



COUNTY OF PLACER FACILITY SERVICES DEPARTMENT

Phone 530-886-4900 Fax 530-889-6809
www.placer.ca.gov

JAMES DURFEE, DIRECTOR
MARY DIETRICH, ASSISTANT DIRECTOR
VALERIE BAYNE, ADMIN. SVS. MANAGER
JOEL SWIFT, DEPUTY DIRECTOR
MARK RIDEOUT, DEPUTY DIRECTOR
BILL ZIMMERMAN, DEPUTY DIRECTOR

AUBURN VETERAN'S MEMORIAL HALL Meeting Agenda April 1, 2013 at 6:30 PM 100 East Avenue, Auburn, CA.

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes**
 - a. Minutes from February 4, 2013 Meeting (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 at 11476 C Ave. Auburn CA. (530) 886-4967.
6. **Information / Non Action Items**
 - a. Work Order Report (Attachment)
 - b. New Picnic Table – Thank you Jennifer
 1. Arrangements have been made to refinish the table
7. **Action Item**
8. **Reports**
 - a. Late-arriving correspondence.
 - b. Veterans Reports.
 - c. Hall Use Reports.
 1. Resent findings at the hall after events = lights not turned off, coffee pot left plugged in, burners not turned off along with oven switch left on, windows not closed and trash cans not emptied. Please remind groups to perform these tasks before leaving the building.
9. **Announcements**
 - a. Next regularly scheduled meeting date: June 3, 2013
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 the Department of Facility Services at 11476 C Avenue, Auburn, CA 95603. Phone (530) 886-4900. Fax 889-6809. Email: clavons@placer.ca.gov 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/Departments/Facility/halls/aub_mem_hall.aspx

Auburn Veterans Memorial Hall Board of Trustees Meeting
"February 4, 2013

The meeting was called to order at 1829 by President Court Bradbury who led the Pledge of Allegiance. Members present at Roll Call were: Court Bradbury, American Legion Delegate; Bonnie Potter, Placer County Navy League Delegate; Lorie Franceschi, American Legion Alternate (Voting); Donald C. Anderson, Navy League Alternate (non-voting); "Hap" Arnold, Fleet Reserve Association Delegate; George Simmons, Veterans of Foreign Wars 904 Delegate; Coralee Arnold, Ladies Auxiliary of the Fleet Reserve Association alternate; Jennifer Montgomery, Placer County Supervisor; and Dennis Hughes, Placer County Facility Services.

Minutes of the January 7, 2013 meeting were approved as written.

Public Comment: none.

Information/Non Action Items: Work Order Report: The Work Order Report created 28 Jan 2013, and the Hours & Cost Report were reviewed and discussed. The members of the Veterans Advisory Board would like to know the cost and the time for work that is done in the Halls because it is important that we know what we are charged with. Dennis reported that the current Custodial Report is a running total for the fiscal year to the end of January, with the fiscal year beginning July 1. Heating/Air System: Dennis had a question about the problems. It was reported that the heat has been on because Court is here and it set at 76 degrees, which is too high, and cannot be adjusted by the users. Hall users need to know that you have to come early to get the Hall warmed up or cooled off. Jennifer offered to look at what it would cost to program it from Auburn remotely. Dennis will talk to the maintenance personnel to see if there are some other options. Court has a remote for the unit in the bar. It was also reported that the units upstairs are not effective.

Action Item: None.

Reports: Late Arriving Correspondence: none. Veterans Reports: Navy League reported that Norris electric will install the new cemetery solar light. VFW, Fleet Reserve Association and Marine Corps League: nothing to report. American Legion reported on the free dinner meeting being held on the 27th. Hall Use Reports: Court provided a list of items for discussion by the Board: Skate boarding on the Gold Star continues to be a problem and the pot can be moved and has not stopped the problem. We were asked to come back to the next meeting with ideas for solving the problem. The floor needs scrubbing with a buffer and the oven needs to be cleaned and the grill pan is full of grease. The problem of not having a walkway leading from the stairs outside the kitchen to the front of the building was discussed. Another request was made for a picnic table. A question was asked about providing defibrillators and it was reported that the County decided not to place defibrillators in the buildings. It was reported that many of the heavy tables are being replaced with light weight tables. It was also reported that the flag pole light is out in front of the building.

Announcements: The next scheduled meeting will be on **April 1, 2013**.

Adjournment: Jennifer moved and George seconded a motion to adjourn. The motion carried and the meeting was adjourned at 1904.

Respectfully submitted by Bonnie Potter, Secretary

=====
 REPORT CRITERIA
 =====

Assigned To: 04-FEB-2013
 Building: 26-MAR-2013
 Crew:
 Secondary Crew:
 Parent Equipment
 Parent Project:
 Status:
 Type:

Beginning Start Date:
 Ending Start Date:
 Beginning Due Date:
 Ending Due Date:
 Beginning Enter Date:
 Ending Enter Date:
 Beginning Schedule Date:
 Ending Schedule Date:

=====
 WORK ORDERS
 =====

Building	WO Number	Description	Status	Type	Pri	Equipment	Crew	Assigned To	Due Date	Est Hours
6157	WO029235	BLDG MNTC WATER FILTER 2 X YR FACPM	COMPLETE	PREVENTIVE	3		BLDG MNTC	MRIGNEY	07-MAR-2013	1.00
	WO029904	BLDG MNTC SWAMP COOLER OPENING PM	OPEN	PREVENTIVE	4	EQ000841	BLDG MNTC		01-APR-2013	2.00
	WO029905	BLDG MNTC SWAMP COOLER OPENING PM	OPEN	PREVENTIVE	4	EQ000842	BLDG MNTC		01-APR-2013	2.00
	WO030191	BLDG MNTC ROOF MONTHLY FACPM	ASSIGNED	PREVENTIVE	4		BLDG MNTC	TCARNES	05-APR-2013	4.00
	WO030451	AUBURN MEM. HALL LIGHTS OUT	ASSIGNED	CORRECTIVE	3		BLDG MNTC	MMATHE	28-MAR-2013	0.00
	Subtotal -	5 Work Orders								9.00

Total - 5 Work Orders 9.00

Hours & Cost Report

Wo Number	Description	Total Hours	Dollar Amount
1 SW000143	CUSTODIAL AUBURN MEMORIAL HALL MMP	743.00	\$48,295.00