FORESTHILL VETERANS MEMORIAL HALL
Meeting Agenda
November 4, 2019 at 6:00 PM
24601 Harrison Street, Foresthill, CA

Board of Trustees
Richard Murray
VFW Post 11294
James Gotcher
VFW Post 11294
Rick Velgos
American Legion Post 587
Ron Roussey
American Legion Post 587
Cindy Gustafson
Board of Supervisors

Alternates
James Myers
American Legion Post 587
Vacant
American Legion Post 587
George Fitzinger
VFW Post 11294
Vacant
VFW Post 11294

Non-Voting Members:
Vicki Haskins Campbell
Member-at-Large
Brianna Lemas
American Legion Aux. 587

Alternate
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 September 9, 2019. (Attachment)
   b. Minutes from September 26, 2019 Special Meeting (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. Please contact the Hall Coordinator at (P.O. Box 184),
      24601 Harrison Street, Foresthill, CA, 95631 (530) 367-3640,
      foresthillhall@placer.ca.gov
6. Information / Non Action Items
   a. Review Work Order / Custodial Hours Report. (Attachment)
   b. Review Foresthill Park and Memorial Hall Projects. (Attachment)
   c. Review Cost vs Revenue Reports. (Attachments)
7. Action Items
   a. Review / Modify / Ratify Building Maintenance Project List. (Attachment)
8. Reports
   a. Late-arriving correspondence.
   b. Veterans Reports.
   c. Hall Use Reports
9. Announcements
   a. Next regularly scheduled meeting date: January 6, 2020
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.

Facilities Management • Building Maintenance Division • 11476 C Ave • Auburn, CA 95603
(530) 886-4958 office • (530) 889-6859 fax • ForesthillHall@placer.ca.gov
Foresthill Hall Board Minutes: September 9, 2019

1. Meeting called to order @ 6pm by Chair Rich Murray after 2019-2020 trustees & alternates took the oath of office sworn in by Placer Co Clerk Recorder Ryan Ronco.

2. Pledge of Allegiance ☑

3. Introduction of Trustees and Alternates: Chair Murray asks Secretary to introduce each Trustee - Rick Velgos (AL); Ron Roussey (AL); Rich Murray (VFW); James Gotcher (VFW); Supervisor Gustafson (BOS); Vicki Haskins Campbell (At-Large); Gail McCafferty (ALA). Alternates – Steve Wandt (AL); George Fitzinger (VFW); Brianna Lemas (ALA); James Myers (AL) & Stuart Pechin (VFW) are not serving with new applications being processed.


   Absent: James Myers, Stuart Pechin.

   Excused: Supervisor Gustafson

   Placer Co Facility Svs: Custodian Cathy Harley; Brad Broulais; Kelly McCaughna Dist 5 Aide

5. Election of Officers:
   a. President: Motion to approve Rich Murray as Chair. Roussey / Gotcher / unanimous.
   b. Secretary: Motion to approve Vicki Haskins Campbell as Secretary.
      Roussey / Velgos / unanimous

6. Approval of Minutes:
   a. Minutes from July 1, 2019 Meeting (Attachment): Approved Roussey / Gotcher / unanimous.

7. Public Comment: NONE

8. Information / Non-Action Items:
   a. Review Work Order / Custodial Hours Report (Attachment): Discussion; no update on countertops; track lights did not fit so project starts over.
   b. Review Foresthill Park & Memorial Hall Projects (Attachment): Discussion; Log maintenance - Board request for a “footprint” report to track progress which displays phases & completion including invoicing; Kitchen fan is done & Brad to report back on servicing schedule; Kitchen hood upgrade completed.
   c. Renovation Project Process. (Attachments): Brad hands out 1-page program highlights and recaps the criteria, submittal & selection process; suggests that the plug request would fit and can be submitted now.
   d. Provide copy of 2.82.110 Duties and powers of boards to Board members. (Attachment & Handout): All trustees & alternates given 4 page document and asked to review it.
   e. Notify County the Rules and Regulations document must not be change without proper notification to the Board. (Attachment): Discussion.
f. Discuss installation of 30 amp outlet in large room. (Attachment): Discussion & move topic to Action Item.

9. Action Items:

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

      - Discussion regarding $3,700.00 bid to add 30amp outlet to coffee bar area with work done by county. Motion to place the addition of 30amp outlet in main room on Bldg. Project Maintenance list with completion before Easter in 2020. Gotcher / Roussey / unanimous.

      - Discussion regarding exterior lighting reconfiguration will leave area in the dark during construction; Board requests temporary lighting be provided for safety issues.

   b. Consider change to Rules & Regulations (Attachment): Brad recaps noting 5 halls have approved changes although each hall does have customized responsibilities; Cathy recaps process in place with Foresthill hall over past 20 years regarding holding deposit checks onsite rather than being deposited into county account; lengthy discussion including audience input.

