

**AUBURN VETERANS MEMORIAL HALL  
Meeting Agenda  
February 1, 2021 at 5:30 PM  
100 East Street, Auburn, CA**

Board of Trustees

Michael Scott  
Marine Corps. Det. 1247

Dustin Byers  
VFW Post 904

Bonnie B. Potter  
Navy League

Phil Erdman  
American Legion Post 84

Cindy Gustafson  
Board of Supervisors

Alternates

Daniel McLain  
American Legion Post 84

Chuck Spinks  
VFW Post 904

Donald C. Anderson  
Navy League

Gerald Rico  
Marine Corps. Det. 1247

**1. Call Meeting to Order**

**2. Pledge of Allegiance**

**3. Approval of Minutes**

- a. Minutes from December 7, 2020. (Attachment)

**4. Public Comment**

- a. For public comment or to listen in on the meeting, please dial in to the Microsoft Teams Meeting conference line.

**+1 619-483-4068 Conference ID: 525 325 093#**

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 three (3) weeks in advance for consideration to the Hall Coordinator at [AuburnHall@placer.ca.gov](mailto:AuburnHall@placer.ca.gov).

**5. Information / Non Action Items**

- a. Work Order / Custodial Hours Report. (Attachment)

**6. Action Items**

- a. Review/Modify/Ratify Building Maintenance Project List. (Attachment)  
b. Use Fee Discussion.

**7. Reports**

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

**8. Announcements**

- a. Next regularly scheduled meeting date: April 5, 2021.

**9. 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>.



Auburn Veterans Memorial Hall Board of Trustees Meeting  
December 7, 2020

The meeting was called to order at 5:36 pm by Vice President Dusty Byers, who led the Pledge of Allegiance. Present as per sign-in sheet were Dusty Byers, VFW Delegate; Mike Scott, Marine Corps League Delegate; Phil Erdman, American Legion Delegate; Bonnie Potter, Navy League Delegate; Chuck Spinx, VFW Alternate; Gerald Rico, Marine Corps League Alternate; Dan McLain, American Legion Alternate; Donald C. Anderson, Navy League Alternate; Taylor Penticoff, Shawna Howard, Brad Boulais, and Duane Espinoza, Placer County Facilities, and Cindy Gustafson present via teleconference.

Election of Officers: Potter is willing to remain as Secretary and made a motion to revise the slate of officers as follows: VFW Delegate Byers for President; American Legion Delegate Erdman for Vice President and Navy League Delegate Potter for Secretary; motion seconded by Scott. Motion carried.

Approval of Minutes: The minutes of the October 5, 2020 meeting were approved as written.

Public Comment: None.

Information/Non-action Items: a). Work Order/Custodial Hours Report was reviewed and discussed. Homeless have left trash that has been cleaned up. Storage locker in back of the building was separating from building and has been fixed. Holes in eaves have been sealed. Gas smell was reported; found a leak which was repaired but smell remained; parts on order. When setup for Hall is requested, tearing down is included although date may be unknown. Looking for someone who does ornamental plaster repair. With Hall is not in use, custodian only stops by once a week to check on things. b). Locker Utilization: some information has been collected by Taylor; results given to Potter who offered to complete the report. c). 2019/2020 Cost vs Revenue Report: report was reviewed by Delegates. d). Use Fee Discussion: Not all users take care of the Hall. Costs are being tracked and there are several options for potential changes as our fees are low compared to other venues. Some halls charge a Facility Fee. Could plan a yearly percentage increase in user and/or facility fees. County would like to recoup at least 25% of costs. Current fees discussed: D is \$150; DK is \$200; FS is \$50; Upstairs: \$250. Having Internet access is a plus for renters and should be considered. Will discuss again next meeting and vote on fee changes at that time.

Action Items: a). Review/Modify Building Maintenance Hall Board Project List: Acoustical upgrade is in progress with slight modifications to the plan. Panels will have from the ceilings in the center of each section so the beams will not be blocked. Materials on order. Internet can be installed using cradle point and can be set up with guest access. Annual cost will be \$540. Potter made a motion to approve the installation; motion seconded by Scott. Motion carried. Cradle point is already in use for the door. Duane will have media person look at the blown channel on the sound system.

