

CLOVIS VETERANS MEMORIAL DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES

A regular meeting of the Clovis Veterans Memorial District Board of Directors was held on September 5, 2019 in Veterans Room A/B. Chairman Tom Wright called the meeting to order at 9:00 AM followed by the flag salute.

Chairman Wright
Director Watnick
Director Rice
Director Frantzich
Director Flach

1. Consent Agenda

- a. **Approval of Agenda**
- b. **Approval of Warrants**
- c. **Approval of Minutes**

Director Rice motioned to approve consent agenda, Director Frantzich seconded the motion. Motion 5 - 0.

Ayes: Flach, Frantzich, Rice, Watnick, Wright

2. Public Presentations

Fresno Kiwanis Club is hosting on 11.08.2019 Veterans Day Golf Tournament is raising money to fulfill needs of those in need of housing especially in the winter. Mike McKinney provided information about how they provide necessary items for veterans in our area. They are aware that the District is able to possibly donate and/or participate. There were concerns about possible interference with the Districts' golfing event and about donations. However, it was clarified that it doesn't interfere and the District can possibly sponsor the event. Mr. McKinney asked if the Board or any staff could come to the event as well. Chairman Wright suggested that we put this on the agenda for our next meeting to finalize it.

3. Agenda Items:

a. Project Updates

Ms. Whitacre provided the project updates about the capital improvements. She stated that the wireless infrastructure, fiber ring, facility painting, and roof conduit are currently in progress. The addition of hedges to the west side park and tree trimming are being scheduled. The District has requested quotes for the pergolas and are expecting a quote in the next few weeks. Director Frantzich asked what a fiber ring is and Ms. Whitacre stated that our internal network

runs off fiber, the ring ensures that if the fiber is damaged there is already back up fiber in place. Chairman Wright asked if the items are budgeted and we confirmed. Director Frantzich asked if we did well on the estate sale, we confirmed yes.

Ms. Whitacre provided the Board of Directors with an update on the Community Heritage Center construction project. The warehouse was cleared out, contracts for subs are being executed, the pre-construction meeting was held, there was temporary fencing put up on September 5th and construction began on September 4th. Director Frantzich asked if it was interior demolition, and the staff confirmed.

Director Rice motioned Motion, Director Frantzich seconded the motion. Motion 5 - 0.

Ayes: Flach, Frantzich, Rice, Watnick, Wright

b. HVAC Repair Approval

CEO Rios described the issues we've had with heating, ventilation, and air conditioning (HVAC) continuously and the cost has been substantial to continue to fix it temporarily. After a facility review, the architects and engineers suggest that the system be replaced, which includes new air flow to get the temperature down in the ice machine room, fix the air flow in the office (where several plug in units had to be used), and fix the auditorium. We've worked with ECI to fix it internally, we're suggesting to entirely redo the system. Ms. Whitacre reviewed the history, stating that we've replaced inverters, compressors, and condensers but have continued to have issues. Lawrence Engineering has completed a proposal for mechanical and architectural drawings which will go out for public bid. Total design fees would be \$108,500 and the possible cost of construction would be \$517,500. The Districts' current budget for this is \$750,000. Dr. Rice asked if there was a way to receive compensation because the original work was done incorrectly, CEO Rios stated that he was unaware of the answer but will look into it. Director Watnick asked if Lawrence Engineering has stated in writing that the issue is with fault of those who built it. Ms. Whitacre confirmed. Director Frantzich asked when the old HVAC unit was installed. CEO Rios stated that it was in 2007 or 2008. Chairman Wright asked how we can protect ourselves from future situations like this with no engineers on our staff. Director Rice said that's why the District hires them on as contractors. He asked who did the original in 2007. CEO Rios stated that it was New England Sheet Metal.

Director Rice motioned to approval the proposal submitted by, Director Frantzich seconded the motion. Motion carried 5 - 0.