      Motion to request Board of Supervisors grant a waiver regarding Placer Co Code 4.04.060 Deposits or Moneys to County Treasury and to 3.3 Accounting Manual for Cash Depositing to the Foresthill Veterans Memorial Hall whose Trustees desire to continue the local 20+ years procedure to hold user deposit checks until inspection after event, and at such time as damage is incurred, process with appropriate deduction.

   c. Consider Fee Waiver / Reduction Requests: Discussion; all applicants are renewals; Cathy notes that several applications are not listed on agenda possibly being a clerical error; Chair asks for motion to include approval of apps not in agenda packet but as listed by custodian who received them and to be included in minutes.

      ii. Foresthill Divide Chamber of Commerce. (Attachment)
      iii. Foresthill Divide Historical Society. (Attachment)
      iv. Foresthill Divide Little League. (Attachment)
      v. Foresthill Friendship Club. (Attachment)
      vi. Foresthill High School – Wildfire Boosters. (Attachment)
      vii. Foresthill Lions Club. (Attachment)
      viii. Foresthill Memorial Chapel. (Attachment)
      ix. Foresthill Public Utility District. (Attachment)
      x. Foresthill Swim and Recreation. (Attachment)
      xi. Foresthill Volunteer Fire Association. (Attachment)
      xii. Girl Scouts Troops 927 and 1598. (Attachment)
      xiii. Knights of Columbus. (Attachment)
      xiv. Over 50 Bingo. (Attachment)
      xv. U.S. Forest Service – ARRD. (Attachments)
Motion to approve all 15 user applications as listed plus Foresthill Community Development Council & Foresthill CDC Economic Development & Foresthill Youth Soccer with a 100% fee waiver. Gotcher / Roussey / unanimous.

d. Approval of 2020 Hall Reservation Calendar. (Attachment): Cathy passes out a new revised calendar for review; regular users are noted; October 1 opens reservations to the public.

Motion to approve 2020 Calendar. Gotcher / Velgos / unanimous.


Motion to approve document name change to Foresthill Veterans Memorial Hall Rules and Regulations dated this date, September 9, 2019, and signed by Board Chair Rich Murray. Gotcher / Roussey / unanimous.

f. In accordance with 2.82.110, the board of trustees for the Foresthill Veterans Memorial Hall directs the County to fill the current Senior Custodian full-time position or contract services with individual to perform custodial services for the Hall and to be the Hall Coordinator to perform all rental aspects of the Foresthill Veterans Memorial Hall. The contract shall be awarded to a Foresthill resident with affiliations to the veterans’ organization using the facility – American Legion Post 587 and Veterans of Foreign Wars Post 11294. Said employee or contractor will occupy the office in the Foresthill Veterans Hall, will be on-site to take rental applications, perform custodial services, inspect following hall use and rentals, maintain records of the Hall Board and Rental Applications, will attend Veterans Hall Board meetings quarterly and be a liaison between the Board of Trustees and County. (Attachment): Chair Murray reads Item 9.f aloud and opens the floor for discussion. Brad inputs that the “motion” has been reviewed by County Counsel who notes it is a violation of hiring codes to mandate a geographic location that an applicant must reside in; many regular users in audience spoke of retiring custodian Cathy’s attentiveness & dedication to both renters & care of hall with concern for the new replacement providing a like service. Overwhelmingly, all in attendance voiced the need to have a smooth, consistent transition with Cathy’s retirement; discussion on volunteers & Legion members who have assisted on-call in past situations. Brad proposes a collaborative approach to hiring for the new position inviting a board member to be closely involved throughout process; presents an approach via a temp agency with applicant qualification review in a 3-way input of Hall Board / Placer Co staff / Supervisors. District 5 Aide Kelly reports that Supervisor Gustafson would like to have input from Foresthill residents regarding hall needs, reservations, access. Brad notes first issue is to develop custodian’s job description and next to post position opening; Chair proposes to call a special meeting before Cathy’s retirement date for furthering the issue with review of update.

Motion to table item for special meeting later in month. Gotcher / Velgos

Vote: Yes – Velgos, Murray, Gotcher No - Roussey
g. Reaffirm that members in good standing of the American Legion Post 587 or the Veterans of Foreign War Post 11294 shall have use fee waived for the Foresthill Veterans Memorial once per calendar year. Any member requesting use of the hall is to complete a Reservation Application, are required to obtain insurance in accordance with the County's requirement and to submit the Cleaning/Damage/Security deposit. Membership in the organization will be verified by the Hall Coordinator by contacting the Commander of the Post 587 or Post 11294. (Attachment): Discussion; Brad explains it would require a “fee schedule” change; current Rules address group reservations & not individual use waivers; Legion groups can sanction an event covering it with the required insurance. Motion to remove item from agenda. Gotcher / Velgos / unanimous.

h. Reaffirm Regular Users approved by the Board of Trustees of the Foresthill Veterans Memorial Hall do not need to submit a Cleaning/Damage/Security deposit to the County of Placer for their organizations' use of the facility. If facility is found in an unacceptable manner, Regular User will be contacted and if the situation is not corrected, Regular User will be billed for cleaning/damage and possible suspension of use privileges. (Attachment): Discussion; current regulations require users put up a deposit; historically Foresthill Regular users have placed a check for deposit to be held at the hall; under Action Item 9.b. the board is requesting a change of procedure be approved by B O S which would encompass this request.

Motion to table item. Gotcher / Roussey / unanimous.

