



## VETERANS MEMORIAL BUILDING ADVISORY COMMITTEE

Meeting Day: Tuesday, February 2, 2021  
Meeting Time: 2:00 pm  
Meeting Location: Virtual Meeting via Zoom

Link to meeting: <https://zoom.us/j/96290856920?pwd=NERLOEpzNjdIT1BYdUVGUG0rZ281QT09>

**Meeting ID** 962 9085 6920

**Passcode** 105268

1. **CALL TO ORDER**
2. **ROLL CALL**
  - a. Advisory Committee Members
  - b. County Representatives and 3<sup>rd</sup> Party Operators
  - c. Guests
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF MINUTES**
5. **PUBLIC COMMENTS/QUESTIONS**
6. **OLD BUSINESS**
7. **GUEST SPEAKER**
8. **CORRESPONDENCE**
9. **BUILDING REPORTS BY BUILDING OPERATOR**
  - a. **GENERAL SERVICES**
    - i. COTATI
    - ii. GUERNEVILLE
    - iii. PETALUMA
    - iv. 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. CAPITAL PROJECTS UPDATE
- 12. NEW BUSINESS
  - a. Discussion of Veterans Advisory Committee By-Laws
    - i. Item 11 - Quorum
  - b. Questions for Public Health
  - c. Funding Sources for Veterans Buildings
  - d. Bookcase for Cotati building
- 13. GOOD OF THE ORDER

**COMMITTEE MEMBERS**

- |                           |                   |                                  |
|---------------------------|-------------------|----------------------------------|
| • CLOVERDALE              | GENE MARCINKOWSKI |                                  |
| • COTATI                  | BRANDON STEWART   | 2 <sup>ND</sup> VICE CHAIRPERSON |
| • GUERNEVILLE             | JOHN UNIACK       |                                  |
| • PETALUMA                | ARNOLD JONES      |                                  |
| • SANTA ROSA              | LOU NUNEZ         | VICE CHAIRPERSON                 |
| • SEBASTOPOL              | Vacant            |                                  |
| • SONOMA                  | TERRY LEEN        | CHAIRPERSON                      |
| • UNITED VETERANS COUNCIL | ROBERT SAFRENO    |                                  |

**COUNTY OF SONOMA STAFF SUPPORT**

- |                   |                                     |
|-------------------|-------------------------------------|
| • JEREMY SCANNELL | DEPARTMENT ANALYST                  |
| • ISAAC GENTRY    | FACILITY SUPERINTENDENT             |
| • JAMES MCBETH    | FACILITY MANAGER                    |
| • MARK DEBACKER   | SENIOR CAPITAL PROJECTS MANAGER     |
| • KEITH LEW       | DEPUTY DIRECTOR OF GENERAL SERVICES |

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 A200, Santa Rosa, California, 95403, during normal business hours. Contact: Jeremy Scannell - (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) 565-3025 or see our website at [www.sonoma-county.org/generalservices](http://www.sonoma-county.org/generalservices)



**Date:** November 3, 2020

**Location:** Zoom Virtual Meeting

**Author:** Jeremy Scannell

1. Call To Order 2:10pm
2. Roll Call

Advisory Committee Members			
Cloverdale	Gene Marcinkowski	Isaac Gentry	Assistant Building Superintendent
Cotati	Brandon Stewart	Toni Anthony Holland	Senior Capital Project Manager
Guerneville	John Uniack	Kara Mack	Senior Office Assistant
Petaluma	Vacant	Jeremy Scannell	Department Analyst
Santa Rosa	Lou Nuñez	Michelle Ling	Senior Strategist
Sebastopol	Vacant		
Sonoma	Not Present		
United Veterans Council	Not Present		
		Anthony Wilson	Facility Manager
		Kaitlyn Findley-Thorn	Building Manager
		Stephanie Goodwin	Booking Coordinator
Sandy Paxton	Pat Jones	Arnold Jones	Duane Wilson

