

SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

Board Members

John Ceballos
Rita Delgado
Phil Garcia
Gabriel Perez
Ermelindo Puente

Executive Director

Ellen Herrera

AGENDA

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

December 20, 2024

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

CONSENT CALENDAR

1. Approve Minutes from the October 21, 2024, Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for October, November and December 2024
3. Approve Financial Statements for October and November 2024

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
Rita Delgado
Phil Garcia
Gabriel Perez
Ermelindo Puente

Executive Director

Ellen Herrera

MINUTES

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

October 21, 2024

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

5:00 p.m.

CALL TO ORDER - Meeting called to order at 5:00 pm.

ROLL CALL – All board members were present.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT TIME

None.

CORRESPONDENCE

None.

CONVENE TO CLOSED SESSION

The Board convened to closed session at 5:10 pm.

SUBJECT: Public Employment

LEGAL AUTHORITY: Government Code Section 59574

POSITION: Executive Director

STAFF PRESENT: District Counsel

RECONVENE TO OPEN SESSION

The Board reconvened to open session at 5:25.

REPORT ON ANY ACTION TAKEN IN CLOSED SESSION

The Board voted unanimously to approve the rate increase effective 10/21/2024.

CONSENT CALENDAR

1. Approve Minutes from the September 16, 2024, Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for September 2024
3. Approve Financial Statements for September 2024
4. Approve the Conflict of Interest Code Amendment

5. Cancel November and/or December meeting

Director Puente made a motion to approve Consent Calendar items 1, 2, 3 and 4.

Director Perez seconded the motion. The motion passed unanimously.

Director Perez made a motion to pass Consent Calendar item 5 with a note that we can schedule a special meeting if needed. Director Puente seconded the motion. The motion passed unanimously.

REGULAR AGENDA ITEMS

1. Executive Director Report

2. Future Agenda Items

ADJOURNMENT

Director Puente made a motion to adjourn the meeting, Director Delgado second the motion. The motion passed unanimously. The meeting was adjourned at 5:55 pm.

South Santa Clara Valley Memorial District

Pinnacle Operating (1252) Bank Balance: 26767.24 Ending Balance: \$22,539.58

Date	Ref No. Type	Payee Account	Memo	Class Location	Payment Deposit	Stat Auto	Balance
10/31/2024		QuickBooks Payroll	Tax Payment		\$300.26	R	\$53,294.76
	Tax Payment	Payroll Tax Payable					
10/18/2024		QuickBooks Payroll	Tax Payment		\$657.75	R	\$53,595.02
	Tax Payment	-Split-					
10/18/2024	DD	Andres Aceves	Pay Period: 09/30/2024-10/13/2024		\$200.75	R	\$54,252.77
	Paycheck	Direct Deposit Payable					
10/18/2024	DD	Ellen Herrera	Pay Period: 09/30/2024-10/13/2024		\$1,074.85	R	\$54,453.52
	Paycheck	Direct Deposit Payable					
10/18/2024	DD	Patty P Gutierrez	Pay Period: 09/30/2024-10/13/2024		\$980.82	R	\$55,528.37
	Paycheck	Direct Deposit Payable					
10/17/2024		City of Gilroy	XXXXXXXXX749577 PREAUTHORIZED ACH DEBIT CITYOFGILROY/WEBPAYMENT SANTA CLARA VALL	2 - Building	\$344.76	R	\$56,509.19
	Expense	Utilities:Water					
10/17/2024		PG&E	XXXXXXXXX6794688 PREAUTHORIZED ACH DEBIT Pacific Gas & EI/PAYMENT XXXXXXXX9742 VETERANS MEMORIAL 2757	2 - Building	\$462.49	R	\$56,853.95
	Expense	Utilities:Gas and Electric					
10/17/2024		City of Gilroy	XXXXXXXXX755010 PREAUTHORIZED ACH DEBIT CITYOFGILROYSF/WEBPAYMENT SANTA CLARA VALL	2 - Building	\$1.00	R	\$57,316.44
	Expense	Utilities:Water					

