

**FORESTHILL VETERANS MEMORIAL HALL**  
**Meeting Agenda**  
**July 3, 2023 at 6:00 PM**  
**24601 Harrison Street, Foresthill, CA**

Board of Trustees

Thomas Fitzinger  
Veterans of Foreign Wars  
Post 11294

Donald Bull, Jr.  
Veterans of Foreign Wars  
Post 11294

Ron Roussey (President)  
American Legion Post 587

Robyn Husmann  
American Legion Post 587

Kurt Huebner  
American Legion Post 587

Ryan Yeoman  
Veterans of Foreign Wars  
Post 11294

Cindy Gustafson  
Board of Supervisors

Alternates

Rick Velgos  
American Legion Post 587

Non-Voting Members:

Vicki HaskinsCampbell  
(Secretary)  
Member-at-Large

Gail McCafferty  
American Legion Aux. 587

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes**
  - a. Minutes from May 1, 2023 (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 to [ForesthillHall@placer.ca.gov](mailto:ForesthillHall@placer.ca.gov).
6. **Information / Non-Action Items**
  - a. Review Work Order / Custodial Hours Report (Attachment).
7. **Action Items**
  - a. Review / Modify / Ratify Building Maintenance Project List (Attachment).
8. **Reports**
  - a. Late-arriving correspondence.
  - b. Veterans Reports.
9. **Announcements**
  - a. Next regularly scheduled meeting date: September 11, 2023
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>.

1. Meeting called to order @6:20 pm by Chair Ron Roussey.
2. Pledge of Allegiance
3. Roll Call- Present Voting: Ron Roussey, Robyn Husmann, Ryan Yeoman, Alternate Rick Velgos  
Non-Voting – Gail McCafferty  
Absent: Thomas Fitzinger, Donald Bull, Jr., Kurt Huebner, Vicki Haskins Campbell (Chair Roussey noted this is the fourth absence in a row for Ms. Haskins Campbell)  
Excused: Supervisor Gustafson  
Placer Co Facility Svs: Duane Espinoza. Custodian: Bree McCollam
4. Election of Officers: President and Secretary  
Ron Roussey nominated for President by Rick Velgos; second by Robyn Husmann  
Robyn Husmann nominated for Secretary by Ron Roussey; second by Rick Velgos  
Roussey and Husmann elected unanimously.  
President Roussey noted Vicki Haskins Campbell will remain as a non-voting member, but is no longer holding the office of Secretary.
5. Approval of Minutes:
  - a. Minutes from November 7, 2022 Meeting (Attachment)  
Corrections noted: No corrections noted. Approved Velgos/Yeoman unanimous
6. Public Comment: No public comment
7. Information / Non-Action Items:
  - a. Review Work Order / Custodial Hours Report (Attachment): Duane reports it was a long winter! Full-time custodian has been hired; kitchen door lock/key fob discussed.
8. Action Items:
  - a. Review / Modify / Ratify Building Maintenance Project List (Attachment):  
Duane reports the only pending project is the new floor for kitchen; install is scheduled for June 12-16
  - b. Consider Fee Waiver Request (Attachments):
    - i. Foresthill Community Chapel
    - ii. Foresthill Divide Historical SocietyWaiver discussed, both approved unanimously Velgos/Husmann
  - c. Consider Regular User (Attachment)
    - i. Foresthill Public Utility DistrictRequested dates discussed; approved unanimously Velgos/Husmann
9. Reports:
  - a. Late-arriving correspondence: NONE
  - b. Veterans Reports: NONE
10. Announcements:
  - a. Next regularly scheduled meeting date: July 3, 2023. 6PM
11. Meeting adjourned @ 6:36pm

