

**ROSEVILLE VETERANS MEMORIAL HALL  
Meeting Agenda  
January 6, 2020 at 10:00 AM  
110 Park Drive, Roseville, CA**

Board of Trustees

Philip Jordan (President)  
American Legion Post 169

Michael Scott  
American Legion Post 169

Harold Hayek (Secretary)  
FRA Branch 230

Robert Lightfield  
FRA Branch 230

Raquel Mangone  
VFW Post 1487

Mia Portilla-Dimmick  
VFW Post 1487

Bonnie Gore  
Board of Supervisors

Alternates

Awaiting BOS  
Appointment  
American Legion Post 169

Awaiting BOS  
Appointment  
FRA Branch 230

Kathryn Bernardi  
VFW Post 1487

Charles Peterson  
Board of Supervisors

**1. Call Meeting to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

**4. Approval of Minutes**

- a. Minutes from November 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 3 weeks in advance for consideration to the Hall Coordinator at [RosevilleHall@placer.ca.gov](mailto:RosevilleHall@placer.ca.gov).

**6. Information / Non Action Items**

- a. Review Work Order / Custodial Hours Report. (Attachment)  
b. Reminder MOU Revenue / Expenditure Reports are Due January 31<sup>st</sup>.  
c. Communication Process for Board Agenda Items.

**7. Action Items**

- a. Review / Modify / Ratify Building Maintenance Project List. (Attachment)  
b. Crisis Hotline Banner; Size request is at best 4'x10' and at least 4'x6'.  
c. Whirl-A-Ways request to add additional matching locker in Service Office.  
d. Designate Use for the two inner Veteran's Service Offices.  
e. Framed Flag Donation by Robert Lightfield.

**8. Reports**

- a. Late-arriving correspondence. (Attachment)  
b. Veterans Reports.  
c. Hall Use Report.

**9. Announcements**

- a. Next regularly scheduled meeting date: March 2, 2020.

**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>.

Roseville Veterans Memorial Hall  
Board of Trustees Meeting  
110 Park Drive  
Roseville, CA 95678

Minutes of Meeting for: 4 November 2019

**1. Call Meeting to Order:** Meeting called to order by Board President Phil Jordan at 10 AM.

**2. Pledge of Allegiance:** Pledge of Allegiance recited.

**3. Roll Call:**

a. Trustees present:

Philip Jordan, Roseville American Legion -Post 169  
Mia Portilla-Dimmick, VFW -Post 1487 (Alternate-not sworn in yet)  
Harold Hayek, FRA -Branch 230  
Charles Peterson, County Board of Supervisors

b. Guests present:

Barbara Ruffner, Overalls / ASDSC  
Bob Lightfield, FRA -Branch 230 (Alternate-not sworn in yet)  
Dick Howard, American Legion -Post 169  
Duane Espinoza, Placer County Facility Management  
Joy Howard, Whirl-A-Ways  
Landon Wolf, Representing Supervisor Bonnie Gore

**4. Approval of Minutes**

a. Motion made (Charles Peterson/Harold Hayek) and passed to approve the minutes for our November meeting as mailed.

**5. Public Comment**

- a. Dick Howard (VFW -Post 1487) expressed concern regarding the exterior steps leading outside from the stage on both sides of the stage. He feels the steps are too narrow creating a safety hazard. He stated there were repeated incidents where people fell going down the steps. Duane Espinoza from Placer County will look into this and take action as needed. (This came up at the last meeting)
- b. Joy Howard (Whirl-A-Ways) observed that we have a defibrillator in the hall but have not received training on how to use it.
- c. Barbara Ruffner (Overalls / ASDSC) reported that there was no hot water in the women's bathroom. Duane said he could have maintenance check it out.
- d. Mia Portilla-Dimmick (VFW -Post 1487) expressed concern regarding asbestos throughout the building. This item will be discussed at a later date.
- e. Barbara Ruffner (Overalls / ASDSC) asked for permission to add a cabinet in the entry room going into the women's bathroom. There was one there in the part. She would do this at her own expense. This will be considered at the next meeting of the Hall Board.