Date	Ref No.	Payee Account	Memo	Class Location	Payment Deposit	Stat Auto	Balance
10/17/2024	3307	Logan & Powell LLP			\$1,972.00	R	\$57,317.44
		Bill Payment	Accounts Payable				
10/17/2024	3306	Firato Service Co			\$1,575.00	R	\$59,289.44
		Bill Payment	Accounts Payable				
10/17/2024	3305	Patty Gutierrez			\$24.47	R	\$60,864.44
		Bill Payment	Accounts Payable				
10/17/2024	3304	Urias Landscaping			\$120.00	R	\$60,888.91
		Bill Payment	Accounts Payable				
10/17/2024	3303	Morgan Hill Supply			\$124.02	R	\$61,008.91
		Bill Payment	Accounts Payable				
10/17/2024	3302	SDRMA			\$385.25	R	\$61,132.93
		Bill Payment	Accounts Payable				
10/15/2024		Card Service Center	XXXXXXXXX0000943 PREAUTHORIZED ACH DEBIT BANKCARD/PAYMENT XXXXXXXXX3275071 HERRERA,ELLEN M		\$489.08	R	\$61,518.18
		Credit Card Pmt	Pinnacle (7710)				
10/15/2024		QuickBooks Payroll	Tax Payment		\$177.57	R	\$62,007.26
		Tax Payment	Payroll Tax Payable				
10/15/2024		IRS	Tax Payment for Period: 09/01/2024-09/30/2024		\$1,456.06	R	\$62,184.83
		Tax Payment	Payroll Tax Payable				
10/15/2024	3301	Orkin	Voided-duplicate payment	2 - Building	\$0.00	R	\$63,640.89

Date	Ref No.	Payee Account	Memo	Class Location	Payment Deposit	Stat Auto	Balance
10/15/2024	3300	Check Maintenance:Pest Control Central Pacific Engineers, Inc		2 - Building	\$212.50	R	\$63,640.89
10/11/2024		Check Construction in Progress Spectrum Business	XXXXXXXXX495305 PREAUTHORIZED ACH DEBIT SPECTRUM/SPECTRUM 6511803 VETERANS MEMORIAL BUIL	2 - Building	\$141.23	R	\$63,853.39
10/04/2024		Expense Utilities:Telephone and Internet QuickBooks Payroll	Tax Payment		\$974.79	R	\$63,994.62
10/04/2024	DD	Tax Payment -Split- Ellen Herrera	Pay Period: 09/16/2024-09/29/2024		\$493.11	R	\$64,969.41
10/04/2024	DD	Paycheck Direct Deposit Payable Jesse F. Sanchez	Pay Period: 09/16/2024-09/29/2024		\$600.60	R	\$65,462.52
10/04/2024	DD	Paycheck Direct Deposit Payable Patty P Gutierrez	Pay Period: 09/16/2024-09/29/2024		\$858.83	R	\$66,063.12
10/02/2024		Credit Card Pmt Pinnacle Bank (3550) Card Service Center	XXXXXXXXX0000015 PREAUTHORIZED ACH DEBIT TIB CARD SERVICE/CRDSERVPMT SPEEDPAY/ID#XXXXXXXX0915PROCESSDATE/10-01-2024 ACCOUNT/XXXXXXXXXXXXXXXX3550XXXXXXXX3272355 South Santa Clara Vall		\$1,487.45	R	\$66,921.95
10/02/2024		Intuit	XXXXXXXXX592404 PREAUTHORIZED ACH DEBIT INTUIT */QBooks Onl 3078332 SOUTH SANTA CLARA VALL	1 - Admin	\$223.00	R	\$68,409.40

Date	Ref No.	Payee Account	Memo	Class Location	Payment	Deposit	Stat	Balance
		Expense Payroll						
10/01/2024		Bay Alarm Company	XXXXXXXXX341321 PREAUTHORIZED ACH DEBIT BAY ALARM COMPAN/VENDOR CEFQKX4ALW South Santa Clara Vall	2 - Building	\$320.73		R	\$68,632.40
		Expense Utilities:Alarm						
10/01/2024		Recology South Valley	XXXXXXXXX393530 PREAUTHORIZED ACH DEBIT RECOLOGY SO.VALL/WEB_PAY XXXXXXXXXXX093024 JAMES GARGIULO	3 - Rentals and Events	\$866.20		R	\$68,953.13
		Expense Utilities:Trash Service						