3. Conversation regarding quorum of members, per County Counsel quorum is determined by the intended number of members. There are eight intended members on the Veterans Advisory Committee, and quorum of that would be five members
4. Approval of Minutes –
  - a. August 4, 2020 – Quorum of members not present, approval of minutes postponed to next regular meeting
5. Public Comments/Questions
  - a. None
6. Old Business
  - a. None
7. Guest Speaker
  - a. None
8. Correspondence

- a. None
- 9. Building Reports by Building Operator
  - a. General Services –
    - i. Buildings have been closed except for various emergency uses, no events have been held
    - ii. Preventative maintenance still taking place at the buildings
  - b. Sonoma County Fairgrounds
    - i. Very quiet, parking lot is being used by Redwood Empire Foodbank every Thursday morning
    - ii. Drop off ballot box has been moved to improve efficiency
    - iii. Auditorium floor received another coat to protect the floor
    - iv. Building was activated as a shelter during the glass fire
    - v. PG&E has used the building 3 times during PSPS's generating revenue
  - c. Sebastopol Center of the Arts
    - i. Building has been closed, distance learning program for youth just underway. 24 youths are enrolled.
    - ii. Fire response throughout the building has been addressed, Fence post replaced, voting drop box at the building
  - d. Cloverdale Veterans Group – Combined with Auditorium report below
- 10. Auditorium Reports by Veteran Representative
  - a. Cloverdale
    - i. Nothing going on at the building, no events, some VSO meetings held outside
    - ii. Vote drop off box placed at the building
    - iii. Swimming pool was opened briefly during the summer
  - b. Cotati –
    - i. Building is open as a polling place
    - ii. Still a small hole in a south facing window
    - iii. Buddy poppies will be happening at Oliver's
  - c. Guerneville –
    - i. Building is becoming a shelter this month
  - d. Petaluma
    - i. Not Present – no report
  - e. Santa Rosa
    - i. Building is closed, food bank operating in the parking lot
    - ii. CHP is parked in back parking lot due to potential civil unrest
    - iii. Kaitlyn has been opening the doors for Vets when needed
  - f. Sebastopol
    - i. Not Present – no report
  - g. Sonoma
    - i. Not Present – no report
  - h. United Veterans Council
    - i. Has been shut down while the buildings have been closed
    - ii. Not doing virtual meetings
- 11. Capital Improvements Report

- a. Sonoma roof was completed in spring
- b. Santa Rosa, Sonoma, and Petaluma emergency generator design completed, generator purchased and should be delivered in December, final completion scheduled for Feb. 2021
- c. Petaluma seismic update – risk analysis completed, design in progress, no construction funds are available currently, however some grant funding potential does exist, application process in underway
- d. Guerneville seismic study available, summary report to be sent to John Uniack. Brief overview of geotechnical and structural reviews indicate that deep ground foundation work is needed.
  - i. Statement from John Uniack regarding status of the building and A/C unit, lots of people sleep in the building and it should be fixed to keep them safe.
- e. Santa Rosa – Energy Efficiency upgrades research – will be energy modeling performed including cooling, and solar parking canopies

12. New Business

- a. Determine meeting locations for 2021
  - i. Postponed due to lack of quorum
- b. Nomination and election of officers for 2021
  - i. Postponed due to lack of quorum
- c. There have been 3 requests for use of the Veterans Buildings parking lots for Veterans Day activities, these requests have been approved by the Public Health Officer and will be allowed to proceed.

13. Good of the Order

- a. Cloverdale will be holding a Veterans Day event in the parking lot starting at 11:00am
- b. Santa Rosa will be holding a Veterans Day event in the parking lot starting at 11:00am
- c. Moment of silence in honor of Frode Miller

14. Meeting adjourned by Gene Marcinkowski



**Date:** December 1, 2020

**Location:** Zoom Virtual Meeting - Special Meeting

**Author:** Jeremy Scannell

1. Call To Order
2. Roll Call

Advisory Committee Members			
Cloverdale	Gene Marcinkowski	Jeremy Scannell	Department Analyst
Cotati	Brandon Stewart		
Guerneville	John Uniack		
Petaluma	Vacant		
Santa Rosa	Lou Nuñez		
Sebastopol	Vacant		
Sonoma	Terry Leen		
United Veterans Council	Bob Safreno		
		Anthony Wilson	Facility Manager
Sandy Paxton	Pat Jones		

