

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

May 20, 2024

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

5:00 p.m.

CALL TO ORDER – Meeting called to order at 5:01 pm.

ROLL CALL – All board members were present.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT TIME – There was no public comment.

CORRESPONDENCE

None.

CONSENT CALENDAR

1. Approve Minutes from the April 15, 2024, Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for May 2024
3. Approve Financial Statements for May 2024
Director Delgado made a motion to approve Consent Calendar items 1, 2 & 3. Director Puente seconded the motion. The motion passed unanimously.

REGULAR AGENDA ITEMS

1. Approve Board Resolution 28: Employee positions and the authority of the Executive Director.
Director Garcia made a motion to approve Board Resolution 28. Director Perez 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:
 - a. The fiscal year 2024-2025 budget
 - b. The Executive Director recruiting process
 - c. The results of hiring a new Rental Manager

ADJOURNMENT

At 5:22pm, Director Puente made a motion to adjourn the meeting. Director Perez seconded the motion. The motion passed unanimously.

May Staff Report

FUNDRAISING

Fundraising – The District has received \$5,379 in donations since the last meeting, increasing the grand total is **\$245,350** since July 2021.

VFW Bingo Players	\$338.00
Plant sales	\$5,041.00
Total	\$5,379.00

Plant Sale – The April 27 fundraiser with CalColor had \$5,041 in plant sales and donations. Staff will be reviewing California regulations that apply to special districts to determine if sales tax should be paid on these sales.

American Legion Association Donation – On May 16, Christine West contacted Mark Wells, who is President of the association, and he confirmed that they will donate \$100,000 to \$125,000 for the kitchen remodel.

BUILDING IMPROVEMENTS

Kitchen – The City of Gilroy notified staff on May 11 that the permit application will expire on June 10. Staff will request an extension.

During the week of May 13, the District was notified by architect Lon Davis that he was notified that the proposed kitchen make-up air fan that was part of the hood ventilation system was not required because this is a remodel project instead of new construction. Therefore, staff will evaluate less expensive options such as a swamp cooler or a fan that may still be sufficient to meet the needs of the new kitchen. At a future meeting, staff will recommend one of these options to the Board.

Approved Budget 2-26-24	\$400,000		
Preliminary Estimate	\$348,666		
Total Fundraising	\$339,971*	<i>Includes Legion Assoc. donation</i>	
Date	Payee	Description	Cost
1/29/24	Print Spot	Printing - Drawings	\$218.27

3/16/24	All Bay Env.	Lead/Asbestos Tests	\$1,575.00
4/14/24	Davco Assoc.	Architectural drawings	\$5,395.69
4/14/24	Central Pacific	Electrical & Mechanical	\$8,155.00
Total			\$15,343.96

Roof Leak – A new leak occurred in the hallway outside of the office. Staff is pursuing an estimate for repairs from Marini Construction. This cost will be in addition to the prior estimates for repairing the leak inside the office of \$3,950 (without removing the solar panels) and \$11,750 (with removing the solar panels.)

Reserves – As part of the upcoming budgeting process, staff will evaluate if a 30-Year Reserve Funding Plan should be developed to ensure there are adequate reserves for future maintenance and repairs based on the expected life and replacement cost of each major component of the building.

HALL RENTALS

Fiscal Year	Total Rentals for the Year	% Increase Over Last Year	Sales
2013-14	138	0	\$ 4,715
2014-15	192	39%	\$ 33,361
2015-16	217	13%	\$ 42,853
2016-17	214	-1%	\$ 44,962
2017-18	222	4%	\$ 66,151
2018-19	314	41%	\$ 89,586
2019-20	291	-7%	\$ 28,791
2020-21	60	-79%	\$ 8,345
2021-22	218	263%	\$ 55,345
2022-23	326	50%	\$ 55,566

2023-24	352	8%	\$ 60,443
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MARKETING

eNewsletter – Staff has not sent an eNewsletter since the March meeting.

