

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

January 26, 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 Directors Delgado and Puente were excused.

PLEDGE OF ALLEGIANCE Completed

PUBLIC COMMENT TIME NONE

CORRESPONDENCE

SB-827 Training requirement letter from California Special Districts Association (CSDA)

CONSENT CALENDAR

1. Approve Minutes from the November 17, 2025 Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for December 2025 and January 2026
3. Approve Financial Statements for November and December 2025

Director Perez made a motion to approve all consent calendar items. Director Ceballos 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.

Discussion: BUILDING MAINTENANCE AND IMPROVEMENTS, 1B: Director Perez added that the audio input was fixed by Bingo Vision and Gaming last week. They will also come back next week and fix the audio input. ADMINISTRATIVE: Executive Director added they will be out of the office 11-13 February 2026-the office will be closed. 3B Executive Director added this will be completed by them.

2. Future Agenda Items

ADJOURNMENT

Director Ceballos made a motion to adjourn the meeting. Director Perez second. The motion passed unanimously. The meeting was adjourned at 5:35 PM.

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

January 26, 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

SB-827 Training requirement letter from California Special Districts Association (CSDA)

CONSENT CALENDAR

1. Approve Minutes from the November 17, 2025 Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for December 2025 and January 2026
3. Approve Financial Statements for November and December 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.



Knowledge Base Form

Subject:

SB 827 – New Mandates for Fiscal and Financial Training

Overview:

Senate Bill 827 introduces new training requirements for local agency officials, including those in special districts. In addition to expanding ethics training mandates, SB 827 establishes a **fiscal and financial training requirement** that agencies must prepare for.

Key Requirements:

• **Who Must Be Trained:**

Every local agency official who commences service with a local agency on or after January 1, 2026, would be required to receive the fiscal and financial training **no later than six months from the first day of service with the local agency**. Thereafter, the local agency official must receive the training at least once every two years. Every local agency official who is in a local agency's service as of January 1, 2026, and commenced that service prior to January 1, 2026, would have to receive the fiscal and financial training before January 1, 2028, unless that official's term of office ends before January 9, 2028. Thereafter, the local agency official must receive the training at least once every two years.

• **Expanded Definition of "Local Agency Official":**

SB 827 broadens the pool of individuals required to take the fiscal and financial training beyond those required to take ethics training; those required to take the new fiscal and financial training include:

1. As part of their official duties, makes decisions or recommendations regarding financial administration, budgeting, or the use of public resources;
2. Any local agency executive or or other similar administrative officer of a local agency; or
3. Any employee designated by a local agency governing body to receive the training, not just elected officials or legislative body members.

Department heads or other similar administrative officer of a local agency individuals are now also subject to ethics training under **California Government Code § 53235**.

** Please note that the information provided in this form is intended to be general in scope only. CSDA recommends consulting with legal counsel for detailed advice pertaining to any legal questions.*

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

November 17, 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 President Garcia was excused.

PLEDGE OF ALLEGIANCE Completed.

PUBLIC COMMENT TIME NONE

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
- Director Delgado 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 5:27 PM.

