

# **SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT**

## **Board Members**

John Ceballos  
Rita Delgado  
Phil Garcia  
Gabriel Perez  
Ermelindo Puente

## **Executive Director**

Christine West

# **MINUTES**

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

**February 27, 2023**  
Veterans Memorial Building  
74 West 6<sup>th</sup> Street, Gilroy, CA  
**5 p.m.**

**CALL TO ORDER** – The meeting was called to order at 5pm.

**ROLL CALL** – All directors were in attendance.

### **SPECIAL MATTER**

1. Introduce New Employee Johnny Bueno  
Mr. Bueno was introduced to the Board and they welcomed him to the team.

### **CONSENT CALENDAR**

1. Approve Minutes from the January 23, 2023 Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for February 2023
3. Approve Financial Statements for February 2023
4. Authorize Executive Director to Enter Into a Professional Services Agreement with Kevin Brejnak, CPA for 2022-23 auditing services for \$6,600.

Director Ceballos made a motion to approve the consent calendar. Director Garcia seconded the motion. The motion passed unanimously.

### **REGULAR AGENDA ITEMS**

1. Approve a Credit Card Usage Policy and Authorize the Executive Director to Apply for a Credit Card.

Director Delgado made a motion to approve the credit card usage policy and authorize the executive director to apply for the Pinnacle Bank credit card. Director Puente seconded the motion. The motion passed unanimously.

2. Executive Director Report  
The executive director presented the staff report, a copy of which is attached hereto.
3. Future Agenda Items  
There were no future agenda items.

## **ADJOURNMENT**

Director Ceballos made a motion to adjourn the meeting. Director Puente seconded the motion. The motion passed unanimously and Board President Perez adjourned the meeting at 5:40pm.

# Staff Report

## **BUILDING IMPROVEMENT CAMPAIGN**

**Fundraising** – The District has received donations totaling \$434 since the last meeting we now have \$186,432 in Reserve for the kitchen remodel.

Ted Viola	\$100
Manuel Alarcon	\$300
Joe Loquiao - Bar Recycles	\$34
<b>Total</b>	<b>\$434.00</b>

**Kitchen Planning** – Nothing new to report at this time.

## **MARKETING**

**Media Coverage** – The Vets Resource Fair was publicized in the Gilroy Dispatch and Gilroy Life. Gilroy Today Magazine featured the Veterans Day Parade and the Gilroy Leadership fundraiser was featured in the Community Digest.

## **Events**

Parking Lot Ribbon Cutting – 4pm

Vets and Tech – March 2 @ 5pm

VSO/VA Fridays – March 3 & 17

Vets Resource Fair – March 11 from 9am - 1pm

Rebuilding Together Work Day – March 18

Welcome Home Vietnam Veterans Event – March 25 from noon – 4pm

## **MAINTENANCE**

**Home Depot Grant** – Team Depot was here in January. They painted the planters, cement lattice and BBQ pits, added mulch to the planters and installed new barn doors to the main hall. Gabe made lunch for the volunteers.

**Rebuilding Together** – Floors & More adopted the Vets Hall as their project this year. Their volunteers will be here on Saturday, March 18. Work includes adding a grab bar in men's restroom, replacing shingles on BBQ roof, replacing 3 LED light fixtures, replacing outside sconces, painting previously damaged ceiling and sealing the floor in bar, repair planter box in front, adding fence between building and new parking lot, painting wall behind BBQ, relace molding at flags, new window screens, repair/replace locking mechanism on French doors and possibly adding bistro lights outside and lighting to display cases, Gabe will BBQ food for volunteers.

**Broken Window** – A man was caught on video throwing a rock through the front window, next to the entry doors, on Sunday, Jan. 29, 2023. Staff closed off the hole and cleaned up the mess. A police report was filed. Cline Glass replaced the window about 10 days after. Staff discovered this morning that the front bar window has been broken, either by a bird flying into it or a rock. Only one pane of the double pane window is cracked. Staff will work to get it replaced.

**In-House Maintenance** – Jesse has been busy with basic maintenance around the hall including tightening faucets in the bathroom, installing snack shelf in the bar, repairing the office ceiling, finishing the details on the new barn doors, installing slip resistant strips to Egleberry entrance, and cleaning gutters.

**Pantry** – Michael Scalmanini is no longer maintaining the Vets Pantry. We will no longer be purchasing items to stocking and will rely on donations from Vince Saso. Staff will maintain the pantry.

**COMPLIANCE**

Name	Form 700	Ethics Training	Anti-Sexual Harassment Training
John Ceballos	Due April 3	Completed	Completed
Rita Delgado	Due April 3	Due 2/28/2023	Due 3/30/2023
Phil Garcia	Due April 3	Due 2/25/2023	Completed
Gabe Perez	Completed	Due 2/25/2023	Completed
Ermelindo Puente	Completed	Completed	Completed
Kirsten Powell	Due April 3	Not Required	Not Required
James Gargiulo	Completed	Not Required	Not Required
Christine West	Completed	Due 3/31/23	Due 2/17/23

**SDRMA Insurance** – Staff completed Renewal Questionnaire Form due in February.

**Government Compensations Report** – Staff completed it Feb. 15 for the state.

**Form 470** – Annual Financial Disclosure Statement filed with the state.

**Workers Comp Annual Report** – Filed annual form for SDRMA.

**GENERAL**

**Gilroy Boundaries** – The City of Gilroy is applying to expand its urban service area. If LAFCO approves the expansion it could mean additional tax dollars for the District. At this time it is uncertain how much that would be.

**Trash/Recycling** – The new California law SB1383 requires all businesses to recycle and collect organic services starting in 2024. Staff has met with Recology to discuss the requirements. Recology isn’t certain what the state will require. However, staff is taking a proactive approach and involving the janitorial service and supply company, as well as like businesses, to work with Recology to develop policies and procedures. A town meeting is being planned for April.

**Next Board Meeting** – March 20, 2023

**South Santa Clara Valley Memorial District Dashboard**

Indicator			
<b>Social Media</b>			
Google	247 searches in January 2023	155 searches in December 2022	1,168 visitors Sept – Jan.
Web Site	296 visits last 30 days	272 visits previous month	
Facebook	11 new followers	987 total current followers	59.5% women; 40.5% men
Nextdoor.com Military Veterans of Gilroy Group	3 new members	100 total members	
Nextdoor.com CVMA	2 total members		
<b>Rentals</b>			
Rentals	29 rentals in February, 27 rentals in January	YTD – 219 rentals 2021-22 - 218 rentals 2020-21 – 60 rentals 2019-20 – 291 rentals 2018-19 - 314 rentals 2017-18 – 222 rentals 2016-17 – 214 rentals 2015-16 – 217 rentals 2014-15 – 192 rentals 2013-14 – 138 rentals	On pace for 326 for 2022-23