

AUBURN VETERANS MEMORIAL HALL
Meeting Agenda
June 5, 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 April 3, 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).
- b. Exterior Renewal Project is complete.
- c. Grant Status Update / CDFA Community Resilience Centers.

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: August 7, 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
April 3, 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; and Duane Espinoza of Placer County Facilities Management.

Approval of Minutes: Scott made a motion to approve the minutes from February 6, 2023, as written; second by Duenas. Motion carried.

Public Comment: None.

Information/Non-action Items: a). Work Order/Custodial Hours Report was reviewed and discussed. Espinoza provided an update on the exterior work being done which includes repairing the column and cap in front. Pipe insulation near the downstairs door has been replaced. Damaged upstairs floor tiles repair or replacement is pending asbestos testing. Veterans group regular users will be given key to access reset button on garbage disposal.

Action Items: a). Building Maintenance Hall Board Project List: Project list reviewed. PA System: all components have been installed but they are waiting for a dedicated power outlet to be installed. A Bluetooth receiver will also be installed. Potter has researched microwaves and recommended purchasing an LG Model LMC2075 for \$228 at Home Depot. It is 2.0 cubic feet, 1200 watts and appears to be easy to operate. Scott made a motion to purchase the recommended model; second by Potter. Motion carried. b). Stylized Wooden American Flag with Military Branch Seals: was donated by the United Auburn Indian Community of the Auburn Rancheria. Potter made a motion to move the right bulletin board to the left of the cabinets and mount the flag in its place with a plaque noting the donor paid for out of Hall board funds; Scott seconded the motion. Motion carried. Potter will write a thank you note as Hall Board Secretary.

Reports: a). Late Arriving Correspondence: none. b). Veterans Reports: Marine Corps League: getting 6 to 7 at a meeting since Covid so may dissolve. VFW: going strong. Willing to help veterans in need so they come to meetings. Getting members from Sac State and Sierra College. American Legion reported that they continue to meet monthly. Navy League: will be meeting with other veterans organizations to plan Memorial Day ceremonies. Concern about locked gate. New custodian locked it due to two events by two different organizations. The policy is to leave gate open and will try to avoid booking both areas at the same time by different parties. Lockers: have identified those that appear to not be in use, so will meet with Espinosa to gain access.

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

Adjournment: Meeting was adjourned at 6:09 pm.

Respectfully submitted by Bonnie Potter, Secretary

Date	Request ID	Original Message	Sub Type	Status	Priority	Date Closed	Labor Hours
3/22/2023	132370	Insulation on exterior surface mounted copper pipe has become deteriorated and is falling off. 1/2" line to the left of the 1st floor entry door. Please repair as needed.	Building Exterior	Closed	Low 1-10 Days	3/28/23	4
3/23/2023	87447	Custodial Inspection of the facility Use Inspection Form at T:\FAC\BUILDING MAINTENANCE\CUSTODIAL\Inspection Reports	Inspection	Closed	Low 1-10 Days	5/4/23	4
4/1/2023	88766	BLDG MNTC Building Services MEMORIAL HALL AUBURN MMP Maintenance Work	BM MMP	Closed	Continuing	5/24/23	0
4/1/2023	88767	CUSTODIAL AUBURN MEMORIAL HALL MMP MMP Maintenance Work	Custodial MMP	Closed	Continuing	5/3/23	59
4/13/2023	133984	Take down divided cork board next to old mechanical room and hang it next to janitor room door. Patch and paint wall as needed. Hang wooden flag style art located in mechanical room centered in space where corkboard was. Relocate capacity and WiFi signs if needed. Have plaque (plate) made and mount below art piece on wall. plaque reads: Donated By: United Auburn Indian Community of the Auburn Rancheria 2023	Auburn Memorial Hall Improvements PJ01222	Closed	Low 1-10 Days	5/2/23	18
4/17/2023	102537	Building Inspection of interior and exterior. Inspection form provided at T:\FAC\BUILDING MAINTENANCE\Building Inspections PM	Inspection	Closed	Scheduled 30 Day	5/15/23	0
4/25/2023	134332	Repair Reflective Memorial Site sign. Replace letters. Re-Stain board/posts and paint letters.	Auburn Memorial Hall Improvements PJ01222	In Progress	Continuing		1
5/1/2023	92299	Perform preventive maintenance as per procedure details, PM-HVAC	Routine PM	Closed	Low 1-10 Days	5/1/23	0
5/1/2023	92300	Perform preventive maintenance as per procedure details, PM-HVAC	Routine PM	Closed	Low 1-10 Days	5/1/23	0
5/1/2023	92301	Perform preventive maintenance as per procedure details, PM-HVAC	Routine PM	Closed	Low 1-10 Days	5/1/23	0
5/1/2023	92302	Perform preventive maintenance as per procedure details, PM-HVAC	Routine PM	Closed	Low 1-10 Days	5/1/23	0
5/1/2023	92303	Perform preventive maintenance as per procedure details, PM-HVAC	Routine PM	Closed	Low 1-10 Days	5/1/23	0
5/1/2023	92304	Perform preventive maintenance as per procedure details, PM-HVAC	Routine PM	Closed	Low 1-10 Days	5/1/23	0
5/1/2023	92305	Perform preventive maintenance as per procedure details, PM-HVAC	Routine PM	Closed	Low 1-10 Days	5/1/23	0

5/1/2023	92306	Perform preventive maintenance as per procedure details, PM-HVAC	Routine PM	Closed	Low 1-10 Days	5/1/23	0
5/1/2023	92307	Perform preventive maintenance as per procedure details, PM-HVAC	Routine PM	Closed	Low 1-10 Days	5/1/23	0
5/1/2023	92308	Perform preventive maintenance as per procedure details, PM-HVAC	Routine PM	Closed	Low 1-10 Days	5/1/23	0
5/1/2023	92309	BLDG MNTC Building Services MEMORIAL HALL AUBURN MMP Maintenance Work	BM MMP	Closed	Continuing	5/24/23	0
5/1/2023	92310	CUSTODIAL AUBURN MEMORIAL HALL MMP MMP Maintenance Work	Custodial MMP	Open	Continuing		42
5/1/2023	92297	Perform preventive maintenance as per procedure details, PM-Equipment	Custodial Routine PM	In Progress	Low 1-10 Days		0.5
5/1/2023	92298	Perform preventive maintenance as per procedure details, PM-Equipment	Custodial Routine PM	In Progress	Low 1-10 Days		0.5
5/8/2023	135857	Return tables to proper storage location. Return chairs to carts and put them in proper storage location Return tables and chairs in Fireside room to proper location	Special Cleaning Request Non Routine	Closed	Low 1-10 Days	5/10/23	2
5/18/2023	136197	veteran reports that ductless head nearest to the kitchen door was leaking water during their last event. Please inspect and repair as needed.	Heating / Cooling Unit Issue	Work Complete	Low 1-10 Days		2
5/23/2023	136304	On 5/6/23, inspect and prep venue for back to back uses.	Other	Open	Low 1-10 Days		2

