



VETERANS MEMORIAL BUILDING ADVISORY COMMITTEE

Meeting Day: Tuesday, May 3, 2022
Meeting Time: 2:00 pm
Meeting Location: **Cloverdale Veterans Memorial Building 205 West 1st St., Cloverdale CA 95425**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
 - a. Advisory Committee Members
 - b. County Representatives and 3rd Party Operators
 - c. Guests
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**
- 5. PUBLIC COMMENTS/QUESTIONS**
- 6. OLD BUSINESS**
 - a. Veterans Facility License Update
 - b. Issuance of Prox Cards – Updated list sent out
- 7. GUEST SPEAKER**
- 8. CORRESPONDENCE**
- 9. BUILDING REPORTS BY BUILDING OPERATOR**
 - a. **GENERAL SERVICES**
 - i. County Staff Changes
 - ii. COTATI
 - iii. GUERNEVILLE
 - iv. PETALUMA
 - v. SONOMA
 - b. **SONOMA COUNTY FAIRGROUNDS**
 - i. SANTA ROSA
 - c. **SEBASTOPOL CENTER FOR THE ARTS**
 - i. SEBASTOPOL
 - d. **AMERICAN LEGION POST #293**
 - i. CLOVERDALE
- 10. AUDITORIUM REPORTS BY VETERAN REPRESENTATIVE**
 - a. CLOVERDALE
 - b. COTATI
 - c. GUERNEVILLE
 - d. PETALUMA
 - e. SANTA ROSA
 - f. SEBASTOPOL
 - g. SONOMA

- 11. **New Business**
 - a. **By Laws – Annual Plan**
- 12. **CAPITAL PROJECTS UPDATE**
 - a. **Current Projects**
 - b. **Capital Priorities**
- 13. **NEW BUSINESS**
 - a. We will continue to try and have in person meetings as long it is safe to do so and there are not gathering restrictions
- 14. **GOOD OF THE ORDER**

COMMITTEE MEMBERS

- CLOVERDALE GUS WOLTER
- COTATI BRANDON STEWART 2ND VICE CHAIRPERSON
- GUERNEVILLE JOHN UNIACK
- PETALUMA DUANE WILSON
- SANTA ROSA LOU NUNEZ VICE CHAIRPERSON
- SEBASTOPOL LEWIS SPENGLER
- SONOMA TERRY LEEN CHAIRPERSON
- UNITED VETERANS COUNCIL ROBERT SAFRENO

COUNTY OF SONOMA STAFF SUPPORT

- Vacant FACILITY SUPERINTENDENT
- JAMES MCBETH FACILITY MANAGER
- MARK DEBACKER (out) SENIOR CAPITAL PROJECTS MANAGER
- KEITH LEW DEPUTY DIRECTOR OF GENERAL SERVICES
- MICHELLE LING SENIOR STRATEGIST
- KARA MACK (out) EVENTS MANAGEMENT SUPERVISOR
- TAMMY CURTIS (out) DEPARTEMENT ANALYST

Materials related to an item on the Veterans Advisory Committee agenda are available for public inspection (after distribution of the agenda packet) in the General Services Department located at 2300 County Center Drive, Room A208, Santa Rosa, California, 95403, during normal business hours. Contact: Tammy Curtis - (707) 565-3025.

Individuals who need special assistance or a disability-related accommodation to participate in this meeting and wish to request an alternative format for the agenda, meeting notice, or packet, please call (707) 565-3025 at least 2 working days before the meeting.

For further information, please call (707) 565-2550 or see our website at www.sonoma-county.org/generalservices



Veterans Memorial Buildings Advisory Committee

Meeting Minutes

Date: February 1, 2022

Location: *Virtual Zoom Meeting

Author: Tammy Curtis

- 1 Call To Order
- 2 Roll Call

Advisory Committee Members		County of Sonoma	
Cloverdale	Gene Marcinkowski	Tammy Curtis	Department Analyst
Cotati	Brandon Stewart	Keith Lew	Deputy Director
Guerneville	John Uniack	Kara Mack	Interim Events Coordinator and Booking & Reservations Coordinator
Petaluma	Duane – Standing in Arnold Jones – Not present	Mark DeBacker	Capital Projects Manager
Santa Rosa	Lou Nuñez		
Sebastopol	Lewis Spengler	Isaac Gentry	Facilities Operations
Sonoma	Terry Leen	Mark DeBacker	Capital Projects Manager
United Veterans Council	Bob Safreno		
		Sebastopol Center for the Arts	
		Steven Cano	Facility Manager
		Sonoma County Fairgrounds	
		Carrie Wimer	Exhibits Manager
		Stephanie Goodwin	Reservations Coordinator – Not Present
Guests			
Sandy Paxton	Chris Godley		
Ronda Leen VG			

- 3 Pledge of Allegiance
- 4 Approval of Minutes
 - a. 11/2/21 – Motion accepted by __Lou__ , 2nd by ____Gene____
- 5 Public Comments/Questions:
 - a. No Public Comment
- 6 Old Business

- a. Keith No update to the Facilities Use License update – with County Counsel to get leased draft, County Counsel is delayed due to other priorities.
- b. Issuance of access cards (prox cards) in progress – less applications than previously. Forms need signed by Veterans Command leader and emailed to Keith Lew. Then they can come in and have cards made with an appointment. Applications have slowed.

Question: (Gene) does card work at multiple locations? NO.

Santa Rosa only allows you into Main Building

i Question: Rhonda 2 members M-F 8-5, can I bring photo and get cards for them?

Keith, we can process and mail to the member. Kara – Corrected, person needs to

provide ID and pick up card. Lou: Can a commander get a key? Keith: will look into, but we are trying to keep control on keys. I will need to discuss further.

7 Guest Speaker

- a. None

8 Correspondence

- a. Gene: after 18 years on committee, I have sent letter and I had to find someone worthy of representing Cloverdale. Gus who has been Mayor and city council he would like to led Vets Advisory Committee for Cloverdale.
- b. Thank you Gene for your Service for Veterans and community.
- c. Must go through Board of Supervisor District represented James Gore.

9 Personnel Changes Reported by Keith

- a. Caroline Judy has one week and General Service will be combined with Transportation and Public Works (TPW).
- b. Isaacc Gentry is leaving.

