

**AUBURN VETERANS' MEMORIAL HALL**  
**Meeting Agenda**  
**February 4, 2019 at 6:30 PM**  
**100 East Street, Auburn, CA**

Board of Trustees

Courtland Bradbury  
(President)  
American Legion Post 84

Dustin Byers  
VFW Post 904

David Selvy (Vice President)  
Marine Corps. Det. 1247

Bonnie B. Potter (Secretary)  
Navy League

Jennifer Montgomery  
Board of Supervisors

Alternates

Rudy Pelzman  
American Legion Post 84

Chuck Spinks  
VFW Post 904

Michael Scott  
Marine Corps. Det. 1247

Donald C. Anderson  
Navy League

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes**
  - a. Minutes from December 3, 2018. (Attachment)
5. **Public Comment**
  - a. Any member of the public may address the Hall Board regarding items not on this Agenda. It is requested that comments be brief, since the Board is not permitted to take any action on items addressed under Public comment. Agenda Items should be submitted at least 2 weeks in advance for consideration. Please contact the Hall Coordinator via the below methods.
6. **Information / Non Action Items**
  - a. Work Order / Custodial Hours Reports. (Attachments)
  - b. Fiscal year 2017/18 Hall Costs vs. Revenue Report. (Attachment)
7. **Action Items**
  - a. Review / Modify / Ratify Building Maintenance Project List. (Attachment)
  - b. Consider Replacing the Destroyed Memorial Tree.
8. **Reports**
  - a. Late-arriving correspondence.
  - b. Veterans Reports.
  - c. Hall Use Report. (Attachment)
9. **Announcements**
  - a. Next regularly scheduled meeting date: April 2, 2019
10. **Adjournment**

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in public meetings. If you require disability-related modifications or accommodations, including auxiliary aid or services, to attend or participate in this meeting, please contact Facilities via the below methods. Requests should be made three (3) working days in advance whenever possible. Agenda and Attachments for the above referenced meeting can be viewed at the following link: <http://www.placer.ca.gov/halls>.

Auburn Veterans Memorial Hall Board of Trustees Meeting  
December 3, 2018

The meeting was called to order at 6:30 pm by President Court Bradbury, who led the Pledge of Allegiance. Present as per sign-in sheet were Court Bradbury, American Legion Delegate; Bonnie Potter, Navy League Delegate; Donald C. Anderson, Navy League Alternate; Dave Selvy, Marine Corps League Delegate; Rudy Pelzman, American Legion Alternate; Chuck Spinks, VFW Alternate, and Duane Espinoza, Placer County Facilities.

Approval of Minutes: October 1, 2018 meeting minutes were approved as written.

Public Comment: None.

Information/Non-action Items: a). Work Order/Custodial Hours Report printed 11/21 and 11/26/18 were reviewed and discussed. Most items have been completed and are noted as closed. Garbage disposal can now be reset if you crawl under sink. Sewer pipe issue is still being worked on.

Action Items: a). Review/Modify Building Maintenance Future Project List. The list was reviewed and it was noted that most projects have been deferred. Potter made a motion to change HVAC Upgrade to 4, More Electrical Outlets to 1, new PA System to 3, and Acoustic Upgrades to 2. Motion was seconded by Selvy. The HVAC upgrade is very unlikely due to cost, and a new PA system won't work well until the acoustics have been improved. Motion carried. b). Fee Waiver Requests from UCCE Food Preserver and Native Sons of the Golden West were reviewed and discussed. Potter made a motion to approve both as requested. Motion was seconded by Spinks. Motion carried. c). Consider Solution to Sound System Issues. Potter reported the problems with the sound system not working after the Hall has been rented. Have the renters been given the key to the blue boxes, or just to the microphone box. One or more connections have been changed and one or more channels may have been blown out. Potter made a motion to restrict access to the main boxes; motion was seconded by Selvy. Motion carried.

