

OLESS Minutes

(Old Lyle Elementary School Supporters)

March 3, 2020 at 4:00 PM

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.

Attendees: Emily Steele, Rocky Schultz, Stefanie Boen, Stephanie Johnson, Kelly Johnson (Note Taker)

1. Introductions of guests

2. Review and approval February minutes - Approved

3. Proposed First Amendment to First Amended and Restated Lease Agreement from Lyle School District No. 406

- Thoughts on discussion during Feb meeting
 - Rocky states that OLESS/CEKC should not alter the agreement
 - Stefanie expresses worries about volunteer resources required by the newly proposed agreement
 - Kelly expressed concerns that contracts associated with the \$270K grant documented with the WA Dept of Commerce should not be altered without their approval. In addition, OLESS does not have the power to make this decision. The CEKC board has the power.

4. Lyle School District Board Meeting

- Rocky, Kevin and Kelly attended – overview of meeting
- Meeting did not go into details with school board members and was not a venue for discussion.

5. Items to address according to Jonathan Blake of McCoy Holliston

- CEKC should not be renting from OLESS because we are not separate entities
 - 09/23/19 Status: Jonathan Blake emailed Kelly Johnson and Linda Williams stating that in order to be compliant with insurance, CEKC should no longer pay OLESS rent
 - 10/01/19 Status: New lease sent to Jonathan Blake 10/01/19. Maybe move the money in another way?
 - 11/04/19 Status: No word back from Jonathan Blake.
 - 02/04/20 Status: Linda Williams stated that we will resolve the issue by moving the money in another way such as a donation.
 - 03/02/20 Status: Moved tracking to “Drafting a Fiscal Sponsorship Agreement.”
- Should we require proof of insurance from renters and/or green space users? – Jonathan Blake said it is evaluated on a case by case basis.
 - 10/01/19 Status: Create work instruction (WI)
 - 01/22/20 Status: Kelly emailed Jonathan Blake for template for creation of WI
 - 02/04/20 Status: No word from Jonathan yet.
 - 03/02/20 Status: Kelly emailed Jonathan again

- 03/03/20 Status: Kelly spoke with Kari Petterson of McCoy-Holliston. Anyone renting from the LAC should be required to have insurance. Kari Petterson will send Kelly an email with suggestions and link to a special event permit website. Moved to Rental Insurance for tracking.
- Sponsored –vs- Non-Sponsored Events
 - We need to check with the school district and see what is allowed on green space
 - 03/03/20: All sponsored events are to be insured through CEKC. All non-sponsored events will be required to have insurance. Moved to Rental Insurance for tracking
- All OLESS contractual agreements must first be approved by CEKC – Perhaps this would be outlined in a Fiscal Sponsorship Agreement?
 - 10/01/19 Status: Waiting to hear from Linda Williams if the agreement already exists.
 - 11/05/19 Status: Waiting to hear from Linda Williams if the agreement already exists.
 - 11/25/19 Status: Linda Williams confirmed that OLESS is a fiscal sponsor of CEKC. Linda believes the Fiscal Sponsorship Agreement is in the form of an MOU. CEKC is locating the MOU.
 - 02/04/20 Status: Linda sent Kelly template to generate formal Fiscal Sponsorship Agreement.
 - 03/02/20 Status: Moved tracking to “Drafting a Fiscal Sponsorship Agreement.”

6. Treasurer’s Report

- Don Starkin, Treasurer unable to attend meeting

7. Drafting a Fiscal Sponsorship Agreement

- All OLESS contractual agreements must first be approved by CEKC?
- Review of consistency between bylaws and practices
- OLESS meeting requirements
- CEKC renting from OLESS – Appropriate way to move money
- Kelly to draft fiscal sponsorship agreement using template from CEKC

8. PUD Charging Erratically Regarding Water Usage - Don

- Issues seemed to start when the new Smart Hub was installed. Installed in June 2019
- There is no leak because we can see that the water meter is not running when the building and sprinkling system is not in use.
- Don to check out old bills and see if he can figure out when the erratic usage began.
- 09/03/19 Status: Don and Robert continuing to monitor
- 10/01/19 Status: Don and Robert continuing to monitor
- 11/05/19 Status: Don and Robert continuing to monitor – issues continue
- 02/04/20 Status: PUD is going to change out the meter at no charge. Facility is using 250K-300K/month. Robert has confirmed this amount with manual readings.
- 03/03/20 Status: Don and Robert not present for status update

