

OLESS Minutes

(Old Lyle Elementary School Supporters)

May 12, 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: Julie Larson, Don Starkin, Kevin Oldfield, Rocky Schultz, Emily Steele, Vern Harpole, Kelly Johnson (Note Taker), Steffanie Johnson

1. Introductions of guests Vern Harpole

2. Vern's Proposal

- Considering donate \$1,000 to OLESS
- First 10 people to sign up to stain the Norm White Pavilion get \$100 credit at a Lyle food establishment – Country Café, Sand Bar are in so far.
- Wants to use his stimulus check to stimulate the local area
- Rocky willing to be on site during staining of NWP
- Vern and Rocky to take the lead and prepare a plan. Will email group.

3. Review and approval March minutes Approved

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

- No work back from school. COVID hiatus

5. Treasurer's Report – Don

6. Rental Insurance

- All non-sponsored events and rentals needs to be insured
- McCoy Holliston suggestions:
 - 05/05/20 Status: Below is the response from Kari at McCoyHolliston:
 1. A birthday party, wedding shower, baby shower etc. ask them if they have a homeowner's or renters policy that will extend coverage for their event. This should be the first thing asked and it won't cost the renter anything. Their agent will give you a certificate showing they have coverage.
 2. If they don't have coverage that can be extended please ask them to quote the event online @ specialeventinsurance.com. If this the route they need to use, then they should quote 1,000,000 liability limit and list OLESS and CEKC as additional insured.
 3. A contract should be in place for short term rentals
 - 05/12/20 Status: Don to get quotes for D&O coverage from additional insurance providers.

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
- 05/08/20 Status: First draft emailed to OLESS board
- 05/12/20 Status: Board to go over first draft and email Kelly with feedback.

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
- 05/12/20 Status: Water use is back to normal. Still no understanding on erratic usage. We are over on our budget due to over usage. PUD not giving OLESS the community contribution.

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 expensive for 4H group
 - Board decided to offer \$50/day instead. Emily waiting to hear back.
 - 05/12/20 Status: Maybe some “one off” events but no reoccurring meetings
- 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.
 - 05/012/20 Status: No word back from group. Emily has details for rental in case they reach back.
- WAGAP - Julie
 - Would like to have a small food bank in Lyle during COVID
 - Would pass out food once a week
 - Would like to have a full size refrigerator and freezer in space
 - Possible long term rental but only “promising” during COVID at this time
 - What would the rental rate be for a large classroom?
 - 05/12/20 Status: Julie in talks with WAGAP about details of agreement
- Cindy Bluemel wants to do a movie night. Social distancing will be followed

10. Should we increase rental rates?

- Don moves to increase rental rate for childrens programming to \$5/hour

- Second – Rocky
- All approve
- Emily to update rate

11. 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.

12. 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.
 - 05/11/20 Status: Kelly emailed Ann again
 - 05/12/20 Status: Julie to take this action item and work with Ann Varkados to figure it out.
- 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.
- 05/12/20 Status: This issue should be resolved when the lease agreement issue is resolved.

13. 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.
 - 05/12/20 Status: Pavilion is 16ftX36ft (576 square feet). Kelly to call county about getting it permitted.

14. 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
- 05/12/20 Status: The money has been transferred. This issue is considered resolved!

15. 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.
- 05/11/20 Status: January 2018 – April 2020 treasurer reports loaded on LAC website. Documents and Forms are password protected. Audit results has been added under treasurer reports. OLESS Secretary Work Instruction created to document processes.
- 05/12/20 Status: An Information Management tab was added to www.lyleactivitycenter.com. It is password protected. All documents will now be tracked using this platform. This issue is considered resolved.

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

- Julie Larson – Can't locate most recent voting in notes.
- Kelly moved to vote Julie
- Kevin seconds
- All approve!

17. OLESS Board Vote on New Board Member (Bylaws state board consists of 5-9 members)

- Steffanie Johnson for Treasurer replacing Don when he leaves in June
- Steffanie to join board and then decide if she wants to take over treasurer position
- Kevin moves to add Steffanie as board member
- Rocky seconds – All approve!