*Submitted by: Robyn Husmann, Secretary*

### Foresthill Veterans Memorial Hall Work Order Report

Date	Request ID	Status	Priority	Original Message	Labor Hours	Date Closed
5/1/2023	92417	Closed	Continuing	CUSTODIAL FORESTHILL MEMORIAL HALL MMP MMP Maintenance Work	146.5	6/2/2023
5/1/2023	92626	In Progress	Scheduled 30 Day	Once a week for the month assigned, please inspect the internal grates of the kitchen's hood system. Clean if necessary		
5/1/2023	101601	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		5/9/2023
5/1/2023	92415	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		6/12/2023
5/3/2023	135735	Closed	Low 1-10 Days	Please allow William Kesler badge access to the Foresthill Veterans Memorial Hall.		5/5/2023
5/3/2023	135736	Closed	Low 1-10 Days	Please provide William Kesler and Travis Butterfield with key 9-CK2580 for access to the shared County/Veteran's shed between the Hall and Club house. They should already have 2151 to unlock the padlock. This key also allows access to the park bathrooms chaise, which I access upon parks 'emergency' request.		5/5/2023
5/8/2023	135822	Closed	Low 1-10 Days	called at home 5/5/23 by sonitrol at 9:57 AM Fire panel trouble put on test		6/21/2023

5/8/2023	135851	Closed	Low 1-10 Days	Karen Dunzweiler Event: 5/6/23 clean up response: Excessive dirt on floors. Restrooms filled with trash on the floors. Tables and chairs not returned properly.		5/8/2023
5/9/2023	92846	In Progress	Low 1-10 Days	Custodial Inspection of the facility  Use Inspection Form at T:\FAC\BUILDING MAINTENANCE\CUSTODIAL\Inspection Reports		
6/1/2023	94053	Open	Continuing	CUSTODIAL FORESTHILL MEMORIAL HALL MMP MMP Maintenance Work	99	
6/1/2023	94235	Closed	Scheduled 30 Day	Once a week for the month assigned, please inspect the internal grates of the kitchen's hood system. Clean if necessary		6/23/2023
6/1/2023	94050	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		6/1/2023
6/2/2023	137393	Closed	Low 1-10 Days	Travis, please inspect the Foresthill Hall after the Saturday event and prior to the Sunday event. If any action other than routine cleaning or restocking (ie...bathrooms, garbage liners in the kitchen) is necessary, please document prior to preparing for the incoming event. Thanks!		6/6/2023

6/5/2023	137424	Closed	Low 1-10 Days	On monday Morning, 6/12/23, please remove all appliances, island prep table, and other items from the kitchen floor. have items removed before 9am. Including range oven. Move all items into main auditorium.		6/16/2023
6/7/2023	137499	Closed	Medium 1-3 Days	Please program 3 new key fobs for the Foresthill memorial hall card reader. The key fobs should have 24/7 access and the ability to lock and unlock door. assign to: American Legion Ron Roussey VFW Ryan Yeoman Hall Coordinator Bree McCollum  Deliver to Duane for Distribution.		6/8/2023
6/13/2023	94236	In Progress	Scheduled 30 Day	BM Hood Ext Sys Tst Bi Ann - Foresthill Memorial Hall - PM000034		
6/15/2023	94051	In Progress	Medium 1-3 Days	Perform preventive maintenance as per procedure details		

PJ01224	Project Manager	Method	Original Request Date	Status	Foresthill Hall Board Requests - FY22-23	Current	\$10,000.00	Estimate	Actual
						Carryover	\$5,005.00		
						Balance:	\$15,005.00		
	Duane Espinoza	SCN	11/2/2020	Complete	Replace Vinyl Flooring in Kitchen - <del>\$15,500</del> \$13,500	1	Complete	\$13,500	\$13,500
					6/15/23 flooring installed. Appliances moved back into kitchen. Small rip occurred from moving stove over threshold. Flooring vendor will be out to repair.				
PJ01694	Charlie F.	JOC		Complete	Replace Kitchen Countertops - Approved Special Renovation Request \$55k		Complete	\$55,000	
							Sub Total	\$13,500.00	\$13,500
					Foresthill Hall total estimate		Est. Balance:	\$1,505.00	\$1,505