

SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

Board Members

Phil Garcia
Gabriel Perez
John Ceballos
Rita Delgado
Ermelindo Puente

Executive Director

Ellen Herrera

AGENDA

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

November 17, 2025
Veterans Memorial Building
74 West 6th Street, Gilroy, CA
5 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 20, 2025 Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for November 2025
3. Approve Financial Statements for October 2025
4. Approve the cancellation of December 2025 Board meeting

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

Phil Garcia
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Minutes

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

October 20, 2025

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

5 p.m.

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

ROLL CALL All were present.

PLEDGE OF ALLEGIANCE Completed.

PUBLIC COMMENT TIME NONE

CORRESPONDENCE NONE

CONSENT CALENDAR

1. Approve Minutes from the September 15, 2025 Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for October 2025
3. Approve Financial Statements for September 2025
4. Approve Fiscal Year 2025 Financial Audit

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

REGULAR AGENDA ITEMS

1. Executive Director Report: The Executive Director presented the staff report, a copy of which is attached.
2. Future Agenda Items: Capital Improvement Plan

ADJOURNMENT

Director Puente made a motion to adjourn the meeting. Director Ceballos second. The motion passed unanimously. The meeting was adjourned at 5:40 PM.

Pinnacle Operating (1252)Bank Balance: 160883.13Ending Balance: \$57,338.65

Date: Custom

Date	Ref No.	Payee	Memo	Payment	Deposit	Type
11/14/2025		PG&E	True-up 5168103 PREAUTHORIZED ACH DEBIT Pacific Gas & El/PAYMENT XXXXXXXX9742 VETERANS MEMORIAL 2757	2,383.37		Expense
11/14/2025	3368	Firato Service Co		1,350.00		Bill Payment
11/14/2025	3367	Morgan Hill Supply		237.51		Bill Payment
11/14/2025	3366	City of Gilroy		473.00		Check
11/14/2025	3365	Ellen M Herrera		217.16		Check
11/12/2025		Spectrum Business	XXXXXXXX959918 PREAUTHORIZED ACH DEBIT SPECTRUM/SPECTRUM 2730236 VETERANS MEMORIAL BUIL	141.25		Expense
11/07/2025		Lowe's	XXXXXXXX901235 PREAUTHORIZED ACH DEBIT Lowes/SYF PAYMNT XXXXXXXX5920244 SOUTH SANTA CLARA VALL	352.09		Expense
11/06/2025			XXXXXXXX9797581 PREAUTHORIZED ACH DEBIT S & R AIR CONDIT/WEB PMTS LYL5Q1 South Santa Clara Vall	398.24		Expense
11/05/2025		QuickBooks Payroll	Tax withdrawal	1,452.16		Tax Payment
11/05/2025	DD	Jacob A. Nelson	Pay Period: 10/16/2025-10/31/2025	396.51		Paycheck
11/05/2025	DD	Jesse F. Sanchez	Pay Period: 10/16/2025-10/31/2025	620.41		Paycheck
11/05/2025	DD	Ellen Herrera	Pay Period: 10/16/2025-10/31/2025	2,500.37		Paycheck
11/04/2025		Recology South Valley	XXXXXXXX961963 PREAUTHORIZED ACH DEBIT RECOLOGY SO.VALL/WEB_PAY XXXXXXXX110325 JAMES GARGIULO	885.67		Expense
11/03/2025		Intuit	XXXXXXXX285100 PREAUTHORIZED ACH DEBIT INTUIT */QBooks Liv 9402228 SOUTH SANTA CLARA VALL	243.50		Expense
10/30/2025		MP Express	XXXXXXXX9884025 PREAUTHORIZED ACH DEBIT MP Express Inc/MPExpress South Santa Clara Vall	136.53		Expense
10/24/2025		Ellen M Herrera	XXXXXXXX588213 PREAUTHORIZED ACH DEBIT CARD SERVICE CTR/ONLINE PMT XXXXXXXX9201806 HERRERA ELLEN	1,299.02		Credit Card Pmt
10/23/2025			County Funds		64,000.00	Transfer
10/23/2025			66 BOOK TRANSFER CREDIT final kitchen remodel invoice Ref CQ9A5ED From *0865		101,505.21	Transfer
10/23/2025	3364	Premier Builders, Inc	Invoice 25-458-003r1	101,505.21		Check
10/22/2025	IN1358579	County of Santa Clara Department of Environmental Health	Kitchen Health Permit	1,107.00		Expense
10/22/2025	23615	CSDA	Membership Dues for Jan-Dec 2026	1,358.00		Expense
10/20/2025		QuickBooks Payroll	Tax Payment	1,292.34		Tax Payment
10/20/2025	DD	Jacob A. Nelson	Pay Period: 10/01/2025-10/15/2025	127.61		Paycheck
10/20/2025	DD	Jesse F. Sanchez	Pay Period: 10/01/2025-10/15/2025	688.91		Paycheck
10/20/2025	DD	Ellen Herrera	Pay Period: 10/01/2025-10/15/2025	2,282.71		Paycheck
10/17/2025		City of Gilroy	XXXXXXXX916665 PREAUTHORIZED ACH DEBIT CITYOFGILROYSF/WEBPAYMENT SANTA CLARA VALL	1.00		Expense
10/17/2025		City of Gilroy	XXXXXXXX910718 PREAUTHORIZED ACH DEBIT CITYOFGILROY/WEBPAYMENT SANTA CLARA VALL	360.20		Expense
10/17/2025		MP Express	XXXXXXXX8615577 PREAUTHORIZED ACH DEBIT MP Express Inc/MPExpress South Santa Clara Vall	136.53		Expense

