

COLFAX VETERANS MEMORIAL HALL
Meeting Agenda
May 17, 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

Bob Candler
VFW Post 2003

David Green (Secretary)
VFW Post 2003

Paul Houck
VFW Post 2003

Cindy Gustafson
Board of Supervisors

Alternates

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**
 - a. Introduction – Paul Houck.
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).
 - b. Grant Status Update / CDFA Community Resilience Centers.
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: September 20, 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	Status	Priority	Original Message	Labor Hours	Date Closed
1/1/2023	83868	Closed	Continuing	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work		5/2/2023
1/2/2023	84006	Closed	Scheduled 30 Day	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	13.5	2/7/2023
1/2/2023	114784	Closed	Scheduled 30 Day	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210		1/20/2023
2/1/2023	85527	Closed	Continuing	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work		5/2/2023
2/1/2023	85705	Closed	Scheduled 30 Day	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	6.5	3/7/2023
2/1/2023	85925	Closed	Scheduled 30 Day	BM Annual Range Hood Duct and Fan Service Colfax Memorial Hall	2	5/2/2023
2/1/2023	85525	Closed	Medium 1-3 Days	Perform preventive maintenance as per procedure details	0.5	3/14/2023
2/2/2023	102294	Closed	Medium 1-3 Days	BM Water Filter 2 X Yr Facpm - 7307 - PM000070 Perform preventive maintenance as per procedure details 2ND FLOOR ROOM 460 MEMORIAL HALL REPLACE WATER FILTER AND CLEAR SYSTEM DRINKING FOUNTAIN (1) 10' CARBON BLOCK UNDER KITCHEN SINK - 3 FILTERS OPERATING 2 FAUCETS AND 1 ICE MACHINE (3) 10' CARBON BLOCK	2	2/8/2023
2/6/2023	114785	Closed	Scheduled 30 Day	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210		2/15/2023
2/20/2023	102563	Closed	Scheduled 30 Day	Building Inspection of interior and exterior. Inspection form provided at T:\FAC\BUILDING MAINTENANCE\Building Inspections		4/3/2023
2/27/2023	85956	Closed	Low 1-10 Days	Custodial Inspection of the facility Use Inspection Form at T:\FAC\BUILDING MAINTENANCE\CUSTODIAL\Inspection Reports	2.5	5/2/2023
3/1/2023	86991	Closed	Continuing	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work		5/2/2023
3/1/2023	87139	Closed	Scheduled 30 Day	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	10.5	4/6/2023
3/1/2023	86986	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		3/1/2023
3/1/2023	86987	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		3/1/2023
3/1/2023	86988	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		3/1/2023
3/1/2023	86989	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		3/1/2023
3/1/2023	86990	Closed	Low 1-10 Days	Perform preventive maintenance as per procedure details		3/1/2023
3/6/2023	114786	Closed	Scheduled 30 Day	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210		3/20/2023

4/1/2023	88850	Closed	Continuing	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work		5/2/2023
4/3/2023	89010	Closed	Scheduled 30 Day	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	14.5	5/3/2023
4/3/2023	114787	Closed	Scheduled 30 Day	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210		4/16/2023
4/3/2023	101988	In Progres s	Low 1-10 Days	BM Exit Sign+Emergency Light Ann Pm-7307-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		
5/1/2023	92408	Open	Continuing	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work		
5/1/2023	92589	Open	Scheduled 30 Day	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	4	
5/1/2023	92407	In Progres	Low 1-10 Days	Perform preventive maintenance as per procedure details		
5/1/2023	114788	Open	Scheduled 30 Day	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210		

PJ01223	Project Manager	Method	Original Request Date	Status	Colfax Hall Board Requests - FY22-23	Current	\$10,000.00	Estimate	Actual
						Carryover	\$28,970.00		
						Balance	\$38,970.00		
	Duane Espinoza	99338	9/15/2021	Planning	Air conditioning units in Vetern.Auxiliary rooms.		Estimate	50000+	
					1/12/23 DE Project estimate to remove existing furnace and evaporative coolers, and install ducted central HVAC. Project will require request for renovation process. Hall Board will decide if they want to pursue that.				
				Planning	Replace Countertops in Kitchen and Serving Window		Estimate	\$30,000	
					1/12/23 Countertop cost estimate is about \$30,000. This is a rough order cost. Project should not exceed 30k. Actual cost will be determined once job order is created and bid by vendors. Approval to move forward needed from Hall Board to begin process.				
							Sub Total	\$0	\$0
					Colfax Hall total estimate		\$0.00	Balance:	\$38,970