

**ROSEVILLE VETERANS MEMORIAL HALL
Meeting Agenda
November 4, 2019 at 10:00 AM
110 Park Drive, Roseville, CA**

Board of Trustees

Philip Jordan
American Legion Post 169

Harold Hayek
FRA Branch 230

Raquel Mangone
VFW Post 1487

Bonnie Gore
Board of Supervisors

Alternates

Michael Scott
American Legion Post 169

Robert Lightfield
FRA Branch 230

Mia Portilla-Dimmick
VFW Post 1487

Kathryn Bernardi
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 September 9, 2019. (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 11476 C Avenue, Auburn, CA, 95603. (530) 886-4958.
- 6. Information / Non Action Items**
 - a. Review Work Order / Custodial Hours Report. (Attachment)
 - b. Review 2018-19 Cost vs Revenue Reports. (Attachment)
 - c. MOU Revenues and Expenditures Report Due January 31st.
- 7. Action Items**
 - a. Review / Modify / Ratify Building Maintenance Project List. (Attachment)
 - b. Discuss: Whirl-A-Ways request to add additional matching locker in Veteran Service office area.
- 8. Reports**
 - a. Late-arriving correspondence.
 - b. Veterans Reports.
 - c. Hall Use Report.
- 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>.

Roseville Veterans Memorial Hall
Board of Trustees Meeting
110 Park Drive
Roseville, CA 95678

Minutes of Meeting for: 8 September 2019

1. Call Meeting to Order: Meeting called to order by Board President Phil Jordan at 10 AM.
2. Pledge of Allegiance: Pledge of Allegiance recited.
3. Roll Call: Roll Call of Trustees recorded, with the following trustees present:
Philip Jordan, Roseville American Legion -Post 169
Raquel Mangone, VFW -Post 1487
Harold Hayek, FRA -Branch 230
Charles Peterson, Board of Supervisors
Guests Present:
Landon Wolf, Placer County Supervisor -District 1,
Duane Espinoza, Placer County, Dept. of Facilities Management,
Ryan Ronco, Placer County,
Dick Howard, Roseville American Legion -Post 169,
Michael Scott, Roseville American Legion -Post 169,
Barbara Ruffner, ASDSC & Overalls
Bonnie Brewster, Mavericks,
David Briggs and Joy Howard, Whirl-A-Ways.
4. This being the first meeting of the new hall board all members took the oath of office prior to the meeting. The new president of the hall board is Phil Jordan (Legion -Post 169) and the secretary is Harold Hayek (FRA).
5. President Jordan asked each person in the room to introduce themselves and what organization they represent.
6. Approval of Minutes:
 - a. Motion made (Raquel Mangone/Harold Hayek) and passed to approve the minutes for our July meeting with the following correction (addition):
 - i. Supervisor Gore informed us that each veterans group is to have 2 delegates and 1 alternate beginning this year rather than 1 delegate and 1 alternate. Each veterans group needs to submit a name for their second delegate via the normal process.
7. Public Comment
 - a. Dick Howard (Whirl-A-Ways) expressed concern regarding the exterior steps leading outside from the stage on both sides of the stage. He feels the steps are too narrow creating a safety hazard. He stated there were repeated incidents where people fell going down the steps. Duane Espinoza from Placer County will look into this and take action as needed.
 - b. Dick Howard (Whirl-A-Ways) indicated there were problems with air flow in the auditorium. He recommended that fans be repaired or replaced. Also the outlets on the West wall do not seem to be active. All the breakers in the breaker panel on the stage seemed OK. We need to see if there is a breaker located somewhere else in the auditorium.
 - c. Charles Peterson (Board of Supervisors) has had a number of complaints regarding the new location for the dumpsters. They are currently located in a driving area which

causes a hazard for those parking in the lot just outside the main doors. Duane Espinoza will look into who is responsible for the dumpster.

