

**VETERANS MEMORIAL AUDITORIUM
ADVISORY COMMITTEE MEETING MINUTES
February 2, 2009**

I. Call to Order

- A. The meeting was called to order at 2:05 p.m.

I. Roll Call

- A. **Members present:** Eugene Marcinkowski (Cloverdale), Steve Kemmerle (Petaluma), Pete Peterka (Santa Rosa), Robert Safreno (United Veterans Council)
- B. **Guests Present:** Robert Kambak (Sonoma County Architects Office), Jon Martens, (Sonoma County Facility Operations)
- B. **Staff Present:** Mary Burns, Sabrina Spear, Donna LaGraffe, and David Haverty of Regional Parks

II. Approval of Minutes

- A. The minutes of the November 3, 2008 meeting were approved with one correction regarding Larry Meaney's Petaluma Veterans building keys. The keys were turned into the building staff.

III. Public Comment/Questions – No public comments or questions.

IV. Correspondence – No correspondence.

V. Business

Mary Burns, Director of Regional Parks spoke about the role and responsibility of Advisory Committee Members. Mary Burns handed out the County of Sonoma Policy for Advisory Bodies Roles and Responsibilities as well as the Veterans Memorial Buildings Advisory Committee Function (**See Attachment A**).

Mary Burns went into detail regarding the working relationship between the Advisory Committee, the County Department, the CAO's office and the Board of Supervisors (BOS). Even if a Committee Member went straight to a Board Member regarding an issue it would likely be passed back down to the CAO's office, then to the Director of the Department and then to the Manager overseeing the specific Division where there is a concern. The Board Members appreciate the Advisory Members working directly with the Departments to resolve issues. If there is something that needs policy direction from the Board or an approval of the Board, it is the Department that puts the Board Agenda Item together and presents it to the BOS.

- C. Review of Capital Projects FY0809
1. Rob Kambak went over all projects for this fiscal year.
 - a. Guerneville Veterans Building
 - 1) Design funds for parking lot improvement – drainage/sink holes
 - 2) Funds for exterior painting
 - b. Santa Rosa Veterans Building
 - 1) Completion of three front roofs
 - c. Sebastopol Veterans Building
 - 1) Phase one of parking lot repaving – Spring 2009
- B. Review of 5-Year Capital Plan and Capital Budget FY0910
1. Rob Kambak went over the process of the 5-Year Capital Plan and the Capital Budget FY0910, with explanation on how the two get incorporated for the final Budget submission that goes to the Board of Supervisors for approval. Rob Kambak explained that the 5-Year Plan is like a wish list of projects. Rob Kambak explained about the budget cuts that are being requested from the CAO's office and the long list of projects for the entire County of Sonoma. Veterans Buildings may see little to no Capital Project money in the coming fiscal year. Rob Kambak is evaluating the use of fund savings from other projects as a source to continue with projects such as parking lots, roofs and the re-coating of the wood floors to protect assets and reduce further damage (**See Attachment B**).
- There was discussion again about applying for Home Land Security or FEMA money to do Capital Projects. Pete Peterka stated he would look into this with folks at the Office of Emergency Services.
- D. Review Major Maintenance Projects
2. Jon Martens went over major maintenance projects. Jon Martens stated that 90% of the preventive maintenance on all the 8 facilities is complete. This is an incredible % compared to other agencies in California. The staff is working with P.G. & E. to see if there are ways to upgrade fixtures and sensors to improve on energy and reduce utility costs to the County.
 - a. SONVET – new parking lot timers being installed – in progress
 - b. SRVET – ceiling and hallways painted – in progress
 - c. SONVET – Auditorium wood floor repair and coat – in progress
 - d. PETVET – clean tiles in hallway restrooms – in progress
 - e. PETVET – interior painting – in progress
 - f. SEBVET – pass through windows in building replaced – in progress
 - g. SEBVET – pathway light installed - **complete**
 - h. COTVET – clean tiles in both front restrooms – in progress