10. Reports:
   a. Late-arriving correspondence: NONE
   b. Veterans Reports: NONE
   c. Hall Use Reports: Cathy reports fully booked as shown in calendar with calls from public planning to reserve after Oct 1.

11. Announcements:
   a. Next regularly scheduled meeting date: November 4, 2019. 6PM

Special Meeting regarding Custodial upcoming position to be announced.

12. Meeting adjourned @ 7:55pm.

Submitted by: Vicki Haskins Campbell, Secretary
Proposed FY 19-20 Budget Changes

Proposed Budget Process

Current Budget Process

Countywide - Memorial Hall Fund

Discretionary Use

$10K per fiscal year per Memorial Hall

Alternative Funding Sources

VFA - Building systems renewals

Renovation (January submitted)

Placer County
Veterans Memorial Hall Request
For Use Fee Waiver or Reduction

In accordance with Placer County Code Chapter 2 Section 2.82.120, Payment for use of Memorial Halls is governed by the following provisions:

A. Free use of the Halls shall be accorded to county veterans groups.
B. Free use of the Halls shall be accorded to county departments for non-routine county business, nonprofit senior citizen or children activities groups such as 4-H or scouts, and community service clubs as authorized by the Hall Board in accordance with use submittal requirements.
C. Reduced rates up to, but not exceeding fifty (50) percent of the designated use fee may be granted by Hall board action to other community based nonprofit groups from the community in which the Hall is located. In all other instances full payment of the designated use fee shall be required.

This request form must be completed in order for the Hall Board to consider a use fee waiver or reduction. Use fee waivers or reductions may only be granted by action of the Hall Board. Approval of waivers or reductions does not affect any required refundable security deposit or proof of liability insurance.

Organization Name: FORESTHILL COMMUNITY DEVELOPMENT COUNCIL
Responsible Party Name: LAURA NELSON Email: LAURA@SLNELSON.INFO
Name of Facility being Requested: FORESTHILL Veterans Memorial Hall.
Number of People: 5-10 Type of Event: BOARD/COMMITTEE MEETINGS
Area(s) of Hall to be used: SMALL ROOM Posted Rate: $50
Qualifying Waiver/Reduction Provision: (see descriptions above and circle the applicable one below)

Section 2.82.120.A.
Section 2.82.120.B.
Section 2.82.120.C. Up to but not exceeding 50% - Percent of Fee Reduction Requested: ________%

Justification for Use Fee Waiver or Reduction (A letter to the Hall Board may also accompany this request):

SEE ATTACHED

******************************************************************************

ACTION BY VETERANS HALL BOARD
Fee Waiver: Approved / Denied (circle one)
Fee Reduction: Approved / Denied (circle one) Percent of Fee Reduction: ________%

Board President Signature: ____________________________ Date Signed: ___________
FORESTHILL COMMUNITY DEVELOPMENT COUNCIL
P.O. BOX 1313
FORESTHILL CA 95631

ATTN: FORESTHILL VETERAN’S MEMORIAL HALL BOARD

The Foresthill Community Development Council (FHCDC) is a recognized Public Charity per the Internal Revenue Service. See a copy of the IRS designation letter attached.

What the Foresthill CDC is all about.

Develop economic and social opportunities that creates employment for local residents and assists persons in establishing businesses, creates environmental and infrastructure improvements for Foresthill and benefits the general public, provides training programs for youth and others in need of training, provides and promotes amenities for residents which include, but are not limited to:

- community gardens
- health care clinics/facilities
- communication and transportation access
- safe living environments for animal and residents
- promotes economic diversification and prosperity for Foresthill, CA

Develop projects for sustainable sources of funding that create and enhance community services and facilities for the general public, and provide resources, technical assistance and support for organizations that serve the public;

Assist the community in effectively managing growth with responsible land use, design, and other plans that support community goals preserve the natural beauty of the area, support environmental sustainability, and preserve Foresthill’s legacy and unique history;

Work with county, state, and federal government agencies and other institutions to promote community benefit for the Foresthill area; engage in any activity incidental or conducive to the attainment of the purposes of this corporation and to receive, administer, and expend funds for these purposes.
Veterans Memorial Hall Request
For Use Fee Waiver or Reduction

In accordance with Placer County Code Chapter 2 Section 2.82.120, Payment for use of Memorial Halls is governed by the following provisions:

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B. Free use of the Halls shall be accorded to county departments for non-routine county business, nonprofit senior citizen or children activities groups such as 4-H or scouts, and community service clubs as authorized by the Hall Board in accordance with use submittal requirements.
C. Reduced rates up to, but not exceeding fifty (50) percent of the designated use fee may be granted by Hall board action to other community based nonprofit groups from the community in which the Hall is located. In all other instances full payment of the designated use free shall be required.

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________________________________________
Organization Name: Forrest Hill CDC Economic Dev Committee

__________________________
Responsible Party Name: John B. Peters
Email: John@Forresthill.com

Name of Facility being Requested: Forrest Hill Veterans Memorial Hall.

Number of People: 5 - 10 Type of Event: Meeting

Area(s) of Hall to be used: Large Room or Small Room
Posted Rate: $10.00 per hour

Qualifying Waiver/Reduction Provision: (see descriptions above and circle the applicable one below)

Section 2.82.120.A.

Section 2.82.120.B.