Reports: a). Late Arriving Correspondence: none. b). Veterans Reports: Navy League reported on their Christmas Party and noted the new Christmas Tree in the Hall. VFW reported on their successful Hoe Down for Heroes. Marine Corps League reported on their spectacular Marine Corps Birthday Luncheon held on November 10<sup>th</sup> at the Veterans Hall in Grass Valley. American Legion reported that their Post Commander resigned. The American Legion Christmas Party will be on Dec 12<sup>th</sup> and they will be collecting items for homeless veterans. The Veterans Day Parade was a huge success and all medals were distributed. Everyone was reminded about the Veterans Advisory Council where information important for veterans is discussed c). Hall Use Reports: No problems noted.

Announcements: Next meeting date: February 4, 2019.

Adjournment: Potter made a motion to adjourn which was seconded by Selvy. Motion carried and the meeting adjourned at 7:09 pm.

Respectfully submitted by Bonnie Potter, Secretary

## AUBURN VETERANS MEMORIAL HALL Work Order / Custodial Hours Report

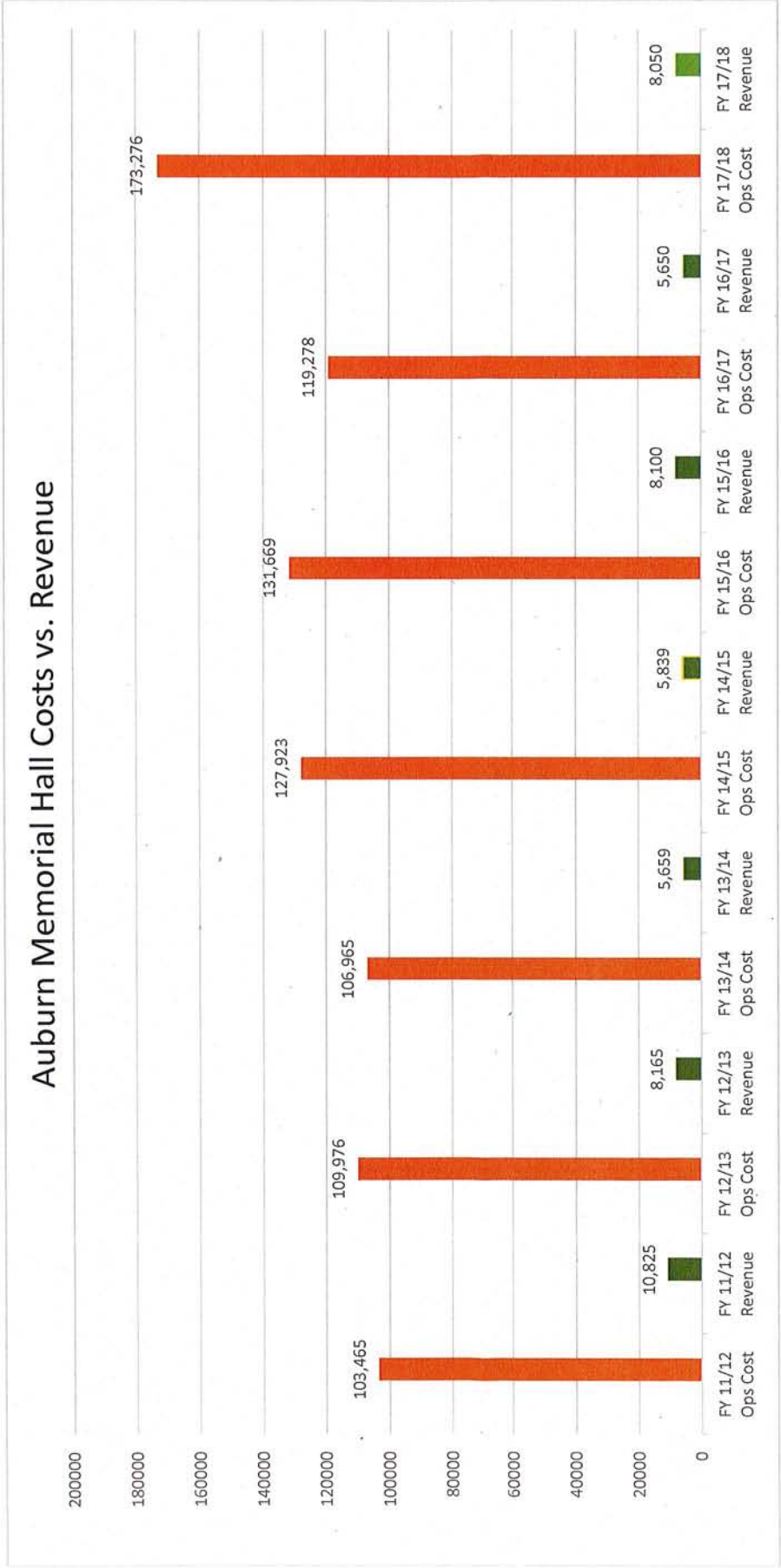
**KEY for Status Column:** **Open**- work order issued, supervisor to review and assign. **In Progress**- work order assigned to an employee & in their queue to begin. **Closed**- work requested is complete.

