

FORESTHILL VETERANS MEMORIAL HALL
Meeting Agenda
May 5, 2025 at 6:00 PM
24601 Harrison Street, Foresthill, CA

Board of Trustees

Kurt Huebner
American Legion Post 587

Robyn Husmann
(Secretary)
American Legion Post 587

Ron Roussey (President)
American Legion Post 587

Stephanie Meckler
Veterans of Foreign Wars
Post 11294

Ryan Yeoman
Veterans of Foreign Wars
Post 11294

Cindy Gustafson
Board of Supervisors

Alternates

Gerald L 'Estrange
American Legion Post 587

Robert Bancroft
Veterans of Foreign Wars
Post 11294

Donald Bull, Jr.
Veterans of Foreign Wars
Post 11294

Non-Voting Members:

Vicki HaskinsCampbell
Member-at-Large

Gail McCafferty
American Legion Aux. 587

Marianne Ward
American Legion Aux. 587

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

- a. Minutes from March 3, 2025 (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 to ForesthillHall@placer.ca.gov.

6. Information / Non-Action Items

- a. Review Work Order / Custodial Hours Report (Attachment).
- b. Placer County Elections Vote Center (Attachment).
- c. Discretionary Funding Guidelines (Attachment).

7. Action Items

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

8. Reports

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

9. Announcements

- a. Next regularly scheduled meeting date: June 1, 2025

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>.

Foresthill Veterans Memorial Hall Board
Meeting Minutes March 3, 2025

1. **Call Meeting to Order:** Meeting called to order at 1803 hours by Hall Board President Ron Roussey
2. **Pledge of Allegiance:** Lead by Ron Roussey (ALP 587)
3. **Roll Call:**
 - a. **Trustee's Present:** President Ron Roussey (ALP 587), Kurt Huebner (ALP 587), Robyn Husmann (ALP 587), Stephanie Meckler (VFW 11294)
 - b. **Non-Voting Members Present:** Marianne Ward (AL Aux 587 Alternate)
 - c. **Others Present:** Duane Espinoza (Placer County Facilities Management), Sheryse Lewis (Placer County Facility Management, Hall Coordinator), Bree McCollam (Placer County Facilities Management)
4. **Approval of Minutes:** Minutes from January 6, 2025 were approved as submitted, Huebner/Meckler unanimous.
5. **Public Comment:** There were no public comments
6. **Information/Non-Action Items:**
 - a. Review Work Order/Custodial Hours Report –Duane presented work order/custodial hours report as generally. Bree questioned inspection inclusion of gazebo; Duane explained it would be included as a part of the outside maintenance work. Ron asked if the exterior of the Hall is scheduled for refinishing this year. Duane will check.
 - b. Review requested placement of Eagle upon roof of the Memorial Hall – Jeff Turpin was introduced to present information for new eagle carving. The species of wood used for the Hall is likely spruce, but is unknown, that needs to be determined to acquire the same species. Until the species is known, an estimate isn't possible as the majority of the cost is in acquisition of the wood and dependent upon species. Duane indicated the capital group should be able to research and come up with the species. Other details discussed included: deliver would likely about 3-4 weeks after receipt of dry wood; eagle would be placed under the portico extended exposure no more than 30 inches, weight anticipated to be approximately 25-30 pounds depending on the species, which would be held securely by two bolts; the eagle would be stained with the head painted white, mounting would be done by Jeff Turpin after approval by the County architectural group; maintenance to be done by the County. Next step is to determine the species, County to review the specifications and mounting style (see Jeff's drawing attached). Moved by Huebner, second Husmann to add the eagle project to action items list; pending details are cost estimate after species is determined, review by County architects. Unanimous approval.
7. **Action Items:**
 - a. Review/Modify/Ratify Building Maintenance Project List – No current projects listed. Reminder regarding Gail's comments about the microwave not working from Marianne. Discussion concerning the button being touchy, but the microwave still works, costs of new microwave determined to be nominal; motion introduced Huebner/Husmann, unanimously approved to replace the microwave within a range of \$300-\$400.
 - b. Rate schedule amendment. Follow-up discussion regarding fees and potential hourly rate addition from January meeting. Huebner moved, seconded by Meckler and approved unanimously to introduce and request an additional Foresthill Veterans Memorial Hall rental rate for Placer County Residents of \$50 per hour with a two hour minimum for the small room.
8. **Reports:**
 - a. Late arriving correspondence – none
 - b. Veterans Reports –none

