutes from the December 22, 2020 Special Meeting
4. Approve Warrant List approving payment of received bills for January 2021
5. Approve Financial Statements for January 2021
6. Adopt Resolution 21 to E-waste an HP Laptop Computer

There was no discussion about the items on the consent calendar. Director Perez made a motion to approve the consent calendar. Director Ceballos seconded the motion. The motion passed unanimously.

**REGULAR AGENDA ITEMS**

7. Approve Resolution 22 Accepting the Lowest Bid for the Veterans Hall Bathroom Remodel Project; Authorizing the Executive Director to Enter into a Contract With the Lowest Bidder; and Adjusting the Fiscal Year Budget

Staff reviewed the Agenda Report describing the bidding process, identifying the winning bid and discussed the budget ramifications of the project. Director Perez made a motion to Approve Resolution 22 in its entirety. Director Ceballos seconded the motion. The motion passed unanimously.

8. Executive Director Report

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

9. Future Agenda Items

There were no future agenda items mentioned.

**ADJOURNMENT**

Meeting was adjourned at 5:21pm

To: Phil Garcia, Gabe Perez, Ermelindo Puente, John Ceballos, Rita Delgado, Kirsten Powell  
 From: Christine West  
 Date: January 25, 2021  
 Subject: Staff Report

## Staff Report

**COVID Update** – The County of Santa Clara is currently under the State’s Regional Stay At Home Order. Due to this order and the current surge in case numbers, residents should stay at home to the greatest extent feasible. As a result, the Gilroy Veterans Hall is all but shut down for essential services. The City of Gilroy has reached out to check availability of the Vets Hall in case they are able to coordinate vaccines, but nothing is planned at this point.

On a side note, Gilroy has lost three more veterans during the pandemic. Ignacio Garcia, a color guard member, passed away on Dec. 20, 2020. James Hughes, a Navy veteran, died on Jan. 15, 2021. Marty Tielemans, was a Vietnam veteran, died Dec. 27, 2020. Our condolences go out to the families of these veterans.

**Rentals** – PitStop, American Red Cross and Stanford Blood Center continue to use the hall on a regular basis. The VA will hold another flu shot clinic on Jan. 29 from 9:30 - 11am. With construction beginning soon, staff will work with renters to make necessary adjustments.

**Fundraising** – The Giving Tuesday and December Campaign resulted in numerous donations to the Building Improvement Campaign. New donations include the following.

John Ceballos	\$100
Phil Garcia	\$100
Chris Stuker	\$500
Albert Guerini	\$250
Kenneth Boucher	\$100
David Brinton	\$750
Joseph and Barbara Biafore Jr.	\$200
Jose & Rita Delgado	\$100
Total	\$2,100

**Election Update** – The County Board of Supervisors appointed Rita Delgado to the SSCVMD Board at its Jan. 12, 2021 meeting. The County Registrar’s office has also submitted an invoice for \$2,052. However, the invoice is for legal notices and appointment fees. Staff is checking to see if this is for 3 appointments or two. The Board budgeted \$62,000 in case an election was held.

**Financial Audit** – The auditor from the firm of Eide Bailly informed staff that they are about half way done with our audit and hope to have a draft of it to the District this week.

**Compliance** – Form 700 Filing and training for Ethics and Sexual Harassment Prevention Training will be taking place for all Board Members and the Executive Director.

- Form 700 – This isn't due until April 1 but Directors will begin to receive info via email or mail.
- Ethics (AB1234) Training – Director Ceballos is due for March 7, Directors Garcia and Perez are due in September, and Director Delgado is due within one year of taking office. Director Puente isn't due for training until 2022. This 2-hour training is available and FREE through the FPPC or CSDA.
- Sexual Harassment Prevention – All Directors must complete this 2-hour training. It is FREE and available through CSDA.

**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. Last week the family of Ignacio Garcia received a tri-tip meal and this week it will go to the Aki family. These meals are valued at \$50.

**Next Board Meeting** – February 22, 2021