



**AUBURN VETERANS' MEMORIAL HALL  
Meeting Agenda  
April 1, 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 February 4, 2019. (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 Report. (Attachment)
  - b. 2019-2020 Board Recommendations Email will go out on May 1, Due Back on June 3.
7. **Action Items**
  - a. Review / Modify / Ratify Building Maintenance Project List. (Attachment)
  - b. Discuss / Create a policy to notify renters to bring their own PA equipment.
  - c. Discuss having a shortwave radio station at the Hall.
  - d. Consider Fee Waiver Request. (Attachment)
    - i. Placer Nature Center on October 30, 2019.
8. **Reports**
  - a. Late-arriving correspondence.
  - b. Veterans Reports.
  - c. Hall Use Report. (Attachment)
9. **Announcements**
  - a. Next regularly scheduled meeting date: June 3, 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  
February 4, 2019

The meeting was called to order at 6:32 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; Rudy Pelzman, American Legion Alternate; Dusty Byers, VFW Delegate; Chuck Spinks, VFW Alternate, Jennifer Montgomery, Board of Supervisors, and Duane Espinoza and Kristie Cantrell, Placer County Facilities.

Approval of Minutes: December 3, 2018 meeting minutes were approved as written.

Public Comment: None.

Information/Non-action Items: a). Work Order/Custodial Hours Report printed 1/25/2019 was reviewed and discussed. Most items have been completed and are noted as closed. Heater is in error mode and won't reset. There is an issue with the lighting; someone removed lights in center so projector could be seen, and they were not replaced. Per Facilities, lights on first floor are to be upgraded with material on order, but the bulbs will be replaced. B). Fiscal Year 2017/2018 Hall Costs vs Revenue Report reviewed and discussed. More was spent this past year with upgrades, maintenance, labor, etc. and there were sewer issues, a/c issues and the need for temporary cooling. It was suggested that the VAC discuss how to market the Hall availability to draw more rental income.

Action Items: a). Review/Modify Building Maintenance Future Project List. The list was reviewed, and it was noted that adding more electrical outlets to the first floor had been completed. The Hall was shut down for a week so that floors could be scrubbed, stripped and redone. b). Consider Replacing Destroyed Memorial Tree: Navy League and American Legion both discussed the loss of the Memorial Tree in the storms and both recommend replacing it. Root ball would need to come out and perhaps City could use their equipment to do it. Potter made a motion to replace tree; Byers seconded the motion. Motion carried. Choice of trees will have to be discussed with the County, and Espinoza will talk to Custodian.

Reports: a). Late Arriving Correspondence: none. b). Veterans Reports: Navy League noted speaker at upcoming meeting. Bingo to support Potter Head/Shoulders Statue on Feb 23. American Legion hosting spaghetti dinner for "sweethearts". c). Cantrell showed the key that is given to renters which only fits the microphone box and not the speaker box. Custodian checks the Hall after it is used by renters but does not check the sound system. It was recommended that we discuss not letting Hall renters use the PA system as an action item at our next meeting.

Announcements: Next meeting date: April 2, 2019.

Adjournment: Montgomery made a motion to adjourn which was seconded by Potter. Motion carried and the meeting adjourned at 7:01 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
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.	Closed	Medium 1-3 Days	1/31/2019	
1/1/2019	1905	BLDG MNTC SUPERVISION MEMORIAL HALL AUBURN	Closed	Continuing	2/4/2019	
1/1/2019	6723	CUSTODIAL AUBURN MEMORIAL HALL MMP	Closed	Continuing	2/4/2019	94.5
2/1/2019	1906	BLDG MNTC SUPERVISION MEMORIAL HALL AUBURN	Closed	Continuing	3/5/2019	
2/1/2019	6724	CUSTODIAL AUBURN MEMORIAL HALL MMP	Closed	Continuing	3/5/2019	52.5
2/1/2019	15863	Inspect all exit signs, verify exit light is functioning, test/replace battery as required. Replace bulb as needed.	Closed	Low 1-10 Days	2/19/2019	
3/20/2019	16533	Preventive Maintenance as per procedure details. (CONS)	Closed	Medium 1-3 Days	3/22/2019	
3/21/2019	32307	Cut hole in wall for new twist timer.	Closed	Low 1-10 Days	3/22/2019	
1/1/2019	27890	Building Inspection of interior and exterior.	Open	Scheduled 30 Day		
2/15/2019	14454	Preventive Maintenance as per procedure details. (LOCK)	Open	Low 1-10 Days		
3/1/2019	1907	BLDG MNTC SUPERVISION MEMORIAL HALL AUBURN	Open	Continuing		
3/1/2019	6725	CUSTODIAL AUBURN MEMORIAL HALL MMP	Open	Continuing		

