LOOMIS VETERANS’ MEMORIAL HALL
Meeting Agenda
May 9, 2019 at 10:00 AM
5945 Horseshoe Bar Road, Loomis, CA

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes
   a. Minutes from January 10, 2019. (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 11476 C Avenue, Auburn, CA. (530) 886-4858.

6. Information / Non Action Items
   a. Review Work Order / Custodial Hours Report. (Attachments)
   b. Fiscal year 2017/18 Hall Costs vs. Revenue Reports. (Attachments)
   c. Donation from Loomis Quilt & Fiber Guild to Hall.
   d. Trustee Recommendation Forms - Emailed May 1st and Due by June 3rd.
   e. Annual Application Packets (Sending June 3rd) Due by July 26th.
   f. Trustees’ Annual Report Due July 15th. (Attachment)
   g. CEO Proposed 2019-2020 Budget Changes.

7. Action Items
   a. Review / Modify / Ratify Bldg Maintenance Project List. (Attachment)
   b. Consider Changes to the Rules and Regulations. (Attachments)

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

9. Announcements
   a. Next regularly scheduled meeting date: September 12, 2019.

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.

Facilities Management • Building Maintenance Division • 11476 C Ave • Auburn, CA 95603
(530) 886-4958 office • (530) 898-6859 fax • LoomisHall@placer.ca.gov
1. **Call Meeting to Order** – 10:00am

2. **Pledge of Allegiance**


4. **Approval of Minutes**
   a. Minutes from September 13, 2018
   b. Motion to approve by Tom Millward, seconded by Thomas Seth.
   c. Motion Passed, no exceptions.

5. **Public Comment** – No public in attendance.

6. **Information / Non-Action Items**
      i. Men’s room door out of line – remove closer.
      ii. Check window open/closers.
   b. Discussion about ACCESS consultant suggestions at all facilities

7. **Action Items**
   a. Review / Modify / Ratify Bldg Maintenance Project List.
      i. 4’ lights scheduled for next week
      ii. Gave update on parking striping – project on hold.
      iii. Board discussion about replacing the missing floor tiles (encapsulate) in the Vet’s Room; grab bar installation
   b. Consider Fee Waiver / Reduction Request. – **ALL APPROVED**.
      i. Rotary Club of Loomis Sunset.
      ii. Cub Scout Pack 12.
      iii. Soroptimist Int’l Loomis Basin.
      iv. UCCE Farm Advisor.

8. **Reports** (discussion without comments)
   a. Late-arriving correspondence.
   b. Veterans Reports.
   c. Hall Use Reports

9. **Announcements**
   a. Next regularly scheduled meeting date: May 9, 2019.