Section 2.82.120.C. Up to but not exceeding 50% - Percent of Fee Reduction Requested: ________%

Justification for Use Fee Waiver or Reduction (A letter to the Hall Board may also accompany this request):

SEE ATTACHED

******************************************************************************
ACTION BY VETERANS HALL BOARD

Fee Waiver: Approved / Denied (circle one)
Fee Reduction: Approved / Denied (circle one) Percent of Fee Reduction: ________%

Board President Signature: ____________________________ Date Signed: ___________
Veterans Memorial Hall Request
For Use Fee Waiver or Reduction

In accordance with Placer County Code Chapter 2 Section 2.82.120, Payment for use of Memorial Halls is governed by the following provisions:

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B. Free use of the Halls shall be accorded to county departments for non-routine county business, nonprofit senior citizen or children activities groups such as 4-H or scouts, and community service clubs as authorized by the Hall Board in accordance with use submittal requirements.
C. Reduced rates up to, but not exceeding fifty (50) percent of the designated use fee may be granted by Hall board action to other community based nonprofit groups from the community in which the Hall is located. In all other instances full payment of the designated use free shall be required.

This request form must be completed in order for the Hall Board to consider a use fee waiver or reduction. Use fee waivers or reductions may only be granted by action of the Hall Board. Approval of waivers or reductions does not affect any required refundable security deposit or proof of liability insurance.

Organization Name: Forest Hill Youth Soccer
The Last Jedi (girls soccer)

Responsible Party Name: Tatiana Edson Email: tatiana.edson1280@gmail.com

Name of Facility being Requested: Warren McKeon Veterans Memorial Hall.

Number of People: Various Type of Event: Cornhole Tournament & Team Party

Area(s) of Hall to be used: Main Room, Kitchen, Park Posted Rate: $200

Qualifying Waiver/Reduction Provision: (see descriptions above and circle the applicable one below)

Section 2.82.120.A.
Section 2.82.120.B.
Section 2.82.120.C. Up to but not exceeding 50% - Percent of Fee Reduction Requested: _____%

Justification for Use Fee Waiver or Reduction (A letter to the Hall Board may also accompany this request):

See attached

*******************************************************************************
ACTION BY VETERANS HALL BOARD
*******************************************************************************

Fee Waiver: Approved / Denied (circle one)
Fee Reduction: Approved / Denied (circle one) Percent of Fee Reduction: _____%

Board President Signature: __________________________ Date Signed: __________
August 18, 2019

Memorial Hall
P.O Box 184
Foresthill, ca. 95631

For almost two decades Foresthill Youth Soccer has been a part of this growing community. The volunteers of our club have worked diligently to make sure that the youth of Foresthill can enjoy this fun, fast pace, exciting sport. Our youth soccer club has persisted in bringing health of body and mind to the young boys and girls of our community. Through this competitive sport of we endeavor to teach our youth persistence, individual achievement, teamwork and good sportsmanship. Our efforts are paying off as interest in the youth soccer has grown over the past several years, but so have our expenses.

In past years we were able to cover all expenses through the fees charged for each player. This has reached a point where the fees will be prohibitive to some families in Foresthill. Our goal is to make Foresthill Youth Soccer accessible to as many children as would like to play, so we have ventured out into putting on some fundraising events. We would like to secure the use of the Memorial Hall for an upcoming event(s). If you are able to waive the fees associated with use of the hall for a community non-profit such as our club, we would be most grateful. Thank you for your time and consideration.

Truly,

[T. Paul Mudd Sr.]
FYSC President

Foresthill Youth Soccer Club/ PO Box 192 Foresthill, Ca. 95631/ foresthillsoccerclub@gmail.com
1. Meeting called to order @ 5:05pm by Chair Rich Murray.
2. Pledge of Allegiance ✔
3. Roll Call- Present: Ron Roussey; Rick Velgos; Rich Murray; James Gotcher;
   Supervisor Gustafson; Brianna Lemas ALA Alternate; Vicki Haskins Campbell.
   Absent: Gail McCafferty.
   Placer Co Facility Svs: Cathy Harley; Brad Boulais; Steve Newsome.
4. Public Comment: Custodian Cathy Harley has received a commendation & plaque from
   US Representative Tom McClintock with the 4th Congressional District of California.
   Hall Board and public in attendance offer congratulations for her many years of
   dedicated service.
5. Information / Non-Action Items: NONE
6. Action Items:
   a. Discuss Transition Plan from Facilities Management and take action:
      Brad & Steve hand out Transition Plan Options chart (See Attached) with options 1 – 4 listing
      pro’s & con’s for discussion; Foresthill Hall Custodial duties have been assessed & listed for job
      description posting; Options were developed with consideration to Foresthill hall’s unique location
      compared to the other Placer Co Veterans Halls & high use.
      Board & public concerned with keys being issued for rental use from Auburn; County is looking
      for a local solution noting much depends on the new custodian; all halls are in-house serviced for
      janitorial by County staff; board questions process for renting & showing the hall; discussion on
      part-time or full-time position; Co staff notes need to review Union limitations/requirements.
      Brad & Steve detail each of the 4 options and note staff recommends Option #2 with a transition
      to Option #3; both Option # 2 & # 3 plan for a local person & local presence; temp agency can send
      someone right away as Cathy retires Oct 8 which would allow locals to apply to temp agency; all
      other 5 halls operate Option #1; Option #3 is what existed currently; a budget concern with
      reducing to part-time may not allow full-time presence in future; Supervisor Gustafson notes that
      Option #2 through #4 is a deviation from policy and will need B O S approval; she will firmly
      represent the board & community’s request.
      Chair opens discussion to public input:
      Larry Jordan- important to recognize the Foresthill Veterans Memorial Hall has been a longtime
      icon to the community, a historical part of the town & a certain focal point; suggest that Co staff
      research further current labor laws regarding private contract.
      Sherry Wicks (F.R.O.G.)- reminder that settlement agreement states that Placer Co will support
      the use of the hall by Foresthill residents.
      American Legion & VFW members- have been & will continue to be responsive to hall needs.
County staff conclude the importance of balancing the C.E.O.'s directives with serving the
needs of the hall & community noting that staff is fully committed to covering needs of the hall;
Options 2 - 4 are contingent on B O S approval; Hall board requests part-time position be more than
30 hours & county staff to provide janitorial service; staff notes that supervision of tasks will
demonstrate hours needed.

