

# **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**

**February 23, 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**

**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 16<sup>th</sup> to the 23<sup>rd</sup>.

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**

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**

**February 23, 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**

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 16<sup>th</sup> to the 23<sup>rd</sup>.

### **REGULAR AGENDA ITEMS**

1. Review the preliminary roof replacement estimates and advise on how to proceed.
2. Executive Director Report
3. 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**

**January 26, 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** 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.

**Pinnacle Operating (1252)Bank Balance: 86431.84Ending Balance: \$84,763.74**

Date: Custom

Date	Ref No.	Payee	Memo	Payment	Deposit	Type
02/20/2026		QuickBooks Payroll	Tax withdrawal	699.77		Tax Payment
02/20/2026	3380	Morgan Hill Supply		189.00		Bill Payment
02/20/2026	3379	Firato Service Co		1,350.00		Bill Payment
02/20/2026	DD	Ellen Herrera	Pay Period: 02/01/2026-02/15/2026	1,541.34		Paycheck
02/20/2026	DD	Jacob A. Nelson	Pay Period: 02/01/2026-02/15/2026	245.84		Paycheck
02/20/2026	DD	Jesse F. Sanchez	Pay Period: 02/01/2026-02/15/2026	490.71		Paycheck
02/20/2026	DD	Jose D. Nunez	Pay Period: 02/01/2026-02/15/2026	282.25		Paycheck
02/18/2026		Amazon	XXXXXXXXX207940 PREAUTHORIZED ACH DEBIT AMAZON BUSINESS/INTERNE I XXXXXXXXX2937466 XXXXXXXXXXXX9101782366	111.16		Expense
02/18/2026		City of Gilroy	XXXXXXXXX124128 PREAUTHORIZED ACH DEBIT CITYOFGILROYSF/WEBPAYMENT SANTA CLARA VALL XXXXXXXXX7712153 PREAUTHORIZED ACH DEBIT Pacific Gas & EI/PAYMENT XXXXXX9742 VETERANS	1.00		Expense
02/18/2026		PG&E	MEMORIAL 2757	716.76		Expense
02/18/2026		City of Gilroy	XXXXXXXXX120449 PREAUTHORIZED ACH DEBIT CITYOFGILROY/WEBPAYMENT SANTA CLARA VALL	214.83		Expense
02/17/2026		Ellen M Herrera	XXXXXXXXX0000489 PREAUTHORIZED ACH DEBIT BANKCARD/PAYMENT XXXXXXXX8320032 HERRERA, ELLEN M	445.44		Credit Card Pmt
02/11/2026		Spectrum Business	XXXXXXXXX201496 PREAUTHORIZED ACH DEBIT SPECTRUM/SPECTRUM 4282288 VETERANS MEMORIAL BUIL	141.25		Expense
02/05/2026		Lowe's	XXXXXXXXX130839 PREAUTHORIZED ACH DEBIT Lowes/SYF PAYMNT XXXXXXXX5920244 SOUTH SANTA CLARA VALL	9.33		Expense
02/05/2026		QuickBooks Payroll	Tax withdrawal	989.47		Tax Payment
02/05/2026	DD	Jose D. Nunez	Pay Period: 01/16/2026-01/31/2026	345.99		Paycheck
02/05/2026	DD	Jesse F. Sanchez	Pay Period: 01/16/2026-01/31/2026	141.07		Paycheck
02/05/2026	DD	Ellen Herrera	Pay Period: 01/16/2026-01/31/2026	2,605.05		Paycheck
02/05/2026	DD	Jacob A. Nelson	Pay Period: 01/16/2026-01/31/2026	223.06		Paycheck
02/03/2026		Recology South Valley	XXXXXXXXX824228 PREAUTHORIZED ACH DEBIT RECOLOGY SO.VALL/WEB_PAY XXXXXXXX020226 JAMES GARGIULO	885.67		Expense
02/02/2026		Intuit	XXXXXXXXX683556 PREAUTHORIZED ACH DEBIT INTUIT */QBooks Liv 0986884 SOUTH SANTA CLARA VALL	250.00		Expense
01/29/2026			County tax withdrawal		75,000.00	Transfer
01/28/2026			XXXXXXXXX3339167 PREAUTHORIZED ACH DEBIT S & R AIR CONDIT/WEB PMTS YB0Y11 South Santa Clara Vall	398.24		Expense
01/26/2026		Intuit	1099 process PREAUTHORIZED ACH DEBIT INTUIT */QBooks 109 8587081 SOUTH SANTA CLARA VALL	53.97		Expense
01/23/2026	3377	Santa Clara Valley Water District	2026 SCCSDA Association Dues	100.00		Check