10. **Adjournment** – 10:54am
## 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Request ID</th>
<th>Original Message</th>
<th>Status</th>
<th>Priority</th>
<th>Date Closed</th>
<th>Custodial Labor Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2019</td>
<td>2582</td>
<td>BLDG MNTC SUPERVISION MEMORIAL HALL LOOMIS</td>
<td>Closed</td>
<td>Continuing</td>
<td>2/13/2019</td>
<td></td>
</tr>
<tr>
<td>1/1/2019</td>
<td>7572</td>
<td>CUSTODIAL LOOMIS MEMORIAL HALL MMP</td>
<td>Closed</td>
<td>Continuing</td>
<td>2/13/2019</td>
<td>49</td>
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<tr>
<td>2/4/2019</td>
<td>30527</td>
<td>ACCO to clean dirty evap coil.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>3/5/2019</td>
<td>45</td>
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<tr>
<td>2/1/2019</td>
<td>2583</td>
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<tr>
<td>3/1/2019</td>
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<td>4/2/2019</td>
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<td>3/1/2019</td>
<td>7574</td>
<td>CUSTODIAL LOOMIS MEMORIAL HALL MMP</td>
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<td>Continuing</td>
<td>4/2/2019</td>
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</table>
| 4/1/2019   | 15876      | Perform preventive maintenance as per procedure details.  
             |            | (Exit Signs)                                               | Closed  | Low 1-10 Days | 4/16/2019   |                        |
| 4/25/2019  | 39538      | Perform extended clean-up services for 4/20/19 rental.    | Closed  | Medium 1-3 Days | 4/29/2019  |                        |
| 4/1/2019   | 2585       | BLDG MNTC SUPERVISION MEMORIAL HALL LOOMIS                | Closed  | Continuing    | 5/1/2019    |                        |
| 4/1/2019   | 7575       | CUSTODIAL LOOMIS MEMORIAL HALL MMP                         | Closed  | Continuing    | 5/1/2019    | 58.5                  |
| 10/15/2018 | 14669      | Perform preventive maintenance as per procedure details.  
             |            | (LOCK)                                                    | In Progress | Low 1-10 Days |                        |
| 4/12/2019  | 32000      | Building Inspection of interior and exterior.             | Open    | Scheduled 30 Day |            |                        |
| 5/1/2019   | 2586       | BLDG MNTC SUPERVISION MEMORIAL HALL LOOMIS                | Open    | Continuing    |             |                        |
| 5/1/2019   | 7576       | CUSTODIAL LOOMIS MEMORIAL HALL MMP                         | Open    | Continuing    |             |                        |
| 5/1/2019   | 35105      | Perform preventive maintenance as per procedure details.  
             |            | (HVAC)                                                    | Open      | Low 1-10 Days |                        |
| 5/1/2019   | 35108      | Perform preventive maintenance as per procedure details.  
             |            | (ROOF)                                                    | Open      | Low 1-10 Days |                        |
| 5/1/2019   | 35127      | Perform preventive maintenance as per procedure details.  
             |            | (HVAC)                                                    | Open      | Low 1-10 Days |                        |
| 5/1/2019   | 35128      | Perform preventive maintenance as per procedure details.  
<pre><code>         |            | (HVAC)                                                    | Open      | Low 1-10 Days |                        |
</code></pre>
<table>
<thead>
<tr>
<th>Date</th>
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<th>Priority</th>
<th>Date Closed</th>
<th>Custodial Labor Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/1/2019</td>
<td>37646</td>
<td>Perform preventive maintenance as per procedure details. (FLAG) Change for Memorial Day.</td>
<td>Open</td>
<td>Low 1-10</td>
<td>Days</td>
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</table>
# Loomis Memorial Hall Cost Analysis

## Operating Costs vs. Revenues

<table>
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<tr>
<th></th>
<th>FY 11/12 Revenue</th>
<th>FY 11/12 Ops Cost</th>
<th>FY 12/13 Revenue</th>
<th>FY 12/13 Ops Cost</th>
<th>FY 13/14 Revenue</th>
<th>FY 13/14 Ops Cost</th>
<th>FY 14/15 Revenue</th>
<th>FY 14/15 Ops Cost</th>
<th>FY 15/16 Revenue</th>
<th>FY 15/16 Ops Cost</th>
<th>FY 16/17 Revenue</th>
<th>FY 16/17 Ops Cost</th>
<th>FY 17/18 Revenue</th>
<th>FY 17/18 Ops Cost</th>
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<tbody>
<tr>
<td>FY 11/12</td>
<td>52,843</td>
<td>8,880</td>
<td>44,040</td>
<td>8,805</td>
<td>88,025</td>
<td>8,647</td>
<td>105,319</td>
<td>10,450</td>
<td>106,154</td>
<td>12,805</td>
<td>104,888</td>
<td>11,450</td>
<td>118,969</td>
<td>11,350</td>
</tr>
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<td>118,969</td>
<td>11,350</td>
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</table>