- i. COTVET – two heaters being replaced – in progress
 - j. COTVET – counter top in kitchen repaired - **complete**
 - k. GUERNVET – exterior painting of building – in progress
 - l. GUERNVET – interior painting of kitchen – in progress
 - m. GUERNEVET – replacement of stove in kitchen – in progress
- E. Review of Americans With Disabilities Act: Update
- 3. Rob Kambak reported on the transition plan for upgrades to facilities for access, which was last reviewed in 1992. The update of the 1992 Plan has all sites being re-evaluated and surveyed. This information will be incorporated into the new updated transition plan. The group overseeing this project has held public meetings and has a community interest group assisting with the efforts to identify the needs at County facilities. The plan will go to the Board of Supervisors in June 2009. Rob stated that he would bring a copy of the report/plan to the Advisory Committee once it is complete.
 - a. SRVET – ADA: sidewalk upgrade along Brookwood Ave – in progress
- C. Financial Status Fiscal Year 2008-09 – Mid Year Report and Revenue
- 1. Sabrina Spear handed out Financial Status Fiscal Year 2008-09 as of December 2008 and two revenue graphs showing the amount of revenue per month and per year for the last eight years (**See Attachment C**).
- D. Review of Fee Package for Fiscal Year 2009/2010 (**See Attachment D**)
- 1. Sabrina Spear handed out the Veterans Building rate sheets for each of the 8 facilities. The rate sheets show the current room rental rate and other fees that were approved by the Board of Supervisors in past fee packages.
 - 2. Sabrina Spear handed out a Draft Worksheet that the staff has been working on for the last three months, analyzing which fees could be increased this coming fiscal year.
 - 3. Sabrina Spear handed out a worksheet summarizing all the fees that will be presented to the Board of Supervisors in the Fee Package Board Agenda Item. The new fees represent \$37,742 in additional revenue for fiscal year 2009/2010.
 - 4. Sabrina Spear handed out the Worksheet for Parking Lot rental fees for the three different categories, 1) Park Lot Event Rentals, 2) Off Premise Event Rentals and 3) Commercial Events Rentals. The fee structure for Event Parking Lot Rentals will be increased and re-structure for ease of administering.
 - 5. Sabrina Spear handed out the “Comparison Survey” of other like facilities in the area that will go with Fee Package Board Report.

6. The proposed fee package will go before the Board of Supervisors in April 2009 for approval and, if approved, will go into effect July 1, 2009.

E. Veterans Auditorium reports

1. **Cloverdale Veterans Auditorium** – Eugene Marcinkowski
 - a. Everything is fine.
 - b. The mulch has been spread around the facility.
 - c. Someone stole the cigarette urn from out front.
2. **Cotati Veterans Auditorium** – Bill Eckert
No report.
3. **Santa Rosa Veterans Auditorium** – Pete Peterka.
 - a. Pete mentioned the coffee pot in the kitchen was on the Building Committee minutes as in need of repair. The coffee pot has been repaired. The problem is how the user is using the equipment and over-riding the sensor. Pete will discuss the details of correct use with Frank Murphy.
 - b. Staff is doing a fantastic job keeping the building clean and looking good. The Veterans Organizations really appreciate all that staff does to maintain the facility.
4. **Sebastopol Veterans Auditorium** – Stanford Dickey
No report.
5. **Petaluma Veterans Auditorium** – Steve Kemmerle
 - a. Building needs more storage areas.
 - b. Steve Kemmerle turned in Larry Meaney's building keys to Larry Schubert, Building staff.
6. **Sonoma Veterans Auditorium** – Bill Draeger
No report.
7. **Guerneville Veterans Auditorium** – Del Walker
No report.
8. **United Veterans Council** – Robert Safreno
 - a. Robert – nothing to report.

- F. Veterans Advisory Committee Work Plan 2009, Summary Accomplishments 2008, and finalized meeting dates for 2009. Committee members were given copies in the minute package for February 2nd meeting as Attachment B. There were no comments at the February 2, 2009 meeting. Sabrina Spear asked that any

comments be given to her in the next two weeks. In March 2009, Sabrina Spear will bring the item to the Board Supervisors for approval.

VI. ANNOUNCEMENTS/ADJOURNMENTS

- A. Discussed ways to get more of the Advisory Members to attend quarterly meetings on a regular basis. Bob Safreno will call both representatives at Sonoma Veterans Building and Cotati Veterans Building. Sabrina Spear will call the representative at the Guerneville Veterans Building. Sabrina Spear stated she would call the members the week before the meeting to remind them.
- B. Sabrina Spear will be working with County Counsel and the CAO's office on what constitutes a "Veterans Organization" per the Military Code for Veterans Buildings. After getting input from County Counsel, the topic will come back to the Advisory Committee to determine if a subcommittee should be formed to work on the criteria or steps for a group to take who are requesting to be considered as an official recognized "Veterans Organization" for free use of the facilities for Veterans Business. Until such time any Veterans group other than the recognized Veterans Organizations presently using the facilities for Veterans Business (free of charge) will need to be sponsors by one of these recognized Organizations.
- C. Sabrina Spear handed out "Customer Comments" from Veterans Building renters. **(See Attachment E)**
- D. With no further business the meeting was adjourned at 3:35 p.m.

Next Meeting

The next committee meeting is May 4, 2009 at the Petaluma Veterans Memorial Auditorium – Conference Room at 2:00 P.M.

Sabrina Spear
Public Facilities Manager

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