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

September 15, 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 August 18, 2025 Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for September 2025
3. Approve Financial Statements for August 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
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

August 18, 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 Board Members were present.
PLEDGE OF ALLEGIANCE Completed.

PUBLIC COMMENT TIME NONE

CORRESPONDENCE Handed Board members vol. 20 of the CA Special Districts magazine

CONSENT CALENDAR
1. Approve Minutes from the July 21, 2025, Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for August 2025
3. Approve Financial Statements for July 2025

Director Ceballos 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 hereto.
2. Future Agenda Items

ADJOURNMENT
Director Puente made a motion to adjourn the meeting. Director Ceballos second. The motion passed unanimously. The meeting was adjourned at 5:25 PM.

Pinnacle Operating (1252)Bank Balance: 2311.58Ending Balance: -$1,493.27

Date: Custom□

Date	Ref No.	Payee	Memo	Class	Payment	Deposit	Reconciliation Status	Balance	Type	Account	Added in Banking
09/11/2025			XXXXXXXX022775 PREAUTHORIZED ACH DEBIT SPECTRUM/SPECTRUM 0145032 VETERANS MEMORIAL BUIL	2 - Building	141.25		Cleared	2,282.48	Expense	Utilities:Telephone and Internet	Manually added
09/05/2025		Lowe's	XXXXXXXX164332 PREAUTHORIZED ACH DEBIT Lowes/SYF PAYMNT XXXXXXXX5920244 SOUTH SANTA CLARA VALL	2 - Building	160.64		Cleared	2,423.73	Expense	Supplies	Manually added
09/05/2025		QuickBooks Payroll	Tax Payment		1,743.40		Cleared	2,584.37	Tax Payment		Automatically matched
09/05/2025	DD	Jesse F. Sanchez	Pay Period: 08/16/2025-08/31/2025		698.70		Cleared	4,327.77	Paycheck	Direct Deposit Payable	Automatically matched
09/05/2025	DD	Jacob A. Nelson	Pay Period: 08/16/2025-08/31/2025		109.38		Cleared	5,026.47	Paycheck	Direct Deposit Payable	Automatically matched
09/05/2025	DD	Ellen Herrera	Pay Period: 08/16/2025-08/31/2025		3,094.82		Cleared	5,135.85	Paycheck	Direct Deposit Payable	Automatically matched
09/04/2025	99415620	Amazon	Amazon pay by invoice	1 - Admin	16.06		Cleared	8,230.67	Expense	Supplies	Manually added
09/04/2025	99356575	Amazon	Amazon pay by invoice	2 - Building	98.91		Cleared	8,246.73	Expense	Maintenance:Cleaning Supplies	Manually added
09/03/2025			XC-XXXXXXXXXXXXXXXX2526EB MISCELLANEOUS DEBIT Trnsfr to Account Ending in 2526		38,824.83		Cleared	8,345.64	Transfer	Pinnacle Reserve Sweep (2526)	Manually added
09/02/2025		Intuit	XXXXXXXX474856 PREAUTHORIZED ACH DEBIT INTUIT */QBooks Liv 6389382 SOUTH SANTA CLARA VALL	1 - Admin	243.50		Cleared	47,170.47	Expense	Software	Manually added
09/02/2025		Recology South Valley	XXXXXXXX937325 PREAUTHORIZED ACH DEBIT RECOLOGY SO.VALL/WEB_PAY XXXXXXXX090125 JAMES GARGIULO	3 - Rentals and Events	885.67		Cleared	47,413.97	Expense	Utilities:Trash Service	Manually added
09/02/2025	3354	Premier Builders, Inc	Invoice 25-458-002	2 - Building	186,625.26		Cleared	48,299.64	Check	Construction in Progress	Manually matched
09/01/2025			184 BOOK TRANSFER CREDIT 2nd Progress payment for Kitchen re Ref AR3MDD7 From *0865			186,625.26	Cleared	234,924.90	Transfer	Pinnacle Reserve (0865)	Manually added
08/25/2025		MP Express	XXXXXXXX1067223 PREAUTHORIZED ACH DEBIT MP Express Inc/MPExpress Ellen Herrera	1 - Admin	259.86		Reconciled	48,299.64	Expense	Printing	Manually added
08/21/2025		Ellen M Herrera	XXXXXXXX504338 PREAUTHORIZED ACH DEBIT CARD SERVICE CTR/ONLINE PMT XXXXXXXX5402036 HERRERA ELLEN	3 - Rentals and Events	1,032.38		Reconciled	48,559.50	Credit Card Pmt	Pinnacle (7710)	Manually added
08/20/2025		QuickBooks Payroll	Tax Payment		1,280.72		Reconciled	49,591.88	Tax Payment		Automatically matched
08/20/2025	DD	Jacob A. Nelson	Pay Period: 08/01/2025-08/15/2025		218.76		Reconciled	50,872.60	Paycheck	Direct Deposit Payable	Automatically matched
08/20/2025	DD	Ellen Herrera	Pay Period: 08/01/2025-08/15/2025		2,124.42		Reconciled	51,091.36	Paycheck	Direct Deposit Payable	Automatically matched
08/20/2025	DD	Jesse F. Sanchez	Pay Period: 08/01/2025-08/15/2025		943.30		Reconciled	53,215.78	Paycheck	Direct Deposit Payable	Automatically matched
08/19/2025		City of Gilroy	XXXXXXXX508383 PREAUTHORIZED ACH DEBIT CITYOFGILROYSF/WEBPAYMENT SANTA CLARA VALL	2 - Building	1.00		Reconciled	54,159.08	Expense	Utilities:Water	Manually added
08/19/2025		City of Gilroy	XXXXXXXX500804 PREAUTHORIZED ACH DEBIT CITYOFGILROY/WEBPAYMENT SANTA CLARA VALL	2 - Building	318.05		Reconciled	54,160.08	Expense	Utilities:Water	Manually added
08/18/2025		PG&E	XXXXXXXX7610370 PREAUTHORIZED ACH DEBIT Pacific Gas & El/PAYMENT XXXXXX9742 VETERANS MEMORIAL 2757	2 - Building	229.67		Reconciled	54,478.13	Expense	Utilities:Gas and Electric	Manually added

