SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

Board Members
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 16, 2026
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 of the October 19, 2026 Regular Meeting
2. Approve Warrant List for payment of bills received for November 2026
3. Approve financial statements for October 2026
4. Approve cancelling December 21, 2026 Board meeting

REGULAR AGENDA ITEMS
1. Report from the Executive Director
2. Future Agenda Items: Review and Approve Board Member Onboarding Resolution

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
Ermelindo Puente

Executive Director
Ellen Herrera

Minutes

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

October 19, 2026
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 Director Delgado Excused
PLEDGE OF ALLEGIANCE Completed

PUBLIC COMMENT TIME NONE

CORRESPONDENCE NONE

CONSENT CALENDAR
1. Approve Minutes of the September 21, 2026 Regular Meeting
2. Approve Warrant List for payment of bills received for October 2026
3. Approve financial statements for September 2026
4. Review and Approve Fiscal Year 2026 Financial Audit

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

REGULAR AGENDA ITEMS
1. Report from the Executive Director. The Executive Director presented their report, a copy of which is attached.
2. Future Agenda Items: Oaths of Office for new Board members; Review and approve Legislative Advocacy Policy

ADJOURNMENT
Director Puente made a motion to adjourn the meeting. Director Ceballos second. The motion passed unanimously. The meeting was adjourned at 5:30 PM.

New Public Funds Account (2036)Bank Balance: 47507.06Ending Balance: $45,389.05
Date: Custom

Date	Ref No.	Payee	Memo	Payment	Deposit	Type
11/13/2026		Spectrum Business	PREAUTHORIZED ACH DEBIT SPECTRUM/SPECTRUM 6041277 VETERANS MEMORIAL BUIL	140.00		Expense
11/13/2026	1010	Morgan Hill Supply		113.81		Bill Payment
11/13/2026	1011	Urias Landscaping		150.00		Bill Payment
11/13/2026	1012	Firato Service Co		1,350.00		Bill Payment
11/12/2026		Spectrum Business	XXXXXXXX292042 PREAUTHORIZED ACH DEBIT SPECTRUM/SPECTRUM 7803286 SOUTH SANTA CLARA VALL	145.00		Expense
11/06/2026		Recology South Valley	August 2026	943.79		Expense
11/05/2026	DD	Ellen Herrera	Pay Period: 10/16/2026-10/31/2026	2,521.41		Paycheck
11/05/2026	DD	Jacob A. Nelson	Pay Period: 10/16/2026-10/31/2026	163.89		Paycheck
11/05/2026	DD	Jesse F. Sanchez	Pay Period: 10/16/2026-10/31/2026	447.00		Paycheck
11/05/2026	DD	Jose D. Nunez	Pay Period: 10/16/2026-10/31/2026	309.57		Paycheck
11/05/2026		Intuit QuickBooks Workforce	Tax withdrawal	1,340.02		Tax Payment
11/05/2026		Amazon	XXXXXXXX552113 PREAUTHORIZED ACH DEBIT AMAZON BUSINESS/INTERNET XXXXXXXX5564992 XXXXXXXXXXXX9586083271	67.98		Expense
11/04/2026			donation from Joe Cefula		100.00	Deposit
11/04/2026		Spectrum Business	XXXXXXXX873061 PREAUTHORIZED ACH DEBIT SPECTRUM/SPECTRUM 5195112 SOUTH SANTA CLARA VALL	56.66		Expense
11/03/2026	1009	One Life Prints	Veterans Parade Over the Street Banner	1,404.80		Bill Payment
11/02/2026		Intuit	XXXXXXXX260878 PREAUTHORIZED ACH DEBIT INTUIT */QBooks Onl 4210960 SOUTH SANTA CLARA VALL	189.00		Expense
10/28/2026		Ellen M Herrera	XXXXXXXX331412 PREAUTHORIZED ACH DEBIT California Speci/PURCHASE XXXXXXXX0010849 Ellen Herrera	1,426.00		Expense
10/23/2026		Lowe's	XXXXXXXX264175 PREAUTHORIZED ACH DEBIT Lowes/SYF PAYMNT XXXXXXXX5920244 SOUTH SANTA CLARA VALL	54.79		Expense
10/20/2026	DD	Jesse F. Sanchez	Pay Period: 10/01/2026-10/15/2026	414.23		Paycheck
10/20/2026	DD	Jose D. Nunez	Pay Period: 10/01/2026-10/15/2026	473.46		Paycheck
10/20/2026	DD	Jacob A. Nelson	Pay Period: 10/01/2026-10/15/2026	336.89		Paycheck
10/20/2026	DD	Ellen Herrera	Pay Period: 10/01/2026-10/15/2026	2,442.38		Paycheck
10/20/2026		Intuit QuickBooks Workforce	Tax withdrawal	1,383.75		Tax Payment
10/20/2026		City of Gilroy	XXXXXXXX169631 PREAUTHORIZED ACH DEBIT CITYOFGILROY/WEBPAYMENT SANTA CLARA VALL	450.03		Expense
10/20/2026		City of Gilroy	XXXXXXXX174500 PREAUTHORIZED ACH DEBIT CITYOFGILROYSF/WEBPAYMENT SANTA CLARA VALL	1.00		Expense
10/19/2026		Amazon	XXXXXXXX636599 PREAUTHORIZED ACH DEBIT AMAZON BUSINESS/INTERNET XXXXXXXX2127598 XXXXXXXXXXXX9554362467	391.34		Expense
10/16/2026		PG&E	XXXXXXXX4825780 PREAUTHORIZED ACH DEBIT Pacific Gas & El/PAYMENT XXXXXX9742 VETERANS MEMORIAL 2757	720.92		Expense

