

**LOOMIS VETERANS MEMORIAL HALL
Meeting Agenda
January 9, 2020 at 10:00 AM
5945 Horseshoe Bar Road, Loomis, CA**

Board of Trustees

Gene Freeland (Secretary)
VFW Post 904

Brian Slagboom
VFW Post 904

Thomas Seth
AL Post 775

Thomas Millward
AL Post 775

Russell Kelley (President)
AL Post 775

Jim Holmes
Board of Supervisors

Alternate

Rodney Reyman
AL Post 775

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes**
 - a. Minutes from September 12, 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. Please contact the hall coordinator at LoomisHall@placer.ca.gov.
6. **Information / Non Action Items**
 - a. Review Work Order / Custodial Hours Report. (Attachment)
 - b. Communication Process for Board Agenda Items.
7. **Action Items**
 - a. Review / Modify / Ratify Bldg Maintenance Project List. (Attachment)
8. **Reports**
 - a. Late-arriving correspondence.
 - b. Veterans Reports.
 - c. Hall Use Report.
9. **Announcements**
 - a. Next regularly scheduled meeting date: May 14, 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>.

Loomis Veterans Memorial Hall

Board of Trustees – Board Meeting Minutes
September 12, 2019 at 10:00 AM
5945 Horseshoe Bar Road, Loomis, CA 95650

1. **Call to Order:**
Meeting Called to Order by Gene Freeland at 10:10 A.M.
2. **Pledge of Allegiance** – Accomplished.
3. **Introduction of Trustees** – Accomplished.
4. **Roll Call:**
Thomas Millward - American Legion Post 775 – Present
Thomas Seth – American Legion Post 775 – Present
Russ Kelley – American Legion Post 775 – Present
Gene Freeland – Veterans of Wars Post 904 – Present
Jim Holmes – Placer County, Board of Supervisors – Absent – Excused
Duane Espinoza – Placer County, Public Works and Facilities – Present.
A quorum was present.
5. **Election of Officers: a. Per Adopted Rotation.**
The following nominations were made and selected by acclamation:
President = Russ Kelley.
Secretary = Gene Freeland
6. Approval of Minutes:
 - a. Minutes from May 9,2019. Not available = deferred to Jan 9, 2020.
7. **Public Comment:**
No public in attendance. No comments.
8. **Information/Non-Action Items:**
 - a. Discussion by County representative all items completed.
Trustees comments: Sink counter in kitchen needs attention as counter edge needs repaired.
Request HVAC System RPM checks prior to each weather cycle. Identify/label circuit breakers in electrical box in Veterans room.
9. **Action Items:**
 - a. Project List:
No items on list for Loomis Hall at this time.
Add identification/labels to all wall switches.
ADA Compliance Requirements being evaluated and will be completed without being listed on Project List, or in Capital Improvement Plan (CIP).
Hall Board may submit CIP Five-Year+ Facilities Financing Plan for improvements via “Renovation Project Request *Application*” form.
 - b. Paying Regular User Groups.
Motion: 1st Thomas Seth, 2nd Gene Freeland; that “The following User Groups are be approved.” **Approved.**
 - i. Downright Country Dance Club.
 - ii. Pony Express Dance Club.

Loomis Veterans Memorial Hall

c. Fee Waiver/ Reduction Requests.

Motion: 1st Thomas Milward, 2nd Thomas Seth; that “The following requests be approved.

Approved.

- i. Boy Scout Troop 12
- ii. Cub Scout Pack 12
- iii. Cub Scout Pack 815
- iv. Del Oro High School FFA
- v. Friends of the Library
- vi. Loomis Community 4-H
- vii. Loomis Lions Club
- viii. Master Gardeners
- ix. Miner’s Ravine 4-H
- x. Placer County 4-H Council
- xi. Placer County 4-H Summer Camp Staff
- xii. Quilt and Fiber Guild
- xiii. Small Farms Advisor
- xiv. Soroptimist International Loomis Basin

d. Approval of the 2020 Hall Calendar.

Motion: 1st Thomas Seth, 2nd Thomas Milward; that “The 2020 Loomis Veterans Memorial Hall Calendar be approved. **Approved.**

10. **Reports:**

- a. Late-arriving correspondence. NONE
- b. Veterans Reports. NONE
- c. Hall Use Report. NONE

11. **Announcements:**

- a. Next regularly scheduled meeting dates: 2nd Thursdays of scheduled Month.
January 9, 2020
May 14, 2020
September 10, 2020

12. **Adjournment:**

Motion: 1st Thomas Milward, 2nd Thomas Seth.

Meeting Adjourned 2 10: 50 AM

Gene Freeland, Recording Secretary

**LOOMIS 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
9/1/2019	7580	CUSTODIAL LOOMIS MEMORIAL HALL MMP	Closed	Continuing	10/2/2019	42
9/1/2019	2590	BLDG MNTC SUPERVISION MEMORIAL HALL LOOMIS	Closed	Continuing	10/2/2019	
9/23/2019	46086	Custodial inspection of facility.	Closed	Low 1-10 Days	11/27/2019	
10/1/2019	4704	Perform preventive maintenance. (FIRE)	Closed	Low 1-10 Days	11/20/2019	
10/1/2019	7581	CUSTODIAL LOOMIS MEMORIAL HALL MMP	Closed	Continuing	11/4/2019	40.5
10/1/2019	2591	BLDG MNTC SUPERVISION MEMORIAL HALL LOOMIS	Closed	Continuing	11/4/2019	
10/14/2019	32002	Building Inspection of interior and exterior.	Closed	Scheduled 30 Day	10/15/2019	
11/1/2019	7582	CUSTODIAL LOOMIS MEMORIAL HALL MMP	Closed	Continuing	12/2/2019	27.5
11/1/2019	2592	BLDG MNTC SUPERVISION MEMORIAL HALL LOOMIS	Closed	Continuing	12/2/2019	
11/1/2019	35110	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	35117	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	35131	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	35132	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	37698	Perform preventive maintenance. (EQUIP)	Closed	Low 1-10 Days	11/26/2019	
10/15/2019	14670	Perform preventive maintenance. (LOCK)	Open	Low 1-10 Days		
12/1/2019	7583	CUSTODIAL LOOMIS MEMORIAL HALL MMP	Open	Continuing		
12/1/2019	2593	BLDG MNTC SUPERVISION MEMORIAL HALL LOOMIS	Open	Continuing		

Building Maintenance Project List

Date / Completed	Project / Description / Notes	Priority	Status	Cost Est.	Actual Expenditure	Deferred Costs
	Loomis Hall Board Requests					
	No Active Hall Board requests at this time					
	Loomis Hall total estimate		\$10,000			