

OLESS Minutes

(Old Lyle Elementary School Supporters)

August 12, 2024 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 On-Site: Don Starkin, Andy Walker, Kristen Lane-Walker, Julie Larsen, Marc Harvey, and Kelly Johnson (Note Taker)

Attendees Virtually: None

Board Members Not Present: Rocky Shultz, Stefanie Boen

Duration of Meeting: 5:00pm – 7:00pm

1. Introductions of guests:

2. Approval of July Minutes - Approved

3. Rosemary Hoyt – Parking in front of fire hydrants at LAC – Some of the cat rescue people are parking in front

- No sign in front of fire hydrant or entrance area (people are parking directly in front of the walkway even though it is painted yellow.
 - Load and unload zone – 15minute parking
 - Long-term renter onboarding document
- Email renters
- Reach out to county about illegal parking and how it's enforced - WAC132N-156-550
- Glenda - Yellow area was blocked on the emergency response to trip and fall at the LAC
 - 02/26/24 Status – Rocky removed the bush near fire hydrant. Rocky will paint bollard red when the weather gets better. Board decides to ask Robert to paint the curb in front of the entrance yellow. Don will talk to Robert about painting the curb. Don will contact Klickitat County and investigate rules for signage near building entrance and fire hydrants.
 - 02/29/24 Status: Don found the following: [WAC 132N-156-550: - Washington](#)

No person shall stop, place, or park a vehicle at any place where official signs, curbs, or pavement markings prohibit **parking**, or within 15 feet of a **fire hydrant**, or at any place for which the vehicle does not have a valid **parking** permit. Any vehicle not parked in a **parking** stall shall be considered illegally parked.

- 07/08/24 Status: Rocky will look into signage for the fire hydrant and red bollards or curbs that extend 15 feet in either direction from the fire hydrant - 30 total feet. Also, will ask about posting

“No parking” signage at the entrance to the building and find out if the curb should be painted red.
Also, look into handicap parking.

- 08/12/24 Status: Rocky not present for update

4. Treasurer’s Report – Andy

5. Events & Rentals – Kristen

- Building has been used for a memorial service and mental health clinics
- People are renting the building for access to the bathrooms and are entering the south classroom. Kristen moves to add coded entry to south classroom. Don seconds. All approve. Don will reach out to Robert to purchase a coded lock and add it to the south classroom. Robert will tell Don and Kristen the code
- Nurses’ Principles Office is vacant
 - Kristen removed Cindy from Emergency Preparedness section
 - Cindy’s keys are in the office. Don will grab and take home.
 - Rent is \$300/month
 - Kristen will add its availability and information to the LAC website and social media when clean and ready to rent
 - Board decides to add an insurance requirement in the MOU for the principal’s office and all new long term rental MOU’s moving forward. Don will update the MOU and send to group for approval – Moved to the executive meeting agenda
 - Julie will ask Marcia if the Cat Rescue has insurance – Moved to the executive meeting agenda

6. Reporting and Compliance Schedule Upcoming Requirements

- Audit of 2020-2021 Treasurer Reports
 - 04/23/23 Status: Stefanie agreed to complete the audits. Mindy agreed to train on the auditing process.
 - 08/14/23 Status: Stefanie has 2020 and 2021 reports. She will reach out to Mindy and schedule a time to train Mindy on auditing.
 - 11/13/23 Status: Stefanie – In process
 - 02/26/24 Status: Stefanie – In process
 - 07/08/24 Status: Stefanie – Not present

- 08/12/24 Status: Stefanie completed 2020 and 2021 and gave them to Don. Don will ask her to audit 2022 and 2023
- June Requirements – Proof of insurance compliant with lease agreement. Spring report to schoolboard will be completed in July by Andy and Don. Kelly will email McCoy Holliston for proof of insurance. Farmers insurance is working on a quote.
 - 08/12/24 Status: Proof of insurance was not provided. Kelly sent the certificate of insurance to Andy and Don for presentation to LSD No. 406. Don and Andy will be attending the next schoolboard meeting.
- October – Directors and Officers Premiums are due

