

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

March 23, 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 All Board members were present.

PLEDGE OF ALLEGIANCE Completed

PUBLIC COMMENT TIME NONE

CORRESPONDENCE NONE

CONSENT CALENDAR

1. Approve Minutes from the February, 23, 2026 Regular Meeting
2. Approve Minutes from the March 3, 2026 Special Meeting
3. Approve Warrant List Approving Payment of Received Bills for March 2026
4. Approve Financial Statements for February 2026

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

REGULAR AGENDA ITEMS

1. Authorize Executive Director to Enter into an Agreement with a Communications Consultant to Facilitate a Planning Workshop for Future Building Renovations.

DISCUSSION: Director Perez asked for clarification on purpose/expected outcome of the workshop. Staff explained that we are in need of a 5 year strategic plan to identify future goals, projects and building renovations, along with how to fund each project. Director Cabellos commented that these projects would be completed over the 5 year plan to avoid overlapping. President Garcia called for the vote. The motion passed unanimously.

2. Executive Director Report: The Executive Director presented the staff report, a copy of which is attached.

3. Future Agenda Items:

- A. Enact Government Code 4217 and conduct a public hearing to award a contract to replace roof/solar/gutters.
- B. Complete the Mosquito & Vector Control District Annual Benefit Assessment ballot

ADJOURNMENT: Director Cabellos made a motion to adjourn the meeting. Director Puente second. The motion passed unanimously. The meeting was adjourned at 5:32 PM.

SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

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Minutes

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

February 23, 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

PLEDGE OF ALLEGIANCE Completed

PUBLIC COMMENT TIME NONE

CORRESPONDENCE

California Special Districts magazine

CONSENT CALENDAR

1. Approve Minutes from the January 26, 2026 Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for February 2026
3. Approve Financial Statements for January 2026
4. Approve moving the March Board Meeting from the 16th to the 23rd.

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

REGULAR AGENDA ITEMS

1. Review the preliminary roof replacement estimates and advise on how to proceed.
DISCUSSION: All Board Members agreed that the roof and gutters need to be replaced. Director Perez made a motion to replace the roof and gutters, along with disposing of the solar. He then amended his motion to include setting a preliminary budget of \$110,000.00. Director Puente second the motion. Director Cabellos asked for more information on the current solar usage and cost totals, which was not readily available. President Garcia called for the vote. The motion passed with four (4) Board Members voting in favor and one (1) opposed.
2. Executive Director Report: The Executive Director presented the staff report, a copy of which is attached.
3. Future Agenda Items

ADJOURNMENT

Director Puente made a motion to adjourn the meeting. Director Perez second. The motion passed unanimously. The meeting was adjourned at 5:55 PM.

SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

Board Members

John Ceballos
Rita Delgado
Phil Garcia
Gabriel Perez
Ermelindo Puente

Executive Director

Ellen Herrera

Minutes

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

March 3, 2026

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

4 p.m.

CALL TO ORDER THE meeting was called to order at 4:00 PM

ROLL CALL All Present

PLEDGE OF ALLEGIANCE Completed

PUBLIC COMMENT TIME NONE

CORRESPONDENCE NONE

CONSENT CALENDAR NONE

SPECIAL AGENDA ITEM

1. Amendment to prior Board approval. Discussion and possible action to amend the Board's February 23, 2026 approval for replacement of the roof and gutters and disposal of the solar system, previously authorized with a preliminary budget of \$110,000.00. Director Puente made a motion to amend the prior Board of Directors February 23, 2026 action approving a preliminary budget of \$110,000.00 for replacement of the roof and gutters and disposing of the existing solar system to replace the roof, gutters, and solar system with a preliminary budget of \$172,000.00. Director Ceballos second the motion. The motion passed unanimously.

ADJOURNMENT

Director Ceballos made a motion to adjourn the meeting. Director Perez second. The motion passed unanimously. The meeting was adjourned at 4:35 PM.