Motion to implement Option #3 first choice as noted & discussed with Option #2 as second
choice with a clear understanding that Option # 1 is not acceptable.

Roussey / Gotcher    Vote:  Yes- Roussey, Velgos, Murray, Gotcher
Obtain- Supervisor Gustafson

b. Hire a full-time Senior Custodian / Hall Coordinator to be assigned to the Foresthill Veterans
Memorial Hall. Duties would include all listed under Placer County Senior Custodian job description
#11104, Est. 09/21/1995:
   Item 6.b incorporated in discussion of 6.a.; no further action.
   c. Discussion: Either by Contract Labor, or, hire under County employment for budgeted
allocated position:
   Item 6.c incorporated in discussion of 6.a.; no further action.
   d. Limit rental of the Foresthill Veterans Memorial Hall for only once per weekend period, Friday-
Sunday until such time the Senior Custodian / Hall Coordinator position is approved by the Hall Board:
   Discussion; Staff recommends continuing the same rental schedule with reservations on both
Saturdays & Sundays.

7. Announcements:
   a. Next regularly scheduled meeting date: November 4, 2019. 6PM

8. Meeting adjourned @ 6:48pm.

Submitted by: Vicki Haskins Campbell, Secretary
<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
<th>Option 4</th>
</tr>
</thead>
</table>

**Foresthill Memorial Hall - Transition Plan Options**

<table>
<thead>
<tr>
<th>Service</th>
<th>Foresthill Memorial Hall</th>
<th>Transition Staff</th>
<th>Transition Plan Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Utilize existing transitional staff to provide acoustic, lighting, and ventilation.</td>
<td>1. No excess County expenses for part-time staff.</td>
<td>1. Consider existing staff functions at one location.</td>
<td></td>
</tr>
<tr>
<td>3. No additional key coordination required.</td>
<td>3. Response time.</td>
<td>3. Provides focused / consult duties.</td>
<td></td>
</tr>
<tr>
<td>4. Able to define transitional position.</td>
<td>4. Allows promotional opportunities.</td>
<td>4. Provides focused / consult duties.</td>
<td></td>
</tr>
<tr>
<td>5. Allows promotional opportunities.</td>
<td>5. Allows promotional opportunities.</td>
<td>5. Provides focused / consult duties.</td>
<td></td>
</tr>
<tr>
<td>6. In the event of a vacancy, the position must be posted (minimum 2 weeks).</td>
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<td></td>
</tr>
</tbody>
</table>

