



**AUBURN VETERANS MEMORIAL HALL
Meeting Agenda
February 3, 2020 at 5:30 PM
100 East Street, Auburn, CA**

Board of Trustees

- Courtland Bradbury
American Legion Post 84
- David Selvy (President)
Marine Corps. Def. 1247
- Bonnie B. Potter (Secretary)
Navy League
- Dustin Byers (Vice
President)
VFW Post 904
- Cindy Gustafson
Board of Supervisors

Alternates

- Rudy Pelzman
American Legion Post 84
- Michael Scott
Marine Corps. Def. 1247
- Donald C. Anderson
Navy League
- Chuck Spinks
VFW Post 904
- George Simmons
VFW Post 904

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes**
 - a. Minutes from October 7, 2019. (Attachment)
 - b. December 2, 2019 meeting canceled.
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 AuburnHall@placer.ca.gov.
6. **Information / Non Action Items**
 - a. Work Order / Custodial Hours Report. (Attachment)
 - b. Review 2018-2019 Cost vs Revenue Report. (Attachment)
 - c. Communication Process for Board Agenda Items.
7. **Action Items**
 - a. Review/Modify/Ratify Building Maintenance Project List. (Attachment)
 - b. Approve Post 84 Ham Radio Club's Equipment Installation Request.
 - c. Consider Auburn Winds Fee Waiver Request. (Attachment)
 - d. Consider Buck's Booster Club Fee Waiver Request. (Attachment)
8. **Reports**
 - a. Late-arriving correspondence. (Attachment)
 - b. Veterans Reports.
 - c. Hall Use Report.
9. **Announcements**
 - a. Next regularly scheduled meeting date: April 6, 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>.



Auburn Veterans Memorial Hall Board of Trustees Meeting
October 5, 2019

Ryan Ronco, Placer County Clerk/Recorder was present to administer the oath of office to all board members in attendance prior to the meeting.

The meeting was called to order at 5:30 pm by outgoing President Court Bradbury, who led the Pledge of Allegiance. Present as per sign-in sheet were Court Bradbury, American Legion Delegate; Bonnie Potter, Navy League Delegate; Donald C. Anderson, Navy League Alternate; Rudy Pelzman, American Legion Alternate; Dusty Byers, VFW Delegate; Chuck Spinks, VFW Alternate, Dave Selvy, Marine Corps League Delegate; Mike Scott, Marine Corps League Alternate; Duane Espinoza, Placer County Facilities.

Introduction of Trustees and Alternates: Done.

Roll Call: Taken.

Election of Officers: Bonnie made a motion to elect Dave Selvy as President, Dusty Byers as Vice President and Bonnie Potter as Secretary; Byers seconded the motion. Motion carried by unanimous vote.

Approval of Minutes: Bradbury made a motion to approve the August 5, 2019 meeting minutes; Byers seconded the motion. Motion carried.

Public Comment: None.

Information/Non-action Items: a). Work Order/Custodial Hours Report printed 10/2/2019 was reviewed and discussed. Most items have been completed and are noted as closed. Some items are standing work orders. The Building Maintenance Project list printed 10/2/2019 was also reviewed. Damaged sewer line replacement is complete. The reporting for building projects has been changed because of the discretionary funding of \$10,000 that the Hall Board has control over.

Action Items: a). Review/Modify Building Maintenance Hall Board Project List. The list was reviewed, and no changes to the priorities were recommended. Still need to look at electrical safety. Renovation Project Process discussed with request form reviewed. b). Tree Replacement: Park recommends red maple as replacement. Bradbury made a motion to approve Red Maple as tree replacement; second by Potter. Motion carried. c). Fee Waiver/Reduction Requests: Requests received from Mother Lode Goldhounds (2.82.120.C at 50%), Placer County Historical Society (2.82.120.B free) and Placer Sportsmen (2.82.120.B free) were reviewed. Bradbury made a motion to approve as requested; second by Potter. Motion carried. Fee Waiver Request for one date from Sierra Foothills Amateur Radio Club reviewed (2.82.120.B free). Bradbury made a motion to approve; second by Byers. Motion carried. Fee Waiver Request from UCCE – Placer County Farm Advisor (2.82.120.B free) reviewed. There is no date on the request, and it was suggested that form be modified to include dates. Potter made a motion to approve the group as long as dates are submitted; second by Byers. Motion carried. d). 2020 Hall Calendar: 2020 calendar reviewed and discussed. Potter made a motion to approve 2020 calendar; Bradbury second. Motion carried.