## Loomis Memorial Hall Costs vs Revenue
Memorial Halls Cost Analysis

<table>
<thead>
<tr>
<th></th>
<th>FY 11/12</th>
<th>FY 12/13</th>
<th>FY 13/14</th>
<th>FY 14/15</th>
<th>FY 15/16</th>
<th>FY 16/17</th>
<th>FY 17/18</th>
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<tbody>
<tr>
<td><strong>Auburn</strong></td>
<td>103,465.16</td>
<td>109,975.82</td>
<td>106,945.07</td>
<td>127,923.48</td>
<td>131,669.34</td>
<td>119,278.25</td>
<td>173,276.34</td>
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<tr>
<td><strong>Colfax</strong></td>
<td>32,410.85</td>
<td>580.00</td>
<td>22,207.04</td>
<td>907.50</td>
<td>52,486.61</td>
<td>1,920.50</td>
<td>52,950.08</td>
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<tr>
<td><strong>Foresthill</strong></td>
<td>99,200.37</td>
<td>5,005.00</td>
<td>113,409.18</td>
<td>2,295.00</td>
<td>100,841.92</td>
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<tr>
<td><strong>Lincoln</strong></td>
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<td><strong>Loomis</strong></td>
<td>52,842.82</td>
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<td>88,024.80</td>
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<td>105,319.27</td>
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<td><strong>Roseville</strong></td>
<td>92,988.32</td>
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<td>12,030.00</td>
<td>62,862.24</td>
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Total % Revenue vs. Ops Cost

<table>
<thead>
<tr>
<th></th>
<th>FY 11/12</th>
<th>FY 12/13</th>
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<th>FY 17/18</th>
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<td><strong>Auburn</strong></td>
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<td>10.83%</td>
<td>8.02%</td>
<td>5.85%</td>
<td>8.25%</td>
<td>6.72%</td>
<td>6.32%</td>
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<td>6.72%</td>
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</tr>
</tbody>
</table>

MEMORIAL HALL OPERATING COSTS vs REVENUES
Placer County Code  
Chapter 2 ADMINISTRATION  
Article 2.82 VETERANS MEMORIAL HALL GOVERNING BOARDS

2.82.010 Establishment of governing boards.  
Each Veterans Memorial Hall established and maintained by the board of supervisors shall be governed by a board of trustees known as the "Board of Trustees of [fill in] Veterans Memorial Hall." (Ord. 5614-B § 1, 2010)

2.82.020 Constitution of boards.  
The several boards of trustees shall be constituted as follows:

A. Veterans' Organization Defined. "Veterans' organization" means any duly recognized chartered organization composed solely of honorably discharged members of the United States uniformed military services.

B. Permanent Trustee.
   i. The supervisor in whose district the Memorial Hall is situated shall be a permanent trustee. Any supervisor may, but is not required to, appoint an alternate to represent him or her on the board.
   ii. Any supervisor may, but is not required to, appoint as such supervisor's alternate an active member of a veteran's organization.

C. Voting Trustees.
   i. For each Veterans Memorial Hall, one or more trustees with corresponding alternates shall be appointed from each veteran's organization. If the number of veterans organizations is less than four, or if a veterans organization fails to recommend a trustee as hereinafter provided, the board of supervisors shall appoint as many additional trustees, who are members of veterans organizations, as may be necessary to constitute a board of five members, including a member of the board of supervisors.
   ii. Each year, on or before the third Monday in June, each veterans organization shall submit to the supervisor elected from its respective district the names of the veterans organization appointee and alternate whom the organization recommends be appointed to the board of trustees of the Veterans Memorial Hall. Thereafter, a meeting of the board of supervisors in the succeeding July, or as soon thereafter as reasonable, the supervisor of that district shall nominate to the full board of supervisors any such recommendation[s] the supervisor supports or any other member(s) of the organization the supervisor does support for nomination to the trustee board. This same procedure will be followed should a trustee or alternate position becomes vacant during the term of office.
D. Non-Voting Trustees. The supervisor of each district may appoint up to two nonvoting trustees, with or without alternates, from veterans organization auxiliaries and/or the general public to each board. These appointments do not require confirmation by the full board of supervisors. (Ord. 5614-B § 1, 2010)

