

# **SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT**

## **Board Members**

John Ceballos  
Rita Delgado  
Phil Garcia  
Gabriel Perez  
Ermelindo Puente

## **Interim Executive Director**

James Gargiulo

# **MINUTES**

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

**June 17, 2024**

Veterans Memorial Building  
74 West 6<sup>th</sup> 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**

Mr. Tom Yamano made the following comments.

1. He asked if the District had a manual of operations that includes such items as the District's history, geography, policy for mediation and arbitration, etc. for new employees and Board members.

Staff responded that there is a binder with reference materials that includes some of the items he identified.

2. He identified some building maintenance issues. There are some rotting pieces of wood slats on the outside of the building. There is a window that needs to be repaired. The front door does not have a handicap button to automatically open.

Staff responded that it would look into the maintenance issues, and that the handicap button is not required because the building was grandfathered in for the Americans with Disabilities Act.

## **CORRESPONDENCE**

None.

## **CONSENT CALENDAR**

1. Approve Minutes from the May 20, 2024, Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for June 2024

3. Approve Financial Statements for June 2024  
Director Perez 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 the fiscal year budget for July 2024 to June 2025: Director Delgado made a motion to approve the fiscal year budget for July 2024 to June 2025. Director Garcia seconded the motion. The motion passed unanimously.
2. Approve Board Resolution 29 calling for a Consolidated Election on November 5, 2024: Director Perez made a motion to approve Board Resolution 29. Director Puente seconded the motion. The motion passed unanimously.
3. Executive Director recruitment and job description:
  - a. Director Delgado made a motion to establish an ad hoc committee of Directors Delgado and Ceballos to work with Kirsten Powell, who is the District's legal counsel. Director Perez seconded the motion. The motion passed unanimously.
  - b. Director Delgado made a motion to approve the Executive Director job description with an amendment to allow a candidate to have equivalent work experience in lieu of a four-year college degree. Director Perez seconded the motion. The motion passed with four ayes from Directors Ceballos, Delgado, Garcia, and Perez. Director Puente voted against the motion.
4. Approve employee handbook amendment to remove the Executive Director vacation benefits: Director Delgado made a motion to approve the employee handbook amendment. Director Puente seconded the motion. The motion passed unanimously.
5. Executive Director Report: The Executive Director presented the staff report, a copy of which is attached hereto. Director Perez made a motion to accept the Executive Director report. Director Puente seconded the motion. The motion passed unanimously.
6. There were no items identified for a future agenda.

### **ADJOURNMENT**

At 5:54pm, Director Puente made a motion to adjourn the meeting. Director Delgado seconded the motion. The motion passed unanimously.

## **June Staff Report**

### **FUNDRAISING**

**Fundraising** – The District has received \$178 in donations since the last meeting, increasing the grand total is **\$245,528** since Jul 2021.

VFW Bingo Players	\$178.00
<b>Total</b>	<b>\$178.00</b>

**BUILDING IMPROVEMENTS**

**Kitchen** – Staff are reviewing the bathroom remodel Request for Proposal (RFP) which will be used as a template to create the kitchen RFP. Also, we are evaluating when the construction would be least disruptive to renters and events, but regardless, the construction is likely to happen after the Nov 5 election due to the additional building security needed in Nov.

<b>Approved Budget 2-26-24</b>		\$400,000	
<b>Preliminary Estimate</b>		\$348,666	
<b>Total Fundraising</b>		\$339,971*	<i>Includes Legion Assoc. donation</i>
<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Cost</b>
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
<b>Total</b>			<b>\$15,343.96</b>

**Reserves** – A sample 30-Year Reserve Funding Plan has been included at the end of this report. The permanent Executive Director can create a plan for the District during the next fiscal year. This plan will help the District evaluate if the reserves are sufficient to cover all future anticipated facility costs.

**Office Mailbox** – Jesse installed a mailbox on the inside of the Admin office door. This ensures that rental payments are secured instead of falling on the floor.

