

**FORESTHILL VETERANS MEMORIAL HALL
Meeting Agenda
March 2, 2020 at 6:00 PM
24601 Harrison Street, Foresthill, CA**

Board of Trustees

Richard Murray
VFW Post 11294

James Gotcher
VFW Post 11294

Rick Velgos
American Legion Post 587

Ron Roussey
American Legion Post 587

Cindy Gustafson
Board of Supervisors

Alternates

James Myers
American Legion Post 587

Stephanie Nimitz
American Legion Post 587

Vacant
VFW Post 11294

Vacant
VFW Post 11294

Non-Voting Members:

Vicki Haskins Campbell
Member-at-Large

Gail McCafferty
American Legion Aux. 587

Alternate

Brianna Lemas
American Legion Aux. 587

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

- a. Minutes from January 6, 2020. (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 2 weeks in advance for consideration. Please contact the Hall Coordinator at (P.O. Box 184), 24601 Harrison Street, Foresthill, CA, 95631 (530) 367-3640, ForesthillHall@placer.ca.gov

6. Information / Non Action Items

- a. Review Work Order / Custodial Hours Report. (Attachment)
b. Review Foresthill Memorial Hall Projects. (Attachment)
c. Snow Gutters Follow-up.
d. Stage Refinishing Follow-up.
e. Holding Security Deposit Checks Follow-up.
f. First Right of Use Follow-up.

7. Action Items

- a. Review / Modify / Ratify Building Maintenance Project List. (Attachment)
i. Lighting for Flag Poles. (Attachments)
ii. Main Room Lighting Reconfiguration/Upgrade.
b. Consider Approval of Hanging Military Pictures (VFW Project).
c. Use Fee Waivers for Post Members.

8. Reports

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

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>.

Facilities Management ▪ Building Maintenance Division ▪ 11476 C Ave ▪ Auburn, CA 95603
(530) 886-4958 office ▪ (530) 889-6859 fax ▪ ForesthillHall@placer.ca.gov



9. **Announcements**

a. Next regularly scheduled meeting date: May 4, 2020

10. **Adjournment**

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Foresthill Hall Board Minutes: January 6, 2020

1. Meeting called to order @ 6:05pm by Chair Rich Murray
 2. Pledge of Allegiance
 3. Roll Call- Present: Rick Velgos, Ron Roussey, Rich Murray, James Gotcher, Vicki Haskins Campbell, Gail McCafferty. Excused: Supervisor Gustafson
Placer Co Facility Svs: Brad Boulais. Temp Agency Custodian: Bree McCollam,
 4. Approval of Minutes:
 - a. Minutes from November 4, 2019 Meeting (Attachment): Approved.
Gotcher / Velgos / unanimous.
 5. Public Comment: Stephanie Nemitz (AL Alt applicant) to be scheduled on Board Agenda.
 6. Information / Non-Action Items:
 - a. Communication Process for Board Agenda Items: Discussion. Agreement that Chair & Secretary will review items for agenda several weeks prior to upcoming scheduled meetings; Secretary will submit list of agenda items to county.
 - b. Review Work Order / Custodial Hours Report (Attachment): Discussion. Fire inspection completed – schedule forward is bi-annual inspections & weekly cleanings; check stage lights as they are dim.
 - c. Review Foresthill Park & Memorial Hall Projects (Attachment): Discussion. Kitchen hood upgrade complete and came in slightly over budget; Log maintenance will be shifted to Bldg maintenance.
 - d. Snow Gutters (Attachment): Discussion & handout picture of area in concern; Bree notes peeling paint areas; Brad & board to take closer look after meeting to recommend maintenance.
 - e. Stage Refinishing: Discussion; appears worn & in need of refinishing; Brad to review at close of meeting.
 - f. Paper Towel Dispenser: Bree reports the sensor does not always work; suggestion to wait for finish of backsplash before changing out; Brad directs Bree to report it to county.
 - g. Holding Security Deposit Checks: Brad reports that the Auditor-Controller was asked to grant a waiver for Foresthill hall; Auditor-Controller noted policy should be followed; discussion regarding any issue to users noting that there now is a runner between FH hall & County; Chair reports he talked with Supervisor Gustafson earlier in the day who will research further & update board.
 - h. "First Right to Use" Guidelines: Discussion regarding American Legion sponsorship of private events falling under the AL insurance coverage has liability concerns; recommend Commander review Chapter Rules & Regulations and report back.
-

- i. **Lighting for the Flag Poles:** Brad reports recommendation from electrician is to add subterranean light from monument area (estimated \$1200.00) or LED light off pole. Board directs Brad to price options and follow with a work order if necessary.

