

**AUBURN VETERANS MEMORIAL HALL
Meeting Agenda
August 2, 2021 at 5:30 PM
100 East Street, Auburn, CA**

Board of Trustees

Michael Scott
Marine Corps. Det. 1247

Dustin Byers (President)
VFW Post 904

Bonnie B. Potter (Secretary)
Navy League

Phil Erdman (Vice President)
American Legion Post 84

Cindy Gustafson
Board of Supervisors

Alternates

Daniel McLain
American Legion Post 84

Chuck Spinks
VFW Post 904

Donald C. Anderson
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 5, 2021 (Attachment).
- b. June 7th Meeting canceled – No minutes available.

4. 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: 142 296 880#

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).

6. Action Items

- a. Review/Modify/Ratify Building Maintenance Project List (Attachment).

7. Reports

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

8. Announcements

- a. Next regularly scheduled meeting date: October 4, 2021.

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 5, 2021

The meeting was called to order at 5:31 pm by Vice President Phil Erdman, who led the Pledge of Allegiance. Present as per sign-in sheet were Dusty Byers, VFW Delegate; Phil Erdman, American Legion Delegate; Bonnie Potter, Navy League Delegate; Mike Scott, Marine Corps League Delegate; Chuck Spinks, VFW Alternate; Dan McLain, American Legion Alternate; Donald C. Anderson, Navy League Alternate; Taylor Penticoff and Duane Espinoza, Placer County Facilities.

Approval of Minutes: The minutes of the February 1, 2021 meeting were approved as written.

Public Comment: None.

Information/Non-action Items: a). Work Order/Custodial Hours Report was reviewed and discussed. Each of the HVAC units has received preventive maintenance. Thanks was offered to the custodian who is making sure the homeless person is no longer camping out on the balcony. Custodian will be at hall daily. Several maintenance items were brought up including replacing no camping sign, dandelion control, gutter cleaning, clearing debris between rock wall and fence, emptying garbage can by overlook, checking irrigation system. Artillery pieces need to be repainted, and in the past veteran volunteers have done it. County can supply the paint. ARMS sign also needs work. Exterior of building needs to be painted and no new information on façade work. b). Keypad Entry Door Locks: installation is complete for all halls. Each group may request an entry FOB that can place door in passage mode for a period of time, with door automatically locking at set time. Keys will continue to work. c). Use of Hall Update: Effective today all halls may be used at 25% capacity if users are compliant with state guidelines. When we move to orange tier, 50% capacity. Calendar has been posted on the website. d). Rate Increase: recommendation from Hall Board was approved by the Supervisors. Rate increase will go into effect Jan 1, 2022.

Action Items: a). Review/Modify Building Maintenance Hall Board Project List: Acoustic upgrade is back in planning phase and Espinoza will report back to us when he gets the new estimates. With the Internet installed and Hall being open for use, it was recommended that password be posted in the building; Espinoza will have a sign made.

Reports: a). Late Arriving Correspondence: none. b). Veterans Reports: Potter reported she is continuing to work on the locker utilization report. Memorial Day Ceremonies will be held as usual although we do not yet know how many people will be allowed to attend. VFW had nothing to report. American Legion reported that the bar will reopen when guidelines allow. Marine Corps League had nothing to report. c). Hall Use Report: Nothing new to report.

Announcements: Next meeting date: June 7, 2021 at 5:30 pm.

Adjournment: Meeting was adjourned at 6:27 pm.

Respectfully submitted by Bonnie Potter, Secretary

Date	Request ID	Original Message	Status	Priority	Date Closed	Labor Hours
4/1/2021	39802	CUSTODIAL AUBURN MEMORIAL HALL	Closed	Continuing	5/7/2021	28
4/1/2021	51062	BLDG MNTC Building Services MEMORIAL HALL AUBURN	Closed	Continuing	5/7/2021	
4/1/2021	74006	Building Inspection of interior and exterior. Inspection form provided at T:\FAC\BUILDING MAINTENANCE\Building Inspections	Closed	Scheduled 30 Day	4/8/2021	
4/12/2021	87642	Call from veterans that they couldn't get into the building.	Closed	Low 1-10 Days	4/12/2021	
5/1/2021	41465	CUSTODIAL AUBURN MEMORIAL HALL	Closed	Continuing	6/1/2021	37
5/1/2021	51063	BLDG MNTC Building Services MEMORIAL HALL AUBURN	Closed	Continuing	6/1/2021	
5/3/2021	41768	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	5/3/2021	
5/3/2021	41769	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	5/3/2021	
5/3/2021	41770	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	5/3/2021	
5/3/2021	41771	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	5/3/2021	
5/3/2021	41772	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	5/3/2021	
5/3/2021	41773	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	5/3/2021	
5/3/2021	41774	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	5/3/2021	
5/3/2021	41775	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	5/3/2021	
5/3/2021	41776	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	5/3/2021	
5/3/2021	41777	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	5/3/2021	
5/3/2021	37636	Perform preventive maintenance as per procedure details (Equipment)	Closed	Low 1-10 Days	6/2/2021	
5/3/2021	37639	Perform preventive maintenance as per procedure details (Equipment)	Closed	Low 1-10 Days	6/2/2021	
5/24/2021	91868	Veteran Advisory Council used the hall last week and reported to me that the AC unit upstairs was not working. Please check out the 2nd floor systems and repair as needed.	Closed	Low 1-10 Days	5/25/2021	
5/25/2021	91939	When adding access to a fob noticed Auburn Memorial Hall was having connectivity issues.	Closed	Low 1-10 Days	6/1/2021	
6/1/2021	42701	CUSTODIAL AUBURN MEMORIAL HALL	Closed	Continuing	7/9/2021	48.5
6/1/2021	51064	BLDG MNTC Building Services MEMORIAL HALL AUBURN	Closed	Continuing	7/9/2021	
6/1/2021	64703	BM Annual Range Hood Duct and Fan Service - Auburn Memorial Hall	Closed	Scheduled 30 Day	6/14/2021	
6/1/2021	92117	Please create 2 signs for posting in the Auburn Memorial Hall. Make the sign 6 inches tall by 12-15 inches long. (Whatever works best) Corrugated plastic material is fine w/ double stick tape. Auburn Memorial Hall Guest Wi-Fi Network: MEMORIAL Password: veterans	Closed	Medium 1-3 Days	6/23/2021	

