

OLESS Minutes

(Old Lyle Elementary School Supporters)

August 16, 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: Julie Larson, Rocky Shultz, Don Starkin, Kelly Johnson (Note Taker)

Board Members Not Present: Stefanie Boen

1. Introductions of guests – No Guests

2. Review and approval of July minutes - Approved

3. Halloween Trunk or Treat

- Do we want to try it this year?
- Difficult to tell because of liability issues. Also, hard to have enough man power. Probably not but will determine later.

4. Treasurer's Report – Don

- Sales tax on rentals may need to be updated on reports. This is a finding from the Department of Revenue audit of CEKC. Kelly to reach out to Linda for clarification.

5. COVID Delta Variant

- 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 Jasperson 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.

6. Events & Rentals – Emily

- Update on MOU and lease agreements from CEKC. Need for leases to be 30/31 days – Don
- Should we generate some sort of agreement between CEKC and OLESS for the use of the nurses' office? – Yes, Kelly will reach out to Linda
- No official word from Linda but we need lease and not rental agreements – Kelly to reach out to Linda for clarification

7. 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.
 - 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.

8. Project Updates – Stefanie send out updates to bylaws and review will be complete

9. Green Space Management – Rocky – No new updates

10. 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.
- 07/12/21 Status: Rocky to reach out to Suzie and Zack about cleaning. Vern to help with Zack.
- 08/16/21 Status: Suzie is willing to do the job. Board agrees to move forward with Suzie. Rocky to train.

11. 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.
- 07/12/21 Status: Don to send updates to group. After work instruction is ironed out and the checklist is generated the following still must be decided: How do we want to pay (by the hour/week/month/job etc.)? What will the pay be?
- 08/16/21 Status: Kelly to print out info for Rocky to give to Suzie

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

- Would we like to accept? - Yes
- Where would we like it mounted?
- Where do we locate the remote etc. so it isn't lost/stolen?
- How will it be powered? – 110V
- Could it be mounted above cork board? – Issues with reflection
- Put it on a cart? – Issues with tipping – No
- 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.
- 07/12/21 Status: Vern and the OLESS board discussed the donation and the following decisions were made:

- 1) 65 inch TV approved to be mounted on the north wall of the south classroom between the two eastern pendant lights and above the chalkboard
 - 2) BestBuy professional installation crew will install TV
 - 3) Pull down screen will be removed by installation crew
 - 4) Pull down screen will be stored until it is confirmed it is no longer needed. If it is needed it can be placed on brackets (as it was before). Placement will be determined as necessary
 - 5) Install TV and move forward with accessories later
 - 6) Vern will set up date and time of installation and let board know
 - 7) Vern and at least one board member will be present during installation
- 07/31/21 Status: Vern had Zoom meeting to try out projector. He may donate it to CEKC and they can store it in their office.
 - 08/16/21 Status: Vern has decided to purchase a projector and donate it to CEKC. This items is considered closed.

13. 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

14. 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.

15. Removal of Stefanie Johnson from Umpqua account Update

- Minutes have been submitted to bank
- All signers must resign signature cards – Linda, Don, Stefanie

16. 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

17. Does board want to continue to meet during harvest months when Kelly is not available, September through November

- Delay until November – Yes
- Will stay in contact by email

18. Do we want to try to get another restoration grant?

- Yes, try for another grant in 2023. Collect quotes in 2022 to submit an early request in 2023

19. Open Forum

- Julie – Walk about Lyle Sept 26th, Cindy Bluemel is organizing, Julie got insurance through CEKC for the event, \$200
- Will the OLESS board allow the Klickitat County Health Department to use the building for a vaccine clinic?
 - Board agrees to waive fee for use of building for vaccine clinic
 - Need to fill out MOU and Lease Agreement – Julie will get them the agreements
- Gina Mosbrucker may be at the next Community Council Meeting, September 14th

ACTION ITEMS:

Don:

- Email suggested changes to LAC cleaning work instruction to OLESS board - **Complete**
- Meet at 4PM 8/9/21 for bylaws review – Cancelled, - **Complete**
- Call Klickitat County Public Works to discuss possible collapsed culvert on 3rd and Klickitat Streets
- 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

Emily:

- Update Ruth with OLESS board responses to her questions - **Complete**
- Update Google business listing - **Complete**
- Update any Google and Facebook information listing Marsha Pope's contact information - **Complete**
- Update MOU Word Doc for Top Gear Driving School Rental – Didn't happen due to COVID - **Complete**

- Create flier for LAC to hand out at events
- Email Facebook about removing old LAC page
- Post pictures of last year's Halloween Trunk or Treat Event on social media outlets

Julie:

- Send MOU and lease agreement to Klickitat County Health Department for potential vaccine clinic
- Meet at 4PM 8/9/21 for bylaws review – Cancelled, - **Complete**
- 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
- 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:

- Send Julie link to MOU and lease agreement on LAC website - **Complete**
- Reach out to Robert to see if we can get a sump pump for the boiler room until we can determine and pay for a permanent fix
- Print out LAC Cleaning Work Instruction for Rocky - **Complete**
- Print out LAC Cleaning Work Instruction Checklist for Rocky
- Generate formal agreement between CEKC and OLESS for nurses' office
- 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
- Request quote for coded entry from Ernie's Lock and Key - **Complete**
- Read Washington Nonprofit Handbook and look for any requirements not addressed in the OLESS bylaws
- Send 07/12/21 OLESS minutes to bank so Stefanie can be removed
- Meet at 4PM 8/9/21 for bylaws review – Cancelled, - **Complete**

- Reach out to Robert about coded entry for the LAC - **Complete**
- Update LAC Cleaning work instruction - **Complete**
- Reach out to Rocky about LAC cleaning - **Complete**
- Post LAC cleaning schedule to the website
- Post LAC cleaning checklist to the website
- Notify bank of Stefanie Johnson's resignation so she can be removed from the account - **Complete**
- 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
- 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 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, water fountain for kids. Grant for emergency response center, cooling shelter location,

Robert:

- Reach out to Kate Willsen about dumpster paving project – Kate left WAGAP - **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:

- Get print out of LAC Cleaning Work Instruction from Kelly - **Complete**
- 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
- Meet at 4PM 8/9/21 for bylaws review – Cancelled, - **Complete**
- Reach out to potential cleaners
- 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:

- Send out approved changes in bylaws
- 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
- Meet at 4PM 8/9/21 for bylaws review – Cancelled, - **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
- 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

- 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
- 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 -
Complete
- 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 November 8, 2021 at 5:00 PM via Zoom set up by Secretary Stefanie Boen