Date	Request ID	Original Message	Status	Priority	Date Closed	Custodial Labor Hours
11/1/2018	1903	BLDG MNTC SUPERVISION MEMORIAL HALL AUBURN	Closed	Continuing	12/4/2018	
11/1/2018	6721	CUSTODIAL AUBURN MEMORIAL HALL MMP	Closed	Continuing	12/14/2018	41.5
12/5/2018	27586	Clean out sewer line. Hall is being used tonight.	Closed	Medium 1-3 Days	12/5/2018	
12/11/2018	27748	An exterior outlet under the emergency exit stairs has a cover that is broken. It is no longer lockable. Homeless are utilizing the outlet regularly throughout the night. Please replace outlet cover with same, or similar, locking type. Photo sample sent to JC.	Closed	Low 1-10 Days	12/13/2018	
12/11/2018	1904	BLDG MNTC SUPERVISION MEMORIAL HALL AUBURN	Closed	Continuing	1/2/2019	
12/1/2018	6722	CUSTODIAL AUBURN MEMORIAL HALL MMP	Closed	Continuing	1/2/2019	42
1/15/2019	29025	Custodian reports no heating to the downstairs area of Hall. Both units have lights blinking and master panel on the wall shows error 1 & 2.	Closed	High 1 Day	1/18/2019	
1/23/2019	29425	Light out downstairs in front of the pull down screen. Looks like the bulbs are missing; not sure if this was intentionally done. Court would like the bulbs replaced and light working again. 1/23/19 - Canceled. Project is in progress to replace all fixtures in this location.	Canceled	Medium 1-3 Days	1/23/2019	
12/14/2018	27824	The downstairs heating units are shutting off. Court keeps recycling them to come back on and they run for awhile and then shut down again. 12/17/18- Units inspected and they were operational. Need to wait until they go into alarm again to get a more accurate error code for the diagnosis.	In Progress	Medium 1-3 Days		
1/1/2019	1905	BLDG MNTC SUPERVISION MEMORIAL HALL AUBURN	Open	Continuing		
1/1/2019	6723	CUSTODIAL AUBURN MEMORIAL HALL MMP	Open	Continuing		
1/1/2019	27890	Building Inspection of interior and exterior.	Open	Scheduled 30 Day		

## Auburn Memorial Hall Cost Analysis

### Operating Costs vs Revenue

FY 11/12 Ops Cost	FY 11/12 Revenue	FY 12/13 Ops Cost	FY 12/13 Revenue	FY 13/14 Ops Cost	FY 13/14 Revenue	FY 14/15 Ops Cost	FY 14/15 Revenue	FY 15/16 Ops Cost	FY 15/16 Revenue	FY 16/17 Ops Cost	FY 16/17 Revenue	FY 17/18 Ops Cost	FY 17/18 Revenue
103,465	10,825	109,976	8,165	106,965	5,659	127,923	5,839	131,669	8,100	119,278	5,650	173,276	8,050
103,465	10,825	109,976	8,165	106,965	5,659	127,923	5,839	131,669	8,100	119,278	5,650	173,276	8,050