# 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>					
	Interior Paint - 1st floor walls and ceiling in dining area.	2	In Progress	\$19,950.00	\$9,842.00	\$0.00
	3/20/19 SM 5% complete NTP 2/15/19 ECD 3-26-19: Painting scheduled to be completed 3/25/19 and 3/26/19.					
	<b>Lighting Upgrades Interior and Exterior</b>	3	In Progress	\$10,000.00	\$8,500.00	\$0.00
	3-20-19 JB 85% complete NTP 1/28/19 ECD 3/28/19. Next steps install added fixture once it arrives. Fastenal has not received fixture yet.					
	<b>Replace Damaged Section of Sewer Line</b>	1	Planning	\$20,000.00	\$27,073.00	\$0.00
	3-20-19 DRS: 2% complete. No NTP and No ECD. No schedule and have proposal for budget. Next steps waiting for response back from eGordian and ACCO about line items that were in question. Sent email on 2-26-19 and 3-13-19 to Tamiko for update.					
	<b>Auburn Hall Board Requests</b>					
	<b>HVAC Upgrade</b> - Entire hall system - will require new electrical service to support HVAC.	3	Deferred	\$0.00	\$0.00	\$540,000.00
1/22/2019	<b>More electrical outlets</b> - 1st floor		Complete	\$ 5,000.00	\$2,470.00	\$0.00
	<b>New PA system</b> - 2nd floor	2	Deferred	\$0.00	\$0.00	\$12,000.00
	<b>Acoustical upgrades</b> - 2nd floor	1	Deferred	\$0.00	\$0.00	\$15,000.00
	<b>Auburn Hall total Estimate</b>		<b>\$54,950.00</b>			



**Veterans Memorial Hall Request**  
**For Rental Fee Waiver or Reduction**

In accordance with Placer County Code Chapter 2 Section 2.82.120, Payment for use of Memorial Halls is governed by the following provisions:

- A. Free use of the Halls shall be accorded to county veterans groups.
- B. Free use of the Halls shall be accorded to county departments for non-routine county business, nonprofit senior citizen or children activities groups such as 4-H or scouts, and community service clubs as authorized by the Hall Board in accordance with use submittal requirements.
- C. Reduced rates up to, but not exceeding fifty (50) percent of the designated rental fee may be granted by Hall Board action to other community based non-profit groups from the community in which the Hall is located. In all other instances, full payment of the designated rental fee shall be required.

This request form must be completed in order for the Hall Board to consider a rental fee waiver or reduction. Rental fee waivers or fee reduction may only be granted by action of the Hall Board. Approval of a fee waiver or fee reduction does not affect any required security deposit or proof of liability insurance.

Today's Date: 2-4-19 Applicant Name: DAVE Matthews  
Placer Nature Center Phone: 530-879-6053  
Group Name: PNC Email: dmatthews@placernaturecenter.org  
Hall being Requested: Auburn Veterans' Memorial Hall.  
(Name of Hall)

Number of People: 100 or less Type of Event: Fundraiser (3<sup>rd</sup> annual)  
Area(s) of Hall to be used: ALL Posted Rate: 450<sup>00</sup>

Qualifying Waiver/Reduction Provision: (see descriptions above and circle the applicable one below)

Section 2.82.120.A.

Section 2.82.120.B.

Section 2.82.120.C. Percent of Fee Reduction Requested: \_\_\_\_\_%

Justification for Rental Fee Waiver or Reduction (A letter to the Hall Board may also accompany this request):

PNC is a local non profit providing outdoor education to children, parents and families. we have used the Auburn hall the last two years with great success - thank you -

\*\*\*\*\*

**ACTION BY VETERANS' HALL BOARD**

Fee Waived: Approved / Denied (circle one)

Fee Reduced: Approved / Denied (circle one) Percent of Fee Reduction: \_\_\_\_\_%

Board Chair Approval: \_\_\_\_\_  
Board Signature Date