Pinnacle Operating (1252)Bank Balance: 78440.64Ending Balance: \$76,961.54

Date: Custom

Date	Ref No.	Payee	Memo	Payment	Deposit	Type
03/13/2026	3381	Firato Service Co		1,350.00		Bill Payment
03/12/2026		Ellen M Herrera	XXXXXXXXX0020329 PREAUTHORIZED ACH DEBIT BANKCARD/PAYMENT XXXXXXXXX832003; HERRERA, ELLEN M	106.90		Credit Card Pmt
03/11/2026		Spectrum Mobile	XXXXXXXXX253819 PREAUTHORIZED ACH DEBIT SPECTRUM/SPECTRUM 4123377 VETERANS MEMORIAL BUIL	141.25		Expense
03/11/2026		Bay Alarm Company	XXXXXXXXX124042 PREAUTHORIZED ACH DEBIT BAY ALARM COMPAN/VENDOR JQPGEOKMA4 South Santa Clara Vall	349.29		Expense
03/06/2026			20260306-XXXXXXXXXXXX224770350 DEPOSIT Mobile Deposit		115.00	Deposit
03/05/2026		Lowe's	XXXXXXXXX756461 PREAUTHORIZED ACH DEBIT Lowes/SYF PAYMNT XXXXXXXXX592024- SOUTH SANTA CLARA VALL	198.37		Expense
03/05/2026		QuickBooks Payroll	Tax withdrawal	979.29		Tax Payment
03/05/2026	DD	Ellen Herrera	Pay Period: 02/16/2026-02/28/2026	2,759.26		Paycheck
03/05/2026	DD	Jesse F. Sanchez	Pay Period: 02/16/2026-02/28/2026	239.41		Paycheck
03/05/2026	DD	Jacob A. Nelson	Pay Period: 02/16/2026-02/28/2026	291.36		Paycheck
03/05/2026	DD	Jose D. Nunez	Pay Period: 02/16/2026-02/28/2026	182.10		Paycheck
03/03/2026		Recology South Valley	XXXXXXXXX101008 PREAUTHORIZED ACH DEBIT RECOLOGY SO.VALL/WEB_PAY XXXXXXXXX030226 JAMES GARGIULO	885.67		Expense
03/02/2026		Orkin	XXXXXXXXX849524 PREAUTHORIZED ACH DEBIT ORKIN/ORKIN PEST 0028090 SANTA CLARA VALLEY MEM	184.30		Expense
03/02/2026		Intuit	XXXXXXXXX069157 PREAUTHORIZED ACH DEBIT INTUIT */QBooks Onl 0650559 SOUTH SANTA CLARA VALL	250.00		Expense

Balance Sheet

South Santa Clara Valley Memorial District

As of February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Pinnacle Operating (1252)	84,763.74
Pinnacle Rental (3753)	4,917.39
Pinnacle Rental Sweep (7531)	55,182.61
Pinnacle Reserve (0865)	5,003.84
Pinnacle Reserve Sweep (2526)	0.00
Pinnacle Reserve Sweep (8656)	355,813.81
Santa Clara County Tax Collection	43,919.43
Total for Bank Accounts	\$549,600.82
Accounts Receivable	
Accounts Receivable	4,520.88
Total for Accounts Receivable	\$4,520.88
Other Current Assets	
Prepaid Expenses	-0.05
QuickBooks Tax Holding Account	1,849.11
Uncategorized Asset	0.00
Undeposited Funds	0.00
Total for Other Current Assets	\$1,849.06
Total for Current Assets	\$555,970.76
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	\$1,297,946.02
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,157.94
Total for Accounts Payable	-\$1,157.94
Credit Cards	
Pinnacle (0324)	-414.25
Pinnacle (7710)	0.00
Pinnacle Bank (3550)	0.00

Balance Sheet

South Santa Clara Valley Memorial District

As of February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL
Total for Credit Cards	-\$414.25
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	1,849.55
Total for Other Current Liabilities	\$13,178.49
Total for Current Liabilities	\$11,606.30
Total for Liabilities	\$11,606.30
Equity	
Opening Balance Equity	286,083.23
Retained Earnings	873,320.39
Net Income	126,936.10
Total for Equity	\$1,286,339.72
Total for Liabilities and Equity	\$1,297,946.02

Profit and Loss YTD Comparison
South Santa Clara Valley Memorial District
February 1-28, 2026

