



Veterans Memorial Buildings Advisory Committee

Meeting Minutes – February 3, 2026

Santa Rosa Veterans Memorial Building

Advisory Committee

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

Sebastopol Center for the Arts

Danny Foster – Facilities Manager

Guests

Terry Conway – AL #293
Charles Fant – Community member
Pat James – SC Vet Connect
Brian Medin – DAV 48

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of Minutes

- a. Correction: n/a
- b. Motion to accept by Lou, 2nd by Ken

5. Public Comments/Questions

- a. n/a

6. Old Business

- i. n/a

7. Guest Speaker

- a. n/a

8. Correspondence

- a. n/a

County of Sonoma

Amanda Bouillerce – Veterans Liaison
James McBeth – Facility Manager
Kara Mack – Events Mgmt Supervisor
Erich Buchold – Asst Bldg Supt (absent)
Chris Collins – Administrative Srvc0s Officer
II

Sonoma County Fairgrounds

Stephanie Goodwin – Operations & Bldg Mgr

City of Cotati

Ashley Wilson – Recreation Manager



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9. Building Reports by Building Operator

a. Public Infrastructure

i. Operational Budget

1. Chris Collins – Budget Primer

- a. As previously discussed, the old spreadsheet will now be replaced by printouts directly from our budgeting system.
- b. From Terry Leen: This is critical information when you talk to your District Supervisor.

c. Budgets are publicly available

d. **“Budget to Actual by Department – Veterans Buildings”**

primer: This budget shows the original budget and any adjustments/amendments through the end of the year.

- I. Budget is amended throughout the year based on actual expenditures/revenues and updated projections.
- II. Encumbrances are expenses that are committed but not yet paid (spoken for funds).
- III. Any account code starting with a “4” is revenue, “5” is an expense.
- IV. This does not include capital expenditures (those are captured in different budget, which will be provided) – this is just our normal operating budget.
- V. Net cost – shows the loss covered by the general fund every year. A \$727K loss is budgeted this year. The general fund is for the most part funded by property tax revenue, and is used for any legitimate government purpose like sheriffs dept, fleet, facility operations, etc.
- VI. Facility Operations/routine maintenance is not included in this budget, but larger non routine expenses are (for example, bleacher repair by an outside vendor).
- VII. We do not budget by building – these are all the buildings together.
- VIII. We can track revenue and some expenditures by location, each hall has a location code.

e. **“Budget Actual – Capital Projects Funds”** primer: All larger projects are under Capital Budget – kitchen upgrades, seismic retrofit, etc.

- I. Transfers in are additional general funds specifically allocated for capital improvements, shown here by budget year.



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- II. “54405 CIP – Bldg & Impr” are the actual expenditures from Capital Projects on the buildings. Moving forward, SPI will provide a breakdown showing to which projects these funds have been allocated.
 - III. If you advocate for and receive additional funding from the BOS, it will show up in the Capital Improvements budget (not added to operating fund).
 - f. Board is receptive to the idea that these buildings are community resources and resiliency centers in case of emergency. That’s why these buildings are so important. Department staff cannot advocate for specific projects. It is incumbent upon the veterans to advocate to the BOS if you would like additional funding. The best time to advocate is during budget development (Jan – April budget hearings).
 - ii. 5% Rental rate increase
 - a. Fee hearing is in March, if approved it would be incorporated into the 26/27 budget, effective July 1, 2026.
 - ii. Guerneville: minor repairs to shower heads/leaky faucet. Still a shelter.
 - iii. Petaluma: Fan project in works, final permits have been received and now can schedule contractor. Hall of Heroes induction on Saturday – honoring veterans with plaques and ceremony at 5pm. Lighting project is almost complete, sensor work still pending. Fundraising season has started – weekends mainly. Landscaping recently.
 - iv. Sonoma: Landscaping last week, projects are mostly finished. Lighting done. Hosted BOS meeting today. Fundraisers are starting on weekends.
- b. CITY OF COTATI**
- i. Cotati:
 - 1. 6 Vets events and 18 non-vet events since November.
 - 2. The sidewalk areas that are uneven will be getting ground down in March so they are not a trip hazard anymore. We have plans to repaint the parking lot in the spring or summer, paving project will be done at the same time. It was going to be this past summer but was put on hold for the building construction from the crash. There was uneven pavement outside of the memorial room that James took care of.
- c. SONOMA COUNTY FAIRGROUNDS**
- i. Santa Rosa:
 - 1. Events - January: 25 Veteran Events, 38 Non-Veteran Events, Total: 63; February: 21 Veteran Events, 42 Non-Veteran Events, Total: 63; March 2026: 21 Veteran Events, 48 Non-Veteran Events, Total: 69