Reports: a). Late Arriving Correspondence: none. b). Veterans Reports: Question about when we will be able to use the Halls. Supervisor Gustafson commented on impact of State orders and the potential for another Stay-at-Home order. Board of Supervisor meetings were not open to the public until September and they have protocols in place. Concerns have been raised about County's responsibility and liability if protocols are not followed. Knowing how the Hall would be used (food, public, etc.) and by how many may help County Counsel establish guidelines/protocols. Discussion will continue about what we might be able to do in the future. Potter reported that Navy League is meeting by Zoom and conducting usual toy drive for the Salvation Army. Byers reported that VFW's Drive-Through for Heroes worked well, and they sold out 240 plated in 2 ½ hours. Scott reported that Marine Corps League has not met since initial Covid shutdown. American Legion reported that they are checking on members and having Conference Call meetings monthly. There is a homeless person living on the upstairs porch again. Byers encouraged

every organization to have a member attend the Veterans Advisory Council and stressed the importance of checking on members.

Announcements: Next meeting date: February 1, 2021 at 5:30 pm.

Adjournment: Potter made a motion to adjourn which was seconded by Scott. Motion carried and the meeting adjourned at 6:34 pm.

Respectfully submitted by Bonnie Potter, Secretary

Date	Request ID	Status	Priority	Date Closed	Original Message	Labor Hours
12/1/2020	28213	Closed	Continuing	1/4/2021	CUSTODIAL AUBURN MEMORIAL HALL MMP MMP Maintenance Work	8
12/1/2020	51058	Closed	Continuing	1/4/2021	BLDG MNTC Building Services MEMORIAL HALL AUBURN MMP Maintenance Work	
12/8/2020	81212	Closed	Low 1-10 Days	12/11/2020	Please repair broken domestic water line.	
12/24/2020	75761	In Progress	Low 1-10 Days		Custodial Inspection of the facility Use Inspection Form at T:\FAC\BUILDING MAINTENANCE\CUSTODIAL\Inspection Reports	
1/1/2021	29917	Open	Continuing		CUSTODIAL AUBURN MEMORIAL HALL MMP MMP Maintenance Work	2
1/1/2021	51059	Open	Continuing		BLDG MNTC Building Services MEMORIAL HALL AUBURN MMP Maintenance Work	

PJ01222	Project Manager	Method	Original Request Date	Status	Auburn Hall Board Requests - FY20/21	Current	\$10,000.00	Estimate	Actual
						Carryover	\$10,000.00		
						Balance	\$20,000.00		
	Duane Espinoza		11/13/2019	Deferred	<b>New PA system - 2nd floor</b>	3	<b>Deferred</b>	\$11,914	\$0
					11/5/2020 DE 5% No NTP No ECD: Media Services has evaluated room and made recommendations for an integrated audio system. Placer County media would complete purchase, install, and set-up of system. Project is out of budget for FY20/21.				
	Duane Espinoza		11/13/2019	Approved	<b>Acoustical upgrades - 2nd floor (14,500)</b>	1	<b>In Progress</b>	\$15,500	\$0
					1/21/21 DE 5% No ECD NTP 10/2/20 Acoustic panels had to go out for public bid due to projected cost estimate. Panel plan has to be redesigned as well due to ceiling materials in stage room will not allow for anchor mounting.				
	Duane Espinoza		10/2/2020	Approved	<b>Add Internet Service w/WiFi to Hall for users</b>	2	<b>In Progress</b>	\$965	\$0
					1/21/21 DE 20% NTP 12/7/20 ECD 1/21/20: Awaiting Telecom group to get hardware and schedule install. Hall board members will be notified once network is available.				
							<b>Sub Total</b>	\$28,379	\$0
					<b>Auburn Hall total Estimate</b>		<b>\$27,414.00</b>	<b>Balance</b>	<b>\$20,000</b>