Balance Sheet

South Santa Clara Valley Memorial District

As of November 15, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Pinnacle Operating (1252)	57,338.65
Pinnacle Rental (3753)	5,589.39
Pinnacle Rental Sweep (7531)	335,982.72
Pinnacle Reserve (0865)	4,976.63
Pinnacle Reserve Sweep (2526)	0.00
Pinnacle Reserve Sweep (8656)	54,978.79
Santa Clara County Tax Collection	8,503.70
Total for Bank Accounts	\$467,369.88
Accounts Receivable	
Accounts Receivable	6,189.63
Total for Accounts Receivable	\$6,189.63
Other Current Assets	
Prepaid Expenses	-0.05
QuickBooks Tax Holding Account	4,042.96
Uncategorized Asset	0.00
Undeposited Funds	0.00
Total for Other Current Assets	\$4,042.91
Total for Current Assets	\$477,602.42
Fixed Assets	
Accumulated Depreciation	-614,206.83
Construction in Progress	468,064.55
Furniture and Equipment	59,872.67
Improvements	819,371.45
Land	8,020.00
Total for Fixed Assets	\$741,121.84
Total for Assets	\$1,218,724.26

Balance Sheet

South Santa Clara Valley Memorial District

As of November 15, 2025

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-893.39
Total for Accounts Payable	-\$893.39
Credit Cards	
Pinnacle (7710)	-59.89
Pinnacle Bank (3550)	0.00
Total for Credit Cards	-\$59.89
Other Current Liabilities	
Accrued Expenses	11,329.28
Deferred Revenue	0.00
Direct Deposit Payable	0.00
Payroll Liabilities	\$0.00
Overpayment	-0.34
Total for Payroll Liabilities	-\$0.34
Payroll Tax Payable	4,043.38
Total for Other Current Liabilities	\$15,372.32
Total for Current Liabilities	\$14,419.04
Total for Liabilities	\$14,419.04
Equity	
Opening Balance Equity	286,083.23
Retained Earnings	873,467.39
Net Income	44,754.60
Total for Equity	\$1,204,305.22
Total for Liabilities and Equity	\$1,218,724.26

