

SOUTH SANTA CLARA VALLEY MEMORIAL DISTRICT

Board Members

John Ceballos
Rita Delgado
Phil Garcia
Gabriel Perez
Ermelindo Puente

Executive Director

Ellen Herrera

AGENDA

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

February 24, 2025
Veterans Memorial Building
74 West 6th Street, Gilroy, CA
5:00 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 January 27, 2025, Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for February 2025
3. Approve Financial Statements for January 2025

REGULAR AGENDA ITEMS

1. Approve Acceptance of the Lowest Bid for the Veterans Hall Kitchen Remodel Project; Authorizing the Executive Director to Enter into a Contract With the Lowest Bidder; and Adjusting the Fiscal Year Budget and Approve Increase in Kitchen Remodel Budget
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. 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
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Minutes

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

January 27, 2024

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

5:00 p.m.

CALL TO ORDER: 5:07 PM

ROLL CALL: Director Perez Excused

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT TIME

NONE

CORRESPONDENCE

NONE

CONSENT CALENDAR

1. Approve Minutes from the December 20, 2024, Regular Meeting
2. Approve Warrant List Approving Payment of Received Bills for January 2025
3. Approve Financial Statements for December 2024
4. Authorize Executive Director to sign window contract with Renewal by Andersen
5. Authorize Executive Director to renew contract with Kevin Brejnak for annual financial audit subject to legal council review

Director Delgado made a motion to approve the consent calendar items 1-5. Director Garcia second the motion. The motion passed unanimously.

REGULAR AGENDA ITEMS

1. Approve Employee Handbook Amendment
Director Garcia made a motion to approve the Employee Handbook Amendment. Director Puente second. The motion passed unanimously.
2. Executive Director Report
The Executive Director presented the staff report.
3. Future Agenda Items
Review and approve Children and Young Adult Event Policy amendment.

ADJOURNMENT

Director Delgado made a motion to adjourn the meeting. Director Puente second. The motion passed unanimously. The meeting was adjourned at 5:46 PM.

South Santa Clara Valley Memorial District

Pinnacle Operating (1252) Bank Balance: 96610.89 Ending Balance: \$92,374.10

Date	Ref No. Type	Payee Account	Memo	Class Location	Payment Deposit	Stat Auto	Balance
02/20/2025		QuickBooks Payroll	Tax Payment		\$1,156.14		\$92,374.10
	Tax Payment	-Split-					
02/20/2025	DD	Patty P Gutierrez	Pay Period: 02/01/2025-02/15/2025		\$924.56		\$93,530.24
	Paycheck	Direct Deposit Payable					
02/20/2025	DD	Andres Aceves	Pay Period: 02/01/2025-02/15/2025		\$130.71		\$94,454.80
	Paycheck	Direct Deposit Payable					
02/20/2025	DD	Ellen Herrera	Pay Period: 02/01/2025-02/15/2025		\$2,093.37		\$94,585.51
	Paycheck	Direct Deposit Payable					
02/20/2025	DD	Jesse F. Sanchez	Pay Period: 02/01/2025-02/15/2025		\$222.96		\$96,678.88
	Paycheck	Direct Deposit Payable					
02/18/2025		PG&E	XXXXXXXXX2099712 PREAUTHORIZED ACH DEBIT Pacific Gas & EI/PAYMENT XXXXXXXX9742 VETERANS MEMORIAL 2757	2 - Building	\$659.39	C	\$96,901.84
	Expense	Utilities:Gas and Electric					
02/11/2025		Spectrum Business	XXXXXXXXX785537 PREAUTHORIZED ACH DEBIT SPECTRUM/SPECTRUM 9925628 VETERANS MEMORIAL BUIL	2 - Building	\$141.23	C	\$97,561.23
	Expense	Utilities:Telephone and Internet					
02/05/2025		Recology South Valley	XXXXXXXXX908852 PREAUTHORIZED ACH DEBIT RECOLOGY SO.VALL/WEB_PAY XXXXXXXXX020425 JAMES GARGIULO	3 - Rentals and Events	\$866.20	C	\$97,702.46