6/2/2021	92916	Please set up the Main Dance Hall (upstairs room) at the Auburn Vet Hall. We are scheduled to use it all day on Tuesday, June 8, 2021. We will need the exam hall set up by 7:30 am on Tuesday, June 8. We will have a morning and afternoon session each day. The hall will be ready for break-down sometime between 4:30 pm and 5:00 pm. There will be approximately 44 applicants per session. Please seat applicants as needed to fit in room, allowing for six feet in between each applicant, with no more than two chairs per table, with each table facing the stage. In the back of the hall near the entrance, please place one table with two chairs for exam check-in. We will also need the microphone and stand set-up, with sound ready in front of the stage. Also, since it will likely be very warm, please have room temperature placed at a comfortable setting. Please call Preciosa Ayala-Burkhardt at 530-886-4661 (desk phone), 916-384-8244 (cell) or by email at payala@placer.ca.gov for any clarification or questions.	Closed	Medium 1-3 Days	6/11/2021	
6/8/2021	93074	Ornamental structure over the main entrance doors is beginning to come apart and pieces have already fallen off. research and manage vendors who can repair these types of intricate art work.	Open	Continuing		
6/21/2021	93399	Custodian Jesse Chapman discovered a puddle of water, about a gallon's worth, on the floor of the 1st floor women's restroom. It's believed the water heater in the restroom may be leaking. thank you,	Closed	Medium 1-3 Days	6/28/2021	
6/21/2021	93442	Auburn Hall event cleanup: Rachelle Alonso 6/19/21 Picked up rocks and trash--beer cans, candy rappers, decorations, juice boxes--around the perimeter of the building. All downstairs windows were found open. The upstairs fire exit door was discovered propped open.	Closed	Low 1-10 Days	6/22/2021	
6/24/2021	75763	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	43802	CUSTODIAL AUBURN MEMORIAL HALL	Open	Continuing		16
7/1/2021	51065	BLDG MNTC Building Services MEMORIAL HALL AUBURN	Open	Continuing		
7/19/2021	94974	Per Duane, activate fob with lock/unlock function for Bonnie Potter with the Navy League.	Closed	Low 1-10 Days	7/21/2021	

7/19/2021	94978	CLHM 7-18-21 Sunday - 10:32am Nicolas - 916-333-9673 called to report he rented the hall and locked himself out. Needed to gain access to finish cleaning.	Closed	High 1 Day	7/28/2021	
8/1/2021	46280	CUSTODIAL AUBURN MEMORIAL HALL	Open	Continuing		
8/1/2021	51066	BLDG MNTC Building Services MEMORIAL HALL AUBURN	Open	Continuing		

PJ01222	Project Manager	Method	Original Request Date	Status	Auburn Hall Board Requests - FY20/21	Current	\$10,000.00	Estimate	Actual
						Carryover	\$19,015.00		
						Balance	\$29,015.00		
	Duane Espinoza		11/13/2019	Deferred	New PA system - 2nd floor	2	Deferred	\$11,914	\$0
					11/5/2020 DE 5% No NTP No ECD: Media Services has evaluated room and made recommendations for an integrated audio system. Placer County media would complete purchase, install, and set-up of system. Project is out of budget for FY20/21.				
	Duane Espinoza		11/13/2019	Planning	Acoustical upgrades - 2nd floor (14,500)	1	Planning	\$15,500	\$0
					7/19/21 DE 5% No ECD NTP 10/2/20 Due to Public Purchasing requirements, higher install costs, and increasing material prices, this project is being redesigned and will be presented to the board with a new cost, once available. New plan should be ready to review at October 2021 meeting.				
							Sub Total	\$27,414	\$0
					Auburn Hall total Estimate		\$27,414.00	Balance	\$29,015