7. Action Items:

- a. **Review / Modify / Ratify Building Maintenance Project List (Attachment):** Discussion on kitchen counter update as newest bid is still over budget; need to reduce scope in order to target budget; Brad suggests packaging project as “renovation” and submit with the January 2020 timeline with a hoped for 2021 project start.

Motion to direct Brad to develop a Renovation Request proposal to renovate sink & counter with a material having a longevity expectation of 20+ year life-span in the same scope as previously approved \$60,000.00 cost estimate. Roussey / Gotcher / unanimous

- b. **Consider Changes to Rules & Regulations (Attachment):** Discussion.

Motion to acquiesce to the demands of our overlords and accept the newly proposed Rules & Regulations as printed. Roussey / Gotcher / unanimous

- c. **Consider Fee Waiver Request for Forest Charter School (Attachment):** Bree recaps application noting it is a 1- time use request at this time; may apply to be regular user in future.

Motion to approve full fee waiver for 1 time event as per application.

Gotcher / Velgos / unanimous.

- d. **Consider Use Fee Waivers for Post Members in Good Standing (Attachment):**

Discussion. Brad reports Auditor says no to preferential treatment.

Table item for further research / discussion / decision.

- e. **Review Reservation Rates (Attachment):** Discussion; comments on out of county users having a greater fee; Supervisors would need to input.

Motion to accept fee schedule as presented in Attachment 7.e.

Aye Votes: Murray, Gotcher, Velgos. No vote: Roussey Gotcher / Velgos / Approved.

8. Reports:

- a. **Late-arriving correspondence:** NONE

- b. **Veterans Reports:** NONE

- c. **Hall Use Reports:** Bree reports reservations are going fine; black marks are showing up on wood flooring which takes added effort to erase – request to review product being used. Bree has applied for position as posted by county which presently is part time; board reminds that previous agreement was to move position to full time permanent; Brad suggests that board talk to Supervisor Gustafson who would need to talk to CEO as would happen during the budget process.

9. Announcements:

- a. **Next regularly scheduled meeting date:** March 2, 2020. 6PM

10. Meeting adjourned @ 7:48pm.

**FORESTHILL 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 Hours
12/12/2019	52471	Instant flow water heater in custodial closet in office flow is slow or sputtering. Unit needs cleaning or possibly replaced.	Closed	Low 1-10 Days	1/2/2020	
12/16/2019	9874	Perform preventive maintenance. (FIRE)	Closed	Medium 1-3 Days	12/24/2019	
12/16/2019	45784	Perform preventive maintenance. (FIRE)	Closed	Medium 1-3 Days	12/24/2019	
12/11/2019	7295	CUSTODIAL FORESTHILL MEMORIAL HALL	Closed	Continuing	1/3/2020	59
12/11/2019	50998	BLDG MNTC Building Services FORESTHILL MEMORIAL HALL	Closed	Continuing	1/3/2020	
12/17/2019	52523	BM Hood Extinguish System Test	Closed	Scheduled 30 Day	12/24/2019	
12/17/2019	52566	Evaluate current flagpole lights for improvement options. Look at bulb upgrade possibilities as well. See Brad for details and to turn in options.	Closed	Low 1-10 Days	12/23/2019	
1/1/2020	9973	CUSTODIAL FORESTHILL MEMORIAL HALL	Closed	Continuing	2/3/2020	41.5
1/1/2020	50999	BLDG MNTC Building Services FORESTHILL MEMORIAL HALL	Closed	Continuing	2/3/2020	
1/1/2020	47161	Once a week for the month assigned, please inspect the internal grates of the kitchen's hood system. Clean if necessary.	Closed	Scheduled 30 Day	2/3/2020	
1/27/2020	60780	Renter called asking for a key to the barbeque.	Closed	Low 1-10 Days	1/31/2020	
2/24/2020	63138	Coordinate with North Wood to repair back flow.	Closed	Low 1-10 Days	2/24/2020	
2/3/2020	15966	Perform preventive maintenance. (EXIT SIGNS)	Closed	Low 1-10 Days		
2/3/2020	47162	Once a week for the month assigned, please inspect the internal grates of the kitchen's hood system. Clean if necessary.	In Progress	Scheduled 30 Day		
1/13/2020	60314	Install new water diverters on roof. Match metal color to roof. See Dan for details.	In Progress	Low 1-10 Days		
2/1/2020	12422	CUSTODIAL FORESTHILL MEMORIAL HALL	Open	Continuing		
2/1/2020	51000	BLDG MNTC Building Services FORESTHILL MEMORIAL HALL	Open	Continuing		

