

**COLFAX VETERANS MEMORIAL HALL
Meeting Agenda
May 19, 2021 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

Cindy Gustafson
Board of Supervisors

Alternates

Thomas Hiatt
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. 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: 655 611 757 #

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).
- b. Completed Installation of Keypad Entry Door Locks.

7. Action Items

- a. Review / Modify / Ratify Building Maintenance Project List (Attachment).
- b. Green Machine Fee Waiver (Attachment).
- c. Use Fee Discussion (Attachment).

8. Reports

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

9. Announcements

- a. Next regularly scheduled meeting date: September 15, 2021.

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>.

Date	Request ID	Original Message	Status	Priority	Date Closed	Labor Hours
12/1/2020	28310	CUSTODIAL COLFAX MEMORIAL HALL Perform custodial duties at the location.	Closed	Scheduled 30 Day	1/4/2021	8
12/1/2020	51034	BLDG MNTC Building Services MEMORIAL HALL COLFAX	Closed	Continuing	1/4/2021	
12/1/2020	34440	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	12/1/2020	
12/1/2020	34448	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	12/1/2020	
12/1/2020	34456	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	12/1/2020	
12/1/2020	39271	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	12/1/2020	
12/1/2020	39274	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	12/1/2020	
12/3/2020	81073	Update all systems to electronic.	Closed	Low 1-10 Days	2/17/2021	
12/22/2020	81566	Suzanne Candier from VFW Aux called regarding graffiti located near or on top of the building. I have been told the message that was left has been covered by spray paint already. Thank you.	Closed	Low 1-10 Days	1/14/2021	
1/1/2021	30157	CUSTODIAL COLFAX MEMORIAL HALL Perform custodial duties at the location.	Closed	Scheduled 30 Day	2/4/2021	6.5
1/1/2021	51035	BLDG MNTC Building Services MEMORIAL HALL COLFAX Maintenance Work	Closed	Continuing	2/4/2021	
2/1/2021	31356	CUSTODIAL COLFAX MEMORIAL HALL Perform custodial duties at the location.	Closed	Scheduled 30 Day	3/1/2021	6.5
2/1/2021	51036	BLDG MNTC Building Services MEMORIAL HALL COLFAX Maintenance Work	Closed	Continuing	3/1/2021	
2/1/2021	64681	BM Annual Range Hood Duct and Fan Service Colfax Memorial Hall	Canceled	Scheduled 30 Day	2/2/2021	
2/1/2021	74495	Building Inspection of interior and exterior. Inspection form provided at T:\FAC\BUILDING MAINTENANCE\Building Inspections	Closed	Scheduled 30 Day	3/9/2021	
2/1/2021	31273	Perform preventive maintenance as per procedure details	Closed	Medium 1-3 Days	3/2/2021	
2/2/2021	36820	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	Closed	Medium 1-3 Days	2/22/2021	
2/8/2021	84459	no hot water in the bathrooms....	Closed	Low 1-10 Days	2/22/2021	
2/22/2021	79620	Custodial Inspection of the facility Use Inspection Form at T:\FAC\BUILDING MAINTENANCE\CUSTODIAL\Inspection Reports	Canceled	Low 1-10 Days	3/9/2021	
3/1/2021	37344	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	Closed	Scheduled 30 Day	4/1/2021	7

3/1/2021	51037	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work	Closed	Continuing	4/1/2021	
3/1/2021	34441	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	3/1/2021	
3/1/2021	34449	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	3/1/2021	
3/1/2021	34457	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	3/1/2021	
3/1/2021	85023	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210	Closed	Scheduled 30 Day	4/1/2021	
3/1/2021	39357	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	3/1/2021	
3/1/2021	39359	Perform preventive maintenance as per procedure details (HVAC)	Closed	Low 1-10 Days	3/1/2021	
4/1/2021	40062	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	Closed	Scheduled 30 Day	5/7/2021	12
4/1/2021	51038	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work	Closed	Continuing	5/7/2021	
4/1/2021	39834	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	Closed	Low 1-10 Days	4/5/2021	
5/1/2021	51039	BLDG MNTC Building Services MEMORIAL HALL COLFAX MMP Maintenance Work	Open	Continuing		
5/3/2021	41574	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	Open	Scheduled 30 Day		7
5/3/2021	37642	Perform preventive maintenance as per procedure details (Equipment)	In Progress	Low 1-10 Days		

PJ01223	Project Manager	Method	Original Request Date	Status	Colfax Hall Board Requests - FY20/21	Current	\$10,000.00	Estimate	Actual
						Carryover	\$10,000.00		
						Balance	\$20,000.00		
					No Active Hall Board requests at this time				
							Sub Total	\$0	\$0
					Colfax Hall total estimate		\$0.00	Balance:	\$20,000

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 4-H 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.