10 Building Reports by Building Operator

- a. Maintenance has been quiet, just general maintenance

11 General Services (reported by Kara)

- a. Cotati:
 - i 6 events 11/1/21-2/1 (3 Veterans/3 Public)
 - ii New trash bin provided
- b. Petaluma:
 - i 37 events scheduled, 13 are public events
- c. Sonoma:
 - i 18 veterans events and 23 public events
 - ii Generator completed – fenced off
- d. Sonoma County Fairgrounds (reported by Carrie Wimer, Stephanie absent)
- e. Slowed down. New sprayer in dishwasher, irrigations was repaired, boiler repaired, freezer unit has not worked and was repaired
- f. Isaac will be fixing unit
- g. Concrete work is continuing.
- h. VVA chapter 223 had installed Comcast and bringing in TV to be installed.
- i. Fairgrounds starting to take carts to weld and repair

- h. Sebastopol Center for the Arts – Stephen Cano
 - i. Events Schedule picking up and then wiped again
 - ii. Most classes have been canceled.
 - iii. Film festival in March and planning events in April as of now.
 - iv. Maintenance in kitchen and just fixed dishwasher.
 - v. Backflow pipe issue is ongoing
- i. Cloverdale
 - i. Canceled 3 events and 2 voluntary canceled.
 - ii. Major Pool upgrade, I check on daily and doing a great job.
 - iii. In process of normal landscaping
 - iv. Number of fruit trees
 - v. Problem with neighbors parking car at night and Isaac provided no overnight parking signs.
 - vi. We are going to install pavers
 - vii. Sons of legions purchased new equipment, cups, dishes and chairs would like to dispose of. Kara will look into this.
- j. Cotati – Brandon
 - i. Not much more use worth reporting
 - ii. Water level test install marked on parking lot, nothing more. – Keith will try to get an update.
- k. Guerneville –John
 - i. Still operating as full time shelter, wants any information and what capacities will be and operated under WCCS. No knowledge of it not being a shelter again.
 - ii. Lot of talk of BOS finding a new location, nothing new.
- l. Petaluma-Duane
 - i. couple events scheduled
 - ii. Friday night event starting up.
- m. Santa Rosa - Lew
 - i. Repairs going on.
 - ii. TV purchased for Veterans use
 - iii. M & F opened up for coffee
 - iv. Hopefully in future clinics will open again.
 - v. Is Fairgrounds going to continue
 - vi. All county temp workers are getting a raise that work in building. Is that true?
 - vii. We have talked about them getting a raise, sick time and all, they have been taking care of the county for a long time and I want to know where we are at now. It is taking to long, has it gone to the board.
 - viii. Internet to be updated, is that happening?
- n. Sebastopol – Lew Spangler
 - i. Post continuing to meet on monthly basis; February no monthly breakfast and also canceling annual Patty’s day dinner due to Covid. Hoping to have an event around Memorial Day, but haven’t decided yet.
 - ii. Met with Keith Lew and discussed upgrading kitchen.
- o. Sonoma
 - i. Nothing to report

p. United Veterans Council

- i. Not present

12 Capital Improvements Report -Current Projects:

a. Santa Rosa

- i. Submitted for FEMA funding. Hoping to hear back, but haven't.
- ii. Parking lot solar array and energy upgrade. Santa Rosa was toured as part of energy upgrade. Discussion of who will pay for PV solar array upgrade. PGE or County.
- iii. Energy is moving to be under CAO instead of GS.
- iv. No money allocated to design phase yet.
- v. Parking restriping is underway. Getting proposal from SAC Crew and has only used part of budget so far.
- vi. DEM resiliency center is looking at locations to place metal buildings for emergency supplies.
- vii. Slide to show locations.
- viii. Turn over Chris Godly – Director of DEM Preparedness Discussion

Discussion: Post 17 fires, we want to be prepared. Move to distributed resources.

Power, communication, equipment, supplies

Build community resiliency storage. Powered by solar, have batteries and generator. Vision to be assessable to community. Push for Community response teams, and these sites are good locations. This would be a center for those operations. Funds for about 3 of these sites and we want to install on county owned sites. Community Centers already in place.

Locations potentially: County Center, Sonoma Veterans Building, Santa Rosa Vets . We would like a West Sonoma site, potentially Forestville in place of Santa Rosa. First County to get Disaster resilience in place. Shelter teams can operate out of them too. Pursuing with Feds.

Gene – phone number? Community organization. Chris: Fairgrounds are too small in Cloverdale.

Keith: North Bay railroad location has been contacted by our Real Estate Team.

Terry: Sonoma and EOC communicating was nonexistent.

b. Cotati

- i. Emergency Generator Quick disconnect has been requested

c. Petaluma

- i. Seismic upgrade was funded, Proposal is under review
- ii. Roof project is underway.
- iii. We have not heard back on Funded.
- iv. Roof is part of seismic upgrade
- v. Ongoing parking lot project and sidewalk
- vi. Turning to paving.

d. Cloverdale

- i. Environment health requirements, required. Pool Expect to be done by March this year.
- ii. Seismic upgrade
- iii. Emergency Generator request, one was a standby generator the other was permanent generator. Looking at both options and direction on how to proceed but currently no money budget approved yet. Proposes for Capital Plan.
- iv. Gene: Last heard was a portable hook up.

- e. Sebastopol
 - i. Emergency Generator, understand there is a generator onsite but it is inoperative. We are still gathering information on it. Steven hasn't seen Generator. Per Chris Godly, from 1960s. Would like grant money for a new one. Sebastopol center doesn't serve well for an emergency center due to Arts folks.
 - ii. More recent request on Kitchen and Real Estate looking into Lease information. EHS, don't have to be brought up to code unless we start work and then there are large requirements including ADA. Prepared to start putting together a (capital) budget for it.
 - iii. Per Keith it is in capital priorities.
- f. Sonoma
 - i. Generator complete
 - ii. Seismic upgrade phase II, the same grant has been applied to for additional money. Haven't heard back on grant applications, and that is not a good sign.
 - iii. Potential for Emergency resiliency location as Chris Godly explained.
- g. Guerneville
 - i. Study for New facility in new location or possibly at same location. Real Estate team looking at options. Still high on Real Estate.
 - ii. Question from John: any update on seismic? Reports out for 2-3 years. Any board decisions. Keith – No they have not. Real Estate looking at possible sites, and also developing a list of how to select a site and writing a draft to get supervisors staff to agree this is the right direction. Once BOS agrees on a plan then we will sit and look at this with John, feasibility and cost as well as who will be in the building. Seeking sites with Supervisors Hopkins office.
- h. Santa Rosa: Resiliency site photo shared. DEM Community Emergency Resilience Site photo Shared. Sonoma proposed Site photo shared.
 - i. Bob: current storage in Santa Rosa – there what will happen with them? Unknown as of now.
 - ii. Carrie, flea market not happening right now.
- i. Capital Priorities – Keith
 - i. process of submitting to CAO for their review. There are 4 lines items specifically for the Capital plan. 1 is for roofing, SR veterans building stucco and paint project, Sonoma to lobby, office and lounge and the new one is Sebastopol Kitchen. Awaiting comment. BOS would like to hear how these items affect you.
 - ii. Partnering with PG&E for them to recommend energy improvements for all of our buildings. Could be minor or microgrid and carbon neutral. At this point the energy and sustainability are negotiating and expect by March a consulting contract will be awarded and recommendations will start.
 - iii. If there are other priorities please let me know. And discuss with your elected officials.

13 New Business

- a. Meeting locations for 2022 have been decided; however they may go virtual with no notice.

14 Good to the Order:

- a. Gene: Thank you
 - i. Brandon: Gene you will be missed.