7. Incident and Corrective Action Tracking

- 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.
 - 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.
 - 09/12/22 Status: Waiting for signs to be posted to finalize.
 - 11/14/22 Status: Waiting for signs to be posted to finalize.
 - 02/13/23 Status: Board agrees to include this in the park rules. No need to post individual signs. Kelly to update incident report.
 - 04/10/23 Status: Waiting for Park Rules to be finalized so sign can be created and posted
 - 08/14/23 Status: Waiting for Park Rules to be finalized so sign can be created and posted
 - 11/13/23 Status: Waiting for Park Rules to be finalized so sign can be created and posted
 - 02/26/24 Status: Signs received. Waiting to be posted
 - 07/08/24 Status: Kelly will find incident report for Rocky Julie to sign

- 08/12/24 Status: Kelly brought copy for Julie to sign. Julie signed. Kelly will to post to website.
This item is considered complete!

8. Green Space Management – Rocky

- Rocky not present for update

9. 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 – Here is the link to their information - <https://classifieds.gorge.net/show/k4x4aerf>
- 09/12/22 Status: Robert – No luck so far getting quotes. Will check with Ann V about her contact
- 11/14/22 Status: Adriane to send contact information for contractor bids to Kelly. Robert not present for update.
- 02/13/22 Status: Robert not present
- 04/10/23 Status: Robert not present
- 08/14/23 Status: Robert not present
- 11/13/23 Status: Robert not present
- 02/26/24 Status: Robert not present
- 07/08/24 Status: Robert not present
- 08/12/24 Status: Robert not present

10. 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.
- 09/12/22 Status: Approve set amount of funding to address this issue – Kelly. Robert – Dug down to the leaking area and there is a wrap around the piping. Might be asbestos. It is still unidentified as to exactly how the water is leaking in the boiler room. Robert will get quote(s) from contractor(s) to get the problem resolved.
- 11/14/22 Status: Adriane to send contact information for contractor bids to Kelly. Robert is not present for update.
- 02/13/23 Status: Robert not present
- 04/10/23 Status: Robert not present. Board decides to get sump pump as intermediate fix until long term fix can be determined. Don will work with Robert to procure sump pump and get it installed.
- 08/14/23 Status: Robert not present. No pump has been purchased thus far.
- 11/23/23 Status: Robert not present. Board approves \$400 to get job done. Don will work with Robert to get sump pump purchased and installed. Don – I will find a way to create a dam in front of the West facing doors near skate park so water can not seep under the doors and into the LAC hallway.
- 02/26/24 Status: Can we dig a sump and install a sump-pump in the area water is accumulating so water is pumped away from building before it enters the boiler room? Not sure if water is coming up through a hole in the floor. The best plan is to install the sump pump inside in the hole in the floor. Don will work with Robert to get it installed in that area.
- 07/08/24 Status: Robert not present for update
- 08/08/24 Status: I (Robert) was planning for installing the sump pump this spring and started worrying about freeze protection. The whole line to the pavilion froze and broke last winter. Before I came up with a plan, summer hit and I have been busy since. I think we can put a weep hole in the discharge line, which should drain the line back to the pump when it turns off. The pump will be below ground level providing some freeze protection but still may need some kind of a submersible heater (like a stock tank heater). I purchased a hammer drill to cut the concrete and install the sump. There is an existing conduit penetrating the north exterior wall that should allow the drain to exit the building and drain toward the street.
- 08/12/24 Status: In process as stated by Robert (above 08/08/24)

