

# **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**

**JULY 20, 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 June 15, 2020 will be conducted through videoconference. Elected Officials and District Staff Members will be participating remotely via videoconference.

### **CALL TO ORDER**

Meeting was called to order at 5:08pm.

### **ROLL CALL**

All directors were present.

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC COMMENT TIME**

No community members were present.

### **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 June 15, 2020 Regular Meeting
2. Warrant List approving payment of received bills for July 2020
3. Financial Statements for July 2020
4. Accept and approve the updated Capital Improvement Plan 2020-25 to guide future Hall improvements.
5. Adopt the Conflict of Interest Code with no changes from previous COI.

6. Approve the Appropriations Limit (GANN) as calculated pursuant to State guidelines and data provided by the Department of Finance.

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

**REGULAR AGENDA ITEMS**

1. Executive Director Report  
The Executive Director presented the staff report, a copy of which is attached hereto.
2. Future Agenda Items  
There were no future agenda items at this time.

**ADJOURNMENT**

Meeting was adjourned at 5:26pm.

Next meeting is Aug. 17, 2020

To: Phil Garcia, Gabe Perez, Ermelindo Puente, John Ceballos, Ray Sanchez, Kirsten Powell  
From: Christine West  
Date: July 20, 2020  
Subject: Staff Report

## Staff Report

**Pandemic Status** - The Gilroy Vets Hall, including the bar, has been closed since March 17<sup>th</sup> and not much has changed since. Staff is following county and state orders, whichever is more strict, and consulting with the attorney on a regular basis. The factors that determine when the hall can open are 1) if the county is listed on the state's "monitoring" list, which Santa Clara County currently is; and 2) social gatherings allowable inside. So far, even when they say they are allowing 20 people inside, that does not mean for social gatherings. So there has been no time in which the building has been able to open for meetings or rentals.

The only time the building is open is for "essential services" and this includes blood drives, food prep for vulnerable groups (i.e. homeless and seniors), and census training.

To date, the District has not qualified for relief funding of any sort. All COVID relief money has been designed for state, cities and small businesses. Special Districts have been left out of the funding loop. However, CSDA has been lobbying legislators to include Special Districts in funding packages. Staff has submitted three letters in support of these efforts, but not positive results to report as of yet. The Gilroy Chamber has notified staff about some federal funding that is available to cities and staff is working to see if the District can qualify for this funding.

Christine still goes in every couple of days to check mail and the building in general. Gary and Bobby have been going in to check on the building, put out trash, open the gate for gardeners, do some extra cleaning and open/close for renters for essential services.

**Capital Improvement Campaign** – Even though we aren't actively pushing the fundraising at the moment, we have received 3 donations. \$250 from Deborah Cottingham of Morgan Hill, \$200 from James Gargiulo and \$100 from Robert Elia. That brings the CIC total to \$101,483 to date.

**Rentals** – Through the end of July, the District's actual loss in revenue totals \$15,275 and the loss of potential revenue is an additional \$20,650. If this goes through the end of the year, staff projects the total loss could be as high as \$78,925. On a positive side, Chef Mark Segovia has increased his kitchen rentals from three to five times per week. Stanford Blood Center has schedule monthly blood drives, the first being this Thursday, through the December. However, they are only able to pay the minimum non-profit

rate. American Red Cross is considering increasing their blood drives to once a month but can only pay \$50 per use. This is still in negotiation.

Other essential service businesses are also using the hall but without charge. PitStop, a new local non-profit, is packaging meals for Gilroy homeless, but they are not receiving funding, only product. They are merely using the dining room to assemble meals. The US Census, which is using the Hall for 6 days for training, is not able to pay rent. The problem is all other facilities, which normally provide space free or at a minimal charge, are currently not open. Staff hopes that when funding does become available, providing space free or at a minimal charge will help the District secure some of the funding.

**Accounting** – The new payroll system is up and running and two pay periods have taken place without any issues. The next step is to prepare FY19-20 files for the annual audit.

**Employees** – Christine is looking into taking human resource classes to be able to manage the duties associated with having employees, including training, government compliance, etc. The board will now be required to take Sexual Harassment and Abusive Conduct Prevention Training. More info to follow.

**Bathroom Remodel** – The architect, electrical and structural engineers have been in the building working on developing the plans and bid documents. Staff hopes to send the plans to the building department for approval and then put the project out to bid in the next few weeks.

**Roof Repair** – Bids from Semer Solar (\$400 roof repair + \$4,000 panel removal), Sun Systems (\$3,824 for repair and panel removal) and Golden Bear Solar (\$950 for repair and panel removal). Golden Bear was selected to perform the work, since the price was the lowest and the owner had been the main maintenance person on the Vets Hall under RecSolar, the former company to have the maintenance agreement. Golden Bear ultimately decided to donate all of its time and expense for the work done.

**Veterans Assistance** – Staff has been 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. Specific assistance includes matching up a service animal donor (service miniature pony) with a veteran (Joe Loquiao), and still looking for a veteran who needs a scooter lift for their car. A donor has come forward but still haven't found a recipient yet.

**General Office** – Staff has also had time to follow up on loose ends and research things that have been on the back burner. So time has been well spent.

**Next Board Meeting** – August 17, 2020