

**AUBURN VETERANS MEMORIAL HALL**  
**Meeting Agenda**  
**April 6, 2026 @ 10:00 am**  
**100 East Street, Auburn, CA**

Board of Trustees

Charles Peterson  
American Legion Post 84

Daniel McLain (Vice President)  
American Legion Post 84

John Duenas (President)  
VFW Post 904

Chuck Spinks  
VFW Post 904

Bonnie B. Potter (Secretary)  
Navy League

Donald Anderson  
Navy League

Cindy Gustafson  
Board of Supervisors

Alternates

Monty Hecker  
American Legion Post 84

Gene Freeland  
VFW Post 904

Greg Wilbur  
Navy League

Sophie Fox  
Board of Suoersivors

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes**
  - a. Minutes from February 2, 2026 (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 three (3) weeks in advance for consideration to the Hall Coordinator at [AuburnHall@placer.ca.gov](mailto:AuburnHall@placer.ca.gov).
6. **Information / Non Action Items**
  - a. Work Order / Custodial Hours Report (Attachment).
7. **Action Items**
  - a. Review/Modify/Ratify Building Maintenance Project List (Attachment).
  - b. Discuss adding a new flag drop box outside.
8. **Reports**
  - a. Late-arriving correspondence.
  - b. Veterans Reports.
9. **Announcements**
  - a. Next regularly scheduled meeting date: June 1, 2026
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>.



Auburn Veterans Memorial Hall Board of Trustees Meeting  
February 2, 2026

The meeting was called to order at 10:01 am by President JD Duenas, who led the Pledge of Allegiance. Present as per sign-in sheet were JD Duenas, VFW Delegate; Chuck Spinks, VFW Delegate; Bonnie Potter, Navy League Delegate; Donald Anderson, Navy League Delegate; Duane Espinoza and Sheryse Lewis of Placer County Facilities Management.

Approval of Minutes: The minutes from December 1, 2025, were distributed and no corrections were noted. Don Anderson made a motion to approve the minutes as written; second by Chuck Spinks. Motion carried.

Public Comment: none.

Information/Non-action Items: a). Work Order/Custodial Hours Report was reviewed and discussed. Duane was thanked for removing the items marked for removal from the Fireside room. The water intrusion issue in the bar has been evaluated. There is a French drain, but they will dig out the area and probably apply plastic paint to keep water from seeping through the wall. They repaired an irrigation leak. A new water heater for the kitchen will be installed as part of the renovation. B). Preliminary Design for Kitchen Renovation was reviewed and discussed. It is essentially the same layout as it currently exists. Everything but the hood will be removed and will demo down to the studs, with new wiring and plumbing installed. The soffit above the serving window will be removed and a light installed. Air conditioning will be installed via a new ductless unit. New stainless counters, shelving and triple sink will be installed with a stand-alone table on wheels.

Action Items: a). Building Maintenance Hall Board Project List: Kitchen renovation will be done in-house and will deplete current discretionary funds. Demo with abatement will take about 5 days. Expect no kitchen from mid-March to mid-April as they anticipate 60 days to complete the work. Navy League delegates were reassured that abatement will not impact March meeting. Replacement of tables and carts will remain on list until more funds come available. Loomis Hall requested a flag deposit box and Duane showed a photo of what is being suggested for all of the halls, which is a very nice stainless-steel box clearly marked for deposit of old flags for retirement. Cost for box and cover is ~\$2500. Current box at the Auburn Hall is small and not well marked and is emptied by Post Adjutant several times per week. Bonnie made a motion to add the flag deposit box to our project list; second by Don. Motion carried.

Reports: a). Late Arriving Correspondence: none. b). Veterans Reports: Navy League: collected hundreds of toys for Toys for Tots at their December meeting. Sacramento Council merged into Placer County Council, adding 2 Sea Cadet, a USMC JROTC Unit and the Coast Guard Air Station to units supported. Youth Groups report back at the March and April meetings. American Legion: February Meeting is the Sweethearts dinner. Will be doing interviews at Placer High School for Boys and Girls State and will be supporting Girls State for students at Placer High and Del Oro. VFW: is part of Placer County Stand Down and email flyers that can be posted to maximize information getting to veterans in need of support.

Announcements: Next meeting date: April 6, 2026, at 10:00 am.

Adjournment: Meeting was adjourned at 10:34 am.