11. People “camping” on site – How do we resolve?

- This is a safety hazard for the community of Lyle
- Trash is being left behind
- Rosemary Hoyt (Schoolboard member) call to report to Kelly
- Tell community to call the police – All agree to tell anyone notifying them about suspicious activity to call the police.
- OLESS Board - Do not take the law into your hands. This can be dangerous. Police are trained for this type of situation
- Let the OLESS board know when notified of a problem – All agree
- Post signage – Green spaces is closed at dusk?
 - Group decides yes to signs
 - Don to order three signs “Park Closed at Dusk” - Otherwise, trespassing
 - 11/14/22 Status: There is already a sign on the backstop on the southeast end of the field. Don to bring this up at the December schoolboard meeting to see if the school will provide additional signs for posting around the LAC property. If not, OLESS with purchase signs.
 - 02/13/22 Status: Board decides to include this in “Park Rules.” This item is considered complete.
- Add lighting?
 - Group decides yes to add lighting in common camping areas, near HVAC and at Norm White Pavilion
 - Robert to look into options for additional lighting
 - Perhaps request PUD add more streetlights? Group to look and see where light could be added
 - 11/14/22 Status: Group looked at streetlights after meeting and there are quite a few around the green space. It’s around the LAC that needs the additional lighting. Lighting around entire building has been added to 2024 grant request. Rocky to pick up three or four solar lights to mount on Norm White Pavilion and around build. Board approves \$300 for the project.
 - 02/13/22 Status: Rocky – I purchased the lights. Robert and I installed them. Two lights on the East side of the LAC. One light on the Norm White Pavilion. This item is considered complete.
- Remove password to WiFi posted around LAC? If we want kids to be able to use the WiFi we can give the code to the school and they can hand it out as necessary?
 - Group decides to leave passwords posted since it is a community service

- Group decides to request that the WiFi be turned off from 9:00PM – 6:00AM. Kelly to reach out to Linda to see if this is possible
- 11/14/22 Status: Kelly to follow up with Linda Williams
- 02/13/23 Status: Kelly – I have contacted Linda Williams. She is working with the CEKC group and will get back to OLESS with the CEKC board decision and/or options. Kelly to generate incident report.
- 04/10/23 Status: No feedback from Linda yet. Kelly to follow up with Linda
- 05/01/23 Status: Kristen worked with Vern, Claire and Linda to gain access to the internet. CEKC requested the internet be turned off from 11pm-6am.
- Kelly called Linda and left a message 04/13/23
- Kelly emailed Linda on 07/17/23 to confirm CEKC wants OLESS to take-over paying for and managing the LAC internet.
- 08/14/23 Status: Would OLESS like to take over managing and paying for internet service? – Board decides they would be willing to pay for and manage internet service. Kelly – No response from Linda about the July email. Kelly will reach out to Linda again for confirmation.
- 08/22/23 Status: Kelly followed up with Linda regarding 07/17/23 email
- 11/12/23 Status: Kelly followed up with Linda regarding 07/17/23 email
- 11/13/23 Status: Barbara Sexton – WiFi is to be available to community. To be addressed at OLESS Annual Board Meeting
- 02/26/24 Status: Will be addressed at OLESS/CEKC meeting
- 07/08/24 Status: Claire West will ask CEKC if they can pay the LAC WiFi bill without it being in CEKC's name and still use grant funds
- 08/12/24 Status: Moved to CEKC tracking action item #18 Transition of Internet Account Information to OLESS. This item is considered otherwise complete!

12. Who maintains Donorbox.org account? Who has been updating the form?

- Current board does not know who set up the account
- Kristen to investigate Donorbox.org account
- 04/10/23 Status: Kristen - Donorbox is attached to the Stripe account. Stripe, Square and Donorbox are all related to collecting payment. Kristen to research how and see if there is redundancy. Kristen will also investigate how/why CEKC is show up on the Square account.

- 08/14/23 Status: Kristen understanding more but still investigating options for bring it all under a single entity. CEKC shows up on square account because they are listed on the bank account.
- 11/13/23 Status: Kristen – It is linked to Square.
- 02/26/24 Status: Donorbox is attached to Squareup. Squareup and Square may have merged? Donorbox is charging 7% on donations. Maybe we should investigate another way that charges less. Will wait to make any changes until meeting with OLESS and CEKC.
- 07/08/24 Status: Kristen is still researching. There was a new Captcha function added when Squarespace and Squareup merged that was preventing people from submitting requests. Kristen resolved the issue.
- 08/12/24 Status: Kristen - Maybe use Paypal instead? That is what CEKC uses. Moved to executive meeting agenda

13. OLESS is currently out of compliance with two sections in the OLESS Bylaws. Do we want to follow these processes or vote to update the bylaws?