Ayes: Flach, Frantzich, Rice, Watnick, Wright

c. Flume House Design

CEO Rios discussed and presented the Flume house design including the location of the HVAC, ADA compliance, parking, and the entrance. Chairman Wright and Director Flach expressed concern for the elevator and quickly making sure it is ADA compliant. CEO Rios said the cost of modifying that elevator is so high, we may want to add it to the build out in phase 2 to make it more cost effective. The parking will be crushed rock or grass but will be turned into an official parking lot in the future. There will only be one row of paved parking for now with the rest being crushed rock or grass. Director Watnick was concerned about the cost

for grass. CEO Rios stated that the entire project would cost 2.8 million dollars, the initial phase is a 1.8 million dollar phase with the extra million for extra costs which are unforeseen.

Director Frantzich asked when the building would be open. CEO Rios stated as early as next year we want to make the building available for use, phase 1 is only to get the building up to standard in order for it to be available for public use. CEO Rios explained the layout of the 1st and 2nd floor including that there will be no kitchens, only a sink and a prep station for caterers to layout what food has already been prepared. He also discussed the stairs, overall layout, and the lighting of the building. The Board suggested to put the glass north entrance in first, in order to make it appealing to all on Clovis avenue. The Board gave positive support on the design.

d. Rental Policy Discussion

The staff requested a committee be formed with Veteran Service Organizations (VSO's), Community Service Organizations (CSO's) and community members to regulate what and by whom our space may be used for. CEO Rios stated that we receive many requests from varying types of organizations, however there may be certain events that the District may not want to be associated with. Director Rice suggested that the staff looks into other Districts who may have run into a similar problem and how they handled the situation. Chairman Wright was concerned about including/excluding specific groups that may be labeled as discrimination against the District. Director Frantzich and Chairman Wright suggested that we put it on the Agenda for the next meeting to schedule a workshop to discuss the topic further.

Chairman Wright was concerned that we might be losing business due to raising the rental prices. He stated that a comment was made by the Cougar Foundation that they were being priced out of the District. CEO Rios stated that the discount went down from 40% to 35%. CEO Rios stated that some organizations went from 60% to paying the same as other government agencies which is 35%. Dr. Rice suggested that we give them an invoice that states the total and informs the customer how much they are saving with the discounted rate and send it to all employees in that respective company. Chairman Wright suggested that we send out a newsletter to everyone in the community that we do give a discount for specific groups. Director. Watnick suggested that we put the discounted rates on the annual report. CEO Rios recapped by stating many organizations say this is a great deal compared to other rental spaces in the central valley, and he suggested that maybe everyone who receives a discount gives us a summary of the event and what it did for the community.

e. Veterans Day Planning

Ms. Whitacre gave the updates for the budget for Veterans Day, including the schedule of events. Ms. Whitacre also reviewed the Veterans Day student contest, "Heart of a Hero: Remembering D-Day." Director Rice suggested we put more emphasis on the media inputs for art, website, or video. Ms. Whitacre agreed, we would look into it. Chairman Wright asked about the Gold Star Remembrance and suggested that we do it. CEO Rios agreed we will add

it.

Director Frantzich updated the Board on the planning of the car show and that the registration forms have been sent out.

The Board discussed the gift options, including thermal coolers, drink cozies, mugs, and key chains. Director Rice suggested a custom barometer and something small but educational we can give to them.

Catering quotes were reviewed- Pardini's (\$16,250 and increased from \$14,625) versus Classic Catering \$13,000. The menu for both is Braised Beef, potatoes, and vegetables. Director Watnick asked if we can switch out braised beef for something else, because it's very common. The Board decided that instead of vegetables we will go with green beans and we will have braised beef, with some chicken options for those with dietary restrictions.

Car Show planning: Dir. Frantzich stated that their agenda is 90% the same as that of last year. They will email the car entries to those who inputted their entries last year. One person is in charge of getting the entries out. CEO Rios stated that it is a liability issue that cars cannot be driving while people are walking, that is the purpose of the "no late driving entry". Once the road is blocked and closed for pedestrians, it is unsafe for pedestrians. CEO Rios also asked if the late registration would be until the day prior. Dir. Frantzich agreed, reason being that cars are unpredictable and we are unsure of what will take place. Chairman Wright was concerned about where the veterans would park. It was confirmed that they would be on veterans parkway preferably, however they can park anywhere.