Balance Sheet

South Santa Clara Valley Memorial District

As of August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Pinnacle Operating (1252)	48,299.64
Pinnacle Rental (3753)	4,917.39
Pinnacle Rental Sweep (7531)	320,302.42
Pinnacle Reserve (0865)	5,004.25
Pinnacle Reserve Sweep (8656)	341,691.70
Santa Clara County Tax Collection	62,823.54
Total for Bank Accounts	**$783,038.94**
Accounts Receivable	
Accounts Receivable	5,536.00
Total for Accounts Receivable	**$5,536.00**
Other Current Assets	
Prepaid Expenses	2,657.95
Uncategorized Asset	0.00
Undeposited Funds	0.00
Total for Other Current Assets	**$2,657.95**
Total for Current Assets	**$791,232.89**
Fixed Assets	
Accumulated Depreciation	-614,206.83
Construction in Progress	179,934.08
Furniture and Equipment	59,109.43
Improvements	819,371.45
Land	8,020.00
Total for Fixed Assets	**$452,228.13**
Other Assets	0.00
Total for Assets	**$1,243,461.02**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-635.87
Total for Accounts Payable	**-$635.87**
Credit Cards	
Pinnacle (7710)	14.40
Pinnacle Bank (3550)	0.00

Balance Sheet

South Santa Clara Valley Memorial District

As of August 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Total for Credit Cards	**$14.40**
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 for Payroll Liabilities	**$847.66**
Payroll Tax Payable	-308.58
Total for Other Current Liabilities	**$7,285.36**
Total for Current Liabilities	**$6,663.89**
Long-term Liabilities	0.00
Total for Liabilities	**$6,663.89**
Equity	
Opening Balance Equity	286,083.23
Retained Earnings	880,022.39
Net Income	70,691.51
Total for Equity	**$1,236,797.13**
Total for Liabilities and Equity	**$1,243,461.02**