9. Announcements:

- a. Next regularly scheduled meeting date: May 5, 2025 1800 hours
- b. Kurt will miss the next few meetings; alternate will be needed to attain a quorum.

10. Adjournment: Meeting adjourned at 1840 hours

Respectfully submitted by Robyn Husmann, ALP 587, Hall Board Secretary

Foresthill Veterans Memorial Hall - Work Order Report						
Date	Request ID	Status	Priority	Original Message	Labor Hours	Date Closed
3/1/2025	133049	Closed	Continuing	CUSTODIAL FORESTHILL MEMORIAL HALL MMP MMP Maintenance Work	145	4/1/2025
3/3/2025	133217	Closed	Scheduled 30 Day	Once a week for the month assigned, please inspect the internal grates of the kitchen's hood system. Clean if necessary		4/3/2025
3/3/2025	133042	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		3/3/2025
3/3/2025	133046	Closed	Low 1-10 Days	BM Exit Sign+Emergency Light Ann Pm-7507-PM000056 Perform preventive maintenance as per procedure details INSPECT ALL EXIT SIGNS VERIFY EXIT LIGHT IS FUNCTIONING TEST REPLACE BATTERY AS REQUIRED REPLACE BULB AS NEEDED		3/13/2025
3/3/2025	133043	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		3/3/2025
3/3/2025	133044	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		3/3/2025
3/3/2025	133045	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		3/3/2025
3/7/2025	188930	Closed	Low 1-10 Days	Hall Board Approved Request: Purchase new microwave. Replace broken unit in kitchen.		3/10/2025
3/17/2025	128421	In Progress	Continuing	Coordinate and oversee the window cleaning for the Foresthill Memorial Hall		
3/17/2025	133047	Closed	Medium 1-3 Days	Perform preventive maintenance as per procedure details		3/26/2025
4/1/2025	135151	In Progress	Continuing	CUSTODIAL FORESTHILL MEMORIAL HALL MMP MMP Maintenance Work	67.5	
4/1/2025	135352	In Progress	Scheduled 30 Day	Once a week for the month assigned, please inspect the internal grates of the kitchen's hood system. Clean if necessary		
4/1/2025	151386	Closed	Scheduled 30	Custodial Inspection		4/17/2025

4/2/2025	190458	Closed	Emergency 2-8 Hours	Lions Club Bruce Little Field called concerned that he did not have a key to lock door near bar going to the outside and needed door locked up before leaving the building from nights activity Responded to lock door for him while he waited 9:15 pm		4/7/2025
4/2/2025	190495	Closed	Low 1-10 Days	Swamp cooler pump has locked up. ACCO to replace		4/9/2025
4/17/2025	190948	In Progress	Low 1-10 Days	From Inspection 1497 Hard Floor Care - Burnishing - Needs Attention - Main hall floor needs to be burnished.		
4/17/2025	190949	In Progress	Low 1-10 Days	From Inspection 1497 Break Room Cleaning - Windows Glass & Sills - Needs Attention - Sills need to be dusted.		
4/17/2025	190950	In Progress	Low 1-10 Days	From Inspection 1497 Break Room Cleaning - Floors - Needs Attention - Kitchen floor needs to be scrubbed.		