3. Approval of Minutes –
  - a. N/A
4. Public Comments/Questions
  - a. None
5. Old Business
  - a. None
6. Guest Speaker
  - a. None
7. Correspondence
  - a. None
8. Building Reports by Building Operator
  - a. General Services –
    - i. N/A

- b. Sonoma County Fairgrounds
    - i. N/A
  - c. Sebastopol Center of the Arts
    - i. N/A
  - d. Cloverdale Veterans Group – Combined with Auditorium report below
9. Auditorium Reports by Veteran Representative
- a. Cloverdale
    - i. N/A
  - b. Cotati –
    - i. N/A
  - c. Guerneville –
    - i. N/A
  - d. Petaluma
    - i. N/A
  - e. Santa Rosa
    - i. N/A
  - f. Sebastopol
    - i. N/A
  - g. Sonoma
    - i. N/A
  - h. United Veterans Council
    - i. N/A
10. Capital Improvements Report
- a. N/A
11. New Business
- a. Determine meeting locations for 2021
    - i. February 2, 2021 – Sonoma
    - ii. May 4, 2021 – Cloverdale
    - iii. August 3, 2021 – Cotati
    - iv. November 2, 2021 – Santa Rosa
  - b. Nominations and election of officers for 2021
    - i. Chairperson
      - 1. Terry Leen nominated by Bob Safreno
    - ii. Vice Chairperson
      - 1. Lou Nunez nominated by Terry Leen
    - iii. 2<sup>nd</sup> Vice Chairperson
      - 1. Brandon Steward nominated by Terry Leen
  - c. All nomination accepted and approved by Committee
12. Good of the Order
- a. N/A
13. Meeting adjourned



## Vets Maintenance 11/1/20 - 1/22/21

<b>11001</b>	<b>CLOVERDALE POOL</b>	<b>Date Occured</b>
11001-21	BUILDING OVERHEAD FY20/21	12/07/2020
20204232	ROLL UP DOOR	01/08/2021
<b>Subtotal</b>	<b>11001</b>	

<b>11002</b>	<b>CLOVERDALE VETERANS BUILDING</b>	<b>Date Occured</b>
11002-21	BUILDING OVERHEAD FY20/21	12/02/2020
20202293	MONTHLY FIRE LIFE SAFETY INSPECTION - FLEET	11/10/2020
20202294	KITCHEN GREASE INTERCEPTORS	11/10/2020
20202454	KITCHEN REFRIGERATOR, REACHIN COMMER	11/10/2020
20202455	KITCHEN RANGE, GAS	11/10/2020
20202456	KITCHEN OVEN, GAS	11/10/2020
20202457	KITCHEN REFRIGERATOR, REACHIN COMMER	11/10/2020
20202637	ROOF INSPECTION	11/10/2020
20202997	MONTHLY FIRE LIFE SAFETY INSPECTION - FLEET	12/09/2020
20202998	KITCHEN GREASE INTERCEPTORS	12/09/2020
20203607	MONTHLY FIRE LIFE SAFETY INSPECTION	01/08/2021
20203608	KITCHEN GREASE INTERCEPTORS	01/08/2021
20203930	QUARTERLY FIRE SPRINKLER SYSTEM INSPECTION	01/08/2021
20203931	KITCHEN DISHWASHER	01/08/2021
20203932	QUARTERLY PKG GAS PACK	01/08/2021
20203933	QUARTERLY PKG GAS PACK	01/08/2021
20203934	QUARTERLY PKG GAS PACK	01/08/2021
20204130	KITCHEN GARBAGE DISPOSAL	01/08/2021
20204131	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVE	01/08/2021
20204132	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	01/08/2021
20204133	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	01/08/2021
20204134	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	01/08/2021
20204135	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVE	01/08/2021
20204136	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVE	01/08/2021
20204137	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVE	01/08/2021
<b>Subtotal</b>	<b>11002</b>	

