

# **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**

**June 15, 2026**

Veterans Memorial Building  
74 West 6<sup>th</sup> 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 May 18, 2026 regular meeting
2. Approve Warrant List for payment of received bills for June 2026
3. Approve financial statements for May 2026

#### **REGULAR AGENDA ITEMS**

1. Approve annual and daily rental rates for FY 26-27(fiscal year 7/1/2026 thru 6/30/2027)
2. Approve the FY26-27 budget
3. Approve Resolution 31 authorizing the non-collection of rent for three months from the Gilroy Veterans Club due to financial hardship
4. Selection of Process to Fill Board of Directors Vacancies
5. Executive Director Report
6. 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. 6<sup>th</sup> 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  
Gabriel Perez  
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**

**May 18, 2026**

Veterans Memorial Building  
74 West 6<sup>th</sup> Street, Gilroy, CA

**5 p.m.**

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

**ROLL CALL** Director Puente was excused; all other members were present.

**PLEDGE OF ALLEGIANCE** Completed

**PUBLIC COMMENT TIME** NONE

**CORRESPONDENCE** NONE

### **CONSENT CALENDAR**

1. Approve Minutes from the April 20, 2026 Regular Meeting
  2. Approve Warrant List Approving Payment of Received Bills for May 2026
  3. Approve Financial Statements for April 2026
- Director Perez made a motion to approve all consent calendar items. Director Delgado 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: Approve FY27 budget; Fill upcoming board seats.

**ADJOURNMENT:** Director Delgado made a motion to adjourn the meeting. Director Ceballos second. The motion passed unanimously. The meeting was adjourned at 5:18 PM.

**Pinnacle Operating (1252)Bank Balance: 34164.00Ending Balance: \$33,165.47**

**Date: 5/14-6/10 2026**

Date	Ref No.	Payee	Memo	Payment	Type
06/09/2026	3390	Firato Service Co		1,350.00	Bill Payment
06/09/2026	3389	Carrera Backflow Specialists		98.00	Bill Payment
06/09/2026	3388	Nickell Fire Protection		143.00	Bill Payment
06/05/2026		Intuit QuickBooks Workforce	Tax withdrawal	1,192.93	Tax Payment
06/05/2026	DD	Jacob A. Nelson	Pay Period: 05/16/2026-05/31/2026	514.43	Paycheck
06/05/2026	DD	Ellen Herrera	Pay Period: 05/16/2026-05/31/2026	2,296.50	Paycheck
06/05/2026	DD	Jesse F. Sanchez	Pay Period: 05/16/2026-05/31/2026	414.22	Paycheck
06/05/2026	DD	Jose D. Nunez	Pay Period: 05/16/2026-05/31/2026	309.57	Paycheck
06/02/2026		Recology South Valley	XXXXXXXX941944 PREAUTHORIZED ACH DEBIT RECOLOGY SO.VALL/WEB_PAY XXXXXXXX060126 JAMES GARGIULO	885.67	Expense
06/02/2026		Intuit	XXXXXXXX187465 PREAUTHORIZED ACH DEBIT INTUIT */QBooks Onl 2359702 SOUTH SANTA CLARA VALL	250.00	Expense
05/26/2026		Amazon	XXXXXXXX173745 PREAUTHORIZED ACH DEBIT AMAZON BUSINESS/INTERNET XXXXXXXX8762100 XXXXXXXXXXXXXXX9300794741	23.46	Expense
05/20/2026		Intuit QuickBooks Workforce	Tax withdrawal	1,105.27	Tax Payment
05/20/2026	DD	Ellen Herrera	Pay Period: 05/01/2026-05/15/2026	2,055.60	Paycheck
05/20/2026	DD	Jesse F. Sanchez	Pay Period: 05/01/2026-05/15/2026	741.60	Paycheck
05/20/2026	DD	Jacob A. Nelson	Pay Period: 05/01/2026-05/15/2026	273.15	Paycheck
05/20/2026	DD	Jose D. Nunez	Pay Period: 05/01/2026-05/15/2026	309.57	Paycheck
05/19/2026		City of Gilroy	XXXXXXXX726212 PREAUTHORIZED ACH DEBIT CITYOFGILROYSF/WEBPAYMENT SANTA CLARA VALL	1.00	Expense
05/19/2026		City of Gilroy	XXXXXXXX718924 PREAUTHORIZED ACH DEBIT CITYOFGILROY/WEBPAYMENT SANTA CLARA VALL	361.83	Expense
05/18/2026		PG&E	XXXXXXXX7153617 PREAUTHORIZED ACH DEBIT Pacific Gas & EI/PAYMENT XXXXXX9742 VETERANS MEMORIAL 2757	189.65	Expense
05/15/2026		Orkin	XXXXXXXX057862 PREAUTHORIZED ACH DEBIT ORKIN/ORKIN PEST 6709827 SANTA CLARA VALLEY MEM	184.30	Expense