Profit and Loss YTD Comparison

South Santa Clara Valley Memorial District

October 1-31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	OCT 1 - OCT 31 2025	JUL 1 - OCT 31 2025 (YTD)
Income		
Donations	\$115.00	\$93,920.00
Scholarship		890.00
Total for Donations	\$115.00	\$94,810.00
Interest Income	417.70	2,842.68
Rental Income	5,115.00	22,410.50
Santa Clara County Property Tax Collection	8,602.26	9,680.16
Total for Income	\$14,249.96	\$129,743.34
Cost of Sales		
Gross Profit	\$14,249.96	\$129,743.34
Expenses		
Accounting and Audit Services	7,489.98	7,489.98
Advertising	532.92	1,015.61
Business Licenses and Permits	1,107.00	1,107.00
Dues and Memberships	1,358.00	1,372.40
Food	83.42	406.21
Janitorial Services and Supplies	\$1,150.00	\$4,600.00
Floor Cleaning		3,050.00
Total for Janitorial Services and Supplies	\$1,150.00	\$7,650.00
Maintenance		\$23.55
Cleaning Supplies	403.27	759.39
Pest Control	167.27	497.27
HVAC		2,268.45
Ice Machine		1,437.47
Plumbing Repairs		109.07
Total for Maintenance	\$570.54	\$5,095.20
Payroll		
Taxes	629.34	2,625.95
Wages	8,148.50	33,926.25
Workers Compensation Insurance		6,042.74
Total for Payroll	\$8,777.84	\$42,594.94
postage	2.17	85.33
Software	262.29	1,420.10
Supplies	348.11	1,542.02
Utilities	\$1,746.27	\$7,361.49
Bank Fees		130.00
Conference		374.96
Landscaping		150.00
Printing		396.37
Professional		747.50
Training		15.90
Total for Expenses	\$23,428.54	\$78,955.01

Profit and Loss YTD Comparison

South Santa Clara Valley Memorial District

October 1-31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	OCT 1 - OCT 31 2025	JUL 1 - OCT 31 2025 (YTD)
Net Operating Income	-\$9,178.58	\$50,788.33
Other Income		
Other Expenses		
Net Other Income		
Net Income	-\$9,178.58	\$50,788.33

October 2025 Staff Report

BUILDING IMPROVEMENTS AND MAINTENANCE

1. Kitchen: The kitchen is completed and fully functional, however, there are still 4 items that need the attention of the contractor before **final** payment can be made: hole in the wall above breaker box in water heater room must be sealed, the ladder going to the attic must be adjusted, kitchen ceiling lights do not automatically go off after 20 minutes, and the dimmer switch in the kitchen does not work. The contractor was made aware of these items on 29 October 2025.

Approved Budget February 24, 2025	\$474,000
Winning Bid	\$474,000
Total Fundraising as of July 30, 2025	\$361,046.95

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	\$1,819.44
2/25/25	Premier Builders	10% initial payment	\$47,415.00
5/28/25	Premier Builders	Invoice 25-458-001	\$110,905.53
9/3/25	Premier Builders	Invoice 25-458-002	\$186,625.26
9/25/25	Central Pacific Engineers final invoice	Invoice 4850	\$437.50
10/23/25	Premier Builders final payment	Invoice 25-458-002r1	\$101,505.21
Total			\$470,108.99

2. Improvements: Staff met with the project manager from the Gilroy Lowe's Home Improvement Store and discussed necessary maintenance items that they may be able to help complete for the District through their Community Giving Program. The following were projects presented to Lowe's for consideration: removing grass in the backyard and installing a concrete patio with proper drainage, painting exterior trim and interior of building (frames and columns in the main hall and walls in the dining room), replacing all existing blinds throughout the building, replacing the roof. The representative said they could possibly replace the blinds and lay 18x18 pavers in the backyard. Since employees would volunteer their time, it would not be safe for them to paint the highest peaks of the building exterior or replace the roof. Measuring the blinds has already been completed, but we have not heard about the paver project for the back yard.

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	213	-7%	\$61,512
2025-26**	73	---	\$22,410

*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 October 31, 2025

1. Rentals: Staff has secured 3 long term kitchen contracts with local catering and pastry companies. They are annotated on the calendar as “Kitchen Reserved”.

ADMINISTRATIVE

1. Staff: An additional Event Staff will be hired to ensure rental event coverage of the increase in rentals.

2. Office Hours: The office will be closed the 27 and 28th of November, 2025.

3. 2026 Election Costs: Staff requested an estimated cost for the 2026 November General Election from the Registrar of Voters. There are 2 seats up for election, Phil and Gabe. The District Board of Directors is made up of 5 seats, 3 of which are for Veterans and 2 for civilians. It is unclear at this time who is in which seats, however, a request has been sent to the Registrar of Voters for clarification. We are required to post a public notice a few months prior to the election.

2026 GENERAL ELECTION	Estimated Cost of Election	Estimated Cost per Candidate Statement (not included in election costs)
1st Item - Board Seats	\$ 177,587	\$ 3,710
Total Estimated Costs (does not include Estimated Cost per Candidate)	\$ 177,587	

Next Board Meeting: December 15, 2025