Subtotal

<b>11010</b>	<b>GUERNEVILLE VETS GROUNDS</b>	<b>Date Occured</b>
4137842	PLEASE ADJUST EXTERIOR LIGHTS FOR DAYLIGHT SAVINGS TIME (TOO DARK).	11/25/2020
<b>Subtotal</b>	<b>11010</b>	

<b>11011</b>	<b>GUERNEVILLE VETERANS MEMORIAL</b>	<b>Date Occured</b>
11011-21	BUILDING OVERHEAD FY20/21	11/03/2020
11011-21J	JANITORIAL OVERHEAD CHARGES FY 2020/2021	11/04/2020
20200277	KITCHEN RANGE, GAS	11/05/2020
20202295	TRANSFER SWITCH/GENERATOR TESTING/TANK ALARMS	11/06/2020
20202296	MONTHLY FIRE LIFE SAFETY INSPECTION - FLEET	11/06/2020
20202458	KITCHEN REFRIGERATOR, REACHIN COMMER	11/06/2020
20202459	KITCHEN RANGE, GAS	11/06/2020
20202638	SEMI-ANNUAL PLUMBING PM	11/06/2020





## Vets Maintenance 11/1/20 - 1/22/21

20202639	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	11/06/2020
20202640	SEMI-ANNUAL PLUMBING PM	11/06/2020
20202641	SEMI-ANNUAL PLUMBING PM	11/06/2020
20202642	SEMI-ANNUAL PLUMBING PM	11/06/2020
20202643	SEMI ANUAL GREASE INTERCEPTOR INSPECTION	11/06/2020
20202999	TRANSFER SWITCH/GENERATOR TESTING/TANK ALARMS	12/02/2020
20203000	MONTHLY FIRE LIFE SAFETY INSPECTION - FLEET	12/02/2020
20203609	TRANSFER SWITCH/GENERATOR TESTING/TANK ALARMS	01/12/2021
20203610	MONTHLY FIRE LIFE SAFETY INSPECTION	01/12/2021
20204138	EXHAUST FAN, CEILING MTD	01/12/2021
20204139	EXHAUST FAN, CEILING MTD	01/12/2021
20204140	SEMIANNUAL REACH-IN DOMESTIC REFRIGERATOR	01/12/2021
20204141	EXHAUST FAN, CEILING MTD	01/12/2021
20204142	EXHAUST FAN, CEILING MTD	01/12/2021
20204143	EXHAUST FAN, CEILING MTD	01/12/2021
20204144	EXHAUST FAN	01/12/2021
4136866	in both restrooms water is coming up from the drains. Thank you.	11/09/2020
4137337	ORDER 1 EA (#19) VMS1 KEY.	11/05/2020
4137361	Men's shower seat has come off. Please repair or replace	12/15/2020
4137610	REPLACE EXHAUST FAN	11/10/2020
4137761	FIRE ALARM TEST	11/20/2020
4138321	LIGHT OUT IN WOMEN'S RESTROOM, PLEASE CHECK/REPLACE.	12/29/2020
4138482	Heater not working, too cold	01/07/2021

**Subtotal** **11011**

**Subtotal**

11101	SANTA ROSA VETERANS MEMORIAL	Date Occured
11101-21	BUILDING OVERHEAD FY20/21	11/06/2020
4135460	INSTALL 400 AMP DISCONNECT AT SANTA ROSA VETS BUILDING4	11/05/2020
4136330	perform pm's at vets building	11/16/2020
4136444	INSTALL NEW BALLOT BOXES AND RELOCATE ONE EXISTING BALLOT BOX	11/23/2020
4136913	SEWER IN PARKING LOT BACKED UP (WEST SIDE NEAR MAPLE), SEWAGE LEAKING ONTO STREET, PLEASE CHECK	11/09/2020
4137301	INVESTIGATE LEAK SR VETS	11/03/2020
4137811	allow access to vender to remove diesel from tank	11/25/2020
4138612	Electrical outlets on east side of building were tampered with. Covers were removed, outlets not working, please check	01/19/2021

