



Veterans Memorial Buildings Advisory Committee

Meeting Minutes – May 6, 2025

Cloverdale Veterans Memorial Building

Advisory Committee

Cloverdale – Terry Conway
Cotati – Brandon Stewart (absent)
Guerneville – Ken Holybee
Petaluma – Duane Wilson
Santa Rosa – Lou Nuñez
Sebastopol – Lewis Spengler
Sonoma – Terry Leen
UVC – Bob Safreno

Sebastopol Center for the Arts

Danny Foster – Facilities Manager

Guests

Stephanie Paxton ALA 28
Steve Bosshard – SR Vets

County of Sonoma

Tammy Curtis – Department Analyst
Amanda Bouillercie – Veterans Liaison
James McBeth – Facility Manager
Kara Mack – Events Mgmt Supervisor
Johannes Hoevertsz – Director (absent)
Eric Buchold – Asst Bldg Supt (absent)
Michelle Ling – Deputy Director (absent)
Chris Collins – Administrative Svcs Officer II

Sonoma County Fairgrounds

Stephanie Goodwin – Operations & Bldg Mgr
Matthew Daly – Fairgrounds COO (absent)

City of Cotati

Ashley Wilson – Recreation Manager

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes
 - a. Correction: n/a
 - b. Motion to accept by Lewis, 2nd by Ken.
5. Public Comments/Questions
 - a. n/a
6. Old Business
 - a. n/a
7. Guest Speaker
 - a. n/a
8. Correspondence
 - a. n/a
9. Building Reports by Building Operator
 - a. Public Infrastructure
 - i. Guerneville: Still a shelter.
 - ii. Petaluma: Landscaping in front, bushes hedged & dead bushes removed. More to be done on Thursday. Wi-Fi project: waiting on a quote for the data line to get project started. We are installing large fans in the auditorium and banquet room. Events include the children's theater, Dairy Princess, birthdays, and seminars.

BAC Meeting Minutes – May 6, 2025, Cloverdale Veterans Memorial Building

- iii. Sonoma: Handicapped area is done & striped, with final inspection/barrier removal tomorrow. HVAC units have been installed on roof, electrical has been run, and a new exhaust fan has been installed in janitor's closet. We're just waiting on the ducting and hope to have the project complete by Memorial Day. We will be receiving more estimates for the concrete work on the patio, and electrical has been installed. Events include wine tasting, Trashin' Fashion, birthday parties, and are getting ready for summer camp.
 - c. Cotati: Car was driven into the building, so the memorial room is not available right now. Some events will have to be cancelled – 4 since last meeting (Vet), non-vet 23. Events include baby shower, children's theater, Zumba classes, etc. We are hoping for a repair update today, but it is red tagged right now. Restriping of parking lot and ADA work on sidewalk is scheduled for this summer.
 - d. Santa Rosa: East parking lot ADA stall recently done & paved. That will be complete when the handicapped door is installed after 5/16. The drinking fountains will be updated then as well. Pavement is being poured on the west side and the walk-in cooler compressor is being replaced. Events include birthday parties, wedding, ComiCon, JC graduation & grad parties, etc. We are hosting the large County Employee luncheon tomorrow. Upcoming events: VVA car show, fairgrounds 4th of July fireworks, County Fair (Aug 1-10).
 - e. Sebastopol: Events include documentary film festival, Apple Blossom Festival and parade, meetings, etc. We've been focusing on maintenance issues – HVAC inspection, quotes pending, irrigation repair planned toward the end of the month, plumbing issues being identified. Starting the process to get the parking lot done. Plans have been finalized for the ADA project starting this month. Kitchen project is inching along, with the current start date is now looking like the end of September.
10. Auditorium Reports by Veteran
- a. Cloverdale: 32 veterans events, 8 community, 16 paid rentals. This includes a community forum hosted by Mayor Lands and Supervisor Gore about the Healdsburg to Russian River Diversion Project (high attendance – at capacity). Thank you to the maintenance crew – the lighting in the main hall is much better after replacement. Kitchen faucets & emergency lights have been replaced.
 - i. Cloverdale vets are offering to paint the building exterior if that's possible. Rust on gutters showing – need to be replaced.
 - 1. James – painting and gutters are SPI responsibility. The gutters are shot and need to be replaced. That should be done when the roof is replaced, which needs to happen in the next five years. The offer to paint the building is fine, but if there's a color change we should discuss it. We would just want to confirm what materials are being used.
 - ii. We don't rent our club room to the general public without prior approval – it needs to be removed from the County website as an available space to rent. It is only available to non-profits or businesses when approved by the veterans (Amanda – we will update the website and clarify this with staff).
 - iii. We want to discuss the change in rental fees – July 1 the costs will go up, and we wanted to boost the total a few dollars more.