Foresthill Memorial Hall Projects
March 2, 2020

Project	Project Description	Project Contact	Current Status / Comments	Updated / Unchanged
Memorial Hall Annual Log Maintenance	Sanding, Staining, and Finishing the Memorial Hall Logs, as required annually. Log Chinking and Caulking is also included.	Charlie Fralick p: 530-889-6844 e: cfralick@placer.ca.gov	<p>The BPO with SW Allen has been issued and is effective July 1, 2019 - June 30, 2020. This year's Scope of Work has been reviewed with SW Allen and they are currently working on the exterior logs (sanding and refinishing cable end and North exterior wall).</p> <p>2018: County staff, including Matt Randall, structural engineer with CDRA, visited the Memorial Hall last month to review log split locations, including at the new wood truss at the main entry. No significant structural concerns were found at the entry truss bottom cord where a new split has opened up. Metal bands were discussed to keep the splitting from getting worse. In addition, a standard log gap filler was proposed.</p> <p>9-22: The truss work will be included with the Kitchen Hood Upgrade project.</p> <p>9-30: Current Scope of Work is complete.</p>	No Change: 12/30/19

<https://www.placer.ca.gov/5443/Foresthill-Park-Memorial-Hall-Projects>

Building Maintenance Project Status

FY 2019-2020

DATE Completed	Project / Description / Notes	Priority	Status	Cost. EST	Actual Expenditure	Deferred Cost
	Foresthill Hall Board Requests					
10/31/2019	Main Room 30 AMP outlet		Complete		\$2,361	
	Main Room Lighting Reconfiguration/upgrade	1	Budget	TBD	\$0.00	\$0.00
	2/24/20 DE NO NTP NO ECD: Electrical supervisor researching fixtures to work in location. Cannot find matching or similar fixtures to current style. Supervisor will create estimate based on a new style fixture that will match the theme of the hall building. Switching would be changed to dimming style switches.					
	Kitchen Counter/Sink replacement (\$56,893)	2	Renovation			
	Renovation request submitted 1/31/2020					
	Total Spent				\$2,361	
	Total Available				\$7,639	

Attachi: Agenda March 3 2020

Page 1

Zimbra Pages 1-3.

starcow@sebastiancorp.net

FW: Foresthill Flag Lighting Work order 52566

From : Brad Boulais <BBoulais@placer.ca.gov>
Subject : FW: Foresthill Flag Lighting Work order 52566
To : Richard Murray <rocncj5@sebastiancorp.net>
Cc : Vicki <starcow@ftcnet.net>

Thu, Jan 09, 2020 03:14 PM
MEMORIAL HALL BD
3 attachments

Hi Rich,

I have attached an estimate (\$2,808.14) for option #2 to illuminate the flagpoles at Foresthill. This will add an identical head to the newly installed pole. Our recommendation is to utilize the original option #1 for a ground mount (\$1,950.14). We believe the ground mount configuration will create a better light pattern by illuminating from underneath the flagpoles in addition to saving \$858.

Please let me know if you have any further questions. If you concur, let's ask Vicki to include the ground mount option on the next agenda to approve the use of your \$10K pot of money. Balance of this fund is currently \$7,639.00.