South Santa Clara Valley Memorial District

Pinnacle Operating (1252) Bank Balance: 26767.24 Ending Balance: \$22,539.58

Date	Ref No. Type	Payee Account	Memo	Class Location	Payment Deposit	Stat Auto	Balance
11/29/2024		QuickBooks Payroll	Tax Payment		\$1,133.97	R	\$32,838.07
	Tax Payment	-Split-					
11/29/2024	DD	Andres Aceves	Pay Period: 11/11/2024-11/24/2024		\$355.88	R	\$33,972.04
	Paycheck	Direct Deposit Payable					
11/29/2024	DD	Ellen Herrera	Pay Period: 11/11/2024-11/24/2024		\$2,057.91	R	\$34,327.92
	Paycheck	Direct Deposit Payable					
11/29/2024	DD	Patty P Gutierrez	Pay Period: 11/11/2024-11/24/2024		\$899.09	R	\$36,385.83
	Paycheck	Direct Deposit Payable					
11/26/2024		Pioneer Liquid Transport	XXXXXXXXX919336 PREAUTHORIZED ACH DEBIT PIONEERLIQUID TR/SALE SOUTH SANTA CLARA VALL	3 - Rentals and Events	\$103.00	R	\$37,284.92
	Expense	Maintenance:Grease Trap					
11/19/2024		City of Gilroy	XXXXXXXXX712986 PREAUTHORIZED ACH DEBIT CITYOFGILROY/WEBPAYMENT SANTA CLARA VALL	2 - Building	\$358.20	R	\$37,387.92
	Expense	Utilities:Water					
11/19/2024		City of Gilroy	XXXXXXXXX717680 PREAUTHORIZED ACH DEBIT CITYOFGILROYSF/WEBPAYMENT SANTA CLARA VALL	2 - Building	\$1.00	R	\$37,746.12
	Expense	Utilities:Water					
11/15/2024		PG&E			\$5,065.69	R	\$37,747.12
	Bill Payment	Accounts Payable					

Date	Ref No.	Payee	Memo	Class	Payment	Deposit	Stat	Balance
	Type	Account		Location			Auto	
11/15/2024		QuickBooks Payroll	Tax Payment		\$719.09		R	\$42,812.81
	Tax Payment	-Split-						
11/15/2024	3309	City of Gilroy		2 - Building	\$467.00			\$43,531.90
	Check	Business Licenses and Permits						
11/15/2024	DD	Ellen Herrera	Pay Period: 10/28/2024-11/10/2024		\$1,298.65		R	\$43,998.90
	Paycheck	Direct Deposit Payable						
11/15/2024	DD	Patty P Gutierrez	Pay Period: 10/28/2024-11/10/2024		\$994.84		R	\$45,297.55
	Paycheck	Direct Deposit Payable						
11/15/2024	DD	Andres Aceves	Pay Period: 10/28/2024-11/10/2024		\$191.62		R	\$46,292.39
	Paycheck	Direct Deposit Payable						
11/13/2024		Card Service Center	XXXXXXXXX0000874 PREAUTHORIZED ACH DEBIT BANKCARD/PAYMENT XXXXXXXXX3275071 HERRERA,ELLEN M		\$820.36		R	\$46,484.01
	Credit Card Pmt	Pinnacle (7710)						
11/12/2024		Spectrum Business	XXXXXXXXX799542 PREAUTHORIZED ACH DEBIT SPECTRUM/SPECTRUM 6673026 VETERANS MEMORIAL BUIL	2 - Building	\$141.23		R	\$47,304.37
	Expense	Utilities:Telephone and Internet						
11/04/2024		Intuit	XXXXXXXXX763944 PREAUTHORIZED ACH DEBIT INTUIT */QBooks Onl 3417952 SANTA CLARA VALL	1 - Admin	\$223.00		R	\$47,445.60
	Expense	Payroll						
11/01/2024		Duerr Heating & Air	XXXXXXXXX249532 PREAUTHORIZED ACH DEBIT DUERR HEATING AN/SALE SANTA CLARA VALL	2 - Building	\$398.24		R	\$47,668.60
	Expense	Maintenance:HVAC						

Date	Ref No.	Payee Account	Memo	Class Location	Payment Deposit	Stat Auto	Balance
11/01/2024		Recology South Valley	XXXXXXXXX393530 PREAUTHORIZED ACH DEBIT RECOLOGY SO.VALL/WEB_PAY XXXXXXXXXXX093024 JAMES GARGIULO	3 - Rentals and Events	\$866.20	R	\$48,066.84
	Expense	Utilities:Trash Service					
11/01/2024		QuickBooks Payroll	Tax Payment		\$1,104.57	R	\$48,933.04
	Tax Payment	-Split-					
11/01/2024	DD	Patty P Gutierrez	Pay Period: 10/14/2024-10/27/2024		\$1,004.20	R	\$50,037.61
	Paycheck	Direct Deposit Payable					
11/01/2024	DD	Ellen Herrera	Pay Period: 10/14/2024-10/27/2024		\$1,924.45	R	\$51,041.81
	Paycheck	Direct Deposit Payable					
11/01/2024	DD	Andres Aceves	Pay Period: 10/14/2024-10/27/2024		\$328.50	R	\$52,966.26
	Paycheck	Direct Deposit Payable					