BAC Meeting Minutes – May 6, 2025, Cloverdale Veterans Memorial Building

1. Tammy – That's not possible until we go to the Board again, we will look at that annually. The BOS wants to see the impact of the July 1 increase before we increase it again.
 2. Chris – For clarification, the fee increases happen during the fee hearings, and ties into the normal way the County departments raise rates. The first step in the budget process is to give the proposed fees to the board for review, then there is a public hearing, then the rates are approved by board. Rental rates had not been raised in 12-14 years, so the goal this year was to get in the habit of reviewing rates annually. We recognize we're not a for-profit entity, so the goal is not to price the public out of using the building but to better cover our costs. We did a 10% increase this year to keep the change manageable for the public. We will take input and go back to the BOS for approval next year, and do that every year even if the recommendation is that no changes be made to the rates.
 3. Tammy – Sup Rabbitt was worried about raising it too much and wanted to see more events at lower rates. We need to gather data for next year.
 4. Terry – I agree with Sup Rabbitt, I was opposed to the increase because my philosophy is that we will never cover our costs. (Duane – are the rates and fees available – Amanda will send Duane a copy.)
 5. Chris – the nice thing about doing the fee hearing every year is that it's transparent. Everything is published in advance, and you can advocate either way. I hear what you're saying, government is not for profit. The airport charges fees to cover its expenses aside from federal funding for infrastructure. One constraint that we have at SPI is we get a general fund allocation every year and it does not hit CPI. Cost of labor and materials have gone up at least 50%, the general fund allocation is about \$22M for the department – about half of that goes to the energy bills. The remaining money is distributed among the different divisions. We struggle to repair the buildings because the need is much greater than the available funding. We don't think adding to the rental fees will make a big difference, but our goal is to make the funding stretch a little farther. These are community resources, that's how we all see the buildings.
- b. Cotati: (Bob filling in) Building is red tagged from the accident. Cotati has moved their meetings to someone's house. One thing we need to know is if the person who crashed into the building has insurance? How long will the repair take?
- i. James – Tammy has been in contact with the insurance company and we have an appraiser that's ready to write a check. We are waiting on a second quote, then we need to add on our labor, then we can finalize the total with the appraiser. Once we have the funding, I would hope to have the work complete in the following 60-90 days. It's in progress but we recognize it's a hazard and we're working hard to fix it fast.

