

**COLFAX VETERANS MEMORIAL HALL
Meeting Agenda
January 21, 2026 at 6:00 PM
22 Sunset Circle, Colfax, CA**

Board of Trustees

Richard Teterault
(Secretary)
American Legion Post
192

Henry (Hank) Silva
American Legion Post
192

David Green
VFW Post 2003

Paul Houck (President)
VFW Post 2003

Cindy Gustafson
Board of Supervisors

Alternates

Vacant
American Legion Post
192

Robert Candler
VFW Post 2003

Sophie Fox
Board of Supervisors

- 1. Call Meeting to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Minutes**
 - a. Minutes from September 17, 2025 (Attachment).
- 5. 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.
- 6. Information Items**
 - a. Review Work Order / Custodial Hours Report (Attachment).
- 7. Action Items**
 - a. Review / Modify / Ratify Building Maintenance Project List (Attachment).
 - b. PA System Proposal (Attachment).
 - c. Discuss re-keying the Lodge Rooms.
 - d. Discuss moving the VFW AUX in with the VFW, as the AL will have their own AUX.
- 8. Reports**
 - a. Late-arriving correspondence.
 - b. Veterans Reports.
- 9. Announcements**
 - a. Next regularly scheduled meeting date: May 20, 2026
- 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>.

Facilities Management ▪ Building Maintenance Division ▪ 3091 County Center Drive, Ste 270 ▪ Auburn, CA
95603

(530) 886-4958 office ▪ (530) 889-6859 fax ▪ ColfaxHall@placer.ca.gov

Colfax Veterans Hall Board Meeting Minutes September 17, 2025

1. Ric called meeting to order at 6:02 pm on Sept. 17, 2025
2. Pledge
3. Roll call: Ric Teterault , Red Houck, Hank Silva, Bob Candler,
4. Last meetings minutes approved first Bob, second Red
5. Election of officers. VFW's year to be President so Red Houck becomes President and Ric Teterault becomes Secretary.
6. no public attending.
7. Changing water flow from hillside in front of hall.
Telemedia cart is on its way and all repairs done from last meeting
8. Approved Green Machine waiver of fee for use of hall. First Red, Second Hank.
Dead Refrigerator behind bar be replaced with new glass door refrigerator.
Approved. First, Bob, Second Hank, Red.
9. Reports: nothing
10. Next meeting is on January 21, 2026 at 6:00 pm.
11. Adjournment.

Best regards,
Red

Date	Request ID	Original Message	Sub Type	Status	Priority	Date Closed	Labor Hours
9/5/2025	200294	Yearly floor work, Maintenance and cleaning of the Colfax Memorial Hall.	Other	Closed	Low 1-10 Days	9/10/25	
10/1/2025	149924	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	Custodial MMP	Closed	Scheduled 30 Day	10/30/25	12.5
10/1/2025	158091	Custodial Inspection PM-Custodial Inspection	Inspection	Closed	Scheduled 30 Day	10/29/25	1.5
10/6/2025	150346	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210 PM-Generators	Contractor Services	Closed	Scheduled 30 Day	10/22/25	0
10/29/2025	202710	From Inspection 2122 Building Exterior - Exterior Trash - Good Condition - A couple of pieces of trash out by the dumpster needs to be picked.	Other	Closed	Low 1-10 Days	10/30/25	
10/29/2025	202711	From Inspection 2122 Break Room Cleaning - Counters/Sinks - Good Condition - counter tops need to be wiped.	Other	Closed	Low 1-10 Days	10/30/25	
11/3/2025	160769	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	Custodial MMP	Closed	Scheduled 30 Day	11/25/25	15
11/3/2025	158006	Building Maintenance Inspection PM-Building Inspection	Inspection	Open	Scheduled 30 Day		0
11/3/2025	160597	Perform preventive maintenance as per procedure details PM-Equipment PM-Equipment	Custodial Routine PM	Closed	Scheduled 30 Day	11/5/25	1.5
11/3/2025	160854	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210 PM-Generators	Contractor Services	Closed	Scheduled 30 Day	11/25/25	0
12/1/2025	162065	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	Custodial MMP	Closed	Scheduled 30 Day	12/29/25	16.5
12/1/2025	161924	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	12/2/25	0
12/1/2025	161925	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	12/2/25	0
12/1/2025	161926	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	12/2/25	0