**Subtotal** **11101**

**Subtotal**

11301	COTATI VETERANS MEMORIAL	Date Occured
11301-21	BUILDING OVERHEAD FY20/21	11/09/2020
20201334	MONTHLY FIRE LIFE SAFETY INSPECTION	11/03/2020
20201663	KITCHEN RANGE, GAS	11/03/2020
20202299	MONTHLY FIRE LIFE SAFETY INSPECTION - FLEET	11/18/2020
20202462	RKITCHEN FREEZER, WALKIN/REACHIN COMMERCIAL	11/18/2020
20202463	KITCHEN RANGE, GAS	11/18/2020
20202464	KITCHEN DISHWASHER	11/18/2020

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not ({historycost.Locid} startswith "1103") and  
not ({historycost.CHGTO} startswith "p") and  
{historycost.INPUTDTE} in DateTime (2020, 11, 01, 0, 0, 0) to DateTime (2021, 01, 22, 0, 0, 0)



## Vets Maintenance 11/1/20 - 1/22/21

20202465	RESIDENTIAL FURNACE ONLY	11/18/2020
20202466	RESIDENTIAL FURNACE ONLY	11/18/2020
20202646	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	11/18/2020
20203003	MONTHLY FIRE LIFE SAFETY INSPECTION - FLEET	12/10/2020
20203159	KITCHEN REFRIGERATOR, REACHIN COMMER	12/10/2020
20203160	RESIDENTIAL FURNACE ONLY	12/10/2020
20203161	RESIDENTIAL FURNACE ONLY	12/10/2020
20203612	MONTHLY FIRE LIFE SAFETY INSPECTION	01/13/2021
20203939	KITCHEN RANGE, GAS	01/19/2021
4137468	allow access to PG&E to restore gas to building	11/05/2020
4138071	SERVICE ANSUL HOOD	12/17/2020

<b>Subtotal</b>	<b>11301</b>	
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**Subtotal**

<b>11310</b>	<b>PETALUMA VETS BUILDING GROUNDS</b>	<b>Date Occured</b>
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4135629	allow access for delivery of generator	11/16/2020
4137812	allow access to vender to remove fuel from tank	11/25/2020

<b>Subtotal</b>	<b>11310</b>	
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<b>11311</b>	<b>PETALUMA VETERANS MEMORIAL</b>	<b>Date Occured</b>
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11311-21	BUILDING OVERHEAD FY20/21	11/03/2020
20202300	EYE WASH TEST	11/17/2020
20202301	EYE WASH TEST	11/17/2020
20202302	MONTHLY FIRE LIFE SAFETY INSPECTION - FLEET	11/13/2020
20202467	QUARTERLY FIRE SPRINKLER SYSTEM INSPECTION	11/17/2020
20202468	RESIDENTIAL FURNACE ONLY	11/17/2020
20202647	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	11/13/2020
20202648	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	11/13/2020
20202649	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	11/13/2020
20202650	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	11/13/2020
20202803	ANNUAL FIRE EXTINGUISHER SERVICE	11/13/2020
20202804	ANNUAL ELECTRICAL PANEL INSPECTION	11/17/2020
20202805	ANNUAL ELECTRICAL PANEL INSPECTION	11/17/2020
20202806	ANNUAL ELECTRICAL PANEL INSPECTION	11/17/2020
20202807	ANNUAL ELECTRICAL PANEL INSPECTION	11/17/2020
20202808	HOT WATER HEATER - DOMESTIC	11/17/2020
20202809	ROOF INSPECTION	11/17/2020
20203004	EYE WASH TEST	12/11/2020
20203005	EYE WASH TEST	12/11/2020
20203006	MONTHLY FIRE LIFE SAFETY INSPECTION - FLEET	12/11/2020
20203162	KITCHEN REFRIGERATOR, REACHIN COMMER	12/15/2020
20203163	KITCHEN RANGE, GAS	12/15/2020
20203164	KITCHEN DISHWASHER	12/15/2020
20203165	RKITCHEN FREEZER, WALKIN/REACHIN COMMERCIAL	12/15/2020
20203166	RESIDENTIAL FURNACE ONLY	12/15/2020
20203167	HVAC, SUPPLY FAN	12/15/2020
20203168	RESIDENTIAL FURNACE ONLY	12/11/2020