RYAN RONCO
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

STEPHEN AYE
ASSISTANT RECORDER-REGISTRAR

LISA CRAMER
ASSISTANT COUNTY CLERK

3715 ATHERTON ROAD
ROCKLIN, CA 95765
PHONE: 530-886-5600
FAX: 530-886-5688
www.placer.ca.gov/clerk
www.placercountyelections.gov

PLACER COUNTY CLERK-RECORDER-ELECTIONS

To the Veterans Memorial Hall Board,

We'd like to offer our heartfelt thanks for your tremendous partnership and help in ensuring elections are safe, secure and successful in Placer County. Administering elections in Placer differs from other jurisdictions throughout the state and country, largely due to our patriotic, committed electorate and engaged community, in which your organization plays a significant role.

Placer County was proud to have the highest in-person voting percentage in the State of California during the Presidential General Election, and your Hall was paramount in this achievement. As such, we would like to invite your organization to participate in staffing a potential vote center at your Veterans Memorial Hall for the upcoming 2026 election cycle (the Gubernatorial Primary Election in June and the General Election in November) before we offer the opportunity to other groups.

To fully staff a vote center, an organization must recruit enough volunteers to ensure that ten individuals are present during the center's operational days and times. Depending on the location, a vote center may be open for a four *or* 11-day period for approximately nine hours a day (the exception being Election Day, which is generally around 15 hours). We're asking previous participants to contact us with any questions and to let us know if they're able to staff a vote center no later than June 30, 2025. After this date, we will begin reaching out to other organizations and individuals to begin staffing locations and can't guarantee the Veterans Memorial Hall (if it remains a Placer County vote center) won't be assigned to another group.

If your organization would like to reach out to other Veterans associations who have experience staffing a vote center, the American Legion Posts 264 of Lincoln and 587 of Foresthill, as well as the Navy League of Foresthill, all served at vote centers this past November.

Additionally, if your organization is aware of other veterans organizations and/or service clubs that would like to staff a Placer County vote center location or participate in other vital election functions such as our daily vote center courier teams, election night drop

box closing teams or as an official vote center bilingual translator for the languages required in our county (Spanish, Korean, Punjabi and Tagalog), please let us know or have them give us a call.

If you have any questions, please reach out by phone or email and we'd be happy to answer them. As in the past, we would be more than willing to attend a future meeting of your board to go over the particulars and answer any questions in person if you believe it would be helpful. Thank you for your previous service and for your continued consideration.

Please reach out with any questions to Placer_Precincts@placer.ca.gov or to (530) 886-5650.

Regards,

The Placer County Elections Office

(530) 886-5650 | election@placer.ca.gov

Veterans Memorial Hall Board – Discretionary Fund Use Guidelines

Placer County (County) contributes funds at the beginning of each fiscal year towards each Veterans Memorial Hall Board's (Hall Board's) account for the Hall Board's discretionary use. These discretionary funds can accrue up to a maximum cumulative total of \$50,000. The intent of these discretionary funds is to help provide for improvements that enhance the function of the Veterans Memorial Hall (Hall). Further, the use of these discretionary funds must demonstrate a clear public benefit.

Acceptable uses of these discretionary funds include the following:

1. Building improvements that benefit all Hall users (including veteran organizations, one-time renters, regular users, etc.)
2. Furniture, fixtures, and equipment (FFE) such as window coverings, folding tables & chairs, Public Address systems, Audio / Visual systems, refrigerators, etc.
3. Out-of-cycle building systems replacements such as carpet, paint, kitchen appliances/upgrades, etc.

The Placer County Facilities Management Department (Department) is responsible for all building system replacements using industry standards for useful life to determine replacement timeline. These include basic building systems such as roofs, HVAC, paint, ADA upgrades, etc.

Department staff will provide specific guidance to each Hall Board for each proposed use of their discretionary funds. Discretionary fund use (projects) must be approved by each Hall Board and captured in their meeting minutes. All projects will be subject to final written approval by the Department. Once approved, Department staff will track and assist in implementing these projects.

Proposed use of County funds exceeding \$4,000 (including both projects and purchases) will be subject to public purchasing requirements per the County's Procurement Policy and the California Public Contract Code.

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