- ii. John: Thank you Gene for the service on the board and sorry to see you go.
 - iii. Duane: First meeting, VSO working as a single entity and developing plans on how to get it done. Good luck Gene in retirement.
 - b. Lou SR: VA 223 first classic car show at SR veterans building, need help and volunteers. Gene, nice working with you. Good luck.
 - i. Sebastopol Lewis: question for lou, when is car show? Sat July 2. Sebastopol also putting one on and don't know date right off hand. We are in 3rd or 4th year of doing this so they may have ideas to help you.
 - c. Thank you Keith for time and talking about Kitchen. Do you know date? Keith usually March.
 - d. United Veterans Council Bob: nothing to add
 - e. Sandy: none
 - f. Ronda, Thanks Gene.
 - g. Terri: reminder if the B.O.S. don't know, they don't know so they need to hear.
 - i. Issaac thank you for everything you have done for Veterans Buildings.
 - ii. Caroline Judy, 5 directors and she was one willing to sit and listen and take calls. I hope Johannes is as receptive as Caroline is. Keith you are going to take on a huge work load. I am there Keith if you need assistance.
 - iii. Thanks Chris (Godely) this is a good partnership. It is where people go and it's when it's going to happen again and getting Chris on board is a huge asset to the buildings.
 - iv. Last not least. Gene Thank you.
- 15 Meeting adjourned
- a. Motion by Terry
 - b. Second by Bob S

Veterans / Community Buildings

Capital Project Fund Balance \$4,006,717

FY 21-22 as of 3/31/22

Operating Budget:

	Sonoma Budget FY 21-22	Sonoma Actual FY 21-22	Cloverdale Budget FY 21-22	Cloverdale Actual FY 21-22	Guerneville Budget FY 21-22	Guerneville Actual FY 21-22	Petaluma Budget FY 21-22	Petaluma Actual FY 21-22	Cotati Budget FY 21-22	Cotati Actual FY 21-22	Santa Rosa (Fairgrounds) FY 21-22	Santa Rosa Actual FY 21-22	Sebastopol Budget FY 21-22	Sebastopol Actual FY 21-22	All Bldgs. Budget FY 21-22	All Bldgs. Actual FY 21-22	TOTAL Budget FY 21-22	TOTAL Actual FY 21-22	Budget Variance FY 21-22
SALARIES/EMPLOYEE BENEFITS																			
50101 SALARIES & BENEFITS	160,176	127,193	-	-	36,040	2,183	176,194	161,698	28,031	35,871	-	-	-	-	-	-	400,440	326,945	(73,496)
Salary & Benefits	160,176	127,193	-	-	36,040	2,183	176,194	161,698	28,031	35,871	-	-	-	-	-	-	400,440	326,945	(73,496)
SERVICES/SUPPLIES																			
51031 SANITATION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51032 JANITORIAL SERVICES	-	6,588	-	-	-	5,417	-	10,979	-	8,235	-	3,023	-	-	121,575	435	121,575	34,676	(86,899)
51041 LIABILITY INSURANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,821	2,821	2,821	2,821	-
51042 INSURANCE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,000	3,997	13,000	3,997	(9,003)
51061 EQUIPMENT MAINTENANCE	3,944	2,575	-	-	-	-	9,696	3,312	822	-	1,972	-	-	-	-	-	16,434	5,887	(10,547)
51071 MAINT-BLDGS/IMP***	113,518	40,708	47,078	18,500	55,426	39,495	78,757	40,582	17,130	9,919	111,839	182,174	268	-	-	-	424,017	331,379	(92,639)
51072 LANDSCAPING	-	621	6,750	-	-	1,210	6,600	2,435	750	1,100	-	-	-	-	900	-	15,000	5,366	(9,634)
51201 ADMINISTRATION SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	46,212	-	46,212	-	(46,212)
51205 ADVERTISING /MARKETING	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250	-	250	-	(250)
51206 ACCOUNTING SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	52,394	12,706	52,394	12,706	(39,688)
51225 TRAINING SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	149	-	149	-
51230 SECURITY SERVICES	567	347	567	347	1,566	1,180	-	-	-	-	-	-	-	-	-	-	2,700	1,875	(826)
51241 PRINTING	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51242 BANK FEES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51249 INDEPENDENT CONTRACTORS	-	-	-	-	-	-	-	-	-	-	155,000	129,262	-	-	2,000	1,717	2,000	1,717	(283)
51257 COUNTY COUNSEL - LEGAL FEES	-	705	-	212	-	705	-	-	-	635	-	1,199	-	-	-	3,032	-	6,486	6,486
51301 PUBLIC-LEGAL NOTICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,861	-	1,861	1,861
51401 REMTS AND LEASES - EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51605 PRIVATE CAR EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51803 OTHER CONTRACT SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51901 TELECOMMUNICATIONS DATA LINES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	326	1,500	326	(1,174)
51902 TELECOMMUNICATIONS USAGE	3,360	2,556	2,000	1,628	1,120	794	-	-	-	-	1,280	897	-	-	240	28	8,000	5,903	(2,097)
51904 DATA PROCESSING	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23,616	10,535	23,616	10,535	(13,081)
51906 ISD-SUPPLEMENTAL PROJECTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51907 DESKTOP MODERNATION	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51909 WIRELESS SERVICES	2,405	1,226	99	52	527	296	-	-	-	-	-	-	-	-	264	165	3,295	1,739	(1,556)
51911 MAIL SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100	59	100	59	(41)
51912 RECORDS SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51915 ISD - BUSINESS CHARGES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51918 HRMS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51919 EFS CHARGES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51920 RISK MGMT- BEN ADMIN SVCS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,273	1,273	1,273	1,273	-
51922 COUNTY CAR EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,500	3,084	4,500	3,084	(1,416)
51923 UNCLAIMABLE CAR EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,100	789	1,100	789	(311)
51927 UNCLAIMABLE HRMS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51928 UNCLAIMABLE - EFS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
51934 ERP SYSTEM CHARGES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,502	4,264	9,502	4,264	(5,238)
51935 UNCLAIMABLE ERP SYSTEM CHARGES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	286	91	286	91	(195)
52021 CLOTHING	-	-	-	196	-	-	-	-	-	-	-	-	-	-	500	-	500	196	(304)
52041 HOUSEHOLD EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
52042 JANITORIAL	4,367	5,247	-	-	-	-	10,077	3,763	-	-	19,147	4,452	-	-	-	-	33,591	13,461	(20,130)
52061 FUEL/GAS/OIL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
52071 MATERIALS AND SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
52081 MEDICAL SUPPLIES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
52091 MEMBERSHIPS/CERTIFICATIONS	-	-	225	-	-	-	-	171	-	-	504	983	-	-	-	-	900	983	83
52101 OTHER SUPPLIES	-	110	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	110	110
52111 OFFICE EXPENSE	1,700	1,657	-	-	1,700	1,592	2,550	2,225	-	33	9,860	12,086	-	-	1,190	469	17,000	18,062	1,062
52116 PHOTOCOPY SUPP/EXP	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
52117 POSTAGE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
52141 SMALL TOOLS	250	24	-	-	-	-	250	24	-	-	-	-	-	-	-	536	500	584	84

Veterans / Community Buildings

Capital Project Fund Balance \$4,006,717

FY 21-22 as of 3/31/22

Operating Budget:

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52143 Computer Software / Licensing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,500	-	13,500	-	(13,500)
52162 SPECIAL DEPT. EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
52167 YEAR END ADJUSTMENTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
52191 UTILITIES	5,994	3,953	4,795	2,988	29,971	18,147	9,591	7,355	4,795	4,016	64,738	38,202	-	-	-	-	119,884	74,660	(45,224)
52192 UTILITIES - GAS/PROPANE	5,363	5,817	2,332	2,196	5,130	27,212	1,865	3,384	233	564	8,394	14,736	-	-	-	-	23,317	53,909	30,592
52193 UTILITIES - ELECTRIC	29,975	17,494	18,199	16,679	11,776	14,048	14,988	8,018	2,141	1,681	29,975	17,371	-	-	410	-	107,054	75,701	(31,353)
52194 UTILITIES - WATER	3,692	710	12,129	1,636	7,383	1,734	6,328	1,782	4,219	2,039	18,985	5,711	-	-	-	-	52,736	13,611	(39,125)
52195 UTILITIES - SEWER	1,184	1,132	-	-	4,197	4,258	-	-	-	-	-	-	-	-	-	-	5,381	5,390	9
Services & Supplies	176,320	91,471	94,174	44,433	118,796	116,087	140,873	83,860	30,090	28,220	421,694	410,095	268	-	295,223	48,746	1,278,938	822,912	(456,026)
OTHER FINANCING USE																			
57016 OT ISD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Financing Uses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
GROSS EXPENDITURES	336,496	218,665	94,174	44,433	154,836	118,270	317,067	245,558	58,120	64,090	421,694	410,095	268	-	295,223	48,746	1,679,378	1,149,856	(529,522)
REIMBURSEMENTS																			
58010 Reimb - General	-	1,920	-	-	(21,000)	-	-	-	-	-	-	-	-	-	-	-	(21,000)	1,920	22,920
58011 Reimb - Admin Svcs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
58021 Reimb -	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
58025 Reimb -	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
58042 Reimb - Interdepartmental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Reimbursements	-	1,920	-	-	(21,000)	-	-	-	-	-	-	-	-	-	-	-	(21,000)	1,920	22,920
TOTAL EXPENDITURES	336,496	216,745	94,174	44,433	175,836	118,270	317,067	245,558	58,120	64,090	421,694	410,095	268	-	295,223	48,746	1,658,378	1,147,936	(506,602)
REVENUES																			
42601 COUNTY OF SONOMA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
42615 CITY OF COTATI	-	-	-	-	-	-	-	-	25,000	-	-	-	-	-	-	-	25,000	-	(25,000)
44101 RENT - REAL ESTATE	81,845	42,789	-	-	57,773	104,121	101,103	31,544	-	13,976	-	-	12,075	-	-	-	252,796	192,430	(60,366)
44102 RENT - EQUIPMENT	4,385	2,596	-	-	-	-	12,480	2,850	-	20	-	-	-	-	-	-	16,865	5,466	(11,399)
44103 RENT - TIEDOWNS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
44108 RENT - PARKING	2,910	-	-	-	-	-	90	90	-	-	-	-	-	-	-	-	3,000	90	(2,910)
44109 CONCESSIONS - FOOD/BEVERAGE	2,530	1,600	-	-	115	-	3,105	450	-	450	-	-	-	-	-	-	5,750	2,500	(3,250)
45291 PARK/RECREATION SERVICES	4,224	1,850	-	-	-	-	4,224	1,213	-	1,113	-	-	-	-	-	-	8,448	4,175	(4,273)
45517 INSURANCE CHARGE	6,745	2,450	-	-	-	-	4,885	915	-	1,381	-	-	-	-	-	-	11,630	4,746	(6,884)
46029 DONATIONS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
46040 MISCELLANEOUS REVENUE	-	1,424	-	-	-	-	-	450	-	650	-	-	-	-	-	-	-	2,524	2,524
46050 STALE DATED CHECKS	-	-	-	18	-	-	-	-	-	-	-	-	-	-	-	-	-	18	18
46051 RETURNED CHECKS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
46200 PRIOR YEAR REVENUE	-	-	-	2,675	-	-	-	-	-	-	-	-	-	-	-	-	-	2,675	2,675
46210 REFUNDS	-	-	-	654	-	-	-	-	-	-	-	-	-	-	-	-	-	654	654
Revenues	102,639	52,709	-	3,347	57,888	104,121	125,887	37,511	25,000	17,590	-	-	12,075	-	-	-	323,489	215,277	(108,212)
OTHER FINANCING SOURCES																			
47101 TRANSFERS-WITHIN A FUND	-	-	-	-	-	-	-	-	-	-	-	-	-	-	121,575	-	121,575	-	(121,575)
47102 TRANSFERS-BTWN GOVT FUNDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	185,447	-	185,447	-	(185,447)
47103 TRANSFERS-ALL OTHERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
47106 TRANSFERS-WITHIN FUND ISDRpIA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Financing Source	-	-	-	-	-	-	-	-	-	-	-	-	-	-	307,022	-	307,022	-	(307,022)
Net Cost	233,857	164,036	94,174	41,086	117,948	14,149	191,180	208,047	33,120	46,501	421,694	410,095	(11,807)	-	(11,799)	48,746	1,027,867	932,659	(91,368)

* Note 1: Utility budget allocation based on FY19/20 percentage of actual use.

Veterans / Community Buildings

Capital Project Fund Balance \$4,006,717

FY 21-22 as of 3/31/22

Operating Budget:

	Sonoma Budget FY 21-22	Sonoma Actual FY 21-22	Cloverdale Budget FY 21-22	Cloverdale Actual FY 21-22	Guerneville Budget FY 21-22	Guerneville Actual FY 21-22	Petaluma Budget FY 21-22	Petaluma Actual FY 21-22	Cotati Budget FY 21-22	Cotati Actual FY 21-22	Santa Rosa (Fairgrounds) FY 21-22	Santa Rosa Actual FY 21-22	Sebastopol Budget FY 21-22	Sebastopol Actual FY 21-22	All Bldgs. Budget FY 21-22	All Bldgs. Actual FY 21-22	TOTAL Budget FY 21-22	TOTAL Actual FY 21-22	Budget Variance FY 21-22

*** Note 2: Santa Rosa Veterans Hall is managed by a third party entity. As such, rental income and operating costs (except for utilities, janitorial and telecom charges which are covered by the County) are not included on this spreadsheet.*

**** Note 3: Budget percentage based on FY19/20 Actuals (pre COVID)*



Vets Maintenance 1/1/22 - 3/31/22

11001	CLOVERDALE POOL	Date Occured
11001-22	BUILDING OVERHEAD FY21/22	01/06/2022
20212636	ROLL UP DOOR	01/07/2022
Subtotal	11001	