Reports: a). Late Arriving Correspondence: none. b). Veterans Reports: VFW reported that they are going strong and thanked Bradbury for 31 years of service on the Veterans Hall Board, with all but 2 years as President. Navy League announced that Navy Birthday will be celebrated at the October meeting and also thanked Bradbury for his service as Board President. Marine Corps League will be celebrating the Marine Corps Birthday on Nov 10th at the Ridge. American Legion reported on 100 Year Anniversary Dinner

planned for Oct 23rd where Boys/Girls State Delegates will also report on their experience. C). Hall Use Reports: none. All seems to be working well. Timer for heater/air conditioner works again.

Announcements: Next meeting date: December 2, 2019 at 5:30 PM.

Adjournment: Bradbury made a motion to adjourn which was seconded by Potter. Motion carried and the meeting adjourned at 6:19 pm.

Respectfully submitted by Bonnie Potter, Secretary

**AUBURN 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
8/16/2019	37880	Perform preventive maintenance. (ROOF)	Closed	Low 1-10 Days	9/9/2019	
8/1/2019	1912	BLDG MNTC SUPERVISION MEMORIAL HALL AUBURN	Closed	Continuing	9/3/2019	
8/1/2019	6730	CUSTODIAL AUBURN MEMORIAL HALL	Closed	Continuing	9/3/2019	41.75
9/1/2019	1913	BLDG MNTC SUPERVISION MEMORIAL HALL AUBURN	Closed	Continuing	10/2/2019	
9/1/2019	6731	CUSTODIAL AUBURN MEMORIAL HALL	Closed	Continuing	10/2/2019	50.5
9/25/2019	37850	Perform preventive maintenance. (BLDG EXTERIOR)	Closed	Low 1-10 Days	10/15/2019	
10/1/2019	6732	CUSTODIAL AUBURN MEMORIAL HALL	Closed	Continuing	11/4/2019	64
10/1/2019	1914	BLDG MNTC SUPERVISION MEMORIAL HALL AUBURN	Closed	Continuing	11/4/2019	
11/1/2019	1915	CUSTODIAL AUBURN MEMORIAL HALL	Closed	Continuing	12/2/2019	38.5
11/1/2019	6733	BLDG MNTC SUPERVISION MEMORIAL HALL AUBURN	Closed	Continuing	12/2/2019	
11/1/2019	32990	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	32998	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	33006	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	33015	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	33023	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	33031	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	33039	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	33047	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	33055	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	

