

OLESS Minutes

(Old Lyle Elementary School Supporters)

June 14, 2021 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: Don Starkin, Jackie Johnson, Julie Larsen, Kelly Johnson (Note Taker)

Board Members Not Present: Rocky Shultz, Stefanie Boen

1. **Introductions of guests** – Jackie Johnson

2. **Review and approval of May minutes** – May minutes went out late. Will be approved at next meeting.

3. **Treasurer's Report** – Don

4. **Events & Rentals** – Emily

- COVID phasing. Our region (Southwest) is currently in phase 3 - <https://www.governor.wa.gov/sites/default/files/HealthyWashington.pdf>

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.
- 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

- 05/10/21 Status: Money spent on heater
- 06/14/21 Status: Robert sent Kelly all pictures of heaters. Kelly to submit final reimbursement report.

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.
- 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.
 - Keeping motorized vehicles off the green space –
 - Two signs – one near backstop, one near the skate ramp
 - Don to order signs
 - 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.

7. Project Updates – Bylaws review in progress.

8. Green Space Management – Rocky (Not Present)

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.
- 05/10/21 Status: Linda has not responded back yet. CEKC is being audited by the DOR so their response may be delayed.
- 06/11/21 Status: Kelly emailed Linda
- 06/14/21 Status: Waiting to hear from CEKC

10. How do we recruit new board members/volunteers?

- It's on the website
- Lykens to add something to her newspaper - Kelly
- Julie to email Marty Dennis to add to What's Happening in Lyle
- 05/10/21 Status: Notices have been added to Lykens articles and a notice has been posted in the Lyle post office.
- 06/14/21 Status: Vern Harpole is interested in joining OLESS again. A couple other inquiries but no one interested enough to attend the meeting.

11. Cleaning – Katrina is quitting. Who will replace her?

- Hope is out
- 06/14/21 Status: Julie – Zack is willing to clean. Don is willing to train. Kelly to reach out to Rocky since VP oversees LAC Building Maintenance Schedule.

12. Overview of new LAC Cleaning Work Instruction

- Do we need to add anything?
- Do we need to remove anything?
- Group went over. Kelly will send out updated version.

13. Vern Harpole would like to donate a large TV to OLESS

- Would we like to accept?
- Where would we like it mounted?
- Where do we locate the remote etc. so it isn't lost/stolen?
- How will it be powered?
- Could it be mounted above cork board?
- Put it on a cart?
- Further discussion warranted, vote on this next month?
- 06/14/21 Status: Kelly will ask Vern to next meeting so details can be figured out.

14. Open Forum

- Issues with building entry continue to plague OLESS. Kelly to reach out to Robert to see if we can get some sort of coded entry to finally resolve the issue. Ernie's lock and key may have some suggestions.

ACTION ITEMS:

Don:

- Reach out to Robert and see if he has time to was outside windows once a year – each spring if possible
- Pick up trashcan for south classroom
- 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
- Work on heater issues so balance of grant can be spent - **Complete**
- Bring ideas for process for tenant maintenance requests to next meeting - **Complete**
- Send before and after pictures and receipts for heater to Kelly for grant reimbursement package - **Complete**
- Locate old reader board quote - **Complete**
- Schedule and manage baseboard painting project
- Give baseboard painting receipts, pics and copy of checks to Kelly for reimbursement - **Complete**
- Talk to KPUD to find out what would be involved to increase community share of water for greenspace - **Complete**

Emily:

- 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:

- 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
- Generate task list for community service requests
- Email Marty Dennis of What's Happening in Lyle about OLESS looking for board members
- Bring ideas for process for tenant maintenance requests to next meeting- **Complete**
- 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
- 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:

- Reach out to Robert about coded entry for the LAC
- Update LAC Cleaning work instruction
- Generate checklist for LAC Cleaning work instruction
- Reach out to Vern about TV donation
- Reach out to Rocky about LAC cleaning
- Convert Cindy Bluemels email to a cleaning schedule for the LAC - **Complete**
- Post the LAC cleaning schedule to the website
- Notify bank of Stefanie Johnson's resignation so she can be removed from the account
- 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
- Investigate renter/member functionality in Weebly
- Bring ideas for process for tenant maintenance requests to next meeting - **Complete**
- 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
- 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, chimney fix, drainage issues

Robert:

- Reach out to Kate Willsen about dumpster paving project
- Work on heater issues so balance of grant can be spent - **Complete**
- Email Kelly about how many keys are in the inside lockbox and how the process works - **Complete**
- Post “Masks Required” signs at LAC - **Complete**
- 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:

- Bring ideas for process for tenant maintenance requests to next meeting - **Complete**
- 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 – No longer necessary - **Complete**
- 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:

- Bring ideas for process for tenant maintenance requests to next meeting - **Complete**
- Update website with meeting sign in records
- Locate old reader board quote – No longer necessary - **Complete**
- Go over first draft of Fiscal Sponsorship agreement between CEKC and OLESS – Moved to Fiscal Sponsorship agreement project tracking document - **Complete**
- 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 Harpole:

- Manage flags appropriately/legally - Ongoing

PARKING LOT

- Formal 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
- 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 (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 July 12, 2021 at 5:00 PM at the Lyle Activity Center
