

**ROSEVILLE VETERANS MEMORIAL HALL  
Meeting Agenda  
July 10, 2023 at 10:00 AM  
110 Park Drive, Roseville, CA**

**Board of Trustees**

Tim McClain  
American Legion Post 169

Michael Scott (President)  
American Legion Post 169

Harold Hayek (Secretary)  
FRA Branch 230

Robert Lightfield  
FRA Branch 230

Cathy Friedman  
VFW Post 1487

Selso Cavazos  
VFW Post 1487

Raquel Gonzalez Micalizzi  
VFW Post 1487

Bonnie Gore  
Board of Supervisors

**Alternates**

Danny Mendoza  
American Legion Post 169

Don Goard  
FRA Branch 230

Charles Peterson  
Board of Supervisors

- 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 three weeks in advance for consideration to the Hall Coordinator at [RosevilleHall@placer.ca.gov](mailto:RosevilleHall@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. Announcement**
  - a. Next regularly scheduled meeting date September 11, 2023 at 1000 hours.
- 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>.

**Roseville Veterans Memorial Hall Board  
Meeting Minutes May 1, 2023**

1. **Call Meeting to Order:** Meeting called to order by President Michael Scott at 10:03 am.
2. **Pledge of Allegiance:** Pledge of Allegiance conducted lead by Michael Scott (American Legion Post 169)
3. **Roll Call:**
  - a. **Trustee's Present:** Michael Scott (American Legion Post 169), Harold Hayek (FRA Branch 230), Selso Cavasos (VFW 1487), Bonnie Gore (Placer County Board of Supervisor). **Note:** The list of Trustees on the left of the agenda is not correct. Cathy Friedman should not be on the list.
  - b. **Guests present:** Duane Espinoza (Placer County Facility Management), Charles Peterson (Board of Supervisors), Bonnie Brewster (Mavericks), David Briggs (Whirl-a-Ways)
4. **Approval of Minutes:**
  - a. Minutes from March 6, 2023 approved with the following corrections:
    - i. Item 8.b.ii: "George Keiller" should be "Danny Mendoza".
    - ii. Item 5a (line 5): "Crain" should be "Craig"
5. **Public Comment:** None
6. **Information / Non-Action Items:**
  - a. Review Work Order / Custodial Hours Report.
    - i. Fix ice maker drain: Water has been held in ice machine as stand pipe is higher than ice machine drain. Install pump and attach to ice machine so unit can be pulled out with machine if necessary. This should be finished today.
    - ii. Roseville Veterans Memorial Hall floor refinishing and detailed cleaning project: This project is complete.
7. **Action Items:**
  - a. Review / Modify / Ratify Building Maintenance Project List.
    - i. Purchase and provide AED Contacts: 4-20-23 Pads ordered from AEDUSA.com. There is currently a nationwide shortage and we don't know when they will arrive. Duane will let Harold know when they arrive.
8. **Reports:**
  - a. Late-arriving correspondence: None.
    - i. Selso asked a question regarding packages delivered to the hall. Duane said the custodian would bring it into the hall and take it upstairs if he is here when a package arrives. However, since the hall is not maned daily and there is a concern for theft of the packages, the recommendation is not to send packages to the hall

- b. Veterans Reports.
  - i. **VFW:** We continue to get involved with our VFW members. Many of our members attended the Vietnam traveling wall and attended the luncheon that was provided for the veterans. The VFW will host Memorial Day this year at the cemetery followed by a light lunch here at the hall.
  - ii. **FRA:** We had our elections last month. This Saturday we will have a joint installations of officers meeting with the Placerville branch in Placerville.
  - iii. **American Legion:** We will be hosting the American Legion district meeting here at the hall this Saturday. We will be hosting an orientation meeting for Bay Area Honor Flight on Tuesday, May 2<sup>nd</sup>.
  - iv. Charlie reported that the Vietnam Veterans will have their reading of the names on the last Sunday (May 28) of this month at the capital. The reading starts at 7:00am.
  - v. Duane said his daughter does color guard for the Girl Scouts and if we ever had a need for color guard, we could give him a call.