**AUBURN VETERANS MEMORIAL HALL
Work Order / Custodial Hours Report**

Date	Request ID	Original Message	Status	Priority	Date Closed	Custodial Labor Hours
11/1/2019	33063	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	11/1/2019	
11/1/2019	37686	Perform preventive maintenance. (EQUIP)	Closed	Low 1-10 Days	11/26/2019	
11/1/2019	37689	Perform preventive maintenance. (EQUIP)	Closed	Low 1-10 Days	11/26/2019	
11/4/2019	47585	Perform preventive maintenance. (BLDG EXTERIOR)	Closed	Low 1-10 Days	11/18/2019	
11/4/2019	50090	Water leaking from main line.	Closed	Low 1-10 Days	11/22/2019	
11/12/2019	50214	Renter reports broken water line to toilet flooding restroom and hallway.	Closed	High 1 Day	11/12/2019	
12/2/2019	52201	Clean and restore Hall following 11/30/19 rental.	Closed	Medium 1-3 Days	12/9/2019	9.5
10/1/2019	27893	Building Inspection of interior and exterior.	Canceled	Scheduled 30 Day	12/26/2019	
12/1/2019	6734	CUSTODIAL AUBURN MEMORIAL HALL	Closed	Continuing	1/3/2020	41.5
12/1/2019	51046	BLDG MNTC Building Services MEMORIAL HALL AUBURN	Closed	Continuing	1/3/2020	
12/5/2019	52313	Rehang the American flag in the upstairs main hall.	Closed	Low 1-10 Days	12/24/2019	
12/6/2019	52346	Provide a padlock keyed to 200B for the Auburn Hall.	Closed	Low 1-10 Days	12/23/2019	
12/18/2019	52574	Repair/replace ornamental plaster work above entrance door (pieces have been falling off).	Closed	Low 1-10 Days	1/16/2020	
1/17/2020	60552	Please install fence or extra boards to exclude homeless from sleeping in alcove area on the side of the emergency exit deck from 2nd floor. Custodian is finding trash and/or people there consistently.	Closed	Low 1-10 Days	1/24/2020	
12/23/2019	45697	Custodial Inspection.	In Progress	Low 1-10 Days		
12/24/2019	52697	Research alarm lock controls.	In Progress	Low 1-10 Days		

**AUBURN VETERANS MEMORIAL HALL
Work Order / Custodial Hours Report**

Date	Request ID	Original Message	Status	Priority	Date Closed	Custodial Labor Hours
1/1/2020	9959	CUSTODIAL AUBURN MEMORIAL HALL	Open	Continuing		
1/1/2020	51047	BLDG MNTC Building Services MEMORIAL HALL AUBURN	Open	Continuing		

**AUBURN MEMORIAL HALL
OPERATING COSTS
VS
REVENUE
FISCAL YEAR 2018/2019**

TYPE OF SERVICE	AMOUNT
MAINTENANCE	32,984.26
CUSTODIAL LABOR	27,696.14
CUSTODIAL SUPPLIES	3,074.36
UTILITIES	17,743.77
GROUNDS	<u>10,887.04</u>
 TOTAL COST	 \$ 92,385.57

TYPE OF REVENUE	
RENTS	<u>6,650.00</u>
 TOTAL REVENUE	 \$ 6,650.00

**AUBURN VETERANS MEMORIAL HALL
FY 2019-2020**

Date Complete	Project / Description / Notes	Priority	Status	Cost Est.	Actual Expenditure	Deferred Costs
	Hall Board Requests					
	New PA system - 2nd floor	2	Budget	\$11,914	\$0	\$0
	11/13/19 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.					
	Acoustical upgrades - 2nd floor	1	Budget	\$14,500	\$0	\$0
	11/13/19 DE 5% No NTP No ECD: Media Services has evaluated room and made recommendations of installing surface mounted sound absorption panels. Media can order panels and hardware from County Vendor, and installation can be completed by Building maintenance staff. Material Quote: 10,170.00					
	Total Estimate		\$26,414			
	Available				\$10,000	

Fee Waiver Request Form - 2020

In accordance with Placer County Code Chapter 2 Section 2.82.120, Fee Waivers for use of Veterans Memorial Halls are governed by Provision B:

Free use of the Halls shall be accorded to:

- County Departments for non-routine county business
- Non-profit senior citizen activities groups
- Non-profit children activities groups
- Non-profit community service clubs

If your organization qualifies per the above, please complete the below and submit to the Hall Coordinator along with a copy of the IRS non-profit status letter. On the justification lines, list services your organization provides to the Auburn community which may include fundraisers, donations made, etc. to assist the board in determining your eligibility.