12/1/2025	162118	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210 PM-Generators	Contractor Services	Closed	Scheduled 30 Day	12/15/25	0
12/1/2025	161927	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	12/2/25	0
12/1/2025	161928	Perform preventive maintenance as per procedure details PM-HVAC	BM Routine PM	Closed	Scheduled 30 Day	12/2/25	0
12/7/2025	205829	Front door is not latching	CLBK/CLHM	Closed	Low 1-10 Days	12/17/25	
12/10/2025	206102	Rick Tetreault reported that the Main door latch for is not operating as designed. The door must be closed in an aggressive manner to ensure full latch and closure. Issue reported earlier in the week and a work order created. Reporting to memorial to ensure facility is secure and if repairs are required a new Work order request will be submitted.	CLBK/CLHM	Closed	Low 1-10 Days	12/19/25	
12/11/2025	206108	Rick Tetreault (530) 305-7526 from the Colfax Memorial Hall called to report that the main Hall door at the back driveway behind the building is not latching leaving the building unsecured. Issue found to be latch to strike plate alignment. Temporarily addressed by shimming the strike plate and loosening the latch mechanism on the door.	Locks Repair	Closed	High 1 Day	12/17/25	
12/17/2025	206264	Hall board approved discretionary spend: Put in queue project to add new circuit and new outlets around the kitchen serving window. As quoted.	Project Phase Building Maintenance	In Progress	Continuing		0
12/18/2025	206298	Please make two signs to place above light switch that says "Swamp cooler switch". Red background, white letters. 8"x"8" or somewhere around that size.	Indentification Signs	Closed	Low 1-10 Days	1/6/26	
12/18/2025	206304	Purchase new bottle fill stations.	Drinking Fountain / Hydration Station	Closed	Low 1-10 Days	12/30/25	0
1/1/2026	164333	CUSTODIAL COLFAX MEMORIAL HALL MMP Perform custodial duties at the location.	Custodial MMP	In Progress	Scheduled 30 Day		2

1/5/2026	164372	Bldg Mntc Generator Quarterly Pm - Colfax Trailer Mounted Stored at bldg. 210 PM- Generators	Contractor Services	Open	Scheduled 30 Day		0
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Colfax Memorial Hall Project Report	Column Labels Complete	In Progress	Planning	Grand Total
PJ01223 PJ01223 BM GF Memorial Hall Improvements - Colfax				\$22,842.00
PJ01223 BM GF Memorial Hall Improvements - Colfax - Replacement of Kitchen Countertops Hall Board Approved Use of Funds 4-9-25 LT 100% complete. NTP issued 10/21/24 ECD: 3/30/25. Acco and the Countertop sub were GREAT!! Hall members are extremely happy.	\$30,000.00			
PJ01223 BM GF Colfax Hall - Add Telemedia Cart to Veteran Room 9/25/25 Telemedia cart Delivered and installed at building.	\$1,700.00			
PJ01223 BM GF Colfax Hall - Install Acoustic Panels In Main Auditorium Completed 2025	\$10,000.00			
PJ01223 BM GF Colfax Hall - Purchase Mural Shield for Exterior Mural 10/25/25 Mural Shield purchased and delivered.	\$584.01			
PJ01223 BM GF Colfax Hall - Replace Bar Refrigerator Completed 10/2025	\$857.61			
PJ01223 BM GF Colfax Hall - Add PA System to Hall Auditorium 1/7/26 PA system quote received from Telecom. Will present to hall board for decision during January Meeting.		\$5,350.00		\$5,350.00
PJ120201 BM GF - Colfax Memorial Hall Countertop Electrical 12/17/2025 In queue for January/February 2026		\$9,000.00		\$9,000.00
PJ01223 Total	\$43,142.00	\$14,350.00		\$8,492.00



Project: Colfax Main Hall PA System

Date: 1/6/2026

One Time Charges

Item Description	Unit	Est. Hours/Qty	Unit Cost/Hourly Unit	Estimated
Telecommunications - Hardware				
Electro-Voice EVID-S5.2T 5.25" 2-Way 70/100V Commercial Loudspeaker (Pair, Black)	2	1	\$ 342.14	\$ 684.28
Shure MXW2X/SM58 neXt Wireless Handheld Microphone Transmitter with SM58 ...	2	1	\$ 503.28	\$ 1,006.56
Shure MXWAPXD2 Access Point Transceiver for MXW neXt 2 Wireless ...	1	1	\$ 1,081.08	\$ 1,081.08
Logitech Bluetooth Audio Adapter	1	1	\$ 34.55	\$ 34.55
JBL CSA 280Z Audio Amplifier (2 x 80W)	1	1	\$ 503.46	\$ 503.46
West Penn 293 18 AWG 2-Conductor Shielded Cable (500', Gray)	1	1	\$ 88.98	\$ 88.98
Panduit cable trough			\$ 150.00	\$ 150.00
White 31.5 in. W x 21.6 in. H x 15.7 in. D Steel Garage Wall Cabinet with 2 Shelves	1	1	\$ 102.50	\$ 102.50
https://www.homedepot.com/p/White-31-5-in-W-x-21-6-in-H-x-15-7-in-D-Steel-Garage-Wall-Cabinet-with-2-Shelves-Tool-Cabinet-for-Basement-Warehouse-WDBQG2023327W/328899321				
Telecommunications - Professional Services-2 staff/3 hrs	ea	4	\$144	\$ 576.00
DFV - Cabling and Panduit install	ea	4	\$ 110.00	\$ 440.00
Total Materials				\$ 3,651.41
Total Cost (Materials + Labor)				\$ 4,667.41
Tax 7.25%				\$264.73
Total Cost				\$4,932.14

Recurring Charges

Item Description	Unit	Qty	Unit Cost	Estimated
N/A	ea	0	\$0	\$0
Total Per Year Charge				\$0



Esimated costs for Facilities Services installation are provided in the event that special mounting techniques be employed to ensure safety.