**Summary:**
- **Option 1:** Utilize existing transitional staff to provide acoustic, lighting, and ventilation. No excess County expenses for part-time staff. Consider existing staff functions at one location.
- **Option 2:** Approve the transitional hall location. No AttributeError (database). Provides focused / consult duties.
- **Option 3:** No additional key coordination required. Response time. Provides focused / consult duties.
- **Option 4:** Provides focused / consult duties and interview coordination duties and interview coordination duties and interview coordination duties and interview coordination duties and interview.
<table>
<thead>
<tr>
<th>Date</th>
<th>Request ID</th>
<th>Original Message</th>
<th>Status</th>
<th>Priority</th>
<th>Date Closed</th>
<th>Custodial Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/2019</td>
<td>2341</td>
<td>BLDG MNTC SUPERVISION MEMORIAL HALL FORESTHILL MMP Maintenance Work</td>
<td>Open</td>
<td>Continuing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/1/2019</td>
<td>7292</td>
<td>CUSTODIAL FORESTHILL MEMORIAL HALL MMP Maintenance Work</td>
<td>Closed</td>
<td>Continuing</td>
<td>10/2/2019</td>
<td>109</td>
</tr>
<tr>
<td>9/2/2019</td>
<td>35016</td>
<td>Perform preventive maintenance as per procedure details (HVAC Furnace)</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>9/5/2019</td>
<td></td>
</tr>
<tr>
<td>9/9/2019</td>
<td>47015</td>
<td>Hyde Krantz 9-8-19 Wedding clean-up. Pictures attached</td>
<td>Closed</td>
<td>Emergency 2-8 Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/16/2019</td>
<td>45783</td>
<td>Perform preventive maintenance as per procedure details (Fire System - Panel)</td>
<td>Closed</td>
<td>Medium 1-3 Days</td>
<td>10/16/2019</td>
<td></td>
</tr>
<tr>
<td>9/17/2019</td>
<td>47326</td>
<td>Pump septic tank.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>10/2/2019</td>
<td></td>
</tr>
<tr>
<td>9/18/2019</td>
<td>47350</td>
<td>Make a sign “SYSTEM ON SEPTIC” same style as picture below. Red letters on white background.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>10/15/2019</td>
<td></td>
</tr>
<tr>
<td>9/20/2019</td>
<td>47399</td>
<td>Numerous lights are out when the large room lights are dimmed.</td>
<td>In Progress</td>
<td>Low 1-10 Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/25/2019</td>
<td>47592</td>
<td>Set up emergency generator for power outage.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>10/1/2019</td>
<td></td>
</tr>
<tr>
<td>9/25/2019</td>
<td>47600</td>
<td>Placer OES called to advise the Foresthill area will be be on a PG&amp;E PSPS later that evening.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>9/30/2019</td>
<td></td>
</tr>
<tr>
<td>9/26/2019</td>
<td>47616</td>
<td>Sonitrol called Trouble with the fire panel at Foresthill Memorial hall due to power outage I put on test and will check in the a.m. CLHM tim:5:04a.m spoke Jay Baser he was knew about the outage 9/25/19</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>10/16/2019</td>
<td></td>
</tr>
<tr>
<td>10/1/2019</td>
<td>47100</td>
<td>BM Annual Range Hood duct and Fan service</td>
<td>In Progress</td>
<td>Scheduled 30 Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/1/2019</td>
<td>47158</td>
<td>Once a week for the month assigned, please inspect the internal grates of the kitchen’s hood system. Clean if necessary</td>
<td>In Progress</td>
<td>Scheduled 30 Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/1/2019</td>
<td>7293</td>
<td>CUSTODIAL FORESTHILL MEMORIAL HALL MMP Maintenance Work</td>
<td>Open</td>
<td>Continuing</td>
<td></td>
<td>107</td>
</tr>
<tr>
<td>10/1/2019</td>
<td>8056</td>
<td>PARKS FORESTHILL MEMORIAL HALL</td>
<td>Open</td>
<td>Continuing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/1/2019</td>
<td>2342</td>
<td>BLDG MNTC SUPERVISION MEMORIAL HALL FORESTHILL MMP Maintenance Work</td>
<td>Open</td>
<td>Continuing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Request ID</td>
<td>Original Message</td>
<td>Status</td>
<td>Priority</td>
<td>Date Closed</td>
<td>Custodial Hours</td>
</tr>
<tr>
<td>------------</td>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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<td>--------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>10/2/2019</td>
<td>47958</td>
<td>Sonitrol called to report fire panel in trouble at Foresthill Memorial Hall 10/1/19 1:20a.m.CLHM Due to storm and water. Sonitrol called to report fire panel in trouble at Foresthill Memorial Hall 10/2/19 1:11a.m CLHM Due to storm and water. Sonitrol called to report fire panel in trouble at Foresthill Memorial Hall 10/2/19 2:14a.m Due to storm and water will ry to dry and contact SUBASTION communications..</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>10/16/2019</td>
<td></td>
</tr>
<tr>
<td>10/2/2019</td>
<td>47977</td>
<td>Per hall Board request add additional outlets to the bar area. This will require 2 dedicated circuits from the kitchen.</td>
<td>In Progress</td>
<td>Low 1-10 Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/22/2019</td>
<td>48415</td>
<td>The foyer, main room and small room floors were mopped and scrubbed with a varnishing pad to remove the dark black rubber scuffs as well as lighter scuffs.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>10/22/2019</td>
<td></td>
</tr>
<tr>
<td>10/25/2019</td>
<td>48514</td>
<td>Terri reports all the toilet seats in the building are loose with excessive swaying. Terri has attempted to tighten them to no avail. Thank you,</td>
<td>Work Complete</td>
<td>Low 1-10 Days</td>
<td>10/29/2019</td>
<td></td>
</tr>
<tr>
<td>10/29/2019</td>
<td>48560</td>
<td>An outdoor light to the memorial hall facing the Harrison street yard is flickering. Thank you,</td>
<td>Open</td>
<td>Medium 1-3 Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/29/2019</td>
<td>48562</td>
<td>A section of vinyl baseboard molding is breaking away from the wall at a 45-degree angle in the kitchen area. Thank you,</td>
<td>In Progress</td>
<td>Medium 1-3 Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/30/2019</td>
<td>38927</td>
<td>Perform preventive maintenance as per procedure details (Bi-Annual Septic Tank Inspection)</td>
<td>In Progress</td>
<td>Low 1-10 Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td>Project Description</td>
<td>Project Contact</td>
<td>Current Status / Comments</td>
<td>Updated / Unchanged</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>---------------------</td>
<td>----------------</td>
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</tr>
</tbody>
</table>
| Memorial Hall Annual Log Maintenance | Sanding, Staining and Finishing the Memorial Hall Logs, as required annually. Log Chinking and Caulking is also included. | Shawnas Howard  
  p: 530-886-4956  
  e: showard@placer.ca.gov | The BPO with SW Allen has been issued and is effective July 1, 2019 - June 30, 2020. This year’s Scope of Work has been reviewed with SW Allen and they are currently working on the exterior logs (sanding and refinishing cable end and North exterior wall). 9-30: Current Scope of Work is complete. 2018: County staff, including Matt Randall, structural engineer with CDRA, visited the Memorial Hall last month to review log split locations, including at the new wood truss at the main entry. No significant structural concerns were found at the entry truss bottom cord where a new split has opened up. Metal bands were discussed to keep the splitting from getting worse. In addition, a standard log gap filler was proposed. 9-22: The truss work will be included with the Kitchen Hood Upgrade project. | No Change: 10/29/19 |