**HALL RENTALS**

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

<b>2022-23</b>	326	50%	\$	55,566
<b>2023-24</b>	354	10%	\$	61,393

**Annual Tenants** – We are still working to sign the lease agreements with all annual tenants, and we hope to have this completed by Jun 30.

**Gilroy Veterans Club (Bar Council)** – As of Apr 1, the District has resumed billing the bar for rent. The Apr-Jun rent is past due as of Jun 14.

### **MARKETING**

**eNewsletter** – Staff have not sent an eNewsletter since the Feb meeting.

**Social Media** – As of last week, the Rental Manager has control of the Facebook account, and we no longer need the prior Executive Director's personal account to access the Hall's Facebook account. This new Facebook account is under control of the District. We have started to post more regularly on Facebook.

We still do not have control of the Nextdoor.com account, which is linked to the prior Executive Director's personal account. We are evaluating if we want to continue using this social media option.

**Hometown Hero Banners** – We continue to receive interest from the public about purchasing banners because of the Memorial Day display. The City will be taking down the banners and returning them to the District very soon. Staff have set calendar reminders to request that the City display the banners for all future Memorial and Veterans Days.

Beginning Jul 1, the price of the banners will increase from \$75 to \$115. This increase is to cover the cost of the District's labor for taking orders, coordinating with the printer, and working with the City. As a result, the full cost of displaying the banners will not be an out-of-pocket cost to the District. The original price only accounted for printing the banners.

The District's attorney confirmed that the existing banners can be considered surplus because they have already been used. Therefore, the District will return the banners to the Veterans or families if they request them. Any banners that remain in the District's possession will be displayed for future holidays.

**Veterans Day Events** – The parade will be at 1pm on Sat, Nov 9. We believe this time will generate the biggest turnout. The ceremony to honor Veterans will be at 11am on Mon, Nov 11, consistent with the history of Veterans Day.

### **VETERANS ASSISTANCE**

**Veterans Resource Fair** – The fair occurred on Jun 1. Sam Palmisano from the American Legion led the event, and he reported that 25 Veterans attended. There were about the same number of vendors. The District donated \$228 to cover some of the food costs, and this was less than the \$450 estimate reported last month. Taji 100 donated the majority of the food.

**Vets and Tech** – Thanmay Sarath held an event on Jun 13, and more events will happen as his schedule allows. We have had preliminary discussions with his dad about a hack-a-thon to benefit the District.

## **ADMINISTRATIVE**

### **Introduction of Patty Gutierrez, Rental Manager**

**New Office Hours** – With the new Rental Manager, the office hours have been extended to include Mondays 9am-1pm.

**Executive Director Transition** – We are still working to transfer all vendor and administrative accounts from the prior Executive Director to the Interim Executive Director, and we will continue to work on this over the next several weeks.

**Election Day on Nov 5** – Staff met with Santa Clara County Registrar of Voters (ROV) representatives on Jun 14.

- They will be using the facility for one training day about four to six weeks before the election and on Oct 30 to Nov 7. The Hall will be unavailable to all other renters during this time. The ROV agreed to finish on Nov 7 so that the VFW Bingo can still happen on Nov 8. Our online calendar has been updated for this.
- The District will be able to charge the County for use of the facility. We can decide how much to charge, and this amount has yet to be calculated.
- The District will spend money, an exact amount to be determined, to add a second layer of locks to the main hall and dining hall. The ROV requires that no one access the space when they are not onsite. Because the District has probably more than 20 people with keys to the building, these extra locks will only be accessible by the ROV and the Executive Director. The ROV agreed that we could bill them for the cost of installing the locks. We believe that this extra layer of security is worth the cost to prevent the District from being a part of or accused of any election integrity issues. This is a small cost to pay to mitigate a low-probability high-impact event. Once the election is over, the second layer of locks will remain permanently open until the next election.

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

**Staff Schedules** – James Gargiulo has jury duty beginning the week of Jul 15, and he may need to call in for Jul 15 Board meeting. The Board will be updated if there will be an extended absence that impacts the District's operations.

**Next Board Meeting** - Next meeting is Jul 15, 2024.