9. Events & Rentals – Emily

- 4H Request
 - WSU large entity so wants to set up umbrella agreement for 1 – 3 years
 - Kelly to send insurance form from WSU to McCoy Holliston
 - \$70/day was too for 4H group
 - Board decided to offer \$50/day instead. Emily waiting to hear back.
- Lyle Pioneer Days
 - Mindy said she wants to do it this year
 - No official request form submitted yet
- Dog Search Group – Email forwarded to group from Nancy Moon
 - Does the board want this activity on site (insurance considerations etc.)?
 - 11/05/19 Status: Board agreed to allow the activity but wanted further discussion about a reasonable fee.
 - 02/04/20 Status: Current fee is sufficient. Consider cleaning fee.
 - 03/03/20 Status: Haven't heard from Dog Search Group for a few months. Agreement should include a refundable deposit of \$100 for cleaning.

10. 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.

11. Overview of Kelly's meeting with LHS Superintendent Ann Varkados Cell (360) 921-6260 and school board speaker Barb Mills

- We are governed by educational RCW's (Revised Code of WA). Ann to send Kelly link to relevant portions.
 - Potential Impacts: Naming policy, BBQ (all food handling on school property requires a food handlers permit), sink – looking like a no go, removal of memorial stone due to naming policy requirements and religious symbolism on public school property
 - 06/04/19 Status: No word from Ann Varkados at this time
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: Kelly reached out in June. Ann said she would get back to us during the summer months.
 - 09/03/19 Status: Kelly spoke with Ann. Ann to send us impactful RCW's.
 - 10/01/19 Status: Kelly emailed Ann in September. Ann to send impactful RCW's.
 - 11/05/19 Status: Waiting to hear from Ann.
 - 01/22/20 Status: Kelly emailed Ann as reminder
 - 02/04/20 Status: Kelly to email Ann again

- 03/03/20 Status: Is OLESS really governed by the education RCW's? Nothing as such is stated in the lease agreement. All to check 2016 lease agreement for details.
- Gift of Public funds – School board to generate list for OLESS board to review
 - Known items to be addressed: Dumpster pickup, Roberts work from March – October (approx. 2 HRS/week). Additional items may be included.
 - 06/04/19 Status: No word back from school board at this time. Kelly to reach out to Ann.
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: Waiting to hear back from LHS Board
 - 09/03/19 Status: Kelly spoke with Ann. LHS attorney is drafting new lease. Significant changes: LAC will be responsible for garbage service and lawn mowing (gift of public funds items). LAC allowed to use LHS lawn mower.
 - 10/01/19 Status: Updated lease agreement received on 10/01/19.
 - 02/04/20 Status: Was not directly addressed in discussion about updated lease agreement.
 - 03/03/20 Status: This issue should be resolved when the lease agreement issue is resolved.

12. Building Issues

- Robert – How do we go about getting more chips for the playground?
- Cleaning – Building is not being cleaned appropriately.
- Marcia Buser reported finding the West facing door unlocked and the alarm on. She also stated that the East facing door near the skate park is unlatched at times. What can we do to resolve these issues? - Move to parking lot.
- Relocation of BBQ
 - Compliance considerations
 - Needs to be investigated regarding county compliance – TBD
 - 05/07/19 Status: Kelly met with LHS Super Intendent and speaker for the school board, Barbara Mills. TBD after review of RCW's.
 - 06/04/19 Status: TBD after review of RCW's. Kelly to reach out to Ann
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: Kelly to notify stake holders about notifying county
 - 09/03/19 Status: Kelly spoke with Ann. Ann to see is she can find any information before we approach the county.
 - 10/01/19 Status: Ann confirmed that the school has no permit on file for the Pavilion.
 - 02/04/20 Status: All stakeholders have confirmed no permits on file. OLESS board needs to vote notify county. Yes, board believes we should notify the county for a permit.
 - 02/15/20 Status: Kelly spoke with permits specialist for Klickitat County. She said the maximum square footage for a non-permitted structure is 100 square ft. However, there are efforts to change it to 200 square ft. So, if the building is 200 square ft. or less we should wait to see if the update goes through.