| Memorial Hall | Kitchen Hood Upgrade | Shawnas Howard  
  p: 530-886-4956  
  e: showard@placer.ca.gov | 8-22: Plans and Specs to the Board on September 11, 2018 for approval and permission to bid. Construction scheduled for December 2018. 9-19: Project is out to bid. Job Walk is on September 21. Bid Opening is on September 28. Construction scheduled for December 2018. 10-19: Project was Awarded to PNP Construction. Contract is routing for signatures. Construction is scheduled for December 2018. 11-20: Pre-construction meeting with PNP Construction on November 20. Construction will start mid-December 2018. 12-18: Construction started on December 17, 2018. The contractor is currently on schedule to be done by January 5, 2019. 1-17: New Type 1 Hood is installed and operational. Contractor has some punch list items to complete. 3-20: Requested a cost estimate from the contractor to add a Digital Temperature Interlock to the new hood. This will automatically turn the hood on in the event the hood switch was not turned on. 4-18: Contract Change Order was approved on April 16, 2019 to add the Digital Temperature Interlock to the new hood. Contractor is working on a schedule for this additional work. 8-5: Project is complete. Wiring issue for Digital Temperature Interlock was resolved on August 1, 2019. | No Change: 10/29/19 |
| Todd Valley Pond Park | Parking Improvements / Fuels Reduction / Gate Operation | Lisa Carnahan  
  p: 530-889-6837  
  e: lcarnaha@placer.ca.gov | Upper gate at Foresthill Road will be left open 24 hours per day on a trial basis to allow public vehicle access to teh lower parking area near the pond. If 24 hour access invites mischief, we will regroup and look for efficient options to close the gate at night. 3/22/17 - within the last 2 weeks, someone damaged the large gate. Also, the Sheriff has requested “No Camping” signs be placed at the park. Community has shown interest in connectivity trails from Todd Valley pond to Worton’s. Ted Rel in Parks submitted a grant to the Sierra Nevada Conservancy on 10/1 that would incorporate fuels reduction within the Todd Valley Pond park property. Received notice on 2/20/19 that we were not approved for the fuels reduction grant for the Todd Valley Pond park property. Application submitted to OES in June of 2019 for funds to remove dead/dying trees along trail. Goats grazed the Todd Valley Pond area in July. As of 9/30/19, still awaiting word of approval from OES. County has contracted with Tree Pro to do some fuel load reduction within the most-needed areas of Todd Valley Pond Park. Depending on contractor’s time schedule, fuel load reduction slated for 2019. | No Change : 10/29/19 |
| Foresthill Park | Events in the park | Lisa Carnahan  
  p: 530-889-6837  
  e: lcarnaha@placer.ca.gov | Lisa Carnahan was given confirmation from Environmental Health that tarps would still be needed with DG. County to coordinate with events person to come up with a permanent solution for the vendor area. COC person came to Parks Subcommittee meeting on 4/2/18. Group discussed wanting permanent area within trees (near gazebo). Meeting between Parks ground Supervisor and COC representative resulted in an agreed placement of vendor area near horseshoe pits. | No change: 10/29/19 |
| Park and Trail Master Plan | 1st ever comprehensive Countywide Park and Trail Master Plan project. | Lisa Carnahan  
  p: 530-889-68379  
  e: lcarnaha@placer.ca.gov | Approximatley 2 year project to complete comprehensive park and trail master plan. Parks staff contract with Master Plan consultant approved at the 10/25/18 BOS meeting. Plan will provide 10 year recreation vision, prioritize needs, identify funding options, and produce coordinated countywide trail plan. The newly-formed Parks Subcommittee will help prioritize needs for the Foresthill area. Countywide surveys to conclude on May 19. Subcommittee to be putting together a wish-list for FH area. Priorities to be discussed at the 4/2/18 meeting. Master Plan update to be presented to Forum on 6/4/18. Update provided by Andy at the 10/11 meeting. Draft Master Plan to be available for public review through May 2019. Staff presented the Draft Master Plan at the April 1st meeting. Motion: To accept the conceptual plan as it pertains to Foresthill and remain silent on the other geographical areas of the plan. McCafferty/Peters Passed 6/0 Absent: Whittle: Motion: To not support the expansion of the Hidden falls project. Page/Jordan Failed 2/4 Abstain: Dowling, McCafferty, Maclintire, Peters Absent: Whittle | No Change: 10/29/19 |
| Parks Subcommittee | Foresthill Forum - Parks Subcommittee formed 12/5/16 | Lisa Carnahan  
  p: 530-889-6837  
  e: lcarnaha@placer.ca.gov | At direction from Sup. Montgomery on 1/30/18, staff coordinated with Subcommittee to narrow down top 5 wish list items for Park Ded fee use. On March 5, 2018, Subcommittee chose relining pool as #2 priority, with new pavilion shade cover as #1 priority. Recommended list of top 5 priorities to Forum. County to work on the top 5 priorities for the next year. Forum approved list, but switched pool to be #1 priority, and shade structure to be #2 priority. John Peters became a member of the Forum on April 2nd, and has agreed to be the Chair of the Parks Subcommittee. At the 10/1 meeting, committee was introduced to Dan Forner, the Parks Senior Grounds Supervisor. He discussed the Capwin contract. After 12/3/18 meeting, two people suggested adding bocce and pickleball to the list. 2/4/19 meeting cancelled due to snow storm. 4/1 meeting had no action items. People came who are interested in Pickleball courts being overlaid on tennis courts. Discussion of volunteers for softball fields. At 8/5/19 meeting, County gave approval for pickleball group to stripe the tennis courts for pickleball as well. They are to coordinate with the County prior to placement of the striping. Pickleball striping completed and people are utilizing the courts. Sharon Hernandez (head of pickleball) wants to revisit replacing the lights, as she said people want to play after work, but it is getting dark. Next Subcommittee meeting 12/2/19. Looking for a suitable date to have a ceremony for the opening of the Pavilion. | Updated: 10/29/19 |
<table>
<thead>
<tr>
<th>Project</th>
<th>Project Description</th>
<th>Project Contact</th>
<th>Current Status / Comments</th>
<th>Updated / Unchanged</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjacent to Foresthill Park (Former PCWA Corporation Yard - 24625 Harrison Street)</td>
<td>Foresthill Community Development Council (Community Garden)</td>
<td>Ferrin Call</td>
<td>No pending requests or questions.</td>
<td>No changes: 9/30/19</td>
</tr>
<tr>
<td>Foresthill Veterans' Monument</td>
<td>American Legion installing a veterans’ monument, moving flagpoles and replacing existing landscape.</td>
<td>Ferrin Call</td>
<td>American Legion’s project is complete. Nothing pending.</td>
<td>Updated: 9/30/19</td>
</tr>
</tbody>
</table>
## FORESTHILL MEMORIAL HALL
### OPERATING COSTS
VS
### REVENUE
FISCAL YEAR 2018/2019