**Profit and Loss YTD Comparison**  
**South Santa Clara Valley Memorial District**  
 January 1-31, 2026

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - JAN 31 2026	JUL 1 2025 - JAN 31 2026 (YTD)
<b>Income</b>		
Donations	120.00	94,088.90
Interest Income	198.48	3,428.97
Rental Income	8,326.25	41,474.25
Santa Clara County Property Tax Collection	42,139.87	90,498.46
<b>Total for Income</b>	<b>\$50,784.60</b>	<b>\$229,490.58</b>
<b>Cost of Goods Sold</b>		
<b>Gross Profit</b>	<b>\$50,784.60</b>	<b>\$229,490.58</b>
<b>Expenses</b>		
Dues and Memberships	100.00	1,472.40
Food	27.14	623.46
Janitorial Services and Supplies	\$1,350.00	\$8,909.89
Floor Cleaning		3,050.00
<b>Total for Janitorial Services and Supplies</b>	<b>\$1,350.00</b>	<b>\$11,959.89</b>
Maintenance		\$23.55
Cleaning Supplies	331.41	1,090.80
HVAC	398.24	3,064.93
Pest Control	184.30	1,011.57
Plumbing Repairs	1,148.00	1,257.07
Ice Machine		1,437.47
Solar Panel and Window Cleaning		450.00
<b>Total for Maintenance</b>	<b>\$2,061.95</b>	<b>\$8,335.39</b>
Payroll	\$303.97	\$797.47
Taxes	691.65	4,605.30
Wages	6,951.00	56,977.00
Workers Compensation Insurance		6,042.74
<b>Total for Payroll</b>	<b>\$7,946.62</b>	<b>\$68,422.51</b>
Software		\$1,457.68
Google	18.79	18.79
<b>Total for Software</b>	<b>\$18.79</b>	<b>\$1,476.47</b>
Supplies	395.85	2,689.48
Utilities		
Gas and Electric	710.75	4,600.35
Telephone and Internet	157.91	1,105.37
Trash Service	885.67	6,180.22
Water	262.85	2,359.80
Alarm		1,220.11
<b>Total for Utilities</b>	<b>\$2,017.18</b>	<b>\$15,465.85</b>

**Profit and Loss YTD Comparison**  
**South Santa Clara Valley Memorial District**  
 January 1-31, 2026

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - JAN 31 2026	JUL 1 2025 - JAN 31 2026 (YTD)
Website	1,800.00	1,800.00
Accounting and Audit Services		8,089.98
Advertising		555.61
Bank Fees		0.00
Business Licenses and Permits		1,580.00
Conference		-515.04
Landscaping		150.00
postage		89.17
Printing		396.37
Professional		747.50
Training		135.89
Veterans Day Parade		708.81
<b>Total for Expenses</b>	<b>\$15,717.53</b>	<b>\$124,183.74</b>
<b>Net Operating Income</b>	<b>\$35,067.07</b>	<b>\$105,306.84</b>
Other Income		
Other Expenses		
<b>Net Other Income</b>		
<b>Net Income</b>	<b>\$35,067.07</b>	<b>\$105,306.84</b>

# Balance Sheet

## South Santa Clara Valley Memorial District

As of January 31, 2026

DISTRIBUTION ACCOUNT	TOTAL
<b>Assets</b>	
Current Assets	
Bank Accounts	
Pinnacle Operating (1252)	96,642.73
Pinnacle Rental (3753)	4,917.39
Pinnacle Rental Sweep (7531)	352,108.03
Pinnacle Reserve (0865)	5,004.25
Pinnacle Reserve Sweep (2526)	0.00
Pinnacle Reserve Sweep (8656)	55,487.75
Santa Clara County Tax Collection	14,322.00
<b>Total for Bank Accounts</b>	<b>\$528,482.15</b>
Accounts Receivable	
Accounts Receivable	4,487.13
<b>Total for Accounts Receivable</b>	<b>\$4,487.13</b>
Other Current Assets	
Prepaid Expenses	-0.05
QuickBooks Tax Holding Account	1,811.65
Uncategorized Asset	0.00
Undeposited Funds	0.00
<b>Total for Other Current Assets</b>	<b>\$1,811.60</b>
<b>Total for Current Assets</b>	<b>\$534,780.88</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>\$1,276,756.14</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-1,157.94
<b>Total for Accounts Payable</b>	<b>-\$1,157.94</b>
Credit Cards	
Pinnacle (0324)	62.59
Pinnacle (7710)	0.00
Pinnacle Bank (3550)	0.00

# Balance Sheet

South Santa Clara Valley Memorial District

As of January 31, 2026

DISTRIBUTION ACCOUNT	TOTAL
<b>Total for Credit Cards</b>	<b>\$62.59</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	1,812.09
<b>Total for Other Current Liabilities</b>	<b>\$13,141.03</b>
<b>Total for Current Liabilities</b>	<b>\$12,045.68</b>
<b>Total for Liabilities</b>	<b>\$12,045.68</b>
Equity	
Opening Balance Equity	286,083.23
Retained Earnings	873,320.39
Net Income	105,306.84
<b>Total for Equity</b>	<b>\$1,264,710.46</b>
<b>Total for Liabilities and Equity</b>	<b>\$1,276,756.14</b>