- 03/03/20 Status: Kelly to measure.
- Installing sink in pavilion
 - Compliance considerations
 - Needs to be investigated regarding county compliance – TBD
 - 05/07/19 Status: TBD after review of RCW's
 - 06/04/19 Status: TBD after review of RCW's. Kelly to reach out to Ann
 - 07/02/19 Status: Meeting cancelled due to no quorum.
 - 08/06/19 Status: TBD after review of RCW's.
 - 09/03/19 Status: TBD after review of RCW's.
 - 10/01/19 Status: TBD after review of RCW's.
 - 11/05/19 Status: TBD after review of RCW's.
 - 02/04/20 Status: TBD after review of RCW's.
 - 03/03/20 Status: Do we want to install a sink? Should we remove this item or move it to the parking lot? Board does not really want sink and all the legal issues tied to it. Item considered resolved.

13. Audit of checking – Internal/External etc

- 3/12/19 Status: Don & Sherri to check with CEKC for requirements
- 3/15/19 Status: Brian Wanless stated that audits may be performed internally
- 05/07/19 Status: Don delivered papers to Stefanie
- 06/04/19 Status: Stefanie – Complete with two items to address:
 - Katrina's needs to fill out end time on time cards since she's not salary – Don to follow up with Katrina
 - How are we legally holding money for Lyle Pioneer Days? – Kelly to follow up with CEKC
- 07/02/19 Status: Meeting cancelled due to no quorum.
- 08/06/19 Status: Kelly reached out to Linda Williams. Linda is working with Barbara to figure out how to proceed regarding Pioneer Days money. Linda will get back to us.
- 09/03/19 Status: Kelly spoke with Linda Williams. Linda reaching out to Mindy to determine how to proceed. Linda will get back to us.
- 10/01/19 Status: c/o Linda Williams: Barbara will transfer Pioneer Days funds to CEKC general account. \$264.40 to be transferred.
- 02/04/20 Status: Treasurer, can you confirm the money has been transferred? No, has not been transferred yet. Issue from Umpqua Bank.
- 03/03/20 Status: Treasurer, can you confirm the money has been transferred? Treasurer not present.

14. Insurance for OLESS board under CEKC

- 3/13/19 Status: Don reached out to Linda Williams of CEKC. Linda stated that she is sending out forms for updated coverage but gave no details relative to current coverage.
- 3/15/19 Status: Brian Wanless stated that we should check with Jonathan Blake regarding coverage & that we should provide the names of our board members to confirm coverage.

- 05/07/19 Status: Kelly - CEKC is currently in review of all activities and will send us copies of the policy once a new one has been issued
- 06/04/19 Status: Kelly emailed Linda Williams about Pioneer Days on 05/16/19. She forwarded to Jonathan Blake on 05/20/19. No response from either of them. Kelly emailed Linda Williams and Jonathan Blake on 06/03/19. Johnathan Blake responded with a coverage confirmation on 06/04/19. Kelly to follow up with Jonathan Blake about coverage details and potential in person meeting.
- 07/02/19 Status: Meeting cancelled due to no quorum.
- 08/06/19 Status: Jonathan Blake will be at our September meeting to answer questions.
- 09/03/19 Status: OLESS/CEKC affiliation needs to be defined clearly. Kelly to work with Linda Williams to document affiliation.
- 10/01/19 Status: Kelly emailed Linda. Linda is looking to see if a Fiscal Sponsorship agreement exists. Jonathan Blake has updated the CEKC policy to include the building and Halloween Trunk or Treat.
- 11/05/19 Status: Waiting to hear back from Linda.
- 01/27/20 Status: New policy received and sent to board
- 02/04/20 Status: Linda at meeting and said they're working on it.
- 03/03/20 Status: Kelly spoke with Kari Petterson of McCoy-Holliston. OLESS is not a stand alone non-profit therefor is not considered an official board. OLESS is part of CEKC via a Fiscal Sponsorship agreement and considered an advisory board to CEKC's board. CEKC is the bona fide non-profit. Directors and Officers covers the CEKC board, not OLESS. CEKC would have to vote to include OLESS board members as CEKC board members in order to get D&O coverage.

