

# **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**

**September 21, 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 September 21, 2020 will be conducted through videoconference. Some elected Officials and District Staff Members will be participating remotely via videoconference. Others will be participating in person at the Veterans Memorial Building

## **CALL TO ORDER**

Meeting was called to order at 5pm

## **ROLL CALL**

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

## **PLEDGE OF ALLEGIANCE**

## **PUBLIC COMMENT TIME**

No community members were present.

## **CONSENT CALENDAR**

1. Minutes from the August 17, 2020 Regular Meeting
2. Warrant List approving payment of received bills for September 2020
3. Financial Statements for September 2020
4. Resolution 18: Disposal of Surplus Property

Director Sanchez inquired about what items were on the list. President Garcia read the list. Director Sanchez made a motion to approve Consent Calendar items 1-4. Director Perez seconded the motion. The motion passed unanimously.

### **REGULAR AGENDA ITEMS**

1. Accept Report on the November 2020 Election Status, Solicit Qualified Individuals to Apply for a Board Position and Recommend a Candidate to the Board of Supervisors.

The Directors reviewed the agenda report. Director Sanchez asked about the deadline to recommend a candidate to the Board of Supervisors. Staff explained that there is no real time limit, but in an effort to keep the seat on the same election schedule it's suggested that a candidate be recommended by November. President Garcia suggested staff advertise the position, and depending on the number of applicants, interviews can be made at the October meeting and then a recommendation can be given to the Board of Supervisors by November 3.

2. Veterans Memorial Building Status During Pandemic

Director Puente asked where the Veterans Building falls on the Blueprint for a Safer Economy. The attorney and staff explained that it is determined on a case by case basis for potential renters/users, but overall guiding principle is when indoor gatherings are allowed and at this time, they are not.

3. Executive Director Report

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

4. Future Agenda Items

There were not future agenda items.

### **ADJOURNMENT**

Meeting was adjourned at 5:20pm

Next meeting is October 19, 2020

To: Phil Garcia, Gabe Perez, Ermelindo Puente, John Ceballos, Ray Sanchez, Kirsten Powell  
From: Christine West  
Date: September 21, 2020  
Subject: Staff Report

## Staff Report

**Rentals** – Through the end of August, the District’s actual loss in revenue totals \$17,925 and the loss of potential revenue is an additional \$29,750 to date. If this goes through the end of the year, staff projects the total loss could be as high as \$79,350. On a positive side, essential service rentals during the pandemic has resulted in \$3,723 income for the Hall. Chef Mark Segovia, PitStop, American Red Cross and Stanford Blood Center continue to use the hall on a regular basis. Inquires are coming in for rentals now and beginning next year. We are not currently booking anything before Dec. 31 but we will start to hold dates for 2021. However, those holds will be contingent on the status of the pandemic and county orders.

**Bathroom Remodel** – The architect, electrical and structural engineers have finalized all their work and basic finishes were selected last week. Final bid documents are being assembled. Next step is to take the documents to the city for permits and put the project out for bid.

**Fundraising** – Director Perez spoke with the new local Lowe’s manager about a donation. A donation requires an application so staff completed the application and are waiting to hear the results.

**Annual Audit** – With the help of accounting consultant James Garguilo, staff has submitted all the documents necessary for the annual audit. The audit firm is dealing with the logistics of conducting audits during the pandemic so they are a bit behind schedule, but the District is ahead of schedule so it should all work out ok.

**General Maintenance** – The staff has tried, without success, to replace ceiling tiles in the main hall that were damaged by leaks. As a result, an acoustical ceiling expert is being consulted about how to replace these tiles. Additional services need to be done – solar panel washing, fire extinguisher inspection and pest control. Staff is working with vendors to make appointments but response to requests is slow.

**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. Michael is out on paternity leave for the next month so Natalie is taking the load while he helps attend to his newborn.

**General Office** – Staff is currently working on an employee manual by gathering samples from other districts, working with the Chamber and researching State requirements.

**Next Board Meeting** – Oct. 19, 2020