

**AUBURN VETERANS MEMORIAL HALL**  
**Meeting Agenda**  
**August 7, 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 June 5, 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](mailto: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).
- b. Approve Regular User locker requests.
- c. Discuss the number of delegates from the three Veteran Organizations

**7. Reports**

- a. Late-arriving correspondence.
- b. Veterans Reports.

**8. Announcements**

- a. Next regularly scheduled meeting date: October 2, 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  
June 5, 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; Dan McLain, American Legion Alternate; Chuck Spinks, VW Alternate; and Sheryse Lewis of Placer County Facilities Management.

Approval of Minutes: Scott made a motion to approve the minutes from April 3, 2023, as written; second by Erdman. Motion carried.

Public Comment: None.

Information/Non-action Items: a). Work Order/Custodial Hours Report was reviewed and discussed. Bulletin board was relocated, and flag plaque installed. b). Exterior renewal work has been completed with repairs to front columns and cap, and wood replaced and painted. Cleaning of windows, lights, Memorial Hall letters and ARMS letters were replaced. Asbestos testing of upstairs tile is still pending, and tile flooring will probably be completely replaced. Wooden floors upstairs refinished, and downstairs floors polished. Question asked about second week of Hall being closed and Sheryse will check on it. McLain read from May 26<sup>th</sup> Press Release: Auburn Veterans Memorial Hall exterior renovation complete in time for Memorial Day weekend. Placer County's Facilities Management team recently completed a \$119,500 exterior renovation to the Auburn Veterans Memorial Hall, just in time for local veterans to enjoy remembrance activities over Memorial Day weekend. Built in 1931, the hall was dedicated in 1932. In recent years, the exterior has shown its age with a dry rot, and the plaster cornice over the entryway had begun to crumble and fall. "It's very important for us to take care of our veterans and preserve their public meeting space," said Building Maintenance Superintendent Dennis Hughes. "We first took a look at that cornice, and after taking a closer look at the facility, we quickly expanded the project to include overall exterior repairs and painting of the wooden structure." c). Grant Status Update: Facilities was contacted about a grant opportunity for CDFA Community Resilience Centers to pay for upgrades and improvements to buildings that could be used by the public during a disaster. County applied for \$5.2M for all halls which included a full kitchen remodel including fire protection range hood system, counters, cabinetry, and flooring for the Auburn Hall. Also considered is an electrical service upgrade and potentially ducted heating and cooling systems.

Action Items: a). Building Maintenance Hall Board Project List: Project list reviewed. The upstairs PA System had a dedicated power and Bluetooth receiver installed. Instructions will be written up and placed inside the PA cabinet. A new microwave was placed in the kitchen on 4/13/23. Given all of the issues with the downstairs PA system, Potter made a motion to evaluate the possibility of a new PA system for downstairs similar to the one installed upstairs; second by Erdman. Motion carried.

Reports: a). Late Arriving Correspondence: none. b). Veterans Reports: Navy League: there continues to be problems with the PA system, including poor volume and speakers being

unplugged due to buzz. Unclaimed lockers have had locks cut and although mostly empty, there are a few items to be claimed by veterans' groups. VFW expressed interest in the rose pens made by MCL. We have a request for a tall locker from Ophir 4H to put on the agenda. Memorial Day ceremonies went well, and all were thanked for their support and participation. VFW: nothing new to report. American Legion: nothing new to report. MCL: this is Mike Scotts last meeting as the MCL is turning in their charter. They have lost their tax-exempt status due to lack of filing, and they have too few attending meetings to have a quorum. Their last meeting will be the 4<sup>th</sup> Thursday of June, and they will clean out their cabinets. Funds will be sent to the state MCL. The closest detachments are Folsom and Grass Valley.

Announcements: Reminder to turn in Delegate recommendations and calendar. Next meeting date: August 7, 2023, at 5:30 pm.

Adjournment: Meeting was adjourned at 6:12 pm.

