

ROSEVILLE VETERANS MEMORIAL HALL
Meeting Agenda
July 12, 2021 at 10:00 AM
110 Park Drive, Roseville, CA

Board of Trustees

Tim McClain
American Legion Post 169

Richard Howard
American Legion Post 169

Harold Hayek (President)
FRA Branch 230

Vacant
FRA Branch 230

Raquel Mangone (Secretary)
VFW Post 1487

Anita Providence
VFW Post 1487

Bonnie Gore
Board of Supervisors

Alternates

Michael Scott
American Legion Post 169

Don Goard
FRA Branch 230

Mia Portilla-Dlmmick
VFW Post 1487

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 3, 2021 (Attachment).

5. Public Comment

- a. For public comment or to listen in on the meeting, please dial in to the Microsoft Teams Meeting conference line.

+1 619-483-4068 Conference ID: 340 773 048#

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.

6. Information / Non Action Items

- a. Review Work Order / Custodial Hours Report (Attachment).
b. Reminder MOU Revenue / Expenditure Reports are Due January 31st.

7. Action Items

- a. Review / Modify / Ratify Building Maintenance Project List (Attachment).
b. MOU Discussion.
c. Hub Church Requesting to store Pipe and Drape setup at hall.

8. Reports

- a. Late-arriving correspondence.
b. Veterans Reports.
c. Hall Use Report.

9. Announcements

- a. Next regularly scheduled meeting date: September 13, 2021.

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 of Trustees Meeting
110 Park Drive, Roseville, CA 95678

Minutes of Meeting for: May 3, 2021

1. **Call Meeting to Order** Meeting called to order by Board President Harold Hayek at 10:15 AM.
2. **Pledge of Allegiance** Pledge of Allegiance recited.
3. **Roll Call**
 - a. **Trustees present:** Harold Hayek (President), FRA -Branch 230; Richard (Dick) Howard, American Legion -Post 169; Michael Scott, American Legion –Post 169; Bonnie Gore, Board of Supervisors.
 - b. **Guests present:** Duane Espinoza, Placer County Facility Management; Taylor Penticoff, Placer County Veterans Memorial Hall Coordinator; Charlie Peterson, Board of Supervisors, Selso Cavazos, VFW Post 1487, Bonnie Brewster, Mavericks, Joy Howard, Whirlaways, Shane Boyd (via phone), Hub Church.
4. **Approval of Minutes**
 - a. **Minutes from March 1, 2021:** Motion made (Dick Howard/Bonny Gore) to approve the minutes as distributed. Motion passed.
5. **Public Comment** None
6. **Information / Non-Action Items**
 - a. **Review Work Order / Custodial Hours Report:**
 - i. The graffiti that was reported by Charlie Peterson at the last meeting was addressed along with some broken windows.
 - ii. The range hood maintenance was deferred since the service was performed just before the building was shut down due to Covid.
 - iii. There was an annual fire inspection of the hall in early April. The building passed the inspection.
 - b. **Completed Installation of Keypad Entry Door Locks:**
 - i. The main purpose of the keypad is for one-time users of the hall.
 - ii. The veteran's groups to continue using the keys they have.
 - iii. The county is still discussing how to handle the regular users of the hall.
7. **Action Items**
 - a. **Review / Modify / Ratify Building Maintenance Project List:**
 - i. Currently the only active project is for replacement of the bench cushions. Duane is having difficulty obtaining bids for the project. He has visited six upholstery shops in person and has only received one response in two weeks and the response was no bid. He will continue soliciting bids. He needs at least one more response to move on with the project.
 - b. **Hall Use Fee Decision:**
 - i. Motion made (Michael Scott/Richard Howard) to raise the hall rental rates by 50% as of January 1, 2022 for all general/one-time users. Motion passed.
 - ii. Motion made (Bonnie Gore/Richard Howard) to maintain the rates for the regular dance groups at the current level. Motion passed.
 - c. **MOU Discussion:**
 - i. Tabled until the July meeting pending feedback from the county regarding the validity of the program.

d. Hub Church Regular User Application and Fee Waiver:

- i. Motion made (Bonnie Gore/Michael Scott) to accept the regular use application and fee waiver from the Hub Church. Motion passed.

8. Reports

a. Late-arriving correspondence: None

b. Veterans Reports:

- i. VFW: Selso Cavazos - We had a meeting here in the hall last month for the first time in a long time. We were meeting using ZOOM but there was a problem with the wifi in the building. The suggestion was made to check with Phil Jordan for assistance.
- ii. American Legion: Michael Scott - We are back to meeting in person with about 10 people showing up. We will be having a district meeting here this Saturday, which will be held outside the building.
- iii. FRA: Harold Hayek - We have been meeting on ZOOM but today we will be meeting here in the building. We will have our annual installation of officers today.

c. Hall Use Report:

- i. Taylor reports she has had a couple reservation requests come in. She had her first walk-thru with a renter.
- ii. The halls are open as long as you can follow the State mandates, which are really strict and are changing weekly. Make sure you are keeping up with the current mandates.
- iii. Harold Hayek asked a question regarding reservations for the square dance groups. If the dance groups have the hall reserved but are not able to dance due to State mandates will the county still charge for the rental? Taylor said no. If you don't use the hall, you will not be charged.

9. Announcements

- a. Next regularly scheduled meeting date: Since the July meeting would fall on July 5th, which is a federal holiday, we will meet the following week on July 12, 2021.