Pinnacle Operating (1252)Bank Balance: 26853.45Ending Balance: \$22,194.94						
Date: Custom						
Date	Ref No.	Payee	Memo	Payment	Deposit	Type
01/20/2026		City of Gilroy	XXXXXXXX014708 PREAUTHORIZED ACH DEBIT CITYOFGILROYSF/WEBPAYMENT SANTA CLARA VALL	1.00		Expense
01/20/2026		City of Gilroy	XXXXXXXX007035 PREAUTHORIZED ACH DEBIT CITYOFGILROY/WEBPAYMENT SANTA CLARA VALL	261.85		Expense
01/20/2026		PG&E	XXXXXXXX1704943 PREAUTHORIZED ACH DEBIT Pacific Gas & EI/PAYMENT XXXXXX9742 VETERANS MEMORIAL 2757	710.75		Expense
01/20/2026		Orkin	XXXXXXXX166672 PREAUTHORIZED ACH DEBIT ORKIN/ORKIN PEST 6300530 SANTA CLARA VALLEY MEM	184.30		Expense
01/20/2026		Morgan Hill Supply		134.55		Bill Payment
01/20/2026		QuickBooks Payroll	Tax withdrawal	972.94		Tax Payment
01/20/2026	DD	Jacob A. Nelson	Pay Period: 01/01/2026-01/15/2026	309.57		Paycheck
01/20/2026	DD	Ellen Herrera	Pay Period: 01/01/2026-01/15/2026	1,945.68		Paycheck
01/20/2026	DD	Jose D. Nunez	Pay Period: 01/01/2026-01/15/2026	332.33		Paycheck
01/20/2026	DD	Jesse F. Sanchez	Pay Period: 01/01/2026-01/15/2026	337.75		Paycheck
01/14/2026		Ellen M Herrera	XXXXXXXX0007250 PREAUTHORIZED ACH DEBIT BANKCARD/PAYMENT XXXXXXXX8320032 HERRERA, ELLEN M	805.81		Expense
01/14/2026		Streamline		1,800.00		Bill Payment
01/14/2026		Firato Service Co		1,350.00		Bill Payment
01/14/2026		Morgan Hill Supply		196.86		Bill Payment
01/14/2026		Russ Fellom Plumbing		1,148.00		Bill Payment
01/12/2026		Spectrum Business	XXXXXXXX570840 PREAUTHORIZED ACH DEBIT SPECTRUM/SPECTRUM 4196646 VETERANS MEMORIAL BUIL	141.25		Expense
01/08/2026		Lowe's	Wheels for round table cart AUTHORIZED ACH DEBIT Lowes/SYF PAYMNT XXXXXXXX5920244	109.89		Expense
01/07/2026	99527137	Amazon	Amazon bldg supplies	289.56		Check
01/05/2026		Recology South Valley	XXXXXXXX430726 PREAUTHORIZED ACH DEBIT RECOLOGY SO.VALL/WEB_PAY XXXXXXXX010226 JAMES GARGIULO	885.67		Expense
01/05/2026		QuickBooks Payroll	Tax withdrawal	838.71		Tax Payment
01/05/2026	DD	Jesse F. Sanchez	Pay Period: 12/16/2025-12/31/2025	528.95		Paycheck
01/05/2026	DD	Jacob A. Nelson	Pay Period: 12/16/2025-12/31/2025	289.08		Paycheck
01/05/2026	DD	Ellen Herrera	Pay Period: 12/16/2025-12/31/2025	1,905.52		Paycheck
01/05/2026	DD	Jose D. Nunez	Pay Period: 12/16/2025-12/31/2025	182.10		Paycheck
01/02/2026		Intuit	XXXXXXXX327555 PREAUTHORIZED ACH DEBIT INTUIT */QBooks Onl 1008737 SOUTH SANTA CLARA VALL	250.00		Expense

