

SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

Board Members

John Ceballos
Rita Delgado
Phil Garcia
Gabriel Perez
Ermelindo Puente

Executive Director

Ellen Herrera

AGENDA

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

March 17, 2025

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

5:00 p.m.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT TIME

(This is the opportunity for individuals to make and/or submit written or oral comments to the Board on any items within the purview of the Board, which are **NOT** part of the Agenda. Speakers shall have three (3) minutes to address the Board. The President or a majority of the Board may further limit the time speakers may have to make oral presentations to the Board. No action on the item may be taken, but the Board may request the matter be placed on a future agenda.)

CORRESPONDENCE

NONE

CONVENE TO CLOSED SESSION

SUBJECT: Public Employment

LEGAL AUTHORITY: Government Code Section 59574(B)(1)

POSITION: Executive Director

STAFF PRESENT: District Counsel

RECONVENE TO OPEN SESSION

REPORT ON ANY ACTION TAKEN IN CLOSED SESSION

CONSENT CALENDAR

1. Approve Minutes from the February 24, 2025, Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for March 2025
3. Approve Financial Statements for February 2025

REGULAR AGENDA ITEMS

1. Executive Director Report
2. Future Agenda Items

ADJOURNMENT

- Any disclosable public records related to an open session item on the agenda and distributed to all or a majority of the Commissioners less than 72 hours prior to that meeting are available for public inspection at the Veterans Hall, 74 W. 6th Street, Gilroy, California, during normal business hours. In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the District Secretary 24 hours prior to the meeting at (408) 842-3838.

SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

Board Members

John Ceballos
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Minutes

SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

February 24, 2025

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

5:00 p.m.

CALL TO ORDER: The meeting was called to order at 5:00 PM.

ROLL CALL: All Directors in attendance.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT TIME

NONE

CORRESPONDENCE

NONE

CONSENT CALENDAR

1. Approve Minutes from the January 27, 2025, Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for February 2025
3. Approve Financial Statements for January 2025

Director Perez made a motion to approve all consent calendar items. Director Puente second the motion. The motion passed unanimously.

REGULAR AGENDA ITEMS

1. Approve the acceptance of the Lowest Bid for the Veterans Hall Kitchen Remodel Project; Authorizing the Executive Director to Enter into a Contract With the Lowest Bidder; and Adjusting the Fiscal Year Budget and Approve Increase in Kitchen Remodel Budget

Director Garcia made a motion to approve item No. 1. Director Puente second. The motion passed unanimously.

2. Executive Director Report
3. Future Agenda Items

ADJOURNMENT: Director Puente made a motion to adjourn the meeting. Director Delgado second. The motion passed unanimously. The meeting was adjourned at 5:36 PM.

South Santa Clara Valley Memorial District

Pinnacle Operating (1252) Bank Balance: 82730.22 Ending Balance: \$79,053.47

Date	Ref No.	Payee	Memo	Class	Payment	Deposit	Stat	Balance
	Type	Account		Location			Auto	
02/25/2025	3323	Premier Builders, Inc		2 - Building	\$47,415.00		R	\$40,533.07
	Check	Maintenance:Kitchen Remodel						
02/25/2025	3324	California Special Districts Association		1 - Admin	\$1,537.00		C	\$38,996.07
	Check	Business Licenses and Permits						
02/25/2025		Gilroy Downtown Business Association	Wine and Art stroll; stop registration PREAUTHORIZED ACH DEBIT GILROY DOWNTOWN/SALE SOUTH SANTA CLARA VALL	3 - Rentals and Events	\$150.00		R	\$38,846.07
	Expense	Advertising						
02/26/2025	147		147 BOOK TRANSFER DEBIT 10 percent initial pay for kitchen Ref 38ZU711 To *1252	2 - Building		\$47,415.00	R	\$86,261.07
	Check	Pinnacle Rental (3753)						
03/03/2025		Intuit	XXXXXXXXXX055933 PREAUTHORIZED ACH DEBIT INTUIT */QBooks Liv 7787453 SOUTH SANTA CLARA VALL	1 - Admin	\$223.00		C	\$86,038.07
	Expense	Payroll						
03/04/2025		Recology South Valley	Feb 2025 service	3 - Rentals and Events	\$866.20		C	\$85,171.87
	Expense	Utilities:Trash Service						
03/05/2025	DD	Ellen Herrera	Pay Period: 02/16/2025-02/28/2025		\$2,285.53		C	\$82,886.34
	Paycheck	Direct Deposit Payable						
03/05/2025	DD	Andres Aceves	Pay Period: 02/16/2025-02/28/2025		\$135.27		C	\$82,751.07
	Paycheck	Direct Deposit Payable						
03/05/2025	DD	Jesse F. Sanchez	Pay Period: 02/16/2025-02/28/2025		\$816.11		C	\$81,934.96
	Paycheck	Direct Deposit Payable						