Section 4: An Auditing Committee will be formed every fiscal year selected by the Board. The Auditing Committee will consist of not less than three nor more than five members, all of whom must be OLESS members.

Section 1: These Bylaws may be amended or repealed by a vote of the majority of the Board. Written notice of any proposed changes must be publically posted at least 2 weeks prior to the Board vote. Prior to the actual vote, there will be open discussion re: proposed changes. Once any changes or amendments are voted upon and approved, the Bylaws will be updated by the Secretary, with the revision date noted.

- Board decides to update Section 4 bylaws to require one or more board members to audit treasury reports. Kelly and Mindy to update.
- Board decides to keep Section 1 and bring organization into compliance. This requirement will be added to the Secretary WI. Kelly to update WI.
- 08/14/23 Status: In process
- 11/13/23 Status: In process
- 02/26/24 Status: In process
- 07/08/24 Status: In process
- 08/12/24 Status: In process

14. LAC Alarm

- Don – It seems like the problem started when the internet service changed. Group will keep this in mind when dealing with the issue to see if they are related.
- Robert called alarm company. They will be on site sometime next week
- 08/14/23 Status: Robert not present. Don – Robert met with the alarm company. The company could not find any issues. However, the problem persists so building users are not setting the alarm because it keeps going off when they set it. The problem seemed to start when the internet was changed and router was installed near one of the alarm sensors. The router shelf will be moved down to try to resolve the issue.
- 11/13/23 Status: Alarm system is still going off and a reason can not be identified. Kristen – Could be dirty sensors. Kristen will add to LAC Cleaning Work Instruction
- 02/26/24 Status: Andy - Alarm is sounding seemingly randomly but there must be a reason. Reports of it happening in the mornings. Code is showing sensors on South end of building are being triggered. Don and Andy will troubleshoot by trying to recreate the situation.
- 07/08/24 Status: Don and Andy were not able to recreate the false alarm issue. Don will research a new system that includes cameras. Claire – I think CEKC may have purchased cameras that can be used for the LAC.
- 08/12/24 Status: Don – Eufy system is about \$300 for hardware no monthly fee. Commercial functionality? Don will send details to the board. Moved to executive meeting agenda

15. Should OLESS pay someone to perform Secretary duties? – Kelly has been doing it since 2017

- Kelly – The OLESS board has been looking for a secretary since 2019. A couple people said they would do it but no one has actually done the work. I think we should discuss paying someone to do it since no volunteers are stepping up in the community.
- Board agrees this topic should be discussed via email. Kelly will send out first email to kick off the discussion.
- 08/12/24 Status: Moved to executive meeting agenda

16. QuickBooks for non-profits

- https://quickbooks.intuit.com/oa/get-quickbooks/?cid=ppc_G_e_US_QBO_US_GGL_Brand_NonTop_Search_Desktop_WP_quickbooks%20nonprofits_txt&agid=58700008069630448&infinity=ict2~net~gaw~ar~625279896194~kw~quickbooks%20nonprofits~mt~e~cmp~QBO_US_GGL_Brand_NonTop_Search_Desktop_WP~ag~Industry+-Nonprofit&gad_source=1&gclid=Cj0KCQiAh8OtBhCQARIsAlkWb68CelleMaRUKRLQUtuS5sTbgcAre2J4_MBKS7j5yzarAh2MxBbLAQaAkMAEALw_wcB&gclsrc=aw.ds

- Should we consider?
- May help with Department of Revenue (DOR)
- Board decides to wait for CEKC/OLESS meeting before making any decisions
- 07/08/24 Status: Will keep on agenda until transition of bank account from CEKC to OLESS is complete
- 08/12/24 Status: Will keep on agenda until transition of bank account from CEKC to OLESS is complete