12/26/2025		Orkin	XXXXXXXX368850 PREAUTHORIZED ACH DEBIT ORKIN/ORKIN PEST 8745587 SANTA CLARA VALLEY MEM	165.00		Expense
12/19/2025		QuickBooks Payroll	Tax withdrawal	829.50		Tax Payment
12/19/2025	DD	Jacob A. Nelson	Pay Period: 12/01/2025-12/15/2025	113.94		Paycheck
12/19/2025	DD	Jose D. Nunez	Pay Period: 12/01/2025-12/15/2025	391.94		Paycheck
12/19/2025	DD	Ellen Herrera	Pay Period: 12/01/2025-12/15/2025	1,957.91		Paycheck
12/19/2025	DD	Jesse F. Sanchez	Pay Period: 12/01/2025-12/15/2025	667.56		Paycheck
12/18/2025		PG&E	XXXXXXXX8216723 PREAUTHORIZED ACH DEBIT Pacific Gas & EI/PAYMENT XXXXXX9742 VETERANS MEMORIAL 2757	358.21		Expense
12/17/2025		City of Gilroy	XXXXXXXX788757 PREAUTHORIZED ACH DEBIT CITYOFGILROY/WEBPAYMENT SANTA CLARA VALL	346.15		Expense
12/17/2025		City of Gilroy	XXXXXXXX792842 PREAUTHORIZED ACH DEBIT CITYOFGILROYSF/WEBPAYMENT SANTA CLARA VALL	1.00		Expense
12/17/2025	99199564	Amazon	Amazon invoices	211.89		Check
12/16/2025			76 BOOK TRANSFER CREDIT Pass through donation to VFW from H Ref EVGYQXE From *0865		2,320.42	Transfer
12/16/2025	3371	Firato Service Co		1,350.00		Bill Payment
12/16/2025	3370	Kevin Brejnak, CPA		600.00		Bill Payment
12/16/2025	3369	VFW Post 6309	Pass through donation from Happy Days Reunion	2,320.42		Check
12/11/2025		Spectrum Business	XXXXXXXX026978 PREAUTHORIZED ACH DEBIT SPECTRUM/SPECTRUM 3682904 VETERANS MEMORIAL BUIL	141.25		Expense
12/10/2025		Bay Alarm Company	XXXXXXXX824534 PREAUTHORIZED ACH DEBIT BAY ALARM COMPAN/VENDOR 6GXAHS1WHU South Santa Clara Vall	349.29		Expense
12/05/2025		QuickBooks Payroll	Tax withdrawal	750.29		Tax Payment
12/05/2025	DD	Jacob A. Nelson	Pay Period: 11/16/2025-11/30/2025	227.88		Paycheck
12/05/2025	DD	Ellen Herrera	Pay Period: 11/16/2025-11/30/2025	1,915.66		Paycheck
12/05/2025	DD	Jose D. Nunez	Pay Period: 11/16/2025-11/30/2025	145.84		Paycheck
12/05/2025	DD	Jesse F. Sanchez	Pay Period: 11/16/2025-11/30/2025	508.73		Paycheck
12/02/2025		Recology South Valley	XXXXXXXX319031 PREAUTHORIZED ACH DEBIT RECOLOGY SO.VALL/WEB_PAY XXXXXXXX112825 JAMES GARGIULO	885.67		Expense
12/02/2025		Intuit	XXXXXXXX842503 PREAUTHORIZED ACH DEBIT INTUIT */QBooks Liv 9868257 SOUTH SANTA CLARA VALL	250.00		Expense
11/26/2025		Orkin	XXXXXXXX740695 PREAUTHORIZED ACH DEBIT ORKIN/ORKIN PEST 8099610 SANTA CLARA VALLEY MEM	165.00		Expense
11/20/2025		Card Service Center	XXXXXXXX659325 PREAUTHORIZED ACH DEBIT CARD SERVICE CTR/ONLINE PMT XXXXXXXX4728408 HERRERA ELLEN	1,361.43		Credit Card Pmt
11/20/2025		QuickBooks Payroll	Tax withdrawal	1,285.98		Tax Payment
11/20/2025	DD	Jacob A. Nelson	Pay Period: 11/01/2025-11/15/2025	932.85		Paycheck
11/20/2025	DD	Jesse F. Sanchez	Pay Period: 11/01/2025-11/15/2025	823.45		Paycheck

11/20/2025	DD	Ellen Herrera	Pay Period: 11/01/2025-11/15/2025	1,866.47		Paycheck
11/18/2025		City of Gilroy	XXXXXXXX161558 PREAUTHORIZED ACH DEBIT CITYOFGILROY/WEBPAYMENT SANTA CLARA VALL	360.20		Expense
11/18/2025		City of Gilroy	XXXXXXXX166303 PREAUTHORIZED ACH DEBIT CITYOFGILROYSF/WEBPAYMENT SANTA CLARA VALL	1.00		Expense
11/17/2025		Bay Alarm Company	XXXXXXXX783808 PREAUTHORIZED ACH DEBIT BAY ALARM COMPAN/VENDOR MMPXHLL5XK South Santa Clara Vall	200.80		Expense

