

AUBURN VETERANS MEMORIAL HALL
Meeting Agenda
April 3, 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 February 6, 2023 (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).
- b. Consider hanging and placement of donated militaria artwork:
 - i. Stylized Wooden American Flag with Military Branch Seals.

7. Reports

- a. Late-arriving correspondence.
- b. Veterans Reports.

8. Announcements

- a. Next regularly scheduled meeting date: June 5, 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
February 6, 2023

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; Chuck Spinks, VFW; and Duane Espinoza of Placer County Facilities Management.

Approval of Minutes: Scott made a motion to approve the minutes from December 5, 2022, as written; second by Potter. Motion carried.

Public Comment: None.

Information/Non-action Items: a). Work Order/Custodial Hours Report was reviewed and discussed. Espinoza reported that the gutters were cleaned to keep water from going into bar area. Concern expressed about lack of access to garbage disposal reset button. Espinoza discussed exterior work being done which includes replacing wood trim and paneling and then painting. Column and cap will be replaced. Pipe insulation near downstairs door needs to be fixed and there has been a leak upstairs which has damaged the tiles outside the fireside room.

Action Items: a). Building Maintenance Hall Board Project List: Project list reviewed. PA System: all components have arrived, and it is scheduled for installation week of 2/27. New tables for downstairs are in with old tables that are serviceable being moved upstairs. Potter is researching microwaves. For next meeting need to discuss large wooden American flag plaque that was donated to the Hall by the United Auburn Indian Community. Should have a plaque that states donor.

Reports: a). Late Arriving Correspondence: none. b). Veterans Reports: Marine Corps League: nothing to report. American Legion reported that they are hosting District 7 meeting this month. VFW: nothing to report. Navy League: the US Navy Band will be performing a free concert on March 19th at Whitney High School. Although concert is free, tickets are required.

Announcements: Next meeting date: April 3, 2023, at 5:30 pm.

Adjournment: Meeting was adjourned at 6:02 pm.

Respectfully submitted by Bonnie Potter, Secretary

Date	Request ID	Status	Priority	Original Message	Labor Hours	Date Closed
2/1/2023	85406	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		2/1/2023
2/1/2023	85407	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		2/1/2023
2/1/2023	85408	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		2/1/2023
2/1/2023	85409	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		2/1/2023
2/1/2023	85410	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		2/1/2023
2/1/2023	85411	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		2/1/2023
2/1/2023	85412	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		2/1/2023
2/1/2023	85413	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		2/1/2023
2/1/2023	85414	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		2/1/2023
2/1/2023	85415	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		2/1/2023
2/1/2023	85419	Open	Continuing	BLDG MNTC Building Services MEMORIAL HALL AUBURN MMP Maintenance Work		
2/1/2023	85420	Closed	Continuing	CUSTODIAL AUBURN MEMORIAL HALL MMP	22.5	3/7/2023
2/1/2023	101878	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details	3.5	2/24/2023
2/1/2023	101984	In Progress	Low 1-10 Days	BM Exit Sign+Emergency Light Ann Pm-6157-PM000056 Perform preventive maintenance as per procedure details INSPECT ALL EXIT SIGNS VERIFY EXIT LIGHT IS FUNCTIONING TEST REPLACE BATTERY AS REQUIRED REPLACE BULB AS NEEDED	12	
2/2/2023	130116	Closed	Low 1-10 Days	Purchase new tables and table carts. Replace 1st floor tables, move existing to 2nd floor and place on new carts.	3	2/8/2023
2/15/2023	85416	Closed	Low 1-10 Days	Bldg Mntc Annual Fac Lock Pm - 6157 - PM000062 Perform preventive maintenance as per	4.5	2/24/2023
3/1/2023	86947	Open	Continuing	BLDG MNTC Building Services MEMORIAL HALL AUBURN MMP Maintenance Work		
3/1/2023	86948	Open	Continuing	CUSTODIAL AUBURN MEMORIAL HALL MMP	18	
3/15/2023	128384	In Progress	Continuing	Coordinate and oversee the window cleaning for the Auburn Memorial Hall		
3/20/2023	102273	Work Complete	Medium 1-3 Days	BM Water Filter 2 X Yr Facpm - 6157 - PM000070 Perform preventive maintenance as per procedure details 1ST FLOOR ROOM 340 MEMORIAL HALL REPLACE WATER FILTER AND CLEAR SYSTEM DRINKING FOUNTAIN - FILTER	2.5	

