

**FORESTHILL VETERANS MEMORIAL HALL  
Meeting Agenda  
January 5, 2026 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 September 8, 2025 (Attachment).
  - b. Minutes from November 3, 2025 (No Quorum).
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](mailto:ForesthillHall@placer.ca.gov).
6. **Information / Non-Action Items**
  - a. Review Work Order / Custodial Hours Report (Attachment).
7. **Action Items**
  - a. Review/Modify/Ratify Building Maintenance Project List (Attachment).
  - b. Approve Regular User / Fee Waiver Request (Attachment).
8. **Reports**
  - a. Late-arriving correspondence.
  - b. Veterans Reports.
9. **Announcements**
  - a. Next regularly scheduled meeting date: March 2, 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>.

**Foresthill Veterans Memorial Hall Board**  
**Meeting Minutes September 8, 2025**

1. **Call Meeting to Order:** Meeting called to order at 1805 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), Donald Bull, Jr. (VFWP 11294)
  - b. **Non-Voting Members Present:** Gail McCafferty (AL Aux 587), Marianne Ward (AL Aux 587), Vicki Haskins Campbell (At Large)
  - c. **Others Present:** Brad Boulais (Placer County Facilities Management), Sheryse Lewis (Placer County Facility Management, Hall Coordinator), Duane Espinoza (Placer County Facilities Management)
4. **Approval of Minutes:** Minutes from May 5, 2025 were approved as corrected (date for next meeting was stated incorrectly), Bull/Huebner, unanimous.
5. **Public Comment:** There were no public comments
6. **Information/Non-Action Items:**
  - a. Review Work Order/Custodial Hours Report –Work order/custodial hours report reviewed. Gazebo is not a Hall Board item, provided as informational that the use of multiple extension cords is not acceptable. Kurt mentions items of concern from ALP Commander including the stove in the kitchen is not level and the hot water temperature is too low.
  - b. Event Coordination Process for Hall Users - Duane announced the resignation of Bree McCollam. County intent is to convert facilities management to the county standard process. All forms will be handled electronically and sent to Sheryse Lewis, Hall Coordinator. This will be considered temporary at this time, if it works the process may be kept, meaning there will not be an on-site coordinator. Gail questioned how tours of the facility will take place; Duane explained a custodian will be on site for tours. Noted by Sheryse all electronic submissions go to the Hall in-box. Brad noted all the necessary forms are located on the county website.
  - c. Kitchen Cabinet Lock Replacement – Duane explained the ALP Commander requested upgraded kitchen cabinet locks. Kurt noted the cabinets are under the control of the American Legion and the locks can be upgraded by the Post as they desire. Duane explained the county will need to know what hardware will be used to verify its sturdiness and standards. It was noted the locks are mortised. Cabinet lock replacement will be left up to the American Legion Post as it is not a board responsibility, but under the purview of the Post.
  - d. Operation of Public Address System – ALP Commander has expressed concern regarding the PA system that is used by Veterans groups and county meetings. Commander questions whether the county should have liability in maintenance and upkeep. Duane advised access to the system is not controlled. The PA system was installed by the Veterans groups and was not put before the county for approval. The county does need to be involved in anything done by Veterans groups. The issue regarding the PA system is that the cabinet was apparently left unlocked; the county does not use it, maintenance has no keys. Brad added discretionary funds could be authorized to upgrade/replace the system which would then fall under county standard. If that is desired, the item will need to be brought back before the board as an action item. No board action required.
7. **Action Items:**
  - a. Review/Modify/Ratify Building Maintenance Project List – Only item noted is the Eagle Project (b.).
  - b. Discuss/Approve use of Discretionary Funding for Eagle Project. Final quote from Jeff Turpin is an overall cost of \$5000-\$6000; once carved the statue will be installed by county maintenance; Jeff will deliver; Duane will work with Jeff; payment made on delivery; estimated about two weeks between delivery and install; Brad indicated if maintenance has Jeff's schedule of delivery, installation can be

added to maintenance schedule. Motion by Huebner to approve discretionary expenditure for Eagle; Husmann seconded. Unanimous.