South Santa Clara Valley Memorial District

Balance Sheet

As of Oct 31, 2026

	Total
Assets	
Current Assets	
Bank Accounts	
New Public Funds Account (2036)	54,631.98
New Rental Account (2028)	4,815.70
New Reserve Money Market (6631)	5,023.00
Pinnacle Operating (1252)	0.00
Pinnacle Rental (3753)	0.00
Pinnacle Rental Sweep (7531)	106,722.06
Pinnacle Reserve (0865)	0.00
Pinnacle Reserve Sweep (2526)	0.00
Pinnacle Reserve Sweep (8656)	233,741.90
Santa Clara County Tax Collection	47,145.57
Total Bank Accounts	**$452,080.21**
Accounts Receivable	
Accounts Receivable	6,939.63
Total Accounts Receivable	**$6,939.63**
Other Current Assets	
Non capitalized furniture/equipment	19,795.00
Prepaid Expenses	-0.05
QuickBooks Tax Holding Account	-1,196.97
Uncategorized Asset	0.00
Undeposited Funds	0.00
Total Other Current Assets	**$18,597.98**
Total Current Assets	**$477,617.82**
Fixed Assets	
Accumulated Depreciation	-614,206.83
Construction in Progress	129,546.55
Furniture and Equipment	41,843.54
Improvements	1,287,436.45
Land	8,020.00
Total Fixed Assets	**$852,639.71**
Total Assets	**$1,330,257.53**

South Santa Clara Valley Memorial District

Balance Sheet

As of Oct 31, 2026

	Total
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	58.10
Total Accounts Payable	**$58.10**
Credit Cards	
Pinnacle (0324)	1,561.67
Total Credit Cards	**$1,561.67**
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	-1,196.55
Total Other Current Liabilities	**$10,132.39**
Total Current Liabilities	**$11,752.16**
Total Liabilities	**$11,752.16**
Equity	
Opening Balance Equity	286,083.23
Retained Earnings	1,065,475.99
Net Income	-33,053.85
Total Equity	**$1,318,505.37**
Total Liabilities and Equity	**$1,330,257.53**

South Santa Clara Valley Memorial District

Profit and Loss YTD Comparison

October 2026

	TOTAL	
	Oct 2026	Jul 1 - Oct 31 2026 (YTD)
Income		
Donations		$722.15
Veterans Day Parade	1,100.00	1,350.00
Total for Donations	**$1,100.00**	**$2,072.15**
Interest Income	706.82	3,332.61
Rental Income	9,515.00	26,361.25
Santa Clara County Property Tax Collection	8,729.49	10,335.10
Total Income	**$20,051.31**	**$42,101.11**
Gross Profit	**$20,051.31**	**$42,101.11**
Expenses		
Accounting and Audit Services	8,200.00	8,200.00
Advertising	409.70	1,624.62
Bank Fees		195.37
Business Liceneses and Permits		1,418.00
Dues and Memberships	1,426.00	1,426.00
Food	111.08	433.34
Insurance	95.00	95.00
Janitorial Services and Supplies	1,551.07	5,940.96
Maintenance		
HVAC	398.24	796.48
Pest Control	368.60	737.20
Plumbing Repairs	1,662.00	2,821.00
Total for Maintenance	**$2,428.84**	**$4,354.68**
Payroll	$189.00	$1,006.18
Taxes	749.43	3,061.73
Wages	8,807.00	35,795.00
Workers Compensation Insurance	-1,454.13	-1,830.07
Total for Payroll	**$8,291.30**	**$38,032.84**
Professional		250.00
QuickBooks Payments Fees	-31.73	-31.73
Software		$500.87
Google	18.79	75.16
McAfee		154.98
Norton		94.99
Total for Software	**$18.79**	**$826.00**
Supplies	975.25	2,318.36
Utilities		
Alarm		729.33
Gas and Electric	720.92	2,019.69
Telephone and Internet	206.66	816.64
Trash Service	943.79	3,717.04

South Santa Clara Valley Memorial District

Profit and Loss YTD Comparison

October 2026

	TOTAL	
	Oct 2026	Jul 1 - Oct 31 2026 (YTD)
Water	451.03	2,039.32
Total for Utilities	**$2,322.40**	**$9,322.02**
Veterans Day Parade	749.50	749.50
Total Expenses	**$26,547.20**	**$75,154.96**
Net Operating Income	**-$6,495.89**	**-$33,053.85**
Net Income	**-$6,495.89**	**-$33,053.85**

October 2026 Staff Report

BUILDING MAINTENANCE AND IMPROVEMENTS

1. Roof/Solar replacement: No update. I emailed them with no response. Last update October 13: Plans for the solar have been submitted to the county and the utility interconnection agreement has been prepared. Per Jason Wiswell, the Production Manager for Simmitri: "The Gilroy building department has their review due date for next Tuesday, 10/20. Hopefully, we'll have a better update on when the permit will be approved towards the end of next week. Our goal is to definitely have the system installed before the end of the year".

