

**VETERANS MEMORIAL AUDITORIUM
ADVISORY COMMITTEE MEETING MINUTES
May 4, 2009**

I. Call to Order

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

II. Roll Call

- A. **Members present:** Eugene Marcinkowski (Cloverdale), Bill Eckert, (Cotati) Del Walker, (Guerneville), Steve Kemmerle (Petaluma), Pete Peterka (Santa Rosa), Terrence Leen (Sonoma), Robert Safreno (United Veterans Council)
- B. **Guests Present:** Wayne Hovey (Sonoma County Architects Office), Dick Kowalski, (Sonoma County Facility Operations)
- A. **Staff Present:** Jim McCray, Sabrina Spear, Donna LaGraffe, and David Haverty of Regional Parks

III. Approval of Minutes

- A. The minutes of the February 3, 2009 meeting were approved.

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

V. Correspondence – No correspondence.

VI. Business

Jim McCray, Deputy Director of Regional Parks spoke about Vets Connect Program at the different Veterans Buildings (Guerneville, Petaluma, Sonoma and Santa Rosa).

- A. Approval of Board Resolution – 2008 Summary of Accomplishments, 2009 Work Plan and Committee Members (**See Attachment A**).
- B. Review of Capital Projects FY0809
1. Wayne Hovey 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 sideway and fence project – ADA
 - 2) Completion of three front roofs

- c. Sebastopol Veterans Building
 - 1) Phase one of parking lot repaving – Spring 2009

C. Review of Major Maintenance Projects

- 1. Dick Kowalski went over the status of the following projects:
 - a. CLOVET – roof work / removal of material.

 - b. SRVET – painting of hallways - **complete**
 - c. SRVET – ceiling tiles in hallway replaced - **complete**
 - d. SRVET – hallway light fixtures upgraded - **complete**

 - e. SEBVET – painting interior - **complete**
 - f. SEBVET – pathway light installed - **complete**
 - g. SEBVET – pass through windows in building replaced – in progress

 - h. PETVET – new refrigerator – **complete**
 - i. PETVET – clean tiles in hallway restrooms – **complete**
 - j. PETVET – interior painting – in progress

 - k. GUERNVET – new stove – **complete**
 - l. GUERNVET – exterior painting of building – in progress
 - m. GUERNVET – interior painting of kitchen – in progress

 - n. SONVET – new parking lot timers being installed – **complete**
 - o. SONVET – Auditorium wood floor repair and coat – in progress
 - p. SONVET – repair to stage lift – in progress

 - q. COTVET – counter top in kitchen repaired - **complete**
 - r. COTVET – clean tiles in both front restrooms – in progress
 - s. COTVET – two heaters being replaced – in progress

D. Review of Americans With Disabilities Act: Update

- 1. Wayne Hovey 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 over seeing this project has held public meetings and has community interest group assisting with the efforts to identify the needs at County facilities. The plan will go to the Board of Supervisors in July 2009. .
 - a. SRVET – ADA: sidewalk upgrade along Brookwood Ave - **complete**

- E. Financial Status Fiscal Year 2008-09 – 3rdYear Report and Revenue
1. Sabrina Spear reported that the RCS Division budget will be balanced by the end of the fiscal year. Savings in both staffing and service & supplies to offset the target revenue number (**See Attachment B**). Revenues continue to slowly increase due to room rental increases and changing economy. She handed out two revenue graphs showing the amount of revenue per month and per year for the last eight years. Revenues still do not cover the cost of operation and maintain of facilities (**See Attachment C**).
- F. Fee Package for Fiscal Year 2009/2010
1. The proposed fee package went before the Board of Supervisors in April 21, 2009 as was approved. New fees will go into effect July 1, 2009.
- G. Veterans Auditorium reports
1. **Cloverdale Veterans Auditorium** – Eugene Marcinkowski
 - a. Everything is fine.
 - b. Need assistance with major cleaning to facility by Event Services Workers.
 2. **Cotati Veterans Auditorium** – Bill Eckert
 - a. Need for newer chairs
 - b. Need to replace large fan in Auditorium
 - c. Need to have Eagle Scouts check flag holders in lawn before Memorial Day
 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 understands that the users were retrained and asked no to over ride the system by pouring hot water over the coffee grounds to speed up the process.
 - 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.
 - c. Pete will be discussing different ideas on how to deal with space on the walls for Veterans Photographs. They are running out of room.
 4. **Sebastopol Veterans Auditorium** – Frode Miller
No report.
 5. **Petaluma Veterans Auditorium** – Steve Kemmerle
 - a. Reported on two incidents at the facility where people were not acting appropriately and asked to leave the building.

6. **Sonoma Veterans Auditorium** – Terrence Leen
Terry asked questions about Regular Renters, ideas about getting renters back who have left the facility over the past 12-15 years, the history of the City of Sonoma free days, and ideas on attracting new customers.
7. **Guerneville Veterans Auditorium** – Del Walker
No report.
8. **United Veterans Council** – Robert Safreno
Nothing to report.

VII. ANNOUNCEMENTS/ADJOURNMENTS

- A. With no further business the meeting was adjourned at 2:55 p.m.
- B. Next Meeting
 1. The next committee meeting is August 3, 2009 at the Sonoma Veterans Memorial Auditorium – Dining Room at 2:00 P.M.

Sabrina Spear
Public Facilities Manager

SS/dh

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