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## Vets Maintenance 11/1/20 - 1/22/21

20203169	RESIDENTIAL FURNACE ONLY	12/11/2020
20203170	GAS FIRED FURNACE	12/11/2020
20203303	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	12/15/2020
20203304	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	12/15/2020
20203305	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	12/15/2020
20203306	SEMI-ANNUAL EXHAUST FAN DOME BELT DRIVEN	12/11/2020
20203613	EYE WASH TEST	01/19/2021
20203614	EYE WASH TEST	01/19/2021
20203615	MONTHLY FIRE LIFE SAFETY INSPECTION	01/13/2021
4135461	INSTALL 200 AMP DISCONNECT AT PETALUMA VETS BUILDING	11/02/2020
4135686	repair misc. toilets and urinals throughout building	11/16/2020
4136918	Water leak in ADA Stall in women's restroom next to lounge	11/02/2020
4137441	have riser certified	11/02/2020
4137442	annual fire extinguisher service	11/02/2020
4137443	faucet leaking in janitorial closet please repair	11/02/2020
4138029	REPAIR FENCE ALONG SIDEWALK	12/18/2020
4138070	SERVICE ANSUL HOOD	12/17/2020
4138679	REPLACE MOP SINK FAUCET IN NORTHEAST JANITORS CLOSET. OLD WAS REMOVED AND ISOLATED, CAUSING THE EYE WASH TO BE INOPPERTIVE.	01/19/2021

**Subtotal** **11311**

**Subtotal**

11321	SONOMA VETERANS MEMORIAL	Date Occured
11321-21	BUILDING OVERHEAD FY20/21	11/03/2020
20202303	EYE WASH TEST	11/12/2020
20202304	MONTHLY FIRE LIFE SAFETY INSPECTION - FLEET	11/12/2020
20202469	RKITCHEN FREEZER, WALKIN/REACHIN COMMERCIAL	11/12/2020
20202470	QUARTERLY PKG GAS PACK	11/12/2020
20202471	GAS FIRED FURNACE	11/12/2020
20202472	GAS FIRED FURNACE	11/12/2020
20202473	QUARTERLY EXHAUST FAN, HORIZONTAL SHAFT	11/12/2020
20203007	EYE WASH TEST	12/09/2020
20203008	MONTHLY FIRE LIFE SAFETY INSPECTION - FLEET	12/09/2020
20203171	KITCHEN REFRIGERATOR, REACHIN COMMER	12/09/2020
20203172	KITCHEN REFRIGERATOR, REACHIN COMMER	12/15/2020
20203173	KITCHEN RANGE, GAS	12/15/2020
20203174	KITCHEN RANGE, GAS	12/15/2020
20203175	RKITCHEN FREEZER, WALKIN/REACHIN COMMERCIAL	12/15/2020
20203617	MONTHLY FIRE LIFE SAFETY INSPECTION	01/13/2021
4135541	INSTALL 400AMP DISCONNECT FOR BACK UP GENERATOR	11/05/2020
4136034	Support cooling center	11/03/2020
4136072	fuel backup generator	11/16/2020
4137784	1. Window at back of building broken. Baseball size hole	11/20/2020
4138069	SERVICE ANSUL HOOD	12/17/2020
4138699	Neighbor of Sonoma Vet Building said there is a generator that is making noise and getting louder	01/21/2021
50000025	SONOMA VETS ABATEMENT - ARCHITECT SUPPORT (2021944C) (51076)	11/30/2020

**Subtotal** **11321**

{historycost.Locid} startswith "11" and  
not ({historycost.Locid} startswith "1103") and  
not ({historycost.CHGTO} startswith "p") and  
{historycost.INPUTDTE} in DateTime (2020, 11, 01, 0, 0, 0) to DateTime (2021, 01, 22, 0, 0, 0)