# South Santa Clara Valley Memorial District

## Profit and Loss YTD Comparison

May 1-31, 2026

	TOTAL	
	MAY 2026	JUL 1 2025 - MAY 31 2026 (YTD)
<b>Income</b>		
Donations	\$115.00	\$94,387.90
Scholarship		890.00
<b>Total for Donations</b>	<b>\$115.00</b>	<b>\$95,277.90</b>
Interest Income	1,075.61	6,958.02
Rental Income	9,040.00	67,921.75
Santa Clara County Property Tax Collection	47,660.51	193,061.75
<b>Total for Income</b>	<b>\$57,891.12</b>	<b>\$363,219.42</b>
<b>Gross Profit</b>	<b>\$57,891.12</b>	<b>\$363,219.42</b>
<b>Expenses</b>		
Accounting and Audit Services		8,089.98
Advertising	388.48	3,505.02
Bank Fees		0.00
Business Licenses and Permits		1,580.00
Conference		962.76
Dues and Memberships		1,892.40
Food	110.23	1,080.86
Insurance		47.50
Janitorial Services and Supplies	\$1,350.00	\$14,421.05
Floor Cleaning		4,940.00
<b>Total for Janitorial Services and Supplies</b>	<b>\$1,350.00</b>	<b>\$19,361.05</b>
Landscaping		150.00
Legal Services	29.00	29.00
Maintenance		\$23.55
Cleaning Supplies		1,480.15
HVAC		3,463.17
Ice Machine		1,437.47
Pest Control	184.30	1,748.77
Plumbing Repairs		1,257.07
Solar Panel and Window Cleaning		450.00
<b>Total for Maintenance</b>	<b>\$184.30</b>	<b>\$9,860.18</b>
Payroll	\$250.00	\$1,797.47
Taxes	774.75	7,841.17
Wages	8,203.00	88,289.00
Workers Compensation Insurance		6,042.74
<b>Total for Payroll</b>	<b>\$9,227.75</b>	<b>\$103,970.38</b>
postage		98.54
Printing		396.37
Professional		747.50
QuickBooks Payments Fees		5.00

# South Santa Clara Valley Memorial District

## Profit and Loss YTD Comparison

May 1-31, 2026

	TOTAL	
	MAY 2026	JUL 1 2025 - MAY 31 2026 (YTD)
Software		\$1,457.68
Google	18.79	93.95
<b>Total for Software</b>	<b>\$18.79</b>	<b>\$1,551.63</b>
Supplies	136.66	3,458.93
Training		135.89
Utilities		
Alarm		1,569.40
Gas and Electric	189.65	6,096.56
Telephone and Internet	197.91	1,777.01
Trash Service	885.67	9,722.90
Water	362.83	3,428.92
<b>Total for Utilities</b>	<b>\$1,636.06</b>	<b>\$22,594.79</b>
Veterans Day Parade		708.81
Website		1,800.00
<b>Total for Expenses</b>	<b>\$13,081.27</b>	<b>\$182,026.59</b>
<b>Net Operating Income</b>	<b>\$44,809.85</b>	<b>\$181,192.83</b>
<b>Net Income</b>	<b>\$44,809.85</b>	<b>\$181,192.83</b>

