



Veterans Memorial Buildings Advisory Committee

Meeting Minutes – November 4, 2025

Petaluma Veterans Memorial Building

Advisory Committee

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

Sebastopol Center for the Arts

Danny Foster – Facilities Manager

Guests

Brian Medin – DAV 48
Sandy Paxton – AL Aux 28

County of Sonoma

Tammy Curtis – Department Analyst
Amanda Bouillercce – Veterans Liaison
James McBeth – Facility Manager
Kara Mack – Events Mgmt Supervisor
Erich Buchold – Asst Bldg Supt (absent)

Sonoma County Fairgrounds

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

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. Submit list of requested improvements for each building to Amanda at SPI
- b. Election of officers – Terry motion to keep 2025 leadership, 2nd Ken.
 - i. Chair, Terry Leen
 - ii. Vice Chair, Lou Nunez
 - iii. 2nd Vice Chair, Bob Safreno
- c. 2026 meeting locations
 - i. Feb 3 – Santa Rosa
 - ii. May 5 - Sonoma
 - iii. Aug 4 – Cotati
 - iv. Nov 3 – Sebastopol

7. Guest Speaker

- a. n/a

8. Correspondence

- a. n/a



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9. Building Reports by Building Operator

a. Public Infrastructure

i. Operational Budget

ii. New staff budget contact: Amanda Bouillercé

a. Since this the first quarter of the fiscal year, nothing to report

- ii. Guerneville: PGE cut trees away from the power lines. Landscaping cut the ivy and stopped growth. Shower accessories, small roof leak repairs. Replaced light bulbs, replaced sanitizer machine in kitchen & heater.
- iii. Petaluma: Wi-Fi was installed throughout building. Network info is on the lobby in the glass case. Six large industrial fans in auditorium, four in banquet room. Fans will help circulate air and keep rooms cool in the summer - starting Nov 12. Election dept received complaint about the flag box being covered up during elections. Request was made to remove or cover up the box during elections. A sign was placed on the box before elections this year to make it clear that it is not a ballot box but was not translated into Spanish. We will be clearer next year, or can cover if wanted. Landscaping cut berry bushes. More will be touched up next month.
- iv. Sonoma: Lights are now LED, motion detectors, dimmer in hallway. Patio, parking lot, outside hallway, outside perimeter of building lights as well. A few more minor repairs needed – need parts to replace lights in inside hallway, change a dimmer switch in auditorium, and a few lights in the lounge area. Wi-Fi has been installed. Network info available in the lobby on the glass case. Landscaping project is 90% done: new concrete laid for patio, new irrigation system, plants planted, laid mulch, trimmed existing trees. Bio swale on back edge to absorb excess water during rainy season. Outlet pedestal has been installed, and 3 of 6 bollard lights have been installed. Fridge was in need of repair and is now fixed.

b. CITY OF COTATI

- i. Cotati: Ashley – 7 veteran events, 7 non veteran events. Updated lighting project complete, all LED (maybe not the lobby? Not sure). Annual kitchen hood fire suppression system inspection done. Annual elevator service done. Construction in Memorial Room is completely done. Annual fire inspection done - minor changes needed (moving some things around, trees need to be trimmed, etc.). Working on repairing uneven concrete, request called in to get that done. AED pads have not been received, Kara will check in with Erik to see what's been done.

c. SONOMA COUNTY FAIRGROUNDS

- i. Santa Rosa: Stephanie is on vacation.
- ii. October: 29 veteran events, 65 non veteran events. November: 21 veteran events, 60 non veteran events. December: 22 veteran events, 65 non veteran events.



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- iii. Recent events: Mineral and Gem Show, Trunk or Treat, doll show, food bank distribution, weddings/birthdays/quinces/baby showers. Vote Center through today. Upcoming trading card show, Comicon, tree lot, etc.
- iv. East right side of parking lot was restriped – back still needs to be done. Repainting was finished in October (looks great!), AED pads replaced. Loose doorknobs, fixtures, benches installed, low temp dishwasher pending.

d. SEBASTOPOL CENTER FOR THE ARTS

- i. Sebastopol: completed grate to ADA parking spots, created a lip in the front of the building but troubleshooting. Everything is now up to code. More durable flags received. Kitchen remodel project is inching along, hazmat survey scheduled, plans in review with environmental health. Lots of veteran and non veteran memorials/events, rentals are going strong. Craft show in December. Backflow valves all cleared out.

e. AMERICAN LEGION POST #293

- i. Cloverdale: 39 veterans meetings & 12 non veterans meetings since the last meeting.
- ii. Building & trim need to be painted. Main hall lighting was replaced with dimmable LEDs, big energy savings. Request to replace rusted gutters, some are leaking. Waiting for replacement of the building's toilets for low flow, job started but not complete. Request that if work continues that it is coordinated so it doesn't conflict with scheduled events (Amanda to follow up). Vets are continuing to maintain the landscaping and outside of building.

10. Auditorium Reports by Veteran Representative

- a. Cloverdale: above
- b. Cotati: absent
- c. Guerneville: nothing to report
- d. Petaluma: VSOs who will schedule events, and then will cancel. Part time staff that were scheduled to work are then also cancelled. I understand that things come up, but we've got to have better planning. Can we issue a charge for late cancellation? Concerns about staff not getting their pay after last minute cancellation.
 - i. Amanda: most likely fee recommendation would have to come from the BAC and approved by the BOS (can't be independently done by SPI). Duane will do more research and follow up.
 - ii. Bob: stove looks like it's falling apart, pans don't fit in steamers. Plug/overflow pipe for sink is missing. Ovens are all different temperatures / doesn't maintain temp. Inconsistent temperature.
 - iii. Landscaping project – on hold? Haven't heard from project manager.
- e. Santa Rosa: request for floor to be waxed again. Wi-Fi complaints – not strong enough. Stephanie can contact the provider to see if something is wrong. Will also add to project list. Short on tables, requested about 100 tables. Will put that on the list too. Everything else is going well, happy the building was painted. Prox card access to the lobby only, need a physical key to the lockers. Stephanie has explained that this is intentional, staff need to be present to open the doors.



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- f. Sebastopol: Hosting a veterans day lunch, will have a contingent from Ukraine sister city visiting. Kitchen should be done sometime in the future.
- g. Sonoma (absent)

11. Capital Projects Update

- a. Current Projects: Recently completed: ADA parking stalls (Sonoma, Sebastopol, Santa Rosa) & phase one of painting at the Santa Rosa building.
- b. In progress: Cloverdale generator and kitchen upgrade, Sebastopol kitchen, Petaluma ceiling fan
- c. New/upcoming: Santa Rosa building painting phase two (going to the BOS in December to reallocate funds)

12. New Business

- a. Happy Veterans Day

13. Good of the Order

- a. Cloverdale – Gene has been representing our building, trying to get rep updated to Terry. Gene has been in touch with BOS - Amanda will follow up.
- b. Santa Rosa – free veterans dinner (including family and friends) on Friday the 5th of December. Doors open at 5, dinner at 6. Gifts for kids.
- c. Sebastopol – Dinner on the 6th doors open at 5, dinner at 6. Family & friends.

14. Motion to Adjourn – Terry, second Lewis