

**COLFAX VETERANS MEMORIAL HALL
Meeting Agenda
January 18, 2023 at 6:00 PM
22 Sunset Circle, Colfax, CA**

Board of Trustees

Henry Silva (President)
American Legion Post
192

Greg Westphalen
American Legion Post
192

Paul Houck
VFW Post 2003

David Green (Secretary)
VFW Post 2003

Cindy Gustafson
Board of Supervisors

Alternates

Bob Candler
VFW Post 2003

Richard Teterault
American Legion Post
192

Angelo Napolitano
American Legion Post
192

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Introduction of Trustees and Alternates**
- 4. Roll Call**
- 5. Approval of Minutes**
 - a. Minutes from September 21, 2022 (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 3 weeks in advance for consideration to the Hall Coordinator at ColfaxHall@placer.ca.gov.
- 7. Information Items**
 - a. Review Work Order / Custodial Hours Report (Attachment).
- 8. Action Items**
 - a. Review / Modify / Ratify Building Maintenance Project List (Attachment).
- 9. Reports**
 - a. Late-arriving correspondence.
 - b. Veterans Reports.
- 10. Announcements**
 - a. Next regularly scheduled meeting date: May 17, 2023.
- 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>.

September 21, 2022 at 6 PM the meeting was called to order by Hank and the Pledge of Allegiance was said by all. Hank from American Legion's Greg from American Legion's David from Vfw AlterNet Richard from American license and alternate Angelo were present. A motion was made by Greg to accept The minutes as read second by David passed. There was no public comment. Emotion was made by David to give the Koufax green machine used to the higher the 50% discount in the Girl Scouts and for eight club was 100% second by Greg motion past. The meeting was adjourned at 6:47.

Date	Request ID	Original Message	Request Type	Sub Type	Status	Priority	Date Closed	Labor Hours
9/1/2022	77184	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work	BM SWO	BM MMP	Open	Continuing		
9/1/2022	77325	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	Custodial SWO	Custodial MMP	Closed	Scheduled 30 Day	10/06/22	8
9/1/2022	77181	Perform preventive maintenance as per procedure details PM-HVAC	PM - HVAC	Routine PM	Closed	Low 1-10 Days	09/01/22	
9/1/2022	77182	Perform preventive maintenance as per procedure details PM-HVAC	PM - HVAC	Routine PM	Closed	Low 1-10 Days	09/01/22	
9/1/2022	77183	Perform preventive maintenance as per procedure details PM-HVAC	PM - HVAC	Routine PM	Closed	Low 1-10 Days	09/01/22	
9/5/2022	114780	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210 PM-Generators	PM - Generators	Contractor Services	Closed	Scheduled 30 Day	09/19/22	2
9/13/2022	121417	WO101987 for PM on Exit Lighting has been completed. Batteries have been ordered and are on back order for exit signs that were non-op on PM. When batteries arrive, will install and complete this work order.	Electrical	Other	Closed	Low 1-10 Days	09/27/22	
9/27/2022	121825	Evaluate and repair/replace any worn or deteriorated signage. Interior and Exterior. VFA REQ23081	BM Projects Signage	Sign Replacement/Repair/Update PJ00131	In Progress	Continuing		
10/1/2022	79018	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work	BM SWO	BM MMP	Open	Continuing		
10/3/2022	79191	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	Custodial SWO	Custodial MMP	Closed	Scheduled 30 Day	11/02/22	7.5
10/3/2022	114781	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210 PM-Generators	PM - Generators	Contractor Services	Closed	Scheduled 30 Day	10/24/22	
10/16/2022	123086	Renter reported that the main floor doors would not latch to close and secure as well as the odor of potential gas in the building.	Building Maintenance	Other	Closed	Low 1-10 Days	10/26/22	
11/1/2022	80610	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work	BM SWO	BM MMP	Open	Continuing		
11/1/2022	80796	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	Custodial SWO	Custodial MMP	Closed	Scheduled 30 Day	12/06/22	5
11/1/2022	80609	Perform preventive maintenance as per procedure details	PM - Equipment	Custodial Routine PM	Closed	Low 1-10 Days	01/04/23	1
11/1/2022	123551	Coordinate and oversee the window cleaning for the Colfax Memorial Hall	PM - Building Exterior	Routine PM	Closed	Continuing	10/31/22	
11/7/2022	114782	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210 PM-Generators	PM - Generators	Contractor Services	Closed	Scheduled 30 Day	11/29/22	
11/7/2022	124951	No water to the building reported by Duane Espinoza.	Plumbing	Other	Closed	Low 1-10 Days	11/10/22	2
11/28/2022	79627	Custodial Inspection of the facility Use Inspection Form at T:\FAC\BUILDING MAINTENANCE\CUSTODIAL\Inspection Reports PM-Cusodial	PM - Custodial	Inspection	In Progress	Low 1-10 Days		

12/1/2022	81989	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work	BM SWO	BM MMP	Open	Continuing		
12/1/2022	82142	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	Custodial SWO	Custodial MMP	Closed	Scheduled 30 Day	01/06/23	11
12/1/2022	81984	Perform preventive maintenance as per procedure details PM-HVAC	PM - HVAC	Routine PM	Closed	Low 1-10 Days	12/01/22	
12/1/2022	81985	Perform preventive maintenance as per procedure details PM-HVAC	PM - HVAC	Routine PM	Closed	Low 1-10 Days	12/01/22	
12/1/2022	81986	Perform preventive maintenance as per procedure details PM-HVAC	PM - HVAC	Routine PM	Closed	Low 1-10 Days	12/01/22	
12/1/2022	81987	Perform preventive maintenance as per procedure details PM-HVAC	PM - HVAC	Routine PM	Closed	Low 1-10 Days	12/01/22	
12/1/2022	81988	Perform preventive maintenance as per procedure details PM-HVAC	PM - HVAC	Routine PM	Closed	Low 1-10 Days	12/01/22	
12/5/2022	114783	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210 PM-Generators	PM - Generators	Contractor Services	Closed	Scheduled 30 Day	12/19/22	
12/20/2022	127130	Base board is off the wall. Location: hallway going to the kitchen on the lefthand side towards the staircase. If you need additional information, please reach out to William Kesler thank you,	Building Maintenance	Flooring	Work Complete	Low 1-10 Days		
12/28/2022	127293	Replace lock on custodial supply door (opposite wall of kitchen window in main room). Change to passage type with no lock function.	Doors / Locks / Keys	Change locks	Work Complete	Low 1-10 Days		
12/28/2022	127294	Make a sign that says "First Aid Kit Inside" to put on the closet door at the Colfax Memorial hall. Deliver to Duane when complete.	Signage	Interior Flags and Banners	Work Complete	Low 1-10 Days		
1/1/2023	83868	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work	BM SWO	BM MMP	Open	Continuing		
1/2/2023	84006	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	Custodial SWO	Custodial MMP	Open	Scheduled 30 Day		2
1/2/2023	114784	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210 PM-Generators	PM - Generators	Contractor Services	Open	Scheduled 30 Day		
1/3/2023	127917	Custodian Will Kesler reported a water leak in the Colfax Hall. He said the water appeared to be coming from the wall onto the floor. Plese see the attached photos for reference. Thank you,	Building Maintenance	Roof Leak	In Progress	Medium 1-3 Days		