- d. Dick Howard stated the new heaters work well but recommended the air flow be directed more horizontally so they do not blow directly down on the people in the auditorium. Duane will have the HVAC guys redirect the air flow.
- e. Dave Briggs (Whirl-A-Ways) had a question regarding the website for the hall. He tried to find it but the links took him in circles. Duane told him there are problems with the new website that they are working on. The link to this hall's calendar is www.placer.ca.gov/Facilities/Facility/Details/Roseville-Veterans-Memorial-Hall-32

8. Information / Non-Action Items

- a. Review Work Order / Custodial Hours Report. The following questions were discussed:
 - i. Raquel Mangone inquired about the status of the ice machine. Duane Espinoza stated he does not have an update but heard from one of their HVAC guys there is a problem with some component so they are looking into getting parts for it.
 - ii. Harold Hayek inquired about adding switches for the swamp coolers in the auditorium. Will new switches include control for the fans and pumps separately? Duane will check with the HVAC group.

9. Action Items

- a. Review / Modify / Ratify Building Maintenance Project List.
 - i. Renovation Project Process.
 - 1. Raquel asked if Bayside is going to handle adding the fans to the service office or will we be voting to do it. Phil indicated the fans themselves will be provided as part of Bayside's serve day but there is concern regarding the wiring. Home Depot will only provide the fans as part of the project but they will be installed by the county. Duane will ask the electrical group to redo their bid for putting the wiring once they have the specs of the new fans. This would be an upgrade which would come out of the hall's \$10,000 discretionary budget. Fans for the auditorium are not covered by this project.
 - 2. Raquel asked about the additional outlets in veteran offices. The request is to have 1 additional outlet added to each of the veteran offices. Duane said this would be on a separate circuit. Motion was made (Raquel/Harold) to proceed with adding the proposed outlets to the veteran's offices. The cost of this project will come out of the hall's \$10,000 discretionary budget. There is concern that we would not be able to complete the rewiring for the fans and the outlets with a total budget of \$10,000. Motion made (Raquel/Harold) to table the motion pending a bid from the county to run the power for the fans and, perhaps, combine the projects. Motion passed.
 - 3. Raquel asked about the electrical upgrade project including the addition of air conditioning to be completed in 2020. Motion made (Raquel/Harold) to submit a request to complete the electrical upgrade project, including air conditioning, in 2020. Duane stated this would be a capitol improvement and we would need to submit a request. Motion passed.
- b. Consider Maintaining Paying Regular - User Groups.
 - i. Motion made (Harold/Raquel) to continue current relationship with all current regular user groups. Motion passed.
- c. Consider approval of Mavericks Uses.
 - i. Motion made (Harold/Raquel) to approve the dates and times requested by the Mavericks. Motion passed.
- d. Consider Fee Waiver / Reduction Requests.
 - i. Motion made (Charlie/Raquel) to approve all the fee waiver requests received.

- e. Consider approval of Boys Scouts Use – November 11, 2020, 6 - 9pm.
 - i. Motion made (Raquel/Harold) to approve the Boy Scouts use of the basement on November 11, 2020 from 6:00 – 9:00. Motion passed.
- f. Approval of 2020 Hall calendar.
 - i. Motion made (Raquel/Harold) to accept the 2020 hall calendar.
 - 1. Dave Briggs (Whirl-A-Ways) indicated there is a conflict on Saturday, May 2nd 2020 between the FRA and the Mavericks. Harold will check with the FRA to determine if they really need that hall at that time. Duane said this item was already resolved by Kristie.
 - 2. Dave Briggs (Whirl-A-Ways) asked about the maintenance days listed on the calendar. Barbara Ruffner (Overalls) also asked about these dates. Duane stated the entire hall will be unavailable on these days to allow for heavy maintenance to take place.
 - 3. Harold brought up a conflict on Saturday February 22nd between the Overalls and the Christian Singles Network. This is a traditional date for the Overalls square dance club and would like the calendar changed to the Overalls for that date. Motion made (Raquel/Harold) to amend the current motion to accept the calendar as presented with the exception Saturday, February 22nd so the two groups can work out the conflict with the county. The amended motion and the original motion passed.
- g. Consider Mounting a “Crisis Hotline” Banner on Building.
 - i. This item was previously tabled. Raquel stated the board asked John Healy to provide more information regarding the size of the banner. No report has been received from John to date. Duane discussed the city requirement regarding banners. Once information is received Duane can submit the request to the City of Roseville. Motion made (Harold/Raquel) to leave this item on the table pending the receipt of more information. Motion passed.