- c. Fee Waiver – Lord Saboath Ministries. Brief discussion regarding this being a duplicate request. Huebner/Husmann to approve. Unanimous.
- d. Approval of 2026 Hall Reservation Calendar – discussions concerning several events not on calendar; clarification of acronyms used, concerns regarding public understanding when viewing calendar, and clarification on use of the facility by Elections. Approved with minor corrections Huebner/Husmann. Unanimous. (Any changes will be brought before the board for approval).
- e. Consider/Review Regular User Status/Fee Waiver Request – brief discussion concerning several users who have not submitted applications. Users need to do so ASAP; waiver will be brought before the board at next meeting. Any groups who fail to do so will be asked to return keys. Motion to approve requests submitted Husmann/Huebner, unanimous.

**8. Reports:**

- a. Late arriving correspondence – none
- b. Veterans Reports –none

**9. Announcements:**

- a. Next regularly scheduled meeting date: November 3, 2025 1800 hours

**10. Adjournment:** Meeting adjourned at 1850 hours

Respectfully submitted, Robyn Husmann

Date	Request ID	Original Message	Sub Type	Status	Priority	Date Closed	Labor Hours
10/15/2025	202344	Call from renter stating heaters are not turning on.	Heating / Cooling Unit Issue	Closed	Low 1-10 Days	11/7/25	
10/16/2025	202375	From Inspection 2074 Restroom Cleaning - Vent Dusting - Needs Attention - Vent needs to be vacuumed.	Other	Closed	Low 1-10 Days	10/23/25	
10/16/2025	202376	From Inspection 2074 Detail & Dusting - Window Sills - Needs Attention - Sills need to be wiped.	Other	Closed	Low 1-10 Days	10/23/25	
10/16/2025	202377	From Inspection 2074 Detail & Dusting - Bookshelves - Needs Attention - Fireplace mantal needs to be wiped.	Restroom Supplies	Closed	Low 1-10 Days	10/23/25	
10/16/2025	202378	From Inspection 2074 Break Room Cleaning - Counters/Sinks - Needs Attention - Sinks need to be scrubbed.	Other	Closed	Low 1-10 Days	10/23/25	
10/20/2025	202436	Landon called asking for assistants to get his code on 10/18 at 9:55am	Other	Closed	Low 1-10 Days	11/3/25	
10/28/2025	202685	Please set up the small room at the Hall for the Foresthill Town Hall Need 3 tables at the front with 7 chairs, and one table off to the side of that with 3 chairs ("L" Shaped setup at the front). Please set up 25-30 chairs for the meeting attendees. Please open location by 6:15 (may be open with elections using the larger room) and we will lock up when done. If you have questions please contact me at ext. 4040. PG100105	Tables and Chairs	Closed	Low 1-10 Days	11/4/25	
10/29/2025	202713	Cleanup for in-between The Mitchell Millard Group and Michael Gillet Group on Saturday October 25th, 10pm-12am. APP	Special Cleaning Request Non Routine	Closed	Low 1-10 Days	10/30/25	
11/1/2025	160605	CUSTODIAL FORESTHILL MEMORIAL HALL MMP MMP Maintenance Work	Custodial MMP	Closed	Scheduled 30 Day	11/25/25	45.5
11/2/2025	203953	Calls regarding planned PGE power outage at Foresthill where election voting will be taking place	CLBK/CLHM	Closed	Low 1-10 Days	11/3/25	

