FORESTHILL VETERANS MEMORIAL HALL
Meeting Agenda
January 4, 2021 at 6:00 PM
24601 Harrison Street, Foresthill, CA

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes
   a. Minutes from November 2, 2020. (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 to ForesthillHall@placer.ca.gov.
6. Information / Non-Action Items
   a. Review Work Order / Custodial Hours Report. (Attachment)
   b. Memorial Hall rental rates - Follow up.
   c. Status of PG&E work.
7. Action Items
   a. Review / Modify / Ratify Building Maintenance Project List. (Attachment)
   b. Approve 2021 Fee Waiver for Foresthill Community Chapel. (Attachment)
8. Reports
   a. Late-arriving correspondence.
   b. Veterans Reports.
   c. Hall Use Reports
9. Announcements
   a. Next regularly scheduled meeting date: March 1, 2021.
10. Adjournment
Foresthill Hall Board Minutes:  November 2, 2020

1. Meeting called to order @ 6:15pm by Chair Rich Murray

2. Pledge of Allegiance ✅

   Absent: Gail McCafferty.
   Placer Co Facility Svs: Brad Boulais, Charlie. Custodian: Bree McCollam

4. Approval of Minutes:
   a. Minutes from July 13, 2020 Meeting (Attachment) APPROVED @ 9.14.2020 MTG
   b. Minutes from September 14, 2020 Meeting (Attachment) Approved.
      Gotcher / Velgos / unanimous.

5. Public Comment: Dial in to the Microsoft Teams Mtg conference line @
   1 619-483-4068 Conference ID: 117 135 559#
   Brad reports no call-ins; Supervisor Gustafson joins via web & reports the number is incorrect
   for public to call-in; Brad calls on Chair to either go ahead with meeting or postpone to a special
   mtg; Chair calls to continue meeting.

6. Information / Non-Action Items:
      Hall is still closed to reservations; Bree reports plan to open for calendar reservations in a
      "pencil in" on December 1st; normal year schedule opens calendar on October 1st.
   b. Review Foresthill Memorial Hall Projects. (Attachment): Discussion. Chair notes a few areas
      where hall needs minor repair; discussion on options to restore lower wall sections where worn
      with interior railing 6 inches out which mimics the exterior design; Liquid Gold as option for
      surface restoration; Charlie to research.
   c. Review Cost vs. Revenue Reports. (Attachment): Brad recaps; Hall noted as Low Revenue;
      discussion on how to increase revenues; discuss suggestion of a Facility Services fee included
      with rental fee; research further.
   d. Fee Schedules: Ron Roussey leads discussion on need for increasing fees with
      consideration to local use affordability & Veterans free use; research further; Brad to review
      with County Counsel for legal issues.
   e. PG&E Update: Use contract runs for fire season scheduled as July 1 to Nov 30. Brad reports
      PGE has completed ADA improvements; waiting for permit to modify work to building;
      clubhouse included; generator to be placed on street during use & moved for storage to the old
      PCWA building. Reported that PGE holding discussions on placing a generator near High
      School that would lend back-up power to schools & businesses in town.
f. Regular Use Application Update: 3 previous hall regular users who did not submit applications for 20-21 have not responded to Bree's inquiries to date. (Girl Scout Troops #925 & 1598, Foresthill Memorial Chapel, Knights of Columbus). Discussion as to Foresthill P.U.D. & U.S.F.S. not meeting requirements for “free use” and should be approved as “reduced use”; Secretary advises that when the entire grouping of annual apps have been approved as a slate rather than individual review, both agencies were included.

7. Action Items:
   a. Review / Modify / Ratify Building Maintenance Project List (Attachment): Discussion. Board notes vinyl flooring in kitchen & bathrooms is quite worn; Charlie reports cost estimate at $25,000 at prevailing wage & will follow up with hard bids.

8. Reports:
   a. Late-arriving correspondence: NONE
   b. Veterans Reports: NONE
   c. Hall Use Reports: Only Hall Board meetings happening in the hall at present; Brad will ask about incremental opening for committee & veteran meetings held in hall. Bree reports that organ has been re-homed & piano is still at hall pending pick up from a veteran; building maintenance is willing to take piano if not re-homed.

