



**COUNTY OF PLACER
FACILITY SERVICES DEPARTMENT**

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FORESTHILL VETERAN'S MEMORIAL HALL

Meeting Agenda

July 11, 2011 at 6:00 PM

24601 Harrison Road, Foresthill, CA.

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes**
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 (P.O. Box 184), 24601 Harrison Road, Foresthill, California 95631 (530)367-3640 foresthillhall@placer.ca.gov
6. **Information/ Non Action Items**
 - a. Final review of "Regular User" Reservation applications applicable to Foresthill Veterans Memorial Hall.
 - b. "Manual of Operations" additions and corrections are on hold until Regulations/fees/forms are finalized.
 - c. Confirm start date for picnic area reservations being transferred from Parks to Foresthill Veterans Memorial Hall.
 - d. Address continuing vandalism problems.
 - e. Address malfunctioning disruptions and dangerous lighting procedures with antiquated central heating unit.
 - f. Need additional application of preservative coating to bare wood on west side of Hall and siding below peaks of the roof prior to ordinary yearly maintenance to prevent further cracking during the summer.
 - g. Correct mildew problem on ceiling adjacent to fireplace, and repair roof to prevent leaks from severe wind/rain winter storms.
7. **Action items**
 - a. Approve corrected/revised "SECURITY DEPOSIT, DAMAGE AND ENTRY UNDERSTANDING" form for inclusion into previous changes in fees and Rules to be confirmed by Placer County Board of Supervisors.
 - b. Veterans Memorial Hall Board Applications for 2011/2012 Hall Board membership.
8. **Reports**
9. Late-arriving correspondence
10. Veterans Reports
11. Placer County Reports
12. Building Maintenance
13. **Announcements**
14. **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: cl Lyons@placer.ca.gov Requests should be made three (3) working days in advance whenever possible.

Foresthill Hall Board Minutes: April 4, 2011

1. Meeting called to order @ 6:03PM by Steve Stevenson, Chair

2. Pledge of Allegiance ✓

Roll Call- Present: Seat #1 Rich Murray; #3 Steve Stevenson; #4 Steve Cannizzarro; Seat #5 Virginia Page; Seat #6 Vicki Haskins Campbell; Seat #7 Supervisor Montgomery by Pat Malmberg until Supervisor's arrival @ 6:15PM.

Absent: Seat #2 Vince Robinson.

Placer Co Facility Svs: Cathy Harley; Dennis Hughes

3. Approval of Minutes: Approved as read. M/S/C (Cannizzaro/Murray)

Comment by R. Murray wanting verification from Placer Co that the privacy issue with hall reservations online was addressed & the key drop is working. D. Hughes responds affirmatively.

4. Public Comment:

Sherry Wicks / F.R.O.G. --regarding Chap 11 asks for background info on voting & non-voting hall board members. Stevenson recaps the history of board membership noting the push by the Roseville American Legion to remove non-military service board members from voting on hall board issues (non-voting being American Legion Aux and Public At-Large), which was then approved by the Placer Co Board of Supes. S. Wicks asks that public sign-up to be copied on minutes, how long and what location are minutes kept. Placer Co responds that minutes are kept 7 years with all copies at Facility Services; Custodian has copies in Mem Hall office that Board Secretary can have access to. Other public comments requested the print on the agenda be larger; hard to see the notices in outside display; plow damage to steps.

5. Information/Non-Action Items:

A. Review winter storm/emergency activities/recommendations:

Stevenson reads memo (Attachment A) Dtd 2/27/11 thanking staff of Facility Services for quick response in setting up hall as emergency service shelter and a verbal thank you to Custodian Cathy for hard work in hand shoveling snow @ hall. Discussion on "early alarm system" to community during an emergency; could Sebastian have a program to do auto calling to phone #'s; request to have a snow blower on grounds in case Co can't access timely.

B. Hall parking lot lighting progress/ Hall area safety recommendations:

Light is installed; discussion follows on repair & repaint to pkg stops or place large rocks in place of stops; Mama Bear carving in pkg lot should be blocked as it's damaged snow removal; directional arrows need repaint.

C. Review final draft of "Foresthill Veterans Memorial Hall Operations Manual":
Revisions are being reviewed at County and will be presented at next hall board meeting; S. Wicks asks if they can be posted to County website: Dennis will further request.

D. Discussion/recommendations re: Hall maintenance/operations/safety issues:
Stevenson recaps past maintenance issues including needs for safety issues i.e. skid strips for front & back stairs not initially done by contractor & repairs to chinking, leveling & warranty work; Supervisor suggests railing, roof & non-skid steps done at same time; may need a bid from contractor. Murray discusses problems with cabinet handles/locks; will meet with Dennis to change screws.

E. Approve revisions to "SECURITY DEPOSIT, DAMAGE AND ENTRY UNDERSTANDING", paragraphs 1 and 2 to add to previous fee/rules for approval by B O S:
Chair presents sample changes in Attachment B; Supervisor recommends County staff to revisit wording before acceptance by hall board. S. Wicks acknowledges need for better clarification regarding renter responsibility vs. hall maintenance as to deposit deduction; need for specifics in rental date & time which could increase fees for added set-up time; audience pooled for opinion; all agree.

6. Action Items:

Review request for twice a month Hall usage by Foresthill PUD: Custodian reads written request. Motion made to allow usage & review insurance coverage. M/S/C (Montgomery/Stevenson) . Cathy will follow and add to hall calendar.

Request items to be added to Budget for FH Veterans Memorial Hall.

Replace antiquated/ semi functional furnace: Dennis reports it was assessed during hall renovation; recommend a review by expert; Supervisors recommends partnering with PGE to seek input for potential rebates/tax credits.

Install fully functional snow diverters over exit stairways/pathways; street side and parking lot side: Chair reviews concerns re: Title 19. Chair asks for motion; discussion follows with Supervisor stating it can be reviewed for Budget year 2011/2012 inclusion; budget meetings currently underway. Motion to add work as maintenance item. M/S/C with 1 abstain. (Murray/Stevenson).

Confirm previous request for peaked roof/snow shelter over exposed exit stairs on American Legion side of the Hall: Discussion only.

7. Reports:

A. Late-arriving Correspondence: NONE

B. Veterans Reports:

-Acct balance in Veterans Hall Fund - \$ 100.00. – Funds have been designated as a deposit for a microphone to replace the one that has been damaged. Stevenson corrects information noting that 1 microphone & 2 mic cables have gone missing after the Lions Seafood Arama event and prior to this evening’s meeting. There will actually be greater cost than the funds available; Stevenson will cover cost and ask Legion to assist if substantially more than \$100.00.

C. Placer County Reports

1. Building Maintenance:

Murray reports that he pointed out mildew damage; looked at fireplace with Dennis; consensus that it would be nice to have some sort of display in fireplace like electric logs but not sure feasible; in the “think tank” at this point. Request to look at the return vent under building; Stevenson notes as a past Fire Inspector it should be on the County “replace” list.

8. Announcements: NONE

9. Meeting adjourned @ 7PM.

10. Next meeting: June 6, 2011 6PM

Submitted by Secretary Vicki Haskins Campbell.

**** June 6 Meeting RESCHEDULED to July 11 @ 6PM by Chair Stevenson via Email memo 5/19/2011**