

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 April 4, 2019 in Veterans Room A/B. Chairman Tom Wright called the meeting to order at 9:00 AM followed by the flag salute.

Members present:

Director Watnick

Director Rice

Director Frantzich

Director Flach

Chairman Wright

**1. Consent Agenda**

Director Rice motioned to approve the consent agenda as presented, Director Watnick seconded the motion. Motion carried 5 - 0.

Ayes: Flach, Frantzich, Rice, Watnick, Wright

**a. Approval of Agenda**

**b. Approval of Minutes**

**c. Approval of Warrants**

**2. Public Presentations**

Frank Ducar, Post Commander of American Legion Post 147, discussed the American Legion State Conventions planned for 2020, 2021, 2022 at the Clovis Veterans Memorial District. Mr. Ducar stated they are working to obtain additional facilities at Clark Intermediate to supplement CVMD facilities.

**3. Agenda Items:**

**a. Audit Review**

Amy Whitacre, Director of Operations, discussed the audit review, including the District's revenue and expenses, long term debt, and pension liabilities. She stated per the auditor's recommendation, all cash reconciliation should be reviewed by District management for accuracy and completeness. The bookkeeper will prepare the financial document, the Director of Operations will reconcile, and the CEO will review and sign off on all final reconciliations. Ms. Whitacre discussed the issue of missing receipts from credit card statements. To avoid this issue, the District policy requires that receipts must accompany bills before they are paid. To further alleviate this issue, the District is moving toward using purchase orders for recurring bills including amazon, uniforms, etc. CEO Rios stated the auditor will make their formal presentation to the Board at the May Board meeting.

**b. Audit RFP Review**

Ms. Whitacre stated that the District received two audit proposals. Price, Paige, and Company is a local company that conducts 35 governmental audits per year. The annual audit total cost would be \$18,450. Ms. Whitacre stated the second proposal was from Sampson, Sampson, and Patterson, the District's current auditor, at a total cost of \$13,250. CEO Rios stated that District staff needs to further discuss with Sampson, Sampson, and Patterson the need to ensure that the lead auditor will be a new person before we move forward with them. The Board and CEO discussed the need to make sure the District receives a fresh perspective for the annual audit. Director Watnick said it's more than worth the extra expense to go with Price, Paige, and Company to get a new set of eyes for the audit. Chairman Wright stated that this agenda item should be placed on the May board meeting date for a decision. Director Rice discussed the auditor proposals. CEO Rios stated that if Sampson, Sampson, and Patterson can guarantee a new team, the District staff feels comfortable moving forward with them. Dr. Rice stated he would like to switch auditors to allow a new team to evaluate the financial position of the District. The Board discussed selecting Price, Paige, and Company as the District's auditor. CEO Rios stated the District staff will create a resolution for all future action items that need to be motioned.

Director Rice motioned to approve Price, Paige & Company as the District auditor for 2 years at the price presented, with evaluation after that time, Director Watnick seconded the motion. Motion carried 5 - 0.

Ayes: Flach, Frantzich, Rice, Watnick, Wright

**c. Project Updates**

CEO Rios discussed the Community Heritage Center (CHC) project and stated that he will meet with Darden Architects to work on getting a bid out to contractors to begin concrete work on the building. He stated that the City of Clovis was not processing the plans quickly and hopes that by acquiring a contractor, who will also act as a project manager, the process will be sped up. CEO Rios also discussed the parking around the CHC and stated that the November 1, 2019 date was still in place for opening the facility to the public. Chairman Wright asked how many parking spots around the CHC would be eliminated due to construction. CEO Rios stated that on the south side of the building, 8 parking spots will be lost due to the building extension enclosure. CEO Rios also stated that the north end of the facility will not be constructed.

CEO Rios provided an update to the Board regarding the Flume House. He stated that 2 trees need to be removed and a sewer pipe is impacting the facility. He also discussed parking at the Flume House and disconnects with the City regarding parking. CEO Rios recommended that in the future, the District not inject any governing body into how the District manages its parking.

CEO Rios discussed the HVAC system at the 808 4th Street facility and stated that the system at the north end of the building is not functioning properly, and needs to be rebuilt. Currently, the staff is working to acquire designs and received feedback that the north end HVAC loads are four times too low to handle the capacity needed to properly heat and cool that area of the building. CEO Rios stated that experts will provide a more thorough report at the May Board Meeting. He stated that the HVAC upgrades will cost at least \$500,000 in District resources. The Board and CEO discussed the HVAC systems and upgrades required, as well as how the District should protect itself against acquiring faulty systems in the future.

CEO Rios discussed the projectors and lifts installation project. The projector lifts taken from the Liberty Ballroom will be installed in Veterans A/B and Independence A/B. One lift will be purchased for the Freedom Room. The District seeks to purchase new 6500-lumens laser projectors for these lifts. Ms. Whitacre discussed the only quote received for the project, Sebastian at \$143,872.67. The project was budgeted at \$169,000. Director Flach expressed concern over not receiving more bids from companies for the project. CEO Rios stated that Sebastian understands our commitment to technology and the District staff was prepared to move forward with Sebastian, as the price was well within the budget.

Director Rice motioned to approve Sebastian for projector and lift project., Director Watnick seconded the motion. Motion carried 5 - 0.