# South Santa Clara Valley Memorial District

## Balance Sheet As of May 31, 2026

	TOTAL
<hr/>	
Assets	
Current Assets	
Bank Accounts	
Pinnacle Operating (1252)	40,619.79
Pinnacle Rental (3753)	4,917.39
Pinnacle Rental Sweep (7531)	71,615.12
Pinnacle Reserve (0865)	5,004.25
Pinnacle Reserve Sweep (2526)	0.00
Pinnacle Reserve Sweep (8656)	358,978.71
Santa Clara County Tax Collection	116,885.29
<b>Total for Bank Accounts</b>	<b>\$598,020.55</b>
Accounts Receivable	
Accounts Receivable	11,384.63
<b>Total for Accounts Receivable</b>	<b>\$11,384.63</b>
Other Current Assets	
Prepaid Expenses	-0.05
QuickBooks Tax Holding Account	2,388.41
Uncategorized Asset	0.00
Undeposited Funds	0.00
<b>Total for Other Current Assets</b>	<b>\$2,388.36</b>
<b>Total for Current Assets</b>	<b>\$611,793.54</b>
Fixed Assets	
Accumulated Depreciation	-614,206.83
Construction in Progress	468,064.55
Furniture and Equipment	60,726.09
Improvements	819,371.45
Land	8,020.00
<b>Total for Fixed Assets</b>	<b>\$741,975.26</b>
<b>Total for Assets</b>	<b>\$1,353,768.80</b>
<hr/>	
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,128.94
<b>Total for Accounts Payable</b>	<b>-\$1,128.94</b>
Credit Cards	
Pinnacle (0324)	583.52
Pinnacle (7710)	0.00
Pinnacle Bank (3550)	0.00

# South Santa Clara Valley Memorial District

## Balance Sheet As of May 31, 2026

	TOTAL
<b>Total for Credit Cards</b>	<b>\$583.52</b>
Other Current Liabilities	
Accrued Expenses	11,329.28
Deferred Revenue	0.00
Direct Deposit Payable	0.00
Payroll Liabilities	\$0.00
Overpayment	-0.34
<b>Total for Payroll Liabilities</b>	<b>-\$0.34</b>
Payroll Tax Payable	2,388.83
<b>Total for Other Current Liabilities</b>	<b>\$13,717.77</b>
<b>Total for Current Liabilities</b>	<b>\$13,172.35</b>
<b>Total for Liabilities</b>	<b>\$13,172.35</b>
Equity	
Opening Balance Equity	286,083.23
Retained Earnings	873,320.39
Net Income	181,192.83
<b>Total for Equity</b>	<b>\$1,340,596.45</b>
<b>Total for Liabilities and Equity</b>	<b>\$1,353,768.80</b>

# South Santa Clara Valley Memorial District

## Agenda Report

### Regular Matter No. 1

**Meeting date: June 15, 2026**

To: South Santa Clara Valley Memorial District Board of Directors

From: Ellen Herrera, Executive Director

Subject: Rental Rates for Fiscal year 2026-2027

### **RECOMMENDATION**

Staff recommends that the Board of Directors approve new rental rates for annual and one-time rentals.

### **DISCUSSION**

1. A comprehensive rental rate review was completed during FY 2024-25. Based on that analysis, staff does not recommend increasing most annual and daily rental rates for FY 2026-27. The next rental rate review is scheduled for FY 2027-28.
2. The Sportsman Chef rental rate was increased by 14%, consistent with the annual cost-of-living adjustment. In addition, the tenant's extensive use of the newly remodeled commercial kitchen has resulted in increased cleaning and maintenance requirements, generating additional costs for the District.
3. When the commercial kitchen was initially made available for rent, the hourly rate was established at a conservative level due to uncertainty regarding demand. Since that time, interest in the facility has grown through marketing efforts and word-of-mouth referrals. As a result, staff recommends increasing the hourly kitchen rental rate from \$25 to \$30 per hour to better align with prevailing market rates for comparable commercial kitchen facilities.



# South Santa Clara Valley Memorial District

## Agenda Report

### Regular Matter No. 2

**Meeting date: June 15, 2026**

To: South Santa Clara Valley Memorial District Board of Directors

From: Ellen Herrera, Executive Director

Subject: Approve Fiscal Budget for 2026-27

### RECOMMENDATION

Staff recommends that the Board of Directors reviews, make any necessary changes, and approve the FY2026-27 budget.