**6. Information / Non-Action Items**

- a. Review Work Order / Custodial Hours Report.
  - i. Request ID 48217 was canceled. The county is not able to repair the ice machine and it is not a county asset. The county will check with an outside vendor to see if it can be repaired. If replacement is required the veteran's groups will be responsible since the ice machine is not a county asset. Phil suggested the ice machine could be replaced by a chest freezer instead. Something to consider if the ice machine can't be repaired.
  - ii. Harold asked if the new cabinets have been secured to the wall. Phil said this has not been completed yet but he is working with the county to determine the best way to accomplish this.
  - iii. Dick Howard shared that the hot air from the new heaters in the main hall blow straight down and make it uncomfortable for dancers right under the fans. This came up at the last meeting. The county was going to adjust the louvers so the air blows more out instead of down. We will follow up at the next meeting.
- b. Review 2018-19 Cost vs Revenue Reports.
  - i. Harold asked if the rents are the only revenue the county receives for the hall. Duane confirmed that rents are the only source of revenue.
- c. MOU Revenues and Expenditures Report Due January 31<sup>st</sup>.
  - i. Dick Howard asked if the funds can be used for hall upgrades? Harold will send an email to the Hall Coordinator to see if this is allowed.

## 7. Action Items

- a. Review / Modify / Ratify Building Maintenance Project List.
  - i. Harold asked about the status of our request to proceed with the HVAC upgrade. Duane said he has not submitted our request yet but it is not due until the end of December.
  - ii. Regarding the ceiling fan and electrical upgrade for the service office. At our last meeting we voted to combine the two projects. Duane is working on getting a bid.
  - iii. With the completion of the Bayside Church Serve Day project a second office is now available in the Service Office. One of the two offices is occupied by the American Legion but the second office is available.
  - iv. Phil asked for input on what to do with the extra office.
    - 1. Charles suggested the dividing wall between the two offices could be removed to create one larger office.
    - 2. Dick Howard suggested the door from the office could be removed and the refrigerator moved into the office. This would make more room in the service office and still give access to the refrigerator.
    - 3. Phil suggested the office be reserved for the Veteran's Service Office and as a room where veterans could meet.

Since this was not included as an agenda item, we cannot make any final decisions at this time. This item will be added to the agenda for our next meeting in January.
- b. Discuss: Whirl-A-Ways request to add additional matching locker in Veteran Service office area.
  - i. Motion made by Charles Peterson to accept the request. Since there was no second Charles withdrew his motion and moved to table the request until the January meeting.

## 8. Reports

- a. Late-arriving correspondence.
  - i. Duane advised us that the county is changing the way the lights and swamp coolers in the main hall are operated. Instead of using the circuit breakers for switching the lights a bank of wireless switches will be added for the lights and the swamp coolers. This is a safety upgrade.

- b. Veterans Reports.
  - i. FRA Branch 230:
    - 1. We are continuing to work on increasing our membership and get more active.
    - 2. The FRA recently completed their national convention where we elected our first female national president.
  - ii. VFW Post 1487:
    - 1. The VFW Post 1487 will sponsor a crab feed in February. Details to follow.
  - iii. American Legion Post 169:
    - 1. Veteran's Day service will be here at the Roseville Hall on November 11<sup>th</sup> beginning at 11:00 am. A light lunch will be served in the downstairs hall following the service.
    - 2. There is a box outside the hall for collecting retired American flags. It is being emptied on a regular basis. When cloth flags are received the stars are removed and it can be re-purposed but we also receive vinyl and plastic flags. We need ideas on how to dispose of the vinyl and plastic flags.
- c. Hall Use Report.
  - i. Harold asked about conflict on the hall calendar. We sent an email but have not received a response yet. Duane said Kristie Cantrell will be out a little while longer. Karrie Taylor will continue to fill in for Kristie until she returns.
  - ii. Robert Lightfield brought in a framed flag he would like to donate to the hall. Since this is not on the agenda it cannot be considered for action at this time. This item will be added to the agenda for our next meeting in January.

## 9. Announcements

- a. Next regularly scheduled meeting date: January 6, 2020.
- b. Supervisor Gore will be at the Veteran's Day event on Monday. Also, in her newsletter this month she will feature the Roseville hall. Hopefully this will generate more interest for others to rent the hall.

## 10. Adjournment:

- a. Motion made (Harold / Charles) and passed to adjourn.
- b. Meeting adjourned at 11:27 am.