## Vets Maintenance 11/1/20 - 1/22/21

**Subtotal**

**11/2/2020 12:00:00AM**



Veterans / Community Buildings

Capital Project Fund Balance \$1,273,333

FY 20-21 as of 12/31/20

Operating Budget:

	Sonoma Budget FY 20-21	Sonoma Actual FY 20-21	Cloverdale Budget FY 20-21	Cloverdale Actual FY 20-21	Guerneville Budget FY 20-21	Guerneville Actual FY 20-21	Petaluma Budget FY 20-21	Petaluma Actual FY 20-21	Cotati Budget FY 20-21	Cotati Actual FY 20-21	Santa Rosa (Fairgrounds) FY 20-21	Santa Rosa Actual FY 20-21	Sebastopol Budget FY 20-21	Sebastopol Actual FY 20-21	All Bldgs. Budget FY 20-21	All Bldgs. Actual FY 20-21	TOTAL Budget FY 20-21	TOTAL Actual FY 20-21	Budget Variance FY 20-21
52117 POSTAGE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
52141 SMALL TOOLS	-	-	-	-	-	-	250	-	-	-	-	-	-	-	-	-	250	-	(250)
52143 Computer Software / Licensing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,750	1,685	12,750	1,685	(11,065)
52162 SPECIAL DEPT. EXPENSE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
52167 YEAR END ADJUSTMENTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
52191 UTILITIES	2,614	2,295	1,876	1,597	14,477	11,078	4,484	4,101	1,821	1,445	33,210	25,543	-	-	-	-	58,482	46,060	(12,422)
52192 UTILITIES - GAS/PROPANE	2,537	1,430	1,171	501	2,478	1,203	905	1,087	171	147	4,112	786	-	-	-	-	11,374	5,155	(6,219)
52193 UTILITIES - ELECTRIC	14,956	15,324	8,893	9,779	5,601	6,602	6,925	5,101	1,037	875	14,808	8,612	-	-	-	-	52,220	46,292	(5,928)
52194 UTILITIES - WATER	1,781	4,684	5,912	879	3,505	1,054	3,096	4,356	2,212	1,276	9,219	4,711	-	-	-	-	25,725	16,960	(8,765)
52195 UTILITIES - SEWER	560	1,094	-	-	2,065	4,094	-	-	-	-	-	-	-	-	-	-	2,625	5,188	2,563
<b>Services &amp; Supplies</b>	104,182	89,172	73,717	25,995	88,648	35,845	118,636	36,919	21,254	10,053	333,567	123,825	268	-	70,917	30,579	811,189	352,388	(458,801)
<b>OTHER FINANCING USE</b>																			
57016 OT ISD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Other Financing Uses</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>GROSS EXPENDITURES</b>	223,054	103,786	73,717	25,995	113,643	40,647	250,982	118,287	49,027	26,129	333,567	195,328	268	-	70,917	30,579	1,115,175	540,751	(574,424)
<b>REIMBURSEMENTS</b>																			
58010 Reimb - General	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
58011 Reimb - Admin Srvc	-	-	-	-	18,700	-	-	-	-	-	-	-	-	-	-	-	18,700	-	(18,700)
<b>Reimbursements</b>	-	-	-	-	18,700	-	-	-	-	-	-	-	-	-	-	-	18,700	-	(18,700)
<b>TOTAL EXPENDITURES</b>	223,054	103,786	73,717	25,995	94,943	40,647	250,982	118,287	49,027	26,129	333,567	195,328	268	-	70,917	30,579	1,096,475	540,751	(593,124)
<b>REVENUES</b>																			
42601 COUNTY OF SONOMA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
42615 CITY OF COTATI	-	-	-	-	-	-	-	-	12,500	-	-	-	-	-	-	-	12,500	-	(12,500)
44101 RENT - REAL ESTATE	34,253	(2,962)	-	-	24,279	46,276	42,913	(1,979)	12,878	(350)	-	-	12,075	-	-	-	126,398	40,985	(85,413)
44102 RENT - EQUIPMENT	2,161	-	-	-	-	-	6,225	-	46	-	-	-	-	-	-	-	8,432	-	(8,432)
44103 RENT - TIEDOWNS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
44108 RENT - PARKING	1,452	-	-	-	-	-	48	-	-	-	-	-	-	-	-	-	1,500	-	(1,500)
44109 CONCESSIONS - FOOD/BEVERAGE	1,070	(100)	-	-	40	-	1,367	-	398	-	-	-	-	-	-	-	2,875	(100)	(2,975)
45291 PARK/RECREATION SERVICES	1,628	(125)	-	-	-	-	1,637	(175)	959	-	-	-	-	-	-	-	4,224	(300)	(4,524)
45517 INSURANCE CHARGE	2,637	(141)	-	-	-	-	1,973	-	1,205	-	-	-	-	-	-	-	5,815	(141)	(5,956)
46029 DONATIONS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
46040 MISCELLANEOUS REVENUE	-	1,410	-	-	-	1,348	-	1,280	-	526	-	-	-	-	-	5,563	-	10,127	10,127
46050 STALE DATED CHECKS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	600	-	600	600
46051 RETURNED CHECKS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
46200 PRIOR YEAR REVENUE	-	-	-	2,675	-	-	-	-	-	-	-	-	-	-	-	-	-	2,675	2,675
46210 REFUNDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Revenues</b>	43,201	(1,918)	-	2,675	24,319	47,624	54,163	(874)	27,986	176	-	-	12,075	-	-	6,163	161,744	53,846	(107,898)
<b>OTHER FINANCING SOURCES</b>																			
47102 TRANSFERS-BTWN GOVT FUNDS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	185,447	-	185,447	-	(185,447)
47103 TRANSFERS-ALL OTHERS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
47106 TRANSFERS-WITHIN FUND ISDRpIA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Other Financing Source</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	185,447	-	185,447	-	(185,447)
<b>Net Cost</b>	179,853	105,704	73,717	23,320	70,624	(6,977)	196,819	119,161	21,041	25,953	333,567	195,328	(11,807)	-	(114,530)	24,416	749,284	486,905	(299,779)