### DISCUSSION

#### Revenue Assumptions

- Property tax revenue increases 2%
- Rentals are anticipated to remain steady
- Fundraising efforts will increase beginning with the open house in August of 2026.

#### Labor and Expense Assumptions

- Labor: No new staff or pay increases
- With the replacement of the roof and solar, we should see a 50% reduction in electrical expenses

#### Capital Expenditures (Fixed Asset Purchases)

- Replacement of the roof and solar system will be completed using existing funding that has already been secured. The project is anticipated to extend across two fiscal years.

#### Current Bank Balances:

Operating	\$40,619
Rental	\$5,000
Rental Sweep	\$71,615
Reserve	\$5,000
Reserve Sweep	\$358,978 (\$176k for roof/solar, \$177k set aside for election)
County Tax	\$116,885 (for operating costs)

**South Santa Clara Valley Memorial  
District**

**Projected FY 26-27 Budget**

	Totals
<b>Income</b>	
Donations	\$ 20,000.00
Interest Income	\$ 6,958.02
Rental Income	\$ 65,000.00
Santa Clara County Property Tax Collection	\$ 222,000.00
<b>Total for Income</b>	<b>\$ 367,370.32</b>
<b>Expenses</b>	
Accounting and Audit Services	\$ 8,500.00
Advertising	\$ 3,700.00
Bank Fees	\$ -
Business Licenses and Permits	\$ 1,580.00
Conference	\$ 962.76
Dues and Memberships	\$ 1,892.40
Food	\$ 1,223.74
Insurance	\$ 9,500.00
Janitorial Services and Supplies	\$ 20,711.05
Landscaping	\$ -
Legal Services	\$ 3,500.00
Maintenance	\$ 11,000.00
Payroll	\$ 104,000.00
postage	\$ 98.54
Printing	\$ 396.37
Professional	\$ 747.50
QuickBooks Payments Fees	\$ 5.00
Software	\$ 1,570.42
Supplies	\$ 3,500.00
Training	\$ 150.00
Utilities	\$ 23,000.00
Veterans Day Parade	\$ 2,500.00
Website	\$ 1,800.00
<b>Total for Expenses</b>	<b>\$ 189,849.25</b>
<b>Net Operating Income</b>	<b>\$ 177,521.07</b>

# **South Santa Clara Valley Memorial District**

## **Agenda Report**

### **Regular Matter No. 3**

**Meeting date: June 15, 2026**

To: South Santa Clara Valley Memorial District Board of Directors

From: Ellen Herrera, Executive Director

Subject: Approve the Non-Collection of Rent for an Additional Three Months, Per Resolution 31, for the Gilroy Veterans Club Due to Hardship

### **RECOMMENDATION**

Staff recommends that the Board of Directors approves the Non-Collection of Rent for an Additional Three Months, Per Resolution 26, for the Gilroy Veterans Club Due to Hardship

### **DISCUSSION**

VFW Post 6309 has recently assumed direct responsibility for canteen operations as part of a transition intended to strengthen operational controls, compliance, cleanliness standards, financial accountability, and facility management. During this transition, the Post has identified necessary modernization, repairs, and operational improvements required to bring the canteen into alignment with expected standards for a veterans' facility.

A temporary non-collection of rent for this period would allow the Post to redirect limited operating resources toward stabilization of canteen operations, facility improvements, equipment needs, compliance enhancements, and long-term sustainability

RESOLUTION NO. 31

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT AUTHORIZING THE NON-COLLECTION OF RENT FOR THREE MONTHS FOR THE GILROY VETERANS CLUB DUE TO HARDSHIP**

**WHEREAS**, the South Santa Clara Valley Memorial District (the “District”) is a special district operating pursuant Division 6, Sections 1170 et seq. of the California Military and Veterans Code; and

**WHEREAS**, the Gilroy Veterans Club is operated by the Veterans of Foreign Wars Post 6309, a tenant of the District; and

**WHEREAS**, the Gilroy Veterans Club provides a public benefit by offering a safe and welcoming place for veterans to meet, socialize, and access peer support. It also provides a benefit to the District in that it is an additional amenity for outside rentals, therefore increasing the likelihood of additional rentals; and

**WHEREAS**, the Gilroy Veterans Club is experiencing financial hardship due to increased expenditures associated with the transition of operations and management, as well as necessary improvements to its systems; and

**WHEREAS**, the Gilroy Veterans Club has requested the non-collection of rent to assist with offsetting the economic hardships; and

**WHEREAS**, the Tenant Committee recommends a temporary non-collection of rent for one fiscal quarter in the amount of \$2,250, beginning July 1, 2026, and ending September 30, 2026.