Balance Sheet

South Santa Clara Valley Memorial District

As of November 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Pinnacle Operating (1252)	50,274.77
Pinnacle Rental (3753)	4,917.39
Pinnacle Rental Sweep (7531)	339,512.77
Pinnacle Reserve (0865)	5,004.11
Pinnacle Reserve Sweep (2526)	0.00
Pinnacle Reserve Sweep (8656)	55,141.23
Santa Clara County Tax Collection	47,182.13
Total for Bank Accounts	\$502,032.40
Accounts Receivable	
Accounts Receivable	5,712.13
Total for Accounts Receivable	\$5,712.13
Other Current Assets	
Prepaid Expenses	-0.05
QuickBooks Tax Holding Account	2,744.12
Uncategorized Asset	0.00
Undeposited Funds	0.00
Total for Other Current Assets	\$2,744.07
Total for Current Assets	\$510,488.60
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
Total for Fixed Assets	\$741,975.26
Total for Assets	\$1,252,463.86

Balance Sheet

South Santa Clara Valley Memorial District

As of November 30, 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)	637.53
Pinnacle Bank (3550)	0.00
Total for Credit Cards	\$637.53
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	2,744.54
Total for Other Current Liabilities	\$14,073.48
Total for Current Liabilities	\$13,817.62
Total for Liabilities	\$13,817.62
Equity	
Opening Balance Equity	286,083.23
Retained Earnings	873,320.39
Net Income	79,242.62
Total for Equity	\$1,238,646.24
Total for Liabilities and Equity	\$1,252,463.86

Balance Sheet

South Santa Clara Valley Memorial District

As of December 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Pinnacle Operating (1252)	38,107.06
Pinnacle Rental (3753)	4,917.39
Pinnacle Rental Sweep (7531)	343,091.77
Pinnacle Reserve (0865)	5,004.25
Pinnacle Reserve Sweep (2526)	0.00
Pinnacle Reserve Sweep (8656)	55,318.83
Santa Clara County Tax Collection	47,182.13
Total for Bank Accounts	\$493,621.43
Accounts Receivable	
Accounts Receivable	5,292.13
Total for Accounts Receivable	\$5,292.13
Other Current Assets	
Prepaid Expenses	-0.05
QuickBooks Tax Holding Account	1,619.64
Uncategorized Asset	0.00
Undeposited Funds	0.00
Total for Other Current Assets	\$1,619.59
Total for Current Assets	\$500,533.15
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
Total for Fixed Assets	\$741,975.26
Total for Assets	\$1,242,508.41
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-893.39
Total for Accounts Payable	-\$893.39
Credit Cards	
Pinnacle (0324)	809.41
Pinnacle (7710)	0.00
Pinnacle Bank (3550)	0.00

Balance Sheet

South Santa Clara Valley Memorial District

As of December 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
Total for Credit Cards	\$809.41
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	1,620.06
Total for Other Current Liabilities	\$12,949.00
Total for Current Liabilities	\$12,865.02
Total for Liabilities	\$12,865.02
Equity	
Opening Balance Equity	286,083.23
Retained Earnings	873,320.39
Net Income	70,239.77
Total for Equity	\$1,229,643.39
Total for Liabilities and Equity	\$1,242,508.41

