

SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

Board Members

John Ceballos
Rita Delgado
Phil Garcia
Gabriel Perez
Ermelindo Puente

Executive Director

Christine West

AGENDA

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

March 21, 2022

Veterans Memorial Building
74 West 6th Street, Gilroy, CA

5 p.m.

CALL TO ORDER

The meeting was called to order at 5pm

ROLL CALL

Directors Ceballos, Delgado, Garcia, Perez and Puente were all present.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT TIME

There was no public comment.

CONSENT CALENDAR

1. Approve Minutes from the February 28, 2022 Regular Meeting
2. Approve Warrant List approving payment of received bills for March 2022
3. Approve Financial Statements for March 2022

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

REGULAR AGENDA ITEMS

1. Approve a resolution accepting the lowest bid from Premier Builders for the installation of the mop sink; authorizing the Executive Director to enter into a contract with Premier Builders; and adjusting the fiscal year budget.

Director Garcia made a motion to approve Agenda Item 1, but with a project cost to not include the FRP material and portable toilets. Director Puente seconded the motion.

The motion passed unanimously.

2. Authorize Executive Director to Enter Into a Professional Services Agreement with Hobart Sales & Service to annually service the District ice machine at the hourly rate of \$139.

Director Garcia made a motion to pass authorize the Executive Director to enter into a professional services agreement with Hobart at an hourly rate of \$139. Director Puente seconded the motion. The motion passed unanimously.

3. Authorize Staff to Work with Local Muralist Sheryl Cathers to Paint Several Murals Throughout the Building.

Director Puente made a motion to authorize staff to work with muralist Sheryl Cathers and pay for materials not to exceed \$1,500. Director Perez seconded the motion. The motion passed unanimously.

4. Staff Report

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

5. Future Agenda Items

There were no future agenda items.

ADJOURNMENT

Director Puente made a motion to adjourn the meeting. Director Perez seconded the motion. The motion passed unanimously. The meeting adjourned at 5:45 pm.

To: Phil Garcia, Gabe Perez, Ermelindo Puente, John Ceballos, Rita Delgado, Kirsten Powell
 From: Christine West
 Date: March 21, 2022
 Subject: Staff Report

Staff Report

COVID Update – The County has lifted the mask mandate. There are no restrictions with regard to COVID at this time, but this can always change. However, masks are still recommended.

Fundraising – The District has received donations totaling \$100 since the last meeting and \$20,498 in total for the year. With the COVID relief money we now have \$95,540 in Reserve.

Steve McWilliams	\$100
------------------	-------

COMPLIANCE

Form 700 – The annual filing deadline for Form 700 is April 1, 2022. Board members, the executive director, attorney and accountant are all required to file the form. Everyone has filed and the District is current.

Form 470 – This is the Annual Financial Disclosure Statement, which requires the District to report payments made to the board of directors. Since our board does not receive payment for service, staff simply needs to fill out the required form providing that information.

Vets Helping Vets – Staff has formed a working committee, which includes leaders from both posts, auxiliaries, Legion Hall Association, Bar Council, CVMA and VA. The vision for this group is to coordinate efforts to help local veterans in an effort to take some of the daily load off of staff. The group met in March and discussed Vietnam Veterans Day, VSO/VA Days, restarting Resource Fairs, the availability of medical supplies, need for transportation for vets, the Million Veterans Program and the Veterans Crisis Line. The group also nominated VFW member and Korean War vet Robert de Aragon for the Blue and Gold Award from the Exchange Club.

Veteran Services – We have been having the VSOs and the VA Mobile Medical Team here every other Friday. Next visit is this Friday, March 25. Eighteen vets were helped at the March 11 event.

Vets Pantry is being well utilized.

Blood Banks – Stanford Blood Center will host their next blood drive on April 20.

Hall Scheduling – While we haven't had any major bookings, like birthdays or baby showers, we are keeping steady with long term rentals, such as Sportsman Chef, the Church, Stanford Blood Center, Garlic City Men's Group. The Happy Days Reunion Committee has had one meeting and there has been one memorial. However, there has been more veteran-specific activity. Besides post and auxiliary meetings, the District hosted a Welcome Home Vietnam Vets Day, the VSOs/VA have been here two Fridays and the Bar Council and VFW Golf Committee has all met here. Hopefully, rentals will increase as we climb out of the pandemic.

Welcome Home Vietnam Veterans Day – This event was this past Saturday. While this event didn't draw as big of a crowd as expected, it still had a strong turn out of about 30 veterans. It served its purpose by allowing vets to socialize and be appreciated. Hopefully this will become an annual event.

MAINTENANCE

Home Depot – The District has applied for a store grant totally \$1,000. This will cover the cost of materials for a new door to the main hall and 4 lawn chairs. If the grant is awarded, Jesse will handle the installation of the doors. We should hear back in a couple of weeks.

Fire Place – The fire place parts have come in, but the chimney sweep has had some health issues. We are waiting for him to schedule a cleaning and installation time.

Toilet Back Up – At the last memorial on March 4, the toilets started backing up into the restrooms. Staff discovered the outside cleanout bursting at the seams and cleared the drain preventing further backups during the event. While it was determined the issues was not inside the building and therefore not due to the new pipes, it was noted that the drains from the building to the sewer system were the issues. So the pipes still needed to be snaked. The next day, staff had a plumber come to snake the drain from the outside cleanout to the sewer – some 200 feet. It was discovered that the old drains simply can't handle the seat covers. They really don't break down and the years of buildup simply plugged them. While the drains have been cleared it could easily happen again. So staff removed the dispensers and will no longer provide seat covers.

The Little Things – In an effort to continue to upgrade the look of the facility, Jesse has focused his efforts on a lot of little tasks that will have a big impact. He has cleaned and re-stained the wooden baseboards in the hall, deep cleaned the carts, filled holes in the walls throughout the building and other details.

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 Military Veterans of Gilroy). Events such as VSO/VA days, meetings, etc. will also start to be publicized through the local media (Dispatch, the Patch, Today and Life) now that the building is more fully open.

Next Board Meeting – April 18, 2022