**WHEREAS**, the Board finds that temporarily suspending rent collection serves a public purpose by supporting services and facilities that benefit veterans and the community;

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of Directors that the rent for the Gilroy Veterans Club shall not be collected for one quarter for the total amount of \$2,250, provided that representatives of the Gilroy Veterans Club present a brief financial status report at each regular District Board meeting during the period of rent non-collection.

**BE IT FURTHER RESOLVED** that the Board of Directors may, upon further review and approval, extend the rent suspension for an additional quarter if it determines that such action is necessary to support the continued operation of the Gilroy Veterans Club.

The above and foregoing resolution was passed and adopted at a regular meeting of the South Santa Clara Valley Memorial District held on the 15th day of June, 2026 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Phil Garcia, President

Attest: \_\_\_\_\_

Ellen Herrera, Executive Director

VFW Post 6309 / Gilroy Veterans Club  
Request for Temporary Non-Collection of Rent

Date: 6/9/2026

South Santa Clara Valley Memorial District

Dear Members of the South Santa Clara Valley Memorial District Board,

On behalf of the Gilroy Veterans Club / VFW Post 6309 House Committee, we respectfully request the temporary non-collection of rent for one quarter (three months) covering July 1, 2026 through September 30, 2026, with rent resuming in October 2026.

As previously recognized in Resolution No. 26, the Gilroy Veterans Club provides a valuable benefit to the community as a safe place for veterans to meet and socialize, while also serving as an amenity that supports broader District use and facility rentals.

VFW Post 6309 has recently assumed direct responsibility for canteen operations as part of a transition intended to strengthen operational controls, compliance, cleanliness standards, financial accountability, and facility management. During this transition, the Post has identified necessary modernization, repairs, and operational improvements required to bring the canteen into alignment with expected standards for a veterans' facility.

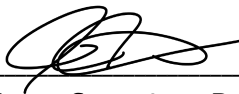
A temporary non-collection of rent for this period would allow the Post to redirect limited operating resources toward stabilization of canteen operations, facility improvements, equipment needs, compliance enhancements, and long-term sustainability.

Consistent with prior Resolution No. 26, the House Committee acknowledges willingness to provide monthly financial status updates to the District Board during the period of non-collection if requested or required.

We respectfully request approval of a three-month non-collection of rent beginning July 1, 2026 through September, 2026.

Thank you for your consideration and continued support of Gilroy's veterans and the organizations that serve them.

Respectfully,



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House Committee Representative  
VFW Post 6309 / Gilroy Veterans Club

# South Santa Clara Valley Memorial District

## Agenda Report

### Regular Matter No. 4

**Meeting date: June 15, 2026**

To: South Santa Clara Valley Memorial District Board of Directors

From: Ellen Herrera, Executive Director

Subject: Selection of Process to Fill Board of Directors Vacancy

### **RECOMMENDATION**

Fill the vacancies on the Board of Directors by appointment and direct staff if changes need to be made to the current appointment process

### **DISCUSSION**

President Garcia and Director Perez have indicated that they intend to submit their resignations. Their current terms are scheduled to expire following the November 3, 2026, general election. Pursuant to Government Code Section 1780, vacancies on the Board of Directors may be filled either by appointment or by special election. The requirements and procedures associated with each option are outlined below.

#### Appointment

The remaining members of the Board of Directors must fill the vacancy by appointment within 60 days of the occurrence of the vacancy. Prior to making the appointment, the District must post a notice of the vacancy in three or more conspicuous locations within the District for at least 15 days. The District must also notify the County Elections Official of the appointment within 15 days after the appointment is made.

