



COUNTY OF PLACER FACILITY SERVICES DEPARTMENT

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COLFAX VETERAN'S MEMORIAL HALL Meeting Agenda May 15, 2013 at 6:00 PM 22 Sunset Circle, Colfax, CA.

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Election of Secretary**
5. **Approval of Minutes**
 - a. Minutes from January 16, 2013 Meeting (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 at 11476 C Ave. Auburn, California 95603. (530) 886-4967.
7. **Information / Non Action Items**
 - a. Work Order Report (Attachment)
 - b. Reminder: The County will be sending out a letter to Veterans organizations for recommendation of new trustees to district supervisor. Deadline June 17, 2013 (2.82.020. C.2.)
8. **Action Items**
9. **Reports**
 - a. Late-arriving correspondence.
 - b. Veterans Reports.
 - c. Hall Use Reports
 1. Parking Proposal
 2. Cleaning of the downstairs areas
10. **Announcements**
 - a. Next regular scheduled meeting date: September 18, 2013
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 the Department of Facility Services at 11476 C Avenue, Auburn, CA 95603. Phone (530) 886-4900. Fax 889-6809. Email: clavons@placer.ca.gov 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/Departments/Facility/halls/colfac_mem_hall.aspx

COLFAX VETERANS MEMORIAL HALL

22 Sunset Circle
Colfax, California 95713
January 16, 2013
Hall Board Meeting Minutes

1. **Meeting Called to Order** by President David Green
2. **Pledge of Allegiance** by President David Green
3. **Roll Call**

Jennifer Montgomery	Placer County Supervisor	
David Green	Hall Board President/VFW Post 2003	
Craig E Sultana	Hall Board Secretary/VFW Post 2003	
Charlie Gray	American Legion Post 192	
Harry Green	American Legion Post 192	
Tom Passanisi	VFW Post 2003 Alternate	
Thomas Mason Jr.	American Legion Post 192 Alternate	
Absent	David Longway	American Legion Post 192 Alternate
4. **Approval of Minutes** Motion made by Craig Sultana to except the minutes for the last meeting September 19, 2012 as read without corrections. Second by Tom Mason.
M/S/P
- Public Comment** None
6. **Information/Non Action Items**
 - a. Colfax Memorial Hall Operating Cost vs Revenue FY 2011/2012 was reviewed by Hall Board
 - b. Report of Veterans Organizations Reviewed and turned in by each Commander of VFW and American Legion.
 - c. Parking Proposal No Action Taken/ referred to Next Meeting May 15, 2013.
7. **Action Items**
 - a. Soroptimist International Consider request for fee waiver / reduction
Jennifer Montgomery motion that the Board waiver their fee/Second by Craig Sultana **M/S/P**
 - b. Colfax Area Historical Society Jennifer Montgomery motion that the Board reduce their fee to 50%/Second by Craig Sultana **M/S/P**
 - c. Colfax Green Machine Craig motion that no action take and stay with the Board's vote at the last meeting 9/19/2012 50% reduction in fee/Second by Jennifer Montgomery **M/S/P**
8. **Reports**
 - a. Late arriving correspondence None
 - b. Veterans Reports Tom Mason asked if the Veterans Group can put up Military Pictures through-out the Hall. Dennis Hughes answered the question by saying yes but please remember the public will also be renting the Hall. And the County did offer to put them up. Tom Mason said that the Veterans Group will display the pictures.
 - c. Hall Use Report
 1. Kitchen Fan was reported by David Green that it still does not work like it should. Dennis Hughes checked it out before the meeting and suggested that the window be cracked open. David Green said that the VFW have been doing that and it still gets smoky through-out the Hall. County will look further into this problem.
 2. Carpet in Meeting Rooms were looked at by the County and corrected if needed.

3. Janitorial Cabinet was reported that hand soap was not available if needed. It was pointed out by Dennis Hughes that soap is always on the shelf. The cabinets will remain lock and no access because of the chemicals that are stored.

4. Garbage Dumpster is not being locked up after it's been collected. County will call the Company and make the request that the driver always lock up the dumpster. David Green asked when's the dumpster scheduled to be collected. Dennis Hughes reported that the dumpster is not being collected every week to the usage of the Hall.

5. Security Gate on the Downstairs Window was requested by Craig Sultana if the County can put security screens on the windows. Dennis Hughes mention that it may be a problem due to the Fire Marshall and blocking off the possibility of escape if a fire or hazard occurs. It will be looked into by the County and reported at the next meeting.

6. It was asked by Harry Green about Smoke Alarms placed in the Hall. Dennis Hughes reported that it's not a requirement because the Hall is rented not occupy by a person or persons as living quarters.

9. **Announcements**

Next regular scheduled meeting date is May 15, 2013.

a. Craig Sultana turned his resignation to the Hall Board and County Supervisor effective January 16, 2013.

His seat will be filled as soon Commander of the VFW turns in his appointments. The next meeting the Hall Board needs to vote on a new Hall Board Secretary.

10. **Adjournment**

President David Green announced that the Meeting is adjourned.

===== REPORT CRITERIA =====

Assigned To: 16-JAN-2013
 Building: 08-MAY-2013
 Crew:
 Secondary Crew:
 Parent Equipment
 Parent Project:
 Status:
 Type:

Beginning Start Date:
 Ending Start Date:
 Beginning Due Date:
 Ending Due Date:
 Beginning Enter Date:
 Ending Enter Date:
 Beginning Schedule Date:
 Ending Schedule Date:

===== WORK ORDERS =====

Building	WO Number	Description	Status	Type	Pri	Equipment	Crew	Assigned To	Due Date	Est Hours
7307	WO029814	BLDG MNTC HVAC PM 2 X YEAR SERVICE EQ	OPEN	PREVENTIVE	4	EQ000622	BLDG MNTC		02-APR-2013	0.00
	WO029834	BLDG MNTC HVAC PM 2 X YEAR SERVICE EQ	OPEN	PREVENTIVE	4	EQ000624	BLDG MNTC		02-APR-2013	0.00
	WO029846	BLDG MNTC HVAC PM 2 X YEAR SERVICE EQ	OPEN	PREVENTIVE	4	EQ000623	BLDG MNTC		02-APR-2013	0.00
	WO029902	BLDG MNTC SWAMP COOLER OPENING PM	ASSIGNED	PREVENTIVE	4	EQ000839	BLDG MNTC	GJOHNSON	01-APR-2013	2.00
	WO029903	BLDG MNTC SWAMP COOLER OPENING PM	ASSIGNED	PREVENTIVE	4	EQ000840	BLDG MNTC	GJOHNSON	01-APR-2013	2.00
	WO030347	CUSTODIAL FLAG CHANGE MEMORIAL DAY MAY 1	ASSIGNED	CORRECTIVE	4	EQ001222	CUSTODIAL	LBERTILS	01-MAY-2013	2.00
	WO030426	CUSTODIAL DAY QUARTERLY ASSIGNMENT INSPECTION	ASSIGNED	INSPECTION	4		CUSTODIAL	CLYONS	15-APR-2013	1.00
	WO031659	NEED TWO KEYS MADE FOR VFW COLFAX	ASSIGNED	CORRECTIVE	3		BLDG MNTC		11-MAY-2013	0.00
	Subtotal -	8 Work Orders								7.00
Total -	8 Work Orders									7.00

Hours & Cost Report

Wo Number	Description	Total Hours	Dollar Amount
1 SW000169	CUSTODIAL COLFAX MEMORIAL HALL MMP	187.50	\$12,187.50