2.82.030 Term of office.
The term of a sitting member of the board of trustees, including all trustee or supervisor alternates, will end August 31st each year, unless the BOS has not appointed new trustees, in which case the incumbent Hall board shall continue to act until the BOS appoints new trustees. Before discharging the duties of this office, each trustee and alternate shall take an oath of office, which shall be filed with the Placer County clerk of the board. (Ord. 5614-B § 1, 2010)

2.82.040 Compensation.
The office of the trustee is honorary, without salary or other compensation. (Ord. 5614-B § 1, 2010)

2.82.050 Meetings.
Each board of Memorial Hall trustees shall establish an appropriate schedule of regular meeting dates. Special meetings may be called in accordance with Section 54956 et seq., of the Government Code, for the transaction of necessary business. A majority of the voting members constitutes a quorum for business, and an affirmative vote of a majority of all of the voting members is required to exercise the powers of the board. (Ord. 5614-B § 1, 2010)

2.82.060 Open meetings.
All meetings of the board shall be open and public and shall be subject to the “Brown Act,” Section 54950 et seq., of the Government Code. (Ord. 5614-B § 1, 2010)

2.82.070 President of the board.
Each board shall elect one of its members as president. The board of supervisors encourages the veterans’ organizations to rotate this office among the various veterans’ organizations making up each board of trustees. (Ord. 5614-B § 1, 2010)

2.82.080 Secretary.
Each board shall select a secretary who shall keep a record and full minutes in writing of all proceedings of the board. Non-voting members of the board may serve in this capacity. Minutes shall be submitted to the county two weeks prior to the next scheduled meeting, all other records shall be submitted to the county each year by August 31st. (Ord. 5614-B § 1, 2010)
2.82.090 Records public.
All records of the board shall be open to inspection by the public. (Ord. 5614-B § 1, 2010)

2.82.100 Removal of trustees.
Each veterans’ organization may remove its representatives at any time. The board of supervisors may, in its sole discretion, remove any trustee at any time and may declare the office of trustee vacant. In accordance with Government Code Section 1770, the office of trustee shall become vacant upon the occurrence of any of the events listed therein. Vacancies shall be filled within thirty (30) days after their occurrence in the manner provided by Section 2.82.020(C). (Ord. 5614-B § 1, 2010)

2.82.110 Duties and powers of boards.
Subject to final approval by the board of supervisors, each board of trustees shall make and enforce all rules, regulations and by-laws necessary for the administration, government, and protection of the Memorial Hall. Such rules and regulations shall include, but are not limited to, provisions for:
A. Management of the Hall;
B. Fee schedule for rental of the Hall;
C. Policies and procedures for rental of the Hall, including clearance from local law enforcement agencies for all large gatherings;
D. Periodic inspection of routine maintenance and janitorial services. (Ord. 5614-B § 1, 2010)

2.82.120 Payment for use of Memorial Halls.
A. Free use of the Halls shall be accorded to county veterans groups.
B. Free use of the Halls shall be accorded to county departments for non-routine county business, nonprofit senior citizen or children activity groups such as 4H or scouts, and community service clubs as authorized by the Hall board in accordance with scheduling and use submittal requirements.
C. Reduced rates up to, but not to exceed fifty (50) percent of the designated rental fee may be granted by Hall board action to other community based nonprofit groups from the community in which the Hall is located. In all other instances, full payment of the designated rental fee shall be required. (Ord. 5614-B § 1, 2010)

2.82.130 Records of membership of veterans organizations.
Each board of trustees shall prepare and maintain a current record of all veterans’ organizations that use the Hall and desire to be represented on the board of trustees. Said record shall contain the following information; in addition, any other information deemed appropriate by the board of trustees:
A. Name of organization:
B. Legal form of the organization, i.e., corporation, unincorporated association, etc.;
C. Mailing address of organization;
D. Total number of members of each organization;
E. Name and address and phone number of the presiding and recording officers of the organization. (Ord. 5614-B § 1, 2010)