10. Adjournment

- a. A motion was made (Richard Howard/Michael Scott) to adjourn the meeting. Motion passed.
- b. Harold Hayek adjourned the meeting at 11:30 am.

Respectfully submitted by Harold Hayek (President), for Raquel Mangone (Secretary)

Date	Request ID	Original Message	Status	Priority	Date Closed	Labor Hours
5/1/2021	41525	CUSTODIAL ROSEVILLE MEMORIAL HALL	Closed	Continuing	6/11/2021	33
5/1/2021	50943	BLDG MNTC Building Services MEMORIAL HALL ROSEVILLE	Open	Continuing		
5/3/2021	41619	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	5/3/2021	
5/3/2021	41620	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	5/3/2021	
5/3/2021	41621	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	5/3/2021	
5/3/2021	37651	Perform preventive maintenance as per procedure details (Equipment)	Closed	Low 1-10 Days	5/28/2021	
5/3/2021	37730	Perform preventive maintenance as per procedure details (Equipment)	Closed	Medium 1-3 Days	5/28/2021	
5/3/2021	37731	Perform preventive maintenance as per procedure details (Equipment)	Closed	Medium 1-3 Days	5/28/2021	
5/4/2021	91429	please replace flush valves one in men's and one in women's	Closed	Low 1-10 Days	5/6/2021	
5/7/2021	91508	We will need tables and chairs set up for a written examination. The examination will take place at the Roseville Memorial Hall in the large auditorium. The examination will take place on Wednesday, May 26, 2021. We will have one session of 50 people starting at 8:30am. Please set up tables and chairs to allow for social distancing (6 feet apart) - 25 tables and 2 chairs at each table facing the stage. Please have the room set up no later than 7:30am. Please set up 2 tables by the entrance for check in and a microphone at the stage. We should be done no later than 12:30 PM. Thank you!	Closed	Low 1-10 Days	5/28/2021	

5/19/2021	91796	Please set up for an exam on 6/2/21 in the main auditorium. Please have the room set up for 15 people by 8am that morning. We will need social distancing with only 1 person per table. We will also need 2 tables at the entrance for check in. We will be done by noon for breakdown. Please have the microphone set up as well. Thank you	Closed	Low 1-10 Days	6/7/2021	
6/1/2021	42768	CUSTODIAL ROSEVILLE MEMORIAL	Open	Continuing		39
6/1/2021	42846	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	6/1/2021	
6/1/2021	50944	BLDG MNTC Building Services MEMORIAL HALL ROSEVILLE	Open	Continuing		
6/1/2021	52902	Perform preventive maintenance as per procedure details (Building Exterior)	Closed	Low 1-10 Days	6/21/2021	
6/9/2021	93122	We will need tables and chairs set up for a written examination. The examination will take place at the Roseville Memorial Hall in the large auditorium. The examination will take place on Tuesday, June 22, 2021. We will have one session of 50 people starting at 9:00 am. Please set up tables and chairs to allow for social distancing (6 feet apart) - 25 tables and 2 chairs at each table facing the stage. Please have the room set up no later than 8:00am. Please set up 2 tables by the entrance for check in and a microphone at the stage. Thank you!	Closed	Low 1-10 Days	6/29/2021 13:48	

6/9/2021	93123	We will need tables and chairs set up for a written examination. The examination will take place at the Roseville Memorial Hall in the large auditorium. The examination will take place on Thursday, June 24, 2021. We will have one session of 30 people starting at 8:30am. Please set up tables and chairs to allow for social distancing (6 feet apart) - 15 tables and 2 chairs at each table facing the stage. Please have the room set up no later than 7:30am. Please set up 2 tables by the entrance for check in and a microphone at the stage. Thank you!	Closed	Low 1-10 Days	6/30/2021 9:31	
6/15/2021	75680	Custodial Inspection of the facility Use Inspection Form at T:\FAC\BUILDING MAINTENANCE\CUSTODIAL\Inspection Reports	Closed	Low 1-10 Days	6/25/2021	
7/1/2021	43877	CUSTODIAL ROSEVILLE MEMORIAL HALL	Open	Continuing		6
7/1/2021	44104	Perform preventive maintenance as per procedure details (HVAC)	Open	Low 1-10 Days		
7/1/2021	50945	BLDG MNTC Building Services MEMORIAL HALL ROSEVILLE	Open	Continuing		
7/1/2021	74508	Building Inspection of interior and exterior. Inspection form provided at T:\FAC\BUILDING MAINTENANCE\Building Inspections	Open	Scheduled 30 Day		

PJ01227	Project Manager	Method	Original Request Date	Status	Roseville Hall Board requests - FY20/21	Current	\$10,000.00	Estimate	Actual
						Carryover	\$8,537.00		
						Balance	\$18,537.00		
	Duane Espinoza	Vendor	11/2/2020	Planning	Replace Bench Cushions in Veteran's rooms.	1		\$5,960	
					6/18/21 DE No NTP: Total prompts public purchase requirements to solicit competitive bids. Board action on 3/1/21 approved estimated cost and public purchase process to complete project. Detailed scope has been developed to solicit required bids. 4 firms currently have detailed scope documents. So far, only two firms have responded. One vendor declined project and the other returned a bid at \$16,845.00. More bids will be solicited.				
							Sub Total	\$5,960.00	\$0
					Roseville Hall total estimate			Balance:	\$18,537