15. Review of consistency between bylaws and practices

- 3/12/19 Status: All to review WA non-profit handbook and bylaws
- 05/07/19 Status: Public School RCW's must be reviewed and integrated into bylaws
- 06/04/19 Status: Holding pattern until we receive and read all needed information – RCW's, Insurance, WA Non-Profit Handbook
- 07/02/19 Status: Meeting cancelled due to no quorum.
- 08/06/19 Status: All to read by – laws
- 09/03/19 Status: We may not need our own by-laws. We should follow CEKC's by-laws since we are the same organization. Kelly has requested the CEKC bylaws from Linda Williams
- 10/01/19 Status: Kelly emailed Linda. Linda is looking to see if a Fiscal Sponsorship agreement exists.
- 11/05/19 Status: Waiting to hear back from Linda.
- 02/04/20 Status: Linda Williams sent format for Fiscal Sponsorship Agreement to Kelly Johnson
- 03/02/20 Status: Moved tracking to "Drafting a Fiscal Sponsorship Agreement."

16. Should we put all our forms and processes (treasurer reports, audit results etc.) on the bylaws and documents page?

- Cloud space might be best place – Update from Stefanie
- Google Documents Rocky moves to use Google Documents Emily seconds, All approve

- 02/04/20 Status: \$6/user on Google Documents so we should use Weebly. Kelly to send Stefanie the password to Weebly. Stefanie to research
- 03/03/20 Status: Manuals/Instructions option under Resource Page is password protected. Maybe docs could go here? All agree to use this page. Kelly and Stefanie Boen to begin populating the page.

17. Meeting Requirements

- Defined by CEKC
- Kelly to contact Linda Williams to see if a Fiscal Sponsorship Agreement already exists
- 11/04/19 Status: Waiting to hear back from Linda Williams
- 02/04/20 Status: Linda Williams sent format for Fiscal Sponsorship Agreement to Kelly Johnson
- 03/02/20 Status: Moved tracking to “Drafting a Fiscal Sponsorship Agreement.”

18. Perpetual loss of key in lock box

- Is there a way to avoid this?
- Perhaps coded entry? – Robert
- 02/04/20 Status: Fire code to consider
- 03/03/20 Status: Move to parking lot

19. Current Board Member Status (Bylaws state that board members serve for 2 years)

- Julie Larson – Can’t locate most recent voting in notes.

20. Potential New Board Members (Bylaws state board consists of 5-9 members)

- Stephanie Walker
- Steffanie Johnson

21. Don Starkin (Treasurer) Leaving

- Who will take over treasurer position – Stefanie Johnson
- Who will take over non-treasurer related activities?

22. Open Forum

- Can we move meetings to the first Monday of the month at 5:30PM?
- Add Steffanie Johnson as Treasurer to April agenda

ACTION ITEMS:

Don:

- Send Thank You to Klickitat Trail Run
- Read 2016 lease agreement looking for details about educational RCW’s
- Create a list of your activities for OLESS board members to take over when you leave
- Share Word Doc of MOU Template with Emily
- Create 2019 1099MISC’s and 1096’s for contractors
- Schedule and manage baseboard painting project
- Give baseboard painting receipts, pics and copy of checks to Kelly for reimbursement

- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf>
- Review bylaws for review at next meeting
- Talk to KPUD to find out what would be involved to increase community share of water for greenspace

Emily:

- 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
- Update children's rate to \$5 on LAC website - **Complete**
- 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:

- 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
- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf>
- Review bylaws for review at next meeting

Kelly:

- Measure pavilion
- Read 2016 lease agreement looking for details about educational RCW's
- Draft Fiscal Sponsorship Agreement
- Find out who notifies Chuck Hunter of WA Dept of Commerce about insurance updates relative to grant requirements.
- Attend Lyle School District No. 406 School Board February Meeting - **Complete**
- Notify Jonathan Blake that KLASAC sponsors National Night Out - **Complete**
- Call planning department about permitting the pavilion - **Complete**