Respectfully submitted by Bonnie Potter, Secretary

Date	Request ID	Original Message	Sub Type	Status	Priority	Date Closed	Labor Hours
1/16/2026	208251	Purchase fixtures for kitchen renovation. Perform kitchen renovation.	Project Phase Building Maintenance	In Progress	Continuing		
1/21/2026	208351	The water fountain on the first floor is clogged.	Drinking Fountain / Hydration Station	Closed	Medium 1-3 Days	1/22/26	
2/1/2026	165872	Bldg Mntc Annual Fac Lock Pm - 6157 - PM000062 Perform preventive maintenance as per procedure details PM-Lock	BM Routine PM	In Progress	Scheduled 30 Day		
2/1/2026	166211	BM Annual Alrm Door Lock Batt Change - PDL6100 Batteries 4 C Perform preventive maintenance as per procedure details PM-Building Exterior	BM Routine PM	Closed	Low 1-10 Days	2/20/26	
2/1/2026	165875	CUSTODIAL AUBURN MEMORIAL HALL MMP MMP Maintenance Work	Custodial MMP	Closed	Scheduled 30 Day	2/27/26	53.5
2/2/2026	165862	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	2/2/26	0
2/2/2026	165863	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	2/2/26	0
2/2/2026	165864	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	2/2/26	0
2/2/2026	165865	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	2/2/26	0
2/2/2026	165866	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	2/2/26	0
2/2/2026	165867	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	2/2/26	0
2/2/2026	165868	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	2/2/26	0
2/2/2026	165869	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	2/2/26	0
2/2/2026	165870	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	2/2/26	0
2/2/2026	165871	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	2/2/26	0

2/2/2026	165873	BM Exit Sign+Emergency Light Ann Pm-6157-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 PM-Electrical	BM Routine PM	Closed	Scheduled 30 Day	2/19/26	
2/2/2026	165874	Perform preventive maintenance as per procedure details PM-Lock	BM Routine PM	In Progress	Scheduled 30 Day		0
2/2/2026	166219	Building Maintenance Inspection PM-Building Inspection	Inspection	Open	Scheduled 30 Day		0
2/7/2026	209990	Tripped circuit breaker	CLBK/CLHM	Closed	Low 1-10 Days	2/19/26	
2/10/2026	210052	My badge does not grant me access to the hall. Please correct and check all Bm staff have access to this hall.	Access to Building	Closed	Medium 1-3 Days	2/20/26	
3/1/2026	167580	BM Water Filter 2 X Yr Facpm - 6157 - PM000070 Perform preventive maintenance as per procedure details 1ST FLOOR ROOM 340 MEMORIAL HALL REPLACE WATER FILTER AND CLEAR SYSTEM DRINKING FOUNTAIN - FILTER LOCATED DOWNSTAIRS IN KITCHEN CLOSET (1) 20" CARBON BLOCK PM-Plumbing	BM Routine PM	Closed	Scheduled 30 Day	3/16/26	
3/1/2026	167581	CUSTODIAL AUBURN MEMORIAL HALL MMP MMP Maintenance Work	Custodial MMP	In Progress	Scheduled 30 Day		40.5
3/2/2026	211553	Program fob for PASL to remodel kitchen.	Access to Building	Closed	Low 1-10 Days	3/3/26	
3/17/2026	212170	Remove the sink, water heater, and stove from the kitchen on the first floor.	Other	Work Complete	Low 1-10 Days		

Auburn Memorial Hall - Allocated Discretionary Funds			
	In Progress	Planning	Grand Total
<b>PJ01222</b>			
<b>PJ01222 BM GF Memorial Hall Improvements - Auburn</b>			
			Balance: \$25000.00
<b>PJ01222 BM GF Auburn Hall - Kitchen Renovation</b>  3-11-2026 DRS 5% Complete . NTP 12-5-2025 ECD 5-15-2026. Next steps PALS has been scheduled to begin 3-17-2026 and will be onsite for 5 days. BM will go in on 3-12-2026 and remove all fixtures, lighting, and stove. Stove will be brought up to 302 for storage.	\$22,000.00		-\$22,000.00
<b>PJ01222 BM GF Auburn Hall - Replace Auditorium Tables and Carts</b> 2/24/26 DE Board decided to defer decision for new tables. This will remain on the project list. Board approved Kitchen renovation costs. This can be considered again in Fiscal Year 26/27.		(est. \$5000)	
<b>PJ01222 BM GF Auburn Hall - Replace Flag Drop Box</b> 2/2/26 DE Board requested quote to change the flag drop box in the parking area with a purpose built exterior rated stainless steel drop box. (American Security Cabinets 710SS with graphics, cover, and collection liner.)		\$3,000.00	-\$3,000.00
<b>Grand Total</b>	<b>-25,000.00</b>		<b>0.00</b>