Date	Ref No.	Payee Account	Memo	Class Location	Payment	Deposit	Stat	Balance
03/05/2025	DD	Patty P Gutierrez	Pay Period: 02/16/2025-02/28/2025		\$763.32		C	\$81,171.64
	Paycheck	Direct Deposit Payable						
03/05/2025	M21533	Duerr Heating & Air	Q1 CY 2025 service date 1/28/25	2 - Building	\$398.24		C	\$80,773.40
	Expense	Maintenance:HVAC						
03/05/2025		Lowe's	XXXXXXXXXX652015 PREAUTHORIZED ACH DEBIT Lowes/SYF PAYMNT XXXXXXXXXX5920244 SOUTH SANTA CLARA VALL	2 - Building	\$155.70		C	\$80,617.70
	Expense	Supplies						
03/05/2025		QuickBooks Payroll	Tax Payment		\$1,564.23		C	\$79,053.47
	Tax Payment	-Split-						

South Santa Clara Valley Memorial District

Profit and Loss

July 2024 - February 2025

	TOTAL
Income	
Donations	17,909.75
Interest Income	3,409.73
Rental Income	43,202.50
Santa Clara County Property Tax Collection	115,843.02
Total Income	\$180,365.00
GROSS PROFIT	\$180,365.00
Expenses	
Accounting and Audit Services	6,900.00
Advertising	1,969.44
Bad Debt	150.00
Bank Fees	58.47
Business Licenses and Permits	2,399.47
Dues and Memberships	201.00
Election Costs	2,958.00
Food	842.34
Insurance	9,200.10
Janitorial Services and Supplies	11,332.08
Landscaping	930.00
Legal Services	14,433.90
Maintenance	
Grease Trap	103.00
HVAC	1,051.48
Kitchen Remodel	47,415.00
Other	949.16
Pest Control	909.95
Solar Panel and Window Cleaning	450.00
Total Maintenance	50,878.59
Mileage	9.85
Payroll	1,171.96
Taxes	6,066.31
Wages	67,969.99
Workers Compensation Insurance	738.47
Total Payroll	75,946.73
postage	6.62
Printing	992.78
Reimbursements	847.66
Reimbursements Mileage	2.28
Software	1,109.12
Supplies	4,530.37

South Santa Clara Valley Memorial District

Profit and Loss

July 2024 - February 2025

	TOTAL
Utilities	
Alarm	1,263.63
Gas and Electric	8,731.79
Telephone and Internet	1,128.59
Trash Service	6,063.40
Water	2,751.59
Total Utilities	19,939.00
Total Expenses	\$205,637.80
NET OPERATING INCOME	\$ -25,272.80
Other Expenses	
Depreciation	1,533.83
Total Other Expenses	\$1,533.83
NET OTHER INCOME	\$ -1,533.83
NET INCOME	\$ -26,806.63