Profit and Loss YTD Comparison

South Santa Clara Valley Memorial District

August 1-31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	AUG 1 - AUG 31 2025	JUL 1 - AUG 31 2025 (YTD)
Income		
Donations	230.00	93,345.00
Interest Income	1,045.43	1,893.81
Rental Income	2,523.00	10,395.50
Total for Income	**$3,798.43**	**$105,634.31**
Cost of Goods Sold	0.00	0.00
Gross Profit	**$3,798.43**	**$105,634.31**
Expenses		
Dues and Memberships	14.40	28.80
Food	77.90	142.81
Janitorial Services and Supplies	$1,150.00	$2,300.00
Floor Cleaning		3,050.00
Total for Janitorial Services and Supplies	**$1,150.00**	**$5,350.00**
Landscaping	150.00	150.00
Maintenance	$0.00	$23.55
Pest Control	165.00	165.00
Cleaning Supplies		257.21
HVAC		1,080.17
Total for Maintenance	**$165.00**	**$1,525.93**
Payroll	$0.00	$0.00
Taxes	621.54	1,219.70
Wages	7,969.75	15,721.25
Workers Compensation Insurance		5,626.46
Total for Payroll	**$8,591.29**	**$22,567.41**
postage	80.44	80.44
Printing	259.86	396.37
Software	261.66	500.65
Supplies	446.78	736.56
Training	7.95	7.95
Utilities	$0.00	$0.00
Alarm	320.73	320.73
Gas and Electric	229.67	415.31
Telephone and Internet	157.91	315.82
Trash Service	885.67	1,751.87
Water	319.05	652.15
Total for Utilities	**$1,913.03**	**$3,455.88**
Total for Expenses	**$13,118.31**	**$34,942.80**
Net Operating Income	**-$9,319.88**	**$70,691.51**
Other Income	0.00	0.00
Other Expenses	0.00	0.00
Net Other Income	**$0.00**	**$0.00**
Net Income	**-$9,319.88**	**$70,691.51**

August 2025 Staff Report

BUILDING IMPROVEMENTS AND MAINTENANCE

1. Kitchen: As of 9/12/25, The new oven is scheduled to be delivered and installed on 16 Sept. The Ansil company has to conduct the final inspection for the gas, date/time TBD. Once this is done, the Health Dept will come and inspect. This is the final step in the kitchen becoming a Commissary kitchen.

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
Total			**$368,166.28**

2. The Sherrif Work Program conducted detailed maintenance of all table and door frames in the entire Hall on 31 August. They also assisted District Staff in cleaning out the attic.

3. Installed magnetic doorstops in the two front entry doors and the two doors in the dining room. This will not only protect the doors from being pushed into the glass, but will also keep the doors opened without using rubber door stops.

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**	38	---	$10,395

*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 August 31, 2025

1. Rentals: Staff has been in communication with multiple Chefs that are interested in renting the kitchen. Once the kitchen rental fee comparison is complete, the contracts will be written and negotiated with potential renters as soon as the kitchen passes all inspections.

ADMINISTRATIVE

1. Training: The Executive Director attended a General Manager Workshop along with the California Special District Association (CSDA) Annual Conference. A wealth of information was disseminated over the 4 days.

CSDA Annual Conference 2025 notes

Pre-conference workshop 25 August 2025: "So you want to be a General Manager (GM)"

1. Discuss GM role, skill set and opportunities
2. How to be an effective GM
3. Working with the Board of Directors
4. Met with Lorenzo Rios, CEO, and Amy Cross, DOO, from Clovis Veterans Memorial District
5. Speed coaching/Q&A with current GMs

Conference break-out sessions attended 26-28 August 2025:

1. The Most Common Legal Questions Special Districts Ask
2. Evolution of LAFCO and Why it Matters to You
3. Cash Flow Analysis and Forecasting: Implementing the Right Approach for Your Entity
4. Procurement and Public Contracting: To Bid or Not To Bid – included updated limits
5. Take Your Audit from Penalty to Touchdown
6. Better Boards Equals Better Districts: Best Practice for Boards

2. District Website: The Executive Director is in discussion with a possible vendor to:

- ensure our website is in compliance with Web Content Accessibility Guidelines (WCAG) and ADA Section 508
- streamline our site making it 'eye catching"
- more user friendly/easier to find what readers are inquiring

3. FY25 Financial Audit: The Executive Director has been sending requested information to our Auditor. There will be an in-person audit on 22 September 2025 in the afternoon in the District office. The final report should be ready by the next board meeting.

4. District map: Attached you will find a map of all 27 Special Districts in California. Staff is looking into the possibility of expanding our Districts footprint to include Morgan Hill.

Next Board Meeting: October 20, 2025

California Special Memorial District Map