17. Next Steps in Clearly Understanding and Defining the CEKC/OLESS Relationship

- Board decides to request a meeting on Monday 3/18/24 @ 5pm with CEKC. Kelly will email Linda Williams, CEKC President
 - 03/18/24 Status: Meetings Scheduled
 - 07/08/24 Status: Review of Minutes from CEKC/OLESS Meeting on 03/18/24. OLESS will continue to work on action items and research how to move forward. Before any big changes are made OLESS will meet with LSD No. 406 to see if they intend to enter into a new lease agreement with OLESS. The current lease agreement ends in 2030.
 - 08/12/24 Status: Moved to executive meeting agenda

18. Transition of Internet Account Information to OLESS

- Andy will call Century Link and research what is necessary to make the transition without any internet down time
- 08/12/24 Status: Waiting to hear from CEKC about how to pay bill. Maybe the simplest solution to open a new account. OLESS email will be used instead of personal email to make transitions easier as board members change. Moved to executive meeting agenda

19. CEKC Allocating Money to Have CEKC/OLESS Relationship Evaluated by Professional – Six Rivers Dispute Resolution Center

- Emails were confusing to the OLESS board. OLESS was unaware of a breakdown in the relationship between CEKC and OLESS – email from Six Rivers received on 06/07/24
- OLESS responded to email outreach from Six Rivers requesting a detailed list of topics of discussion and goals of a meeting. The board will wait to make any further actions until a response is received
- 08/12/24 Status: Moved to executive meeting agenda

20. CEKC is expecting grant money in the next fiscal year for services. CEKC will use funding to support local organizations.

- Does OLESS want to request any funding for services from this grant money?
- Maybe resolve some of the safety issues around the building?
- Board discussed and will bring ideas to the next meeting
- 08/12/24 Status: No ideas so far. Board will continue to consider and bring ideas to the next meeting

21. Insurance related to Diagram of OLESS Interactions

- Kelly discussed with Michele Jaspersen of Farmers insurance. Her advice is as follows:
 - To be a contractor individuals must have an active department of labor and industries license and general liability insurance. To confirm go to www.lni.wa.gov → look up contractor. If they do not and payment is reported via 1099, have the contractor sign a waiver. OLESS will need to generate a waiver.
 - 08/12/24 Status: Kelly to investigate waiver. Moved to executive meeting agenda
 - OLESS is currently missing insurance required by the Department of Commerce grant listed under “State Funds” section B. Farmers will send quote
 - 08/12/24 Status: Waiting on quotes from Farmers. Moved to executive meeting agenda
 - Insurance required by the lease agreement with LSD No. 406 is covered by CEKC for their board meetings only. Farmers will send a quote to OLESS to cover all other activities for the site.
 - 08/12/24 Status: Waiting on quotes from Farmers. Moved to executive meeting agenda
 - Insurance covering short-term and long-term rentals are not currently covered. Farmers will send quote.
 - 07/08/24 Status: Waiting on quotes from Farmers
 - 08/12/24 Status: Waiting on quotes from Farmers. Moved to executive meeting agenda

22. Presentation for LSD No 406 Regarding New Lease Agreement

- Don & Andy – What was the schoolboard’s response when asked to add OLESS to the January agenda?
- Do we want to schedule a special meeting to discuss or do it during a general meeting?
- Review of document for OLESS presentation
- Board reviewed the document. Kelly will send out the Word document via email. Board will offer input. Don will draft verbiage regarding option(s) to extend the agreement

23. Question from Andy’s meeting with LSD No 406 Schoolboard

1. One board member suggested they weren't sure if the conversation related to clarifying the Leaseholder situation had been completed. I believe they would like some clarification on the language in the Lease.
 - Lease is available for review on the LAC website - <https://www.lyleactivitycenter.com/contracts.html>
2. A member of the audience asked a question about the exact date/year that the lease expires. I didn't know the answer to this offhand and said I would let them know at the next meeting I attended. – June 2030
3. The School Board would like a liability insurance update. Susan was asked to get short-term liability insurance on the LAC to make sure that it is covered ASAP. General liability offered by CEKC