10. Reports

- a. Late - arriving correspondence - None
- b. Veterans Reports
 - i. VFW: Raquel reported 1) we have restarted their auxiliary. They have a younger group of families who are passionate about doing events. 2) We have started doing yoga. She will modify the yoga according to one’s physical ability. 3) We have started family game night. 4) On the 14th at 12:00 at post 46/47 they are doing a POW/MIA luncheon at a cost of \$10.00. All are invited to come out.
 - ii. FRA: Harold reported 1) we had our Western Regional meeting in Carson City, NV last month. It was my first time attending. I learned a lot and look forward to getting more involved. 2) I am working with the incoming president to get more active and increase our membership. I am hoping I can bring you good news soon.
 - iii. American Legion: Phil reported: 1) November 11th here at the hall is the Veteran’s Day Service. All are invited. There will be a light meal in the basement. 2) President Trump signed the Legion Act that eliminates the eligibility requirements for membership in the American Legion. Now there are only 2 time periods. The first is pre-December 7th, 1941 and the second one is for all serving after December 7th, 1941. There are no longer any gaps. This change has allowed us to pick up 4 or 5 new members. 3) Report on the serve day, ½ day on September 27th and on the 28th. It started out as Bayside but has morphed into the Foundation for Home Depot. We have been awarded \$4,300 in material for the renovation of the service office with the two veterans offices. They will also provide a number of concrete blocks to spruce up the outside of the hall. The rooms will get new flooring, the ceiling will be sealed and the rooms will be painted. All the existing cabinets will be removed and 4 new cabinets (provided by Home Depot) will be installed, one for each of the three dance groups and one for the American Legion. The ceiling fans will be installed at a later date. Home

Depot will provide a number of volunteers, many who are licensed professionals. The dance groups will need to move/remove their cabinets from the service room by September 12th. The existing cabinets can be moved into the auditorium until the new cabinets are installed. Duane suggested one of the veteran's groups should contact the mayor's office to let them know about the project and perhaps include the media here to. Barbara Ruffner suggested we either add or update a plaque in the hall to recognize Bayside and Home Depot for all they have done.

c. Hall Use Report

- i. Raquel said that over the summer, on numerous occasions, came to use the building and discovered large roaches in the building. Duane said they were probably water bugs which we have seen a lot of this year. He will see about additional spraying to get rid of them.
- ii. Phil said he has heard something about power washing. Duane said the custodial group is planning on power washing the building prior to the new bridge presentation on September 21st.
- iii. Landon Wolf (Placer County Supervisor -District 1) The City of Roseville is hosting the new bridge presentation on the 21st. They are hoping the power washing of the building will be completed prior to the presentation and they are hoping the veterans will be present as well. The festival goes all day. We also worked with the city to secure more handicap accessible parking which they were able to secure. Landon also asked if we had heard any complaints from the veteran's groups regarding too much lighting outside at night. This was not a complaint from the veterans.

11. Announcements

- a. Next regularly scheduled meeting date: November 4, 2019.

12. Adjournment

**ROSEVILLE VETERANS MEMORIAL HALL
Work Order and Custodial Hours Report**

KEY for Status Column: **Open**- work order issued, supervisor to review and assign. **In Progress**- work order assigned to an employee & in their queue to begin.
Closed- work requested is complete.