11/3/2025	160800	Once a week for the month assigned, please inspect the internal grates of the kitchen's hood system. Clean if necessary PM-Building Interior	Routine PM	Closed	Scheduled 30 Day	12/8/25	
11/3/2025	158008	Building Maintenance Inspection PM-Building Inspection	Inspection	In Progress	Scheduled 30 Day		0
11/3/2025	160604	Perform preventive maintenance as per procedure details PM-Equipment	Custodial Routine PM	Closed	Scheduled 30 Day	11/5/25	0.5
12/1/2025	161945	Perform preventive maintenance as per procedure details PM-Fire/Life Safety	BM Routine PM	Work Complete	Scheduled 30 Day		
12/1/2025	162099	BM Hood Ext Sys Tst Bi Ann - Foresthill Memorial Hall - PM000034 PM-Fire/Life Safety	BM Routine PM	Closed	Scheduled 30 Day	12/3/25	
12/1/2025	199049	Perform preventive maintenance as per procedure details PM-Fire/Life Safety	BM Routine PM	Work Complete	Scheduled 30 Day		
12/1/2025	162098	Once a week for the month assigned, please inspect the internal grates of the kitchen's hood system. Clean if necessary PM-Building Interior	Routine PM	In Progress	Scheduled 30 Day		0
12/1/2025	161946	CUSTODIAL FORESTHILL MEMORIAL HALL MMP MMP Maintenance Work	Custodial MMP	In Progress	Scheduled 30 Day		20
12/1/2025	161940	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	12/2/25	0
12/1/2025	161941	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	12/2/25	0
12/1/2025	161942	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	12/2/25	0
12/1/2025	161943	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	12/2/25	0
12/4/2025	205774	Please place and connect Foresthill Hall generator for use during a County event on Monday morning. PGE has planned an outage event for the same time as the county event. PSPS Generators have been removed.	Power Loss / Interruption	In Progress	Medium 1-3 Days		

Allocation Budget Year

(Multiple Items)

**Foresthill Memorial Hall Allocated Funds**

	Column Labels In Progress	Planning	Grand Total
PJ01224			
PJ01224 BM GF Memorial Hall Improvements - Foresthill			
-	(14,552.72)		(14,552.72)
PJ01224 BM GF Foresthill Memorial Hall - Add Wooden Eagle Sculpture to Portico 12/3/25 waiting on revised quote from Sculptor artist. Artist will provide sculpture and mounting hardware, and in-house staff will complete the installation.			
PJ01224 Total	<b>(14,552.72)</b>	-	<b>(14,552.72)</b>

**REGULAR-USER ORGANIZATION RESERVATION APPLICATION**

**PLACER COUNTY VETERANS MEMORIAL HALL - 2026**

Name of County Facility: Foresthill Memorial Hall

Name of Organization: Foresthill Friendship Club

Main Contact Name and Title: Susie Graves, President

Mailing Address: 5102 Happy Pines

City, State Zip: Foresthill, CA 95631

Email Address: Suziedgl@gmail.com Phone Number: 559-642-7366

Alternate Contact Name and Title: Roberta Dunnicliff, Secretary

Mailing Address: 21081 Oakwood Lane

City, State Zip: Foresthill, CA

Email Address: roberta.dunnicliff@yohoo.com Phone Number: 559 760 5934

**Names of Key Holders**

**All Numbers on the Keys (attach additional pages if necessary)**

Susie Graves

*I have read and understand the attached documents governing the use of this facility and agree to hold harmless and indemnify the County for any approved use of the Veterans Memorial Hall, to abide by the policies, and to provide insurance pursuant to County requirements.*

Responsible Party Name: Roberta Dunnicliff

Responsible Party Title: Secretary

Responsible Party Signature: Roberta Dunnicliff Date Signed: 12-11-25

**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 4H 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.

Today's Date: 12-11-25 Organization Name: Foresthill Friendship Club

Responsible Party Name: Susie Braves Email: suziedg@gmail.com

Name of Facility being Requested: Foresthill Memorial Hall Veterans Memorial Hall.

Date of Use being Requested: \_\_\_\_\_

Number of People: 40 Type of Event: meeting / lunch

Area(s) of Hall to be used: main hall Rate Posted Online: \_\_\_\_\_

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 (Please attach IRS non-profit status letter and additional information):

We are a community group meeting for fellowship.  
We raise money for scholarships, fire department,  
and other local groups on request.

**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: \_\_\_\_\_