CEO Rios stated that the staff will have a booth on the North End and Ms. Whitacre added we have a thermal serving coffee pot. Dir. Frantzich said that there are plenty of volunteers to help with the car show alone, so no staff is required. CEO Rios stated that we don't want to exceed capacity, manage the car situation (making sure they have space), and not running into the liability issue. CEO Rios suggested that there should be a Ranger award, versus a Purple Heart or Gold Star award which he says only recognizes veterans who are injured or passed away. Dir. Frantzich asked if CEO Rios and the staff can come up with 3 awards as suggestions. Ben Frantzich asked that as an award we recognize Clovis residents that were honored for their efforts through the mail, but we present that same award in the public with a plaque. Chairman Wright expressed his concern on how we tie that award to the car show. Mr. Frantzich said it would be more of an honorable mention versus an award. Dir. Frantzich mentioned that we would ask the honoree beforehand, to make sure they feel comfortable, and also it could be mentioned at the veterans dinner to hear the stories from each person. CEO Rios suggested that a committee could be standing which could be honor a veteran because of the achievements from their past and their current community involvement even involving Clovis Hall of Fame. That might encourage more veteran engagement within the community as well. Dir. Frantzich was concerned that we only highlight those involved in veterans organizations, but others might be quiet about it. CEO Rios stated that that would be something to explore in the future. Mr. Frantzich nominated Carl Hoffer for the honorable mention.

Dir. Frantzich asked what bands we're having, Ms. Whitacre stated we asked Jason Cade to perform. Dir. Frantzich requested registration signs, the Vietnam map to sign it and walk on it on the West Side Park, "Thank - You" signs from different organizations, a stanchion for the motorcycles, Dir. Frantzich and CEO Rios decided to have the flyover at 1:00pm.

Director Frantzich motioned Motion to nominate Carl Hoffer for the Honorable Mention - Clovis Veterans Memorial District Award., Director Watnick seconded the motion. Motion 5 - 0.

Ayes: Flach, Frantzich, Rice, Watnick, Wright

4. Administrative Reports

a. CEO Updates

CEO Rios gave summaries of events that the district was a part of including VA Mental Health Summit, 40th CAB Change of Command, California 9/11 Memorial, HR Essentials Training, Speaker at SIR (Sons in Retirement), Big Brother/Big Sister, Clovis Hall of Fame and FCOE Awards Gala, and the CSDA Legislative Tour.

b. Administrative/Operational Updates

Ms. Whitacre explained that we are still reviewing reception candidates, and are looking for Operations Team Members. The audit is currently being conducted and is set to conclude in December. The District is participating in Clovis Night Out. Director Frantzich asked why people are leaving the District, Ms. Whitacre replied stating that some are moving on to full time employment and others are due to time constraints with school.

c. Policy Updates

Ms. Whitacre said we are updating purchasing, complimentary ticket, board travel, and finance procedure policies. Chairman Wright stated that they will most likely receive training for that at the CSDA conference and suggested we do a policy update within house.

d. Activities Review

Ms. Whitacre gave updates on the 9/11 memorial event and also the Halloween spooktacular. There are 15 Veteran service organizations (VSO) and community service organizations (CSO) participating at the 2019 Halloween Spooktacular. We are using the whole facility including a trick or treating room, activity room, and movie room. It will take place 10/24/2019 from 6-9pm. They can RSVP on EventBrite. Director Watnick asked how this event involves veterans, CEO Rios explained that the VSO's are the ones who are handing out the candy, activities, and prominent in being active in the community. Director Flach mentioned that the flow of the event will run smoother being spread out which also gives the parents more time to speak with the VSO's.

e. Calendar of Events

Jale Wesley gave an update on calendar events and asked for RSVP cards for the Clovis Hall of Fame Dinner and the President's Breakfast by the end of the meeting.

5. Board Items:

Dr. Rice has some issues in regards to the Districts' marketing strategy and increase the Board Members' footprint/impact on the community but would like to further discuss them in our workshop. The Board Members requested thank you cards which could be personally signed and sent out. CEO Rios informed them that we do have some Thank You cards and will distribute them.

Director Flach mentioned that Buchanan will have an event on 9/11.

6. **Adjournment**

With no further business to discuss the Board of Directors adjourned at 12:57pm.

Reviewed by
Lorenzo Rios
CEO

Approved by
August Flach
Board Secretary