Auburn Veterans Memorial Hall

Today's Date: 12/30/2019 Organization Name: AUBURN WINDS

Responsible Party Name: CRAIG THOMAS Title: PRESIDENT

Date(s) of Use being Requested: 2/10/2020 Posted Rate: \$25000

Estimated Number of People: 18 Type of Event: REHEARSAL - ACOUSTIC CHECK OF BUILDING

Area(s) of Hall to be used: UPSTAIRS

Justification for Fee Waiver: AUBURN WINDS, INC., IS A NON-PROFIT PUBLIC CHARITY DEDICATED TO BRINGING MUSIC EVENTS TO THE PUBLIC FREE OF CHARGE. ALL INCOME TO OUR ORGANIZATION COMES FROM PUBLIC DONATIONS & GRANTS. AUBURN WINDS IS AUBURN'S OFFICIAL TOWN BAND. REGISTERED WITH CA SECRETARY OF STATE AND CA A.G. REGISTRY OF CHARITABLE TRUSTS.

***** DO NOT COMPLETE BELOW THIS LINE *****

ACTION TAKEN BY AUBURN VETERANS HALL BOARD

Fee Waiver: Approved / Denied (circle one)

Board President Signature: _____ Date Signed: _____

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 23 2015

AUBURN WINDS
PO BOX 12
AUBURN, CA 95604-0000

Employer Identification Number:
47-5083037
DLN:
26053722002125
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
July 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
September 4, 2015
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

Fee Waiver Request Form

In accordance with Placer County Code Chapter 2 Section 2.82.120, Fee Waivers for use of Veterans Memorial Halls are governed by Provision B:

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- Non-profit senior citizen activities groups
- Non-profit children activities groups
- Non-profit community service clubs

If your organization qualifies as one of the above entities please complete the below and submit to the Hall Coordinator along with a copy of the IRS non-profit status letter. On the justification lines, list services your organization provides to the Auburn community which may include fundraisers, donations made, etc. to assist the board in determining your eligibility.

Auburn Veterans Memorial Hall

Today's Date: 1/16/2020 Organization Name: The Bucks Booster Club

Responsible Party Name: Moriah Gloyd Title: Member

Date(s) of Use being Requested: 2/7/2020 Posted Rate: \$200

Estimated Number of People: 100 Type of Event: Dinner Fundraiser

Area(s) of Hall to be used: Downstairs & Kitchen

Justification for Fee Waiver: The Bucks Booster Club is the PTC of Alta Vista Community Charter School. We hold fundraisers throughout the year to support the individual ^{gen ed} classes and the enrichment classes Alta Vista provides their students. (Please see letter for additional info)

***** DO NOT COMPLETE BELOW THIS LINE *****

ACTION TAKEN BY AUBURN VETERANS HALL BOARD

Fee Waiver: Approve / Denied (circle one)

Board President Signature: _____ Date Signed: _____



The Bucks Booster Club, Inc.
173 Oak St.
Auburn, CA 95603

Dear Hall Board Trustees,

The Bucks Booster Club would like to thank you for your consideration regarding waiving the fee for the rental of the Veteran's Memorial Hall for our Spaghetti Gala Fundraiser on Friday, February 7, 2019. It is generosity like this that allows our small school of about 150 students to thrive. The Bucks Booster Club helps to bridge the gap between Alta Vista Community Charter School's revenues and the actual operational cost of the school and is an extremely important factor in the on-going growth of our school's programs. Our focus this year is supporting Alta Vista's enrichment programs such as Spanish, Art, and Culinary. We are also working towards updating our old playground equipment. The school will benefit greatly from your generosity.

The Bucks Booster Club, Inc. is a not-for-profit PTC organization under Internal Revenue Code Section 501(c)(3).

The Bucks Booster Club, Inc.'s tax ID # is: 46-2038703.

Sincerely,


Moriah L. Gloyd
The Bucks Booster Club Representative

PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION

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

RECEIVED

DEC 11 2019

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 

FACILITIES MANAGEMENT

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, 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.

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:

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.