

**West Plainfield Fire Protection District**

**24901 County Road 95, Davis, California 95616 (530)756-0212**

**STANDING COMMITTEE – BUDGET AND BENEFITS – MINUTES  
January 12, 2021 at 5:00 pm**

Held via Video and Teleconference

Remote Meeting Locations: 25258 County Road 95, Davis, CA 95616  
34791 Creeksedge Road, Davis, CA 95616

1. Call the meeting to order

The meeting was called to order at 5:03 PM by Chairperson Yeager. Present were:

Commissioners:	Jim Yeager
Committee Staff:	Hall Manager Katelyn Sinclair, Chief Rita, AC Heins
Absent:	Commissioner Beoshanz

2. Public comment

None

3. Discussion/Action – Rental Fee Assessment and or Adjustment

Commissioner Yeager stated that currently the Hall rental fees are \$600.00 and that they have not been adjusted in quite some time. He told the committee that surrounding hall rentals were significantly higher and suggested raising Lillard Hall fees to \$800.00. AC Heins noted that discussion on Item 4 might affect the calculations to determine the appropriate fee increase. Commissioner Yeager agreed.

Item Tabled

4. Discussion/Action – Cleaning Protocols When Opening

Commissioner Yeager told the group that given the current COVID-19 policies in place for businesses and projections for future policy the Hall should plan on additional cleaning and disinfection practices once the Hall is given permission to resume operations. The group agreed and decided that for liability reasons the Hall should be cleaned and disinfected after each use by a professional cleaning company. Hall Manager Sinclair was directed to get cost estimated for cleaning and disinfection of the Hall and bring those to the next meeting.

Item Tabled

5. Discussion/Action – Developing Wilkendorf Park South of the Hall

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Commissioner Yeager told the committee that after looking through historical records previous Hall Committees had discussed this topic. He suggested revisiting it again after COVID restrictions are lifted.

Item Tabled

6. Report – Finances

Hall Manager Sinclair presented the bank statement for November/December and reported that the Hall currently has just over \$30,000 in the account.

7. Discussion/Action – Quotes for Hall Doors

Hall Manager Sinclair told the committee that she has been working to gather estimates and that she currently only has one. She said she has contacted several companies and believes that because of the holidays they were slow in responding. She stated she was continuing to work on them and should have additional estimates soon.

Item Tabled

8. Discussion/Action – Quotes for Maintenance of Trees at Hall

Hall Manager Sinclair presented one quote and told the committee that she had contacted several companies and that many did not return estimates in time for this meeting. Commissioner Yeager said that the committee would meet again once additional estimates were ready for review.

Item Tabled

9. Discussion/Action – Updating Rental Policies and Agreement

Hall Manager Sinclair suggested that the Committee consider a non-refundable deposit for anyone wishing to reserve a date(s) for Hall rental. She suggested a \$200 initial non-refundable deposit that would be applied to the rental fee. The Committee agreed and suggested that this policy change would reduce the number of last-minute cancellations. After discussion it was determined that until the rental and cleaning fees were determined the Rental Policies and Agreements could not be updated.

Item Tabled

10. Discussion/Action – Rental of Hall to Non-Profit Organizations

Recommendation to the Board that the Hall rental fee should be waived to Non-Profit Organizations that have member(s) who reside within the West Plainfield District.

11. Discussion/Action – Action Items from the Hall Manager

Manager Sinclair asked the Committee that with the recommendation for the Hall to be rented at no charge to non-profits who have members who reside within the

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District that the Committee consider a reduced rate to non-profits with no residents residing within the District. Discussion followed and there were questions as to the amount of reduction that should be considered. It was decided that until cleaning fees were established that a recommendation could not be made.

Item Tabled

12. Open Forum

No topics

Discussion/Action – Meeting Adjourned – 5:50 PM

13. Calendar

- a. The next Lillard Hall Committee meeting to be determined.

*jim yeager*

jim yeager (Jan 18, 2021 13:32 PST)

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JIM YEAGER, Chair






# Minutes - Committee -Lillard Hall - 01-12-2021

Final Audit Report

2021-01-18

Created:	2021-01-18
By:	William Heins (wheins@wpfd.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6b0RaLIUQbezNZjzU8FhRhn5a6jW-N4-

## "Minutes - Committee -Lillard Hall - 01-12-2021" History

-  Document created by William Heins (wheins@wpfd.net)  
2021-01-18 - 6:06:27 PM GMT- IP address: 104.220.35.203
-  Document emailed to jim yeager (jysheep@aol.com) for signature  
2021-01-18 - 6:07:19 PM GMT
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2021-01-18 - 7:32:40 PM GMT- IP address: 69.147.90.62
-  Document e-signed by jim yeager (jysheep@aol.com)  
Signature Date: 2021-01-18 - 9:32:49 PM GMT - Time Source: server- IP address: 108.201.221.191
-  Agreement completed.  
2021-01-18 - 9:32:49 PM GMT