2.82.140 Budget.
On or before the date specified for presentation of departmental budgets each year, the facilities department, in cooperation and coordination with each board of trustees, shall prepare and submit a cumulative budget for all Halls to the board of supervisors for the next succeeding fiscal year. (Ord. 5614-B § 1, 2010)

2.82.150 Annual report by trustees.
Each board of trustees, on or before the 15th day of July each year, shall make an annual report to the board of supervisors for the preceding fiscal year ending on the 30th day of June. The report shall give full statements of all property and money received, if any, whence derived, how used and expended, and such other information as might be of interest. (Ord. 5614-B § 1, 2010)

2.82.160 Organizational relationships.
Each Memorial Hall board may notify the Hall custodian of maintenance items; however, board requests for major maintenance items and other capital improvements should be presented to the building maintenance superintendent of facility services. If satisfaction is not achieved, the Memorial Hall board should contact the director of facility services, and if satisfaction is still not obtained, an appeal may be made to the board of supervisors. (Ord. 5614-B § 1, 2010)
## Building Maintenance Project List

<table>
<thead>
<tr>
<th>Date / Completed</th>
<th>Project / Description / Notes</th>
<th>Priority</th>
<th>Status</th>
<th>Cost Est.</th>
<th>Actual Expenditure</th>
<th>Deferred Costs</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>LOOMIS MEMORIAL HALL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Floor Refinish - Wood flooring</td>
<td>3</td>
<td>Deferred</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$15,000.00</td>
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<tr>
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<td>Lighting Upgrades - Interior</td>
<td>1</td>
<td>In Progress</td>
<td>$10,200.00</td>
<td>$10,200.00</td>
<td>$0.00</td>
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<tr>
<td></td>
<td>5-1-19 JB 75% NTP 1-30-19, ECD 5-31-19. Schedule delay due to broken fixture and on budget. Next steps complete install and paint around trim. 1 fixture damaged on delivery and new fixture should arrive from Fastenal on 5-6-19.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parking Lot Repair, Sealing, and Striping</td>
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<td>On Hold</td>
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<tr>
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<td>HALL BOARD REQUESTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/19/2018</td>
<td>PA Speaker Upgrade - New speakers for Auditorium</td>
<td></td>
<td>Complete</td>
<td>$4,999.00</td>
<td>$4,999.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>3/1/2019</td>
<td>Replace window Coverings - Main Hall and Bar</td>
<td>1</td>
<td>Complete</td>
<td>$10,416.00</td>
<td>$10,416.00</td>
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</tr>
<tr>
<td></td>
<td>Loomis Hall total estimate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$25,615.00</td>
</tr>
</tbody>
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Printed on: 5/2/2019  
Form Revision: 5/23/18
To better accommodate the needs of the community, the Hall Boards have established these rules and regulations.

1. All uses of the Memorial Hall must be scheduled, approved, and put on the calendar by the Veterans' Memorial Hall Coordinator. (NO EXCEPTIONS)

2. All property of the Hall (such as flags, pictures, displays, or other Veteran memorabilia) are not to be moved from their locations.

3. A reservation for hall use is secured upon payment in accordance with the posted rates for the portions of the hall to be used. All hall users are to be aware that this facility's use is subject to veteran organizations' first right to use. The veteran organizations' first right to use condition shall be removed sixty (60) days prior to the scheduled event, except in Roseville, where the first right to use condition shall be removed forty-five (45) days prior to the scheduled event.

4. All users of the hall are required to pay a security deposit. Just prior to the Hall's scheduled use, the security deposit is to be submitted to the Memorial Hall Coordinator and a key will be issued.