- Update any Weebly information still listing Marsha Pope
- Update any Stripe information still listing Marsha Pope
- Send Weebly password and ID to Stefanie - **Complete**
- Determine how to resolve issue: CEKC should not be renting from OLESS because we are not separate entities – This will be resolved in the Fiscal Sponsorship Agreement. Moved tracking to “Drafting a Fiscal Sponsorship Agreement.” - **Complete**
- Work with Linda Williams to determine if OLESS association with CEKC is a “Fiscal Sponsorship, Joint Venture and Other Collaboration” relative to the Washington State Non-Profit Handbook. Is there already a “Fiscal Sponsorship Agreement” in place? - **Complete**
- Determine why OLESS has its own non-profit ID with the state
- Permanent/long term tenant list to Jonathan
- Work with Don and Stefanie to generate audit work instruction and documentation process for internal auditing of OLESS/CEKC checking account – **Don & Stefanie Completed**
- Follow up with CEKC about audit finding regarding Lyle Pioneer Days – Pioneer Days is under the umbrella of CEKC, not OLESS. Funds are being transferred from OLESS bank account to CEKC’s bank account. – **Complete**
- Reach out to Ann about relevant RCW’s
- Research if we need copies of proof of insurance from people using the building or greenspace
- Review relevant public school RCW’s
- Create “List of Contacts for LAC.”
- Review WA Non-Profit Handbook for review at next meeting:
https://www.sos.wa.gov/_assets/corps/washington-nonprofit-handbook-2018-edition.pdf
- Review bylaws for review at next meeting
- 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
- Write grant request for 2020 – Consider daycare requirements

Kevin:

- Read 2016 lease agreement looking for details about educational RCW’s
- Attend Lyle School District No. 406 School Board February Meeting - **Complete**
- Get copy of form from Char. Informational form from non-profit to parents
- Work with Julie & LHS to see if students can earn leadership credits for helping at the LAC
- Reach out the LHS about community service hours for students
- Review WA Non-Profit Handbook for review at next meeting:
https://www.sos.wa.gov/_assets/corps/washington-nonprofit-handbook-2018-edition.pdf
- Review bylaws for review at next meeting

- 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

Robert:

- 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:

- Read 2016 lease agreement looking for details about educational RCW's
- Plan baseboard painting project
- Research options for counter top in pavilion
- Attend Lyle School District No. 406 School Board February Meeting - **Complete**
- Check out Mt Adams Chamber and Dallesport News Letter for advertising space for room rentals
- Look into covers for hallway ceiling lights
- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf>
- Review bylaws for review at next meeting

Stefanie Boen:

- Read 2016 lease agreement looking for details about educational RCW's
- Generate board member tracking from
- Make Thank You's from the Lyle Activity Center
- Send Thank You to Janette Petty

- Research storing documents on Weebly site
- Start up Google Documents
- Work with Don and Kelly to generate audit work instruction and documentation process for internal auditing of OLESS/CEKC checking account
- Research cloud space/best form to store OLESS documents
- Manage documentation of audit findings
- Attach updated Treasurer reports to minutes
- 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.
- Review WA Non-Profit Handbook for review at next meeting:
<https://www.sos.wa.gov/assets/corps/washington-nonprofit-handbook-2018-edition.pdf>
- Review bylaws for review at next meeting
- Instagram – Follow up on Brielle’s email (Forwarded from Marcia B)

Vern:

- Manage flags appropriately/legally - Ongoing

PARKING LOT

- 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
- Resolve issue of people pulling picnic tables over to building and on crawling roof. Perhaps post a trespassing sign?
- Thatch green space
- Generate process for requiring proof of insurance from renters and/or green space users
 - Insurance Requirements – Once figured out needs to be added to the form. Kari from McCoy Holliston may have a way to link them to the necessary insurance.
 - Liability Clause – Add question “Do you have liability insurance?”
 - Add section about alcohol
- 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 (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
- Develop program for orientation for new board members
- 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

Next General Meeting Scheduled:
Tuesday April 7, 2020 at 4:00 PM at Lyle Activity Center
