



West Plainfield Fire Protection District
24901 County Road 95, Davis, CA 95616 (530) 756-0212

STANDING COMMITTEE – LILLARD HALL - MINUTES
August 7, 2024 at 10:15 AM

Location: Lillard Hall
24901 County Road 95
Davis, CA 95616

1. Call the Meeting to Order (Chair Amy)

Chair Amy called the meeting to order at 10:16 AM. Present were:

Committee Members / Commissioners: Emily Amy and Warren Roos
Staff: Hall Manager Ned Sykes and Fire Chief Cherie Rita
Public: Patricia Mikklesen

2. Public Comment

Pat Mikklesen, who resides on Corcoran Hill Lane, addressed the Committee regarding the recent dog training cancellations at the Hall. Ms. Mikklesen takes the classes and appreciates having them at the Hall. She reported it was her understanding that Jennie had been charged for the canceled classes, which Jennie had canceled due to the excessive heat. She hopes that the Committee will consider refunding those amounts in consideration of the fact that the group has been renting the hall for the past 14 years. Chair Amy thanked Ms. Mikklesen for her comments and responded that the matter was already slated to be discussed under Agenda Item 5.

Pat Mikklesen asked about the possibility of getting a fee waiver for a Yolo County Animal Shelter (where she volunteers) dog adoption event, perhaps in conjunction with another Department event such as the Pancake Breakfast or the Flea Market. Commissioner Amy pointed out that there is a provision for fee waiver for events that "benefit the District." The event could bring in more people to the breakfast or market. Ms. Mikklesen will contact Volunteer Firefighter Association President / Firefighter Jon Lee to discuss it.

Ms. Mikklesen thanked the Committee and left the meeting.

3. Discussion / Action – Kitchen Lease / Remodel (Chair Amy)

a. Remodel report (Manager Sykes)

The permit has not yet been pulled; but should be later that week. Hall Manager Sykes pointed out that we may be eligible for and percentage exemption for ADA compliance remodel of the restrooms if it becomes necessary to do the remodel. No idea when final will occur and there will be a separate health department inspection at some point, as well.

b. Lease CPI increase for October (Chair Amy)

Hall Manager Sykes reported that he had notified Mr. Chong about the CPI increase to his monthly lease obligation, effective October 1, 2024.

4. Discussion / Action – Fund raising for maintenance / remodel (Chair Amy)

Hall Manager Sykes started with some suggestions regarding raising funds for maintenance purposes:

- Bingo night, either monthly or quarterly. He did not know what would be involved in putting on a Bingo night (permit, license, equipment, etc). He will do some research into costs and how to host one.
- Send out a letter soliciting donations to various community organizations: Odd Fellows, Rotary, etc. Chair Amy suggested Yocha De He. Chief Rita cautioned about the Hall submitting a request that could potentially affect the outcome of any requests submitted by the Department.

Chief Rita reported that we submit some sort of request for funds each year to Yocha De He. Chair Amy suggested that Manager Sykes check with Yocha De He

There was a general discussion about non-profit status, if we had it, what it entails to get it. Chair Amy will ask Commissioner Lindsay to do some research about whether public entities are inherently non-profit. Both Chair Amy and Chief Rita reported that the formal process is time-consuming and costly, and noted that either way there is a reporting requirement to the State of California for any fundraising events. Commissioner Roos will reach out to accounting department at the County that handles the Department's annual returns.

With respect to obtaining funds for the potential bathroom remodel, Chair Amy reported that she will reach out to Supervisor Frerich's office again now that we have plans and estimated costs.

5. Discussion /Action - Rentals (Hall Manager Sykes)

Hall Manager Sykes reported that Jennie had not been aware that the air conditioning was not working when she had canceled her events; canceling 3 in July and not booking any for August due to the excessive heat forecasts. Chair Amy proposed that Jennie be credited for 3 of her regular next uses. All agreed and Hall Manager Sykes will let her know.

Manager Sykes reported that the wedding reception event went well, aside from an unknown problem with the air conditioning. By the time Manager Sykes got to the Hall the issue had been resolved. He reported that the renter did a fair job at cleanup and that she had said she would rent it again if she needed a venue again for any reason.

Aside from reporting that the Fly Fishers group was in the process of applying to rent the Hall for their annual fundraiser, there were no other events or potential events to report on.

6. Discussion / Action – Maintenance (Chair Amy)

Hall Manager Sykes reported that Blake's had come out to check why the air conditioner was not working. It was discovered that, while there was power to the breakers, there was no power to the condenser. The electrician who did the work was called back out to fix it; it was discovered he had crossed a wire. Hall Manager Sykes reported he had a check ready for payment of Blake's invoice (in the amount of \$95). After some discussion about who should pay for it and how, it was determined that the Hall account would pay it and Mr. Chong would be responsible for reimbursing it to the Hall fund.

Hall Manager Sykes reported that nothing else needed immediate maintenance.

7. Open Forum – Other Hall Business (Chair Amy)

Hall Manager Sykes asked Chief Rita about the error she had spotted in the accounting of use of funds for FYE 2024. Chief Rita reported that the beginning cash balance and the ending cash balance were out-of-balance; she showed Hall Manager Sykes how she had determined that and he will look for the error.

8. Calendar (Chair Amy)

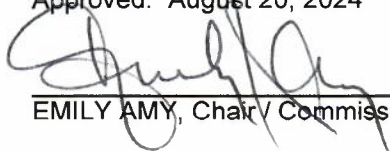
a. The next Lillard Hall Committee meeting to be determined

Chair Amy scheduled the next Lillard Hall Committee meeting for September 11, 2024, at 10:15 AM.

9. Adjourn Meeting (Chair Amy)

The meeting was adjourned by Chair Amy at 11:07 AM.

Approved: August 20, 2024


EMILY AMY, Chair / Commissioner


CHERIE RITA, Interim Board Clerk
(signed October 23, 2024)