RENTALS

1. Hall:

Fiscal Year	Total Rentals for the Fiscal Year*	% Increase Over Last Year	Sales
2023-24	364	12%	$66,105
2024-25	213	-7%	$61,512
2025-26	258	17%	$74,103
2026-27**	121		$26,361

1. Kitchen: 16 November: True Links will begin renting the kitchen every Monday from 7-12. 5 Nov: The Artisanal Academy will begin renting the kitchen and dining room for culinary classes every Thursday from 12-4. 12 November: Tazza Coffee began using the kitchen on a as needed basis.

Fiscal Year	Total Hours Rented for the Fiscal Year	% Increase Over Last Year	Sales
2025-26	104.25		$2,737.5
2026-27**	169.5		$4,536.25

*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 American Legion and VFW leases are counted as one rental per month. ** through October 31, 2026

VETERANS SUPPORT/ASSISTANCE

1. Events: 2026 Veterans Resource Fair had a fair turnout: 4 Vendors were a no-show, 27 Veterans signed in. Terry received a few Veterans to com be in the parade along with 1 or 2 parade entries.

2026 Veterans Day Parade went well. Only 2 entries were a no-show. Additional Veterans were placed on floats that morning. Feedback was solicited and an After-Action Review (AAR) will be conducted via zoom no later than 25 November. Invitations will be sent out to all volunteers and Board members to discuss all aspects EXCEPT traffic control. Staff will meet with the City Administrator to discuss the collapse of traffic control. I have not received a final invoice from the city yet. The lunch was success. Tentative donations show we raised $1,212.00. Heavy's Grill provided the food. Tentative parade budget is attached. Currently the parade budget is $1,458.52 short in covering all expenses. The Gary Sinise Foundation will cover any shortages and will assist for next years parade.

2. Veteran Benefit Days: The Veteran Service Representatives will not be at the hall in November due to the standdown. The VA Medical van will be here the 3rd Tuesday of November only-still confirming.

3. VSO Community Partners Focus Group: Next meeting is 18 November; the 21 October meeting was cancelled.

4. The Executive Director was invited to speak at the Lunchtime Rotary Club meeting on 10 November to bring awareness on Honoring and supporting local Veterans.

MARKETING

1. The Veterans Resource Fair and the Parade will suffice as marketing to close out this calendar year.

ADMINISTRATIVE

1. Vacant Board seats: Oaths of Office will be completed by a Notary on 8 December at 2pm.

2. Staff purchased a Square terminal to assist in receiving donations for events such as Veterans Day lunch. This turned out to be essential because almost half of the lunch sales came from credit card and touchless purchases.

3. The office will be closed in observance of Thanksgiving on 26 November, 2026.

Next Board Meeting: January 18, 2026

Veterans Day Parade 2026 Budget

11/13/2026

Date	Item	Donation		Notes
INCOME				
2025	Carry Over From 2025	$ 2,863.00	$ -	
9/3/2026	Diana Sanchez Bentz	$ 250.00	$ -	
10/15/26	Wes Piatt-Coast Range Cross Fit	$ 500.00	$ -	
	Premier Buildiers	$ 1,000.00	$ -	pending
	Flowrite Inc	$ 500.00	$ -	
	Pinnacle Bank	$ 1,000.00	$ -	
	Santa Clara Valley Healthcare-St Louis	$ 100.00	$ -	
11/3/2026	Valor Stone Restoration	$ 100.00		
	Bracco Towing		$ -	in-kind flatbed
11/2/2026	David Marshall??	$ 250.00	$ -	
11/6/2026	Veterans Club Bar	$ 750.00		
11/7/2028	Tradiciones Folklorico Academy	$ 300.00		
11/11/2026	Lunch donations	$1,212.00		$320 w/square(cc), $562 cash,Vets tkcts covered by Exchange Club
			Expense	
9/15/2026	Parade Insurance	$ -	$ 50.00	
10/29/2026	The Printing Spot posters and flyers	$ -	$ 97.68	
	City Permit Fee	$ -	$ 7,300.00	Pending final invoice
	Sponsor Banner		$ 106.63	
10/26/2026	Insurance Cert		$ 50.00	OTS banner
	Over-the-street banner permit fee	$ -	$ 749.50	
	lunch supplies	$ -	$ 225.71	
	OTS banner		$ 1,404.00	
	Tip to Heavy's grill		$ 300.00	
		$ 8,825.00	$ 10,283.52	**$ (1,458.52)**