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2. The events we've recently had at the SR Vets were the So Co Agricultural Commissioners workshop, a ballroom graduation dance, bingo, several memorial services and birthday parties along with our regular weekly meeting customers like our quilting groups.
3. Upcoming events are a Trading Card Show, Cioppino Feed, Rare Fruit Growers Scion Exchange, Mexican Concert and Fishing Tackle & Decoy Show and the Outdoor Market that starts March 1st through October (most Sundays).
4. Fac Ops filled a dirt hole that was sinking in around a sewer cleanout that the dirt had sunk in around after the rain, a couple pins in doors that were not allowing the door to shut correctly, adjusted the parking lot light timer and replaced a couple electrical outlet plate covers.

d. SEBASTOPOL CENTER FOR THE ARTS

- i. Sebastopol: Decent holiday season – holiday craft fair, variety of events internal and rentals. Roof leak in the last storm – in touch with Richard Ivaldi on getting that repaired. Getting ready to produce the documentary film festival, patiently waiting for our kitchen upgrade. Revised plans

e. AMERICAN LEGION POST #293

- i. Cloverdale: 33 vets events, 11 non vet. Town hall meeting for Mike McGuire, about Alexander Valley Healthcare Center and town matters.
 1. The building still needs to be painted, especially the trim and rain gutters.
 2. The lighting in the main hall was replaced with dimmable LEDs. This has been great but for a few problems; The lights in the club room sometimes turn off even when the room is occupied, the lights in the storage closet don't need to be dimmed but they often will only come on at the lowest level. Dimmer switch not working – James: lighting controls will not be turned over to the County until the entire project is done. Recommend putting in a work order to get it done.
 3. All of the gutter runs on the building are rusty and in a few places are leaking through. They need to be painted as a minimum. If they are not, they will need to be replaced.
 4. We are still waiting for replacement of the building's toilets. The job was abandoned while in progress. The bathrooms are left looking unfinished. When the work continues, we need to coordinate so that the work does not conflict with scheduled events.
 5. Projects completed and paid for by the Cloverdale Veterans Building Committee: Ongoing maintenance of landscaping and outside of building.

10. Auditorium Reports by Veteran Representative

- a. Cloverdale: above
- b. Cotati: absent



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- c. Guerneville: nothing to report. Amanda to get an update re: homeless shelter use term.
- d. Petaluma: absent
- e. Santa Rosa: Added to want list: auditorium floor to be resealed, tables & chairs requested. Fairgrounds contract is ending this year. Amanda to give an update on upcoming contract.
- f. Sebastopol: Not much – had our Christmas dinner, had three veterans over 100 years old, one celebrating his 100th birthday.
- g. Sonoma: Tree in front of building is being addressed.

11. Capital Projects Update

- a. Amanda to provide the list of currently funded projects & current status moving forward.

PROJECT NAME	BUDGET
Guern Vets Evaluation & Plan	210,000.00
SR Vets Bldg energy efficiency	2,676,720.00
Sonoma Vets Lobby HVAC	608,737.00
FY26 Cloverdale Vets Generator	693,783.00
FY25 Cloverdale Vets Kitchen	375,000.00
FY25 SR Vets Ext Wall Repair	100,000.00
FY25 Sebastopol Vets Kitchen	350,000.00
FY25 Sonoma Vet Wi-Fi Upgrade	75,000.00
FY25 Petaluma Vet WiFi Upgrade	75,000.00
FY25 Petaluma Heat Pump Replac	100,000.00
FY25 Sonoma Vets Exterior Imp	73,136.00
FY26 Santa Rosa Vet Bldg Paint	168,049.00
Total	5,505,425.00

Upcoming: Cloverdale Vets \$500K for building improvements (grant)

12. New Business

- a. Email address for reservations has changed: SPI-Halls@sonomacounty.gov

13. Good of the Order

- a. Amvets is hosting a bourbon raffle – prize valued at over \$2000 (some bottles \$500/ea). \$100 per ticket, drawing Feb 14th

14. Motion to adjourn by Terry, 2nd by Lou