**9. Announcement:**

- a. The Placer County Veteran's Stand Down will be held May 9 thru 11 at the Grounds in Roseville. Gates open at 8am.
- b. The county has hired a new VSO. His name is Richard "Steve" Johnson. He will be reaching out to all the veteran's groups to introduce himself soon.
- c. VFW Post 1487, Roseville, Ca. Is proud to be having the Memorial Day Ceremony at the Roseville Cemetery on 29 May 2023 starting at 11:11 am.
- d. Vietnam Veterans reading of the names will be held at the capital on Sunday, May 28<sup>th</sup> beginning at 7:00am.
- e. Next regularly scheduled meeting date would be July 3. A motion was made (Selso/Bonnie) to move the meeting to July 10<sup>th</sup> at 1000 hours so as not to interfere with the long holiday weekend. Motion passed. Harold will send an email to the hall board coordinator.

**10. Adjournment:**

- a. Meeting adjourned at 1033 hours

Respectfully submitted by  
Harold Hayek, FRA Branch 230  
Hall Board Secretary

Date	Request ID	Space	Original Message	Sub Type	Status	Priority	Assigned To	Date Closed	Labor Hours
5/1/2023	92537	General	Perform preventive maintenance as per procedure details PM - HVAC	Routine PM	Closed	Low 1-10 Days	Slifer Daniel	5/1/2023	0
5/1/2023	92538	General	Perform preventive maintenance as per procedure details PM - HVAC	Routine PM	Closed	Low 1-10 Days	Slifer Daniel	5/1/2023	0
5/1/2023	92539	General	Perform preventive maintenance as per procedure details PM - HVAC	Routine PM	Closed	Low 1-10 Days	Slifer Daniel	5/1/2023	0
5/1/2023	92544	General	CUSTODIAL ROSEVILLE MEMORIAL HALL MMP MMP Maintenance Work Custodial SWO	Custodial MMP	Closed	Continuing	Custodial Overhead .	6/2/2023	48.5
5/1/2023	92541	General	Perform preventive maintenance as per procedure details PM - Equipment	Custodial Routine PM	In Progress	Medium 1-3 Days	Bertilson Lance		0
5/1/2023	92542	General	Perform preventive maintenance as per procedure details PM - Equipment	Custodial Routine PM	In Progress	Medium 1-3 Days	Bertilson Lance		0
5/1/2023	93621	General	Perform preventive maintenance as per procedure details (Flags) PM - Equipment	Custodial Routine PM	Closed	Low 1-10 Days	Bertilson Lance	6/12/2023	2
5/11/2023	135964	8807	later leak at main RP BM	Other	Closed	High 1 Day	Lechuga Tomas	5/15/2023	1
5/12/2023	136002	11	called by Danny at custodial asking about water off at Roseville memorial hall called backflow guy to see if he was there . No he wasn't there . went by there found backflow turned off. turned on water found water leaking out from under valve broken pipe. . turned off called Duane	Other	Closed	Low 1-10 Days	Weintz David	6/21/2023	2.5
5/13/2023	136022	General	Renter called at 7:29p.m. on 5/12/23 about needing help with access to basement area.	Access to Building	Closed	Low 1-10 Days	Chapman Jesse	6/7/2023	1
5/18/2023	136194	11	We will need tables and chairs set up for a written examination. The examination will take place Thursday, June 1, 2023 at Roseville Veteran's Memorial Hall in the large auditorium. We will need the auditorium set up by 7:30am. We will have one session consisting of approximately 100 applicants. Please seat applicants as needed to fit in the room with as much physical distancing between tables as can be accommodated. Please do not seat more than two applicants per table. Please arrange tables so they face the stage. Please set up two tables and four chairs by the entrance for check in. Please also have the microphone available. Please contact Laura Carucci at 530.889.4087 or lcarucci@placer.ca.gov or myself, Andrea Marthaler at 530.886.4664 or amarthaler@placer.ca.gov with any questions. Thank you very much!	Tables and Chairs	Closed	Low 1-10 Days	Hartnett Greg	6/6/2023	