Date	Ref No. Type	Payee Account	Memo	Class Location	Payment Deposit	Stat Auto	Balance
	Expense	Utilities:Trash Service					
02/05/2025		QuickBooks Payroll	Tax Payment		\$1,323.08	C	\$98,568.66
	Tax Payment	-Split-					
02/05/2025	DD	Jesse F. Sanchez	Pay Period: 01/16/2025-01/31/2025		\$117.69	C	\$99,891.74
	Paycheck	Direct Deposit Payable					
02/05/2025	DD	Patty P Gutierrez	Pay Period: 01/16/2025-01/31/2025		\$800.83	C	\$100,009.43
	Paycheck	Direct Deposit Payable					
02/05/2025	DD	Andres Aceves	Pay Period: 01/16/2025-01/31/2025		\$109.38	C	\$100,810.26
	Paycheck	Direct Deposit Payable					
02/05/2025	DD	Ellen Herrera	Pay Period: 01/16/2025-01/31/2025		\$2,497.58	C	\$100,919.64
	Paycheck	Direct Deposit Payable					
02/03/2025		Intuit	1099 processing XXXXXXXX180726 PREAUTHORIZED ACH DEBIT INTUIT */QBooks 109 5969420 SOUTH SANTA CLARA VALL	1 - Admin	\$56.96	C	\$103,417.22
	Expense	Payroll					
02/03/2025		Intuit	XXXXXXXXX158150 PREAUTHORIZED ACH DEBIT INTUIT */QBooks Pay 6510925 SOUTH SANTA CLARA VALL	1 - Admin	\$223.00	C	\$103,474.18
	Expense	Payroll					

South Santa Clara Valley Memorial District

Balance Sheet

As of January 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Pinnacle Operating (1252)	103,697.18
Pinnacle Rental (3753)	6,300.00
Pinnacle Rental Sweep (7531)	337,550.76
Pinnacle Reserve (0865)	5,015.95
Pinnacle Reserve Sweep (8656)	343,312.89
Santa Clara County Tax Collection	8,791.41
Total Bank Accounts	\$804,668.19
Accounts Receivable	
Accounts Receivable	3,302.50
Total Accounts Receivable	\$3,302.50
Other Current Assets	
Prepaid Expenses	2,657.95
Uncategorized Asset	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$2,657.95
Total Current Assets	\$810,628.64
Fixed Assets	
Accumulated Depreciation	-614,206.83
Construction in Progress	21,613.55
Furniture and Equipment	56,570.00
Improvements	819,371.45
Land	8,020.00
Total Fixed Assets	\$291,368.17
TOTAL ASSETS	\$1,101,996.81
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	120.00
Total Accounts Payable	\$120.00
Credit Cards	
late fee	0.00
Pinnacle (7710)	0.00
Pinnacle Bank (3550)	-41.96

South Santa Clara Valley Memorial District

Balance Sheet

As of January 31, 2025

	TOTAL
Total Credit Cards	\$ -41.96
Other Current Liabilities	
Accrued Expenses	6,746.28
Deferred Revenue	0.00
Direct Deposit Payable	0.00
Payroll Liabilities	0.00
Overpayment	847.66
Total Payroll Liabilities	847.66
Payroll Tax Payable	-308.58
Total Other Current Liabilities	\$7,285.36
Total Current Liabilities	\$7,363.40
Total Liabilities	\$7,363.40
Equity	
Opening Balance Equity	286,083.23
Retained Earnings	801,918.16
Net Income	6,632.02
Total Equity	\$1,094,633.41
TOTAL LIABILITIES AND EQUITY	\$1,101,996.81

South Santa Clara Valley Memorial District

Profit and Loss

July 2024 - January 2025

	TOTAL
Income	
Donations	17,773.75
Interest Income	2,702.01
Rental Income	40,405.00
Santa Clara County Property Tax Collection	87,831.78
Total Income	\$148,712.54
GROSS PROFIT	\$148,712.54
Expenses	
Accounting and Audit Services	6,900.00
Advertising	1,819.44
Bad Debt	150.00
Bank Fees	58.47
Business Licenses and Permits	862.47
Dues and Memberships	201.00
Election Costs	2,958.00
Food	842.34
Insurance	9,200.10
Janitorial Services and Supplies	11,025.00
Landscaping	690.00
Legal Services	10,605.90
Maintenance	
Grease Trap	103.00
HVAC	1,051.48
Other	949.16
Pest Control	909.95
Solar Panel and Window Cleaning	450.00
Total Maintenance	3,463.59
Mileage	9.85
Payroll	892.00
Taxes	5,219.16
Wages	59,440.84
Workers Compensation Insurance	738.47
Total Payroll	66,290.47
postage	6.62
Printing	992.78
Reimbursements	847.66
Reimbursements Mileage	2.28
Software	1,109.12
Supplies	4,530.37