DISTRIBUTION ACCOUNT	TOTAL	
	FEB 1 - FEB 28 2026	JUL 1 2025 - FEB 28 2026 (YTD)
Income		
Interest Income	347.73	3,776.70
Rental Income	2,861.25	44,560.50
Santa Clara County Property Tax Collection	29,597.43	120,095.89
Donations		94,088.90
Total for Income	\$32,806.41	\$262,521.99
Cost of Goods Sold		
Gross Profit	\$32,806.41	\$262,521.99
Expenses		
Food	44.31	667.77
Janitorial Services and Supplies	\$1,350.00	\$10,259.89
Floor Cleaning		3,050.00
Total for Janitorial Services and Supplies	\$1,350.00	\$13,309.89
Maintenance		\$23.55
Cleaning Supplies	189.00	1,279.80
HVAC		3,064.93
Ice Machine		1,437.47
Pest Control		1,011.57
Plumbing Repairs		1,257.07
Solar Panel and Window Cleaning		450.00
Total for Maintenance	\$189.00	\$8,524.39
Payroll	\$250.00	\$1,047.47
Taxes	639.05	5,244.35
Wages	6,925.50	63,902.50
Workers Compensation Insurance		6,042.74
Total for Payroll	\$7,814.55	\$76,237.06
Software		\$1,457.68
Google	18.79	37.58
Total for Software	\$18.79	\$1,495.26
Supplies	9.33	2,698.81
Utilities		
Gas and Electric	716.76	5,317.11
Telephone and Internet	157.91	1,263.28
Trash Service	885.67	7,065.89
Water	215.83	2,575.63
Alarm		1,220.11
Total for Utilities	\$1,976.17	\$17,442.02
Accounting and Audit Services		8,089.98
Advertising		555.61
Bank Fees		0.00
Business Licenses and Permits		1,580.00
Conference		-515.04

Profit and Loss YTD Comparison
South Santa Clara Valley Memorial District
 February 1-28, 2026

DISTRIBUTION ACCOUNT	TOTAL	
	FEB 1 - FEB 28 2026	JUL 1 2025 - FEB 28 2026 (YTD)
Dues and Memberships		1,472.40
Landscaping		150.00
postage		89.17
Printing		396.37
Professional		747.50
Training		135.89
Veterans Day Parade		708.81
Website		1,800.00
Total for Expenses	\$11,402.15	\$135,585.89
Net Operating Income	\$21,404.26	\$126,936.10
Other Income		
Other Expenses		
Net Other Income		
Net Income	\$21,404.26	\$126,936.10

South Santa Clara Valley Memorial District

Agenda Report

Consent Item #1

Meeting date: March 23, 2026

To: South Santa Clara Valley Memorial District Board of Directors

From: Ellen Herrera, Executive Director

Subject: Authorize Executive Director to Enter into an Agreement with a Communications Consultant to Facilitate a Planning Workshop for Future Building Renovations.

RECOMMENDATION

Authorize Executive Director to Enter into an Agreement with a Communications Consultant to Facilitate a Planning Workshop for Future Building Renovations and schedule a date.

DISCUSSION

Staff was originally directed to maintain the District's government compliance, market the facility for rentals and manage the maintenance of the building. All of these goals have been met with the existing funding. The next step is to make major improvements to the building as listed on the capital improvement list. However, these projects will require new major funding. Staff is recommending a planning workshop be scheduled to look at the District's mission, how the capital improvements fit into that mission and how those projects are funded. The estimated cost of a consultant to facilitate the meeting would be \$2,000, which includes their time to plan, prepare materials, facilitate the meeting and provide meeting notes.

February 2026 Staff Report

BUILDING MAINTENANCE AND IMPROVEMENTS

1. Solar: Staff spoke with a representative from Syserco Solar. The estimate they submitted was far above our budget, however, they did inform staff about GC 4217. This code allows Special Districts to award an energy service contract without going through the formal bidding process. This will be discussed in detail at the next Board meeting.

2. Home Town Hero Banners: The permit for hanging the banners from 1 May through 6 June was submitted to the City of Gilroy.

HALL RENTALS AND MARKETING

Fiscal Year	Total Rentals for the Year*	% Increase Over Last Year	Sales
2022-23	326	50%	\$55,566
2023-24	364	12%	\$66,105
2024-25	213	-7%	\$61,512
2025-26**	166	---	\$44,339

*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 February 28, 2026

1. Rentals:

A. Staff has not yet received a decision as to the Tenant status of the Veterans Club/Bar. They are paid through March 31, 2026. Their next meeting will be on 7 April, 2026.

B. All annual contracts will be sent out to the tenants for their review no later than 17 April so they have ample time to bring to their membership for approval.

2. Marketing:

A. The next City of Gilroy Council meeting is 6 April. The District should send at least one representative to these each month, along with other committee meetings held by the city.

B. Staff attended a Visit Gilroy meeting which had multiple small venue representatives in attendance. Staff set aside time in the coming months to meet with and discuss possible fundraising events with multiple attendees and reviewed/updated our District information on Visit Gilroy's website.

C. New photos and video will be taken of the inside and outside of the Building. These will be used to update our website and other marketing materials.

ADMINISTRATIVE

- 1. Form 700:** All forms 700 were submitted.
- 2. Staff:** Jesse will be out of the office from 25 March thru 8 April.

Next Board Meeting: April 20, 2026