**Veterans / Community Buildings**

**Capital Project Fund Balance \$1,273,333**

**FY 20-21 as of 12/31/20**

**Operating Budget:**

	Sonoma Budget FY 20-21	Sonoma Actual FY 20-21	Cloverdale Budget FY 20-21	Cloverdale Actual FY 20-21	Guerneville Budget FY 20-21	Guerneville Actual FY 20-21	Petaluma Budget FY 20-21	Petaluma Actual FY 20-21	Cotati Budget FY 20-21	Cotati Actual FY 20-21	Santa Rosa (Fairgrounds) FY 20-21	Santa Rosa Actual FY 20-21	Sebastopol Budget FY 20-21	Sebastopol Actual FY 20-21	All Bldgs. Budget FY 20-21	All Bldgs. Actual FY 20-21	TOTAL Budget FY 20-21	TOTAL Actual FY 20-21	Budget Variance FY 20-21

*\* Note 1: Utility budget allocation based on prior year percentage of actual use.*

*\*\* 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: Maintenance (account 51071) actuals only include Facilities Operations expenditures through September 30, 2020.*

# 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 2<sup>nd</sup> 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. 2<sup>nd</sup> 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 4<sup>th</sup> 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 2<sup>nd</sup> 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 (4<sup>th</sup>) 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 1<sup>st</sup>.
- 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



## VETERANS MEMORIAL BUILDING ADVISORY COMMITTEE 2021 MEETING DATES & LOCATIONS

<u>Date</u>	<u>Time</u>	<u>Location</u>
February 2, 2021	2:00pm	Virtual Meeting (Sonoma)
May 4, 2021	2:00pm	Cloverdale*
August 3, 2021	2:00pm	Cotati*
November 2, 2021	2:00pm	Santa Rosa*

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

### Previous Meeting Locations

**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