11002	CLOVERDALE VETERANS BUILDING	Date Occured
11002-22	BUILDING OVERHEAD FY21/22	03/02/2022
20212046	MONTHLY FIRE LIFE SAFETY INSPECTION	01/05/2022
20212047	KITCHEN GREASE INTERCEPTORS	01/05/2022
20212360	QUARTERLY FIRE SPRINKLER SYSTEM INSPECTION	01/05/2022
20212361	KITCHEN DISHWASHER	01/05/2022
20212362	QUARTERLY PKG GAS PACK	01/05/2022
20212363	QUARTERLY PKG GAS PACK	01/05/2022
20212364	QUARTERLY PKG GAS PACK	01/05/2022
20212558	KITCHEN GARBAGE DISPOSAL	01/05/2022
20212559	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVE	01/05/2022
20212560	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	01/07/2022
20212561	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	01/05/2022
20212562	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	01/07/2022
20212563	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVE	01/07/2022
20212564	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVE	01/07/2022
20212565	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVE	01/07/2022
20212845	MONTHLY FIRE LIFE SAFETY INSPECTION	02/03/2022
20212846	KITCHEN GREASE INTERCEPTORS	02/03/2022
20213007	KITCHEN REFRIGERATOR, REACHIN COMMER	02/03/2022
20213008	KITCHEN RANGE, GAS	02/03/2022
20213009	KITCHEN OVEN, GAS	02/03/2022
20213010	KITCHEN REFRIGERATOR, REACHIN COMMER	02/03/2022
20213459	MONTHLY FIRE LIFE SAFETY INSPECTION	03/03/2022
20213460	KITCHEN GREASE INTERCEPTORS	03/03/2022
20213879	HOT WATER HEATER - DOMESTIC	03/03/2022
20213880	HOT WATER HEATER - DOMESTIC	03/03/2022
20213881	HOT WATER HEATER - DOMESTIC	03/03/2022
20213882	ANNUAL ELECTRICAL PANEL INSPECTION	03/03/2022
4144720	Auditorium unit is not heating	01/04/2022
4144883	Clean out pool rm	01/07/2022
4145019	SERVICE FIRE ALARM PANEL	01/19/2022
4145886	PERIMETER LIGHTS REPORTED OUT	03/16/2022
4145936	Bi-Annual Ansel recert	03/16/2022
Subtotal	11002	

Subtotal

11011	GUERNEVILLE VETERANS MEMORIAL	Date Occured
11011-22	BUILDING OVERHEAD FY21/22	01/21/2022
11011-22J	JANITORIAL OVERHEAD CHARGES FY2021/2022	01/05/2022
20212048	TRANSFER SWITCH/GENERATOR TESTING/TANK ALARMS	01/04/2022
20212049	MONTHLY FIRE LIFE SAFETY INSPECTION	01/04/2022



Vets Maintenance 1/1/22 - 3/31/22

20212365	QUARTERLY FIRE/LIFE SAFETY SYSTEM TESTING	01/04/2022
20212366	QUARTERLY FIRE SPRINKLER SYSTEM INSPECTION	01/04/2022
20212566	EXHAUST FAN, CEILING MTD	01/12/2022
20212567	EXHAUST FAN, CEILING MTD	01/12/2022
20212568	SEMIANNUAL REACH-IN DOMESTIC REFRIGERATOR	01/04/2022
20212569	EXHAUST FAN, CEILING MTD	01/04/2022
20212570	EXHAUST FAN, CEILING MTD	01/04/2022
20212571	EXHAUST FAN, CEILING MTD	01/12/2022
20212572	EXHAUST FAN	01/12/2022
20212847	TRANSFER SWITCH/GENERATOR TESTING/TANK ALARMS	02/22/2022
20212848	MONTHLY FIRE LIFE SAFETY INSPECTION	02/02/2022
20213011	KITCHEN REFRIGERATOR, REACHIN COMMER	02/22/2022
20213012	KITCHEN RANGE, GAS	02/22/2022
20213186	RESIDENTIAL FURNACE ONLY	02/02/2022
20213187	RESIDENTIAL FURNACE ONLY	02/02/2022
20213188	RESIDENTIAL FURNACE ONLY	02/02/2022
20213189	RESIDENTIAL FURNACE ONLY	02/02/2022
20213190	RESIDENTIAL FURNACE ONLY	02/02/2022
20213461	TRANSFER SWITCH/GENERATOR TESTING/TANK ALARMS	03/10/2022
20213462	MONTHLY FIRE LIFE SAFETY INSPECTION	03/10/2022
20213777	ROOF INSPECTION	03/10/2022
4144666	Roof Leak. Cieling Tile is sagging with water and leaking from wall and causing puddles of water.	01/07/2022
4144935	The striker plate for the men's shower room door is missing. We can lock the lock, but the door just pulls open.	01/12/2022
4145154	MENS RESTROOM TOILET PLUGGED	01/26/2022
4145246	Burners on the Stove has to be manually turned on with a lighter or match. Ignitor switch not working.	02/02/2022
4145247	Lights out in the womens Bathroom	02/02/2022
4145248	The shower in the men's room is leaking where the flexible hose connects to the water supply	02/02/2022
4145377	Please replace the burnt out light located in hall next to kitchen entrance.	02/10/2022
4145386	The shower head in the woman's restroom shower is broken	02/10/2022
4145488	Shower in men's restroom has low water pressure	02/17/2022
4145934	Bi-Annual Ansel recert	03/16/2022
4146043	Guerneville vets men's restroom toilet backing up	03/20/2022
4146060	Please change the entry code to the keyless entry to the Guerneville Veterans building and contact Kara at 707-321-6526 for new code.	03/23/2022
4146078	The shower head broke off of the shower in the men's restroom	03/22/2022
Subtotal	11011	

Subtotal

11100	SANTA ROSA VETS BUILDING GROUNDS	Date Occured
4146167	S. R. Vets bathroom floor drains backing up	03/26/2022
Subtotal	11100	

11101	SANTA ROSA VETERANS MEMORIAL	Date Occured
11101-22	BUILDING OVERHEAD FY21/22	01/06/2022
20212051	MONTHLY FIRE LIFE SAFETY INSPECTION	01/10/2022
20212574	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	01/24/2022
20212850	MONTHLY FIRE LIFE SAFETY INSPECTION	02/07/2022
20212851	MONTHLY BOILER INSPECTION & TESTING PM	02/09/2022



