

# OLESS Minutes

(Old Lyle Elementary School Supporters)

April 19, 2021 at 6:00 PM

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**Mission:** Working together to preserve and maintain the Old Lyle Elementary School building and park as an activity center and green space to improve the quality of life for the Lyle community.

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**Attendees:** Kelly Johnson (Note Taker) Don Starkin, Julie Larson, Steffanie Boen, Rocky Shultz

**Board Members Not Present:** All present

1. **Introductions of guests** – No Guests

2. **Review and approval of March minutes** – Approved

3. **Treasurer's Report – Don**

- Everything looks good
- Currently have a PUD surplus
- Rent check mailed to LSD No 406

4. **Events & Rentals – Emily**

- COVID phasing. Our region (Southwest) is currently in phase 3 - <https://www.governor.wa.gov/sites/default/files/HealthyWashington.pdf>
- Strong Women would like to use the building again – Board decides yes. Don to notify Sherri Starkin.

5. **State Grant Status – \$1,409.82 balance**

- Paint baseboards – Don is working on project himself
  - Chuck Hunter emailed on 01/23/20 asking if we will be using the funds. We need to decide how to spend this money relatively soon.
  - Maybe work party?
  - 03/03/20 Status: Rocky and Don to lead planning of event. Others to help once plan is in place.
  - 05/12/20 Status: COVID hiatus.
  - 06/08/20 Status: Consider purchasing items for baseboard project in order to complete grant
  - 07/13/20 Status: No actions at this time due to COVID.
  - 08/10/20 Status: Meeting cancelled due to COVID phase 2 revisions
  - 09/14/20 Status: No actions at this time due to COVID restrictions.
  - 10/12/20 Status: Stef and Don to look for old reader board quote so we can purchase and get this grant closed out.
  - 12/14/20 Status: Kelly to look for coded entry.
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- 02/08/21 Status: Back up heater is necessary at LAC. Money to be used for heater and spare parts. Don to take pictures and send with receipts to Kelly for grant reimbursement package.
- 03/08/21 Status: Robert and Don to work on heater issues.
- 04/19/21 Status: Robert not present

## 6. Incident and Corrective Action Tracking

- Do we want to generate a formal tracking procedure for incidents and how we correct them?
  - Kids on roof of LAC
    - Do we still want to post a sign or are the secured tables enough? – Yes, want to post signs
    - LAC Building Sign – No climbing on the building. Don to order sign.
- Kelly to generate format
- 10/12/20 Status: No actions at this time
- 12/14/20 Status: No actions at this time
- 02/08/21 Status: Julie to sign and scan reports back to Kelly. Don to confirm description of incident about kids on the roof of the LAC to Kelly for Incident Report. Add cables for tables to corrective actions for Kids on roof incident report.
- 03/08/21 Status: All to email Kelly verbiage for sign for keeping kids off the roof. Robert – Need incident report for kids on the roof of the pavilion. We also need a sign for keeping motorized vehicles off the green space.
- 04/19/21 Status: LAC Building Sign – No climbing on the building. Don to order sign. Kelly to complete incident report.
  - Kids on roof of Pavilion – No climbing on the Pavillion Sign
    - Don to order sign
    - Kelly to generate Incident report
  - Keeping motorized vehicles off the green space –
    - Two signs – one near backstop, one near the skate ramp
    - Don to order sings
    - Kelly to generate Incident report

7. **Project Updates** – Board to meet one hour before next meeting for Bylaws review

## 8. Green Space Management – Rocky

- No updates at this time.

## **9. CEKC Request**

- 03/08/21 Status: Needs locked space. Use of nurses office. Maybe willing to pay meetings or locked locked space. Ask for monthly meeting fee and then they can use the nurses office. Kelly to notify Linda Williams.
- 04/19/21 Status: CEKC would like to look at the space to confirm they need it. Linda is working with the CEKC board to schedule a time to look at it. Kelly Blanchard would like the space if CEKC decides not to use it.

## **10. Ping Pong Table Donation – Kate Willsen**

- Apparently already delivered and in hallway down by the south classroom. Board will evaluate the ping pong table situation at next in-person meeting.
- 04/19/21 Status: LAC already has a ping pong table. Does not need another. Kelly to notify Kate Willsen

**11. Gorge Grown Market update** – Will not be at the LAC this year. Will be at the old Memaloose tasting room

## **12. Kate Willsen's request to pave dumpster space**

- Overview of project tracking document
- Board overviewed project tracking document. Kelly to send doc to Kate.

## **13. Community Council Request – Julie**

- Sub-committee attempting to get access to Sandbar
- Lyle Community Council (LCC) would like to have a public meeting
- Board decides LCC allowed to meet without meeting fee. LCC meetings serve the mission statement of OLESS.

## **14. How do we recruit new board members/volunteers?**

- It's on the website
- Ask Mildred Lykens to add something to her newspaper - Kelly
- Julie to email Marty Dennis to add to What's Happening in Lyle

**15. Do we want to change the meeting time?** - No

## **16. Open Forum**

- Do we want to have the Porta Potty this year?
- Don to call Bishop Sanitation and ask what is the COVID situation with Porta Potties.