<table>
<thead>
<tr>
<th>TYPE OF SERVICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAINTENANCE</td>
<td>60,029.67</td>
</tr>
<tr>
<td>CUSTODIAL LABOR</td>
<td>56,274.51</td>
</tr>
<tr>
<td>CUSTODIAL SUPPLIES</td>
<td>4,838.41</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>23,373.26</td>
</tr>
<tr>
<td>GROUNDS</td>
<td>6,707.47</td>
</tr>
<tr>
<td><strong>TOTAL COST</strong></td>
<td><strong>$ 151,223.32</strong></td>
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</table>

<table>
<thead>
<tr>
<th>TYPE OF REVENUE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>RENTS</td>
<td>6,950.00</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>$ 6,950.00</strong></td>
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# Building Maintenance Project Status

**FY 2019-2020**

<table>
<thead>
<tr>
<th>Date / Completed</th>
<th>Project / Description / Notes</th>
<th>Priority</th>
<th>Status</th>
<th>Cost. EST</th>
<th>Actual Expenditure</th>
<th>Deferred Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foresthill Hall Board Requests</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Main Room 30 AMP outlet</strong></td>
<td>1</td>
<td>In progress</td>
<td>$3,704.80</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td><strong>Main Room Lighting Reconfiguration/upgrade</strong></td>
<td>3</td>
<td>Budget</td>
<td>$18,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>10-23-19 JB NO NTP NO ECD: Electrical supervisor researching fixtures to work in location. Cost estimate is still being determined.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Foresthill Hall total estimate</td>
<td></td>
<td></td>
<td>$21,704.80</td>
<td></td>
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<tr>
<td></td>
<td><strong>FY 18/19 Carry Over Projects</strong></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Kitchen Counter/Sink replacement</strong></td>
<td>2</td>
<td>Planning</td>
<td>$20,000.00</td>
<td>$56,893.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>10-23-19 DRS 4% complete. NTP not issued, ECD TBD. Next steps received updated proposal on 10-21-19 and it is $18,000 higher than original.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>Exterior Lighting Reconfiguration - Light poles</strong></td>
<td>1</td>
<td>In Progress</td>
<td>$25,340.00</td>
<td>$39,775.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>10-23-19 DRS: 20% Complete. NTP 9-3-19 ECD 10-25-19. Schedule delay due to shipping date on light poles and issues with sub-contractor, on budget. Next steps ACCO’s sub contractor had to re-submit plans for structural calculations. Troy said they are waiting on the County to approve the plans. Called Building Department to see if this could be pushed through.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>