

OLESS Minutes

(Old Lyle Elementary School Supporters)

March 14, 2022 at 5:00 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: Rocky Schultz, Julie Larson, Rosemary Hoyt, Vern Harpole, Kelly Johnson (Note Taker)

Board Members Not Present: Don Starkin, Stefanie Boen

1. Introductions of guests: Rosemary Hoyt, Vern Harpole

2. New Grants are Available – Kelly & Rocky

- Kelly and Rocky will meet with Adrian Bradford
- Daycare funding and restoration grant may be available
- Board decides restoration grant is 1st priority
- 03/14/22 Status: 2022 Legislative Session Requested Local Community Projection Information Form has been submitted for the *Continued Restoration of the Lyle Activity Center* in the amount of \$866,436 - This request was... Still waiting to hear from the Department of Commerce. No award letter as of yet.

3. LSD No 406 Schoolboard Meeting

- 03/30/22 at 5PM via Zoom – CEKC/OLESS has been invited to present prior to the March LSD No 406 school board meeting. LAC and CEKC/OLESS is on their agenda. We will be scheduled to present. Kelly will give main overview. Don will give annual OLESS update. Additional members are welcome to speak if they would like.
- What does CEKC/OLESS want if we get the grant?
 - 10 year lease extension on current lease – Yes, extended to 2040 – Ten years past current lease agreement. This would help ensure the 10 year requirement in the potential grant.
- What does CEKC/OLESS want if we do not get the grant?
 - Do we want a lease extension?
 - Do we want to turn the building back over to LSD 406 at the end of the current lease?
 - Do we want to apply for more grants?
 - 03/14/22 Status: Vern – Horizons was the first grant for the LAC. Through the Horizon project a community survey was sent out and the #1 request was for the site to be a community center. ESD attorney drafted current lease agreement. Can't remember name (perhaps Leanne Brenner) but should be in 2009-2010 OLESS notes. During meeting with LSD 406, please stress that CEKC and the community would like the site to remain a community center. Kelly to try to locate Horizons

survey and ESD attorney name in LAC records. Rosemary – Lease agreement states that there are to be two reports annually from CEKC/OLESS to LSD 406. Kelly - CEKC/OLESS has been working on establishing order and documenting requirements. Kelly to confirm details of requirement and get it/them in the appropriate work instruction(s) and reporting schedule(s). Julie - I have been a part of this group for a long time. Observing changes in school board members and LSD leadership, involvement has been spotty and limited. At times school board was not interested in the site as long as there were no catastrophic events. Rocky – More grants are available through MCDD. Rocky to follow up on options. Group chooses to wait to decide anything until LSD 406 informs CEKC/OLESS of how they would like to proceed.

4. Approval of December minutes - Approved

5. Treasurer’s Report – Don

6. COVID Delta & Omicron Variants

- Julie – How is the LSD responding? – Schools have reinstated a mask mandate
- Insurance – LSD has stated that their insurance will not cover COVID related claims. The LSD is leaving the choice on how to respond to COVID to OLESS. OLESS decided to follow the same processes as the LSD. Kelly called Michele Jaspersen of Farmers Insurance. She said that insurance entities are stating that there is no specific language in policies that cover COVID related items and they are going to let the courts hammer it out. She also said to track what OLESS is doing. OLESS has posted “Masks Required” signs on the building and is asking everyone using the building to wear masks.
- 12/13/21 Status: Stefanie - Not a whole lot known just yet about the Omicron variant. Highly transmissible but not as bad as Delta variant. Mask mandate will remain through March 2022 for indoors.
- 03/14/22 Status: WA mask mandate was removed as of 03/11/22 according to the following:
<https://www.governor.wa.gov/news-media/covid-19-trends-give-leaders-confidence-look-towards-next-phase-pandemic-response>
 1. Should we remove the “Masks Required” signs from the LAC?
 2. Should we consider this matter closed until further notice?
 - Kelly will post “Masks Optional” signs on LAC and remove “Masks Required” signs
 - Kelly to send out emails to long term renters of new mask status

State Indoor Mask Requirements Starting March 21, 2022

Local governments are still able to enact local mask requirements.
Many individuals will choose to continue to wear masks. Please be kind and compassionate.