South Santa Clara Valley Memorial District

Pinnacle Operating (1252) Bank Balance: 26767.24 Ending Balance: \$22,539.58

Date	Ref No. Type	Payee Account	Memo	Class Location	Payment Deposit	Stat Auto	Balance
12/19/2024	3314 Check	Patty Gutierrez -Split-			\$45.91		\$22,539.58
12/19/2024	3313 Bill Payment	Urias Landscaping Accounts Payable			\$120.00		\$22,585.49
12/19/2024	3312 Bill Payment	Morgan Hill Supply Accounts Payable			\$124.02		\$22,705.49
12/19/2024	3311 Bill Payment	Firato Service Co Accounts Payable			\$3,150.00		\$22,829.51
12/19/2024	3310 Check	Bay Alarm Company Utilities:Alarm		2 - Building	\$320.73		\$25,979.51
12/18/2024	Expense	PG&E Utilities:Gas and Electric	XXXXXXXXX2606391 PREAUTHORIZED ACH DEBIT Pacific Gas & EI/PAYMENT XXXXXX9742 VETERANS MEMORIAL 2757	2 - Building	\$440.99	C	\$26,300.24
12/17/2024	Expense	City of Gilroy Utilities:Water	XXXXXXXXX126392 PREAUTHORIZED ACH DEBIT CITYOFGILROYSF/WEBPAYMENT SANTA CLARA VALL	2 - Building	\$1.00	C	\$26,741.23
12/17/2024	Expense	City of Gilroy Utilities:Water	XXXXXXXXX120010 PREAUTHORIZED ACH DEBIT CITYOFGILROY/WEBPAYMENT SANTA CLARA VALL	2 - Building	\$331.32	C	\$26,742.23
12/16/2024		Card Service Center	XXXXXXXXX0001003 PREAUTHORIZED ACH DEBIT BANKCARD/PAYMENT		\$556.49	C	\$27,073.55

Date	Ref No. Type	Payee Account	Memo	Class Location	Payment Deposit	Stat Auto	Balance
			XXXXXXXXX3275071 HERRERA,ELLEN M				
	Credit Card Pmt	Pinnacle (7710)					
12/13/2024		QuickBooks Payroll	Tax Payment		\$895.88	C	\$27,630.04
	Tax Payment	-Split-					
12/13/2024	DD	Andres Aceves	Pay Period: 11/25/2024-12/08/2024		\$179.40	C	\$28,525.92
	Paycheck	Direct Deposit Payable					
12/13/2024	DD	Patty P Gutierrez	Pay Period: 11/25/2024-12/08/2024		\$755.22	C	\$28,705.32
	Paycheck	Direct Deposit Payable					
12/13/2024	DD	Ellen Herrera	Pay Period: 11/25/2024-12/08/2024		\$1,866.13	C	\$29,460.54
	Paycheck	Direct Deposit Payable					
12/11/2024		Spectrum Business	XXXXXXXXX189101 PREAUTHORIZED ACH DEBIT SPECTRUM/SPECTRUM 7532382 VETERANS MEMORIAL BUIL	2 - Building	\$141.23	C	\$31,326.67
	Expense	Utilities:Telephone and Internet					
12/05/2024	3308 Check	Vanessa Milla		1 - Admin	\$90.00	C	\$31,467.90
		Legal Services					
12/04/2024		Design Factory Graphics		1 - Admin	\$190.97	C	\$31,557.90
	Expense	Printing					
12/03/2024		Recology South Valley	XXXXXXXXX546622 PREAUTHORIZED ACH DEBIT RECOLOGY SO.VALL/WEB_PAY XXXXXXXXX112824 JAMES GARGIULO	3 - Rentals and Events	\$866.20	C	\$31,748.87
	Expense	Utilities:Trash Service					
12/02/2024		Intuit	XXXXXXXXX229847 PREAUTHORIZED ACH DEBIT INTUIT */QBooks Liv 3769630 SOUTH SANTA CLARA VALL	1 - Admin	\$223.00	C	\$32,615.07
	Expense	Payroll					

