

COLFAX VETERANS MEMORIAL HALL
Meeting Agenda
January 19, 2022 at 6:00 PM
22 Sunset Circle, Colfax, CA

Board of Trustees

Henry Silva
American Legion Post 192

Greg Westphalen
American Legion Post 192

Bob Candler
VFW Post 2003

David Green
VFW Post 2003

Cindy Gustafson
Board of Supervisors

Alternates

Vacant
American Legion Post 192

Angelo Napolitano
American Legion Post 192

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes

- a. Minutes from September 15, 2021 meeting (Attachment).

5. Public Comment

- a. For public comment or to listen in on the meeting, please dial into the Microsoft Teams Meeting conference line.

+1 619-483-4068 Conference ID: 110 953 822#

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.

6. Information Items

- a. Review Work Order / Custodial Hours Report (Attachment).

7. Action Items

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

8. Reports

- a. Late-arriving correspondence.
- b. Veterans Reports.
- c. Hall Use Report.

9. Announcements

- a. Next regularly scheduled meeting date: May 18, 2022.

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>.

Meeting was called the order at 6 PM Pledge of Allegiance was said by all. All board of trustees were present and the two alternates from American legion were also present. No public comment. A motion was made by Bob Candler second by Greg to purchase six round tables for the hall. Motion made by David for the county to price air conditioning in the two meeting rooms second by Bob motion past Davit made a motion to approve the 2022 Hall reservation calendar as attached with the exception VFW second Sunday of each month second by Bob. Motion past. A motion was made by David that we raise the current rates of the hall for event to kitchen \$200 a party to \$115 meeting and kitchen to \$100 and a meeting to \$50. The definition of a meeting to be 25 people or less. Second it by Greg motion past

Submitted by David Green - VFW

Date	Request ID	Original Message	Status	Priority	Date Closed	Labor Hours
9/27/2021	99338	Please provide a quote to add air conditioning units in the Veteran's and Auxiliary Rooms. Veteran's mentioned Ductless units, but provide best options for adding cooling to those two rooms.	Closed	Low 1-10 Days	10/27/2021	
9/27/2021	99339	Windows in Veteran's and Auxiliary rooms are hard to open. Please inspect and repair as needed.	Closed	Low 1-10 Days	10/4/2021	
9/27/2021	99341	Door to veteran's rooms are hard to open. Top edge is dragging on Jamb and Bolt is not aligned. Please repair as needed.	Closed	Low 1-10 Days	10/6/2021	
		Please create "Parking for Hall users only" signage. Place signs in front of two spots near flagpole, along dirt wall on entrance driveway, and behind hall for the spots behind the hall along the driveway, Create stencil and Paint "Hall User parking Only" on spots near flagpole and along driveway edges. Repaint striped parking lines.				
9/27/2021	99342	Please look at possible ways to improve airflow of Kitchen range hood. Maybe new/faster motor, better fan blades, etc. Install option once identified.	Closed	Low 1-10 Days	10/16/2021	
9/27/2021	99344		Closed	Low 1-10 Days	10/14/2021	
10/1/2021	49944	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	Closed	Scheduled 30 Day	11/4/2021	14
10/1/2021	51044	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work	Closed	Continuing	11/4/2021	
11/1/2021	51045	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work	Closed	Continuing	12/3/2021	
11/1/2021	52119	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	Closed	Scheduled 30 Day	12/6/2021	11
11/1/2021	48649	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	12/6/2021	

11/12/2021	104189	David Green from the VFW reached out to inform me that the heater is not working in the Veteran or Auxiliary meeting rooms. Thank you, Taylor P.	Closed	Low 1-10 Days	11/17/2021	
11/29/2021	79623	Custodial Inspection of the facility Use Inspection Form at T:\FAC\BUILDING MAINTENANCE\CUSTODIAL\Inspection Reports	Closed	Low 1-10 Days	12/6/2021	
12/1/2021	52229	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work	Closed	Continuing	1/7/2021	
12/1/2021	53385	CUSTODIAL COLFAX MEMORIAL HALL MMP	Closed	Scheduled 30 Day	1/7/2022	10
12/1/2021	53244	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	12/1/2021	
12/1/2021	53245	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	12/1/2021	
12/1/2021	53246	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	12/1/2021	
12/1/2021	39272	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	12/1/2021	
12/1/2021	39275	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	12/1/2021	
12/6/2021	85026	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210	Closed	Scheduled 30 Day	1/4/2022	
12/28/2021	106054	2021 Christmas Winter Storm support. CLBK Power restored to Colfax Memorial Hall.	Open	Low 1-10 Days		
12/30/2021	106133	Mike called 12-30-21 5:09pm to have the generator turned off and possibly hauled away. 530-305-7526	Closed	High 1 Day	1/3/2022	
1/1/2022	61880	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work	Open	Continuing		
1/1/2022	106151	CLBK 1-1-22 8:49am Rick from hall called reporting that they were out of trash bags and cooking breakfast for a large group.	Closed	High 1 Day	1/5/2022	

1/2/2022	106872	CLHM 1-1-22 3:27pm 530-305-7526 Rick called to report that the heater had tripped the breaker a couple times and that there may be an issue with the breaker.	Closed	High 1 Day	1/5/2022	
1/3/2022	62161	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	Open	Scheduled 30 Day		7.5
1/5/2022	106981	Taylor received a call from the memorial hall renters stating the propane over would not stay lit. Please investigate	In Progress	Low 1-10 Days		
1/10/2022	107063	Rick, a renter of the hall, mentioned that the rear upper access doors would not fully close if locked without effort. Doors locked and fully closed upon his departure. Locks dept. to be notified. No further calls regarding the issue.	Open	Low 1-10 Days		