24. Overview of Document for Meeting with LSD No 406 Schoolboard – Completed by board. Will offer input via email

25. Halloween Trunk or Treat

- Kristen sent out an email. No responses yet
- Group will organize by email for the event

26. Open Forum

- Kristen - When were the carpets in the rooms last shampooed? – They haven't ever been fully shampooed
- Andy will check with the school to see if OLESS can borrow their shampooer and garbage trolley

27. Executive Session

ACTION ITEMS:

Andy:

- Check with LSD No. 406 to see if OLESS may borrow the carpet shampooer
- Provide feedback on the document for LSD No. 406 regarding a new lease agreement
- Attend upcoming schoolboard meeting and present McCoy Holliston's certificate of insurance compliant with lease agreement, email from CEKC stating general liability coverage as a project of CEKC and end of current lease agreement date (June 2030) to the school board
- Call CenturyLink to find out what is needed to make the transition from CEKC to OLESS control seamless (no internet downtime)
- Attend July LSD No 406 Schoolboard meeting and present new insurance compliant with lease agreement - **Complete**
- Request OLESS be added to the January schoolboard meeting agenda - **Complete**
- Post treasurer reports directly to LAC website
- Work with Don to troubleshoot LAC alarm system
- Work with Kristen to install physical donation box in entryway
- Work with Don to purchase wall mount donation box
- Track updates to OLESS Treasurer Work Instruction

Don:

- Generate verbiage for new lease agreement about options to extend the agreement and send to board
- Provide feedback on the document for LSD No. 406 regarding a new lease agreement
- Send evidence of audit of financial reports to Kelly to upload to the LAC website
- Attend upcoming schoolboard meeting and present certificate of insurance to the board
- Take keys for the Principal's Office - **Complete**
- Ask Robert to purchase and install a coded entry lock on the south classroom
- Research new alarm system for LAC that includes cameras
- Attend July LSD No 406 Schoolboard meeting and present new insurance compliant with lease agreement - **Complete**
- Work with Andy to troubleshoot LAC alarm system
- Ask Robert to paint curb in front of building entrance yellow
- Contact Klickitat county about signage near building entrance and fire hydrants
- Get LAC key to Barbara Sexton – She didn't want one - **Complete**
- Ask LSD No 406 schoolboard about rules for naming the park/greenspace
- Let LSD No 406 schoolboard know that OLESS is considering sponsoring the Wildman Run
- Work with Andy to purchase wall mount donation box
- Work with Robert to get sump pump installed in boiler room
- Look into new federal number requirement for WA state Non-Profit status
- Reach out to Robert and see if he has time to wash outside windows once a year – each spring if possible

Julie:

- Provide feedback on the document for LSD No. 406 regarding a new lease agreement
- Develop process to organize volunteers to clean up the greenspace
- Communicate to the Lyle Community Council that anyone witnessing suspicious activity at the LAC should call the police and if possible, notify an OLESS board member
- 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
- Check out details on listing the LAC as a WiFi hot spot on the OSPI
- 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

Kelly:

- Send presentation document for LSD No. 406 to OLESS board for feedback
- Bring incident report for motorized vehicles on the greenspace for Julie to sign

- Post signed Incident report for motorized vehicles on football field
- Send email to OLESS board about paying someone to perform the OLESS Secretary work instruction - **Complete**
- Update bylaws to include only board members elect new board members. Board members will be elected at the annual board members meeting.
- Update bylaws to include Lyle Activity Center membership designation
- Create project tracking document for Emergency Warming and/or Cooling Location and place on LAC website - **Complete**
- Add annual meeting requirement to bylaws
- Add public posting requirement for updating bylaws to Secretary WI
- Generate incident report for “People Camping on Site”
- Look into new federal number requirement for WA state Non-Profit status
- Add insurance confirmation to LAC website
- Update appropriate work instructions with LSD 406 reporting requirements from the lease agreement
- Update MOU template to replace rent with donation – Not Necessary - **Complete**
- Locate name of ESD attorney that drafted current lease agreement
- Locate Horizons survey
- Add above listed to maintenance request form access
- Send Maintenance Request form users instructions on access
- Read Washington Nonprofit Handbook and look for any requirements not addressed in the OLESS bylaws
- 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 - **Complete**
- Generate Incident report for motorized vehicles on football field - **Complete**
- Generate Incident and Corrective Action Report for kids on roof - **Complete**
- Send combined rental request form to Jonathan Blake and OLESS Board for approval
- 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