Ayes: Flach, Frantzich, Rice, Watnick, Wright

**d. District Vision Board Workshop Review**

CEO Rios discussed the 4 lines of effort for the District including Veterans, Education, Community, and Business and stated they will help the District stay focused on what projects it should develop and why. CEO Rios stated that the District staff was looking for confirmation from the Board that the staff is moving in the right direction. The Board was presented with the list of suggestions collected from the community at the March Board Visioning Workshop. Dr. Rice asked for a list of what actions can be taken from those suggestions from the community, instead of a simple list. CEO Rios asked which items on the list the Board might be concerned with and sought guidance from the Board on what impact the items should have on the focus of the District staff moving forward. Dr. Rice stated that a list of priorities should be made and then strategic plans should be made for each item. Director Watnick suggested the staff investigate the possibility of long term plan for the second floor of the warehouse building to be used for VA services. The staff stated that the building must be upgraded to meet ADA and other requirements. Dr. Rice would like to see 5-10 top priorities and timelines for the projects.

**e. Senior Center Activities Committee**

The Board discussed the joint Board Meeting with the City of Clovis. CEO Rios discussed the Joint Powers Agreement (JPA) between CVMD and Clovis Senior Center. The JPA requires the Senior Center staff to meet with CVMD during their budget development phase to allow the Board to make a more informed decision regarding a monetary donation toward the Senior Center. The Board discussed the need to see a specific breakdown of how the \$40,000 donation given to the Senior Center is utilized. Chairman Wright stated that the JPA requires quarterly reports from the Senior Center. The Board discussed Director Watnick's representation on the Senior Center Activities Committee.

**4. Administrative Reports**

**a. CEO Updates**

CEO Rios discussed the Work for Warriors Veterans career event on March 20. He said six

different employers participated and several Veterans were either hired or scheduled for second interviews. The Work for Warriors coordinator requested that another job training and hiring event take place soon. CEO Rios discussed the March 29 Vietnam Veterans Day Ceremony at the VA where Director Rice spoke. CEO Rios also attended the March 30 Dinuba Vietnam Veterans Day event. Director Flach also attended and stated that the event was well organized and a moving program that helped Veterans get closure and connect with each other. CEO Rios discussed the upcoming CUSD LCAP meeting on April 8. Chairman Wright previously attended an LCAP meeting and stated it was a beneficial event where the Board could make connections and gather information regarding CUSD policies. CEO Rios stated he would be the morning keynote speaker for the State Center Community College District Mega Conference on April 16. He also discussed the Buchanan Military Signing Day on April 24 which the District is a sponsor. The students joining the Armed Forces from Buchanan will be recognized at a ceremony at the outdoor amphitheater at Buchanan High School.

Director Rice suggested that the staff place the District trucks within walking distance on the street around Clovis to increase visibility and exposure of the logo, and perhaps once a month at the high schools near the flag poles. CEO Rios stated that the trucks are frequently used by the District staff. Director Rice suggested the staff look into getting an inexpensive vehicle or panel truck for advertising purposes.

CEO Rios invited the Board to the "Barristers Ball" on Friday April 12, the San Joaquin College of Law Awards Dinner.

**b. Administrative/Operational Updates**

Amy Whitacre stated that the new receptionist, Jale, started on March 11. Ms. Whitacre stated that the staff was working with Director Rice's marketing students for their senior marketing projects. Staff was also reviewing different types of dance floors to purchase. The re-wrapping of the District trucks started with the Chevy, to be followed by the Ford. Ms. Whitacre also stated that TrailFest was on May 4th, with Veterans Parkway to be closed from 5th to 3rd Streets for family activities.

**c. Calendar of Events**

Sarah Wood provided an updated calendar of events to the Board and discussed events that require RSVPs.

**d. Activities Review**

Miya Ubick discussed the Patriots Dinner event plans. She reviewed the task, purpose, method, and end state for the event. Ms. Ubick reviewed the dinner program, discussed the invitations that were distributed, and the method for collecting RSVPs through Eventbrite. She stated that the budget from FY18 for Patriots Dinner was \$10,499.96. For FY19, the working budget is \$17,000. The Board discussed the catering options for the dinner and decided to utilize Classic Catering. Chairman Wright asked about reaching out to Sierra High School to invite their students who are joining the Armed Forces. The staff will coordinate with Sierra High School to invite their students.

Ms. Whitacre reviewed Memorial Day 2019 event plans. She reviewed the task, purpose, method and end state for the event and discussed the timeline for the event. The event will

include outside activities including a bounce house and military vehicles, live outdoor concert, an indoor patriotic concert program, and complimentary lunch for the community. Ms. Whitacre reviewed catering quotes for the lunch and recommended Maw and Paw's at \$10.96 per person; the Board agreed. She stated the budget was \$16,000 for the event. Director Watnick suggested the staff look into obtaining the film "The Longest Day" to play in the Auditorium.

e. **Board Item Follow Up**

None

5. **Board Items:**

None

6. **CLOSED SESSION:**

The Board entered closed session at 11:15am.

a. **CEO Review**

No reportable action.

7. **Adjournment**

With no further business to discuss, Chairman Wright adjourned the meeting at 11:27am.

Reviewed by  
Lorenzo Rios  
CEO

Approved by  
August Flach  
Board Secretary