Vets Maintenance 1/1/22 - 3/31/22

20212852	EYE WASH TEST	02/09/2022
20213013	QUARTERLY FIRE/LIFE SAFETY SYSTEM TESTING	02/07/2022
20213014	QUARTERLY FIRE SPRINKLER SYSTEM INSPECTION	02/07/2022
20213015	KITCHEN RANGE, GAS	02/15/2022
20213016	KITCHEN ICE MACHINE	02/23/2022
20213017	KITCHEN RANGE, GAS	02/15/2022
20213018	KITCHEN OVEN, GAS	02/15/2022
20213019	KITCHEN REFRIGERATOR, REACHIN COMMER	02/09/2022
20213020	KITCHEN RANGE, GAS	02/23/2022
20213021	KITCHEN RANGE, GAS	02/15/2022
20213022	KITCHEN ICE MACHINE	02/23/2022
20213023	GAS FIRED FURNACE	02/23/2022
20213024	RETURN FAN	02/15/2022
20213025	GAS FIRED FURNACE	02/22/2022
20213026	RETURN FAN	02/23/2022
20213027	KITCHEN REFRIGERATOR, REACHIN COMMER	02/28/2022
20213028	EVAPORATOR COOLER (SWAMP COOLER)	02/15/2022
20213029	EXHAUST FAN, DOME, DIRECT DRIVE	02/23/2022
20213195	KITCHEN GARBAGE DISPOSAL	02/16/2022
20213250	ANNUAL ELECTRICAL PANEL INSPECTION	02/08/2022
20213251	BACKFLOW PREVENTION ASSEMBLY DC	03/08/2022
20213252	BACKFLOW PREVENTION ASSEMBLY DC	03/08/2022
20213253	BACKFLOW PREVENTION ASSEMBLY DC	03/08/2022
20213464	MONTHLY FIRE LIFE SAFETY INSPECTION	03/08/2022
20213465	MONTHLY BOILER INSPECTION & TESTING PM	03/02/2022
20213466	EYE WASH TEST	03/14/2022
20213625	KITCHEN ICE MACHINE	03/29/2022
20213626	RKITCHEN FREEZER, WALKIN/REACHIN COMMERCIAL	03/22/2022
20213628	KITCHEN REFRIGERATOR, REACHIN COMMER	03/22/2022
20213629	CIRCULATING PUMPS	03/09/2022
20213630	RETURN FAN	03/22/2022
20213631	GAS FIRED FURNACE	03/17/2022
20213632	RETURN FAN	03/17/2022
20213633	EXHAUST FAN, DOME, DIRECT DRIVE	03/17/2022
20213634	EVAPORATOR COOLER (SWAMP COOLER)	03/14/2022
20213635	EXHAUST FAN, DOME, DIRECT DRIVE	03/17/2022
20213636	EXHAUST FAN - KITCHEN	03/14/2022
20213778	PM KITCHEN RANGE, ELECTRIC	03/22/2022
20213779	CIRCULATING PUMPS	03/22/2022
20213884	WATER HEATER, ON DEMAND	03/22/2022
4140998	Compressor screen for walk-in freezer in Club room is missing. Please replace.	01/21/2022
4144014	DISHWASHER NO WATER/ CHECK WITH STAFF	01/05/2022
4144583	Boilers water testing for SR vets	01/12/2022
4144742	Request to have shelf modified to accommodate new refrigerator. About an inch needs to be shaved off of the shelf so that the refrigerator can be pushed against the wall.	02/04/2022
4144914	We need to have the doors removed from the old fridge since we have it outside now. It could be dangerous for staff to remove the doors and have a building mechanic come in to remove them.	01/11/2022
4144961	I would like to submit a work order for one of the Kitchen lights that are out.	01/13/2022
4145066	The microphone jack on the left wall where the windows are in the Lodge Room is not working.	01/24/2022
4145164	There is a light out in the East women's restroom 2nd stall to the right.	01/27/2022
4145165	TV needs to be mounted. Isaac is aware of the work and has previously approved it. The TV will be delivered to the Vets building on Friday 01/31/2022. The mount has already been ordered.	01/31/2022



Vets Maintenance 1/1/22 - 3/31/22

4145181	I'd like to place a work order for 3 nails that came loose on the L bracket of the west side top of ADA door making the door unusable	01/27/2022
4145366	REPAIR HOSE IN KITCHEN	03/02/2022
4145429	ORDER 1 LOCK KEYED TO VJS6 AND NS	03/21/2022
4145492	The 2nd security light from the south west door on the first roof tier is out. I would like to place a work order to have it replaced.	02/17/2022
4145602	REPLACE REFRIGERATION SYSTEM FOR WALK IN COOLER IN THE VETS LOUNGE	02/23/2022
4145695	replace swamp cooler for SR VETS main kitchen	03/01/2022
4145809	The light in the North men's bathroom is out again	03/09/2022
4145833	the exit sign next to club room are out need replace	03/10/2022
4145837	Several ceiling tiles need to be replaced in the lobby	03/09/2022
4145868	There are 4 ceiling lights out in the men's restroom on the East side of the building	03/14/2022
4146210	There are two lights on each side of the entrance gates that shine upwards onto the flags. Both lights are out and need bulb replacing	03/30/2022
Subtotal	11101	

Subtotal

11301	COTATI VETERANS MEMORIAL	Date Occured
11301-22	BUILDING OVERHEAD FY21/22	01/13/2022
20212052	MONTHLY FIRE LIFE SAFETY INSPECTION	01/05/2022
20212369	KITCHEN RANGE, GAS	01/05/2022
20212853	MONTHLY FIRE LIFE SAFETY INSPECTION	02/09/2022
20213030	RKITCHEN FREEZER, WALKIN/REACHIN COMMERCIAL	02/09/2022
20213031	KITCHEN RANGE, GAS	02/09/2022
20213032	KITCHEN DISHWASHER	02/09/2022
20213033	RESIDENTIAL FURNACE ONLY	02/09/2022
20213196	CIRCULATING PUMPS	02/09/2022
20213197	SEMI-ANNUAL PLUMBING PM	02/09/2022
20213198	RESIDENTIAL FURNACE ONLY	02/09/2022
20213254	ANNUAL ELECTRICAL PANEL INSPECTION	02/09/2022
20213467	MONTHLY FIRE LIFE SAFETY INSPECTION	03/02/2022
20213637	KITCHEN REFRIGERATOR, REACHIN COMMER	03/02/2022
20213638	RESIDENTIAL FURNACE ONLY	03/02/2022
20213639	RESIDENTIAL FURNACE ONLY	03/02/2022
20213780	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	03/02/2022
4145489	Supply room door key will turn but door will not unlock and open. Storage room next to kitchen key will not turn and door will not open. Access is not working to both rooms	02/17/2022
4145739	Exterior door to memorial room is not closing completely, please check	03/02/2022
4146226	Annual fire extinguisher service	03/30/2022
Subtotal	11301	

Subtotal

11311	PETALUMA VETERANS MEMORIAL	Date Occured
11311-22	BUILDING OVERHEAD FY21/22	01/06/2022
20212053	EYE WASH TEST	01/05/2022
20212054	EYE WASH TEST	01/05/2022
20212055	MONTHLY FIRE LIFE SAFETY INSPECTION	01/05/2022
20212854	EYE WASH TEST	02/09/2022
20212855	EYE WASH TEST	02/09/2022
20212856	MONTHLY FIRE LIFE SAFETY INSPECTION	02/09/2022