Kristen:

- Add its availability and information to the LAC website and social media when the Principles office is clean and ready to rent
- Shampoo LAC carpets
- Begin outreach to the community to see if anyone will help with Halloween Trunk or Treat - **Complete**
- Purchase another sharps container
- Place one sharps container in each bathroom – Men’s and Women’s
- Add emergency preparedness information to attachment that short term renters receive

- Add “clean alarm sensors” to LAC Cleaning Work Instruction
- Update short term rental agreement to include statement about not parking in front of entryway or in front of fire hydrant
- Work with Andy to install physical donation box in entryway
- Post application for membership of OLESS at donation box once installed
- Research how Square, Stripe and Donorbox are interacting/related
- Determine if there is any redundancy in Square, Stripe and Donorbox.
- Add LAC Closing Checklist to email sent to short term renters
- Add “It is in violation of district policy for any person to knowingly carry a firearm or dangerous weapon on district premises” to short term renter information
- Investigate how to update Donorbox.org account

Robert:

- Purchase and install a coded entry lock on the south classroom
- Give Don and Kristen code for lock on the south classroom
- Paint curb in front of building entrance yellow
- Work with Don to procure sump pump - **Complete**
- Work with Don to get sump pump installed in boiler room
- Grind down stump in southeast portion of the green space
- Rekey boiler room
- Get quote(s) from contractor(s) to resolve boiler room leaking issue
- Follow up with Ann Varkados about contact information regarding chimney restoration
- Look over LAC building maintenance schedule and email Kelly with additions
- Determine appropriate watering for green space
- Investigate entry way heater issue
- Investigate wireless thermostats for heaters for two rooms
- Investigate contacts to potentially restore chimney
- Replace timer for outside faucet

Rocky:

- Provide feedback on the document for LSD No. 406 regarding a new lease agreement
- Research rules regarding signage for the fire hydrant
- Look into red bollards or curbs that extend 15 feet in either direction from the fire hydrant - 30 total feet
- Research rules on posting “No parking” signage at the entrance to the building
- Find out if the curb in front of LAC entryway should be painted red
- Look into handicap parking – Where should it be located?

- Paint bollard in front of fire hydrant red
- Reach out to MCDD about potential grants
- Get quote for reseeding greenspace
- Explore ways to manage grass so the green space stays green during the summer
- Plan baseboard painting project
- Research options for countertop in pavilion
- Check out Mt Adams Chamber and Dallesport Newsletter for advertising space for room rentals
- Look into covers for hallway ceiling lights

Stefanie Boen:

- Provide feedback on the document for LSD No. 406 regarding a new lease agreement
- Audit 2020 & 2021 financial reports – **Complete**
- Look into guidelines and/or any other relevant information for Emergency Warming Shelter activities
- Post updated bylaws on LAC website
- 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
- Begin tracking donation forms – Kelly will send you the form. No need to retroactively track.

Susie Marx:

- Begin tracking volunteer hours

Vern Harpole:

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

PARKING LOT

- Research options for charging groups to camp on the LAC greenspace
- Apply for Klickitat County Lodging Tax Funds - <https://www.klickitatcounty.org/1354/2024-Lodging-Tax-Funding-Application>
- Walmart gives \$50 gift cards to non-profits once a quarter – Are there other programs like this?
- Charge membership fees
- Looking into fiverr.com for potential grant opportunities
- Casino Night Fundraising

- Generate compliant pathway for events involving alcohol in the building and/or greenspace. Include fee ~\$1000
- Generate compliant pathway for weddings and/or receptions. Include fee ~\$3000
- 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
- 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
- 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 October 14, 2024 at 5:00 PM at the Lyle Activity Center