Thank you,

Bradford J. Boulais
Deputy Director - Facilities Management
11476 C Avenue, Auburn, CA 95603
Placer County
(530) 889-6898 Office | (530) 210-4309 Cell
bboulais@placer.ca.gov



- **Foresthill Flaglight.xlsx**
69 KB
- **Foresthill Flaglight Ground Mount(003).xlsx**
69 KB

OPTION # 1.

Page 2.

BUILDING MAINTENANCE DIVISION PROJECT ESTIMATE

DATE 12/20/2019 LOCATION Foresthill Memorial Hall DEPARTMENT Facilities Management
 REQUESTOR Brad Boulais PHONE # _____ CONTACT # _____ PHONE# _____
 SR# _____ WO# _____

SCOPE OF WORK

Add 1 subteranian light just out of the monument area next to the existing christy box with the purpose of illuminating the American Flag.

TRADE	COMMENTS	LABOR RATE		
		\$133.65		
CONSTRUCTION			LABOR	\$ -
			MATERIAL	\$ -
ELECTRICAL			LABOR	\$ 1,202.85
			MATERIAL	\$ 570.00
HVAC			LABOR	\$ -
			MATERIAL	\$ -
FIRE SYSTEMS			LABOR	\$ -
			MATERIAL	\$ -
PLUMBING			LABOR	\$ -
			MATERIAL	\$ -
PAINT			LABOR	\$ -
			MATERIAL	\$ -
LOCKS			LABOR	\$ -
			MATERIAL	\$ -
FLOOR COVERING			LABOR	\$ -
			MATERIAL	\$ -
CABINETS			LABOR	\$ -
			MATERIAL	\$ -
SIGNS			LABOR	\$ -
			MATERIAL	\$ -
MISC. and SUPERVISION			LABOR	\$ -
			MATERIAL	\$ -

TOTALS **LABOR** \$ 1,202.85
 MATERIAL \$ 570.00
CONTINGENCY 10% \$ 177.29
TOTAL JOB ESTIMATE \$ 1,950.14

EXCLUSIONS

THIS IS AN ESTIMATE IT INCLUDES ALL LABOR AND MATERIAL WITHIN THE SCOPE OF WORK, ANY CHANGES TO THE SCOPE OR UNFORSEEN CONDITIONS COULD RESULT IN ADDED COSTS

OPTION #2.

Page 3.

BUILDING MAINTENANCE DIVISION
PROJECT ESTIMATE

DATE 1/9/2020 LOCATION _____ DEPARTMENT Facilities Management
REQUESTOR Brad Boulais PHONE # _____ CONTACT # _____ PHONE# _____
SR# _____ WO# _____

SCOPE OF WORK

Add a light to the nearest light pole to illuminate the American Flag. Tie into existing photoswitched circuit for dusk to dawn control.

TRADE	COMMENTS	LABOR RATE		
		\$133.65		
CONSTRUCTION			LABOR	\$ -
			MATERIAL	\$ -
ELECTRICAL			LABOR	\$ 1,202.85
			MATERIAL	\$ 1,350.00
HVAC			LABOR	\$ -
			MATERIAL	\$ -
FIRE SYSTEMS			LABOR	\$ -
			MATERIAL	\$ -
PLUMBING			LABOR	\$ -
			MATERIAL	\$ -
PAINT			LABOR	\$ -
			MATERIAL	\$ -
LOCKS			LABOR	\$ -
			MATERIAL	\$ -
FLOOR COVERING			LABOR	\$ -
			MATERIAL	\$ -
CABINETS			LABOR	\$ -
			MATERIAL	\$ -
SIGNS			LABOR	\$ -
			MATERIAL	\$ -
MISC. and SUPERVISION			LABOR	\$ -
			MATERIAL	\$ -

TOTALS LABOR \$ 1,202.85
 MATERIAL \$ 1,350.00
 CONTINGENCY 10% \$ 255.29
 TOTAL JOB ESTIMATE \$ 2,808.14

EXCLUSIONS

THIS IS AN ESTIMATE IT INCLUDES ALL LABOR AND MATERIAL WITHIN THE SCOPE OF WORK, ANY CHANGES TO THE SCOPE OR UNFORSEEN CONDITIONS COULD RESULT IN ADDED COSTS