

# **SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT**

## **Board Members**

John Ceballos  
Phil Garcia  
Gabriel Perez  
Ermelindo Puente  
Ray Sanchez

## **Executive Director**

Christine West

# **MINUTES**

## **SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT**

**November 30, 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 November 30, 2020 will be conducted through videoconference.

### **CALL TO ORDER**

Meeting was called to order at 5:04pm.

### **ROLL CALL**

Directors Garcia, Ceballos, Puente and Sanchez were present. Director Perez was on the videoconference but could not participate due to an audio problem.

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC COMMENT TIME**

Yoriko Kishimoto, an Alternate Delegate on Santa Clara County LAFCO, introduced herself to the Board and asked for their support in the upcoming LAFCO Commissioner elections.

### **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. Approve Minutes from the October 19, 2020 Regular Meeting
2. Approve Minutes from the November 2, 2020 Special Meeting
3. Approve Warrant List approving payment of received bills for November 2020
4. Approve Financial Statements for November 2020

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

### **REGULAR AGENDA ITEMS**

5. Present Director Ray Sanchez with a Service Appreciation Award from the South Santa Clara Valley Memorial District for his service as a Director.

Chairman Garcia read the award and presented it to Director Sanchez.

6. Present Director Ray Sanchez with the Santa Clara County Board of Supervisor's Commendation for his service as a Director for the South Santa Clara Valley Memorial District.

Chairman Garcia read the award and presented it to Director Sanchez.

7. Approve a Resolution to Reject All Bids; Amend the Scope of Work and Budget; and Authorize the Executive Director to Advertise and Re-Bid the Bathroom Remodel Project

Director Sanchez made a motion to make a Resolution to Reject All Bids, Amend the Scope of Work and Budget and Authorize the Executive Director to Advertise and Re-Bid the Bathroom Remodel Project. Director Puente seconded the motion. The motion passed unanimously.

8. Select a Street Banner Design and Recommend to the City Council the Banner for Inclusion in the New Patriotic Garden

Director Ceballos made a motion to select banner option #3 (Welcome Home Veterans with 6 branches of service) to Recommend to the City Council.

9. Executive Director Report

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

10. Future Agenda Items

There were no future agenda items mentioned.

### **ADJOURNMENT**

Meeting was adjourned at 5:48pm.

Next meeting is December 21, 2020

To: Phil Garcia, Gabe Perez, Ermelindo Puente, John Ceballos, Ray Sanchez, Kirsten Powell  
From: Christine West  
Date: November 30, 2020  
Subject: Staff Report

## Staff Report

**COVID Update** – On Nov. 16, the County of Santa Clara moved into the state’s Purple Tier. This basically closes indoor businesses for non-essential services. The Vets Hall will need to remain closed under the Purple Tier.

**Veterans Day** – The VFW hosted Veterans Day at the Hall with the South County Fleur Club. While we had some technical glitches, the event was well received and still followed pandemic protocols.

**Rentals** – Through the end of November, the District’s actual loss in revenue totals \$28,050 and the loss of potential revenue is an additional \$43,050 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 about \$4,000 income for the Hall, but that is just making up for the deposits we returned in the spring. Chef Mark Segovia, PitStop, American Red Cross and Stanford Blood Center continue to use the hall on a regular basis. Inquiries are coming in for rentals now and beginning next year. In November, Garlic City Men’s Group, which is an essential service, returned to holding meetings on Monday nights. We are not currently booking anything before January 30, 2021, but we will start to hold dates for 2021. However, those holds will be contingent on the status of the pandemic and county orders.

- **Stanford Blood Drive** – Wednesday, Dec. 16 from 11am to 5pm. By appointments only.
- **VA** – Flu shots, Tuesday, Dec. 15 from 9-11am

**General Maintenance** – The acoustical ceiling tiles have been replaced. Need to schedule solar panel cleaning. Staff is working with Duerr HVAC to do filter upgrades to try and battle virus transmission in the buildings. The cost for annual filters appears to be the same for quarterly filter replacement, which we are doing now. If this is confirmed, the upgrades will be made.

**Veterans Assistance** – Staff is receiving requests from the community to help veterans either with donations or services, however, veterans are not coming to staff. There is a disconnect here that needs to be resolved. 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.

**Flu Shot Clinic for Vets** – The VA (Danny Molina and Dr. Dorrel) is hosting a walk-through Flu Shot Clinic at the Vets Hall on Tuesday, Dec. 15 from 9am to Noon. No other services/counseling is planned.

**Fundraising** – Staff will be promoting the Building Improvement Campaign on Giving Tuesday, Dec. 1 on Facebook and also launch a donation drive during the month of December via a newsletter to veterans. There is a possibility of having another garage sale, weather and pandemic permitting.

Staff also followed up on the Lowe's grant request made this summer. However, the person at the local store who has spearheading this grant request is no longer with the store. Staff will work to find another person to champion our request.

**Finances** – Staff has been taking steps to reduce costs where possible. Most recently, staff had trash service cut in half since not as many barrels are needed. This is saving \$284.48 per month.

In addition, staff contacted the City about the water bill because the sewer bill is \$200-\$300 per month and that's the same as it was pre-pandemic. It turns out the sewer and landscape water are on the same meter and can't be separated. Therefore, it's difficult to determine how much is attributed to sewer only. However, the city authorized an adjustment of \$1,022.31 for March through October, which will be credited on the December bill. In addition, the City will only be charging a base fee for the sewer on future bills until which time the building re-opens to the public.

The floor waxing service has also been canceled until the building re-opens since there isn't much wear and tear on the Hall floor. The Bathroom Sanitization service has also been cancelled for now.

**Next Board Meeting** – December 21, 2020