South Santa Clara Valley Memorial District

Balance Sheet

As of December 19, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Pinnacle Operating (1252)	22,539.58
Pinnacle Rental (3753)	4,880.00
Pinnacle Rental Sweep (7531)	335,703.18
Pinnacle Reserve (0865)	5,000.00
Pinnacle Reserve Sweep (8656)	327,100.30
Santa Clara County Tax Collection	20,959.63
Total Bank Accounts	\$716,182.69
Accounts Receivable	
Accounts Receivable	1,750.00
Total Accounts Receivable	\$1,750.00
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	\$720,590.64
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	\$1,011,958.81
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
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 December 19, 2024

	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	\$7,243.40
Total Liabilities	\$7,243.40
Equity	
Opening Balance Equity	286,083.23
Retained Earnings	801,918.16
Net Income	-83,285.98
Total Equity	\$1,004,715.41
TOTAL LIABILITIES AND EQUITY	\$1,011,958.81

South Santa Clara Valley Memorial District

Profit and Loss

July - November, 2024

	TOTAL
Income	
Donations	2,209.55
Interest Income	1,904.40
Rental Income	28,582.50
Total Income	\$32,696.45
GROSS PROFIT	\$32,696.45
Expenses	
Accounting and Audit Services	6,400.00
Bad Debt	150.00
Bank Fees	49.47
Business Licenses and Permits	601.77
Food	649.66
Insurance	9,200.10
Janitorial Services and Supplies	7,875.00
Landscaping	570.00
Legal Services	10,515.90
Maintenance	
Grease Trap	103.00
HVAC	796.48
Other	949.16
Pest Control	595.96
Total Maintenance	2,444.60
Mileage	9.85
Payroll	446.00
Taxes	3,962.23
Wages	45,974.24
Workers Compensation Insurance	738.47
Total Payroll	51,120.94
Printing	801.81
Reimbursements	847.66
Software	1,102.16
Supplies	2,694.45
Utilities	
Alarm	622.17
Gas and Electric	6,808.04
Telephone and Internet	704.90
Trash Service	3,464.80
Water	1,836.32
Total Utilities	13,436.23
Total Expenses	\$108,469.60
NET OPERATING INCOME	\$ -75,773.15

South Santa Clara Valley Memorial District

Profit and Loss

July - November, 2024

	TOTAL
Other Expenses	
Depreciation	1,533.83
Total Other Expenses	\$1,533.83
NET OTHER INCOME	\$ -1,533.83
NET INCOME	\$ -77,306.98

December Staff Report

BUILDING MAINTENANCE AND IMPROVEMENTS

Kitchen:

Renewal by Anderson: Brent, our previous representative from Anderson, has left the company. Andrew is our new contact. As of today, they are still going to provide materials and labor to replace all of the windows in the building.

Approved Budget February 26, 2024	\$400,000
Preliminary Estimate	\$348,666
Total Fundraising as of November 30, 2024	\$242,993.32*

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
Total			\$21,401.05

* Only includes cash received. The American Legion Association will donate whatever balance is needed to pay for the project once an exact amount is known.

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**	47		\$32,696

*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 November 30, 2024

MARKETING

The SSCVMD brochures were created using Microsoft Publisher on Christines old laptop. I was able to power it up and find the files. I am currently in the middle of revising and should be available to review at the next board meeting, once I learn how to use Publisher.

ELECTION

District Board of Directors: The Oaths of Office that were notarized for John Ceballos (full-term), Ermelindo Puente Jr (full-term), and Rita Delgado (full-term) were received by Santa Clara County. The new term for these Directors is 2024 to 2028.

ADMINISTRATIVE

Staffing: Our Maintenance Coordinator had ankle surgery on 9/24 and is still recovering.

Rentals: Yearly rental contracts currently end on 6/30/2025 and are up for review in May 2025. The new rental price list will become effective at the same time as the renewal of the yearly contracts.

Building: There was no damage to the building during the last storm, however it was noticed that the gutter leak profusely in the back of the building. Also, more water stains have been noticed on the ceilings within the hall. I will be soliciting 3 quotes from local businesses for roof and gutter replacement.

Next Board Meeting: January 20, 2025