## **ACTION ITEMS:**

### **Don:**

- Call Bishop Sanitation and ask about Porta Potty situation
- Meet at 5PM on 5/10 for OLESS Bylaw review
- Order “No Climbing on Building” sign for Lyle Activity Center
- Order “No Climbing on Pavilion” Sign
- Order two “No Motorized Vehicles on Green Space” signs
- Notify Sherri Starkin that Strong Women are allowed in COVID phase 3
- Work on heater issues so balance of grant can be spent
- Bring ideas for process for tenant maintenance requests to next meeting
- Send before and after pictures and receipts for heater to Kelly for grant reimbursement package
- Find LAC building measurements
- Locate old reader board quote
- Meet with Stefanie Boen to give her the 2018 Financial Audit paperwork
- Make appointment with Steffanie and Rocky to go over Excel spreadsheet for Treasurer related expenses
- Email about verbiage for sign regarding kids being on roof
- Begin training Steffanie on Treasurer related duties
- Schedule and manage baseboard painting project
- Give baseboard painting receipts, pics and copy of checks to Kelly for reimbursement
- Talk to KPOD to find out what would be involved to increase community share of water for greenspace:

### **Emily:**

- Reach out to Stefanie Boen and let her know what medical activities are occurring at the LAC - **Complete**
- Update Ruth with OLESS board responses to her questions
- Update Google business listing
- Update any Google and Facebook information listing Marsha Pope’s contact information
- Update MOU Word Doc for Top Gear Driving School Rental
- Create flier for LAC to hand out at events
- Email Facebook about removing old LAC page
- Post pictures of last year’s Halloween Trunk or Treat Event on social media outlets

### **Julie:**

- Email Marty Dennis of What’s Happening in Lyle about OLESS looking for board members
- Meet at 5PM on 5/10 for OLESS Bylaw review

- Sign and scan incident reports about graffiti and send to Kelly - **Complete**
- Bring ideas for process for tenant maintenance requests to next meeting
- Ask the Lyle Museum about management of items in the glass case in LAC hallway
- Get dumpster key from Robert to give to WAGAP
- Update board with details about LAC request as COVID testing site
- Place heater in storage closet
- Email about verbiage for sign regarding kids being on roof
- Work with LSD to determine what educational RCW's are applicable to the LAC
- Check out details on listing the LAC as a WiFi hot spot on the OSPI
- Read 2016 lease agreement looking for details about educational RCW's
- As Facebook administrator, work with Emily to transfer authority to the LAC Activity Manager
- Work with LHS to see if students can earn leadership credits for helping at the LAC
- Work with local community groups to generate community calendar
- Follow up with Ann about receiving donation of basketball hoop
- Work with Kevin regarding community service hours for LHS students

**Kelly:**

- Send Dumpster Paving Project Tracking document to Kate Willsen
- Notify Kate Willsen that LAC already has a ping pong table
- Email Mildred Lykens about OLESS looking for board members
- Meet at 5PM on 5/10 for OLESS Bylaw review
- Notify bank of Stefanie Johnson's resignation so she can be removed from the account
- Generate Incident report for kids on roof of pavilion
- Generate Incident report for motorized vehicles on football field
- Remove nurses' office for rent from website – **Complete**
- Add key list to LAC password protected site – **Complete**
- Generate project tracking document for questions about Kate Willsen's request to pave dumpster space - **Complete**
- Investigate work order/maintenance request functionality in Weebly
- Investigate renter/member functionality in Weebly
- Notify Linda Williams of board decision about nurses' office - **Complete**
- Reach out to Stefanie Johnson to see if she has time to be Treasurer
- Bring ideas for process for tenant maintenance requests to next meeting
- Put together grant reimbursement package for heater and replacement parts
- Look into coded entry for LAC
- Request evidence of coverage from LSD No 406

- Generate Incident and Corrective Action Report for kids on roof
- Send combined rental request form to Jonathan Blake and OLESS Board for approval
- Quote for sign to deter kids from getting on roof
- Get proof of coverage from Jonathan for Treasurer to present to LSD No. 406
- Look into window rebates from PUD
- Add Gorgeswap to LAC website
- Fix stairs at entryway on west side of building – When weather allows, Interface with Klickitat County about entry way/ADA accessibility on North/West portion of building – Kevin Oldfield to help
- Write grant request for 2022 – Consider daycare requirements