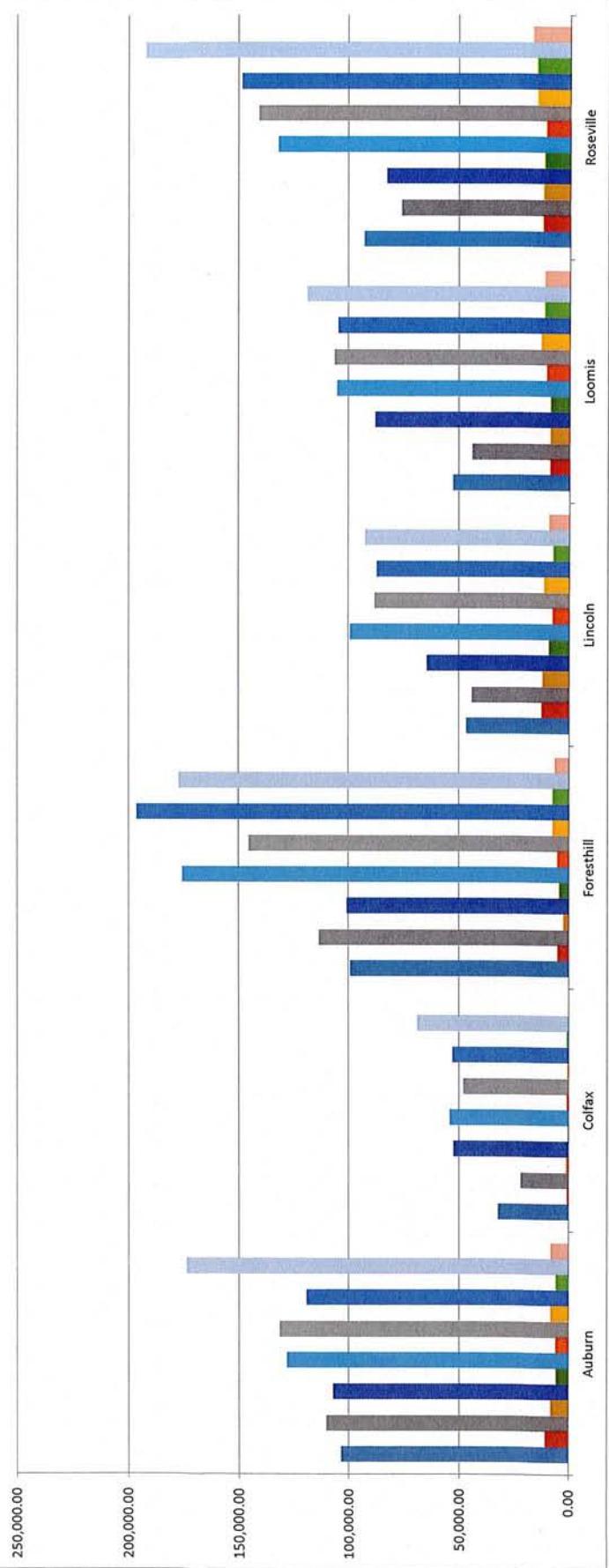


# Memorial Halls Cost Analysis

## Operating Costs vs Revenues

	FY 11/12		FY 12/13		FY 13/14		FY 14/15		FY 15/16		FY 16/17		FY 17/18	
	Ops Cost	Revenue	Ops Cost	Revenue	Ops Cost	Revenue	Ops Cost	Revenue	Ops Cost	Revenue	Ops Cost	Revenue	Ops Cost	Revenue
Auburn	103,465.16	10,825.00	109,975.82	8,165.23	106,965.07	5,658.77	127,923.43	5,839.00	8,100.00	131,669.34	8,100.00	119,278.25	5,650.00	8,050.00
Colfax	32,410.85	580.00	22,207.04	907.50	52,486.61	185.00	54,120.50	780.00	48,038.29	375.00	52,950.08	780.00	68,830.25	125.00
Foresthill	99,200.37	5,005.00	113,409.18	2,295.00	100,841.92	4,340.00	175,781.16	5,150.00	145,403.88	7,350.00	196,473.70	7,447.50	177,633.91	6,456.00
Lincoln	46,811.74	12,630.00	44,204.96	12,140.00	64,540.97	9,391.71	99,278.95	7,625.00	88,101.00	11,290.00	87,339.88	7,285.00	92,474.22	9,200.00
Loomis	52,842.82	8,880.00	44,040.02	8,805.00	88,024.80	8,647.00	105,319.27	10,450.00	106,153.88	12,805.00	104,887.80	11,450.00	118,968.61	11,350.00
Roseville	92,988.32	12,275.00	75,776.00	12,030.00	82,862.24	11,520.00	132,277.12	10,822.50	140,540.00	14,540.00	148,716.79	15,070.00	192,586.78	16,865.00
<b>Total % Revenue vs. Ops Cost</b>	<b>\$427,719.26</b>	<b>\$50,195.00</b>	<b>\$409,613.02</b>	<b>\$44,342.73</b>	<b>\$495,721.61</b>	<b>\$39,742.48</b>	<b>\$694,700.43</b>	<b>\$40,666.50</b>	<b>\$659,906.39</b>	<b>\$54,460.00</b>	<b>\$709,646.50</b>	<b>\$47,682.50</b>	<b>\$823,770.11</b>	<b>\$52,046.00</b>
	<b>11.74%</b>		<b>10.83%</b>		<b>8.02%</b>		<b>5.85%</b>		<b>8.25%</b>		<b>6.72%</b>		<b>6.32%</b>	