Profit and Loss YTD Comparison

South Santa Clara Valley Memorial District

November 1-30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	NOV 1 - NOV 30 2025	JUL 1 - NOV 30 2025 (YTD)
Income		
Donations	500.00	93,960.00
Interest Income	189.97	3,032.65
Rental Income	7,932.50	30,018.00
Santa Clara County Property Tax Collection	38,678.43	48,358.59
Total for Income	\$47,300.90	\$175,369.24
Cost of Goods Sold		
Gross Profit	\$47,300.90	\$175,369.24
Expenses		
Business Licenses and Permits	473.00	1,580.00
Food	50.08	456.29
Janitorial Services and Supplies	\$1,550.00	\$6,209.89
Floor Cleaning		3,050.00
Total for Janitorial Services and Supplies	\$1,550.00	\$9,259.89
Maintenance		\$23.55
HVAC	398.24	2,666.69
Pest Control	165.00	662.27
Solar Panel and Window Cleaning	450.00	450.00
Cleaning Supplies		759.39
Ice Machine		1,437.47
Plumbing Repairs		109.07
Total for Maintenance	\$1,013.24	\$6,108.44
Payroll	\$243.50	\$243.50
Taxes	733.45	3,359.40
Wages	9,144.75	43,071.00
Workers Compensation Insurance		6,042.74
Total for Payroll	\$10,121.70	\$52,716.64
postage	3.84	89.17
Software	18.79	1,438.89
Supplies	543.32	2,085.34
Training	119.99	135.89
Utilities		
Alarm	200.80	870.82
Gas and Electric	2,383.37	3,531.39
Telephone and Internet	157.91	789.55
Trash Service	885.67	4,408.88
Water	361.20	1,749.80
Total for Utilities	\$3,988.95	\$11,350.44
Veterans Day Parade	240.66	708.81

Profit and Loss YTD Comparison

South Santa Clara Valley Memorial District

November 1-30, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	NOV 1 - NOV 30 2025	JUL 1 - NOV 30 2025 (YTD)
Accounting and Audit Services		7,489.98
Advertising		555.61
Bank Fees		0.00
Conference		-515.04
Dues and Memberships		1,372.40
Landscaping		150.00
Printing		396.37
Professional		747.50
Total for Expenses	\$18,123.57	\$96,126.62
Net Operating Income	\$29,177.33	\$79,242.62
Other Income		
Other Expenses		
Net Other Income		
Net Income	\$29,177.33	\$79,242.62

Profit and Loss YTD Comparison

South Santa Clara Valley Memorial District

December 1-31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	DEC 1 - DEC 31 2025	JUL 1 - DEC 31 2025 (YTD)
Income		
Donations	8.90	93,968.90
Interest Income	197.84	3,230.49
Rental Income	3,130.00	33,148.00
Santa Clara County Property Tax Collection		48,358.59
Total for Income	\$3,336.74	\$178,705.98
Cost of Goods Sold		
Gross Profit	\$3,336.74	\$178,705.98
Expenses		
Accounting and Audit Services	600.00	8,089.98
Food	140.03	596.32
Janitorial Services and Supplies	\$1,350.00	\$7,559.89
Floor Cleaning		3,050.00
Total for Janitorial Services and Supplies	\$1,350.00	\$10,609.89
Maintenance		\$23.55
Pest Control	165.00	827.27
Cleaning Supplies		759.39
HVAC		2,666.69
Ice Machine		1,437.47
Plumbing Repairs		109.07
Solar Panel and Window Cleaning		450.00
Total for Maintenance	\$165.00	\$6,273.44
Payroll	\$250.00	\$493.50
Taxes	554.25	3,913.65
Wages	6,955.00	50,026.00
Workers Compensation Insurance		6,042.74
Total for Payroll	\$7,759.25	\$60,475.89
Software	18.79	1,457.68
Supplies	208.29	2,293.63
Utilities		
Alarm	349.29	1,220.11
Gas and Electric	358.21	3,889.60
Telephone and Internet	157.91	947.46
Trash Service	885.67	5,294.55
Water	347.15	2,096.95
Total for Utilities	\$2,098.23	\$13,448.67
Advertising		555.61
Bank Fees		0.00
Business Licenses and Permits		1,580.00