Vets Maintenance 1/1/22 - 3/31/22

20213034	QUARTERLY FIRE SPRINKLER SYSTEM INSPECTION	02/10/2022
20213035	RESIDENTIAL FURNACE ONLY	02/10/2022
20213468	EYE WASH TEST	03/08/2022
20213469	EYE WASH TEST	03/08/2022
20213470	MONTHLY FIRE LIFE SAFETY INSPECTION	03/02/2022
20213640	KITCHEN REFRIGERATOR, REACHIN COMMER	03/08/2022
20213641	KITCHEN RANGE, GAS	03/08/2022
20213642	KITCHEN DISHWASHER	03/08/2022
20213643	RKITCHEN FREEZER, WALKIN/REACHIN COMMERCIAL	03/08/2022
20213644	RESIDENTIAL FURNACE ONLY	03/09/2022
20213645	HVAC, SUPPLY FAN	03/16/2022
20213646	RESIDENTIAL FURNACE ONLY	03/09/2022
20213647	RESIDENTIAL FURNACE ONLY	03/09/2022
20213648	GAS FIRED FURNACE	03/16/2022
20213781	SEMI-ANNUAL PLUMBING PM	03/09/2022
20213885	ANNUAL ELECTRICAL PANEL INSPECTION	03/09/2022
20213886	ROOF INSPECTION	03/16/2022
4143649	replace burnt out bulbs through out facility	02/23/2022
4144615	replace sump pump	01/14/2022
4144772	Fence next to prox card reader needs repair	03/23/2022
4144808	A door: This door locks but does not latch.	01/06/2022
4145345	"Exit" emergency light circuit board, above the door that leads from lounge to patio is burned out.	02/08/2022
4145346	We are requesting that all the light in the canteen be changed to type "A" socket 60-to-100-watt 5000 K (kelvin) LED lights.	02/10/2022
4145738	Faucet in janitor room is leaking, please check	03/02/2022
4145740	Oven door is not closing, please check	03/02/2022
4145970	Stage curtains are not closing completely, please check	03/11/2022
4146101	kitchen sink has slow leak, please check	03/22/2022
4146130	replace damaged cove molding	03/24/2022
4146131	clean mechanical room, recycle bulbs	03/24/2022
4146225	Toilet plugged in mens room	03/29/2022

Subtotal	11311
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Subtotal

11321	SONOMA VETERANS MEMORIAL	Date Occured
11321-22	BUILDING OVERHEAD FY21/22	01/06/2022
20210266	QUARTERLY FIRE/LIFE SAFETY SYSTEM TESTING	03/23/2022
20212056	EYE WASH TEST	01/04/2022
20212057	MONTHLY FIRE LIFE SAFETY INSPECTION	01/04/2022
20212058	TRANSFER SWITCH/GENERATOR TESTING/TANK ALARMS	01/12/2022
20212370	QUARTERLY FIRE/LIFE SAFETY SYSTEM TESTING	01/21/2022
20212371	QUARTERLY FIRE SPRINKLER SYSTEM INSPECTION	01/21/2022
20212372	QUARTERLY PM SPLIT SYSTEM HEATING & COOLING	01/06/2022
20212373	KITCHEN DISHWASHER	01/06/2022
20212637	ANNUAL ELECTRICAL PANEL INSPECTION	01/06/2022
20212857	EYE WASH TEST	02/04/2022
20212858	MONTHLY FIRE LIFE SAFETY INSPECTION	02/04/2022
20212859	TRANSFER SWITCH/GENERATOR TESTING/TANK ALARMS	02/15/2022

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 ({historycost.Locid} startswith "11" and
 not ({historycost.Locid} startswith "1103") and
 ({historycost.INPUTDTE} in DateTime (2022, 01, 01, 0, 0, 0) to DateTime (2022, 03, 31, 0, 0, 0))



Vets Maintenance 1/1/22 - 3/31/22

20213036	RKITCHEN FREEZER, WALKIN/REACHIN COMMERCIAL	02/08/2022
20213037	QUARTERLY PKG GAS PACK	02/22/2022
20213038	GAS FIRED FURNACE	02/10/2022
20213039	GAS FIRED FURNACE	02/10/2022
20213040	QUARTERLY EXHAUST FAN, HORIZONTAL SHAFT	02/08/2022
20213471	EYE WASH TEST	03/01/2022
20213472	MONTHLY FIRE LIFE SAFETY INSPECTION	03/01/2022
20213473	TRANSFER SWITCH/GENERATOR TESTING/TANK ALARMS	03/10/2022
20213649	KITCHEN REFRIGERATOR, REACHIN COMMER	03/01/2022
20213650	KITCHEN REFRIGERATOR, REACHIN COMMER	03/01/2022
20213651	KITCHEN RANGE, GAS	03/01/2022
20213652	KITCHEN RANGE, GAS	03/01/2022
20213653	RKITCHEN FREEZER, WALKIN/REACHIN COMMERCIAL	03/01/2022
20213782	ROOF INSPECTION	03/10/2022
20213887	ANNUAL ELECTRICAL PANEL INSPECTION	03/10/2022
20213888	ANNUAL ELECTRICAL PANEL INSPECTION	03/10/2022
20213889	ANNUAL ELECTRICAL PANEL INSPECTION	03/10/2022
4144443	Back side doors have gaps large enough to stick coat hangers in and open doors. Metal strip needed on inside to close off the gaps	01/14/2022
4144950	Lock to the back door next to the generator on allow half the key and won't turn	01/12/2022
4144958	The heater in the office/lobby is not working. Does not come on at all.	01/13/2022
4145047	Heater in veterans lounge is not working, please check	01/13/2022
4145048	Fabricate and replace flex connector, realign ducting	01/20/2022
4145347	install "no over-night" parking sign to the pole located in the front driveway of the building on the left side. Sign is with Hope Marshall.	02/08/2022
4145834	Install "no camping" signs	03/03/2022
4145937	CHECK ON KITCHEN DRAIN LINES BACKING UP INTO KITCHEN.	03/14/2022
4145971	oven is not working, please check	03/15/2022
4146029	kitchen window is not closing, please check	03/18/2022
4146100	electrical issues with check light mixers, please check	03/22/2022
4146282	Repair hole in grease trap	03/30/2022
4146283	replace soap dispensers	03/30/2022
4146284	Door from lobby to auditorium is not closing completely	03/30/2022

Subtotal 11321

Subtotal

1/4/2022 12:00:00AM



VETERANS MEMORIAL BUILDING ADVISORY COMMITTEE 2022 MEETING DATES & LOCATIONS

<u>Date</u>	<u>Time</u>	<u>Location</u>
February 1, 2022	2:00pm	Sonoma*
May 3, 2022	2:00pm	Cloverdale*
August 2, 2022	2:00pm	Cotati*
November 1, 2022	2:00pm	Petaluma*

* Meeting location may be switched to virtual meetings due to public health orders

Previous Meeting Locations

2021-Virtual (Sonoma) Virtual(Cloverdale), Virtual (Cotati), In Person – Santa Rosa

2020 – Sonoma, Santa Rosa, Virtual Meeting, Virtual Meeting

2019 – Cotati, Guerneville, Cloverdale, Santa Rosa

2018 – Cotati, Petaluma, Santa Rosa, Sonoma

2017 – Guerneville, Cloverdale, Sebastopol, Cotati

2016 – Cotati, Petaluma, Santa Rosa, Sonoma

2015 – Santa Rosa, Sebastopol, Petaluma, Cloverdale

2014 – Cloverdale, Cotati, Guerneville, Sonoma

Sonoma County Veterans Memorial Buildings Advisory Committee

Committee By-Laws

1. **Name:** Sonoma County Veterans Memorial Buildings Advisory Committee (“Advisory Committee”)
2. **Principle Office:** The principle office is hereby fixed and located at the offices of the General Services Department, 2300 County Center Dr. Suite A200 Santa Rosa, CA 95403
3. **Established:** Established April 29, 1980.
4. **Purpose:** To advise the Board of Supervisors on the condition of the Veterans Memorial Buildings: including but not limited to rental rates, rental rate structure, usage, marketing, and capital improvements.
5. **Membership:**
 - a. Advisory Committee members shall be composed of eight veterans one from each of the seven Veterans Memorial Buildings listed below, as well as one member of the United Veterans Council.

