



Dr. Kirk Nicholas  
Superintendent

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Governing Board Members  
Mr. David Pombo, President – Mr. Matthew D. Balzarini, Clerk  
Ms. Sharon Lampel – Mr. Shane Nielson – Mrs. Micaela Vergara

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**District Office – Board Room**  
**111 De Anza Blvd., Mountain House, CA**  
**April 18, 2014 – 1:30 P.M.**  
**Governing Board Facilities Use Committee Meeting Minutes**

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- I. Called to Order at 1:30 P.M.
- II. Establish Chair of Committee: The Governing Board designated Matthew Balzarini as Committee Chair.  
Committee Members present included: Matthew Balzarini, Shane Nielson, Alvina Keyser, Jim Nolan.
- III. Approval and/or Corrections to the agenda  
It was moved by Member Nielson to approve this agenda as presented, second by Member Keyser with no discussion. Motion carried with four (4) ayes.
- IV. Receiving of Public Comments: No Public Comments were made.
- V. Establish Future Meeting Dates  
The Committee determined future meeting dates:  
May 7, 5:30 P.M.; May 21, 5:30 P.M.; June 4, 5:30 P.M.; June 11, 5:30 P.M.  
These dates and times coincide with most Board meeting dates.
- VI. Facilities Use Handbook Review
  - A. Tier Fee Schedule  
Need to tie in the custodial rates to include time and half and ensure rate increases are compensatory to custodial salary increases. Utility charges will occur after 5:00 p.m. (normal business hours). Kitchen staff rates will need to be increased with salary increases as well. Kitchen staff is required to use the kitchen facility to ensure proper appliance usage, accountability for items in the kitchen, and proper cleanliness after usage. Alvina will verify the CSEA contract for use of the kitchen by CSEA employees only. The District's fee schedule has not been increased in 5 years. The hourly utility fee should be adjusted. Once Chevron completes their analysis of our sites, the utility fees will be adjusted as necessary. TUSD has increased their fees steadily in the past 5 years. We will need to review the "for profit" agencies that use the facilities. The current number of tiers is 6. It is suggested to move the foundations to tier 1A with the exception of high risk events. The distinguishing of meetings held versus games or fundraising events is needed. The committee reviewed Manteca Unified's fee schedule and felt it was reasonable and easy to understand.
  - B. Organization placement and priority  
There was discussion of placement for little league teams of different classifications and eligibility for the children participating. The placement of new users will be brought to the committee to decide which tier they should be classified as. Competitive leagues only house children that have certain skill levels and is not open to all residents of the community. The committee determined the placement of their tiers should be 2A. The priority of usage could be determined by their tier level.
  - C. Facility Availability
    1. Elementary Schools – To be presented to the Governing Board on May 7.
    2. High Schools – To be determined at a later meeting.
    3. Field Use – The district is currently not charging usage for field use.
- VII. Future Agenda Topics
  - A. 5/7 – Draft tier schedule and manual language update, to include language change from CBO to Committee as the decision maker, then have legal review the final draft manual. Elementary School Summer Usage to be placed on the 5/7/14 Governing Board Agenda.
  - B. 5/21 – Field Usage
  - C. 6/4 – High School Use and Fields – Will check on the new school warranties.
  - D. 6/11- To be determined

VIII. Adjournment of the Facilities Use Committee Meeting of the Lammersville Unified School District, April 18, 2014 at 3:10 P.M.

MOTION BY: SNielson; SECOND BY: AKeyser ; AYES: 4 ; NOES: 0 ; ABSENT: 0 .

Respectfully submitted,

\_\_\_\_\_, Secretary

Approved and ordered entered into the Proceedings of the District on May 7, 2014.

\_\_\_\_\_, Clerk