South Santa Clara Valley Memorial District

Profit and Loss

July 2024 - January 2025

	TOTAL
Utilities	
Alarm	1,263.63
Gas and Electric	8,072.40
Telephone and Internet	987.36
Trash Service	5,197.20
Water	2,460.64
Total Utilities	17,981.23
Total Expenses	\$140,546.69
NET OPERATING INCOME	\$8,165.85
Other Expenses	
Depreciation	1,533.83
Total Other Expenses	\$1,533.83
NET OTHER INCOME	\$ -1,533.83
NET INCOME	\$6,632.02

South Santa Clara Valley Memorial District

Agenda Report

Regular Matter No: 1

Meeting date: February 24, 2025

To: South Santa Clara Valley Memorial District Board of Directors

From: Ellen Herrera, Executive Director

Subject: Kitchen Remodel Contract

RECOMMENDATION

Staff recommends that the Board of Directors approve acceptance of the lowest bid for the Veterans Hall Kitchen Remodel Project; authorizing the Executive Director to enter into a contract with the Premier Builders; and adjusting the fiscal year budget and approve Increase in kitchen remodel budget

DISCUSSION

On February 7th, 4 bids were submitted ranging in price from \$474,157 to \$633,616. After applying the local bidder and veteran preferences, the lowest bid, which includes a 10% contingency, was \$426,741.30 from Premier Builders.

At this time, the District has a total of \$804,668.19 in its Operating, Reserve, Savings, Rental and County accounts. Once the kitchen is remodeled, it will be certified as a "Commercial Kitchen" by the Health Department.

The project bid is \$474,157, we currently have \$258,862 in the Capital Improvements Plan for the Kitchen. I spoke with Mark Wells with the Association. They will donate \$92k towards the remodel, which will leave us \$125k still needed. I have requested a meeting with Supervisor Arenas' office to solicit support. I have also reached out to some of our past major donors. I believe our budget can handle the 125k keeping in mind the following:

1. Rental rates will increase effective 1 April (the rates have minimally changed since 2014)
2. Rental of the Kitchen will create an additional revenue stream to increase Reserves
3. Extreme limitations on spending until December 2025

The project and therefore the fiscal year budgets will need to be adjusted to accommodate this project. At the February 206, 2024 meeting, the board approved a project budget of \$400,000. Staff recommends increasing the project budget to \$474,157 and the fiscal budget to \$487,948.

South Santa Clara Valley Memorial District
 Kitchen Remodel Project 2025-01
 Construction Bid Scoring Sheet

4:00 PM 7 February, 2025

Contractor	Timely Bid	*Local Firm 5%	*Veteran Owned 5%	Total Bid Incl Alt #2	Total Bid - Margin
Fritz Construction	x	0	0	\$ 633,616.77	\$ 633,616.77
Kent Construction	x	0.05	0	\$ 489,932.00	\$ 465,435.40
One Day Installation	x	0	0	\$ 735,276.40	\$ 735,276.40
Premier Builders	x	0.05	0.05	\$ 474,157.00	\$ 426,741.30

Lowest Bid

Approved Budget February 26, 2024	\$400,000
Preliminary Estimate	\$348,666
Lowest Bid	\$474,157
Total Fundraising as of January 31, 2025	\$258,862.89*

Actual Expenses			
Date	Payee	Description	Cost
6/30/24		Balance Forward	\$20,501.05
7/3/24	Davco Associates	Respond to Health Dept	\$900.00
1/21/25	Bayarea News Group-SJ Mercury News	Fee for posting in paper	\$1819.44
Total			\$23,220.49

* Only includes cash received. The American Legion Association will donate whatever balance is needed to pay for the project once an exact amount is known.

February 2025 Staff Report

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**	55		\$35,129

*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 January 30, 2025

MARKETING

The kitchen remodel has been a priority, however, the Executive Director (ED) continues to attend community events, meetings, and gatherings. A market survey will be conducted in March to comprise a list of possible renters for the kitchen once the remodel is complete. Our brochures need updating so I am reviewing different avenues to accomplish this for the least amount of cost. complete this and decide which is cheaper.

ADMINISTRATIVE

Staffing: The office remains open M-F from 9-1, however the Rental Manager will be working T-F instead of M-F.

Rentals: We will continue to rent through the kitchen remodel on a limited basis.

Next Board Meeting: March 17, 2025