 **Still Required:**

- Healthcare and medical facilities, including hospitals, outpatient, dental facilities and pharmacies
- Long-term care settings
- Public transit, taxis, rideshare vehicles and school buses (federal requirement)
- Correctional facilities
- Private businesses and local governments that want to require masks for their employees, customers or residents

 ***Not Required:**

- Schools, childcare facilities and libraries
- Restaurants and bars
- Houses of worship
- Gyms, recreation centers and indoor athletic facilities
- Grocery stores, businesses and retail establishments

*Private businesses can still require masks if they choose. Please respect the rules of the room.

JAY INSLEE

7. Events & Rentals – Emily

- WAGAP is moving out at the end of March. They are changing to a mobile market platform
- MOU for CEKC and nurses office
 - Generic and open ended – Kelly to fill out MOU and send to OLESS board for review and approval before sending to CEKC
 - 03/14/22 Status: MOU is signed and on the LAC website. This issue is considered completed.

8. Do we want to ask the LAC cleaning person (Suzi at this time) to attend board meetings? - Not at this time. Rocky to interface with cleaning person.

9. 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.
- 05/10/21 Status: Still in progress: implement park rules. Place small simple sign in the Pavilion.
 - Kids on roof of Pavilion – No climbing on the Pavilion Sign
 - Don to order sign
 - Kelly to generate Incident report
 - 05/10/21 Status: in progress
 - 06/14/21 Status: Report is prepared. Waiting for signs to be posted to finalize.
 - 07/12/21 Status: Waiting for signs to be posted to finalize.
 - 08/16/21 Status: Waiting for signs to be posted to finalize.
 - 12/13/21 Status: Waiting for signs to be posted to finalize.
 - 03/14/22 Status: Waiting for signs to be posted to finalize.
 - 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
 - 05/10/21 Status: in progress with park rules sign
 - 06/14/21 Status: Report is prepared. Waiting for signs to be posted to finalize.
 - 07/12/21 Status: Waiting for signs to be posted to finalize.
 - 08/16/21 Status: Waiting for signs to be posted to finalize.
 - 12/13/21 Status: Waiting for signs to be posted to finalize.
 - 03/14/22 Status: Waiting for signs to be posted to finalize.
 - Break in at LAC -
 - 12/13/21 Status: Waiting on estimate for window. It should be replaced by January 2022
 - 03/14/22 Status: Waiting for window to be replaced for final pictures.

10. Project Updates – Do we want to work on another project? Not at this time. Will wait to hear about grant.

11. Green Space Management – Rocky

12. Investigate contacts to potentially restore chimney – Robert

- No contractors have responded so far
- Can we get some quotes for potential restoration grant?
- Move to restoration grant tracking?
- 07/12/21 Status: Robert not present
- 08/16/21 Status: Robert not present
- 12/13/21 Status: Robert not present
- 03/14/22 Status: Robert – No contractors have responded so far but Ann V has a contact. Robert to follow up with Ann about contact information. Rocky – Found local person – Her is the link to their information - <https://classifieds.gorge.net/show/k4x4aerf>

13. Investigate roof leak in boiler room

- Flashing has been replaced
- Robert - Leak appears to be subterranean
- 07/12/21 Status: It is possible that the culvert on 3rd and Klickitat Streets has collapsed and the water from the hillside is no longer being diverted out to Hwy 14. Don to call Klickitat County public works. Kelly to begin corrective action form
- 08/16/21 Status: Can we get a sump pump until the issue is resolved? Kelly to Robert to see if he can get the sump pump.
- 12/13/21 Status: Klickitat County cleared out nearby ditch and culvert. Robert will give OLESS board feedback on water issue in boiler room. If the issue has not been resolved more investigation will be needed.
- 03/14/22 Status: Robert - Cleared out ditch seems to have helped the problem but not resolved it completely. Multiple factors seem to be contributing. Redirecting water from roof is also necessary. Group decides to wait to hear about grant before moving forward on fixes.