The Board may establish its own appointment process. Staff recommends requiring interested applicants to complete an application in the form attached to this report and conducting interviews of qualified candidates at a special Board meeting. The Board may make the appointment at that special meeting or defer the appointment to a subsequent regular Board meeting.

If the Board appoints a replacement Director, the appointee shall serve until the next general district election in November 2026 and thereafter until the person elected to fill the vacancy has qualified and assumed office.

### Election

If the Board determines to fill the vacancy by election, it must, within 60 days of the vacancy, adopt a resolution calling the election. Pursuant to Government Code section 1780, the election must be held on the next established election date that is at least 130 days after the Board calls the election.

As the Board is aware, the cost of conducting a special election can be significant. Accordingly, staff does not recommend filling the vacancy through a special election.

Pursuant to Government Code section 1780(f), if the Board neither appoints a replacement Director nor calls an election within 60 days of the vacancy, the responsibility to fill the vacancy may transfer to the appropriate local governing body. Because the District is wholly located within the City of Gilroy, the Gilroy City Council may, within 90 days of the vacancy or notification of the vacancy (whichever is later), appoint a person to fill the vacancy or direct the District to call an election to fill the vacancy.

**SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT**  
**Application for Appointment**  
**Board of Directors**

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code \_\_\_\_\_

To your knowledge, do you live within the District Boundaries? \_\_\_\_\_

Are you currently registered to vote? \_\_\_\_\_

Please give us a summary of your personal history as it may relate to the position. Please include the number of years you have lived in the District. (Attach additional sheets if needed):

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Please give us a brief statement regarding the reason you would like to serve on the District's Board of Directors. (Attach additional sheets if needed):

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this to the South Santa Clara Valley Memorial District, 74 W 6th Street, Gilroy, CA 95020  
or via email [ed@sscvmemorialdistrict.org](mailto:ed@sscvmemorialdistrict.org). **Application Deadline: August 7, 2026 at 12:00 p.m.**

**State of California**

**GOVERNMENT CODE**

**Section 1780**

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1780. (a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(f) (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board

is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(h) (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of

# May 2026 Staff Report

## **BUILDING MAINTENANCE AND IMPROVEMENTS**

- 1. Roof/Solar replacement:** Initial deposits were paid, which allowed the project to be scheduled. Staff is now working with the contractor on the project timeline and next steps.
- 2. Repairs:** The podium and rolling desks underwent minor repairs, including the replacement of worn wheels. These improvements have restored functionality and improved the mobility of the equipment for staff and facility users.
- 3. Annual Testing:** Annual backflow and fire extinguisher inspections were completed. No deficiencies or discrepancies were identified.

## **HALL RENTALS AND MARKETING**

<b>Fiscal Year</b>	<b>Total Rentals for the Year*</b>	<b>% Increase Over Last Year</b>	<b>Sales</b>
2022-23	326	50%	\$55,566
2023-24	364	12%	\$66,105
2024-25	213	-7%	\$61,512
2025-26**	232	---	\$67,921

\*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 May 31, 2026

- 1. Marketing:** Staff presented to the Seniors and Retirement Club on Veterans Memorial Building ownership, hall rentals, and veteran services available at the facility.

## **VETERANS ASSISTANCE**

- 1. Events:** A meeting is scheduled for June 23 at 1:00 p.m. to begin planning for a community resource fair that is being considered for October.

## **ADMINISTRATIVE**

**A.** Staff met with Mike and Debbie Sanchez of the After-Hours Rotary Club to discuss opportunities for collaboration and support of District programs and initiatives. During the meeting, Rotary representatives expressed a strong interest in assisting the District and requested information regarding current needs and potential partnership opportunities. Staff shared several ideas for collaboration, which were subsequently presented to the Rotary Club's Executive Team. The Executive Team responded enthusiastically and expressed a desire to partner with the District on future projects. Potential areas of support include fundraising efforts, participation in community resource fairs, volunteer assistance, and other collaborative initiatives that benefit veterans and the community.

**B.** The Executive Director will be out of the office 17-21 June for VFW State Convention; 28-30 GM Summit. The ED will man the office phone remotely. The Maintenance/Event Coordinator will be out of the office 18-21 June.

**Next Board Meeting:** July 20, 2026