

**ROSEVILLE VETERANS MEMORIAL HALL
Meeting Agenda
March 1, 2021 at 10:00 AM
110 Park Drive, Roseville, CA**

Board of Trustees

Tim McClain
American Legion Post 169

Richard Howard
American Legion Post 169

Harold Hayek (President)
FRA Branch 230

Vacant
FRA Branch 230

Raquel Mangone (Secretary)
VFW Post 1487

Anita Providence
VFW Post 1487

Bonnie Gore
Board of Supervisors

Alternates

Michael Scott
American Legion Post 169

Don Goard
FRA Branch 230

Mia Portilla-Dimmick
VFW Post 1487

Charlie Peterson
Board of Supervisors

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

- a. Minutes from January 4, 2021. (Attachment)

5. 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: 181 580 619#

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.

6. Information / Non Action Items

- a. Review Work Order / Custodial Hours Report. (Attachment)
b. Update Regarding PA System Overheating.
c. Update Regarding AED Training.
d. Update Regarding Crisis Hotline Banner.
e. Update Regarding Painting of the Veterans Rooms.

7. Action Items

- a. Review / Modify / Ratify Building Maintenance Project List. (Attachment)
b. Discontinuation of MOU program.
c. Use Fee Discussion.

8. Reports

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

9. Announcements

- a. Next regularly scheduled meeting date: May 3, 2021.

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: January 4, 2021

1. **Call Meeting to Order** Meeting called to order by Board President Harold Hayek at 10:12 AM.
2. **Pledge of Allegiance** Pledge of Allegiance recited.
3. **Roll Call**
 - a. **Trustees present:** Harold Hayek (President), FRA -Branch 230, Don Goard, FRA - Branch 230, Richard (Dick) Howard, American Legion -Post 169, Tim McClain, American Legion -Post 169
 - b. **Guests present:** Duane Espinoza, Placer County Facility Management, Taylor Penticoff, Placer County Veterans Memorial Hall Coordinator, Philip Jordan, Roseville American Legion -Post 169, Robert (Bob) Lightfield, FRA -Branch 230
4. **Approval of Minutes**
 - a. **Minutes from November 2, 2021:** Motion made (Dick Howard/Tim McClain) to accept the minutes as presented. Motion passed.
 - b. **Minutes from November 23, 2021:** Tim McClain noted his name is not correct under Action Items, item a. Motion made (Tim McClain/Dick Howard) to accept the minutes with the correction listed above. Motion passed.
5. **Public Comment** None
6. **Information / Non-Action Items**
 - a. **Review Work Order / Custodial Hours Report:** Update all locks to an electronic system. Duane reported the county has begun updating the locks on the main entry doors of all veteran halls to an electronic lock. Once the locks have been updated they will issue key cards or fobs to regular users.
 - b. **Reminder MOU Revenue / Expenditure Reports are Due January 31st.**
 - c. **Flood Insurance:** Duane reported the county either are is considering canceling or has already canceled the flood insurance for the halls in an effort to reduce costs. Flooding has not been a problem for quite some time.
 - d. **Update regarding PA system overheating:** Duane reported the county is possibly looking into replacing the cover of the box to allow better air flow. In the meantime the door is left open. Also the power should be left off when the system is not in use.
 - e. **Update regarding wireless microphone compatibility:** Duane reported no new mics can be added to the system but there is some room to add one or two wireless microphone kits if a user wants to provide it.
 - f. **Update regarding AED Training:** Harold said there is nothing new to report.
 - g. **Update regarding Crisis Hotline Banner:** No update at this time. We are waiting for the person who initiated the project to report back to the board.
 - h. **Update regarding replacing the cushions in the lodge rooms:** Duane reported he took some measurements and has provided a sample cushion to the upholstery shop. We are waiting for an estimate from them.
 - i. **Update regarding painting of the rooms upstairs:** Phil Jordan reported he is working with Home Depot Foundation, like he has in the past, to provide the paint. The plan is to include this as part of the annual Bayside Church serve day.

7. Action Items

a. **Review / Modify / Ratify Building Maintenance Project List.**

- i. Currently the list is blank but Duane will add the cushion replacement project to the list.
- ii. Follow up in swamp cooler leaks: Duane reports the unit has been inspected and repaired which should ensure there are no leaks. However, rain water can enter the unit on windy days. It was suggested a cover should be placed over the units during the winter.
- iii. Follow up on air coming out of hot water faucet in ladies bathroom: Duane reports this item has been completed as noted above.

b. **Veterans groups decide on discontinuing MOU program.**

- i. This item has been tabled until the next meeting since there were no members of the VFW at this meeting.

8. Reports

- a. Late-arriving correspondence: None
- b. Veterans Reports.
 - i. American Legion: No report.
 - ii. VFW: No report.
 - iii. FRA: No report.
- c. Hall Use Report: Since the hall is closed there is not report.

9. Announcements

- a. Next regularly scheduled meeting date: March 1, 2021.

10. Adjournment

- a. Harold Hayek adjourned the meeting at 11:45 am.

Respectfully submitted by Harold Hayek, for Raquel Mangone (Secretary)

Date	Request ID	Original Message	Status	Priority	Date Closed	Labor Hours
1/13/2021	82665	Per Duane, picked multiple cabinet locks for veteran.	Closed	Medium 1-3 Days	1/28/2021	
1/14/2021	82700	Per Duane, cut cabinet keys for multiple storage cabinets.	Closed	Low 1-10 Days	1/28/2021	
1/19/2021	82784	Veteran arriving to hall on 1-17-21 reported finding water on the floor under the first swamp cooler, and water dripping from the swamp cooler plenum. Please inspect and repair as needed.	Closed	Low 1-10 Days	1/21/2021	
1/25/2021	82923	We will need tables and chairs set up for a written examination. The examination will take place at the Roseville Veterans Memorial Hall in the large auditorium. The examination will take place on Wednesday, February 3 and Thursday, February 4, 2021. We will have two sessions each day consisting of 56 people per session, one starting at 7:30am and one at 12:30pm. Please set up tables and chairs to allow for social distancing (6 feet apart) - 28 tables and 2 chairs at each table facing the stage. Please have the room set up no later than 7:00am or preferably by the day before since we have an earlier start. Check-in will begin close to 7:30 am. Please also set up 2 tables by the entrance for check in and a microphone at the stage. We will also need an additional portable PA system as backup, in the event we have issues with the built in sound system like we have had previously. We will be done no later than 4:30pm. Thank you!	Closed	Low 1-10 Days	2/8/2021	
2/1/2021	31302	CUSTODIAL ROSEVILLE MEMORIAL HALL	Open	Continuing		7.5

2/1/2021	31390	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	31391	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	35595	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	50940	BLDG MNTC Building Services MEMORIAL HALL ROSEVILLE	Open	Continuing		
2/1/2021	39341	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	39343	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	39345	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	39347	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/1/2021	39349	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	2/1/2021	
2/2/2021	84284	Custodian, Kyle, reports a small leak in the basement maintenance closet next to the kitchen. It appears to be coming form the wall. Thank you,	Work Complete	Medium 1-3 Days		
2/17/2021	84746	Remove old broken bolts and clean threads for protection cap on floodgates	Work Complete	Low 1-10 Days		
3/1/2021	37301	CUSTODIAL ROSEVILLE MEMORIAL HALL	Open	Continuing		0
3/1/2021	37380	Perform preventive maintenance as per procedure details (HVAC)	Open	Low 1-10 Days		
3/1/2021	50941	BLDG MNTC Building Services MEMORIAL HALL ROSEVILLE	Open	Continuing		