14. Perpetual loss of LAC key and alarm not set

- Is it the WAGAP group?
- 08/16/21 Status: Kelly has requested a quote from Ernie's Lock and Key. Will send to board once received
- 12/13/21 Status: Rocky to visit Ernie and see the quote.
- 03/14/22 Status: Vern – WiFi enabled keypads integrated with a burglar alarm might be the fix. Vern to send Kelly link to system. Group decides to wait to hear about grant before moving forward on fixes.

15. New Maintenance Request Form

- UAT is complete and systems appears to be working. When the form is completed, it copies the maintenance person, OLESS Vice President (In charge of building maintenance schedule) and OLESS president. The system would not copy lyleactivitycenter@gmail.com (Maybe a circular reference? Kelly doesn't know).
- Who do we want to have access?
 - All OLESS Board Members – Yes
 - Fiscal Sponsor (CEKC) – Yes – Linda Williams
 - Contractors:
 - Housekeeping - Yes
 - Short Term Rental Manager - Yes
 - Maintenance – Yes
 - Long Term Renters – Yes
 - Anyone Else? - No
- When should we make it available? - Now
- Kelly to add above listed to maintenance request form
- Robert – Do the maintenance requests have novel ID's? Kelly to check.

16. Overview of OLESS governing documents – Kelly

- <https://www.lyleactivitycenter.com/information-management.html>
- CEKC bylaws have been removed. It does not make sense to be bound by multiply bylaws because they may be contrary to one another and they govern separate WA Non-profits. OLESS is bound to CEKC via the Fiscal Sponsorship Agreement, not their bylaws.
- Educational RCW's will be referenced and implemented where possible but OLESS is not bound by all education RCW's because it is not an active school. It is functionally a community center.
 - Vern – The site should not be governed by the Educational RCW's as it is not a functioning school
 - This topic will be discusses during OLESS meeting with LSD 406

17. Gorge Net

- Barbara Sexton sent OLESS a message on 03/09/22 stating that Gorge Net will no longer service the LAC. What should we do?
- Group decides to try Spectrum and if that isn't available try Century Link. Maybe Don will investigate?

18. Open Forum

1. Vern – CEKC/OLESS should consider some sort of public “thank you” to LSD 406 for allowing the site to be a community center. Perhaps a naming opportunity?
2. Rocky - Lyle Pioneer Days has been posted on social media. Will there be a beer garden? Julie to follow up and find out details.
3. CEKC/OLESS and LSD 406 may consider working together to generate a compliant pathway for alcohol to be licensed for events – Moved to parking lot until group has time to address. This is also listed in the OLESS project document for insurance.

ACTION ITEMS:

Don:

- Check into new internet service – Spectrum & Century Link
- Call Klickitat County Public Works to discuss possible collapsed culvert on 3rd and Klickitat Streets - **Complete**
- Reach out to Robert and see if he has time to wash outside windows once a year – each spring if possible
- Order “No Climbing on Building” sign for Lyle Activity Center
- Order “No Climbing on Pavilion” Sign for Norm White Pavilion
- Order two “No Motorized Vehicles on Green Space” signs
- User analysis testing (UAT) on new Lyle Activity Center Maintenance Request Form - **Complete**

Emily:

- 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:

- Follow up the Mindy Robinson about potential beer garden during Pioneer Days
- User analysis testing (UAT) on new Lyle Activity Center Maintenance Request Form - **Complete**
- Reach out to WAGAP to find out about renting - **Complete**
- Send MOU and lease agreement to Klickitat County Health Department for potential vaccine clinic
- Reach out to Ann Varkados to see if she wants to talk about the LAC green space
- Check with WAGAP to see how many people are independently entering - **Complete**
- Generate task list for community service requests
- Email Marty Dennis of What’s Happening in Lyle about OLESS looking for board members
- Ask the Lyle Museum about management of items in the glass case in LAC hallway

- Place heater in storage closet
- 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

Kelly:

- Look up lease agreement requirements regarding reporting to LSD 406
- Reach out to Josh Padgett to see if he will attend LSD 406 meeting to talk about potential Little League chapter.
- Locate name of ESD attorney that drafted current lease agreement
- Local Horizons survey
- Determine if Maintenance Request forms have novel ID's
- Add above listed to maintenance request form access
- Send Maintenance Request form users instructions on access
- Post Masks Optional signs and remove "Masks Required" signs
- Send email to LAC users about new mask optional status
- Add list of governing documents to LAC website - **Complete**
- Add LAC Key Assignments Form to LAC website - **Complete**
- Add OLESS D&O Insurance information to LAC website - **Complete**
- Generate incident report for break in at the LAC
- Meet with Adrian about potential grants - **Complete**
- Generate MOU for CEKC and send to OLESS board for review and approval – **Complete**
- Post signed MOU for CEKC on LAC website – **Complete**
- Print out LAC Cleaning Work Instruction Checklist for Rocky
- Generate formal agreement between CEKC and OLESS for nurses' office - **Complete**
- Reach out to Linda for clarification on lease agreements relative to Department of Revenue audit finding
- Reach out to Linda for clarification on taxing of lease agreements relative to Department of Revenue audit finding
- Read Washington Nonprofit Handbook and look for any requirements not addressed in the OLESS bylaws
- Post LAC cleaning work instruction to the website - **Complete**
- Post LAC cleaning schedule to the website
- Post LAC cleaning checklist to the website

- Generate Incident report for kids on roof of Norm White pavilion
- Generate Incident report for motorized vehicles on football field
- Investigate work order/maintenance request functionality in Weebly - **Complete**
- Generate maintenance request form for renters and OLESS board members in Weebly
- Investigate renter/member functionality in Weebly - **Complete**
- 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
- Get proof of coverage from Jonathan for Treasurer to present to LSD No. 406
- Look into window rebates from PUD - **Complete**
- 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 restoration grant request for 2022 – Consider daycare requirements, chimney fix, drainage issues, new sprinkler system for green space, new entryway for east facing entry, new fence along Hwy 14, basketball courts, and water fountain for kids. Grant for emergency response center, cooling shelter location - **Complete**

Robert:

- Follow up with Ann Varkados about contact information regarding chimney restoration
- User analysis testing (UAT) on new Lyle Activity Center Maintenance Request Form - **Complete**
- Look over LAC building maintenance and email Kelly with additions
- Determine appropriate watering for green space
- Investigate entry way heater issue
- Construct a cage around the HVAC unit S
- Investigate wireless thermostats for heaters for two rooms
- Investigate contacts to potentially restore chimney
- Replace timer for outside faucet

Rocky:

- Reach out to MCDD about potential grants
- User analysis testing (UAT) on new Lyle Activity Center Maintenance Request Form - **Complete**
- Meet with Adrian about potential grants - **Complete**
- Visit Ernie at Ernie's Lock and Key in The Dalles to look over quote for coded door entry
- Get quote for reseeding greenspace

- Get print out of LAC Cleaning Work Instruction Checklist from Kelly
- Train Suzie on cleaning the LAC using the LAC Cleaning Work Instruction and Checklist
- Explore ways to manage grass so the green space stays green during the summer
- 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

Stefanie Boen:

- User analysis testing (UAT) on new Lyle Activity Center Maintenance Request Form - **Complete**
- Update board member roster with 12/13/21 election results and post to LAC website
- Post updated bylaws on LAC website
- Send out approved changes in bylaws - **Complete**
- Reach out to Klickitat County and find out if the LAC can provide an emergency response platform. Consider Lions Club and what they already provide
- 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
- 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 Harpole:

- Send Kelly link to Wi-Fi enabled keypad system
- Manage flags appropriately/legally - Ongoing

PARKING LOT

- Generate compliant pathway for events involving alcohol in the greenspace
- Generate emergency response plan for LAC – Fire, Cooling Shelter etc.
- Wrap LAC clean up into Community Clean up Days
- Additional cameras for security system
- Formal employee application process
- 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 - Complete
- 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
- 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
- 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:

Monday June 13, 2022 at 5:00 PM via Zoom set up by Secretary Stefanie Boen