Date	Request ID	Original Message	Status	Priority	Date Closed	Custodial Hours
9/1/2019	7628	CUSTODIAL ROSEVILLE MEMORIAL HALL MMP MMP Maintenance Work	Closed	Continuing	10/2/2019	42
9/6/2019	46972	Please remove the cabinets that are mounted along the wall in the veteran's service office. Patch any wallboard issues created by this removal. Fill any flooring that may be missing under these cabinets. This needs to be complete on/by September 12th. Painting and flooring overlay will be installed by volunteer group.	Closed	Low 1-10 Days	10/2/2019	
9/6/2019	46973	Please remove items from 2nd veterans office inside Veterans Service room. Any items remaining in the room can be removed and disposed. This needs to be completed on September 12th. See Duane with any questions.	Closed	Low 1-10 Days	10/15/2019	
9/6/2019	46986	Power Wash the exterior of the building before 9/21/19. (Bridge official opening ceremony) Include walkways and monuments/kiosks as well.	Closed	Low 1-10 Days	10/17/2019	
9/13/2019	47156	EQ# 000679 and 000680 basement furnace units are not operating in heating mode, the timer switch located on the wall is not giving power to the control board telling the unit to heat to the space. the wall switch needs to be switched out and then see if heating kicks on. Found by Kyle on PM.	Closed	Low 1-10 Days	9/17/2019	
9/23/2019	37795	Perform preventive maintenance as per procedure details (Roof)	Closed	Low 1-10 Days	10/2/2019	
9/26/2019	38183	Perform preventive maintenance as per procedure details (Basement Sump Pump)	Closed	Low 1-10 Days	10/15/2019	
9/27/2019	37813	Perform preventive maintenance as per procedure details (Roof)	In Progress	Low 1-10 Days		
10/1/2019	17689	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	10/1/2019	
10/1/2019	37720	Perform preventive maintenance as per procedure details (Flood Gate)	In Progress	Medium 1-3 Days		
10/1/2019	37723	Perform preventive maintenance as per procedure details (Flood Gate)	In Progress	Medium 1-3 Days		

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Work Order and Custodial Hours Report**

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Closed- work requested is complete.

Date	Request ID	Original Message	Status	Priority	Date Closed	Custodial Hours
10/1/2019	2689	BLDG MNTC SUPERVISION MEMORIAL HALL ROSEVILLE MMP Maintenance Work	Open	Continuing		
10/1/2019	7629	CUSTODIAL ROSEVILLE MEMORIAL HALL MMP MMP Maintenance Work	Open	Continuing		44
10/1/2019	9252	PARKS ROSEVILLE MEMORIAL HALL	Open	Continuing		
10/15/2019	14679	Bldg Mntc Annual Fac Lock Pm - 8807 - PM000062 Perform preventive maintenance as per procedure details	Open	Low 1-10 Days		
10/16/2019	48217	Please install a new ice machine in the kitchen of the Roseville Hall. As the old one has been non-functional for the past few months and I don't think we can bring it back to life.	Canceled	Low 1-10 Days	10/16/2019	
10/21/2019	37797	Perform preventive maintenance as per procedure details (Roof)	In Progress	Low 1-10 Days		

**ROSEVILLE MEMORIAL HALL
OPERATING COSTS
VS
REVENUE
FISCAL YEAR 2018/2019**

TYPE OF SERVICE	AMOUNT
MAINTENANCE	36,179.39
CUSTODIAL LABOR	25,669.01
CUSTODIAL SUPPLIES	4,220.44
UTILITIES	13,516.98
GROUNDS	7,392.59
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TOTAL COST	\$ 86,978.41

TYPE OF REVENUE	
RENTS	18,635.00
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TOTAL REVENUE	\$ 18,635.00

Building Maintenance Project Status FY 2019-2020

DATE / Completed	Project / Description / Notes	Priority	Status	Cost. EST	Actual Expenditure	Deferred Cost
	Roseville Hall Board requests					
	Electrical Upgrade and HVAC Upgrade Entire Building	1	Budget	\$0.00	\$0.00	\$540,000.00
	9/18/19 DE - Hall Board voted to submit renovation request for 2020.					
	Ceiling Fans in Service Office and veterans Rooms	3	Budget	\$10,362.00	\$0.00	\$0.00
	9/18/19 DE - Hall board voted to hold on this project until volunteer group completes work to Veteran Service offices. Board requests new estimate to add fan wiring and new outlets as one project. Fans donated by Home Depot group.					
	Additional Outlets (Veteran offices)	2	Budget	\$1,200.00	\$0.00	\$0.00
	9/18/19 DE - Hall board voted to hold on this project until volunteer group completes work to Veteran Service offices. Board requests new estimate to add fan wiring and new outlets as one cost. Fans donated by Home Depot group.					
	Roseville Hall total estimate			\$10,362.00		