Organization Name: Colfax Green Machine

Responsible Party Name: Andrea Harrison Email: info@colfaxgreenmachine.org

Name of Facility being Requested: Colfax Veterans Memorial Hall.

Number of People: 30 Type of Event: Bingo

Area(s) of Hall to be used: All Posted Rate: _____

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: 100 %

Justification for Use Fee Waiver or Reduction (A letter to the Hall Board may also accompany this request):

We put on Binsio and raise funds for the
local youth in the area. We have had
the fees waived before.

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: 12/7/20

Memorial Hall Rate Change Proposal

Memorial Hall Name	Rental Spaces Available	Current Rates	Proposed Rates	Average Revenue per Reservation 18/19	15% Increase	20% Increase	Larger Increase Ideas
Roseville Veteran's Memorial Hall							
	Main Hall (Sat & Sun)	\$300.00	\$450.00	\$18,635 in generated revenue	\$345.00	\$360.00	\$350.00
Max Occupancy: 300	Main Hall, Dances (Sat)	\$250.00	\$375.00	619 reservations	\$287.50	\$300.00	\$300.00
	Main Hall (Fri after 5pm)	\$125.00	\$187.50	\$30.10 average	\$143.75	\$150.00	\$200.00
	Main Hall (Sun - Fri)	\$75.00	\$112.50		\$86.25	\$90.00	\$150.00
	Basement Hall & Kitchen	\$90.00	\$135.00		\$103.50	\$108.00	\$125.00
	Basement Hall	\$60.00	\$90.00		\$69.00	\$72.00	\$75.00
	Service Office	\$60.00	\$90.00		\$69.00	\$72.00	\$75.00
	Service Office with Main Hall	\$30.00	\$45.00		\$34.50	\$36.00	\$50.00
Auburn Veteran's Memorial Hall							
Max: 250 ; Banquet: 175	Main Dance Hall	\$250.00	\$375.00	\$6,650 in generated revenue	\$287.50	\$300.00	\$350.00
	Downstairs & Kitchen	\$200.00	\$300.00	223 reservations	\$230.00	\$240.00	\$300.00
Max: 225 ; Banquet: 150	Downstairs	\$150.00	\$225.00	\$29.82 average	\$172.50	\$180.00	\$200.00
Max: 20	Fireside Room	\$50.00	\$75.00		\$57.50	\$60.00	\$75.00
Loomis Veteran's Memorial Hall							
	Entire Hall (Fri - Sun)	\$400.00	\$600.00	\$9,250 in generated revenue	\$460.00	\$180.00	\$450.00
Max Occupancy: 225	Entire Hall (Mon - Thurs)	\$300.00	\$450.00	218 reservations	\$345.00	\$360.00	\$350.00
	Main Hall (Fri -Sun)	\$250.00	\$375.00	\$42.43 average	\$287.50	\$300.00	\$300.00
	Main Hall (Mon - Thurs)	\$150.00	\$225.00		\$172.50	\$180.00	\$200.00
	Meeting Room & Kitchen (Wkdys)	\$100.00	\$150.00		\$115.00	\$120.00	\$150.00
Lincoln Veteran's Memorial Hall							
	Entire Hall	\$400.00	\$600.00	\$8,400 in generated revenue	\$460.00	\$480.00	\$500.00
Max Occupancy: 250	Dining Room (Less that 4 Hrs)	\$100.00	\$150.00	395 reservations	\$115.00	\$120.00	\$150.00
			\$0.00	\$21.26 average			
Colfax Veteran's Memorial Hall							
	Event & Kitchen	\$125.00	\$187.50	\$530 in generated revenue	\$143.75	\$150.00	\$275.00
Max Occupancy: 150	Party	\$75.00	\$112.50	164 reservations	\$86.25	\$90.00	\$150.00
Banquet: 100	Meeting Room & Kitchen	\$60.00	\$90.00	\$3.23 average	\$69.00	\$72.00	\$100.00
	Meeting Room	\$30.00	\$45.00		\$34.50	\$36.00	\$75.00
Foresthill Veteran's Memorial Hall							
	Entire Hall	\$200.00	\$500.00	\$6,950 in generated revenue	\$230.00	\$240.00	\$300.00
Max Occupancy: 175	Entire Hall (Fundraiser)	\$150.00	\$450.00	501 reservations	\$172.50	\$180.00	\$225.00
	Main Hall	\$100.00	\$400.00	\$13.87 average	\$115.00	\$120.00	\$150.00
	Small Room & Kitchen	\$100.00	\$400.00		\$115.00	\$120.00	\$125.00
	Small Room	\$50.00	\$250.00		\$57.50	\$60.00	\$100.00
	Kitchen	\$50.00	\$350.00		\$57.50	\$60.00	\$75.00