BAC Meeting Minutes – May 6, 2025, Cloverdale Veterans Memorial Building

- ii. Bob – sounds like we can meet in another room in the building as long as it's not rented (Ashley confirmed).
- c. Guerneville: I think I've been very patient, but I haven't heard from anyone about what's happening at the building. I think I should know what's going on at the building. I know I'm not supposed to go over there but I'm about to.
 - i. Tammy – I don't think there has been anything to report.
 - ii. Ken – But it would be nice to receive notice that nothing needs to be done.
 - iii. Tammy – That's part of what these meetings are for. If you would like more frequent updates you're more than welcome to reach out to us. The homeless shelter contract currently runs through 2026.
- d. Petaluma: A Petaluma community member came to use two years ago and proposed a rather substantial landscaping project. We've been working with some designers and contractors, and we got a green light from Sup Rabbitt a few weeks ago. They're going to redo the front of the building and add an exterior wall of heroes (for anyone in Sonoma County until they can get other buildings online). This will be the second phase for the wall of heroes inside the building (which is for the VSOs). We are in the final planning phase and will probably have that done within the year.
- e. Santa Rosa: There were painting contractors at the building- can you give me an update?
 - i. James – yes, that was Capital Projects staff. The project went out to bid and the three estimates received were between \$600K & \$800K, but only \$100K was allocated. They're still trying to figure out what to do.
 - ii. Lou – contractors are finished with the east side of the parking lot – there is only one disability slot. We talked about this in the past, can we add some more on the east side?
 - 1. James – I spoke to Mark Abel and we do have the correct amount of handicapped spaces, but they're all on the west side except for one. There is no plan to add more due to cost and since we have enough.
 - 2. Terry – James, I'd say we need to make sure it's ADA compliant.
 - 3. James – I understand the desire to add more to the east side, but from a legal standpoint the number of spaces is based on the whole parking lot not where they go. It's unfortunate they put them all on the west side, but I would assume it's to code. I don't agree with how it was done, and I will bring it up with capital projects. I'll see what I can do.
 - iii. Lou – will the fairgrounds contract be renewed? Has anything come up about next year?
 - 1. Tammy – yes, it was renewed for another year. No discussion on next year yet, but I will ask Pamela to keep you in the loop.
- f. Sebastopol: Tammy, I don't know what you did but thank you. The new project manager is on top of the kitchen renovation. I've been getting weekly updates, everything is going along and the ball is rolling. The St Patty's Day dinner had a good turnout – we honored a couple of firefighters and police officers. We served 75 volunteers hot breakfast last Saturday as part of the Still Serving project for Rebuilding Together. This organization does projects in the community for homeowners who are elderly or

BAC Meeting Minutes – May 6, 2025, Cloverdale Veterans Memorial Building

disabled. We have participated the last several years. Our car show is on July 19, and this will be the fifth year I believe.

- g. Sonoma: May I have a status update for the Wi-Fi and lighting projects?
 - i. Kara – For the Wi-Fi project, we have received electrical quotes and we need a quote for data lines before we can proceed. Ballpark timeline – 90 days. (James: The lighting project is an energy upgrade funded by PGE. Ballpark timeline 12 months).
- 11. Capital Projects Update
 - a. Current Projects –
 - i. Updates provided above
 - b. Capital Priorities – no update
- 12. New Business
 - a. Update – Santa Rosa Club Room: (Amanda) We received a complaint that someone accessed the club room when the room was reserved. Please be mindful that if the room is booked, no one else is to enter until the reservation has ended. I can confirm that we expect to complete use contract negotiations soon, but I'm not able to give me details on terms at this point. We also want to clarify if the furniture that's currently in the room is alright, as we've heard that some VSOs may not be happy?
 - i. Lou – the furniture is fine, but the additional pieces like the bars are getting in the way. I will speak with the other VSOs and let you know.
- 13. Good of the Order
 - a. Bob – complaint about the new building at 400 Aviation. You have to stay in the lobby to do business, you can't just walk to someone's desk. It's very unfriendly (Amanda – yes, the facility is secure, with prox card access to the main staff area. The public can only access our lobby.)
 - b. Terry Leen – As a committee, it's our job to go to the BOS, specifically your district supervisor, and establish a good relationship. They don't know what they don't know, that's our job. Like Chris said, Public Infrastructure works for the BOS. We don't, we advise them to let them know the needs of the veterans buildings. That makes it easier for SPI to do their job. It's our job to identify what needs to be done in our buildings and get the list to SPI by November so SPI can advocate the BOS to get these things done. On the budget – I can't thank Amanda and Tammy enough on their hard work to get money for projects and grants. Tammy has done a great job of getting numbers to us (Chris has been a big help too). I want to thank everybody who showed up today.
 - c. Ken – I will not be at the next meeting (Tammy – please send Amanda an email to ask for an update when you'd like one).
- 14. Motion to Adjourn – Bob, second Lou.