South Santa Clara Valley Memorial District

Balance Sheet

As of February 28, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Pinnacle Operating (1252)	86,261.07
Pinnacle Rental (3753)	5,000.00
Pinnacle Rental Sweep (7531)	294,018.99
Pinnacle Reserve (0865)	5,013.51
Pinnacle Reserve Sweep (8656)	344,133.32
Santa Clara County Tax Collection	36,802.65
Total Bank Accounts	\$771,229.54
Accounts Receivable	
Accounts Receivable	3,302.50
Total Accounts Receivable	\$3,302.50
Other Current Assets	
Prepaid Expenses	2,657.95
Uncategorized Asset	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$2,657.95
Total Current Assets	\$777,189.99
Fixed Assets	
Accumulated Depreciation	-614,206.83
Construction in Progress	21,613.55
Furniture and Equipment	56,570.00
Improvements	819,371.45
Land	8,020.00
Total Fixed Assets	\$291,368.17
TOTAL ASSETS	\$1,068,558.16
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	120.00
Total Accounts Payable	\$120.00
Credit Cards	
late fee	0.00
Pinnacle (7710)	0.00
Pinnacle Bank (3550)	-41.96

South Santa Clara Valley Memorial District

Balance Sheet

As of February 28, 2025

	TOTAL
Total Credit Cards	\$ -41.96
Other Current Liabilities	
Accrued Expenses	6,746.28
Deferred Revenue	0.00
Direct Deposit Payable	0.00
Payroll Liabilities	0.00
Overpayment	847.66
Total Payroll Liabilities	847.66
Payroll Tax Payable	-308.58
Total Other Current Liabilities	\$7,285.36
Total Current Liabilities	\$7,363.40
Total Liabilities	\$7,363.40
Equity	
Opening Balance Equity	286,083.23
Retained Earnings	801,918.16
Net Income	-26,806.63
Total Equity	\$1,061,194.76
TOTAL LIABILITIES AND EQUITY	\$1,068,558.16

March 2025 Staff Report

BUILDING IMPROVEMENTS AND MAINTENANCE

Kitchen:

The remodel is underway. Estimate completion time is 6-8 weeks from 3/10/2025. Mark Wells, with the Gilroy Association, confirmed they may still donate \$92k for the kitchen remodel.

Approved Budget February 24, 2025	\$474,000
Winning Bid	\$474,000
Total Fundraising as of February 28, 2025	\$258,528.90*

Actual Expenses			
Date	Payee	Description	Cost
6/30/24		Balance Forward	\$20,501.05
7/3/24	Davco Associates	Respond to Health Dept	\$900.00
1/21/25	Bayarea News Group-SJ Mercury News	Fee for posting in paper	\$1819.44
2/25/25	Premier Builders	10% initial payment	\$47,415.00
Total			\$23,220.49

* Only includes cash received.

HALL RENTALS AND MARKETING

Fiscal Year	Total Rentals for the Year*	% Increase Over Last Year	Sales
2021-22	218	---	\$55,345
2022-23	326	50%	\$55,566
2023-24	364	12%	\$66,105
2024-25**	55		\$43,202

*We are not sure of the methodology used to count rentals in prior years. For the current FY, only rentals that produce income are counted. The Bar Council, American Legion and VFW leases are counted as one rental per month

**Through February 28, 2025

COMPLIANCE

All annual form 700's must be completed no later than 1 April, 2025.

MARKETING

The Veterans Hall will be a "stop" at the Gilroy Art & Wine Walk on 3 May from 12 to 5. This will act as a marketing tool to bring awareness of the possible uses of the Hall for new renters/Veterans. Ongoing market survey currently being conducted to comprise a list of possible renters along with researching a possible price point for rental fee for the kitchen once the remodel is complete. Our brochures need updating so I am reviewing different avenues to accomplish this for the least amount of cost.

ADMINISTRATIVE

Staffing: Jesse is out of the office from 19 March to 1 April 2025.

Rentals: We will continue to rent through the kitchen remodel on a limited basis.

Next Board Meeting: April 21, 2025