

**COLFAX VETERANS MEMORIAL HALL
Meeting Agenda
January 15, 2020 at 6:00 PM
22 Sunset Circle, Colfax, CA**

Board of Trustees

Henry Silva
American Legion Post 192

Thomas Hiatt
American Legion Post 192

Bob Candler
VFW Post 2003

Awaiting BOS Appointment
VFW Post 2003

Cindy Gustafson
Board of Supervisors

Alternates

David Hiatt
American Legion Post 192

Angelo Napolitano
American Legion Post 192

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Election of Officers**
 - a. Per Adopted Rotation. (Attachment)
5. **Approval of Minutes**
 - a. Minutes from September 18, 2019. (Attachment)
6. **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 via the below methods.
7. **Information / Non Action Items**
 - a. Work Order / Custodial Hours Report. (Attachment)
 - b. Communication Process for Board Agenda Items.
8. **Action Items**
 - a. Review / Modify / Ratify Building Maintenance Project List. (Attachment)
9. **Reports**
 - a. Late-arriving correspondence.
 - b. Veterans Reports.
 - c. Hall Use Report.
10. **Announcements**
 - a. Next regularly scheduled meeting date: May 20, 2020.
11. **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>.

**COLFAX VETERANS MEMORIAL HALL
HALL BOARD OFFICE ROTATION**

YEAR	OFFICE	ORGANIZATION
2017—2018	President	AL—Hank Silva
	Secretary	AL—Tom Hiatt
2018—2019	President	VFW—Dave Green
	Secretary	AL—David Hiatt
2019 – 2020	President	AL
	Secretary	VFW
2020 – 2021	President	VFW
	Secretary	AL
2021 – 2022	President	AL
	Secretary	VFW
2022 – 2023	President	VFW
	Secretary	AL
2023 – 2024	President	AL
	Secretary	VFW
2024 – 2025	President	VFW
	Secretary	AL
2025 – 2026	President	AL
	Secretary	VFW
2026 – 2027	President	VFW
	Secretary	AL
2027 – 2028	President	AL
	Secretary	VFW
2028 – 2029	President	VFW
	Secretary	AL
2029 – 2030	President	AL
	Secretary	VFW

ADOPTED AT THE SEPTEMBER 19, 2018 MEETING.

COLFAX MEMORIAL HALL

Minutes from September 18th 2019 Meeting

1. Meeting called to order at 6:00 PM by Hank Silva
2. Pledge of Allegiance
3. Roll Call: Hank Silva, Thomas Hiatt, Bob Candler
4. Election of Officers: Tabled
5. Approval of Minutes from May 15th 2019 – Motion by Bob Candler, second by Tom Hiatt
6. Public Comment: None
7. Information/Non Action Items: All items we discussed
8. Action Items: Review/Modify/Ratify Building Maintenance Project List
9. Approved waivers for 4H and Green Machine
10. Reports: None
11. Announcements: Next meeting January 15, 2020
12. Adjournment 7:00 PM

**COLFAX VETERANS MEMORIAL HALL
Work Order / 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
8/15/2019	14498	Perform preventive maintenance. (LOCK)	Closed	Low 1-10 Days	10/15/2019	
9/1/2019	2209	BLDG MNTC SUPERVISION MEMORIAL HALL COLFAX	Closed	Continuing	10/2/2019	
9/2/2019	4459	CUSTODIAL COLFAX MEMORIAL HALL	Closed	Scheduled 30 Day	10/2/2019	20.5
9/4/2019	38621	Custodial inspection of the facility.	Closed	Low 1-10 Days	11/27/2019	
10/1/2019	2210	BLDG MNTC SUPERVISION MEMORIAL HALL COLFAX	Closed	Continuing	11/4/2019	
10/1/2019	4460	CUSTODIAL COLFAX MEMORIAL HALL	Closed	Scheduled 30 Day	11/4/2019	15
11/1/2019	2211	BLDG MNTC SUPERVISION MEMORIAL HALL COLFAX	Closed	Continuing	12/2/2019	
11/1/2019	4461	CUSTODIAL COLFAX MEMORIAL HALL	Closed	Scheduled 30 Day	12/2/2019	12.5
11/1/2019	37692	Perform preventive maintenance. (EQUIP)	Closed	Low 1-10 Days	11/26/2019	
11/26/2019	50653	Water is leaking off of the roof, probably from the swamp cooler.	Closed	Low 1-10 Days	12/9/2019	
12/2/2019	34436	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	12/2/2019	
12/2/2019	34444	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	12/2/2019	
12/2/2019	34452	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	12/2/2019	
12/2/2019	39270	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	12/2/2019	
12/2/2019	39273	Perform preventive maintenance. (HVAC)	Closed	Low 1-10 Days	12/2/2019	
12/9/2019	52365	Water leaking in the heater room.	Closed	Emergency 2-8 hours	12/9/2019	
11/5/2019	50099	All manual transfer switch, replace panel board, replace gutter, work with PG&E for power connections. At the completion of the project, check all circuitry and verify entire hall is on the generator.	In Progress	Continuing		
12/9/2019	52371	Roof leak in custodial office.	In Progress	Emergency 2-8 hours		
12/1/2019	51022	BLDG MNTC SUPERVISION MEMORIAL HALL COLFAX	Open	Continuing		
12/1/2019	4462	CUSTODIAL COLFAX MEMORIAL HALL	Open	Scheduled 30 Day		

Building Maintenance Project List

FY 2019-2020

Date / Completed	Project / Description / Notes	Priority	Status	Cost Est.	Actual Expenditure	Deferred Costs
	COLFAX MEMORIAL HALL					
	No Active Hall Board requests at this time					
	Colfax Hall total estimate		\$10,000			