

AUBURN VETERANS MEMORIAL HALL
Meeting Agenda
February 6, 2023 @ 5:30 pm
100 East Street, Auburn, CA

Board of Trustees

Michael Scott (Vice President)
Marine Corps. Det. 1247

John Duenas
VFW Post 904

Bonnie B. Potter (Secretary)
Navy League

Phil Erdman (President)
American Legion Post 84

Cindy Gustafson
Board of Supervisors

Alternates

Daniel McLain
American Legion Post 84

Chuck Spinks
VFW Post 904

Greg Wilbur
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 5, 2022 (Attachment).
4. **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 three (3) weeks in advance for consideration to the Hall Coordinator at 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).
7. **Reports**
 - a. Late-arriving correspondence.
 - b. Veterans Reports.
8. **Announcements**
 - a. Next regularly scheduled meeting date: April 3, 2023
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 5, 2022

The meeting was called to order at 5:30 pm by President Phil Erdman, who led the Pledge of Allegiance. Present as per sign-in sheet were Phil Erdman, American Legion Delegate; Bonnie Potter, Navy League Delegate; Mike Scott, Marine Corps League Delegate; JD Duenas, VFW Delegate; Dan McLain, American Legion Alternate; Sheryse Lewis, Hall Coordinator and Duane Espinoza of Placer County Facilities Management.

Approval of Minutes: Scott made a motion to approve the minutes from October 3, 2022, as written; second by Erdman. Motion carried.

Public Comment: None.

Information/Non-action Items: a). Work Order/Custodial Hours Report was reviewed and discussed. Espinoza reported that there had been a problem with the urinal. Potter reported that some areas of the floors were slick and that a lower window was unlocked. Custodian is still rotating between this Hall and other buildings but is doing a daily walk around. Leaking of water into bar area will be looked at.

Action Items: a). Building Maintenance Hall Board Project List: Project list reviewed. PA System: some components have arrived, but digital mixer remains on back-order. Will schedule installation once everything has arrived. Discussion of potential future projects which must benefit everyone who uses the Hall. Potter reported that the microwave is old and difficult. Scott made a motion to evaluate possible replacement microwave for purchase; second by Erdman. Motion carried. Potter will take for action and report findings to Espinoza. Replacement tables similar to those in Roseville Hall that are lighter were discussed. Some of the current tables are broken. Cost would be \$120-\$150 each. Potter made a motion to replace the 15 tables that are downstairs and to purchase another rack for upstairs; second by Scott. Motion carried. Decorative molding will be combined with another project for the building; will do all of the exterior wood and cap and column on the front per Espinoza. Espinoza will review need for interior painting where repairs have been done.

Reports: a). Late Arriving Correspondence: none. b). Veterans Reports: Marine Corps League: nothing to report. American Legion reported that this month they are having a holiday party and will be collecting donations for VOA and Roads Home veterans. VFW: nothing to report. Navy League: Pearl Harbor Memorial Service will be held at New Auburn Cemetery on December 7th. Army Navy Game watching party will be held on December 10th at the Hall. Wreaths Across America ceremonies will be held on December 17th at New Auburn Cemetery at 9 am, at Old Auburn Cemetery at 10 am and at Newcastle Cemetery at 11 am. Potter plans to clean out the storage area and asked facilities to remove the TV and the rack that it is on. McLain reported that there are service plaques that have been donated by a veteran that we would like to mount in the Hall; we should get input from the other organizations and vote at next meeting as an action item. McLain is replacing the glass that is missing from the framed Air Force Flag.

Announcements: Next meeting date: February 6, 2023, at 5:30 pm.

Adjournment: Meeting was adjourned at 6:20 pm.