18. Should we move meetings to the second Monday of each month at 6PM to accommodate three people attending meetings?

- Yes

19. New Board Member Orientation Document

- What needs to be added or changed?
- No suggestions so far

20. Don Starkin (Treasurer) Leaving

- Who will take over non-treasurer related activities?
- Don to make list of his tasks

21. Should OLESS consider taking over the Klickitat trail run as a fund raiser? Do we have the resources?

- OLESS does not have the resources

22. OSPI listing internet hot spots. Office of Superintendent Instruction

- How fast 2.4mvps downloading 0.4 uploading
- Rocky move to list LAC as a wifi hot spot on the OSPI website.
- Kevin seconds – All approved
- Julie to check into the process.

23. Additional Activities for Contractors During COVID

- Should any be requested?
- Katrina is Ok with not cleaning during non-rental times relative to COVID
- Emily and Robert still working

24. LAC Cleaning

25. Open Forum

ACTION ITEMS:

Don:

- Create list of Treasurer tasks
- Begin training Steffanie on Treasurer related duties
- Go over first draft of Fiscal Sponsorship agreement between CEKC and OLESS
- Get quotes on D&O coverage from additional insurance entities
- Send Thank You to Klickitat Trail Run
- Read 2016 lease agreement looking for details about educational RCW's
- Create a list of your non-treasurer related activities for OLESS board members to take over when you leave
- Share Word Doc of MOU Template with Emily – **Complete**
- Create 2019 1099MISC's and 1096's for contractors - **Complete**
- 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 children's programming to \$5/Hour
- 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:

- Work with LSD to determine what educational RCW's are applicable to the LAC
- Work with WAGAP on details of renting a room at the LAC
- Check out details on listing the LAC as a WiFi hot spot on the OSPI
- Go over first draft of Fiscal Sponsorship agreement between CEKC and OLESS
- 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:

- Go over WA state non-profit WA Non-Profit Handbook and Fiscal Sponsorship Agreement and compare to OLESS Bylaws to confirm compliance.
- Call county about getting the NWP permitted
- Add password protected page for treasurer reports and populate page – **Complete**
- Generate first draft of OLESS Secretary Work Instruction – **Complete**
- Research storing documents on Weebly site – **Complete**
- Research cloud space/best form to store OLESS documents – **Complete**
- Measure pavilion - **Complete**
- Send 4H agreement to Jonathan Blake for feedback – 4H will not be entering into any agreement at this time. - **Complete**
- Read 2016 lease agreement looking for details about educational RCW's

- Draft Fiscal Sponsorship Agreement - **Complete**
- Find out who notifies Chuck Hunter of WA Dept of Commerce about insurance updates relative to grant requirements. – The insurance agency (McCoy Holliston) updates. **Complete**
- Update any Weebly information still listing Marsha Pope - **Complete**
- Update any Stripe information still listing Marsha Pope
- Determine why OLESS has its own non-profit ID with the state - **Complete**
- Permanent/long term tenant list to Jonathan
- Reach out to Ann about relevant RCW's
- Research if we need copies of proof of insurance from people using the building or greenspace - **Complete**
- Review relevant public school RCW's
- Create "List of Contacts for LAC." - **Complete**
- 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 2021 – Consider daycare requirements

Kevin:

- Go over 2016 Lease agreement between OLESS/CEKC and LSD and compare to OLESS Bylaws to confirm compliance.
- Go over first draft of Fiscal Sponsorship agreement between CEKC and OLESS
- Read 2016 lease agreement looking for details about educational RCW's
- 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:

- Go over Washington Department of Commerce Grant and compare to OLESS Bylaws to confirm compliance.
- Go over first draft of Fiscal Sponsorship agreement between CEKC and OLESS
- Work with Vern the generate plan for staining NWP
- Read 2016 lease agreement looking for details about educational RCW's
- 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
- 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

Steffanie Johnson:

- Look over New Board Member Orientation document
- Begin training with Don on Treasurer related duties

Stefanie Boen:

- Go over first draft of Fiscal Sponsorship agreement between CEKC and OLESS
- Read 2016 lease agreement looking for details about educational RCW's

- Generate board member tracking form
- Make Thank You's from the Lyle Activity Center
- Send Thank You to Janette Petty
- Research storing documents on Weebly site – Moved to Kelly's action items
- Start up Google Documents – Not necessary - **Complete**
- 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 – Moved to Kelly's action items
- Manage documentation of audit findings
- Attach updated Treasurer reports to minutes – Not necessary - **Complete**
- 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

- 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
- 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:
Monday June 8, 2020 at 6:00 PM at Lyle Activity Center