Profit and Loss YTD Comparison

South Santa Clara Valley Memorial District

December 1-31, 2025

DISTRIBUTION ACCOUNT	TOTAL	
	DEC 1 - DEC 31 2025	JUL 1 - DEC 31 2025 (YTD)
Conference		-515.04
Dues and Memberships		1,372.40
Landscaping		150.00
postage		89.17
Printing		396.37
Professional		747.50
Training		135.89
Veterans Day Parade		708.81
Total for Expenses	\$12,339.59	\$108,466.21
Net Operating Income	-\$9,002.85	\$70,239.77
Other Income		
Other Expenses		
Net Other Income		
Net Income	-\$9,002.85	\$70,239.77

November/December 2025 Staff Report

BUILDING MAINTENANCE AND IMPROVEMENTS

1. Kitchen: The Dept of Environmental Health (DEH) completed an unannounced inspection on 19 November, 2025. Two violations were found and have since been corrected: Food Manager Training Certificate and food thermometers missing.

2. Roof Leak: The office ceiling has been leaking again. Staff met with Kyle from Marini Construction on 20 January to review the condition of the roof. He is familiar with our leaks and will send a quote for both repairs and full replacement (including gutters).

3. Solar: Staff will meet with Sunrun on January 27 to review the status of the solar system installed by REC in 2006. The last system activity was the replacement of a cracked panel on July 6, 2023. There is no record of payments to Sunrun for materials or labor.

3. Improvements:

A. Backyard: The backyard paver project will still move forward. It was temporarily delayed due to the holidays. The project will be completed using volunteers and materials already in stock.

B. Office flooring: The Gilroy Lowe's Home Improvement Store has agreed to donate both materials and labor to install new flooring in the District Office.

C. Window blinds: This project was determined to be beyond the scope of what Lowe's could support, as the required blind sizes are not consistently available in stock.

D. Bingo Board: Staff met with Scott from Bingo Vision & Gaming on January 20 to discuss the possibility of replacing the current bingo board with three smart TVs. Under the proposed plan, the District would purchase the TVs and decide how best to display them; either hang them on the wall in the corner or purchase rolling floor stands. Bingo Vision and Gaming would upgrade the current bingo system with a new computer to ensure compatibility with the TVs. Note that this project is still in the early planning stages. Once expectations and responsibilities are fully defined, we will receive a quote for their portion of the project.

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**	121	---	\$33,148

*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 December 31, 2025

1. Rentals:

A. Staff has received four inquiries regarding kitchen rentals; however, none have resulted in confirmed rentals at this time.

B. The Registrar of Voters (ROV) will be renting the Hall for the June Gubernatorial Primary and again for the November General Election. The VFW and American Legion have been notified and thanked for their flexibility and support in moving their meetings/Bingo where there is a conflict.

C. Staff has been in contact with the Gilroy Veterans Memorial Bar Council regarding the future of the bar. There is a possibility that the bar may close, with a final decision expected within the next month. If the bar does close, the District will need to determine how alcohol may be provided for rental events held at the facility.

Potential options include:

1. Entering into a contract with a licensed company to sell alcoholic beverages in the bar area to guests during events only (similar to the services currently provided by The Exchange Club).
2. Allowing renters to bring their own alcohol and utilize the bar area to serve those beverages, provided a trained and licensed bartender is present.

Staff is requesting input from the Board on additional possible options to consider. The District will obtain legal counsel to ensure any selected approach complies with all applicable laws and regulations.

ADMINISTRATIVE

1. Staff: Jose Nunez was hired as an additional Event Staff on 21 November, 2025. In turn, Jesse was given additional job duties to supervise and schedule event staff.

3. Training:

A. SB 827- New Mandates for Training webinar is on March 4th from 1300-1500hrs. Board Members and Executive Director are required to complete the training no later than January 9, 2028. *“Every local agency official who is in a local agency’s service as of January 1, 2026, and commenced that service prior to January 1, 2026, would have to receive the fiscal and financial training before January 1, 2028, unless that official’s term of office ends before January 9, 2028. Thereafter, the local agency official must receive the training at least once every two years.”* CSDA

B. Annual Employment Law update on 27 January 2026 to be completed by the Executive Director..

Next Board Meeting: February 23, 2026