Social Media – Staff has not had time for social media without a Rental Manager. The only posts have been for the Veteran Benefit Days and the Veteran Resource Fair. (Facebook and Nextdoor.com)

Gilroy Exchange Club Blue and Gold Luncheon – On May 15, staff attended the luncheon honoring Edward Sanchez, who is a Korean war veteran.

Gavilan Cemetery Digital History – Danielle Russell is a local college student who attends Gettysburg College. She has an idea for creating a digital history of the Veterans that are buried at Gavilan Cemetery. Staff met with Danielle and provided feedback for her project and access to any historical information that the District may have. She requested that staff relocate any historical information stored in the attic to protect it from heat and potential roof leaks, and staff will be working on this over the next few weeks.

Student Art Walk – On May 17, the Hall was a stop on the Student Art Walk. This event displayed art work from local high school students.

VETERANS ASSISTANCE

Veterans Benefit Days – First and Third Friday of the month through 2024. CalPhones will stop service at the end of May due to lack of funding.

Veterans Resource Fair – The fair is June 1 from 9am to 1pm. The fair is being managed by American Legion Adjutant Sam Palmisano. Staff has supported Sam with social media advertising, requesting a donation from the Gary Sinise Foundation to pay for boxed lunches, and other general feedback as requested. Staff has approved \$450 towards food which is one-third of the estimated cost and proposed the remaining two-thirds to be shared by the American Legion and VFW. There are over 20 vendors who have RSVP'd to participate thus far.

Hometown Hero Banners – The City has installed the banners throughout downtown.

ADMINISTRATIVE

New Office Hours – The office is open from 9am-1pm Tuesdays through Fridays and by appointment. The VFW commander, the American Legion commander, the Bar Council, and the bar staff have been notified of this schedule.

Information Technology – Staff is evaluating the current wifi setup and is considering adding a separate wifi network solely for the office. There is no known hack or intrusion, but there is a risk of hacking because the wifi password is publicly posted and staff use that wifi for accessing the bank accounts and processing credit cards. Staff is working with volunteer Steve Stratton for advice and recommendations. There is no estimated cost at this time.

Steve has assessed that the Hall's audio-visual system used for events is old, and he recommends upgrading for better reliability and capability.

Steve also assessed that the bingo machine is old and at risk of failure. It may not be recoverable when it fails. This failure will be very disruptive to the VFW's semi-monthly bingo. Preliminary research indicates that a new system will cost approximately \$20,000. There is no agreement yet between the District and the VFW about who owns the bingo machine and would be responsible for repairs or replacement. Staff will reach out to the VFW to discuss this issue and report back to the Board.

Steve's son is doing an Eagle Scout project for the benefit of the District. His son will create two computer carts for Veterans to access the internet at no cost. This will include a CPU, monitor, keyboard, mouse, and printer. One computer will be a Windows PC and the other will be an Apple Mac. Staff has offered to support Steve's son as needed.

Workers Compensation Insurance Renewal – Staff received the estimated insurance premium of \$3,063 for FY 2024-25 which is an increase of about 30%. Half of the increase is due to the carrier charging more for their risk. The other half is due to the estimated increase in payroll. The District has an experience modification rating of 0.87 which had no change versus the current policy, and anything below 1.00 is better than average for claims.

Brown Act – Staff will be training on the Brown Act regulations over the next several weeks.

First Aid Training – It was brought to the staff's attention that last year the District provided first aid training to staff, Board members, and other key personnel at the building. Staff has not had time to schedule re-certification training before the current certification expires on May 28. Staff will consider coordinating this training in the future if time permits.

Building Alarm – The emergency alarm contacts have been updated with Bay Alarm and the City based on new staff since the last meeting.

Staff Out-Of-Office – James Gargiulo will be out of the office from May 27 through June 4. He will still be available by phone, text, and email for any urgent issues. Jesse

Sanchez will cover the office hours in the event a Rental Manager is not hired by May 24.

Jesse will be out of the office June 10 through June 16.

Next Board Meeting - Next meeting is June 17, 2024.