1. Cloverdale	2. Cotati	3. Guerneville	4. Petaluma
5. Santa Rosa	6. Sebastopol	7. Sonoma	
 - b. The Board of Supervisor’s shall appoint all members of the Advisory Committee, in the Board’s sole discretion, and the Advisory Committee members shall serve as and when determined by the Board and at the Board’s sole pleasure. (Res 18-0225)
 - c. Each member shall be furnished with a copy of the “Policy and Guidelines for Advisory Bodies Roles and Relationships” adopted by the Board of Supervisors, and the Advisory Committee Bylaws, and Advisory Committee Guidelines.
 - d. No compensation shall be given to the members.
 - e. Travel mileage shall be allowed for attendance at Advisory Committee meetings.
 - f. Members shall not be required to file a Form 700 Conflict of Interest Statement, but shall be required to take AB 1234 training.
 - g. Should a vacancy occur on the Advisory Committee, the Board of Supervisors shall appoint a Veteran from that buildings community to fill the vacancy and represent that building.
6. **Officers**
 - a. Advisory Committee shall have a Chair, Vice Chair, and a 2nd Vice Chair.
 - b. The above officers shall be elected pursuant to Paragraphs 8 and 9 below. The term of office for each officer shall be one year, commencing upon the adjournment of the meeting at which the incoming officers are elected.
 - c. Officers may serve consecutive terms, with no limit to number of terms.
 - d. The duties of Officers shall be as follows:
 - i. Chair
 1. Calls all meetings to order and call attendance.
 2. Preside over meetings.

3. Approve minutes from previous meeting.
 4. Calls for votes.
 5. Calls for election of officers.
 6. Calls for special meetings.
- ii. Vice Chair
 1. Perform duties of Chair in the absence of the Chair.
 2. Shall assist the Chair in the performance of duties as appropriately assigned.
 - iii. 2nd Vice Chair
 1. Perform the duties of the Chair in the absence of the Chair and the Vice Chair.

7. County Staff Support

- a. County Staff Support shall be assigned by the Director of General Services or their designee. Staff members assigned to provide support to the Committee shall perform the duties listed below.
 - i. Create, distribute and post the agenda and all supporting documents in accordance with the Ralph M. Brown Act (including all electronic postings) no less than 72 hours prior to each scheduled meeting.
 - ii. Take accurate meeting minutes.
 - iii. Verify accurate attendance records for each committee meeting.
 - iv. Ensure and verify electronic posting of approved minutes.
 - v. Track membership rotation and report to the committee chair prior to the 4th quarter meeting each year.
 - vi. Create, submit, and present all items to the Board of Supervisors requiring their attention (such as: annual work plan, annual summary of accomplishments, and appointing/reappointing of committee members).

8. Voting

- a. The Chair shall call for the vote of any item before the Advisory Committee.
- b. A quorum (defined in Section 11) of the appointed members shall be required to take action on any agenda item.
- c. All votes before the Advisory Committee will require a simple majority vote to pass.
- d. Advisory Committee members shall abstain from voting where a conflict of interest exists.

9. Election of Officers

- a. During the regular quarterly meeting held in November prior to the end of the term for current Officers, the Chair will read the duties of the Chair from the By-Laws, and nominations will be accepted from the floor. Any appointed Advisory Committee member is eligible to be nominated (or to nominate themselves). The same process shall then be followed for accepting Vice Chair nominations and subsequently for accepting 2nd Vice Chair nominations.
- b. Elections can be held following the close of nominations, and Officers shall be elected by a vote of a quorum. If an Advisory Committee member is unable to attend the regular quarterly meeting they can be nominated and elected, based on prior written statement that, if elected, they will accept the position and fulfill the duties of the office.

10. Meetings

- a. Frequency
 - i. Meetings will be held quarterly on the first Tuesday in February, May, August and November.
- b. Location
 - i. Meetings will be held at the each of the seven Veterans Memorial Buildings on a rotating basis. Meeting locations and dates for the following year will be established during the fourth (4th) quarter meeting.
- c. Open Meetings
 - i. Meetings will be open and public, as required by the Ralph M. Brown Act (Government Code section 54950 et seq.). Records of the Advisory Committee shall be retained at its principle office, and shall be available to the public for inspection and copying as required by the Public Records Act (Government Code section 6250 et seq.).
- d. Work Plans
 - i. The Advisory Committee shall adopt an annual work plan/schedule stating their goals and objectives, and completion dates for each task during the May meeting and submit it to the Board of Supervisors no later than July 1st.
- e. Special Meetings
 - i. A majority of the members may call for special meetings.
 - ii. Special Meetings are subject to all Brown Act requirements.
- f. Public Comment
 - i. At each meeting, members of the public will be given the opportunity to directly address the Advisory Committee on agenda matters before being voted on, and on matters within the jurisdiction of the Advisory Committee during public comment.

11. Quorum

- a. A majority of the members shall constitute a quorum. No action shall be taken except by a majority of the members.

12. Attendance

- a. Attendance at regular quarterly meetings is essential. Since a quorum (as defined in Section 11) is required to conduct Advisory Committee business, members are expected to attend at least three of the four quarterly meetings held during any twelve (12) month period.

13. Sub-Committees

- a. The Advisory Committee may create and dissolve sub-committees as it deems advisable in carrying out its responsibilities. All members of such sub-committees shall serve at the will and pleasure of the Advisory Committee. Committees may be "ad hoc" or "standing committees".
- b. Ad-Hoc and standing meetings fall under the Ralph M. Brown Act unless made up of less than a majority of members.

14. Amendments to By-Laws

- a. The Advisory Committee may amend its by-laws by majority vote at any regular meeting or at any special meeting called for that purpose, provided that the proposed amendment has been submitted to the Committee and made available to the public at least twenty eight days in advance of the meeting. These by-laws and any amendments thereto shall be effective upon majority vote by the Advisory Committee.

15. PARLIAMENTARY AUTHORITY

- a. On items not covered by these by-laws, Robert's Rules of Order shall be the final authority.

These By-Laws were amended on February 5, 2019



Terry Leen, Chair
Veterans Memorial Buildings Advisory Committee

ACTIONS:

- August 4, 2015 – Adoption of these by-laws by the Veterans Advisory Committee.
- February 5, 2019 – Amendment to by-laws approved by the Veterans Advisory Committee