5. Notice of cancellation of a scheduled Hall use must be provided to the Memorial Hall Coordinator at least two (2) weeks in advance of the scheduled date in order to avoid a forfeiture of rent.

6. Door exits shall not be blocked at any time.

7. The premises must be vacated by 1:00AM or as directed by the Memorial Hall Coordinator.

8. All tables, chairs, and other articles are to be returned to their original locations prior to closing the hall.

9. Users of the Hall are required to ensure that the lights are turned off and the windows and doors are secure.

10. All users of the Hall must provide proof of liability insurance in the amount of at least $1,000,000.00 to the Memorial Hall Coordinator.

11. Smoking is prohibited in all Placer County facilities.

12. A Memorial Hall representative will inspect the Hall after the event. An unsatisfactory inspection could result in a partial or complete loss of your deposit.
PLACER COUNTY VETERANS MEMORIAL HALLS
RULES AND REGULATIONS

FINAL PROPOSED CHANGES
The Hall Board Trustees have established the following rules and regulations for all of the Veterans Memorial Halls.

1. All use of the Veterans Memorial Halls must be scheduled, approved, and put on the calendar by the Coordinator. Entrance otherwise is considered trespassing. (NO EXCEPTIONS.)

2. No property of the Halls (such as flags, pictures, displays, or other veteran memorabilia) shall be moved from its location.

3. A reservation for Hall use is confirmed upon the Coordinator's receipt of all documentation and payments in accordance with the posted rates for the portions of the Hall to be used.

4. All Hall users are to be aware that use of the facilities is subject to veteran organizations' first right of use. The veteran organizations' first-right-of-use condition shall be removed sixty (60) days prior to the scheduled event, except in Roseville, where the first-right-of-use condition shall be removed forty-five (45) days prior to the scheduled event.

5. All Hall users are required to pay a refundable security deposit no less than three (3) weeks prior to their reservation date. The deposit will be returned within thirty (30) days after return of the key and checklist, provided there are no damages and the Hall was cleaned per the checklist provided.

6. Prior to the event, the Coordinator will issue a key and copy of the Clean-Up Checklist. They must both be returned no later than 10:00 a.m. on the business day after the reservation date. There is a drop-box available at all times for this purpose.

7. Notice of cancellation of a scheduled Hall use must be provided to the Coordinator, in writing, at least two (2) weeks in advance of the scheduled date in order to avoid a forfeiture of fees.

8. Door exits shall not be blocked at any time.

9. The premises must be vacated by 1:00 a.m. or as directed by the Coordinator.

10. All tables, chairs, and other articles are to be returned to their original locations prior to closing the Hall or your security deposit may be charged.

11. You may attach decorations with 3M hooks or masking tape as long as the walls are not damaged in any way. Absolutely no nails, tacks, staples, or anything that would puncture the wall are allowed. You cannot hang decorations on beams, vents, ducts, cords, wires, or wall/overhead lighting. If there are existing hooks permanently installed, you may use them. All decorations and tape must be removed at the end of your event.

12. Hall users are required to ensure that the lights are turned off and the windows and doors are secure before leaving the Hall.

13. All Hall users must provide proof of liability insurance to the Coordinator per Placer County requirements (included in this packet).

14. Smoking is prohibited in all Placer County facilities.

15. A Hall representative will inspect the Hall after the event. An unsatisfactory inspection could result in a partial or complete loss of your deposit. Should your deposit be inadequate to cover the costs of clean-up and/or repair, you will be billed for any additional amount.
# Loomis Veterans Memorial Hall
## 2018 Reservations

### Regular User Groups

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<tr>
<th>Month</th>
<th>4-H / Gardeners</th>
<th>County</th>
<th>Scouts</th>
<th>Lions</th>
<th>Quilters</th>
<th>Misc.</th>
<th>Waived</th>
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**2018 Totals:** 251 55 32 338

**Total Cancelations:** 7

**Total Managed Reservations:** 345