9. Announcements:
   a. Next regularly scheduled meeting date: January 4, 2021. 6PM

10. Meeting adjourned @7:08pm. Roussey / Velgos / unanimous.

Submitted by: Vicki Haskins Campbell, Secretary
<table>
<thead>
<tr>
<th>Date</th>
<th>Request ID</th>
<th>Original Message</th>
<th>Status</th>
<th>Priority</th>
<th>Date Closed</th>
<th>Labor Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/2/2020</td>
<td>47171</td>
<td>Once a week for the month assigned, please inspect the internal grates of the kitchen’s hood system. Clean if necessary</td>
<td>Closed</td>
<td>Scheduled 30 Day</td>
<td>12/9/2020</td>
<td></td>
</tr>
<tr>
<td>11/2/2020</td>
<td>48618</td>
<td>Perform preventive maintenance as per procedure details (Equipment)</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>12/9/2020</td>
<td></td>
</tr>
<tr>
<td>11/4/2020</td>
<td>79477</td>
<td>The large blinds in the main room are not opening and closing as they should. Please give me a heads up when you’re headed to the site.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>11/23/2020</td>
<td></td>
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<tr>
<td>11/4/2020</td>
<td>79478</td>
<td>Men’s bathroom screen frame is broken and will not stay in place.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>11/10/2020</td>
<td></td>
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<tr>
<td>11/4/2020</td>
<td>79482</td>
<td>Foresthill Memorial Hall Board requests a quote for new lighting fixture under exterior main entrance foyer. Will most likely need to run electrical from existing light fixtures. New fixture location at the end of main canopy lodge pole in order to better light walkway. See Brad B. for more details and to provide quote.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>11/19/2020</td>
<td></td>
</tr>
<tr>
<td>11/12/2020</td>
<td>79772</td>
<td>called at home by sonitrol at 6:28 am phone line trouble put on test</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>11/30/2020</td>
<td></td>
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<tr>
<td>11/18/2020</td>
<td>79941</td>
<td>Electrician to set up the generator and test upgrades to Foresthill Memorial hall. Thank you.</td>
<td>Closed</td>
<td>High 1 Day</td>
<td>12/9/2020</td>
<td></td>
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<tr>
<td>12/1/2020</td>
<td>28244</td>
<td>CUSTODIAL FORESTHILL MEMORIAL HALL</td>
<td>Open</td>
<td>Continuing</td>
<td></td>
<td>27.5</td>
</tr>
<tr>
<td>12/1/2020</td>
<td>47172</td>
<td>Once a week for the month assigned, please inspect the internal grates of the kitchen’s hood system. Clean if necessary</td>
<td>In Progress</td>
<td>Scheduled 30 Day</td>
<td></td>
<td></td>
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<tr>
<td>12/1/2020</td>
<td>51010</td>
<td>BLDG MNTC Building Services MEMORIAL HALL FORESTHILL</td>
<td>Open</td>
<td>Continuing</td>
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<td>12/1/2020</td>
<td>35021</td>
<td>Perform preventive maintenance as per procedure details (HVAC)</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>12/1/2020</td>
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<tr>
<td>12/1/2020</td>
<td>39050</td>
<td>Perform preventive maintenance as per procedure details (HVAC)</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>12/1/2020</td>
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<tr>
<td>Date</td>
<td>Ticket</td>
<td>Description</td>
<td>Status</td>
<td>Priority</td>
<td>Duration</td>
<td>Due Date</td>
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<td>Low 1-10 Days</td>
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<tr>
<td>12/1/2020</td>
<td>39052</td>
<td>Perform preventive maintenance as per procedure details (HVAC)</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>12/1/2020</td>
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<tr>
<td>12/3/2020</td>
<td>81072</td>
<td>Update all access systems to electronic.</td>
<td>In Progress</td>
<td>Low 1-10 Days</td>
<td>12/1/2020</td>
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<tr>
<td>12/14/2020</td>
<td>28448</td>
<td>Perform preventive maintenance as per procedure details (Fire/Life Safety)</td>
<td>Work Complete</td>
<td>Medium 1-3 Days</td>
<td>12/14/2020</td>
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<tr>
<td>12/14/2020</td>
<td>52525</td>
<td>BM Hood Ext Sys Tst Bi Ann - Foresthill Memorial Hall - PM000034</td>
<td>Work Complete</td>
<td>Scheduled 30 Day</td>
<td>12/14/2020</td>
<td></td>
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<tr>
<td>12/15/2020</td>
<td>45805</td>
<td>Perform preventive maintenance as per procedure details (Fire/Life Safety)</td>
<td>Closed</td>
<td>Medium 1-3 Days</td>
<td>12/16/2020</td>
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<tr>
<td>Project Manager</td>
<td>Original Request Date</td>
<td>Status</td>
<td>Forecast Request Description</td>
<td>Original</td>
<td>Carryover Balance</td>
<td>Estimate</td>
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<td>-----------------</td>
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<tr>
<td>Charlie F.</td>
<td>11/2/2020</td>
<td>Action</td>
<td>Replace Vinyl Flooring in Kitchen</td>
<td>1</td>
<td>$14,707</td>
<td></td>
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<tr>
<td>Charlie F.</td>
<td>11/2/2020</td>
<td>Action</td>
<td>Replace Vinyl Flooring in Restrooms</td>
<td>1</td>
<td>$15,057</td>
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<td></td>
<td></td>
<td></td>
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<td>$29,764.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Foresthill Hall total estimate</td>
<td></td>
<td>-$12,170.00</td>
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Current: $10,000.00  Carryover: $7,594.00  Balance: $17,594.00
Veterans Memorial Hall Request
For Use 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 use fee may be granted by Hall board action to other community based nonprofit groups from the community in which the Hall is located. In all other instances full payment of the designated use fee shall be required.

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

Organization Name: Foresthill Community Chapel
Responsible Party Name: Ron Roussey Email: ron7120@gmail.com
Name of Facility being Requested: Fit Vet's Memorial Hall Veterans Memorial Hall
Number of People: 200 Type of Event: Breakfast fundraiser
Area(s) of Hall to be used: Kitchen & Main Hall

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

Section 2.82.120.A.
Section 2.82.120.B. Up to but not exceeding 50% - Percent of Fee Reduction Requested: ________%

Justification for Use Fee Waiver or Reduction (A letter to the Hall Board may also accompany this request):
The Community Chapel is a non profit organization which exist to manage & maintain the Community Chapel. The Chapel belongs to the residents of FH.

*****************************************************************************
ACTION BY VETERANS HALL BOARD

Fee Waiver: Approved / Denied (circle one)
Fee Reduction: Approved / Denied (circle one) Percent of Fee Reduction: ________%

Board President Signature: __________________________ Date Signed: _________