Respectfully submitted by Harold Hayek, Secretary

**ROSEVILLE VETERANS MEMORIAL HALL  
Work Order and 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 Hours
9/27/2019	37813	Perform preventive maintenance. (ROOF)	Closed	Low 1-10 Days	11/18/2019	
10/1/2019	37720	Perform preventive maintenance. (FLOOD GATE)	Closed	Medium 1-3 Days	12/13/2019	
10/1/2019	37723	Perform preventive maintenance. (FLOOD GATE)	Closed	Medium 1-3 Days	12/13/2019	
10/1/2019	2689	BLDG MNTC SUPERVISION MEMORIAL HALL ROSEVILLE	Closed	Continuing	11/4/2019	
10/1/2019	7629	CUSTODIAL ROSEVILLE MEMORIAL HALL	Closed	Continuing	11/4/2019	51
10/15/2019	14679	Perform preventive maintenance. (LOCK)	Open	Low 1-10 Days		
10/21/2019	37797	Perform preventive maintenance. (ROOF)	Closed	Low 1-10 Days	11/18/2019	
11/1/2019	2690	BLDG MNTC SUPERVISION MEMORIAL HALL ROSEVILLE	Closed	Continuing	12/2/2019	
11/1/2019	7630	CUSTODIAL ROSEVILLE MEMORIAL HALL	Closed	Continuing	12/2/2019	43.5
11/1/2019	17690	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	17712	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/18/2019	
11/1/2019	35590	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	37699	Perform preventive maintenance. (EQUIP)	Closed	Low 1-10 Days	11/26/2019	
11/1/2019	39032	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	39035	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	39038	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	39041	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	39044	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	





# PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION

110 MAPLE STREET, AUBURN, CALIFORNIA 95603 - 530-889-4097  
LAFCO@PLACER.CA.GOV

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FACILITIES MANAGEMENT

COMMISSIONERS:

SUSAN ROHAN,  
CHAIR (PUBLIC)

ROBERT WEYGANDT  
VICE CHAIR (COUNTY)

JOSHUA ALPINE  
(SPECIAL DISTRICTS)

BONNIE GORE  
(COUNTY)

JOE PATTERSON  
(CITY)

WILLIAM KAHRL  
(SPECIAL DISTRICTS)

PAUL JOINER  
(CITY)

ALTERNATE  
COMMISSIONERS:

JIM HOLMES  
(COUNTY)

VACANT  
(PUBLIC)

SCOTT ALVORD  
(CITY)

MIKE LYNCH  
(SPECIAL DISTRICTS)

STAFF:

KRIS BERRY, AICP  
EXECUTIVE OFFICER

LINDA WILKIE  
CLERK TO THE  
COMMISSION

WILLIAM WRIGHT  
LAFCO COUNSEL

Date: December 4, 2019

To: Interested parties

Subject: Alternate Public Member for LAFCO

From: Kristina Berry, AICP, Executive Officer

LAFCO is a state-mandated Commission charged with the responsibility to provide the orderly formation and growth of cities and special districts. The Commission is also responsible for preparing and adopting reviews of the cities and special districts, and determining and periodically updating their spheres of influence.

Recently, Placer LAFCO recruited for the Vacant Alternate Public Member for the Commission, and received three applications. At the November Commission meeting, the Commission requested that we expand our outreach effort for the position to ensure that the public is aware of the open position.

While many of you receiving this memo may not be eligible for the position, we would like to encourage dissemination to others you may be aware are interested and would like to apply.

The Public Member (and alternate) represents the public on the Commission, and is appointed by the other members of the Commission. An employee or officer of a city, the county or any special district within Placer County with territory within Placer County is not eligible to serve as an alternate Public Member. Alternates may participate in discussion during any meeting, however they vote only in the absence of the regular member. The Alternate Public Member position to be appointed is for a term that expires in May of 2023.

Prospective applicants must submit an application by February 4, 2020. An application is enclosed, or may be downloaded from the LAFCO website [www.placer.ca.gov/2704/Local-Agency-Formation-Commission-LAFCO](http://www.placer.ca.gov/2704/Local-Agency-Formation-Commission-LAFCO), or obtained by contacting Placer LAFCO at (530) 889.

To obtain more information, please contact Kris Berry, Executive Officer, by calling (530) 889-4097 or emailing [kberry@placer.ca.gov](mailto:kberry@placer.ca.gov).



**Placer Local Agency Formation Commission**  
**110 Maple Street, Auburn CA 95603**  
**(530) 889-4097**

**ALTERNATE PUBLIC MEMBER**

Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Residence Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

I am applying for the position of Alternate Public Member

=====

Please briefly describe your experience in local government and/or with local community organizations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please briefly describe your employment experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please briefly describe your educational background:

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On a separate page, explain why you are interested in serving on the Placer Local Agency Formation Commission, and how your appointment would be of benefit to the Commission and the community. Please do not exceed one page.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Applications must be received no later than 4:30 p.m. on February 4, 2020**

Thank you for your interest in the Placer Local Agency Formation Commission.