Respectfully submitted by Bonnie Potter, Secretary

1/0/1900	Request ID	Status	Priority	Original Message	Labor Hours	Date Closed
5/31/2023	136512	Closed	Low 1-10 Days	Annual floor refinishing and deep cleaning project for the Auburn Hall.		6/12/2023
6/1/2023	93990	Closed	Continuing	BLDG MNTC Building Services MEMORIAL HALL AUBURN MMP Maintenance Work		7/26/2023
6/1/2023	93991	Closed	Continuing	CUSTODIAL AUBURN MEMORIAL HALL MMP MMP Maintenance Work	65	7/7/2023
6/1/2023	94383	Closed	Scheduled 30 Day	BM Annual Range Hood Duct and Fan Service - Auburn Memorial Hall		7/27/2023
6/11/2023	137590	Closed	Low 1-10 Days	Received phone call from hall renter asking if there is wifi available to use	1	6/12/2023
6/22/2023	94434	Closed	Low 1-10 Days	Custodial Inspection of the facility Use Inspection Form at T:\FAC\BUILDING MAINTENANCE\CUSTODIAL\Inspection Reports	0.5	7/5/2023
6/26/2023	137971	Closed	Low 1-10 Days	Call from renter 760-644-3443 Stating door code did not work. Drove to site and let them in		6/27/2023
7/1/2023	95810	Closed	Continuing	BLDG MNTC Building Services MEMORIAL HALL AUBURN MMP Maintenance Work		7/26/2023
7/1/2023	95811	Open	Continuing	CUSTODIAL AUBURN MEMORIAL HALL MMP MMP Maintenance Work	26	
7/10/2023	139188	Closed	Low 1-10 Days	Call to turn on swamp coolers.		7/19/2023
7/12/2023	139323	Closed	Low 1-10 Days	Please set up the main dance hall (the upstairs room) at the Auburn Memorial Veteran's Hall for a written examination scheduled for the morning of Tuesday, July 25, 2023 We will need the exam hall set up by 7:00am. There will be approximately 90 applicants at the testing session. Please seat applicants as needed to fit in the room with as much physical distancing between tables as can be accommodated. In the back of the hall, near the entrance, please place one table with two chairs for exam check-in. We will also need a microphone setup. Please have the room temperature placed at a comfortable setting. You may contact Erica Priddle at 530.886.4656 or epriddle@placer.ca.gov or myself, Andrea Marthaler, at 530.886.4664 or amarthaler@placer.ca.gov with any questions. Thank you so much!		7/27/2023
7/24/2023	140745	In Progress	Low 1-10 Days	veterans report that the small plaque that goes under the flag mural is missing. Please inspect and replace as needed. Wording from original request below: 'Donated By: United Auburn Indian Community of the Auburn Rancheria 2023'		

PJ01222	Project Manager	Method	Original Request Date	Status	Auburn Hall Board Requests - FY22-23	Current	\$10,000.00	Estimate	Actual
						Carryover	\$27,898.00		
						Balance	\$37,898.00		
	Duane Espinoza		11/13/2019	Complete	<b>New PA system - 2nd floor</b>	1	<b>Complete</b>	\$11,914	\$11,914
					Power installed. Complete 4/28/23				
	Duane Espinoza		12/5/2022	Complete	<b>1st floor table replacement</b>	2	<b>Complete</b>	\$2,700	\$3,600
					2/2/2023 DE Tables and carts installed into hall. Complete.				
	Duane Espinoza		12/5/2022	Complete	<b>Replace kitchen Microwave</b>	3	<b>Complete</b>	\$1,000	\$300
					New Microwave purchased and installed on 4/13/23				
	Duane Espinoza		4/3/2023	Complete	<b>Hang Donated Mural</b>	4	<b>Complete</b>	\$2,900	\$2,900
					Mural hung and plaque mounted. Complete 4-19-23				
	Duane Espinoza	In-House	11/13/2019	Complete	<b>Acoustical upgrades - 2nd floor (14,500)</b>		<b>Complete</b>	\$9,800	\$9,800
	Duane Espinoza		6/1/2023	Estimate	<b>PA system replacement in Dining area 1st floor</b>		<b>Estimate</b>	\$14,590	
					7/24/23 Quote received from Media Services.				
							<b>Sub Total</b>	\$42,904	\$28,514
					<b>Auburn Hall total Estimate</b>		<b>\$28,314.00</b>	<b>Balance</b>	<b>\$9,384</b>