Respectfully submitted by Bonnie Potter, Secretary

Date	Request ID	Original Message	Sub Type	Status	Priority	Crew	Assigned To	Date Closed	Labor Hours
11/1/2022	80503	Perform preventive maintenance as per procedure details PM-HVAC	Routine PM	Closed	Low 1-10 Days	BM Maintenance	Slifer Daniel	11/1/2022	
11/1/2022	80504	Perform preventive maintenance as per procedure details PM-HVAC	Routine PM	Closed	Low 1-10 Days	BM Maintenance	Slifer Daniel	11/1/2022	
11/1/2022	80505	Perform preventive maintenance as per procedure details PM-HVAC	Routine PM	Closed	Low 1-10 Days	BM Maintenance	Slifer Daniel	11/1/2022	
11/1/2022	80506	Perform preventive maintenance as per procedure details PM-HVAC	Routine PM	Closed	Low 1-10 Days	BM Maintenance	Slifer Daniel	11/1/2022	
11/1/2022	80507	Perform preventive maintenance as per procedure details PM-HVAC	Routine PM	Closed	Low 1-10 Days	BM Maintenance	Slifer Daniel	11/1/2022	
11/1/2022	80508	Perform preventive maintenance as per procedure details PM-HVAC	Routine PM	Closed	Low 1-10 Days	BM Maintenance	Slifer Daniel	11/1/2022	
11/1/2022	80509	Perform preventive maintenance as per procedure details PM-HVAC	Routine PM	Closed	Low 1-10 Days	BM Maintenance	Slifer Daniel	11/1/2022	
11/1/2022	80510	Perform preventive maintenance as per procedure details PM-HVAC	Routine PM	Closed	Low 1-10 Days	BM Maintenance	Slifer Daniel	11/1/2022	
11/1/2022	80511	Perform preventive maintenance as per procedure details PM-HVAC	Routine PM	Closed	Low 1-10 Days	BM Maintenance	Slifer Daniel	11/1/2022	
11/1/2022	80512	Perform preventive maintenance as per procedure details PM-HVAC	Routine PM	Closed	Low 1-10 Days	BM Maintenance	Slifer Daniel	11/1/2022	
11/1/2022	80513	BLDG MNTC Building Services MEMORIAL HALL AUBURN MMP Maintenance Work	BM MMP	Open	Continuing		Building Maintenance Overhead .		
11/1/2022	80514	CUSTODIAL AUBURN MEMORIAL HALL MMP MMP Maintenance Work	Custodial MMP	Closed	Continuing		Custodial Overhead .	12/6/2022	22
11/1/2022	80501	Perform preventive maintenance as per procedure details PM-Equipment	Custodial Routine PM	In Progress	Low 1-10 Days	Custodial	Bertilson Lance		
11/1/2022	80502	Perform preventive maintenance as per procedure details PM-Equipment	Custodial Routine PM	In Progress	Low 1-10 Days	Custodial	Bertilson Lance		
11/1/2022	123563	Coordinate and oversee the window cleaning for the Auburn Memorial Hall PM- Building Exteriro Hall restoration following the Castillo Medina event (D/K) 6am-1am at Auburn Veterans Memorial Hall on 11/19/22	Routine PM	Closed	Continuing	Custodial	Reynolds Danny	1/13/2023	
11/21/2022	125293	BLDG MNTC Building Services MEMORIAL HALL AUBURN MMP Maintenance Work	Other	Closed	Medium 1-3 Days	Custodial	Hartnett Greg	12/2/2022	0.5
12/1/2022	81942	BLDG MNTC Building Services MEMORIAL HALL AUBURN MMP Maintenance Work	BM MMP	Open	Continuing		Building Maintenance Overhead .		
12/1/2022	81943	CUSTODIAL AUBURN MEMORIAL HALL MMP MMP Maintenance Work	Custodial MMP	Closed	Continuing		Custodial Overhead .	1/6/2023	29.5

12/1/2022	125513	Please set up the main dance hall (the upstairs room) at the Auburn Vet Hall for a written examination scheduled for the morning of Thursday, December 15, 2022. We will need the exam hall set up by 7:00 am. There will be approximately 80 applicants at the testing session. Please seat applicants as needed to fit in the room with as much physical distancing between tables as can be accommodated. In the back of the hall near the entrance, please place one table with two chairs for exam check-in. We will also need a microphone set up. Please have the room temperature placed at a comfortable setting. You may contract Laura Carucci at 530-889-4087 / lcarucci@placer.ca.gov or myself, Preciosa Ayala-Burkhardt, at 530-886-4637 / payala@placer.ca.gov with any questions. Thank you so much!	Tables and Chairs	Closed	Low 1-10 Days	Custodial	Hartnett Greg	12/20/2022
12/6/2022	126737	Please set up the main dance hall (upstairs room) at the Auburn Vet Hall. We are scheduled to give written examinations the afternoon of Tuesday, December 20, 2022. We will need the exam hall set up by 7:00 am. There will be approximately 62 applicants at the testing session. Please seat applicants as needed to fit in the room with as much physical distancing between tables as can be accommodated. In the back of the hall near the entrance, please place one table with two chairs for exam check-in. We will also need a microphone set up. Please have the room temperature placed at a comfortable setting. Please contact Laura Carucci at 530-889- 4087 or lcarucci@placer.ca.gov or myself - Preciosa Ayala-Burkhardt at 530-886-4637 or payala@placer.ca.gov with any questions. Thank you!	Tables and Chairs	Closed	Low 1-10 Days	Custodial	Hartnett Greg	1/6/2023
12/12/2022	126881	Rec'd a phone call that water was spilling over the gutter and the bar was getting water coming in through the wall. There is also a roof leak on the second floor.	CLBK/CLHM	Closed	Low 1-10 Days	BM Construction	Meznanares Mark	12/16/2022
12/21/2022	127170	Kitchen sink-Someone has left a notice that the garbage disposal isn't working and sink is not draining	Sink	Closed	Low 1-10 Days	BM Maintenance	Barrett Casey	1/5/2023
12/22/2022	82403	Custodial Inspection of the facility Use Inspection Form at T:\FAC\BUILDING MAINTENANCE\CUSTODIAL\Inspection Reports PM - Custodial	Inspection	In Progress	Low 1-10 Days	Custodial	Bertilson Lance	
1/1/2023	83791	BLDG MNTC Building Services MEMORIAL HALL AUBURN MMP Maintenance Work	BM MMP	Open	Continuing		Building Maintenance Overhead .	