5/22/2023	136241	11	Called by Holly Enberg 7:10am access code was not working to the site. While on site discovered that the Evap cooler had not been fully commissioned to operate in the summer. Duane and JC removed the steel plate and installed the grill. JC verified the sump area was clean and that the pump was operational for the unit. Some of the water nozzles were clogged. 5-21-23 HVAC	Heating / Cooling Unit Issue	Closed	Low 1-10 Days	Baser Jay	5/22/2023	0
5/22/2023	136262	8807	There has been a report from Linda Martin from Christian Singles Network, that there is a homeless person living in the alcove by the stage where a DJ would be bringing in equipment. Linda's # is 530-878-8606	Other	Closed	High 1 Day	Hughes Dennis	5/23/2023	0
5/24/2023	136333	11	Wheelchair lift is not working. I did my weekly check and there was no response from the controls BM	Other	Closed	Low 1-10 Days	Mulic Scott	6/1/2023	0
5/24/2023	136334	11	Wheelchair lift is not working. I did my weekly check and there was no response from the controls BM	Other	Closed	Low 1-10 Days	Lenzini Vincent	5/25/2023	3
5/31/2023	136526	General	ACCO to replace pump on evap cooler HVAC	Contractor Repair	Open	Low 1-10 Days	Badertscher Andy		0
5/31/2023	136533	11	We will need tables and chairs set up for a written examination. The examination will take place Thursday, June 22, 2023, at Roseville Veteran's Memorial Hall in the large auditorium. We will need the auditorium set up by 7:30am. We will have one session consisting of approximately 140 applicants. Please seat applicants as needed to fit in the room with as much physical distancing between tables as can be accommodated. Please do not seat more than two applicants per table. Please arrange tables so they face the stage. Please set up two tables and four chairs by the entrance for check-in. Please also have the microphone available. We will also need an additional portable PA system as backup, in the event we have any issues with the sound system. Please contact myself, Andrea Marthaler, at 530.886.4664 or amarthaler@placer.ca.gov with any questions. Thank you very much!	Tables and Chairs	Closed	Low 1-10 Days	Hartnett Greg	6/23/2023	
6/1/2023	94146	General	Perform preventive maintenance as per procedure details PM - HVAC	Routine PM	Closed	Low 1-10 Days	Slifer Daniel	6/1/2023	0
6/1/2023	94149	General	CUSTODIAL ROSEVILLE MEMORIAL HALL MMP MMP Maintenance Work Custodial SWO	Custodial MMP	Open	Continuing	Custodial Overhead .		33
6/1/2023	101903	General	Perform preventive maintenance as per procedure details PM - Building Exterior	Routine PM	Open	Low 1-10 Days	Baser Jay		0

6/1/2023	136559	11	During a HR writing test at the memorial hall, HR staff said lights in the main hall turned off. Inspect switches and lighting for proper operation	Internal Lighting	In Progress	Low 1-10 Days	Hintzman William		2
6/8/2023	137543	11	We have reserved the Roseville Memorial Hall for an All Staff meeting from 8:00 am to 12:00 pm on September 7, 2023. We would like you to set up for 250 people, so 250 chairs and enough tables to accommodate the seating. Please add 6 tables for food, drinks, etc. as well as the microphone with a podium and a screen for video presentation. Please include 10 trash cans. We would also like you to do the setup and breakdown. Please let me know if you have any questions. Thank you, Kathy	Furniture / Chairs	In Progress	Low 1-10 Days	Kesler William		0
6/15/2023	137764	11	Jean from a dance group called reporting a beeping coming from the chairlift going upstairs, BM	CLBK/CLHM	Closed	Low 1-10 Days	Kennedy Kevin	6/16/2023	6
6/19/2023	137816	11	Please purchase a battery for the chairlift at the Roseville Mem Hall.	Equipment	Closed	Low 1-10 Days	Vansambeek Kyle	6/26/2023	1
6/20/2023	94426	11	Custodial Inspection of the facility Use Inspection Form at T:\FAC\BUILDING MAINTENANCE\CUSTODIAL\Inspection Reports PM - Custodial	Inspection	In Progress	Low 1-10 Days	Bertilson Lance		0

PJ01227	Project Manager	Method	Original Request Date	Status	Roseville Hall Board requests - FY22/23	Current	\$10,000.00	Estimate	Actual
						Carryover	\$19,421.00		
						Balance	\$29,421.00		
	Duane Espinoza	Vendor	11/2/2020	Complete	<b>Replace Bench Cushions in Veteran's rooms.</b>		<b>Complete</b>	\$11,800	\$11,800
					Cushions replaced on 10/13/22.				
	Duane Espinoza	In-House	1/3/2022	Complete	<b>Add Space Force Flag to branch flag presentation above stage</b>		<b>Complete</b>	\$2,100	\$2,100
					Flag Display change completed 10/25/22				
	Duane Espinoza	In House	2/8/2023	Complete	<b>Purchase and provide AED Contacts</b>		<b>Complete</b>	\$90	\$90
					6-15-23 Pads received and provided to Harold.				
							<b>Sub Total</b>	\$13,990.00	\$13,990
					<b>Roseville Hall total estimate</b>			<b>Balance:</b>	<b>\$15,431</b>