



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

**STANDING COMMITTEE – LILLARD HALL – MEETING
February 10, 2023 at 4:00 PM**

To Be Held:
24905 County Road 95
Davis CA, 95616

1. Call the meeting to order (Chair Amy)
2. Public comment
3. Discussion / Action – Sykes Proposal (Amy)
 - a. Review
 - b. Recommendation(s) to Board
4. Discussion / Action – Review Rentals / Status (Amy)
5. Discussion / Action – Hall Maintenance (Amy)
 - a. Status
 - b. Recommendation(s) to Board
6. Open Forum – Other Hall Business
7. Calendar
 - a. The next Lillard Hall Committee meeting to be determined
8. Adjourn Meeting (Chair Amy)

EDWARD SYKES

PROJECT PROPOSAL FOR LILLARD HALL

PROJECT OBJECTIVE:

- Identify immediate needs of Lillard Hall.
- Facilitate and execute solutions for a three-month (approx.) period so WPFD can focus attention on 218 marketing campaign.

PROJECT DETAILS:

- Assess cleaning and general maintenance needs and take care of them.
- Get the kitchen in order.
- Organize workday with volunteers to paint entire interior.
- Contact contractor and architect to get bids on ADA compliance and floor.
- Create an office/work space.
- Inventory all equipment. Repair as necessary.
- Communicate with clients; handle existing and new bookings.
- Create Marketing Video highlighting the features and history of Lillard Hall.
- Communicate and work with the board to update and finalize policies and procedures, and to create a plan for Lillard Hall that everyone can get behind.

BUDGET REQUIREMENTS:

- \$3000 Salary (billed at \$18/hr for approximately three months)
- \$2500 Supplies (purchased as needed)

COST AND TIME ESTIMATES ARE BASED ON 10-15 HOURS PER WEEK. AFTER THREE MONTHS WE CAN ALL SIT DOWN AND TALK ABOUT THE BEST WAY TO MOVE FORWARD.

LILLARD HALL - REPORT - RENTALS

Date(s)	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
01/10/23	Meeting	WPPFD Resident	No			Yes	800				No		No	
01/12/23	Dog Training	Other	Yes	100		Yes	200	08/25/22			No		No	
01/12/23	Dog Training	Other	Yes	100		Yes	600				No		No	
01/18/23	Dog Training	Other	Yes	100		No					No		Yes	
Community Meeting														
01/18/23	Flooding	Meeting	Yes	100		Waived					No		No	
01/19/23	Dog Training	Other	Yes	100		No					No		No	
01/24/23	Dog Training	Other	Yes	100		No					No		No	
01/26/23	Dog Training	Other	Yes	100		No					No		No	
01/31/23	Dog Training	Other	Yes	100		No					No		No	
02/01/23	Dog Training	Other	Yes	100	01/31/23	No					No		No	
02/02/23	Dog Training	Other	Yes	100	01/31/23	No					No		No	
02/08/23	Dog Training	Other	Yes	100	01/31/23	No					No		No	
02/09/23	Dog Training	Other	Yes	100	01/31/23	No					No		No	
02/14/23	Meeting	WPPFD Resident	No			Yes	800				No		No	
02/15/23	Dog Training	Other	Yes	100	01/31/23	No					No		No	
02/16/23	Dog Training	Other	Yes	100	01/31/23	No					No		No	
02/22/23	Dog Training	Other	Yes	100	01/31/23	No					No		No	
02/23/23	Dog Training	Other	Yes	100	01/31/23	No					No		No	
03/01/23	Dog Training	Other	Yes	100		No					No		No	
03/02/23	Dog Training	Other	Yes	100		No					No		No	
03/04/23	Fundraiser Dinner	Other	Yes	800		Yes	800	01/19/23			Yes		Yes	
03/05/23	Fundraiser Breakfast	WPPFD Personnel	No			Waived					No		No	
03/08/23	Dog Training	Other	Yes	100		No					No		No	
03/09/23	Dog Training	Other	Yes	100		No					No		No	
03/14/23	Meeting	WPPFD Resident	No			No					No		No	
03/15/23	Dog Training	Other	Yes	100		No					No		No	
03/16/23	Dog Training	Other	Yes	100		No					No		No	
03/22/23	Dog Training	Other	Yes	100		No					No		No	
03/23/23	Dog Training	Other	Yes	100		No					No		No	
Community Meeting														
03/23/23	Flooding	Meeting	Yes	50		Waived					No		No	
03/29/23	Dog Training	Other	Yes	100		No					No		No	
04/01/23	CE Workshop	Other	Yes	800	09/22/22	Yes	800	09/22/22			No		No	
04/02/23	CE Workshop	Other	Yes	800	09/22/22	No					No		No	
04/11/23	Meeting	WPPFD Resident	No			No					No		No	