1/1/2023	83792	CUSTODIAL AUBURN MEMORIAL HALL MMP MMP Maintenance Work	Custodial MMP	Open	Continuing		Custodial Overhead .		13.5
1/5/2023	128027	Hi. A Caller reported that the lower parking lot at the Auburn Memorial Hall has flooded. He's raking the grates but the water won't go down.	Building Exterior	Closed	Emergency 2-8 Hours	BM Construction	Johnson Jacob	1/19/2023	
1/12/2023	128267	Power outage reported by Placer Sportsman at 5:17p.m.	Other	Work Complete	Low 1-10 Days	BM Maintenance	Chapman Jesse		
1/12/2023	128294	Please set up the main dance hall (the upstairs room) at the Auburn Vet Hall for a written examination scheduled for the morning of Thursday, January 26, 2023. We will need the exam hall set up by 7:00am. There will be approximately 70 applicants at the testing session. Please seat applicants as needed to fit in the room with as much physical distancing between tables as can be accommodated. In the back of the hall near the entrance, please place one table with two chairs for exam check-in. We will also need a microphone set up. Please have the room temperature placed at a comfortable setting. You may contact Laura Carucci at 530-889-4087/ lcarucci@placer.ca.gov or Andrea Marthaler at 530.886.4664/ amarthaler@placer.ca.gov with any questions. Thanks so much!	Tables and Chairs	In Progress	Low 1-10 Days	Custodial	Hartnett Greg		
1/17/2023	128498	Please set up the main dance hall (the upstairs room) at the Auburn Vet Hall for a written examination scheduled for the morning of Tuesday, January 31st. We will need the exam hall set up by 7:00am. There will be approximately 63 applicants at the testing session. Please seat applicants as needed to fit in the room with as much physical distancing between tables as can be accommodated. In the back of the hall near the entrance, please place one table with two chairs for exam check-in. We will also need a microphone set up. Please have the room temperature placed at a comfortable setting. You may contact Laura Carucci at 530-889-4087/ lcarucci@placer.ca.gov or Andrea Marthaler at 530.886.4664/ amarthaler@placer.ca.gov with any questions.	Tables and Chairs	In Progress	Low 1-10 Days	Custodial	Hartnett Greg		

1/18/2023	128532	veteran user of the hall called to report that they noticed during the last rain event that the gutters were full and spilling over. Please inspect and repair. This is associated with the water leak in the bar, reported at the last Board Meeting on December 5, 2022.	Building Exterior	In Progress	Low 1-10 Days	BM Construction	Meznanares Mark		
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PJ01222	Project Manager	Method	Original Request Date	Status	Auburn Hall Board Requests - FY22-23	Current	\$10,000.00	Estimate	Actual
						Carryover	\$27,898.00		
						Balance	\$37,898.00		
	Duane Espinoza		11/13/2019	Approved	New PA system - 2nd floor	1	In progress	\$11,914	\$11,914
					1/23/23 DE NTO 6/7/22 - All PA components have been received. Install currently scheduled for week of 2/27.				
	Duane Espinoza		12/5/2022	Approved	1st floor table replacement	2	In progress	\$2,700	\$2,700
					1/23/23 DE - Purchase new folding tables to replace all units on first floor. 15 total. Move good tables from 1st floor to 2nd floor and place on new table cart.				
	Duane Espinoza		12/5/2022	Approved	Replace kitchen Microwave	3	In progress	\$1,000	\$1,000
					1/23/23 DE - Board approved microwave replacement. Bonnie P was elected to research and select the new unit. County will purchase once decision is made.				
	Duane Espinoza	In-House	11/13/2019	Complete	Acoustical upgrades - 2nd floor (14,500)		Complete	\$9,800	\$9,800
							Sub Total	\$25,414	\$25,414
					Auburn Hall total Estimate		\$25,414.00	Balance	\$12,484