**Robert:**

- Work on heater issues so balance of grant can be spent
- Email Kelly about how many keys are in the inside lockbox and how the process works
- Post “Masks Required” signs at LAC
- Look over LAC building maintenance and email Kelly with additions
- Purchase copy of dumpster key for WAGAP and give to Julie Larson
- Give receipt for dumpster key and painting supplies to Steffanie for reimbursement
- Determine appropriate watering for green space
- Install rack in Supply Room
- Investigate entry way heater issue
- Investigate rugs for hallway
- Construct a cage around the HVAC unit
- Investigate wireless thermostats for heaters for two rooms
- Investigate contacts to potentially restore chimney
- Replace boards near skate park as soon as the weather allows – 8 total
- Investigate roof leak in boiler room – Flashing has been replaced.
- Replace timer for outside faucet
- Change four fixtures in cat rescue room
- Replace hose with PVC pipe
- Replace electrical box by the BBQ with outlet with USB port
- Investigate repair of door bar closest to skate park

**Rocky:**

- Meet at 5PM on 5/10 for OLESS Bylaw review
- Bring ideas for process for tenant maintenance requests to next meeting

- Explore ways to manage grass so the green space stays green during the summer
- Meet with Don and Steffanie for backup training on Treasurer duties
- Email about verbiage for sign regarding kids being on roof
- Plan baseboard painting project
- Research options for counter top in pavilion
- Check out Mt Adams Chamber and Dallesport News Letter for advertising space for room rentals
- Look into covers for hallway ceiling lights

**Steffanie Johnson:**

- Make appointment with Don to go over spreadsheet
- Look over New Board Member Orientation document
- Begin training with Don on Treasurer related duties

**Stefanie Boen:**

- Meet at 5PM on 5/10 for OLESS Bylaw review
- Set up time for board to review bylaws - **Complete**
- Bring ideas for process for tenant maintenance requests to next meeting
- Schedule meeting time for bylaws review
- Update website with meeting sign in records
- Reach out to Emily to find out what medical activities are occurring on site - **Complete**
- Locate old reader board quote
- Audit 2019 Financial Reports
- Audit 2020 Financial Reports
- Sign off on 2018 Financial Audit report
- Meet with Don to get 2018 Financial Audit paperwork
- Email about verbiage for sign regarding kids being on roof
- Go over first draft of Fiscal Sponsorship agreement between CEKC and OLESS
- Make Thank You's from the Lyle Activity Center
- Send Thank You to Janette Petty
- Work with Don and Kelly to generate audit work instruction and documentation process for internal auditing of OLESS/CEKC checking account
- Manage documentation of audit findings
- Begin tracking donation forms – Kelly will send you the form. No need to retroactively track.
- Begin tracking volunteer hours – Kelly will send you form. No need to retroactively track.
- Instagram – Follow up on Brielle's email (Forwarded from Marcia B)

**Vern:**

- Manage flags appropriately/legally - Ongoing

**PARKING LOT**

- Address labels to correct PO Box on donation cards and envelopes
- Generate more formal lease agreement other than MOU that is currently in use
- Relocate BBQ – Moved to OLESS Insurance Project Tracking document
- Determine how many alarm codes exist in the alarm system
- Cycle Oregon – Research possibility of becoming a stop for Cycle Oregon as a Fundraiser
- Car Club Ride Fundraiser
- Resolve issue of perpetual loss of the key in key box outside
- Replace West facing doors on North end of building
- Seal the tops of the bricks around the pavilion and maybe make it a counter top
- Generate Routine Maintenance Schedule for the building
- Outdoor exercise park – Skyline Foundation interested in hearing about a project at the LAC for potential donation
- Thatch green space
- Create LAC Activity Manager email address so impact of personnel changes are minimized
- Create process for renting tables and chairs to green space users
- Work Instruction for draining pipes in the winter
- Sound system
- Humanities of Washington - Affiliate of National Endowment for the Humanities, Do we want them to give presentations at LAC?
- Cleaning work parties
- Should tree lighting ceremony be an annual event
- Open house for completion of restoration grant – Maybe Gina Mosbruckers performs ribbon cutting ceremony
- Look over statement of work for Housekeeping and consider adding kitchen and popcorn maker
- Area above boiler room needs fascia to keep the birds and bats out
- Projector for rental
- Mixing valve in janitors closet needs to be replaced
- Fire inspections – requirements?
- Greenspace – How to reduce water bill
  - Low flow sprinkler heads
  - Community contribution
  - Sharing expenses with LHS



- Reader board
- Sell fence space on Hwy 14 for advertising
- Relocation of HVAC
- Where do we go from here?
  - Planning session for reimagining LAC
  - Reach out to community
- Gorge Grown – [kiara@gorgegrown.com](mailto:kiara@gorgegrown.com) (503) 490-6553
- OLESS business plan
- Future funding for OLESS/Fundraising
- Solar panels to replace outlets
- Relocate bench to south-east portion of building
- Advertise glass on website
- Identify way to remedy issue with heat being left on in the rooms
- Should we generate a common place to document everyone's contact information
- Puncture vine – How to control
- People/renters are not leaving the rooms as the found them, even with a checklist – New ways to manage.
- Lost and found procedure
- Generate scale for charging for-profit entities that want to use space

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**Next General Meeting Scheduled:**  
Monday May 10, 2021 at 6:00 PM at the Lyle Activity Center

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