## MEMORIAL HALL OPERATING COSTS vs REVENUES



# BUILDING MAINTENANCE FUTURE PROJECT LIST

FY 2018-19

Date / Completed	Project / Description / Notes	Priority	Status	Cost Est.	Actual Expenditure	Deferred Costs
	<b>AUBURN MEMORIAL HALL</b>					
	<b>Interior Paint</b> - 1st floor walls and ceiling in dining area. 1/23/19 SM: 3% complete - NO NTP No ECD: Awaiting PO to issue NTP and coordinating completion. RQ101632 submitted 1/15/19 (kc). RQ submitted to Procurement 1/24/19 (kc).	2	Planning	\$19,950.00	\$9,842.00	\$0.00
	<b>Lighting Upgrades Interior and Exterior</b> 1/23/19 DE 2% No NTP No ECD: Project moved from deferred to planning. Cost savings from painting project will be applied here. Painting areas will be upgraded first, to allow painters to cut around new size fixtures. Remaining scope will be completed thereafter. Materials and costs will be proposed by BM electrical.	3	Planning	\$10,000.00	\$10,000.00	\$0.00
	<b>Replace Damaged Section of Sewer Line</b> 1-23-19 DRS: 2% complete. No NTP and No ECD. No schedule and have proposal for budget. Next steps set up meeting with Dennis & Duane on 1-25-19 to go over scope. BM to scope lines.	1	Planning	\$31,214.00	\$31,214.00	\$0.00
	<b>Auburn Hall Board Requests</b>					
	<b>HVAC Upgrade</b> - Entire hall system - will require new electrical service to support HVAC.	4	Deferred	\$0.00	\$0.00	\$540,000.00
1/22/2019	<b>More electrical outlets</b> - 1st floor	1	Complete	\$ 2,470.00	\$2,470.00	\$0.00
	<b>New PA system</b> - 2nd floor	3	Deferred	\$0.00	\$0.00	\$12,000.00
	<b>Acoustical upgrades</b> - 2nd floor	2	Deferred	\$0.00	\$0.00	\$15,000.00
	<b>Auburn Hall total Estimate</b>		<b>\$63,634.00</b>			

**Auburn Veterans Memorial Hall  
2018 Reservations**

Month	Regular User Groups										Total
	4-H / Farm	County	Sportsmen	Historical	Misc.	Waived	Veteran	Paid	Total		
JAN	2	1	1	0	0	4	12	3	19		
FEB	2	4	1	1	0	8	11	6	25		
MAR	2	0	1	0	0	3	17	2	22		
APR	0	1	1	1	0	3	17	3	23		
MAY	0	2	1	0	0	3	19	4	26		
JUN	0	3	0	1	0	4	14	3	21		
JUL	0	3	0	0	0	3	13	2	18		
AUG	0	2	0	0	0	2	12	1	15		
SEP	0	1	1	0	0	2	10	3	15		
OCT	0	2	1	1	1	5	12	4	21		
NOV	1	4	1	0	0	6	13	2	21		
DEC	0	0	1	1	2	4	12	4	20		
						47	162	37	<b>246</b>		

Total Cancellations:	20
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<b>Total Managed Reservations:</b>	<b>266</b>
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