LILLARD HALL - REPORT - RENTALS

Date(s)	Event Type	Applicant Type	Rent Due	Amt Due	Date Paid	Security Deposit Due	SD Amt Due	Date Paid	Date Refunded	Refund Amt	Ins Cert Required	Date Cert Provided	Guard Required	Date Contract Provided
04/28/23	Fundraiser Dinner	WPPFD Resident	No			Yes	800				Yes		Yes	
05/09/23	Meeting	WPPFD Resident	No			No					No		No	
05/27/23	Quinceanera	Other	Yes	800		Yes	800	08/24/22			Yes		Yes	
06/13/23	Meeting	WPPFD Resident	No			No					No		No	
07/11/23	Meeting	WPPFD Resident	No			No					No		No	
08/08/23	Meeting	WPPFD Resident	No			No					No		No	
09/12/23	Meeting	WPPFD Resident	No			No					No		No	
09/23/23	Quinceanera	Other	Yes	800		Yes	800	09/21/22			Yes		Yes	
10/10/23	Meeting	WPPFD Resident	No			No					No		No	
11/14/23	Meeting	WPPFD Resident	No			No					No		No	
12/12/23	Meeting	WPPFD Resident	No			No					No		No	

LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Purpose
08/23/22		30.00			Stop Payment Fee
08/29/22			3,200.00		
09/04/22	605	800.00			Refund Deposit
09/06/22			1,800.00		
09/15/22	606	1,393.65			Invoice(s): Payroll & PGE Aug 2022
09/20/22	607	756.23			Invoice(s): Payroll & PGE Sept 2022
09/20/22		3.00			Check image service fee
09/26/22			1,950.00		
09/28/22	608	416.44			Invoice(s): Payroll 09/30/22
10/15/22	612	641.17			Invoice(s): Payroll & PGE 10/14/22
10/19/22		3.00			Check image service fee
10/20/22				19,030.28	Beginning Balance - Bank Statement
08/24/22	604	800.00		18,230.28	
09/26/22	609	800.00		17,430.28	Refund Deposit
10/05/22	610	101.24		17,329.04	Internet - Oct 2022
10/18/22	611	765.44		16,563.60	Garbage
10/18/22	613	178.14		16,385.46	Reimburse: Motion lights (Home Depot)
10/30/22	614	800.00		15,585.46	Refund Deposit
11/01/22	615	106.24		15,479.22	Internet - Nov 2022
11/11/22	616	380.22		15,099.00	Garbage
11/11/22	617	230.00		14,869.00	Troubleshoot light pole
11/11/22	618	378.59		14,490.41	Invoice(s): Payroll 10/28/22
11/13/22	619	800.00		13,690.41	Refund Deposit
11/15/22	620	473.23		13,217.18	Invoice(s): Payroll 11/14/22
11/17/22		3.00		13,214.18	Check image service fee
12/01/22	621	106.24		13,107.94	Internet - Dec 2022
12/01/22	622	375.22		12,732.72	Garbage
12/01/22	623	800.00		11,932.72	Refund Deposit
12/04/22	624	200.00		11,732.72	Refund Deposit
12/05/22			5,850.00	17,582.72	
12/16/22	625	824.29		16,758.43	Invoice(s): 11/16/22, 11/22/22, 12/06/22

LILLARD HALL - REPORT - ACCOUNTING

Date	Check #	Payment Amount	Deposit Amount	Balance	Purpose
12/19/22		3.00		16,755.43	Check image service fee
	626			16,755.43	
12/26/22	627	542.91		16,212.52	
	628			16,212.52	
12/26/22	629	101.24		16,111.28	Internet - Jan 2023
12/27/22			500.00	16,611.28	Rental
12/30/22	630	380.22		16,231.06	Garbage - Past Due
01/18/23			700.00	16,931.06	
01/19/23		3.00		16,928.06	Check image service fee
01/19/23	631	101.24		16,826.82	Internet - Feb 2023
02/10/23	632	390.03		16,436.79	Garbage - 01/31/23
02/10/23	633	120.42		16,316.37	Invoice(s): PGE 01/26/23
			1,600.00	17,916.37	Rental and Security Deposit
				17,916.37	
				17,916.37	